Planner

Instructions for use
September 2012
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Introduction

If you haven’t already signed up, visit our site [www.radionomy.com](http://www.radionomy.com).
Once you have signed up and your radio station has been created (settings (avatar, tags, description, etc...)), you will have access to the tab “Planner”.

**Warning! This button is only available after you have created your radio station on our site!**

**Accessing the Planner**

In order to access the “Planner” section of the Radionomy site and to enter the section where you can create your radio station, you must sign in. This information is identical to that which you entered when you signed up. Your login is the email address you provided in your profile.

**NOTE:** To avoid seeing this screen next time you log in, tick the box “remember me”.

**NOTE:** If you have forgotten you password, enter our site to retrieve it. It will be sent to you by email.
1. Planner

Introduction

The Planner is a comprehensive tool created especially by Radionomy so that both professional and amateur users can program webradios. Getting the hang of it won’t take long, but you need to understand some simple concepts regarding the professional applications of managing a radio station. In this first section, we will revise the different parts of the Planner so that we become familiar with the terms used. You will find instructions concerning the operation of each of these elements in the following chapters. These elements will always be present on the screen when you use your Planner.

1.1. The Menu

The menu bar contains the main actions to create and manage your radio station.

<table>
<thead>
<tr>
<th>RadioManager</th>
<th>Settings</th>
<th>Planner</th>
<th>Stats</th>
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<tr>
<td>Home</td>
<td>Audio</td>
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<td>Day templates</td>
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“Audio” allows you to put music on your radio station by uploading it yourself or by subscribing to preset Radionomy streams. You will find “Boxes”, Jingles, Promotions… All the types of sounds that you can use and upload are sorted. It is the main element to manage your audio tracks.

“Clocks” helps you to create your programs.

“Day templates” is a tool in the Planner which you can use to create your day types.

“Planning” contains your radio station calendar and allows you to load your “Day templates” and program your radio in advance.

Finally, the tab “Management” allows you to add programmers to your radios, and to make a list of your contacts…

NOTE: For further help and to contact the community, visit http://board.radionomy.com.
1.2. The Radionomy Player

This reader can be used both to listen to and monitor your radio, and to pre-listen to tracks available in the Boxes under the tab “Audio”, or later, after programming, in the “Planning”.

The Player has a Play/Pause button, volume control, and displays the name of the artist and the song being played.

1.3. Search bar

The search bar allows you to search in the Radionomy music collection and in your personal selection.

The search bar is composed of a space where you can type in the word you are looking for (artist’s name or name of track), a small magnifying glass to start your search and the button “advanced search” to access a more advanced search. (See point 2.4. Search)

1.4. Radio programming tabs

Use these tabs to access the different phases of creating and managing your Radio station. Choice of tracks in “Audio”, “Clock” management, “Day templates”, inserting Day templates into your radio “Planning” and “Management” of the authorized programmers. By clicking on each of these buttons the corresponding management panel appears in the main window.

1.5. Your Browser

The menu, always at the top of your Planner, allows you to browse the different elements of your Radio. Each menu brings up a different panel, with a new menu on the left. These sub-menus help you to find your way around.
Below is an example of the screen that will appear when you select "Audio" in your browser.

- Name of your active radio station (you can create several radio stations and manage each of them here).

Next, you will find the list of boxes available in the following order:
- Dynamic boxes:
- Musical boxes
- Playlists
- Jingle boxes
- Podcasts
- Promos
- Interventions
- Radionomy Streams to which the radio station is subscribed.

2. “Audio”

2.1. What is a Box?

All of the musical elements that you will use for your radio station will be categorized in different Boxes, which you can create and configure yourself. By creating Boxes you can define the main categories of your musical program and your Jingles.
These Boxes are typically used to classify musical styles (Hip Hop, Rock, Funk, etc...), but you can create as many Boxes as you want to introduce more variety to your musical program or your jingles.

For music, a series of Boxes might group together musical eras (70s, 80s, 2000, etc...), a particular type of energy (Chill Out, Alarm call, etc...), a country or language (French, Hispanic, English, etc...). You decide how to best categorize your library.

For Jingles, a traditional categorization might be: Morning Jingles, Night Jingles and evening Jingles or Pips. But you can also create a specific Box for Christmas, summer, winter, public holidays and Sunday jingles, etc...

NOTE: A Box can contain as many tracks and Jingles as you want. A track or a Jingle can be found in as many Boxes as you wish.

The different types of Boxes

**Dynamic boxes**
Unlike the traditional Boxes (which are selections of songs that you have made), the dynamic Boxes allow you to apply filters to the other Boxes. These filters enable you to have a dynamic list of songs. In practice, this type of Box provides you with the possibility of selecting, according to your taste, songs containing the word “Christmas” which you can then program for the month of December, or a selection of French songs for a special Francophone program, for example. If one of the filtered Boxes is changed, the list of songs in the dynamic Box will be immediately modified. This may be useful when you want to create a dynamic Box of “new hits” for example.

**Musical Boxes**
Musical Boxes imported to the platform according to your taste or inserted via the Radionomy Streams.

**Playlists**
The playlists that you have created and imported.

**Jingles**
The Jingle Boxes that you have imported.

**Podcasts**
The Podcast Boxes that you have imported.

**Promos**
Self-promoting ads, ads about events and programs, or any other recurring message that you want to program regularly or during a certain period.

**Interventions**
Messages, ads and interventions that you want to insert into a Playlist or Planning.
2.2. Managing your Boxes

Under the tab Audio, the menu on the left proposes a series of predefined Boxes. You can organize your Boxes here and facilitate the task of putting your Radio station online.

The layout provides a perfect visualization of the Boxes. They have a predefined color that helps you to quickly identify where your tracks are and which types of tracks you are looking for or wish to use.

The predefined colors in the Planner cannot be modified.

2.3. Creating a Box

At the top right of the panel for each of the categories there is an empty field where you can insert the name of a new Box and click on ‘Add’.

Be careful to name them correctly because you can only identify them via their name.
Your new Box has been created. Repeat this step in each of the categories under the tab “Audio” according to your needs.

2.4. Fill a Box

To fill a Box you have two possibilities:
- Import your own tracks from your hard drive into the Boxes designed for this purpose
- Choose from the Radionomy Streams

If you have just created the Box, the Box panel will be empty when you click on it.
If you have imported a Box created by a DJ/Radionomy programmer, it will contain the selected tracks for the Stream.
a) Import music or sound tracks from your hard drive

Radionomy provides you with limited disk space which allows you to import music tracks to be included in your music program. You can also import self-produced Jingles by means of the same procedure.

NOTE: For a radio station that was created less than 3 months ago, the limit is 1000 uploaded songs. For radio stations created more than 3 months ago the limit is 3000 songs. (See Creator Agreement)

Warning: Regardless of the type of music or sound that you import into the Planner, the only supported format is the format .mp3, preferably of 128 kbps, 44.1kHz, and ID3 tags are supported.

To import a track or a Jingle from your hard drive to the Radionomy Platform, click on a Box of your choice (80s for a disco hit or Pips for your Jingles for example).

Click on ‘Transfer’ at the top right, choose the file to be uploaded and click on “OK”. Your file is now being transferred to the platform. (The uploading speed depends on your Internet connection).

Once the file has been placed on the platform, a form will appear in which you can include the meta-data for this file.

NOTE: If you have ID3 tags, some of these fields will already be filled in. If not, you will have to at least specify the name of the artist and the title of the track.
The other fields may help you either to access your tracks with more ease using the advanced search function (by using tag, style, year) or to enable your Planner to create your program coherently (based on tempo, for example).

NOTE 2: The Planner checks the title and the artist. If the file already exists, the Planner suggests using the existing file with the meta-data of the uploaded file.

- If you wish to edit the information contained in a music or sound file, you must click on the icon appearing before each title.
- If you wish to delete the medium, click on the bin at the end of the line.
If you wish to modify the constraints of repeating and broadcasting a song, click on this icon, at the end of the line.

b) Repetition and broadcasting constraints

These constraints are restrictions that you can apply to each of the songs or artists in your Boxes.

Repetition constraints

If you want the song “Believe” by Cher to only appear once every 3h, you must click on the icon and specify 180 beside ‘Minimum time period before a song is repeated’). If you only want to hear Cher once every hour and a half, specify 90 in the option “Minimum time period before an artist is repeated”. The numbers to be entered are minutes.

Broadcasting constraints

These constraints apply to the selected song only. They enable you to prevent or authorize (according to the selection you want) the broadcasting of a song during a certain time slot, or on a certain day.
In this case, we decided to broadcast the selected song on Saturday and Sunday only, from 5pm to 3am.

Don’t forget to click on ‘Save’ to validate the changes made.

c) Mix pointer

Warning: This option only works with the browser Chrome.

In the editor of the meta-data of your uploaded track, you will see that a button “Edit mix pointer” has been positioned at the bottom right. It will appear on this panel for each uploaded track.

This button allows you to specify how the “Mix pointers” will operate. The mix pointers are indicators that the Planner uses to determine how the track will link to the previous song and the next song in the reading list. You differentiate several fields, with a variety of colors.

NOTE: You can skip this stage but sometimes the Planner’s base mix will not match the type of music you have added.

NOTE 2: When importing a jingle, you will see a box to tick marked with the wording ‘Transition’. If you mark this box, your jingle will automatically be broadcast in your program every time 2 tracks with very different BPM (beats per minute) follow each other, to ease the transition.
The Planner differentiates tracks of music on the basis of their tempo, by classifying them into 3 different types: ‘Slow’, ‘Medium’ and ‘Fast’. When a slow track is played just before or just after a ‘fast’ track, the Planner automatically slides a jingle between these for those of you who have ticked the box ‘Transition’. In this way, you avoid having a break in the tempo.

**Fade In**: This allows you to reduce the volume of the track at the start and to introduce the next song more smoothly.

**Intro**: This determines the point at which track 1 will have reached its nominal volume, considering it was at zero (0) dB at the Fade In point.

**Extro**: This determines the point at which track 1 will start to lower its nominal volume, considering it will arrive at zero (0) dB at the extro point.

**Fade Out**: This allows you to reduce the volume of the track at the end to link it with the jingle or the next sound or music track.

**Mix**: Determines the moment at which track 2 begins to play.

**NOTE**: The numbers shown in brackets are the keyboard shortcuts.

In a more simplified form the keys are as follows:

1 – Fade In
2 – Intro
3 – Extro
4 – Fade Out
5 – Mix
NOTE: The values marked are: Minutes’seconds”‘milliseconds.

Each of these four values is represented during the track by a cursor that matches its color. You can manually move the cursors using the mouse; you will see the values in the color field change automatically. You can also choose to manually enter numerical values in the color fields.

The ‘Time elapsed’ counter tells you the exact current position of the reading of the track, expressed in minutes, seconds and thousandths of seconds.

d) Carrying out a search

You can do a search based on the name of the artist or the title of a track. The result of this search will bring up tracks matching the terms searched both in your personal library and in the Radionomy Streams. The Planner allows you to do 2 types of search: A simple search, and an advanced search.

NOTE: In both cases, you can pre-listen to the tracks that come up in the search, by clicking on the icon Play. The track will then begin to play in the Reader. The quality that you will hear is not the same as when you broadcast it on your radio station! To guarantee an almost instant reading, we compress the tracks.

Carrying out a quick search
At the top of your main window, you will see a search field. Enter the search term in this field, and click ‘Enter’ or click on the button to start the search, on the right of the term.
The term can refer to the **song** or the **artist**, or a **year** for example. The Planner shows the search results in the main window.

NOTE: For simplified browsing in a long list of tracks: like in the majority of multimedia software (WMP, Winamp, iTunes), you can classify the tracks appearing in the list according to artist, name, year, etc. by simply clicking on the title of the corresponding column. You can also refine your search by directly entering a word or a year in the space below each column name. This helps to avoid endless lists and makes your search more specific. Example of a classification according to year in a search on Madonna.

NOTE: The column “Box” tells you if the tracks that have come up in the search are located in your personal Boxes. Here, we can see that the titles “Like a Virgin” and “Material Girl” are already in the “80s” Box.

Carrying out an advanced search
You can refine your search by clicking on “Advanced”, on the right of the field where the search term is entered. A panel opens where you can specify the terms for the search.
You will see the following panel:

![Advanced Search Panel](image)

Different information can help you to refine the search results and to find what you are looking for.

Move the cursors to reduce the time period of the search (60s) or the number of BPM (different in a classical track or an electro track). Choose the language of the element you are searching using the scrolling menu (for Podcasts only). Choose “active radio” (= Radio on which you are working at the time of the search) and/or “Radionomy” (for titles available in the Radionomy catalogue) depending on where you are searching. Is the track you are searching an old country music track? Click on “Country” and select the sub-styles that are most relevant to your search. However, do not use this search option if you are not sure. Finally, it is possible to find a sound track according to the date it was entered into the Radionomy catalogue.

**e) Add the search results to the Boxes**

Once you have carried out a search for the tracks you want to add, and you see the results appear in the main window, you can add them by simply dragging them over to the Box.

To select them, all you have to do is the following: Click once on the hand at the start of the line (whether you want to select one or several). To unselect, simply click on the hand again.
If you want to select all the search results, click on the top of the left column.

To drag them to the Box, click on the **small arrow** beside the name of the Box to access the different Boxes you have created.

Then move your selection (one or several tracks at a time), click and hold on one of the selected tracks, and drag it to the Box you want; all of the selected tracks will follow.

A message confirming the move will appear, with the number of files copied to the Box. You can only add one copy of each title to the Boxes, except in the Playlists. Check that the tracks have been added correctly by clicking on the Box name in the browser of your “Audio” library. Its content will appear in the main window.

**To carry out a new search**, simply enter a new term in the search field and click ‘Enter’ or the small magnifying glass. Your previous search results will disappear. And so on.
2.5. Particular case: Playlists

The music program in the Planner is based on Clocks. As we will see later, these Clocks are configuration tools that define:

- **The proportion** of music coming from each of your Boxes during the period of the day defined for the Clock in question (see 4. Day template)

- **The linking together** of the different Boxes, i.e., the engine generating the Planning, will select the tracks to be broadcast at random (respecting the repetition constraints).

Another way to define the music program is to create **playlists**:

- **Playlists**: this enables you to broadcast a specific list of music, jingles, interventions and promotions at a certain time of the day (see below for Promos and Interventions, points 2.8 and 2.9). This option can help to find an album, an artist, a retrospective of a music label…

2.5.1. Creating a playlist

To create a new Playlist, click on the tab “Audio” and then on the Box “Playlist” in your Planner. Like for the other Boxes, add a new Playlist by directly naming it in the space at the top right and click on ‘Add’.

2.5.2. Editing a Playlist

Once your Playlist has been created, you will find it in the Box ‘Playlists’. Once in this Box, click on the name of the Playlist and add tracks of music, jingles...

There are three ways to fill a Playlist.

To fill your Playlist, you can directly upload songs from your computer to the platform, or search titles that are already present in your Boxes or in the Radionomy Streams by dragging them over.

- To upload songs, follow the same procedure as for filling a Playlist.

- To select them from your Boxes, enter a Box of your choice. Click on the **small arrow** in the Box of Playlists in the left menu and drag the song you want from your Box to the Playlist.

- You can do the same from the Radionomy Stream Boxes.
When the song has been saved as part of the selected Playlist, the following image will appear on the screen:

![Playlist Image]

**NOTE:** the total duration of your Playlist is displayed in the Playlist menu bar. 
**NOTE:** The Playlist does not respect the repetition constraints defined in each of the Boxes.

**You are free to create, copy and delete as many Playlists as you wish.**

**NOTE:** To copy, using the left menu that appears under the tab “Audio”, select the Boxes that you wish to copy, click on ‘Copy to’ and select the Radio station to which the Box will be copied.

If you select the active radio, the Box will appear twice in your reserve of Boxes. If you choose another Radio, the Box will appear in the Boxes of the selected Radio. Dynamic Boxes cannot be copied.

![Copy Options]

**NOTE:** In the Playlist editor, a small box that says ‘Authorize cutting’ allows you to decide whether or not you accept that your Playlist can be cut.

If the Playlist cannot be cut, it will be played until the end.

If the cutting is authorized, the next program will start on time even if the Playlist is still running.

**Why can a Playlist run over time?** Let’s take the following example:
The duration of the Playlist is 60 minutes and 0 seconds. During the hour of broadcasting, we put on 120 seconds of advertising and the creator had programmed a weather Podcast on the hour (it lasts 30 seconds).

Result: The Playlist that started at 10h will not finish at 11h as programmed on the Day template, but at 11 hours 2 minutes and 30 seconds (11h32). If the cutting is authorized, the track that started before the planned time for the next program will be played. However, if there is another track to be played, it will be skipped and the next program will begin. Finally, in the event of non-authorized cutting, the last track will be played and the first track of the next program will probably not be played.
2.6. Particular case: Jingles

If you want to import a Podcast or a personal radio program (or any other radio creation, column, report, etc.), into your program you must enter the tab “Audio” and open the Box “Podcasts”. Then:

- Create a Box with either the name of a type of Jingle (Pips / Program jingle / Transition…), or circumstance (special event (Christmas) or other)...depending on your preferences.
- Fill it up by manually importing your sound tracks. When you add a jingle, some meta-data must be filled in (artist – song – tags).
- ‘Save’

NOTE: Tags: Key words that help you to identify/search your Jingle with ease. Do not skip this stage. It will help you to find your way around your old files.

To add a Jingle to the file ‘Pips’ for example, repeat the steps to add a Jingle. To add a new Box of Jingles, restart the whole operation.

2.7. Particular case: Podcasts

2.7.1. Importing personal podcasts

If you want to import a Podcast or a personal radio program (or any other radio creation, column, report, etc.), into your program you must enter the tab “Audio” and open the Box “Podcasts”. Then:

- Create a Box with the name of a type of program (documentary / cultural program / weekly agenda), or a date (30 September / 24 December)...depending on your preferences.
- Fill it by manually importing your sound tracks. When you add a Podcast, some meta-data must be filled in (artist – song – tags, and validity period).
- ‘Save’

NOTE: Tags: Key words that help you to identify/search your Podcasts with ease. Do not skip this stage. It will help you to find your way around your old files.

To add a Podcast to the file ‘Cultural Program’ for example, repeat the steps to add a Podcast. To add a new Box of Podcasts, restart the whole operation.

2.7.2. Radionomy Podcast Service

The Radionomy Podcasts are presented in categories, divided into sub-categories. These Podcasts contain a certain number of sequences, which can be treated like different editions of the same program.
Subscribe to the Radionomy Stream Podcasts using the button ‘Subscribe to Podcasts’

The Podcast subscription window opens. You will now see a list of the contents available according to different validity periods.

For each Podcast, you will see various types of information:
- The name of the Podcast (category and agency from which it came)
- The theme
- The country and the language

> tick the corresponding box in the column ‘Subscribe’.

You can subscribe to several Podcasts at once, by ticking each of the corresponding boxes. When you have made your choice, click on ‘Close’. The system will send all the information corresponding to your choice. You are currently subscribed to one/several Podcast(s).
When you subscribe to a Podcast, it appears in the panel of the Podcast Box. You will notice that the content that you have imported appears on the first part of the page, while that coming from the Radionomy databanks appears on the second part (under the name 'Subscribed Podcasts').

<table>
<thead>
<tr>
<th>Radionomy Podcast Subscription</th>
<th>Subscribe to podcasts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTUS CONCERTS / Agence Monde</td>
<td>L'actualité des médias une fois par jour</td>
</tr>
<tr>
<td>ACTUS TV-RADIO / Agence Indépendante Monde</td>
<td>Le journal qui vous donne toute l'info en France Source: <a href="http://www.goodnewspress.com">www.goodnewspress.com</a></td>
</tr>
</tbody>
</table>

NOTE: The contents (Podcasts) are managed independently from the music program. This means that the Planner will slip a Podcast scheduled at a certain time in between 2 music tracks, interventions, promotions, so that it is as close as possible to the specified running time. The Planner never cuts a track that is being broadcast to play the content. The Planner’s degree of precision to broadcast the content is +/- 1 minute. Therefore, a newscast programmed at 12.00 can start between 11.59 and 12.01.

2.7.3. What is the validity period?

For each Podcast made available by Radionomy, a start and end validity date is established. The interval between these two dates represents the validity period, depending on the type of Podcasts. For example, the sequences of a series of newsflashes will have a very short validity period, while a series of documentaries with no time factor might have a validity period of a few months. The sequences can only be programmed by the Radio Creators during this validity period.

When you add sequences yourself, you will have to choose the duration of the validity period.
NOTE: If you are subscribed to Podcasts provided by Radionomy, the validity duration is automatically configured and new elements are automatically managed by the Planner. Radionomy offers a base of thirty contents in French which cover the basic needs to provide a radio station with daily Belgian, French, international, sports and cultural current affairs, as well as fictional and comedy series, etc.

Example:
We program pips (planned content on the hour, usually a newscast) at 7h, 8h, 9h, 10h, 11h, and 12h. This means that the program will be produced as follows:

At each specified hour, the Planner will launch the procedure to broadcast the newscast. It will wait until the current track comes to an end, and will search for a sequence which has not passed its validity period, in your Podcast ‘Journal RTBF’. In this case, there are several possibilities:

The Journal RTBF has a validity period of less than 1h, and a new edition of the news is added every hour. The Planner will therefore program a different newscast each time, since when the newscast is picked up in the Podcast ‘Journal RTBF’ there is only one valid element.

The Journal RTBF has a validity period of more than 1h (for example, 5h), and a new edition is added every hour. In this case, the Planner will choose the editions available in your Podcast ‘Journal RTBF’ at random. At 8h, he will choose between 2 newscasts (that of 7h, and 8h). At 12h, he will have the choice of the newscasts of 7h, 8h, 9h, 10h, 11h and 12h. Since the validity period of each element is 5h, the 7h newscast will no longer form part of the available newscasts if the series is programmed for 13h.

2.7.4. Note about programming Podcasts:

During the programing, the Planner ‘reserves’ spaces to broadcast the Podcasts. If for some reason, an element is not available when it is scheduled to be broadcast (if a program/newscast/episode is not valid at that moment), the music will continue to be played.

In order to avoid repetitions of the same episodes/emissions in events where several valid elements are present in a Podcast at the time that it is scheduled, the Planner will take into account the sequences that have already been broadcast and will ensure that the valid elements are broadcast once before rebroadcasting the first element for a second time.
2.8. Particular case: Promotions

2.8.1. What is a Promotion?

A Promotion is a recurring audio message that can be programmed for a very specific duration. Usually a Promotion is a self-promotion campaign, an announcement for an event, an invitation to visit a site or any other type of non-advertising promotional message.

2.8.2. Creating a Box of Promotions

Once again, the Promotions are grouped together in boxes. To create a Box of Promotions repeat the process for the other Boxes under the tab “Audio”.

2.8.3. Import and program a Promotion for your Radio.

Like the Podcasts, the Promotions are managed independently of the music program, and therefore are inserted into your radio at regular intervals.

Once the Box has been created and your first Promotion has been uploaded, remember to fill in the meta-data (title – start and end of validity period – start and end of track – frequency).
NOTE:
- Start of validity: Prior to this date, your Promotion will not be broadcast.
- End of validity: After this date, your Promotion will no longer be broadcast.
As is the case for Podcasts, tick the box ‘Unlimited’ so that your Promotion does not have a time limit.
- Start and end of track: These 2 parameters define the time slot during which your Promotion will be broadcast (for constant broadcasting, set the start at 0.00 and the end at 23h59).
- The frequency at which your Promotion is played: by default, it is set at 60 minutes.
- News: Add additional information if needed.

Therefore, the Promotion is imported and programmed at the same time, but it is of course possible to change it according to the parameters that define the times and the frequency at which the Promotion is played, by clicking on the icon located just beside the file name.

NOTE: It is also possible to program a Promotion on your Radio by inserting it into a Playlist, in the same way as for the Interventions.

2.9. Particular case: Interventions

2.9.1. What is an Intervention?

An Intervention is an audio element, for example a spoken message by the radio presenter to introduce a track, an urgent message, or any other oral intervention.
The main difference between these and Podcasts, is that interventions are not linked to validity periods and they are not programmed in the same way.

2.9.2. Creating and editing an Intervention

Interventions operate like the other sound elements in the Planner:
They are grouped together in Boxes. To import an Intervention, first you must click on the tab “Audio”, then on the predefined Box “Interventions” and create your own Boxes of Interventions. (Same procedure as for the other Boxes)
- Don’t forget to add information to the meta-data editor in order to help you to index your Interventions.

### 2.9.3. Programming an Intervention on your Radio.

Interventions can be placed in Playlists, like any other audio file. Each time the Playlist is programmed, all the files will be broadcast, regardless of their type.

You can specify an Intervention, or a Box of Interventions, before or after a Box or a Playlist, and before or after a particular song.

**Before or after a Box / Playlist:**
Click on ‘Edit’
In the section ‘compliments’ in the editor screen, you can choose a Box of Interventions in Intro or Extro. You can also select a specific Intervention. If you do not choose a specific file, the generator will take a file at random from the selected Box.

NOTE: In the Playlists, the best example is introducing an album or a retrospective on a particular artist. In this case, you line up the tracks to be played, interspersed with oral Interventions (prerecorded) to introduce the next track or to provide information about the artist, for example.
Example: I would like to insert an Intervention about a live concert in my Radio studio. I want this Intervention to be added before my Box ‘Disco-House’ is broadcast. In the tab ‘Edit’, under ‘Tracks’ I choose the Box of Interventions of concert announcements that I created previously, ‘Gig announcements, and I choose the specific file.

To define a Box of Interventions or an Intervention before or after a song this time, the constraints of the song will have to be edited. The ‘Compliment’ part is also present. This is the same procedure as for Boxes and Playlists.

NOTE: Song Interventions take priority over Box and Playlist Interventions. The latter are therefore deleted if the first song broadcast from a Box or a Playlist is already accompanied by an Intervention in Intro; the same applies for the last song broadcast if it is accompanied by an Intervention in Extro.
2.10. Particular cases: Radionomy Streams

If you do not wish to program your own music selection, Radionomy provides you with several streams preprogrammed by Radionomy’s DJ programmers. For several musical genres, the Radionomy DJ-Programmers select an entire series of tracks and artists. They mix and include new discoveries and talents in order to guarantee you a music stream that is always of the best possible quality. These Streams are regularly and automatically updated.

To use these streams, you must subscribe to them or import them.

2.10.1. Subscribing to a Radionomy Stream

If you decide to subscribe to a Radionomy Stream, you no longer need to worry about your music selection. They are automatically updated. New tracks are added and old tracks are deleted, so that you always have the best choice of the music genre selected. Therefore, you can focus on all the other aspects of your radio station.

Subscription process
To subscribe to a new stream, choose the menu Audio, then on the left menu ‘Radionomy Streams’ click on ‘Choose the streams displayed’.

On the panel that appears on your screen, click the streams that interest you. These are listed under the tab “Radionomy Streams” and will be divided according to music genre.

Now you will see a new window listing the different music streams available. They are characterized by their name and the musical styles they comprise.
Select the streams to which you want to subscribe by ticking the corresponding boxes beside the streams. Then ‘Close’.

You are now subscribed to one or several Radionomy Streams. These streams appear in your browser like entire new music libraries. They cannot be modified and they are automatically updated in your radio stations (unlike the manually created Boxes).

2.10.2. Importing a Radionomy Stream

By importing a Radionomy Steam, you are providing your radio station with a music base that has been carefully composed by Radionomy DJ-Programmers, while also maintaining the possibility of personalizing your program. Once it has been imported, this stream can be modified, revised, assembled as best you think. Bear in mind that an imported stream will be in the form of a music Box. It will not be updated by the system, and you must manage it like a Box with a static list of files, unlike the subscription to a stream that is updated regularly and automatically.

To import a new stream, you can drag it to your radio (or one of your radios), in the left column.
3. “Clocks”

The composition of the Clocks is an extremely important element in the building and operation of your Radio. It facilitates the task of programming, while guaranteeing you a professional outcome.

Imagine having to ‘manually’ program 24h of music per day, every week, 365 days a year… the workload would be enormous. The Clocks enable you to create programming models which, according to the content of your Boxes, will create a personalized and configurable list, incorporating your Jingles whenever you choose.

The Clocks enable you to manage the structure of your musical program. They manage the sequencing between your Boxes, but also the proportions used from each Box in your music program.

3.1. Create a new clock

To create a new Clock, as for the other Boxes, in the list of Radio Clocks, type the name of the clock you would like to add directly into the empty space at the top right.

Once you have entered your Clock (one click on its name), by clicking on the button ‘Edit’ you can change the name of your Clock. If your first Clock will only be programmed in the morning, you can called it “Morning”, and if it will only be programmed on Mondays, called this Clock “Monday Morning” so that it is easy to find in your Day templates (we will come back to this later).

You can also insert comments. These are to help you to find your way around.

Once you have configured your Clock, you can begin to create it with the help of your Boxes.

From now on, in the Clocks panel, you will find the following elements:

1. A list of your Clocks in the main panel.
2. A list of your Clocks on the left menu
3. The field to create a Clock in the top right
If you click on one of the Clocks on the main panels or on the left menu, you will access information about the Clock in question.

The panel is divided into 3 parts:
Left: a list of the elements in the Clock.
Right: The boxes and streams available to put in the Clock.

### 3.2. Create a Clock

To add a Box to your Clock, select it in the column ‘Available Boxes’, and drag it to the column ‘Clock’. You can place a box anywhere in the list.

For more information about distributing your Boxes in your Clock, you can click on the icon ‘i’ beside the name of your Clock. You will find percentages representing the different Boxes in your Clock.
If you are satisfied with the sequencing after this phase, you can skip the next point. If not, watch how to make the sequencing of your Boxes clearer.

**3.3. Sequencing Boxes**

Once you have dragged all the boxes you want to your Clock, you can determine the order in which these Boxes are sequenced together in your Clock, and therefore how the tracks mix together during broadcasting.

To do this, using the mouse in the column ‘Clock’, using the double-arrow icon simply select the Box that you want to put on your list and drag it to your place of choice. In the following example, I move the Box in position 3 to its future position 7. The Boxes from 3 to 7 will climb up one position and the original Box 3 will be in position 7.

You can choose to move two (or three, or ten...) tracks from the same Box one after another. To do so, you simply have to drag the Box in question over to the ‘Clock’ column several times.

NOTE: The ‘Clock’ column shows you the order according to which the program will sequence the titles from each Box. You cannot decide the specific playing order of the songs, but the order in which the Boxes appear in the program. As we will see later, it is still possible to replace a track that you think is badly placed in the program (see 5. Planning).

**3.4. Adding a Jingle**

To give your Radio a professional outcome and a sound of your own, we advise you to include some Jingles.
How can I add a Jingle?

It’s easy. You just have to drag it to where you want. The Jingle Boxes can be recognized by their pink color.

In the ‘Clock’ column you will find the list of your choice: here, it is a regular list with 3 songs – 1 jingle – 3 songs.

You can create as many Clocks as you want, to reflect as many different program types as you like.

The Clocks are very useful when you want to divide your day into different “moments”. A Clock for the morning, in which you could include some Rock and Pop; one for the afternoon which could contain Hip-Hop and Soul/Funk; and one for the evening/night which could contain ‘Lounge’ music. But the possibilities are endless and depend on the diversity you want to bring to your programming. It’s your chance to be original!
4. "Day Templates"

The Day templates allow you to create several day programming models, by incorporating your Clocks and the programs you want to appear, specifying the playing time of each element.

Usually, we create a Day template for the weekdays and another for the weekend. However, it is also possible to create as many Day templates as you want. For example, a model for each day of the week, one for public holidays, one for the Christmas period, vacations, summer, spring... The limit on the number of models created is set by you, and it will reflect the variety you wish to instill in your radio station.

To begin to program your Day-templates, click on the corresponding tab in the Planner.

Create your first Day template by inserting its name in the space in the top right and click on ‘Add’.

○ The Day-template browser(left)
Find all the Day-templates that you have created here. You can add templates or delete them.
The daily programming window.
This day of programming is divided into two parts: the right part, with content grouped together in the form of Clocks, Playlists, Podcasts and Promos; the left part, designed to receive this content.

A programmed day on a Radio station has a duration of 24 hours: it starts at 05h00 in the morning and finishes at 05h00 the following morning.

The Zoom Bar of your Day template.
This cursor enables you to zoom in on the Day template selected, in order to program the start and the end of your Clock to the minute. The entire programming window is redesigned to adapt to the level of the zoom.
4.1. Programming the music selection for the day

The music programming is based on 4 elements: The Clocks, the Playlists, the Podcasts and the Promos.

To compose the music selection of your Day template, start by selecting the Day template that you want to create in the tab “Day templates”. The name of the selected template appears at the top of the day programming window.

a) Inserting a Clock into the Day template

Slide the Clock that you want to use to the left part of the day programming window. A window opens and you can specify the exact time at which you want it to start and finish.

Once the clock is above the schedule, its name and its start and finishing times will appear.

You can then adjust the duration of the clock in two ways:
- By clicking on its top or bottom edge and by gliding the mouse over to the desired time.
- By clicking on the edit icon on one of the Clocks, or on the playlists in the Day template.

You can then access the page to configure the selected Clock or Playlist. You can set the start and finishing time of the Clock manually.
NOTE: When we slide a Clock over the Day template, it fills a time slot of one hour by default, starting on the hour of the time slot selected. If we slide a Clock just after another Clock that does not finish on the hour, the Clock will be placed on the hour after the previous Clock on the Day template.

b) Inserting a Playlist

As with the Clocks, slide the Playlist(s) over to the left part of the Day template and place the Playlist at the desired time.

Once you hover over the schedule, you can change the starting time of the Playlist in two ways:
- Move the Playlist up or down to change the start time of the Playlist, provided there are no other elements on either side of the Playlist that you want to move.

- Specify the time fields manually (only the start hour can be edited in the Playlists).

NOTE: A Playlist is an element with a fixed duration. It is therefore impossible to extend a Playlist over the Day template like a Clock. However, you can repeat the same Playlist several times in a row or play different Playlists one after the next.

c) Sequencing Clocks and Playlists and making changes in the Day Template

If you start by sliding a Clock over 5h for example, it will by default be placed on the slot 05:00 > 06:00.

Then you add a 24 minute Playlist just afterwards. It will finish at 06:24. If you place a new Clock afterwards, it will by default be placed on the slot 06:24 > 07:24.

You wish to extend this Clock until 12h30 (use the mouse or manually configure the start and finishing times). If you have just placed a new 47 minute Playlist afterwards, it will finish at 13:17. And so on.

Have a go to get a better grasp.
Important:

- When we place a new element (Clock/Playlist) on a Day template, the proposed start time will be the first free 15 minute time slot in the day, and the proposed finishing time will be the start time of the next programmed time slot.

- You can use the zoom located at the top of the Day template schedule to better adjust your programming.

- When the day programming window cannot display all the contents programmed for one same period, specified by the level of the zoom, it superposes the 2 elements on the schedule.

d) Conditions to fulfill to be able to program a Day template

Condition that must be respected: NO BLANK SLOTS in your program

Explanations: In order for a Day template to be used in your day programming it must be FULL. This means that the combination of musical Clocks and Playlists must fill the Day template from 05:00 to 05:00 (for the 24h displayed on the schedule), without any interruptions or blank slots.

To manage to fulfill this goal, an advice zone above the timeline suggests actions to start or finish the Clock earlier or later, to adjust them better.
5. "Planning"

5.1. Creating the Planning

Once you have created the Day templates for your program, all you have to do is build them into your monthly broadcasting calendar.

Click on the tab ‘Planning’ to see the calendar displayed. You can schedule up to 30 days’ broadcasting in advance.

The calendar of the current month is displayed.

The Planning appears as follows:
A monthly calendar containing the days that have already passed marked in gray, as well as the days of the current month to be programmed or already programmed.

Two arrows enable you to flick through the coming months and to preview your programs in advance.

On the right, you will find the Day templates available, to help you to program. Finally, in the top right there are some options to select, create and delete.
Displays the months for which you can plan the program.

**Monthly calendar**
Displays the details of the current month.

**Day template browser**
Displays the Day templates available to create your planning.

**Planning buttons**
Help to create the Planning and to send it to our servers

Once these elements have been marked, we can move onto programming. It's easy: You just have to slide your Day template across the days of your choice. Evidently, you can place the same Day template on several consecutive days. To do so, as well as manually sliding the Day template, you can also extend it with the mouse. In the following image, the blue bars indicate the extension area. In the Planner, these bars are invisible but the cursor becomes horizontal double arrows.

When you place a Day template on the Planning, it is placed in a line. The status displayed changes to POOLED.

This action assembles all the information you have entered into the Planner: Boxes, Podcasts, Playlists, Promotions, Clocks and Day templates in a coherent program.

The Planning will not be correctly generated if essential information is missing. In this case, you will see an error message indicating the changes to be made in order to be able to correctly generate your Planning.
The software will immediately generate the programming of the selected days. When it has been generated, you will receive a message and the boxes of the days generated will change color: Blue for days that have not been generated, yellow orange for days that are being generated, and green for days that have been generated and therefore programmed.

5.2. Random generator

The only rule applied to the random generator when the repetition constraints are at a minimum level is to not play one same track twice until all the tracks in the Box have been played once.

When we add constraints, when the generator takes a track from the Box (as indicated by one of your Clocks), it picks one at random from the full list of tracks in the Box. We remove the tracks that are not authorized by the constraints from this list. If a track is not found for this Box, the generator moves onto the next Box. If no file is found for any of the Boxes of the current Clock, the generation is interrupted for this Clock. The generator will try to fix the situation by starting the following Clock sooner.

Example: I have a ‘pop’ Box with a 3 hour constraint on the artist Michael Jackson and 2 hours after playing Billie Jean (note: it is a Michael Jackson track) the generator has to pick another track from our ‘Pop’ Box. At this moment, all of the Michael Jackson tracks in the Box will be removed from the list of tracks and the generator will make a random selection, because the constraint is 3 hours for the artist Michael Jackson.

Therefore, the higher your constraints, the shorter the list of tracks from which the engine can choose a track, and the more chances you have that the same tracks will be selected by the generator (because these tracks/artists are not very frequent in other Boxes).

Here is the base equation:

\[(\text{Full box}) - (\text{songs prohibited by the constraints}) = (\text{Residual box from which the generator makes its selection by choosing the tracks played less frequently with an identical tempo}).\]

Therefore, if you want to have a varied program, start by adjusting your repetition and broadcast Constraints. Then, make sure that your Boxes have a good variety of different songs and artists, and check that certain artists are not too present in different Boxes at the same time, to avoid the Constraints from limiting the list of songs available when a track is to be selected.

5.3. Visualizing and editing the Planning after generation

5.3.1. Visualizing the Planning

You can check the Planning: the playlist for the whole day, created by the Planner for the program corresponding to the Day template.

To do so, click on the small ‘i’ on the day generated in the Planning (in green).
You will enter the Planning editor:

You will see a panel with different elements.

The top part contains the name of the Day template concerned, the number of generations made and the time and date of the last generation of the Planning.

The lower part contains all the information about the programmed content (start and finishing time, artist, song, and type of medium).

In the list, the Planning generated by the Planner, containing all your tracks (music / jingles / promos...). You can:

- Pre-listen to the programmed songs
- Add a song to the program
- Delete songs by using the bin

To browse smoothly in the daily Planning, use the scroll bar situated on the right of the visualization window of your Planning; the elements are presented chronologically by default. You can also classify the elements in your Planning according to type, artist, song, etc. by clicking on the name of the corresponding column (song, artist, etc.).

5.3.2. Modifications in the Planning

Become familiar with the 4 buttons situated in the middle of the panel:
- ‘Add a title’
- ‘Cancel the changes’
- ‘Restart the Planning’
- ‘CSV’
- ‘Save’
Add an element

In the Planning select where you would like to add an element and click on the button ‘Add an element’. You will see a window where you can select the type of element to add, the Box in which it can be found. The list of elements contained in the Box will appear below. Select it or the elements, and validate your choice.

Delete an element

In the Planning list, click on the bin at the end of the line of the element to be deleted.

Warning: Certain modifications may affect the organization of your songs in the Clocks programmed later in the day. For example, if you replace a song in a Clock with a shorter song, the Clock may be incomplete because it will not cover the duration it is programmed to cover in the Day template.
> **Validating the changes made**
To validate the changes made, click on the button ‘Save’.

> **Restart your Planning**
You can also decide to delete the Planning that you were editing. To do so, click on ‘Restart the Planning’. You must do another generation for the day selected in order to have the content broadcast.

> **Download your Planning in a folder**
To download your Planning in order to visualize it in a spreadsheet, click on CSV.

*Warning: The Planning will not be saved if one or several of your Clocks are incomplete. Ensure every hourly slot programmed for a Clock is covered by a sufficient number of elements.*