

Owner's manual
“ Planner “
Radio Manager Online
radionomy

V2.1 December 2014

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Introduction

If you haven't already signed up, visit our site rmo.radionomy.com

Once you have signed up and your radio station has been created (avatar, tags, description, etc...), you will have access to the tab "Planner".



Please note! This interface is available only after you have created your personal account!

Accessing the Planner

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

NOTE 1: To avoid seeing this screen next time you log in, tick the box "remember me".

NOTE 2: If you have forgotten your password, visit <https://accounts.radionomy.com/Account/Login>. It will be sent to you by email.

On this page, you can also change your login email address and password.

NOTE 3: For more help and to join the community Radionomy, visit our forum: board.radionomy.com.

1 - Planner

Introduction

The Planner is a comprehensive tool created especially by Radionomy so that both professional and amateur users can program web radios.

Getting the hang of it won't take long, but you need to understand some simple concepts regarding the professional applications of managing a radio station.

In this first section, we will revise the different parts of the Planner so that we become familiar with the terms used. You will find instructions concerning the operation of each of these elements in the following chapters. These elements will always be present on the screen when you use your Planner.

1.1 The menu

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



"Audio" allows you to put music on your radio station by uploading it yourself or by subscribing to preset Radionomy streams. You will find "Boxes", Jingles, Promotions ... All the types of sounds that you can use and upload are sorted. It is the main element to manage your audio tracks.

"Clocks" are the specific sequences of boxes that structure your programming in Day Templates.

"Day templates" is the Planner tool to create your typical days, composed of clocks, playlists, podcasts and promos. .

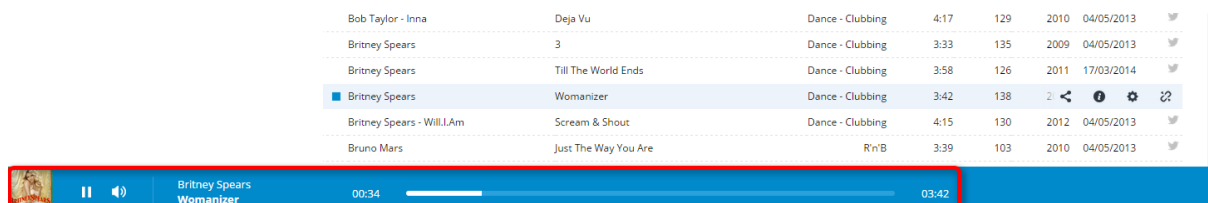
"Planning" contains your radio station calendar and allows you to load your "Day templates" and program your radio in advance.

"My Files" includes all the sounds you have uploaded to the RMO.

"Safety" allows you to add programmers to your radio and define the rights of each of them individually.

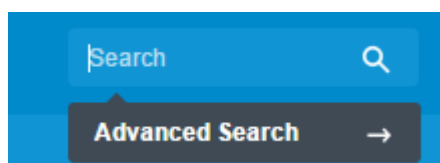
1.2 The Radionomy Player

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



1.3 Search bar

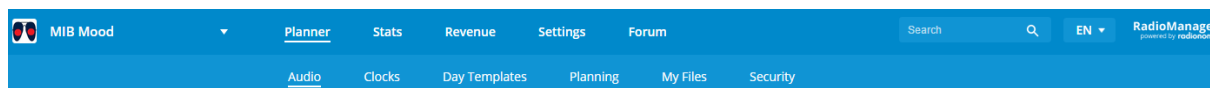
The search bar allows you to search in the Radionomy music collection and in your personal selection.



The search bar includes a search field to type the word you are looking for (artist name or song name), a small magnifying glass to launch a basic search and finally the button 'Advanced Search' to access the advanced search feature (we will see how to perform an advanced search in 2.10 "Music Box" and 2.16 "Filler box").

1.4 Your Browser

The menu, always at the top of your Planner, allows you to browse the different elements of your Radio. Each menu brings up a different panel, with a new menu on the left. These sub-menus help you to find your way around.

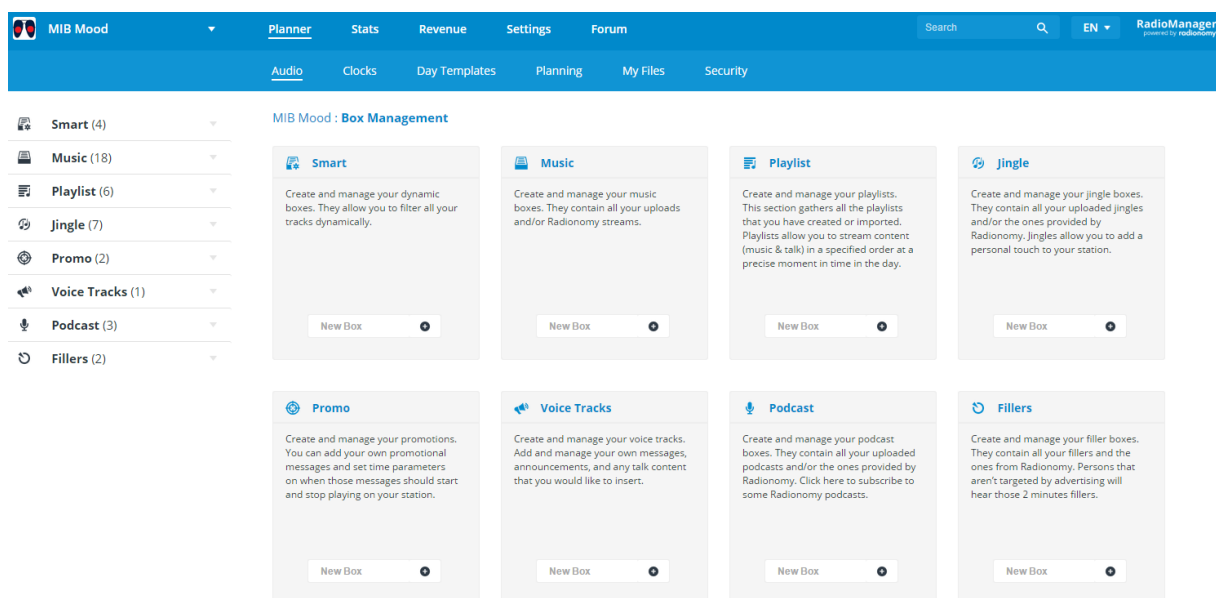


Below is an example of the screen that will appear when you select “Audio” in your browser.

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

Next, you will find the list of boxes available in the following order:

- Smart
- Music
- Playlist
- Jingle
- Promo
- Voice Tracks
- Podcast
- Fillers



You can click directly on the keypad of the desired audio category to access your boxes or create a new one, or use the dropdown menu on the left side of the page.

2 - Audio

2.1 What is a box?

All of the musical elements that you will use for your radio station will be categorized in different Boxes, which you can create and configure yourself. Creating Boxes allows you to segment different audio tracks according to your criteria within each Audio category.

These Boxes are typically used to classify musical styles (Hip Hop, Rock, Funk, etc...), but you can create as many Boxes as you want to introduce more variety to your musical program or your jingles.

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

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

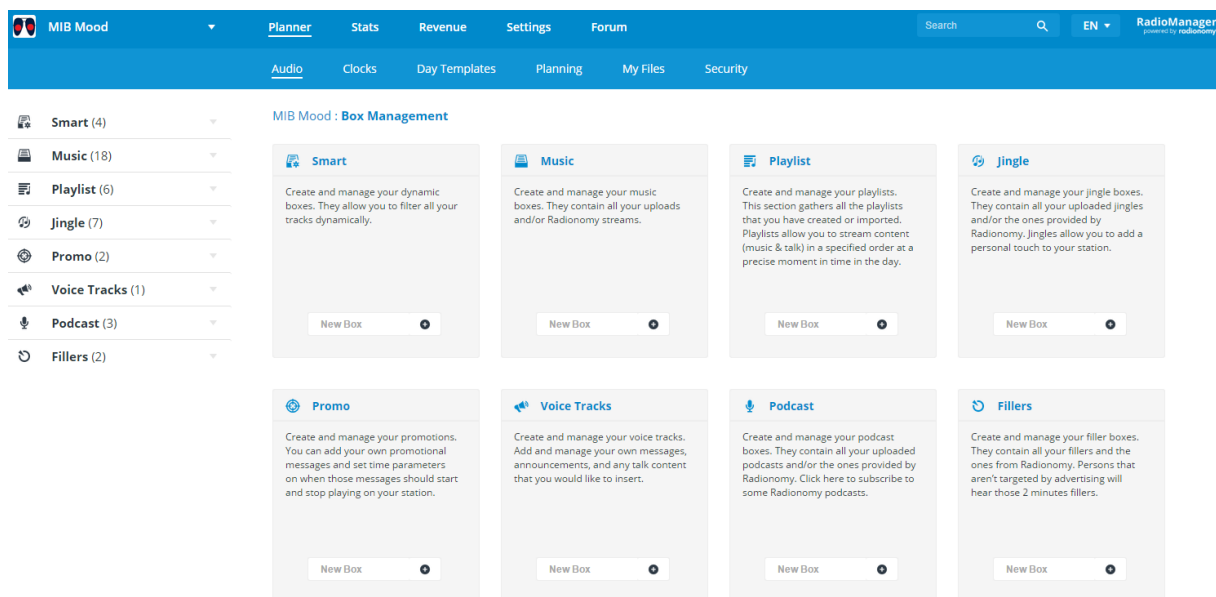
When generating a day schedule, the component of a box will be selected according to its representation in your Clocks and your Day Templates. We will see this in more detail later in this document.

NOTE: A Box can contain as many tracks as you want. The same audio track can be uploaded in as many boxes as you want.

2.2 The different types of Boxes

The boxes are divided into different categories, which you will find in the "Audio" section, and in the left column as well as in the keypads of the main page.

Let's detail the functions of each of the classes represented in the image below:



Smart

Unlike the traditional Boxes (which are selections of songs that you have made), the dynamic Boxes allow you to apply filters to the other Boxes. These filters enable you to have a dynamic list of songs.

In practice, this type of Box provides you with the possibility of selecting, according to your taste, songs containing the word “Christmas” which you can then program for the month of December, or a selection of French songs for a special Francophone program, for example...

If one of the Boxes or RSS filtered is changed either by adding or removing files, the track list in the Smart Box will be changed immediately - this can be useful when you want to create a New Hit Smart Box, for instance.

Music

All Music Boxes imported by you into the platform, inserted via Radionomy Streams or via search on the Radionomy database.

Playlists

The playlists that you have created and imported.

Jingles

The Podcast Boxes that you have imported.

Promos

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

Actions

Messages, ads and Voice Tracks that you want to insert into a Playlist or Planning.

Podcasts

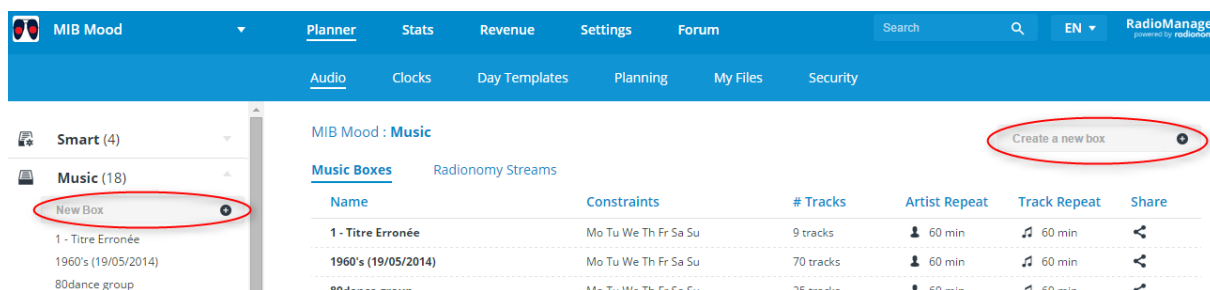
All Podcast Box imported by you or selected on the Radionomy RSS.

Fillers

The Filler Box contains only 2 minutes audio tracks (120 seconds, to be exact), imported by you or chosen from Radionomy fillers, they will be distributed to listeners who are not geographically targeted by the advertising screens.

2.3 Create / Delete a Box

By opening an Audio Box category -on the Audio home page or in the category list on the left of the page- you can type the name of the new Box and click the plus sign (+).



Be careful to name them correctly because you can only identify them via their name.

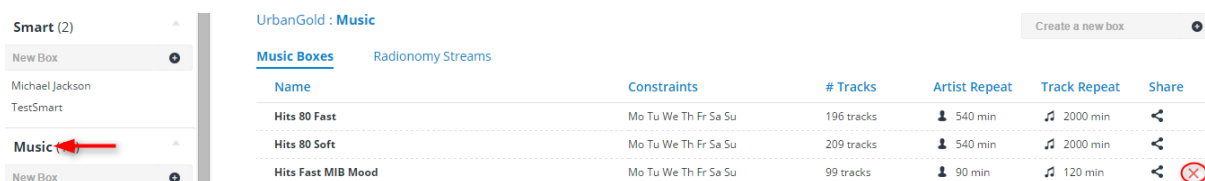
Your new Box has been created. Repeat this step in each of the categories under the tab "Audio" according to your needs.

If you wish to delete an existing Box, simply

- open it and click on the "Delete Box" button,



- or open the Audio category which contains the Box and click on the red x that appears when you hover over the Box with your mouse.



2.4 Filling / Cleaning a Box – Overview

2.4.1 Filling a Box

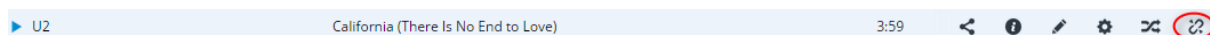
To fill a Box you have two possibilities:

- Import your own songs from your hard drive to the Boxes provided for this purpose (valid for the boxes in all Audio categories)
- Search titles via basic or advanced search in the Radionomy database or directly on your radio content
- Choose tracks from the Radionomy Streams (which are valid for Smart Boxes, Music Boxes and Podcasts)

Each Audio category is described in detail in the next chapters, for more information on how to fill and manage them.

4.2.2 Unlinking audio tracks of a Box

If you don't want to include specific tracks in your Box, you can unlink one sound at a time by clicking on the icon "Unlink" the soundtrack selected:



Or you can unlink multiple soundtracks simultaneously by selecting the desired soundtracks and clicking on the button "Unlink" on the page top.

Music - U2 : 5 tracks (0:21:33)

Share Upload **Unlink Selected Files** Select all Deselect all Edit Copy to Delete Box

Artist	Title	Style	Duration	BPM	Year	Date	Share
Filter by Artist	Filter by Title	Filter by Style	Filter	Filter	Filter	Filter	
U2	California (There Is No End to Love)		3:59	120	2014	11/4/2014	Facebook Twitter
U2	Every Breaking Wave		4:12		2014	11/4/2014	Facebook Twitter
U2	Iris (Hold Me Close)		5:19	90	2014	11/4/2014	Facebook Twitter
U2	Song for Someone	Rock	3:46	75	2014	11/4/2014	Facebook Twitter
U2	The Miracle (Of Joey Ramone)	Rock	4:15	120	2014	11/4/2014	Facebook Twitter

As obvious from the term, this is only to exclude a soundtrack from a box. The soundtrack will remain in all other Boxes, as well as on the list of imported soundtracks -if applicable- detailed in "My Files".

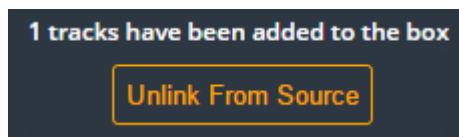
To delete a soundtrack permanently from your radio, go to the section [6 My Files](#).

2.4.3 Transferring soundtracks from a Box to another Box

You can transfer one or more soundtracks from a Box to another one, in the same audio category -e.g. from a Music Box A to a Music Box B, but not from a Music Box to a Voice Track Box. You can also copy soundtracks from different Audio Boxes to a Playlist, except to a Podcast.

To do so, open a Box, select the track(s) you want to copy or transfer and drag and drop them to the selected Box on the left column. The name of the target Box will be highlighted in blue.

The following message will appear at the bottom, on the right of the Planner:



If you click on the message "Unlink From Source", you will indicate that you want to erase the soundtracks from the source Box.

In case you want to keep the soundtracks both on the source and target Boxes, do not click on the message and it will automatically disappear after a few seconds.

EXCEPTION: It is possible to transfer a soundtrack from any audio category, except from a Podcast on a Playlist Box.

2.5 Import - validate - Editing your own soundtracks

Below we list the steps to follow when importing a soundtrack –for all categories.

- Importing from your hard drive
- Validating and editing soundtrack metadata
- Configuring soundtrack mix points

2.5.1 Importing soundtracks from your hard drive

! IMPORTANT!

Whatever the type of music or sound item that you import into the Planner, the format supported is .MP3 - 128 kbps - 44.1kHz - Stereo.

ID3 tags are supported.

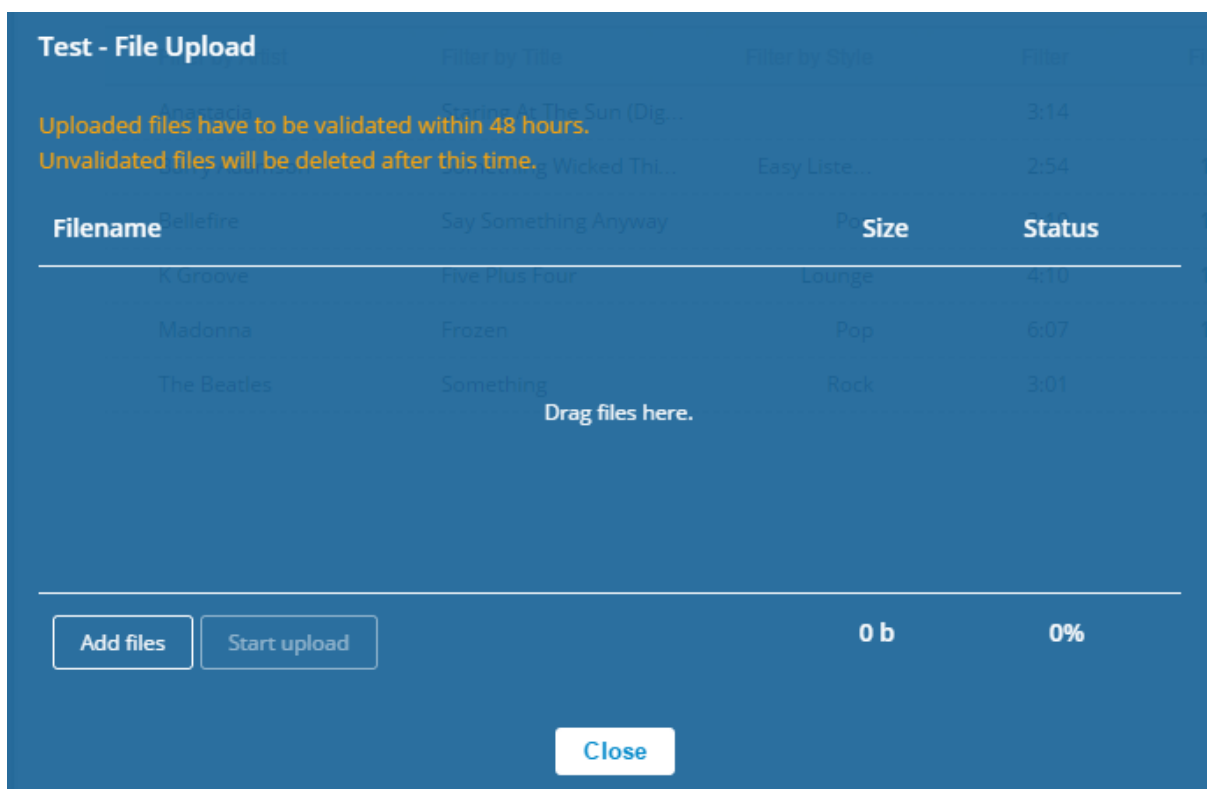
The maximum duration of a soundtrack is limited to 15 minutes.

Click on the name of a box that you have created and into which you want to import your own audio files, then click the "Upload" button on the page top.

Music - Test : 6 tracks (0:21:41)



You will arrive on the upload page.



Test - File Upload

Uploaded files have to be validated within 48 hours.
Unvalidated files will be deleted after this time.

Filename	Size	Status
Bellefire		
K Groove		
Madonna		
The Beatles		

Drag files here.

0 b 0%

Add files Start upload Close

Using the button "Add Files", select the files to import on your hard drive. You can import several files at a time.

Once your selection is complete, click "Start upload". A progress bar will show the evolution of the transfer to the platform. The upload speed depends on your Internet connection.

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When progress reaches 100% for all files imported, wait a few seconds to make sure that the transfer was successful.

The page displays a green message with the list of imported songs on the platform.

A red message indicates an error when uploading that requires your attention. You will have to repeat the procedure taking into account the error displayed.

Below you will see the successful transfer page:

Test - File Upload

Uploaded files have to be validated within 48 hours.
Unvalidated files will be deleted after this time.

Artist	Title	Style	Duration		
Anastacia	Staring At The Sun (Dig...		3:14		
Filename	Artist	Style	Size	Status	
Artist - Title.mp3	Harry Adamson	Something Wicked Thi...	Easy Liste	4 MB	100%
K Groove	Five Plus Four	Lounge		4:10	
Kishore Kumar	Solo Moods - 063 Gol...			4:40	
Madonna	Frozen	Pop		6:07	
The Beatles	Something	Rock		3:01	

Uploaded 1/1 files 4 MB 100%

✔ File uploaded : Artist - Title.mp3

Close


NOTE 1: The number of imported soundtracks is limited – the same for all categories:


- 1,000 soundtracks for a radio which has been active for less than 3 months (first planning generated)
- 3,000 soundtracks for a radio (first planning generated) which has been active for more than 3 months

NOTE 2: These soundtracks are grouped in the "My Files" tab on the Planner, which will be discussed in more detail in Chapter [6](#) in this document.











2.5.2 Editing and validating imported soundtracks

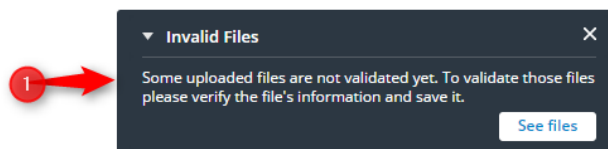
If you have ID3 tags, some of these fields will already be filled in. If not, you will have to at least specify the name of the artist and the title of the track.

An invalid file will be flagged by a message at the bottom of your Radio Manager (1) page and by an  icon to the left of the soundtrack title (2).

The icon  on the left of artist name (3) indicates that the soundtrack is not available for inclusion into your radio program. This icon may remain for a while even after editing and validating your soundtrack, this is the time required for servers to process the file. This time may vary depending on the number of soundtracks being uploaded on the platform.

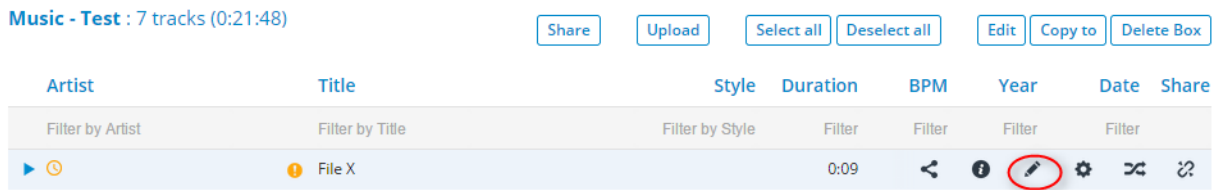
Music - Test : 7 tracks (0:21:48) Share Upload Select all Deselect all Edit Copy to Delete Box

Artist	Title	Style	Duration	BPM	Year	Date	Share
Filter by Artist	Filter by Title	Filter by Style	Filter	Filter	Filter	Filter	Filter
   File X			0:09			11/16/2014	
Anastacia	Staring At The Sun (Digital Dog Radio Edit)		3:14		2014	10/22/2014	
Barry Adamson	Something Wicked This Way Comes	Easy Listening	2:54	100	1997	6/27/2013	
Bellefire	Say Something Anyway	Pop	3:10	116	2004	6/27/2013	
K Groove	Five Plus Four	Lounge	4:10	114	2013	9/20/2013	
Madonna	Frozen	Pop	6:07	108	1998	10/5/2014	
The Beatles	Something	Rock	3:01	72	1969	6/27/2013	



By clicking "View Files" in the window (1), you will directly access to all non-validated files.

To edit a file, select it and click on the icon "Edit" that will automatically appear.



Editing a soundtrack gives you access to a page where you can complete various data fields.

Artist Anastacia

Title Staring At The Sun (Digital Dog Radio Edit)

Tags

Description

Duration 03:14:847

Year 2014

Tempo In Medium

Tempo Out Medium

Style [Choose style]

Language [Choose language]

BPM


Save **Back**

(1) You can import the cover of the edited title from your hard drive

(2) The fields "Artist" and "Title" are mandatory

(3) The other fields may help you either to access your tracks with more ease using the advanced search function (by using tag, style, year) or to enable your Planner to create your program coherently (based on tempo, for example).
Some of these fields are only available for Music or Jingle files.

Don't forget to click "Save" after editing the soundtrack data.

Remember the icon  on the left of artist name indicates that the soundtrack is not available for inclusion into your radio program. You can use it as soon as the icon has disappeared.

NOTE 1: On top we present the soundtrack edit page in the Music category. These fields may differ depending on the Audio category into which you import the soundtrack. We will review this information when necessary during the different chapters.

NOTE 2: It is not possible to edit the meta data of a soundtrack originated in the Radionomy database.

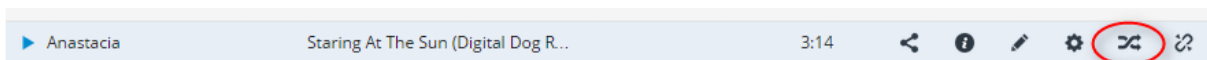
2.5.3 Configuring the mix pointers

! IMPORTANT !

This option only works with the browser Chrome

The mix pointers are indicators that the Planner uses to determine how the track will link to the previous song and the next song in the reading list.

To access them, select a soundtrack and click on the mix pointers edit icon



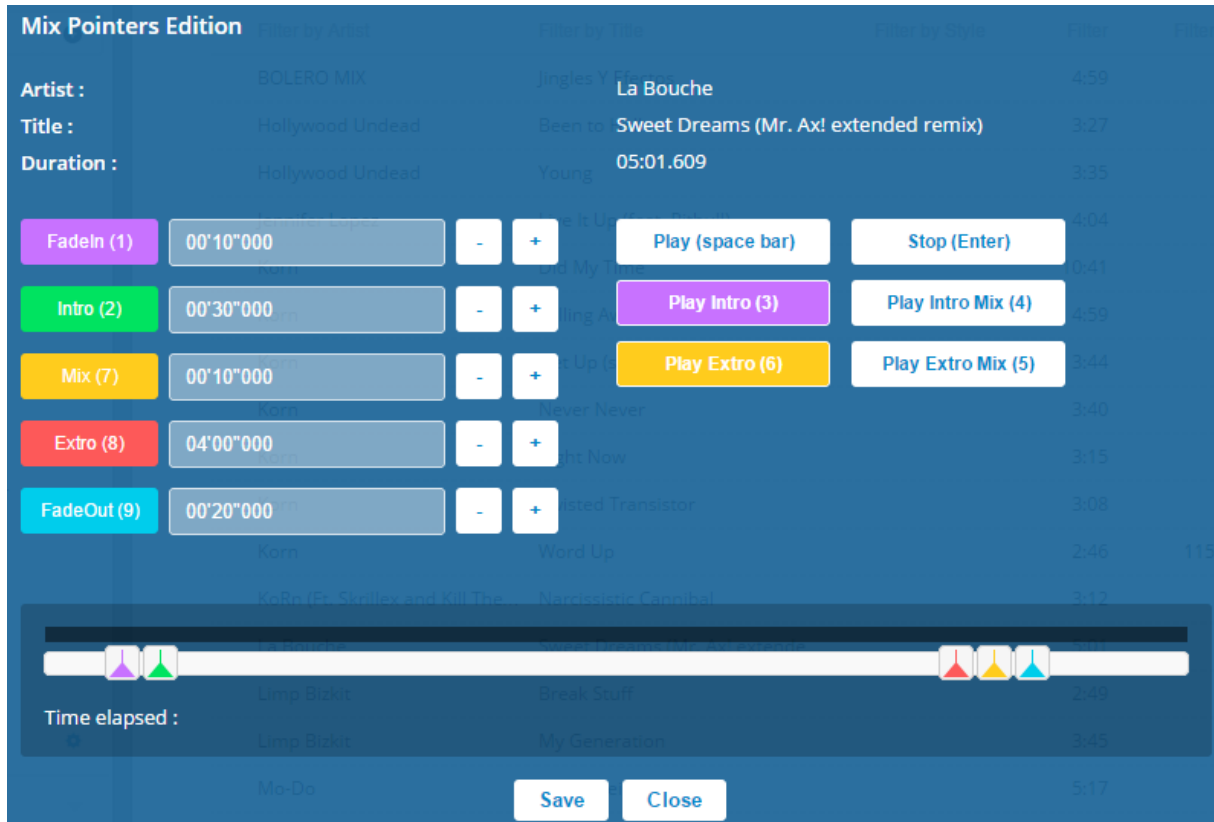
This takes you to a page that allows you to configure the following mix pointers:

- Fade In: This allows you to reduce the volume of the track at the start and to introduce the next song more smoothly.
- Intro: This determines the point at which track 1 will have reached its nominal volume, considering it was at zero (0) dB at the Fade In point.

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- Mix: Determines the moment at which track 2 begins to play.
- Extro: This determines the point at which track 1 will start to lower its nominal volume, considering it will arrive at zero (0) dB at the extro point.
- Fade Out: This allows you to reduce the volume of the track at the end to link it with the jingle or the next sound or music track.

NB: The numbers shown in brackets are the keyboard shortcuts.

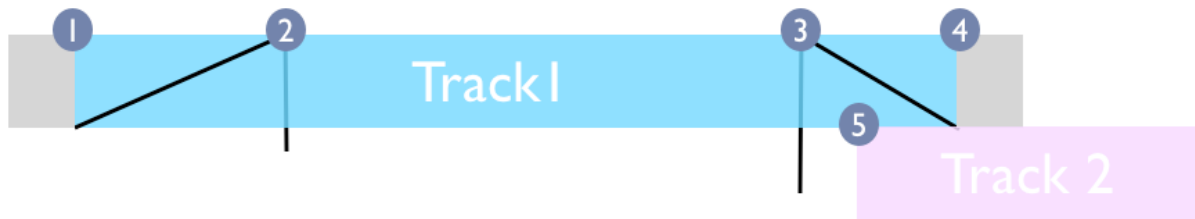


Each of these four values is represented during the track by a cursor that matches its colour. You can manually move the cursors using the mouse. You will see the values in the colour field change automatically. You can also choose to manually enter numerical values in the colour fields.

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

Below you will find a more schematical explanation:

- 1 – Fade In
- 2 – Intro
- 3 – Extro
- 4 – Fade Out
- 5 – Mix



NOTE: It is not possible to edit the mix pointers of a soundtrack originated in the Radionomy database.

2.6 Editing the Box or Soundtrack Constraints

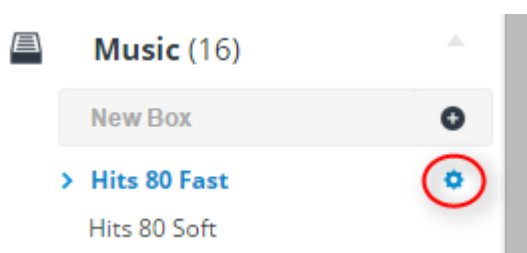
NOTE: In this chapter applies to all Boxes in the "Audio" categories, except for "Playlists" and "Podcasts". We will detail the editing process for these two categories in the corresponding chapters.

2.6.1 Editing Box Constraints

You can edit a Box by clicking the "Edit" button above the track list.



A fastest way to access the constraint editing page is to hover your mouse over the name of a box in the left column of the Planner "Audio" page and click on the blue icon.



This will take you to the Box edit page

Michael Jackson

Michael Jackson

Constraint Edition

Intro Box: -- none --

Extro Box: -- none --

Repeat Constraints

Track Repeat: 60 minutes **Reset**

Artist Repeat: 60 minutes **Reset**

Broadcast constraints

<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> 05:00 > 06:00	<input checked="" type="checkbox"/> 12:00 > 13:00	<input checked="" type="checkbox"/> 19:00 > 20:00	<input checked="" type="checkbox"/> 02:00 > 03:00
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> 06:00 > 07:00	<input checked="" type="checkbox"/> 13:00 > 14:00	<input checked="" type="checkbox"/> 20:00 > 21:00	<input checked="" type="checkbox"/> 03:00 > 04:00
<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> 07:00 > 08:00	<input checked="" type="checkbox"/> 14:00 > 15:00	<input checked="" type="checkbox"/> 21:00 > 22:00	<input checked="" type="checkbox"/> 04:00 > 05:00
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> 08:00 > 09:00	<input checked="" type="checkbox"/> 15:00 > 16:00	<input checked="" type="checkbox"/> 22:00 > 23:00	
<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> 09:00 > 10:00	<input checked="" type="checkbox"/> 16:00 > 17:00	<input checked="" type="checkbox"/> 23:00 > 00:00	
<input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> 10:00 > 11:00	<input checked="" type="checkbox"/> 17:00 > 18:00	<input checked="" type="checkbox"/> 00:00 > 01:00	
<input checked="" type="checkbox"/> Sunday	<input checked="" type="checkbox"/> 11:00 > 12:00	<input checked="" type="checkbox"/> 18:00 > 19:00	<input checked="" type="checkbox"/> 01:00 > 02:00	

Reset constraints on all box items

Save **Close**

Below you will find the details for the various functions available on this page:

Changing the Box name

You can easily change the name of a box by simply typing the new name in the first field on the top of the page and then clicking "Save"

Defining an Intro/Extro Box

You can determine a Jingle or Voice Track Box, or even a particular item if one of these boxes, which will be played before or after a title of your Box, every time an item is broadcasted.

If you don't specify the item of the Intro/Extro Box to be broadcasted, then the generator will randomly pick one from the selected Box.

Don't forget to click "Save" after completing the specification.

If the edited Box title should not have been broadcasted –e.g. to make up for delays in the planning due to advertisements or podcasts–, then this Intro or Extro will no longer be broadcasted.

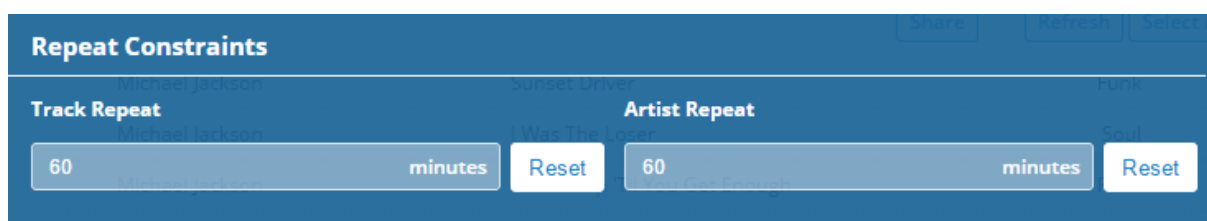


The screenshot shows a dark blue interface with two main sections: "Intro Box" and "Extro Box". The "Intro Box" section has a dropdown menu currently set to "Musique (JINGLE)" and an "Intro File" dropdown set to "Radionomy - Jingle 5". The "Extro Box" section has a dropdown menu currently set to "-- none --". In the background, there are faint, semi-transparent boxes with titles like "Hits 80 Fast", "Hits Fast M18 Mood", "Country US", and "GOLD".

In the image above, we defined an Intro "Jingles Music" Box and a specific soundtrack from this Box, "Radionomy - Jingle 5". This particular jingle will always be played before broadcasting a Box title. However, if no Extro has been specified, the sequence after the Box title will be the title normally scheduled to follow in the planning set.

Repetition constraints

Repetition constraints define the period –in minutes– during which an artist or a particular title will not be broadcasted again after having been scheduled for the first playback.



The screenshot shows a "Repeat Constraints" section with two input fields. The "Track Repeat" field is set to "60" minutes and has a "Reset" button next to it. The "Artist Repeat" field is also set to "60" minutes and has a "Reset" button next to it. There are "Save" and "Cancel" buttons in the top right corner of the section.

By default, the Planner offers "60-60 constraints", i.e. the same piece will not be selected by the generator within 60 minutes after its original programming and the same will apply for the artist.

You can keep these constraints depending on the number of different titles and artists included in your box, or change them accordingly.

Don't forget to click "Save" before exiting the page.

Example:

Let's consider for example a "Michael Jackson" box with 31 titles by a single artist (Michael Jackson).

This Box will be used to broadcast a "Michael Jackson" special edition that will play 15 titles in a row.

You will have to change the "Artist" repeat constraint which, by default, prohibits the generator to play Michael Jackson two times in an interval of less than 60 minutes.

We will then adapt the "Artist" constraint to 1.

On the other hand, the 60 minutes constraint on the repetition of the same title can be kept since we have enough titles for the generator to choose a different one at each recurrence of the Box throughout the 60-minute program.

BUT ATTENTION: You will also need to make sure that the program that precedes this broadcast will not include a song by Michael Jackson with more restrictive constraints –e.g. another box containing Michael Jackson with a 60-minute constraint limit on the artist and played less than one hour before the broadcast.

Broadcasting constraints

Broadcasting constraints allow you to cancel the playback of a Smart Box on specific days of the week or at certain hours of the day.

Broadcast constraints		This box		Pop	
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> 05:00 > 06:00	<input checked="" type="checkbox"/> 12:00 > 13:00	<input checked="" type="checkbox"/> 19:00 > 20:00	<input checked="" type="checkbox"/> 02:00 > 03:00	
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> 06:00 > 07:00	<input checked="" type="checkbox"/> 13:00 > 14:00	<input checked="" type="checkbox"/> 20:00 > 21:00	<input checked="" type="checkbox"/> 03:00 > 04:00	
<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> 07:00 > 08:00	<input checked="" type="checkbox"/> 14:00 > 15:00	<input checked="" type="checkbox"/> 21:00 > 22:00	<input checked="" type="checkbox"/> 04:00 > 05:00	
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> 08:00 > 09:00	<input checked="" type="checkbox"/> 15:00 > 16:00	<input checked="" type="checkbox"/> 22:00 > 23:00		
<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> 09:00 > 10:00	<input checked="" type="checkbox"/> 16:00 > 17:00	<input checked="" type="checkbox"/> 23:00 > 00:00		
<input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> 10:00 > 11:00	<input checked="" type="checkbox"/> 17:00 > 18:00	<input checked="" type="checkbox"/> 00:00 > 01:00		
<input checked="" type="checkbox"/> Sunday	<input checked="" type="checkbox"/> 11:00 > 12:00	<input checked="" type="checkbox"/> 18:00 > 19:00	<input checked="" type="checkbox"/> 01:00 > 02:00		
<input type="checkbox"/> Reset constraints on all box items					

By default, broadcast constraints enable Box playback every day of the week and at all hours of the day

You can cancel the broadcasting of a Box in specific periods by unchecking the boxes of your choice.

In practice, however, it is much easier to organize your Clocks and your Day Templates for a Box not be broadcasted at specific times or days. On the other hand, this option is more suitable for a particular Box item.

Don't forget to click "Save" before exiting the page.

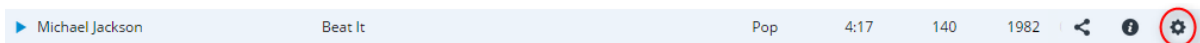
Resetting Box Titles Constraints

By ticking the box "Reset Box Title Constraints" at the bottom of the constraint edit page and then clicking on "Save" you will change the particular constraints applied to some Box titles to the default values.

2.6.2 Editing Constraints of a Particular Soundtrack

You can also edit a particular soundtrack in your box.

To do so, select a soundtrack and click on the edit icon.



You will then go to the same edit page as the box, except now you can rename the box, but your settings will only affect the soundtrack selected.

This defines a Jingle or Voice Track associated with your selected title.

You also define specific constraints for this title, both at the repetition and broadcasting levels... BUT there is a rule for constraints:

"The most restrictive constraints rules out the more permissive constraints"

Specifically, it will be impossible to set a less restrictive constraint on a box title. However, you can reinforce a constraint for a title; it will then take precedence over the general constraint applied to the Box.

There is an exception: constraints below the default values (60-60) set for a Box take precedence over the default constraint value for a title (60-60) unless it was edited with other values.

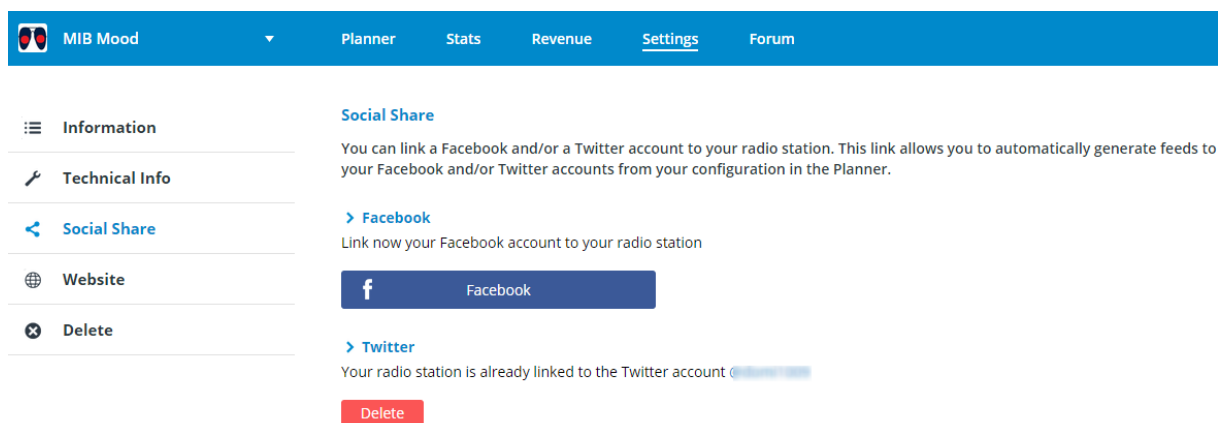
Specifically, if you set an artist constraint equal to 1 on the Box, this constraint will be applied by default to all the titles, even though their default value remains set to 60. Only if you edit this "Artist" constraint on the specific title with a more restrictive constraint, it will then take precedence over the others.

2.7 Sharing the content of a Box on Social Media

You can share a Box or some of its soundtracks on Facebook or Twitter upon their broadcasting.

To do this, simply follow these two steps:

2.7.1 Linking your radio to your Social Media



In the "Settings" tab of your Radio Manager, select the "Social Share" tab in the left column.

Then simply click on the buttons "Facebook" or "Twitter" and follow the prompts to specify the account you want to link your radio to.

NOTE: This link will only take you to the main page of a Facebook account. You can't link your radio to a subpage of your personal account.

2.7.2 Linking a Box or a Soundtrack to specific Social Media

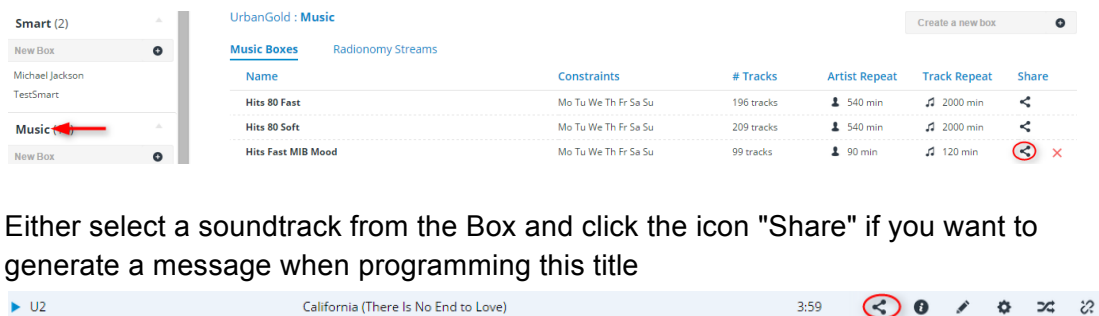
To automatically generate messages to your Facebook and/or Twitter accounts from your program in the Planner, you can:

- Either open a Box and click on the tab "Share " to share all the items of your Box upon their programming

Music - U2 : 5 tracks (0:21:21)

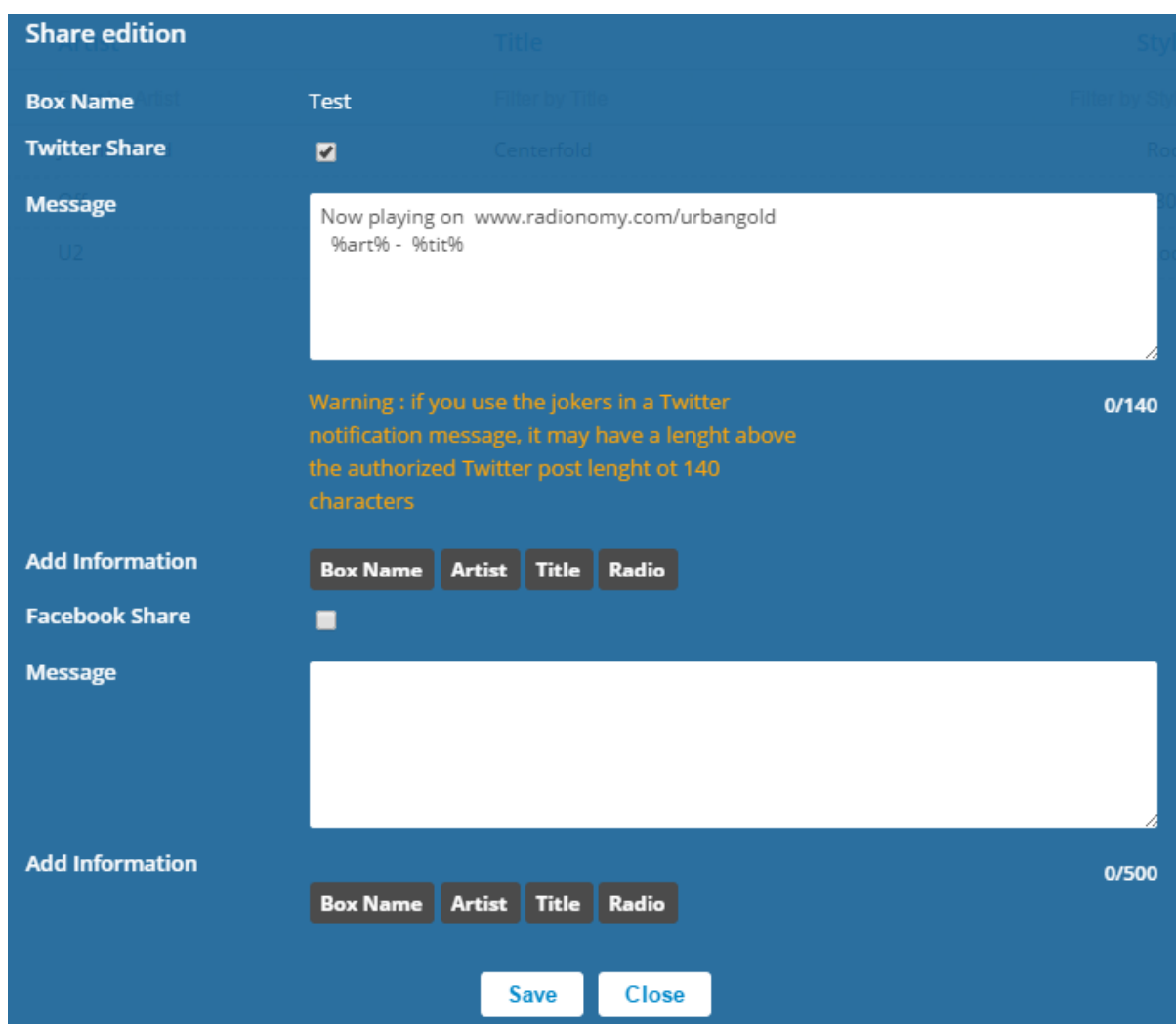


or click on the specific Box soundtrack category and then click on the icon "Share" by running your mouse over the relevant Box



- Either select a soundtrack from the Box and click the icon "Share" if you want to generate a message when programming this title

You will now arrive on the edit page of the Box or soundtrack selected for the Social Media



On this page you will find:

- The name of the Box/Soundtrack to be shared
- The boxes you'll have to check depending on whether you want to share your information on Facebook and/or Twitter

- The field in which you can compose the message that will be sent to your Social Media.

For your convenience, you can use the "jokers" to directly integrate in your message the relevant box name, the artist name and/or soundtrack title to be broadcasted and the link to your radio on www.radionomy.com. These jokers are of course optional, and you can also add text or the website of your choice.

Note that these messages are limited in size (140 characters in Twitter and 500 in Facebook) and also that the use of jokers can lengthen the message based on the content that will actually be sent. For example, the joker %tit% has only 5 characters but the title that will be sent will likely be much longer.

Remember to save your data and to regenerate any existing plannings for this feature to be taken into account.

2.8 Copying a Box to another of your Radios

You manage multiple radios and you want to include a Box you have created in another radio? It's easy!

Open the Box you want to copy and click the "Copy to" button

Music - Test : 3 tracks (0:12:14)

Share

Upload

Select all

Deselect all

Edit

Copy to

Delete Box

You will arrive on the following page:

Box copy - U2 The Music (0:05:14)

Select the radio stations where you want copy the box to. All files will be copied to the target radio stations.

- All In Love
- MIB Mood
- UrbanGold
- Feeling Good Radio

Select the radio on which you want to copy the Box and confirm with the "Copy" button. A message will appear confirming that the box has successfully been copied.

NOTE: If sounds that you have downloaded are in the box, they will be included in the account of files downloaded into the destination radio in "My Files".

2.9 Smart Boxes

These Boxes have two features:

- They are fed only through filters applied to your existing Boxes or to Radionomy's music Streams
- they are dynamically feed based on the addition (or removal) of soundtrack titles in your own Boxes or Radionomy Streams

This way you can easily create “thematic” Boxes for special occasions (Christmas, New Year, etc.) or specials (artist, year, etc.)

The screenshot shows the Radionomy interface for a Smart Box named "Smart - Michael Jackson" containing 31 tracks. On the left is a sidebar with categories like Smart (2), Music (16), Playlist (5), Jingle (9), Promo (2), Voice Tracks (2), Podcast (6), and Fillers (3). The main area shows a list of tracks with checkboxes for selection. A filter panel is open, showing "Disco Soul" selected and three filters: "Disco - High 01", "Disco - High 03", and "Disco - Low 01". Below the filter panel is a table of tracks.

Artist	Track Name	Genre	Duration	Streams	Year	Added	Actions
Michael Jackson	Wanna Be Startin' Somethin'	Disco	6:30	118	1982	4/2/2011	
Michael Jackson	Heal The World	Pop	6:22	80	1994	2/11/2003	
Michael Jackson	This Is It	Pop	3:35	96	2009	12/18/2009	
Michael Jackson	Baby Be Mine	Disco	4:19	111	1982	11/4/2003	
Michael Jackson	Off The Wall	Disco	4:06	120	1979	10/9/2010	
Afrojack - DJ Buddha - Micha...	Bad	Dance - Clubbing	4:29	128	2012	9/1/2012	

By clicking on the name of a Smart Box you have already created, you have access to a table with three columns.

Filtered boxes

Select your personal Boxes to be the object of an automatic search based on specific filters determined by you.

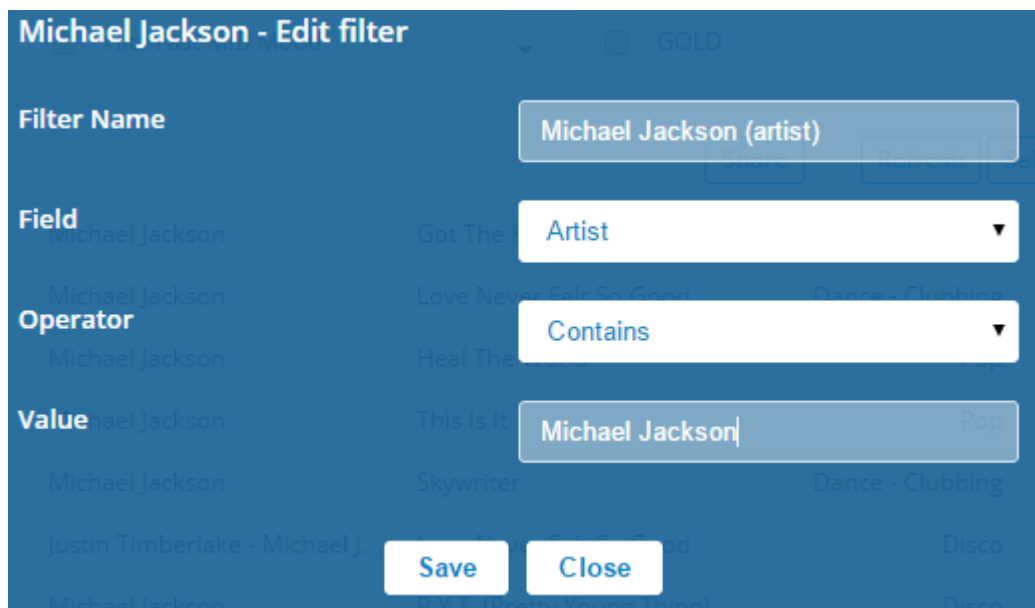
Stream

Select the music streams provided by Radionomy to apply the filters.

Filters

Once you have specified the Boxes/Streams, you can apply the filters you want to determine which title will appear in your Smart Box.

You can add as many filters as you want to refine to narrow down your selection. By clicking "Add Filter", you'll go to the following page:



Michael Jackson - Edit filter GOLD

Filter Name Michael Jackson (artist)

Field Artist

Operator Contains

Value Michael Jackson

Save Close

- You can choose whatever name you like for the filter
- The field specifies whether the filter is applied to the title, artist, year, language, date added or tag
- The Operator determines the specific condition based on the field (contains, does not contain, equal to, different from, etc.)
- The Value specifies the criterion to be applied by the filter

In the image above, we have created a filter named "Michael Jackson (Artist)" to indicate that the search on Boxes/Streams selected in the two columns on the right would focus on the artist name, that the field should contain (among others) the term that is defined in the value, in this case "Michael Jackson".

We could narrow down the Smart Box search further by adding a filter on the years, e.g. only titles released on 1975-1985, and so on with other filter types.

Note:

- When you add Boxes, Radionomy Streams or new filters, the "Refresh" button will immediately update the Smart Box content.
- If you copy a Smart Box to another of your radios, only the filters will be copied. You will need to redefine the filtered Boxes and Radionomy Streams which will be affected by the filters.

2.10 Music Boxes

The Music Boxes contain all the songs you have imported from your hard drive or selected from among the many titles of the Radionomy database.

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You can create as many boxes as you want. Unleash your imagination! Create your boxes according to your own idea of what your radio programs should feel like. You can imagine a series of boxes that group periods (60's, 90's, etc.) or hours of the day (breakfast, morning, evening, etc.), a music genre (Pop, Lounge, Jazz, Urban, etc.) a language (English, French, Spanish, etc.), a particular artist, etc.

You have three ways to feed your Music Boxes:

2.10.1 Import your own Music

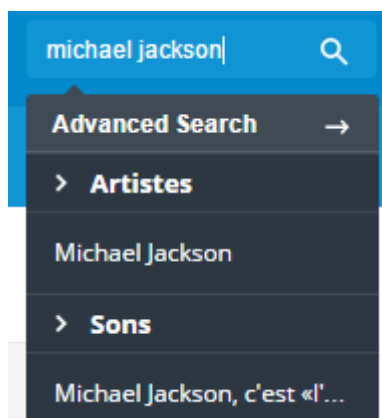
On the chapter [2.5 Importing - Validating - Editing your own soundtracks](#), we have explained how you can incorporate the soundtracks from your hard drive to your Radio Manager. These files will not be shared on the platform and Radionomy and, as with the music from its own database, will entail the payment of broadcasting rights provided that you comply with the Producer's Agreement governing music imports. Below you'll find an excerpt:

« Radio Producers agree to only upload songs for which they have legally acquired the media (purchased CD or MP3 file from a site respecting copyright). Should any titles uploaded by a Radio Producer be found to have been acquired counter to copyright, such Radio Producer shall be held liable and not Radionomy under any circumstances. When uploading songs, the following mandatory information is requested: the artist's name and song title. Radionomy reserves the right, based on rights holders' requests, to request additional information. Radio Producers shall provide such information correctly, exactly, and in full. Radio Producers shall comply with the technical specifications requested by Radionomy. »

2.10.2 Using Basic/Advanced Search

Basic Search

Simply type the desired artist name or song title in the search bar on the top of the page of your Radio Manager.



The search will then produce Artists or Soundtracks containing the terms indicated on your search. You simply have to click on the proposition you are interested in to go to the results page:

Artist	Title	Boxes	Style	Duration	BPM	Year	Date	Share
Filter by Artist	Filter by Title	Filter by Boxes	Filter by Style	Filter	Filter	Filter	Filter	
Jacksons - Michael Jackson	Show You The Way To Go	-	Soul	3:29	54	1976	2/6/2003	🐦
Michael Jackson	Heal The World	-	Pop	6:22	80	1994	2/11/2003	🐦
Michael Jackson	Cry	-	Pop	5:00	83	2001	2/20/2003	🐦
Michael Jackson	Ain't No Sunshine	-	Soul	3:51	75	1972	3/3/2003	🐦
Michael Jackson	Bad	-	Pop	4:06	115	1987	2/17/2003	🐦
Michael Jackson	The Way You Make Me Feel	-	Pop	4:59	115	1987	2/17/2003	🐦
Michael Jackson	Liberian Girl	-	Pop	3:53	105	1987	2/17/2003	🐦
Michael Jackson	Another Part Of Me	-	Pop	3:54	105	1987	2/17/2003	🐦
Michael Jackson	Man In The Mirror	-	Pop	5:19	100	1987	12/15/2009	🐦
Michael Jackson	I Just Can't Stop Loving You	-	Pop	4:25	60	1987	12/15/2009	🐦
Michael Jackson	Dirty Diana	-	Pop	4:52	72	1987	2/17/2003	🐦
Michael Jackson	Smooth Criminal	-	Pop	4:18	120	1987	2/17/2003	🐦
Michael Jackson	Ghosts	-	Pop	5:13	105	1996	2/19/2003	🐦
Michael Jackson	Stranger In Moscow	-	Dance - Clubbing	6:53	124	1995	2/19/2003	🐦

This page displays the following columns:

- Artist
- Title
- Boxes (which indicates that a title is already in one of your boxes)
- Duration
- BPM (Beat Par Minute, tempo indication)
- Release year of the title
- Date (the day the soundtrack was added to the database)
- Share –the logo of the social media will be highlighted in blue if the title is already included in one of your boxes and if it is shared on the social network when it is aired.

To include one or more of these titles in a music Box, simply select the desired items and then drag and drop them to the Box

Music (19)

New Box +

1 - Titre Erronée

1960's (19/05/2014)

80dance group

80dance woman

DJ-R-One 1 (18/05/2013)

DJ-R-One 2 (21/09/2013)

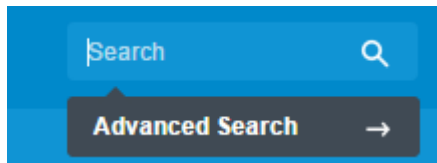
Flux

Hits Fast **3 items**

Hits Soft

Artist	Title
Filter by Artist	Filter by Title
1 Jacksons - Michael Jackson	Show You The Way To Go
2 Michael Jackson	Heal The World
3 Michael Jackson	Cry
Michael Jackson	Ain't No Sunshine
Michael Jackson	Bad
Michael Jackson	The Way You Make Me Feel

Advanced search



By clicking on "Advanced Search" when you click the search bar, you will go to the following page:

Advanced Search

Title	<input type="text"/>	Language	<input type="text"/>
Artist	<input type="text"/>	Style	Select up to 5 music styles
Type	<input type="text"/>	Year	<input type="text"/>
Origin	<input checked="" type="checkbox"/> In my directory <input checked="" type="checkbox"/> In Radionomy's directory	BPM	<input type="text"/>
Add date	From <input type="text"/> To <input type="text"/>		

Then simply fill the field(s) to narrow down your search:

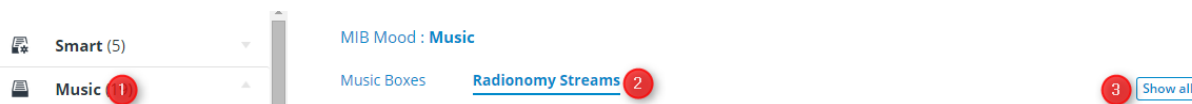
- Title
- Artist
- Type: You can choose from different Audio categories on your Planner, select Music for a Music Box
- Origin: you can select from the base of all the soundtracks loaded on your radio, on the Radionomy database or both
- Date added: the dates between which the soundtrack was added to the database selected as "Origin"
- Language: allows you to select music in a particular language
- Style: select a maximum of 5 music genres that may match your search
- Year: use the sliders to select a search period for the issue dated
- BPM: use the sliders to set the desired tempo interval

Once you have set your criteria, click on "Search" and then proceed as in a basic search to add the desired titles to your Music Box.

2.10.3 Using Radionomy Streams

Radionomy Streams are created and regularly fed by our producers and professionals, categorized by genre.

By clicking on the name of the "Music" category in the left column of your Planner (or in this category in the Audio homepage), you will see the default list of all existing music boxes. To access the Radionomy Stream, click on "Radionomy Stream" link and then "View All" to display all Radionomy Streams available to you



You can subscribe to more Radionomy Streams easily and for free by simply clicking on the star that appears on the right of the line which identifies each stream to make them appear directly in "Your selection". This selection is displayed by default when you click on "Radionomy Stream".

MIB Mood : **Music**

Music Boxes

Radionomy Streams

Show your selection

Name	Country	# Tracks	Last Update		
Classic					
Classic - High 01	-	200	11/27/2014		
Classic - Low 01	-	500	11/27/2014		
Country US					
GOLD	US	67	10/12/2014		
HIGH	US	351	11/25/2014		
HOT COUNTRY 2013 (27/08/2014)	US	76	8/27/2014		
HOT COUNTRY 2014 (27/08/2014)	US	74	11/25/2014		
HOT COUNTRY CURRENT (27/08/2014)	US	27	11/25/2014		
MEDIUM	US	391	10/29/2012		
Dance					
Dance - High 01	FR	24	11/27/2014		
Dance - High 03	FR	103	11/27/2014		
Dance - Low 01	FR	100	11/27/2014		
Dance - Low 02	FR	201	11/27/2014		

To open a Radionomy Stream, simply click on his name. It will then be shown as a Box where you can select the desired titles and drag and drop them to the music Box of your choice.

The label on the Date column will indicate the date on which the titles were added by our producers and will enable you to view the latest additions.

NOTE: You will also find all Radionomy Streams you have subscribed to in Boxes for you to create your Clocks You will also have the opportunity to directly add a whole Music Stream to your program. New items will also be automatically added to your program. This procedure will be explained in paragraph [3. Clocks.](#)

2.10.4 Box constraints

Even though the Planner generator will tend to balance the number of broadcasts for each element within a Box when developing a planning, we will remark the importance and usefulness of repetition and broadcasting constraint detailed in chapter [2.6 Editing Box/Soundtrack Constraints](#)

Repetition constraints will set to ensure that the Box will not be ignored by the generator due to very strict restrictions, or conversely, when the restrictions are too lenient, to avoid a too frequent playback of the newly added titles to balance the number of broadcasts with respect of the remaining titles of the Box.

The Broadcasting Constraints, in turn, will allow you to cancel the playback of a specific soundtrack in a Box during specific times or hours upon programming the Box.

2.11 Playlist Boxes

Unlike Music Boxes from which the generator will randomly pick soundtracks to create its Planning, Playlist Boxes will be included in its entirety in your program and its content will be broadcasted in the order you have set. Each Playlist is then a "customized" program, created entirely by you.

2.11.1 Creating a Playlist

After creating your Playlist box, you can

- Either use the soundtracks of any existing Box to create your Playlist, with the exception of Podcasts that will be scheduled differently, by simply transferring the desired soundtrack from their source Box to your Playlist Box, as explained in [2.4.3 Transferring a soundtrack from a Box to another Box.](#)
This way, you can create a Playlist from your Smart, Music, Jingles, Promos and

Voice Track Boxes

- or adding soundtracks that are not yet present on your radio by importing soundtracks from your hard drive, using the Planner search engine or by selecting soundtracks from Radionomy Streams, as described for the [Music Boxes](#).

You can then change the order of the soundtracks that you have added using the icon to sort the soundtracks up or down.

3	Bee Gees	Night Fever	Disco	3:29	110	1977	10/8/2014		
4	Mylène Farmer	A Quoi Je Sers	Pop	4:38	124	1989	10/8/2014		
5	U2	Every Breaking Wave		4:12		2014	10/13/2014		
6	The Rolling Stones	Harlem Shuffle	Rock	3:23	121	1985	10/13/2014		
▶ 7	Animotion	Obsession	Hits 80's	4:00					
8	PromoA	71 Bande Annonce VF (2014)		1:49			10/26/2014		

2.11.2 Editing a Playlist

Since Playlist include fixed items selected by you, they do not meet the same broadcasting and repetition constraint criteria that other Boxes. All the soundtracks added will therefore be included despite the fact that the soundtracks in that Box could be affected by the constraints of another Box.

When editing a Playlist Box, you'll go to the following page:

Therefore, the limit constraints will not be available, but you can:

- Rename the Box
- Set an intro/extro box or soundtrack –Jingle or Voice Track.
- Specify whether the Playlist can be interrupted before the end by checking/unchecking the box "Is Truncable":

Is Truncable

The insertion of advertisements or podcasts in your program can shift the broadcast schedule shown in the planning that you have generated.

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In order to catch on this potential delay, the Planner can then skip certain soundtracks during the broadcasting. This is where the box "Is Truncable" comes in

- You want your Playlist to be played up to the end: Leave the box unchecked –this is the default value. It is then the tracks provided later in your schedule that may not be broadcasted to catch up on the schedule.
- If you want your Playlist to be interrupted to keep up with your planning: Check the box and, if the broadcasting gets delayed the last track(s) in your Playlist won't be played to favour the items that follow next in your planning.

NOTE: The duration of a Playlist -displayed next to its name when you open it- cannot be less than 15 minutes.

2.12 Jingle Boxes

Jingles are short soundtracks with two main functions:

- Give a sound identity to your radio to remind your listeners what the radio they are listening to is.
- Give a rhythm to your program before or after a podcast, a Voice Track, a promo or stream the passage from one Music Box to a different one.

As for Music Boxes, you can create as many Jingle boxes as you like in order to classify them by topic (fast, slow, Christmas, exclusive, intro, extro, etc.)

As seen in [2.6 Editing Box/Soundtrack Constraints](#), a Jingle can also serve as an intro or extro to any Box or soundtrack from any Box.

A jingle may be further defined to be broadcasted before and / or after an advertising display in the "Planning" section.

2.12.1 Filling a Jingle Box

To import and edit your Jingles, refer to the point 2.5 Importing - Validating - Editing your own soundtracks.

These personal jingles will not be shared on the Radionomy platform.

Section 7 of the Producer Agreement sets forth the conditions governing the import of Jingles on the platform.

Here's an excerpt:

“By uploading a jingle, Radio Producers grant Radionomy the authorization to broadcast it.

Radio Producers shall contractually guarantee Radionomy that they hold, for the jingles they upload, all rights and authorizations required for reproducing and communicating to the public on the Site with regards to copyright, related rights, intellectual property rights, image rights, and more generally shall hold Radionomy harmless against any proceedings undertaken by third parties. Radio Producers shall not upload any illegal jingles, composed from existing music without express permission from the rights holders, or prejudicial to third parties. Radio Producers shall comply with the technical specifications requested by Radionomy.”

2.12.2 Jingle Constraints

Please refer to chapter [2.6 Editing Box/Soundtrack Constraints](#).

Jingles, like Music, also have an artist name and title which will be subjected to repetition and broadcasting constraints.

IMPORTANT: Remember that repetition constraints are set by default to an interval of 60 minutes to allow the playback of a title which has already been played before in the program, and 60 minutes for the same artist.

Depending on the number of Jingles present in a Jingles Box and Jingle repetitions contained in such Box, you may need to review these constraints so they are not ignored by the generator upon automatic creation of the planning.

NOTE: You can specify an intro and / or extro jingle from any Box or a specific soundtrack; however, this intro / extro will not be taken into account if it is associated with another jingle or a Voice Track already configured as intro or extro for another soundtrack.

2.13 Promo Boxes

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

In these Promo Boxes you can also include local business ads, whose distribution is governed by Section 15 of the Producer Agreement

Here's an excerpt:

“Radionomy reserves exclusive rights for broadcasting national, international, and multi-regional advertising. Producers may insert strictly local advertising in their Radio Stations for a maximum of 2 minutes per hour in the same screen. For this type of advertising, Radionomy shall not be held liable and only the Radio Station Producer shall be held liable for any legal action or complaints.

Programming shall be in a specific bin defined by the Radio Manager. Any abuse, broadcasting national, international, or multi-regional advertising shall be justification for immediate exclusion from the platform and the producers shall be held personally liable for the royalties to be paid in all countries covered by Radionomy for the current year. Radionomy may immediately invoice the producers for the royalties to be paid for the current year.”

2.13.1 Filling Promo Boxes

To import and edit your Promos, refer to the point 2.5 Importing - Validating - Editing your own soundtracks .

These Promos will not be shared on the Radionomy platform.

2.13.2 Promo Constraints

Please refer to chapter [2.6 Editing Box/Soundtrack Constraints](#)

Promos, like Music, also have an artist name and title which will be subjected to repetition and broadcasting constraints.

NOTE: You can program your Promos in two different ways:

- Include the Promo Box in a Clock in, i.e. in a series of different boxes that you can repeat over a customizable period. We will explain this further in Section "[3. Clocks](#)".
- Or set a particular Promo soundtrack in your Day Template so that it is integrated into your planning at a certain time of day. This will be explained in detail in Section "[4. Day Templates](#)".

2.14 Voice Track Boxes

A Voice Track is an audio element, for example a spoken message by the radio presenter to introduce a track, an urgent message, or any other oral Voice Track.

It can also provide a report in advance of the next live broadcast (especially if you include it in a Playlist Box, for example)

As for Music Boxes, you can create as many Voice Track boxes as you like in order to classify them by topic (exclusive, novelty, news update, intro, extro, etc.)

As seen in chapter [2.6 Editing Box/Soundtrack Constraints](#), a Voice Track can also serve as an intro or extro to any Box or soundtrack from any Box.

A Voice Track may be further defined to be broadcasted before and / or after an advertising display in the "Planning" section.

2.14.1 Filling Voice Track Boxes

To import and edit your Voice Tracks, refer to the point [2.5 Importing - Validating - Editing your own soundtracks](#).

These personal Voice Tracks will not be shared on the Radionomy platform.

2.14.2 Voice Tracks Constraints

Please refer to chapter [2.6 Editing Box/Soundtrack Constraints](#)

Voice Tracks, like Music, also have an artist name and title which will be subjected to repetition and broadcasting constraints.

NOTE: Intros/extros do not work with cascading boxes.

You can specify an intro and / or extro Voice Track from any Box or a specific soundtrack; however, this intro / extro will not be taken into account if it is associated with another jingle or a Voice Track already configured as intro or extro for another soundtrack.

2.15 Podcast Boxes

Podcasts are managed fully separately from the rest of your program. They are designed to be inserted at a specific time (around 1 minute max.) according to the schedule you have determined at item [4. Day Templates](#).

This feature makes this Audio category perfect for "time signals", if you want to broadcast them on your radio.

The Podcast Boxes contain all radio creations, news reports, interviews, etc., imported from your hard drive.

You can create as many Podcast Boxes as you want based on the topics you will address.

You can also use the free Podcasts supplied by Radionomy.

Therefore, you can organize your Podcasts in two ways:

2.15.1 *Import your own Podcasts*

Please refer to chapter [2.5 Import - Validate - Editing your own soundtracks](#). Incorporating your hard drive soundtracks to your Radio Manager. These files will not be shared on the platform.

Remember that the maximum duration of a soundtrack is 15 minutes. If you want to import a longer Podcast, you will have to cut it in segments of less than 15 minutes.

For more information on the terms that rule the importation of personal Podcast files, please refer to the Producer Pact. Here's an excerpt:

By uploading audio content (podcast/promotion/voice track), Radio Producers grant Radionomy the authorization to broadcast it. Radio Producers shall contractually guarantee Radionomy that they hold, for the audio content they upload, all rights and authorizations required for reproducing and communicating it to the public on the Site with regards to copyright, related rights, intellectual property rights, image rights, and more generally shall hold Radionomy harmless against any proceedings undertaken by third parties.

The Radio Producer agrees not to upload illegal content, content created from existing content without express authorization of the right holders, or otherwise harmful to a third party. Radio Producers shall comply with the technical specifications requested by Radionomy.

2.15.2 Using Radionomy Podcasts

Radionomy Podcasts are created and updated regularly by our professional partners and organized by topic.

By clicking on the name of the "Podcasts" category in the left column of your Planner (or in this category in the Audio homepage), you will see the default list of all existing Podcast boxes. To access the Radionomy Podcasts, click on "Radionomy Podcasts" link and then "View All" to display all Radionomy Streams available to you.

Category	Podcast Boxes	Radionomy Podcasts 2	Show all 3
Music (16)			
Playlist (4)			
Jingle (9)			
Promo (2)			
Voice Tracks (2)			
Podcast (6) 1	Flash infos - France	French	[intro/extro] < ★
	Horoscope	French	[intro/extro] < ★
	Informations - France	French	[intro/extro] < ★
	Météo nationale - France	French	[intro/extro] < ★
	News - US	English	[intro/extro] < ★
	Noticies España		[intro/extro] < ★

You can subscribe to more Radionomy Podcasts easily and for free by simply clicking on the star that appears on the right of the line which identifies each Podcast to make them appear directly in "Your selection". This selection is displayed by default when you click on "Radionomy Podcasts".

UrbanGold : Podcast




Podcast Boxes		Radionomy Podcasts	Show your selection
Name	Language	Packaging	
Actualités cinéma	French	[intro/extro]	< ☆
Actualités V.I.P.	French	[intro/extro]	< ☆
ALABAMA	French	[intro/extro]	< ☆
Flash infos - France	French	[intro/extro]	< ★
Horoscope	French	[intro/extro]	< ★
Informations - France	French	[intro/extro]	< ★
Informations insolites	French	[intro/extro]	< ☆
Informations sportives - France	French	[intro/extro]	< ☆
Les canulars de Jonathan Lambert	French	[intro/extro]	< ☆
Météo nationale - France	French	[intro/extro]	< ★
News - US	English	[intro/extro]	< ★
Noticies España		[intro/extro]	< ★
Weather - US Northwest	English	[intro/extro]	< ☆

2.15.3 Editing Podcast Boxes and Soundtracks

Due to the sometimes temporary nature of Podcasts, their management is very different from managing other boxes or soundtracks. On the other hand, when Podcasts are managed automatically, you have to specify the validity and broadcast order of your personal Podcasts.

Editing a Podcast Soundtrack

To edit a Podcast, open the Box and click on the edit icon that appears when you hover your mouse over the soundtrack:

Podcast - Local News							Share	Upload	Select All	Deselect All	Edit	Delete Podcast
Artist	Title	Style	Duration	BPM	Year	Date	Share					
Filter by Artist	Filter by Title	Filter by Style	Filter	Filter	Filter	Filter	Filter					
▶ Local News	Morning		0:48				  					

You will arrive on the following page:

Track Edition



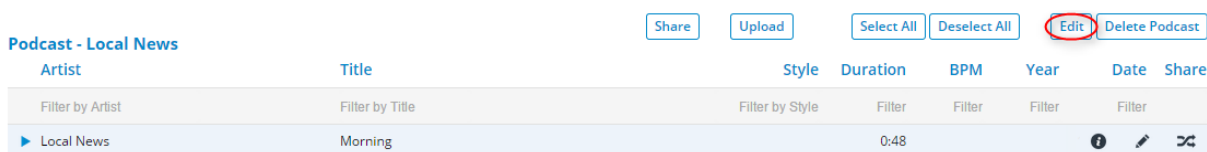
Artist	<input type="text" value="Local News"/>
Title	<input type="text" value="Morning"/>
Duration	00:48:720
Language	<input type="text" value="[Choose language]"/>
Tags	<input type="text"/>
Description	<input type="text"/>
Valid From	<input type="text" value="12/11/2014"/>
Always valid	<input type="checkbox"/>
Valid To	<input type="text" value="12/12/2014"/>

You can then fill the usual soundtrack edit fields, but a Podcast is different in that you can determine its validity:

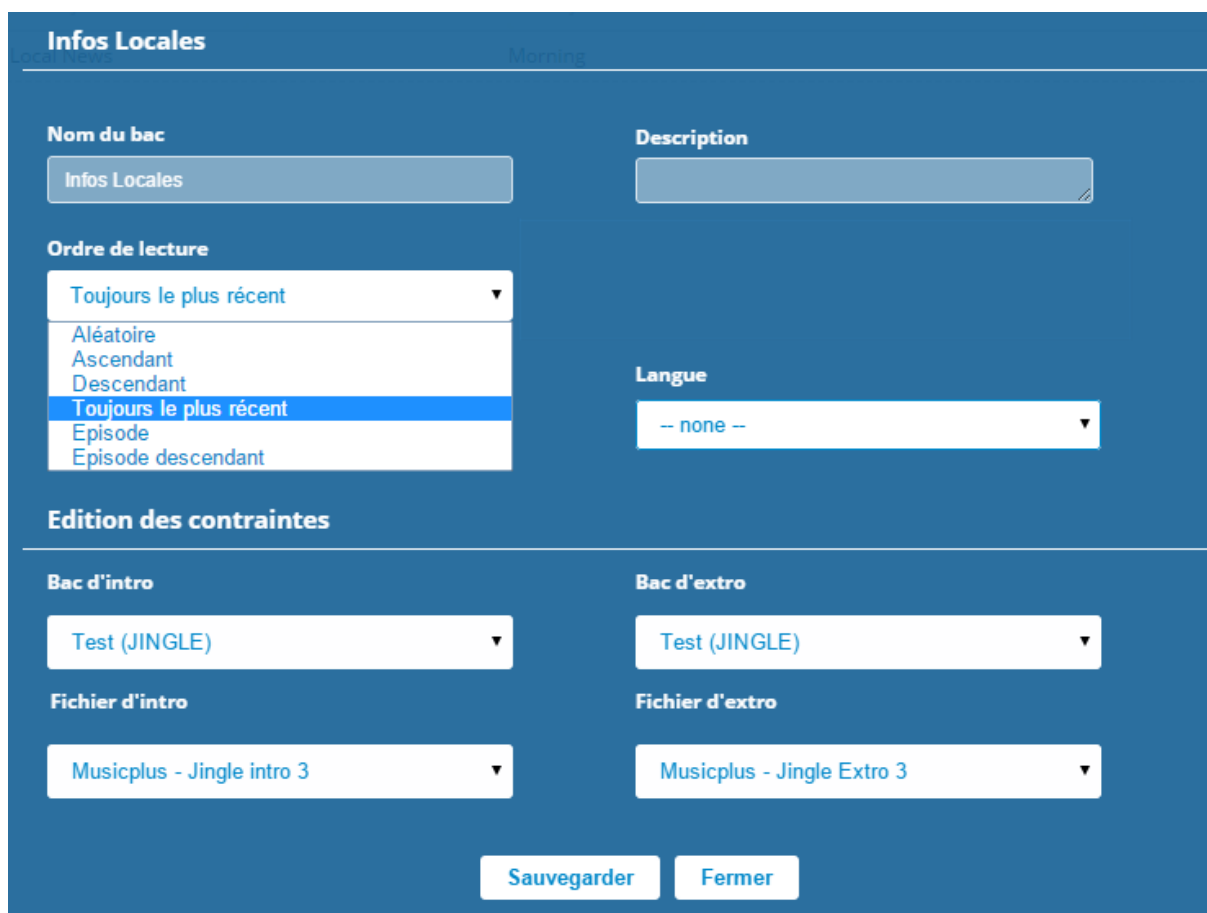
- You can change the start and end period during which the Podcast will be considered by the Planner upon its broadcast: Outside this period, the Podcast will not be visible in the Box and therefore, will not be broadcasted :
- Or you can check the "Always valid" for the Podcast to be always available in the Box so it is broadcasted whenever scheduled.

Editing a Podcast Box

To edit a Podcast Box, open it and click on the edit button.



You will arrive on the following page:



The 'Infos Locales' page for a podcast box titled 'Morning' contains the following fields:

- Nom du bac:** Infos Locales
- Description:** (Empty text area)
- Ordre de lecture:** A dropdown menu with options: Toujours le plus récent (selected), Aléatoire, Ascendant, Descendant, Episode, and Episode descendant.
- Langue:** -- none --
- Edition des contraintes:**
 - Bac d'intro:** Test (JINGLE)
 - Bac d'extro:** Test (JINGLE)
 - Fichier d'intro:** Musicplus - Jingle intro 3
 - Fichier d'extro:** Musicplus - Jingle Extro 3

Buttons at the bottom: Sauvegarder, Fermer

As with the other Boxes, you can rename it, edit its description tags, language and configure a Jingle or Voice Track as intro / or extro, but you can also specify:

- playback order, i.e. indicate the Planner in what order it should broadcast the soundtracks in this Box.
 - Random: The soundtrack will be broadcasted at random
 - Upwards: The last Podcast you have imported to the Radio Manager will be broadcasted first, then the second and so on, in order of appearance
 - Downwards: Opposite to the order mentioned above
 - Always the most recent: This feature can be used in particular in the context of news flashes updated several times throughout the day
 - Episode: The Podcast that appears on top of the Box list will be the first to be broadcasted, then the one that appears second and so on. You can move the Podcasts in this Box to specify their order. This allows you to determine the order of the segments of a broadcast program if it is divided into several parts.
 - Downwards Episode: Opposite to the order mentioned above

2.16 Filler Boxes

Twice an hour, the Radio Manager will automatically insert two minutes of advertising space into your program.

These spaces will be filled differently based on the geographical location (country / region) of each listener. An American listener will not listen to the same messages that a French listener.

There are two scenarios:

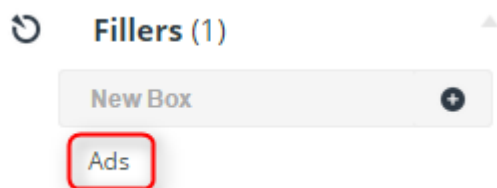
- Your listener is geographically targeted by commercials: In this case, everything is managed by the Radio Manager and the length of advertisements is less than 2 minutes, and then Radionomy fills the rest of the screen space available with its own promotional messages.
- Your listener is not geographically targeted by commercials so in this case the listener will hear the two-minute filler.
By default, the Radio Manager will broadcast filler music, but that will probably not match your radio style.

For instructions on how to customize filler music so it best fits your radio program, see the details below.

2.16.1 *Creating and filling the Filler Box*

Creating a Filler Box

In the audio category "Fillers" create a Box with the same procedure as the rest of the Boxes (named "Ads" in the example below)



Filling the Filler Box

There are two ways of feeding this Filler Box:

- In the Advanced Search of the Radio Manager, select "Filler" and define your search based on your criteria (style, year, etc.): The Radio Manager will then propose a series of files in the correct two-minute format that you'll have to drag and drop in your filler box. Here is an example of research on musical style and period:

Artist	Title	Boxes	Style	Duration	BPM	Year	Date	Share
30H13 - Katy Perry	Starstruck	-	Pop	2:00	138	2010	10/10/2012	Facebook Twitter
30H13 - Ke\$ha	My First Kiss	-	Pop	2:00	132	2010	10/10/2012	Facebook Twitter
Amy MacDonald	Don't Tell Me That It's Over	-	Pop	2:00	147	2010	10/10/2012	Facebook Twitter
Andy Grammer	Keep Your Head Up	-	Pop	2:00	86	2011	10/10/2012	Facebook Twitter
B.O.B. - Rivers Cuomo	Magic	-	Pop	2:00	171	2010	10/10/2012	Facebook Twitter
Ben L'onde Soul	I Kissed A Girl	-	Pop	2:00	64	2011	10/10/2012	Facebook Twitter
Brooke Fraser	Something In The Water	-	Pop	2:00	129	2011	10/10/2012	Facebook Twitter
Bruno Mars - Travie McCoy	Billionaire	-	Pop	2:00	89	2010	10/10/2012	Facebook Twitter
Buurman	Mount Everest	-	Pop	2:00	126	2010	10/10/2012	Facebook Twitter
Catalin Josan	Walking On Fire	-	Pop	2:00	93	2011	10/10/2012	Facebook Twitter
Charlie Winston	Hello Alone	-	Pop	2:00	105	2011	10/10/2012	Facebook Twitter

- You can also import your own two-minute files to your Filler Box, as for a standard Box ([2.5 Importing - Validating - Editing your own Soundtracks](#)). When importing the file, the system will check if the duration of your filler file is correct. If it isn't, then you'll have to edit your file so that it has the exact 120-second length required.

2.16.2 Activating the Filler Boxes

Last step before broadcasting your filler files: Activating the Filler Box This boxes is managed very differently from all other Boxes.

In the Planner, select the "Planning" tab.

In "Ad screens set up ", select the Filler Box you have previously created.

It is also possible to determine an "Intro" jingle and "Extro" jingle that will allow your listeners to clearly identify that they are listening to an advertising display. These jingles are also broadcasted for a listener subject to commercial advertising.

Ad screens set up

Adv. Intro

Jingle intro 3



Adv. Extro

Jingle Extro 3



Filler Box

Ads



NOTE 1: If plannings are already generated, rerun generation ("Select All" + "Generate") so your filler files are directly included.

NOTE 2: If you use the Live feature, the Radio Manager will no longer control your broadcasting.
However, you must "manually" organize advertising broadcasts because any omission, voluntary or involuntary, could affect your access to the Live feature.

The Filler Box will be replaced by the broadcasting of a 2-minute file twice an hour. You will have to name this file **Advert:** in the artist name **field and Advert:** in the title field.
All the information about the Live feature can be found in the "Documentation" of the [Radionomy forum.](#)

2.16.3 Filler constraints

At present, it is not possible to edit repetition or broadcasting constraints for the Filler Box or for its files.

So the generator will randomly select the files in this Box to be broadcasted to listeners not targeted by advertising.

3. Clocks

3.1 What is a Clock?

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

A Clock is a type sequence of boxes that you have created in the different categories – Audio Smart, Music, Jingles, Promos and Voice Tracks.

The generator then will pick up the soundtracks to be broadcasted from these boxes based on the order defined in the Clock and on the broadcasting and repetition constraints you have set.

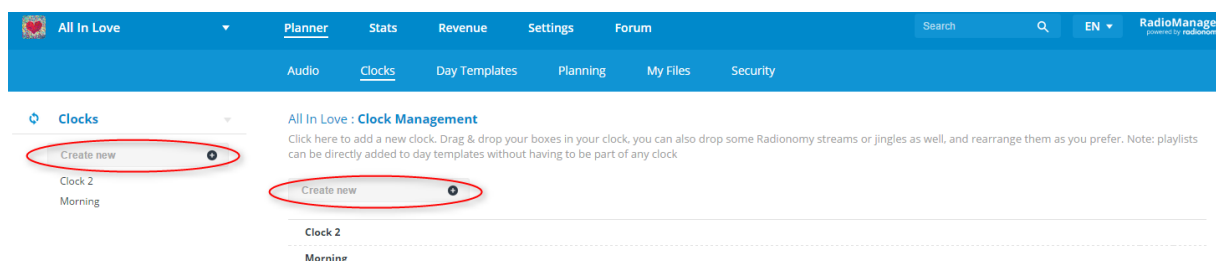
(In the next chapter we will see how Playlists and Podcasts are scheduled directly in the Day Template).

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

3.2 Creating and filling a Clock

3.2.1 Creating a Clock

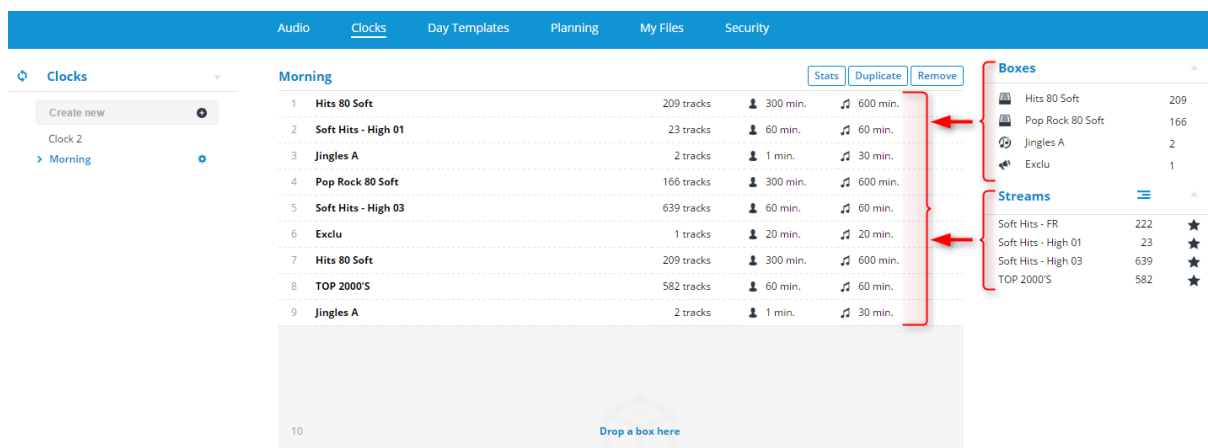
As for Boxes, you can create as many Clocks as you want by typing its name and clicking on "+"




Give them a name that will allow you to easily identify them among your other Clocks, so that you can then easily program them.

3.2.2 Filling / Modifying a Clock

When clicking on a Clock's name, you'll go to the following page:



In the right column, you will find:

- The Boxes that you have created in Audio sections (each Audio category can be identified by the logo above the name of the Box) :
 - Smart
 - Musics
 - Jingles
 - Promos
 - Actions
- Radionomy Music Streams you have subscribed to.
 You can access the complete list of Radionomy Music Streams on this page by clicking on the icon , so you can subscribe to them and program them from this page.
 The new additions to Radionomy Streams will be integrated directly to the program.

You just have to create a standard sequence of these categories corresponding to the time of day of your choice by dragging & dropping these Boxes in the central part of the page.

You can also change the order of these Box sequences using this function drag & drop between different boxes you have already added, or remove a Box in your sequence by clicking on the red x at the bottom.

6	Soft Hits - High 03	639 tracks	60 min.	60 min.	
7	Hits 80 Soft	209 tracks	300 min.	600 min.	
8	TOP 2000'S	582 tracks	60 min.	60 min.	
9	Jingles A	2 tracks	1 min.	30 min.	

Clocks are expandable, this means that you can set the same Clock for the desired duration after the generator has picked up a soundtrack in the last Box of the Clock, it will loop through the first Box and repeat the operation subsequently.

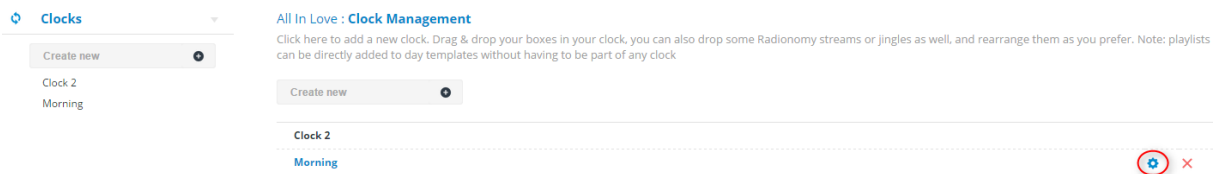
3.3 Clock Options

Below you'll find the various intuitive Clock options.

3.3.1 Renaming / Duplicating / Deleting a Clock

Renaming a Clock

You can easily rename a Clock by clicking on the edit icon in the list of Clocks



Or by clicking on the icon on the left column



Duplicating a Clock

If you want to duplicate a clock, just rename it and then reproduce the same program at a different time, or you can also open the original Clock and click on the "Duplicate" button.

Morning				Stats	Duplicate	Remove
1	Hits 80 Soft	209 tracks	300 min.	600 min.		
2	Soft Hits - High 01	23 tracks	60 min.	60 min.		
3	Jingles A	2 tracks	1 min.	30 min.		
4	Pop Rock 80 Soft	166 tracks	300 min.	600 min.		
5	Exclu	1 tracks	20 min.	20 min.		
6	Soft Hits - High 03	639 tracks	60 min.	60 min.		
7	Hits 80 Soft	209 tracks	300 min.	600 min.		
8	TOP 2000'S	582 tracks	60 min.	60 min.		
9	Jingles A	2 tracks	1 min.	30 min.		

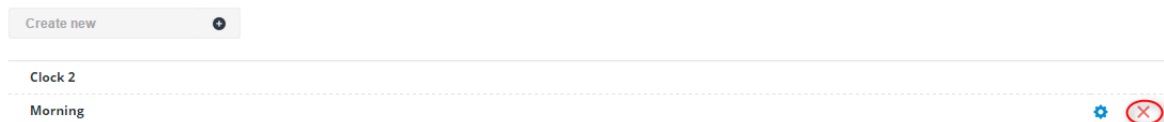
An identical Clock will be created and you can manage it as you think fit.

Deleting a Clock

To delete a clock, you can either click on the red x of the Clock to delete it from the home page "Clocks"

All In Love : [Clock Management](#)

Click here to add a new clock. Drag & drop your boxes in your clock, you can also drop some Radionomy streams or jingles as well, and rearrange them as you prefer. Note: playlists can be directly added to day templates without having to be part of any clock



Or click the "Delete" button once the Clock is open

Morning				Stats	Duplicate	Remove
1	Hits 80 Soft	209 tracks	300 min.	600 min.		
2	Soft Hits - High 01	23 tracks	60 min.	60 min.		
3	Jingles A	2 tracks	1 min.	30 min.		
4	Pop Rock 80 Soft	166 tracks	300 min.	600 min.		
5	Exclu	1 tracks	20 min.	20 min.		
6	Soft Hits - High 03	639 tracks	60 min.	60 min.		
7	Hits 80 Soft	209 tracks	300 min.	600 min.		
8	TOP 2000'S	582 tracks	60 min.	60 min.		
9	Jingles A	2 tracks	1 min.	30 min.		

3.3.2 Clock Statistics

To obtain a numerical overview of a Clock program, open it and click on the "Stats" button:

Morning				Stats	Duplicate	Remove
1	Hits 80 Soft	209 tracks	300 min.	600 min.		
2	Soft Hits - High 01	23 tracks	60 min.	60 min.		
3	Jingles A	2 tracks	1 min.	30 min.		
4	Pop Rock 80 Soft	166 tracks	300 min.	600 min.		
5	Exclu	1 tracks	20 min.	20 min.		
6	Soft Hits - High 03	639 tracks	60 min.	60 min.		
7	Hits 80 Soft	209 tracks	300 min.	600 min.		
8	TOP 2000'S	582 tracks	60 min.	60 min.		
9	Jingles A	2 tracks	1 min.	30 min.		

You will arrive on the following page:

Morning - Stats

General Stats

Box occurrences : **9**
 Average cycle time : **00:24:49**
 Cycle per hour : **2.42**

Box Stats

Box	# Items	Avg Time	# Sched	% Sched	Per Hour
Soft Hits - High 01	23	03:33	1	11.11	08:36
Soft Hits - High 03	639	03:42	1	11.11	08:56
TOP 2000'S	582	04:05	1	11.11	09:54
Hits 80 Soft	418	04:21	2	22.22	21:02
Pop Rock 80 Soft	166	04:29	1	11.11	10:52
Jingles A	4	00:04	2	22.22	00:22
Exclu	1	00:06	1	11.11	00:15

Close

The information on this page will give you a precise average of your box performances in the Clock and its repeating cycle in order to better manage the musical style of your radio.

4. Day Templates

4.1 What is a Day Template?

The Day Templates allow you to perform various daily program models according to your customized schedule.

They are composed of all the audio elements that you have created:

- Clocks, which themselves are a series of different boxes.
- Playlists
- Podcasts
- Promos you want to broadcast at a specific time of the day and that will not be included in your Clocks

This is the last step before planning generation, which organizes all the components of your radio within a fixed schedule.

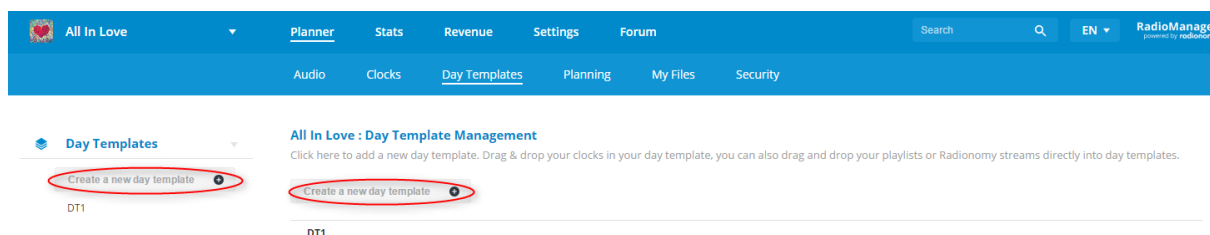
The Day Template has a 24-hour program, which begins at 05:00 a.m. and ends 24 hours later at 05:00, based on the time zone you have set for your radio in the "Settings" tab.

For example, you can create a Day Template for weekdays that will have the same schedule from Monday to Friday, another Day Template for Saturday and yet another one for Sunday.

4.2 Creating and composing a Day Template

4.2.1 Creating a Day Template

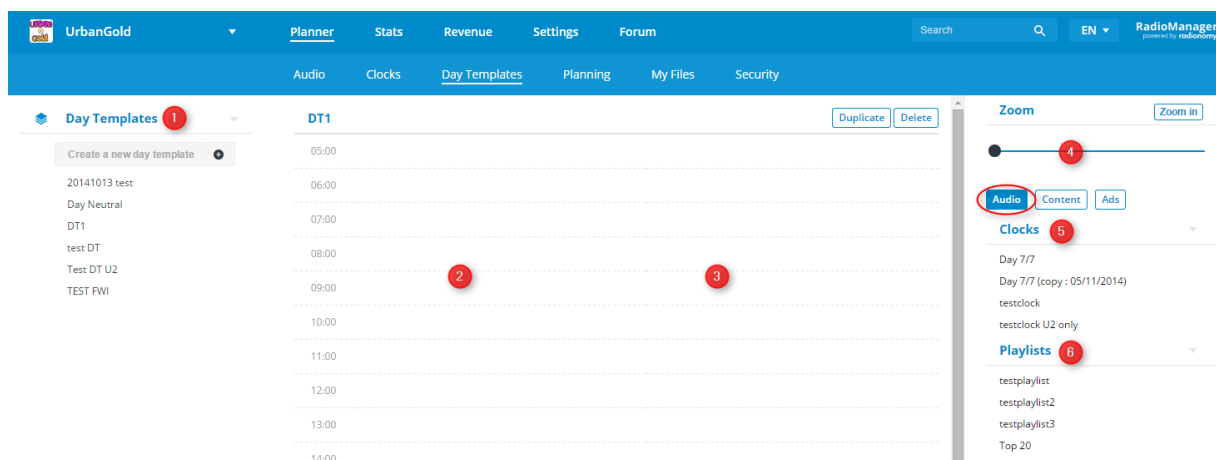
As for Boxes, you can create as many Day Templates as you want by typing its name and clicking on "+"



Give them a name that will allow you to easily identify them among your other Day Templates (date, day of the week, etc.) so that you can then easily program them.

4.2.2 Creating / Modifying a Day Template

When clicking on a Day Template name, you'll go to the following page:



1. The left column displays the list of Day Templates created
2. The part in the centre will allow you to arrange the various elements of your program with the Clocks and Playlists to the left
3. And the Podcasts and Promos to the right
4. The zoom can help you visualize the Day Template when multiple elements appear over a short period

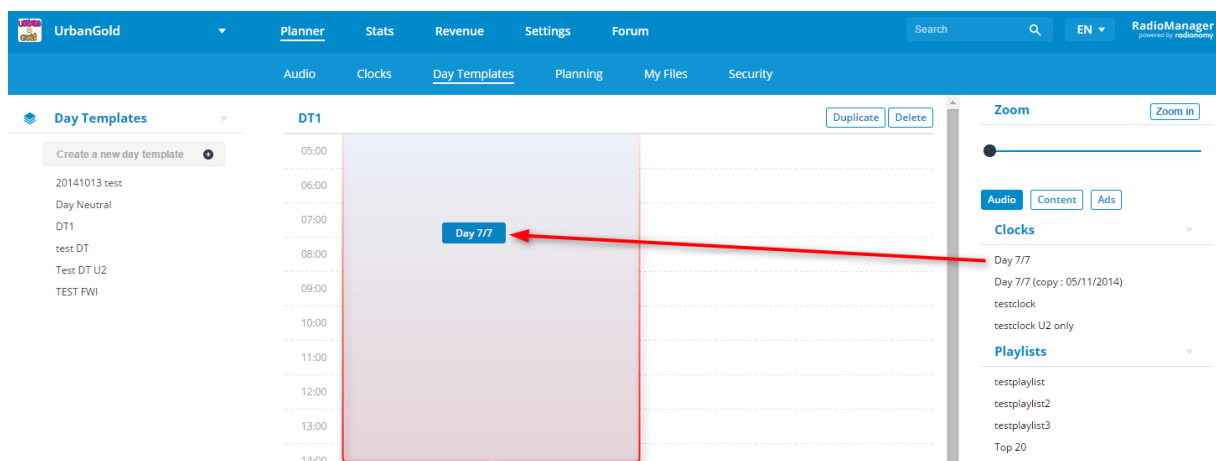
The default page displayed when opening a Day Template shows the Audio tab, where you will find the following elements in the right column

5. All the Clocks you have created in the Clocks section of the Planner
6. All the Playlists you have created in the Audio section of the Planner

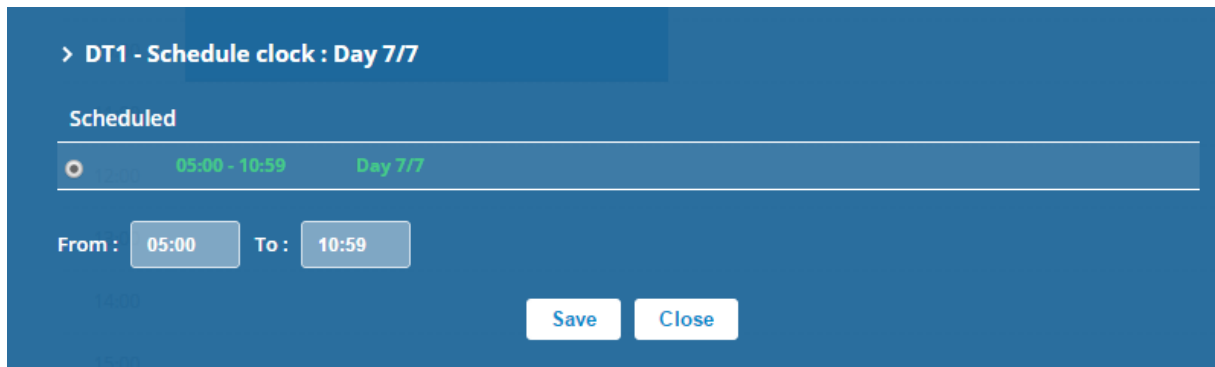
Adding Clocks and Playlists (Audio)

Select a Clock or Playlist and drag & drop it in the has left area of the Day Template (2)

NB: The right area of the Day Template (3) will be reserved for Content.

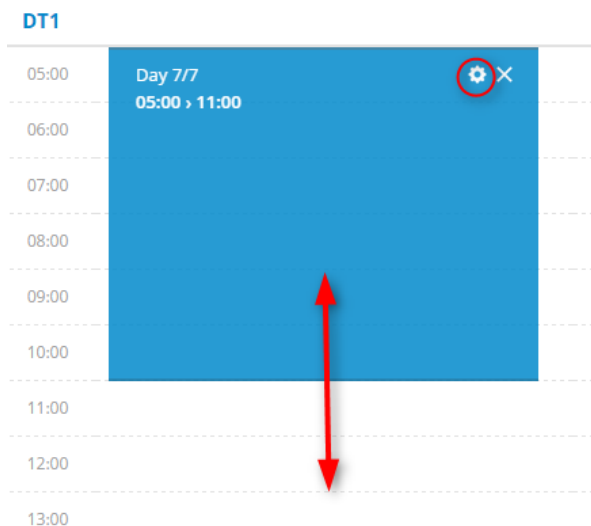


When you release the mouse, the following page will appear:



By default, the Planner will prompt you to fill the rest of the day with this Clock, you can change the Clock broadcasting schedule by completing the fields "From" and "To".

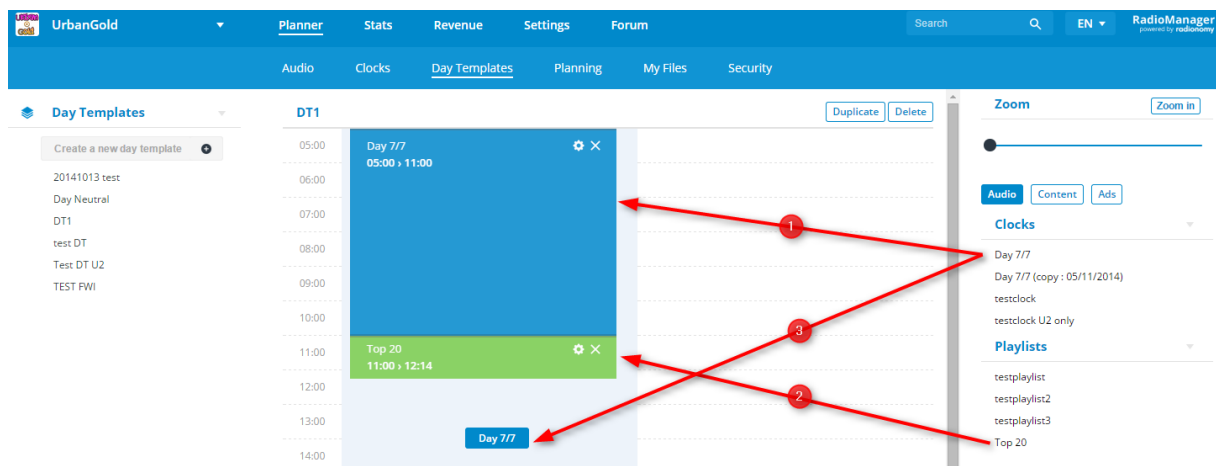
To change the Clock schedule, you can click on the edit icon that will take you to this page or simply pull the Clock Day in your Template with the mouse:



Similarly, you can add a Playlist in the same Day Template area.

However, since a Playlist has a fixed duration, you can only change its start time.

By default, items will be played one after the other, by order of addition.



You can delete items by clicking on the x to the right of the edit icon.

! IMPORTANT!

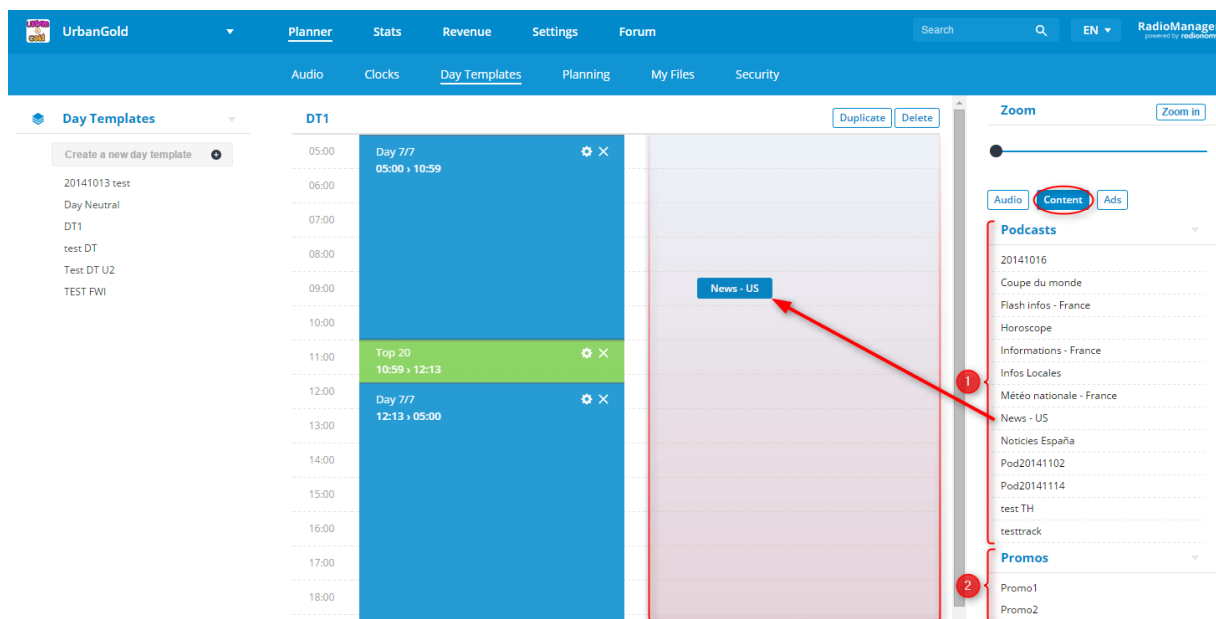
This area of the Day Template must be completely filled from 5:00 to 5:00; otherwise, your Day Template will be invalid and will not be scheduled. Below we'll explain how the content items will simply be inserted in this program.

NOTE: A Clock must have a minimum duration of 15 minutes.

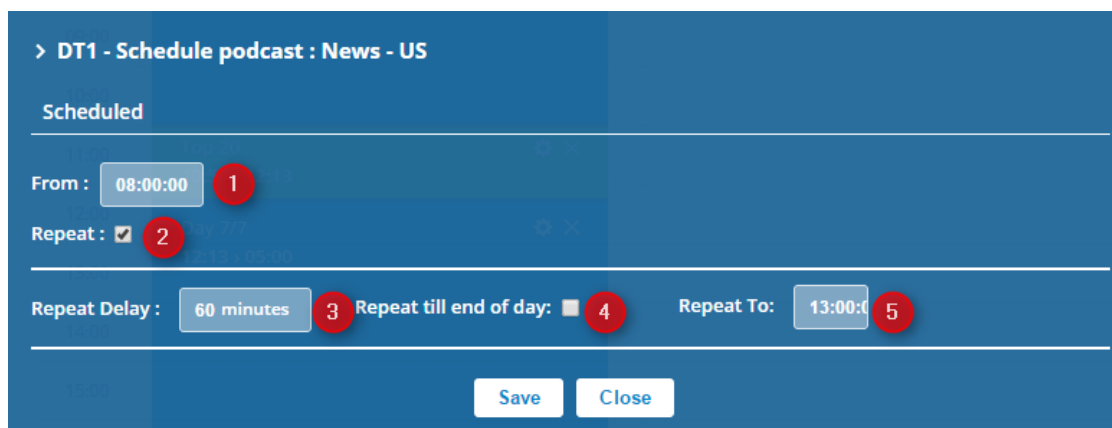
Adding Podcasts and Promos (Content)

Podcasts and Promos are added to Day Template by clicking the "Content" button.

Podcasts (1) and Promos (2) are displayed in the left column, and you can drag & drop them into the right area of the Day Template.



- If you add a **Podcast** , then you must set the following parameters:



- 1) First broadcast tour of the Podcast (hh:mm:ss)
- 2) If this Podcast will be broadcasted only once, leave the box unchecked or if it will be repeated on the Day Template, then check the box
- 3) If you checked the repeat box in (2), set the period after which the Podcast broadcast will be rescheduled in minutes
- 4) If you want this Podcast to be repeated until the end of the day, check the box; otherwise, leave it unchecked and fill in the following area (5).
- 5) Set the time up to which the Podcast will be rescheduled (hh:mm:ss)

NOTE: Podcasts are available at a fixed time and can interrupt a current title UNLESS the broadcast time of the Podcast is less than a minute later than the end of a title being played and in this case, the Podcast will be broadcasted a while in advance; or if the Podcast is scheduled within one minute after the end of a title being broadcasted, and in this case, the Podcast will be broadcast a while later.

1. If you add a **Promo**, then you must set the following parameters:

The screenshot shows a 'Schedule promo' form with the following fields and callouts:

- 1:** 'From' time field set to 10:00:00.
- 2:** 'Promo File' dropdown menu showing 'PromoA - 71 Bande Annonce VF (2)'.
- 3:** 'Repeat' checkbox, which is checked.
- 4:** 'Repeat Delay' field set to 180minutes.
- 5:** 'Repeat till end of day' checkbox, which is checked.

Buttons for 'Save' and 'Close' are visible at the bottom of the form.

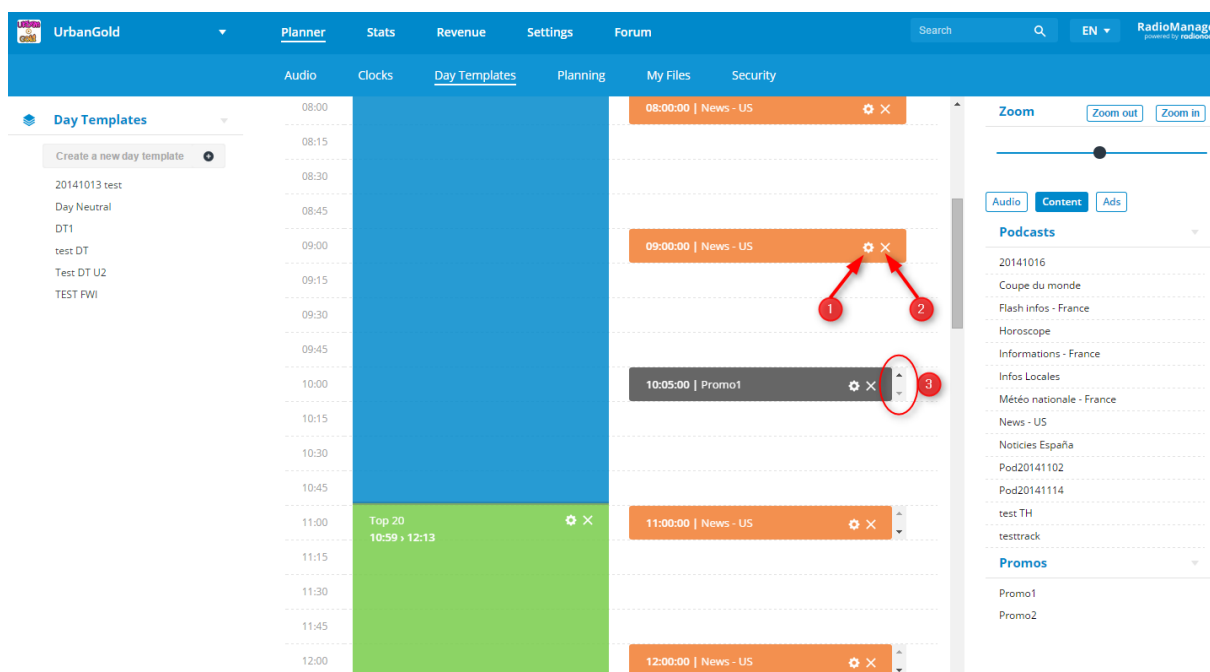
- 1) First broadcast hour of the Promo (hh:mm:ss)
- 2) Select the Promo file which will be broadcasted in the scheduled Promo Box
- 3) If this Podcast will be broadcasted only once, leave the box unchecked or if it will be repeated on the Day Template, then check the box
- 4) If you checked the repeat box in (3), set the period after which the Podcast broadcast will be rescheduled in minutes
- 5) If you want this Podcast to be repeated until the end of the day, check the box; otherwise, leave it unchecked and fill in the following area (6)
- 6) Set the time until which the Promo will be rescheduled (hh:mm:ss) (this field is not present in this example since we have specified that the Promo will be broadcasted up to the end of the day).

NOTE 1: Promos can be schedules in two ways. Either as a Promo Box in a Clock, and in this case, the generator will pick up a soundtrack from the Box, either as a single soundtrack in the Day Template.

NOTE 2: A Promo, as a commercial advertising, will never interrupt the broadcasting of a soundtrack. It will be broadcasted at the end of the current title at the time of its scheduling.

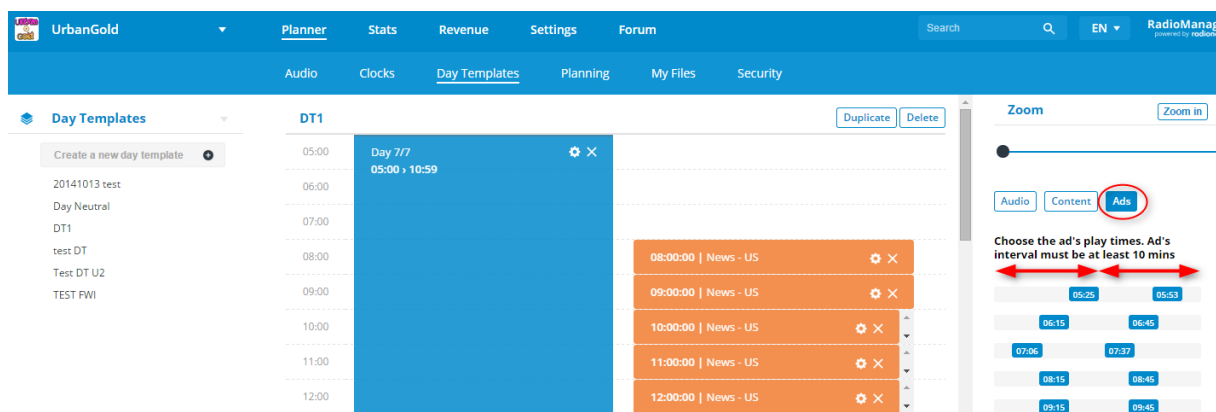
If you want to edit or delete content you have already scheduled, you can:

- 1) Use the edit icon to redefine playback hours , repetitions, etc.
- 2) Delete content by clicking on the x
- 3) Use the drop down list to navigate among the different items scheduled in the same broadcast hour



4.3.3 Setting the broadcast of advertising screens

In order for advertising screens inserted by Radionomy at a rate of two minutes twice an hour to be better embedded in your program, you can set the schedule for each screen by clicking on the "Advertisements" button.



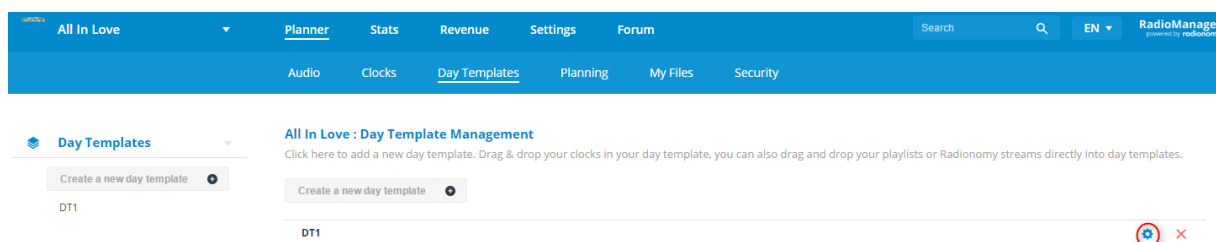
You can therefore change the playback hour for each screen in the first and second half of each hour.
The only condition is to maintain an interval of at least 10 minutes between each advertising screen.

4.3 Day Templates Options

Below you'll find the various intuitive Day Template options.

Renaming a Day Template

You can easily rename a Day Template by simply clicking on the edit icon in the list of Day Templates

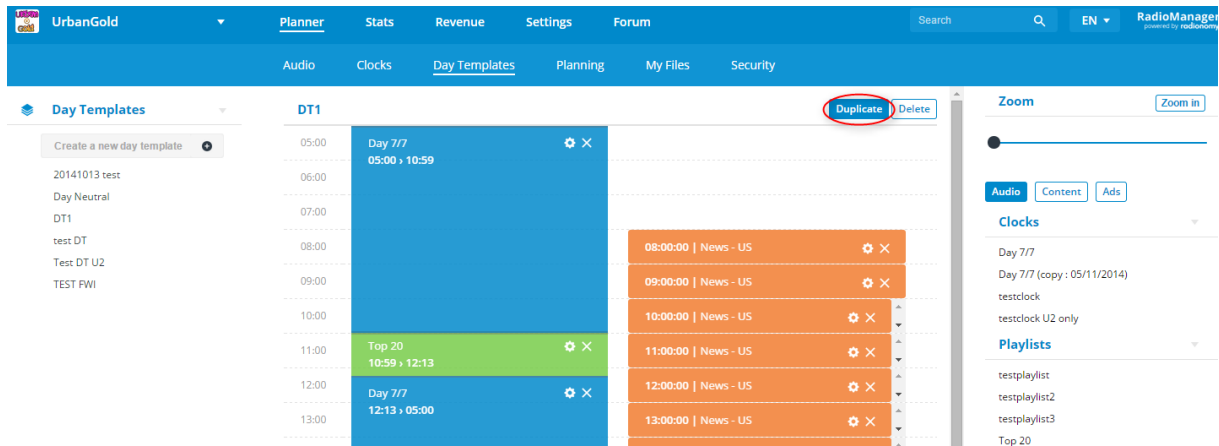


Or by clicking on the icon on the left column



Duplicating a Day Template

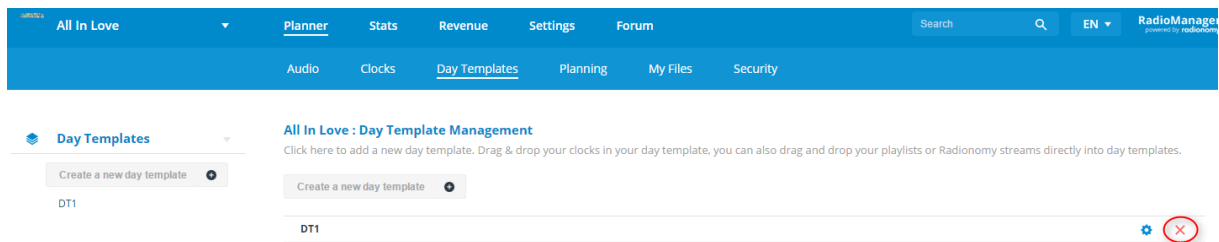
If you want to duplicate a Day Template, simply rename it and then to create another Day Template, open the original Day Template and click on the "Duplicate" button.



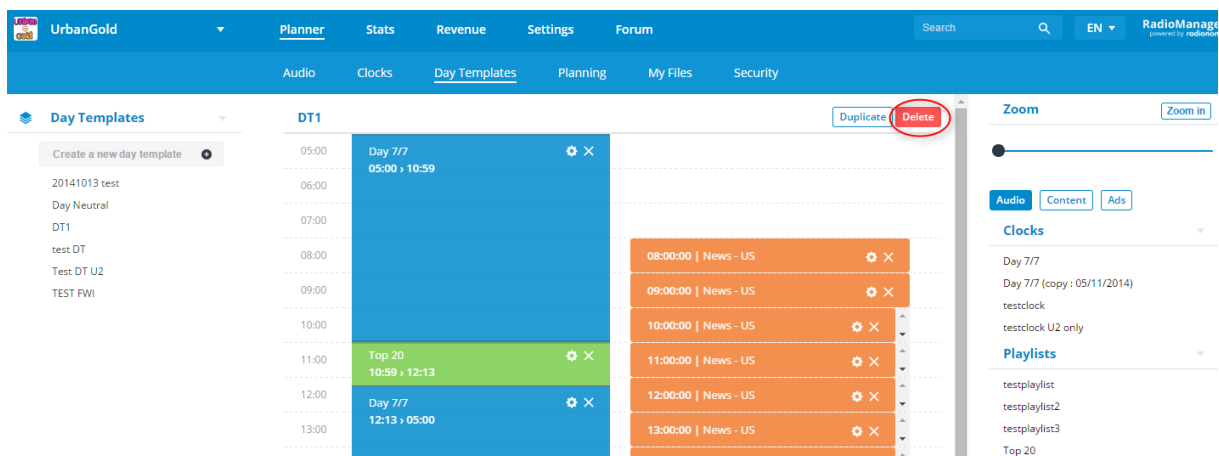
An identical Day Template will be created and you can manage it as you think fit.

Deleting a Day Template

To delete a Day Template, you can either click on the red x of the Day Template to delete it from the home page "Day Template"



Or click the "Delete" button once the Day Template is open



5. Planning

Last step before the broadcasting of your program on your radio, the planning, which is the integration of your Day Templates in the monthly broadcast calendar up to 30 days in advance.

This calendar is available in the "Planning" section of your Planner and appears as follows:

- 1) The calendar of the current month shows the days already scheduled and those yet to be set.
- 2) The browser calendar allows you to move to the next or previous month.
- 3) The list of Day Templates that you have created.
- 4) The advertising screen control panel.
- 5) The various buttons that allow you to edit your calendar.

5.1 Generating a Planning

To generate a planning, simply select the Day Template you want to schedule at a specific date and drag & drop that date in the calendar.

MIB Mood : Planning

Drag & drop your day templates directly in your planning. By clicking on the generated planning icon, you can also see the exact logs, move or add or delete a track, reset your planning or do a csv export. You can easily extend your planning to the other days by dragging your mouse between any two days and see the black arrow appear. Hold and drag to bring that programming into more days. You can select your entire planning to regenerate it, or delete it if needed. Here you can also configure your intro and outro for ads and select the appropriate filler boxes.

December 2014

The different steps for generating a planning are:

- 1) **POOLED**: The Day Template is placed in a queue on Radionomy servers in order to gather all the information required for its generation. It will be processed as soon as all the plannings already in queue and all radio stations have been generated for the previous days.
- 2) **GENERATING**: When the process is taking place, the generator selects different elements from your Planning based on the Day Template.
- 3) **GENERATED**: When generation is successfully completed your Planning is ready to be broadcasted.

You can delete an already generated Planning by clicking on the red x for that day on the calendar or overwrite an existing Planning by dragging and dropping another Day Template on such date.

If you want to schedule the same Day Template for several days of the calendar, you can also select a Planning generated with the relevant Day Template and drag and drop the file

to another time rather than repeating the operation multiple times from the Day Templates list.

However, there are cases when the generation could not be successfully completed and the calendar date will display:

28 

ERROR

Test

- Or the generator could not find any title to schedule on any Clock Box, mostly due to repetition or broadcasting constraints,
- Or even the generator has accumulated too many errors and has therefore interrupted the Planning generation.

In [5.3 Viewing and Editing a Planning](#) we'll see how to identify these errors.

Another case where generation was not successful is indicated at the calendar date by:

19 

BLOCKED

24/7

- You have crashed a Planning 10 times on that same date. The last Planning successfully generated will be stored for broadcasting. However, to some extent, delete this Planning using the red x and relaunch a new generation.
- The generator is temporarily unavailable due to maintenance or a one-time technical problem. In this case, you must resume the operation later. If a Planning had been previously generated at that date, it will be stored for broadcasting.

When you click "GENERATED" on a calendar day, you'll open the schedule generated for the selected day.

You'll go to the following page:

Day Neutral - 12/19/2014 (Generated : 11/20/2014 05:47 - Generation # : 1)

1 2 3

Planning Contents Logs

5 6 7

Export Save Planning Search Tracks

#	Time	Artist	Title	Duration	Clock
		Filter by Artist	Filter by Title	Filter	Filter
1	05:00:00	Radionomy	Jingle 10	0:04	11:00 - 11:00 : Day 7/7
2	05:00:04	SOS Band	No One's Gonna Love You	4:39	11:00 - 11:00 : Day 7/7
3	05:04:44	M-People	Renaissance	3:21	11:00 - 11:00 : Day 7/7
4	05:08:05	Radionomy	Jingle 7	0:08	11:00 - 11:00 : Day 7/7
5	05:08:13	Abba	Gimme! Gimme! Gimme! (A Man After Midnight)	4:35	11:00 - 11:00 : Day 7/7
6	05:11:00	Tom Tom Club	Genius Of Love	0:00	11:00 - 11:00 : Advert
7	05:12:49	The Beloved	Sweet Harmony	4:33	11:00 - 11:00 : Day 7/7
8	05:17:23	Radionomy	Jingle 5	0:07	11:00 - 11:00 : Day 7/7
9	05:17:30	Phil Collins	Do You Remember	4:07	11:00 - 11:00 : Day 7/7
10	05:21:38	Simply Red	The Air That I Breathe	4:11	11:00 - 11:00 : Day 7/7
11	05:25:49	Radionomy	Jingle 4	0:07	11:00 - 11:00 : Day 7/7
12	05:25:56	Jody Watley	LOOKING FOR A NEW LOVE	3:57	11:00 - 11:00 : Day 7/7
13	05:29:54	Alphaville	Sound Like A Melody	4:16	11:00 - 11:00 : Day 7/7
14	05:34:10	Radionomy	Jingle 2	0:10	11:00 - 11:00 : Day 7/7
▶ 15	05:34:20	Joy Division	Love Will Tear Us Apart	3:05	11:00 - 11:00 : Day 7/7
16	05:37:00	Cosy Mozzy - Prince - Prince - Prince - Prince	Controversy	0:00	11:00 - 11:00 : Advert
17	05:37:26	Pet Shop Boys	It's A Sin	4:53	11:00 - 11:00 : Day 7/7

This page contains three tabs, as explained below:

- 1) Visualizing and Editing the Generated Planning
- 2) Content (Podcasts)
- 3) Logs
- 4) On top of the page you'll see the Day Template name, date of displayed day, generation date and the number of times the Planning has been generated by that date.
- 5) The "Export" button allows you to export the planning in .csv format into your PC
- 6) "Save Planning" allows you to save a manual edit for the Planning.
- 7) "Search Tracks" allows you to search for a title to be embedded in a generated Planning; for more details, see Chapter [5.3 Editing a Planning](#).

5.2 Visualizing the Planning

On this page you'll find all the elements to be broadcasted, selected by the generator in your Day Template from:

- Clocks (sequence of various Boxes)
- Playlists
- Promo soundtracks scheduled for a fixed hour
- Advertisement fillers

5.2.1 Clock generation

The only two rules applied to the generator are:

- Balancing the number of soundtrack scheduled in a same Box
- Respecting broadcasting and repetition constraints defined for your Boxes or their content.

When the generator needs to select a soundtrack from a Box (as indicated by one of your Clocks), it will therefore pick up randomly from the complete list of soundtracks in the Box especially among the less often broadcasted; unauthorized tracks are removed from this list due to constraints. If a track is not found for this Box, the generator moves onto the next Box. If no file is found for any of the Boxes of the current Clock, the generation is interrupted for this Clock.

Example:

'Pop' box with a 180-minute limit constraint on the artist Michael Jackson and 2 hours after the song "Billie Jean" by Michael Jackson has been scheduled, the generator must again pick up a piece in the 'Pop' Box.

Then all M. Jackson songs contained in the Box will be removed from the list of songs among which the Generator makes a random selection because the constraint specifies a limit of 3 hours for the artist M. Jackson.

So the stricter your constraints, the more the song list from which the motor will pick up will be reduced each time.

On the other hand, the less strict your constraints, the more will your soundtrack be broadcasted in order to allow the generator to balance the broadcast frequency of each element in the Box.

Here is the base equation:

(Full Box) - (titles forbidden by constraints) = (residual Box in which the generator picks, prioritizing less frequently scheduled soundtracks with identical tempo if possible}.

We've taken the above example for a single Box, but a constraint applied to a Box or soundtrack will affect other following boxes and other Clocks if the constraint's period requires it.

For more details, please refer to point 2.6 [Editing Box/Soundtrack Constraints](#).

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

The name of the Clock from which each title is drawn appears to the right of the line of the song in the Planning, which will make things easier if you need to change it.

NOTE: Upon broadcasting, a Planning title selected in a Clock can be skipped when broadcasting has fallen behind the Planning's schedule.
This delay can't be due to the insertion of advertising screens or Podcasts.
This synchronization occurs when, in real-time broadcasting, a song should start after the start time of the following song under the Planning schedule or it overlaps with the sequences in another or Clock or Playlist at the time set in the Day Template.

5.2.2 Playlist Generation

The titles of a Playlist Box will be integrated into the Planning at the time set for The Playlist in the Day Template (without interrupting a title previously being broadcasted)) and according to the title order of the Box.

The repetition and broadcasting constraints are therefore disabled for a Playlist in order to respect its content.

The name of the Playlist from which each title is drawn appears to the right of the line of the song in the Planning, which will make things easier if you need to change it.

NOTE: As it happens with Clocks, Podcasts and advertising screens will be inserted in the Playlist and cause a possible broadcasting delay. For this reason, if you want your Playlist to be broadcasted entirely up to the last soundtrack, you will need to leave the box "Is Truncable" unchecked when editing the Playlist Box (see 2.11.2: [Editing a Playlist](#)) so that the following Clock starts later on.

Note that if you sequence one Playlist to another Playlist, the second one will interrupt the previous one even if the "Is Truncable" feature remains unchecked.

5.2.3 Promo soundtrack

We have seen above that you can include a Promo in your Planning in two different ways:

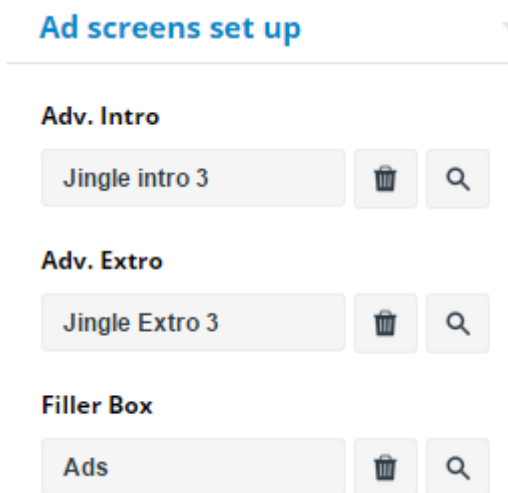
- Through a Promo Box contained in a Clock; in this case, a Promo soundtrack will be randomly selected in this Box and included in your Planning.

- Through the programming of a specific Promo soundtrack in the right area of the Day Template In this case, the Promo will be included in the Planning at a fixed time after the broadcasting of the current title is complete at the time set on the Day Template.

5.2.4 Advertising Filler Generation

The lines that appear with a green background in the Planning are advertising Filler, automatically inserted by the generator in the hours defined on your Template Day (see item [4.3.3 Setting Advertisements Screen Broadcast](#)).

These sounds will be randomly selected from the Filler Box set on the Planning homepage with an optional, customized Intro and / or Extro.



If no Filler Box is set, then the generator will randomly insert soundtracks, but that would probably not match your program style. Therefore, refer to the point 2.16 [Filler Box](#) if this Box is faulty.

These sounds will be replaced by an advertising screen managed by Radionomy if your listener is geographically present in a region or country targeted by a campaign. Other "out of area" listeners will listen to the filler.

NOTE: A filler file has a void duration in the Planning as it may not be broadcasted if your radio is not subject to any campaign in any country. The broadcaster will then directly go to the following title.

When a filler is broadcasted, the broadcaster will then take two minutes and get behind the planning schedule. We have seen that this delay will be solved by skipping the broadcasting of a soundtrack in a Clock.

5.3 Editing a Planning

Optionally, you can modify a Planning generated in different ways:



13	05:29:18	Brother Beyond	The Harder I Try	3:16	11:00 - 11:00 : Day 7/7
14	05:32:35	Radionomy	Jingle 5	0:07	
▶ 15	05:32:42	Europe	The Final Countdown	3:47	

- 1) Inserting a track (Music, Jingle, Promo, Voice Track)
- 2) Moving a track in the Planning (except for Filler soundtracks)
- 3) Visualizing track data
- 4) Deleting a track.

Inserting a track

To insert a track, place your mouse over the track you want to add and click on the insertion icon upwards or downwards (1).

An alternative is to use the "Track Search" button on top of the page.

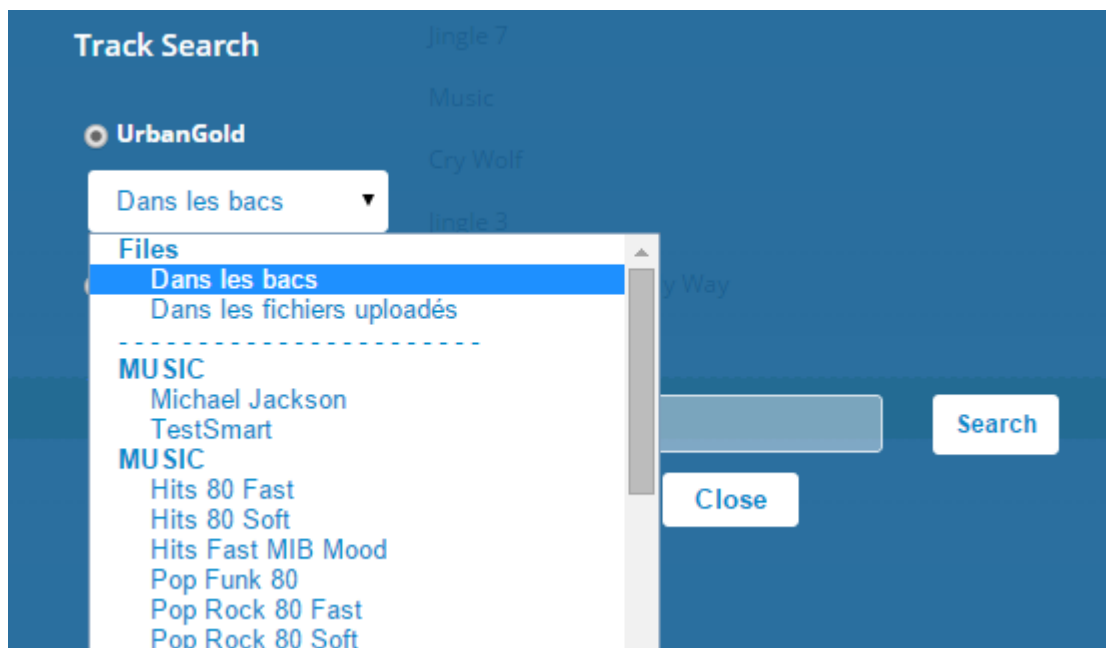
You will go to the next page, which will allow you, as in searches, to select a title from the Radionomy DB or among the soundtracks of your radio



Track Search

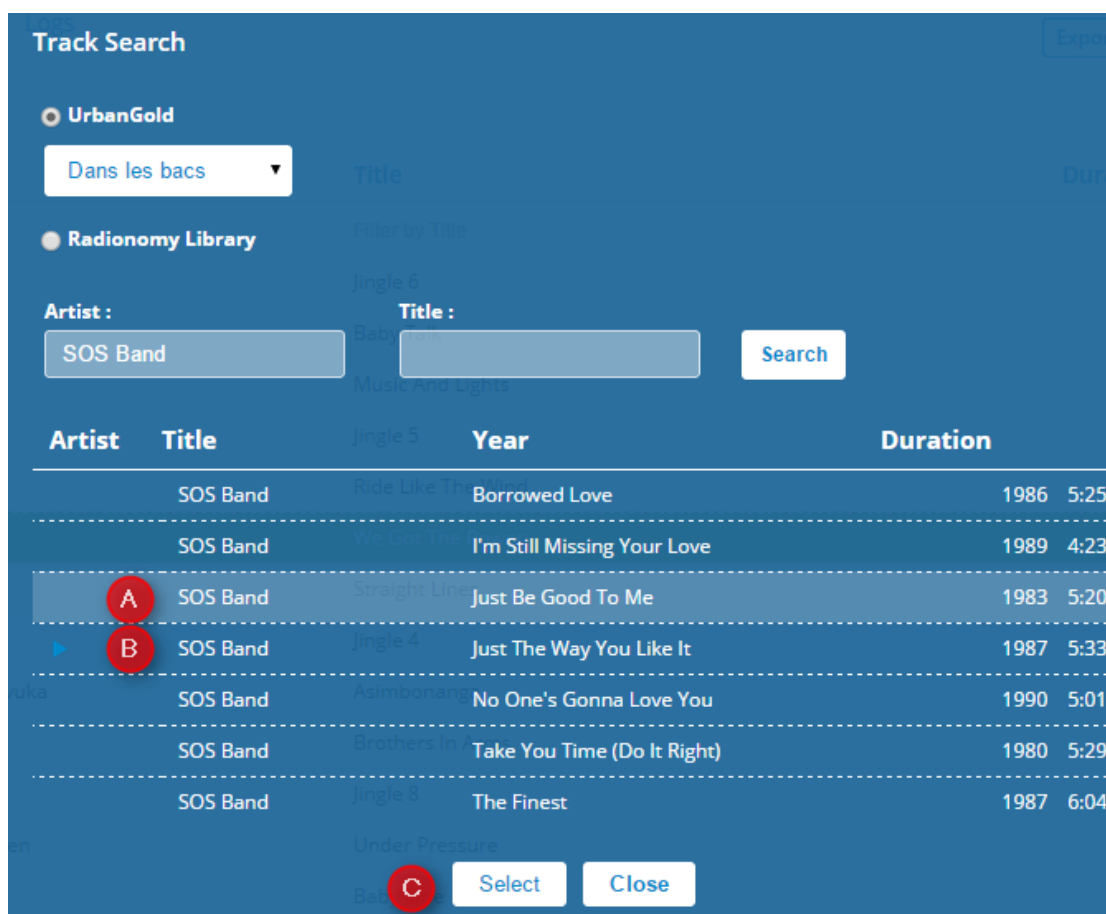
UrbanGold
 Radionomy Library

Artist : Title :



When results are displayed, you will be able to:

- A. Click on the title to select it for insertion
- B. Listen to a title from the result list
- C. Confirm selection to return to the Planning page



Remember to click on the "Save Planning" button at the top right of your Planning for your addition to take effect.

Moving/Deleting a track

Using the double arrow icon, you can move the soundtrack up or down in the Planning.

The red **x** allows you to delete the selected soundtrack from the Planning.

In both cases, remember to click on the "Save Planning" button at the top right of your Planning for your addition to take effect.

Visualizing track data

By clicking on the information icon, you can see the cover, year, duration and tempo of a soundtrack.



The screenshot shows a blue popup window with the following information:

- Track Name: Leo Sayer - Orchard Road
- Album: Flash
- Cover Image: A colorful, abstract illustration with the text "Leo Sayer" and "you make me feel like dancing - live".
- Duration: 04:20.571
- Year: 1982
- Tempo: SLOW - SLOW
- Close button: A white button with the text "Close".
- Bottom text: "Jingle 5"

5.4 Podcast Content

You'll see that Podcasts will not appear in your Planning. The reason is very simple: The same Day Template may involve Podcasts of different length for a same Box and this duration can be changed depending on the update of each soundtrack (e.g. a Flash Info can last 2'45" at a time of day and the same Flash Info will be then updated with a duration of 3'15" a few hours later).

By clicking on the "Content" tab of a Planning, you can view and control the broadcasting schedule of all Podcasts that you have set in the Day Template used to generate the Planning.

24/7 - 12/21/2014 (Generated : 12/18/2014 07:41 - Generation # : 2)

Planning Contents Logs

Hour	Podcast	Description
07:00:00	Flash infos - France	Toutes les infos et les actualités du jour.
07:00:10	Météo nationale - France	
08:00:00	News - US	
08:00:10	Weather - US	
09:00:00	Noticias España	14 boletines diarios de noticias nacionales(España) y internacionales con tiempo (España)
10:00:00	Flash infos - France	Toutes les infos et les actualités du jour.
10:00:10	Météo nationale - France	
11:00:00	News - US	
11:00:10	Weather - US	
12:00:00	Noticias España	14 boletines diarios de noticias nacionales(España) y internacionales con tiempo (España)
13:00:00	Flash infos - France	Toutes les infos et les actualités du jour.
13:00:10	Météo nationale - France	
14:00:00	News - US	

NOTE 1: Podcast of or planning in of duration and Music in.
An eventual delay will be solved by skipping the broadcasting of a soundtrack in a Clock.
An advance will be offset by longer Podcasts or an advertising screen.

NOTE 2: If there are no valid or available Podcasts in a scheduled Podcast Box, the broadcasting will go on to the next title in the Planning.

5.5 Generation Logs

We strongly advise you to check your Planning logs, available in the "Logs" tab.

In a schedule with a "GENERATED" status, logs will end with the line "The schedule has been successfully generated and stored. The planning generation is completed."

However, your Planning, even when successfully generated, could have messages that will require your attention:

Tempo Alert

"The soundtrack selected by the system has a very different tempo in relation to the previous element".

Day Neutral - 12/21/2014 (Generated : 12/12/2014 02:28 - Generation # : 1)

[Planning](#)
[Contents](#)
[Logs](#)

Hour	Clock	Time	Box	Info
05:40:19	Day 7/7	05:00 - 05:00	Hits 80 Fast	The track chosen by the system has a tempo too different of the previous item.
09:03:53	Day 7/7	05:00 - 05:00	Pop Funk 80	The track chosen by the system has a tempo too different of the previous item.
12:29:31	Day 7/7	05:00 - 05:00	Hits 80 Fast	The track chosen by the system has a tempo too different of the previous item.
12:37:04	Day 7/7	05:00 - 05:00	Pop Rock 80 Soft	The track chosen by the system has a tempo too different of the previous item.
18:28:24	Day 7/7	05:00 - 05:00	Hits 80 Fast	The track chosen by the system has a tempo too different of the previous item.
20:04:00	Day 7/7	05:00 - 05:00	Pop Funk 80	The track chosen by the system has a tempo too different of the previous item.
23:06:57	Day 7/7	05:00 - 05:00	Pop Rock 80 Soft	The track chosen by the system has a tempo too different of the previous item.
01:08:55	Day 7/7	05:00 - 05:00	Hits 80 Fast	The track chosen by the system has a tempo too different of the previous item.
				The planning has been generated and saved
				The planning generation is finished

This message is not an error in itself, but it indicates the point at which the sequencing of two tracks can give a "brutal" broadcasting report due to a track ending with a slow tempo followed by a track with a rapid start or vice versa.

Optionally, you can then manually insert a jingle between both soundtracks.

Box ignored

“The box has been ignored. No soundtrack was consistent with the specified constraint criteria”

test DT - 12/28/2014 (Generated : 12/21/2014 12:45 - Generation # : 2)

[Planning](#)
[Contents](#)
[Logs](#)

Hour	Clock	Time	Box	Info
05:03:44	testclock	05:00 - 05:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints
06:03:02	testclock	05:00 - 05:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints
06:32:27	testclock	05:00 - 05:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints
07:32:41	testclock	05:00 - 05:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints
08:31:32	testclock	05:00 - 05:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints
09:00:59	testclock	05:00 - 05:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints
09:59:50	testclock	05:00 - 05:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints
10:29:27	testclock	05:00 - 05:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints

This is an error that appears when the random generator could not find a soundtrack in a Clock Box because the constraints defined for Boxes or tracks previously scheduled prohibit selection.

EXAMPLE: In the above image, the 60-minutes limit constraint over the repetition of Jingles Boxes were defined. Now this Box contains 3 Jingles and appears too regularly in a Clock. Part of these jingles will be scheduled, but all Jingles that are supposed to be released less than 60 minutes after a generator selection will be ignored.

To solve this, follow these steps:

- Either reduce the Jingle Box repetition constraints
- Or add more Jingles to the Box

Another error message may also be displayed: « The box has been ignored. It could not be used at this time due to specified constraints".

In this case, the generator could not use a Clock Box because its constraints –broadcasting constraints in this case– prohibit the use of the Box at the hour or day the Clock is programmed.

Clock error

If the generator can't find a soundtrack to fill the planning in at least one of the Clock Boxes, then the planning will be tagged with the "ERROR" status.

The logs will display the last three lines in the image below:

test DT - 12/28/2014 (Generated : 12/21/2014 13:14 - Generation # : 3)

Planning Contents Logs

Hour	Clock	Time	Box	Info
05:00:00	testclock	05:00 - 06:00	U2	The box was ignored because it can not be used at this time, because of the constraints
05:00:00	testclock	05:00 - 06:00	Jingle 60	The box was ignored. No track is matching the criterias defined by the constraints
05:00:00	testclock	05:00 - 06:00	U2	The system could not find a track in any of the clock boxes. Be sure that constraints are not too restrictive and you have enough tracks.
				The system interrupted the planning generation.
				The planning generation is finished

EXAMPLE: To reproduce the errors mentioned in the picture above, we have created a Clock scheduled Sunday 05:00 -06:00, comprising two Boxes:

- A Music Box with a broadcasting constraint prohibiting broadcasting on Sundays
- A Jingle Box made of 3 jingles, all named "Jingle" in the artist name field, with a (default) 60-minutes constraint limiting artist repetition.

During Planning creation, the generator could not select a single title in the Music Box, since it is forbidden to broadcast on Sunday and could select only one jingle, since they all have the same artist name and that the same artist cannot be repeated within 60 minutes.

After selecting the first Jingle, the random generator could no longer select another single song in the two boxes of the Clock. The generation was therefore interrupted and the Planning turned to "ERROR" status.

Finally, regularly check your planning logs, even when successfully generated. This will prevent your radio from broadcasting a program that does not exactly match the one you prepared in the previous steps.

6. My Files

In the "My Files" section of the Planner, you will find all the sounds you have uploaded to the different Audio boxes in your radio, all categories together.

Remember that your radio can store up to 1000 uploaded soundtracks if it has been activated less than three months earlier and up to 3000 soundtracks three months after activation.

By "activation", we mean the date when the first Planning was generated –not to be confused with the date of creation of the radio.

From this page you can permanently delete soundtracks on your radio.

6.1 “My Files” page



When accessing “My Files”, you’ll go to the following page:

The screenshot displays the 'Mes Fichiers' page with the following data table:

Type	Artiste	Titre	Boxes	Style	Durée	BPM	Année	Date	Share
VT Test		Voix welcome	Exclu		0:06			22/10/2014	
Off		Electrica Salsa	-	Hits 80's	4:52		1986	30/10/2014	
trompkins		Union Victorious	Top 10		0:10			17/11/2014	
Animation		Obsession	Top 10	Hits 80's	4:00		1984	17/11/2014	
PromoA		71 Bande Annonce VF (2014)	Top 10		1:49			17/11/2014	
Jingles A		Cool	Jingles A		0:02			11/12/2014	
Jingles A		Welcome	Jingles A		0:06			11/12/2014	
U2		The Miracle (Of Joey Ramone)	U2 (15/12/2014)	Rock	4:15	120	2014	15/12/2014	
U2		Every Breaking Wave	U2 (15/12/2014)	Top 10	4:12				
U2		California (There Is No End to Love)	U2 (15/12/2014)		3:59	120	2014	15/12/2014	
U2		Song for Someone	U2 (15/12/2014)	Rock	3:46	75	2014	15/12/2014	
U2		Iris (Hold Me Close)	U2 (15/12/2014)		5:19	90	2014	15/12/2014	
U2		Raised By Wolves	U2 (15/12/2014)		4:05			15/12/2014	

This page offers the following features:

- 1) Total number of uploaded soundtrack files –to manage your available limit.
- 2) Drop down list to select the soundtracks and filter an Audio section.
 - Music
 - Jingle
 - Promo
 - Action
 - Podcast
 - Fillers

- 3) Soundtrack status drop down list
 - Valid files: metadata are correct and the files are ready to be programmed provided the icon  which indicates that a soundtrack is not yet available on servers is no longer present.
 - Invalid files: metadata is incomplete and you have to edit the soundtrack to complete it –at least "artist" and "title" fields. The icon  indicates that the file is invalid.

- 4) The different columns to sort out the tracks by clicking on the name
 - Artist
 - Title
 - Boxes: of the Audio Boxes which contain the soundtrack
 - Style: The music genre that you have set when editing the soundtrack
 - Duration
 - BPM: The number of beats per minute that you have set when editing the soundtrack
 - Year: Release year of the song
 - Date: Date in which the file was added to your Radio Manager
 - Share: The Facebook or Twitter icon will tell you if the file is associated with one of these social networks

- 5) Filters: by typing text you can narrow down the list of songs displayed.

- 6) The various options that allow you to edit a soundtrack: they are displayed by running your mouse over the soundtrack line
 - The Box(es) which contain(s) the soundtrack –with a direct link to the Box(es)
 - Song data
 - Editing a song
 - Editing soundtrack mix points
(For further details, refer to Chapter 2 - Audio)

6.2 Copying to an Audio Box

In the same way you copied soundtracks from an Audio Box to another Box, you can select one or more soundtracks and drag & drop them into the target Box.

The screenshot shows the 'RadioManager' interface with the 'My Files' section active. The sidebar on the left lists categories: Smart (0), Music (3), Playlist (1), Jingle (1), Promo (0), Voice Tracks (1), Podcast (1), and Fillers (0). The 'Music (3)' category is expanded, showing 'U2' with 6 items. A red arrow points from this 'U2' item to the table below. The table, titled 'All In Love : My Files : 13 tracks', has columns for Artist, Title, Boxes, Style, Duration, BPM, Year, and Date. A red bracket highlights the 'U2' rows in the table.

Artist	Title	Boxes	Style	Duration	BPM	Year	Date	Share
Filler by Artist	Filler by Title	Filler by Boxes	Filler by Style	Filler	Filler	Filler	Filler	
Animation	Obsession	Top 10	Hits 80's	4:00		1984	11/17/2014	
Jingles A	Cool	Jingles A		0:02			12/11/2014	
Jingles A	Welcome	Jingles A		0:06			12/11/2014	
Off	Electrica Salsa	-	Hits 80's	4:52		1986	10/30/2014	
PromoA	71 Bande Annonce VF (2014)	Top 10		1:49			11/17/2014	
trompkins	Union Victorious	Top 10		0:10			11/17/2014	
U2	The Miracle (Of Joey Ramone)	U2 (15/12/2014)	Rock	4:15	120	2014	12/15/2014	
U2	Every Breaking Wave	U2 (15/12/2014)		4:12		2014	12/15/2014	
U2	California (There Is No End to Love)	U2 (15/12/2014)		3:59	120	2014	12/15/2014	
U2	Song for Someone	U2 (15/12/2014)	Rock	3:46	75	2014	12/15/2014	
U2	Iris (Hold Me Close)	U2 (15/12/2014)		5:19	90	2014	12/15/2014	
U2	Raised By Wolves	U2 (15/12/2014)		4:05			12/15/2014	
VT Test	Voix welcome	Exclu		0:06			10/22/2014	

You can only transfer these sounds to another Box of the same audio category to which they are associated. This association is based on the Audio Box to which you have uploaded the soundtrack.

You can also copy soundtracks from different Audio Boxes to a Playlist but not to a Podcast.

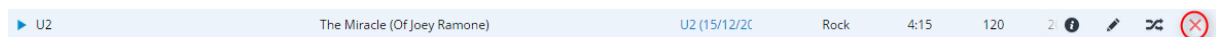
The difference with transfers of an Audio Box to another Audio Box is that the planner will not prompt you to separate the soundtracks copied from "My Files" because it is the "master" file.

6.3 Permanent soundtrack deletion

If you remove a soundtrack from "My Files", it will permanently be deleted and will also result in the removal of the different boxes in which it operates

Deleting a single soundtrack

If you want to remove only one soundtrack from "My Files", simply click on the red x that appears on the right of the line when you hover the mouse over it.



Deleting multiple soundtracks

If you want to delete several soundtracks simultaneously, you'll have to select them and then click the "Delete" button that appears at the top of the page.

The screenshot shows the 'My Files' section of the RadioManager interface. A table lists 13 tracks with columns for Artist, Title, Boxes, Style, Duration, BPM, Year, and Date. The 'Delete' button in the top right corner is circled in red.

Artist	Title	Boxes	Style	Duration	BPM	Year	Date	Share
Filter by Artist	Filter by Title	Filter by Boxes	Filter by Style	Filter	Filter	Filter	Filter	Filter
Animation	Obsession	Top 10	Hits 80's	4:00		1984	11/17/2014	
Jingles A	Cool	Jingles A		0:02			12/11/2014	
Jingles A	Welcome	Jingles A		0:06			12/11/2014	
Off	Electrica Salsa	-	Hits 80's	4:52		1986	10/30/2014	
PromoA	71 Bande Annonce VF (2014)	Top 10		1:49			11/17/2014	
tromplkins	Union Victorious	Top 10		0:10			11/17/2014	
U2	The Miracle (Of Joey Ramone)	U2 (15/12/2014)	Rock	4:15	120	2014	12/15/2014	

Deleting a whole filtered selection

Another way to delete multiple sounds simultaneously is to apply one or more text filters in these columns –e.g. U2 in the artist column if you want to display only the titles by U2, but you can also filter by the date added, a Box, or any other filter.

If the result displayed is what you want to delete, click on "Select all" and then "Delete." You can deselect one or more sounds of this selection by clicking on it.

The screenshot shows the 'My Files' section of the RadioManager interface. The 'Artist' column is filtered to 'U2', and the 'Delete' button is circled in red. The table shows tracks by U2.

Artist	Title	Boxes	Style	Duration	BPM	Year	Date	Share
Filter by Artist	Filter by Title	Filter by Boxes	Filter by Style	Filter	Filter	Filter	Filter	Filter
U2	The Miracle (Of Joey Ramone)	U2 (15/12/2014)	Rock	4:15	120	2014	12/15/2014	
U2	Every Breaking Wave	U2 (15/12/2014)		4:12		2014	12/15/2014	
U2	California (There Is No End to Love)	U2 (15/12/2014)		3:59	120	2014	12/15/2014	
U2	Song for Someone	U2 (15/12/2014)	Rock	3:46	75	2014	12/15/2014	
U2	Iris (Hold Me Close)	U2 (15/12/2014)		5:19	90	2014	12/15/2014	
U2	Raised By Wolves	U2 (15/12/2014)		4:05			12/15/2014	

The files will be permanently deleted from your radio once you confirm the deletion on the summary page that appears when clicking on the "Delete" button

All In Love - Removing Files

Are you sure you want to remove these files from your radio station?
INFO : the generated plannings with these files will remain.

Artist	Title	Style	Duration
U2	The Miracle (Of Joey Ramone)	Rock	04:15
U2	Every Breaking Wave		04:12
U2	California (There Is No End to Love)		03:59
U2	Song for Someone	Rock	03:46
U2	Iris (Hold Me Close)		05:19
U2	Raised By Wolves		04:05

NOTE: If you delete a sound already present in a previously generated Planning, will nevertheless be played correctly when the Planning is broadcasted.

7. Security

By default, the radio Planner is only accessible via its creator's Radionomy account.

However, you may want to allow others to edit your radio without revealing your personal access data and giving them appropriate rights to access the relevant features.

The Planner "Security" section allows you to invite others to work on your radio and to grant access rights to use various features.

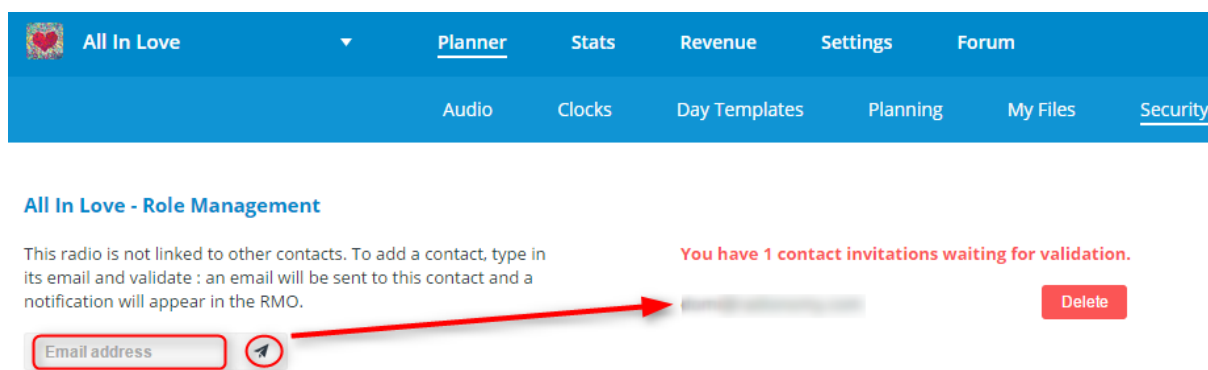
This procedure takes four steps:

- 1) Your contact creates a Radionomy account in www.radionomy.com that will give them access to the RMO (Radio Manager Online).
This step is optional if the contact already has a Radionomy account.
- 2) Send an invitation to your contact(s)
- 3) They need to accept or reject the invitation to work on your radio
- 4) After their acceptance, you have to define the rights you'll grant to the contact(s)

7.1 Inviting a contact

Enter the e-mail address of your contact in the area provided for this purpose and click on the send icon.

Your contact's email address will appear as "Acceptance Pending" at the page top.



Your contact will receive your invitation directly on their e-mail address inbox you have specified and also via a pop-up that will be displayed the next time they connect to the RMO

▼ You have been invited

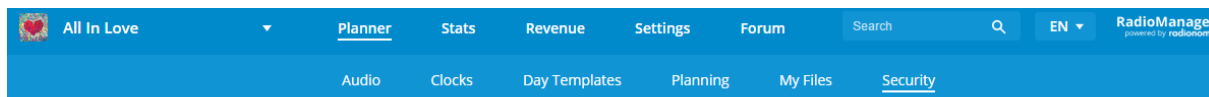
You have been invited to manage some radio stations. You can accept or refuse those invitations

> All In Love Reject Accept

7.2 Specifying Contact Rights

Once the contact accepts the invitation, you'll be able to grant them their role, i.e. management rights on the same "Security" page.

The role of Program Manager will automatically check all boxes roles that you can set on the page. Of course you can leave this box unchecked and assign one or more specific roles to your contact.



All In Love - Role Management

To add a contact, type in its email and validate : a notification will be sent to in the Radio Manager.

Email address

Role	Domi3	Delete
> Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Manager	<input type="checkbox"/>	<input type="checkbox"/>
> Box Management	<input type="checkbox"/>	<input type="checkbox"/>
Add box	<input type="checkbox"/>	<input type="checkbox"/>
Remove a box	<input type="checkbox"/>	<input type="checkbox"/>
Edit a box data	<input type="checkbox"/>	<input type="checkbox"/>
> Clock Management	<input type="checkbox"/>	<input type="checkbox"/>
Edit a clock data	<input type="checkbox"/>	<input type="checkbox"/>
Remove a clock	<input type="checkbox"/>	<input type="checkbox"/>
Add a clock	<input type="checkbox"/>	<input type="checkbox"/>
> Day Template Management	<input type="checkbox"/>	<input type="checkbox"/>
Add a day template	<input type="checkbox"/>	<input type="checkbox"/>
Remove a day template	<input type="checkbox"/>	<input type="checkbox"/>
Edit a day template data	<input type="checkbox"/>	<input type="checkbox"/>
> Planning Management	<input type="checkbox"/>	<input type="checkbox"/>
Edit a planning	<input type="checkbox"/>	<input type="checkbox"/>
Generate a planning	<input type="checkbox"/>	<input type="checkbox"/>
Remove a generated planning	<input type="checkbox"/>	<input type="checkbox"/>
> Podcast Management	<input type="checkbox"/>	<input type="checkbox"/>

These roles include:

- Box Management

radionomy

- Day template
- Clock Management
- Planning Management
- Podcast Management

For these multiple roles you can specify whether you are granting addition, edition or deletion rights.

- Viewing radio audience statistics
- Audio Management: management is itself subdivided into notifications on social networks, editing of mix points, editing constraints, permanent deletion of a sound, editing a soundtrack, downloading a soundtrack.

You can of course grant as many rights as you want to the same contact and modify them whenever you want.

NOTE: If you want to terminate the collaboration of this contact on your radio, you can simply click on the "Delete" button next to their username.
You won't be able to invite this contact to manage your radio again.
