USER GUIDE

Power Link Version 7

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Introduction

Power-Link is a highly specialized software system that works to improve communications and efficiency between Traffic & Billing Systems and Digital Audio/Video Playback systems. It provides a reliable and full-featured preparation of the broadcast log. Then after the airing of the log, Power-Link recalls the play information, reconciles it against the original log then prepares reports and updates the traffic system with the findings.

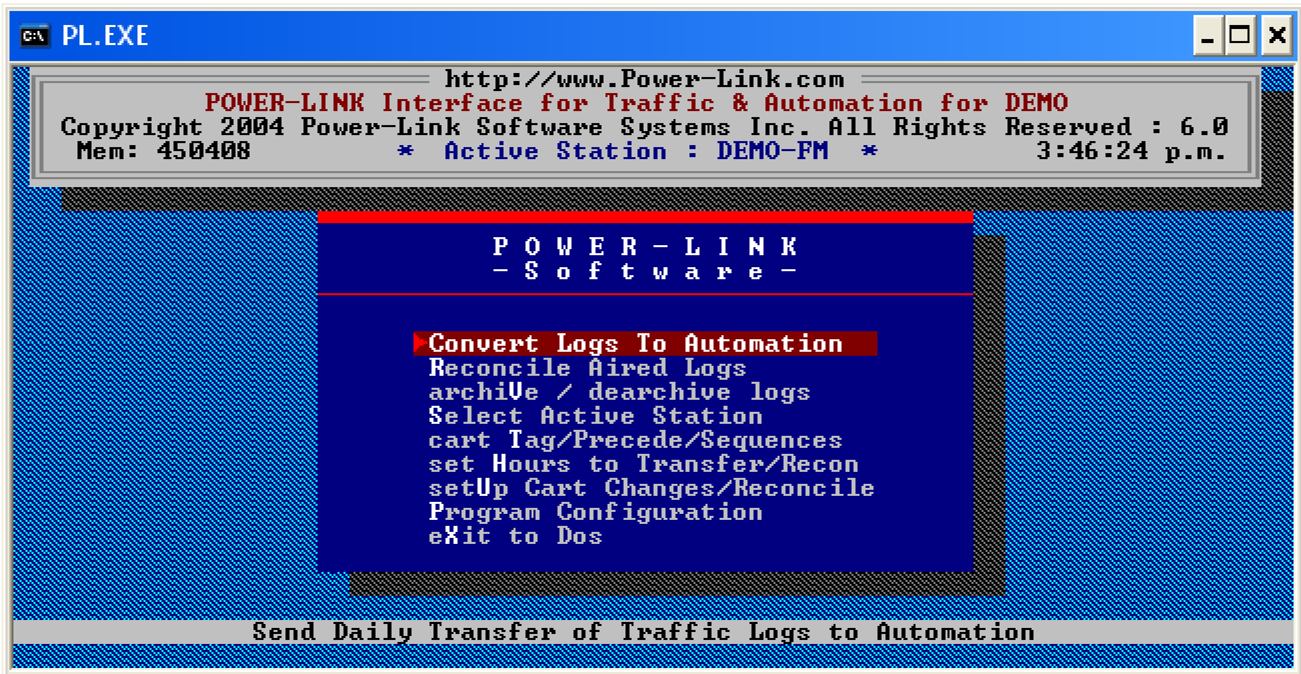
Transfer file “processing” during the log conversion secures a complete, accurate and verified conversion. Error checking is done to prevent any mishaps that could lead to lost revenue. Many convenient schedule changes, additions and data integrity measures can be performed. All changes to the schedule are documented and presented in a clear verbal manner for immediate notification and future reference.

The transfer can be to a “local” directory, drive, and LAN destination or via internet to a remote location. If the telecommunications option is activated, Power-Link will prepare the essential files (logs & memos) for transfer and prompt the user for additional files to be included. This configurable transfer is practical for including files of; reports, printed logs, audio or any other files that the user may need to transfer to the distant location. The other location will use the optional “Power-Link Remote Terminal” for reception of files and handling of the automated duties of the received files. With the “Remote Terminal”, files can be designated for automatic printing or automatically moved to a specified location.

Getting Started

Starting Power-Link: Double click on the Power Link shortcut on your desktop.

The Power-Link Main Menu:

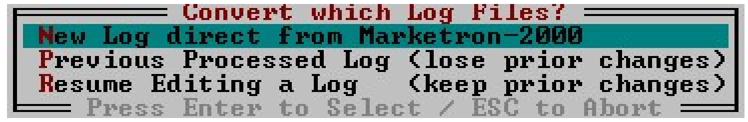


The Main Menu accesses the different functions in the order that the tasks are normally performed. To speed up the daily routine, since the first three choices are routinely visited they will automatically step from one event to the next until the fourth step. Remember to look at the bottom of the window for the “help line” for the menu choice’s explanation.

Attention must be given to the “active station” as it dictates which station and configuration will be used for Power-Link’s activities. Configuring the “active stations” is done in the configuration section and (if there is more than 1 station configured) the choice is asked at start up and under the selection of the main menu.

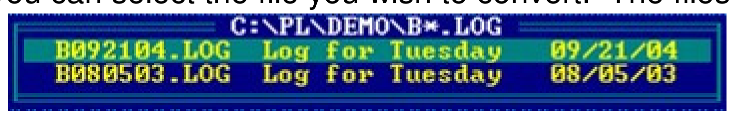
Sending Logs to the On-Air System

Selecting the log you will send to the on-air system: From the first selection on the main menu, the user will continue with the file conversion process. The user is prompted whether to convert a *new* log or reconvert a *previously processed* log or to resume editing a previously converted log. Reasons to reconvert a log would be for last minute changes for example; adding tags or precedes, incorrect cart numbers, incorrect agency numbers, etc. Typically the user is converting a "new" file; a log recently created from the traffic system and not yet converted.

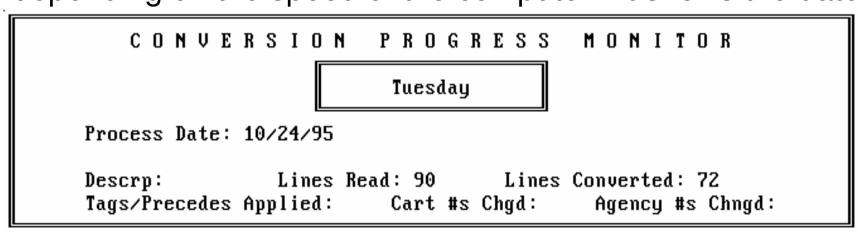


If you wish to reconvert a log, select Previous Processed Log. This would also be used when events need to be deleted from the original log to perform corrections to asplay information e.g. if a client was to pull his spots for a certain day and the log has already been transferred. Then the log could be run as an old log, the erroneous events deleted and then retransfer to automation. During reconciliation, the event would be reported as being deleted from the original log as opposed to being recorded as a missed commercial.
If a change has to be made to a log that has already been passed through the system and you previously made changes to it, then select resume edit and you will see all the previous changes you made.

Directory to Convert Files: From this directory, you can select the file you wish to convert. The files are presented with the most recent dated files first. After the selection is made the entire conversion, editing and placement of the file will follow.

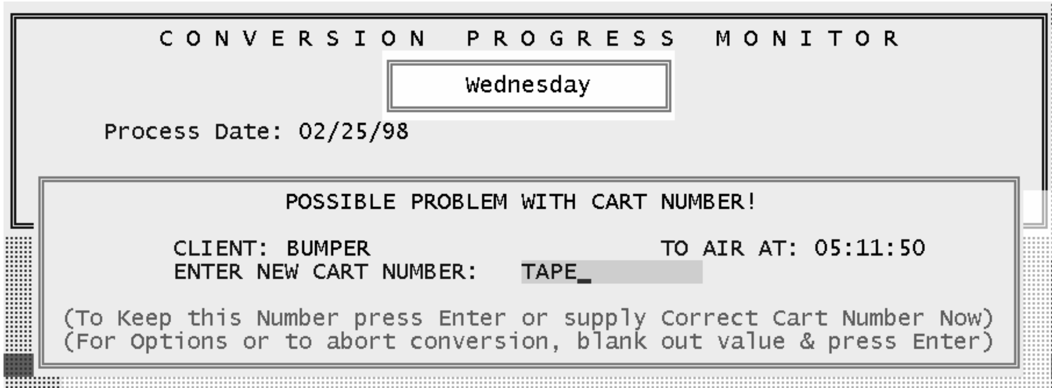


Log Conversion In Progress: A window pops up during the transfer often quite quickly due to the processing speed of Power-Link and depending on the speed of the computer. It shows the dates and the days being transferred, it keeps up with other information of all changes made to the schedule. **Descrep** is a count of the items that were changed in some manner (cart number change, agency number change, filtered cart, cart number was prompted and changed, tag or precede added, etc.) and thus will be reported in the audit file.

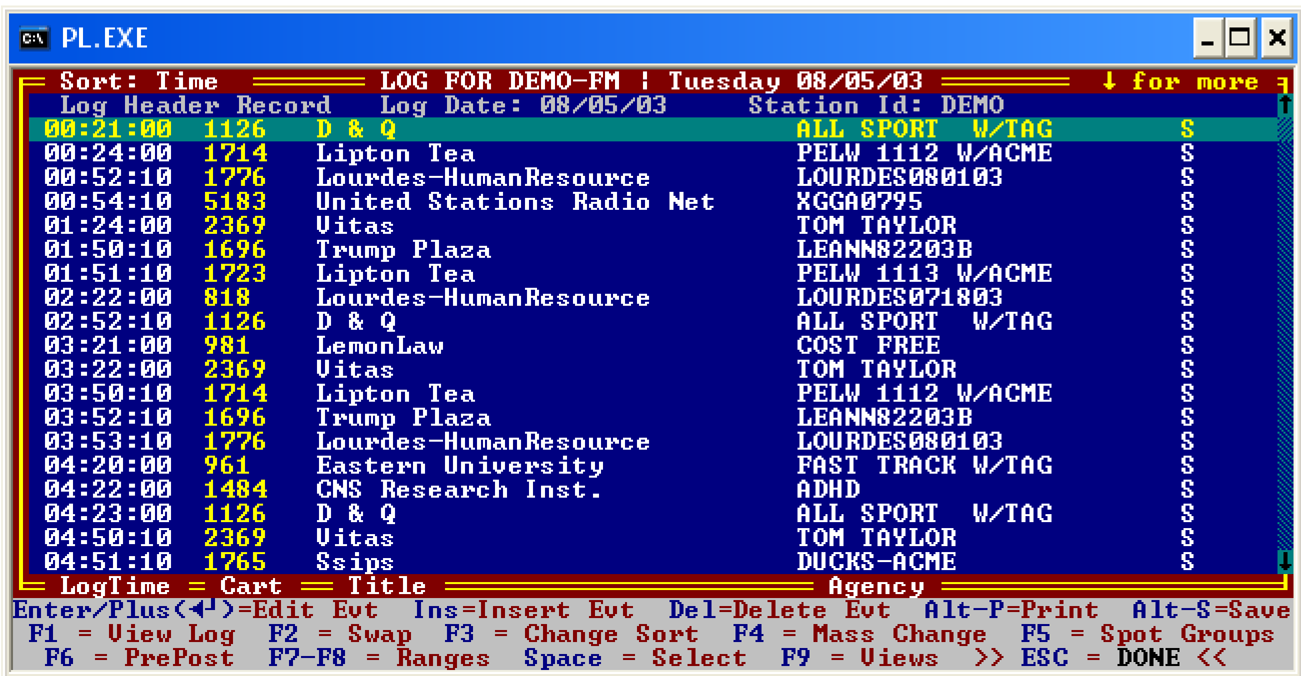


Lines Read is the number of lines or events have been read in from the transfer file.
Lines Converted is the number of lines that have been written to the new file. The difference in these two figures will indicate how many events were filtered out.
Cart #s Chgd is a running count of how many cart numbers have been changed from configurations in the Cart Agency Number Change / Filter Grid.
Agency #s Chngd shows how many agency numbers have been changed.

If the cart number is not given, or the cart number is configured for "prompting" the conversion process will stop and "prompt" the user for the correct cart number showing the client and the scheduled airtime. Any event that is changed or left blank will be documented in the transfer audit report.



Editing the Traffic File: Immediately following the conversion of the transfer file, the user can edit and/or view the schedule. Several editing options are available:



Editing an Event: Highlighting (placing the bar cursor on) the event and pressing **(↵) Enter** will bring up that event with all of its editable parameters in a window. All parameters can be changed. **Ctrl-Enter (^↵)** will save the changes or use **ESC** to leave editing the event without saving the changes. If the time is changed then when you return to the editing list, you may find that the event has moved. It has simply found a new place in the sort because of the changed time. The audit file will be updated in instances of changes of the primary parameters (airtime, title, agency number, etc.). Due to the formatting of the fields, if the date shows "01/01/00", this means there was no kill date provided by the log. Changing the kill date to anything else will cause it to

inform the automation system of the kill date (if the automation supports it).

Inserting an Event: INS will insert an event before the current place of the cursor bar. When the edit window pops up it will automatically prompt the user with the time of the event that was under the cursor bar. Press **Ctrl-Enter** to save insert or **ESC** to discard insert.

Deleting an Event: DEL will delete the highlighted event, after a verification prompt. If you answer “yes” to delete the event, then the deletion will be recorded in the audit file. Upon deleting an event, the user will see <<- DELETED->> show up on the line with the event that was deleted. If the user wishes to undo the delete and UNDELETE the event, simply place the cursor bar back onto the deleted event and press the delete key again, they will then be prompted to undelete the event.

Printing the Log: Alt-P will prompt the user to print the entire log using one of the three sorts of the log.

Swapping Events: F2 will “mark” the event under the cursor bar (placing a “√” on the left side of the event), then pressing F2 on another event will immediately swap the two event’s places. If the two events have a different airtime, a notation will be made in the audit file of the change for each event.

Viewing the log sorted by Title/Cart Number/Air Time: F3will toggle the viewing of the schedule’s sort from the default “sort by air time” to “sort by cart numbers” then on to “sort by title/name”. Pressing F3 again returns to the “sort by air time sort”. During all of the sort changes the cursor stays on the same event so that it can be examined through the various sorts. This is helpful in researching the characteristics of like cart numbers and finding errors.

Affecting Mass Changes: F4 If events are marked for change, then F4 “mass change” can be used to affect changes to all of the marked events. When activated, it will present the user with an empty event-editing grid. Any changes done in that grid will affect all marked items in the same way. Note: an airtime of 00:00:00 means no change to airtime.

Grouping Spots Air Time: F5 Time grouping is a function that will change the airtime of events closely placed in the schedule by turning all spots in that break to the same air-time as the first spot in the break. It is used to make “groups” out of spots that are intended for the same spot break. Many automation systems either require this function or will simply operate more smoothly with this function performed. To invoke this feature, press F5. The time variable is the one defined in your configuration screen at the Spot Group Interval parameter.

Inserting Openers and Closers: F6 will begin the process of inserting the Spot Group Openers and Spot Group Closures into the schedule. These are defined in the configuration screen.

Removing Inserted Openers and Closers: Alt-F6 To Undo inserted PrePost(ed) Events press Alt-F6.

Selecting a Group of Events: F7/F8 (Begin/End) In the event there are many events to be selected, the F7 and F8 keys are a quick way to "select" a group of events. First it might be handy to sort the events in a manner that best groups the desired events together (a cart or name/title sort is a great way to group a desired group of like cart numbers or named/titled events together). Once the set of events are together, place the cursor on the first event to be selected and press F7, then place the cursor bar on the last event to be selected and press F8. All of the events from the first to the last should now be selected.

Selecting an individual event for mass change or deletion: Spacebar

ADDITIONAL NOTES ON SELECTING AND UN-SELECTING EVENTS:

The key combination of Ctrl-Enter (holding the Control Key and pressing Enter) performs two unique functions. If there are <u>no events selected</u> pressing Ctrl-Enter will select <u>ALL</u> events. Conversely, if there are ANY events selected when Ctrl-Enter are pressed, it will <u>UN-SELECT</u> all events.

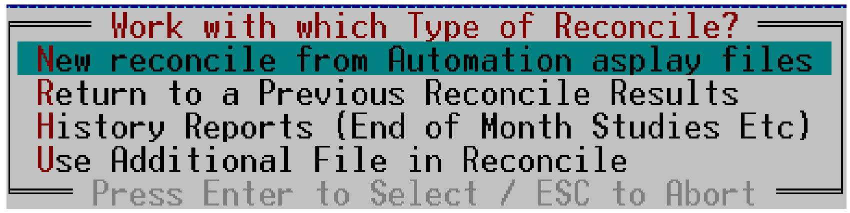
Comparing Schedules: Pressing F9 will begin the process to compare the active stations log to the specified comparison station. The station to compare logs with is defined in the configuration screen.

Saving: Alt-S

Exiting: ESC

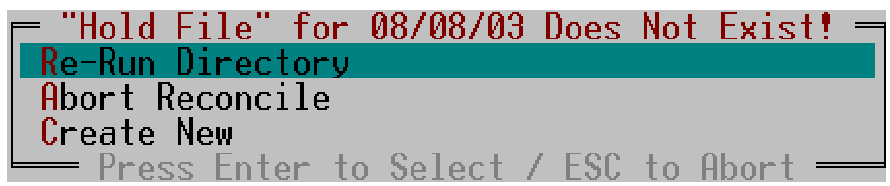
Reconciling Logs

The reconciliation process is begun from the main menu of Power-Link using the second to the top menu selection "Reconcile Returned Logs". In some cases it is needed to run a batch set of commands to prepare the file(s) for reconciliation. The Batch file and its prompt are configured in the Station Configuration settings. If there is a batch file configured then the following prompt appears:

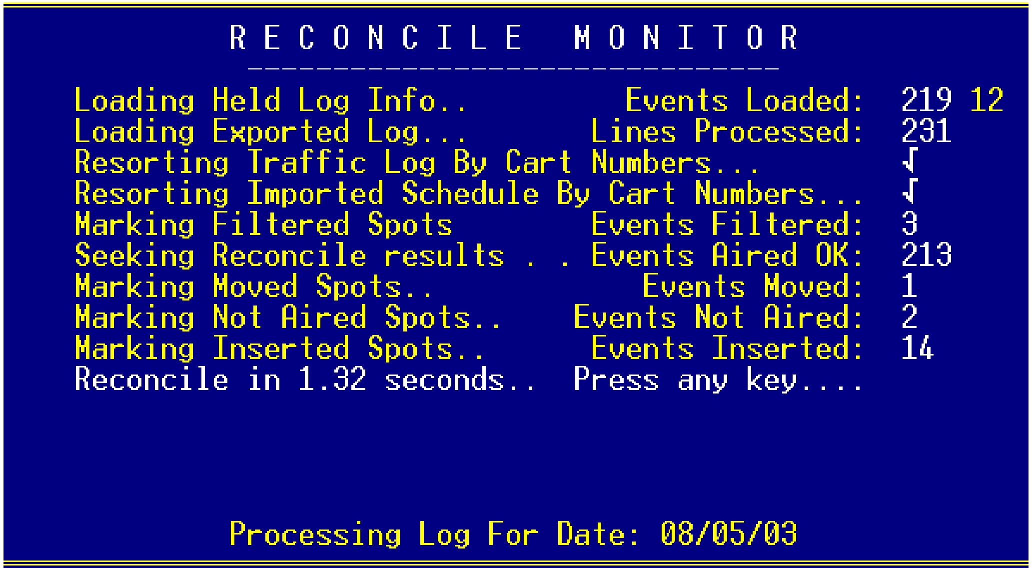


After the Batch process has (optionally) finished, the reconciliation begins with a question prompting the user to perform a new reconciliation or review a previous reconciliation report. The feature of returning to a previous Reconcile allows a return to a previously created reconcile report. Reconciliation DOES NOT change the original file from the on air system. In order to do this Power-Link creates a hold file in the stations work directory for future reference. This file is also stored during archiving.

Upon answering the above question (or pressing ESC to abort the process) the user will then be presented with a directory of the available files. If the proper files exist in the requested directory, a listing of that directory will provide an easy choice of which file to process. If no directory appears and a beep is heard, it is because no matching files existed in the directory or the directory entered was invalid.



NOTE: The most plaguing problem with the reconciliation process is when someone doing computer "house-keeping" inadvertently erases ".HLD" files. Power-Link must have these files for a comparison during the reconciliation process. In the event that the program presents this error, there are a couple ways to correct it. First is to see if the file does exist. If it does, it should be copied over to the same directory as the "work directory" that is configured in the active station's configuration. Secondly, a mock ".HLD" (or "hold" file) can be created by reconverting the log and NOT erasing it at the end of the process. If there were no changes for that day and no changes on the day that the re-conversion was done, this will produce an exact "hold" file that was originally made. If there are tags, precedes, cart or agency changes DIFFERENT from the original conversion this will produce some inaccurate discrepancies. If you still have the audit report of the original conversion, these discrepancies can easily be resolved.



The above “Reconciliation Activity Monitor” shows a summary of the reconciling process during the activity, then pausing for up to 10 seconds for viewing. The pause can be interrupted by a touch of any key. The reconciliation report now appears on the screen. It is different from previous versions of POWER-LINK in that it now shows all events on the screen and allows the user to define the view sort.

Loading Held Log Info - Indicates how many events are being read in to be reconciled from the original program log for that date. NOTE: The “12” off to the far right of the number “219” on the first line indicates that there were 12 events that were on the original (hold) log that were marked for “No Reconcile” and therefore were ignored in this process.

Loading Exported Log – Indicates how many events are being loaded from the “asplay file” that was returned from automation system.

Resorting Traffic Log by Cart Numbers - A check mark indicates that it was performed properly.

Resorting Imported Schedule by Cart Numbers - A check mark indicates that it was performed properly.

Marking Filtered Spots – Indicates how many of the events returning from the automation systems were marked as “filtered” and therefore will not be seen or considered in the reconcile process.

Seeking Reconcile Results – Begins the actual reconcile finding process.

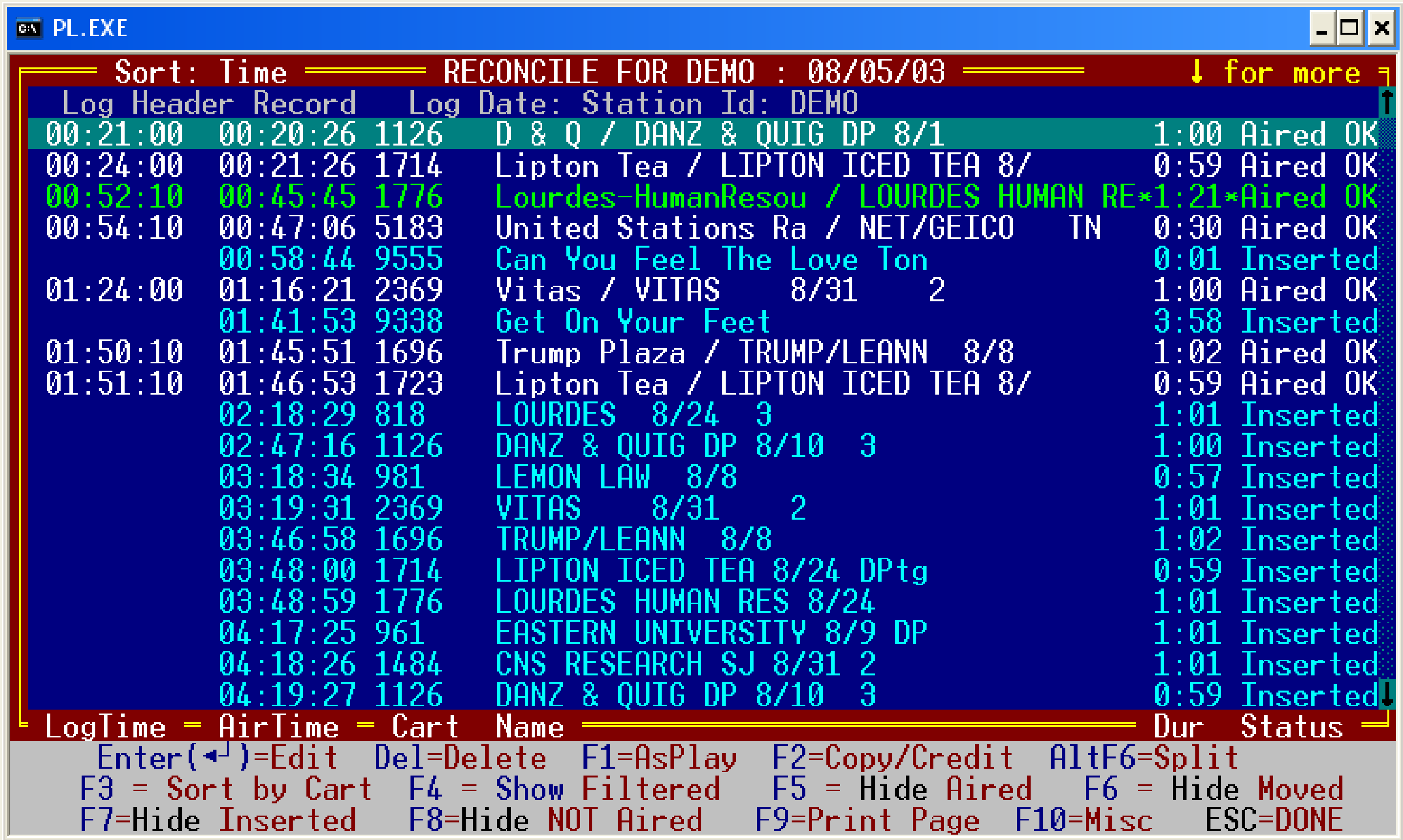
Seeking Reconcile Reports …Events Aired OK - Power-Link initially looks for the events that were aired within the allowable time parameter (see Station Configuration for “Time Window for Reconcile”). Then Power-Link checks to make sure that the event selected is indeed the one that aired at the CLOSEST time to the original scheduled time.

Marking Moved Spots – After the Aired OK spots are found Power-Link then looks for events that were air, but out of the time parameter set in “Time Window for Reconcile”. “Events Moved” will show the total Moved events.

Marking Dropped Spots : Power-Link then proceeds to mark any remaining events still UN-reconciled on the original schedule file as being “dropped” or “Not Aired”.

Marking Inserted Spots: At this point all other status’ are dealt with so Power-Link then searches for any remaining played events that returned from the automation system and adds them to the playlist as they have effectively been “Added” or “Inserted” in the playlist.

The Interactive Reconciliation Screen:

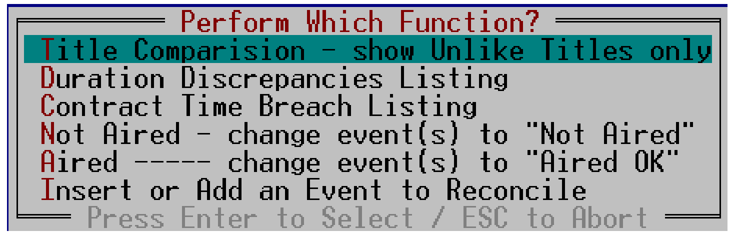


A brief description of these keys appears in the help line at the bottom of the function screen.

KEY	**FUNCTION**
F1	Browse the As-Play File (i.e. the raw file returned from automation)
F2	Copy credits a dropped event with inserted events details.
F3	View sort by time cart number title or status.
F4	Show/ Hide Filtered events.
F5	Show/Hide Aired events.
F6	Show/Hide Moved events.
F7	Show/Hide Inserted events.
F8	Show/Hide Dropped events.
F9	Print Page will print the current report as viewed.
F10	Misc. brings up the “Miscellaneous Menu” (Title Discrepancy, Duration report and changing or event(s) to Aired or Not-Aired.
ESC	Done. Exits the Reconcile Viewing Area.

MISC(ellaneous) Menu

Pressing the **F10** key brings up the following miscellaneous Menu:



Title Comparison activates a title comparison routine to see if there may have been errors in the playback or the events. This can potentially identify events that were scheduled for one particular client but accidentally have returned from automation with a title that is suspiciously dissimilar. The process looks only at the Aired & Moved Events, because they are the only events that have both a Scheduled title and an “as-run” title. The process compares the scheduled title against the returned title and assembles a list of the events with that have titles with no similarity. The user is then free to view this concise list of events that may divulge a continuity error (e.g. the wrong cart number is on an advertiser either in traffic or automation.) While viewing this report, it’s sort may be changes with the **F3** key, it may be printed using the F9 key and it is escaped by the ESC key back to the reconcile findings that the user was viewing when the report was invoked.

Duration Discrepancies Listing changes the view to list just the events that have breached the Duration Variance setting in the station’s configuration. This will allow a concise manner for viewing and printing these events.

Contract Time Breach Listing changes the view to list events that have breached the time parameters in the contract.

Not Aired changes highlighted event or selected events to Not Aired Status.

Aired changes highlighted event or selected events to Aired OK Status.

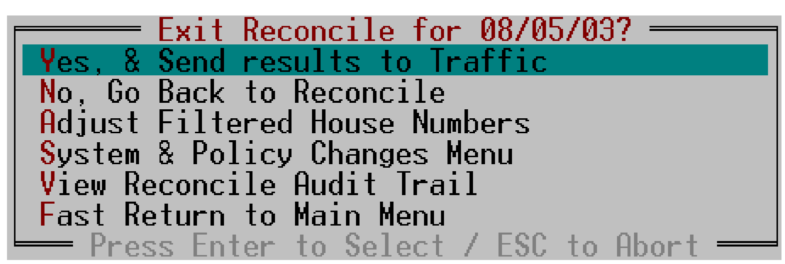
Insert an Event into the reconcile findings.

Note to Station Management regarding Password Protection of reconcile findings:

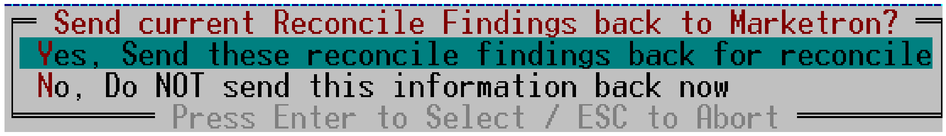
During reconciliation, it is possible to change the returned information. However to safeguard the information from erroneous or unscrupulous correction of reconciliation, the program has been equipped with a password protection which when activated will only allow editing of reconciliation after valid entry of the password. To activate the password function call POWER-LINK for details. Editing of an event take’s place by highlighting the event and pressing enter.

Exiting the Reconciliation:

While in the interactive reconciliation window, pressing **ESC** will activate the following menu:



Yes, & Send Results to Traffic will leave the Reconcile viewing area, and send the log to the traffic system. If there are any reports configured to print Power-Link will then prompt you:



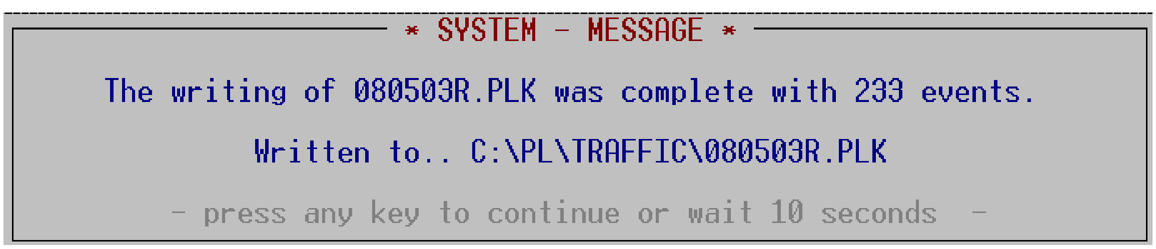
Answer YES to this Question ONLY IF THE USER FULLY AGREES WITH RESULTS OF THE CURRENT POWER-LINK RECONCILIATION FINDINGS! This function will write the file back to the traffic system enabling the rest of the closed loop process to proceed. Writing this information back pre-maturely could allow the traffic system to update to findings that the user may not agree with. (Though there are numerous methods for the user to later reject or correct any erroneous reporting, this will safeguard any undesired findings from being presented to the traffic system.
IF YOU DON"T AGREE with the findings or have not finished reviewing the findings then answer NO as the user can easily return to this point, possibly make more changes, then send the information at that time.

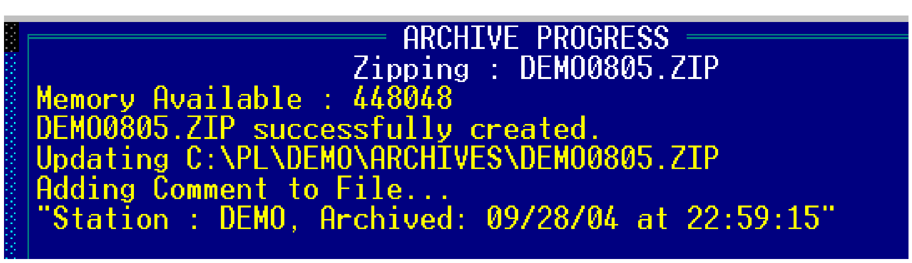
Archiving Logs for the Broadcast Day After Reconcile: The following question will appear, offering to archive the logs after reconciliation.

The final step of the reconciliation process is to "archive" all of the pertinent files pertaining to that station for that broadcast day. Files that are included are (for the sample day of 09/23/93 for radio station WXXX):

1. The original automation file from the traffic system (now A0923.OLD).
2. The transfer audit file-showing changes during the transfer (A0923.AUD).
3. The converted "Hold" data file. (A0923.HLD)
4. The returned "As-Play File" from Automation. (Depends on automation system used)
5. The last reconcile "viewed" report (A0923.REC).

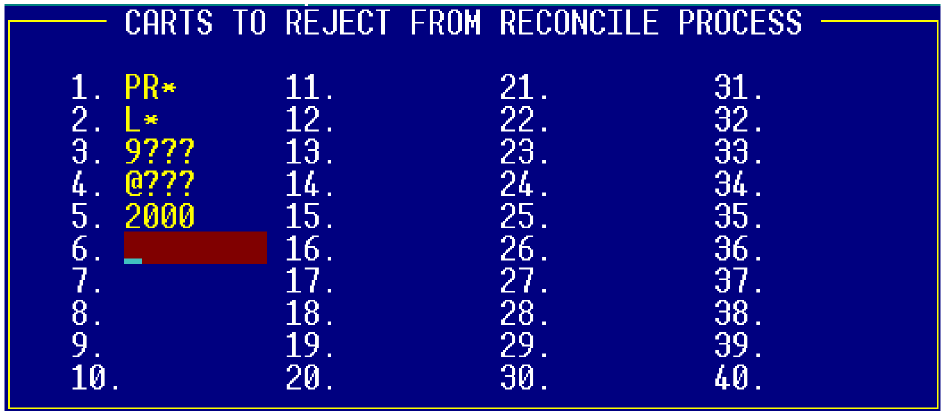
This collection of files provides a complete reporting capability in the event that this day's activity is ever in question. The archiving function of Power-Link uses the PKZip VER 2 routines making it compatible with the industry's most popular data compression software.   Power-Link will print the following two messages as the files are being written to the computer hard disk.





No, Go Back to Reconcile will return you to the previous screen and allow you to continue reconciliation.

Adjust Filtered House Numbers: Press **Ctrl-Enter** or **ESC** to finish entering the reject carts.



As described in the reconciliation section, this is used to disregard certain events that return from automation in the asplay that have no relevance to traffic. Filtering them out based on cart numbers or cart number prefixes is a practical way of letting only the traffic-related events through to the process. **This matrix supports wildcards that are also valid in the Cart/Agency Change and Tagging areas**.

*** (The asterisk)** is used in the LAST POSITION ONLY similar to the DOS wildcard that stands for anything. Thus the above cart number of PR* will filter PR, PR1, PR12, and PROMO. It would not filter P1 or PL01. In the above example all carts beginning with the letter “L” would be filtered (not seen in the reconcile process)

? (a question mark) is used to be a single digit / character wildcard that (like the asterisk) must be used in the last portion of the cart mask as well. Thus as in the above example if you were to put 9??? Only the 9000 series of carts would be filtered and not 90, 900 or 90000 this allows for a more accurate range filtration.

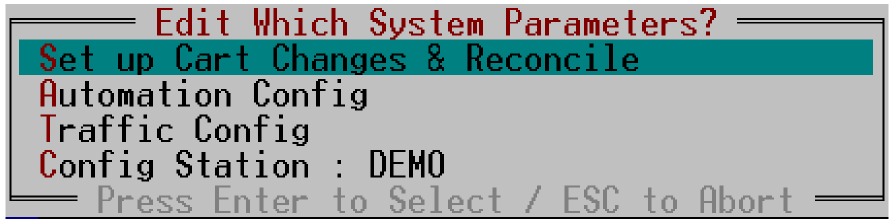
@ (Referred to as the “AT” sign) is used as a single character wildcard for an alphabetic character only. In the above example the third entry would accept any cart of four digits long that has the first letter being an alpha character, and the remaining letters can be of any type.

 # (Referred to as the pound sign) is used as a single digit wildcard for any numeric type (0 to 9) only. In the above example for entry number 4, any three digit long values, all being numeric characters, would be filtered.
NOTE: @ and # can be used in conjunction with each other (example @@## or #@@@). They can also be used with ? or * as long as they precede it. (Entry number 3 in the above picture is an example of this)
The final entry in the above matrix is 2000, which will only filter out that specific value.

TIP: *Frequently there are ranges of cart number that need to be either reconciled as “aired” or not reconciled at all (typically leaving the event on the log untouched and assumed to be aired). Many times when these types of events are not reconciled they are as well added to the carts to be rejected from recon so as to not have these events show up in reconciliation regardless of their air status. A well-coordinated approach will lead to a straightforward reconciling of only what is important to the traffic concerns.*

After adjusting the filter settings and pressing **ESC**, the user will be invited to restart the reconcile process in order to use the new filter.

System & Policy Changes Menu: (continued from Exit Reconcile Menu on bottom of pg 12)



Set up Cart Changes & Reconcile brings the user the screen shown on the next page.

Automation Config brings the user to the Automation Config Menu under Program Configuration → Station Configuration. The Power-Link IT Guide has details on this menu.

Traffic Config brings the user to the Traffic Config Menu under Program Configuration → Station Configuration. The Power-Link IT Guide has details on this menu.

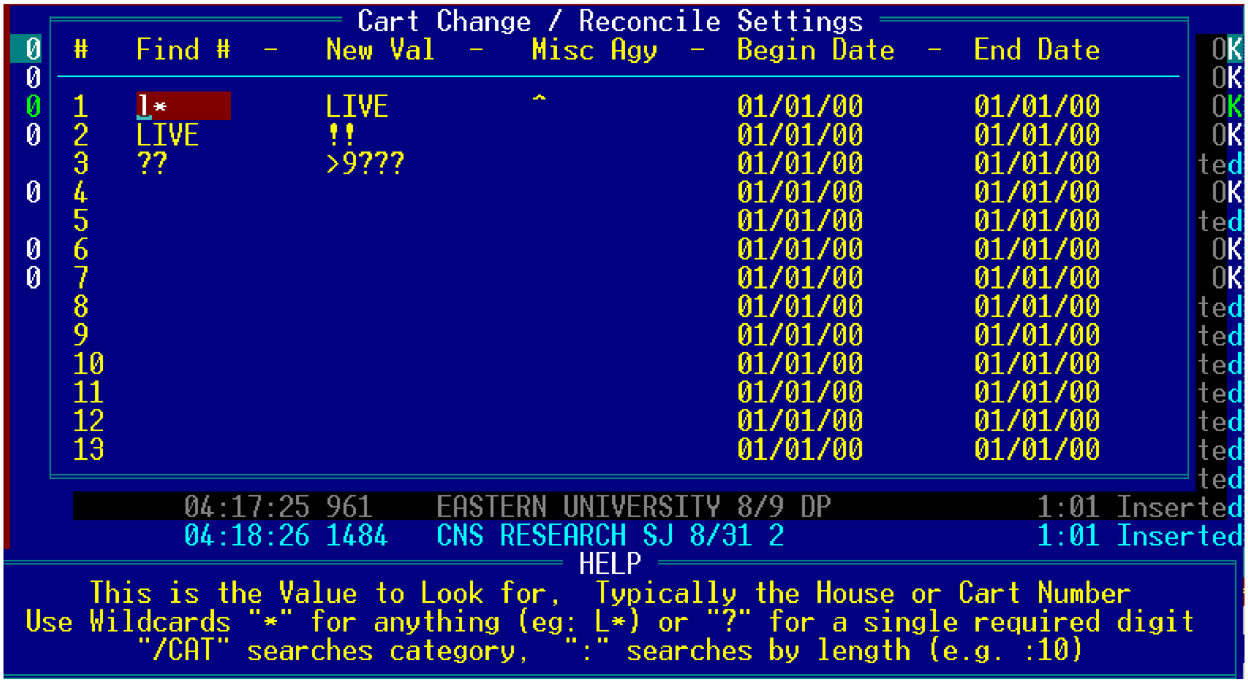
Config Station brings the user to the Config Station Menu under Program Configuration → Station Configuration. The Power-Link IT Guide has details on this menu.

View Reconcile Audit Trail will provide a summary report of all changes made by both the user, and by Power-Link automation.

Fast Return to Main Menu will discard any changes from this session of reconciliation.

Setting Up Cart Changes in Reconciliation:

This utility can be accessed from the main station screen or during reconciliation by selecting Setup Cart Changes/Reconcile during Reconciliation.



This utility is a practical way to perform:

1. Continual Carts number value conversions, (e.g. converting LIVE to a cart value useful to automation)
2. Cart number filtering (carts NOT to be included in the transfer) omissions,
3. Assignment of agency number, copy and cart number changes.
4. Assignment of “No Reconcile” or “Mark as Played” status (attributes) to certain cart numbers.

Up to 90 carts can be assigned. To any changes an optional Begin, End or no date range may be assigned to the performed function. This date range is the Log’s date range. There are several combinations of date ranges possible:

1. No date range will allow the function to be performed on all dates without end.
2. Just a beginning date range will only perform the function on or after the specified date.
3. Just an ending date will perform the function up to and on the specified date, but NOT after.
4. Both a beginning and ending date will perform the function beginning on the beginning date range through to the date specified as the ending date range.

Any changes performed by the assignments in this grid will be described and recorded in the in Transfer Audit Report.

Using the Find # Field

In the far left column, the user MUST supply a “Cart”, as this is the cart number to be searched and affected. This “Cart” field supports the same wild card capabilities as described in “Carts to Reject in Recon” ON page 9. This cart value should not contain the changes that may be affected as configured in an automation configuration menu (zero padding etc), instead it should be a mask that reflects the cart number’s value as it exits the traffic system.

Using the New Value Field

Once the cursor is moved to the next field (to the right) called New Value: several options are available: In the above image since the cursor is in the Find # field, the help prompt visible pertains the possible functions of the Find # field. The below is the description of functions as they are shown from left to right in the help prompt.

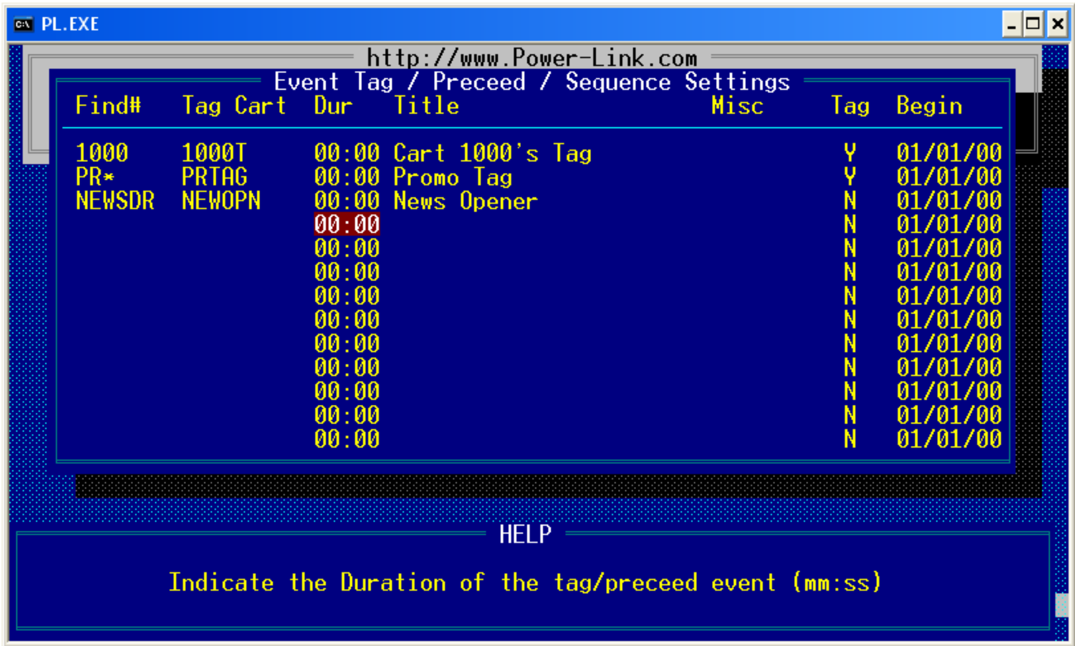
1. NEW CART #: If you supply a Replacement cart number then the cart number will be changed to it. An example of that in the above image is on cart number 950. With 951 in the Rep Cart field all occurrences of 950 will be changed to 951. In this type of cart change, only the Cart field (far left column) would take a wild card.
2. * = Prompt: If the user places an asterisk "*" in the field each time a cart matching the CART field is scheduled, the user will be stopped and prompted to change the value. This is typically used for events that have an unusually late cart number assignment, since this is one of the last opportunities the traffic person will have to affect the change before sending the schedule on to be merged to music, templates or into the automation system.
3. ! = RECON IGNORE: If the user places a single exclamation point in this field all of the events affected by the value in CART are changed to a reconcile status of "NO RECON". This means that in the reconcile process this event will be skipped over and therefore NOT included in the reconcile process. Confirmation of this attribute will be seen in the schedule editor by the placement of an "NR" in the far right hand column. Events changed to a NO RECON status will not be included nor seen in the reconciliation process.
4. !! = RECON (as) PLAYED: This is similar the NO Recon but the difference being that the event WILL appear in the reconcile findings. If the event was in fact played it will reconcile as normal, complete with the aired time, however if the event did not air, however if it the automation system did not return a confirmation on this event, it will be assumed to be played anyhow. This method assumes an event played but still gives the user the ability to change it's play status while in the reconcile viewing area. This is typically used for LIVE events that do not receive a confirmation back from automation that they played, but may be noted on the discrepancy list that the event was not aired. If this is the case, the user can change the event in the reconcile findings to NOT AIRED and the event will be processed accordingly by the traffic system.
5. Supplying NO Cart Number in the Rep Cart field will FILTER it from the process and keep all occurrences of that cart from being included in the transfer process. It is possible to use wild cards in the CART field so as to include a range or group of cart values. In the above image an example of filtering a cart is the bottom line with a cart of "NOTE".
6. > = AKA: Prefacing the REP CART with the greater than symbol ">" will invoke the "Also Known As" function which is to say that "this cart can also play as….". In the above image there is an example of where the cart is 1407 and the REP CART is >713. This means that the scheduling of 1407 may play as 1407 or optionally play as 713. An example of using a wildcard is the line of the cart 1500 and the REP Cart of >150? . This effectively will allow a cart number of 1500 to be sufficed by the playing of 1500 to 1509 or 150A to 150Z. Using the single digit wild card character of ? in the last place gave it this functionality. This type of functionality is typically used for automation rotated carts where the played event's cart number is completely different than the cart number of the scheduled event. Another possibility is an event that is frequently changed by the on-air operator for another like event.

Using the Misc Agy Field

Once the cursor is moved to the next field (to the right) called Miscellaneous Agency Field, options are available: Either place an agency tape number in here to change potentially along with a cart number or *WHATEVER to modify PL's Miscellaneous field.   This is how PL can make an automation system STOP on certain cart numbers. By placing the affected cart number in the left column, then *STOP in the NEW AGENCY NUM field, Power-Link (if supported) will modify that event to stop using your digital playback system. Contact Power-Link tech support to find out the details on how your digital system is supported.

Exiting from the Cart Changes Menu will allow the user to choose whether to Restart the reconciliation (which will reset the reconcile findings back to what Power-Link finds, losing any changes the user may have made) or to continue reconciliation. Continuing reconciliation will NOT re-perform the reconciliation, instead it will simply return the user back to the current findings (including the changes that the user may have made to the findings).

Tags & Precedes Configuration



From this utility, accessible from main menu the user can configure “Tags & Precedes”. This is used for any eventuality that there is a need to Precede or Tag any events with a certain event on a dated or ongoing basis. It is also possible to perform numerous tags (building a sequence) on the same cart number by simply repeating the search cart number. The tags will be applied order that they appear on the grid.
NOTE: This grid allows a tag cart number of up to 8 alphanumeric characters. Be aware of what the maximum cart number length supported by your automation system is. Don’t use more than that amount, otherwise those excessive characters will be discarded with unpredictable results.
Each line on the grid is an instruction to look for a certain CART(s) (wildcards are allowable here) and to either tag (follow) or precede (put in front of) that event with the cart number in the TAGCART# (for Tag’s Cart Number) field (wildcards NOT supported). Additionally for the event to be added (either to Tag or Precede) to the schedule there are other parameters. The DUR field is asking for Duration for the added event. The T(ag or precede) CART DESCRIPTION is the Title or Name of the event. Then as the user is moving across the fields just after (to the right of) the title field, the user will be placed in the MISC(ellaneous) field that will present the following help screen.

```
MISC FOR XTRA FUNCTIONS (!! = MarkAsPlayed, ! = No Recon, * = Category √)
```

Since these events are being effectively added to the playlist, it may be preferable that they are not included in the reconcile process. Therefore placing the standard ! or !! (as described in the Agency Cart Change area) will control the reconciliation attributes for the added tag or precede events. The use of the * (asterisk) is a custom control (a “Category Check”) for users that specify an audio category from their traffic system. By placing a * in front of the value such as *COM, this tag will be applied to event s that ONLY have a category of COM.

Sarbanes-Oxley Overview

In nutshell, Sarbanes-Oxley was created to protect investors and owners of publicly held companies from the likes of Enron. Accounting standards are now more rigid, and detailed business records must be kept available for public auditors. For a complete description of the Sarbanes Oxley Act, go to the official web site at: **http://www.sarbanes-oxley.com/**

Power-Link can be set to automatically comply with the Sarbanes-Oxley Act, so that your Traffic Department will have the necessary records to pass an external audit. After your Traffic system sends the daily log to the on-air system, spots tend to move or show as Not-Aired for a variety of legitimate reasons. A few examples are:

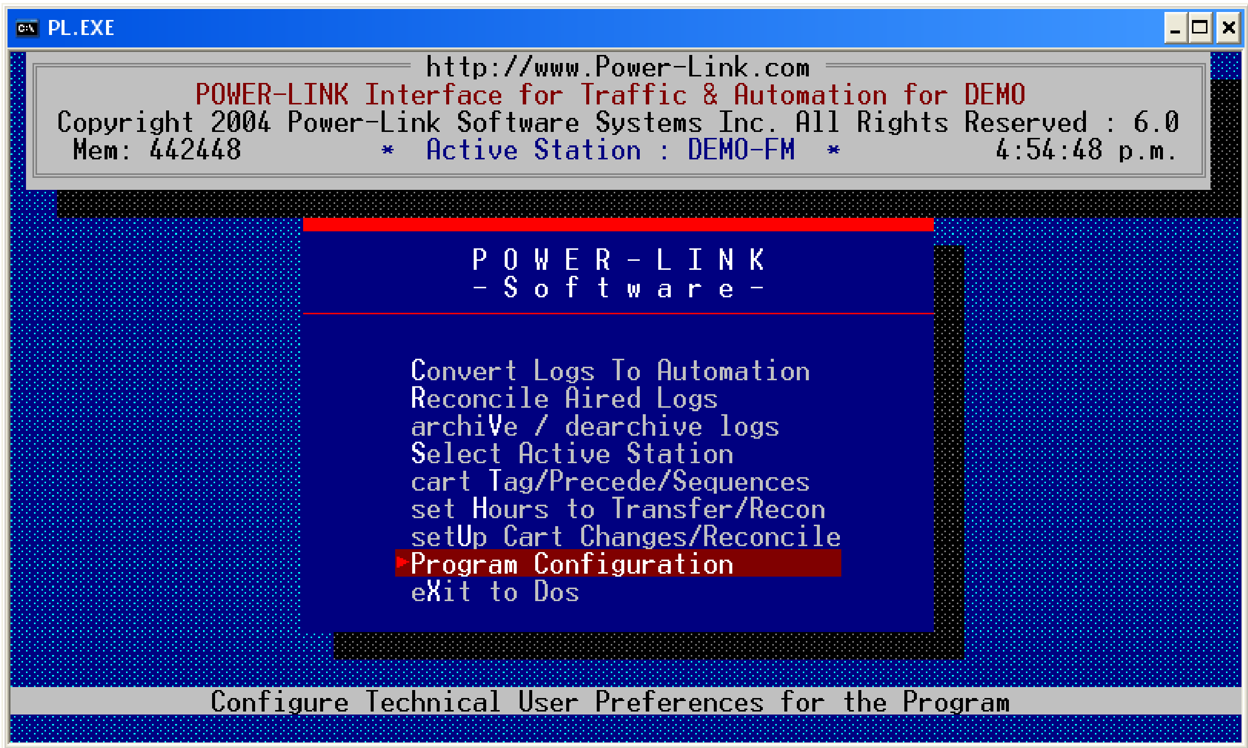
- On-air personalities do a spot Live
- Call-ins
- Breaking News
- Late adds written on the log
- Late Programming Changes
- Sporting Event Delays
- Advertiser or Account Executive directive to move or change a spot.
- Program Directors, Music Directors, Board Ops and On-Air Personalities take liberty to make their show sound better.
- A missed spot may not be properly documented due to human error.

Power-Link addresses all these issues, and increases the accuracy of your Traffic and Billing Department(s). In addition, Power-Link archives the corrected logs, and the original files from both the traffic system and the on-air system *without editing those files in any way*, so that you always have the original source files.

Setting Up Power-Link for Sarbanes Oxley Compliance

Step 1: Starting Power-Link: Double click on the Power Link shortcut on your desktop.

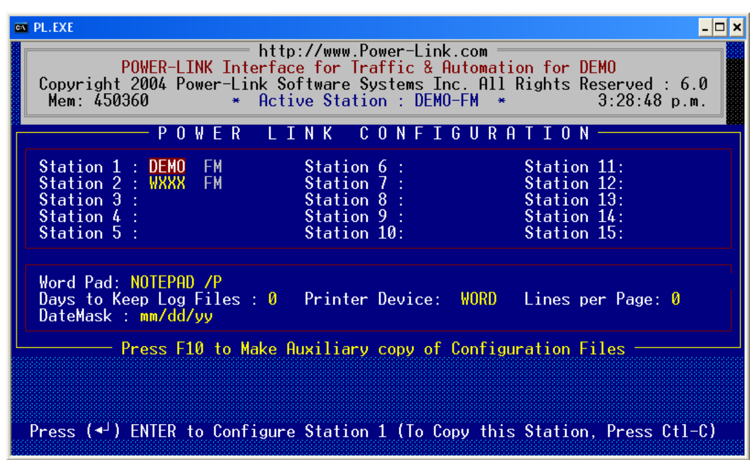
The Power-Link Main Menu:



The Main Menu accesses the different functions in the order that the tasks are normally performed. To speed up the daily routine, since the first three choices are routinely visited they will automatically step from one event to the next until the fourth step. Remember to look to the lower “help line” for the menu choice’s explanation.

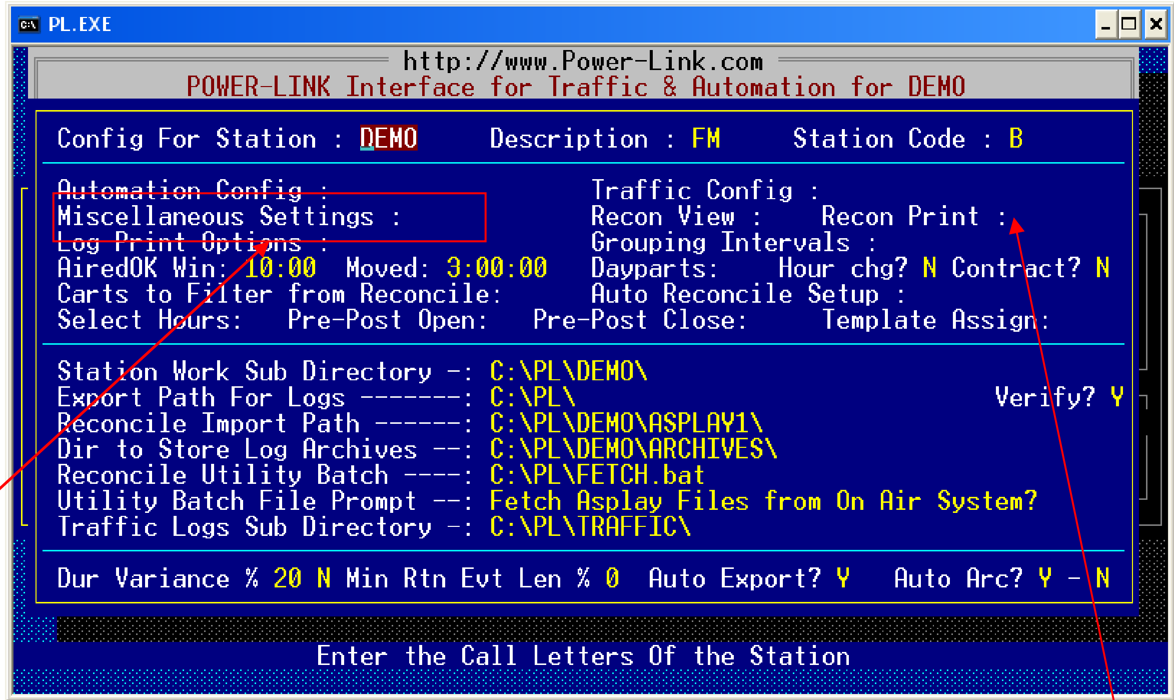
Attention must be given to the “active station” as it dictates which station and configuration will be used for Power-Link’s activities. Configuring the “active stations” is done in the configuration section and (if there is more than 1 station configured) the choice is asked at start up and under the selection of the main menu.

Step 2: Select Program Configuration and press **Enter**.
This will open up the Power-Link Configuration Screen:

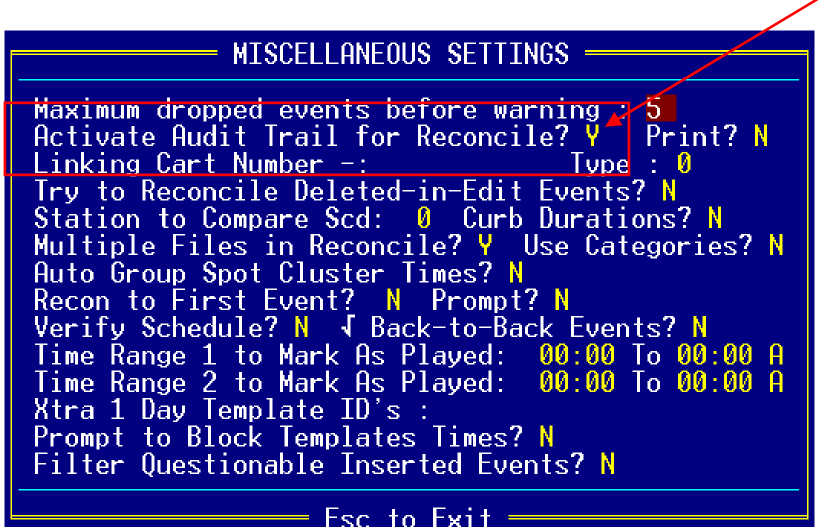


Step 3: Select the first station to configure and press **Enter**. This will open up the configuration screen for that station:

Step 4: Select Miscellaneous Settings and press **Enter.**



Step 5: Select Activate Audit Trail for Reconcile and Enter a "Y"



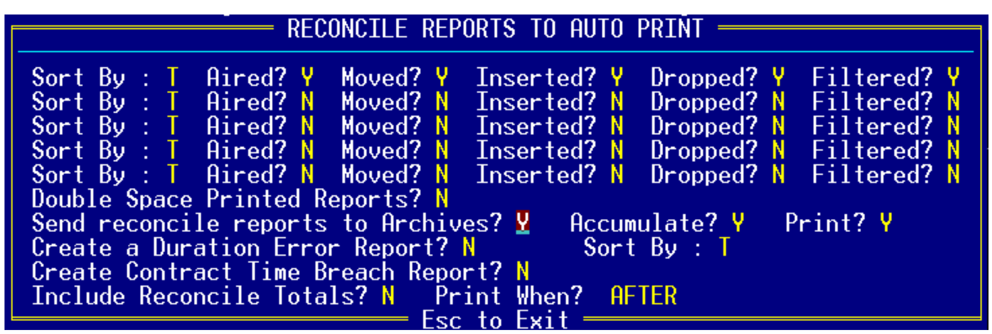
Step 6: Press **ESC** to Exit

Step 7: Tab twice to go to the Recon Print Setting and Press **Enter.** This will open the Reconcile Reports to Auto Print screen, as shown below.

Step 8: Change the top row of settings to **T Y Y Y Y Y**. This will sort by Time and print all events that were Aired, Moved, Inserted, Dropped and Filtered.

Step 9: Change three more settings to **Y**:

- Send reconcile reports to Archives
- Accumulate
- Print (to automatically print a daily report)



Step 10: ESC 4 times to get back out to the main menu.

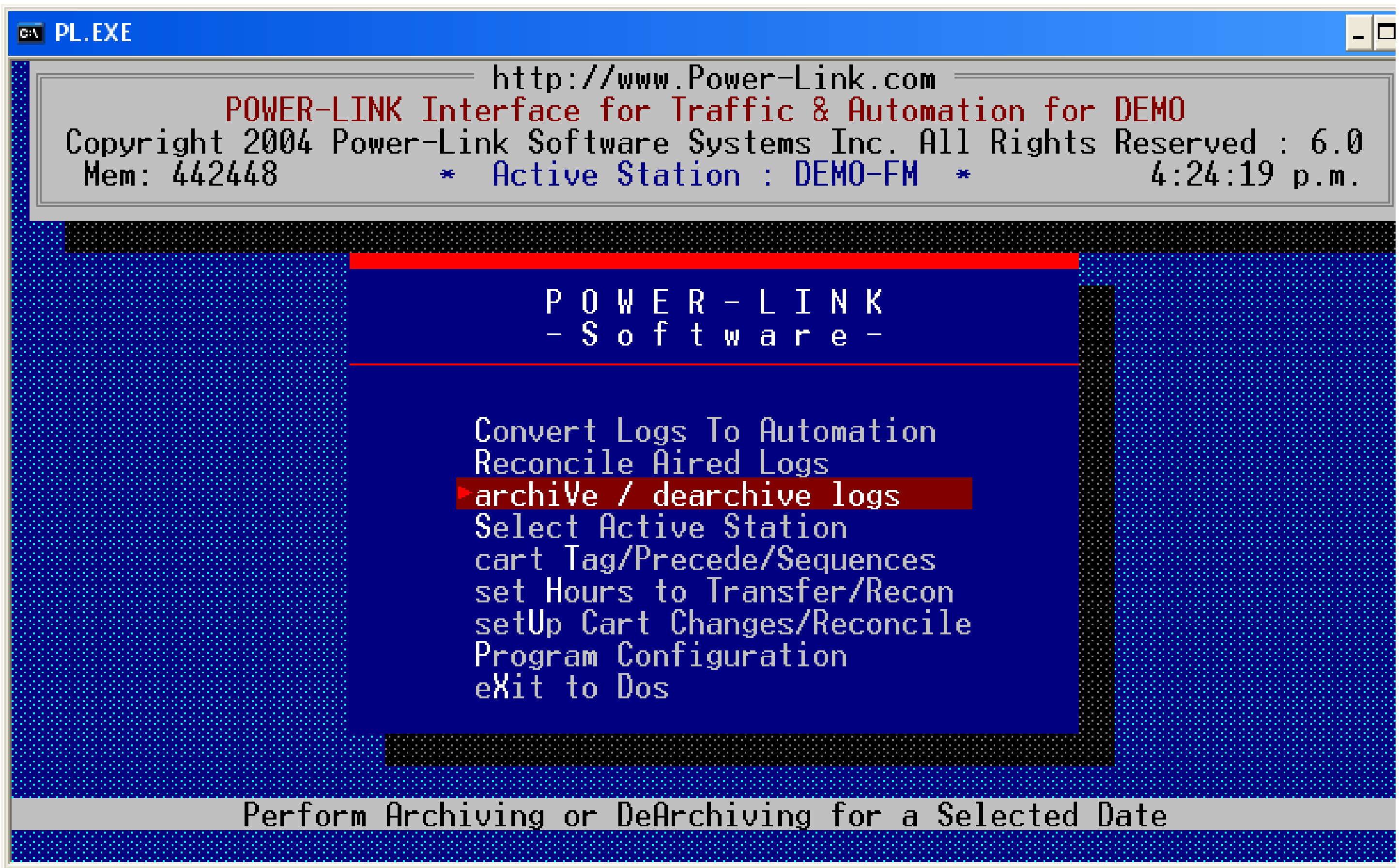
Archiving / De-archiving Reconciliation Logs

The previous section detailed setting Power-Link to automatically archive and print the Reconcile Logs. However, the archive process can alternately be completed manually, and the same module is used to de-archive logs in the case of an audit.

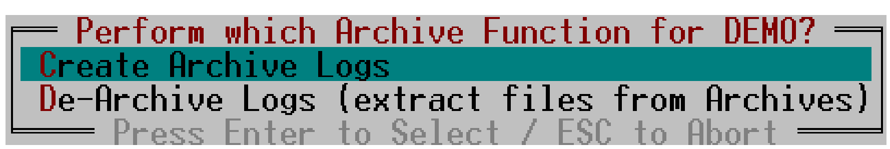
Step 1: Open Power-Link by double clicking on the Power-Link Icon on your desktop.

Step 2: Select a station and press **Enter**.

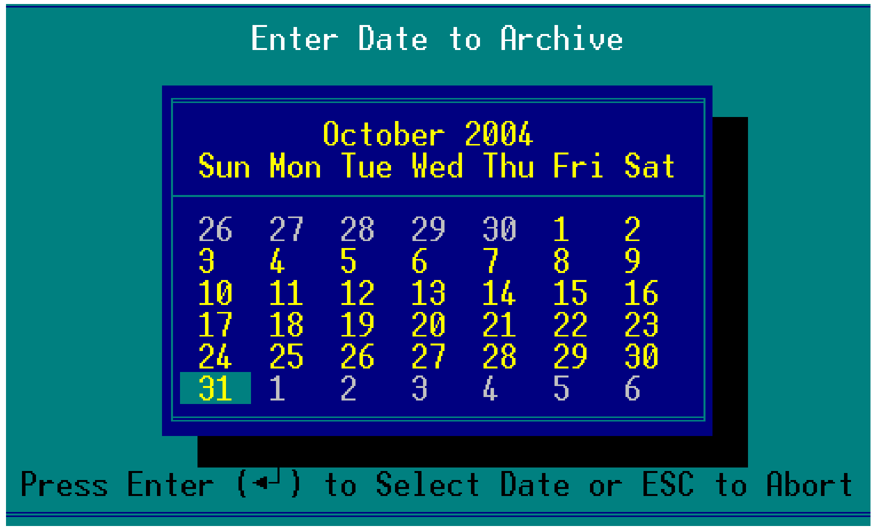
Step 3: Select archi**V**e / dearchive Logs and press **Enter**
-Or-
Press **V**



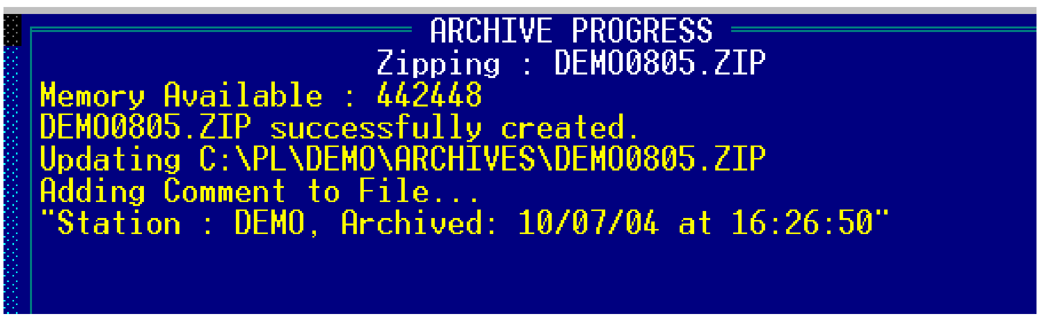
Step 4: Select either Create Archive Logs or De-Archive Logs



Step 5: Select a date to archive or de-archive from the calendar. *In order to archive a log, this date must have already been reconciled.*



During the archiving process, Power-Link will open a window that tracks the archiving process for you.



-End of Section-

Important Reconciliation Information

Note to Station Management regarding Password Protection of reconcile findings:
During reconciliation, it is possible to change the returned information. However to safeguard the information from erroneous or unscrupulous correction of reconciliation, the program has been equipped with a password protection which when activated will only allow editing of reconciliation after valid entry of the password. To activate the password function call POWER-LINK for details. Editing of an event takes place by highlighting the event and pressing enter.

Archiving Logs for the Broadcast Day After Reconcile: The following question will appear at the end of the daily reconcile process, offering to archive the logs after reconciliation.

```
ARCHIVE LOGS FOR 08/05/03 FOR STATION: DEMO
Yes, Do Archive
No, Do NOT do Archive
    Press Enter to Select / ESC to Abort
```

The final step of the reconciliation process is to “archive” all of the pertinent files pertaining to that station for that broadcast day. Files that are included are (for the sample day of 09/23/93 for radio station WXXX):

1. The original automation file from the traffic system (now A0923.OLD).
2. The transfer audit file-showing changes during the transfer (A0923.AUD).
3. The converted “Hold” data file. (A0923.HLD)
4. The returned “As-Play File” from Automation. (Depends on automation system used)
5. The last reconcile “viewed” report (A0923.REC).

This collection of files provides a complete reporting capability in the event that this day’s activity is ever in question. The archiving function of Power-Link uses the PKZip VER 2 routines making it compatible with the industry’s most popular data compression software. Power-Link will print the following two messages as the files are being written to the computer hard disk.

```
* SYSTEM - MESSAGE *

The writing of 080503R.PLK was complete with 233 events.

Written to.. C:\PL\TRAFFIC\080503R.PLK

- press any key to continue or wait 10 seconds -
```

```
ARCHIVE PROGRESS
Zipping : DEMO0805.ZIP
Memory Available : 448048
DEMO0805.ZIP successfully created.
Updating C:\PL\DEMO\ARCHIVES\DEMO0805.ZIP
Adding Comment to File...
"Station : DEMO, Archived: 09/28/04 at 22:59:15"
```

Daily Procedures

PROGRAM CONFIGURATION UTILITIES:

Apart from the configuration of the transfer software, various functions can be accessed and changed from the program configuration screen for the specific automation and Traffic systems that are used. For an in-depth look at configuration parameters consult the specific Power-Link manuals pertaining to your specific Traffic and automation systems.

General things to Remember throughout Power-Link:

CTRL AND ENTER will save information and exit a window.

ESCAPE will exit window but not necessarily save the information.
To select an item from the main menu highlight it and press enter or use the hot key (letter in white caps)
If in doubt, look to the bottom of the screen for help prompt.

CONVERTING LOGS Overview:

1. Main menu select convert logs ©
2. Choose which type log to Process
   New Logs Directly from Traffic
   Previous Processed Log (lose prior edits)
   Resume Editing a Log (keep prior edits)
3. Select the log date from directory of logs and press **Enter**
4. Review schedule.
5. Once satisfied with the contents of the log proceed to next step by pressing **ESC**ape.
6. Selection an Option to Finish this Log
   Verify log and Export
   Export Log (with no verification)
   Change Log's date
   Abort Editing Return to Main menu
7. If an Export was selected the user will now **R**eview audit report (if there were any changes made) pressing **ESC** to finish.
8. Choose to Print transfer audit report now or not
9. Finally Export the final log by agreeing to the destination path by pressing **Enter**

EVENT EDITING OVERVIEW:

- **SWAP F2** To swap two events, highlight first event and press **F2**, go to second press F2
- **SORT F3** To change schedule view order: Time, Cart Number, Title
- **MASS F4** To mass change events:
    1. Highlight first event in range press ‘**F7**’.
    2. Select last event in range press ‘**F8**’ to mark range.
    3. Press ‘**F4**’.
    4. Select which parameters you wish to edit traffic or automation.
    5. Change event details.
    6. Press ‘**Ctrl-Enter**’ to save details and Escape.
- **GROUP** **F5** To flatten spot times in groups.
- **PRE-POST** **F6** To insert tags and precedes.
- **BEGIN MARK** **F7** Start of range to mark.
- **END MARK** **F8** End of range to mark.
- **DELETE** **DEL** To delete an event
- **INSERT** **INS** To insert an event
- **CHANGE** **ENTER** To edit an event according to traffic parameters
- **CHANGE** **+** To edit an event according to automation parameters

RECONCILING LOGS OVERVIEW:

1. From main menu select **R**econcile logs ®
2. Select from: **N**ew Reconciliation or to review a **P**revious Reconciliation report.
3. Select day from pop up window
4. Review reconciliation using browse window.
5. While in recon view, the following commands can be used to change the view screen
   F1 will bring up the asplay file in a text browser to allow self-checking of results.
   F2 copy credits a dropped event with an inserted event’s information.
   Alt-F6 will undo a copy credit or effectively “split up” a finding.
   F3 change the sort order: time, cart, name, and status
   F4 show / hide the filtered events
   F5 show / hide the aired events
   F6 show / hide the moved events
   F7 show / hide the inserted events
   F8 show / hide the not aired (dropped) events
   F9 will print the report that is currently shown
   Enter will edit an event
   F10 brings up the Miscellaneous sub-menu containing:
    - Title Comparisons (runs title comparison report)
    - Duration Discrepancies (shows events that have breached the duration percentage setting.
    - Not Aired (changes the currently highlighted event or events selected, if there are events selected to a “Not Aired” status).
    - Aired (changes the currently highlighted event or events selected, if there are events selected to a “Not Aired” status).
6. Press **ESC** to finish
7. Archive logs for station
   Yes will activate log archiving
   No will continue without archiving

CAUSE/EFFECT AND Logic OF Interactive Reconciliation:

An important part of reconciliation is understanding the cause & effect relationship of schedule editing and interactive reconciliation when reconciling back to supported closed loop traffic systems. The following are case scenarios of the origin and possible changes and play status of events, starting with the most common to the rarest of situations.

Event Schedules Normally from Traffic and Plays Normally:

These are events in the Reconciler marked as AIRED. The event's actual airtime will be returned to Traffic for updating of the actual airtime.

Event Schedules Normally from Traffic and Plays Out of time Tolerance:

These are events in the Reconciler marked as MOVED. The event's actual airtime will be returned to Traffic for updating of the actual airtime. Additionally the event will be included on the Report that the traffic system may maintain for commercials that were played outside of the specified time window.

Event Schedules Normally from Traffic and Does NOT Play (Dropped):

These are events in the Reconciler marked as NOT Aired. Upon the automation post log function processing, an event with a status of NOT Aired will prompt the user to confirm that the findings of Power-Link are correct.

Any event, no matter what airplay status, that is deleted in reconciliation will simply not be reported. Its status will be reported as played normally or Air OK at it's original scheduled time. This is because in most traffic systems' reconcile routine, it is true that if Power-Link does not report on an event (I.e. it was deleted entirely from reconcile) the traffic system will not change or affect the event in any way, thus leaving it on the log assumed to be aired at it scheduled time.

However in Power-Link, there are two places an event could potentially be dropped or deleted from the playlist. In the above case, we are referring to an event that was scheduled and did NOT return as being aired. The second case is that the user "deleted" the event in the Power-Link editor screen. This is during the transfer TO automation. The user has the ability to toggle on/off a delete status. Deleted means that the event will NOT be sent out to automation.

In reconciliation events that are deleted in edit are seen with a DelNEdit status and are to be included in the view for dropped events. They will be sent back to Traffic as **Not Aired**. If (oddly) the event was both Deleted in the Editor AND that event did in fact air, the event will still be seen in recon as DelNEdit and the played instance of that event will be seen as Inserted. Obviously in this event there was confusion as to whether that spot should air, the best way to correct this is to:

1. Re-open the log in Power-Link (Convert Logs to Automation) then take resume edit.
2. Find the deleted events in question and Undelete them, then rerun the reconcile and the (accidentally) deleted events will find their played occurrences and will be reconciled properly.

IT Guide: Getting Started

Step 1 – Decide on the computer or server in which to install Power-Link. The Power-Link program is usually needed and accessed by the traffic and operations departments. Therefore it is normally found on a PC in the Traffic Department or a server accessed by Traffic and Operations.

Step 2 – Create the \PL directory, and subdirectories. For overall consistency, Power-Link suggests that the program be run from a directory called \PL on the root of the drive. This allows the Power-Link support staff to quickly find the correct subdirectories when it comes to training the user and solving any file location and updating issues. In an effort to organize the future logs and data, **Power-Link advises the creation of an additional subdirectory** under \PL for each station. Typically, we suggest a subdirectory for "work" files, and within that a "reconcile" file and an archive file subdirectory for each station. These subdirectories should all be part of a main subdirectory named for the station to be affected.

Example:

Power-Link executable directory	X:\PL\
Station work subdirectories	X:\PL\WYYY-FM\ X:\PL\WZZZ-AM\
Recon In subdirectories	X:\PL\WYYY-FM\ASPLAY\ X:\PL\WZZZ-AM\ASPLAY\
Archive subdirectories	X:\PL\WXXX-FM\ARCHIVES\ X:\PL\WYYY-AM\ARCHIVES\

Installing Power-Link

Step 1 – Copy the files PL.EXE and PL.OVR from the Power-Link installation CD into the \PL directory you just created in Getting Started (page 4). These are the only two files needed from the installation disk. During configuration Power-Link will create all other necessary files. With updates, Power-Link will supply a self-executable zip file, which is to be placed in the Power-Link sub directory and run from the DOS prompt or command line.

Step 2 - Grant access rights to those users that will need to utilize the program. This step is only necessary if Power-Link is to reside on a network server.

Step 3 - Make a batch file or shortcut to run Power-Link from a menu screen or desktop. In MS Windows, right click on the PL application PL.EXE and "Send to > Desktop (create shortcut)."

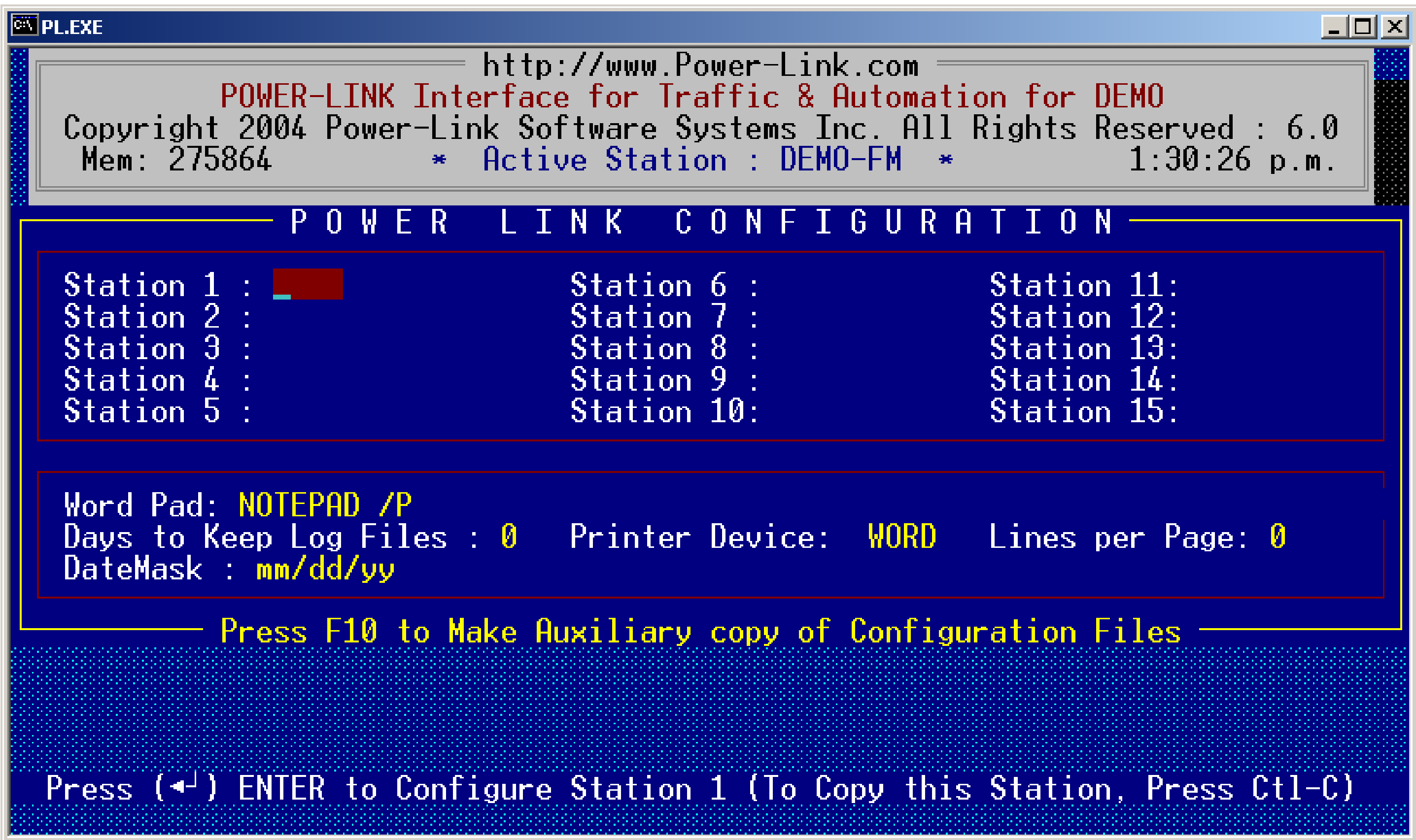
Step 4 - Start Power-Link by using the shortcut you just created. Alternately, you can start Power-Link by typing PL at the X:\PL prompt.

Step 5 – Document your Directory Path Configuration. For future reference, it is advisable that once configuration is complete the necessary paths are either recorded in backup locations or entered in the locations below.
Various general needed parameters are:

Power-Link executable subdirectory	X:\PL\
Station WORK subdirectory	X:\PL\WXYZ-FM\
Default Export Path	A:\
Traffic Logs Subdirectory	F:\MKTN\WXYZ-FM\
Recon In subdirectory	X:\PL\WXYZ-FM\ASPLAY\
Archive subdirectory	X:\PL\WXYZ-FM\ARCHIVES\

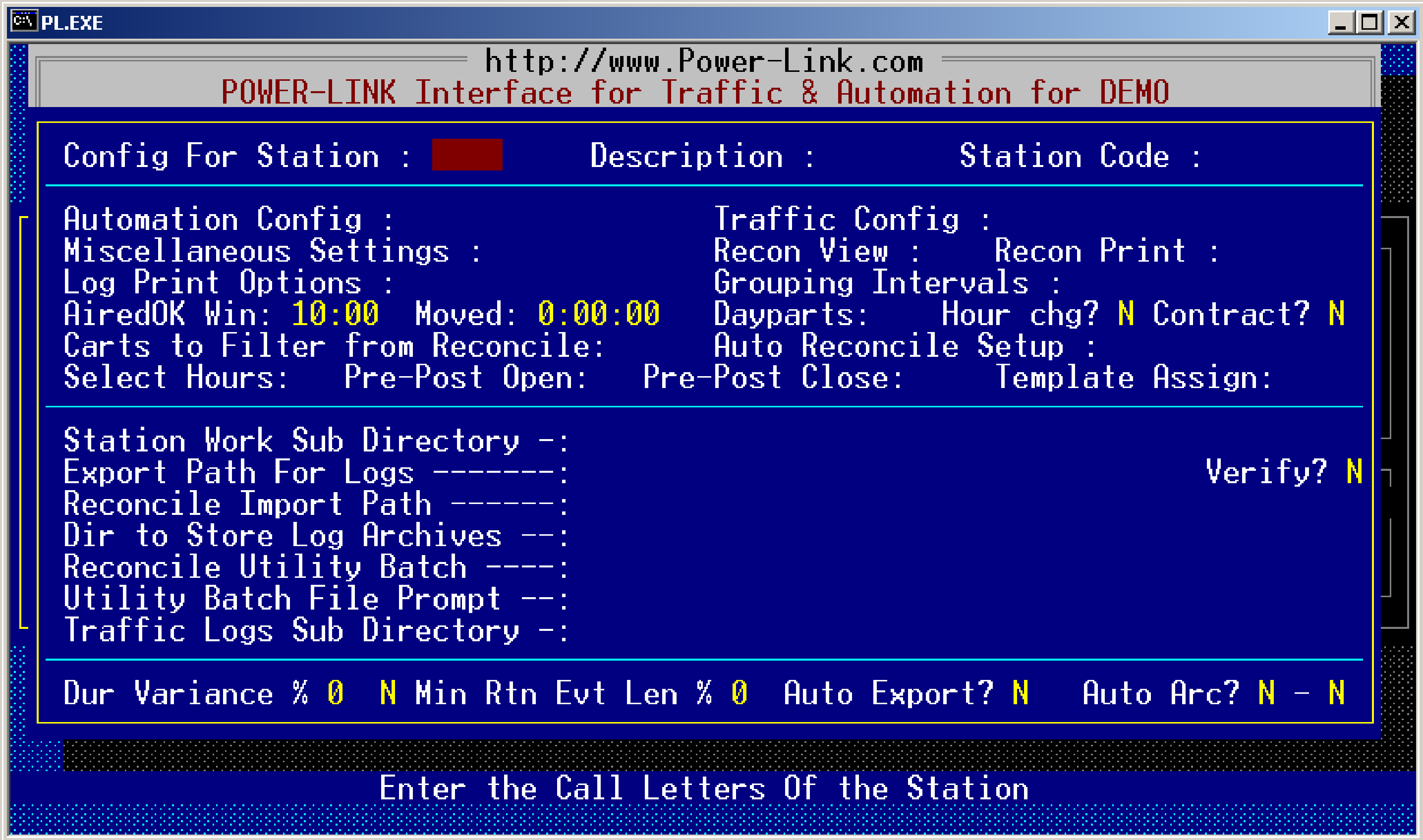
Configuring Your Stations

Once installation is complete, it is time to configure Power-Link for your station or stations. The first time the program is accessed by typing PL from the \PL prompt the program will default to the screen shown below. This first configuration screen allows for the entry of global communication settings as well as being a gateway to the individual station configuration. Once you have created a station, this screen can be accessed from the Main Menu by selecting the **Program Configuration** command (Hot Key ‘P’).



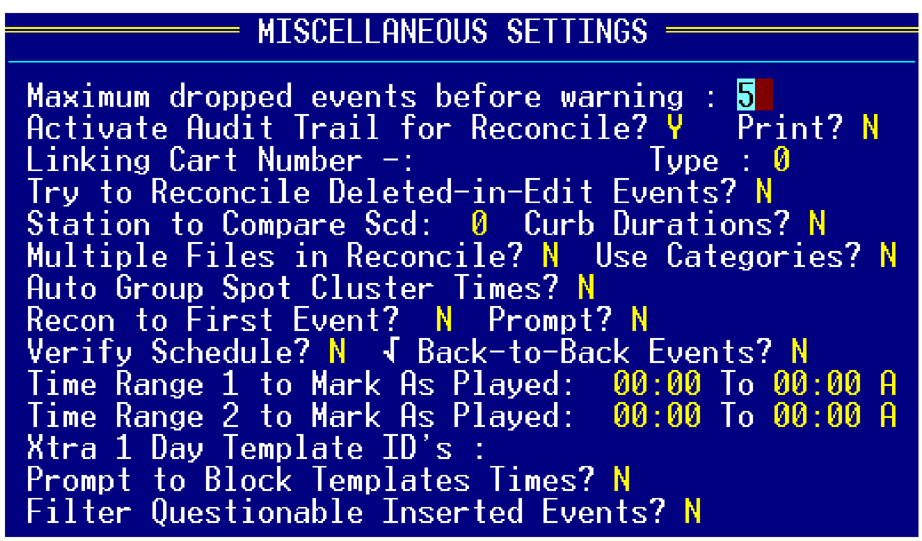
Step 1 - Place the cursor over the first available station number and press (↵) Enter. Power-Link automatically fills the station configurations from 1 through 15. If any station configuration is blank, power-link will bump any other stations into the free slots. It is important that you predetermine certain details such as file extension and import and export paths. If you have this information at hand, it will expedite the process of configuring the station. However you may go back at any time and alter information. Remember that should you alter a path or file extension, you will have to ensure that all previously saved files have also been altered or discarded whatever the case may be.

The following screen will appear:



Step 2 – Enter the following station information:

Config For Station: Place the radio station's call letters here.
Description: Enter up to a three-character description for the station e.g.: FM, AM, TV etc
Station Code: Place the traffic system station code here. This will be used in the file naming scheme for converting, reconciling and for telecommunications.
Automation Config: See addendum to manual for Automation system configuration.
Traffic Config: See addendum to manual for Traffic system configuration.
Miscellaneous Settings: Pressing ENTER on this will show the following pop up window. These are infrequently used processes or settings that users may find beneficial to meet their objectives.



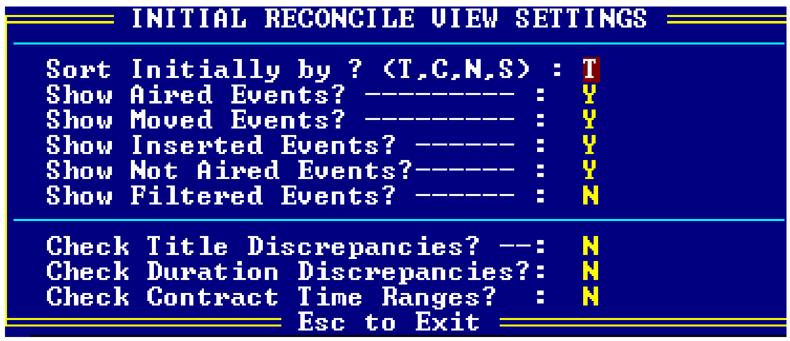
Description of the fields under MISCELLANEOUS SETTINGS:

LINKING CART NUMBER: This is a reserved cart number (that CAN include wildcards) that will be searched and replaced by a daily link file, placed in the station's work subdirectory and named Xmmddyy.LKR, where the X is the traffic Station Code mmddyy is the month day and year for the link list and LKR is reserved extension for this functionality. The Link list must be in the format for Power-Merge's format from Selector. (See Power-Merge for ENCO for specifics)
TRY TO RECONCILE DELETED-IN-EDIT EVENTS? This is a customer requested process that will have PL attempt to reconcile events even though they were deleted in the schedule editor.
STATION TO COMPARE SCHEDULE: Compare schedules is used when there are two stations with different commercial content but the same programming e.g. simulcast. This allows you to compare the two stations and find out if the Spot groups match in scheduled time. When using this feature, the station number to compare to is that relative stations Power-Link configuration number.
ENABLE MULTI FILE RECONCILE: Will there be two different asplay files used during the reconciliation process. For sports database reconciling where the game may run over two separate broadcast days.
AUTO GROUP SPOT CLUSTER TIMES: When PL is converting a file to the automation system, it has the ability to de-increment the times given to commercials within a break. For instance if the first event's time was 20 after and it ran for 60 seconds then the next event's time would be 21 after the hour. Grouping (or flattening) the spot's times is a function PL applies that will turn all spots in one break to the time of the first spot in the break. This is needed sometime when the commercials are exported to a merging tool that would prefer to see the spots all having the same time. This might help to keep the spot clustered together, even though it is merged to other elements.
RECON TO 1ST EVENT: Should Power-Link reconcile by matching up event to event as they are found in the Asplay information. The default is **NO,** as more advanced routines are normally used to match up during reconciliation. This default was designed for sports database reconciliation.
VERIFY SCHEDULE? Should PL verify the log file exported to Automation?
CHECK √ BACK TO BACK EVENTS? Should Power-Link check to see if there are back-to-back same events going out in the exported daily schedule? Meaning that PL will warn you every time the playlist is **VERIFIED** and Exported.
Time Range to Mark as Played: To mark all spots as played during a time range, set the times here.
Xtra 1 Day Template ID's": Place the additional ID's to pick up additional 1 Day Templates
Prompt to Block Templates Times? Should the user be prompted to enter times to omit from the imported template?
Filter Questionable Inserted Events: Should PL filter inserted events that are questionable?

-End of Miscellaneous Settings-

-Continuing on Station Configuration Main Screen-

RECON VIEW: This is used to configure the Default view screen during reconciliation process. Press ‘Enter’ at the field to access the configuration grid. The first parameter is the view sort (Time, Cart number, Name or Status). The next is which events you wish to appear on the screen. Answer Y to have the events appear as shown the rest will be hidden and can be seen by using the Show/Hide toggle keys. If answered with (Y)es will, before entering the normal reconcile findings view, execute the Title comparison routine and present the user with the findings**, the user will press ESC to proceed to the subsequent findings.** Pressing Enter on the field adjacent to Recon View brings up the following sub-menu.



Reconcile View settings:

Sort Initially by? T = time, C = cart, N = name, S = status

The next questions pertain to what will be seen when the user enters the reconcile findings. These will set the status seen initially. NOTE: If all of these questions are set to (N)o then the reconcile view area will be bypassed in the process and the user will not have the opportunity to edit or view the findings. Once the user is in the reconciliation viewing area they may toggle on or off whatever status’ they care to with the F4, F5, F6, F7, and F8 keys as described in the “Reconciliation Process” section of this manual.

CHECK TITLE DESCREPANCIES? If answered with (Y)es the user will, before entering the normal reconcile findings view, execute the Title comparison routine and present the user with the findings, the user will press ESC to proceed to the subsequent findings.

CHECK DURATION DESCREPANCIES? If answered with (Y)es the user will, before entering the normal reconcile findings view, present the user with the Duration Discrepancy findings, the user will press ESC to proceed to the normal reconcile findings.

-End of Recon View Settings-

RECON PRINT: Up to 5 different reports can be designed and automatically printed during reconciliation. As with Recon view the sort types, (T)ime, (C)art number, (N)ame or (S)tatus is used along with which events are to appear in the report. Pressing Enter on the field adjacent to “Recon Print” brings up the following sub-menu.

```
════════════════════ RECONCILE REPORTS TO AUTO PRINT ════════════════════

 Sort By : T   Aired? N  Moved? N  Inserted? N  Dropped? N  Filtered? N
 Sort By : T   Aired? N  Moved? N  Inserted? N  Dropped? N  Filtered? N
 Sort By : T   Aired? N  Moved? N  Inserted? N  Dropped? N  Filtered? N
 Sort By : T   Aired? N  Moved? N  Inserted? N  Dropped? N  Filtered? N
 Sort By : T   Aired? N  Moved? N  Inserted? N  Dropped? N  Filtered? N
 Double Space Printed Reports? N
 Send reconcile reports to Archives? N   Accumulate? N   Print? N
 Create a Duration Error Report? N        Sort By : T
 Create Contract Time Breach Report? N
 Include Reconcile Totals? N   Print When?  AFTER
═════════════════════════════ Esc to Exit ══════════════════════════════
```

SORT BY: Possible answers are : T = Time, C = Cart, N = Name, S = Status
After supplying the type of sort for the report, then answer (Y)es to which type of events are to go into each report. In the above example, 1 report sorted by Time will contain the Aired, Moved and the Inserted events, then ANOTHER report sorted by Cart will only contain the Dropped (not aired) events.
MEDIA-CHECK: This allows the add-on program of Media-Check to be triggered automatically when logs are sent to Automation. Be sure to read the bottom of the Power-Link window for prompts on the options available on each line.

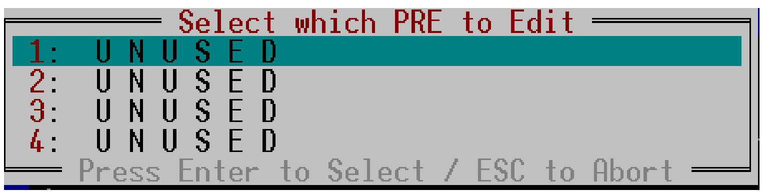
```
═════════════ Media Check Configuration ═════════════

 Run Media Check : A
 Path To MC.EXE:
 C:\PL\
 Run MC in Verbose Mode? N   Log: N
 Use Specific Date Inventory (Y)es or Most Recent (N)o? Y
 Fetch Inventory Upon Each Run? Y

═══════════════ Control-Enter to Exit ═══════════════
```

LOG PRINT OPTIONS: This option is available only in PL for Television.
GROUPING INTERVAL: This is the value that will determine “how far apart in time” are spots grouped into brackets. Example if your spot groups are five minutes apart then enter “05:00” then where there is an interval of five minutes or more between one commercial and the next, the spots will be grouped together as a bracket. There are five configurable ranges. The time is entered in Hour time (23 would affect the complete 23:00 hour including 23:59:59) and the interval amount is to be entered in the MM:SS format. E.g. a regular day with a 3 minute interval would be MN (midnight) to 23 03:00 (interval).

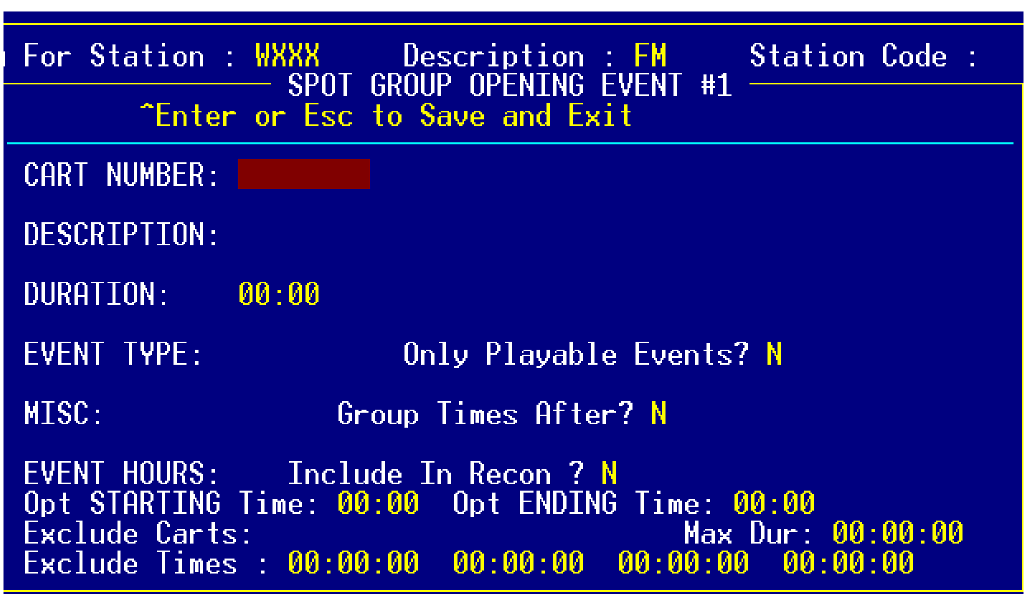
```
═════════ DAY PARTS FOR SPOT INTERVAL ═════════

 From MN to   to 23     Interval : 03:00
              to  0     Interval : 00:00
              to  0     Interval : 00:00
              to  0     Interval : 00:00
              to  0     Interval : 00:00
═══════════════════ Esc to Exit ═══════════════
```

Aired-OK Window: The default setting allows a spot to verify if it played within 10 minutes of its scheduled time.
Moved: When a spot is moved more than the time entered here, it will be listed as moved during

reconciliation.
Dayparts: An optional daypart structure can be setup here.
Hour Chg?: When a spot plays during a different hour than it is scheduled, this option will tag that spot as Moved.
Contract? : When a spot plays outside of the contract, should it become Not Aired (Y) or Moved (N)?
Carts to Filter From Reconcile: Up to 40 cart number configurations can be filtered from the play log returned during reconcile. Pressing enter on the field next to “Carts to reject from Recon” will present this screen:
Auto Reconcile Setup: With automation systems that automatically generate as-play information, Power-Link can be configured to process the reconciliation at a pre-determined time. For more details on this function, call Power-Link
Select hours: Press “Enter” to activate the selection grid for which hours you wish to use during conversion. Should you wish to “Block” a certain hour from going to the automation system then turn that hour to no by toggling the status using the space bar. See section on “Hour Block Out Grid”.
Pre-post Open and Pre-Post Close: By pressing enter you will be presented with a configuration screen that allows you to place an event before or after each spot group. The ability to configure up to four Opening and Four closing events is available.



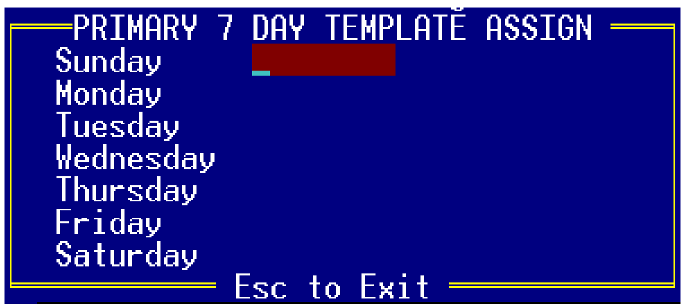
Note: The sequence of the events will be in incremental order from the spot break outwards. I.E.: OpeningEvt4; OpeningEvt3; OpeningEvt2; OpeningEvt1; Spot; ClosingEvt1; ClosingEvt2; ClosingEvt3; ClosingEvt4. The event parameters are definable in the pop up window. The last field “EVENT HOURS” will pop up an Event hour grid where the user can control which hours will be affected. Additional fields for optional starting and ending times within the configured hours are available for insertions.



CART NUMBER: Cart Number: Optionally enter a cart Number to apply to the added event.
DESCRIPTION: Enter the event Title Using %t in field will put spot group time in title and %d will

place date in tile.
DURATION: Enter duration.
EVENT TYPE: If automation system requires event type enter here.
MISC.: For comment lines enter the word Comment
EVENT HOURS: Select the Hours to place the opening or closing event
OPT STARTING TIME: An optional time within the hour for placement of the event. E.g. If the opener is to go only on brackets after 15 after then the Opt Starting time is 15:00
OPT ENDING TIME: An optional time within the hour for placement of the event. E.g. If the opener is to go only on brackets before 15 after then the Opt Ending time is 15:00

TEMPLATE ASSIGN*:* Pressing Enter on the field adjacent to this will open the entry screen to assigning a template to be merged to the schedule depending on what day of the week it (the play-log) is. See the area in this manual about Power-Temp for more information. Once the appropriate templates are created, they can them be assigned to automatically be merged to the daily transfers of logs. In the station configuration of Power-LINK, there is a section called "**Template Assign**", clicking on that button will bring the following dialogue.



To assist in filling up the configuration, the user can also from inside the edit field, press Ctrl-D and a directory tree will show all of the templates available for this station. There is also the possibility that the Users of Power-TEMP are using the **1-Day** Template feature. If this is the case, the 1-Day template will be merged to the log along with the Template file for that day, if any are configured.

Station Work Sub Directory: The directory that will be used to store the work files. The ability to specify a different sub directory for each station will keep station files separated and orderly. All transfer, hold, export, audit and log files will at one time or another passes through this sub directory.
Export Path For Logs: This is the default path to be used when exporting the converted schedule.
Reconcile Import Path: The path that Power-Link will look to first for the returned as-play files. In addition, files received via telecommunications will be stored here.
Dir to Store Log Archives: This is the path specified for placement of the archived files. For the assurance of proper syntax and to assist with the selection press Ctrl-D while in the field for a directory tree to prompt for a selected directory.
Reconcile Utility Batch: An optional user requested batch file to perform a variety of duties. Mainly it is employed to "move" files from a location (across the network) to the local directory, so that all reconciliation work is performed locally in the Power-Link sub directory. It can be used for whatever deemed necessary as a batch file called (by choice) after the reconciliation choice is made on the main menu. Activate a directory with Ctrl-D.
Utility Batch File Prompt: This allows the user to configure a message that will appear on the screen to prompt the user to run the batch file.
Traffic Logs Sub Directory: The path to find the traffic schedule file (the exported log from traffic).
Dur Variance % This allows the user to define the duration variance that can be allowed between the scheduled duration and the return duration. Events that do not conform will be flagged during

reconciliation.
Min Rtn Evt Len % This allows the user to define the minimum duration that an event must return for it to be considered an aired event. Used to filter out commercials that were auditioned before Airplay. Because this will affect the reconciliation status of the events, it is important that the following be taken into consideration. Should a value of more than 50% be entered then in the case that a 60-second commercial is scheduled and a 30-second event is played in its place, the event will not reconcile as 'Aired' but rather as dropped as it did not meet the 50% requirement. In order to prevent this we suggest using a value of no higher than 49%.
Auto Export? Should Power-Link proceed through the export functions and ignore any questions that are normally posed to the user? If in the event that there are questions posed to the user, typically in the automation config there are opportunities to set the defaults for the responses.
Auto Arc? Auto Archive. After the reconcile functions are finished, should PL proceed automatically with the archive function as opposed to the user manually stepping through it. Note that this is a two-part question as archiving is a two-step function. The first answer is to "does PL automatically archive the files?" and the second is "should PL DELETE the archived files after archiving?"

Step 3: Press ECS, then complete the Power-Link Configuration Screen

Word Pad: Choose the program Power-Link will use to print reports. Windows users should use NOTEPAD /P to designate Notepad on the default printer.
Days to Keep Log Files: This housekeeping feature was provided to take care of numerous logs being accumulated. This figure is the number of days a station wishes to keep copies of the old files in the subdirectories. The default setting of '0' has no effect on the program and files will be left to accumulate. Note that during reconciliation Power-Link will prompt the user to archive the files, which allows the deletion of these old files. This function will allow the cleaning up of any files that are left "hanging Around" with creation dates older than the specified amount of days. If you are not using the telecommunications options of Power-Link then this is the only configuration parameter in this section to set.
Printer Device: Enter the DOS printer device. E.g.: PRN, LPT1, LPT2 or optional file name for print out to be written to.
Lines Per Page:
DateMask: Enter the date mask that your users would like to use in reports and on-screen. (mm/dd/yy for USA, dd/mm/yy for Europe, etc).

WARNING AND SAFEGUARD: There have been cases with certain networking systems that configuration files have been accidentally deleted. In order to prevent this, Once the Program has been configured. Press the **F10** at this point to create a backup set of the configuration. Should the program detect that the files are missing it will restore the backed up files.

Troubleshooting

ERROR 2:	File not found	Check that if using a network path the path is still active or that the file does exist.
ERROR 5:	File access denied	Make sure that the file is not being accessed by another user in another instance of Power-Link. Often occurs when the program being used has become minimized and a second instance is called.
ERROR 101	Disk write Error	Usually occurs when writing to a floppy disk and the disk contains errors or is to full. Reformat disks or get a clean disk and retry.
Program beeps when New File is selected for conversion		Re-send log from traffic or if using network drive to access files ensure network link is up Check that the Path to the traffic files in program configuration is valid.
Upon export program prompts with “Problem with target disk or directory”		Check that A) If using a disk that it is not full. B) If going to a network drive that, we are connected. C) If using a batch file to connect to the network drive that we make the connection.
When starting reconcile message “No *.HLD file found Re-Ruin Directory”	Hold file has been deleted	The *.HLD has been deleted or corrupted. To re-create it re-convert the log in Power-Link. Pull log in as a previously processed log and then make any edits that need to be done. You can then Abort editing and Save the changes. The *.HLD file will now have been rebuilt.
During Recon no files are found	A) With Batch File	Are the commands being carried out? If briefly connecting to a network to retrieve files, make sure connection information is valid. Check that the recon file path is still valid and if a network drive, we are connected.
Reconciliation turns out events for a short time period e.g. Midnight to 12am		Check with ops to find out if there was an automation failure. Check subdirectory on automation system to see if there were two sets of asplay files created.
When reconciling files the recon routine runs fine but the program jumps straight to archiving.		Go to Configuration and then to Recon View and set the defaults to view the required events.