

# MJM Software

# Traffic Scheduler Program

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Date: 23 December 2009

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## Scheduler

### 1. What is the Scheduler?

Scheduler helps you to create program logs. You can create contacts with clients and make advertisement time for clients. This program makes logs in a way that there is suitable interval time between advertisement of same business types or related business types.

### 2. How to install?

Double click on the Scheduler.exe file to run the installation. After copying files, the page below appears:



Figure 1- Installation - Step 1

Click the “OK” button.

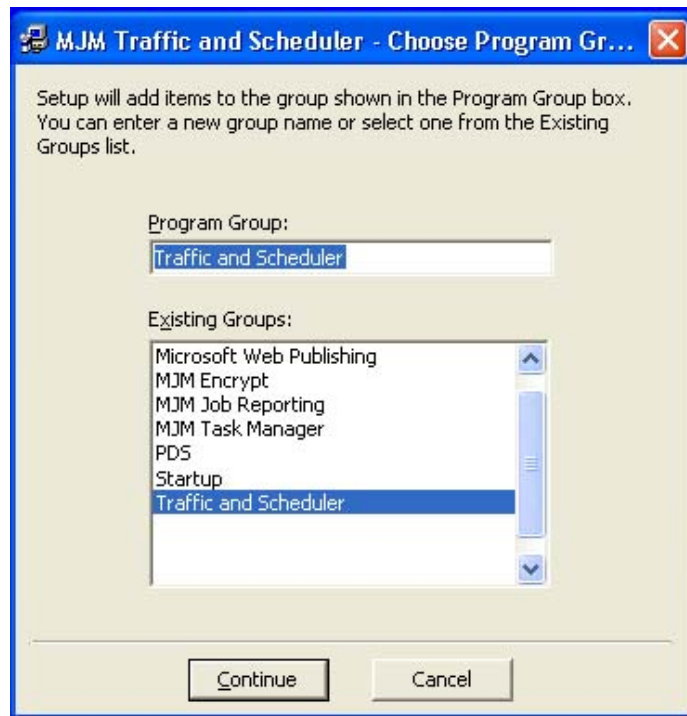


Figure 2- Installation - Step 2

In this section, you can specify the installation directory. If you wish to change this directory, click on the “Change Directory” button and specify a new directory. Click the

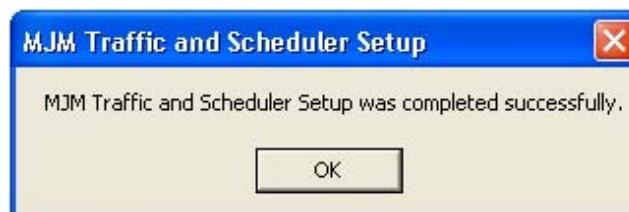


button to continue the installation.



**Figure 3- Installation - Step 3**

Click the “Continue” button to continue the installation. Wait until the window below appears:



**Figure 4 - End of Installation**

### **3. Run Scheduler**

Follow this direction to open the scheduler software:

Start => All Programs => Traffic and Scheduler => Traffic and Scheduler

## 4. Registration

When you run the scheduler for the first time, a registration form appears.

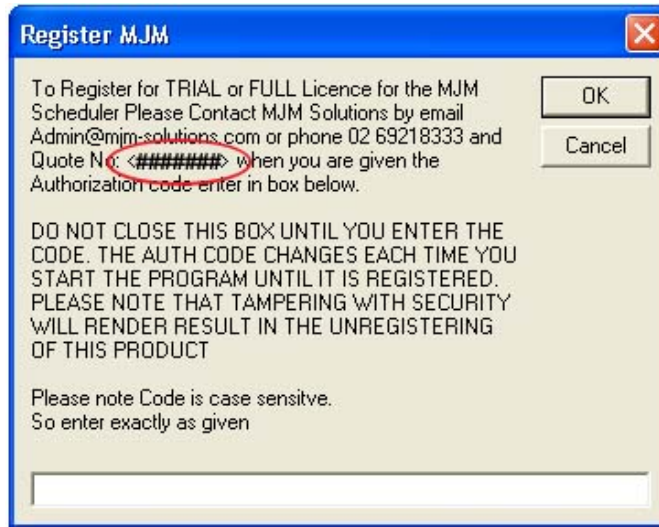


Figure 5 - Registration Form

In this form, you can see your unique registration code. Call number 02 6921 8333 and read the code or email this code to [Admin@mjm-solutions.com](mailto:Admin@mjm-solutions.com). You will receive an authorisation code. Type the code in the box and click the "OK" button to run the program and see the page below.

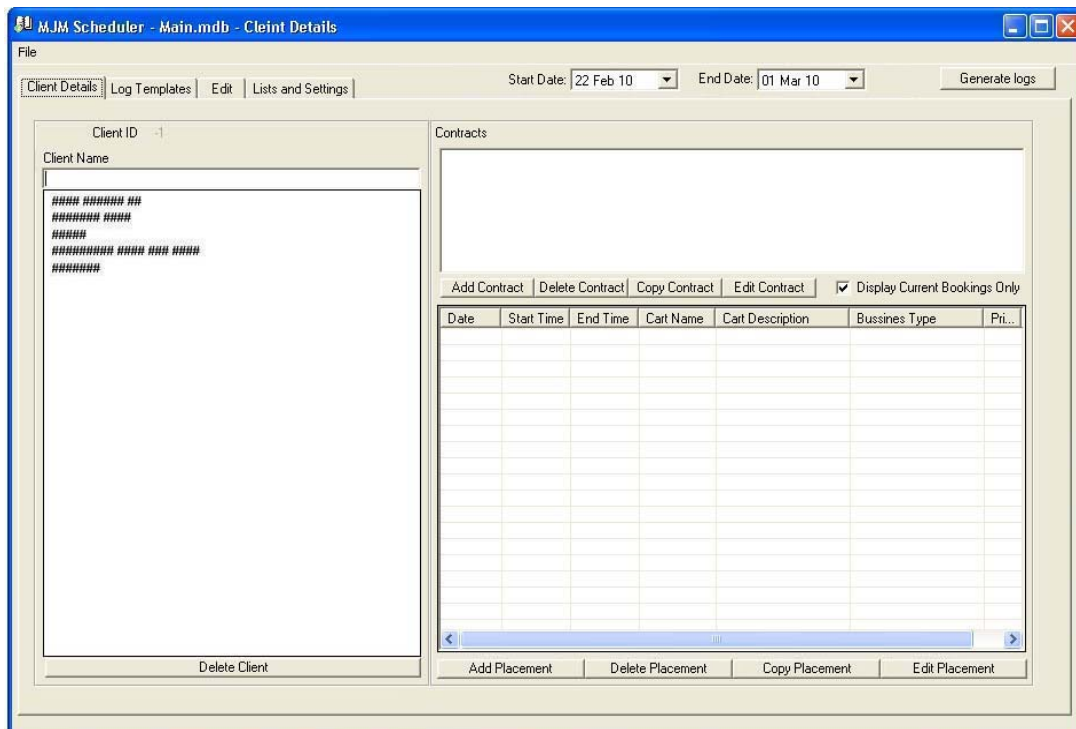


Figure 6 - Main Page

In the top of the program (Title bar), you can find the name of the current database and the section which is open now.



**Figure 7 - Title bar**

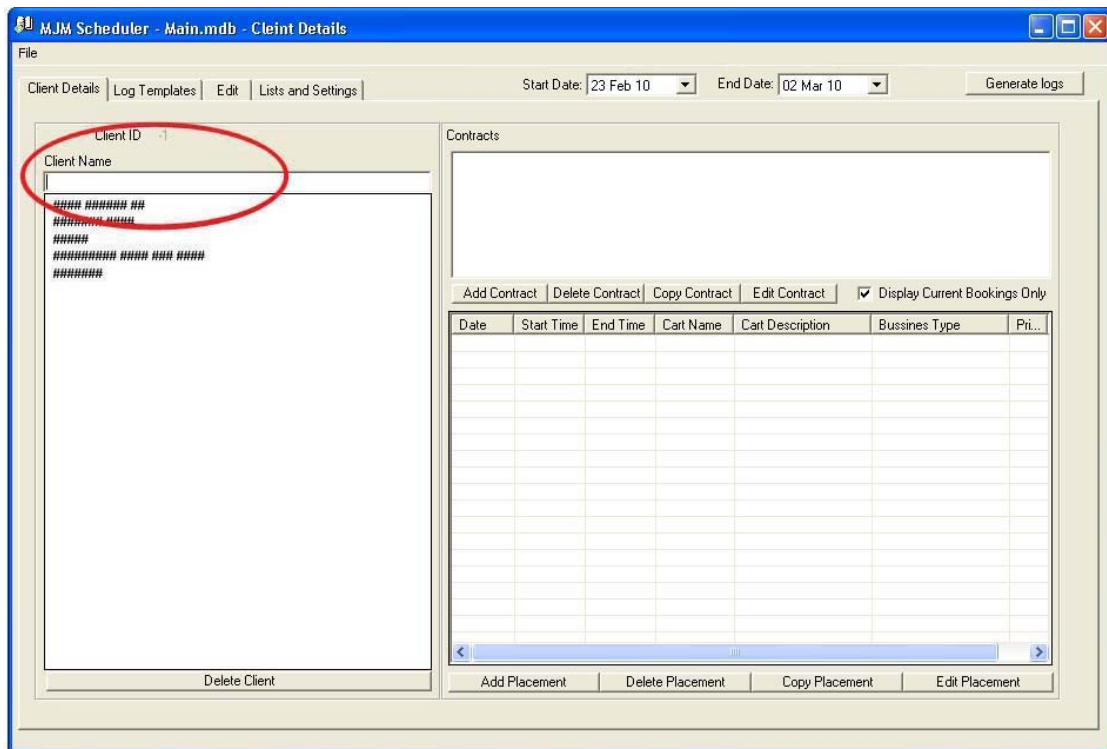
Scheduler consists of three main sections: “Client Details”, “Time Templates” and “Lists and Settings”.

## 5. Client Details

In the “Client Details” tab, you can create new clients, see the client’s details, create contracts, edit contracts, create placements and edit them.

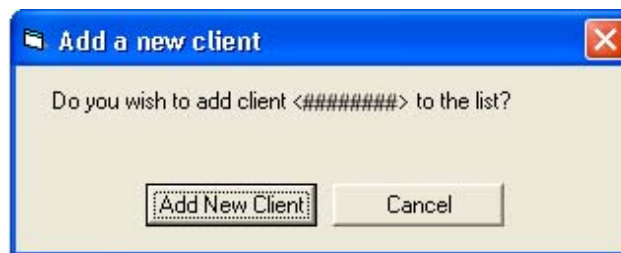
### 5-1. New Client

Below the “Client Name” box, you can see a list of all clients. Type a new name in the “Client Name” box to create a new client.



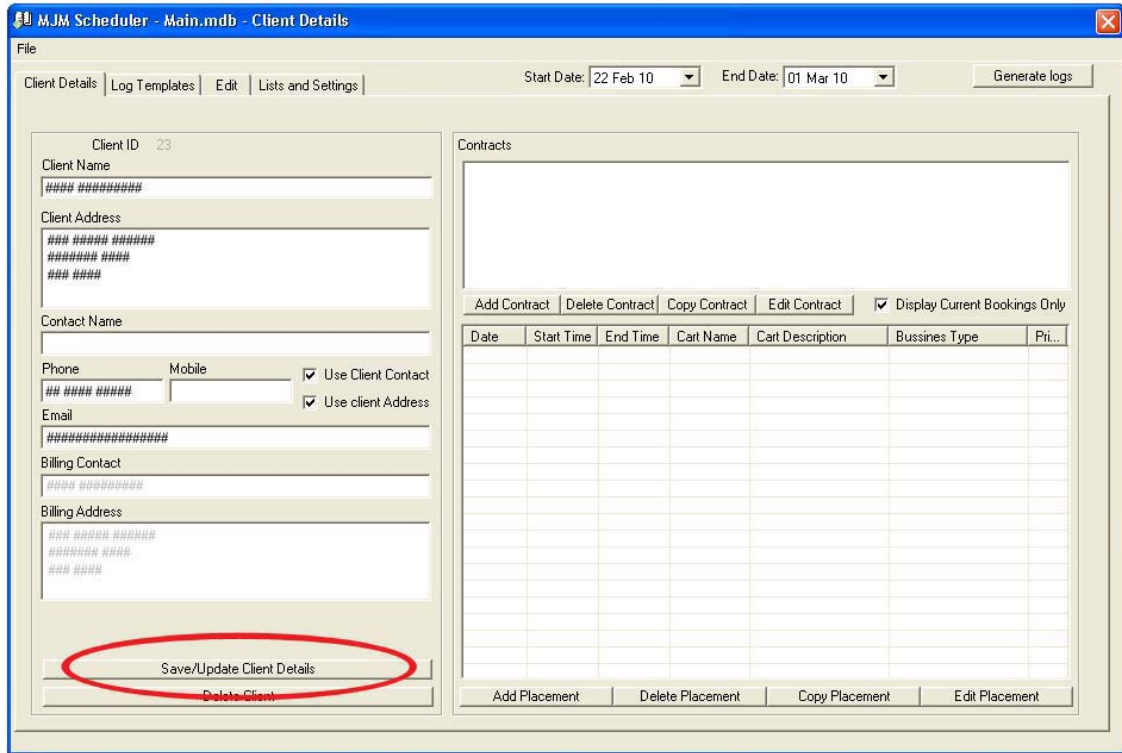
**Figure 8 - New Client**

Press “Enter” key on your keyboard to see the message below:



**Figure 9 - Confirm adding a new client**

Click the “Add New Client” button to add this new client to the list of clients. Now you can type client’s details in the appropriate boxes. When you finished typing the details, click the “Save/Update Client Details” button to save the information.



**Figure 10 - Save the information**

## 5-2. Existing Clients

When Client name box is empty, you can see a complete list of existing clients below the box. If you have a long list, type first letters of client's name to filter the list. Click on one of the client's names to see the details.



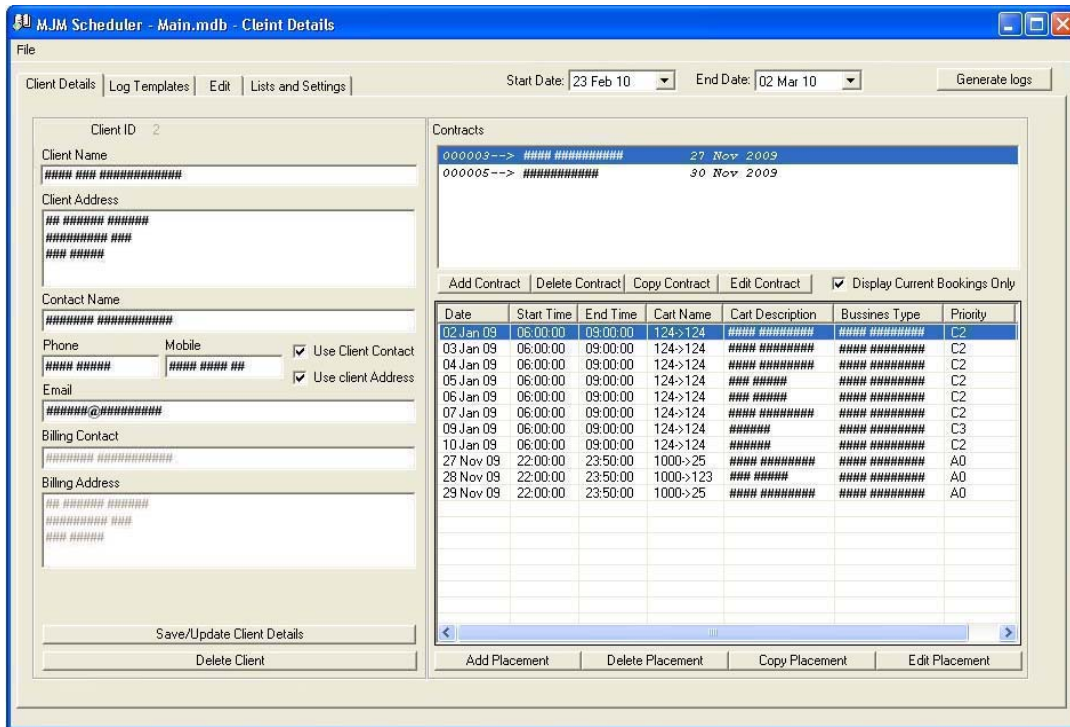


Figure 11 - Client's Details

To change the details, simply change them and click the “Save/Update Client Details” button.

To change the client's name, in the client name box change the name and press “Enter” key on your keyboard. The page below appears.



Figure 12 - Rename a client

If you wish to change the client's name, click the “Rename Client” button. But if you wish to add a new client to the list, select the “Add New Client” button.

By default, Contact Name and Billing Contact Name are the same. If you want to have different names, click the “Use Client Contact” check box to remove the tick.

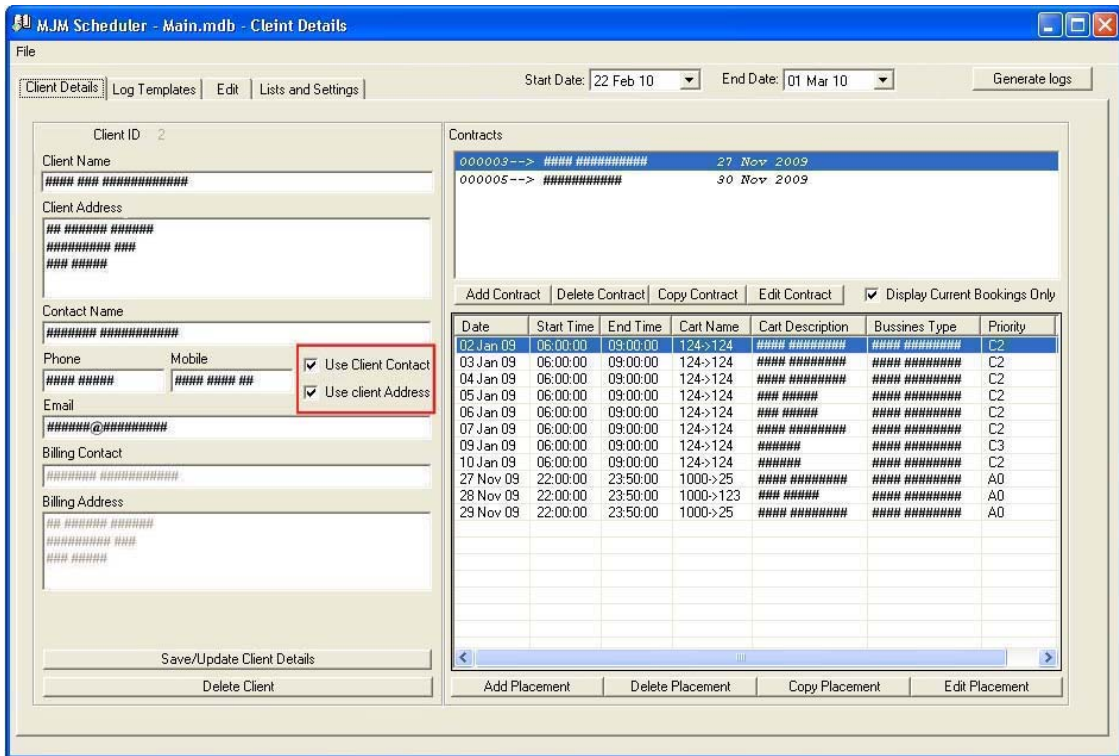


Figure 13 - Contact Person

Now you can type a new name in “Billing Contact” box. This will apply to “Client Address” and “Billing Address”. Click the “Save/Update Client Details” to save the changes.

If you wish to delete a client from the list, click the “Delete Client” button.

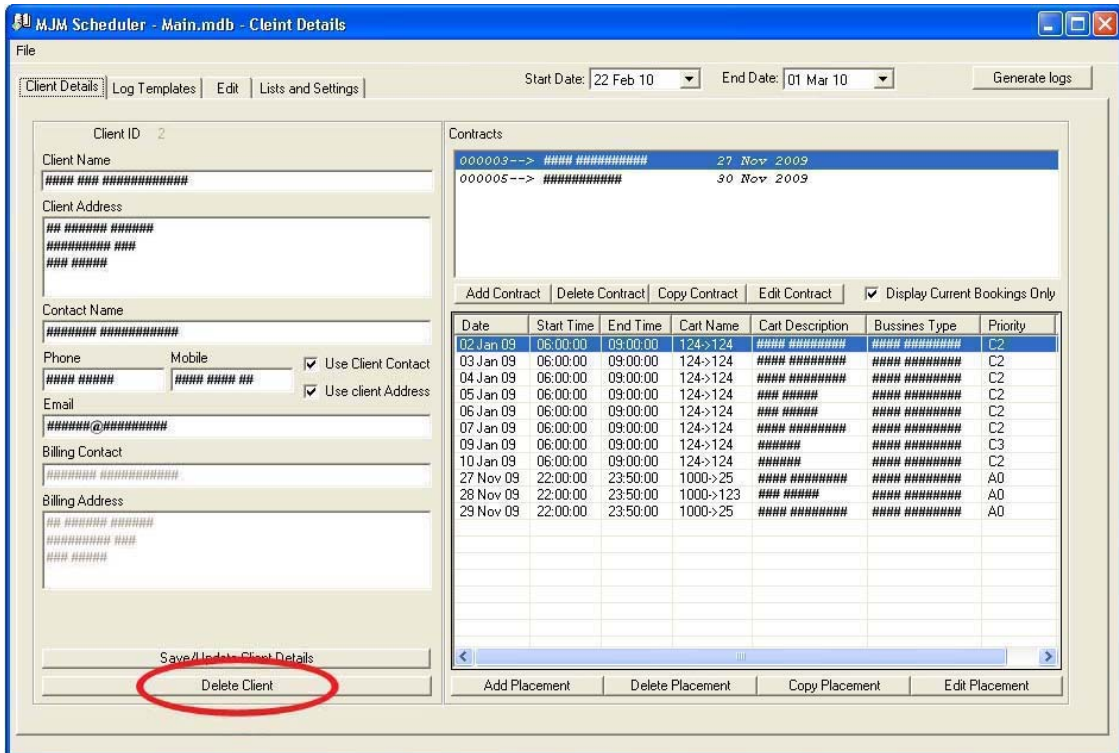


Figure 14 - Delete a client

In the appeared window, click the “Yes” button to delete client’s details.



Figure 15 - Delete a client's Details

To see another client’s detail, clear the “Client Name” box to list of clients appears.

### 5-3. Contracts

The “Contracts” section is a part of “Client Details” tab. When you select a client from the client list, a list of made contracts will be loaded to this section.

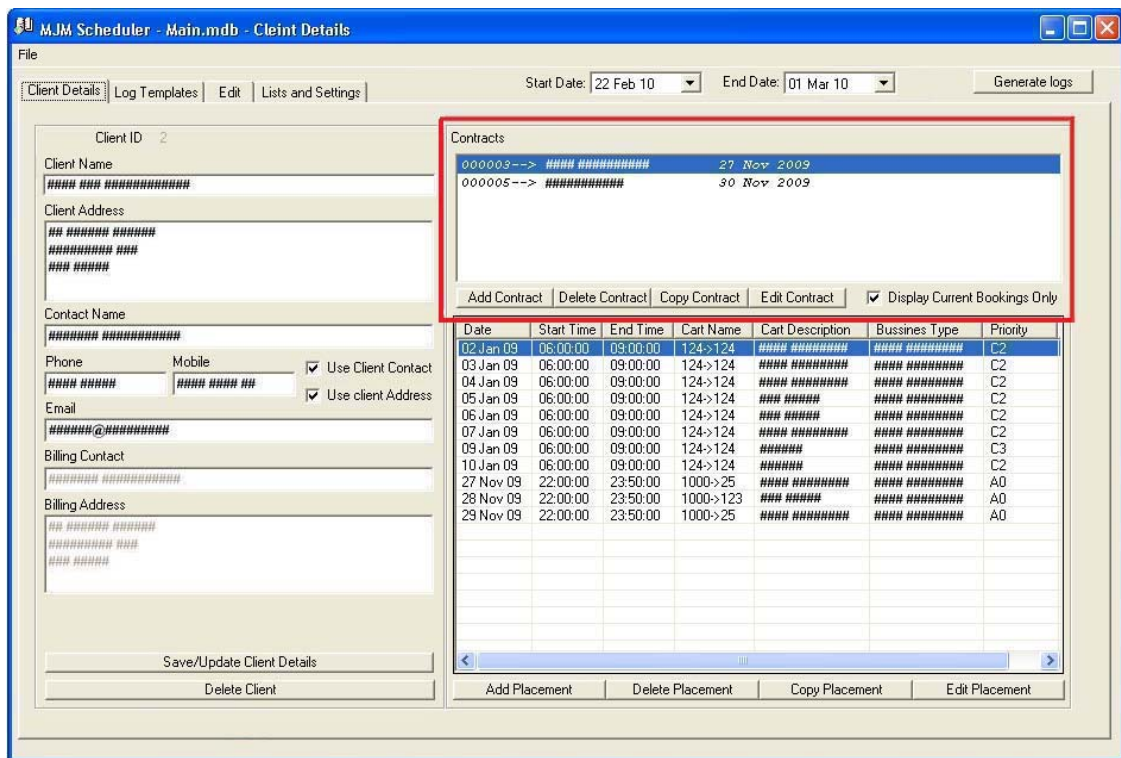


Figure 16 - Contracts Section

In the list of contracts, you can see: contract code, contract name and contract start date.

#### 5-3-1. Add contract

By clicking the “Add Contract” button in “Contracts” section, you can create a new contract for the current client\*.

\* If you select a client from the clients list, this client is your current client. In the left hand side section, you can see the details and in the right hand side section, you can see and create contracts and placements for this client.

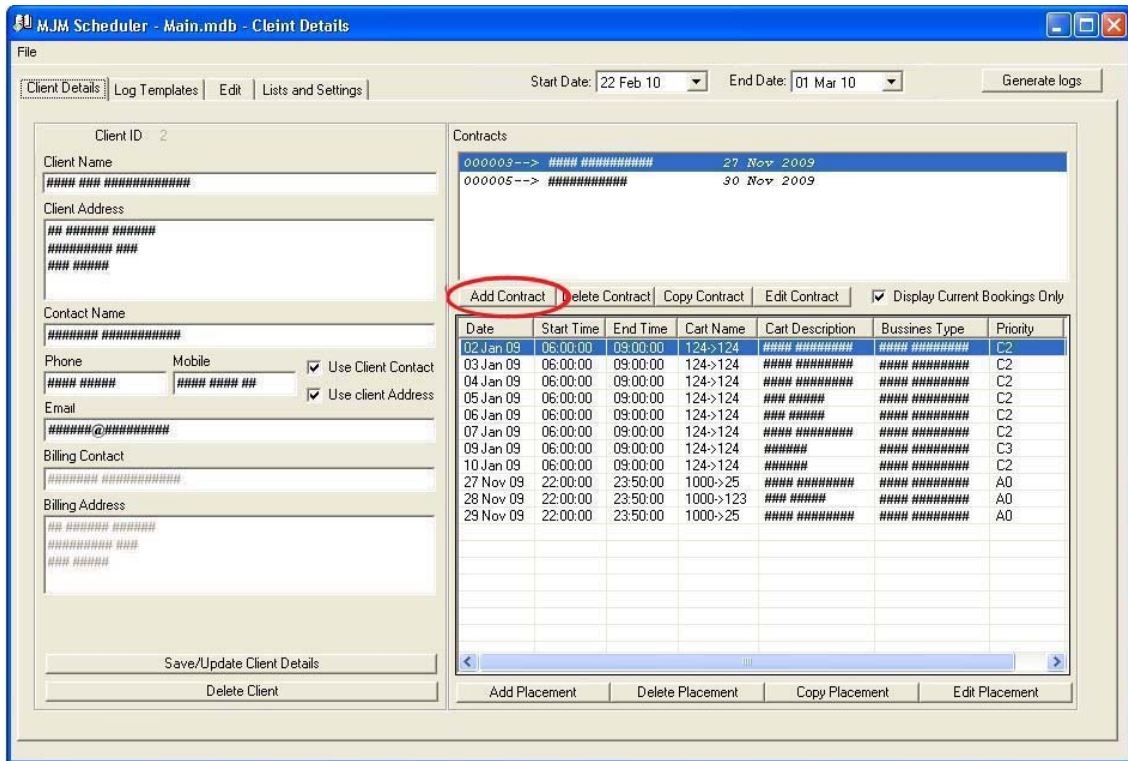


Figure 17 - Add Contract Button

When you click the “Add Contract” button, the window below appears.



Figure 18 - Details of new contract

Specify a new name to this contract. Change the “Contract Start Date” if it is required.

If you click on the “Business Type” box, a list of existing business types will appear. Consider that some business types are related to each other. This means there should be an interval between playing their advertisements. For example if the business type of two contracts is “Hardware”, then there should always be 10 minutes interval between their advertisements. You can relate business type and specify separation time in the “Lists and Setting” section.

Note: Contracts or Placements with same business type are related.

**Figure 19 - Select a Business Type**

If you type a new name in this box, it would be considered as a new business type. Then if you press the “Enter” key on your keyboard or click on a different box, program will ask you about adding this new business type to the list of business types.

**Figure 20 - Adding a new Business Type**

If you click the “Yes” button, the window in figure 21 will appear. Change the “Separation” if it is required.

**Figure 21 - Add a new business type**

Click the “Save” button if you wish to save this new “Business Type”. If you click the “Cancel” button, this new type will not be saved.

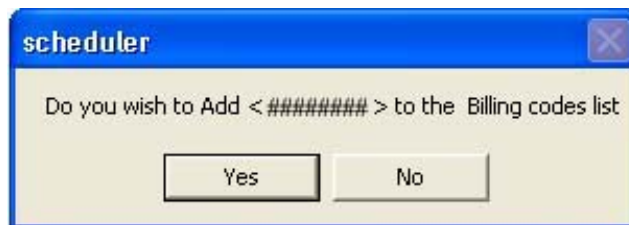
If you click the “Cancel” button shown in figure 21 or click the “No” button in figure 20, at the end, you will receive this error message and your new contract will not be added to the list of contracts:



**Figure 22 - Error in adding a new contract**

To continue adding a new contract, in figure 18, you should select a “Billing Code”.

If you click on the “Billing Code” box, a list of available billing codes appears. Select one of these codes or type a new name to create a new “Billing Code”. If the “Billing Code” that you have typed, does not exist in the list, by clicking on another box or pressing the “Enter” key on your keyboard, this message appears:



**Figure 23 - Adding a New Billing Code**

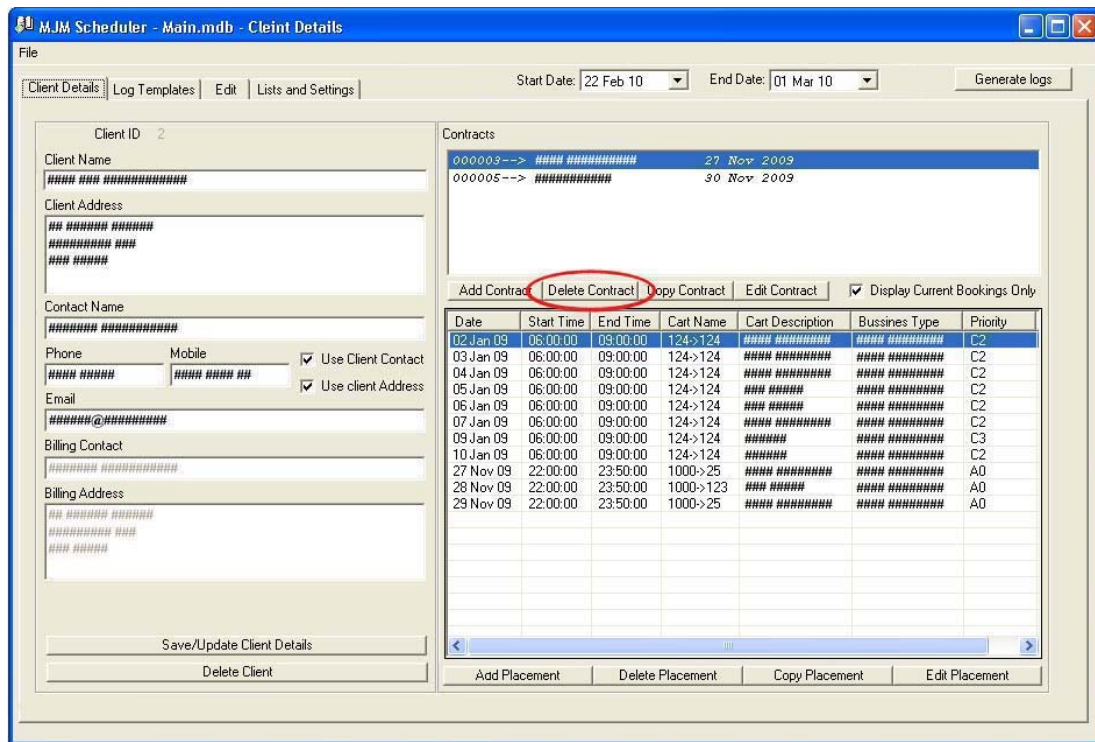
Similar to what was explained about “Business Type”, if you click on the “No” button, you will receive an error message at the end. Click on “Yes” button to add this new code to the “Billing Code” list.

In the “Add contract” window (figure 18), select the “Bulk Rate” or the “Spot Rate” and type a rate in the box below them. If you do not want to bill this contract, tick the “Do Not Bill”.

Click the “Save” button to add this contract to the list of contracts.

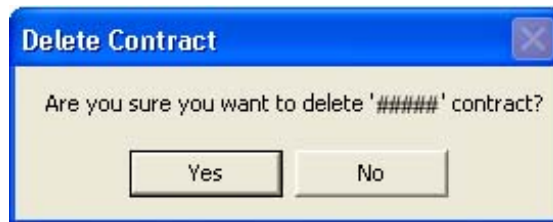
### **5-3-2. Delete Contract**

In the list of contracts, select the contract, which you wish to delete it, by clicking on it. Now click on the “Delete Contract” button.



**Figure 24 - Delete Contract**

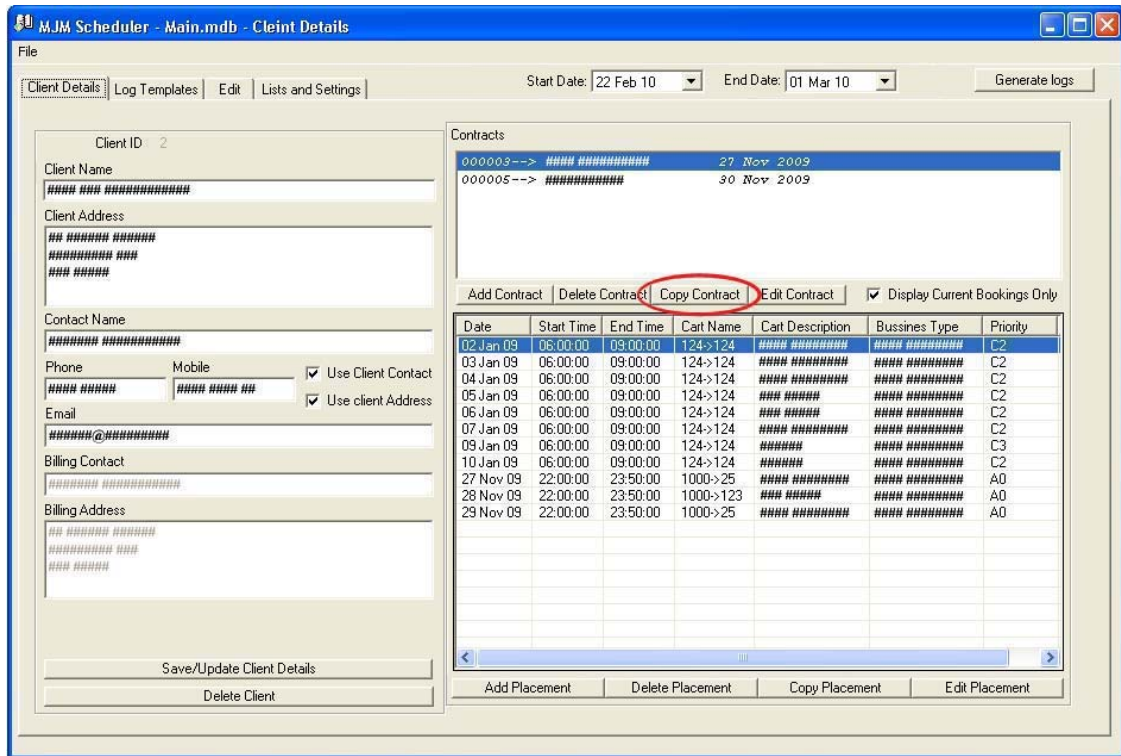
Click on the “Yes” button to delete this contract permanently.



**Figure 25 - Delete a contract**

### 5-3-3. Copy Contract

Select a contract in the contract list by clicking on it. Then Click on the “Copy Contract”.

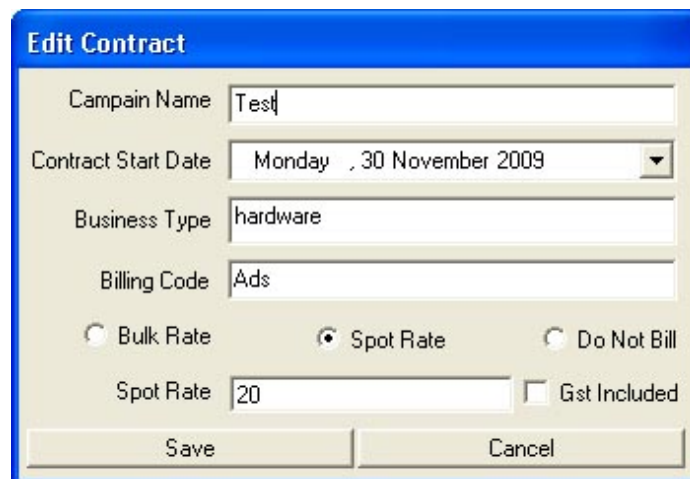


**Figure 26 - Copy Contract**

A new contract with the same name and details will be added to the list. This new-copied contract has a different code number.

### 5-3-4. Edit Contract

Click on a contract in the list of contracts. Now, click on the “Edit Contract” button. Change details and click on the “Save” button to save changes.



**Figure 27 - Edit Contract**



## 5-4. Placement

For contract, you can make placements.

Click on a contract in the contract list. A list of placements for this contract appears in the table.

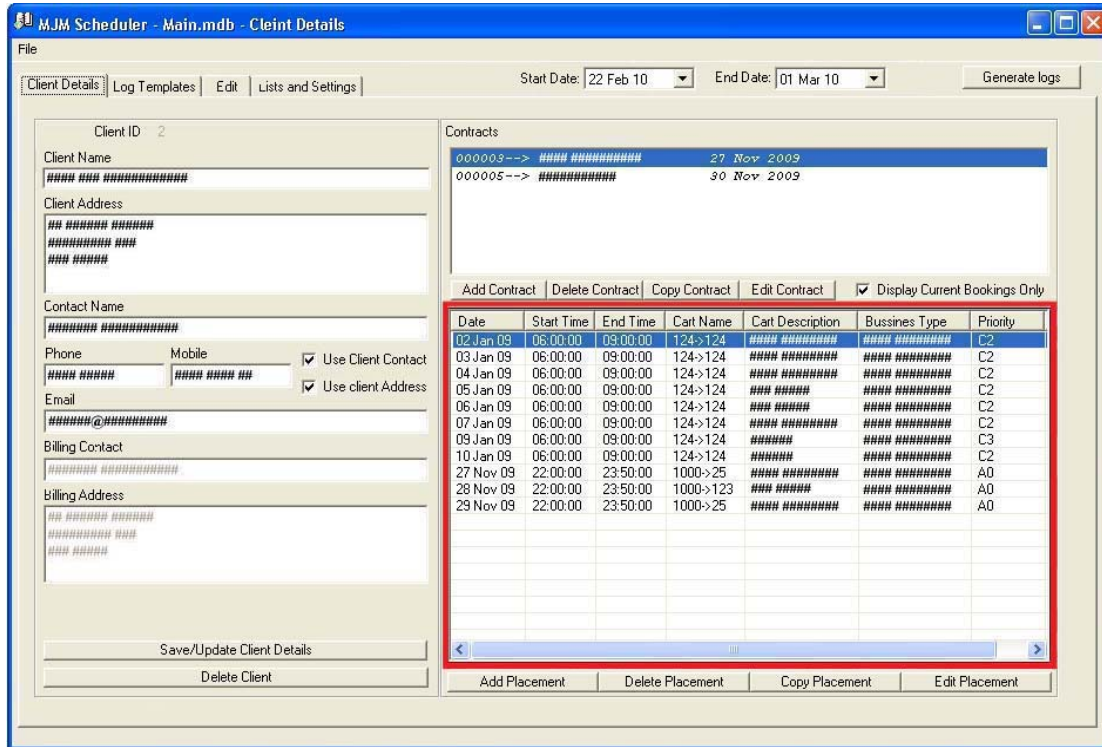


Figure 28 - Placement Table

### 5-4-1. Add Placement

Click the “Add Placement” button to see the window below:



Figure 29 - Add Placement

Select the placement date by clicking on the “Cart Number” box. A list of Cart Numbers appears.

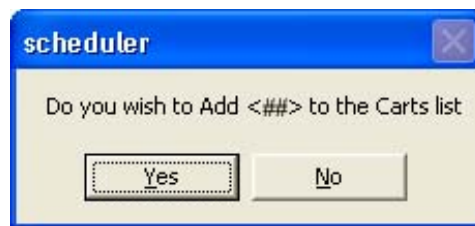


**Figure 30 - Cart Numbers**

**What is cart number?**

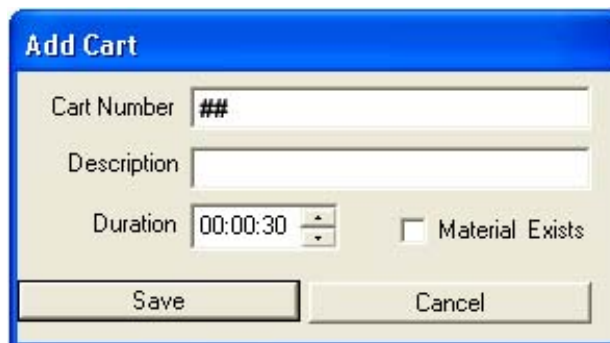
Cart number is real number of a program, used for playing program.

Select one of the existing Cart Numbers or type a new number. If you type a new number, this message will appear:



**Figure 31 - Add a New Cart Number**

Click the “Yes” button. The “Add Cart” window appears.



**Figure 32 - Add a new Cart Number**

Type a brief description about the cart number and specify the “Duration” for this cart. Click the “Save” button to create this new cart.

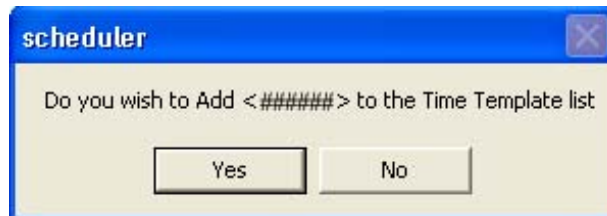
If you select the “Cancel” button in figure 32 or select the “No” button in the figure 31, at the end, you will receive this error message:



**Figure 33 - Error in adding a Placement**

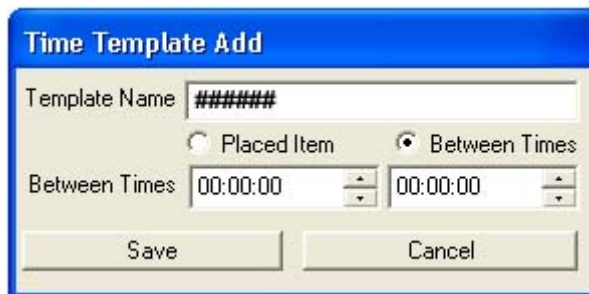
To continue adding a placement (figure 29); select one of this three options:

- **Template:**  
You can specify a name to the duration. Click on the “Template” box to see defined templates. If you type a new name in this box, as you press the “Enter” key on your keyboard or click on another box, you will be asked for adding a new Time Template:



**Figure 34 - Add a New Template**

If you select “Yes”, the “Time Template Add” window will appear.



**Figure 35 - Time Template Add**

You can define your template as duration. In this case, click on the “Between Times” circle to select it. Now, specify the start and end time. If you select the “Placed Item” circle, you can just specify an exact time for this template.

**Figure 36 - Time Template Add**

Click the “Save” button to continue adding new placement.

- **Placed Item:**  
In this way, you can specify an exact time for your new placement.

**Figure 37 - Placed Item**

Click on the “Placed Item” circle to select it and then specify the time.

- **Between Times:**  
Click on the “Between Times” circle, specify the start and end time for this Placement. In this case placement will be played sometimes between the start and end time that you have specified.

The screenshot shows the 'Placements' dialog box with the following settings:

- Placement Date: Monday, 30 November 2009
- Cart Number: ##
- Radio buttons:  Template,  Placed Item,  Between Times
- Between Times: 13:00:00 to 15:30:00
- CSA
- Priority: 0
- Number of times to be played: 1
- Buttons: Save, Cancel,  More Options

**Figure 38 - Between Times**

You can define a Placement as a CSA. Click on the “CSA” check box to change the placement type from advertisement to CSA. Advertisements have a higher priority rather than CSA. Priority for CSA is specified by letter “C” and priority for advertisement is specified by letter “A” in the placement list.

Click on the drop down “Priority” menu and select one of the numbers according to the priority of this placement. Smaller number shows higher priority. In addition, you can enter a number, which is not in the drop down menu.

In the “Number of times to be played” box, type how many times this placement should be played.

By clicking on the “More Options” check box, current window will change to below:

The screenshot shows the 'Placements' dialog box with the following settings:

- Placement Date: Monday, 30 November 2009
- Cart Number: ##
- Radio buttons:  Template,  Placed Item,  Between Times
- Placed Item: 07:00:00
- CSA
- Priority: 0
- Number of times to be played: 1
- Checked if Played
- Billed
- Played
- Billing Code: <Default>
- Business Type: <Default>
- Spot Rate: -1
- Buttons: Save, Cancel,  More Options

**Figure 39 - Add a Placement - More Options**

If you tick the “Checked if Played” box, it will be specified in the list, as this Placement has been played.

If this placement is billed, tick the “Billed” check box. Also, if it is played, tick the “Played” check box.

Select the “Billing Code”, the “Business Type” for this placement and type a “Spot Rate”. Click the “Save” button to save all specifications.

### 5-4-2. Delete Placement

Select a placement in the list of placements and click on the “Delete Placement” button. If you wish to delete more than one placement, press and hold “Ctrl” key on your keyboard; meanwhile click on the desired placements.

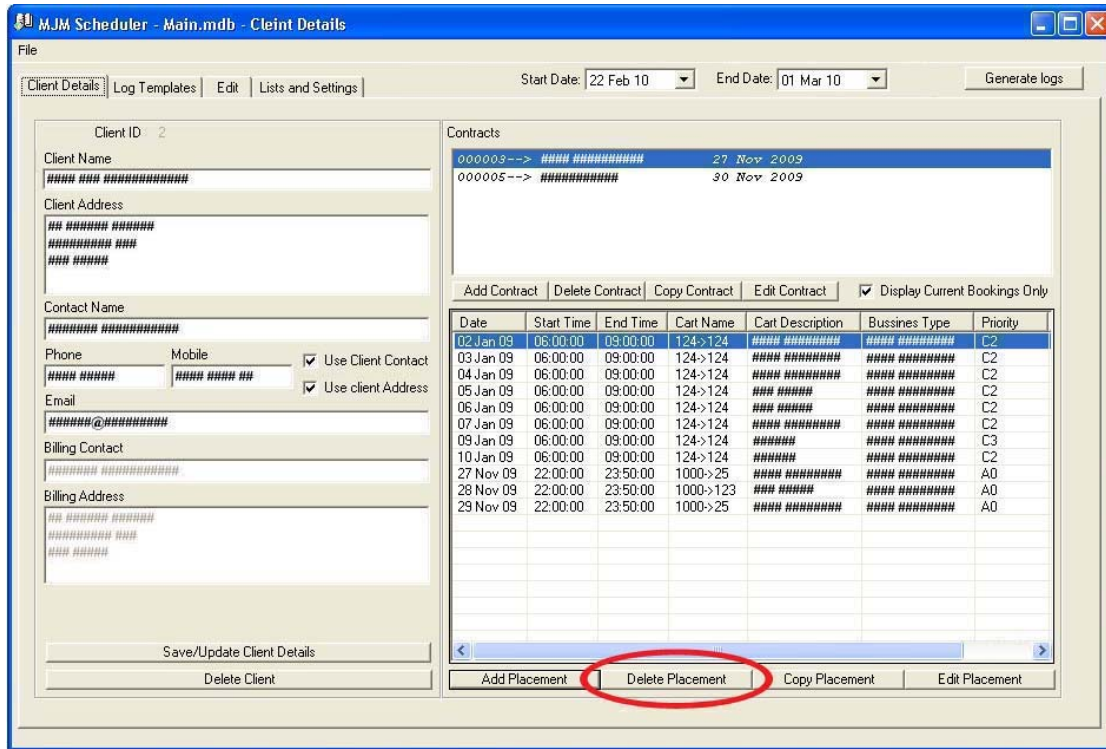


Figure 40 - Delete a Placement

Click on the “Yes” button in the appeared window to confirm deletion.

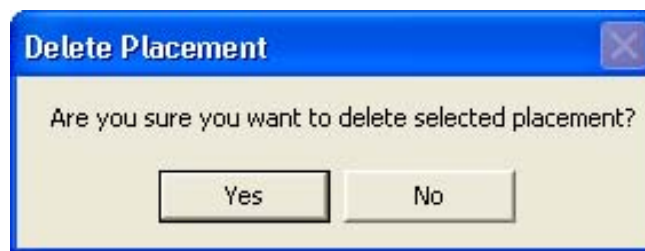


Figure 41 - Confirm Deletion

### 5-4-3. Copy Placement

If you wish to repeat a placement, select the placement in the list and click on the “Copy Placement” button. If you want to copy a group of placements, select all desired placements by clicking on them while you have pressed and held the “Ctrl” key on your keyboard.

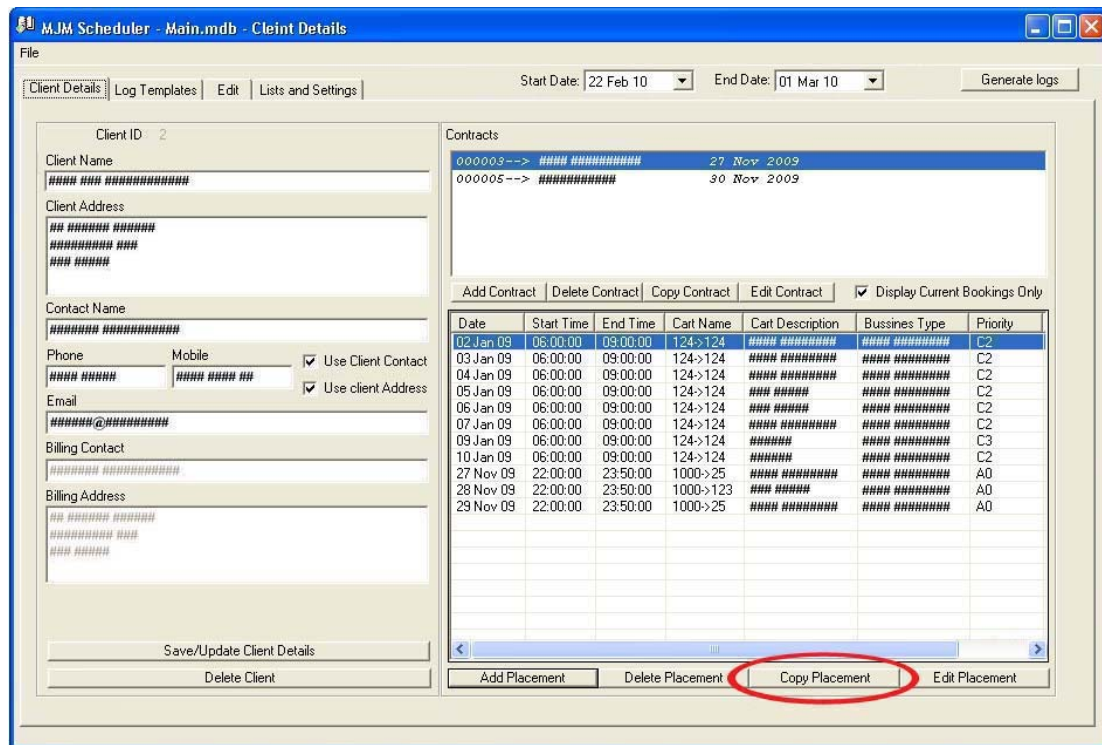


Figure 42 - Copy Placement

In the appeared window, you should type the number of copies, which you wish to make, and how many days interval between these copies.



Figure 43 - Copy Placement

For example, you have selected one placement in the list. If you type number 3 in the “Number of times” box and type number 7 in the “Number Days” box, it means you will have 3 copies of the selected placement while there is 7 days interval between each copy. If date of selected placement is “1 Dec 2009” then, date of copied placements will be as below:

1. First copied placement: “8 Dec 2009”
2. Second copied placement: “15 Dec 2009”
3. Third copied placement: “22 Dec 2009”

#### 5-4-4. Edit Placement

To edit details of a placement, click on the placement to select it. Now click on the “Edit Placement” button. In addition, you can double click on the desired placement to open the “Edit” window.

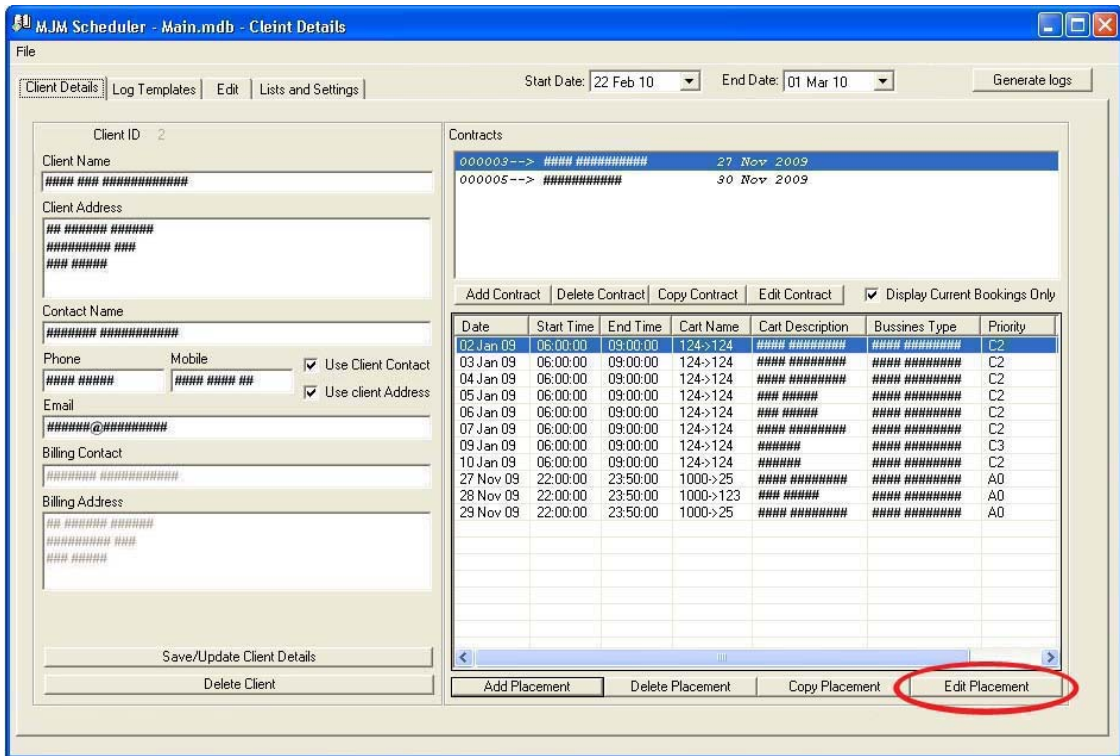


Figure 44 - Edit Placement

In the appeared window, change the specifications and click on the “Save” button.

## 6. Log Templates

Click on the “Log Template” tab to see the page below.

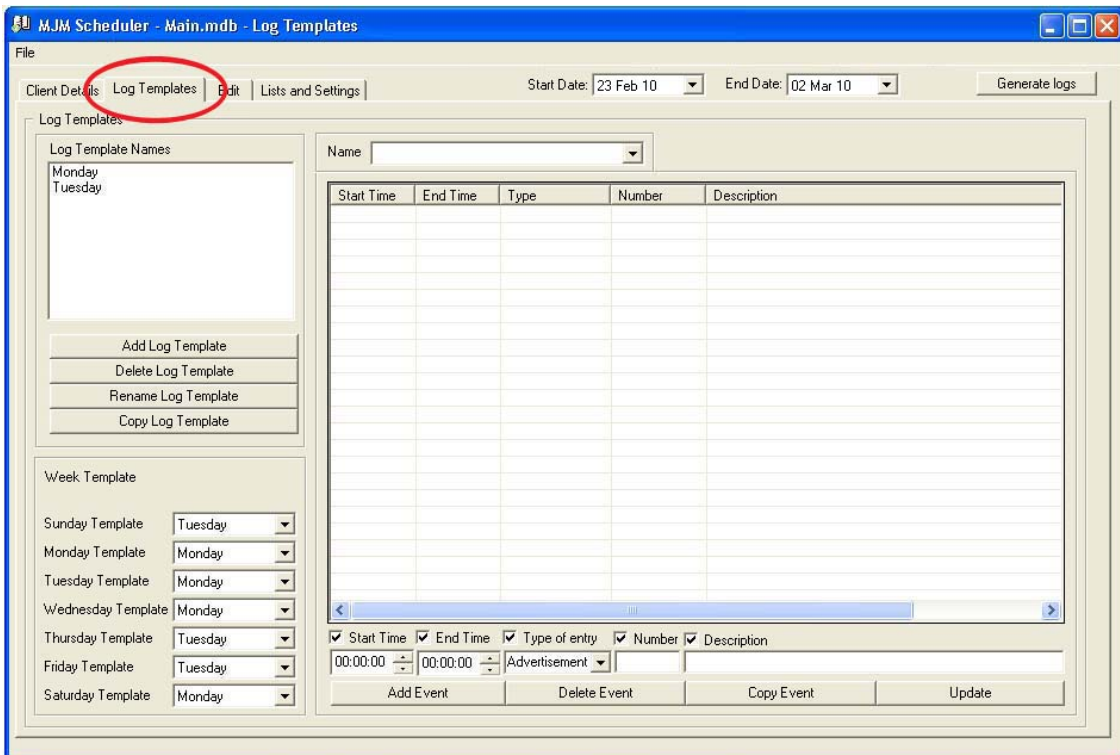


Figure 45 - Log Template



## 6-1. Log Template Name

In the “Log Template Names” section, you can see the list of existing log templates, create new templates or change existing templates.

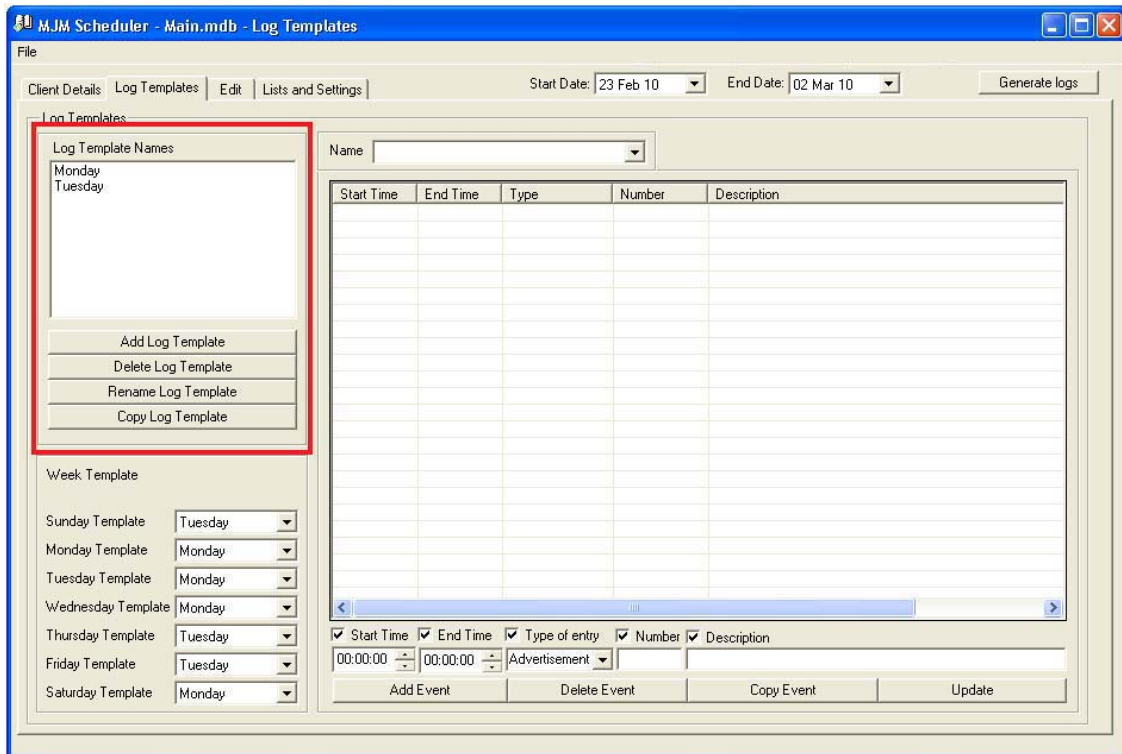


Figure 46 - Log Template Names

Click on the “Add Log Template” button in this section to add a new template to the list of templates.

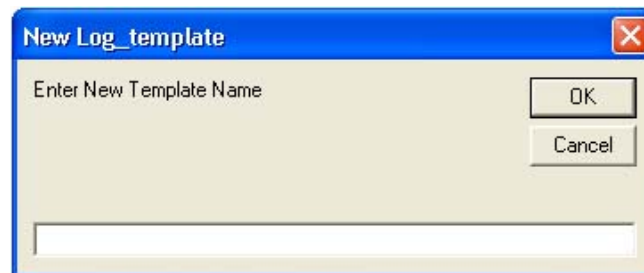


Figure 47 - Add Log Template

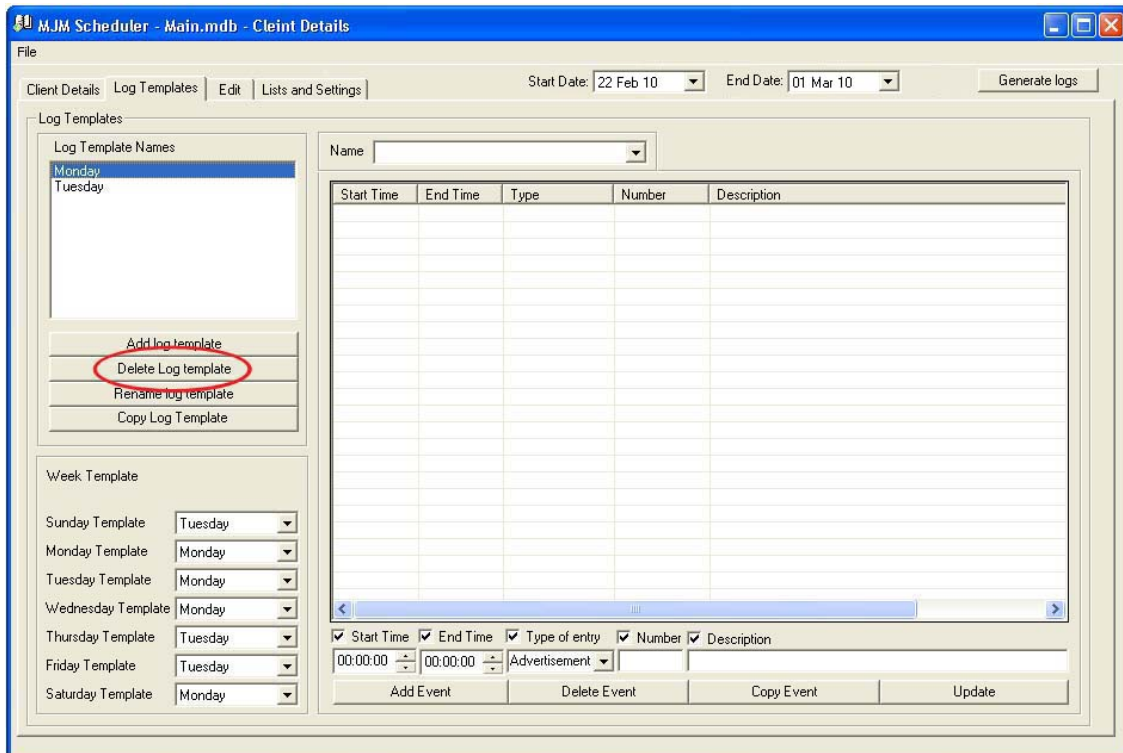
Type a name for your new template and click on the “OK” button. The new name will be added to the list of templates.

To delete a template from this list, simply click on the log template name and click on the “Delete Log Template” button. Click on the “Yes” button in the following window:



**Figure 48 - Delete a Log Template**

To remove more than one template, select them by clicking on them while you have pressed and held the “Ctrl” key on your keyboard. Now click on the “Delete Log Template” button.



**Figure 49 - Delete Log Template**

Change the name of one template by selecting the template and clicking on the “Rename Log Template” button. Type the new name and click on the “OK” button in the appeared window.

If you wish to copy a template, select the template in the list by clicking on it and click on the “Copy Log Template” button. You will be asked for a new name. Type a new name to create this copy. (When you copy a log template, all events of the template will be copied.)

## 6-2. Week Template

In this section, you can assign templates to the weekdays.

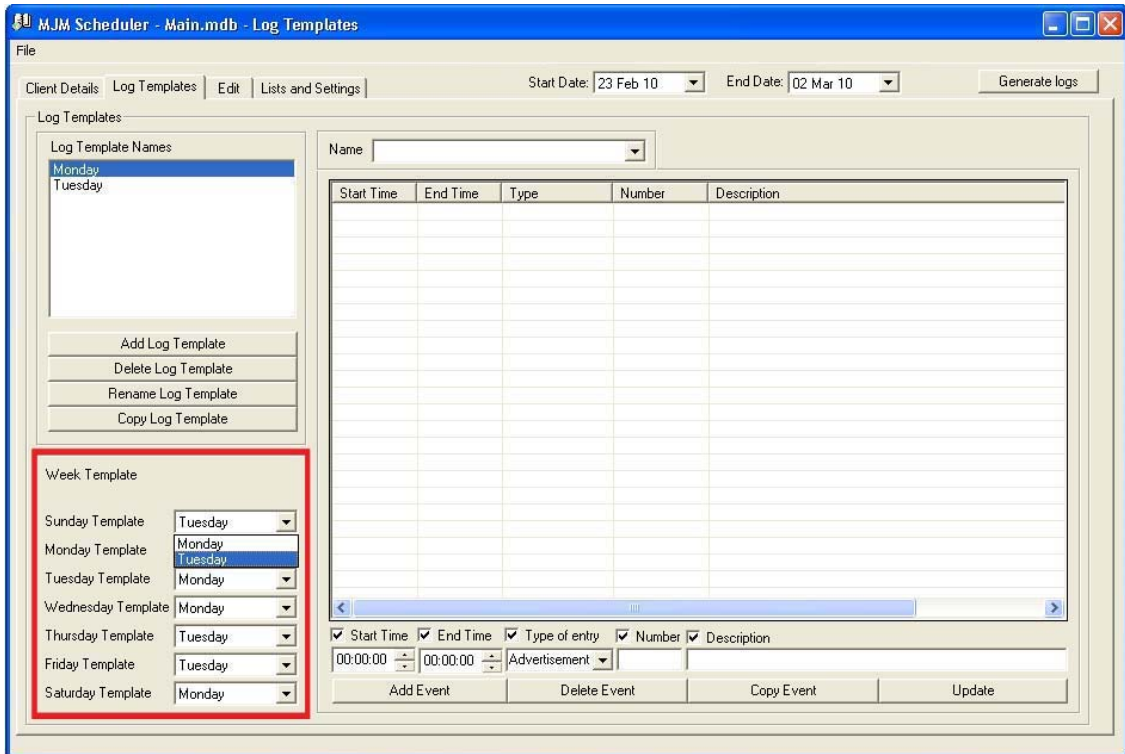


Figure 50 - Week Template

Simply click on the drop down menu in front of each weekday. Select the appropriate template.

### 6-3. Template Events

Make a table of events for each template in this section. Select the desired template from the drop down “Name” List.

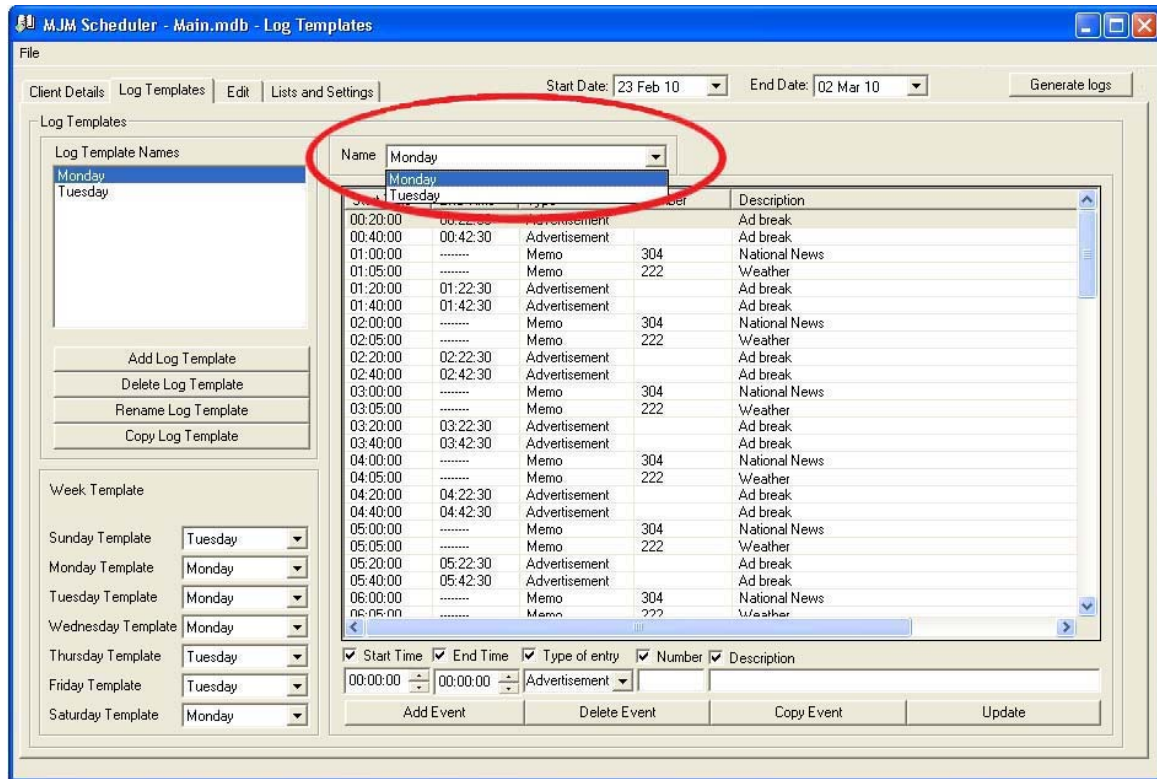


Figure 51 - Loading Template Events

In the table below the list, you can see available events.

#### 6-3-1. Add Event

Select a template from the drop down “Name” list. With selecting a template, available events appear in the bottom list. For each event, this information is specified:

- Start Time
- End Time: if event type is memo, no end time is defined.
- Type: 4 different types are defined for events:
  1. Advertisement
  2. Memo
  3. Program Item
  4. CSA
- Number: Card Number
- Description: a brief description about the event

You can add new events to this list.

Before adding a new event, you should specify information in the bottom of the page.

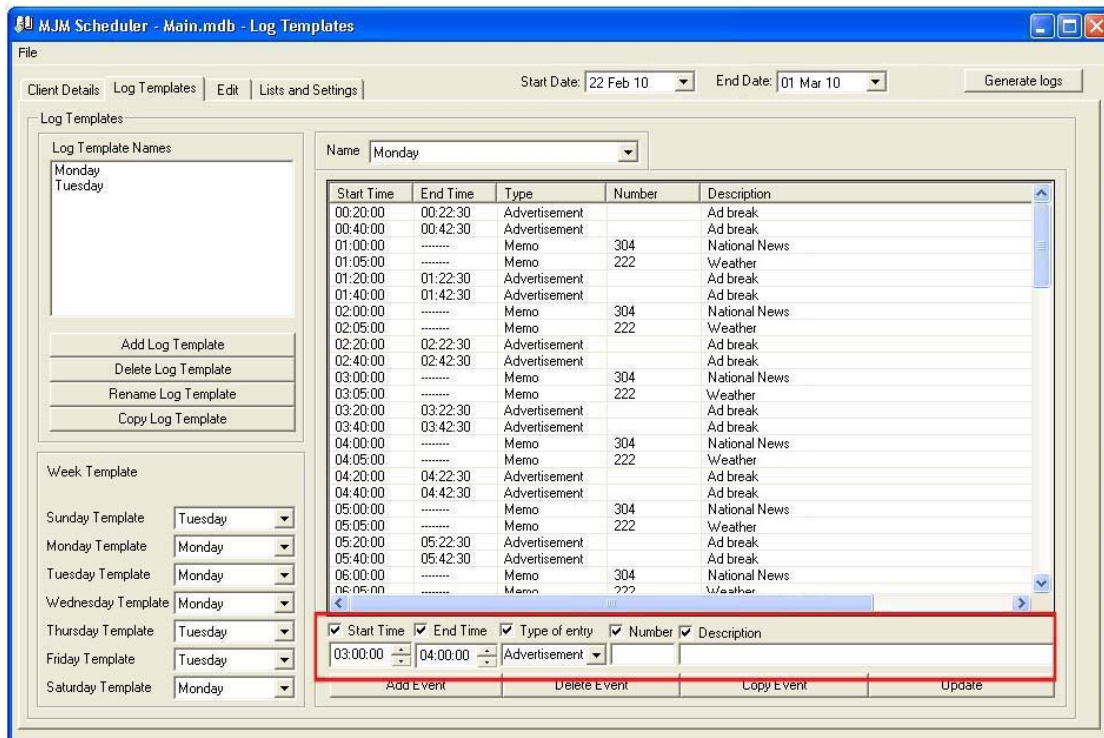


Figure 52 - Add Event

Click on the “Add event” button, at the end, to add this new event to the list. “Start Time” sorts this list. Use the “Start Time” field to find this new added event in the list.

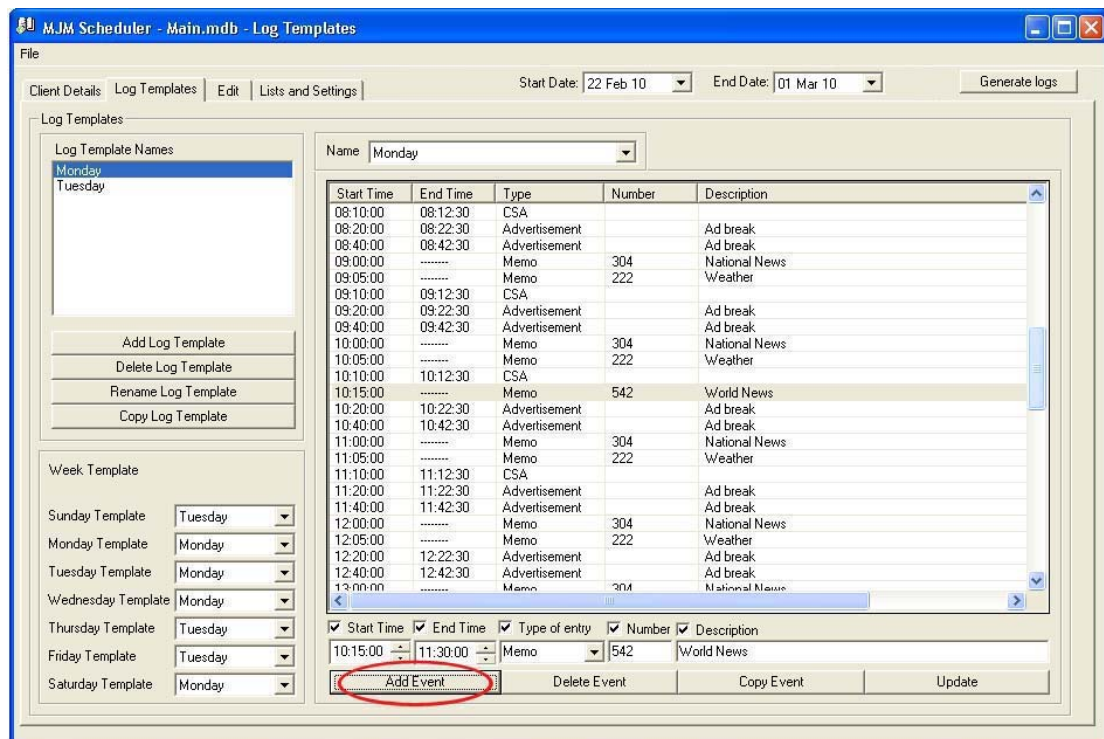


Figure 53 - Add Event

### 6-3-2. Delete Event

If you wish to delete an existing event in the list, click on the event in the list to select it and then click on the “Delete Event” button.

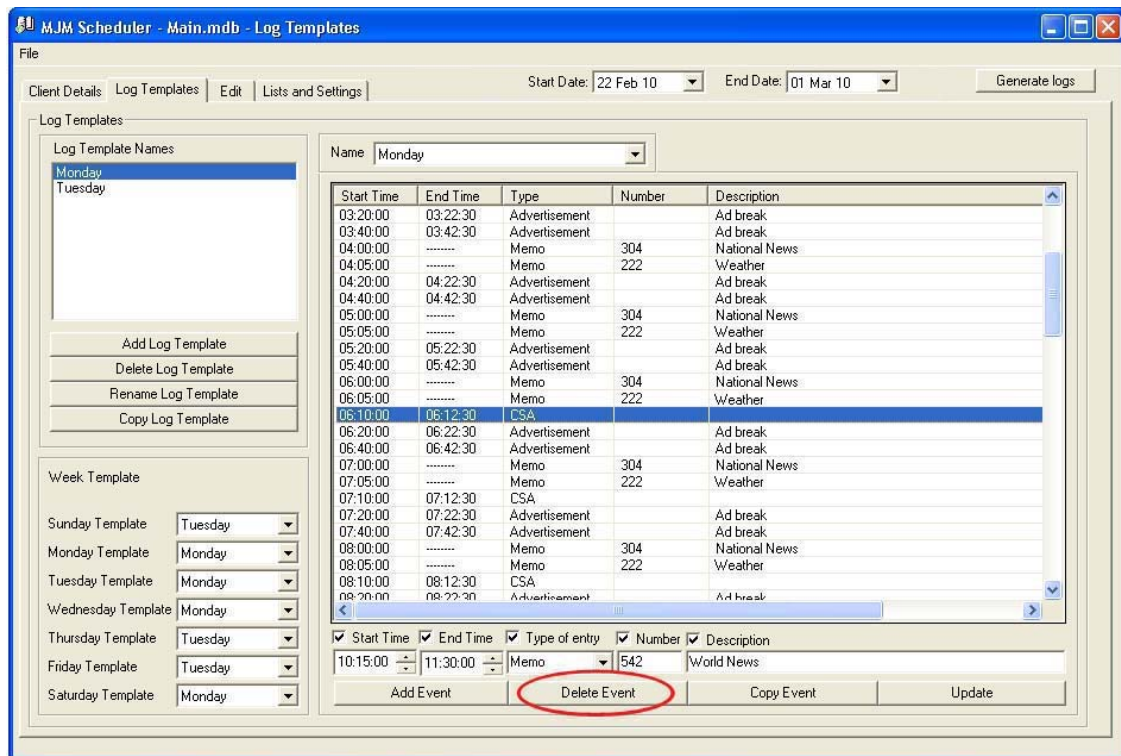


Figure 54 - Delete an Event

Now click on the “Yes” button in the appeared window to confirm deletion.



Figure 55 - Delete an Event

### 6-3-3. Copy Event

You can copy an event or a group of events. It means you can repeat an event in the list while there is a fixed separation between these copied events.

To do this, first select an event by clicking on that. If you wish to copy a group of events, press “Ctrl” key on your keyboard and hold it; meanwhile click on the events, which you wish to copy. Now click on the “Copy Event” button.

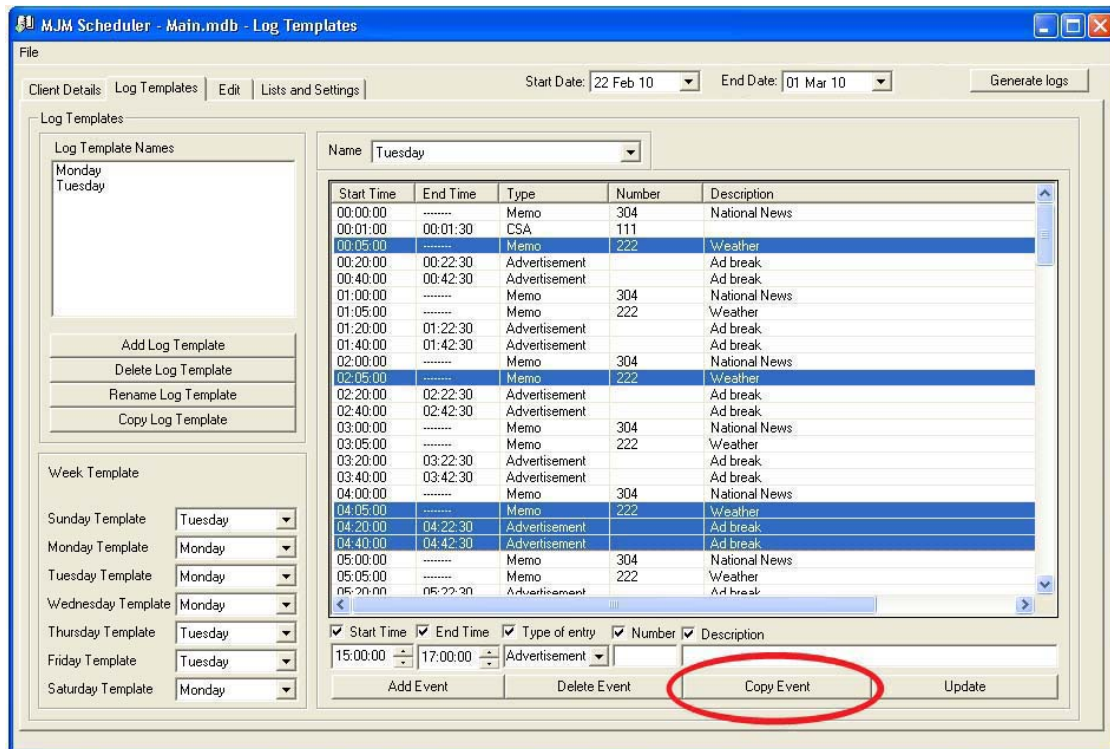


Figure 56 - Copy Event

As you click on the “Copy Event” button, the window below appears:

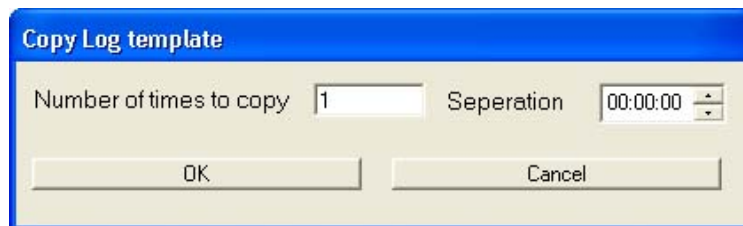


Figure 57 - Copy Event

In the “Number of times to copy” box, type the number of copies of the selected event(s), which you wish to create. For example, if you type 5, 5 times all the selected events will be copied.

In the “Separation” box, specify interval between the copies. For example, when you change it to “00:10:00”, it means between these 5 copies of an event, we would have 10 minutes interval.

Click on the “Ok” button to make the copies.

### 6-3-4. Update

For editing an event, double click on the event in the list. In the bottom side of the window, you can see the specification of the event. Now change the details as you wish. On the top of details, there are check boxes for each detail title. Remove the tick from the detail check boxes which you have not changed the details or you do not want to update them. Click on the “Update” button to apply the changes. In the figure 58, National News is selected to be edited.

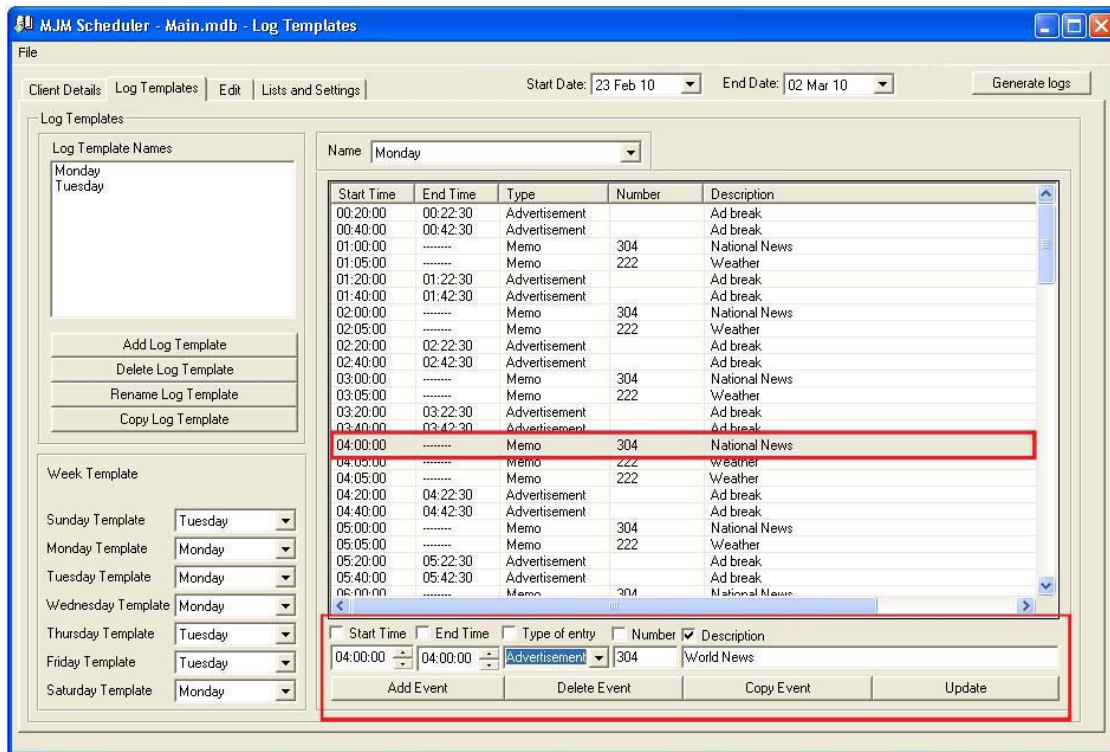


Figure 58 - Update an Event

In the bottom of the window, you can see details for the selected event. The “Type of Entry” and “Description” fields for this event have been changed. Only the “Description” checkbox is ticked. It means after updating; only description field of this event will be changed. The next figure displays the changes after clicking on the “Update” button.

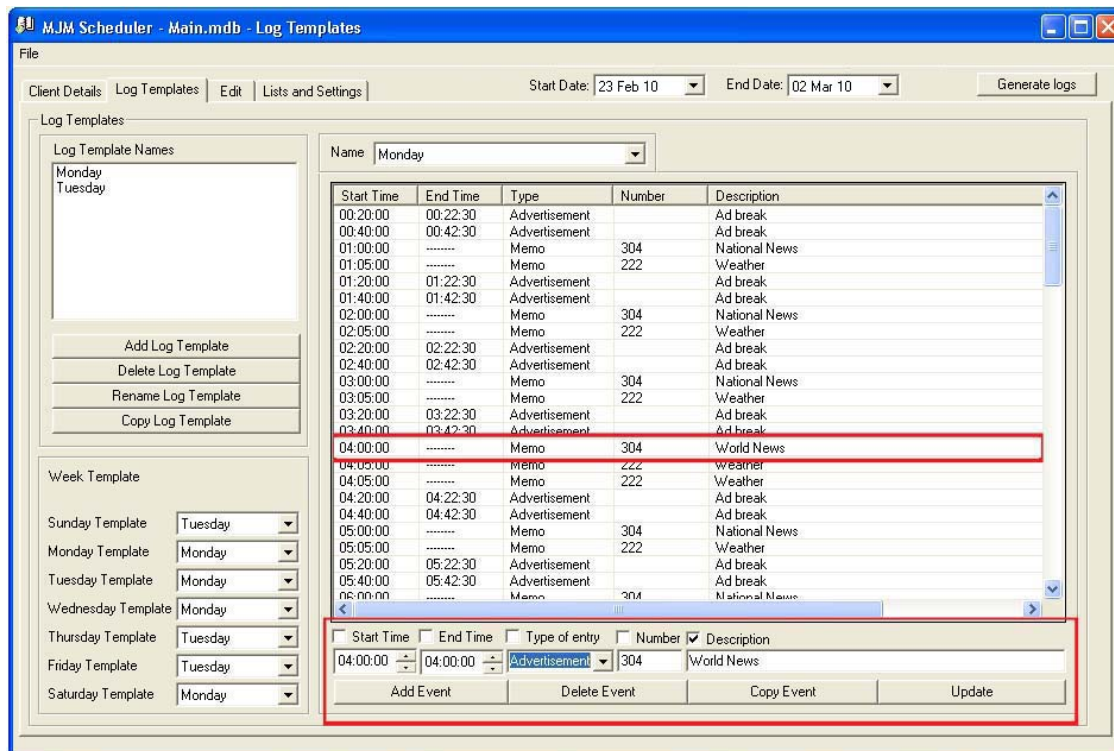
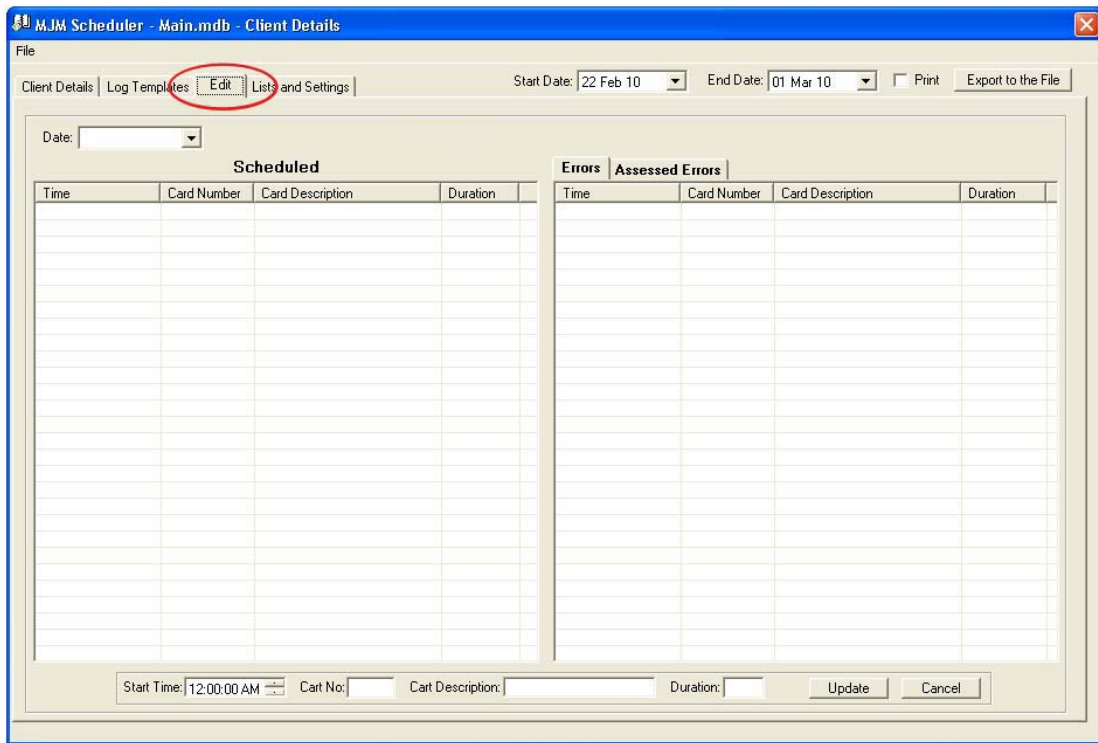


Figure 59 - After Updating the Event



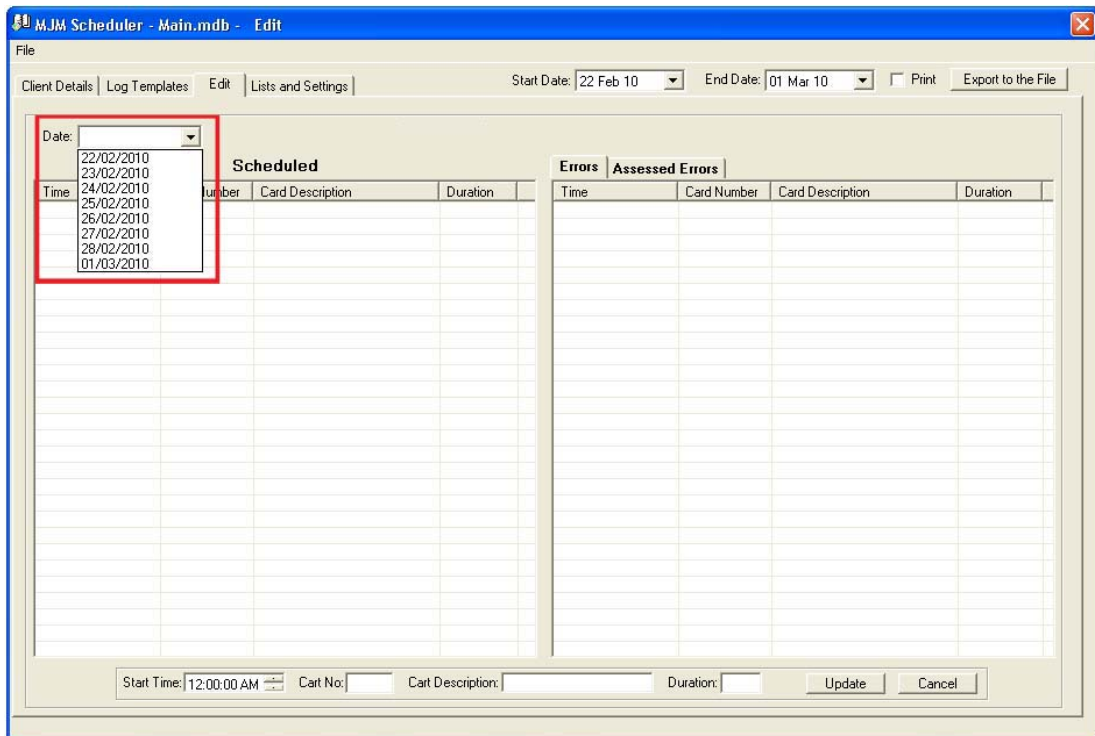
## 7. Edit

In this section, you can edit generated logs. Click on the “Edit” tab to see this picture.



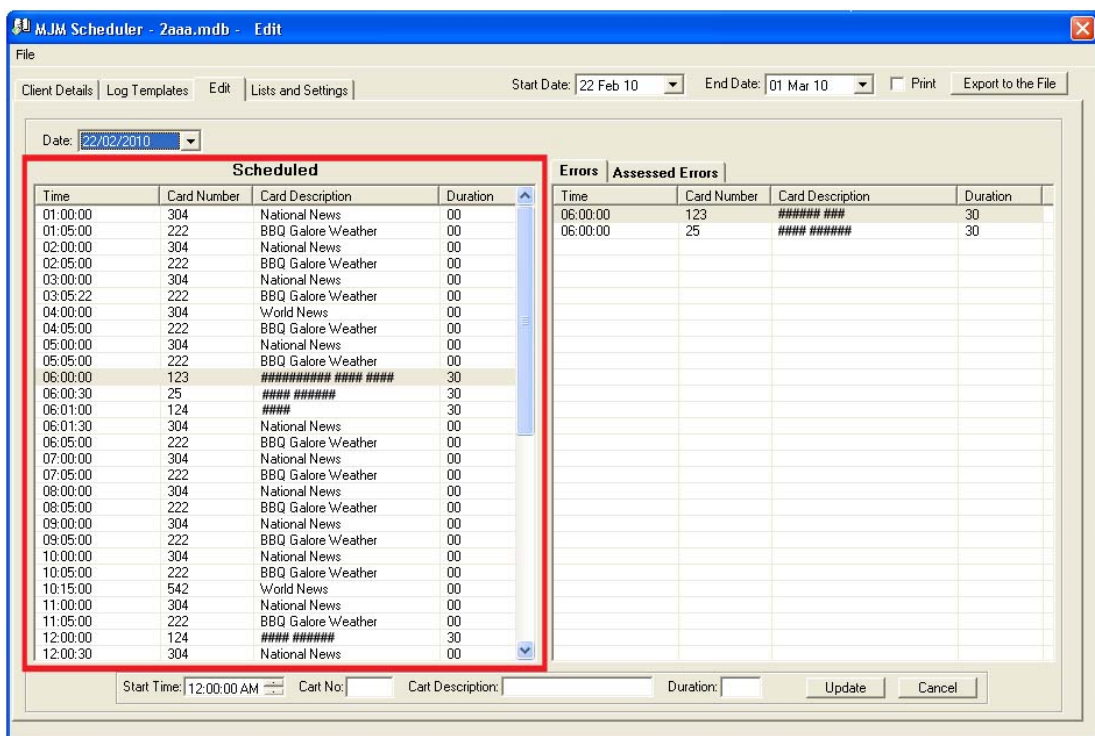
**Figure 60 - Edit Tab**

In “Date” drop-down list, you can see a list of log dates for existing generated logs. You cannot find logs in the drop-down list that has expired unless you have selected “Show Archive Logs” in “Lists and Settings” section.



**Figure 61 - Date Drop-down List**

Select a date from drop-down list to load selected log into the “Scheduled” list.



**Figure 62 - Scheduled List**

Next to the scheduled list, you can find errors for the selected log. This section consists of two tabs: “Errors” and “Assessed Errors”.

The “Errors” section consists of a list of unapproved advertisements or CSA during the creation of the log.

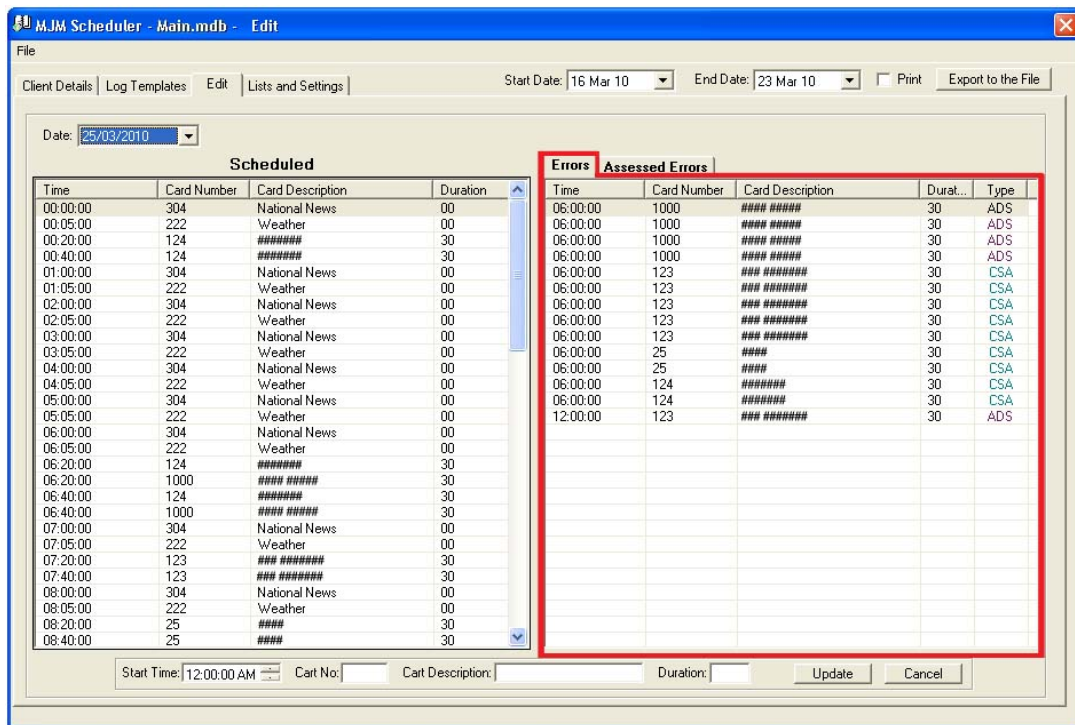


Figure 63 - Errors List

For example when creating a log, if an advertisement is in conflict with another ad in the list, this advertisement will not be added to the “Scheduled” list; instead it will be added to the “Error” List.

“Assessed Errors” consist of a list of existing errors and warnings in the current log\* .

\* The log that you can see in scheduled list.

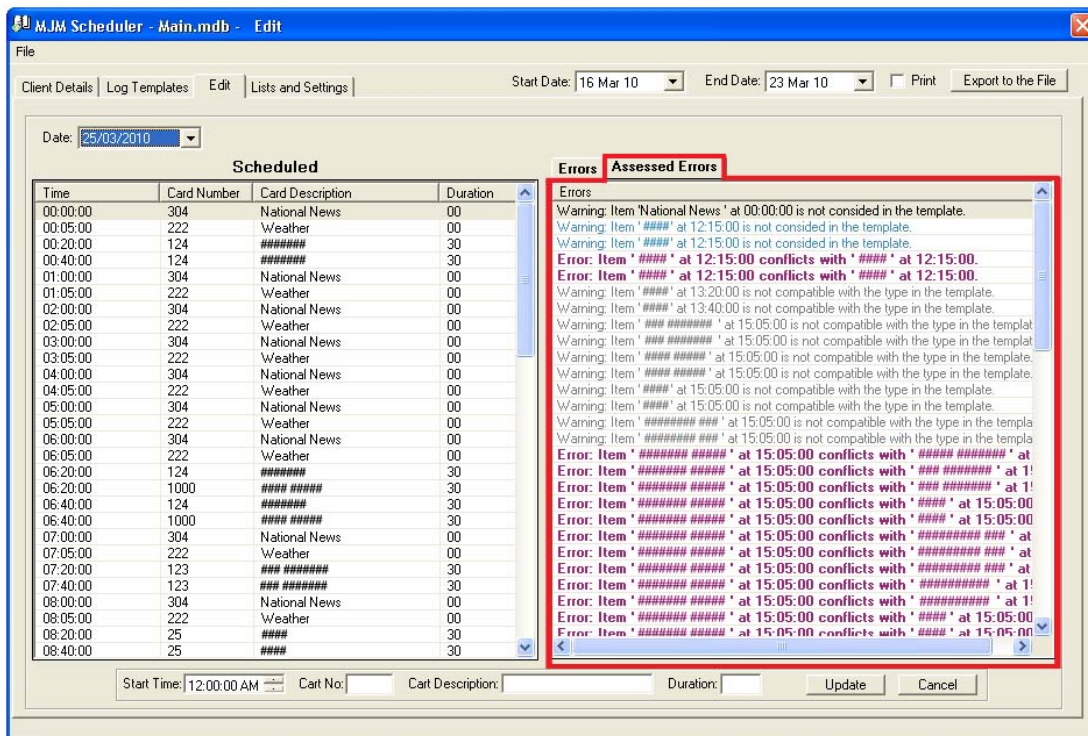


Figure 64 - Assessed Errors List

If you click on an error or warning in this list, the related item will be selected in the “Scheduled” list. There are four types of errors and warnings:

1. Warning: The type of program in the log is not compatible with the type in the specified template.
2. Warning: A program is not considered in the specified template.
3. Error: Two advertisements or CSAs are in conflict with each other. On the other hand, business types of these two are in relation and their separation is less than specified separation for their business type.
4. Error: The total specified time to advertisement or CSA programs are bigger than specified time in the template.

## 7-1. Edit a Log

There are two ways, you can edit a generated log:

### 7-1-1. Drag and Drop

Items are movable inside and between “Scheduled” and “Errors” list.

If you wish to move an Ad or CSA from the “Errors” list to the “Scheduled” list, click on the item in the “Errors” list and hold the mouse button. Move the mouse toward “Scheduled” list and release the mouse button.

Then you will be asked to specify an exact time for adding this Ad or CSA to the “Scheduled” list.



Figure 65 - Drag and Drop

The selected Ad or CSA will be removed from the “Error” list and will be placed in the “Scheduled” list at the time that you have specified.

In addition, you can move items inside the “Scheduled” list. In this way, you can change the time of an item.

All items in the “Scheduled” list are movable to the “Error” list. It means you can move a Memo or Program Item from “Scheduled” list to the “Error” list as well as a CSA or Ad.

Notice: Drag and Drop is not possible for “Assessed Errors”. However, once you make changes in “Scheduled” list, “Assessed Errors” list will be updated.

### 7-1-2. Update Button

Double click on an item in “Scheduled” list or “Errors” list to select this item. Now at the bottom of the page, you can see details of the item in the related text boxes.

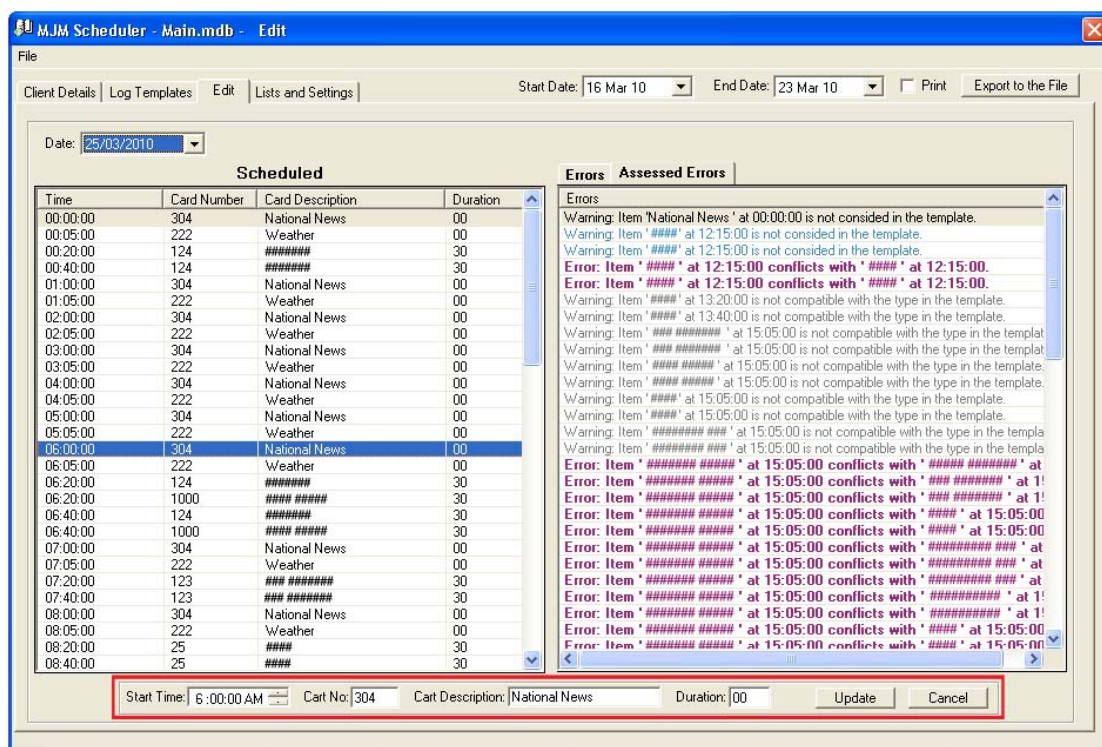


Figure 66 - Edit an Item

You can change details as you wish. Click on the “Update” button to apply changes to the list. You cannot edit an item in the “Assessed Errors” list.

Notice: If you wish to change an archive log, you will receive messages to notify you of editing an archive log.

## 8. Lists and Settings

In preceding parts, you found that when adding a new contract or a placement, you are able to add most of these settings. In this section, you can add, edit or remove them.

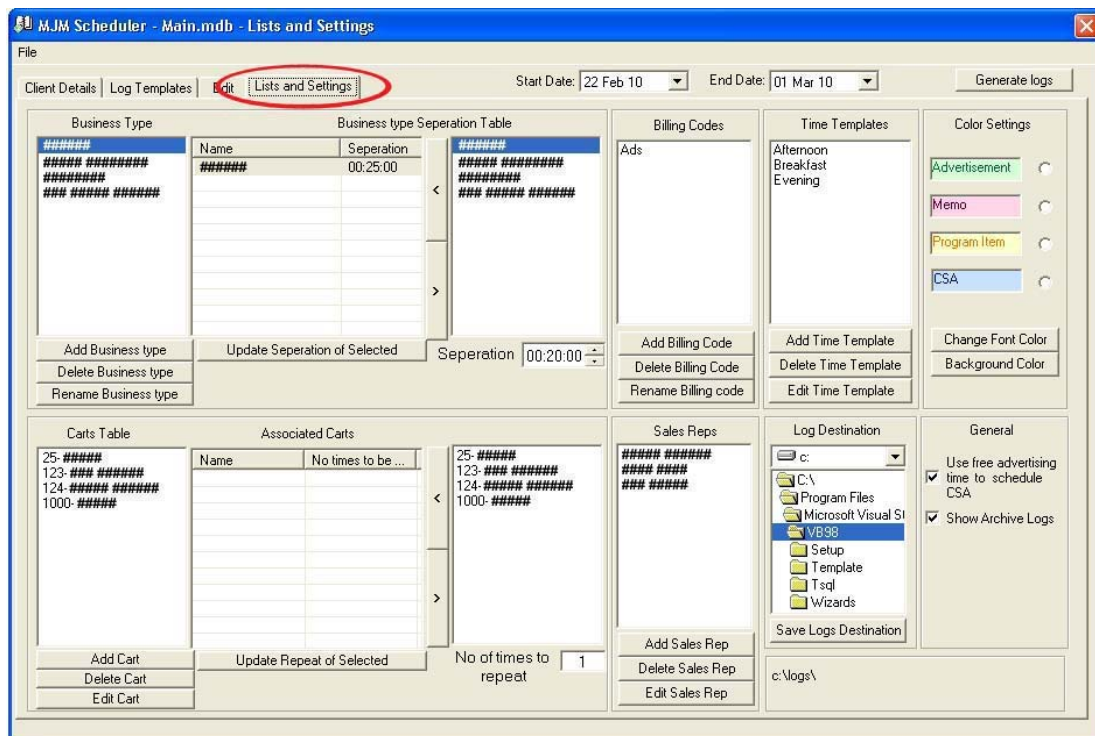


Figure 67 - List and Settings Tab

## 8-1. Business Types

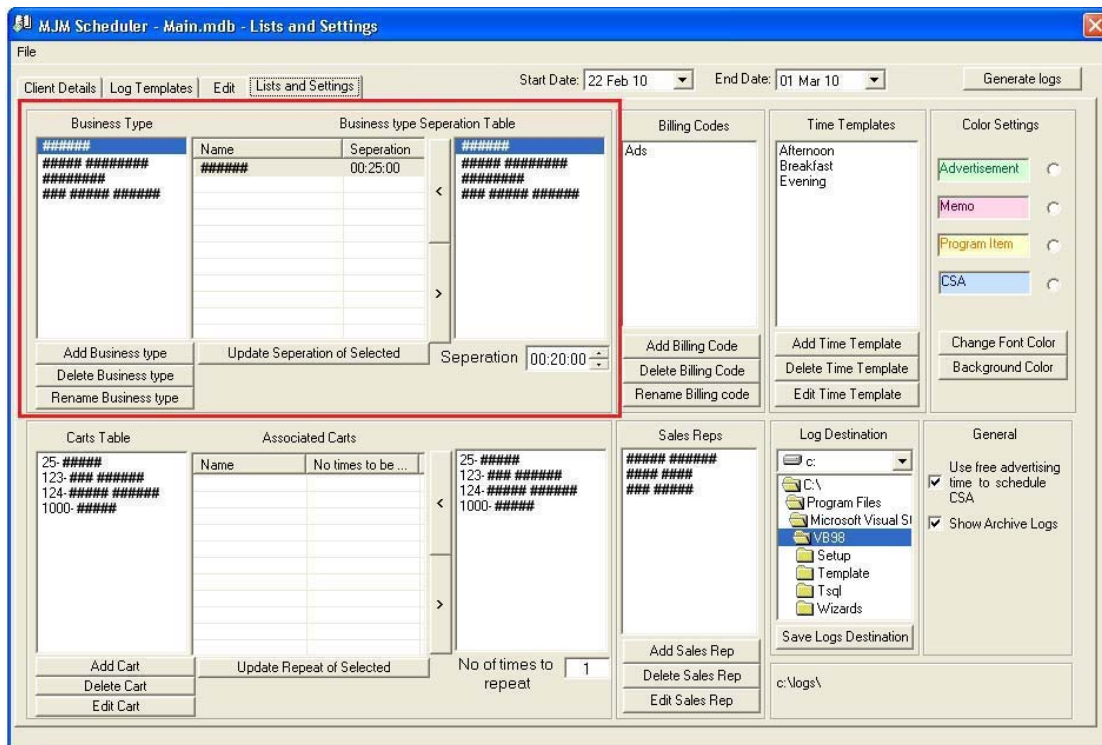


Figure 68 - Business Types Section

In the left hand side list of this section, you can see defined Business types. Click on one of the business types. In the middle list, related business types and separation between them appear.

### 8-1-1. Add a Business Type

If you wish to add a new business type, click on the “Add Business Type” button in this section and fill the appeared form.



Figure 69 - Add a new Business Type

Click the “Save” button to close the window. New business type will be appeared in the list.

### 8-1-2. Delete a Business Type

To delete an existing business type, select the business type by clicking on it in the left hand side list in this section. Now click on the “Delete Business Type” button. Click the “Yes” button in the following window.

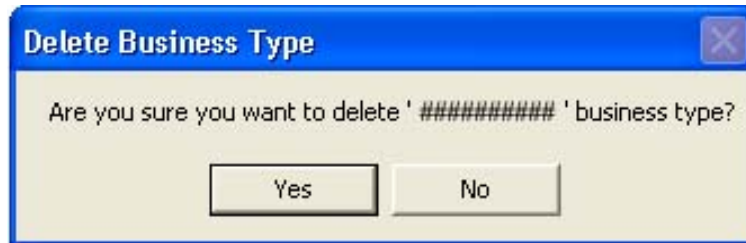


Figure 70 - Delete a Business Type

If selected business type is used in any contract, you will not be able to delete the business type. In this case, you will receive the error message in figure 64.



Figure 71 – In Use Error Message

### 8-1-3. Rename a Business Type

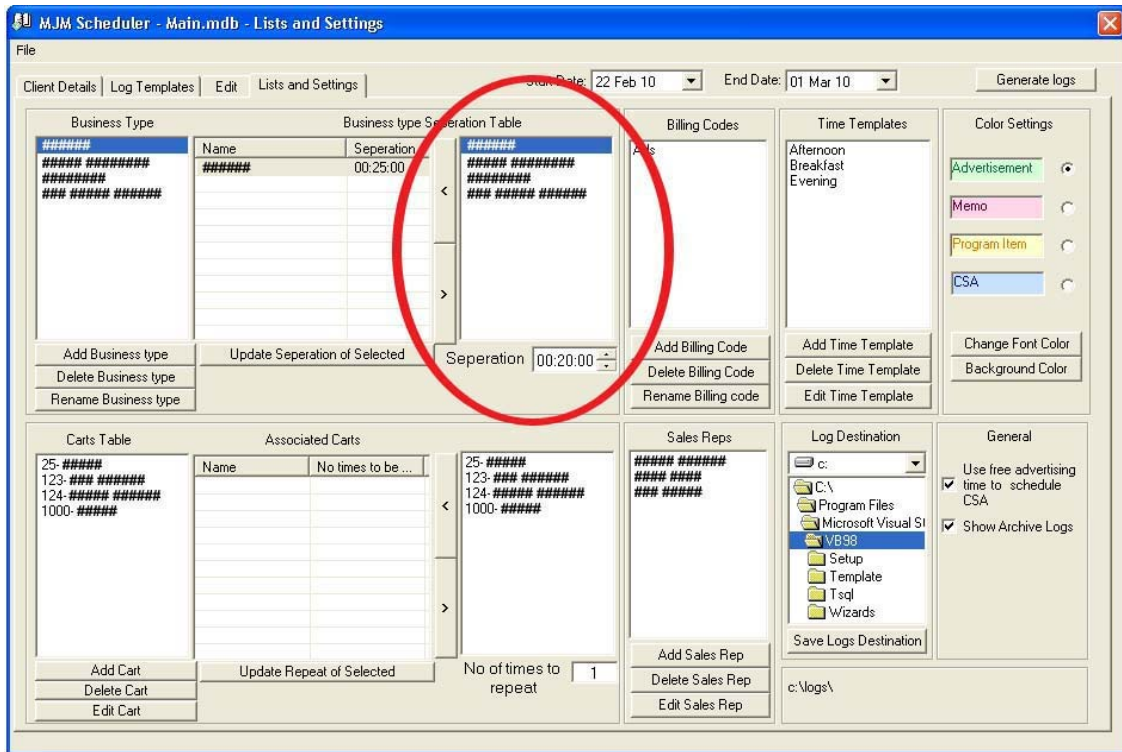
Click on the business type in the left hand side list in this section and click on the “Rename Business Type” button **or** double click on the business type in the list. In the appeared window, type a new name for this business type. Then click on the “OK” button.

### 8-1-4. Relation between Business Types

Related business types cannot be played with less than the specified separation interval between them.


You can relate a business type to another business type. Click on the name of a business type in the left hand side list in this section, which you wish to relate it to other types.





**Figure 72 -Separation and right hand side list of Business Types**

Now select another business type from right hand side list in this section. Specify

separation between these two business types. Click on the  button to create this new relation. It will be added to the middle list in this section.

In addition, you can establish a new relation by double clicking on the name of a business type in the right hand side list in this section and specifying a separation.

To remove a relation, simply double click on the name of a related business type in the middle list in this section **or** select the related business type from middle list in this

section and click on  button.

You can change the separation between two related business types. Click on a related business type in the middle list and change the separation. Now click the “Update Separation of Selected” button.

## 8-2. Billing Codes

In this section, you can see a list of defined billing codes.

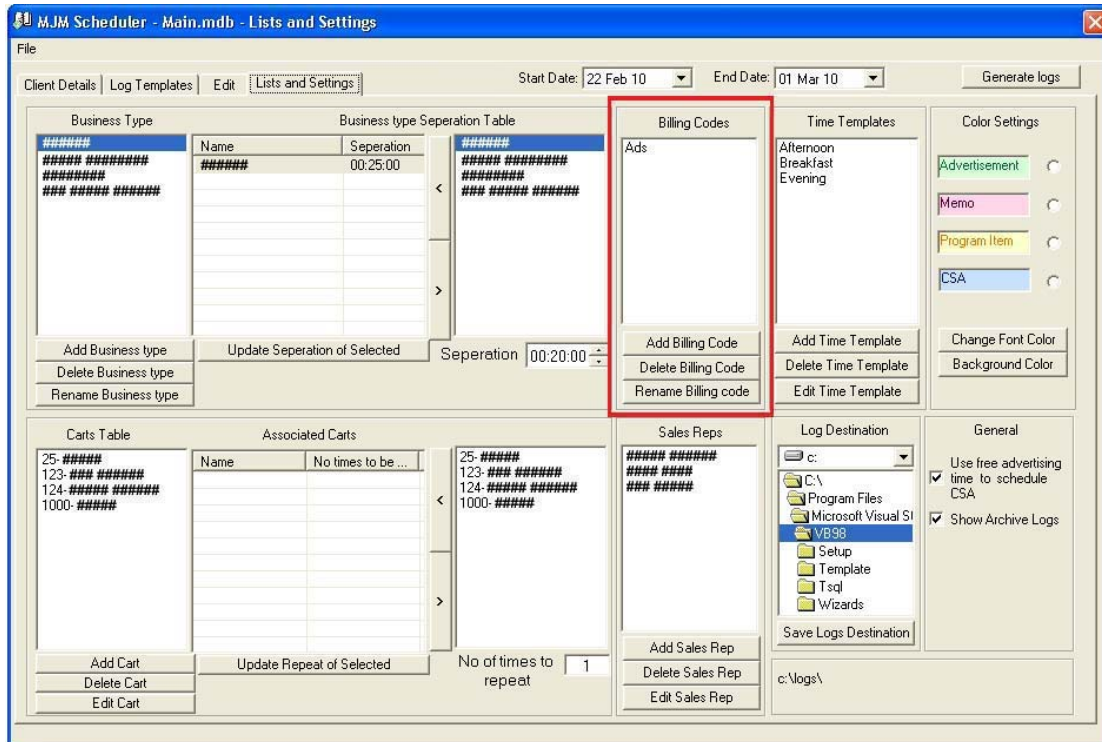


Figure 73 - Billing Code

### 8-2-1. Add a Billing Code

Click on the “Add Billing Code” button and type a name for this new billing code in the appeared window. Click on the “OK” button to add the billing code to the list. If the name is duplicated, you will receive this error message:



Figure 74 - Duplicated Name Error Message

### 8-2-2. Delete a Billing Code

Click on a billing code in the list to select it. Then click on the “Delete Billing Code” button. Click the “Yes” button in the appeared window.



**Figure 75 - Delete a Billing Code**

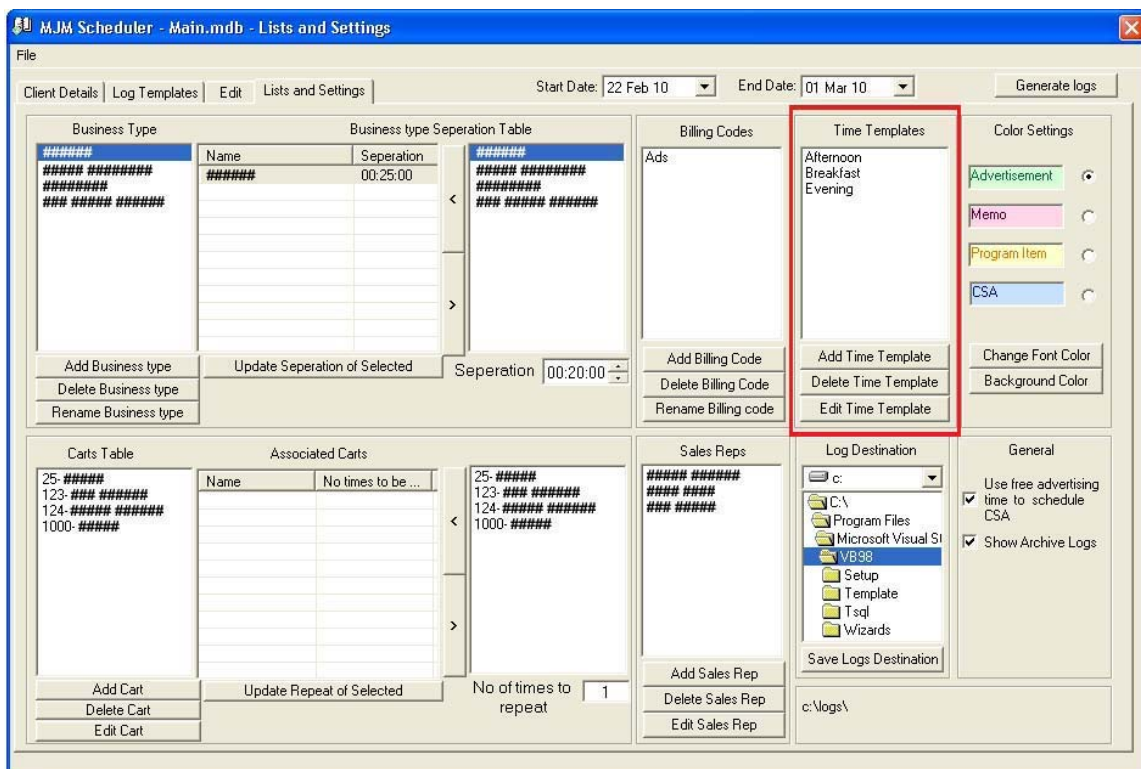
If the selected billing code is in use, you will receive an error message and the billing code will not be deleted.

### 8-2-3. Rename a Billing Code

Select a billing code in the list and then click on the “Rename Billing Code” button **or** double click on the billing code in the list. Now in the appeared window, type a new name for this billing code.

### 8-3. Time Template

In this section, you have a list of defined time templates.



**Figure 76 - Time Template section**

### 8-3-1. Add a Time Template

Click on the “Add Time Template” button. The window below appears:



Figure 77 - Add Time Template

Type a name and select one of the options for time. At the end, click the “Save” button to close the window. This new time template will be added to the list.

If you have typed a duplicated name, you will receive this error message:



Figure 78 - Duplicated Name for Time Template

### 8-3-2. Delete a Time Template

Click on a time template in the list to select it. Now click on the “Delete time Template” button. Click the “Yes” button in figure below to finish deletion.

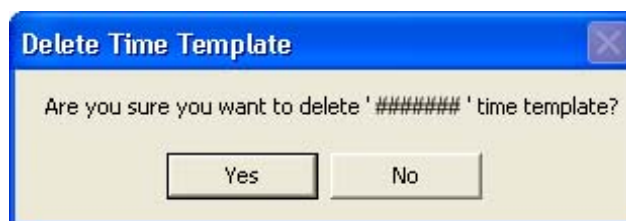


Figure 79 - Delete a Time Template

If the selected time template is in use, you cannot delete it and you will receive an error message.

### 8-3-3. Edit a Time Template

Click on a time template in the list to select it and then click on the “Edit Time Template” button **or** double click on a time template in this list. A window will appear that shows specifications of this time template. Now you can change any of this details and click the “Save” button.

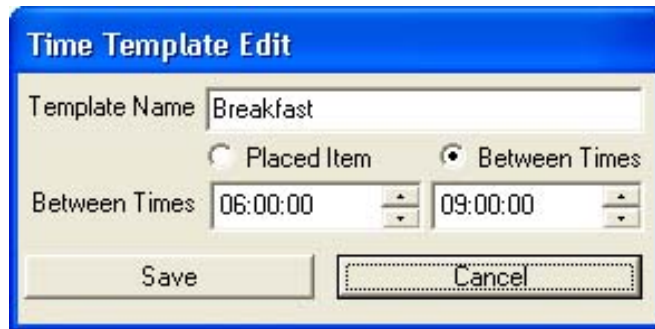


Figure 80 - Edit a Time Template Details

## 8-4. Colour Settings

In section 8, you will learn how to print Logs. In the “Colour Settings” section, you can specify colours for different types of programs, while printing them.

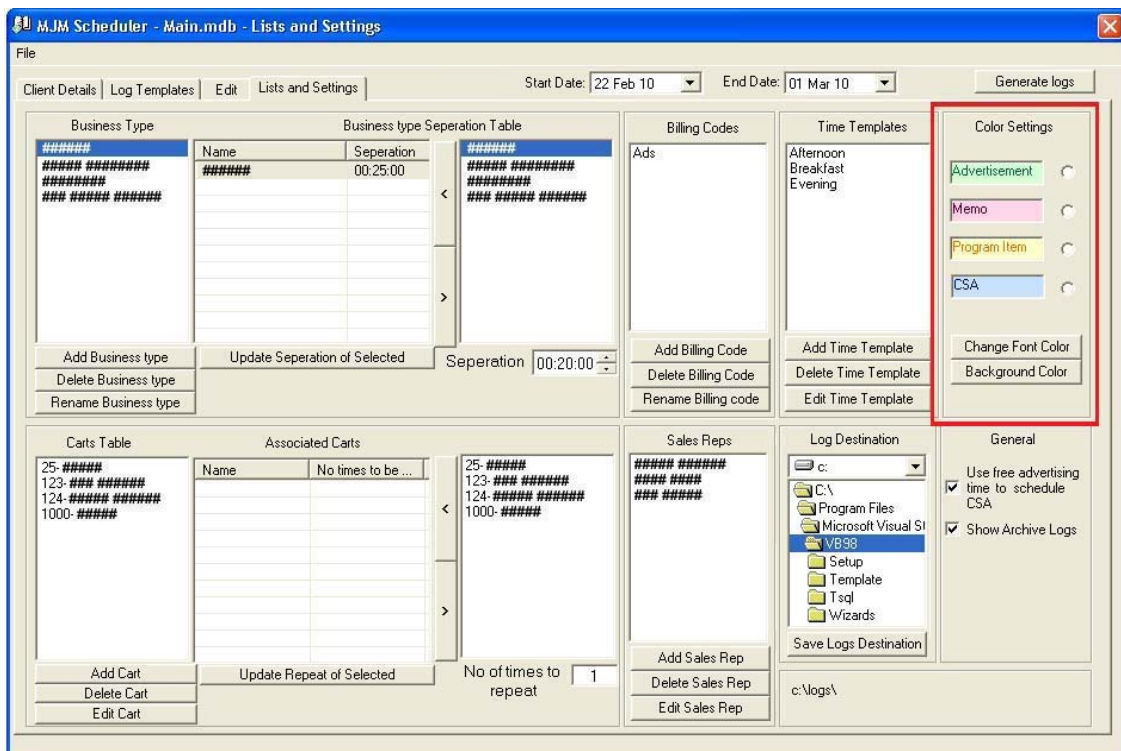
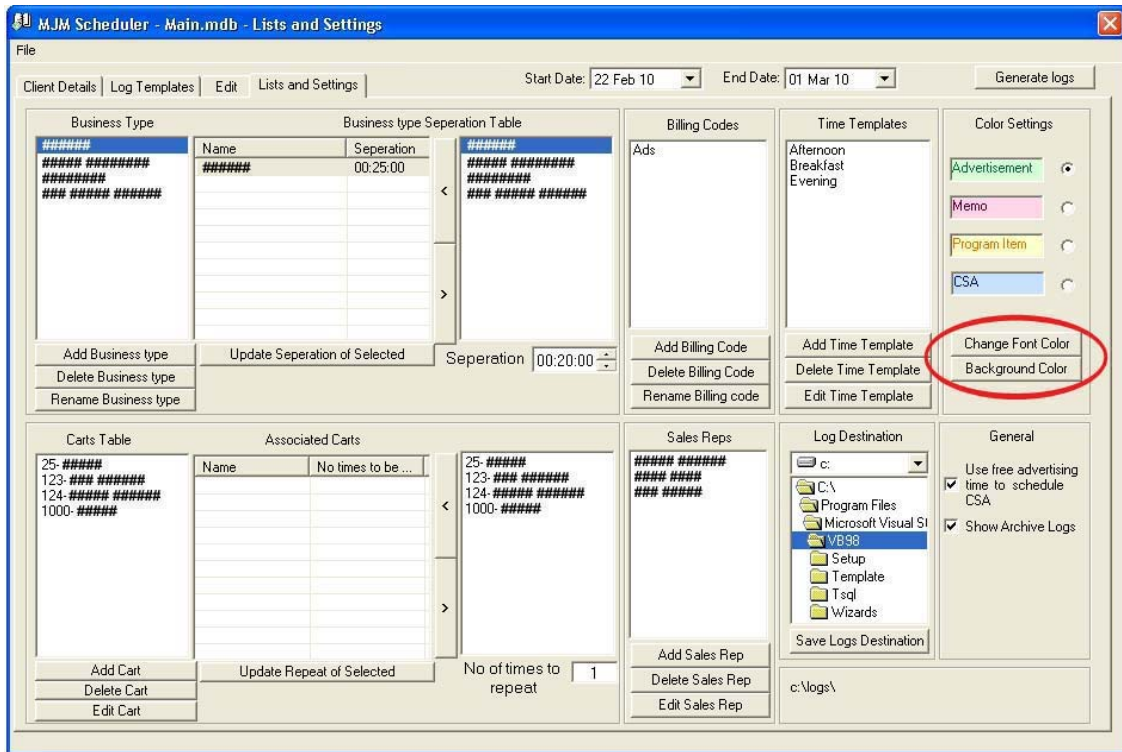


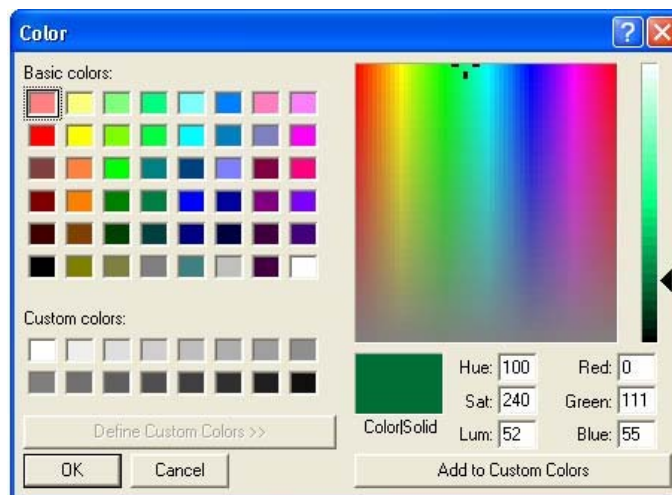
Figure 81 - Colour Settings

To change the colour of a program, click on the circle in front of a program type to select it. If you want to change the font colour, click on the “Change Font Colour” button. For changing background color (highlight colour), click the “background colour” button.



**Figure 82 - Change Font or Background Colour**

In either case, the window below appears:



**Figure 83 - Colour selection**

Click on a colour and then click the “OK” button. When you print the logs, program items of this type are printed in the selected colour.

## 8-5. Cart Type

A Cart type is a real file to be played. Create carts and assign numbers to them in this section.

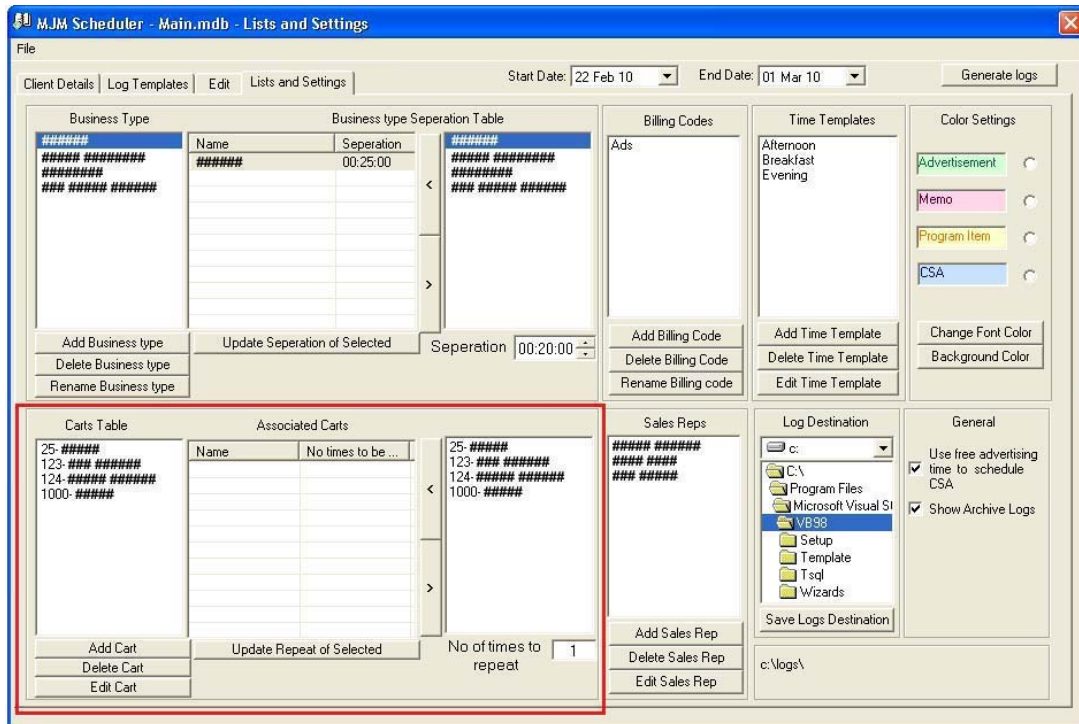
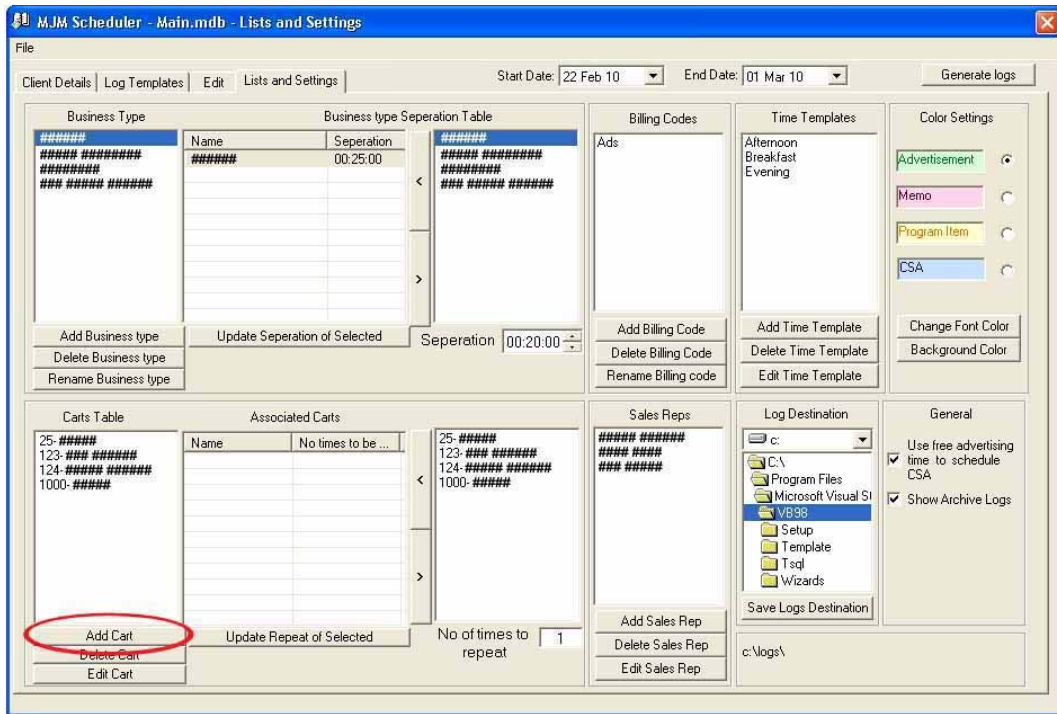


Figure 84 - Cart Types

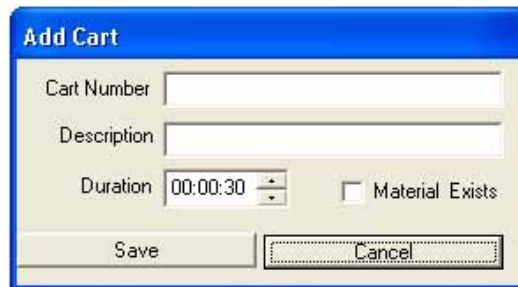
### 8-5-1. Add Cart

You can add a cart to the list of existing carts. Simply click the “Add Cart” button in this section.



**Figure 85 - Add Cart**

In the appeared window, type a number and a brief description about the cart. Specify duration of the cart. If the file for this cart has been prepared, tick the “Material Exist” check box.



**Figure 86 - Add Cart**

Click the “Save” button to add this new cart to the list.

### 8-5-2. Delete Cart

You can remove a cart from the list. Firstly, click on a cart in the list to select it. Now click the “Delete Cart” button. A message appears that asks you about deletion.



**Figure 87 - Delete a Cart**




Click the “Yes” button to confirm deletion. If the cart is in use, you can not delete it.


### 8-5-3. Edit Cart

For editing a cart details, click on the desired cart in the left hand side list, to select it. Then click the “Edit Cart” button **or** double click on the cart name. In either way, a window will be appeared that you can change cart details.

### 8-5-4. Related Carts

For one cart, you can define the other carts to be played as well. In addition, you can specify how many times they be played. Select a cart from the left hand side list, which you wish to define related cart for it. Now select a cart from the right hand side list. Now

type how many times you wish this cart be played. Click on the  button. In the middle list you can see related carts and the number that they should be played.

To remove a cart from the middle list, select it by clicking on it and then click on the  button.

## 8-6. Sales Representative

In this section, you can see a list of Sales Representatives, add to list, edit the details or delete from the list.

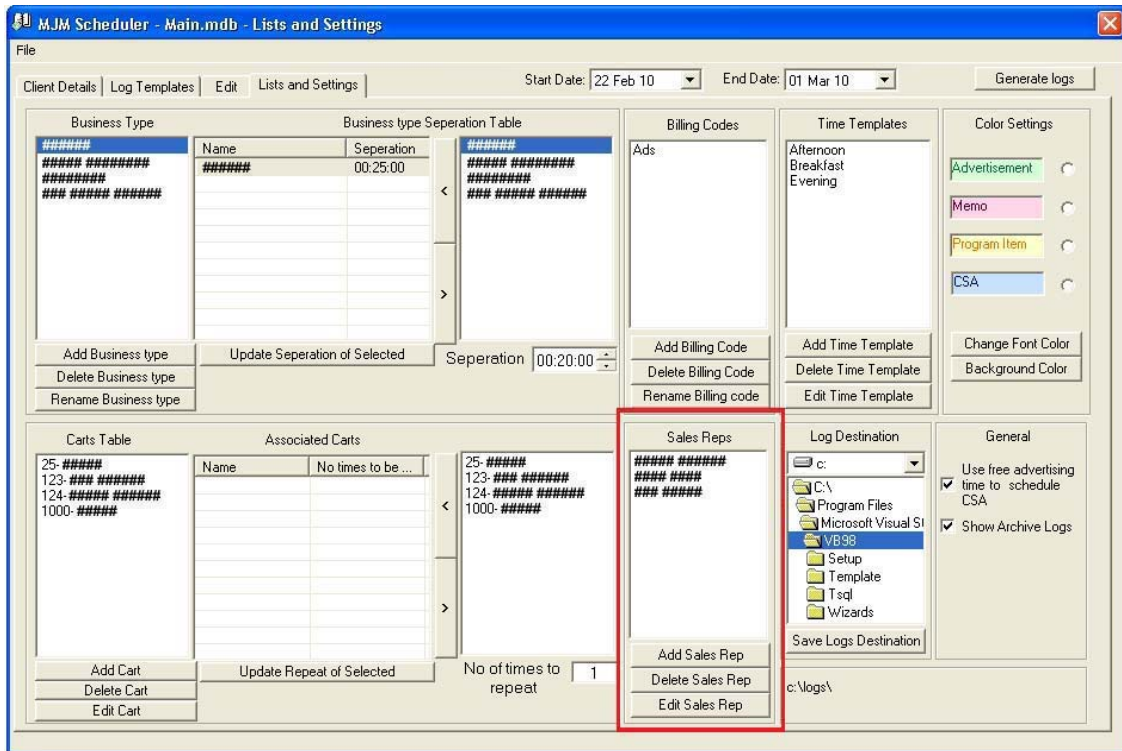


Figure 88 - Sales Representative

### 8-6-1. Add Sales Representative

Click on the “Add Sales Rep.” button to page below appears:

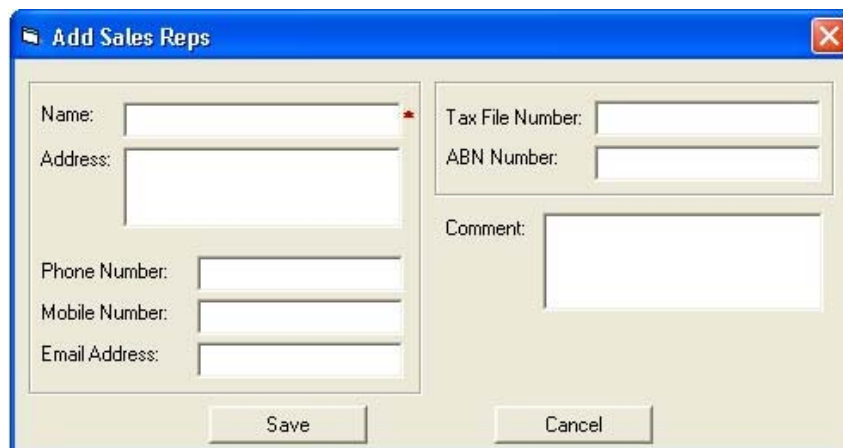


Figure 89 - Add Sales Rep.

Fill in the form and click on the “Save” button. All the fields except “Name” field are optional. You cannot add a duplicated name to the list.

### 8-6-2. Delete Sales Representative

To delete a sales representative from the list, click on the sales rep.'s name in the list and then click on the "Delete Sales Rep." button. Click on the "Yes" button to confirm deleting.

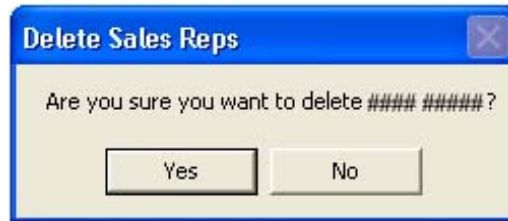


Figure 90 - Delete a Sales Representative

### 8-6-3. Edit Sales Representative

To edit a sale representative's details, click on the name in the list to select a sale representative. Then click on the "Edit Sale Rep." button to see window below.

A form window titled "Add Sales Reps" with a blue header and a close button in the top right corner. The form contains several input fields: "Name:" (#####), "Address:" (## #####), "Phone Number:" (## ####), "Mobile Number:" (####), "Email Address:" (#####), "Tax File Number:" (empty), "ABN Number:" (empty), and "Comment:" (#####). At the bottom, there are "Save" and "Cancel" buttons.

Figure 91 - Edit Sale Representative

Change the details which you wish and click on the "Save" button. You can open this window by double clicking on the sale representative's name in the list.

## 8-7. Log Destination

If you export generated logs, they will be saved in the destination that you specify in this section.

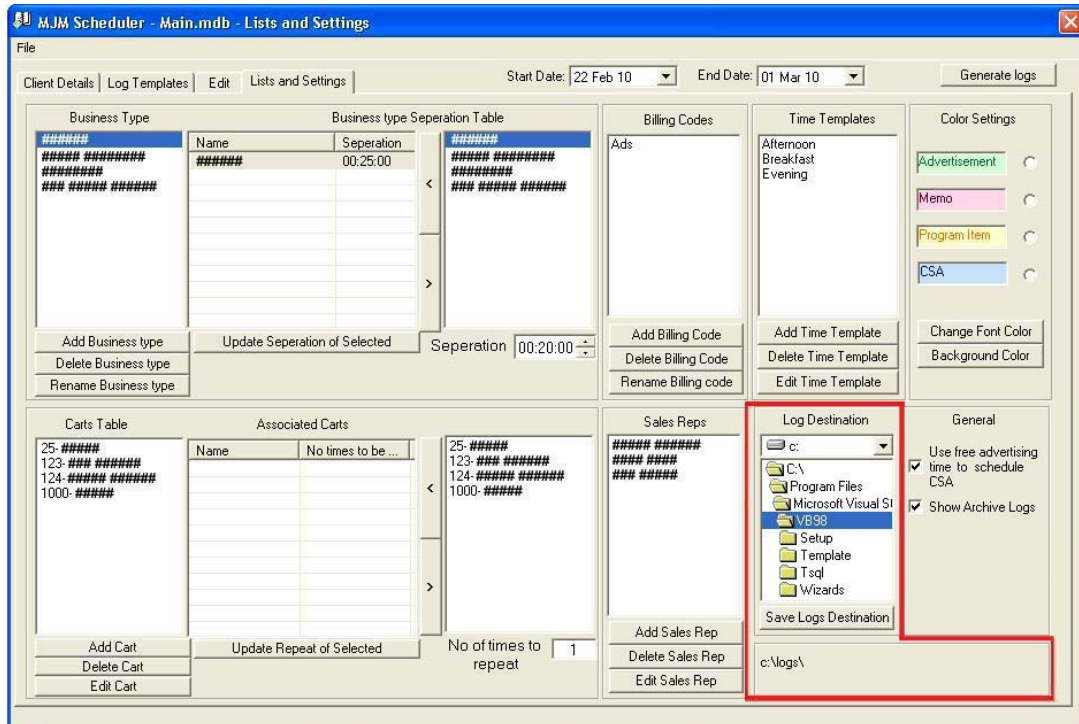


Figure 92 - Log Destination

In the bottom of this section, you can see the current destination of logs. If you want to change this destination, select a new destination from the drive list box. Now click on the “Save Logs Destination” button. Your default path will change to this new path. After this, you can find the generated log files in this new path.

## 8-8. General

There are two checkboxes in this section.

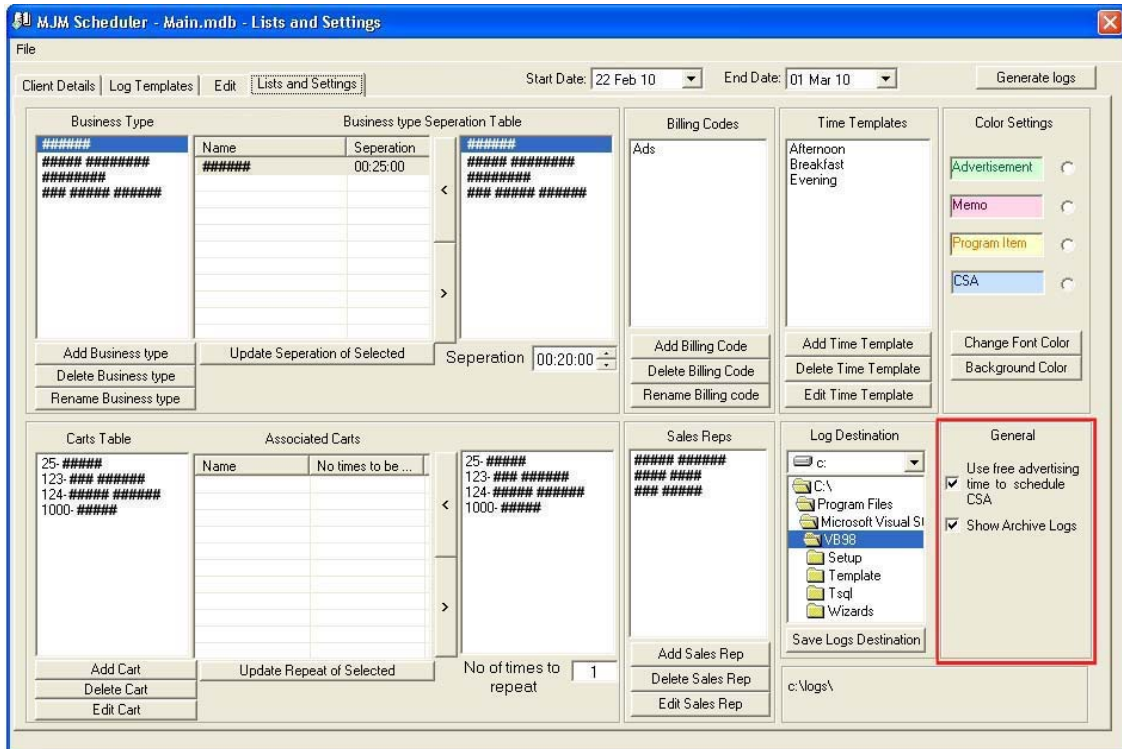


Figure 93 - General Settings

- Use free advertising times to schedule CSA: Generally, program places CSA and Advertisement only in specified places in the template. However, by selecting this option, CSA can use free advertising time.
- Show Archive Logs: If you select this option, in edit section you can see and edit logs that their date has passed.

## 9. Generate Logs

“Generate Logs” section is on top of “List and Settings”, “Client Details” and “Log Templates” pages.

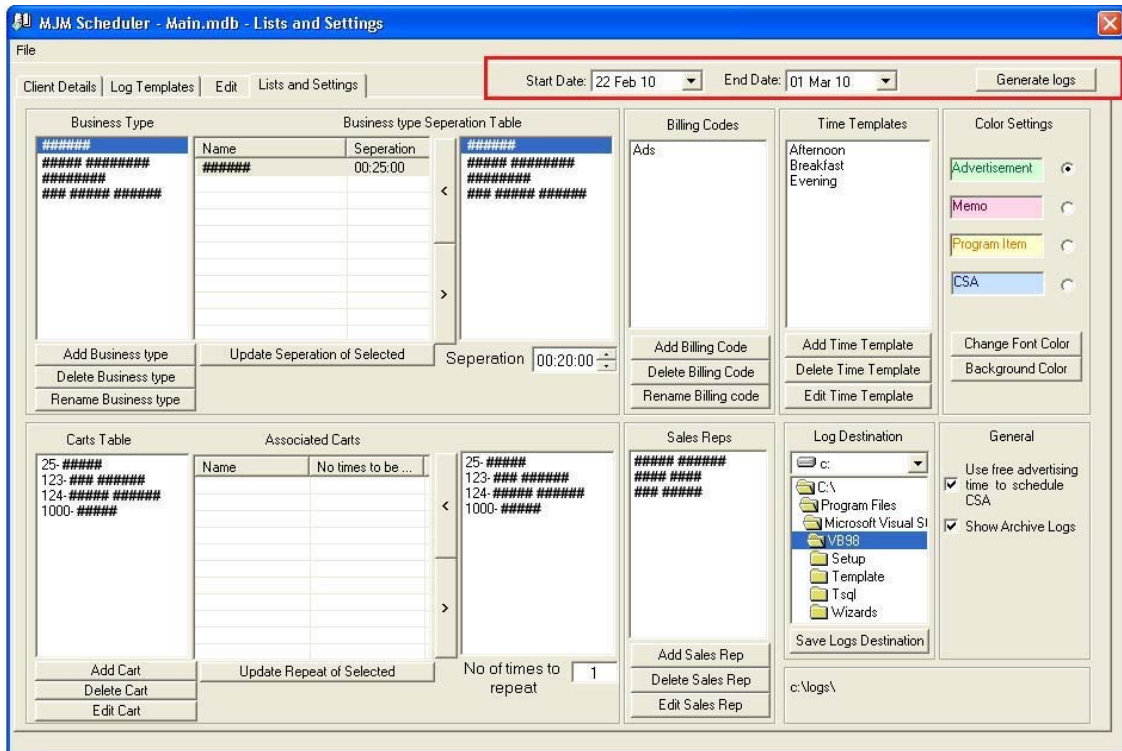


Figure 94 - Generate Week Log

Specify the start and end date for logs and then click on the “Generate Logs” button. With all information that you have provided in different sections, logs are generated and saved in a database. For each day, one log will be generated. You can see and edit these logs in the “Edit” Section. Select a date from drop-down list in “Edit” section to load selected log to the “Scheduled” list.

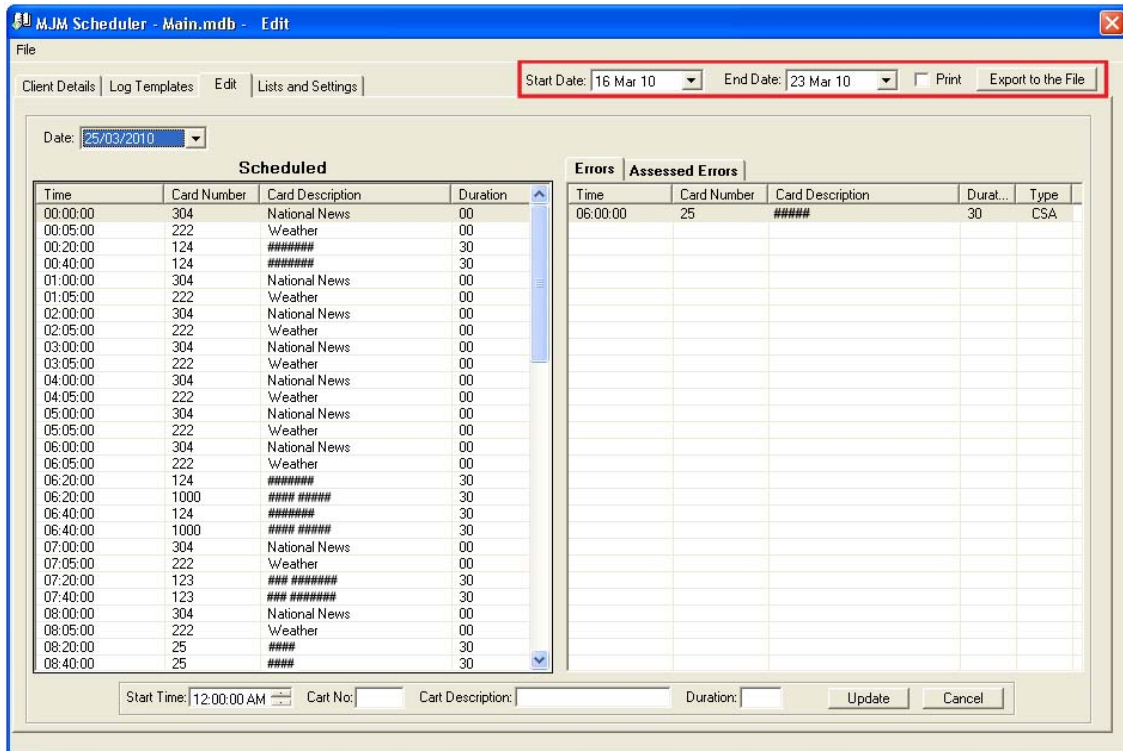


Figure 95 - Export Logs to the Files

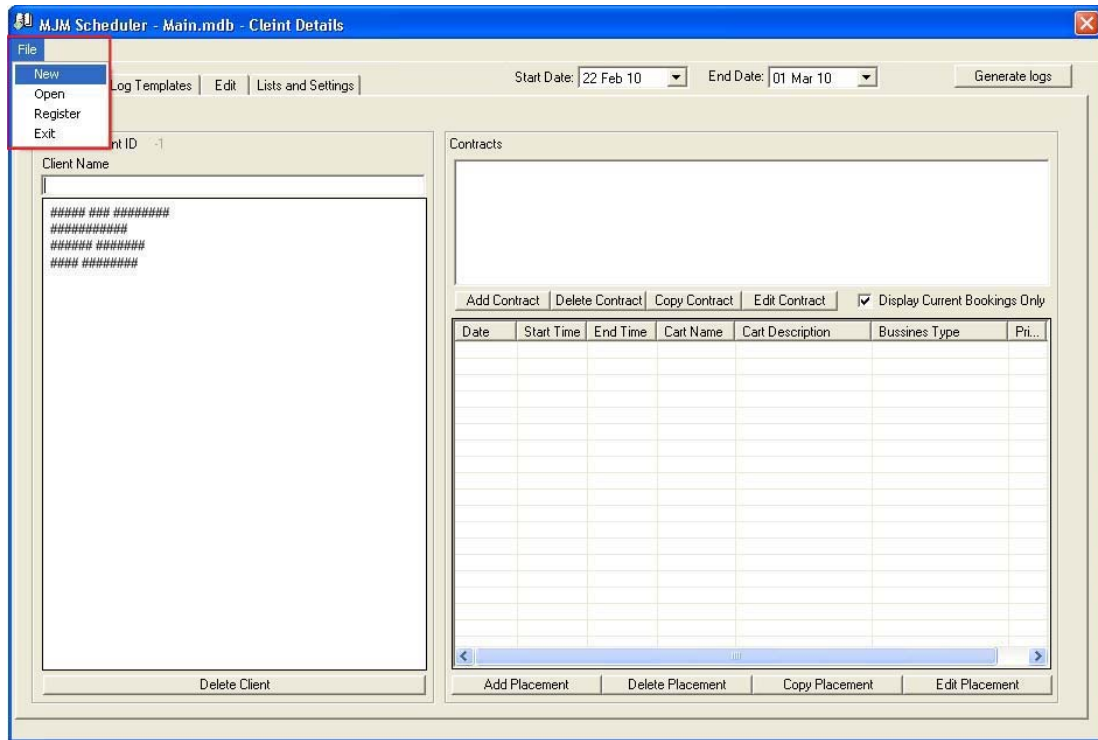
If you wish to save these logs as files or print them, click on the “Edit” tab. On the top of page select start and end date. Tick the “Print” check box before clicking on the “Export to the File” button. It save logs as text files in the path that you have specified in the “Lists and Settings” section. If you have not generated the log in advance, it will ask you to create log for missed dates.



Figure 96 - Export Error Message

## 10. Database

When you run the program for the first time, you have a blank database called “Station”. Furthermore, you can create a new database. This new database would be blank. Click on the file menu and select “New”.



**Figure 97 - Create a New Database**

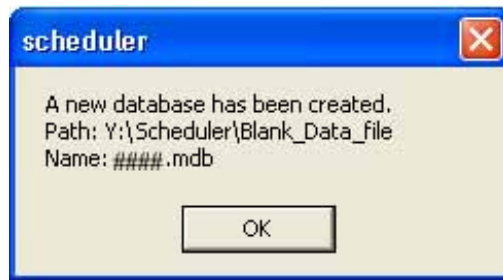
In the appeared window, type a name for this new database and specify the destination that this new database should be saved.



**Figure 98 - Create a New Database**

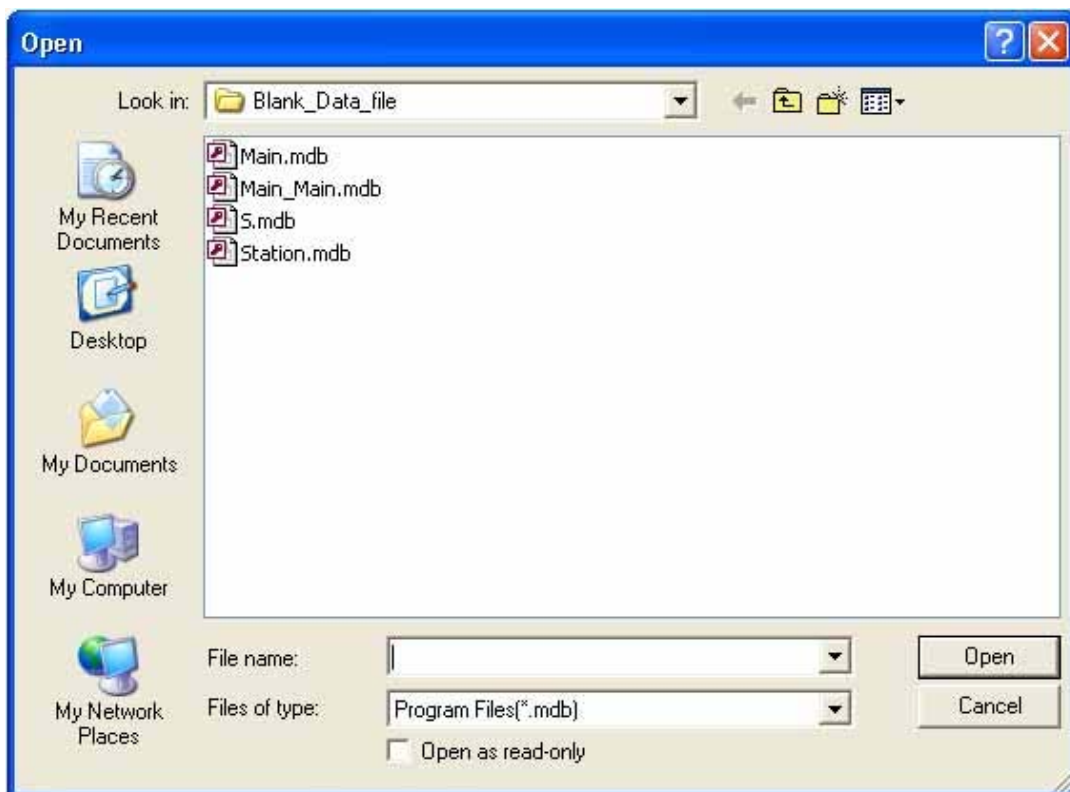
Click the “Create” button to finish making a new database. If it was successful, you will receive this message:





**Figure 99 - A Successful Database Creation**

You can open this new database and work with it. Click on the file menu and this time select "Open". Now, select your database.



**Figure 100 - Open a Database**

Click the "Open" button. If you have selected a compatible database, opening a database will be successful and you will receive a message.



**Figure 101 - Open a Database**