

SS32 User Guide

Revision A

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The SS32 User Guide covers normal operation of the automation program that has all system configuration completed. Configuration is covered in the SS32 Configuration Guide.

The SS32 may be purchased with 'embedded applications' enabled: AS32 Cart Recorder, VT32 Voice Tracker, and LazerBlade. Operation instructions for these programs are detailed in separate user guides for each.

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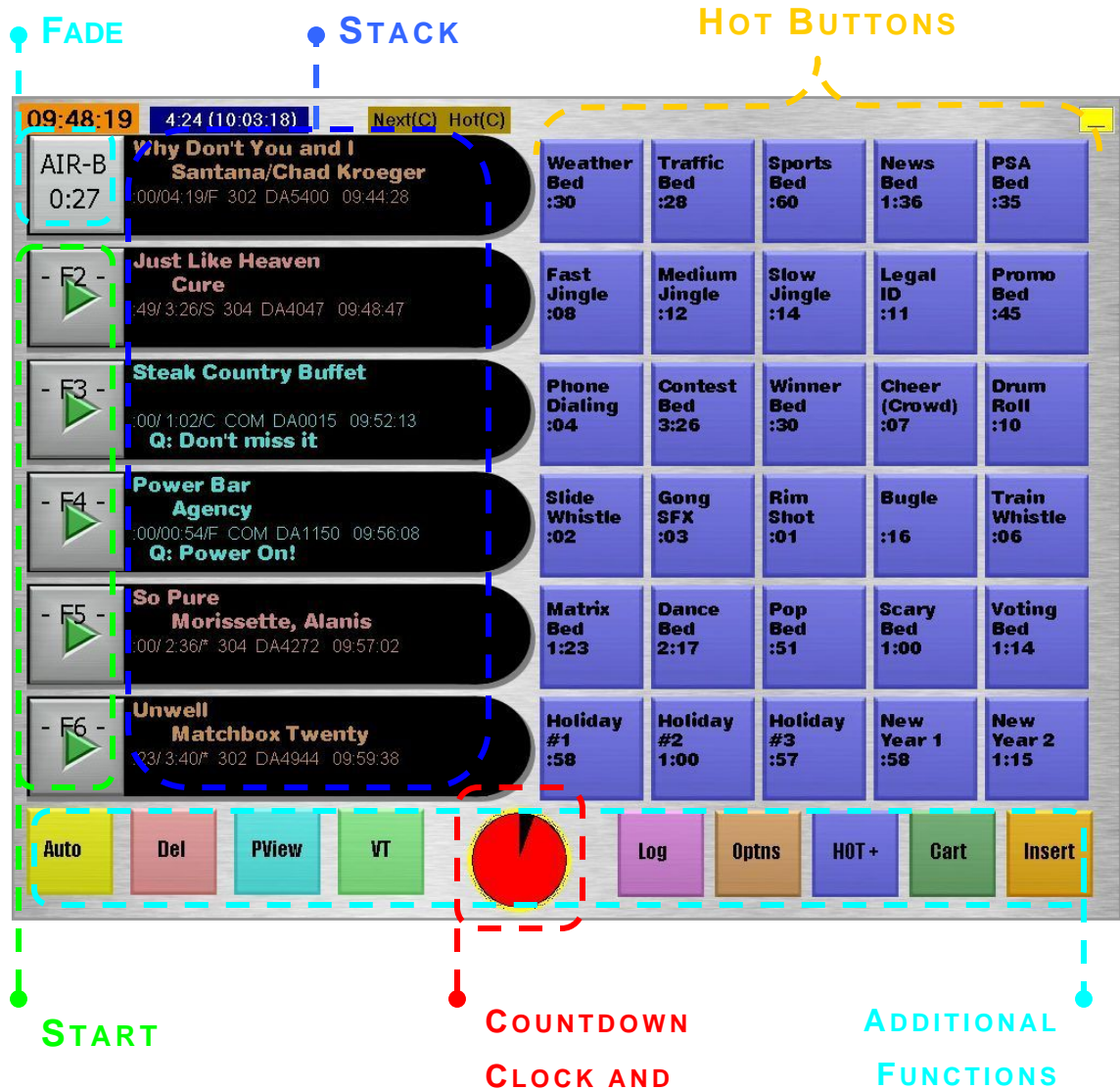
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Getting Started

On the left side of the main SS32 screen is the Event Log, or “Stack”. The top event is currently on-air. The gray box to the left shows which device the audio is playing out of, and then counts down the length of the event. If there is no event playing, it will display a Start button.



Directly below the on-air event are the next five events to air, each having a Start button next to it. These events can also be started using the “F” keys on the keyboard. When started, the event goes on the air and moves to the top event.

Fade On-Air Audio

Clicking Start on an event in the stack while another event is on-air will start it immediately *while* fading the on-air event.

The on-air event can be faded out completely by clicking the gray button next to the event. If there is more than one item on the air, this button fades the most recently started event first. The next event will not begin until the Start button is pressed.

Move Event

To move an event within the Stack, click the “label” area of the event to be moved. The event will be highlighted with a dashed line around it. Click on the event in the position for the event to be placed. The other events will be moved down.

Delete Event

To delete a single event, click on the “label” area of the event then click on the “Del” button just below the Stack. Or, click the “Del” button before highlighting any events. A red circle with a red slash will appear over the Start buttons. Simply click on the circle next to the event to be deleted.

Countdown Clock

The bottom center of the main screen displays the Countdown Clock. When an event starts, a box will display a countdown for the Intro of the event. After the Intro countdown, a “pie” graphic will display the remaining percentage until the end of the event. The “pie” will briefly display the countdown time again at 60, 45, and 30-second intervals, and will count down from 15 seconds until the end of the event.

Re-Cue

In addition to displaying remaining times, the Countdown Clock area also serves as a Re-Cue button. Re-Cue is identified with a double blue circle beside events in the Stack.

Events that were not uploaded in time to cue up automatically, such as last minute news or weather, will show a blank area where the Start button should be, and the event label will show “File Not Found”. These events can be cued manually by clicking the Re-Cue (Countdown) area

and then clicking the double-circle beside the event that has not cued. If the recording has become available, the Start button will be displayed.

Events that are expired will also show a blank area where the Start button should be, and the event label will show "End-Date Out of Range".

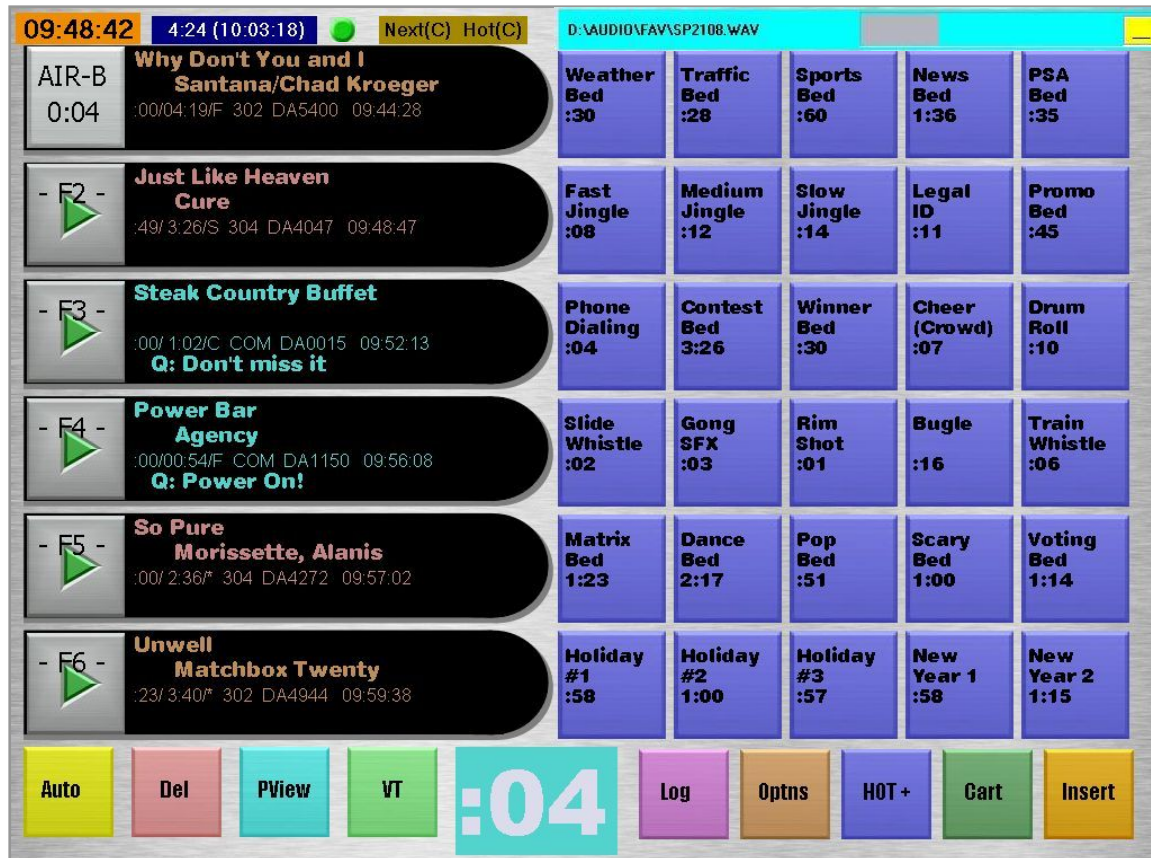
The on-air event can be re-cued after a fade by clicking the Countdown Clock, then clicking the double circle next to the top event. The event will start playing from the beginning.

SS32 Main Screen

This section provides an overview of the main screen of the SS32 software. Note that some of the buttons may be different depending on the configuration and additional options that were purchased. The most common configuration and options will be addressed in this guide.

System Clock

The system clock is displayed in the upper left corner of the main screen. The clock will show an orange color between 6 AM to 6 PM, and changes to a dark blue color during the evening and overnight hours of 6 PM to 6 AM. The clock is set in HHMMSS format in Configuration -> Time Functions.



Back Timer

When SS32 is first started, the “time to launch” will display next to the system clock, which is set in set in Configuration -> Misc-1 Settings.

This area also displays a Back Timer if set in Configuration -> Misc-1 Settings. The Back Timer compares the time of each event added through to the next Target event, and the actual time until the Target event is on-air. (Target events are set when the schedule is created).

If the total of event lengths up to the Target event is less than the actual *time* to the Target event, the box will display the difference in Red. If the calculated event lengths are greater than the actual time to the Target, the box will display the overage in Blue. The box will display “too far” if there is no Target event found within the Search Depth set in the configuration.

Pre-Defined Liner Playback On/Off

Pre-defined (or “satellite”) liner playback is normally managed with commands in the schedule. However, the SS32 system can be set to manually override any scheduled pre-defined liners using the “Activate Manual Control via Hotkey & Auto/Man Button” in Configuration -> Satellite.

When this is set, a Green dot will appear just to the right of the Back Timer display, and the pre-defined liners will play as scheduled. There are two ways to override playback of the pre-defined liners:

- Click the Auto button to put the SS32 system into Manual mode. The dot will then turn Red, indicating the pre-defined liners will not play when the closure is received.
- A Hot Button may be set as the disable button to keep the system in Auto mode. (Please refer to the SS32 Configuration Guide, Satellite section, for setup). When this Disable Button is clicked, the dot will turn Dark Red to indicate the pre-defined liners will not play.

Next Device Display

The Next Device bar, to the right of the Back Timer display, shows the next device the on-air event and the next Hot Key will use. Devices are set in Configuration -> Playback Devices according to the type of audio cards in the SS32.

Message Bar

A message bar is located at the top right of the screen, just above the Hot Keys. Error messages will be displayed in red in this area, as well as a progress bar when events are being uploaded to the SS32 from other programs. This area will also display green informational messages if set in Configuration -> System Settings.

Event Log [Stack]

The Event Log, also referred to as the “Stack”, is a column of six events that will air. To the right of each Start button is the “label” area for each event.

The first line contains the title of the event, and the artist or talent name is on the second line.



Linger
Cranberries
:29/4:07/C 305 DA3165 18:12:57
Everybody Else Is Doing It...

The third line shows the following information: Intro/Event Length/Ending (usually F for fade or C for Cold), then the category, event (cart) number with prefix, and time scheduled to air. The fourth line will display comments or ‘trivia’ entered in the header.

Live Copy

Live Copy refers to live scripts that are scheduled in the log. When a Live Copy event is “played”, it will display the text in a small box at the bottom of the Stack. Click in the window to close. Live Copy will display on the second monitor in a dual-screen setup if set in Configuration -> Copy.

Hot Buttons

Hot Buttons are displayed on the right side of the SS32 main screen. If there is a dual-monitor setup, Hot Buttons can be opened on the second monitor. Simply click on the Hot Button to start and end the event assigned to it.

Weather Bed :30	Traffic Bed :28	Sports Bed :60	News Bed 1:36	PSA Bed :35
Fast Jingle :08	Medium Jingle :12	Slow Jingle :14	Legal ID :11	Promo Bed :45
Phone Dialing :04	Contest Bed 3:26	Winner Bed :30	Cheer (Crowd) :07	Drum Roll :10
Slide Whistle :02	Gong SFX :03	Rim Shot :01	Bugle :16	Train Whistle :06
Matrix Bed 1:23	Dance Bed 2:17	Pop Bed :51	Scary Bed 1:00	Voting Bed 1:14
Holiday #1 :58	Holiday #2 1:00	Holiday #3 :57	New Year 1 :58	New Year 2 1:15

Typically, Hot Buttons do not check events for start/end dates or times, and will play regardless of these restrictions.

If the “Liners+HotBtns Honor Start+Stop Date+Hour” setting is marked in the Configuration - > Satellite page, Hot Buttons (and liners on satellite closures) will observe the start/end date and time restrictions.

Events can be added to the Hot Buttons using the Insert screen. (Insert screens are explained in more detail below). Select the event in the Insert screen, and click the green **Stack** button. Exit the Insert screen, and click the Hot Button to add the event.

Hot Buttons can also be programmed quickly by holding the ALT key on the keyboard while clicking the Hot Button. Up to three lines of text can be entered to identify the Hot Button, and the event category with the 4-digit event (cart) number is entered for “Hot Key CatCode”.

When Dynamic Hot Buttons are in use, a selection of button colors will be displayed at the bottom of the User Input window.

The screenshot shows a 'User Input' dialog box with the following fields and values:

- Hot Key Line #1: Holiday
- Hot Key Line #2: #2
- Hot Key Last Line: 1:00
- Hot Key CatCode: BED0007

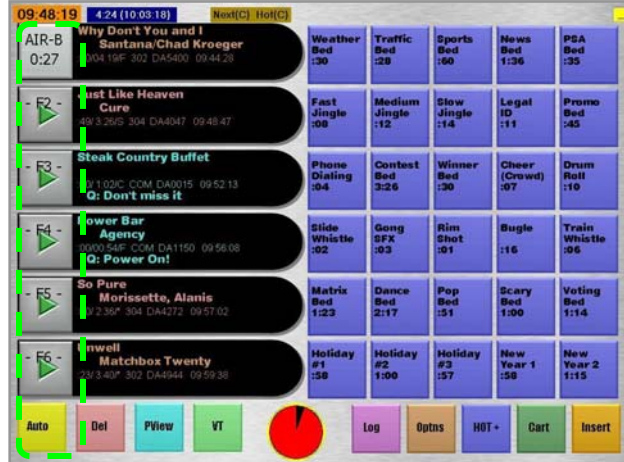
SS32 Additional Functions

The buttons along the bottom of the main screen provide more extensive functionality for the SS32. The functions for the Green buttons (fourth and eighth from the left) are set in Configuration -> Misc-2 Settings. The Left Green button can enable the following functions: Cart Recorder, LazerBlade, VT (Record voice tracks), and Fade/No Fade. The Right Green button can be configured with the same functions, along with Live Mode and Disabled.

Modes of Operation

Auto Mode

In Auto Mode, the SS32 system operates without user intervention based upon a schedule compiled in the Merge32 program. Every event is started automatically by the End-of-Message (EOM) signal placed when the event was recorded. When a new event is started by the EOM, the previous event is automatically faded out.



Most events are scheduled in the log with a DA (for Digital Audio) designation in front of the 4-digit event (cart) number. When SS32 is in Auto Mode, the on-air event will be faded out when the next event starts. The speed of the fade is set in Configuration -> Playback -> Fade Speed (tenths). Events that are scheduled in the log with a VO (for Voice Over) designation will not fade out, but will play at full level until they end. Voice Tracks are designated as follows: JV = Generic Voice Tracks; JU = Voice Track linked to previous event; JD = Voice Track linked to next event; JB = Voice Track linked to both previous and next events; and JN = Voice Track not linked.

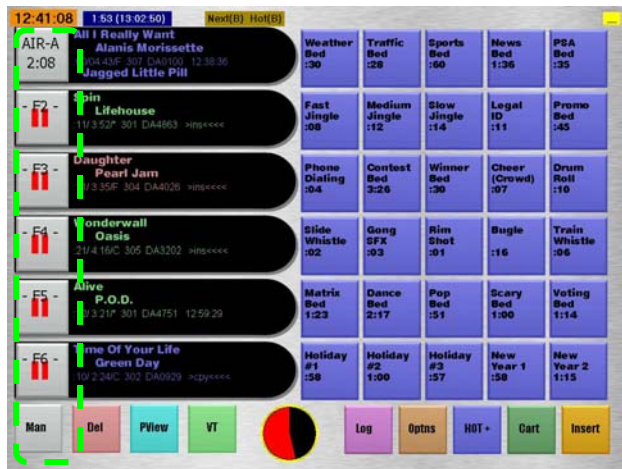
Manual Mode

Clicking on the Auto button will immediately change the system to Manual Mode. Manual Mode requires user input for every event in the schedule.

Each event must be started by the user, either from clicking the Start area, or through a remote start button at the console. The console is used to fade out events – the console channel number for each event is displayed in the Start area. SS32 can be configured in Misc-1 Settings to display vertical bars in place of Start area in the Stack.

Most stations use a combination of Auto and Manual operation. Usually the song sweeps and stop sets run in Auto. Prior to a live talk point, the user changes to Manual, listens to the audio, and begins talking based on the fade and the Countdown Clock.

When finished, the next event is started manually, and the user changes back to Auto mode for the next sweep of music or spots.



Live Mode

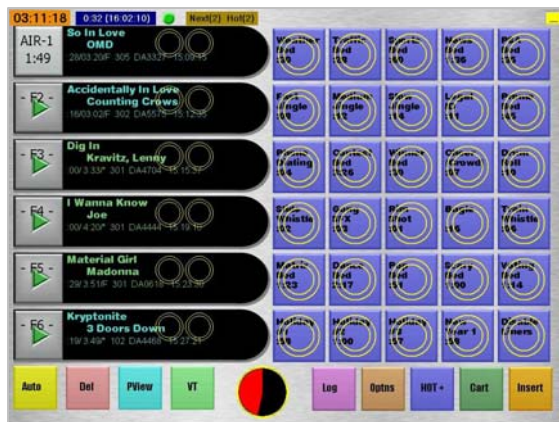


Live Mode is only available if set in Configuration -> Misc-2 to appear on one of the configurable green buttons. In this mode, each on-air “deck” (next to play) is assigned to a particular channel on your console, with events loaded in “cart” spots waiting to refill the deck.

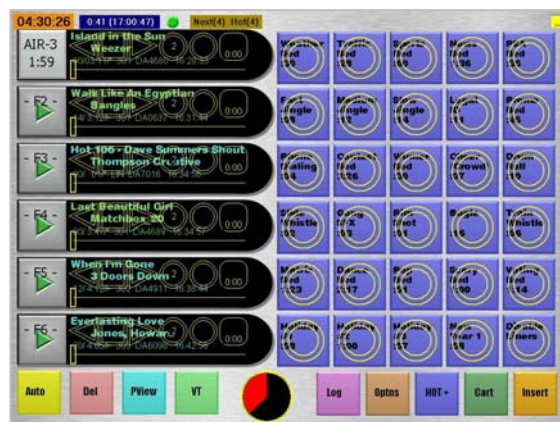
Preview

Preview allows the user to hear the beginning and end of an event in the Stack. When Preview is clicked, two circles appear in the label area for each event. Clicking the left circle will play the event from the beginning, and the right circle will play the last 15 seconds (default). The end length can be adjusted in Configuration -> Misc-1 Settings -> Preview/Pause. Click Preview again to stop the playback and turn Preview off.

Hot Buttons will display double-circles (one inside the other) in Preview. Click the Hot Button to preview the audio from the beginning, and click again to stop the preview. If it is a Rotator, the next event on the Hot Button will be previewed without cycling the Rotator to the next event.



Preview



Extended Preview

Extended Preview

If Extended Preview is enabled in Configuration -> Misc-1 Settings, clicking the Preview button will display more extensive capabilities. The Preview button will enable six preview buttons on the event label areas.

The right and left arrow buttons will move forward or back in the audio from the current location the file according to the seconds displayed in the first circle. Click in the circle to change the increments in seconds. The square button starts and stops playback. The second circle plays the last 15 seconds of the event.

The rounded-corner button displays the audio length, and will change to the playback counter during preview. This button also works as a "lock" to set the beginning of playback at the current file position when it is pressed (a lock graphic will appear on the button). The lock cannot be set unless the event is either currently being previewed, or has just been stopped.

The slider bar can be used to manually move the current playback position before previewing it.

Log [More Events] Screen

The Log button opens the day's log, starting at the present time, on the right side of the screen over the Hot Buttons. If there is a dual-monitor setup, this screen can be opened on the second monitor. The log will open with the current time/event at the top (shows upcoming events), middle (shows both aired and upcoming events), or at the bottom (shows previously aired and on-air event) according to the place set in Configuration -> Log Window. Previously aired events will be in gray. Notice that the current event will show in gray with the time it started, and will also show in its category color as the current item with the current time.

Copy	Cut	Clear	MkGd	Del	Hooks	MnIns
>DEL<<	No More Words	Berlin	3:46			
>DEL<<	Tonight Is The Night	Le Click	3:50			
>DEL<<	If It Makes You Happy	Grow, Sheryl	4:21			
10:33:00	Danger Zone	Kenny Loggins	03:33			
10:36:33	Don't Be Stupid (You Kn	Twain, Shania	3:32			
10:40:06	I'm The Only One	Etheridge, Melissa	4:00			
10:44:06	One More Try	Timmy T	3:25			
10:49:35	One More Try	Timmy T	3:25			
10:53:00	Adia	Sarah McLachlan	3:55			
>cpy<<	If It Makes You Happy	Grow, Sheryl	4:21			
10:59:55	Little Miss Can't Be Wro	Spin Doctors	3:48			
>cpy<<	Thank God I Found You	Carey, Mariah w/ €	4:13			
>cpy<<	No More Words	Berlin	3:46			
11:03:43	These Are Days	10,000 Maniacs	3:31			
11:07:14	I'm Like A Bird	Furtado, Nelly	3:53			

To view ahead or behind in the schedule, use the scroll bar to the right, or the **Up/Down** buttons just below the log. To get back to the current time/event, click the **Now** button to the left of the Countdown Clock ("pie").

The range of events that can be copied, moved, or deleted in the Log screen is set in Configuration -> Log Window. To select events, click on the event, and then click on the **Copy**, **Cut**, or **Delete** buttons at the top of the screen. Multiple events can be selected by holding down the CTRL key while clicking on events. The **Copy** and **Cut** button graphics will change to "**Where?**" when selected. The **Clear** button will clear out selections before the copy/move/delete action is completed. Click on the position where the copied/moved event(s) are to be inserted. All other events will be moved down.

Copied events will show **>cpy<<** in the air time field in the current log as well as the event label in the Stack. Cut events will display **>mov<<**. Deleted events will be removed immediately from the current log and the Stack, but will show in the aired log with **>DEL<<** in the air time field.

The **MkGd** [Make Good] button highlights the last event in the log that did not play. Continue to click the **MkGd** button to review unaired events further back in the log. While searching, the **MnIns** button becomes the **MkDn** [Make Good Down] button, allowing navigation of unaired events in the opposite direction. The **Cut** button is not active while using the **MkGd** function. Use the **Copy** function to put an unaired event back into the current log.

Hooks

The ability to set Hooks is an extra-cost item. Hooks must be set in the audio event in Cart Recorder, and the event must exist in the current schedule before performing the following steps.

Copy	Cut	Clear	MkGd	Del	Make	MnIns
10:59:55	Little Miss Can't Be Wro	Spin Doctors	3:48			
11:03:43	These Are Days	10,000 Maniacs	3:31			
11:07:14	I'm Like A Bird	Furtado, Nelly	3:53			
11:11:07	Wonderwall	Oasis	4:16			
11:15:23	Tonight Is The Night	Le Click	3:50			
11:19:13	No More Words	Berlin	3:46			
11:22:59	If It Makes You Happy	Crow, Sheryl	4:21			
11:27:20	Let's Go	Cars, The	3:29			
11:30:49	Clocks	Goldplay	3:59			
11:34:48	Rollercoaster	B*Witched	3:00			
11:37:48	Don't Wanna Fall In Love	Child, Jane	4:02			
11:41:50	Bitter Sweet Symphony	The Verve	4:12			
11:46:02	Big In	Krowitz, Lenny	03:33			
11:49:35	Look What You've Done	Jet	03:37			
11:53:12	Come On Over	Twain, Shania	02:52			

Click on the **Hooks** button at the top of the Log screen. The system will look ahead in the log according to the range set in Configuration -> Log Window -> Verifying Audio Files.

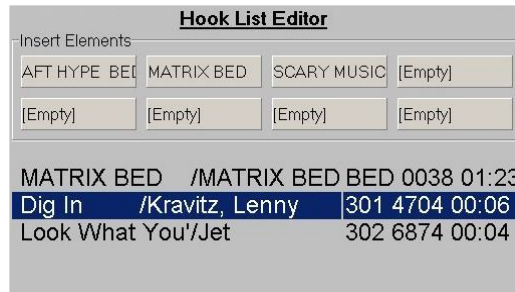
Events with Hooks set will show in the log with a small purple tag to the right of the title.

Select the events for the Hook list, and click the **Make** button at the top of the screen. (Clicking on a selected event will de-select it).

The Hook List Editor screen displays a list of the events with the length of the hook. Additional elements, such as beds, can be added to the Hook List using the **Insert Elements** buttons at the top of the screen. To add an element to a button, go to the Insert screen and add an event to the Stack button. Exit the Insert Screen, return to the Hook List Editor and click the **Element** button to add the event. (Insert screens are explained in more detail below). The additional element will be inserted above the currently selected hook.

Events and elements can be removed by selecting them in the list, then clicking the **Remove** button at the bottom of the screen.

When the Hook List is complete, click the **Done** button at the bottom of the screen. Blue Insert arrows will appear in the Start area in the Stack. Click on the arrow in the position where the Hook List is to be inserted. The Hook List is initially inserted in the Stack as one expandable (XP) event, with the Start area to the left being gray. The XP event will automatically expand four seconds before it's on-air time, or the user can click in the Start area to 'break out' and view the Hook List prior to that. The event labels will display the event name and artist, with the length of the hook and a "DH" designation in front of the 4-digit event (cart) number.

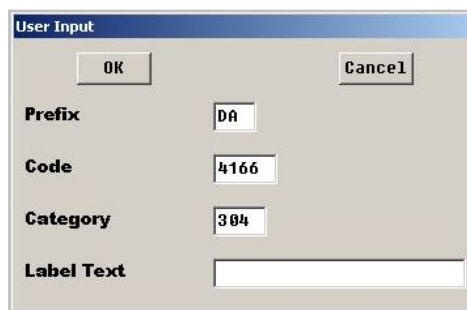


Manual Insert

The **MnIns** button at the far right of the Log screen is used to manually insert events in the current log. Enter the Prefix (audio type designation, usually "DA"), Code (4-digit event/cart number), and Category in the Input window.

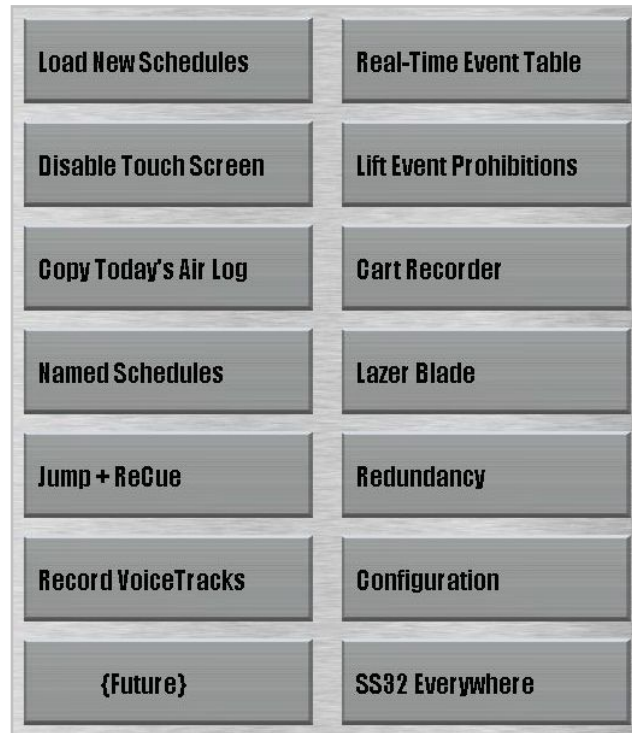
The Label Text field is optional – the entry in this field displays in the current log screen as the event title. Click OK, and click the blue Insert arrow where the event is to be inserted in the Stack.

The event will display in the Log screen and Stack with **>ins<<** in the air time field. The title is displayed in the Stack, but not the Log screen, unless it was entered in Label Text. The event displays 0:00 for length in the Log screen until the event goes on air.



Options

The **Options** button will open a menu with 14 selections. Click **Cancel** to return to the full main screen with Hot Keys.



Load New Schedules

Every 20 minutes, the SS32 system will automatically compare the date/time stamp of all currently loaded schedules with those in the schedule path (listed in Configuration -> Schedules), and reload any that are different. If the current schedule has changed, it will 'attach' at the fourth position in the Stack. The **Load New Schedules** button is used to force a reload of the current day's schedule. The button will change to **Done** when the reload is completed. If there are no differences in schedules detected, the button will still change to **Done**, and a notation is made in the AIR log.

Disable TouchScreen

The Disable TouchScreen button will temporarily disable the 'touch' functionality. The SS32 splash screen will appear, along with the instruction to press the ESC key to return to the main screen with the touch functionality enabled again.

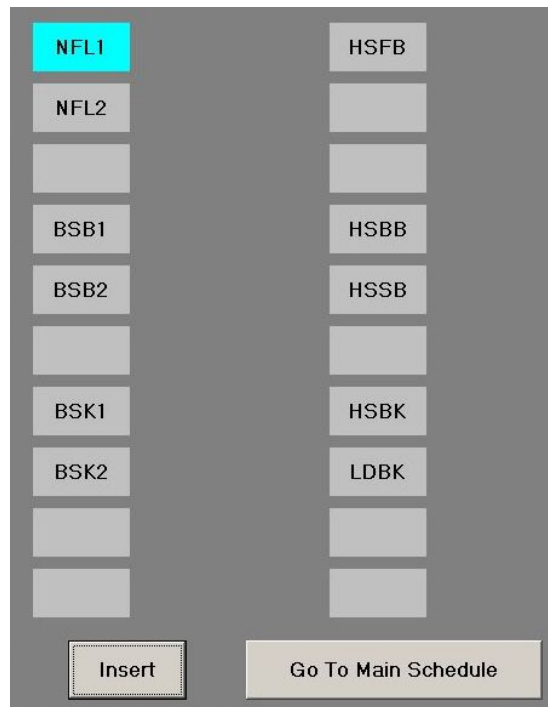
Copy Today's Air Log

Making a copy of the current Air Log creates a file for viewing, printing, or e-mailing the day's events up to the current time. The copied Air Log file is saved in the SS32\AXR folder with the file name YYYYMMDD.AXR. This file can be viewed using Notepad. The SS32 will continue to write events to the original Air Log in the SS32\AIR folder.

Named Schedules

Named schedules must be created in Merge32 and exist in the SS32\SKD folder with a 4-character file name and .ALT file extension before using this functionality.

Named schedules are intended for broadcasts that don't have a specific length. The Named Schedules screen contains 20 fields for different schedules. To add a new schedule, right-click on the field and select the desired schedule from the list.



To insert a named schedule into the Stack, click on the schedule, and click on the **Insert** button at the bottom of the screen. The named schedule will be inserted just below the on-air event. Click the **Go To Main Schedule** button to exit without inserting a named schedule.

Jump + ReCue

The Jump + ReCue feature allows for resetting the next point of the current schedule. This screen shows a list of events in the current schedule, with the next event highlighted in blue.



The event that is currently on-air is designated with **>top<<<<** in the time field. Use the **Up/Down** buttons to move around in the current screen, and the **PgUp/PgDn** buttons for larger moves ahead or behind in the schedule.

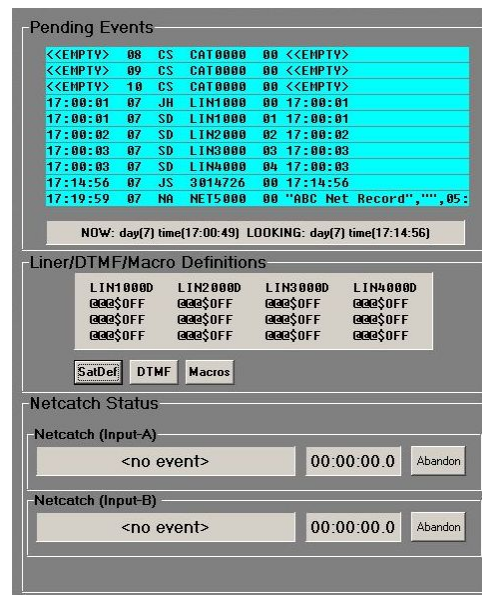
Click the **ReCue** button once the next desired event is highlighted in blue.

Real-Time Event Table

The Real-Time Event Table is a viewer for background events for diagnostic purposes.

Pending Events shows any current and future real-time events, such as playing network news at the top of an hour. In this example, the upcoming events show a hard jump (JH), four satellite-defined liners (SD), a soft jump (JS), and a net record (NA).

Liner/DTMF/Macro Definitions can be viewed just below the pending events. Click the corresponding button to view the current definitions for each. The *Netcatch Status* area will show the current or most recently completed net catch.



Lift Event Prohibitions

This option requires a User Password assigned specifically for this function. Instructions for setting passwords are in the SS32 Configuration Guide.

The Lift Event Prohibitions option allows for a 10-minute override of prohibitions, such as move, delete, or insert, that have been set on event categories.

Record Voice Tracks

This option is for the embedded VT32 program for recording voice tracks. Instructions for recording voice tracks are in the VT32 User Guide.

Cart Recorder

This option is for the embedded AS32 program for audio editing and recording. Instructions are in the AS32 User Guide.

LazerBlade

LazerBlade is an embedded phone editor that can be purchased separately from the SS32. Instructions for use are in the LazerBlade User Guide.

Redundancy

The Redundancy option is used when the SS32 system has been purchased as an SS Invincible (hot standby). Redundancy is activated in Configuration -> Misc-1 Settings. The standby workstation will display 'Standby' in the Back Timer banner.

When the Primary SS32 system is down, the Standby SS32 will be automatically activated. Use the **Hand Back** button in the Redundancy option to go back to the Primary SS32 system when ready.

Configuration

SS32 Configuration settings are described in detail in the SS32 Configuration Guide.

This section contains the configuration for the entire SS32 system. Click on one of the fields to open a configuration screen.



Use the **PgUp/PgDn** buttons on the screen or the keyboard to browse through each screen. Click the **Index** button at the bottom of the screen to go back to the configuration fields, and **Done** to exit Configuration.

SS32 Everywhere

SS Everywhere is an option to control the main SS32 remotely and must be purchased separately. Connection to the SS Everywhere is configured in this screen, and can also be set up in Configuration ->SS32 Everywhere.

Hot Button Setup

There are 30 Hot Buttons displayed at one time, and clicking the **Hot+** button will bring up 30 Groups. The current Hot Button Group will be highlighted. Click on a Group to change Hot Button screens. Adding events to Hot Buttons is explained above in the SS32 Main Screen section.

Hot Buttons can also be defined within the Merge32 program, and the VT32 program can be configured to use the same Hot Buttons. Instructions are included in the user guides for each program.



Dynamic Hot Buttons

Alternate arrangements of Hot Buttons can be set using the "Dynamic Hot Btms" setting in Configuration -> Hot Btms. Dynamic Hot Button groups can be set to display 5x6, 2x7, or 2x6 buttons in each Group.

Click the **Hot+** button, and press ALT while clicking on the Group to change the setup.

Please note that Dynamic Hot Buttons do not use the same configuration file as the regular Hot Buttons. SS32 must be restarted, and the button functions reassigned, after selecting Dynamic.

Insert Screen [Cart Wall]

Sort files must be created in Dispatch and the Sort files set up in SS32 Configuration -> DataBase before the Insert screen is available.

The Insert screen displays on the right side of the screen, over the Hot Keys. The Stack will adjust to show seven function buttons and 10 standard Sort buttons directly under it. Select the preferred Sort for the events to be displayed, and use the **Back** and **Next** buttons to move forward and back through the pages of events.

INSERT IN STACK

INSERT SCREEN

02:40:02 4:38 (15:02:41) Next(B) Hot(B)

Stack:

- AIR-A 4:08 Yellow Coldplay** :00/04:24# 301 DA4591 14:38:15
- F2 Steak Country Buffet** :00/ 1:02/C COM DA0015 14:42:39
- F3 Nick at Nite Newhart** :00/00:59# COM DA0005 >ins<<<<
- F4 Stay The Same McIntyre, Joey** :00/ 3:44# 304 DA4211 14:49:06
- F5 Straight From The Heart Adams, Bryan** :00/ 3:24# 304 DA4118 14:52:50
- F6 Walking Away David, Craig** :22/ 3:14# 301 DA4785 14:56:14

Insert Screen Grid:

She's A Beauty Tubes (301)0646 3:32 1983	She's All I Ever Had Martin, Ricky (304)4276 4:06 ****	She's So High Bachman, Tal (304)4240 3:38 ****
Shimmer Fuel (304)4207 3:19 ****	Shine Collective Soul (305)3161 4:36 1994	Shiny Happy People R.E.M. (303)6131 3:39 1991
Shoop Salt-N-Pepa (305)5285 4:00 ****	Shooting Star Bad Company (307)0126 6:16 2005	Short Skirt, Long Jack Cake (301)4686 3:15 ****
Should I Stay Or Should I Go Clash, The (301)0769 3:05 1983	Show Me Love Robin S. (305)3206 4:21 ****	Show Me Love Robyn (302)0928 3:24 1997
Show Me The Meaning Backstreet Boys (304)4333 3:51 ****	Show Me the Meaning Backstreet Boys 2/ 1(6p) 2/09(12a)	Shy Guy King, Diana (302)2239 3:26 ****
Siempre Coca-Cola Agency (COM)0017 :57 ****	Sign Your Name D'arby, Terence Trent (305)3365 4:24 ****	Silent All These Years Amos, Tori (305)3147 4:06 ****
Silent Night 98 Degrees (101)9307 3:01 ****	Silent Night Colvin, Shawn (101)9287 3:11 ****	Silent Night Five For Fighting (305)9496 3:18 2004
Silent Night Nicks, Stevie (101)9256 4:31 ****	Silent Night Sinatra, Frank (101)9268 2:25 ****	SILENT NIGHT (live) Spears, Britney (101)9288 2:48 ****
Silent Night Medley Hanson (101)9273 4:13 ****	Silver Bells Aiken, Clay (101)9448 2:20	Silver Bells McBride, Martina (305)9308 2:36 ****
Silver Springs Fleetwood Mac (305)3304 4:42 1997	Simple Kind of Life No Doubt (301)4476 3:31 ****	Sin So Well Rebekah (304)4116 3:33 ****

Function Buttons: Auto, Back, Next, Listen, Hours, Stack, Exit

MusTitle: [Circular display]

Keyboard: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Labels: SORTS, FUNCTIONS, SORT BANNER

The event labels in the Insert Screen will display differently according to the Sort that is being used. For the Title and Music sorts, the event (cart) number, length, and year (if entered) will display on the bottom line. When the event is selected, the bottom line will change to show the last time the event played, and the next time it is scheduled to play.



To find a specific event, use the Banner at the bottom of the screen to narrow down the Sort. Click on the first letter/number to refresh the Banner. The keyboard can also be used if the option is set in Configuration -> System Settings.

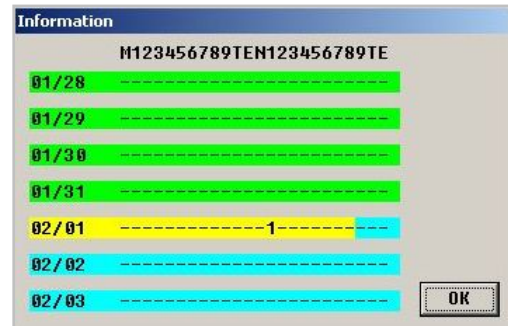
The **MENU** sort will bring up a list of *all* sorts set in Dispatch, including any beyond the nine that are displayed on the other sort buttons. Sorts that are not used often (such as Holiday Music) can be viewed from here. The **MENU** button must be set up in Configuration -> Database, and the sorts set up in Dispatch.

To insert an event into the Stack, click on the desired event, and click the blue Insert arrow that appears in the Start area in the position where the new event is to be placed. To insert multiple events, highlight the event, and click the green **Stack** button. Continue to sort and select events to be added to the Stack. The Stack button will display **S-1** and increment as more events are selected. When finished, click the blue Insert arrow in the Start area of the Stack.

The **Auto** button changes Modes as it does in the main screen. Preview/Extended Preview functionality (see above) is available using the **Listen** button. Select an event on the right and click the **Listen** button to preview the audio from the Sort.

The **Hours** button will show the selected event's date and time it last aired. (This information is also displayed in the selected event label when using the Title and Artist Sorts).

In this example, the event played in the 1:00 pm hour, but had not played for the 4 days before February 1st. It is not scheduled to play again through February 3rd.



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