



Radio Management System

6.0

Manual

Radio Management System 6.0

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by RMSLive

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Radio Management System 6.0

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Dublin, Ireland.

Table of Contents

	0
Part I Introducing Radio Management System	6
1 Why RMS?	6
2 What's new in Version 6.0?	6
Part II Radio Management System Features	10
1 About Document Management	11
2 About Media Library Management	12
3 About Classifieds and Small Ads	12
4 About Sales Traffic and Billings	12
5 About Accounts	13
6 About Music Library Rotation and Playlists	13
7 About Airtime Schedule Control	13
8 About User Profiles and Security	13
9 About Custom Report Development	14
Part III Working with RMS	16
1 Newsroom Document Management	16
Initial Setup	16
The Text Editor	18
Creating an Article	19
Searching for an Article	20
Linking Text and Audio	21
Advanced Options	21
2 Bulletins	22
Using Bulletins	22
Add Article to Bulletin	24
Newscast	25
3 Digital Media Library Management	26
Create New Digital Media Archive	26
Removing Audio Archives	27
Adding Audio Content	27
Audio Editors	29
4 Classifieds and Small Ads	29
Initial Setup	29
Adding a Classified	30
Cash Sale Transactions	30
Credit Sale Transactions	31
View Daily Classifieds	33
Managing Classifieds	34
Advanced Options	35
5 Sales Traffic and Billings	35

Create a Booking	35
View a booking	37
Ad Production	38
Certifying Transmissions	39
Time Available	41
View Schedule	42
Ad Break Times	43
Unplayed Spots	46
Voice Over Artists	46
Ad-Break Packages	47
Bookings History	48
Client Account Maintenance	48
Parameters Overview	49
Advanced Options	49
Reports	50
6 RMS Studio	50
7 Accounts Management	51
Account Enquiry	52
Client Account Maintenance	53
Printing Statements	55
Invoices	56
Payment Collection Management	58
Credit Notes	58
Adjustments	60
Parameters Overview	61
Advanced Options	62
Reports	63
8 Music Library Rotation and Playlists	64
The Music Database	65
9 Airtime Schedule Control	69
Overview	69
Managing Programs	69
The Playlist Rotation Engine	71
Managing program content	74
10 User Profiles and Security	76
11 File Settings	78
Part IV Frequently Asked Questions	82
1 Partners	82
2 Technical	82
3 Troubleshooting & Support	83
Part V Ordering and License Details	86
1 Shareware License	86
2 End-User License Agreement (EULA)	86
3 Technical Support	87
Part VI Example and Tutorials	90

1 Tip #1 Synchronising Network Time	90
2 Tip #2 Extracting Digital Audio Content from CD	90
Part VII Try RMS Studio	92
Part VIII Try RMS Web Services!	94
Part IX Try RMS Digital Audio Logger!	96
Part X Try RMS Custom Report Builder!	98
Index	99

Part



1 Introducing Radio Management System

Successfully running a radio business involves bringing together a wide variety of disciplines. Implementing an effective information system is critical for gaining a competitive advantage. The Radio Management System (RMS) now makes this job **easier and more affordable** than ever before.

Keogh software is proud to introduce RMS Version 6.0, building on over 10 years of experience delivering robust information system solutions to the radio and broadcasting industry. RMS is a feature packed software product delivering customer relationship management, sales force management, production workflow process control, library asset management, scheduling, traffic, billing, and on-air commercial insertion.

See Also:

- [Why RMS?](#)
- [What's new in Version 6.0?](#)

1.1 Why RMS?

10 Reasons why your station needs RMS 6.0

1. RMS is a **scaleable, robust and technically proven** information system
2. The RMS feature:price ratio represents **incredible value for money**
3. **Customer-Driven** feature set
4. A straight-forward and **easy to use** windows interface
5. Centrally maintained **multi-user** network application
6. **Single point of control** over your entire business operations
7. Integrated **User Security and Profiling**
8. Makes **E-business** a reality
9. Delivers rapid **Return on Investment (ROI)**
10. Software is parameter based and **highly configurable**

1.2 What's new in Version 6.0?

Faster than ever

RMS 6.0 is now 30% faster. Most of the performance gains have been achieved through optimisation in the scheduler.

Visual Report Template Designer

Version 6.0 of RMS ships with a fully customisable WYSIWYG report template designer that lets you fully customize the layout of all system printouts e.g. TX Certificates, Bookings Confirmations, Invoices.

Improved html export

The RMS HTML Rendering engine to generate HTML export is now more accurate and provides better support for tables.

Native PDF export

RMS now includes support for PDF documents. PDF is a platform independent document format which means that the outputs generated by RMS can be emailed to clients running on different environments without any compatibility problem.

Optimized print engine

The new print engine supports true booklet printing and draft printing.

User Interface Enhanced

Familiar explorer style user interface to make navigation a breeze.

Analysis Reports

5 Additional Analysis reports included.

Studio Integration

RMS is tightly integrated with Wavecast Broadcast Automation Software.

Part



2 Radio Management System Features

RMS is an integrated parameter driven software package that manages and automates core radio business processes. RMS is a client / server database application that is powered by a fully featured relational database management server (RDBMS).

The main modules available within RMS are:

Sales, Traffic and Billings: This is a flexible advertisement spot booking and scheduling system featuring Tailored Advertisement Package Definition, Costings, Transmission Certificate Generation and Tracking, Production Integration, comprehensive management reports, automatic spot selection or "Fixing" capability. Providing traffic scheduling for an unlimited number of stations. Production, as spots are booked by the Traffic controller, production engineers are presented with a work list for all client bookings, and can ensure that any content required for broadcast is prepared in advance.

Content Management System for your News Room: This module is ideal for use in any area where there is a need to efficiently compile text scripts, and to file scripts in such a manner that they can be easily retrieved at some point in the future. The key benefit of this module is the fact that all authors / journalists have online access to all the stored articles. Also features powerful search facilities and Rip and Read capability for live news presentation.

Media Library Management: Create a central repository for managing all digital audio such as liners, voice overs, advertisements, jingles etc.

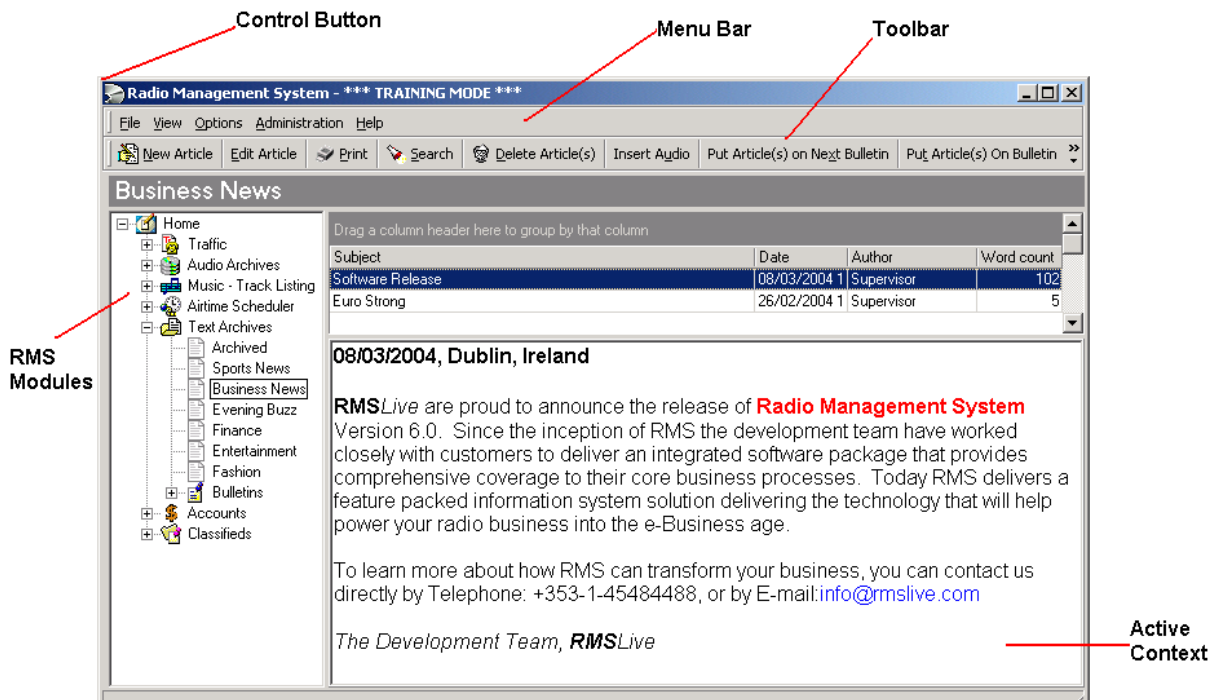
Classifieds and Small Ads: Facilitates the structured organisation and storage of classified news items and/or "small-ads".

Accounts: Fully Integrated Billings and Accounts Module.

Music Library Management: Maintains a central database of all music titles currently available to the station in either digital or physical format. Playlist Generation, define multiple music formats, profiles, and playlist constraints using sophisticated rules based algorithms. Specify default artist and title separation, flexible title classification and category maintenance.

On-Air Scheduler: The scheduler is a core planning module, that allows any content (e.g. Audio Items, Text Compilations) or programme to be scheduled in a number of ways.

Below is a sample screenshot from the Radio Management System Client. For further information about any of the main features click on one of the links below.



Radio Management System Features

- [Document Management System / Text Archive Control](#)
- [Media Library Management / Audio Archive Control](#)
- [Classified Advertisement Management](#)
- [Sales Traffic and Billing](#)
- [Accounts](#)
- [Music Library Rotation and Playlists](#)
- [On-Air Schedule Control - Airtime Scheduler](#)
- [User Profile and Security Control](#)
- [Full Custom Report Development Application.](#)

2.1 About Document Management

RMS ships with a fully featured Document Management solution ideal for managing any newsroom function. All content immediately available in real-time to all workstations running RMS. Feed content directly from the newsroom into the on-air studio, edit content on the fly. Use the integrated word processor or link to an external word processor such as Microsoft Word. The news content management facilities integrates tightly into RMS to provide a robust framework for servicing typical day to day requirements, but also the flexibility to react to high volume news events that demand a real-time level of control and responsiveness. An invaluable tool for the newsroom editor.

Core Document Management Features:

- Full featured word processor integrated as standard
- Integrated editor supporting roaming profiles.
- Rules based content expiration and "House Keeping" controls.
- Support for external Office Automation Packages e.g. Microsoft Word.
- All text documents centrally accessible with ease.
- Publish the content online to any website in real time using RMS Web Services module.
- Instantly search all archived content by keyword, by topic, by author, by date or by thread.
- Easily bind text and audio content to produce ordered news bulletins.
- Produce interactive feed of content to on-air studio.

See also:

[Newsroom Document Management](#)

2.2 About Media Library Management

RMS provides a central management point for all digital audio assets produced and managed by your radio station. All content immediately available in real-time to all workstations running RMS. Feed digital audio content directly to the on-air studio, edit content on the fly.

Core Media Library Management Features

- Integrated Audio Player
- Instantly search all archived digital media by keyword, by topic, by author, by date.
- Support for 3rd Party Audio Editing Packages
- Rules based content expiration and "House Keeping" controls.
- Produce interactive feed of content to on-air studio.

See also:

[Digital Media Library Management](#)

2.3 About Classifieds and Small Ads

Use RMS to manage the Classifieds content of your radio business. Create new categories to cover all of the key areas, for example, Job News, Community Information, Local Events, Car Sales. Let RMS manage the content delivery, expiration timeframe and client billing if appropriate.

See also:

[Classifieds and Small Ads](#)

2.4 About Sales Traffic and Billings

The RMS Sales Traffic and Billings (STB) module can bring a competitive edge to your radio business by providing total workflow management for your advertisement traffic. Track the entire process from pre-order stages through production and broadcast, to transmission certification, invoicing and payment. Define multiple products and pricing plans to allow segregation of peak-time packages. Supporting automatic package upgrade, client clashing and voice-over artist clashing. Take the extra step by using RMS Web Services to deliver remote system access to your sales representatives in the field and even directly to your clients. Use the executive information system to deliver real-time analysis reports.

Core Sales Traffic and Billings Features:

- Total Workflow Management
- Track and Control Advertisements
- Generate Customised Booking Confirmations and Transmission Certificates
- Integrated with Accounting functions
- Client and Voice-Over Clashing Support
- High Performance Scheduler
- User-configurable advertisement packages and client upgrade policies
- Real-Time Executive Information System

See also:

[Sales Traffic and Billings](#)

2.5 About Accounts

RMS includes a fully integrated accounts package. Keep tight control of your cash collection, making sure that all items broadcast are processed for payment, and that the payment cycle is efficient.

Core Accounts Features:

- Invoices
- Payments
- Credit Notes
- Adjustments
- Debtors Ledger and Aged Debtors Management
- Control Accounts
- Full Audit Trails
- Cash Collection Management
- Customer Statements of Account
- Tight Integration with Sales Traffic and Billings

See also:

[Accounts Management](#)

2.6 About Music Library Rotation and Playlists

The RMS Music Library can record a rich set of information about songs, artists and albums. The music library can be used to manage digital and/or non-digital music tracks. As the migration from non-digital media to digital media can be a time consuming process for many radio stations, RMS can be used to ease the transition.

The rich music library data set provides a powerful music playlisting engine, with support for artist and title clashing, configurable audio separation, playlist profiling and a lot more.

See Also:

[Music Library Rotation and Playlists](#)

2.7 About Airtime Schedule Control

The On-Air Schedule Control is a central configuration point for the day by day running orders for the station. The schedule can be controlled on a global basis, or on a program by program basis. Any programmable content can be scheduled and fed through directly to the on-air studio broadcast automation system e.g. Wavecast.

The central schedule control allows changes to be made in real time and also for an unlimited amount of content to be scheduled into the future.

See Also:

[On-Air Schedule Control](#)

2.8 About User Profiles and Security

There is a user security and profiling module integrated with RMS. Define Roles to closely mirror the functional responsibility of the end-user. For example, create profiles for Traffic, Accounts, Production, News. Each profile can be configured easily to display a restricted access view of the functionality of the software.

Tailor the user profiles to allow users access the RMS system functionality that is core to their job thus

reducing complexity and training time.

See also:

[User Profiles and Security](#)

2.9 About Custom Report Development

Write your own reports, easily extract your business data from RMS in any presentation format. No more proprietary data formats, take control of your business data and leverage it to drive decision making processes.

The Custom Report Development tool available with RMS is ksQueryBuilder. It allows full user definition and presentation of reports.

For further information about ksQueryBuilder please visit our radio website <http://www.rmslive.com/>

Part



3 Working with RMS

In this section we will be focussing in more depth on the following RMS modules:

- [Newsroom Document Management](#)
- [Digital Media Library Management](#)
- [Classifieds and Small Ads](#)

3.1 Newsroom Document Management

Using RMS document management and text archiving to manage the text content produced by your newsroom can help bring a new level of control and responsiveness to your business. Access all news content from any RMS client on your network in real-time. Define "house keeping" rules to automatically remove "noisy" content while permanently storing important content. Allow RMS to automatically remove the clutter, and to provide an essential research tool to the journalist - an integrated online search capability of all archived content.

The next sections will focus on the following topics:

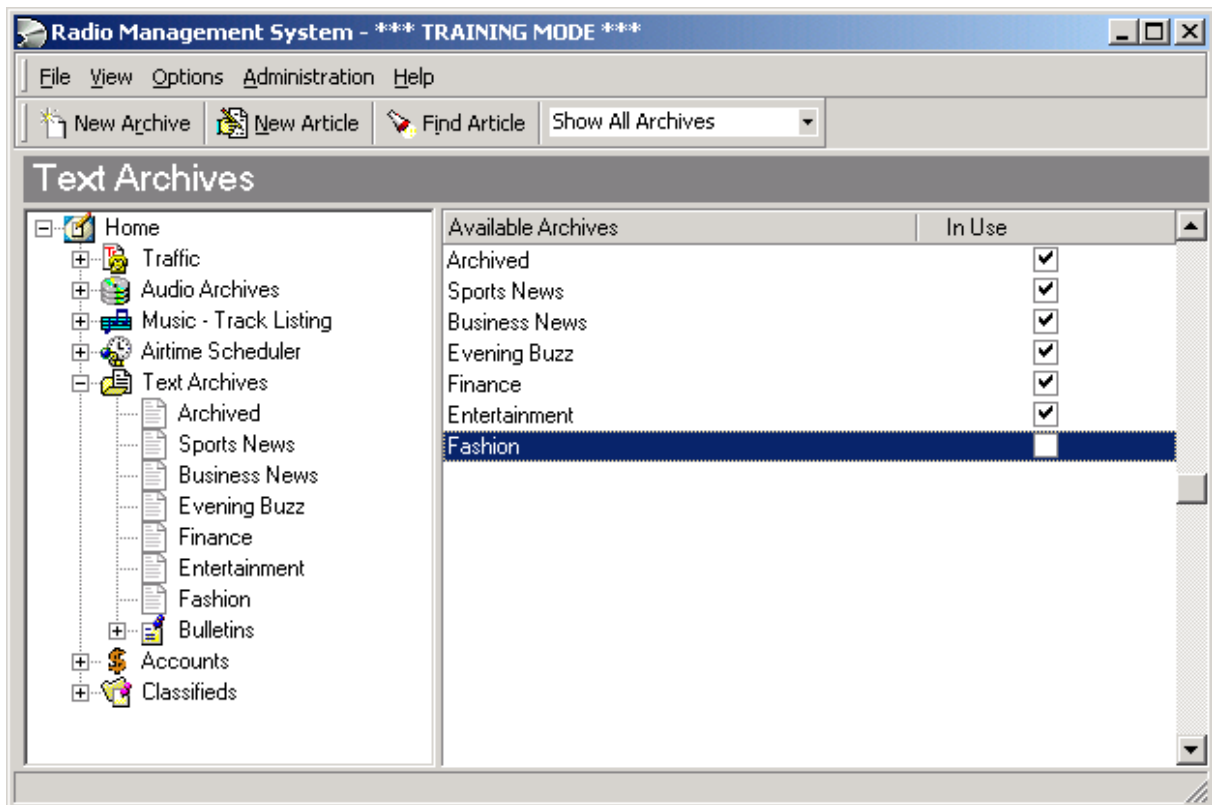
- [Initial Setup](#)
- [The Text Editor](#)
- [Creating an Article](#)
- [Searching for an Article](#)
- [Linking Text and Audio](#)
- [Advanced Operation](#)

3.1.1 Initial Setup

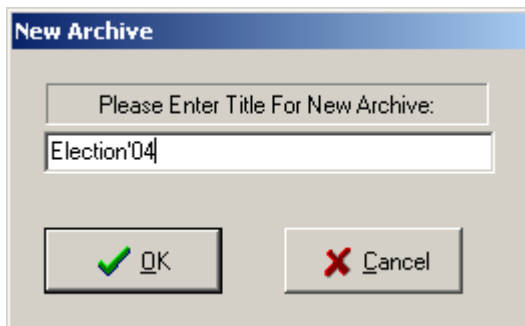
To mirror the setup of most newsrooms RMS allows multiple departments or categories to be set up, for example "Business News", "Sports News" and so on. This is typically a once off process that is usually decided during the initial installation and setup of the program, although, a department can be added or removed at any time. This facility is particularly useful during extraordinary news events such as election or major incident coverage, a category can be setup to managing all of the content as it develops.

Setting up a new category:

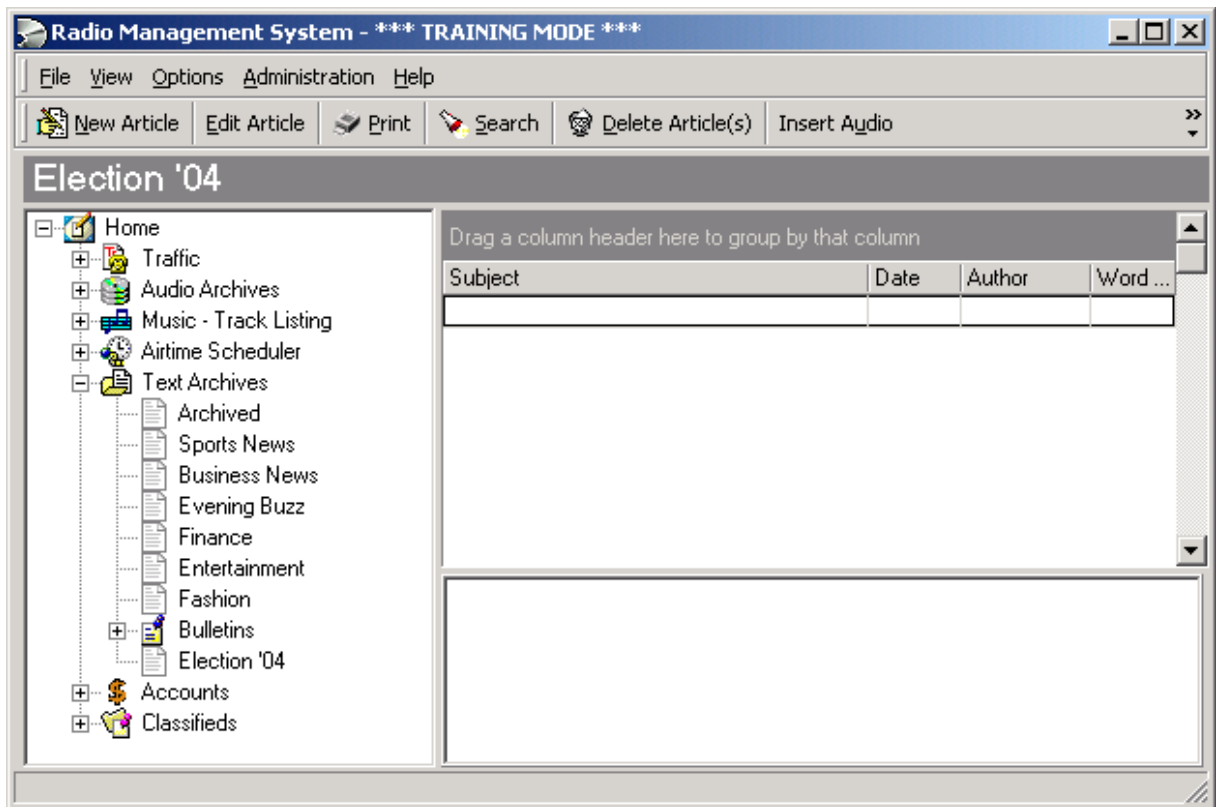
Step 1: After logging in to the RMS client navigate to the "Text Archives" section as shown in the screenshot.



Step 2: Using the mouse click on the first icon on the toolbar, to create a new archive, in this case we are going to prepare a new category called "Election'04" that will contain all content associated with the 2004 American Presidential Election.



Step 3: Now we are ready to begin adding news content, select the Election'04 category and we will see there are currently no articles created. The next section will describe the process for creating news content.

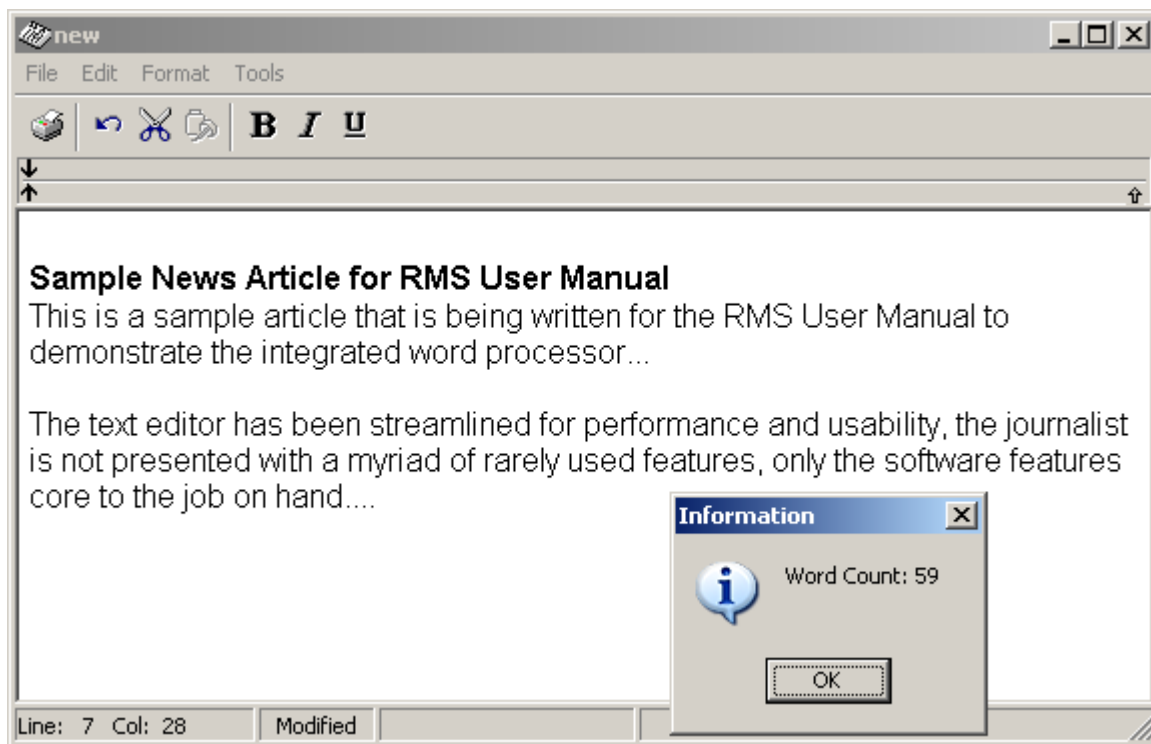


3.1.2 The Text Editor

The key to the success of the RMS Document Management system is the flexibility that it offers to the newsroom. There is an integrated text editor which has been streamlined for performance providing only the key word processing features required by the newsroom. Alternatively RMS can be easily integrated with 3rd party word processing packages like Microsoft Word.

In fact RMS retains settings on a user by user basis so the choice can be left up to the preference of an individual journalist.

The integrated editor provided within RMS contains some basic formatting, and reading time estimation calculations. The reading time calculations can vary across presenters and RMS will take this information into consideration.



The RMS Text Editor explained:

File:

- Save Article - allows you to save an article to a particular archive
- Print - allows you to print the current article
- Exit - closes the Editor

Edit:

- Undo - cancels the last operation performed
- Cut - removes the selected section to the clipboard
- Copy - copies the current selection to the clipboard
- Paste - copies the contents of the clipboard to the current cursor position

Format:

- Font - presents a standard Windows font dialog which allows you to change the current font
- Bold - sets the text style to bold
- Italics - sets the text style to italic
- Underline - sets the text style to underline
- Align - allows you to align the text on the page to Left, Right or Center

Tools:

- Count Words - displays the number of words contained in the current article and the estimated reading time for this article

3.1.3 Creating an Article

In Text Archives right-click on the appropriate archive and select 'New Article' or click on the Insert key on your keyboard.

This opens up a blank document in either Microsoft Word or in the Internal Word Processor. The default Word processing editor is setup by selecting File Settings and choosing Microsoft Word or the RMS Word Processor as your default editor.

When the content has been confirmed a save dialog will be presented as shown below:

At this point the author can confirm the category, the author and the subject of the article. In the background RMS document management will analyse the key words used in the article and generate rapid access paths for future retrieval speed.

3.1.4 Searching for an Article

To search for an article, right-click in Text Archives, or hold down "Ctrl + F".

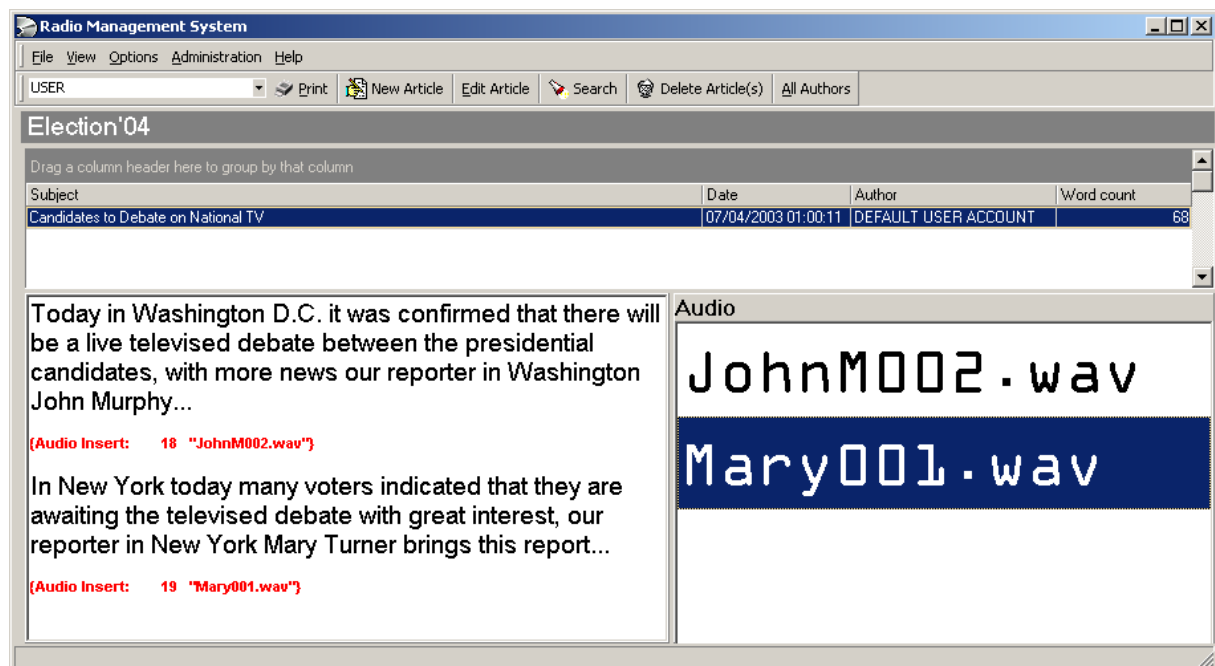
This allows you to locate an article within the current text archive. It presents you with a number of options to help you refine your search. Below is the dialog screen presented when you wish to search for an article.

You can use this dialog to search on any of the criteria listed below:

- Article Text lets you keyword search directly for articles containing the required text
- Subject allows to search by the subject of the Article.
- The Author tab allows you to filter the search to a particular author
- The Date allows you to filter the search to a particular date range
- Clicking the Find button executes the search using the criteria you have specified and returns a set of articles matching your search criteria.

3.1.5 Linking Text and Audio

To produce news bulletins that contain both Text and Audio components could not be any easier. Use RMS to create the full bulletin, and launch the content from the studio live. To add audio inserts to RMS select the text content that needs to have an audio association and from the file menu select Insert Audio, you will be prompted to select the correct audio piece. The audio can be previewed also before broadcast from within RMS.



3.1.6 Advanced Options

Roaming Profiles

Some journalists like to have a particular font, or screen display, or to manage their content in different ways. RMS remembers, the settings specific to an author are retained and then no matter which workstation an author logs on to their own editors settings will appear as if they were at their own workstation. This usability feature is available internally to RMS without needing to modify any settings at operating system level.

Administrative Functions:

Archive Articles:

Right Clicking in text archives and selecting archive articles (or selecting Ctrl-Alt-A) will remove all articles before a certain date into the Archived folder within Text Archives. This allows you to manage your news archives so that you can avoid clutter i.e. you can archive out of date articles and only keep up-to-date articles. The archival process simply filters out non-current information, it is not permanently deleted just removed from view.

Restore Archive:

Once an archive has been deleted you can restore it by right clicking on the relevant archive and selecting restore archive or by selecting Options Remove Archive from the main menu. This places a tick in the 'In Use' column of the archive.

Zap Archive:

To permanently delete an archive select the relevant archive, right-click with your mouse and select Zap Archive or by selecting Options Zap Archive from the main menu. **WARNING** - Please be careful before zapping an archive i.e. ensure you do not need any articles from the archive as this process will permanently delete the information.

Transfer Articles:

Occasionally articles may be incorrectly filed. RMS provides facilities to easily move articles from one category to another.

3.2 Bulletins

After a Journalist has created an article this article can be placed on a bulletin to broadcast from the News Room at the appropriate time. An application called Newscast is used for reading out the articles on air. Newscast is a system that integrates with RMS to allow journalists to broadcast entire news bulletins - including audio fragments - direct from the desktop.

3.2.1 Using Bulletins

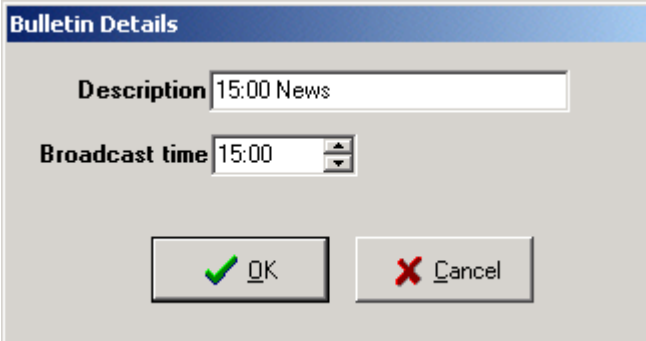
Bulletins are created in the Text Archives mode but they are read out using a separate application called Newscast.

Click the "Bulletins" node. The options are:

- Create New Bulletin
- Rename Bulletin
- Delete Bulletin
- Restore Bulletin
- Zap Bulletin

For Example: Create a New Bulletin

Click "New Bulletin". Enter the Title of the bulletin and the broadcast time.

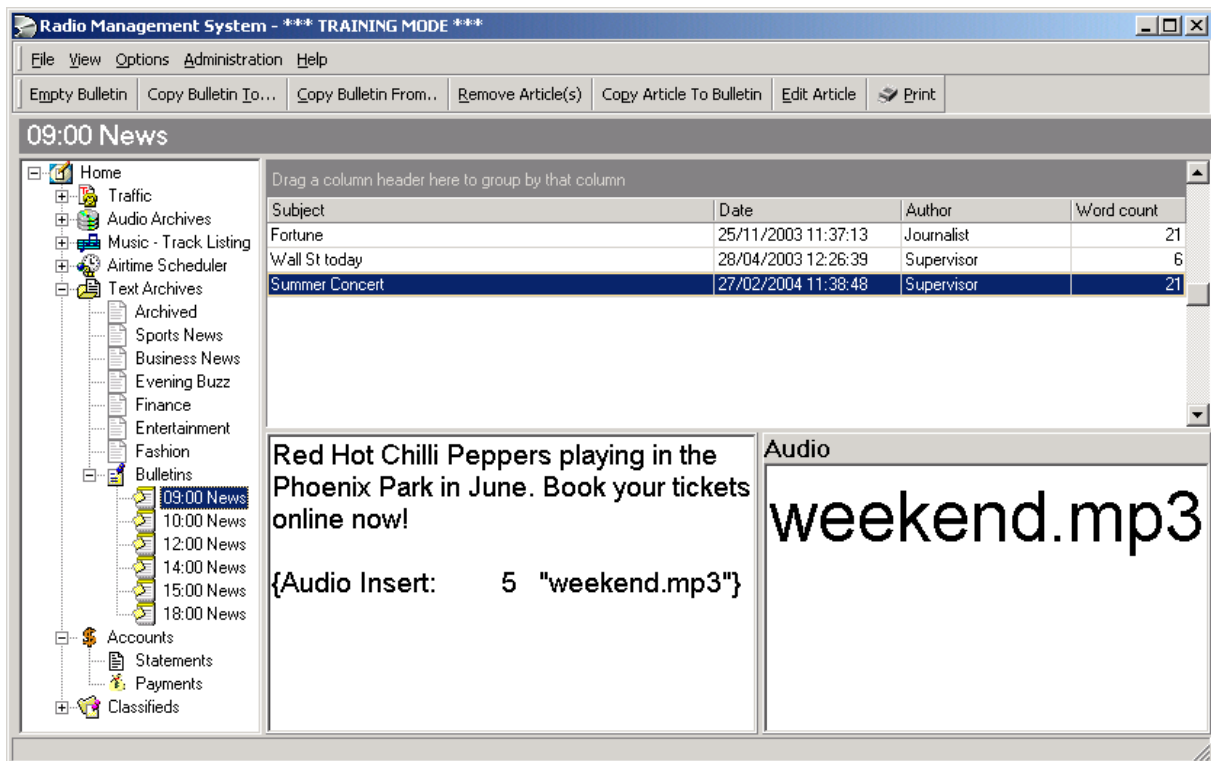


The screenshot shows a dialog box titled "Bulletin Details". It has two input fields: "Description" with the text "15:00 News" and "Broadcast time" with the value "15:00". Below the fields are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

View a Bulletin

Select a bulletin to view, for example: "9am Bulletin".

The text of the bulletin is displayed on the screen and if any audio files are associated with the article, they are displayed in the "Audio" section. The screenshot below shows that there are 3 news articles to be read out in the 9am bulletin.



Options when viewing a bulletin:

- Empty Bulletin
- Copy Bulletin To...
- Copy Bulletin From..
- Edit Article
- Print
- Refresh Data
- Copy Article to Bulletin

Copy Bulletin To...

Select this option when you wish to copy all of the articles that exist in one bulletin **to** another bulletin.

For example:

1. Select the bulletin you wish to copy - the 09:00 bulletin.
2. Choose "Copy Bulletin To.." from the toolbar.
3. A screen pops up with a list of the bulletin times. Select the bulletin to which you wish to copy the articles- 15:00 bulletin .Double-click on the 15.00 bulletin to select it. All of the articles will now be copied from the 09:00 bulletin to the 15:00 bulletin.

Copy Bulletin From..

Select this option when you wish to copy all of the articles **from** one bulletin to another.

For example:

1. Select the bulletin you wish to copy from - the 14:00 bulletin.
2. Choose "Copy Bulletin From.." from the toolbar.
3. A screen pops up with a list of the bulletin times. Double click on the bulletin time (12:00 for example) which you wish to copy the articles of the 14:00 bulletin . All of the articles will now be copied from the 14:00 bulletin to the 12:00 bulletin.

Copy Article To Bulletin...

Select this option when you wish to copy an article from one bulletin to another.

For example:

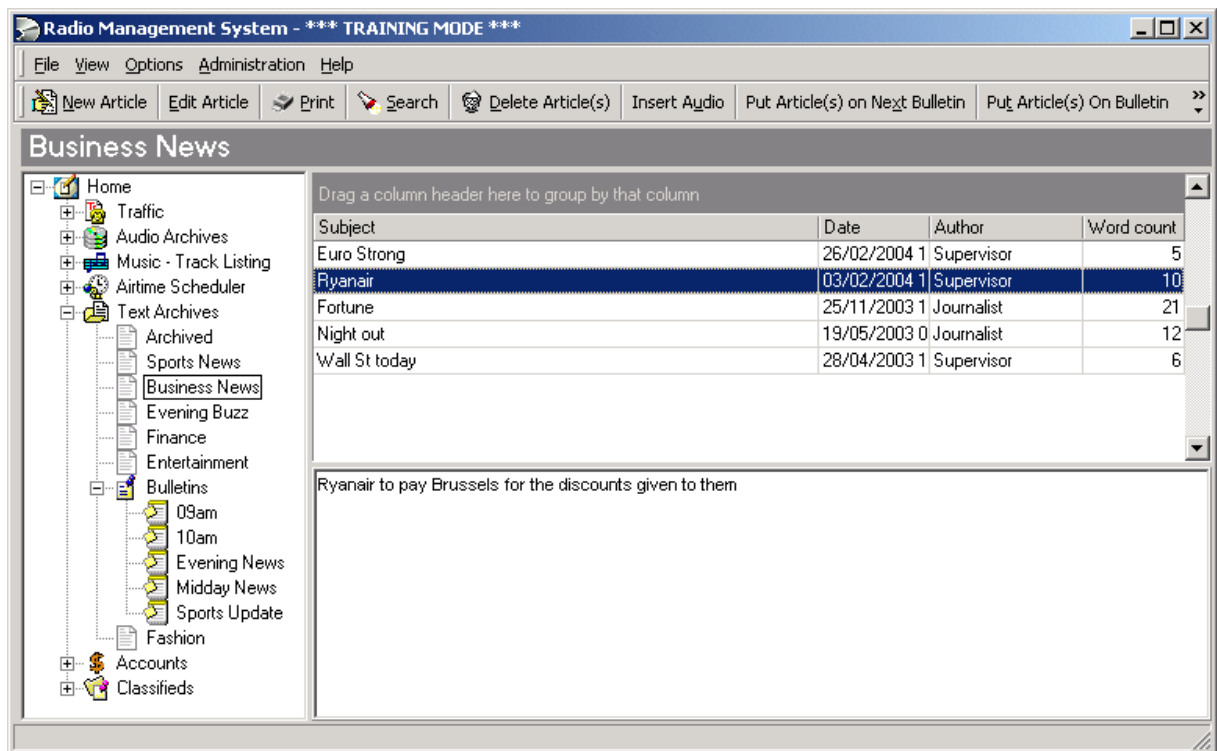
1. Select the bulletin - 09:00 bulletin.
2. Highlight the article you wish to copy to another bulletin ("Summer News" for example).
3. The "Select Bulletin" screen pops up. Select the time of the bulletin to which you wish to copy the article (14:00 for example).
4. The article will be copied from the 09:00 bulletin to the 14:00 bulletin.

3.2.2 Add Article to Bulletin

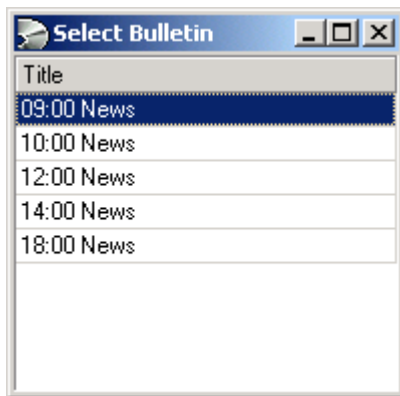
Within this module, the user can place articles on Bulletins to be read out from the Newscast application (see the Newscast section of this tutorial).

The screenshot below shows the options available on the toolbar for putting articles on bulletins:

- Put Articles on Next Bulletin
- Put Article on Bulletin



The reason for "Put Articles on Next Bulletin" is that as soon as an article has been written the article will be placed on the next bulletin in the schedule. For example, if it is 09.30 and a journalist writes an article and wants it to be read out on the 10:00 bulletin, they would click "Put Article on Next Bulletin. However, if the journalist wants to select a specific bulletin for their article they can choose "Put Article on Bulletin" and they will be asked to choose the appropriate bulletin from the list of already created bulletins.



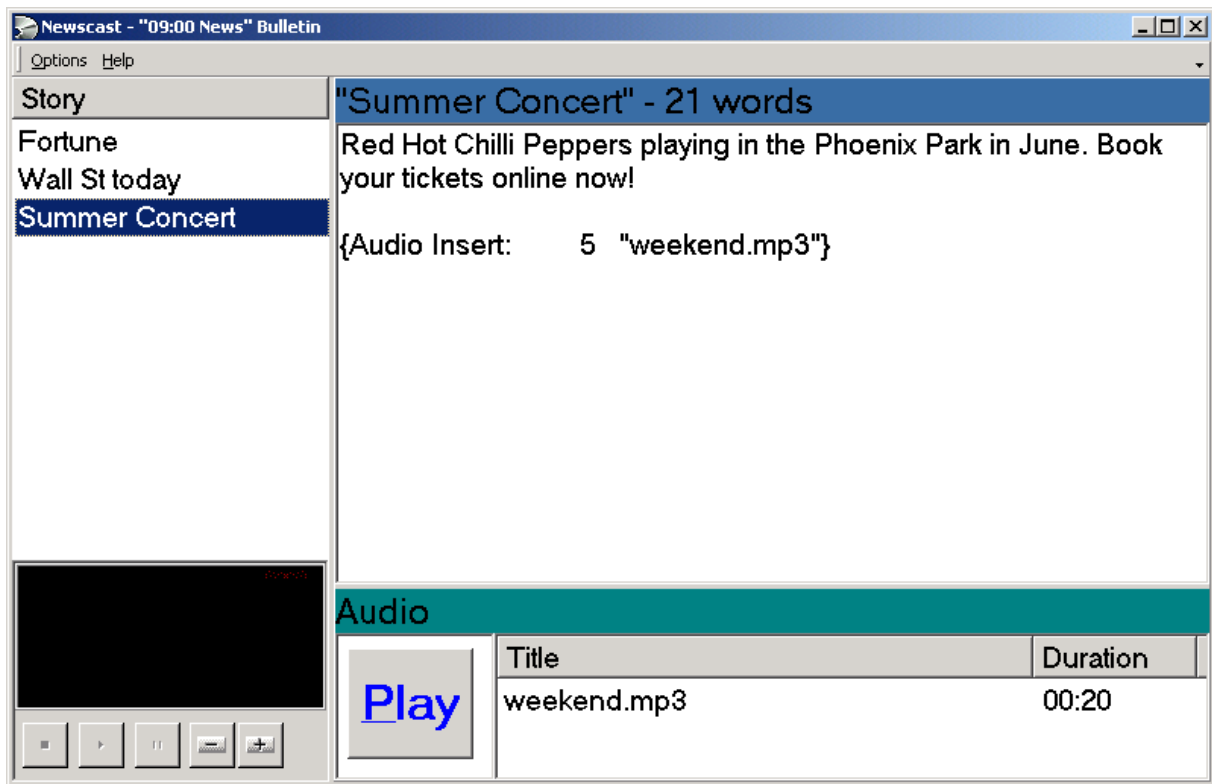
3.2.3 Newscast

Open Newscast

Options:

- Refresh
- Play
- Select Bulletin
- Close

1. Go to Options on the menu bar. Choose "Select Bulletin".
2. Select the time of the Bulletin you wish to broadcast, example 09:00 bulletin.
3. The 09:00 bulletin articles appear on the screen. If an audio file is attached to the article, this is also displayed on the screen.



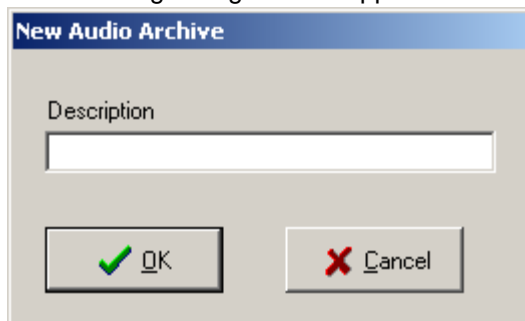
3.3 Digital Media Library Management

This section covers the following archive management functions:

- [Create New Digital Media Archive](#)
- [Removing Audio Archives](#)
- [Adding Audio Content](#)
- [Audio Editors](#)

3.3.1 Create New Digital Media Archive

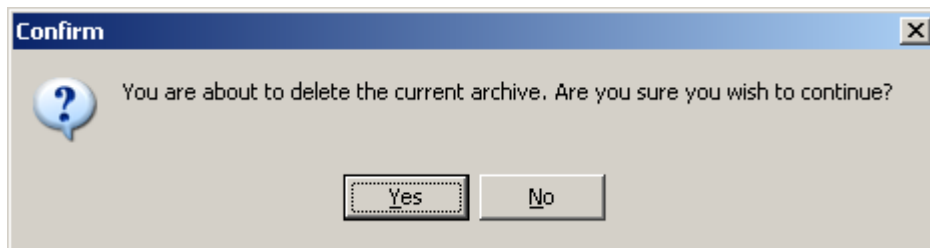
- Click 'Audio Archives' on the menu, and choose 'New Audio Archive'.
- The following dialog box will appear:



- Type the name for your new archive in the space provided and click 'OK' to save or 'Cancel' to abandon
- The new archive will now appear in the list of available archives

3.3.2 Removing Audio Archives

- Highlight the Archive that you wish to remove, by clicking on it once.
- Click 'Options' on the menu, and choose 'Remove Audio Archive'
- The following dialog box will appear wishing you to Confirm



- When you choose 'Yes', the archive will then be removed.

3.3.3 Adding Audio Content

Open an audio archive:

- Select the archive you wish to open from the list of available archives. The selected archive will be highlighted in blue (on the left of the screen).
- You will then be presented with the Audio Management screen:

Title	Duration	Uploaded	Uploaded By	Expires
Play0.wav	00:00:01	30/05/2000	BRIAN	31/05/2002
Beep.wav	00:00:01	30/05/2000	Brian	

- The Audio Management viewer lets you view all the sound files contained in the archive you have opened

You can now carry out the following operations on audio files:

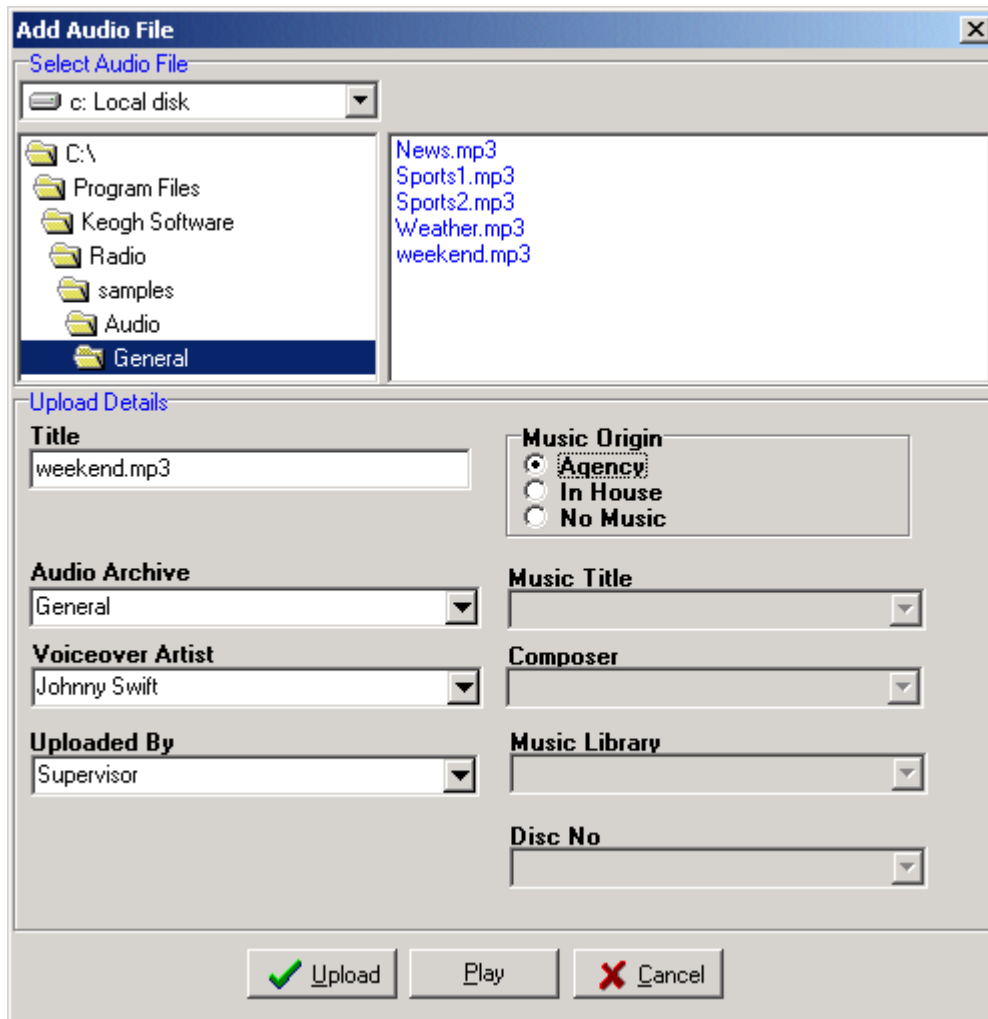
- Add a new Audio File
- Play an Audio File
- Save an Audio File to another location

Play an Audio File:

- Select the file you wish to play from the list of files in the current archive
- Choose 'Play Audio' from the Browse Audio menu, or alternatively select the audio and right click on your mouse.
- This will launch the Audio Player and you will hear the file being played on your sound system

Adding an Audio File to an Archive:

- Select Audio Options and Add Audio File from the main audio archive menu or Choose 'Add Audio File' from the Browse Audio menu or alternatively simply right click on your mouse on the right of your screen.
- This will bring up the Upload File dialog box



- Within this dialog box you can browse the directory structure of your PC/Network to find Audio files
- You must then enter the Title for the audio file, who it was uploaded by and who it was produced by. The date and time are automatically filled in.
- You can also enter an expiry date for the file. The file will be deleted from the system when this date rolls over. The expiry date is set to 2 days after the file has been uploaded, but this can be altered, and the file can be purged automatically or manually, this option being set by the administrator elsewhere in the system.
- When the details are completed click 'Upload' to add the file to the current archive or click 'Cancel' to abandon

To delete an audio file:

Simply highlight the audio file within the appropriate archive and either:

- Right click the mouse and select delete audio file
- Select Browse Audio and Delete Audio file from the main menu

3.3.4 Audio Editors

RMS does not include a bundled audio editor, instead RMS allows the end-user to use their preferred audio editing software product seamlessly.

One of the most common editors used with RMS is Cool Edit Pro from Syntrillium Software.

www.syntrillium.com

3.4 Classifieds and Small Ads

The Classifieds module facilitates the structured organisation and storage of classified news items and/or "small-ads". You can now let RMS effectively manage and co-ordinate your entire classifieds operation from point of sale right the way through to broadcast.

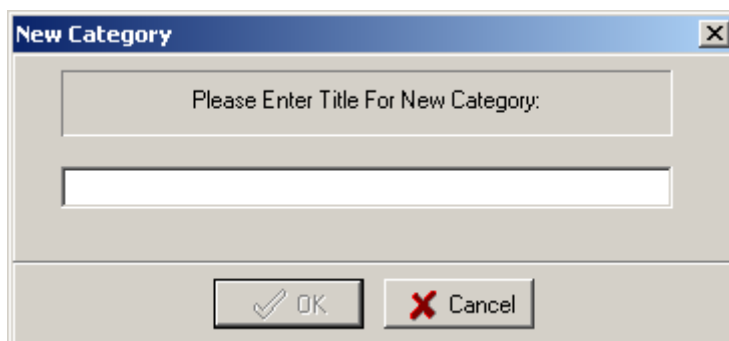
This section covers the following topics:

- [Initial Setup](#)
- [Adding a Classified](#)
- [Cash Sale Transactions](#)
- [Credit Sale Transactions](#)
- [View Daily Classifieds](#)
- [Managing Classifieds](#)
- [Advanced Options](#)

3.4.1 Initial Setup

Creating a New Classifieds Category:

- Select 'New Category' from the Classifieds menu or click on "Ctrl + N"
- The following dialog box will appear:



- Enter the title for your new category. In the example above the title is 'Personal Ads'
- Click OK to create this new category or CANCEL to abandon
- You will then be prompted with a dialog box asking whether you want to enable payments and billing for this archive. To enable payments and billing click 'Yes'

3.4.2 Adding a Classified

Click on the add button within the classified and you will be presented with a blank classified item as shown in the screenshot below.

Classifieds Item: Financial

The following text will be included in the daily Financial News Section between 07/04/2003 until 07/08/2003, at which point the item will automatically expire from the segment.

Subject
Sample Classified Item

Item Details
Start Date: 07/04/2003
Expiry Date: 07/08/2003
 Existing Client
Payment Details

Customer Details
Name: Allison Jones
Address: 1-2 Greenmount Offices
Harolds Cross
Dublin 6w
Tel.: +353-1-4548448

OK Cancel

Type in the content of the classified in the main text area. A subject line describing the classified must be entered. The start date of the classified (i.e. when the item starts) and the end date of the classified (i.e. when the item ends and is due to expire) should be included. These values are used by the automatic content generation engine.

3.4.3 Cash Sale Transactions

Payments for classified items can be accounted for as cash sales or credit transactions:

Cash Transactions

For cash sales a receipt can be printed on the spot for the customer. (see screenshot).

Payment Details			
Name :	Allison Jones	Receipt No :	2745
Address:	1-2 Greenmount Offices		
	Harolds Cross		
	Dublin 6w		
Phone:	+353-1-4548448		
Classified Sales			
Sales Rep.:	Orlaith Graham	Date:	07/04/2003
Details:	Financial 07/04/2003 - 07/08/2003	Cost:	€25.00
		V.A.T.:	€5.25
		Receipt Value:	€30.25

3.4.4 Credit Sale Transactions

In the case of a classified item being sold on a credit transaction basis to an existing or to a new client the classified module can raise a commercial invoice. Select the "existing client" checkbox when entering the item and you will be prompted by the system to generate an invoice for the client now or at a later time.

Classifieds Item: Financial

This classified item is for an existing client and is being entered as a credit sale transaction.

Subject Samp

Item Details

Start Date: 07/04/

Expiry Date: / / 15

Existing Client

Payment Details

USE

DUBLIN 25

Tel.: 01 454 45454

OK Cancel

Confirm

Do you want to generate the invoice later?

Yes No

If the invoice generation is deferred until a later time the classified item will enter a queue of unposted invoices which can be handled at any time.

Classifieds List - Pending Invoice

File

Drag a column header here to group by that column

Category	Start	Status	Invoice No.	Existing	Name
Financial	07/04/2003	PENDING		T	BALLY HOUSE

Financial
BALLY HOUSE
KNOCKON
DUBLIN 25

01 454 45454
07/04/2003 -

To generate an invoice from the unposted invoice queue select the required invoice by double clicking or pressing the <ENTER> key, a free-type invoice generation screen will be presented allowing the financial details to be posted to the ledger.

Field	Value
Name	BALLY HOUSE
Address	KNOCKON DUBLIN 25
Order No.	151232
Campaign Details	Sunday Brunch
Sales Rep.	ALAN DALE
Invoice Code	Classifieds
Ad. Type	Restaurant
Date	07/04/2003
Cost	€35.00
Production Fee	€0.00
Fixing Charge	€0.00
Less Discount @ 5%	€1.75
Subtotal	€33.25
V.A.T. @ 21%	€6.98
Invoice Value	€40.23

Details:

Financial
BALLY HOUSE
KNOCKON
DUBLIN 25

01 454 4544
07/04/2003 -

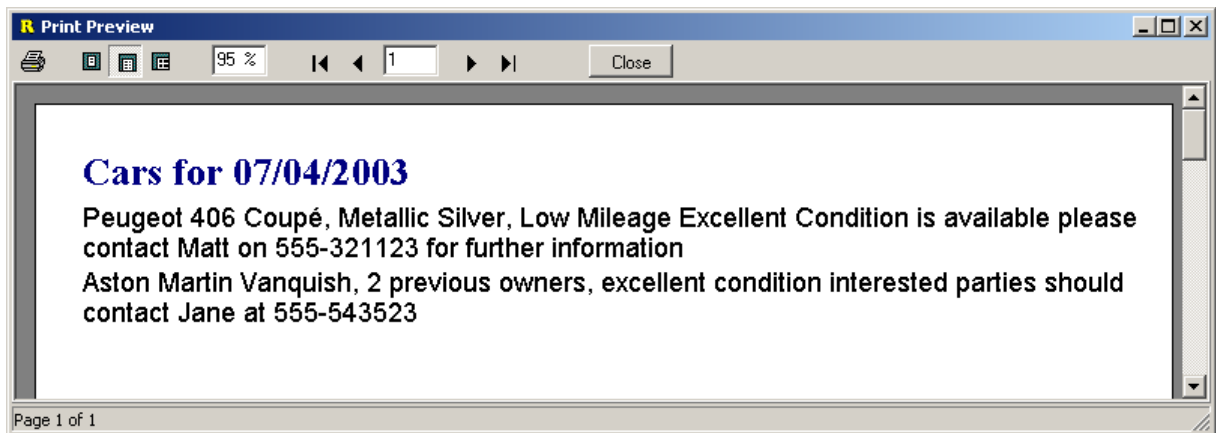
Radio Accounts Module 22:27

Further information on Free Typed Invoicing is contained in the [Accounts](#) Section of this manual.

3.4.5 View Daily Classifieds

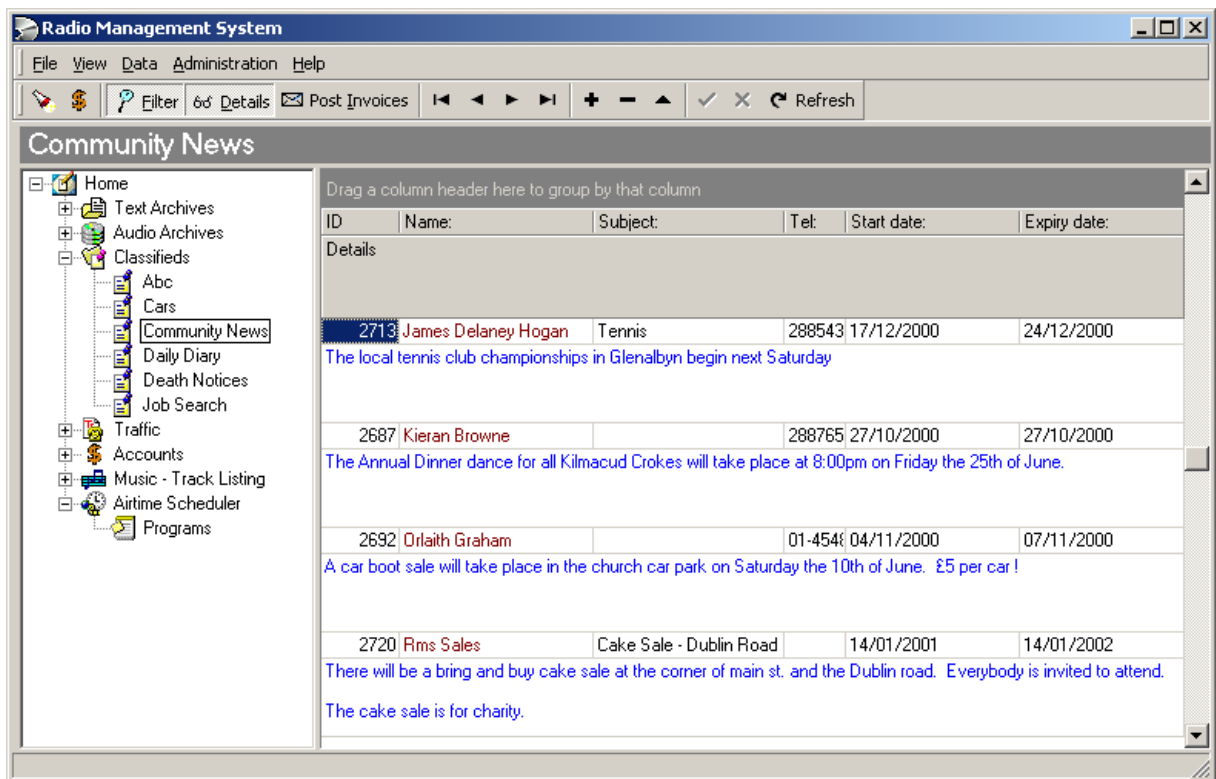
To view all the classifieds for a particular date within a particular classified category simply highlight the classified and select Preview Classified Item (Ctrl-V) from the main menu or right-click the classified and select Preview Classified Item. You are then prompted for a date for the build i.e. the date you wish to see which classifieds need to be read out on.

The generated classified segment can be printed or automatically streamed digitally to the on-air studio, for reading directly on-air by the presenters, or for recording purposes. The screenshot below shows a sample copy extract for an "**Automobile Traders**" segment offered on a local radio station.



3.4.6 Managing Classifieds

The screenshot below is of a sample classified directory for 'Community News'



Filter: Clicking on the 'Filter' button will show all classifieds (both current and expired) within a classifieds category.

Details: Clicking on the 'Details' button will show the details of each classified underneath the basic details of the classified i.e. the content of the classified is displayed, this screen will allow the user to modify the classified content directly.

Add: This will [add a classified](#) to the selected classified category.

Delete: This will delete the highlighted classified in the classified category.

Edit: This will edit the highlighted classified in the classified category and will allow you to modify classified details.

Post Invoices: All invoices pending will be listed. Simply select the classified which you wish to invoice and select File Invoice Selected Item from the main menu.

3.4.7 Advanced Options

Click "System" on the menu bar of the Classifieds Archive.

Remove Archive:

This removes the currently selected archive from the list of available archives

- Select the archive you wish to remove from the list of currently available archives
- The selected archive will be highlighted in blue
- Choose 'Remove Archive' from the System menu
- You will be presented with a dialog box asking you to confirm your deletion
- Click 'Yes' to delete it or 'No' to cancel

Enable/Disable Payments:

This function toggles the payments status on a particular archive.

If the archive 'Entertainment Spots' currently has payments disabled its payments will become enabled and vice versa.

- To toggle the payment status choose Enable / F12 Disable Payments from the System menu

3.5 Sales Traffic and Billings

The Sales, Traffic and Billings module is the core module of RMS. It provides a full management and control process for advertisement sales traffic. This section will cover the following topics:

- [Create a Booking](#)
- [View a Booking](#)
- [Ad Production](#)
- [Certifying Transmissions](#)
- [Time Available](#)
- [View Schedule](#)
- [Unplayed Spots](#)
- [Voice Over Artists](#)
- [Ad-Break Packages](#)
- [Bookings History](#)
- [Client Account Maintenance](#)
- [Parameters Overview](#)
- [Advanced Options](#)
- [Reports](#)

3.5.1 Create a Booking

Scheduling Advertisements / Order Entry

To add a Booking, select the Schedule Ads node under the Traffic module. This brings up the following screen:

- Customer Details		Drag a column header here to group by that column			
Name	BALLY HOUSE	Date	Time	Selected	Time Left(secs)
Customer Type	CREDIT	Wed 30 Apr 2003	10:40	<input type="checkbox"/>	45
A/C Balance	€508.68	Wed 30 Apr 2003	11:00	<input type="checkbox"/>	120
Campaign Details		Wed 30 Apr 2003	13:00	<input type="checkbox"/>	150
Order No	41222	Wed 30 Apr 2003	13:13	<input checked="" type="checkbox"/>	45
Taken By	CATHY LORD	Thu 01 May 2003	09:30	<input type="checkbox"/>	45
Sales Rep	ALAN DALE	Thu 01 May 2003	10:40	<input type="checkbox"/>	45
- Spot Details		Thu 01 May 2003	11:00	<input checked="" type="checkbox"/>	120
Start Date	30/04/2003	Thu 01 May 2003	13:00	<input type="checkbox"/>	150
End Date	30/05/2003	Thu 01 May 2003	13:13	<input type="checkbox"/>	45
End Time	23:58:00	Thu 01 May 2003	13:13	<input type="checkbox"/>	45
Ad Category	Business	Thu 01 May 2003	14:00	<input checked="" type="checkbox"/>	150
Ad Package	Total Ad Package	Fri 02 May 2003	09:30	<input type="checkbox"/>	45
Upgrade Ad Package		Fri 02 May 2003	10:40	<input checked="" type="checkbox"/>	45
Duration (secs)	40	Fri 02 May 2003	11:00	<input type="checkbox"/>	120
Spots	25	Fri 02 May 2003	13:13	<input type="checkbox"/>	45
Bonus	0	Fri 02 May 2003	16:30	<input type="checkbox"/>	45
Double Ad	Single	Sat 03 May 2003	09:30	<input type="checkbox"/>	45
- Costing		Sat 03 May 2003	10:40	<input checked="" type="checkbox"/>	45
Cost	€0.00	Sat 03 May 2003	11:00	<input type="checkbox"/>	120
Production Fee	€0.00	Sat 03 May 2003	13:00	<input type="checkbox"/>	150
Fixing Charge	€0.00	Sat 03 May 2003	13:13	<input type="checkbox"/>	45
Less Discount @ 5 %	€0.00	Sat 03 May 2003	16:30	<input type="checkbox"/>	45
SubTotal	€0.00	Sun 04 May 2003	10:40	<input type="checkbox"/>	45
VAT Amount	€0.00	Sun 04 May 2003	11:00	<input type="checkbox"/>	120
Total Cost	€0.00				27

There are 167 valid breaks available in the range specified.

To complete the booking fill in the customer and sales details, booking details, costing details and spot details.

At any time while entering a booking it is possible to view the free spots available from the Enquiries menu.

Customer and Sales Details:

- Name - the name of the customer must be selected first before any other details can be inputted, select name from list
- Customer Type - Displays the type of customer i.e. cash or credit (this is set up in Parameters Clients within the traffic module). This is read-only and will pop up based on the customer you choose.
- A/C Balance - Displays the current balance of the customer
- Campaign Details - this shows the type of advertising campaign the customer is embarking in
- Order Number - allocates an order number for the booking
- Taken By - a reference which is entered to indicate who took this booking, select name from list.
- Sales Rep. - a reference which is entered to indicate which sales rep is associated with this customer for this booking, select name from list

Spot Details:

Once the details for the advertisement have been entered this facilitates the generation of when this advertisement will be played.

- Number of spots - how many advertisements the customer wishes to have
- Start date - when the advertisements are due to start playing

- End date - when the advertisements are due to stop playing
- End time - when the advertisements are due to finish playing. On the right of this is a display which shows the last possible time that an advertisement can be played on this end date. This automatically comes up when the duration of the advertisement is set but can be edited to a different time on this end date.
- The time when the advertisements are due to stop playing on the last day (end date) of the ad campaign
- Ad Category - which can be selected from a list e.g., secretarial course, car repairs, disco (set-up in Parameters Advertisement Types in Traffic)
- Ad Package - times of day when ad should be played out (set-up in Parameters Ad Packages in Traffic)
- Upgrade Ad Package - optional upgrade available e.g. upgrade the break to a better slot if there is time available.
- Spots - number of spots for the booking i.e. number of times ad must be played out
- Bonus - any free bonus spots which you may want to issue e.g. buy 20 spots get 1 free
- Duration - the amount of time allocated to each spot i.e. the duration of the advertisement. This is in seconds.
- Double Ad - relates to ad breaks that consist of two segments, usually at the beginning and end of the same break.

Costing Details:

- Cost - total cost of booking
- Production Fee - set fee, an extra charge
- Fixed Charge - another extra charge
- Less Discount - this is automatically updated when the client is chosen from the drop down list. This is set up for each individual client within parameters clients in traffic.
- Subtotal - this is the subtotal after extra charges and discount (and before tax)
- VAT - the service tax charged on this subtotal (value added tax)

Generating spots:

This is done by clicking on generate available spots - all the available spots will be generated on the right of the screen (as in the screenshot above). These spots are based upon the free times of spots which are set up in Parameters Ad Break times.

Selecting Spots:

This can be done in a number of ways:-

- (i) Automatically - Click on Auto Select proposed spots to select a random sample from the list of spots
- (ii) Fix spots per day - Click on Fix spots per day and this allows you to select how many spots you wish to select per day. This is a powerful option.
- (iii) Manually - Click on the checkboxes beside the spots you wish to select.

Saving Spots:

Once you have selected the spots you must click on Save Proposed Spots to finalise the selection and the booking. You will be prompted how many spots have been scheduled and if you wish to print a booking confirmation. Click on Yes if you wish to print this confirmation and No not to print.

Clear Spots:

Before saving the spots you can clear spots that have been selected by clicking on the Clear Available Spots button.

Checking for Voice-Over Artists Clashing:

Select Options from the toolbar. Select "Voiceover Clash Check".

3.5.2 View a booking

To view a Booking, the user simply selects the "View Booking/Audio" node and the following screen is presented:

Drag a column header here to group by that column

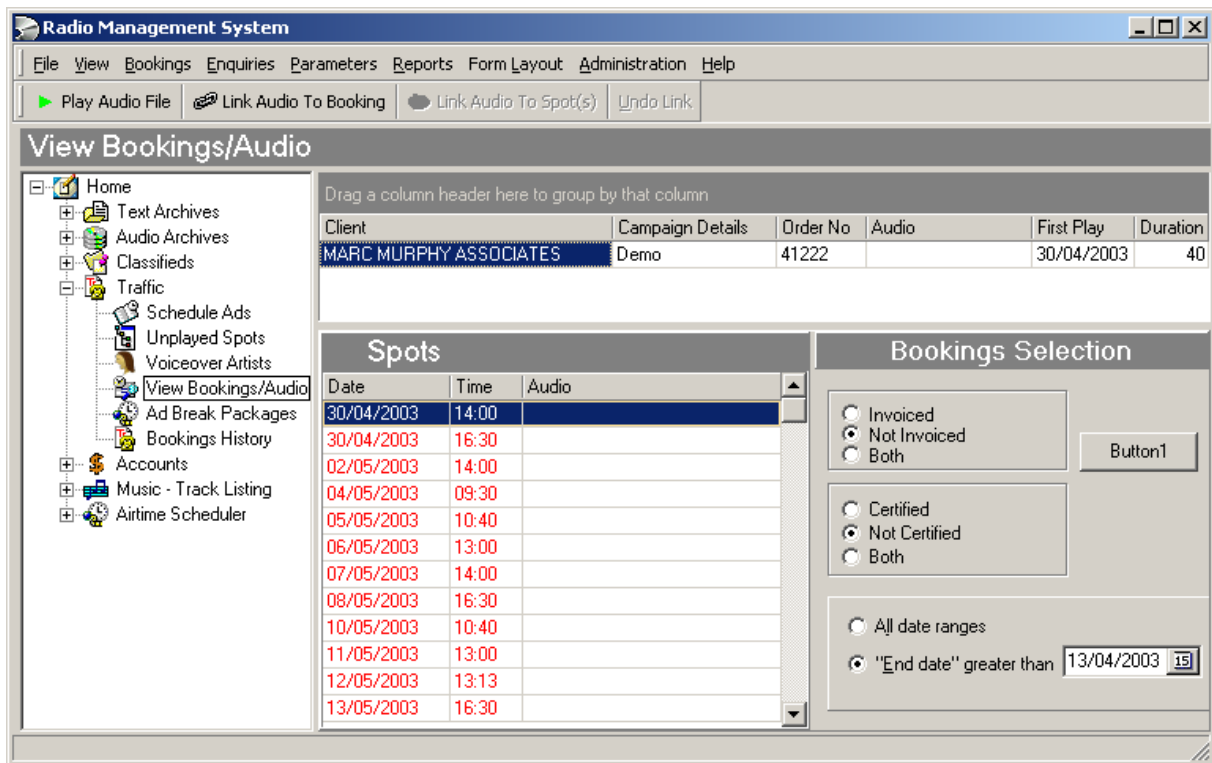
Client	Campaign Details	Order No	Audio	First Play	Duration
MARC MURPHY ASSOCIATES	Demo	41222		30/04/2003	40
BALLY HOUSE	Demo	41222		30/04/2003	40

Spots		
Date	Time	Audio
30/04/2003	09:30	
01/05/2003	16:30	
02/05/2003	13:00	
03/05/2003	14:00	
04/05/2003	16:30	
06/05/2003	10:40	
07/05/2003	13:00	
08/05/2003	13:13	
09/05/2003	16:30	
11/05/2003	10:40	
12/05/2003	11:00	
13/05/2003	13:13	

Bookings Selection	
<input type="radio"/> Invoiced	
<input checked="" type="radio"/> Not Invoiced	
<input type="radio"/> Both	
<input type="radio"/> Certified	
<input checked="" type="radio"/> Not Certified	
<input type="radio"/> Both	
<input type="radio"/> All date ranges	
<input checked="" type="radio"/> "End date" greater than	12/04/2003 <input type="text" value="15"/>

3.5.3 Ad Production

After a booking is entered into the system, all items will appear on the work list for the audio production department:



RMS can assist the production department in ensuring that all commercial spots have audio content assigned before going to air, and thereby reducing the amount of spots that get dropped before broadcast. This efficient workflow management is one of the most tangible benefits provided by RMS.

3.5.4 Certifying Transmissions

Select the booking you wish to certify. For example, in the screen below, the bookings selected are all the "Not Invoiced" and "Not Certified" bookings - this selection was made in the "Booking Selections" section. Other options for selecting a booking are "Date Range" or "Client Search".

Pick off the slot you wish to certify, choose "Pizza Hut" for example. To certify this transmission, select "Certify Transmission". An icon will appear in the Certified column to show that this booking has been certified.

Radio Management System - *** TRAINING MODE ***

Add Booking Certify Transmission Print Booking Confirmation Print Transmission Certificate End of Day Routine

File View Bookings Options Spots Form Layout Enquiries Parameters Reports Administration Help

Bookings History

Invoiced	Certified	Name	Cust Ref. No	Order No	Campaign Details
		KSL Sounds System			Different Offer
		Martins Computer Ltd			New Offer
		KSL Sounds System			
		Vodafone			
		Beehive Restaurant			
		Pizza Hut		123	Summer
		Pizza Hut		126	
		The Grove			

Home

- Traffic
 - Schedule Ads
 - Ad Break Times
 - Ad Break Packages
 - Unplayed Spots
 - Voiceover Artists
 - View Bookings/Audio
 - Bookings History
- Audio Archives
- Music - Track Listing
- Airtime Scheduler
- Text Archives
- Accounts
- Classifieds

Booking Details Spots

- Details

Date Booked	10/03/2004
Start Date	04/11/2003
End Date	03/12/2003
Taken By	Ciaran Crawley
Sales Rep	Alan Dale
Ad Package	Prime Time Mon-Fri
Upgrade Ad Package	Nighttime All Week
Order No	123
Campaign Details	
Duration	40
Spots	15
Bonus	2

- Cost

Cost	€123.00
Fixing Charge	€0.00
Production Fee	€0.00
Less Discount @ 5 %	€6.15
VAT Rate	21
VAT Amount	€24.54
Total Cost	€141.39

Bookings Selection

Invoiced
 Not Invoiced
 Both

Certified
 Not Certified
 Both

All date ranges
 "End date" greater than 12/09/2003 15

All Clients
 Selected Client

Refresh List of Clients

Now select "Certified" bookings in the Bookings Selection section and a list of all the certified bookings will be shown. Select the booking for which you wish to print a transmission certificate, e.g. Pizza Hut. Click "Print Transmission Certificate" and you will be asked the following question "Do you wish to display the broadcast time on the report?". Click "Yes" or "No".

Radio Management System - *** TRAINING MODE ***

Add Booking Certify Transmission Print Booking Confirmation Print Transmission Certificate End of Day Routine

File View Bookings Options Spots Form Layout Enquiries Parameters Reports Administration Help

Bookings History

Invoiced	Certified	Name	Cust Ref. No	Order No	Campaign Details
	<input type="radio"/>	Lorraine Keane		8963	Spring Fashion
	<input type="radio"/>	Miles Express			
	<input type="radio"/>	Beehive Restaurant			
	<input checked="" type="radio"/>	Pizza Hut		123	Summer
	<input type="radio"/>	Miles Express		TTT X	Customised Service

Home

- Traffic
 - Schedule Ads
 - Ad Break Times
 - Ad Break Packages
 - Unplayed Spots
 - Voiceover Artists
 - View Bookings/Audio
 - Bookings History
- Audio Archives
- Music - Track Listing
- Airtime Scheduler
- Text Archives
- Accounts
- Classifieds

Booking Details Spots

- Details

Date Booked	10/03/2004
Start Date	04/11/2003
End Date	03/12/2003
Taken By	Ciaran Crawley
Sales Rep	Alan Dale
Ad Package	Prime Time Mon-Fri
Upgrade Ad Package	Nighttime All Week
Order No	123
Campaign Details	
Duration	40
Spots	15
Bonus	2

- Cost

Cost	€123.00
Fixing Charge	€0.00
Production Fee	€0.00
Less Discount @ 5 %	€6.15
VAT Rate	21
VAT Amount	€24.54
Total Cost	€141.39

Bookings Selection

Invoiced
 Not Invoiced
 Both

Certified
 Not Certified
 Both

All date ranges
 "End date" greater than 12/09/2003

All Clients
 Selected Client

Refresh List of Clients

3.5.5 Time Available

When an Ad Break is set up, there is a certain amount of time allotted to the slot. When bookings are then taken for ads, some of the time will be allotted from the total time allowed for the ad break. On entering the Time Available screen (Menu bar: Enquiries/Time Available) the user can then see how much time is now available for other ads on each ad break. This is important when you are taking a booking over the phone for example - you need to know the available spots to tell the customer.

For example if a user would like to put an ad in at 10:40, there are only 45 seconds of time available.

Time Available : press[ESC] to cancel

Show Time Available

- Dates

Start Date	13/04/2003
End Date	20/04/2003

Drag a column header here to group by that column

Date	Time	Time Left(secs)
Sun 13 Apr 2003	01:44	45
Sun 13 Apr 2003	09:30	45
Sun 13 Apr 2003	10:40	45
Sun 13 Apr 2003	11:00	120
Sun 13 Apr 2003	13:00	150
Sun 13 Apr 2003	13:13	45
Sun 13 Apr 2003	14:00	150
Sun 13 Apr 2003	16:30	45
Mon 14 Apr 2003	01:44	45
Mon 14 Apr 2003	09:30	45
Mon 14 Apr 2003	10:40	45
Mon 14 Apr 2003	11:00	120
Mon 14 Apr 2003	13:00	150
Mon 14 Apr 2003	13:13	45
Mon 14 Apr 2003	14:00	150
Mon 14 Apr 2003	16:30	45
Tue 15 Apr 2003	01:44	45
Tue 15 Apr 2003	09:30	45
Tue 15 Apr 2003	10:40	45
Tue 15 Apr 2003	11:00	120

There are 64 valid breaks available in the range specified.

3.5.6 View Schedule

Select Enquiries View Advertisement Schedule from the main menu and the following screen comes up, which gives details of the advertisement schedule:-

Booking No.	Time	Client Name	Duration
54209	10:40	Pizza Hut:	21
54210	10:40	Vodafone:	23

If you select this option you are asked to enter a date and to select a time from a pop-up list. Alternatively you may select "Show Full Day" to view all the advertisements scheduled for that date. The schedule for this ad break is then displayed. Using the up and down arrow keys scrolls you through the various ad breaks, and using the left and right arrow keys scrolls you through the different dates.

The time available for this ad break is shown beside the time of the ad break. The Booking number, Time, Client name and actual duration of the ad break are shown as well, thus giving integrated scheduling information for the particular ad break.

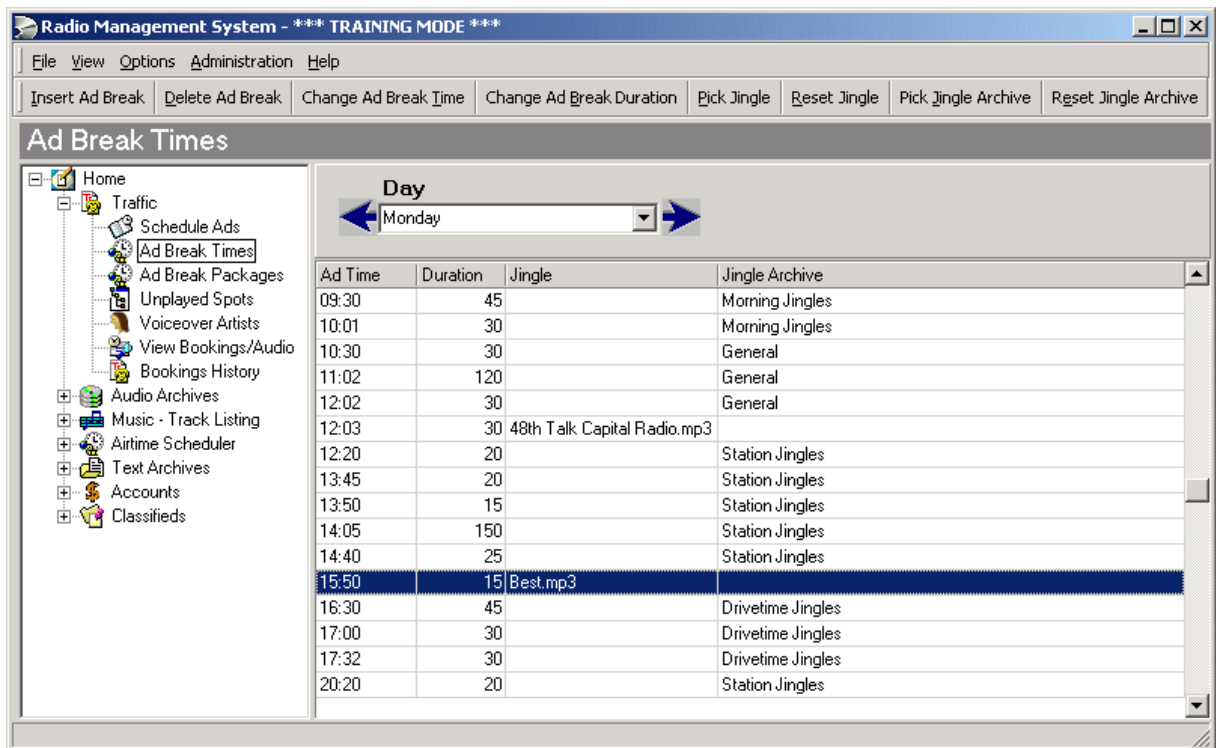
There is an option here to print the ad schedule from a certain time to a certain time - "Print Report".

3.5.7 Ad Break Times

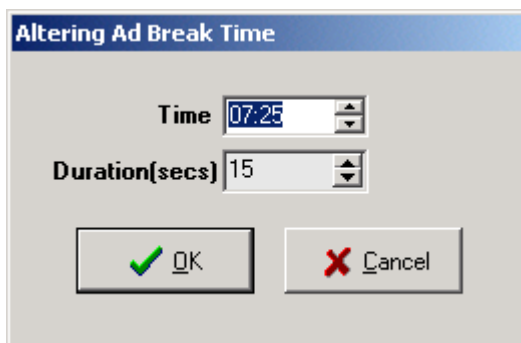
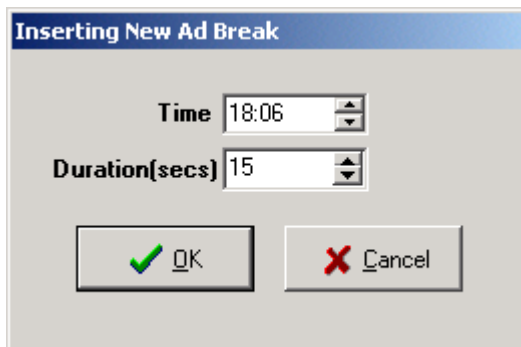
Click 'Ad Break Times' node.

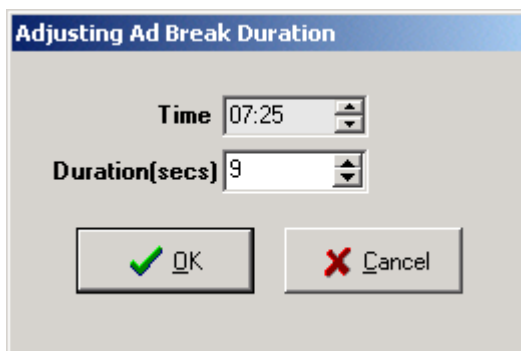
Here the user can:

- Insert an Ad Break
- Delete an Ad Break
- Change Ad Break Time
- Change Ad Break Duration
- Pick Jingle
- Reset Jingle
- Pick Jingle Archive
- Reset Jingle Archive

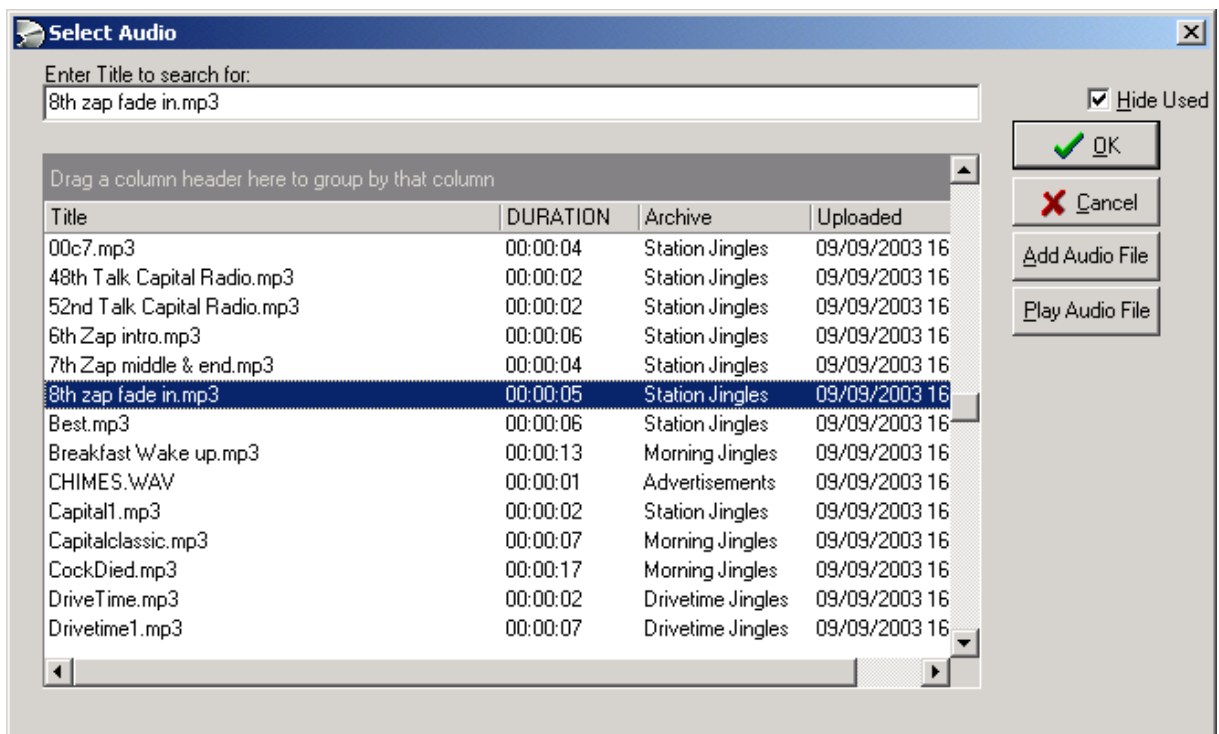


Select the day and then select the ad break you wish to edit. The following windows are displayed when a user wishes to insert an ad break, change an ad break time and adjust an ad break duration:



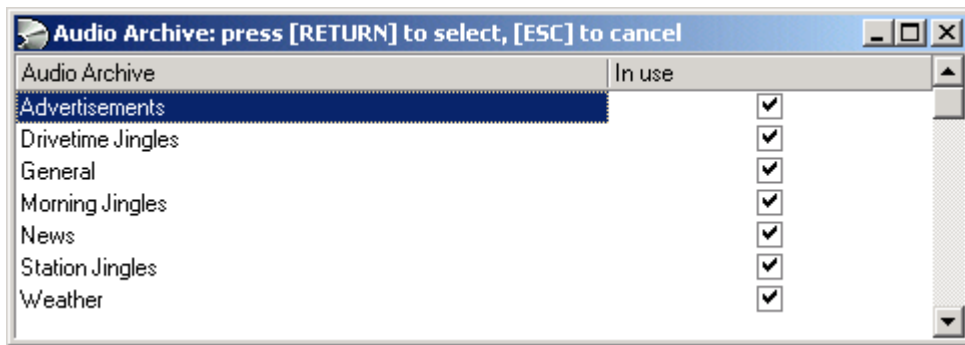


"Pick Jingle" - Select Pick Jingle from the list of options on the toolbar. The Select Audio screen appears allowing the user to add an audio file to that particular ad break time.



"Reset Jingle" - removes the jingle that is associated with the chosen ad break time.

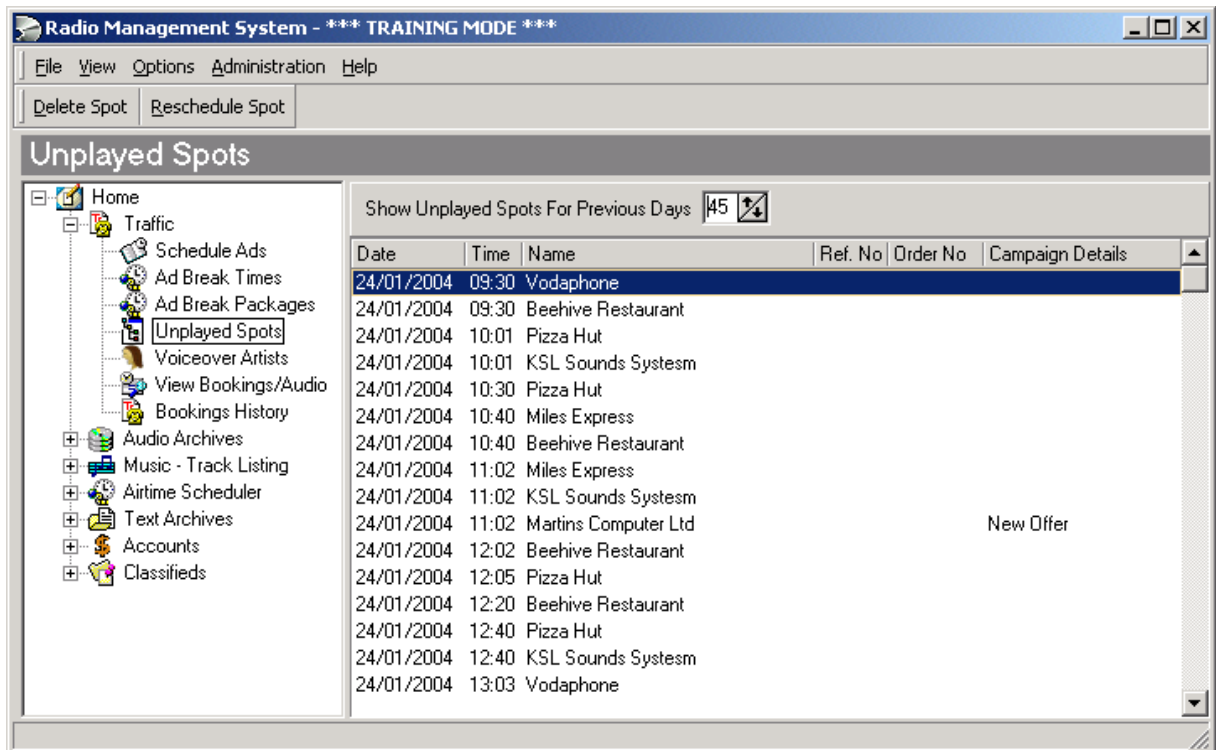
"Pick Jingle Archive" - Audio Archives screen appears. The user selects the archive of jingles they wish to associate with the ad break time.



"Reset Jingle Archive" - removes the jingle archive that is associated with the ad break time.

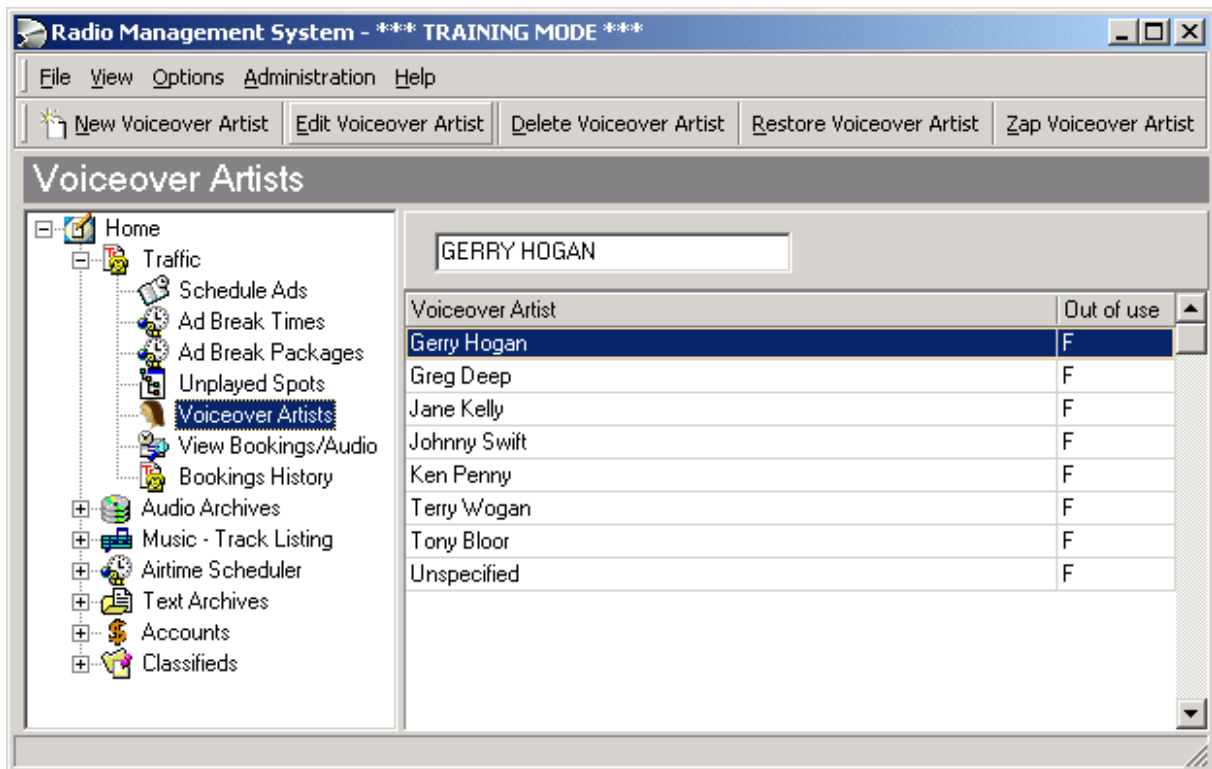
3.5.8 Unplayed Spots

To quickly identify any spots that have not been broadcast as per schedule navigated to the unplayed spots screen and select the time period for which the list should cover.



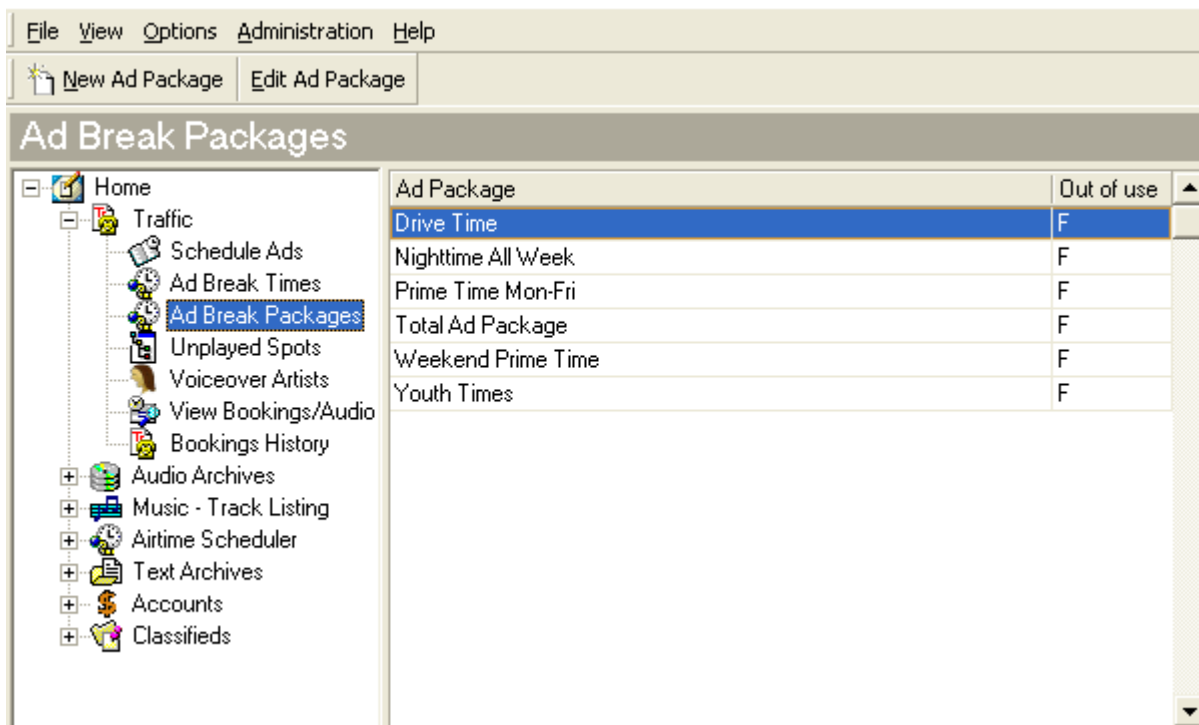
3.5.9 Voice Over Artists

Voice-over artists can be setup in the Traffic module directly. If voice-over artist clashing is being used in the scheduler then an alert will be shown to the user if there are any conflicts during the scheduling process.



3.5.10 Ad-Break Packages

Define an unlimited number of ad-break packages for the Sales function.



The ad-break package defines the spot distribution that will be used by the scheduling engine.

Ad Package Details

Ad Package
Weekend Prime Time

Day
Sunday

	From	Until
1.	08:00	13:00
2.	17:00	19:00
3.	00:00	00:00
4.	00:00	00:00
5.	00:00	00:00
6.	00:00	00:00

Save Times

Copy Above Time Slot(s) To Other Day(s)

OK **Cancel**

3.5.11 Bookings History

Once bookings are no longer active they are moved into a history archive to avoid cluttering up current activities. The information remains available online however and can be accessed from the "Bookings History" screen.

If this option is selected, all the bookings that are no longer active i.e., they have been invoiced and they have been certified are displayed. This enables us to look at all our previous bookings and to reprint a certificate of transmission or invoice if required by a client.

The contents of view a historical booking are similar to those relating to viewing a current booking. Use the bookings history screen to perform the following functions:

- reprint the transmission certificate for a certain booking
- reprint an invoice related to a certain booking
- view another archive within the history file

3.5.12 Client Account Maintenance

Before the client details can be entered the user must setup the following details in the various other parameter settings : Area Code, Tax rates, Discount rates, Advertisement types, sales representative.

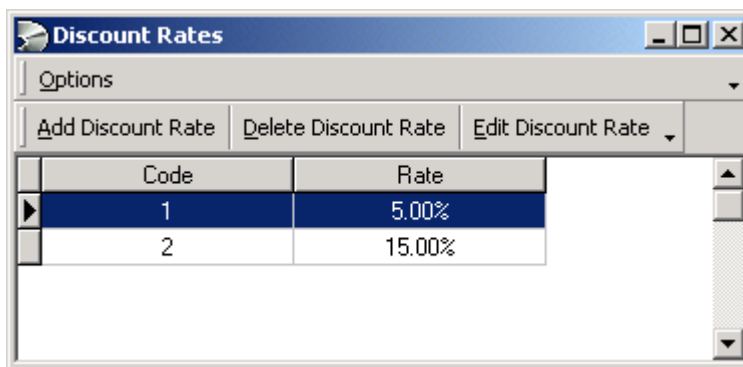
For further information see [Client Account Maintenance](#)

3.5.13 Parameters Overview

The parameters in the traffic module are as follows:

- Clients
- Area Codes
- Ad break times
- Ad break packages
- Extra charges
- VAT rates
- Discount rates
- Advertisement types
- Administration staff
- Sales Representatives
- Voice-Over Artists

These parameters can be accessed by selecting Parameters and the particular parameter which you wish to access from the list e.g. To select the "Discount Rates" parameter select Parameters Discount Rates and the following screen comes up:



Within these parameters the user can

- add an item
- delete an item
- edit an item
- navigate through these items
- search through these items

3.5.14 Advanced Options

Update Time Available

This option is available from the Traffic / Schedule Ads screen, select Options / Uppdate Time Available. Use this option to force RMS to recalculate the spot times that are available during a specified time period.

Disable Clashing Restriction

This option is available from the Traffic/Schedule Ads screen. Select Options/Disable Clashing Restriction. Use this option to disable the setting that restricts the scheduling of spots in an Ad Break where there is a clashing spot.

Refresh Spots

This option is available from the Traffic/Schedule Ads screen. Select Options/Refresh Spots. Use this option to refresh the time available for a particular date range selected.

Checking for Voice-Over Artists Clashing

Select Options from the toolbar. Select "Voiceover Clash Check". Use this option to restrict the scheduling of spots in an Ad Break where there is a voiceover clash.

End of Day Routine

This routine is performed at the end of the day to generate a savepoint that reflects any changes made in the system during the day.

- Select the Traffic node and click End of Day Routine from the toolbar.
- Click 'Yes' to confirm the execution of the end of day routine and 'No' to abandon

3.5.15 Reports

The sales traffic and billings module includes the following standard reports:

- Sales Analysis
- Rep Analysis
- Area Analysis
- Projected Revenue
- Customer List
- Ad Summary
- Customer History
- Outstanding Bookings
- Booked vs Actual
- Yield Report
- Ads for one customer
- Customer YTD Sales
- Performing Rights
- Advertisement Schedule

Additional reports can be added using the custom report builder module, see [Custom Report Builder](#)

3.6 RMS Studio

RMS Studio is a playout system that integrates closely with RMS. RMS Studio allows the user to play the Ad Breaks and Jingles that have been scheduled using the Traffic module. RMS Studio plays both the Audio files that have been associated with individual spots in an Ad Break and any jingle that has been linked with that break.

RMS Studio writes the broadcast time out to the database for each individual spot – the system therefore has a complete log of the exact time of transmission of every single spot that is scheduled.

Play Button

Once RMS Studio starts up it displays a list of today's Ad Breaks. As the user moves the cursor up and down the list of Ad Breaks, the actual spots within the break are displayed in the "Spots" grid. Included in the list of spots, at the last position, is the jingle (if any) for that Ad Break.

To play the currently selected Ad Break, a user may:

- a. Press "Play" using the mouse or Alt-P.
- b. Press Return.
- c. Right click and press "Play".
- d. Select "Play" from the options menu.

After a break has been played the list of breaks is refreshed from the database (this may take a

moment) and the cursor is moved to the next ad break.

Ad Break Status

The status of each Ad Break is displayed. Ad Breaks may have the following status:

- a. **Broadcast:** Every single spot in the break has been played.
- b. **Not Broadcast:** None of the spots in the break have been broadcast.
- c. **Partially Broadcast:** Some, not all, of the spots in this break have been broadcast. This might typically be the case if the user interrupted the Ad Break by pressing "Stop".
- d. **Empty:** There are no spots in this break and no jingles associated with the break.
- e. **Jingle Only:** There are no spots in the break, but there is a jingle associated with the break. Note: The status of this break does NOT change after a Play, i.e., the system does not record the fact that a jingle has been played.

Break Time	Status	Duration
15:50	Jingle Only	00:04
16:30	Jingle Only	00:02
20:20	Jingle Only	00:02
20:40	Jingle Only	00:05
20:59	Jingle Only	00:02
21:01	Jingle Only	00:02
21:20	Jingle Only	00:02
21:21	Jingle Only	00:02

Title	Duration	File Location
capital 1990.mp3	00:02	C:\Program Files\Keogh Software\Radi

Ad Break:14:52 - Stopped
 Ad Break:14:52 - Broadcasting: "weekend.mp3".
 Ad Break:14:40 - Complete
 Ad Break:13:03 - Broadcasting: "Weather.mp3".

3.7 Accounts Management

The RMS accounts module provides a fully integrated approach to managing your client accounts and trading terms. There are also a rich variety of reports available to help in managing the cash collection process.

This section covers the following topics:

- [Client Account Maintenance](#)
- [Account Enquiry](#)
- [Printing Statements](#)
- [Invoices](#)
- [Payments Collections Management](#)
- [Credit Notes](#)
- [Adjustments](#)
- [Parameters Overview](#)
- [Advanced Options](#)
- [Reports](#)

3.7.1 Account Enquiry

On selecting Accounts A/C Enquiry the user will be presented with the following screen:-

Invoice Date	Date Created	Invoice No.	Transaction Type	Order No.	Campaign Details	Invoice Amount	Amount Paid	Balance
07/12/2000	07/12/2000	16091	Classifieds	12345	Test	€510.00	€0.00	€510.00
10/05/2001	10/05/2001	16096	Death Notices		Sept Special Promo	€0.00	€1.32	-€1.32
10/05/2001	10/05/2001	16097	Death Notices			€0.00	€0.00	€0.00

Total Balance: €508.68

View Current/History:

- Select the name of the customer you wish to make the enquiry about, from the drop-down list. The CURRENT customer details will automatically be generated.
- To view the history of this customer select Historical or Options/History.
- To return to the current details of the customer select Current or Options/Current.

View payment details:

- To view payment details select the invoice and then select Payments from the toolbar. The Payments Details screen appears. The user can view the details of each payment (View/Details) or

reprint a payment (File/Reprint).

Print Invoice/Statement/Booking Confirmation/Transmission Certificate:

- Select Print / Print Invoice. The invoice must be selected before it can be printed
- Select Print / Print Statement to print a detailed history of a customer's transactions
- Select Print / Booking Confirmation
- Select Print / Transmission Certificate

Search:

A search can be instigated by selecting Options/Find from the menu.

- If there are no transactions for a certain customer then the search will search for a particular invoice number
- If there are transactions for a certain customer then the search will search for invoices after a specified date. This date is entered by the user.

3.7.2 Client Account Maintenance

In the accounts module, to open the client account maintenance screen go to the Parameters menu and select clients. The following screen will be displayed.

Name	In Use
BALLY HOUSE	<input checked="" type="checkbox"/>
BARRETT'S	<input type="checkbox"/>
BK LTD	<input checked="" type="checkbox"/>
BLAIGHNID	<input type="checkbox"/>
BOUFF ANTE	<input type="checkbox"/>
CLASSIFIEDS	<input type="checkbox"/>
DEATH NOTICES	<input type="checkbox"/>
DECLARATIONS LIMITED	<input type="checkbox"/>
JOHN GRAHAM	<input checked="" type="checkbox"/>
MARC MURPHY ASSOCIATES	<input checked="" type="checkbox"/>
MARLAY PHARMACY	<input checked="" type="checkbox"/>
THE GROVE	<input type="checkbox"/>

From this screen you can add, edit, delete or restore client accounts.

The Customer Details is for storing the basic contact information for the client.

The screenshot shows the 'Edit Client' dialog box with the 'Parameters' section. The 'Customer Details' sub-tab is active. The form contains the following fields:

NAME	BALLY HOUSE		
ADDRESS	KNOCKON		
	DUBLIN 25		
PHONE	01 454 45454	FAX	01 854888

At the bottom, there are 'OK' and 'Cancel' buttons.

The primary contact details are stored on the next tab:

The screenshot shows the 'Edit Client' dialog box with the 'Parameters' section. The 'Contact Details' sub-tab is active. The form contains the following fields:

CONTACT 1	JIM JONES
PHONE	
CONTACT 2	TONY GRANT
PHONE	
EMAIL	
REPORTS TO BE AUTO EMAILED	<input type="checkbox"/> Statement <input type="checkbox"/> Invoice <input type="checkbox"/> Booking_Confirmation <input type="checkbox"/> Transmission_Cert

At the bottom, there are 'OK' and 'Cancel' buttons.

The business specific details are stored on the following tab:

The screenshot shows the 'Edit Client' dialog box with the 'Business Details' tab selected. The 'Parameters' section contains three dropdown menus: 'AD TYPE' is set to 'Business', 'SALES REP' is set to 'ALAN DALE', and 'AREA' is set to 'Dublin'. At the bottom, there are 'OK' and 'Cancel' buttons.

The final tab is used for storing the financial and taxation terms:

The screenshot shows the 'Edit Client' dialog box with the 'Financial Details' tab selected. The 'Parameters' section contains two dropdown menus: 'VAT' is set to '21.00%' and 'DISCOUNT' is set to '5.00%'. Below these are three radio button groups: 'Type..' with 'Cash' and 'Credit' (selected), 'Agency..' with 'Yes' and 'No' (selected), and 'Status..' with 'Local' and 'Regional' (selected). At the bottom, there are 'OK' and 'Cancel' buttons.

3.7.3 Printing Statements

In order to print a once-off statement of account for a group of customers, choose the Print Statements option from the Accounts menu on the main menu. You must then choose the date at which account balances are analysed and the range of customers that you want to print statements for. The system will print all current transactions for a customer who has an outstanding balance at the selected date

and show the history for that customer.

To facilitate large statement print runs a new feature is added to RMS for **batch printing**, select Accounts / Statements from the context navigation tool on the left hand side of the main screen and the following screen will be displayed.

The template designer can be started by clicking on the ellipsis button as shown above. The template designer gives total control over the layout of the statement report. For further information about designing custom template layouts please refer to the Report Builder Tutorial.

3.7.4 Invoices

Posting Invoices

Invoices can be automatically generated within the traffic module and are ready for posting within the Accounts module "Post Invoices" screen. A list of open invoices will appear on the screen and the user can select the invoices that must be posted. To post these invoices simply select File then Post for the required invoice.


Post Invoices							
Options							
Post Invoice							
Certified	Book No	End Date	Order No	Name	Campaign Details	Amount	
	54189	31/08/2003	123	Barrys		€0.00	
	54190	04/06/2003		Barrys		€0.00	
	54207	23/10/2003		Beachhaven Night Club		€0.00	
	54208	31/01/2004		Beehive Restaurant		€1,218.00	
	54206	06/10/2003		Blanaid		€0.00	
	54152	04/06/2001		Booke Ltd		€0.00	
	54171	23/07/2002	GY77	Booke Ltd		€0.00	
	54203	08/10/2003		Booke Ltd		€140.00	
	54196	31/10/2003		Burger King	Special Offer	€0.00	
	54191	30/08/2003	Order no	Deco Ltd		€0.00	
	54204	22/10/2003		Deco Ltd		€0.00	
	54145	21/05/2001		Hally House		€0.00	
	54159	11/06/2001		Hally House		€0.00	
	54158	11/06/2001		Hally House		€0.00	

Select the required invoice then select File Post.

Free-type Invoices

The user may select this option by either selecting Invoices Freetype from the main menu or by pressing the Freetype Invoices icon on the screen. The user may now raise an invoice for a customer:

- The user selects the customer to be invoiced.
- The next step is to fill out the sales rep information and the advertisement type. These fields may already be filled for the customer, as they can be setup in the customer details.
- The invoice code and the date of the invoice must now be entered. The invoice code is what the invoice relates to, e.g., advertising, classifieds, death notices etc. The date is set to default at today's date but may be changed accordingly.
- On entering these details the user may wish to add some details for the invoice. Once completed, the user simply puts in the sub-total for the invoice and the total is automatically calculated (including VAT).

The invoice is now complete and must be posted to the account. This is done by either selecting from the menu File Post or by pressing the  icon beneath the menu bar.

An invoice can be cleared at any stage by selecting File Clear from the menu.

Viewing Invoices

To view invoice details the user must enter the Account Enquiry option which can be accessed through the main menu (Account - A/C Enquiry) or by selecting the Account Enquiry icon on the screen. Once the user is in the Account Enquiry option the user selects a customer for who they want to see an invoice for. Once the client's details are showing, the user selects the invoice they want to view. The invoice details will be shown on the screen.

Printing Invoices

To print an invoice the user simply selects Account - A/C Enquiry from the main menu or press the A/C Enquiry icon on the screen. The user selects the customer they wish to print an invoice for and then selects the invoice that needs to be printed. From the menu select File - Print Invoice and the invoice will be reprinted.

3.7.5 Payment Collection Management

To allocate a payment from a client against an invoice or group of invoices navigate to the "Payments" screen located in the accounts module.

First specify the total amount of the payment received, and then the type of payment i.e. Cheque, Cash or other.

Total Payment: €100.00		Posting Date: 13/04/2003 15		Payment Type: Other		
Invoice No.	Customer	Invoice Amount	Outstanding	Being Paid	Balance	Discount
16097	BALLY HOUSE	€0.00	€0.00	€0.00	€0.00	€0.00
16091	BALLY HOUSE	€510.00	€510.00	€510.00	€0.00	€0.00

To Be Allocated: €410.00

Next identify the invoices to which the payment relates. Allocate invoices until the amount of the total payments plus discounts equals the total amount to be allocated.

3.7.6 Credit Notes

Issuing Credit Notes


To issue a credit note, the user needs to select off the main menu Transactions Credit Notes or to select the Credit Note icon on the screen. The steps involved in issuing a credit note are as follows :

1. Select invoice by name or by number. Details of the invoice will now be shown with the invoice amount and the amount outstanding. Select the invoice to which you wish to apply the credit note to.

Choose an Invoice...				
Invoice No.	Posting Date	Invoice Amount	Outstanding	
16091	07/12/2000	€510.00	€510.00	
16096	10/05/2001	€0.00	-€1.32	
16097	10/05/2001	€0.00	€0.00	

Allocated

Radio Accounts Module 19:26

2. The user now enters in the credit note code that will be applicable and the amount that the account will be credited by.
3. Now enter the Posting date of the credit note. The user may enter any comments about the transaction if they wish to do so.
4. The credit note is now complete and must be posted to the account. This is done by either selecting from the file menu File Post or by clicking on the  icon.

Viewing a Credit Note

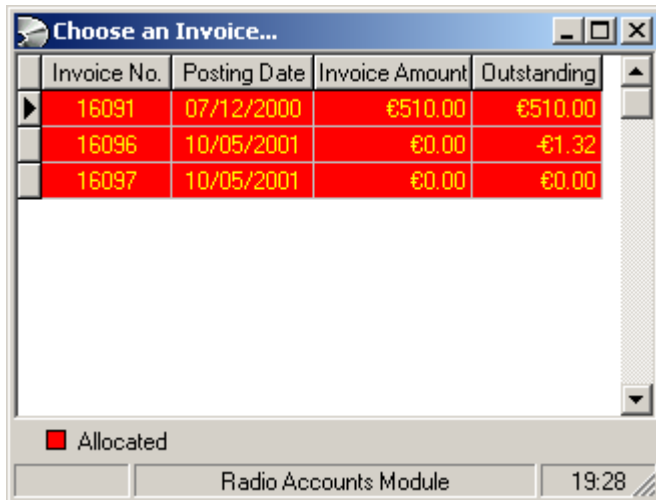
To view a credit note, the user may choose either option; choosing Account Account Enquiry from the main menu or by pressing the A/C Enquiry icon on the screen.

Once into the option you must pick off a customer, either by name or by invoice number, to view the credit note made on to their account. When the user has selected the customer, all their past invoices will be listed on the screen. Select the invoice of interest and click Payments on the toolbar. A list of invoices will be displayed. If the user either double-clicks with the mouse or highlights the particular invoice to be viewed and presses ENTER to see a breakdown of the invoice and the payments and adjustments made to it. To see the actual credit note breakdown, double-click with the mouse or highlight the particular payment detail and press ENTER.

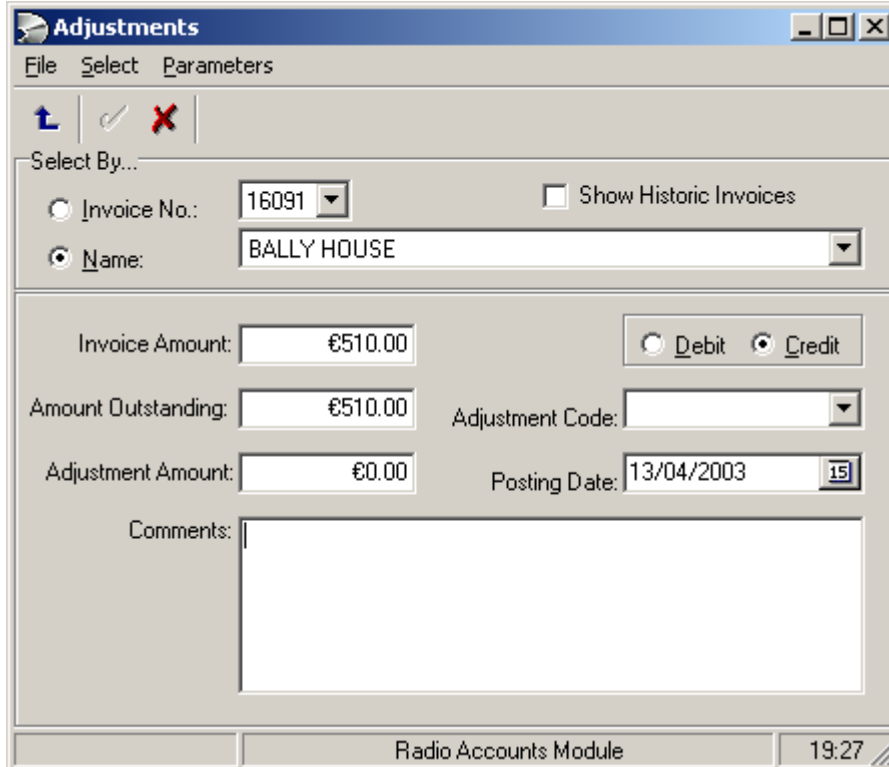
3.7.7 Adjustments

To make an adjustment, select Transactions - Additions or to click on the Adjustments icon on the screen. The steps involved in making an adjustment are as follows :

1. Select invoice by name or by number. Details of the invoice will now be shown with the amount due and the amount outstanding.



2. The user now enters in the amount that the invoice will be adjusted by. Select whether the adjustment is a Debit or Credit adjustment.



3. Now enter the adjustment code to be used and the Posting date of the adjustment. The user may enter any comments about the transaction if they wish to do so.

4. The adjustment is now complete and must be posted to the account. This is done by either selecting from the file menu File Post or by clicking on the  icon.

Adjustments can be viewed from the main account enquiry screen.

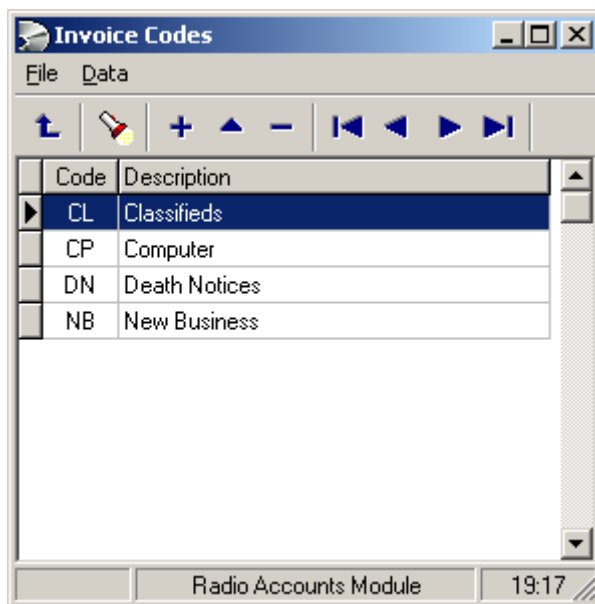
3.7.8 Parameters Overview

The parameters in the accounts module are as follows:

- Invoice codes
- Payment types e.g. cash, credit card, direct debit or cheque
- Adjustment codes
- Credit note codes
- Clients
- VAT rates
- Discount rates
- Advertisement types
- Administration staff
- Sales Representatives
- Letter Management

Many of these parameters can be edited in the Traffic module aswell.

These parameters can be accessed by selecting Parameters and the particular parameter which you wish to access from the list e.g. To select the "Invoice Codes" parameter you simply select Parameters Invoice Codes and the following screen will display:



Within these parameters the user can

- add an item
- delete an item
- edit an item
- navigate through these items
- search through these items

where item corresponds to invoice codes, payment types, credit note codes, clients, VAT rates, discount rates, advertisement types, administration staff and sales representatives.

3.7.9 Advanced Options

Rebuild Control Accounts

To rebuild control accounts, choose the Rebuild Control Accounts option from the Accounts menu on the main menu. The Control Account is a list of all transactions up until the specified period. It shows a total of all the Invoices, Payments, Credit Notes, and Debit Notes that were registered on the system. It also shows the Opening Balance and the Closing Balance. It may need to be rebuilt if the Control Account gets out of sync. with any of your Audit Trails, such as the Aged Debtor's List due to a power failure etc.

End of Month Routine

To perform the end of month routine, choose the End of Month option from the Accounts menu on the main menu, and then select an end of month date. The end of month routine selects all invoices that have been fully paid up and archives them. They now become part of the customer's historical data. If the user wishes to view the invoices that have been archived by a particular end of month routine, they can choose the Reprint Dropped Items option from the Reports menu on the main menu and select the desired archive.

Write-Offs and Settlement Discounts

To adjust a payment allocation select Options / Aadjust Invoice from the Payments screen.

Adjust Invoice Posting

Customer:
BALLY HOUSE

Invoice No
16091

Amount:
€510.00

Outstanding:
€510.00

Amount being Paid
510

Balance
€0.00

Settlement Discount:
€0.00

Write Off To Discount

OK Cancel

3.7.10 Reports

Aged Debtors Listing Report

The Aged Debtors report gives a listing of all customers who have a balance owing on their account. The report gives a monthly breakdown of each account up until 3 months previous and shows the amount for each month and the balance on each account. The report also gives a percentage breakdown for each month on the total balance.

To run the report select from the Reports menu Aged Debtors. The user can run the report for all sales reps or for a selected rep. The report will show balances for the selected customers up and until today's date.

Control Account

The Control Account is a list of all transactions up until the specified period. It shows all the Sales, Payments, Credit Notes, and Debit Notes that were registered on the system. It also shows the Opening Balance and the Closing Balance.

Invoices Audit Trail

The Invoices report is run by selecting, from the main menu, Reports Audit Trails Invoices. The report can be run for all sales reps or for a selected rep. The user inputs the start and end date that they wish to run the report for. If the report is run for all sales reps then the user has the option to base the report on historical or current data. The report will now be generated and shown on the screen. The user may now print out the report if they wish to do so by pressing the Printer icon on the top of the screen.

The report shows details of any invoices processed within the specified time period including date, customer, invoice number, invoice type, nett amount, VAT and gross amount.

Payments Audit Trail

The Payments report is run by selecting, from the main menu, Reports Audit Trails Payments. The report can be run for all sales reps or for a selected rep. The user inputs the start and end date that they wish to run the report for. The report will now be generated and can be shown on the screen or printed.

The report shows details of any payments received within the specified time period including date, customer, invoice number, payment type, order number, campaign details and total amount.

Debit Adjustments Audit Trail

The Debit Adjustment report is run by selecting, from the main menu, Reports Audit Trails Debit Adjustments. The user inputs the start and end date that they wish to run the report for and then chooses whether they wish to use Current or Historical Data. The report will now be generated and shown on the screen. The user may now print out the report if they wish to do so by pressing the Printer icon on the top of the screen.

The report shows details of any debit adjustments made within the specified time period including date, customer, invoice number, adjustment type, nett amount, VAT and gross amount.

Credit Adjustments Audit Trail

The Credit Adjustment report is run by selecting, from the main menu, Reports Audit Trails Credit Adjustments. The user inputs the start and end date that they wish to run the report for and then chooses whether they wish to use Current or Historical Data. The report will now be generated and shown on the screen. The user may now print out the report if they wish to do so by pressing the Printer icon on the top of the screen.

The report shows details of any credit adjustments made within the specified time period including date, customer, invoice number, adjustment type, nett amount, VAT and gross amount.

Credit Notes Audit Trail

The Credit Notes report is run by selecting, from the main menu, Reports Audit Trails Credit Notes. The user inputs the start and end date that they wish to run the report for and then chooses whether they wish to use Current or Historical Data. The report will now be generated and can be shown on the screen or printed.

The report shows details of any credit notes processed within the specified time period including date, customer, invoice number, credit note type, nett amount, VAT and gross amount.

Cash Collection

The Cash Collection report is run by selecting, from the main menu, Reports Cash Collection. The user inputs the start and end date that they wish to run the report for and then chooses whether they wish to have a detailed or summary report. The report will now be generated and shown on the screen. The user may now print out the report if they wish to do so by pressing the Printer icon on the top of the screen.

The report shows how much cash has been collected by each of the sales reps.

Reprint Dropped Items

The Dropped Items report is run by selecting, from the main menu, Reports Reprint Dropped Items. The user selects the archive they wish to use by highlighting the archive and pressing ENTER. The report will now be generated and shown on the screen. The user may now print out the report if they wish to do so by pressing the Printer icon on the top of the screen.

The report gives a list of all invoices that have been paid in full since the last time the report was run. The report is usually run in conjunction with the End of month routine.

3.8 Music Library Rotation and Playlists

The music library and playlist module of RMS fulfils two core functions:

- (1) Maintain a database of all music titles available to the station and their digital or physical location.
- (2) Generate music rotation playlists based on user-defined rules.

The music database allows a rich set of information to be stored about artists and titles. Music titles can be linked to one or more categories / groups which are used by the scheduling process.

The music scheduler is highly configurable to allow the produced sound to be tailored to the exact requirements of the station.

This section covers:

- [Music Database](#)
- [Playlist Rotation Engine](#)

3.8.1 The Music Database

The RMS music database provides a searchable index of songs and artists.

Select "Music-Track Listing" Module.

To add a Track

Select the Options from the Menu and Insert Track, or simply right click on the mouse.

There are fields at the bottom of the screen which allow you to add in various details about the Track & Artist you are including. This will save automatically.

Delete a Track

Highlight the track and right click the mouse & 'delete track', or select from the Options on the Menu.

Edit a Track

To Edit a Track, simply go directly into the Tracks details at the bottom half of the screen & edit as you wish.

This part of the Screen will turn a Blue Colour, this is to remind the user that changes have been made, and they must Save or Cancel this changes.

To Save or Cancel this changes, simply right click on the mouse & select the appropriate one, or from Options on the Main Menu.

The Screen will then go back to its original colour.

Search for a Track / Artist

The Search can be Case Sensitive if you wish, and you may search by a specific Track or Artist. Otherwise for example, you can call up a list of all the Tracks associated with one Artist.

Artist		40 track(s)			
Title	Artist	Category(Main)	Tempo	Out of use	
U2	A Day Without Me	Irish Rock And Pop	Fast	F	
	A Sort Of Homecoming	1980 To 1989 "B" Songs	Fast	F	
<input type="checkbox"/> Case Sensitive	All I Want Is You	Irish Rock And Pop	Medium	F	
Category	Angel Of Harlme	1980 To 1989 "A" Songs	Fast	F	
1957 To 1969 "A" Song	Bad	Irish Rock And Pop	Fast	F	
<input type="checkbox"/> Enable Category	Beautiful Day	C List	Fast	F	
CD No 0	Christmas Baby Please Come Home	Christmas Songs	Fast	F	
<input type="button" value="Search"/>	Desire	1980 To 1989 "C" Songs	Fast	F	
	Discotheque	1990 To 2001 "A" Songs	Fast	F	
	Even Better Than The Real Thing	1990 To 2001 "A" Songs	Fast	F	
	Everlasting Love	Irish Rock And Pop	Fast	F	
	Hold Me Thrill Me Kiss Me	1990 To 2001 "A" Songs	Fast	F	
	I Still Haven't Found	1980 To 1989 "A" Songs	Fast	F	

Title	Even Better Than The Real Thing
Artist	U2
Category(Main)	1990 To 2001 "A" Songs
Secondary Categories (Control-Enter)	
Tempo	Fast
Music Type	Unspecified
Track No	10
Highest Chart Position	0
CD No	80
Year of release	1992
Duration	03:41
Chart Year	0

Zap Track

The Administrator has rights to Delete any details he or she may see right. Other Users may have the ability to delete tracks or artists, however these details will always be stored. The Administrator has the ability to permanently delete any details.

- Simply highlight the Track(s) you require to Delete, and either right click on the mouse & select 'Zap Track(s)', or choose it from the Options on the Menu.

Transfer Track

This allows you to transfer Tracks between different Categories if you wish. For example; moving a 'Classic Rock' song into a new Special Christmas category, i.e. 'Christmas Specials':

- Select/Highlight the song, either right click on the mouse or select 'Transfer Track(s)' from the main menu.
- A screen will appear. This gives a list of Categories to choose for.
- When you have chosen the particular category simply press 'Enter'.
- If you decide that you do not want to change the category, simply press 'Esc'.

Play a Track

Again, simply go to Options on the Menu & select 'Play Song', or highlight the song in the list & right click on the mouse and select.

Music Categories

Select "Music Category" node.

Different music titles may be grouped into various Categories according to different criteria for example, All Christmas Songs may be grouped together, and these tracks will no doubt be of different Artists.

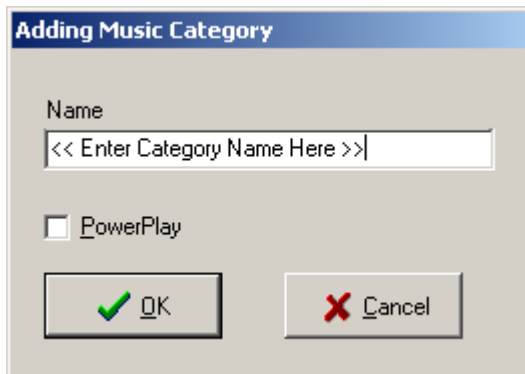
Examples include:

Category Name	Powerplay
American Country New	<input type="checkbox"/>
B List	<input type="checkbox"/>
C List	<input type="checkbox"/>
Chart - Night Tracks	<input checked="" type="checkbox"/>
Christmas Easy Listening	<input type="checkbox"/>
Christmas Songs	<input type="checkbox"/>
Classic Rock	<input type="checkbox"/>
Classical Music	<input type="checkbox"/>
Dance	<input type="checkbox"/>
Disco Classics	<input type="checkbox"/>
Easy Listening Pop	<input type="checkbox"/>
Eurovision Songs	<input type="checkbox"/>
Indie	<input type="checkbox"/>
Instrumentals / T.V. Themes	<input type="checkbox"/>
Irish Rock And Pop	<input type="checkbox"/>
Jazz & Easy Listening	<input type="checkbox"/>
Unspecified	<input type="checkbox"/>

Add a Category:

- Right Click on the mouse & select 'New Category', or press "New Category" on the tool bar, or select from Options on the Main Menu.

- The following box will appear on the screen;



- Simply add in the Name of the Category you wish to enter.

Delete a Category:

- Highlight the Category you wish to delete, right click on the mouse or from the Options on the Main Menu and select 'Delete Category'.

View Tracks

- Highlight the Category that you wish to view the Tracks of.
- Right Click on the mouse and select 'View Tracks', or in Options in the Main Menu.
- Once this has been selected, the user is brought back to the 'Track Listing' screen which will have the list of Tracks that are associated with the chosen Category.
- The user can view the Tracks and all their Details. These can be edited also.

Artists

Select "Artists" node.

Add Artist

- Right click the mouse & select 'Add Artist', or choose from Options on the main menu.
- Simply add the Artists Name & the Separation that you require to be associated with that artist.
- Press OK & it will be saved. To add details or Tracks to this Artist, simply go back to 'Track Listing'.

Delete Artist

- To Delete an Artist, simply right click on the mouse, or select 'Delete An Artist' from Options, on the Main Menu.
- If there are Tracks associated with that Artist, then the user will have to go back to Track Listing & delete each track individually.
- The Administrator will initially be the only who will have access to permanently delete Artists or Tracks.

Edit Artist

- Right click on the mouse & choose 'Edit Artist', or choose from Options on the Main Menu.
- A box will appear on the screen with the Artist name & separation. From here the user may edit as they wish.

View Tracks

- To view Tracks of a certain Artist, highlight the Artist, right click the mouse and choose 'View Tracks', or select from the Options on the Main Menu.

- Once this has been selected, it will bring you back into the 'Track Listing' section, where all the Tracks associated with the chosen Artist, will be listed.
- From here, it is possible to view all details regarding the Tracks, and the user may also edit the details.

Track Details

Select "Music- Track Listing".

At the bottom half of the Track Listing Screen, there is an option to include details for each Track. Some of the main details associated with a Track include:


- Tempo
- Main Category
- Music Type

Along with many other details, such as Year of Track, Highest Chart No., Duration etc.


Tempo

To select a Tempo for a Track, simple highlight the Track, and at the bottom half of the screen there is an option to choose a Tempo. This is a drop down list, i.e. Slow, Medium, Fast etc.

Main Category

To associate a Category with a Track, the user simply goes to the 'Category (Main)' field and press the arrow key . A drop down menu will appear which will contain a list of Music Categories. The user may choose one to associate the track with.

Music Type

To associate a Music Type with a Track, the user simply goes to the 'Music Type' field and press the arrow key . A drop down menu will appear which will contain a list of Music Types. The user may choose one to associate the track with.

Music Types

Select "Music Types" node.

Music Types are similar to Music Categories. Tracks may be associated with certain Music Types. Types may include, for example, Boy Band, Girl Band, Female Solo Singer, Male Solo Singer etc.

To Add A Music Type:

- Right click the mouse and select 'New Music Type', or from Options on the main menu.
- Simply add the Music Type that you wish to include.

To Delete A Music Type:

- Highlight the Music Type you wish to delete.
- Right click on the mouse and select 'Delete Music Type', or from the Options on the Main Menu.

Edit A Music Type:

- Highlight the Type you wish to edit.
- Right click on the mouse and select 'Edit Music Type', or form the Options on the Main Menu.

View Tracks:

The user can view the tracks that are associated with a certain Music Type.

- Simply highlight the Type which you wish to view the Tracks.
- Right click on the mouse and select 'View Tracks', or from the Options on the Main Menu.
- It will then jump back to the 'Track Listings' screen, where it will list all the Tracks associated with it.
- Here, the user may view all the details of each Track, and edit the details if required.

3.9 Airtime Schedule Control

The airtime schedule control system gives total control to station planners over the station programming content. With the on-air schedule system you can plan station programming for unlimited seasons in advance. Profile based scheduling allows the station manager to decide on commercial ad-break scheduling, news breaks and other global station issues, while at the same time giving local control to presenters to plan the content and running orders of their own program.

Watch in real-time as changes made to the central schedule stream directly to the broadcast automation solution.

This section covers the following topics:

- [Overview](#)
- [Managing Programs](#)
- [Managing Program Content](#)

3.9.1 Overview

The Airtime Scheduler integrates all of the RMS content for playout on your radio station. The primary control screen is displayed below:

The screenshot shows the Airtime Scheduler interface. At the top, there is a date selector set to 30/04/2003. Below this, the interface is divided into two main sections: 'Programs: Wed, Apr 30, 03' and 'Program Items'.

The 'Programs' section lists the following programs:

- 00:00:00-07:00:00
- 07:00:00-09:00:00 Morning Show
- 09:00:00-10:00:00 Dance Hour
- 10:00:00-20:00:00 (highlighted)
- 20:00:00-23:59:59 Evening Buzz

The 'Program Items' section displays a table of scheduled items:

Scheduled	Finish	Description	Duration
14:50:00	14:50:30	Ad Break	0:30
14:50:30	15:50:00		59:30
15:50:00	15:50:15	Ad Break	0:15
15:50:15	16:30:00		39:45
16:30:00	16:30:45	Ad Break	0:45
16:30:45	18:00:00		1:29:15
18:00:00	18:01:00	Ad Break	1:00
18:01:00	20:00:00		1:59:00

Below the 'Program Items' table, there is a section titled 'Spot Details for Ad Break 16:30' with the following details:

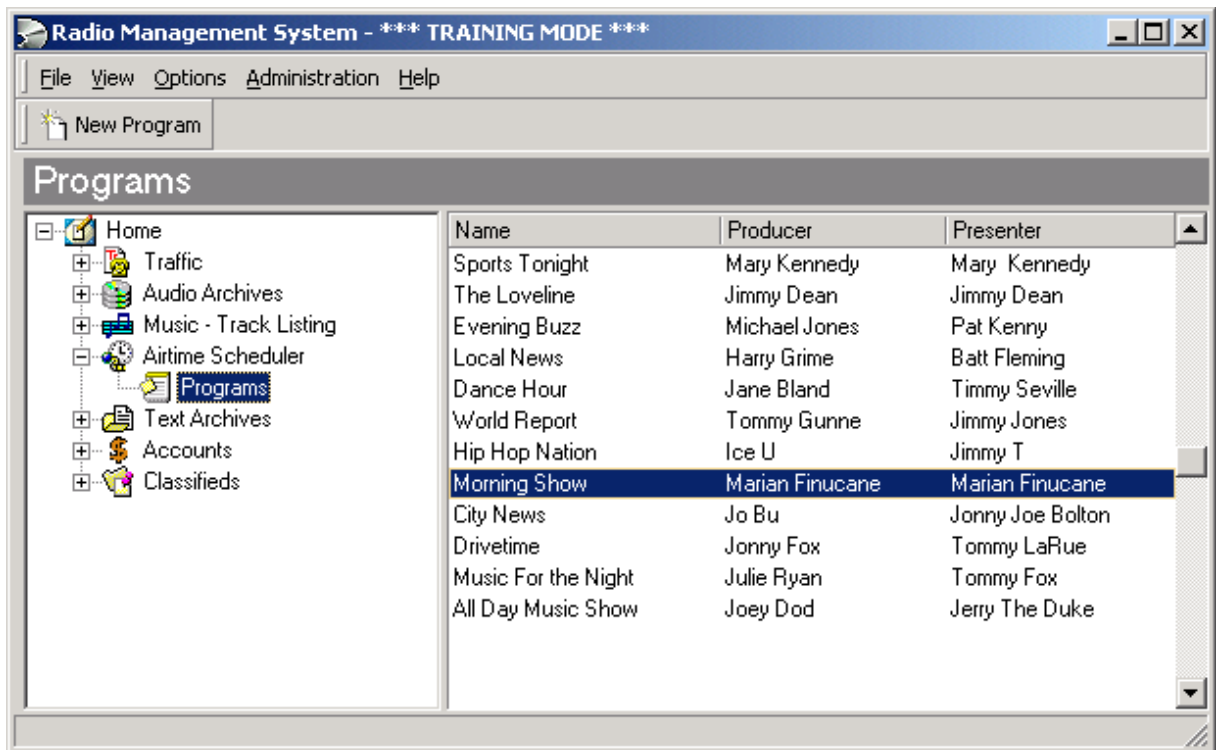
Audio File	Duration	Client	Order No	Voi...
		MARC MURPHY ASSOCIATES	41222	

At the top of the screen daily running orders can be navigated using the date selector. The left hand side lists the scheduled programs for the day, and the right hand side displays the program items.

The airtime scheduler makes producing station schedules easier than ever before, and for added comfort a full audit log is maintained so that past schedules can be retrieved.

3.9.2 Managing Programs

The programs to be scheduled are set-up in Parameters Programs. This displays a list of all programs with such details as the name, producer, presenter and playlist profile associated with each program. The playlist profile is related to the music module in that you can associate a certain music playlist with a program.



1. Add a new program to the schedule:-

Select "Airtime Scheduler".

Select the time slot you wish to begin your program at (e.g. 00:00:00). Then simply right click the mouse in the programs section (below) and select Add Program or select Programs Add Program from the main menu. This brings up the following screen:-

Scheduling a new program	
Date	30/04/2003
Start Time	09:00:00
End Time	09:10:00
Program	Local News
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

You can change the date you wish to schedule the program on, the start time and end time of the program. Here you also pick the name of the program from the drop-down list (set up in programs within the scheduler). Click Ok to save and cancel to abandon.

2. Remove a program from the schedule:-

Select the program you wish to remove. Then simply right click the mouse in the programs section (below) and select Remove Program or select Programs Remove Program from the main menu.

3. Alter program detail/time:

Select the program you wish to edit. Then simply right click the mouse in the programs section (below) and select Alter program detail/time or select Programs Alter program detail/time from the main menu.

4. Setting 'default' programs:

A default program means that this program will be scheduled at the same time on the same day every week. This is useful for setting weekly programs which are on at the same time. A default program is highlighted in brown and a normal 'once-off' program is in normal text.

Programs: Wed, Apr 30, 03	
Programs	
00:00:00-07:00:00	
07:00:00-09:00:00	Morning Show
09:00:00-10:00:00	Dance Hour
10:00:00-20:00:00	
20:00:00-23:59:59	Evening Buzz

5. Generate/View playlist:

(i) Generating the playlist

You can generate a playlist for a selected program by right-clicking the program and selecting generate/view playlist. This allows you to attach a playlist to a certain program for a certain date. You will be prompted if you wish to create a new playlist based on whatever playlist profile is associated with the selected program e.g. for the 'Loveline' program a love playlist profile is associated with it (see above). Then, say for example, that we wish to play the loveline from 21:00 to 22:00 on Tuesday the 19th of December. We would simply go into this date, set up the loveline as a program in this slot and then attach a love playlist (by right-clicking and selecting generate/view playlist).

You would be presented with the following:- 'No playlist associated with this program. Do you wish to generate a new playlist based on the "Love" playlist profile?' Click on Yes to generate playlist and No to cancel. For information on the actual creation of the playlist please go to the music help pages.

(ii) Viewing the playlist

Once a playlist has been generated for a program in a particular time slot you can view this playlist by right-clicking on programs and selecting generate/view playlist or by selecting Playlists Generate/View playlist. Then you can view and edit the playlist as you wish.

3.9.3 The Playlist Rotation Engine

Playlist Profiles

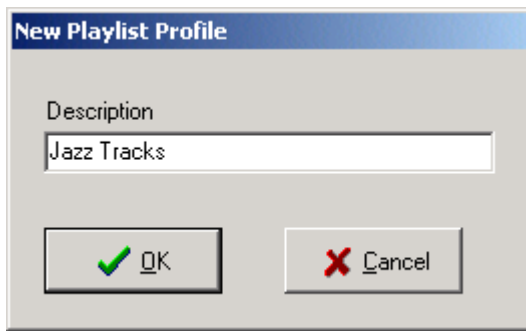
The Playlist Profile allows the user to associate various Tracks to different Profiles. These Profiles are used in the Airtime Scheduler, to give the user the ability to have a prepared list of Tracks that should be played at a certain time.

(Examples of Playlist Profiles include; Love, Christmas, Heavy Vibes...etc)

Select the "Playlist Profiles" node.

Add a Playlist Profile

- Right click on the mouse and select 'New Playlist Profile', or from 'Playlist Profile Options' on the Main Menu.
- Insert the name of the Playlist you wish to include and press Ok:



Edit a Playlist Profile

- Right click on the mouse and select 'Edit PlayList Profile', or from the 'PlayList Profile Options' on the Main Menu.
- This will bring you into the details part of the chosen Profile.
- The user may change the details of the Profile, i.e. Tracks

Delete Playlist Profile

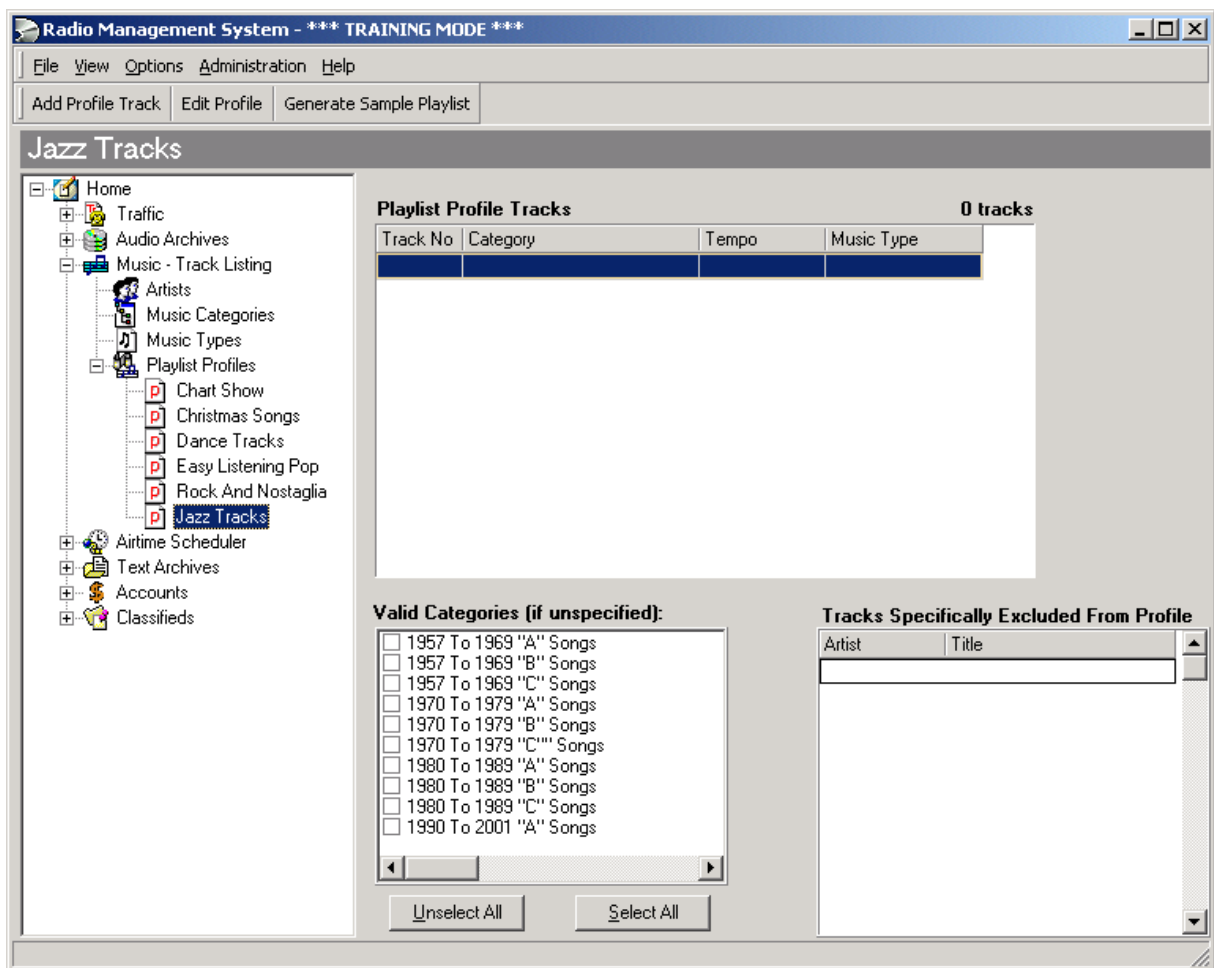
- Right click on the mouse and select 'Remove PlayList Profile', or from the 'PlayList Profile Options' on the Main Menu.
- Confirm the deletion.

Once the PlayList Profiles have been added, the user can now add PlayList Profile Tracks to each. Profiles are compiled of Tracks that are chosen from various Music Categories.

Add Playlist Profile Tracks

The user may add Tracks into each Profile. They do this by:

- Double click on Profile in which you wish to add Tracks to (e.g. "Jazz Tracks") the following details screen will be displayed:



- Right click on the mouse and select 'Add Profile Track', or from 'Option' on the Main Menu.

The following screen will appear:



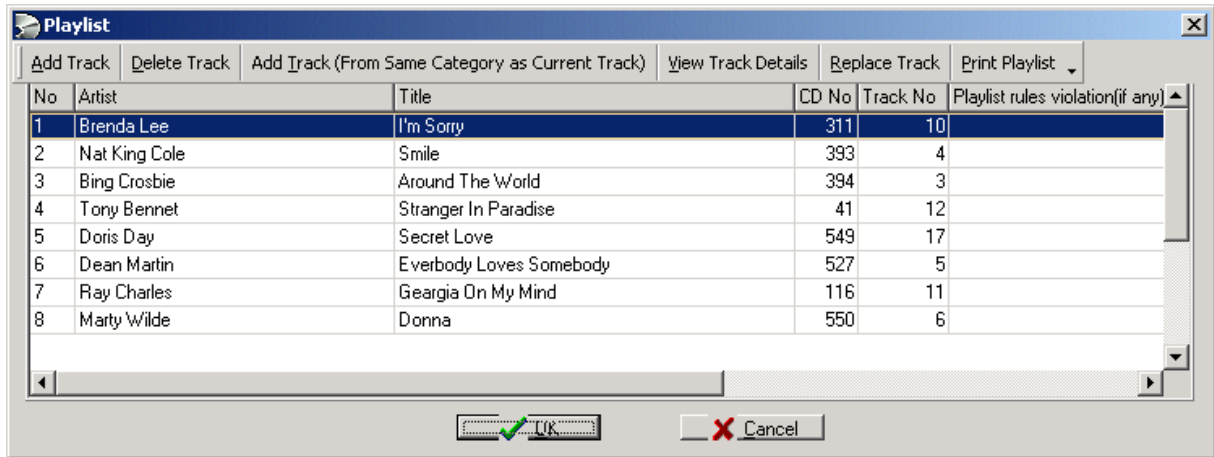
- Choose the Category which you wish the Track to be taken from. (See *Music Categories*, section 3.8.3)
- If the user wishes, they can select a various Tempo (i.e. Slow, Fast, Medium)
- Another option is to choose a Music Type. (see *Music Types*, section 3.8.4)
- Once the profile of the Track has been chosen, there is an option to select more than one Track. This is to allow batch tracks to be selected rather than having to do it individually.

- Other options in the details window is that the user may specify categories from which they wish the tracks to be selected or specify tracks they wish to specifically exclude from the profile. To exclude a track from the profile, right click the mouse in this section and select "Add Track to Excluded List". The Playlist Selector window opens which allows the user to select a track from the music database.

Generate Sample Playlist

Once all the Tracks have been chosen for the Particular Profile, a Sample PlayList may be generated.

- Select the PlayList Profile that you wish to generate a PlayList with
- Right click on the mouse & select 'Generate Sample PlayList'
- The following screen will appear;



The system generates a list of Tracks for the PlayList based on the Criteria set previously. From here the user can;

- Add a New Track
- Delete a Track
- Add a Track from the same Category as the current Track
- View Track details
- Replace a Track

This can all be done using the Tabs at the top of the screen.

3.9.4 Managing program content

Right click with the mouse on the program items grid and a list of all the control functions is displayed as shown below:

← Date: 30/04/2003 15 →

Programs: Wed, Apr 30, 03

Programs	Scheduled	Finish	Description	Duration
00:00:00-07:00:00	10:00:00	10:01:00		1:00
07:00:00-09:00:00 Morning Show	\$ 10:01:00	10:01:30	Ad Break	0:30
09:00:00-10:00:00 Dance Hour	10:01:30	10:30:00		28:30
10:00:00-20:00:00	\$ 10:30:00	10:30:30	Insert Item	Ins 0:30
20:00:00-23:59:59 Evening Buzz	10:30:30	10:40:00	Insert Text Archive	Ctrl+T 0:30
	\$ 10:40:00	10:40:45	Insert Audio	Ctrl+U 0:45
	10:40:45	11:00:00	Insert Text Label	Ctrl+X 0:15
	\$ 11:00:00	11:02:00	Play/View Item	Ctrl+V 0:00
	\$ 11:02:00	12:00:00	Remove Item	Del 0:30
	\$ 12:00:00	12:00:30	Alter Item Details	Ctrl+D 0:30
	\$ 12:02:00	12:02:30	Set Program Item as Default	Ctrl+S 0:30
	\$ 12:20:00	12:20:20	Create Text Label	Ctrl+C 0:20
	12:20:20	12:40:00	Edit Text Label	Ctrl+E 0:40
	\$ 12:40:00	12:40:30	Ad Break	0:30
	12:40:30	13:00:00		19:30

Audio File	Duration	Client	Order ...	Vo...

Scheduling Text Content

Select Program Items, Insert text archive from the main menu and you can insert a text article into an empty slot.

Select the article you wish to insert and you can modify the date, start time and end time for the text article. This tells the presenter to read out this text archive online at this time.

Scheduling Audio Content

Select Program Items, Insert audio from the main menu and you can insert an audio item into an empty slot.

Select the audio item you wish to insert and you can modify the date, start time and end time for the audio item. This tells the presenter to play out this audio item online at this time.

Scheduling Event Markers

(i) Inserting a text marker label

You can add a pre-defined text label by selecting Program Items, Insert text label from the main menu. This allows you to add common names to slots such as weather, news, competition etc. This is particularly relevant to presenters who have special segments everyday. These are read-only and cannot be modified.

(ii) Creating a text marker label

It is possible to create a new text label other than the preset ones above. Simply right click on the program items screen in an empty slot where you wish to create a new text label and select Program Items, Create a text label from the main menu. You can insert a description of the label and notes on

this label.

The text label 'competition' could be scheduled from 02:00:00 to 02:02:00, which means that every day the presenter has a competition to run for two minutes.

(iii) Editing a text marker label

It is possible to edit the labels which have been created by double clicking on the text label or by selecting Program Items, Edit text label and changing any of the details you may have inputted.

Default Program Items

Setting 'default' program items - you can set default program items which will appear at the same slot every week (as in setting default programs)

Music Playlist Management

To access playlist functions for a particular program go to the Programs menu, and select the playlist sub-menu. See Playlist Profiles for more information on the music rotation module.

3.10 User Profiles and Security

Introduction

The security of any system is very important and the RMS is no different. The security settings can be set by clicking on Administration in each RMS menu of the Supervisor profile.

Logging On:

When RMS is started the user will be presented with a standard logon dialog, requesting user name and password. Everybody using the software should be allocated a unique user name and password, and an appropriate profile should be allocated to the account.

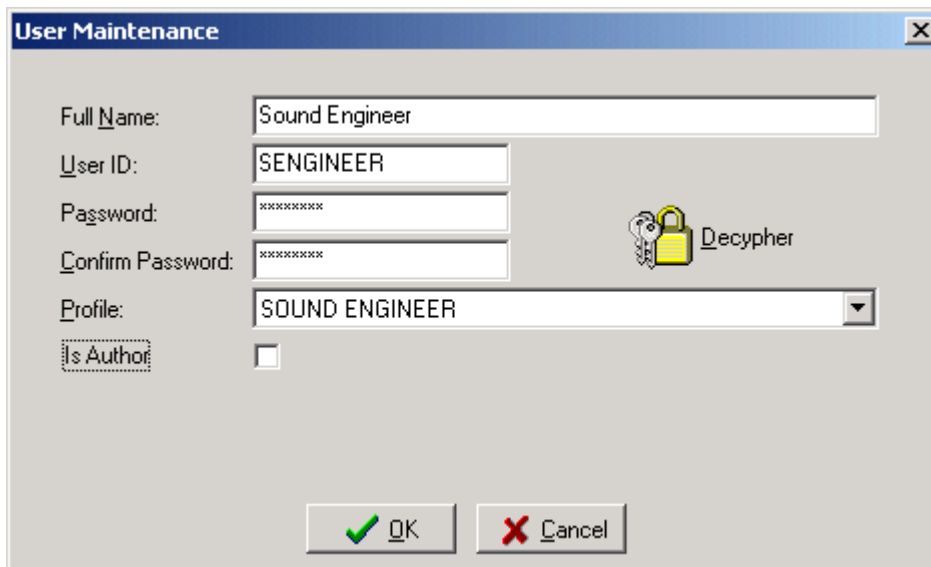


Configuring Users:

On entering users within administration you will be prompted with the supervisor's username and password - only a supervisor can add and edit new users.

The User Management Screen list all the users of the Radio Management System, in the form of their ID, their full name, and their Security Profile.

The Password for each person is also stored within this table, but is not displayed. Users can be added, modified and deleted from the database. Modification of an existing user can be achieved by simply double clicking the user in the grid which will bring up a dialog screen containing the details of that user.



The screenshot shows a 'User Maintenance' dialog box. The fields are filled with the following information:

- Full Name: Sound Engineer
- User ID: SENGINEER
- Password: *****
- Confirm Password: *****
- Profile: SOUND ENGINEER
- Is Author:

At the bottom of the dialog are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon). To the right of the password fields is a yellow padlock icon with the text 'Decypher'.

The details can then be modified as necessary.

Adding a user will bring up the above screen, but with no details entered. The profile is a lookup, and the Profiles routine is explained further along in this help topic. Simply enter the details for that person, click the OK button at the bottom of the screen, and the person will be entered into the database as a user.

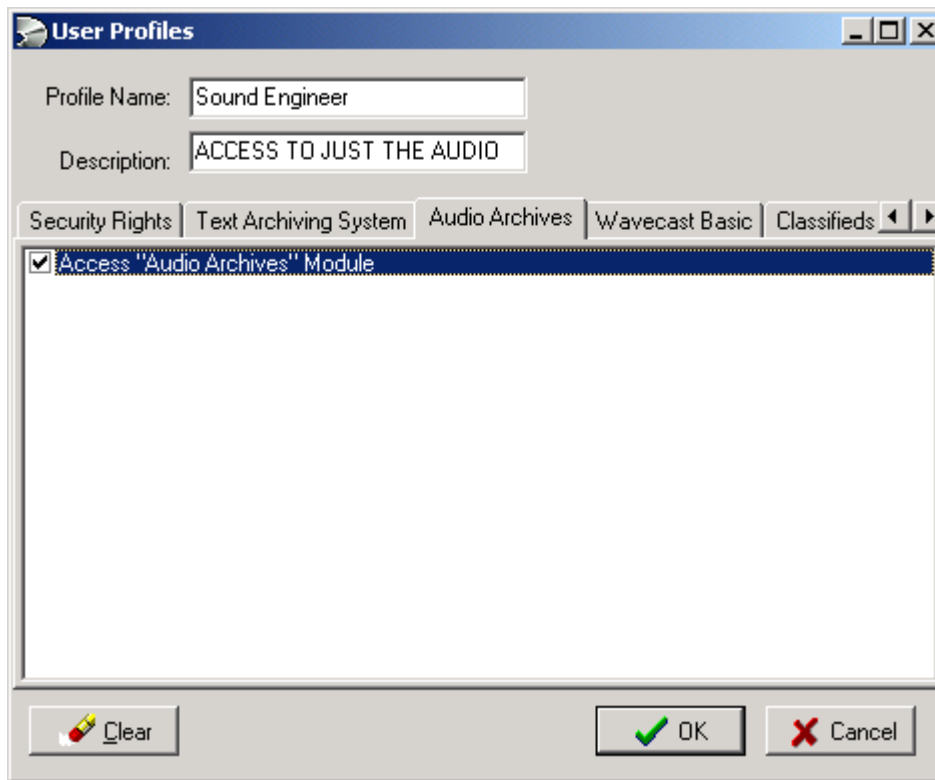
Deletion of a user is performed by selecting the user that you wish to delete and then clicking the 'Minus' button on the toolbar to do so, and a message will prompt you to ensure that you really do wish to delete the user that you have selected.

Profile Management:

On entering profiles within administration you will be prompted with the supervisor's username and password - only a supervisor can add and edit new profiles.

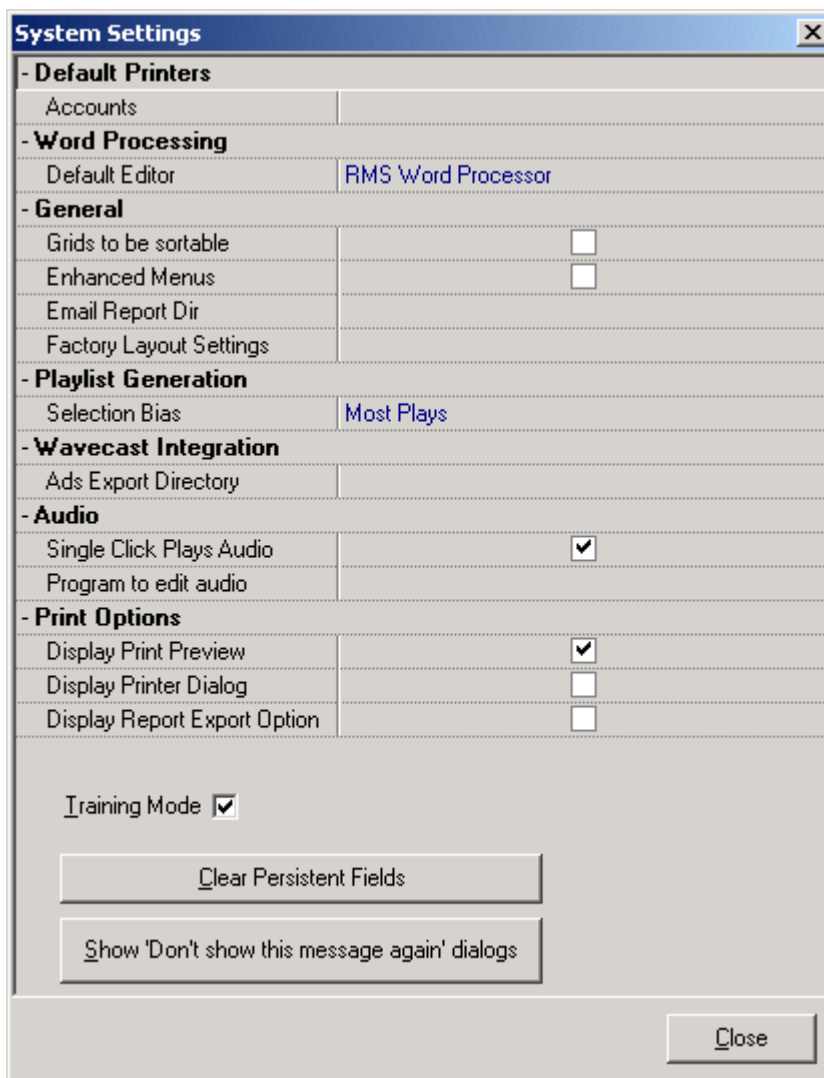
The profile management is set up by the administrator to allow users certain rights to different parts of the system. For instance, if Joe Bloggs can only use the Accounts part of the system, then only the Accounts will be checked on this screen.

The security rights settings are used to allow a user to have access to settings for the use of the system and allows the user to change the settings already set. The system administrator should have these rights and not every user, as this will allow them to change passwords and setup / delete user profiles.



3.11 File Settings

Every user of the RMS system has access to the file settings menu. Select "File|Settings" from the menu bar.



Here the user can decide upon their default printer, default editor (the options are RMS Word Processor - which is faster to run, or MS Word), print options (whether or not they wish to see a print preview/dialog and also they can choose to have a report emailed to them).

"**Grids to be Sortable**" is another option available. For example, the user may choose to have sortable grids so that they can change the order of a column to be ascending or descending.

"Show '**Don't show this message again**' dialogs" – as users work their way through the system they are sometimes asked to tick a box if they do not wish to see a certain information message again. This option allows the user to reset the system back to its original state and so, all information messages will appear once again.

"**Training Mode**" is selected in the file settings menu – this option allows users to test a part of the system without impacting upon the live database. The system needs to be restarted before "Training Mode" takes effect. Users logging onto the system in Training Mode will find that the user ID and password fields are automatically populated with "Supervisor" and "PASSWORD". A user knows if they are in "Training Mode" as it is written across the top of the screen "***TRAINING MODE ***".

Part



4 Frequently Asked Questions

Q. How can RMS be on its Version 6.0 release, and yet we have never heard about it before? Why have we not seen your software at the NAB conference?

A. RMS has been in existence since 1992, however we have not publicly advertised its existence until this year 2004. All of our effort has been focussed on extending the product feature set at the request of the RMS user group. New sales have been exclusively through word of mouth referral. All of this is now changing, we are very proud of the software product that we have created and we want to tell the whole world about it.

Q. RMS deliver 95% of our requirements, but we would need some custom changes to suit our business needs, is this possible?

A. While the RMS application has been engineered to be as configurable as possible with many of the options exclusively parameter and template driven, there are sometimes occasions when a

Q. We already have software that manages some of the features that RMS manages?

A. All RMS functionality can be controlled centrally by an administrator, so unwanted functionality can be switched off easily using the user profiling feature.

Q. Can RMS be integrated with other software?

A. Yes.

Q. Can RMS manage multiple radio stations at the same time?

A. Yes.

4.1 Partners

Q. We would like to find out more about becoming Value Added Resellers for your products?

A. Please send an email to partners@rmslive.com for further information.

Q. Can RMS be offered as a hosted application solution?

A. Yes it can, please email partners@rmslive.com for further information.

4.2 Technical

Q. What sort of Network do I need to run RMS?

A. Where RMS is being used to manage a digitised media library we recommend at least 100BaseT ethernet (100Mb Bandwidth), although the software can and will function perfectly well on a 10BaseT (10Mb Network). The recommended protocol is TCP/IP.

Q. Can I run RMS on Linux?

A. RMS is a client / server application, the server side can be run on Linux without any problem, however we currently do not have a native windows client offering for Linux. [Watch this space!](#)

Q. What hardware specification is recommended for running the RMS end-user Client?

A. Minimum Recommended: Pentium II, 64MB RAM, 20 GB Hard Disk, Audio Device.

Q. What sort of server side hardware do I need to run RMS?

A. This is a function of the number of concurrent users, the level of hardware resilience that is needed and also the storage requirements which differs significantly from station to station. A typical recommendation for a 10 user single station server would be as follows (Windows 2000 Advanced Server (10-User) + Service Pack 3, 512MB RAM, 60GB, 100Mb Network Interface Card, DLT Tape Backup device).

Q. Do I need any special audio devices to use RMS?

A. No, RMS will use any standard audio device e.g. Creative Labs Soundblaster Compatible

Q. We already have a server, will RMS run on it?

A. Send the server specifications and current workload to support@rmslive.com and we can evaluate it for you.

Note: For advice regarding hardware configuration for RMS please contact our support team directly by email at support@rmslive.com

4.3 Troubleshooting & Support

For further information please email us at support@rmslive.com

Part



5 Ordering and License Details

5.1 Shareware License

EVALUATION AND REGISTRATION

This is not free software. You are hereby licensed to use this software for evaluation purposes without charge for a period of 90 days.

If you use this software after the 90 day evaluation period a registration fee is required.

Payments should be sent to RMSLive, 1-2 Greenmount Office Park, Harolds Cross, Dublin 6W, Ireland.

Credit card ordering and quantity discounts are available, as described in the section Ordering and License Details.

When payment is received you will be sent a registered copy of the latest version of RMS 6.0.

Unregistered use of RMS 6.0 after the 90 day evaluation period is in violation of U.S. and international copyright laws.

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For information on distributing the shareware evaluation version of RMS see the section titled Shareware License.

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One registered copy of RMS Version 6.0 may either be used by a single person who uses the software personally on one or more computers, or installed on a single workstation used nonsimultaneously by multiple people, but not both.

You may access the registered version of RMS 6.0 through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network. For instance, if 8 different workstations will access RMS 6.0 on the network, each workstation must have its own RMS 6.0 license, regardless of whether they use RMS 6.0 at

different times or concurrently.

Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED.

Because of the various hardware and software environments into which RMS 6.0 may be put, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program.

ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

5.3 Technical Support

If you have a problem with the RMS system and you cannot find the solution in these help files you can contact us at the following address.

RMSLive
1-2 Greenmount Office Park
Harolds Cross
Dublin 6W
Ireland

Phone: +353 - 1 - 454 8448
Fax: +353 - 1 - 454 8555

Email: support@rmslive.com
Web: www.rmslive.com

Please note that telephone support on this product can only be provided by RMSLive through contractual agreement between the licensee and RMSLive.

RMS, Version 6.0

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Part



6 Example and Tutorials

On-Line examples and tutorials are available from our website to help you get the most from RMS.

Please Visit the following location: www.rmslive.com

6.1 Tip #1 Synchronising Network Time

There are a number of strategies that can be taken to guarantee that every machine is synchronised to the correct time. The simplest and most cost-effective method is to use a free software product such as **D4Time** which can be downloaded from the Simtel software repository www.simtel.net.

Many hardware based options also exist where atomic clock time synchronisation can be achieved.

6.2 Tip #2 Extracting Digital Audio Content from CD

There are many "CD Ripper" products available that will take all of the audio content from a CD and store the content to hard disk in a compressed (MP3) or sometimes uncompressed format (WAV).

One of the leading options available is **CDex**, again this is a product which can be freely downloaded from the internet. To locate CDex go to www.download.com and perform a search for CDex.

Storing audio in an uncompressed format like WAV will result in very large audio files, and require a large amount of storage. Storing compressed audio allows a lot more files to be contained within the same space. In compressing audio, the quality should never be below 192kbps to be suitable for digital radio broadcast.

Another very popular extraction add-on is **Audiograbber** which can be found at this location <http://www.audiograbber.com-us.net/>

Part



7 Try RMS Studio

Advertisement Feature:

RMS Studio standard features:

RMS Studio is a user friendly broadcast automation application that provides many powerful features to the studio presenter. RMS Studio running together with RMS offers a tightly integrated, and highly scaleable commercial and other content insertion solution. RMS allows the user to manage the generation, storage and scheduling of on-air content in a user friendly windows client application. RMS Studio interfaces intelligently with RMS to ensure the integrity and availability of all the content that is scheduled for broadcast. RMS Studio is designed to operate completely independently of RMS to provide software level fault tolerance. Using a rolling cache of scheduled content, RMS Studio can provide protection against unscheduled server downtime or network transmission faults. RMS Studio will update RMS about all broadcast activities to record transmission certificates for advertising content, and also to track music royalties due.

Features

- Automated Playback of digital audio files
- "Auto-Jock" Broadcast Mode
- "Live Assist" Broadcast Mode
- User-Friendly Windows Front End
- Music Library Database
- Sophisticated Rules based Play List Generation
- Full integration to Keogh Software's back-end Radio Management System (News Room Outputs, Traffic Scheduling, Powerful Scheduling Capability, Music Library & Rule Based Playlist Generation, Live Assist Playlist Generation, Classifieds and Promotions Outputs, Access to all RMS Generated Feeds)
- Multi-User RDBMS Support (Enhanced security, Data Integrity, and Flexibility)
- DSP Plugin Support - extensible software architecture
- Music Playout Statistics - what songs have been played? when were they last played? how often have they been played? Generate a royalty payments report, and export to any file format required.
- Highly Scaleable, easy to maintain and deploy
- Software based Fail-Over Safety for Scheduled Audio Playout from File
- Studio file library management
- Multi-channel mixing
- Quick fire audio triggers
- Record / "audio snooping"
- Auto-Jock or Live Assist
- Event Scheduler
- Rip & Read
- TouchScreen Support

For further information please contact sales@rmslive.com

Part



8 Try RMS Web Services!

Advertisement Feature:

So by now you have implemented the Radio Management System inside your radio station, how would you like open the doors to the outside world via the internet and really bring your software to life using RMS Web Services technology.

Features:

- secure web-based order entry and customer account management via the world wide web.
- live online output feed from news room directly to your website
- online search facility on published news archives
- web-based customer relationship management allowing customers to manage their own accounts remotely
- remote sales force management - give your sales team the edge with remote order entry in the field using PDA devices!
- digitally deliver royalty reports to agencies
- remote control your On-Air Studio in real-time across the internet
- deliver customer invoices, transmission certificates and booking confirmation digitally
- digitally receive customer copy (text and audio) straight into your production database
- **New!** Bureau Support
- Fully customisable client demographics
- Web based report server technology (HTML or PDF)
- and lots more...

For further information please contact sales@rmslive.com

Part



9 Try RMS Digital Audio Logger!

Advertisement Feature:

New! RMS Audio Logger extends logging functionality to the RMS suite.

Features:

- digitally log broadcast quality audio for over 90 days depending on storage infrastructure
- digitally browse and mark programme logs
- real-time segment retrieval powered by RMS *AweDEX*[™] technology (patent pending)
- automatic storage infrastructure management
- highly scalable architecture with software level fault tolerance
- integrated administrator alert mechanism

For further information please contact sales@rmslive.com

Part



10 Try RMS Custom Report Builder!

Advertisement Feature:

Using ksQueryBuilder with RMS provides an unprecedented level of access to your business information allowing management to make strategic decisions based on reasoned analysis.

RMS ships with a series of pre-defined management reports, ksQueryBuilder allows you to extend this list by yourself.

Features:

- easy to use data query building wizard
- report layout design wizard
- data dictionary integration
- powerful WYSIWYG presentation engine
- many output formats (HTML, XML, JPG, DOC, RTF, XLS, PDF)
- web-based option using RMS Web Services
- drill-down reports, composite reports
- cross-tab analysis reporting
- standard label printing
- full charting analysis
- monitor business performance using trend analysis
- fully user-definable reports
- and lots more...

For further information please contact sales@rmslive.com

Index

- A -

Account Enquiry 52
Accounts 51
Ad-Break Packages 47
Adjustments 60
Airtime 69
Airtime Schedule 69
Artists 65
Audio Editors 27

- B -

Bookings 35
Bookings History 48

- C -

Certifying Transmissions 39
Classifieds 29
Client Account Maintenance 48
Creating Articles 19
Creating Audio Archives 26
Credit Notes 58

- D -

Digital Audio Logger 96
Digital Media Library 26
Distribution License 86
Document Management 16

- E -

EULA 86

- F -

FAQs 82
Features 10

- I -

Introduction 6
Invoices 56

- L -

Linking Text and Audio 21

- M -

Music Library 64, 65
Music Rotation 64

- N -

Navigation 10
Newsroom 16

- P -

Partners 82
Payment Collection 58
Playlist Generation 64
Playlist Rotation 71
Printing Statements 55
Program Content 74
Programs 69
Purchase Rationale 6

- R -

Report Builder 98

- S -

Sales 12, 35
 Traffic and Billings 12, 35
Searching for Content 20
Support 83

- T -

Technical 82

Technical Support 87
Text Editor 18
Time Available 41
Titles 65
Troubleshooting 83
Tutorials 90

- U -

Unplayed Spots List 46
User Profiles 76
User Security 76

- V -

Viewing Ad Schedule 42
Viewing Daily Classifieds 33
Voice Over Artists 46

- W -

Wavecast 92
Web Services 94
What's New 6