

Myriad Schedule & Myriad Schedule Pro

User Guide

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Revision B

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Introduction

Myriad Schedule

Myriad Schedule is a powerful music and link scheduling tool available as a standalone application as well as being built right into Myriad Playout. It offers a fully integrated replacement for older solutions such as AutoTrack and AutoTrack Pro, or 3rd party solutions such as Music Master or G Selector.

Rather than maintaining two linked databases of content (MediaWall and AutoTrack SE or 3rd party system), Myriad Schedule uses the MediaWall directly to build its catalogue of schedulable content such as Songs, Links and Adverts.

Content added to the MediaWall can be made available for scheduling immediately and changes you make will be reflected in real-time throughout the system. You can choose what content should be considered for scheduling (and mass change them if required) and even decide which hours a Song or Link should be able to be scheduled in!

Myriad Schedule also introduces an innovative approach to designing the sound of your station with the introduction of *Simple* and *Advanced Clocks.*

Simple Clocks are designed for shows that need to adhere to a specific mix of music categories and jingles but do not require specific structure to the hours. You simply set some goals for the hour (like play 80% pop and 20% rock), add specific items you want to play at the beginning and end of the show (hour opener, AutoHook Item, News sequence Media Item etc), choose the Hour Mode (Live or Auto) and assign it to the hours of the week that you want the clock to be used.

If you need a bit more control of the exact structure of your Clock or want to add a great variety of Clock Items (like advert breaks, ab times etc) then you can use an *Advanced Clock*. You can still set overall Song / Link goals for the Clock that will apply to any Songs or Links where the Category is set to 'use goals', but you can also build the exact Clock structure you need using the easy 'drag and drop' Clock builder to add in a wide variety of Clock Items (such as Social posts, Media Items, Adverts Breaks, Hardware Events, Absolute/Reset Times, Scripts, Split Events, AI Voice Links and even other Clocks) as well as specify the Category for any Song or Link in your Clock.

By combining Simple and Advanced Clocks you can create a flexible station output that delivers the sound you are looking for with minimal setup or maintenance.

Once your Clocks are ready, you simply drag them into the Clock Assignment Grid to complete your stations schedule.

Myriad Schedule also includes the ability to manage and schedule adverts within Myriad. Information regarding when adverts should be scheduled are set on the Media Item for the advert and advert breaks are managed in Clocks. Adverts are then scheduled along with other content as part of the Myriad Schedule Process.

Finally, Myriad Schedule includes Station Rule Sets that can be applied globally or on a per Clock basis. These Station Rule Sets allow you to set the criteria that Myriad Schedule will use to select content to be scheduled in the Log. Using Station Rules makes it easy to make changes to your station sound that will apply to across multiple Clocks without the need to edit each Clock individually.

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This guide will introduce all the key concepts of Myriad Schedule and Myriad Schedule Pro, as well as guide you through setting up your system and scheduling your station output.

Myriad Schedule Pro

Myriad Schedule Pro enhances the core functions of Myriad Schedule by adding additional options for classifying content as well as additional tools for designing Clocks and controlling the sound of your station.

Myriad Schedule Pro is available as an upgrade option for stations that wants the convenience of Myriad Schedule but require additional control over their station sound as well as more options for classifying Songs, Links & Rules.

The main benefits of Myriad Schedule Pro include:

- Type Classification
- Gender Classification
- Era Classification
- Packets
- Extensive Configurable Rules (applied to Song, Song Title, Artist, Artist Group, Album etc)
- Multi-week Clock Assignments & Date Specific Clock Assignments
- Artist Group Management
- Follow Rules (Category, Types, Genders, Eras, Tags etc)
- Minimum Separations (Categories, Types, Genders, Eras, Tags etc)
- Future Moves
- Virtual Categories
- Configurable Throw Depth Per Song/Link
- Restrict Link By Following Song Category
- Advanced Log View
- Research Panel (inc listener voting details & rotation history)
- Log Analysis Stool
- Category Rotation & Predictive Turnover Panel

For a full comparison of Myriad Schedule and Myriad Schedule Pro visit - https://help.broadcastradio.com/en/support/solutions/articles/101000535046

Many sections on this documentation apply to both Myriad Schedule and Myriad Schedule Pro. Features that can only be found in Myriad Schedule Pro are labelled accordingly.

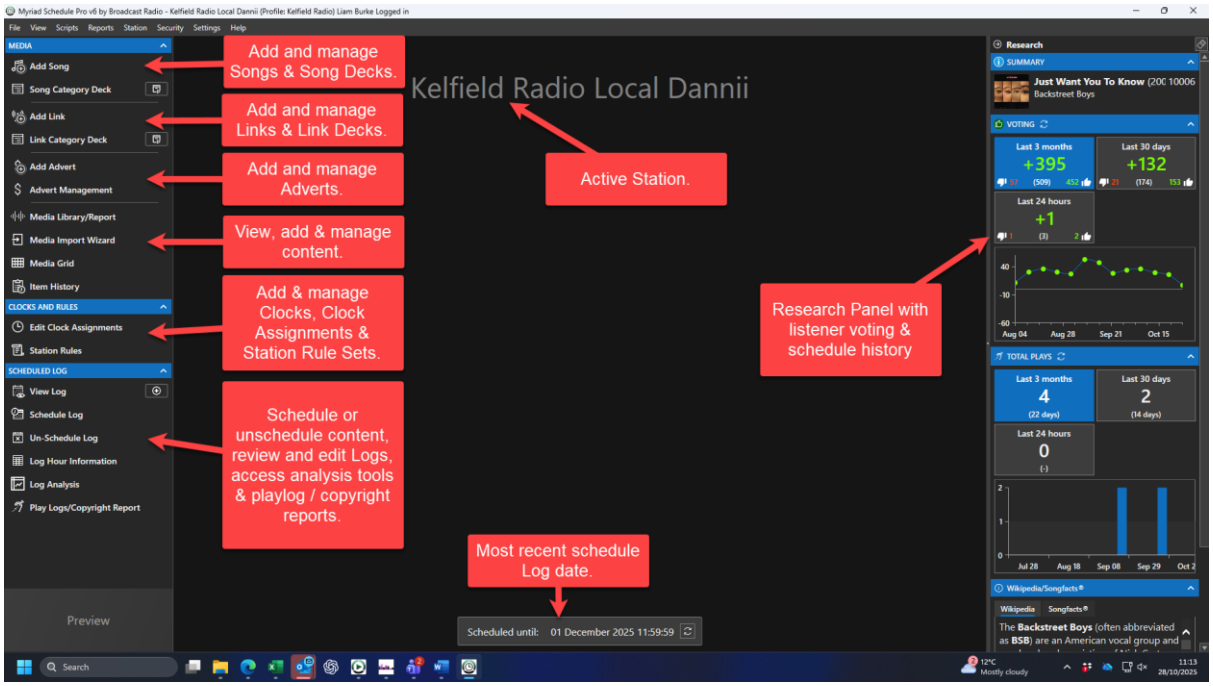
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Standalone Myriad Schedule Applications vs Built Into Myriad Playout

The tools and features of Myriad Schedule can be accessed in two different ways, either through a dedicated 'standalone' application or directly from within Myriad Playout. There is no difference in the feature set or the way that you setup and use the system, so you can simply use the method that is most convenient to you at the time!

Standalone Application

The standalone Myriad Schedule application is automatically installed on any PC that also has Myriad Playout installed. This means you can run the application on any workstation that has a valid Myriad Playout (admin or higher) license. We also offer Myriad Schedule Applications licenses individually if you want to install and run the Myriad Schedule Application on a PC that does not also have Myriad Playout installed and licensed. Contact hello@broadcastradio.com for more information on Myriad Schedule license costs.

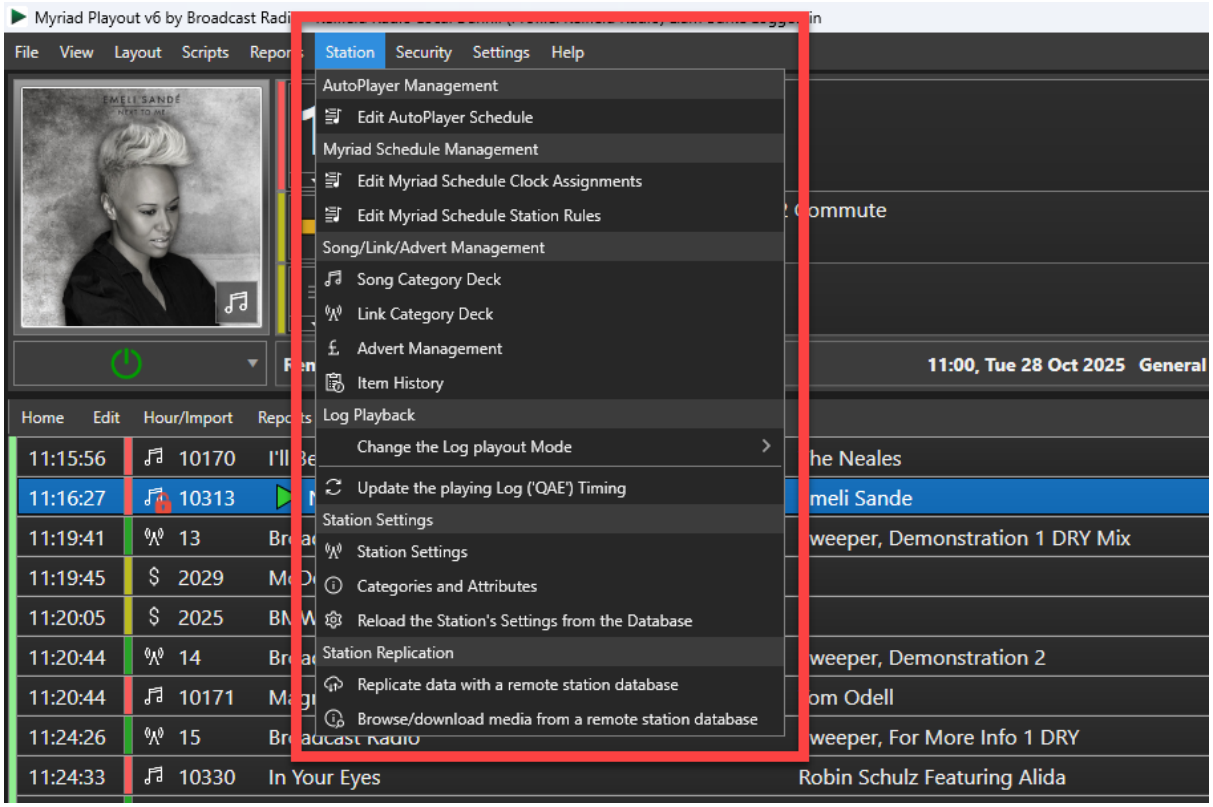


This documentation will focus on using the standalone application, but the same methods and steps will apply to accessing the tools via Myriad Playout.

Accessing Myriad Schedule from Within Myriad Playout

In addition to the standalone application, all the tools and functionality for Myriad Schedule can be accessed directly from within Myriad Playout. This means you do not need to run two applications to manage your schedule and station content plus you can make changes to Myriad Schedule from any Myriad Playout workstation.

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The bulk of the Myriad Schedule tools can be accessed via options on the **Station Menu** within Myriad Playout.

These include:

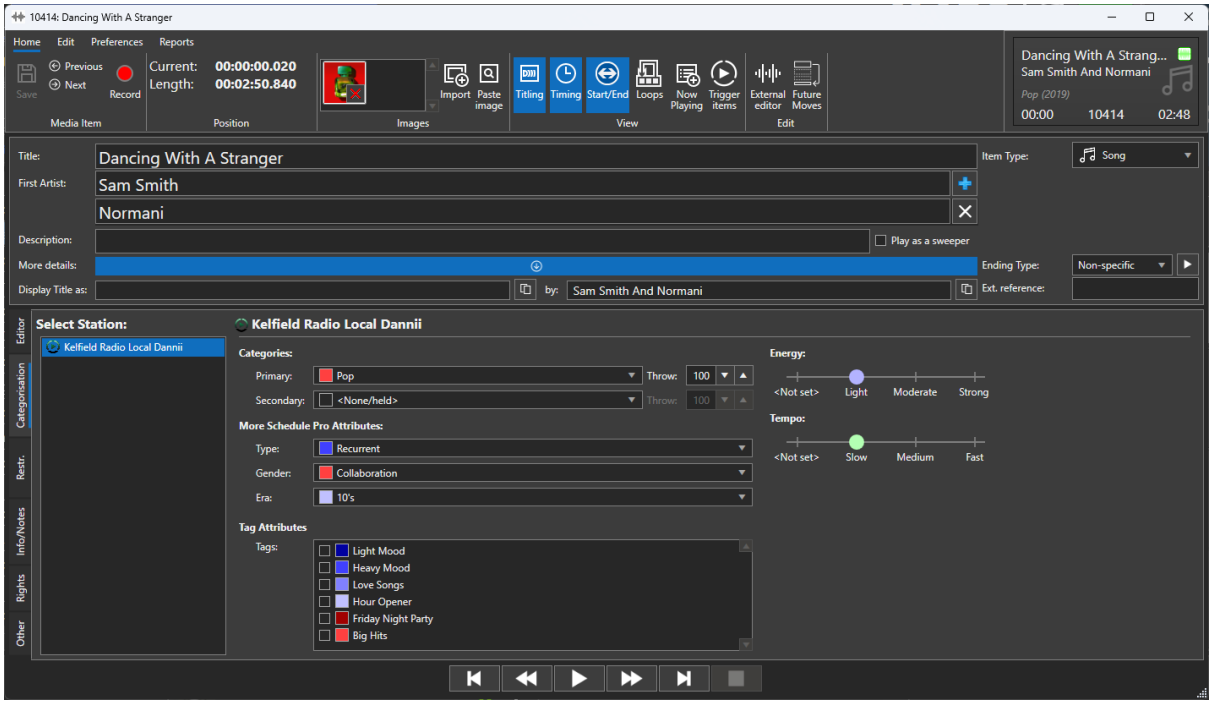
- Edit Myriad Schedule Clocks & Clock Assignments – Used to create, edit and assign Clocks within Myriad Schedule.
- Edit Myriad Schedule Station Rules – Used to create and edit the Station Rule sets that can be assigned to Clock (as well as the default set that applies to all Clocks unless they have a specific Rule Set assigned).
- Song / Link Category Deck (Enhanced mode only) – This option is only visible if you have enabled enhanced (deck based) scheduling. It provides access to the Deck Viewer windows which allows you to view items in a Category Deck as well as drag items between Category Decks.
- Advert Manager – This allows you to view and edit the adverts on your Myriad Schedule system.
- Categories & Attributes – This allows you to create, edit and manager your Categories and Attributes for Songs, Links and Adverts. These include Tags (all users) as well as Type, Genders and Eras if you have Myriad Schedule Pro.

There are other options on the Station Menu but these are the key options that relate directly to Myriad Schedule.

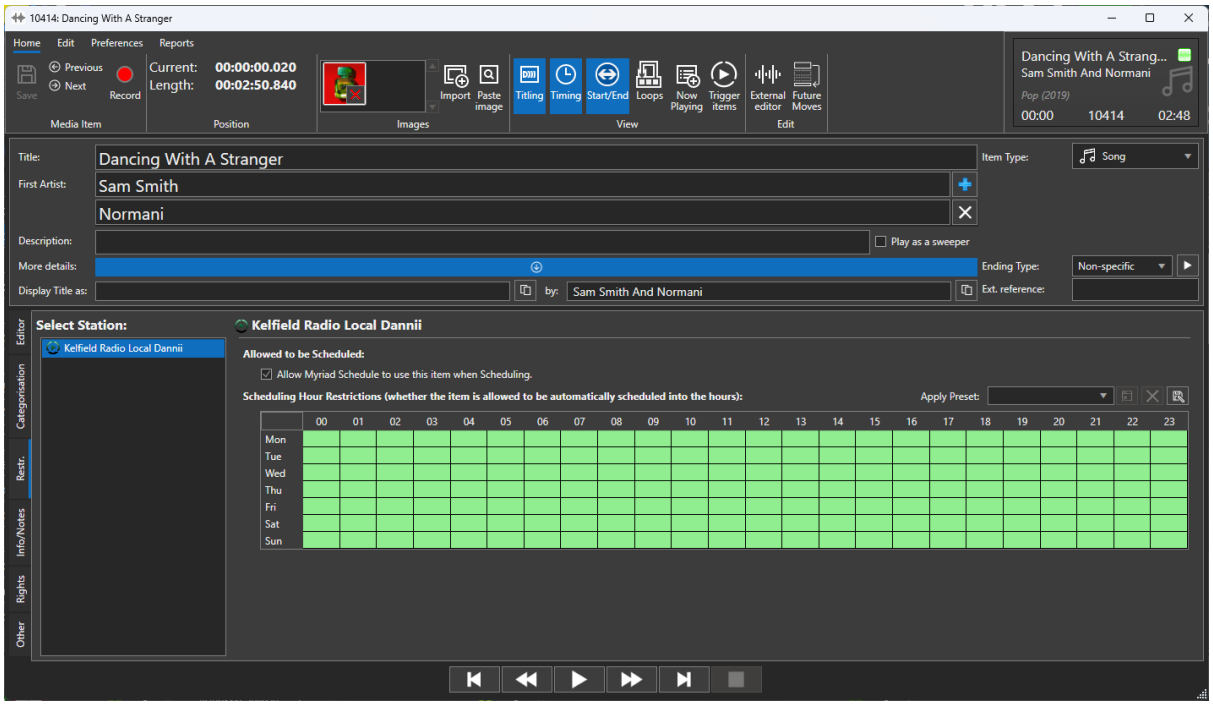
In addition to the Station Menu, **Songs, Links and Adverts** on the **MediaWall** have additional information added to their **Edit Window** to determine whether they are used by Myriad Schedule and how they are used!

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The **Categorisation** tab for a **Song** allows you to determine what the **Primary and Secondary Categories** are as well as additional attributes such as **Tags** and for Myriad Schedule Pro customers, **Types, Genders and Eras**.



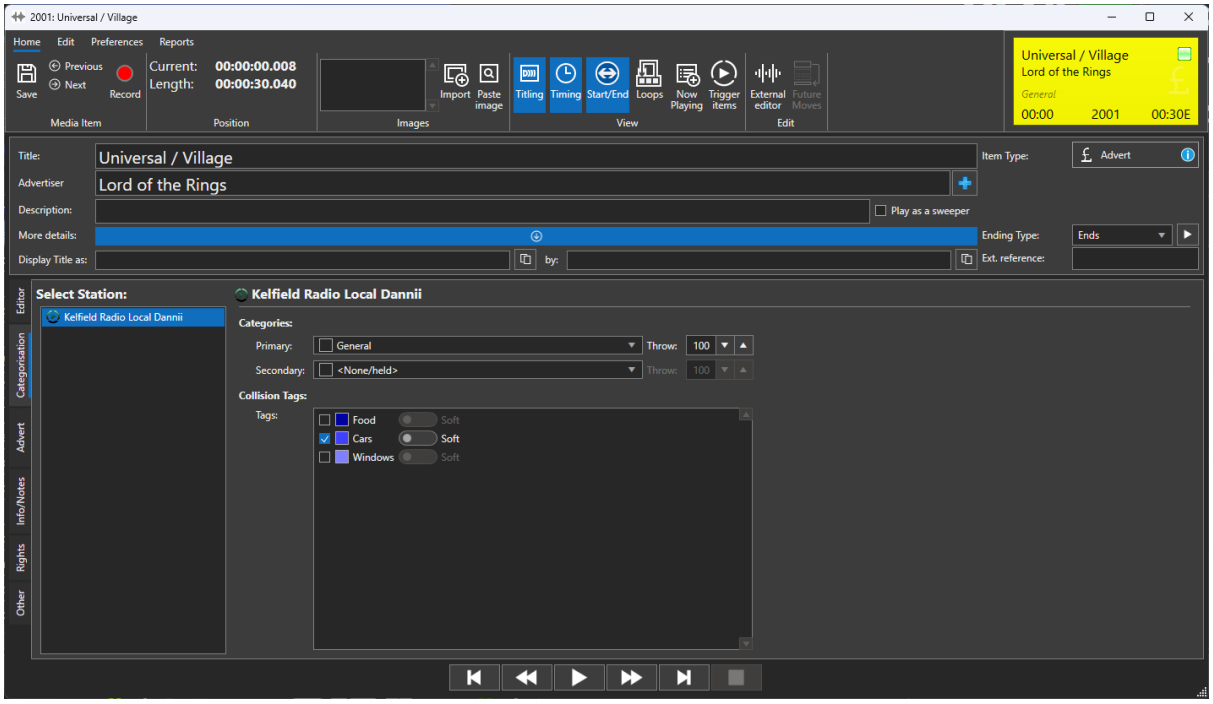
If you have enabled the option to allow items to be in different **Categories per station** then you can also set these attributes 'per station' using the Station Selection option.



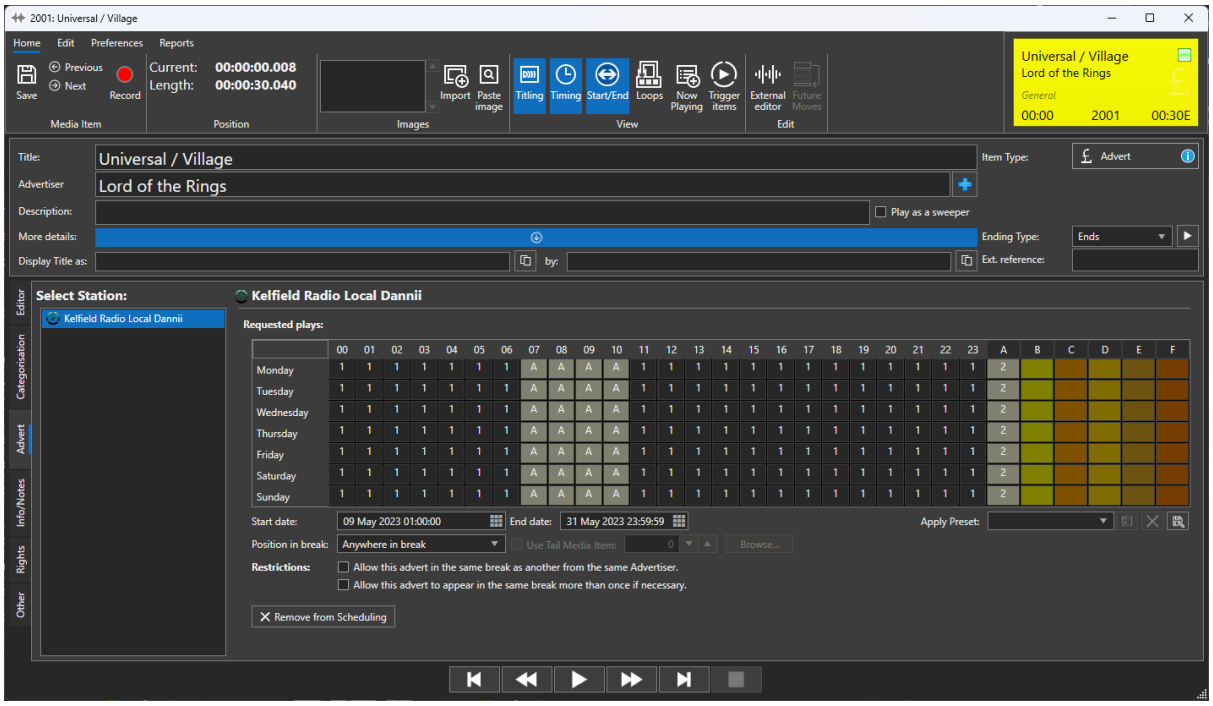
The **Restrictions tab (Restr)** allows you to decide whether this item is available to be scheduled for the selected Station as well as what hours it can be considered for scheduling in.

The options for both **Songs** and **Links** are identical but the options for **Adverts** are a little different.

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The **Categorisation** tab for **Adverts** allows you to set the **Primary and Secondary Categories** but instead of regular Tags, Adverts have **Collision Tags** which are used to associate Adverts that are selling similar products or services. In the example above, the advert is for a grocery supermarket so the 'Food and Drink' and 'Shopping' collision Tags are enabled. If you did the same thing on adverts for other grocery shops, then Myriad Schedule would know they are advertising similar products and would attempt to separate them into different advert breaks or away from each other in a single advert break.



The **Adverts** tab in the Edit Window for Adverts allows you to set a number of additional criteria to tell Myriad Schedule when to schedule the advert.

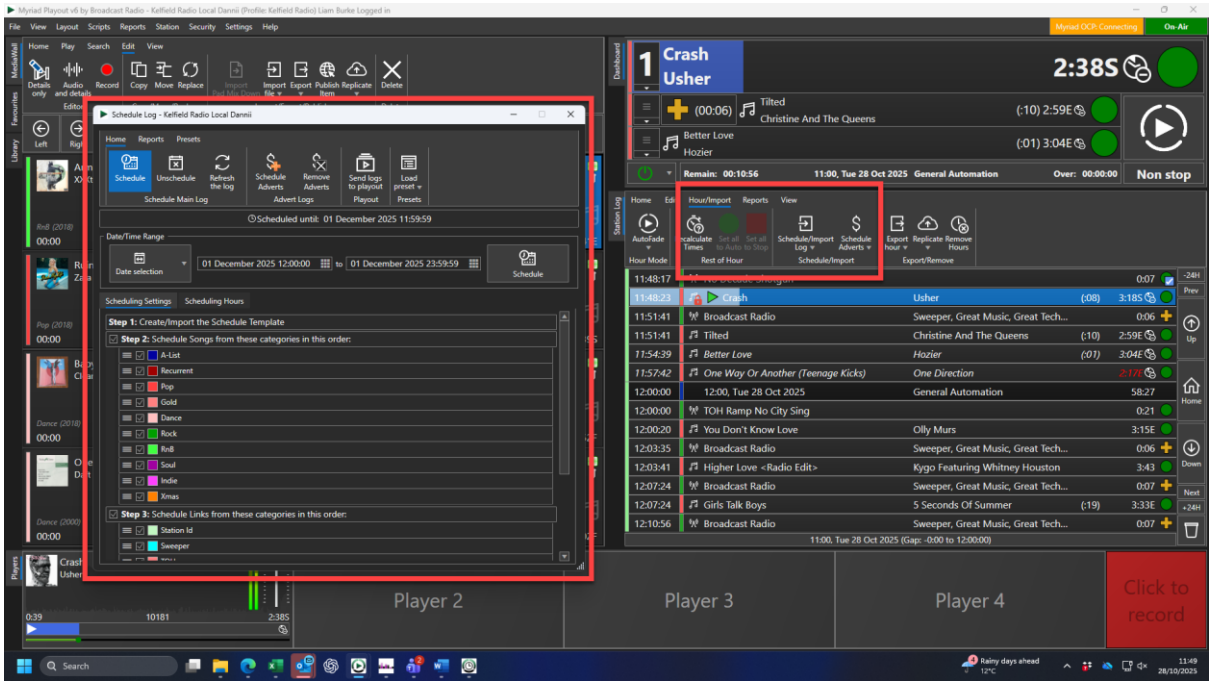
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Options include:

- Requested Plays – This allows you to define which hours the Advert should be scheduled in. You can select either a number (which is how many times that hour it should be played) or a letter A to D along with a target number of plays within all hours marked with that letter. So, in the example above, band A runs from 16:00 to 20:59 on each day and the target play for A is 2 plays. This means this advert will be scheduled twice between 16:00 and 20:59.
- Date Range – You can set the start and end date for the Advert. Myriad Schedule will not schedule this Advert before the start date or after the end date.
- Use Tail Media – If this option is selected, the Advert will always be placed as the first item in an Advert Break and the associated 'tail' Media Item will be placed as the last item in the same Advert Break.
- Repeating Advert / Advertiser Options – You can set whether it is ok for other Adverts from the same advertiser or even for this advert to be placed in again in the same Advert Break.

These options are covered in greater details in the Adding Adverts section.

Finally, you can access the **Schedule Log** window via the **Schedule Log** option on the **Hour / Import Tab** on the **Log**. This is used to schedule content or unscheduled content for a specific date / time range.



All of these windows will be covered in more detail later in this guide. The focus of this guide will be on using the standalone Myriad Schedule application as all the Myriad Schedule tools are in one place, but every option is the same whether you access it via the standalone application for via Myriad Playout.

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Deck Based Scheduling

Myriad Schedule uses a ‘deck of cards’ approach to selecting content.



Each Song (and Link) Category is arranged like a deck of cards with the Song at the front of the deck to be the next Song from the Category to schedule assuming doing so will not break any Station Rules. If the Song is scheduled, then it is moved to the back of the deck and all the other Songs move forward one slot.

If the Song cannot be scheduled then the next Song in the deck is tested to see if it can be scheduled without breaking any Station Rules.

The **Search Depth** allows you to set how far to search into the deck before giving up and starting to remove breakable Rules. This means that you are less likely to get Songs that are ‘easy’ to schedule, playing more often as by limiting the Search Depth you force Myriad Schedule to consider removing Breakable Rules more often.

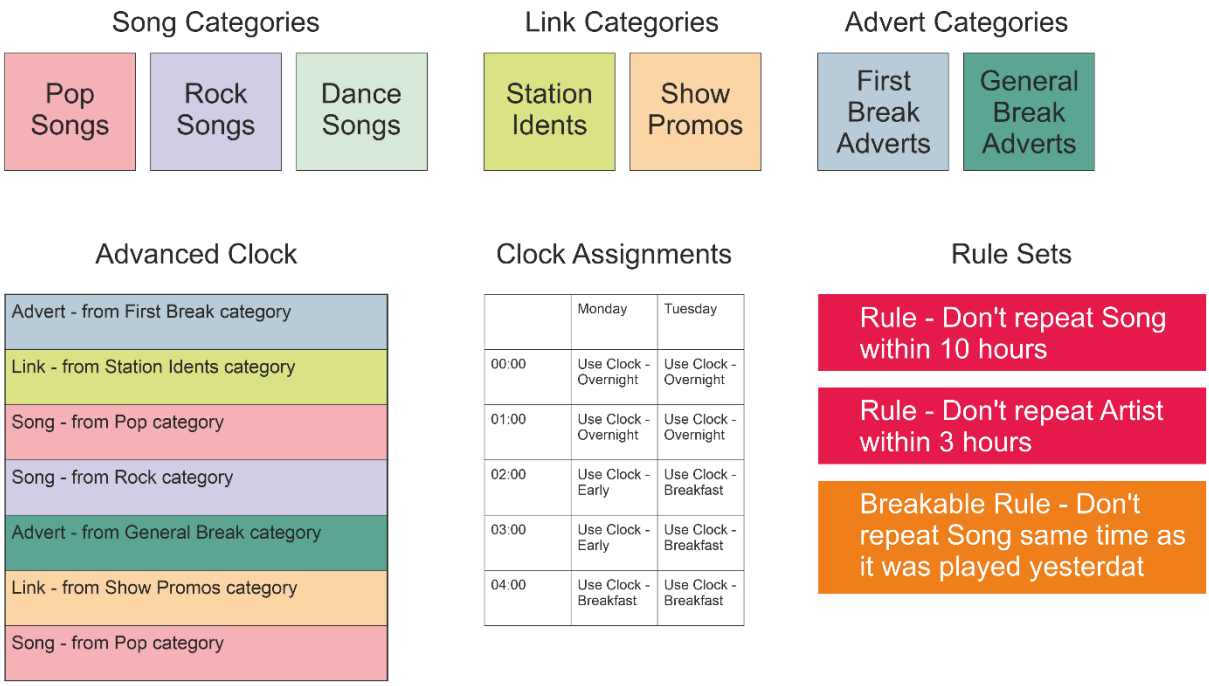
Typically for small Categories (like an A List with 20 Songs) you would have the Search Depth to 100% so all Songs in the Category should be considered but in larger Categories you may limit the Search Depth to 50% or less!

Fundamentals Of Scheduling

Before we move on to the specifics of how-to setup and use Myriad Schedule to schedule content for your station, it is important to understand the basic principle Myriad Schedule uses to build content.

You may also be interested in watching our Fundamentals of Scheduling video - https://youtu.be/9AYMSMwBMY0

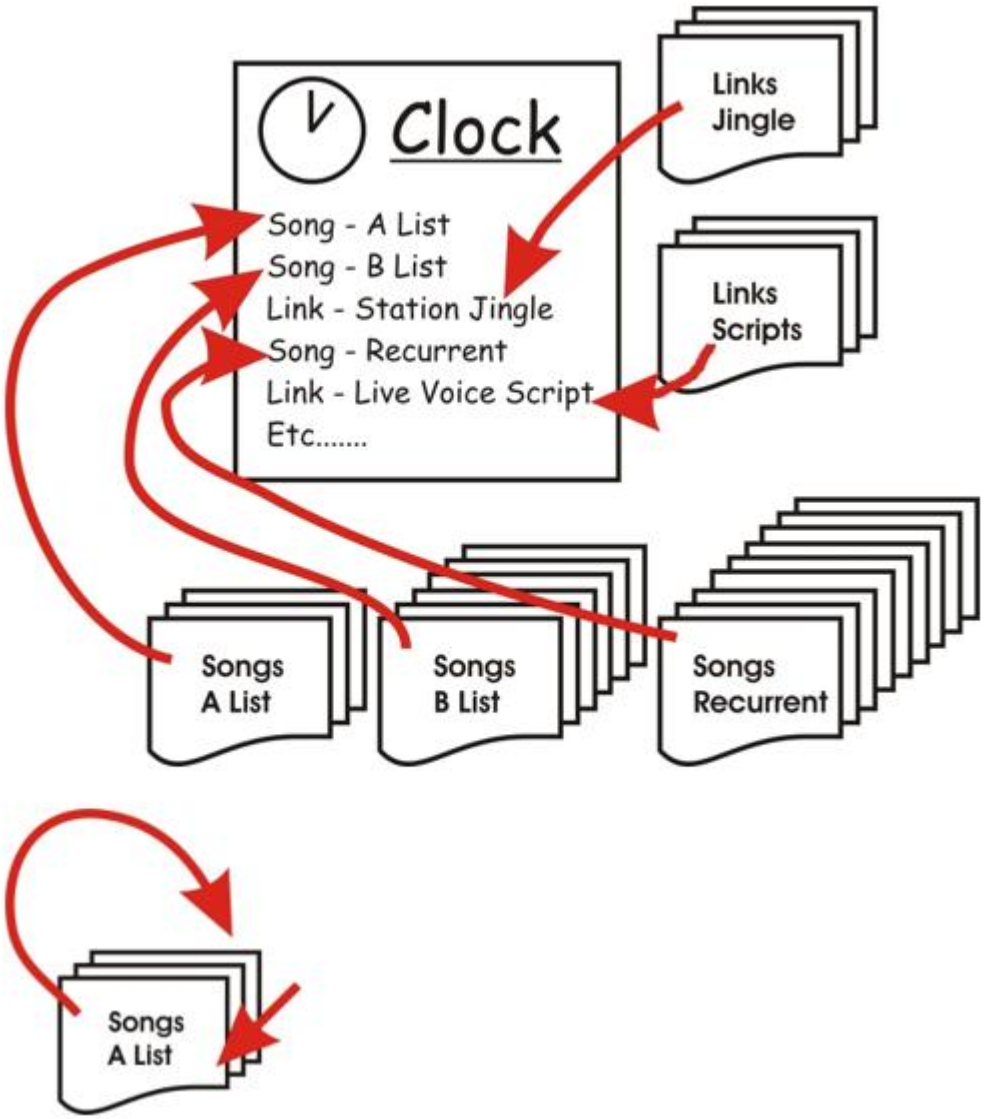
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There are four main areas to consider in Myriad Schedule.

- **Content Categories (Songs, Links & Adverts)** – This is all the content that Myriad Schedule can use when it is selecting content to be scheduled into your Log. It is broken into three parts, **Songs, Links & Adverts**. Each of these is broken down further into **Categories** to classify the content and additional **Attributes (Tags etc)** can be added to further classify content.
- **Clocks (Simple & Advanced)** – Clocks are effective plans for a 1 hour section of Log. Within a Clock you specify the structure of the show as well as the content and Categories to include. Simple Clocks only include basic information about the Categories to use whereas Advanced Clocks allow you to specify the exact structure for any hour that is using that Clock.
- **Clock Assignments** – Once you have created your Clocks, you use the **Clock Assignments** to tell Myriad Schedule what Clock should be used for every hour of the week. Shows are often multiple hours, but Clocks are always only for one hour so typically a show will be made up of several Clocks.
- **Station Rules Sets** – Finally, you can define a set of Rules that Myriad Schedule will follow when scheduling content. There is a **Default Station Rules Set** that will always apply but you can override this on a 'per Clock basis' to apply different Rules to specific Clocks.

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Example of scheduling using Decks

When Myriad Schedule is asked to schedule content for an hour, it follows these steps.

1. Checks to see which Clock should be used for the hour it is scheduling.
2. Reads the content of the Clock so it knows what content it should schedule.
3. Looks the first item in the Clock (Song – A List in this example).
4. Opens the Category Deck for that Category and looks at the item at the top of the Deck.
5. Checks the Station Rules (either Default or Clock Specific) to see if scheduling the item will break any rules:
    a. If no Rules are broken then the Song is placed in first position in the Log for that hour and the Song is also moved to the back of its Category Deck.
    b. If scheduling this Song would break one or more Station Rules then the Song will be placed back at the top of the Deck and Myriad Schedule would look at the next Song in the Deck to see if that would break any Rules. It will carry on like this until either it finds a Song that does not break any Rules or it reaches the maximum Search Depth

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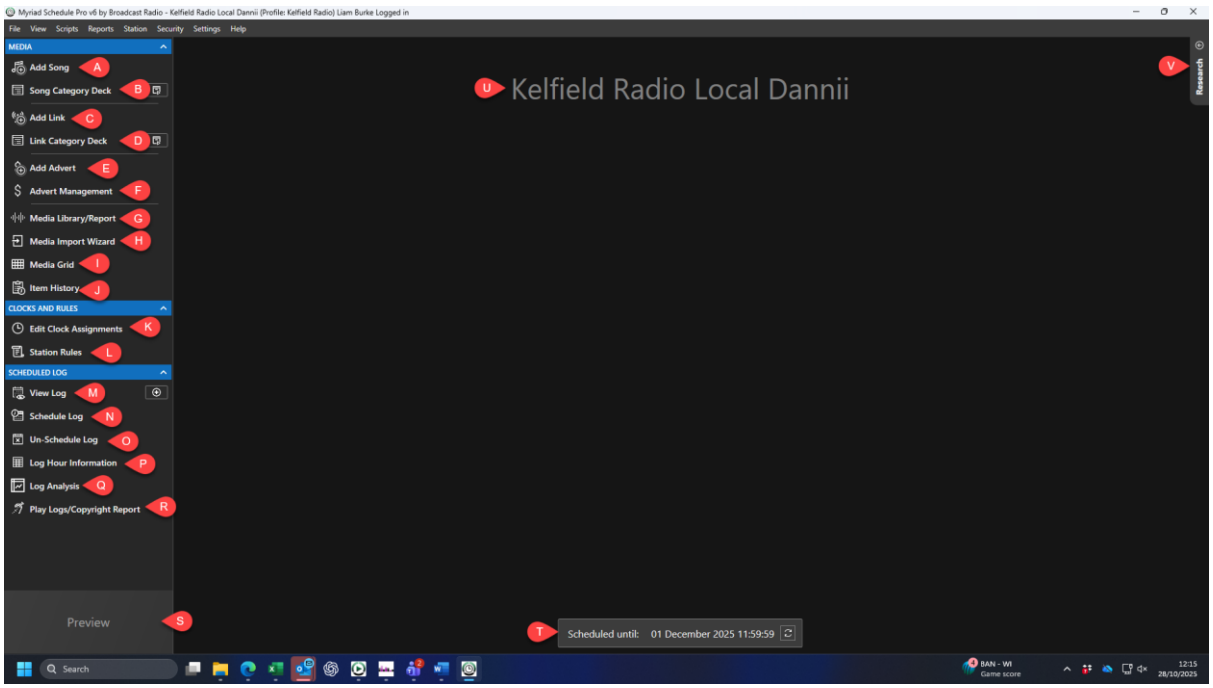
for the Category. If this happens then it will remove the bottom Breakable Rule and repeat the process. This will continue until no Breakable Rules are left to remove. At this point Myriad Schedule will leave an 'Unscheduled Song' place holder in the Log and move on to the next item in the Clock.

6. Once the item has been Scheduled (or is left as Unscheduled as no content could be placed), then Myriad moves on to the next item in the Clock (Song – B List in this example) and repeats the entire process.

Obviously, this is a simplification of the process as there is a lot of additional steps involved to manage all of the different content types you can add to a Clock but if you understand the fundamentals then it is much easier to plan your Categories and Clocks as well as diagnose any scheduling issues you face.

Basic Orientation & Quick Guide

The standalone Myriad Schedule application brings all schedule related tools into a single place to make setting up and running your schedule as simple as possible. This section will give you a quick overview of the option available within the application.



A. **Add Song –** Use this to add new Songs to the system. When you click on this option, a new Media Item will be created in the next empty slot on the MediaWall and an Edit Window will open to allow you to import audio and add Title, Artists and Categorisation information.

B. **Song Category Deck –** This opens a Song Category Deck window which can be used to view the contents of a Song Category. You can view the order of Songs within the Category Deck and Shuffle the order of the Deck. If you open two or more Song Category Decks, you can drag items between them to move Songs between Categories. Myriad Schedule Pro customers can also setup automatic Kicks, Shuffles and predictive turnover from within the Song Category Deck window. You can open multiple Deck windows using the Deck viewer button  .

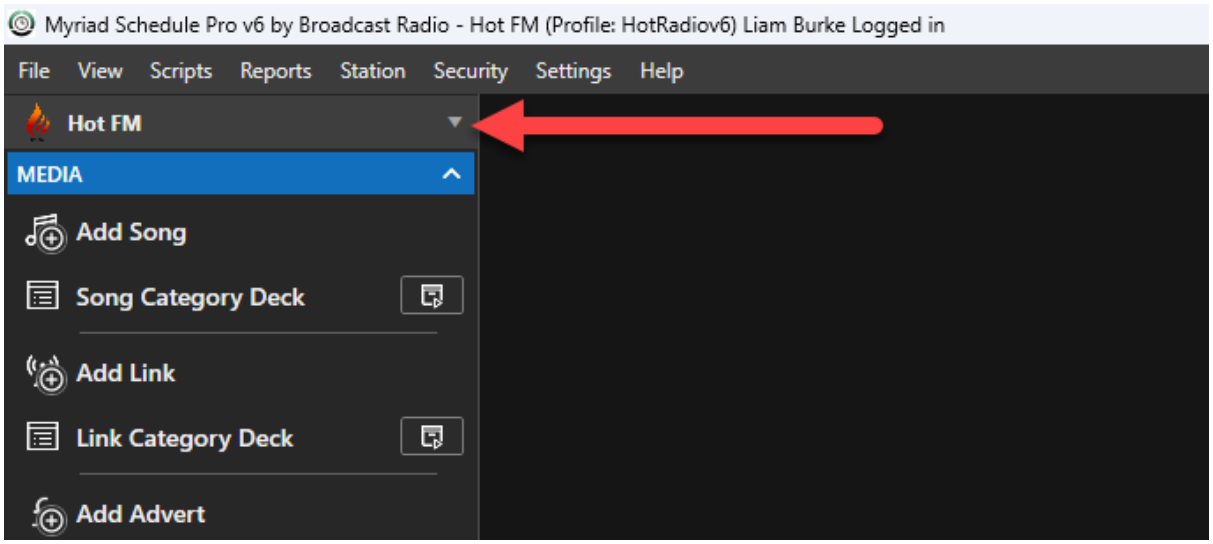
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C. **Add Link –** This operates in the same way as Add Song, only related to adding new Links. A new Media Item will be created in the next empty slot in the Link range and the Edit Window will be opened to allow you to add audio and metadata.
D. **Link Category Deck –** The Link Category Deck works the same as a Song Category Deck. You can view the content of a Link Category, Shuffle the Deck and drag items between multiple Link Category Decks to move them between Categories. You can open multiple Deck windows using the Deck viewer button  .
E. **Add Advert –** This option is used to add new Adverts to the system. As with Add Song / Link, when you click this option, a new Media Item is created in the next empty slot in the Advert range, and the corresponding Edit Window will open to allow you to add audio, metadata and details about when the Advert should be scheduled.
F. **Advert Management –** The Advert Management window allows you to browse expired, current and future Adverts as well as providing access to the Play Logs for individual Adverts.
G. **Media Library/Report –** The Media Library/Report is used to browse and search for content on the system. You can search by Media Type, Category and virtually any other criteria in Myriad. The Media Report window also provide access to the Mass Changing tool as well as the ability to mass move or mass copy content on the MediaWall.
H. **Media Import Wizard –** This opens the Media Import Wizard tool which can be used to import one or more audio files into the MediaWall as well as set key metadata. You can import multiple audio files in a range of audio formats. Imported content will be added to the MediaWall and can also be enabled for scheduling if required (this is a setting in Myriad Playout). The Import Wizard can also search for duplicates prior to starting the import process to minimise replication.
I. **Media Grid** – Opens a visual grid showing the content on the system arranged via MediaWall ID number, ie the MediaWall.
J. **Item History –** Item History allows to view historic scheduling information about Media Artist or Category. This allows you to see how often and item or Artist is being scheduled or how many items from selected Categories are being scheduled each hour.
K. **Edit Clocks Assignments –** Is used to view, add and edit both Clocks and Clock Assignment Grids. Your Clocks are used as templates for each hour which Myriad Schedule will use to select the Songs, Links and other content that makes up your schedule.
L. **Station Rules –** Station Rule Sets are used by Myriad Schedule to determine what content can be placed in Clocks when scheduling. Station Rule Sets can be assigned to Clocks and you can define a Station Rules Set to use by default.
M. **View Log –** You can view and edit the Log that Myriad Schedule has generated. This option will open the Log View window which can be used to navigate and edit the Log, replace content or even Voice Track. Myriad Schedule Pro users will default to the Advanced Log View.
N. **Schedule Log –** This option opens the Schedule Log window, which is used to schedule content, un-schedule content and add/remove Adverts from your Log.
O. **Un-schedule Log –** This option will open the Schedule Log window in un-schedule mode to allow you to quickly remove content from your Log.
P. **Log Hour Information –** This handy graphical display shows you the status of each hour in a date range so you can see if you have scheduled all content for that hour, still need to schedule Adverts or have not scheduled at all. It also tells you any hours that have un-scheduled items within the hour.

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Q. Log Analysis (Myriad Schedule Pro only) – Allows you to compare attributes to analyse the content used to schedule your Log.
R. **Play Logs/Copyright Reports –** You can use this option to view the play history for a Media Item or all Media Items played in each range. You can also use this to generate copyright reports for supported copyright bodies.
S. **Preview Player –** User this mini player to preview audio items within Myriad Schedule.
T. **Scheduled Until –** See the last date you have scheduled up to, at a glance.
U. **Station Name –** Lets you know what Station you are working on.
V. **Research Panel –** Allows you to open and close the Research Panel which includes valuable insight into any selected Song, Link or Advert.

If you have multiple Stations setup within Myriad Schedule Pro, the **Fast Station Switcher** will also be enabled on the left-hand menu bar to allow you to rapidly switch between Stations.

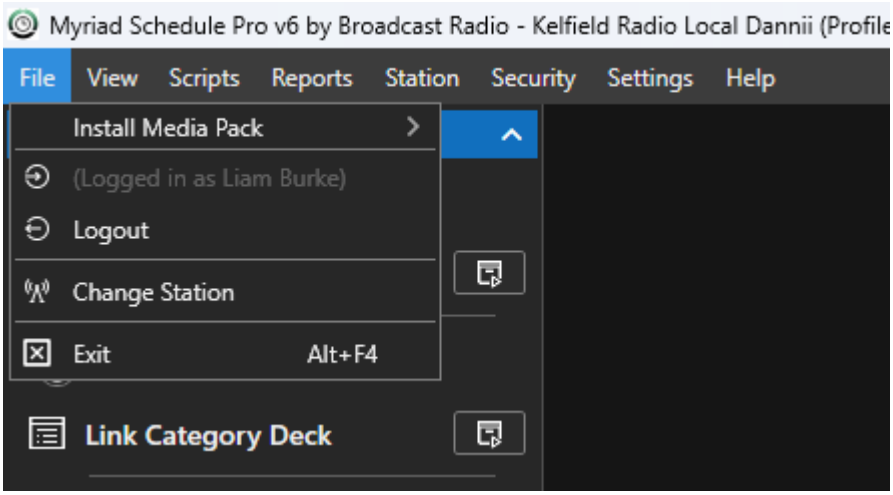


This option is only available in Myriad Schedule Pro.

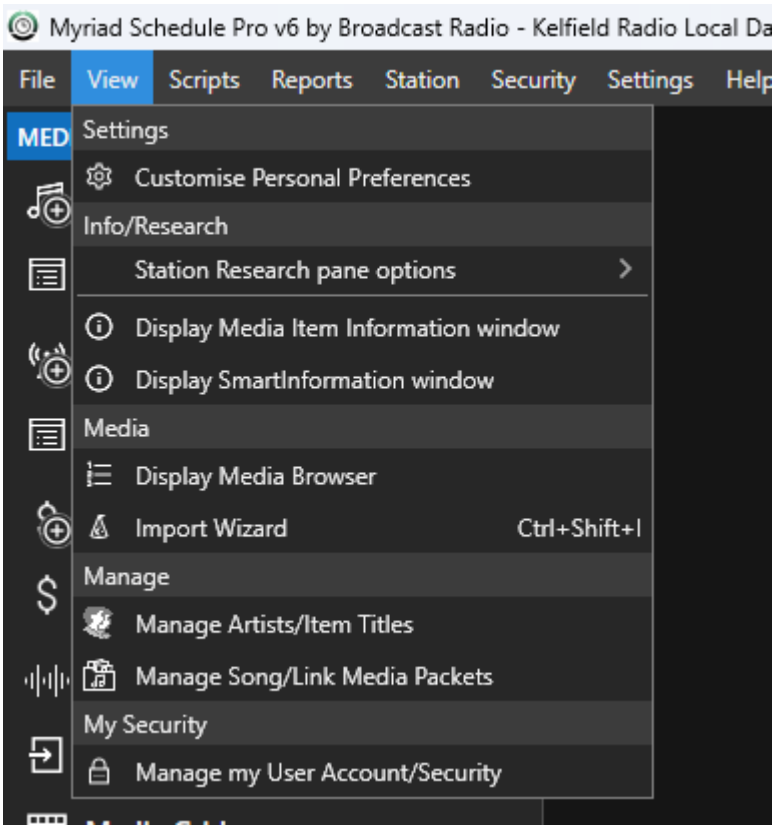
There are also a wide range of options on the Myriad Schedule menu system.

- **File Menu –** The File menu allows you to login and out of Myriad Schedule as well as change the Station you are working on.

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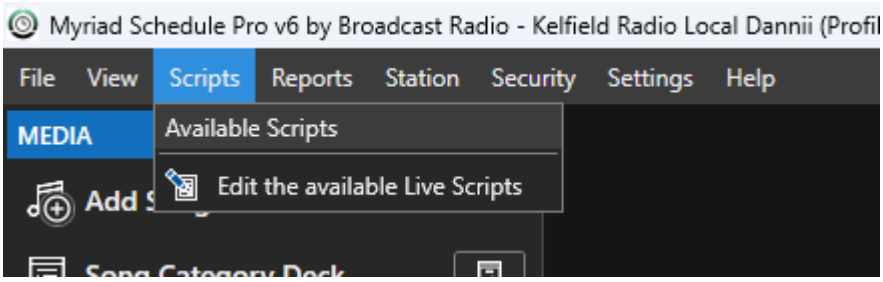


- **View Menu –** This option offers access to the Personal Customisation and password management. You can also access the Media Browser and Import Wizard from this menu.

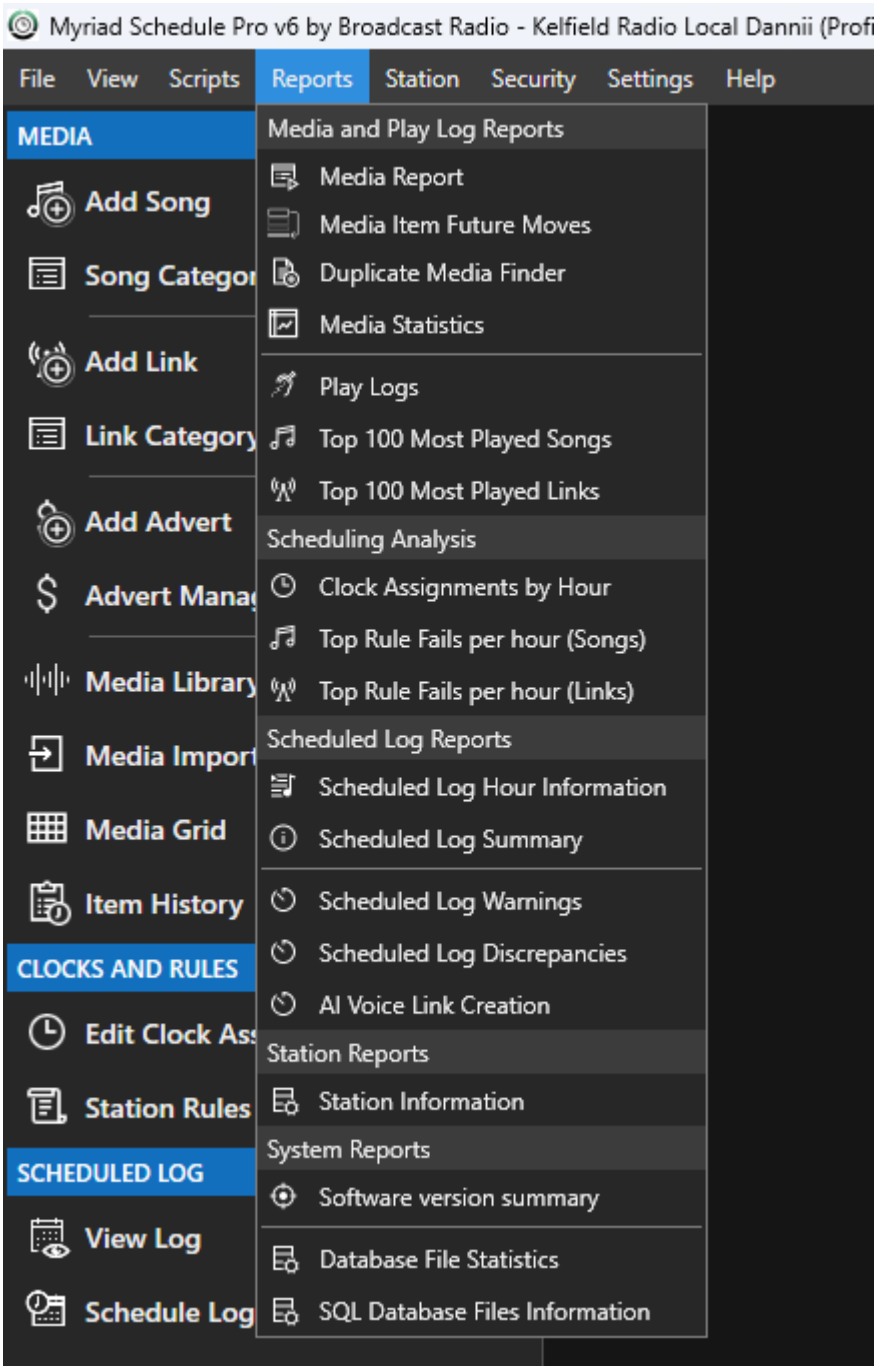


- **Scripts Menu –** If you have any script files saved in the Scripts folder then you can access them from this menu.

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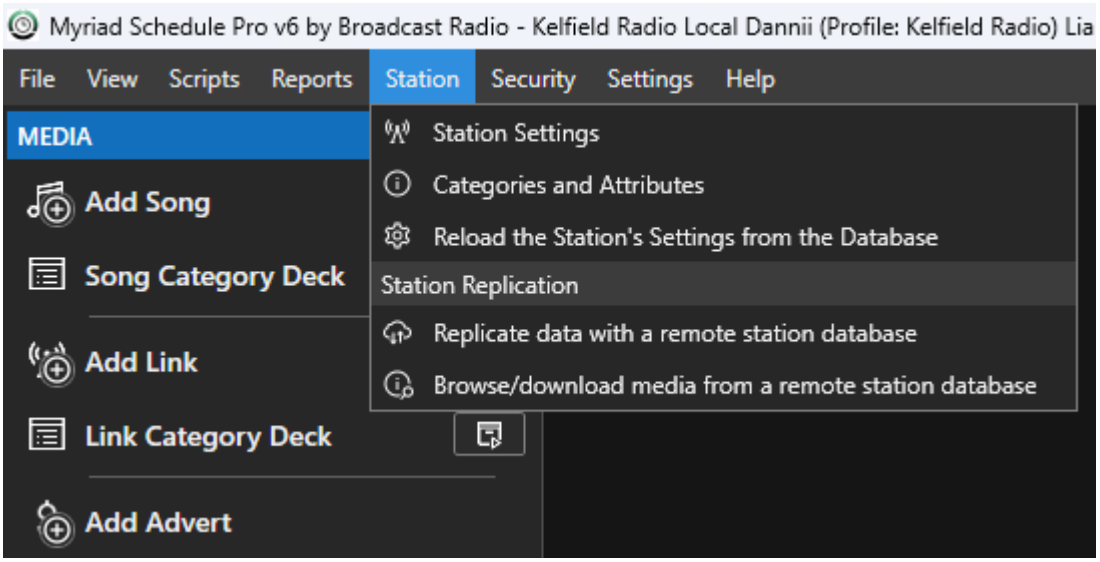


- **Reports Menu –** The Reports menu offers a collection of useful reports to provide insight into your system and help you manage your scheduling.

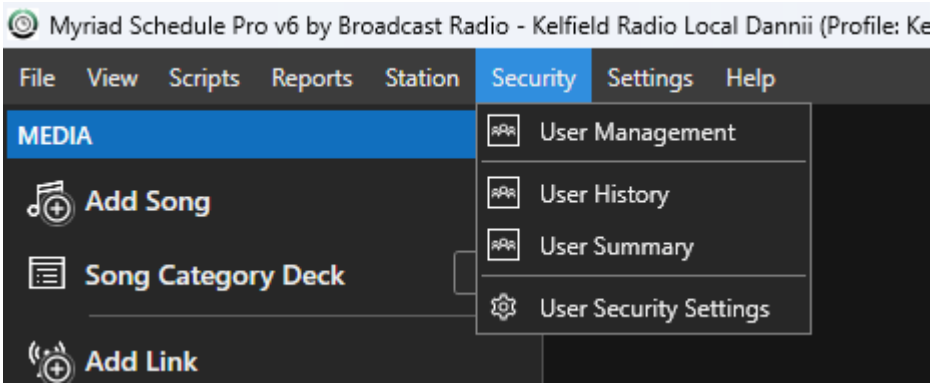


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- **Station Menu –** The Station menu provides access to the Station settings and the Categories and Attributes. You will use this option during the initial setup but infrequently once your system is configured and running.

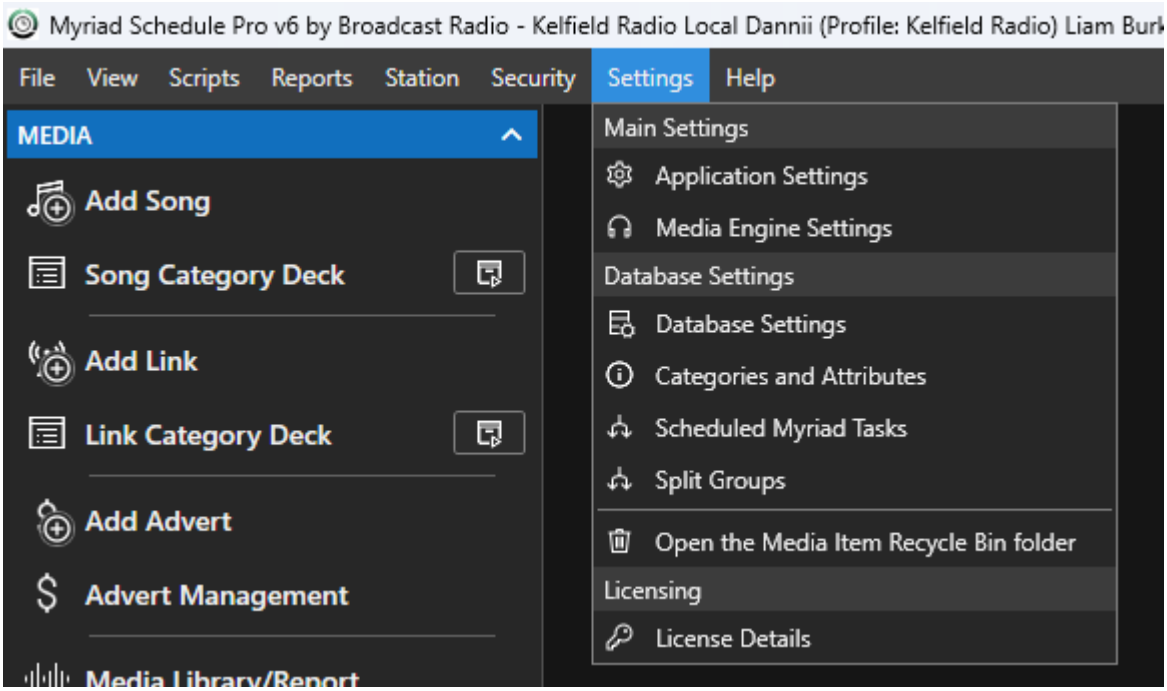


- **Security Menu –** You can manage User Access and User Groups from the Security menu.

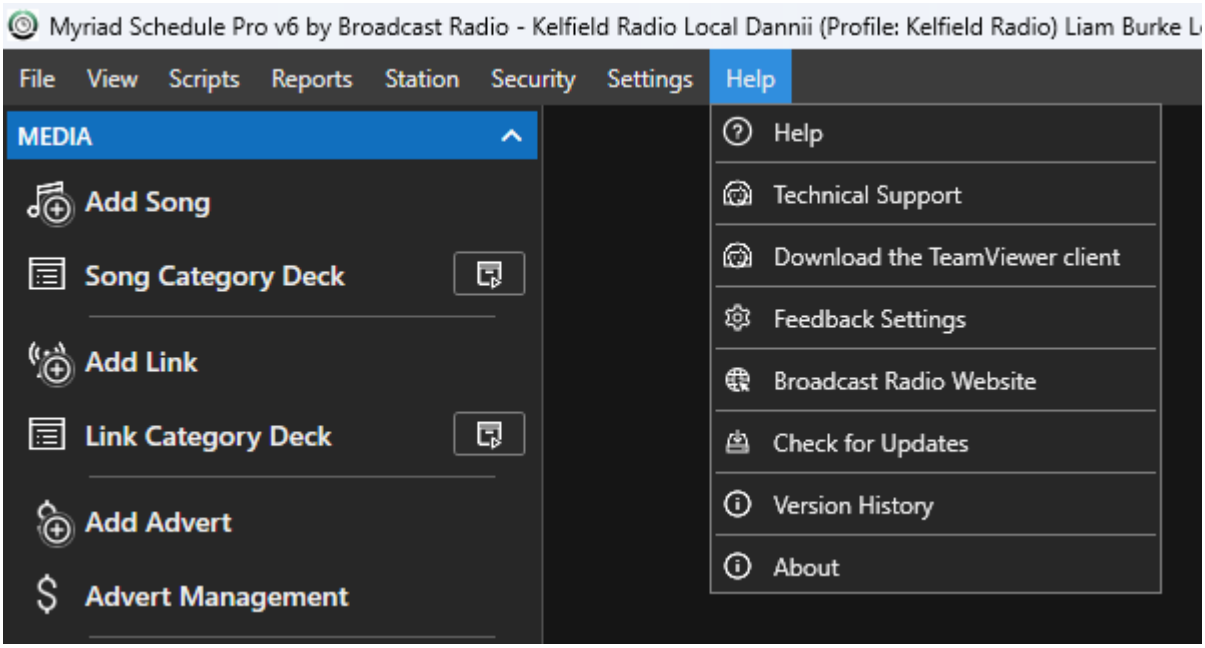


- **Setting Menu –** Access the application, media and database settings from this menu. You can also license your product from here.

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- **Help Menu –** If you need to access additional documentation or check for updates, you will find a range of options on the Help menu.



Installation & Initial Setup

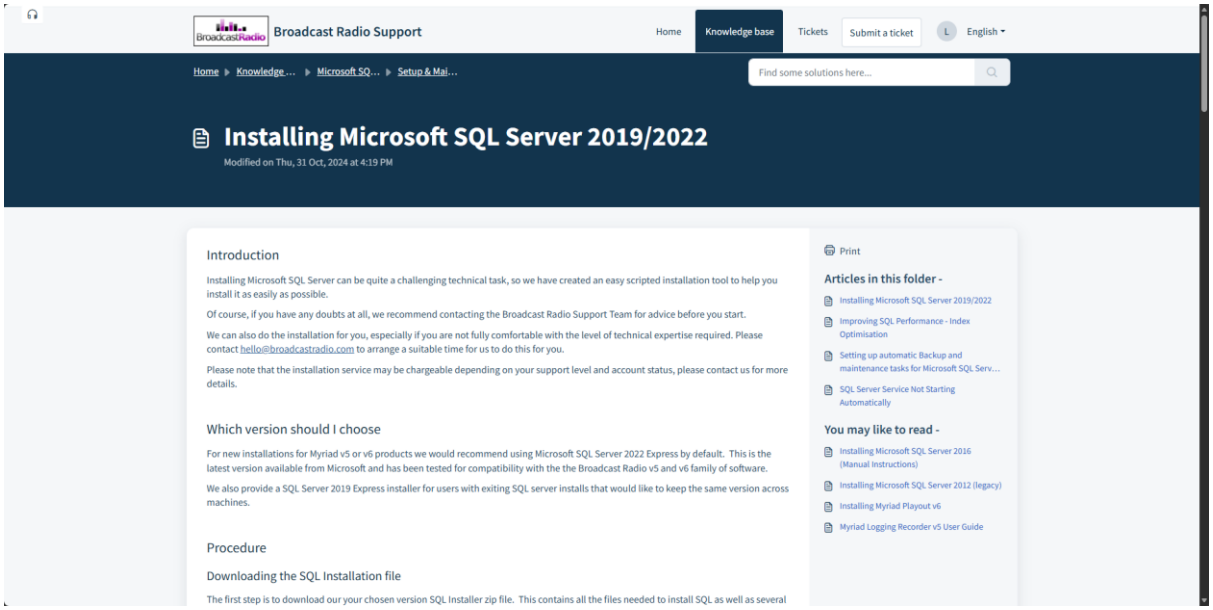
In this section, we will cover the download, installation and initial setup via the Setup Wizard, for Myriad Schedule and Myriad Schedule Pro.

CAUTION – You will need to have MS SQL Express (or higher) installed on your PC or network, prior to installing Myriad Schedule Pro

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If you are already running Myriad Playout 5/6 then you should already have MS SQL installed, if not then check the article below for comprehensive instructions on installing and configuring MS SQL.

https://help.broadcastradio.com/en/support/solutions/articles/101000535018-installing-microsoft-sql-server-2019-2022

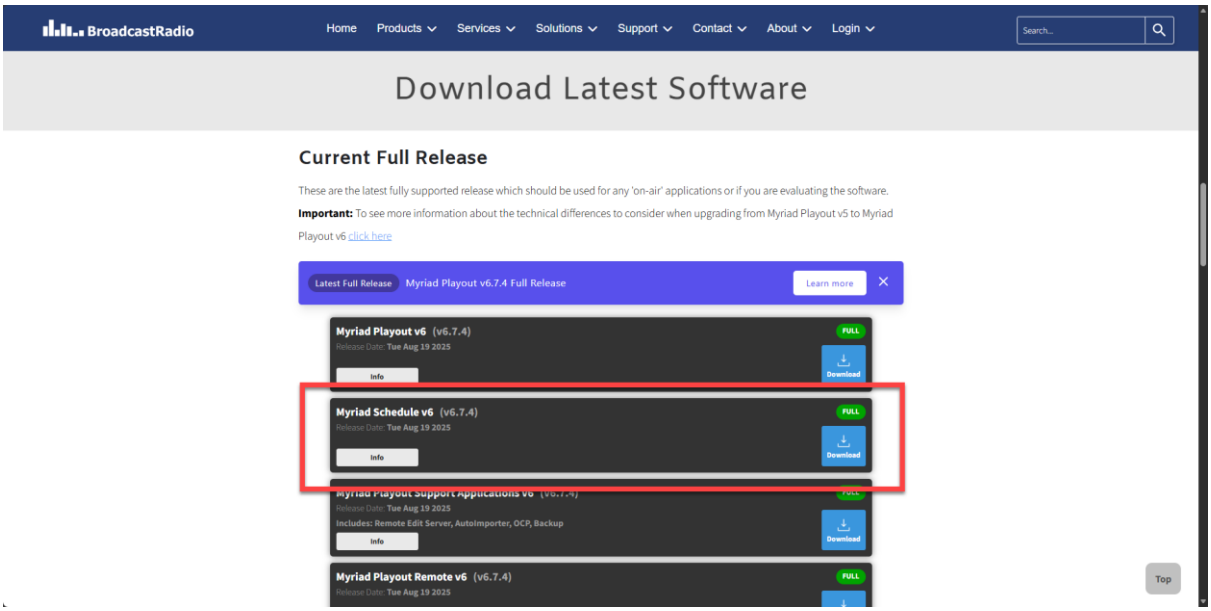


Download & Install

To install Myriad Schedule or Myriad Schedule Pro follow these steps:

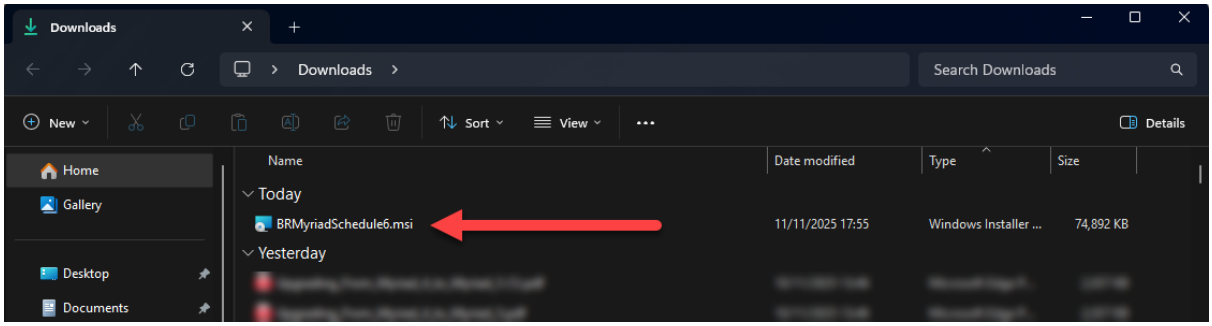
1. Download the latest Myriad Schedule installs from the Broadcast Radio website.

   https://www.broadcastradio.com/myriad-6-playout-support#Download



2. Run the BRMyriadSchedule6.msi file you just downloaded.

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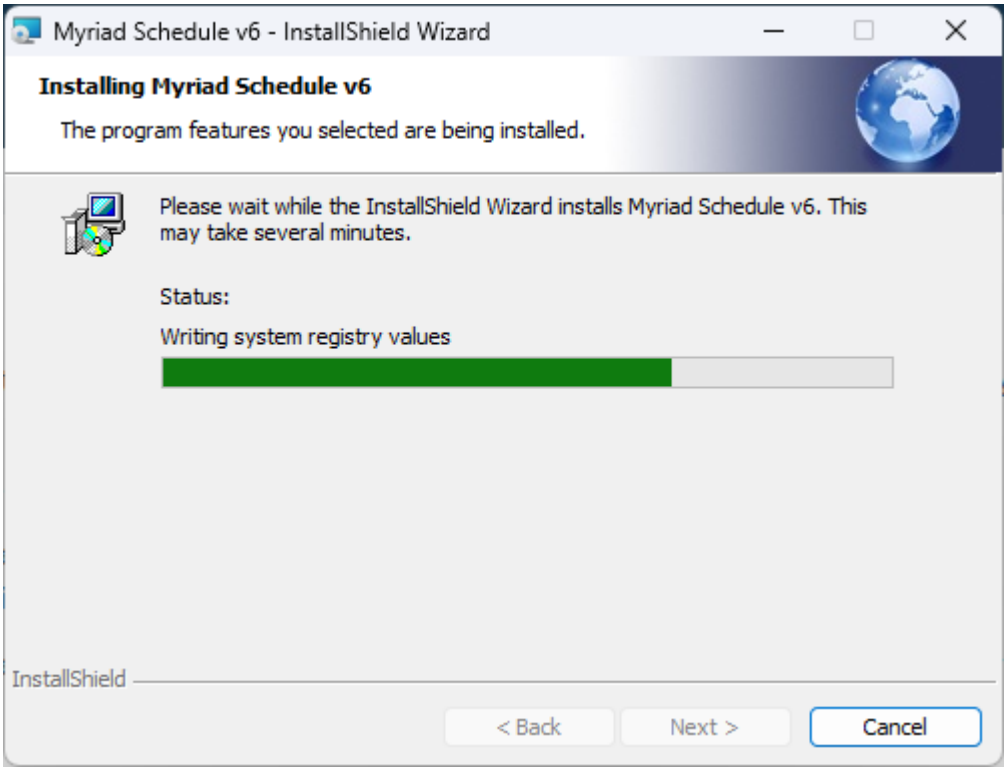


3. Follow the onscreen instructions walk through the installation process.

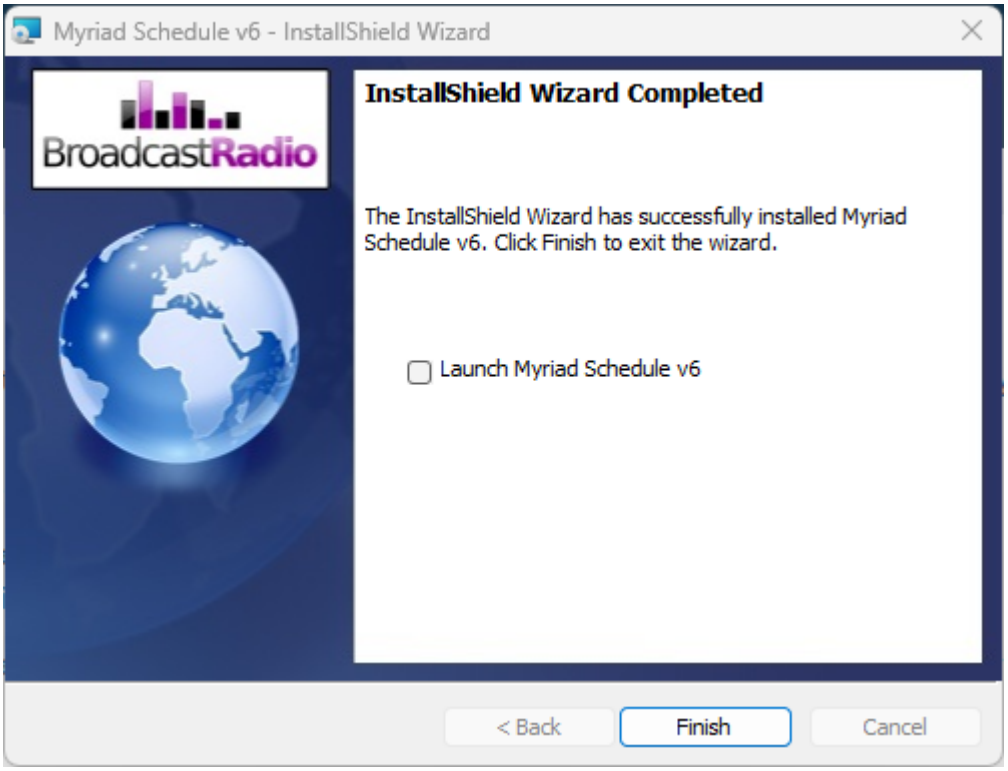


If prompted to allow the software to be installed, click Yes.

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Once the process is complete, you are ready to run Myriad Schedule Pro for the first time.



First Run – The Setup Wizard

Once the application is installed and run for the first time, the Setup Wizard will help guide you through the initial setup.

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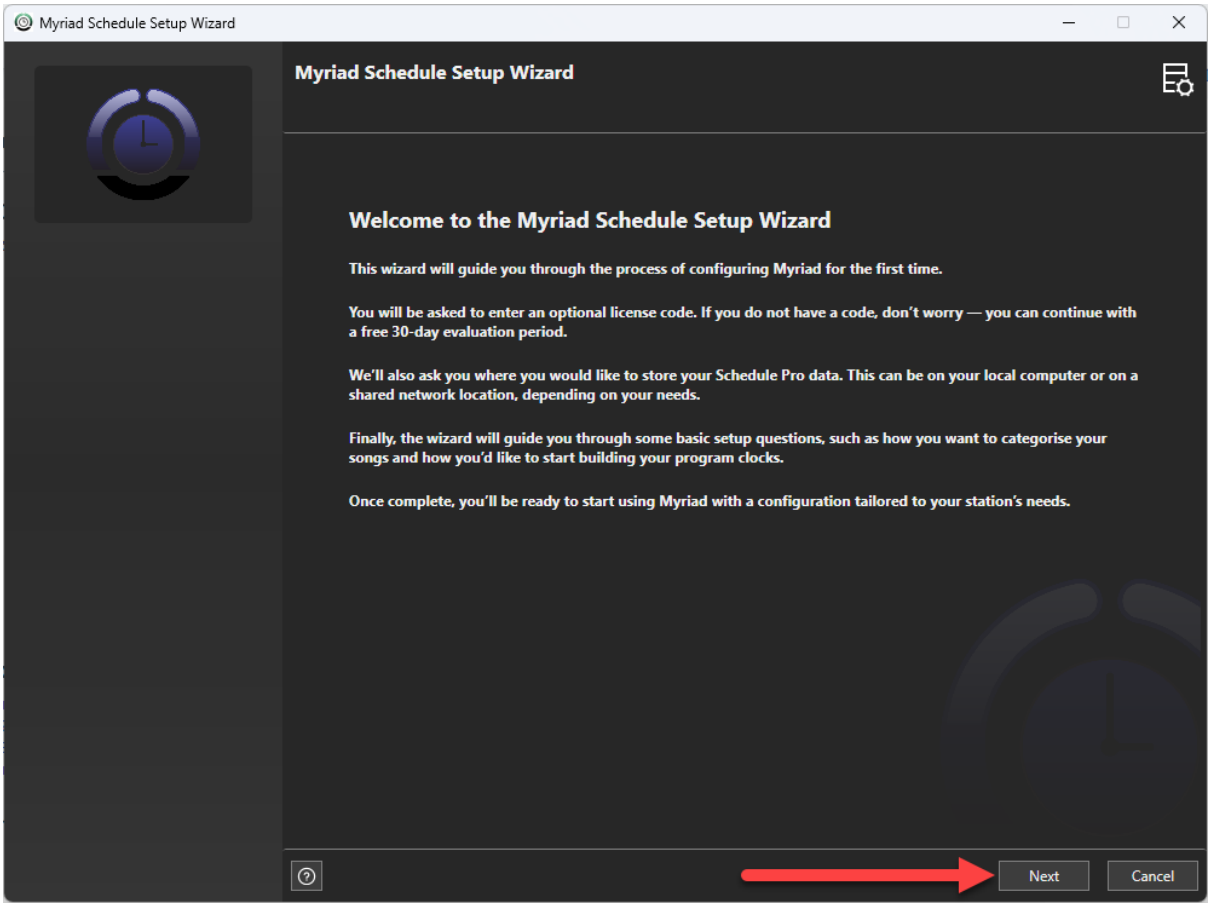
Don’t worry if you need to make changes later, all the options in the Setup Wizard are also available in the main application.

Please note that this process is applicable to both Myriad Playout and Myriad Schedule Pro.

Setting Up Myriad Schedule Pro for Myriad 6 Playout

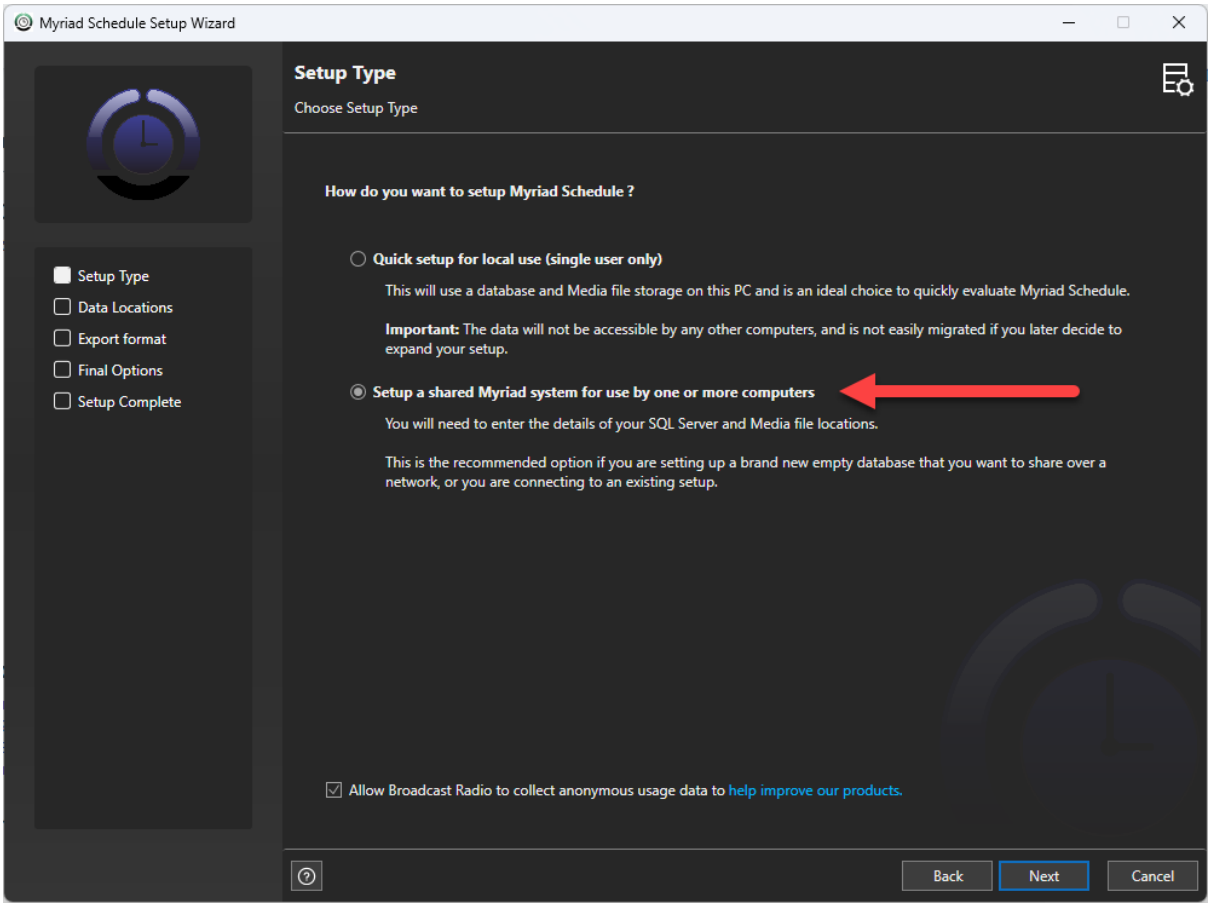
If you are setting up Myriad Schedule or Myriad Schedule Pro to work with Myriad Playout 6, use the following process.

1. When running Myriad Schedule Pro for the first time, the Setup Wizard will automatically start to help guide you through the setup process. At the end of each step, click the **Next** button to proceed to the next page in the wizard.



2. The next page of the wizard allows you to select what type of database engine you want to use with Myriad Schedule Pro.

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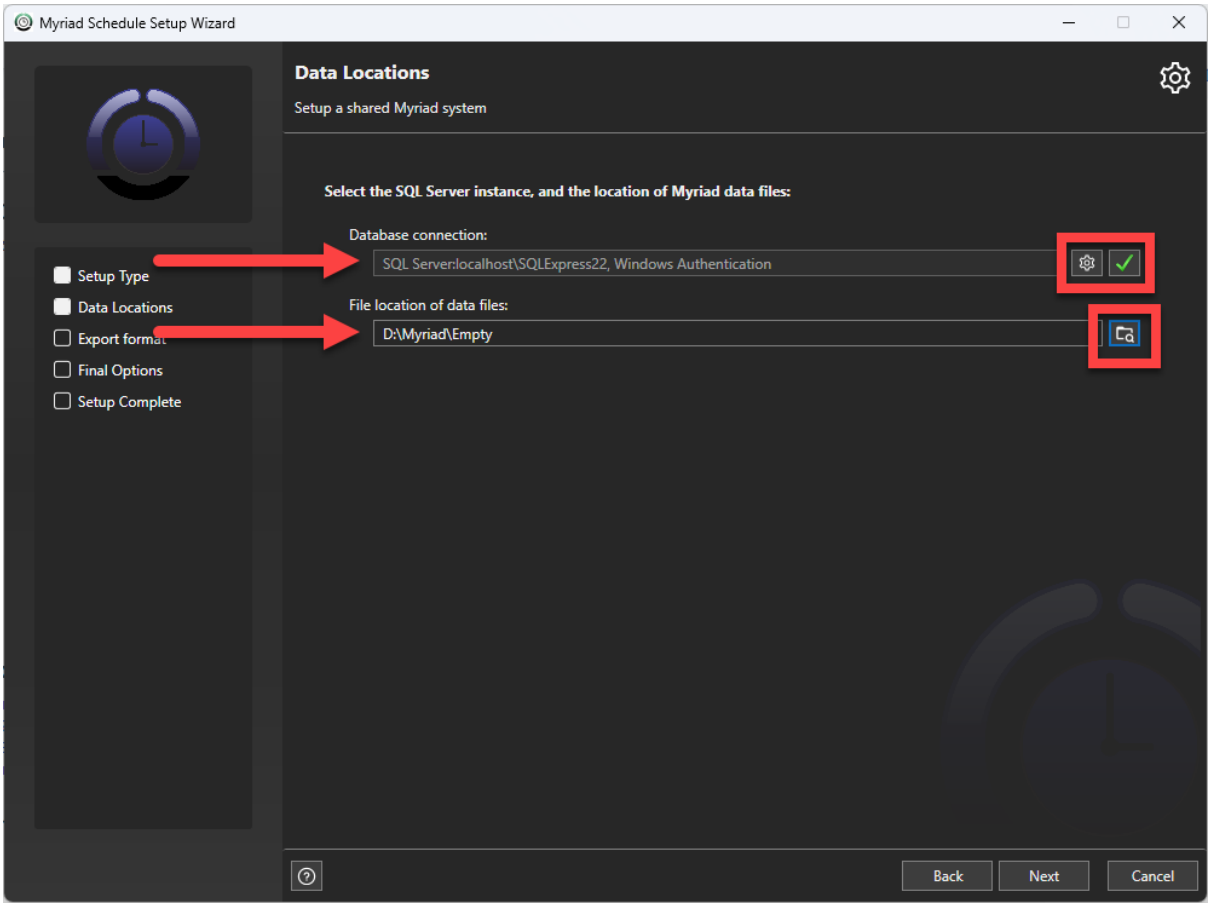
The options are:

a. Quick setup for local use – This creates a cut down database engine that is only accessible on the local PC (like an old Access DB). This is great for evaluation purposes, but not recommended for full time use, or any installation with more than one workstation.
b. Setup a shared Myriad system for use by more than one computer (recommended) – This connects to an instance of Microsoft SQL Server (Express or higher), either on the local PC or a network location. If you already have Myriad Playout 5/6 installed and running then you will have an SQL instance running also. If you need to install MS SQL, you can follow the instructions on the link below.

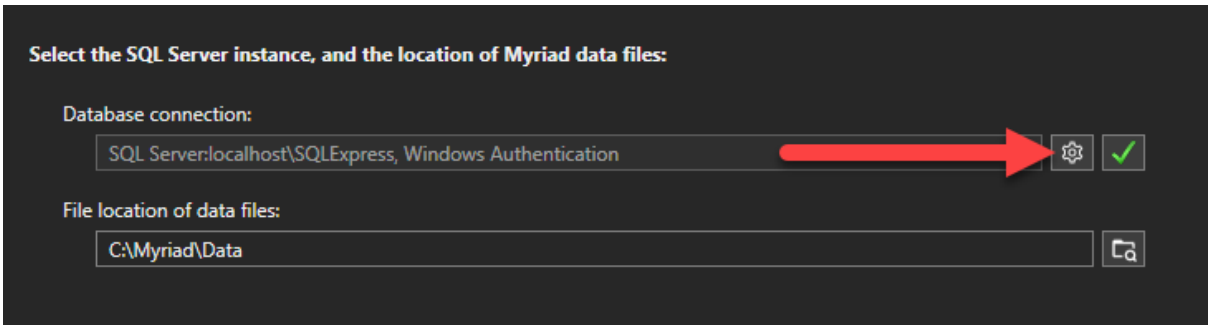
   https://help.broadcastradio.com/en/support/solutions/articles/101000535018-installing-microsoft-sql-server-2019-2022

3. Next, you need to set the location of the MS SQL Server and the file location that you want to store all additional audio or data files for Myriad Schedule Pro.

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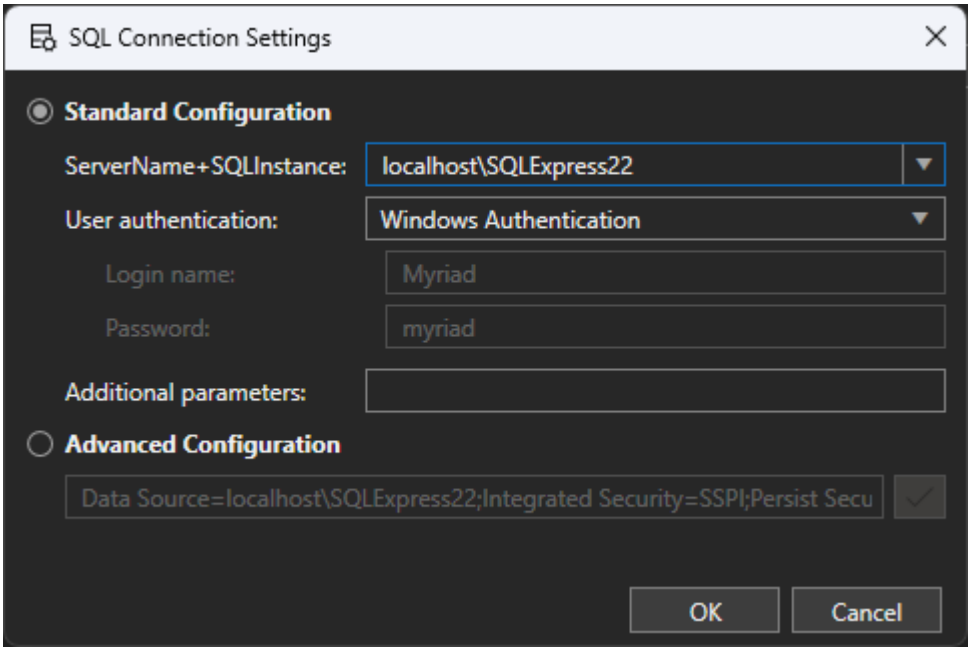


If you opted to use the MS SQL Server option then click on the 'cog' icon to set the location and security credentials for your MS SQL Server instance.

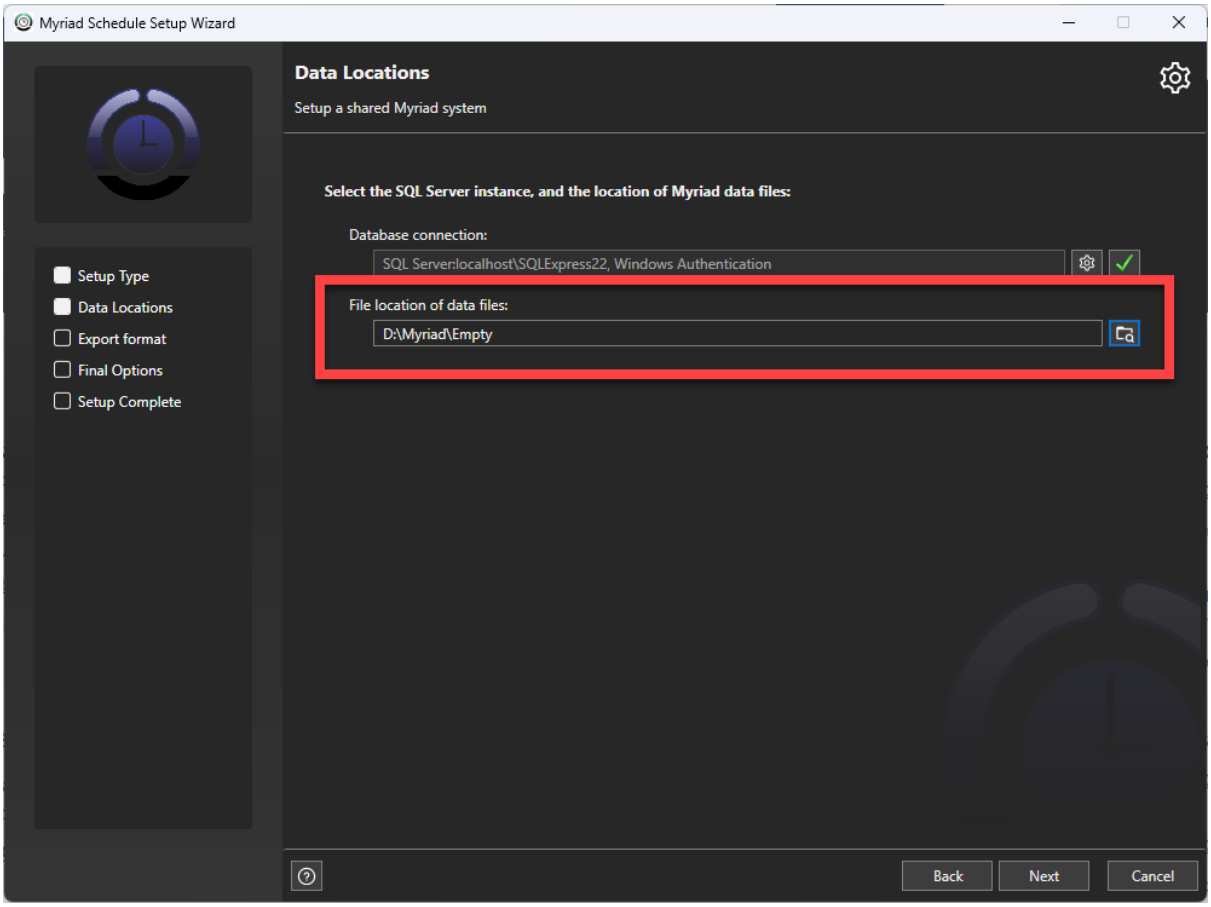


Add in the location of the SQL Server as well as the authentication method. If you used the BR Script to install the SQL instance then you can leave the User Authentication as Windows Authentication.

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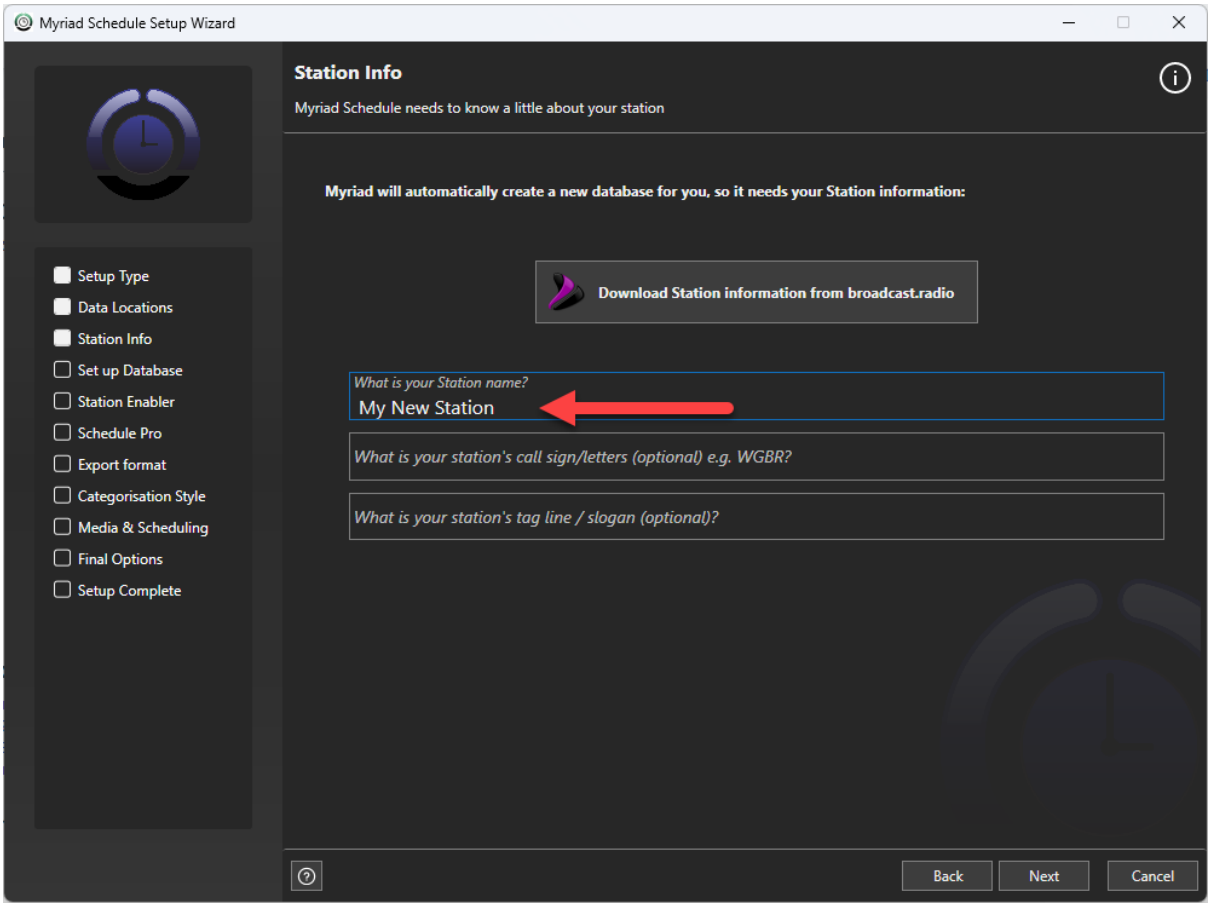


4. Be sure to also set the **File location for data files** to a suitable local or network location.



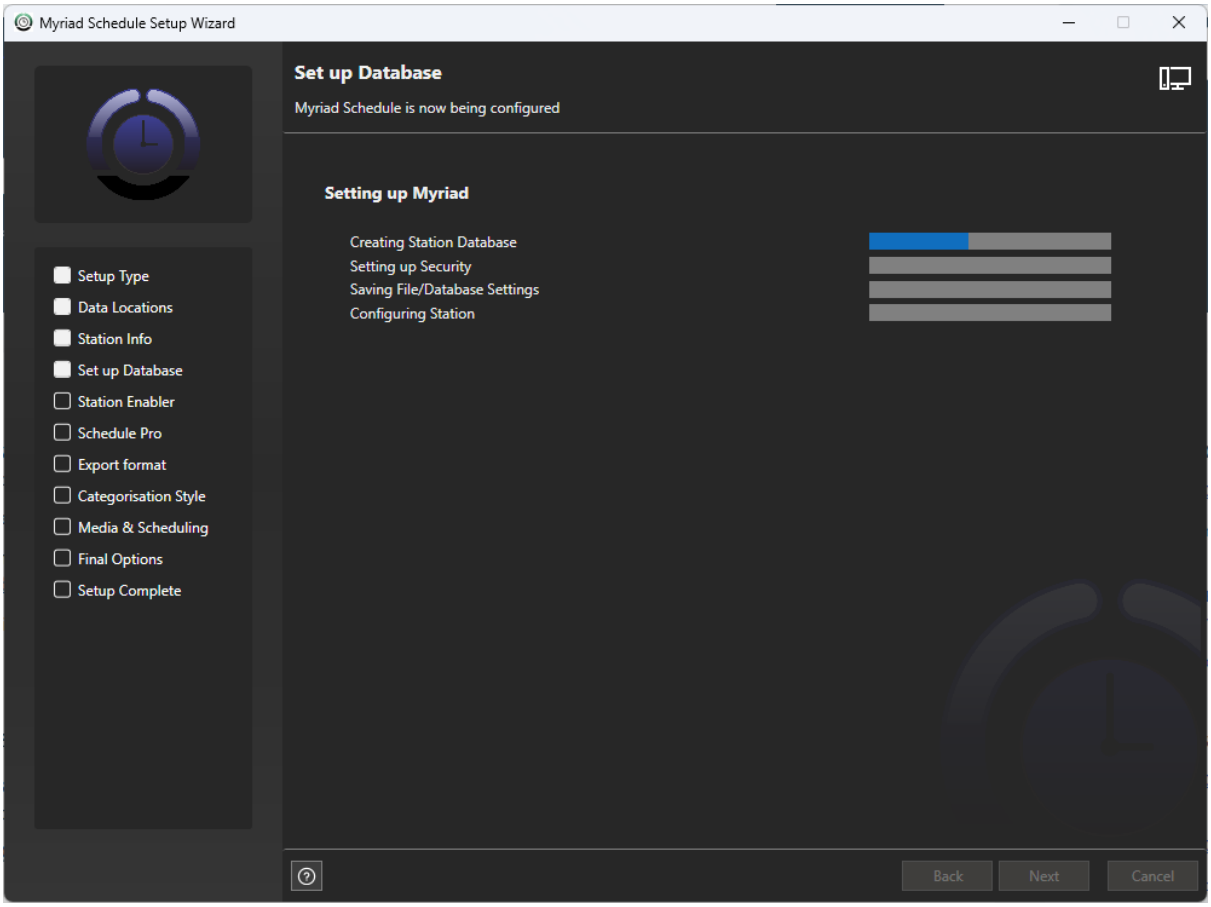
5. Give your Station a suitable **Name**.

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The system may take a short time creating the database and basic file structures.

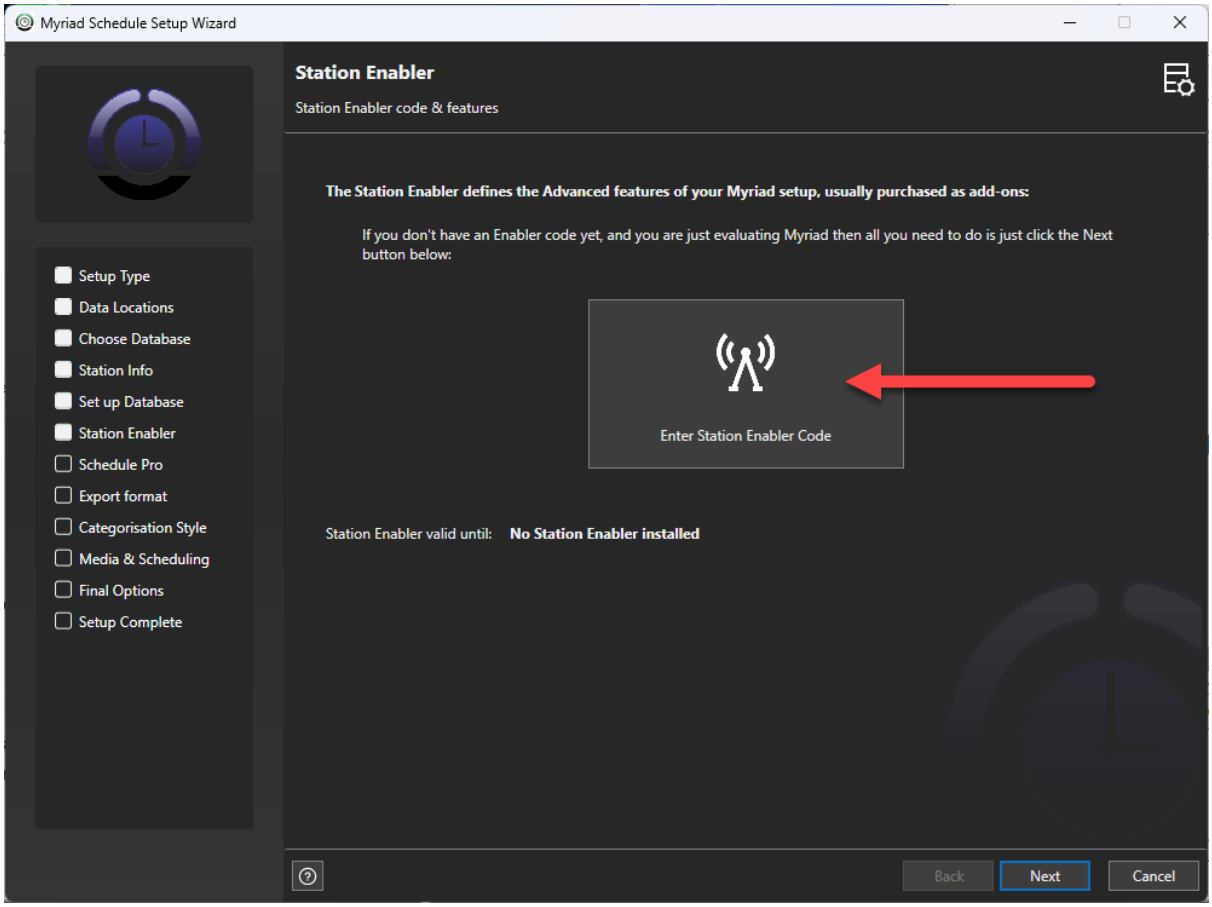
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6. Next, you need to enter the Station Enabler code provided by Broadcast Radio. This code enables features in the software and determines whether you can use Myriad Schedule Pro with Myriad Playout, 3rd party playout systems or both.

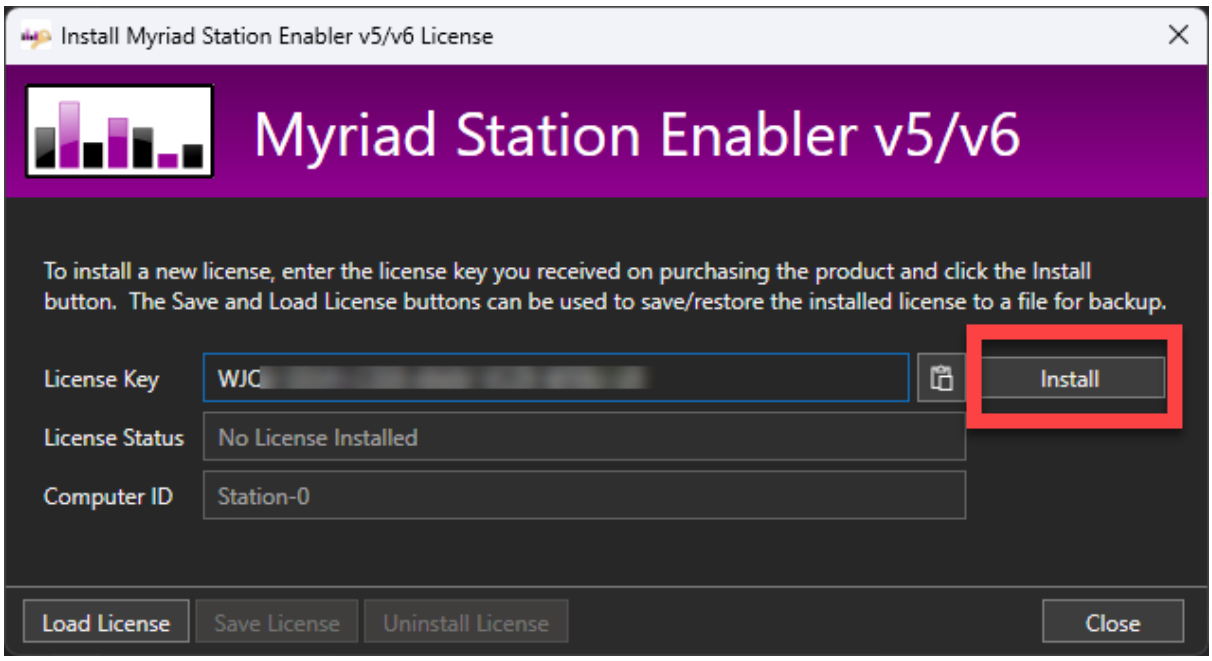
   To obtain a Station Enabler code (even for an Evaluation), contact hello@broadcastradio.com .

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Click on the **Enter Station Enable Code** button to enter your code.

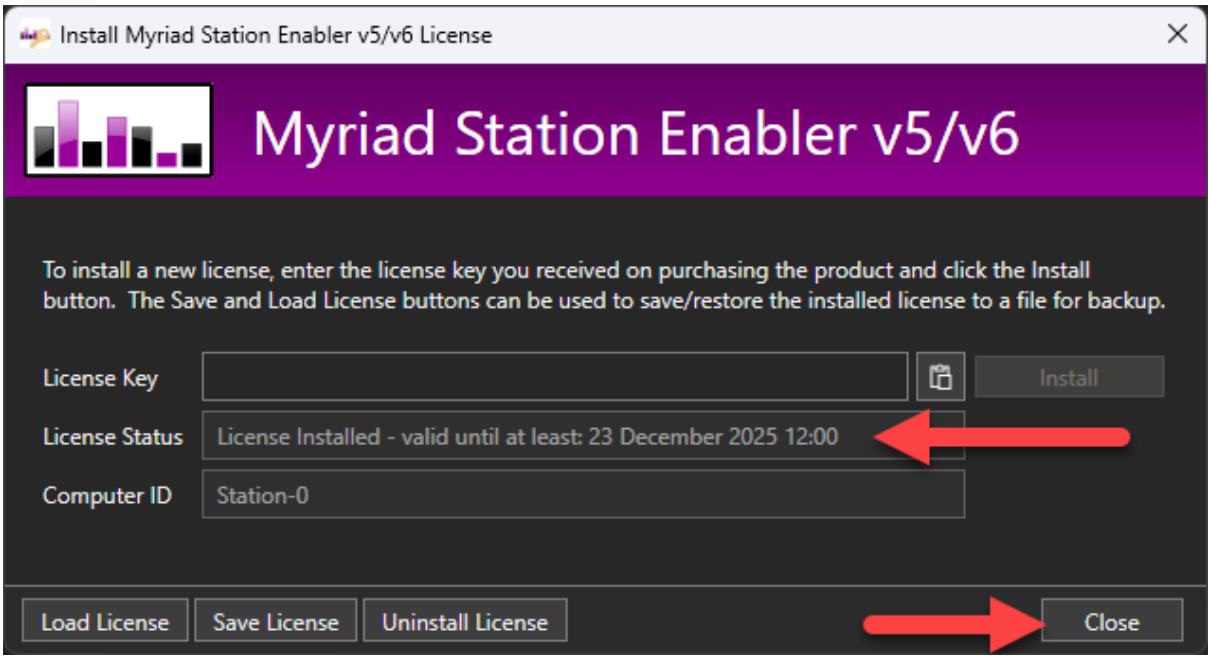
7. We recommend pasting the Enabler Code rather than typing it in by hand.



Once you have pasted or entered the code, click on the **Install** button to enable your selected features.

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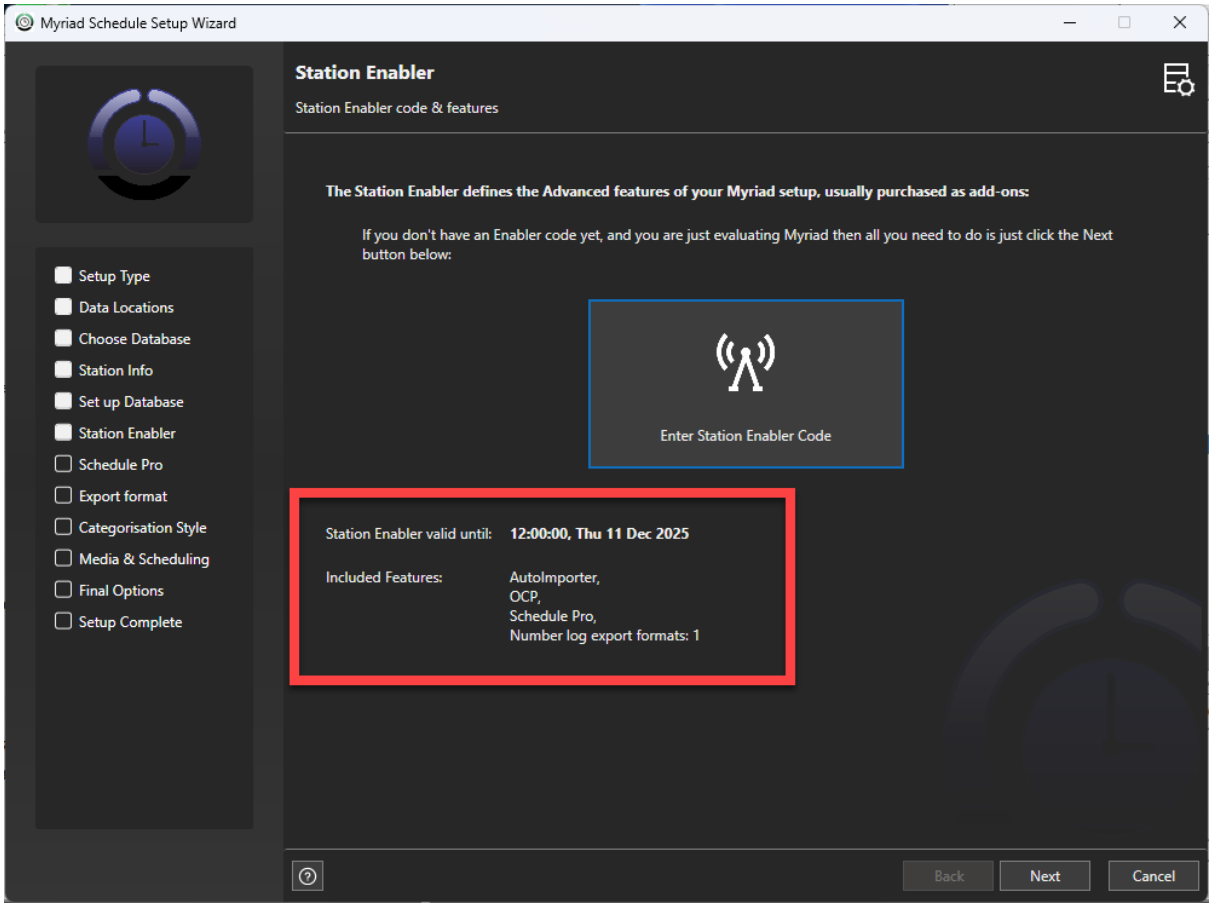
The license expiry date will be updated to reflect the installed license.



Click on **Close** to close this License Window.

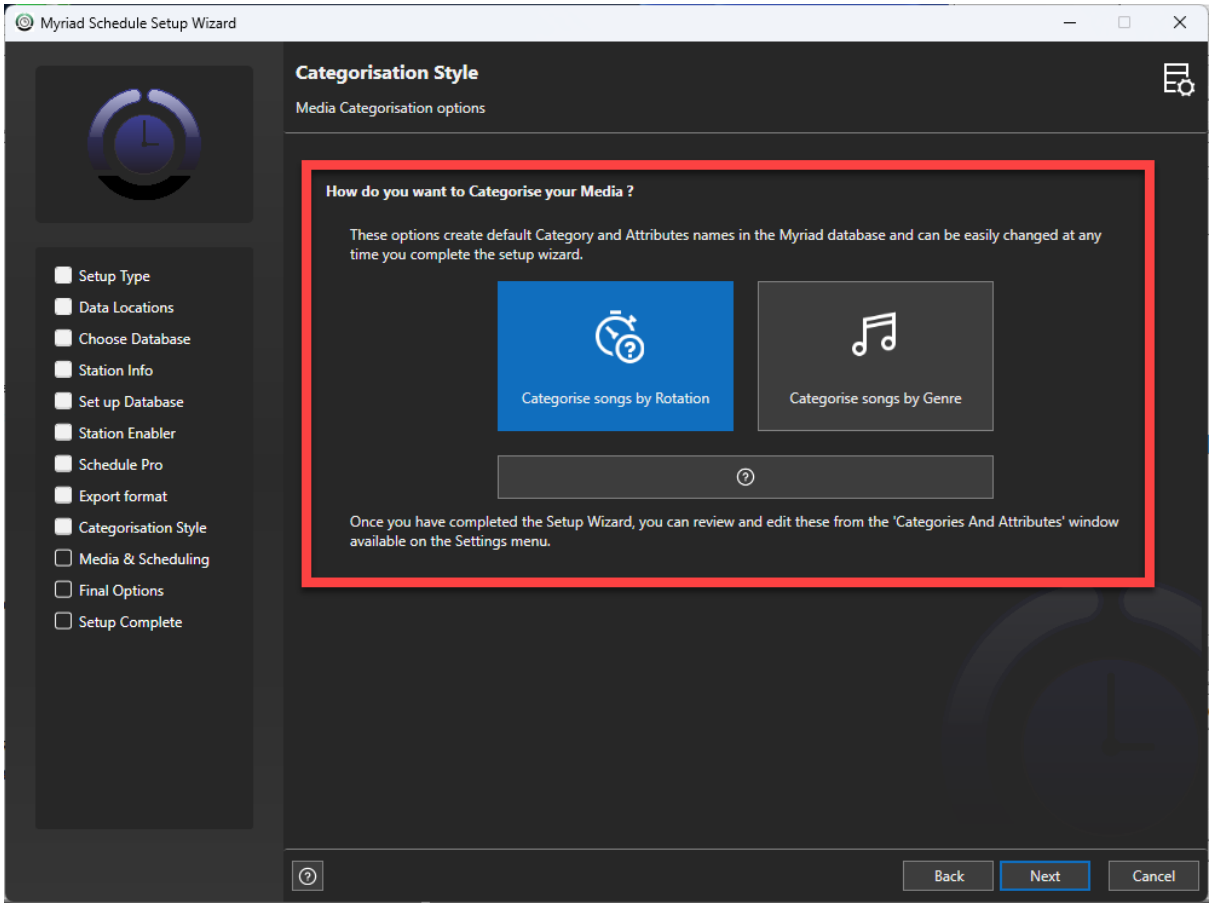
8. The license details will be displayed on screen. Click Next to continue.

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9. You will next be asked to select how you want to classify music on your system. This will pre-populate some basic Song and Link Categories based on your selected method.

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The option are:

a. Categorise songs by Rotation - Creates typical Song Categories that are used when scheduling is primary driven by rotation. Examples include A-List, B-List, C- List, Recurrent etc.

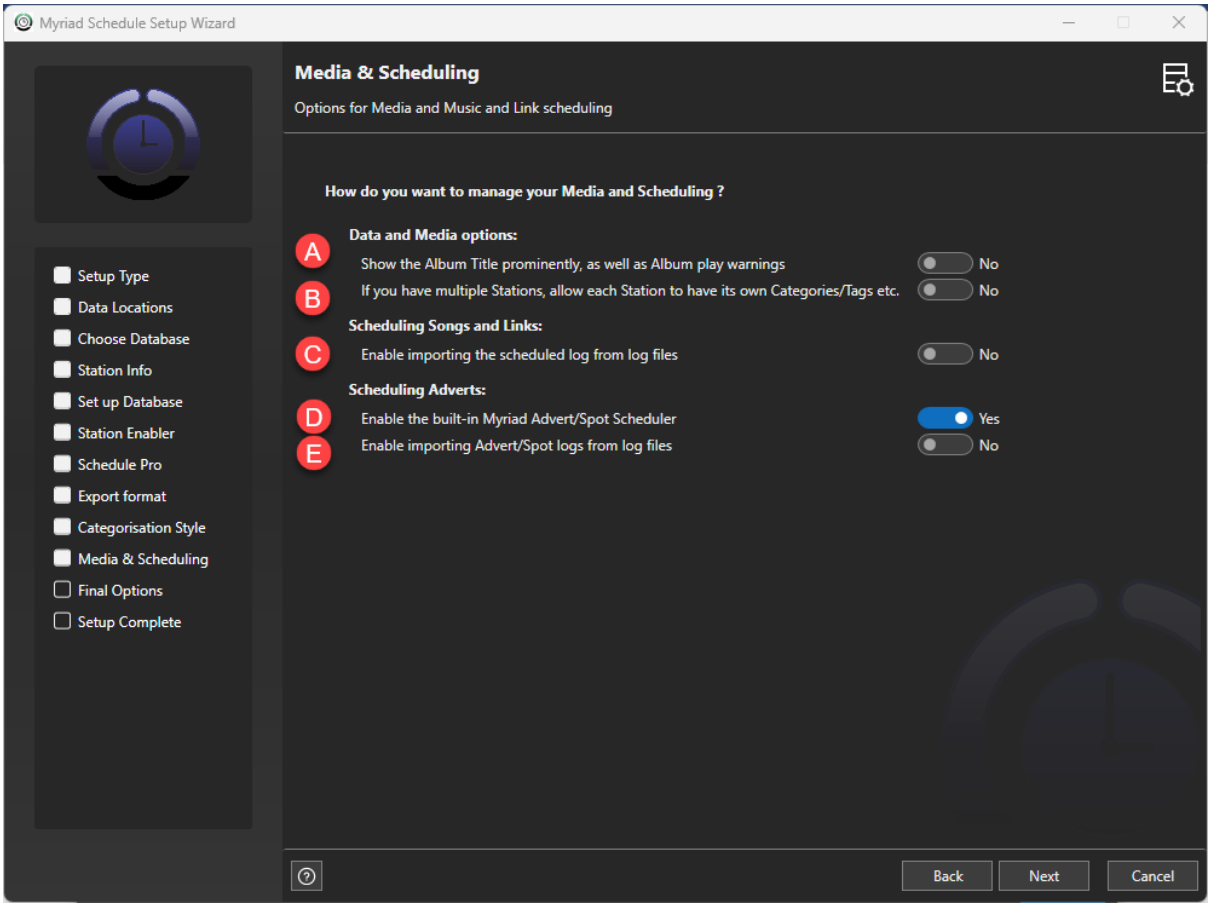
b. Categorise songs by Genre – Creates typical Song Categories that are used when Genres are the primary driver for scheduling. Examples include Pop, Rock, Dance etc.

In both cases, the same set of Link Categories will be created. You can also add more Categories and edit these Categories at anytime from the Station menu.

Please note that if your Station Enabler allows Myriad Schedule Pro to work with 3rd party playout systems, you may see additional options to import Categories from Music 1 or Natural Music. You can also access these settings from the **Station Menu > Categories & Attributes > Import tab.**

10. The Media & Scheduling page of the Setup Wizard allows you to set some additional starting configuration options including:

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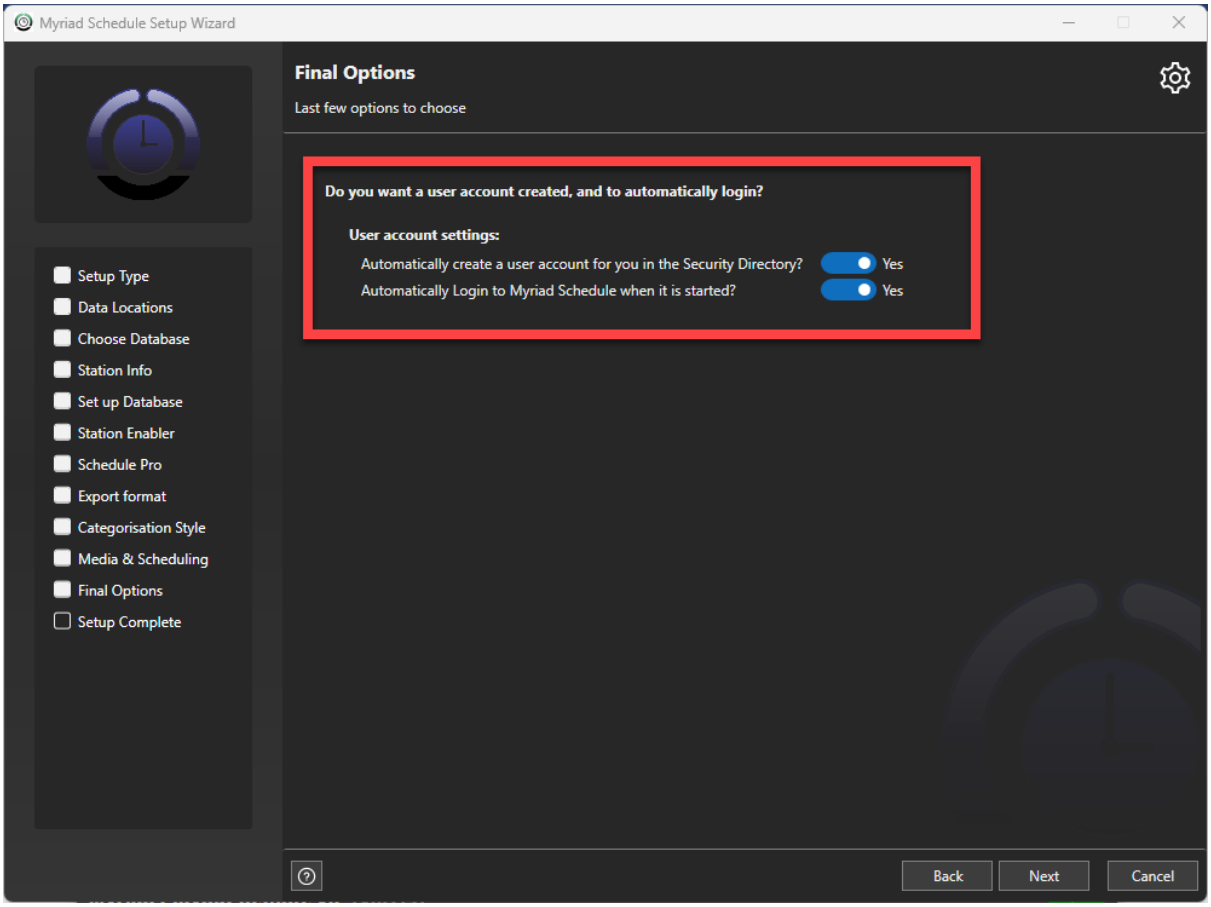


a. Show the Album Title prominently as well as Album play warnings – This setting will move the Album field to equal prominence as Title. It also enables recent play warnings on the MediaWall based on Album.
b. In multi-station, allow each Station to have its own Categories/Tags etc – This allows you to have separate Categories and Attributes for different Stations within Myriad Playout / Schedule.
c. Enable import Schedule Log from log files – Enables the ability to import log files from 3rd party music scheduling systems.
d. Enable built in Advert/Spot scheduler – Enables the built in Advert/Spot scheduling features in Myriad Schedule.
e. Enable importing Advert Logs from log files – Enables the ability to import Advert Logs from 3rd party advert scheduling systems.

   All of these options can be altered at a later time from the Station or Database Settings.

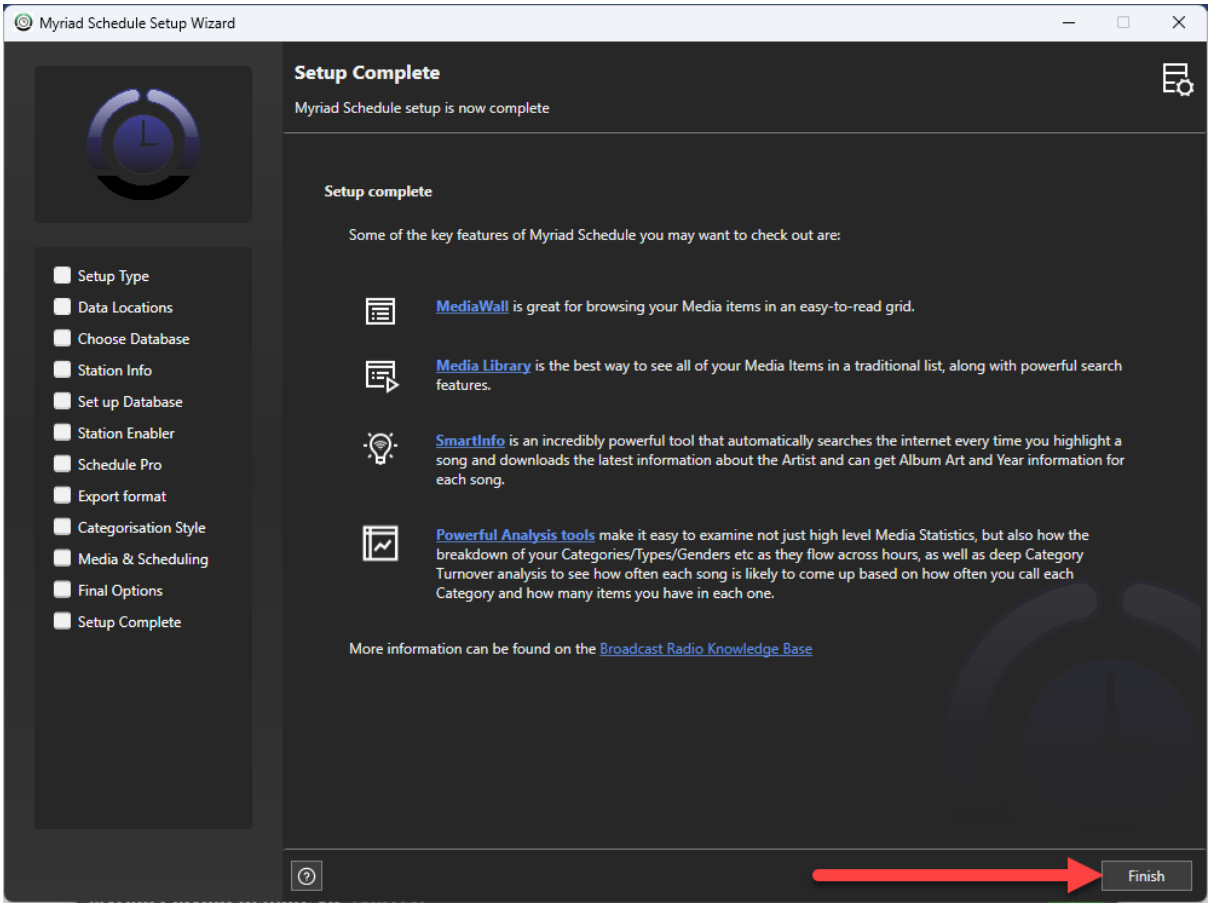
11. The next page allows you to set whether the Setup Wizard will create User Account within Myriad (based on the Windows login name) and setup that account to login to Myriad Playout and Myriad Schedule Pro automatically.

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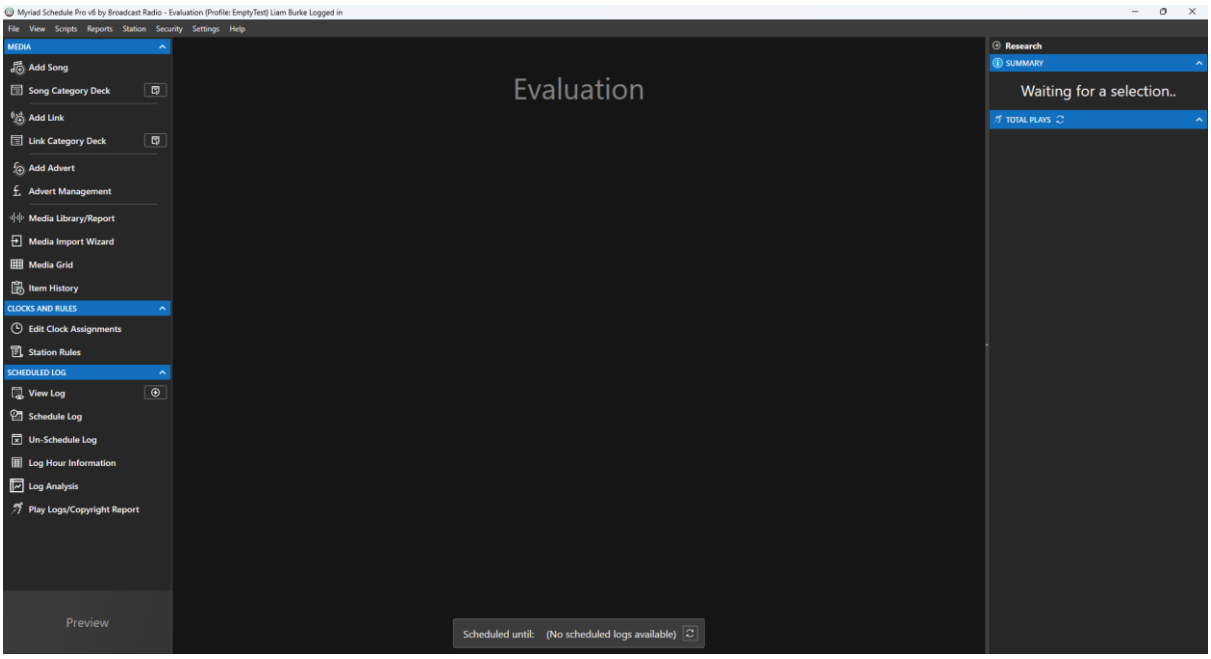


12. The final page of the Setup Wizard offers quick access to additional Help articles to allow you to learn more about the system. Click on **Finish** to close the Setup Wizard.

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Myriad Schedule will open once the Setup Wizard is complete.

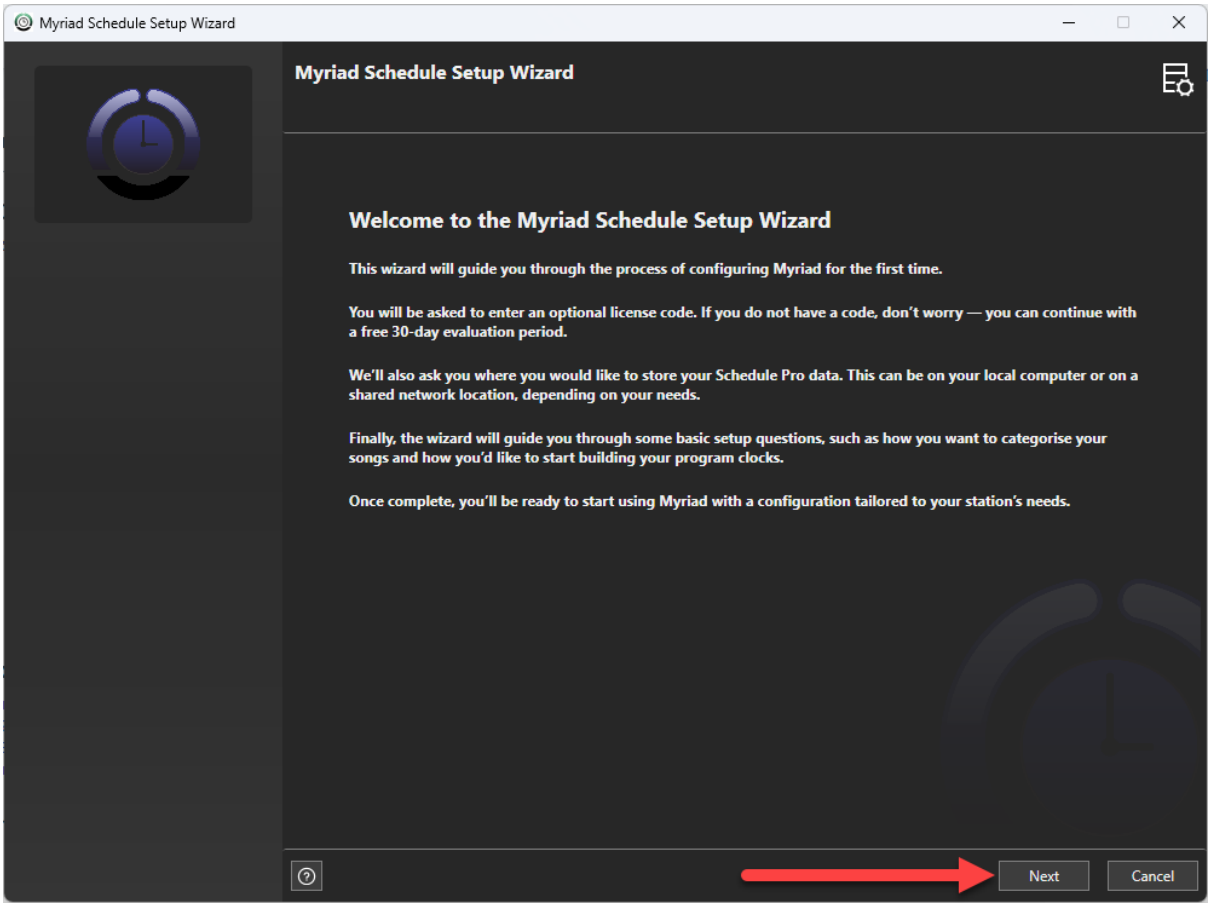


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Setting Up Myriad Schedule Pro for 3rd Party Playout Systems

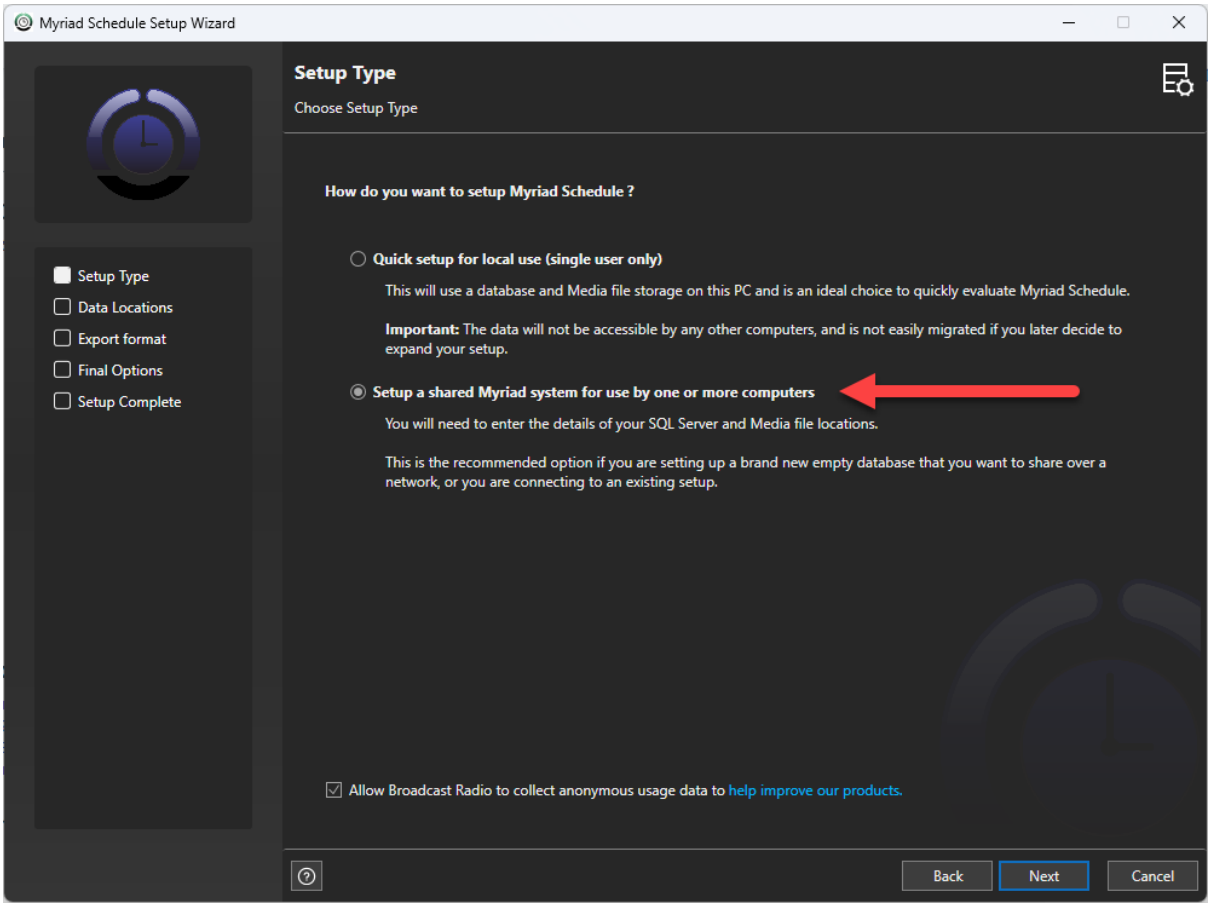
If you are setting up Myriad Schedule Pro to work with supported 3rd party playout systems, use the following process.

1. When running Myriad Schedule Pro for the first time, the Setup Wizard will automatically start to help guide you through the setup process. At the end of each step, click the **Next** button to proceed to the next page in the wizard.



2. The next page of the wizard allows you to select what type of database engine you want to use with Myriad Schedule Pro.

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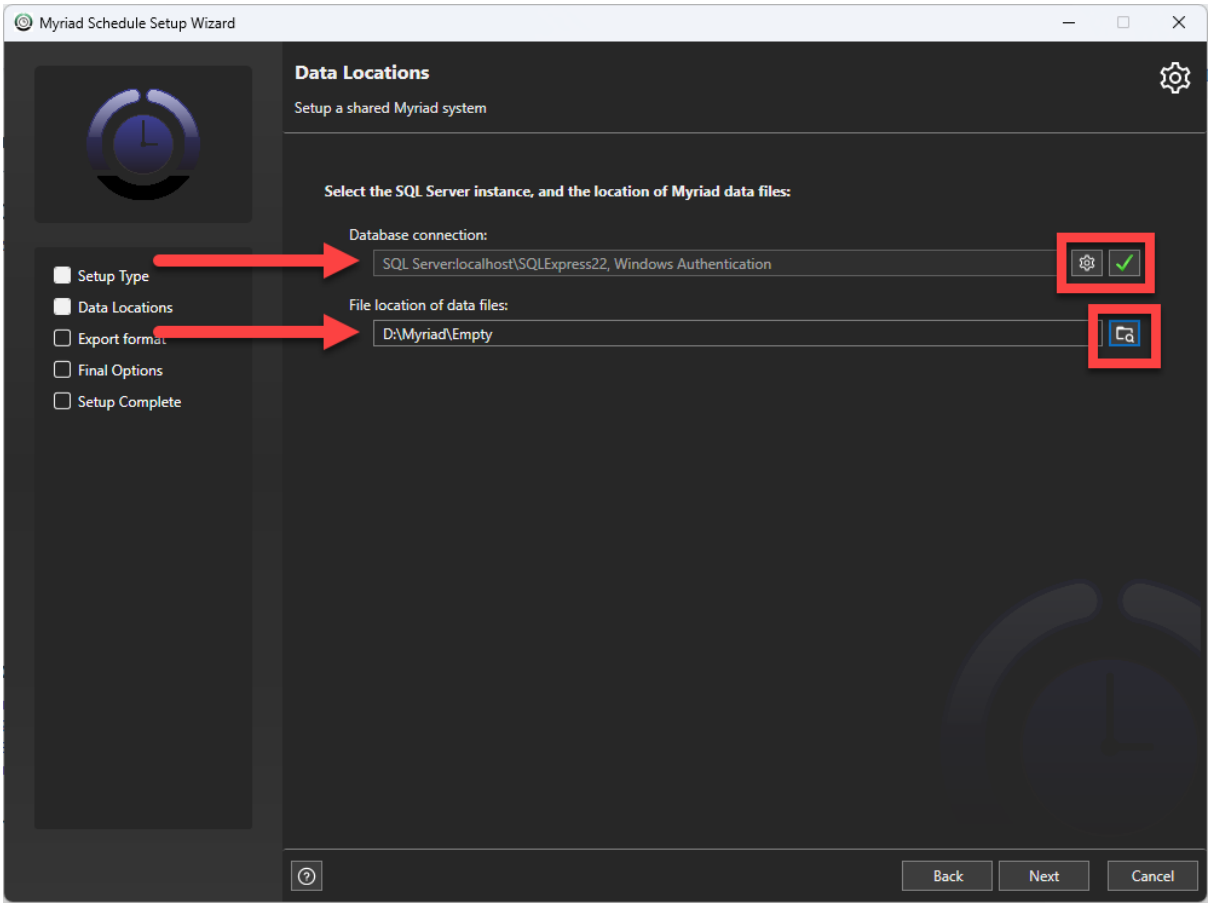
The options are:

a. Quick setup for local use – This creates a cut down database engine that is only accessible on the local PC (like an old Access DB). This is great for evaluation purposes, but not recommended for full time use, or any installation with more than one workstation.
b. Setup a shared Myriad system for use by more than one computer (recommended) – This connects to an instance of Microsoft SQL Server (Express or higher), either on the local PC or a network location. If you already have Myriad Playout 5/6 installed and running then you will have an SQL instance running also. If you need to install MS SQL, you can follow the instructions on the link below.

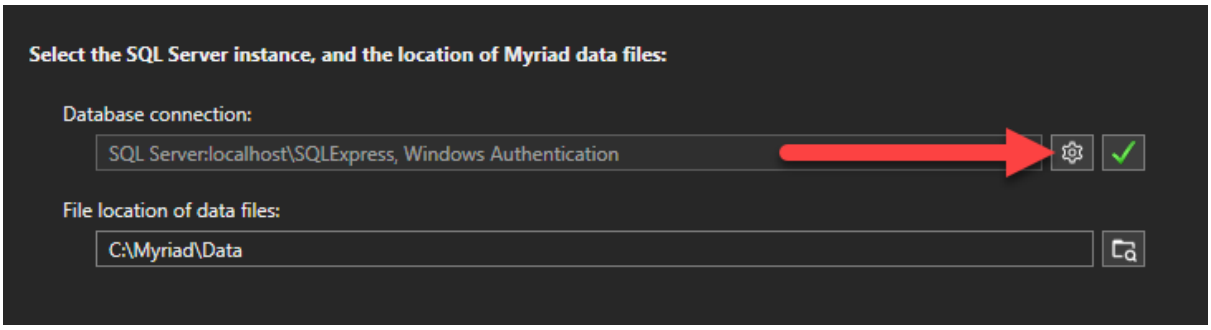
   https://help.broadcastradio.com/en/support/solutions/articles/101000535018-installing-microsoft-sql-server-2019-2022

3. Next, you need to set the location of the MS SQL Server and the file location that you want to store all additional audio or data files for Myriad Schedule Pro.

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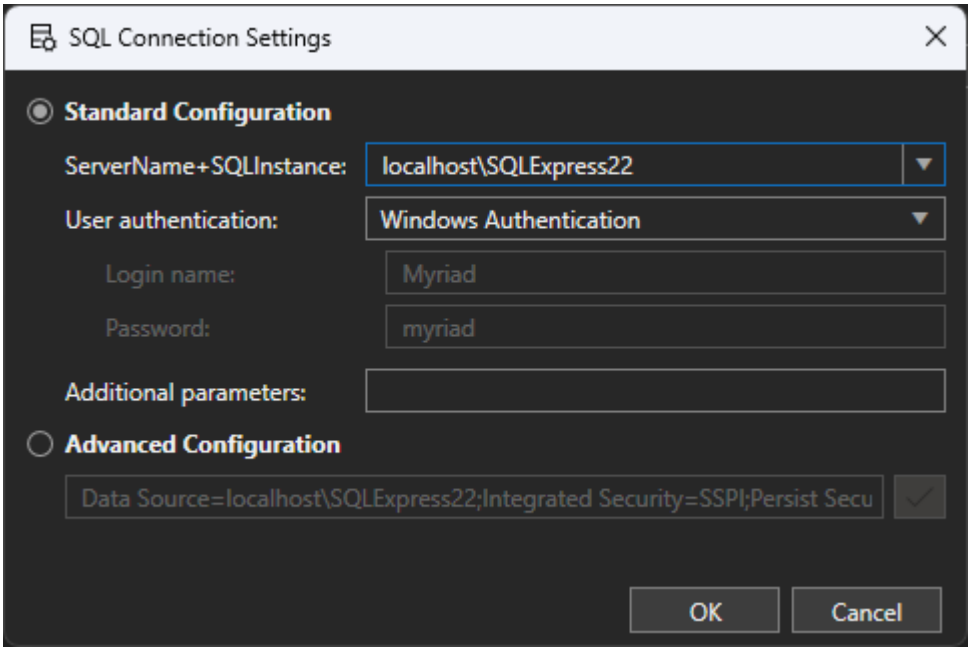


If you opted to use the MS SQL Server option then click on the 'cog' icon to set the location and security credentials for your MS SQL Server instance.

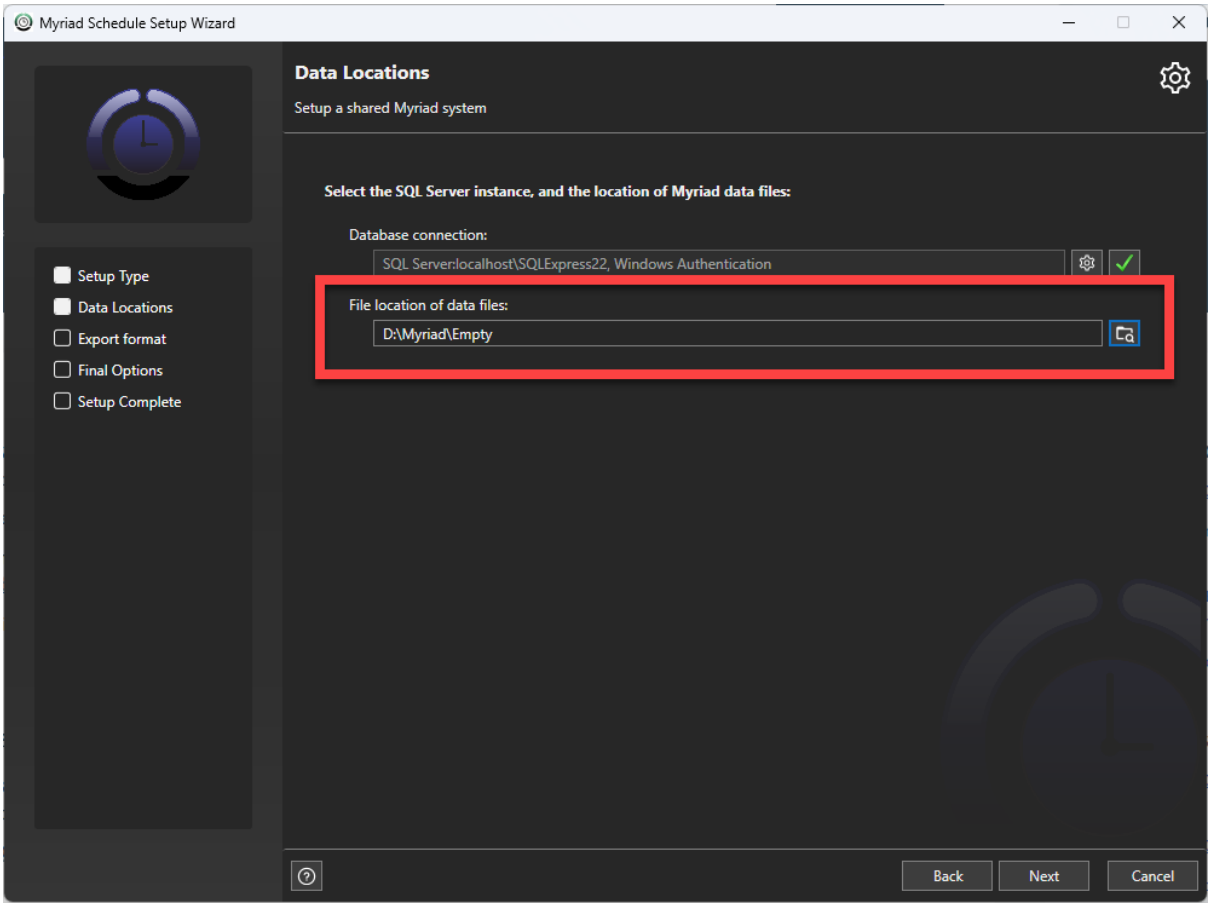


Add in the location of the SQL Server as well as the authentication method. If you used the BR Script to install the SQL instance then you can leave the User Authentication as Windows Authentication.

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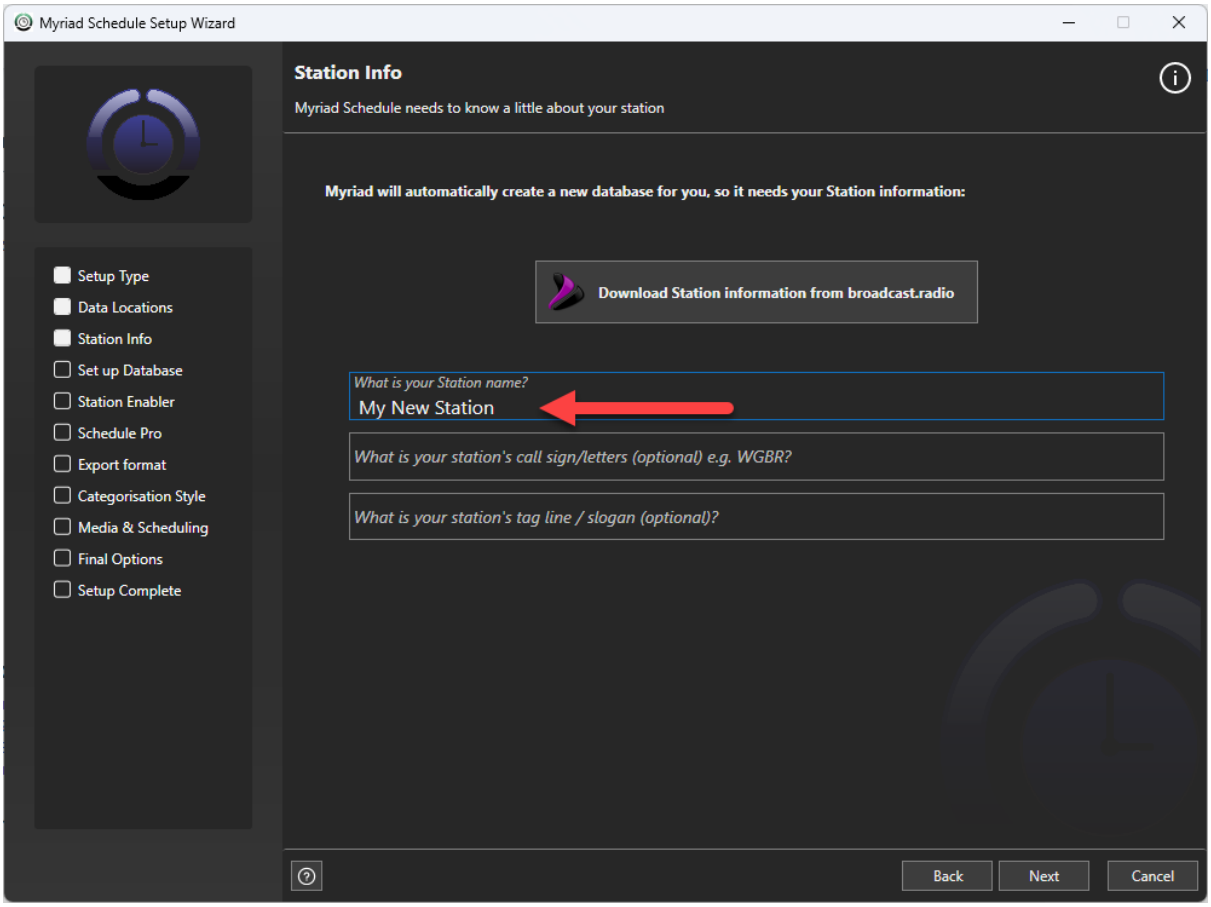


4. Be sure to also set the **File location for data files** to a suitable local or network location.



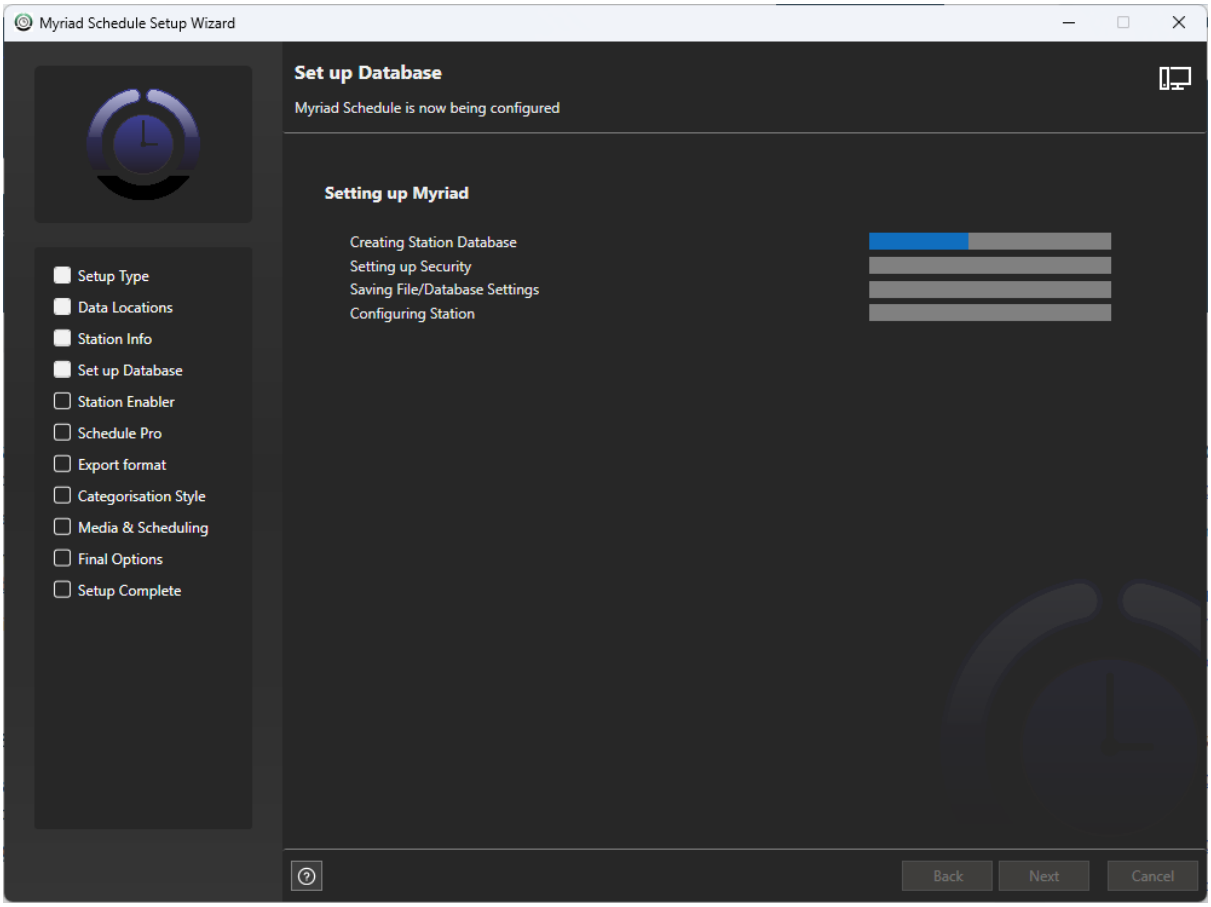
5. Give your Station a suitable **Name**.

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The system may take a short time creating the database and basic file structures.

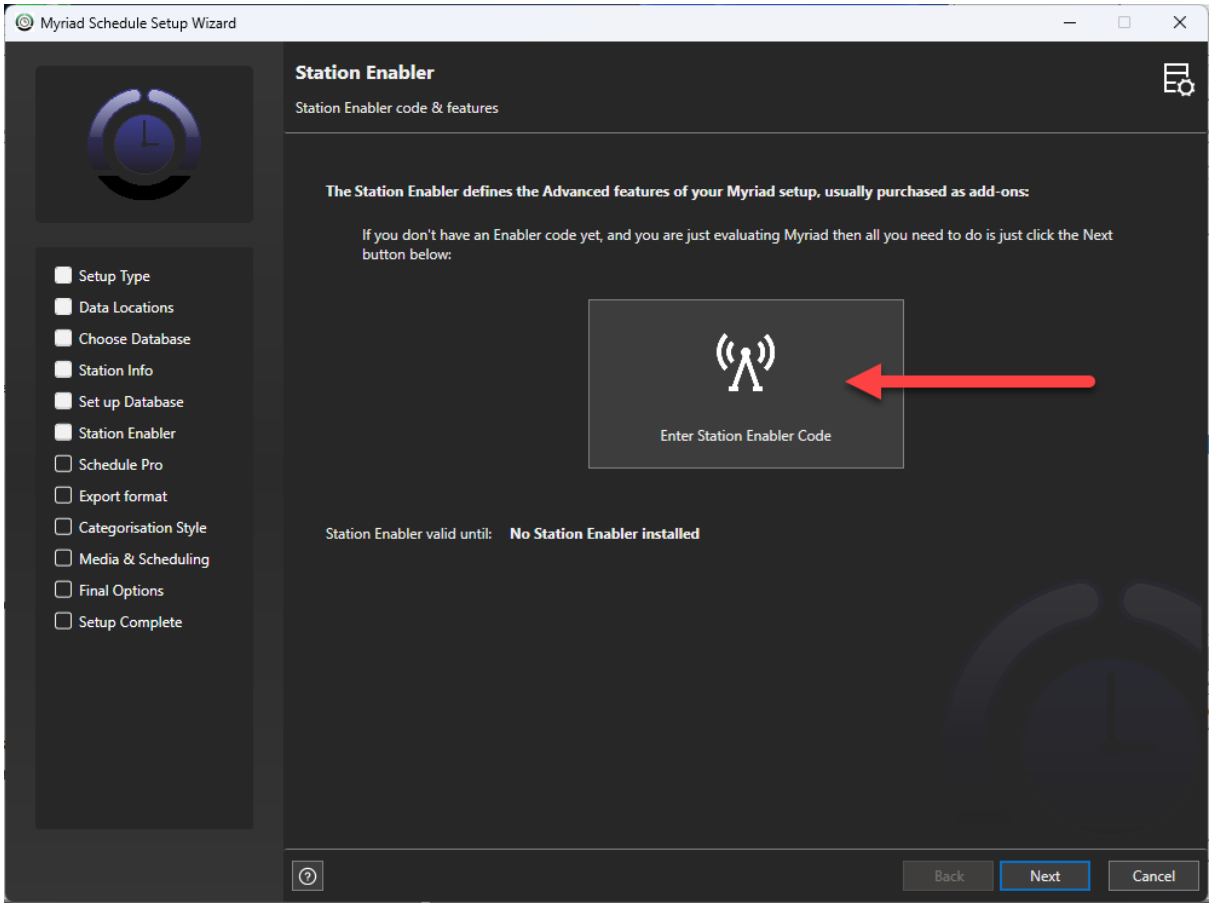
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6. Next, you need to enter the Station Enabler code provided by Broadcast Radio. This code enables features in the software and determines whether you can use Myriad Schedule Pro with Myriad Playout, 3rd party playout systems or both.

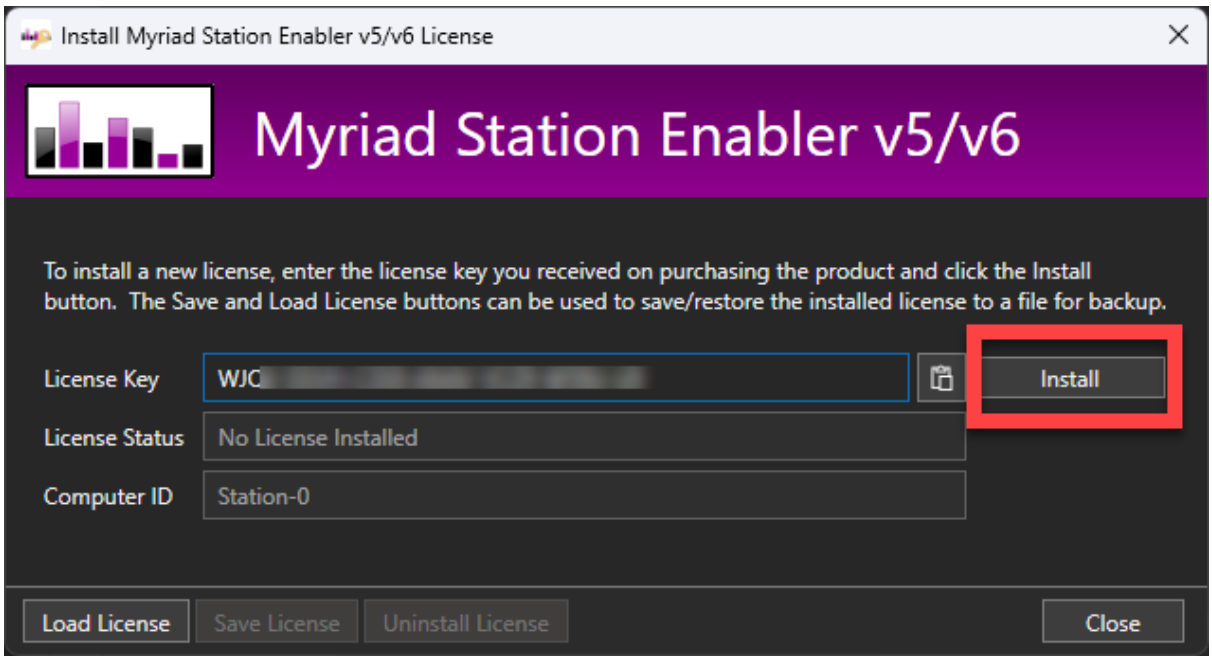
   To obtain a Station Enabler code (even for an Evaluation), contact hello@broadcastradio.com .

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Click on the **Enter Station Enable Code** button to enter your code.

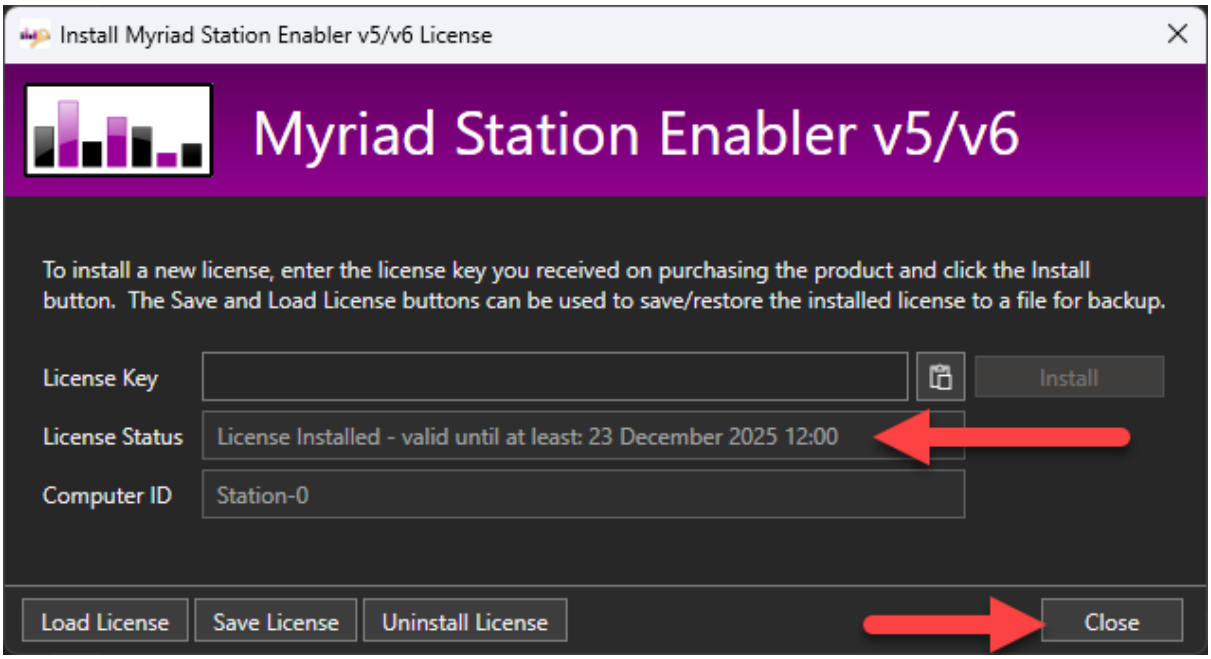
7. We recommend pasting the Enabler Code rather than typing it in by hand.



Once you have pasted or entered the code, click on the **Install** button to enable your selected features.

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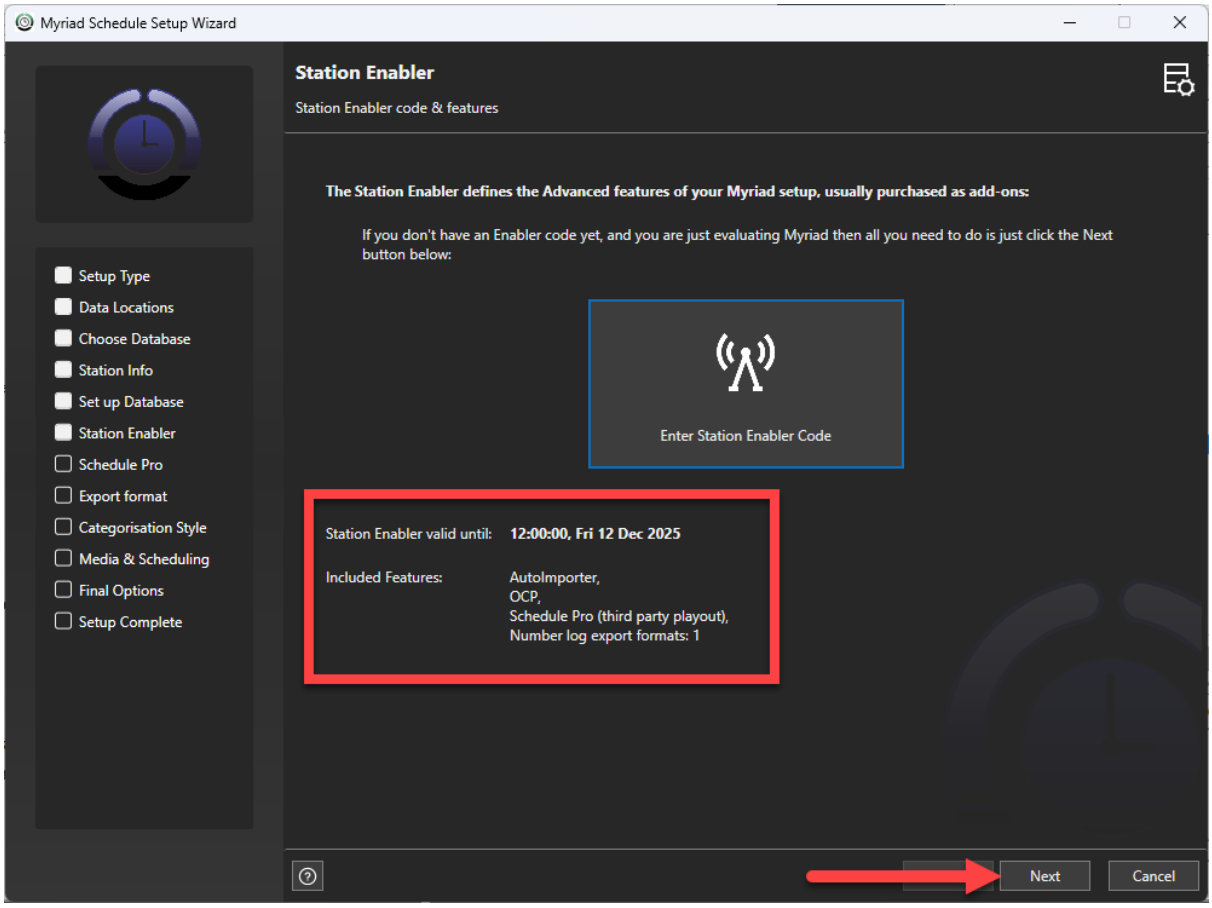
The license expiry date will be updated to reflect the installed license.



Click on **Close** to close this License Window.

8. The license details will be displayed on screen. Click Next to continue.

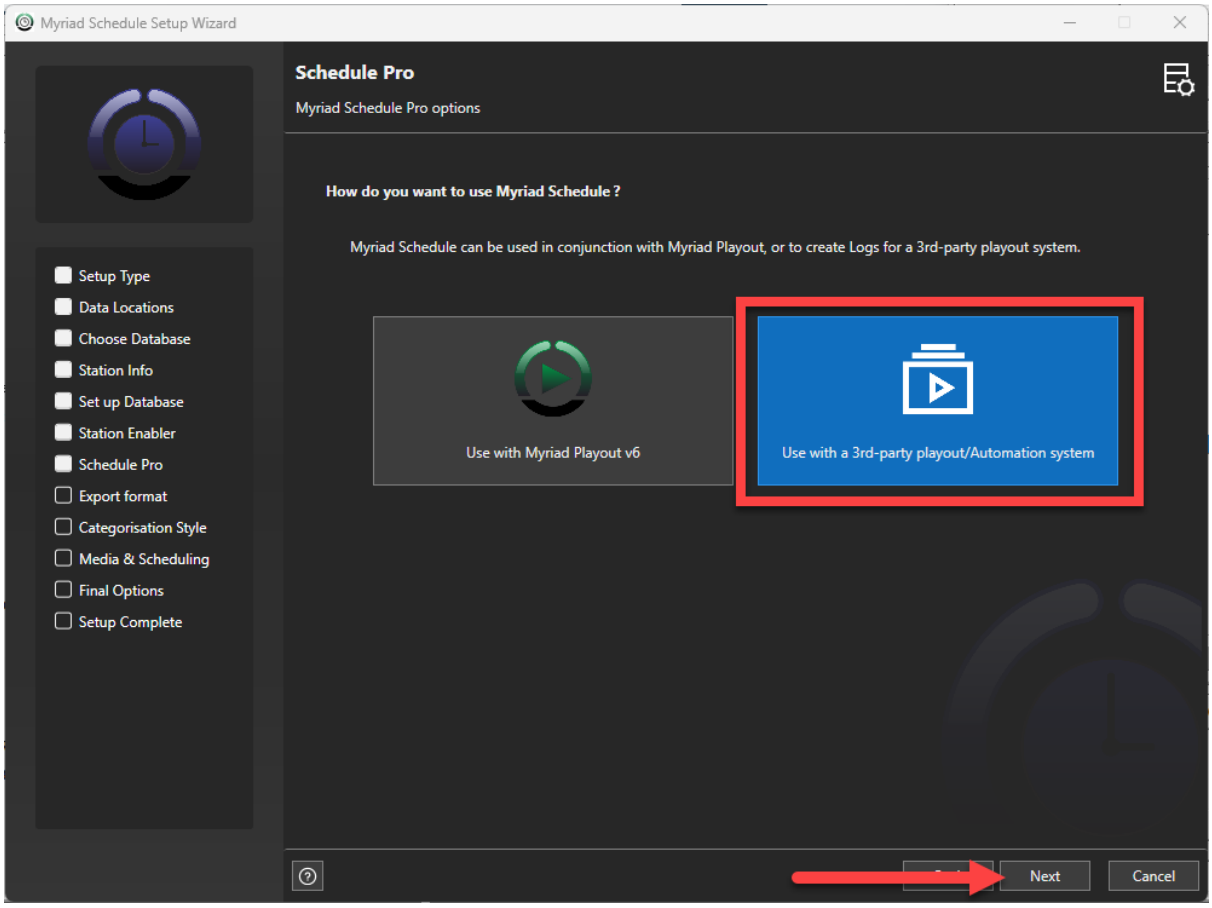
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9. If your Station Enabler allows you to export logs to 3rd party playout systems, you will next be asked to select the **Log Output Format** you want to use.

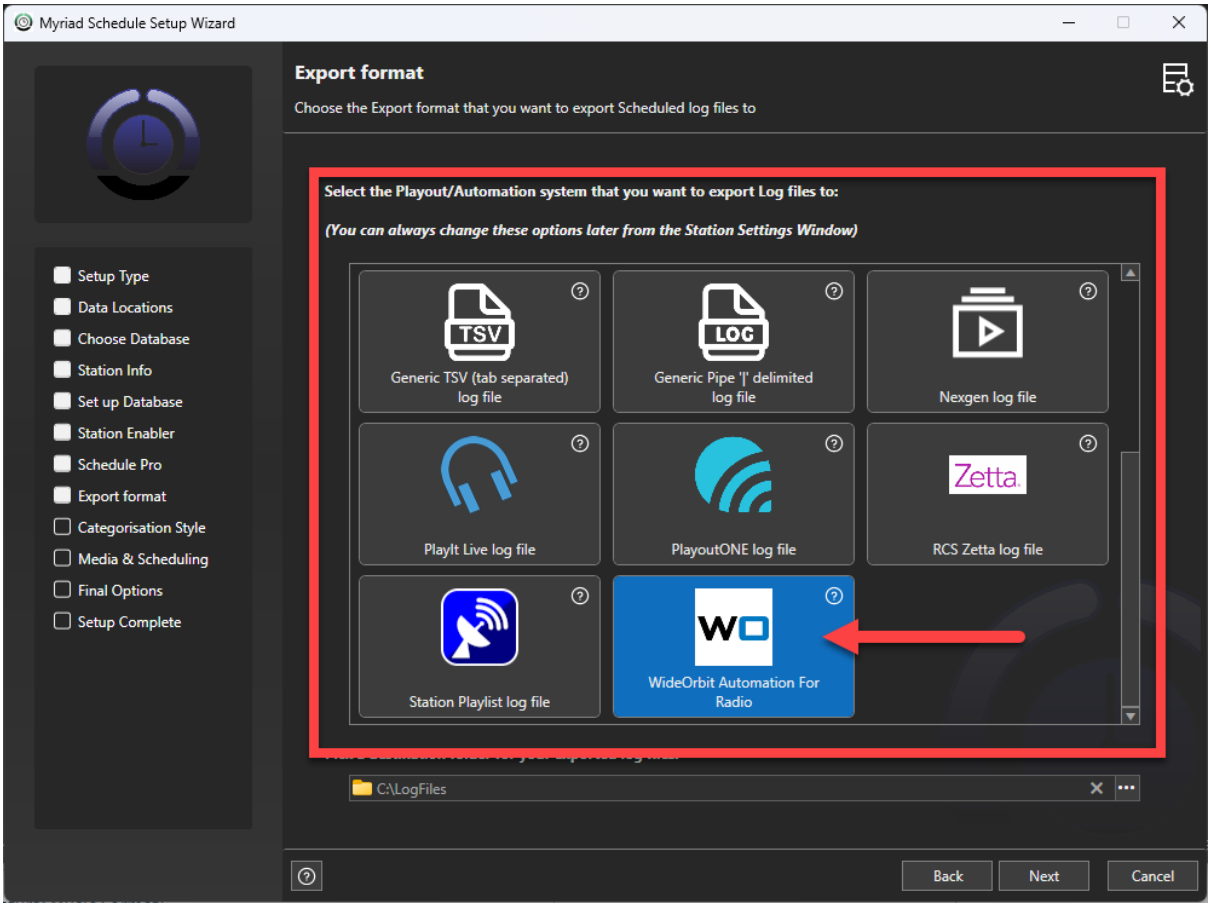
   First select the **Use with a 3rd party playout/automation system** option when prompted.

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10. Select the **Output Format** from the available list.

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The options are:

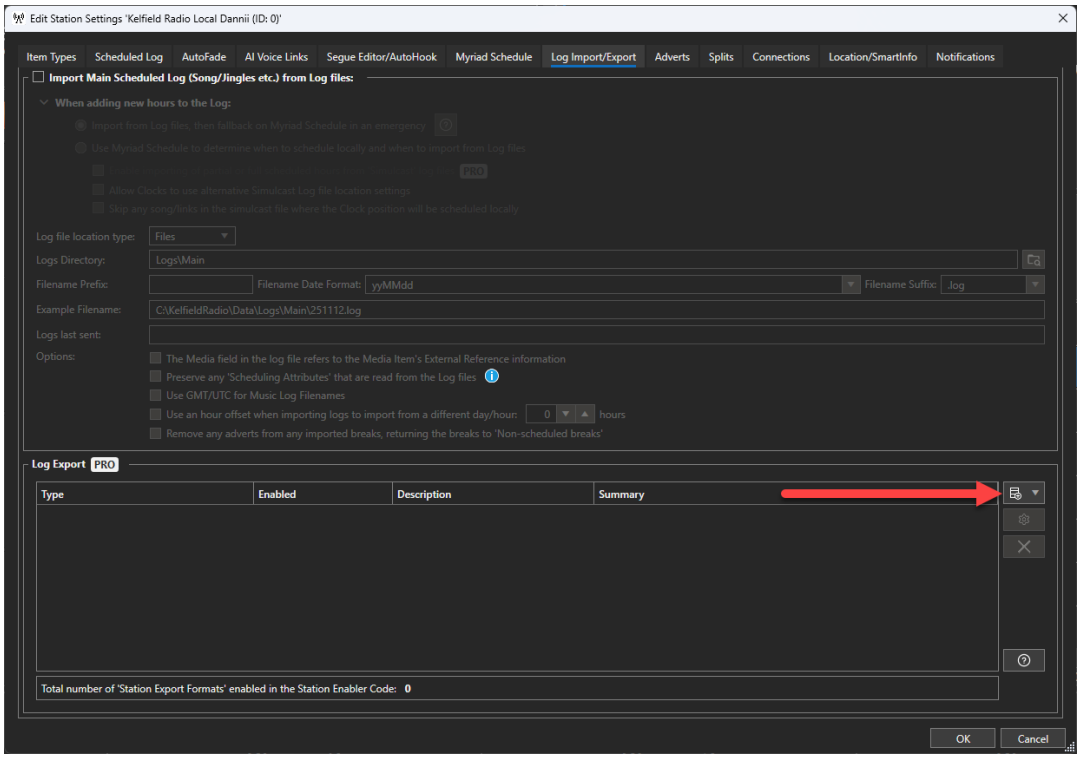
Playout / Automation System or Log Format
Myriad Playout v6
Myriad Playout v3,v4,v5
Enco DAD
Nexgen
PlayIt Live
PlayoutONE
Station Playlist
RCS Zetta
Wide Orbit Radio Automation
Generic Text Log
Generic Text Log (Natural Music Format)
Generic CSV
Generic Text Log (Media ID only)
Generic Pipe "|" Delimited Log File

Advert/Spot Log Formats
Myriad Advert Log File
PlayoutONE Advert Log File

Please note that even if your Station Enabler allows multiple Log Output Formats, you can

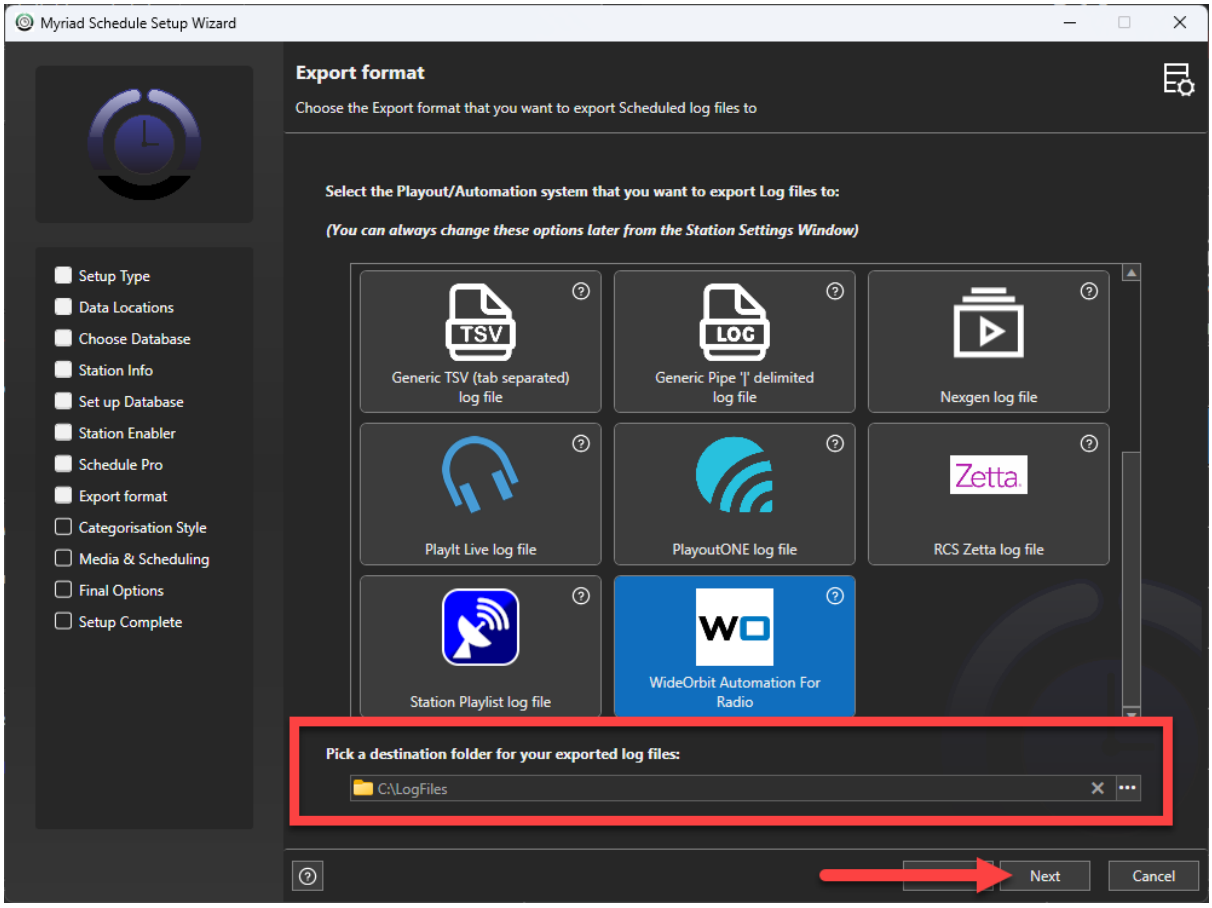
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only select one option in the Setup Wizard. You can add additional Output Formats using **Station Menu > Station Settings > Log Import/Export Tab.**



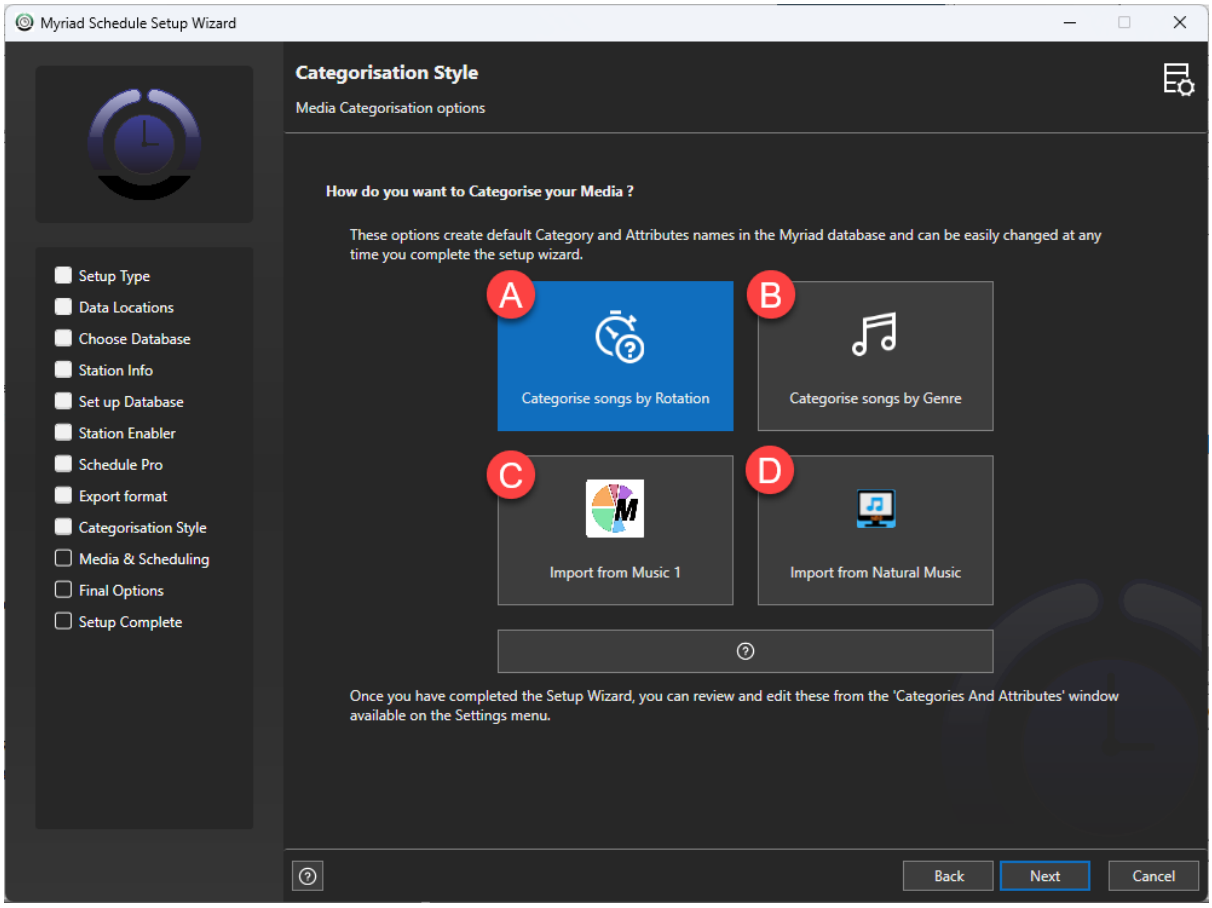
11. On the same page in the Setup Wizard, set the location that the Output Log File should be saved to.

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12. You will next be asked to select how you want to classify music on your system. This will pre-populate some basic Song and Link Categories based on your selected method.

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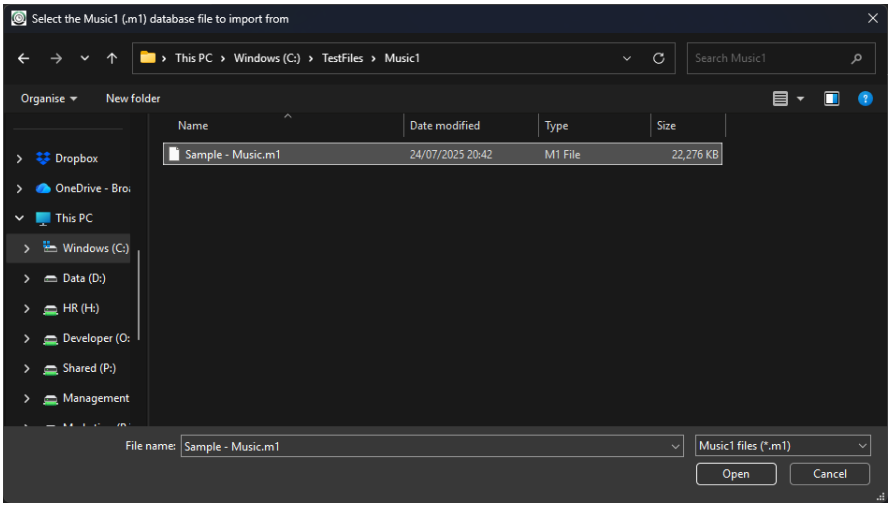
The option are:

a. Categorise songs by Rotation - Creates typical Song Categories that are used when scheduling is primary driven by rotation. Examples include A-List, B-List, C- List, Recurrent etc.

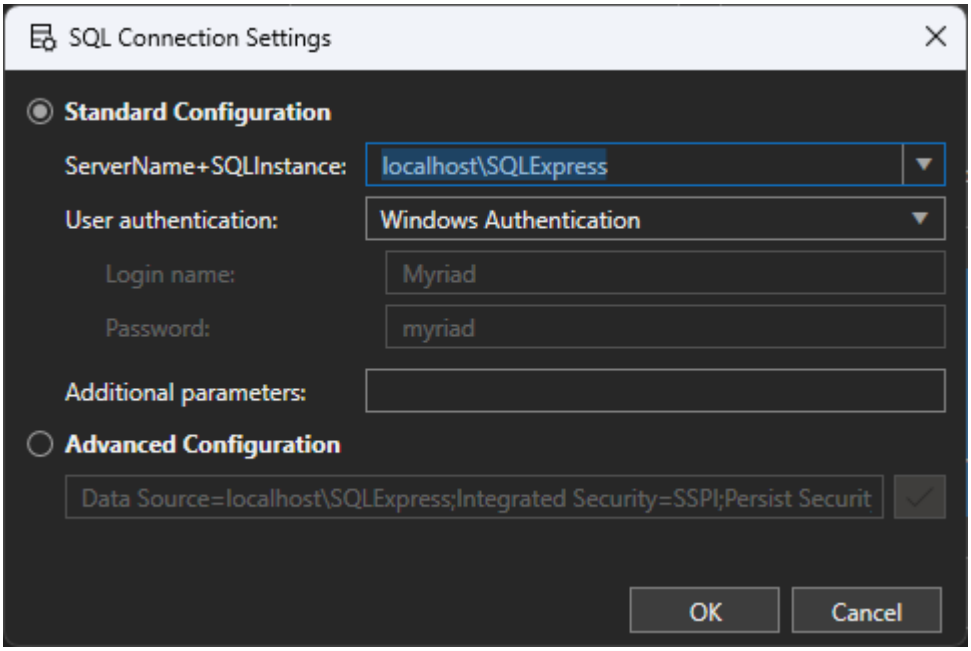
b. Categorise songs by Genre – Creates typical Song Categories that are used when Genres are the primary driver for scheduling. Examples include Pop, Rock, Dance etc.

c. Import from Music 1 – Song and Link Categories will be imported from a Music 1 database file. If you select this option, when you click Next, you will be asked to browse for the location of the Music 1 database file to enable the Categories to be imported.

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d. Import from Natural Music - – Song and Link Categories will be imported from a Natural Music SQL database. If you select this option, when you click Next, you will be asked to the SQL Server instance that is hosting the Natural Music database, enable the Categories to be imported.



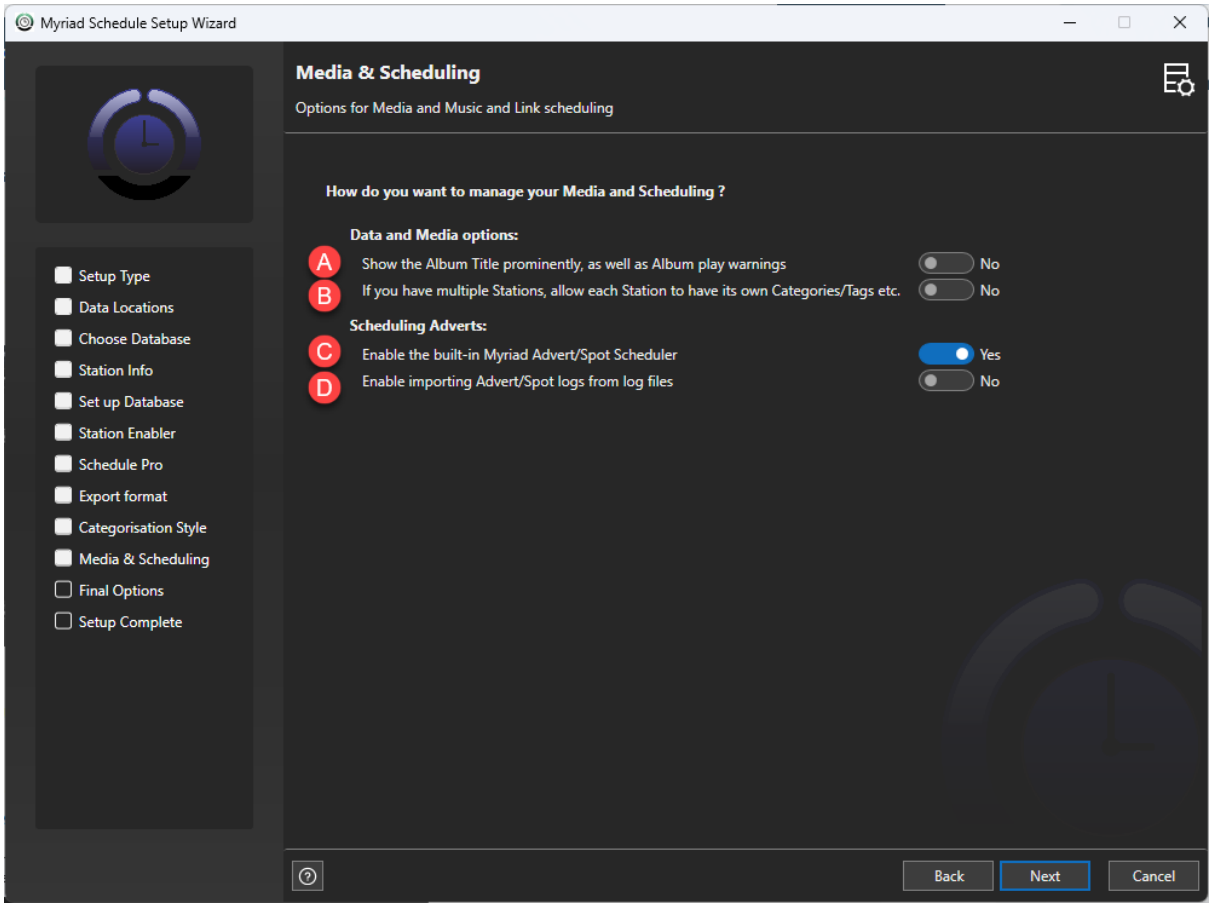
In cases A and B, the same set of Link Categories will be created. You can also add more Categories and edit these Categories at anytime from the Station menu.

In cases C and D, the Link Categories will be imported from the 3rd party system if available.

Please note that options C & D will only be visible if your Station is enabled for 3rd party playout systems.

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13. The Media & Scheduling page of the Setup Wizard allows you to set some additional starting configuration options including:

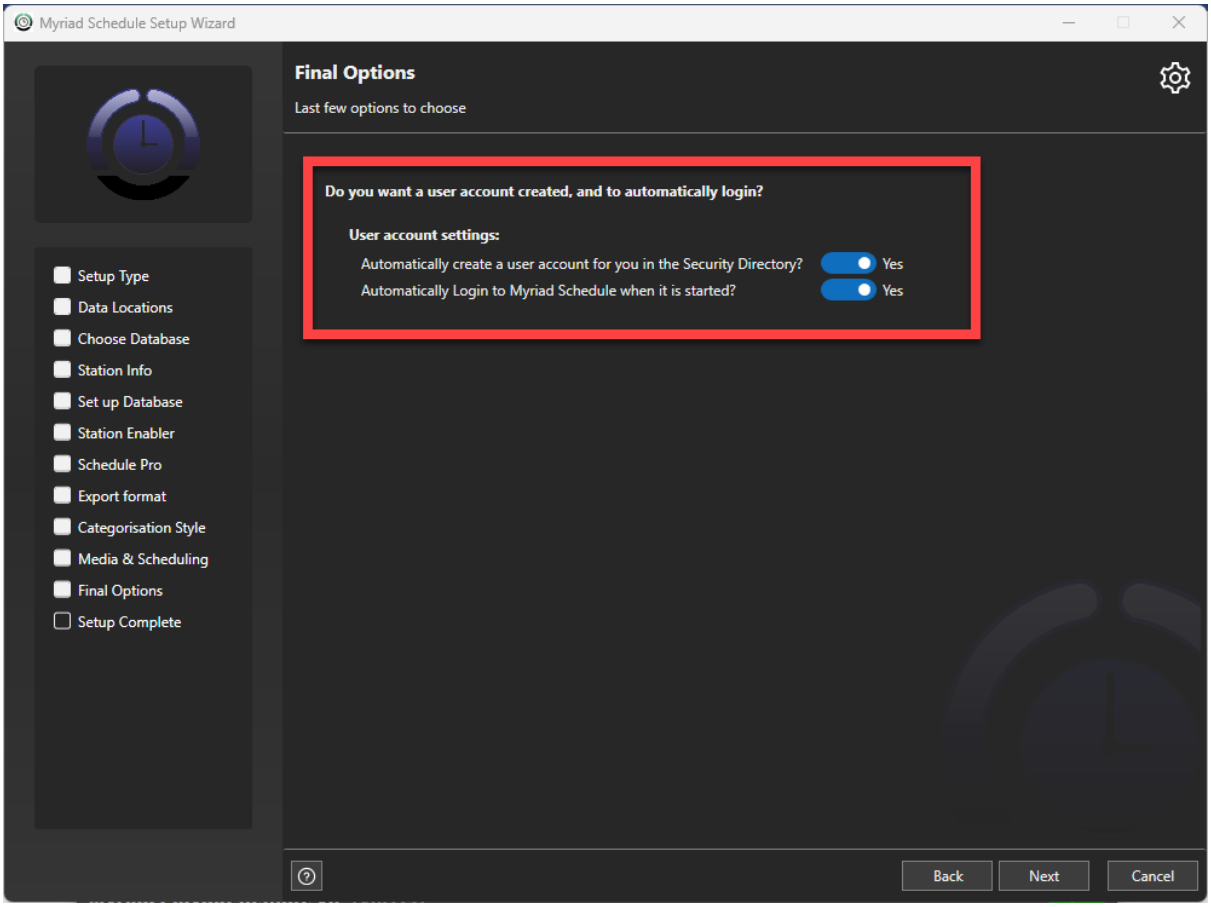


a. Show the Album Title prominently as well as Album play warnings – This setting will move the Album field to equal prominence as Title. It also enables recent play warnings on the MediaWall based on Album.
b. In multi-station, allow each Station to have its own Categories/Tags etc – This allows you to have separate Categories and Attributes for different Stations within Myriad Playout / Schedule.
c. Enable built in Advert/Spot scheduler – Enables the built in Advert/Spot scheduling features in Myriad Schedule.
d. Enable importing Advert Logs from log files – Enables the ability to import Advert Logs from 3rd party advert scheduling systems.

   All of these options can be altered at a later time from the Station or Database Settings.

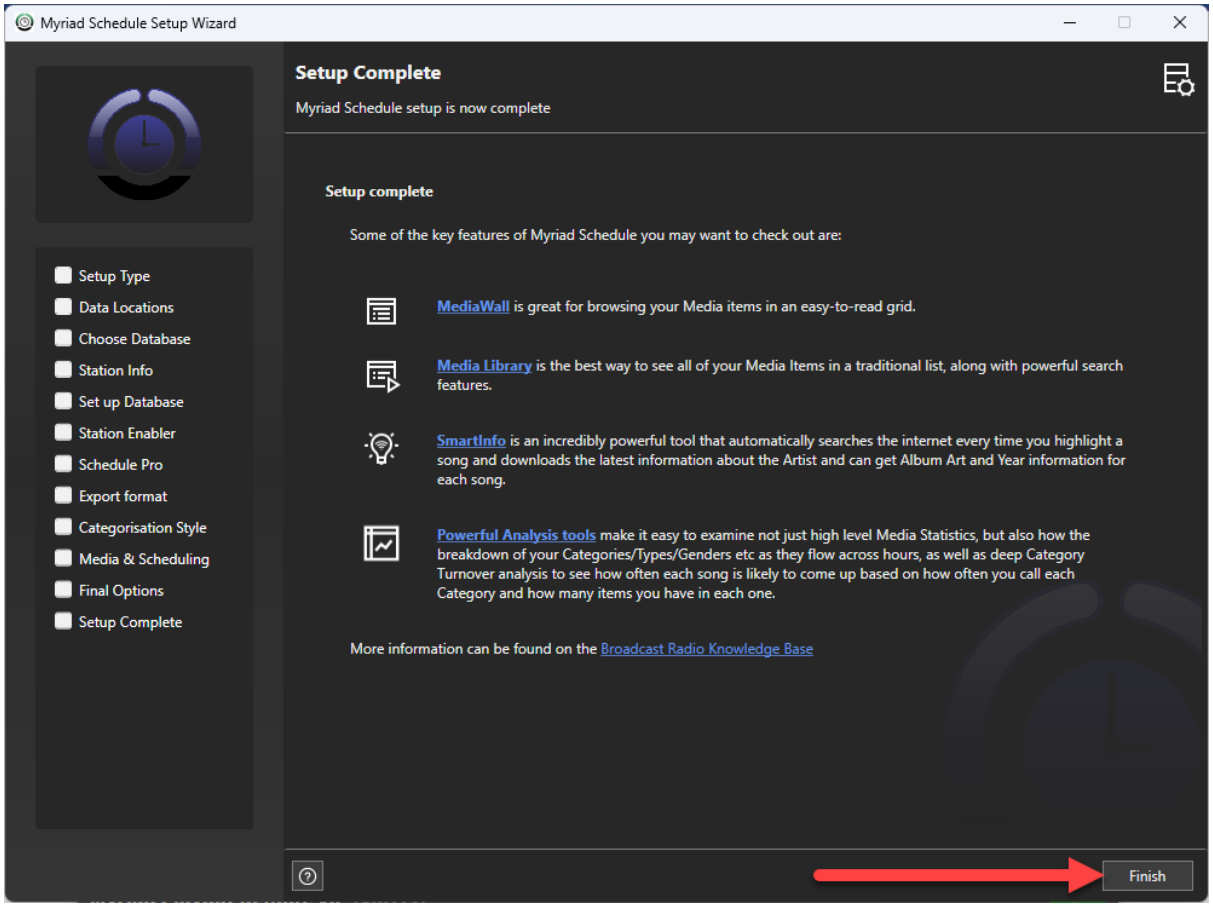
14. The next page allows you to set whether the Setup Wizard will create User Account within Myriad (based on the Windows login name) and setup that account to login to Myriad Playout and Myriad Schedule Pro automatically.

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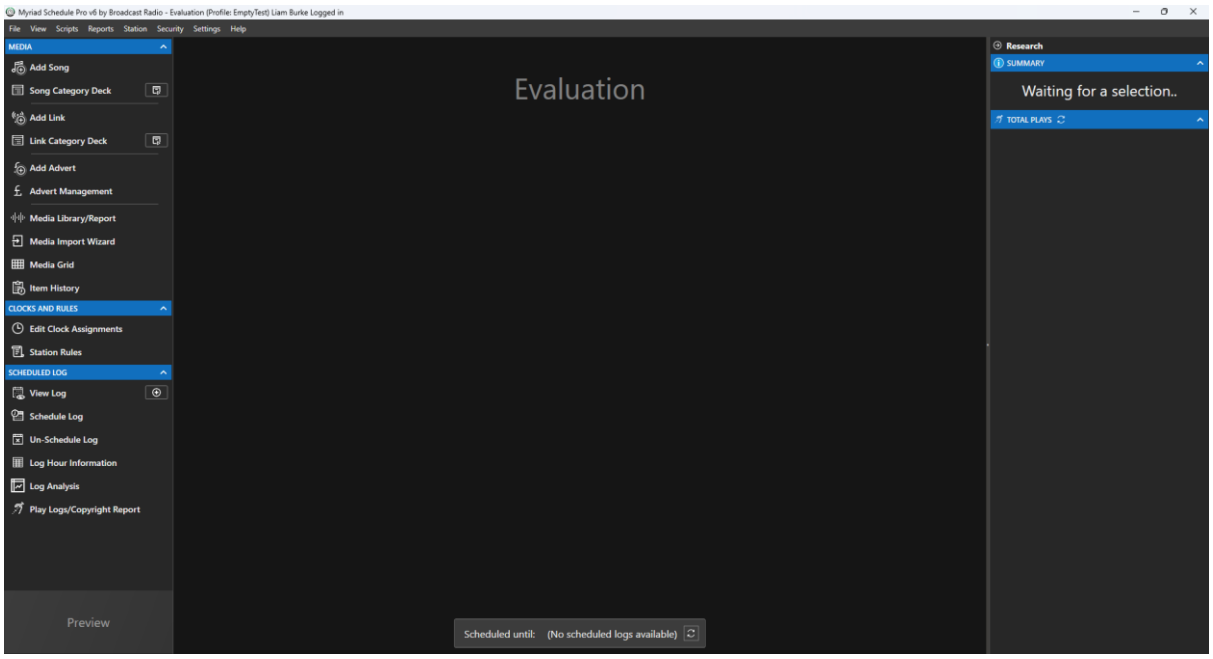


The final page of the Setup Wizard offers quick access to additional Help articles to allow you to learn more about the system. Click on **Finish** to close the Setup Wizard.

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Myriad Schedule will open once the Setup Wizard is complete.



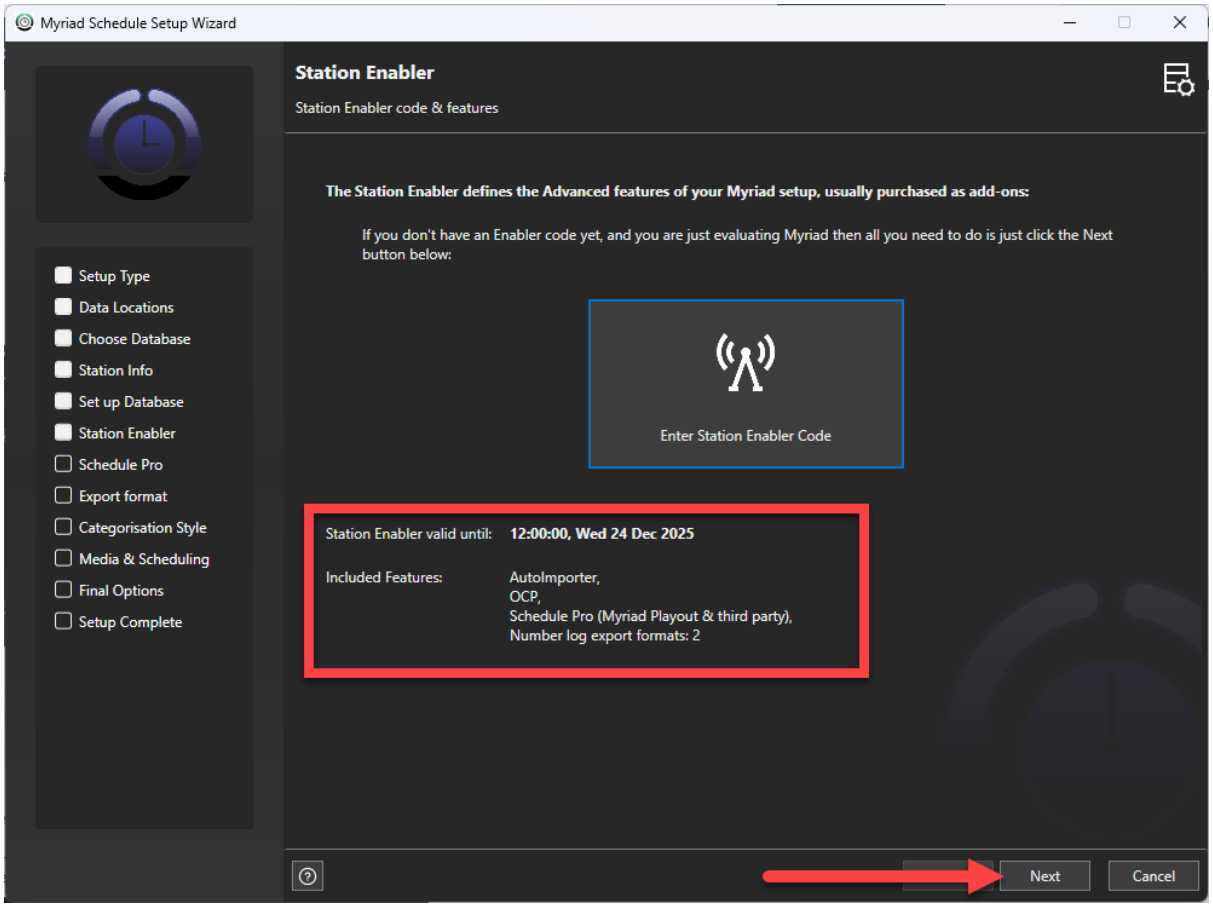
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Setting Up Myriad Schedule Pro for Both Myriad Playout & 3rd Party Playout/Automation Systems

It is also possible to setup Myriad Schedule Pro to work with both Myriad Playout 6 and one or more 3rd party playout/automation systems at the same time.

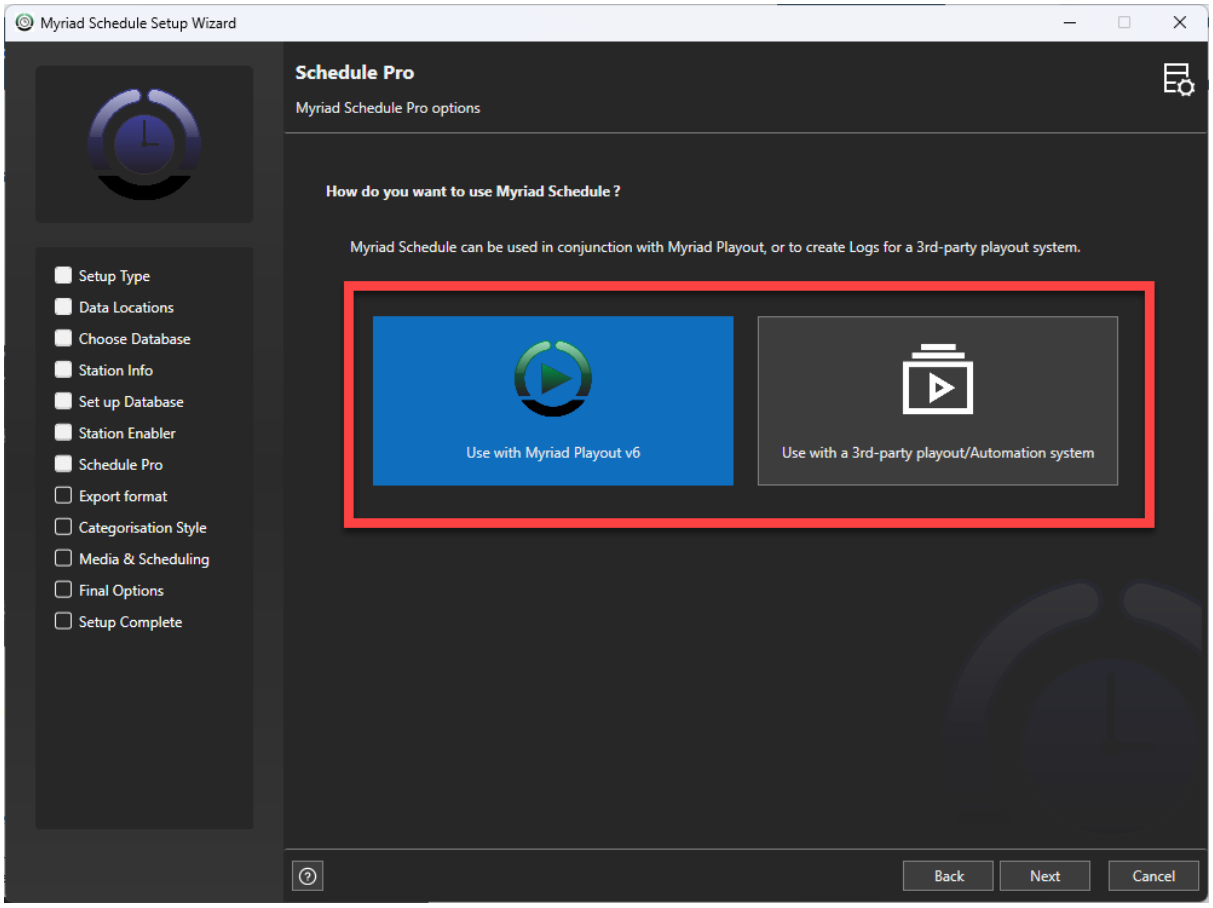
Proceed through the Setup Wizard as before until you get to the Station Enabler page. Add in the Station Enabler provided by Broadcast Radio.

If the Station Enabler code used allows both Myriad and 3rd Party Log File Outputs, it will be listed in the **Station Enabler** page.



The Setup Wizard only allows you to setup the primary Playout / Automation system for Myriad Schedule Pro. You can select whether to use Myriad Playout or a 3rd Party system as your primary system on the next page.

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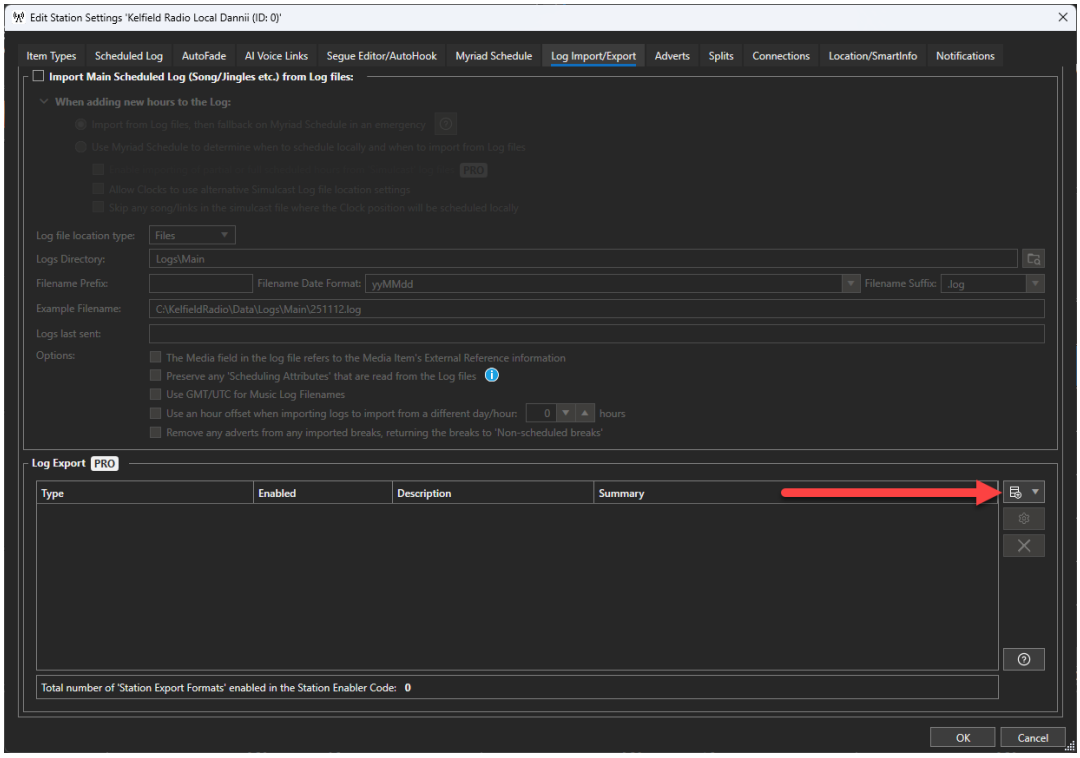


If you are using Myriad Playout at the same site as Scheduling then we recommend using the Myriad Playout option, otherwise choose the 3rd party option.

The rest of the Setup Wizard will be the same as the Myriad Playout or 3rd party walkthroughs from the previous two sections.

Once the primary Playout / Automation system is configured, you can add additional Output Formats using **Station Menu > Station Settings > Log Import/Export Tab.**

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Importing Clocks, Rules, Categories & Media Items from AutoTrack Standard SE

If you are not switching from AutoTrack or AutoTrack Pro then you can skip this section and move straight on to the next Chapter.

If you are switching from using AutoTrack Standard SE to Myriad Schedule, we have included tools to allow you to rapidly import key data from your AutoTrack database to get you up and running as quickly as possible. If you are using AutoTrack Pro SE then the import process will convert to the closest equivalent in Myriad Schedule Pro.

The key steps are:

- **Import Clocks & Clock Assignments** – This will import all your Clocks from your AutoTrack database into the Myriad Schedule. It will also convert the Clocks to be compatible with Myriad Schedule. In addition, this step also copies the Clock Assignments from AutoTrack to Myriad Schedule. This means that you will be ready to use Myriad Schedule without having to add any new Clocks or build a Clock Assignment grid.
- **Import Category Names** – This is a vital step as *Song Category 1* in Myriad must match *Song Category 1* in AutoTrack, but if you are using AutoTrack with Myriad Playout, you should already have your Category Names synchronised.
- **Import Clock & Rules** – One complication is that AutoTrack SE (Standard & Pro) had separate Clock Rules and Global Rule whereas Myriad Schedule (Standard & Pro) has a combination of these called Station Rules. The import tools built into Myriad Schedule allow you select combinations of Clock Rules and Global Rules to create new Station Rules to be applied to Clocks.

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Be performing these three steps, you should be able to move from using AutoTrack to Myriad Schedule to schedule your station output immediately and without the need for additional work.

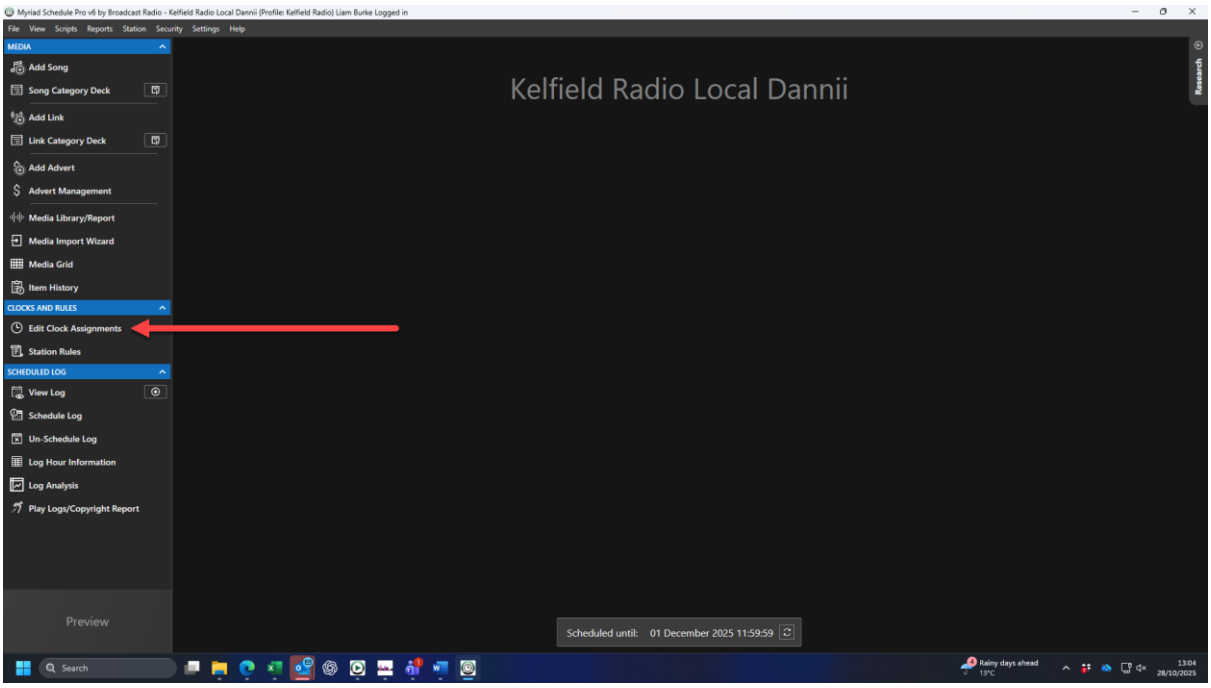
If your station has not used AutoTrack Standard SE in the past, then you can skip over this section and move straight onto setting up content and building Clocks etc.

Import Clocks & Assignments

In this section we will walk through the process of importing your Clocks from AutoTrack to Myriad Schedule as well as replicating the Clock Assignments.

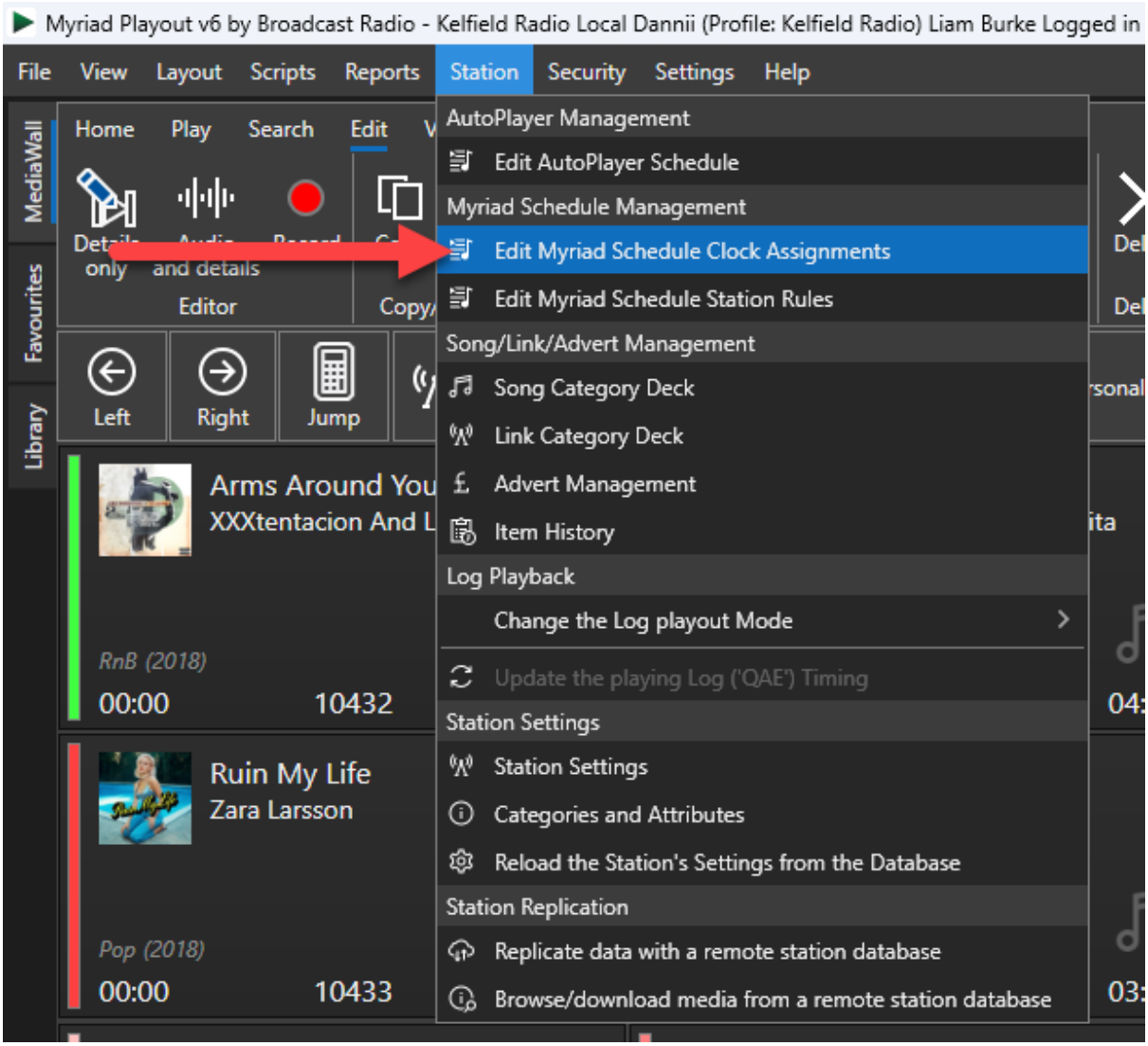
The following process should be performed on a Myriad System that is configured to use AutoTrack Standard SE.

1. In Myriad Schedule, click on the **Edit Clock Assignments** option in the **Clocks & Rules** section of the left hand tab.



You can also get to this via the **Station Menu > Edit Myriad Schedule Clock Assignments** option in Myriad Playout.

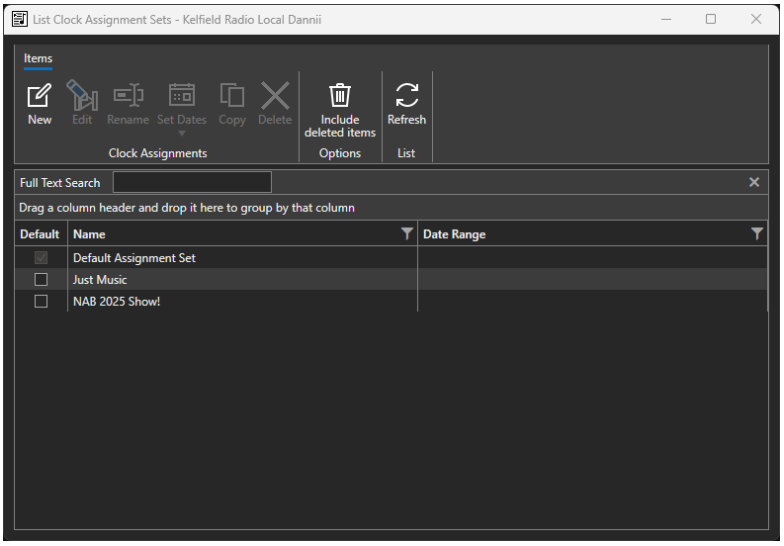
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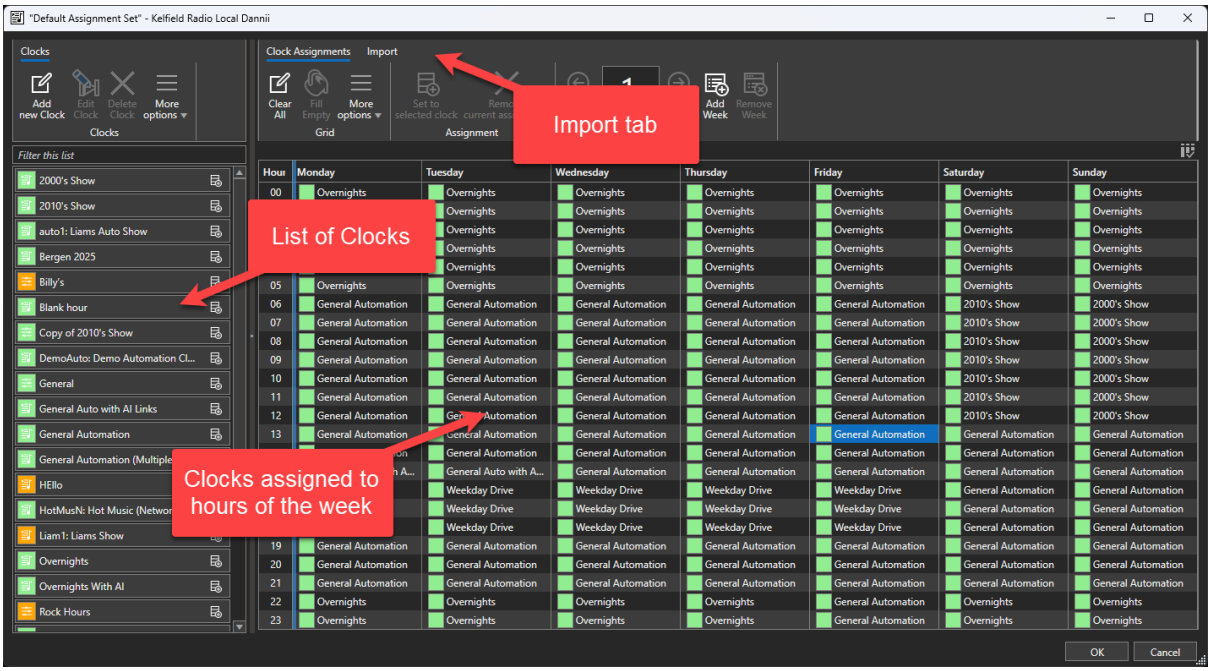
2. This will open the **Clocks Assignment** window which is used to create and manage Clocks as well as assign Clocks to hours to build your station's schedule.

   Myriad Schedule Pro users will need to select one of the Clock Assignments first as Myriad Schedule Pro allows for multiple Clock Assignment grids.

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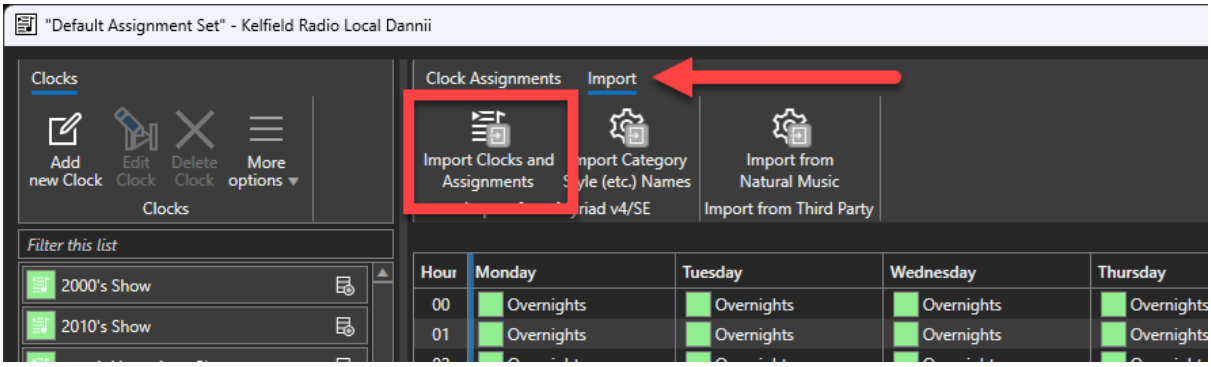


Once the Clock Assignments window is open, you will see any existing Clocks on the left hand side and the Clocks assigned to each hour of the week on the right.

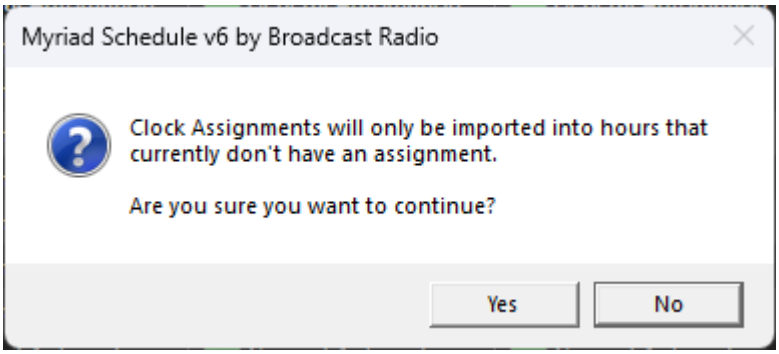


3. If you are importing into brand new Myriad Schedule then both the Clocks and Clock Assignments sections will be empty. If you have created any Clocks or assigned them to any hours, it would be displayed in here. In this case we want to import the Clocks and Assignments from AutoTrack so we need to select the **Import Tab** and click on the **Import Clocks and Assignments** button.

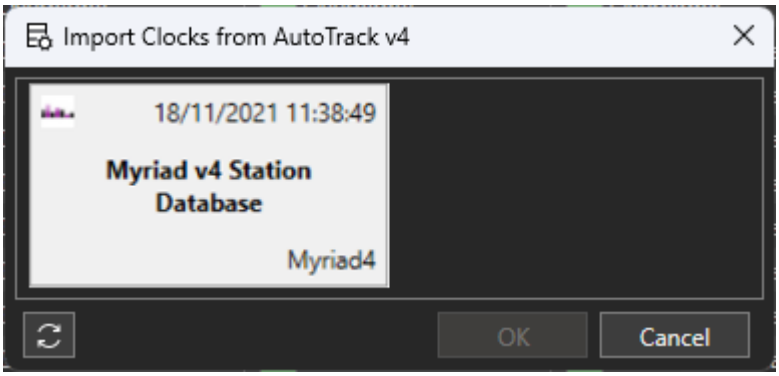
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4. You will see a warning that Clock Assignments will only be imported into 'empty' hours in the Current Assignments grid. This means that any Clocks you have assigned in Myriad Schedule prior to this process will remain where you put them!

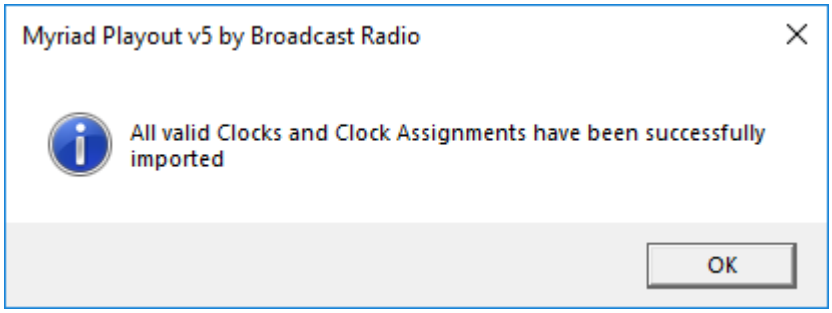


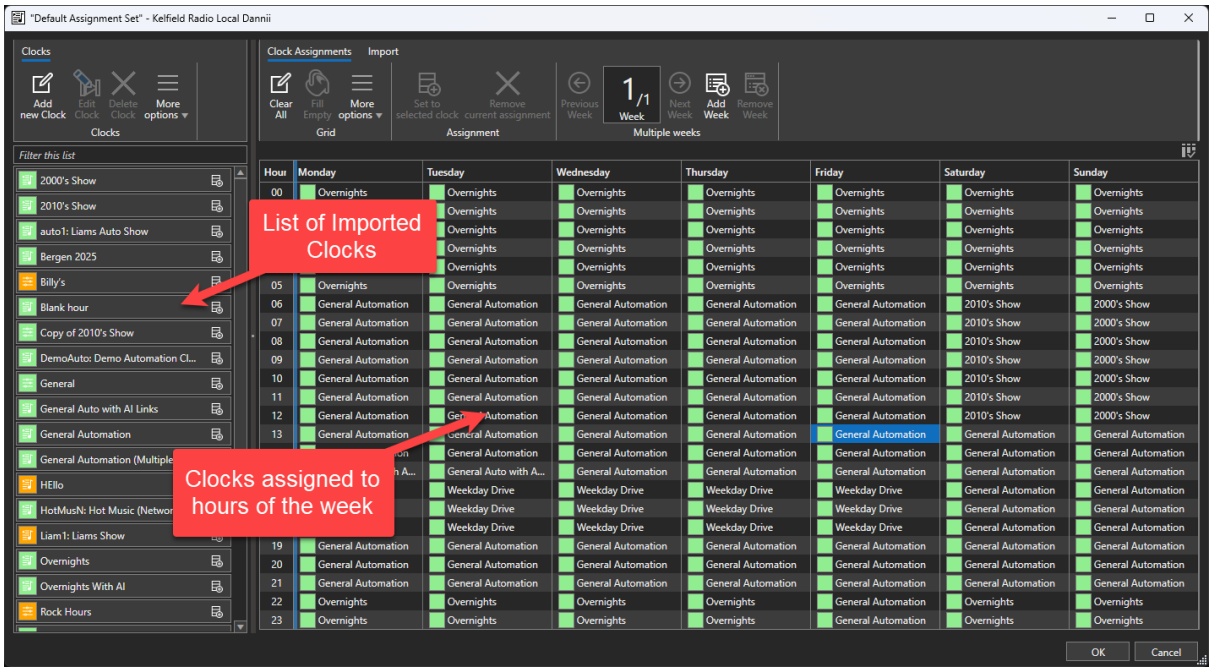
5. Select the Myriad 4 Station Database that you want to import from (this is where AutoTrack SE stores its data). If you have multiple v4 databases, take care to select the correct one! Once you have selected the correct database, click on **OK**. You will be asked to confirm you want to proceed, click on **Yes** to import the Clocks and Assignments.



6. Once the process is complete you will see a confirmation message.

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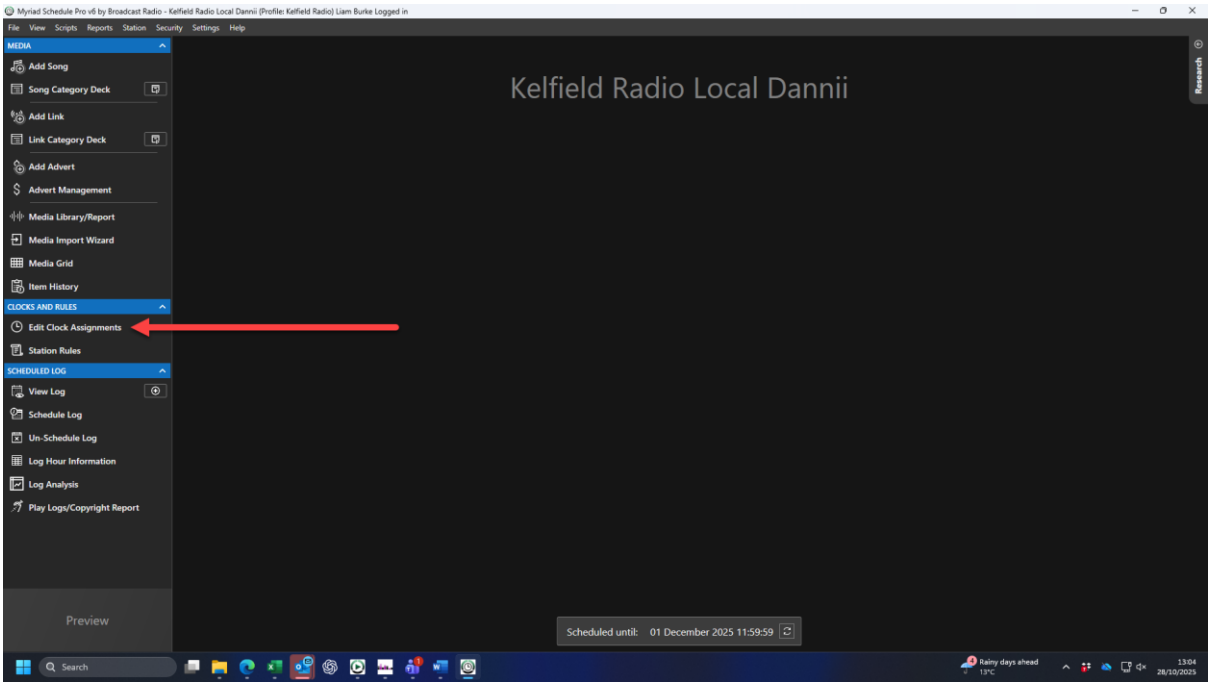
You AutoTrack SE Clocks and Assignments have now been imported and converted to Myriad Schedule Advanced Clocks.

Import Category names

To allow Myriad Schedule to work with your imported AutoTrack Clocks, it is important that the Category Names are synchronised so Category 3 means the same thing to each data set. If you have been using Myriad Playout and AutoTrack previously then this absolutely should already be the case, but if you are not sure then you can import the Category Names from AutoTrack SE to Myriad 5 Playout using the **Import Category / Style Names** button.

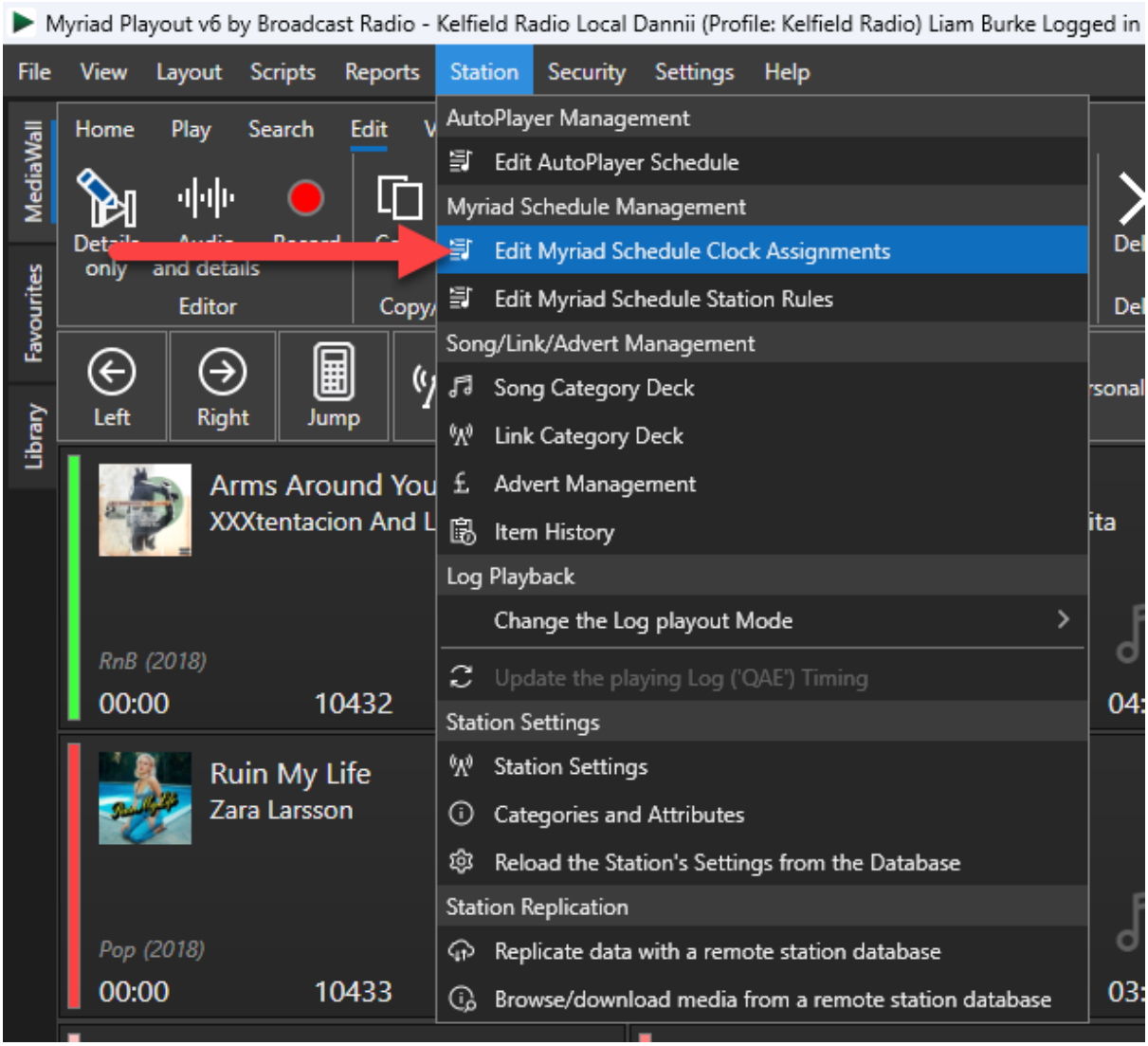
1. In Myriad Schedule, click on the **Edit Clock Assignments** option in the **Clocks & Rules** section of the left hand tab.

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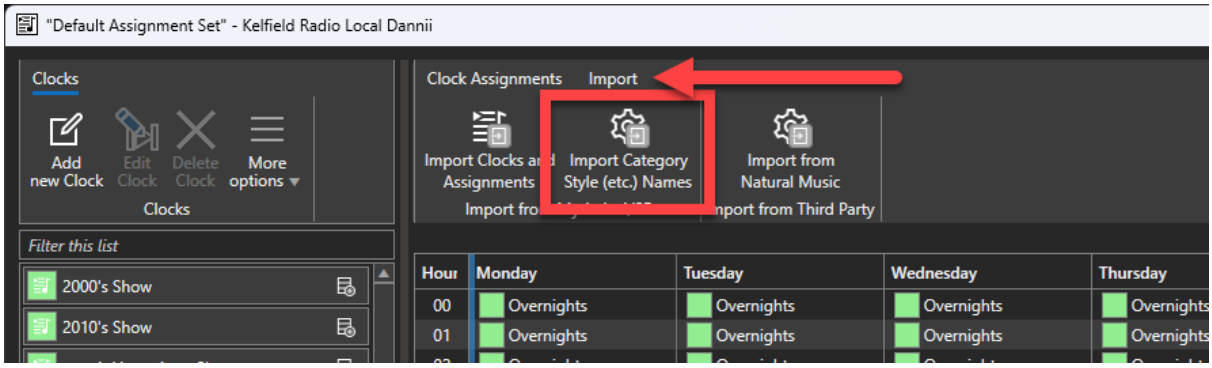
You can also get to this via the **Station Menu > Edit Myriad Schedule Clock Assignments** option in Myriad Playout.

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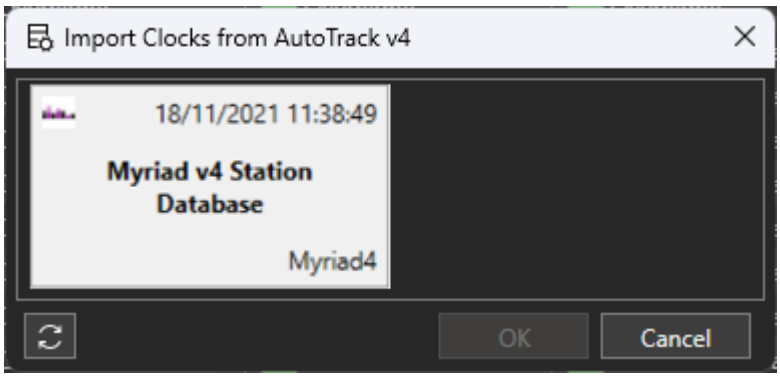
2. This will open the **Clocks** window which is used to create and manage Clocks as well as assign Clocks to hours to build your station's schedule. As before, Myriad Schedule Pro users will first need to select one of the Clock Assignments from the list, it doesn't matter which in this case.

3. Select the **Import Tab** and click on the **Import Category / Style (etc) Names** button.

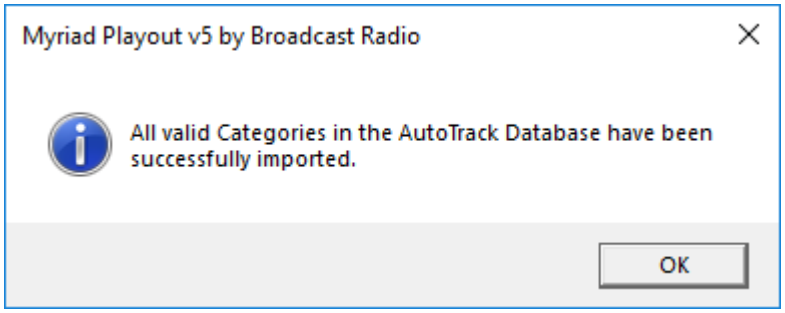


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4. Select the Myriad 4 Station Database that you want to import from (this is where AutoTrack SE stores its data). If you have multiple v4 databases, take care to select the correct one! Once you have selected the correct database, click on **OK**. You will be asked to confirm you want to proceed, click on **Yes**.



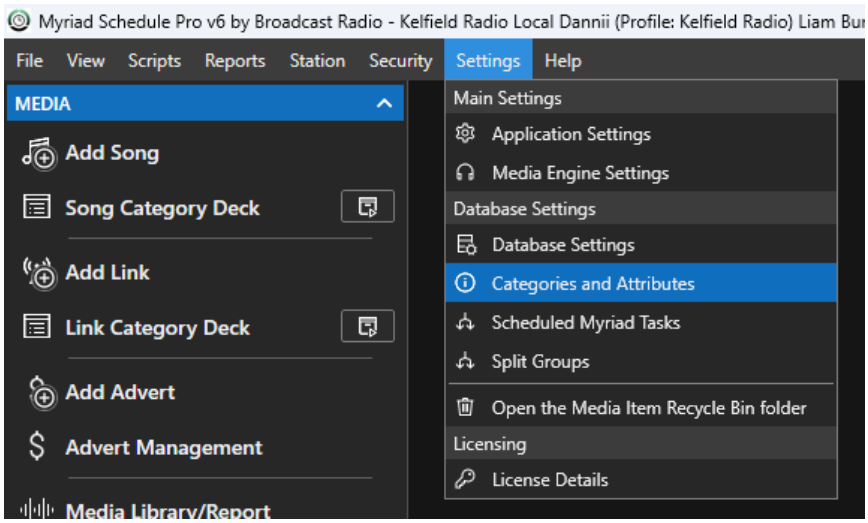
5. Once the process is complete, you will see a confirmation message.



Note: This process will import the following information:

- *Category Names (Songs / Links / Adverts).*
- *Styles – These will converted to Tags in Myriad Schedule.*
- *Types / Genders / Eras – For Myriad Schedule Pro customers.*

You can review, add and edit the Categories and other attributes using the **Settings Menu > Category & Attributes** option.



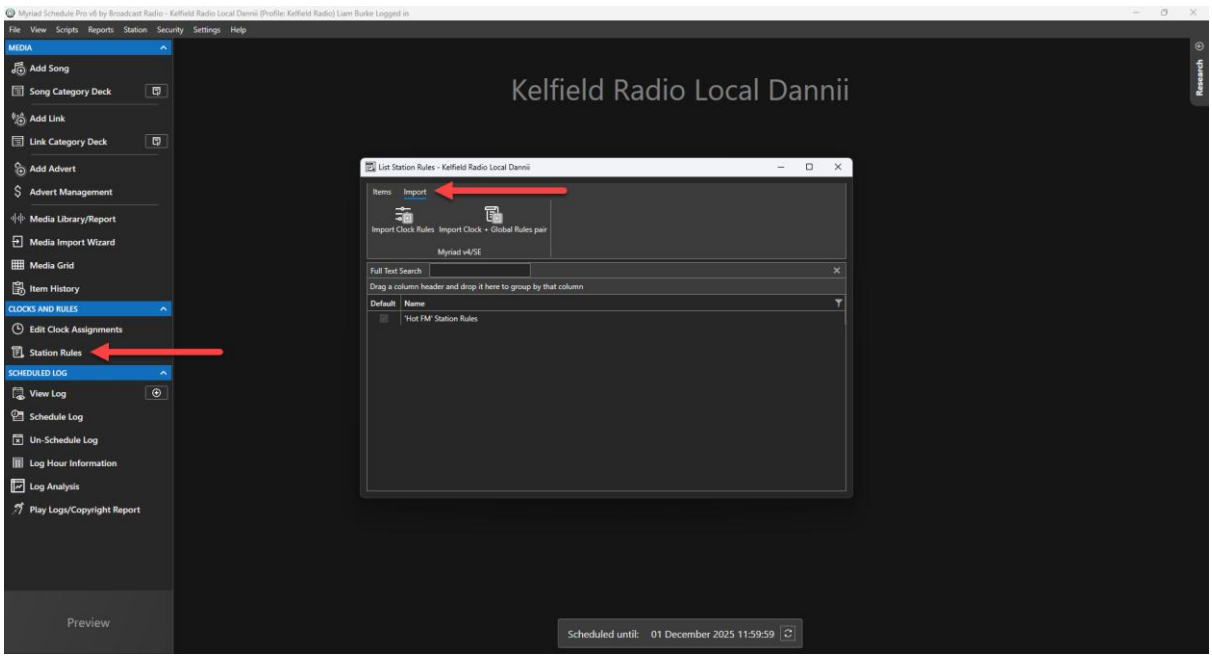
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Import Rules

In addition to importing the Clocks, Clock Assignment and Category Names, you can also import the Rules from AutoTrack SE and AutoTrack Pro. One complicating factor is that AutoTrack had two different places for Rules (Clock Rules and Global Rules) but Myriad Schedule has a combined Station Rules Set that has both of these in a single place.

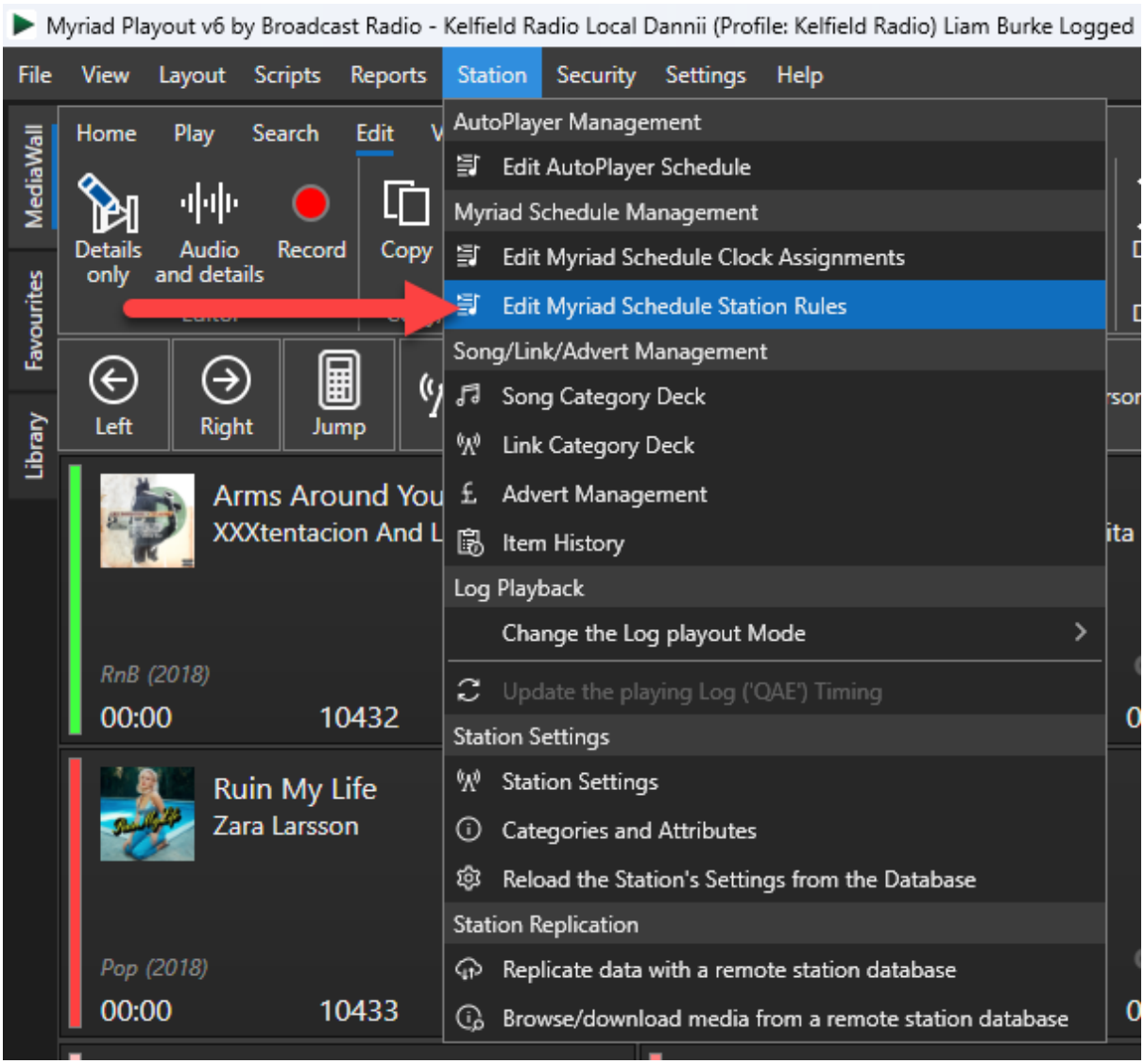
Here the steps you need to follow to import your Clock and Global Rules into Stations Rules in Myriad Schedule.

1. In Myriad Schedule, click on the **Station Rules** option on the left hand menu.



In Myriad Playout you can also access this via **Station Menu > Edit Myriad Schedule Station Rules**.

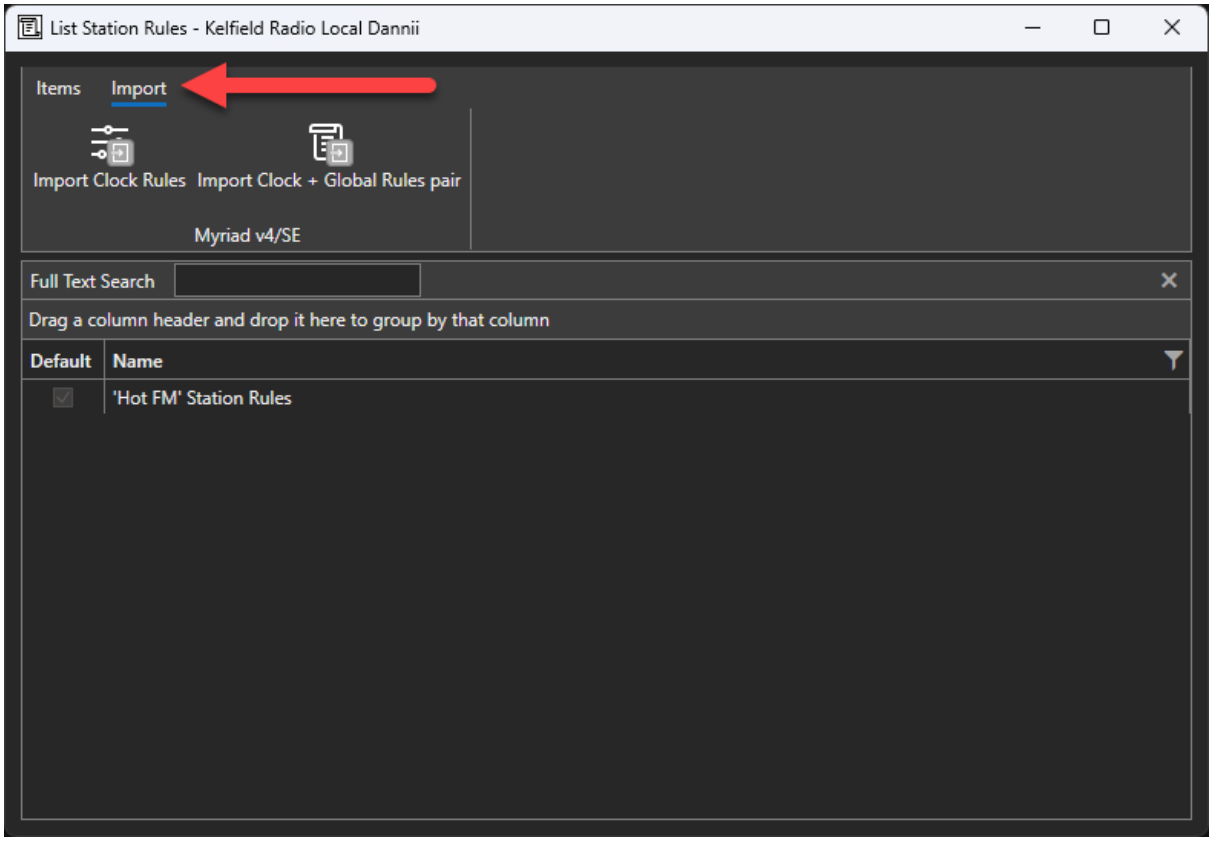
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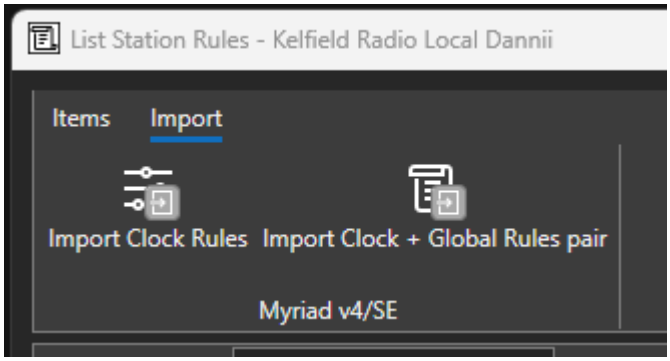
2. This will open the **Station Rules** window which is used to create and manage Station Rules as well as import Rules from AutoTrack.

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3. Click on the **Import tab**.



4. Here you will see two options:



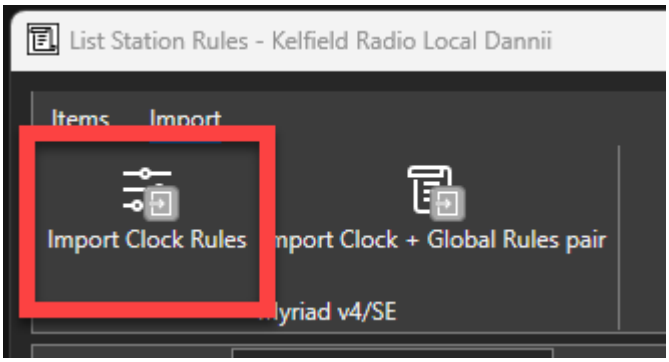
   a. **Import Clock Rules**- This will build a new Station Rules set for each **Clock Rules** you have in AutoTrack but it will use the **Default Global Rules (from AutoTrack)** for all of these new Station Rules sets. So, if you have five Clock Rules defined in AutoTrack then this will create five new Station Rules Sets that are each built from a combination of the original Clock Rules plus the Default Global Rules from AutoTrack.
   b. **Import Clock + Global Rules Pairs** – This option allows you to manually select Clock Rules and Global Rules to be combined into a new Station Rules Set. This option should be used if you have multiple Global Rules defined in AutoTrack and you want to manually create new Station Rule Sets.

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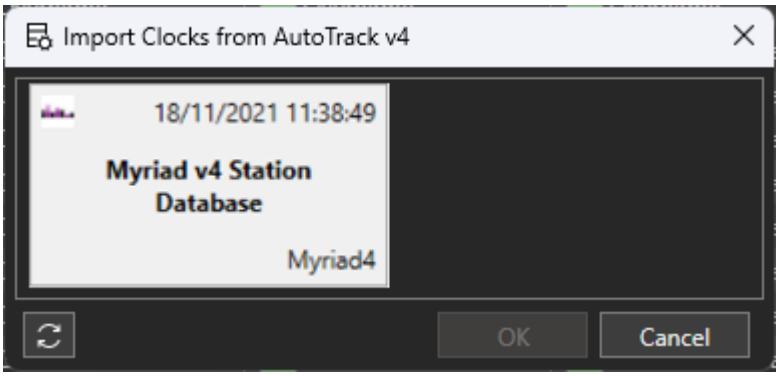
Import Clock Rules

This process will create a new Station Rules Set for each Clock Rules you have defined in AutoTrack and it will also use the Default Global Rules to populate the appropriate equivalents in the Station Rules Set.

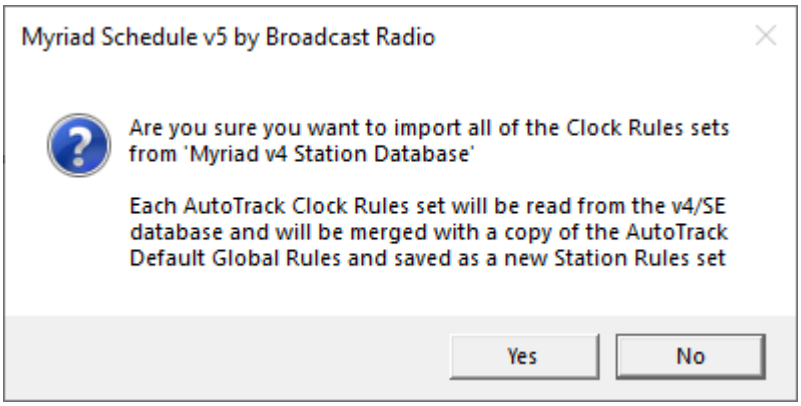
1. Click on the **Import Clock Rules** button.



2. Select the Myriad 4 Station Database that you want to import from (this is where AutoTrack SE stores its data). If you have multiple v4 databases, take care to select the correct one! Once you have selected the correct database, click on **OK**. You will be asked to confirm you want to proceed, click on **Yes**.

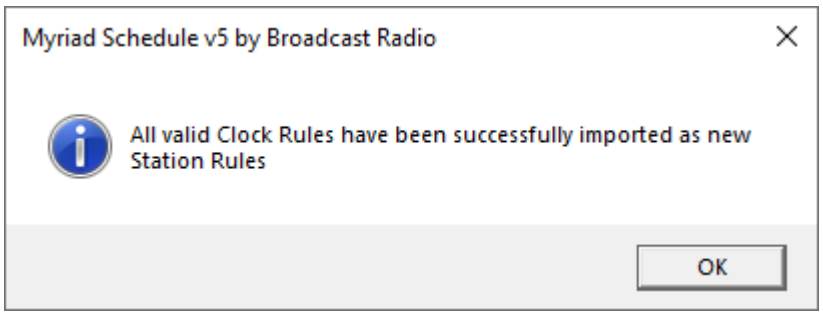


You will be asked to confirm, click Yes.

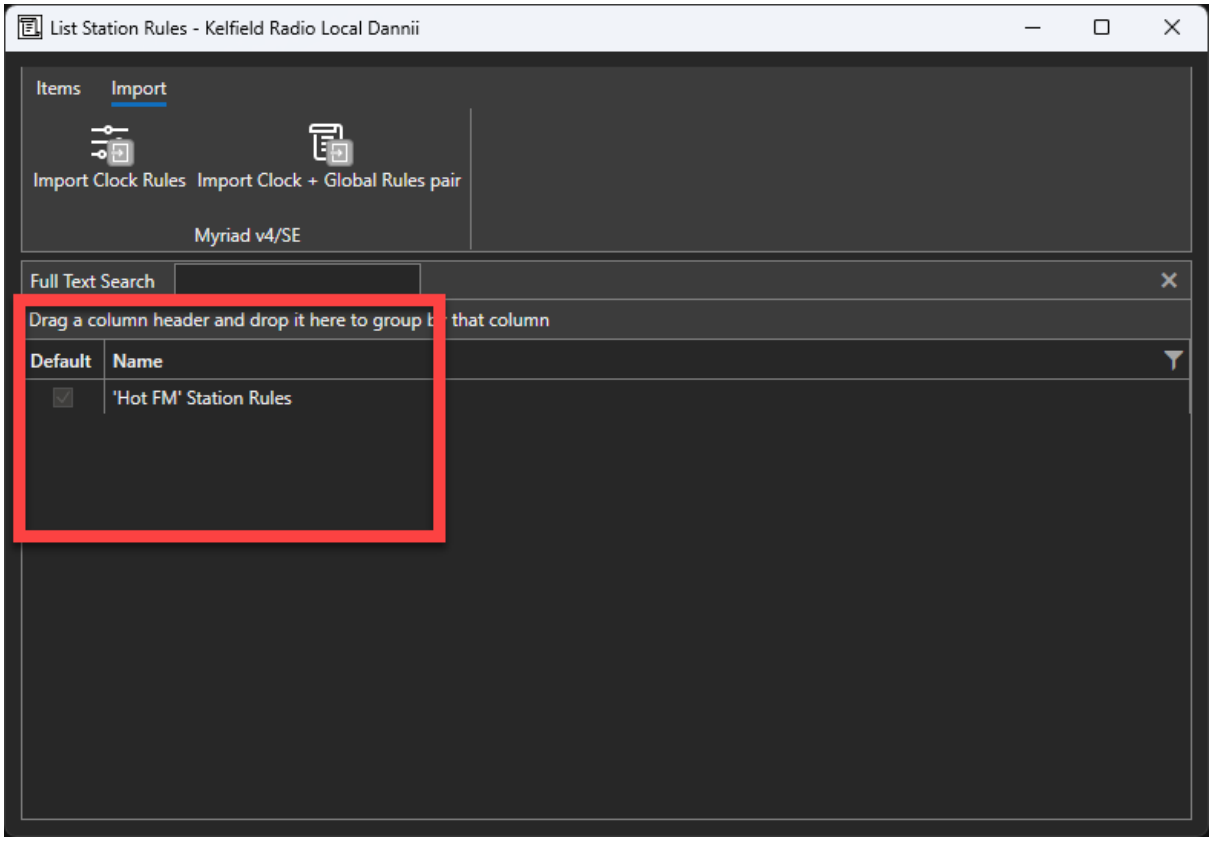


3. Once the process is complete, you will see a confirmation message.

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Your imported Rules will be listed in the **List Station Rules** window.

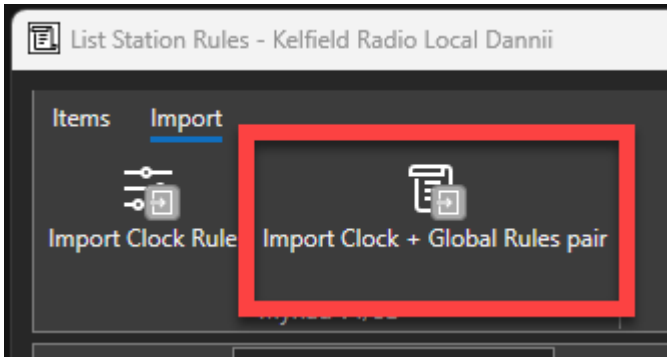


Import Clock + Global Rules

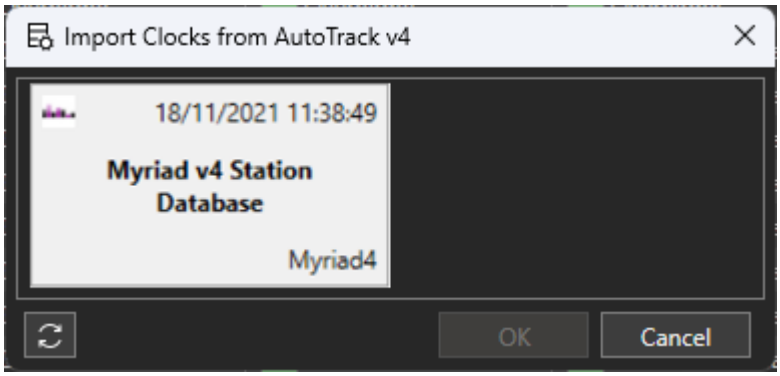
This process allow you to create new Station Rules Sets by combining Clock Rules and Global Rules from AutoTrack and AutoTrack SE. You need to do this if you have specialist Clocks that use Global Rules that are not the defaults.

1. Click on the **Import Clock + Global Rules Pairs** button on the **Import Tab** (on List Station Rules).

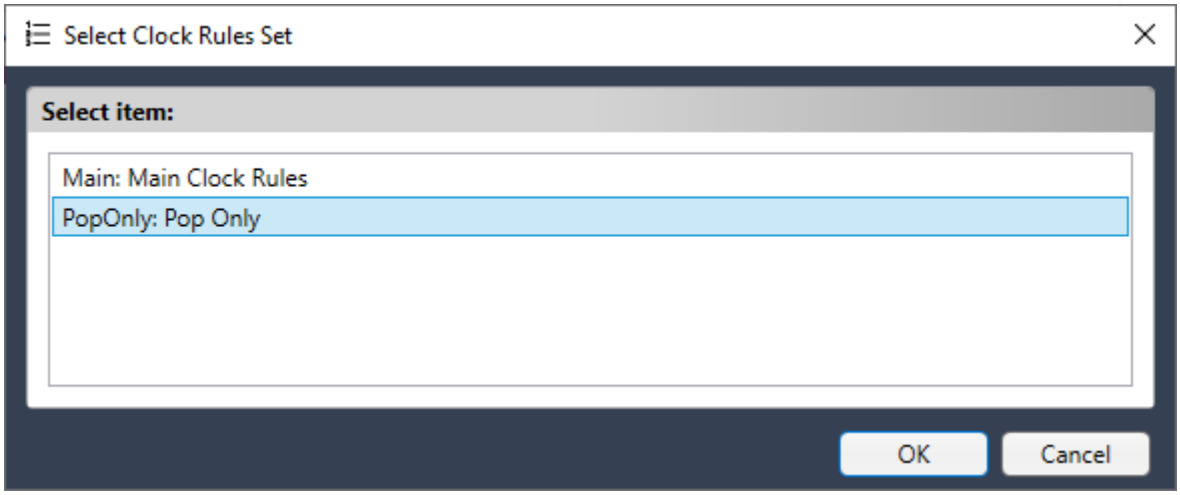
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2. Select the AutoTrack database you want to use and click on OK.



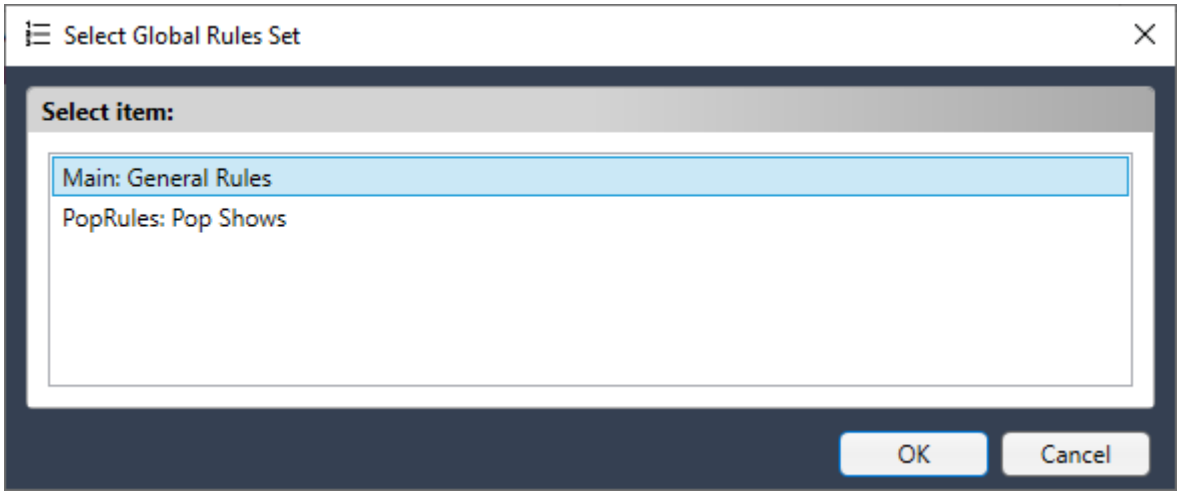
3. Select the **Clock Rule** that you want to use to create this new Station Rule.



Myriad 5 Schedule window shown.

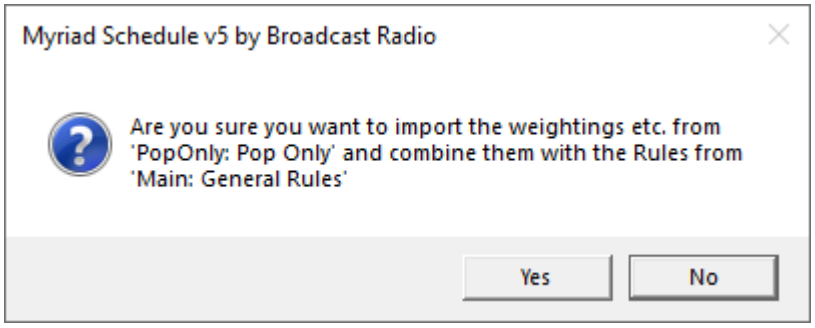
4. Select the **Global Rule Set** you want to use to create this new Station Rule.

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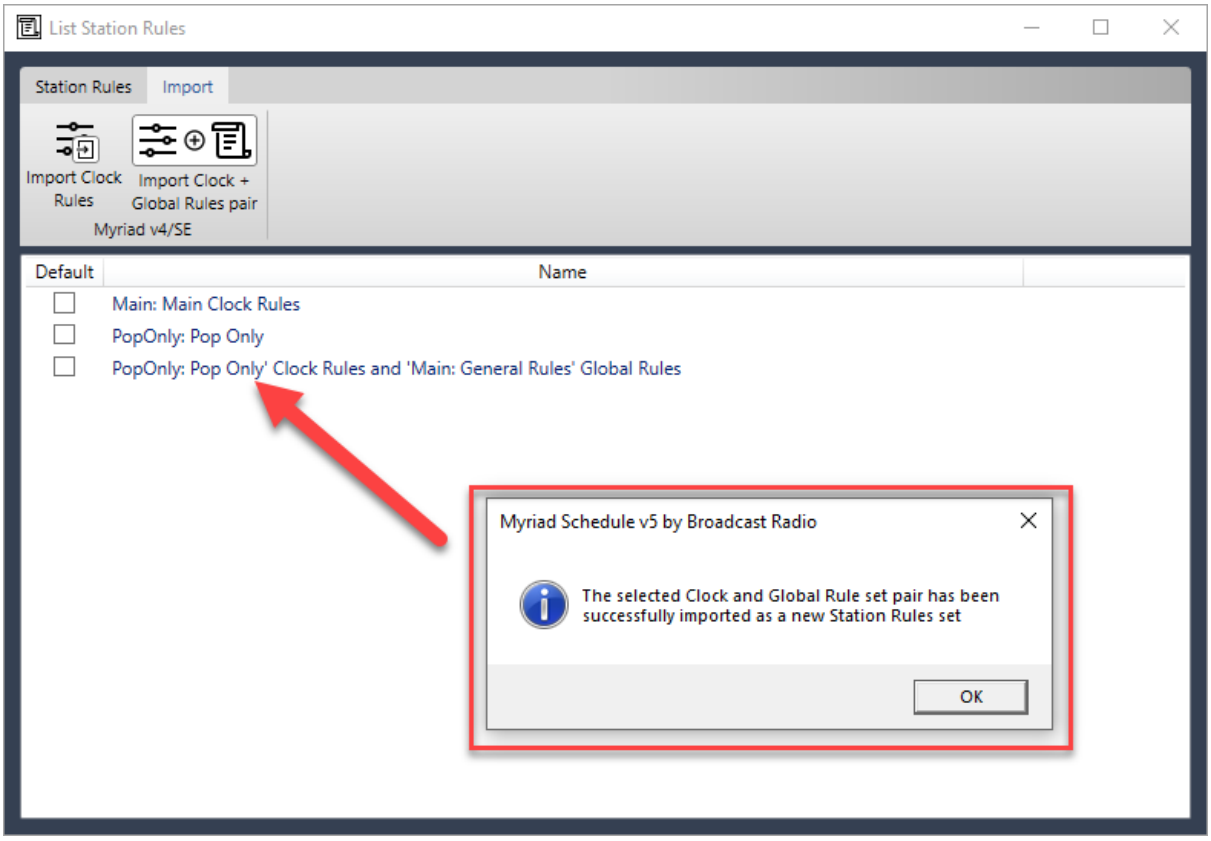
Myriad 5 Schedule window shown.

5. You will be asked to confirm you want to proceed. Click Yes.



6. Your new Station Rule Set will be created and added to the list of Station Rules. It will use a combination of the selected Clock Rules and Global Rules from AutoTrack or AutoTrack SE to create this new Station Rules Set.

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Myriad 5 Schedule window shown.

7. Don't forget, you will need to go to any Clocks this needs to be assigned to and set the Clock to use your new Station Rules Set.

Having completed these three stages, all the relevant information in AutoTrack Standard SE should have been converted and imported into Myriad Schedule and you should be able to start scheduling straight away!

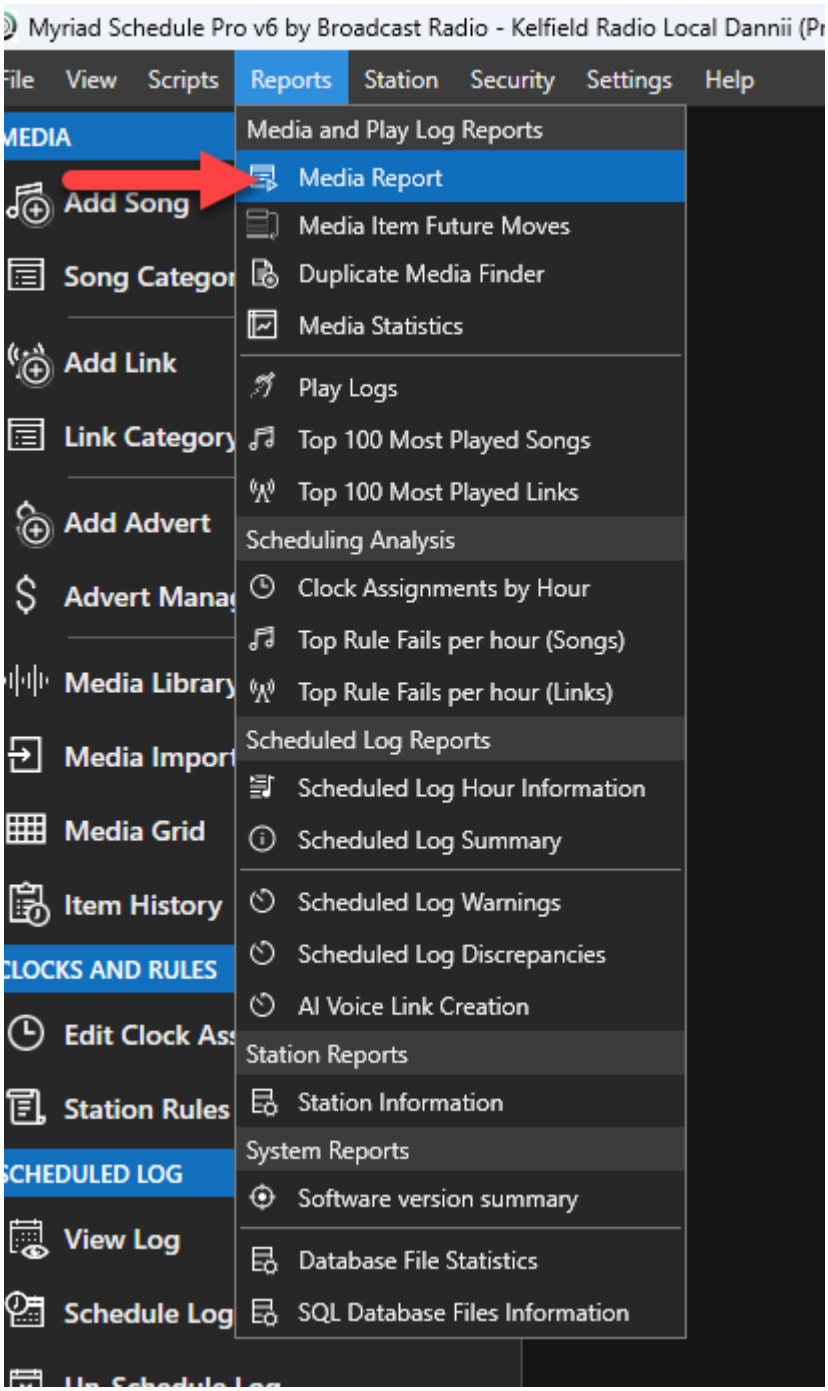
Importing Media Items (Carts) From AutoTrack SE

If the metadata for your Media Items (Carts) is correct in AutoTrack SE (Standard or Pro) but out of date or incomplete on your MediaWall in Myriad 5 Playout, you can update the information stored on the MediaWall from the relevant item in AutoTrack SE.

If you want to import the Media Item details from AutoTRack SE into Myriad 5 Playout MediaWall then follow these steps:

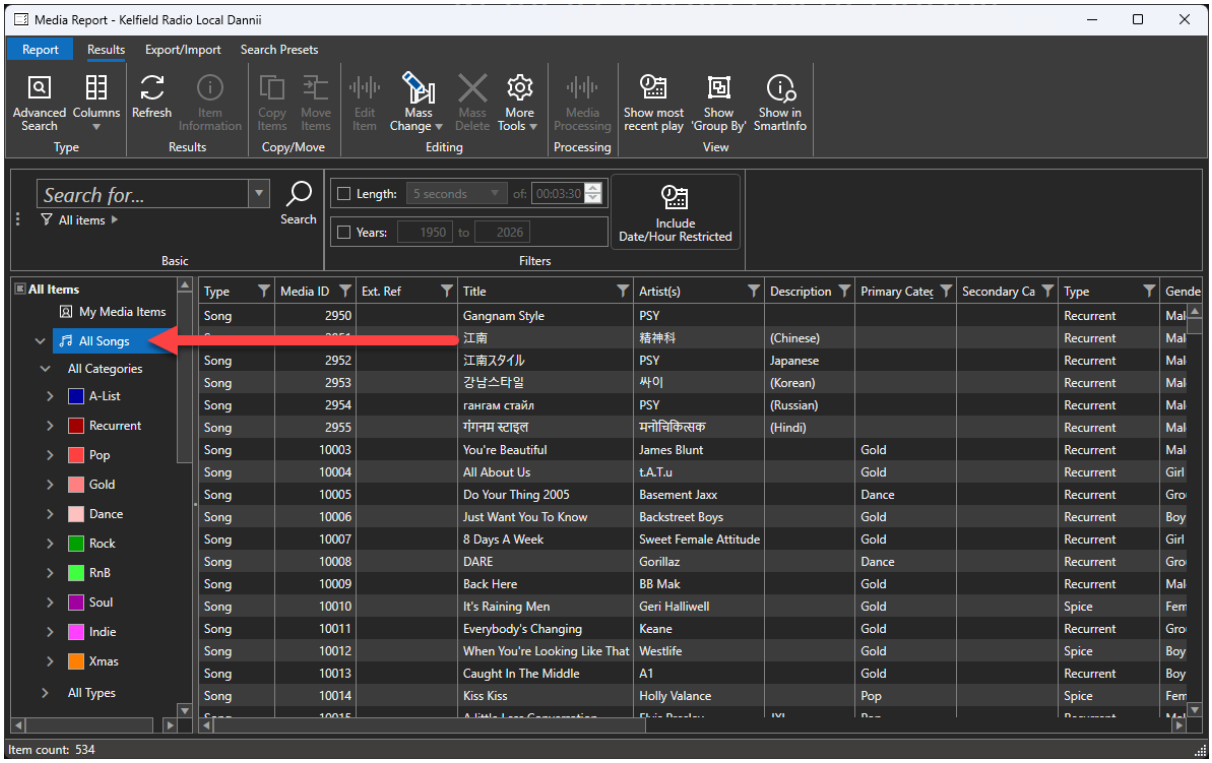
1. In either Myriad Schedule or Myriad Playout, click on the **Reports Menu > Media Reports** option.

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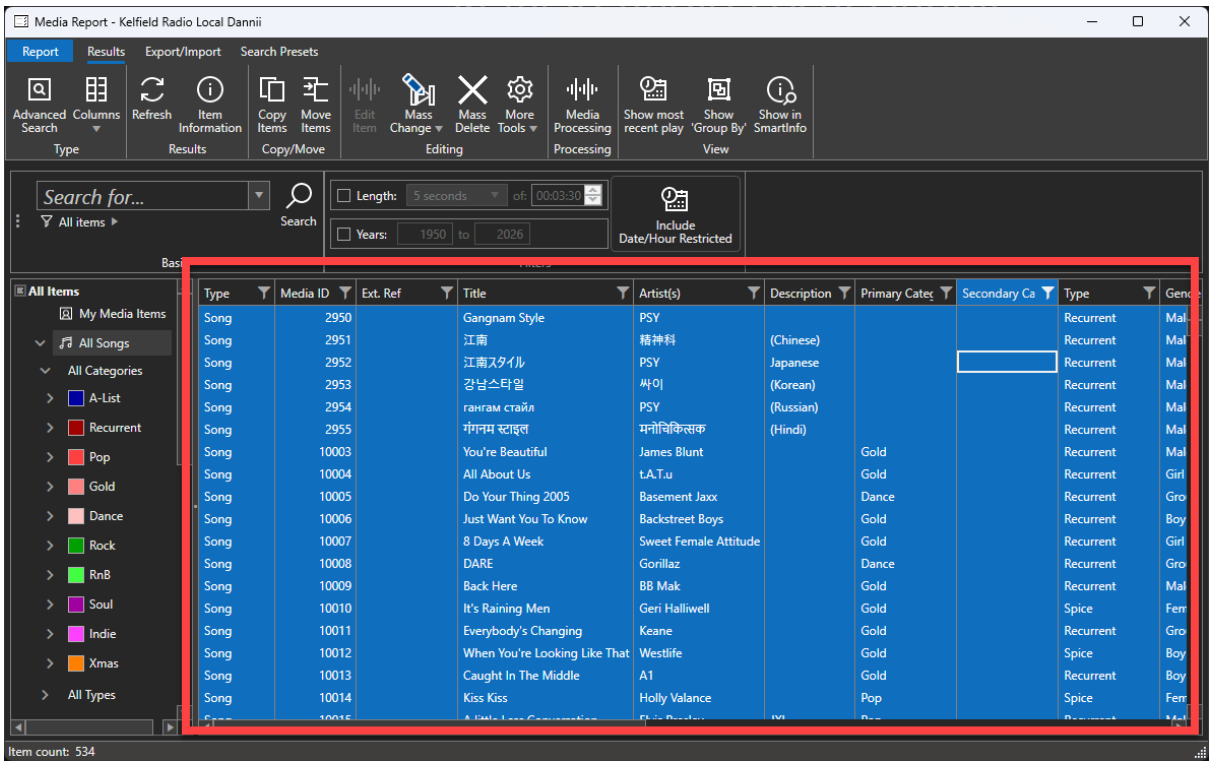


2. Select the specific items you want to update by either using the search options or the navigation tree to the left of the Media Reports window. In this example we will update all Songs so click on the **All Songs** node on the Navigation tree.

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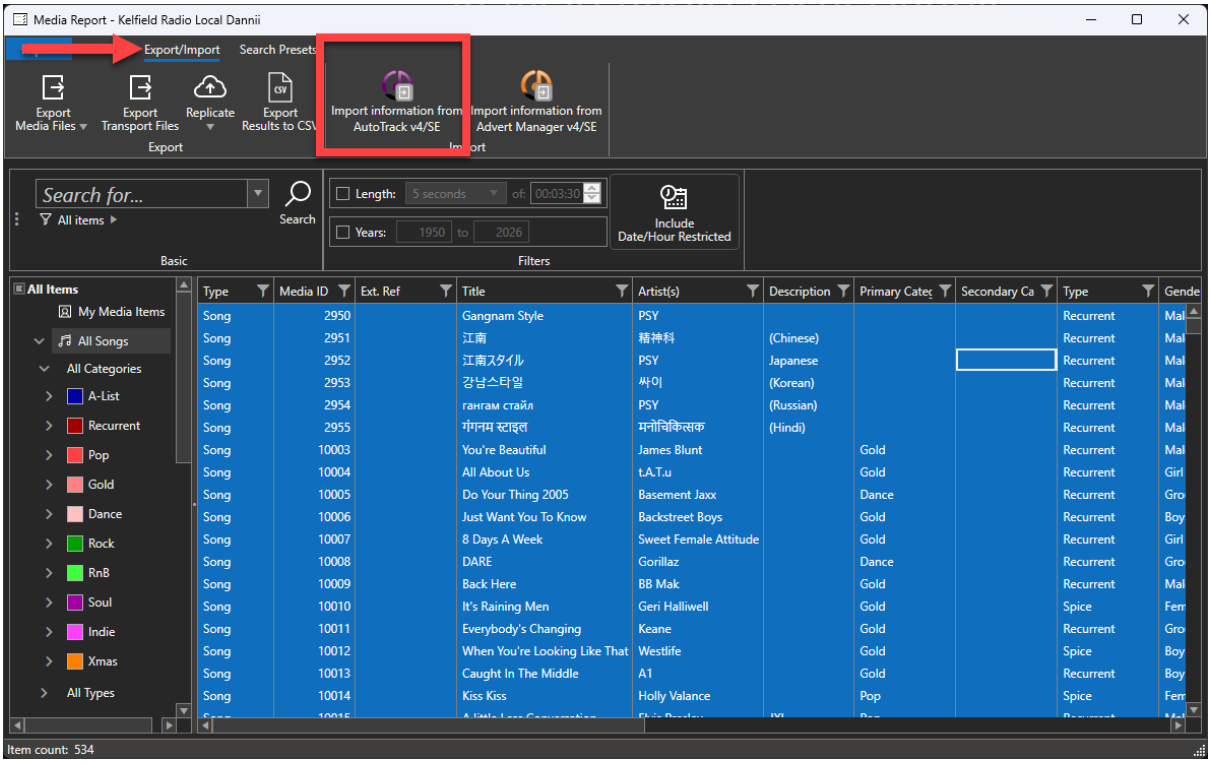


3. Click into the Search Results window and select the items you want to update. In this example we want to update everything so press <Ctrl> + <A> but you can also use either <Shift> or <Ctrl> and click on multiple items to select specific items.

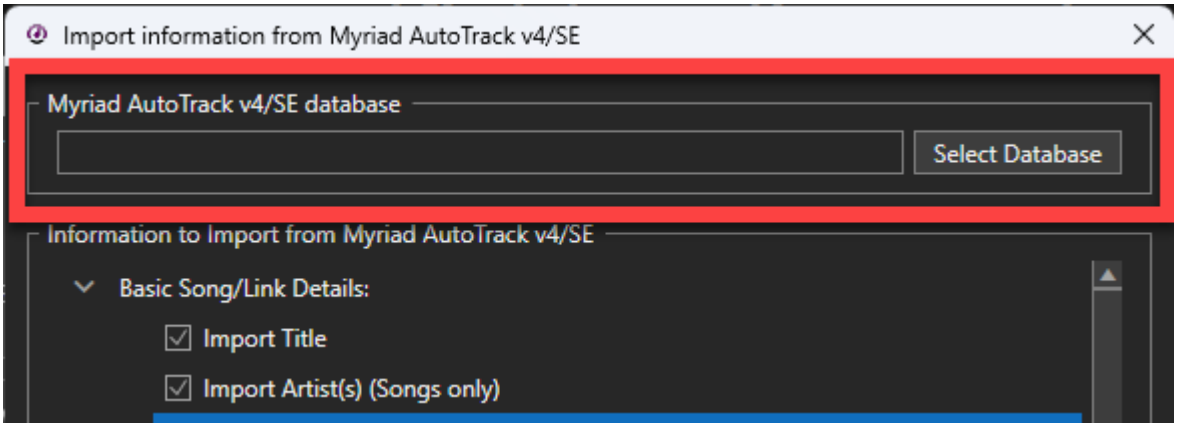


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4. Click on the **Import Tab** and then the **Import Information From AutoTrack** button.

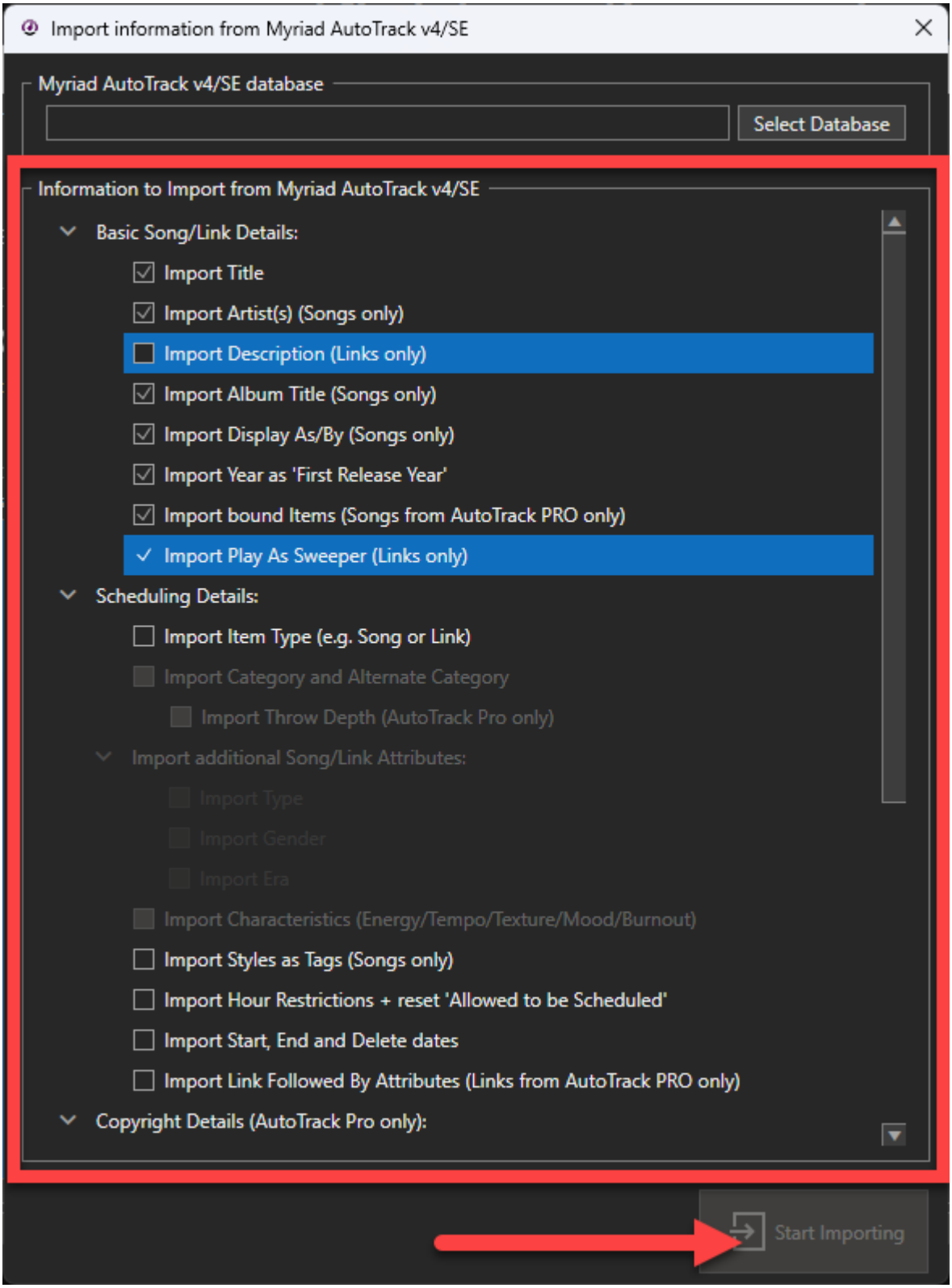


5. Next you will be asked which AutoTrack Database to import the information from. Click on the **Select Database** button to choose the correct database.



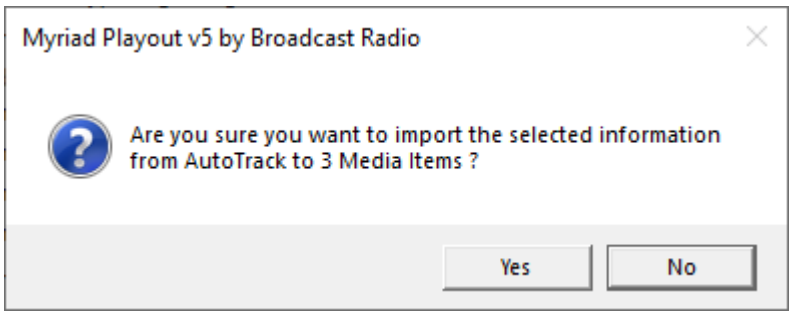
6. You can then select the specific information that you want to import from AutoTrack to Myriad 5 Playout by ticking the options. In the example below we are opting to only update Title and Artist fields.

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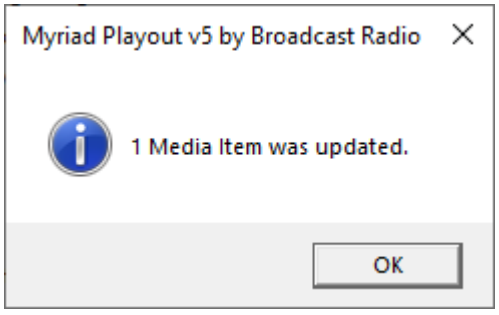


7. When you are happy, click on **Start Importing.** You will be asked to confirm that you wish to proceed. Click **Yes** if you are happy to proceed.

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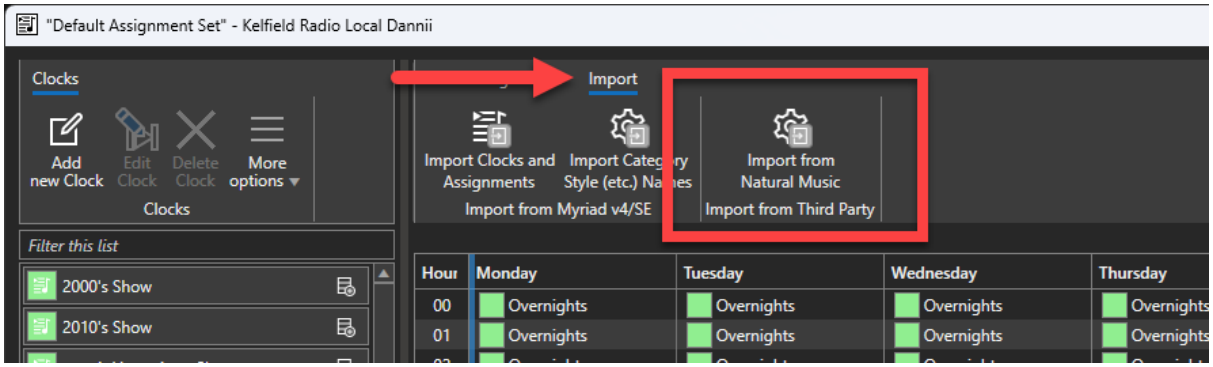
You will see a progress bar as the information is updated. Once the process is complete you will see a confirmation.



8. Click on **OK** to finish the process.

Import From 3rd Party Systems

You can also import partial content from selected 3rd party systems. The options in this section will increase over time.



You will also see that on many of the Import tabs, there are options for importing from 3rd party systems or other data files such as CSV files and Excel Spread Sheets. Contact our support team (support@broadcastradio.com) to discuss your requirements for importing data from 3rd party platforms.

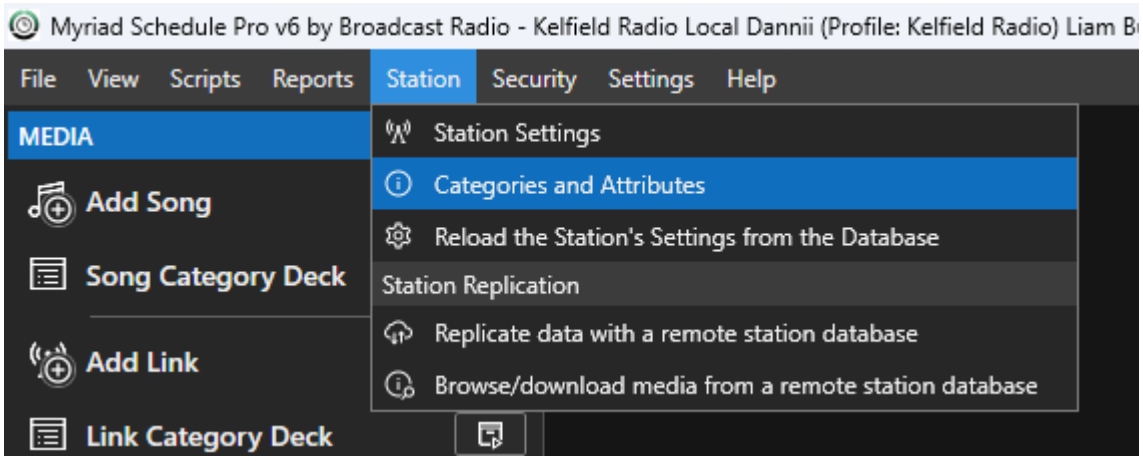
Manually adding & editing Categories & Attributes

In the last section we looked at how to import Categories etc from an existing AutoTrack or AutoTrack Pro SE system. But what if you want to setup new Categories or edit existing Categories?

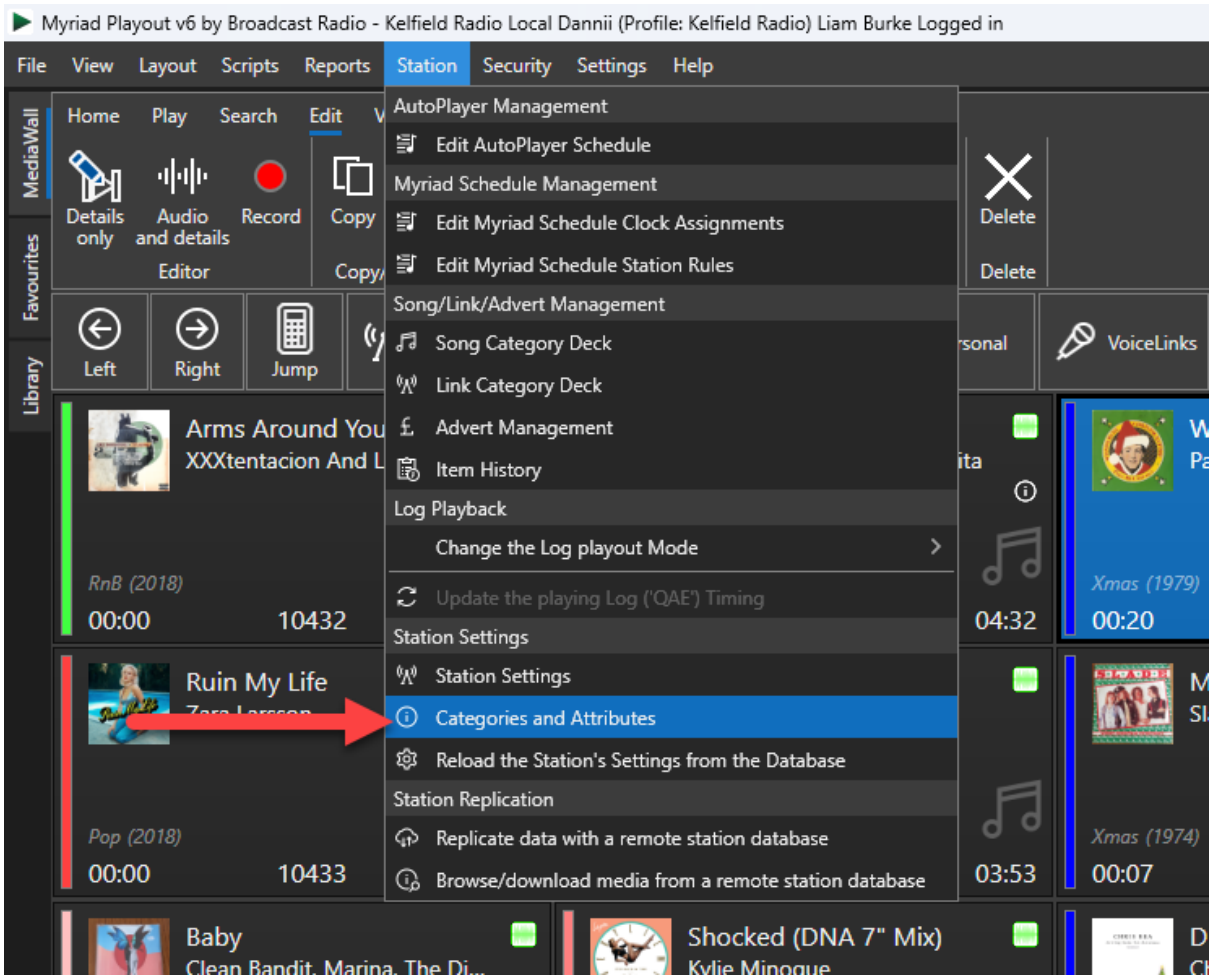
You can add, edit or even remove Categories and Attributes using the following methods.

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To access the Categories & Attributes section, in **Myriad Schedule,** click on **Station Menu > Categories and Attributes.** This will open the Category & Attributes window.



In **Myriad Playout** you also click on **Station Menu > Categories and Attributes** but there are more options on the Myriad Playout menu so you will find the option towards the bottom of the menu.

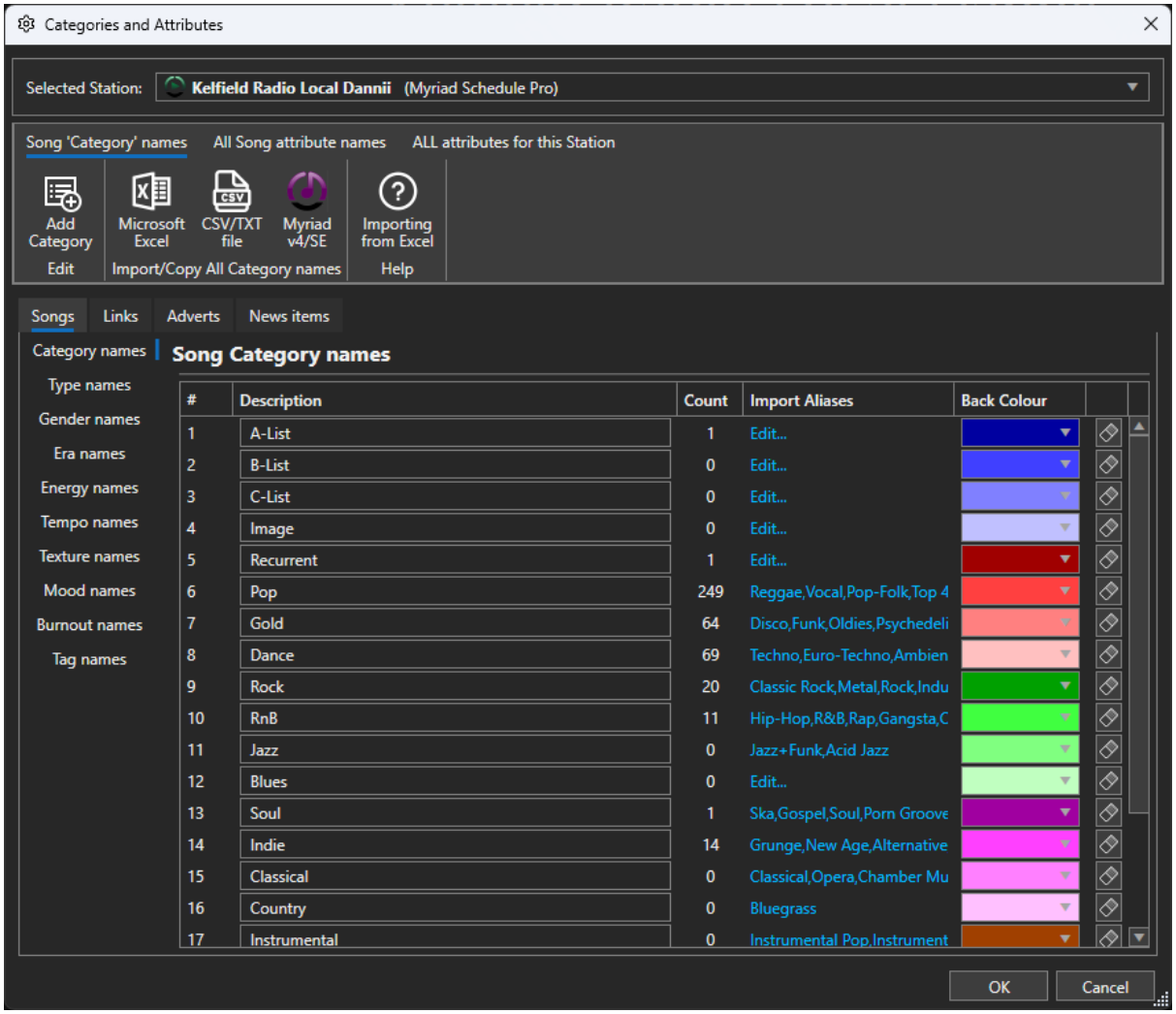


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This will be the same for accessing the all the options for editing and adding Categories and Attributes.

In both cases, this will open the **Category and Attributes** window which can be used to add, edit or delete Categories and Attributes.

Please note that if you have the option set to allow different Categories and Attributes per Station, you can select the Station you are editing using the drop down list at the top of the window. If this option is not enabled then you will not see the Select Station option.



This is used to add or edit the following Categories and Attributes:

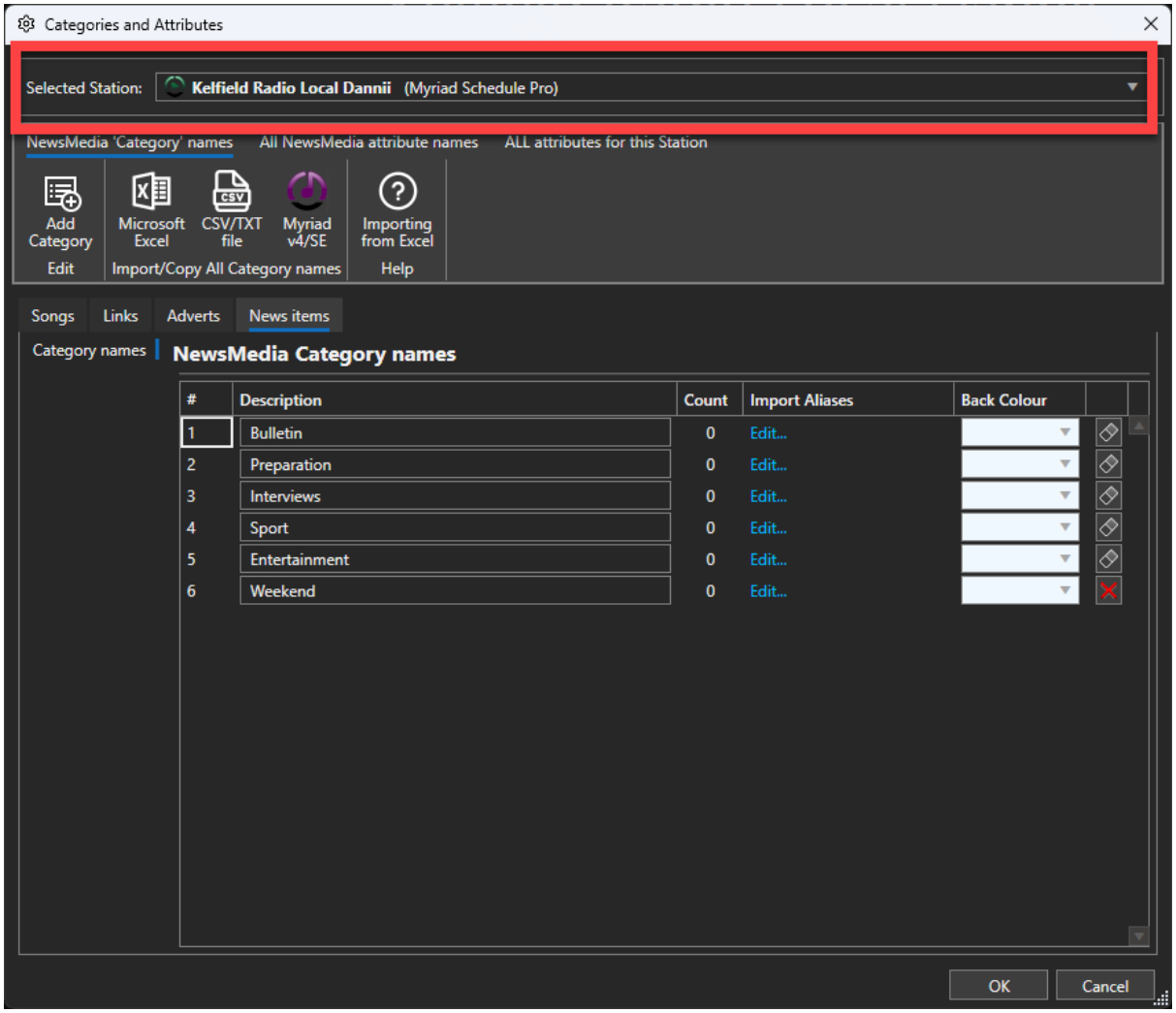
- Song – Categories
- Song – Tags
- Song – Energy
- Song – Tempo
- Song – Texture
- Song – Mood
- Song - Burnout
- Song – Types (Myriad Schedule Pro only)

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- Song – Genders (Myriad Schedule Pro only)
- Song – Eras (Myriad Schedule Pro only)
- Song - Category Colours
- Song - Metadata Aliases
- Link – Categories
- Link – Tags
- Link – Energy
- Link – Tempo
- Link – Texture
- Link – Mood
- Link - Burnout
- Link – Types (Myriad Schedule Pro only)
- Link – Genders (Myriad Schedule Pro only)
- Link – Eras (Myriad Schedule Pro only)
- Link - Category Colours
- Link - Metadata Aliases
- Advert – Categories
- Advert – Collision Tags
- Advert - Category Colours
- Advert - Metadata Aliases
- News – Categories
- News - Category Colours
- News - Metadata Aliases

If you have enabled separate Categories and Attributes per Station in a multi station environment, then the Categories and Attributes window also has a **Station Selector** at the top of the window to allow you to select the Station's Categories and Attributes you are editing.

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This applies to all the Categories & Attributes in this window.

Categories (Song / Link / Advert / News)

Categories are the top-level classification method in Myriad Schedule. They are used to group similar content together for scheduling and navigation purposes.

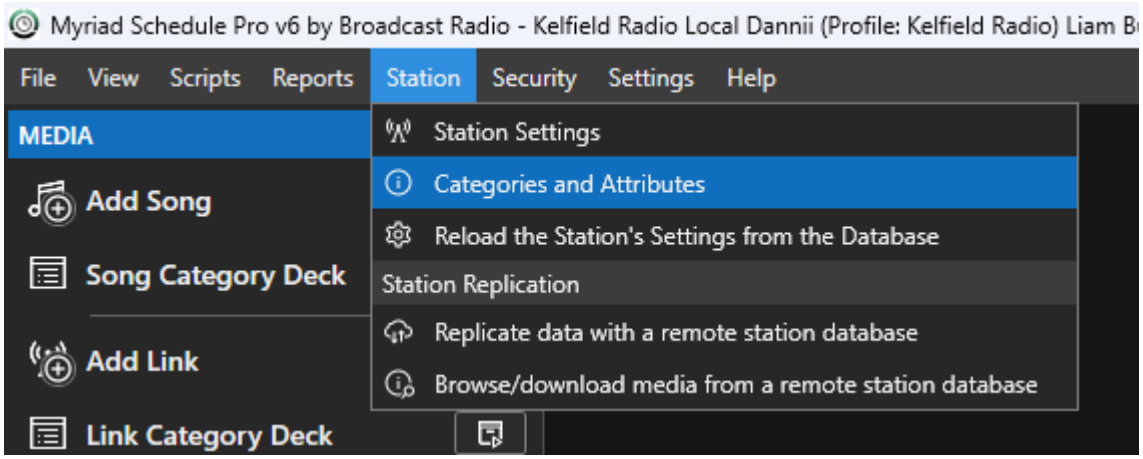
In Myriad Schedule, we are primarily concerned with Song, Link & Advert Categories as these are the primary way we will specify what content should be scheduled throughout the week.

Adding & editing Categories

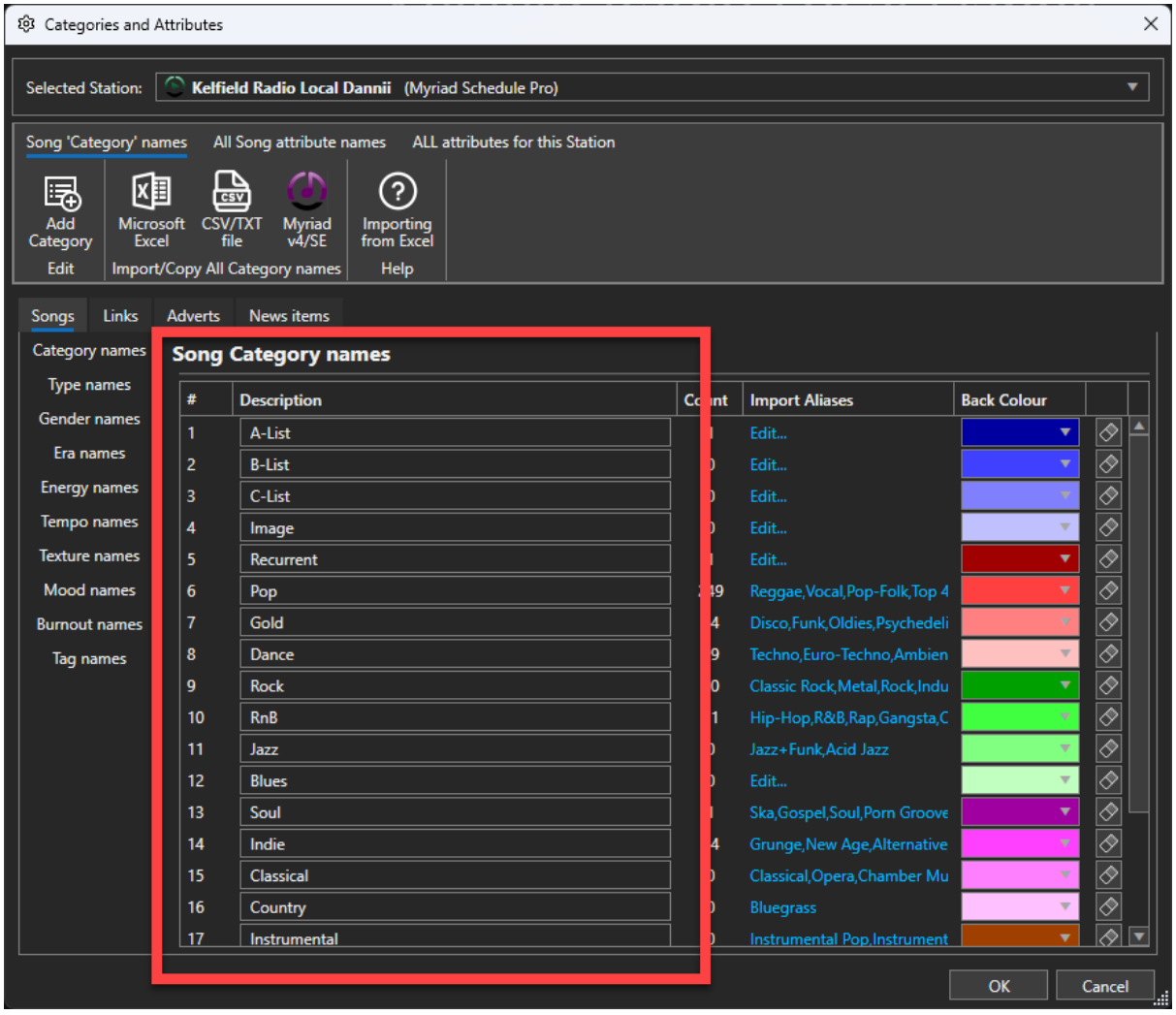
The same process is used for adding or editing Categories for Song, Links, Adverts or News.

Click on the **Station Menu > Categories & Attributes** option.

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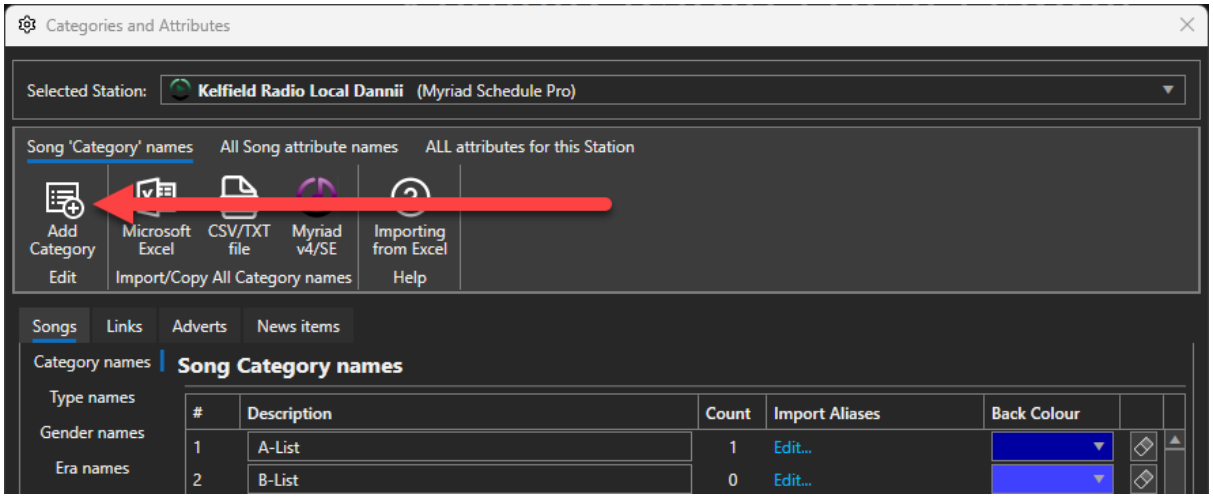
This will open the Category & Attributes window which can be used to edit the list of Categories for both Songs and Links etc.



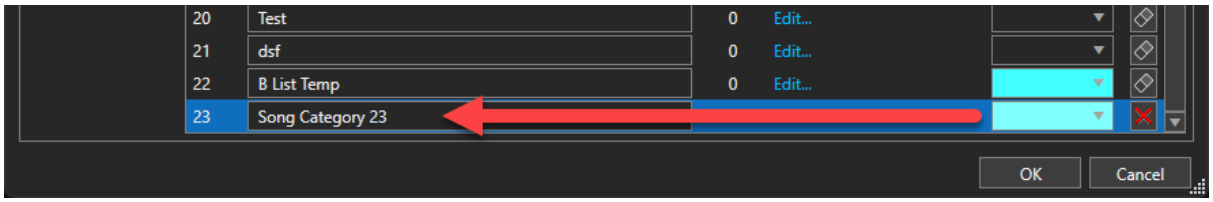
To add a new Category, make sure you are on the correct tab (Songs, Links, Adverts etc) and then click on the **Add A Category** button.

The New Category is added to the bottom of the list.

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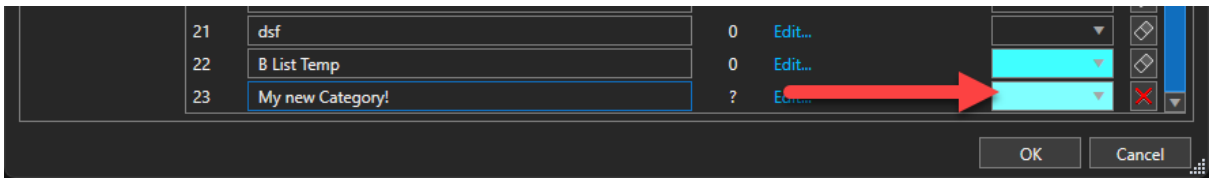
The new Category will be added to the bottom of the list.



You can click on the new Category to **Change the name**.



You can also edit the Name of any existing Category as well as the default colour for that Category.

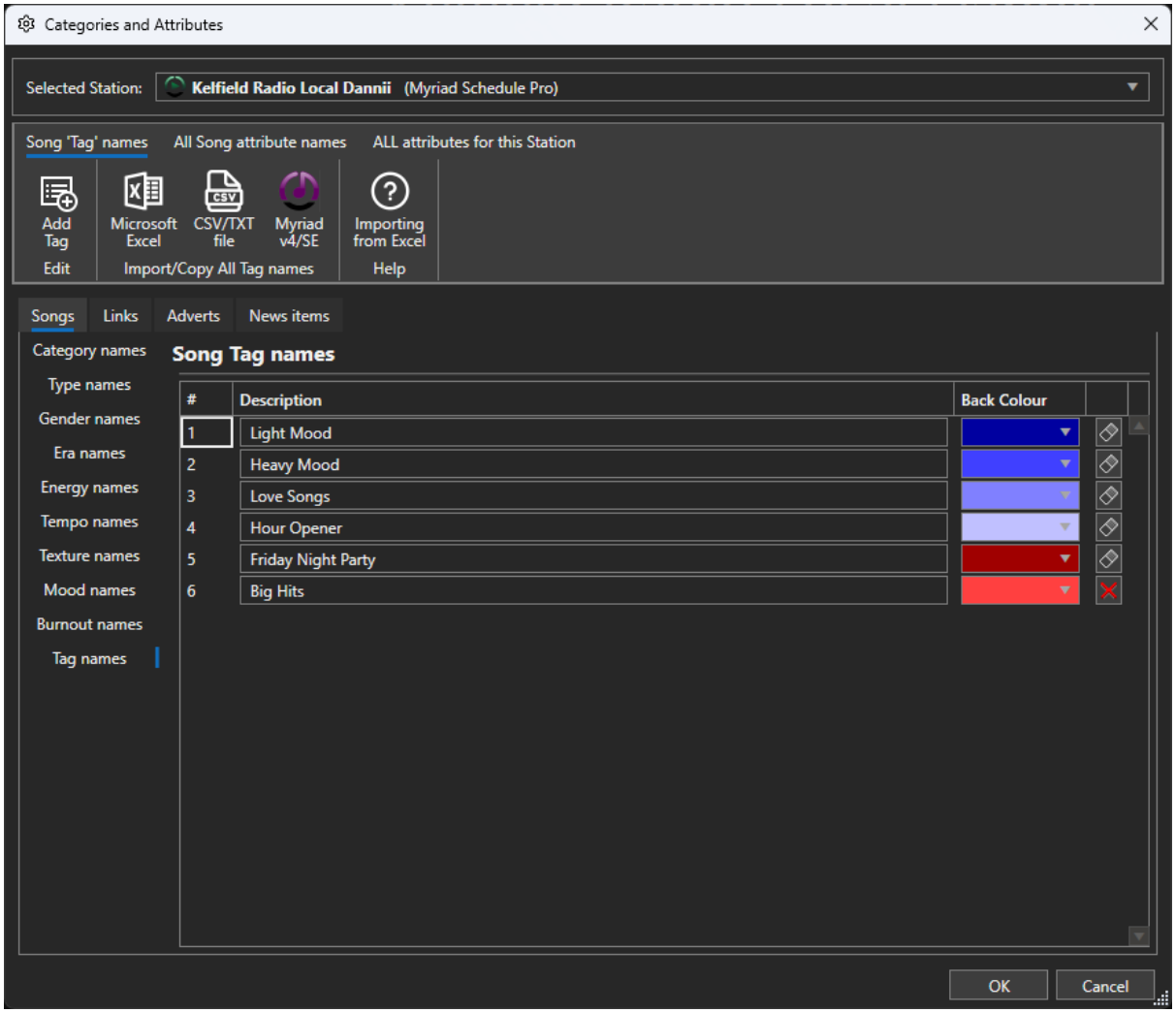


Tags

Tags should be considered as a secondary way of classifying content on your system. Whereas a Song can only exit in two Categories (Primary & Secondary), it can have as many Tags applied to it as you wish.

Tags are directly equivalent to Styles in AutoTrack and in fact the Styles can be imported as Tags but unlike AutoTrack, the number of Tags you can add is unlimited.

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In the example above there are six Tags setup. This means that a Song can have anything from none to all four of these Tags applied.

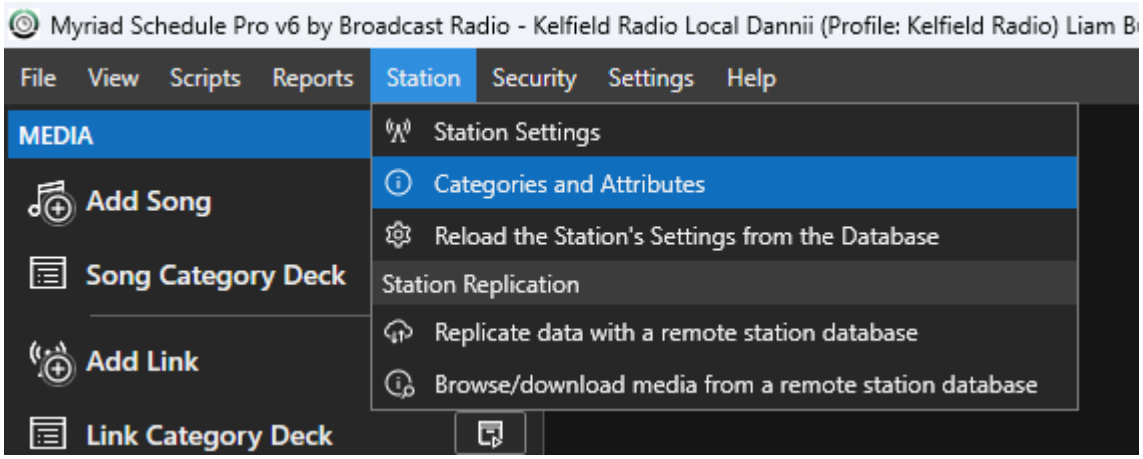
In the Clock you can then specify Songs must have Tags (or must not have Tags if you have Myriad Schedule Pro) to allow you to control the scheduling of content more precisely.

Adding & editing Tags

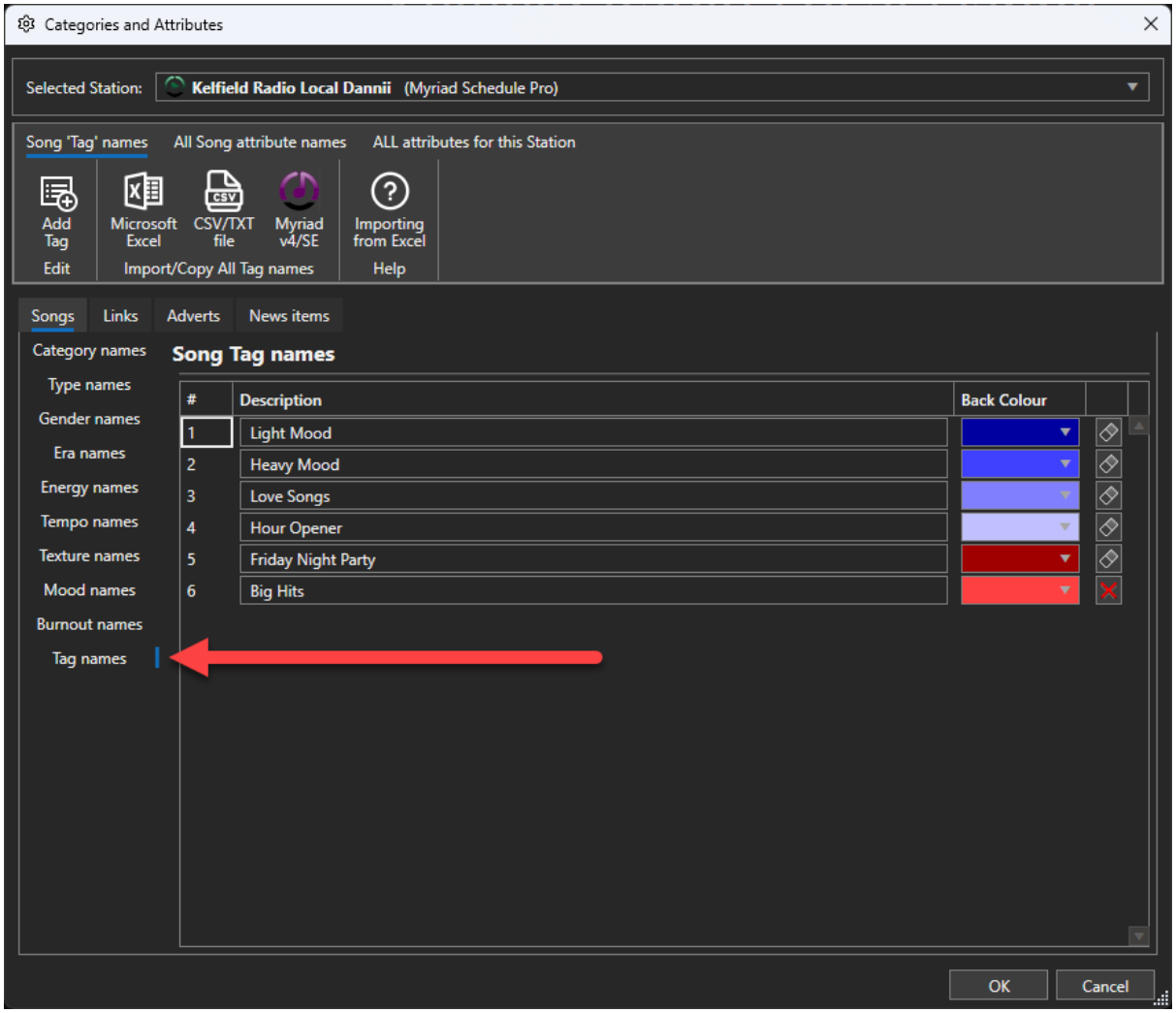
The same process is used for adding or editing Tags for Songs and Links.

Click on the **Station Menu > Categories & Attributes** option.

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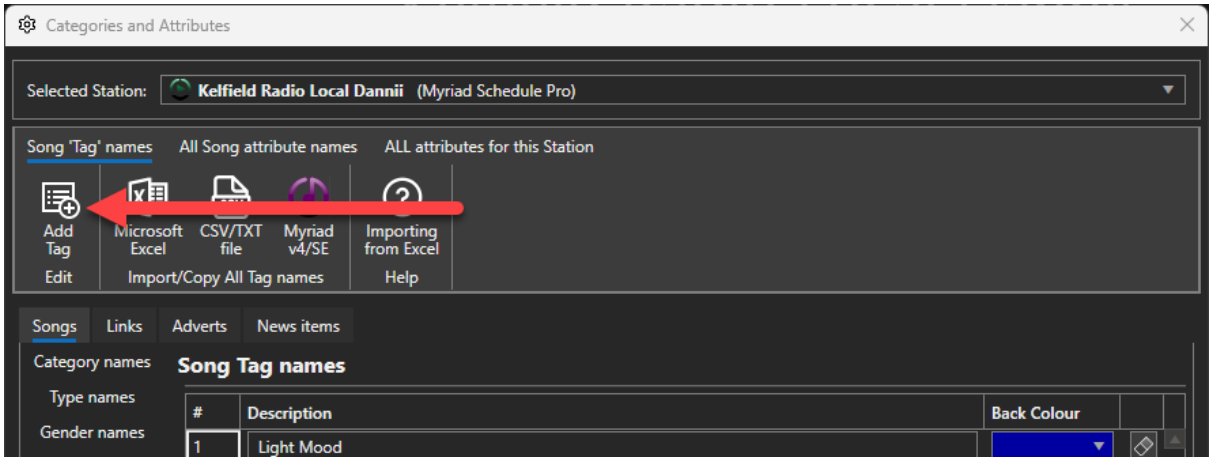


This will open the Category & Attributes window which can be used to edit the list of Tags for both Songs and Links. Click on the **Tag Names** option on the left hand side.

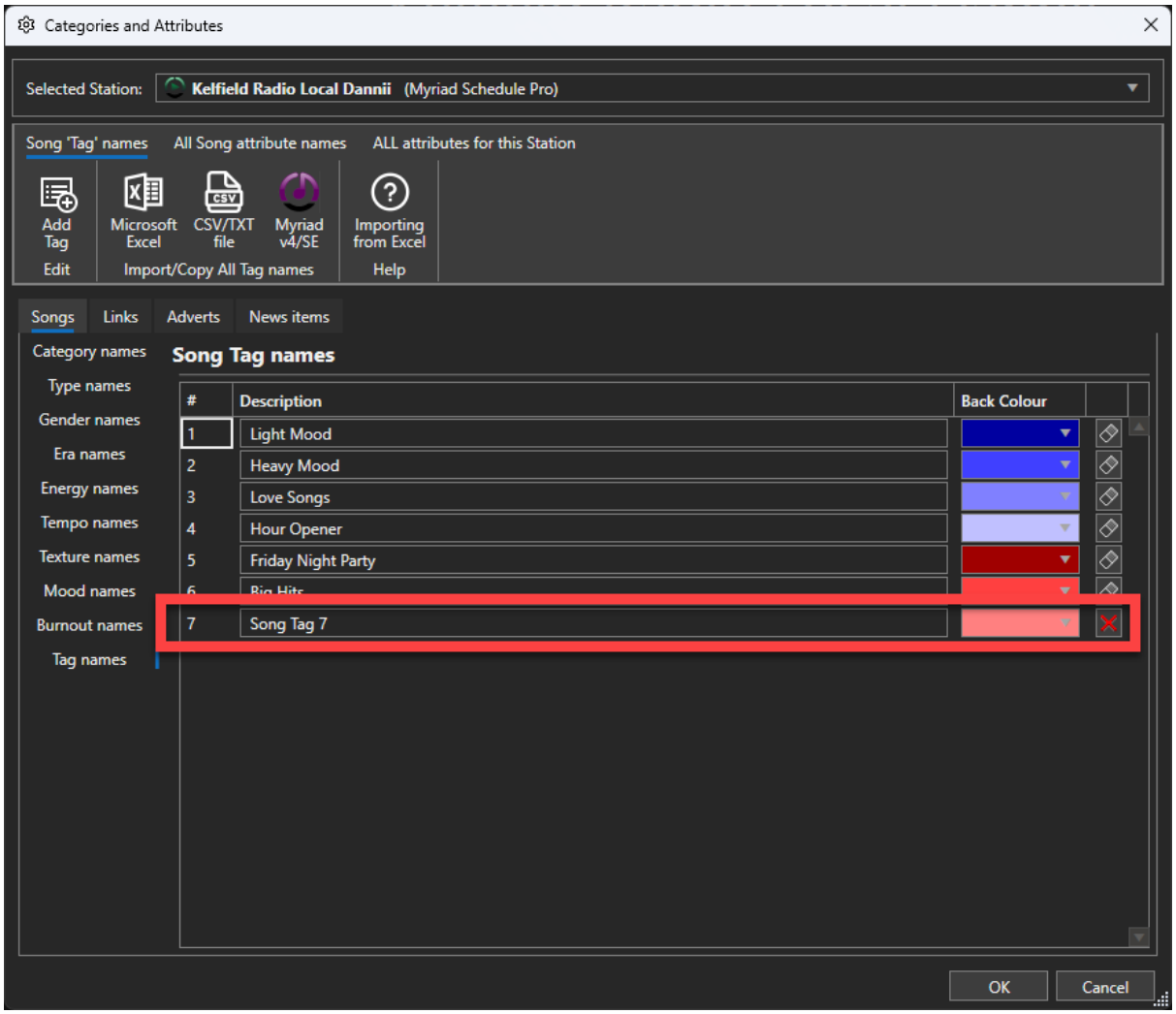


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To add a new Tag, make sure you are on the correct tab (Songs, Links) and then click on the **Add A Tag** button.



The New Tag is added to the bottom of the list, change the name and click on OK.



You can also edit the Name of any existing Tag as well as the default colour for that Tag.

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Types (Myriad Schedule Pro only)

Types provide a second level of categorisation that can be combined with Categories to provide greater granularity to your content classification.

Imagine if your top level Categories are:

- A-List
- B-List
- Recurrent
- Image
- Classic

The you may set Types to be:

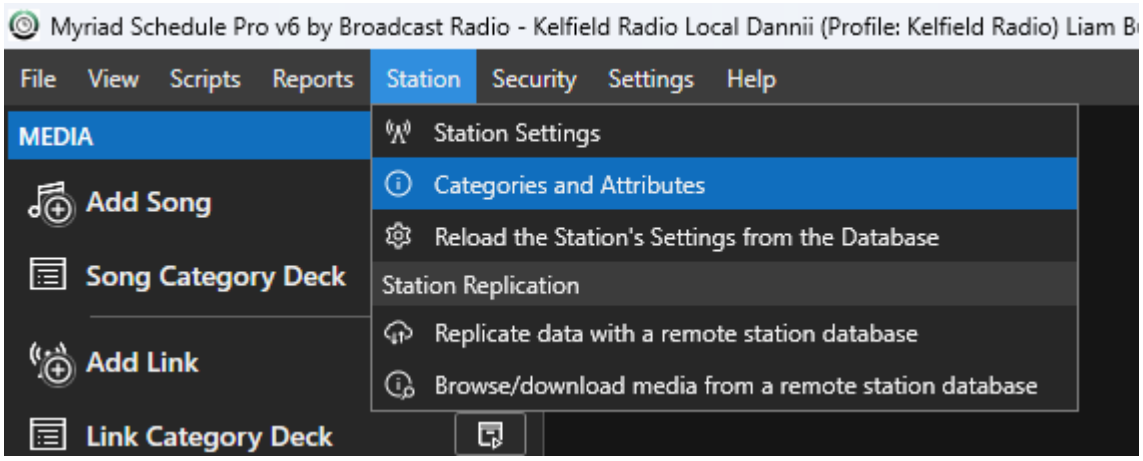
- Pop
- Dance
- Rock
- Indie

This would allow you classify Songs as B-List > Pop etc

Adding & editing Types

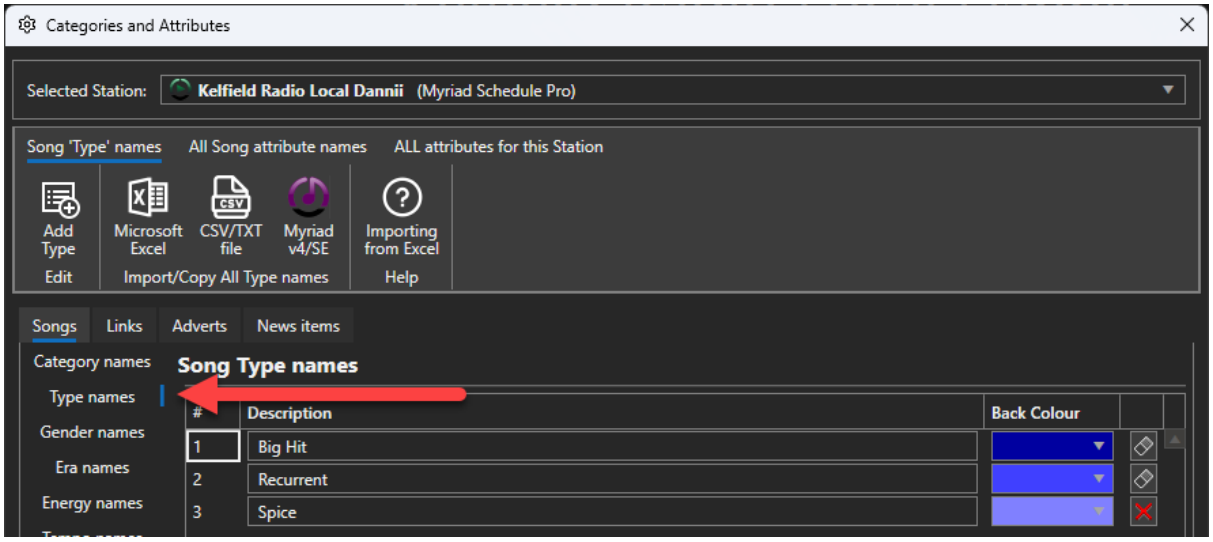
The same process is used for adding or editing Types for Songs and Links.

Click on the **Station Menu > Categories & Attributes** option.

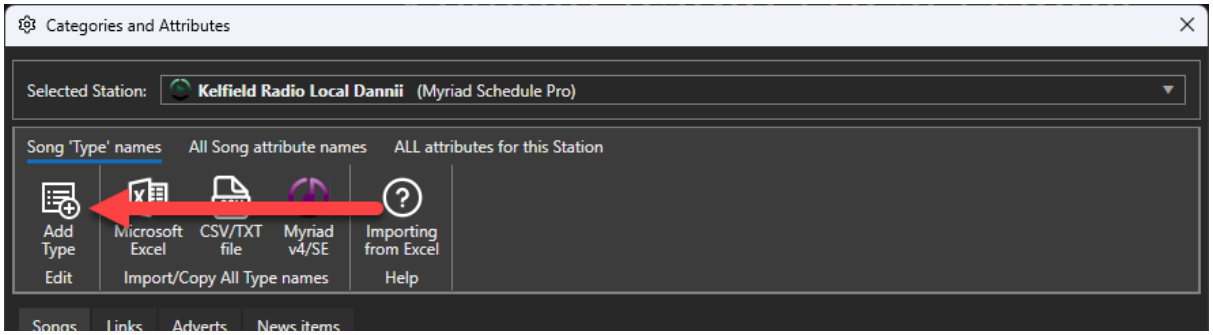


This will open the Category & Attributes window which can be used to edit the list of Types for both Songs and Links. Click on the **Type Names** option on the left hand side.

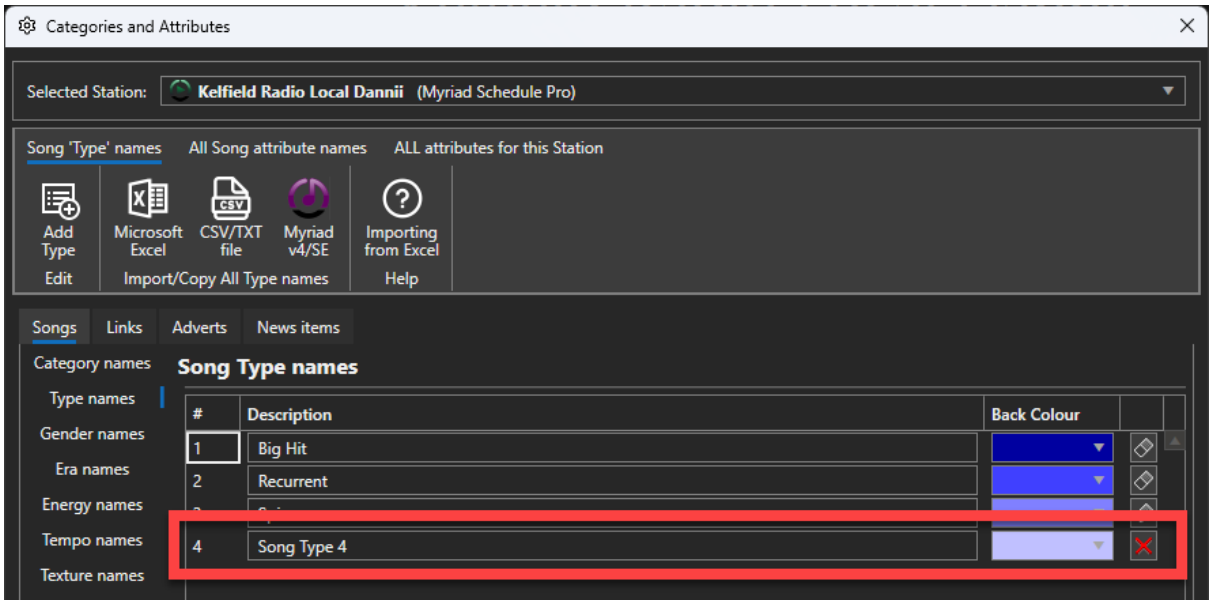
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To add a new Type, make sure you are on the correct tab (Songs, Links) and then click on the **Add A Type** button.



The New Type is added to the bottom of the list, change the name and click on OK.

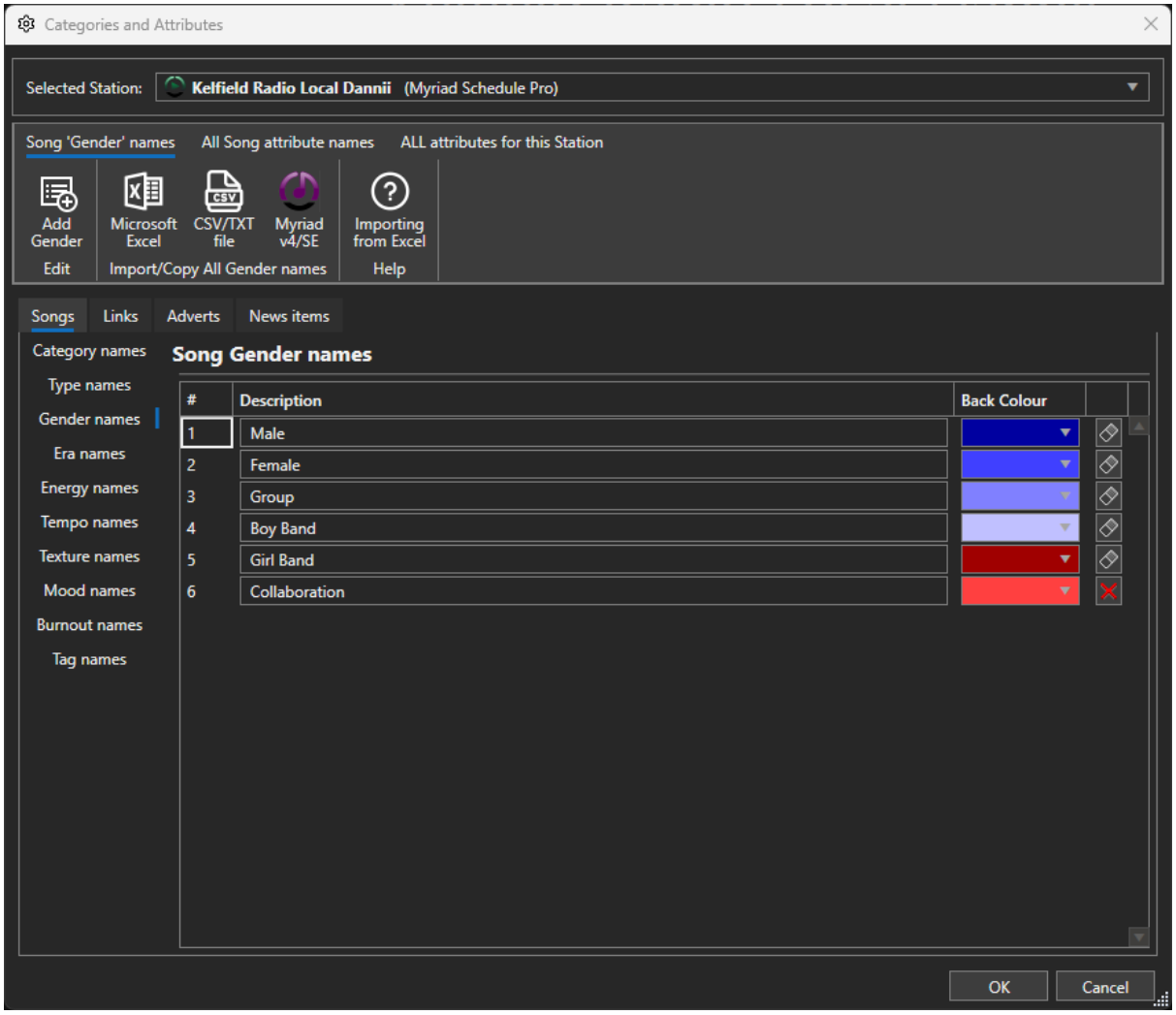


You can also edit the Name of any existing Type as well as the default colour for that Type.

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Genders (Myriad Schedule Pro only)

Like Types, Genders allow you to add a different sub-layer of classification to allow you to control content scheduling by Gender. Many stations use Gender to describe far more than Male / Female.



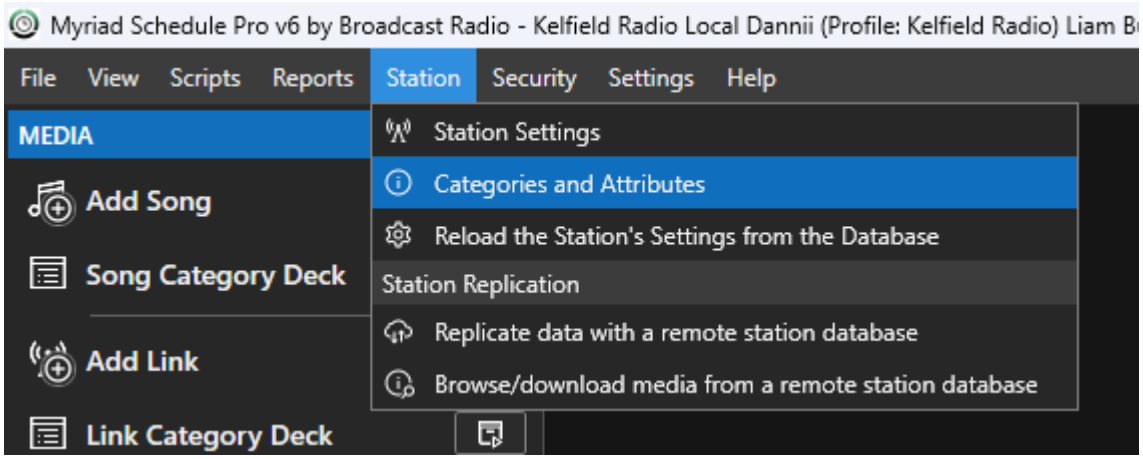
In the example above we are using Gender to describe not only sex but also the format of the band.

Adding & editing Genders

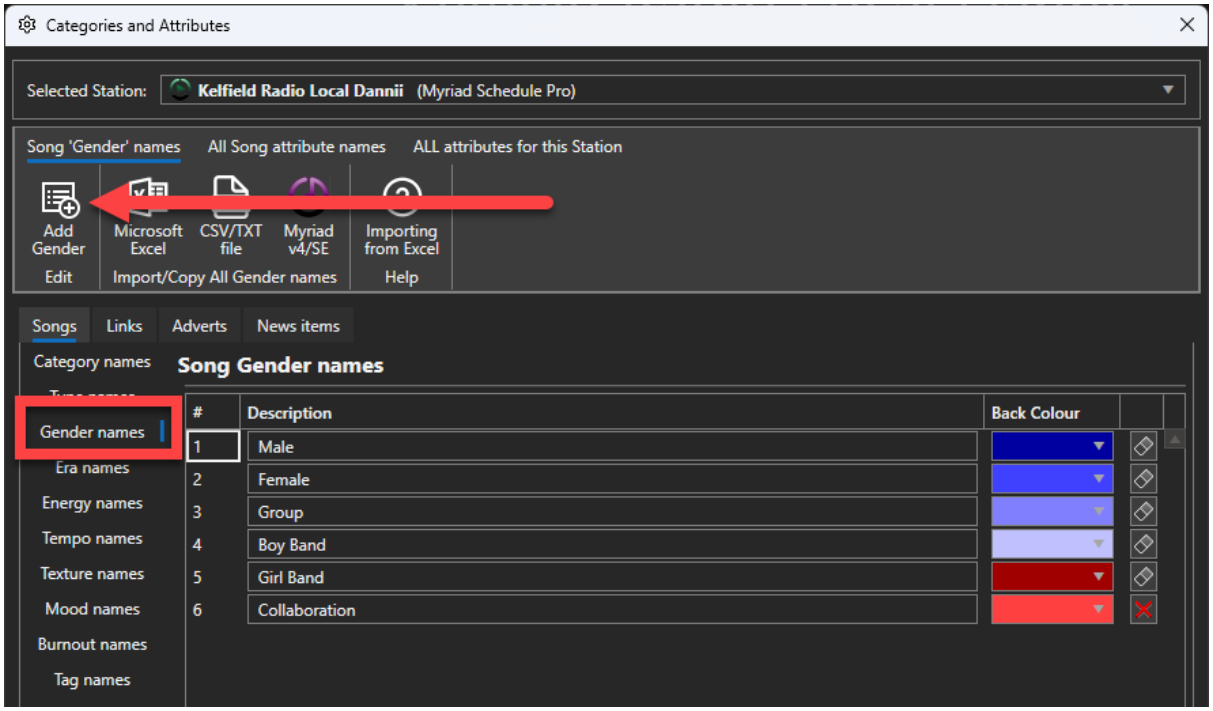
The same process is used for adding or editing Genders for Songs and Links.

Click on the **Station Menu > Categories & Attributes** option.

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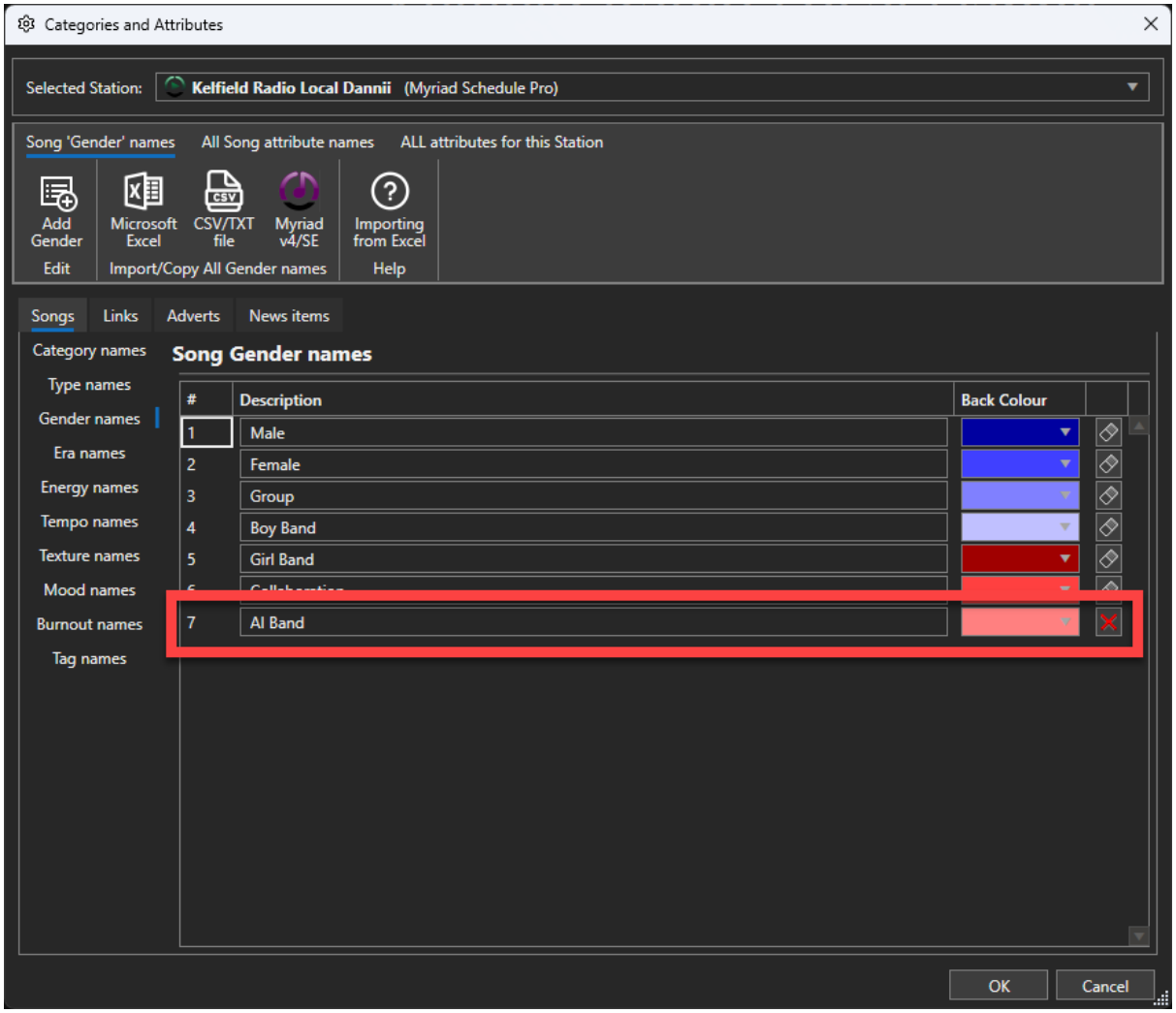
This will open the Category & Attributes window which can be used to edit the list of Genders for both Songs and Links. Click on the **Gender Names** option on the left hand side.



To add a new Gender, make sure you are on the correct tab (Songs, Links) and then click on the **Add A Gender** button.

The New Gender is added to the bottom of the list, change the name and click on OK.

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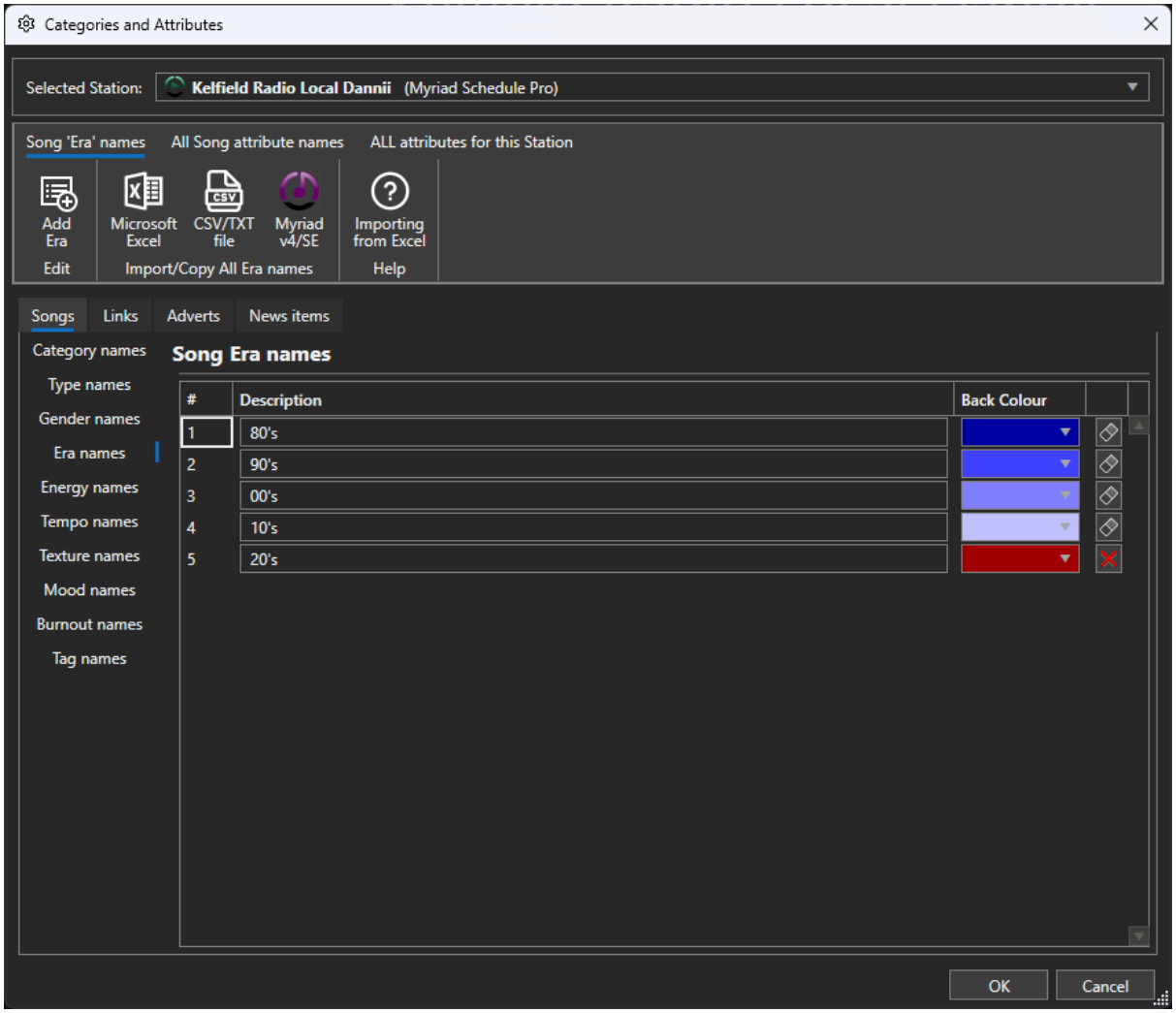


You can also edit the Name of any existing Gender as well as the default colour for that Gender.

Eras (Myriad Schedule Pro only)

Finally, Eras can be configured to allow you to classify music by broad time periods. The most common use for Eras is to classify content by decade to allow you to control content.

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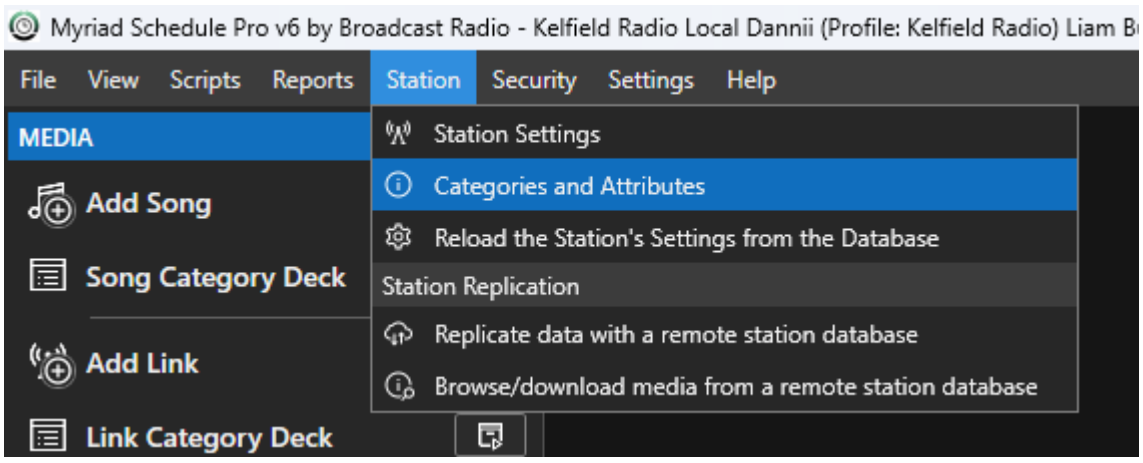


In the example above, the Eras have been set to the previous four decades to make it possible to build a Clock that plays a mixture of Categories but all from the 90's Era!

Adding & editing Eras

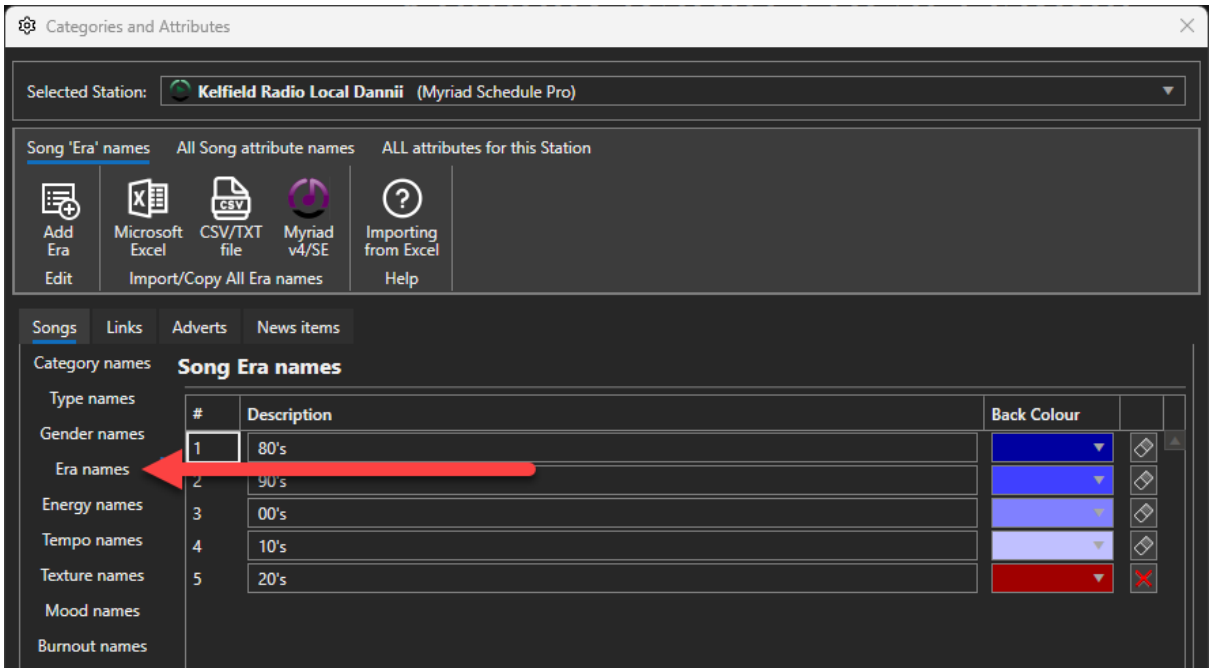
The same process is used for adding or editing Eras for Songs and Links.

Click on the **Station Menu > Categories & Attributes** option.

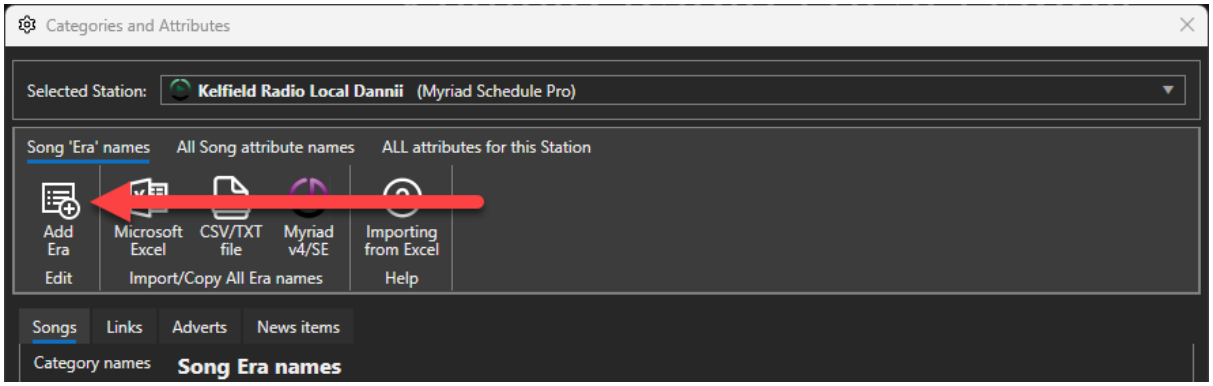


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This will open the Category & Attributes window which can be used to edit the list of Eras for both Songs and Links. Click on the **Era Names** option on the left hand side.

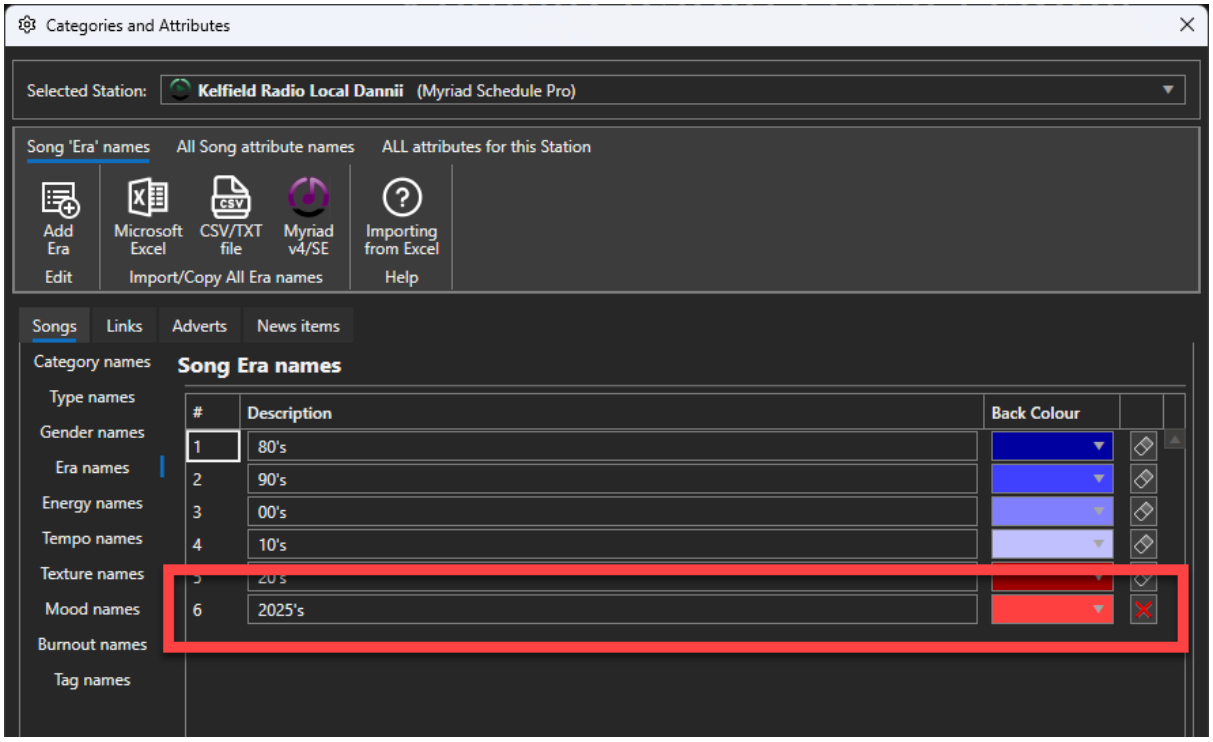


To add a new Era, make sure you are on the correct tab (Songs, Links) and then click on the **Add A Era** button.



The New Era is added to the bottom of the list, change the name and click on OK.

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You can also edit the Name of any existing Era as well as the default colour for that Era.

Advert Collision Tags

Whilst the same Category and Attribute options generally apply to Songs, Links and Adverts, the way Tags are used in Adverts is slightly different.

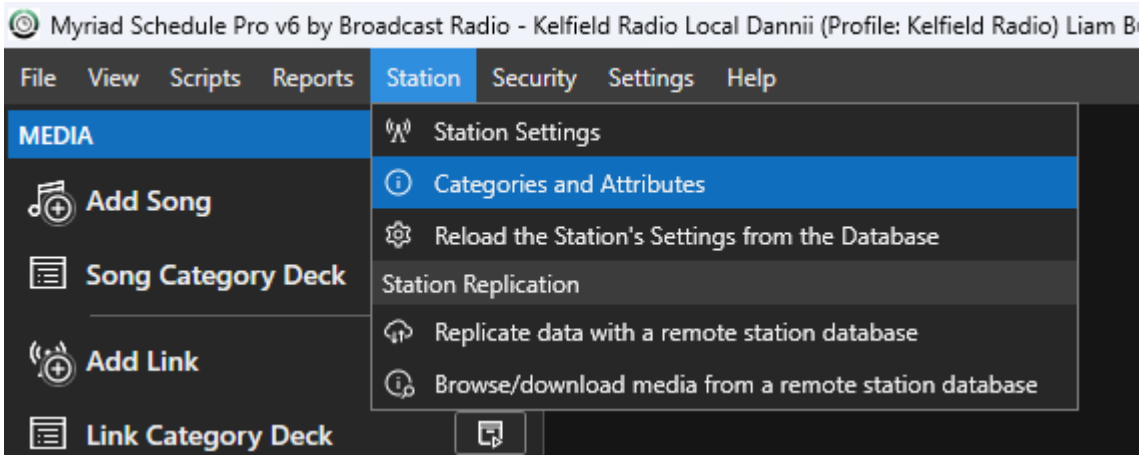
The Tags attribute for Adverts is used to create **Collision Tags** which the system will use to separate adverts that are advertising similar products.

Let's say you run adverts for both Pepsi and Fanta. Neither advertising would be happy if you played their advert right next to a competitor so you could create a **Collision Tag** called Fizzy Drinks (for example) and apply that Collision Tag to both Adverts. Myriad Schedule will then know they are for similar products and will try and place the adverts in different advert breaks or at least away from each other in the same advert break.

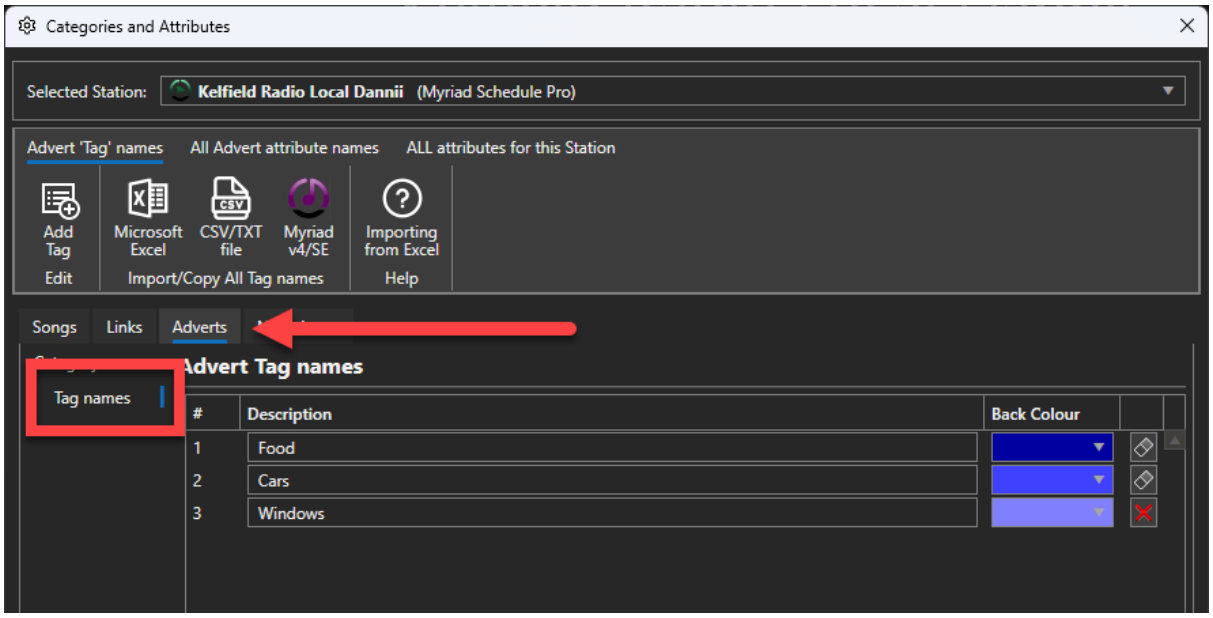
Adding Advert Collision Tags

Click on the **Station Menu > Categories & Attributes** option.

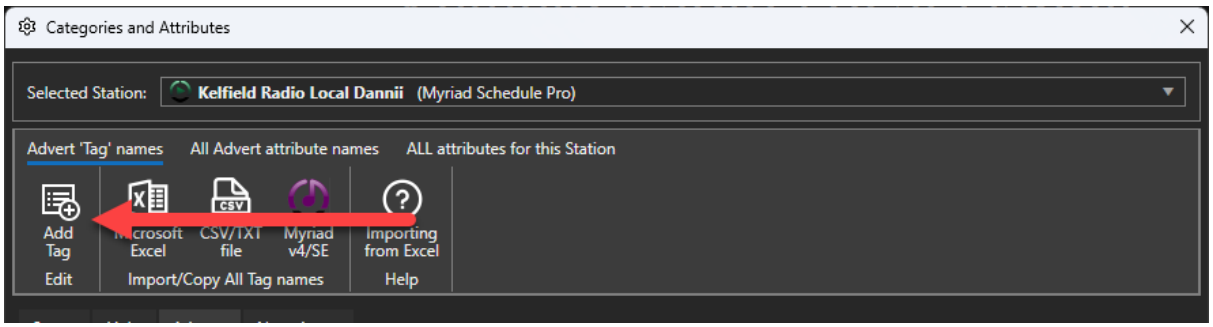
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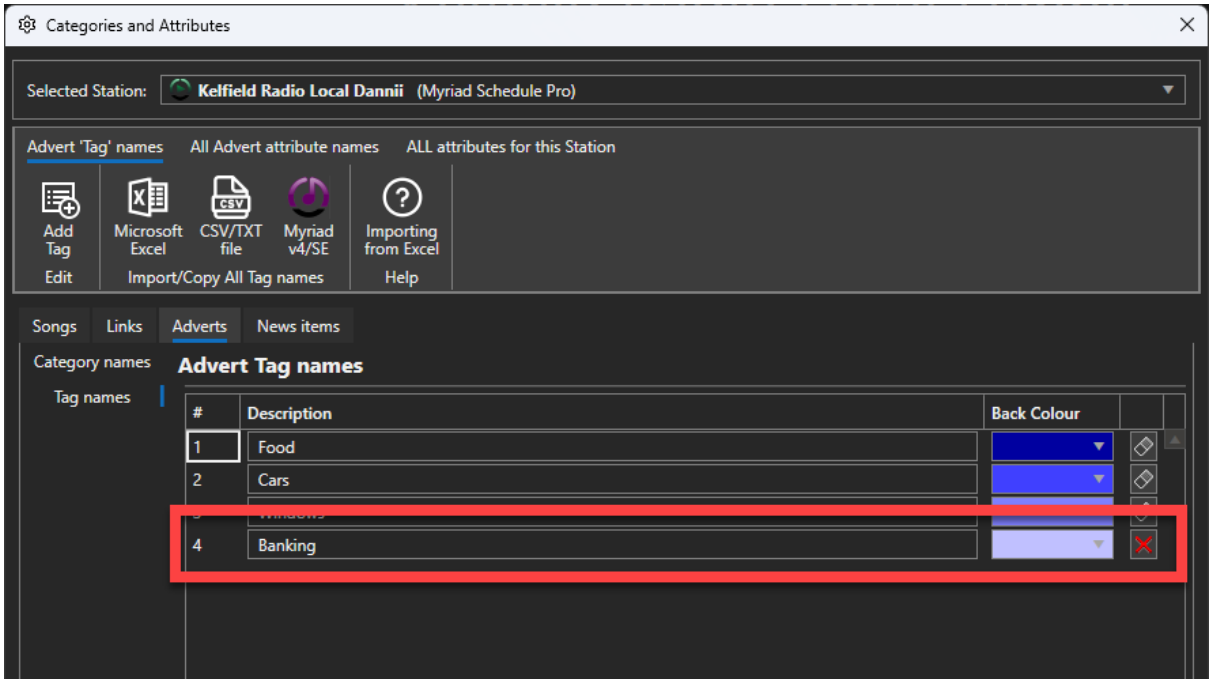
This will open the Categories and Attributes window.



Click on the **Adverts Tab** then select the **Tag Names** option on the left-hand side. Here you can see the Advert Collision Tags you have setup on your system. To add a new one, click on the **Add A New Tag** button in the bottom right. You can also edit existing Collision Tags by clicking on them to rename them or change the background colour for them.



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You can remove Collision tags but only if they are not assigned to any Adverts.

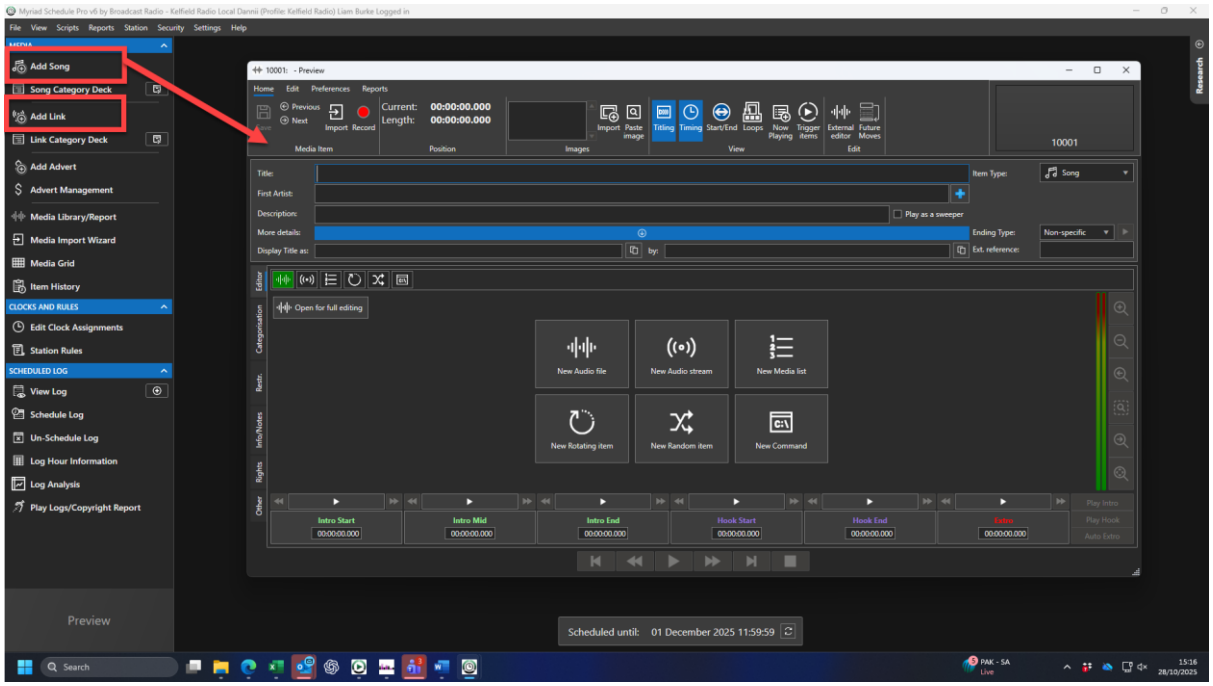
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Adding Songs & Links

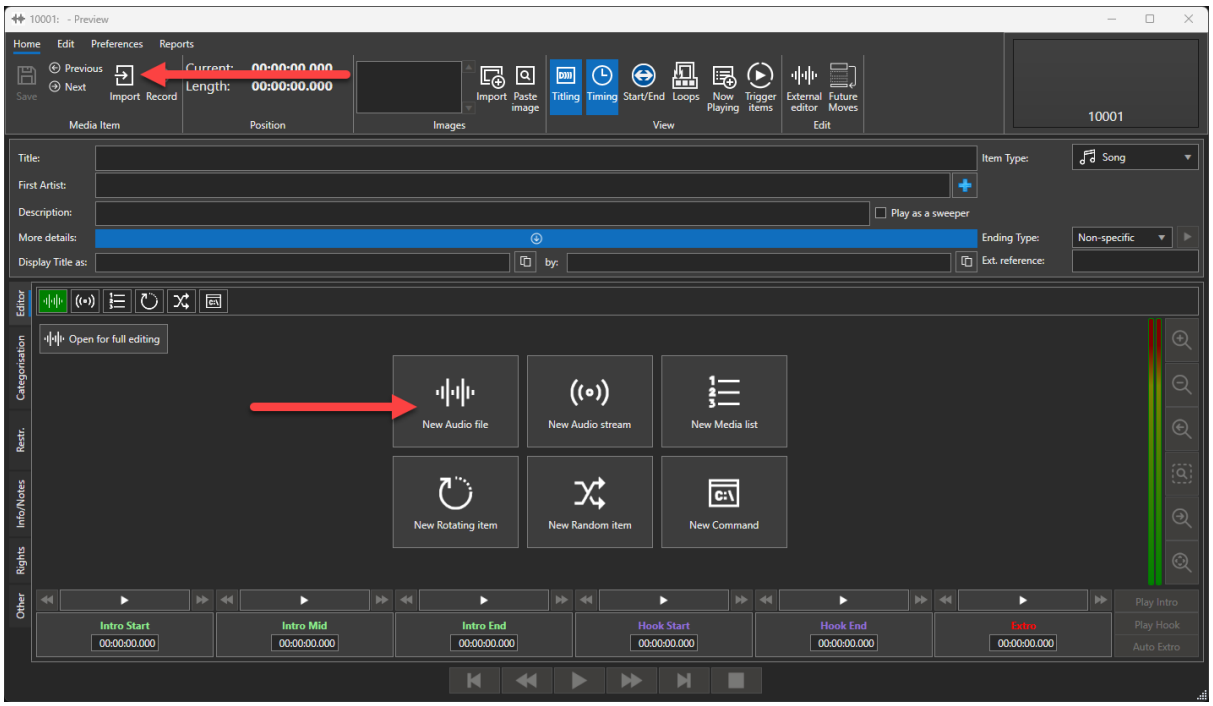
In this section we will look at setting up Songs and Links to be used by Myriad Schedule.

Adding New Songs & Links

To add a new Advert, click on the **Add Song or Add Link options** on the left-hand menu, this will open an empty Media Item Edit Window using the next available Media ID in your Song or Link Range.



You can import the audio by clicking on the **Import button** on the **Home Tab** or clicking on the **New Audio File** in the Editor window.



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There are many other methods for importing audio content into the MediaWall which are covered in detail in the main Myriad Playout documentation.

Other standard attributes you will need to add include:

- Title
- Artist or Artists
- Extro
- Item Type – To Song or Link

Setting these is covered in the main Myriad Playout documentation.

Using Media Ranges to assign Item Types (Songs, Links, Adverts etc)

In order to be used by Myriad Schedule, a Media Item needs to have some basic **Media Type** and **Category** information in order to allow the system to select the correct content. There are several Media Item Types available in Myriad Playout but Myriad Schedule is only interested in the following types:

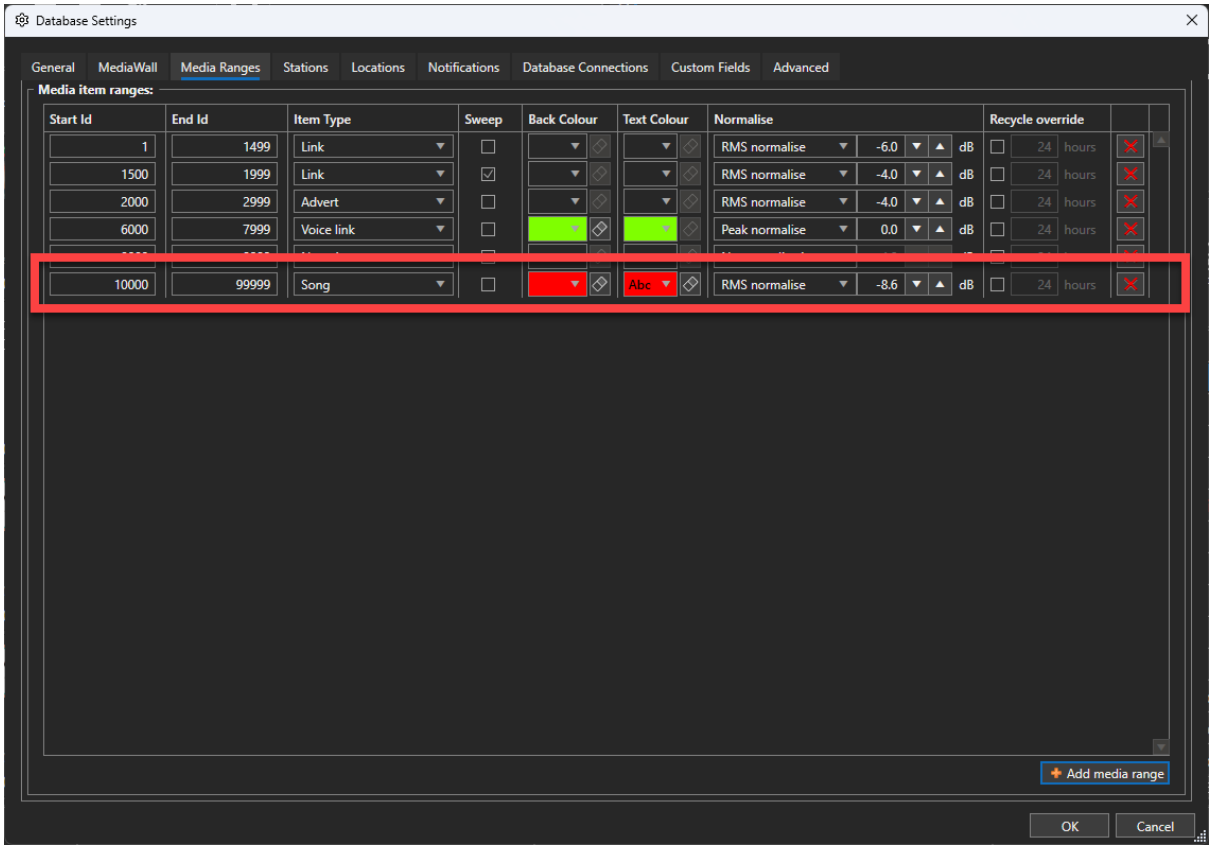
- Songs
- Links
- Adverts

So, any Media Item on the MediaWall that you want Myriad Schedule to use when scheduling will need to be one of these Media Item Types.

Remember that you can still include any Media Item on the MediaWall in your clocks by adding a specific Media Item Number to your Clocks. But only Songs & Links can be scheduled by Category.

When you setup your Myriad Playout system, you should have defined some Media Ranges (**Settings Menu > Database Settings > Database Settings > Media Ranges Tab**) which set default Media Item Types for all content added to those areas.

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In the example above, the content in the range 10,000 to 99,999 is defined as being Songs which means the default Media Item Type for any content added to this area will be automatically set to Song.

This is great as it means that dragging a list of WAV files into this area will automatically classify them as Song leaving only the Song Category to be set.

Manually assigning Item Types

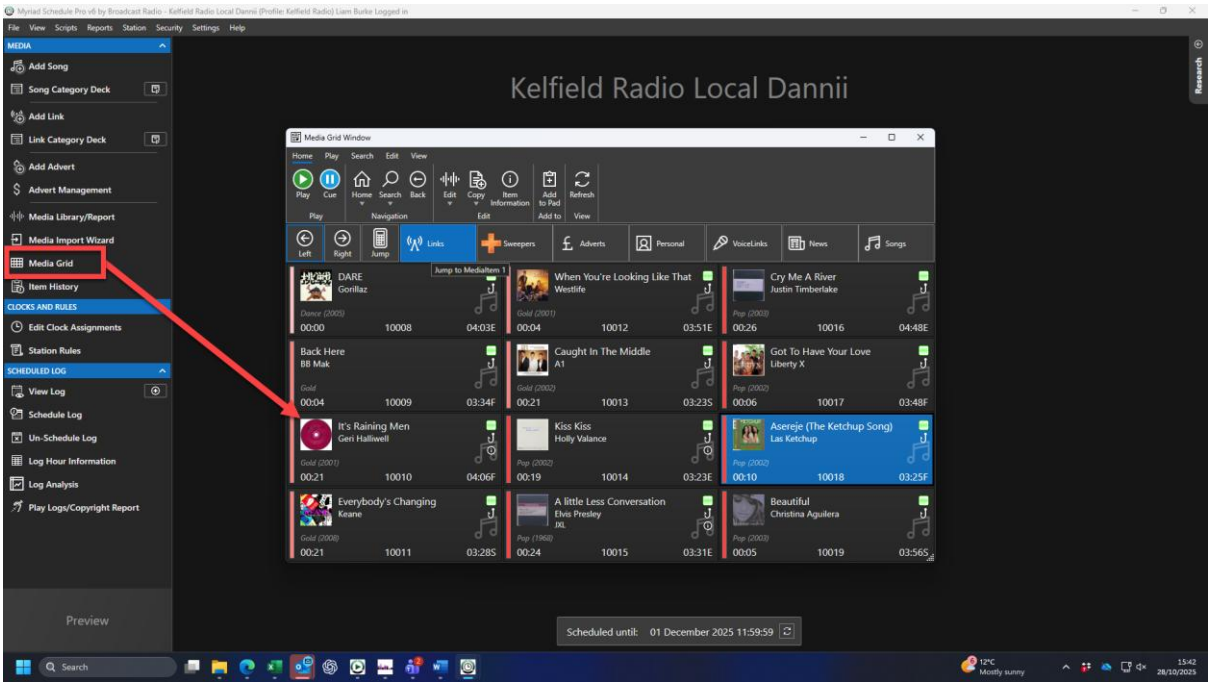
The problem is that there are certain circumstances where the default Type for a range will be overridden. These include:

- Items copied or moved from other areas of the MediaWall
- Transport Files or other types of files that contain meta data which includes Type information.
- Items that have been manually changed to have a different Item Type.

So, there are times where you may need to manually adjust the Media Item Type. Here are the steps you need to change a Media Item Type.

1. In Myriad Schedule, click on the **Media Grid** option in the left-hand tab.

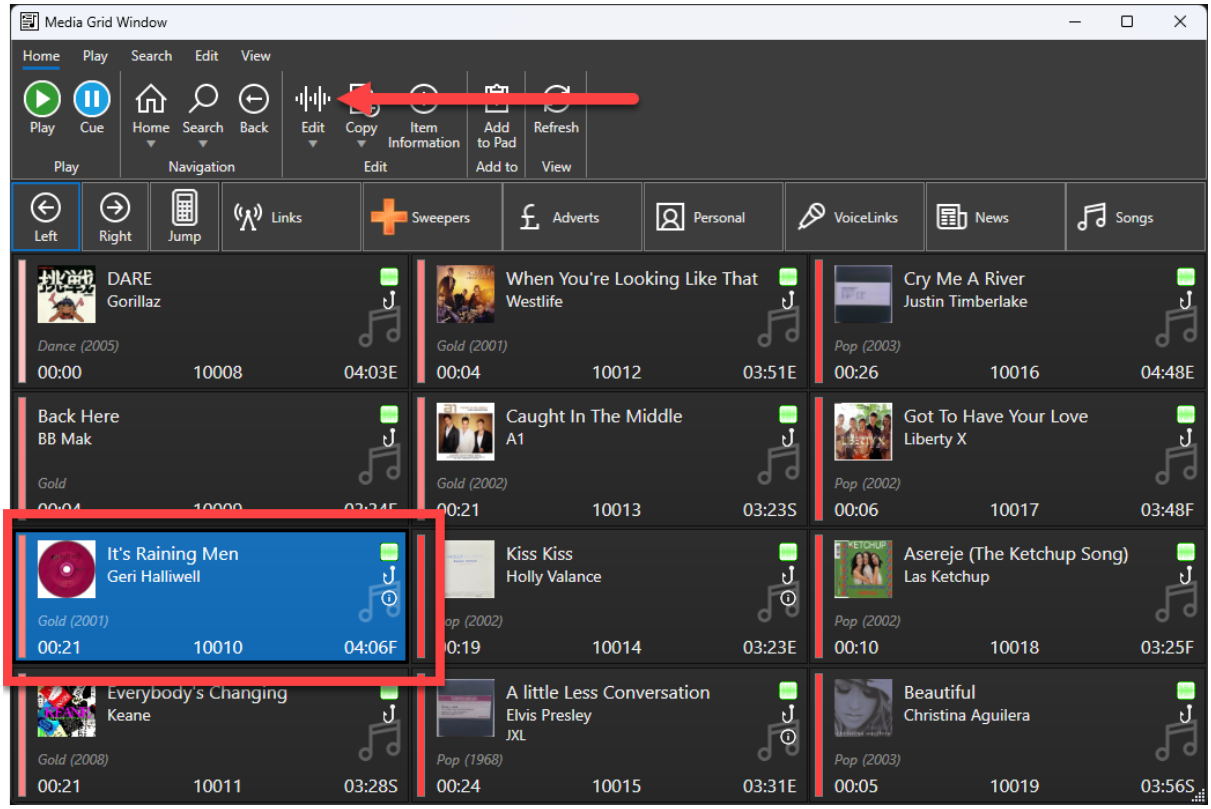
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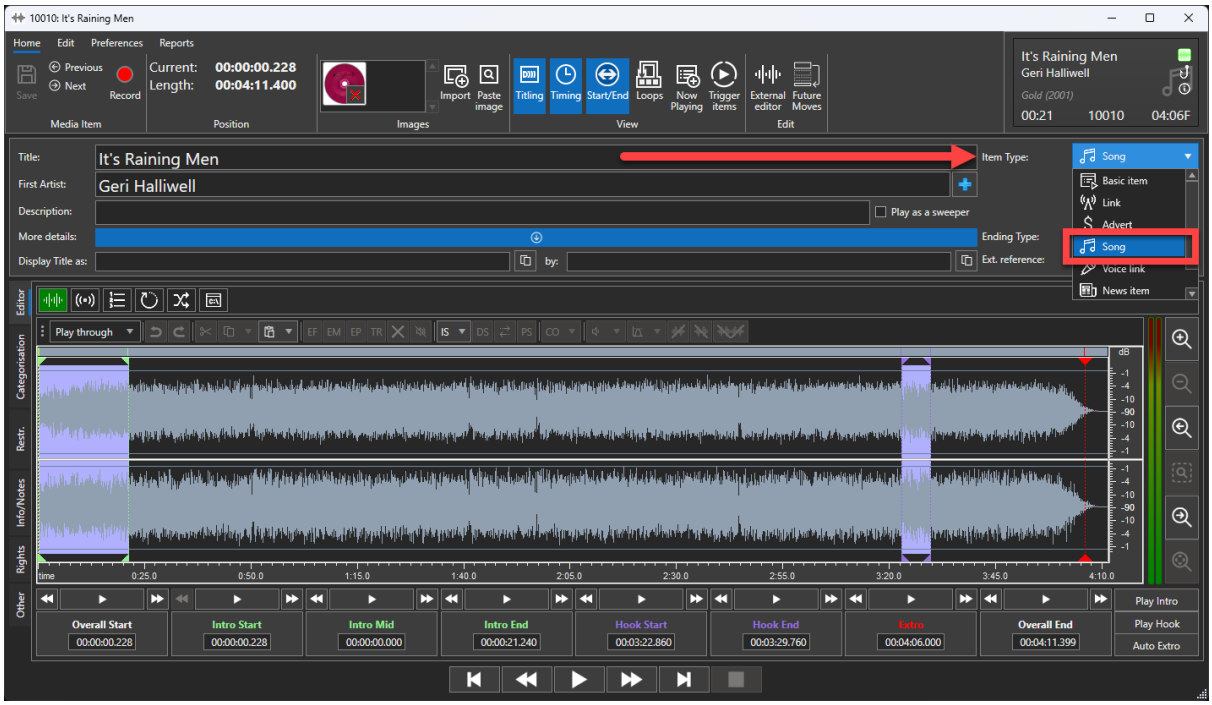
Obviously if you are in Myriad Playout then just go to the MediaWall.

2. Highlight the Media Item you want to work with.
3. Click on the **Edit** button on the MediaWall **Home Tab**. You can also use the **Edit** option on the right-click menu if you prefer. Either option will open the Edit Window for the selected Media Item. You can also right-click on a Media Item and choose Edit from the right-click menu.

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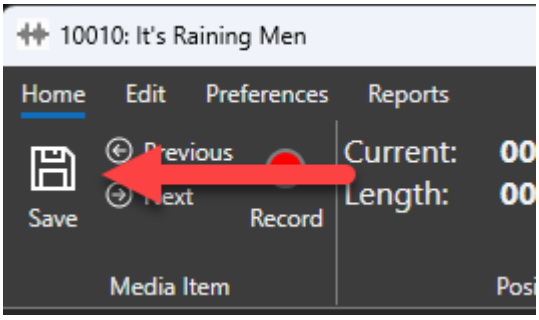


4. Use the **Item Type** drop down option to the right of the Edit Window to select the Item Type you want to use.



5. Once you have selected the correct Item Type, click on the **Save Button** then close the Window. But before you close the Media Item, it would be worth reviewing the Category section below.

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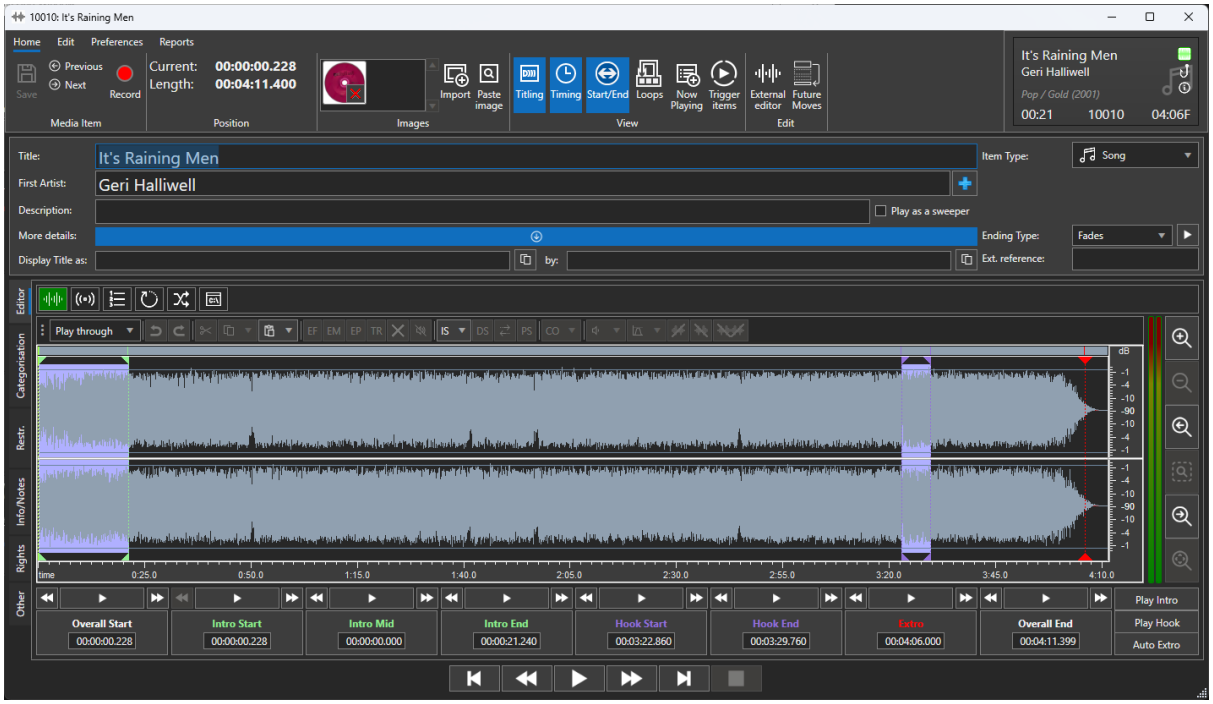


Remember you can set the Item Type on any Media Item regardless of what range it is in. Also keep in mind that Myriad Schedule is usually only concerned with Song and Link Item Types.

The Editor Tab

The Editor tab is used to edit the content for a Media Item. For standard audio items on the MediaWall, the Editor tab provides access to basic audio editing tools as well as the ability to add time marker and metadata within a single audio item

For other types of Media Item (Command, Stream, Rotation, List, Random etc), the appropriate options are displayed in the Editor tab to allow you to setup and review these Media Items.



Editing Audio

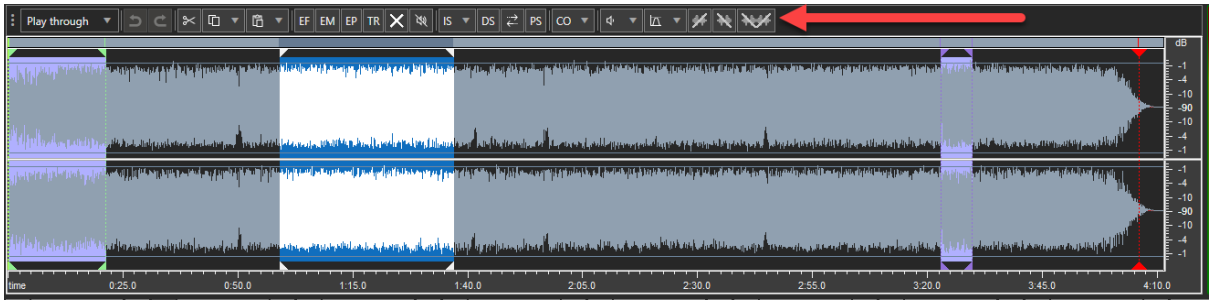
The audio editor built into Myriad Playout / Schedule, allows for some basic audio editing workflows including:

- Cut / Copy / Paste / Paste Mix selection.
- Export selection as audio file.
- Export selection to another Media Item.
- Export selection to Pad.
- Trim to selection.
- Delete section.

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- Clear selection leaving silence.
- Insert silence.
- Insert white noise.
- Remove silences from selection.
- Reverse selection.
- Pitch shift selection.
- Apply effects to selection (Expand/Gate, Telephone Filter, Echo/Delay, Chorus, Flange)
- Amplify selection.
- Apply vibrato to selection.
- Normalise selection (Peak or RMS).
- Fade into selection.
- Fade out of selection.
- Duck audio in selection.

These options are available from the tool bar above the audio waveform. Please note that many of these options require a section of the audio to be selected before they are enabled. Hover over the buttons to see function.

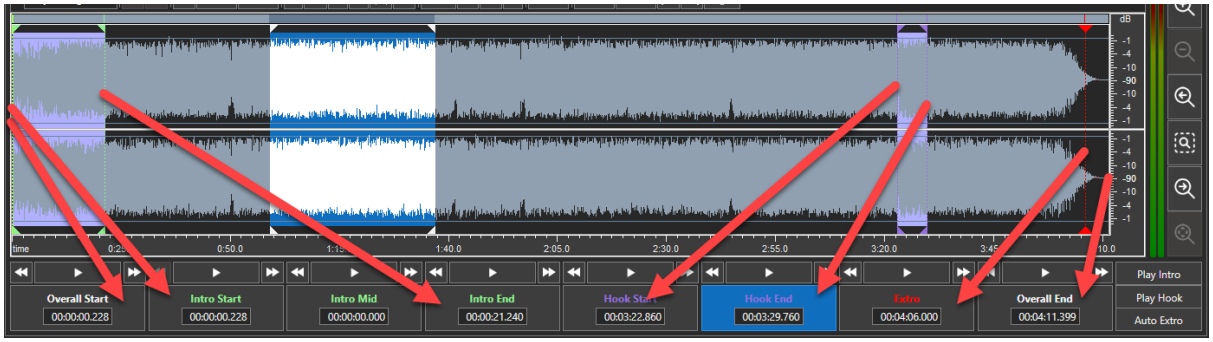


Adding Timing Markers (Intro, Extro Hook etc)

The Editor tab also allows you to set, review and edit key timing markers including:

- Overall Start (optional) – Point in file Myriad will play from (ie after any silence at the beginning).
- Intro Start – Start of the period at the beginning of a Song, suitable for the presenter to talk over. Usually the same as Overall Start.
- Intro Mid – Adds a visual marker to the Intro countdown when played in a Media Player. Sometimes used to offer an alternative point to talk ‘up to’.
- Intro End – The point where the vocals start on the Song (usually) and indicates when presenters should talk ‘up to’ or where Sweepers should be back timed to.
- Hook Start – Marks the start of the most recognisable section in the Song.
- Hook End – Marks the end of the most recognisable section in the Song.
- Extro – Marks the effective end of the Song or Link. This is the time that Myriad will base back timing calculation on and also the point in the Media Item that the next scheduled item will start playing in automated segues (creating a cross fade between them).
- Overall End – Marks a point in the file, beyond which Myriad will ignore (ie trim silence from the end).

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Setting any of these markers is done in the same way.

1. Click on the **Play** button to start playback in the Editor window.
2. You can jump around in the audio by clicking in the waveform.
3. Click on the **Timing Marker** button at any point to set the time for that Marker.
4. If you want to review, click on the **Play Marker** button.
5. You can also review full timing events using the **Play Intro & Play Hook** buttons.
6. If you want to adjust the marker position by a small amount, use the **Nudge** buttons to add or remove a short time from the marker.
7. You can automatically set the **Extro** using **AutoExtro** button.



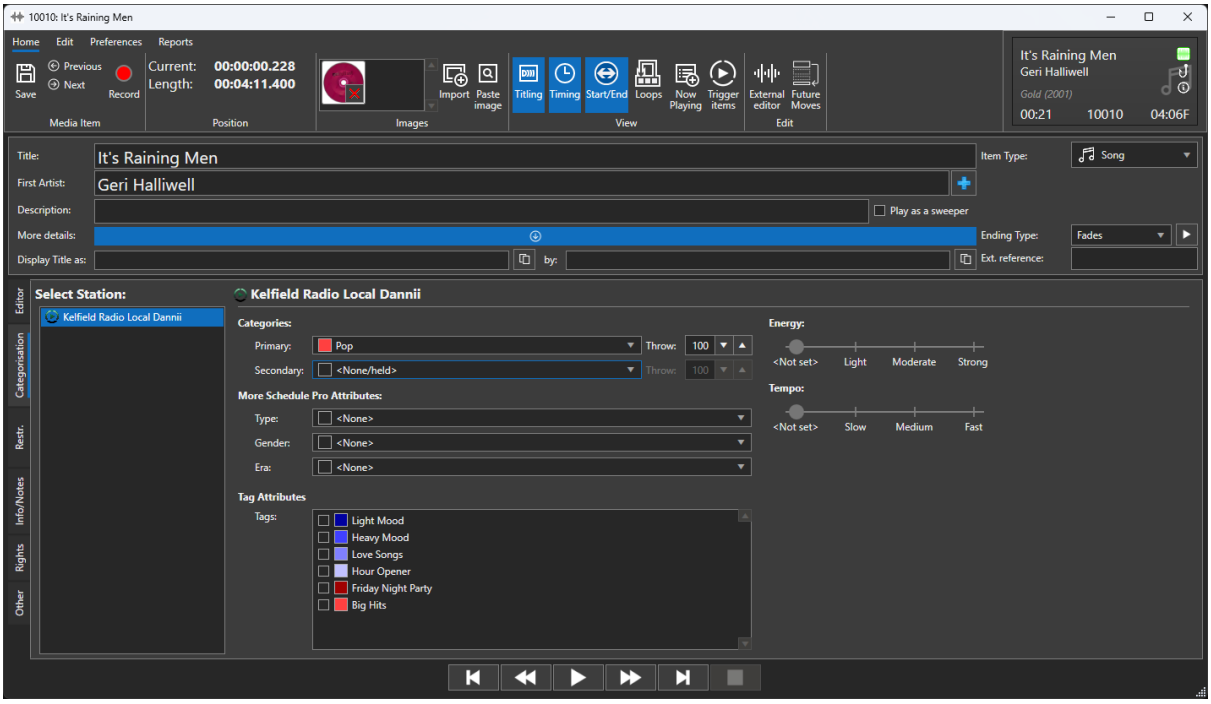
The Categories Tab

Setting the Media Item Type is only half the story as you also have to set a Category in order for Myriad Schedule to know when it should consider the item for scheduling (because the Clock says it needs an item of a specific Category).

Setting Primary Category

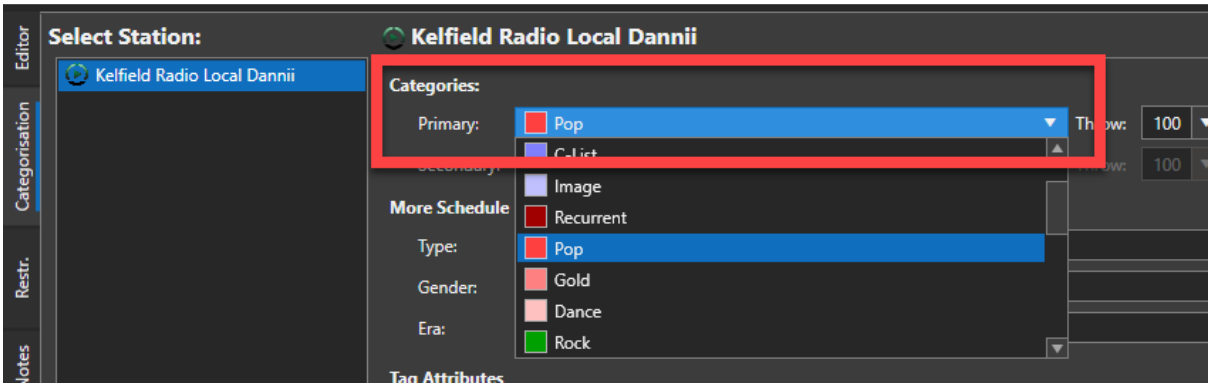
1. Highlight the Media Item you want to work with.
2. Click on the **Edit** button on the MediaWall **Home Tab**. You can also use the Edit option on the right-click menu if you prefer. Either option will open the Edit Window for the selected Media Item.
3. Click on the **Categorisation** tab.

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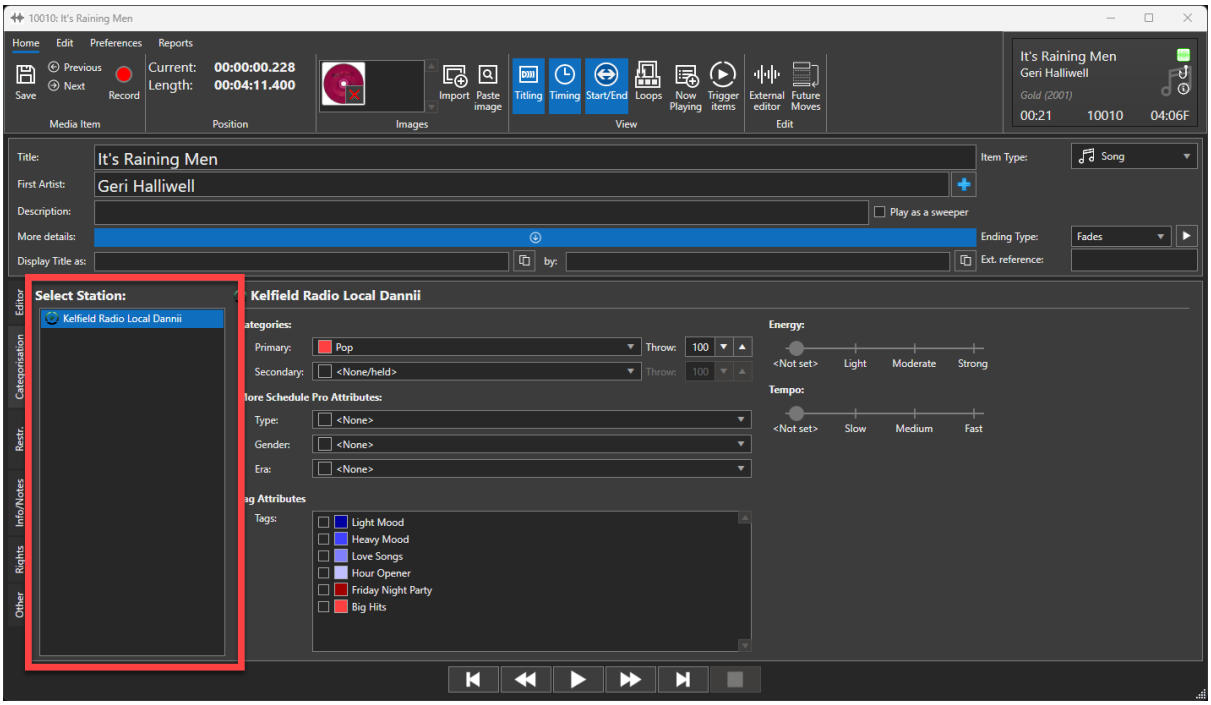
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4. Locate the **Primary Category** drop down option and select the Category you want to set as the Primary Category for the Song Link or Advert.



If you are using shared Categories & Attributes across all your Stations (or you only have one Station) you can also use the **Category drop down** in the top right hand corner.

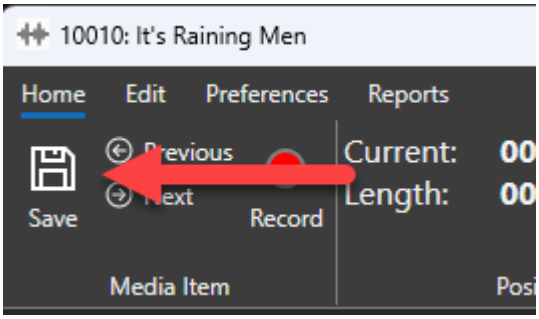
5. If you are using separate Categories and Attributes for Stations then you need to select the Station you want to edit the Category for using the Select Station to the left of the window.



Please note you will not see this option if you are using shared Categories and Attributes for all Stations.

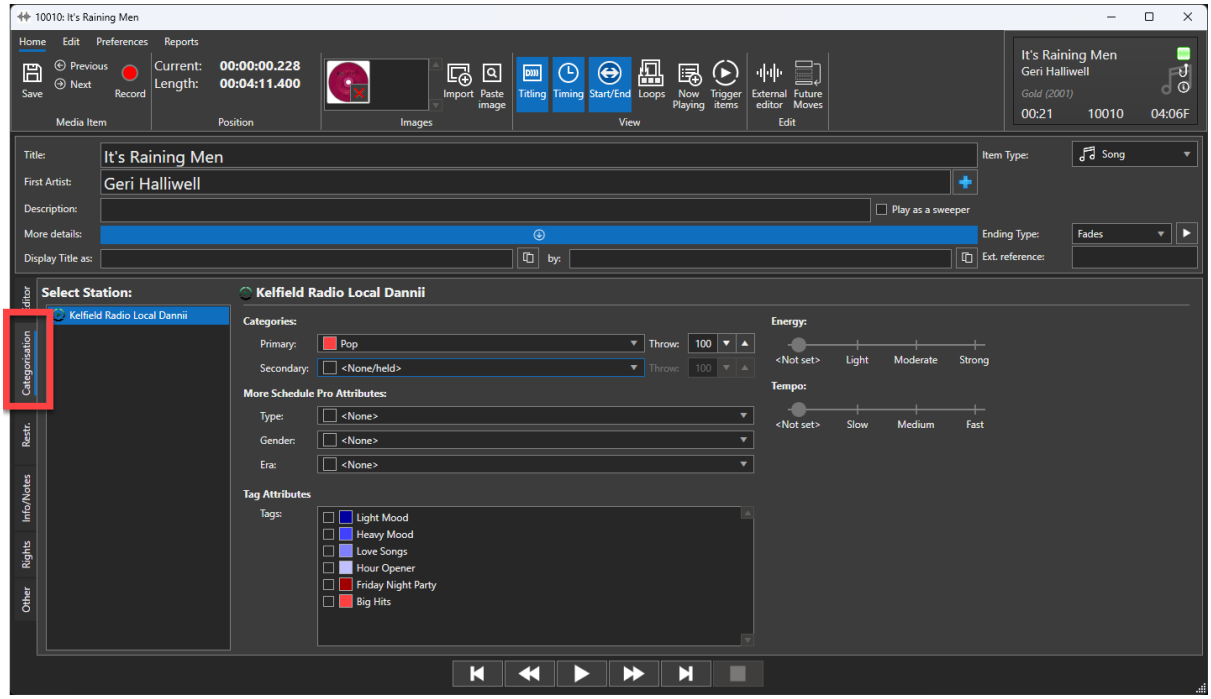
6. Once you have selected the correct Primary Category, click on the **Save Button** then close the Window.

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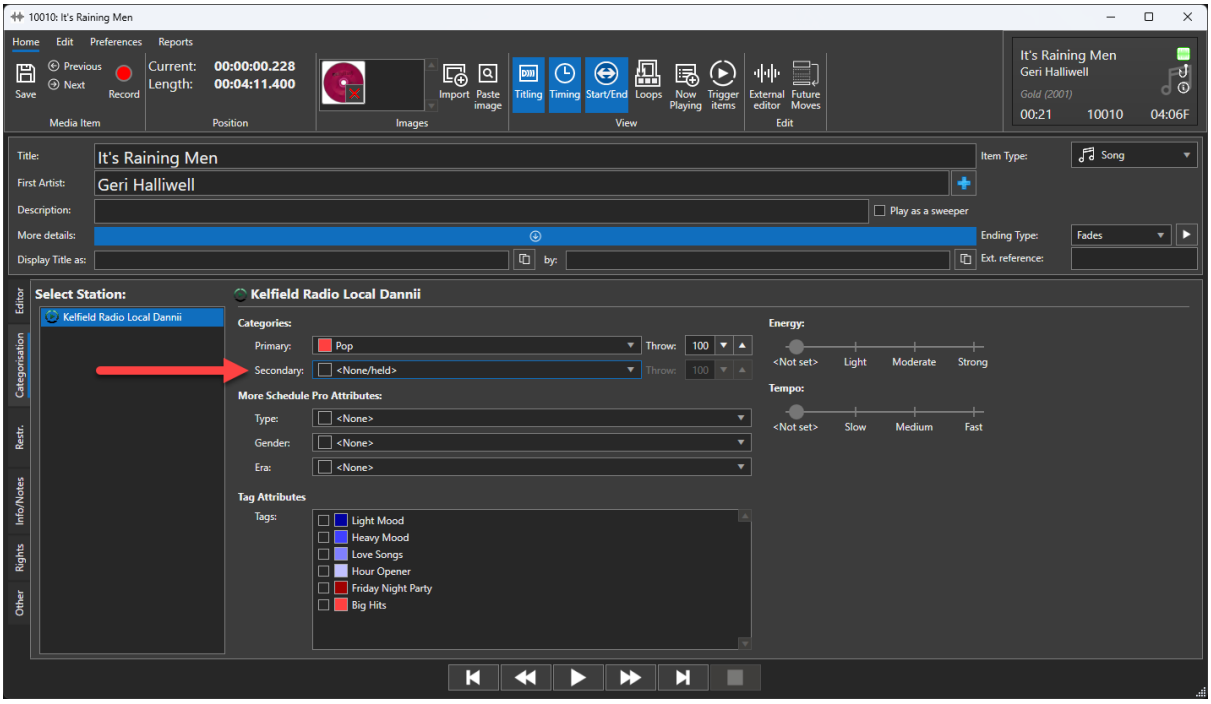
Setting Secondary Category

1. Highlight the Media Item you want to work with.
2. Click on the **Edit** button on the MediaWall **Home Tab**. You can also use the Edit option on the right-click menu if you prefer. Either option will open the Edit Window for the selected Media Item.
3. Click on the **Categorisation** tab.



4. Locate the **Secondary Category** drop down option and select the Category you want to set as the Primary Category for the Song or Link.

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5. Once you have selected the correct Secondary Category, click on the **Save Button** then close the Window.

Setting Throw for Songs & Links (Myriad Schedule Pro only)

In the Fundamentals of Scheduling section of this guide, we explored how the 'deck of cards' method is used to select content from a Song or Link Category when scheduling.



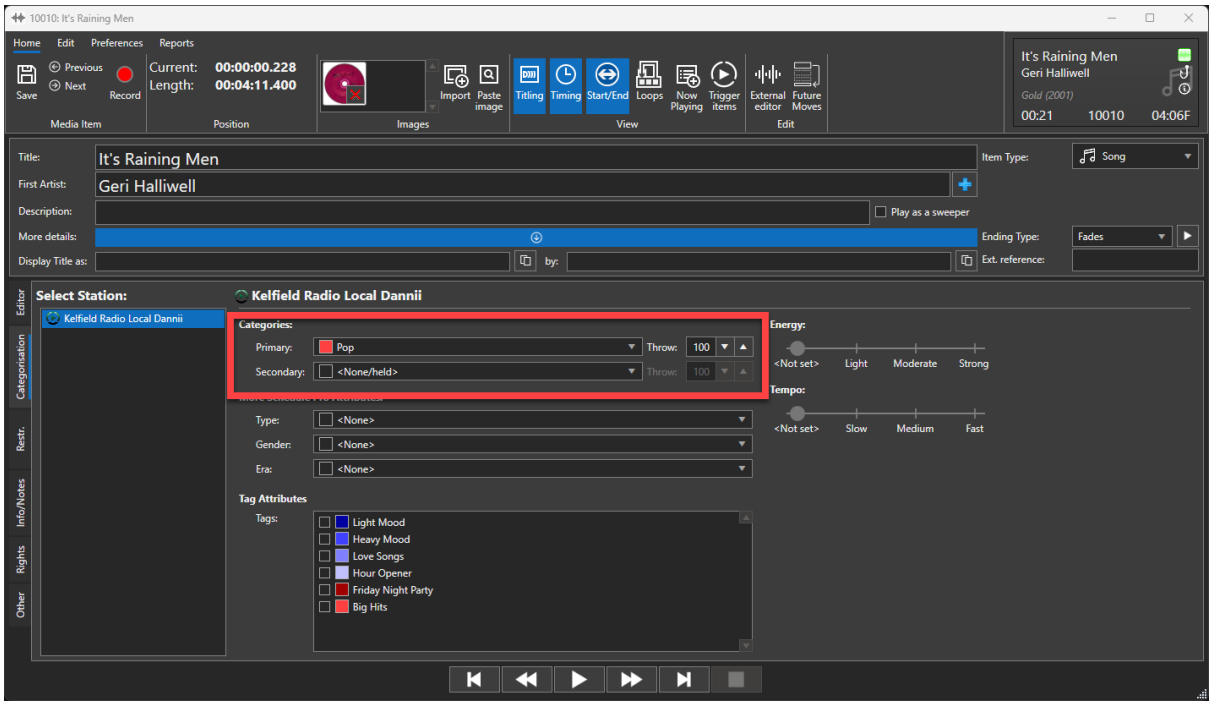
We described the Category as a deck of cards with the top item in the deck being the next to schedule assuming the Rules allow it.

In that explanation, we said that once scheduled in the Log, the Song or Link is then moved to the back of the deck and everything else in the deck moves forward by one.

This assumes that you want all content if the deck to rotate evenly (subject to the Rules), but what if you want some items in the deck to rotate more quickly through the deck, than other items.

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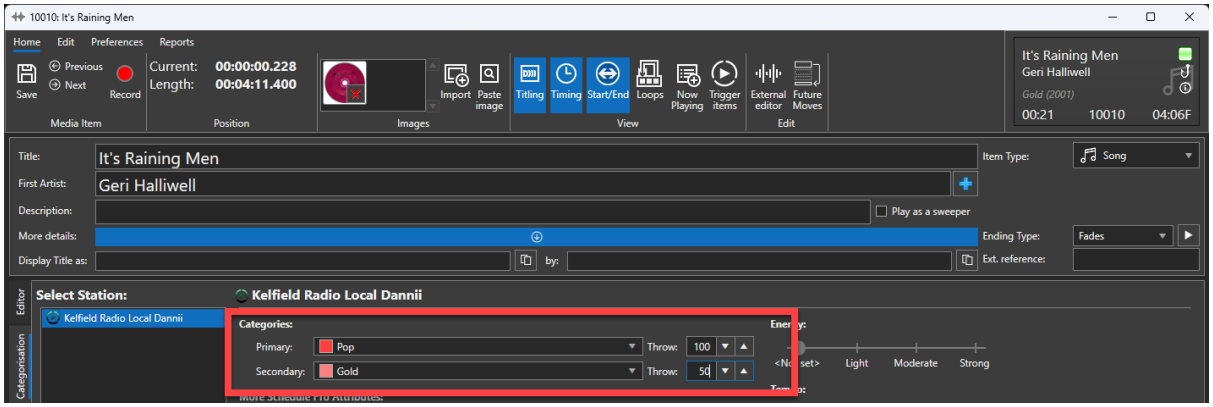
The **Throw** option in Myriad Schedule Pro allows you to set how far into the deck, a Song or Link is ‘thrown’ once it has successfully been scheduled.



The Throw allows you to set a percentage throw depth once schedule, where:

- 1 – The item will be placed right at the top of the deck again.
- 50 – The item will be thrown to the middle of the deck when successfully scheduled.
- 100 – The item will be thrown to the back of the deck when scheduled (default).

You can set the percentage Throw for both Primary and Secondary Categories on Songs and Links.



In the example above, if this Song is scheduled from the Pop Category, it will be placed at the back of the Pop Category Deck. If it is scheduled from the Gold Category, it will only be thrown to the middle of the Gold Category Deck meaning it will reach the front of the deck in half the time of other items set Throw 100%

Use this feature sparingly as if you have too many items rotating quickly in a deck, you can get to the

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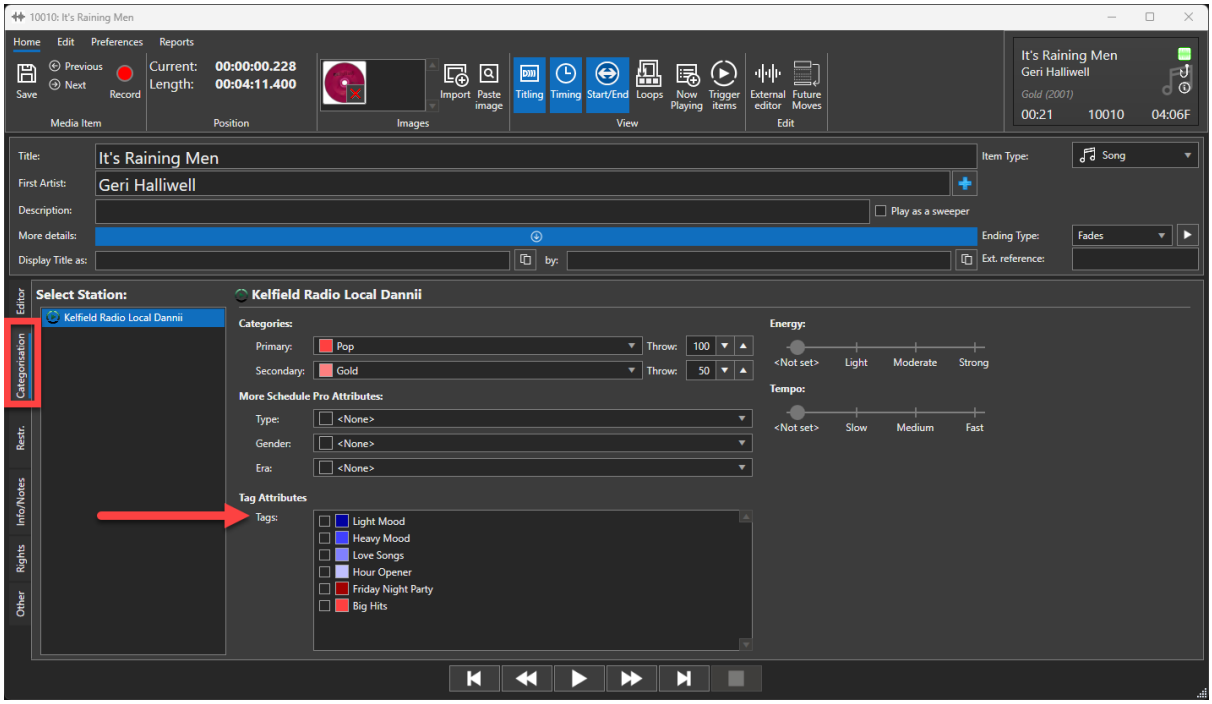
point where some items never make it to the front of the deck as fast rotating items are always in front.

Manually Setting Tags for Songs & Links

Unlike Categories, you can have as many Tags as you like assigned to each Song or Link on your MediaWall.

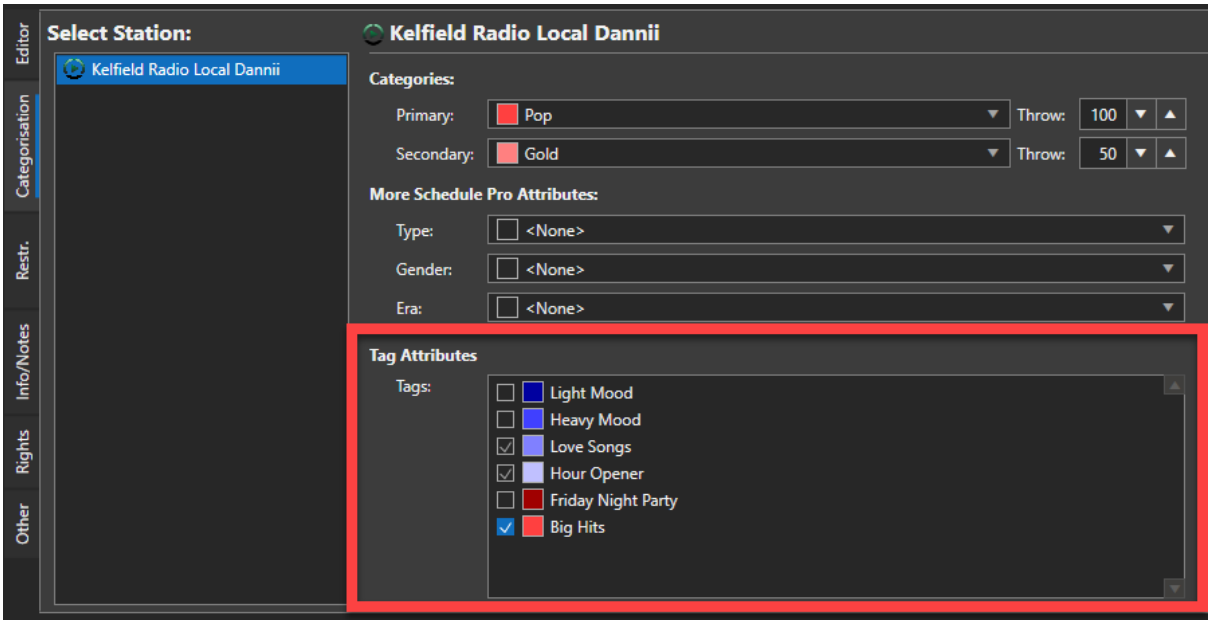
Setting Tags

1. Highlight the Media Item you want to work with.
2. Click on the **Edit** button on the MediaWall **Home Tab**. You can also use the Edit option on the right-click menu if you prefer. Either option will open the Edit Window for the selected Media Item.
3. Click on the **Categorisation** tab.



4. Locate the **Tags Section** and **Tick the tags** you want to set assign to the Song or Link.

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5. Once you have selected the correct Tags, click on the **Save Button** then close the Window.

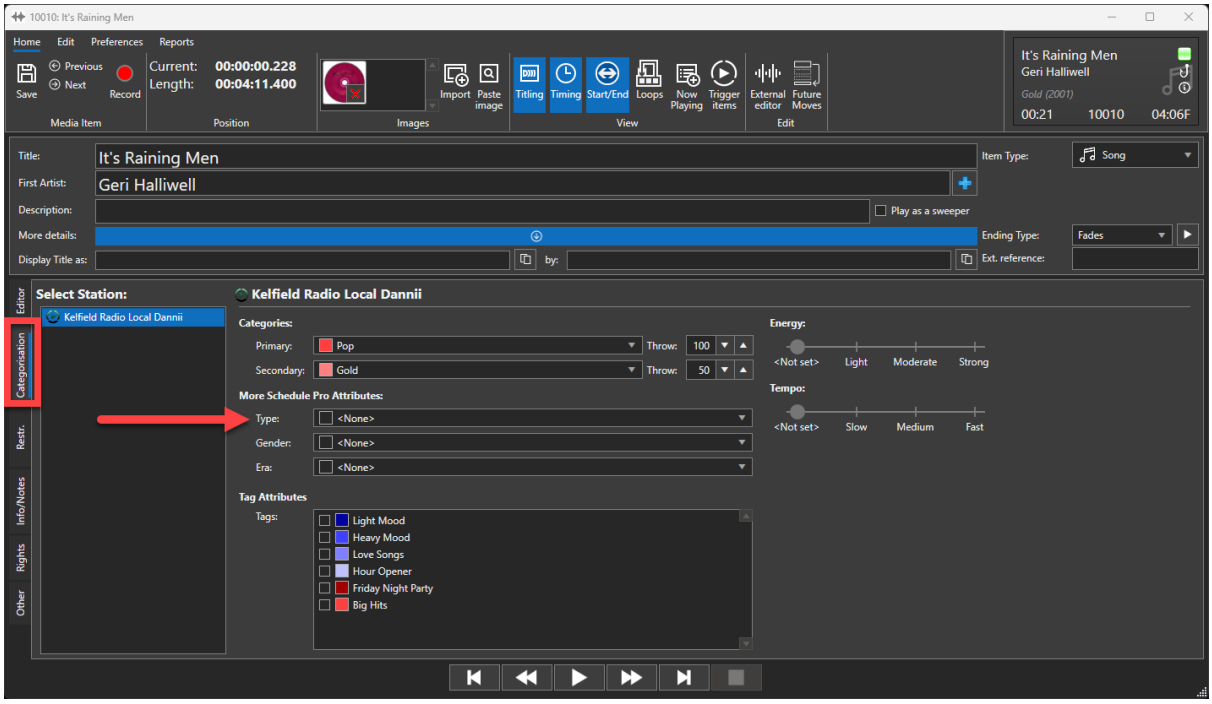
Types (Myriad Schedule Pro only)

Types allow you to add a second level of classification as Songs and Links can have both Categories and Types attributed to them.

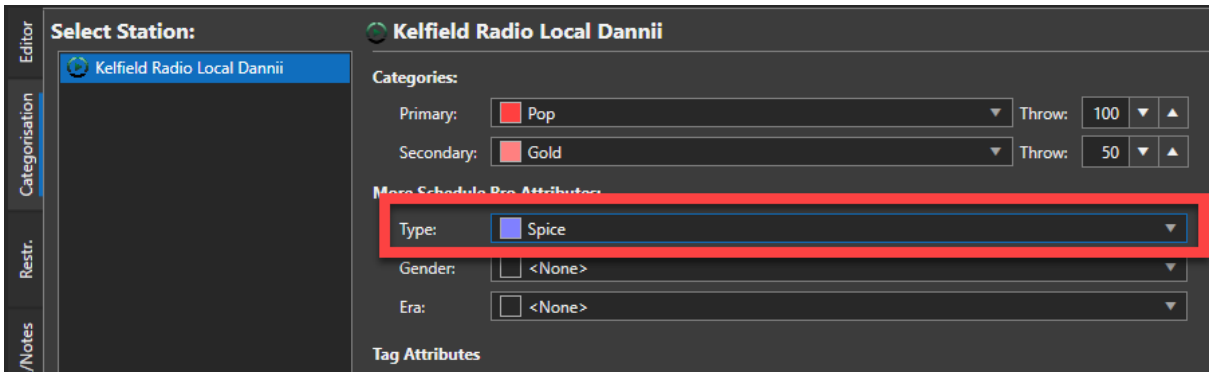
Setting Types

1. Highlight the Media Item you want to work with.
2. Click on the **Edit** button on the MediaWall **Home Tab**. You can also use the Edit option on the right-click menu if you prefer. Either option will open the Edit Window for the selected Media Item.
3. Click on the **Categorisation** tab.

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4. Locate the **Types Drop Down** and select the **Type you want to attribute** to the Song or Link.



Unlike Category, the Type attribute can be set to <None> if desired.

5. Once you have selected the correct Type, click on the **Save Button** then close the Window.

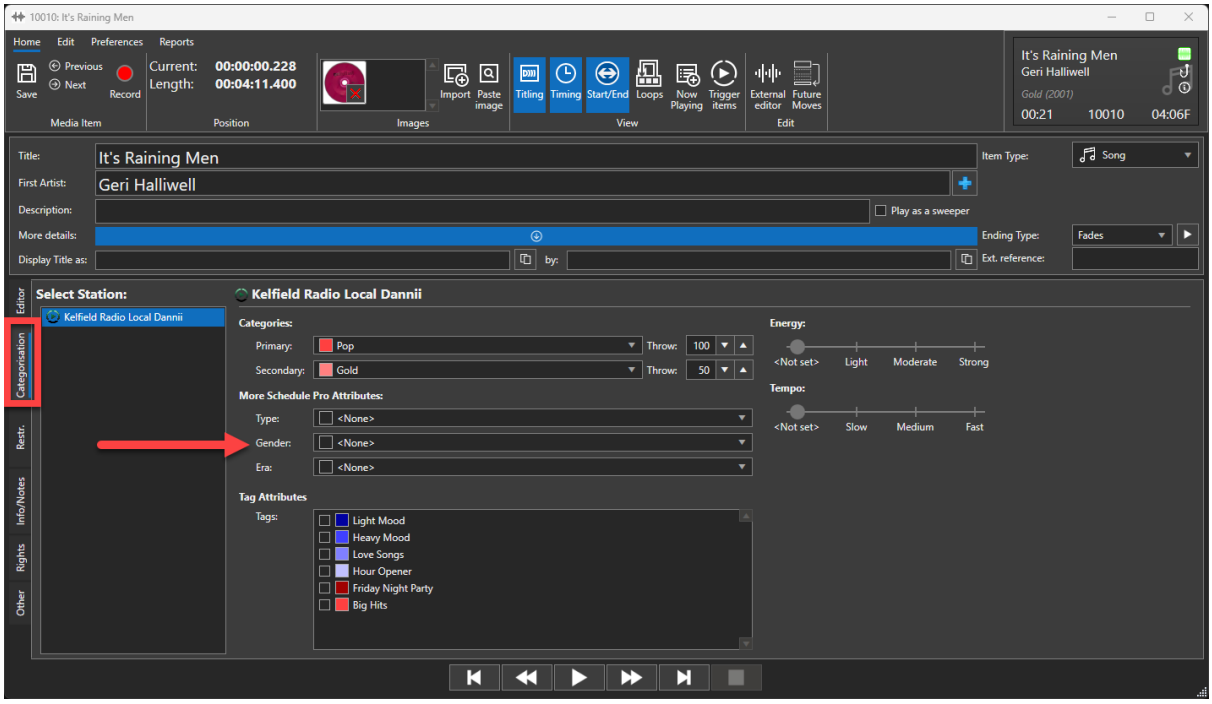
Genders (Myriad Schedule Pro only)

Genders allow you to add another level of classification as Songs and Links.

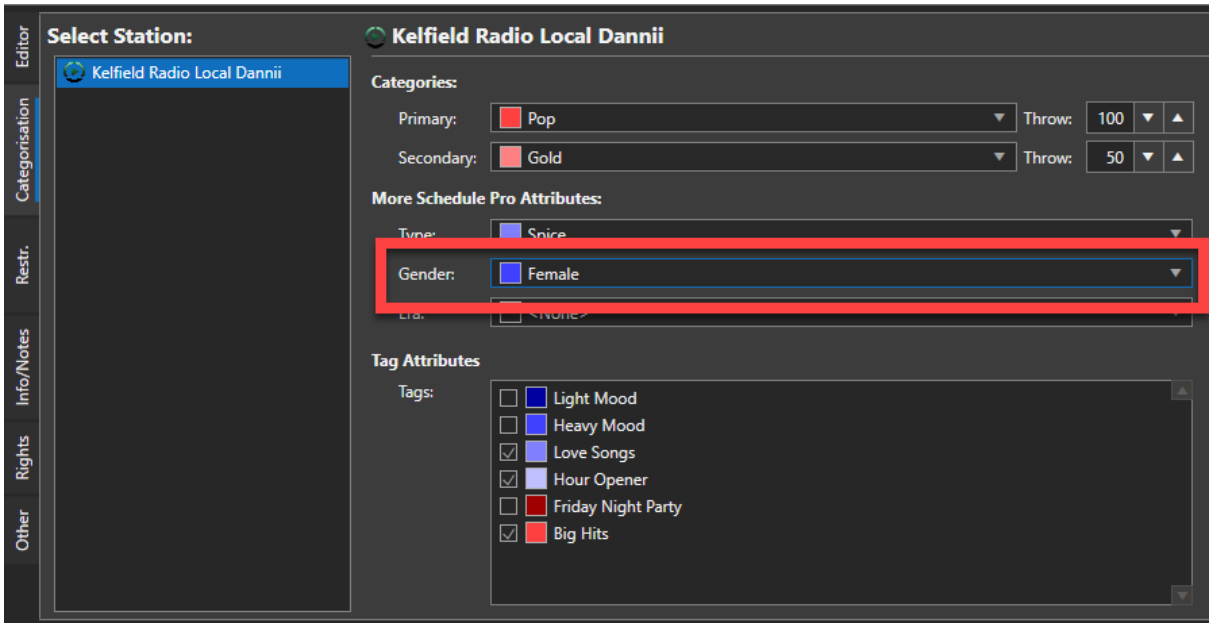
Setting Genders

1. Highlight the Media Item you want to work with.
2. Click on the **Edit** button on the MediaWall **Home Tab**. You can also use the Edit option on the right-click menu if you prefer. Either option will open the Edit Window for the selected Media Item.
3. Click on the **Categorisation** tab.

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4. Locate the **Genders Drop Down** and select the **Gender you want to attribute** to the Song or Link.



Unlike Category, the Gender attribute can be set to <None> if desired.

5. Once you have selected the correct Gender, click on the **Save Button** then close the Window.

Eras (Myriad Schedule Pro only)

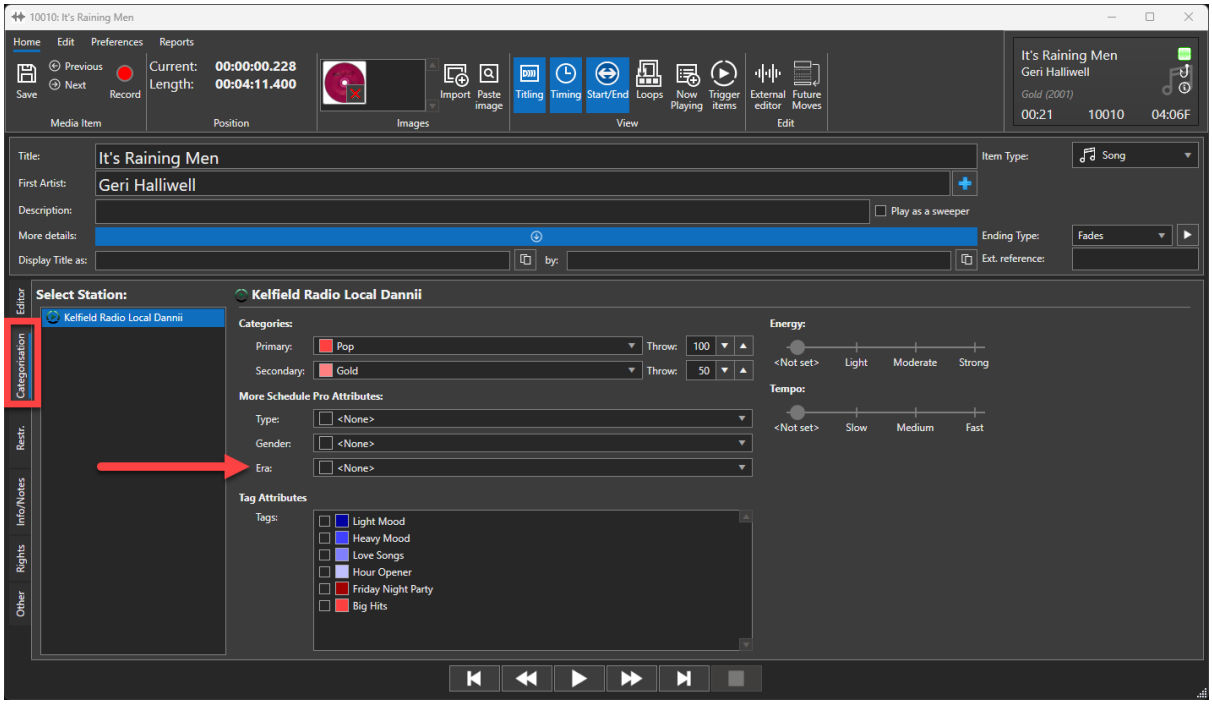
Genders allow you to add another level of classification as Songs and Links.

Setting Eras

1. Highlight the Media Item you want to work with.

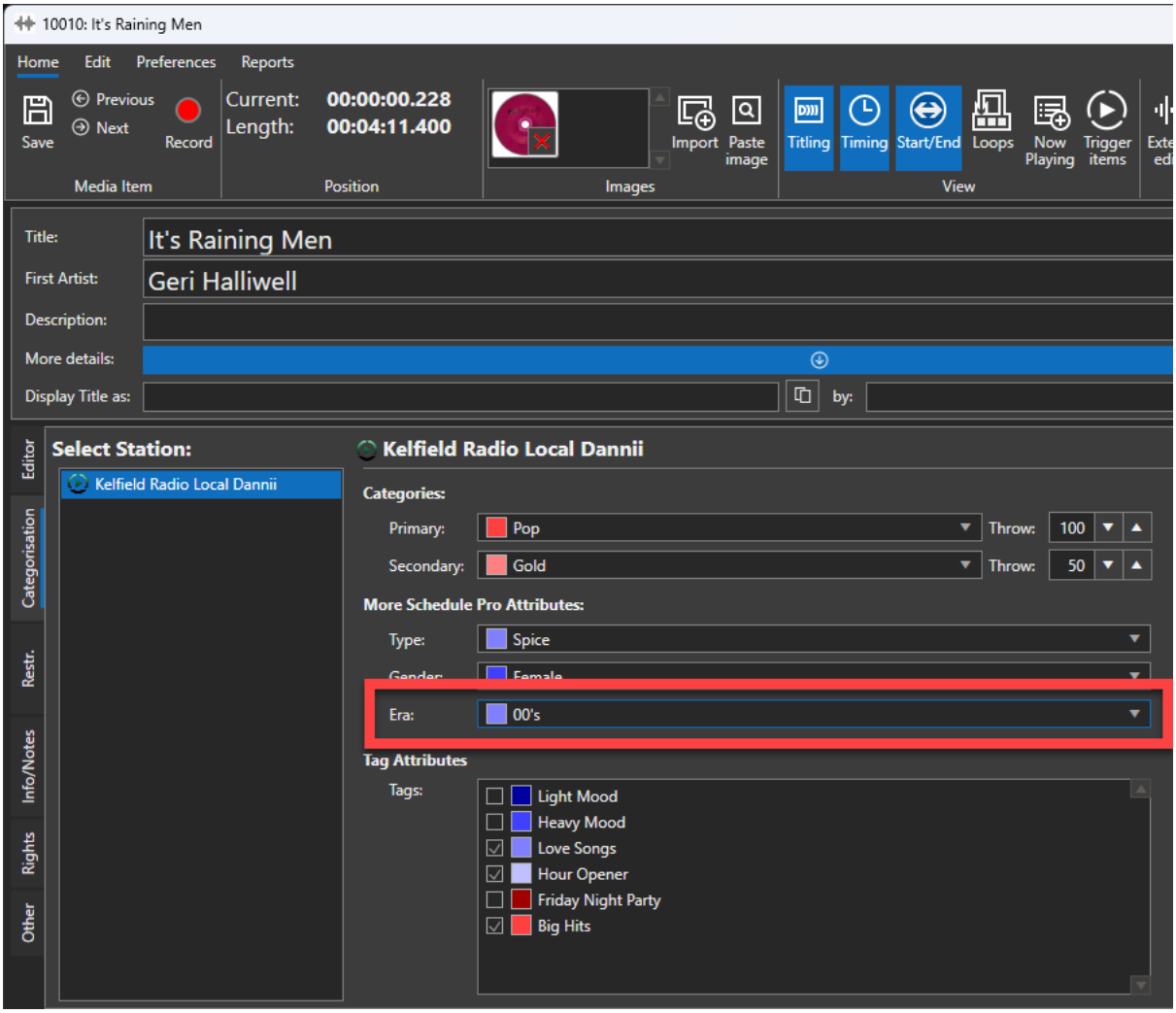
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2. Click on the **Edit** button on the MediaWall **Home Tab**. You can also use the Edit option on the right-click menu if you prefer. Either option will open the Edit Window for the selected Media Item.
3. Click on the **Categorisation** tab.



4. Locate the **Eras Drop Down** and select the **Era you want to attribute** to the Song or Link.

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Unlike Category, the Era attribute can be set to <None> if desired.

5. Once you have selected the correct Era, click on the **Save Button** then close the Window.

Characteristics (Energy, Tempo, Texture, Mood & Burnout)

Myriad Schedule allows you to add up to five Characteristics to Songs and Links in a database.

The options are:

- Energy – The power of an item.
- Tempo – The speed of an items.
- Texture – The smoothness on an item.
- Mood – General mood of an items (light to dark).
- Burnout – How regularly you think listeners will want to hear an item.

The above options are more of a guide, you should adopt these to suit the style and content on your station. You can also choose to only use some of the Characteristics on your station, for example, it is very common for stations to only use Energy and Tempo to characterise their Songs and Links.

Characteristic Levels

Within each Characteristic, you can define up to **six levels** to help you apply the Characteristic to content on your Station.

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As an example, when setting up **Tempo Levels** you could opt for any of the following:

- Slow
- Medium
- Fast

This would be the simplest way of applying the Tempo but does not offer much refinement in applying them to Songs or Links.

So instead, you could increase the **Tempo Levels** to five.

- Slow
- Medium Slow
- Medium
- Medium Fast
- Fast

This would allow you to add more granularity to your Temp Characteristic. Finally, you may prefer to use six **Tempo Levels** to avoid having a middle ground option.

- Really Slow
- Slow
- Medium Slow
- Medium Fast
- Fast
- Really Fast

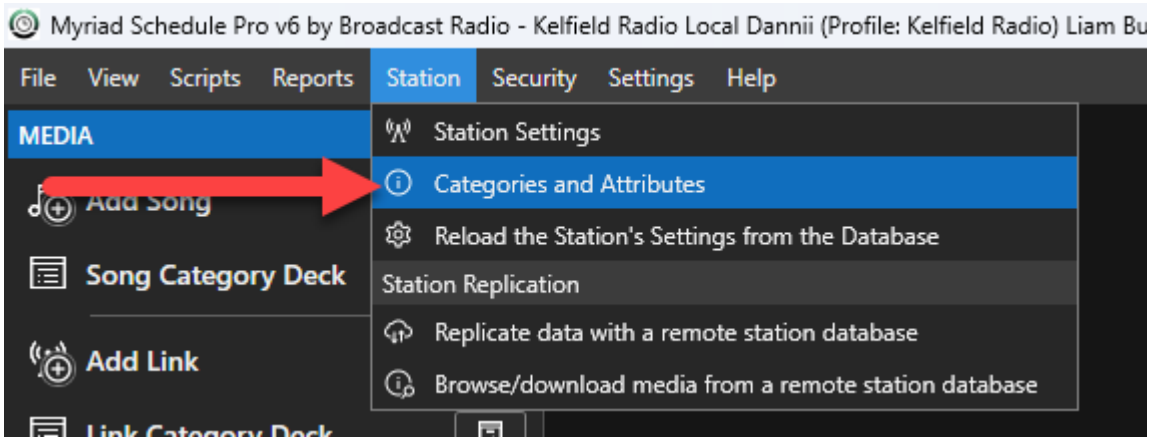
You may also make sense to have different amounts of levels for different Characteristics.

For example, it may make sense to have six options for Tempo but other Characteristics like Texture, may require far less options, and you may decide you don't want to use Burnout at all!

There is no right or wrong way to set this up, it is just down to how you want to apply Characteristics to your station.

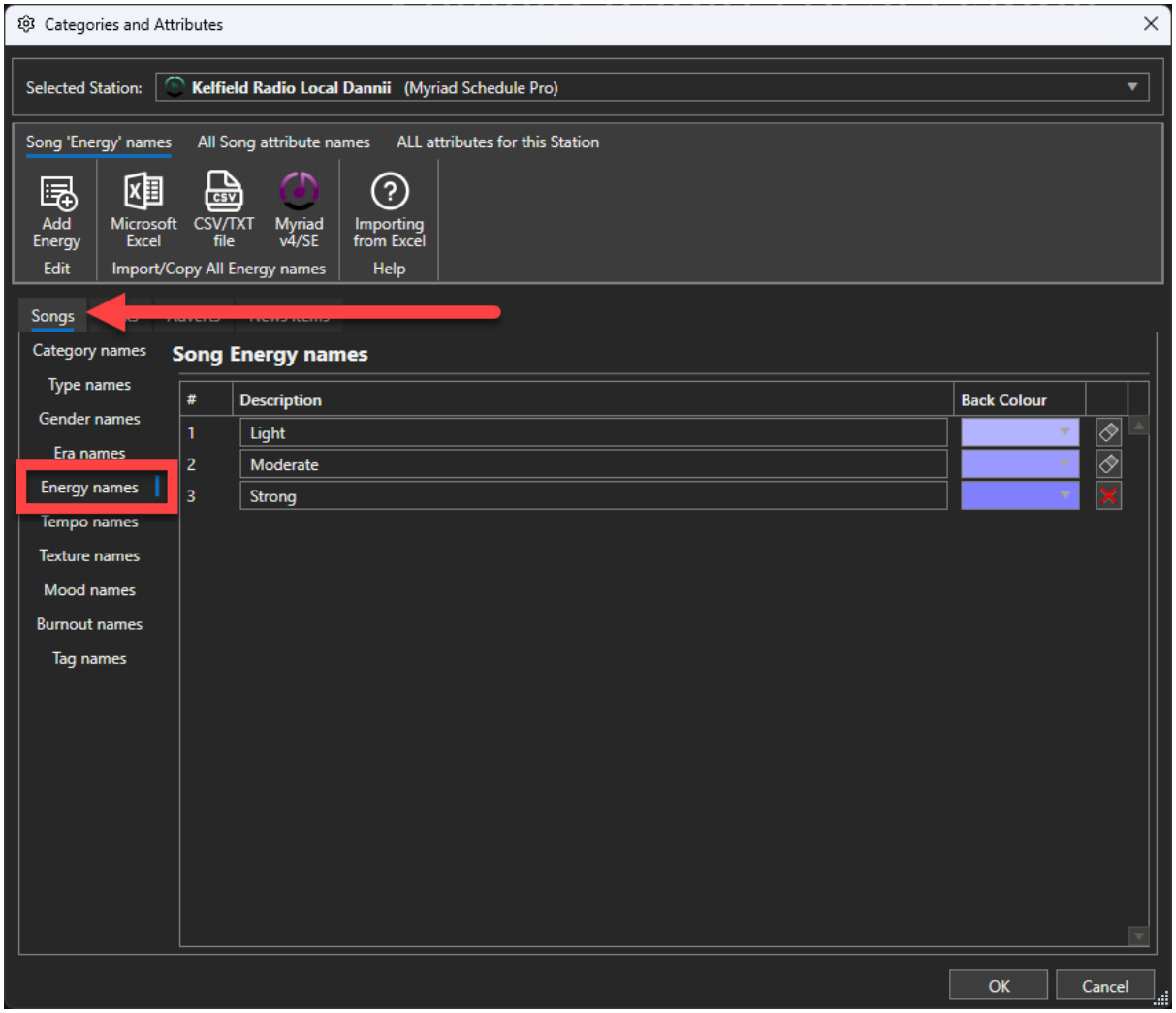
Setting Up Characteristic Levels

To setup Characteristic Levels, click on the **Station > Categories and Attributes** menu option.



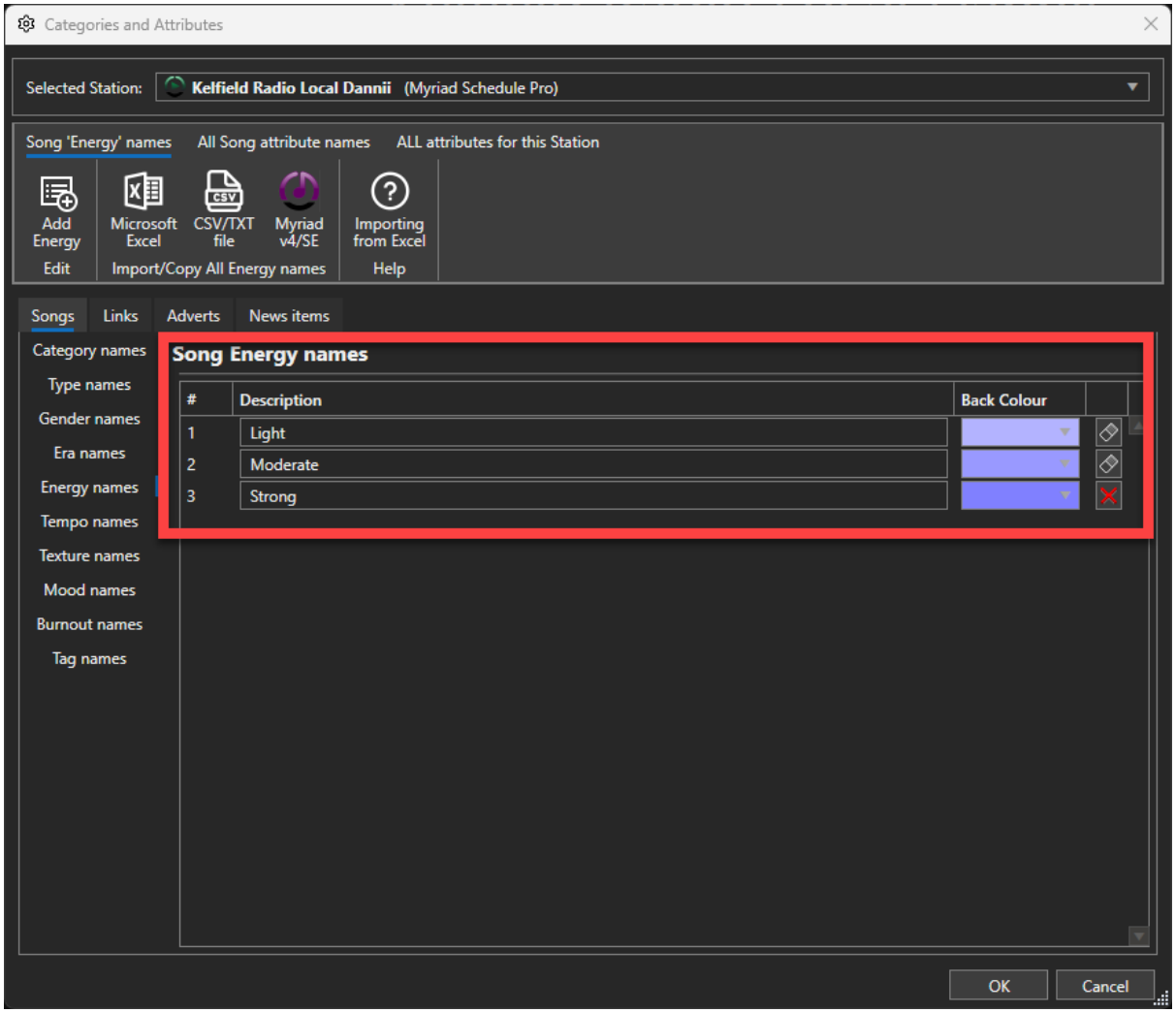
Select the **Song or Link tab** and the **Characteristic** you want to edit or add levels to.

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The existing Levels are displayed in the main window.

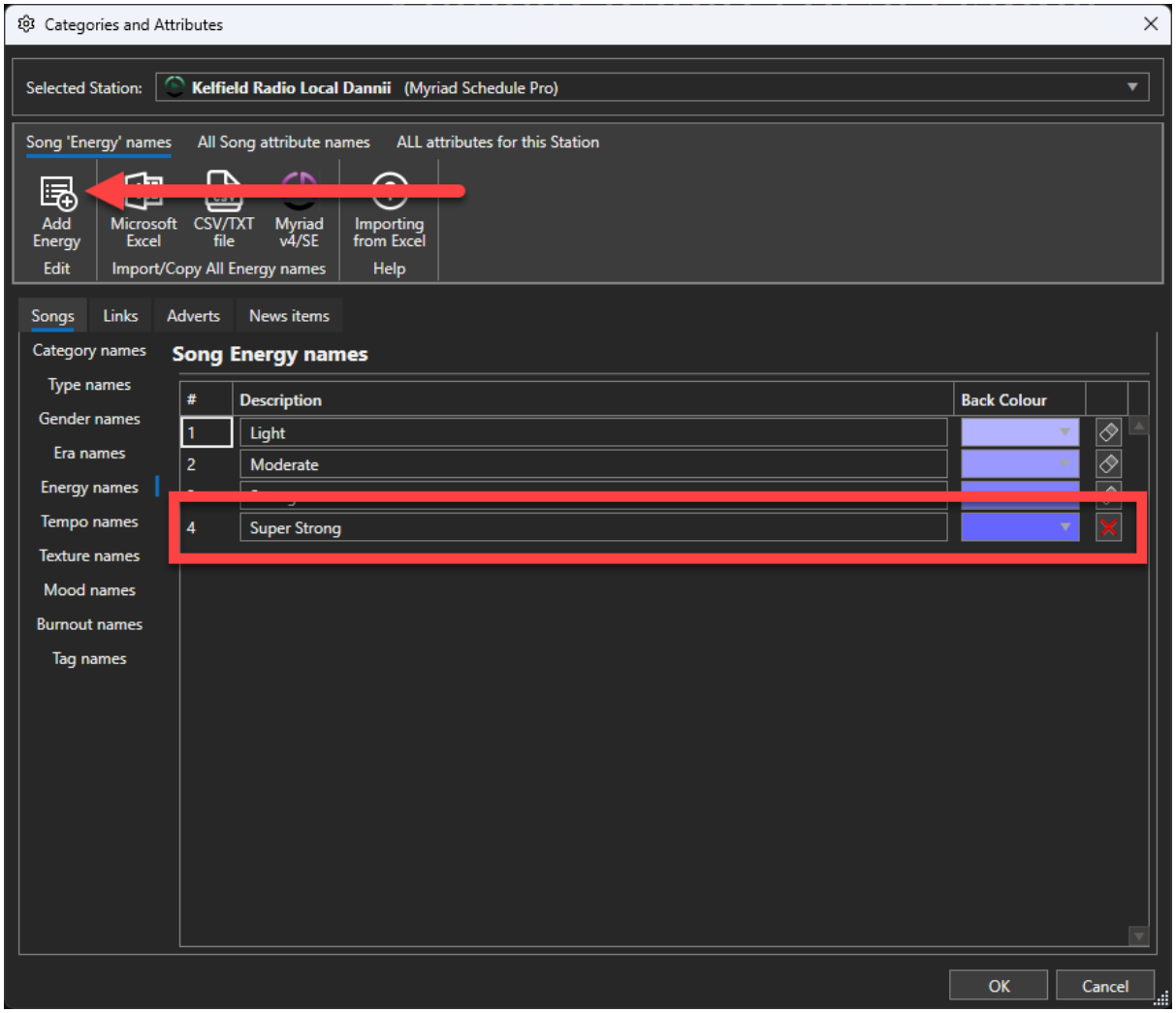
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You can click on an existing Level to edit the label as required.

To add a new Level, click on the **Add Characteristic (Energy in this example) button** and type in the new **Level Label**.

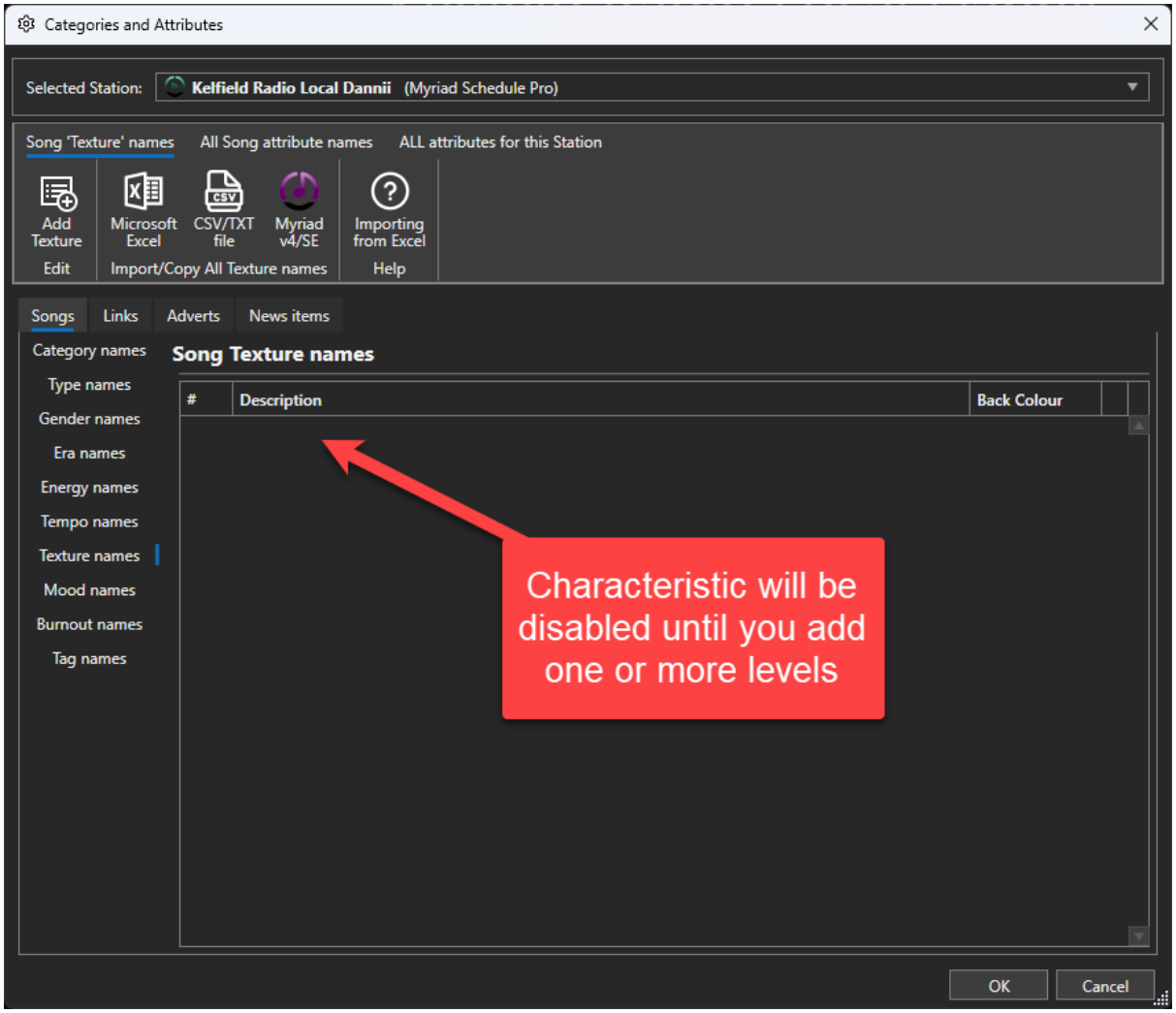
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Click on **OK** when you are finished.

If you do not want to use a specific Characteristic, remove all levels to disable it.

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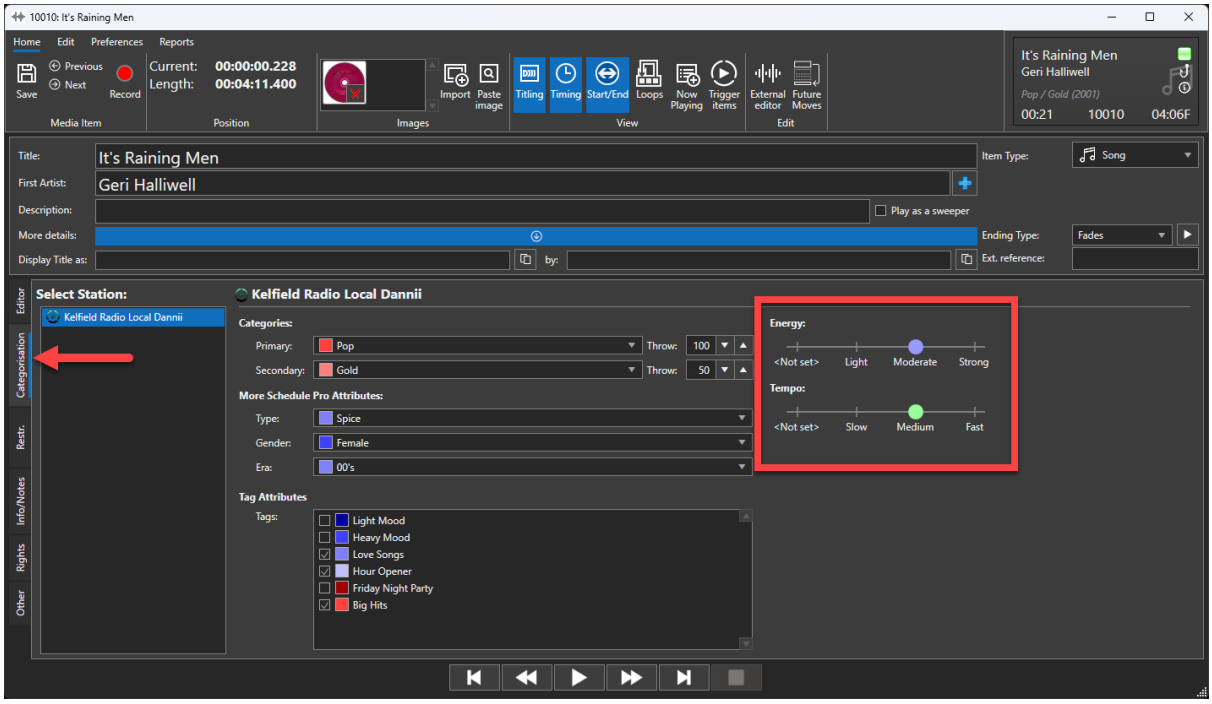


Applying Characteristics to Songs & Links

To apply a Characteristic Level to a Song or Link:

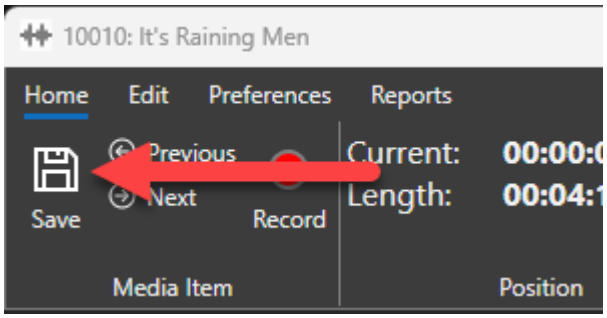
1. Highlight the Media Item you want to work with.
2. Click on the **Edit** button on the MediaWall **Home Tab**. You can also use the Edit option on the right-click menu if you prefer. Either option will open the Edit Window for the selected Media Item.
3. Click on the **Categorisation** tab.

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4. **Drag the slider to the left or right** for each Characteristic to set the desired Level. Note that there is also a 'Not Set' option for each Characteristic.

5. When you are happy, click on the **Save** button on the **Home ribbon**.



Separate Category & Attributes in Multi-Station Environments

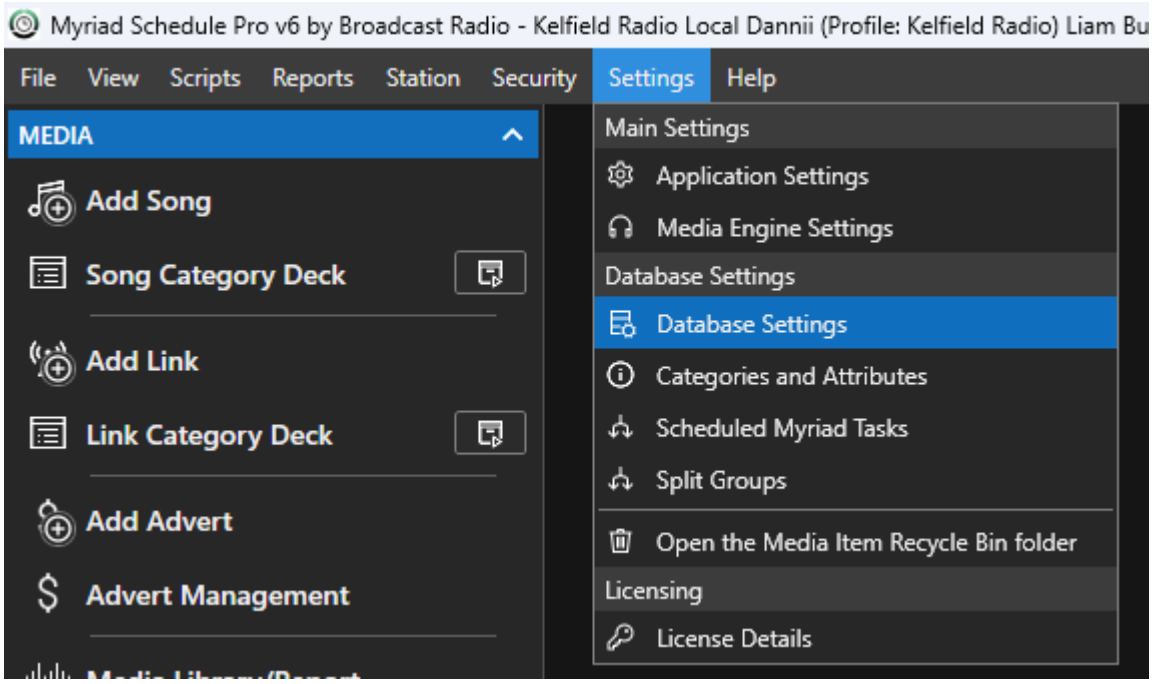
If you are running Myriad in a multi-Station environment (ie Hot FM and Hot Gold) then you may wish to enable each Station to have its own set of Categories & Attributes. This will also allow you to apply them to Songs and Links differently in each Station.

A good example may be that in your main Station, a Song by ABBA may live in a simple 70's Hits Category but if you also run a specialist 70's music station, in that Station the same ABBA song may be in a Disco or Pop category.

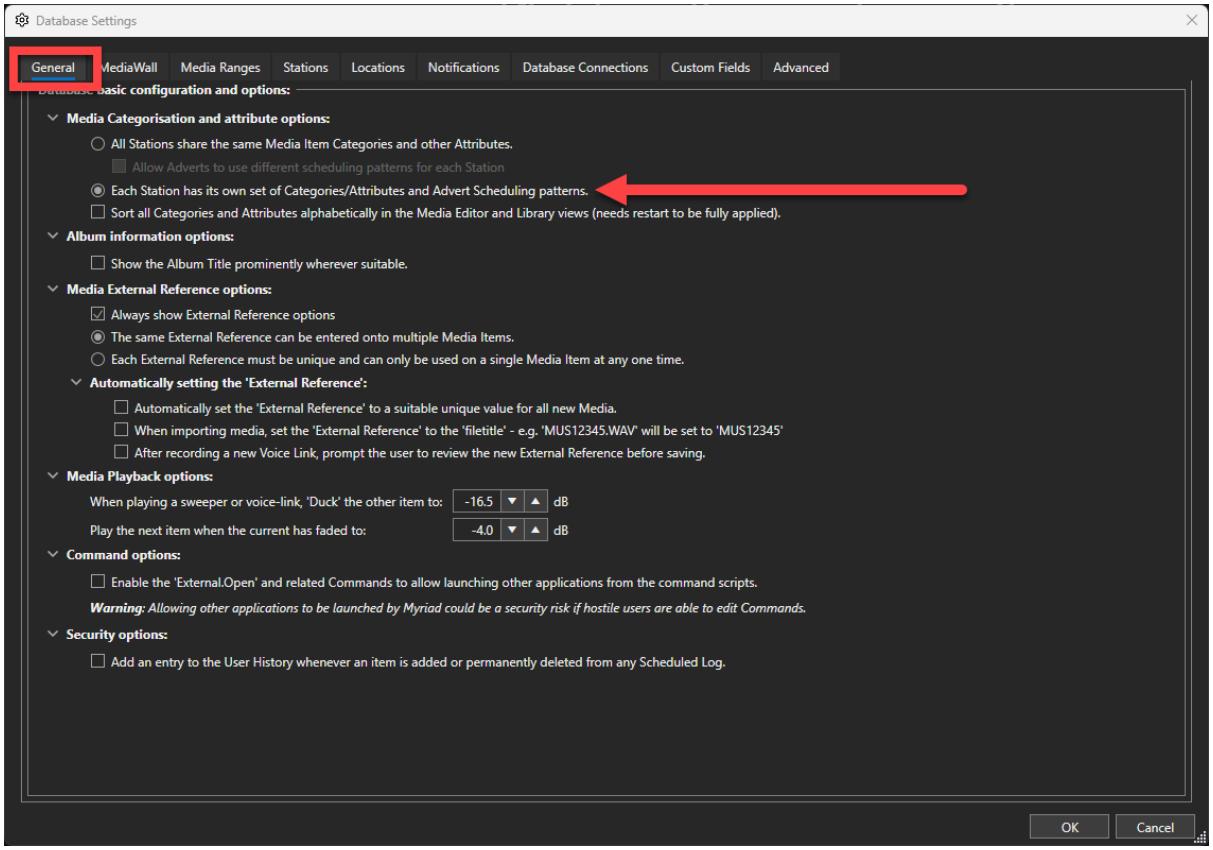
Enabling Per-Station Categorisation

To enable separate Categories "Per Station" click on **Settings Menu > Database Settings > Database Settings**

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Select the **General** tab and tick the **Each Station has its own set of Categories & Attributes** option.



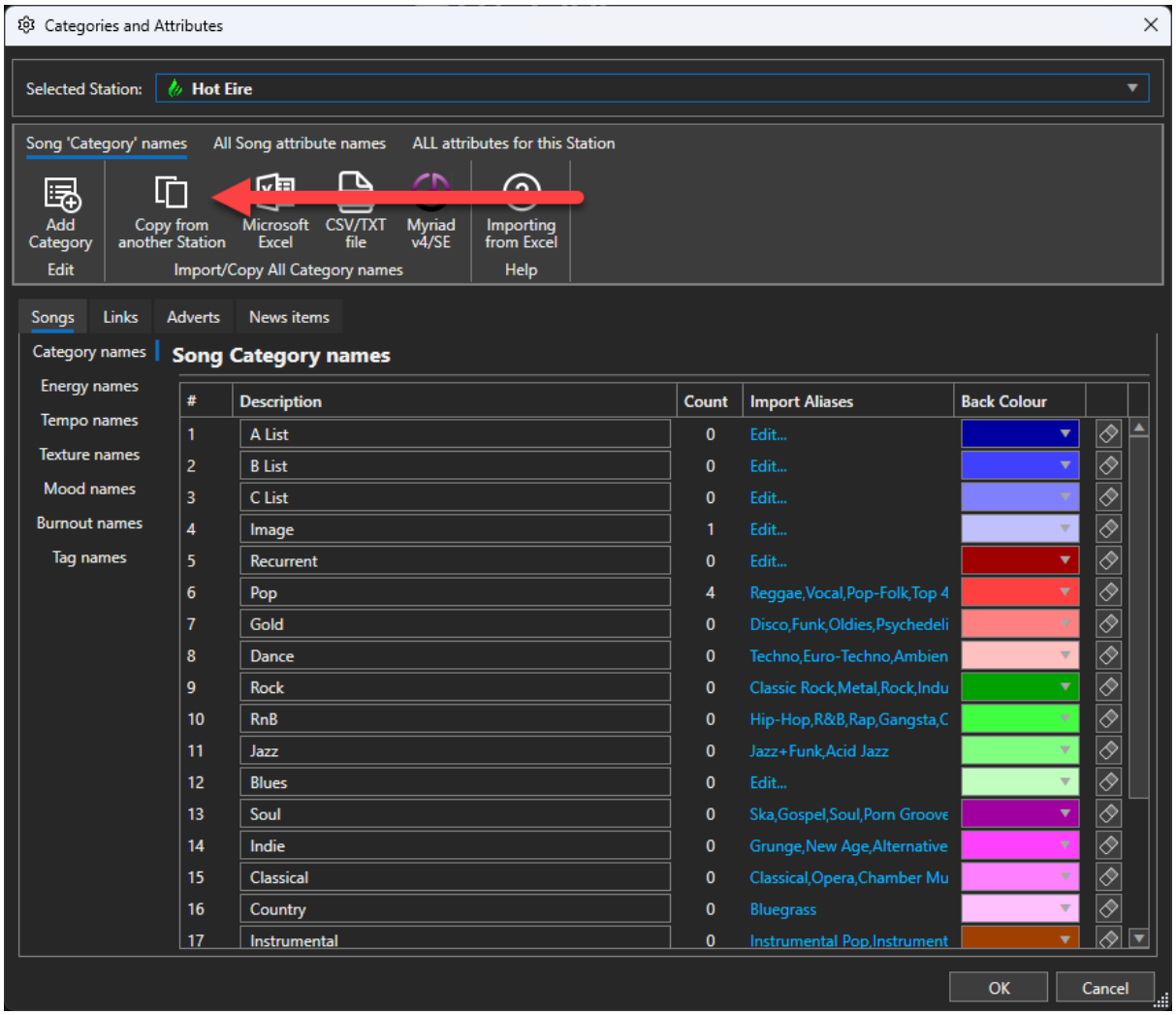
You will then be asked whether you wish to replicate the current Categories into all of the existing Stations. If you select yes then each Station you have already setup will receive a duplicate list of

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Categories and all the content (Songs, Links etc) will still be linked to the Categories as before. You can then go into each Station and adjust the Category & Attributes as required, and change Categories for each Song / Link on a per Station basis. You can even use the Mass Change tool to speed up the process!

If you select **NO** then the current Category & Attributes will only be retained by Station '0' (the first one in the list) with all other Stations having no Categories or Attributes listed until you manually add them. This also means (by definition) that Songs and Links in Stations (other than 0) will need to assigned new Categories and Attributes on a per Station basis and they will not be included in the scheduling for any Station where a Category has not been assigned.

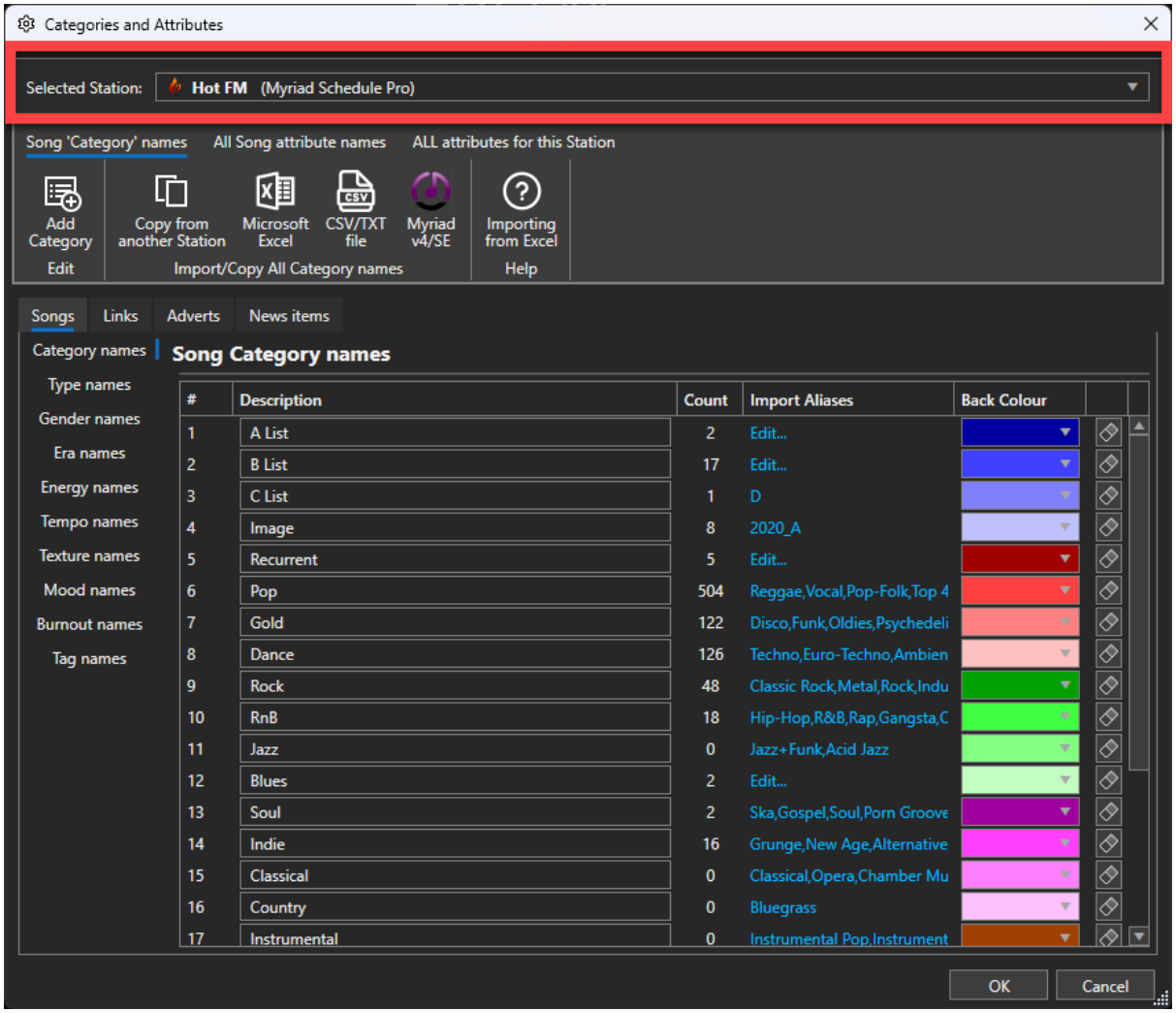
Even if you choose not to duplicate all Categories & Attributes to all Stations, you can still do so on a 'Station by Station' basis using the **Copy all Category Details From Another Station** button.



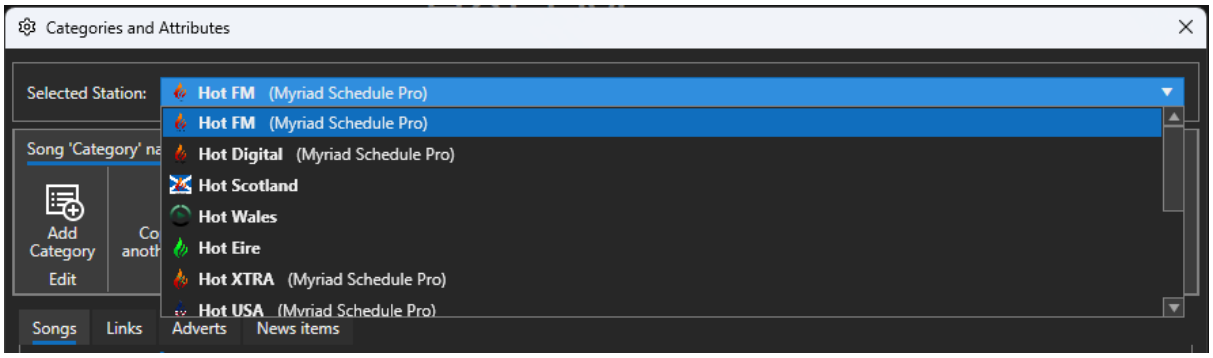
Changing Categories & Attributes Per Station

Once you have enabled separate Categories & Attributes per Station, you can change the list of Category and Attributes for each station by using the new **Station Selection** drop down option at the top of the Category & Attributes window.

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In the example above, Category Names list applies specifically to the **Hot FM Station**. If you wanted to alter the Category Names in one of the other Stations, use the drop-down list to select the Station and then you can edit the Categories & Attributes for that Station.

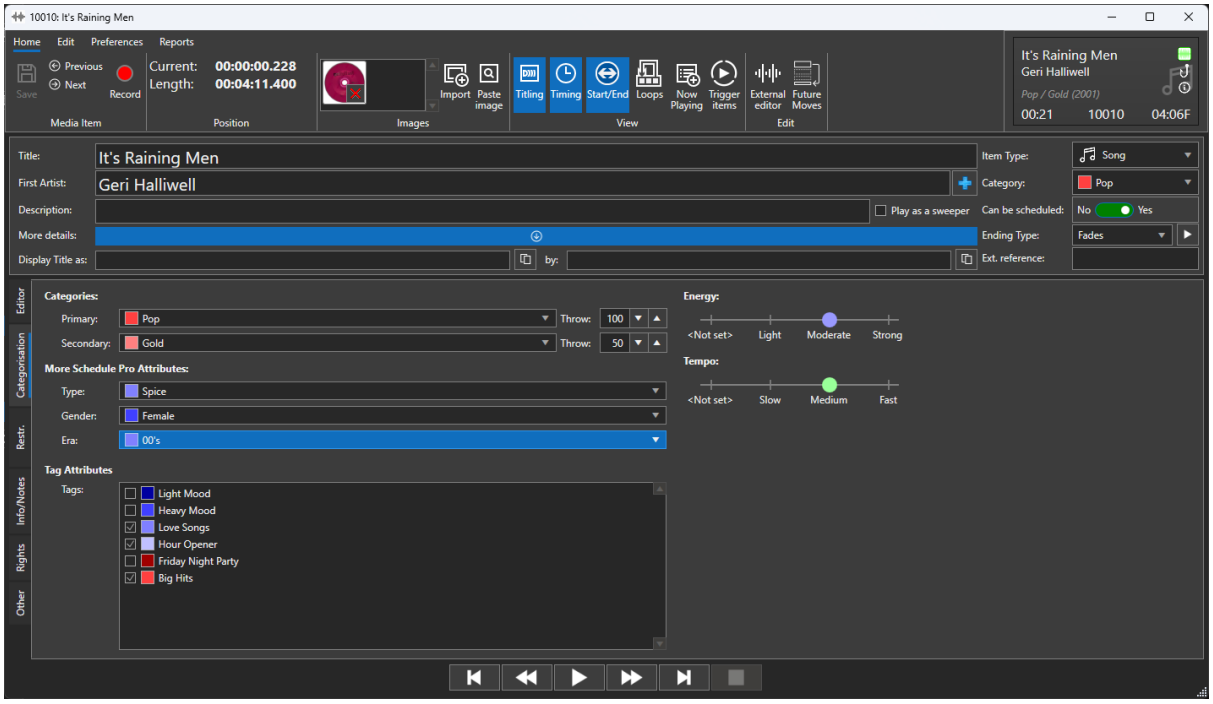


Changing Categories & Attributes for media items per station

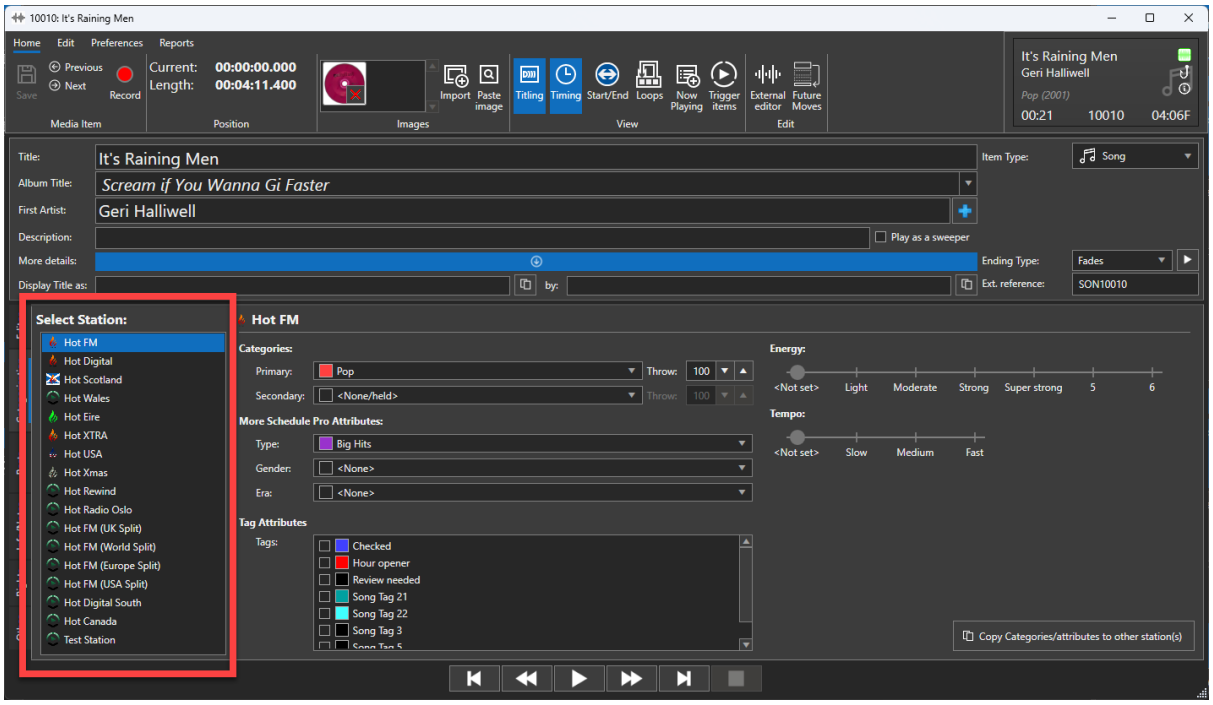
Although we will have covered setting up Categories & Attributes in a previous section, it is worth touching on how enabling per station Categorisation effects the process of categorising content.

When you are using a single set of Categories and Attributes for all your Stations, the Categories & Attributes are set using the **Categorisation Tab** in the **Edit Window** for the selected Media Item.

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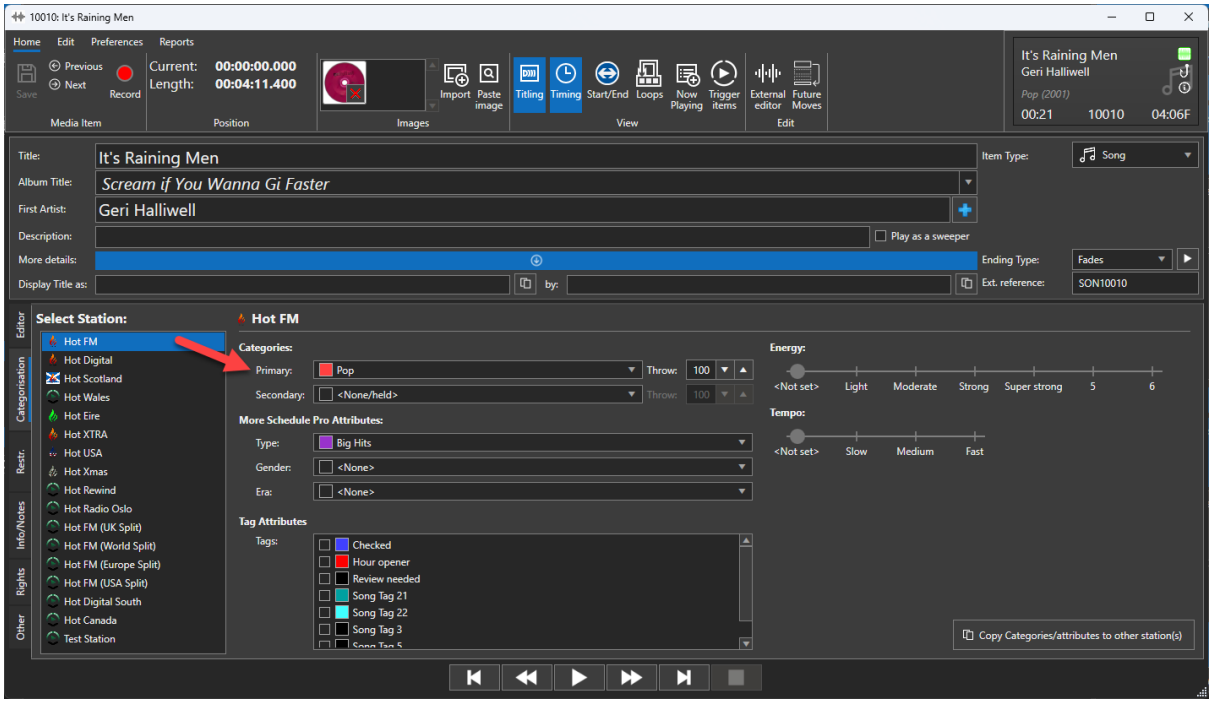


Once you enable ‘per Station’ categorisation, this tab expands to allow you to select the Station you want to edit the Categories & Attributes for.



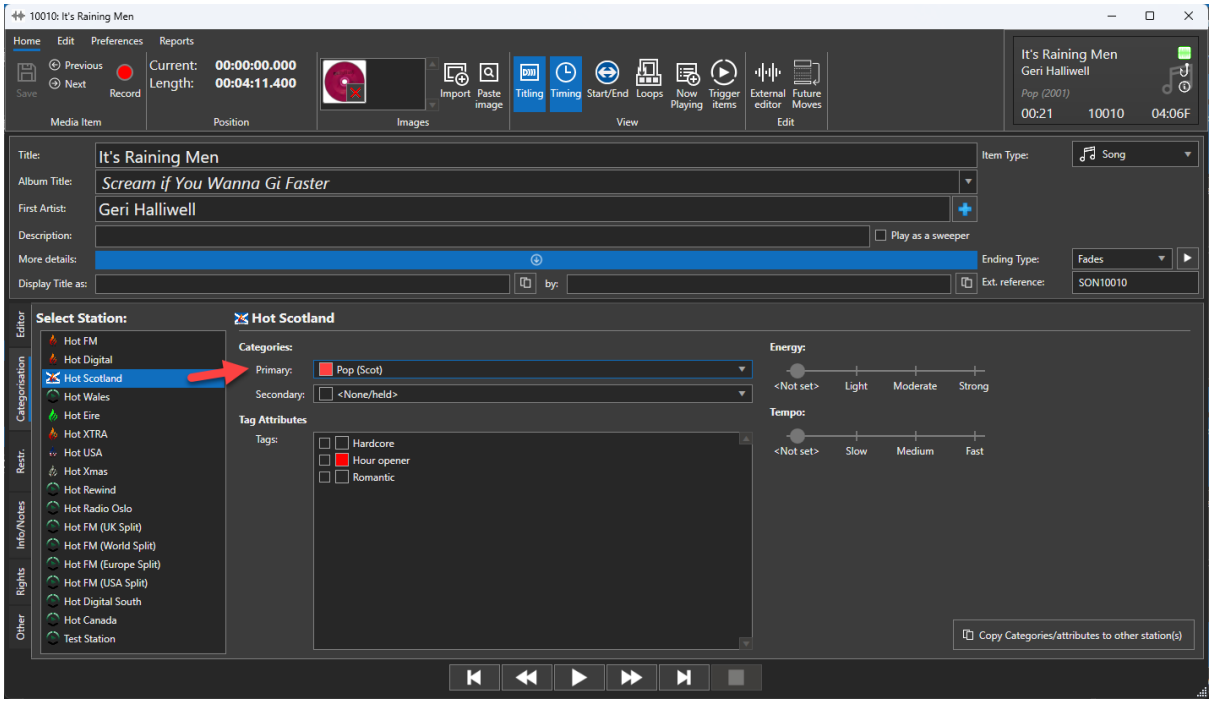
Simply click on the Station you wish to edit in the left hand **Select Station** section, then set the relevant Categories and Attributes in the right hand section.

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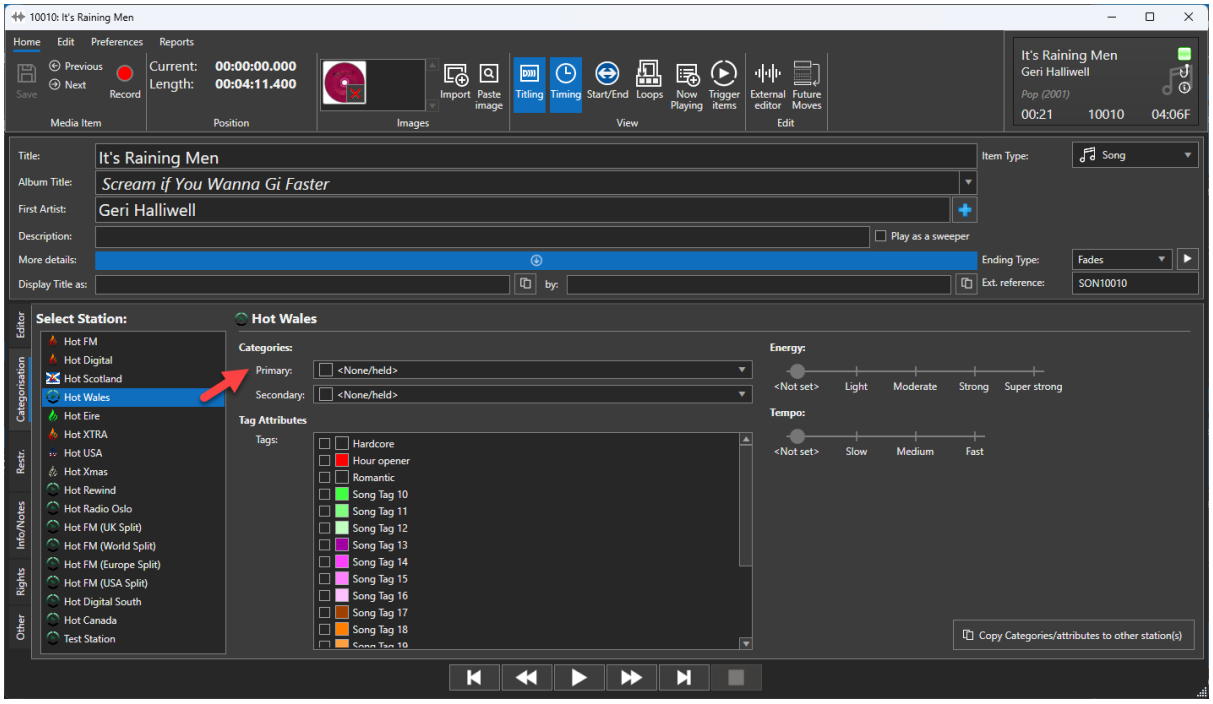
In this example, we can see that in the Hot FM Station, the Song's Primary Category is Pop.

Switching to the Hot Scotland Station, we can see the Song's Primary Category is no Pop (Scot).



Finally, switching to the Hot Wales Station, we can see that the Song does not have a Primary Category assigned so will not be scheduled on that station.

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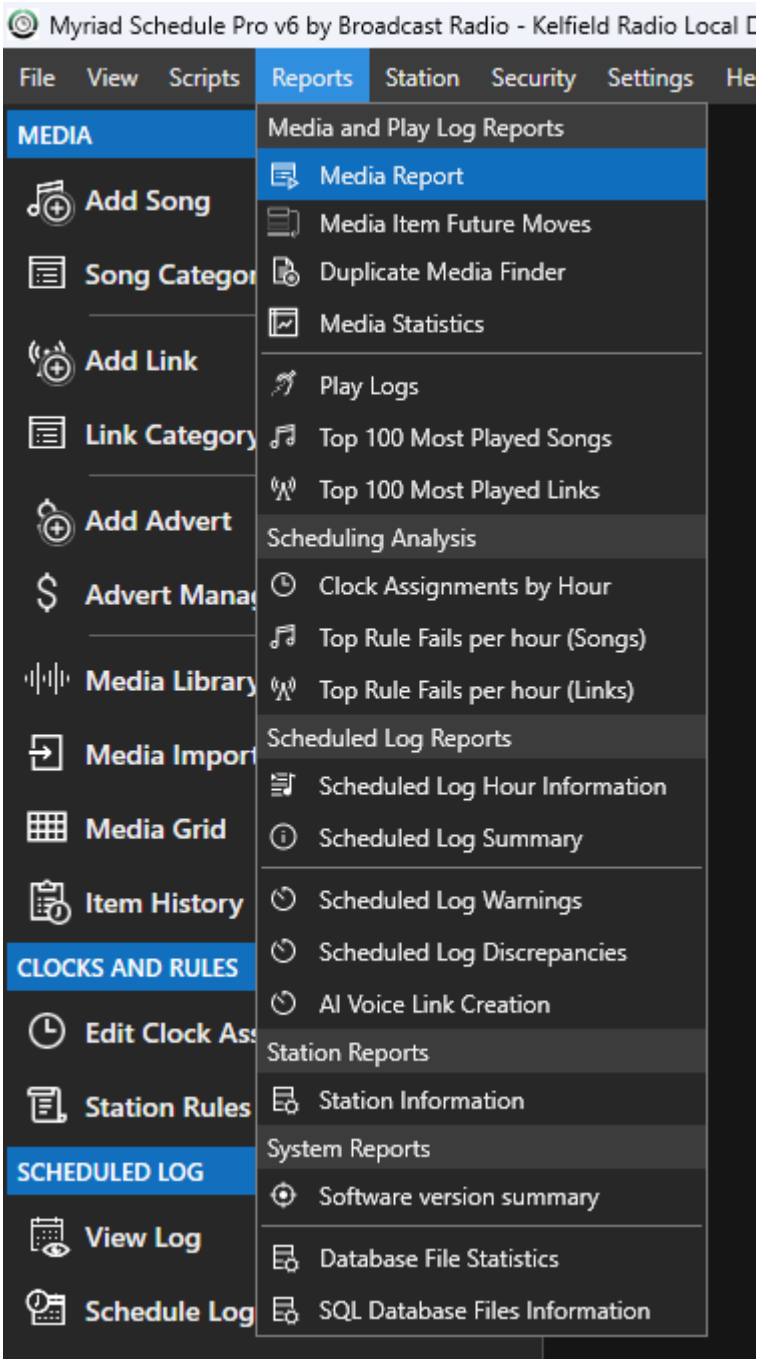


Mass Changing Item Types, Categories & Attributes

If you want to change the Item Type, Category or both for several Media Items in one go, follow these steps.

1. Click on the **Media Reports** option on the **Reports Menu** (applies to Myriad Schedule and Myriad Playout)

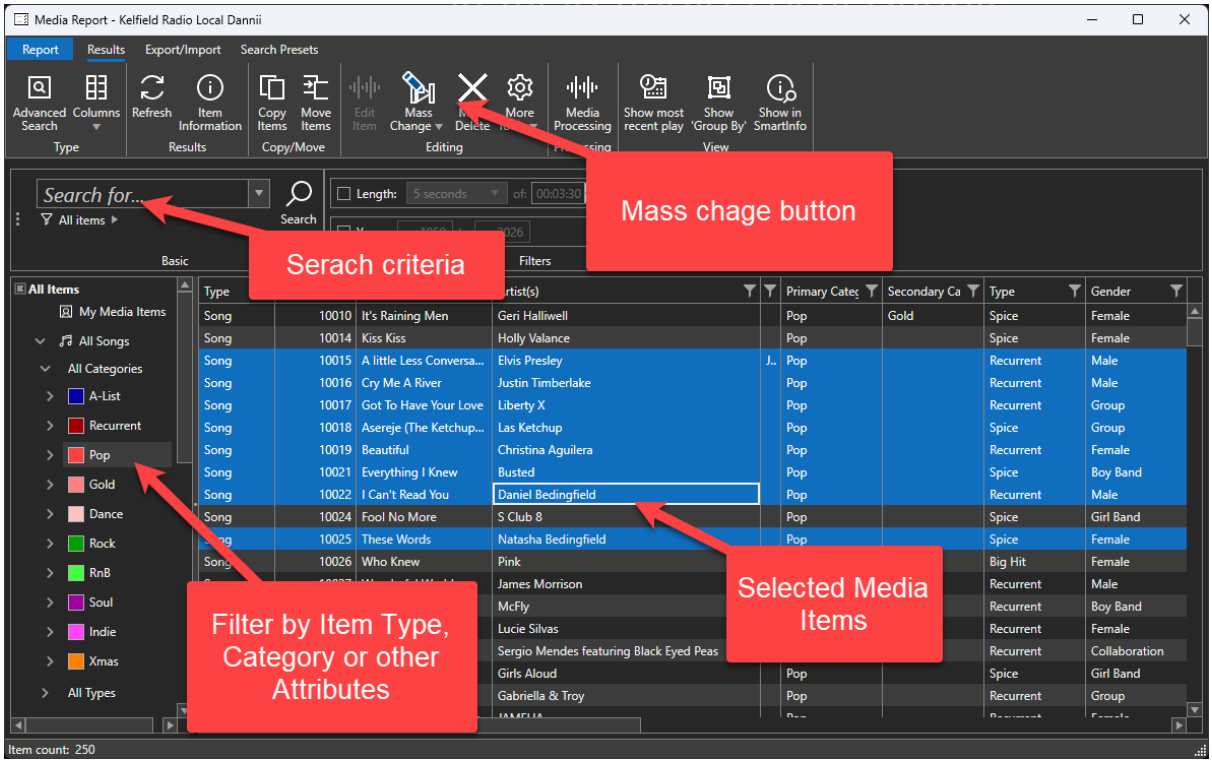
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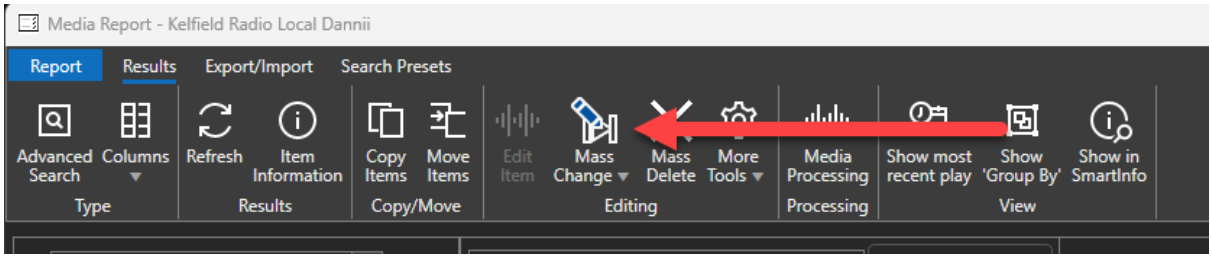
This opens the Media Reports window which is used for browsing the Media Items on your system and also gives access to a range of tools including the **Mass Changer** which is what we are going to use in this process.

2. Use the **Search** tools or the **Tree View** to view the content you want to change. Once you have the list of Media Items you want to alter, **highlight** them in the **Results Window** section.

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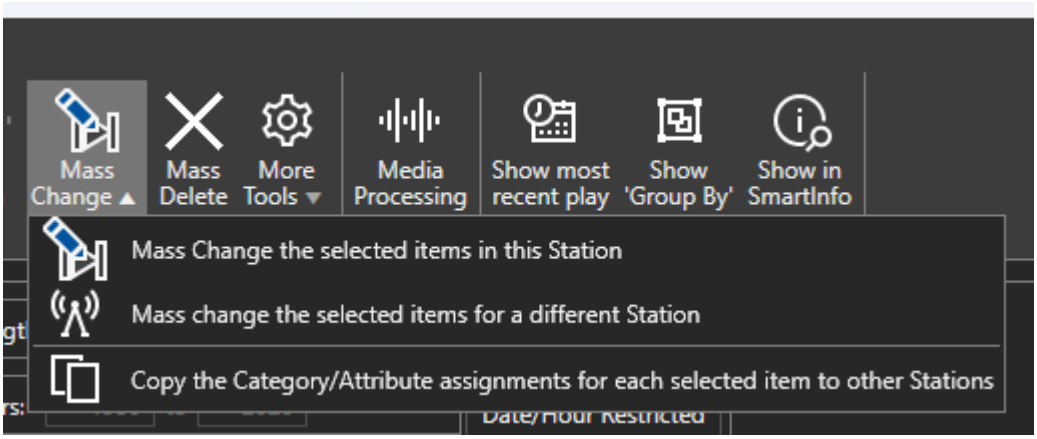


3. Click on the **Mass Change** button on the ribbon.



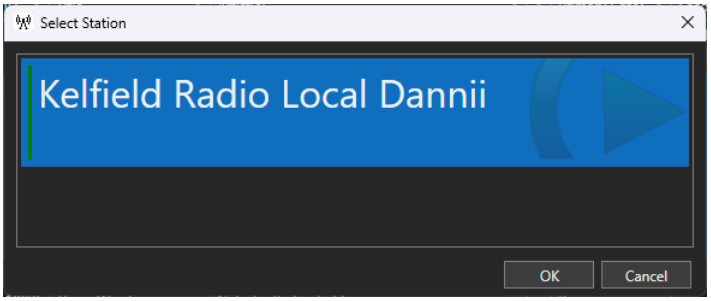
4. If you have enabled **Separate Categorisation Per Station** then you will be asked whether you want to perform the 'Mass Change' on the selected Media Items in the currently open Station or select a different Station to perform the changes in.

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If you select the option to **Mass Change in This Station** option then all the changes you make will only affect the currently open Station.

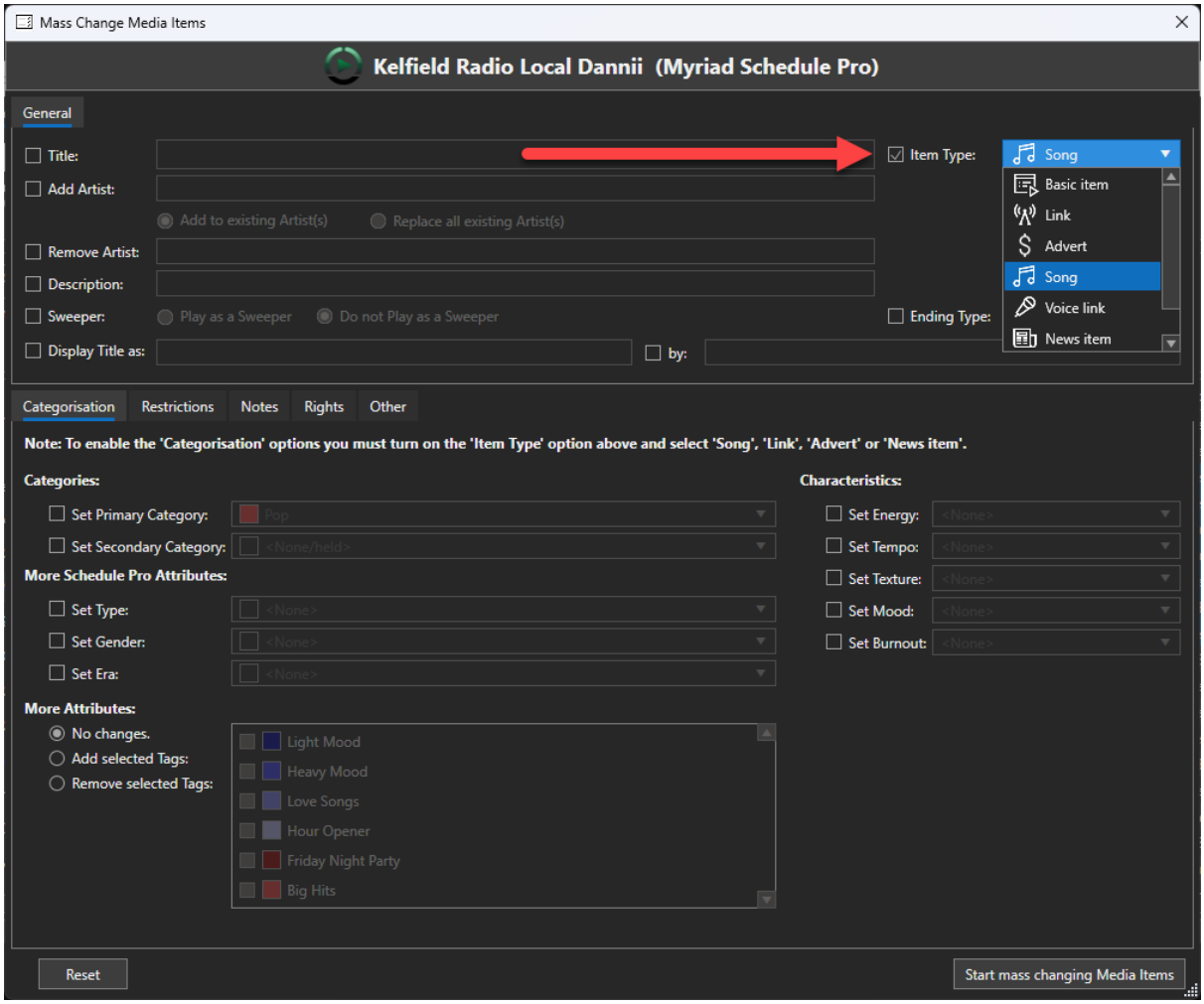
If you select the **Mass Change Items for a Different Station** then you will be asked which station you wish to make the changes in.



Select the Station you want to make the changes in and click OK to continue.

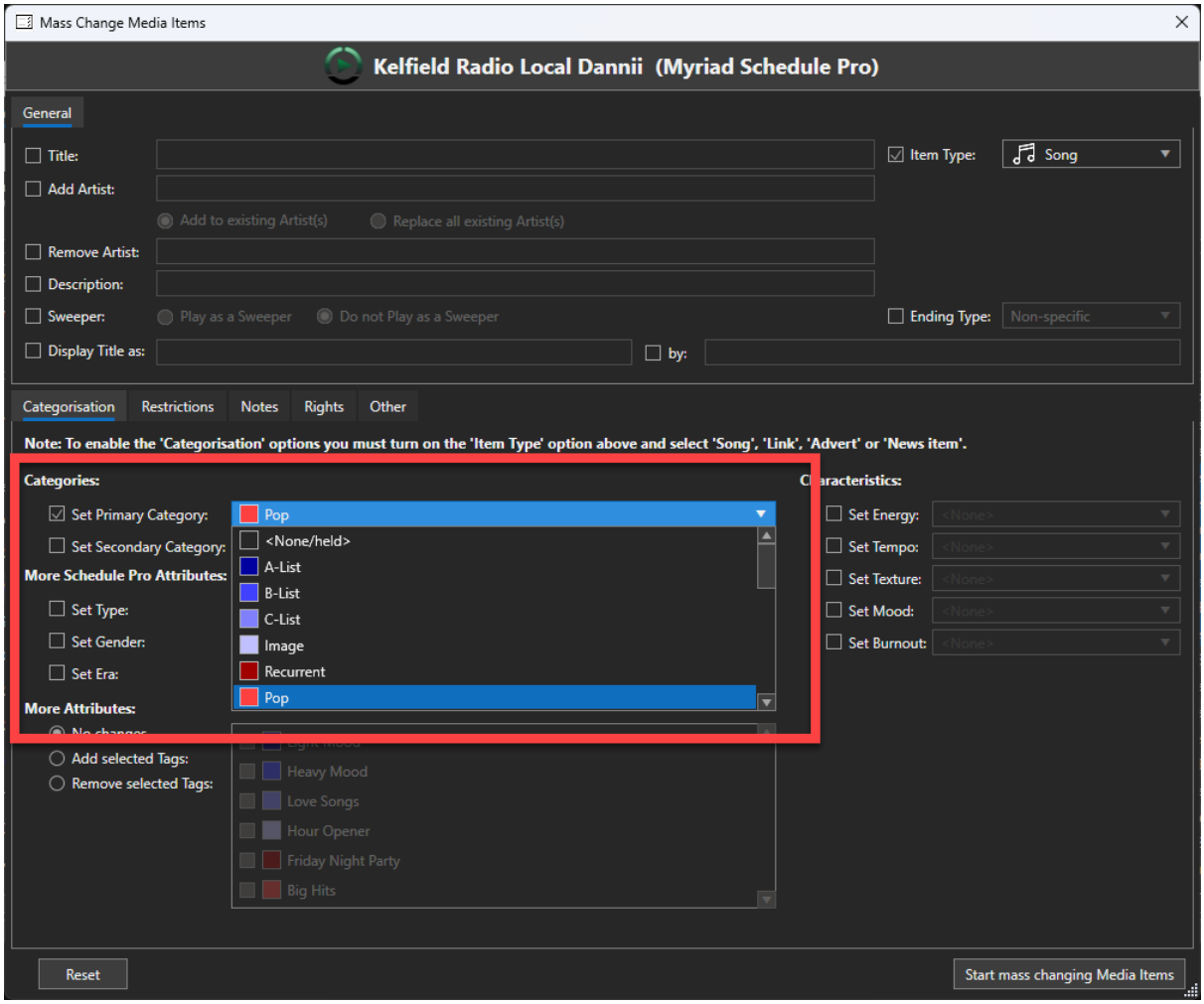
5. If you want to change the selected Media Item's Type, click on the **Item Type** option and select the desired Item Type from the drop-down list.

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6. If you want to change the selected Media Item's Category then select the **Categories Tab** and select the Category from the drop down list for **Primary Category**. Please note that you have to have set the **Item Type** as **Song** to enable the Category options. Setting a Category to **None/Held** means that the Item will be listed in the Library view and Replace Item windows but will not be considered for scheduling by Myriad Schedule.

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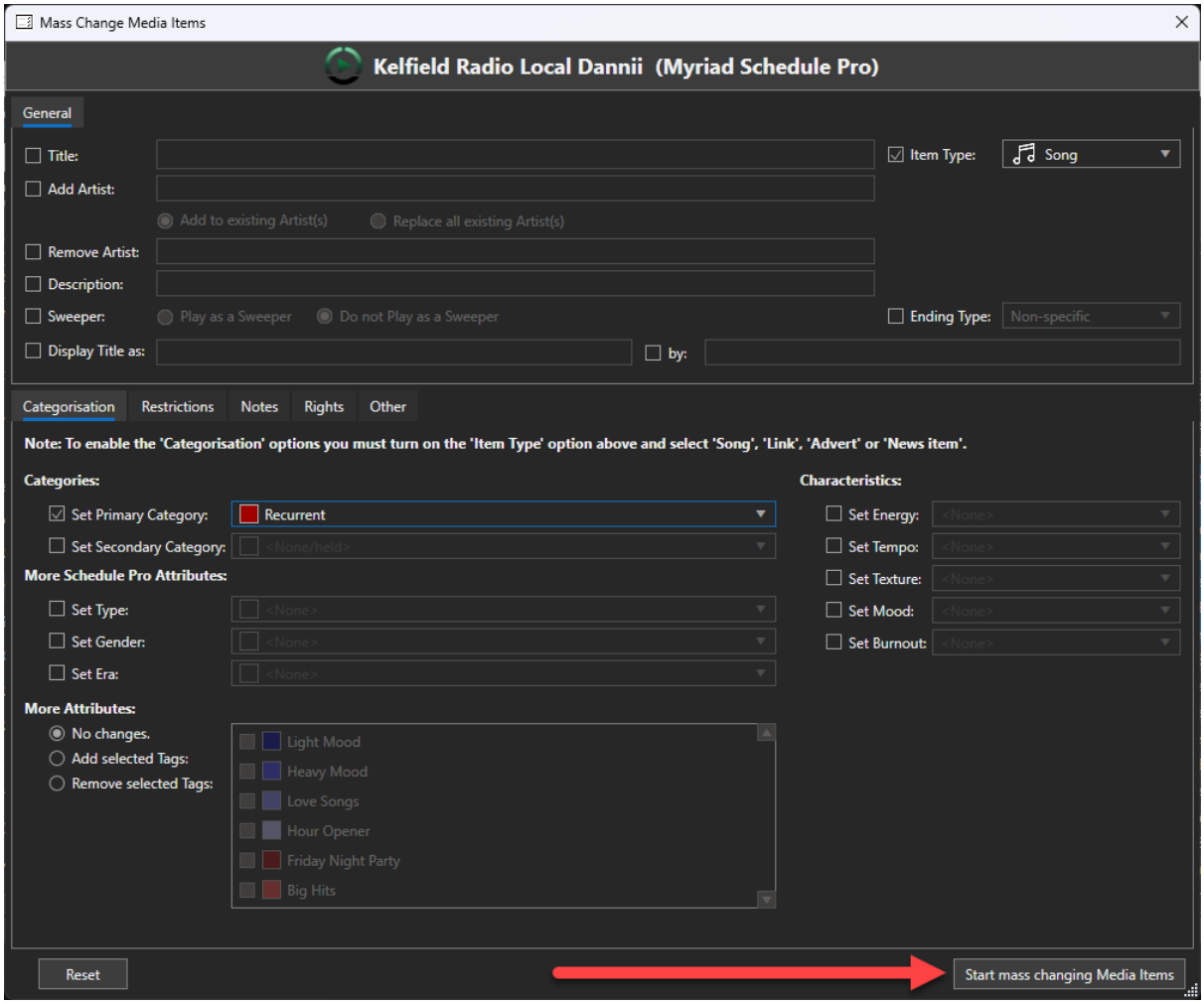


Please note you can also use this method to change any other fields on this tab or a combination of fields.

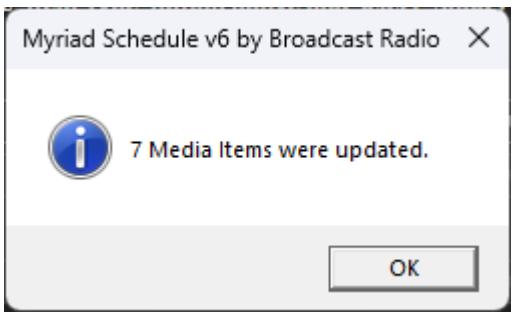
The options pictures are for Myriad Schedule Pro. If you are using Myriad Schedule then the options will be limited to Primary & Secondary Categories as well as Tags & Characteristics.

7. When you are happy, click on the **Start Mass Changing Media Items** button in the bottom right of the window.

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You will be asked to confirm the actions. If you click on **Yes** then the changes will be applied to the selected Media Items. You will receive a conformation once the task is complete.



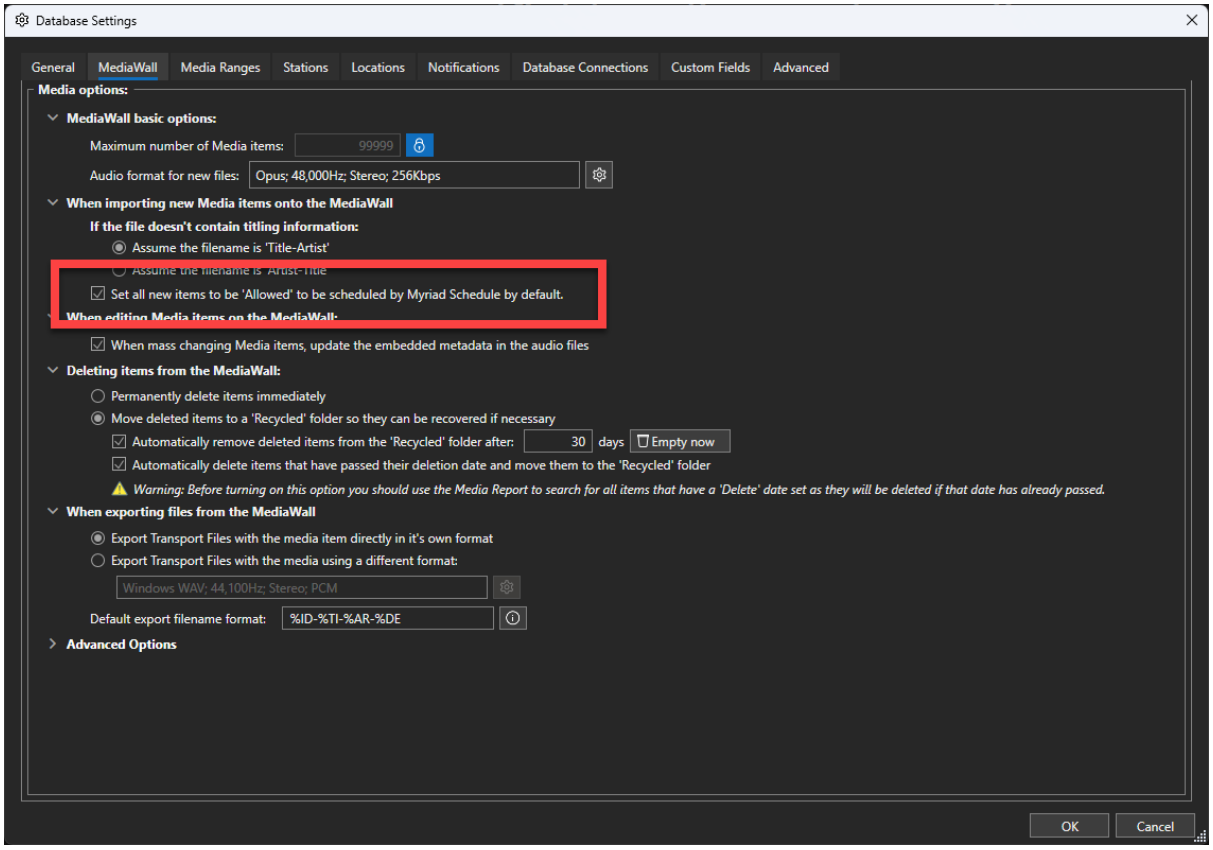
You can use the same process to Mass Change all attributes including Tags as well as Types, Eras & Genders (if you have Myriad Schedule Pro)

Allowing / Disallowing Songs & Links to be scheduled

In order for any Song or Link on the Myriad MediaWall to be included in scheduled output, it must be allowed to do so.

The default state of new content added to the system can be set in the **Settings Menu > Database Settings > MediaWall Tab.**

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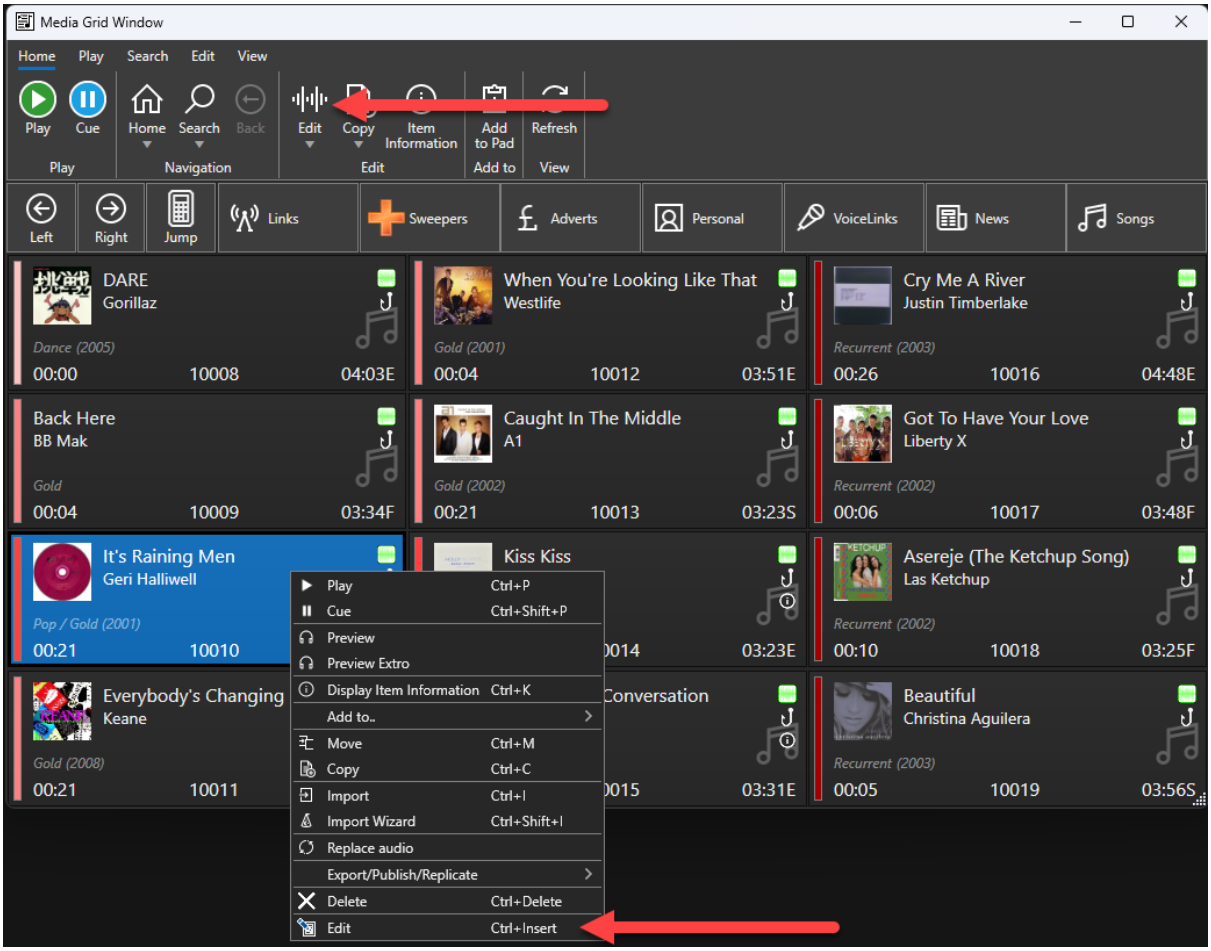
This can also be override within **AutoImporter Groups** using the **Overrides sections** for content that is automatically imported using AutoImporter.

Media Items Types that Myriad Schedule cannot use (News, Voice Links etc) will not have the Schedule option enabled.

To check the status of a Song or Link:

1. Click on the item you want to check.
2. Click on the **Edit** button on the Home Tab (of the MediaWall Ribbon).

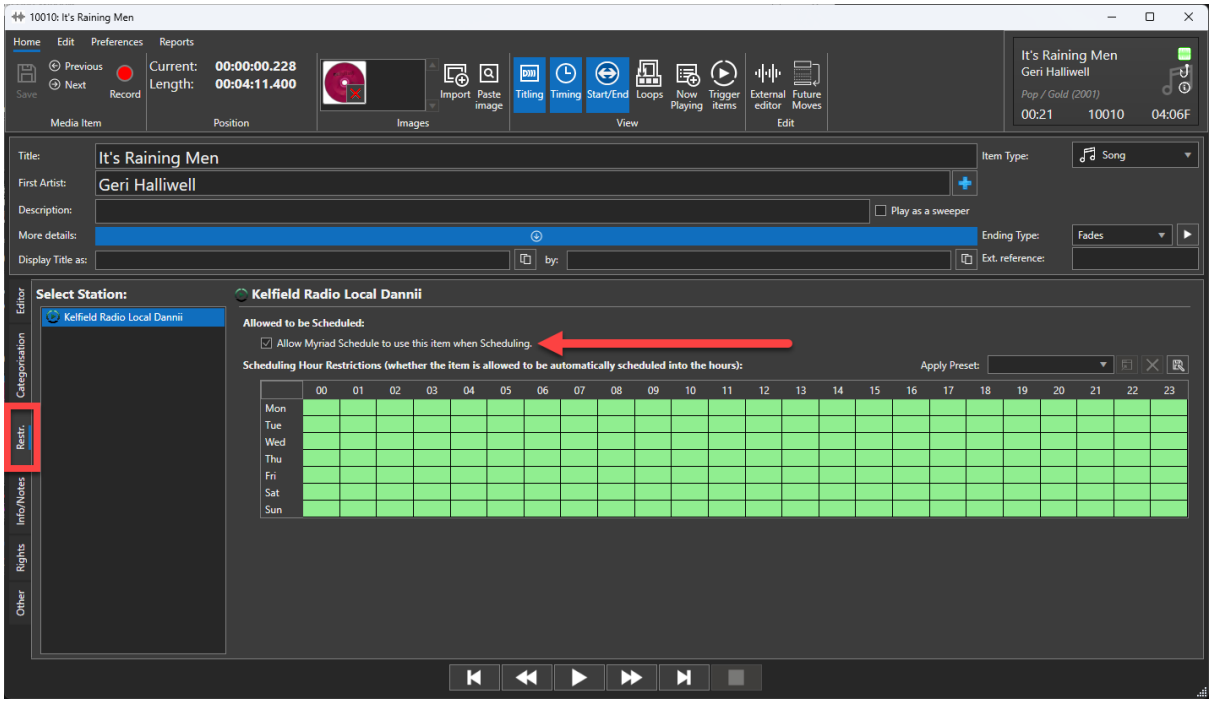
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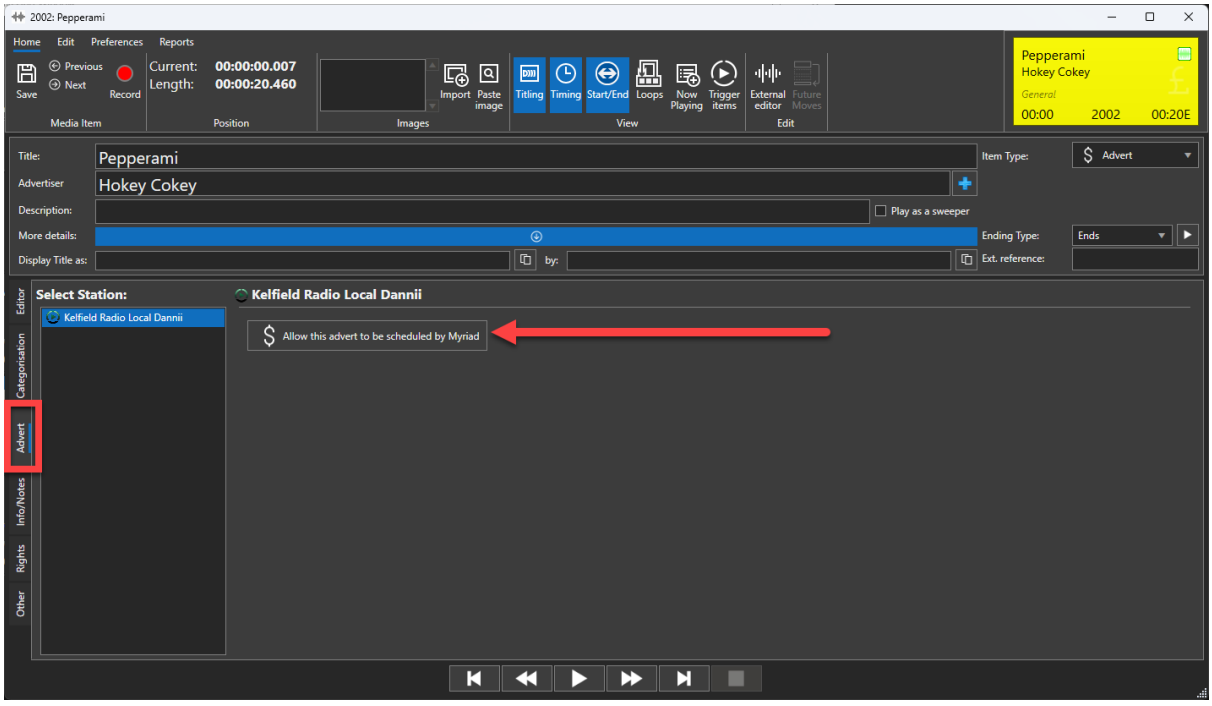


You can right-click on the item and select Edit from the right-click menu if you prefer.

3. When the **Edit Window** loads, click on the **Restr (Restrictions) Tab.**
4. Check that the **Allow Myriad Schedule To Use This Item When Scheduling** option is ticked (it is a button for Adverts).

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This option appears a little different for Adverts but does the same thing!

If the option is ticked, then this item will be available for Myriad Schedule to use.

Please note that if you have enabled **Separate Categorisation Per Station** then you will also see a list of available Stations down the left-hand side so that you can select the Station you want to enable the Media Item to schedule in. This allows you to have content that Schedules in some Stations but not in other. If you are using **Shared Categories & Attributes** then you will not see a list of Stations on the left-hand side (as the settings apply to all Stations).

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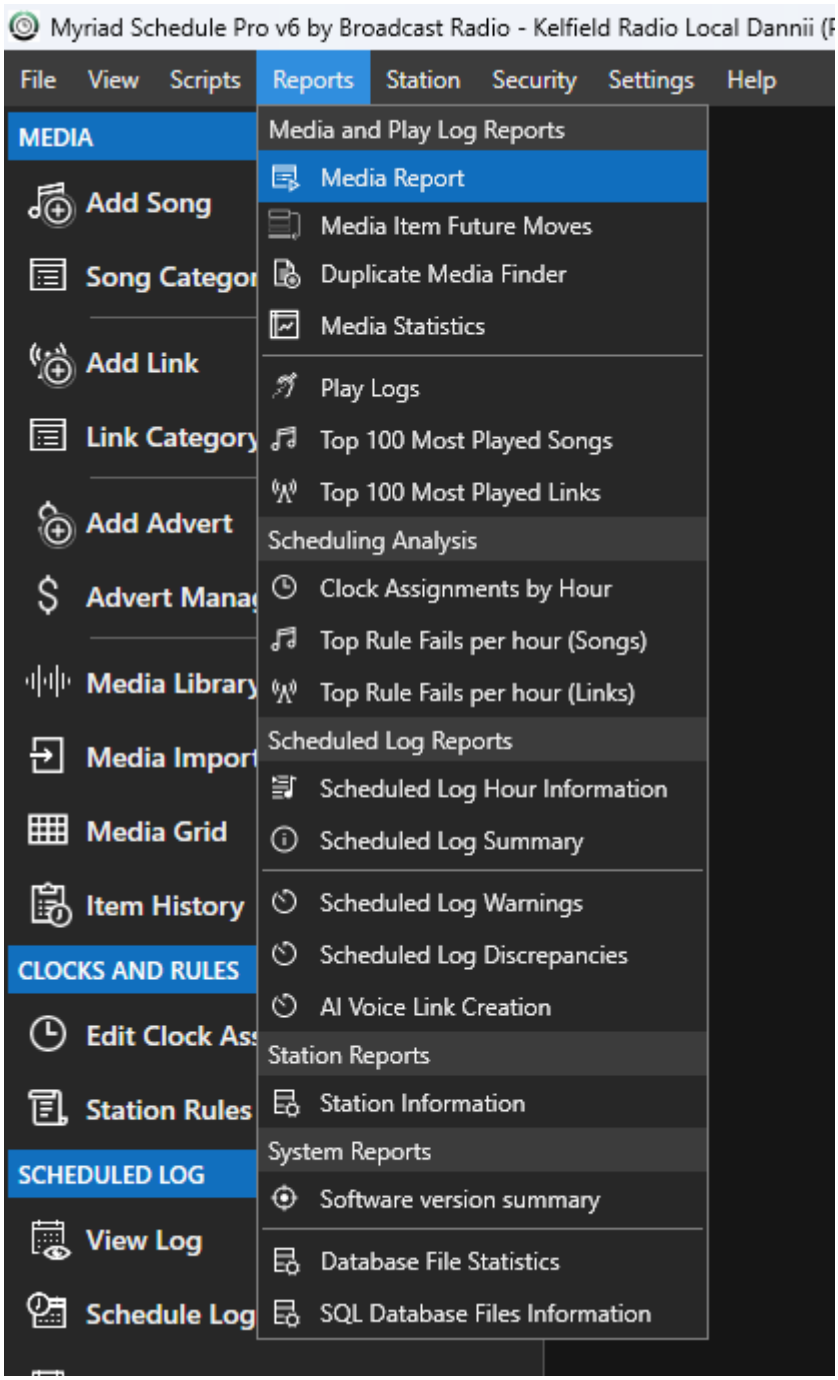
5. If you do not want this Item to be available for Myriad Schedule, then untick this option.

Use the same process to check or change the schedule status of Links.

Mass Changing whether Songs Links & Adverts can be included in Scheduling

This process allows you to rapidly select content that should and should not be included in Scheduling for individual stations (Select Categories Per Station) or all stations (Share Categories for All Stations)

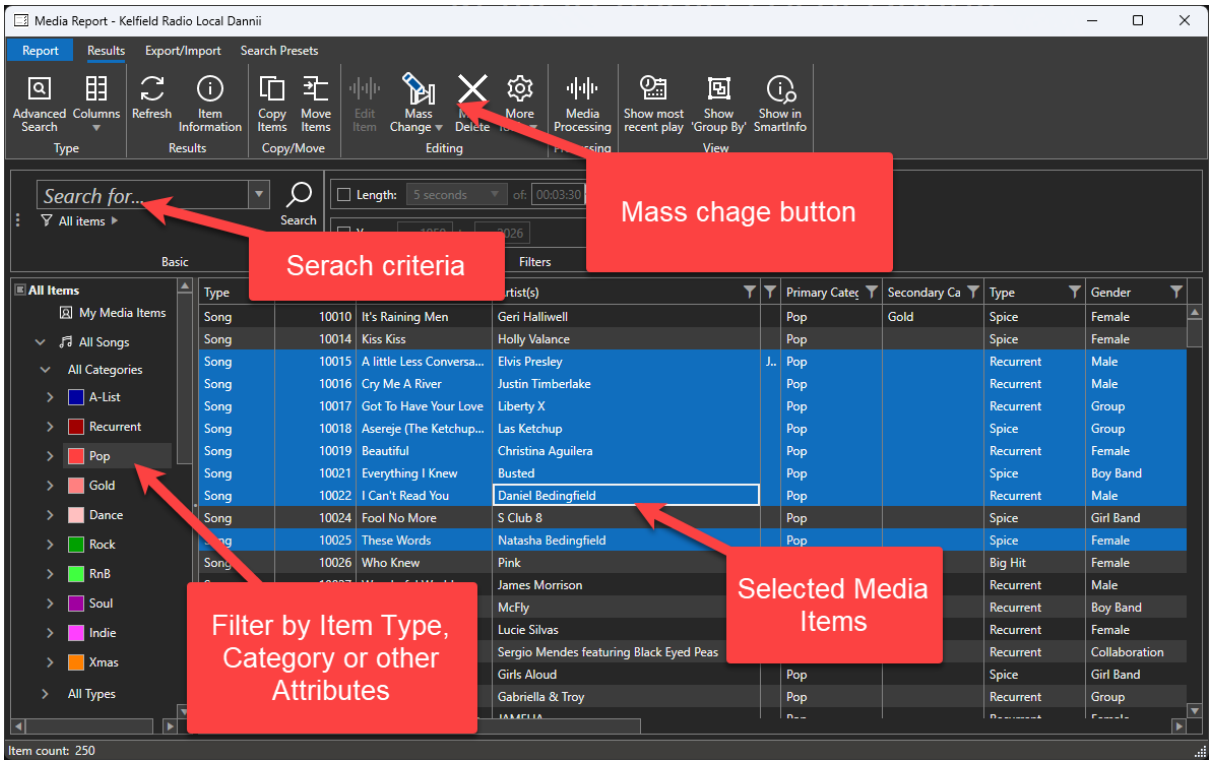
If you have multiple Media Items you wish to either add or remove from rotation in the schedule then you can use the **Mass Change** tool built into **Media Reports** to change their status all at once.



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First run access the **Reports** menu and select the **Media Reports** option.

The Media Reports window in Myriad Playout allows you to search and display specific content on your MediaWall as well as perform certain tasks such as edit, move, copy, change, export or even delete. These tasks can affect a single Media Item or multiple selected items.

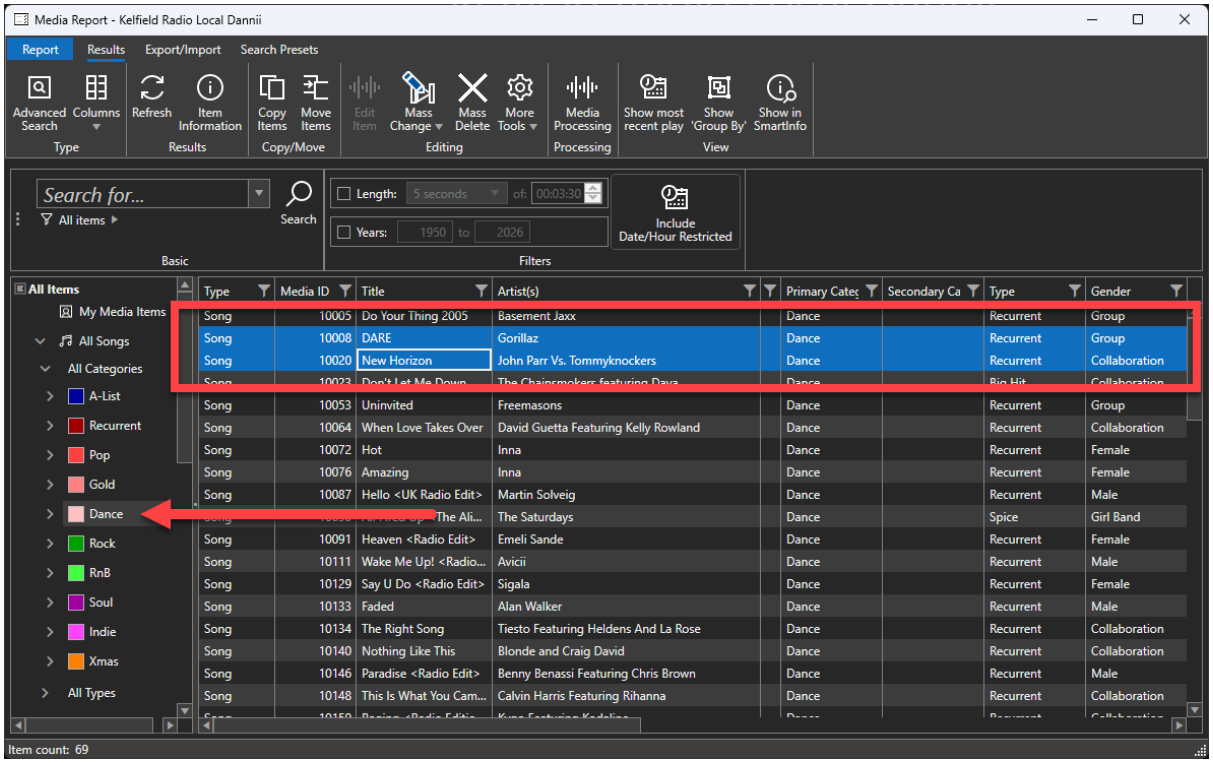


Click on the **Mass Change** button on the ribbon.

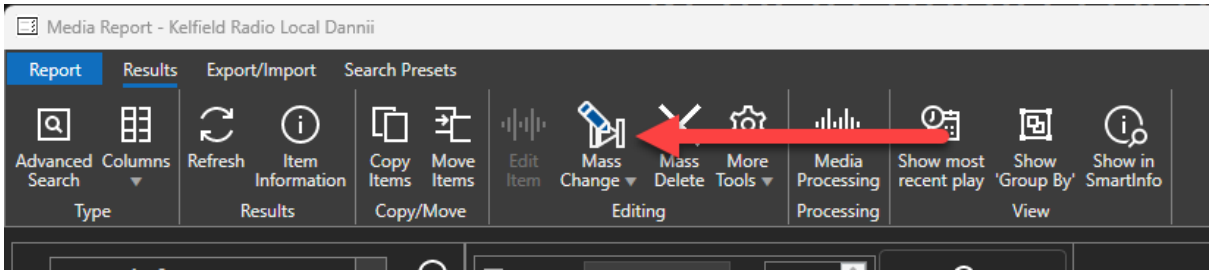
In this case we are interested in changing whether selected Select Media Items are allowed to be scheduled by Myriad Schedule.

In this example, let's assume that you have selected the Dance Category (on the tree on the left-hand side) and selected two Songs that you no longer want Myriad Schedule to use.

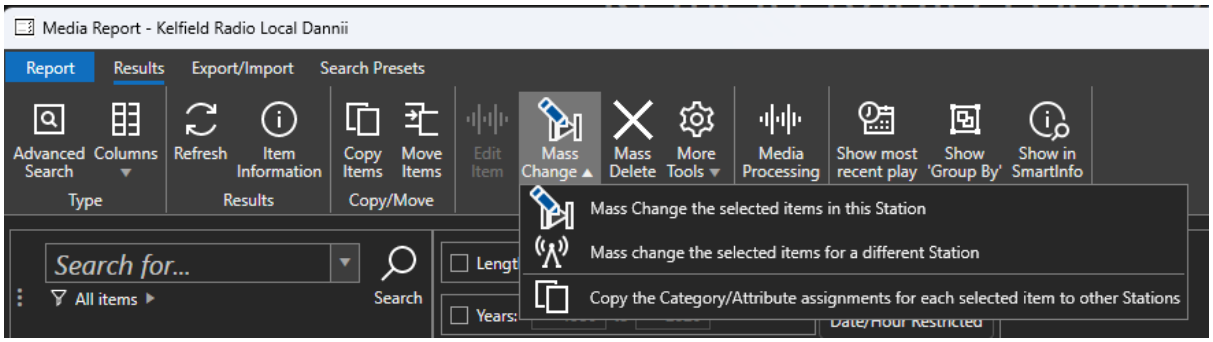
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Next click on the Mass Change button on the Media Reports ribbon.



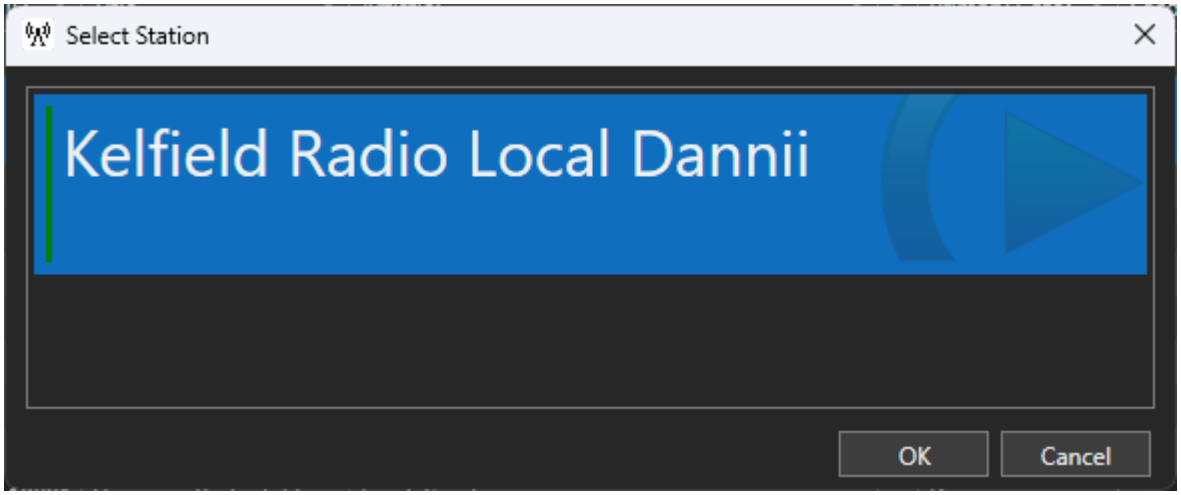
If you have enabled **Separate Categorisation Per Station** then you will be asked whether you want to perform the 'Mass Change' on the selected Media Items in the currently open Station or select a different Station to perform the changes in.



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If you select the option to **Mass Change in This Station** option then all the changes you make will only affect the currently open Station.

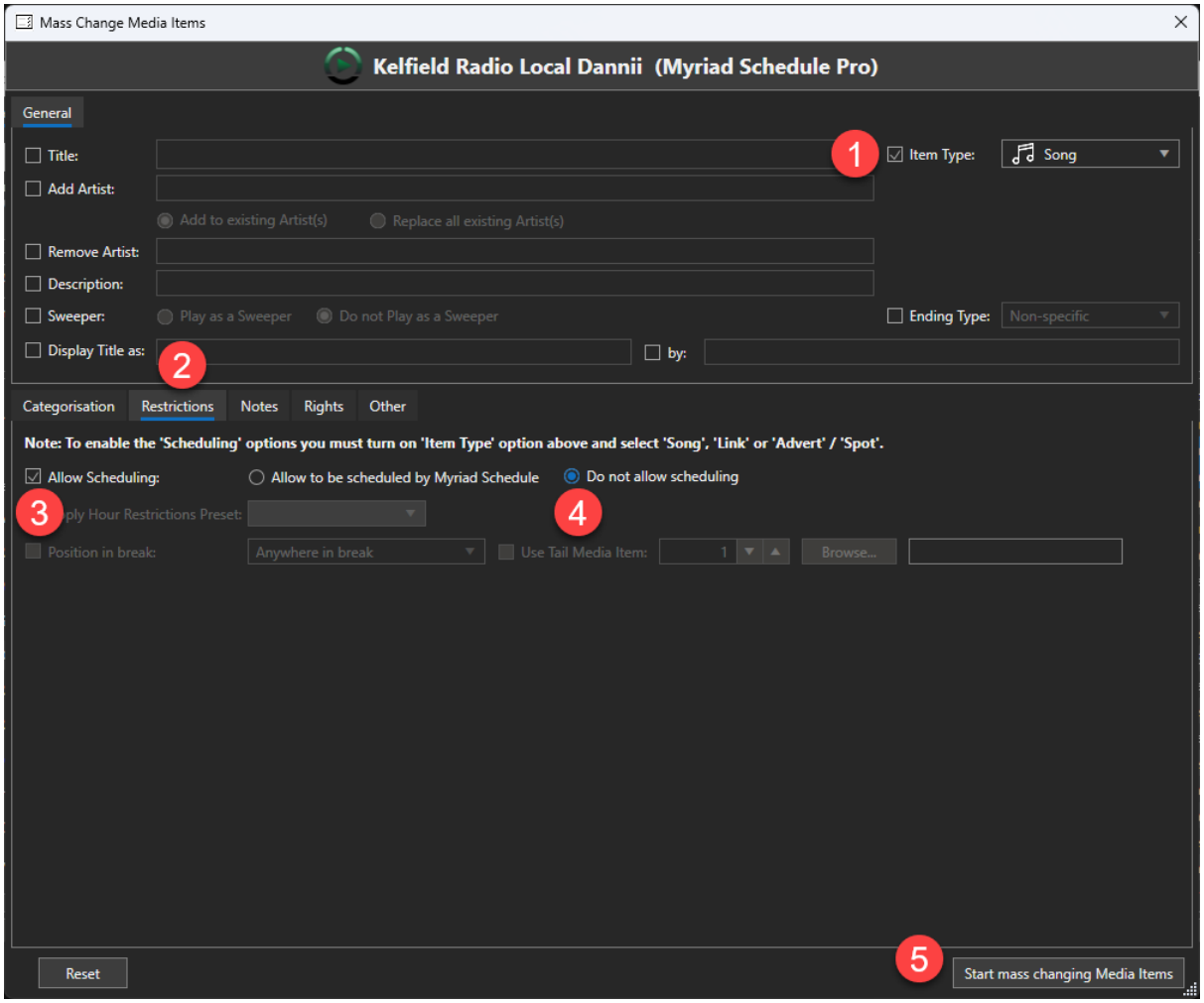
If you select the **Mass Change Items For a Different Station** then you will be asked which station you wish to make the changes in.



Select the Station you want to make the changes in and click OK to continue.

Next the **Mass Changer** window will open which can be used to apply one or more changes to the selected Media Items. In this case we want to prevent the selected Songs from being used by Myriad Schedule by following these steps.

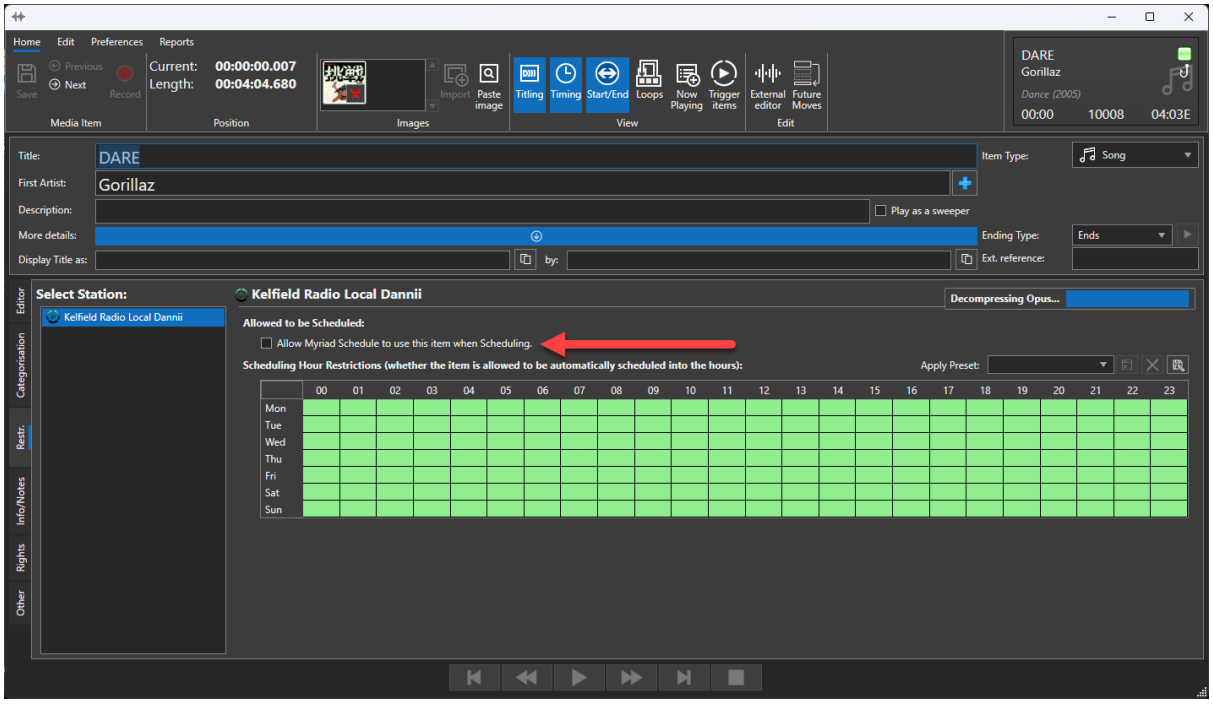
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1. Tick the **Item Type** option and select **Song** from the drop-down list. The Schedule tab (see step 2) will only be enabled if you select an Item Type that is relevant (Song / Link etc).
2. Make sure the **Restrictions Tab** (or **Advert tab** if you are dealing with Adverts) is selected.
3. Tick the **Allow Scheduling** option to enable the settings.
4. Toggle between **Allow To Be Scheduled** or **Don't Allow To Be Scheduled** as required. In this case we will select Don't Allow To Be Scheduled.
5. Click on the **Start Mass Changing Media** button to make the changes.

Now if you look at one of the items that was changed, the Allow to Schedule option will be unticked.

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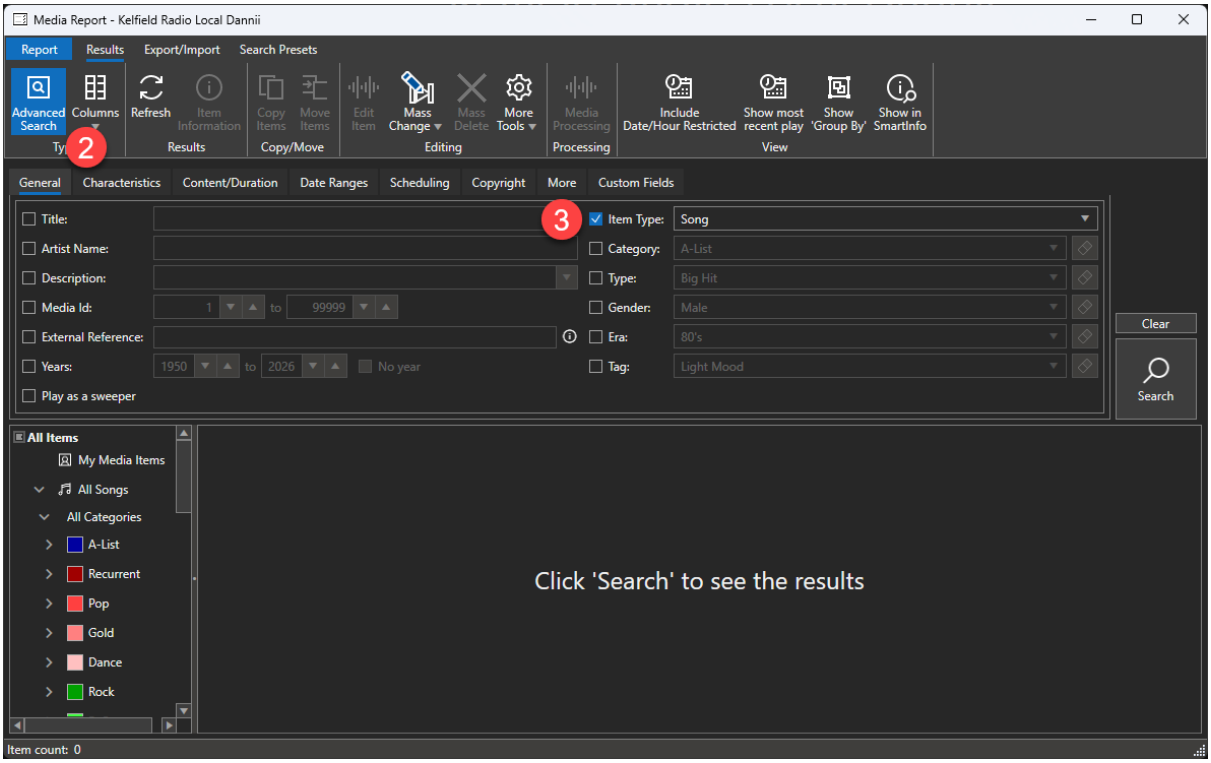
The steps for mass changing Links will be the same except for step 1 where you would need to select Link as the Item Type instead of Song.

Finding Songs, Links or Adverts that can / can't be scheduled

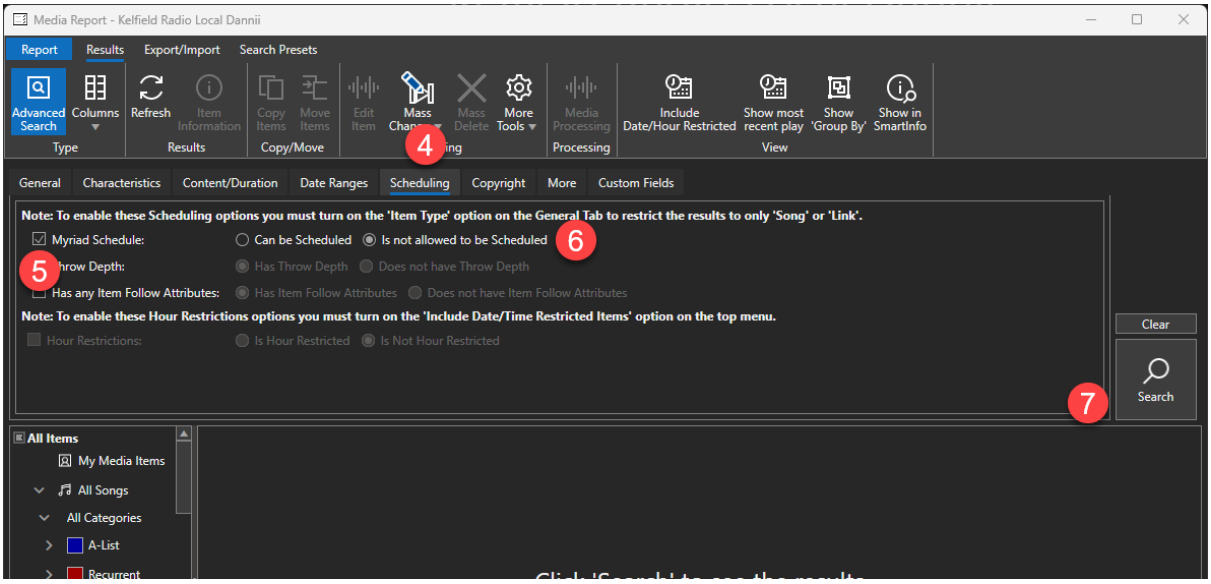
You may often need to find a list of Songs or Links that either can be Scheduled or are not allowed to schedule. This is a simple process using the **Advanced Search** features in the **Media Reports** window. Follow these steps:

1. Select the **Media Reports** option on the **Reports Menu**.
2. Click on the **Advanced Search** on the ribbon.
3. Click on the **Item Type** option and select either **Song, Link or Advert** from the drop down menu. This is necessary because the advanced schedule search options are only enabled for Songs or Links.

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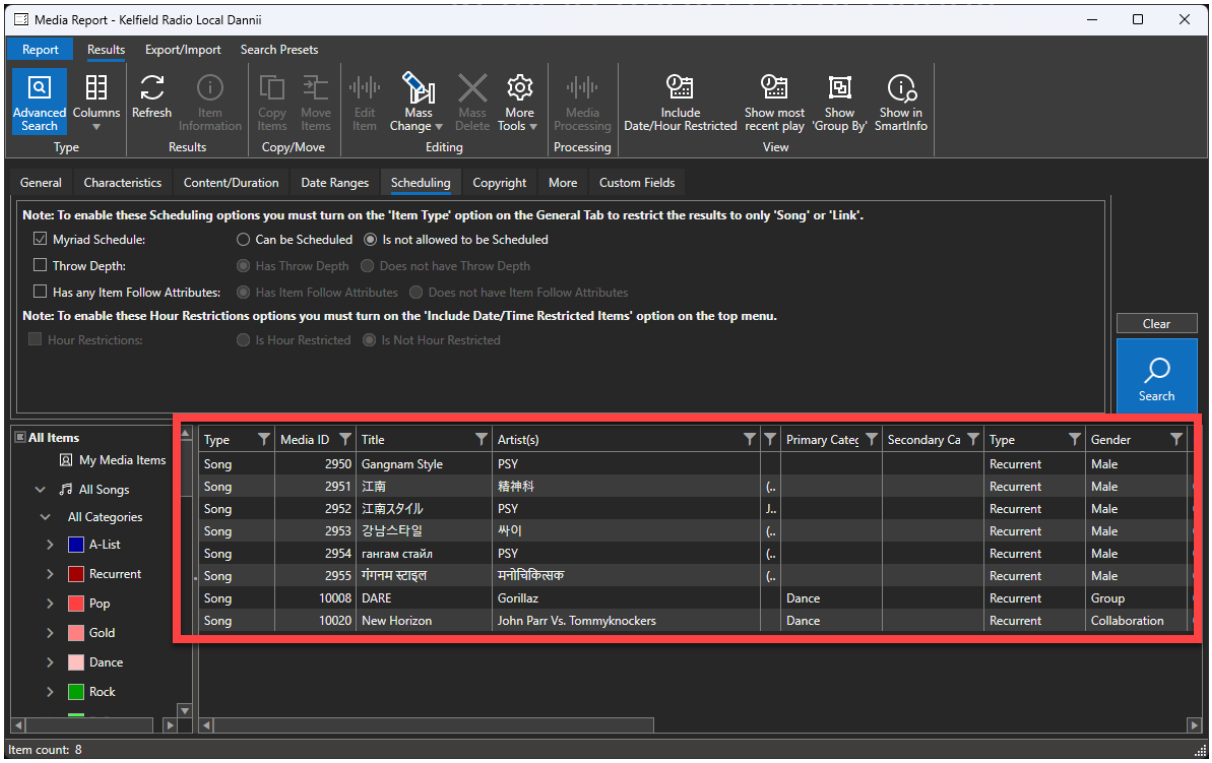


4. Now switch to the **Scheduling** tab in the Advanced Search section.



5. Tick the **Myriad Scheduler** tick box to enable the options.
6. Select whether you are interested in Items that **Can** or **Can't** be scheduled.
7. Click the **Search button** to begin the search.
8. The **Results** will be displayed in the main window.

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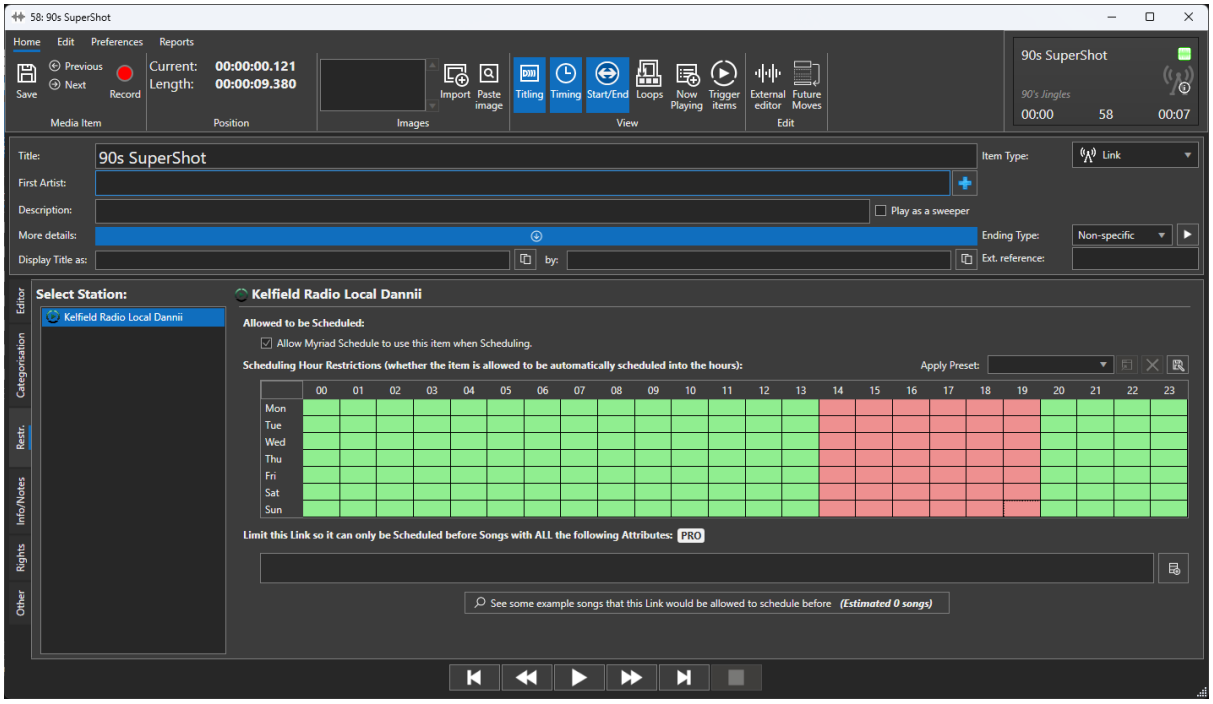
The Restr Tab (Songs & Links only)

The Hour Restrictions section on the **Restr. Tab** for Songs and Links allows you to set specific hours of the week when an item can or can't be considered for scheduling by the system.

A good example of where this might be helpful is on a Link promoting a specific show. If the show is going to broadcast at 2pm on a Tuesday, you might want to schedule the Link promoting the show in the hours leading up to the show, but not in the actual time of the show or in the hours just after the show.

In this example, the Hour Restrictions might look something like this:

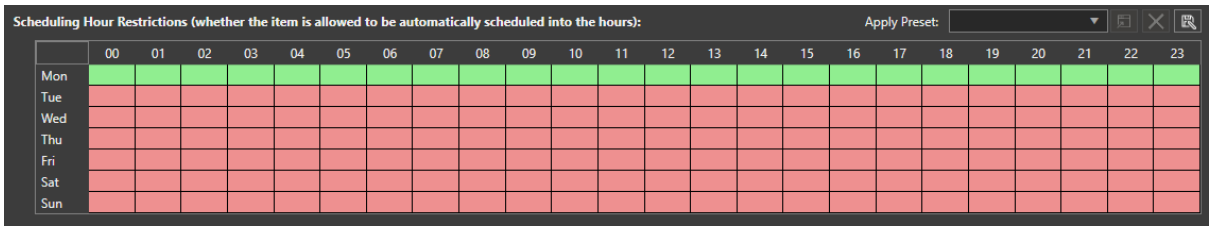
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In the example above, the Link could be scheduled between the hours of midnight and 2pm and also between 8pm and midnight, throughout the week.

The Hour Restrictions are represented by a 24/7 grid with a box representing each hour of the week. If the box is filled green, then the Item can be considered for the corresponding hour. A red box shows that the Item will not be considered for scheduling in the corresponding hour.

Another example is if you had a Song that you only wanted to play on Mondays (like Manic Monday), the Hour Restrictions would look like this:



You can toggle hours between red and green in several ways.

- To toggle a single hour, simply click on it.
- To toggle all the hours in a single Day, click on the Day Row to the left of the Hour Restrictions grid.
- To toggle the same Hour every day of the week, click on the Hour Column at the top of the Hour Restrictions grid.
- To toggle every hour in the week, click on the grey box in the top left-hand corner of the Hour Restrictions grid.
- To toggle a selection, use the left mouse button to drag across an area on the grid, when you release the mouse button, the selected Hours will flip to the opposite state.
- You can also select a Preset which is a Hour Restriction grid you have previously created.

Hour Restrictions can be applied to both Songs and Links and affect the following areas in Myriad Playout:

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- Myriad Schedule – Items will not be considered for scheduling in hours they are restricted.
- Library Tab & Replace Window – Be default, Items will not be displayed in the Library Tab or Replace Window in hours when they are Restricted. In both cases, this can be overridden by clicking filter options on the respective windows.

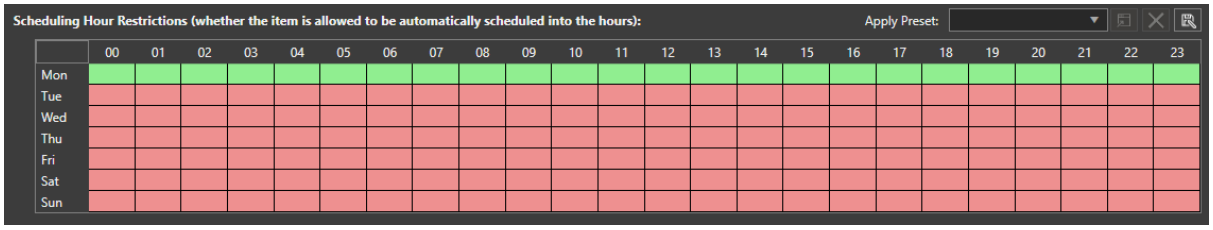
Hour Restriction Presets

To help speed the application of Hour Restrictions, you can create Hour Restriction Presets which are can then be applied individually or as a Mass Change to suitable Media Items.

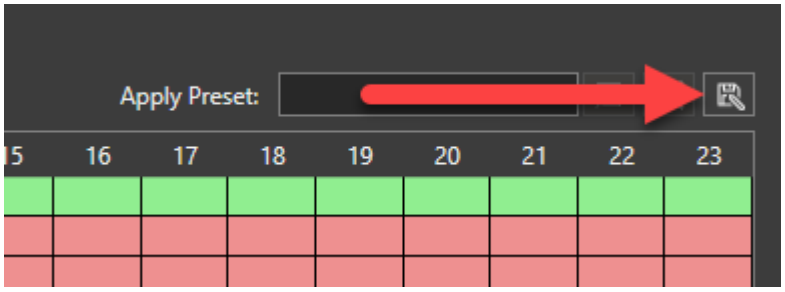
Let's say you had an Hour Restriction that you wanted to apply to several Media Items. You could go in to each individually and make the changes manually or you could create an Hour Restrictions Preset that you could then use to rapidly apply the same restrictions to several items.

To create a Hour Restriction Preset follow these steps:

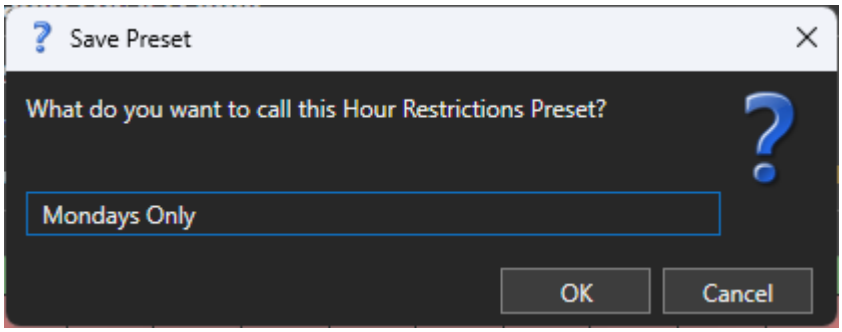
1. Create the Hour Restriction that you want to use for your Preset.



2. Click on the **Save Preset** button in the bottom right hand corner below the grid.

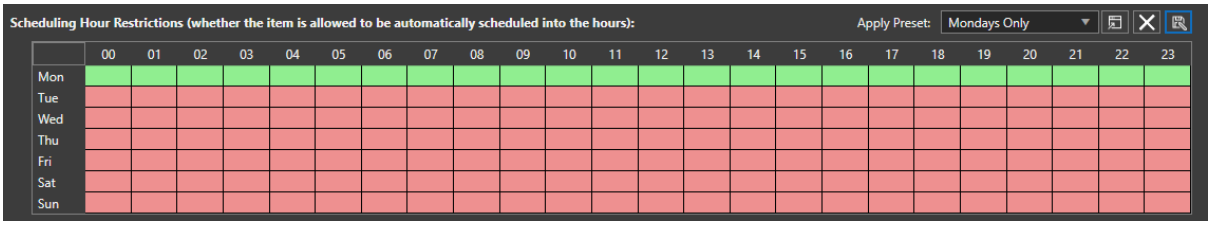


3. Give your Preset a suitable name.



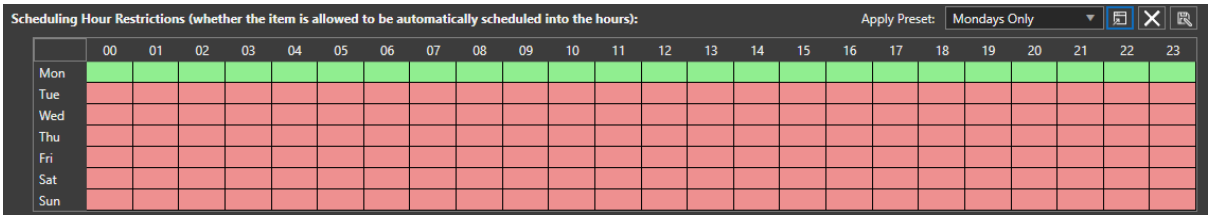
Your Preset in now available.

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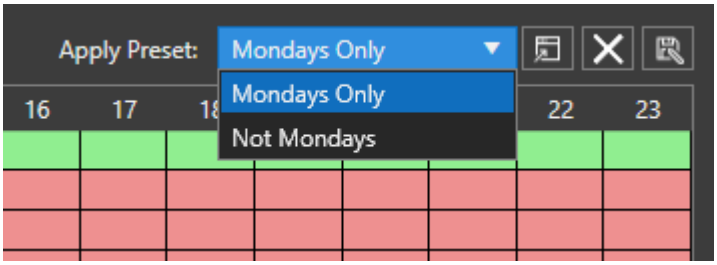


You will also need to know how to apply a Preset to an individual Media Item.

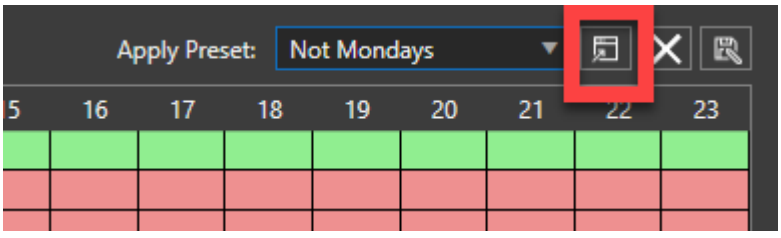
1. Open the **Media Item** you want to apply the Preset to and switch to the **Schedule Tab.**



2. Use the **Apply Hour Restrictions Preset** drop down to select a Preset.

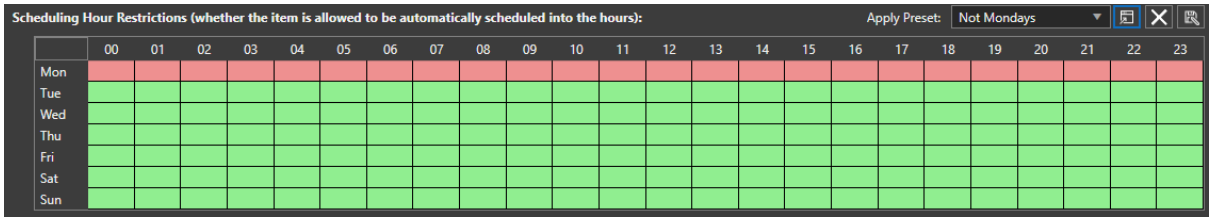


3. Click on the **Apply Preset** button to apply the Preset.



4. Once the Preset has been applied, you need to save and close the Media Item in the normal way (click Save button on ribbon, then close the window).

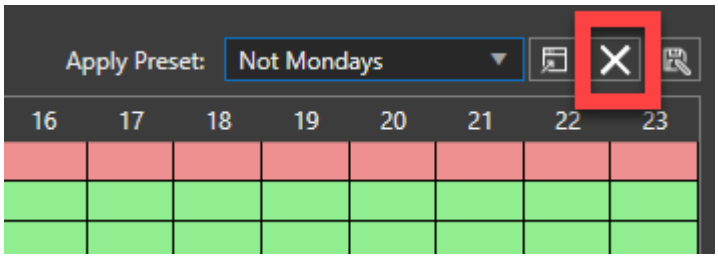
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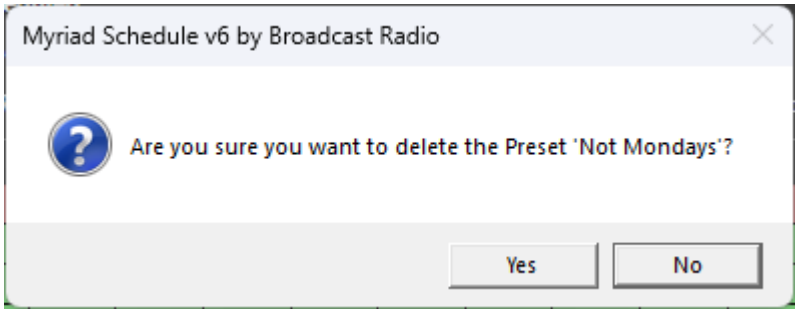
You may need to **Delete** a **Preset** you have previously created. To delete a Preset follow these steps:

1. Select the Preset you want to Delete using the Drop-Down Preset option.

2. Click on the **Delete Preset** button.



3. You will be asked to confirm that you want to delete. Click on Yes to finish deleting the Preset.
4.

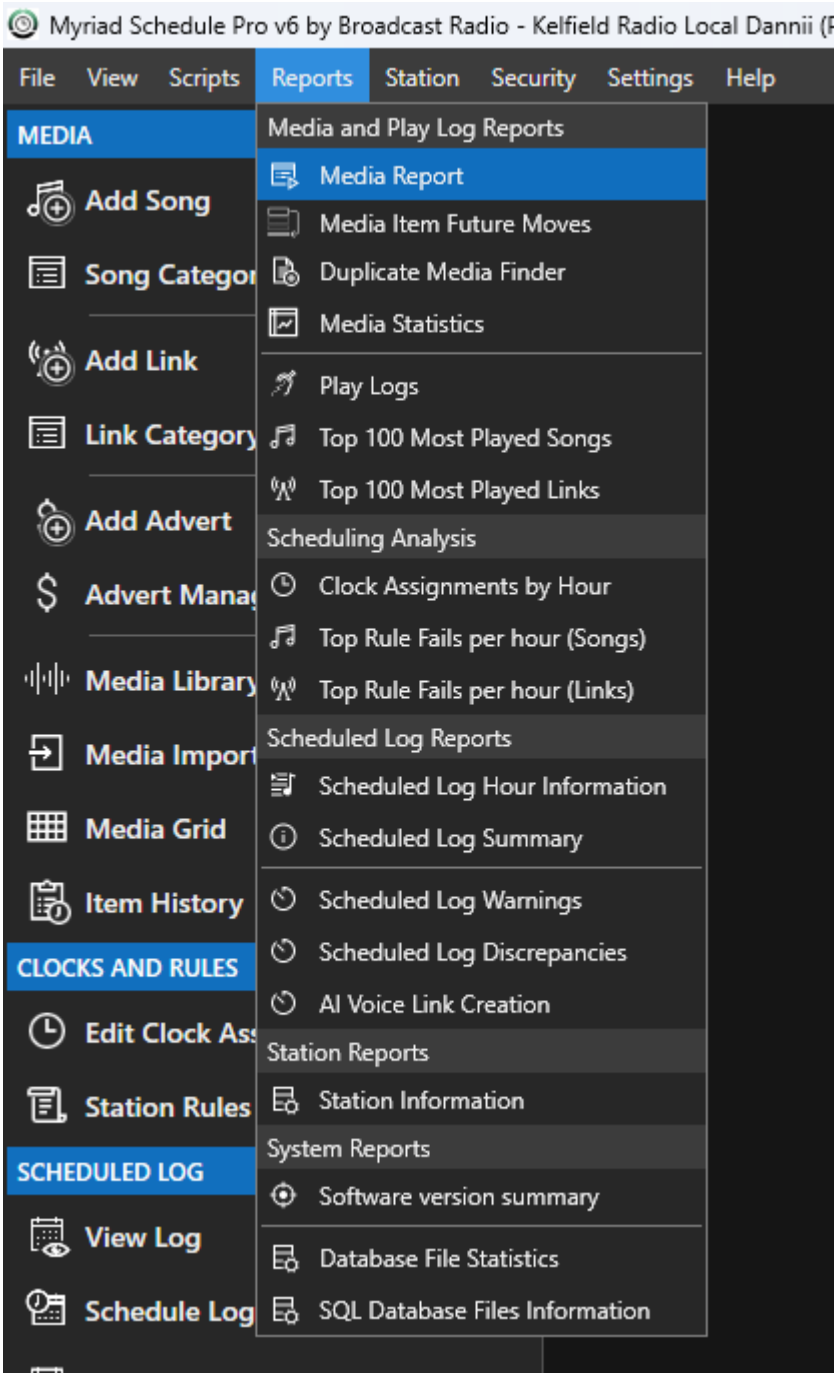


Applying Hour Restrictions to multiple Media Items at once

You can apply Hour Restriction Presets to multiple Media Items using the Mass Change option in the Media Report window.

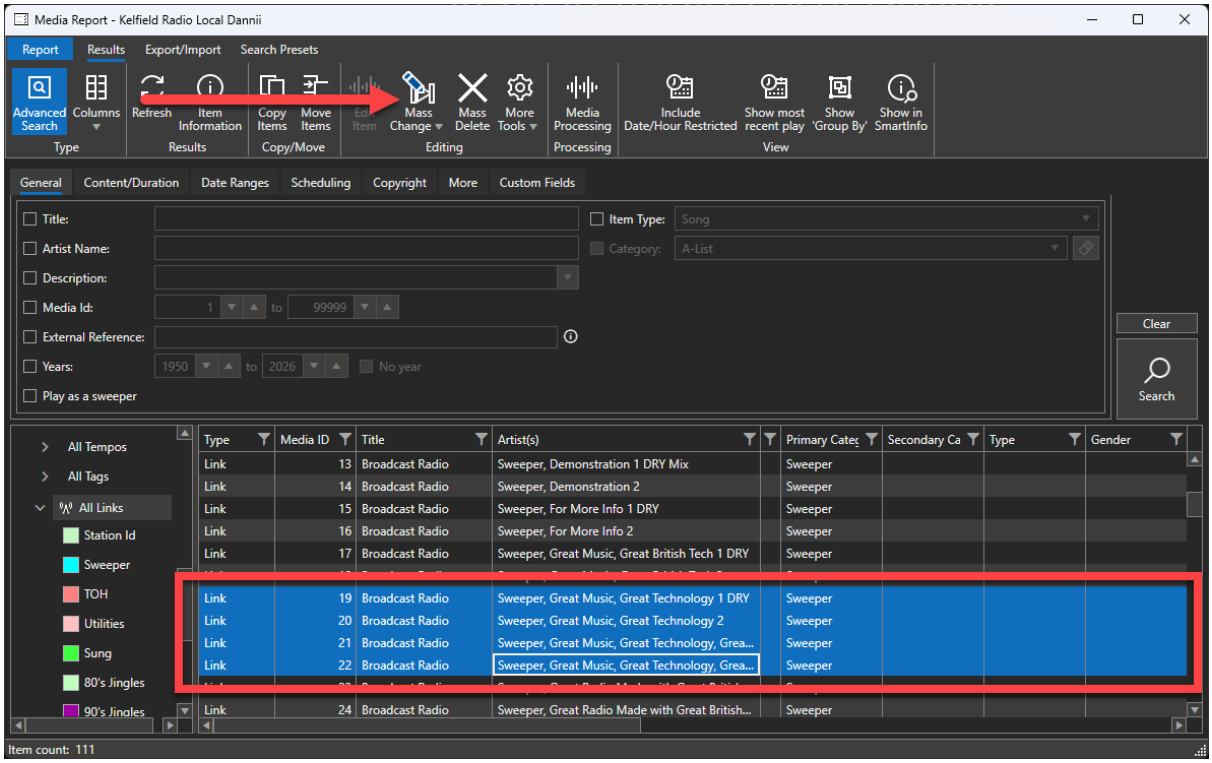
1. Click on the **Media Reports** option on the **Reports Menu.**

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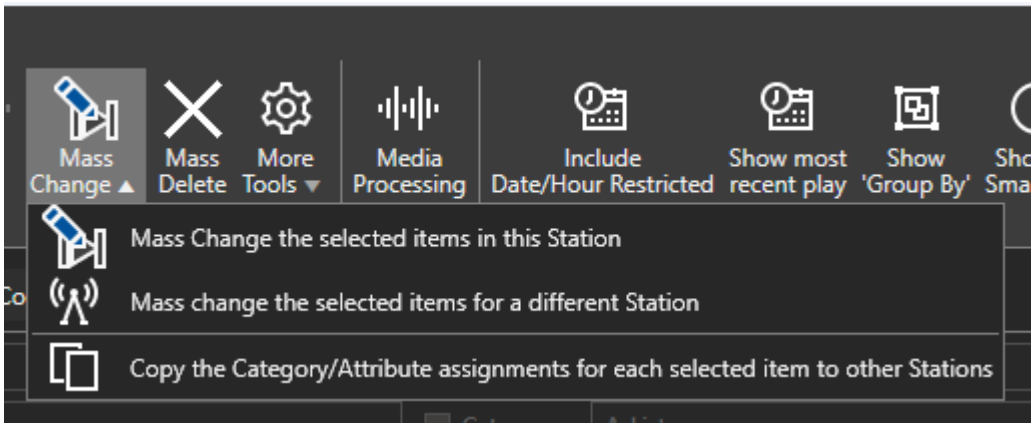


2. Use the Search tools find the Media Items you want to apply a Preset to. You can search for specific item, select a Category from the left-hand tree view or use the Advanced Search options for more specific criteria.
3. Once you have the list of Media Items you want to work with, **Highlight** them and then click on the **Mass Change button.**

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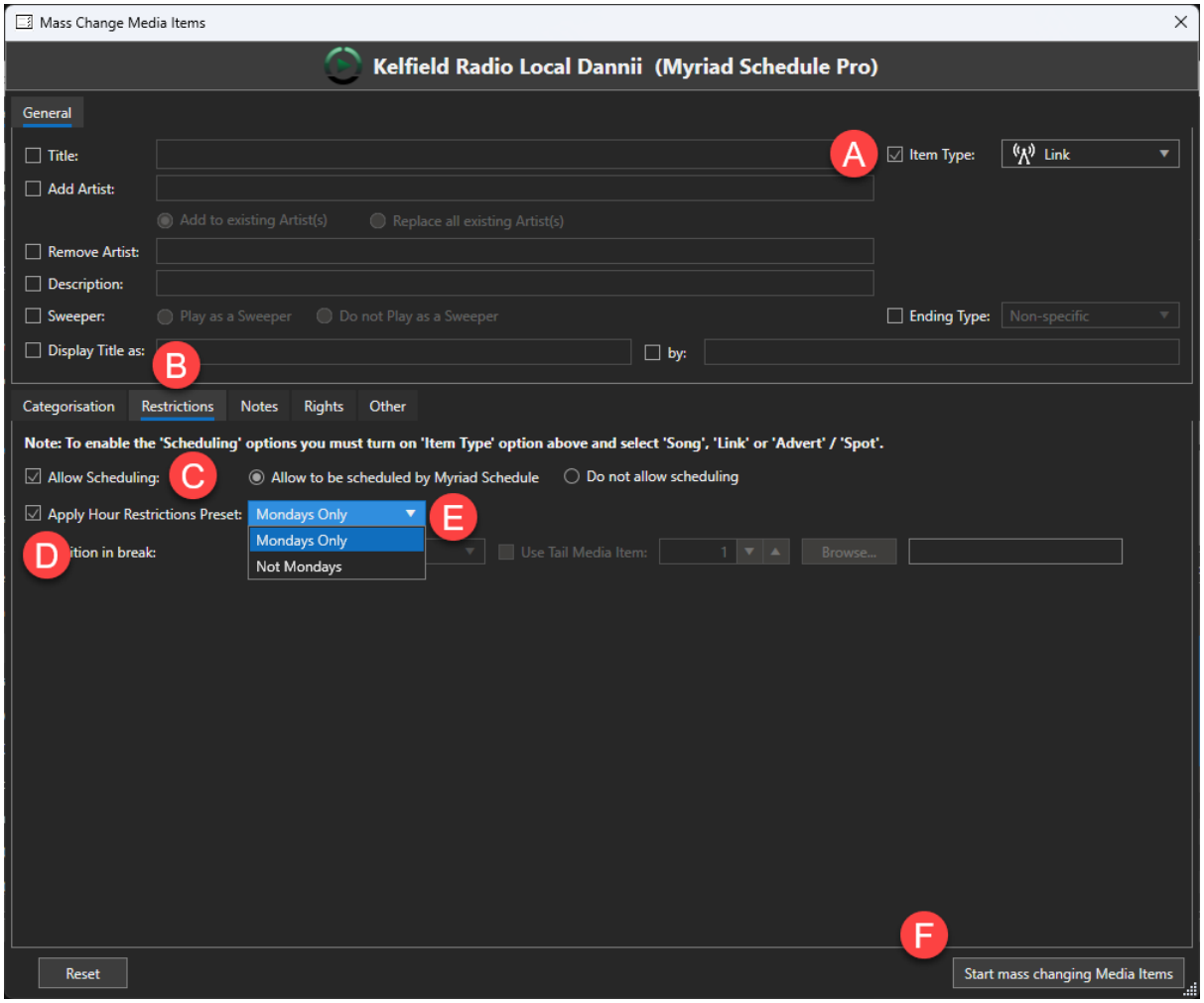


As previously mentioned, if your system has been configured to allow Media Items to be set to have different Categories & Attributes per station then you can select whether the changes should be made in the currently selected Station or a different Station.

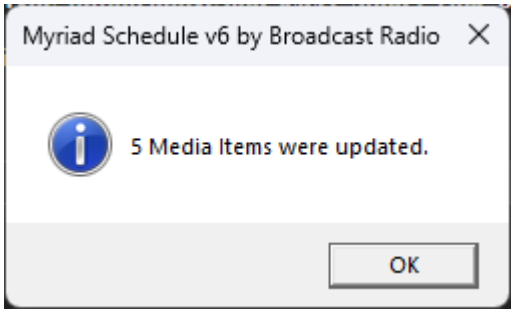


4. Once the Mass Changer window is open, follow these steps:
    a. Tick the **Item Type** option and select either **Songs or Links** depending on the content type you are working with.
    b. Select the **Restrictions** tab.
    c. Tick the **Allow Scheduling** option to turn on the restriction options.
    d. Check the **Apply Hour Restrictions Preset** option.
    e. Select the **Preset** you want to apply using the drop-down.
    f. Click on the **Start Mass Changing Media Items** button to begin the process.

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Once the process is complete, you will get a confirmation message.

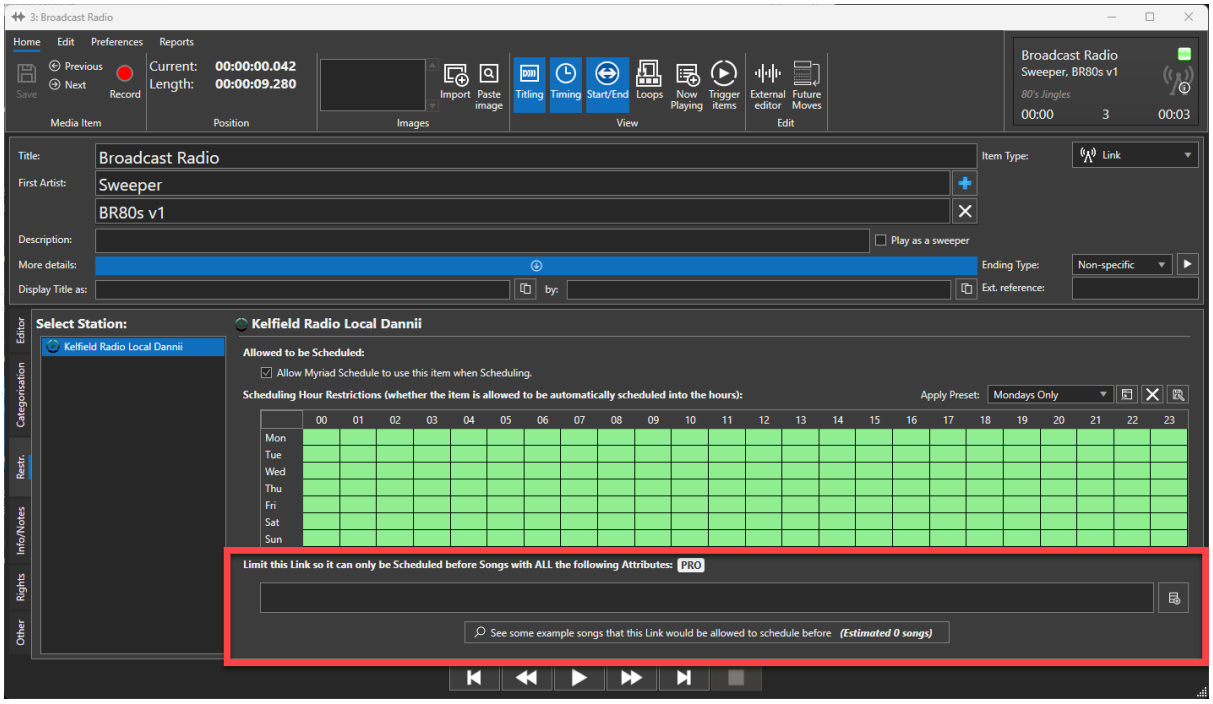


Limit Link to Precede Song with Following Attributes (Myriad Schedule Pro only)

Myriad Schedule Pro users will have an additional option when editing Links in Myriad Playout or Myriad Schedule Pro.

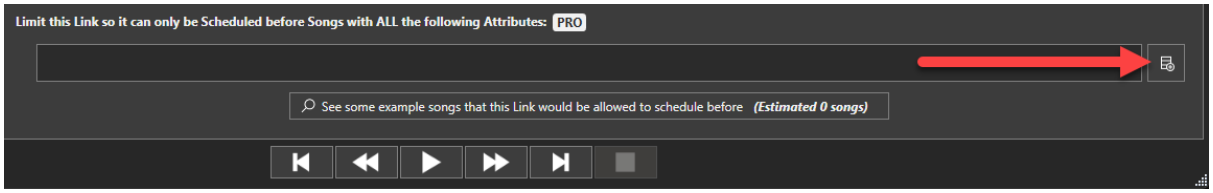
This feature allows you to only allow the Link to be scheduled before a Song with ALL the selected Attributes.

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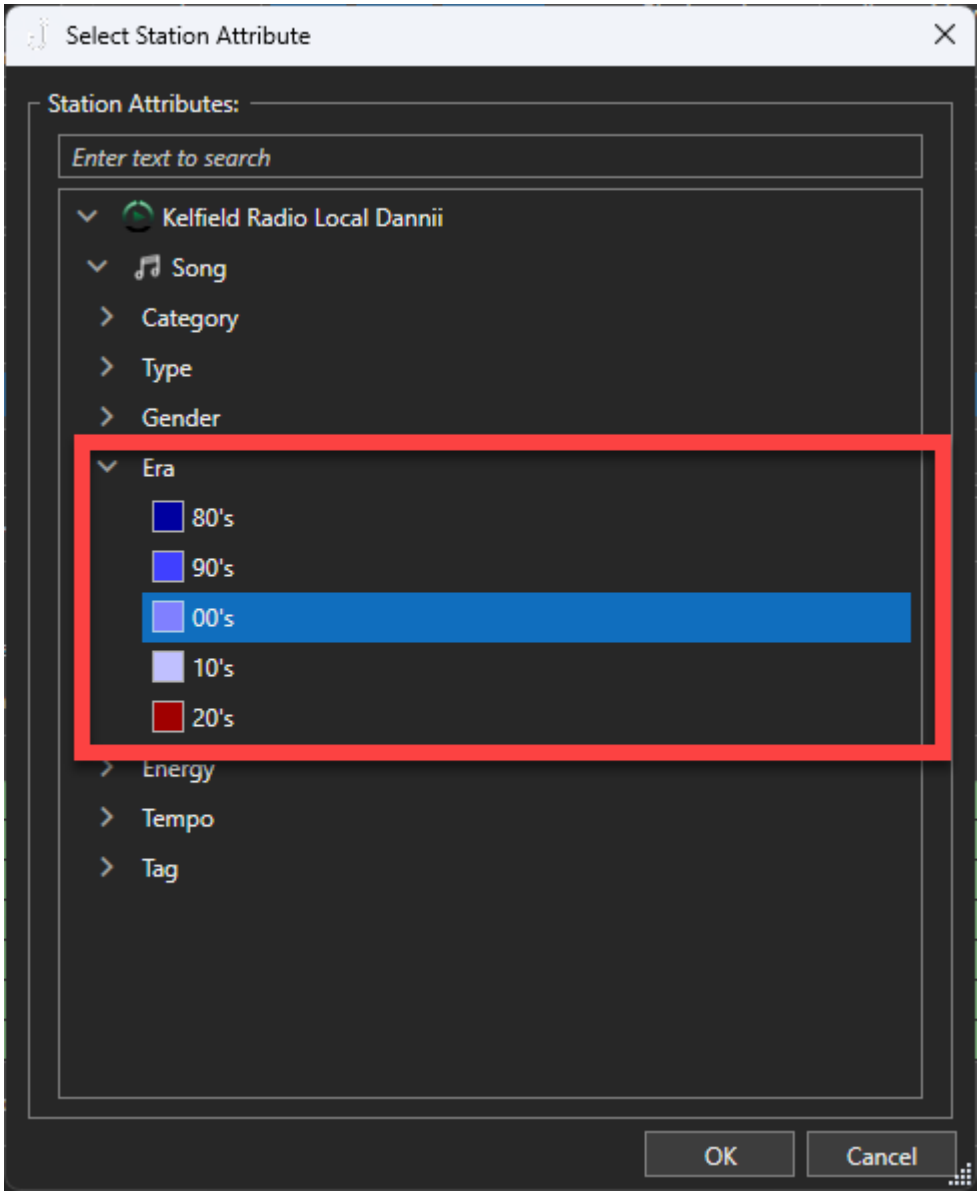
Let's say you have a Jingle that says 'Playing the best from the 00's', you would only want this to play before a Song with an appropriate Attribute that marks it as a 00's Era Song. By combining Attributes you can get very specific about what Songs a Jingle can be played before.

To add Attributes, click on the Add Attributes button.

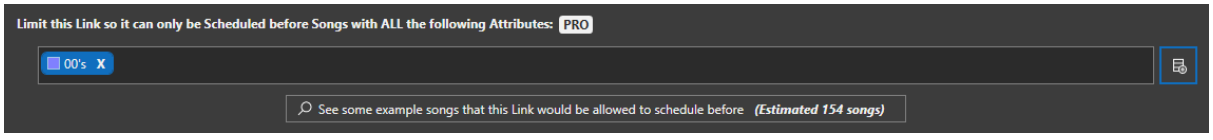


You can then browse the available Attributes and select the one you want to add. In this example, we will scroll down to the Eras section and select 00's.

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The Attribute will be added to the list of requirements.

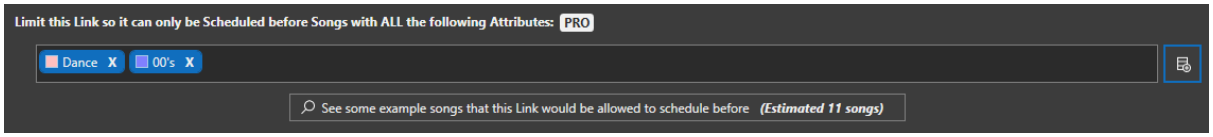


The system will also offer an estimated number of Songs that meet the requested criteria, and you can click to view some examples.



You can also combine Attributes to be more specific. Imagine you have a jingle that says ‘playing the best of 00’s dance’ you would add the Dance Category to the requirements list.

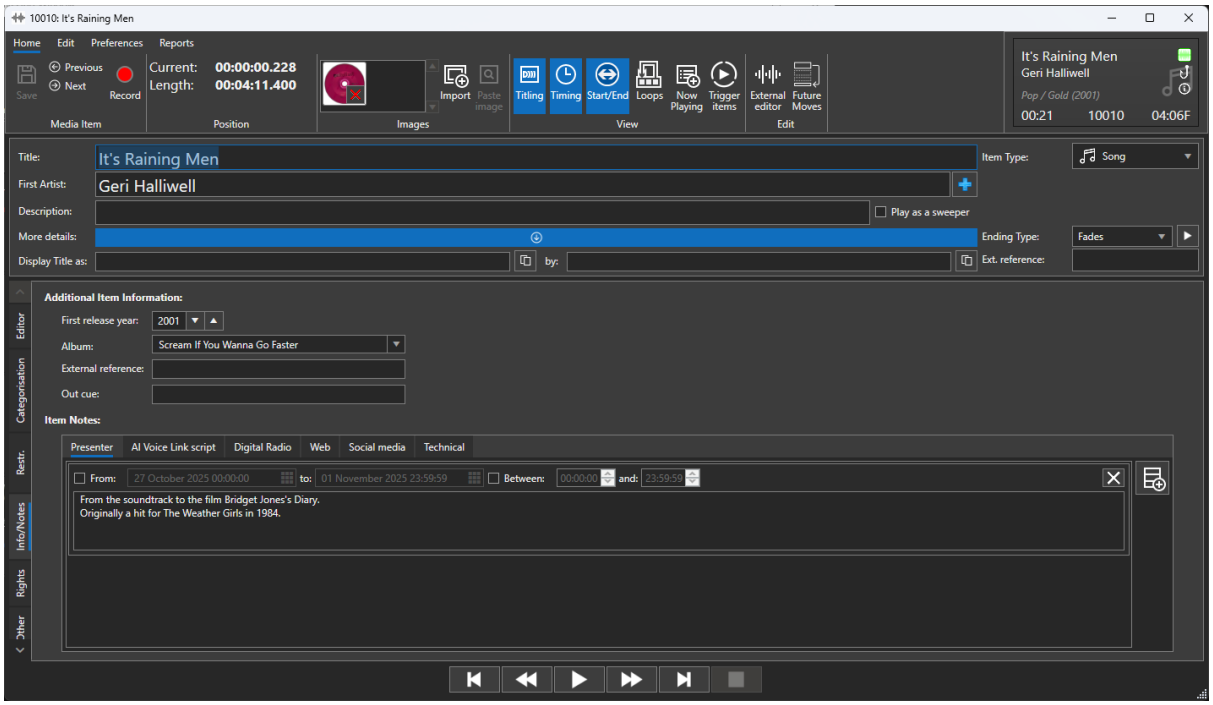
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As you can see, this will reduce the amount of Songs available that would allow this Link to be scheduled!

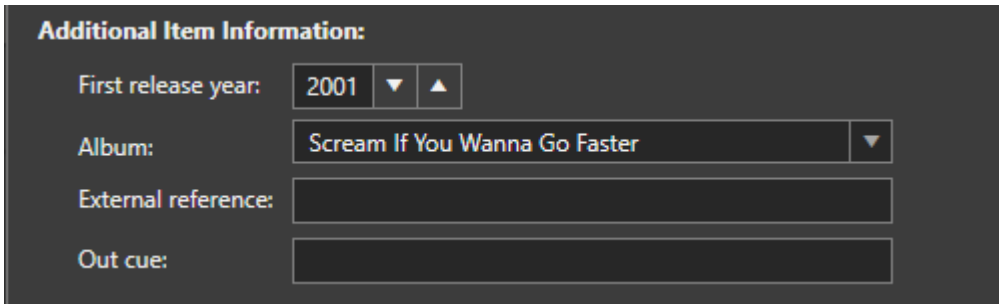
The Info/Notes Tab

The Info/Notes tab is used to add notes and additional information to Media Items.



First Release Year

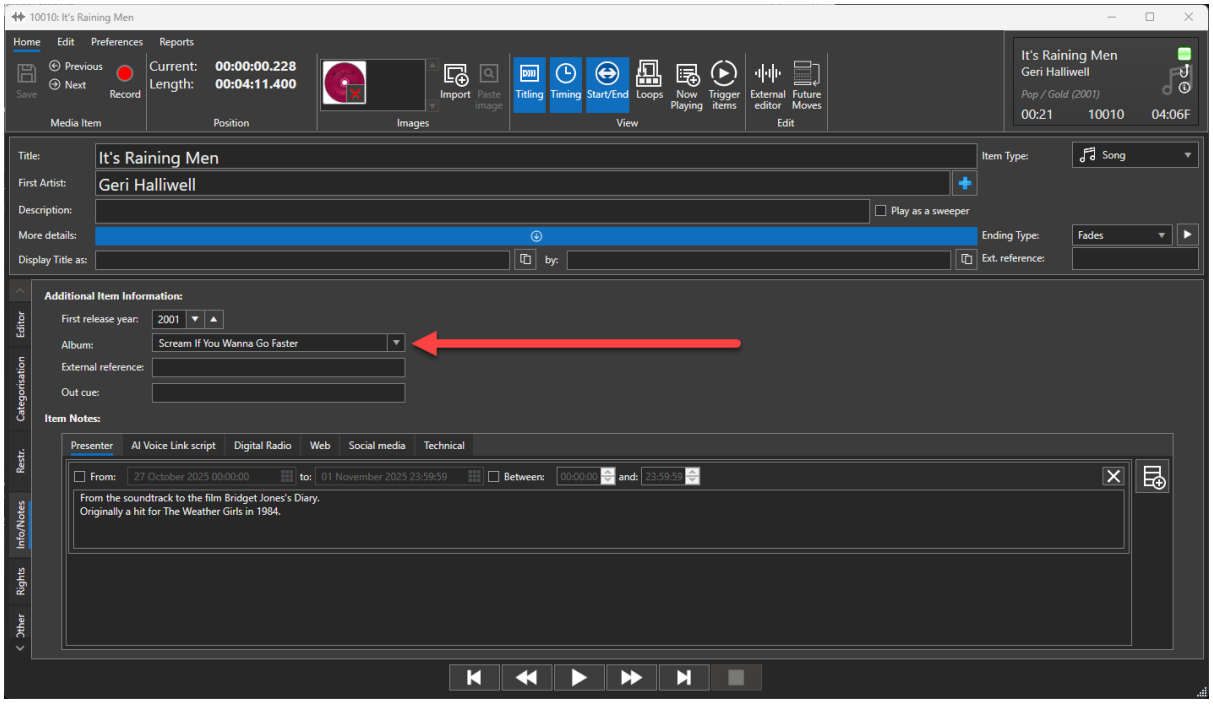
The First Release year field is used to add the initial year the audio was released. This is usually set automatically by Myriad but can be manually adjusted as required.



Album

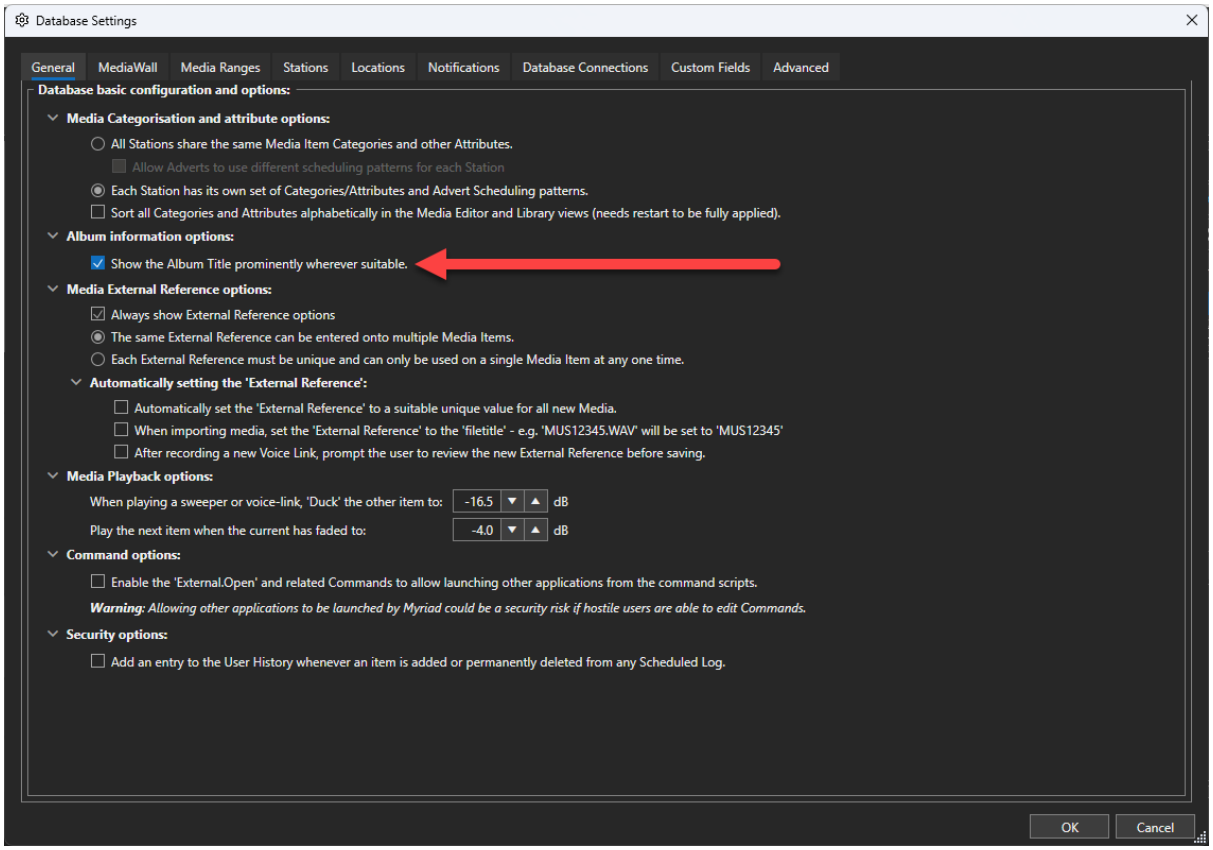
The Album field is used to record the name of the Album the Song is taken from. Myriad Schedule Pro includes dedicated Schedule Rules for Album allowing stations to apply rules such as Album Separation or Album Nearest Play rules.

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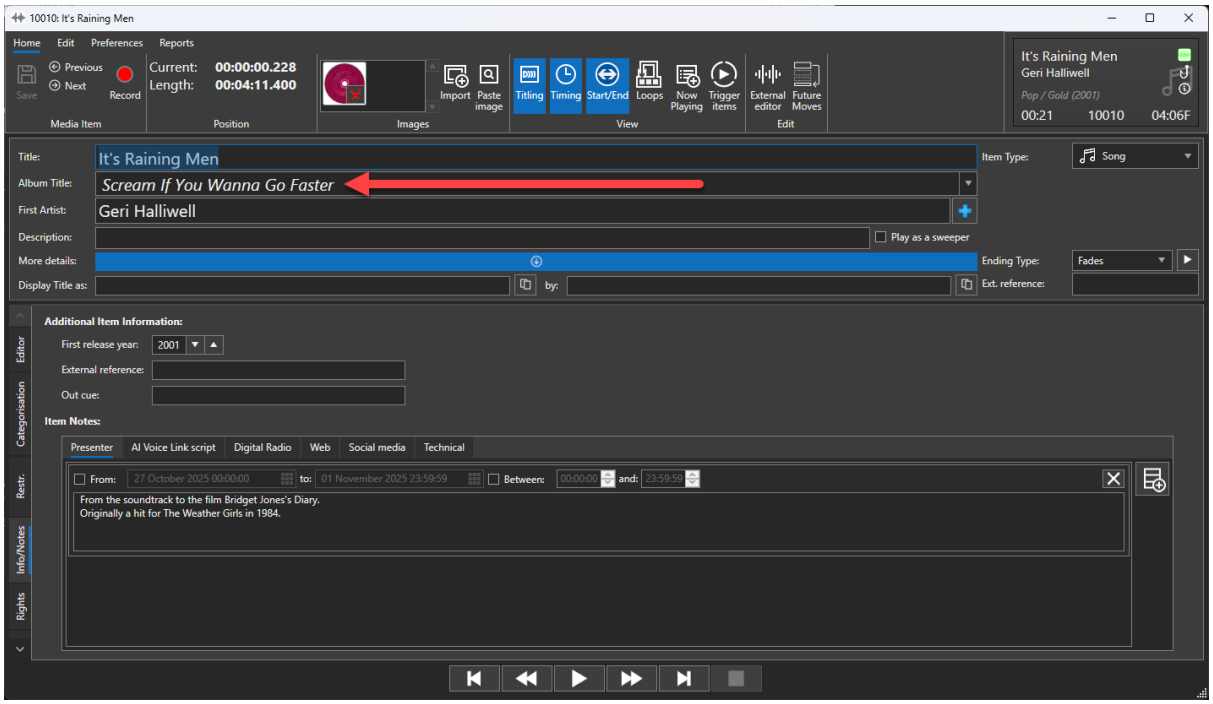
Displaying Album More Prominently

For stations that consider Albums to be an important aspect to the station schedule (for example, stations that play a lot of Bollywood movie music), there is the option to move the Album field to be displayed more prominently in Myriad Playout and Myriad Schedule. To turn on this option go to **Settings Menu > Database Settings > General Tab.**

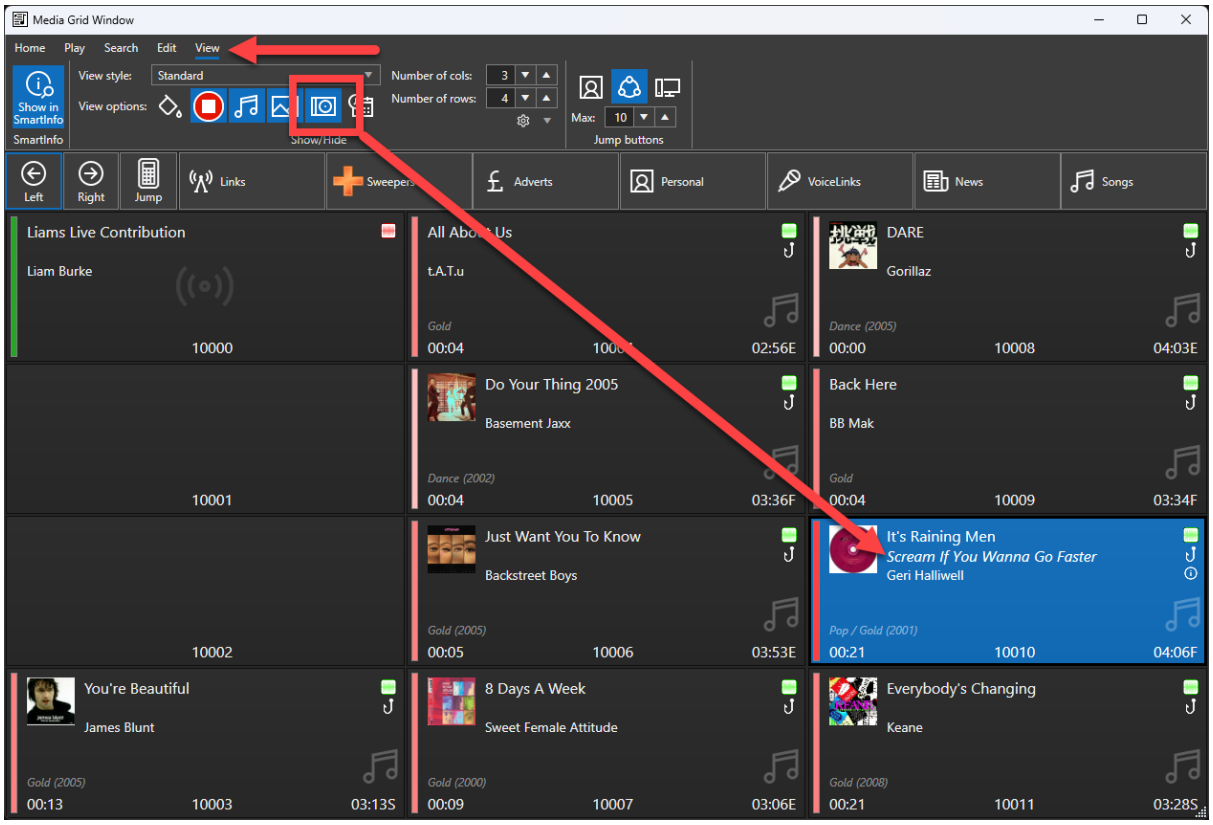


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Tick the option in the **Album Information** section and the Album field will be moved from the Info/Notes tab to be displayed in along with Title and Artist in the top section of the Edit window.

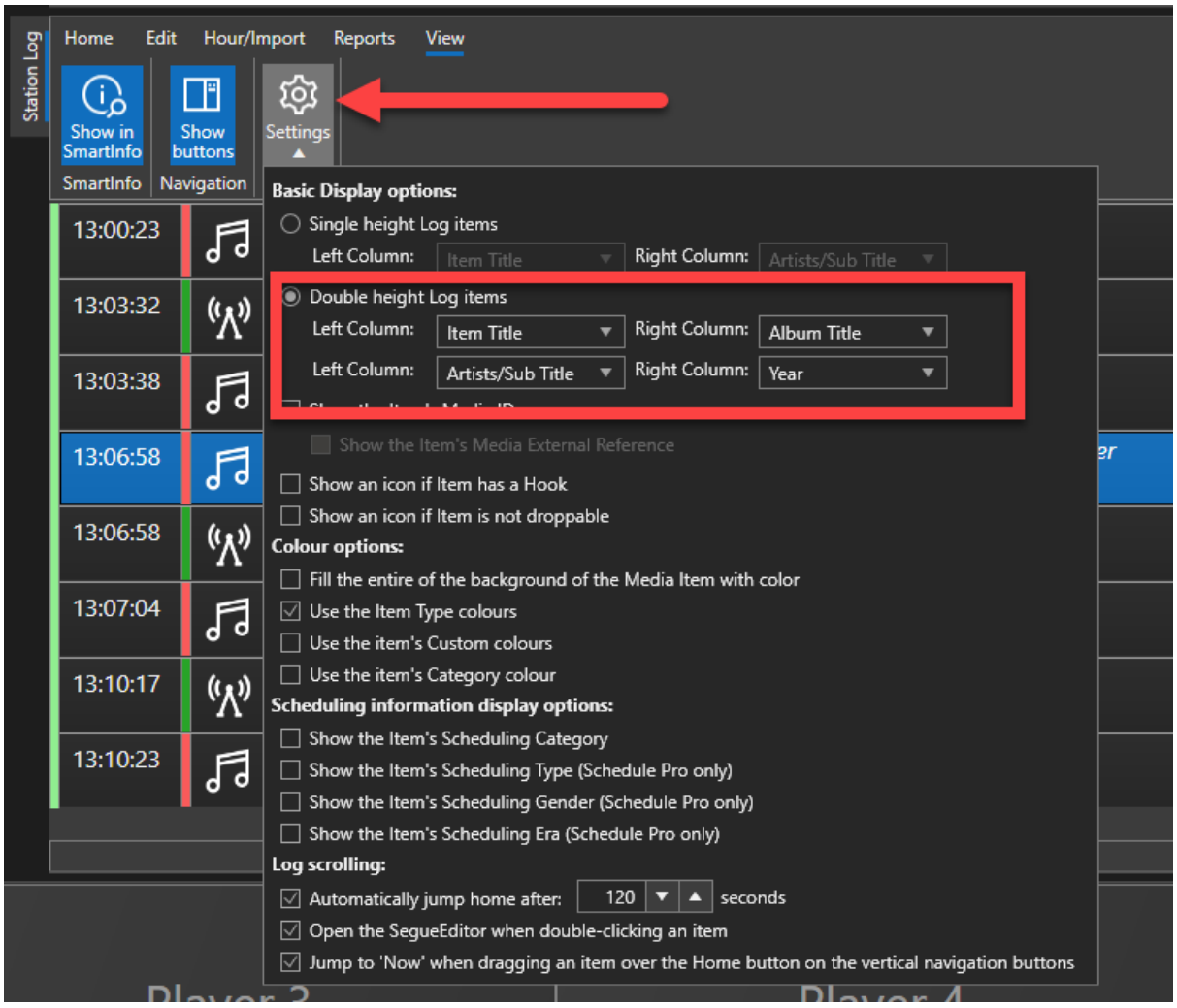


You can also toggle on the Album display in the Media Grid using **Display Album** option on the **View Tab** on the Media Grid.

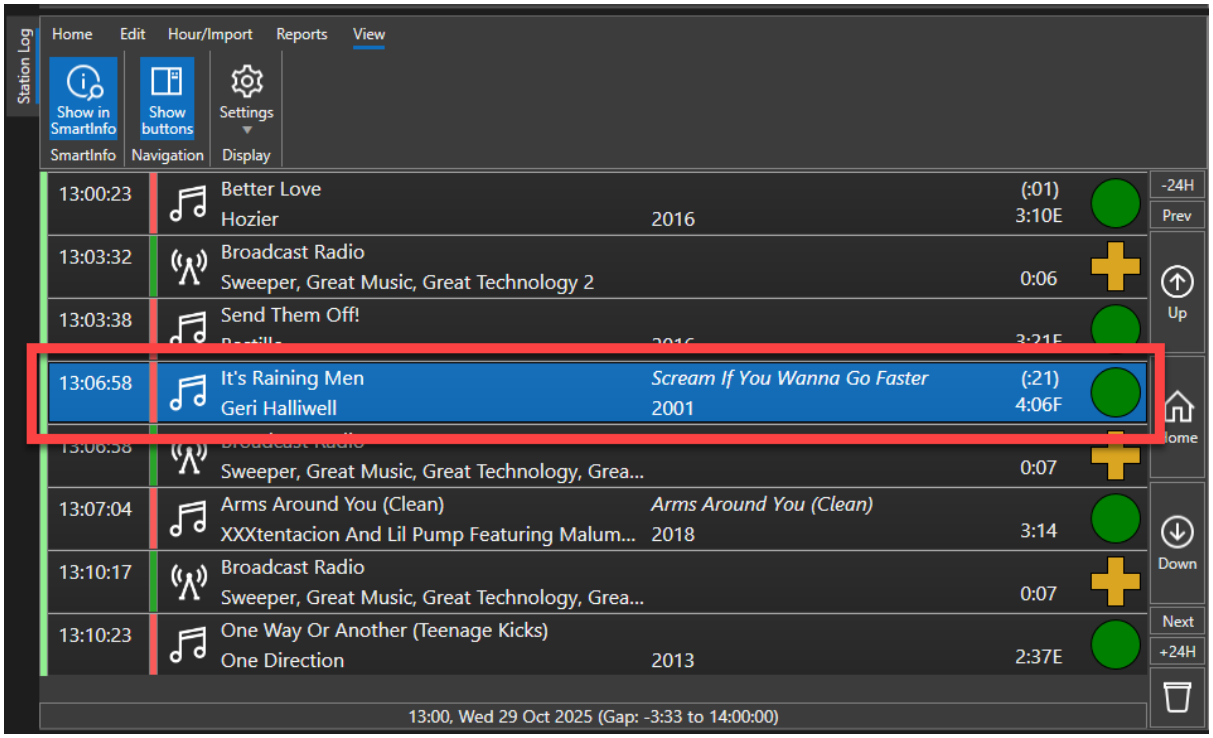


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Finally, you can choose to display Album information in the Log using the options on the **Settings** drop down on the **View Tab.**

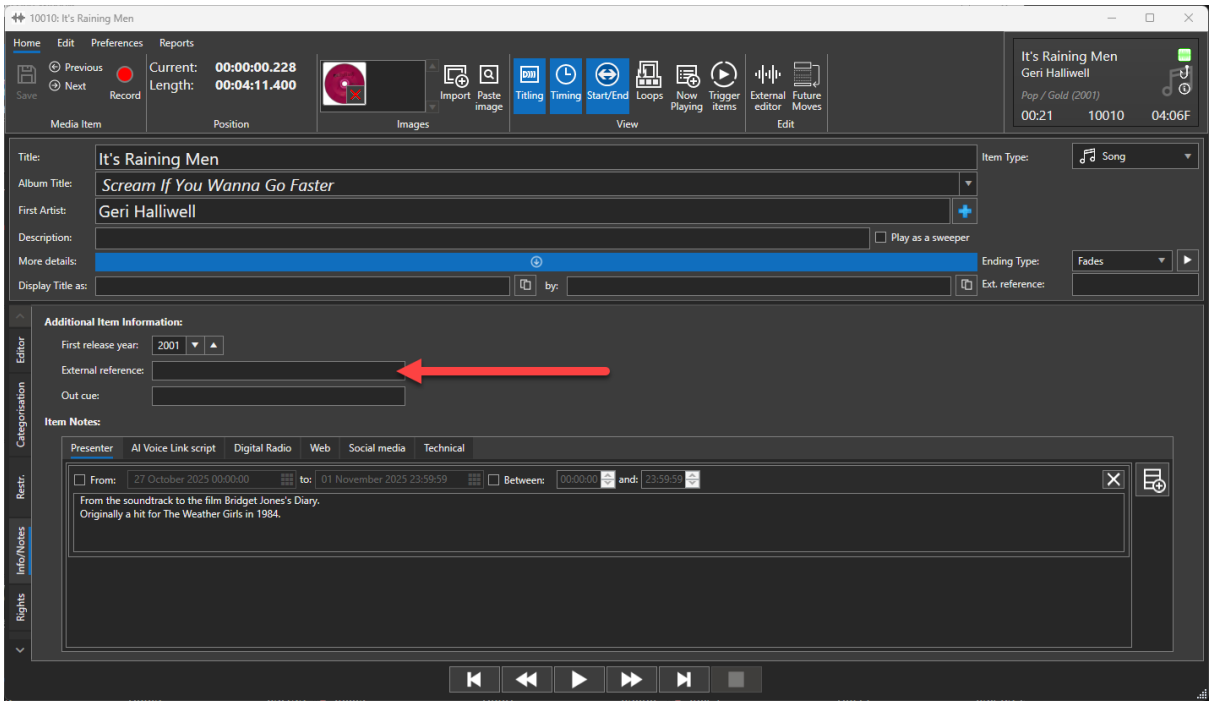


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External Reference

The External Reference field is a free text field that allows you to add a reference that can be used in conjunction with 3rd party playout systems, or Myriad systems with central Scheduling but mismatched MediaWalls.



Let's say you have an Promo on Station A that is in Media ID 5550. You also need to schedule the same Promo on Station B but in Station B, the Promo is in Media ID 6523. If they have the same External Reference, both systems will be able to play the scheduled content.

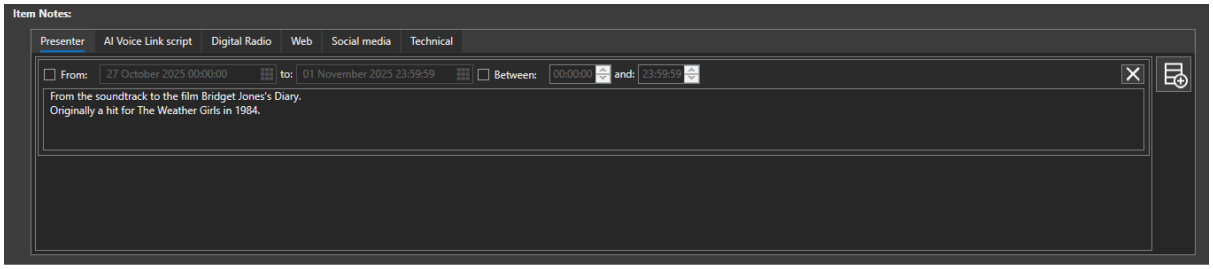
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External References are an advanced feature and we recommend discussing your requirements with our support team at support@broadcastradio.com.

Out Cue

The Out Cue field is a free text field that you can use to provide the final word in a voiced audio item to prompt the presenter that the item is finishing.

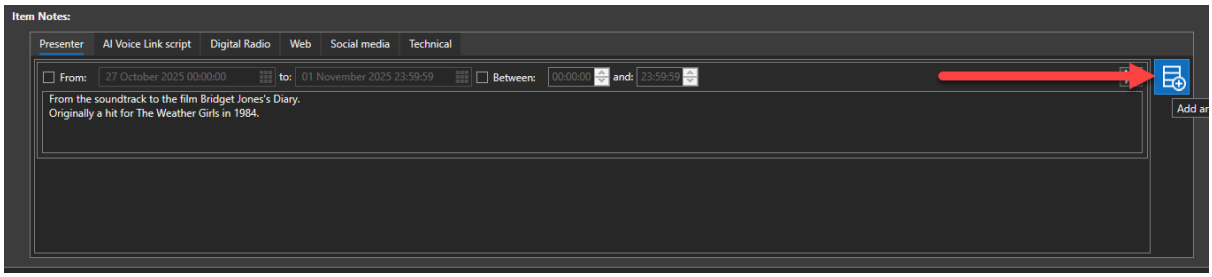
Item Notes (Presenter, AI Script, Digital Radio, Web, Social Media, Technical)



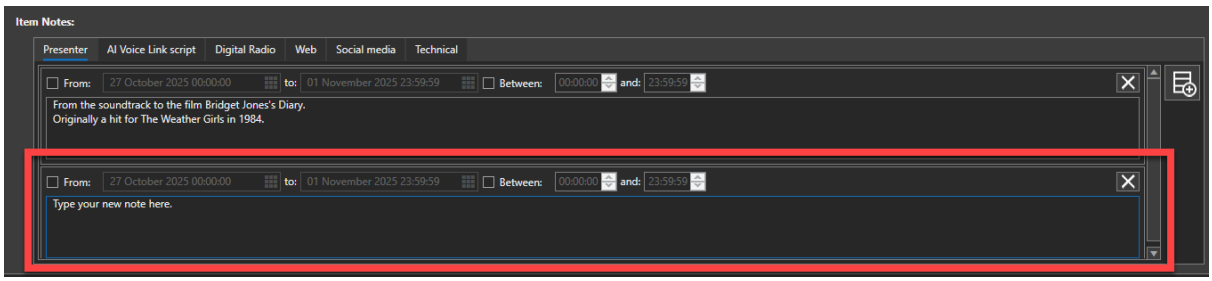
The Item Notes section allows you to add notes to Media Items.

To add notes, follow these steps:

1. Select the Note Type you want to add (Presenter, AI Script, Digital Radio, Web, Social Media, Technical) by selecting the appropriate tab.
2. Click on the **Add Notes** button.



3. A blank Note will be added to the bottom of the list. You can type or paste your text into the new Note.



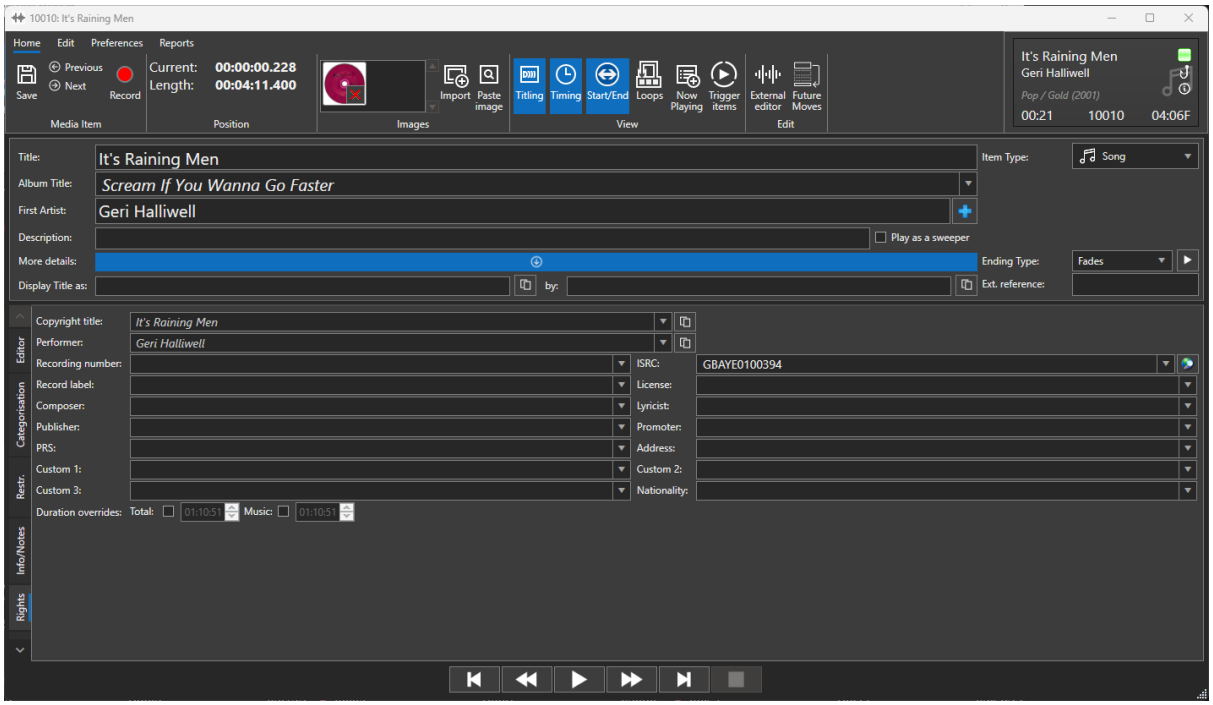
4. You can also add a Date and Time range to Notes. This will prevent the Notes from being visible outside of the Date / Time range.

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The Rights Tab

The Rights tab on Songs, Links and Adverts allows you to add additional information relating to the copyright of the item.



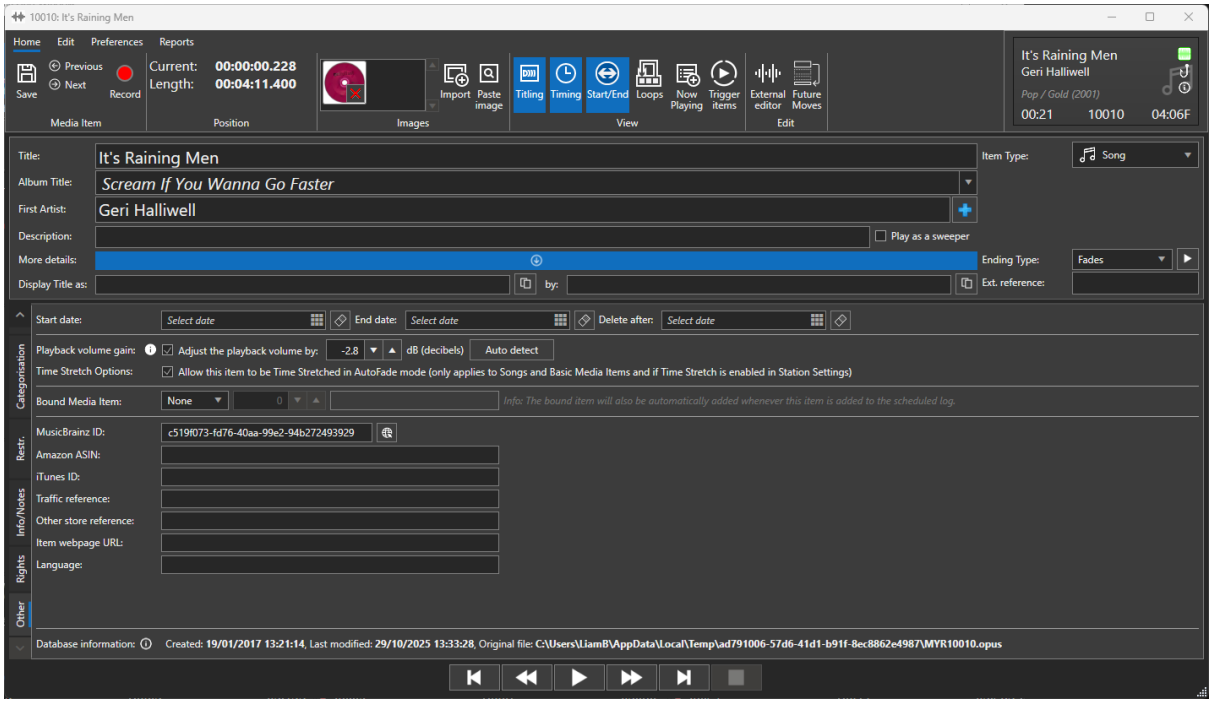
You should fill in as much information as possible if you need to file copyright returns.

Please note that Myriad will attempt to discover the ISRC code as part of the SmartInfo process.

The Other Tab

The Other Tab for Songs Links and Adverts contains additional miscellaneous information that you may need to add to the Media Item.

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Start/ End / Delete Dates

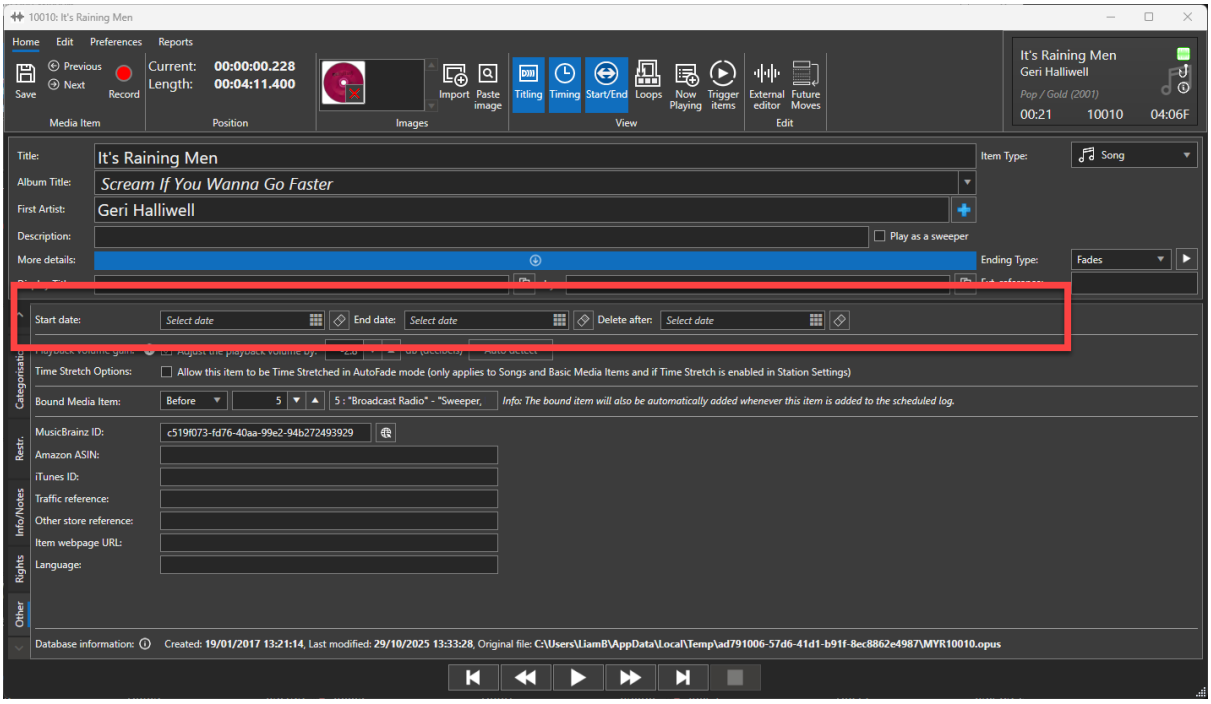
In addition to allowing Media Items to be scheduled and applying Hour Restrictions, you can also apply more general **Start & End Dates** to Media Items. Regardless of other settings, Myriad Schedule will not schedule Media Items that are either before their Start date or past their End date.

Please note that Media Items that are before or after their respective Start/End dates will also not be displayed in the Library or Replace windows unless you opt to display items regardless of restrictions (using the **Include Date/Hour Restricted Items** button in the Filter section).

Setting a Start and End Date for a Media Item is done via the standard **Edit Window**.

1. Highlight a Media Item you want to set a Start or End date on, then open the Edit Window by either using the **Edit** button on the ribbon or the Edit option on the right-click menu.
2. Switch to the **Other** tab.
3. Use the **Date Selector** options to select either a Start Date, End Date or both.

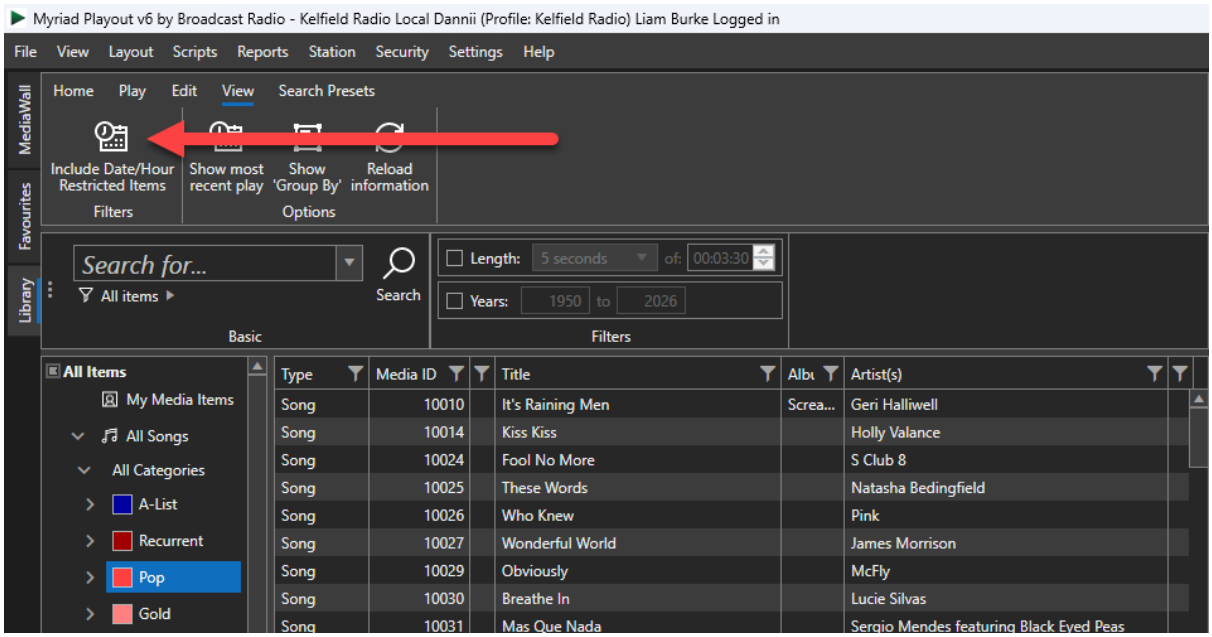
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4. Click on the **Save** button and then close the Edit Window.

The Media Item now has a specific date range outside of which it will not be scheduled by Myriad Schedule.

N.B. In addition to being excluded from Scheduling, Media Items that are not valid (due to Start / End Dates) will also be excluded from view in both the Library and the Replace Item windows. If you wish to view Media Items regardless of Date (or Hour) Restrictions then click the **Include Date/Hour Restricted Items** button on the View tab. You will find this option in the Filters section on the Replace Item window.



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You can also set a Delete Date to Media Items to automatically delete the item from the system on the selected date.

Deleted items will be placed in the Deleted Items folder, so they can be recovered for a time after deleting.

Mass Changing Start & End Dates

Just as with the previous attributes, you can change the Start and End Dates for multiple Media Items using the Media Reports tool. This process is covered in more detail in previous sections, but the summary steps are:

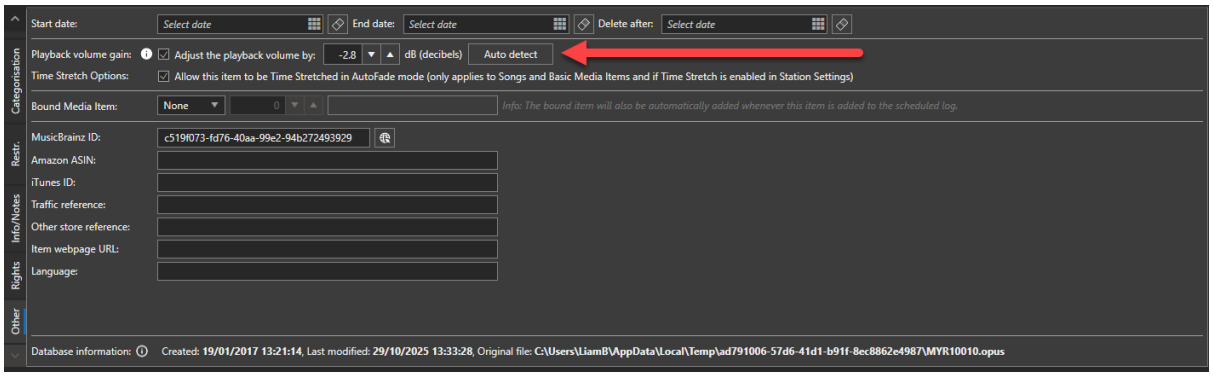
1. Select the **Media Reports** option on the **Reports Menu.**
2. Select the Media Items you wish to apply Start / End Dates to.
3. Click on the **Mass Change** button.
4. On the Mass Change window, select the **Other Tab**.
5. Tick the **Start Date** or **End Date** options (or both)
6. Set the **Dates** you want using the Select Date/Time option.
7. Click the **Start Mass Changing Media** Items button.

Don't forget you can perform multiple mass changes in one go so you can combine this process with any of the other 'mass change' processes outlined in this chapter.

Playback Volume Gain

Myriad Playout and Myriad Schedule Pro use non-destructive audio scaling at playback, to apply a predetermined level of audio volume adjustment, per Media Item to meet a Peak or RMS normalisation target.

In previous versions of Myriad, this normalisation scaling factor was permanently applied to the audio but from Myriad 5 onwards, the scaling is applied automatically at time of playback. This means that you can alter the scaling factor at any time using Playback volume gain options.

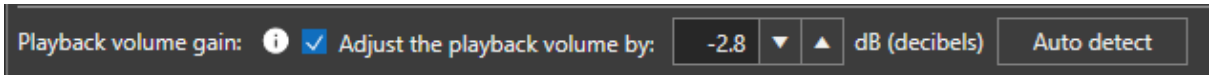


You can disable the playback volume adjustment for this Media Item by unticking the option.



You can also manually apply a scaling factor (in dB's) or automatically set the scaling factor to meet the target Peak or RMS normalisation level for the Media Range the item is in, using the Auto Detect button.

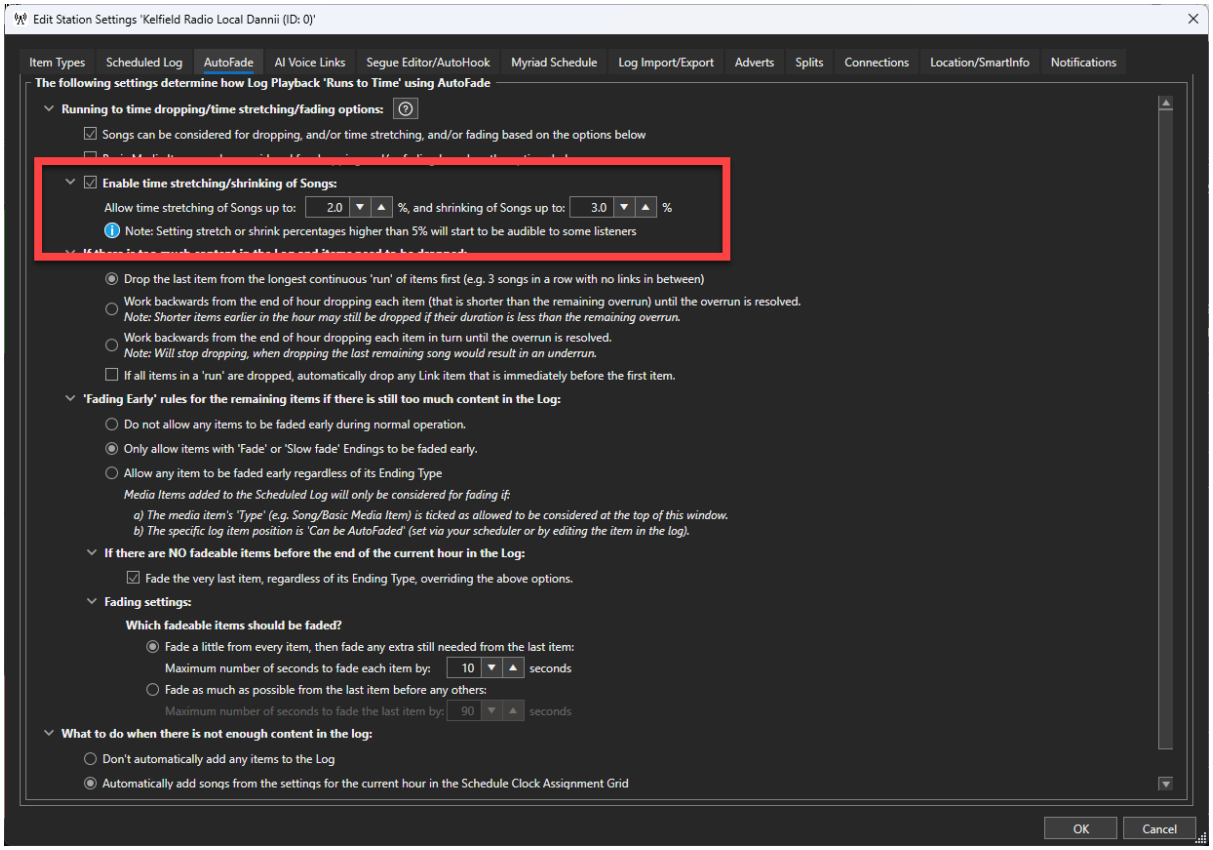
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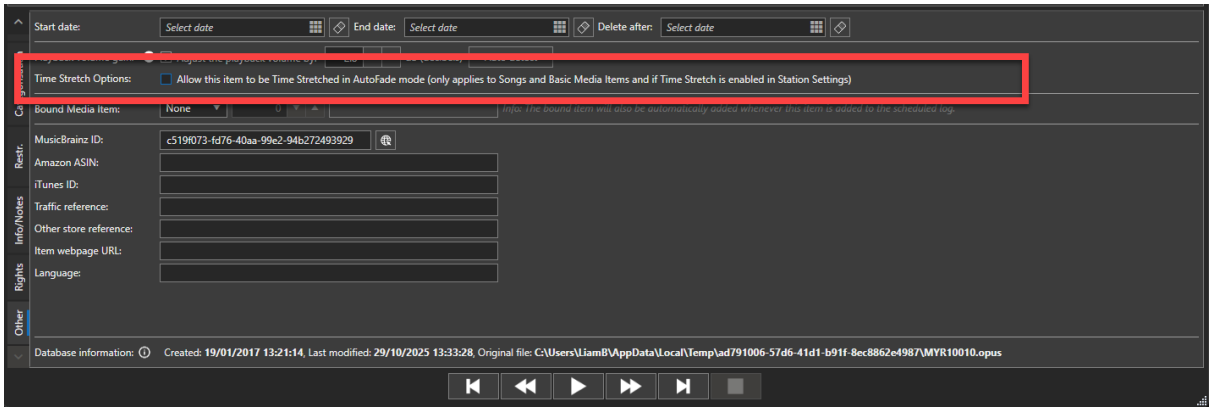
Time Stretch Options

Time Stretching is applied automatically to items in AutoFade hours to allow Myriad Playout and Myriad Cloud to 'run to time' and observe Absolute Times in the Log.

This is applied on a Station level in the **Station Menu > Station Settings > AutoFade Tab.**



The Time Stretch Option on the Other tab allows you to disable time stretching / shrinking for the specific Media Item you are working on. If you do not want the item to be time stretched or shrank, untick the option.

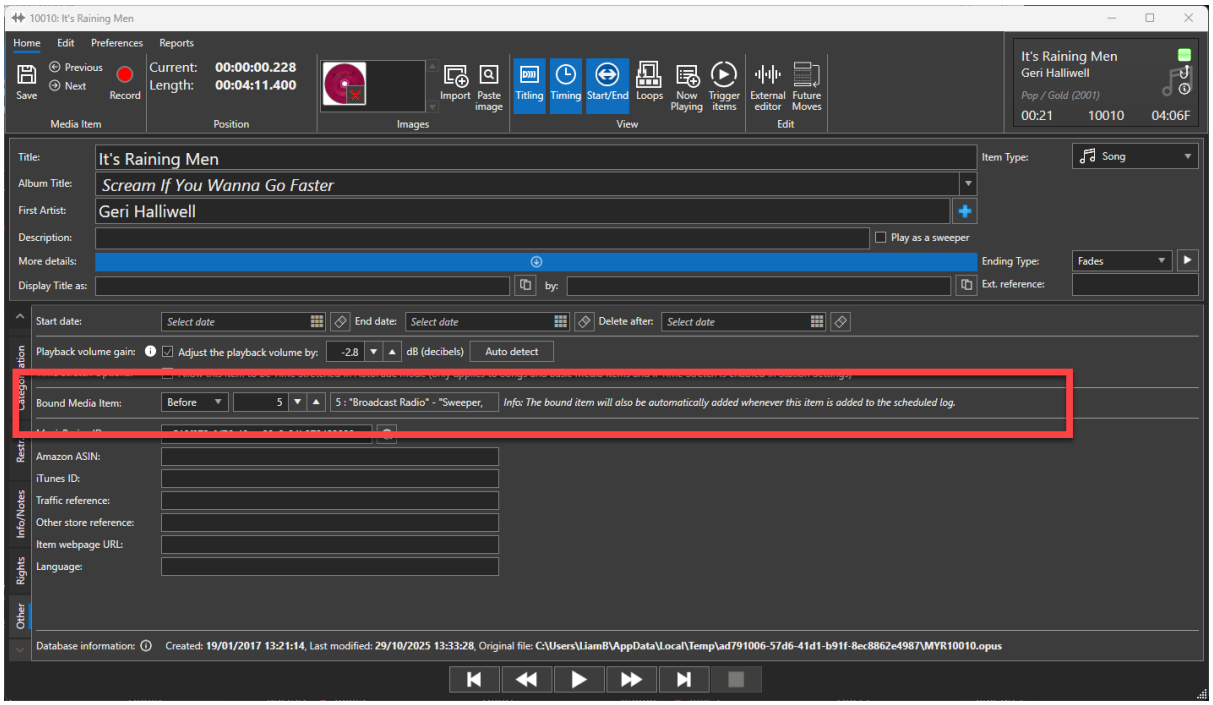


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Bound Media Item

Bound Media Items are Media Items that are bound to another Media Item such that whenever the main Media Item is scheduled in the Log (or dragged into the Log) the Media Item that is bound to is will also be added to the Log either before or after the main item.

You will find the **Bound Media Item** option on the **Other Tab** on Songs, Links and Adverts.



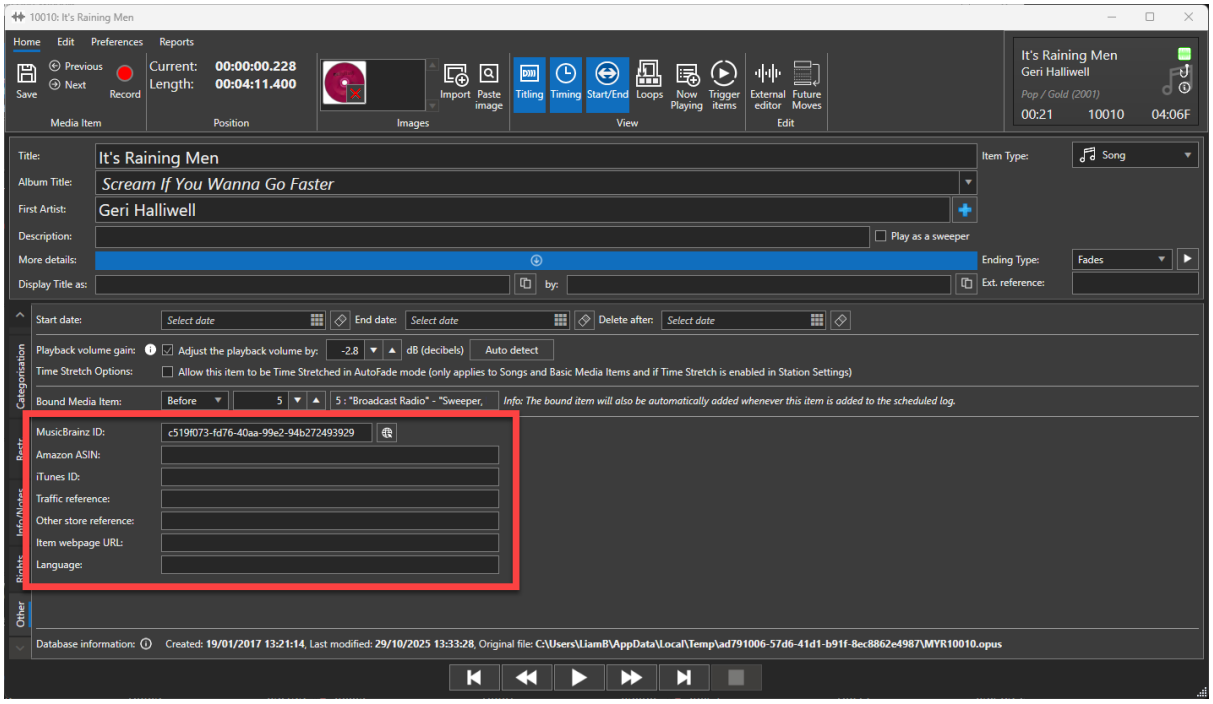
In the example above, whenever the Geri Halliwell song is schedule to play in the Log or manually dragged into the Log, the 'Broadcast Radio' Media Item (Media ID 5) will be added to the Log before the Song. You can use the drop-down option to select whether the Bound Item schedules before or after the item it is bound to.

If the item being bound is also marked as a sweeper, it will use the standard sweeping settings for that item so in this example, if the Broadcast Radio sweeper was replaced with a short recording of Geri Halliwell wishing the listeners well which was also set to be played as a sweeper, the recording would be swept into the Intro of the Song creating what is commonly known as a Power Intro.

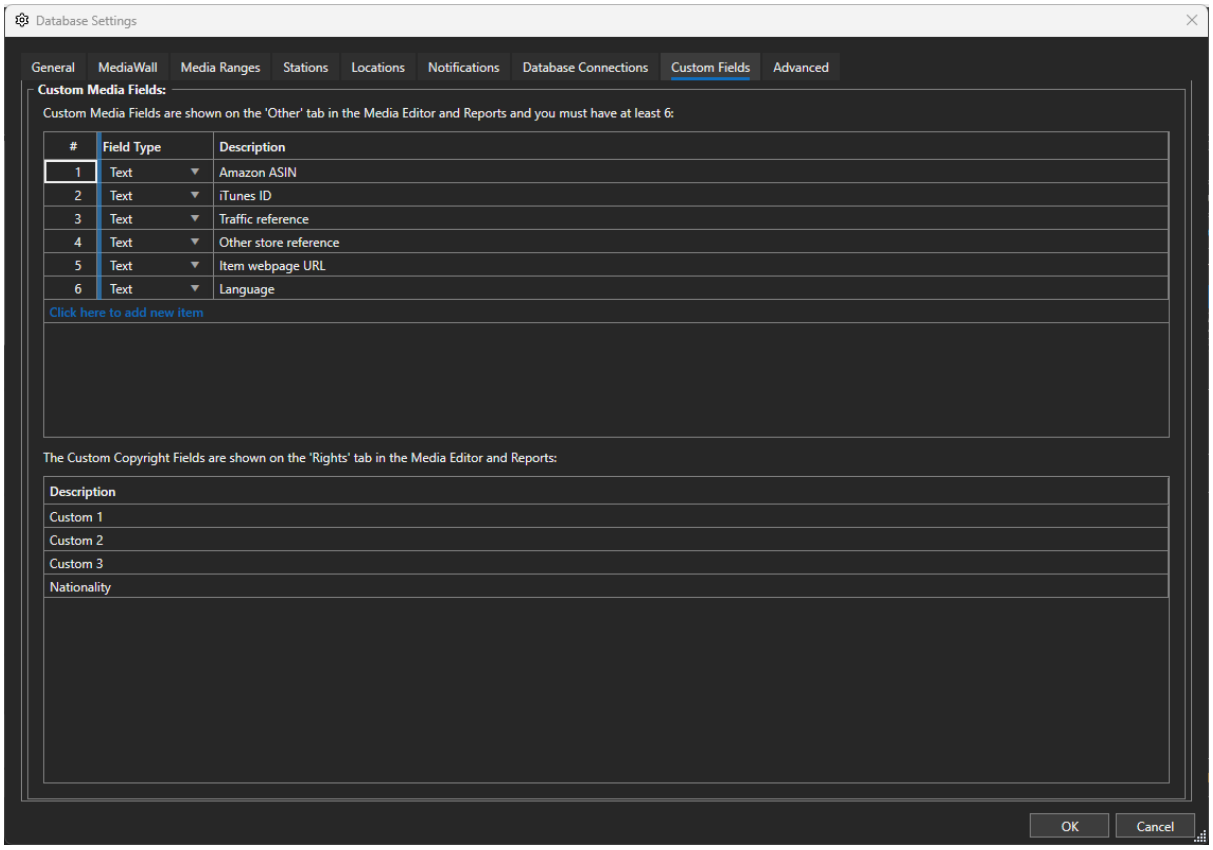
MusicBrainz & Other Reference Fields

The final section allows you to set a Music Brainz ID along with six other custom fields which can be used for anything you need.

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You can change the custom fields by clicking **Settings Menu > Database Settings > Custom Fields tab** and renaming the custom fields.



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Song Category Deck & Link Category Deck

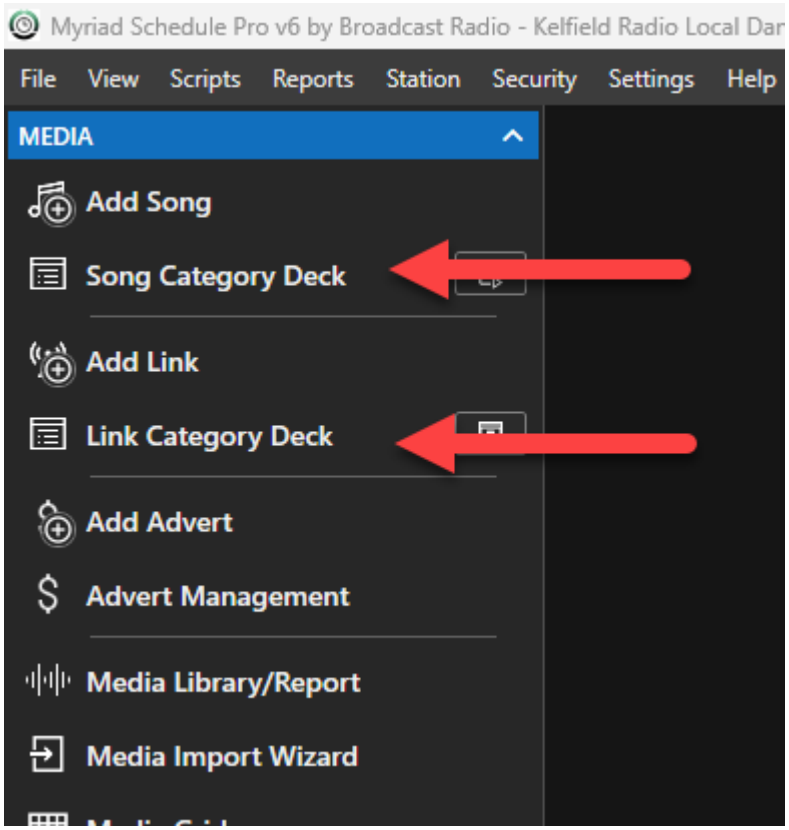
The Song & Link Category Deck options open the Category Deck Viewer for respectively. The Deck Viewers allow you to directly view the content of a Song or Link Category deck.

There are multiple uses for this including:

- Quickly viewing content of a Category Deck.
- Viewing the current order of the Category Deck.
- Manually rearrange the order of items in the Deck.
- Manually drag items from one Deck to another.
- Viewing additional information about how items are scheduling within a Category Deck.
- Check Items & Squash the Deck (increases efficiency).
- Shuffle the contents of the Deck.
- Create and edit Packets (Myriad Schedule Pro only)
- Schedule automatic Deck Shuffles (Myriad Schedule Pro only)
- Schedule automatic Deck Kicks (Myriad Schedule Pro only)
- Access Category analysis and Predictive Turnover (Myriad Schedule Pro only)

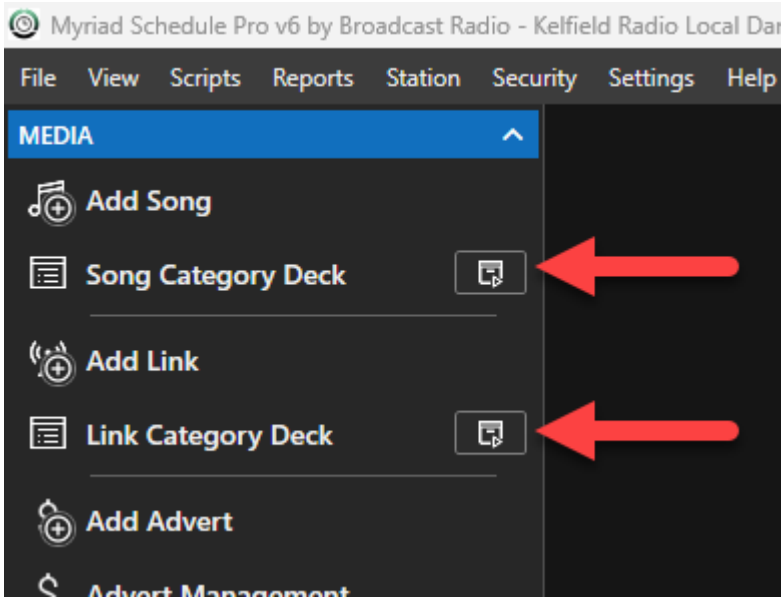
Viewing Song & Link Category Decks

To open a Song or Link Category Deck, click on the **Song Category Deck** or **Link Category Deck** options on the left-hand menu.

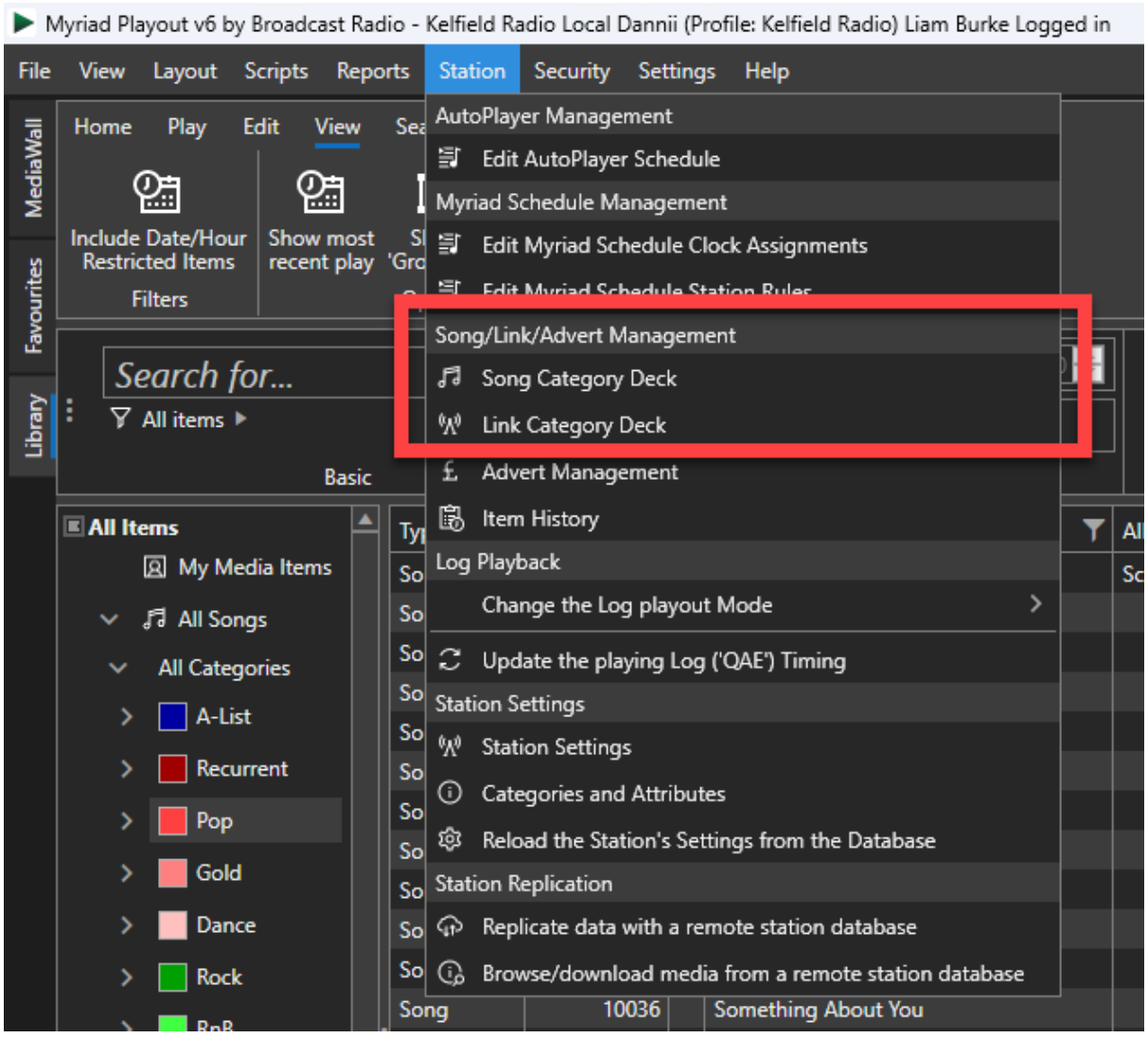


You can open the Packet manager directly using the open Packet buttons (Myriad Schedule Pro only).

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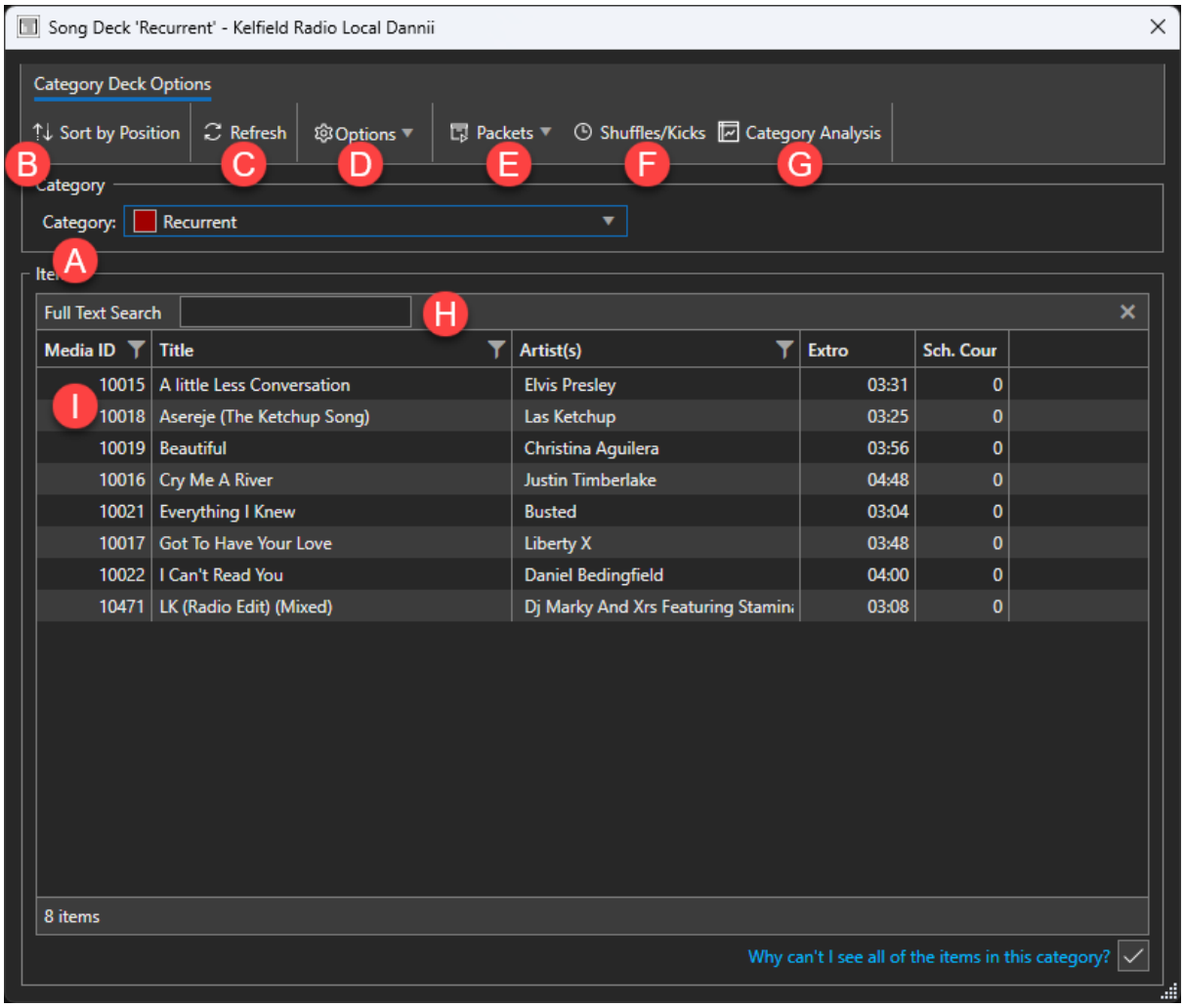


You can also access Song & Link Category Decks from the **Station Menu** in Myriad Playout.



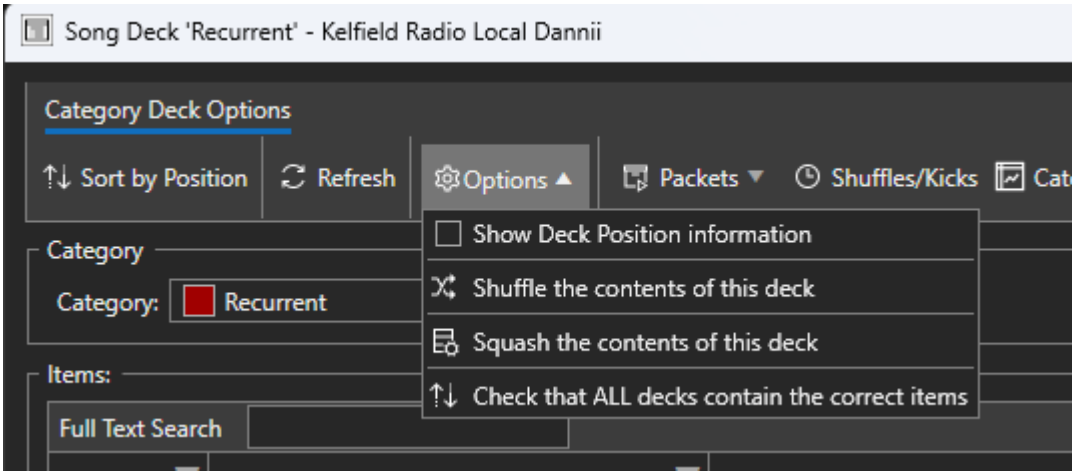
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Either option will open a Category Deck Viewer.



A. **Category Drop Down** – Use this to select the Category you are viewing.
B. **Sort by position** – Items in the Category can be sorted by any of the columns by clicking on the column headers (like any list in Windows). You can also view the content sorted by the deck position using the **Sort by position** button. When selected, the top item will be the next to be scheduled from the Category Deck assuming doing so will not break any Rules.
C. **Refresh List** – Reloads the Category Deck.
D. **Option Menu** – The Options menu includes the following:

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- **Show Deck Position Information** – This adds additional columns to the Deck Viewer which includes **Position** (in the deck)**, Sch. Count** (how times it has been scheduled), **Current Test** (how many times the item has been tested and rejected in its current position in the Deck) & **Average Test** (how many times the item is tested and rejected on average before it is successfully scheduled). This option is only enabled when **Sort by Position** is selected.
- **Shuffle Contents Of The Deck** – This option will randomly shuffle the contents of the selected Category Deck. Use this on smaller Categories where repeating patterns may be noticed.
- **Squash The Deck –** This will perform a maintenance task on the Category Deck to remove 'gaps' in the data structure which may build up over time. You do not need to do this unless directed to by our support team.
- **Check All Decks Contain Correct Items –** This process will check the integrity of the Category Decks and repair any issues found. You do not need to do this unless directed to by our support team.

E. **Packets** (Myriad Schedule Pro only)– This option allows you to create new Packets or edit existing Packets. For more information on creating and managing Packets, see the section below.

F. **Shuffles & Kicks** (Myriad Schedule Pro only) – This allows you can schedule automatic Deck Shuffles and/or Deck Kicks (rotate Deck by X items). These Shuffles or Kicks will be performed automatically as part of the scheduling process.

G. **Category Analysis** (Myriad Schedule Pro only) **–** Provides access to information about rotation speed and 'time between play' per Category as well as the Predictive Turnover tool which allows you to see how number of items in a Deck vs number of times Categories are used in Clocks, will affect the predicted placement of scheduled content.

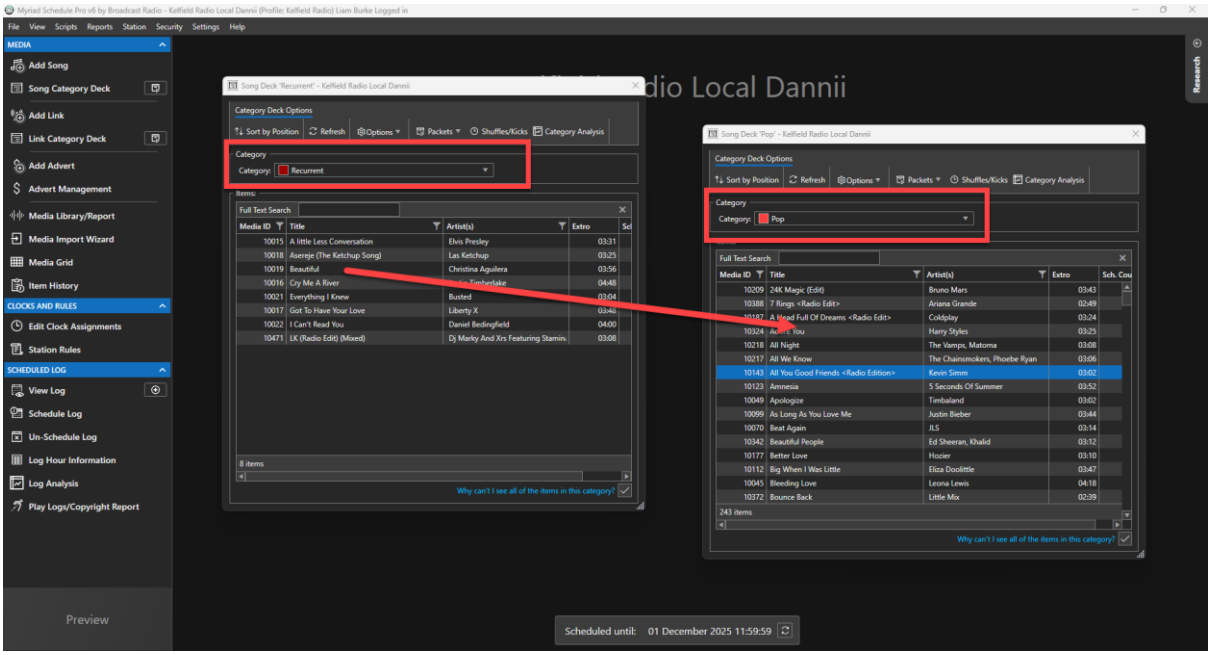
Moving Items Between Category Decks

As well viewing items within a Category Deck, the Category Deck Viewers can also be used to easily move Songs or Links between Categories by simply opening two or more decks, selecting the correct Categories and then dragging content between them. In this example we will move a Song between Category Decks but the same process can also be applied for Links.

1. Click on the **Song Category Deck** button to open your first Category Deck.

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2. Select the **Category** you want to move an item from using the Category drop down.
3. Click on the **Song Category Deck** button to open a second Category Deck.
4. Select the **Category** you want to move an item to using the Category drop down.



5. Locate the Song you want to move to another Category and **simply drag** it into the appropriate Category Deck Viewer. In the example above, we are moving a Harry Styles Song from the Pop Category to the Rock Category (for some reason).
6. This will update the Category information accordingly.

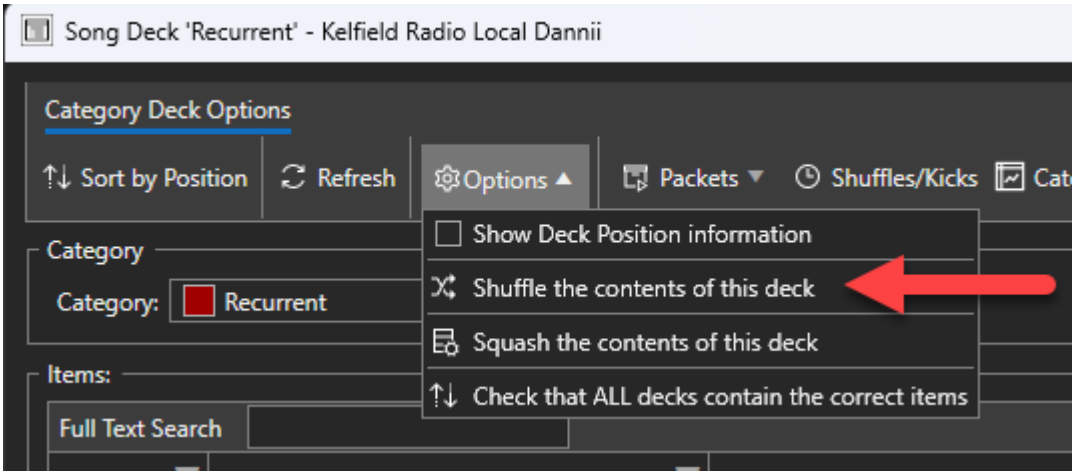
N.B. You can also hold down the <CTRL> key when dragging and the icon will display a '+'. In this case the Song will be added to the new Category using the Secondary Category field but also leaving it in the original Category. If the Secondary Category is already in use, then Myriad Schedule will warn you that you need to remove the Secondary Category first.

Manual Shuffles

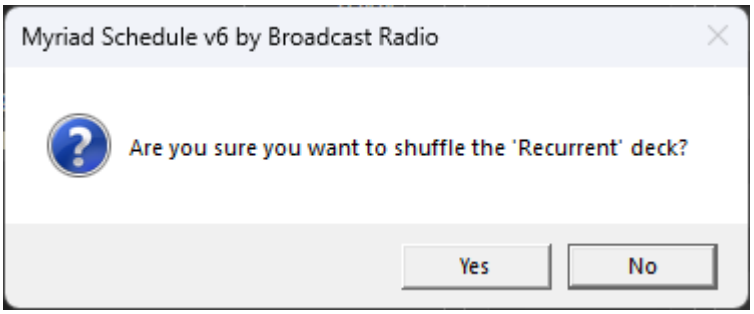
If you need to shuffle the order of a Song or Link Category Deck then you can do this using the Shuffle feature on the Options menu in the Deck Viewer.

1. Click on the **Song (or Link) Category Deck** option on the left-hand menu to open a Category Deck Viewer.
2. Select the **Category** you want to shuffle using the Category dropdown.
3. Click on the **Options** button to access the Options Menu.

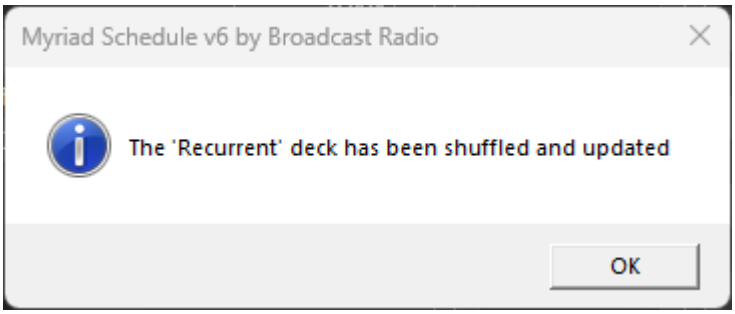
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4. Select the **Shuffle the contents of this deck** option to shuffle the deck. You will be asked to confirm, click Yes.



5. The contents of the Deck will be shuffled.

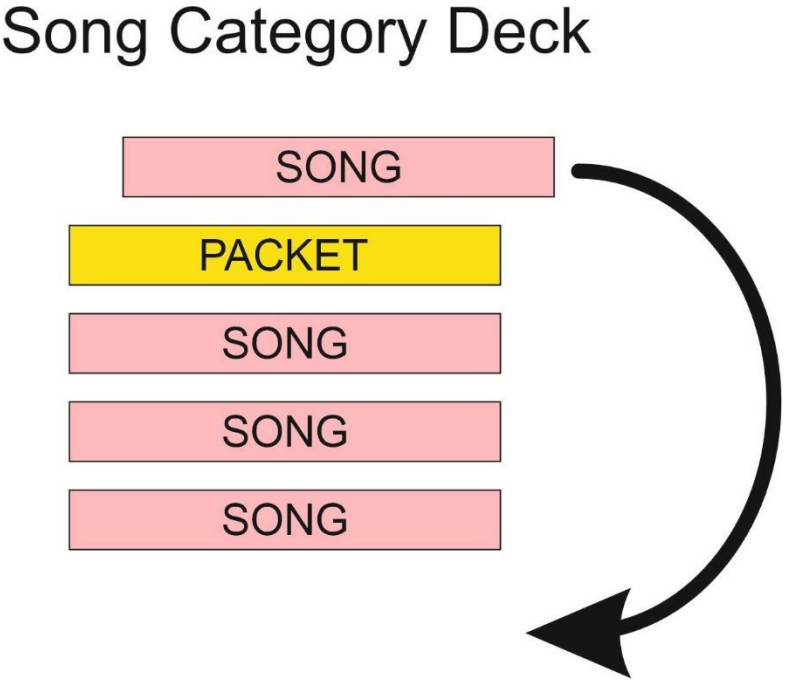


Packets (Myriad Schedule Pro only)

Before we jump into how to setup Packets, it is worth reviewing what Packets are why they are useful to modern radio.

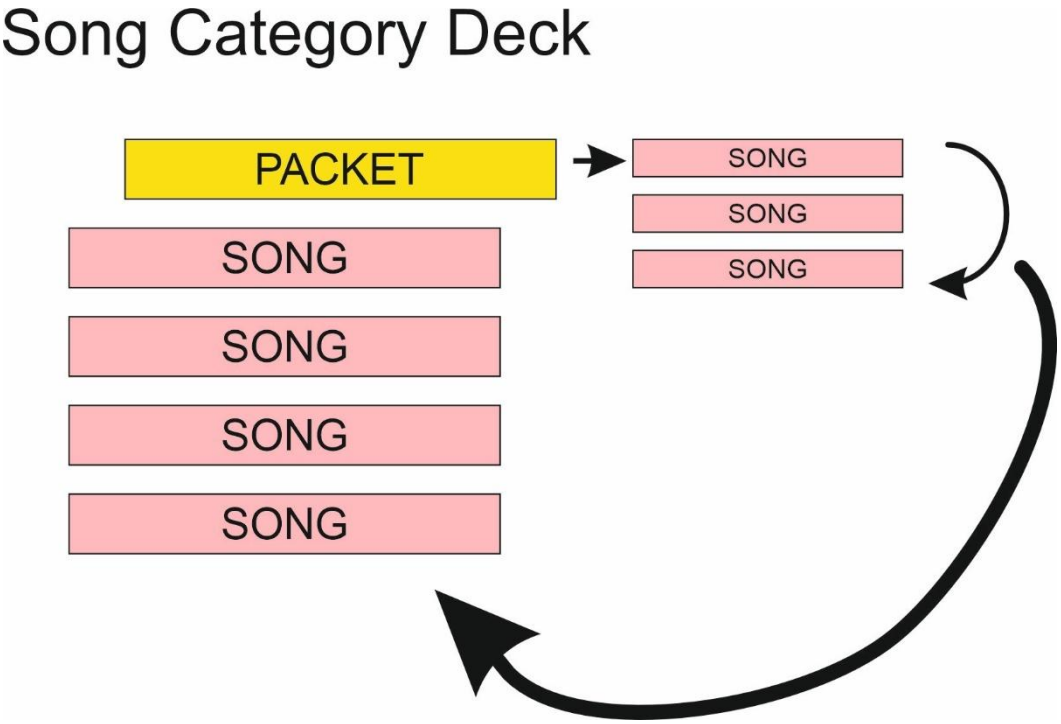
You can consider a Packet to be a mini-deck that lives as a single item in a Song or Link Category Deck.

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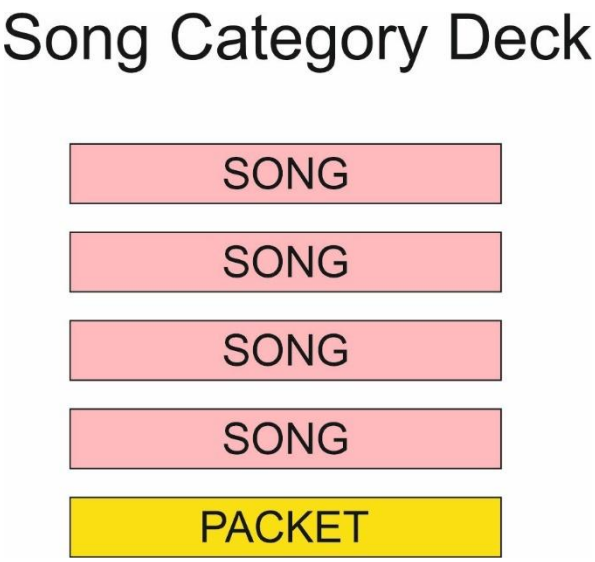
In the section on Scheduling Fundamentals, we outlined how each Category is like a deck of cards with the top card in the deck being the next to scheduled from the deck, if it passes all the Rules.

A Packet only takes up one position in a Category deck and rotates just like any other item in the deck, but the Packet itself contains two or more items that are rotated within the Packet, every time the Packet is scheduled.



Once an item from the Packet has been scheduled, the whole Packet is moved to the bottom if the deck.

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Packets have become increasingly important for modern radio as the way people consume music has changed drastically in the past 15 years.

The traditional music release model was an Artist would record and release an album, then release songs as singles every few months to hopefully chart, and support album sales.

In the modern world, streaming services have meant that virtually everyone can access albums as they are released and as charts are now mostly based on streaming numbers (not single sales), it is common for the biggest Artists (Taylor Swift, Ed Sheeran etc) to have multiple Songs in the top 10 at the same time.

As a radio station, you may want to feature all these Songs, but you need to balance that with not over-playing the Artists.

That's where Packets can help.

Imagine Ed Sheeran released a new album and four of the Songs are listed in the top 10. You may want to include all of them in frequent rotation, but you're A-List Category may only have 20 Songs in it. So, if you added all four Ed Sheeran Songs to you're A-List, it would account for 20% of the Category, Ed Sheeran would be played much more often than any other Artist in the Category (assuming Rules allowed it).

If you create a Packet in the A-List and put the four Ed Sheeran Songs into the Packet then you ensure that all these Songs are being played in 'A-List' positions but that, Ed Sheeran is not being played more than other Artists in the same Category.

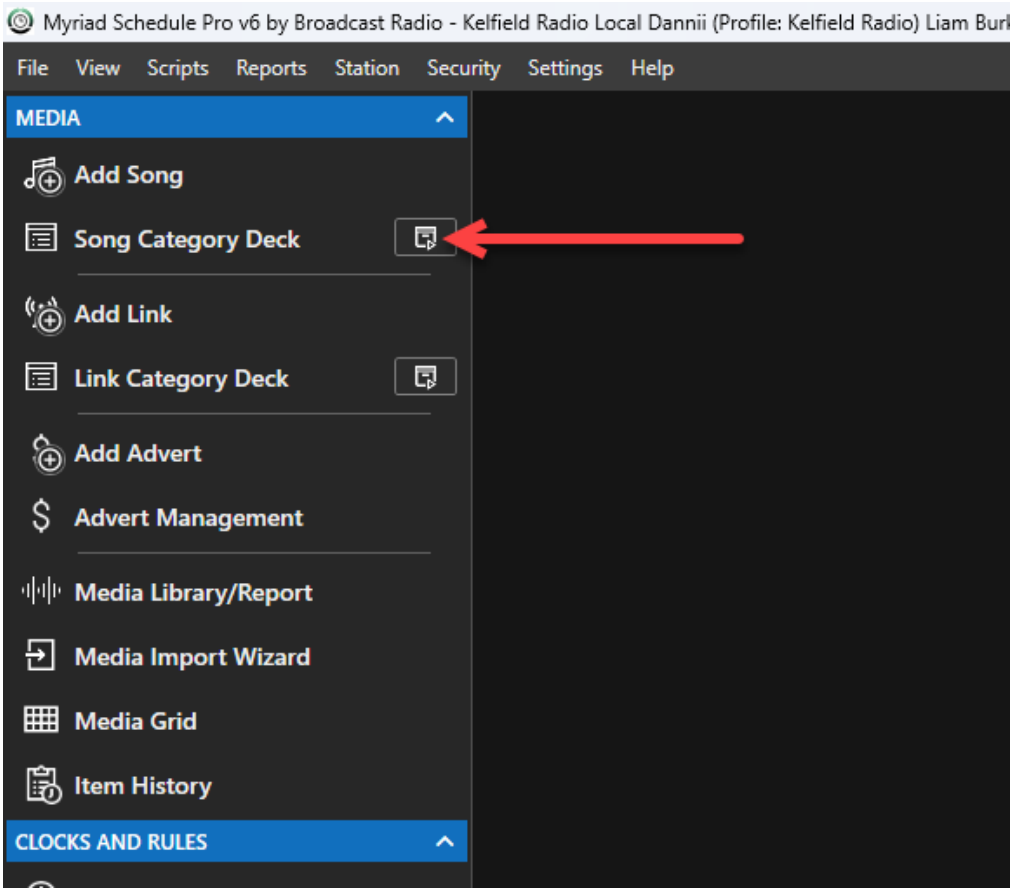
View, Creating & Editing Packets

You can view and edit existing Packets and create new Packets using the **Edit Packet** window.

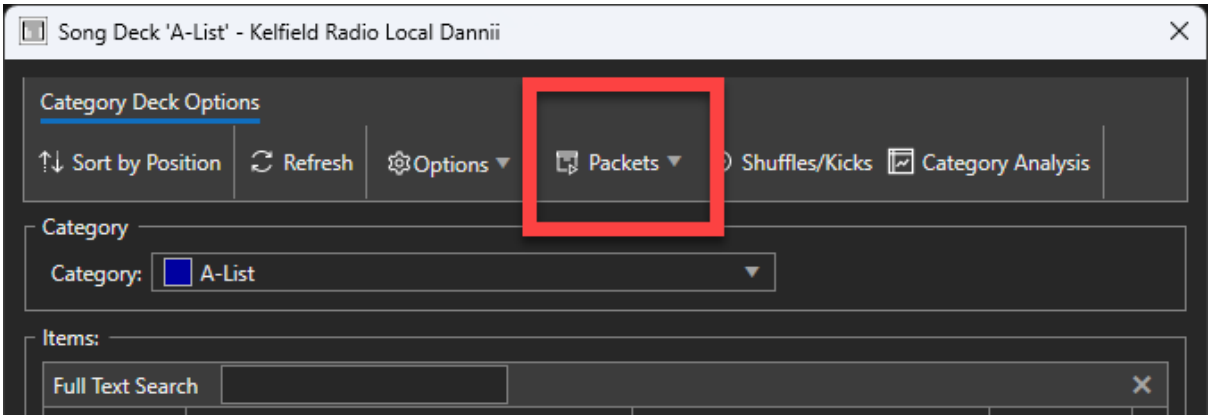
You can access the Edit Packet window in two ways:

1. Click on the **Edit Packet** button in the **Song Category Deck** section.

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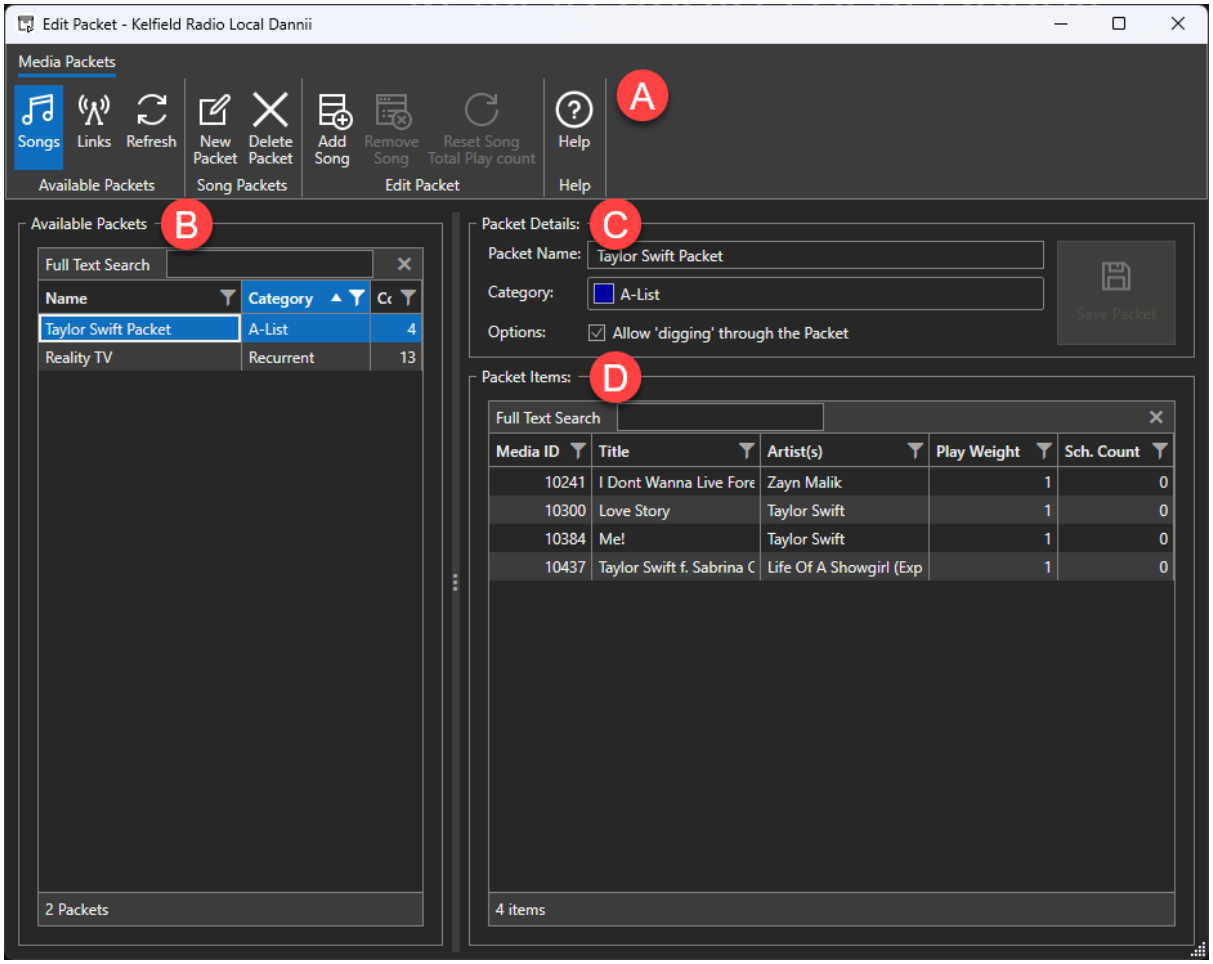


2. You can also open the **Edit Packet** window from the tool ribbon of the **Deck Viewer** window.

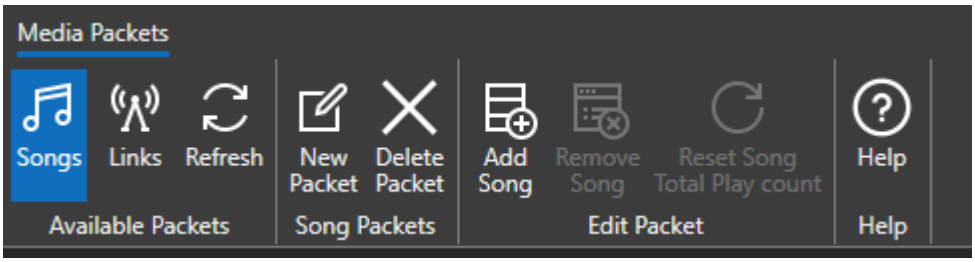


The Edit Packet window shows the following information:

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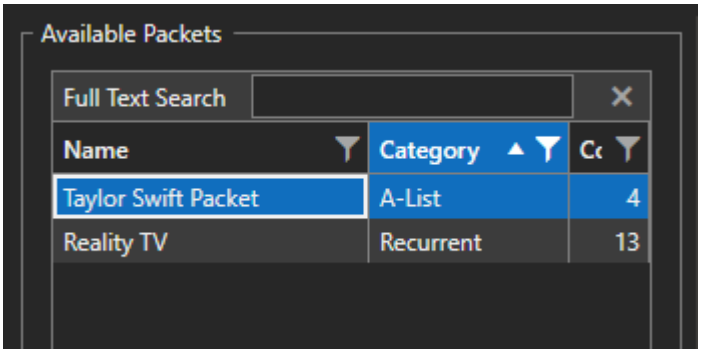
A. The **tool ribbon** provides access to the following tools:



a. Songs / Links – Allows you to switch between Packets for Songs and Links.
b. Refresh – Reloads the information from the database.
c. New Packet – Create a New Packet.
d. Delete Packet – Deletes the selected Packet. Songs inside the Packet are placed in the hosting Song Category as individual Songs.
e. Add Song – Add one or more Songs to your Packet.
f. Remove Song – Remove the selected Song from the Packet.
g. Reset Song Total Play Count – Resets the total play count for all Songs in the Packet. Useful if you are using this with Future Moves.
h. Help – Access more information on Packets.

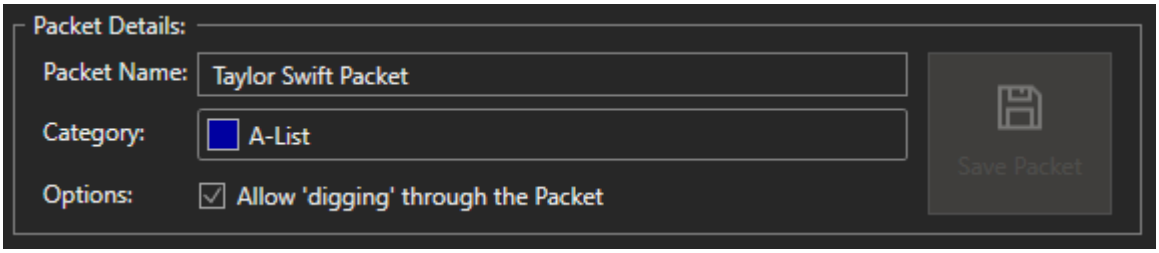
B. The **Available Packets** section shows a list of all available Packets, what Category they are in and how many items are in the Packet.

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In the example above, there is a 'Taylor Swift Packet' in the A-List Category with four Songs in it, plus a Reality TV Packet in the Recurrent Category with 13 Songs in it (Girls Aloud, Little Mix etc).

C. **Packet Details** allows you to view and edit **Packet Name,** view (but not edit) the **Category** hosting the Packet and whether to allow '**Digging through Packet**'.



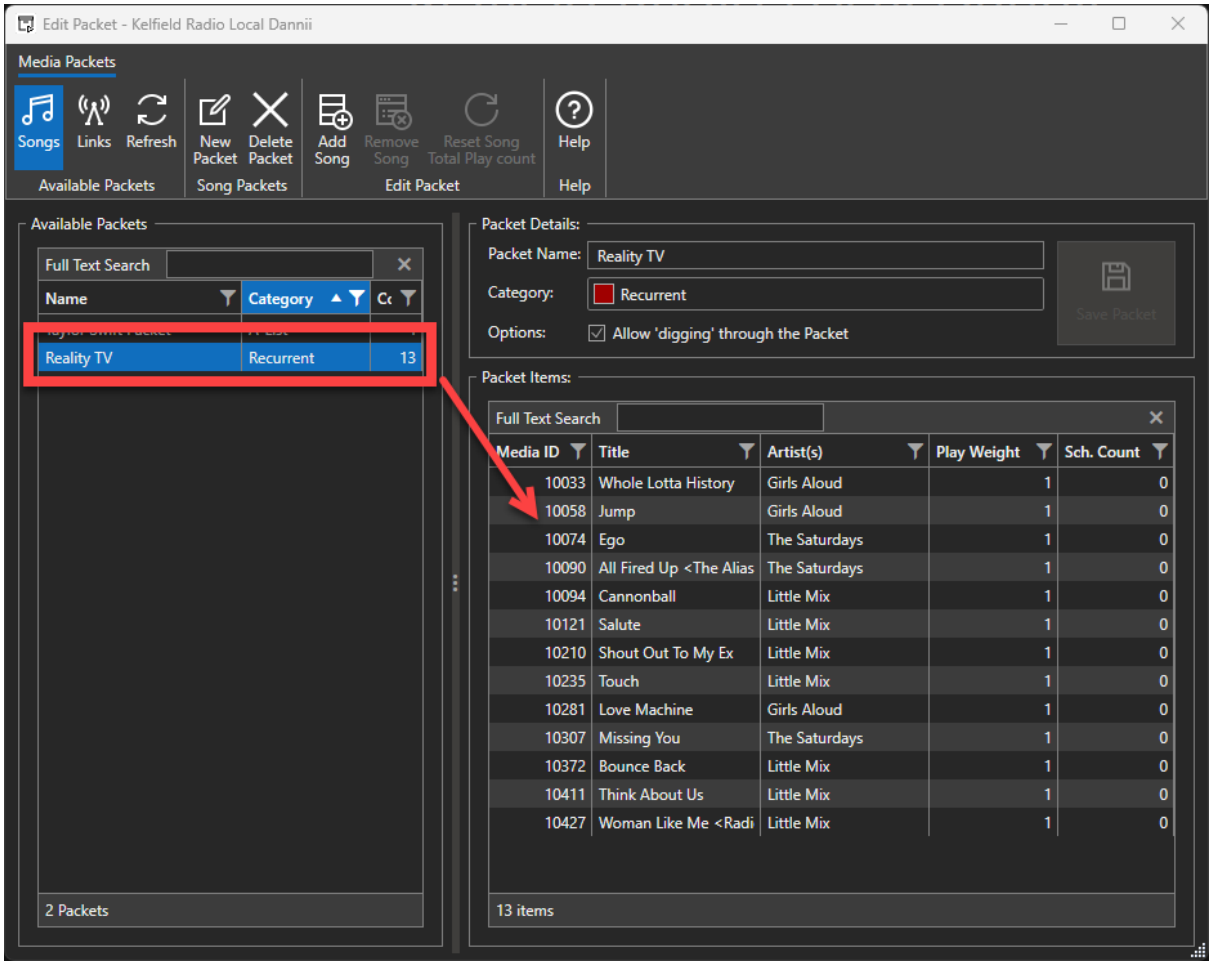
Whilst Packet Name and Category are self-explanatory, it is worth expanding on what 'Digging through the Packet' means.

If this option is not ticked, only the top item in the Packet will be considered for scheduling. If the top item cannot be scheduled because of the applied Rules, the system moves on from the Packet and considers the next Song in the Category Deck.

When the **Allow digging through the Packet** option is **ticked**, if the top item in the Packet is not suitable to be scheduled (because of Rules), the system will consider the next item in the Packet. It will continue to 'dig' through the whole Packet looking for an item that can be scheduled without breaking any Rules. It is only when all items in the Packet have been deemed to not suitable for scheduling, the system will move on from the Packet and go to the next Song in the Category Deck.

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D. The **Packet Items** section shows a list of all the items in the selected Packet.



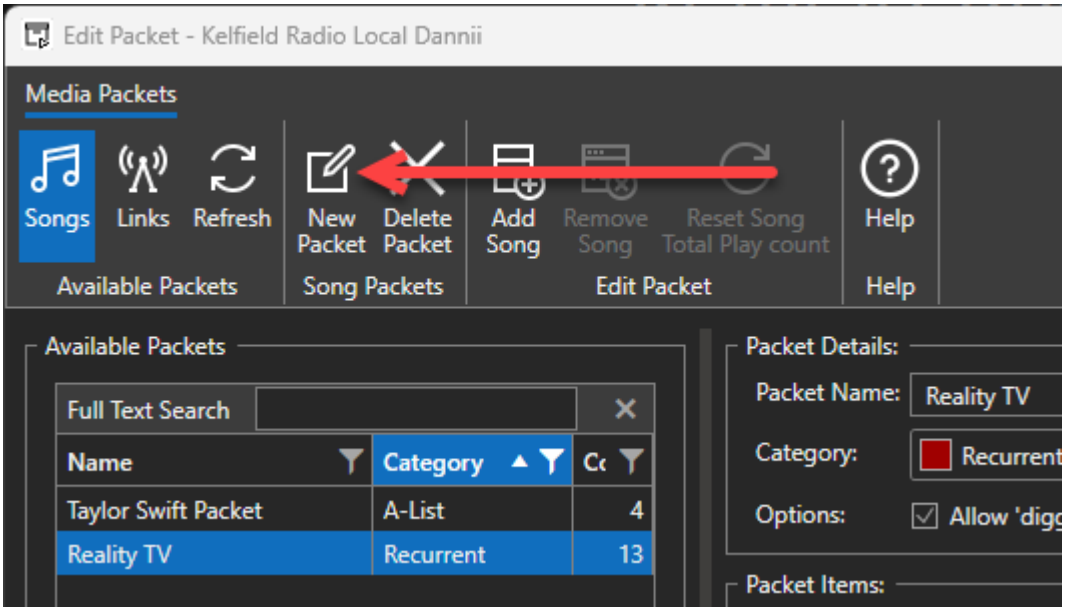
In the example above, the 'Reality TV' Packet has been selected and the Packet Items section shows the 13 Songs that are in the Packet.

Adding a new Packet

To add a new Packet, follow these steps:

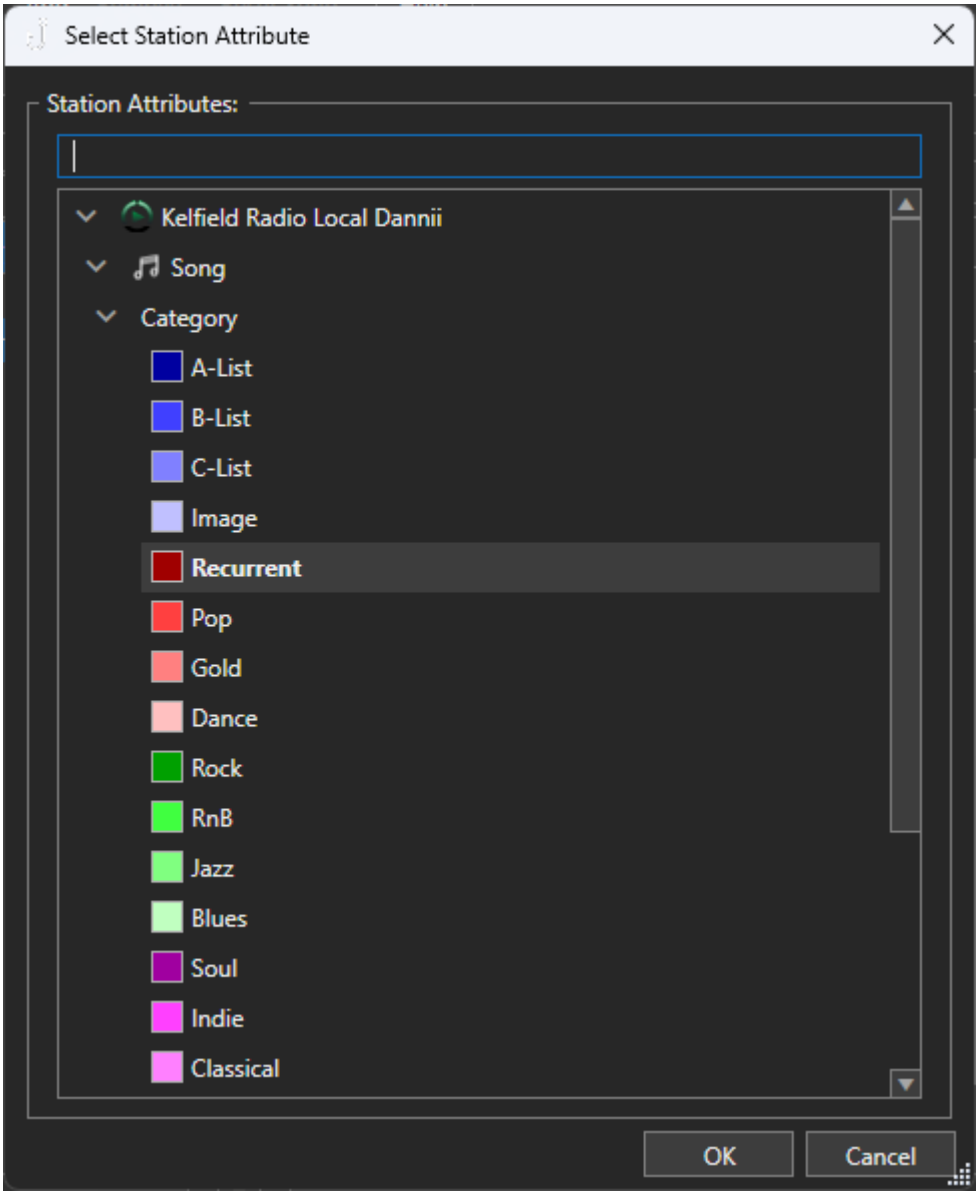
1. Click on **New Packet**.

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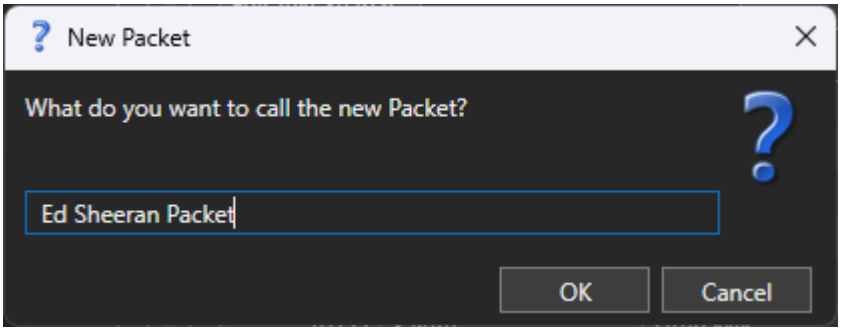


2. Select the **Category** you want to place the Packet into.

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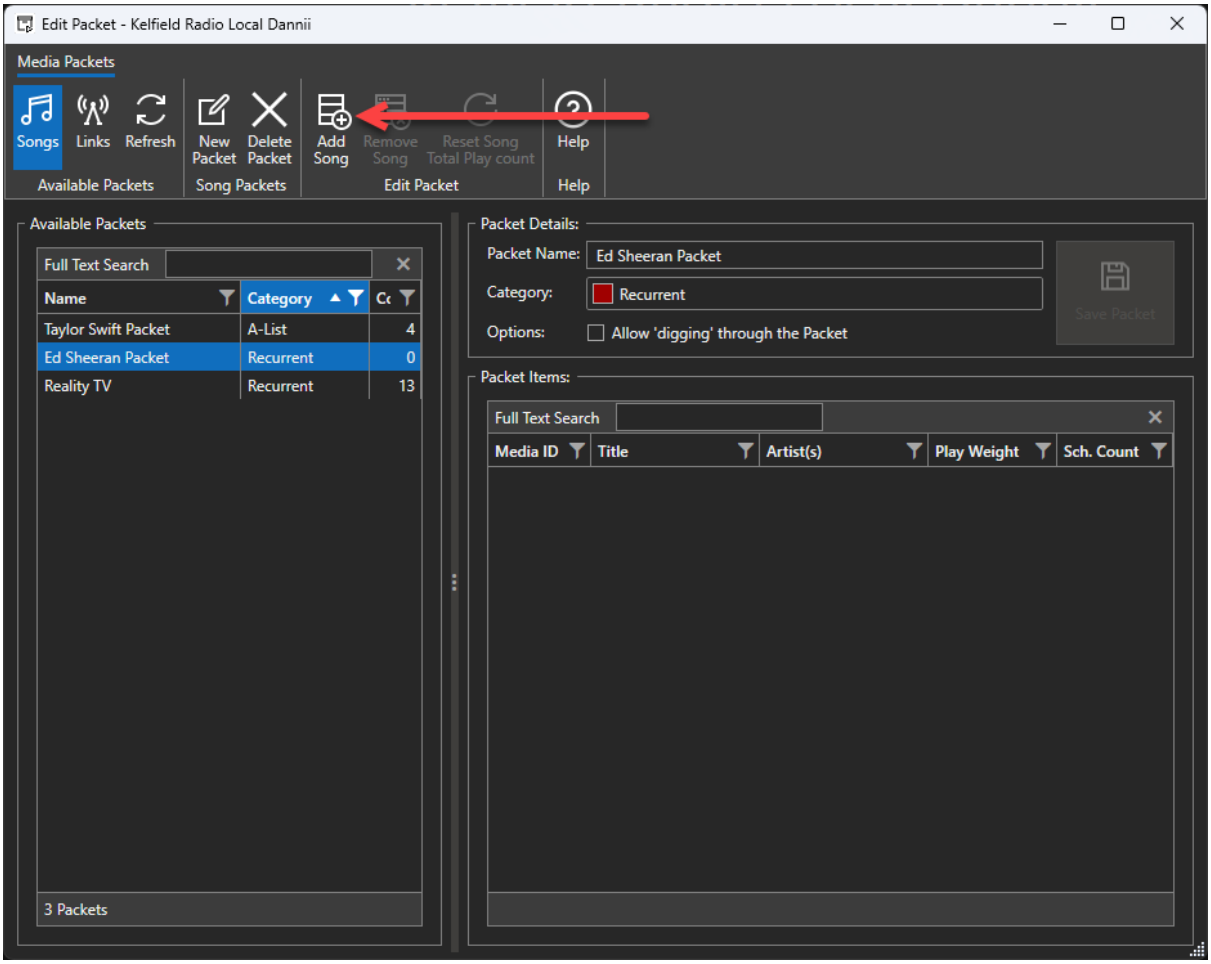


3. Give the Packet a suitable **Name**.



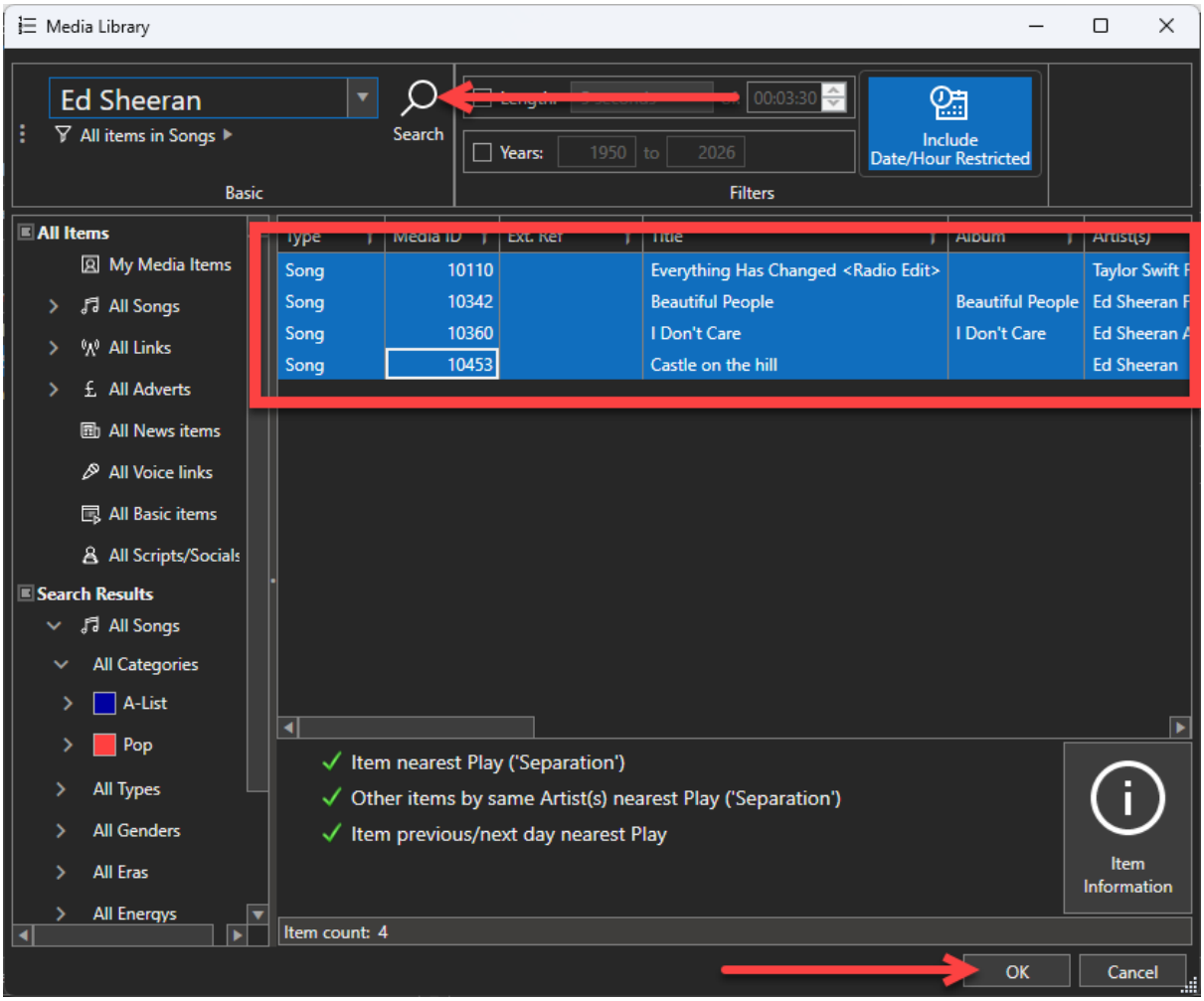
4. Click on the **Add Song** button on the tool ribbon.

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5. **Search and select** the Songs you want to add to the Packet. In this case we have searched for all Ed Sheeran Songs. Once you have selected the Songs you want to add, click on **OK**.

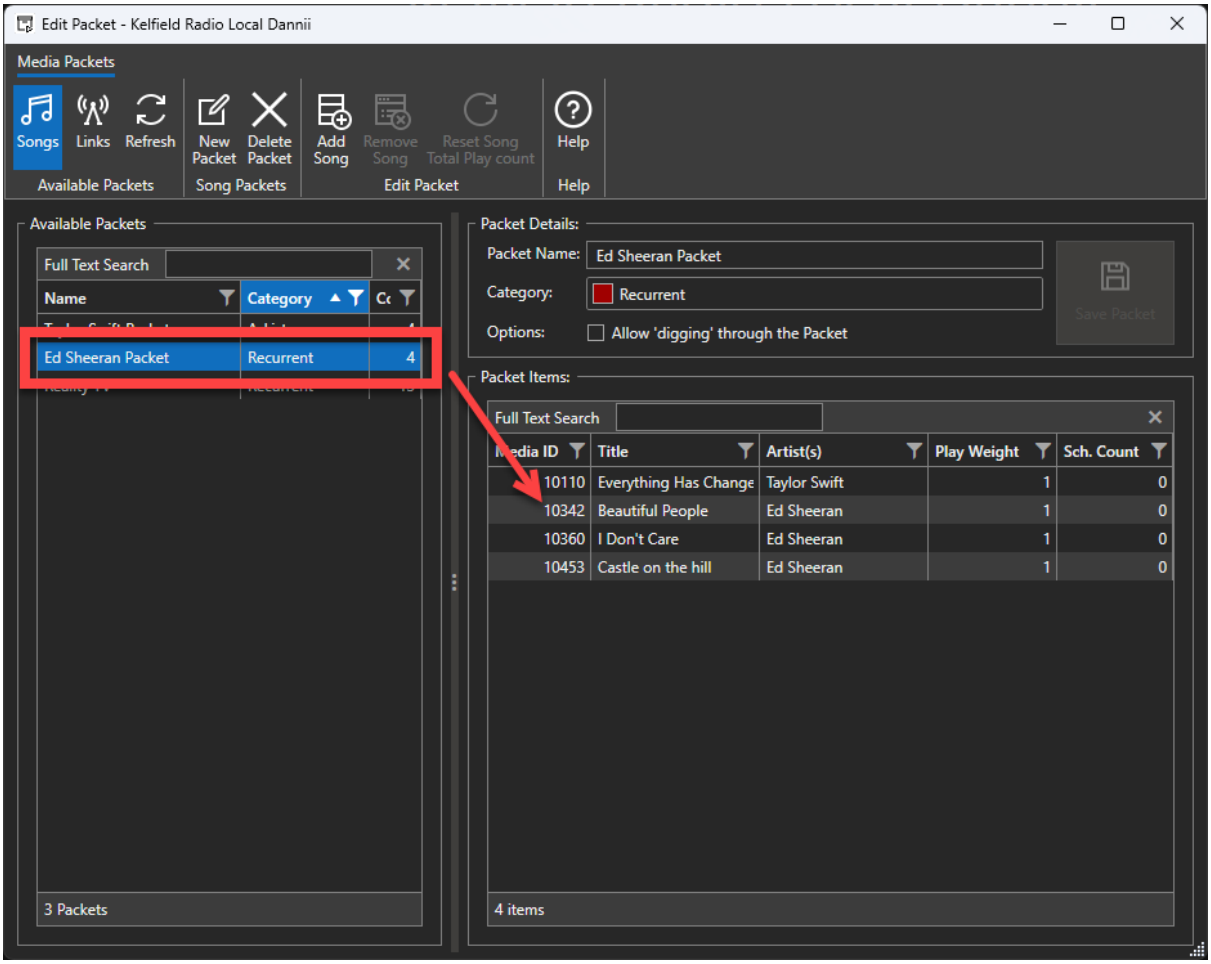
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Please note that Songs placed in a Packet will be removed from their current Category and moved to live within the Packet in the Packet Host Category.

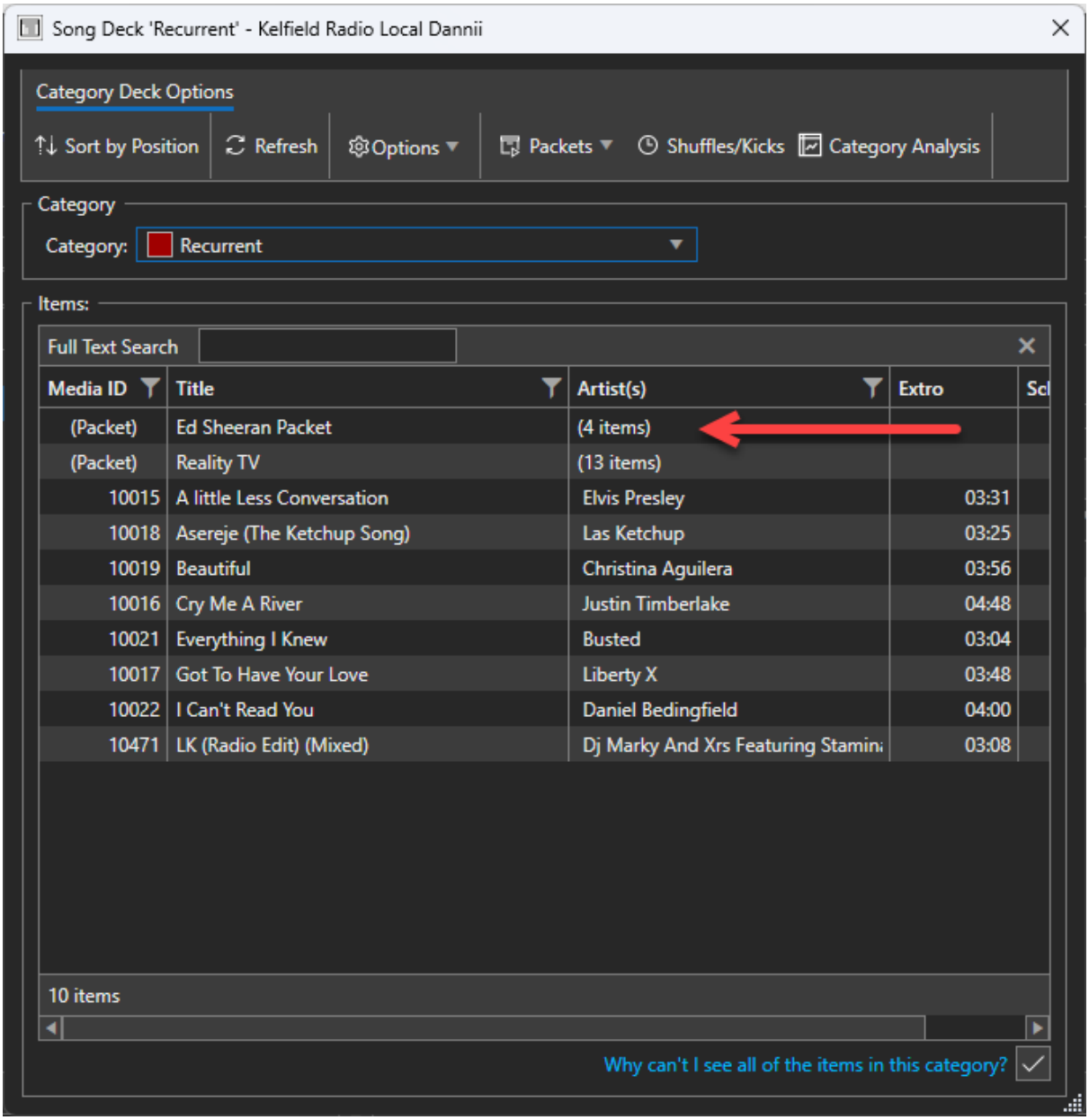
6. The Packet is now in rotation in the Host Category.

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If you open the Deck Viewer for that Category, you will see the new Packet listed.

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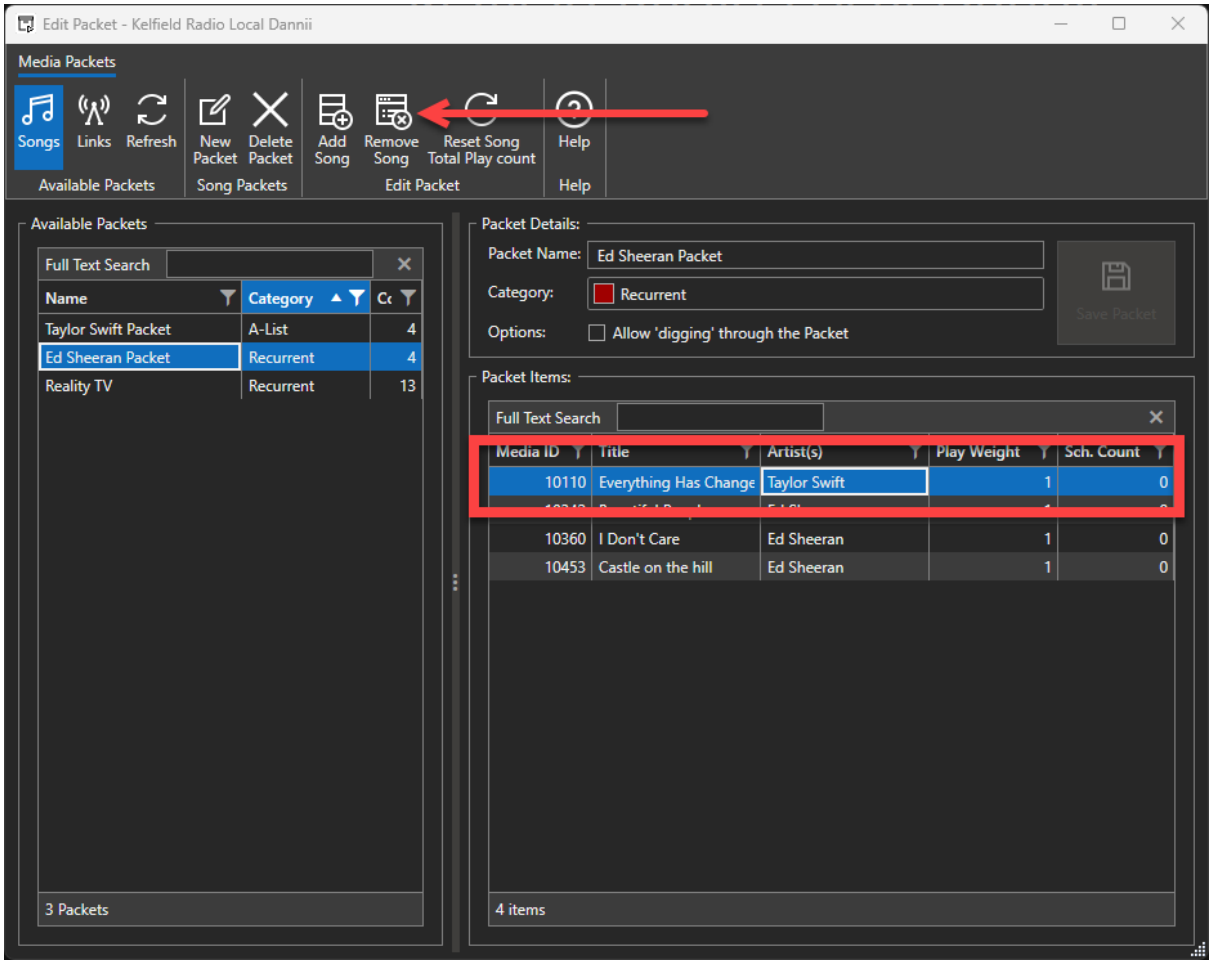


Adding or Removing Songs from Packets

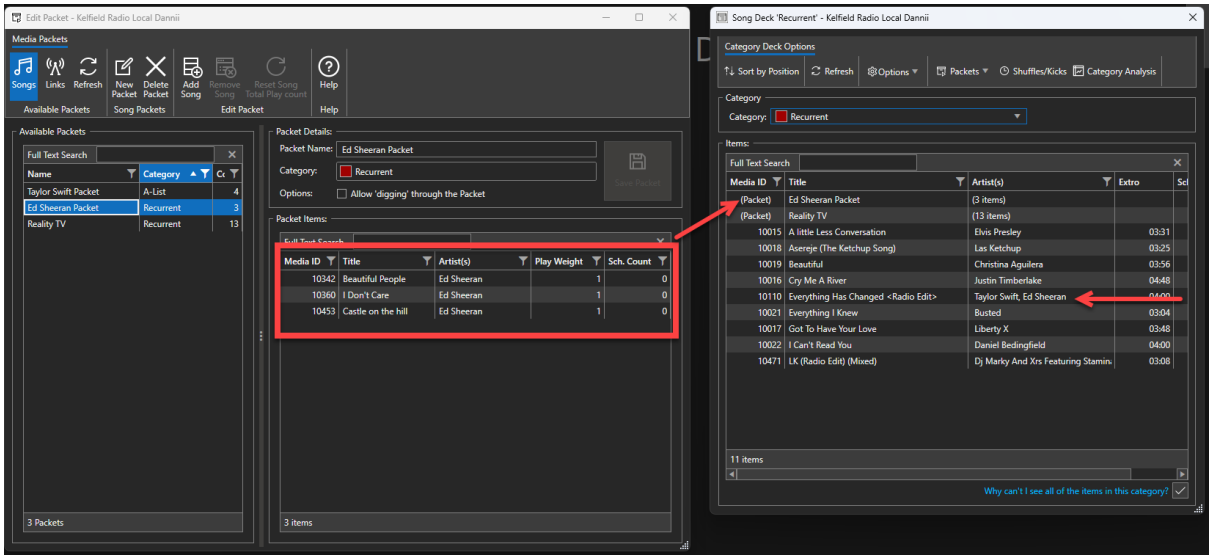
You can use the **Add Song** button to add more Songs to an existing Packet. Click on the Packet you want to add to, click on Add Song and select one or more Songs to add.

You can also remove items from a Packet by highlighting the item in the **Packet Items** section and clicking on the **Remove Song** button on the tool ribbon.

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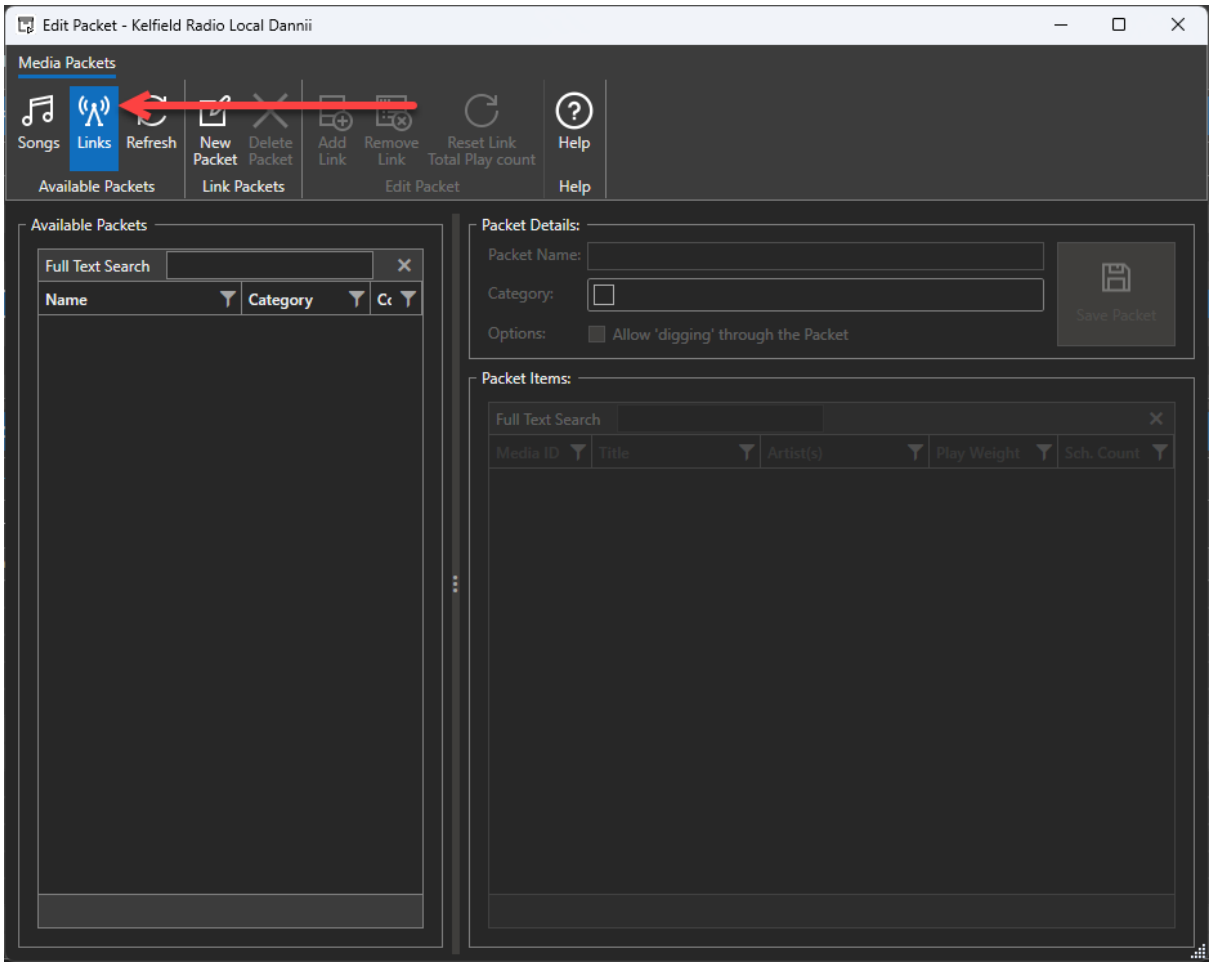


The item will be removed from the Packet and placed as an individual item in the Category Deck for the Host Category. In the above example, 'Everything Has Changed' is highlighted for removal from the Packet. The example below shows that the Song has been removed from the Packet and placed as an individual item in the 'Recurrent' Category.



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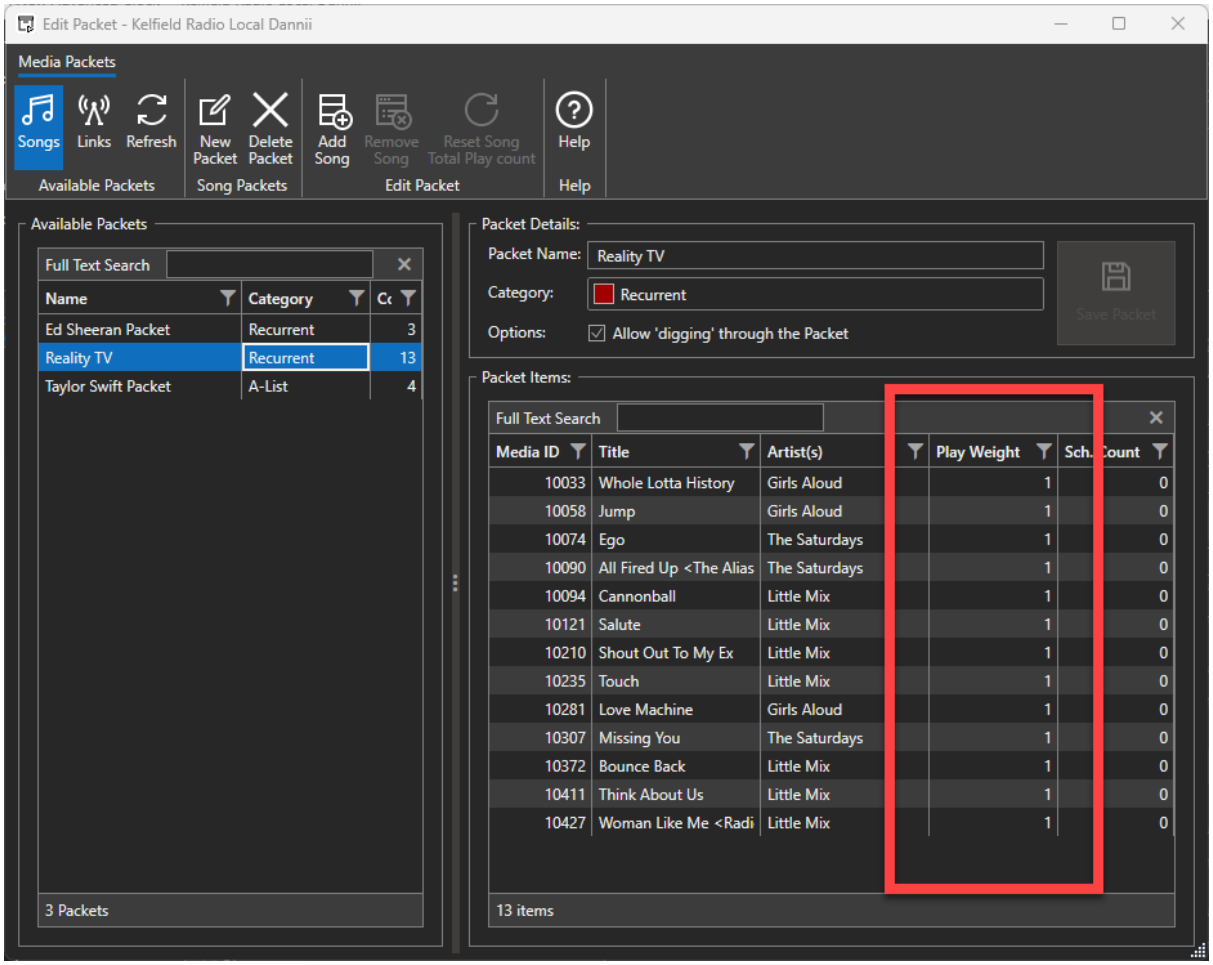
Please note that all the example in this section have referred to Songs, but the process of creating and managing Link Packets is the same, just select Links from the tool ribbon.



Play Weights in Packets

In addition, you can adjust the **Play Weights** of items within a Packet to make the item play more frequently than other items in the Packet.

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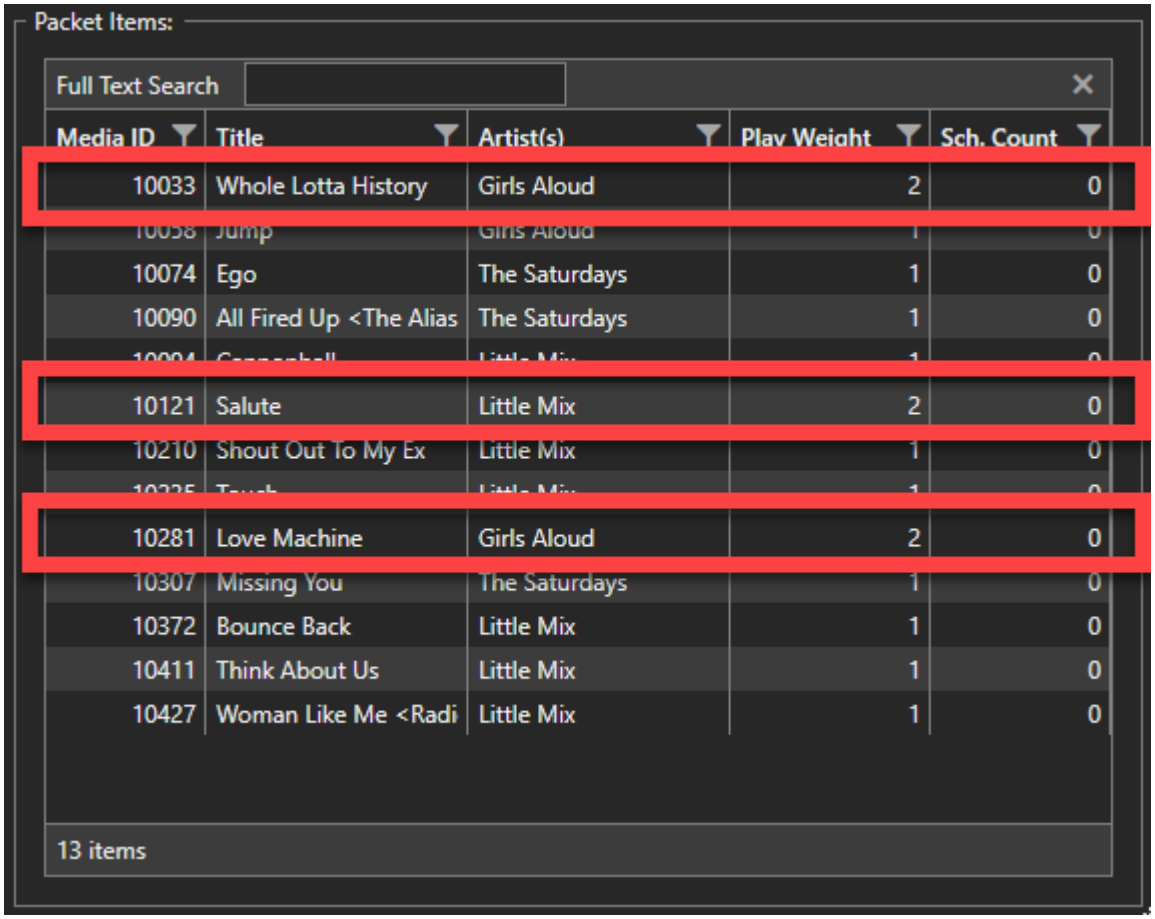


In the example above, all of the Songs in the Reality TV Packet have the **Play Weight** set to one. This means that all items in the Packet have equal importance and will schedule in an even rotation.

In the example below, three of the Songs in the Packet have their Play Weight set to two. This means that when these items are at the 'top' of the Packet, they need to be scheduled twice before they are rotated to the back of the Packet.

So, in the example below, Girls Aloud – Whole Lotta History will be scheduled once, then the Packet will be moved to the back of the Category Deck, but the Packet itself will not rotate so Girls Aloud remains at the top of the Packet. When the Packet is scheduled again, Girls Aloud will be selected again (assuming the Rules allow it), then it will be moved to the back of the Packet and the Packet will be moved to the back of the Category Deck.

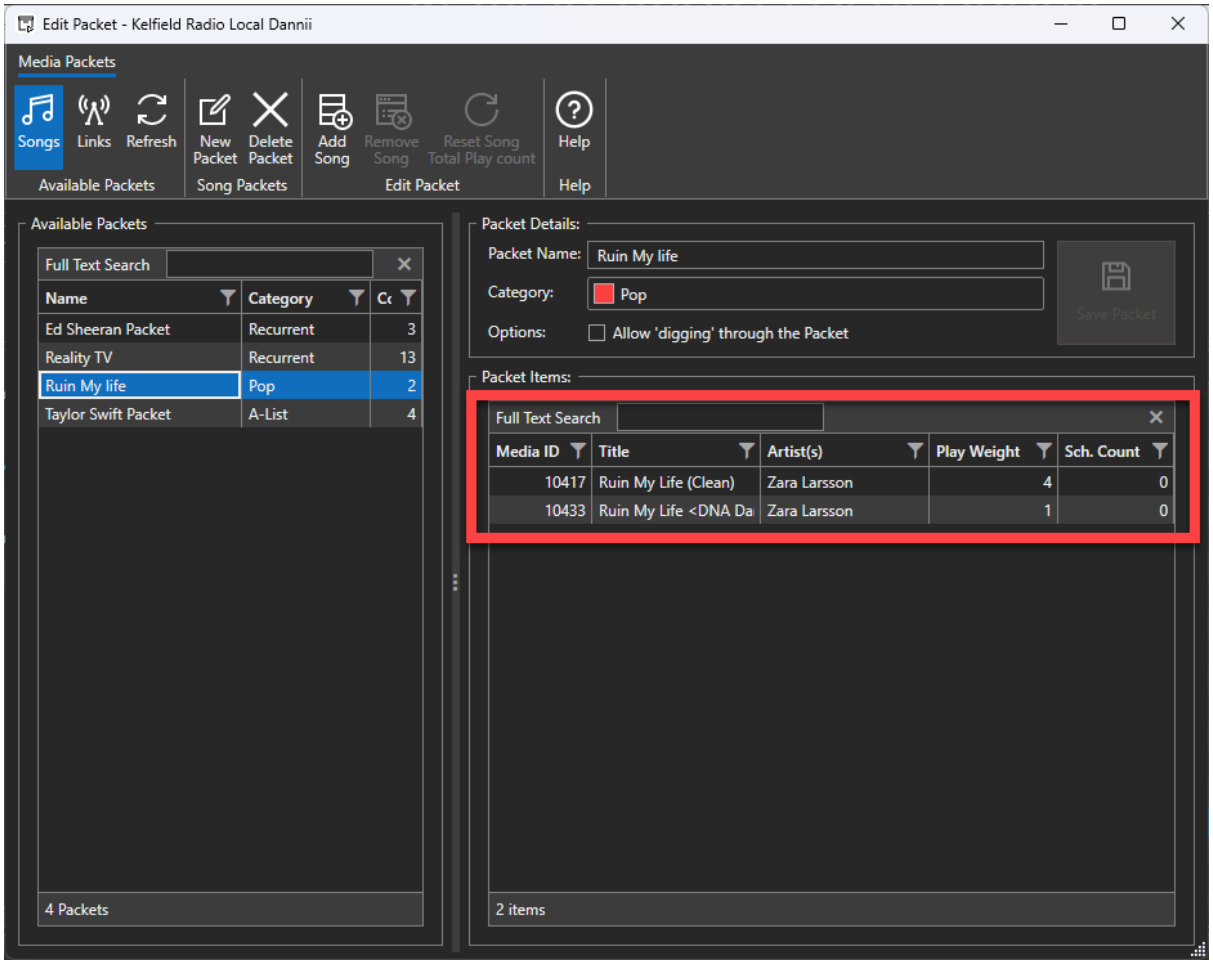
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A more useful reason for using Play Weight is to Packet together difference versions of the same Song (or Link).

In the example below, we have two versions of the same Song by Zara Larsson, the regular radio edit and the extended dance mix. We can use the Packet to have both versions in rotation within a Song Category Deck, but by setting the Play Weight to four on the standard version, and one on the dance remix, it ensures that the regular version is scheduled 4 our of 5 times and the dance remix is only scheduled once in every five times.

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This can also be very useful for Promos and other Links that may have multiple versions that you want to keep in rotation but don't want to rotate them evenly.

Automatic Shuffles & Kicks (Myriad Schedule Pro only)

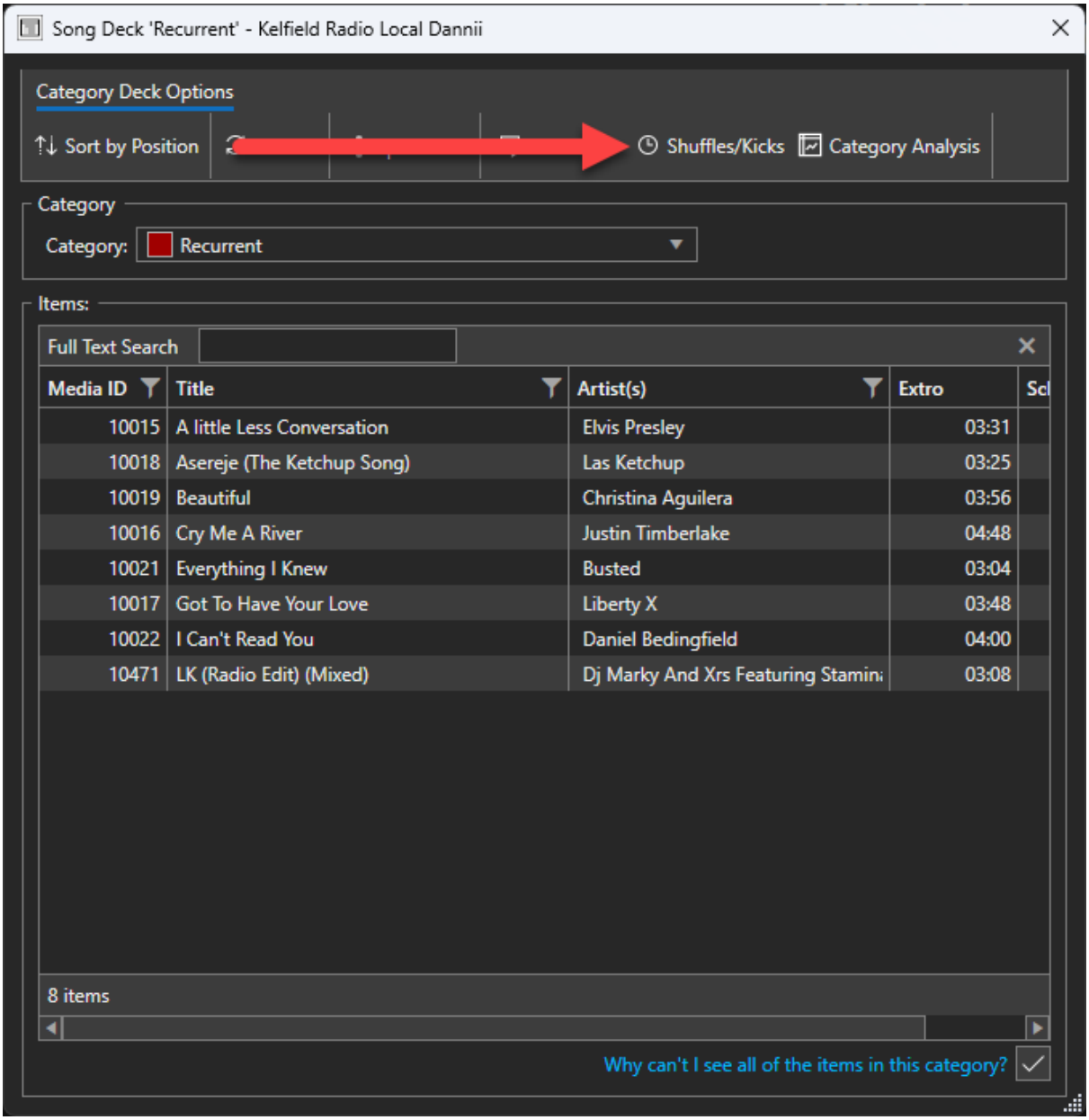
If you have Myriad Schedule Pro then you can also setup automatic Kicks and Shuffles on a per Song / Link Category basis. But what do we mean by Kicks & Shuffles?

- Kick – Rotate the content of the deck by X positions as if items had been scheduled.
- Shuffle – Randomise the order in the deck.

To setup automated Kicks and/or Shuffles for a Song / Link Category Deck follow these steps:

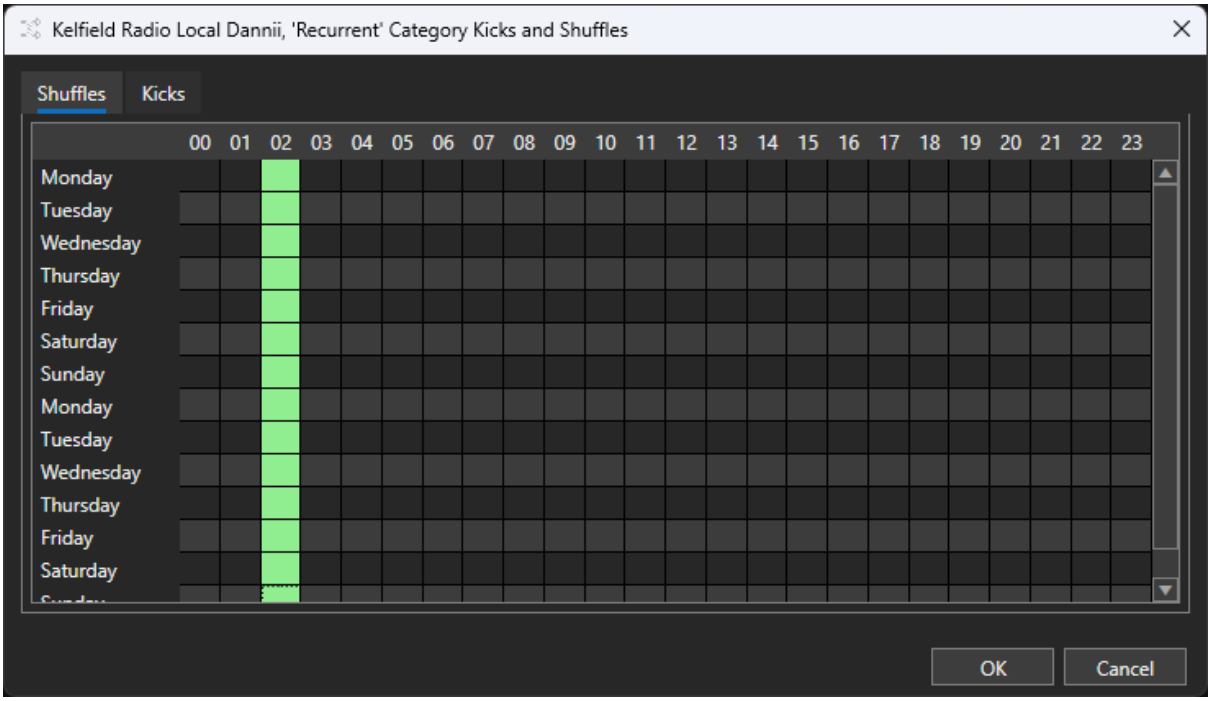
1. Click on the **Song (or Link) Category Deck** option on the left-hand menu to open a Category Deck Viewer.
2. Select the **Category** you want to setup automatic Kicks and/or Shuffles on using the Category dropdown.
3. Click on the **Shuffles/Kicks** button to access the Options Menu.

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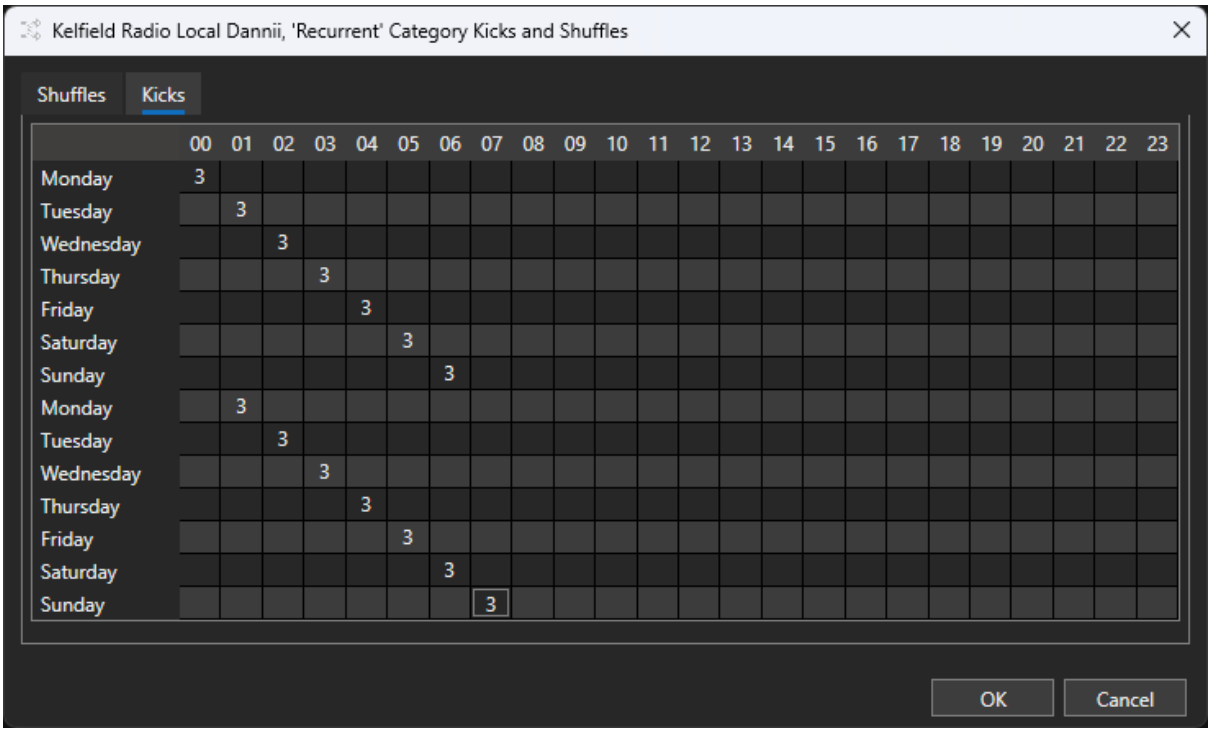
4. To setup automated **Shuffles** make sure the **Shuffles Tab** is selected then click in any hour box in the two-week grid to set the system to automatically shuffle in that hour.

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In the example above, the Recurrent Category will be Shuffled every day at 2am.

5. To setup automated Kicks, select the **Kicks Tab** and then add a number to any hour in the two-week grid. This is the number of items the Deck will be rotated by automatically in the hour.



In the example above, the Recurrent Category will be 'kicked' by three items at 00:00 on the first Monday, 01:00 on the first Tuesday etc. In the second week we have shifted it by an hour so the Kick will not happen until 01:00 on the second Monday.

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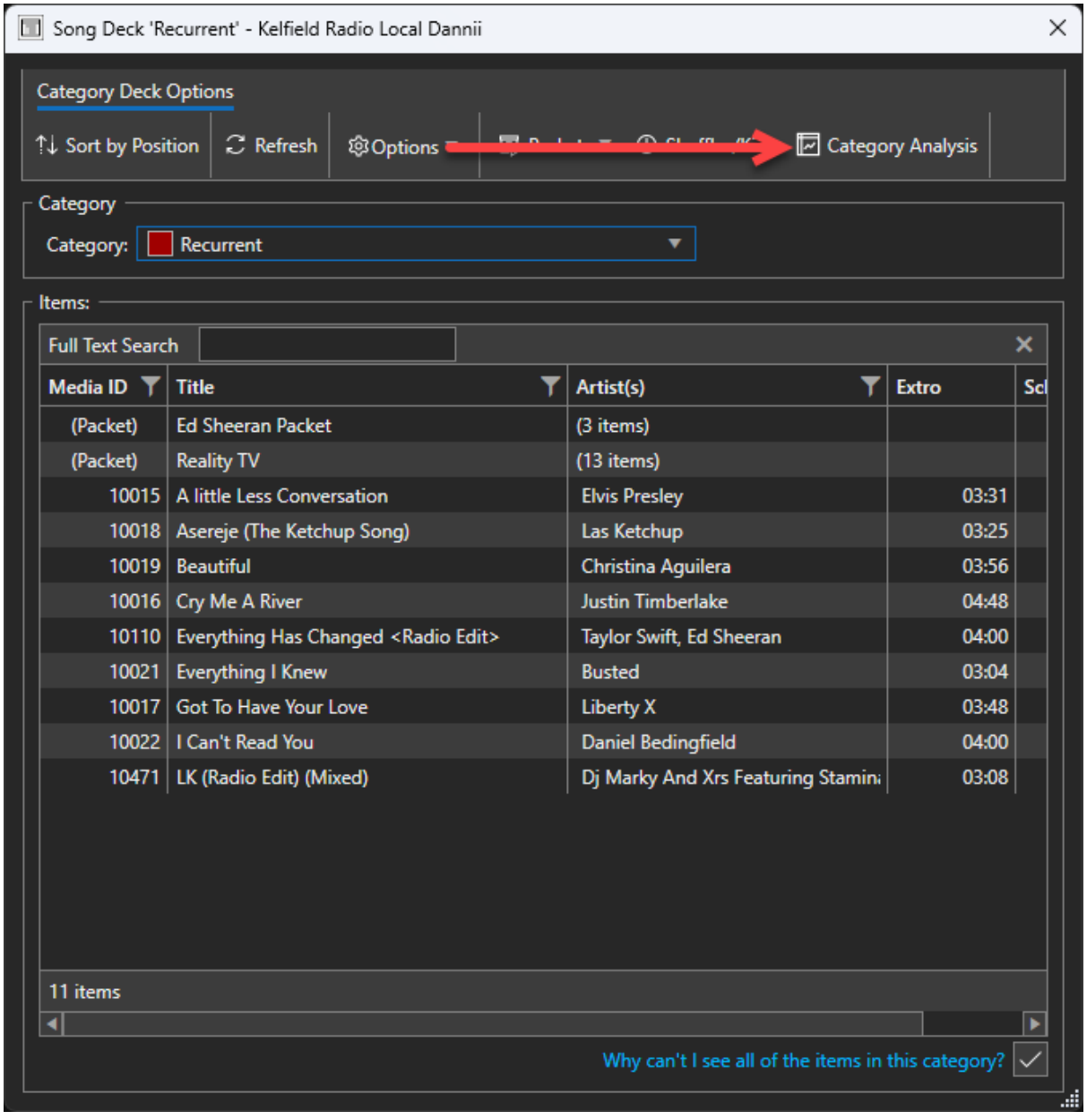
This allows you to carefully plan the rotation in smaller Categories (like A-Lists). Kicks are less useful in larger Categories.

6. Click on OK to save the changes.

Category Analysis (Myriad Schedule Pro only)

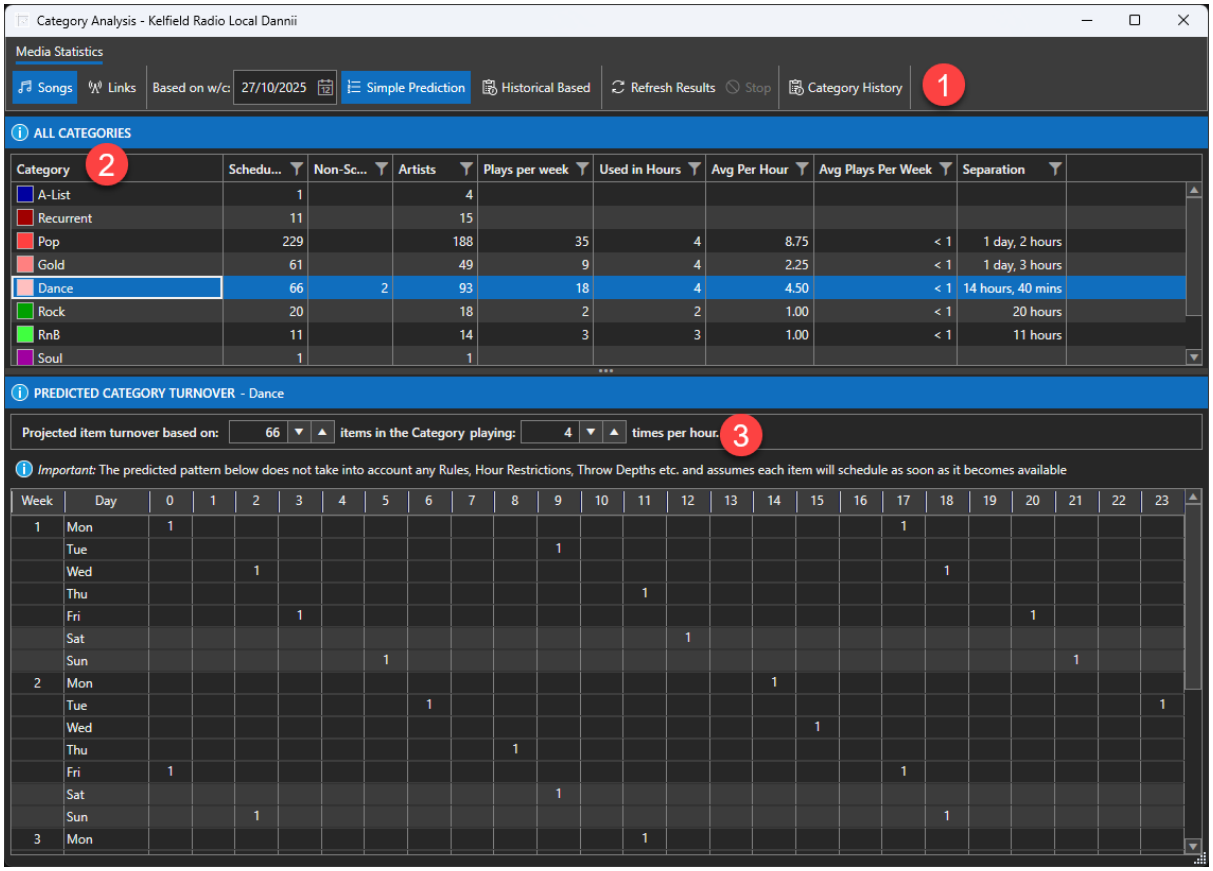
The Category Analysis window offers valuable insight into your Song and Link Categories as well as providing a tool to help you understand how adding more content to a Category and/or using that Category more in you Clocks, will affect the rotation of content inside a Category.

You can access the **Category Analysis** window from the **Song or Link Deck Viewer**.



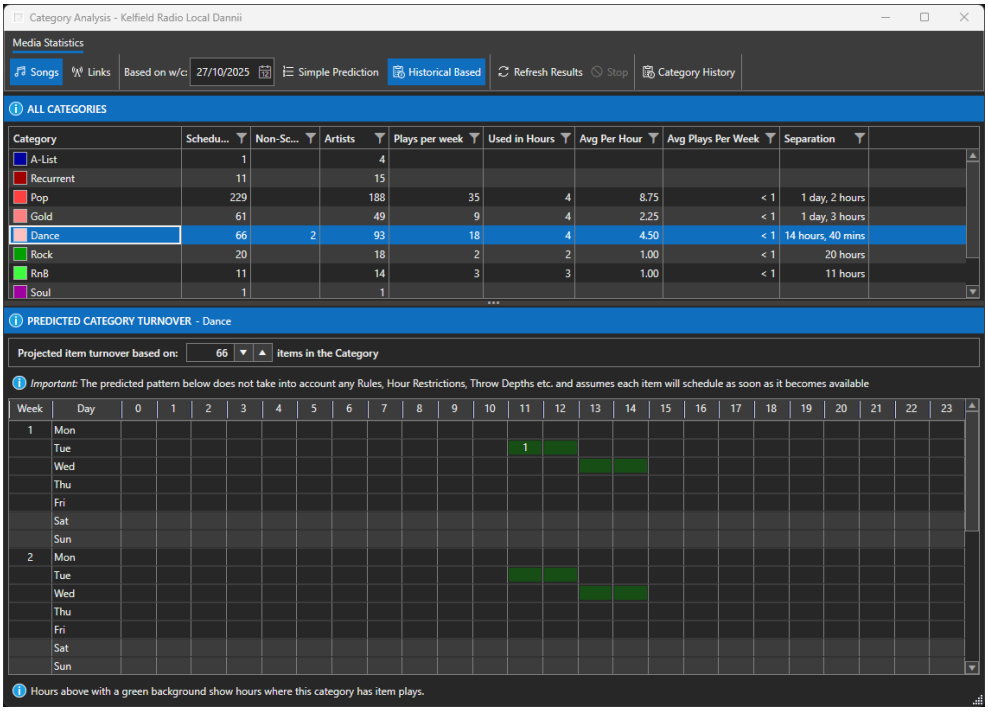
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The Category Analysis window is split into three sections.



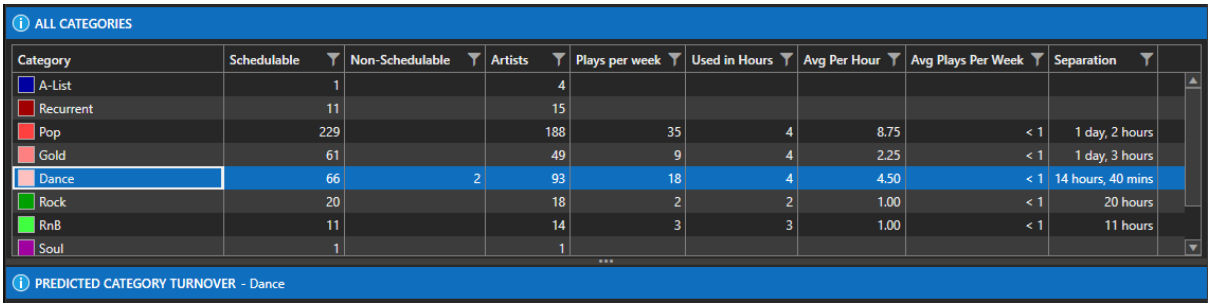
1. The top section allows you to alter the settings and behaviour for the window. The options are:
    a. **Songs / Links** – Toggle between analysing Songs and Links.
    b. **Based on W/C** – Allows you to set the week commencing date that is used to calculate the data. This allows you to compare the current Categories with historic data.
    c. **Simple Prediction** – The **Predicted Category Turnover** shows predicted schedule pattern for items based on the number of items in the Category and the amount of times the Category is used in a Clock.
    d. **Historical Based** – You can also toggle to us Historical Based data where the view switches to actual turnover based on the schedule history.

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e. **Refresh Results** – Allows you to reload the data from the database.
f. **Stop** – Cancels a refresh action.
g. **Category History** – Provide quick access to the Category History window which can be used to explore Category History.

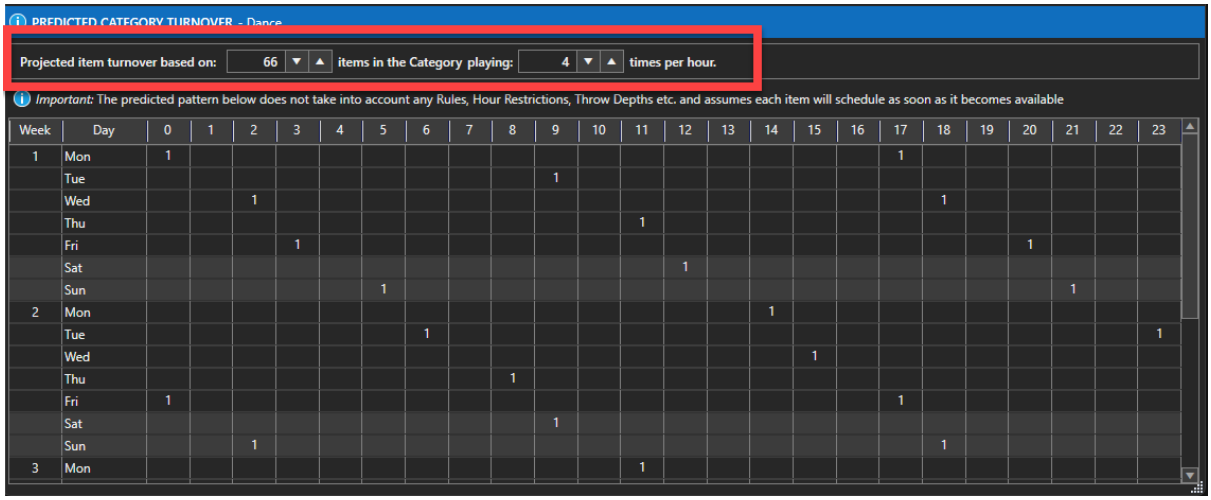
2. The **All Categories** section shows a breakdown of current Song or Link Categories including the following information:



a. **Category** – The Category name.
b. **Schedulable** – Items within the Category that can be scheduled.
c. **Non-Schedulable** - Items within the Category that cannot be scheduled.
d. **Artist –** Number of Artists in the Category.
e. **Plays per Week –** The number of times items within the Category, are played in a week.
f. **Used in Hours –** Number of Clocks that feature items from the Category.
g. Average per Hour – The number of items from the Category, scheduled in an hour on average.
h. Average Plays per Week – The average amount of times, a Song from the Category, will be played in a week.
i. Separation – Average time between Songs repeating from a Category.

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3. The **Predictive Category Turnover** section provides a tool to allow you to visualise how adjusting the number of items in a Category and/or the number of items from the selected Category you want to schedule per hour (ie how many times is the Category called in Clocks), affect the rotation of content in the Category.

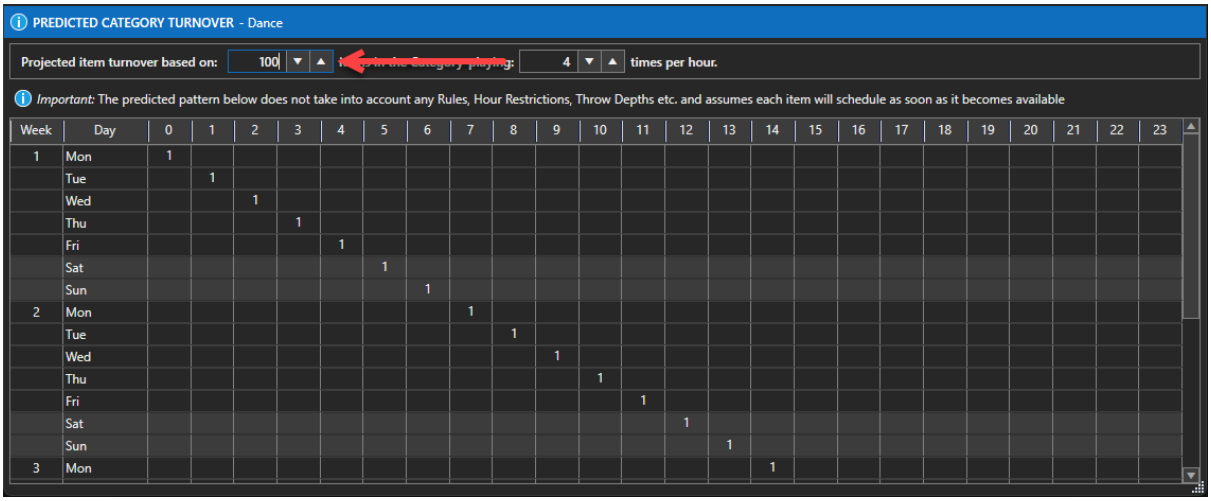


Week	Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Mon	1																	1						
	Tue										1														
	Wed			1																1					
	Thu												1												
	Fri				1																	1			
	Sat													1											
	Sun						1																1		
2	Mon															1									
	Tue							1																	1
	Wed																1								
	Thu									1															
	Fri	1																	1						
	Sat										1														
	Sun			1																1					
3	Mon												1												

In the example above, the displayed pattern is based on a Dance Category having 66 items and being required by the scheduling system up to 4 times an hour.

Adjusting either the number of items in the Category or the number of times per hour you want to play it, will change the predicted pattern.

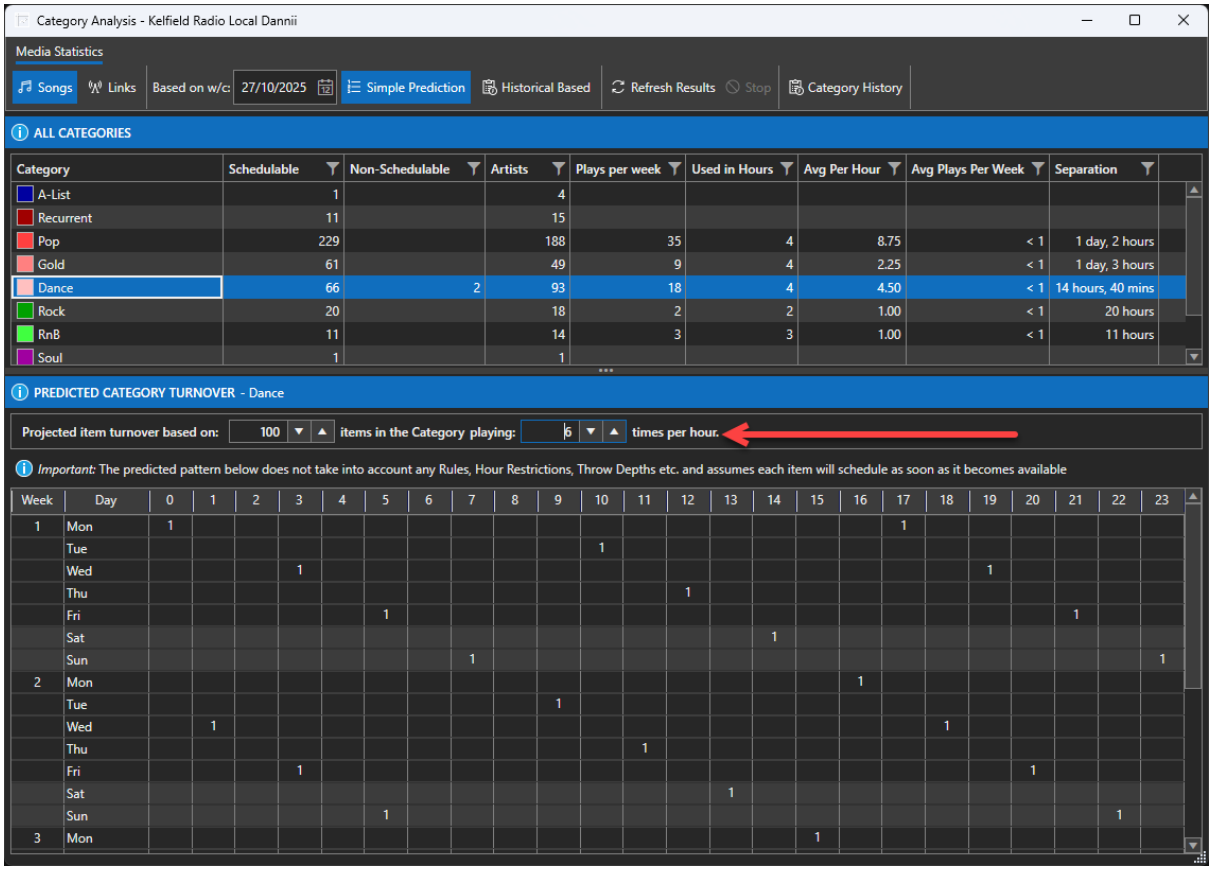
Increasing the number of items in the Category to 100 will change the predicted turnover.



Week	Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Mon	1																							
	Tue		1																						
	Wed			1																					
	Thu				1																				
	Fri					1																			
	Sat						1																		
	Sun							1																	
2	Mon								1																
	Tue									1															
	Wed										1														
	Thu											1													
	Fri												1												
	Sat													1											
	Sun														1										
3	Mon															1									

If we then increase the number of times the Category is used in an average hour to 6, we return to a similar pattern as before.

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This tool is very useful to help you understand predicted music when working with smaller Categories where the number of items in the Category and the number of times the Category is requested in the Clocks needs to be finely balanced to maintain stead music rotation.

Adverts

Whist Songs and Links are virtually identical in Myriad Schedule, Adverts do have some different and additional features that need to be completed to include Advert Scheduling to your Myriad Schedule Process.

Fundamentals Of Advert Scheduling

Adverts need to be scheduled in a fundamentally different way to Songs and Links. When scheduling Songs and Links, you set criteria for what you want to be scheduled (in the Clocks and Station Rules) and the system will schedule content based on Deck position and whether items can be scheduled without breaking any Rules. But there is no way to ensure a Song or Link will be scheduled X many times, apart from specifying it directly in a Clock.

Adverts are fundamentally different, you set how many times an advert should be scheduled in a time and date range, and all Myriad Schedule needs to worry about is fitting them all into the available Advert Breaks, distributed evenly and Adverts for similar products as far away from each other as possible!

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As an example, let's say you have a Clock with three Advert Breaks and in the hour that the Clock is assigned, you have a total of 12 Adverts that need to be played that hour but four of them are for fast food restaurants.

The ideal Advert Scheduling would look something like this:

- Advert Break 1 – Car Advert, Fast Food Advert, Bank Advert, Hairdresser Advert
- Advert Break 2 – Fast Food Advert, Car Advert, Holiday Advert, Fast Food Advert
- Advert Break 1 – Bank Advert, Fast Food Advert, Car Advert, Hairdresser Advert

All twelve Adverts have been placed but because there was only three Advert Breaks but four 'Fast Food' adverts that needed scheduling that hour, Myriad Schedule would need to place two 'Fast Food' Adverts into the same Advert Break but would keep them apart, so they do not play 'back to back'!

So, to enable Advert Scheduling in Myriad Schedule you need to have setup the following:

- Add Advert Breaks to your Clocks (Advanced Clocks only).
- Enable some Adverts to be scheduled.
- Specify how often adverts need to be scheduled for play.
- Set the start / end dates for the Adverts to be valid.

Once you have setup Advert Breaks in your Clocks and added some valid Adverts, Myriad Schedule will automatically include Adverts whenever it schedules.

NOTE: In order to allow Myriad Schedule to distribute Adverts more evenly across Requested Play Bands, it actually scheduled all Adverts for a given day at the same time. This makes little difference operationally as you can opt to merge adverts in on an hourly basis and unscheduled the Adverts for a specific hour if you wish to.

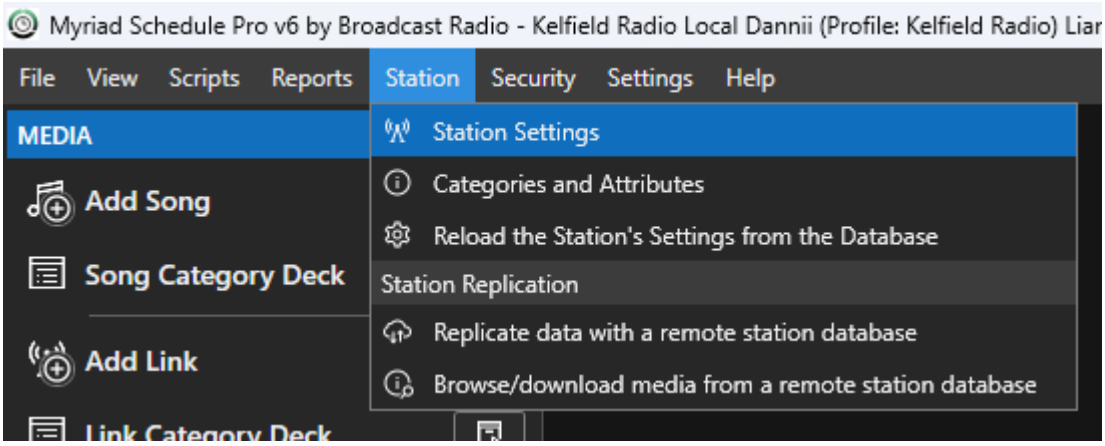
Enabling Advert Scheduling

Whilst Myriad Schedule has advert scheduling built in, you may still prefer to use a 3rd party advert scheduling system, that will generate advert logs that can be imported as part of the Myriad Schedule Process.

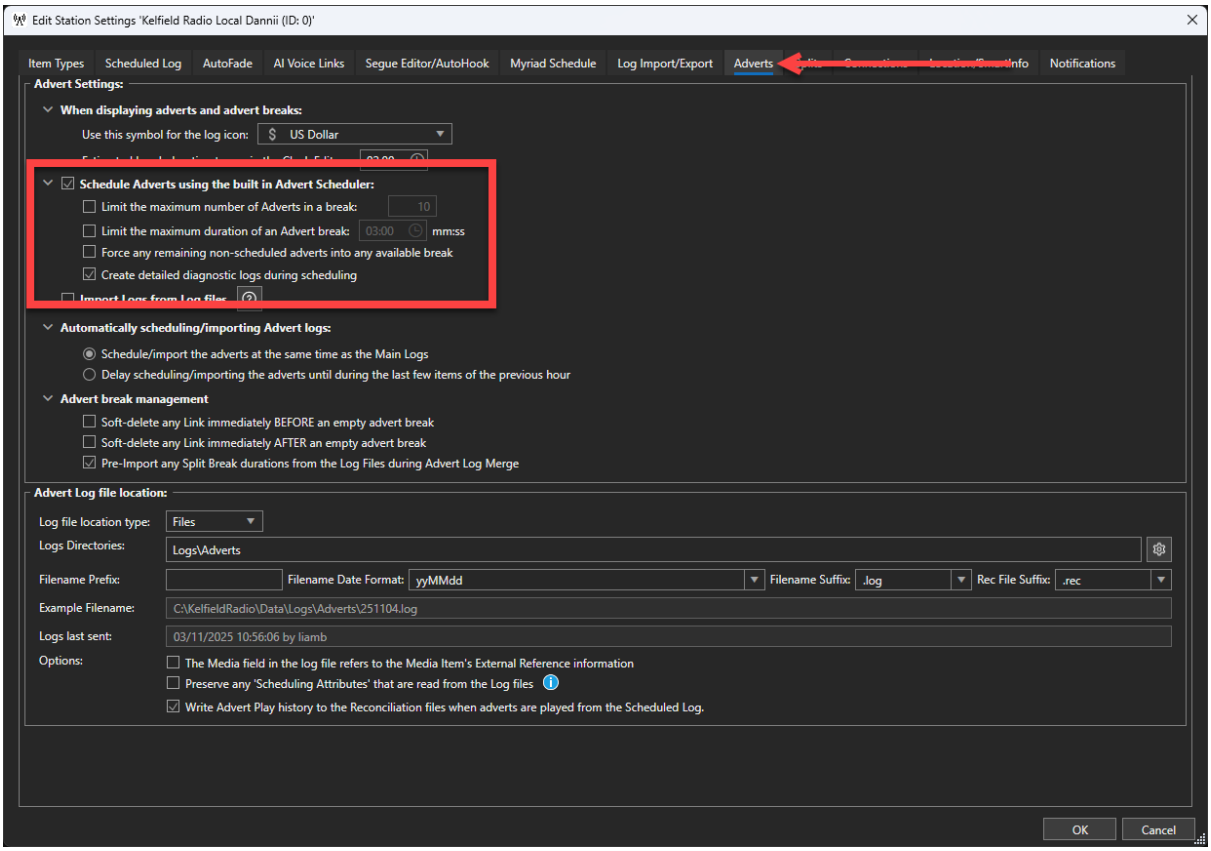
To determine whether Myriad Schedule should schedule Adverts itself or import from a 3rd part advert log file, follow these steps:

1. Click on **Station Menu > Station Settings** (Myriad Schedule or Myriad Playout).

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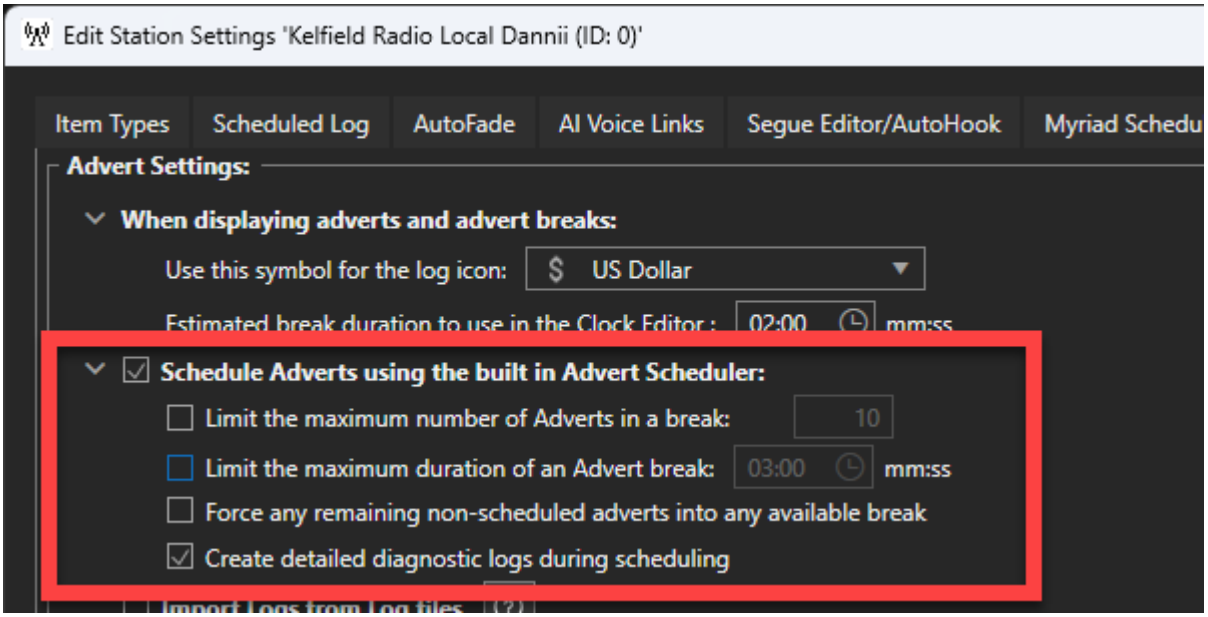


2. Click on the **Adverts tab**.

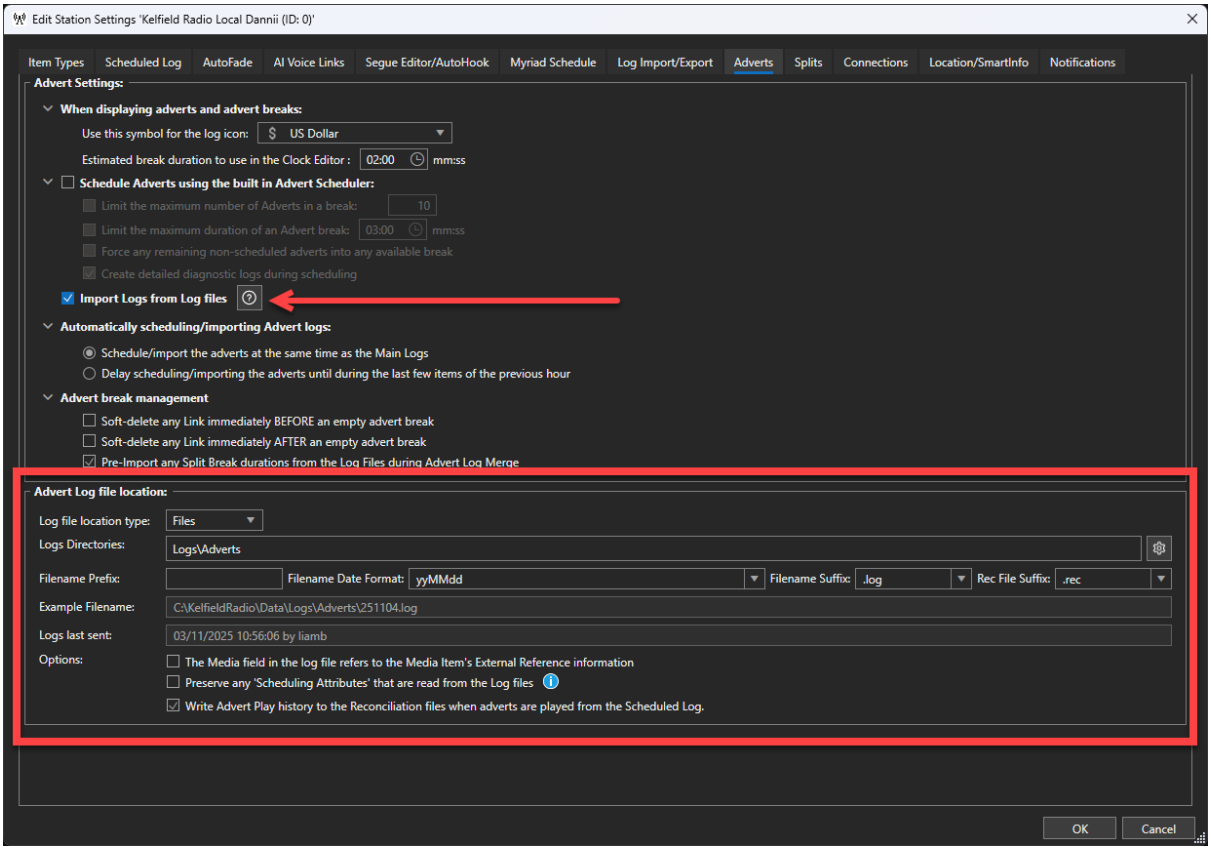


3. Tick the **Schedule Adverts Using Built In Advert Scheduler** option if you want Myriad Schedule to automatically schedule Adverts.

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4. If you want to import advert logs from a 3rd party system, untick this option and tick the **Import Advert Logs From Log File** option. This will enable the **Advert File Log Location** section.



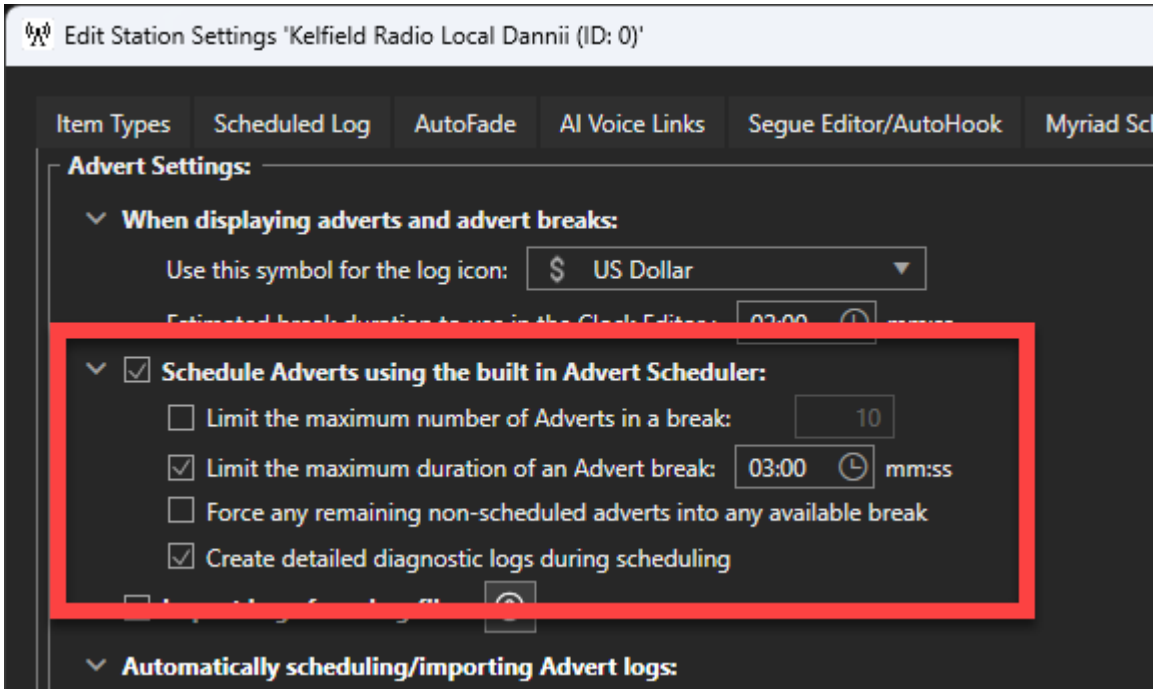
Once you have enabled this option, choose when the advert log should be merged into the main Log and also the location / format for the advert log file.

NOTE: You can actually tick both of these options and Myriad Schedule will first look for a 3rd party Log File and then use internal advert scheduling when needed if no Log File is found.

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Limiting Break Duration / Advert Count

If you have enabled the built in Advert Scheduler in Myriad Schedule then you can also opt to apply some limits to the maximum duration of each Advert Break as well as the maximum number of Adverts in each Advert Break.



The options are:

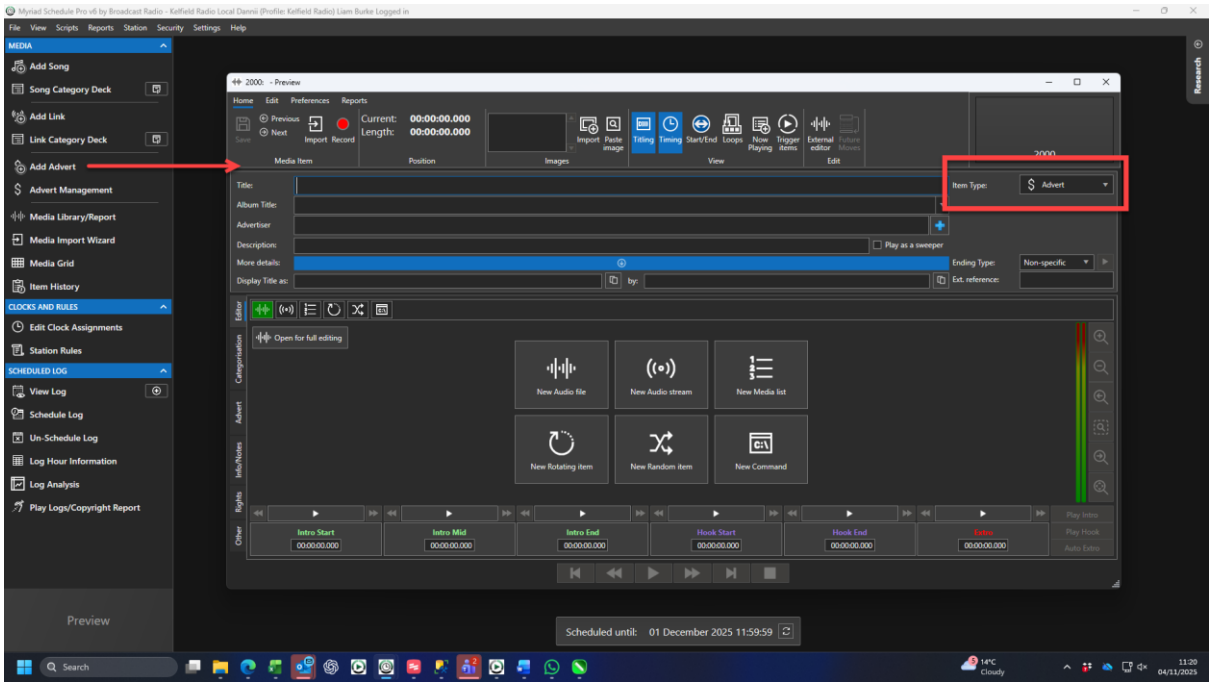
- Limit max number of Adverts in an Advert Break – this is a hard limit, once reached no more Adverts can be placed.
- Limit the total duration of Breaks to XXXX – this is a hard limit, once reached no more Adverts can be placed.
- Force any remaining 'non-scheduled' Adverts into available Breaks – this option will basically throw out all the rules to ensure all Adverts are placed!.
- Create a diagnostic log (no need unless you are having difficulties).

Adding Adverts

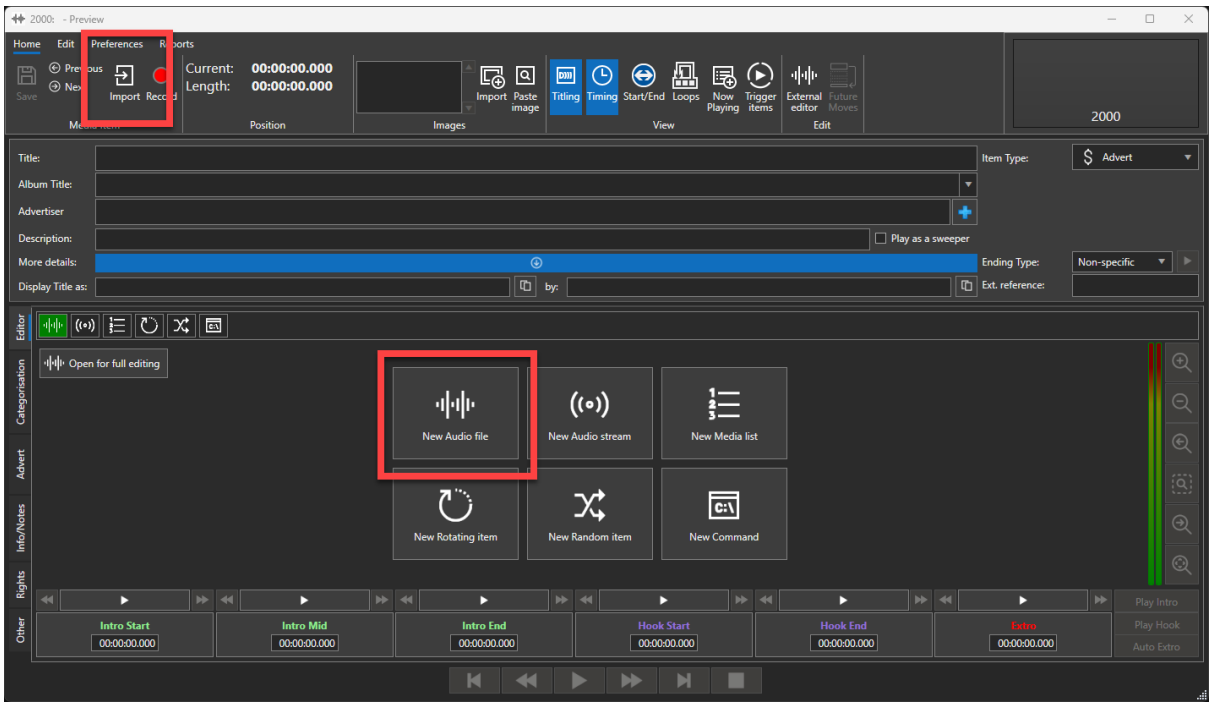
Any item on your **Media Grid / Wall** can be set to be an Advert by simply changing the **Media Item Type** to be **Advert.**

To add a new Advert, click on the **Add Advert option** on the left-hand menu, this will open an empty Media Item Edit Window using the next available Media ID in your Advert Range.

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You can import the audio by clicking on the **Edit button** on the Home tab or clicking on the **New Audio File** button in the main editor window.



There are many other methods for importing audio content into the MediaWall which are covered in detail in the main Myriad Playout documentation.

Other standard attributes you will need to add include:

- Title
- Advertiser (instead of Artist)
- Extro
- Item Type – To Advert

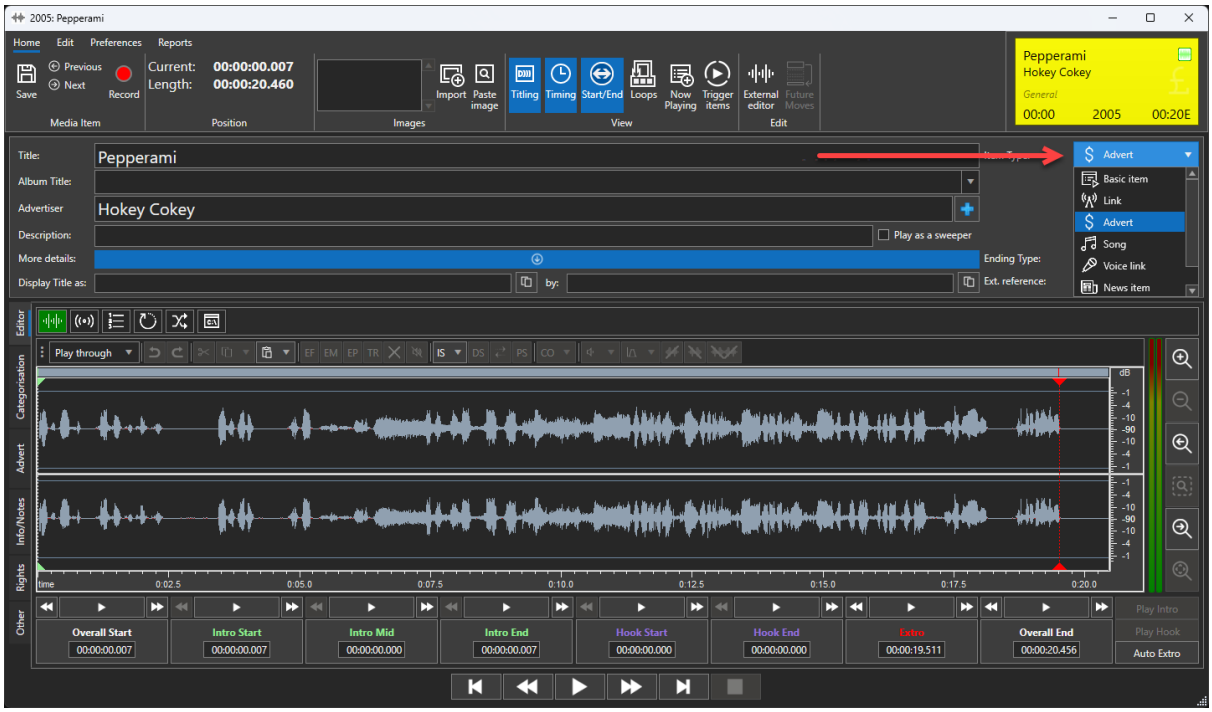
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Setting these is covered in the main Myriad Playout documentation.

Setting Media Type To Advert

1. Select a Media Item on the Media Grid (Myriad Schedule) or MediaWall (Myriad Playout) and then click on the **Edit** button on the **Home Tab**. This will open the **Edit Window** for the selected Media Item.

2. Drop down the **Item Type** and select **Advert** from the list.



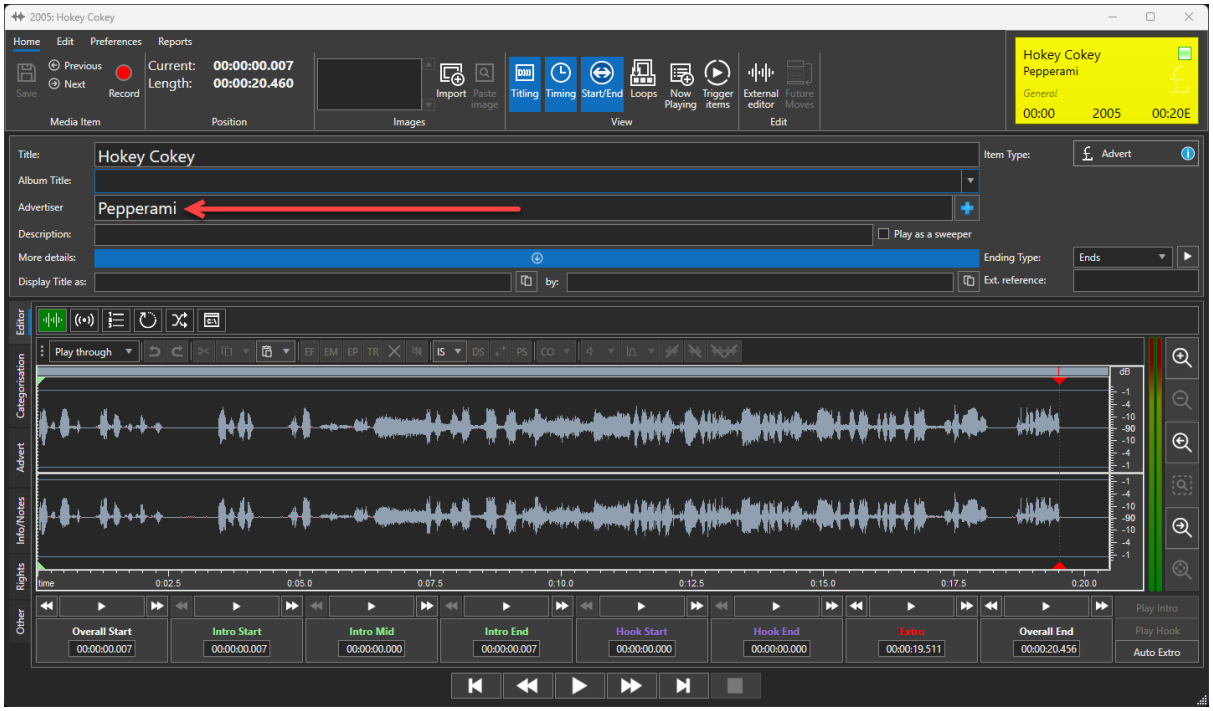
Please not that if an Advert is in active use then the Item Type will be locked as an Advert. You will need to remove it from scheduling (Advert tab) to change the Item Type.

3. The Media Item will now be considered as an Advert.
4. Next, fill in some basic information and switch to the **Categorisation Tab** so set the **Advert Categories**.

Advertiser Name

When you set the Media Type for a Media Item to be Advert, the field that is normally labelled **Artist** is replaced with a new **Advertiser** field.

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This can be used to add the company name for the advertiser. It will also be used by Myriad Schedule to prevent adverts from the same advertising from being scheduled ‘close together’.

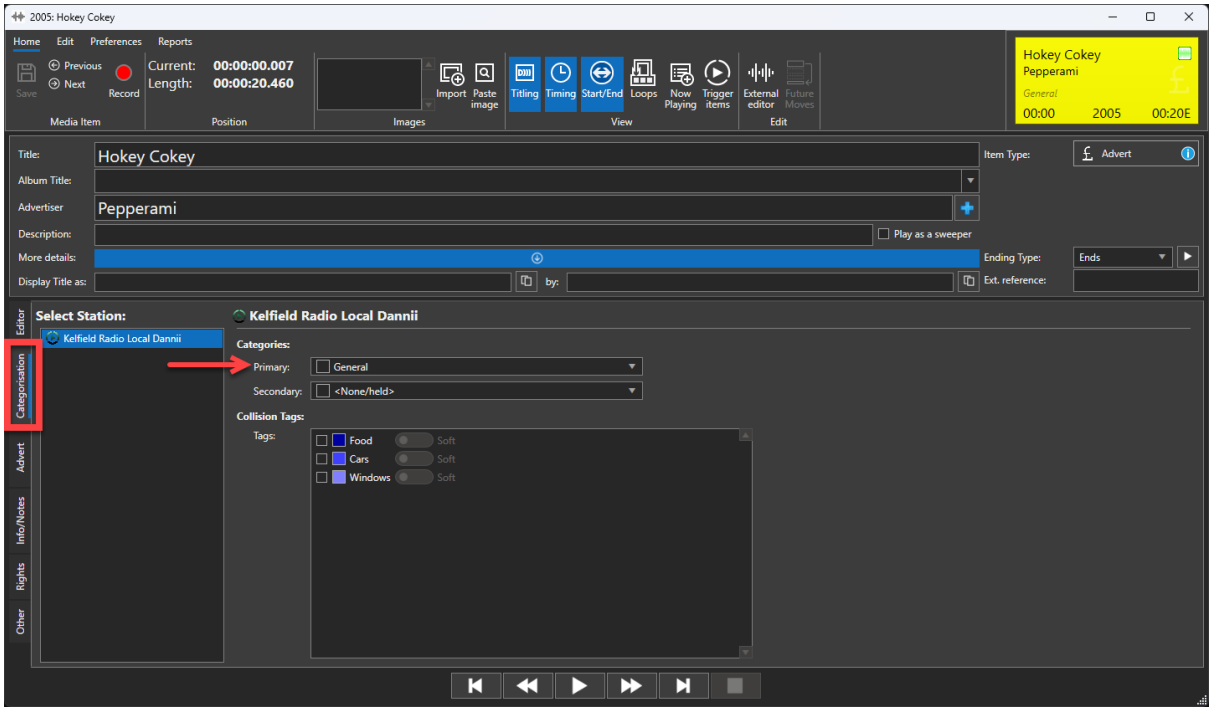
Setting Advert Category

As with Songs and Links, Advert can have both a Primary and Secondary Category and you can specify which Advert Category should be used on Advert Breaks in the Clock. A common use for this is to create an Advert Category called ‘first break’ and then have the first Advert Break in the Clock only allow Adverts from the ‘first break’ Category. That way you can charge advertisers a premium to be in the first Advert Break each hour!

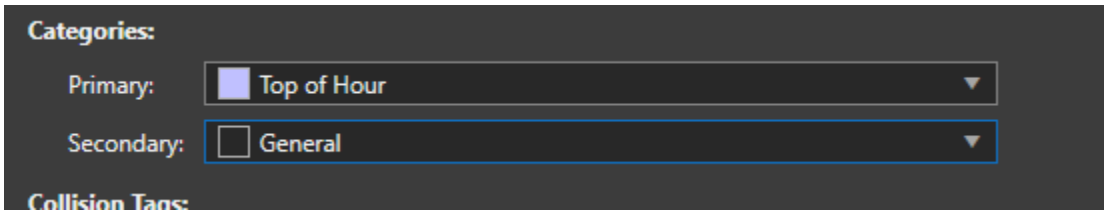
To set the Primary and Secondary Category for an Advert, follow these steps:

1. Select the Advert you want to Edit using the Media Grid or MediaWall.
2. Click on the **Edit** button on the **Home Tab** to open the **Edit Window**.
3. Click on the **Categorisation Tab**.

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4. Use the **Primary Category** drop down list to select the Primary Category.
5. Use the **Secondary Category** drop down to select the Secondary Category if you wish to.



Your Advert now has the Primary (and secondary) Category Set. Please note you can also do this for multiple Adverts using the Mass Changer feature in Media Reports. For details on this process refer to the Mass Changing Types, Categories & Attributes section in the Songs & Links section!

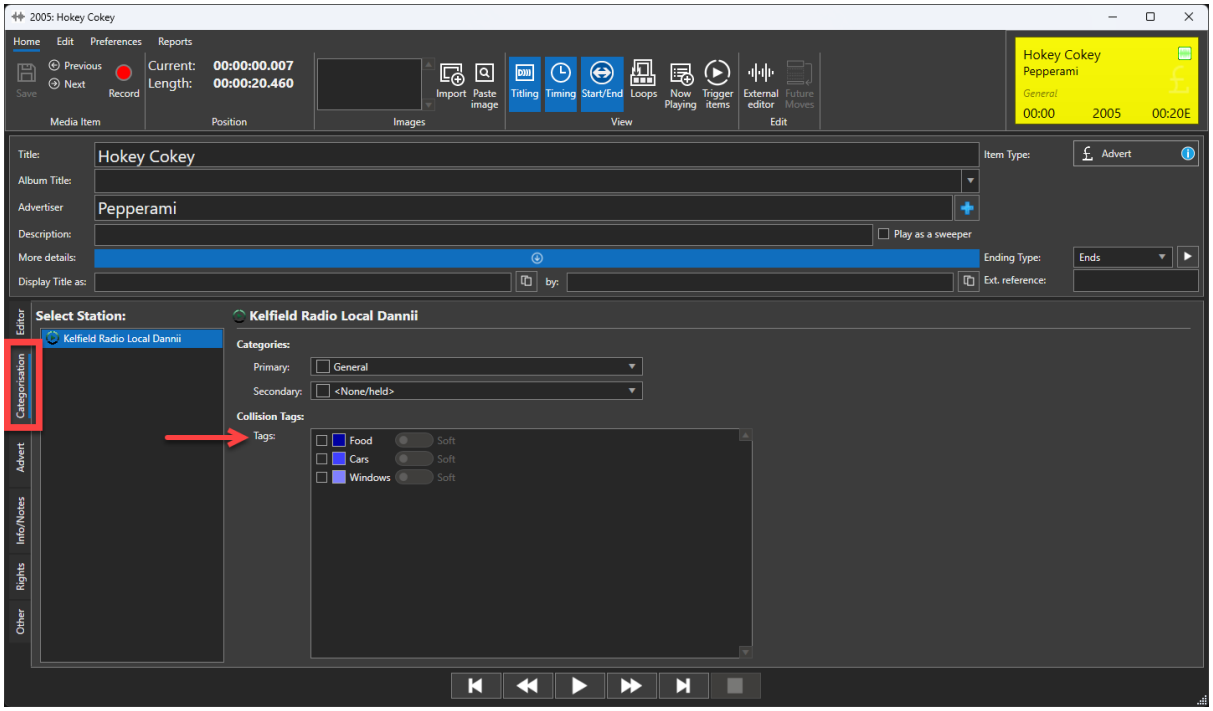
Setting Collision Tags for Adverts

Tags for Adverts work in a slightly different way. The **Collision Tags** attribute for Adverts is used to separate adverts that are advertising similar products.

Let's say you run adverts for both Pepsi and Fanta. Neither advertising would be happy if you played their advert right next to a competitor so you could create a **Collision Tag** called Soft Drinks (for example) and apply that Collision Tag to both adverts. Myriad Schedule will then know they are for similar products and will try and place the adverts in different advert breaks or at least away from each other in the same advert break.

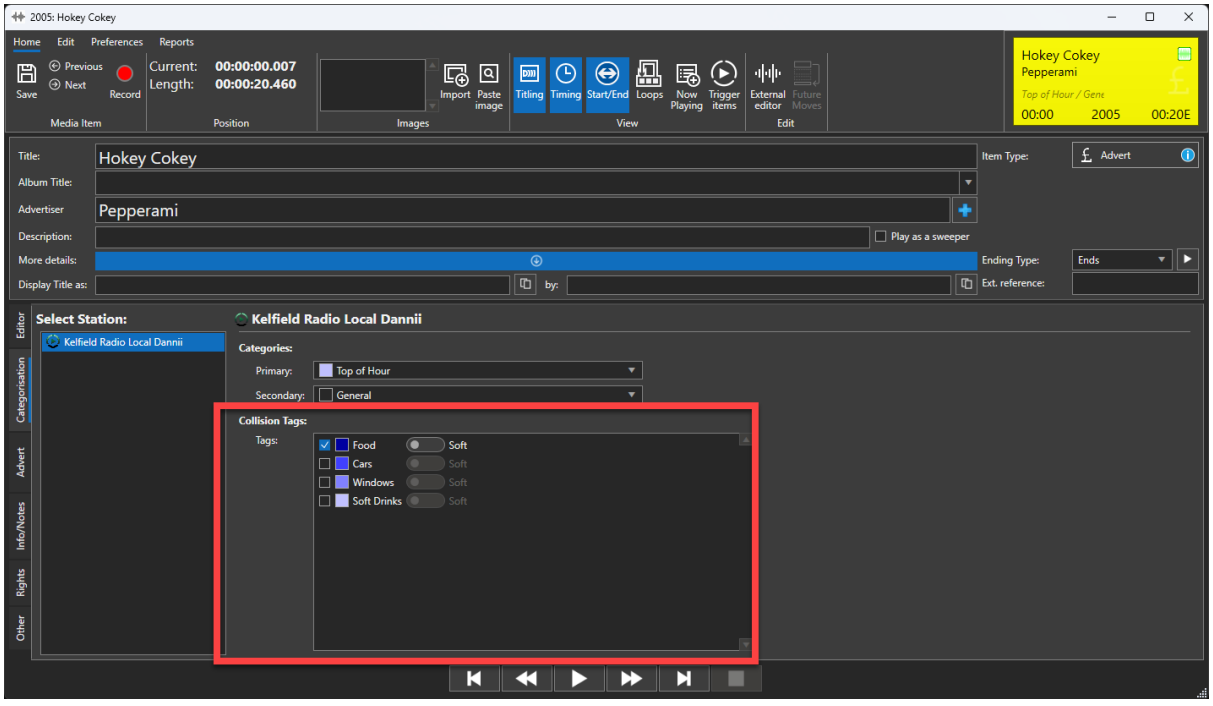
To assign Collision Tags for an Advert, select the **Advert** from the **Media Grid / Wall** and click on the **Edit** option on the **Home tab,** this will open the Edit Window for the Advert.

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Click on the **Categorisation Tab** and you will see the **Collision Tags** in the same place as standard Tags would be for Songs and Links.

To enable a specific Collision Tag for this Advert, tick the option to the left of the Collision Tag.



In this example, the Advert is for a Pepperami ticked the ‘Food’ Collision Tag (you can add and edit Collision tags from Station Menu > Category & Attributes).

You will also see there is a switch option to the right of the Collision Tag to allow you to switch between:

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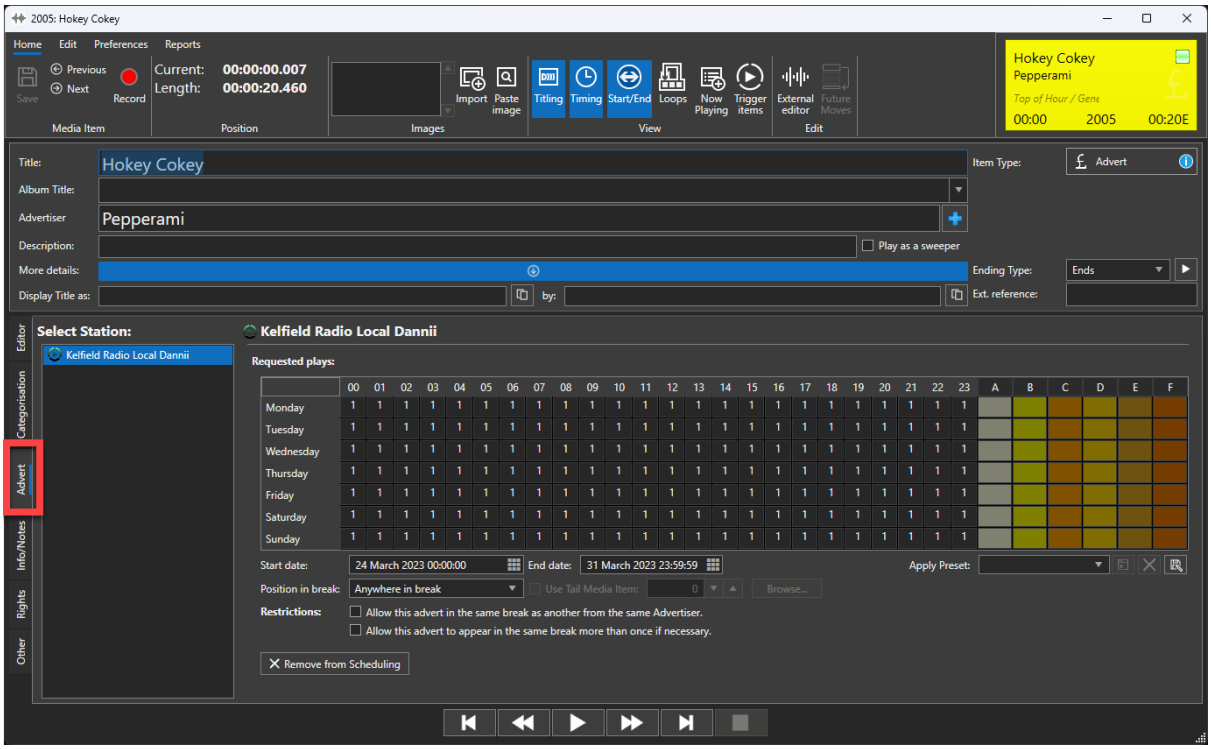


- **Soft –** Myriad Schedule will try its best to keep Adverts with the same Collision Tag in separate advert breaks or away from each other in the same advert break, but if there is no other option, it will allow Adverts with the same Collision Tag to be placed next to each other in the same Advert Break.
- **Hard –** Myriad Schedule will never place two adverts with the same Collision Tags (set to Hard) next to each other in an Advert Break, it will leave the Advert unscheduled rather than break this Collision rule!

You can assign as many Collision Tags to a single Advert as is appropriate.

The Advert Tab (Adverts Only)

The **Adverts Tab** in only available on the Media Items with the **Media Type** set to **Advert.** The Advert Tab replaces the Restrictions Tab in the Edit Window.

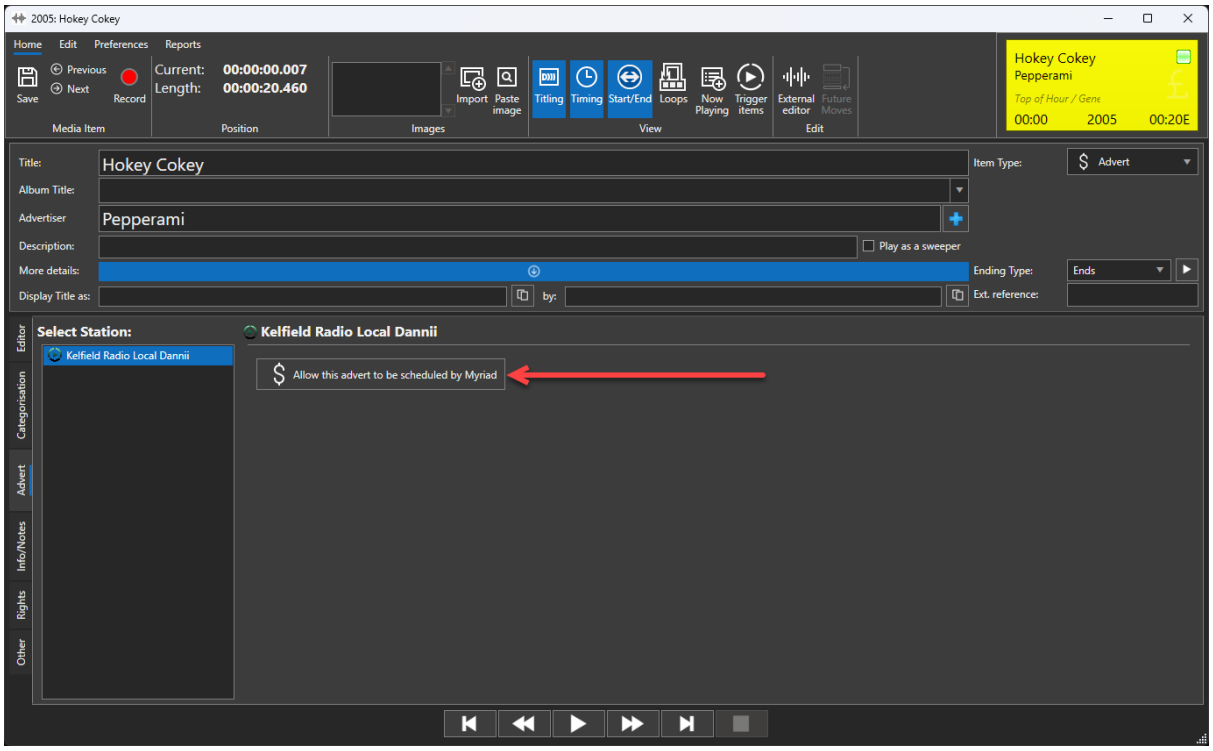


The Adverts Tab is used to set key information for the Advert including:

- Allow Advert to be Scheduled - This option is only visible when the Advert is set to not be scheduled.
- When the Advert is Requested to play.
- Start / End Dates & Times for the Advert.
- Position in advert break.
- Associated ‘tail’ Adverts.
- Whether other Adverts by the same Advertiser can be placed in the same Advert Break.
- Whether the same Advert can be repeated in a single Advert Break.
- Remove from Scheduling – only visible when Advert is allowed to schedule.

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Enabling Adverts To Schedule



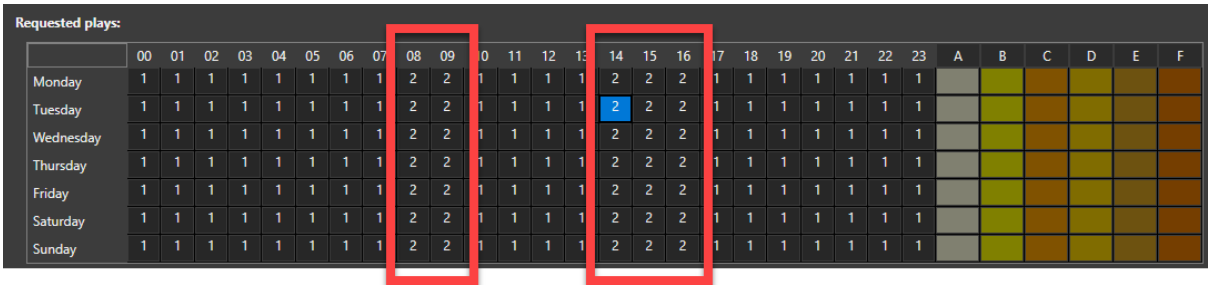
If an Advert is nor currently enabled for Scheduling, you can use the **Allow This Advert To Schedule** button on the **Adverts tab** to enable it for scheduling.

Requested Plays

The Requested Plays section allows you to set the target number of times the Advert Should be Scheduled to play in each week.

You can choose from two different methods when setting the Requested Plays section:

- **Plays per hour** – This allows you to specify a number in each 'hour' on the grid which is the amount of times the advert should be scheduled to be played in each hour.



In the example above, the Advert will be scheduled to play once per hour for most hours of the week except for 8am, 9am, 2pm, 3pm and 4pm when the Advert will be scheduled twice in each of those hours.

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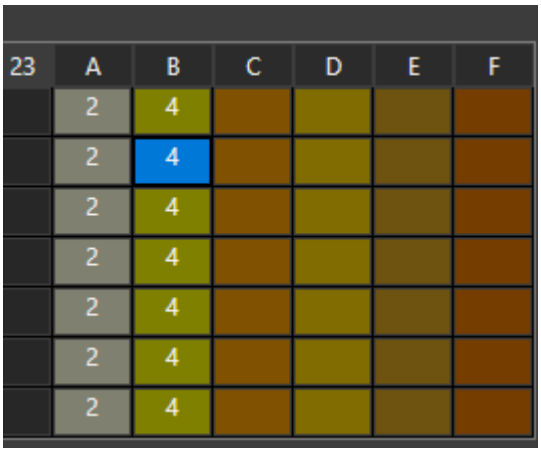
- **Plays per band –** Alternatively, you can create up to six ‘bands’ labelled A,B,C,D,E & F. These can be assigned hours in the grid and then set a requested number of plays for each band.



In the example above, we have created two bands (A and B) with band A assigned to run between 07:00 and the end of the 09:59 hour, band B is assigned to run from 15:00 to 17:59.

These have been set to repeat each day.

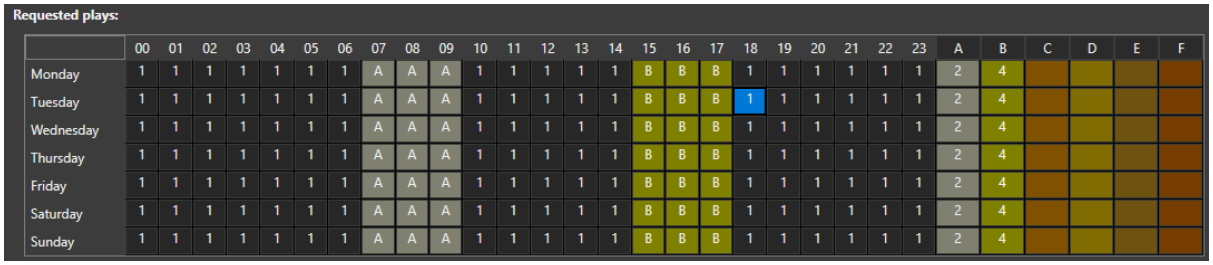
We have also set the requested play rate for band A to be 2 and the requested play rate for band B to be 4.



This means that the Advert will be scheduled to play a total of two times between 07:00 and 9:59 each day as well as a further four times between 15:00 and 17:59 each day.

This gives you the flexibility to offer advertisers the X many plays during certain shows without committing to the exact hours the Adverts will play in!

You can also combine these two methods.

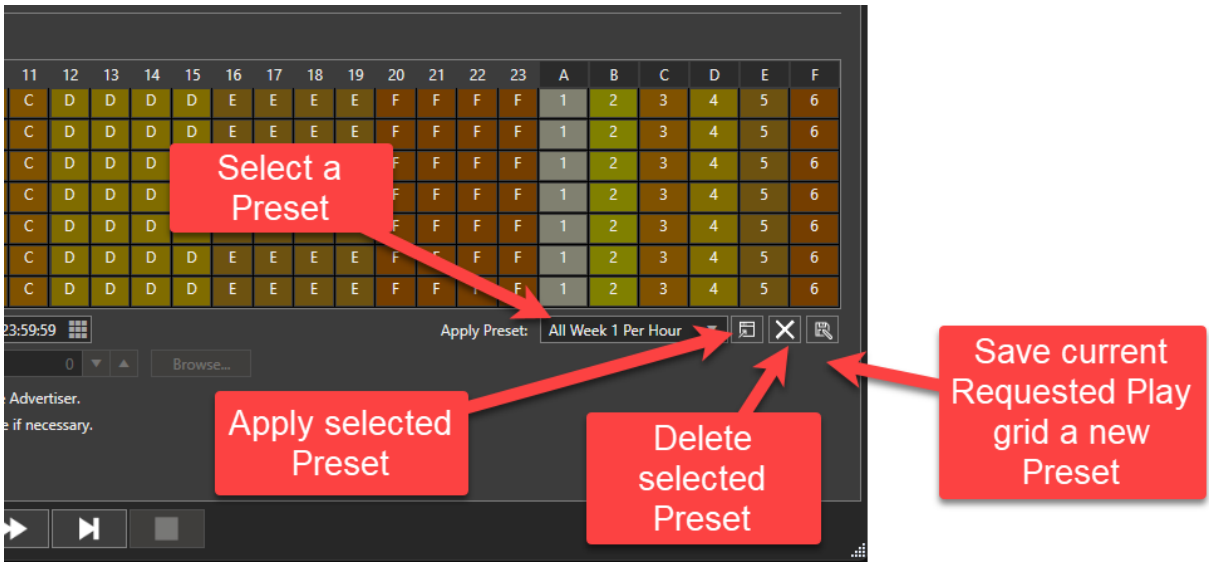


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In this example, the Advert will be scheduled once per hour for all hours outside of our Breakfast show (08:00 to 09:59) and Drivetime Show (15:00 to 17:59). The Advert will also play twice in the Breakfast show and four times in the Drivetime show!

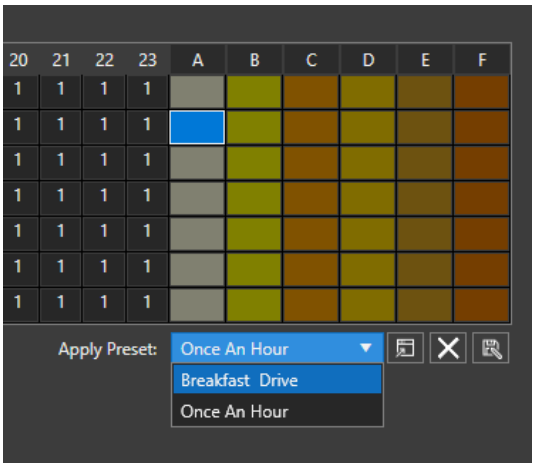
Saving & Applying Requested Play Presets

Obviously setting up Requested Play grids can be time consuming, and you will often want to apply the same Requested Play grid to multiple Adverts so you can save time by creating Presets that can be applied to other Adverts.

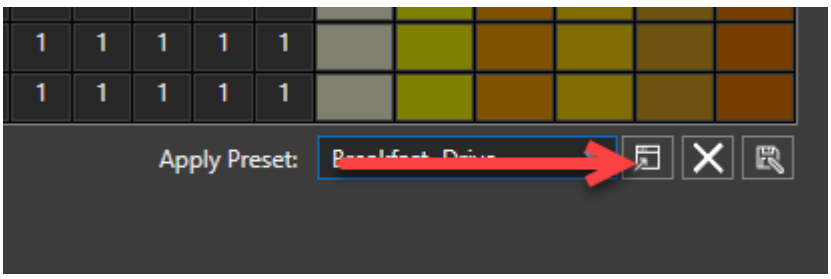


To apply a existing Preset:

1. Select the Preset from the dropdown list.



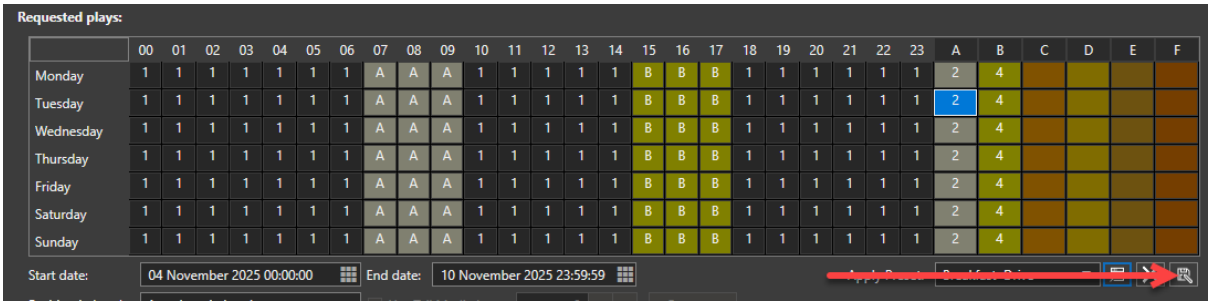
2. Click on the **Apply Preset button**.



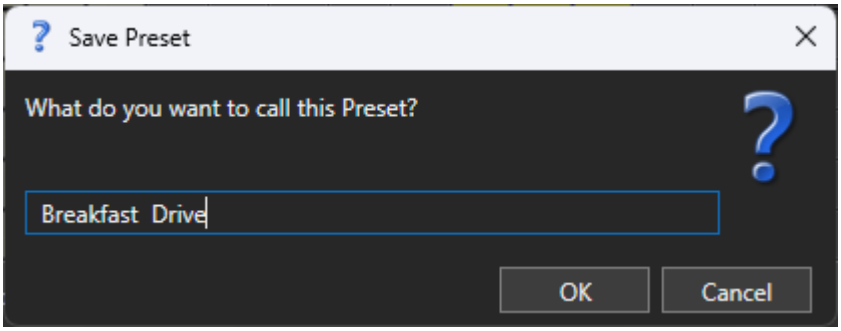
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To save the current Requested Play Grid as a new Preset:

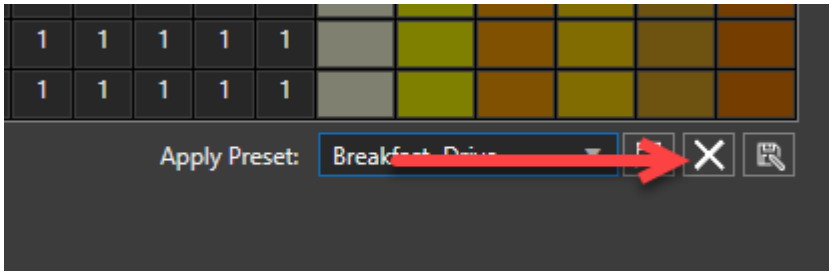
1. Click on the **Save Current Preset** button.



2. Type in a suitable name and click OK.



You can also delete the selected Preset if required.



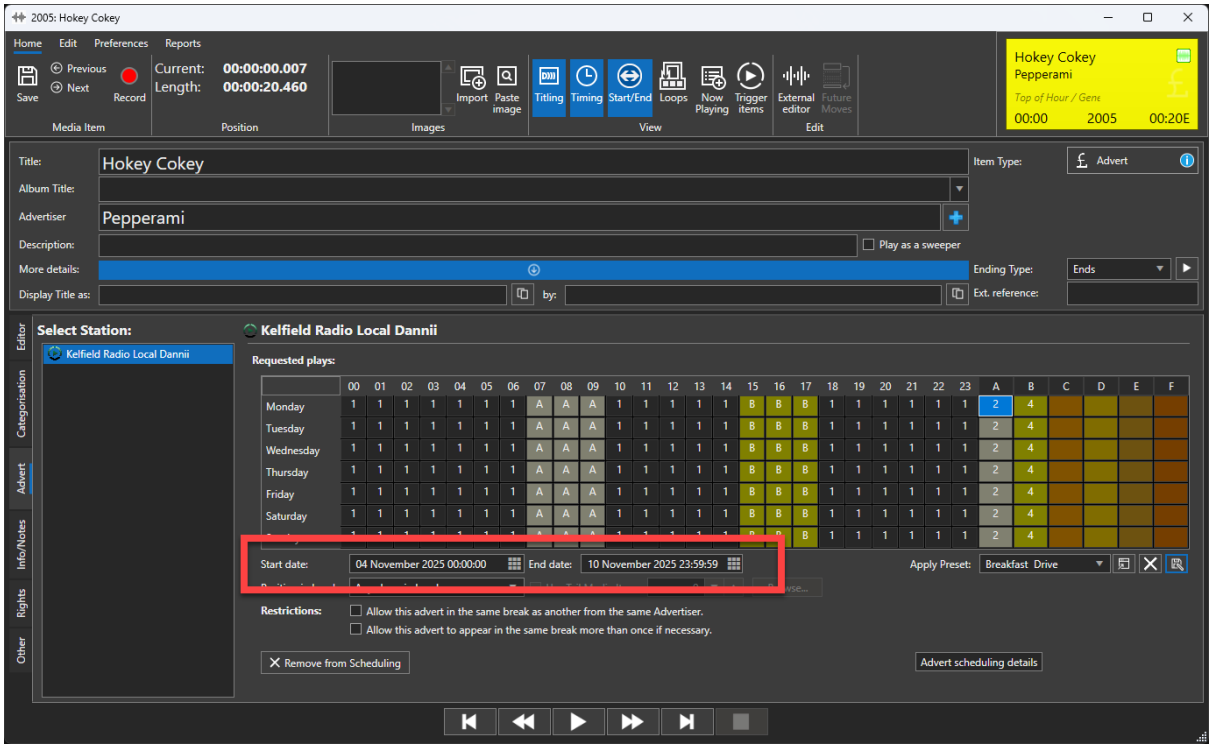
Start / End Dates

You need to set the Start and End Dates for your Advert to tell Myriad Schedule when it should be included in scheduling.

The Advert will not be included in Advert Breaks before the Start Date or after the End Date.

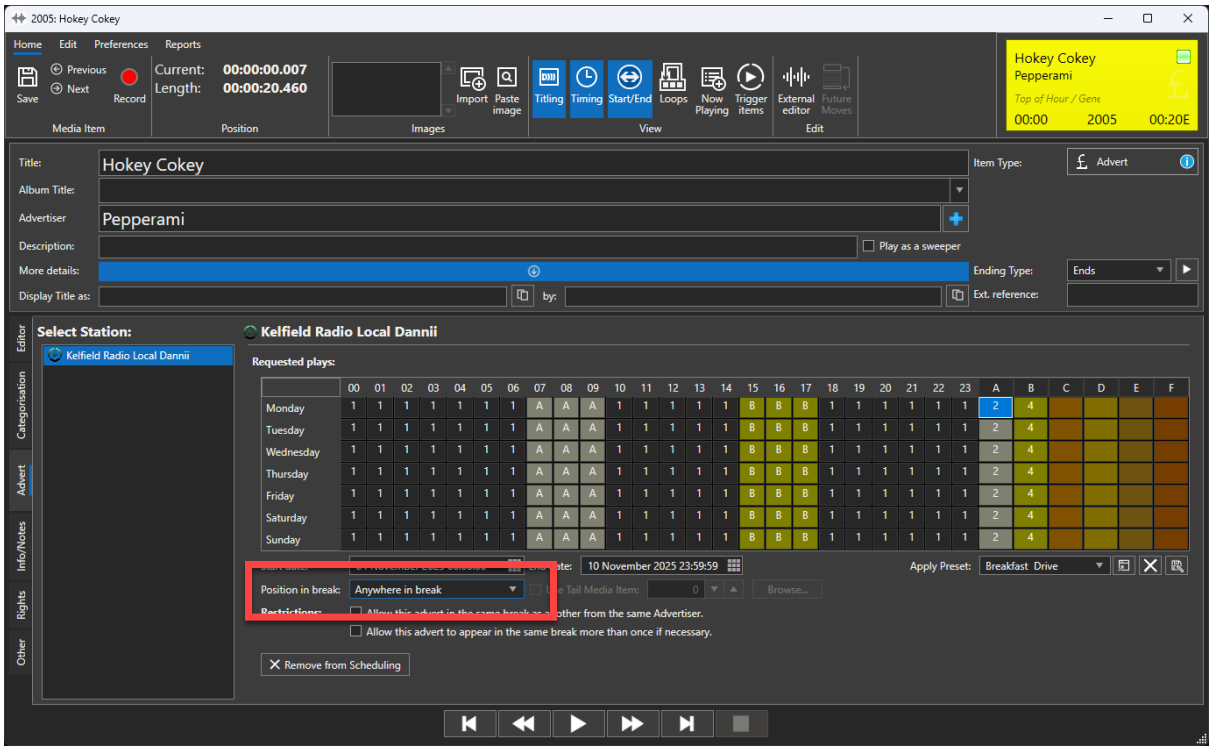
This means if you have an advertiser who has paid until the end of the month, you can set the Advert to automatically stop being scheduled after that date.

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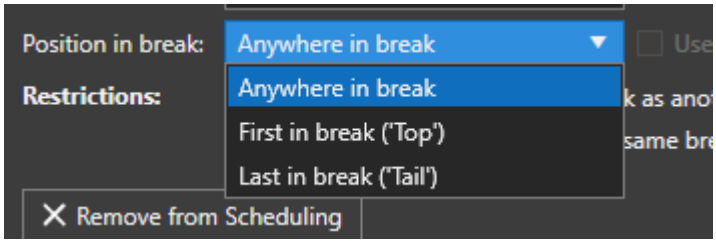
Position in Break

The Position in Break option allows you to set the favoured position for the Advert within an Advert Break.



Use the drop down menu to select the preferred option:

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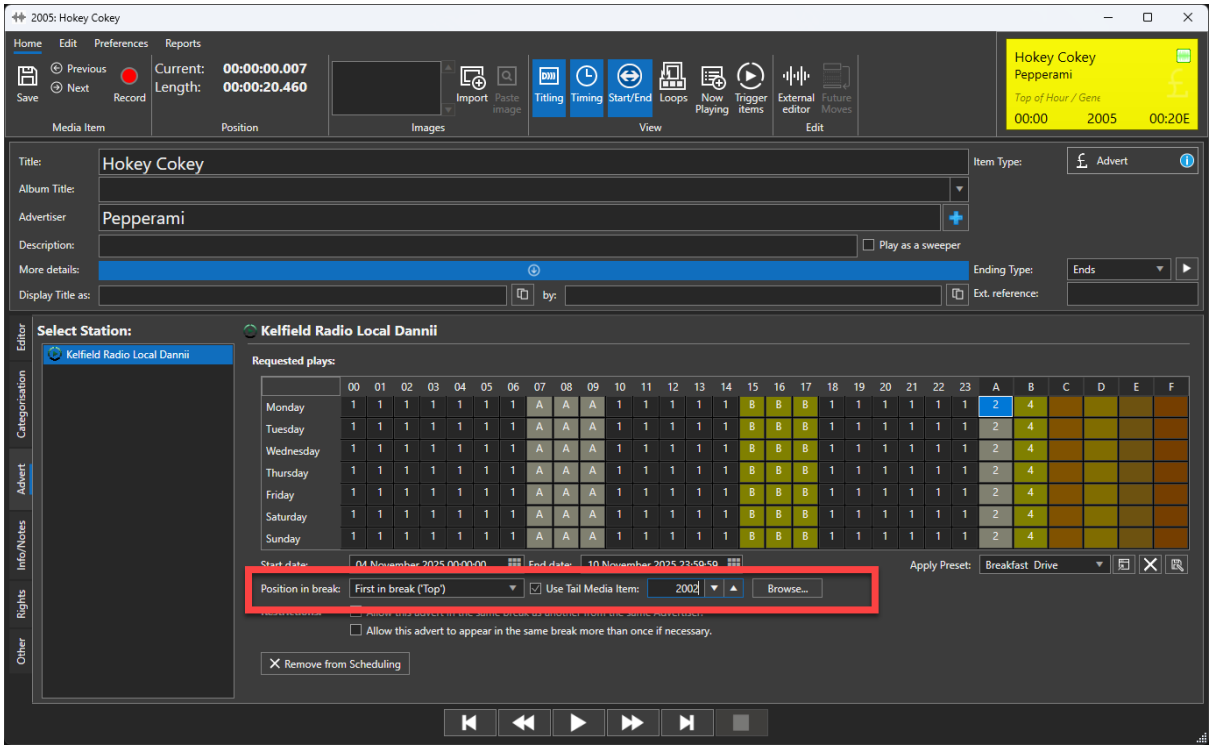


- Anywhere in Break – No preference for the advert placement.
- First in Break (Top) – Advert must be positioned as the first advert in an Advert Break.
- Last in Break (Tail) - Advert must be positioned as the last advert in an Advert Break.

Obviously, you can only have one 'first and last' position in an advert break so you should only use this option for key Adverts.

Use Tail Media Item

This option is only enabled when the advert position is set to First in Break. You can then set a 'tail' Media Item what will be forced into the last position in the same advert break, creating a 'top and tail' advert.



In this example the 'Hokey Cokey' advert will be played at the beginning of whatever Advert Break it is placed in and the Media ID 2002 will automatically be placed as the last item in the same Advert Break.

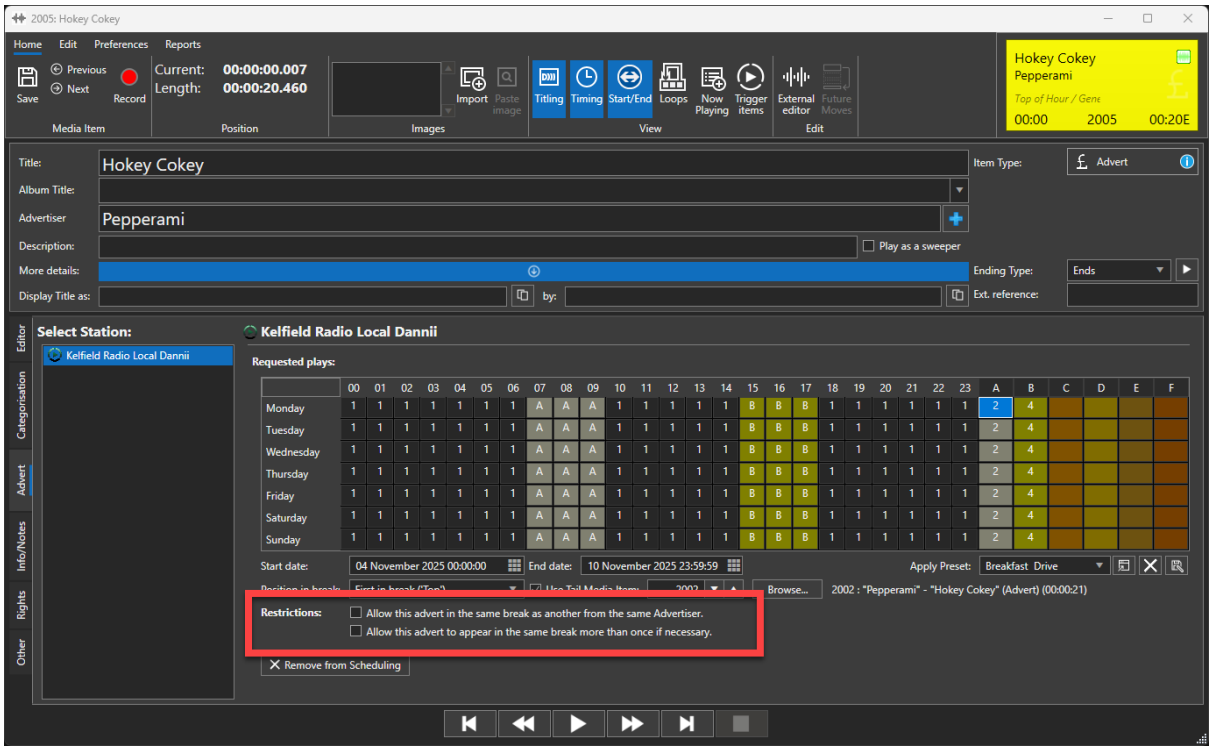
This allows you to sell advertising that has a primer slot in an Advert Break and a secondary 'reminder' at the end of the Advert Break.

Obviously you can only do this once per Advert Break, so you need to limit the number of Adverts you enable this to the amount of Advert Breaks you have in an hour.

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Restrictions

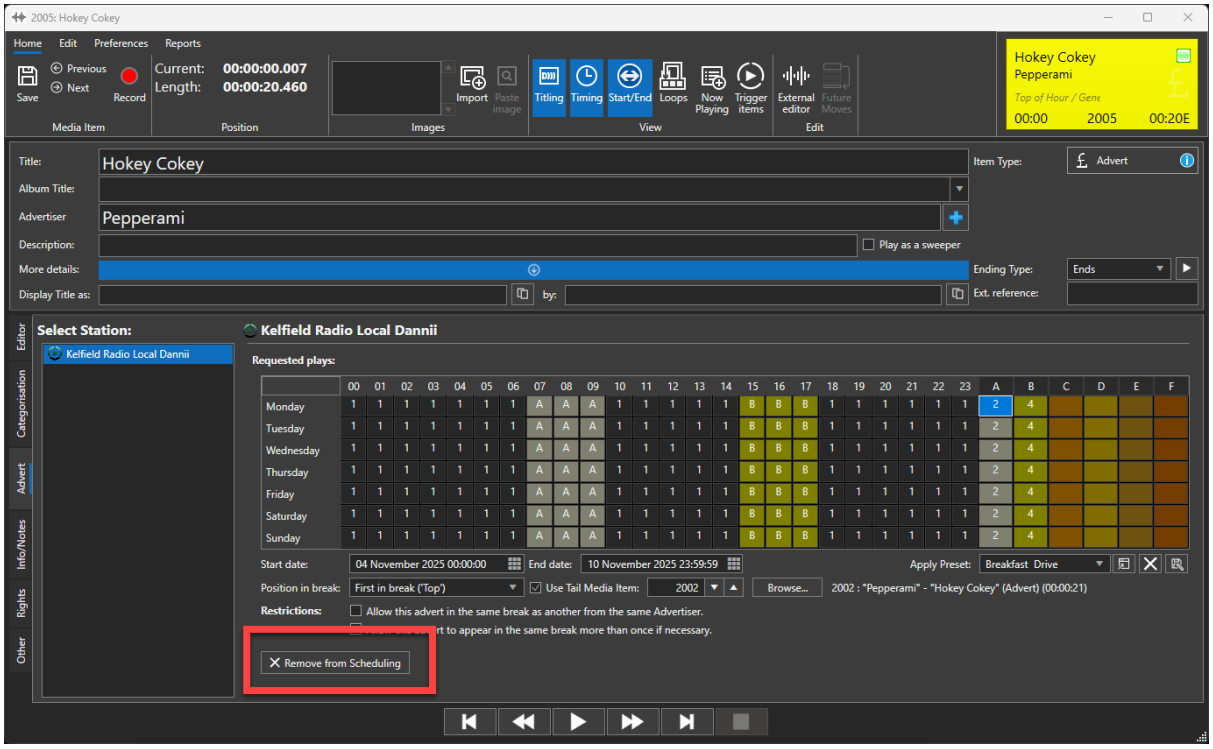
The final two options on the **Advert Tab** allow you to set what Myriad Schedule should do if an advertiser has multiple Adverts running or an Advert is set to repeat multiple times within an hour.



- The first option will allow Myriad Schedule to place more than one Advert from a single Advertising into the same Advert Break.
- The second option would allow Myriad Schedule to repeat the same Advert in a single Advert Break if it had to!

Remove from Scheduling

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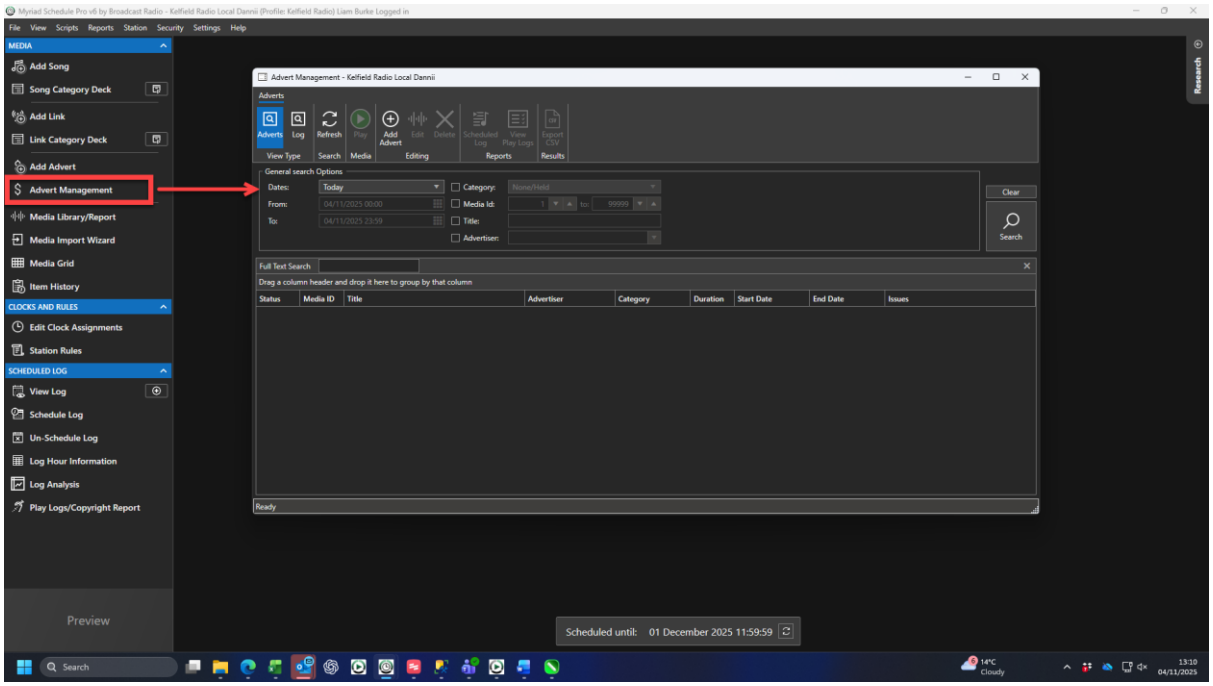
The Remove from Scheduling option is only displayed on Adverts that are actively available to schedule. Clicking on the **Remove from Scheduling** button will clear the stop the Advert from scheduling from the next Myriad Schedule Process onwards. Keep in mind, if you have already scheduled adverts ahead for a period of time. The Advert will still appear in the schedule, even if you use this option.

To remove an Advert from hours what are already scheduled, you will need to unscheduled the Adverts for those hours and then reschedule the adverts.

Advert Management

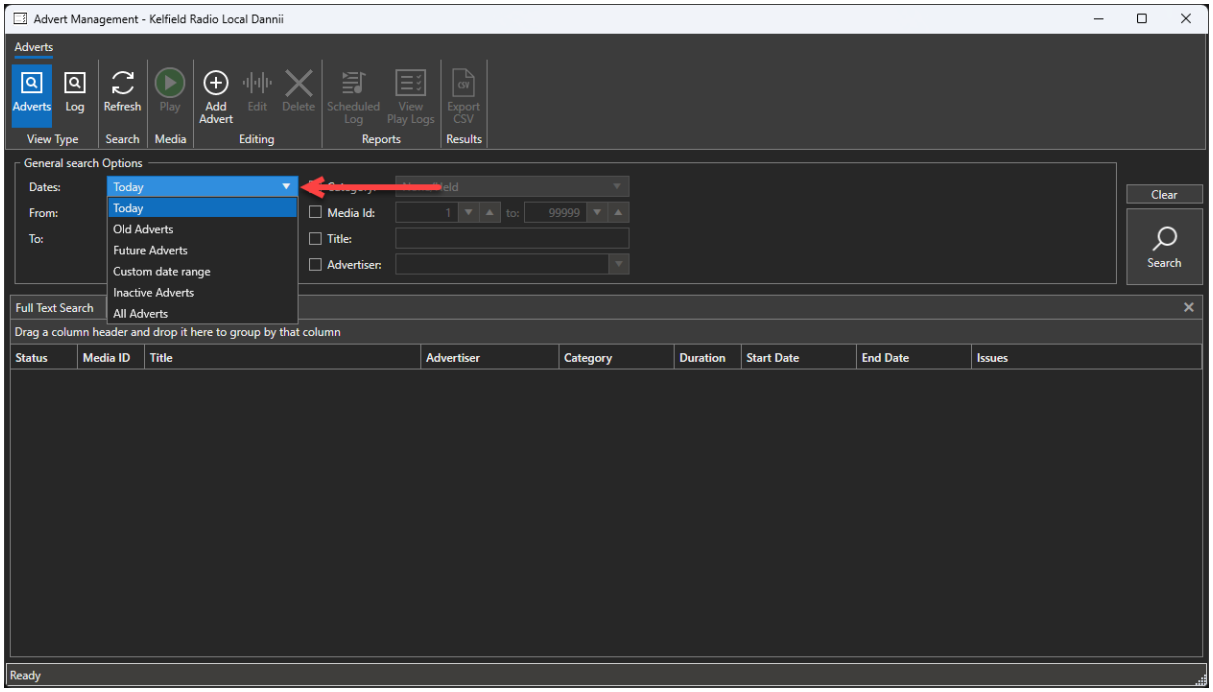
The Advert Management option on the left-hand menu provides access to a range of Advert related reports that will help you manage your Advertisements.

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Advert Reports

If you click on the **Adverts** option on the **Adverts Tab** you can access useful reports regarding the current Adverts on your system.



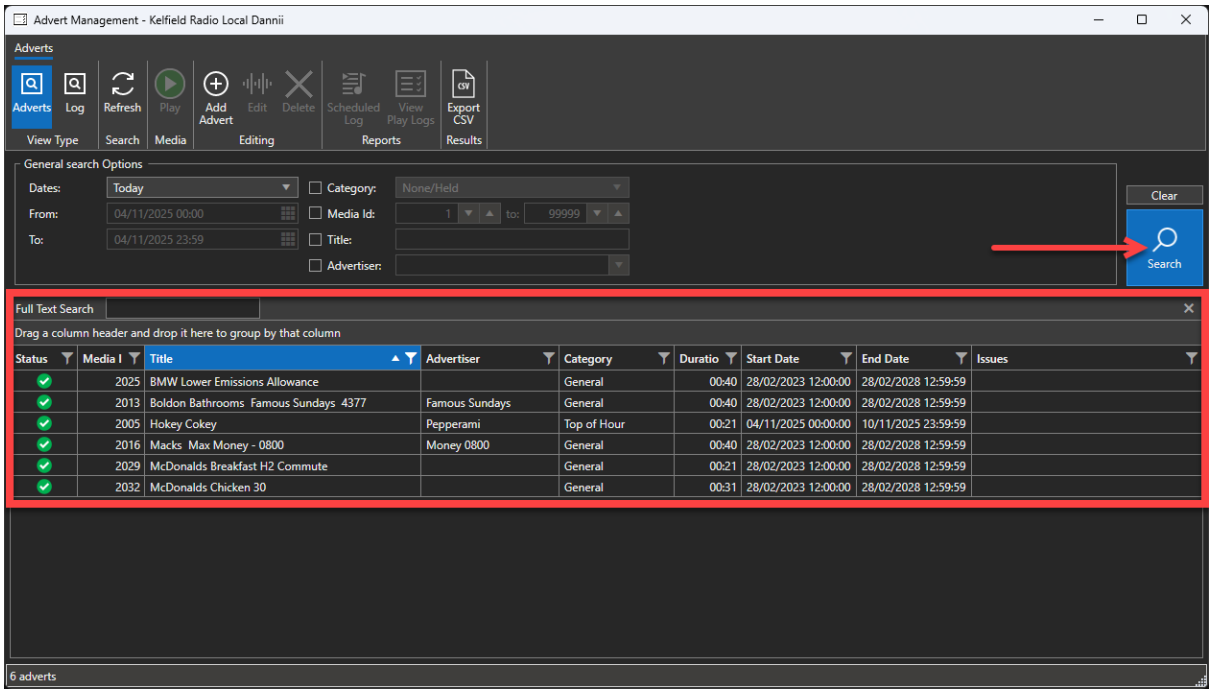
By clicking on the **Dates** drop down, you can select a range of options including:

- Today – Adverts that are valid to schedule today.
- Old Adverts – Adverts that are still in the system but their End Dates have past, so they are not being scheduled.
- Future Adverts – Adverts that are on the system but the Start Date has not yet arrived, so they are not currently scheduling.

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- Custom Date Range – Set Adverts that are valid for Scheduling within the selected date range (which is set directly below the drop down).
- Inactive Adverts – Shows all Adverts on the system that are not currently eligible for Scheduling.
- All Adverts – Shows all Media Items with Type set to Adverts.

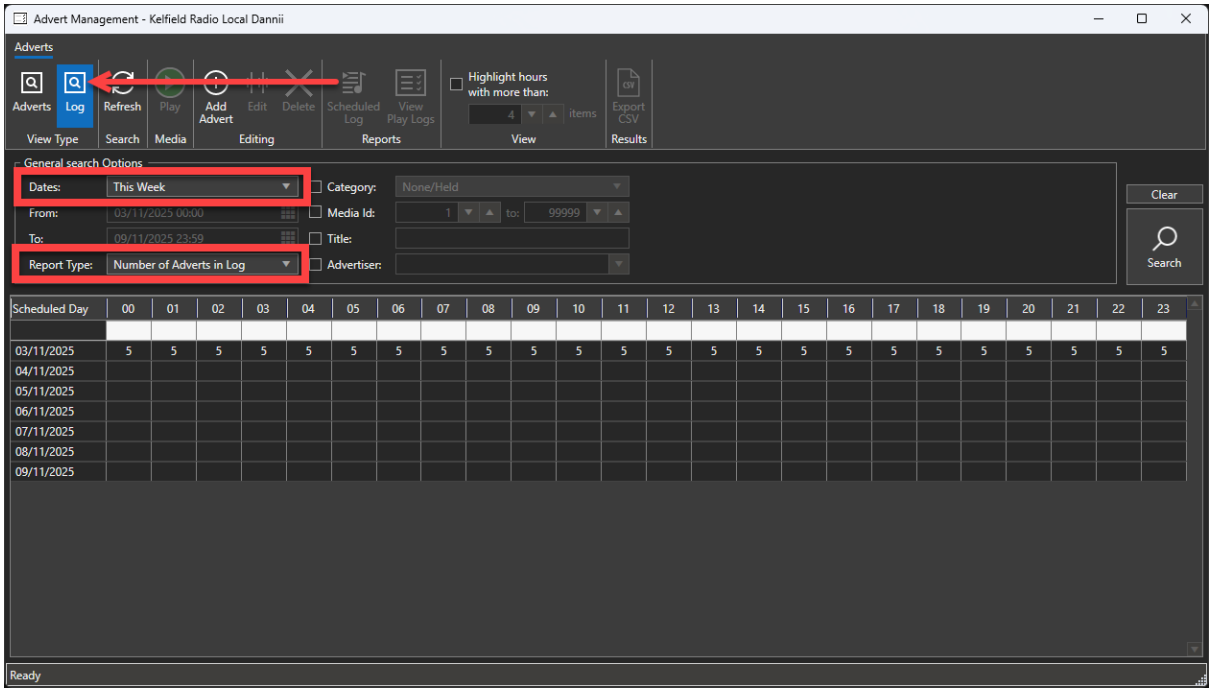
You can also set additional criteria such as Category, Advertiser etc. When you have set your criteria, click on **Search** to see the results.



Log Reports

You can also view useful information regarding Advert Breaks in the Log / Clocks by clicking on the **Log** option on the **Adverts Tab.**

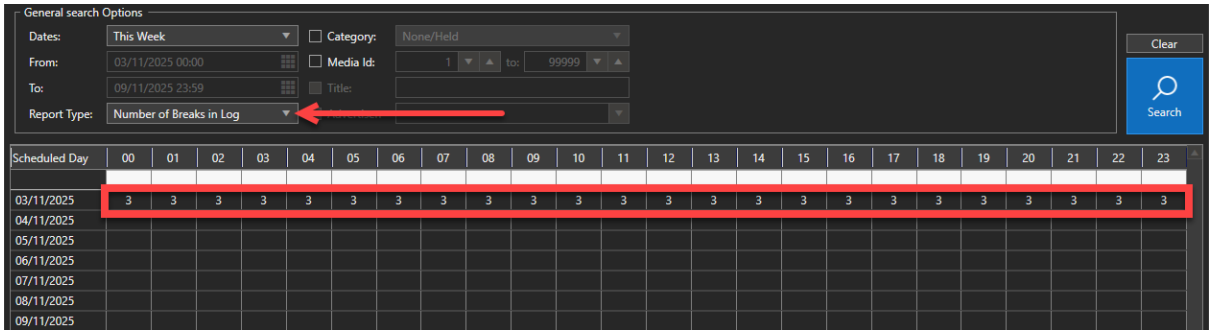
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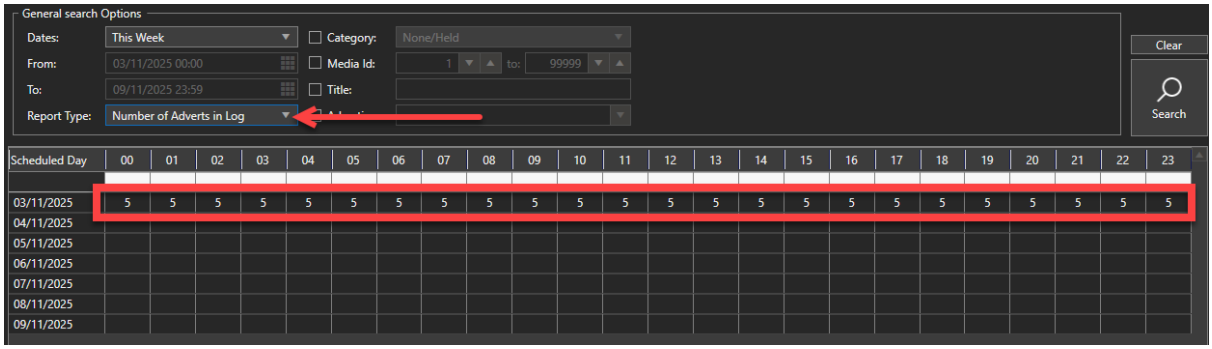
Set the **Date** range you are interested in using the Date drop down.

Next set the **Report Type** using the drop down menu. The options are:

- Number of Advert Breaks in Log – How many Advert Breaks are in the Log for each hour (either based on schedule or assigned Clocks).

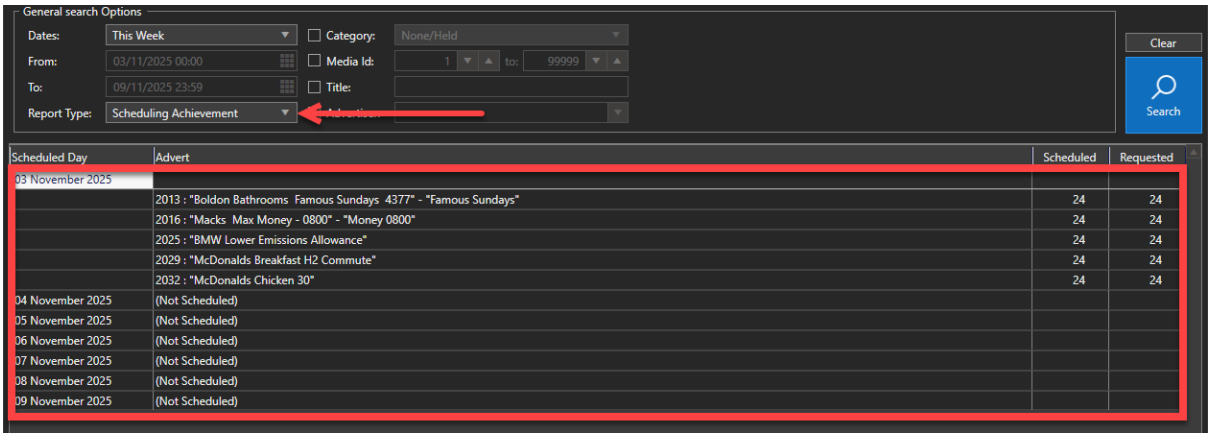


- Number of Advert in the Log – How many Adverts have actually been scheduled in each hour.

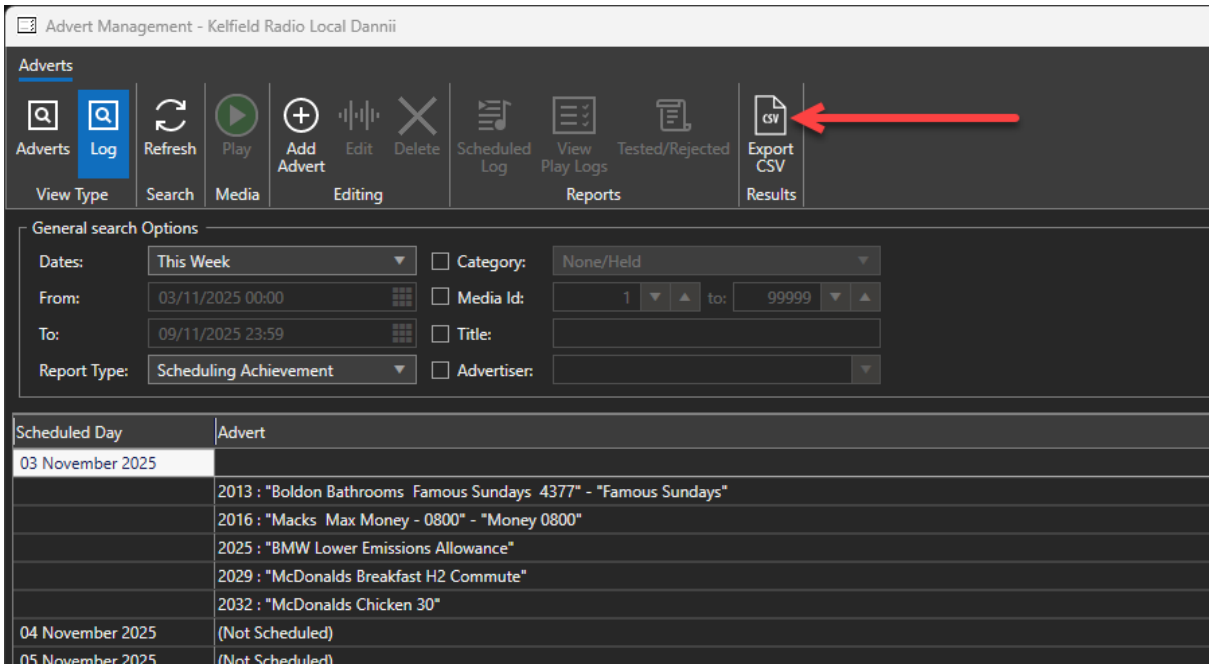


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- Advert Scheduling Achievement – Provides a summary report for the selected date range telling you how many times each Advert was requested against how many times it was scheduled.



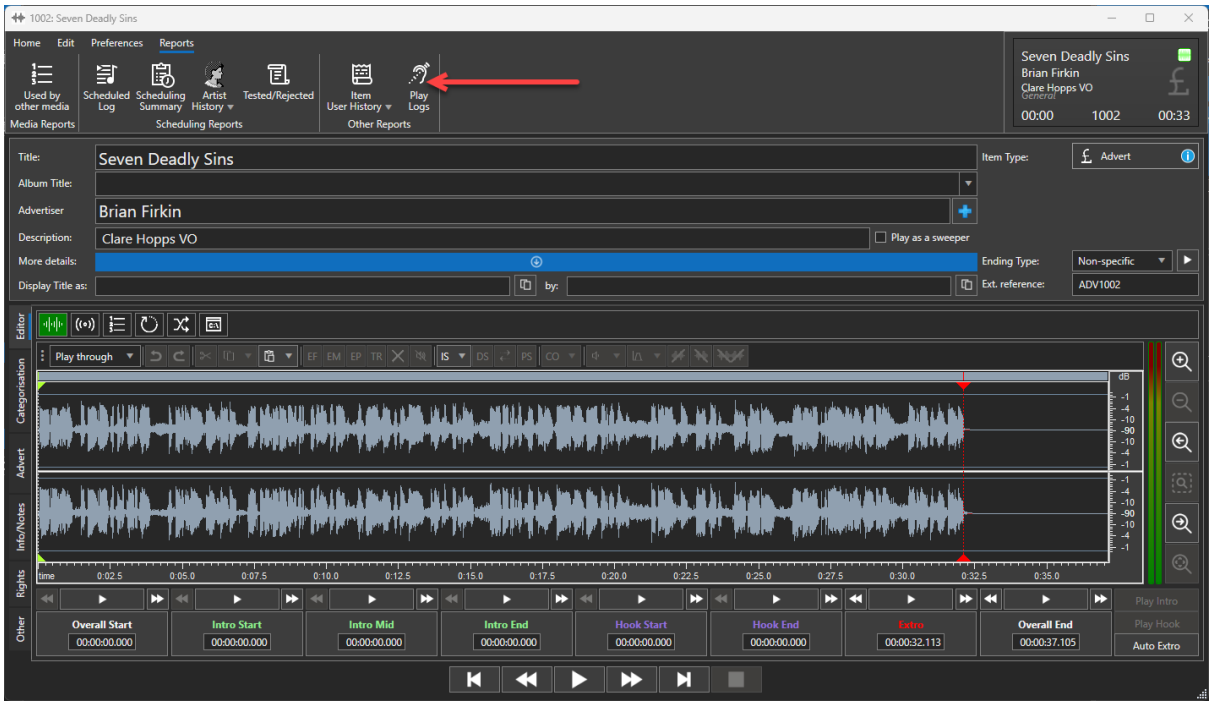
You can export any of these reports to a CSV file using the **Export CSV** option on the tool ribbon.



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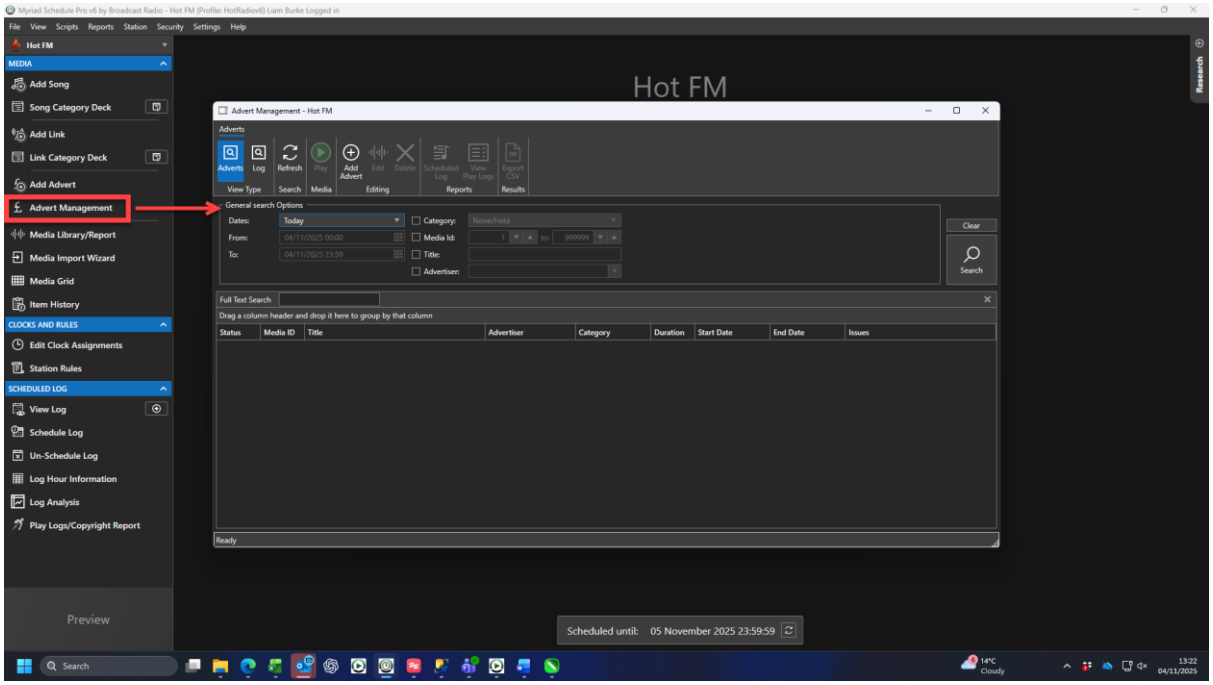
View Play History for Advert

As Adverts are just Media Items, you can view the play history from the Play Logs report or by using the Play Logs option on the Reports tab of the Media Item itself.



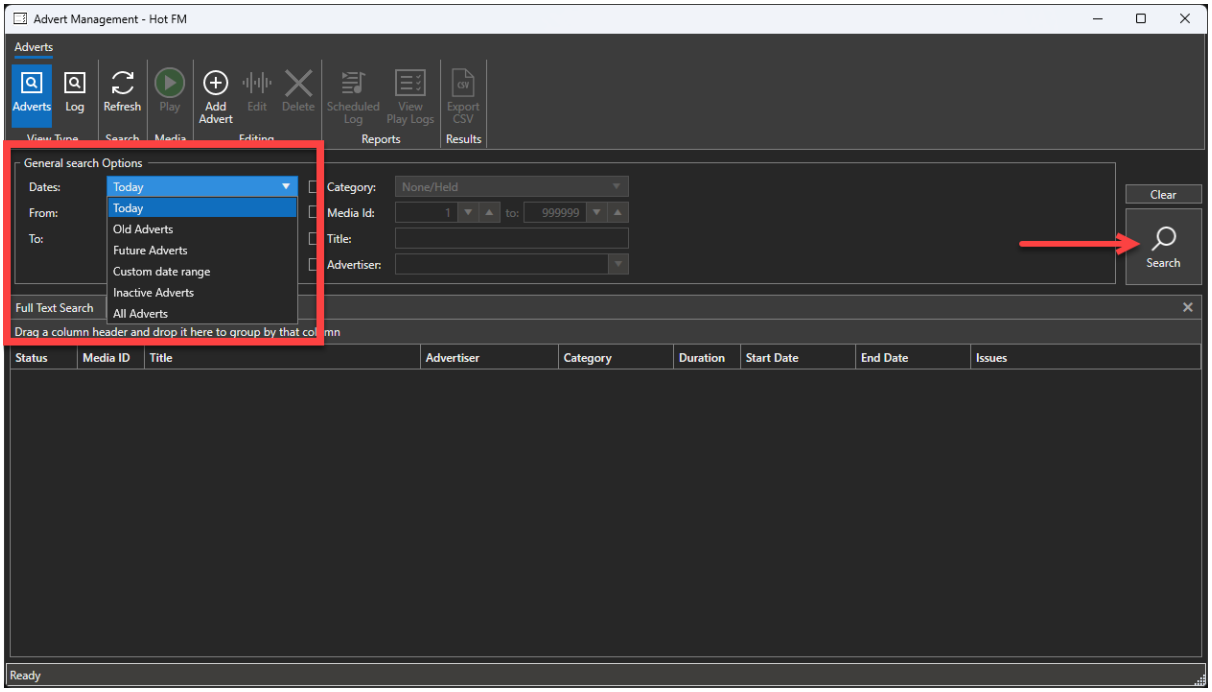
You can also view the Play History for an Advert via the **Advert Management** window.

Click on the **Advert Management** option on the left-menu.



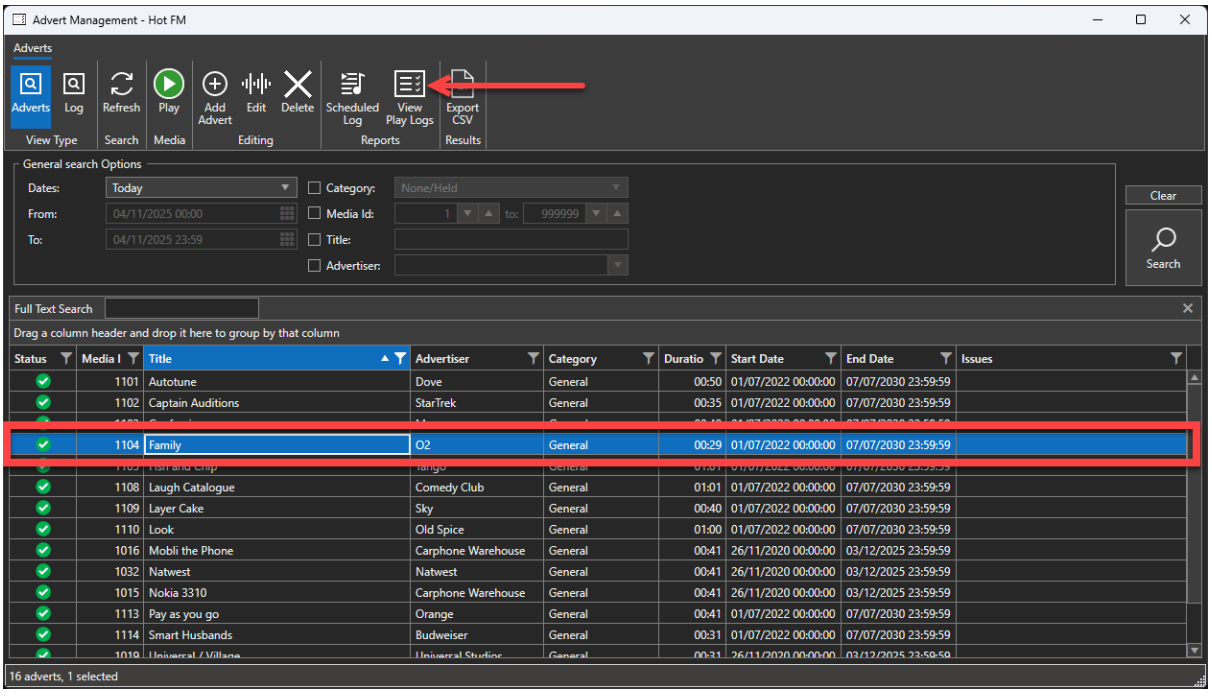
Select the date range you are interested in and then click **Search.**

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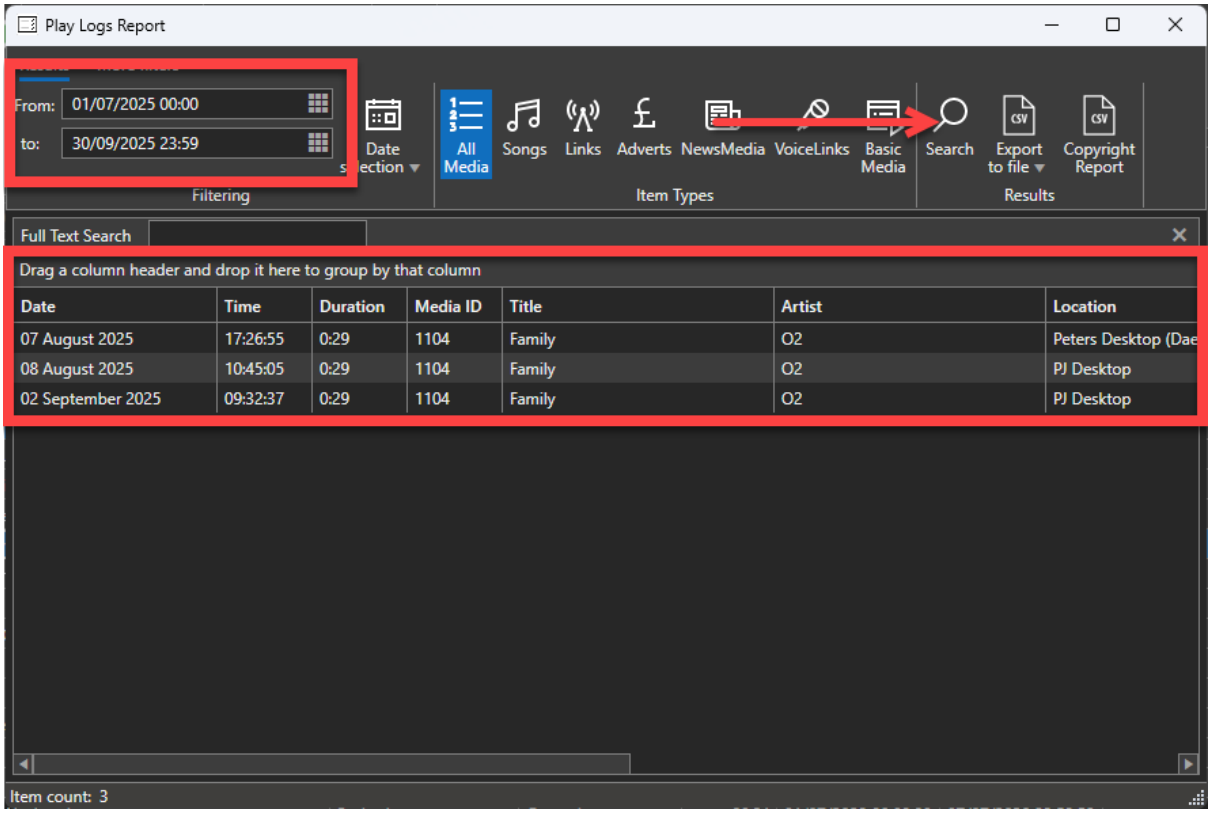
In the example above, we are look at Adverts that are valid for schedule today.

Select the Advert you are interested in and then click on the **View Play Logs** button.

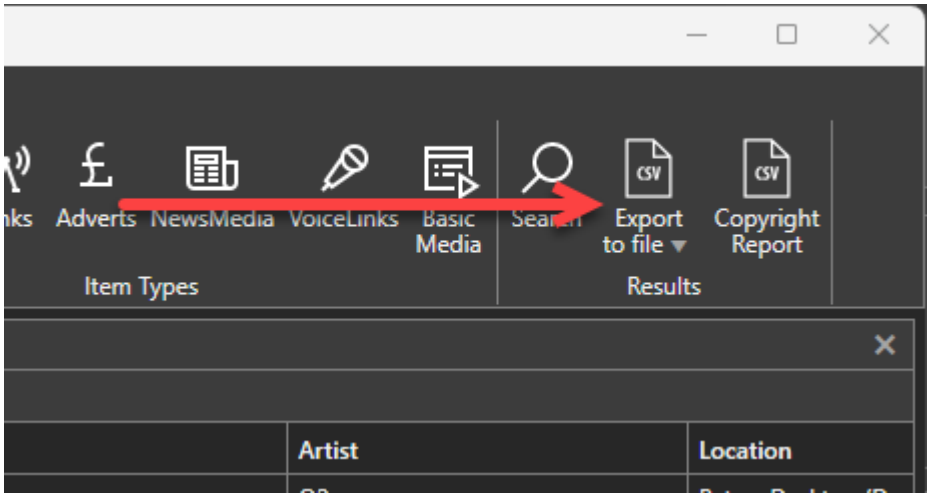


This will open the Play Logs window with the selected Media ID already set. You can then choose the date range and click on **Search** to view the Play Logs for the Advert.

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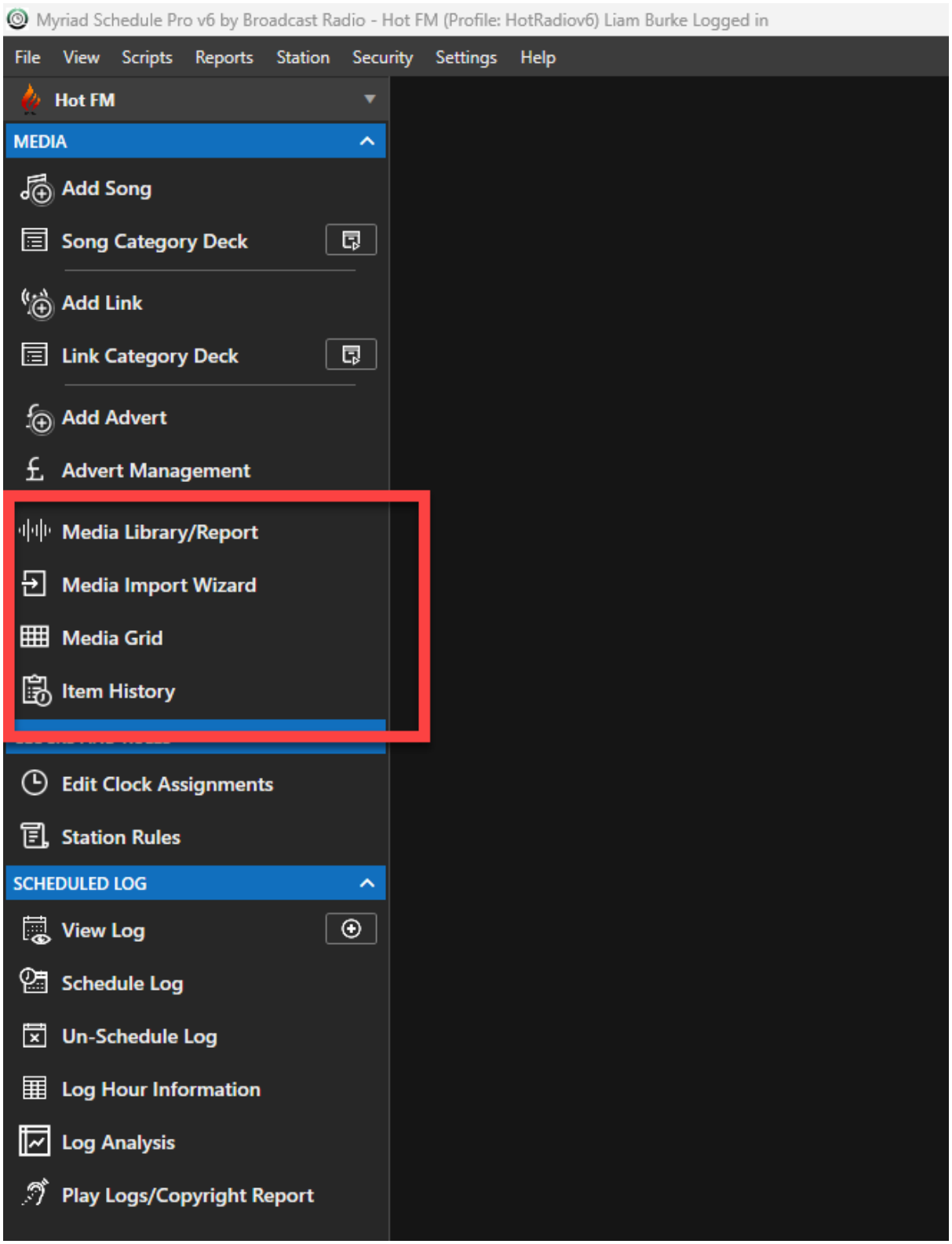
This information can also be exported using the **Export to File** option on the ribbon.



Media Management

The Media Management section on the left-hand menu offers access to a range of tools to help you import, view and edit Media Items in Myriad Schedule.

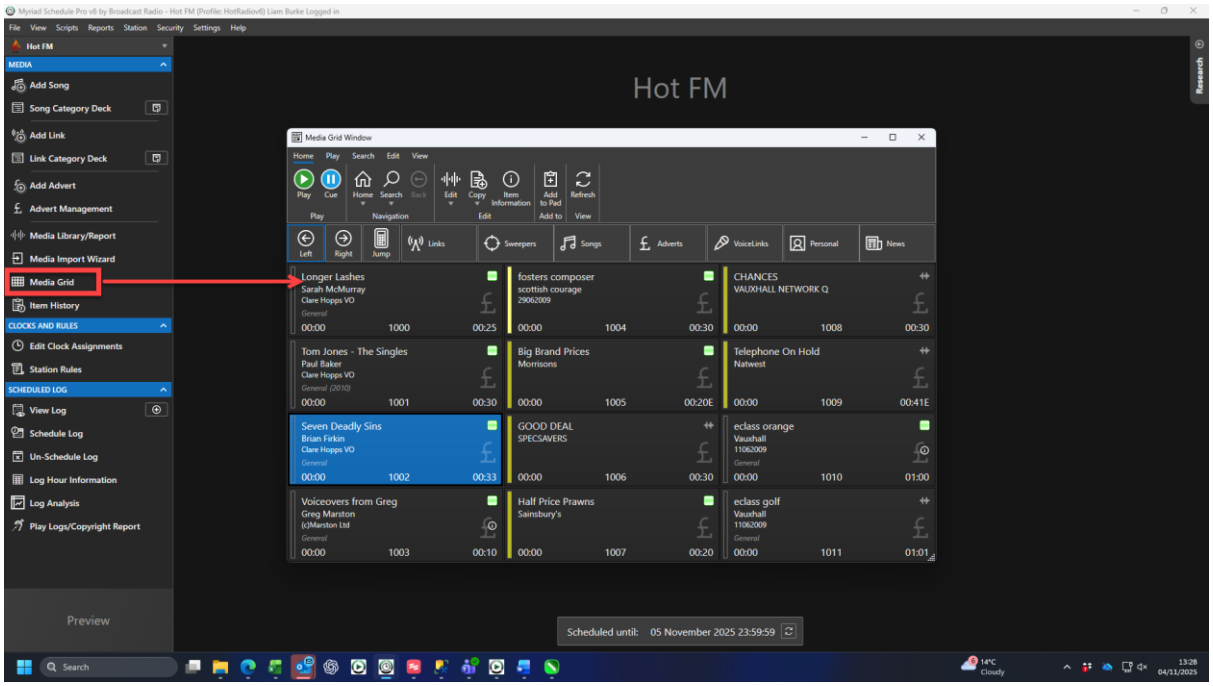
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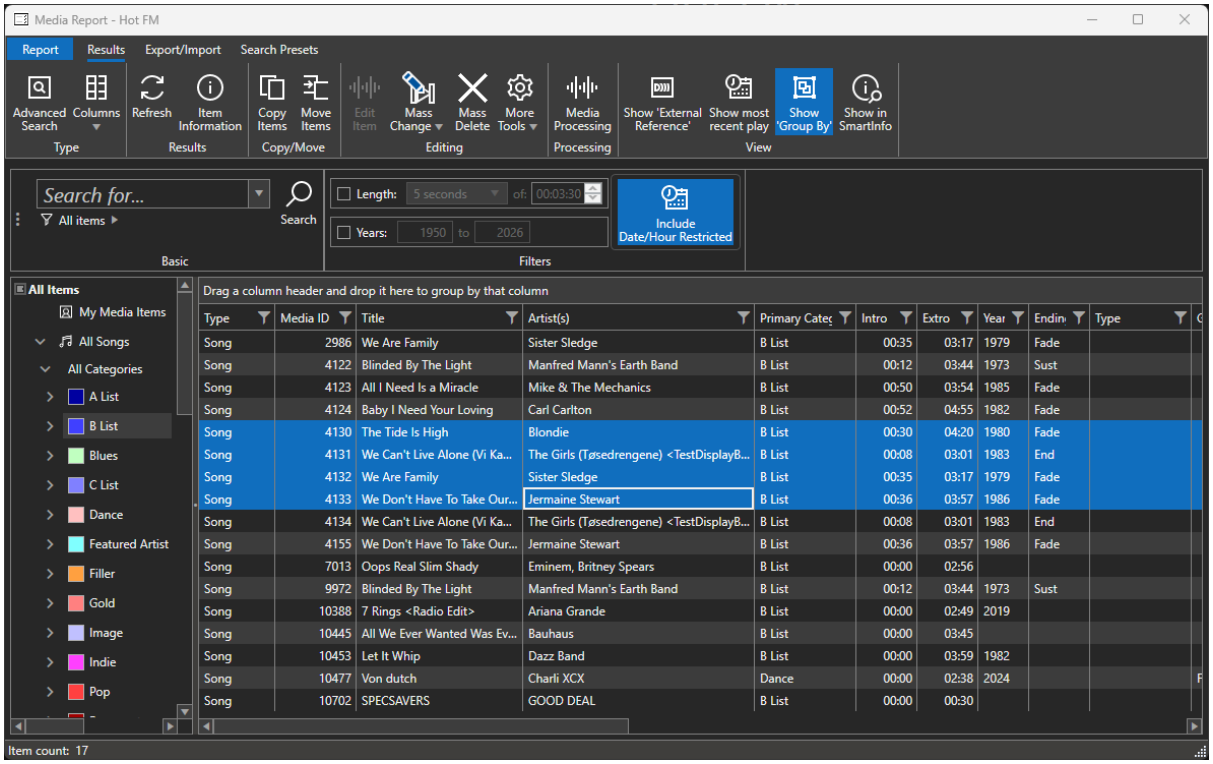
Media Library / Report

The Media Library / Report window is the primary tool used to search view and edit all content on your Myriad Schedule and Myriad Playout systems.

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Unlike the Media Grid, the Media Library is primarily organised by Item Type & Category, allows you to quickly navigate the content in your system and allow you to edit items individually and as a mass change.



The key features of the Media Library / Reports window include:

- Basic Search – Quick and simple search to find content by Title & Artists.
- Advanced Search – Add advanced search criteria to refine searches.
- Search Results – Detailed search results that can be sorted by any column heading and grouped together for more concise results.

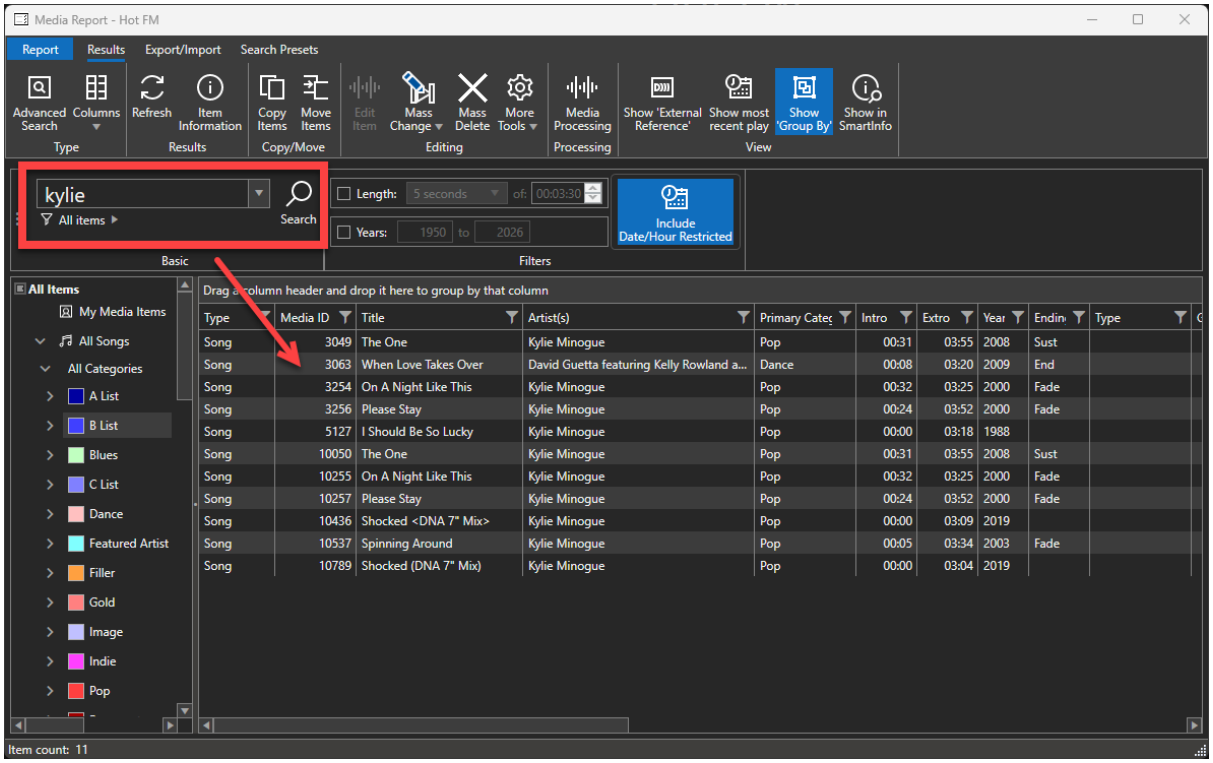
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- Column Selection (in search results) – Choose the columns and the column position to view the key information you need.
- Item Information – Show more detailed information and schedule history for a selected item.
- Copy Items – Copy one or more Items to a different location on the Media Grid.
- Move Items – Move one or more Items to a different location on the Media Grid.
- Mass Change – Apply change virtually any field or attribute, to multiple selected Media Items, at the same time.
- Mass Delete – Remove selected Media Items.
- More Tools – Including auto assign missing External References and mass split collaborations into separate Artists (i.e. Eminem Featuring Britany Spears becomes Artist 1 = Eminem & Artist 2 = Britany Spears).
- Media Processing – Apply media transforms to multiple selected Media Items. Options include Convert Format, Normalise, Generate Peak File, Auto-Extro & Write Metadata (to audio file).
- Include Data/Hour Restricted – Toggle whether to include content that is not available to be scheduled at 'this time' due to Date or Hour restrictions. By default, content that is restricted from being scheduled 'now' is excluded from the search results.
- Results Viewing Options – Select additional information to include such as External Reference, Most Recent Play, Allow Group and Smart Info display.
- Filter Results by Date / Hour Restrictions – Choose whether to display Media Items that are restricted.
- Tree View Navigation – Browse content by Item Type, Category and other Attributes using the expanding tree navigation panel.

Basic Search

The **Basic Search** allows you to quickly search for items by key criteria such as Artists, Title, Length, Years and Restrictions.

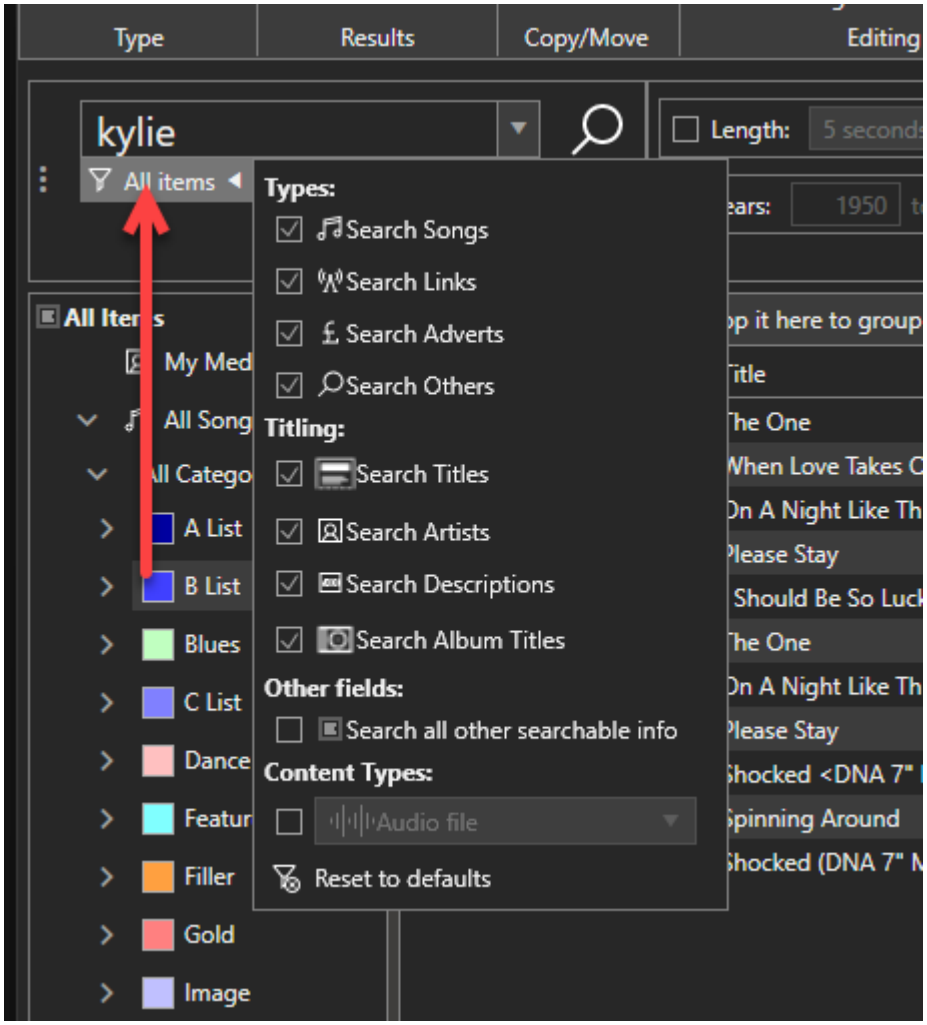
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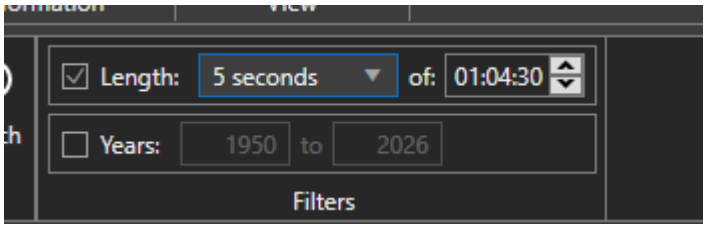
To use the Basic Search, type in your search criteria and click on the **Search Button.** The results will be displayed in the Search Results window.

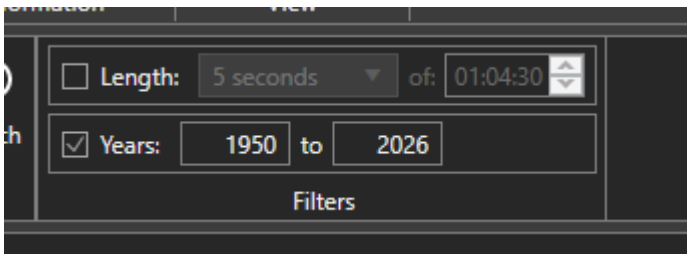
You can use the **Filter** options to refine your Basic Search.

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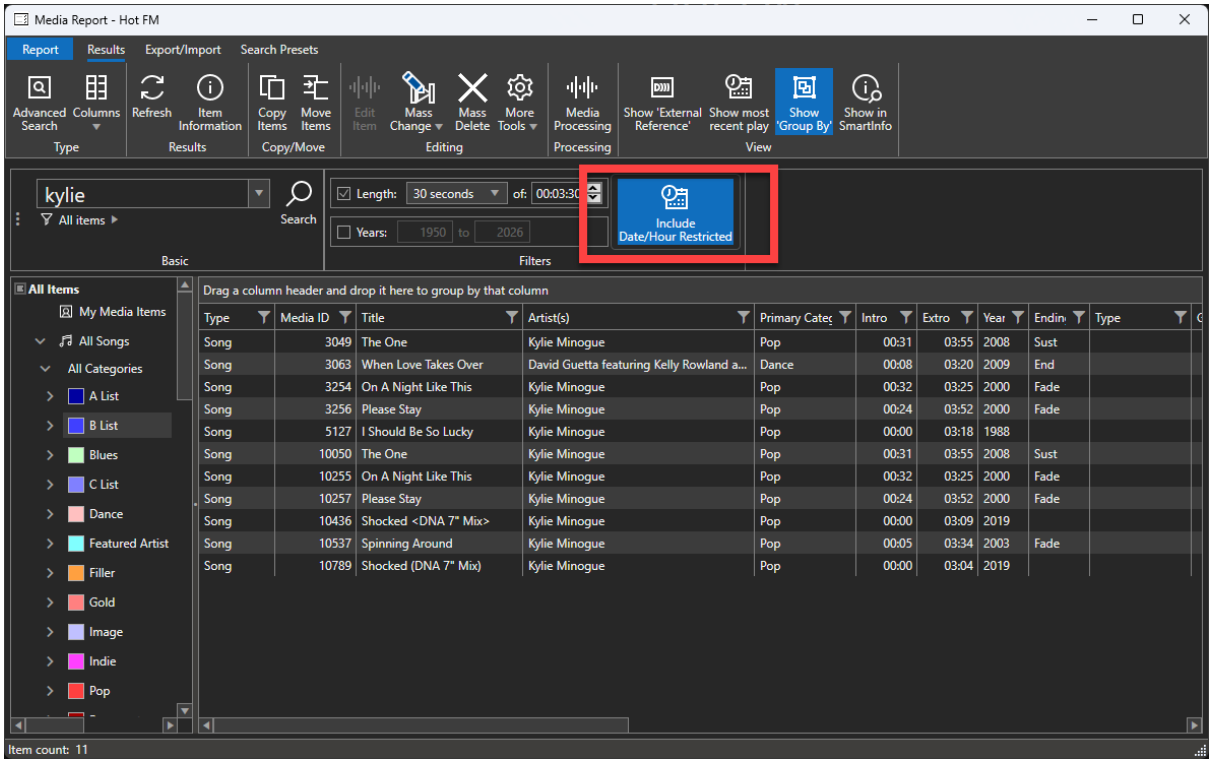
You can also specify a duration (within a +/- range), or a range of Year of Release.





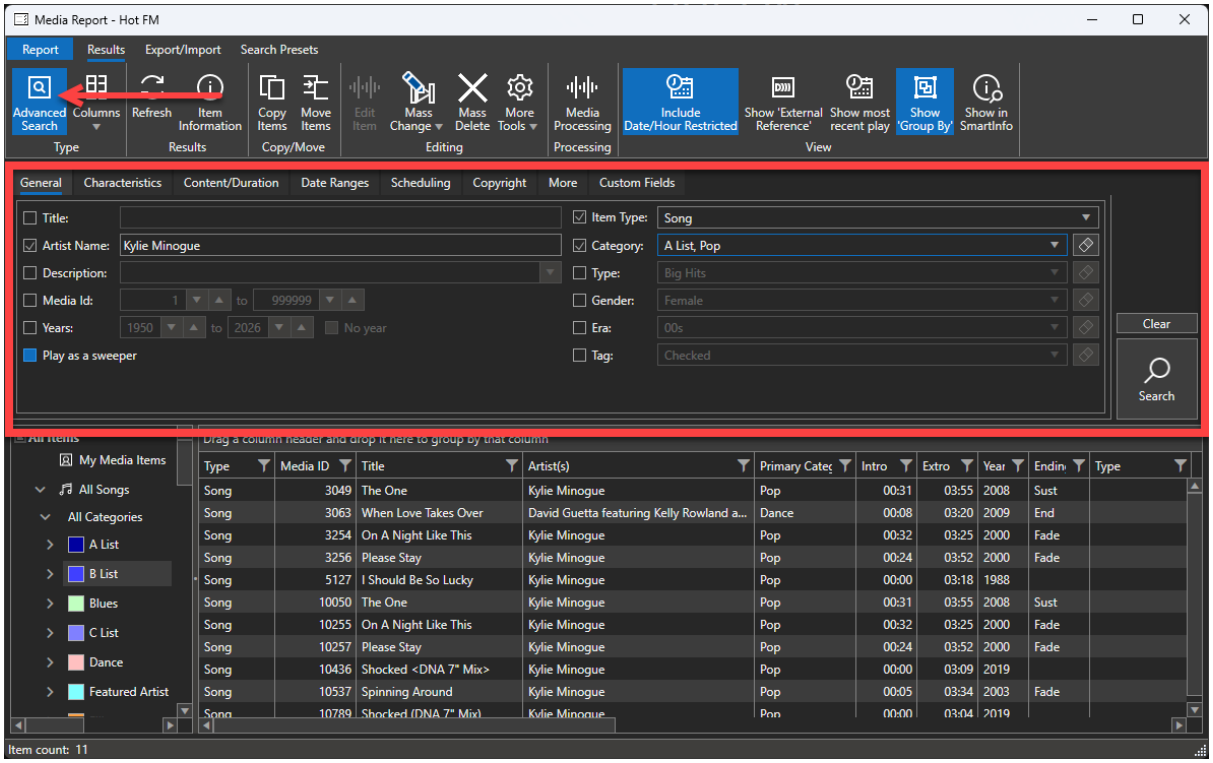
Finally, you can toggle whether the results should include items that are Hour or Date restricted.

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Advanced Search

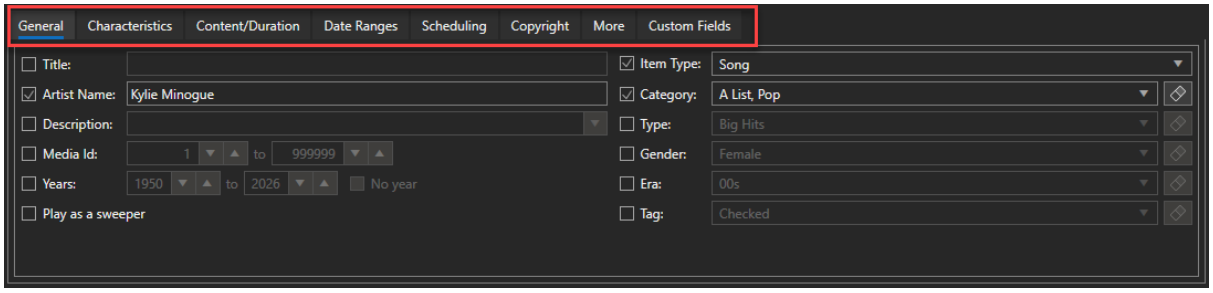
The **Advanced Search** button toggles on the Advanced Search fields to allow you to refine your search and combine multiple search criteria.



The Advanced Search criteria allow you to search by virtually any field in the Media Items as well as by events like recently added or edited.

You can also combine any of these search criteria to further refine your search results.

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Try switching between the tabs to see more search criteria options which include:

General

- Title
- Artist Name
- Description
- Media ID
- Years
- Play as Sweeper
- Item Type (Song, Link etc)
- Category
- Type (Myriad Schedule Pro)
- Gender (Myriad Schedule Pro)
- Era (Myriad Schedule Pro)
- Tag

Characteristics

- Energy (multi-select)
- Tempo (multi-select)
- Mood (multi-select)
- Texture (multi-select)
- Burnout (multi-select)

Content / Duration

- Ending Type
- Content Type (Audio, Stream, Rotation etc)
- Media with Extro Longer Than X
- Media Duration Range
- Hook Duration Range
- Media with Missing Audio
- Media Where Database and Actual Duration Don’t Match

Date Range

- Edit Date Range
- Added Date Range
- Start Date Range
- End Date Range
- Delete Date Range

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Scheduling

- Available to Scheduled – Yes / No
- Throw Depth - Has / Hasn't
- Follow Attributes - Has / Hasn't
- Hour Restrictions - Has / Hasn't

Copyright

- Title
- Performer
- Recording Number
- Record Label
- Composer
- Lyricist
- Publisher
- Promoter
- Address
- ISCR Number
- PSR
- License
- Total Duration
- Music Duration
- Custom Fields 1-3
- Nationality

More

- Notes
- Media Display As / By
- Album – Has, Hasn't, Title
- Time Stretch – Can / Can't
- Bound Item – Has / Hasn't
- MusicBrainz ID - Has, Hasn't, Reference
- External Reference - Has, Hasn't, Reference

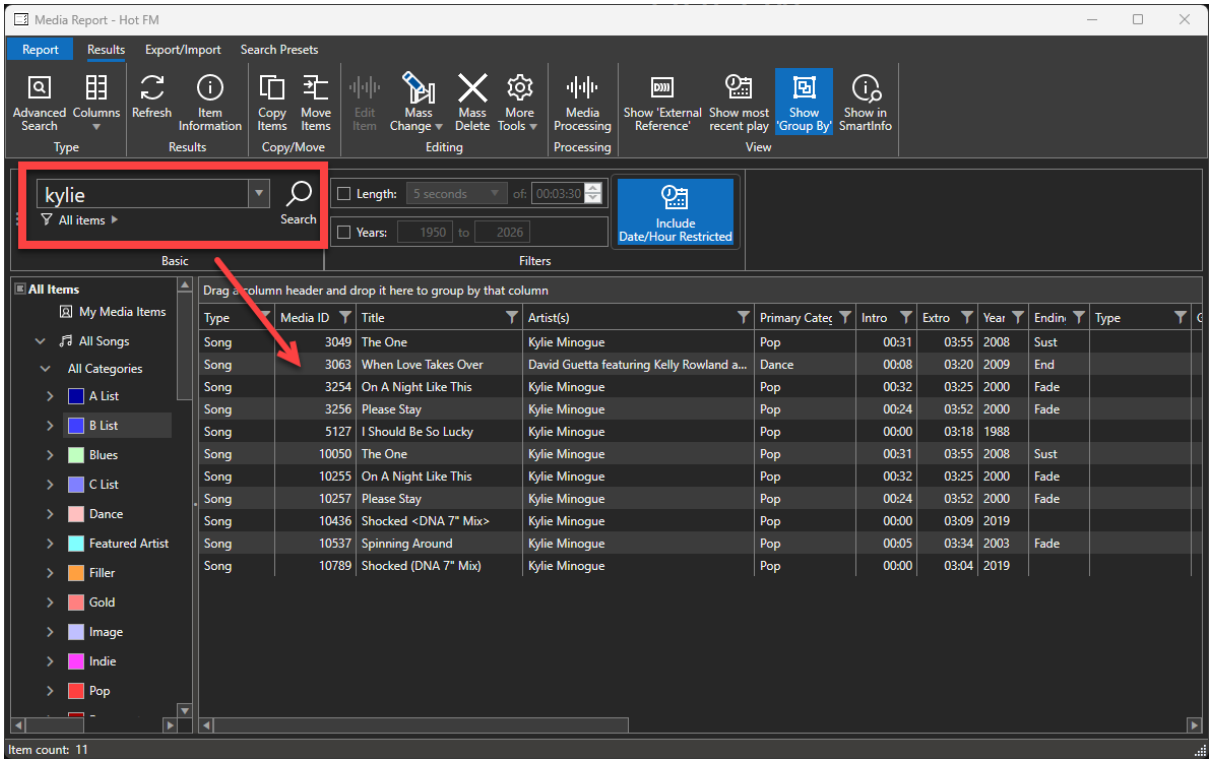
Custom Fields

- Custom Fields
- Station Rating
- User Score
- Foreign Language

Search Results (Columns, Groups, Filtering & Sorting)

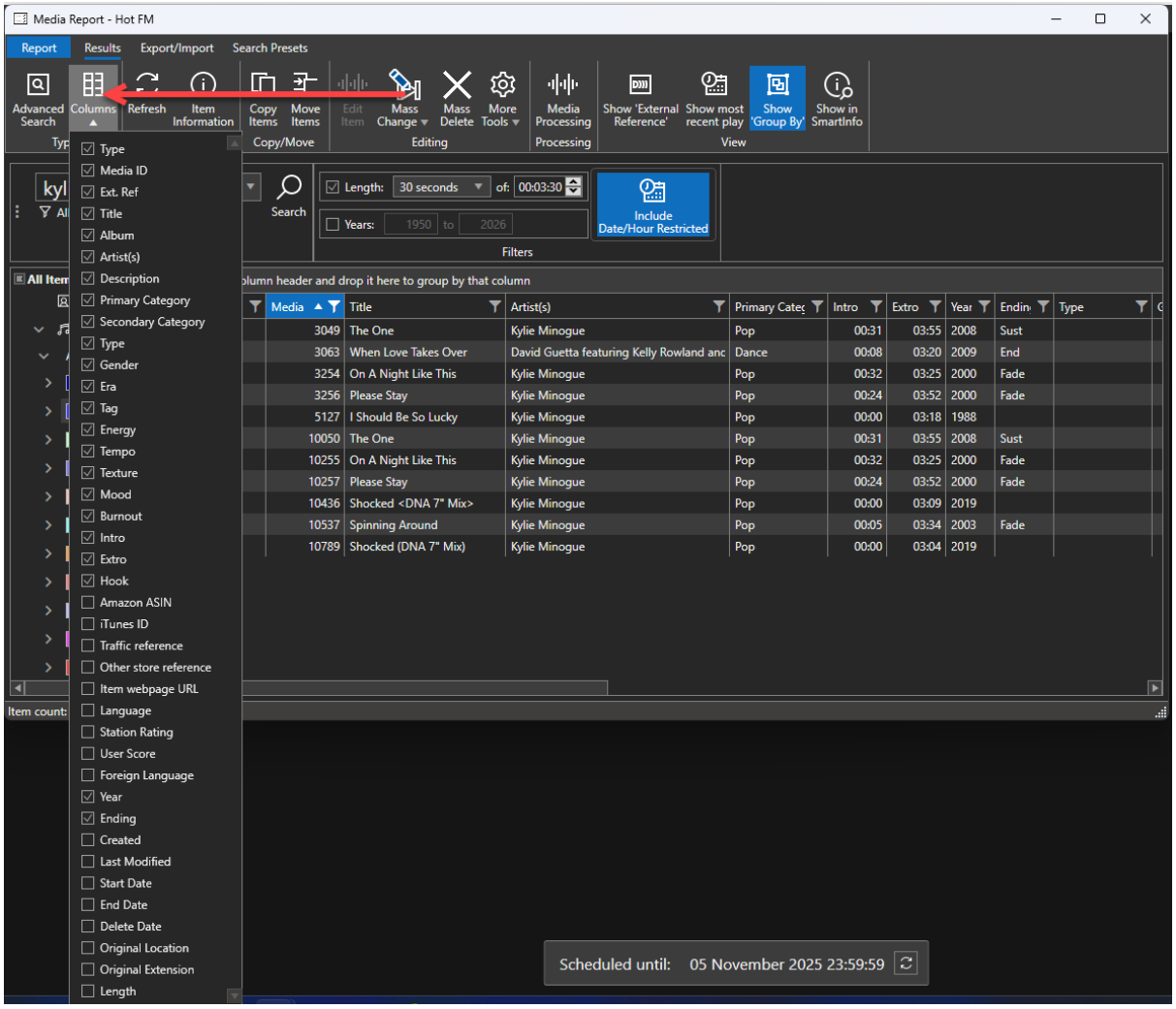
When you perform a Basic or Advanced Search, the results are listed in the Search Results window.

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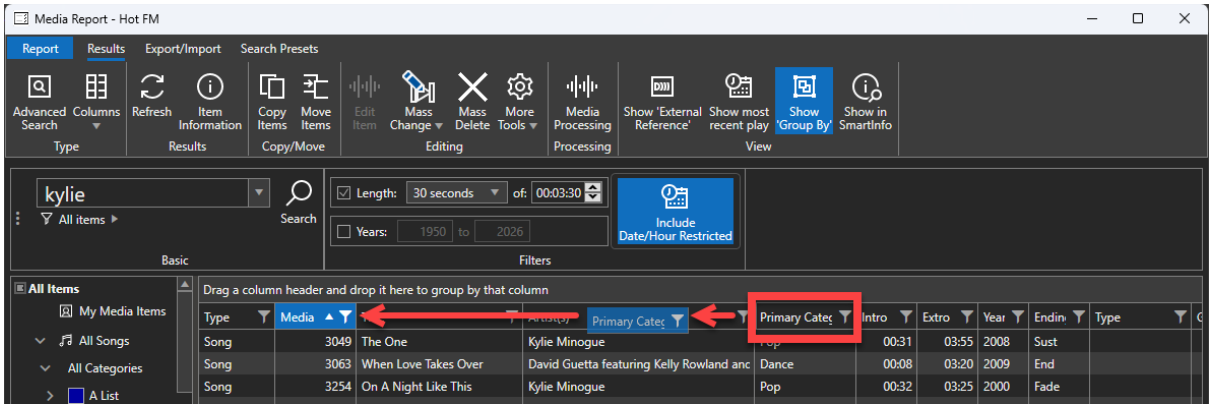


If you would like to change the **Columns** visible in the Search Results window, click on the **Columns** button on the tool ribbon and tick the columns you wany to make visible.

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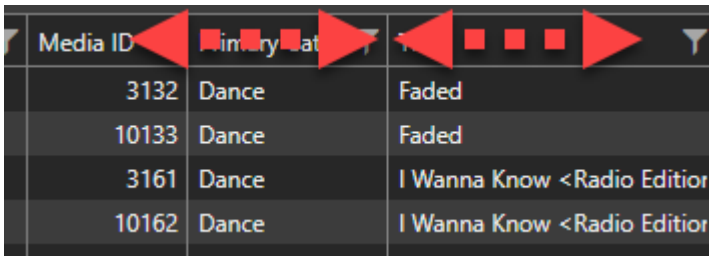
You can also change the **order of the columns** by simply dragging the **Colum Headers** in the search results window, to the left or right, and dropping it in the position you want the column.





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The **column width** can also be adjusted by dragging the ‘edge handles’ on the Column Headers and dragging left or right.

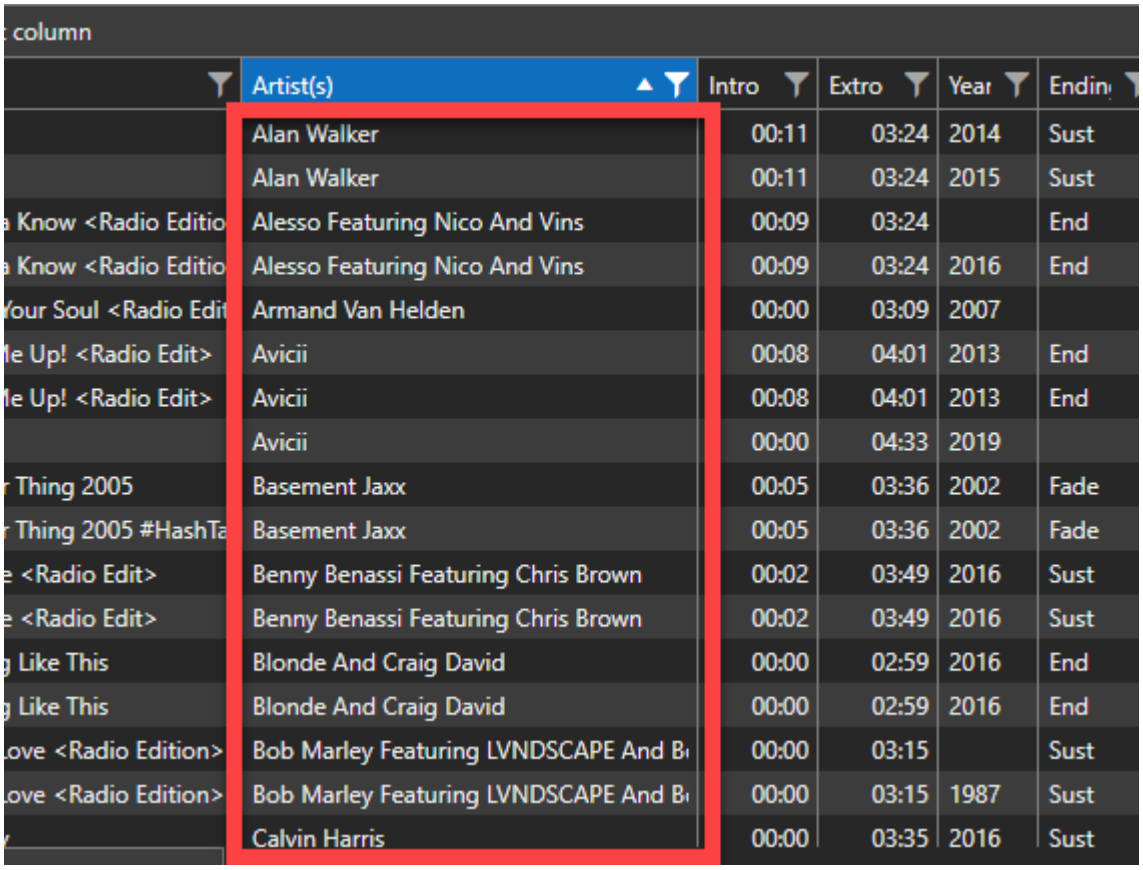


You can also **sort the order** of the content of the window by **clicking on the column header**.

For example, to list content sorted by Artist Name, click on the **Artist column header**.

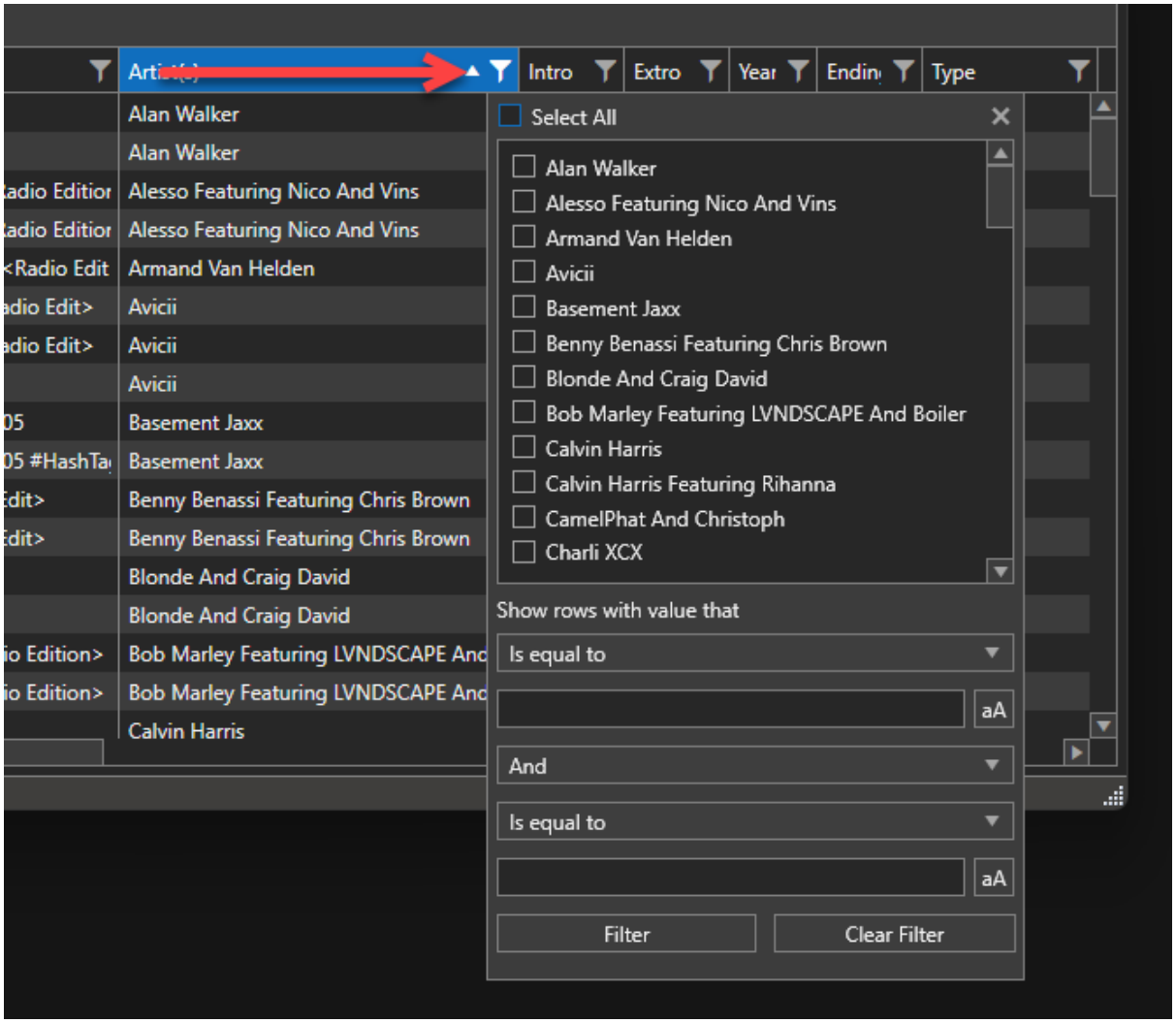


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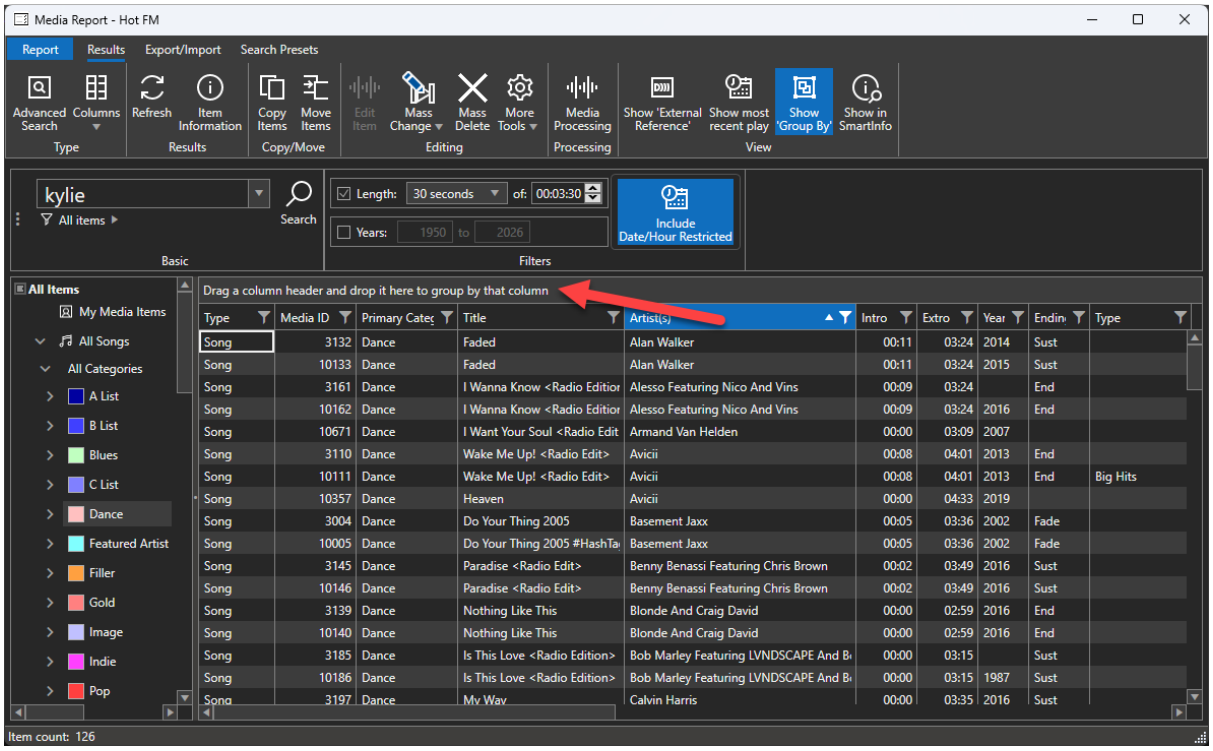
You can use the **Filter** button on each Column Header to filter the contents in the search results window.

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If you want to view the content **grouped by one or more** attributes, simply drag the **Column Header** into the **Grouping Panel.**

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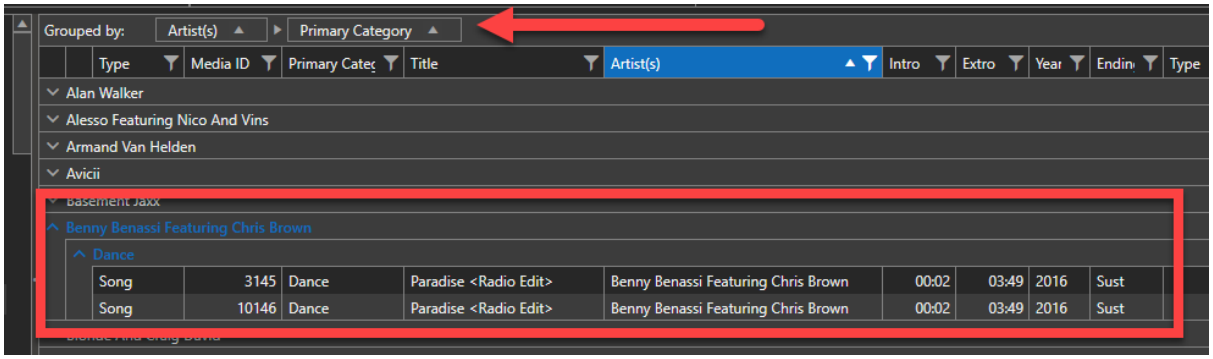
In the example above, we can see the Dance Category has several Songs by the same Artists (ignore they are duplicates for now!)

By dragging the **Artist Column Header** into the **Grouping Panel**, the results will be displayed grouped by Artist.



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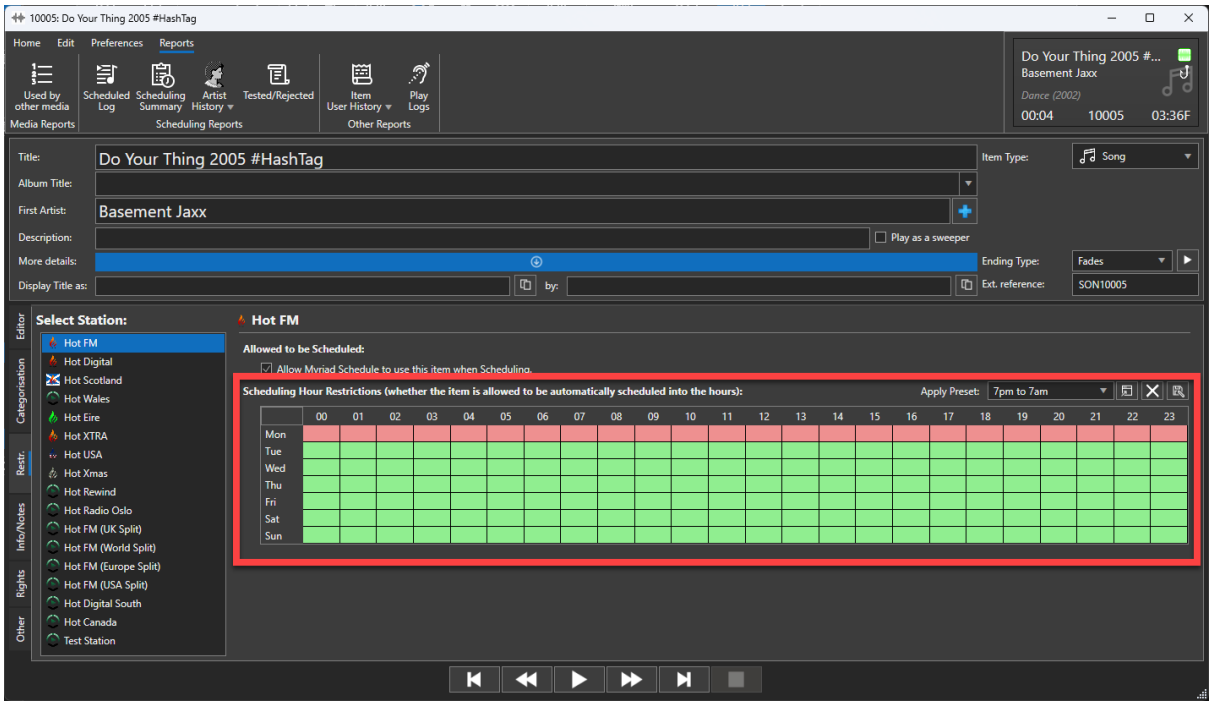
You can drag multiple Column Headers in to the Grouping Panel to further refine the results.



Include / Exclude Date/Hour Restricted

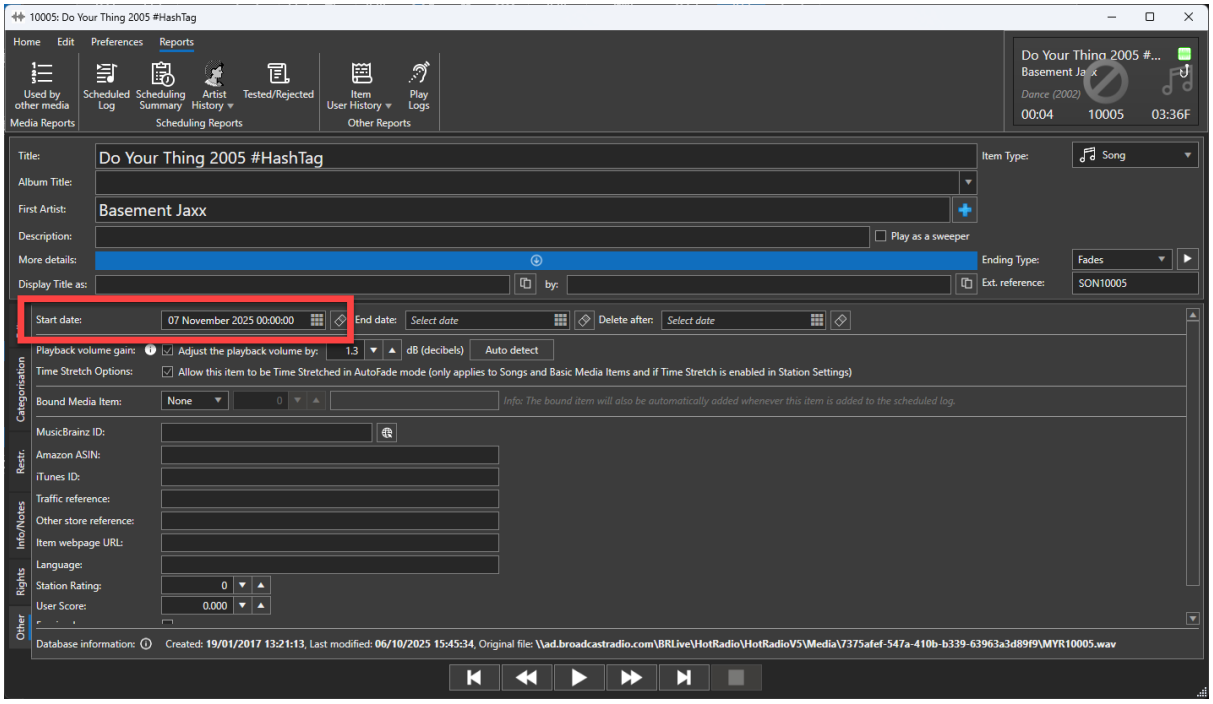
By default, the Media Library / Report window will exclude any content that is 'currently' not available to be scheduled because of a **Date Restriction** or an **Hour Restriction**.

So, if you are looking at the Media Library window on a Monday, any Songs that had **Hour Restrictions** what prohibit scheduling on Mondays, will be excluded from the search results.

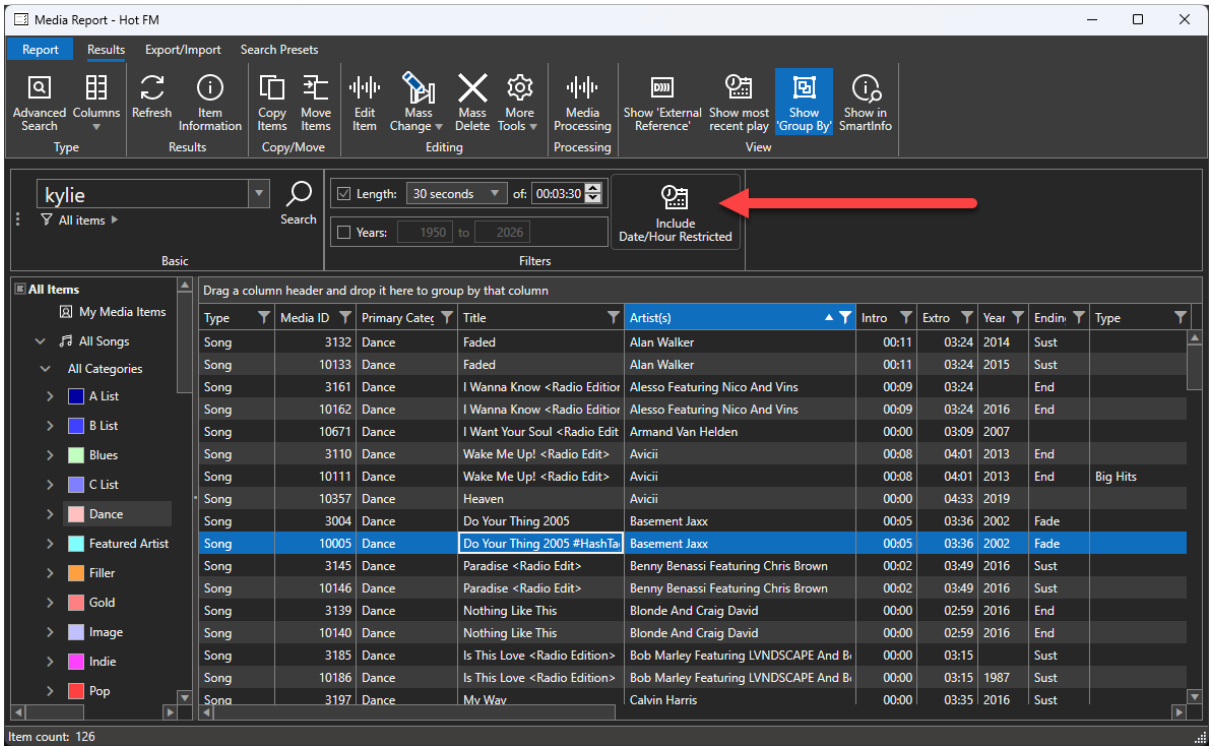


Similarly, any Media Items that have the **Start Date** set after the current date or the **End Date** set before the current date, would also be excluded from the search results.

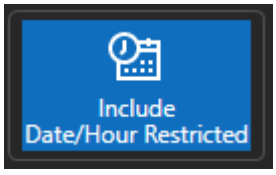
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If you want to include these items in the results, you can click on the **Include Date/Hour Restricted** button to allow all content to be searchable.

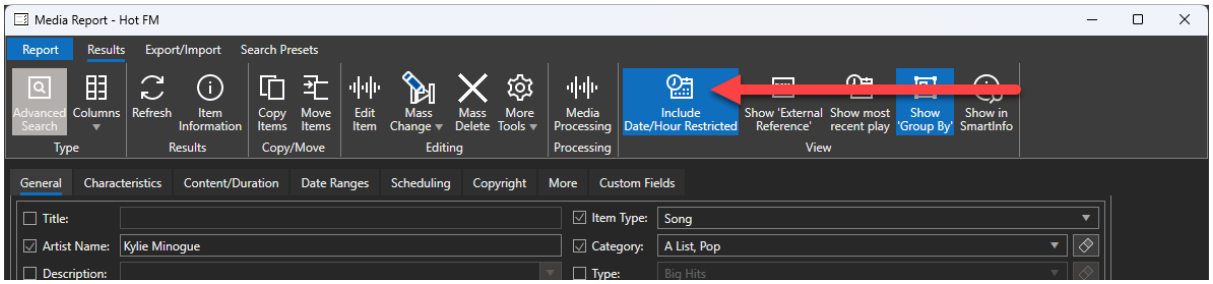


The button will be coloured blue when the restricted items are included in the results.



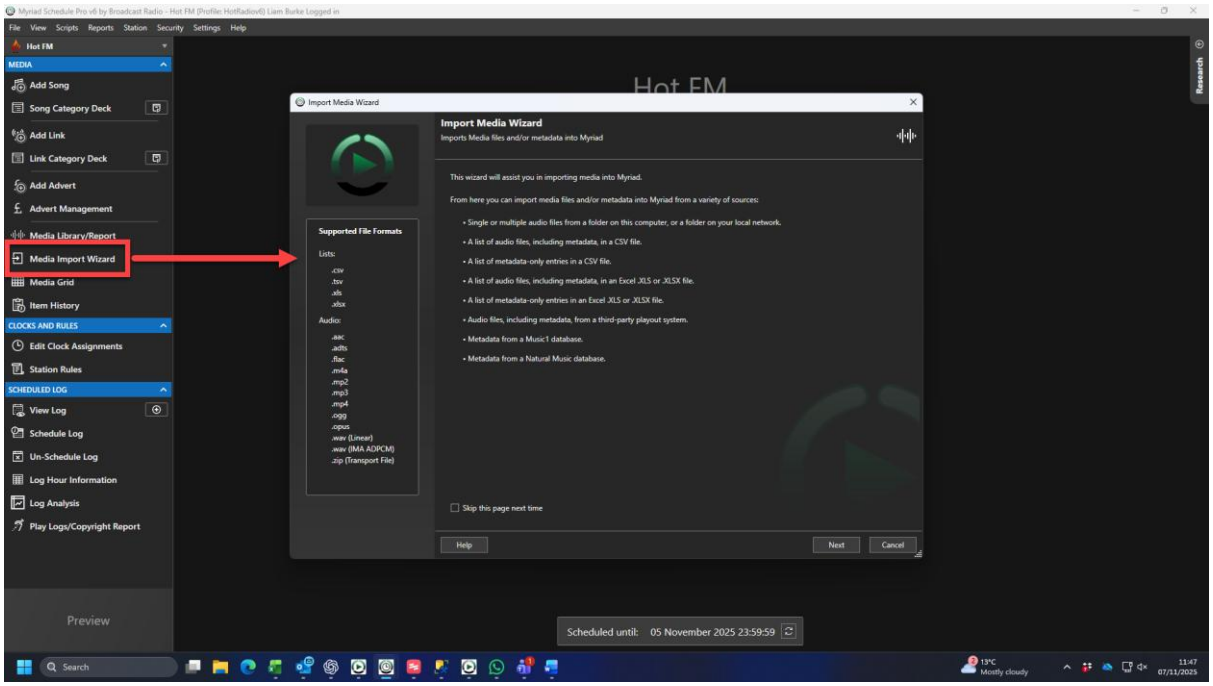
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When in Advanced Search mode, the button moves up on to the main ribbon.



Media Import Wizard

The Media Import Wizard option will open the standard Myriad Playout Import Wizard which can be used to import one or more audio files into the MediaWall.



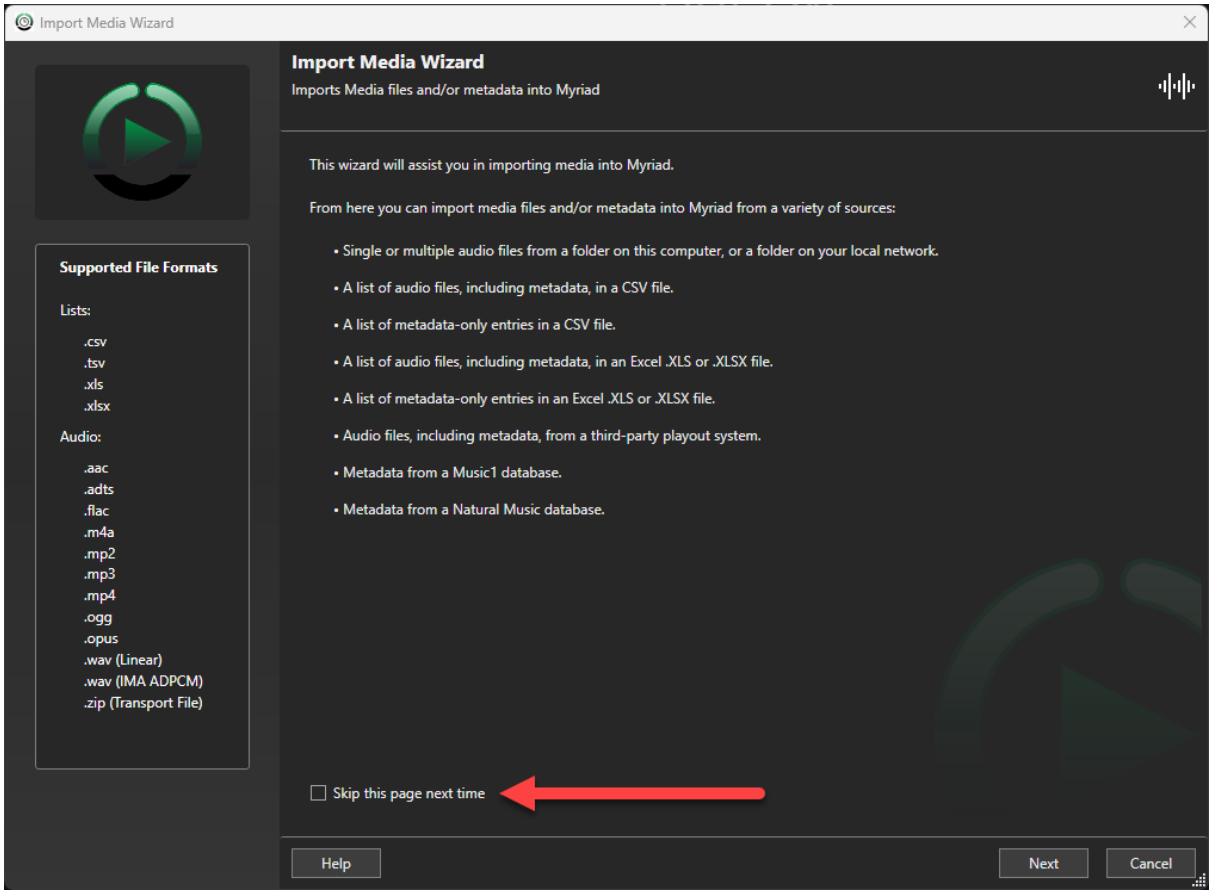
Importing Audio Files or Folders (Songs, Links, etc)

In the example below, we will be importing some Songs to the MediaWall. You can use the same process to import Links, Adverts, News & general audio content. The only difference is in step 6, where you would select the appropriate Item Type from the drop-down list.

To use the Import Wizard to import some Songs to your system, follow these steps:

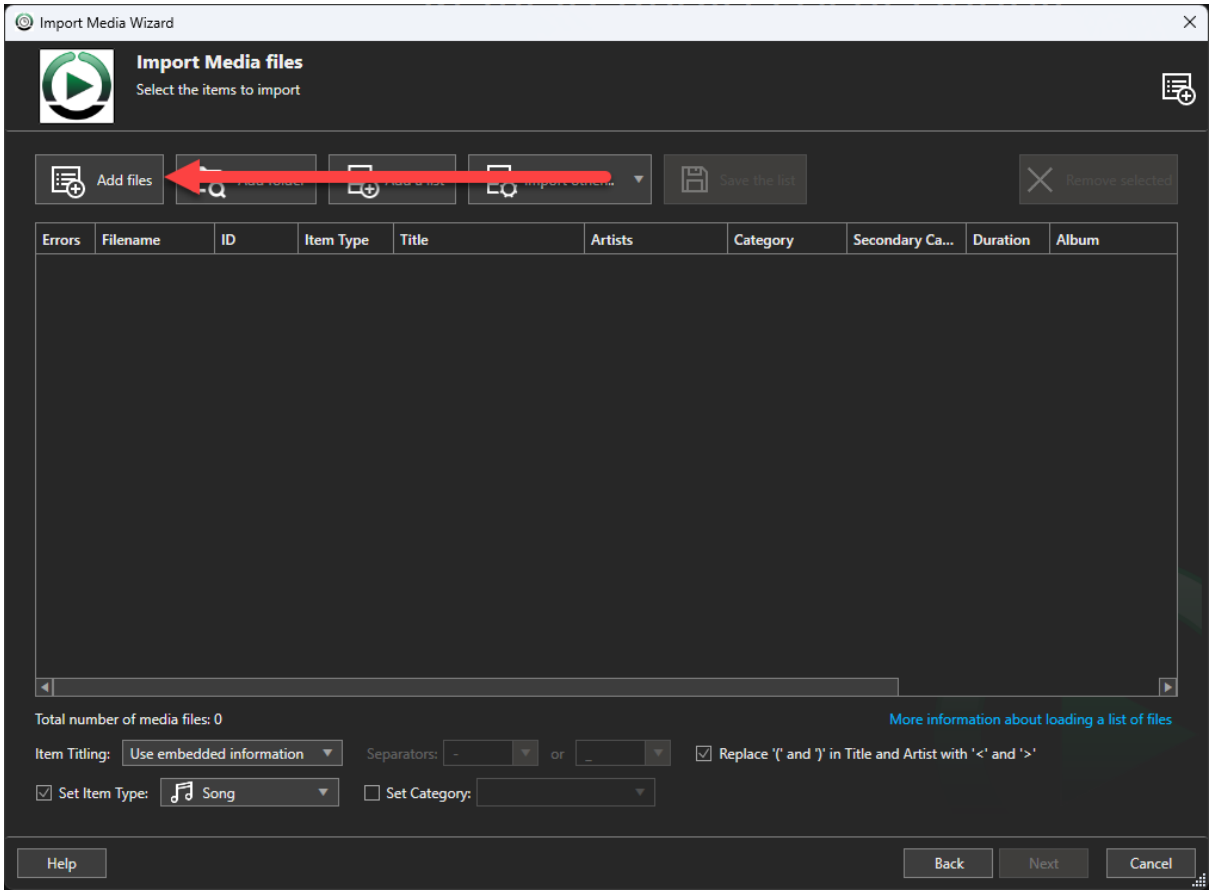
1. Click on the **Media Import Wizard** option on the left-hand menu.
2. The first page of the wizard lists the types of files you can import. You can skip this page in future if you wish.

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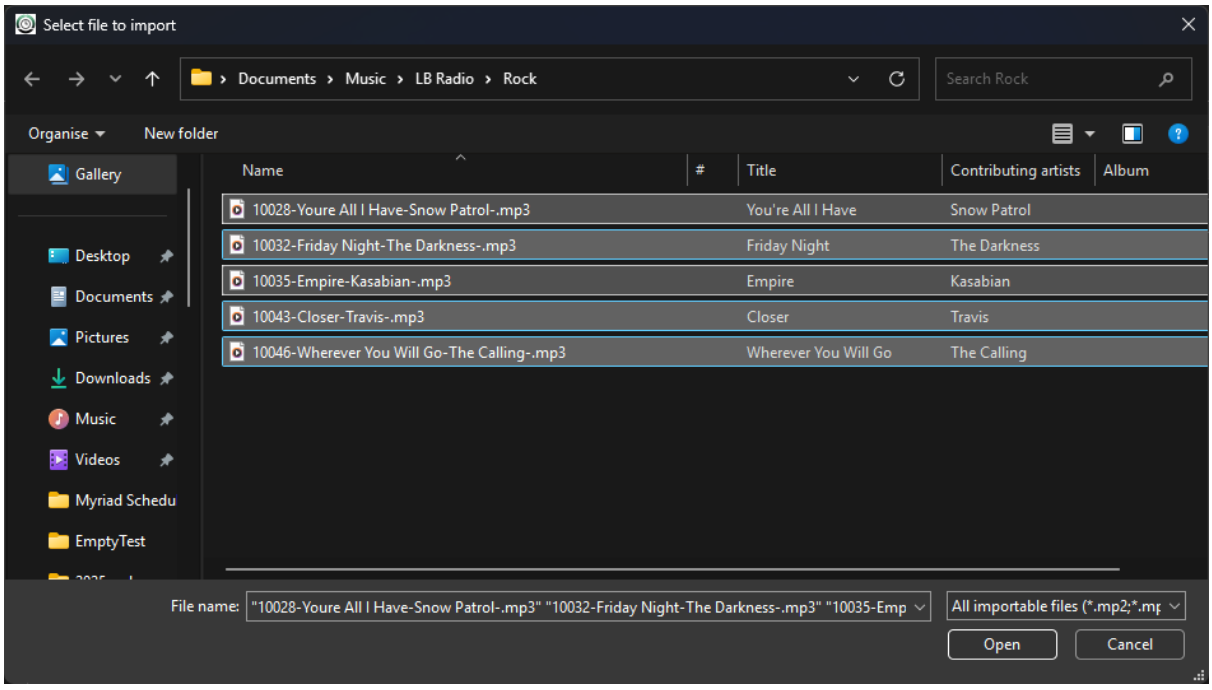


3. Click on the **Add Files** button.

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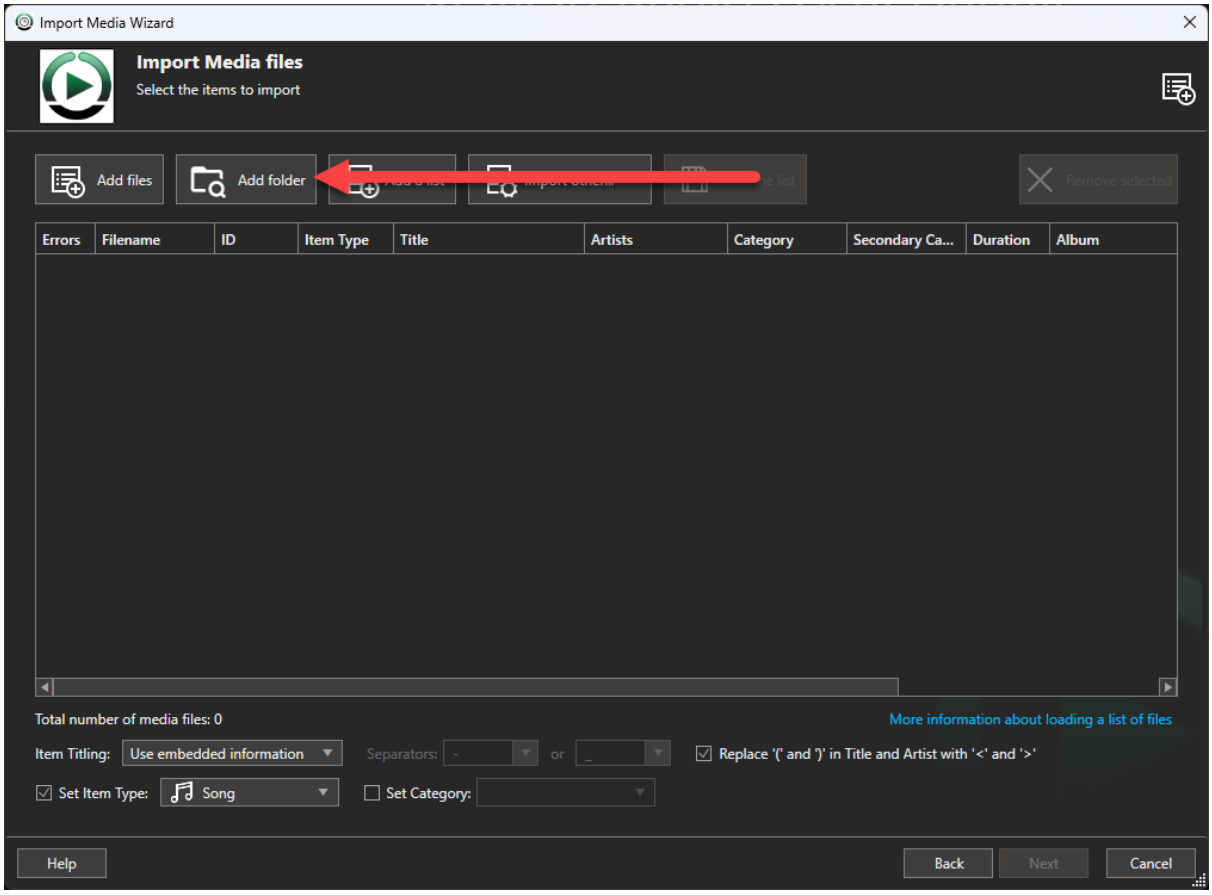


4. Select the files you want to import and click **Open.**



5. You can also import all the audio files in a folder using the **Add Folder button.**

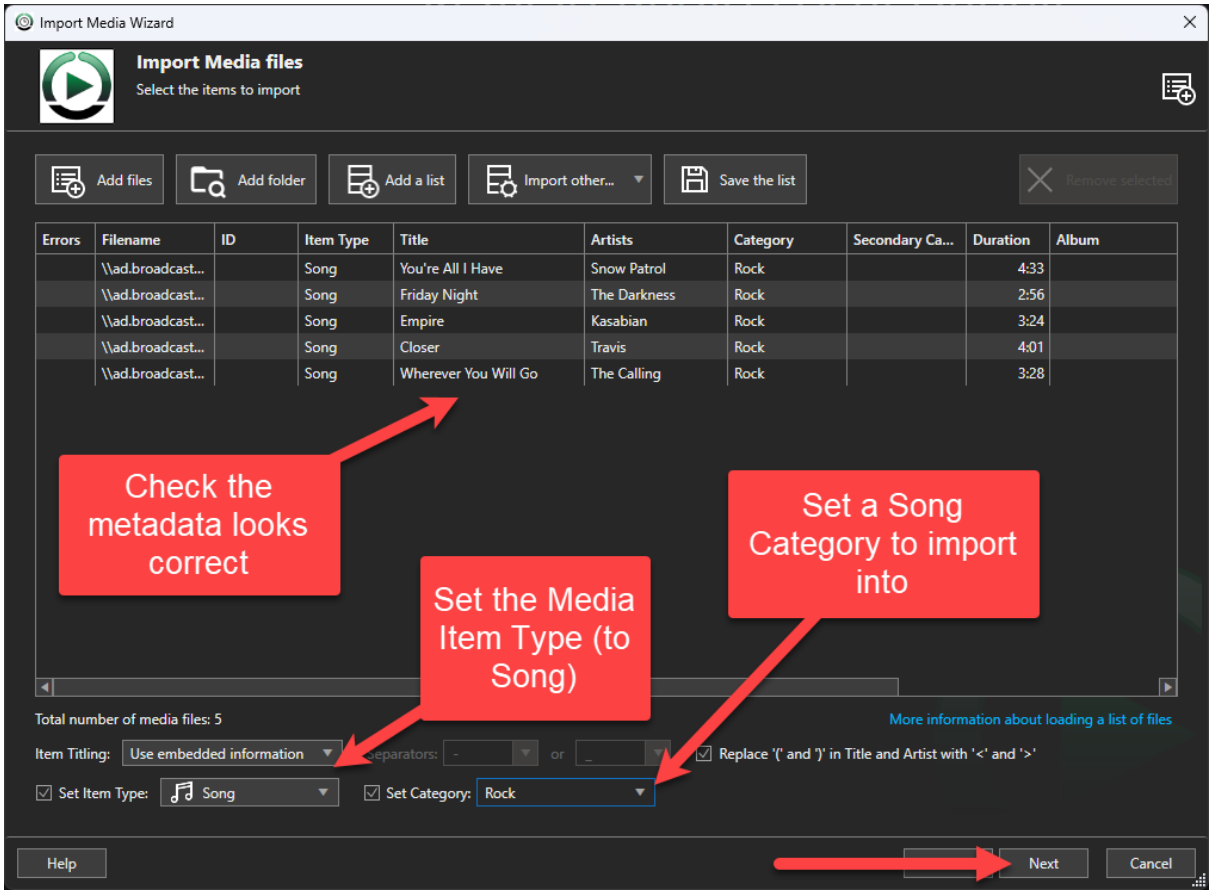
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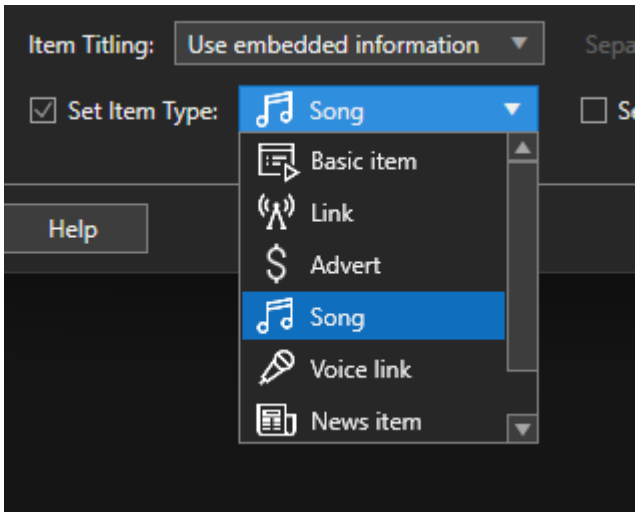
Use the File Browser to select the Folder you want to import from.

6. Check the metadata is right. You can also set the Item Type (Song, Link etc) and Primary Category if you want to. When you are ready, clock Next.

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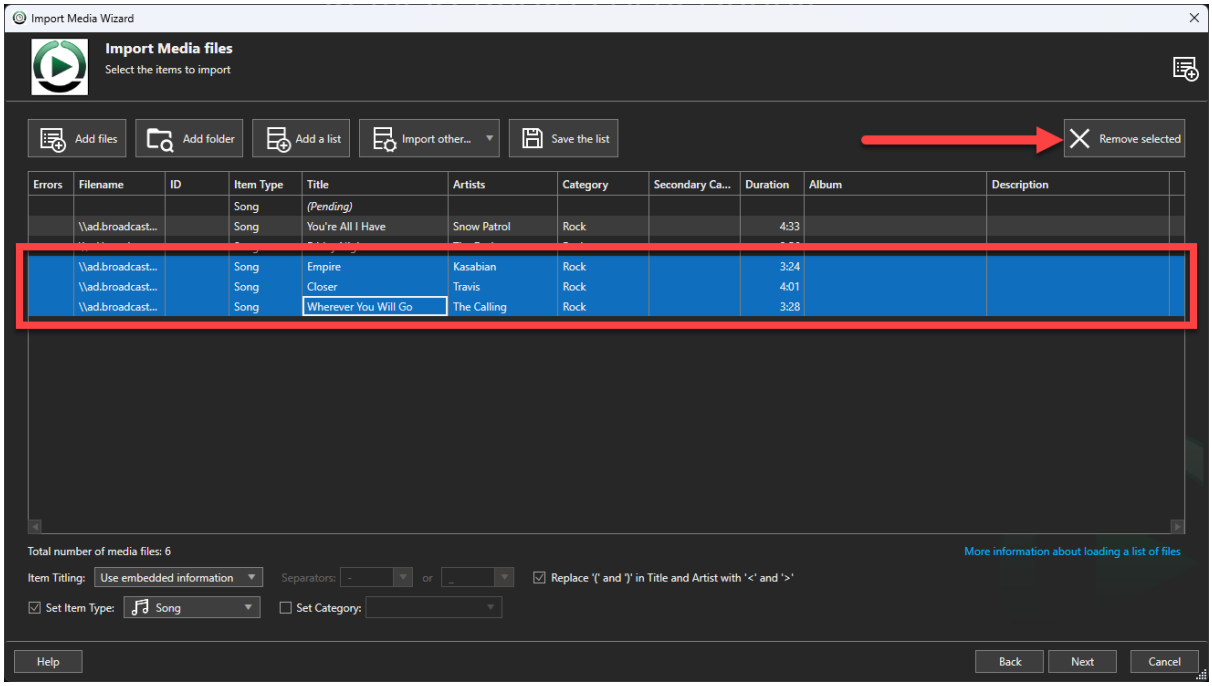


If you are importing Links, Adverts, News or other Item Types, select the appropriate **Item Type** from the drop-down list.

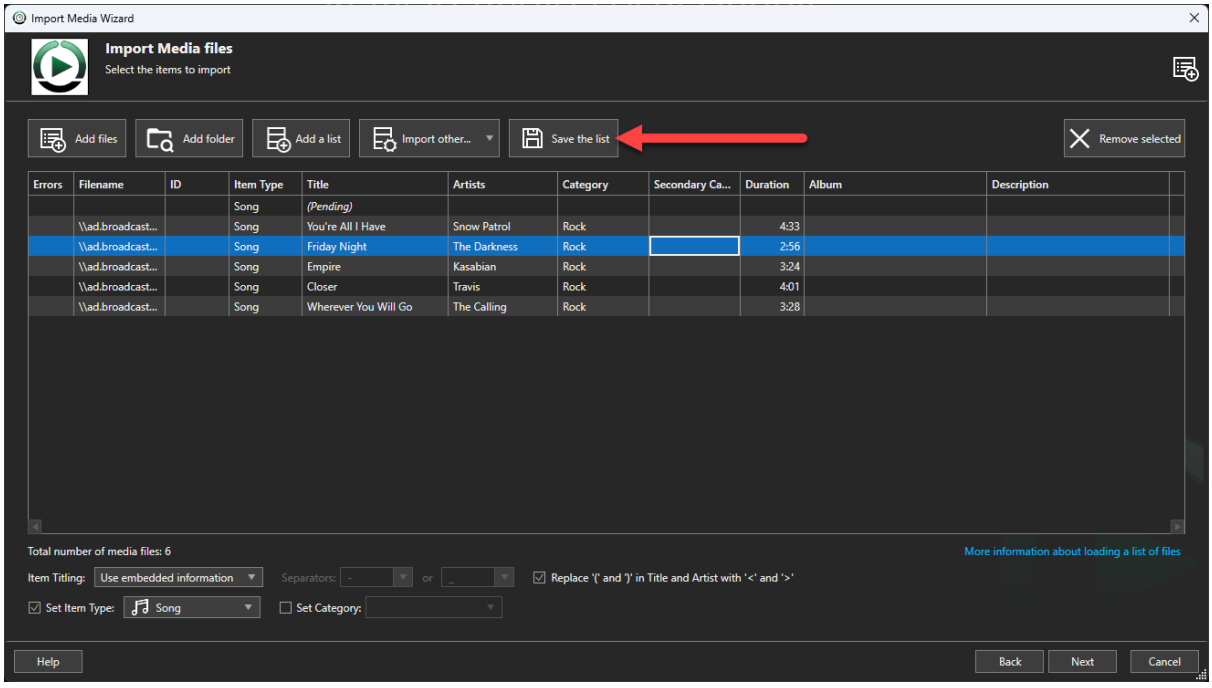


If you want to remove anything from the list, select one or more items and click on the **Remote Selected** button.

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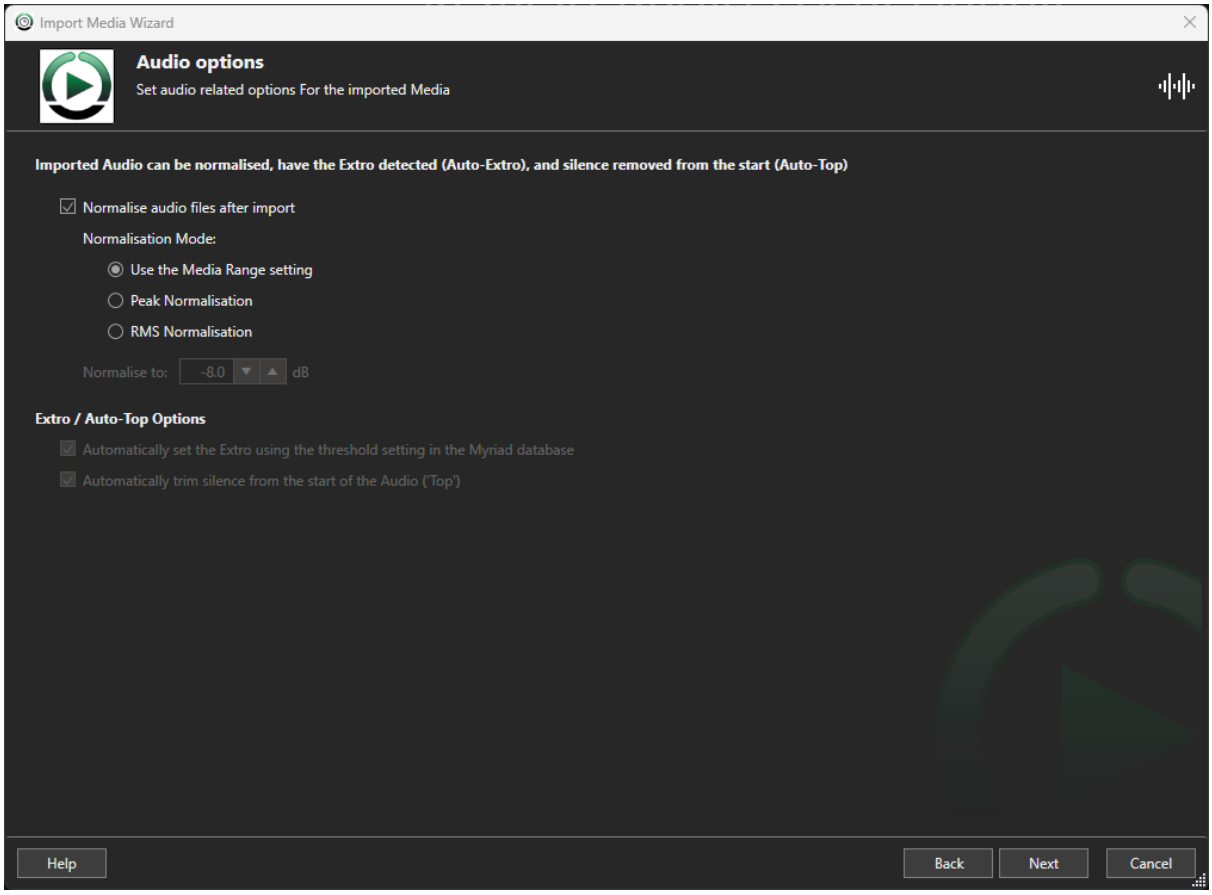


You can also use the **Save the List** button to create a Import List File that can be imported again at a later stage.

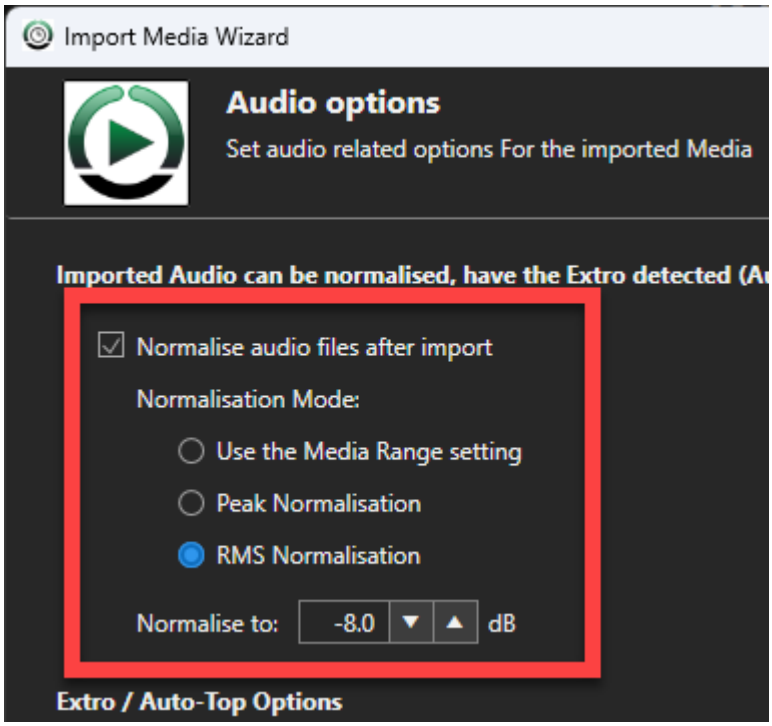


7. The next page of the wizard allows you to select the Normalisation method applied to the import. By default, the audio files will be imported using the Normalisation settings for the Media Radio they are being imported into.

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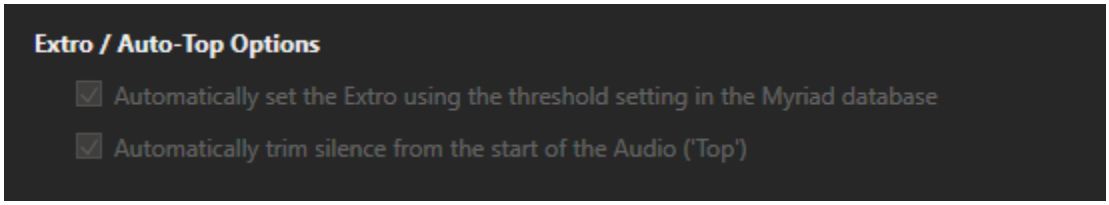
You can override the Normalisation settings for this import process by selecting **Peak or RMS Normalisation** (recommend peak for speech content and RMS for music).



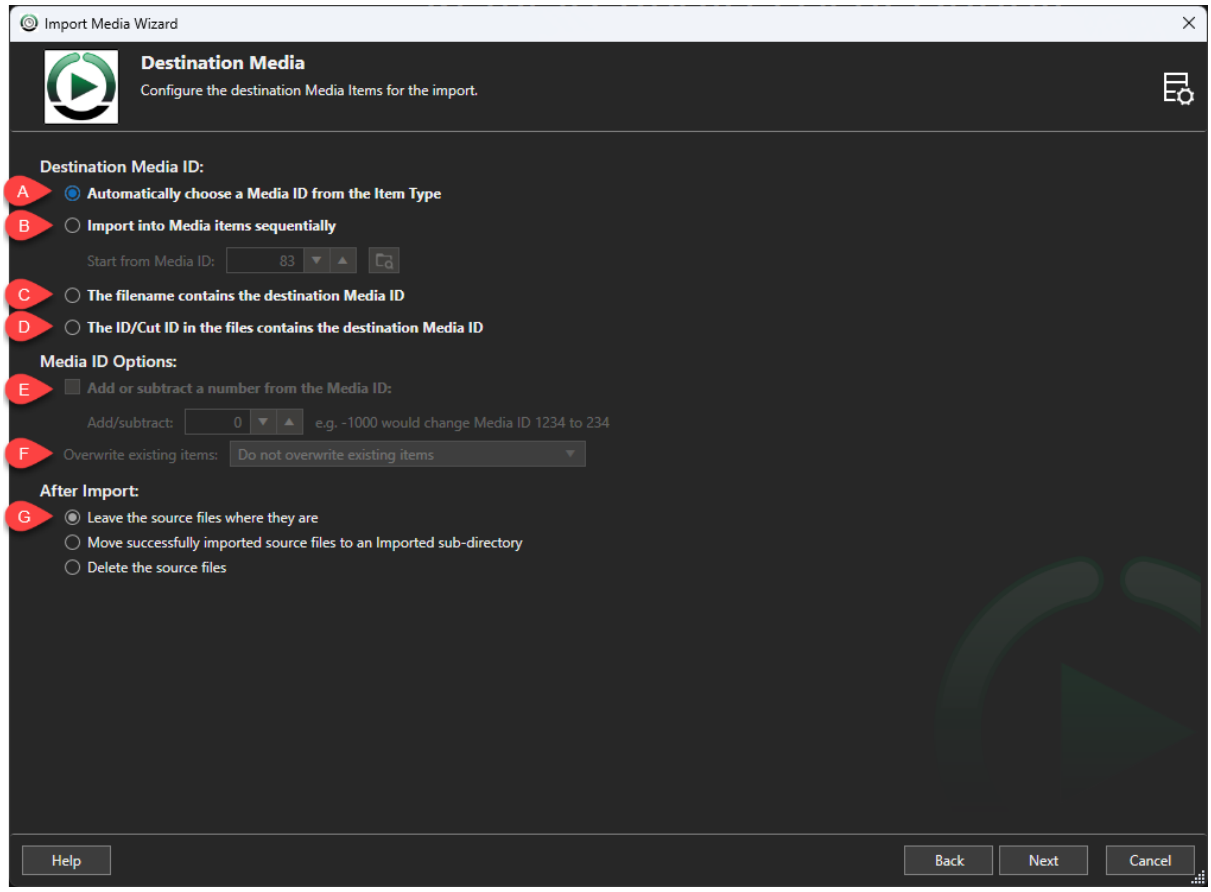
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You can also set the normalisation target for the import process.

8. The **Extro/Auto-Top** options can only be adjusted if the MediaWall is not set to apply them by default.

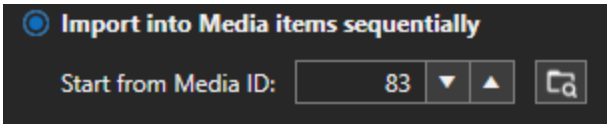


9. Next, you can set the location on the MediaWall, that the content will be imported into. In most cases, it is recommended to use the **Automatically choose Media ID from Item Type** option, but there are several other options available.



   a. **Automatically choose Media ID from Item Type –** The imported files will be added to the first available Media ID's in the Media Range assigned to the Item Type, i.e. will add them to the next empty Media ID's in the Songs range.
   b. **Import into Media items sequentially –** The selected audio files will added to the MediaWall sequentially starting from the selected Media ID.

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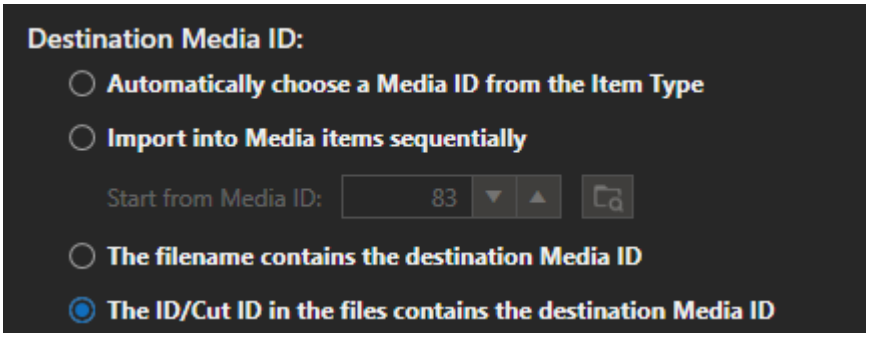
You can browse to select the starting Media ID using the **Media Browser** button  .

Please note that you can set whether existing Media should be overwritten or 'stepped over' in the **Media ID Options** section on the same page of the wizard.

c. You can also choose to use the a number in the filename to set the location on the MediaWall. So a file called 10750 – Kylie Minogue – Shocked.wav would be impored into Media ID 10750.



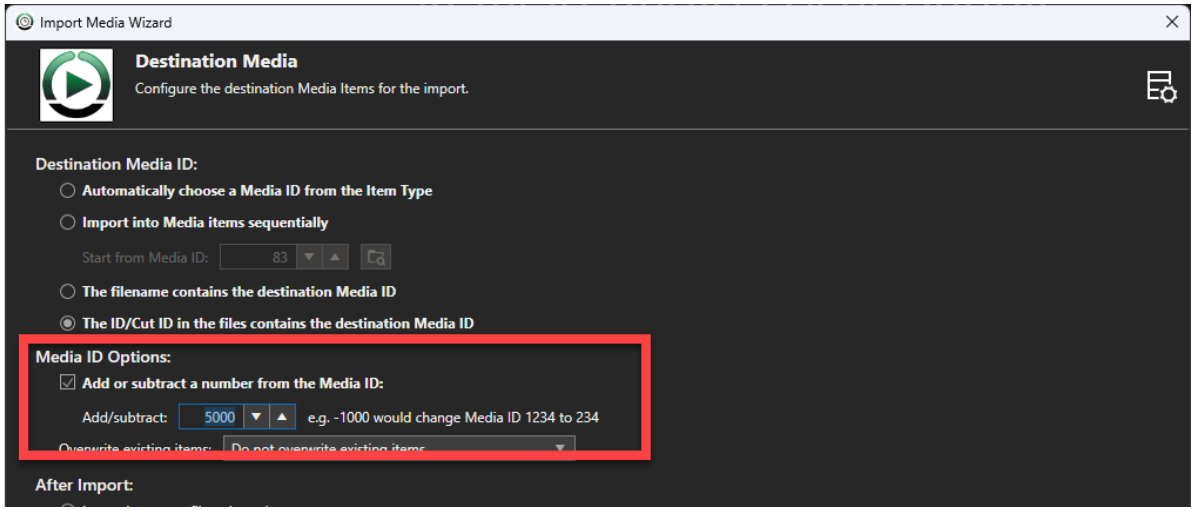
d. Finally, you can use an ID/Cut ID field withing the metadata of the file to set the location on the MediaWall.



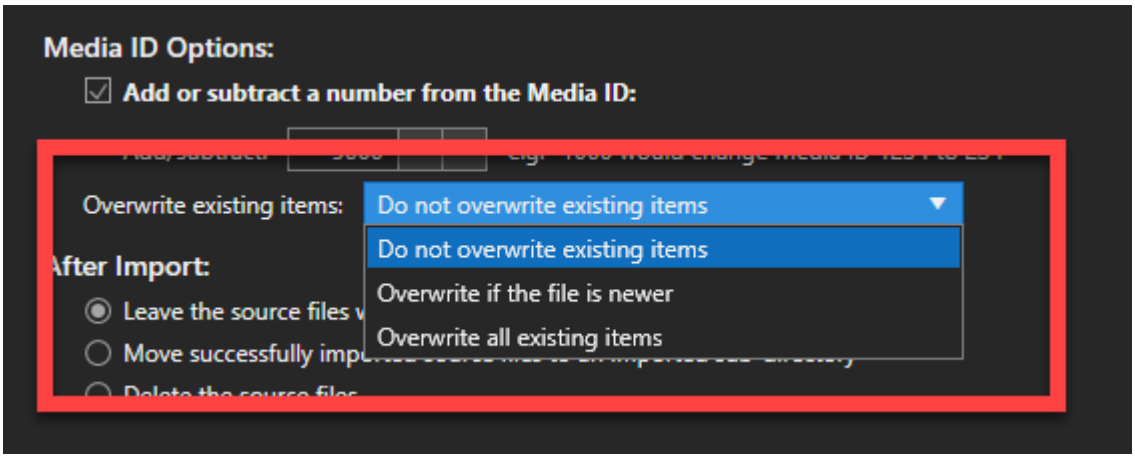
e. In the **Media ID Options** section, you can add a numerical offset to imported content. Let's say you have a bunch of files that you are importing from a sister station that also uses Myriad Playout. They may have their songs starting at 10,000 on the MediaWall meaning the file name for a song with Media ID 10,000 would be MYR10000.wav. If you wanted to import these Songs into your MediaWall but starting at Media ID 15,000, you can use the **Add or Subtract a number from the Media ID** option to create that offset.

In the example below, an imported file called MYR10000.wav would be imported into Media ID 15,000.

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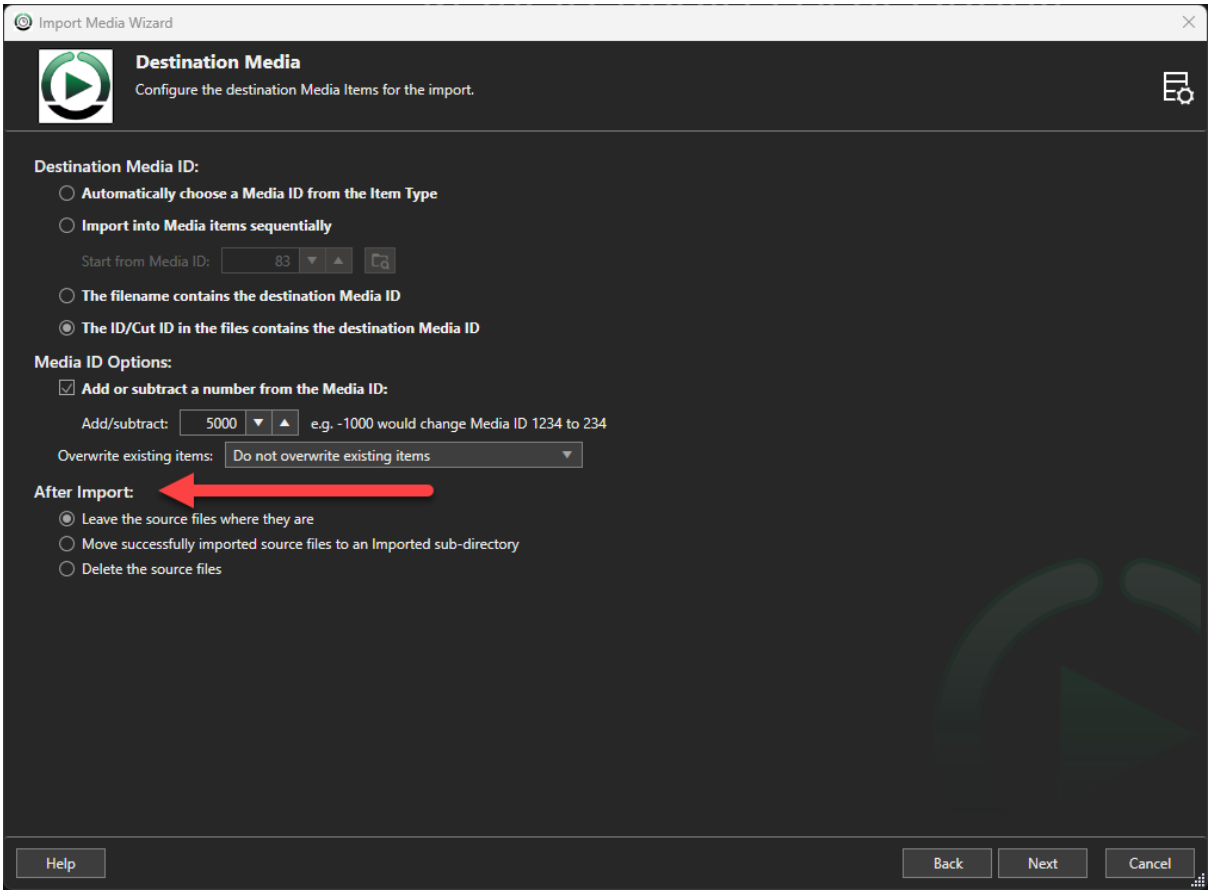


f. You can also choose whether the import process will 'step over' existing items on the MediaWall, overwrite them or only overwrite them if the imported file is newer.



g. Finally, you can choose what the system should do with the original audio files once they have been imported.

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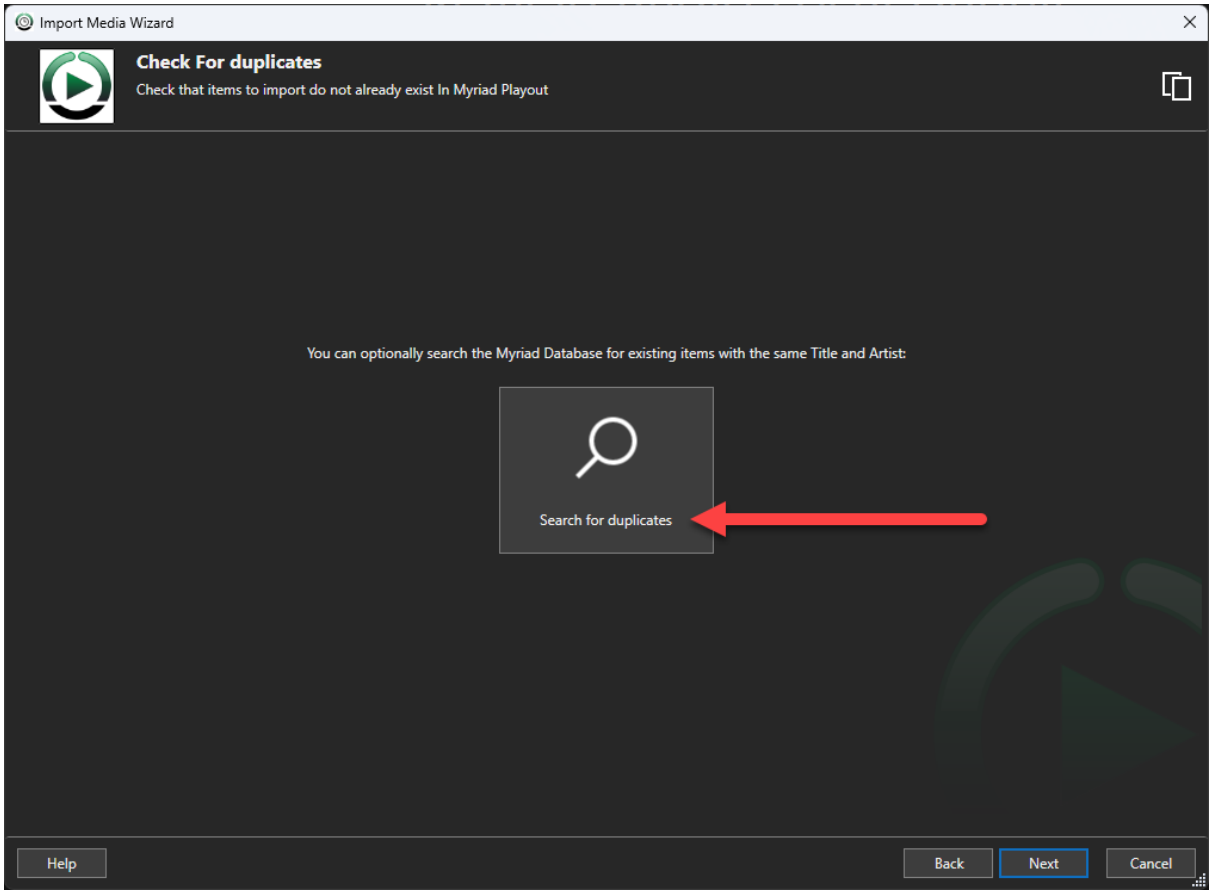
The options are:

Leave the source files where they are.
Move the imported source files to an Imported sub-folder.
Delete the source files.

Click **Next** to continue.

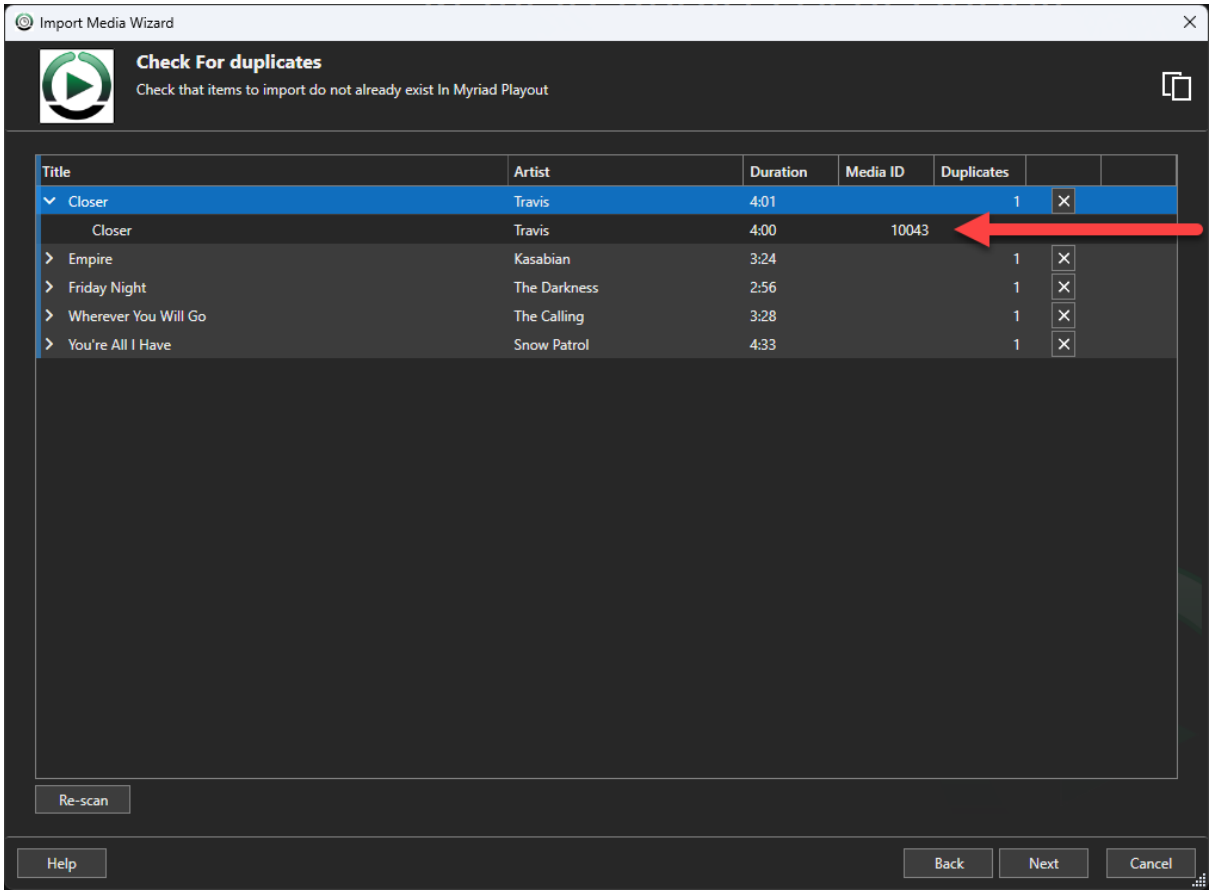
10. Next, you have the options to search for duplicates that already exist on the MediaWall. When you click on the **Search for Duplicates** button, the system will use the metadata from the files you are importing, and compare to the metadata of items on the MediaWall, and flag any potential duplicates.

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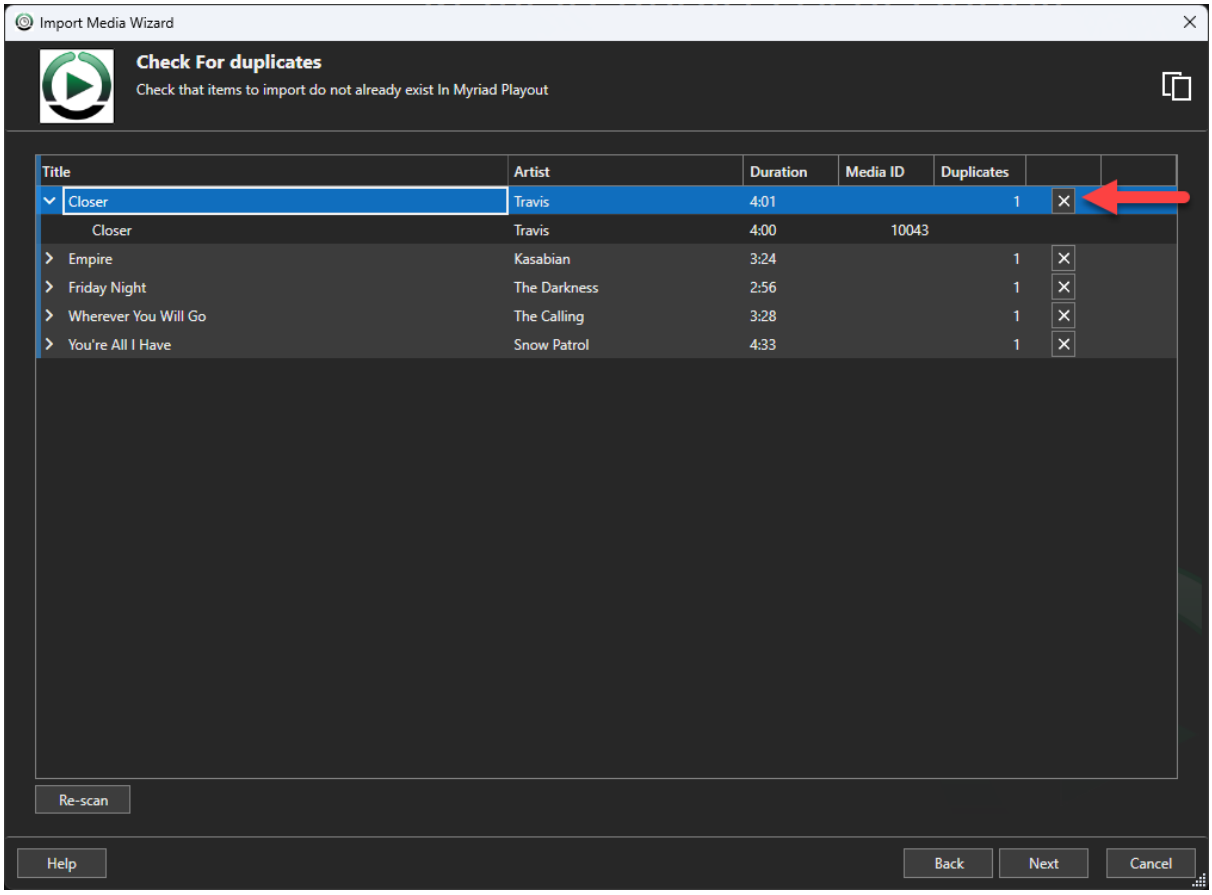
Potential duplicates are then displayed. You can expand any of the flagged items to see the details of the potential duplicate.

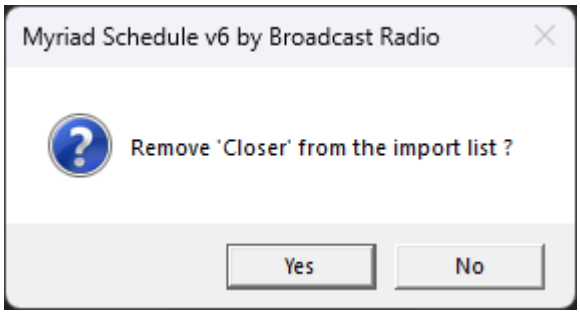
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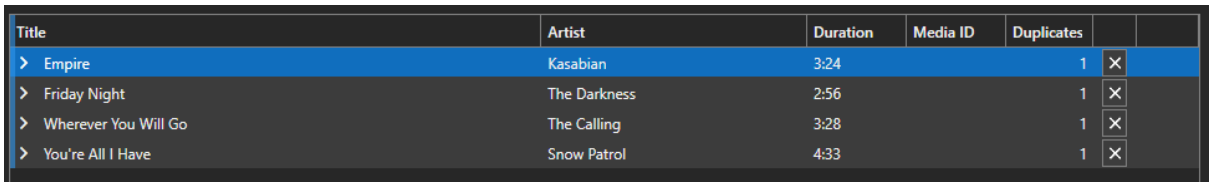


Once you have confirmed the duplicate, you can click on the **X** button to the right of the duplicate to remove it from the import process.

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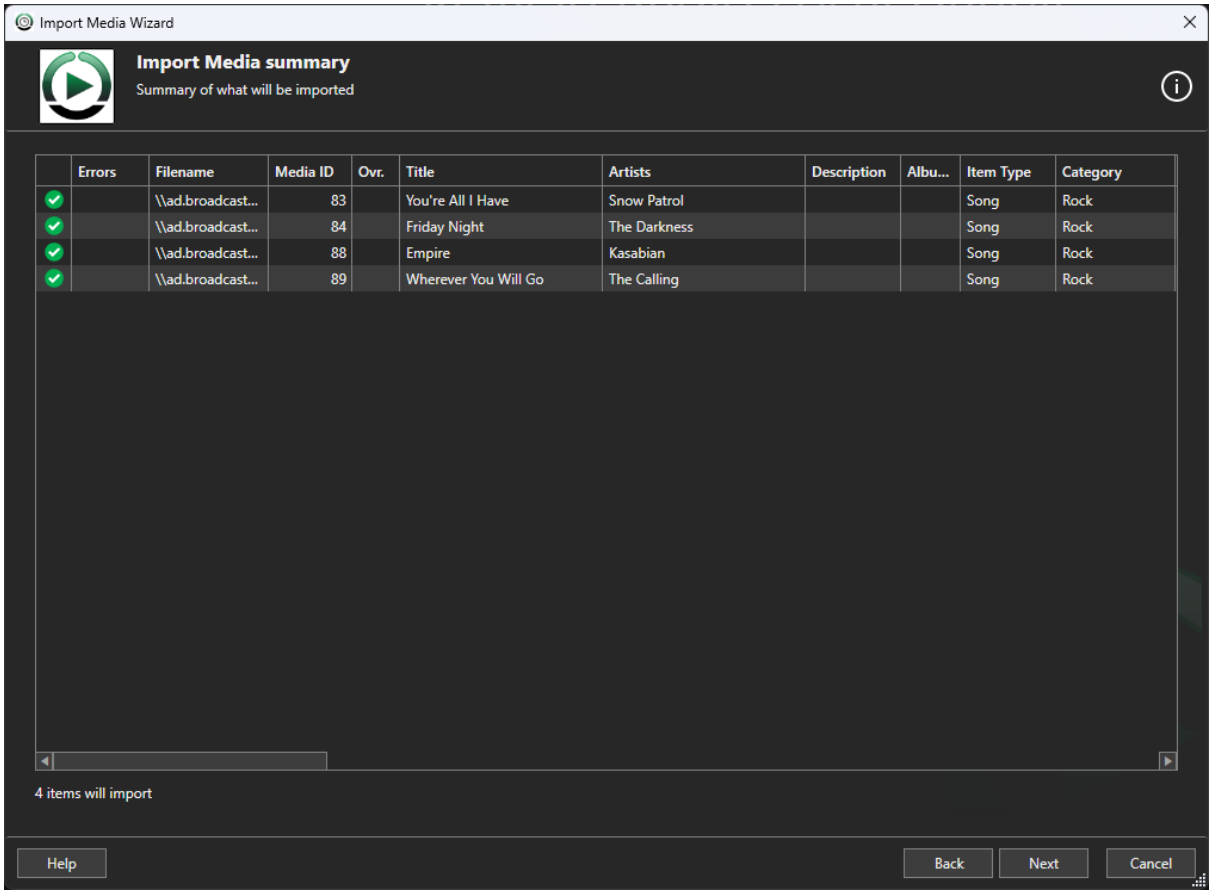




Click **Next** to continue.

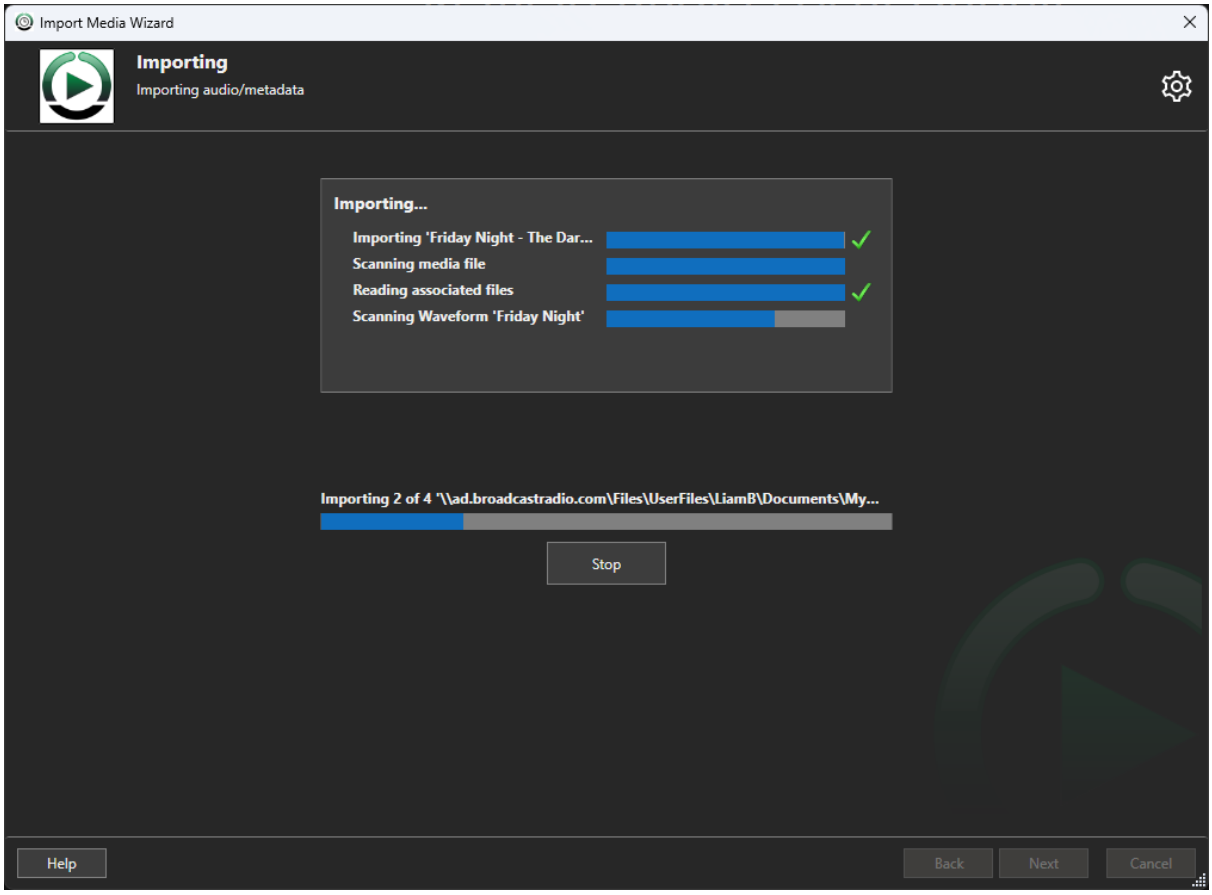
11. The next page shows a summary of the import process. Check everything looks correct and then click on **Next**.

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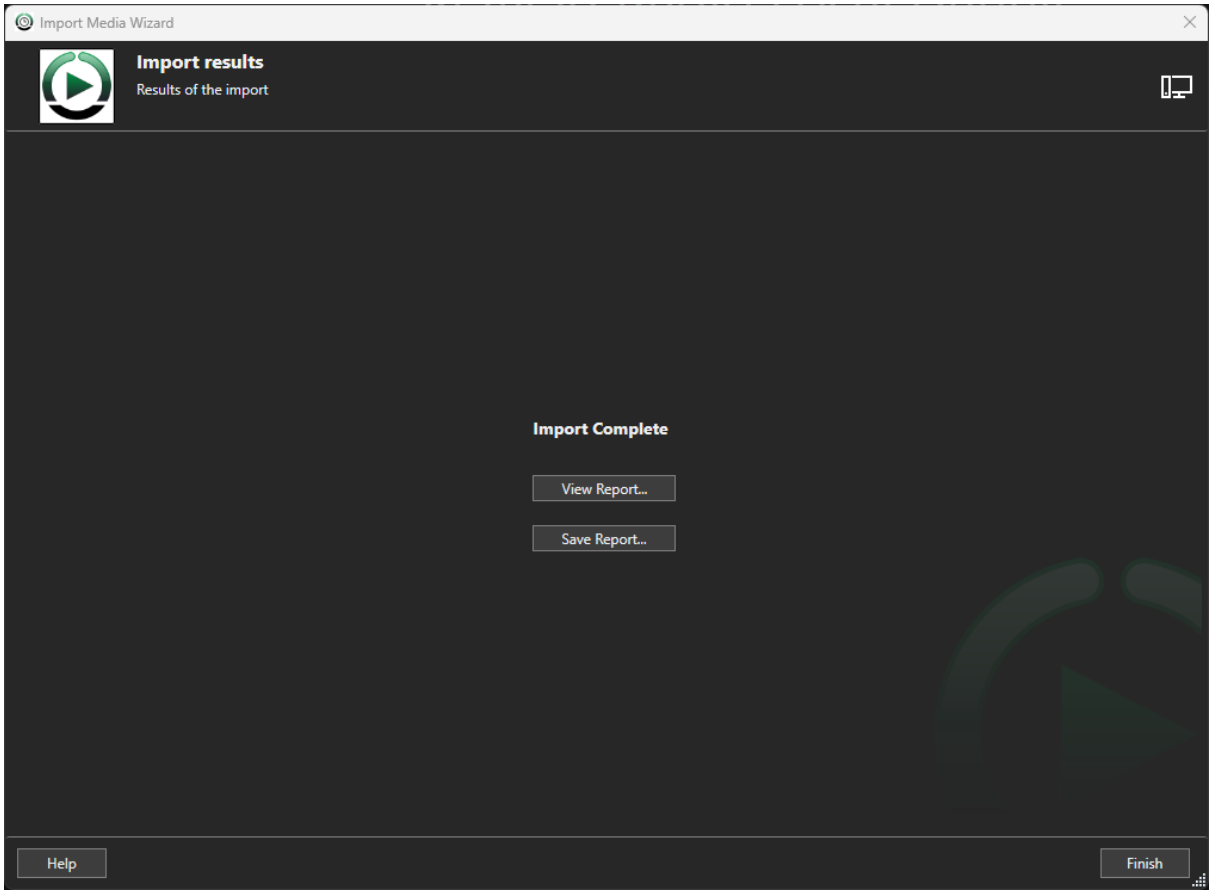
12. After confirming you want to proceed, the import process will begin.

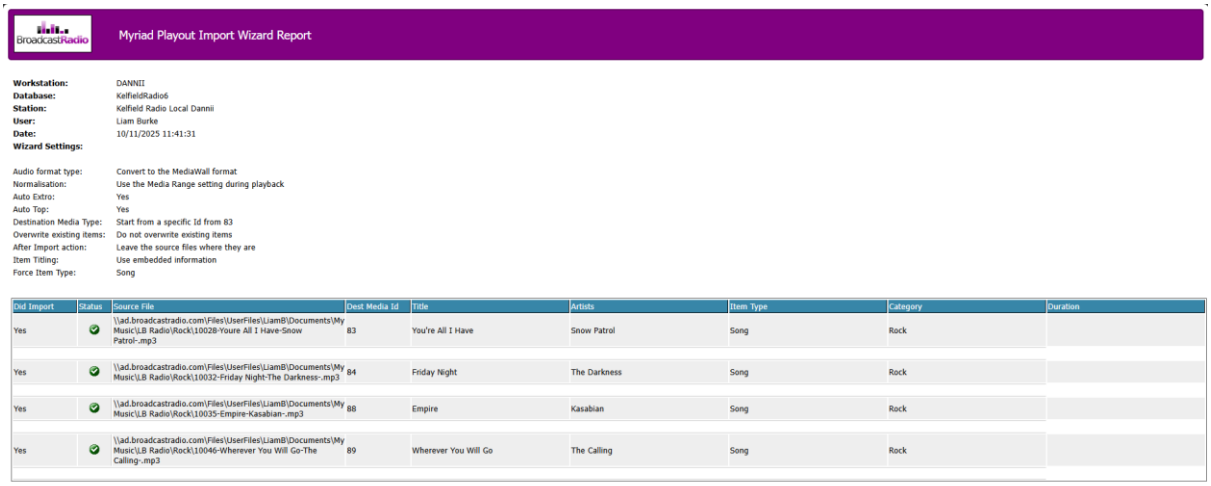
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13. Once completed, you can view or save a summary report.

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Myriad Playout Import Wizard Report

Workstation: DANNII
Database: KelfieldRadio6
Station: Kelfield Radio Local Dannii
User: Liam Burke
Date: 10/11/2025 11:41:31
Wizard Settings:

Audio format type:	Convert to the MediaWall format
Normalisation:	Use the Media Range setting during playback
Auto Extro:	Yes
Auto Top:	Yes
Destination Media Type:	Start from a specific Id from 83
Overwrite existing items:	Do not overwrite existing items
After Import action:	Leave the source files where they are
Item Titling:	Use embedded information
Force Item Type:	Song

Did Import	Status	Source File	Dest Media Id	Title	Artists	Item Type	Category	Duration
Yes		\\ad.broadcastradio.com\Files\UserFiles\LiamB\Documents\My Music\LB Radio\Rock\10028-Youre All I Have-Snow Patrol-.mp3	83	You're All I Have	Snow Patrol	Song	Rock	
Yes		\\ad.broadcastradio.com\Files\UserFiles\LiamB\Documents\My Music\LB Radio\Rock\10032-Friday Night-The Darkness-.mp3	84	Friday Night	The Darkness	Song	Rock	
Yes		\\ad.broadcastradio.com\Files\UserFiles\LiamB\Documents\My Music\LB Radio\Rock\10035-Empire-Kasabian-.mp3	88	Empire	Kasabian	Song	Rock	
Yes		\\ad.broadcastradio.com\Files\UserFiles\LiamB\Documents\My Music\LB Radio\Rock\10046-Wherever You Will Go-The Calling-.mp3	89	Wherever You Will Go	The Calling	Song	Rock	

14. Finally, click on **Finish** to close the Import Wizard.

Importing From a List of Files

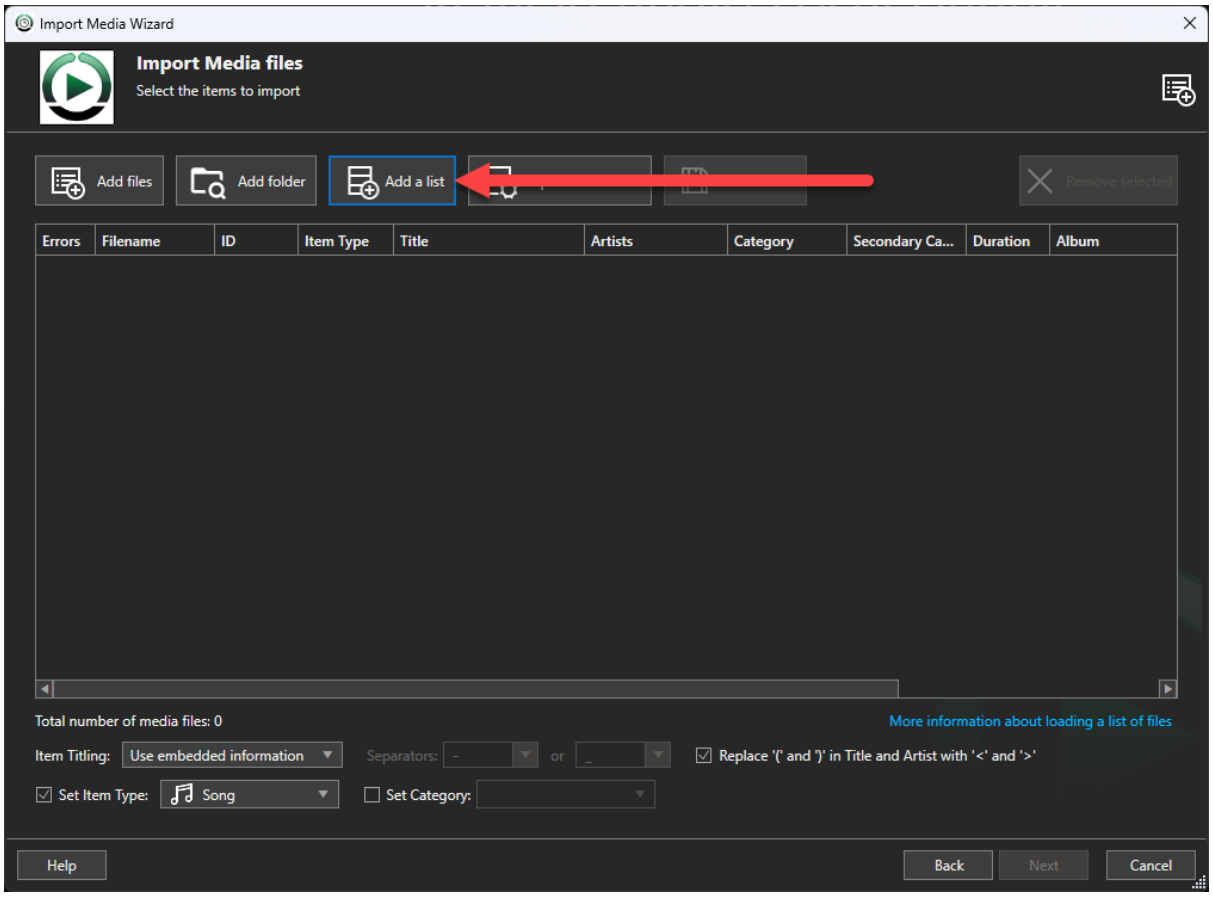
In addition to importing selected files or folders of content, you can also import previously saved lists of files or correctly formatted data exported from 3rd party playout and scheduling systems, using the **Add a List** button.

You can import:

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- Previously saved list files (.txt) generated by the Import Wizard.
- Correctly formatted CSV files.
- Correctly formatted .xls or .xlsx files.

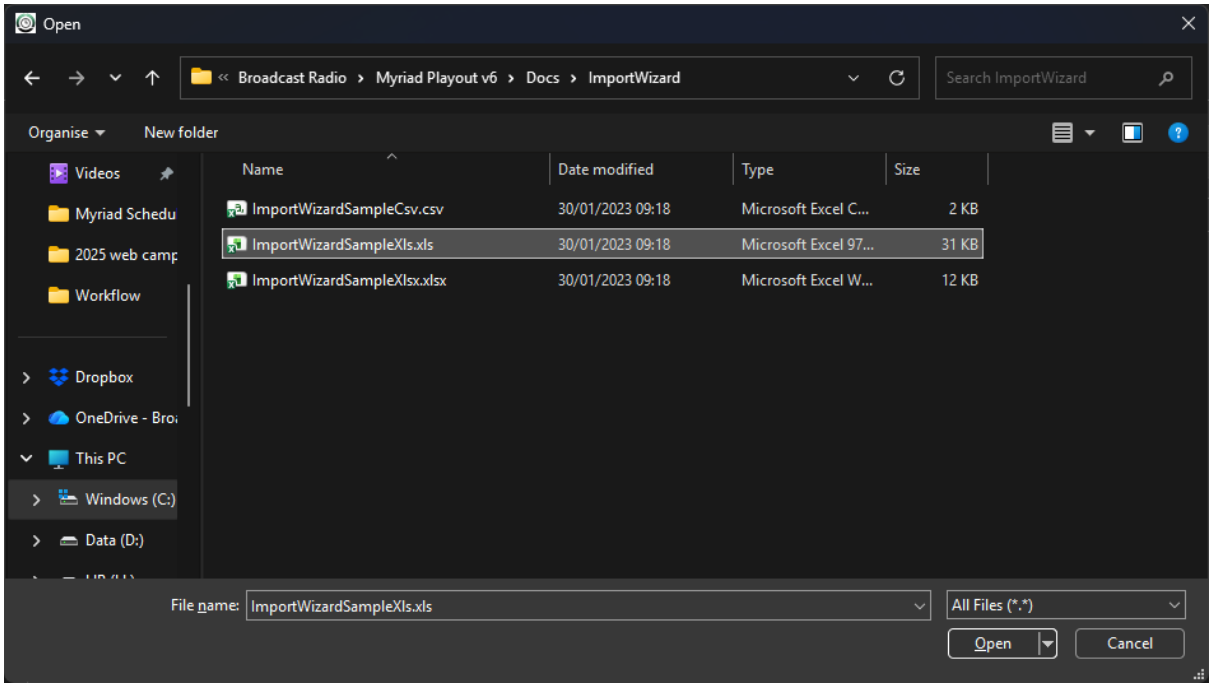
To use this option, click on the **Add a List** button and browse to an appropriately formatted list file.



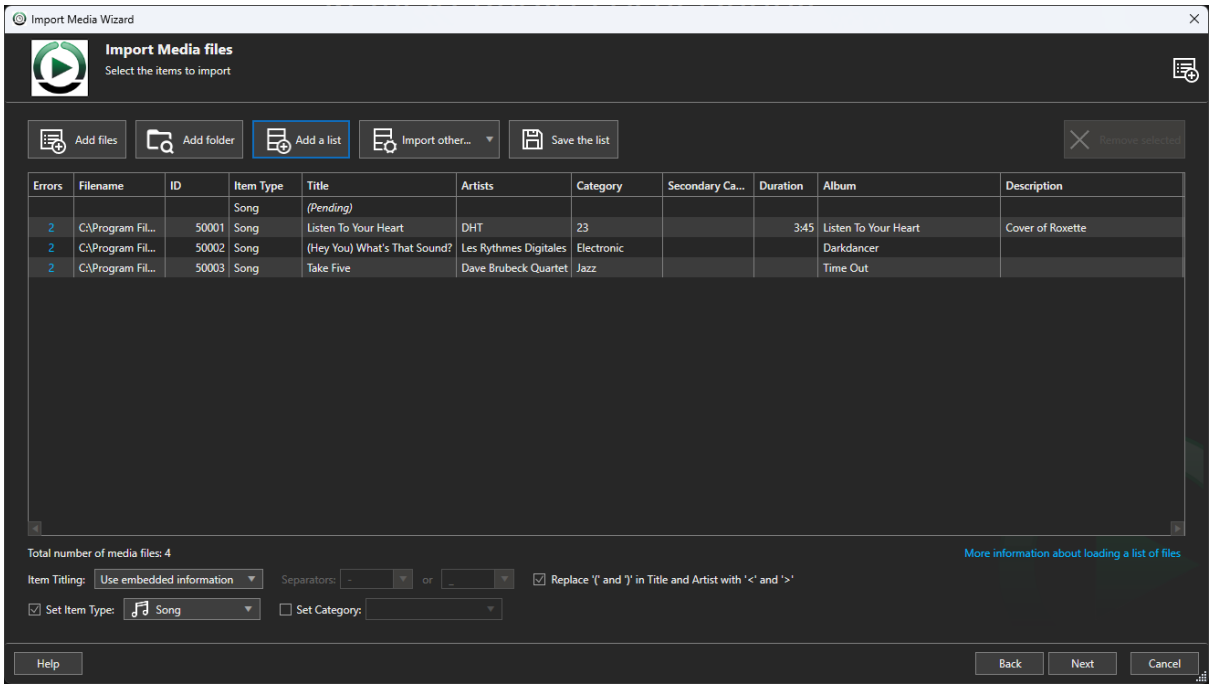
You will find some examples import list files in the following location on any PC with Myriad Playout installed.

Example files - C:\Program Files (x86)\Broadcast Radio\Myriad Playout v6\Docs\ImportWizard

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Select the file you want and click **Open.**



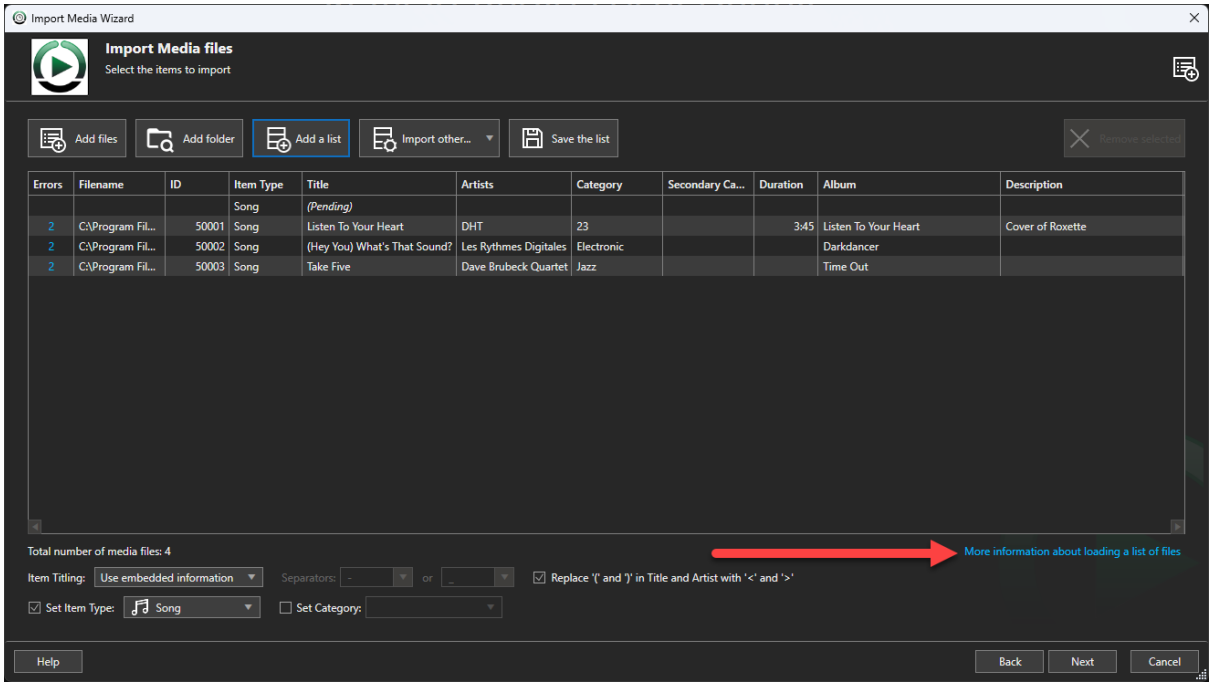
The audio items in the list file will be added to the import list.

Please note that formatting import list files is beyond the scope of this documentation but is covered in detail in a separate help article which you will find using the link below.

https://help.broadcastradio.com/support/solutions/articles/101000534995

You can also follow the link on the Import Wizard to access learn more about import list files.

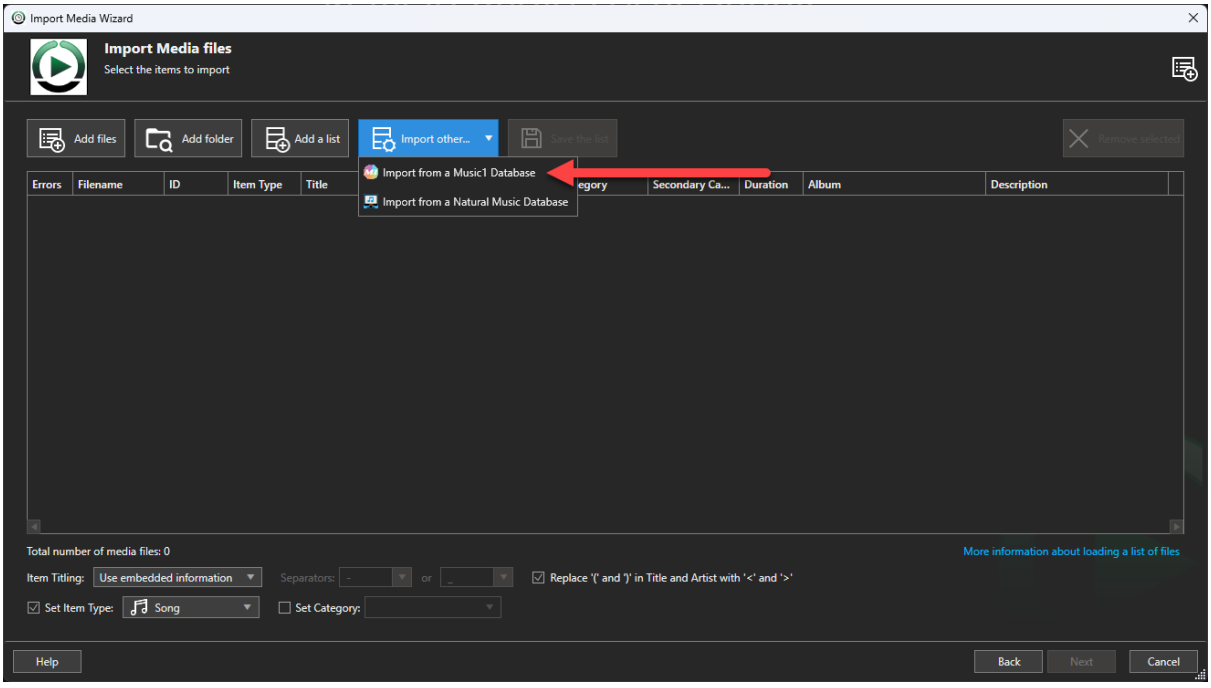
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Importing Other – Music 1 Database

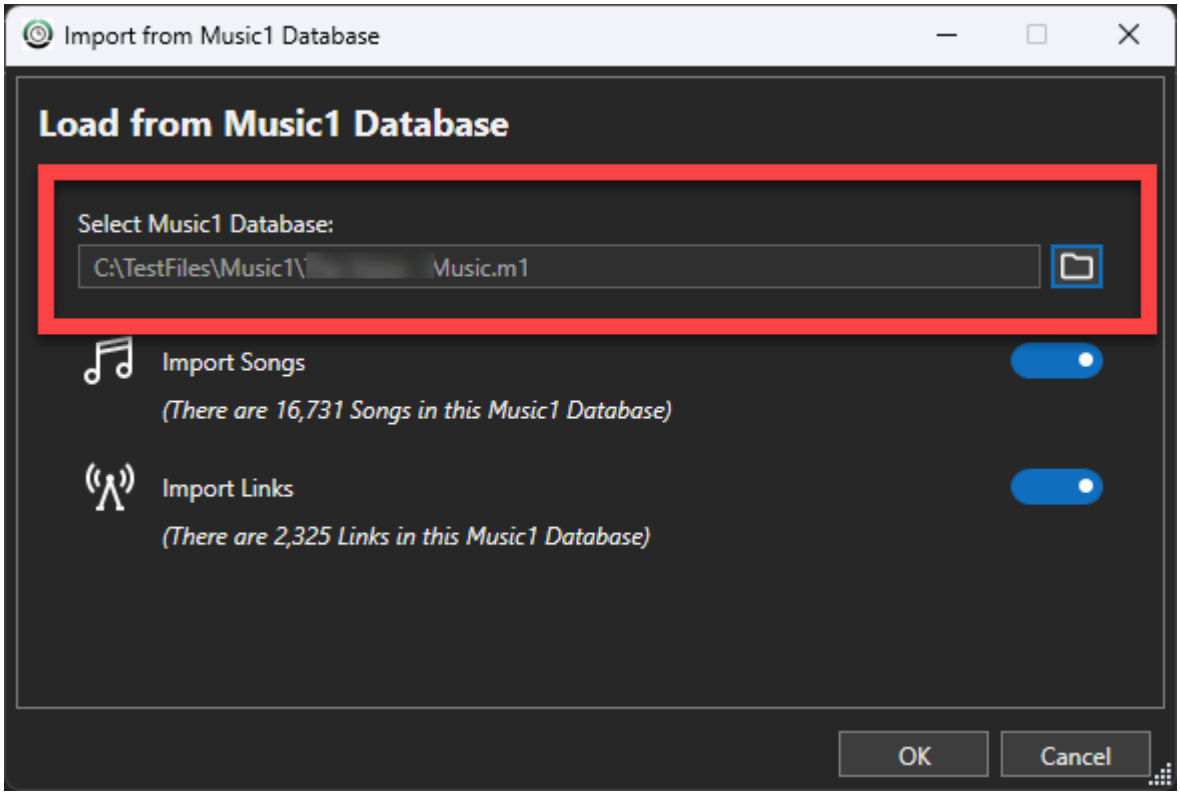
If you want to import audio files based on a Music 1 database, follow these steps:

1. In the Import Wizard, click on the **Import Other** button and select **Import from a Music 1 Database**.

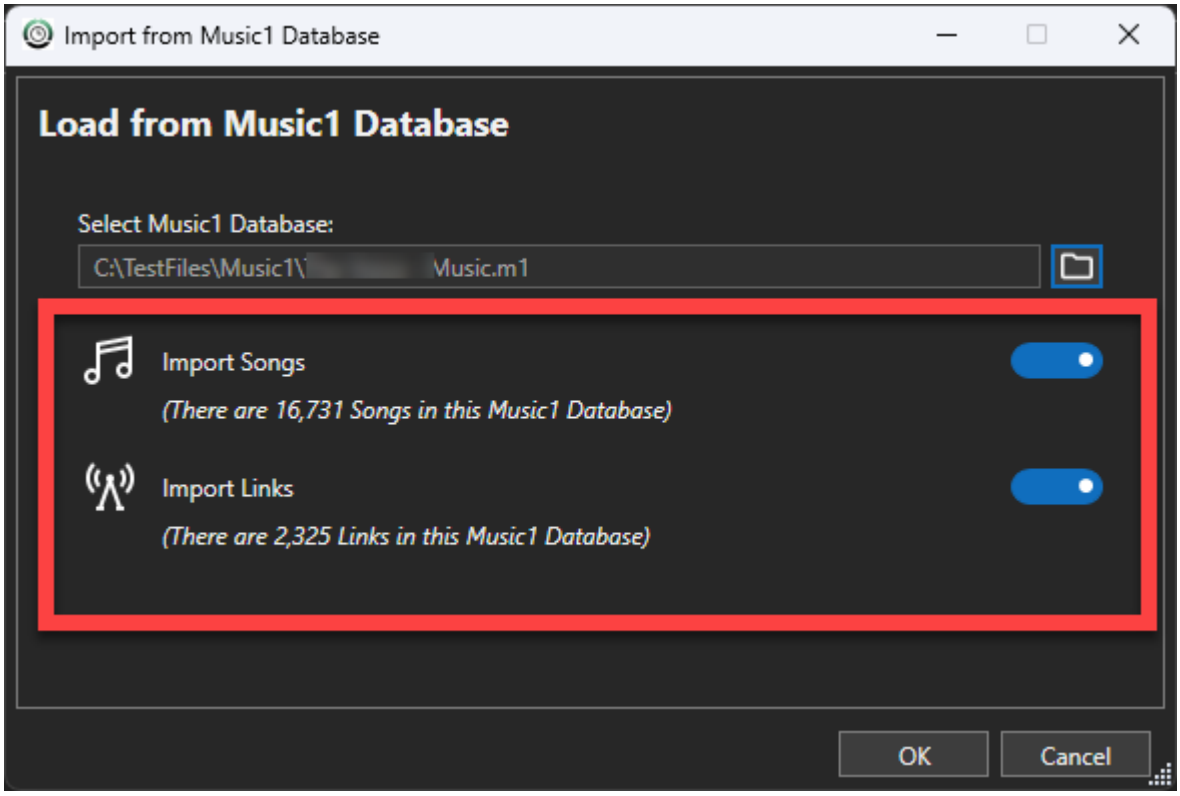


2. Use the **Browse** button to browse and select your Music 1 Database file.

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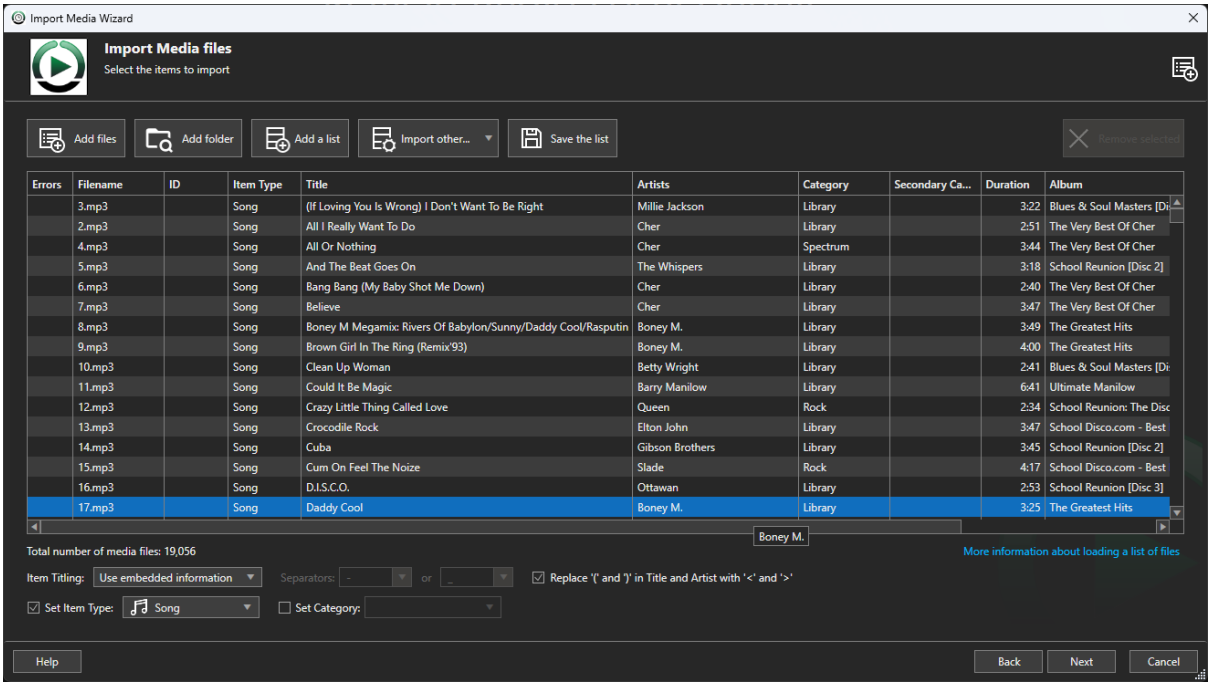


3. Select whether to import Songs, Links or both, then click on **OK**.



4. The list if Songs & Links to be imported will be displayed in the files section. Check the data looks correct and then proceed with the rest of the Import Wizard process as normal.

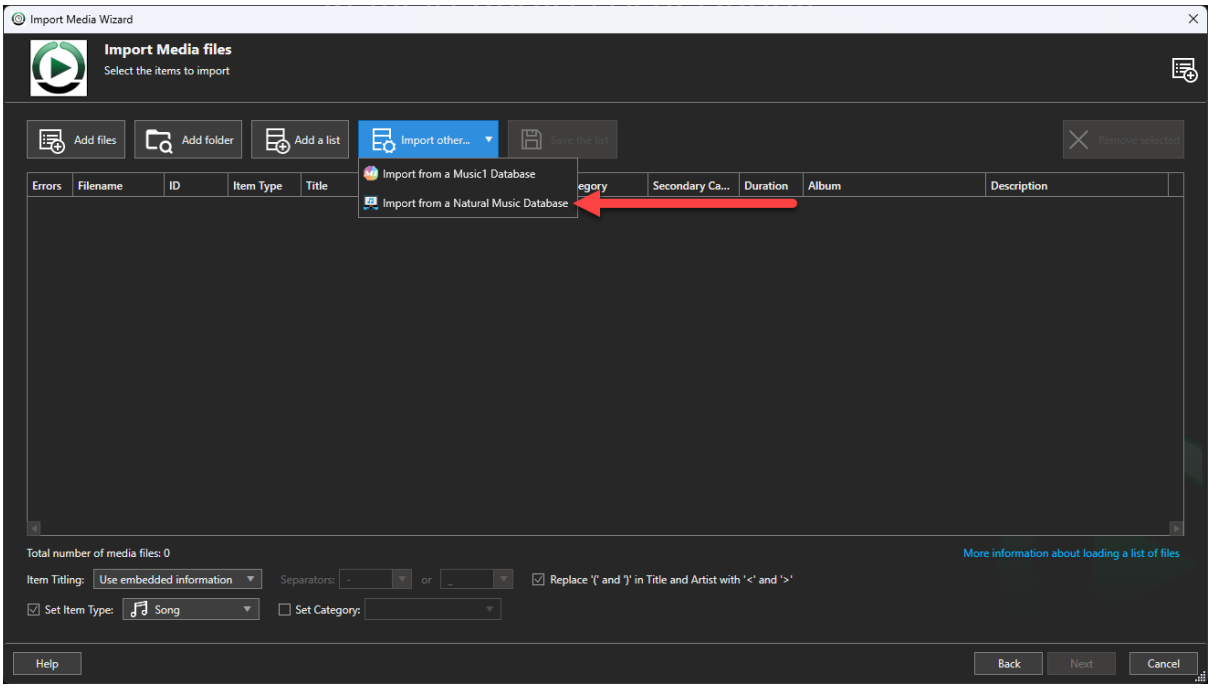
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Importing Other – Natural Music

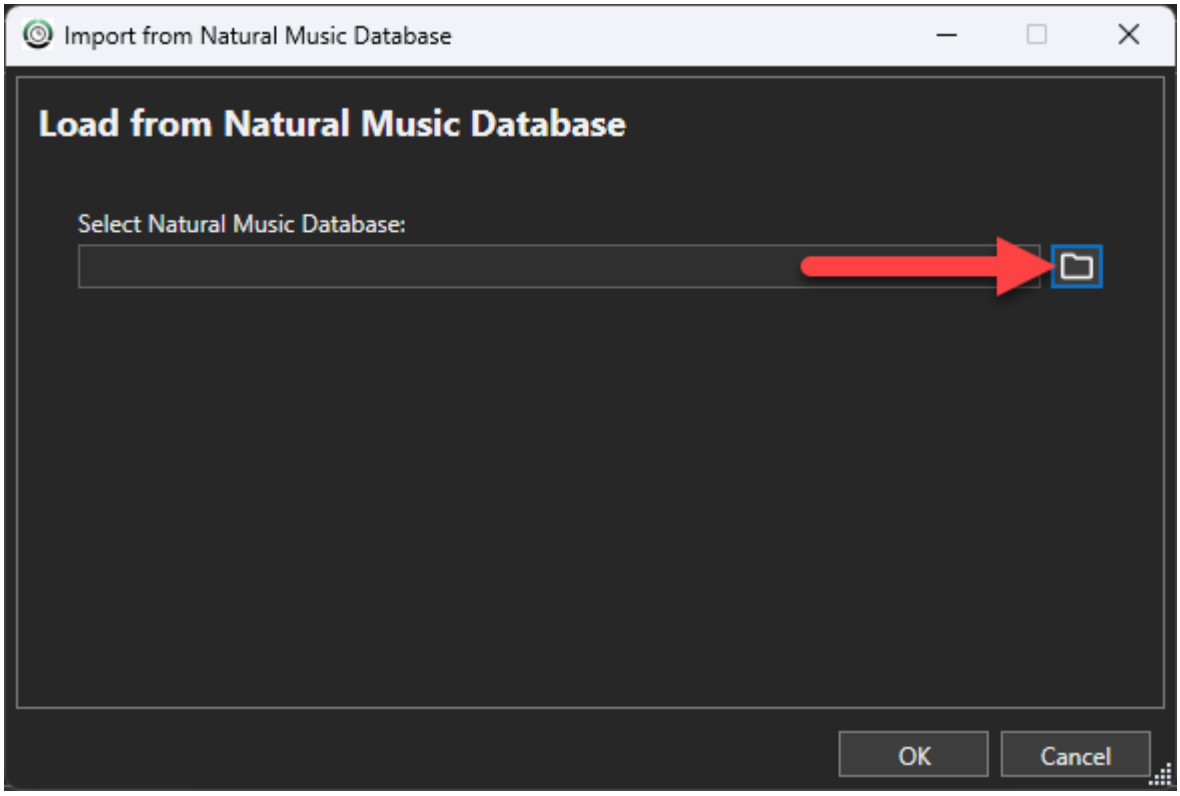
If you want to import audio files based on a Natural Music database, follow these steps:

1. In the Import Wizard, click on the **Import Other** button and select **Import from a Natural Music Database**.

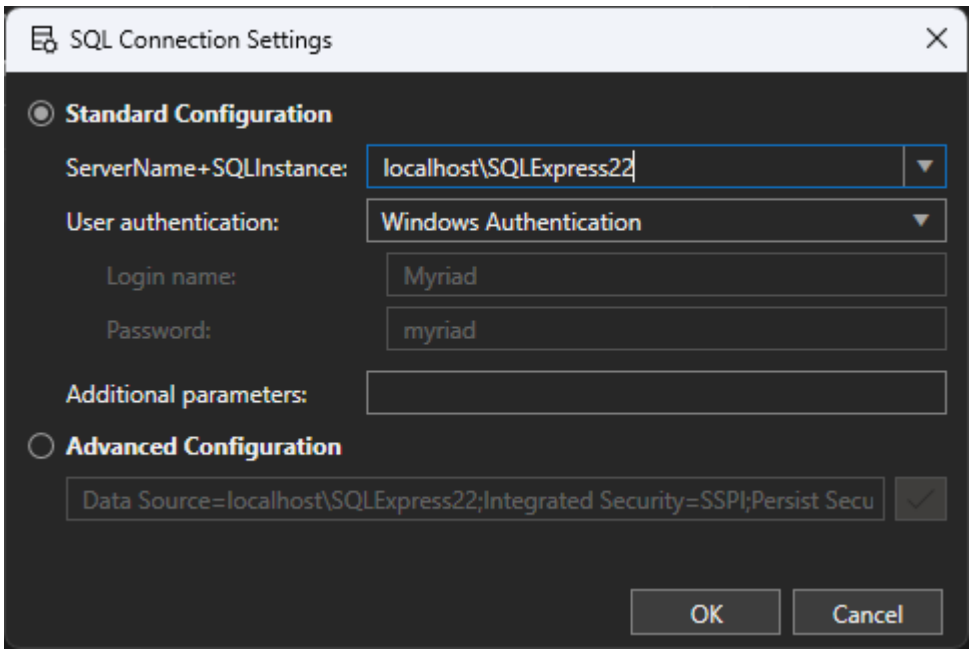


2. Use the **Browse** button.

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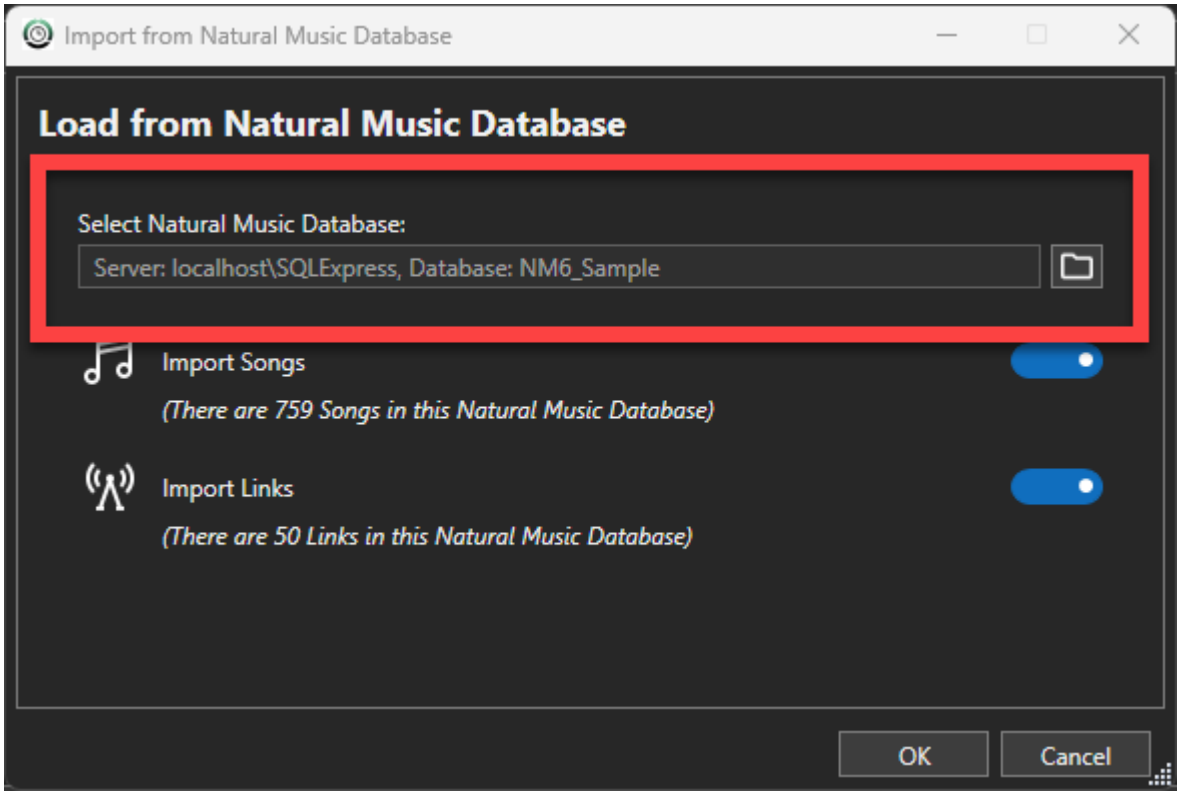


3. Natural Music uses an Microsoft SQL database so you will need to add in the connection details to the SQL server that is hosting the Natural Music database.

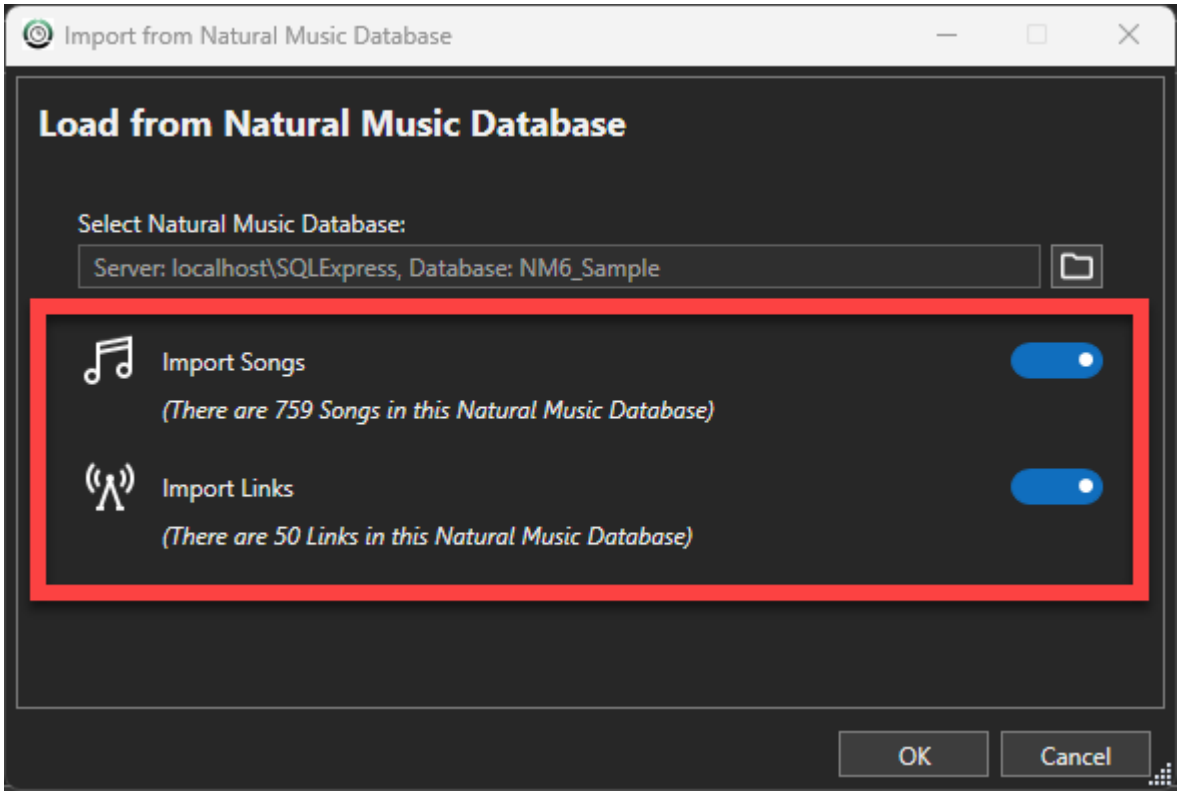


The Natural Music database will be automatically selected.

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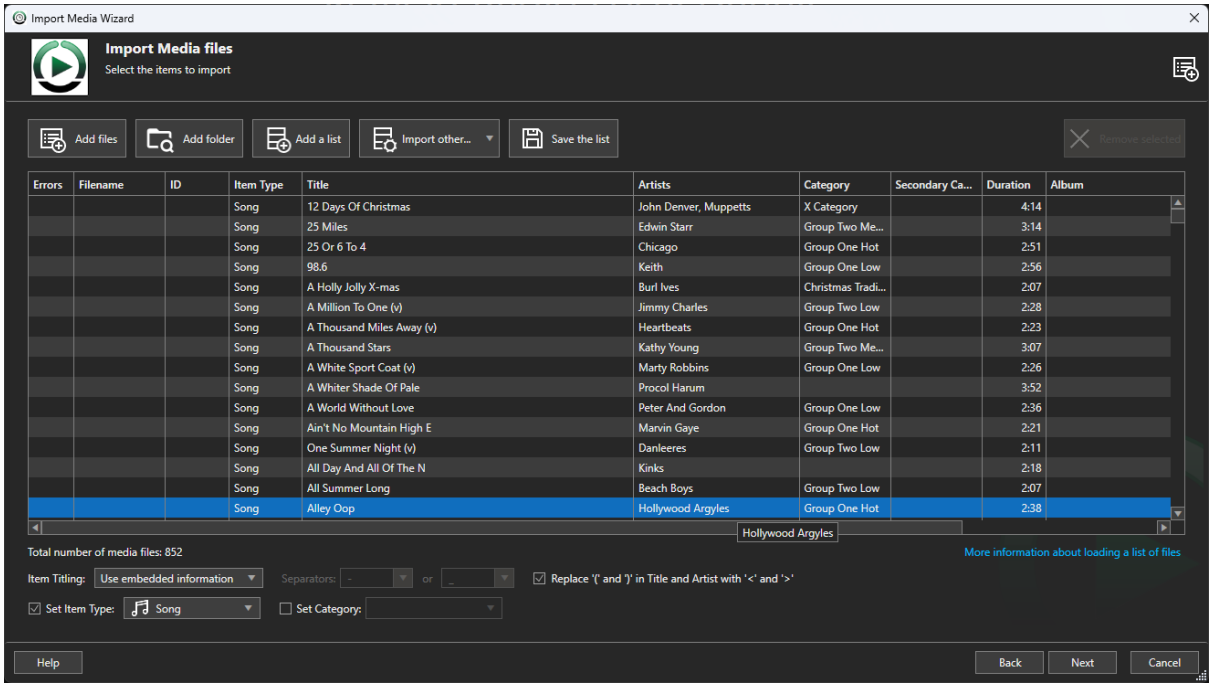


4. Select whether to import Songs, Links or both, then click on **OK**.



5. The list if Songs & Links to be imported will be displayed in the files section. Check the data looks correct and then proceed with the rest of the Import Wizard process as normal.

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Importing Other – Aiir PlayoutOne (Requires Myriad Upgrade Utility v6)

If you want to import content from a Playout One system, you need to use the **Myriad Upgrade Utility** instead of the **Import Wizard**.

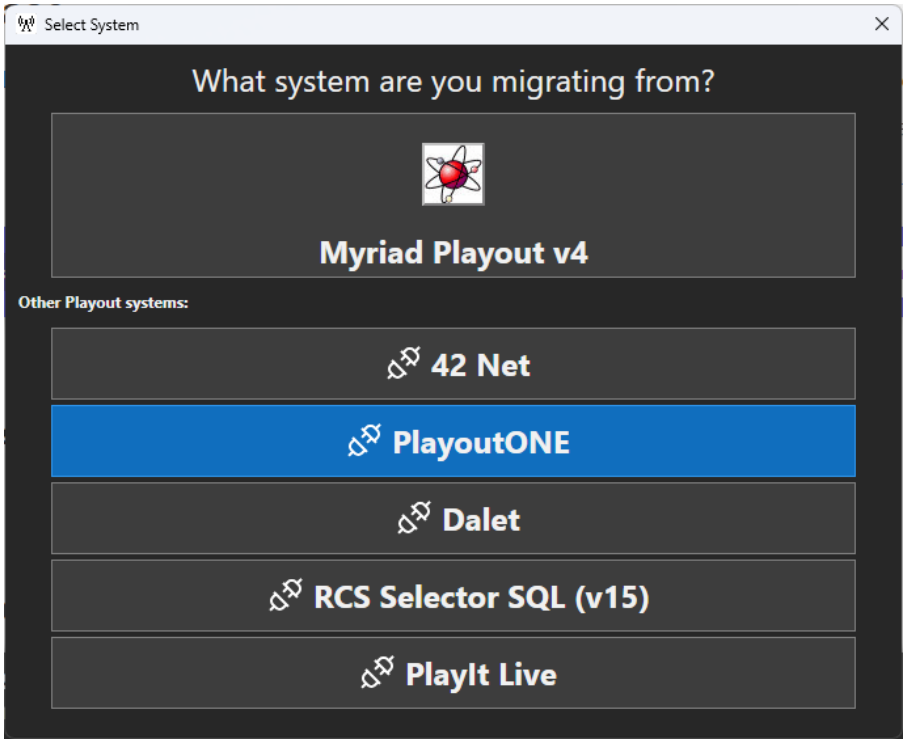
This process is technically not part of Myriad Schedule Pro but is included in this section for completeness.

The **Myriad Upgrade Utility** is installed as part of the main Myriad Playout installation and can be found on any PC with Myriad Playout installed.

To import Aiir PlayoutONE data, follow these steps:

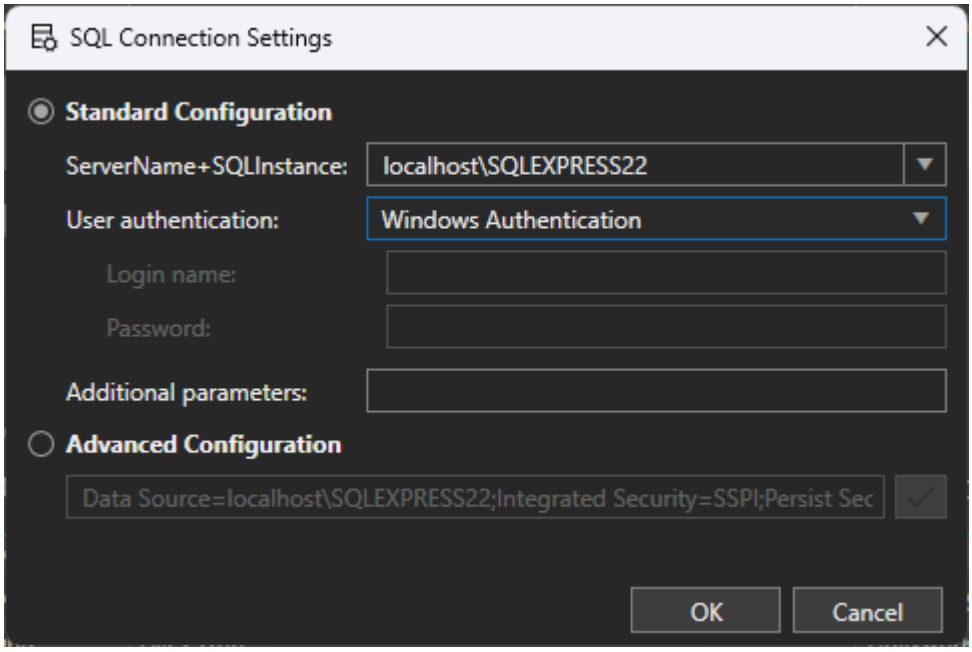
1. Run the **Myriad Upgrade Utility.**

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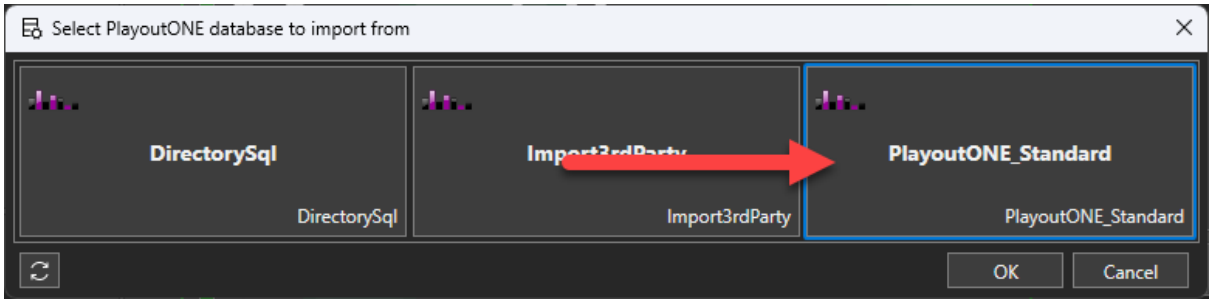
2. Click on the **PlayoutONE** option.

3. Add in the connection details for the SQL database that hosts the PlayoutONE database.

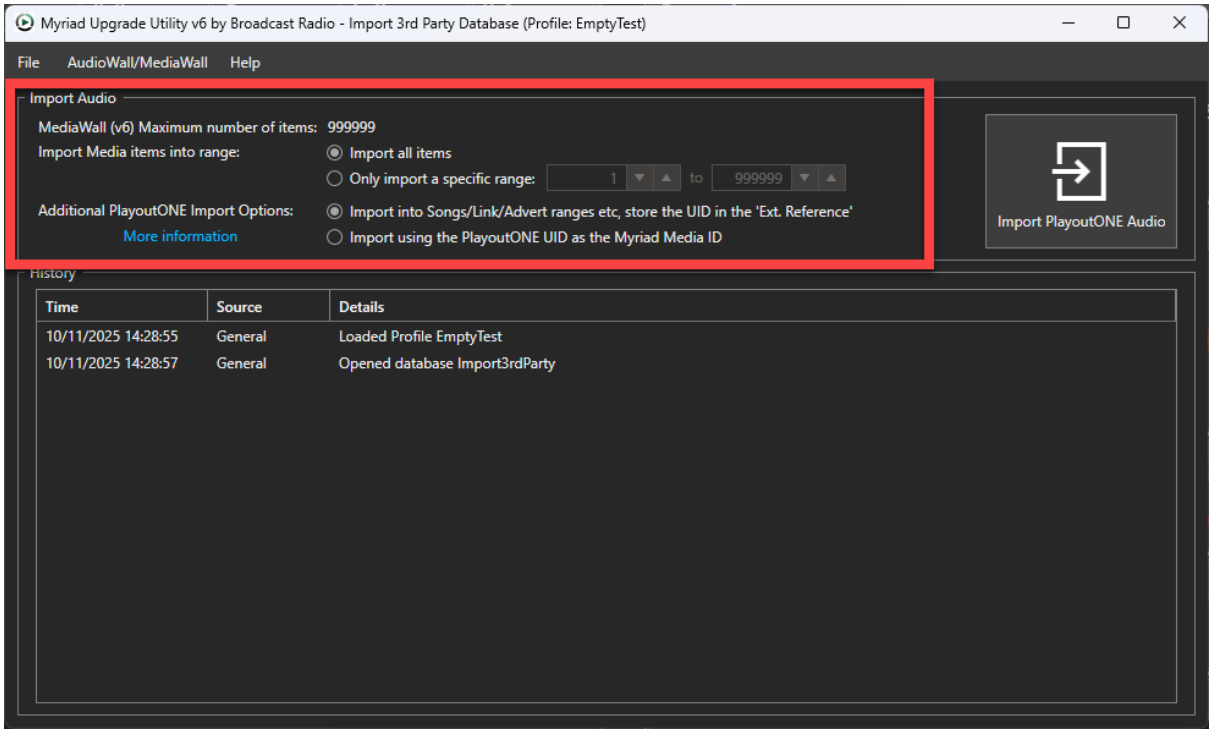


4. Select the **PlayoutONE Database**.

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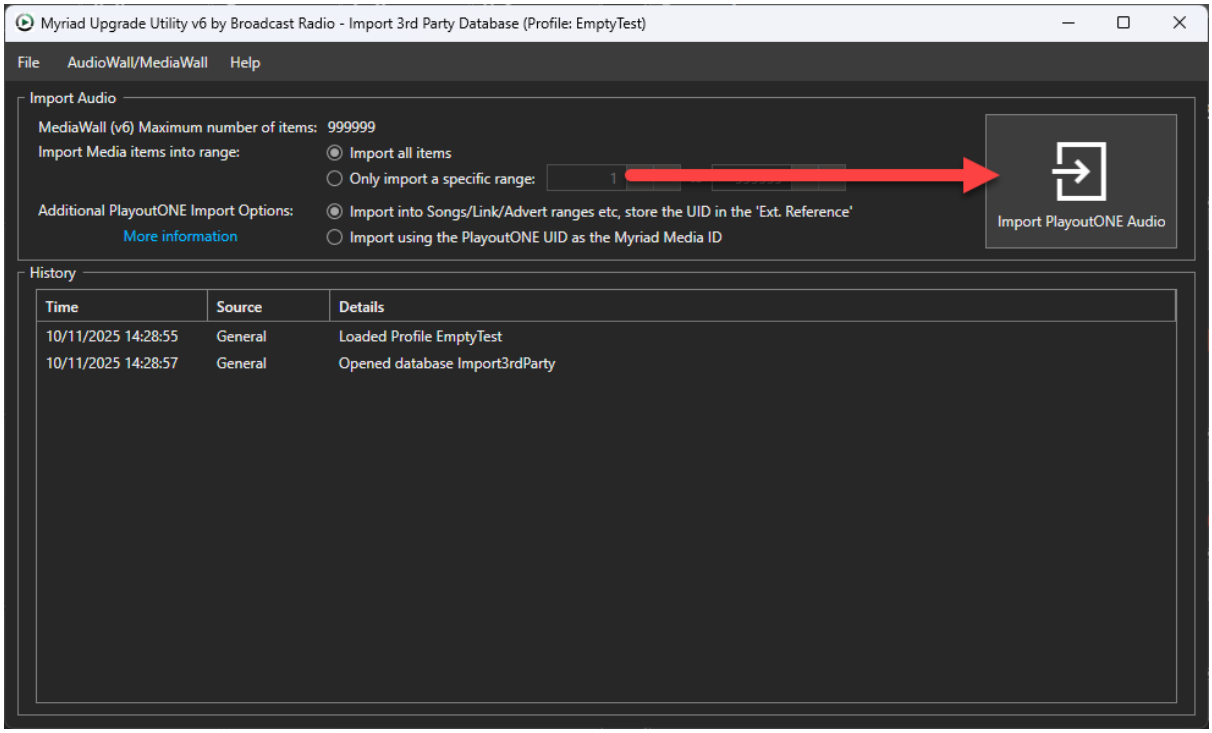


5. Set the **Media Range** you want to import and set whether to use the PlayoutONE UID as the Media ID or as the External Reference (recommended) in Myriad Playout.

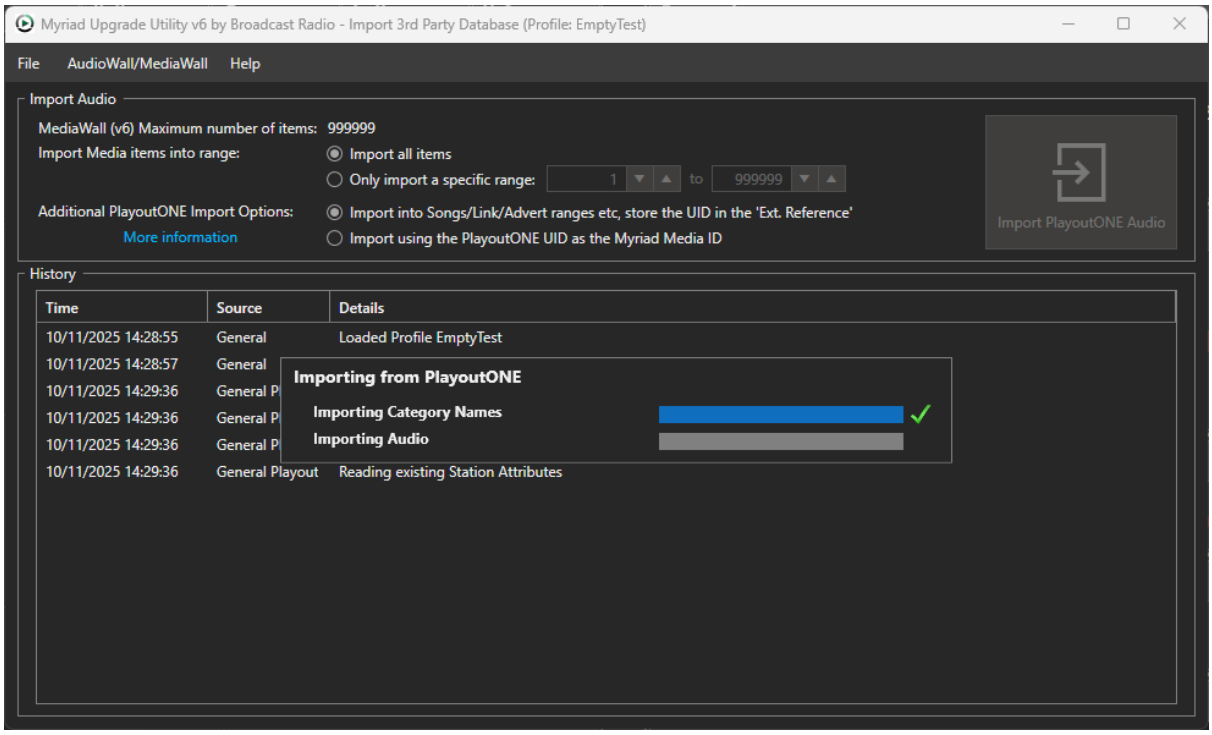


6. Click on **Import PlayoutONE Audio** and confirm when prompted.

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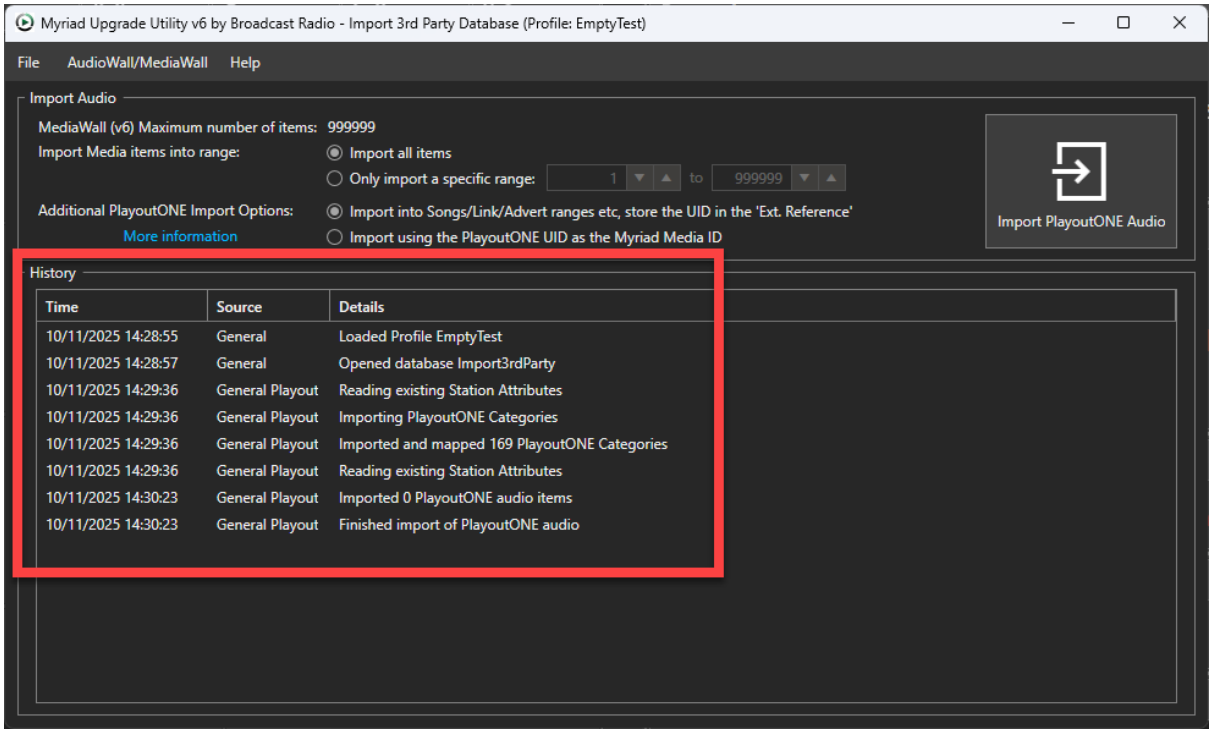


7. The import process may take some time depending on the amount of audio being imported.



8. Once the process is complete, you will see a brief summary in the History window.

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Importing Other – Playit Live (Requires Myriad Upgrade Utility v6)

If you want to import content from a Playit Live system, you need to use the **Myriad Upgrade Utility** instead of the **Import Wizard**.

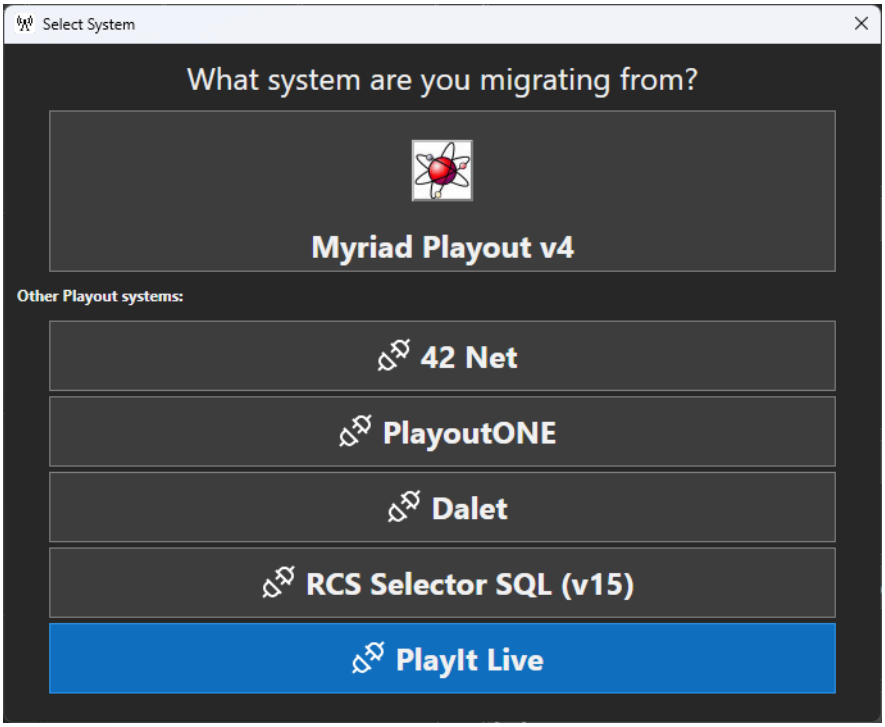
This process is technically not part of Myriad Schedule Pro but is included in this section for completeness.

The **Myriad Upgrade Utility** is installed as part of the main Myriad Playout installation and can be found on any PC with Myriad Playout installed.

To import Playit Live data, follow these steps:

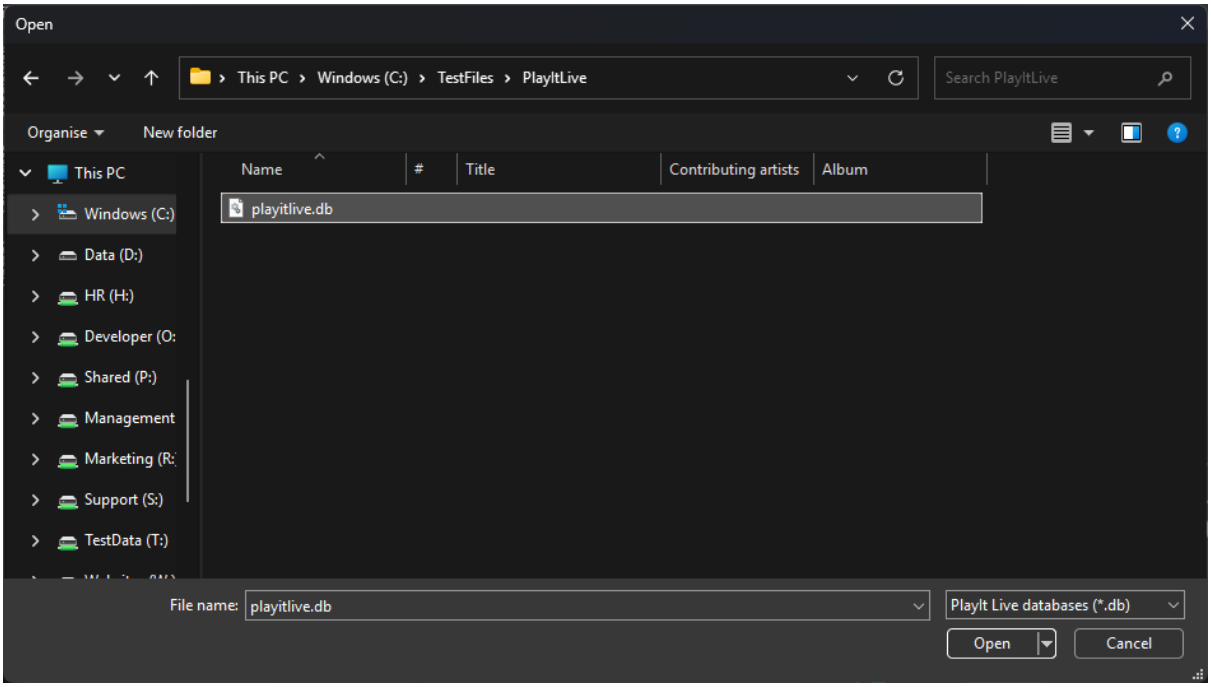
1. Run the **Myriad Upgrade Utility.**

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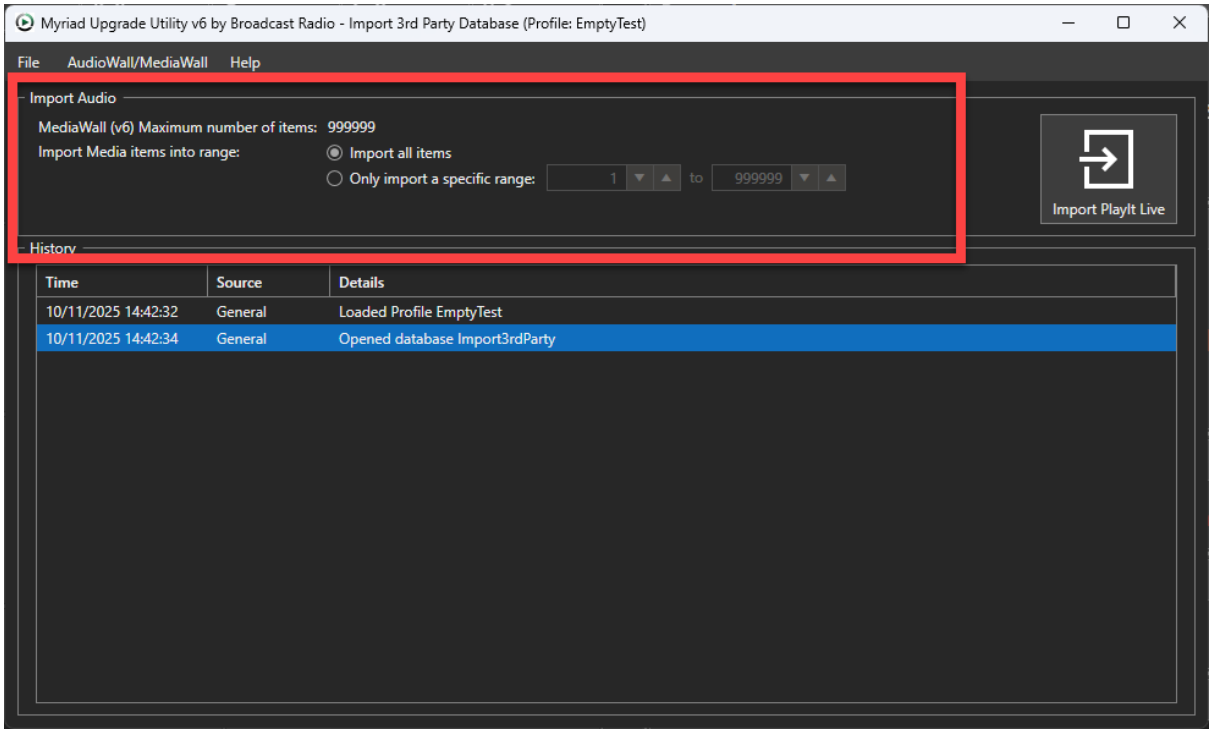
2. Click on the **Playit Live** option.

3. Browse and select the Playit Live database file.

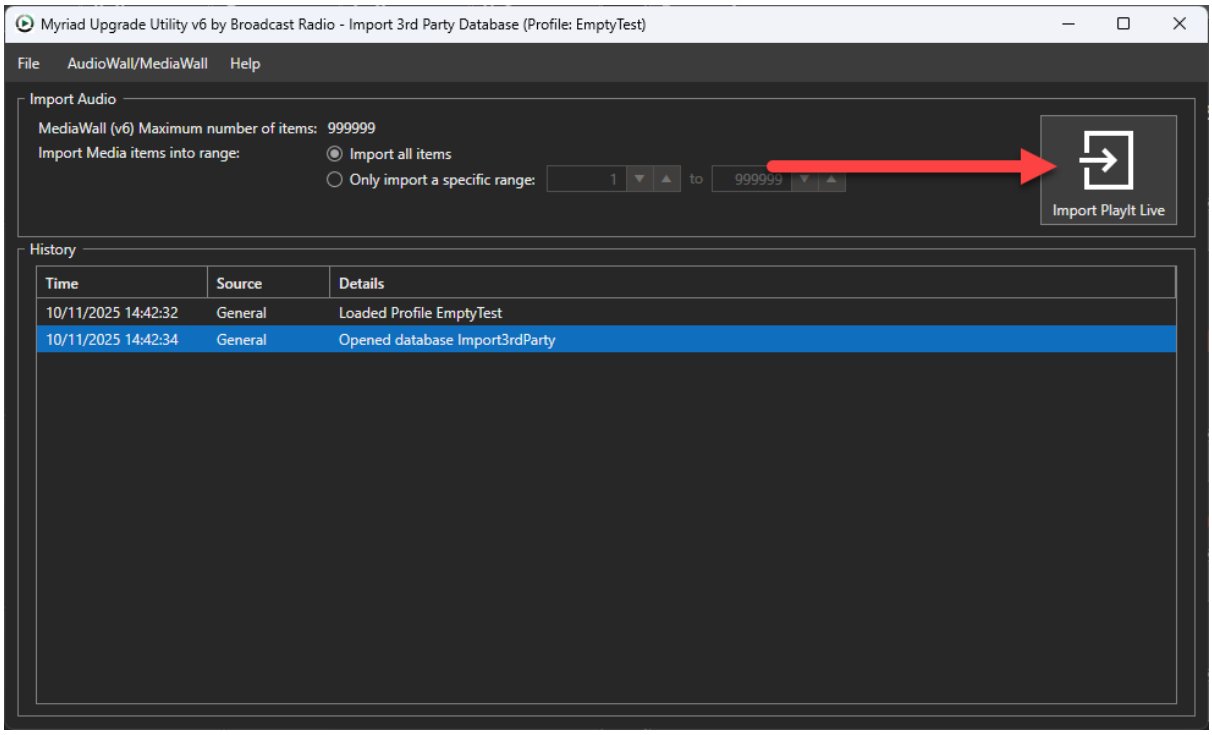


4. Set the **Media Range** you want to import.

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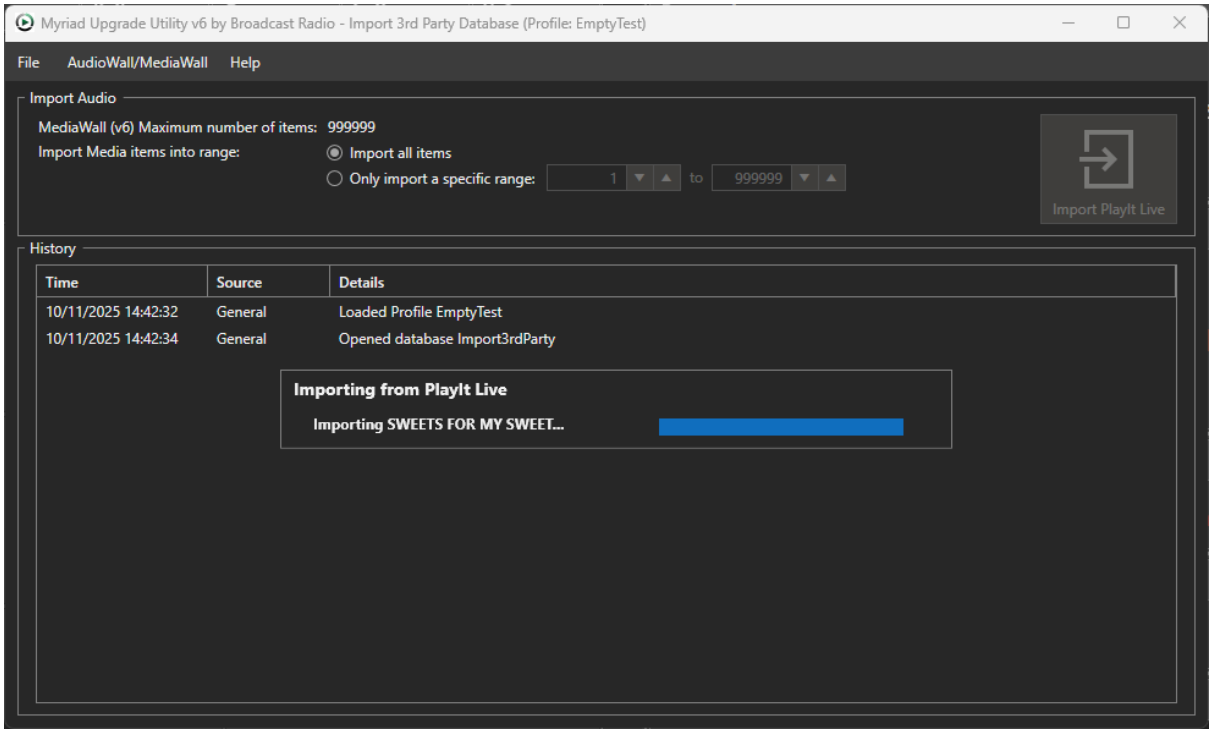


5. Click on **Import Playit Live Audio** and confirm when prompted.

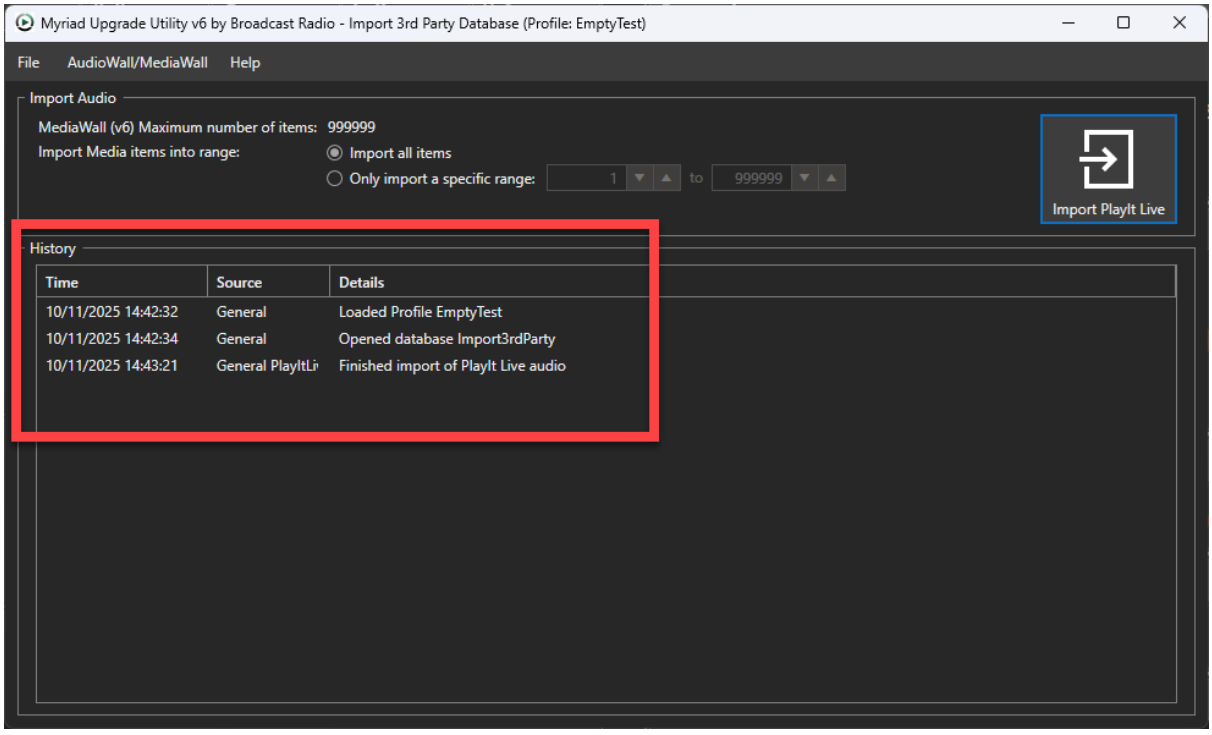


6. The import process may take some time depending on the amount of audio being imported.

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7. Once the process is complete, you will see a brief summary in the History window.



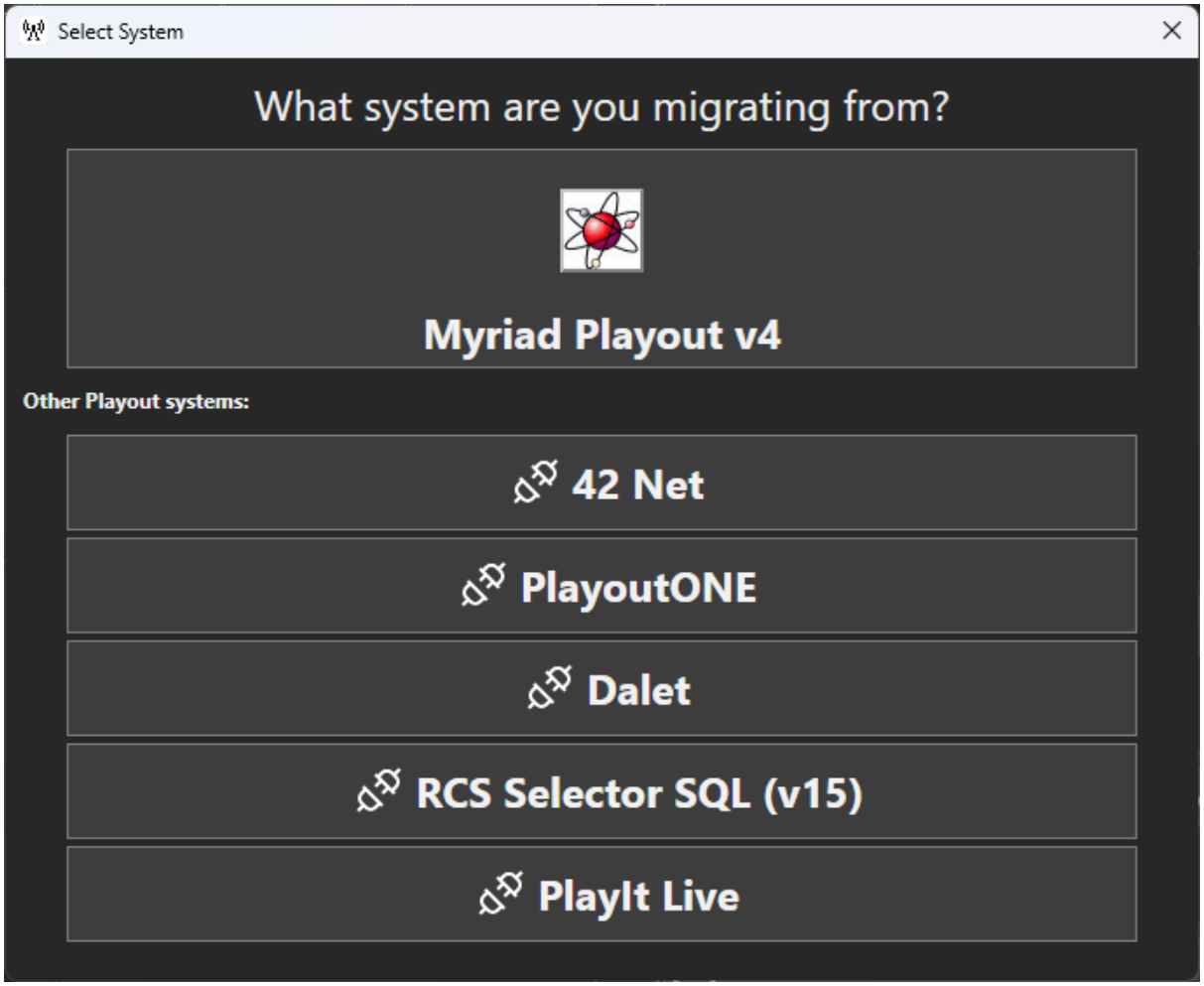
Importing Other – RCS Selector, 42 Net, Dalet & Myriad Playout 4 (Requires Myriad Upgrade Utility v6)

If you are upgrading from **Myriad 4** to **Myriad 6,** you can use the Myriad Upgrade Utility to upgrade the Myriad 4 data and import from the CartWall to the MediaWall.

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The process has several steps which is beyond the scope of this document, but we have a full guide available on our help portal.

https://help.broadcastradio.com/support/solutions/articles/101000534991-upgrading-from-myriad-playout-v4-to-v5-v6



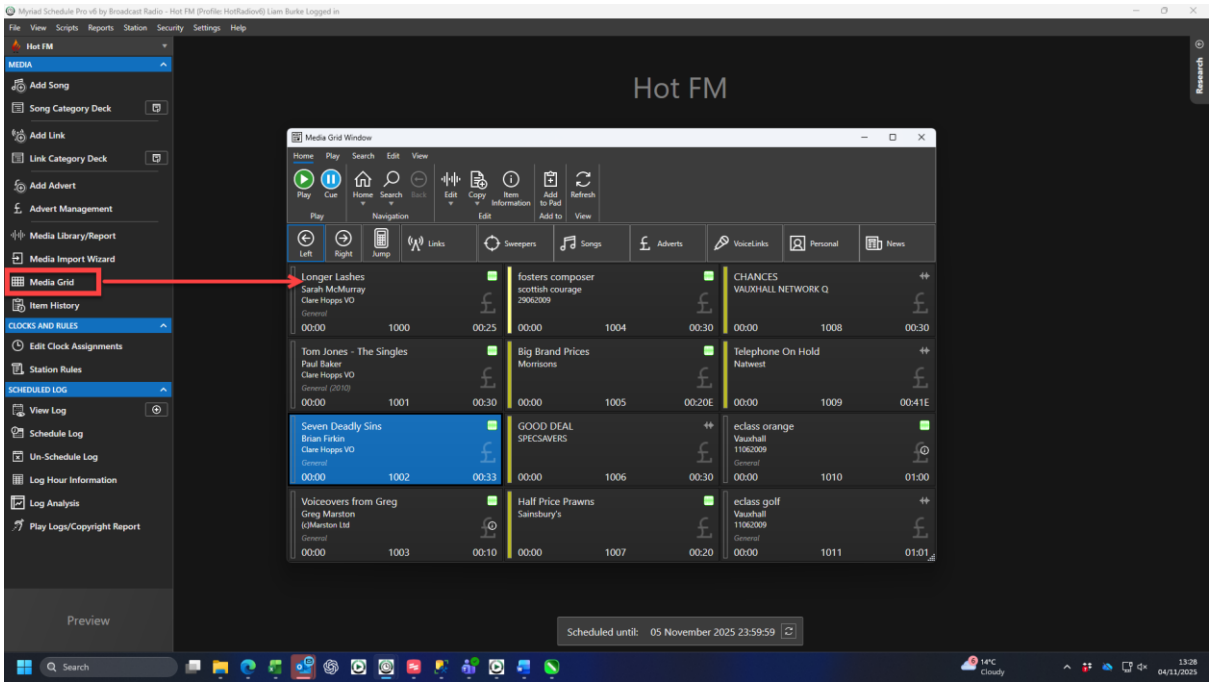
For upgrades from RCS Selector SQL(v15), 42 New or Dalet, generally follow the same steps covered in the previous sections for PlayoutONE or Playit Live.

For more details on supported data formats for importing 3rd party systems, we recommend contacting support@broadcastradio.com prior to undertaking the upgrade process.

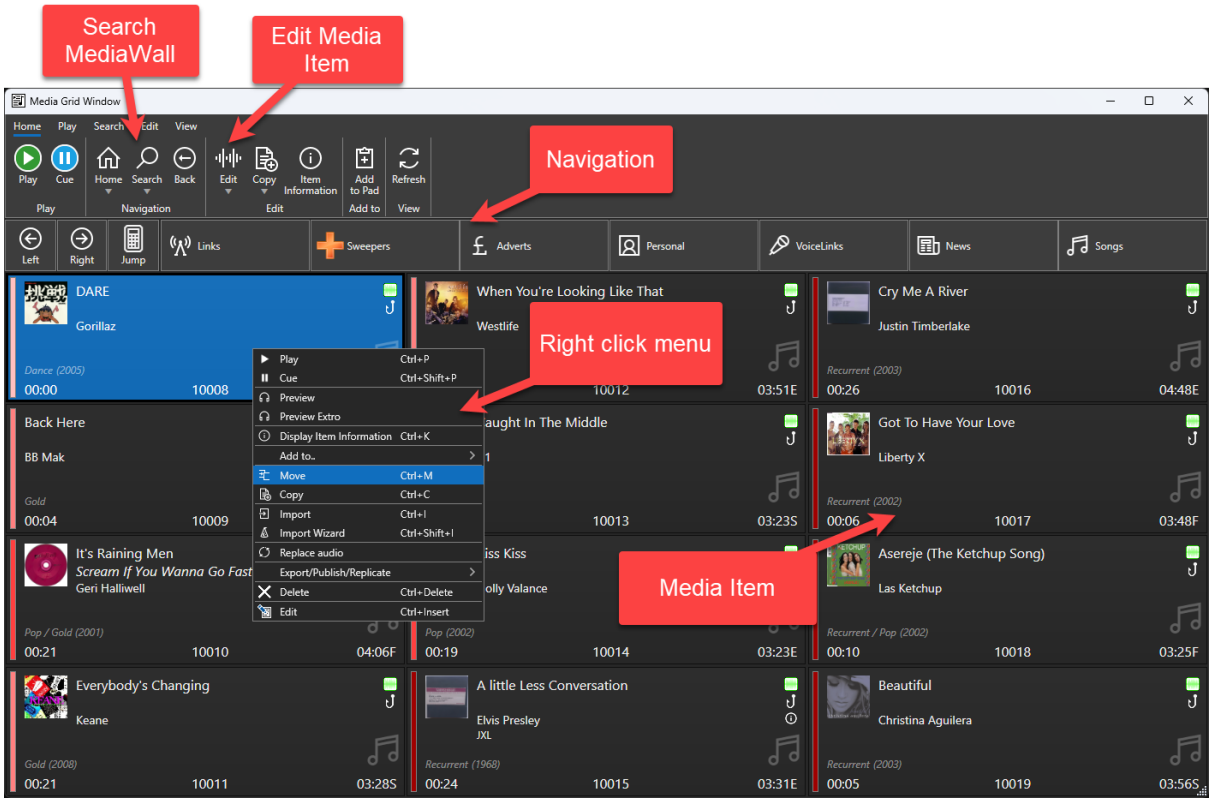
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Media Grid

The Media Grid option will open a Media Grid window which can be used to view all Media on your Myriad system.



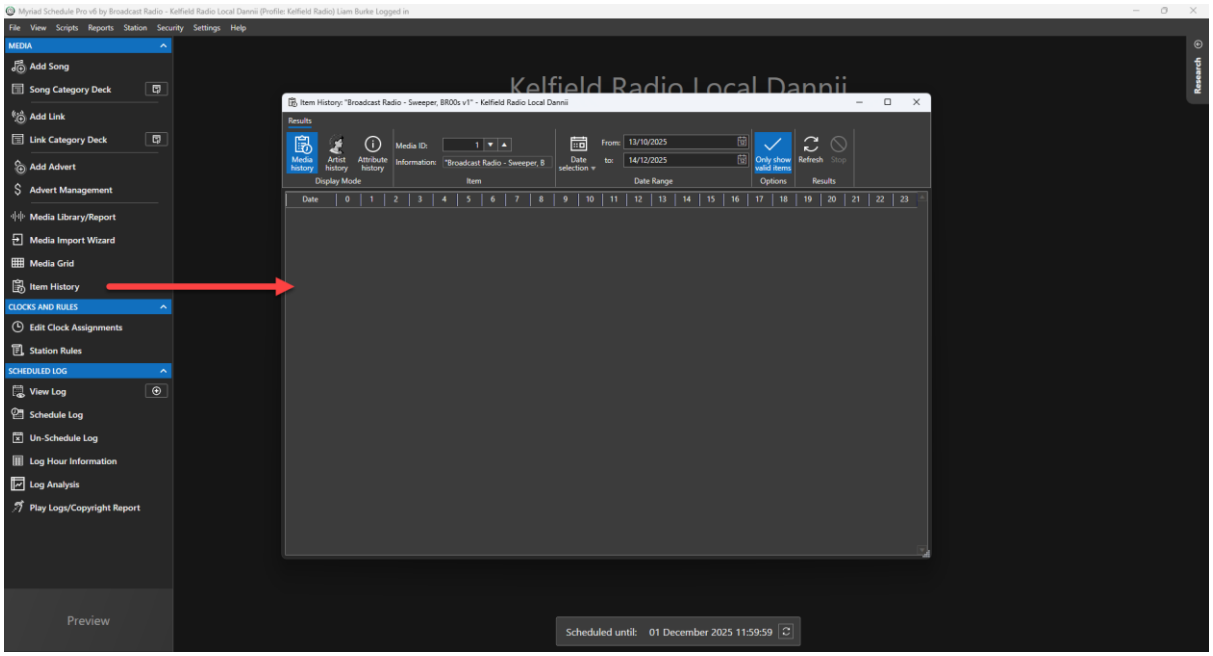
The Media Grid is exactly the same as the MediaWall in Myriad Playout and has all the same tools, features and facilities you will used to using on the MediaWall.



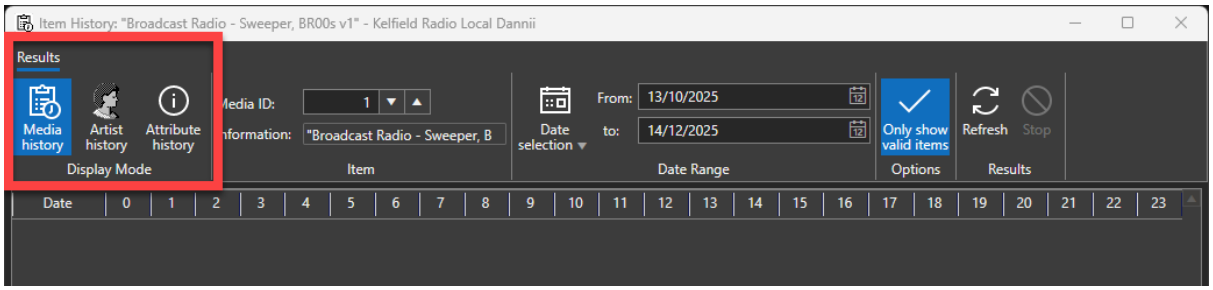
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Item History

The Item History option allows you to view the schedule history for a Media Item (Song / Link / Advert), Artist or Category.



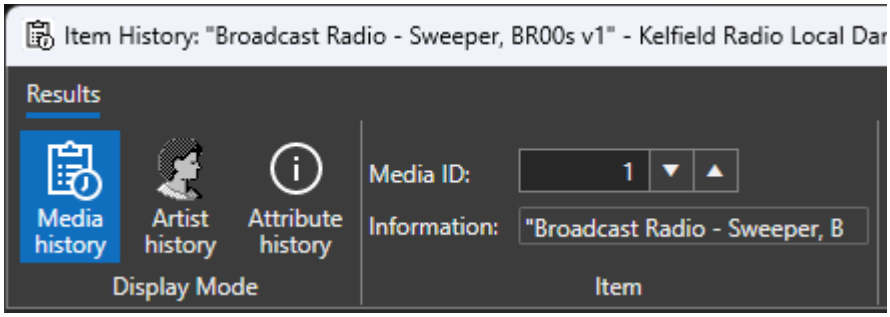
To use the Item History window, first select the **Display Mode** options.



The options are:

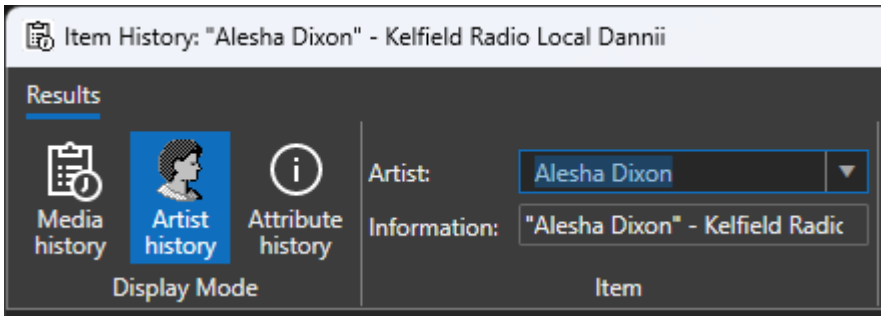
1. Media History – Show the schedule history for a specific Media ID.
2. Artist History – Show the schedule history for content by a single Artist.
3. Attribute History – Show the history for items scheduled from a Song, Link or Advert Category.

The **Item** section will change depending on which **Display Mode** you selected.

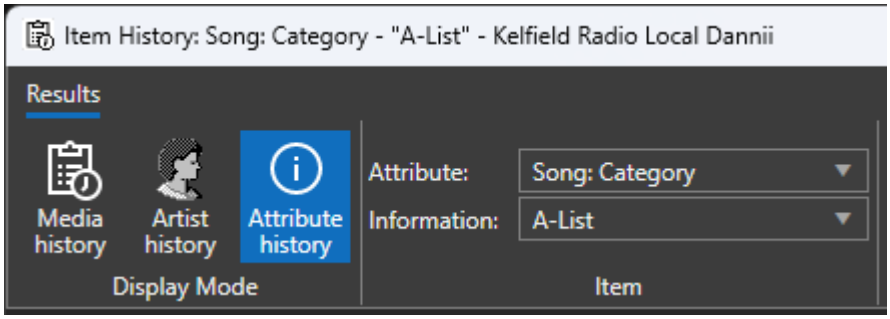


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Media History mode.

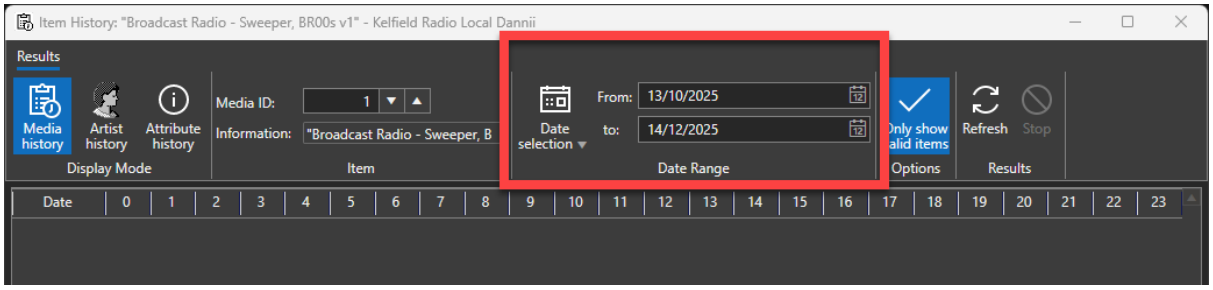


Artist History mode.

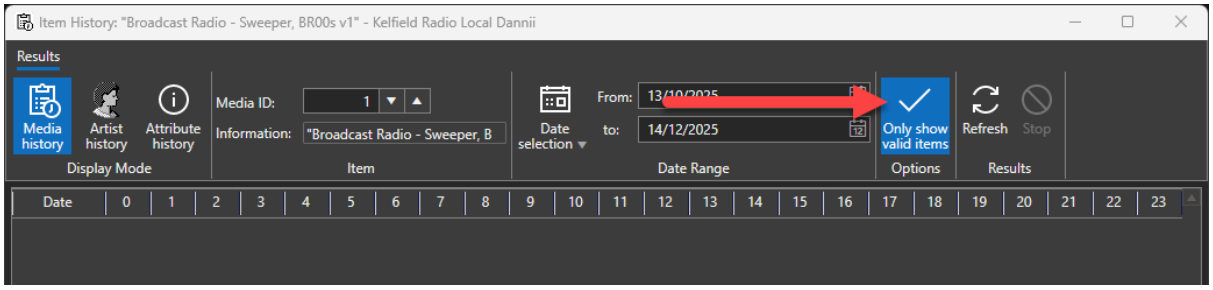


Attribute History mode.

Next you need to set the **Date / Time** range you are interested in.

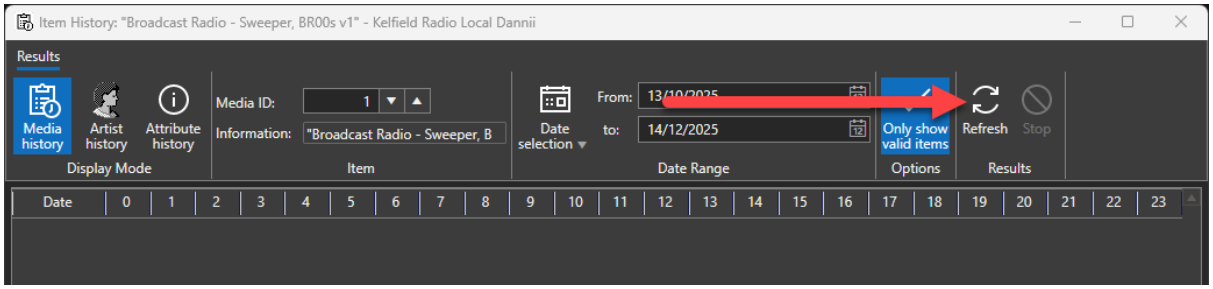


You can filter the results to only **Show Valid Items** which will exclude items that were Deleted or Dropped from the Log.

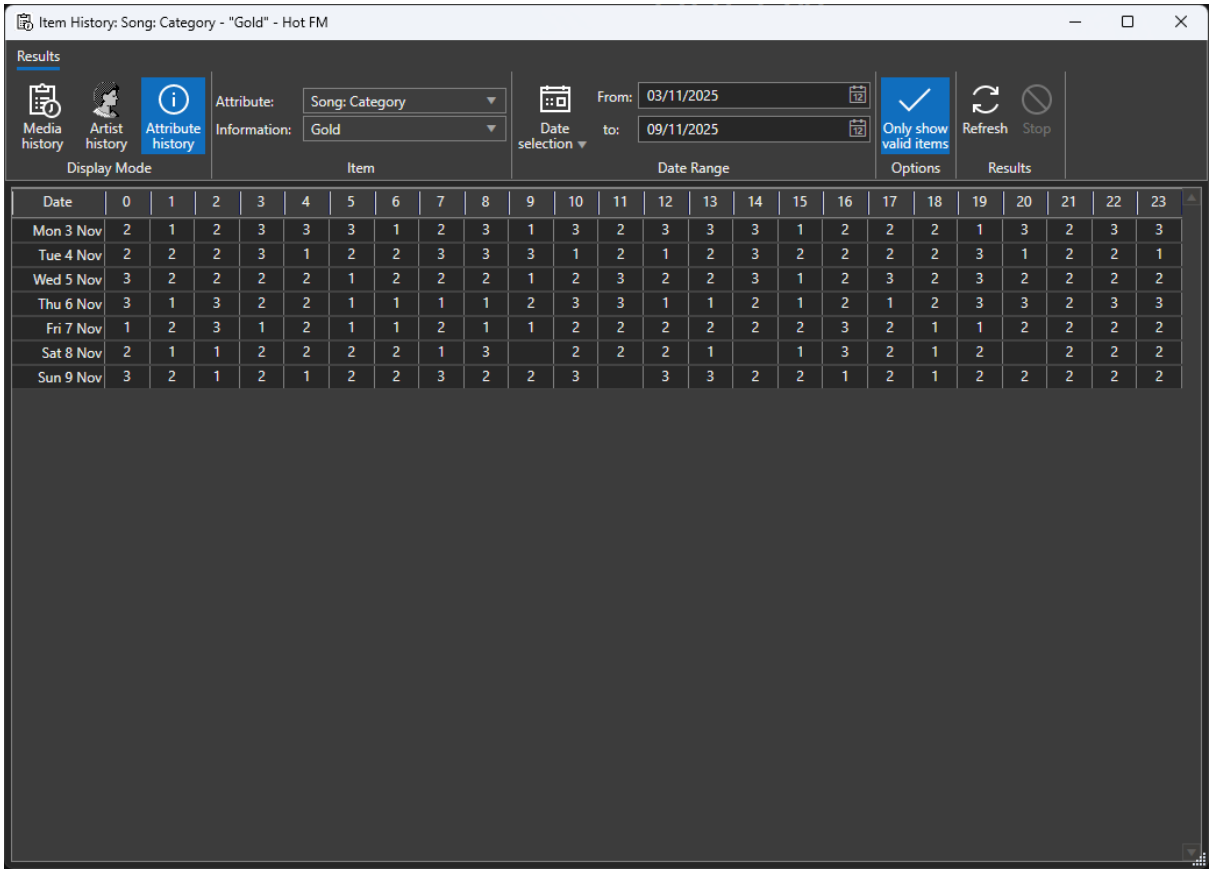


If you toggle this option off, all scheduled instances will be displayed, regardless of if they were subsequently deleted or dropped from the Log.

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Finally, click on the **Refresh** button to see the results.



In the example above, we have set the Display Mode to be Attributes, set the Attributes to be Songs Category – Gold and the Date Range to be 'last week'.

The results show how many Gold Category Song were scheduled in each hour for the selected range.

You can use this to view key information about how often Items, Artist or Categories are being scheduled.

Clocks

Clocks are a plan for a single hour of content that Myriad Schedule will use as the basis for selecting content to add to the Log. Myriad Schedule has two types of Clock:

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- Simple Clock – Very basic set of instructions that tells Myriad Schedule what mix of music and Links to schedule along with some specific instructions for the first and last items in the Clock.
- Advanced Clock – Specific instructions which include the type of content to include as well as the structure of the hour and a wide range of additional criteria. Most stations will use Advanced Clocks for most of their hours.

Simple Clocks

In this section of the guide we will look at the new Simple Clocks introduced in Myriad Schedule. We will see how to create Simple Clocks and how to use them to rapidly build and maintain your stations scheduled output.

What is a Simple Clock?

Simple Clocks are a new concept introduced in Myriad Schedule. A Simple Clock describes the type of content that Myriad Schedule should use to pick content for any Hour in the week that the Simple Clock is assigned to. Unlike an Advanced Clock, the exact structure and layout of the Hour to be created is not defined but rather a set of 'Category Goals' are set that Myriad Schedule will use to build an Hour in the Log. The advantage to this is that you can repeat Simple Clocks many times with the exactly results for each hour varying but the overall music policy following the Category Goals you have set.

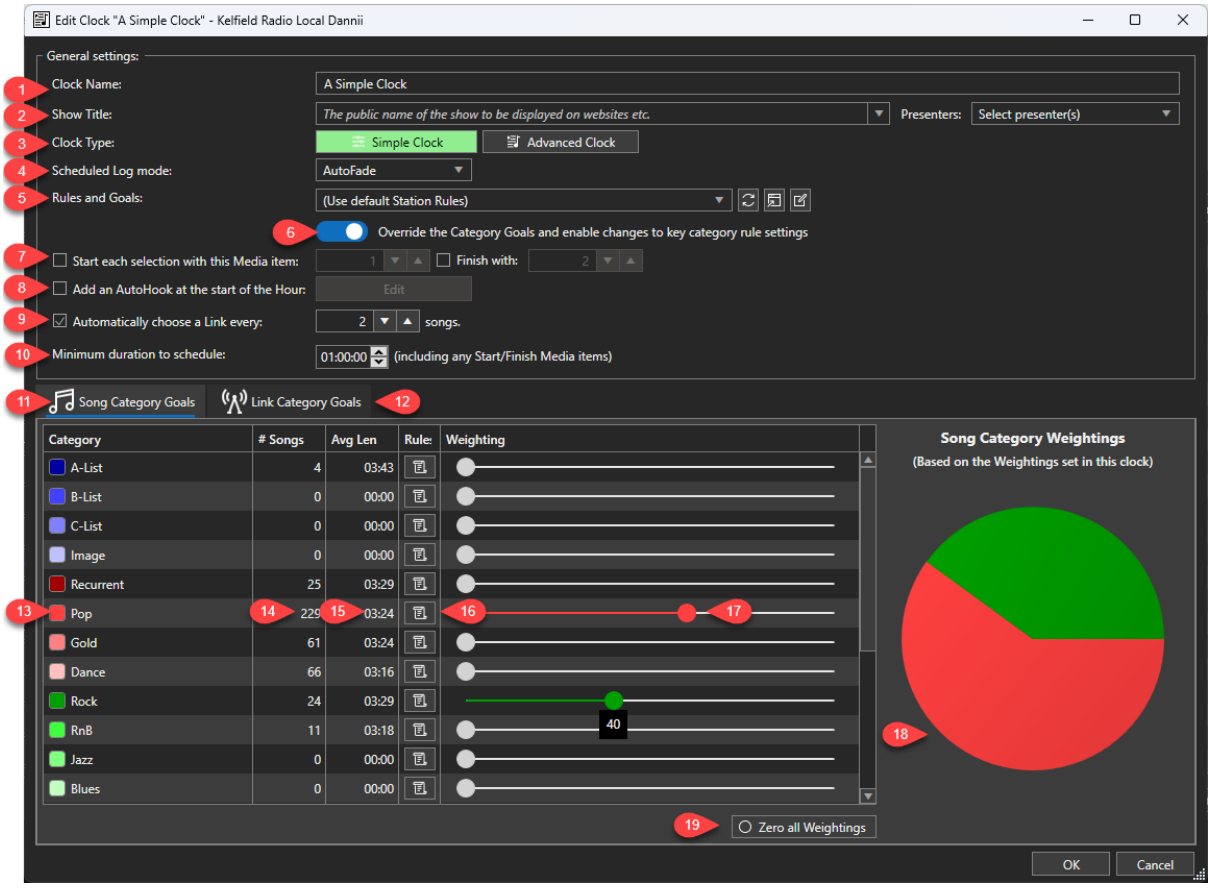
The best way to explain how Simple Clocks can benefit you is by way of an example.

Let's say you setup a Simple Clock that sets your Category Goals to play 60% Pop and 40% Rock music. You also set the Simple Click to play either a Station ID or Sweeper Link after every two Songs. The Simple Clock would look something like the image below.

Now if you used this Simple Clock throughout your automated nighttime output, overall all of the 'Auto' hours would play 60% Pop and 40% Rock but in the first hour, the first two Songs might be Pop whereas in the second Hour it might be that it schedules a Pop followed by a Rock Song.

This allows you to introduce hourly variance using only a very small number of Simple Clocks. It also makes changing the balance of the music on your station and very quick and simple process.

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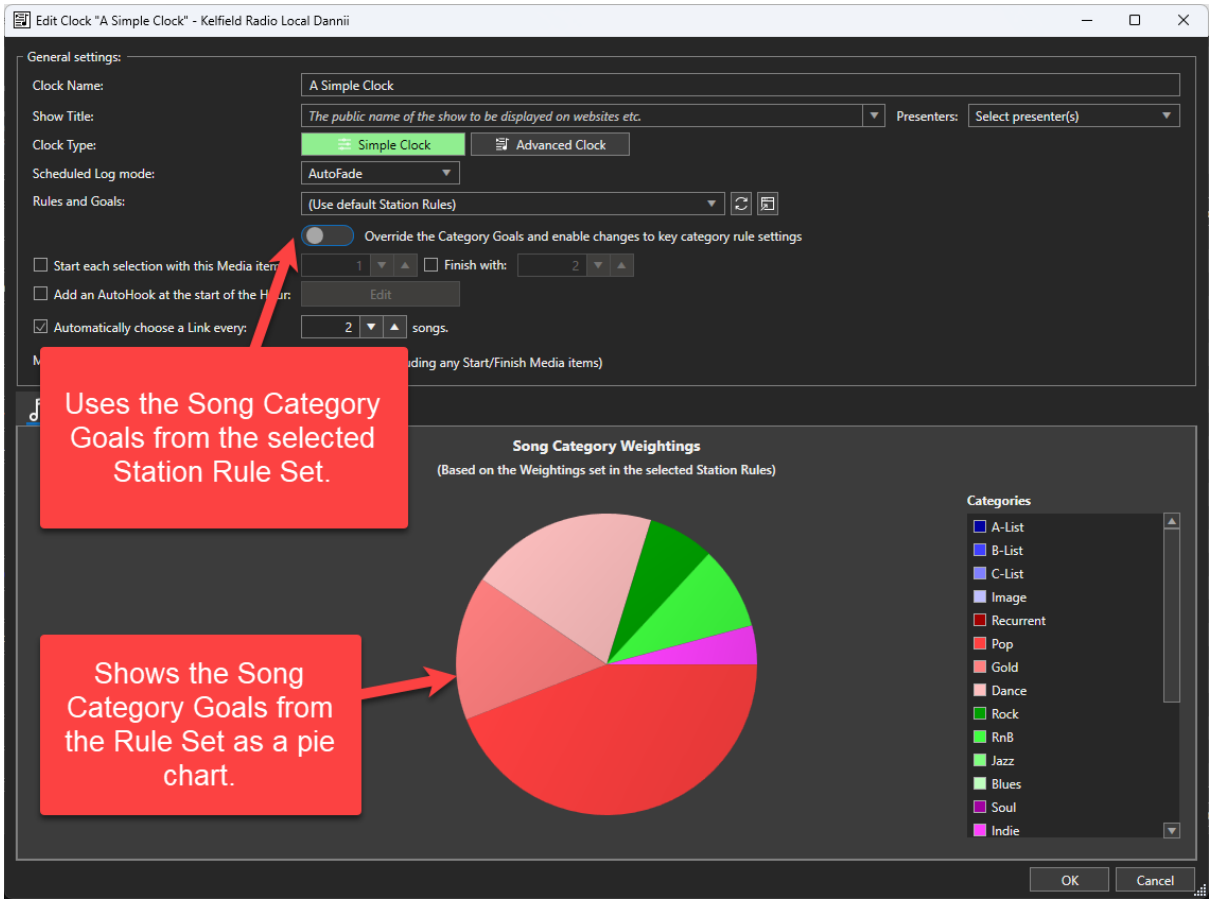
Typically a Simple Clock includes the following information.

1. Clock Name – This is the name that will appear in the Log at the top of each Hour that the Clock is used in.
2. Show Name & Presenter – Add a show name that can be used in the published schedule, and assign presenters to the show.
3. Clock Type – Allows you to toggle between a Simple and Advanced Clock (more on this later).
4. Schedule Mode – Set whether the Clock should be in LiveAssist or AutoFade mode by default. This affects the mode that Myriad Playout will use to play any Hours in which the Clock is used. The present can manually change the mode for any Hour in the Log.
5. Rules & Goals – Set the Station Rules Set that this Simple Clock should use. The Default Station Rules Set will be used if none if specified.
6. Override Category Goals – Override the Category Goals in the selected Station Rules Set to allow you to set them specifically in this Clock. (see point 11)
7. Start / End Media – You can specify a Media Item that will be played at the beginning and end of any Hour that uses the Clock. This could be as simple as a specific Link you want to play but because Media Items can be Lists of other Media Items or even Commands, you can set an entire sequence to be scheduled at the start or end of each Hour.
8. Play AutoHook At The Start Of The Hour – You can also specify whether Myriad Schedule should add an 'AutoHook' item to the start of the Hour. This is a special item that will combine preset Links with the 'Hooks' from Songs to create a teaser 'promo' of the Songs

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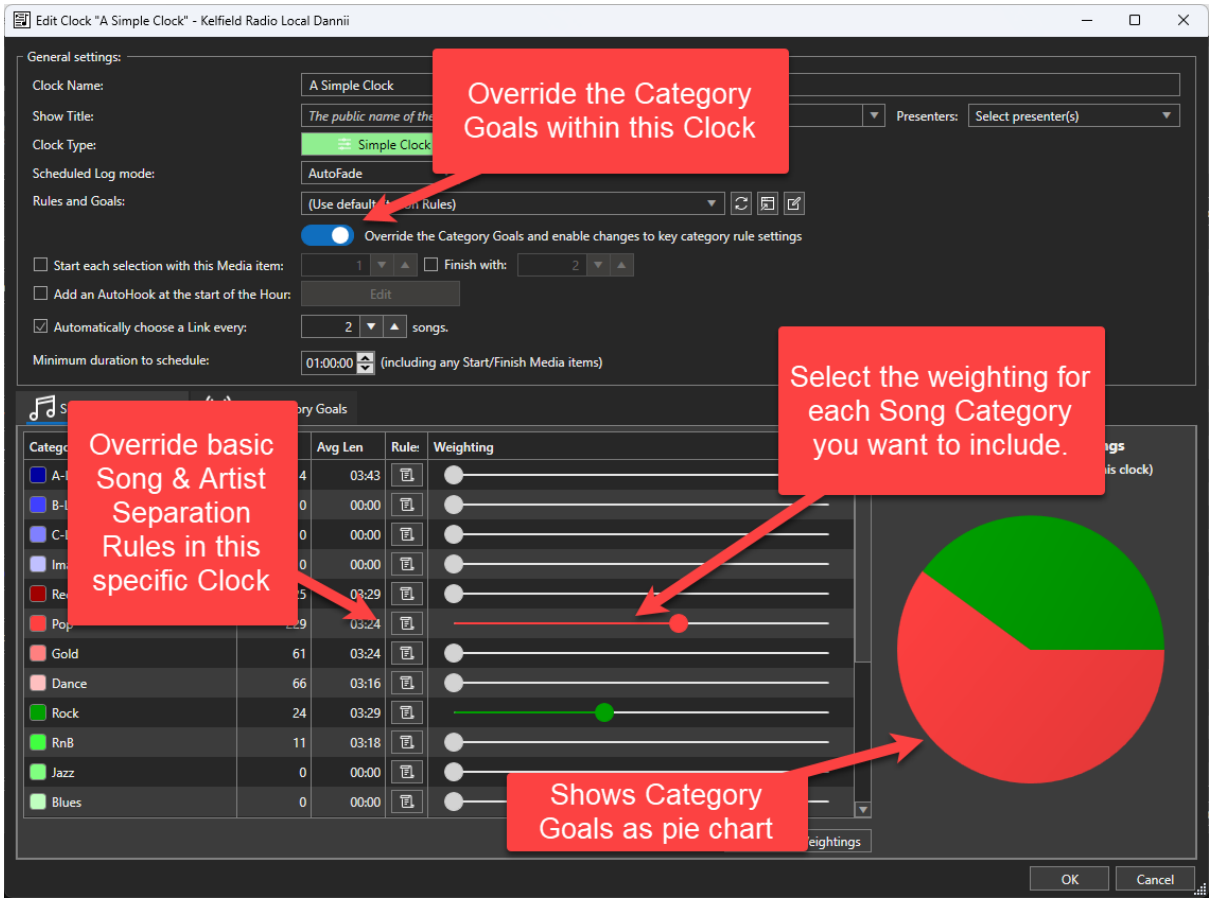
coming up in the Hour. You can specify the criteria the system will use to create the AutoHook.

9. Automatically Choose Link Every X Songs – Tells Myriad Schedule how often to insert a Link.
10. Minimum Duration – Usually this would set to 1 hour but you can specify longer or shorter durations. Just keep in mind that the final scheduled output will still be added to a single Hour in the Log.
11. Song Category Goals – This section shows a graphical representation of the balance of Song Categories what will be used when this Simple Clock is used for scheduling. This is derived from the **Song Category Goals** in the select **Station Rules Set** for this Clock.



If the **Override The Category Goals** option is enabled (see point 5) then this is replaced with a set of Song & Link Category Goals that are specific to this Clock.

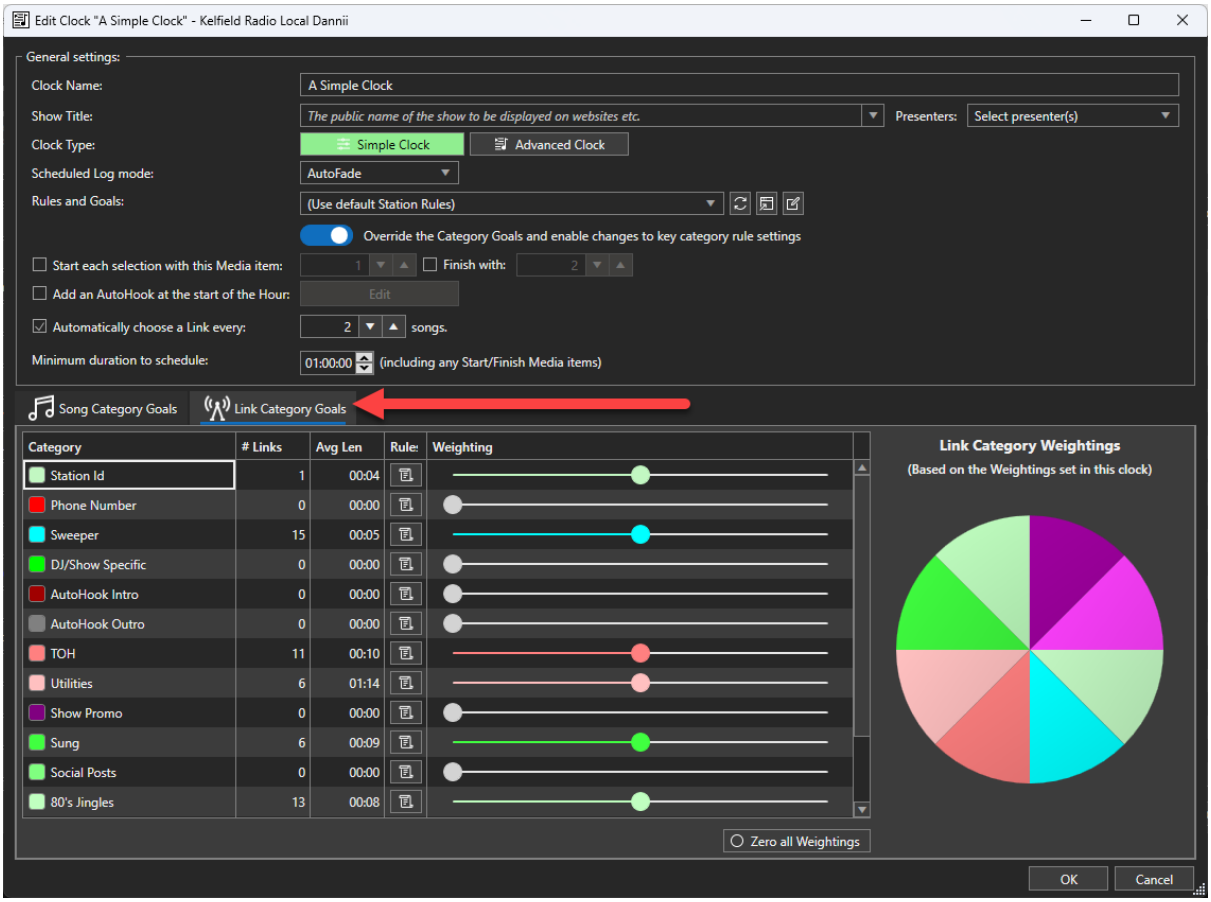
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This allows you to use the 'weighting slider' to adjust the relative amount of content from each Song Category but only for this specific Clock.

12. Link Category Goals – Virtually identical to the Song Category Goals tab (in point 11) except relating to Links.

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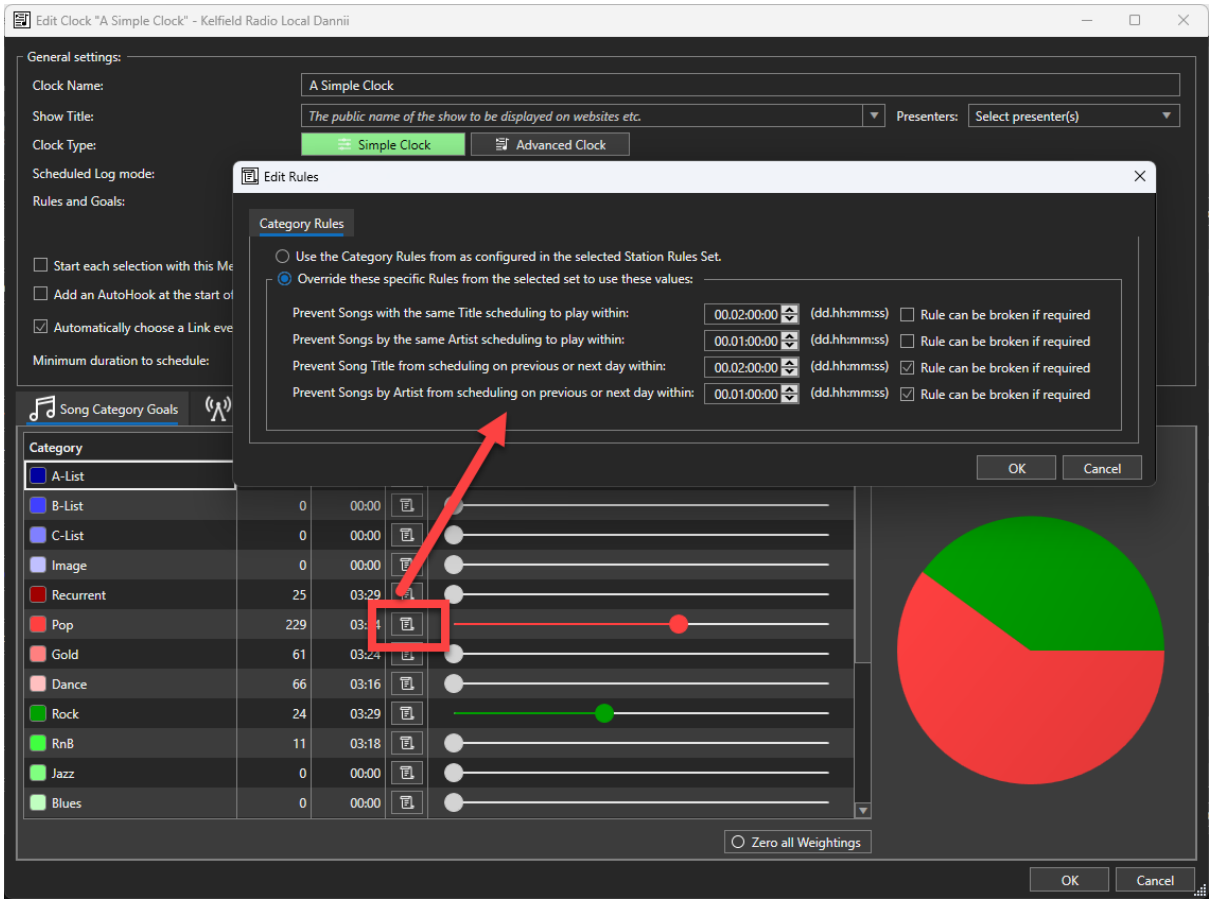


13. Song / Link Category – Shows the name of the Song or Link Category.

14. Song / Link Count – Shows the number of Media Items in the Station that belong in the Category.

15. Average Length – Displays the average length of items in the Category.
16. Clock Category Rule Override –You can also override the **Song Title & Artists Minimum Separation Rules** for each Song Category but again, only within this Clock. Myriad Schedule Pro users can also override the Previous / Next Day Rules for Title and Artist.

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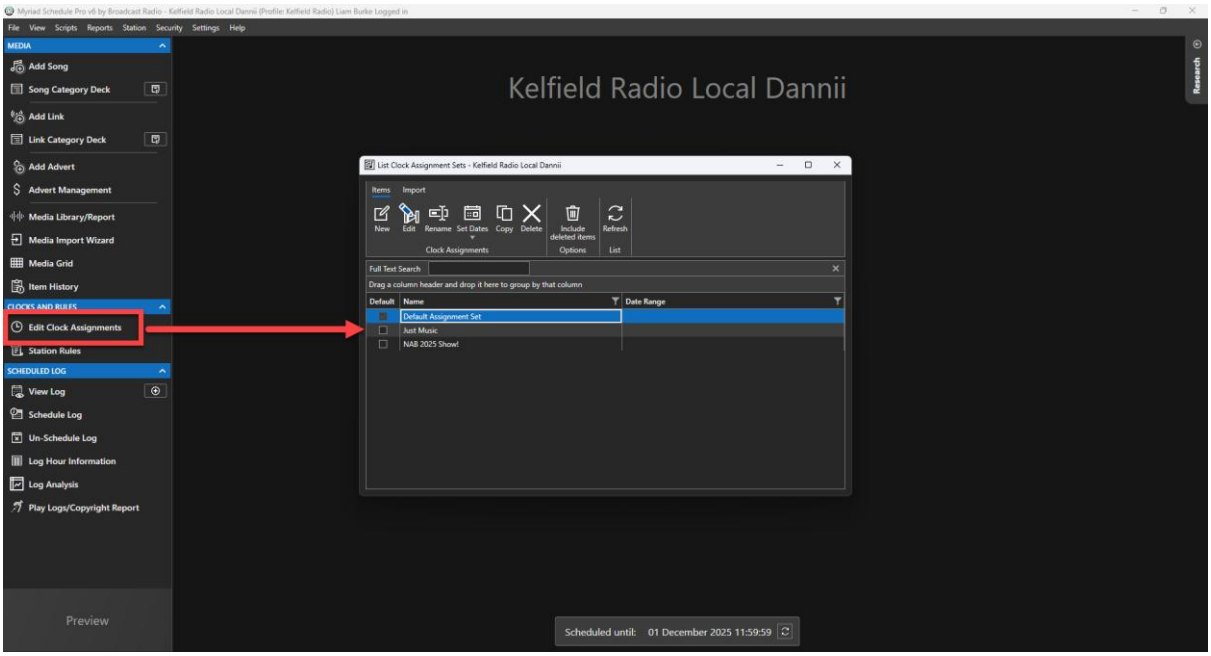
17. Category Goal Weighting – Set the relative weighting of the Song or Link Category. These are set between 0 and 99. In the example above, the Pop category is set to 60 and the Rock to 40, so 60% of the music will come from the Pop Category and 40% from the Rock. The reason they are relative weightings instead of percentages is that they do not need to add up to 100% in total. It is easy to think in terms of percentage for a small number of Categories but weightings make more sense as you increase the amount of Categories in use.
18. Song Category Weightings Pie Chart – This graphic shows the breakdown of the current Category Weightings.
19. Zero All Weighting – Sets all Category Goals to zero.

Adding a Simple Clock

To add a new Simple Clock to your system, follow these steps.

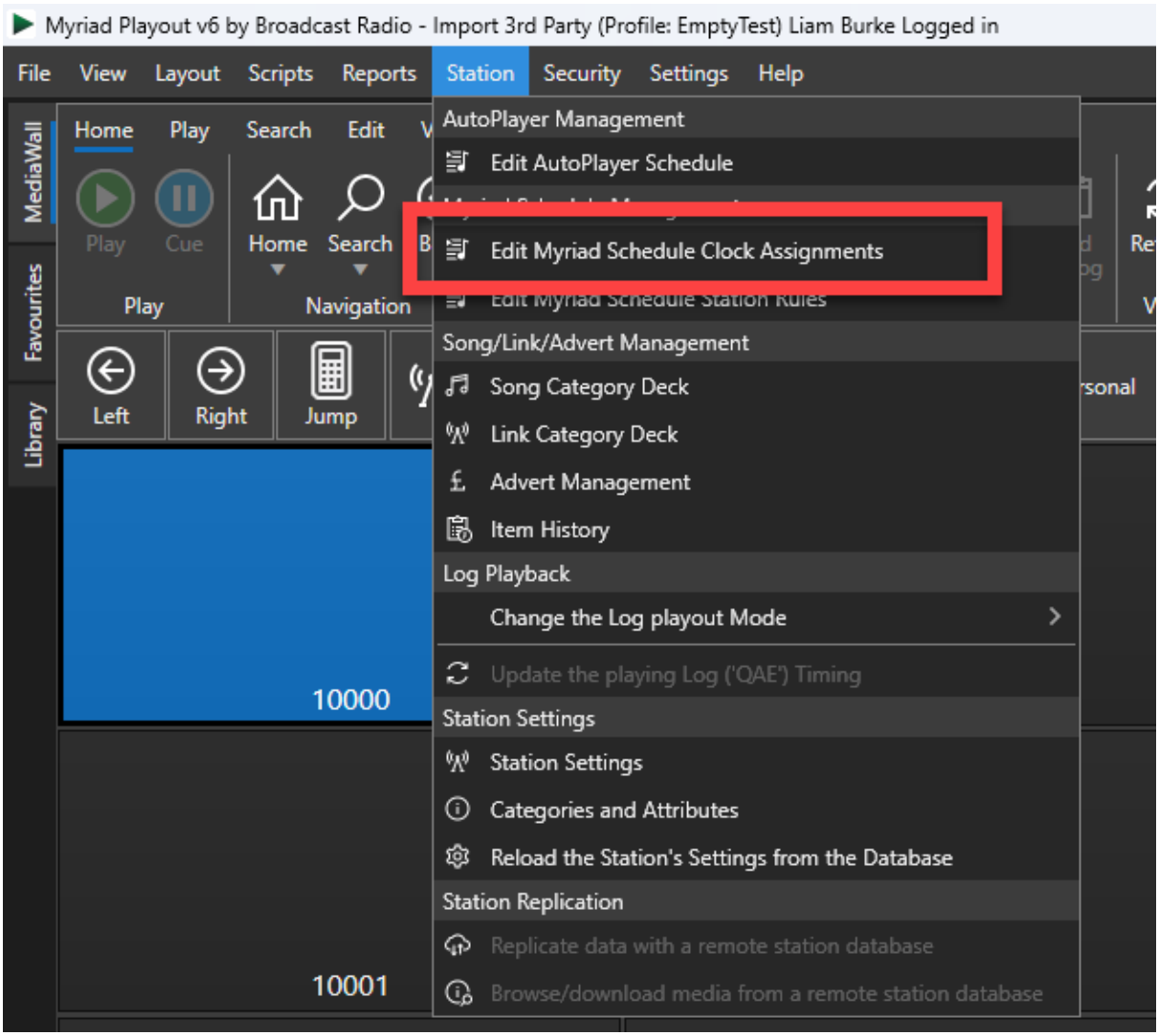
1. Click on the **Edit Clocks Assignments** option on the left-hand menu.

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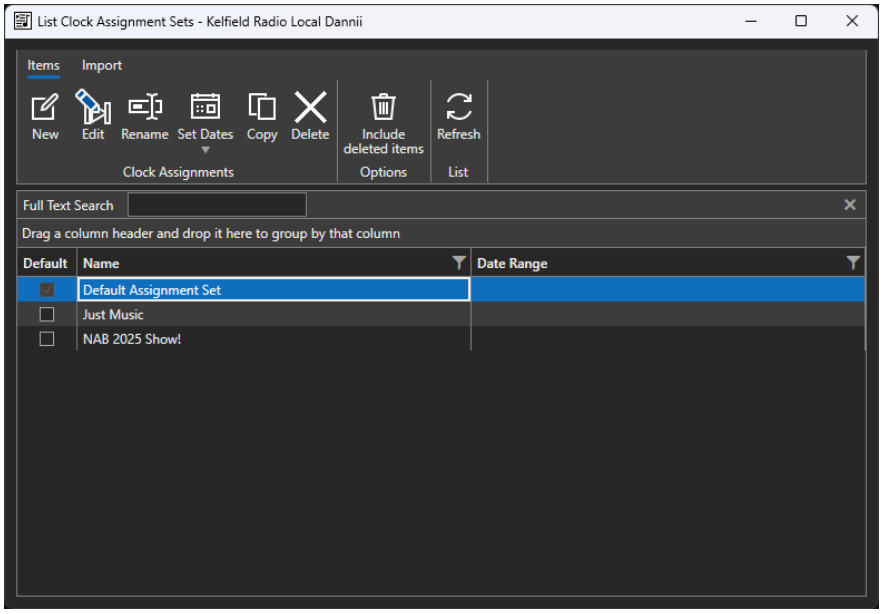
You can also access this from the **Station Menu > Edit Myriad Schedule Clock Assignments** option in Myriad Playout.

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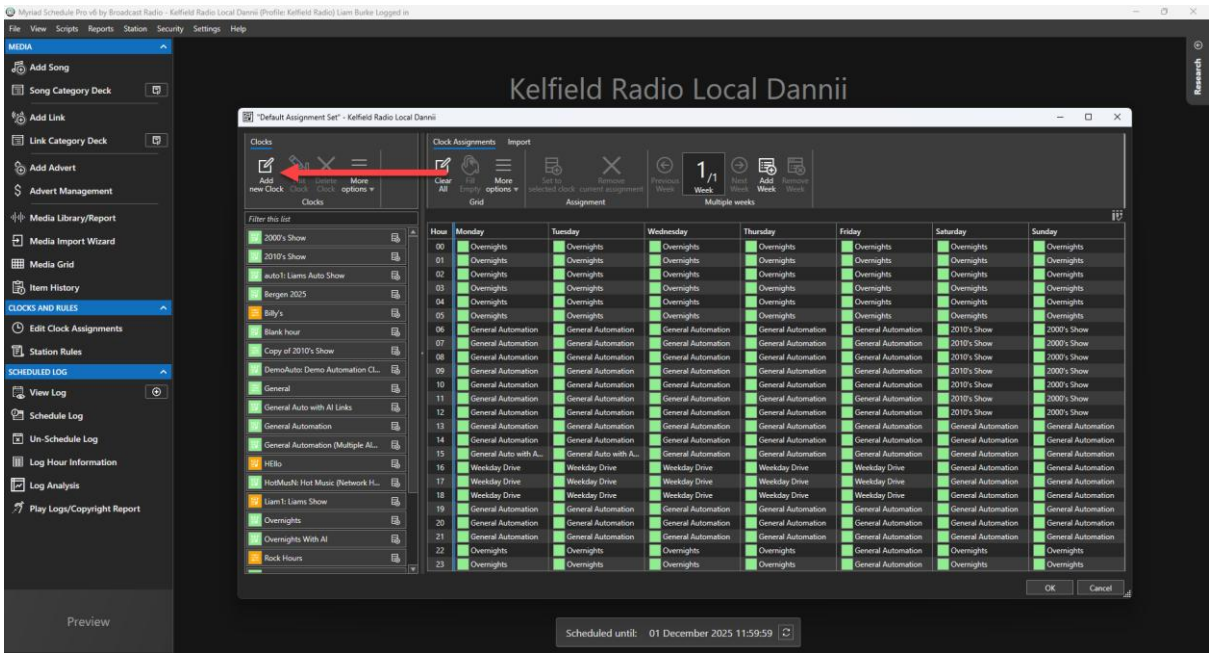
2. Myriad Schedule Pro users will be asked to select a Clock Assignment Grid to open.

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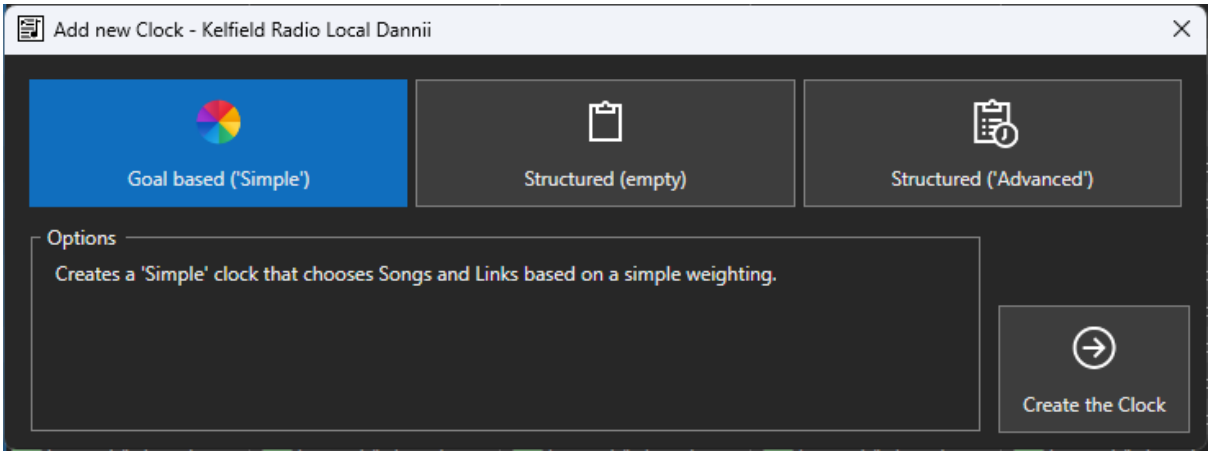
Myriad Schedule (Standard) only has a single Clock Assignment Grid so will skip this step.

3. Click on the **Add Clock** button which you will find on the **Clocks Tab** in the top left hand of the Window. This will open an Edit Clock window.



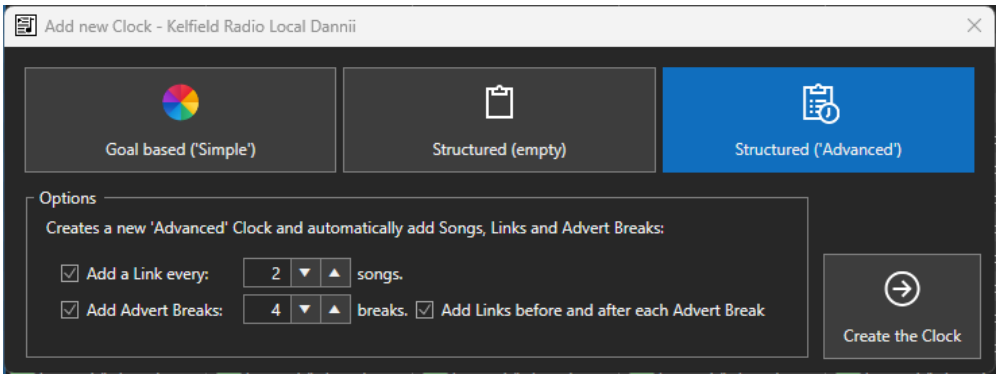
4. Select the Type of Clock you want to create.

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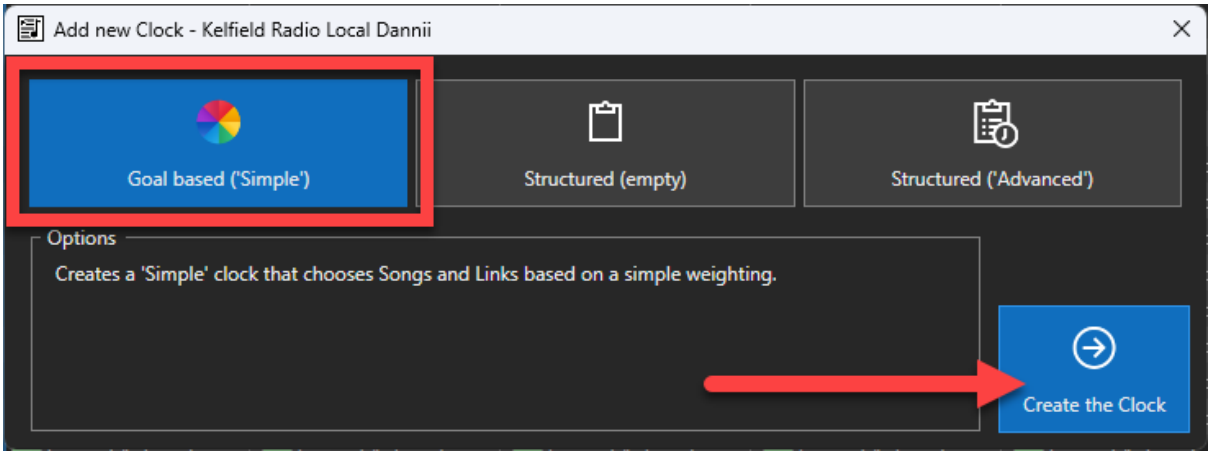


The options are:

a. Goal based (Simple) – Simple Clock with Songs and Link Category goals but no defined structure.
b. Structured (Empty) – Creates a blank Advanced (structured) Clock with no pre-populated Clock Items.
c. Structured (Advanced) – Creates an Advanced Clock, pre-populated with Clock Items to match the set criteria.

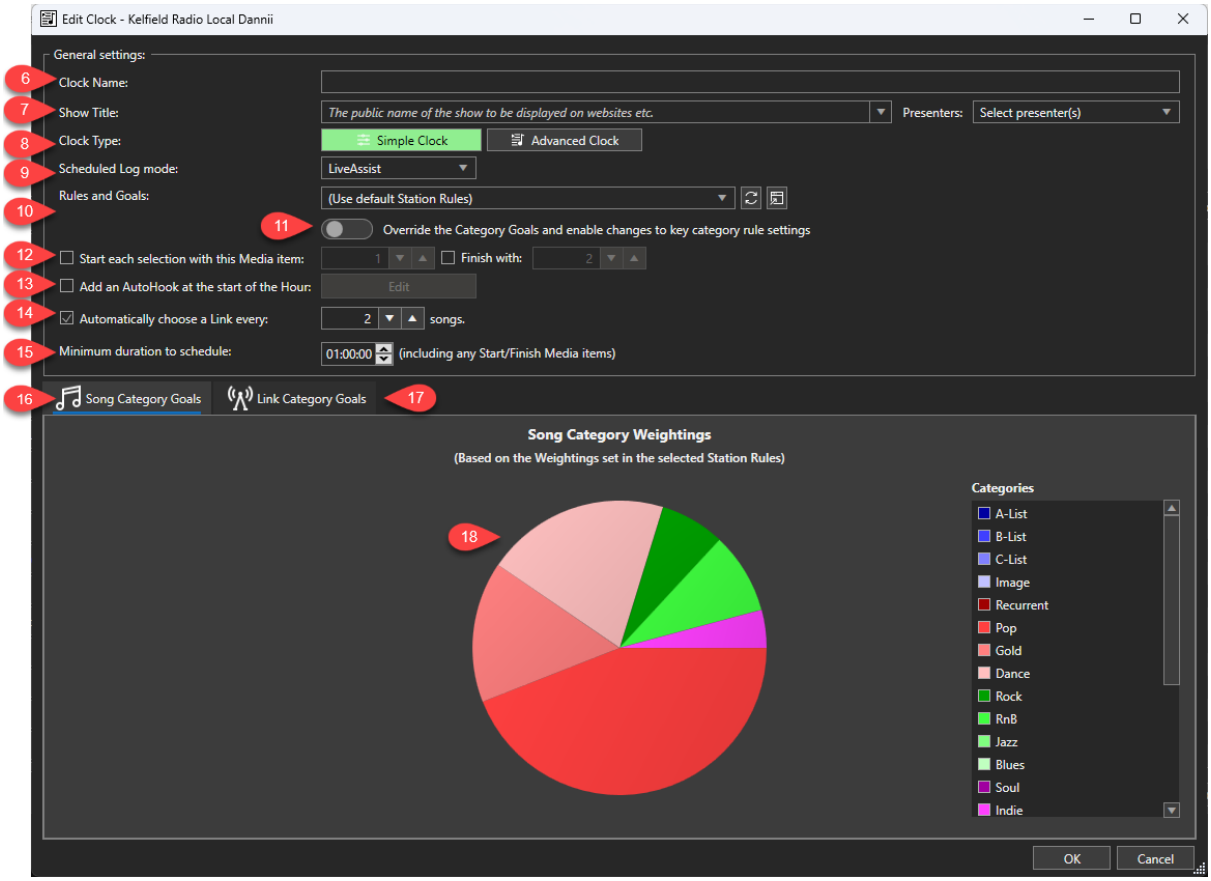


5. In this example we will be creating a Simple Clock.



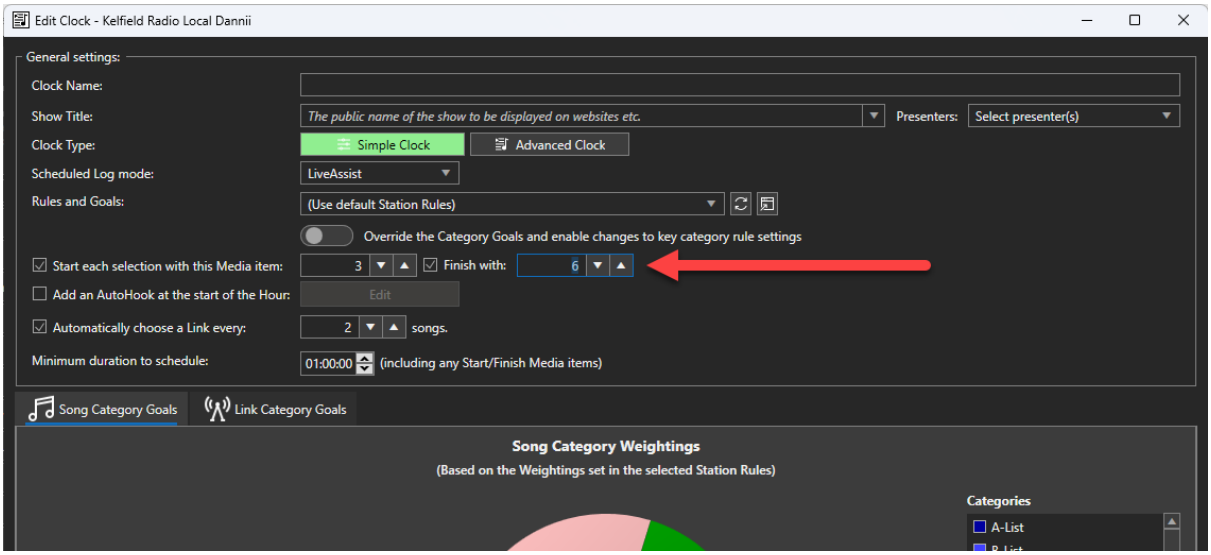
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6. In the **General Settings section** at the top of the window, give your Simple Clock a unique **Clock Name.**
7. Add a **Show Name** and assign a **Presenter**. This information will be displayed in the 'show heading' in the Log, but can also be published
8. Set the **Clock Type** to **Simple Clock**. You can convert a Simple Clock to an Advanced Clock (and vice versa) but more on that later.
9. Set the **Schedule Log Mode** to either **LiveAssist** or **AutoFade** depending on whether the Simple Clock is going to be used for live shows with a presenter (LiveAssist) or for automated shows with no presenter (AutoFade).



10. Use the drop down list to select the **Station Rules Set** you want to use.
11. Toggle if you wish to override the **Song / Link Category Goals** for this Clocks (instead of using the goals defined in the Station Rules Set).
12. If you would like a specific Media ID to be scheduled at the beginning or end of the Hour being scheduled (or both) then you need to tick the **Start Each Selection with this Media Item** option.

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In the example above, whenever this Simple Clock is used to schedule an Hour in the Log, the first item in the Log will be whatever in in Media Item number 3 on the MediaWall and the very final item in the Hour in the Log will be whatever is in Media ID 6. Remember that because Media Items can be List Items (not just a single piece of audio) you can use this to add complex junctions such as your news sequence to the beginning of Hours using a Simple Clock.

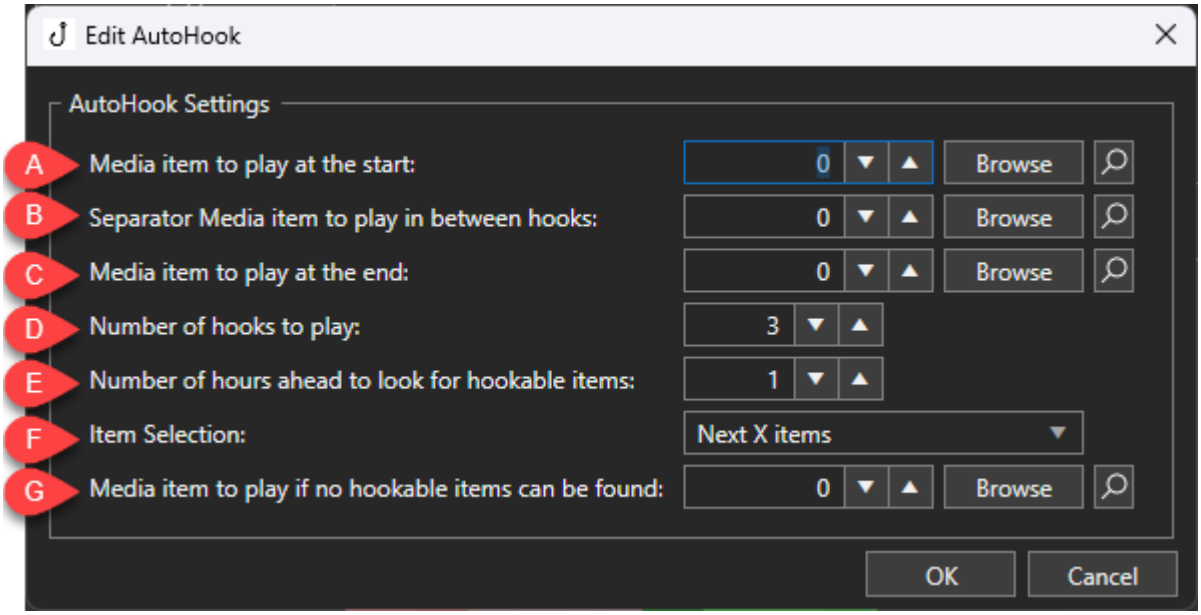
13. You can also add an AutoHook item to beginning of any Hours generated using this Clock. An AutoHook item is a special item that combines set Media Items with the Hooks of Songs scheduled to play in the hour to create a dynamic 'teaser' for some of the Songs that are scheduled to play.

    A typical AutoHook may look like this:

    - Intro Media Item – Link saying 'In the next hour you will hear'
    - Hook – Snippet of a Song scheduled to play in the hour. Hooks are manually set on each Song and are typically the most recognisable few seconds.
    - Media Item – Production element (like a short burst of static) to help mask any difficult segues.
    - Hook – Snippet of a Song scheduled to play in the hour. Hooks are manually set on each Song and are typically the most recognisable few seconds.
    - Media Item – Production element (like a short burst of static) to help mask any difficult segues.
    - Hook – Snippet of a Song scheduled to play in the hour. Hooks are manually set on each Song and are typically the most recognisable few seconds.
    - Out Media Item – Link saying 'now, on with the music…'

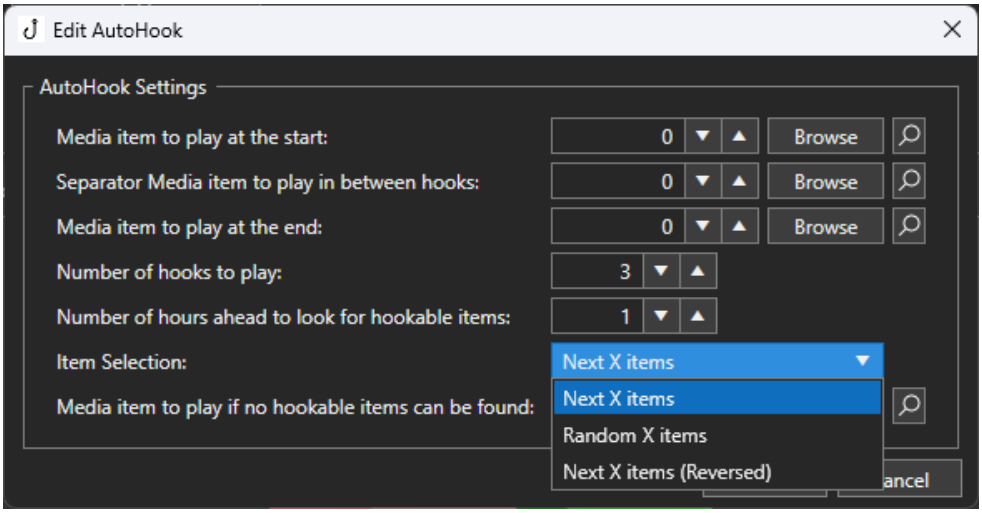
    To enable this feature, tick the **Add AutoHook to Start of Hour** option and then click on the **Edit** button.

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A. Use the **Browse** button to select the **Media Item** you want to be played at the beginning of your AutoHook (you can also type the Media ID directly into the box if you prefer.
B. Use the **Browse** button to set the **Media Item** to be played between each Song's Hook.
C. Use the **Browse** button to select a **Media Item** that will be played at the end of the AutoHook.
D. Set the number of **Song Hooks** you want to include in your AutoHook. In the example above, Hooks will be included from up to three Songs (assuming three Songs can be found that have Hooks set).
E. You can also set the number of **Hours Ahead** to look when selecting the Hooks to use. So, if your AutoHook starts with a Link that says 'Coming up on the show today' and your full show is three hours long, you might want to set this to 3 hours so that Songs could be picked from anywhere in your show.
F. The **Item Selection** drop down allows you to set method the system will use for selecting Song Hooks. The options are:

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Next X Items – The next X Songs (with Hooks) from the AutoHook Item will be used.

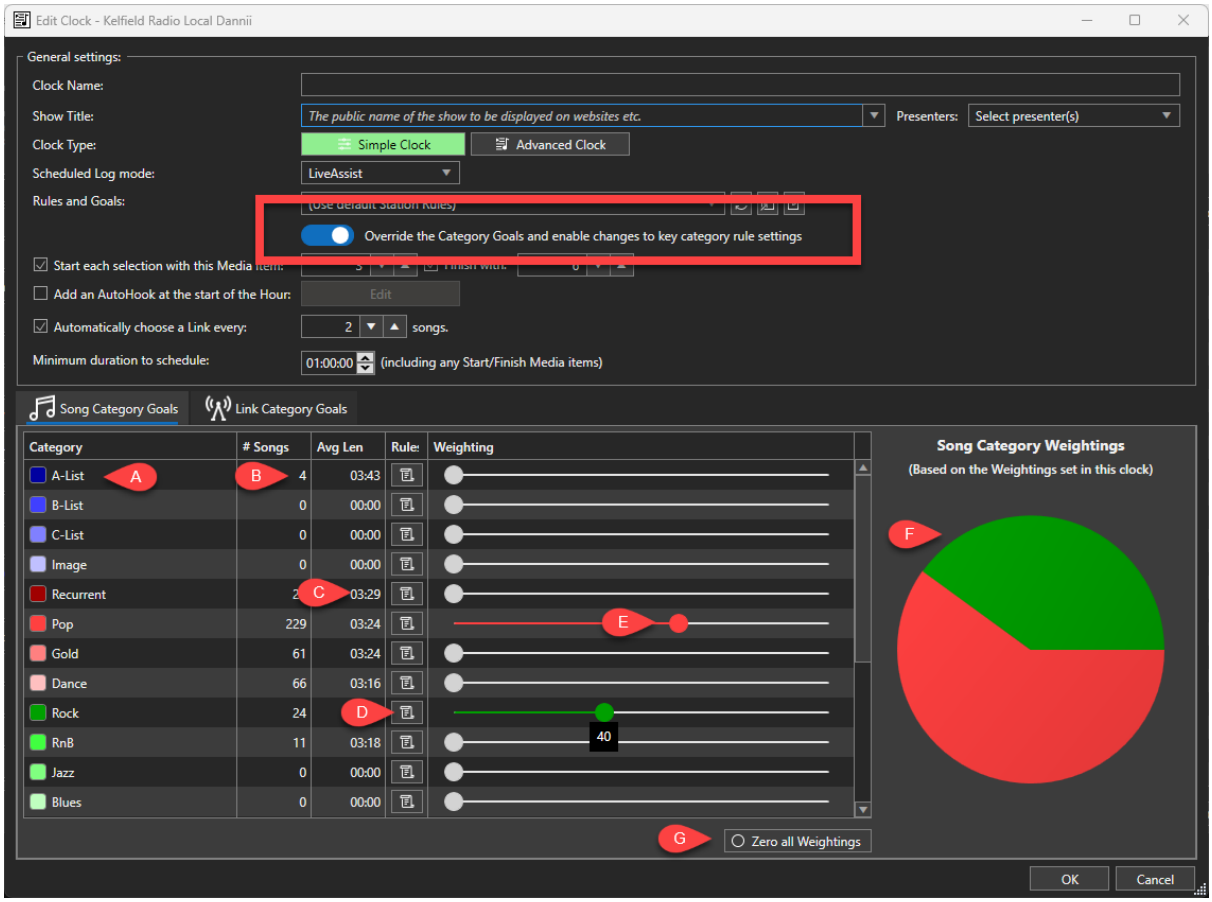
Random X Items – If you select this then X Sings (with Hooks) will be randomly selected from the specified time frame (see section E).

Next X Items Reversed – This is the same as Next X Items but the order will be reversed so the final Hook played will be the next Song to play.

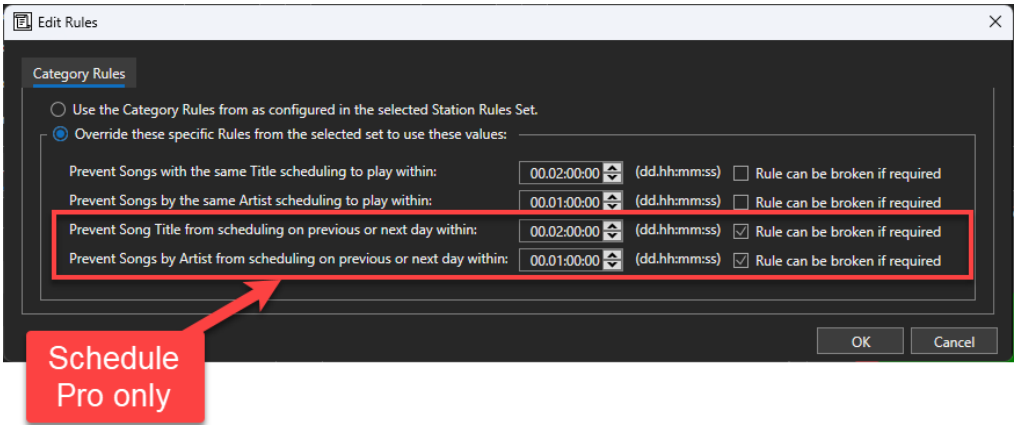
G. The **Media Item to Play if no Hookable Items Found** option allows you to set an alternative Media Item to play of no Songs in the specified time frame contain Hooks.

14. Set the frequency that you want to schedule Links (every X Songs).
15. The **Minimum Duration To Schedule** option allows you to vary the amount of content that will be scheduled when this Clock is used. The default will be 1 hour but you can set this to less (or even more) if you wish. Please keep in mind that whatever is scheduled using this Clock will be added to a single Hour in the Log so if you want to create a three hour show using the same Simple Clock, you would be better setting this duration to be 1 hour but then assign the same Simple Clock to three consecutive Hours in the Clock Assignments section.
16. The **Song Category Goals** section (in Override Mode) is used to set the Song Categories what should be included whenever this Simple Clock is used.

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A. The **Category Names** are displayed to the left of the section.
B. The **#Songs** column shows the current number of Songs available in each Song Category. So in the example above we have 114 Songs in the Pop Category but only 6 songs in the RnB Category!
C. The **Avg Len** column shows the **Average Length** of Songs within each Category. This is automatically calculated for each Category to better estimate overall Clock length.
D. The **Rules** button allows you to override the **Title & Artists Separation Rules** (from the selected Station Rules Set) for this Category and only in this Clock.

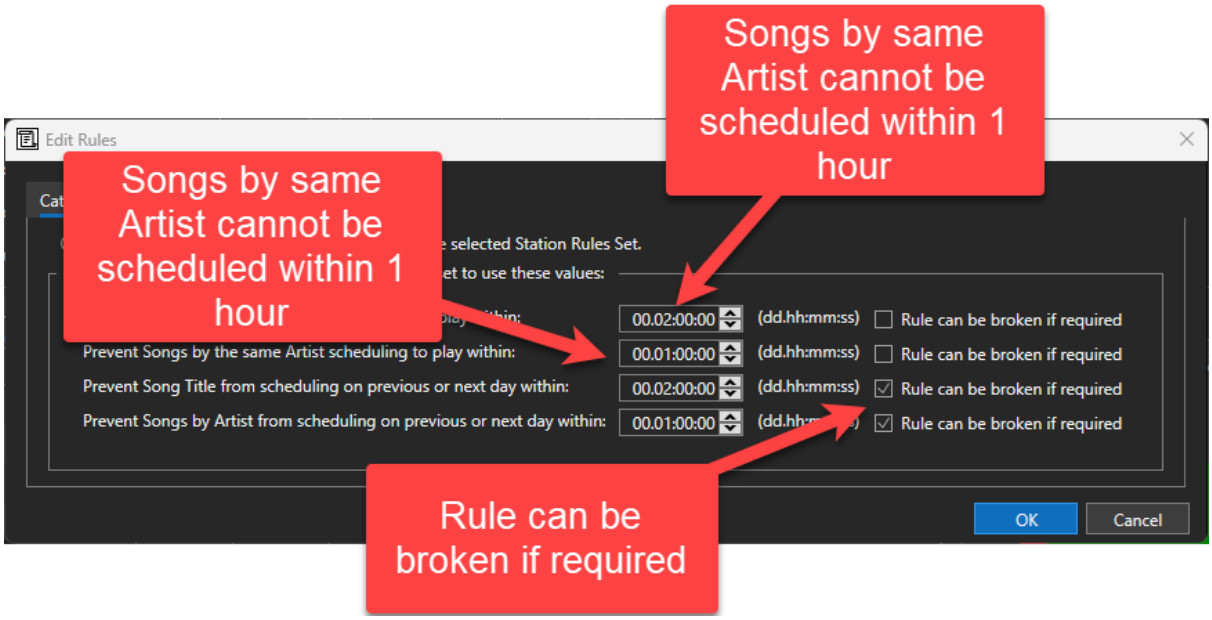


Myriad Schedule Pro users can also override the **Previous & Next Day rules** for **Title & Artists**.

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To set specific Rules of this Category in this Simple Clock, select the **Override these specific Rules** option.

You can then set a minimum time (in day, hours, minutes and seconds) that should elapse before either the specific Song or any Song by that Artists can be scheduled to play again.



The first setting allows you to set the minimum time that must elapse before a Song with the same **Title** can be scheduled again. In the example above this is set to 5 hours.

The second setting allows you to set the minimum time that must elapse before any Song by the same **Artists** can be scheduled. In this example the same Artist should not be repeated within 2 hours.

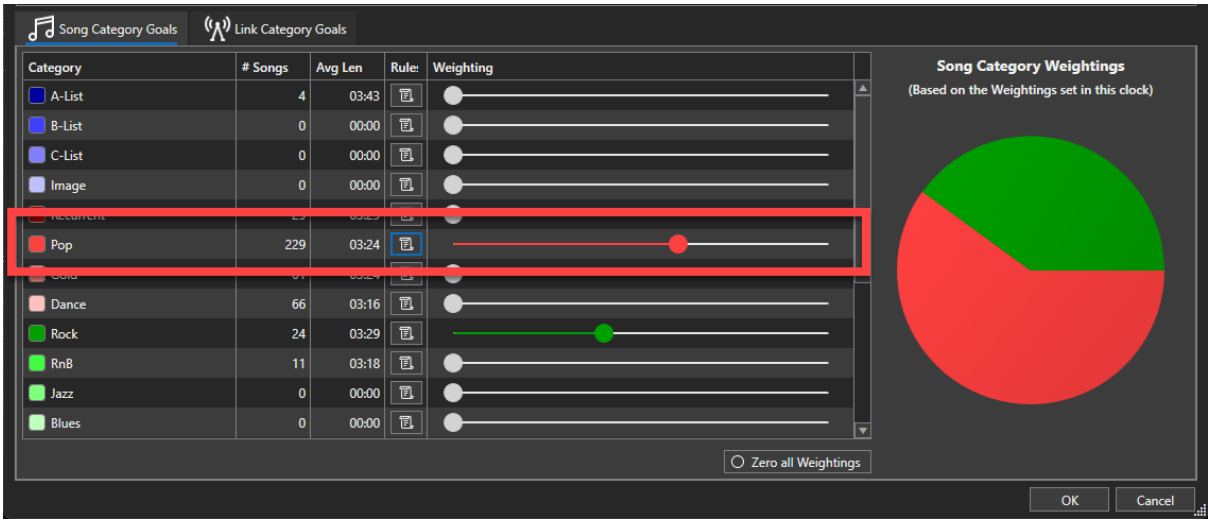
In both cases, the tick the **Rule Can Be Broken** option to allow the system to override the Rule if it must. This will only happen if the only other option is an 'unscheduled Song'.

So, in the example above if the system scheduled 'Spinning Around' by Kylie Minogue, it will definitely not play 'Spinning Around' again for at least two hours. It will also try not to play any Song by Kylie Minogue for a minimum of one hour but if it gets to the point where upholding this Rule will result in an 'unscheduled Song', it will allow another Song by Kylie to be scheduled.

When you are happy with your Rules, click on **Ok.**

E. The **Relative Weighting** section allows you to set the relative weighting for each Song Category by moving the sliders from the left to the right.

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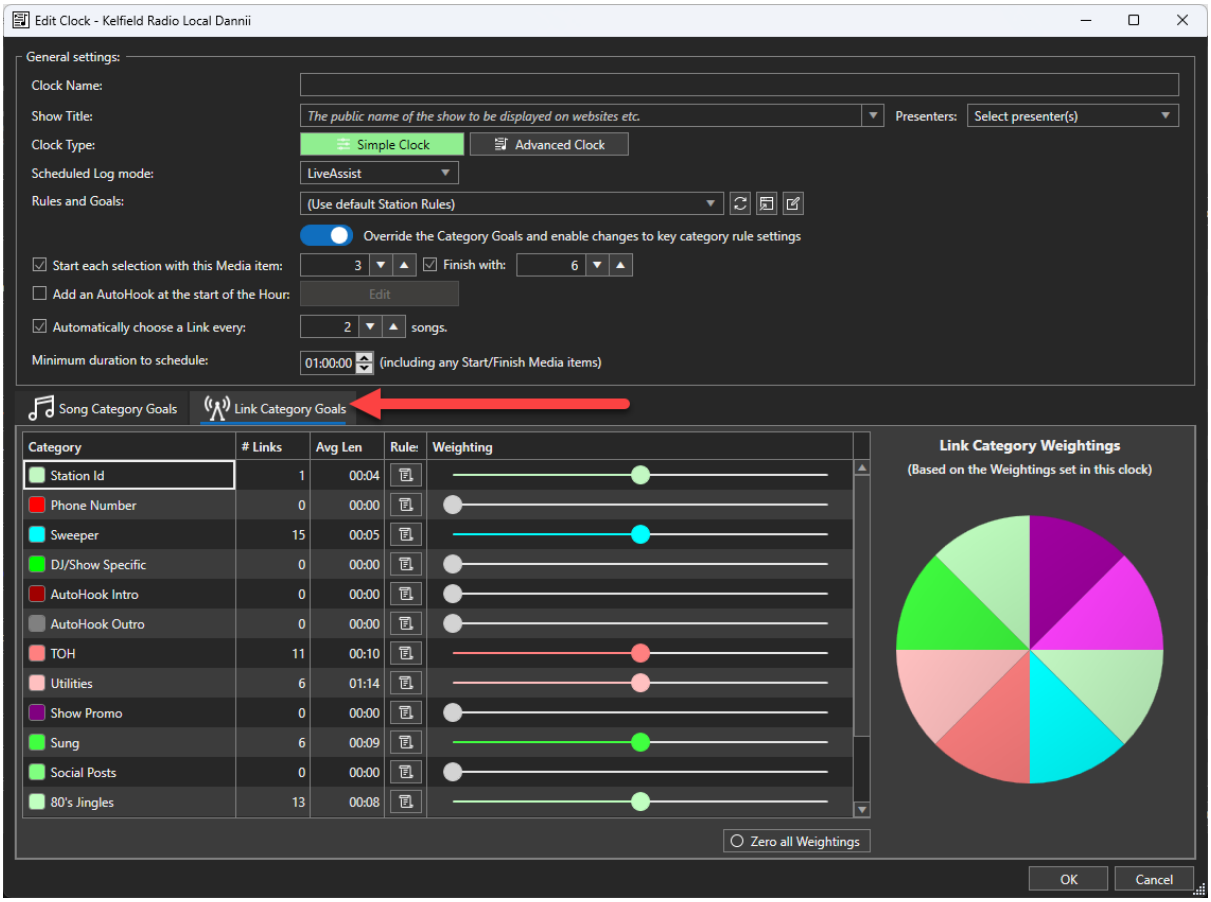
In the example above, the majority of the Songs selected in Hours using this Simple Clock will be picked from the Pop Category with a smaller amount selected from the Rock Category and no songs at all from the other Categories. To increase or decrease a Song Category Relative Weighting, simply move the slider to the left for less or to the right for more!

F. The **Category Weighting Pie Chart** gives you a visual representation of the mix of Song Categories you will get with this Clock.

G. The **Zero All Weightings** button will set the Relative Weighting for every Song Category to zero. This is useful because by default, when you create a new Simple Clock, every Song Category has equal weighting (50) so if you have lots of Categories but only want to use a few of them, it is faster to set them all to zero then just increase the ones you want.

17. The **Link Category Goals** section is identical the Song Category Goals section except that the settings apply to scheduling Links only.

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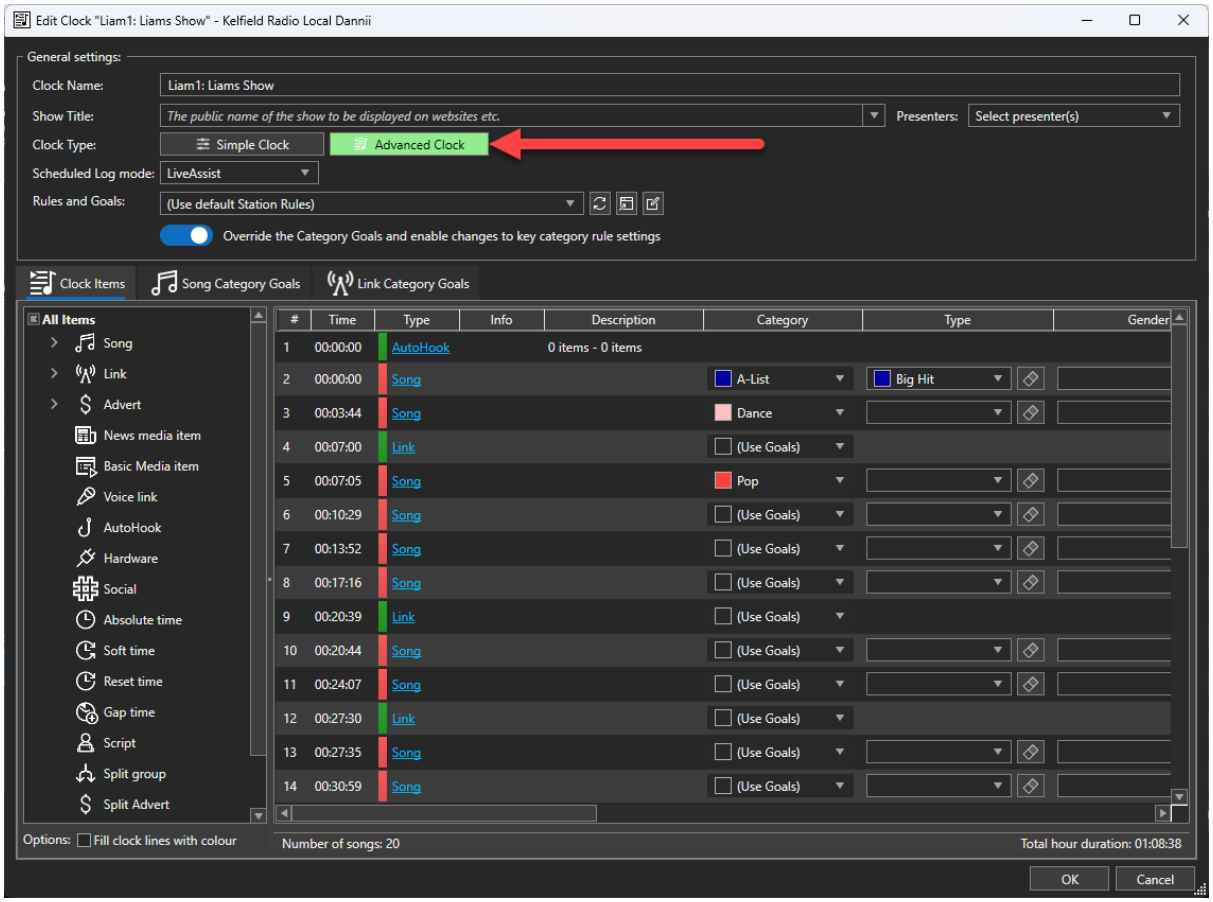


18. One you are happy with your Simple Link Clock, click on the **OK** button to save and close the Clock Editor window.

Advanced Clocks (Myriad Schedule)

Advanced Clocks are similar to Simple Clocks, but they offer you a much finer level of control over both the structure and content of your Clock but allow you to manually build and adjust the exact layout of the Clock.

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You can also add many different Clock Items to an Advanced Clock which allows you to precisely control the content that will be scheduled for any Hour that the Advanced Clock is Assigned to.

Clock Items that you can use in Advanced Clocks include:

- Songs – Songs will be selected using the required attributes (Category, Tag, Energy etc).
- Links - Links will be selected using the required attributes (Category, Tag etc).
- Specific Category Songs – These Songs will always be picked from the selected Category.
- Advert Breaks – Allows you to position advert breaks to be filled by Myriad Schedule or a 3rd party advert scheduling system.
- News Media Items – Specify a News Media Item from the MediaWall.
- Basic Media Item – Set a specific Media Item to use from the MediaWall.
- Voice Link – Allows you to add an AI generated Voice Link to the Clock. You can set the goals for the AI Voice Link.
- AutoHook – Add in a AutoHook Item. You can also set the parameters for the AutoHook to use.
- Hardware – Set a Hardware Line to set, flash, pulse or clear.
- Social Post – Set a message to be posted on Bluesky / Facebook.
- Absolute Time – Set a time Myriad Playout will either back-time to or wait for.
- Soft Time – Similar to an Absolute time but less specific. Times to within one item of the target time.
- Reset Time – Set a time that Myriad Playout will use to reset the timing of all subsequent items in the Log.

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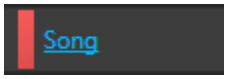
- Gap Time – Set a duration that will be added to the Log for timing purposes. Usually used for timed speech segments.
- Script – Add a script item to the Log.
- Split Group – Add a Split Cart Group to the Log that will be used by Myriad Network SE to play a Split Cart Group (usually a split Link).
- Split Advert Break – Schedule a Split Advert Break that Myriad Network SE will use.
- Clock – You can include another Clock within the first Clock. You can use Clocks as sequences (like a top of hour sequence) and then add that Clock to other clocks.
- Station Rules – Change the Station Rule Set applied mid-way through a Clock.

Each of these Clock Items can then be given Attributes that will be used to schedule content for that position in the Log.

Please note that not all Attributes apply to all Clock Item types.

Attributes include:

- # - Click Item position in the Clock (number)
- Time – Estimated time of item in the Log.
- Colour Swatch - Shows colour of Clock Item for identification.
- Item Type – Shows the Clock Item Type. These are clickable to open any settings related to the Item Type.



- Info – Displays relevant information (Myriad ID number etc)).
- Description – Shows extended information.
- Category (Specific) – Select a specific Category for the Song, Link, Advert or News item.
- Category (Use Goals) – Use the Song or Link Category Goals as set on the Song / Link Category Goal tabs.
- Type – Set the Type for Songs and Links – Myriad Schedule Pro only.
- Gender - Set the Gender for Songs and Links – Myriad Schedule Pro only.
- Era - Set the Era for Songs and Links – Myriad Schedule Pro only.
- Characteristics Energy, Tempo, Mood, Texture & Burnout (multi-select) – Set the Characteristic Levels that this Item must have.
- Must Have Tags (multi-select) – Set Tags that the item must have in order to be eligible for the position when scheduling.
- Must Not Have Tags (multi-select) – Set Tags that the item must not have in order to be eligible for the position when scheduling.
- Start / End Year – Set the Start Year and End Year to set a date range that the item must have been first released within.
- Hardware – Trigger a hardware event when the item is played in the Log.
- Drop / Fade / Lock – Tick to mark the item to:
    - Drop – Not be ‘droppable’ when running to time.
    - Fade – Not be ‘fadeable’ during running to time.
    - Lock – The item cannot be moved or deleted from the Log without removing the Lock.

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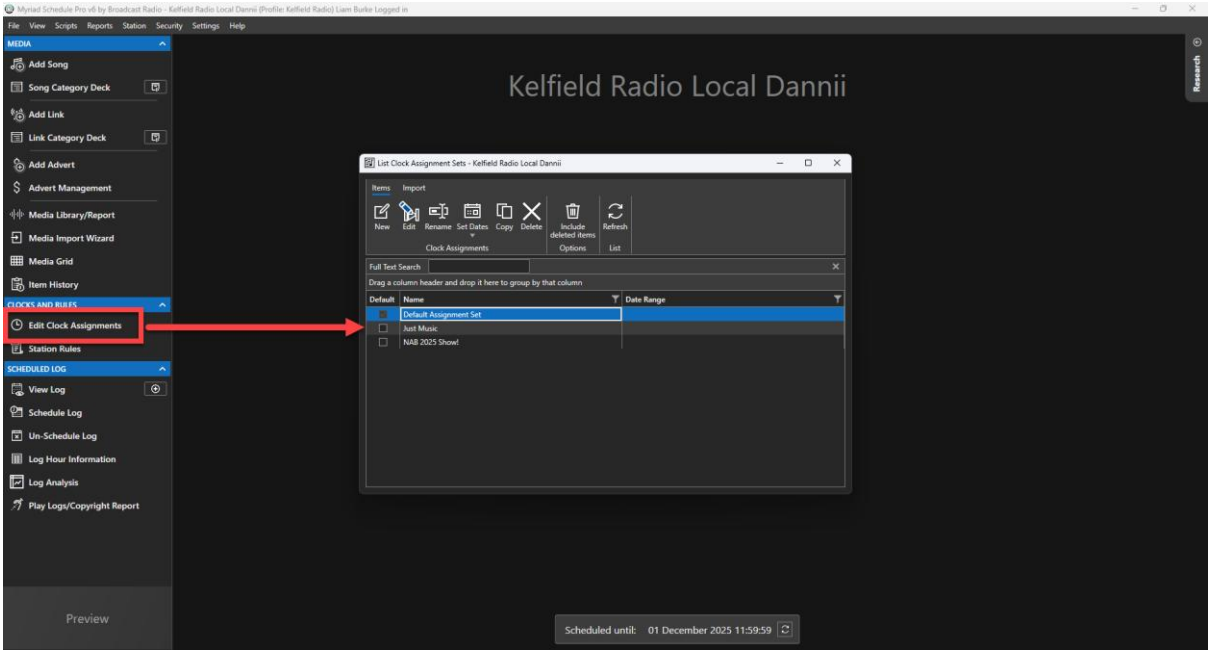
- Chain  - Determines what happens at the end of the item in the Log. The options are:
    - Stop (Red Square) – Playback will pause at the end of this item.
    - Go (Green Circle) – Playback will automatically segue into the next item in the Log.
    - Sweep (Yellow Plus Sign) – Item will be played over the top of the next Songs' intro, following the rules for playing sweepers.
- Remove – Remove the selected Clock Item from the list.

Advanced Clocks allow you to rapidly build and maintain complex schedules with full control over all aspects of the Myriad Schedule Process. By combing the power of Advanced Clocks with the Song / Link Category Goals (outlined in Simple Clocks) you can build a schedule that has a much structure as you need without the requirement to set every detail in every Clock.

Adding an Advanced Clock

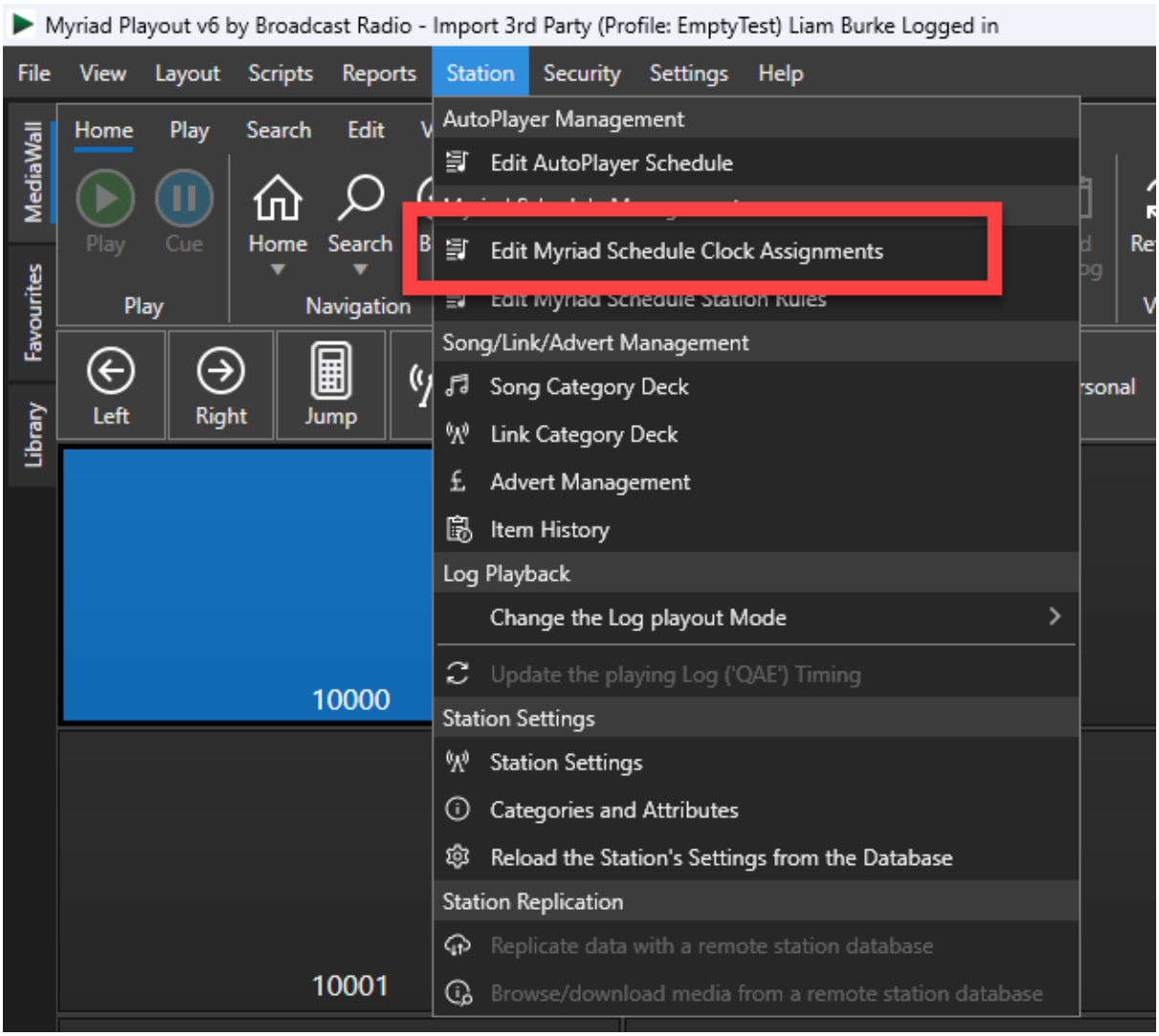
To add an Advanced Clock, follow these steps.

1. Click on the **Edit Clocks Assignments** option on the left-hand menu.



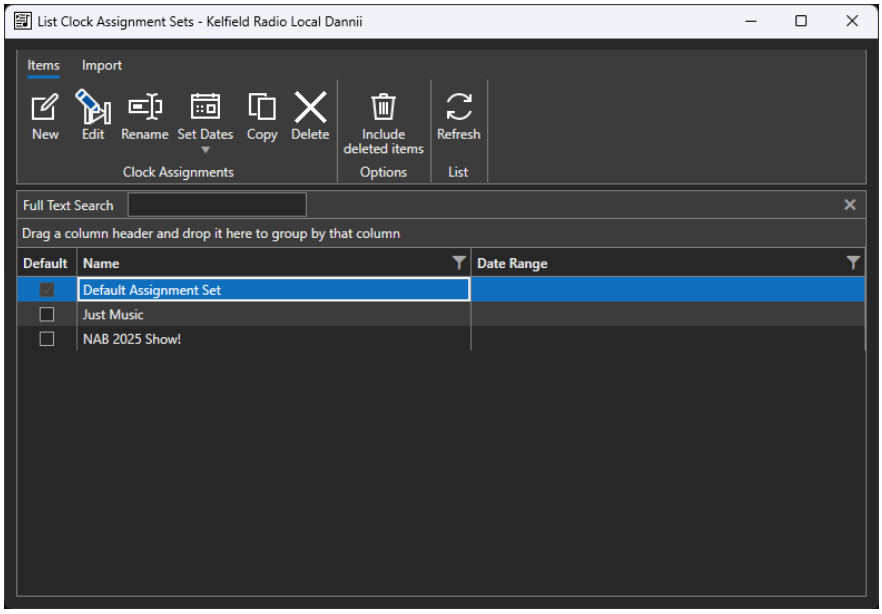
You can also access this from the **Station Menu > Edit Myriad Schedule Clock Assignments** option in Myriad Playout.

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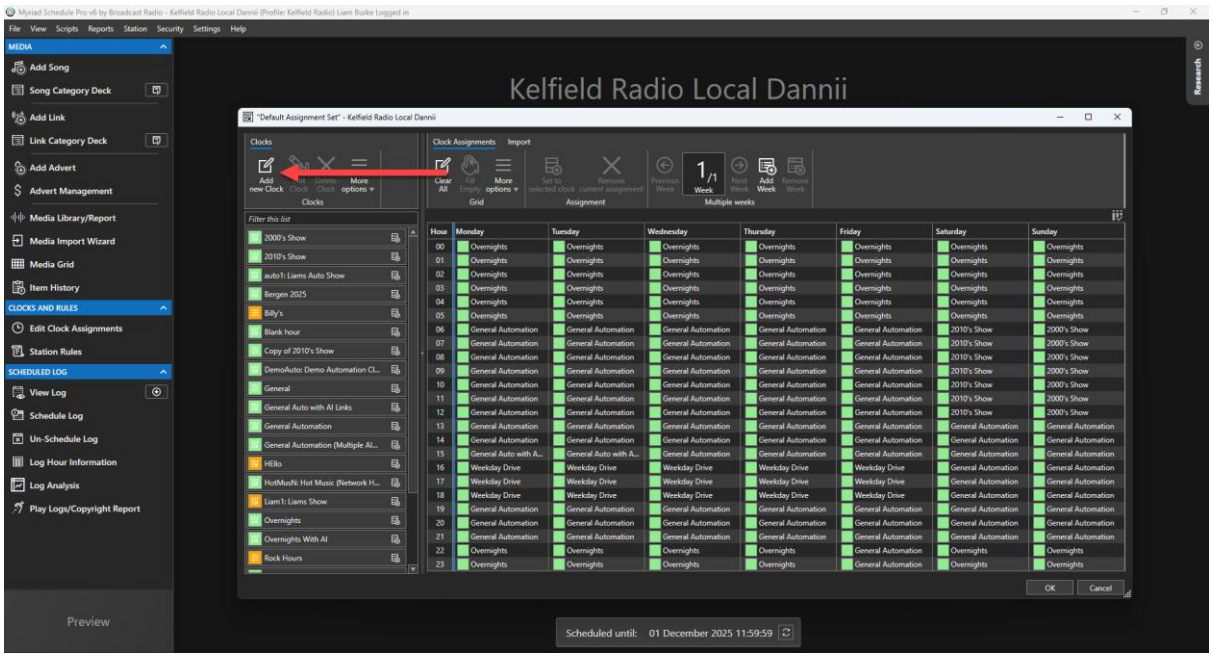
2. Myriad Schedule Pro users will be asked to select a Clock Assignment Grid to open.

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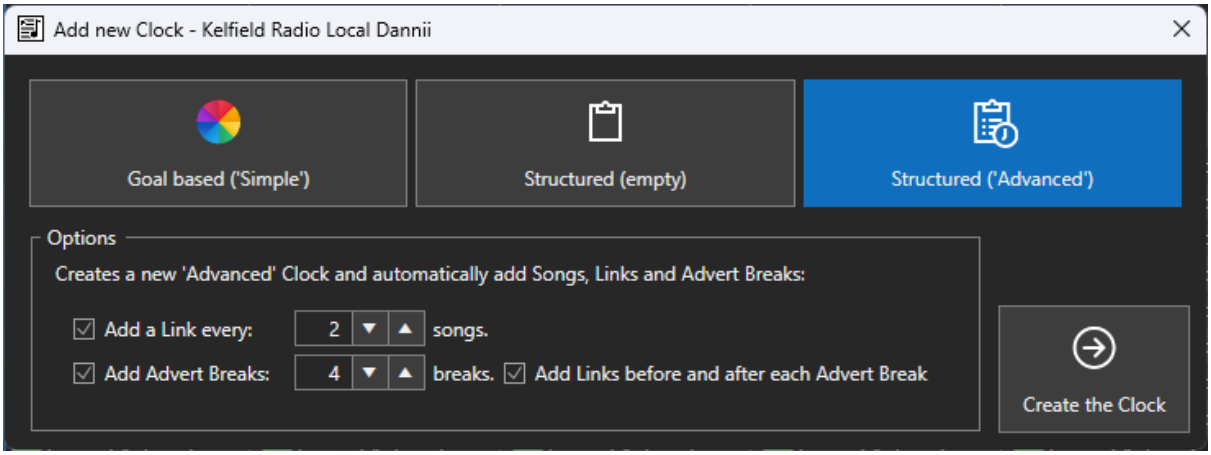
Myriad Schedule (Standard) only has a single Clock Assignment Grid so will skip this step.

3. Click on the **Add Clock** button which you will find on the **Clocks Tab** in the top left hand of the Window. This will open an Edit Clock window.

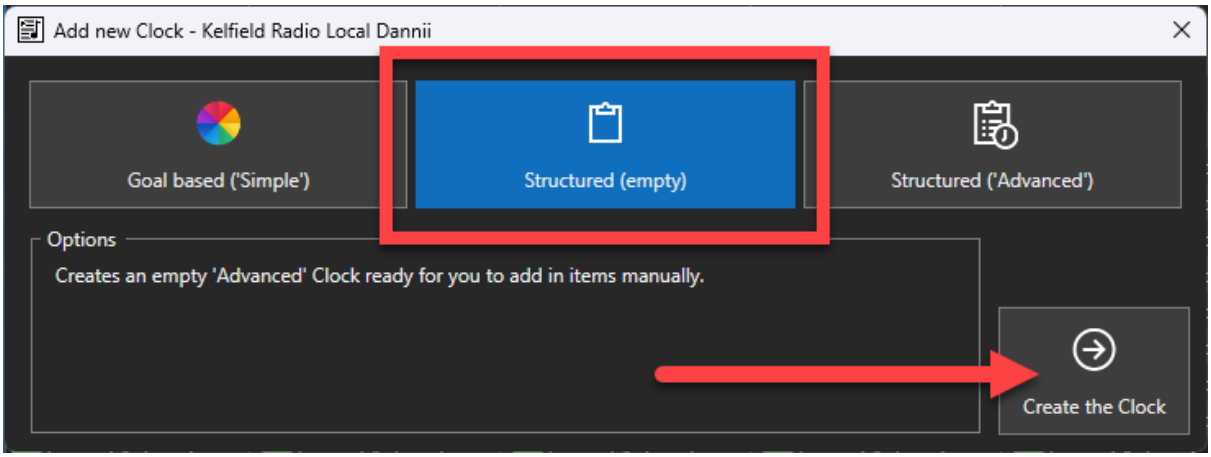


4. You can either an empty Advanced Clock, or an Advanced Clock that is pre-populated with content based on some basic criteria.

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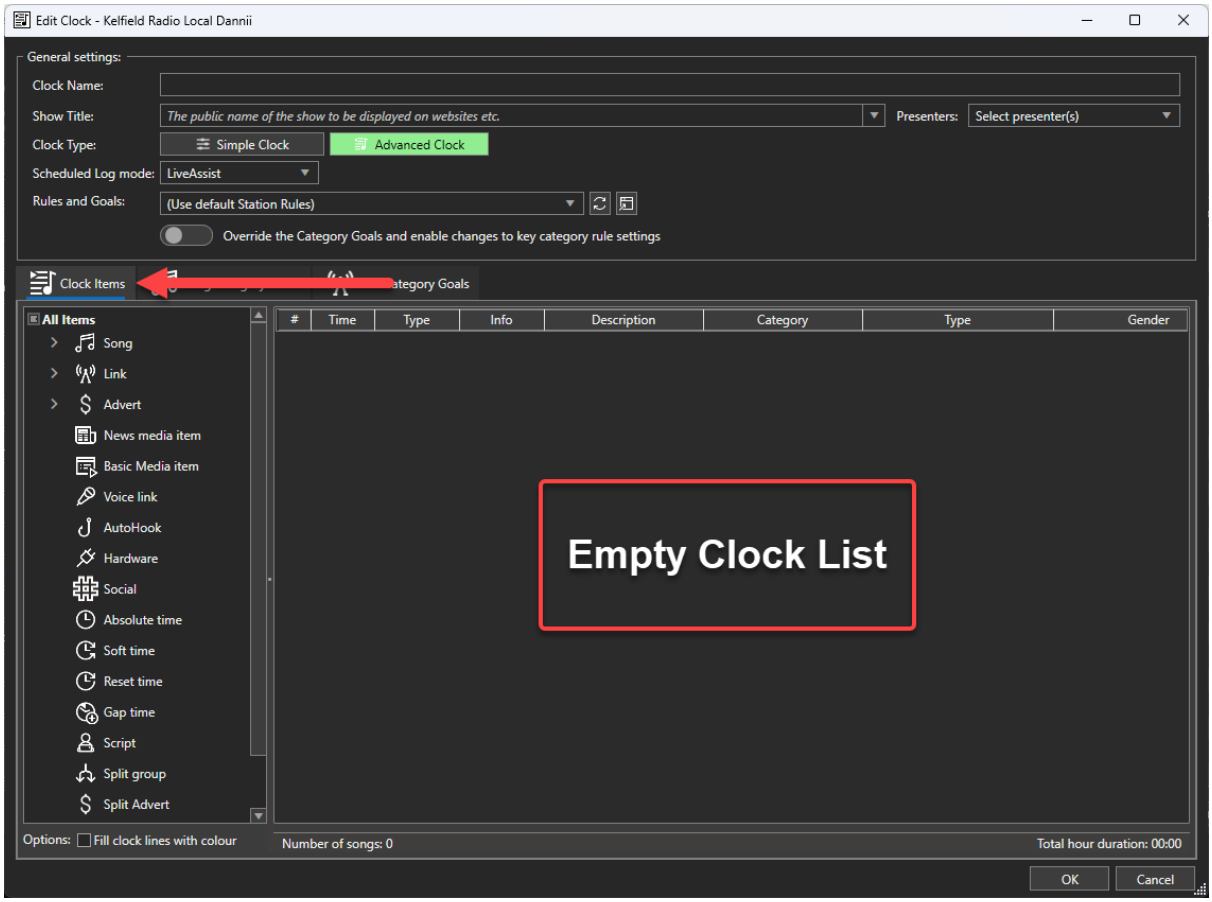


5. If you want to create an empty Advanced Clock, select the **Structured (Empty)** option and click on **Create the Clock.**

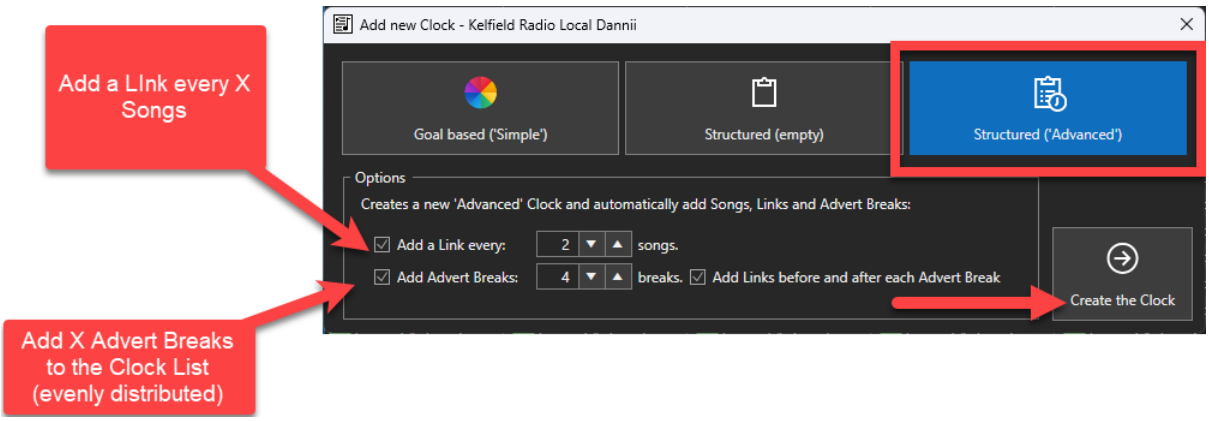


This will create a new Advanced Clock, but the Clock Items tab will be empty.

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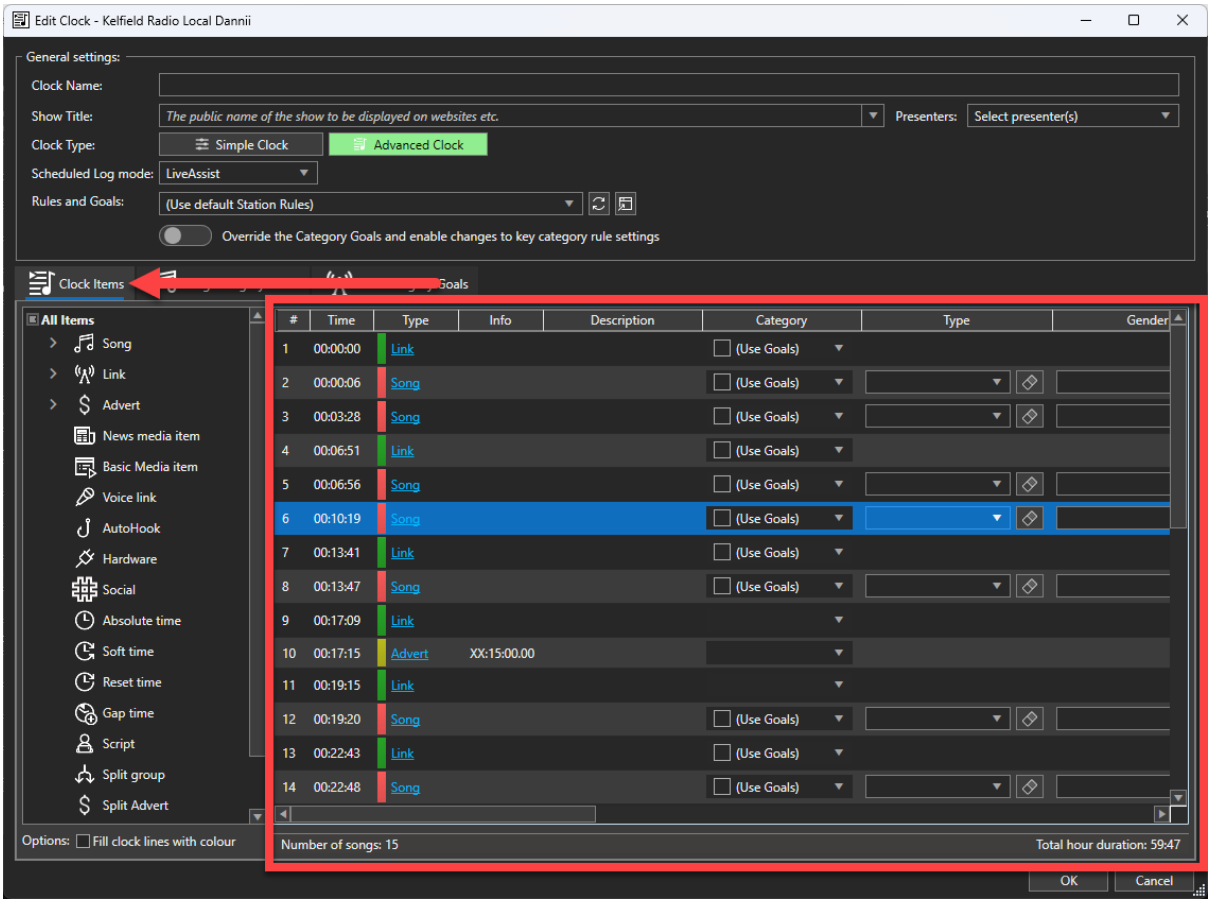


6. If you want to create an Advanced Clock that is prepopulated with some Clock Items, select the **Structured (Advanced)** option, set the frequency of Links and Advert breaks, then click on the **Create the Clock** button.

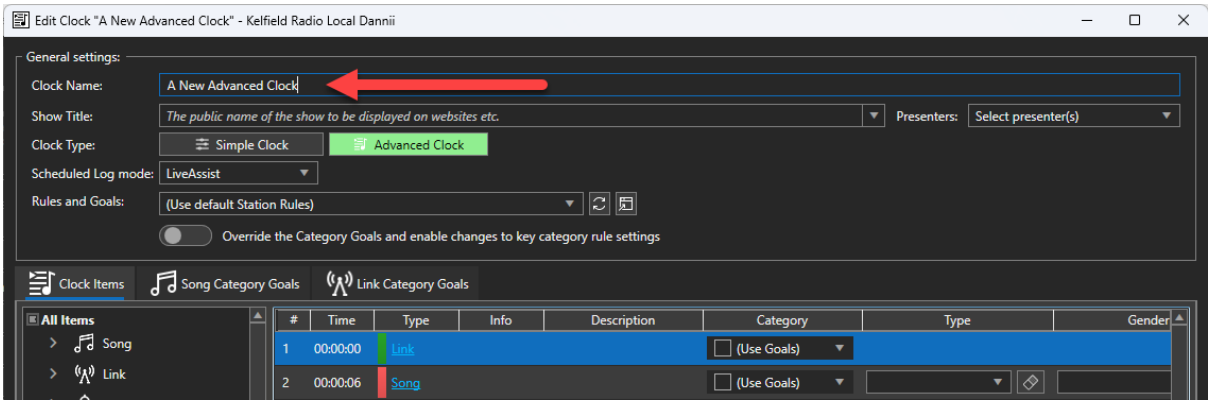


This will create a new Advanced Clock with basic Log Items pre-populating the Clock Items tab.

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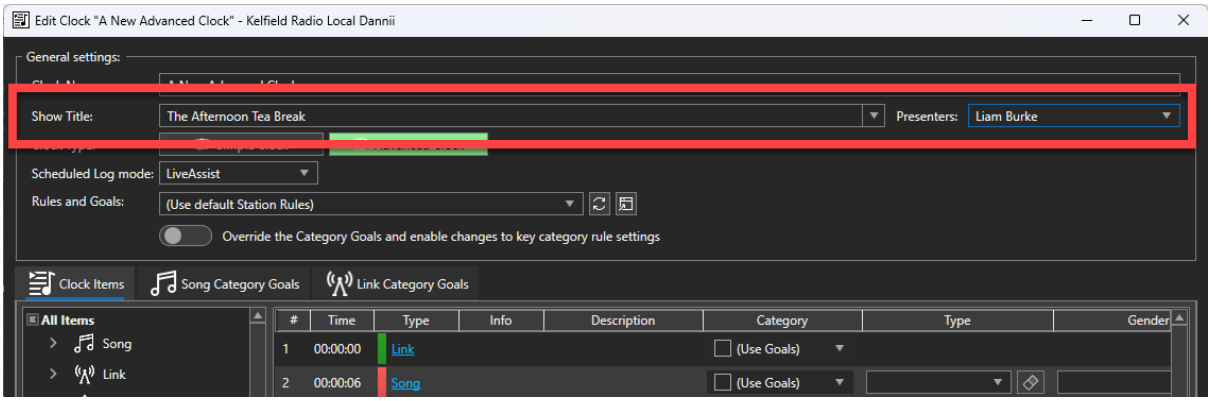


7. Add a suitable name into the **Clock Name** section.

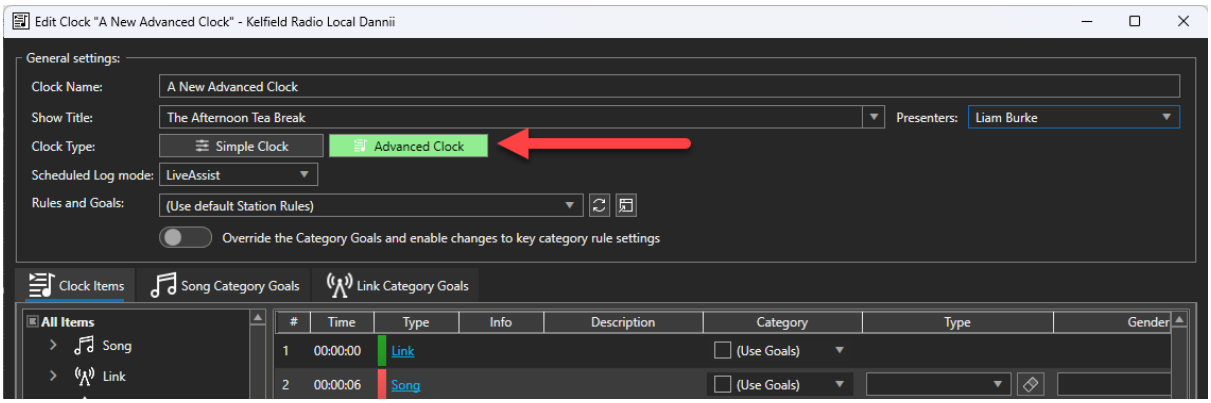


8. Next, type in a Show Name and assign a Presenter. This information can be displayed in the Log, exported as metadata via OPC and used to populate the published station schedule on the Broadcast.Radio platform for websites, web players and mobile apps. This step is optional.

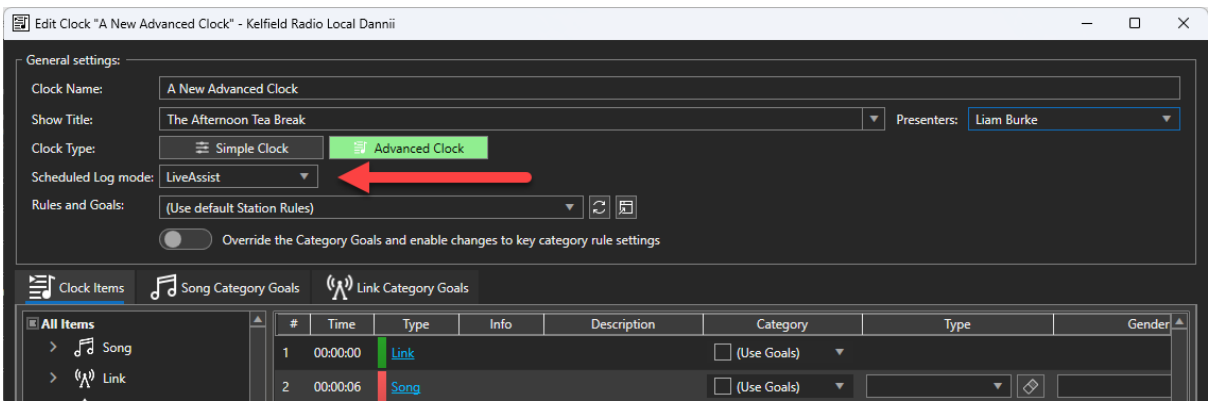
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9. You can also switch back to a Simple Clock using the **Clock Type** buttons.

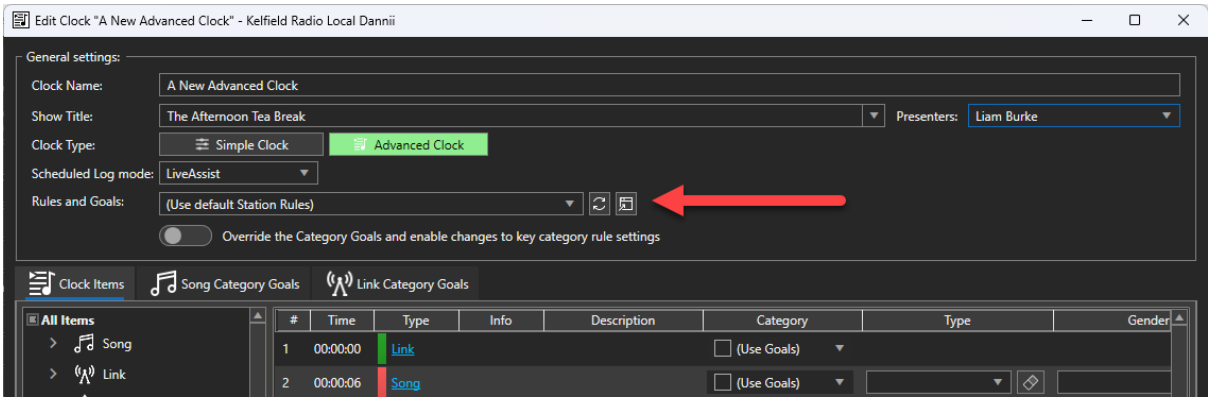


10. Next set the **Schedule Mode** to either **LiveAssist** (for live shows with a presenter) or **AutoFade** (for automated shows with no presenter).

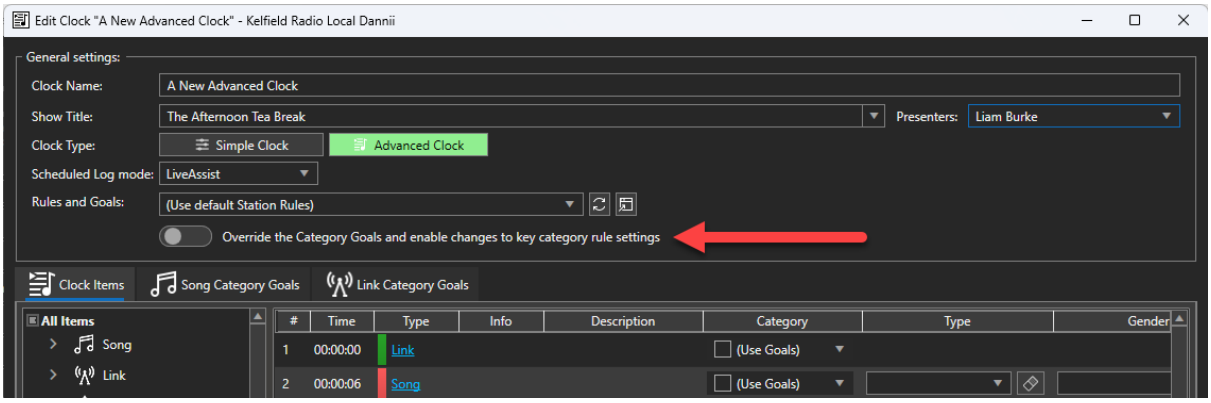


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11. Next use the **Rules & Goals** drop down to select the **Station Rules Set** you want to use. The default set will be used if you do not select a specific Station Rules Set for this Clock.

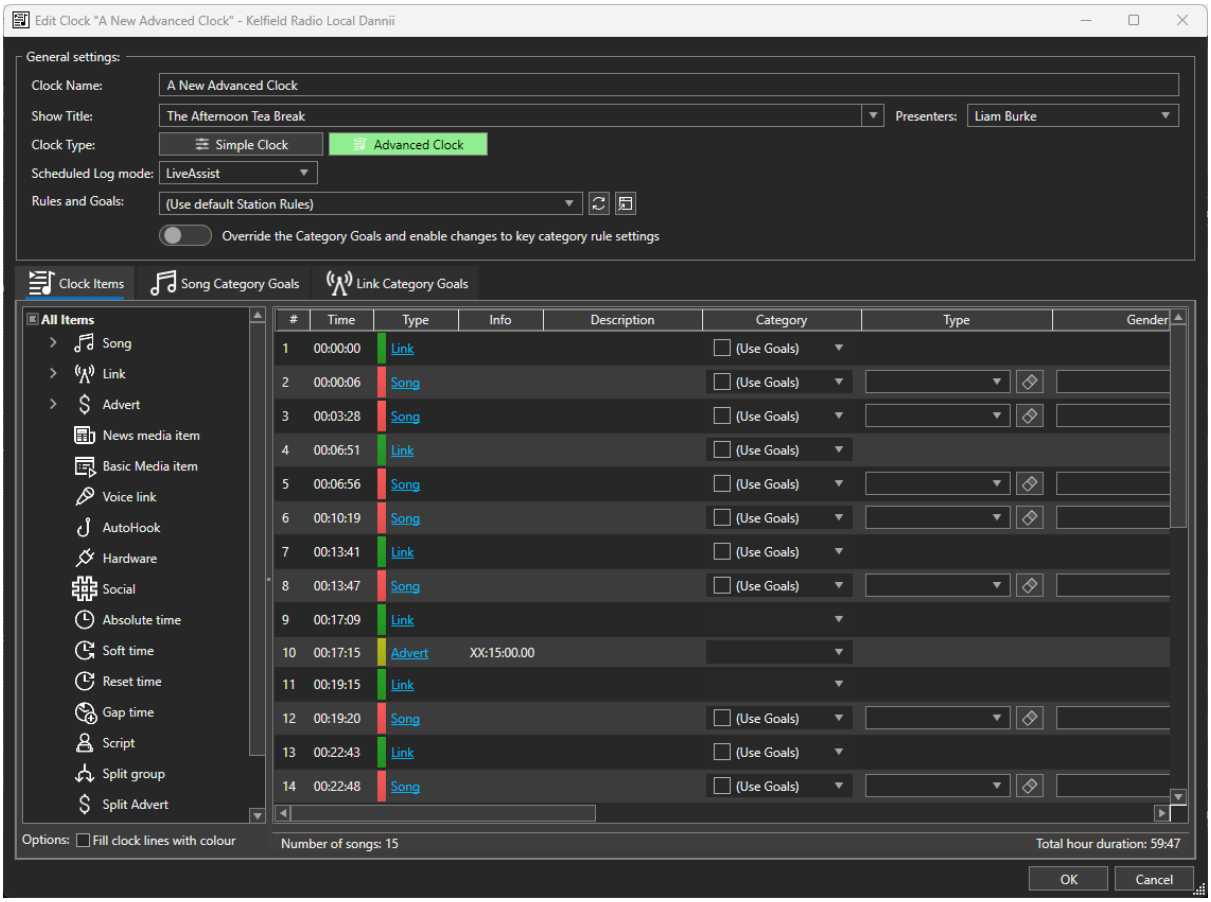


12. You can also choose whether to **Override Category Goals** using the toggle option which will allow you to set specific **Song / Link Category Goals and Title / Artist Overrides** for this Clock.



13. Your Advanced Clock is now complete in a basic state, but you will need to add in the extra Clock Items and content you want to use. This is covered in the next section.

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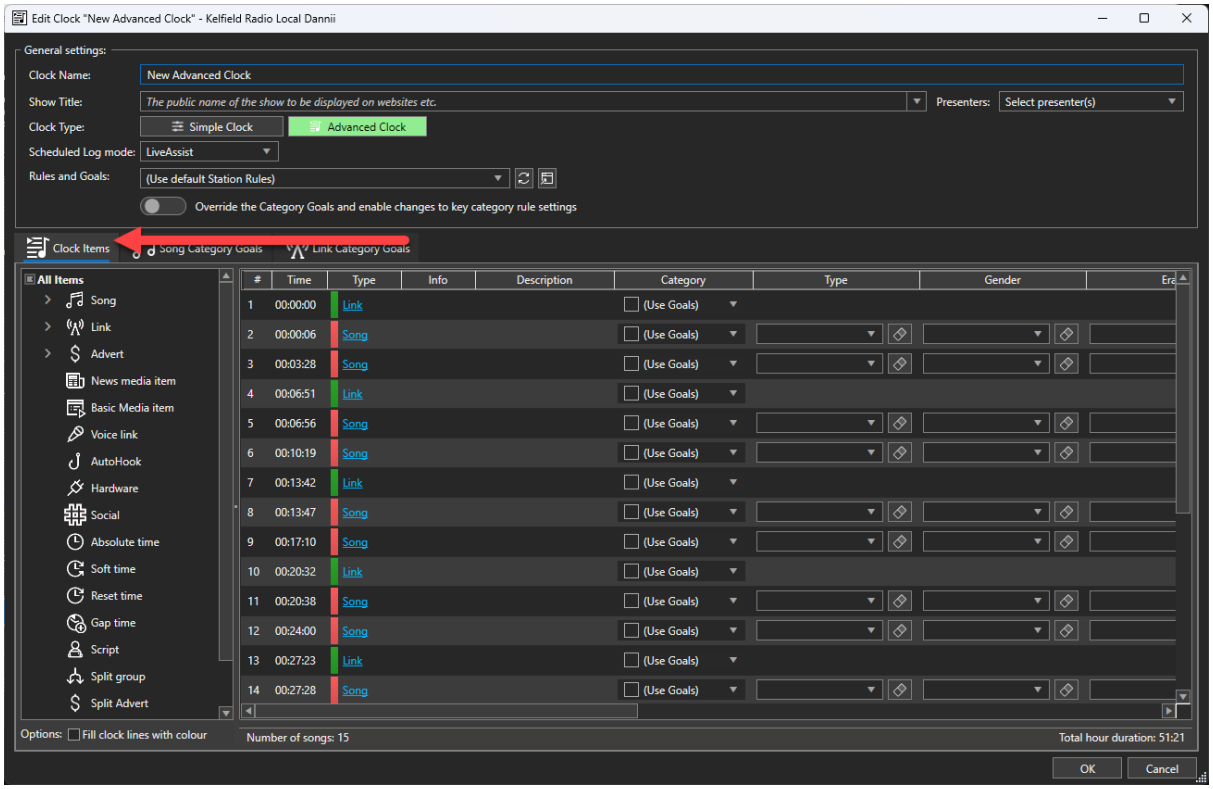


14. Clock on **OK** to save your Advanced Clock and close the Edit Advanced Clock window.

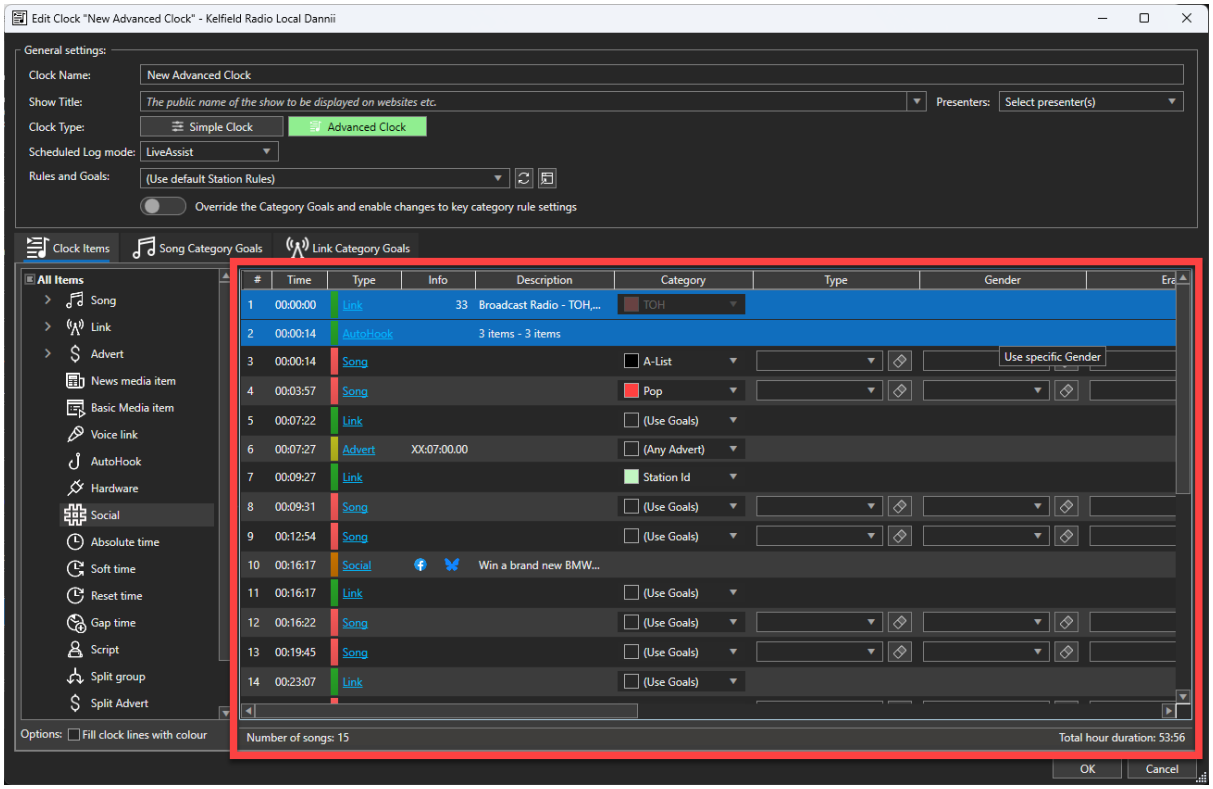
Building Contents of an Advanced Clock

The main element in an Advanced Clock is the **Clock Items** tab which is used to list all the Clock Items that will be used in the Clock as well as the order in which they will be used when scheduling Hours that are based on the Clock.

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In the above example, the Clock Items tab only list Songs and Links because the Advanced Clock has just been converted from a Simple Clock and as such the structure remains unchanged.

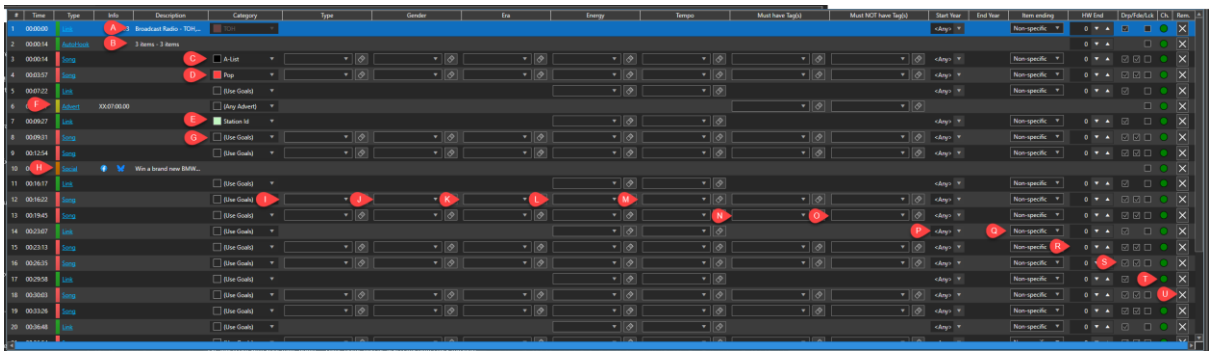


In this screen shot, we have started to customise the Clock Items in the Advanced Clock by adding additional Clock Item (such as Advert Breaks, AutoHooks, Social Posts etc) as well as set specific Categories for some of the Songs and Link Items.

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Let's take a closer look at a few of the Clock Items.

Advanced Clock Layout



A. This item is a specific Media Item or Link so the Mixed Sweeper will always play in this position.
B. This is an AutoHook which is a special Log Item that instructs Myriad to play a short section from a selection of upcoming Songs with Links played at the beginning and end (and in between if you like).
C. Myriad Schedule will pick a suitable Song from the A-List Category (following the Rules).
D. Myriad Schedule will pick a suitable Song from the Pop Category (following the Rules)
E. Myriad Schedule will pick a suitable Link from the Station Id Category (following the Rules).
F. This is an Advert Break. Myriad Schedule will fill this with some Adverts or import a list of Adverts to use from a 3rd party system (depending on your setup).
G. Myriad Schedule will pick a suitable Song using the Song Category Goals (either from the Station Rules Set or the overridden Song Category Goals for this Clock) to determine the Category (and still following the Rules).
H. This is a Social Post that Myriad will send to Facebook and Bluesky.
I. You can also specify the **Type** of Song / Link to allow (Myriad Schedule Pro Only).
J. You can also specify the **Gender** of Song / Link to allow (Myriad Schedule Pro Only).
K. You can also specify the **Era** of Song / Link to allow (Myriad Schedule Pro Only).
L. You can set the **Energy's** that are allowed to be scheduled in this position.
M. You can set the **Tempo's** that are allowed to be scheduled in this position. If you have additional Characteristics enabled, they will also be listed as separate columns.
N. You can also specify the **Tags** of Song / Link must have (all Users).
O. You can also specify the **Tags** of Song / Link must not have (Myriad Schedule Pro only).
P. You can specify the Start and End years that must be used for this position.
Q. You can set the **Ending Type (Ends / Fades etc)** the scheduled item must have.
R. Specify a **Hardware Input** that can be used to trigger the end of the item (usually used for satellite shows etc).
S. Tick options for Log Item,
    a. Drop (Drp) – Myriad can drop this item if required when running to time.
    b. Fade (Fdr) – Myriad can fade this item out early when running to time if required (usually Songs only).
    c. Lock (Lck) – This Item is locked in the Log and neither Myriad or Users can move, replace or delete it without manually unlocking it first.
T. This allows you to set the Chain type (what happens at the end) for the Log Item. The options are:

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a.  - Green Circle – Automatically move on to next item as this one finishes.

b.  - Red Square – Stop at the end of this Log Item and wait for Go command (LiveAssist only).

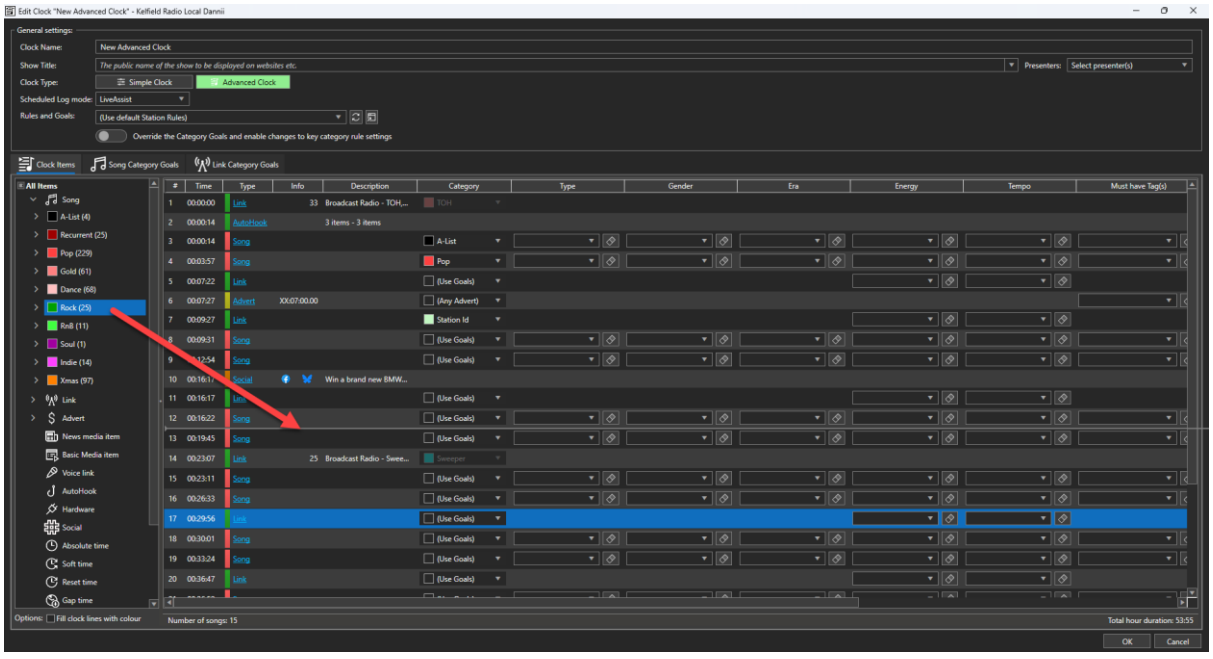
c.  - Yellow Plus – This Log Item (usually Link or Voice Track) will be 'swept' into the Intro of the following Item (usually a Song) using the rules set in your Station Settings.

U. Click on the  button to remove a Log Item from the Clock.

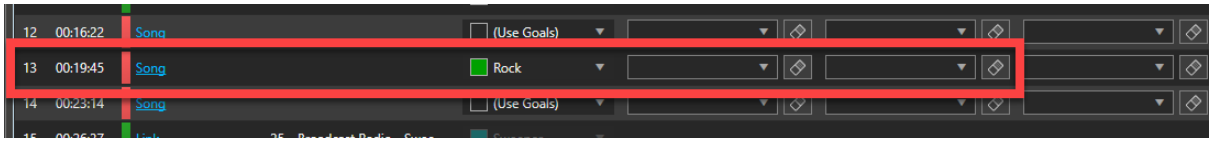
As you can see rather than just a simple list of Songs and Links, some of the listed items will schedule a specific Link on the System (or Media Id), others list the Category that should be used when scheduling that slot. Some Songs and Links are left 'floating' which means that the Song or Link Category Goals will be used to determine what Category should be used when scheduling that slot. You can also add more exotic Clock Items such as Scripts and Social Media Posts.

Adding Clock Items

To add additional Clock Items, use the left mouse button to drag them from the **All Items** list on the left-hand side to the position you want to add them in the Clock.



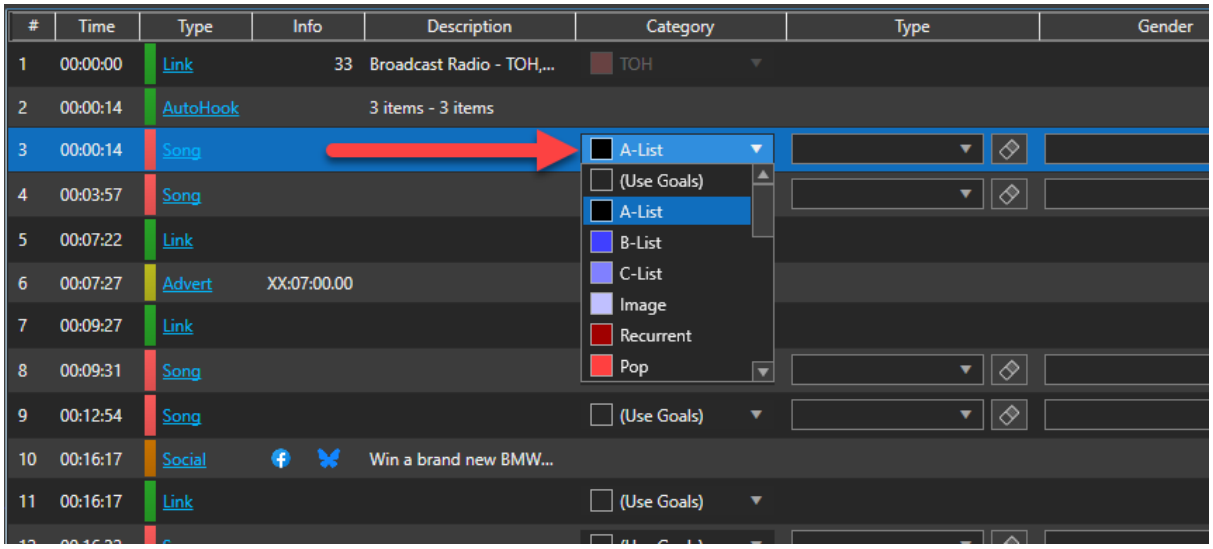
The desired Clock Item will be added to the Clock.



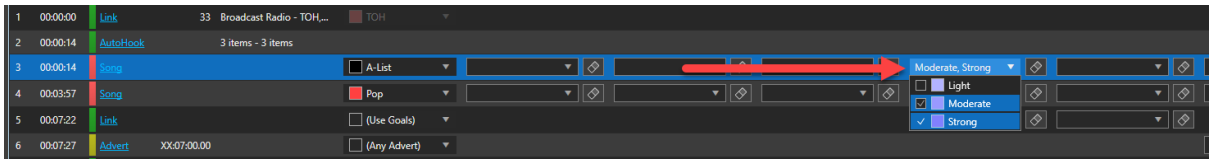
Changing Category on Clock Items

You can also change the details for a Clock Item that is already in the Clock by clicking on the **Drop Down** options in columns in the Clock.

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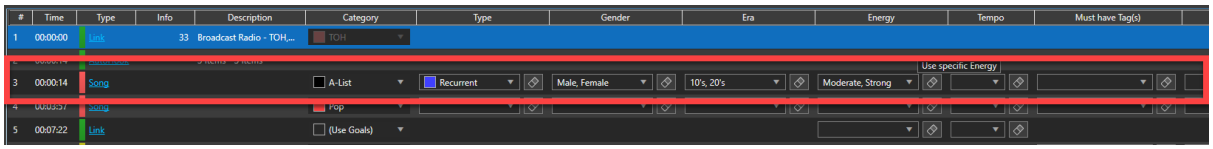


Many attributes allow you to select one or more options from a list



This applies to:

- Type, Gender & Era (Myriad Schedule Pro only)
- Characteristics (Energy, Tempo etc)
- Must Have Tags
- Must Not Have Tags

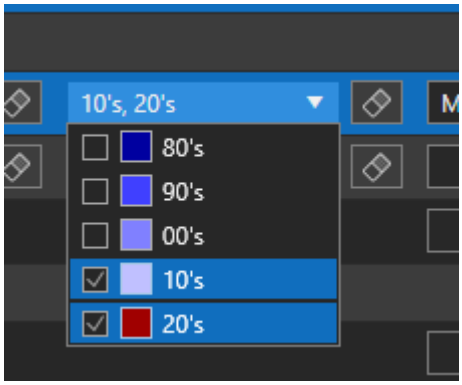


So in this example, to be eligible to schedule, a Song will need to be:

- A-List Category
- Modern Type
- Male or Female Gender
- 10's or 20's Era
- But Any Tag is ok!

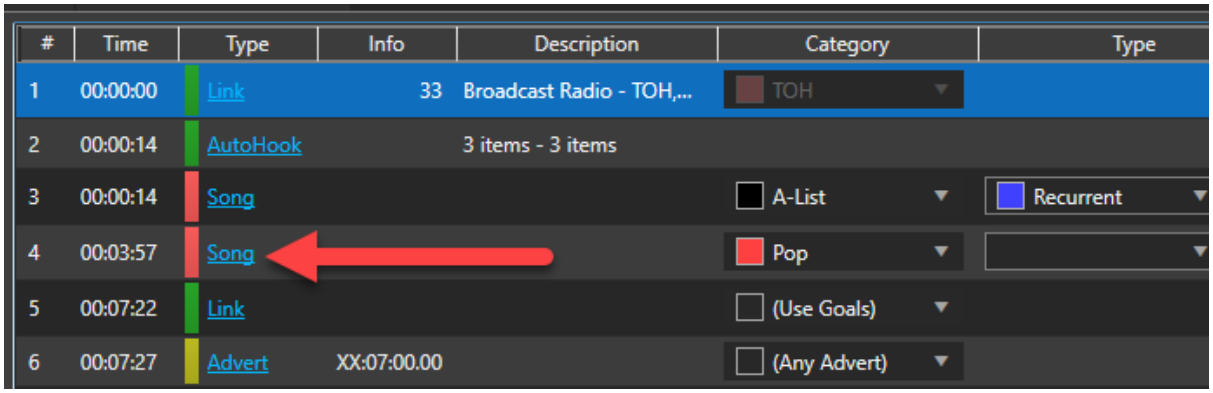
When setting these attributes, use the drop down list to select one or more options.

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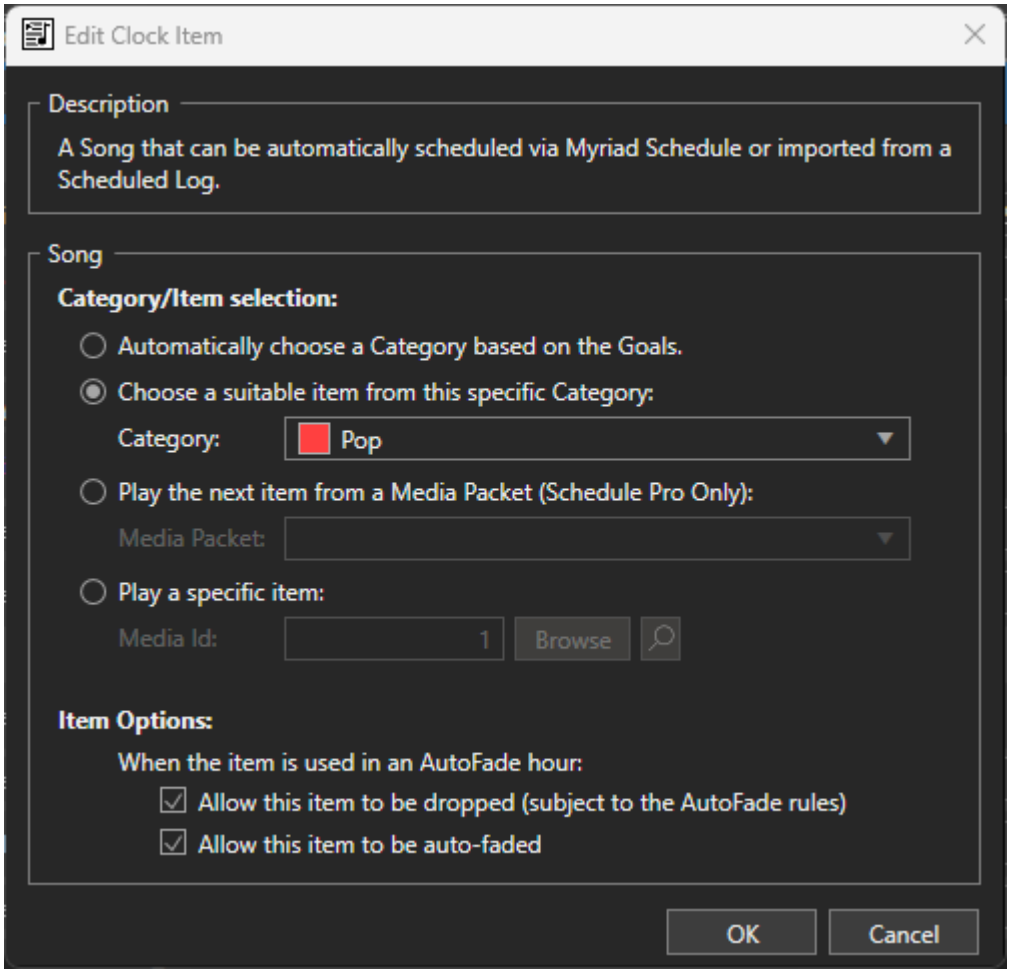
In the example above, to be eligible for scheduling in that slot, a Song would need have its Era set to either 10's or 20's.

Alternatively you can click on the **Type** column entry for a Clock Item to open the Clock Item settings.



This will open a popup window to allow you to set the specific settings for the Log Item.

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In this example, we opened the Clock Item Settings for a Song that is currently set to use the Pop Category. We can use the drop down option to select a different Song Category, set the system to automatically choose based on the Category Goals, play from Media Packet (Myriad Schedule Pro only) or even force a specific Media ID.

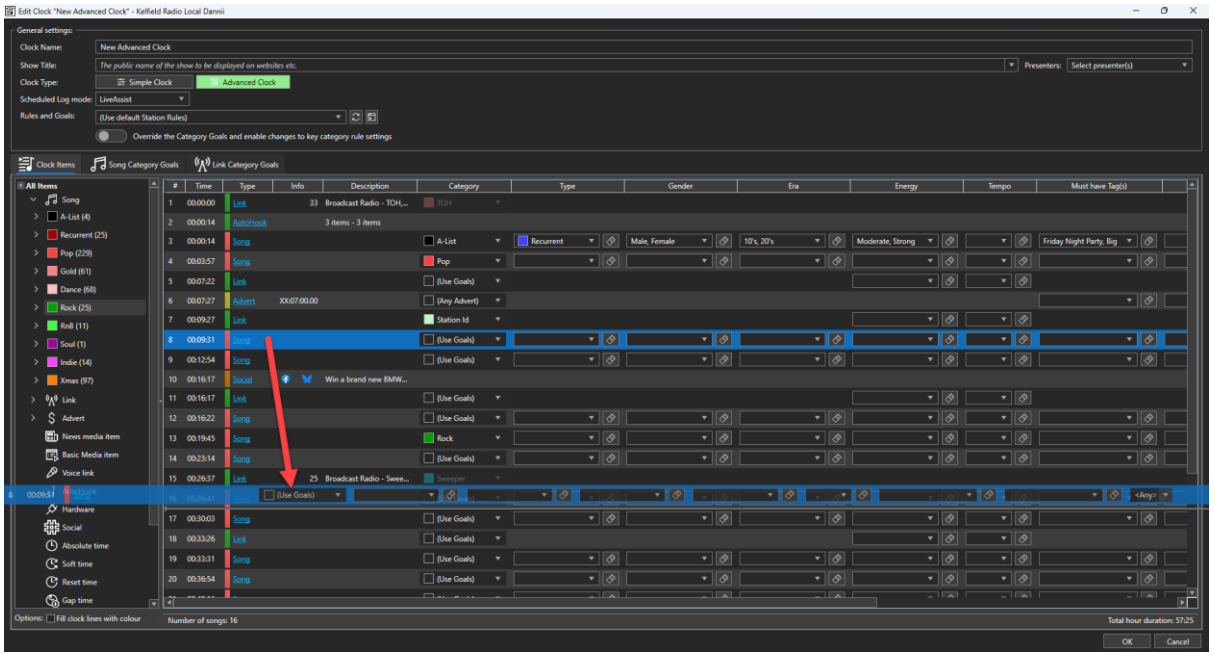
Once you are happy, click on OK.

Please not you can only set Category in this way. Other attributes such as Tags (all users) and Type/Gender/Era (Myriad Schedule Pro only) need to be set on the Clock Items grid.

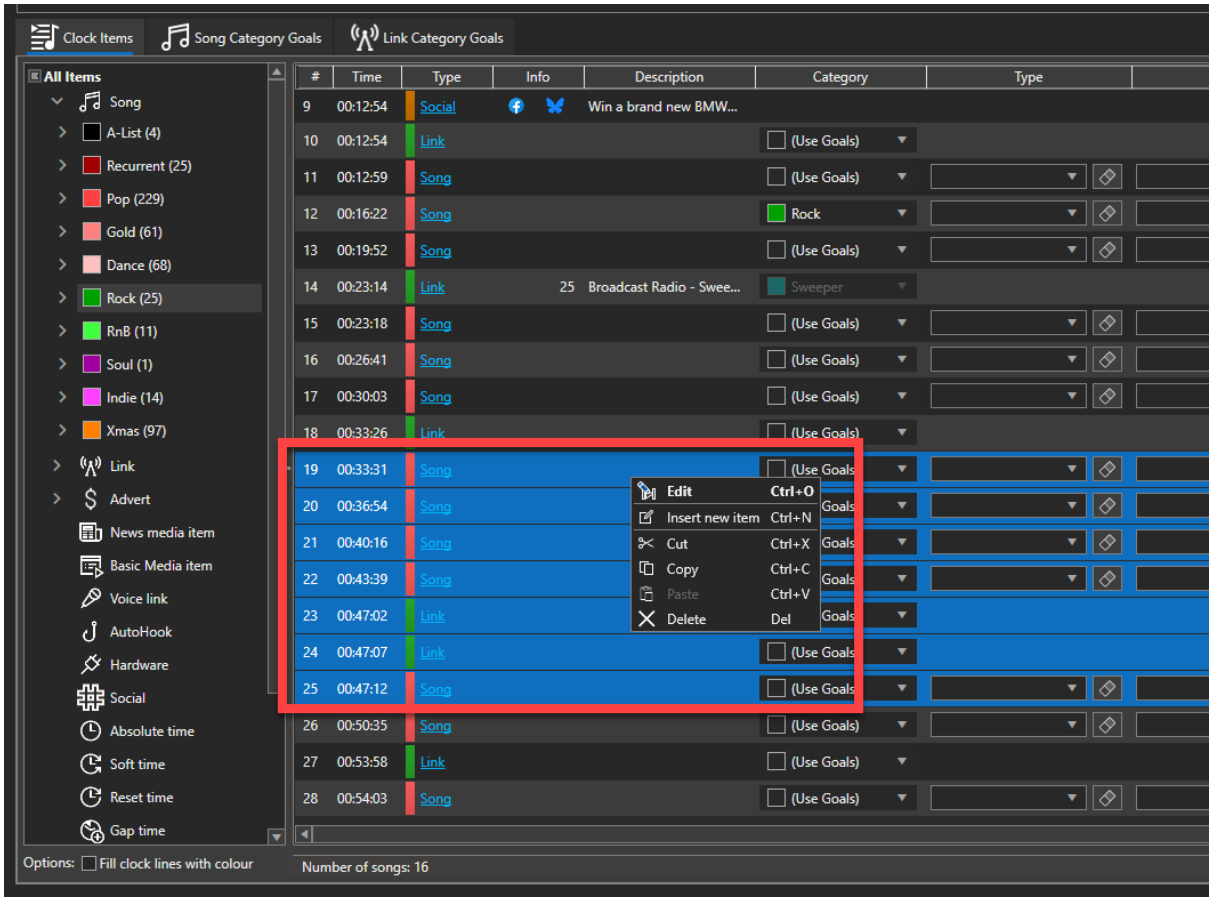
Move / Cut / Copy Paste Clock Items

You can move Clock Items around in the Clock by dragging them with the left mouse button.

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You can also select multiple Clock Items (hold down <Shift> or <Ctrl> and click) and then use the right-click menu to access standard windows edit options such as Cut / Copy / Paste / Delete.

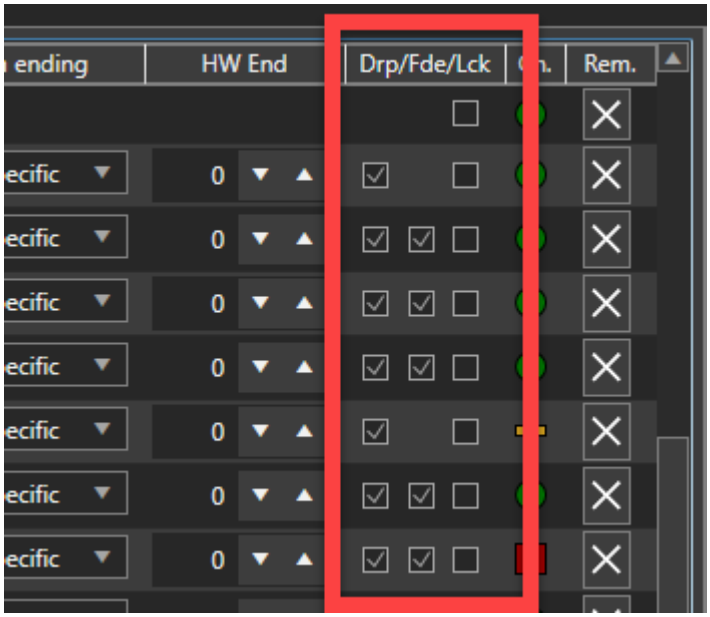


These work exactly how you would expect them to work.

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Settings items as Droppable, Fadable or Locked

You can also set individual Log Items so that Myriad is not able to Drop them, Fade them or even do anything with them using the Drop / Fade / Lock tick options on each Log Item.

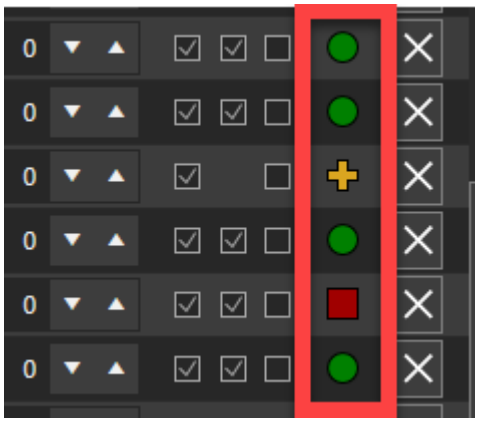


Tick options for Log Item,

- Drop (Drp) – Myriad can drop this item if required when running to time.
- Fade (Fdr) – Myriad can fade this item out early when running to time if required (usually Songs only).
- Lock (Lck) – This Item is locked in the Log and neither Myriad or Users can move, replace or delete it without manually unlocking it first.

Chain Types (Ch)

The **Chain CH** column is used to determine what will happen at the end of that item.



a.  - Green Circle – Automatically move on to next item as this one finishes.

b.  - Red Square – Stop at the end of this Log Item and wait for Go command (LiveAssist only).

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c.  - Yellow Plus – This Log Item (usually Link or Voice Track) will be 'swept' into the Intro of the following Item (usually a Song) using the rules set in your Station Settings.

Removing Items (X)

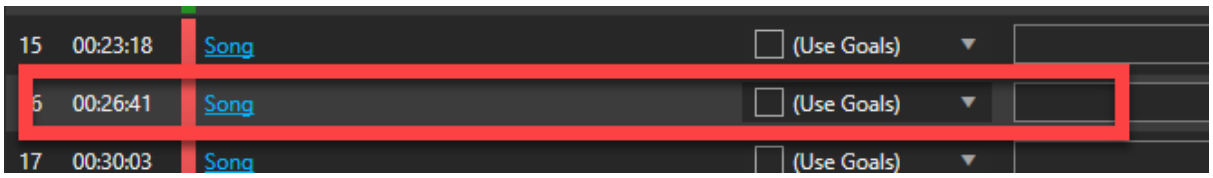
Finally, if you want to remove a Clock Item. Click on the **X** to the right of the item.



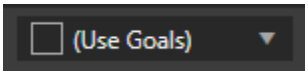
You can also highlight one or more items and use the <Delete> key on your keyboard or the Delete option on the right-click menu.

Now that we know how to add Clock Items to the Clock and how to edit items within the Clock, let's take a closer look at the types of Clock Items that you can use to build your Advanced Clocks.

Song Clock Items (using the Category Goals)

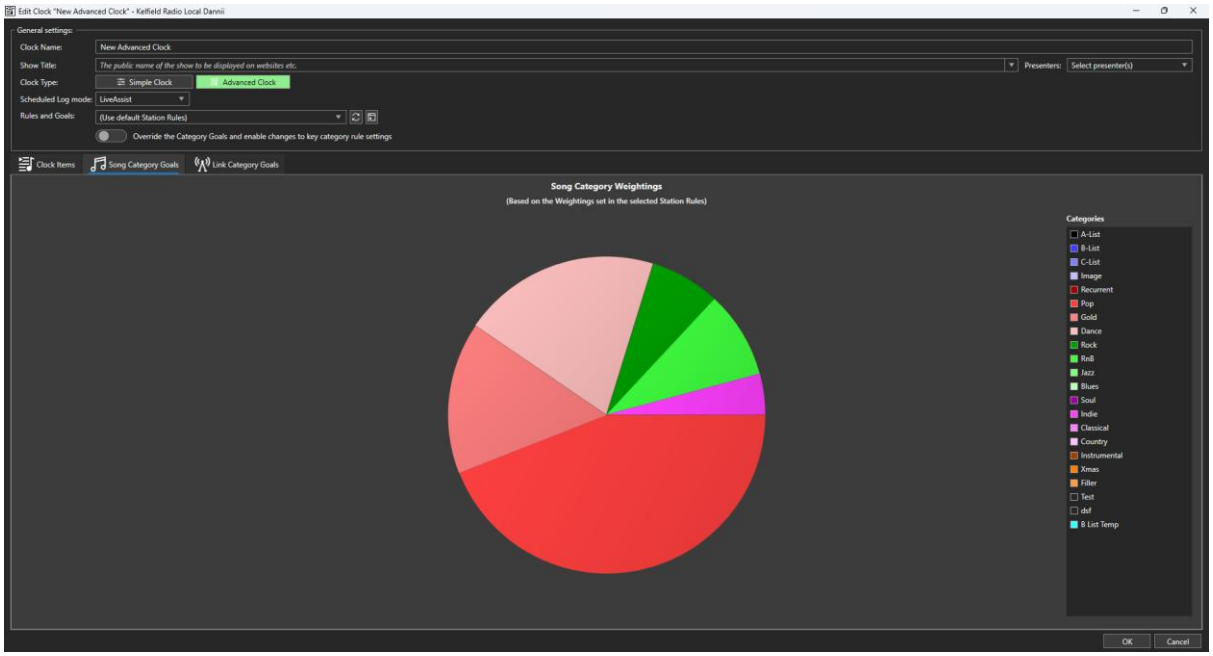


When you add Songs to your Clock, you can either set the specific Song Category that should be used for the Song or you can leave let Myriad Schedule select an appropriate Song Category to allow it to meet the **Song Category Goals** as defined in the selected **Station Rules Set** for the Clock or the specific **Song Category Goals** for any Clocks that are set to **Override** the Station Rules Set.

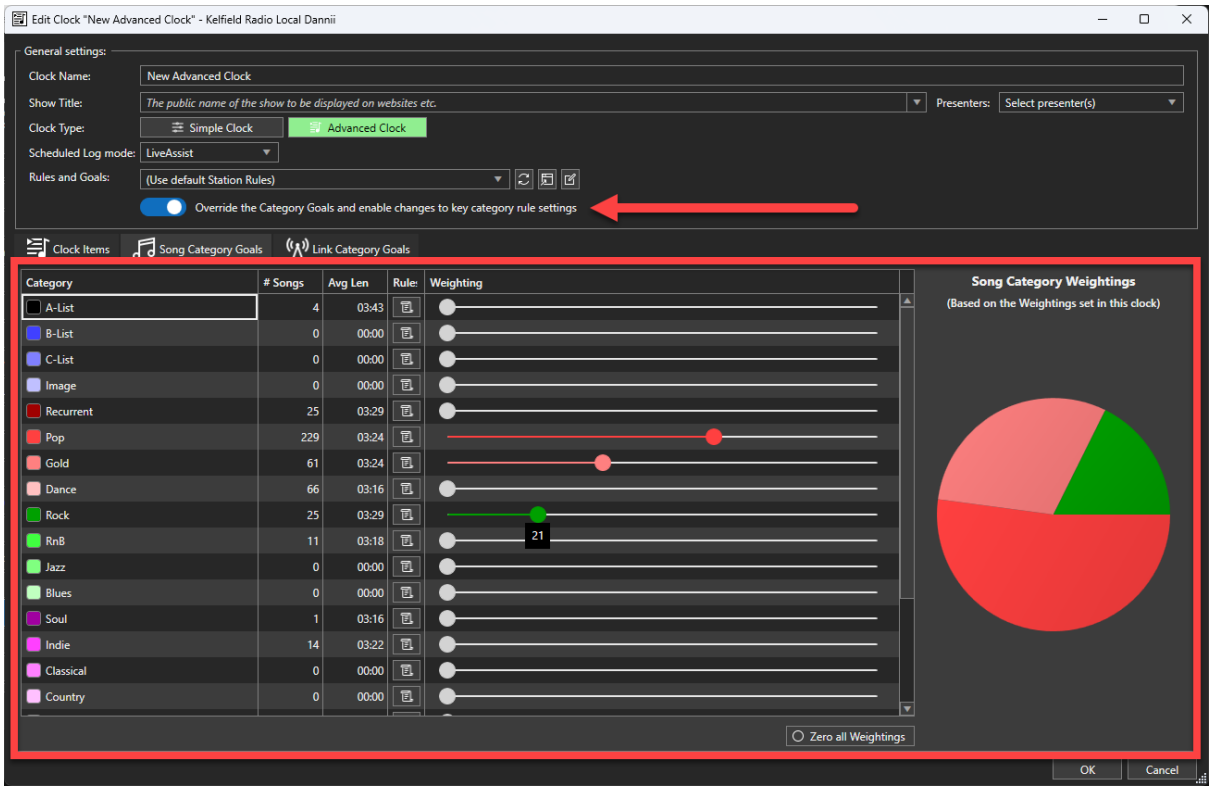
If the Category column for a Song has 

then it means that Myriad Schedule can select the Song Category that will best allow it to achieve the Category Goals for the Clock which can be viewed on the **Song Category Goals** tab.

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*This is what it look like if you are using a **Station Rules Set**.*

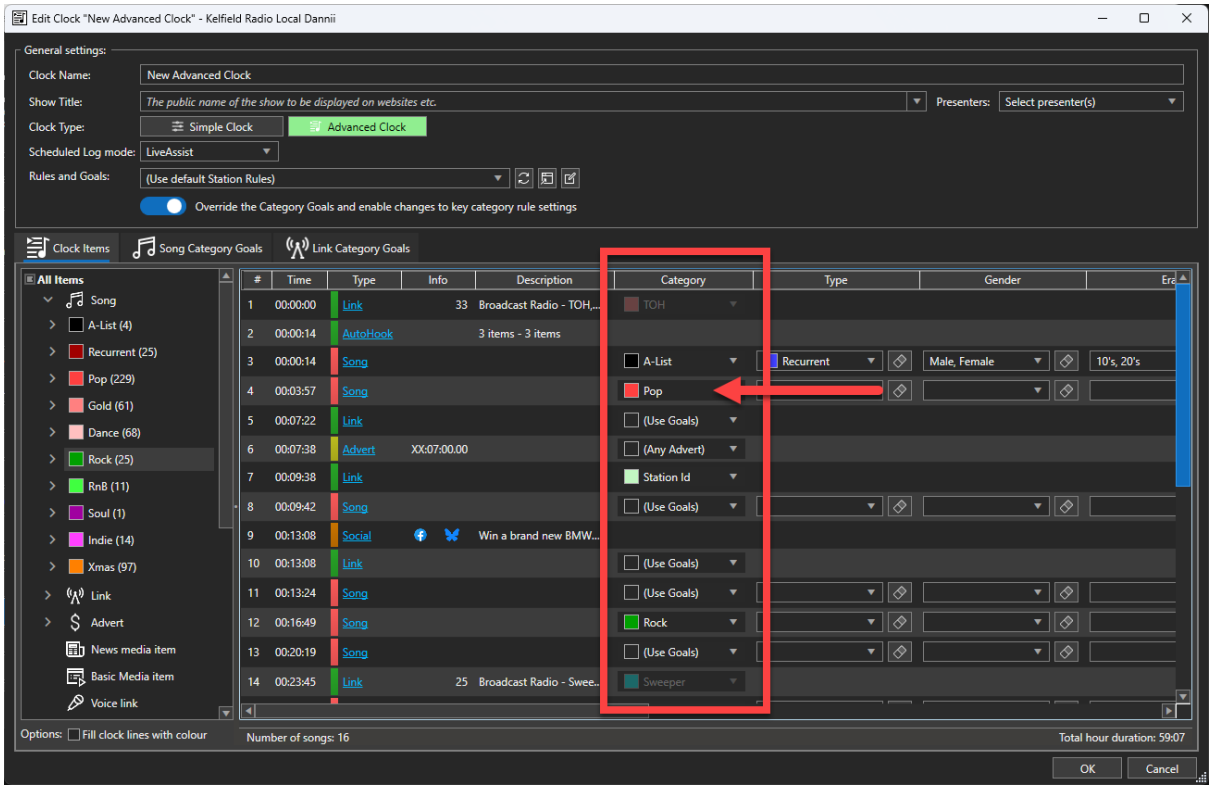


This is what it looks like if you are Overriding the Station Rules Set. This allows you to set the Song and Link Category Goals for this specific Clock.

In the above example, we are in Override mode, and the Song Category Goals for the Clock have been set to select mostly Pop Category Songs with a smaller amount of Gold, and Rock Category Songs. You will notice that the other Categories have a weighting of zero which means that Myriad Schedule will not assign these Categories to any 'Use Goals' Songs in the Clock.

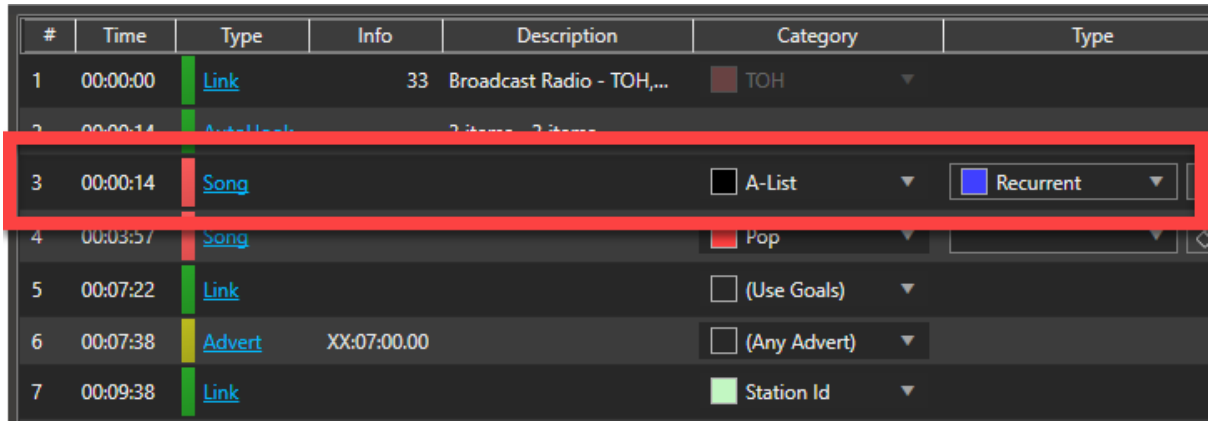
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If we switch back to the **Clock Items** tab you will see that most of the Songs in the hour are set to 'Use Goals' which means that the bulk of Songs will be Pop with some Gold, and Rock, but you can also see that one Song have been set to be Pop already. When Myriad Schedule selects the Song Categories that will be used to meet the Song Category Goals (and fill the Hour), it will take these forced Song Categories into account.



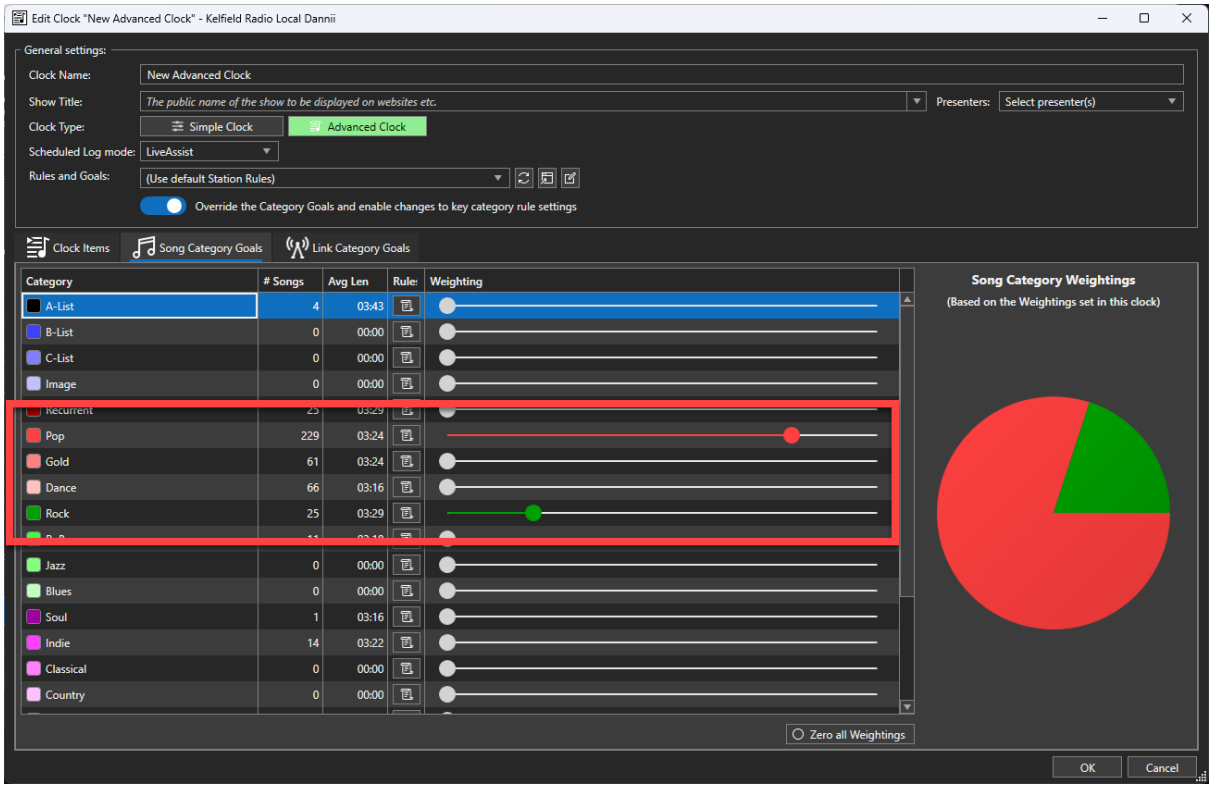
You will also notice there is an A-List Song specified as the first Song on the Clock, but we did not include any A-List Songs in the Category Goals. Myriad Schedule will always prioritise the **Clock Items** tab so in this example, an A-List Song will be scheduled as the first Song in any Hour that uses this Clock.

This allows you to precisely control when some Categories are used within your Clocks.



Let's look at a simpler example.

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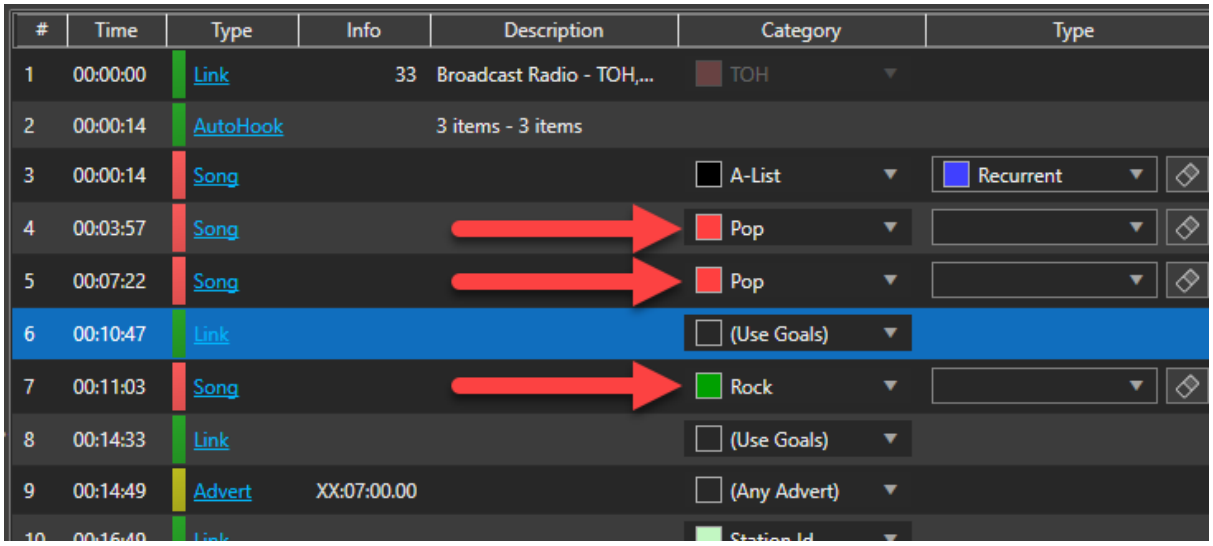


In the Song Category Goals tab, we are only using two Categories and the weightings have been set to be 80 for Pop and 20 for Rock so in a Clock with no specific Categories set, statistically 80% of the music will be Pop and 20% Rock.

So, say for example, Myriad need to fill 10 Songs in an hour and you have a Category Goal of 80% Pop and 20% Rock. The typical results would be:

- 8 x Pop Songs
- 2 x Rock Songs

But let's say we already have two Pop Songs specifically listed in the Clock as well as one Rock Song.



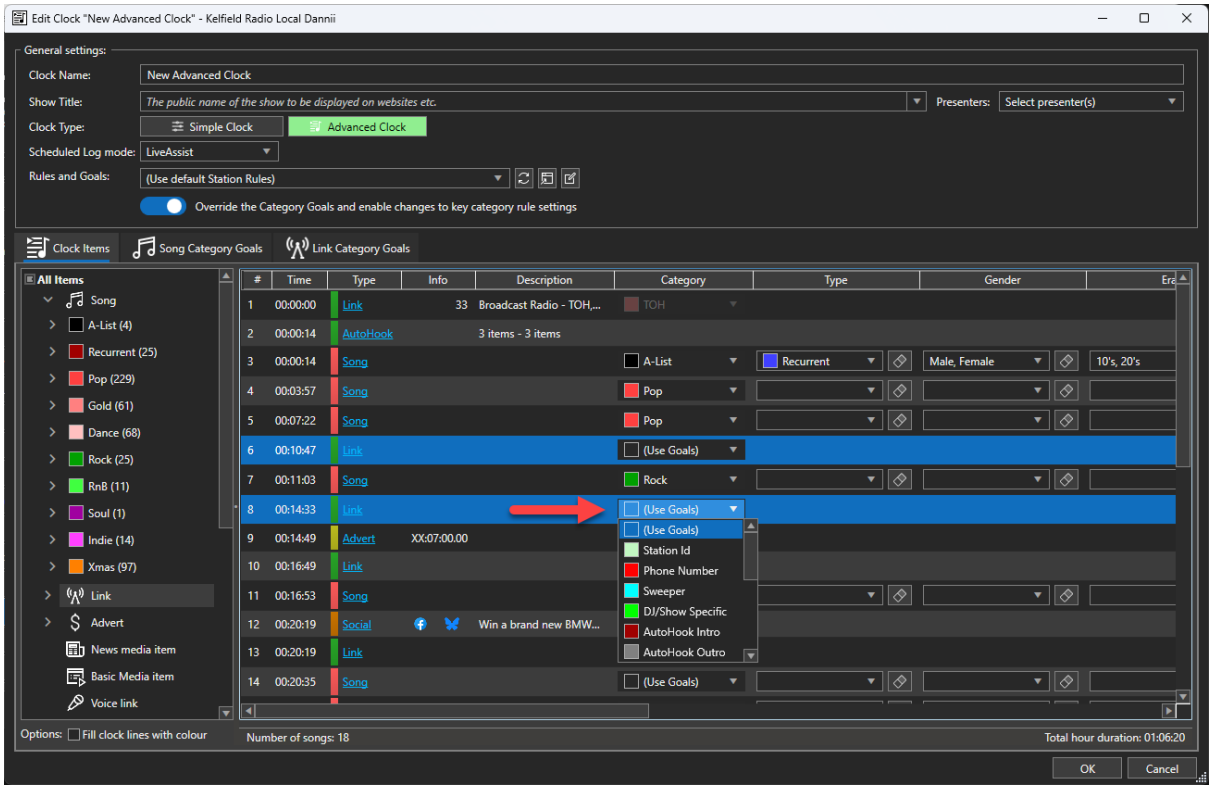
That means that two of the eight Pop songs and one of the two Rock Song Categories have already been placed in the Clock, so in practice Myriad Schedule would only need to position six additional

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Pop Songs and only one additional Rock Song to meet the **Song Category Goals** (assuming 10 Songs is all that is needed to fill any Hour using this Clock.

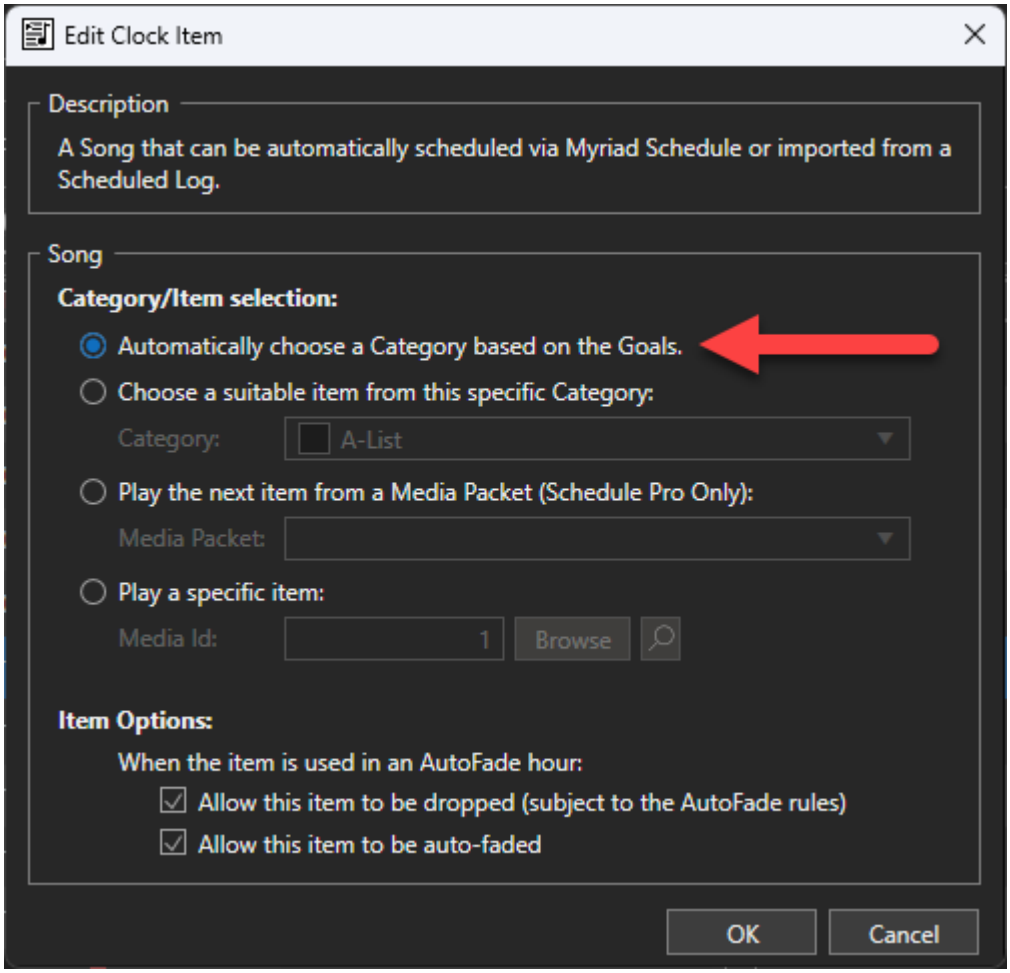
Obviously in practice there are more than ten songs in most hours and the Category Goals are Relative Weightings (not percentages) but this example explains how the system works in simple terms.

If you want to set a Song Clock Item to use the Category Goals, the simplest way is to select the **Use Goals** option from the drop-down list in the **Category column**.

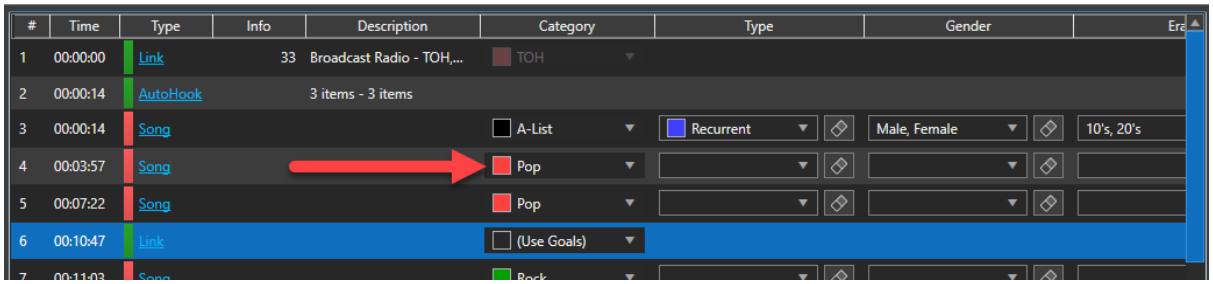


You can also click on the **Type** column for the Log Item to access the Log Item settings and tick the **Automatically Choose Category based on Goals** option.

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Song Clock Items (using a specific Category)

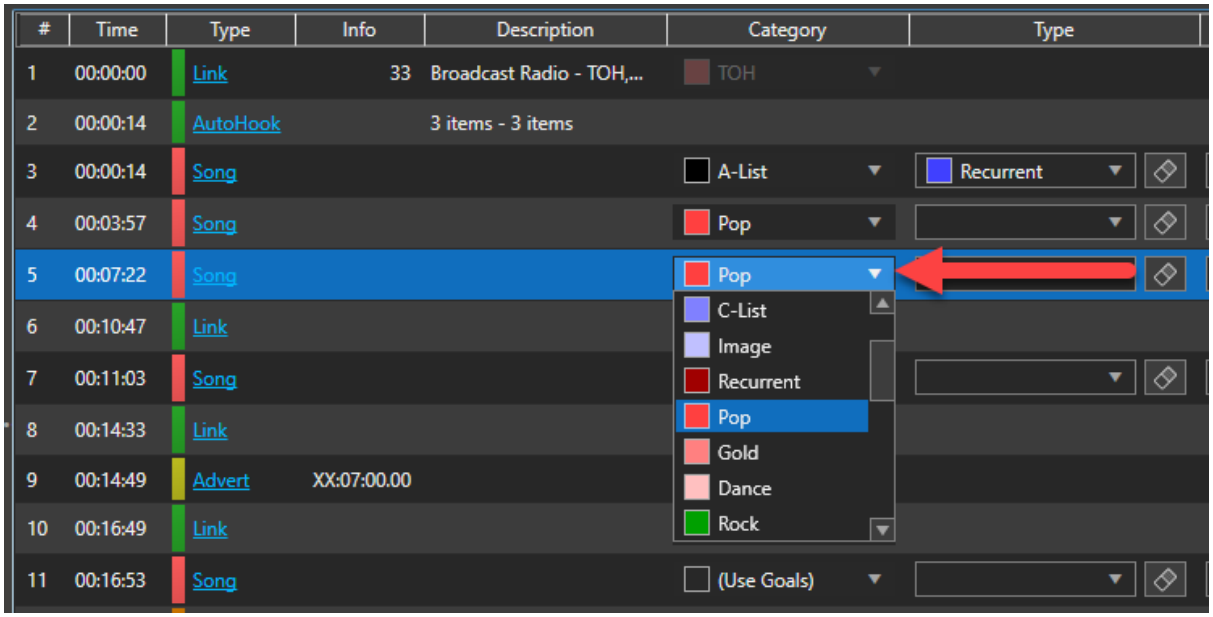


Just as a 'Use Goals' Song will use the Category Goals, if you select a specific Song Category, Myriad Schedule will only use Songs in that Category when scheduling content for that position in the Clock.

In the example, the highlighted Clock position will always be scheduled as a Song from the Pop Category.

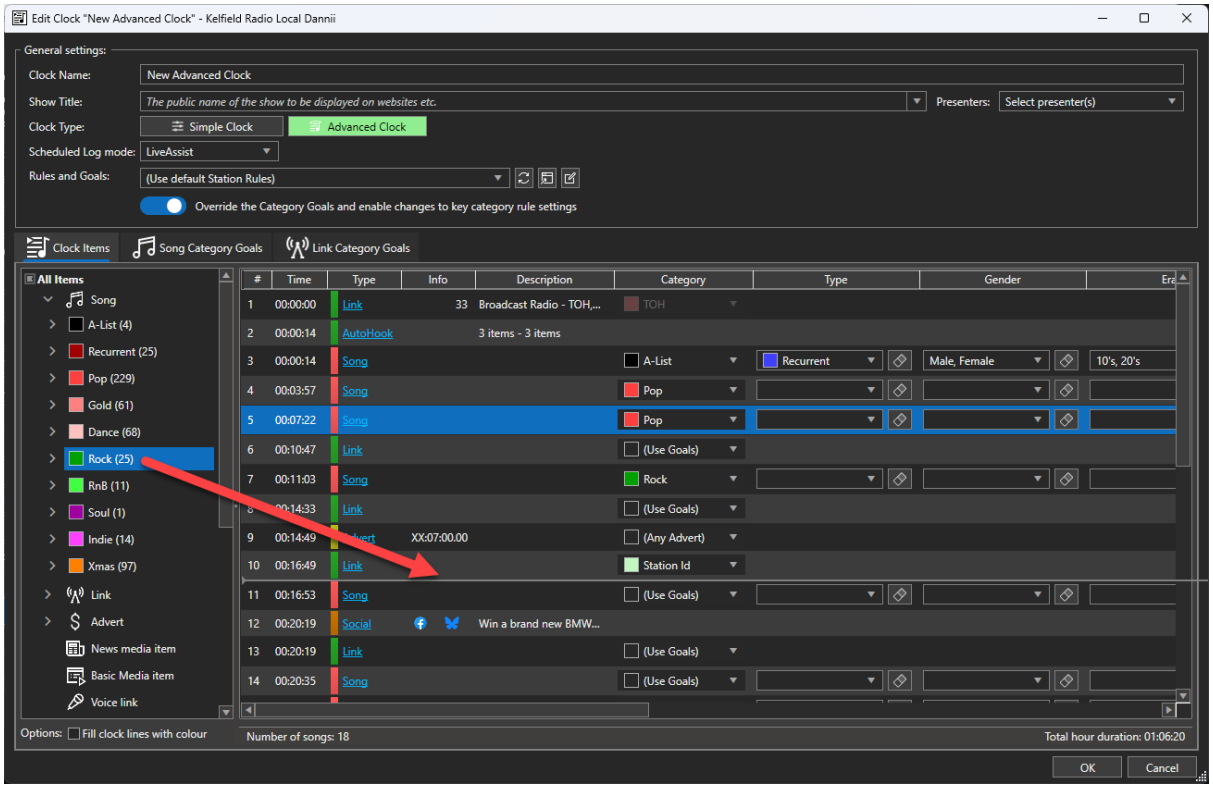
To set or alter a 'fixed' Song Category Clock Item use the **Category Drop Down** option in the Category column for the Item.

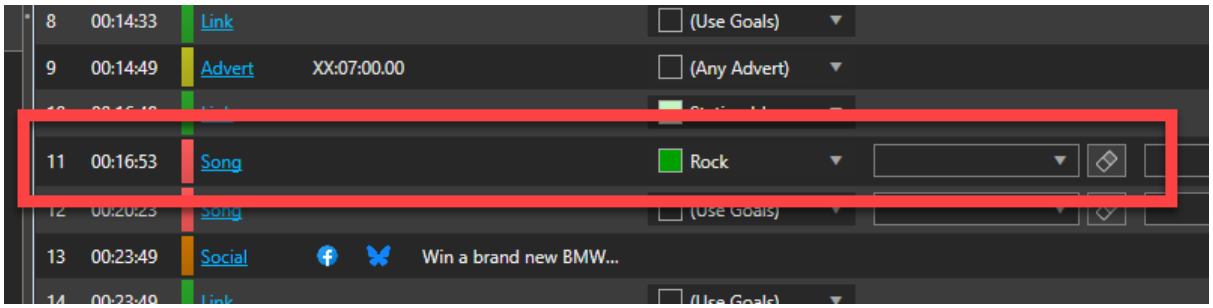
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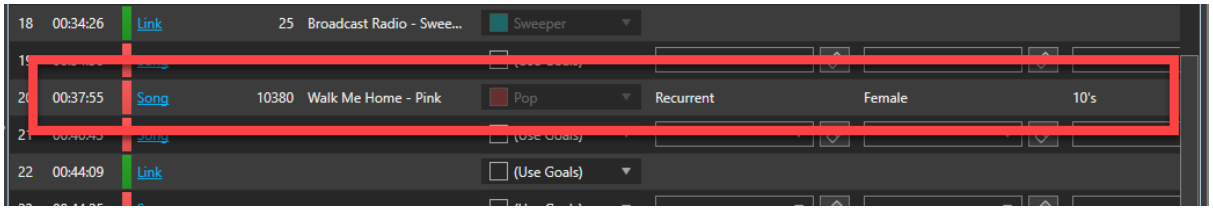
Please note that you can also add Songs from a specific Category to your Clock by expanding the Songs Node on the tree view on the left-hand side and then dragging the Category directly to the place in the Clock you want to add it.

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Setting a Specific Song to be scheduled

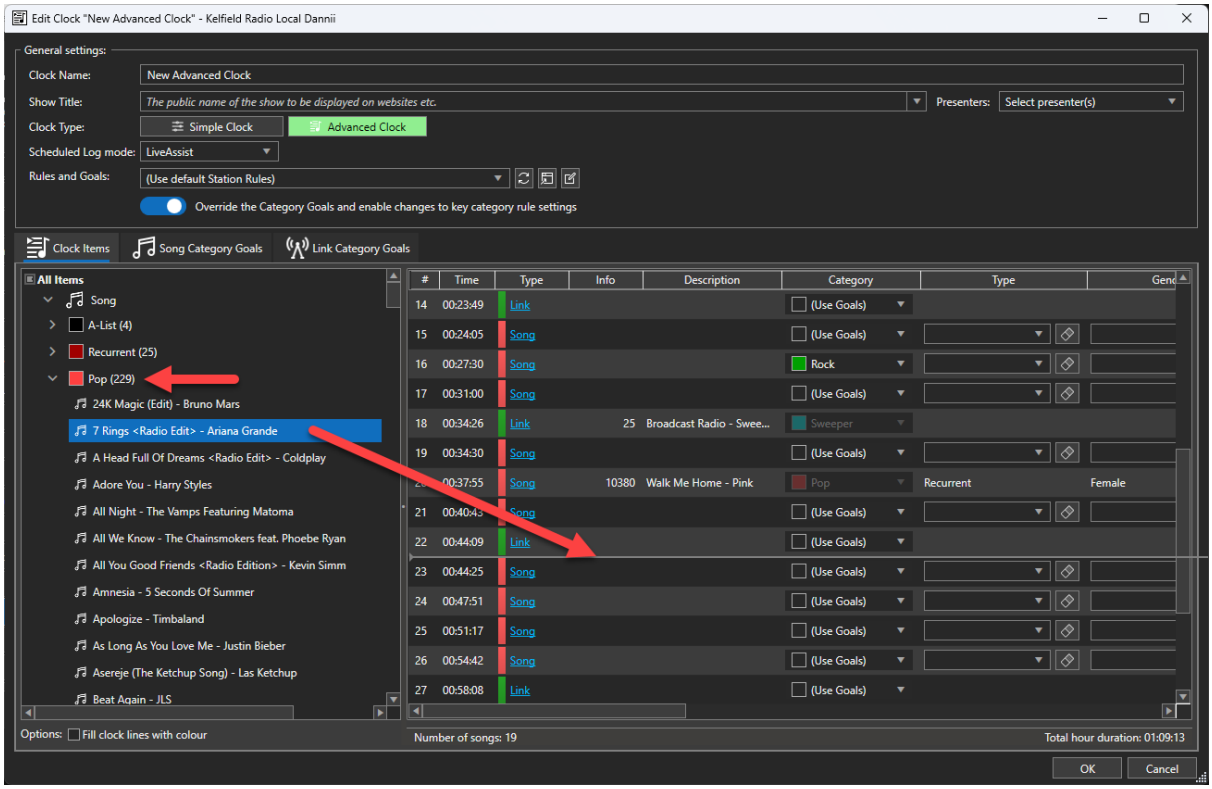


Another option for Songs in the Clock, is to specify the exact Song you want to be scheduled in that position in the Log. This is not a common option for Songs (it is more used for Links) but you could use it if you always wanted to start a show with a specific Song.

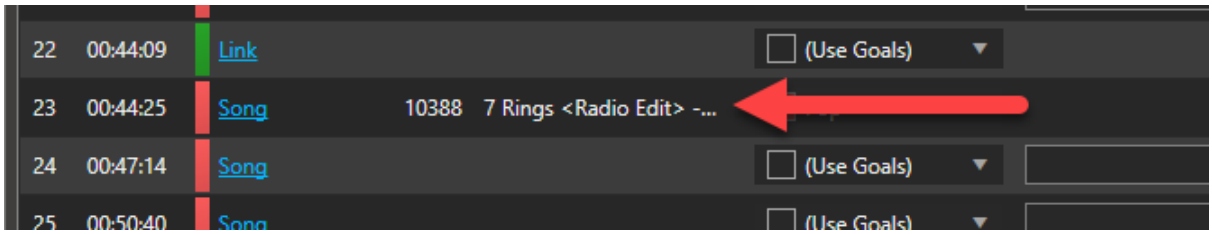
To add a specific Song to the Clock, follow these steps.

1. Expand the Song Category node in the tree view and find the specific Song you want to add to the Clock.
2. Drag the Song to the position in the Clock you want to place it.

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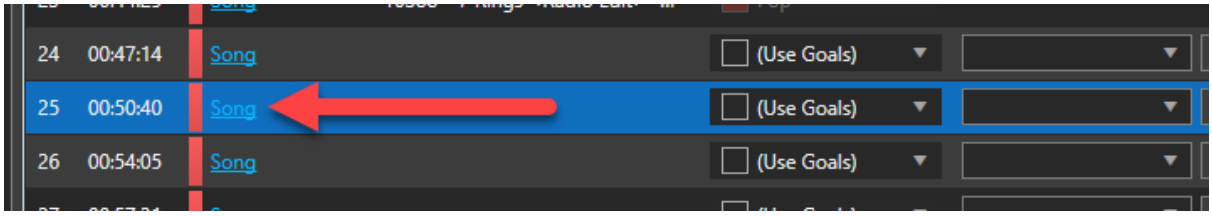


3. The specific Song will now be listed in the Clock and will be placed in the Log in the corresponding position whenever Myriad Schedule uses the Clock to generate an Hour in the Log.



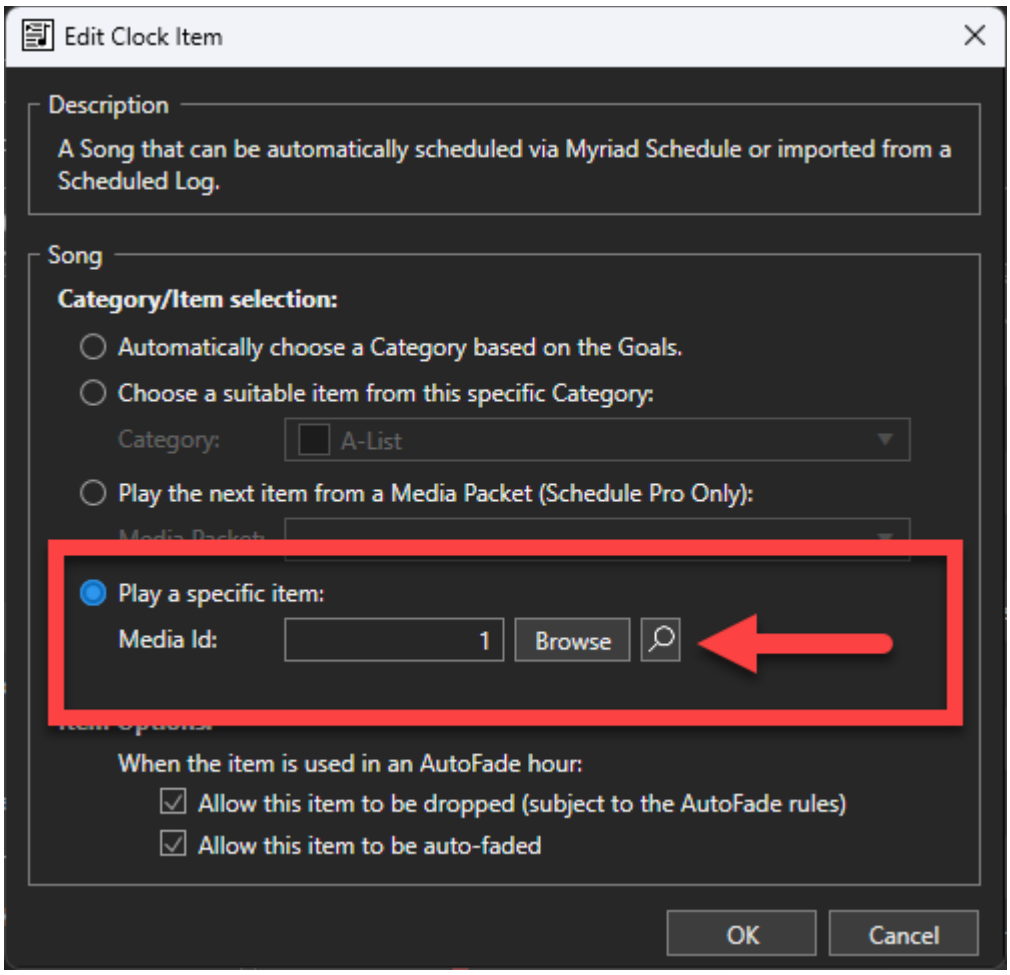
Alternatively, you can use the **Edit Clock Item** window to specify a Song or to alter the specific Song.

1. Click on the **Song** indicator in the **Type** column to access the Edit Clock Item window.



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2. Select the **Play A Specific Item** option and either type in the Media ID or use the **Browse or Search** button to locate the specific Media ID you want to use. You can also type the Media ID directly into the Media ID field.



Please note that if you select a Media ID that is not a Song, the Clock Item will automatically be converted to the correct Clock Item Type (i.e. Link, News Item or Basic Media Item).

Setting The Characteristics A Song Must Have (Energy, Tempo etc)

You can select one or more Characteristics, a Song must have, in order to be eligible to be scheduled in this position in the Clock.

Characteristics are generally used to 'describe' the audio with the most commonly used Characteristics being Energy and Tempo.

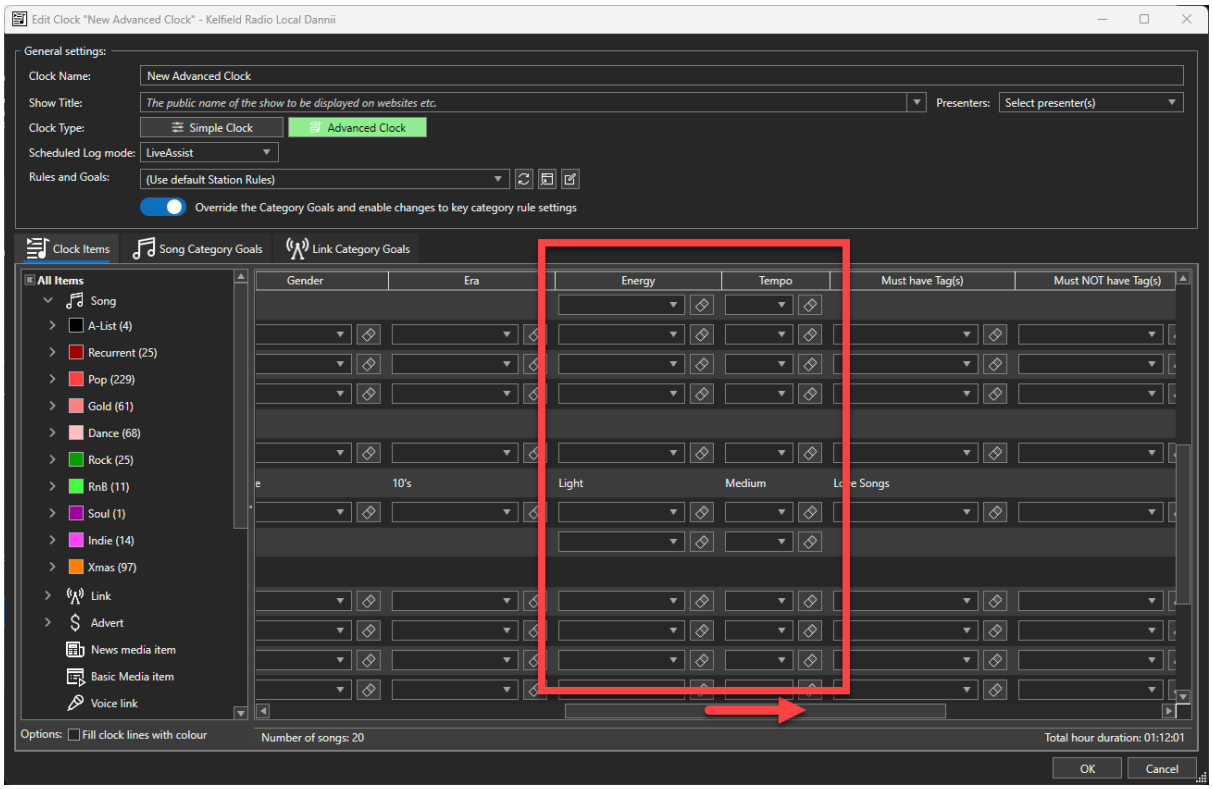
There are five Characteristics available in Myriad Schedule and Myriad Schedule Pro:

- Energy – Power of audio.
- Tempo – Speed of audio.
- Texture – How smooth is the audio.
- Mood – Light or darkness of the audio.
- Burnout – Popularity of audio.

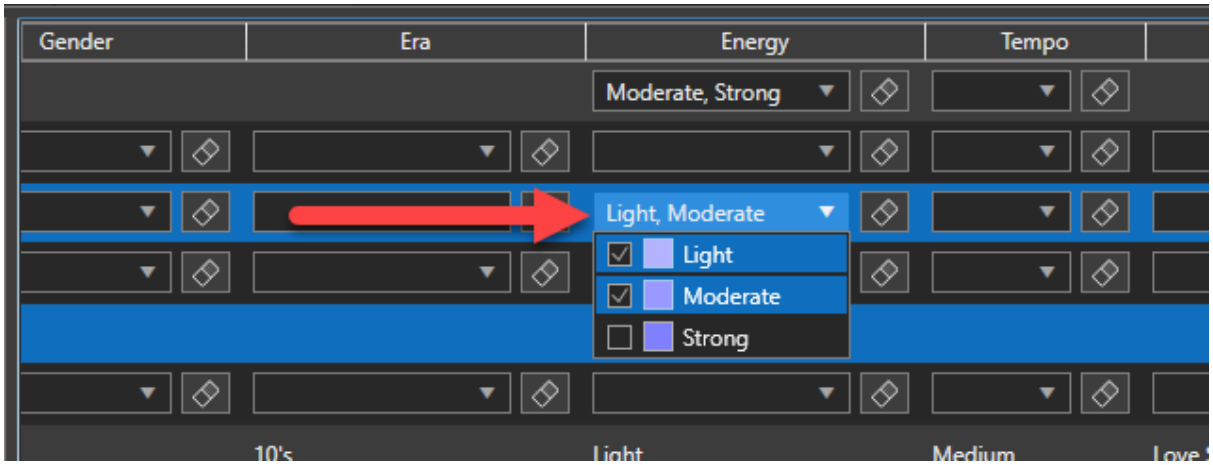
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Most stations will not need to use all five, for the majority of stations, Energy and Tempo will be ample.

In the **Clock Items** tab, scroll right to locate the **Energy** and **Tempo** columns (and any other Characteristics you are using).

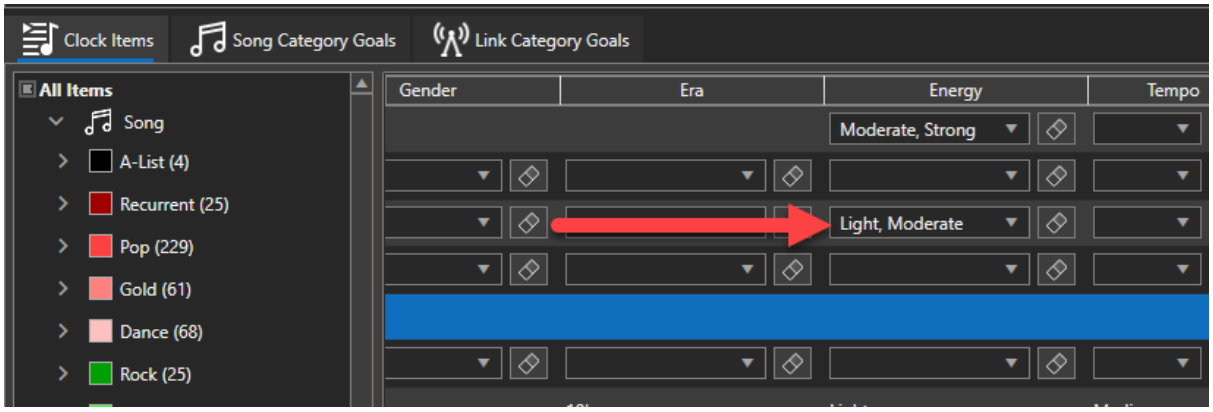


Use the **Characteristic Drop-down** to tick once or more Characteristics that a Song must have to be eligible to be scheduled in this slot in the Clock.



The allowed Characteristics will be displayed on the item in the Clock.

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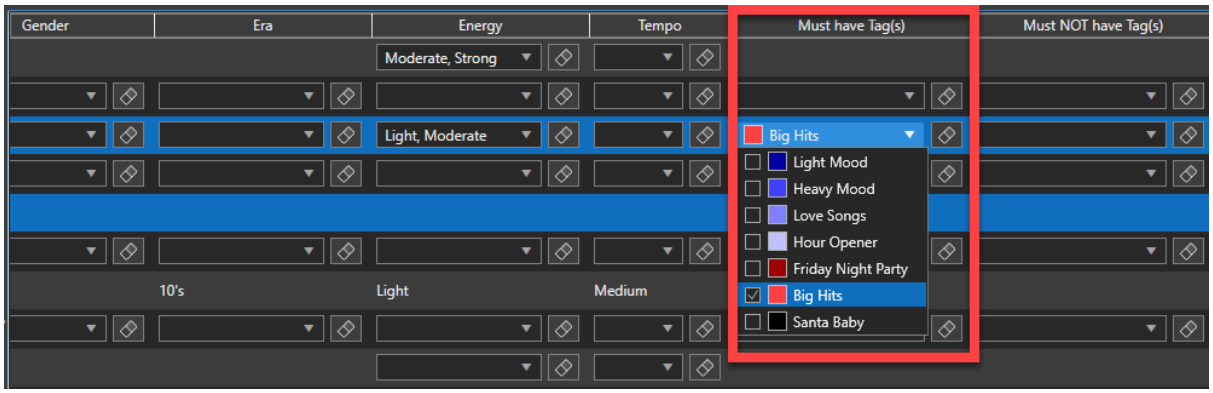


You can repeat this for all the Characteristics as required.

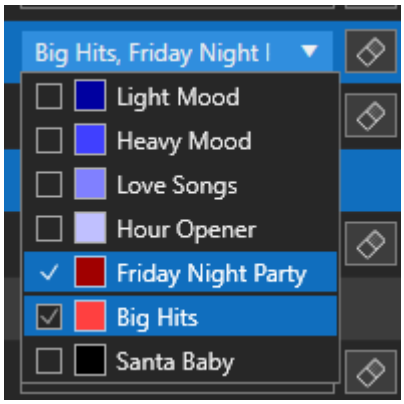
Setting Must Have Tags for Song Log Items

In addition to specifying the Category or Category Goals for Songs, you can also specify what Tags a Song must have using the **Tags** column.

Click on the **Must Have Tags** column drop down for each Log Item and select the Tags that the item must have to be valid for scheduling.



So, in the example above, the selected Song must also have the either the Big Hits Tag assigned to it in order to be eligible to be scheduled in that position.



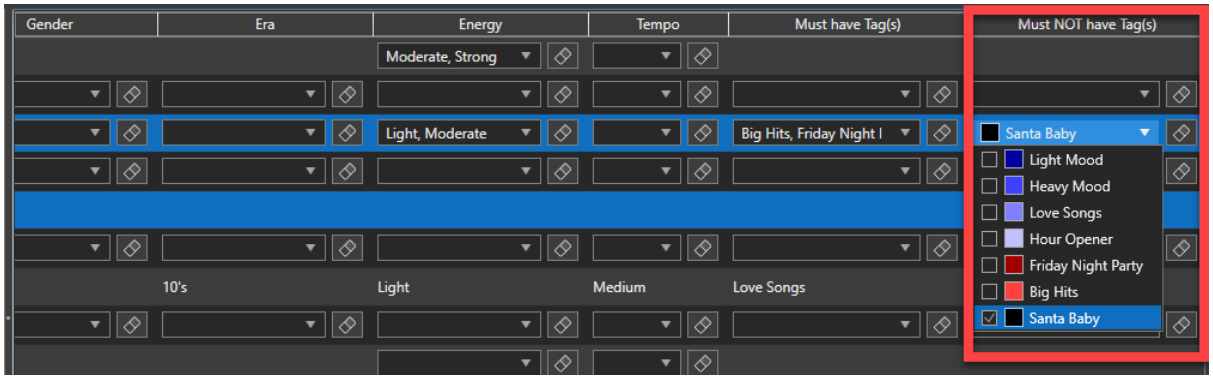
If you tick more than one Tag, then Songs will be eligible if **it has any of the Tags applied**. So, in the example above, a Song would be eligible for scheduling in that slot if **either the Friday Night Party or Big Hits Tags** are applied to the Song. Remember you can create as many Tags as you like so you can

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create a Love Anthem tag if you need to have a combination (and apply that to all Love and Anthem tagged Songs using the mass changer).

Setting Must Not Have Tags (Myriad Schedule Pro only)

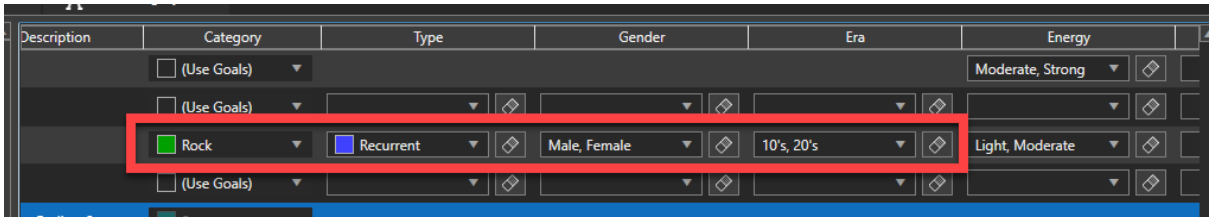
The **Must Not Have Tag** option is available to Myriad Schedule Pro users and works the same as the Must Have Tag option except for in reverse so you can exclude all Songs that have one or more of the selected Tags.



In the example above, Songs with the **Santa Baby Tag will NOT be eligible for scheduling in this position.**

Setting Type / Gender / Era (Myriad Schedule Pro only)

In addition to specifying Song / Link Category, Myriad Schedule Pro customers can also specify what Type, Gender and Era a Song or Link Item must be in the Clock.

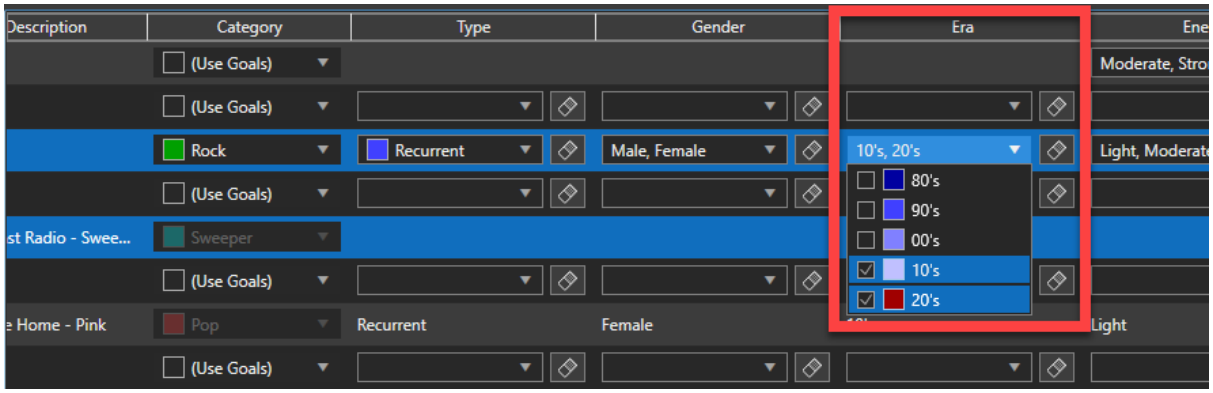


So, in this example, to be eligible to schedule, a Song will need to be:

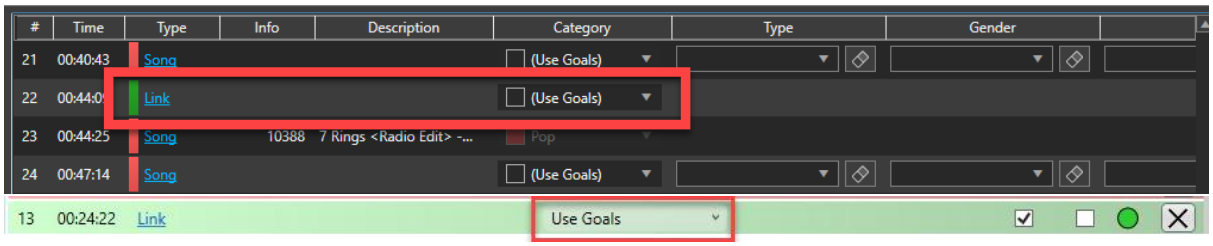
- Rock Category
- Recurrent Type
- Male or Female Gender
- 10's or 20's Era

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To set these attributes, use the drop-down list and select one or more options.



Link Clock Items (using Category Goals)

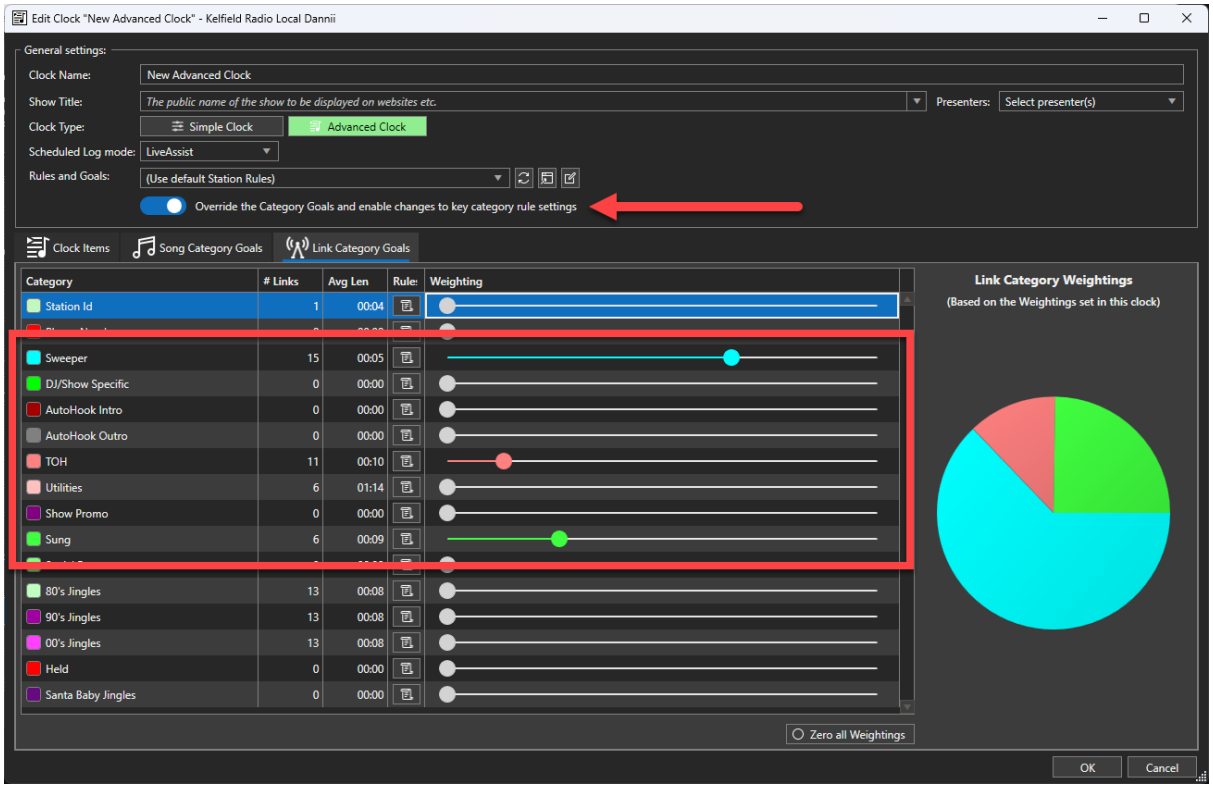


Just like Songs, Links can either Use Goals to select the Link Category, use a specific Link Category or a specific Link Media Item.

In the case of a 'Use Goals' Link Clock Item, the exact Link Category is not set in the Clock but rather Myriad Schedule will refer to the **Link Category Goals** for the Clock and pick Link Categories that most closely meet those goals.

Just as with Songs, this will either be derived from the **Station Rules Set** being used by the Clock or it the **Override Station Rules** option has been enabled then Myriad Schedule will use the specific **Link Category Goals** set on the Clock.

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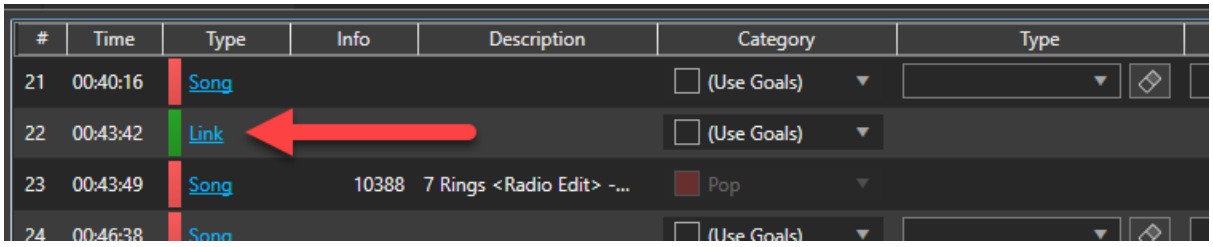


The Link Category Goals tab works in the same way as the Song Category Goals (see Song Item for full details) in that any Links set to **Use Goals** will refer to the relative weightings for the Link Categories in the Link Category Goal tab.

So, in the example above, whenever a Link in the Clock Items is set to Use Goals, Myriad Schedule will refer to the Link Category Goals which would give mainly schedule from the **Sweeper** category with a smaller amount from the **Sung** and an even smaller amount from the **TOH** Category.

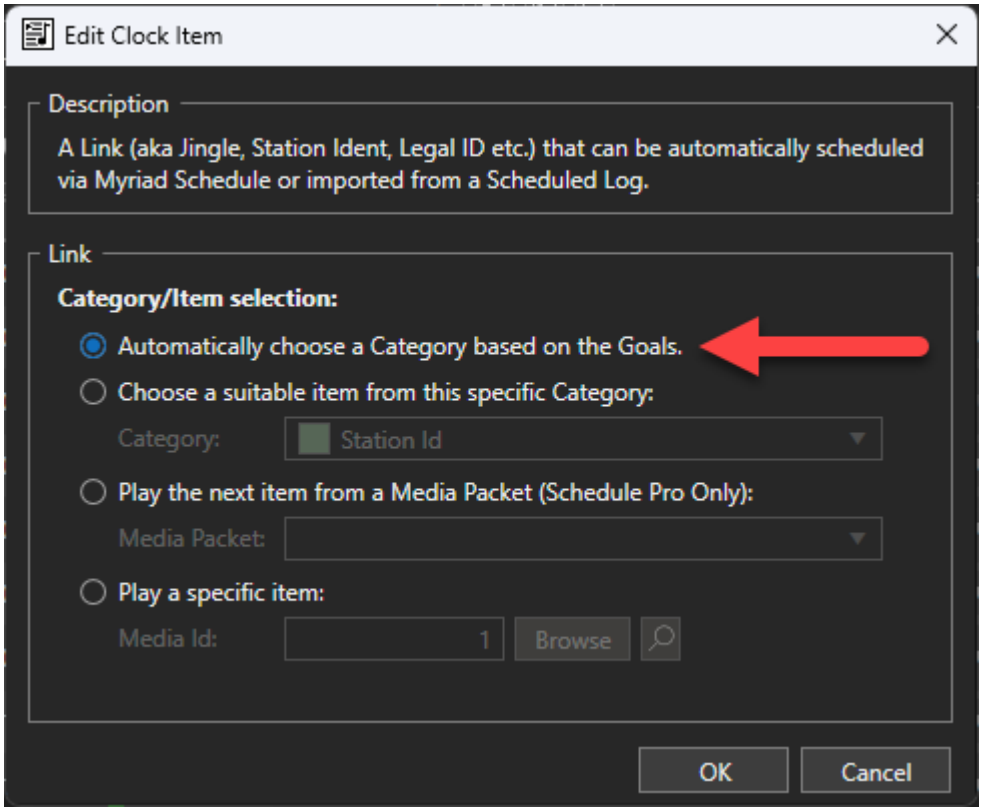
When you add a new Link, unless you specify the Category directly, it will use the Category Goals by default.

You can also manually set a Link Item to use the Category Goals by clicking on the **Link** indicator in the **Type Column**.

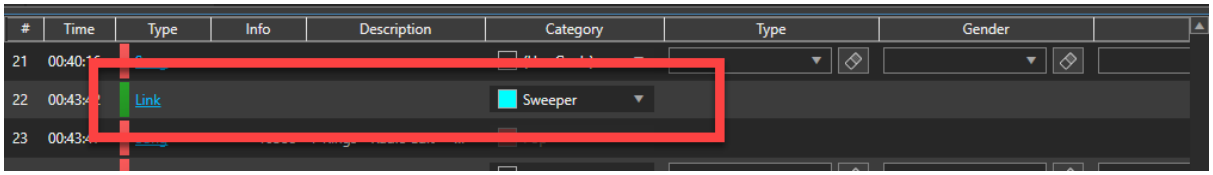


This will open the **Edit Clock Item**. Next select the **Automatically Choose A Category Based On The Goals** option. Then click on OK.

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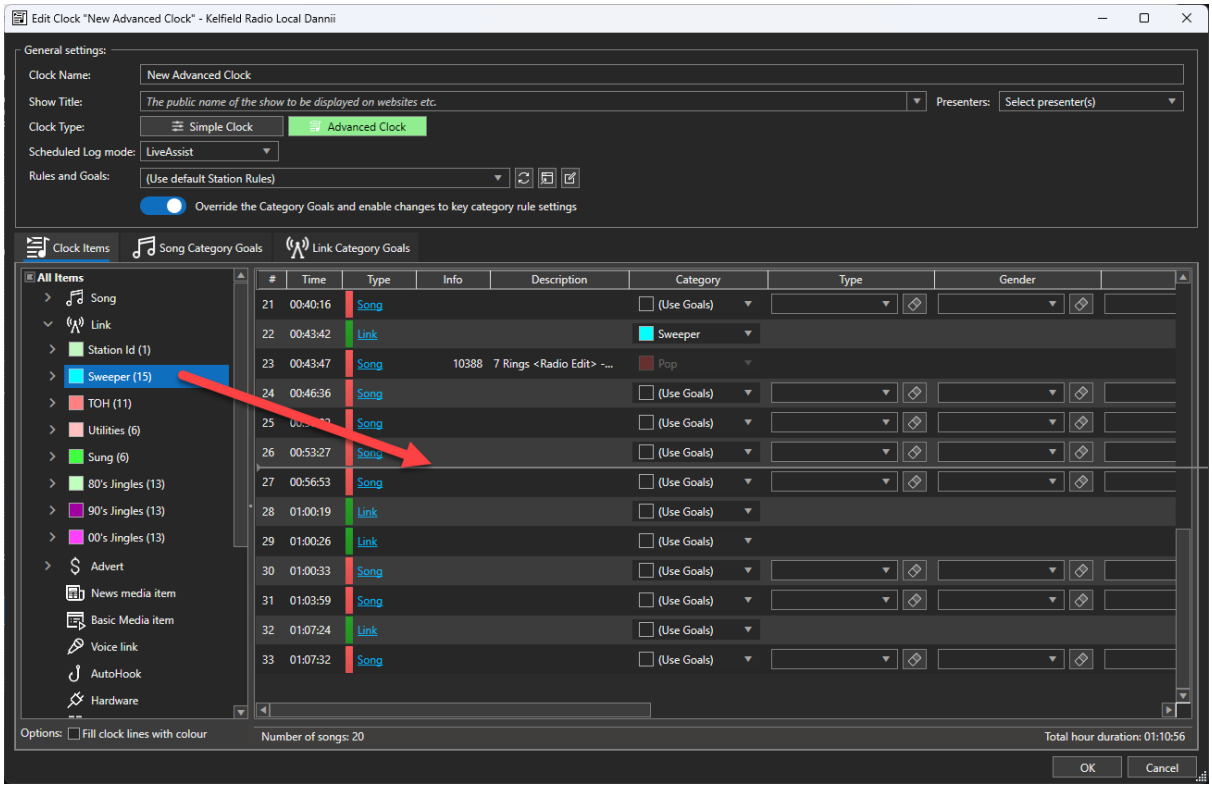
Link Clock Items (using a specific Category)



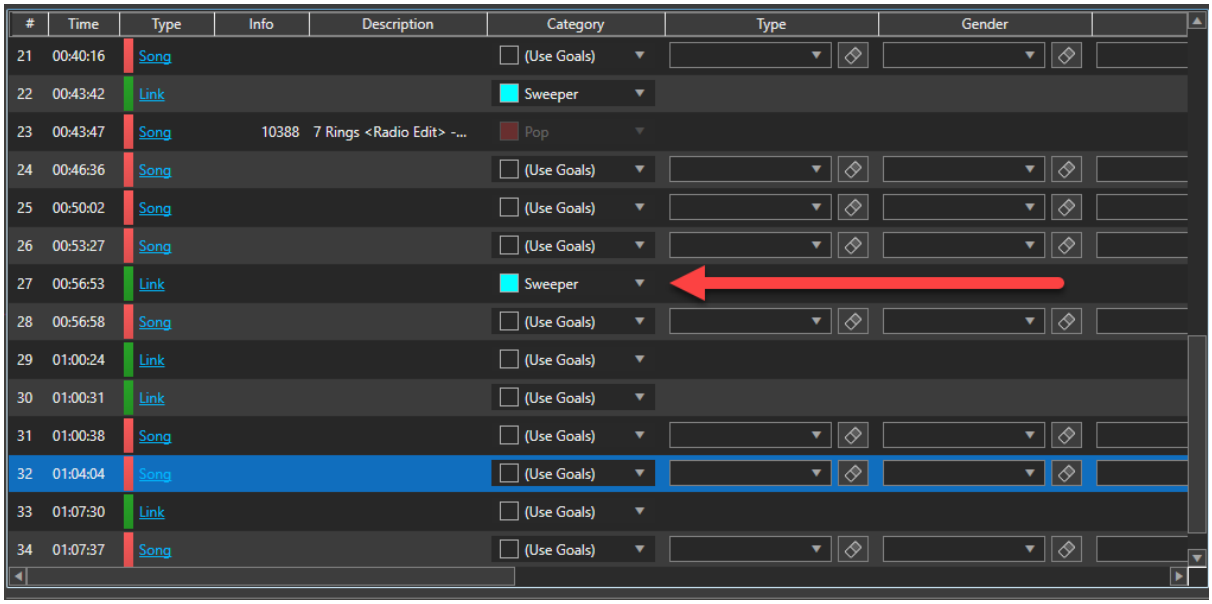
You can also specify the Link Category Myriad Schedule should use when scheduling content into a specific position in the Clock.

1. Expand the **Link Node** on the tree view to the left of the window.
2. Drag the **Link Category** to the place in the Clock you want to add the Link.

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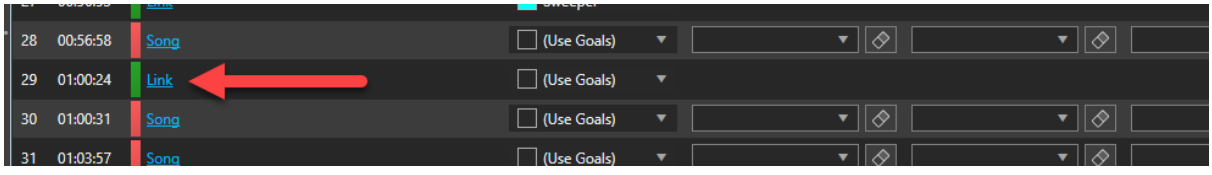


3. The Link will be added to the Clock with the selected Category set in the Category Column.



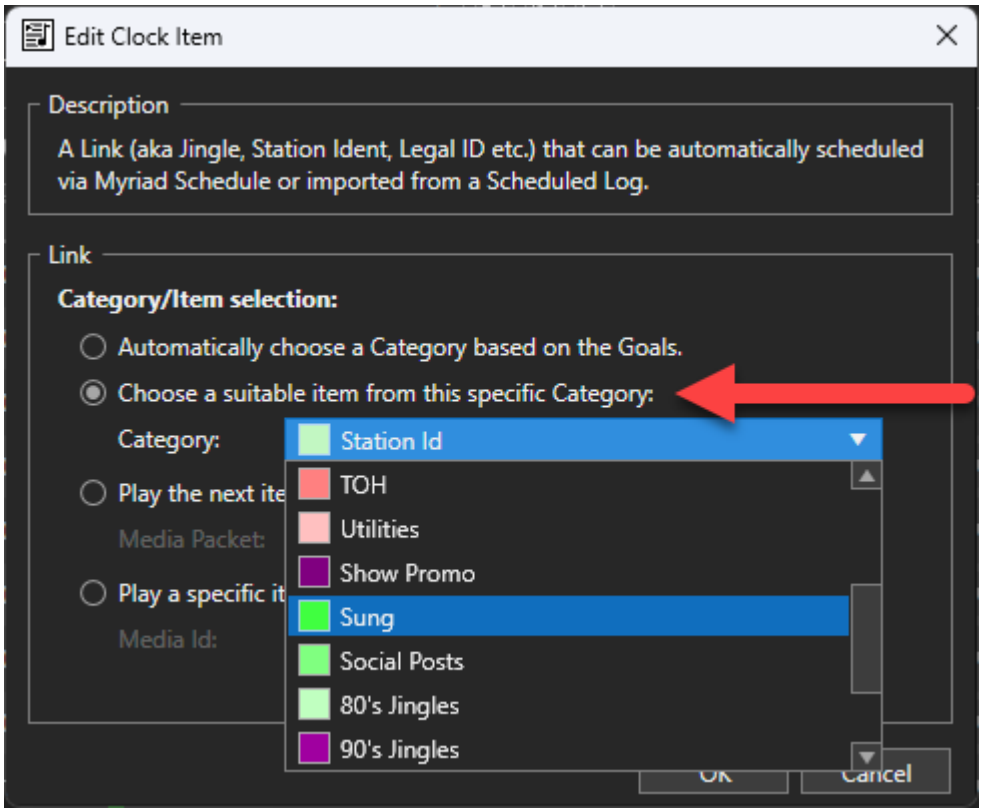
You can also manually set or change the Category on any Link in the Clock.

1. Click on the **Link** option on the **Type Column.**



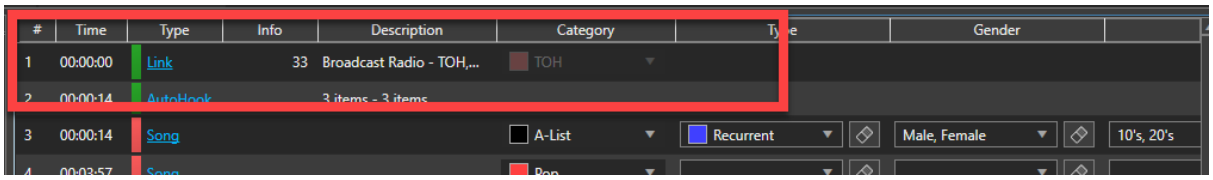
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2. This will open the **Edit Clock Item** window. Select the **Choose A Suitable Item From This Specific Category** then select the Link Category you want from the drop-down list.



The click on OK.

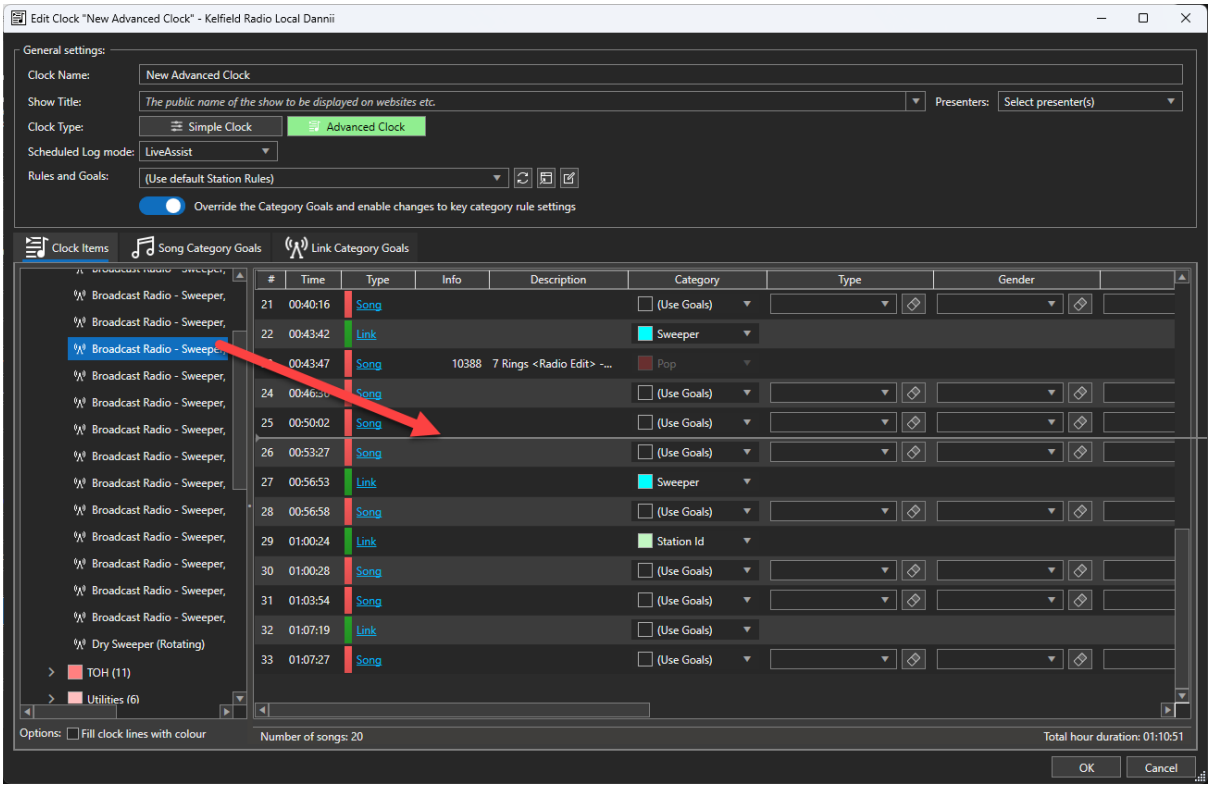
Setting a specific Link to be scheduled



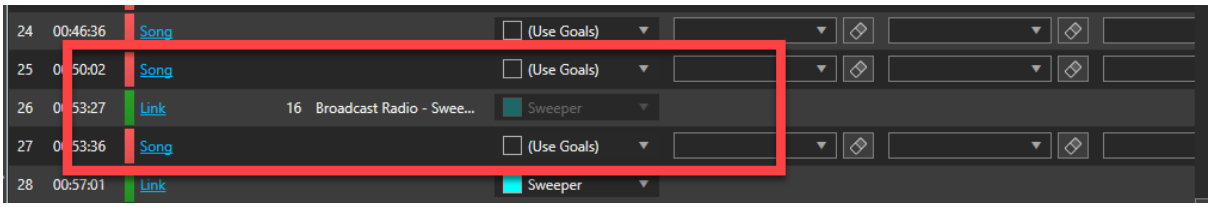
You can specify a particular Link that will always be scheduled into the position in the Clock.

1. Expand the **Link Node** on the tree view on the left hand side of the window.
2. Expand the **Link Category** that contains the Link you want.
3. Drag the **Link** you want into the position in the Clock you need it.

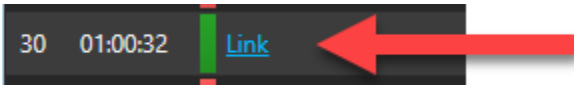
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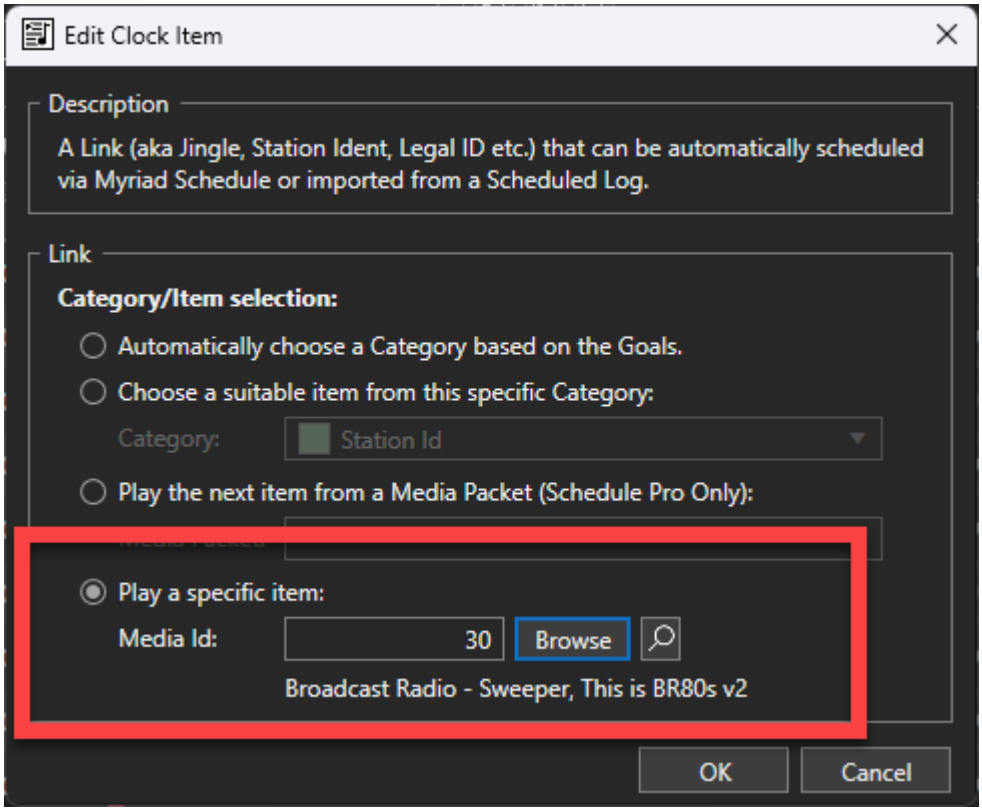
4. The specific Link will now be scheduled by Myriad Schedule into that position whenever the Clock is used.



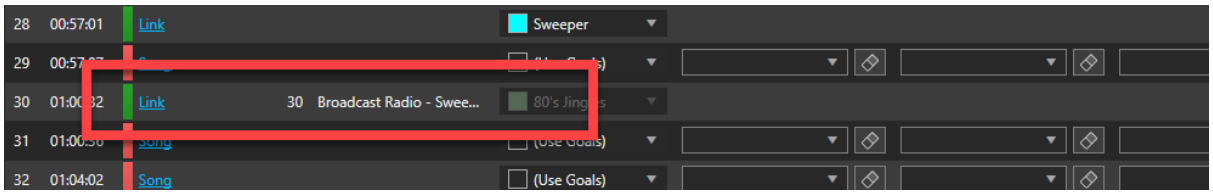
You can also convert an existing 'Use Goals' or 'fixed' Link into a specific Link by access the **Edit Clock Item** window (click on Link in the Type column) and selecting the **Play A Specific Item** option.



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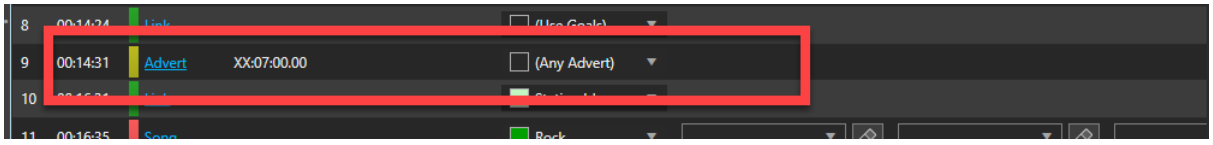


You can now type in the Media ID you want to use or use the **Browse** button if you need to locate the Link you want to use.



Please note that if you select a Media ID that is not a Link, the Clock Item will automatically be converted to the correct Clock Item Type (i.e. Song, News Item or Basic Media Item).

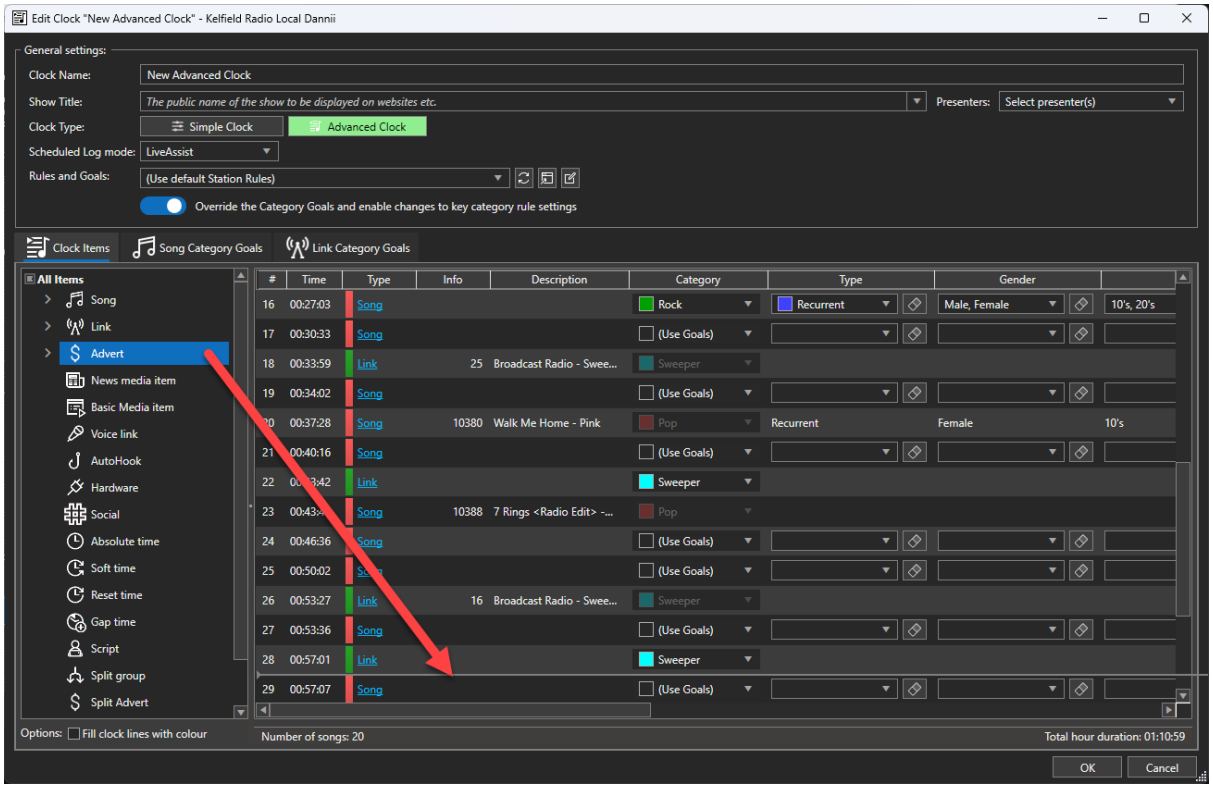
Advert Breaks



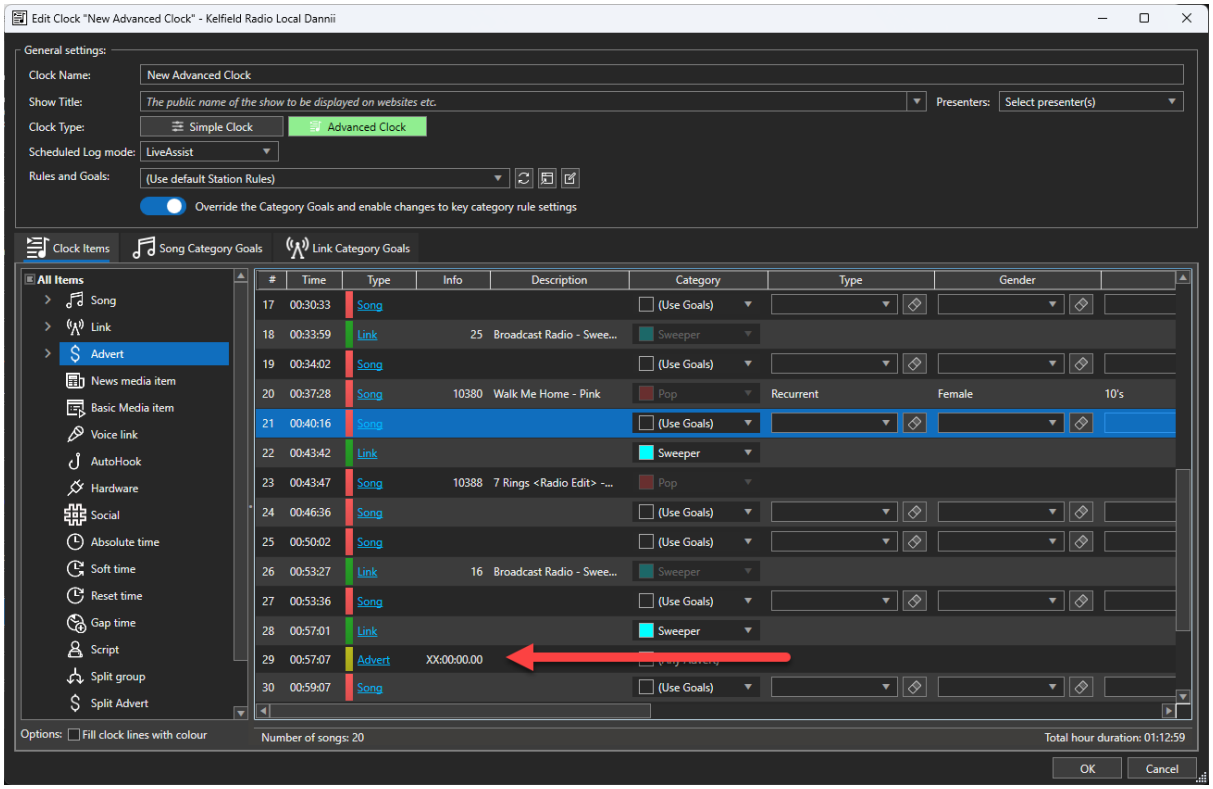
The **Advert Break Clock Item** is used as a place-holder for adding Adverts either via Myriad Schedule or a 3rd party advert scheduling system. Each Advert Clock Item is a whole advert break that will be placed with one or more Adverts.

To add an Advert Break Clock Item into your Clock, locate **Adverts Node** on the tree view in the left-hand side and drag it into the position in the Clock you want to use.

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This will add a blank Advert Clock Item to your Clock.



If you are using Myriad Schedule to schedule your Adverts, then you do not need to specify the Advert Break Time.

You may still wish to add a Break Time for reference purposes but it is not essential for advert scheduling using Myriad Schedule or Myriad Schedule Pro.

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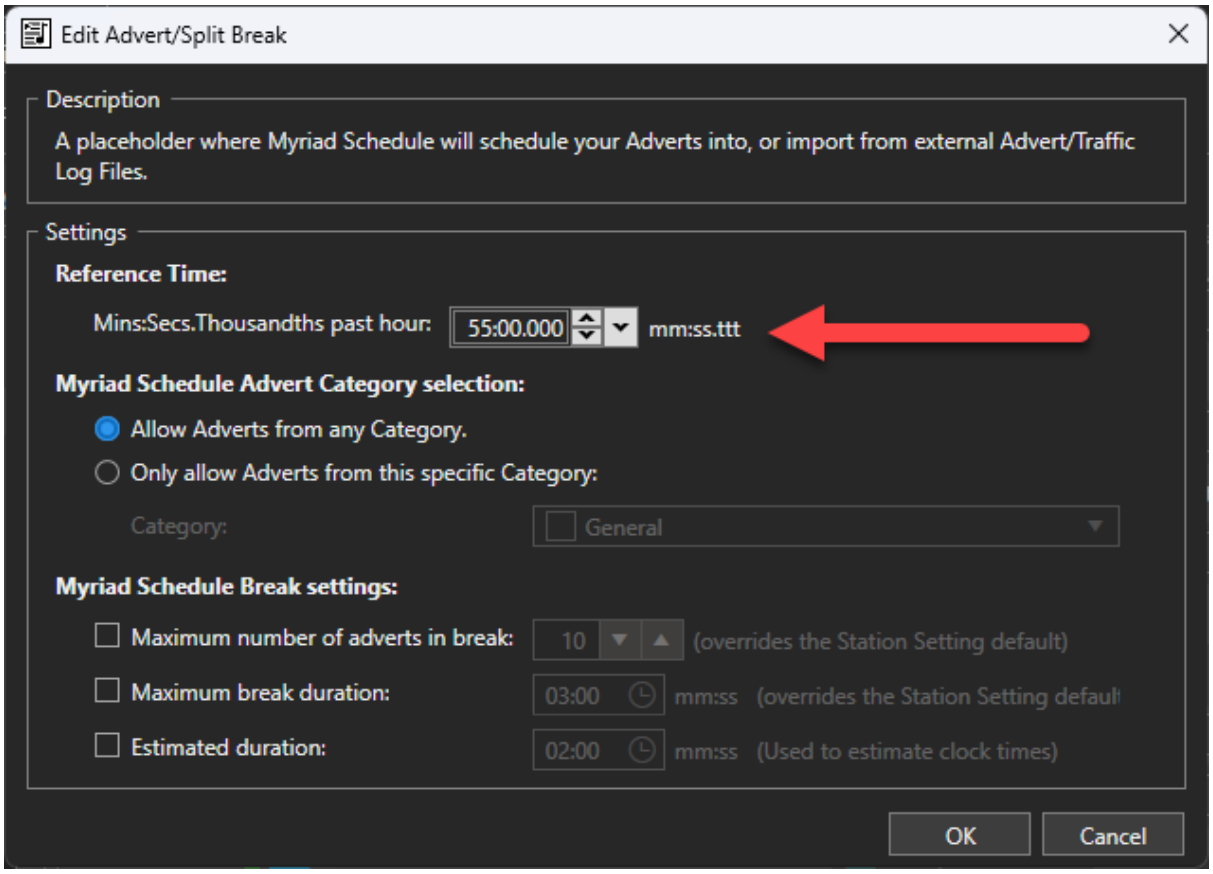
If you are using a 3rd party advert scheduling then you have to set an Advert Break Time Reference **which needs to match the with the reference that your 3rd party system**.

That is how Myriad Schedule knows where to put Advert Breaks from 3rd party systems.

To set the Advert Break Reference Time, double click on an Advert or click on the 'Advert' reference in the Type column.



This opens the Advert Item Edit window.



- **Time Reference –** This is used to add an Advert Break Time Reference to the item. This unique time reference is used to match breaks in 3rd party advert logs (generated by 3rd party advert scheduling systems) with the correct Advert Break in the Myriad Log. In the example above, this Advert Break is the 55:00.00 advert break.

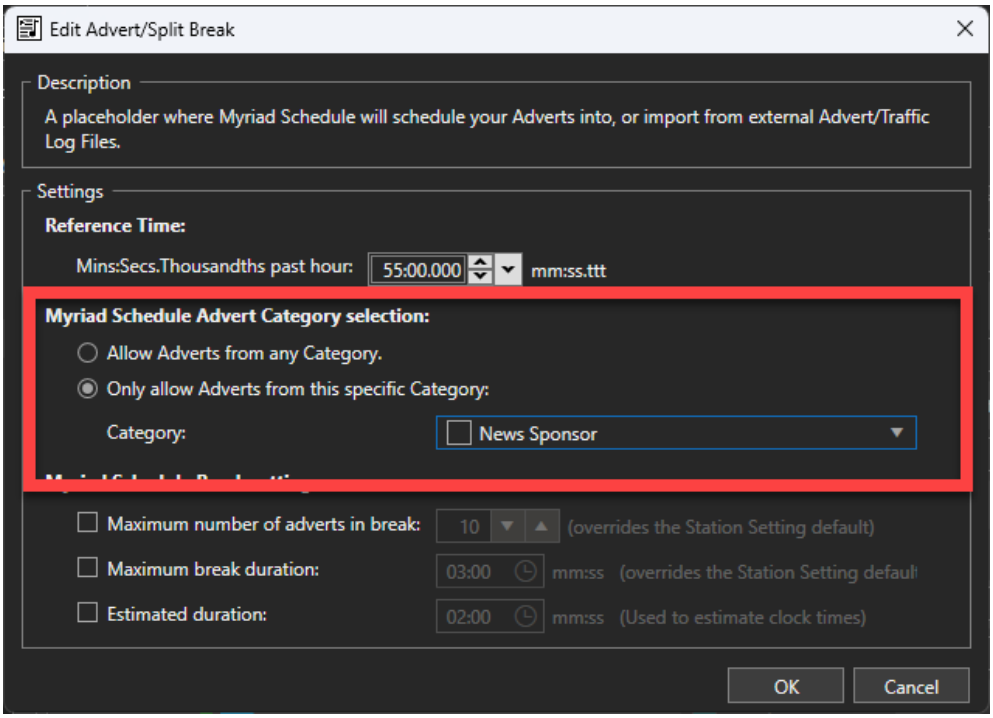
  In your 3rd party Advert Scheduling system you will need to have a matching Advert Break Time Reference to allow the import process to match the correct adverts and breaks. Please note that the format is minutes:seconds.hundreths (**mm:ss.ttt).** The **hour and date are**

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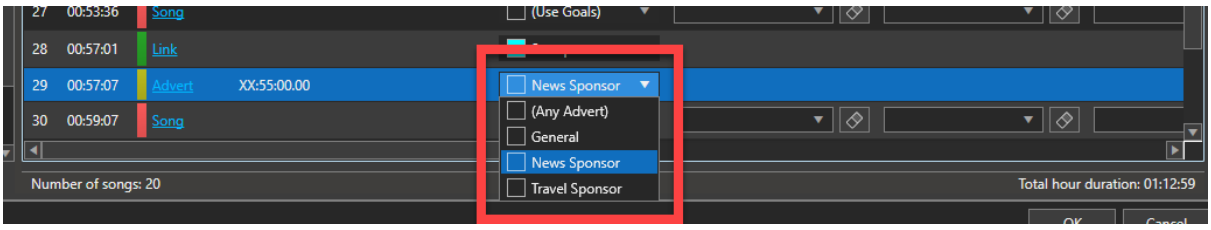
automatically added so you can use the Clock multiple times). If you are using Myriad Schedule to schedule your adverts, you can ignore this setting, but you may wish to set it anyway as a reference for your presenters.

- **Advert Category Selection –** If you are using Myriad Schedule to schedule your Adverts then you can set the **Advert Category** that all Adverts in this Advert Break, must be selected from.

  One example might be that you create an Advert Break Category called 'News Sponsor' then set the Advert Break Clock Item to **Only Allow Adverts From This Specific Category (and choose News Sponsor).** As you will need to set the Primary (and optional Secondary) Categories for Adverts you add to the system, you can use this to control which Advert Breaks certain Adverts are placed in.

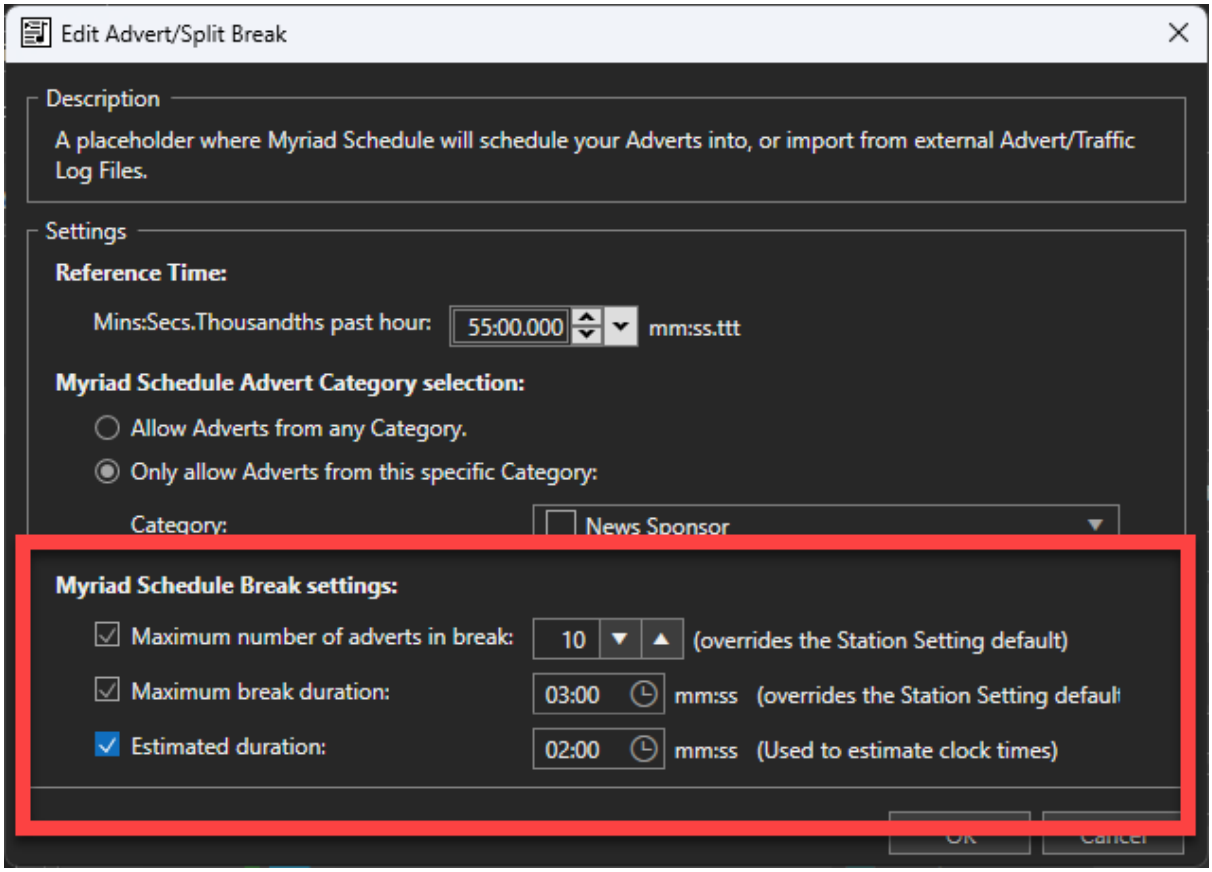


Please note you can also set an Advert Break Category directly using the **Drop Down** option on the **Category** column.



- **Myriad Schedule Break Settings –** These settings allow you to add additional criteria for the Advert Break when using Myriad Schedule to schedule your adverts.

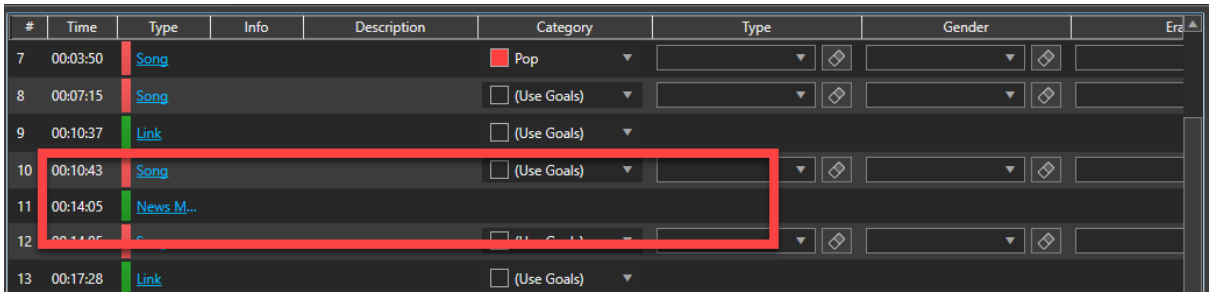
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The options are:

- **Maximum number of adverts in break** – This sets a hard limit on the amount of adverts that can be placed in this advert break.
- **Maximum break duration** – This sets a hard limit on the overall duration for this advert break.
- **Estimated Duration** – This setting allows you to add an estimated duration for the advert break, which will be used to calculate and display timings in the Log, before the actual adverts are add to the advert break. This may help with show preparation and timing for presenters.

News Media Item

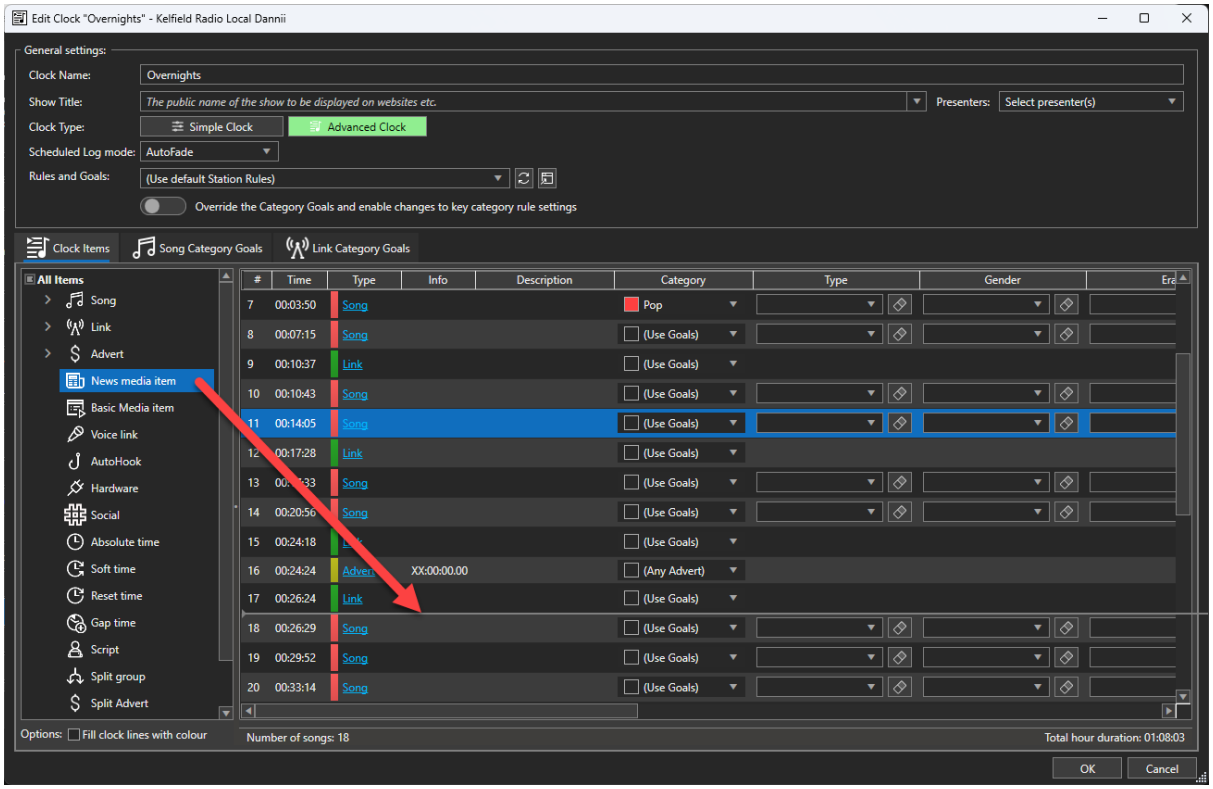


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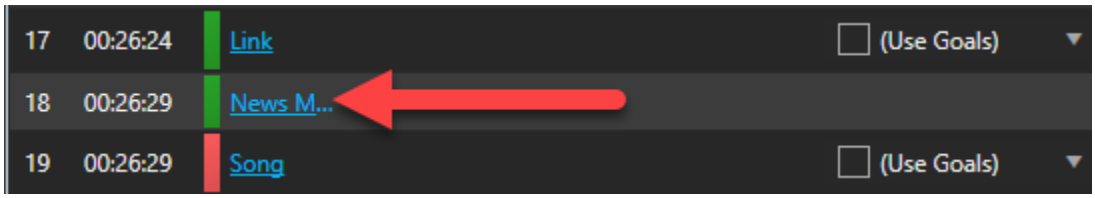
A **News Media Clock Item** allows you to specify a Media ID that will be used by Myriad Schedule when generating Log based on the Clock and the resulting Log Item will be marked as a News item in the Log.



You can add a News Media Item to the Clock by dragging it from the **News Media Item Node** to the position in the clock you that want to use.

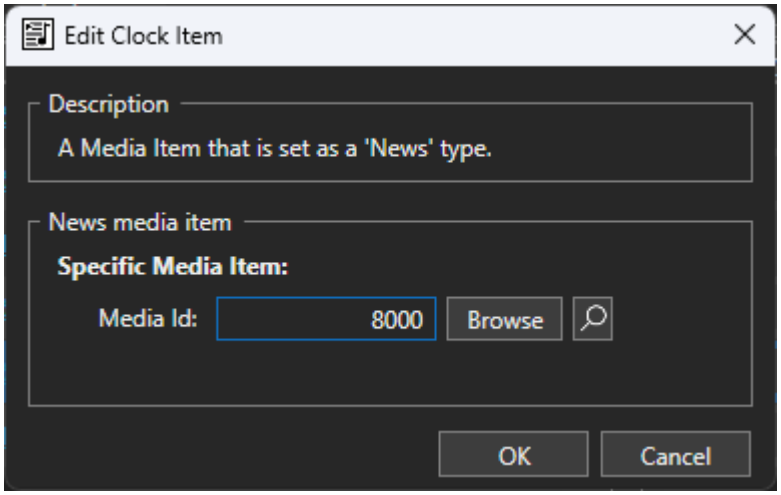


Once it is in the Clock, click on **News Media** on the **Type** column to open the **Edit Clock Item** window.



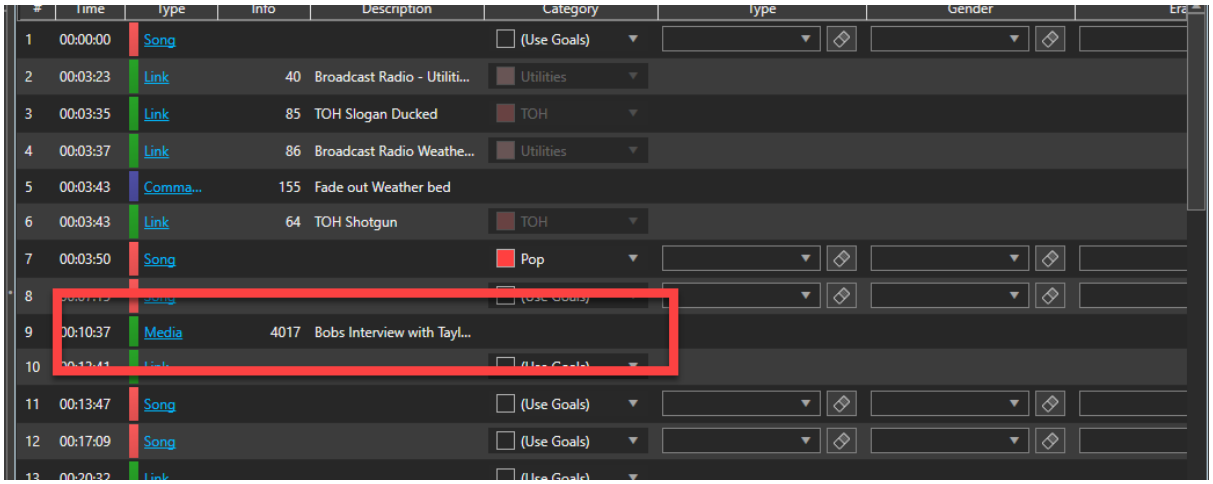
Here you can specify the Media ID of the specific New Item you want to use (or use the Browse button to locate it).

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N.B. If you select a Media ID that is outside of the News Media Ranges you have defined, the Clock Item will automatically be converted to the correct Clock Item Type (Song, Link, Basic Media Item etc).

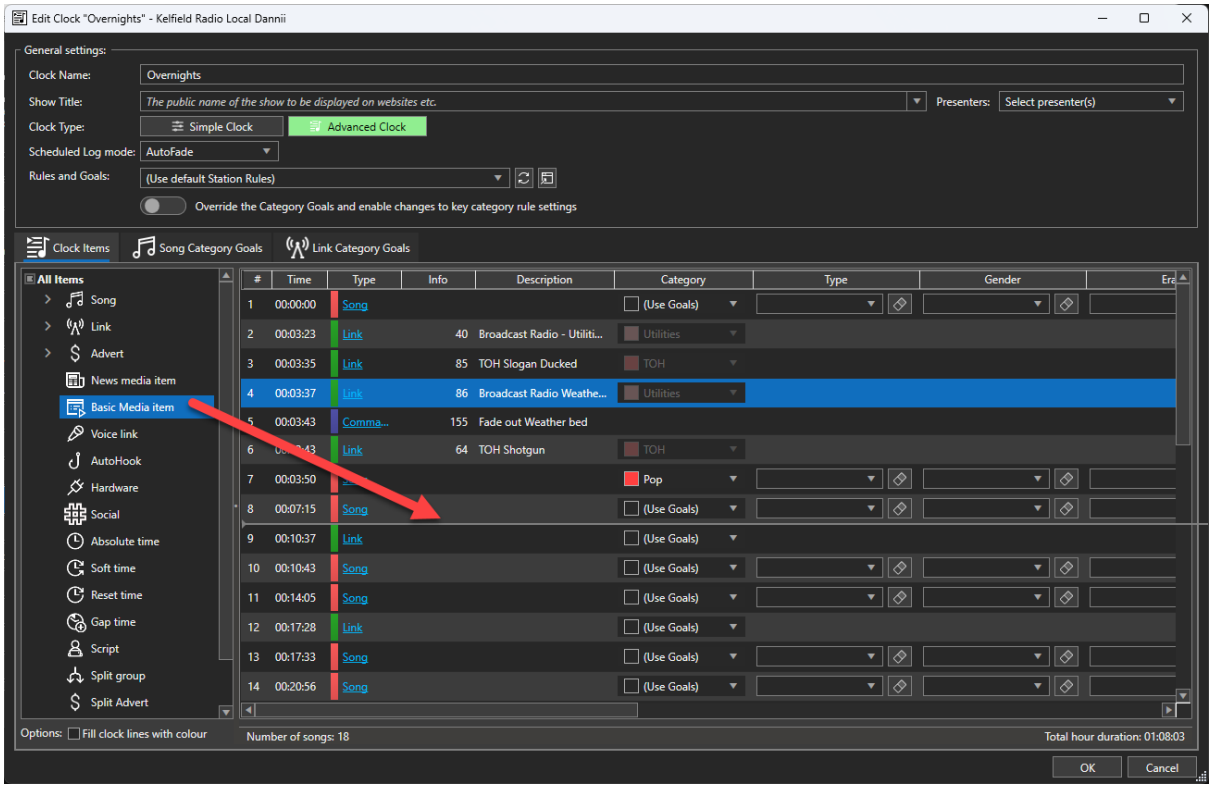
Basic Media Item



The Basic Media Item is used to add specific content to your Clock that is found within the Basic Media Item Ranges on your MediaWall (i.e. not a Song, Link, News etc).

To add a Basic Media Item, drag from the tree view on the left into the Clock in the desired location.

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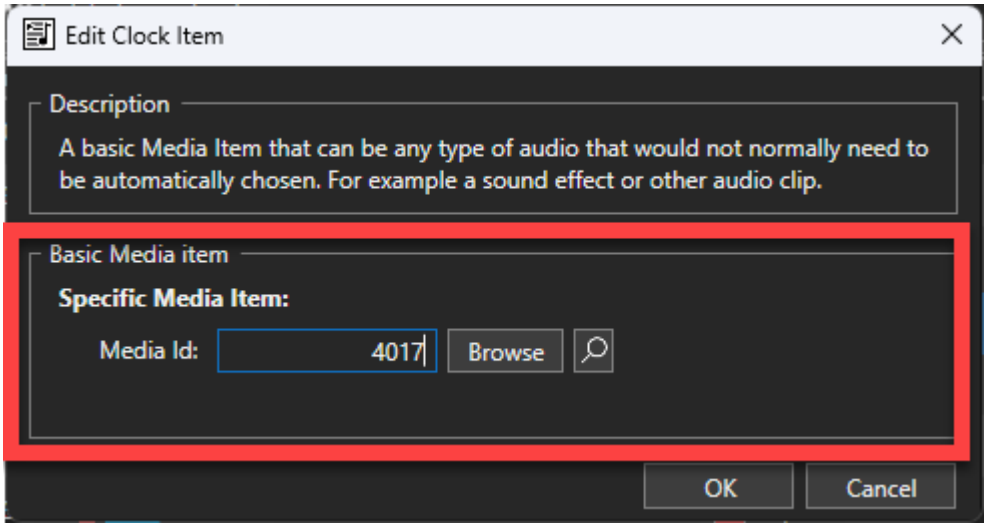


Be default, no Media Id will be selected. Click on the **Media** option in the Type column or double click on the item or click on **Media in the Type column** to select a Media ID using the Media Browser.

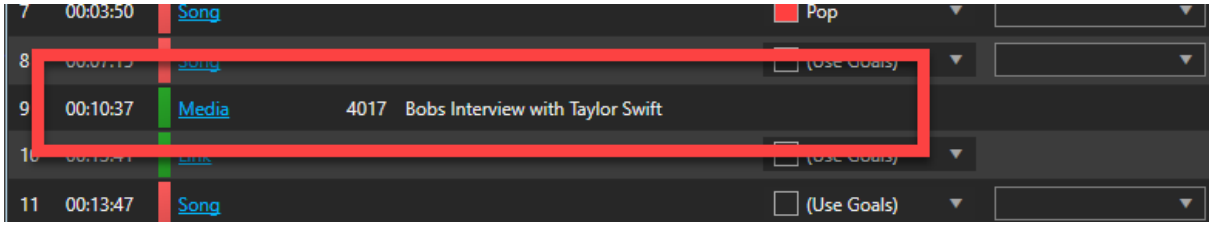


Use the **Browse button** to select the Media ID you want to use or type the **Media ID** in if you know it.

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The specific **Media Item** will be added to the Clock.



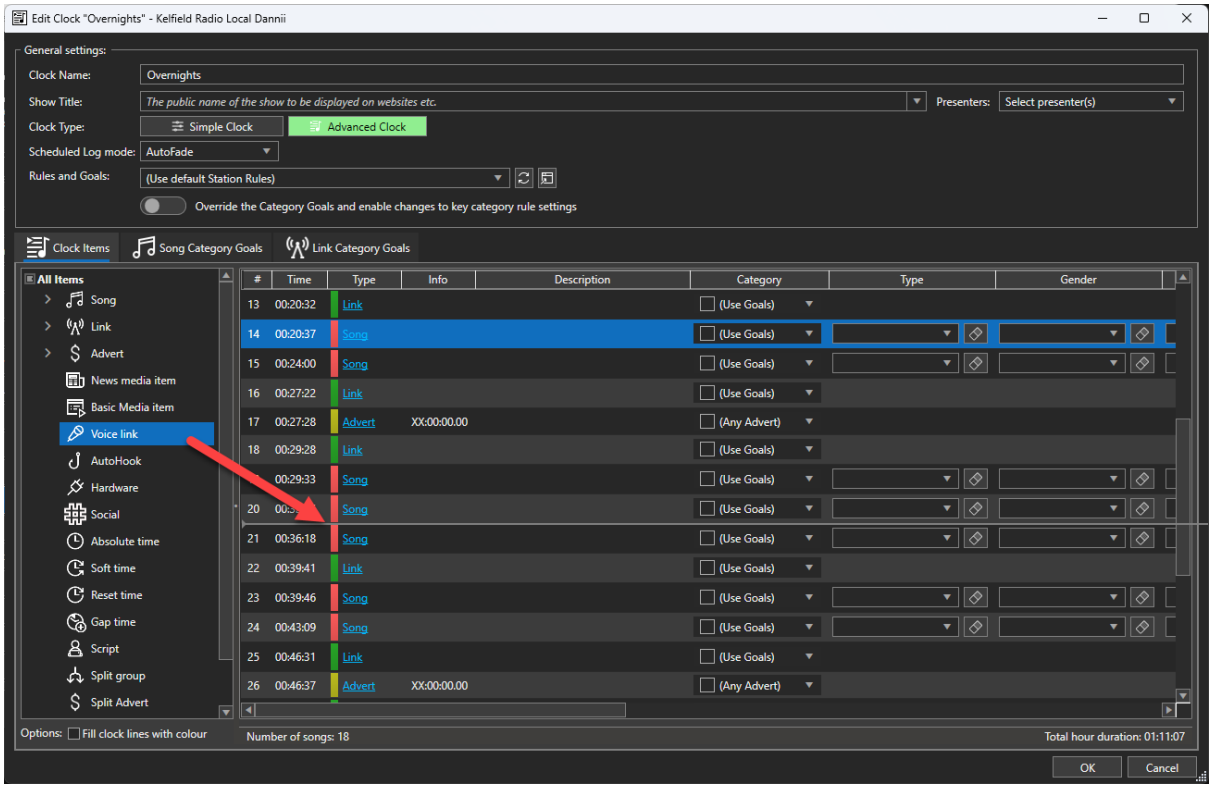
Please note that if you select a Media ID that is outside of the Basic Media Item Ranges, the Clock Item will automatically be converted to the correct Clock Item Type.

Voice Links (AI Voice Links)

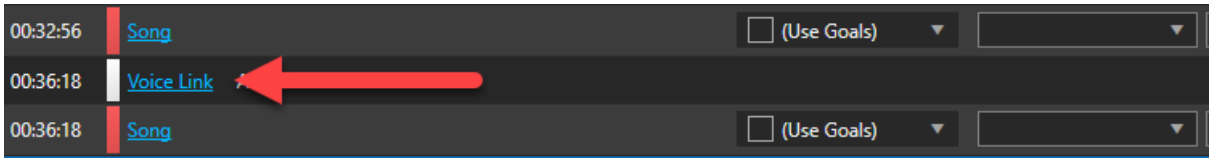
The **Voice Link** clock item is used to position an **AI Voice Link** into your Clock.

To add a Voice Link item, drag the Voice Link option from the left-hand tree node, into the position in the Clock you want to add the AI Voice Link into.

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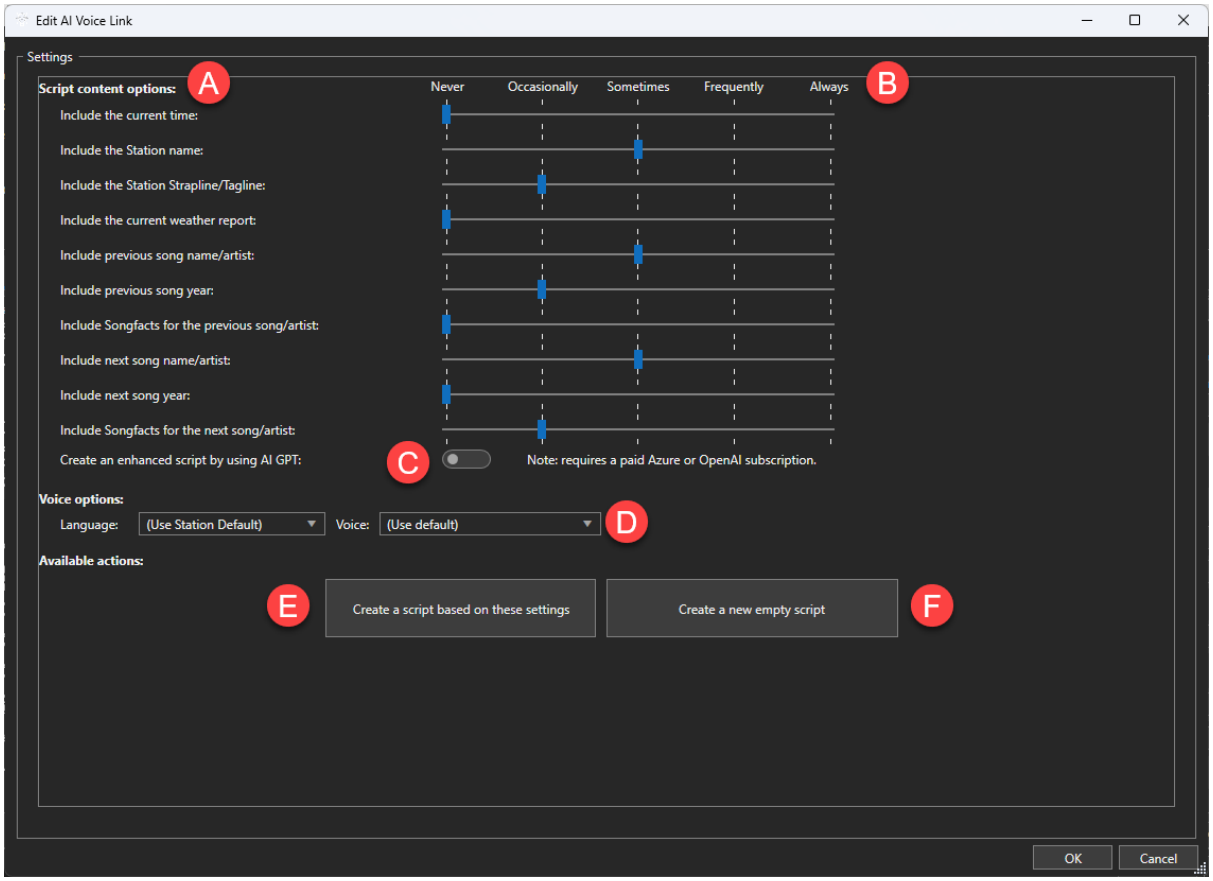


The AI Voice Link will added to the Log. To edit the settings for the AI Voice Link, click on the **Voice Link** option in the Type column (or double click on it).



This will open the **AI Voice Link edit window.**

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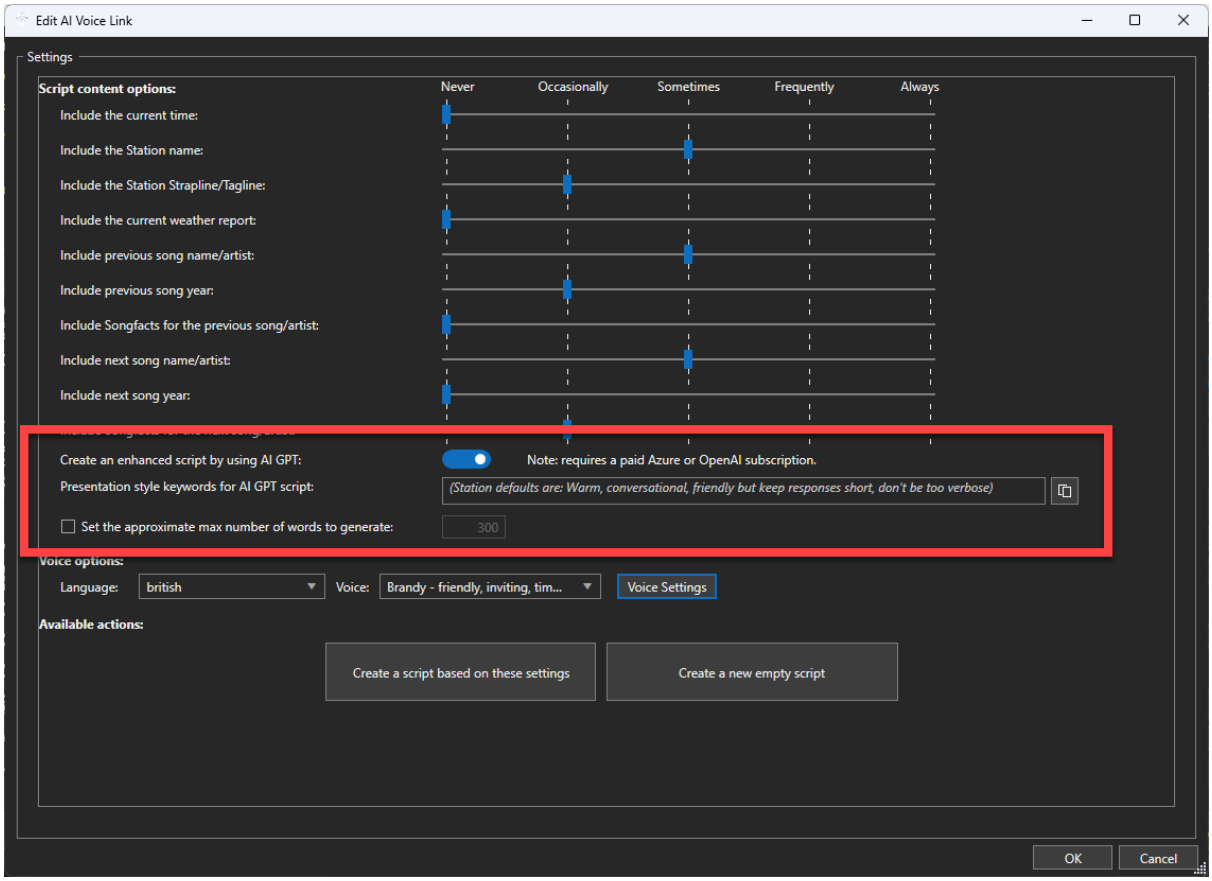
A. **Scrip Content Options** - This is a list of script topics that could be included with the base script generated by Myriad Playout / Myriad Cloud at time of playout.
B. **Frequency of Occurrence** – For each Script Content Option, you can set the likely hood that the topic will be included in the base script.
    a. **Never –** Never included.
    b. **Occasionally –** Only included once in a while.
    c. **Sometimes –** Included sometimes on base script.
    d. **Frequently –** Often included in the base script.
    e. **Always –** The script content topic will always be included in the base script.

    In the example above, the ‘Current Time’ will never be included but the ‘Station Name’ will sometimes be included etc.

    This goal driven approach means you can use AI Voice Links in Clocks that are repeatedly used through the week with variation to the content included in the generated base script.

C. **Enhance Script with AI GPT –** If you have configured your Myriad Playout / Myriad Cloud system to access your ChatGPT or Azure GPT accounts, you can enable this option to have the base script generated by Myriad, enhanced by your chosen GPT partner.

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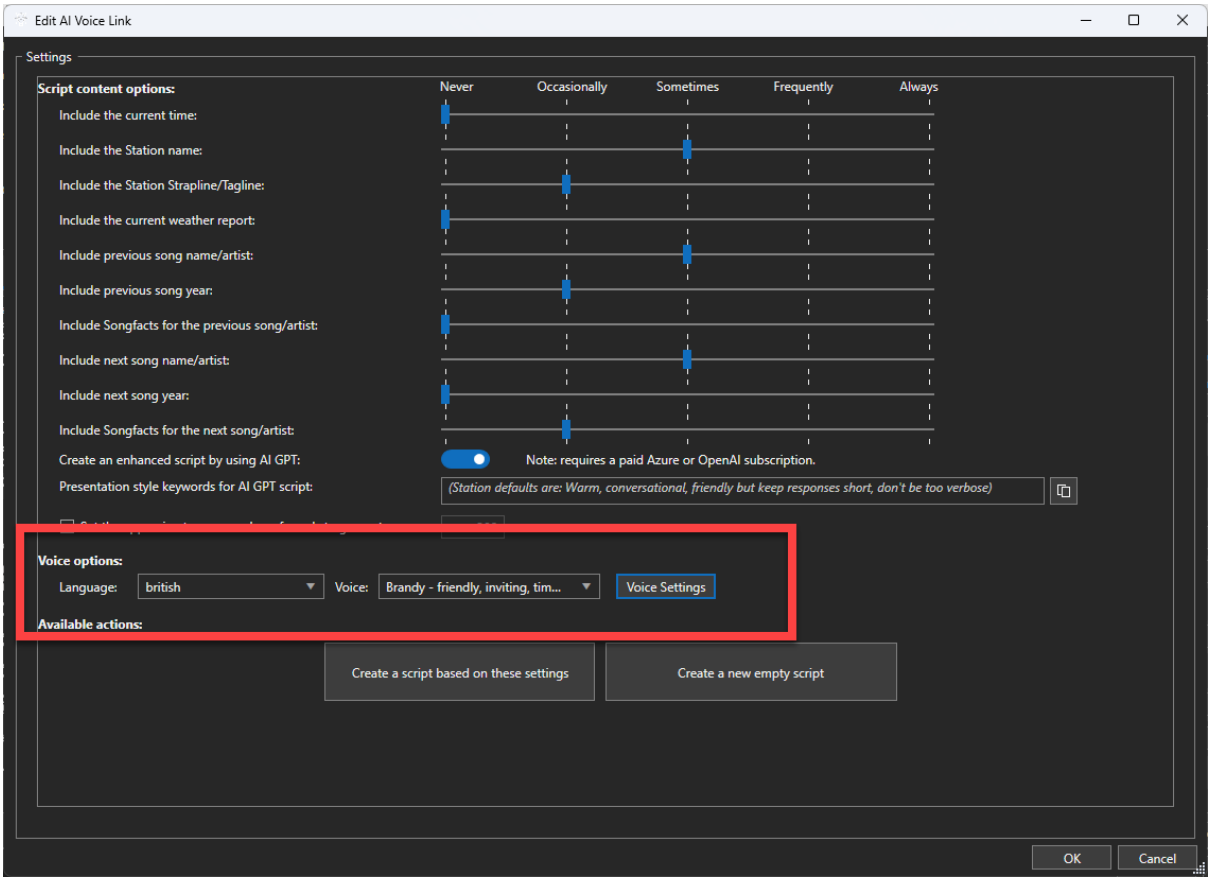


Once enabled, you can add **Keywords** to help guide the GPT engine in generating suitable content. You can also set an approximate cap on the number of words to control the length of the generated script.

D. **Language & Voice Options** – When you configure your AI Voice Link options in Myriad Playout or Myriad Cloud, you set a default language and voice to use within the Station.

   This will be used for all AI Voice Links unless the **Language and Voice** options are used to override on a per link basis.

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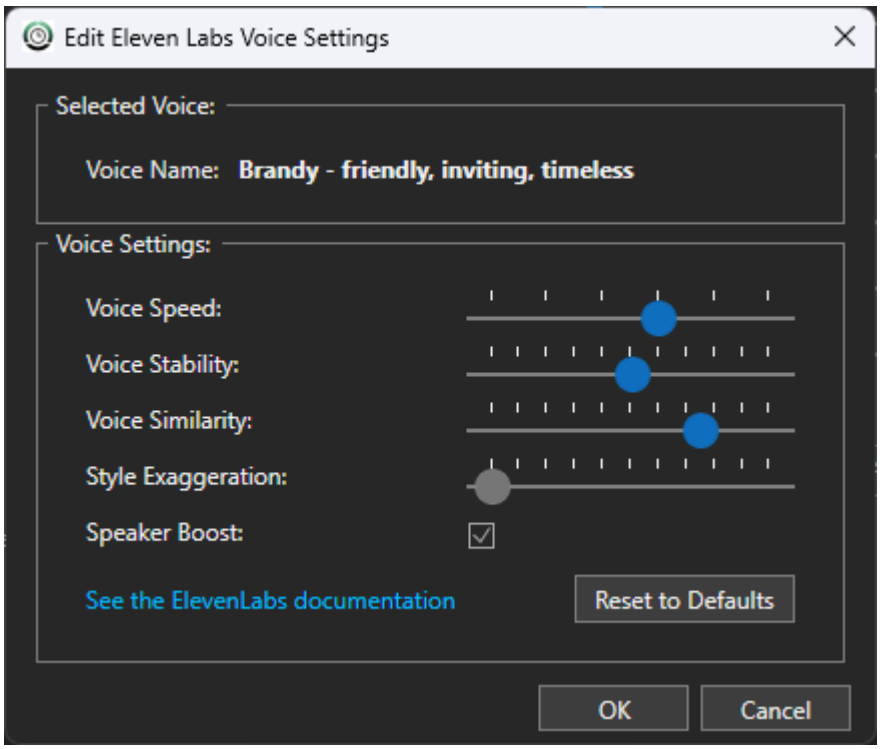


You can use the drop-down options to set the **Language** and **Voice** you want to use.



Some voice options offer additional settings that you can access via the **Voice Settings** button.

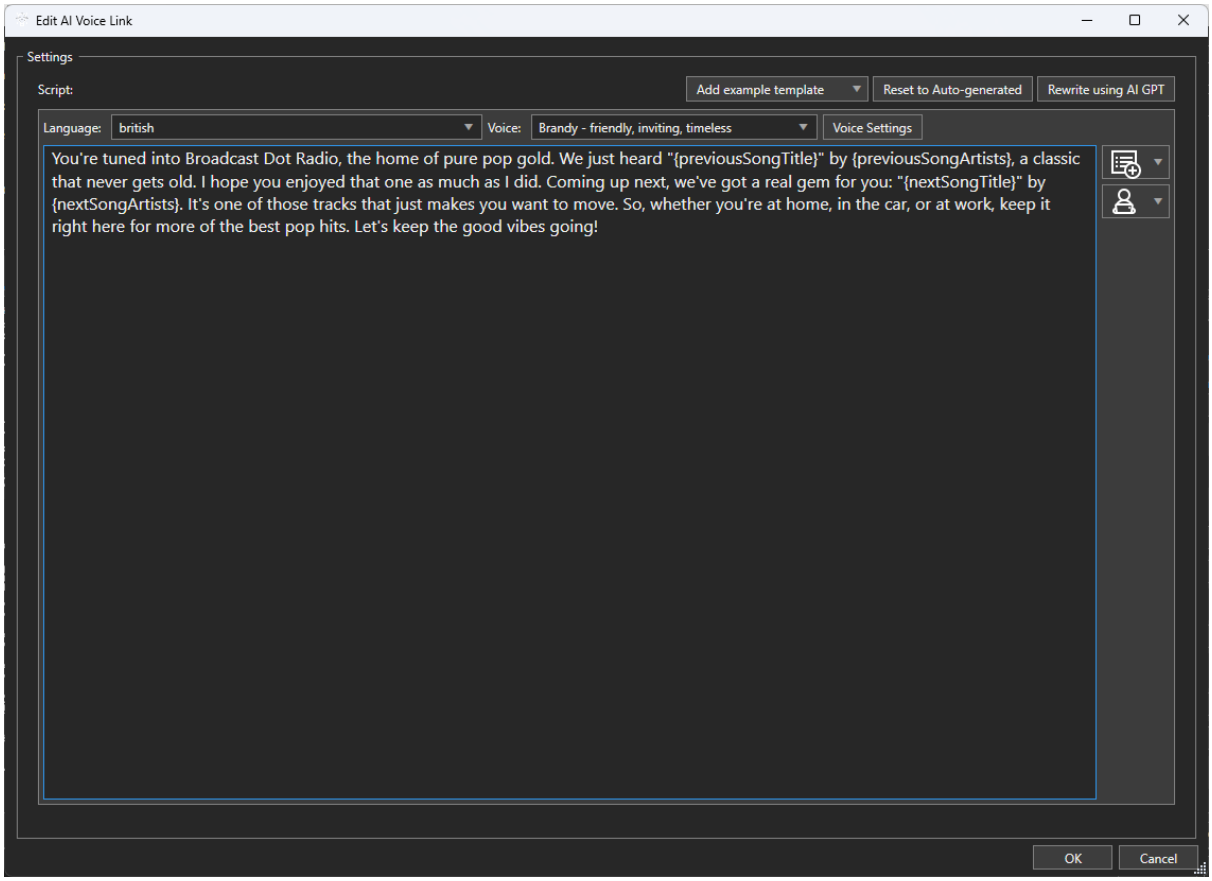
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Please note that these options are not available for all service providers or all voices within service providers.

E. **Create a Script Based On These Settings –** This button will manually trigger a script generation based on all the settings.

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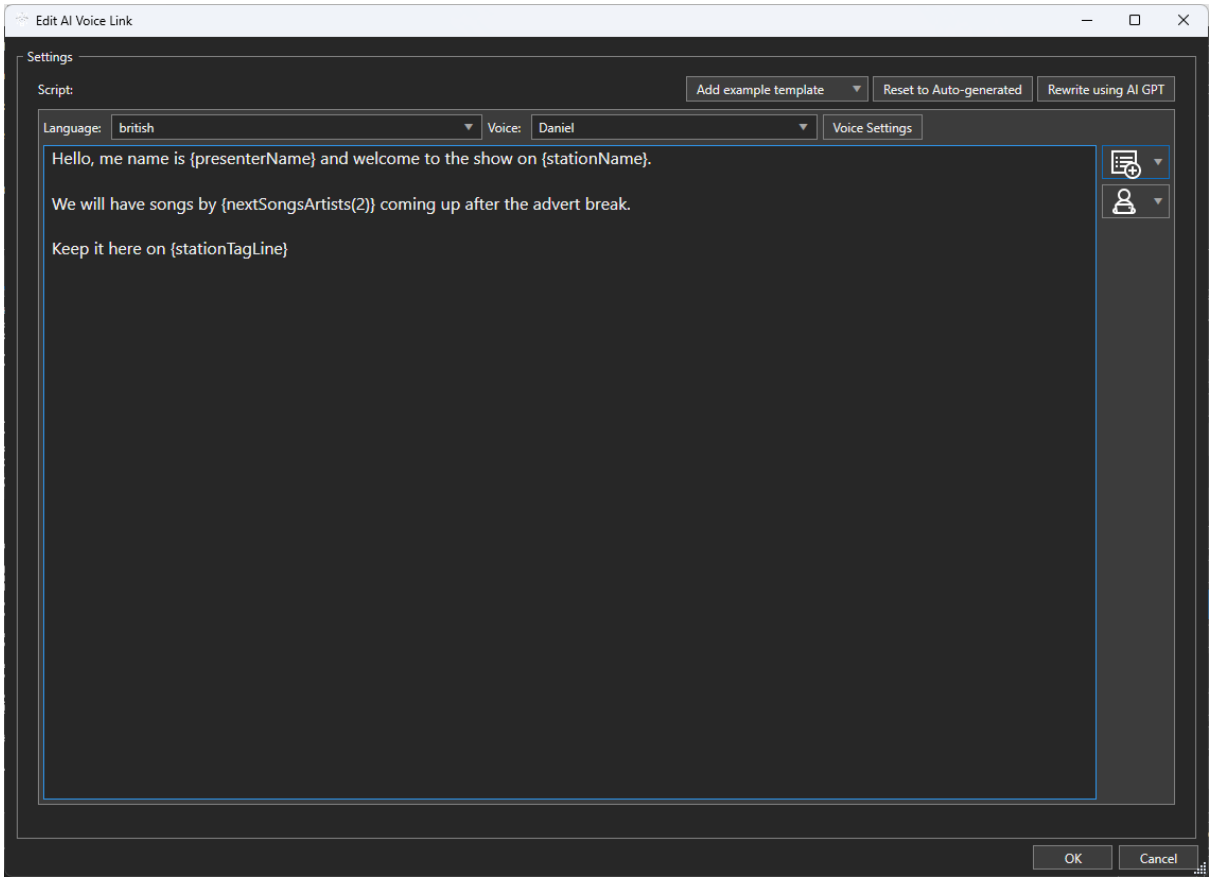


There is no need to do this within the Clock unless you want to edit and set the script permanently within the Clock. Typically, the script generation will be triggered a few items before it is needed in the Log.

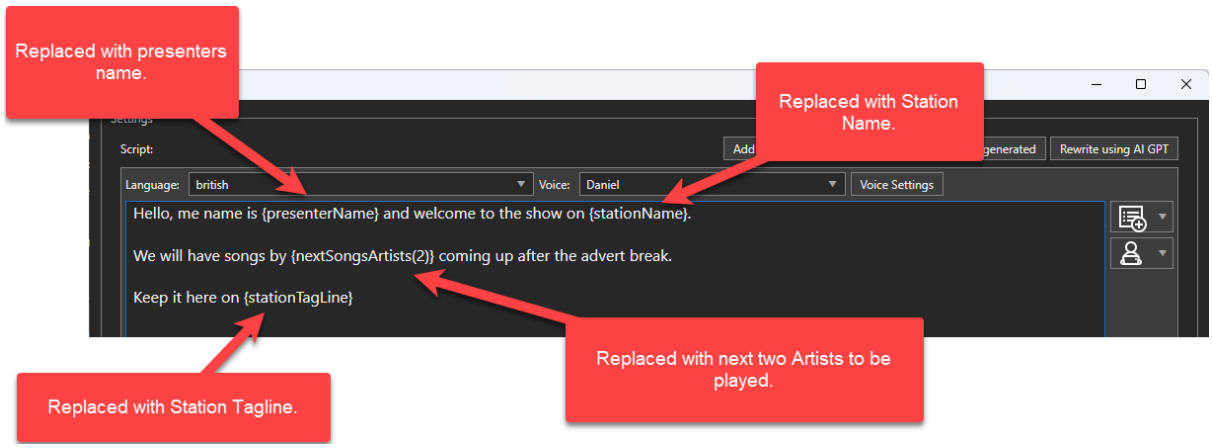
F. **Create A New Empty Script –** If you want to write your own script to be used for the AI Voice Link, click on the **Create a new script** button.

Here you can see an example of a manually typed script.

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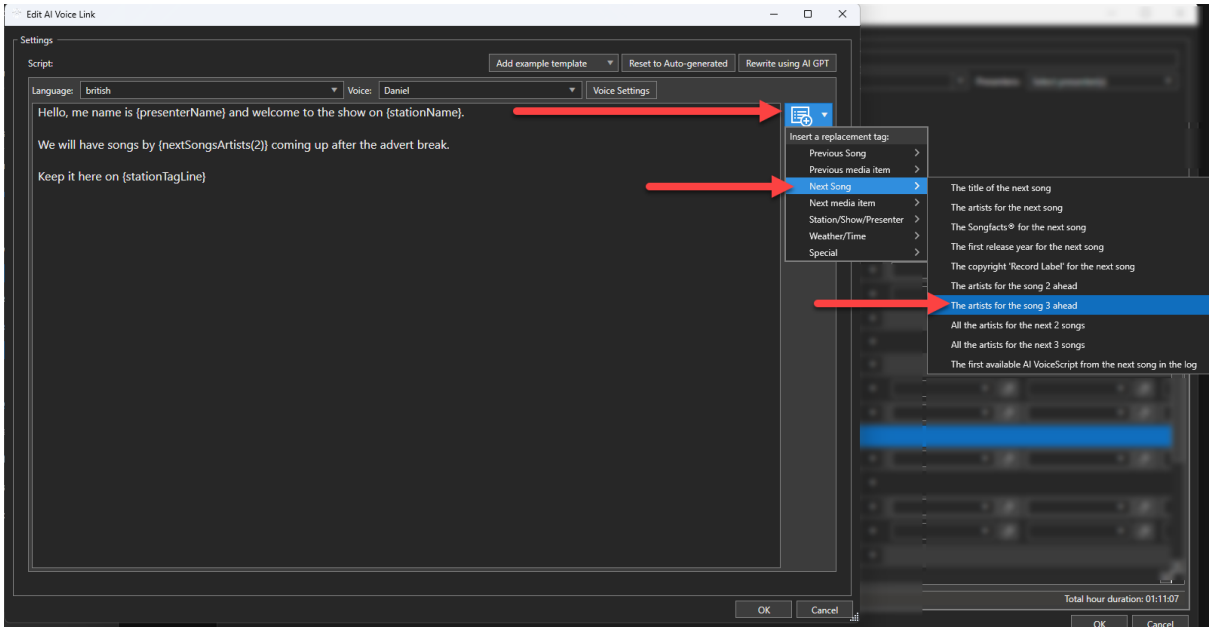


Note that some of the elements are encapsulated by { } brackets. These are special items that will be substituted with 'live' information when the script is generated.



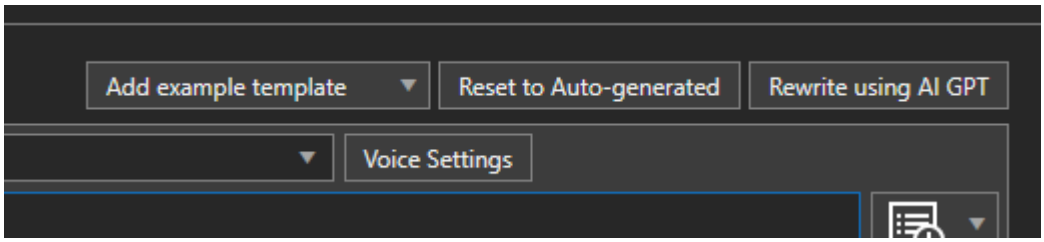
To add these tagged items to your script, click on the **Script Tag** button and select the tag you want to insert from the list of options.

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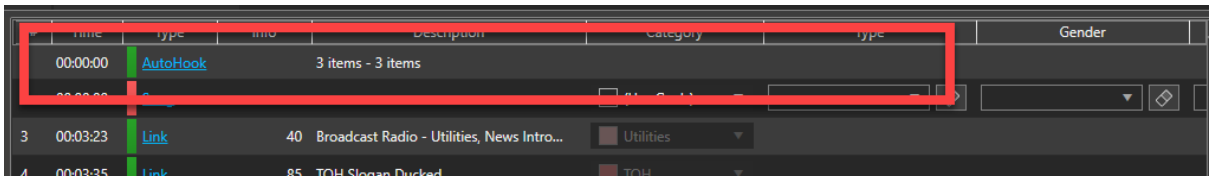
The tag will be inserted into the script at the current cursor position.

You can also access some example scripts, re-write using ChatGPT or revert back to a goal driven AI Voice Link using the option buttons in the top right of the window.



For more detail, please refer to the main Myriad Playout / Myriad Cloud documentation.

AutoHooks



We covered AutoHooks in some detail in the Simple Clocks section, but to recap, an AutoHook is a special Log Item then builds a dynamic 'teaser' for what is going to be played from the Log by combining fixed audio (Intro Link, production elements) with Hooks (pre-set most recognisable few seconds of a Song) extracted from Songs that are scheduled to be played.

A typical AutoHook may look like this:

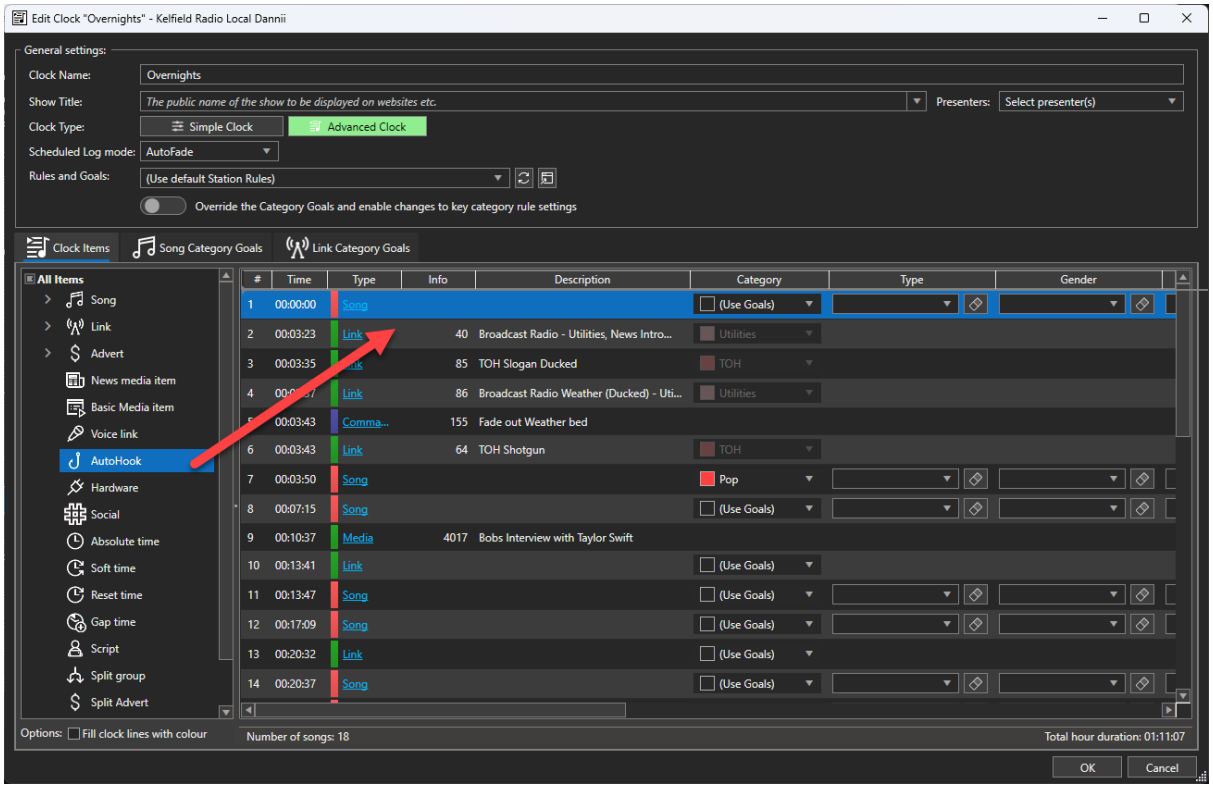
- Intro Media Item – Link saying 'In the next hour you will hear'
- Hook – Snippet of a Song scheduled to play in the hour. Hooks are manually set on each Song and are typically the most recognisable few seconds.

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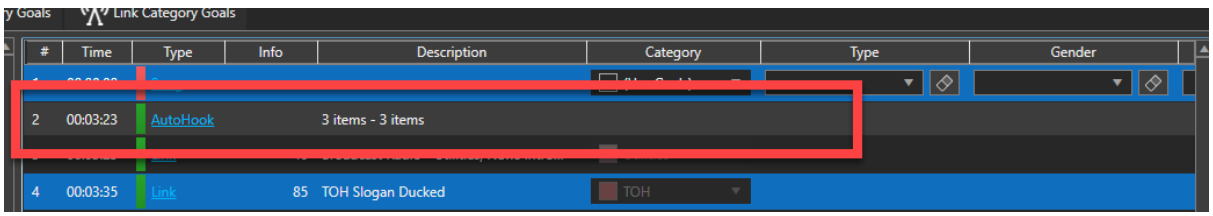
- Media Item – Production element (like a short burst of static) to help mask any difficult segues.
- Hook – Snippet of a Song scheduled to play in the hour. Hooks are manually set on each Song and are typically the most recognisable few seconds.
- Media Item – Production element (like a short burst of static) to help mask any difficult segues.
- Hook – Snippet of a Song scheduled to play in the hour. Hooks are manually set on each Song and are typically the most recognisable few seconds.
- Out Media Item – Link saying ‘now, on with the music…’

In the Simple Clocks, you can only add an AutoHook to the very beginning of the Clock but in an Advanced Clock you can place an AutoHook Clock Item anywhere in the Clock that you wish, or indeed have multiple AutoHook Items in a single Clock!

As with the other Clock Items we have looked at, adding an AutoHook Item involves dragging it from the tree view on the left into the position you want to place it in the Clock.

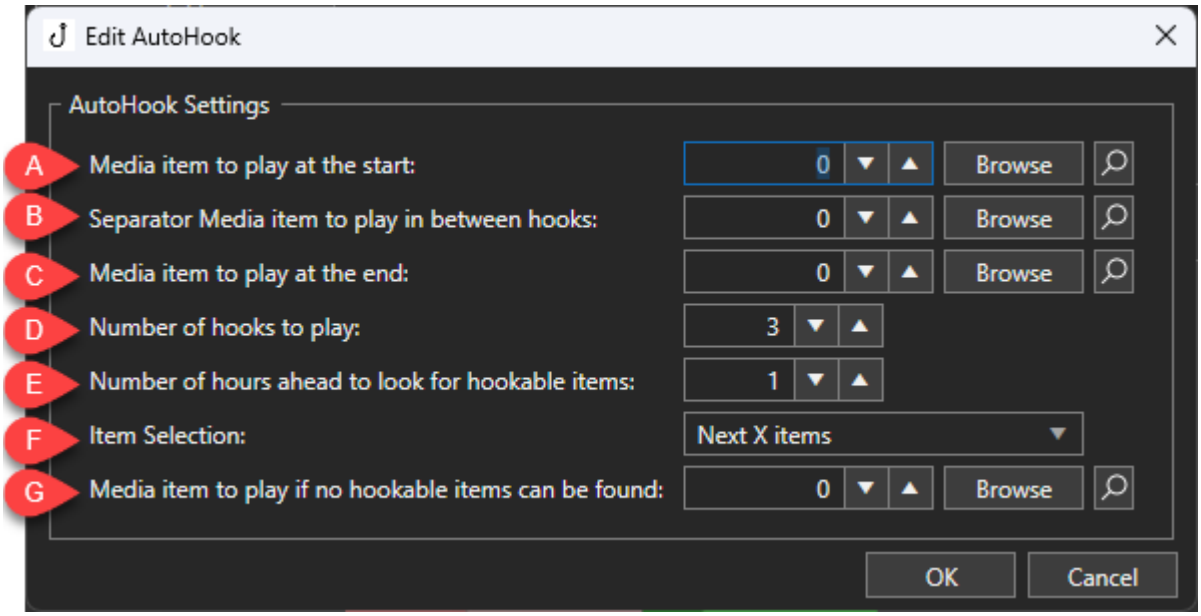


The AutoHook is added to the Clock.



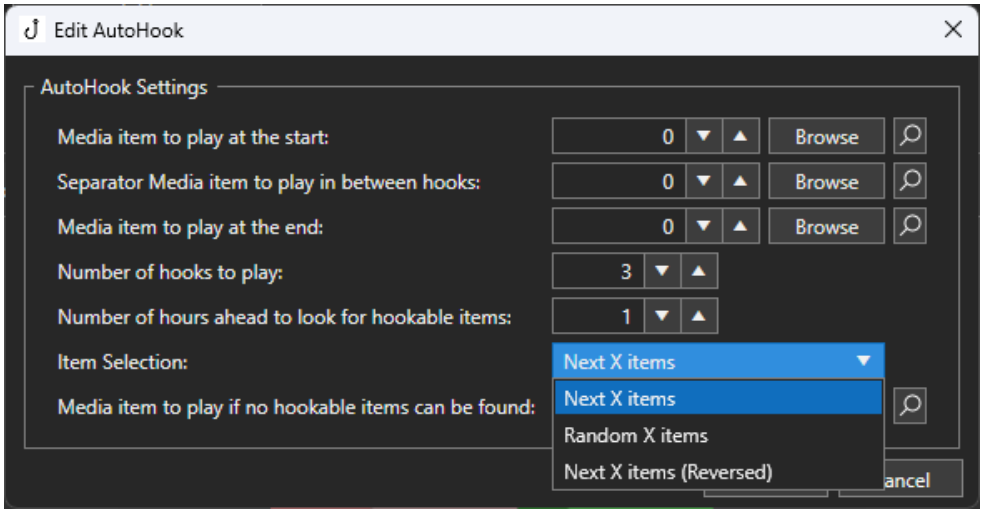
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Once the AutoHook is added to the Clock, you need to set a number of additional parameters to allow Myriad Playout to build the AutoHook in the Log. To open the **AutoHook Item Edit** window you can either click on the **AutoHook** option in the Type column or just double click on the item in the Clock.



A. Use the **Browse** button to select the **Media Item** you want to be played at the beginning of your AutoHook (you can also type the Media ID directly into the box if you prefer.
B. Use the **Browse** button to set the **Media Item** to be played between each Song's Hook.
C. Use the **Browse** button to select a **Media Item** that will be played at the end of the AutoHook.
D. Set the number of **Song Hooks** you want to include in your AutoHook. In the example above, Hooks will be included from up to three Songs (assuming three Songs can be found that have Hooks set).
E. You can also set the number of **Hours Ahead** to look when selecting the Hooks to use. So, if your AutoHook starts with a Link that says 'Coming up on the show today' and your full show is three hours long, you might want to set this to 3 hours so that Songs could be picked from anywhere in your show.
F. The **Item Selection** drop down allows you to set method the system will use for selecting Song Hooks. The options are:

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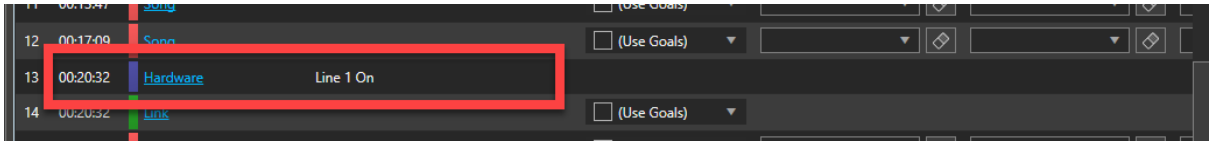


1. Next X Items – The next X Songs (with Hooks) from the AutoHook Item will be used.
2. Random X Items – If you select this then X Sings (with Hooks) will be randomly selected from the specified time frame (see section E).
3. Next X Items Reversed – This is the same as Next X Items but the order will be reversed so the final Hook played will be the next Song to play.

G. The **Media Item to Play if no Hookable Items Found** option allows you to set an alternative Media Item to play of no Songs in the specified time frame contain Hooks.

When you are happy, click on OK.

Hardware Events



The Hardware Events Clock Item allows you to control hardware outputs on compatible devices.

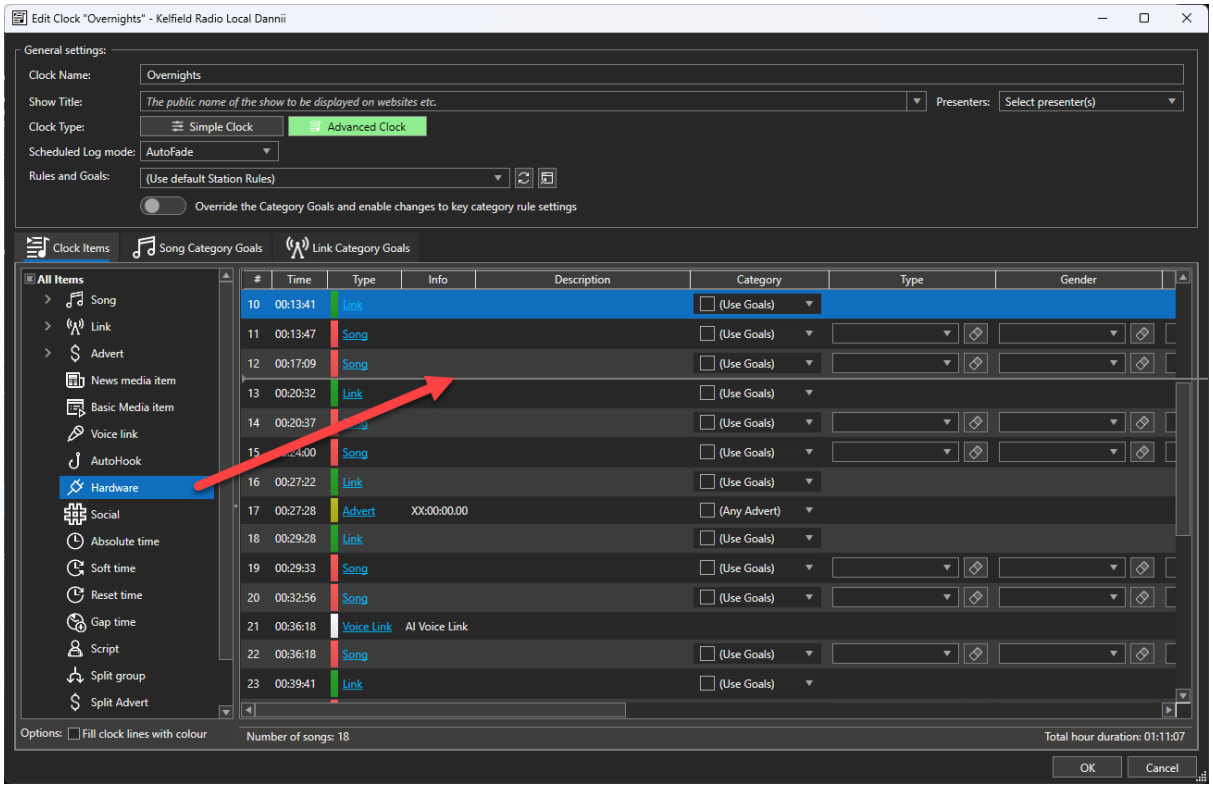
Myriad Playout can interact with real world physical devices via 'logical' outputs through a range of compatible devices. This ability is most commonly used to control audio switchers (for switching on an external news feed) and studio switchers.

The Hardware Events Clock Item allows you to select the hardware line you want to control and perform the following operations:

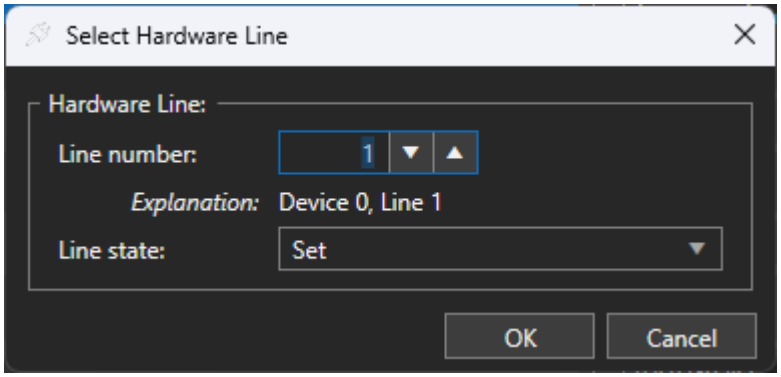
- Set – turn it on.
- Clear – turn it off.
- Pulse – turn it on, wait a short time, turn it off
- Flash – alternate between on and off until told to do otherwise

To add a Hardware Event to the Clock, locate the **Hardware Node** on the tree view and drag it to the location you wish to add it to in the Clock.

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Once it is in the Clock you will also need to set the parameters that Myriad Playout will use. Click on the **Hardware** option on the Type column (or double click on it) to open the **Hardware Line** window.



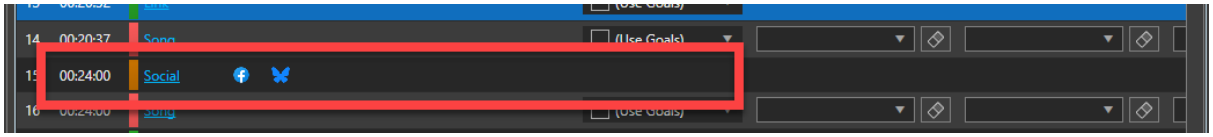
- **Line Number –** Select the unique hardware line number you want this Clock Item to affect.
- **Line State –** Select the action you wish the Clock Item to perform (see above).

You can use multiple Hardware Items to perform sequences (when combined with other Clock Item Types) for example:

1. Play Media ID XXX (news in Link)
2. Set hardware line 1 (news) to on.
3. Use an Absolute Time to wait 3 minutes.
4. Clear hardware line 1 (news) to turn it off.
5. Play Media ID XXX (news out Link)

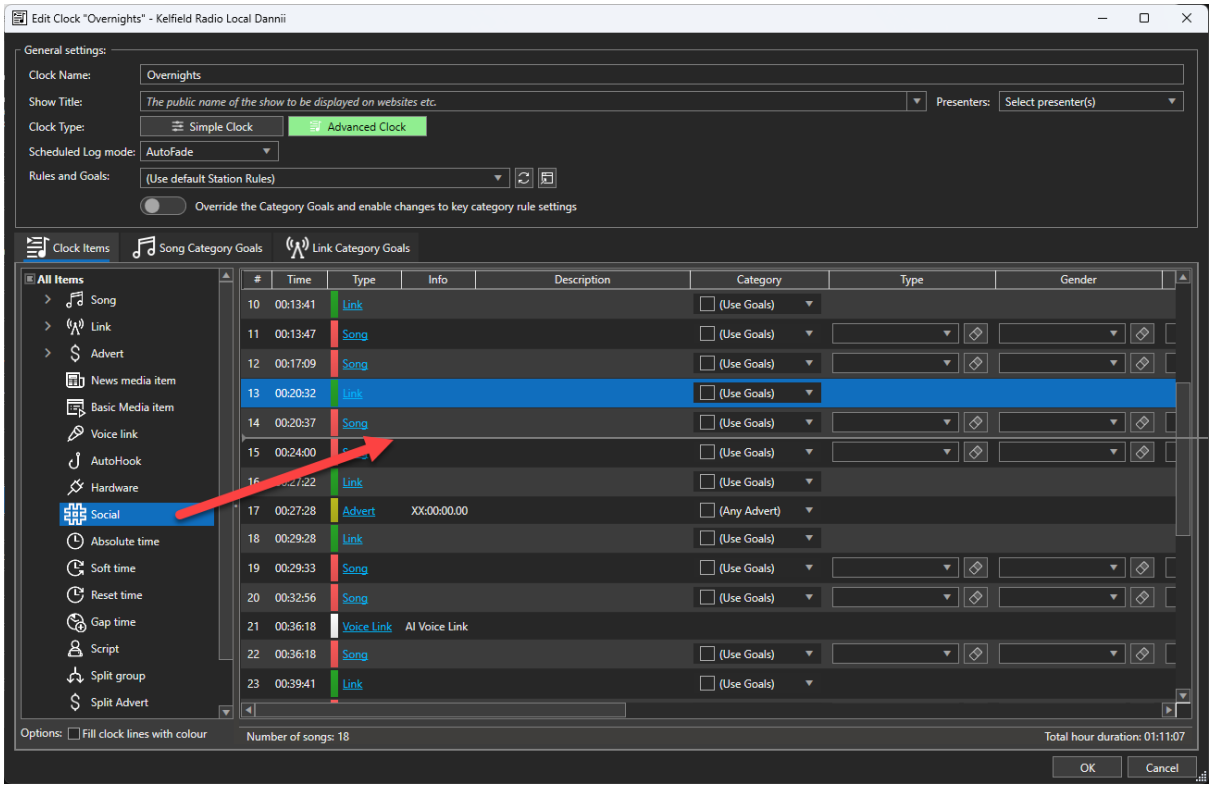
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Social Posts

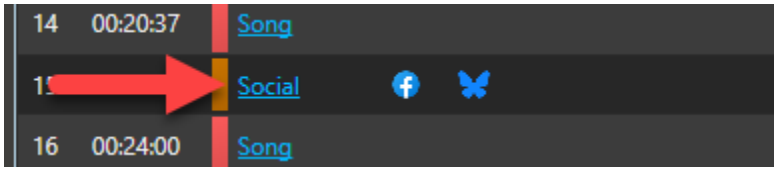


Social Post Clock Items allow you to include pre-planned post to both BlueSky and Facebook. These can include text as well as OCP tags and complete text files.

As with all the other Clock Items we have looked at, to add a Social Post item, drag the **Social Node** in the tree view to the position in the Clock you want to add the Social Clock Item to.

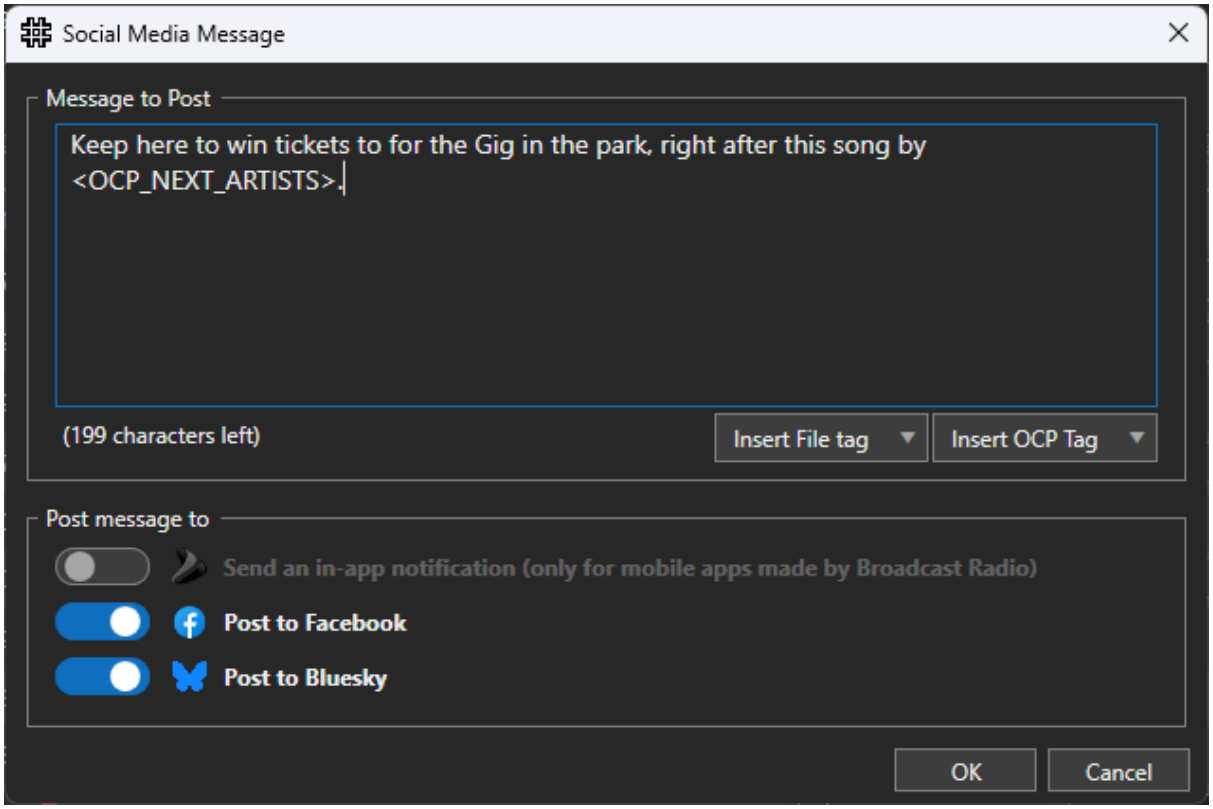


Once it is in place, either clock on the **Social** option in the Type column or double click on it to open the **Social Media Message** window.



The **Social Media Message** window allows you to add a script and select the platforms to post to.

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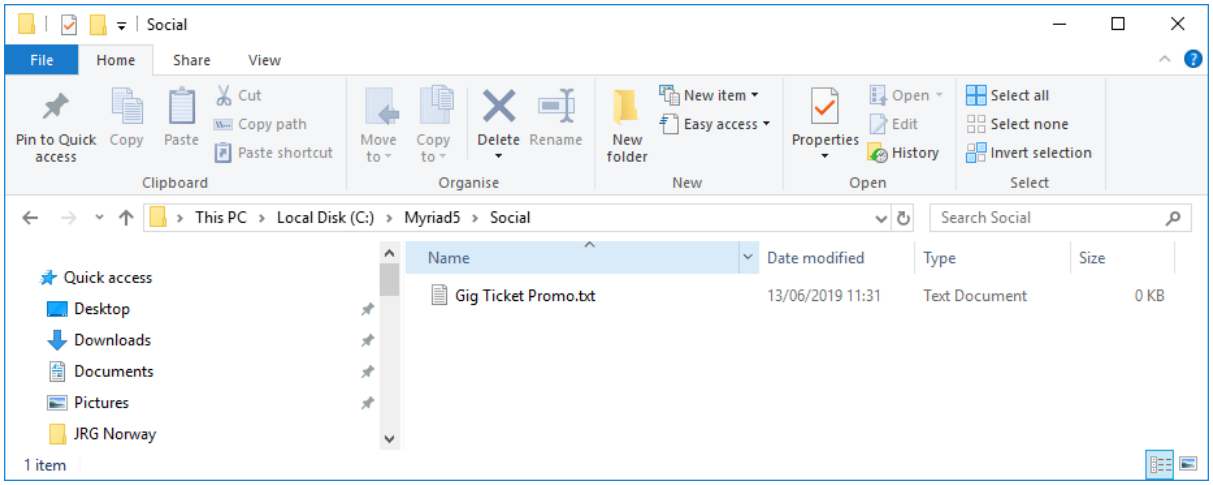
Add the text content of your message to the **Message To Post** section. You can include standard OCP Tags (see OCP SE documentation) that OCP will replace with 'live' information. An example might be:

Keep here to win tickets to for the Gig in the park, right after this song by <OCP_NEXT_ARTISTS>.

In this example, OCP will replace the <OCP_NEXT_ARTSISTS> tag with the name of the Artists to play next so the post on Facebook and Bluesky would read:

Keep here to win tickets to for the Gig in the park, right after this song by Kylie Minogue.

You can also add In the contents of a text file which is located in **Social Folder** which is a sub folder of your main Myriad data location.

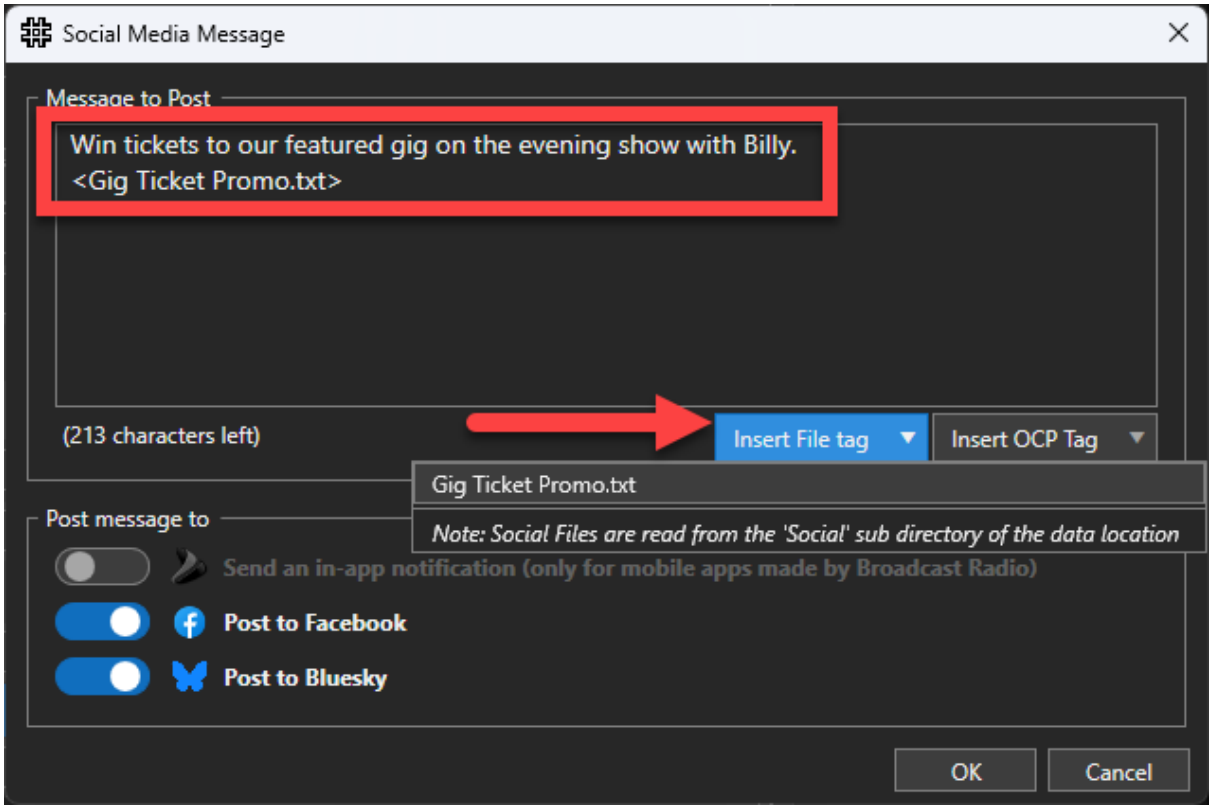


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In the above example, the Myriad data location is C:\Myriad5 and in the Social sub folder is a text file called Gig Ticket Promo.txt.

Your Myriad data location may well be different, but you can check it on Settings Menu > Application Settings then look at the 'Location Of Data' section on the Data Locations tab.

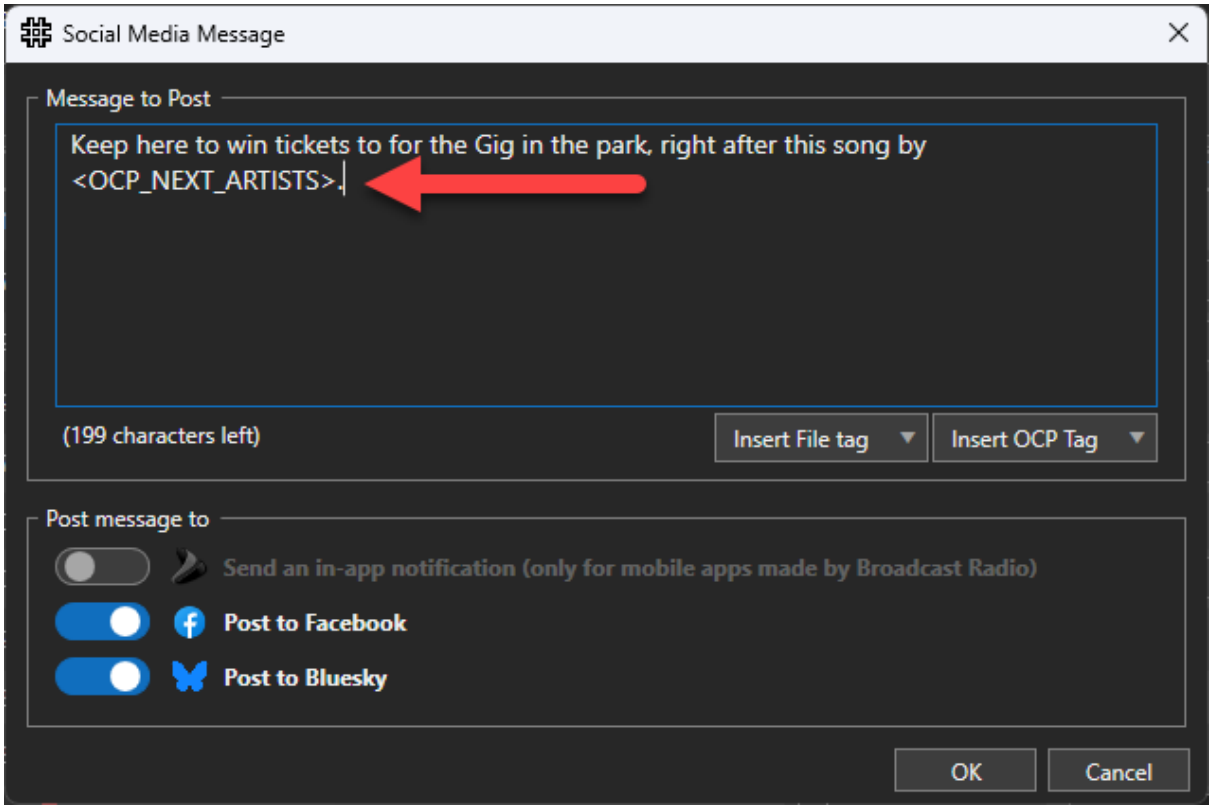
Any text files in this location will be listed under the **Insert File Tag** drop down. When you select a file from this drop down, a file tag will be added to your message.



When the message is posted on Facebook and Twitter, the file tag will be replaced with the contents of the text file.

You can also add OCP Tags to your Social Posts which OCP will replace with 'current information' before posting your message to Facebook and (or) Twitter.

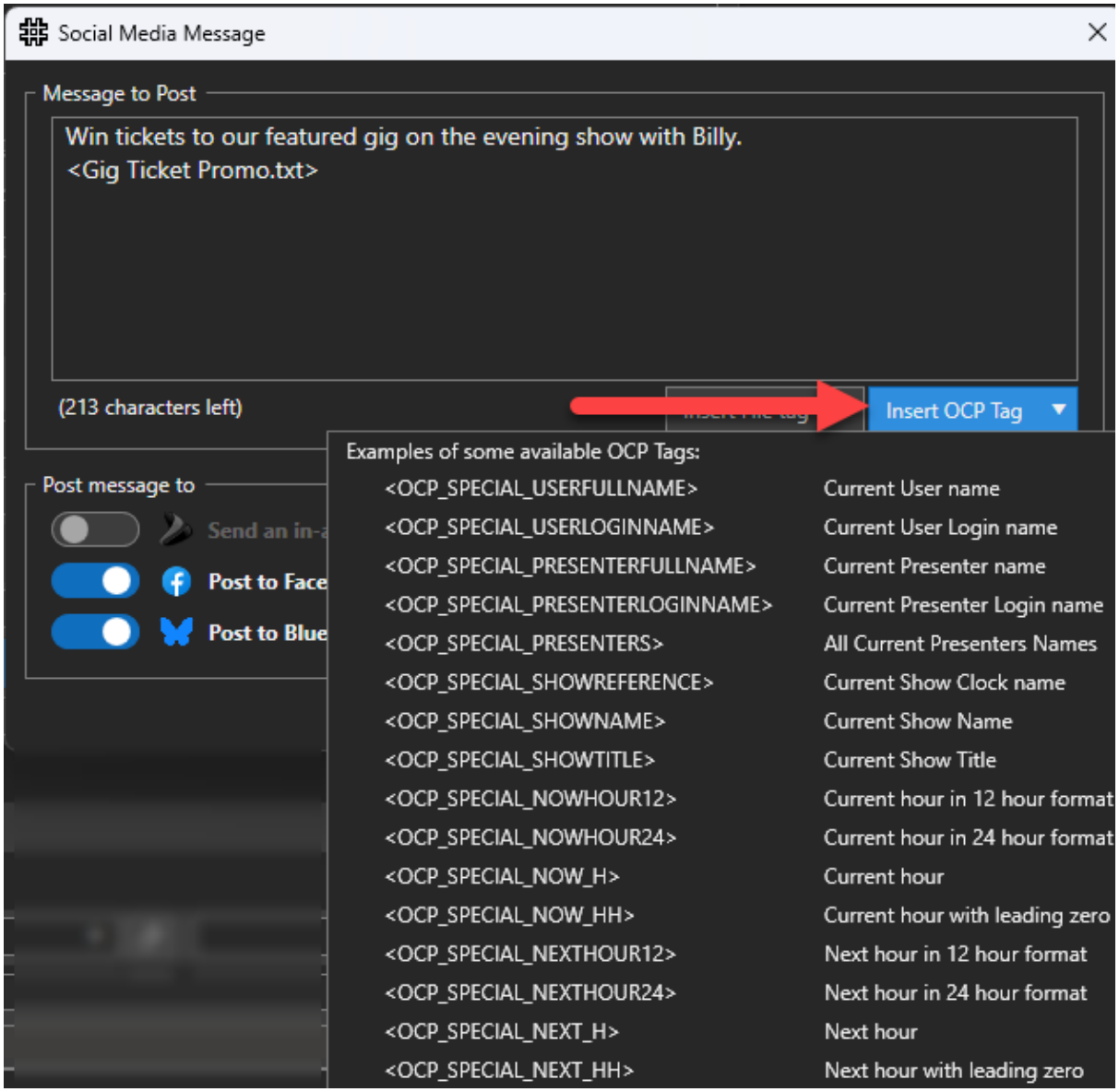
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In the example above the <OCP_NEXT_ARTISTNAMES> section will be replaced with the name of the Artists from the next Song to play in the Log so on Facebook you would see:

'Win a pair of tickets for the Gig In The Park this evening with Jono. We will tell you how after this track by Kylie Minogue''

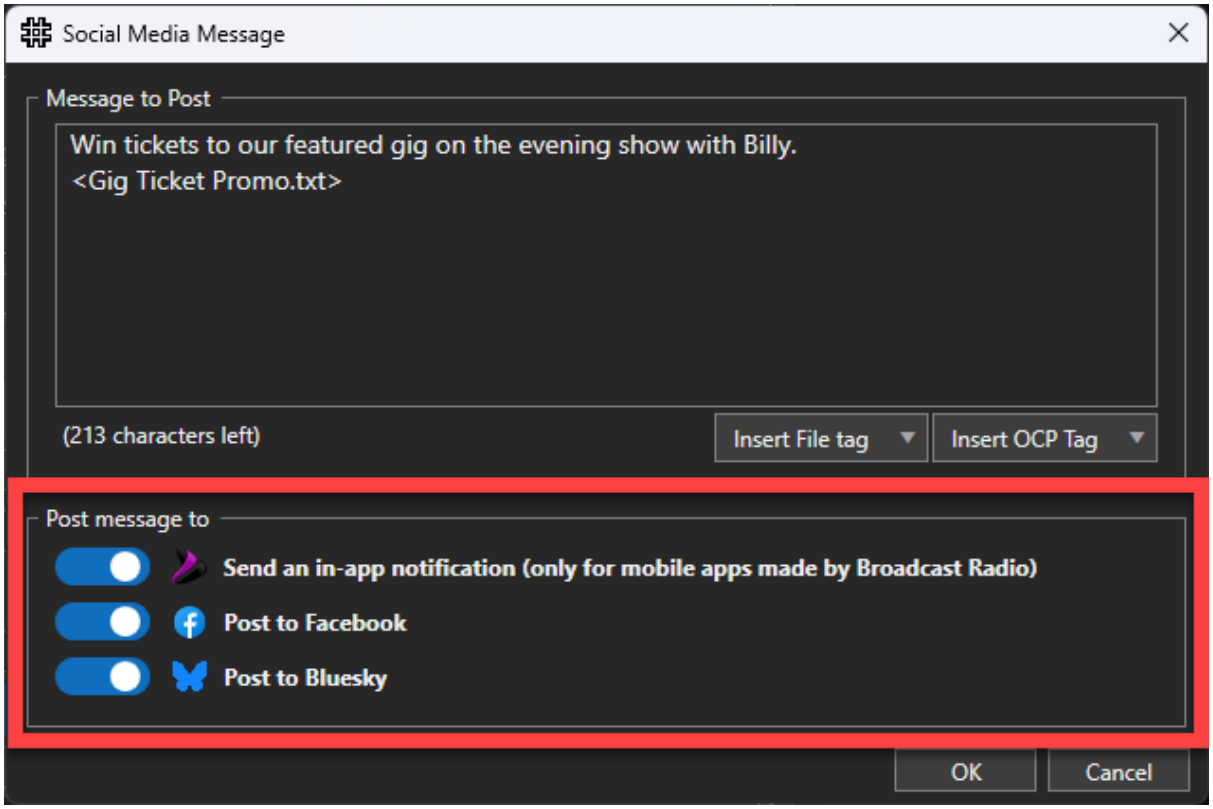
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There are hundreds of OCP Tags you can use. Some examples can be found on the **Insert OCP Tag** drop down but a full list can be found in the **Format Creator** which you will find on the **File Menu in OCP 6.**

Finally, in the **Post Message To** section you can select which social media services the message should be posted to.

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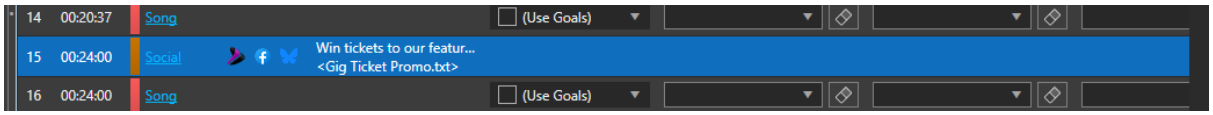
The options are:

- **Send to in-app notification –** This option only works with Broadcast Radio supplied mobile apps. The script is sent as a push notification to phones with your mobile app installed.

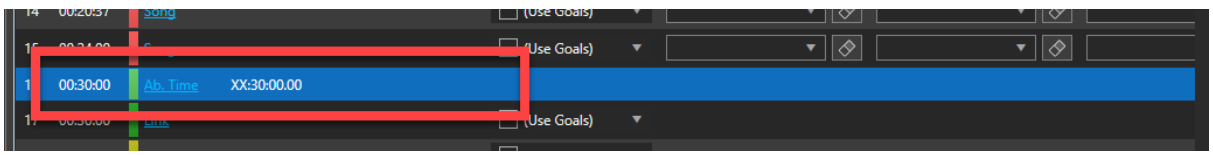
  Caution – Do not use this option often as your listeners will block notifications if you abuse the service!

- **Post to Facebook –** Will post to the configured Facebook Page for your station.

- **Post to Bluesky –** Will post to your configured Bluesky account.



Absolute Times



An **Absolute Time Clock Item** is used to put a fixed time point into an Hour of a Log generated from this Clock.

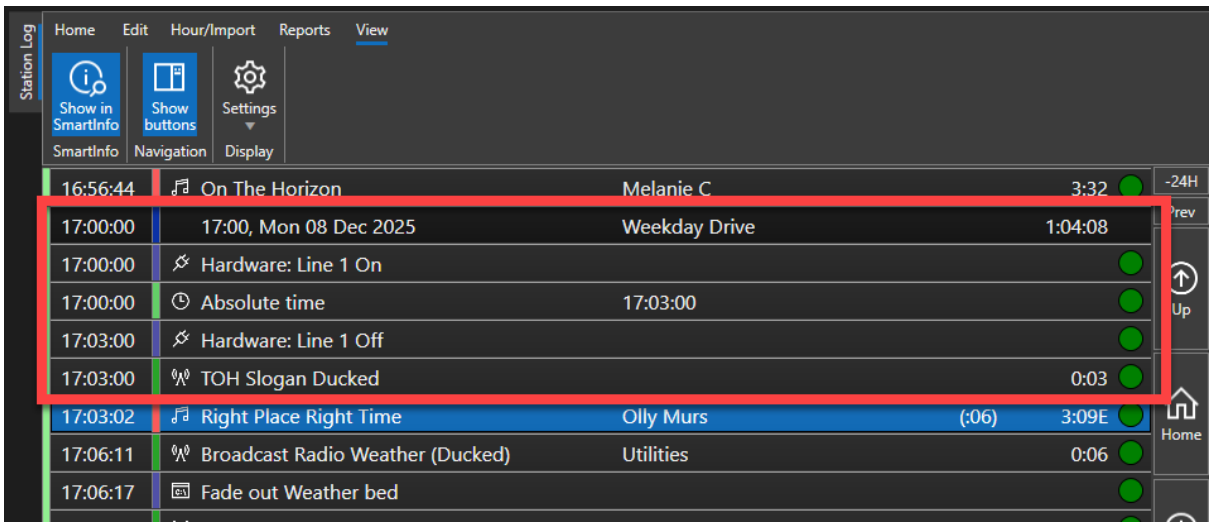
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When in AutoFade mode, Myriad Playout or Myriad Cloud will work to execute an Absolute Time event at the specified time. In practice this means it will either:

- Wait for the specified time to arrive, then move on to the next Log item.
- Back-time content such that the Extro of the Log Item before the Absolute Time will occur exactly at the specified time.

So, you can use Absolute Times to both ensure Log Items happen at an exact time but also to make the system wait before continuing with the Log.

Consider this sequence:



Here we have a typical ‘top of hour’ sequence in a Log.

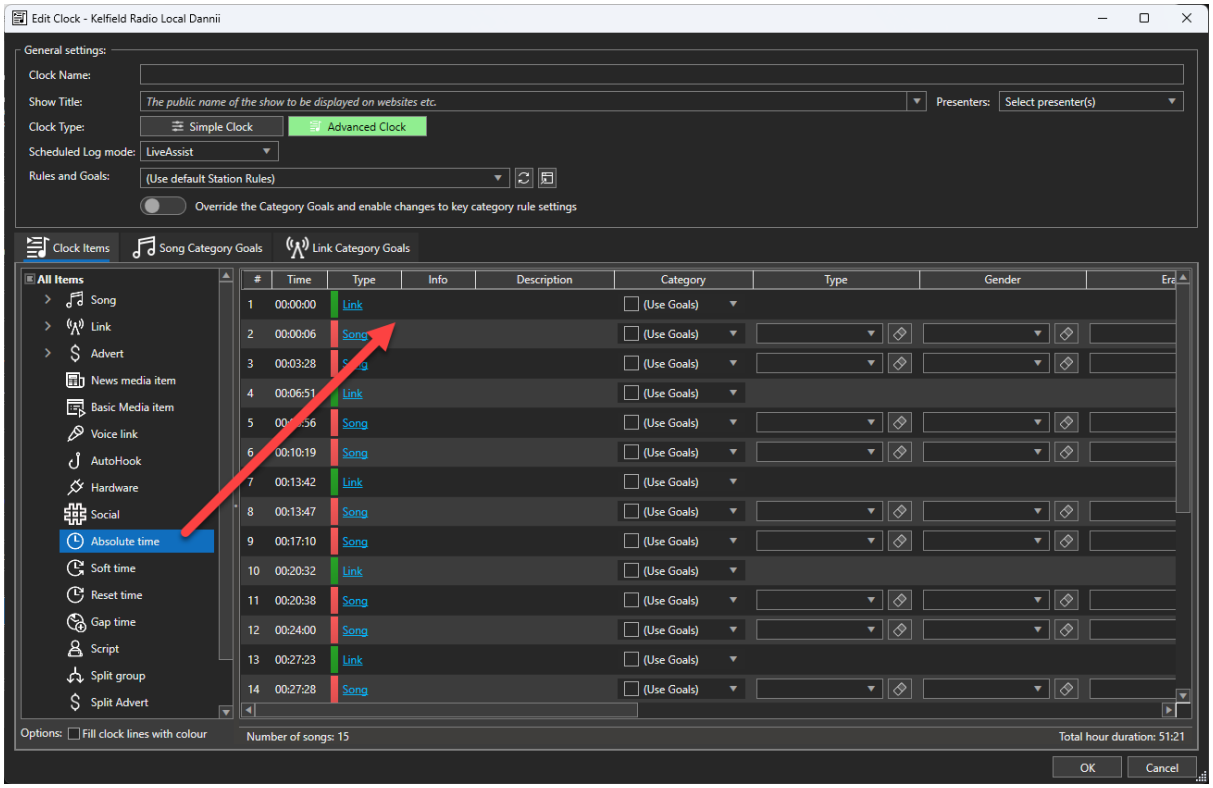
Assuming the previous hour is running in Autofade mode, the final Song in the hour (Mel C) will finish at exactly 17:00. We do not need to add the 16:59.99 Absolute Time to the previous hours Clock as it is automatically assumed the end of the hour is at XX59.99.

The next Log item (after the Hour Header) is a Hardware Event that switches on an external News feed. Myriad would then wait until 17:03.00 (the next Absolute time) before switching off the Hardware Event and playing the ‘TOH Slogan Ducked’ Link.

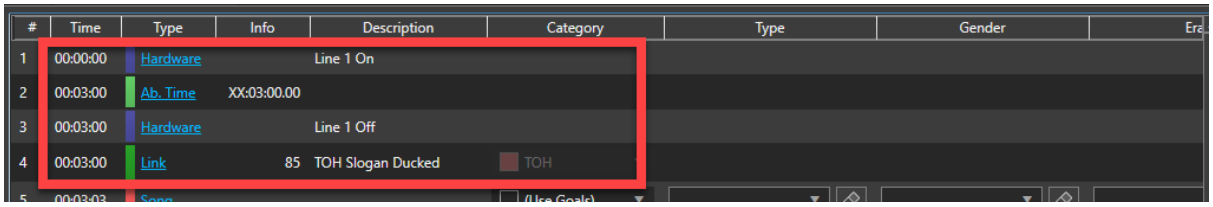
Here you can see how the same Absolute Time Clock Item is used to achieve two different things within a Log.

To add an Absolute Time, drag the **Absolute Time Node** from the Tree View to the place in the Clock you want to place it.

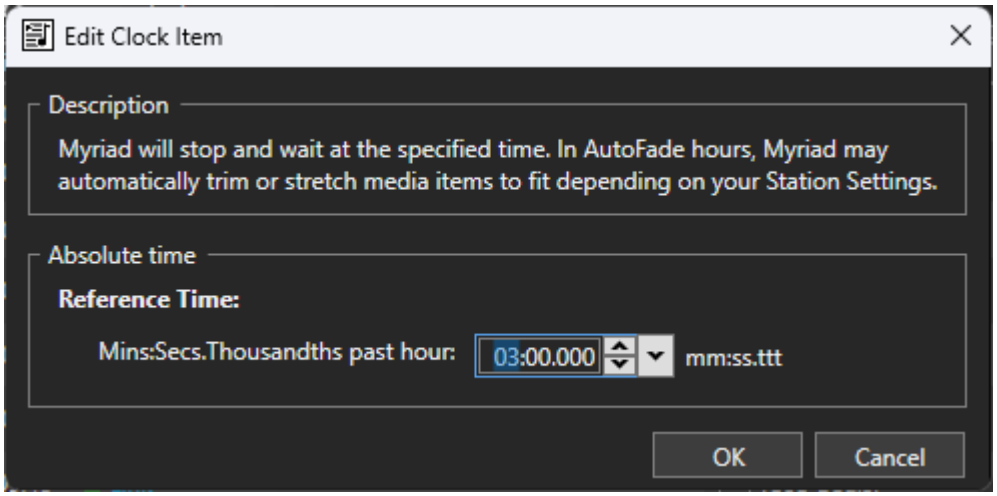
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Here is the Clock Item sequence that would achieve the above Log section (only the items after the Hour Start Header – the Absolute Time for the end of the previous Hour would have come from the preceding Clock).



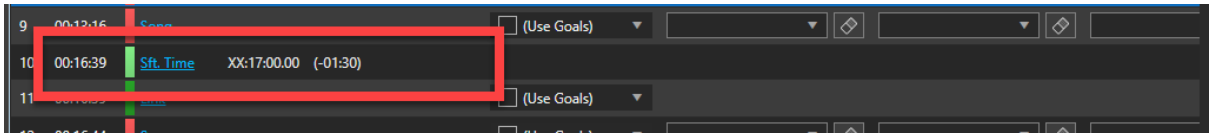
To set or adjust the Absolute Time, double click on it (or click on the **Ab Time** in the Type column) to access the Edit Clock Item window.



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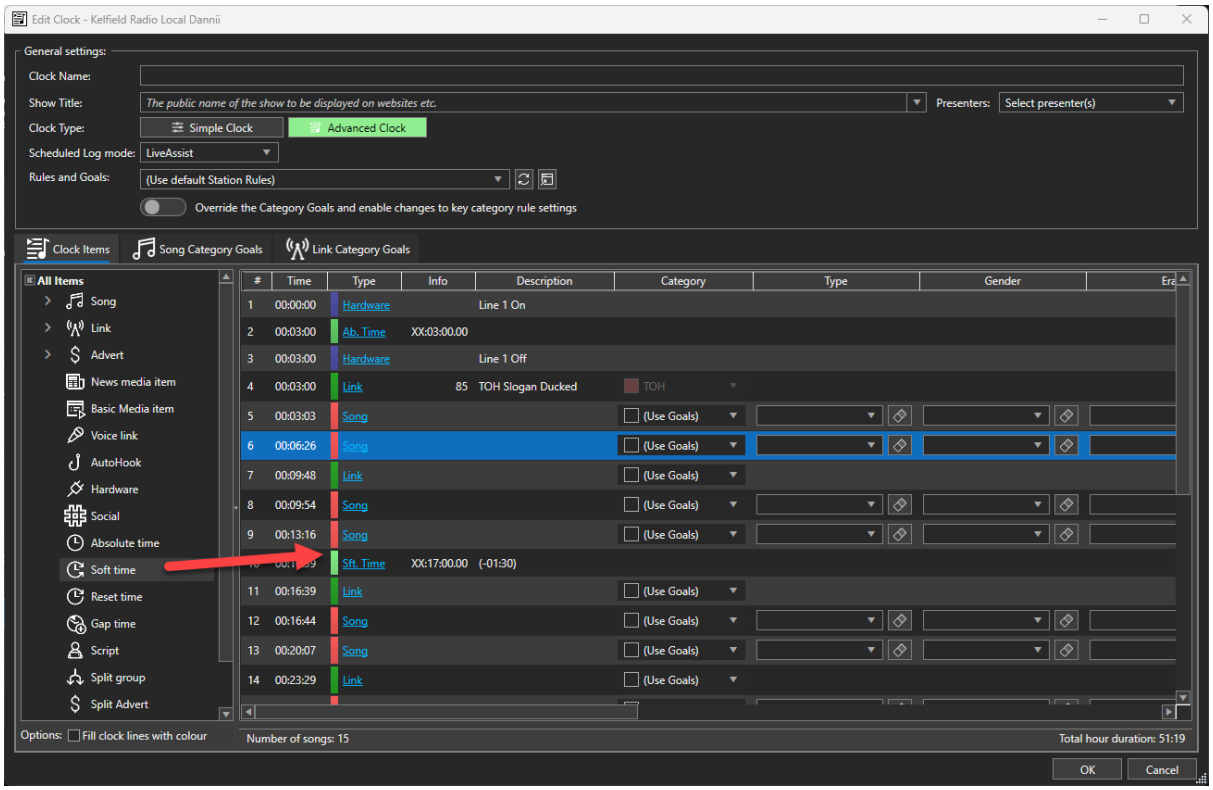
Please note that you only need to add in Minutes, Seconds and hundredths of a second. Myriad Schedule will automatically add on the appropriate Hour for each Hour in the Log where the Clock is used.

Soft Time

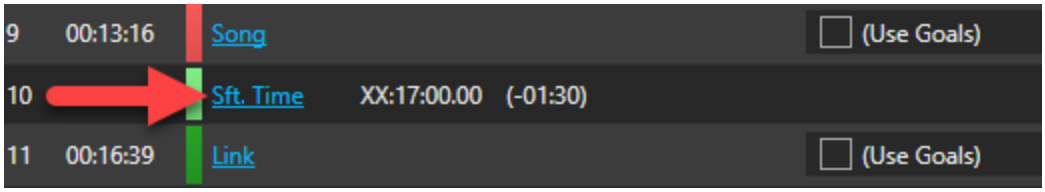


A Soft Time is similar to the Absolute time in that it is used by Myriad Playout when in AutoFade mode to manage content but unlike an Absolute time, a Soft Time will allow Myriad to time stretch, add or drop content to get within one Log Item of the specified time, but not fade any content early to be more exact.

You can add a Soft Time to the Clock by dragging the Soft Time node from the left-hand list, into the position in the Clock you want it to be.

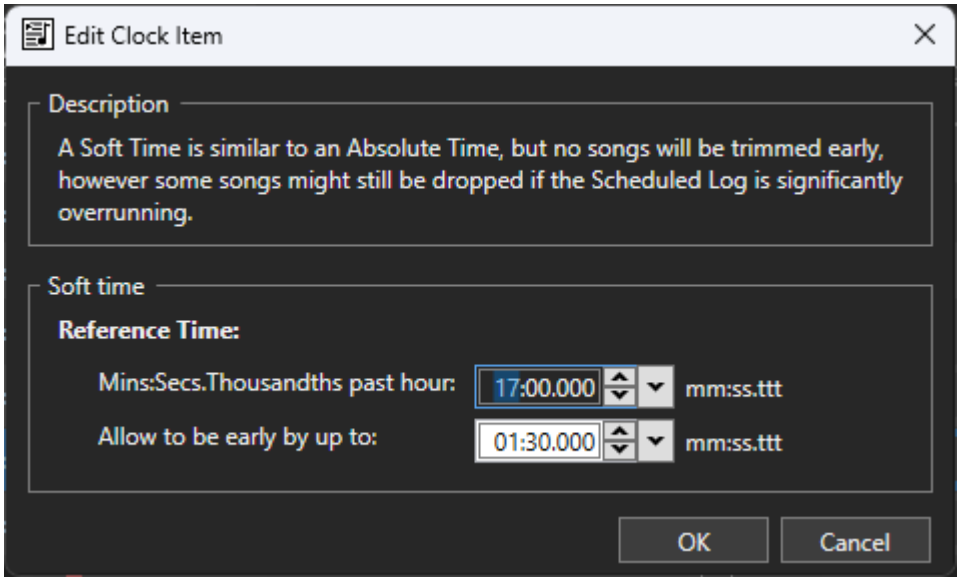


In the Clock, click on **Sft. Time** in the **Type** column to edit the settings.



This will open the Soft Time Settings window.

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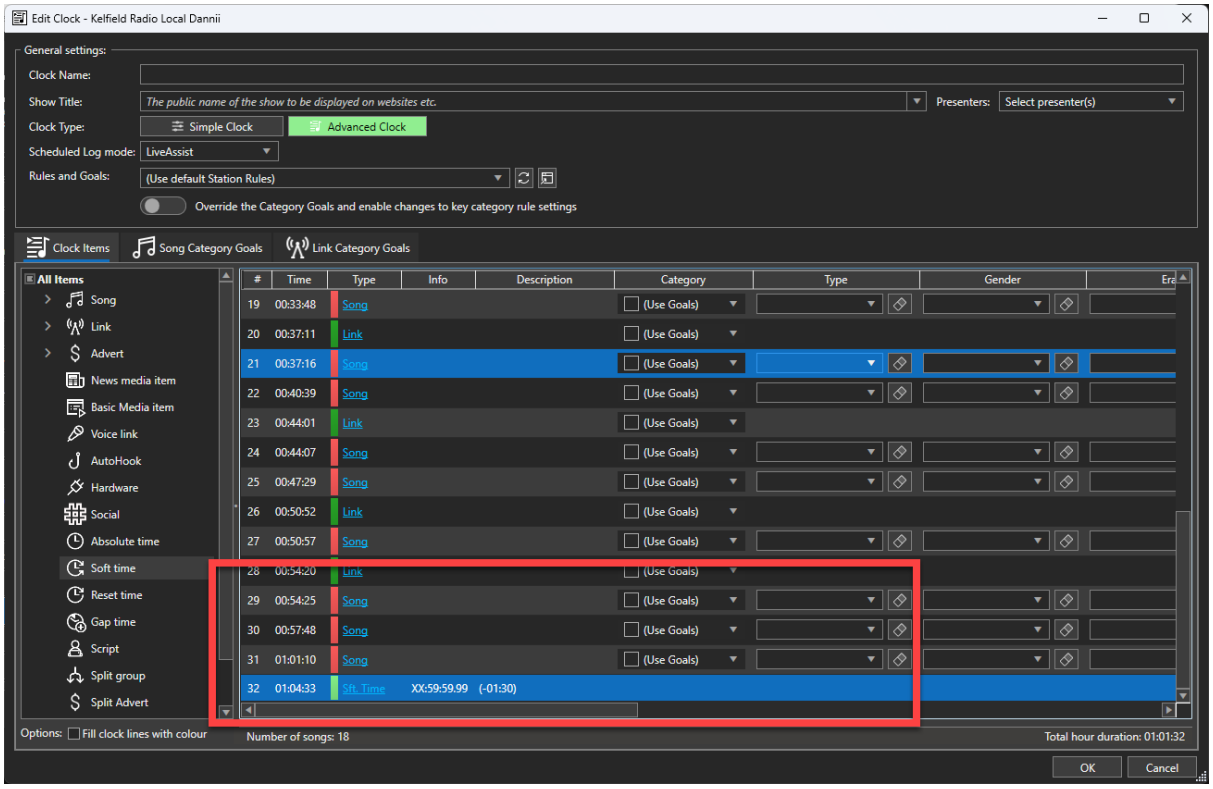


This allows you to set two timing related settings:

- Reference Time (Min:Sec.Thousandths pasthour) – This is the target time for the Soft Time. In this case we have set it to be 30 minutes and zero seconds. Please note you do not need to add the Hour, this will be added automatically so when the Clock is used to schedule a specific hour.
- Allow to be early by up to – This setting allows you to set a maximum earliest time before the Soft Time that Myriad can use to fulfil the Soft Time. In this example, the Soft Time is allowed to be early by up to 1 minute and 30 seconds which means the Soft Time will occur somewhere between 28 minutes & 30 second into the hour and an undisclosed time after 30 minutes past the hour (up the full duration of a Log Item).

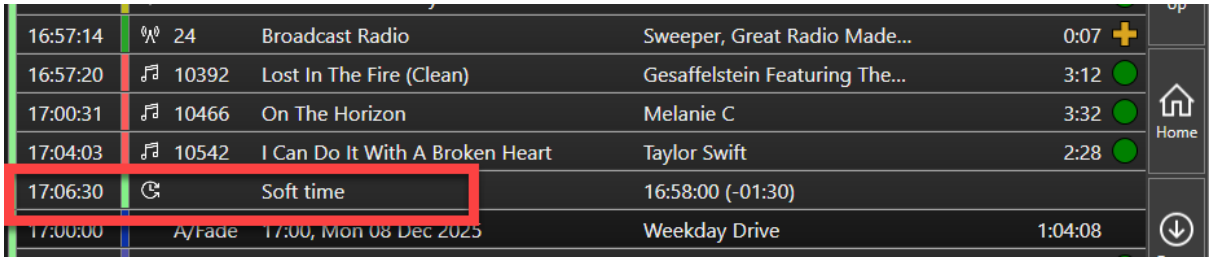
The best way to explain how Myriad Playout handles Soft Times is by using an example. Let's say we added a new Soft Time to a Clock that is running in AutoFade mode and position it at the end of the hour with three Songs before.

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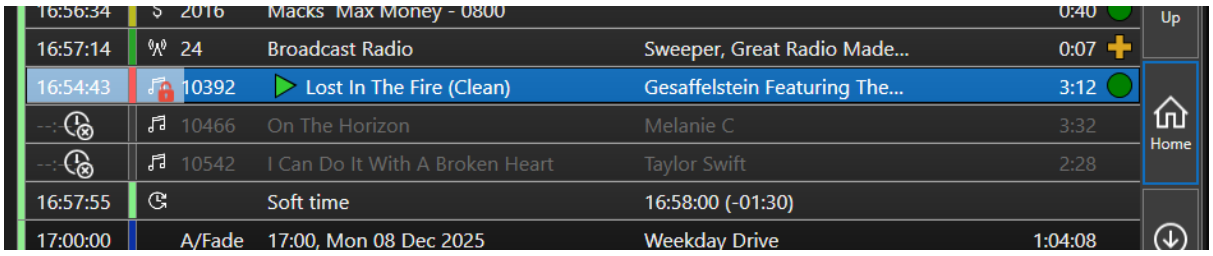
The Soft Time sets a target time of 55 minutes past the hour with the option to arrive there up to 1 minute and 30 seconds early!

In the Log, this would look like this.



When working to a Soft Time, Myriad Playout can drop complete Log Items (following the rules you have set) but will not fade items to get to the Soft Time exactly. In this example above, the Soft Time would be occur at 17:06.30 without any intervention from Myriad Playout. But once Myriad Playout comes to play the hour 'On Air' Autofade will drop complete Songs to get as close to the Soft Time as possible (without arriving there more than 1 minute 30 early!).

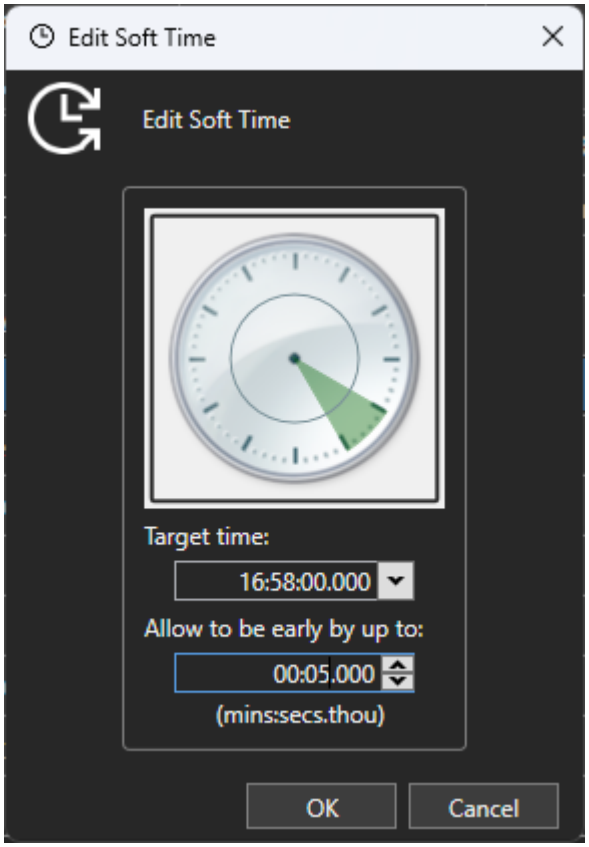
The On Air hour would look like this.



As you can see, the Soft Time will occur at 16:57.55 which is inside allowed 'early time'. It has achieved this by dropping two complete Songs (On The Horizon & I Can Do It With A Broken Heart).

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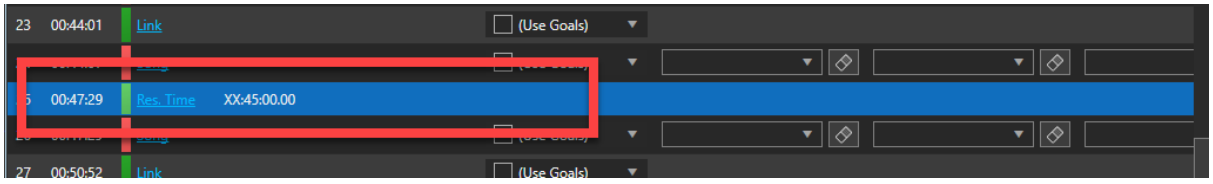
If we changed the Soft Time to only allow arriving early by 5 seconds then it tells Myriad Playout that it needs to make sure the Soft Time occurs within 5 seconds of the target time and up to one complete log item after.



The system would then reinstate one of the dropped Songs as it would no longer meet the **Allow to be early by** criteria so another one of the dropped Songs would be reinstated and playout would overrun by the duration of that Song (less the difference). Hence, the system arrives at Soft Times within a Log Item.

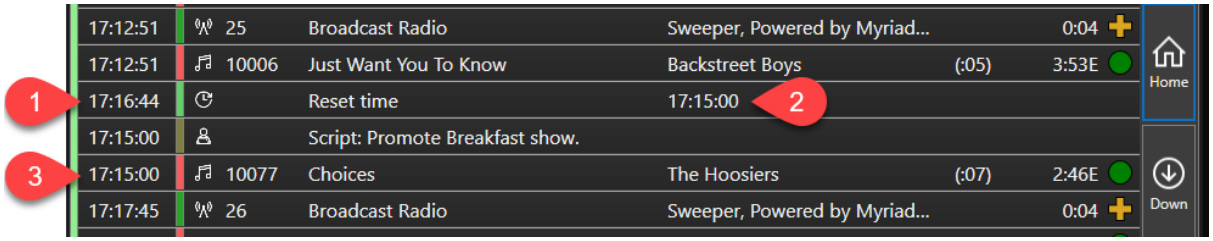
Soft Times are most useful when you want to run 'roughly' to time but do not need to be exact (for news etc). This allows you to keep your automated output running roughly to time without needed to fade any content early.

Reset Time



The Reset Time Clock Item is used to manually reset the timing information in a Log at a specific point. Consider the Log sequence below.

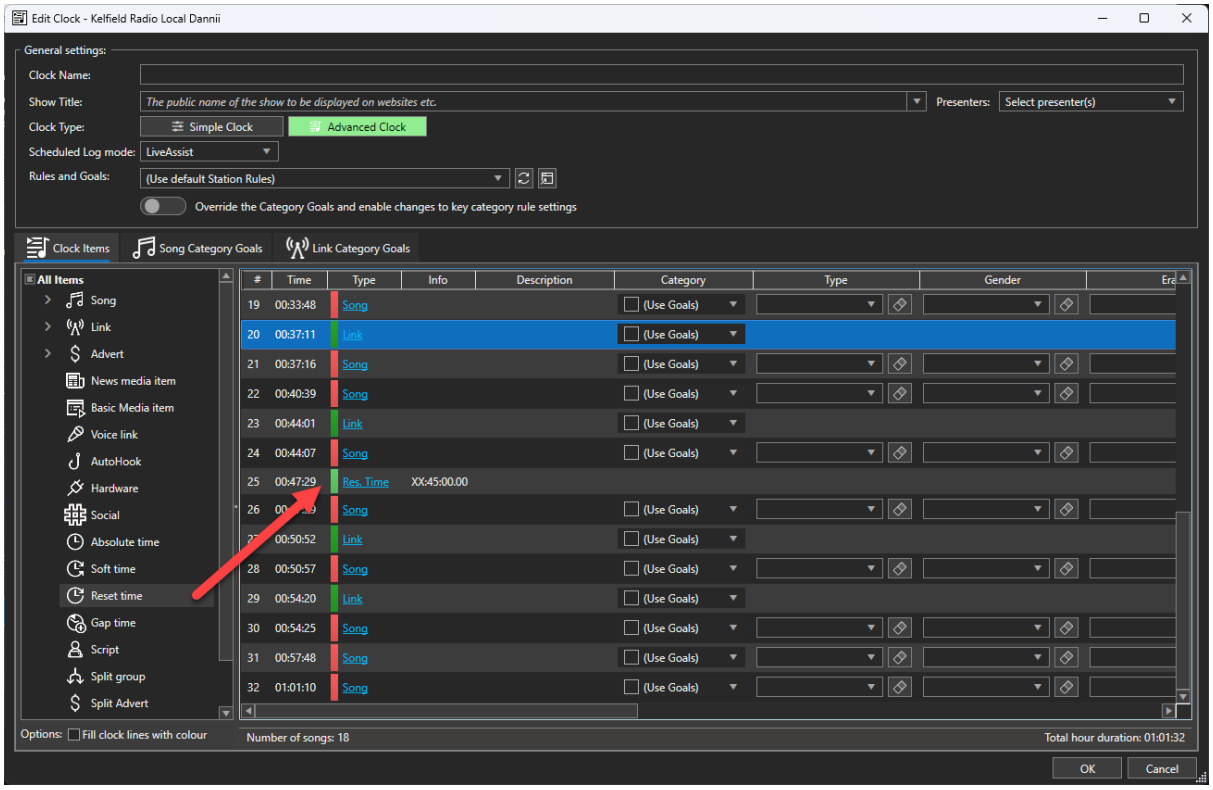
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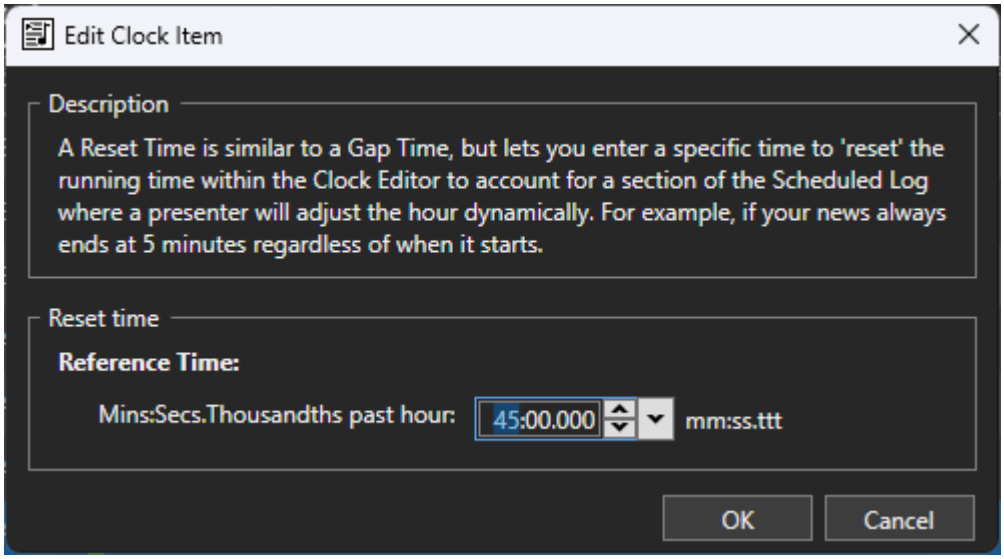
1. You can see that Backstreet Boys is due to finish playing at 17:16.44.
2. But the next item in the Log is a Reset Time set to 17:15.00.
3. So, in the Log, the next Song to play (ignoring the Script item) is The Hoosiers with an estimated start time is 17:15.00 (because the time was Reset).

This is useful if you have sections of a show that are speech based as you can still setup realistic timing for Log items even if the first 20 minutes of the show is all talking!

Adding Reset Time Clock Items is done in the usual way (drag in from the tree to the Clock) and can be edited by double clicking on them.



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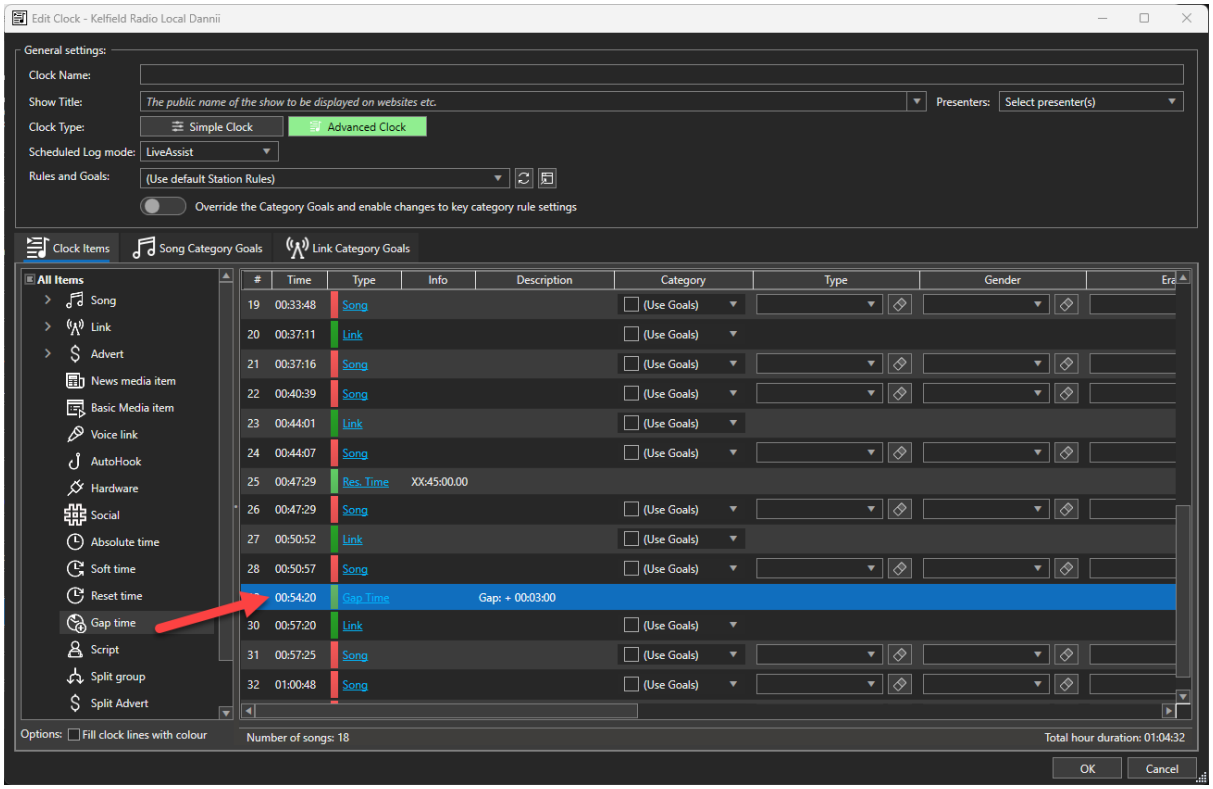


Set the minutes, seconds and hundredths and then click on OK. The appropriate hour will be automatically added to each Hour when scheduled.

Gap Time

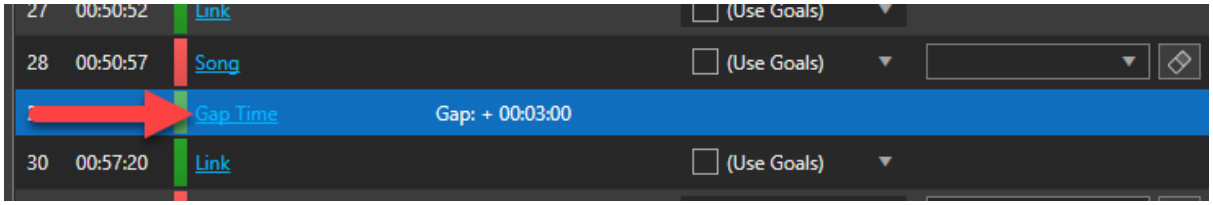
A Gap Time in the Clock is used to indicate that the next Log item will be delayed by a specified amount of time, for example, the presenter is expected to do a speech segment for three minutes and this should be considered when estimating timing in the Log.

You can add a Gap Time to the Clock by dragging from the tree node to the position you want to add it in the Clock.

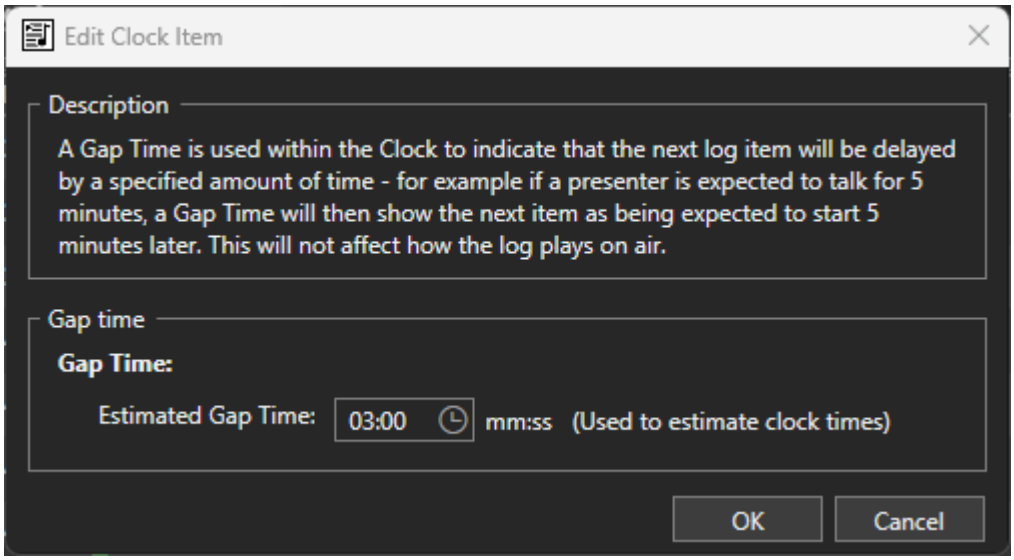


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Click on the **Gap Time** option in the Type column or double click to set the Gap Time duration.

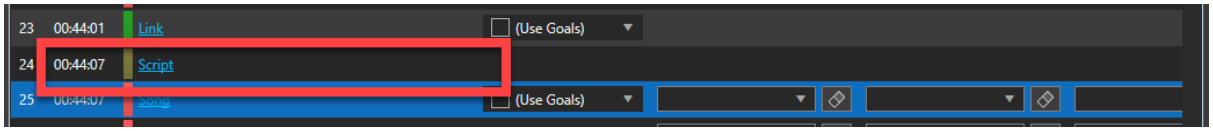


This will open the Gap Time Settings window which allows you to ad the Gap Time Duration.



NOTE – Gap Times are used for planning only, they are not pushed through to the Myriad Log at schedule time.

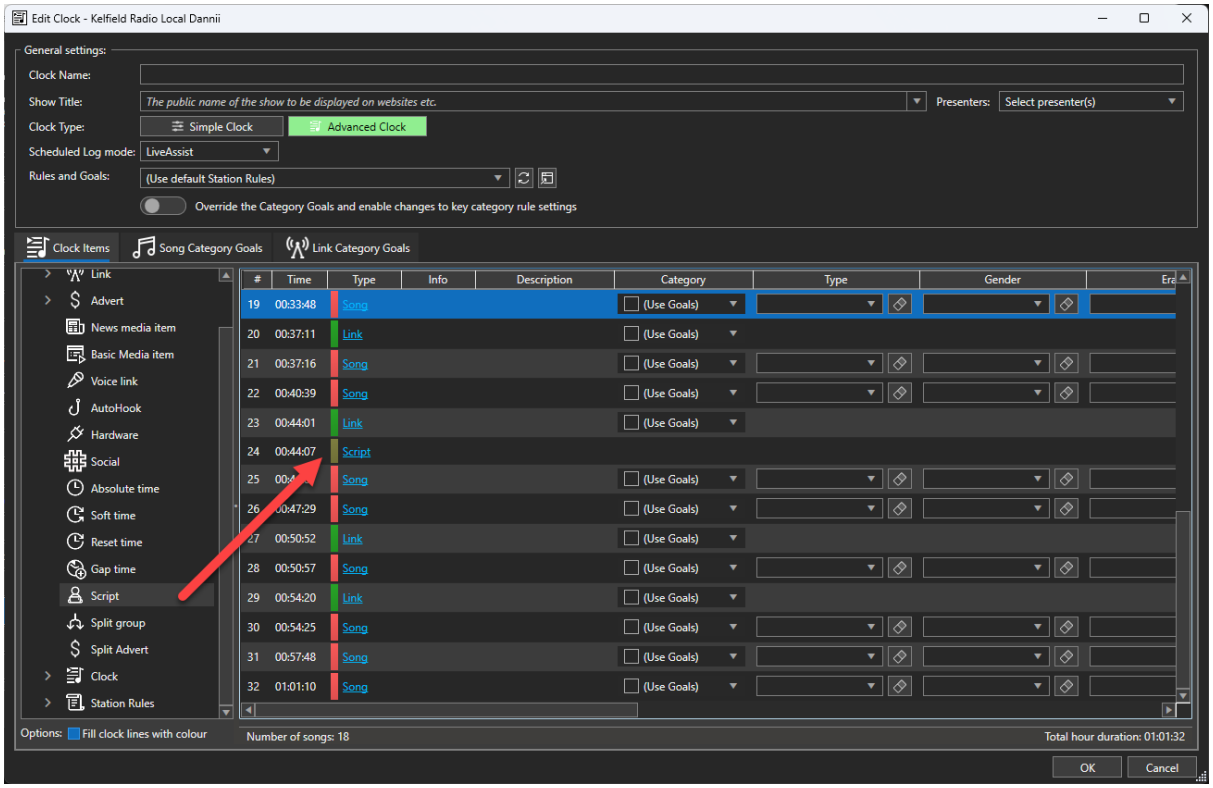
Script Items



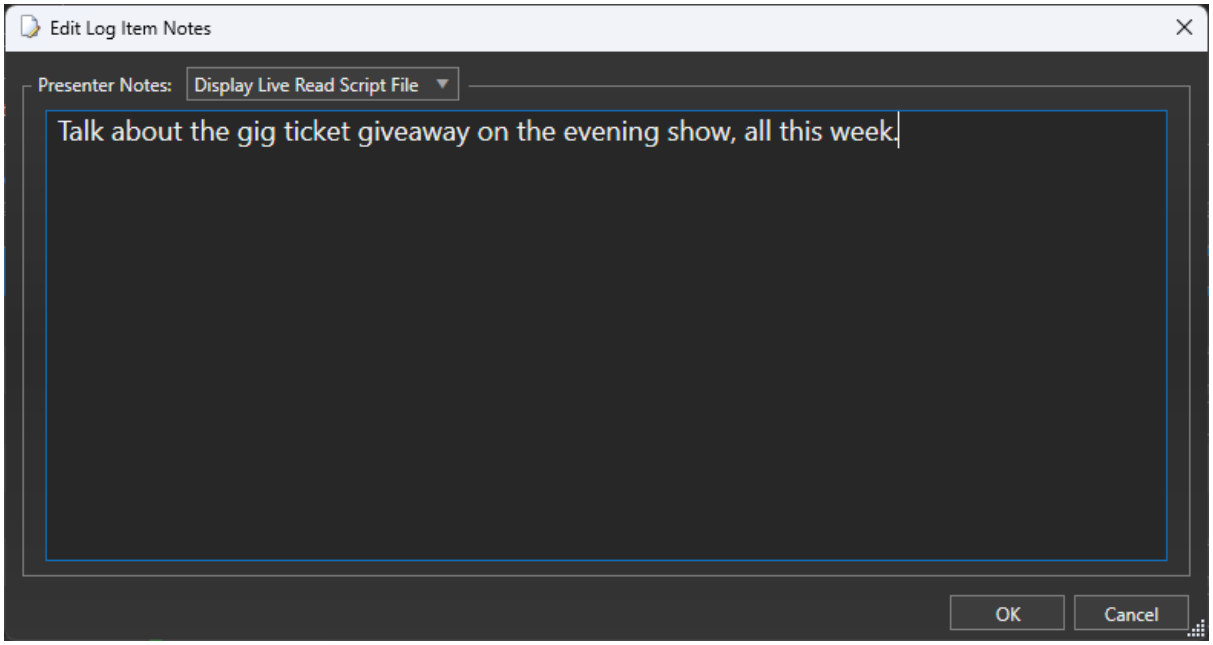
The **Script Clock Item** allows you to add Script Text or a Script File to the Clock that will be displayed in any Hours in the Log that use that Clock.

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To add a Script Item, drag the **Script Node** to the Clock.

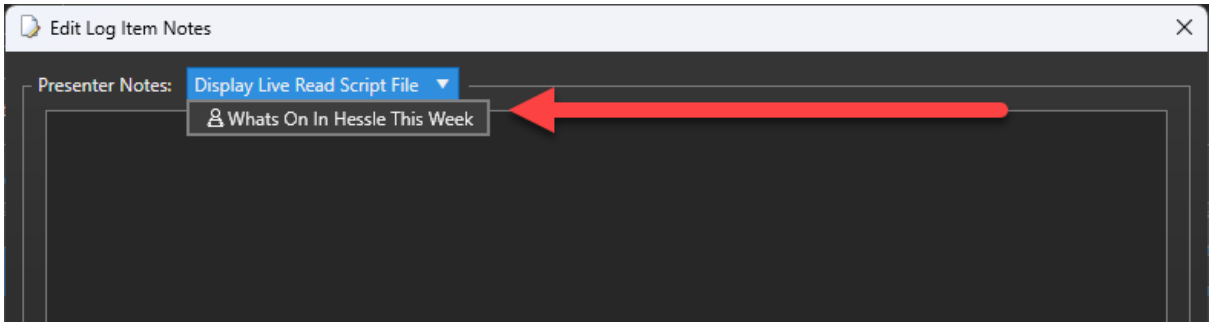


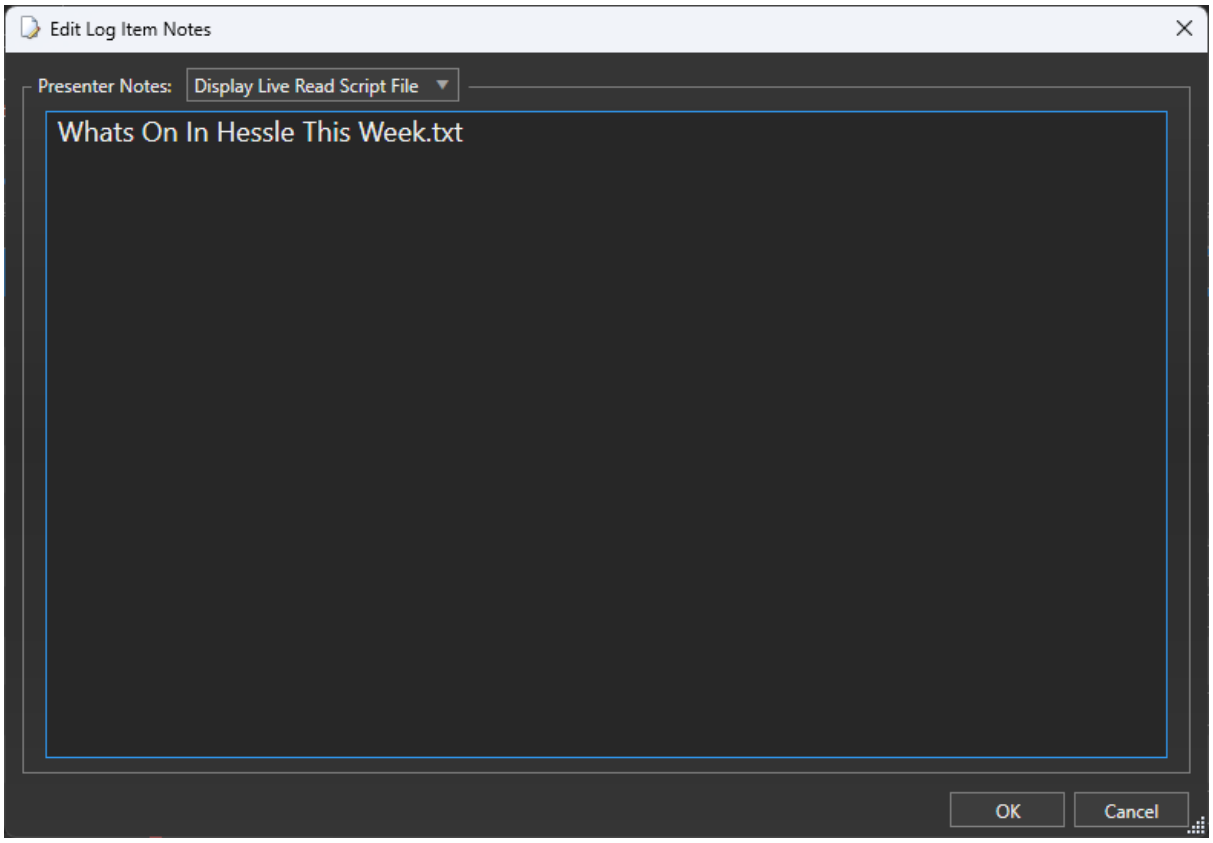
You can double Click on the Script Item in the Clock or click on the **Script** option in the Type column to add or edit the Script.



You can also use the **Display Live Read Script File** drop down to add a script file from your Scripts folder (see Scripts Menu in Myriad Playout).

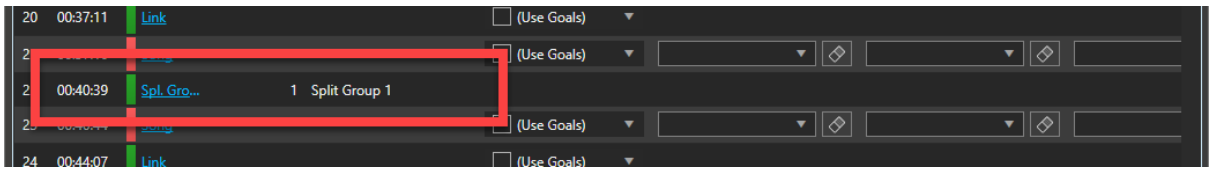
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The contents of the selected text file will be displayed to the presenters in the Log in Myriad Playout / Myriad Cloud.

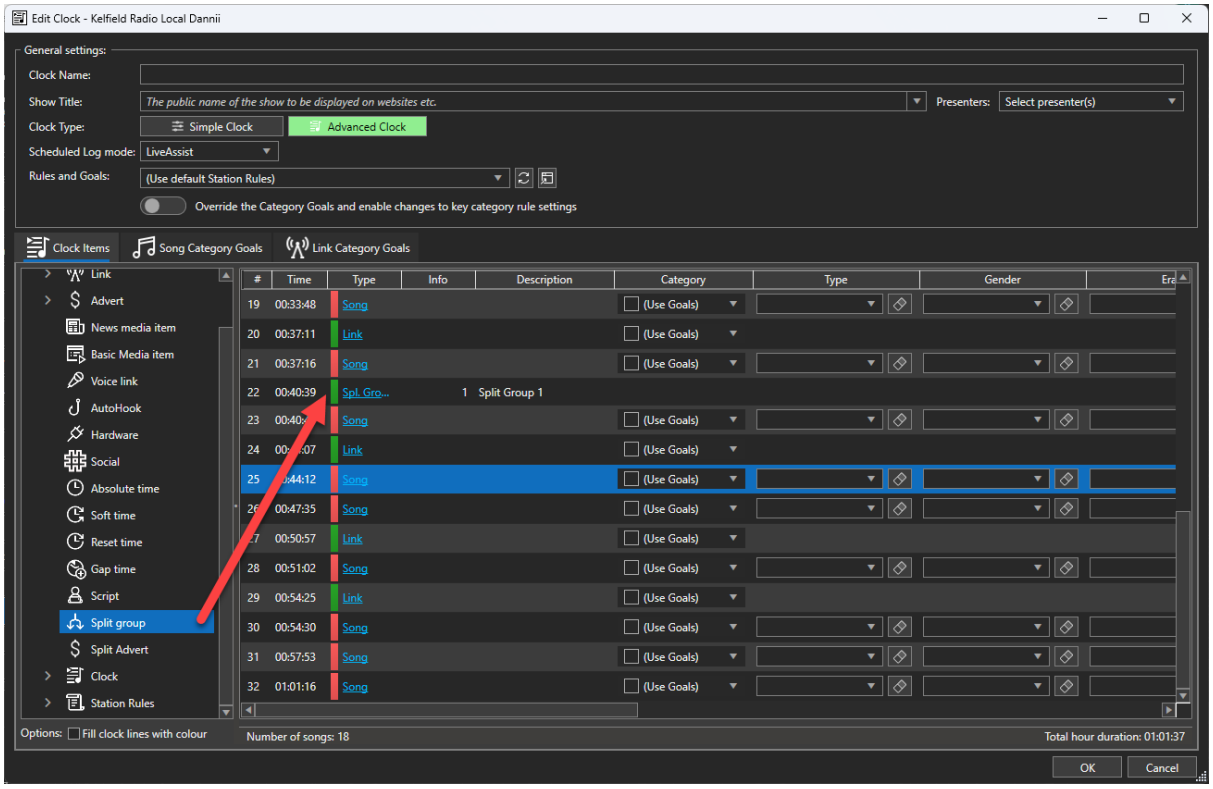
Split Group (Myriad Split Playout Only)



If you are using Myriad Split Playout for split playout then you can add Split Group Clock Items to trigger Split Cart Groups in Myriad Split Playout (usually used for split Links).

You can add a Split Group by dragging the **Split Group Node** into the Clock. You can edit the Split Cart Group Number to trigger by double clicking on the Split Group Clock Item.

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You can then set the Split Group you want to trigger by clicking on the **Spl Group** option in the Type column or double clicking.

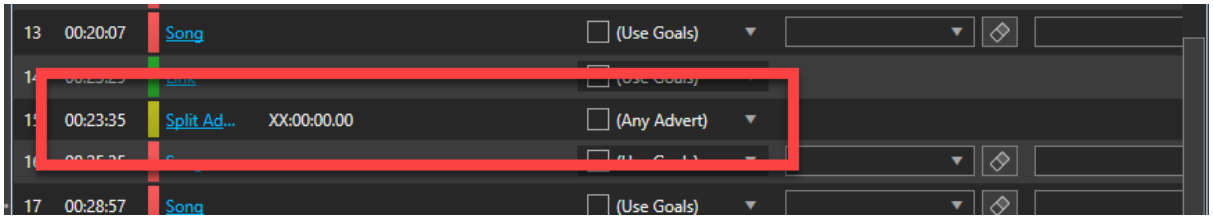


Highlight the Split Group you want to trigger and click on **OK.**

N.B. You will need to have at least one Split Cart Group configured within Myriad Split Playout to access these features.

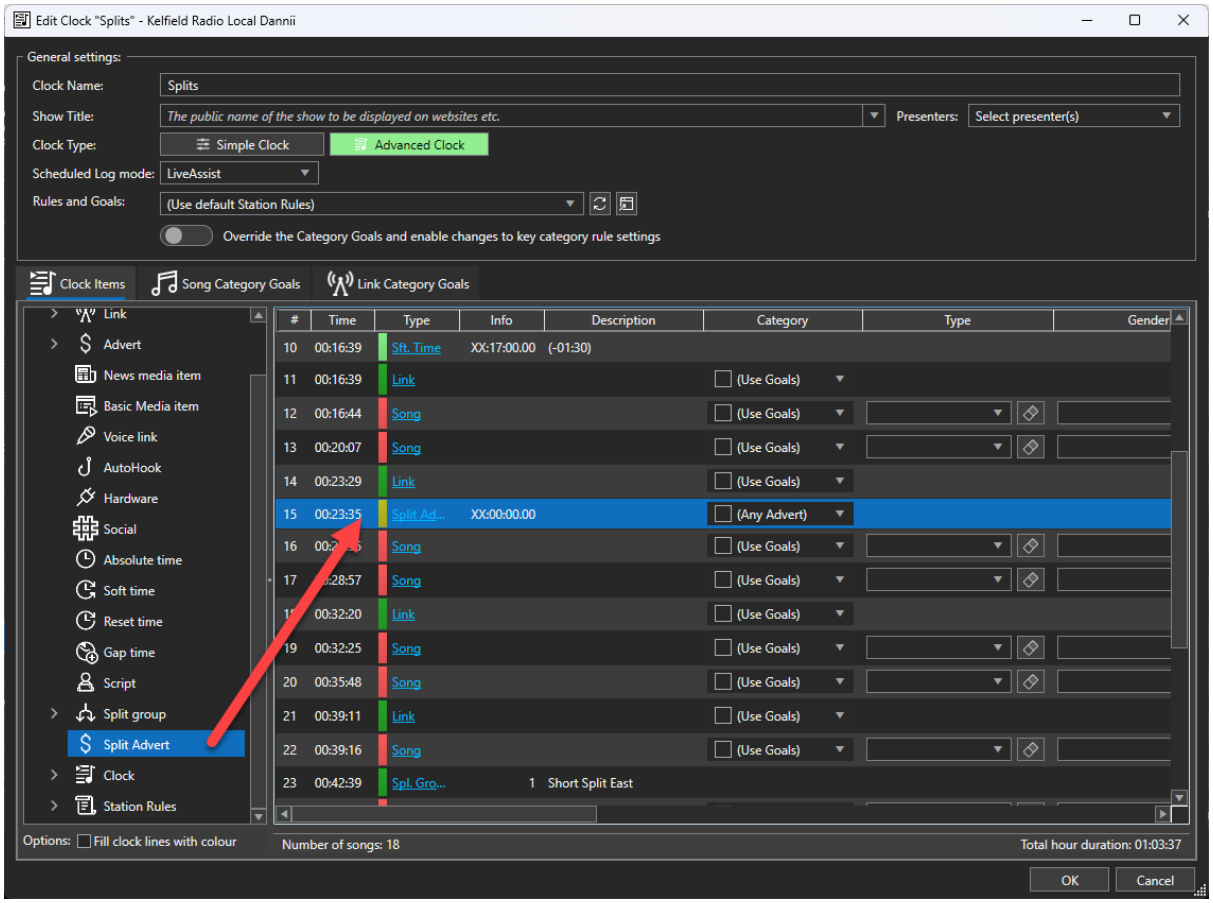
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Split Advert Break



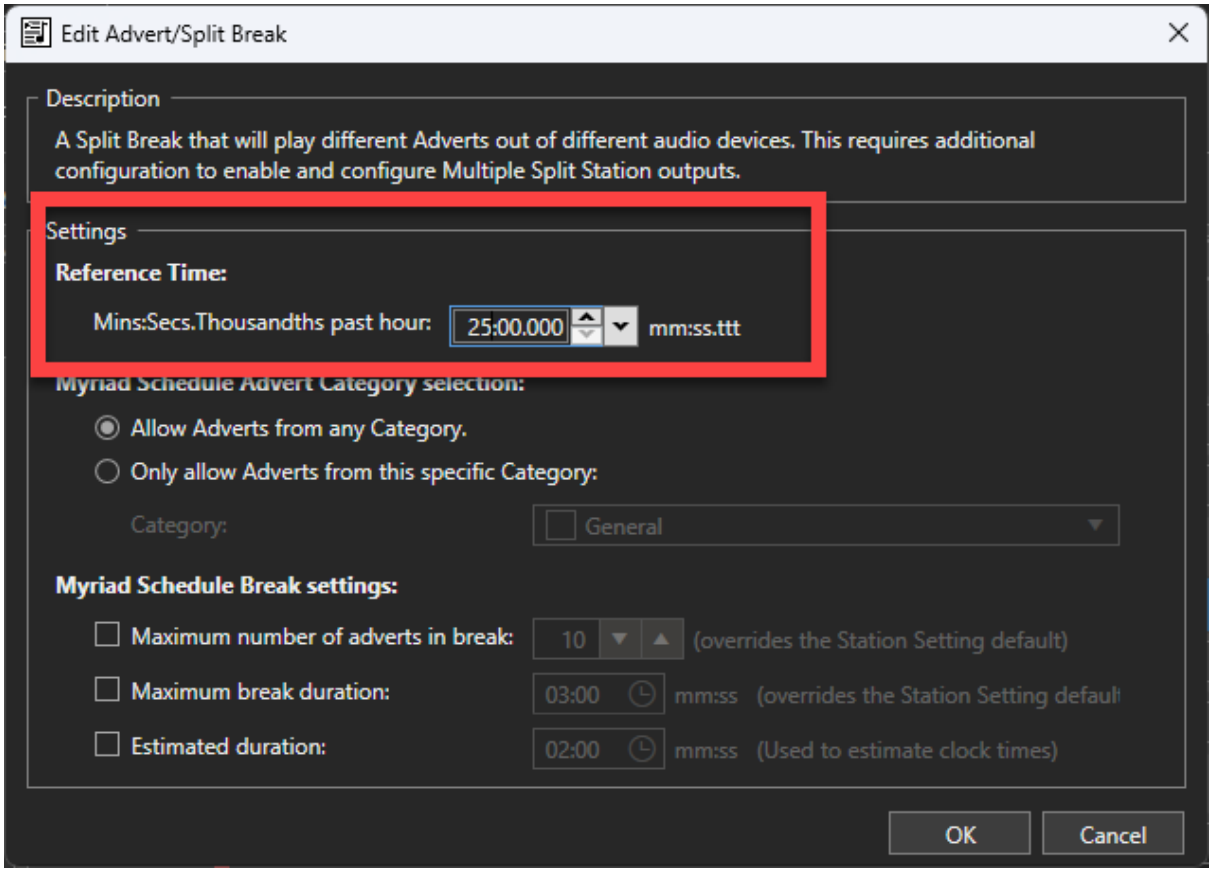
Split Advert Breaks are similar to standard Advert Break Clock Items but instead of being a place marker for the advert breaks to be added to the Log, the Split Advert Break becomes a trigger for the corresponding Advert Break in Myriad Split Playout.

Add a Split Advert Break in the normal way.



Click on **Split** Ad or double click to access the options.

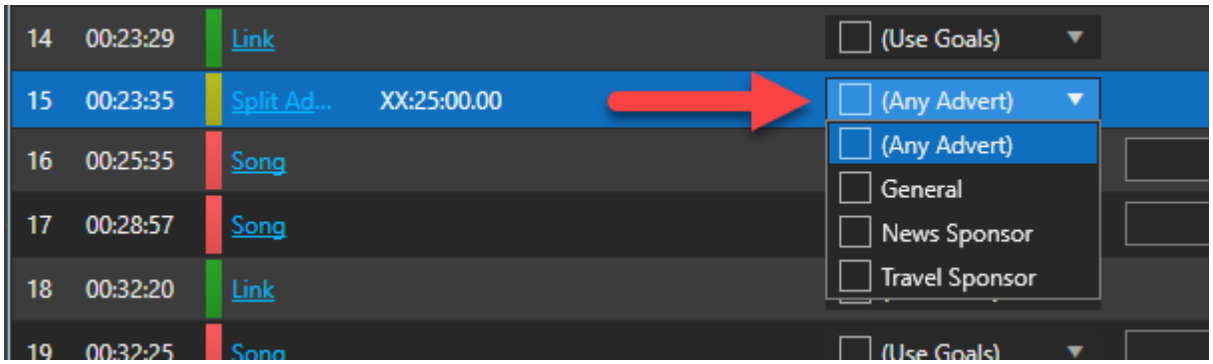
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As Myriad Schedule does not support balanced split advert break scheduling, you will most likely be using a 3rd party advert scheduling system. It is important that the **Reference Time** in the Clock matches the **reference time in your 3rd party advert scheduling system.**

For more details on the Split Advert Break options, please refer to the standard Advert Break Clock Item section.

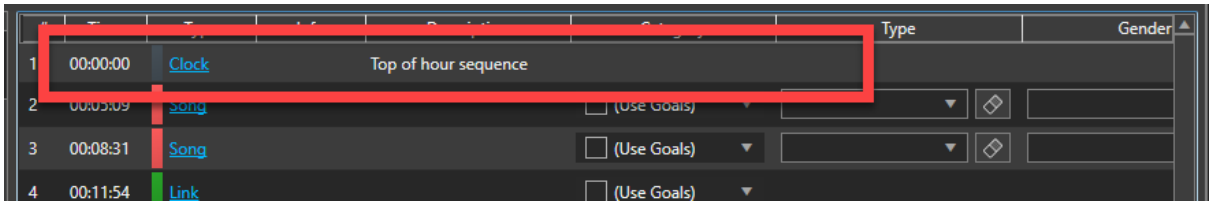
You can also use the **drop-down** in the **Category** column to select the Category.



This option should only be used if you are also using Myriad Split Playout for split playout.

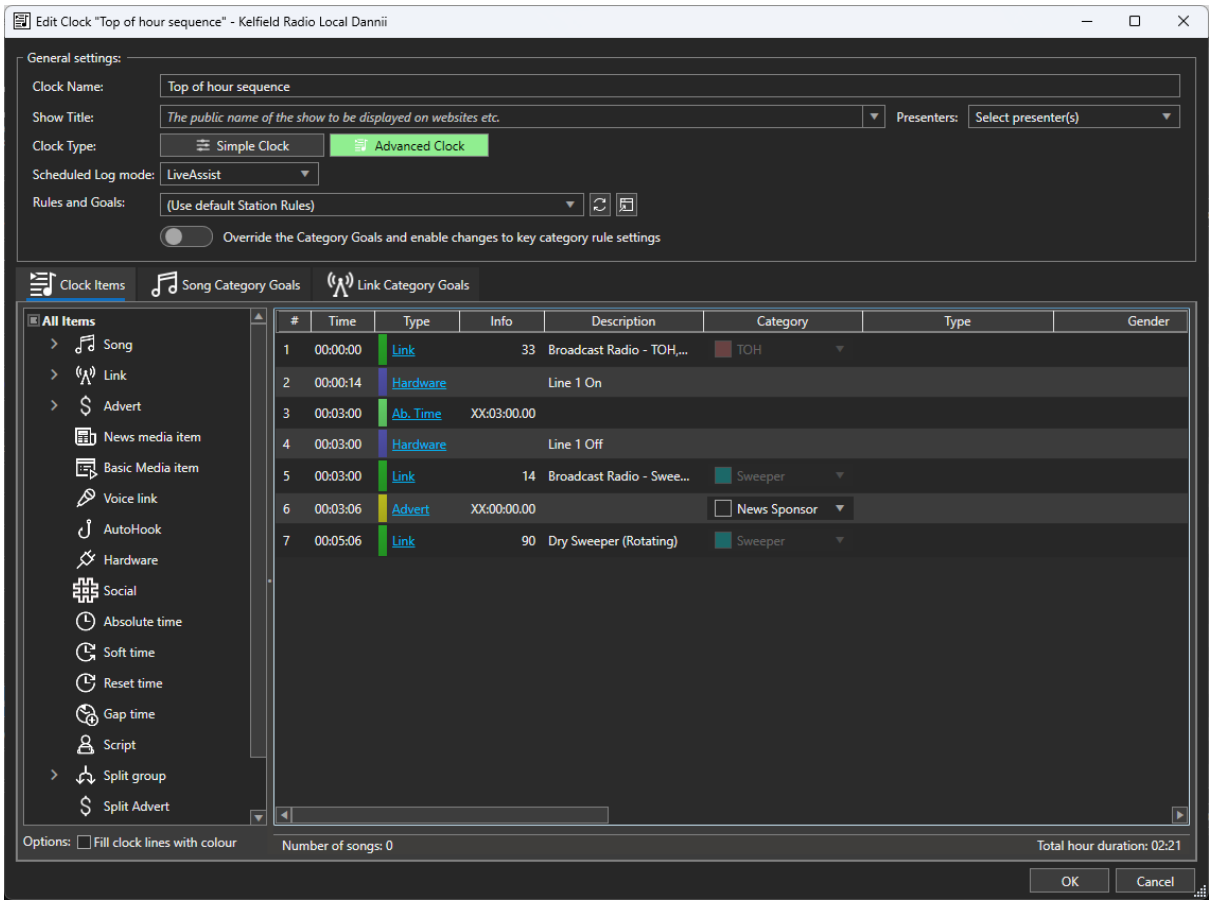
Clock (In Clock) Item

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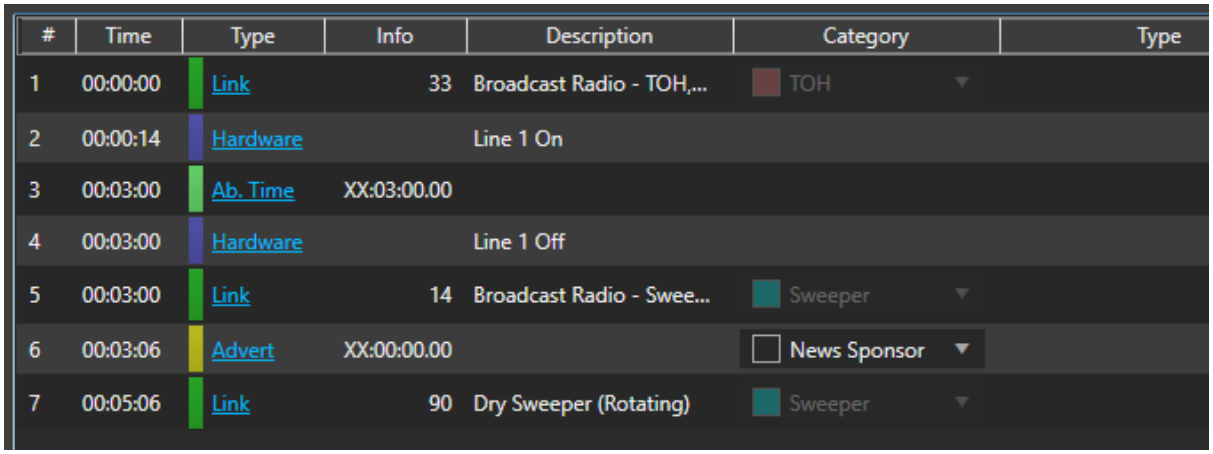
The Clock Item allows you to insert one Clock (Simple or Advanced) inside another Clock. Under normal circumstances, Clocks are generally used for a whole hour of content so there would be little reason to place one Clock inside another Clock but in fact, a Clock can consist of only a few Clock Items to create a sequence that you want to replicate across many other Clocks without having to manually build it in each subsequent Clock.

Consider the Clock below:



This Clock only has seven Clock Items.

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#	Time	Type	Info	Description	Category	Type
1	00:00:00	Link	33	Broadcast Radio - TOH,...	TOH	
2	00:00:14	Hardware		Line 1 On		
3	00:03:00	Ab. Time	XX:03:00.00			
4	00:03:00	Hardware		Line 1 Off		
5	00:03:00	Link	14	Broadcast Radio - Swee...	Sweeper	
6	00:03:06	Advert	XX:00:00.00		News Sponsor	
7	00:05:06	Link	90	Dry Sweeper (Rotating)	Sweeper	

This sequence will:

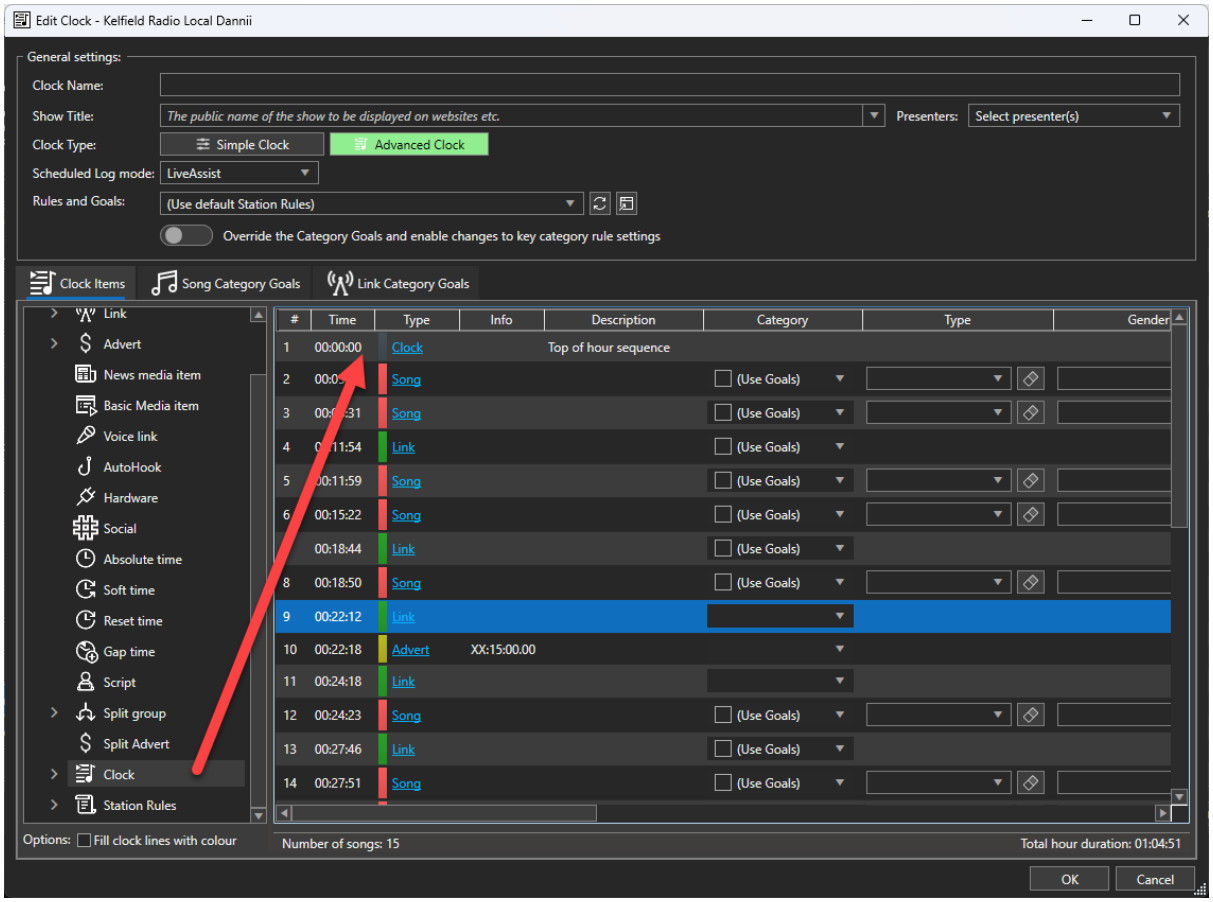
- Play a fixed Link (33 - Broadcast Radio TOH).
- Turn on hardware line one (controls an external audio switcher to route news to ‘air’).
- Wait for 3 minutes (Absolute time).
- Turn off hardware line one (switching off the external audio switcher to mute the news feed).
- Play a fixed Link (14 - Broadcast Radio – Sweeper).
- Plays an advert break (containing only News Sponsor category adverts).
- Plays fixed Link (90 Dry Sweeper Rotating).

This might be a sequence that you would use at the beginning of all the other Clocks on your system so instead of building it in each Clock, you can simply create a Clock that only contains the items you need and then add that Clock to the start of all your other Clocks you build.

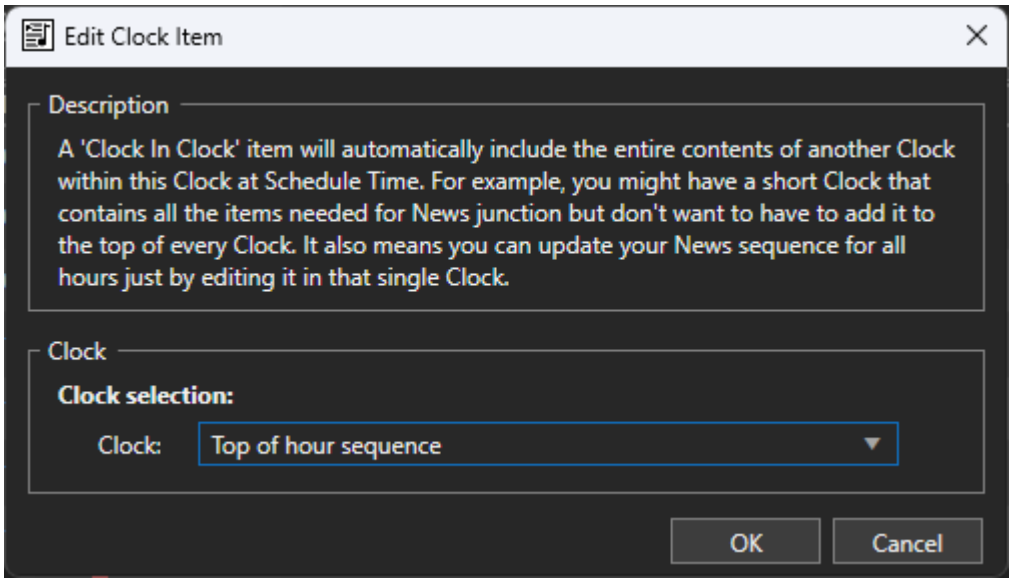
The main advantage of this is that if you need to change the ‘News Sponsor’ Link, you only need to change it in one place and the change will affect all other Clocks that contain the ‘Hour Top Sequence’ Clock.

To add the ‘Top of Hour Sequence’ a Clock, expand the **Clocks Node** and drag the desired Clock to the position you want.

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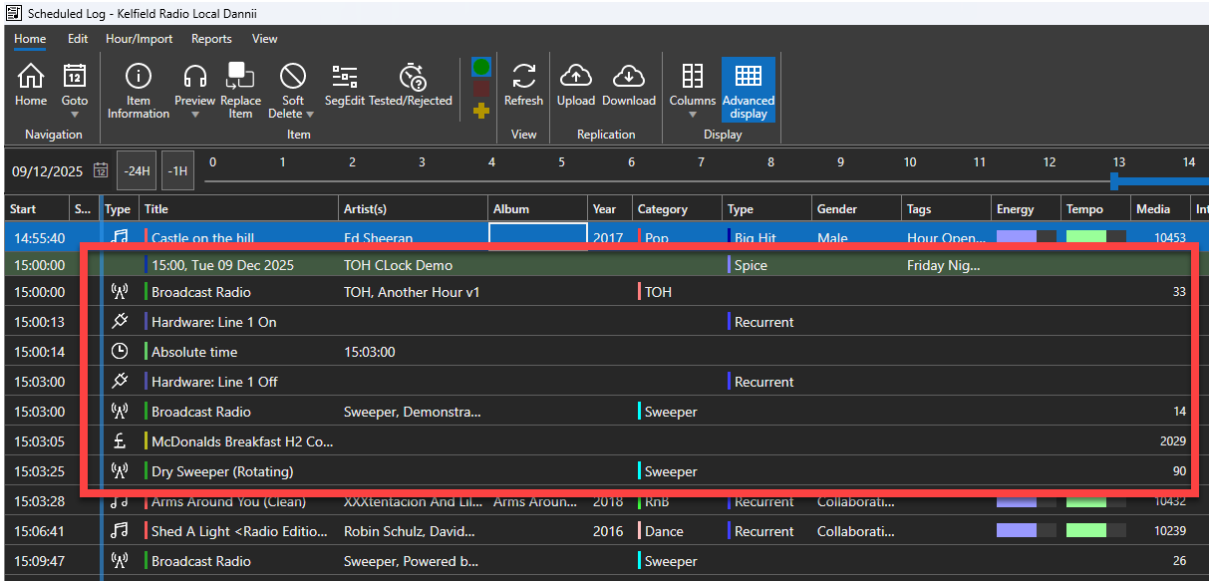


You can also change the embedded Clock by double clicking on it and selecting a new Clock from the drop-down list.



When you schedule, the 'Top Of Hour Sequence' is seamlessly added to the beginning of the Hour, so in the Myriad Log it looks like any other sequence.

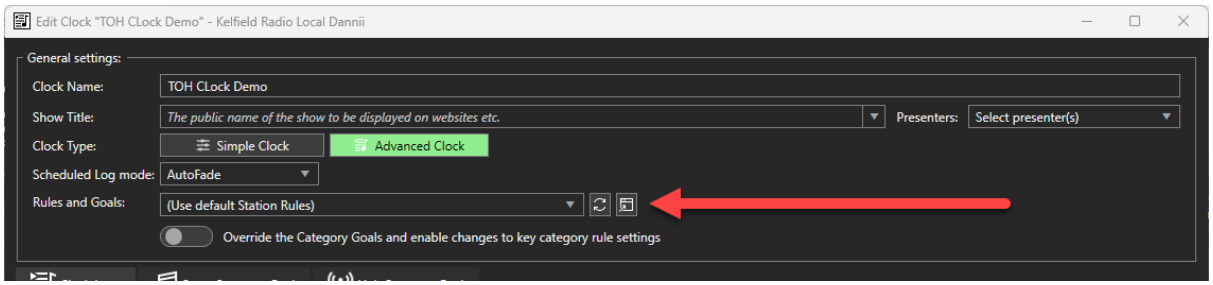
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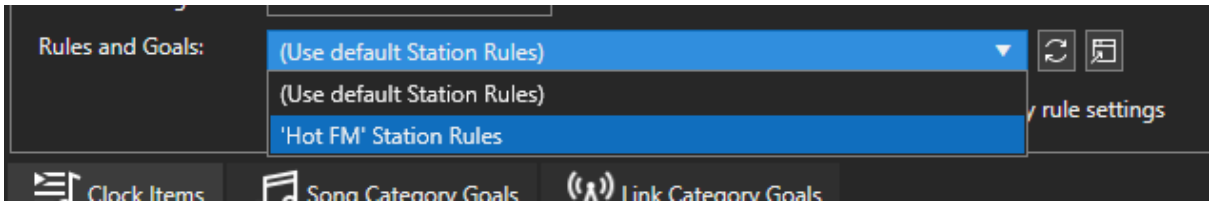


You can use Clock Items for any common sequences you need to replicate across multiple Clocks so you might end up with a Weather Clock, a Competition Clock etc.

Station Rules

Typically, a Clock will either use the default **Station Rule Set**, or a specific Station Rule Set selected in the **General Settings** section.



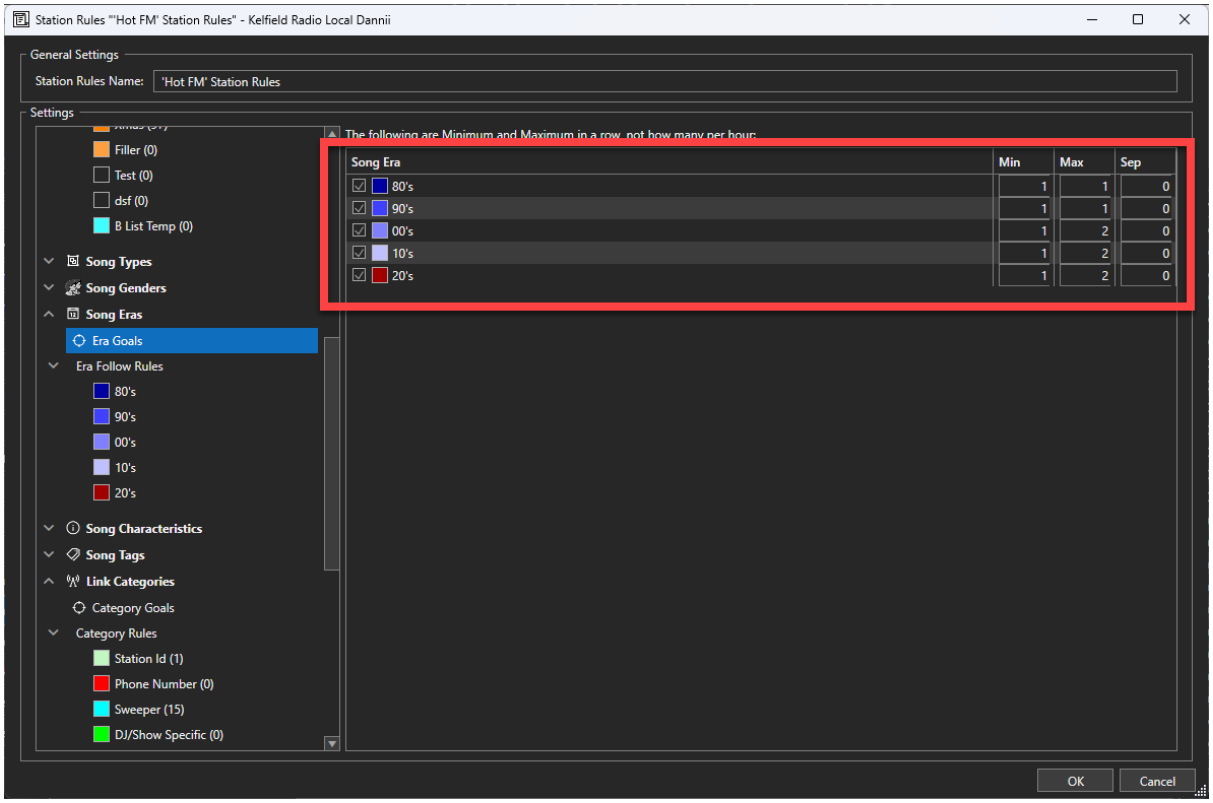


But sometimes, you may need to change the Station Rules Set being used at a specific point in the Clock.

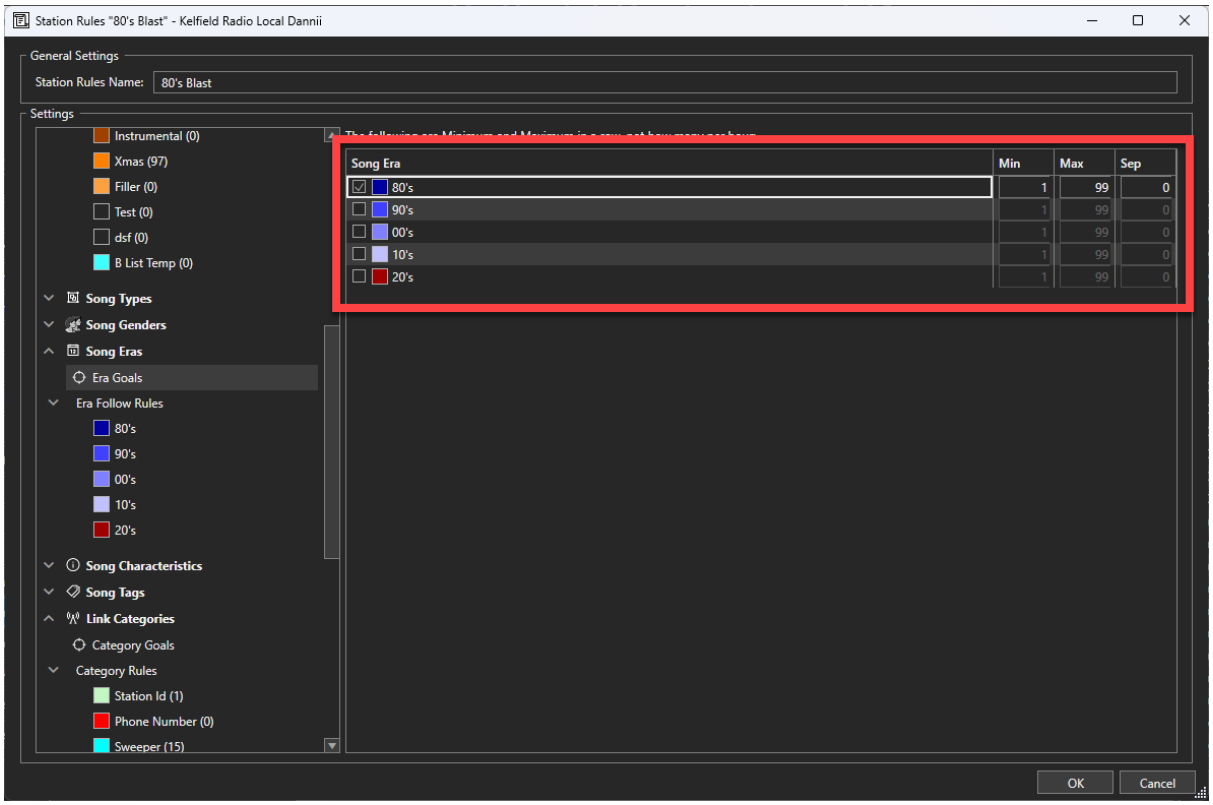
Take for example, a station that runs a feature where they play three songs from the 80's Era back-to-back.

The default Station Rules may prevent three songs from the same Era from scheduling in a row using the **Era Goals.**

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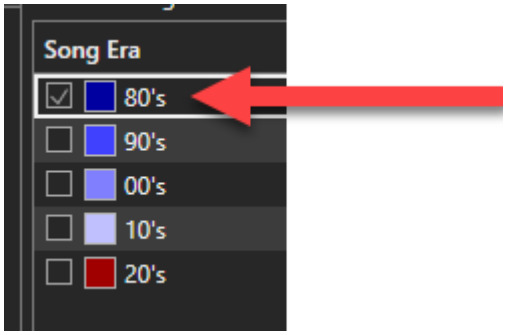


If you create a new Station Rule Set (let's call it 80's Blast), we can force the opposite to happen.



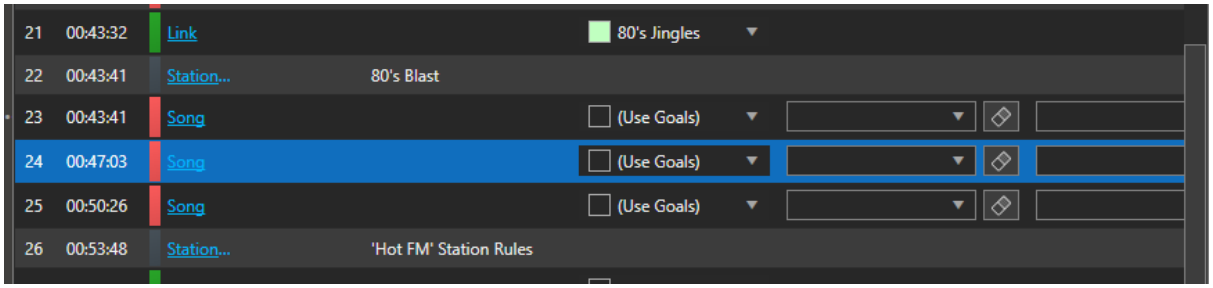
In this Station Rule Set, the only Era allowed to be scheduled is the 80's Era, as it is the only ticked Era!

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By switching **Station Rule Set** mid-way through the Clock, to the 80's Blast Rules for three Songs, then switching back to the default Station Rules Set, we can achieve our three in a row goal.

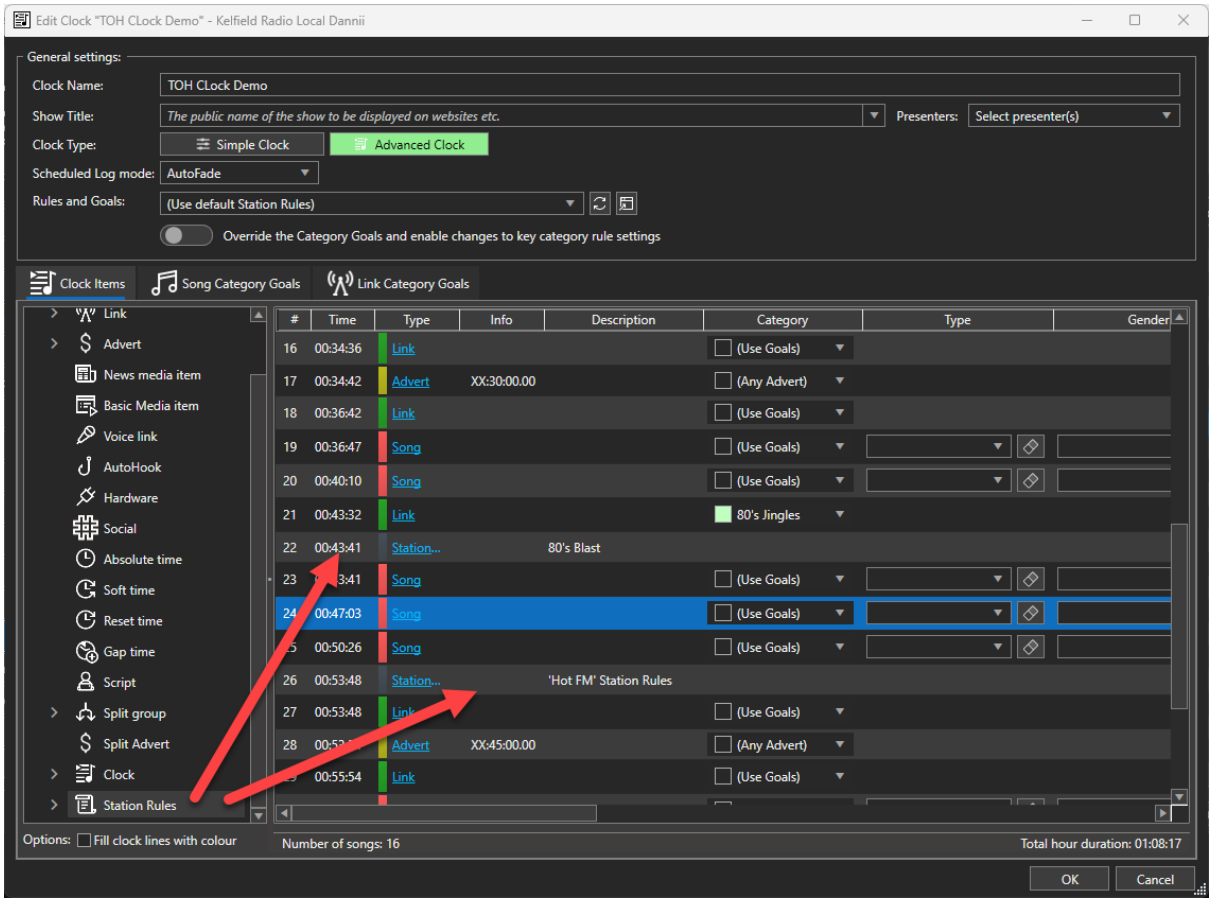
In the Clock, the sequence would look like this:



1. Link - 80's Jingle Category
2. Change Station Rules Set – 80's Blast
3. Schedule Song
4. Schedule Song
5. Schedule Song
6. Change Station Rules Set – Hot FM Station Rules

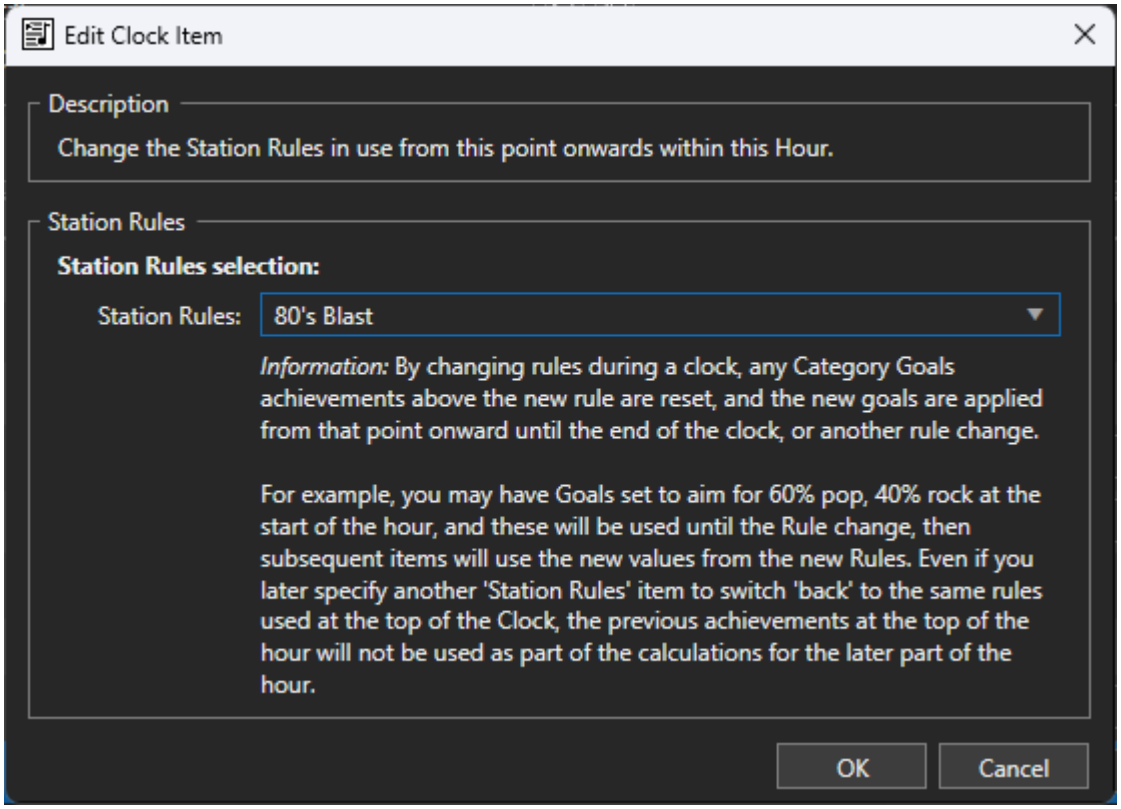
You can drag the **Station Rules Node** to the position in the Clock that you want to change the applied Station Rules.

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You can then edit the settings for each of these by clicking on the **Station Rules** option on the Type column or double clicking on them.

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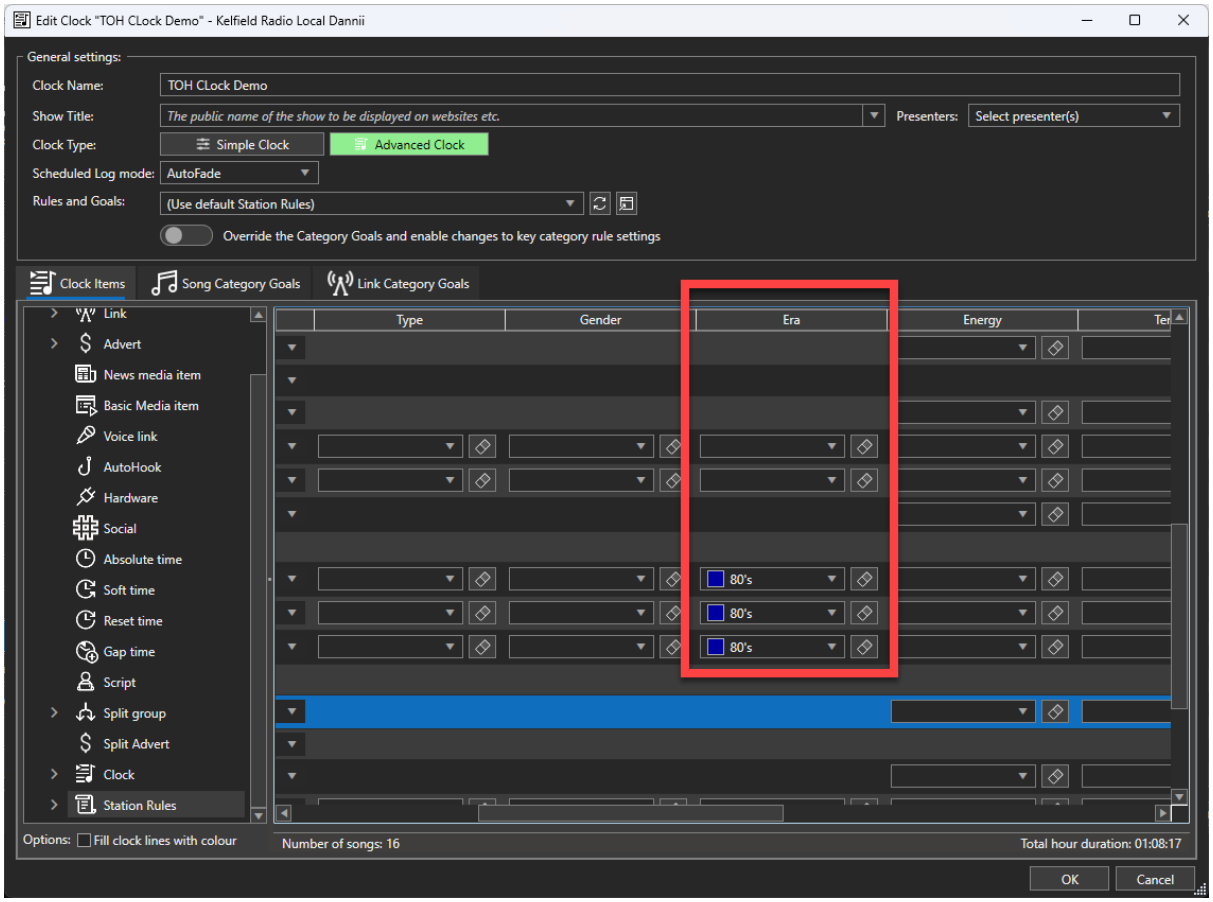


Use the drop-down list to select the Station Rule set you want to use.

In this example, we have used the Era Attribute which is only available to Myriad Schedule Pro users, but the principle can be applied to any available Station Rules in Myriad Schedule or Myriad Schedule Pro.

TIP – *Why would you do this when you can simply set the Era column in the Clock (Myriad Schedule Pro only).*

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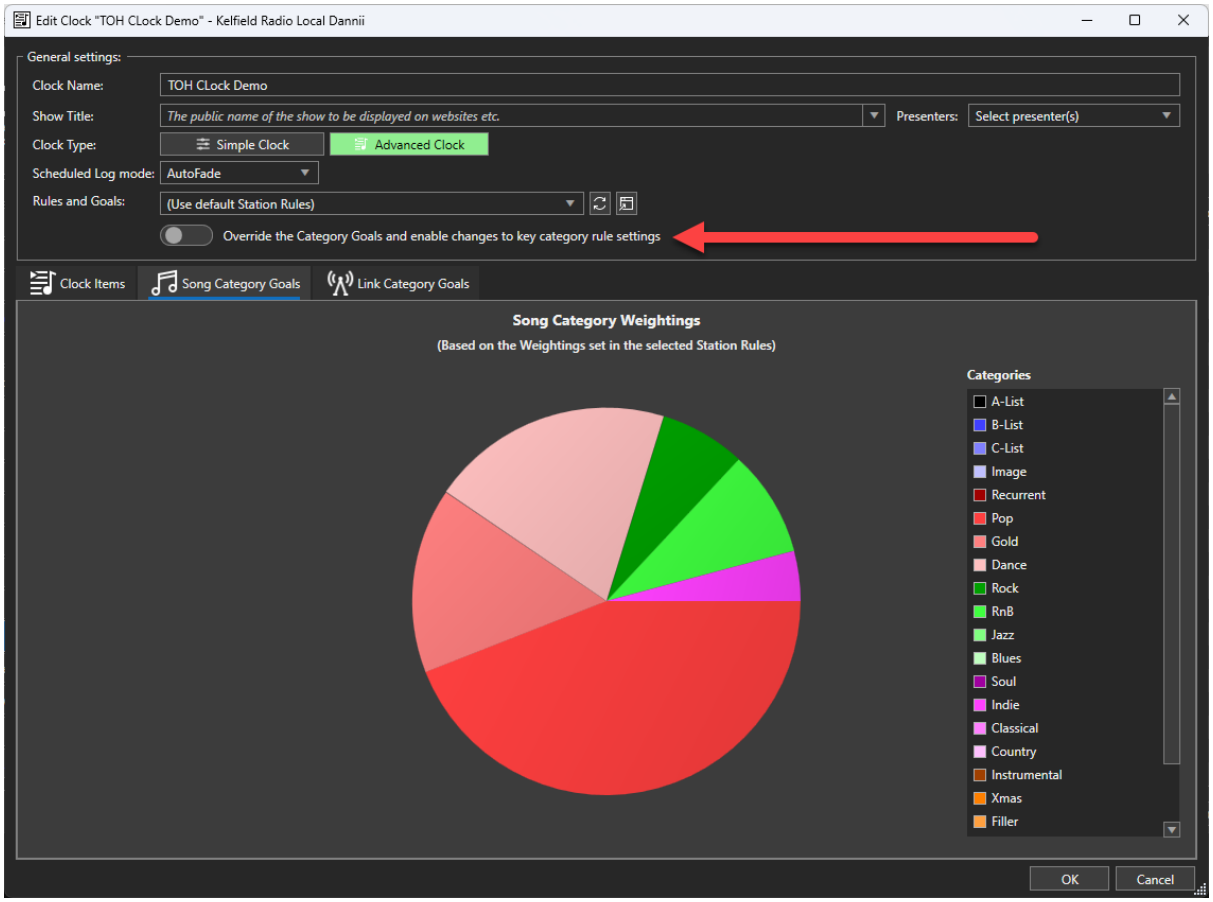


If you are doing this as a one off in a single Clock, setting the Era directly in the Clock would be the simplest and quickest answer, but if you use this feature in multiple Clocks and may want to change the Era regularly, then you it may be useful to use Clock Rules instead.

Song & Link Category Goals in Advanced Clocks

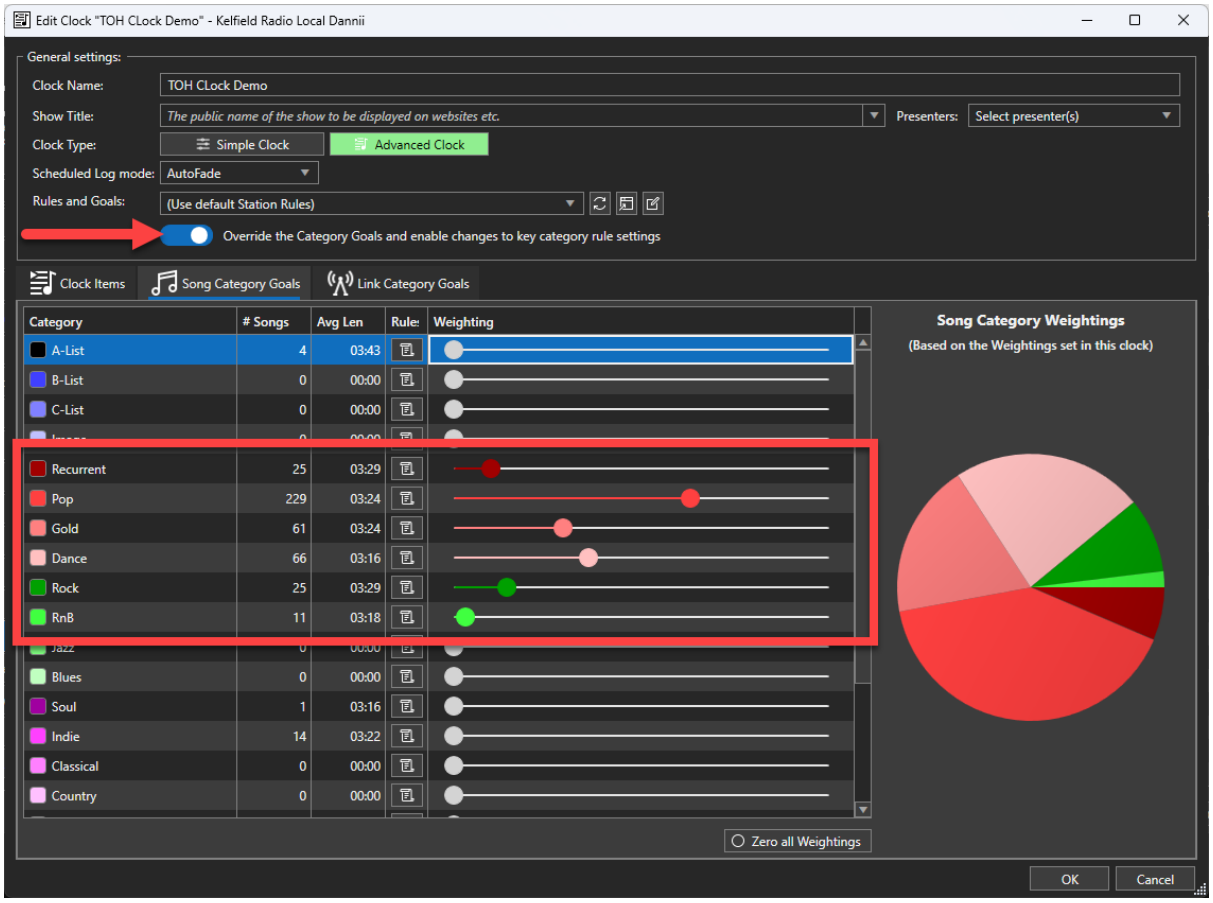
The Song & Link Category Goals tabs will look different depending on whether the Clock you are working on is using a **Station Rules Set** (in which case the Song / Link Category Goals will be inherited from the Station Rules Set) or if the **Override Song / Link Category Goals** option has been enabled (in which case you set the Song / Link Category Goals on the Clock).

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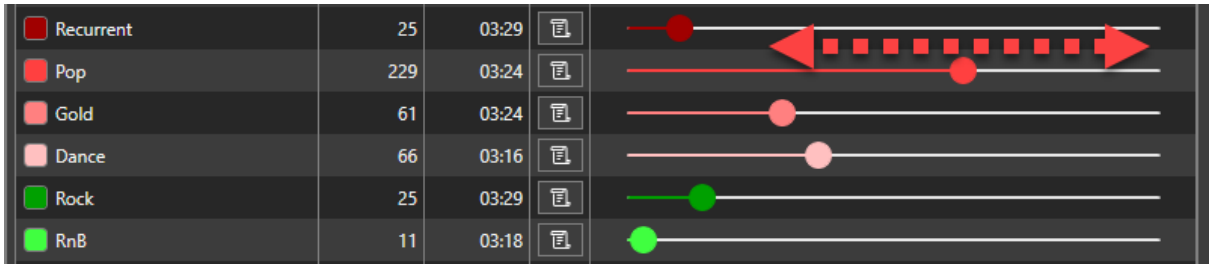


In this example, the Clock is using the **Default Station Rules Set** so you see a graphical representation of how the Song / Link Categories will be allocated based on the Category Weightings within the selected Station Rules Set, but you cannot edit this as they are coming from the Station Rules Set. You can edit the Station Rules Set of course but that will affect all Clocks that are using that Station Rules Set!

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In the above example, we are in **Override mode** and the Song Category Goals for the Clock have been set to select mostly Pop Category Songs with a smaller amount of Gold, Dance, Rock and RnB Category Songs. You will notice that the other Categories have a weighting of zero which means that Myriad Schedule will not assign these Categories to any 'Use Goals' Songs in the Clock.

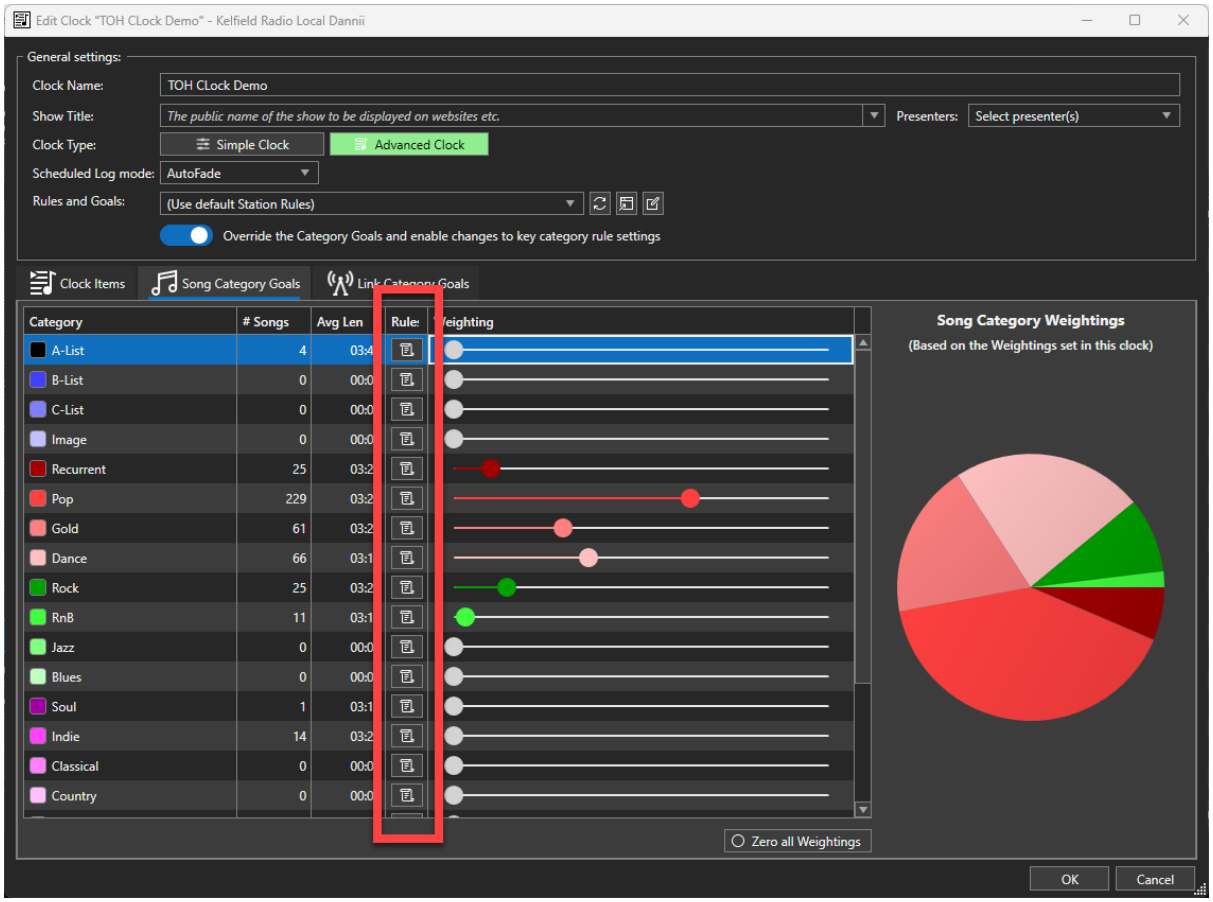


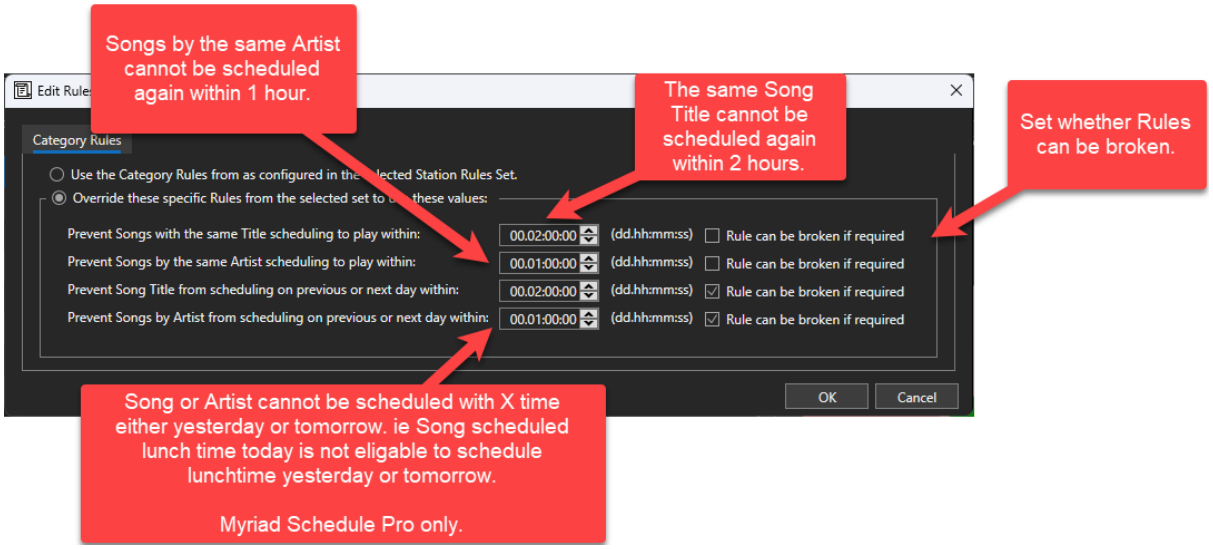
You can change the weighting for Song / Link Categories but dragging the weighting 'slider' to the left (for less) or right (for more). The pie chart to the right will be updated to show the relative breakdown of Song or Link Categories.

This was covered in greater detail in the **Song Clock Items (using Category Goals)** section earlier in this chapter.

You can also override the **Title & Artists** minimum separation Rules on 'per Category' basis if you are Overriding the Song Category Rules.

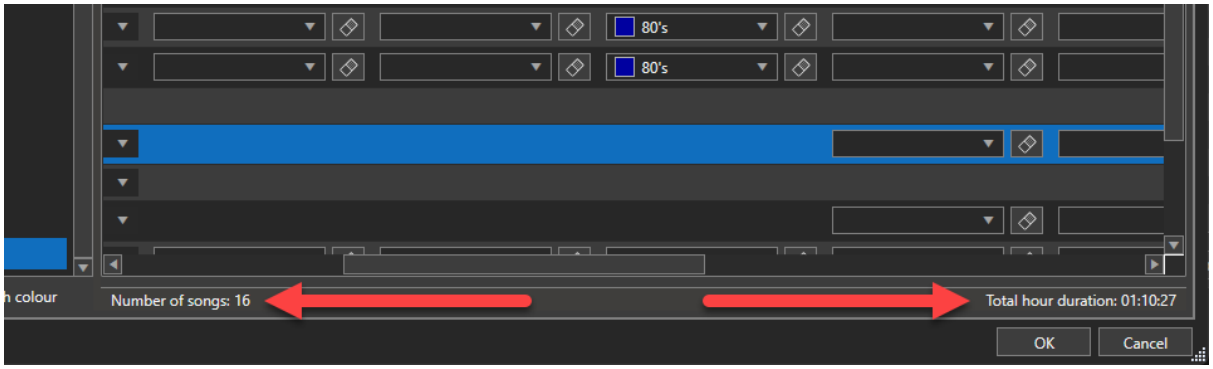
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Number of Songs & Estimated Duration

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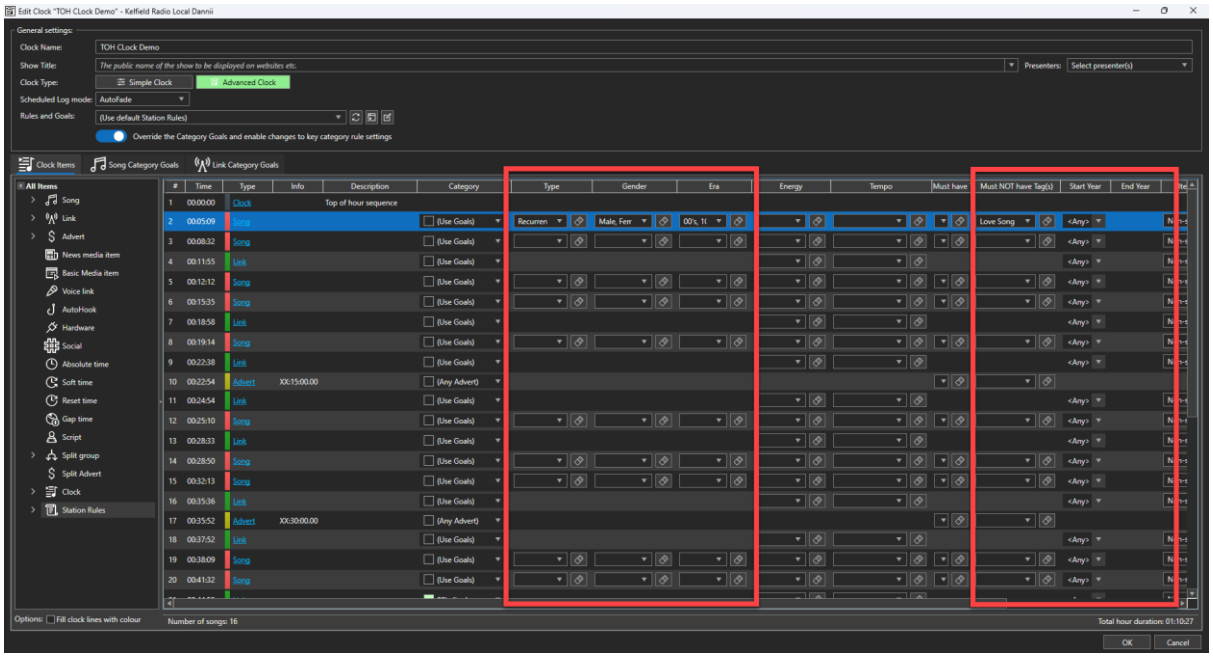


- Shows the total number of Songs currently included in the Advanced Clock.
- Shows the estimated duration of Hours scheduled using this Clock. This is based on a real-time average of Songs and Links included within the Clock (both fixed and floating).

Advanced Clocks (Myriad Schedule Pro)

If you have the Myriad Schedule Pro option enabled for your station, the Advanced Clock window gains a number of additional options for precisely controlling the content that Myriad Schedule will select.

These have been covered previously but we will briefly recap these additional settings.



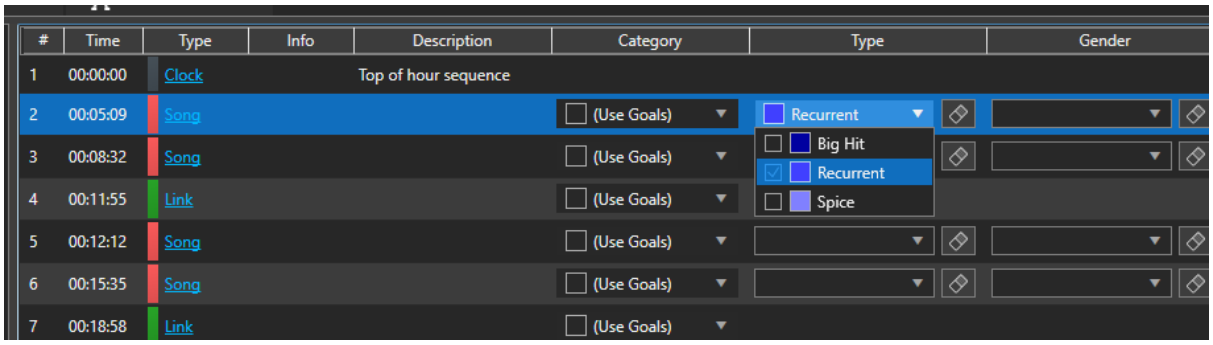
The additional columns are:

- Type – Select the Type or Types that must be used when filling this slot in the Log.
- Genders – Select the Gender or Genders that must be used when filling this slot in the Log.
- Eras – Select the Era or Eras that must be used when filling this slot in the Log.
- Must Not Have Tags – Allows you to Songs that have specific Tags from scheduling in this slot.
- Year Start / End – Specify the start and end release year for Songs.

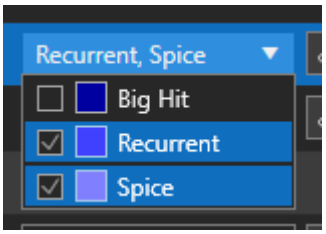
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Setting Types

To set the Type or Types that are must be associated with a Song allowed to schedule in this slot, use the **Drop Down List** on the **Type** column.



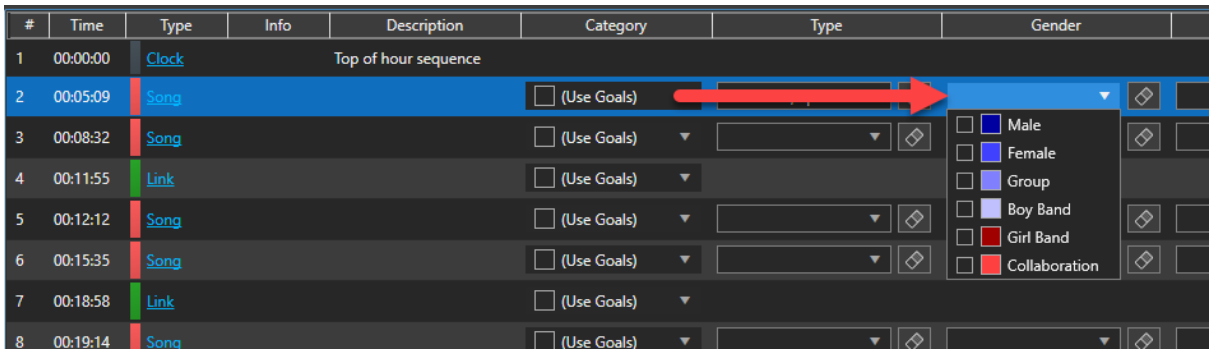
You can tick one of more Types in the list.



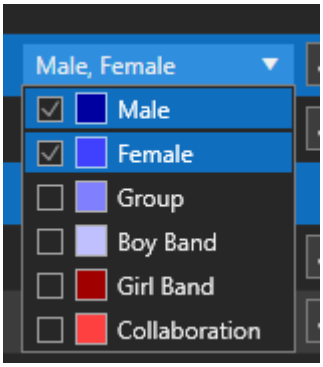
If you select multiple Types then the Song scheduled for this slot must be **one of the selected Types.**

Setting Genders

To set the Gender or Gender that are must be associated with a Song allowed to schedule in this slot, use the **Drop Down List** on the **Gender** column.



Tick one of more Genders in the list.

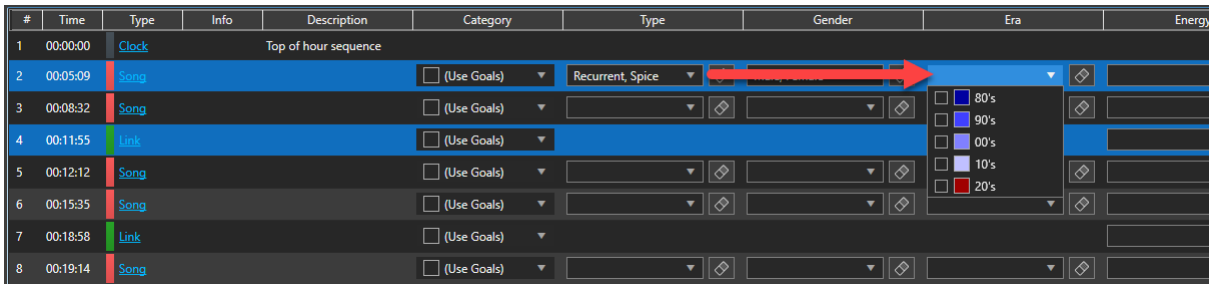


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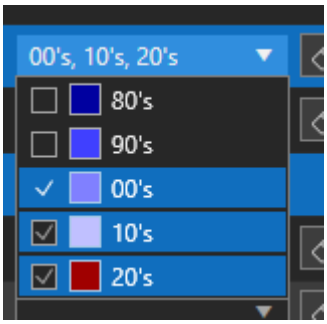
If you select multiple Genders then the Song scheduled for this slot must be **one of the selected Genders.**

Setting Eras

To set the Era or Eras that are must be associated with a Song allowed to schedule in this slot, use the **Drop Down List** on the **Era** column.



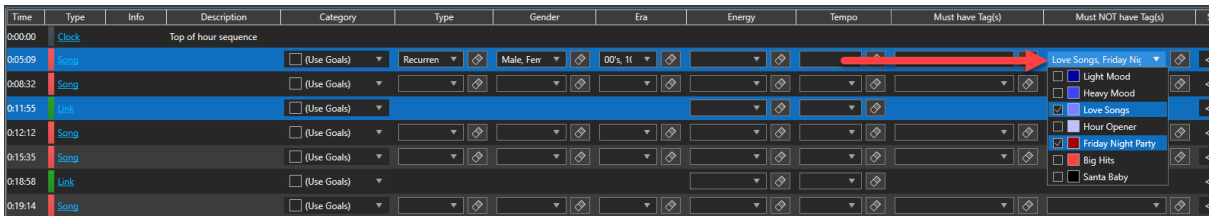
Tick one of more Eras in the list.



If you select multiple Genders then the Song scheduled for this slot must be **one of the selected Eras.**

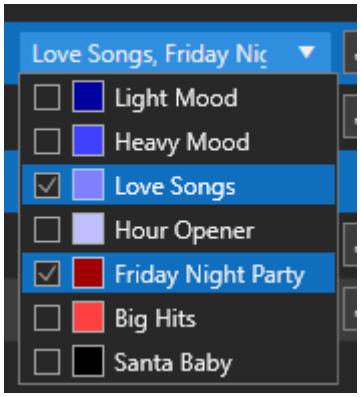
Must Not Have Tags

Myriad Schedule Pro also expands the Tags options with a **Must Not Have Tags** column that allows you to specific a Tag or selection of Tags that Songs must NOT have in order to be considered to be scheduled. Standard Myriad Schedule only includes the ability to force Songs with specific Tags.



Use the **Drop Down List** on the **Must NOT Have Tags** column and tick one or more Tags that you wish to exclude from this Log position. Any Song considered for this slot must not have any of the selected Tags associated.

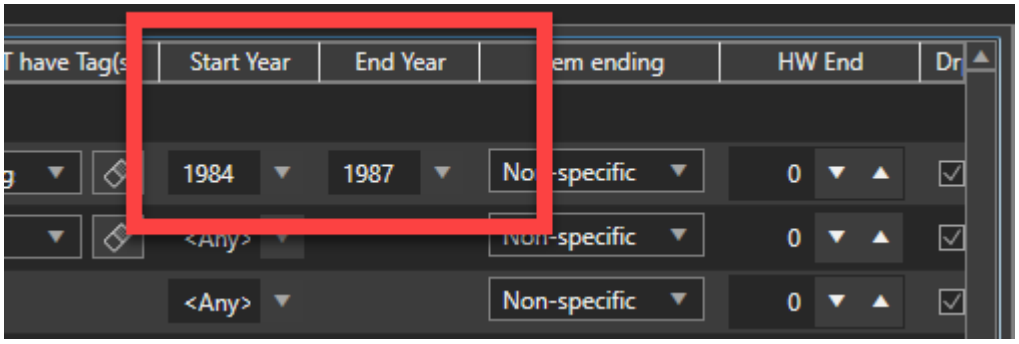
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Songs can have more than one Tag associated and you can create as many Tags as you like.

Year Scheduling

Myriad Schedule Pro also enables the ability to add Year based selection to Clock Items in the Clock.



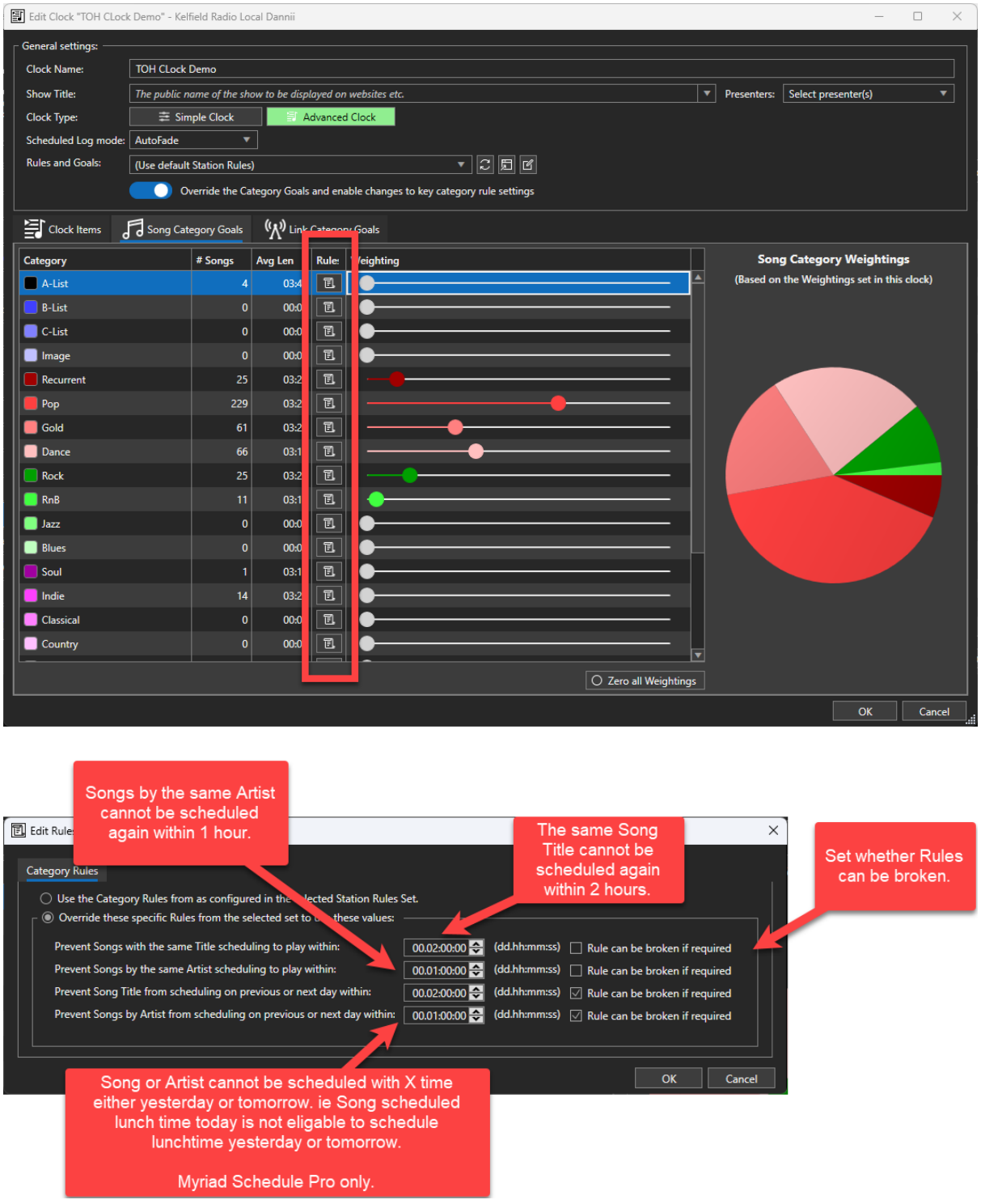
The options are:

- Specific Year (you can set a Start & End Year) and only Items with Initial Year of Release set in that range will be valid.
- Ask – At schedule time, the system will ask what you to use.
- Any – Items from any Year are valid.

Extended Rules On Song Category Goals Tabs

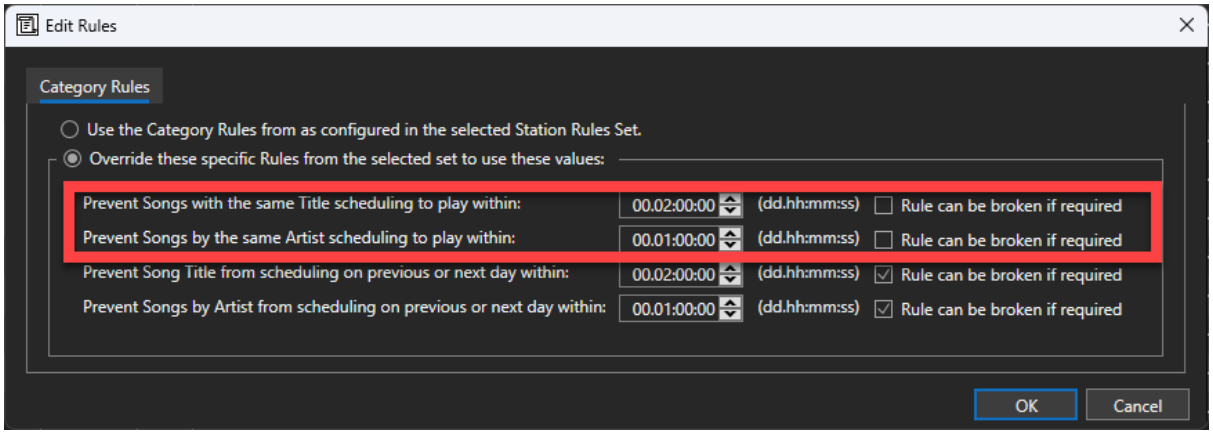
In addition to adding extra options to the **Clock Items** tab, Myriad Schedule Pro enabled systems also have access to some additional **Rules** in the Song Category Goals tabs when you are in **Override Category Rules mode.** You can also override the **Title & Artists** minimum separation Rules on 'per Category' basis if you are Overriding the Song Category Rules.

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The first two Rules are available in Myriad Schedule and allow you to set a minimum time between either repeating the same Song or playing a different Song but by the same Artists.

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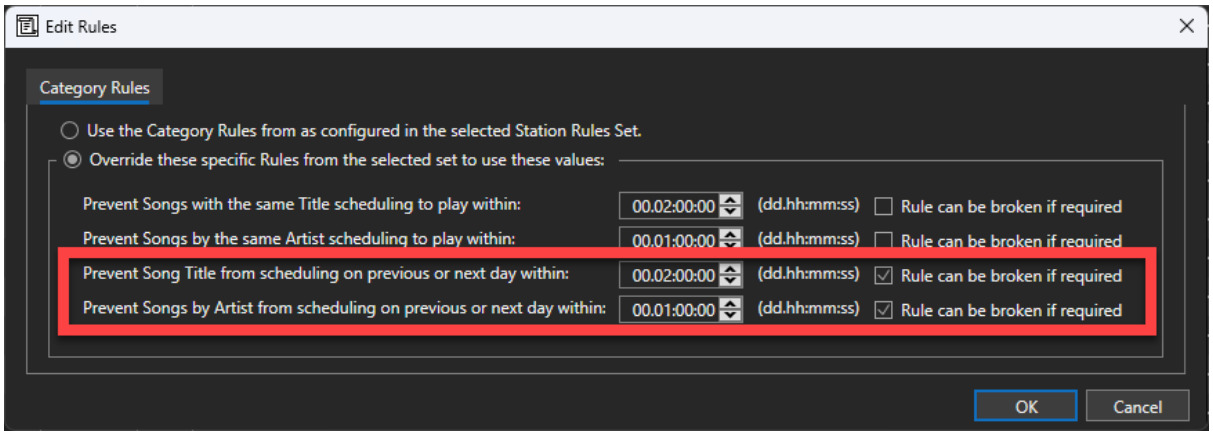


Myriad Schedule Pro introduces a new set of Song / Artist Rules that deal with protecting playing content around the same time on consecutive days.

As an example, let's say the system schedules Don't Look Back In Anger by Oasis to play at 1pm on Wednesday. These rules above would prevent the same Song being played between 11am and 3pm on Tuesday or 11am and 3pm on Thursday. It would also stop any other Oasis song being scheduled from 12pm to 2pm.

This is great if you have listeners that tend to tune in around the same time each day!

Also notice that these Rules are marks as being able to be broken!



This means that Myriad Schedule Pro will attempt to follow these Rules but if no content can be found that will not break these Rules, the system will discard these Rules and try again. Because neither the Song or Artist Rules are tagged as being breakable (in this example), if no suitable content can be found then the slot would remain 'unscheduled'.

Copy, Edit & Delete Clocks

It is often quicker to copy an existing Clock and edit the results, compared to creating a new Clock.

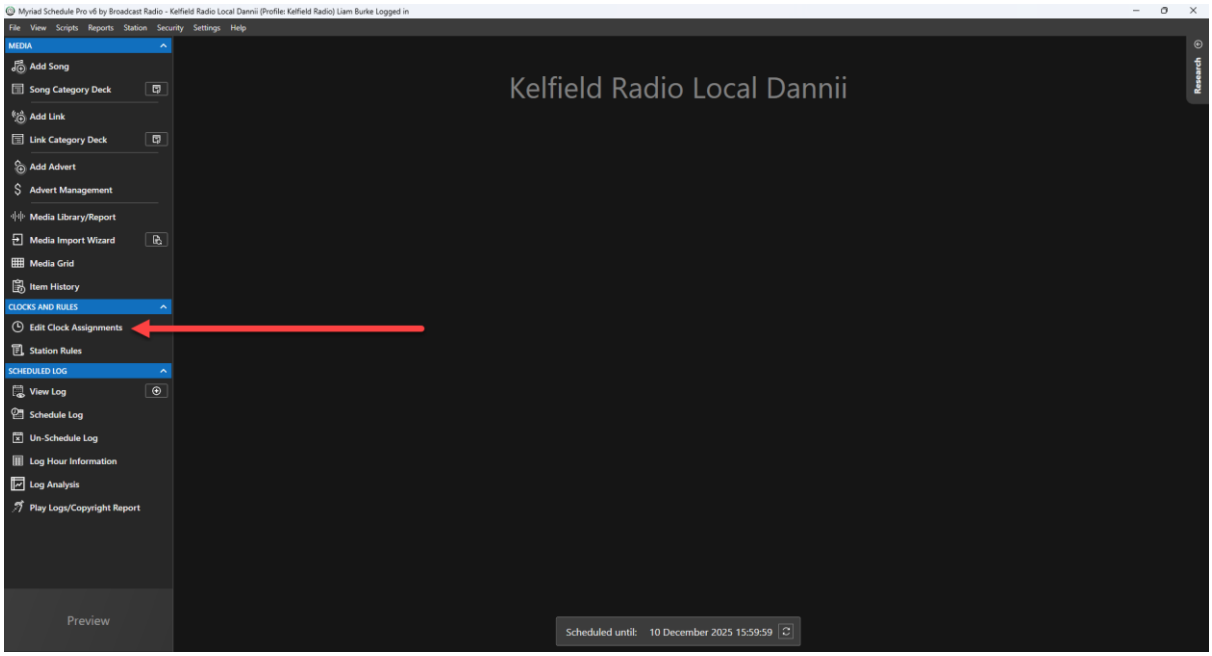
Whether you are dealing with Simple or Advanced clocks, the process for copying a Clock, Editing or even Deleting it is the same.

Copy Clocks

If you want to Edit an existing Clock, follow these steps.

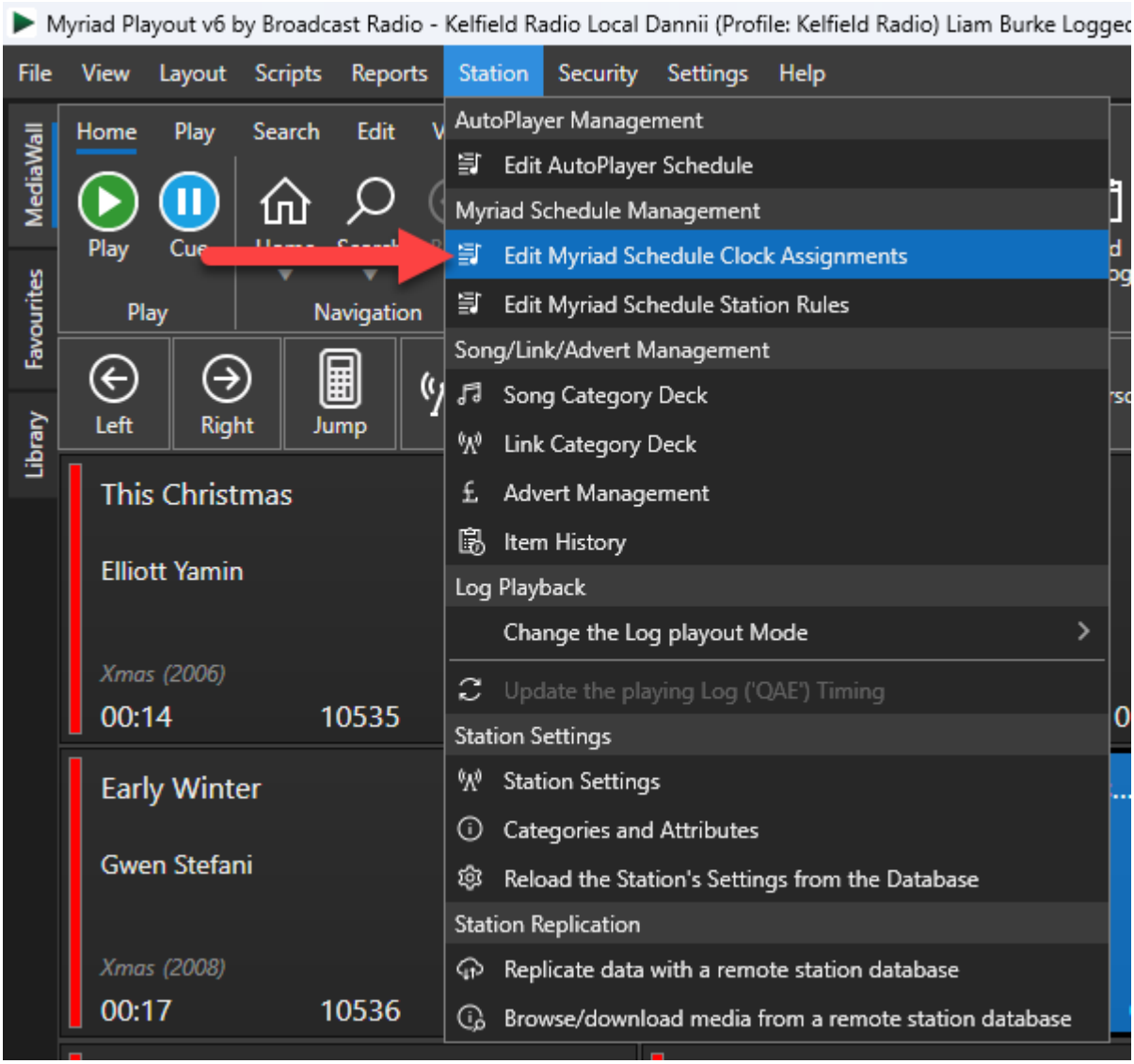
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1. Click on the **Edit Clock Assignments** option on the left-hand menu.



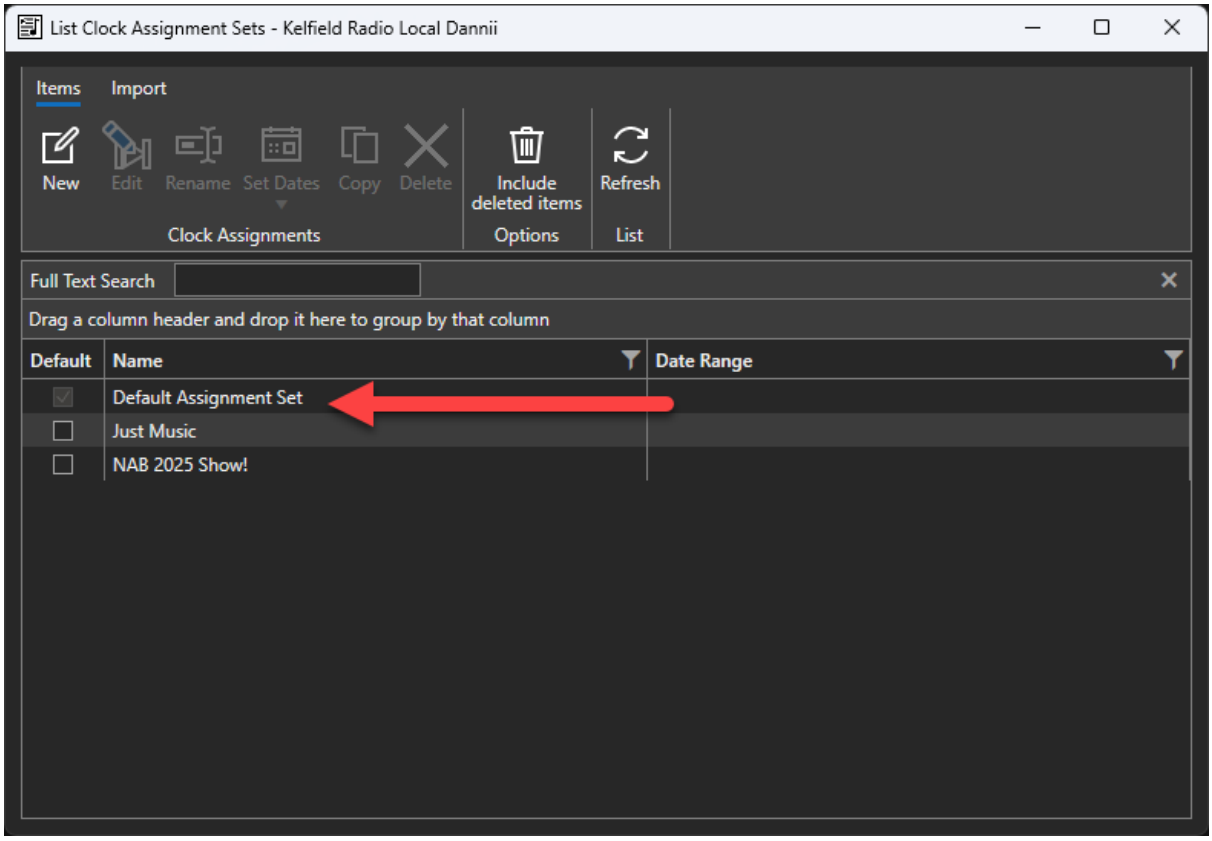
You can also access this from the **Station Menu > Edit Myriad Schedule Clocks** option in Myriad Playout.

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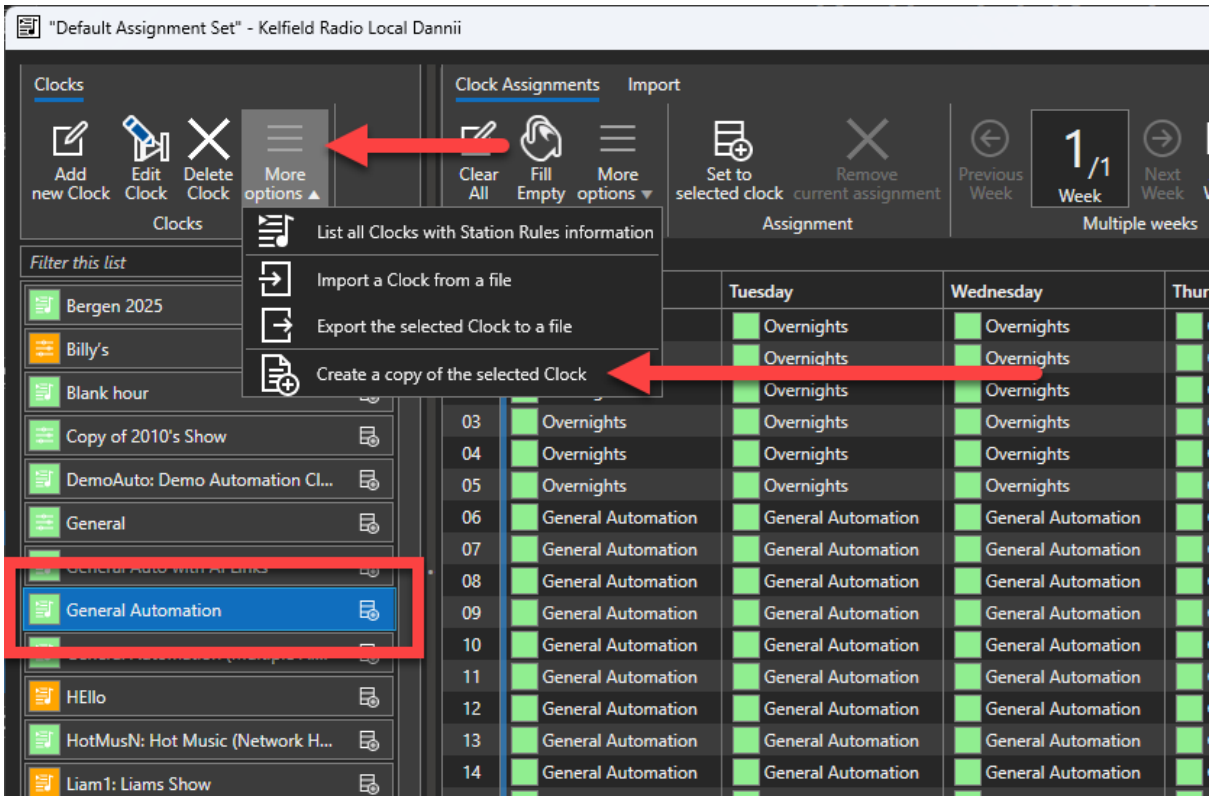


2. Select a **Clock Assignment Grid** (Myriad Schedule Pro only). Myriad Schedule users will skip this step.

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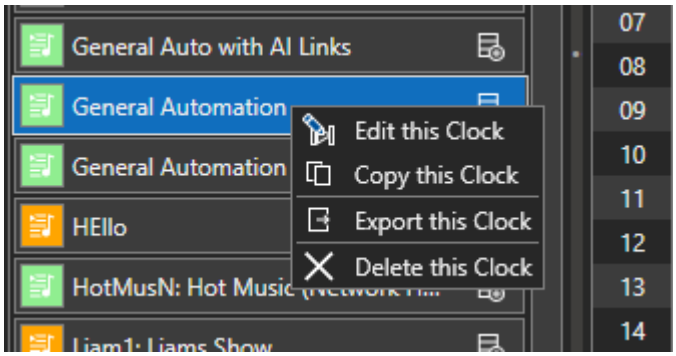


3. Select the Clock you want to **Copy** from the list on the left-hand side and then click on the **More Options** drop down and select **Create A Copy Of The Selected Clock.**

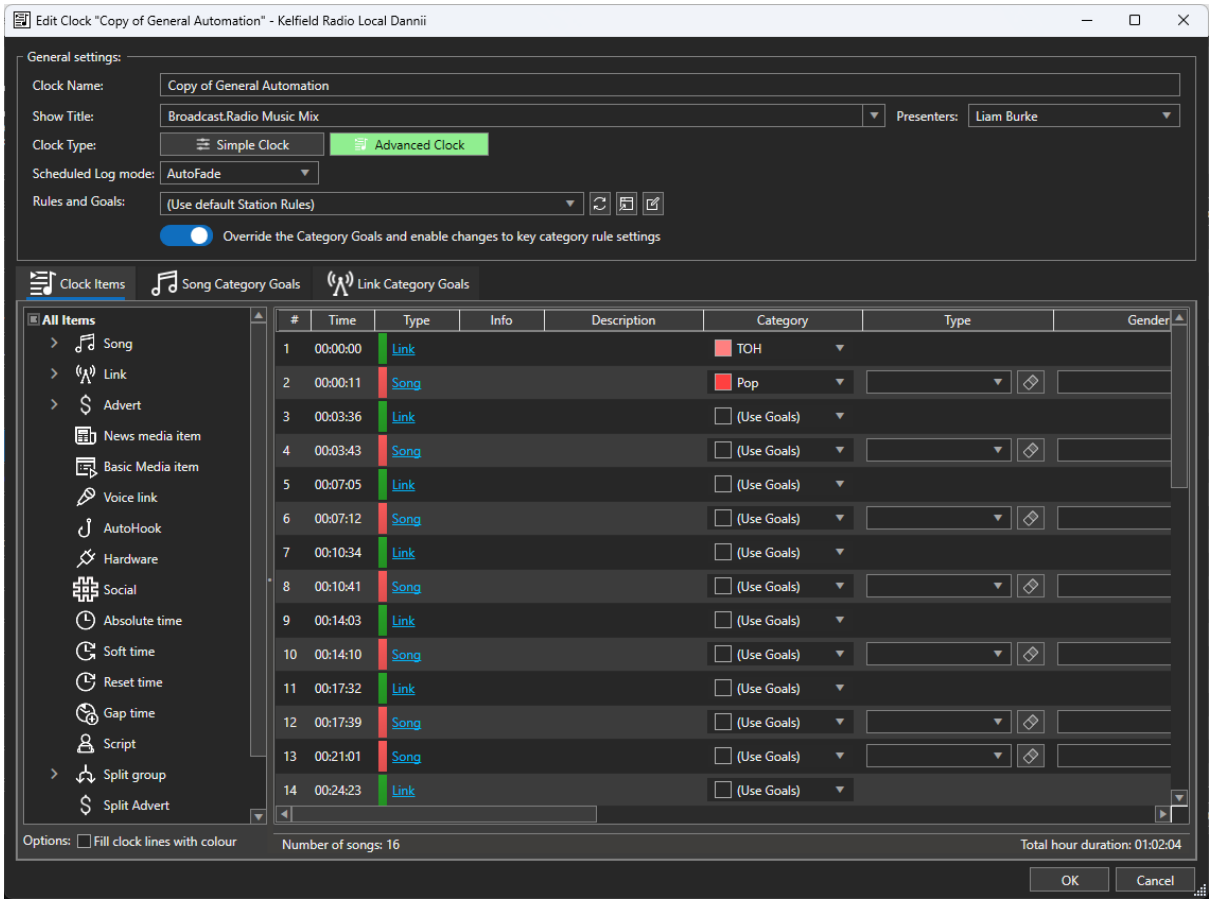


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You can also right-click on the Clock you want to copy and select **Copy Clock** from the **Right-click Menu.**

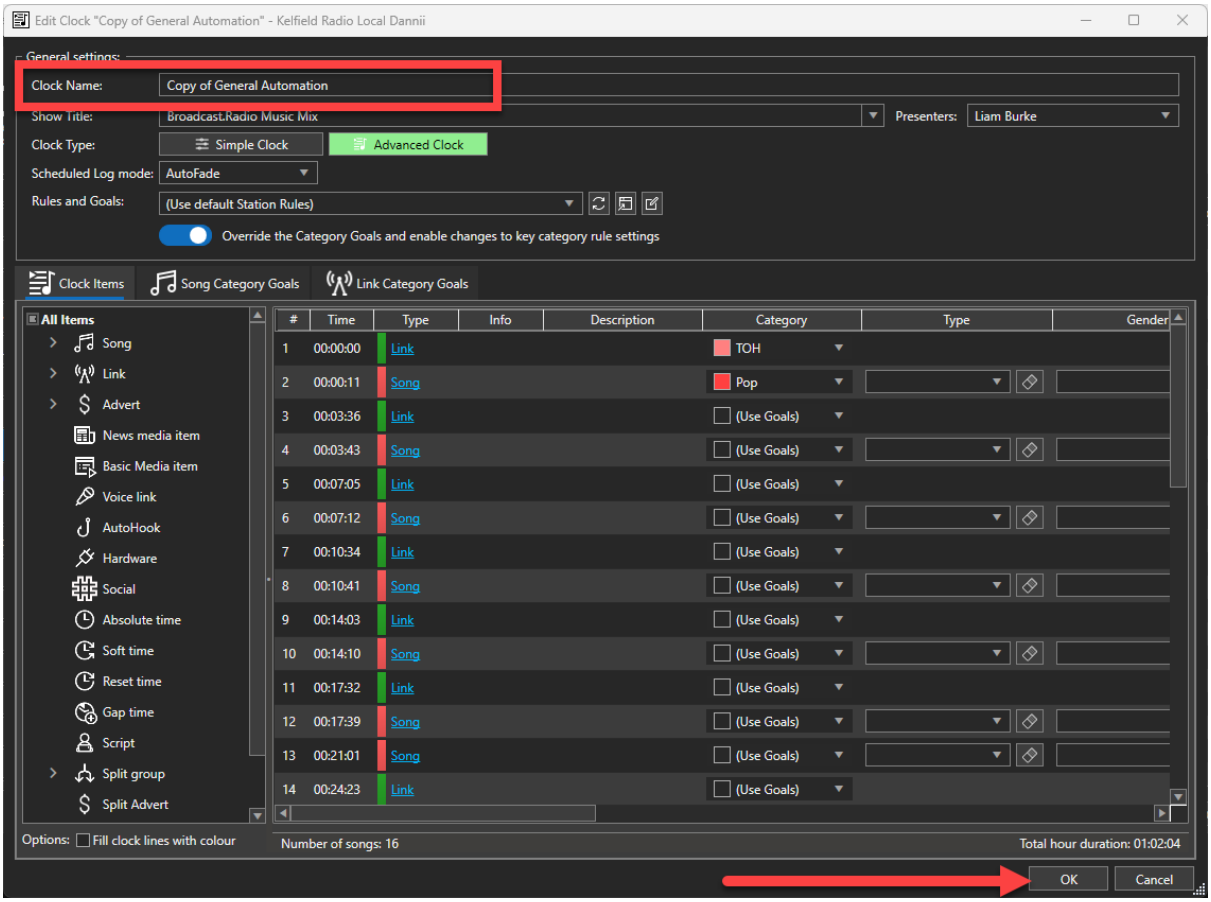


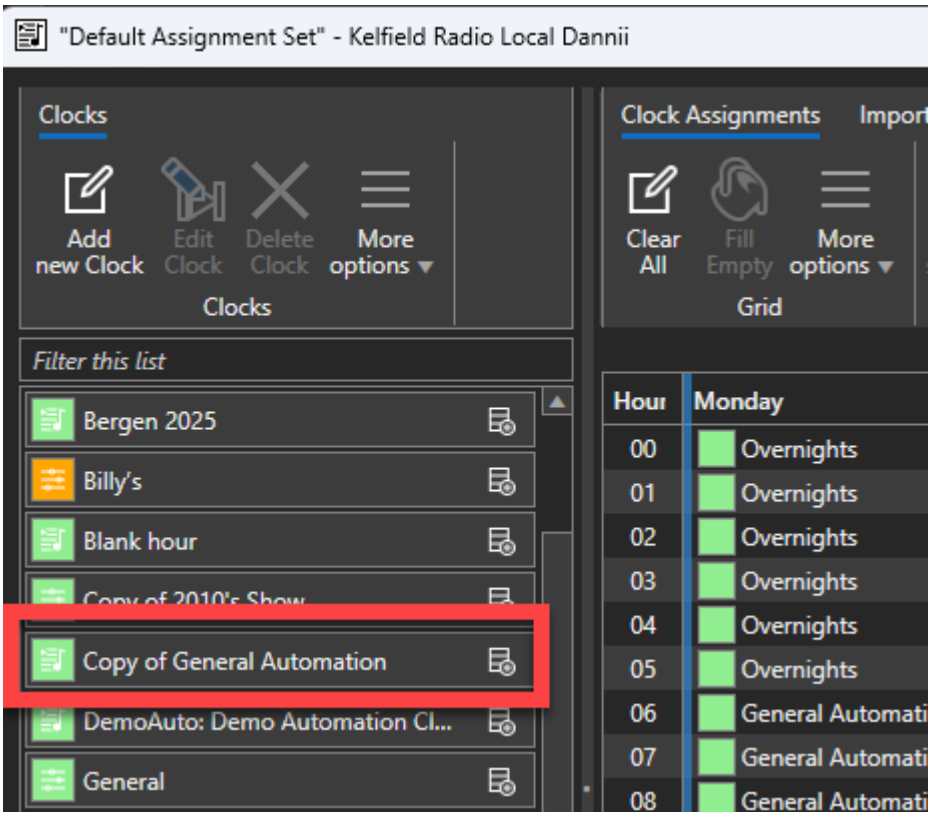
This will open a duplicate of the original Clock with the new Clock Name of 'Copy Of….'



Simply give it a new Clock Name, make any other adjustments you need and click on **OK** to save and close your new copy.

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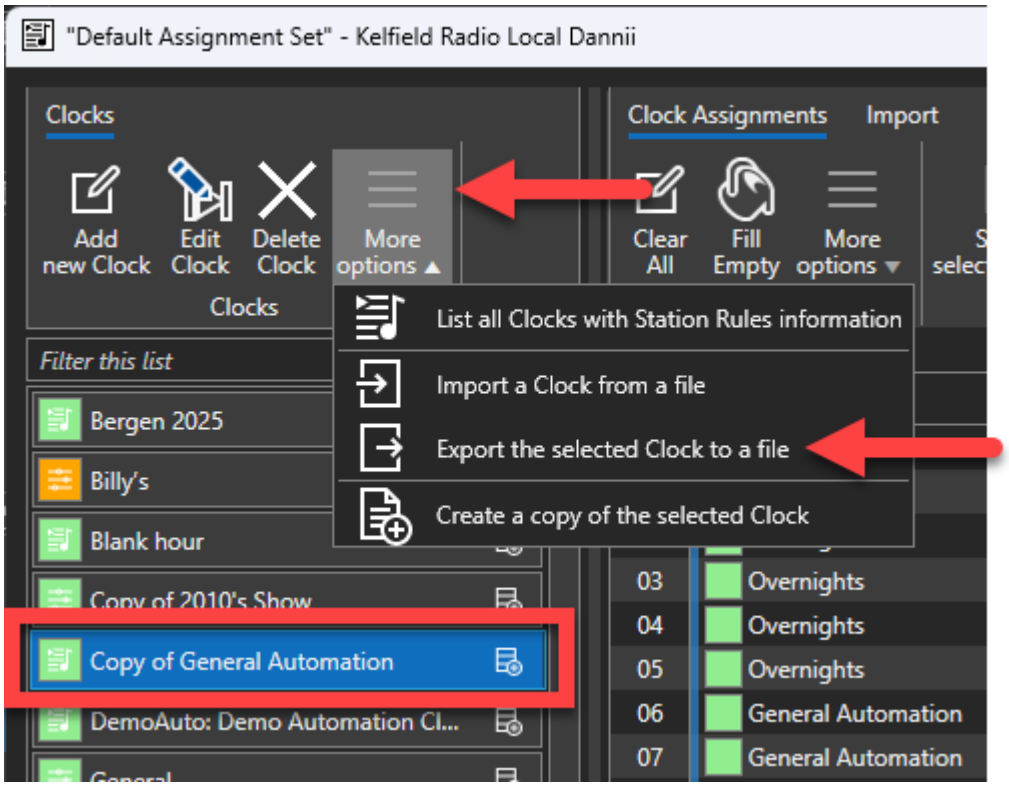


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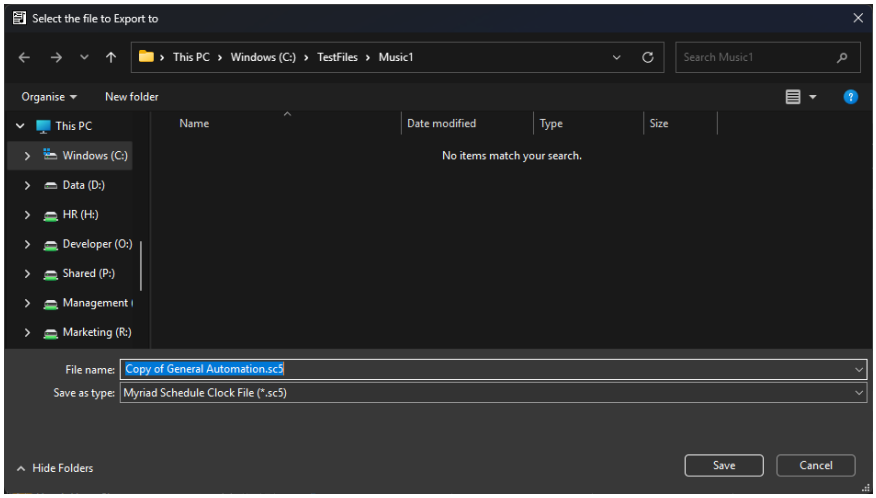
Import / Export Clocks

You can also export Clocks to a file or import Clocks that have been previously exported. This is a great way to make a backup before making big changes to your Clocks or if you want to move Clocks between Myriad systems.

To **Export** a Clock, select the Clock on the left-hand list and then click on the **More Options Drop Down** and select **Export The Selected Clock To File.**



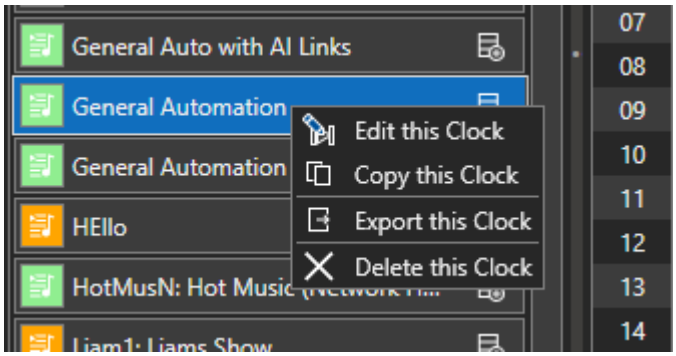
You will then be asked to select the file name and location to save to.



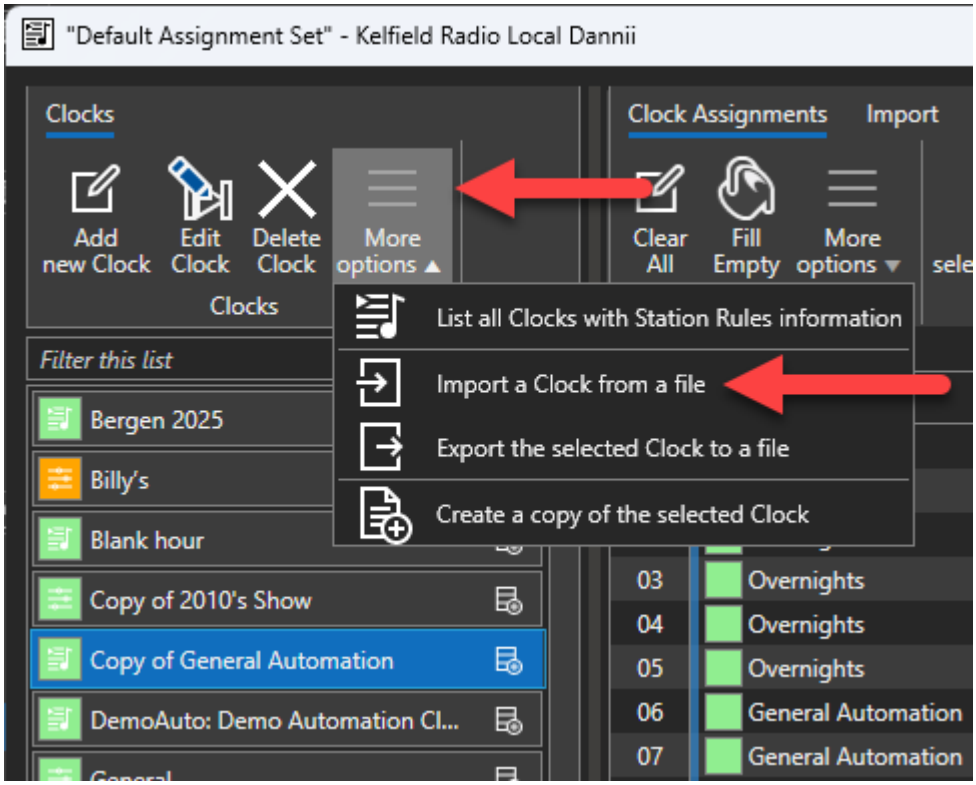
Click on Save once you have selected the correct location.

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Please note that Export Clock is also available on the right-click menu in the Clock List.

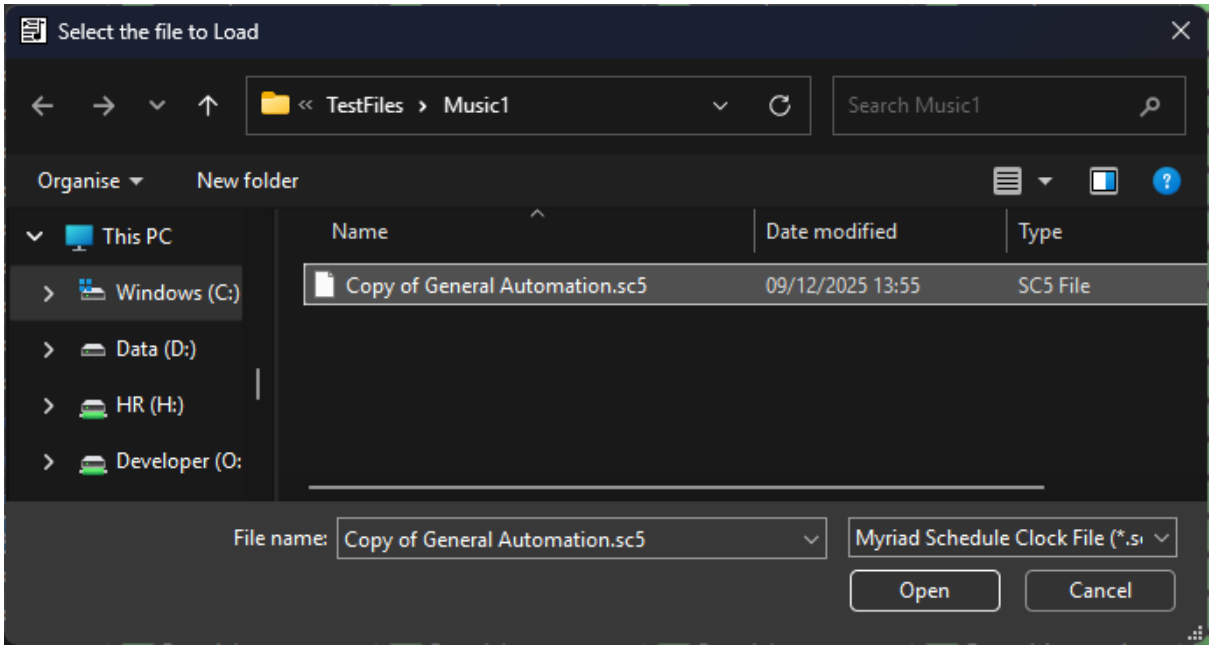


To **Import A Clock** click on the **More Options Drop Down** and select **Import A Clock From A File**.



Navigate to the location you want to import from and select the file to import.

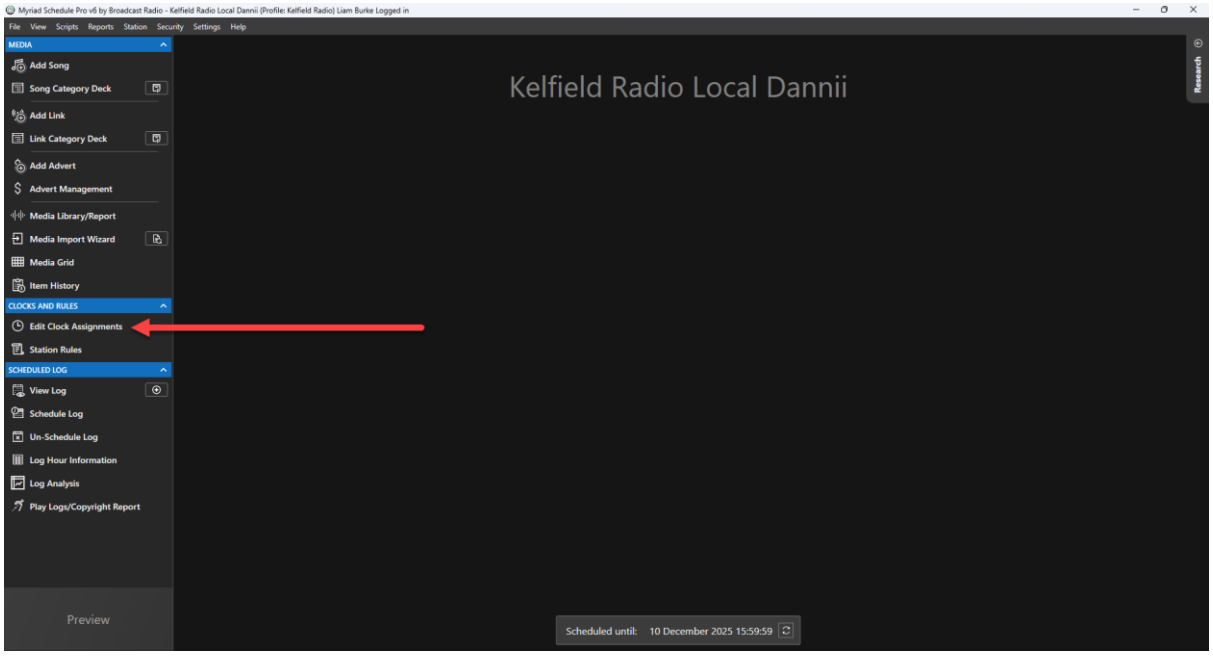
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The imported Clock will immediately open allow you to give it a new unique name, edit (if required) and save by clicking on OK.

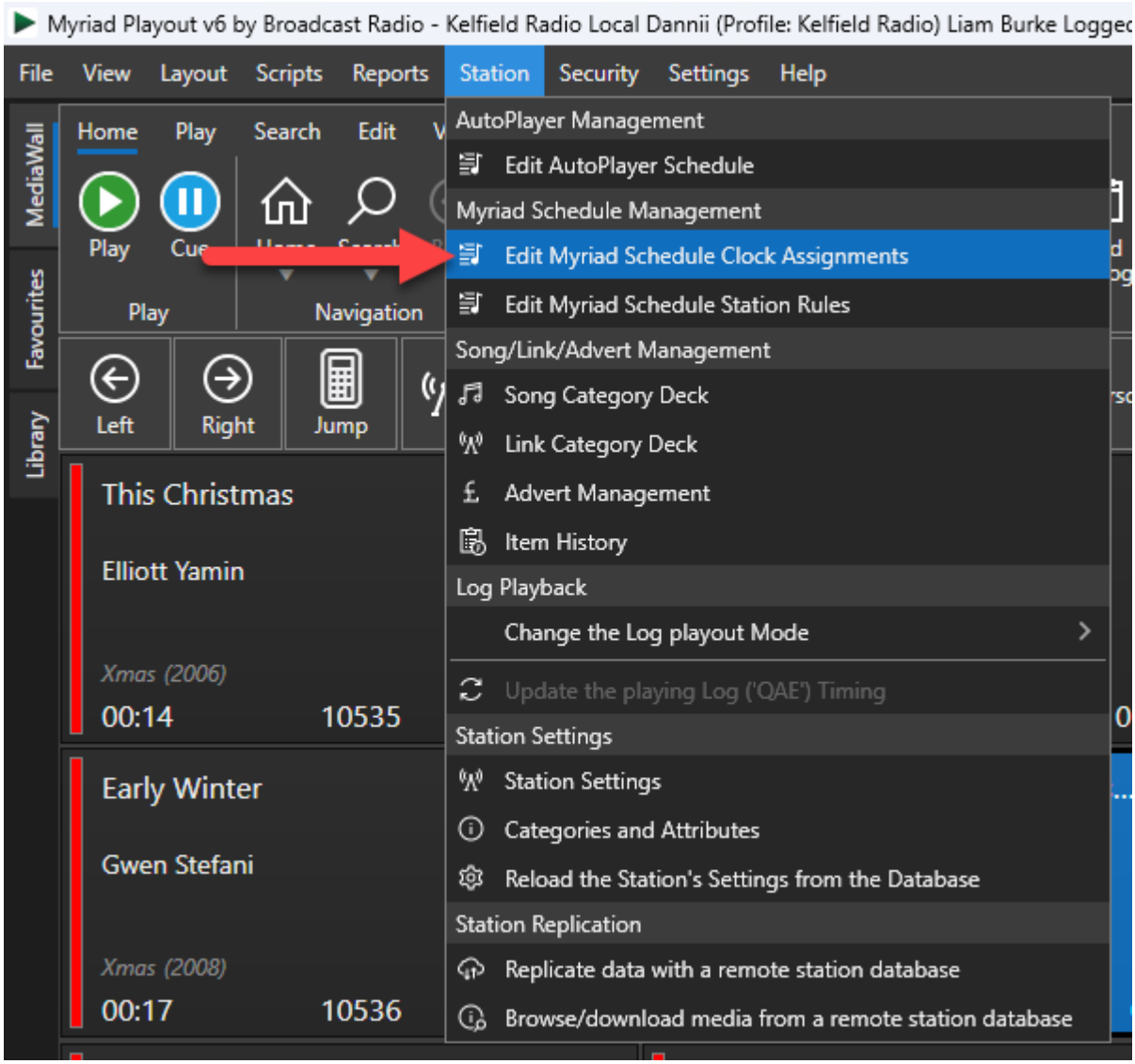
Edit an existing Clock

Click on the **Edit Clock Assignments** option on the left-hand menu.



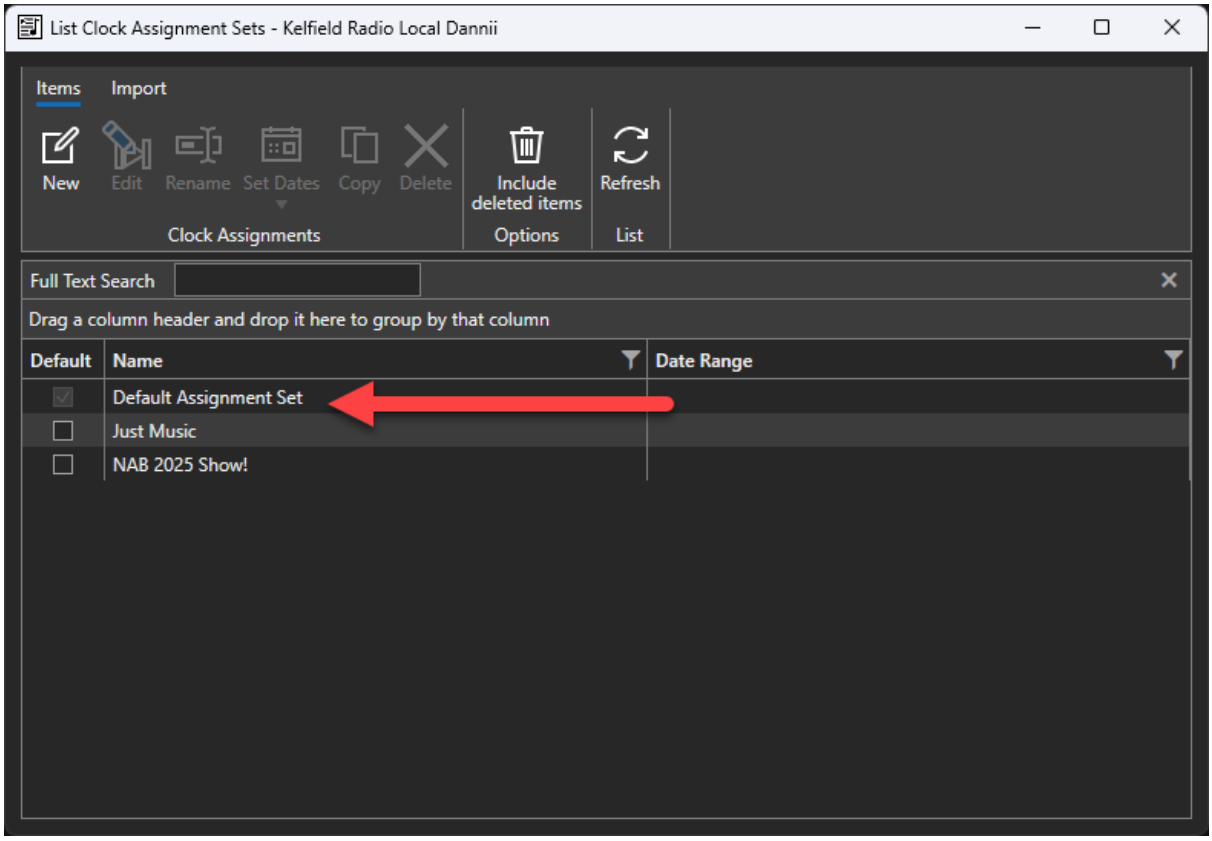
You can also access this from the **Station Menu > Edit Myriad Schedule Clocks** option in Myriad Playout.

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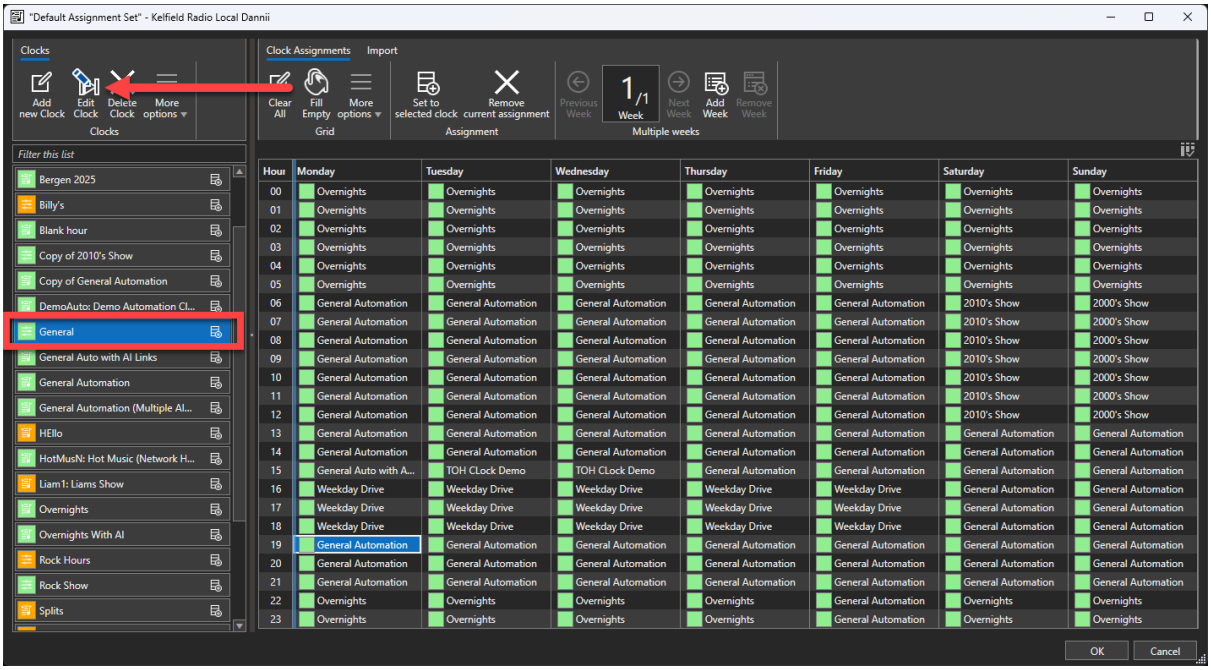
Select a **Clock Assignment Grid** (Myriad Schedule Pro only). Myriad Schedule users will skip this step.

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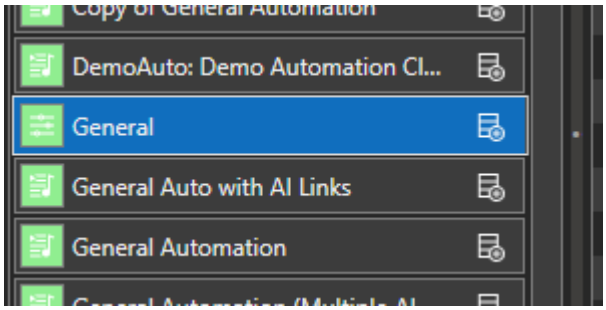
You will see the existing Clocks listed on the lefty hand side of the Window. To edit an existing Clock, use one of the follow methods:

- Highlight the Clock and click on the **Edit Clock** button on the **Clock Ribbon**.

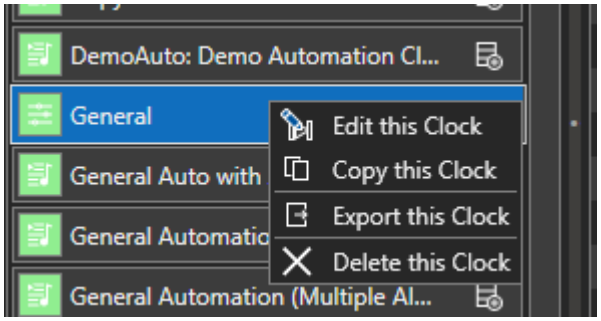


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- **Double Click** on the Clock in the Existing Clock List.



- **Right-click** on the Existing Clock and select the **Edit Clock option**.

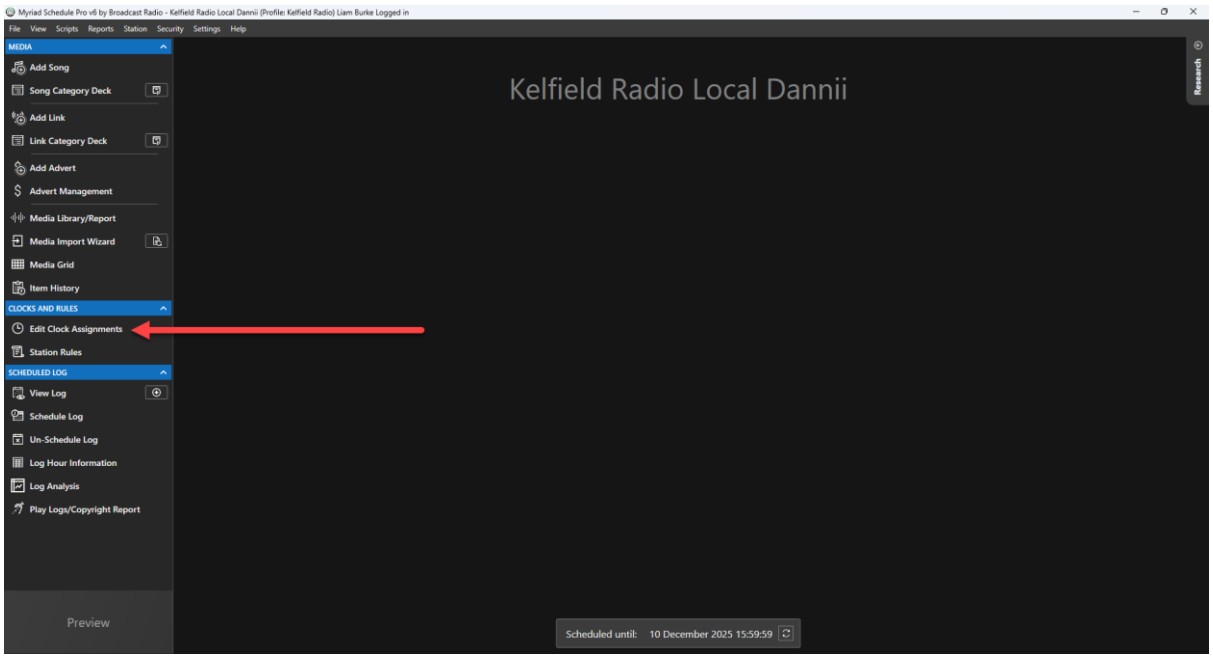


Any of these methods will open the Clock Editor window to allow you to edit the selected Clock.

Deleting a Clock

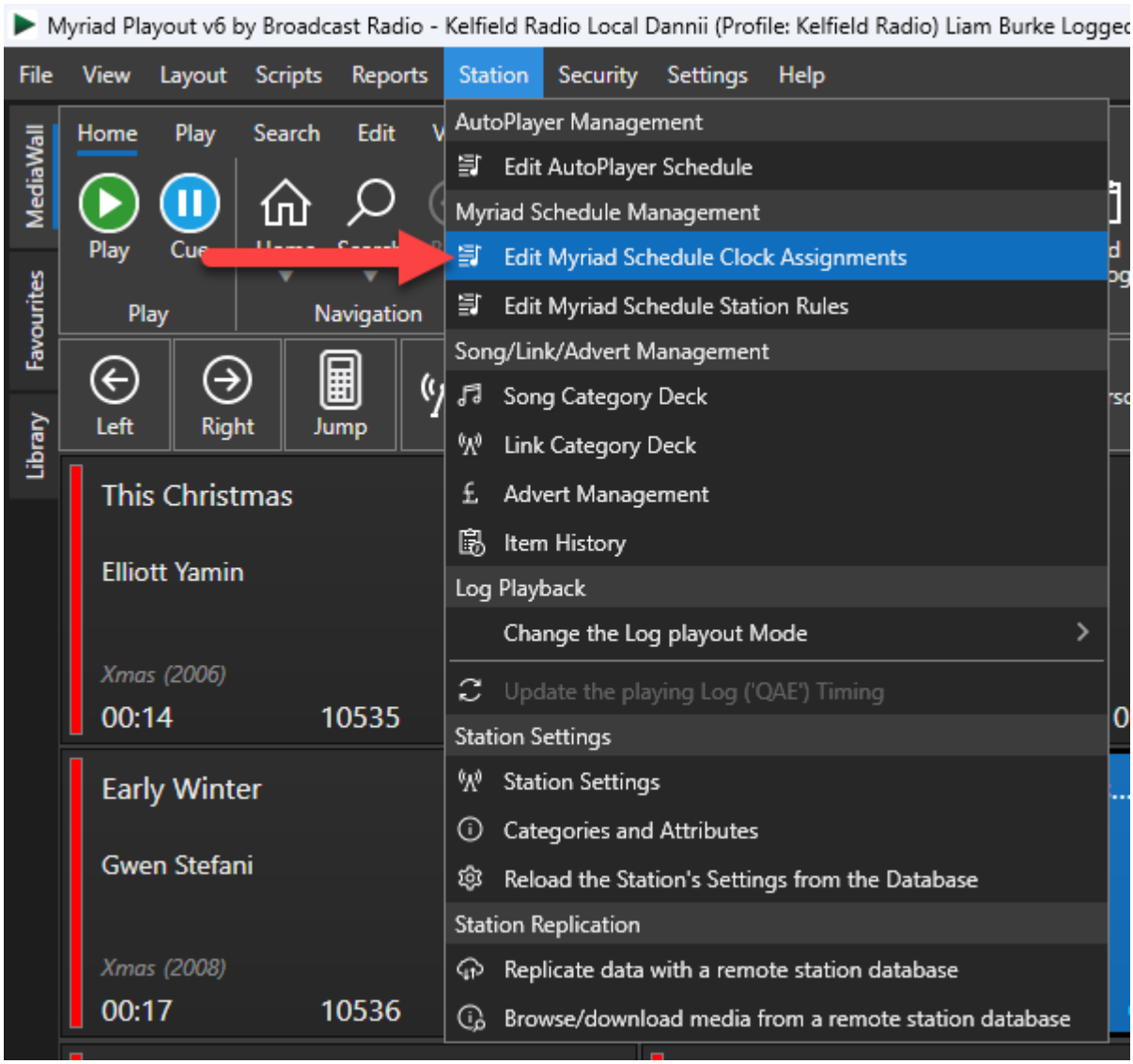
Sometimes you may need to Delete a Clock. These are the steps you need to follow to delete a Clock.

Click on the **Edit Clock Assignments** option on the left-hand menu.



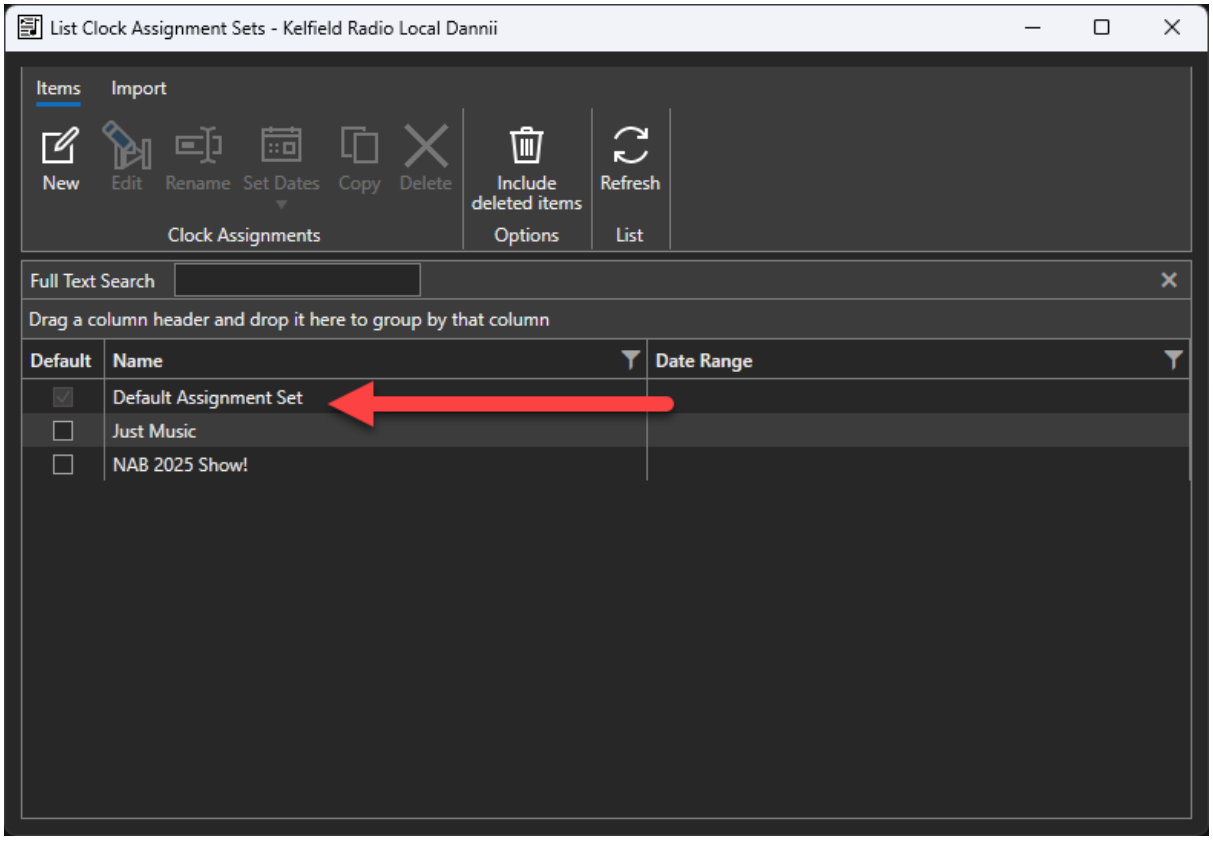
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You can also access this from the **Station Menu > Edit Myriad Schedule Clocks** option in Myriad Playout.

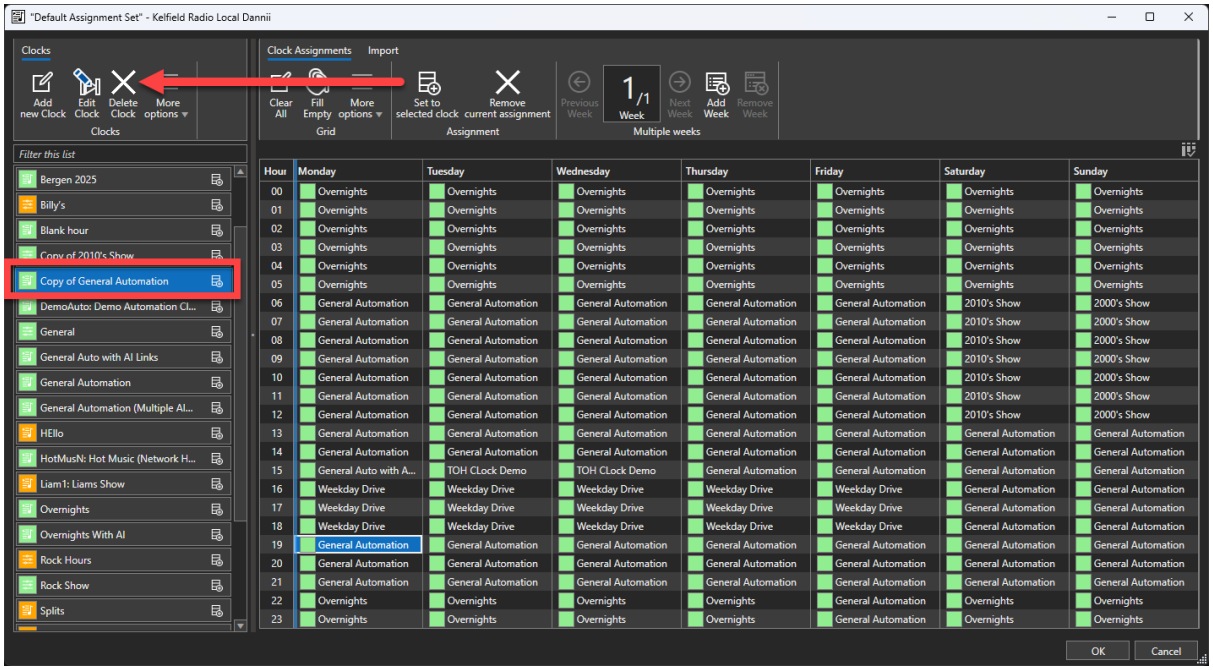


Select a **Clock Assignment Grid** (Myriad Schedule Pro only). Myriad Schedule users will skip this step.

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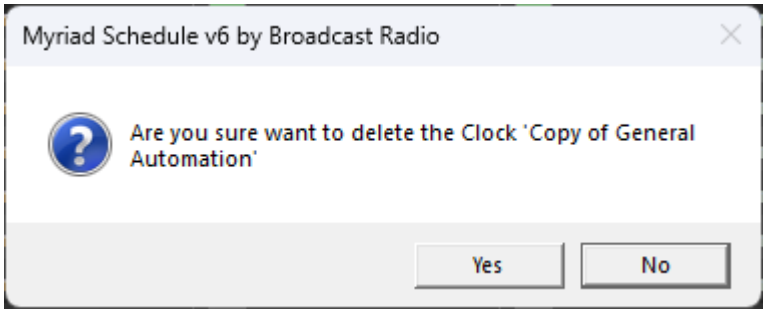


Highlight the Clock you want to delete and click on the **Delete Clock** button on the **Clock Ribbon**. Alternatively, you can also right-click on the Clock you want to delete and use the Delete Clock option.

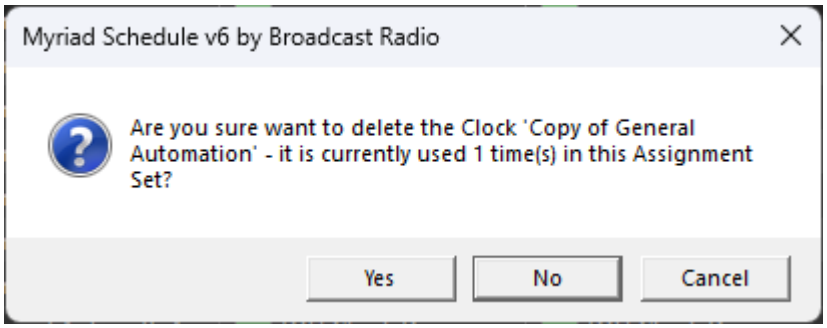


You will be asked to confirm you want to proceed. Click on **Yes** to delete the Clock.

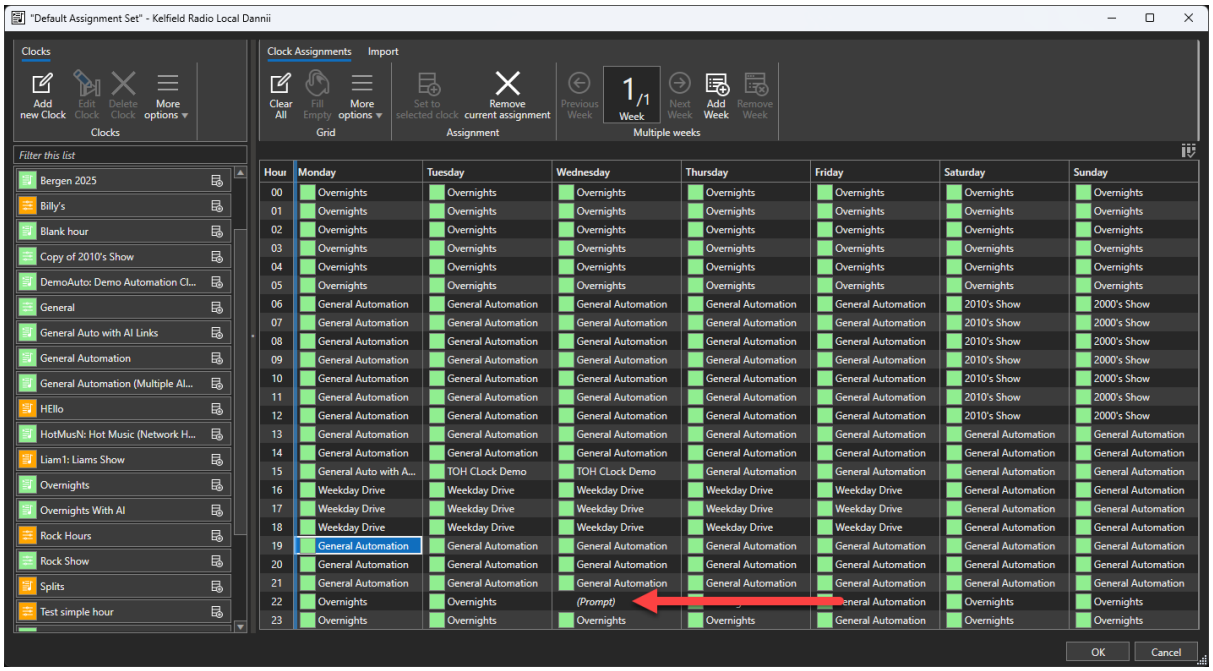
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If the Clock you are deleting is currently assigned to one or more Hours in your Current Assignments grid then you will get a slightly different warning message.



You can still opt to proceed by clicking **Yes**. In this case the Clock will be deleted and the Hour(s) it was assigned to will revert to the empty state which means the user will be prompted to manually select a Clock to use to fill those hours. You should not leave your Current Assignments like this unless you specifically want the presenters to be able to pick Clocks for some Hours.



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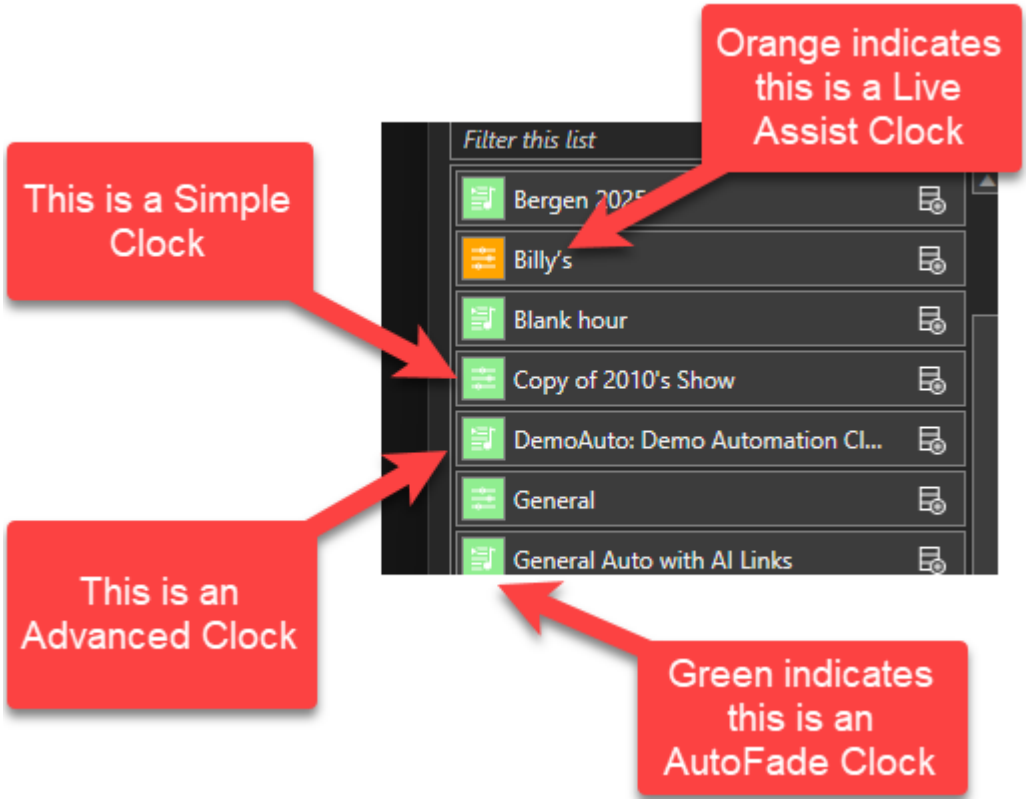
Converting Simple Clocks to Advanced Clocks (and vice versa)

You can covert existing Simple Clocks to Advanced Clocks if you want to have more control over the specific structure and items in a Clock.

When you convert a Simple Clock to an Advanced Clock, the Category Goals and structure of the Simple Clock remains but they are converted into a full Clock with the Songs and Links all set to 'Use Goals' which means the Song and Link Category Goals will be used.

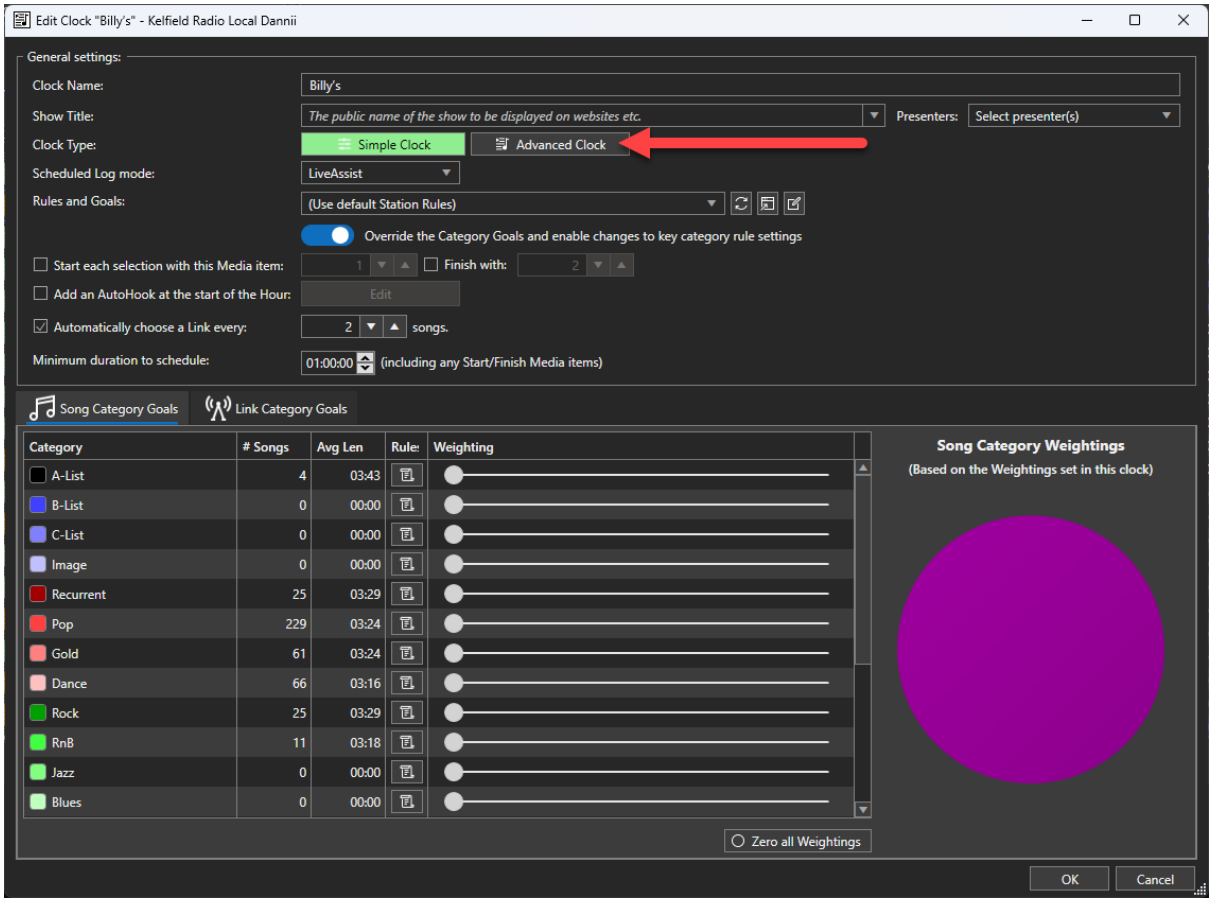
To convert a Simple Clock to an Advanced Clock, follow these steps:

1. Click on the **Edit Clock Assignments** option and select a **Clock Assignment Grid**.
2. You can determine which Clocks are **Simple** and which are **Advanced** by looking at the icon to the left of the Clock.

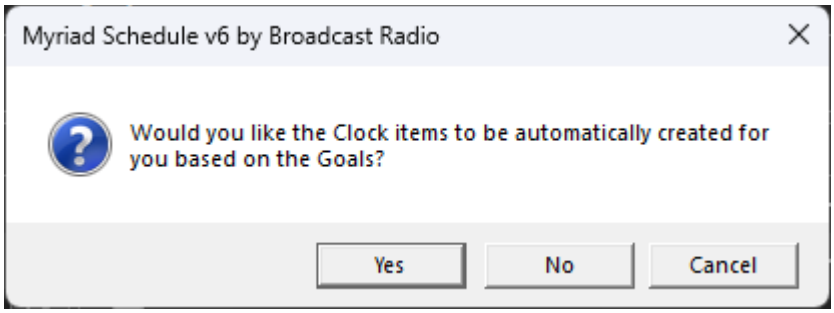


3. Double click on the Simple Clock you want to convert.

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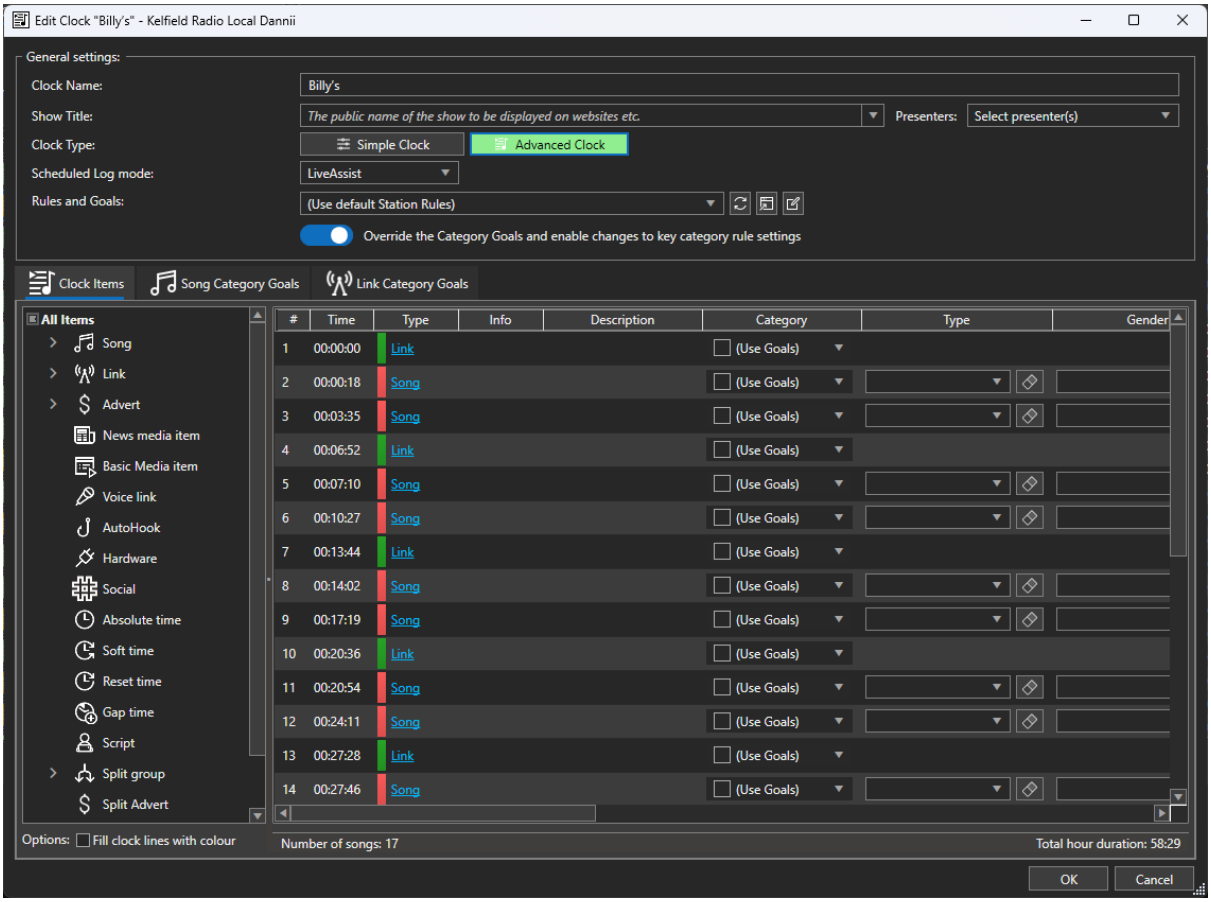


4. Click on the **Advanced Clock button.**
5. You will be asked to confirm. Click on **Yes.** If you select No then a new empty Advanced Clock will be created. If you click on Yes then an Advanced Clock will be created that also is pre-populated with Songs and Links based on the settings in your Song / Link Category Goals.



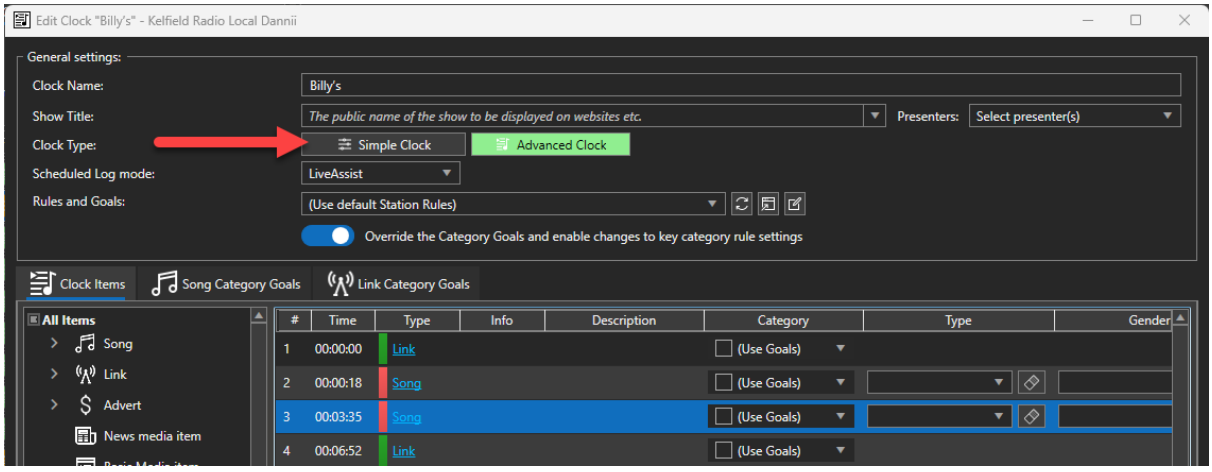
6. An Advanced Clock will be generated based on your Simple Clock. You can now edit the Clock as required. Once you are happy with the Advanced Clock, click on **OK.**

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If you want to convert an Advanced Clock to a Simple Clock then you basically follow the same process in reverse.

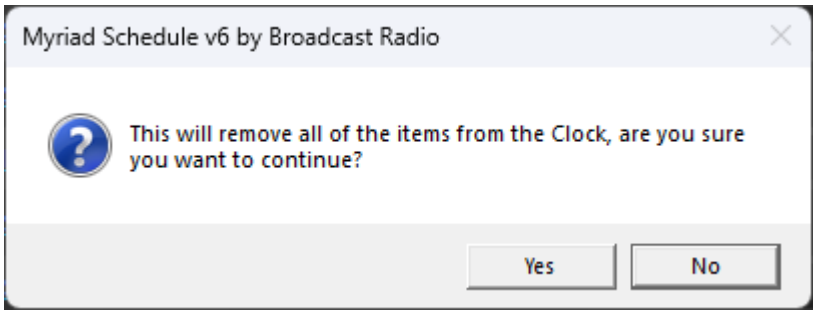
1. Click on the **Edit Clock Assignments** option and select a **Clock Assignment Grid**.
2. Double click on the Advanced Clock that you want to convert to a Simple Clock.
3. Click on the **Simple Clock** button.



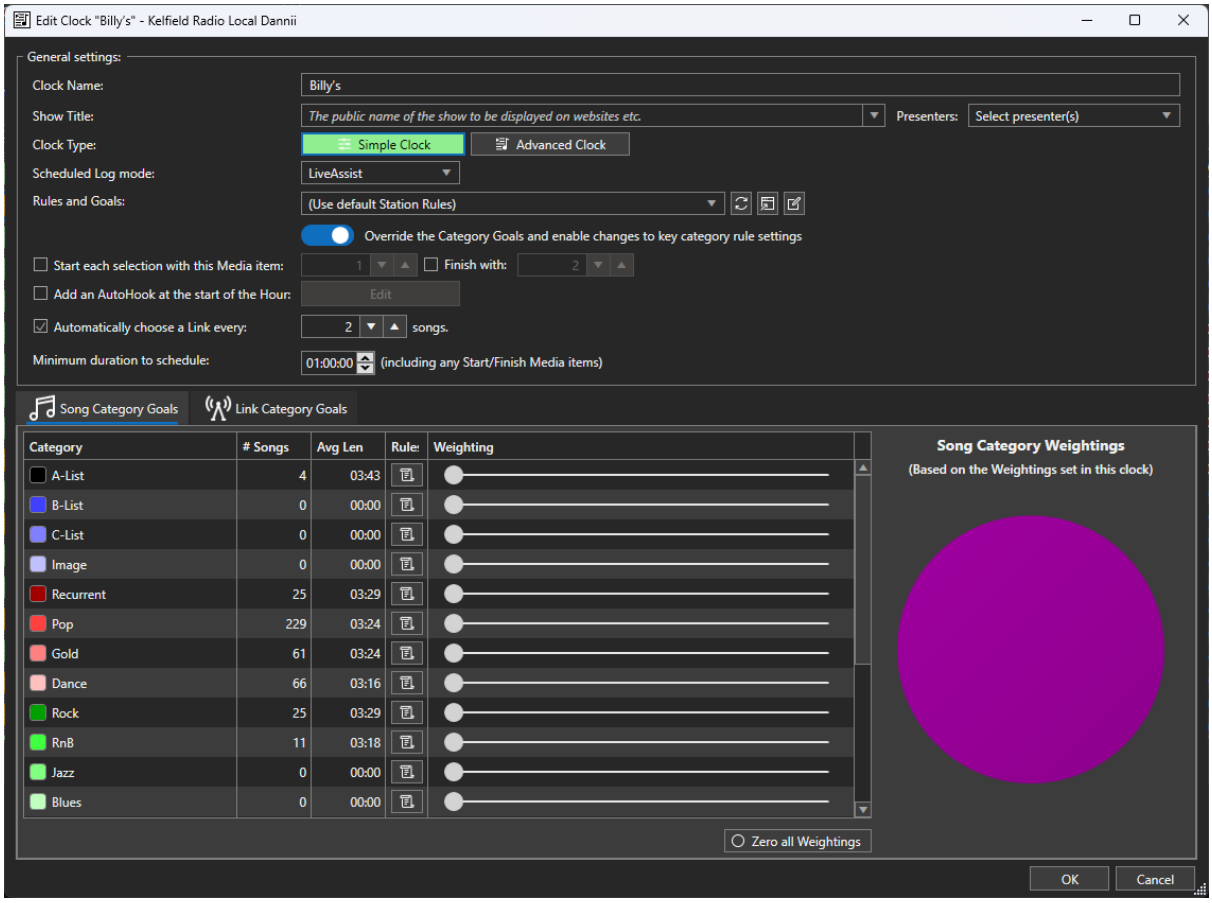
4. You will be asked to confirm that you want to continue. Click **Yes** to continue the conversion. When you convert an Advanced Clock to a Simple Clock, the specific Clock Items in the Clock

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will be replaced with the Simple Clock structure of Songs with Links evenly spaced. The Category Goals will be retained.



5. The Simple Clock will be generated based on your Advanced Clock. Click on **OK** button to save the Clock.



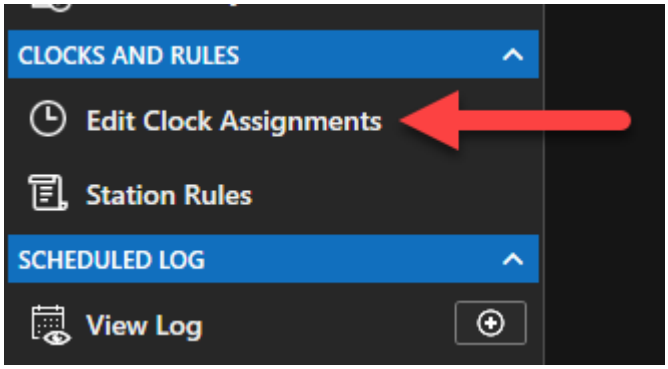
Assigning Clocks

Once you have all the Clocks you need for your Station Schedule, you still need to assign them so Myriad Playout will know which Clock it should use for each hour of the week.

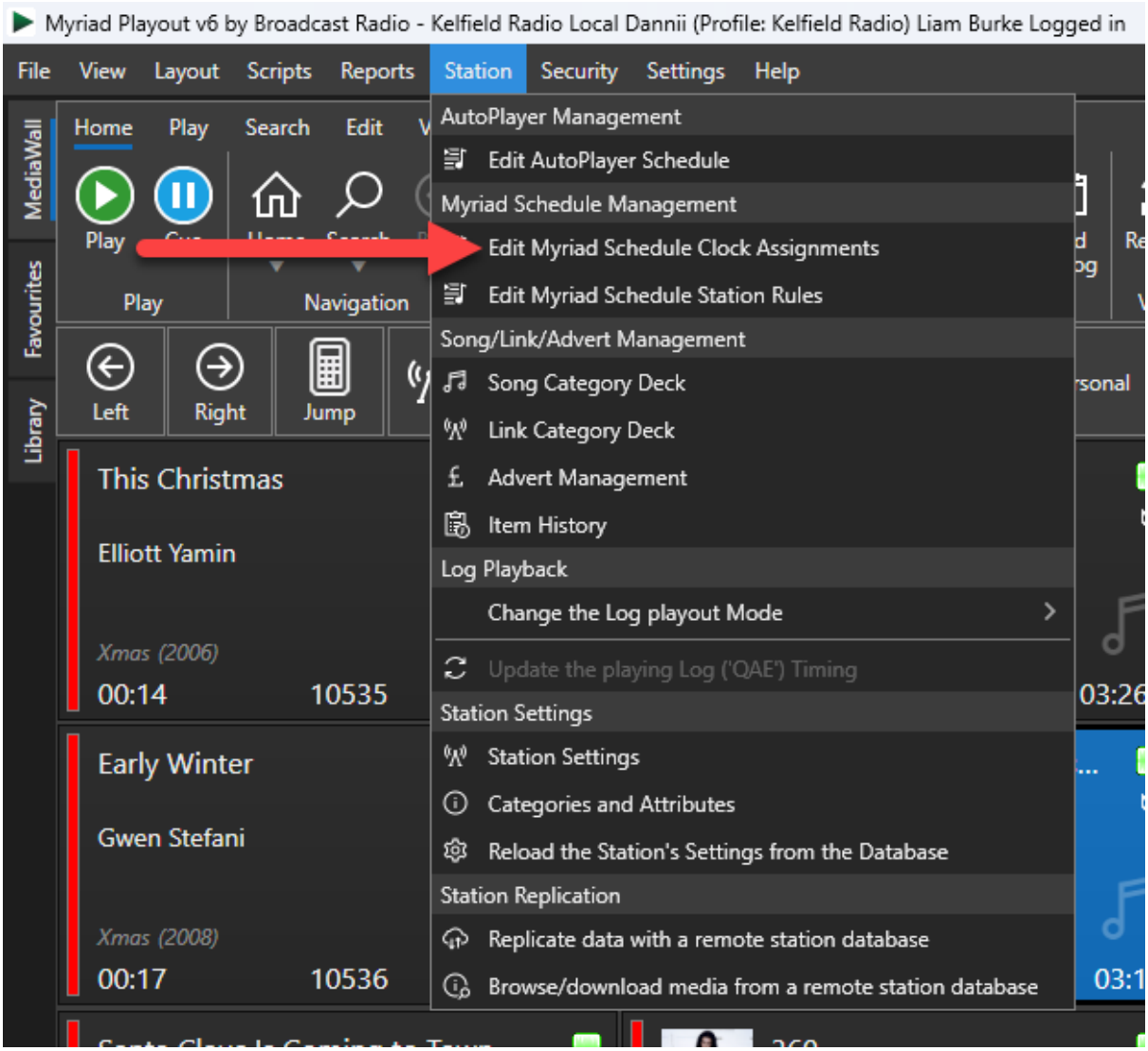
This is done in the **Clock Assignments** section.

Click on the **Edit Clock Assignments** option on the left-hand menu.

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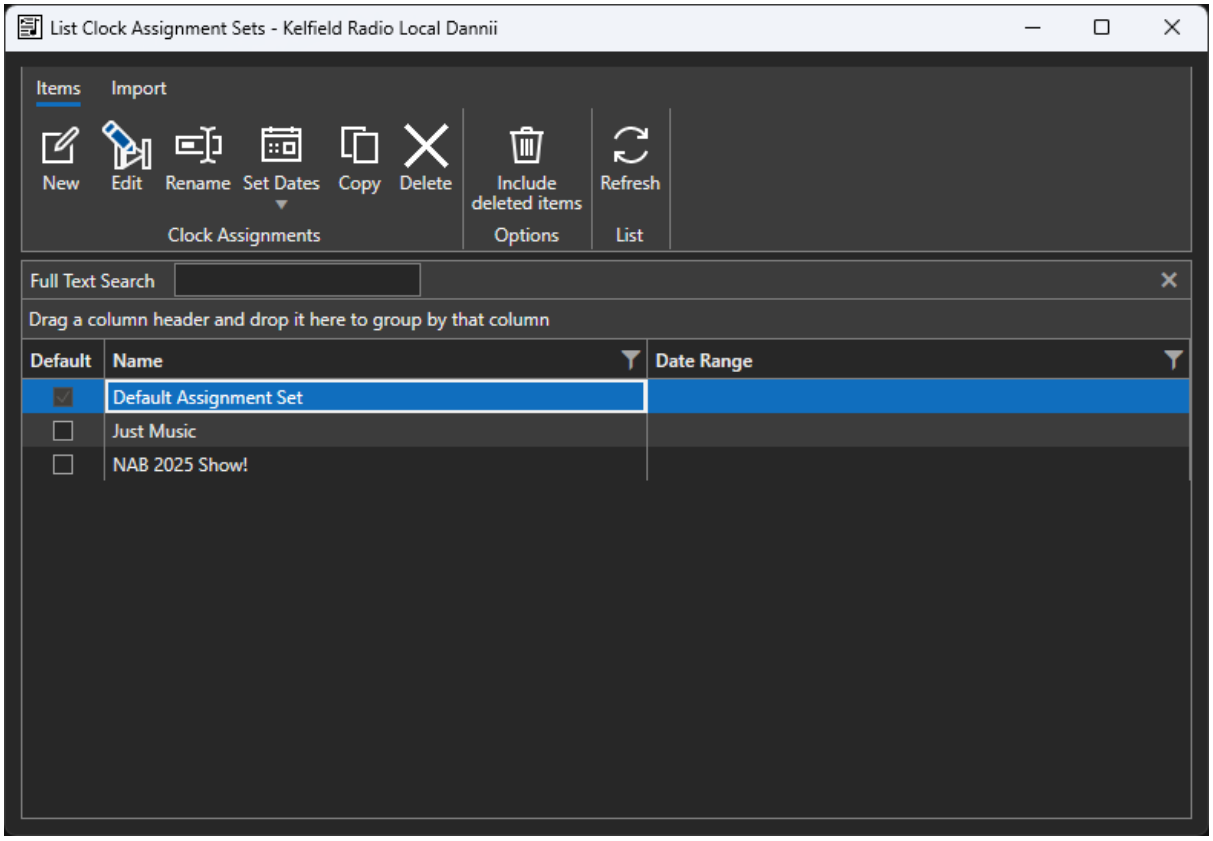


You can also access this from the **Station Menu > Edit Myriad Clock Assignments** option in Myriad Playout.



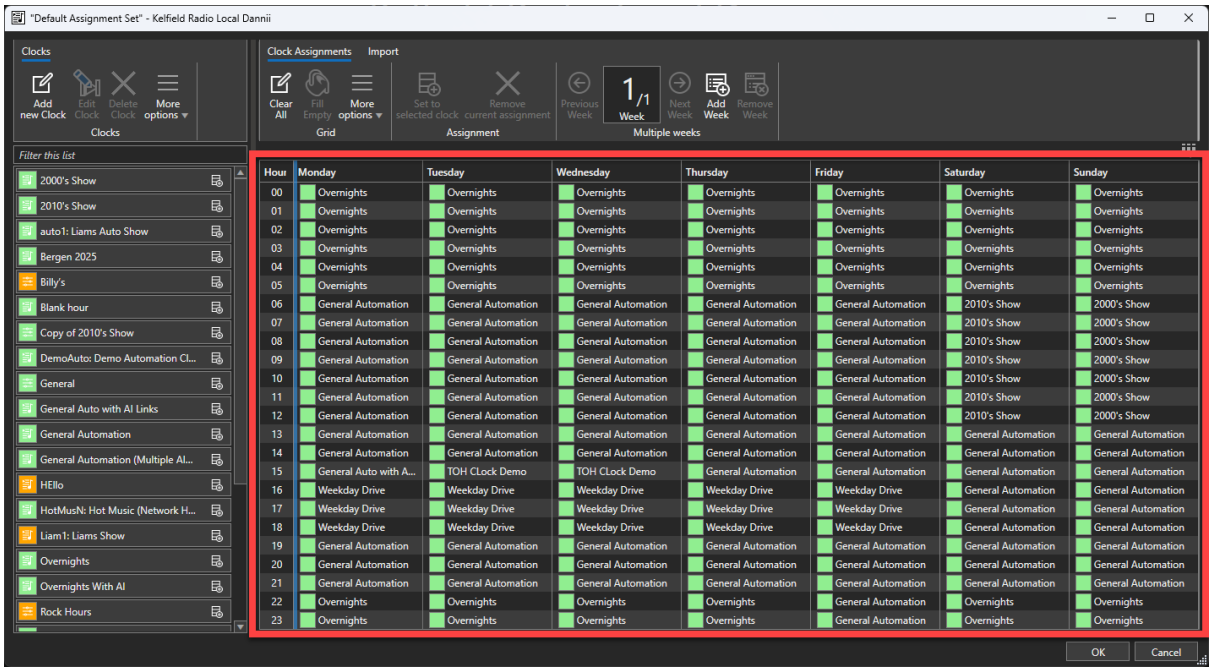
Myriad Schedule Pro users will be asked to select the **Clock Assignment Grid** they want to edit.

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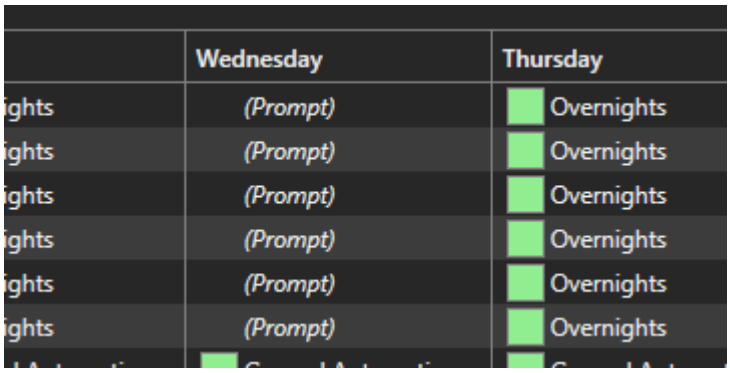
Myriad Schedule customers will jump straight to the **Clock Assignment** window.

The **Clock Assignments** section is displayed to the right of the window and consists of a grid with 24 slots per day, for each day of the week.



If you have not assigned a Clock to a specific Hour Slot it will display as **(Prompt)** which means that if Myriad Schedule (or the Log) needs to fill content for that Hour, the system will ask the presenter to select the Simple or Advanced Clock that should be used.

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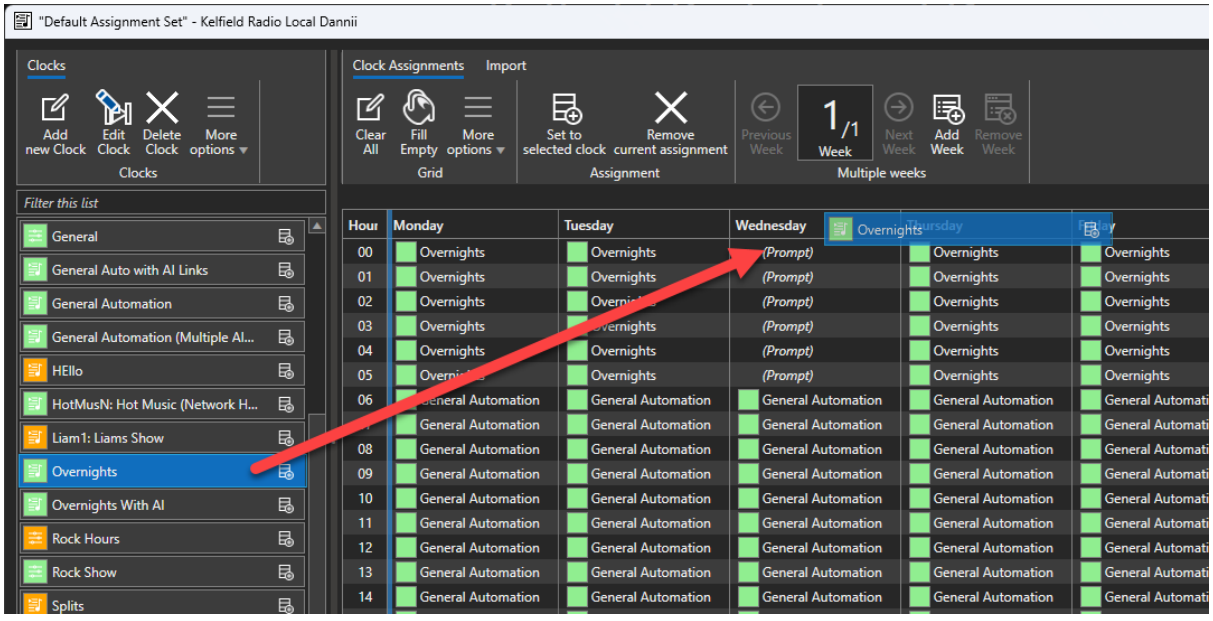
It is advisable to fill every Hour of the week with a suitable Clock even if you do not use the Log for every hour that you broadcast. That way the system will always have a 'fall back' Clock to use and you should never be 'off air' because you have nothing scheduled!

TIP – You can create a Blank Advanced Clock with nothing listed in the Clock Items tab, to create an empty Hour in the Log which presenters can manually fill with content.

Assigning Clocks to Hours

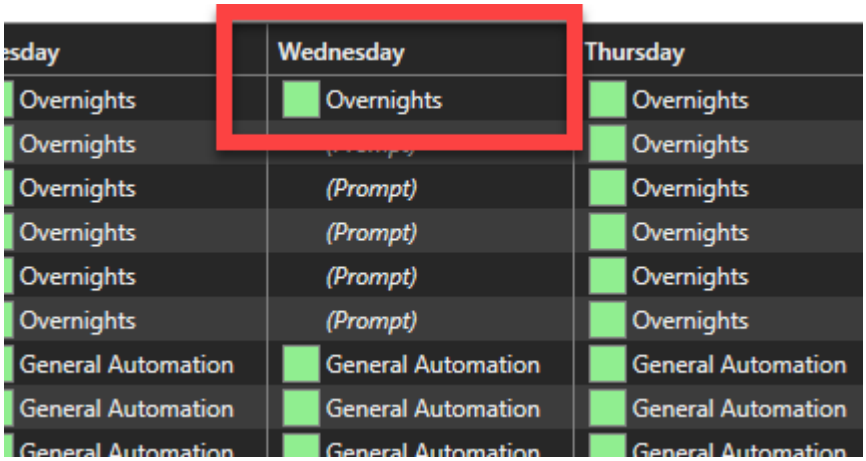
There are several methods you can use to do this.

Drag and Drop Clocks



You can drag a Clock from the **Existing Clocks** list to the hour you want to assign it to.

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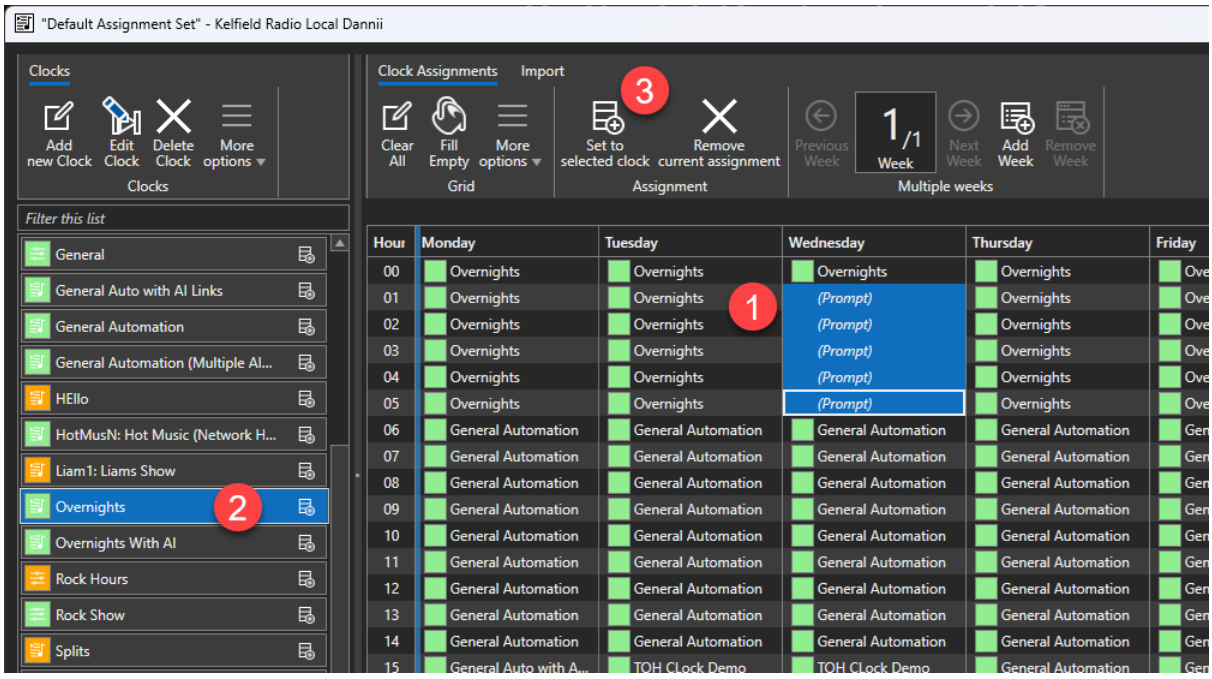


This method is useful for assigning a single Clock but will be time consuming for assigning multiple Clocks at once.

Assigning a Clock to multiple hours

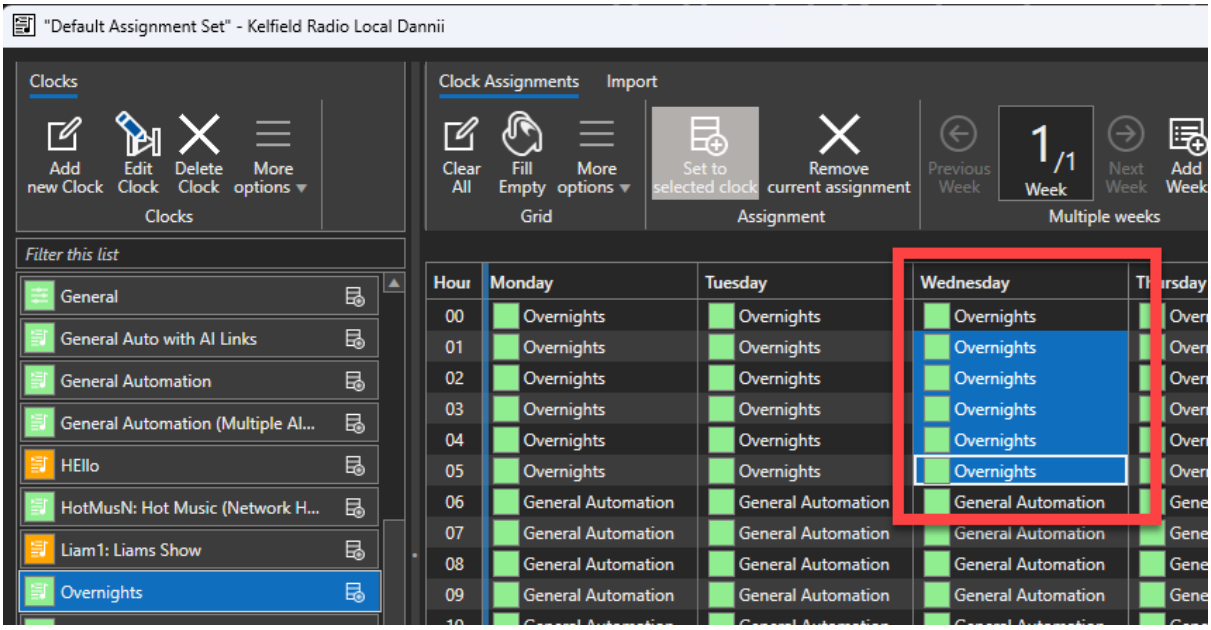
If you want to assign a Clock to more than one hour in the grid, follow these steps:

1. Select the Hours you want to assign the Clock to.



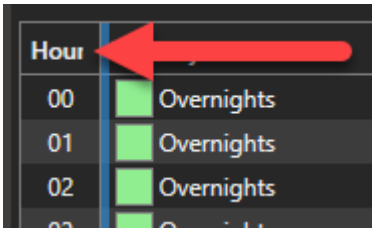
2. Highlight the Clock you want to use in the **Existing Clocks** list.
3. Click on the **Set To Selected Clock** button on the **Clock Assignment** ribbon.

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TIP: Selection Options

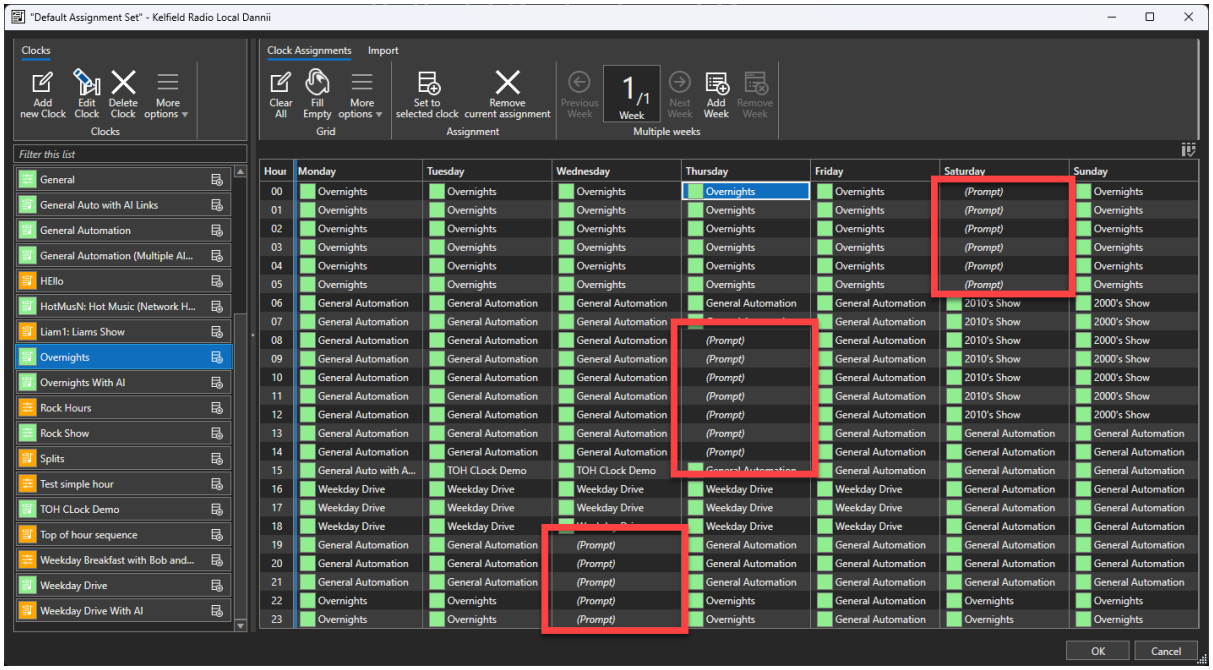
- *You can use the left mouse button to select Hours.*
- *You can click on the **Day Column Header***  *to select the entire day.*
- *You can click on the **Hour Row Header***  *to select the same day for the entire week.*
- *You can click on the **Hour Header** in the top left corner to select the entire week.*



Fill Empty

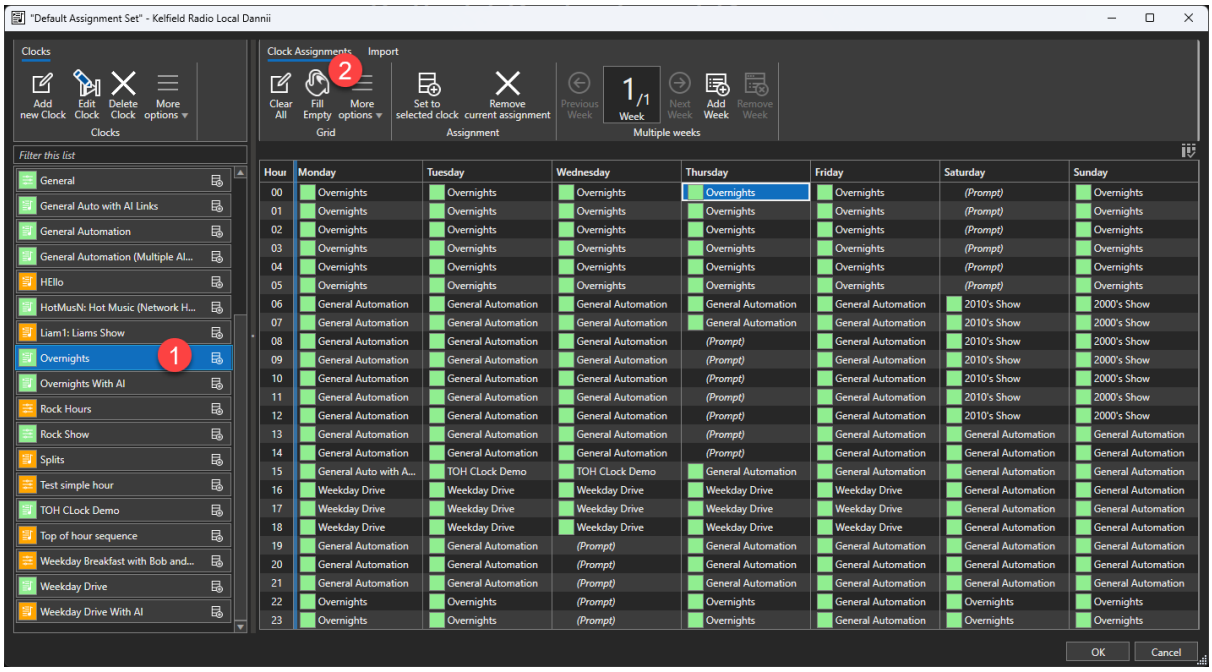
If you have unassigned hours that you want to fill with the same Clock, you can do that using the **Fill Empty** button.

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You fill every unassigned Hour with a selected Clock using these steps:

1. Click on the **Clock** you want to fill with from the **Existing Clocks** list.
2. Click on the **Fill Empty** button on the **Clock Assignments** ribbon.

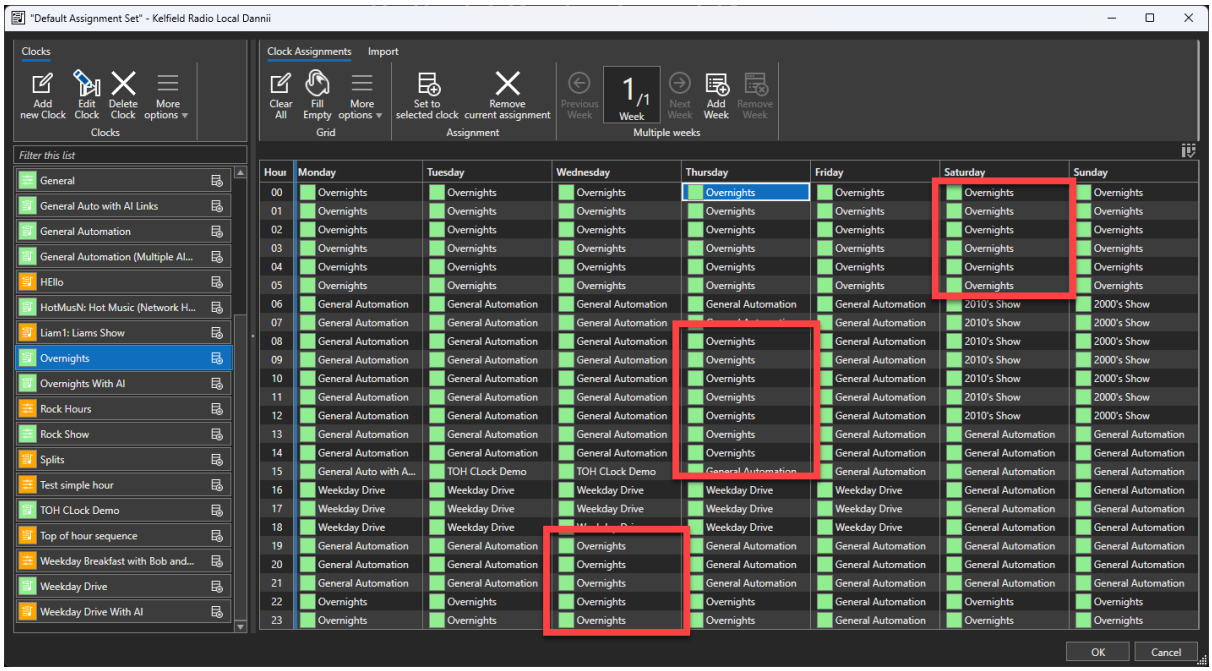


3. Confirm when prompted. All empty Hours will now be filled with the selected Clock

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The selected Clock will be added to all unassigned Hours.



Removing Clocks From Hours

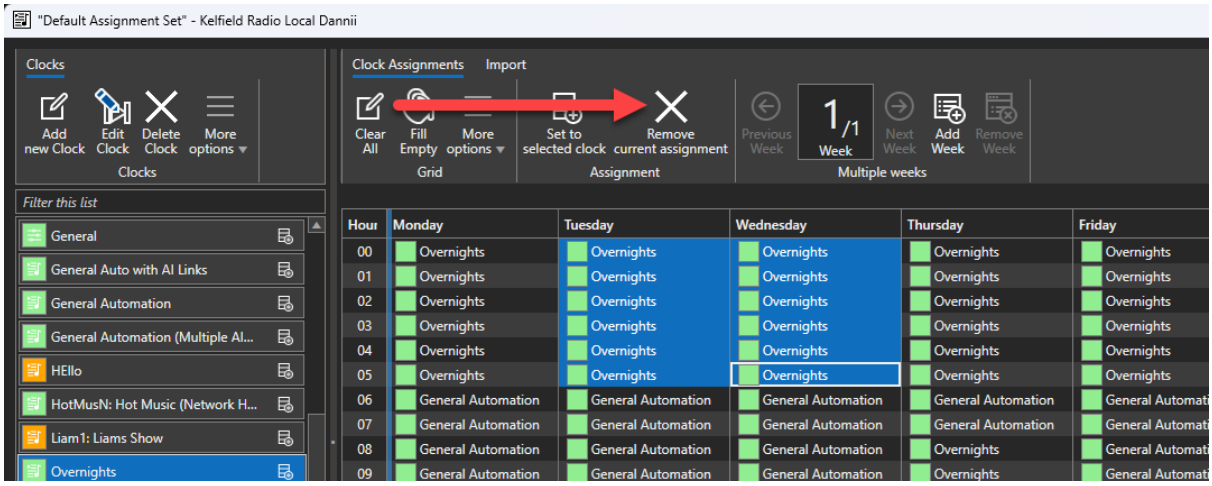
As well as assigning Clocks to hours, you will also use this window to remove clocks from Hours.

Removing selected Clocks from hours

You can remove one or more Clocks from selected hours using these steps:

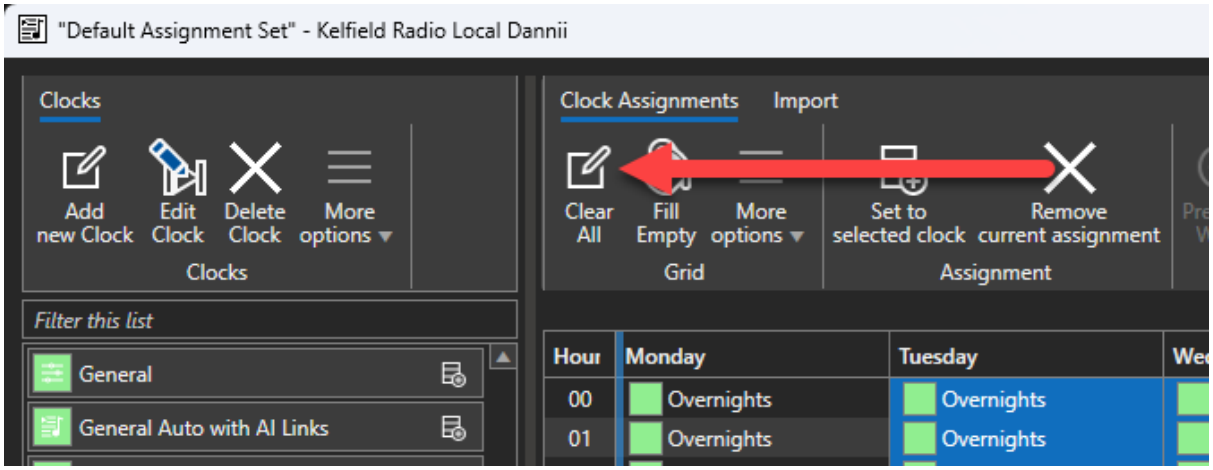
1. Select one or more Hours in the Current Assignment grid. Remember you can use the mouse to drag over a selection or click on column or row headers to select all hours in the row or column.
2. Click on the **Remove Current Assignment** button.

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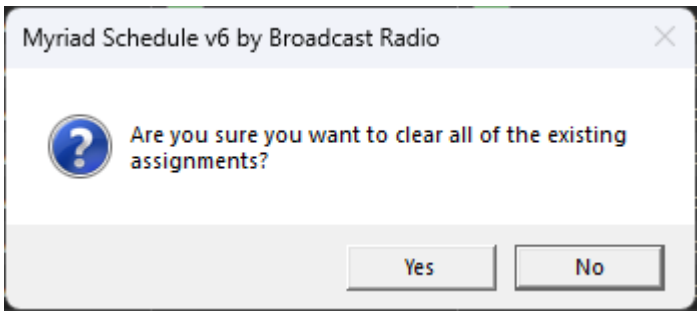


Clear all Clock Assignments

If you need to remove all of the Clock Assignments from the grid, click on the **Clear All** button on the Clock Assignment ribbon.



You will be asked to confirm. If you click **Yes** then all Clock Assignments will be removed.

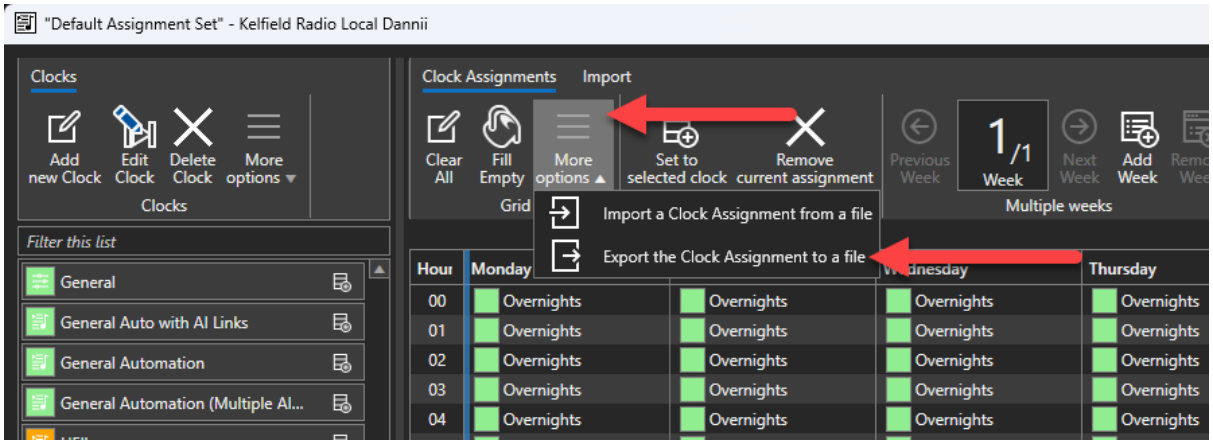


Importing & Exporting Clock Assignments

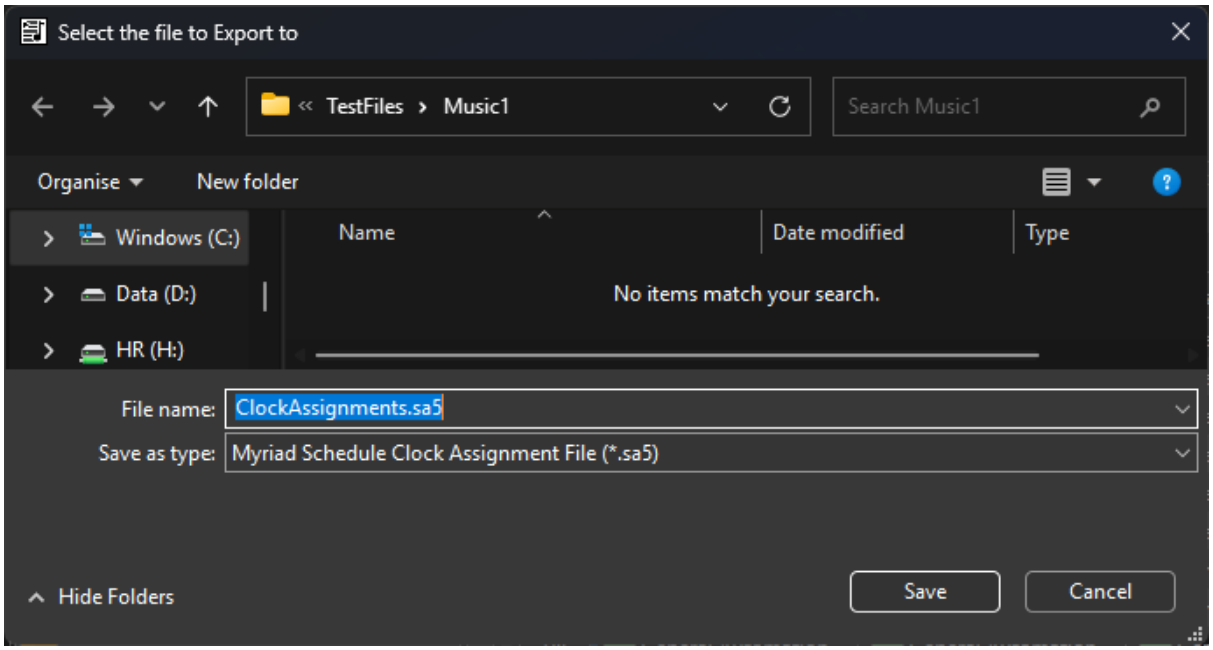
You can export a Clock Assignment Grid to a file as a backup or to use on a different system or at a later date.

To **Export** assignment grid, click on the **More Options** drop down on the Assignment Grid ribbon and select **Export Clock Assignment To File.**

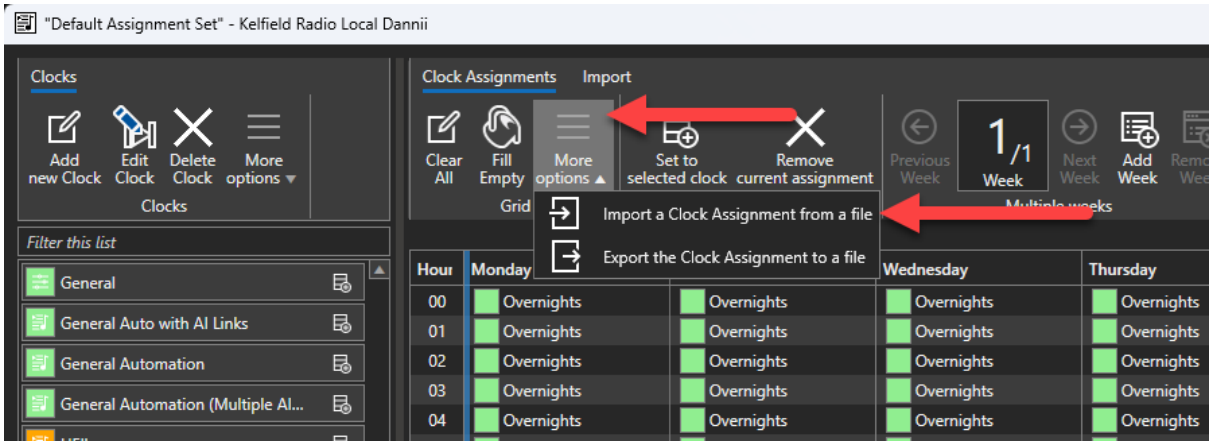
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You will be asked to navigate to the location and provide a file name for the exported file.



You can also import a previously saved Clock Assignment by clicking on the **More Options** drop down and selecting **Import The Clock Assignment From A File.**



CAUTION: When you do this, it will immediately overwrite your current Clock Assignments!

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Multiple Weeks (Myriad Schedule Pro only)

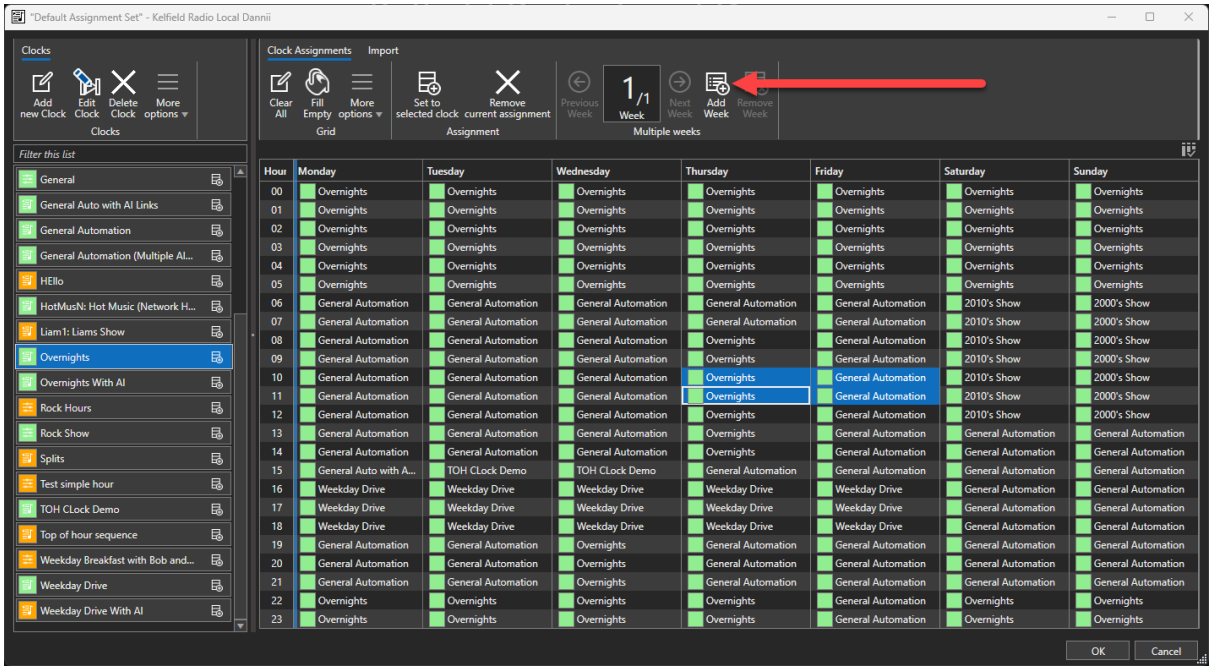
Myriad Schedule Pro users can also add **multiple weeks** to Clock Assignment Grids to provide additional week-on-week variation with Clock Assignments.

When scheduling content, Myriad Schedule Pro will cycle through Clock Assignment Weeks so in the case of having two Weeks defined, it will alternate between them. If you have three Weeks defined, at the end of the third Week, the system will cycle back to the first Week.

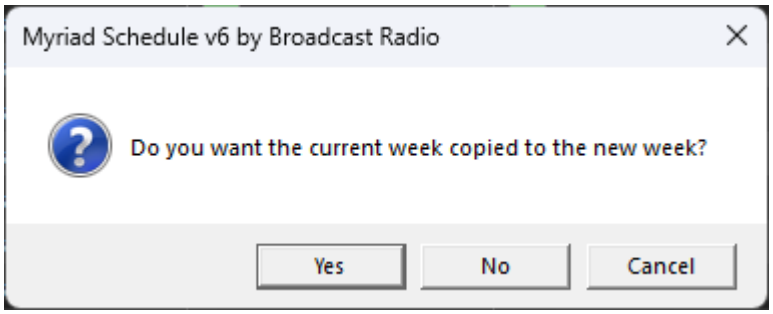
You can set up to eight Weeks within a Clock Assignment Grid.

Adding Additional Weeks

To add additional weeks to a Clock Assignment Grid, click on the **Add Week** button.



You will be asked if you want to copy the Clock Assignments from the current week to the new week.

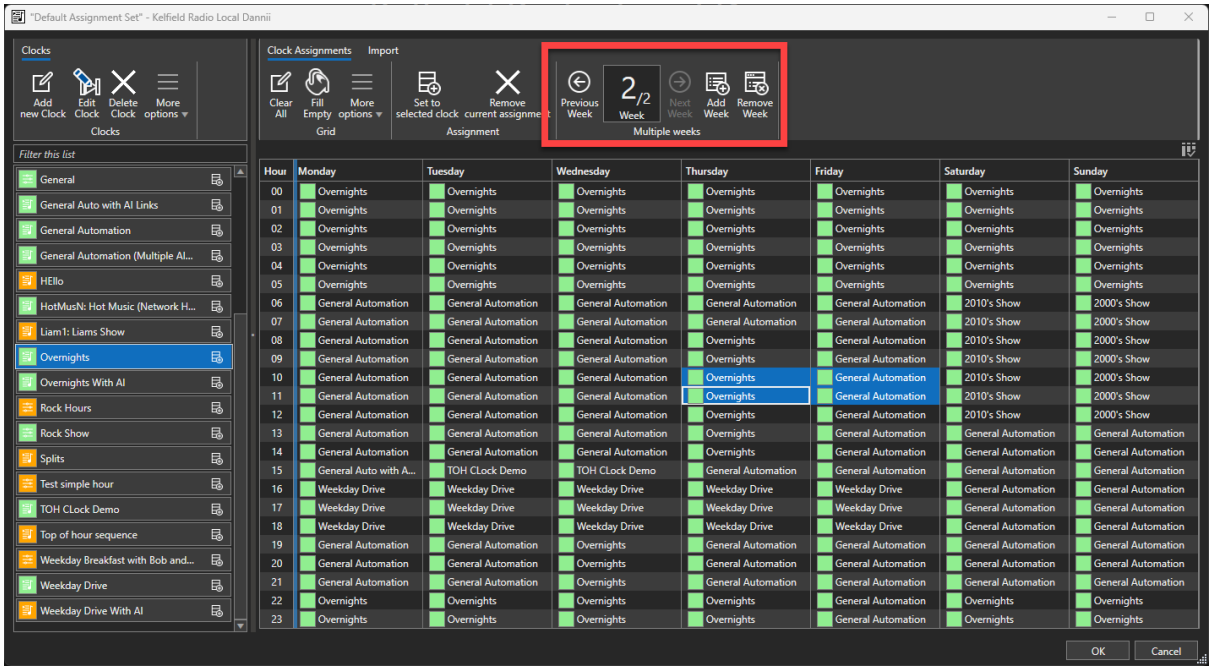


- **Yes** – A new week will be added and all the Clock Assignments from the current week will be replicated to the new week.
- **No** – A new week will be added but all hours will be unassigned.

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- **Cancel** – Cancel the process.

If you select **Yes** then a second Week will be added to the Clock Assignment with the same Clocks assigned to hours as week one.



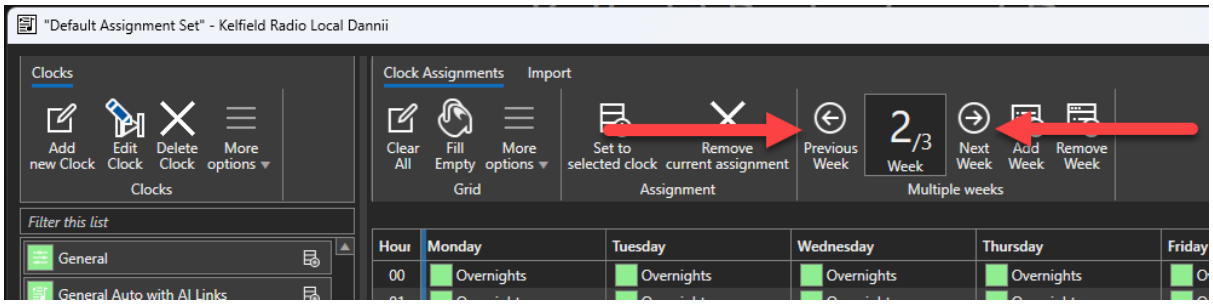
You can now make any changes to the Clock Assignments for week 2, that you want.

Use the **Add Week** button to add additional weeks to the Clock Assignments Grid.

You can add up **8 Weeks** in total.

Switching Between Weeks

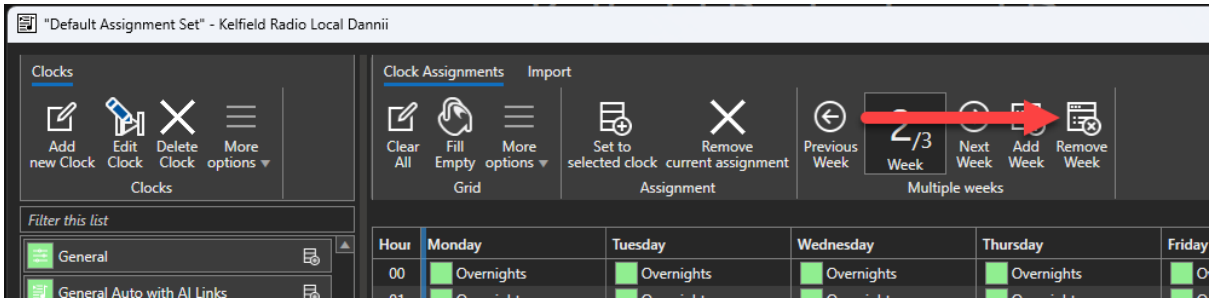
You can easily switch between weeks using the **Previous Week & Next Week** button.



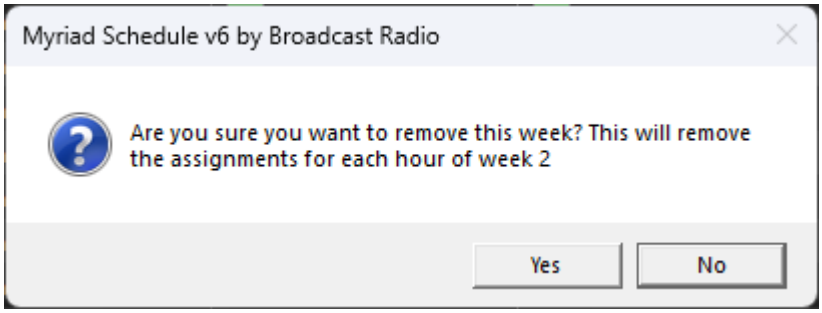
Removing Weeks

You can also remove weeks using the **Remove Week** button.

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Weeks with no Clocks assigned can be deleted immediately, but Weeks with one or more Clocks assigned to Hours will require confirmation before they are removed.

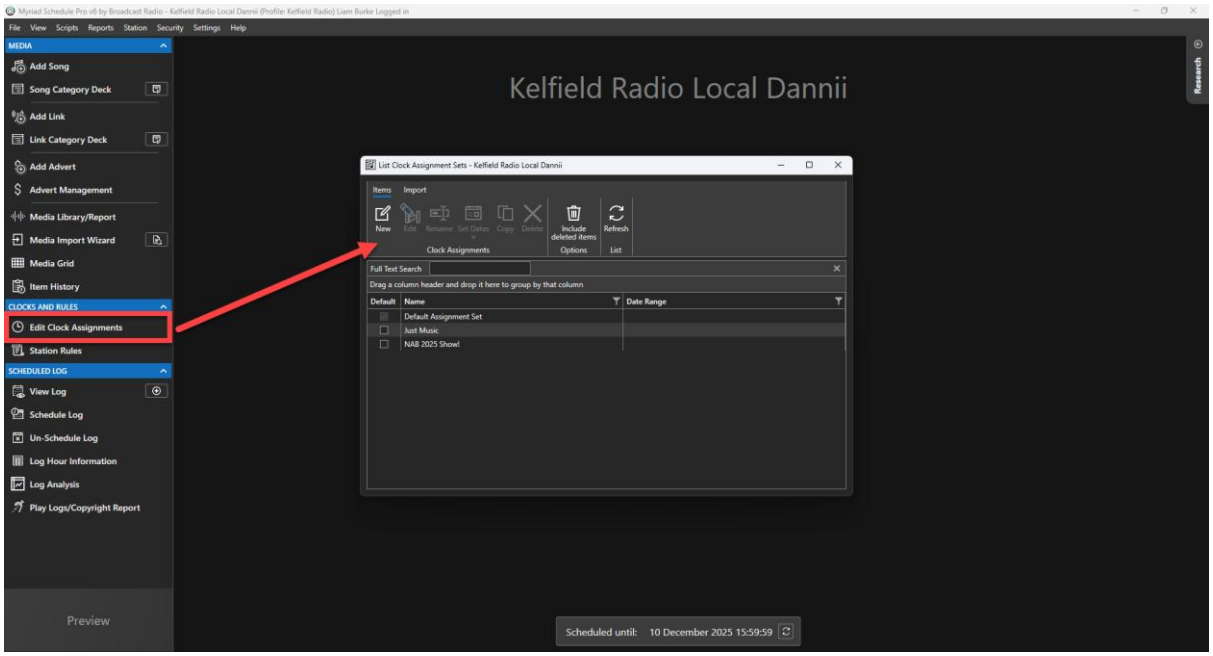


Multiple Clock Assignment Grids (Myriad Schedule Pro only)

Myriad Schedule Pro users can have multiple Clock Assignment Grids which you switch between manually, or setup **active dates** for Clock Assignment Grids.

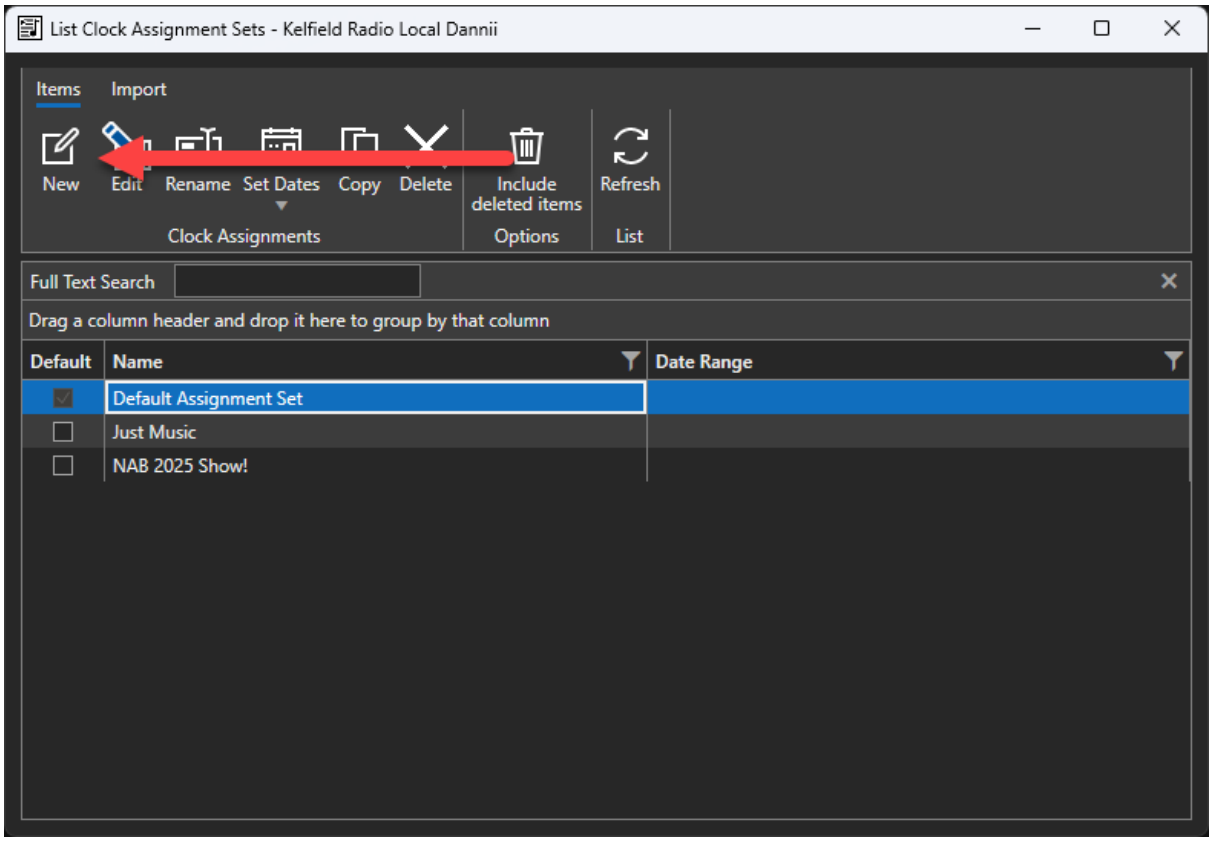
Adding & Editing Clock Assignment Grids

To view existing Clock Assignment Grids or To add a new Clock Assignment Grids, click on the **Edit Clock Assignments** option to open the **List Clock Assignment** window.

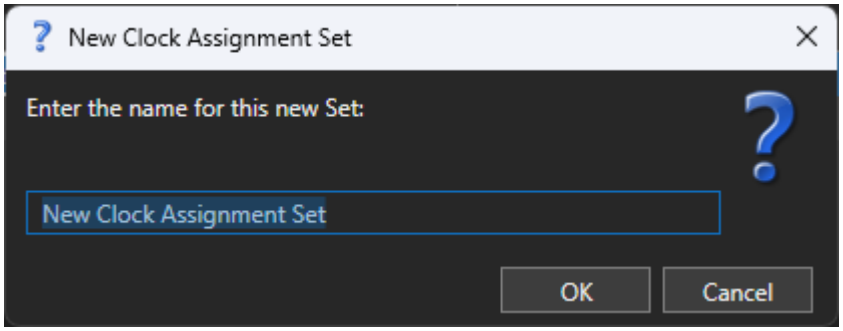


You can add a new **Clock Assignment Grid** by clicking on the **New** button on the ribbon.

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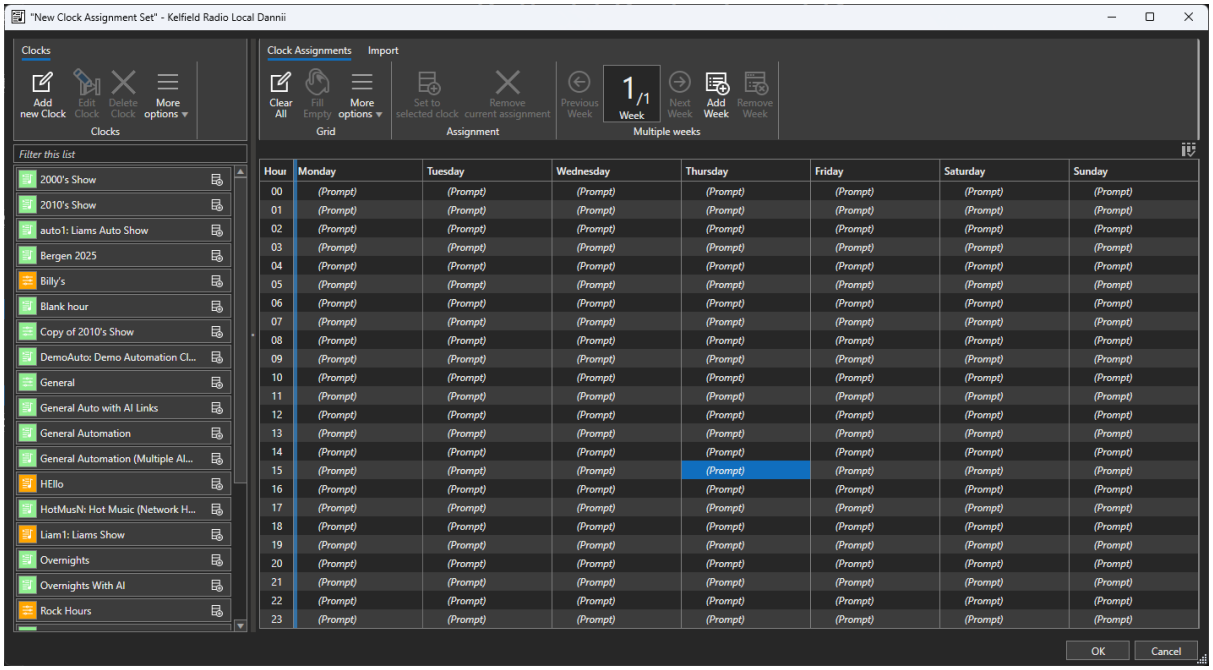


You will be asked to give the Clock Assignment Grid a name. Type in a suitable name and click ok.

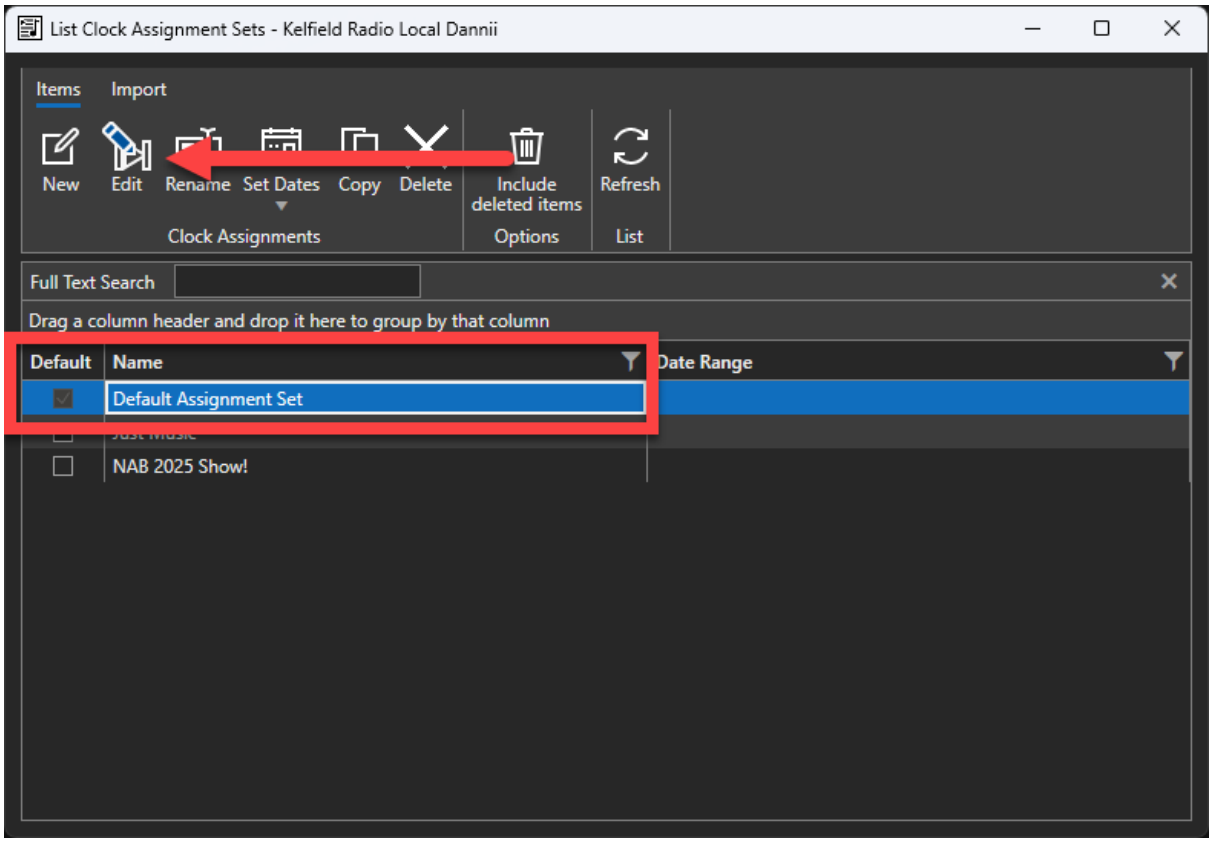


This will open a new blank Clock Assignment Grid.

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You can also edit an existing Clock Assignment Grid by selecting the Grid you want to edit and clicking on the **Edit** button.

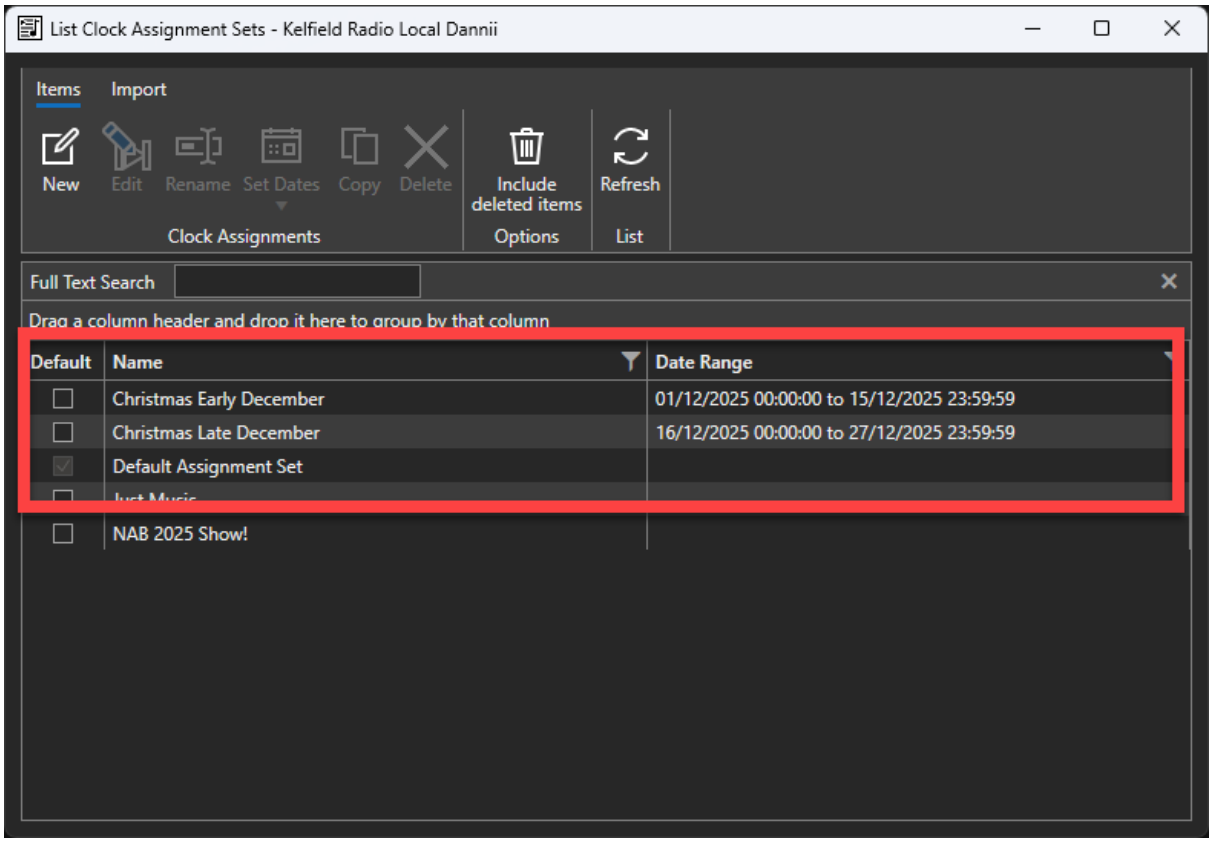


This will open the selected Clock Assignment Grid and allow you to make adjustments as required.

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Setting Dates for Clock Assignment Grids

One of the main benefits of having multiple Clock Assignment Grids, is the ability to assign run dates to Grids, which will automatically be used to schedule content using Myriad Schedule Pro.



In the example above, the **Christmas Early December** Clock Assignment Grid has a start date of the 1st of December 2025 and an end date of 15th of December 2025 (at 23:59). The Christmas Late December Clock Assignment Grid runs from the 16th of December 2025 until the 27th of December 2025.

In this example Myriad Schedule Pro would use the following Clock Assignment Grids:

- **Up Until November 30th (23:59) –** Default Assignment Set.
- **1st of December (00:00) until 15th of December (23:59) –** Christmas Early December Grid.
- **16th of December (00:00) until 27th of December (23:59) –** Christmas Late December Grid.
- **28th of December (00:00) Onwards -** Default Assignment Set.

This means you could create Clocks that include some Christmas music and assign them in the Christmas Early December Grid, then create some more Clocks with more Christmas music and assign them in the Christmas Late December Grid.

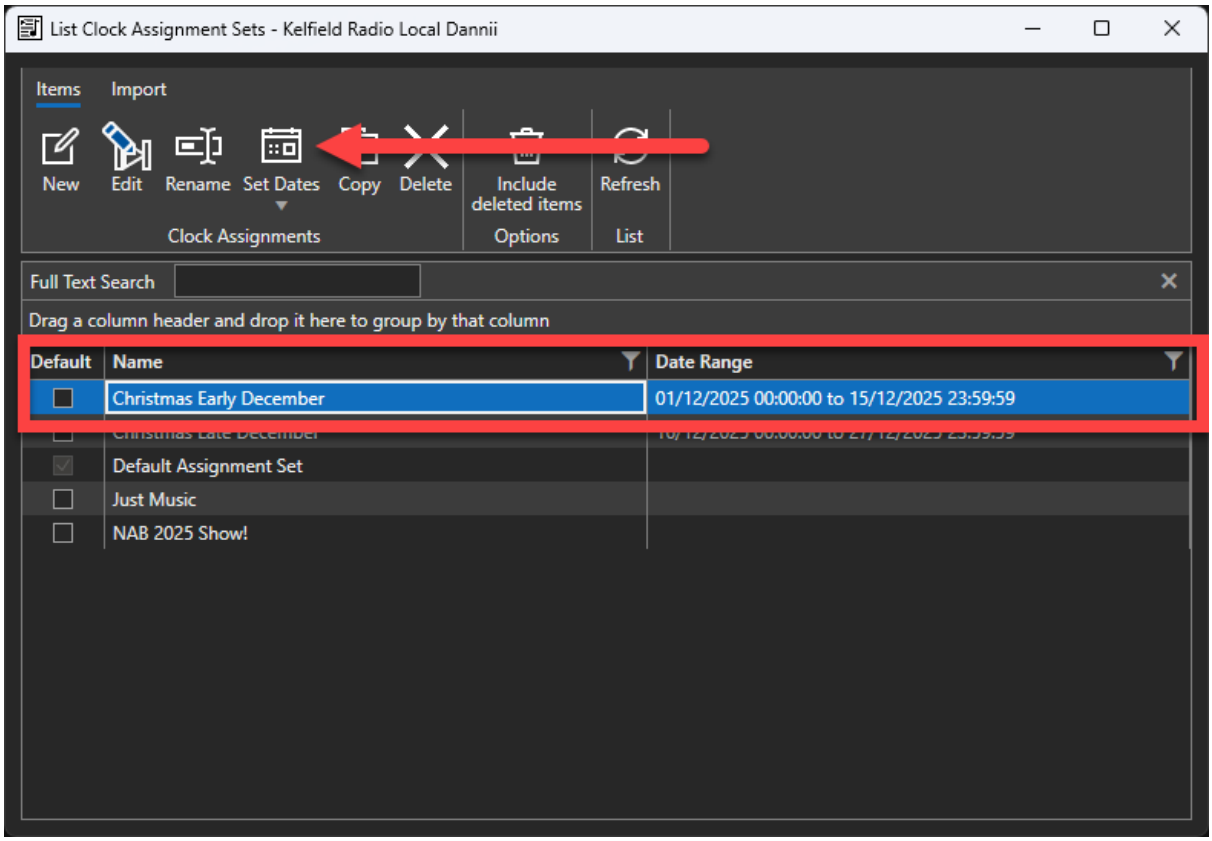
This could all be done well ahead of December so that you station will automatically start playing Christmas music, ramp it up as Christmas Day approaches and automatically stop playing it after Christmas.

You can create as many Clock Assignments as you need and set run dates as required.

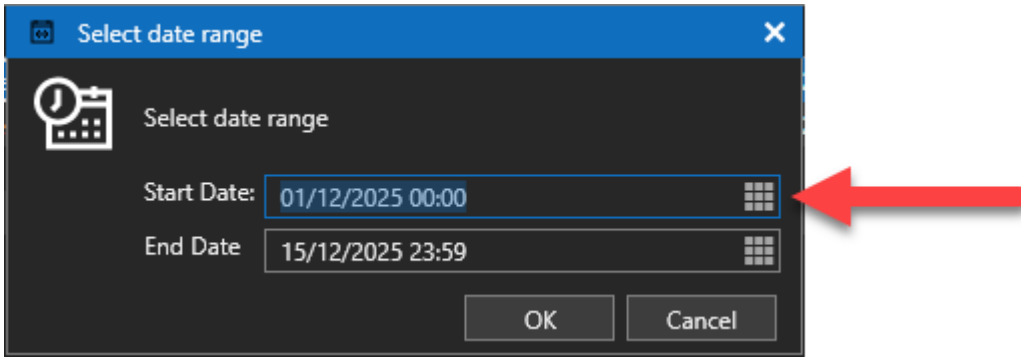
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To assign a **Run Date** to a Clock Assignment Grid:

1. Select the Clock Assignment you want to add run dates to.
2. Click on the **Set Dates** button.



3. Set the **Start & End Date / Time**. You can use the browse button to the right to select a Date and Time for each field.



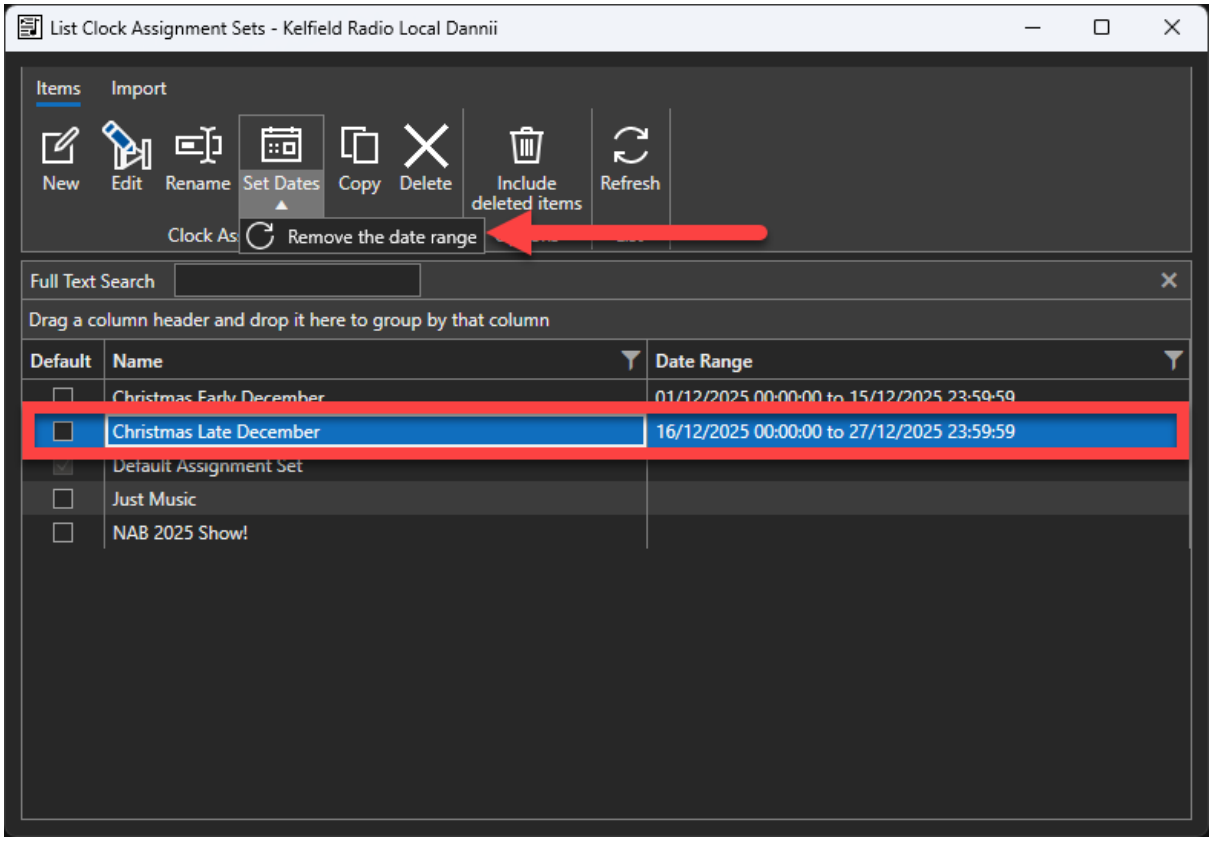
4. Click **OK** to apply the dates.

Removing Dates for Clock Assignments

If you need to remove Dates from a Clock Assignment, selected the Clock Assignment you want to remove Dates from and the **drop down the Set Dates** option and select **Remove the date range**

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option.



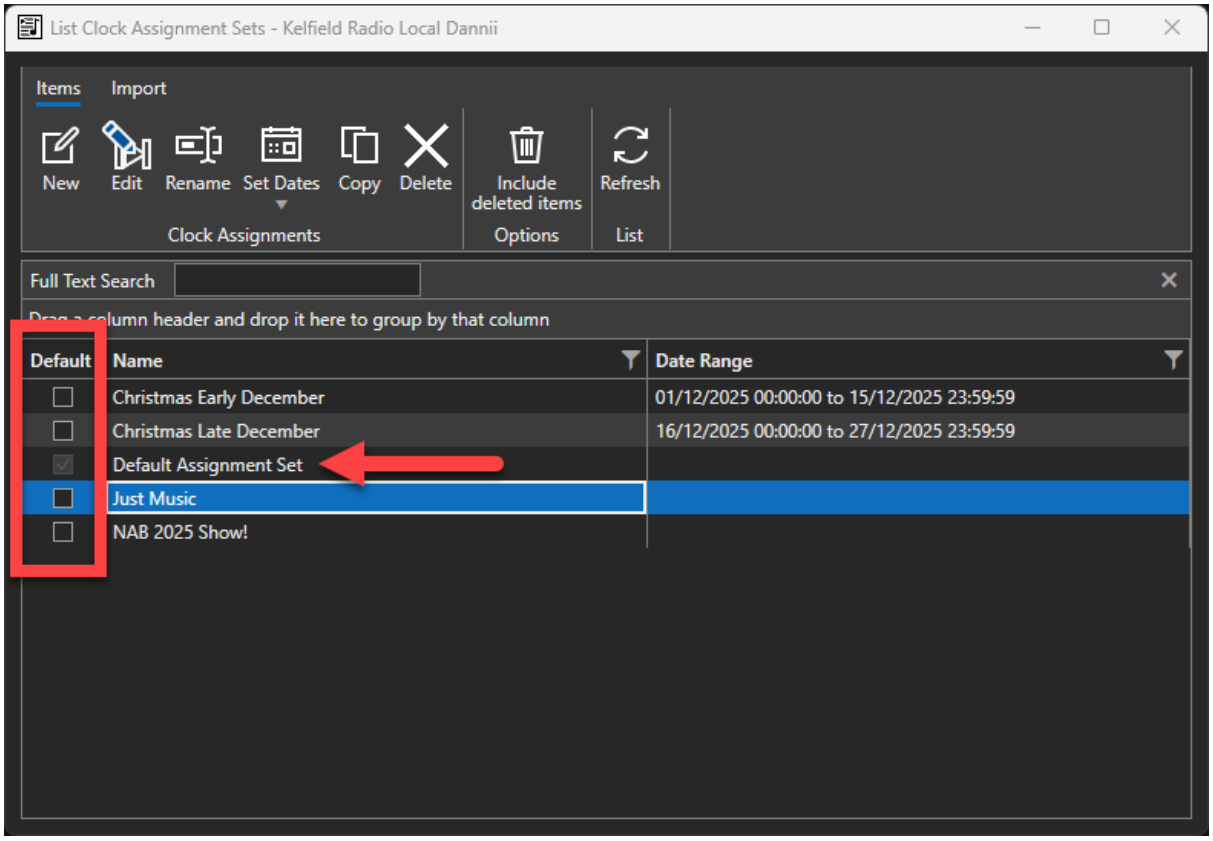
You will be asked to confirm before the Dates are removed.



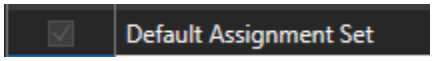
Setting The Default Clock Assignment Grid

In the **List Clock Assignment** window, the default Clock Assignment Grid is indicated by a **tick in the Default column.**

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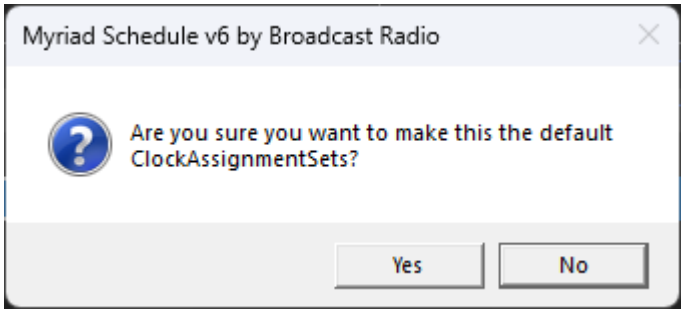
In the example above, the default Clock Assignment Grid is set to the one called Default Assignment Grid.



To change the default to a different Clock Assignment Grid, tick the **Default option** for the new Grid.

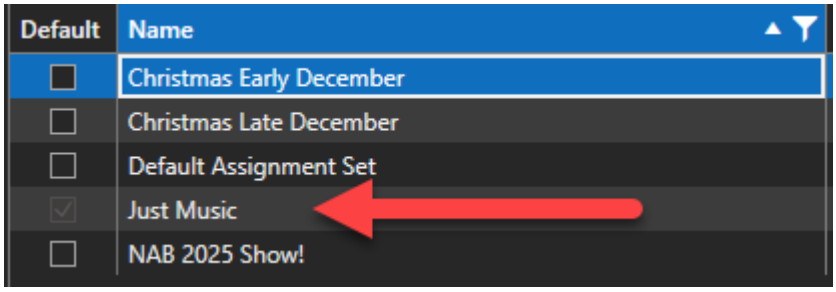
If we wanted to make the Just Music Clock Assignment Grid the new default, tick the option for that Grid in the Default column.

You will be asked to confirm the action. Click **Yes** if you want to proceed.



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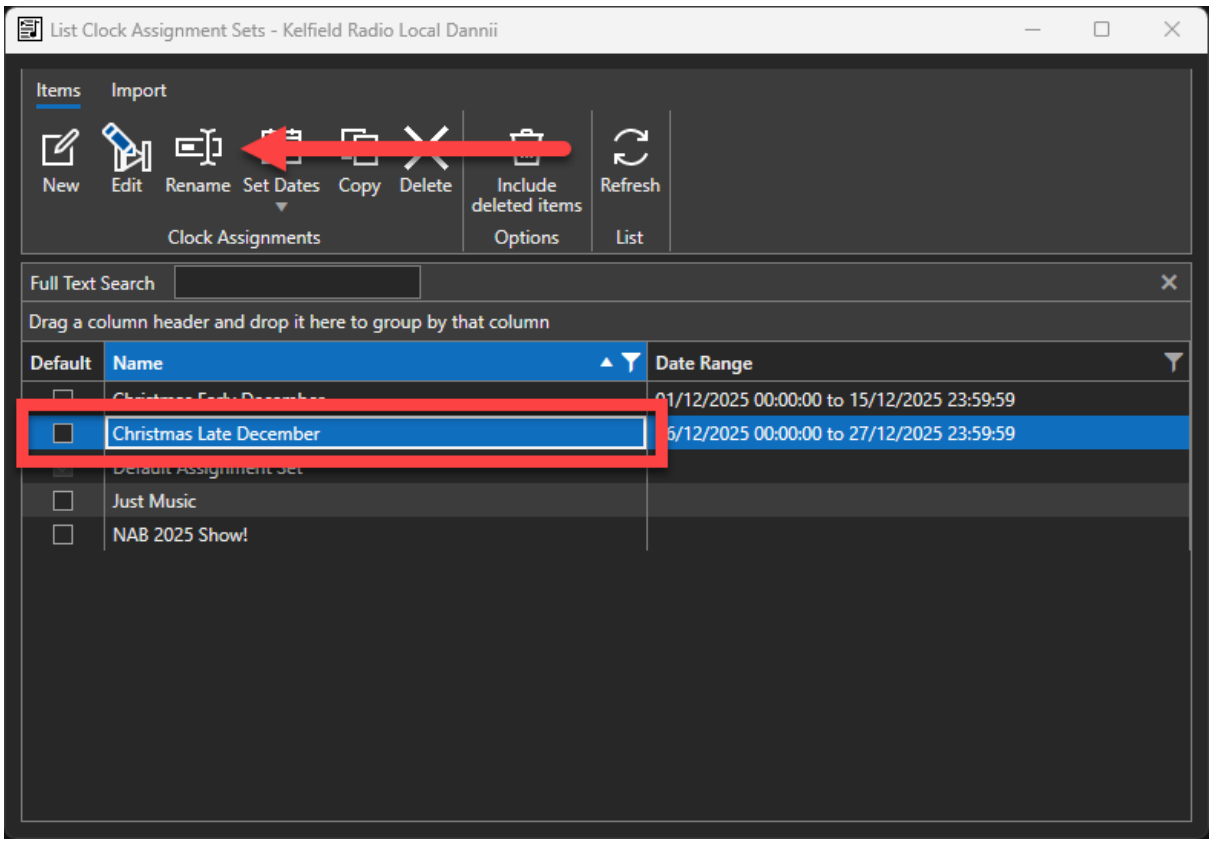
The default has changed to the Just Music grid.



Renaming, Copying & Deleting Clock Assignment Grids

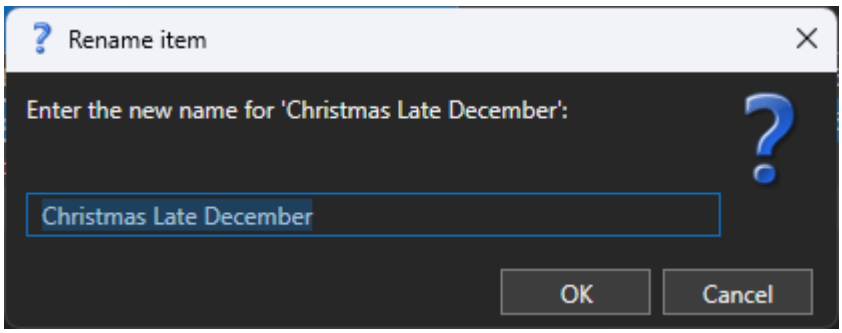
To rename a Clock Assignment Grid:

1. Select the Clock Assignment Grid.
2. Click on the **Rename** button.



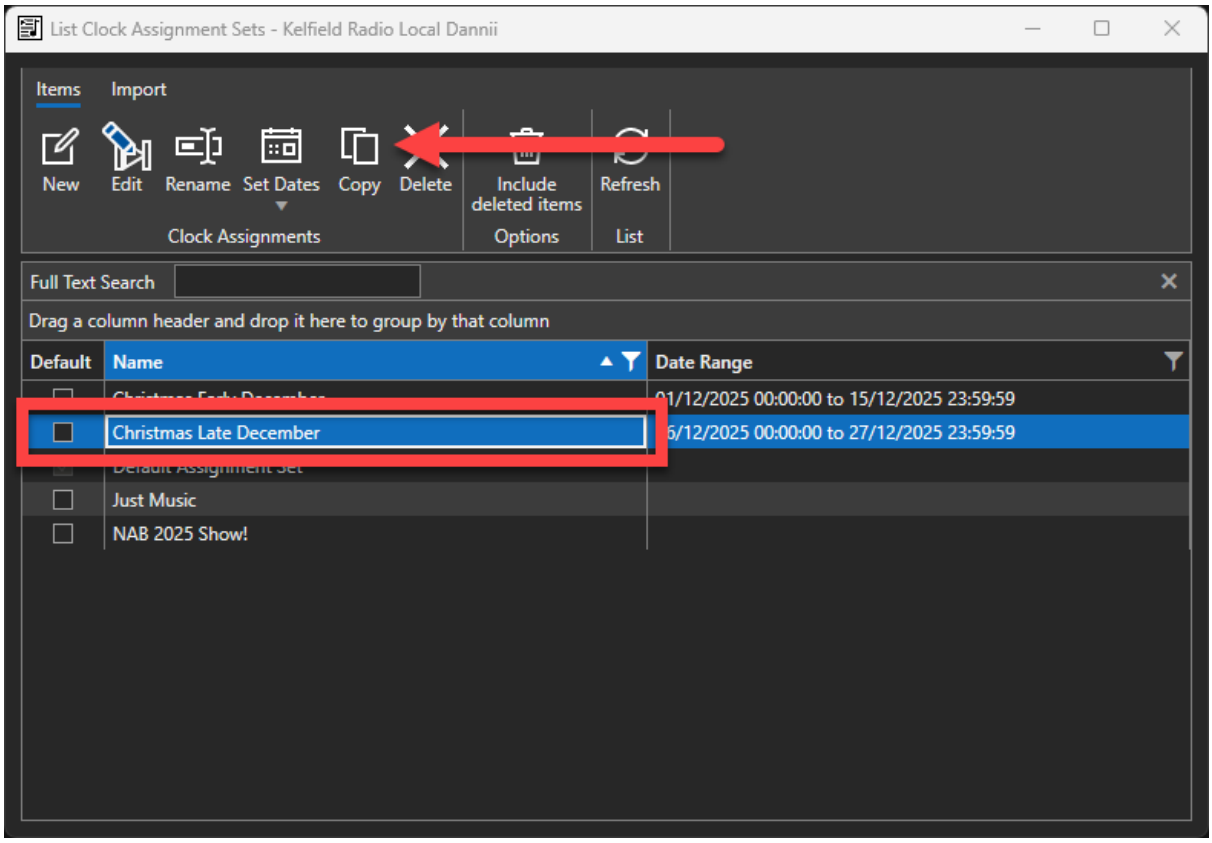
3. Type in your new name and click **ok.**

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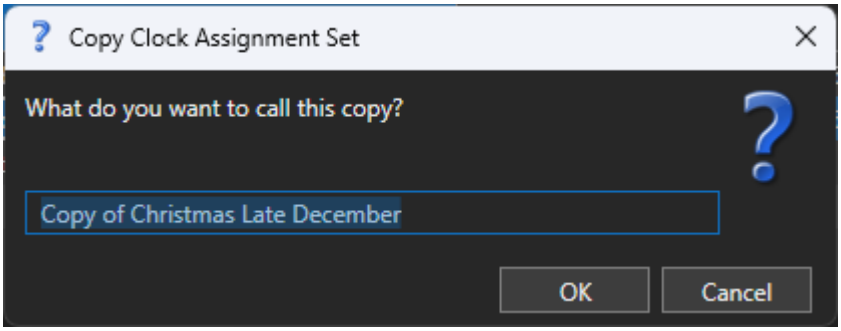
To copy a Clock Assignment Grid:

1. Select the Clock Assignment Grid you want to copy.
2. Click on the **Copy** button.

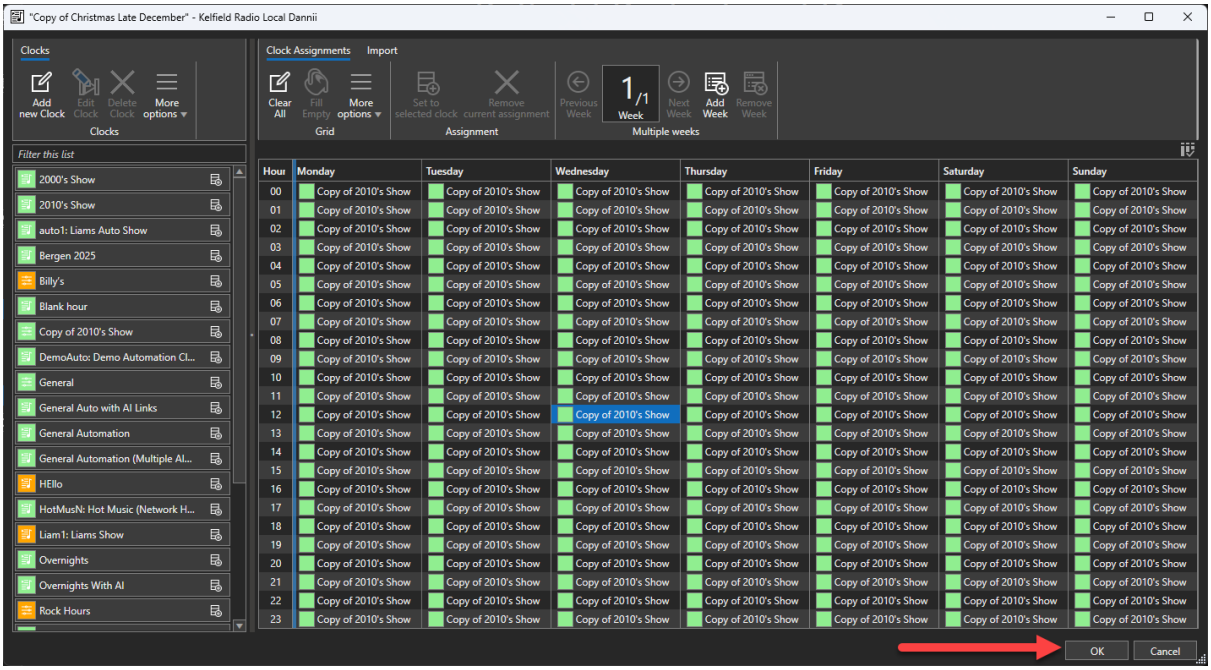


3. Add a suitable name and click **OK.**

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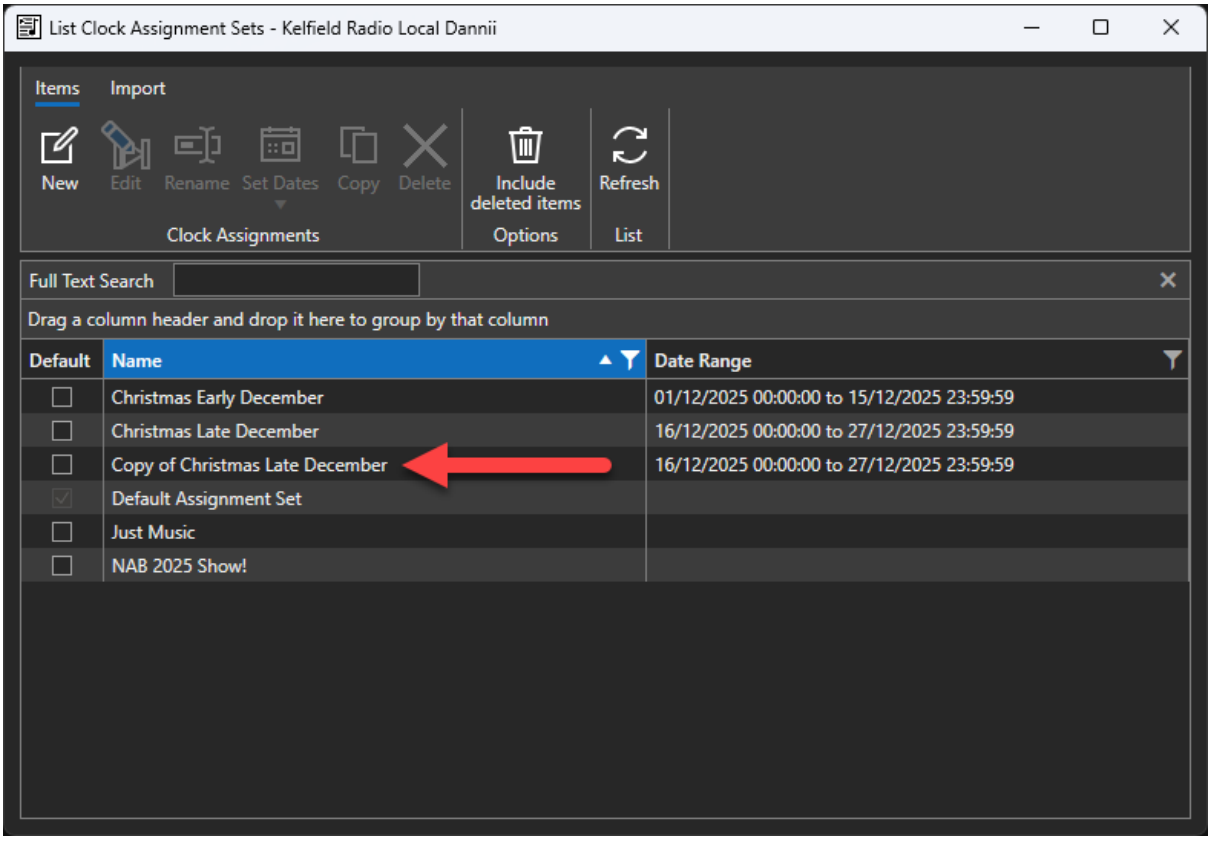


4. Make any changes to the Clock Assignment Grid that you want, then click **OK**



5. The new grid will be added to the list.

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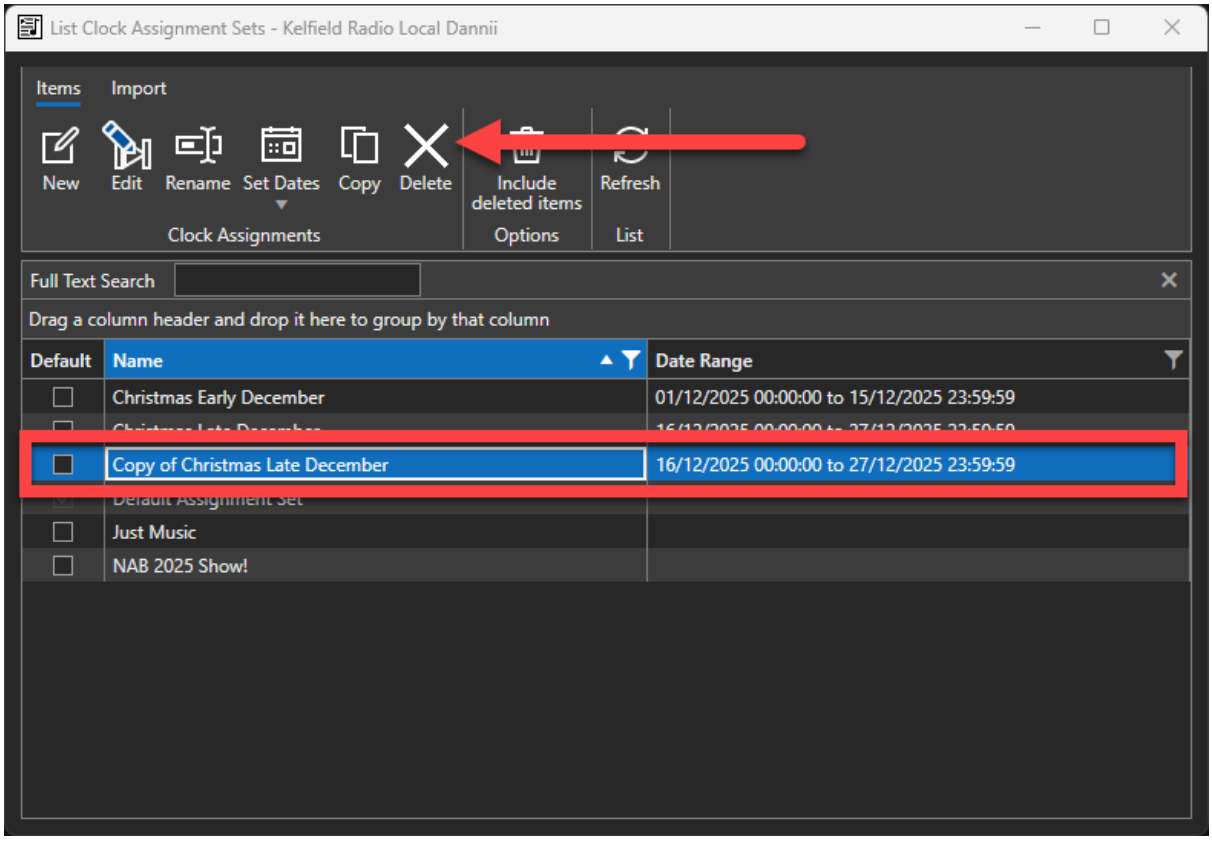


Deleting A Clock Assignment Grid

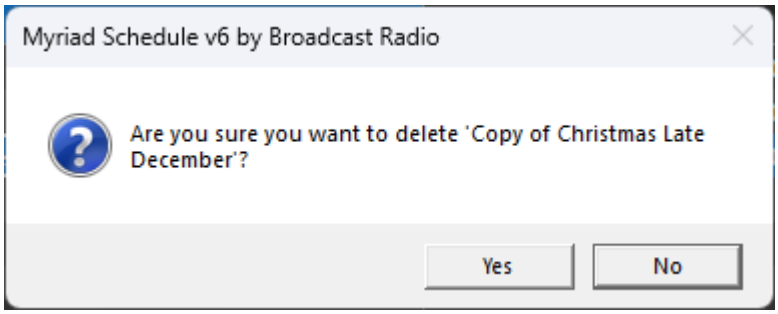
To delete a Clock Assignment Grid follow these steps:

1. Select the Clock Assignment Grid you want to delete.
2. Click on the **Delete** button.

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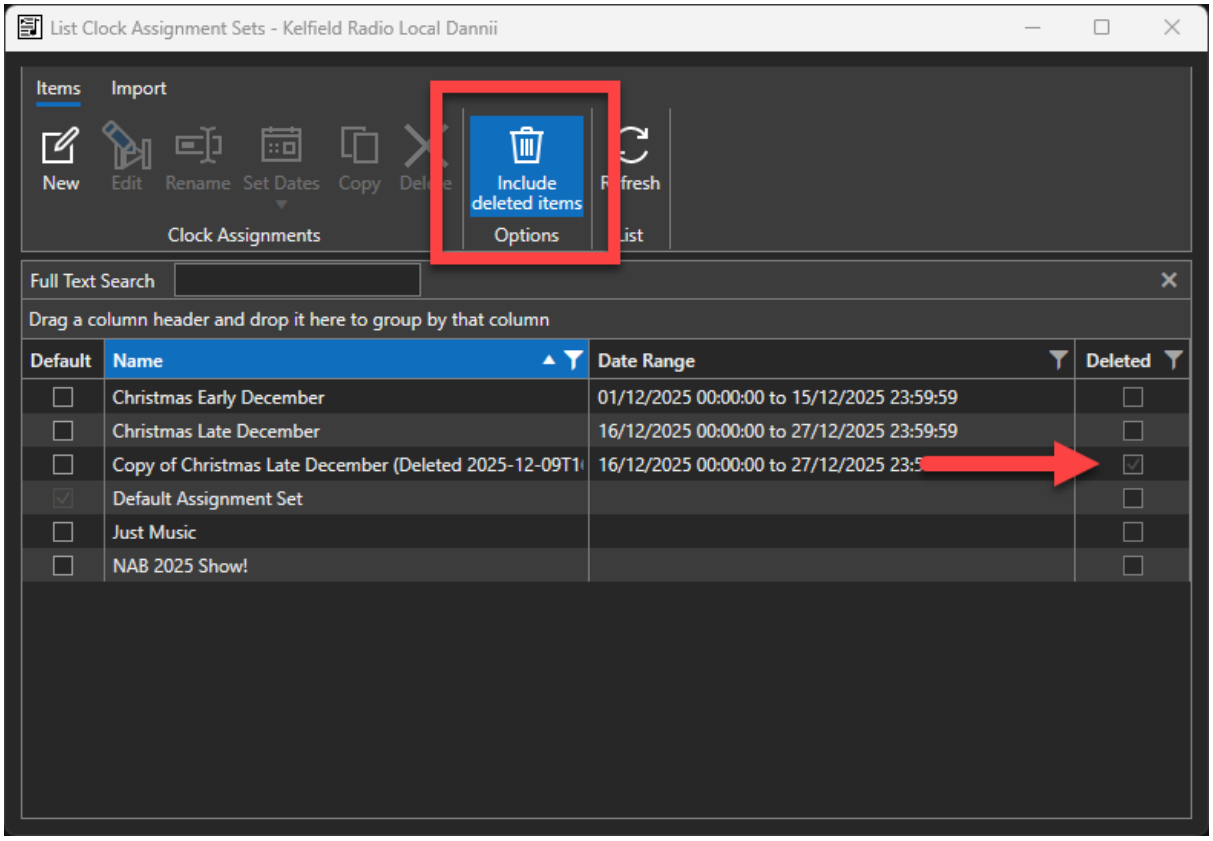
3. Confirm you wish to delete the Clock Assignment Grid.



View & Restore Deleted Clock Assignment Grids

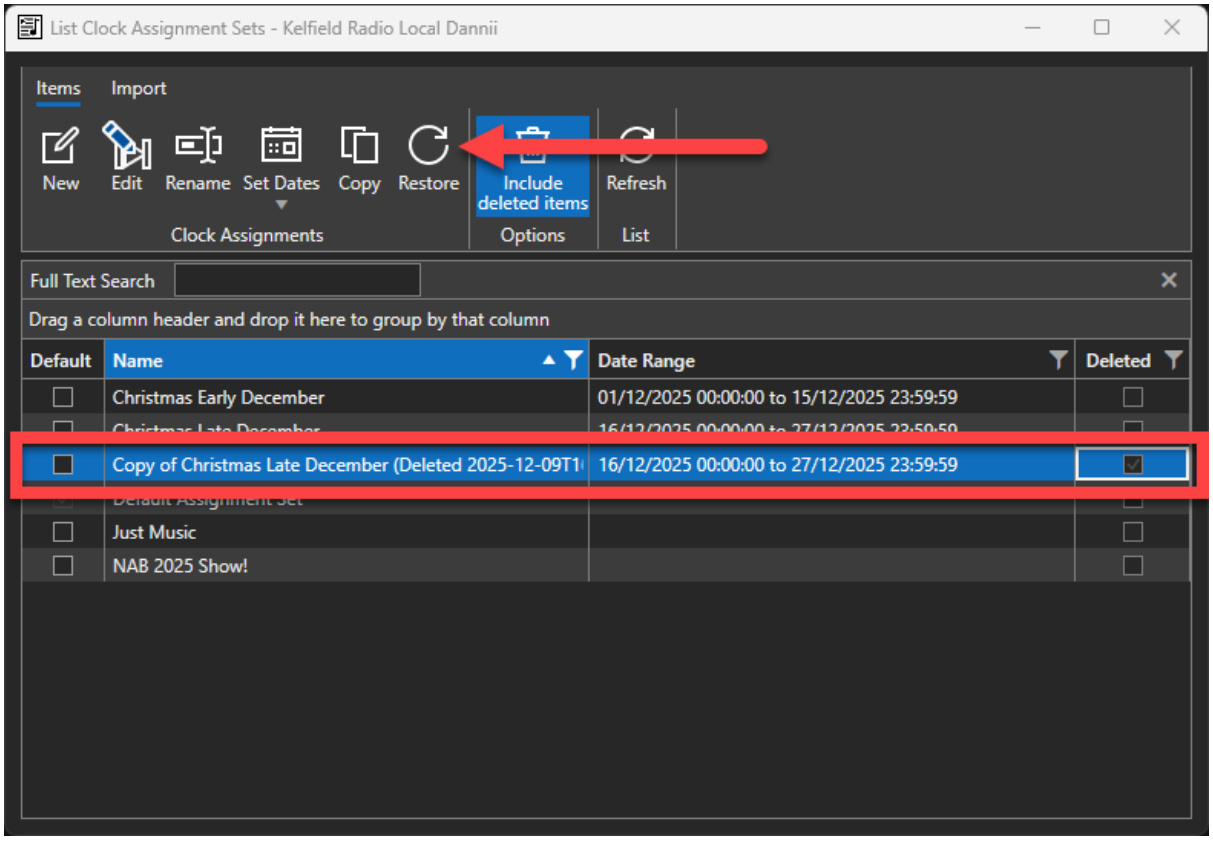
You can use the **Include Deleted Items** option on the ribbon to include previously deleted Clock Assignment Grids in the list of available grids.

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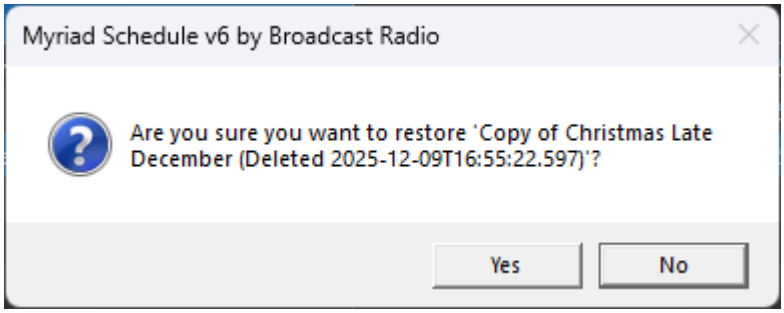


To restore a deleted Clock Assignment Grid, highlight the grid you want to restore, and then click on the **Restore** button.

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Confirm you wish to proceed and the deleted Clock Assignment Grid will be restored to the list of available options.

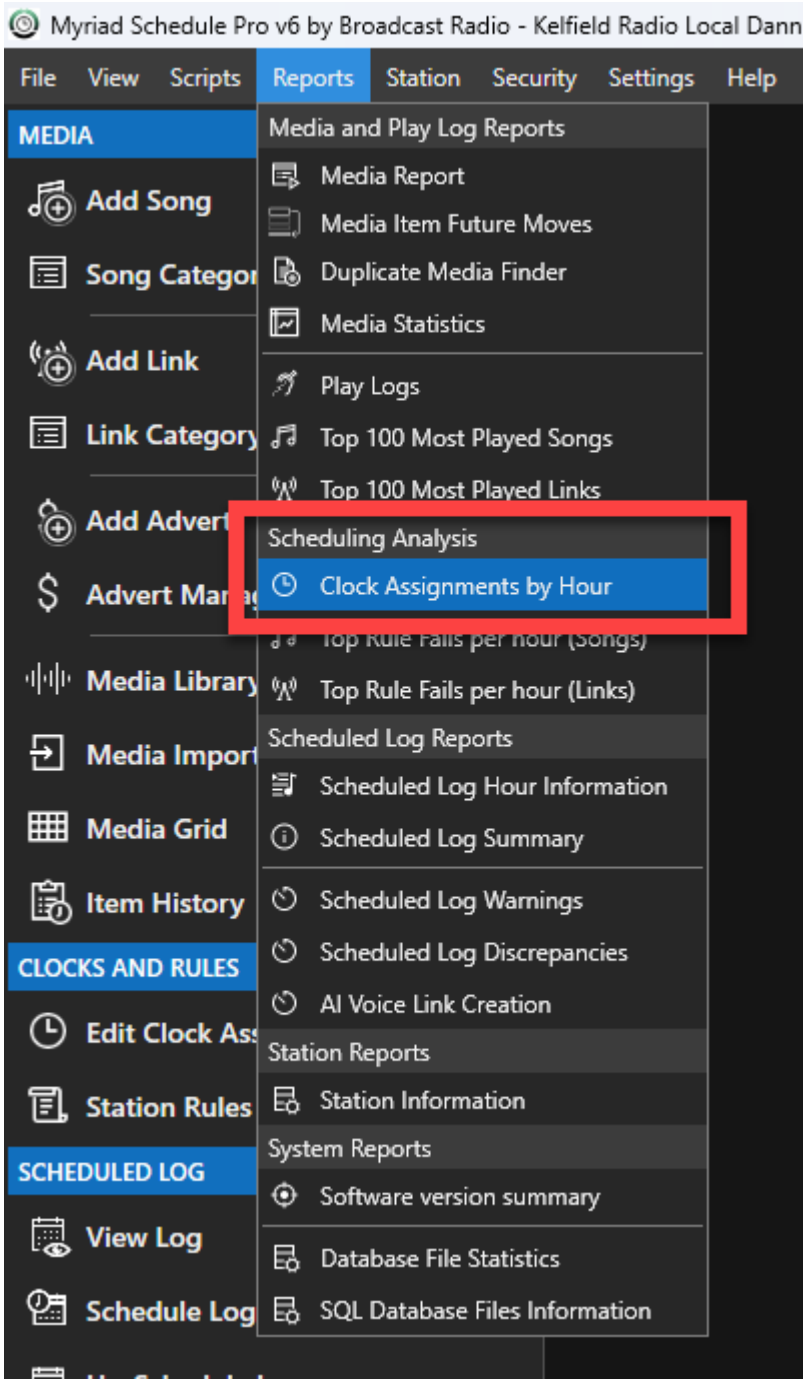


Clock Assignments by Hour Report

In our simple example above, it is clear when each Clock Assignment Grid and therefore which Clocks will be used to schedule content, but as you add more Clock Assignment Grids with Start and End dates and potentially multiple Weeks within each Grid, it can quickly become confusing to know what Clocks will be used to schedule specific hours on any given date.

The **Clock Assignments by Hour Report** allows you to see exactly which Clock will be used for each hour over a selected date and time range.

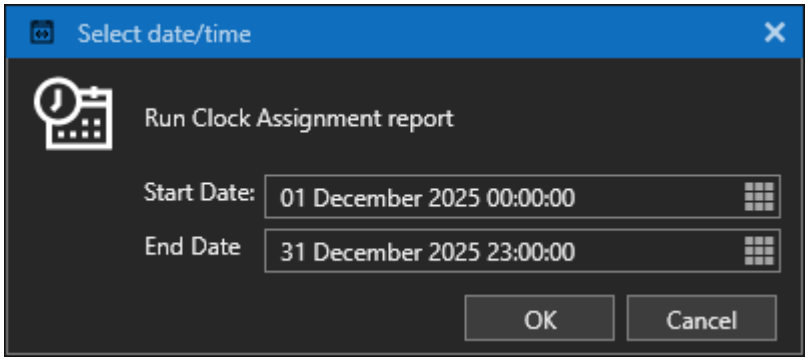
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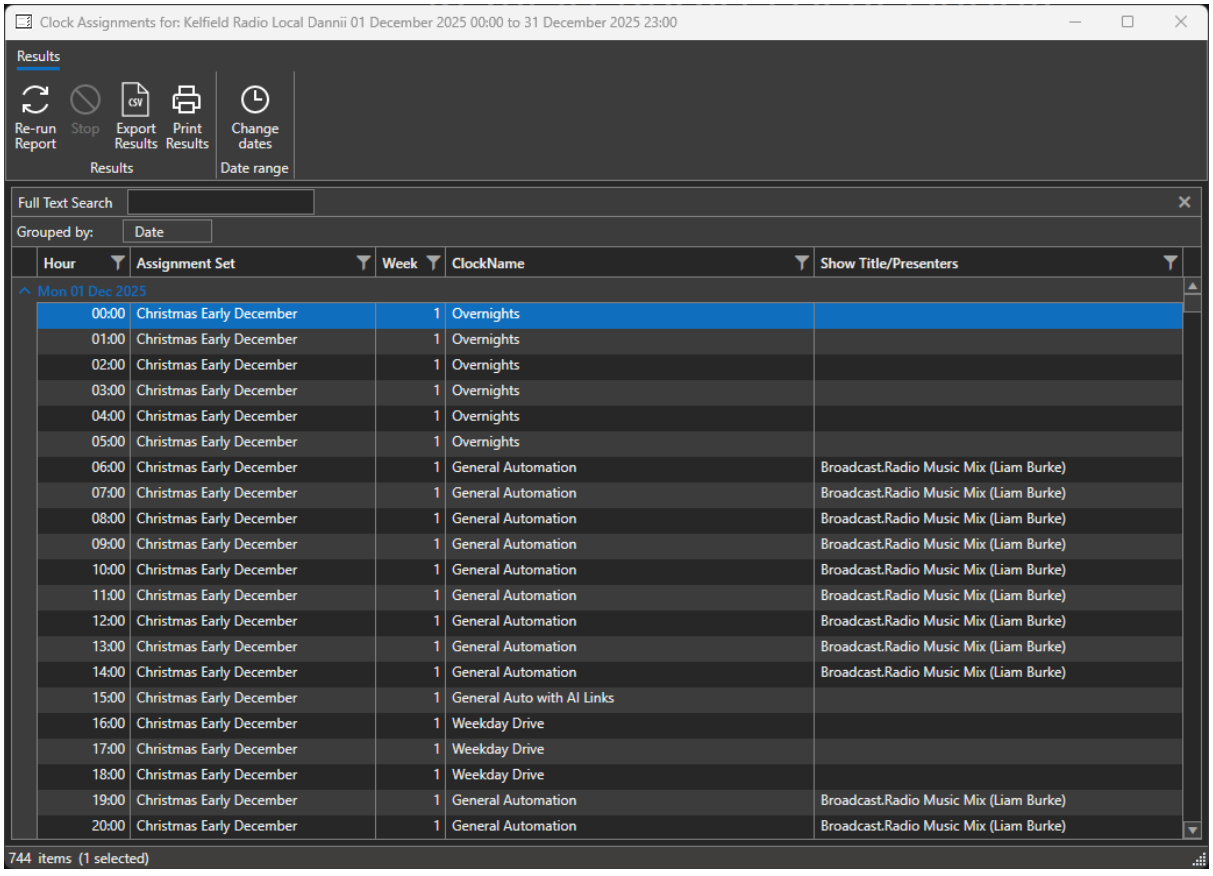
Click on the **Reports Menu > Clock Assignments by Hour** option (in the Schedule Analysis section).

Select the **Date / Time** range you are interested in and click OK.

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You can now view the Clock that will be used to schedule content for each hour within the selected date range.



Station Rule Sets

Station Rules are used to define a set of Rules that Myriad Schedule will use when selecting content to schedule. You can have multiple Station Rules Sets defined in your system which can be applied on a ‘per Clock’ basis. You also need to define one Station Rules Set to be your **Default Station Rules Set** which will be used by all Clocks unless the Clock has been configured to use a different Station Rules Set.

Finally, as we have already seen in the Clocks section, each Clock has the option to Override certain parts of the assigned Station Rules Set but only inside that Clock.

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So to recap:

- **Default Station Rules Set –** This will be used by all Clocks unless the Clock has been configured to use an alternate Station Rule Sets.
- **Alternate Station Rule Sets –** In addition to the Default Station Rules Set, you can also build any number of alternative Station Rule Sets that contain different Rules and settings. Clocks can be configured to use these Station Rule Sets.
- **Changing Station Rule Sets In Clocks –** You can switch Station Rule Sets within a Clock using the Station Rules Clock Item.
- **Per Category Clocks Override For Key Rules–** You can also set Clocks to partially override some of the options in Station Rules, such as Song / Link Category Goals and Artist / Title Minimum Separation, but it is important to remember that other rules and settings in the assigned Station Rules Set will still apply to the Clock even in Override mode!

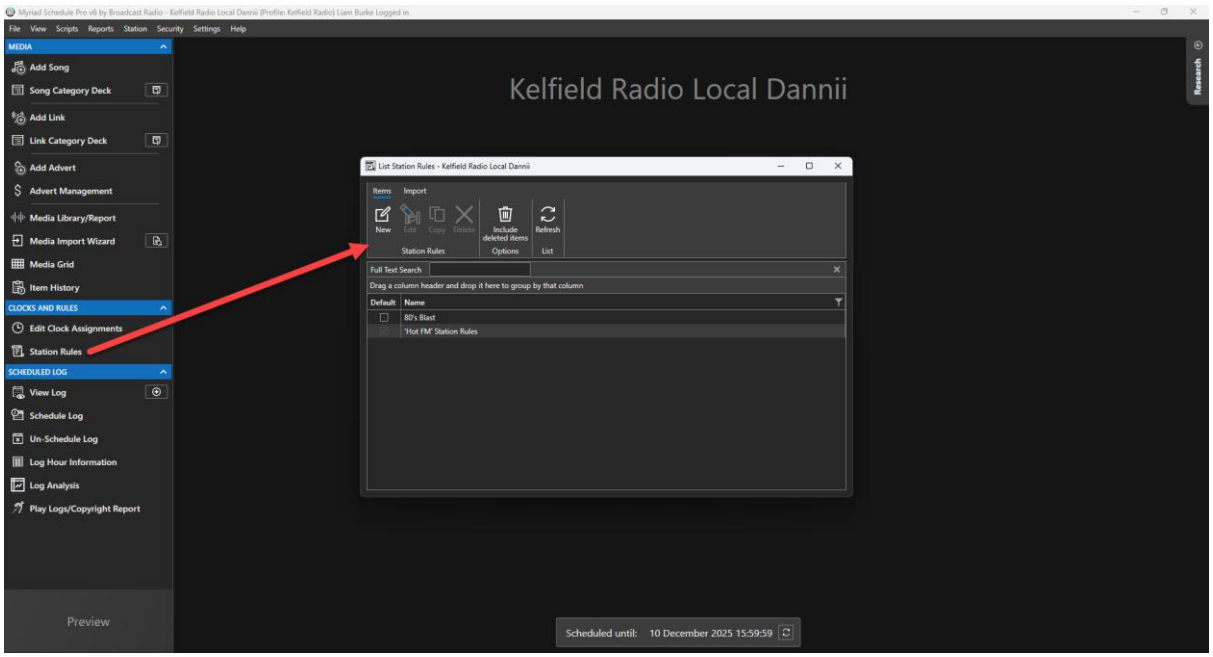
If you have imported Clock Rules & Global Rules from AutoTrack 4 or AutoTrack SE then will already have one or more Station Rule Sets defined. This was covered in the Getting Started section of this documentation.

If you are setting up your Myriad Schedule system from scratch then a Default Station Rule Set will automatically be created as part of the installation process.

Setting Your Default Station Rules

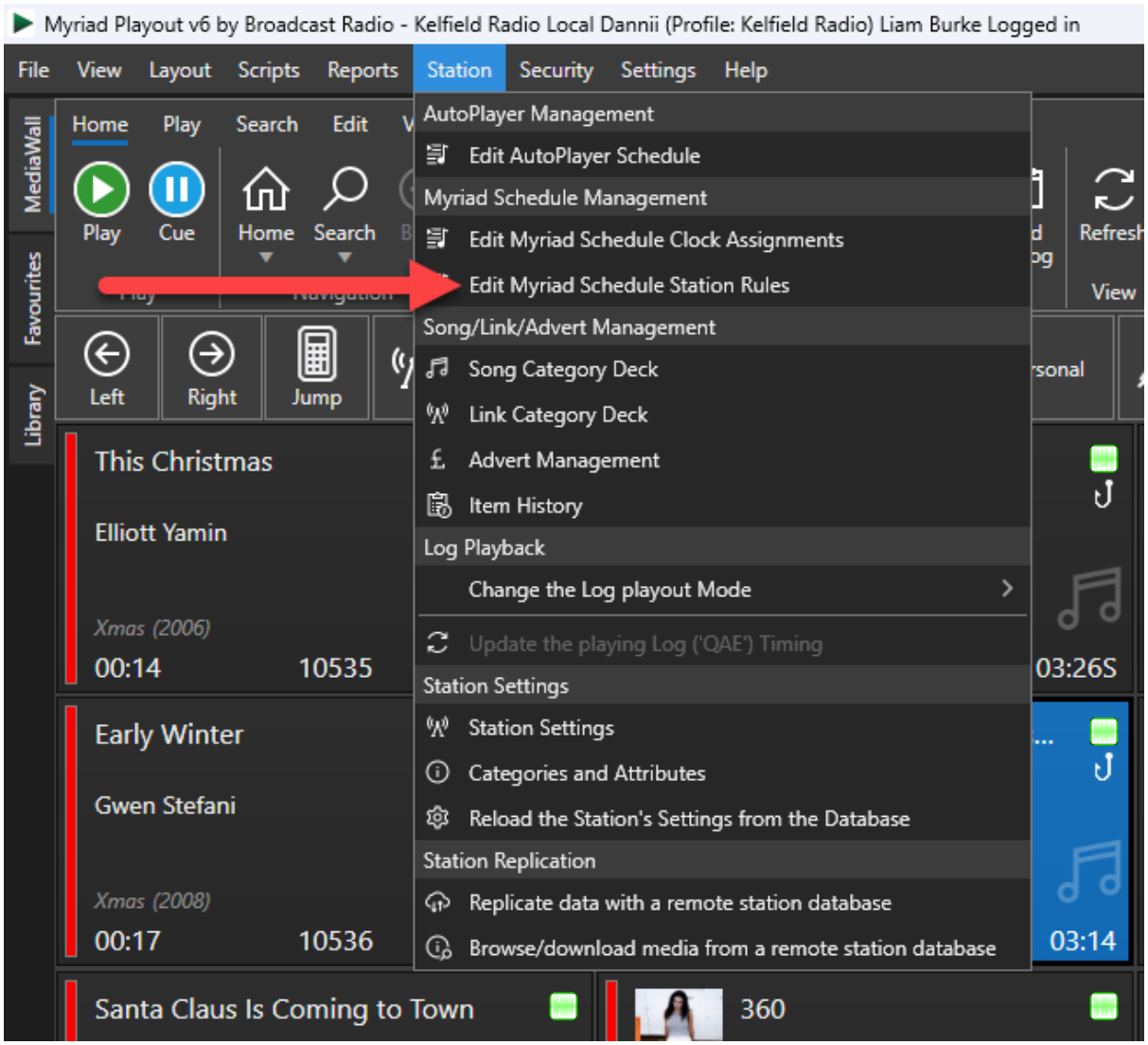
To view, edit or create new Station Rules Sets, you need to access the **List Station Rules** window.

To do this, click on the **Station Rules** option on the left-hand menu.



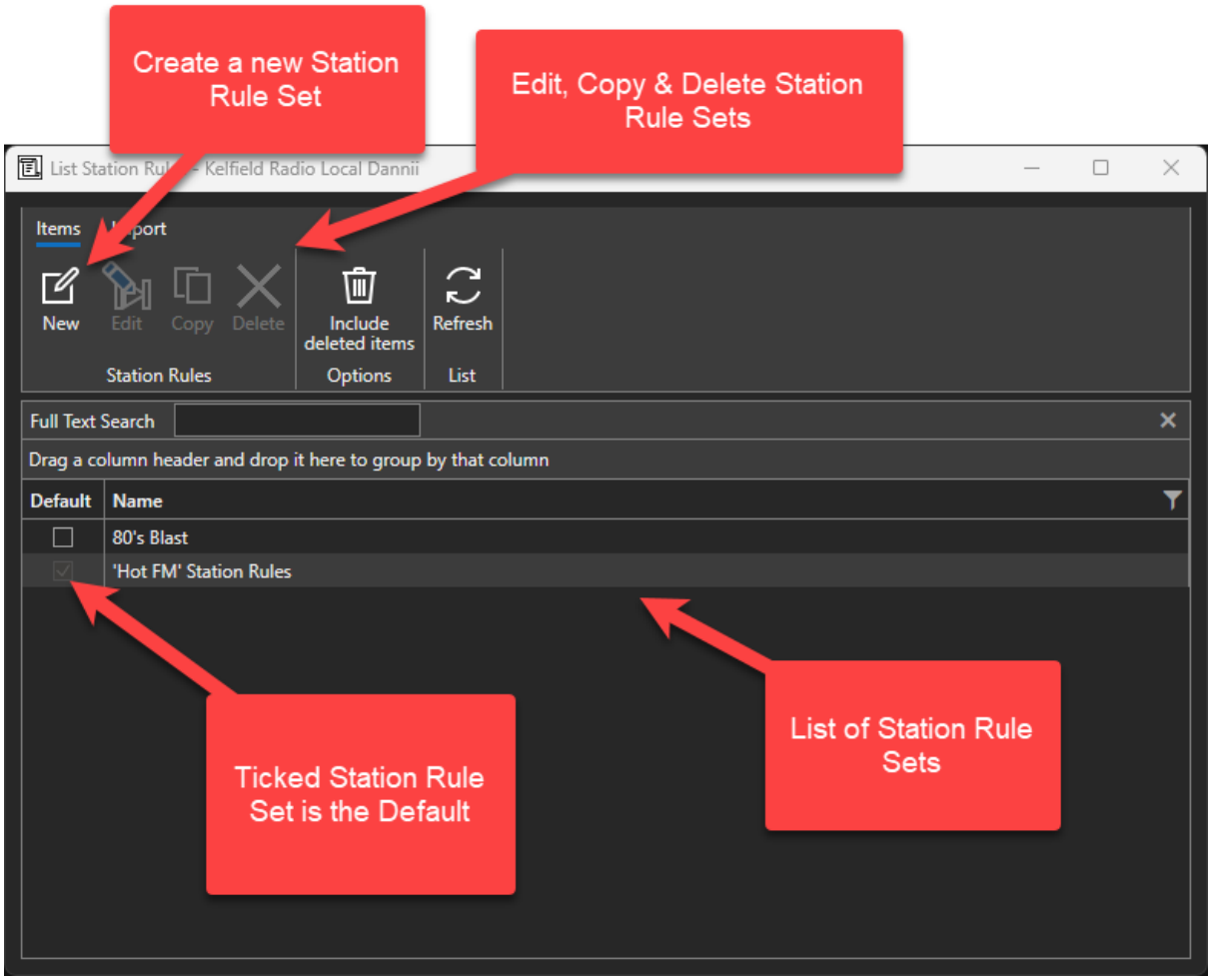
You can also access window via the **Station Menu > Edit Myriad Schedule Station Rules** option in Myriad Playout.

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The List Station Rules window is used to view and access your Station Rules Set. You can also set a Station Rules Set to be the Default using this window.

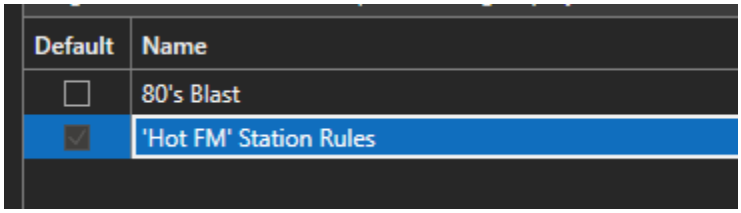
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This window allows you to:

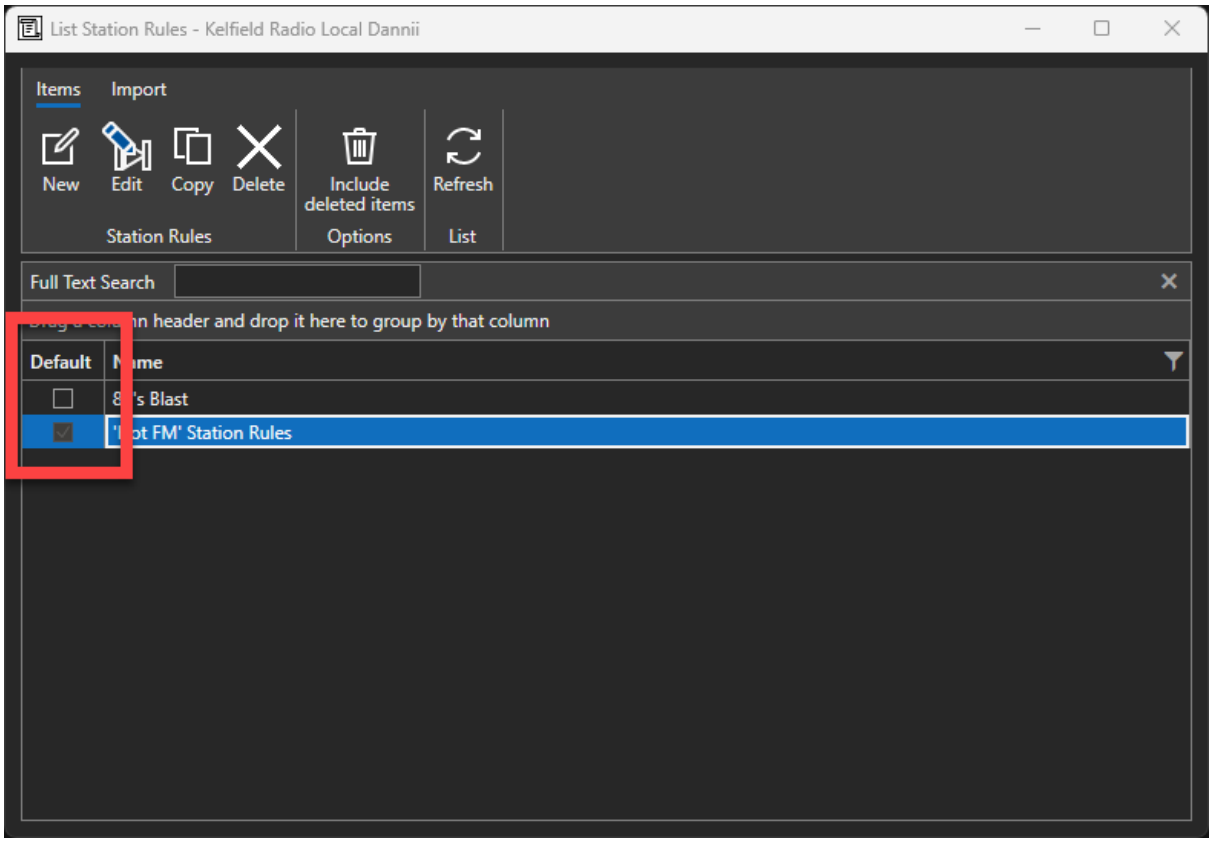
- View a list of all Station Rule Sets.
- Tick the Station Rules Set you want to use as the Default.
- Add new Station Rule Sets.
- Edit existing Station Rule Sets.
- Delete existing Station Rule Sets.
- Copy selected Station Rule Sets (under the More Options button).
- Refresh the list of Station Rules Sets.
- View & Restore previously deleted Station Rule Sets.

In this example, we have three Station Rule Sets defined and the '**Hot FM Station Rules'** has been set as the Default.

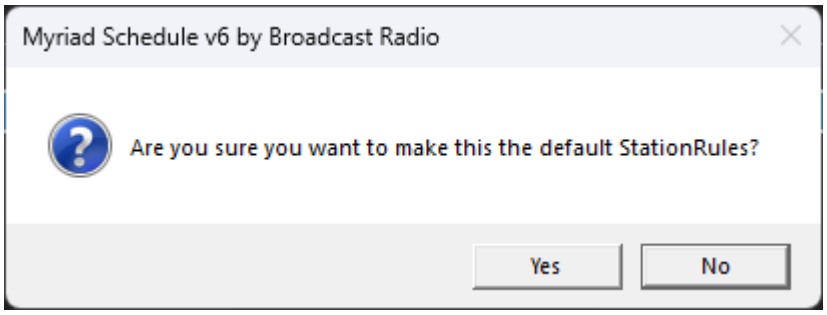


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If you want to set a different Station Rules Set to be the Default, simple tick the **Default** box next to that Station Rules Set.



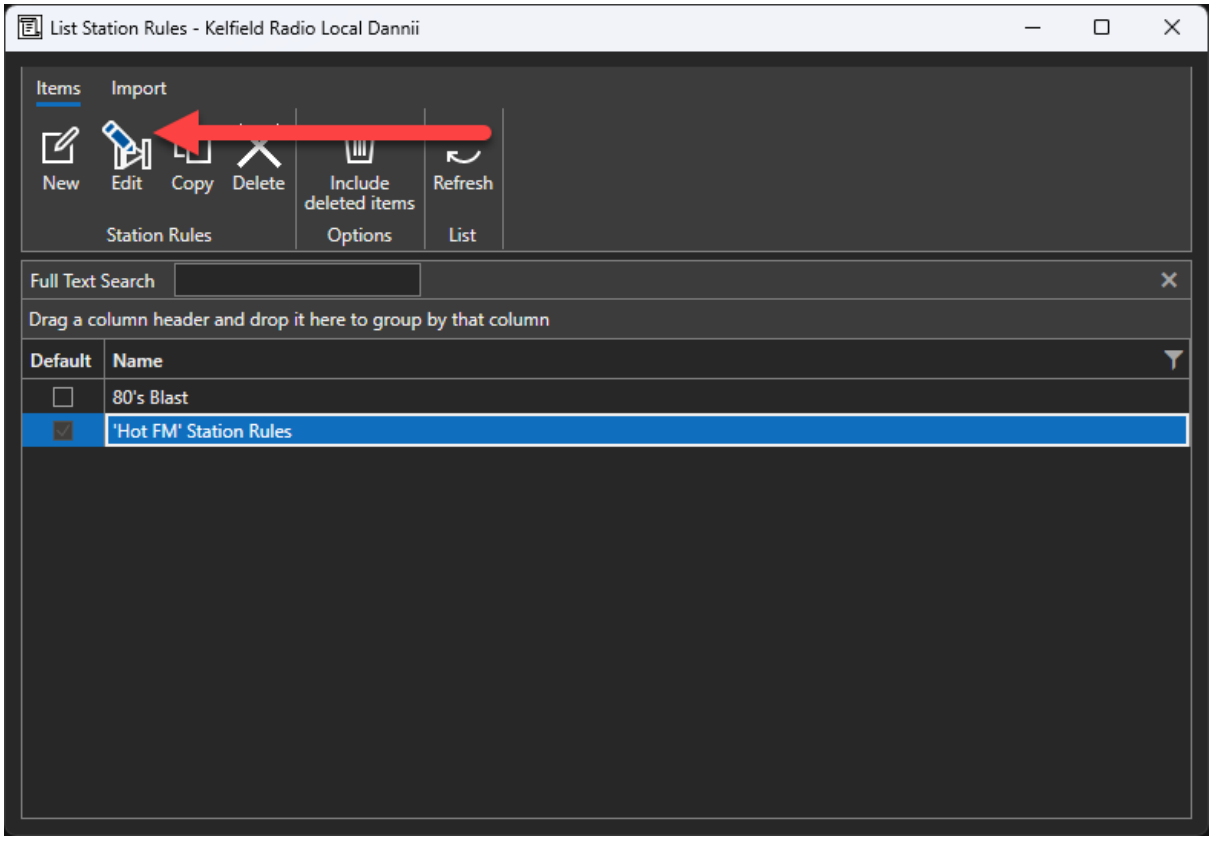
***CAUTION**: This will influence all Clocks that have not been set to use a Specific Rules Set so consider this before you reassign the Default Station Rule Set. Please note you will be prompted to confirm before the new default is applied.*



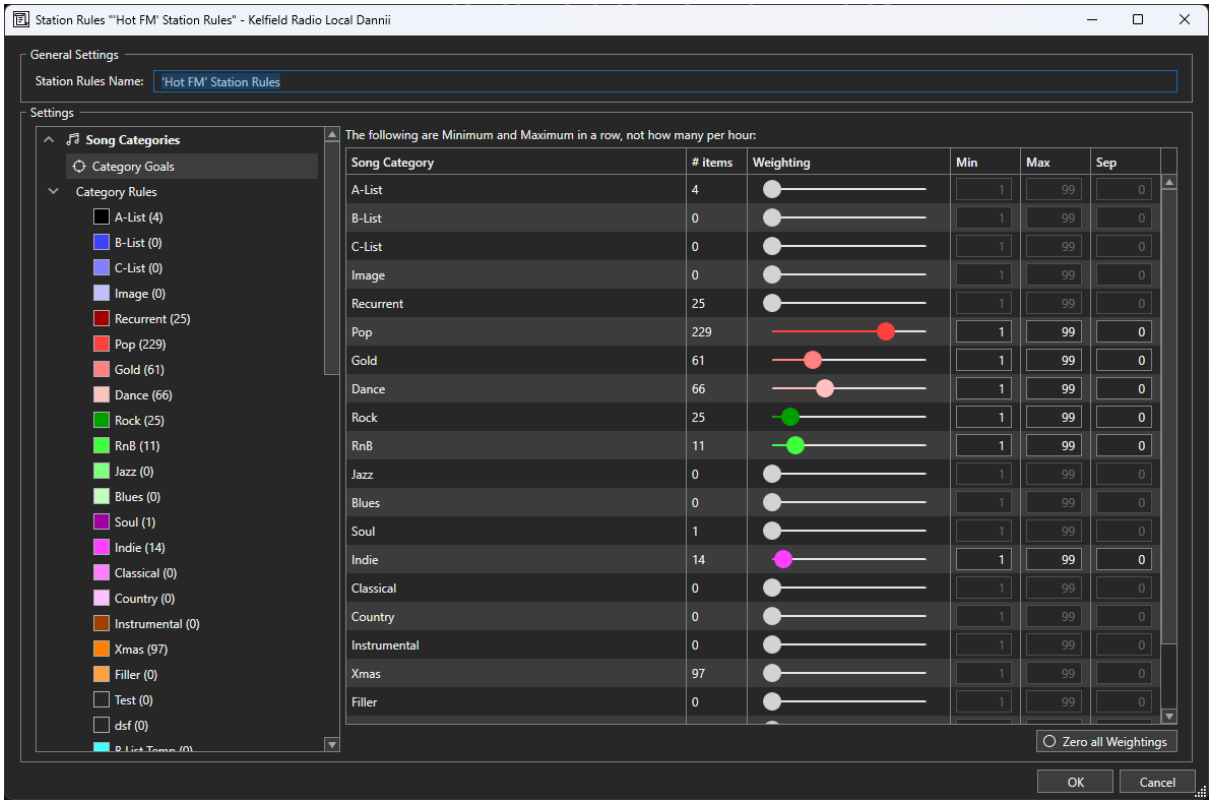
Editing Station Rules

Select the Station Rule Set you want to edit and click on the **Edit** button on the ribbon (or just double click on it).

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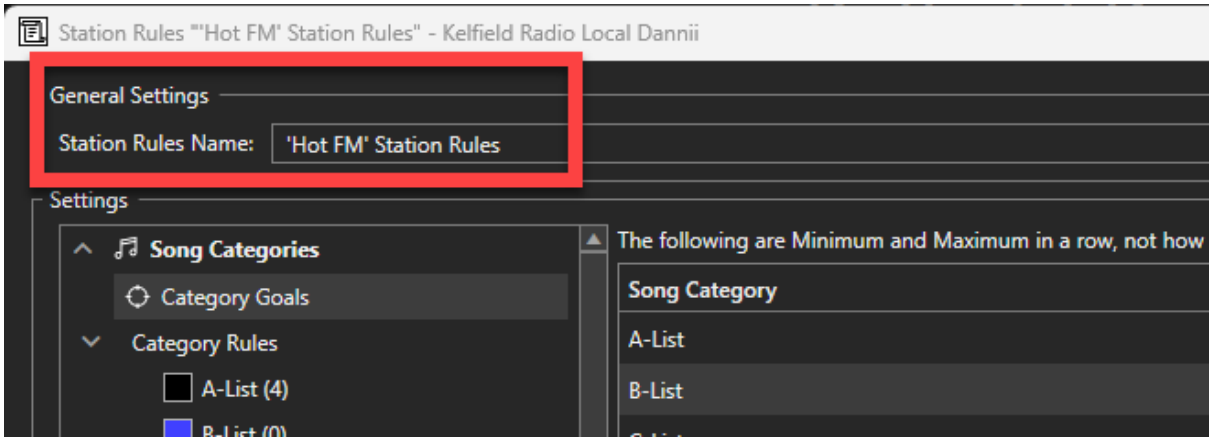
This will open the **Edit Station Rules** window which is used to view and edit the Station Rules Set.



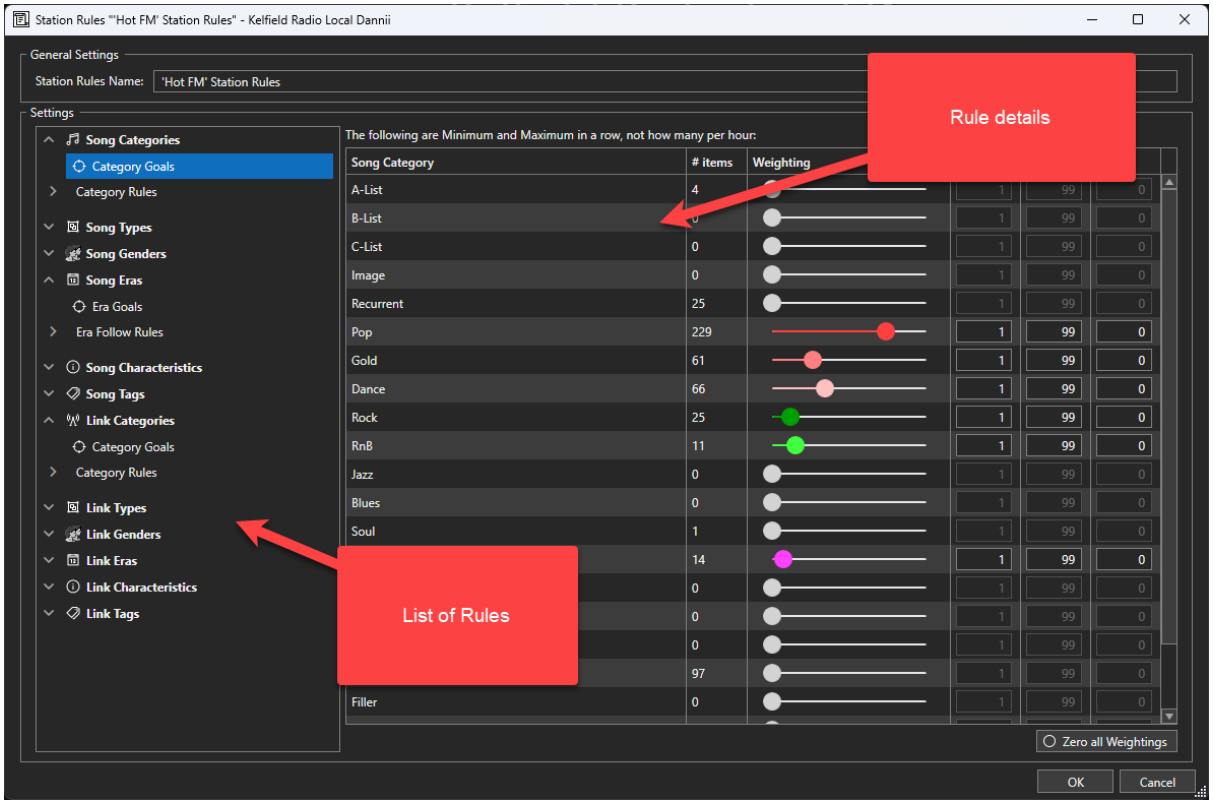
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Station Rules Name

The Station Rules Name is the name that will be used to identify the Station Rules Set.

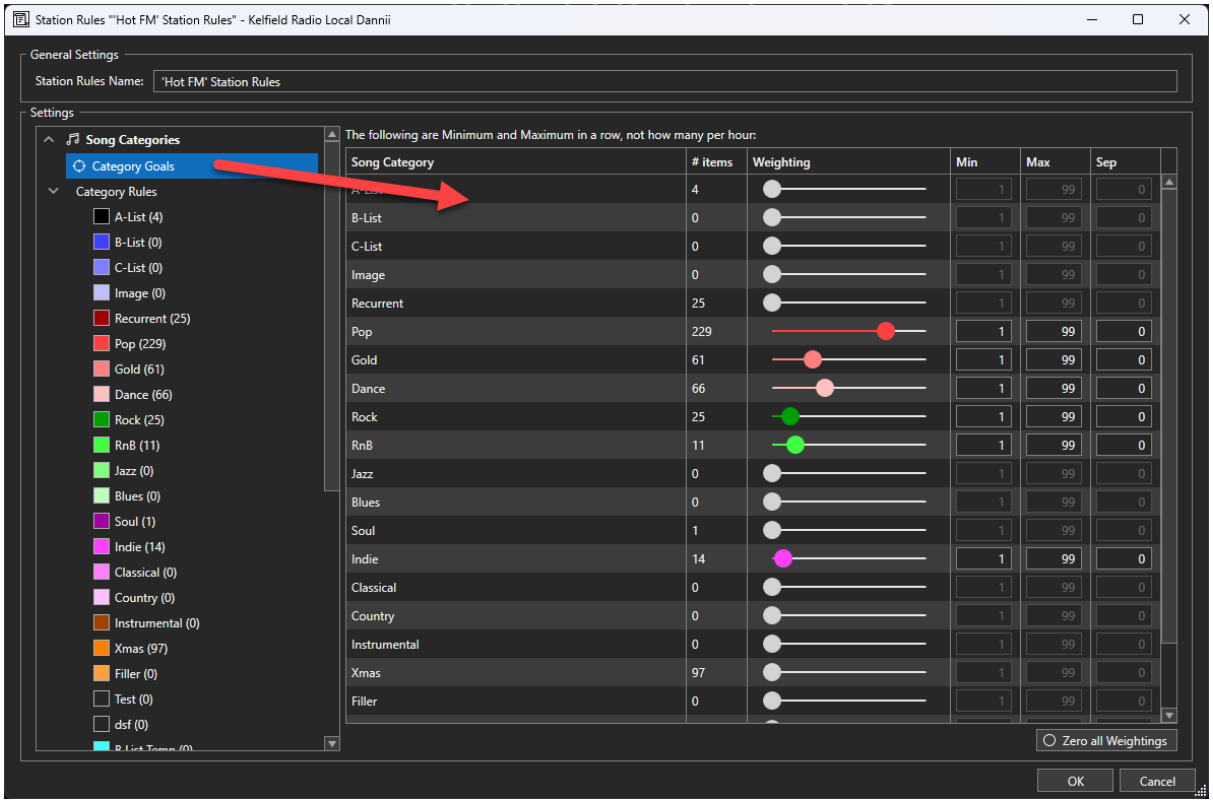


Basic Orientation



The left-hand side lists all the available Rules which are arranged into sections that can be expanded, to make navigating them simple. The right side of the window displays the details for the selected Rules.

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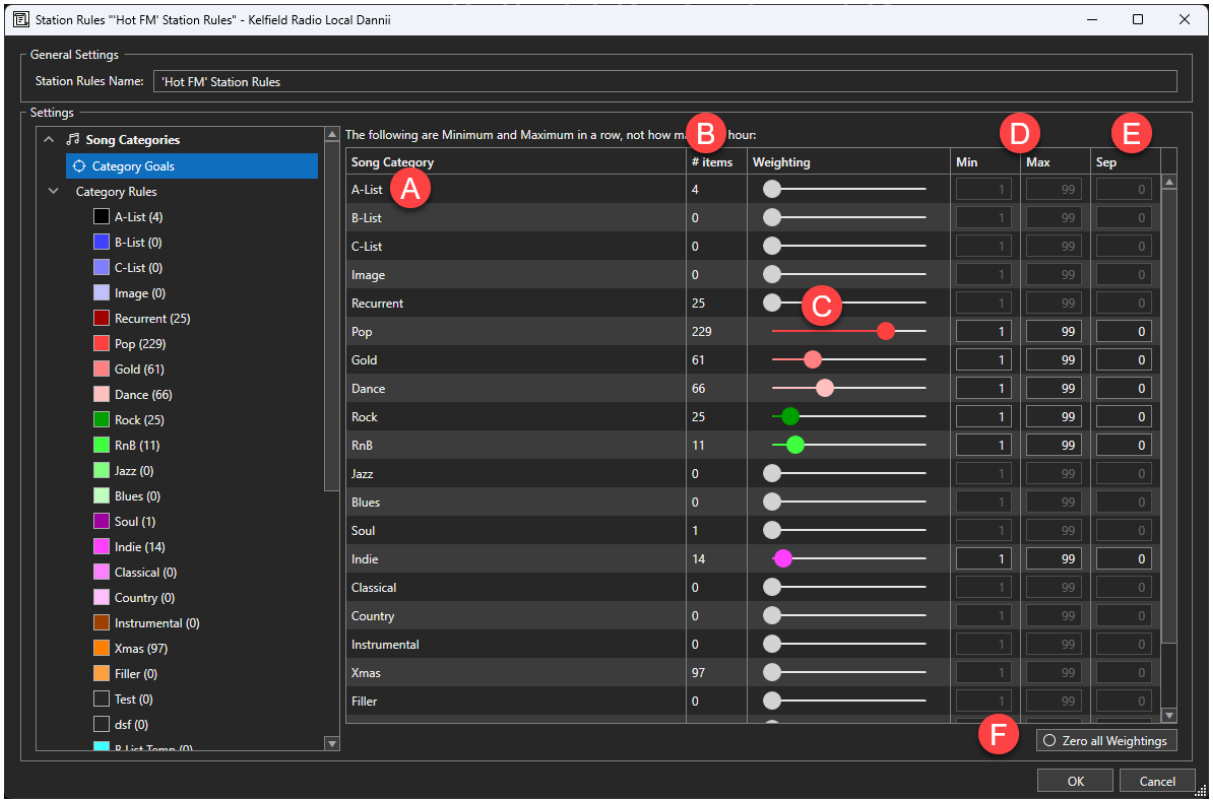
In the example above the **Song Categories** node has been expanded and the **Category Goals** option selected. The right half of the window shows the current settings for the **Song Categories > Category Goals.**

As you select different nodes on the left-hand side, the options on the right will update accordingly.

Song Categories > Category Goals

The **Song Categories > Category Goals** option allows you to set the **Song Category Goals** for any Clock that is using this Station Rules Set.

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A. **Category Names –** Shows a list of Song Categories.
B. **# Items –** Shows how many Songs are in each Category.
C. **Relative Weighting –** This allows you to set the likelihood of music from the selected Category being scheduled in a Clock for any Songs that have the 'Category' set to 'Use Goals'. We explored this in more detail in the Clocks section but when you add a Song to a Clock, you can choose to specify the Category in the Clock or you can set it to 'Use Goals' When Myriad Schedule is picking Songs, any that are set to 'Use Goals' refer to this section of the associated Station Rules Set to determine which Song Category to use (unless it is being overridden in the Clock). In a simple example, if we slide the Pop slider to 75 and the Rock slider to 25 (and all other are zero), then the resulting schedule would be 75% Pop and 25% Rock (if all Songs are set to Use Goals). In practice you can use the Weighting Sliders to create the mix of Music Categories you want to be used whenever a Clock that uses this Station Rules Set is used for schedule.
D. **Min / Max In A Row –** This setting allows you to set a minimum and a maximum in a row for each Category. So, if you set this to me Minimum =1 and Max=3 for Pop then Myriad Schedule would only be allowed to schedule a maximum of three Pop Category songs in a row before it had to switch to a different Category. This applies to Songs even if there are other (non-Song) Log Items between them so this will still apply even if a Link is scheduled in the middle of a run of Songs. This only applies over the current hour and is reset at the start of new hours. Please note that this will not apply to Songs where you have specified the Category in the Advanced Clock as the Clock overrides the Station Rules Set.
E. **SEP (Minimum Separation) – Myriad Schedule Pro Only –** Customers with Myriad Schedule Pro will also see a **SEP** column which can be used to apply a minimum separation to a Category. This means that once a Song from the Category has been scheduled, X many Songs from different Categories must be scheduled before this Category can be used again. So, if

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we set the SEP for the Rock Category to be 4 then when a Rock Song is scheduled, Songs from four other Categories must be scheduled before the next Rock Song can be scheduled. As with the Min/Max Rule, this ignores non-Song items so even if Links are scheduled between Songs, the Rule still applies. It does not apply over hour boundaries.

F. **Zero All Weightings –** This button will reset all weightings to zero which can be handy when you are build new Station Rule Sets and you have a lot of Categories (all set to 50 on a new Station Rules Set).

For more detail on how these settings are used by Myriad Schedule, please refer to the Clocks section.

Virtual Categories (Myriad Schedule Pro only)

Virtual Categories are used in Myriad Schedule Pro to combine multiple Categories and Attributes into a special Virtual Category which can be specified for Songs in the Clocks.

The purpose of Virtual Categories us to allow you to schedule content that meet a specified criteria from a selection pool of one or more Song Categories.

Let's say as an example, you have a Tag that is called 'Number 1 hits' which you apply to Songs across multiple Categories with the common theme being the songs reached number 1 in the charts.

The problem is that whilst your 'Pop' Category may have many such tagged Songs, your Folk Rock category may only have a few.

To ensure a slot in a Clock is filled with a 'Number 1 Hit' Song, you would normally set the Tag in the Clock to force only Songs with that Tag to be selected. If you are also specifying the Song Category then you can select a Category that has plenty of 'Number 1 hits' Tagged but what if you are using Song Category Goals?

In the case where you are using Song Category Goals, it is feasible that the system would select a Song Category that does not have many songs with the 'Number 1 hit' Tag, meaning you could end up with an unscheduled position in your Log.

Even if you do specify the Song Category in the Clock, there is still a likelihood that you will get an unscheduled position in the Log if the Category contains only a few appropriately Tagged Songs.

Virtual Categories avoid both of these issues by creating a list of Songs that:

- Can be selected from one or more Song Categories (i.e Pop, Rock, Folk etc).
- Meet the specified criteria (i.e must have X Tag etc)

The resulting list contains all Songs from the allowed Categories, that include the specified criteria.

This Virtual Category can then be used as any other Category by either setting the Category in the Clocks or as a Song Category Goal.

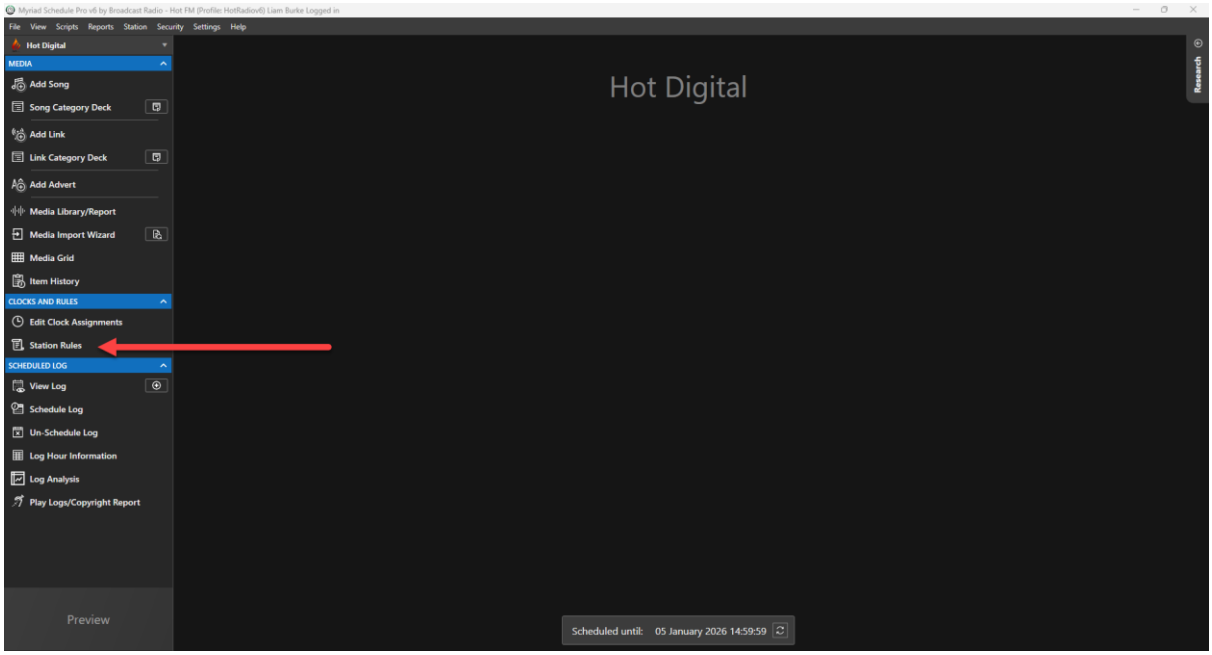
You can create a Virtual Category for each Station Rule Set so if you need use multiple Virtual Categories, you can do so using multiple Station Rule sets.

Setting Up Virtual Categories

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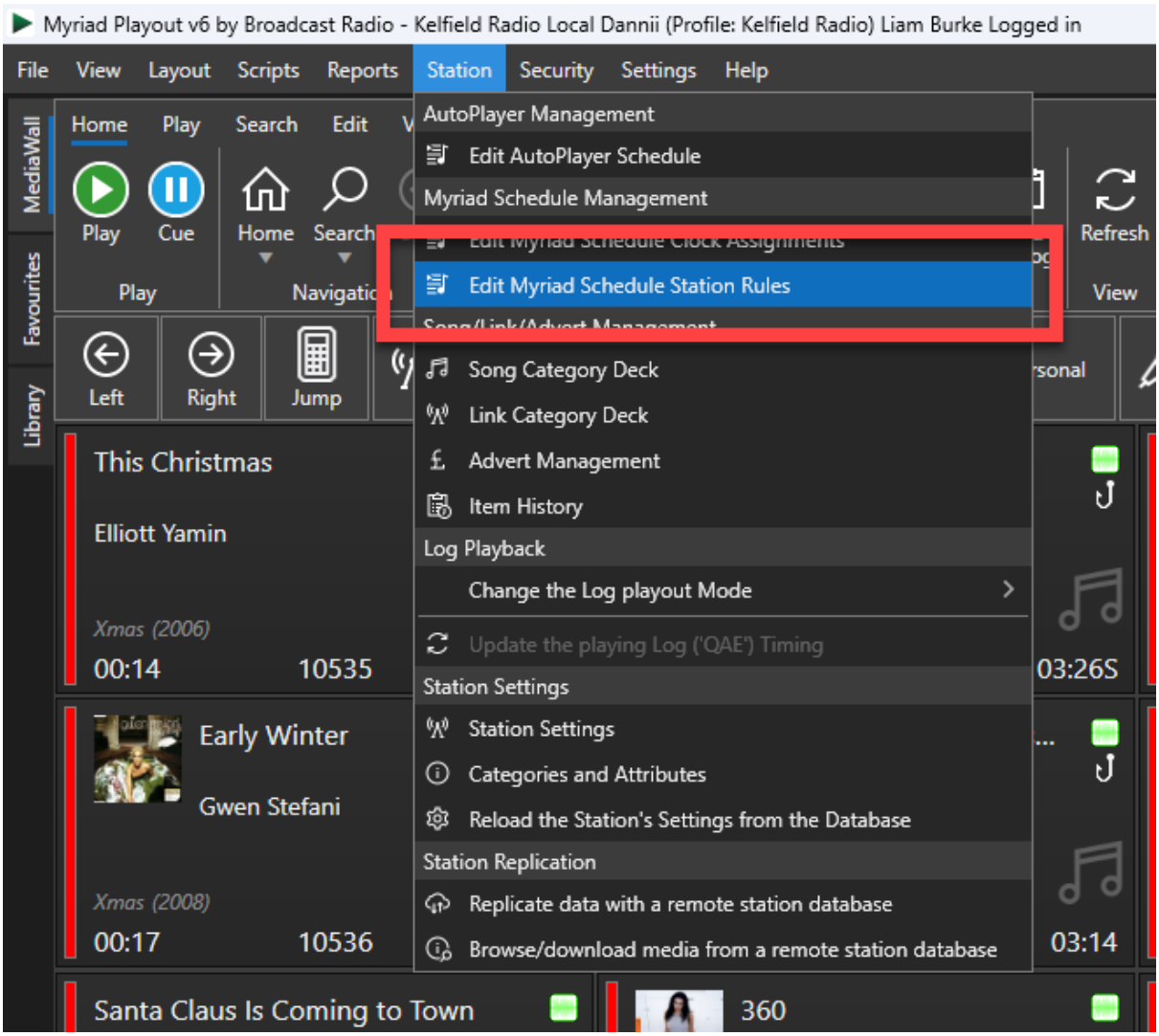
To setup Virtual Categories in Myriad Schedule Pro , follow these steps:

1. Click on the **Station Rules** option on left hand menu bar.



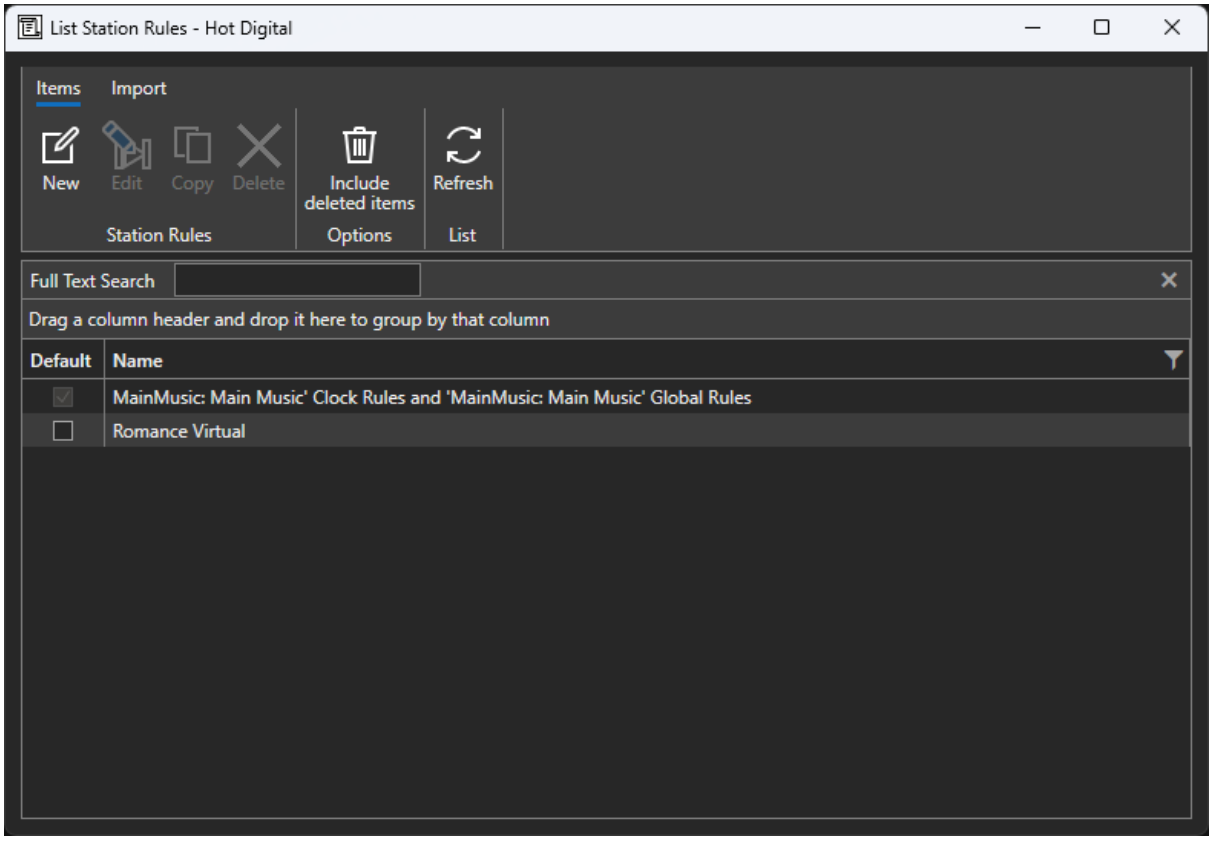
In Myriad Playout, you can access the Station Rules via the **Station Menu**.

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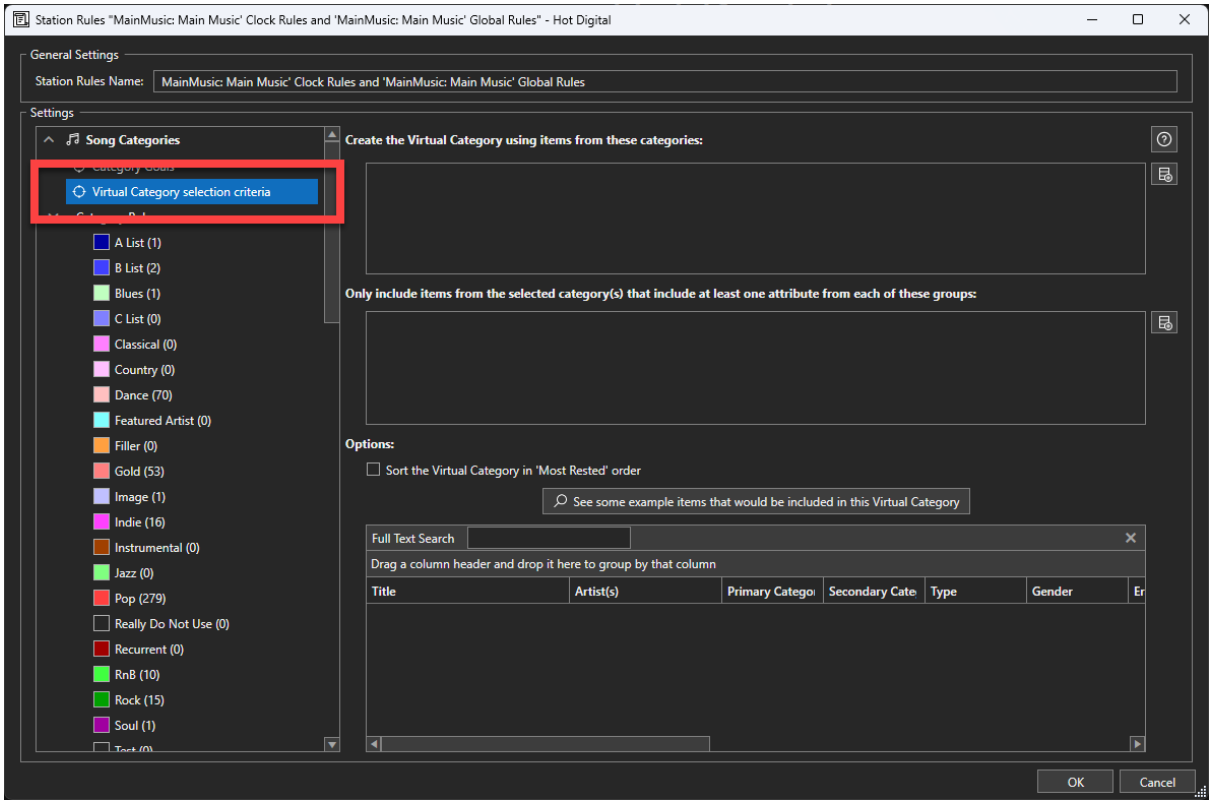


2. Open the Station Rules set that you want to setup or edit Virtual Categories in. Don't forget, you can copy a Station Rule set, edit the copy and assign that Rule set to a Clock if required.

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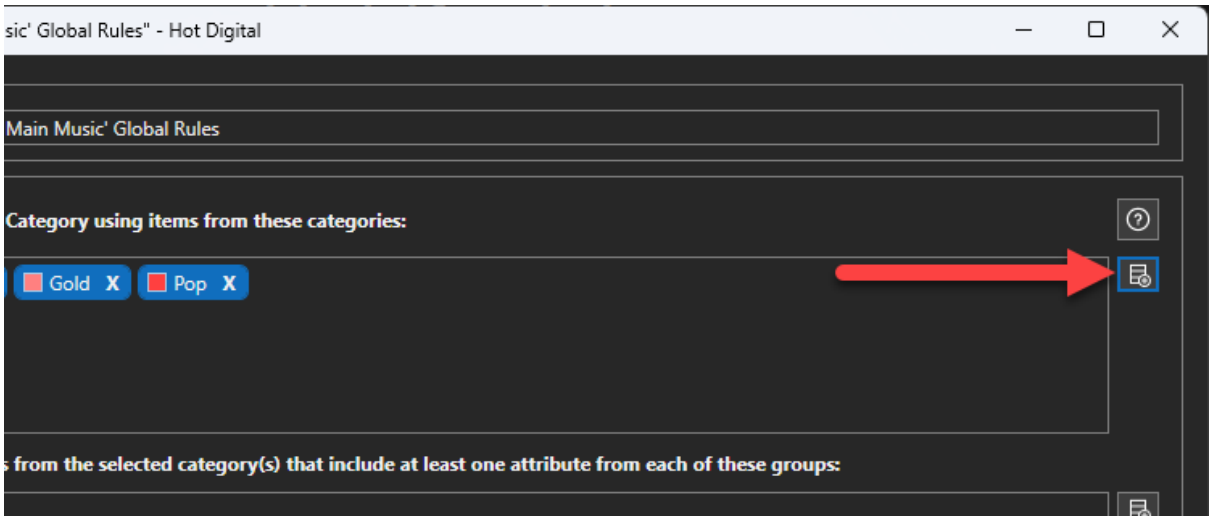


3. In the navigation of the Edit Station Rules window, click on the **Virtual Category Selection Criteria** option.



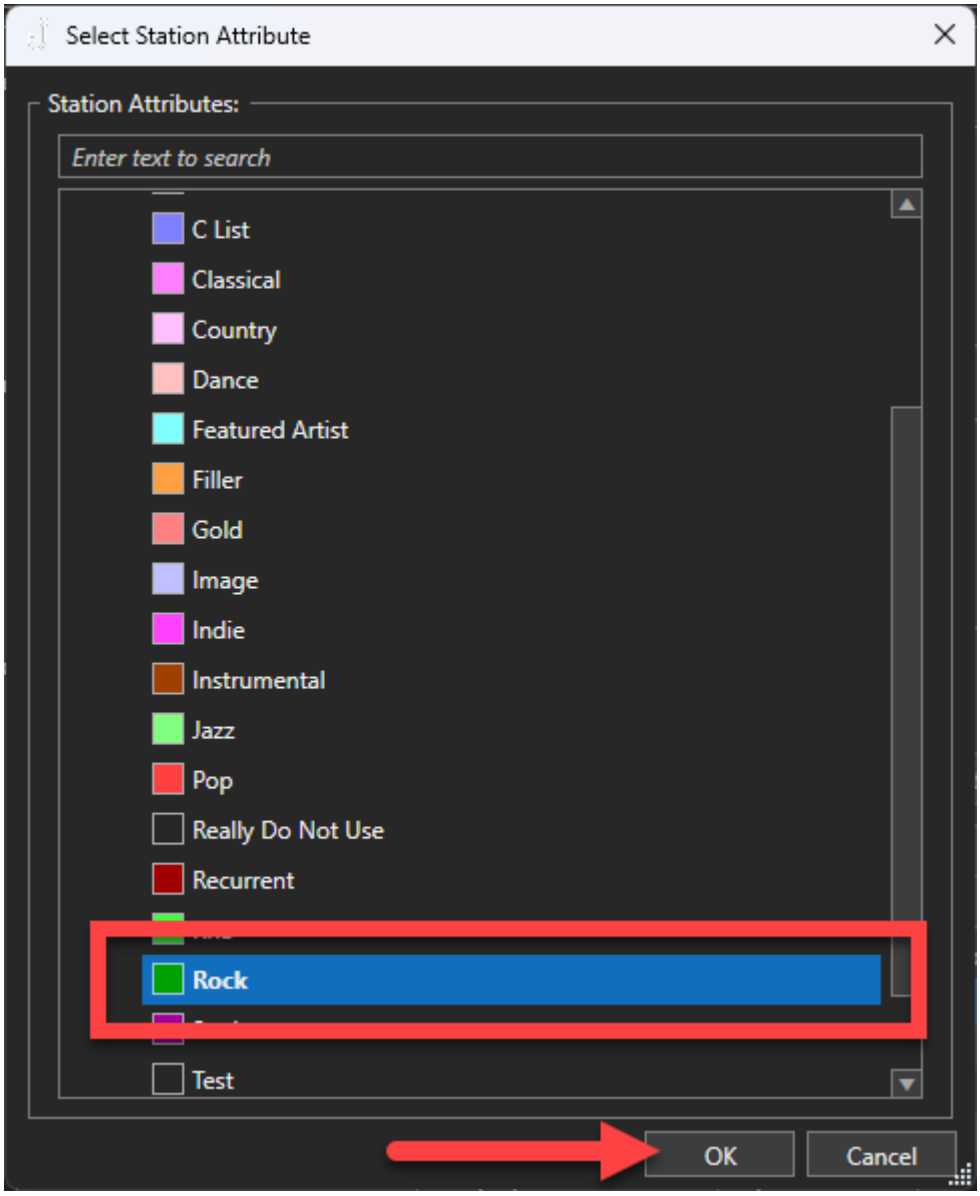
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4. Click on the **Add Categories** button to the right of the Categories section to view available Categories.

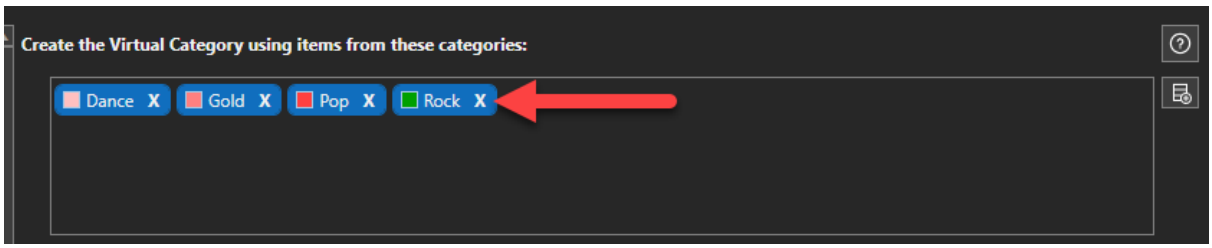


5. Select a **Song Category** from the list and click on **OK**.

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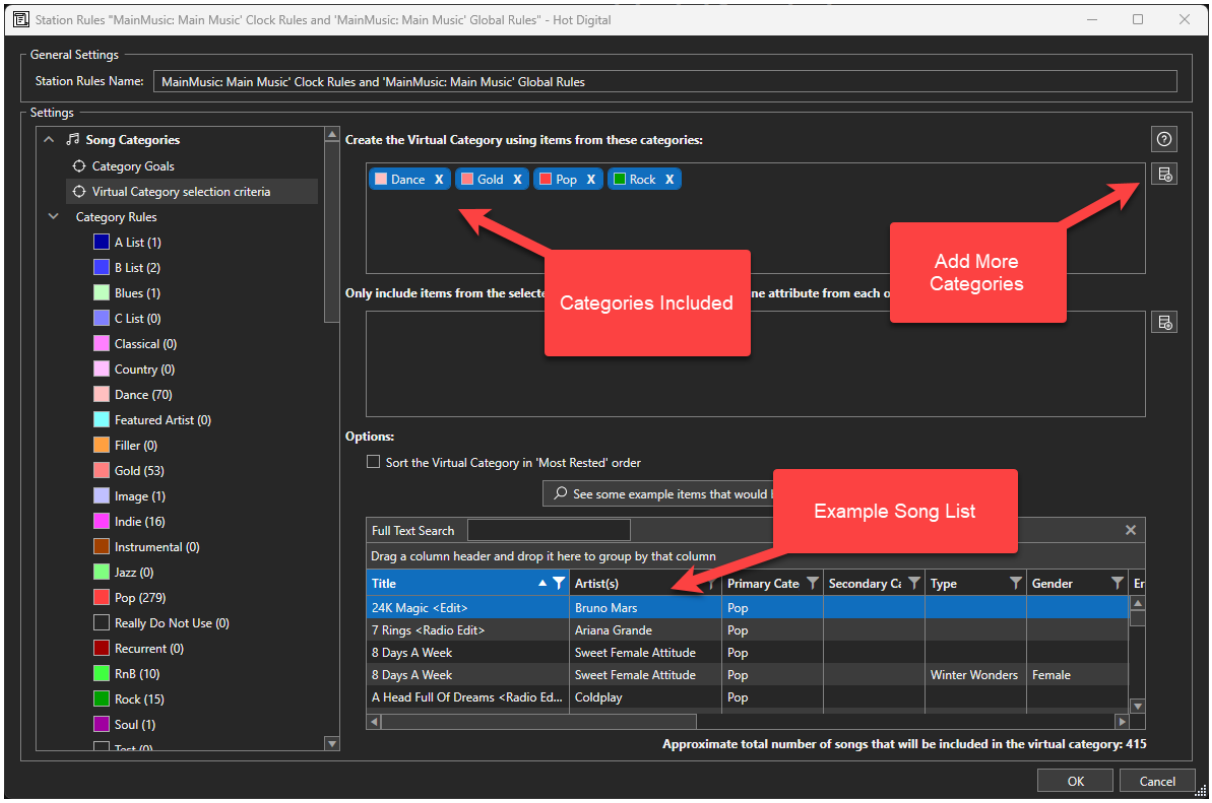


6. You can see the list of selected Song Categories that will be included in the Virtual Categoryt. You can also remove Song Categories using the **X** option on each Category.



7. In the example below, Songs will be included from the Dance, Gold, Pop, and Rock Categories.

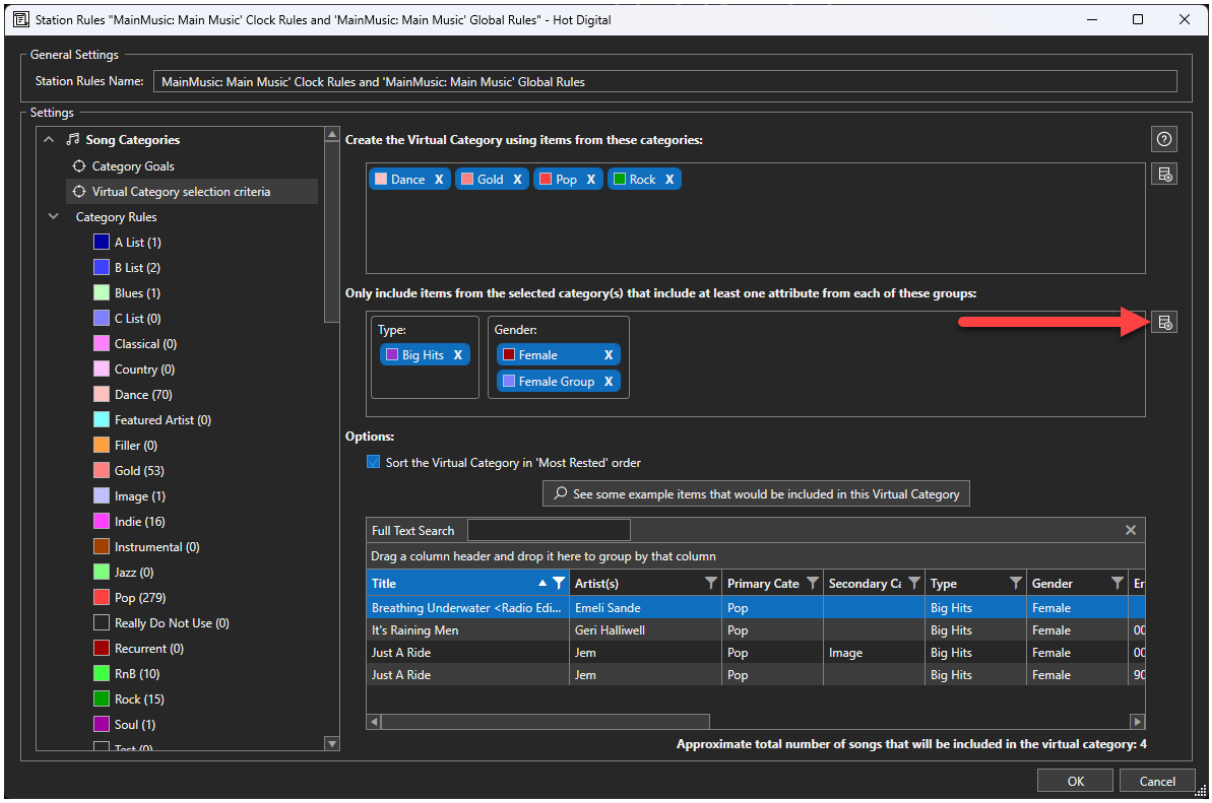
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You will also see an example list of Songs that meet the criteria, towards the bottom of the Window.

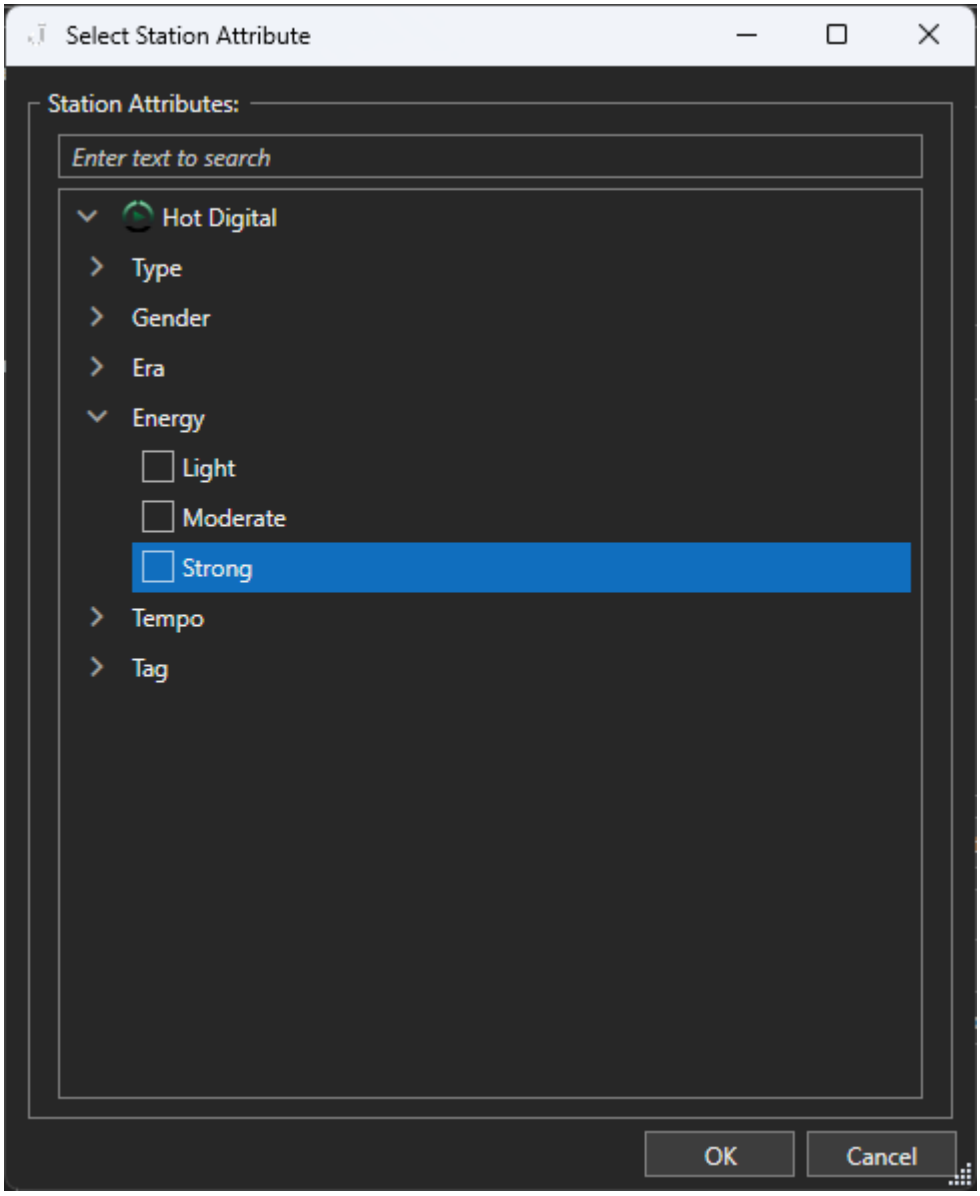
8. Next, click on the **Add Criteria** button and select the criteria you want to use.

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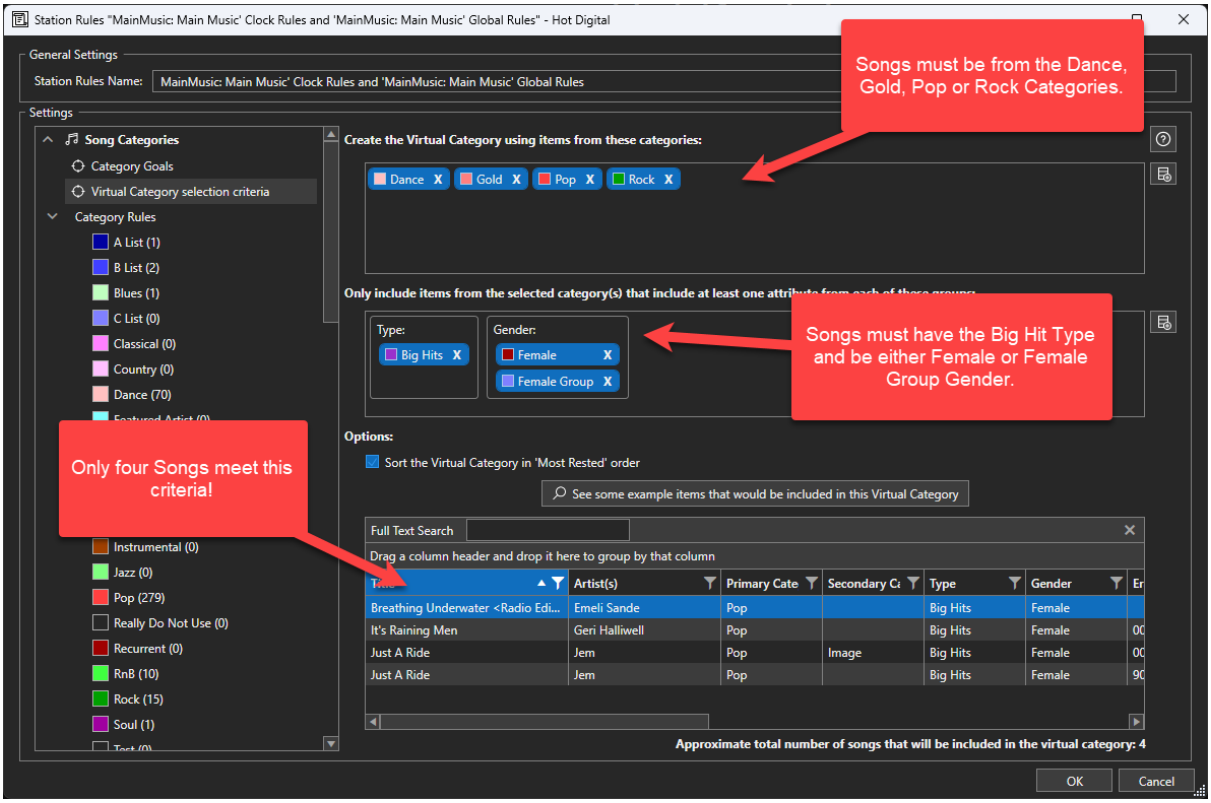
9. Expand the Attribute type node that you want add to the Virtual Category and select the Attribute you want to add.

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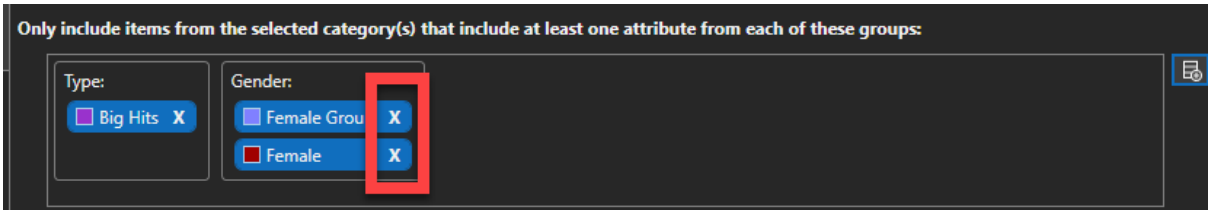


10. In the example below, we have selected the **Type: Big Hits & Gender: Female Group or Female.** We can also see that only four Songs meet this criterion from the selected Categories.

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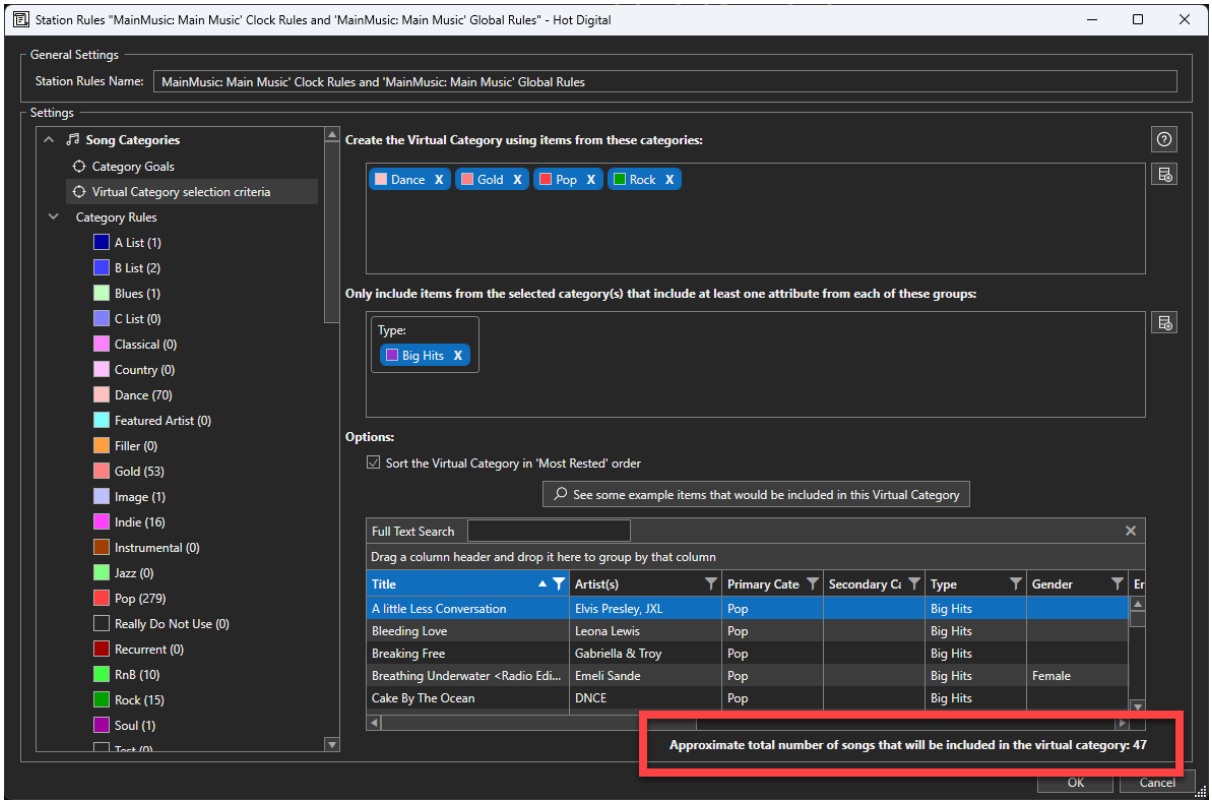


11. Let's remove the Gender criteria and see if we have more Songs that meet the criteria. Click on the X by each Gender to remove the criteria.

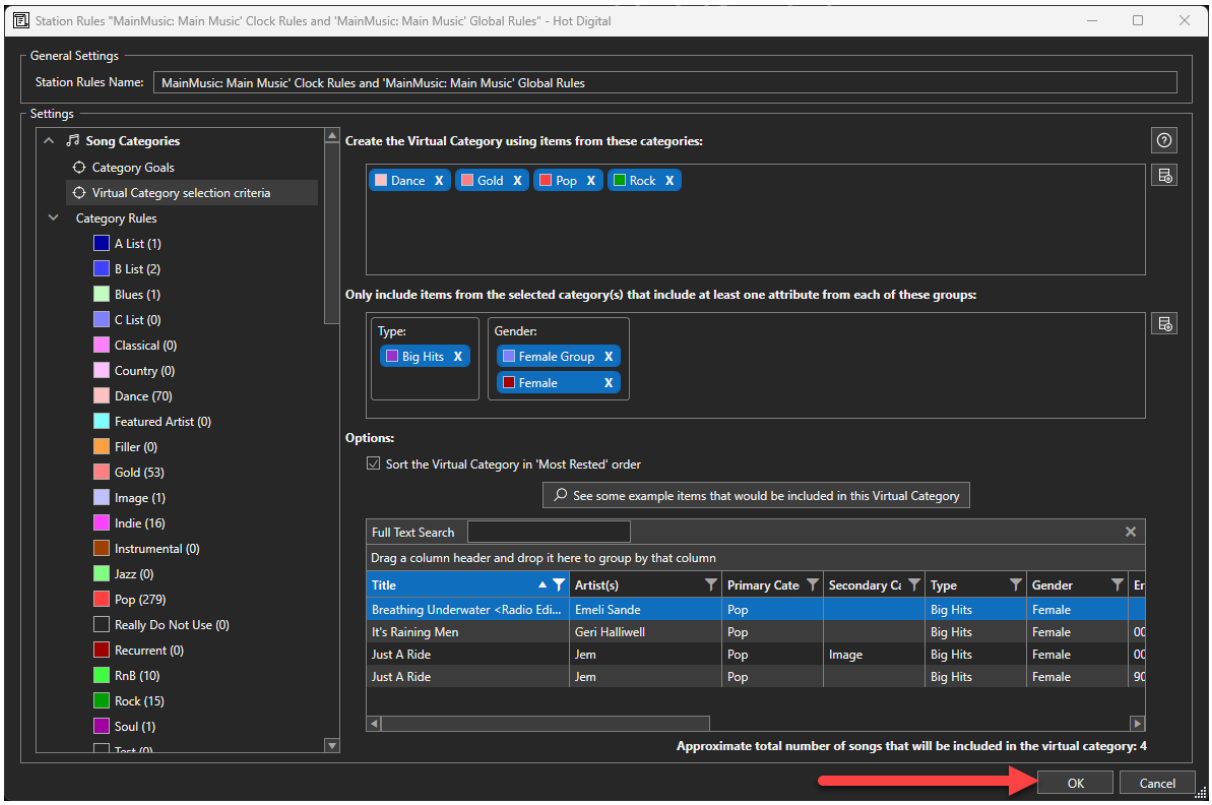


12. Now we have an estimated 47 Songs available that live in the A-List, Pop, Gold, Dance or Rock Categories that are also Tagged as 'Big Hits'.

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13. If you are happy with your Virtual Category criteria, you can click on **OK** to close the window.

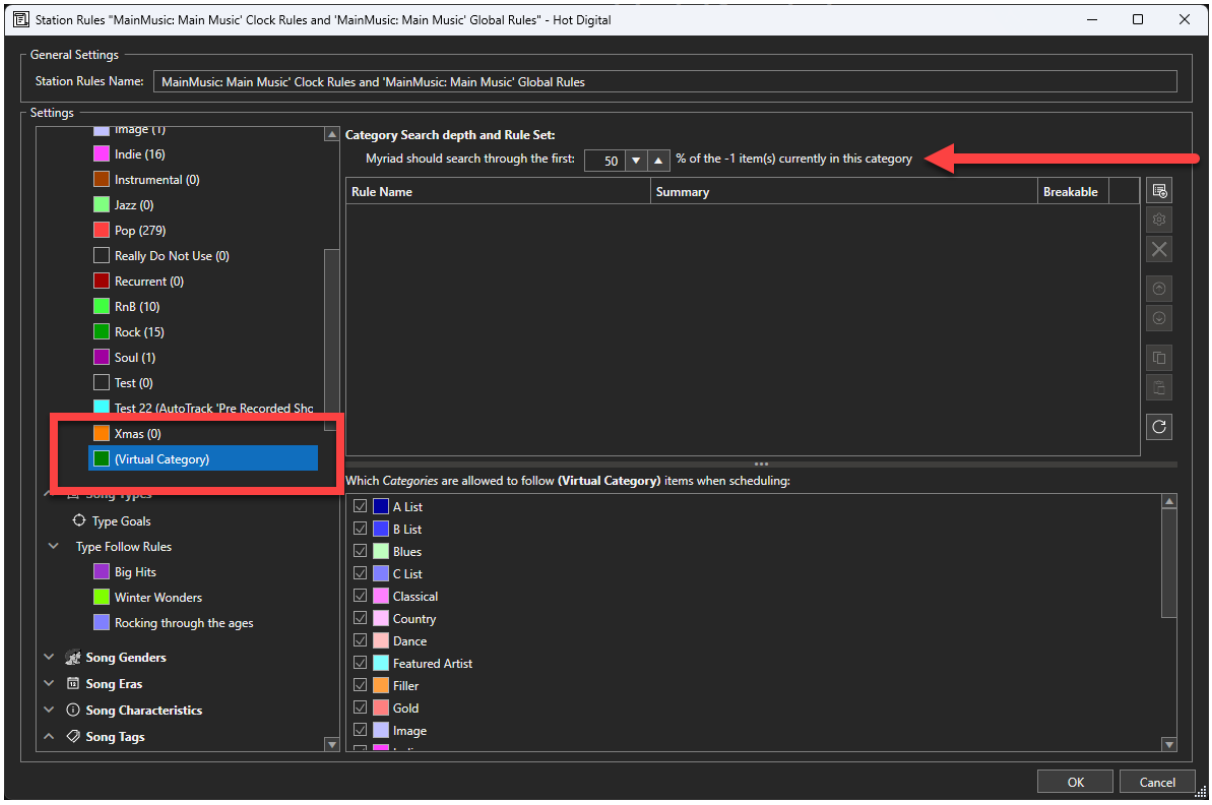


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Adding Virtual Categories To Category Goals & Song Clock Items

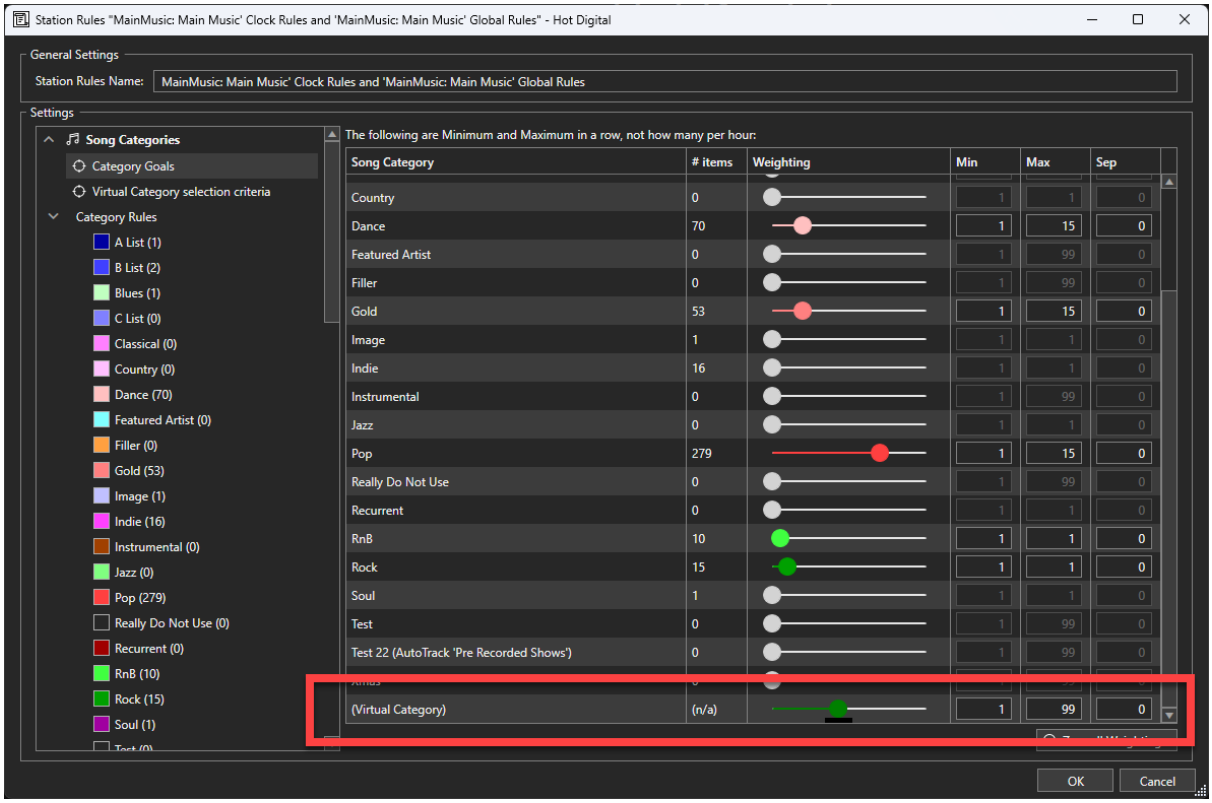
Now that the Virtual Category Selection Criteria is set, you can treat the Virtual Category as any other Category including:

- Adding Schedule Rules and Search Depth for the Virtual Category.

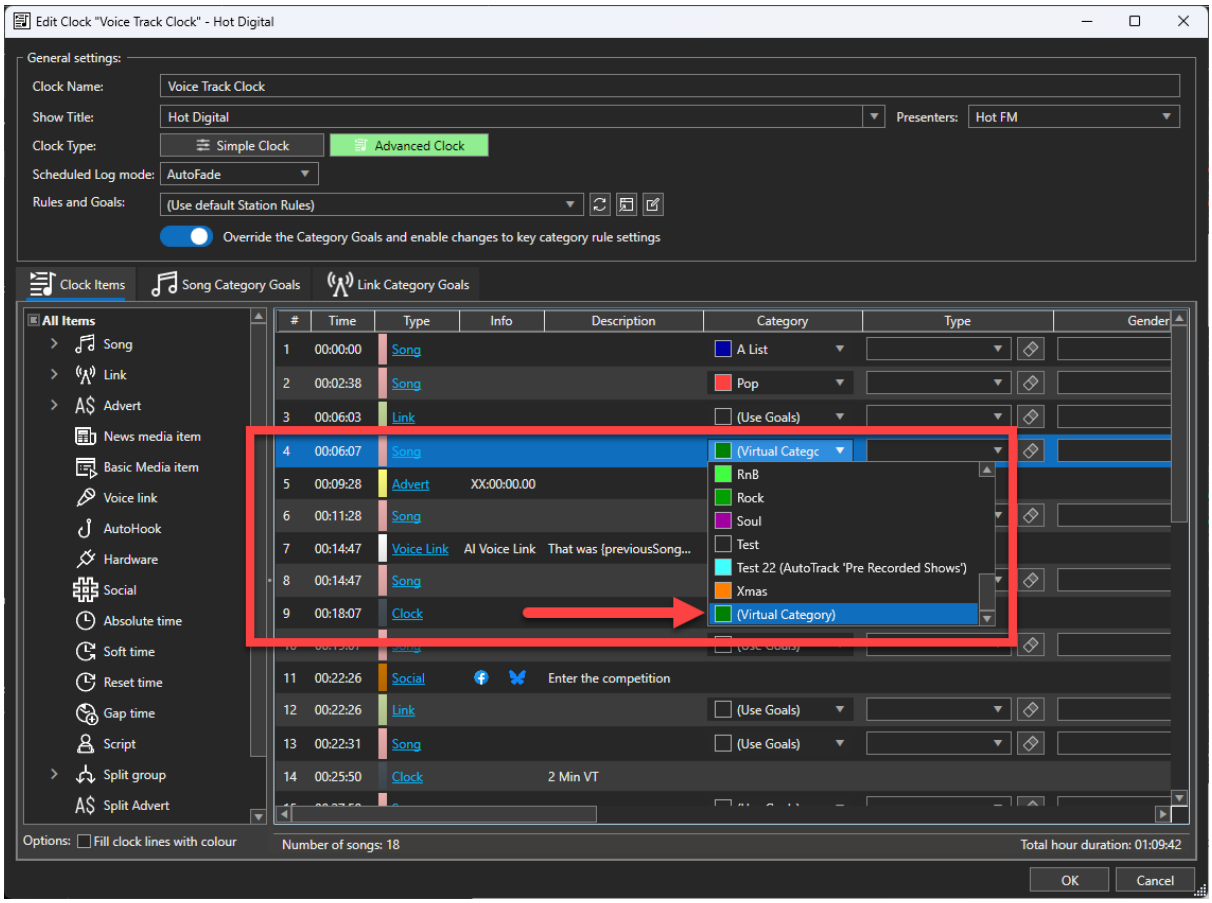


- Including Virtual Categories in Song Category Goals.

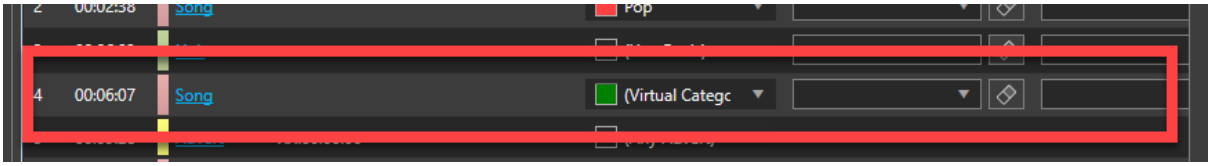
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- Specifying Virtual Categories in specific positions in Clocks.



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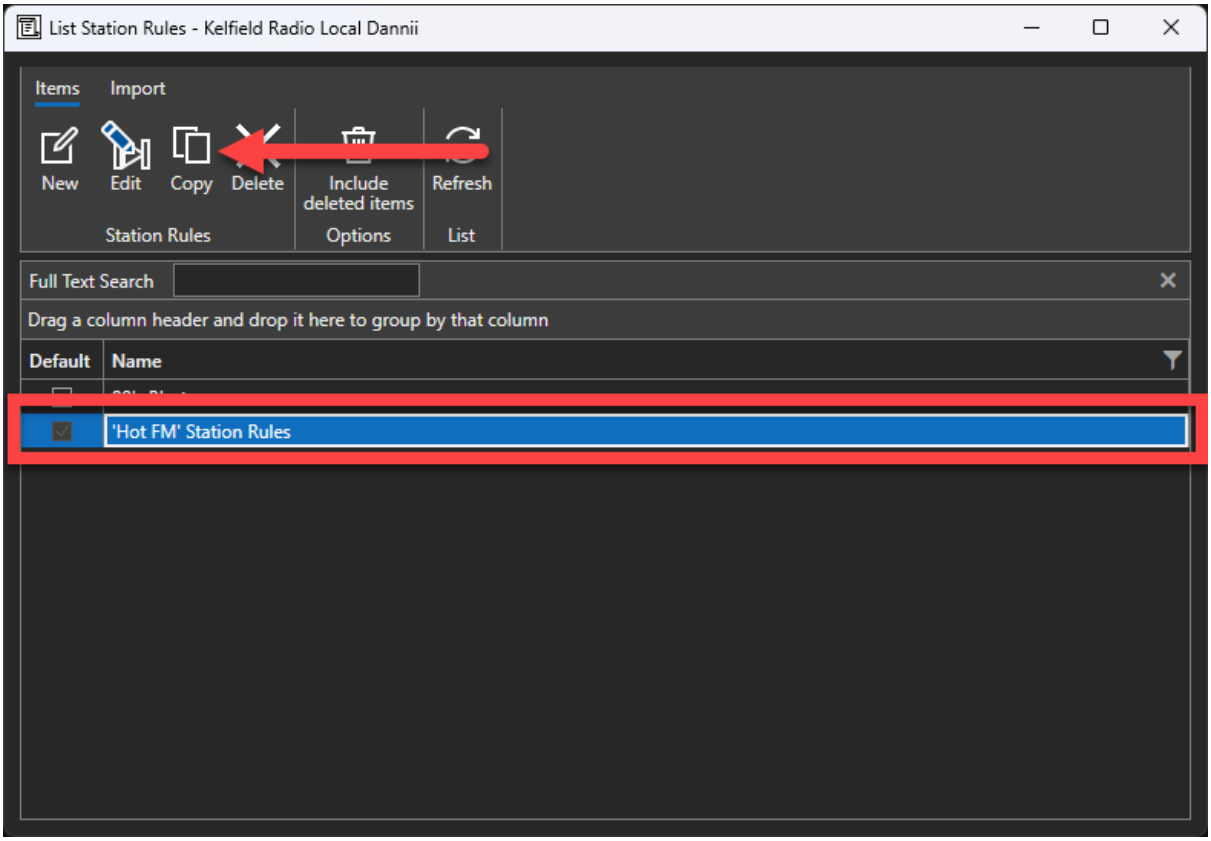


Using More Than One Virtual Category

Each Station Rule Set contains only one Virtual Category, but because you can have multiple Station Rule Sets and apply them to Clocks as required, it effectively allows you to use multiple Virtual Categories.

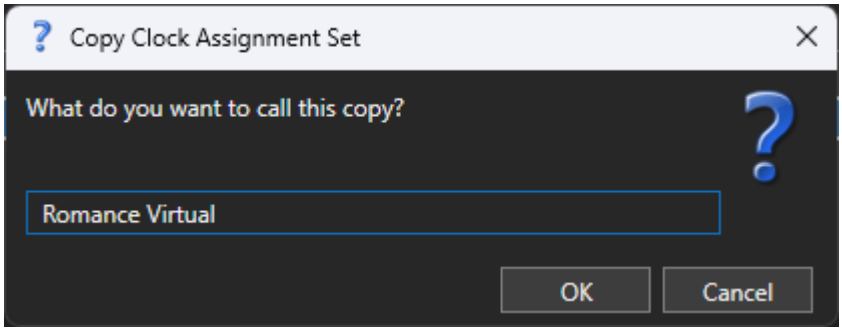
Let's say you wanted to use a new Virtual Category that only allows 'Romance' Tagged Songs, you could use the following steps:

1. Open the list of Station Rule Sets.
2. Select an existing Station Rule Set to **Copy** or you could build a new one from scratch.
3. In this example, we will make a copy of the existing Rule Set. Select the Rule Set and click on the **Copy** button.

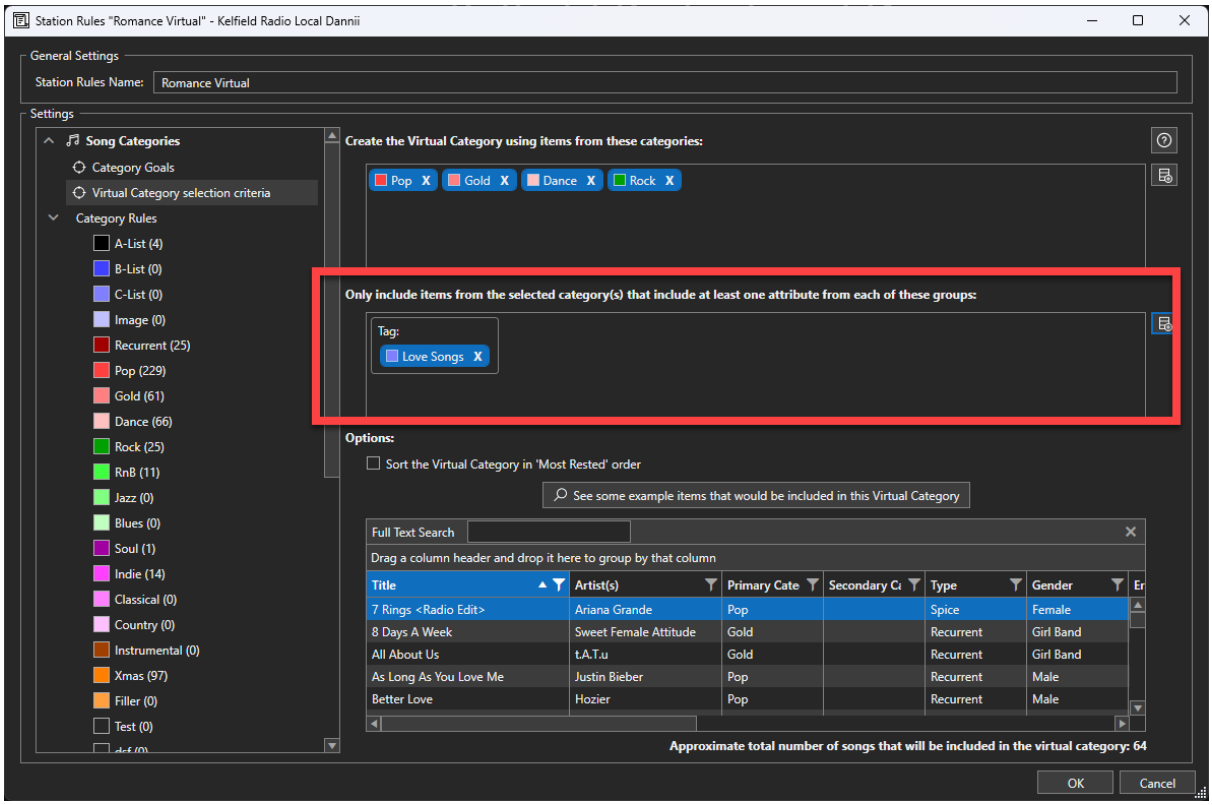


4. Give it a suitable **Title**, then click on **OK.**

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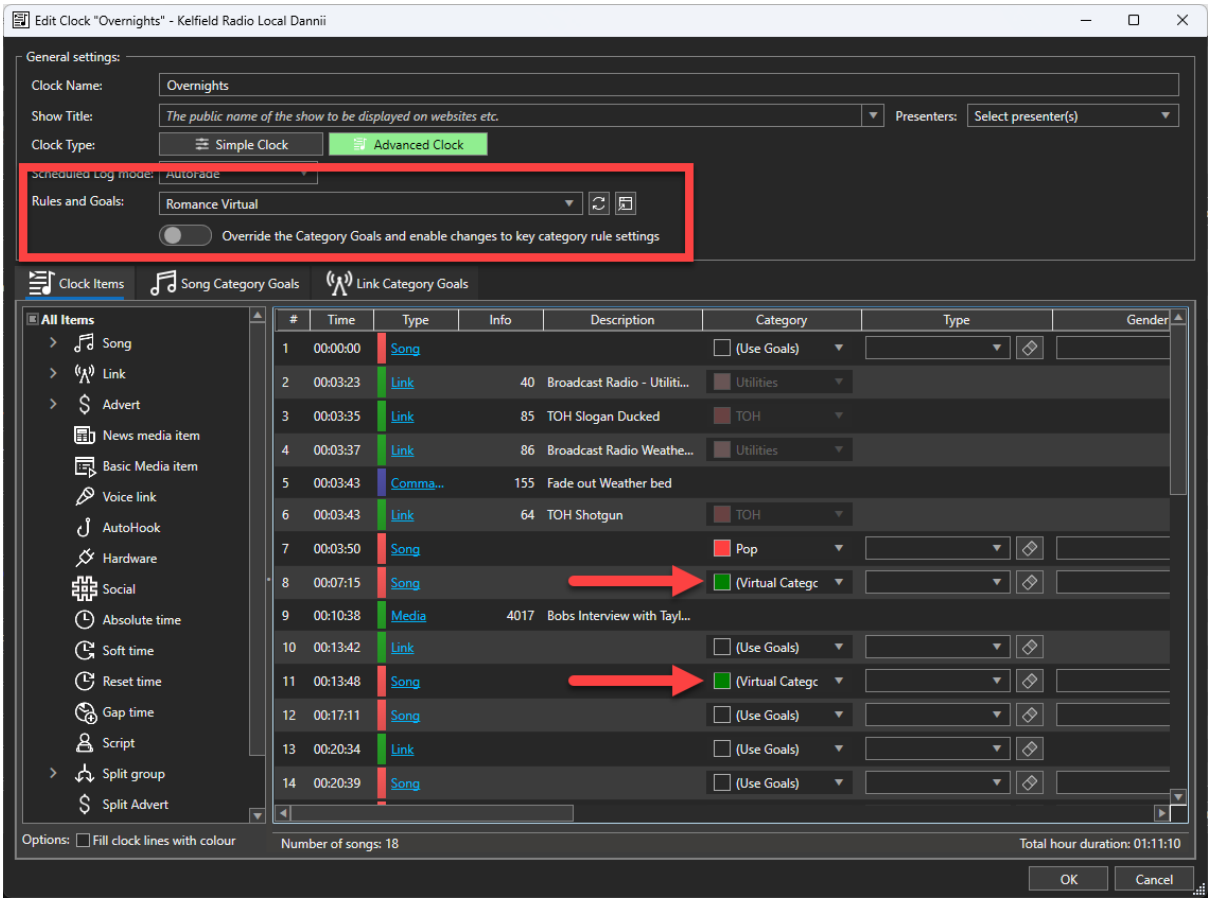
5. Follow the steps from the previous section to set the **Selection Criteria**. Then click on OK.



In the example above, Songs from the Pop, Gold, Dance and Rock Categories will be eligible but they must have the **Love Songs Tag**. We can also see that 64 Songs meet the Virtual Category Criteria.

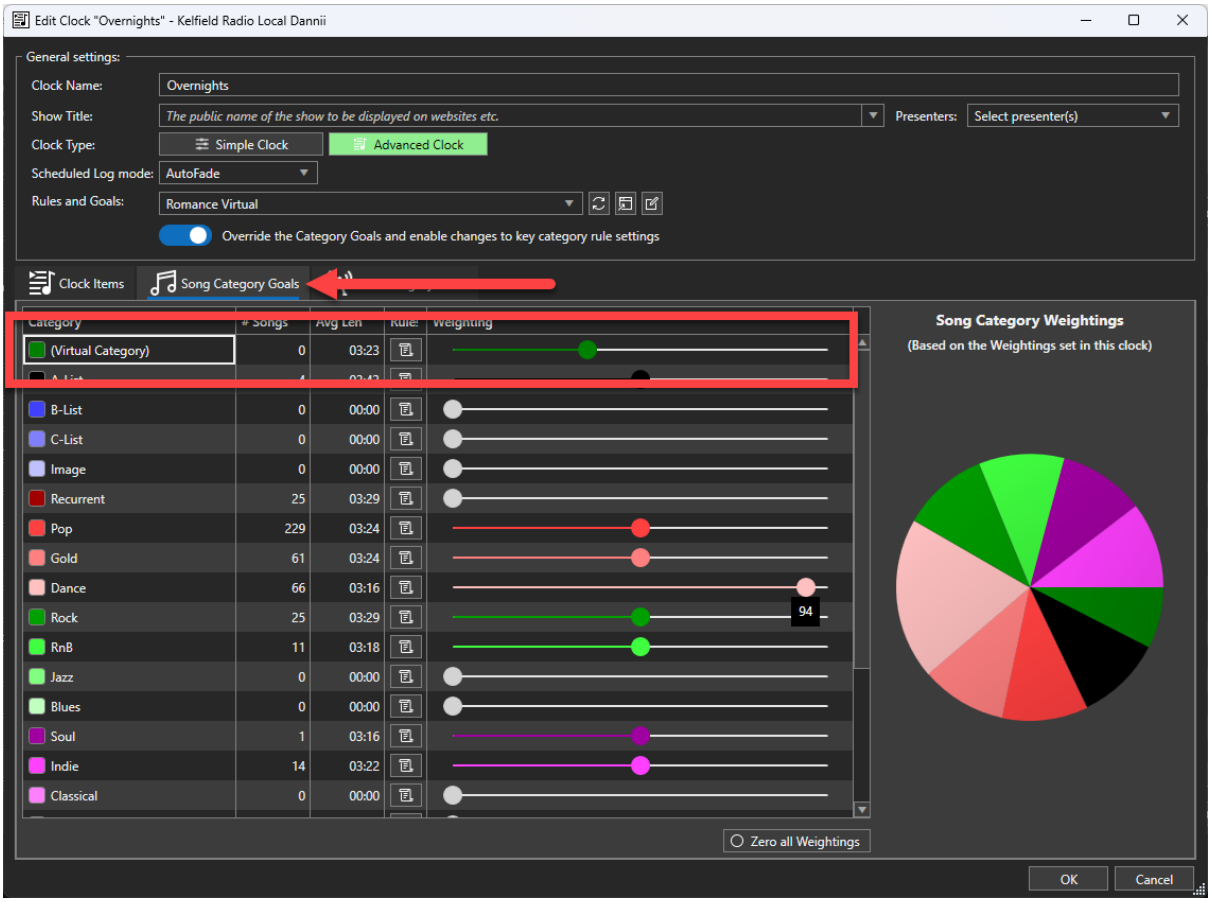
6. To apply this Station Rules Set to a Clock, open the Clock and select the **Rules and Goals** to use the new Rule Set we just created.

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Remember that you still need to add Virtual Category to specific Songs in the Clock.

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Or add it to the Song Category Goals.

CAUTION - Whilst Virtual Categories can be a very powerful tool to aid with specific scheduling requirements, applying Virtual Categories with Selection Criteria that is unrealistic, will result in poor scheduling performance.

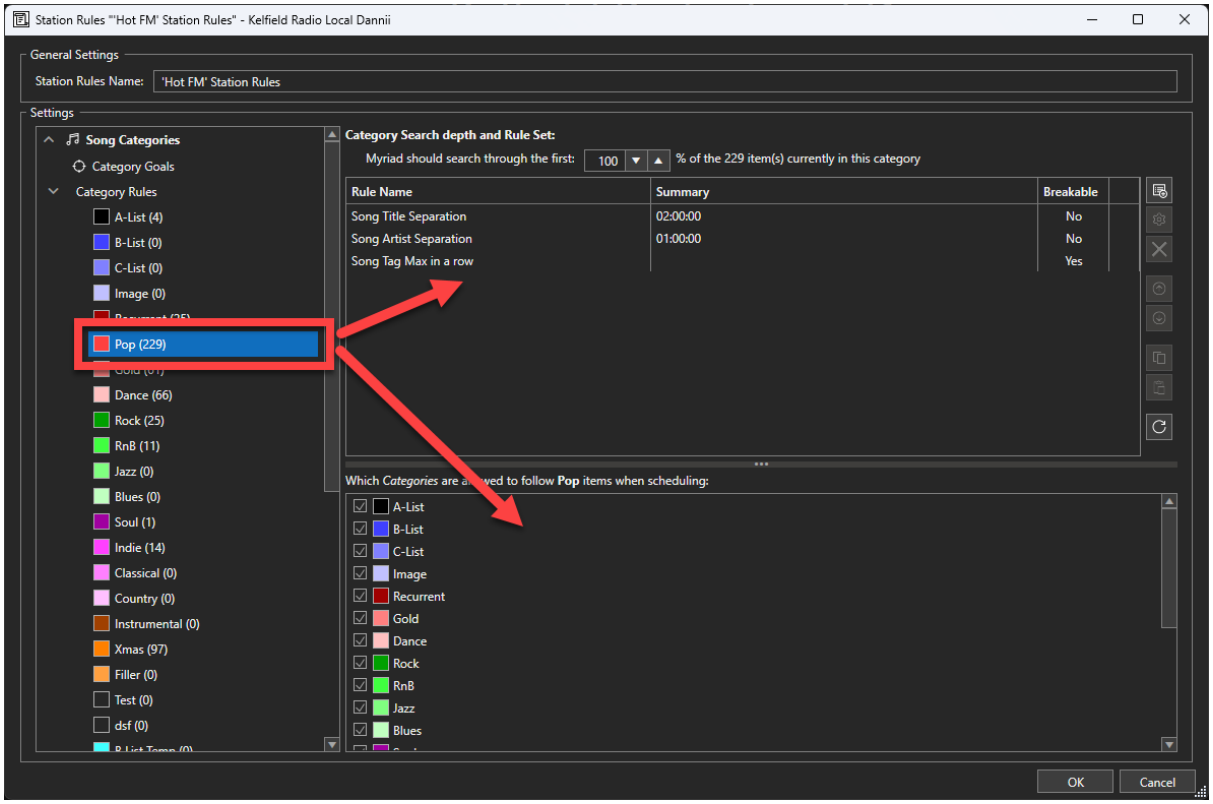
Song Categories > Category Rules

The Category Rules section in Song Categories allows you to define specific rules for an individual Song Category. These include:

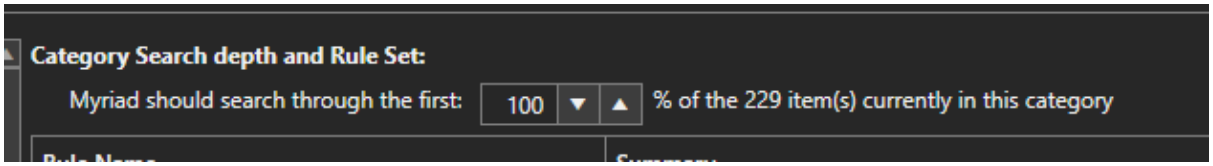
- **Search Depth** – How much of the content of the Category to consider before starting to remove breakable Rules (or giving up).
- **Schedule Rules** – These Rules allow you to set specific rules that Myriad Schedule needs to follow. The principle Rules are **Artist Separation** and **Title Separation** which allow you to define the minimum time between scheduling the same Song or other Songs by the same Artist. Myriad Schedule Pro customers also get additional options to allow them to further enhance the Rules for a Category.
- **Follow Rules** – Which Song Categories are allowed to follow the selected Category. This allow you to prevent a Gold Song following an A-List Song is that is what you want.

In all cases, use the list of Song Categories in the left-hand side to determine the Song Category that you are working with.

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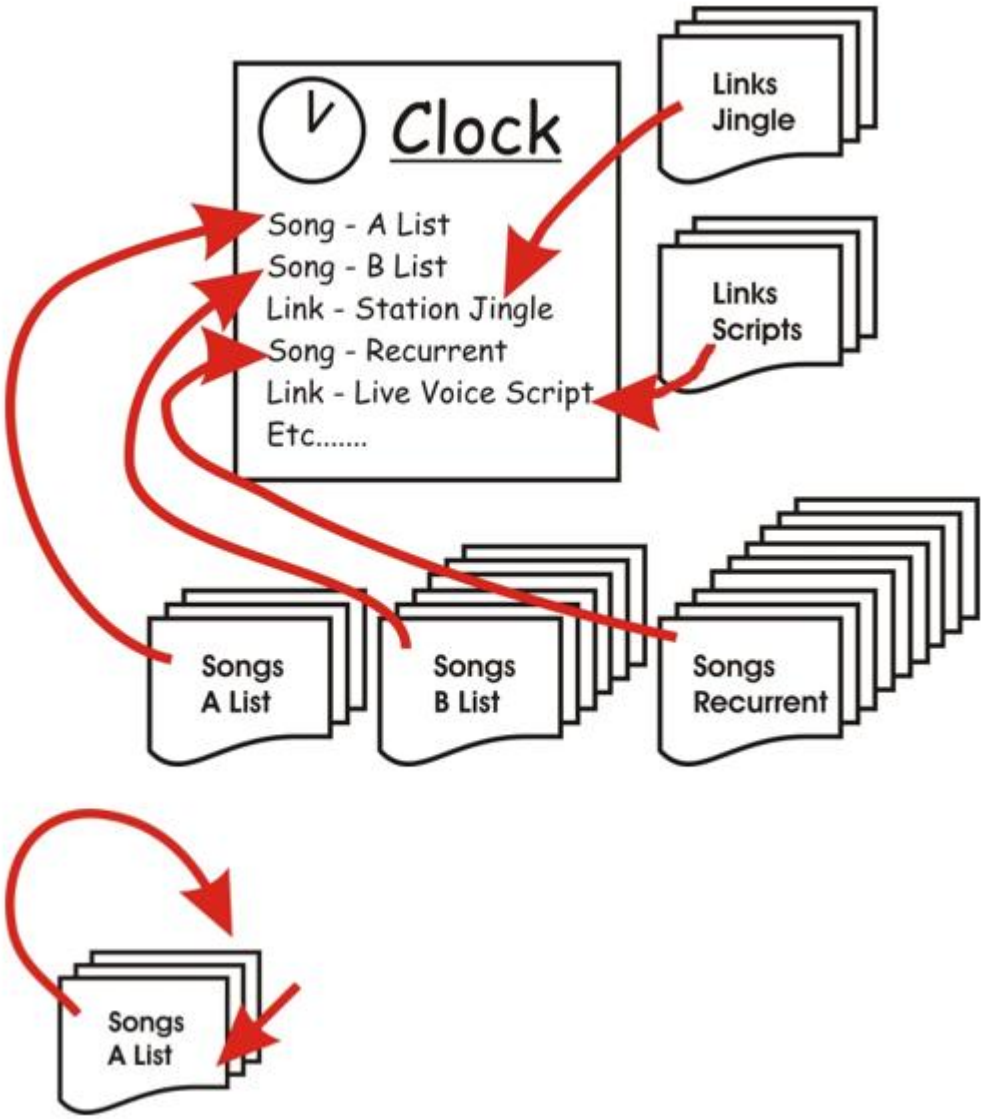
Search Depth



The Category **Search Depth** allows you to set how much of the content of a Category should considered before Myriad Schedule starts to relax the Rules or decides it cannot schedule content in that slot.

To understand this, you need to consider how Myriad Schedule selects content.

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In the example above, Myriad Schedule is first looking for an A-List Category Song. It checks the top item in the A-List Deck against the Rules and if it will not break any Rules, it is schedule and placed at the back of the deck. But if scheduling the top item would break a Rule then Myriad Schedule leaves it and moves on to the next item in the Deck.

It will continue to do this until either the item is scheduled, or the **Search Depth** is reached at which point it will remove the lowest priority Breakable Rule (see Schedule Rules) and then go through the process again. If it has not scheduled an item even after all the Breakable Rules have been removed, then the item will appear in the Log as an Unscheduled Song.

So why not just search 100% of every Category Deck?

The answer to this is that if you set all Categories to have 100% search depth, Scheduling will be slower but more importantly, you will likely notice some content will be scheduled more often than other because it is easier to schedule! If you have a Song from an Artist that only had one hit and

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another Artists that has 20+ Songs in your database, the 'one hit wonder' is likely to schedule more often because Artist Separation would exclude the other Artist more regularly.

Enhanced Scheduling was introduced to combat this as limiting the Search Depth gives the system more scope to 'give up' on an initial pass and start removing Breakable Rules. If you set all Search Depths to 100% for all Categories then you are back to Standard Mode Scheduling!

Smaller Categories (like a small A-List) should be set to 100% but larger Categories should be set to lower values. We recommend 50% or less for larger Categories.

Schedule Rules

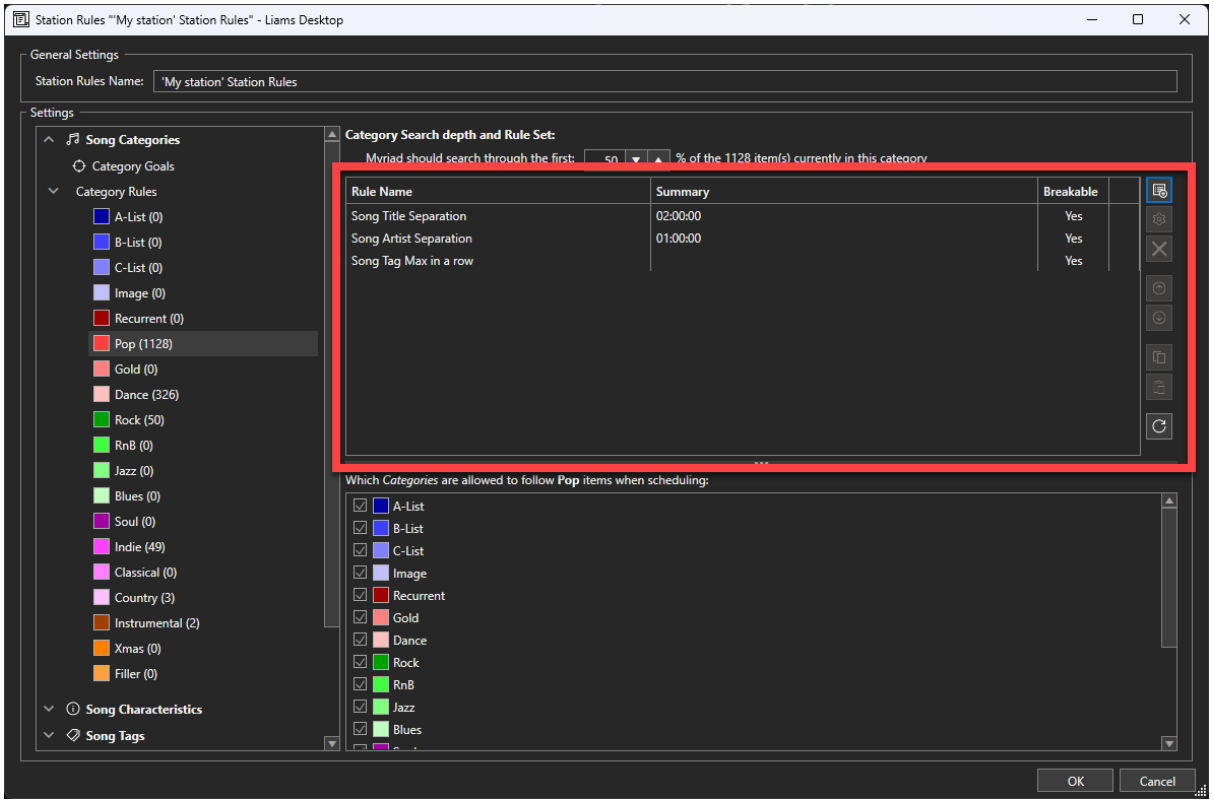
Schedule Rules allow you to set specific Rules for content of the selected Category. These include the following:

Rules Available in Myriad Schedule (Standard)

- **Song Separation –** Set a minimum time that must pass before the same Song (Media ID) can be scheduled again.
- **Song Title Separation –** Set a minimum time that must pass before a Song with the same Title can be scheduled.
- **Song Artist Separation –** Set a minimum time that must pass before a Song by the same Artist can be scheduled.
- **Song Characteristic Min/Max/Sep In A Row –** Choose whether to enforce Min/Max/Sep Characteristic rules as breakable or non-breakable (or not applied at all).
- **Song Characteristic Follow In A Row –** Choose whether to enforce Characteristic Follow rules as breakable or non-breakable (or not applied at all).
- **Song Tag Max In A Row –** Set the maximum number of Songs with the same Tags that can be scheduled in a row.

Please note that these Rules will be examined more detail in the Schedule Rule Definition section.

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Additional Rules in Myriad Schedule Pro

Myriad Schedule Pro users have access to several additional Schedule Rules that can be applied to **Songs, Song Title, Song Album, Artists & Artist Groups**.

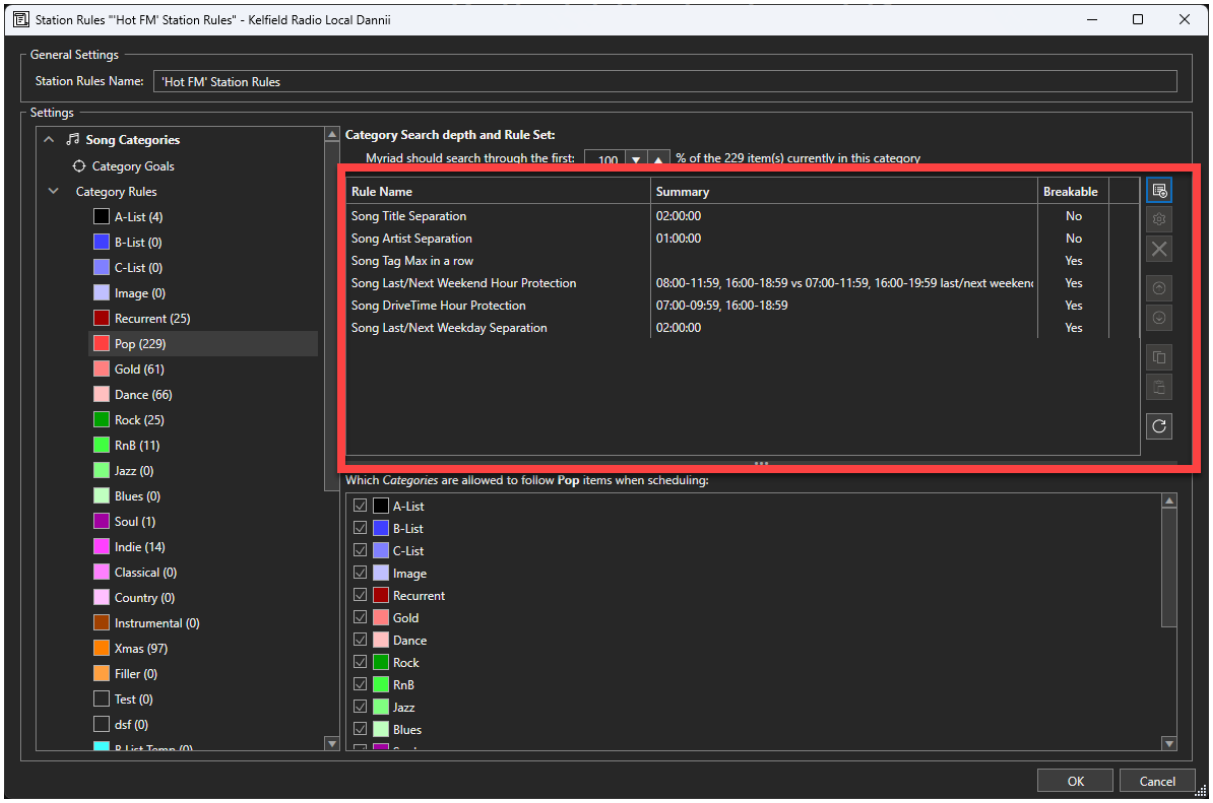
- **Previous / Next Day (plus X) Separation** – When considering an item to be scheduled, the Log will be checked to see if it has already been scheduled, the specified number of days before or after, within the specified time range.
- **Last / Next Weekday Separation** - When considering an item to be scheduled, the log will be checked to see if it has already been scheduled, either on the previous weekday or the next weekday, within the specified time range.
- **Last / Next Weekend Separation** - When considering an item to be scheduled, the log will be checked to see if it has already been scheduled, either on the previous weekend day or the next weekend day, within the specified time range.
- **Nearest Play Separation (Dynamic Dayparting)** - When considering an item to be scheduled, the log will be checked find the specified number of times, before or after, that the item has already been scheduled, within the specified time range
- **Hour Protection -** A item will only be scheduled if is not already in any of the selected hour ranges.
- **Previous / Next Day (plus X) Hour Protection –** An item will only be scheduled during the marked hours in the upper hour range if there it is not already in any of the selected lower hour range within the specified day range.
- **Previous / Next Weekday Hour Protection –** An item will only be scheduled during the marked hours in the upper hour range if it wasn't used in any one of the marked hours in the lower hour range on the last weekday, or on the next weekday.

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- **Previous / Next Weekend Hour Protection –** An item will only be scheduled during the marked hours in the upper hour range if it wasn't used in any one of the marked hours in the lower hour range on the last weekend-day, or on the next weekend-day.
- **Nearest Play Hour Protection -** An item will only be scheduled during the marked hours in the upper hour range if it wasn't used in any one of the marked hours in the lower hour range, the nearest X times it was scheduled to play.
- **Drivetime Hour Protection –** An item will only be scheduled in the first range if it isn't used in the later range either yesterday or today. It will only be scheduled in the later period if it isn't used in the earlier range either today or tomorrow. So, for example, this Rule can protect against the breakfast show scheduling an item that was scheduled in the previous days afternoon show or todays afternoon show, ie the last time a listener was in the car listening to then the station.
- **Drivetime Weekday Hour Protection –** An item will only be scheduled in the first range if it isn't used in the later range either the last or next weekday. It will only be scheduled in the later period if it isn't used in the earlier range either the last or next weekday. So, for example, this Rule can protect against the breakfast show scheduling an item that was scheduled in the previous weekday (skipping the weekend days) afternoon show or todays afternoon show, ie the last time a listener was in the car listening to then the station.
- **Drivetime Weekdend Hour Protection –** An item will only be scheduled in the first range if it isn't used in the later range either the last or next weekend-day. It will only be scheduled in the later period if it isn't used in the earlier range either the last or next weekend-day. So, for example, this Rule can protect against the breakfast show scheduling an item that was scheduled in the previous weekend day (skipping the weekdays) afternoon show or todays afternoon show, ie the last time a listener was in the car listening to then the station.
- **Song Title Yesterday/Tomorrow Separation –** Allows you to avoid scheduling Songs with the same Title around the same time on consecutive. So as an example, if a Song is scheduled at 1pm today, it would not be allowed to be scheduled between 12pm and 2pm yesterday or tomorrow).
- **Artist Yesterday/Tomorrow Separation –** Allows you to avoid scheduling content from the same Artist around the same time on consecutive. So as an example, if a Song is scheduled at 1pm today, it would not allowed other Songs by that Artist to be scheduled between 12pm and 2pm yesterday or tomorrow).
- **Type Min/Max/Separation** – Enforces the Min, Max (in a row) and Minimum Separation Rules for Types.
- **Type Follow –** Enforces the Follow Rules for Types.
- **Gende Min/Max/Separation** – Enforces the Min, Max (in a row) and Minimum Separation Rules for Genders.
- **Gender Follow –** Enforces the Follow Rules for Genders.
- **Era Min/Max/Separation** – Enforces the Min, Max (in a row) and Minimum Separation Rules for Eras.
- **Era Follow –** Enforces the Follow Rules for Eras.

Please note that these Rules will be examined more detail in the Schedule Rule Definition section.

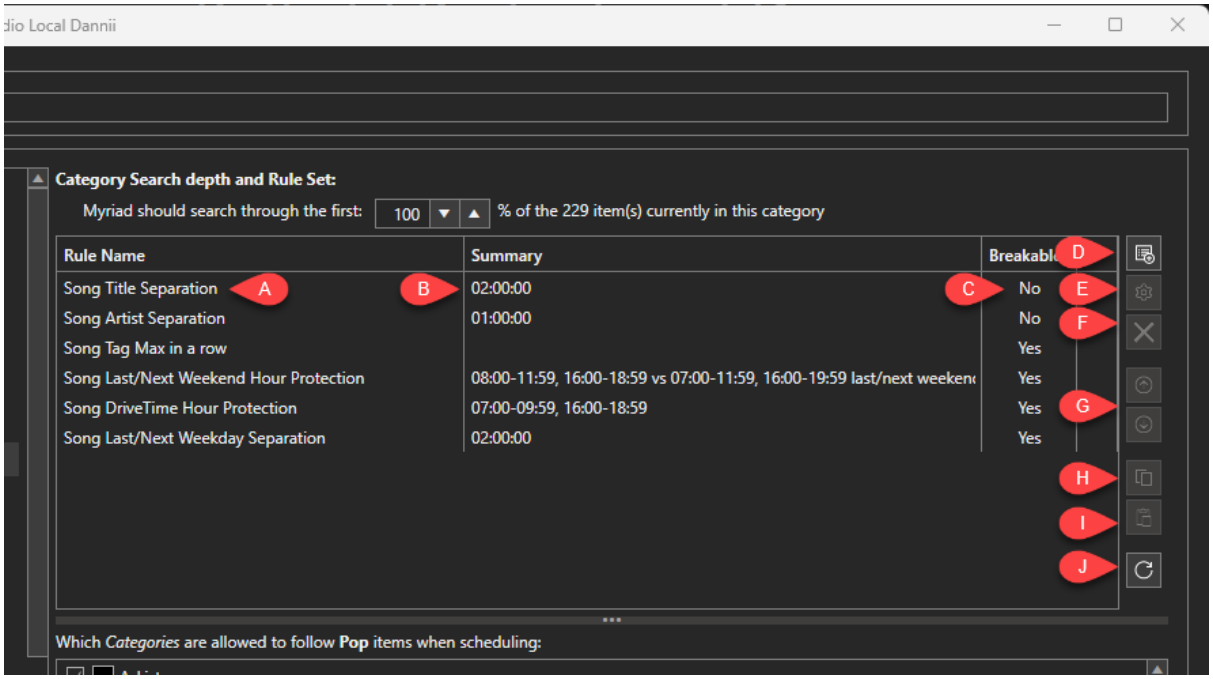
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These are the additional Rules available at time of writing but may add more Rules for Myriad Schedule Pro customers in time, so you may see additional Rules on your version.

All of these Rules can be set as Breakable (ie Myriad Schedule can ignore them in order to avoid an Unscheduled Song).

Let's take a closer look at the Schedule Rules window.

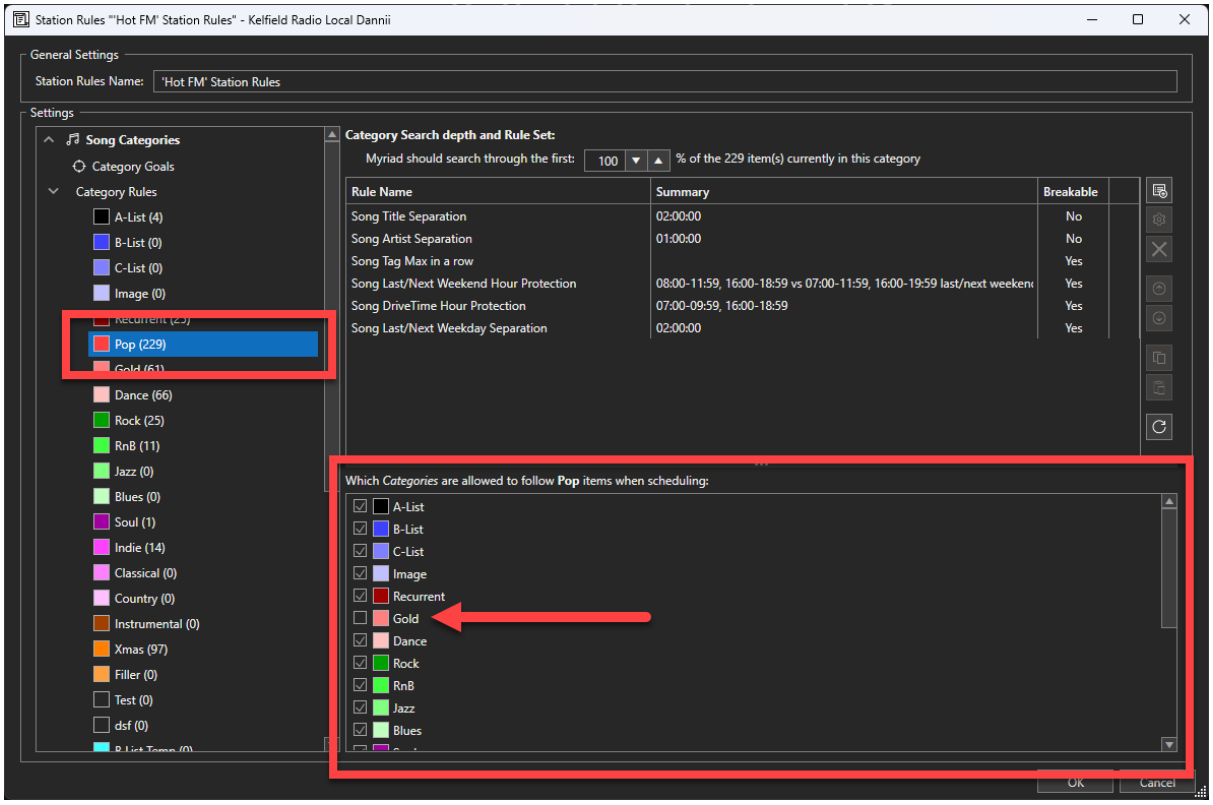


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A. Rule description – Tells you what the Rule is.
B. Current setting – Shows separation time for appropriate Rules.
C. Breakable – can this Rule be broken if needed.
D. Add new Rule – Browse available Rules.
E. Edit the selected Rule.
F. Delete the selected Rule.
G. Move Rule Up/Down – this is useful as the least important 'breakable' Rules should be at the bottom as Myriad Schedule will remove these first when trying to schedule a difficult position.
H. Copy the selected Rules.
I. Paste Rules from the clipboard into the selected Category.
J. Reset all Rules to default – This will set all the Rules (within this Category) to the default settings.

Category Follow Rules

For each Song Category, you can define what other Song Categories are allowed to follow directly after using the Category Follow section.



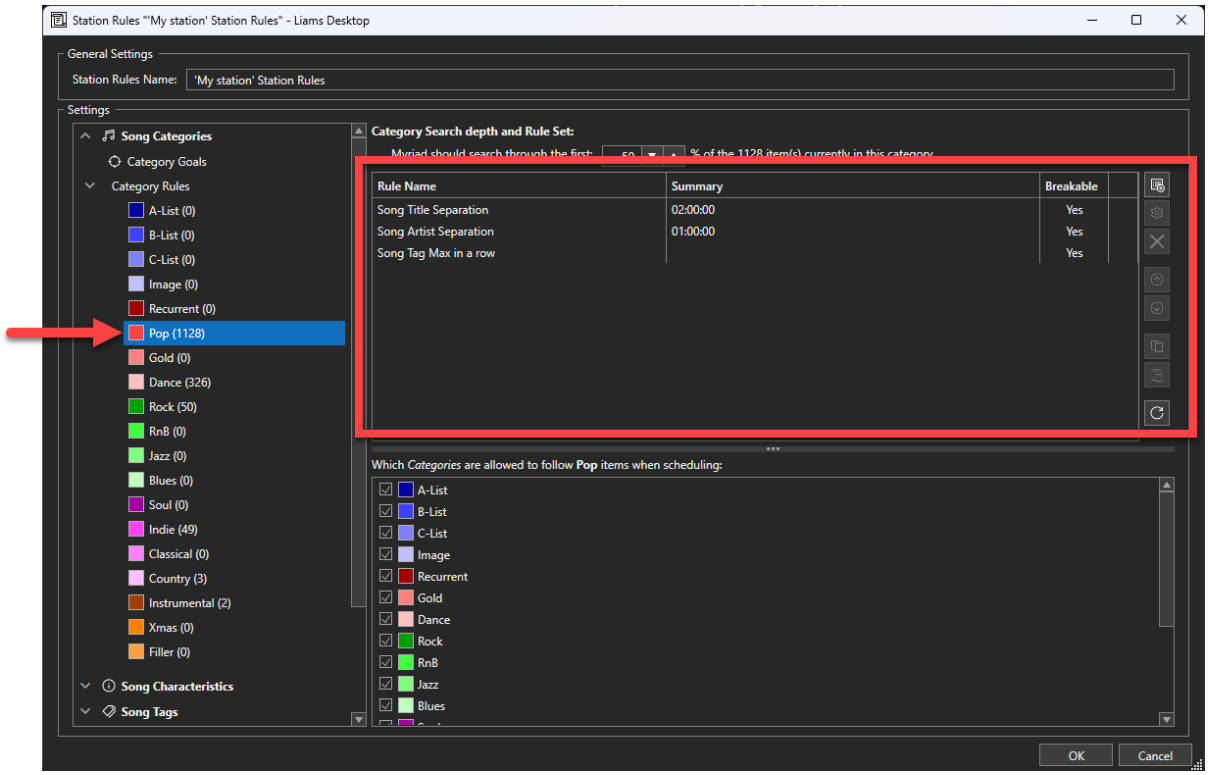
In the example above, the Pop Category has been selected, and the **Gold** Category has been unticked in the Category Follow section which means when Myriad Schedule schedules a Pop Song it will not follow it with a Gold Song (unless that is specified in the Clock).

Schedule Rule Definitions

Let's take a closer look at the Schedule Rules and how they can be used to shape the sound of your station.

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Viewing & Editing Rules Applied to a Category



To view the Schedule Rules being applied to a Song or Link Category, click on the Song/Link Category in the left-hand settings list.

The currently applied Rules and any associated settings are displayed in the **Category Search Depth & Rule Set** section.

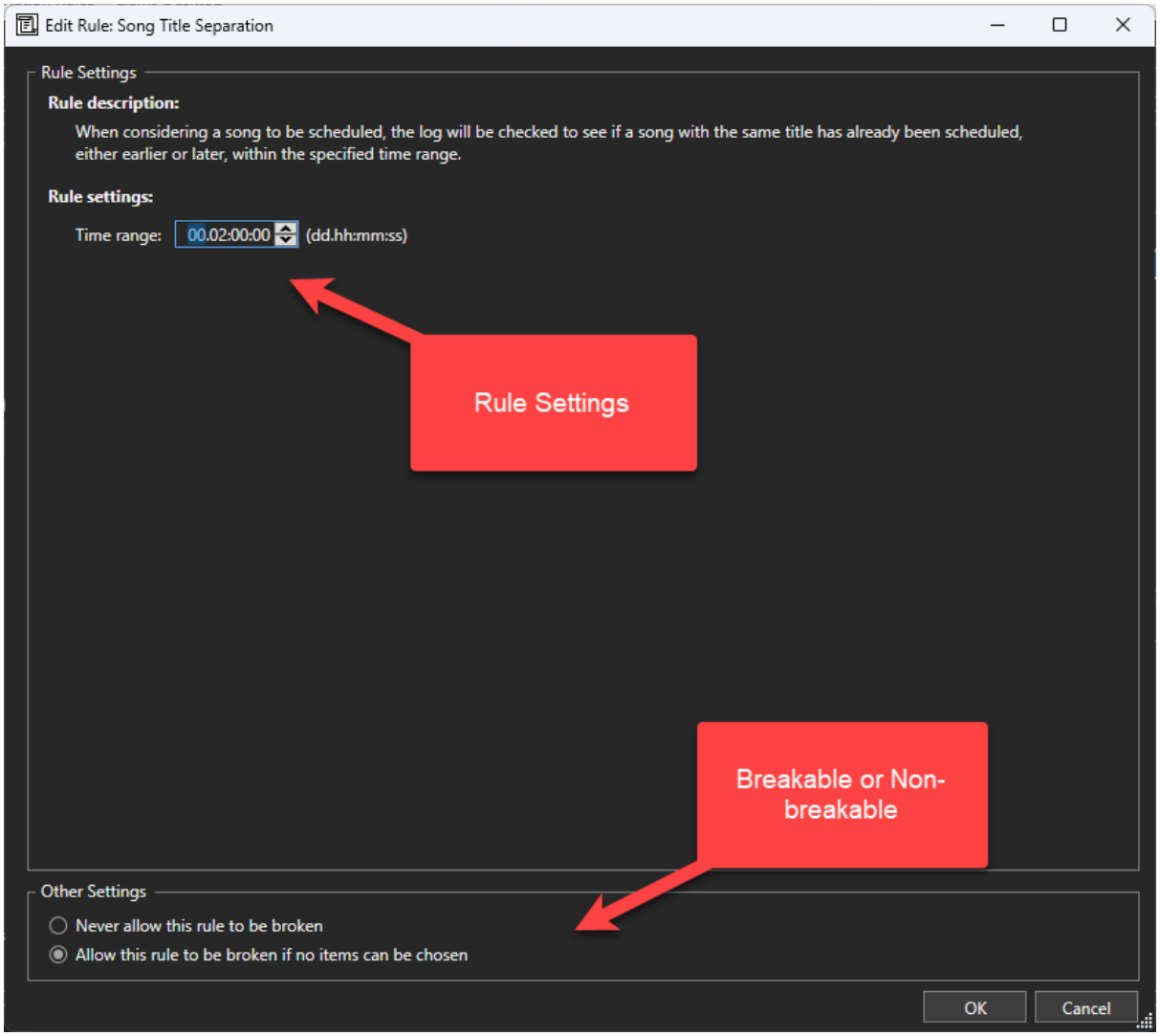
The example above has the default Schedule Rules for a Song Category using Myriad Schedule (Standard).

Rule Name	Summary	Breakable
Song Title Separation	02:00:00	Yes
Song Artist Separation	01:00:00	Yes
Song Tag Max in a row		Yes

We can see that currently there is a **Song Title Separation Rule** set to **2 hours** and a **Song Artist Separation Rule** set to **1 hour** which means that Songs from this Category with the same title, cannot be scheduled to repeat within 2 hours and other Songs by the same Artists can also not be scheduled within 1 hour.

To alter one of these settings, double click on the Rule (or use the Edit button) to access the Rule Settings.

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In this example we are looking at the Song Title Separation Rule. You can alter the minimum separation duration in the **Rule Settings** section and you can also set whether the Rule can be broken on the **Other Settings** section.

Breakable & Non-Breakable Rules

Rules can be set to be breakable or non-breakable.

- Breakable – Myriad Schedule attempt to schedule a Clock Position observing all Breakable Rules, but if no suitable item is scheduled before the Search Depth is reached, the bottom (least important) breakable Rule is removed and the process runs again. If an slot still remains unscheduled then the next breakable rule is removed from the bottom of the list and the process starts over again.
- Non-breakable Rules – Rules can also be set to never be broken, and these are always higher in the list than breakable rules. If a slot remains unscheduled with only non-breakable Rules left in the list, Myriad Schedule makes the item as unscheduled and moves on to the next item in the Clock.

Bu combing breakable Rules, in order of importance , with non-breakable rules, it is possible to set desired outcomes that can be flexible depending the content available.

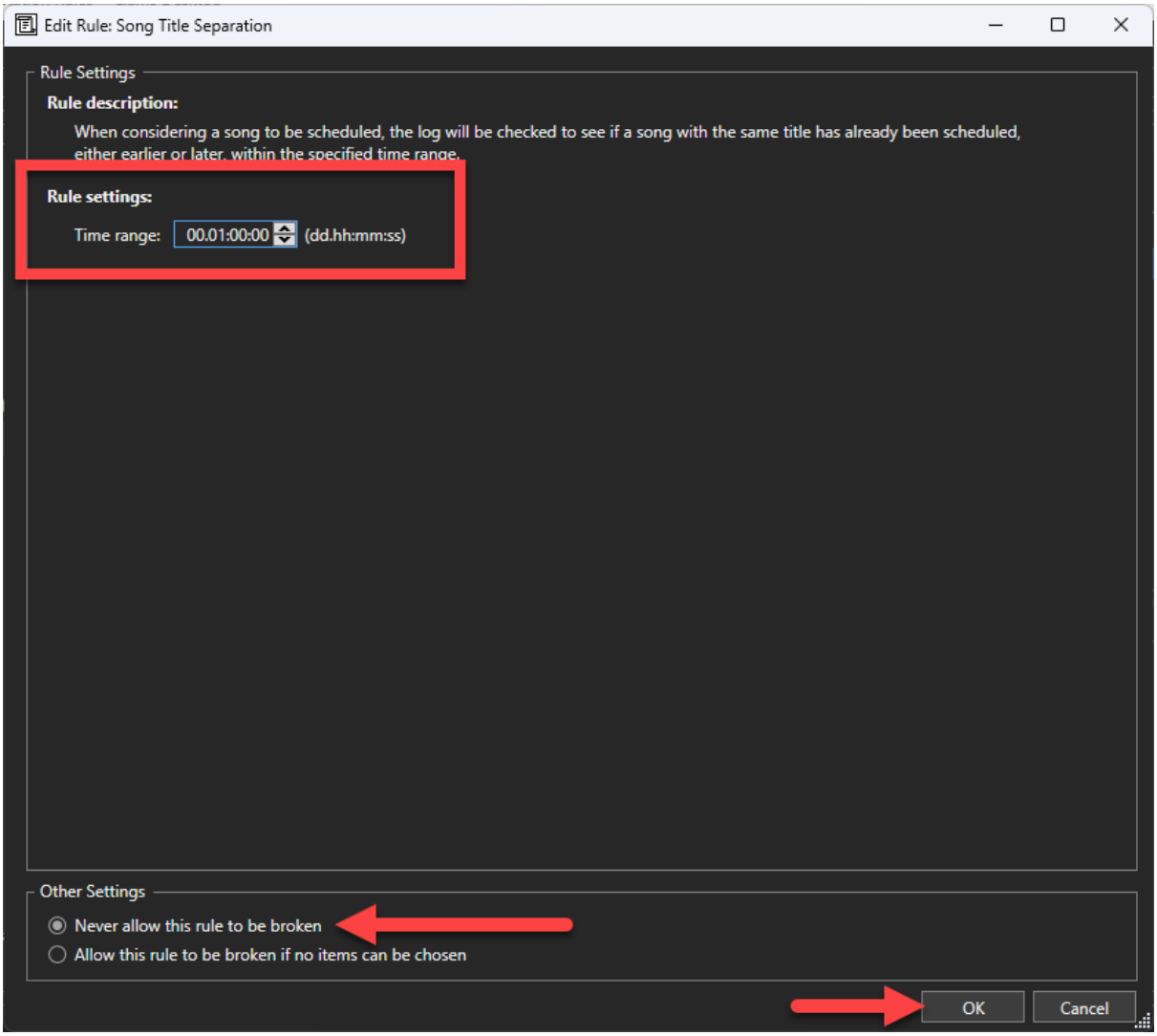
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Imagine we wanted to change the Rules to achieve the following:

- Would prefer to not hear the same Song repeated within 3 hours.
- Never want to hear the same song within 1 hour.

To do that, follow these steps:

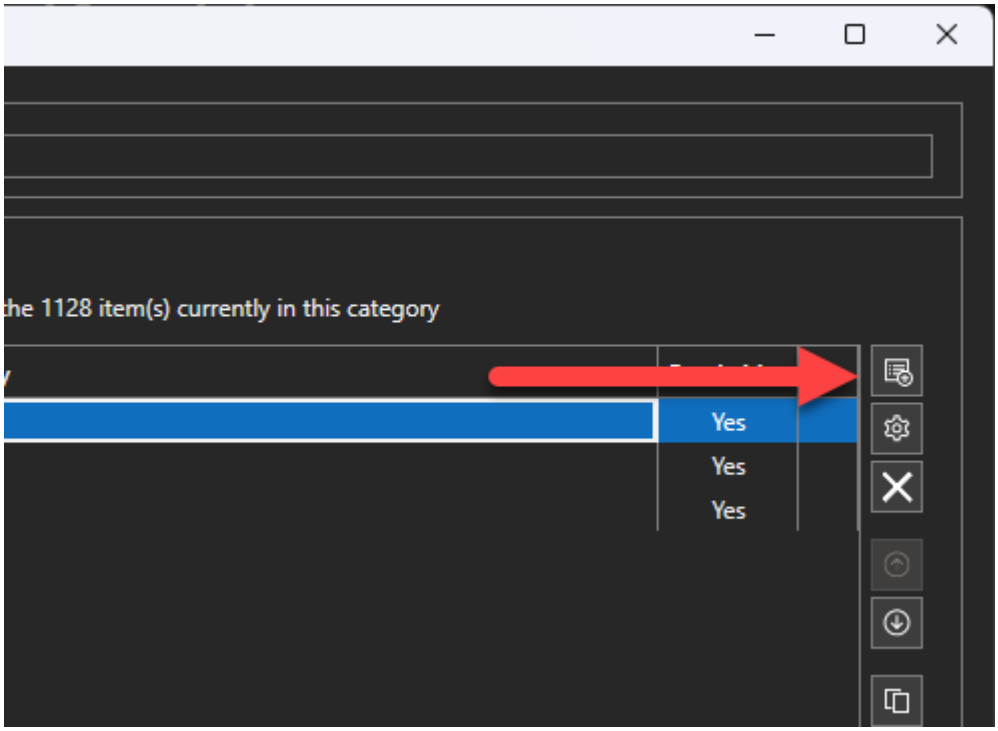
1. Double Click on the Title Separation o access the settings.
2. Set the separation time to be **1 hour** and also set the **Never allow this rule to be broken.**



This gets us the hard Rule that will prevent a Song from ever repeating within an hour.

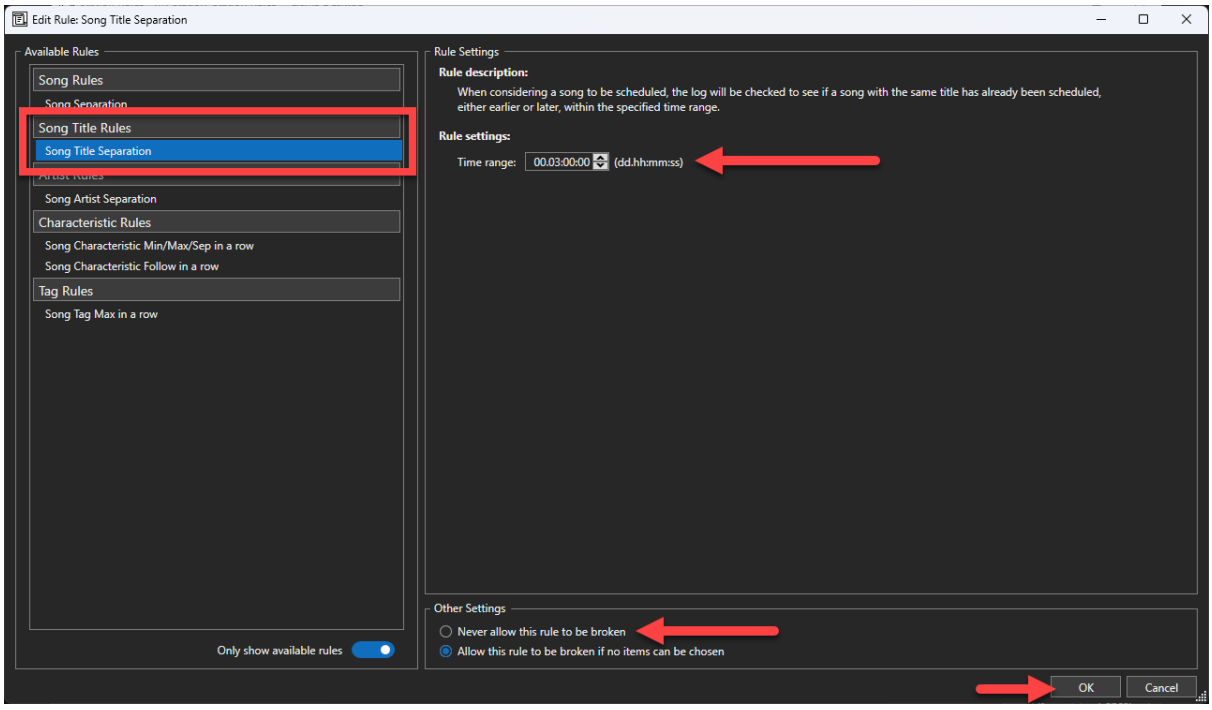
3. We still need to add something to try and prevent a Song repeating within 3 hours if possible. To do that, click on the **Add Rule** button.

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This will open the Available Rules window.

4. Scroll down and select the **Song Title Separation** rule.



5. Set the **Separation Time** to be 3 hours and select the **Allow this Rule to be broken** option. Then click **OK.**

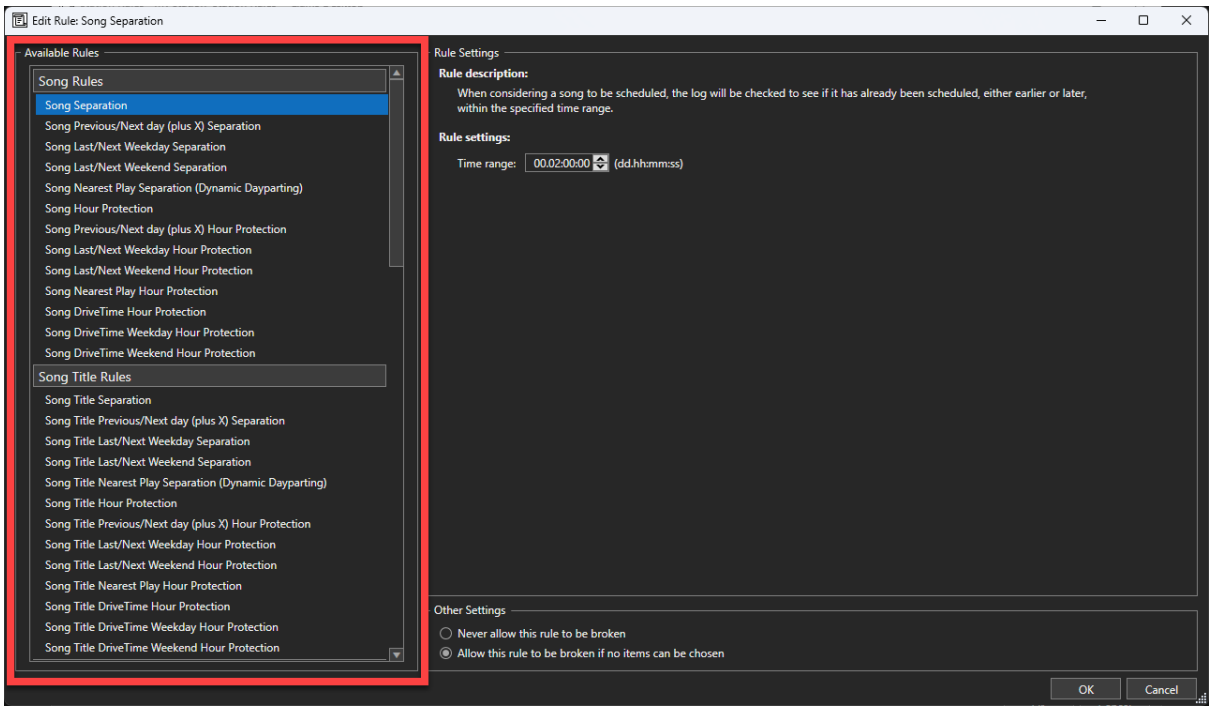
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Rule Name	Summary	Breakable
Song Title Separation	01:00:00	No
Song Artist Separation	01:00:00	Yes
Song Tag Max in a row		Yes
Song Title Separation	03:00:00	Yes

6. Now you will see that we have an 'unbreakable' Song Title Rule that prevents Songs repeating within an Hour (from this Category) and another 'breakable' Song Title Rule that tries to do the same thing for a 3 hour duration.

As you can see, you can build up a list of Rules that are suitable for the selected Category.

Myriad Schedule Pro customers have access to more Rules in the to allow them to tightly control each Song category.



Remember you can use the **Copy / Paste** option to copy the selected Rules and paste them into another Category so you can get the Rules setup how you like on one Category then copy the settings to other suitable Categories.

The Song / Song Title / Album / Artist / Artist Group Separation Rules

The Separation Rule is one of the fundamental rules in Myriad Schedule. It is used to set a minimum time between when two items can be scheduled in either Myriad Schedule or Myriad Schedule Pro based on the attribute the Rule is set for (i.e Song Title, Artist, Album etc).

This Rule can be applied to the following attributes:

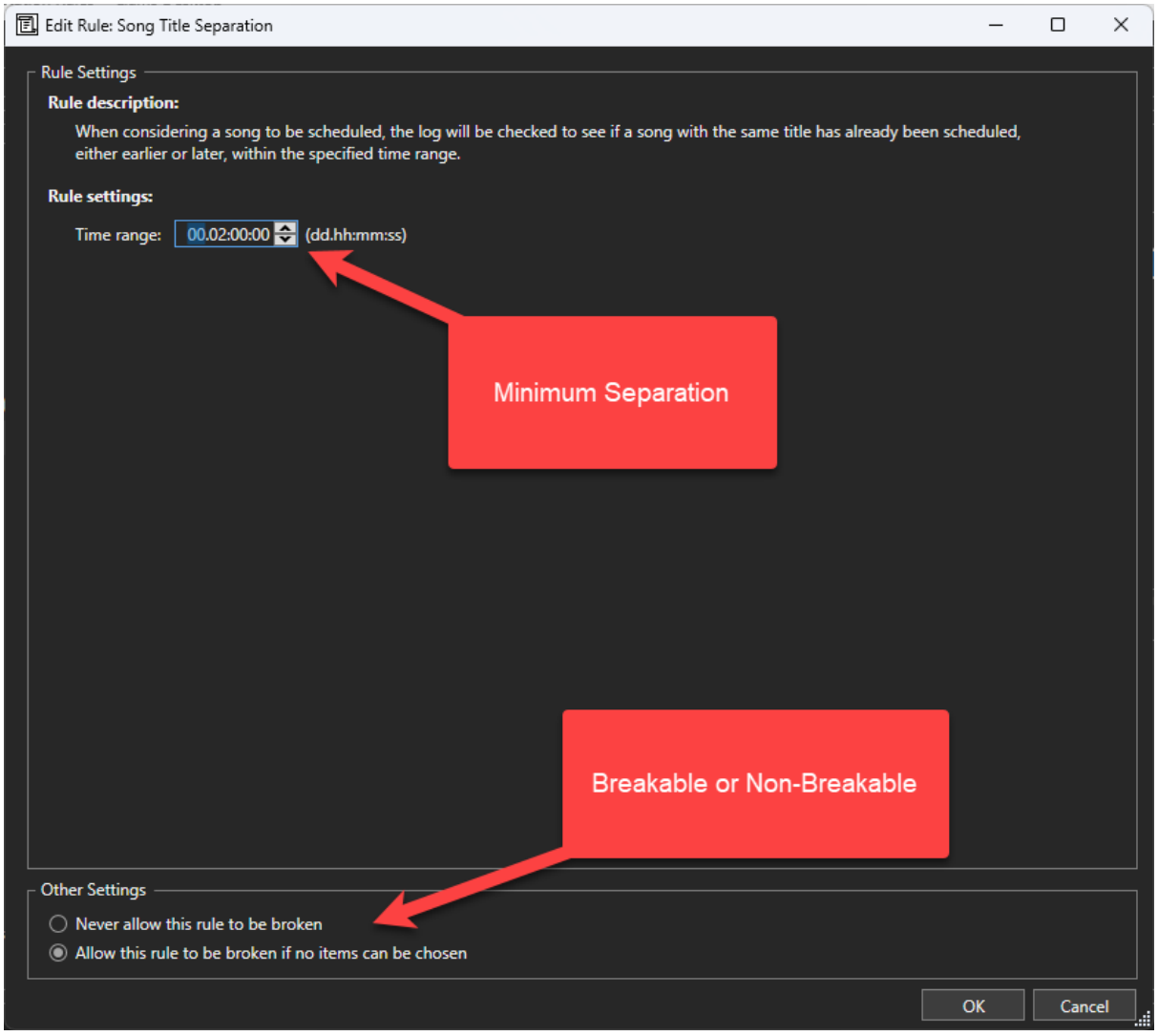
- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.

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- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Time Range –** Set a time duration in days, hours, minutes and seconds. This is the minimum time that must elapse before the attribute (Song, Artists, Album etc) is eligible for scheduling again.
- **Breakable / Non-Breakable –** Set whether the Rule can be broken to avoid unscheduled items.



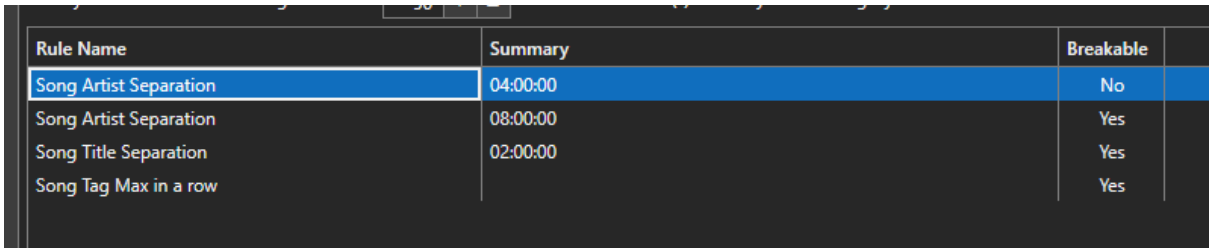
Example Use:

In your Pop Category, you may have several Taylor Swift Songs that you want to be in general rotation, but you would prefer your listeners to not hear the same artists within 8 hours, but the minimum you would accept a Song by the same Artist would be 4 hours.

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You could achieve this with two Artist Separation Rules:

- Artists Separation – 4 hours – Non-Breakable
- Artists Separation – 8 hours – Breakable



Rule Name	Summary	Breakable
Song Artist Separation	04:00:00	No
Song Artist Separation	08:00:00	Yes
Song Title Separation	02:00:00	Yes
Song Tag Max in a row		Yes

This would result in Myriad Schedule avoiding playing Songs from Taylor Swift within 8 hours but would allow it to use a Taylor Swift Song if it needed to, as long as the minimum Separation didn't go below 4 hours, at which point the non-breakable rule would apply.

By combining Song Separation, Artist Separation and Artist Group Separation (Myriad Schedule Pro only), you can control how often Songs, Artists and Songs from associated Artists are scheduled on your station.

The Previous / Next (plus X) Separation Rule (Myriad Schedule Pro only)

This Rule is used to prevent an item from being scheduled within a fixed time frame over a period of X days. So, For example, if this Rule is applied to Songs, a Song scheduled to play at 1pm on a Wednesday, may be prevented from being scheduled between 11am and 3pm on the previous & next X days.

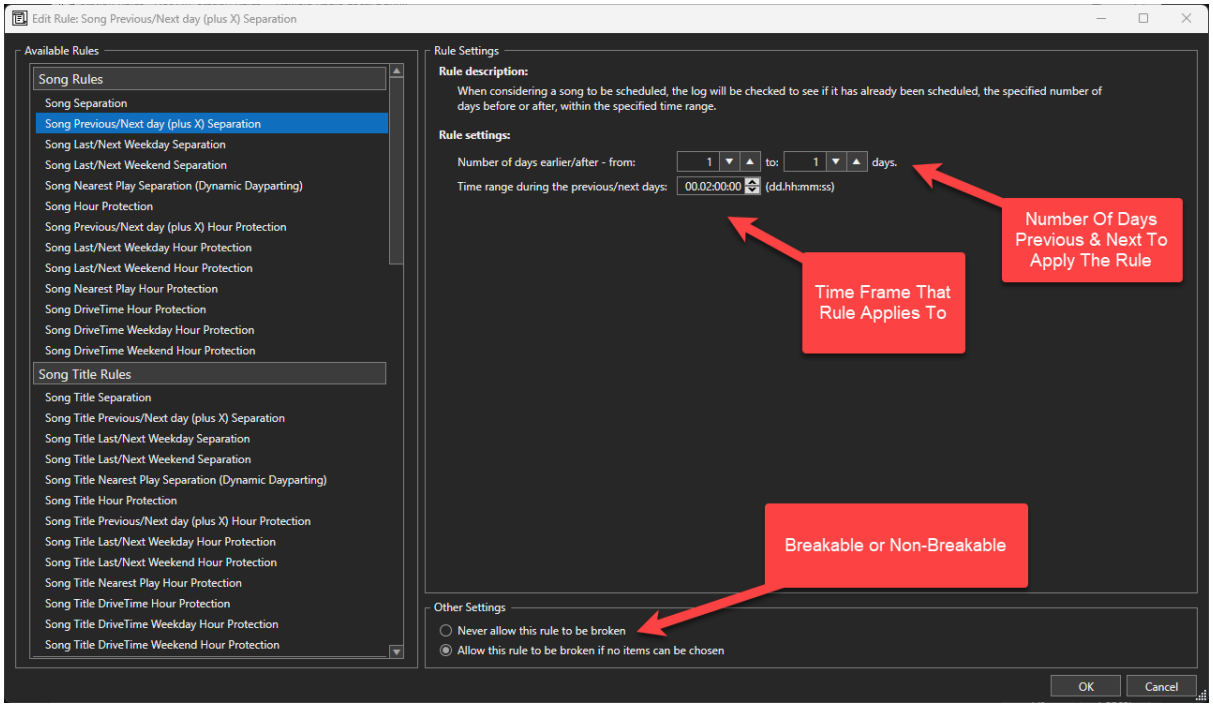
This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Number of Days Earlier –** Set the number of days early that this Rule protects.
- **Number of Days Later –** Set the number of days later that this Rule protects.
- **Time Range During Previous / Next Days –** Set the time range (dd:hh:mm.ss) that is protected by this Rule.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.

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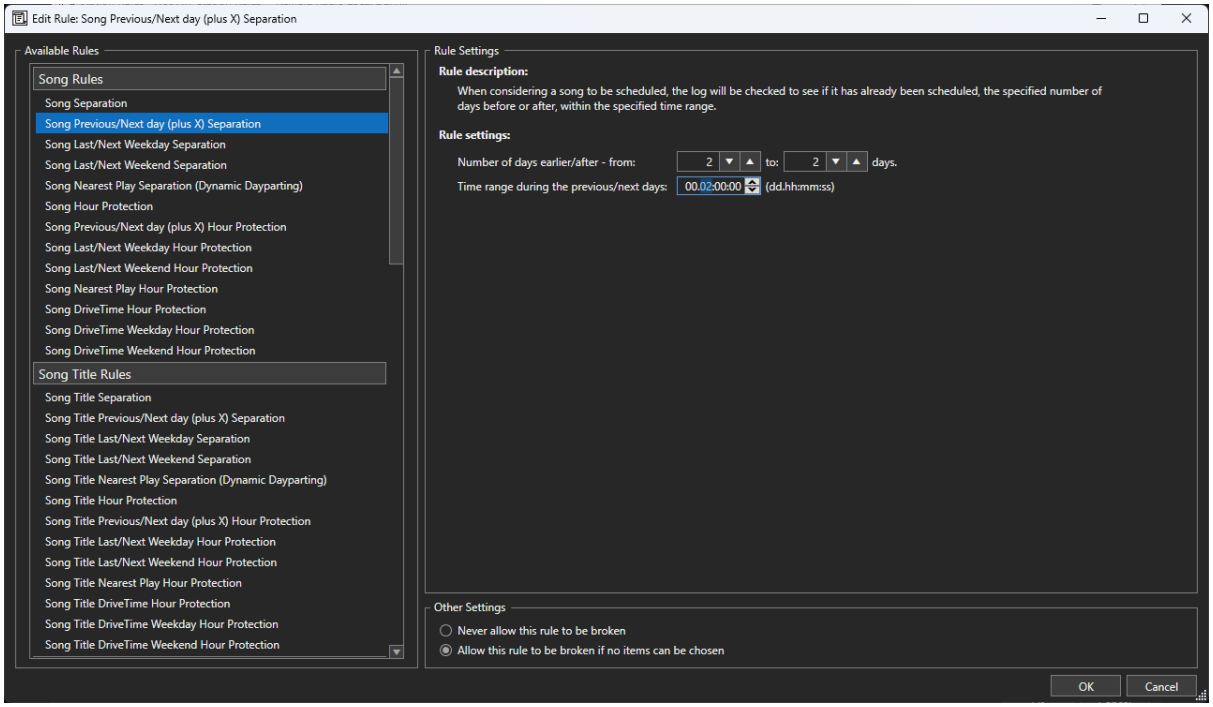
Example Use:

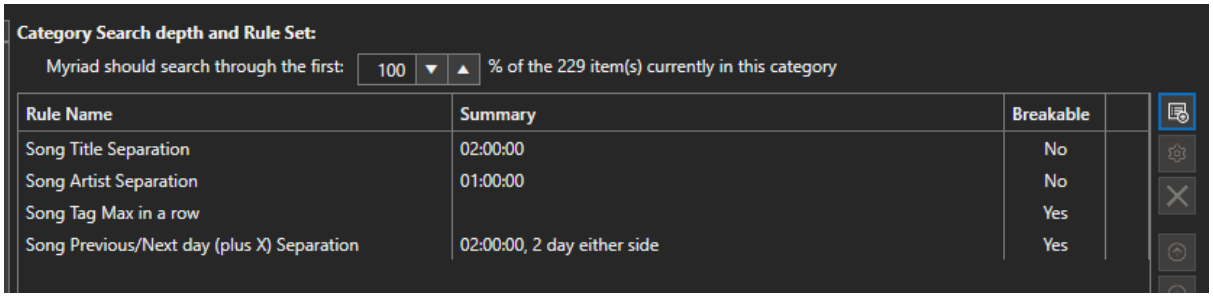
You know that a lot of people tune in to your breakfast show and want to ensure that people who regularly listen, don't just hear the same Song, day after day, on their daily drive to work. Your breakfast show is 3 x hours long so you want to ensure that is a specific Song is scheduled to play in the breakfast show on a Wednesday morning, the same show has not been scheduled in the earlier in the week and wont be scheduled again in the breakfast show later in the week.

You could achieve this with the following settings in the **Previous / Next (plus X) Separation Rule**:

- Number of Days Earlier / Later – 2 Days
- Time Range During Previous / Next Days – 2 hours
- Breakable / Non-Breakable – Breakable (recommended)

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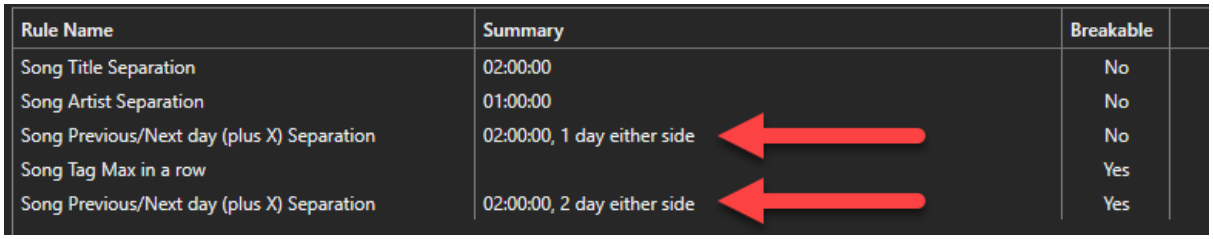




If Myriad Schedule Pro scheduled Umbrella (by Rihanna) at 8:15am on Wednesday, the rule would try to prevent Umbrella being scheduled between 6:15am and 10:15am on Monday, Tuesday, Thursday and Friday (ie 2 x hour window applied over 2 x days).

As this Rule is set to be breakable, if could schedule Umbrella if it had to!

You can add multiple versions of this Rule that are nested to allow a bit of flexibility whilst maintaining some 'red lines' that cannot be crossed.



In the example above, we have added a second **Previous / Next (plus X) Separation** rule set to **1 x Days Earlier /Later** and the rule is set to **Non-Breakable**.

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In this scenario, Myriad Schedule Pro will attempt to observe the 2 x day rule but because this rule is breakable, if could schedule Umbrella on Monday or Friday if it needs to.

The second Previous / Next (plus X) Separation rule only protects 1 x day either side (ie Tuedsay and Thursday) and is set as Non-Breakable. This will prevent Umbrella from being scheduled on Tuesday or Thursday in this example.

The Last / Next Weekday Separation Rule (Myriad Schedule Pro only)

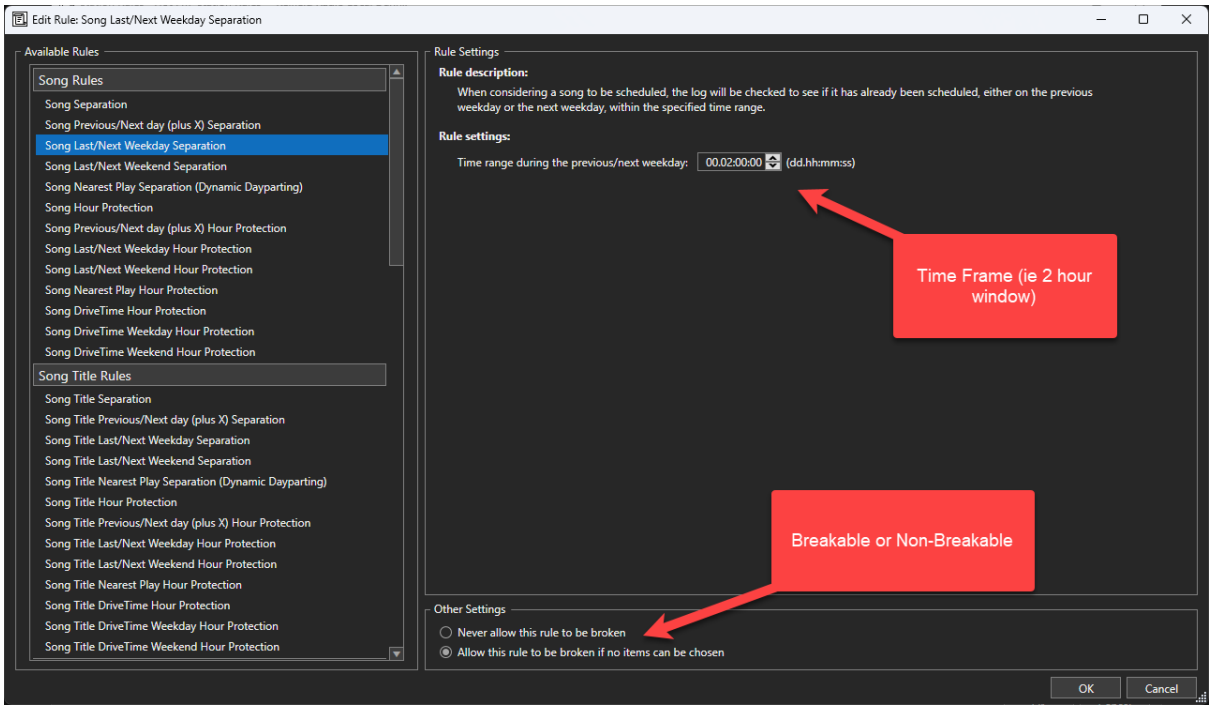
This Rule is used to prevent an item from being scheduled within a fixed time frame in the previous or next weekday. So, For example, if this Rule is applied to Songs, a Song scheduled to play at 1pm on a Friday, may be prevented from being scheduled between 11am and 3pm on the Thursday or next Monday.

This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Time Range In Previous / Next Weekday –** Set the time frame to apply to the previous or next weekday.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.



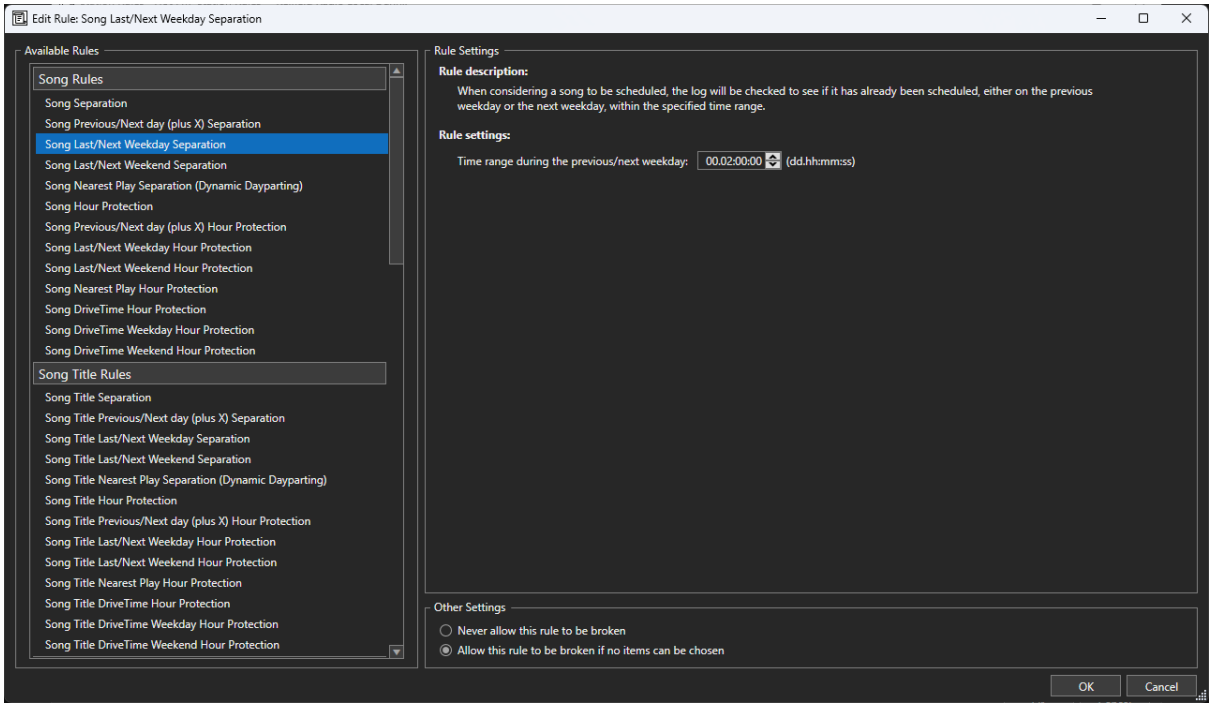
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Example Use:

You have a popular presenter who has a show at the same time Monday to Friday but they don't do a show at the weekend. This rule can ensure that listeners won't hear a Song or Artist on Monday, that was scheduled on the previous Friday, ie the last time they listened!

You could achieve this with the following settings in the **Previous / Next Weekday Separation Rule**:

- Time Range During Previous / Next Weekday – 2 hours
- Breakable / Non-Breakable – Breakable (recommended)



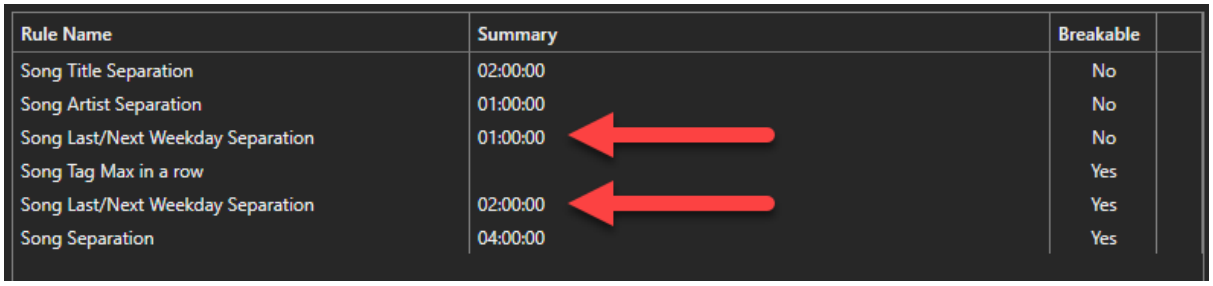
Rule Name	Summary	Breakable
Song Title Separation	02:00:00	No
Song Artist Separation	01:00:00	No
Song Tag Max in a row		Yes
Song Last/Next Weekday Separation	02:00:00	Yes

If Myriad Schedule Pro scheduled 'Punk's Dead' (by Soft Play) at 17:35 on Friday, the rule would try to prevent 'Punk's Dead' being scheduled between 15:35 and 19:35m on the following Monday.

As this Rule is set to be breakable, if could schedule the song if it had to!

As with most Rules, you can add multiple versions to create an ideal outcome and a 'red line' that cannot be crossed.

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Rule Name	Summary	Breakable
Song Title Separation	02:00:00	No
Song Artist Separation	01:00:00	No
Song Last/Next Weekday Separation	01:00:00	No
Song Tag Max in a row		Yes
Song Last/Next Weekday Separation	02:00:00	Yes
Song Separation	04:00:00	Yes

The Last / Next Weekend Day Separation Rule (Myriad Schedule Pro only)

This Rule is used to prevent an item from being scheduled within a fixed time frame in the previous or next weekend day. So, For example, if this Rule is applied to Songs, a Song scheduled to play at 1pm on a Saturday, may be prevented from being scheduled between 11am and 3pm on the previous Saturday or the following Sunday.

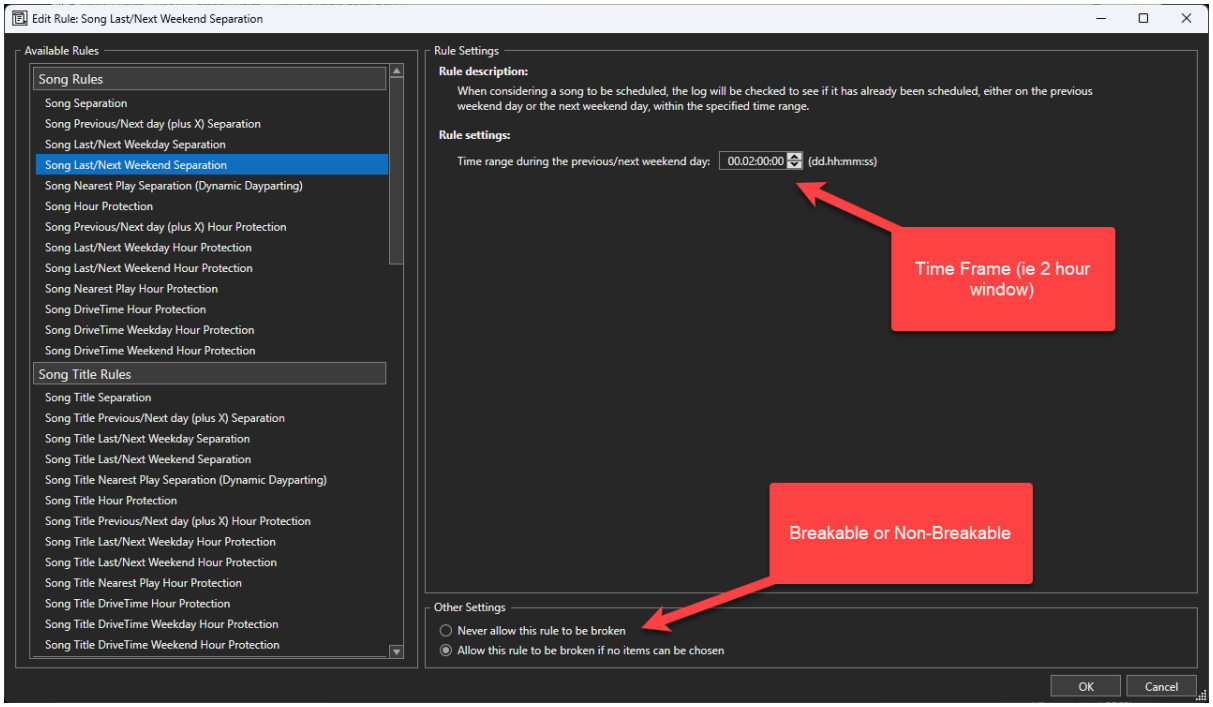
This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Time Range In Previous / Next Weekend Day –** Set the time frame to apply to the previous or next weekend day.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.

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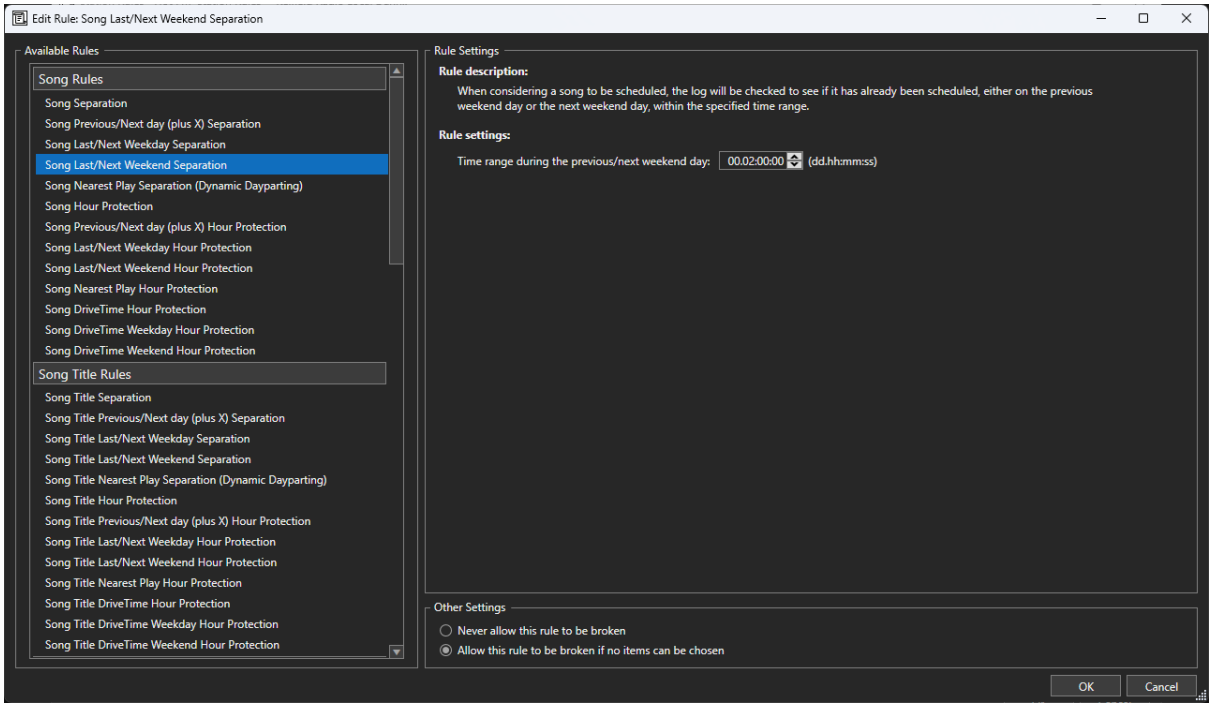
Example Use:

You have a popular presenter who only has a show at the weekend. This rule can ensure that listeners won't hear a Song or Artist on a Sunday, that was scheduled on the previous or next Saturday, ie the last time they listened!

You could achieve this with the following settings in the **Previous / Next Weekend Day Separation Rule**:

- Time Range During Previous / Next Weekend Day – 2 hours
- Breakable / Non-Breakable – Breakable (recommended)

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Rule Name	Summary	Breakable
Song Title Separation	02:00:00	No
Song Artist Separation	01:00:00	No
Song Tag Max in a row		Yes
Song Last/Next Weekend Separation	02:00:00	Yes

If Myriad Schedule Pro scheduled ‘Spinning Around’ (by Kylie) at 17:35 on Saturday, the rule would try to prevent it being scheduled between 15:35 and 19:35m on the following previous Sunday or following Sunday.

As this Rule is set to be breakable, if could schedule the song if it had to!

As with most Rules, you can add multiple versions to create an ideal outcome and a ‘red line’ that cannot be crossed.

The Nearest Play Separation (Dynamic Dayparting) Rule (Myriad Schedule Pro only)

This Rule is used prevent items from being scheduled at a similar time of the day to the previous or next time it is scheduled, regardless of how long ago or how far in the future that is. This is especially useful for specialist shows that are less frequent on your station, as the standard Separation rules durations are unlikely to work over long time periods between shows.

With the Nearest Play Separation (Dynamic Daypart), you set a Time Raneg which creates a protected window around when an item is scheduled. You also set a value for Number Of Play, which is the number of times the item must be scheduled outside of the protected Time Range, before it is eligible to be scheduled inside the Time Range again.

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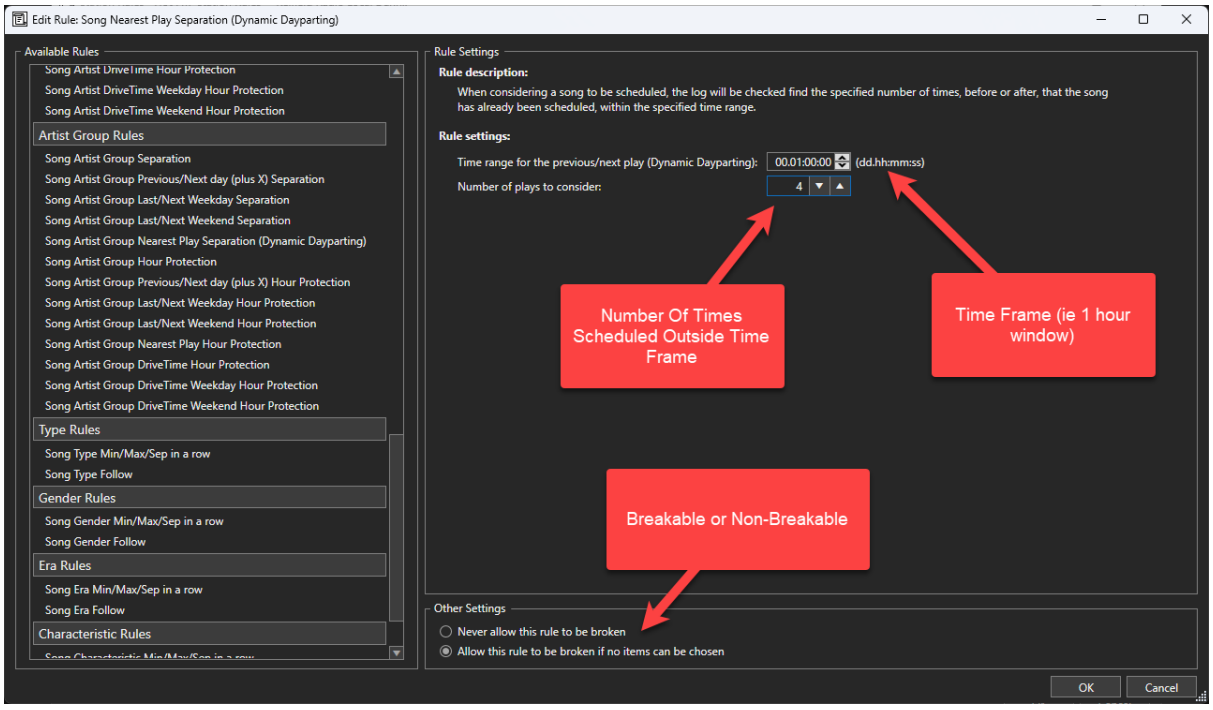
So if your Time Range is set to 1 x hour and your Number of Plays is set to three, then an item scheduled to play at 1pm will have a protected Time Range from 12pm to 2pm, and the item will need to be scheduled a total of three additional times outside of this range, before it is eligible to be scheduled between 12pm and 2pm again.

This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Time Range In Previous / Next Play –** Creates a protected time range that the item cannot return to until it has been scheduled elsewhere X many times.
- **Number of Plays To Consider –** Set the number of times the item must be scheduled outside of the protected Time Range, before it is eligible to return to that Time Range.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.



Example Use:

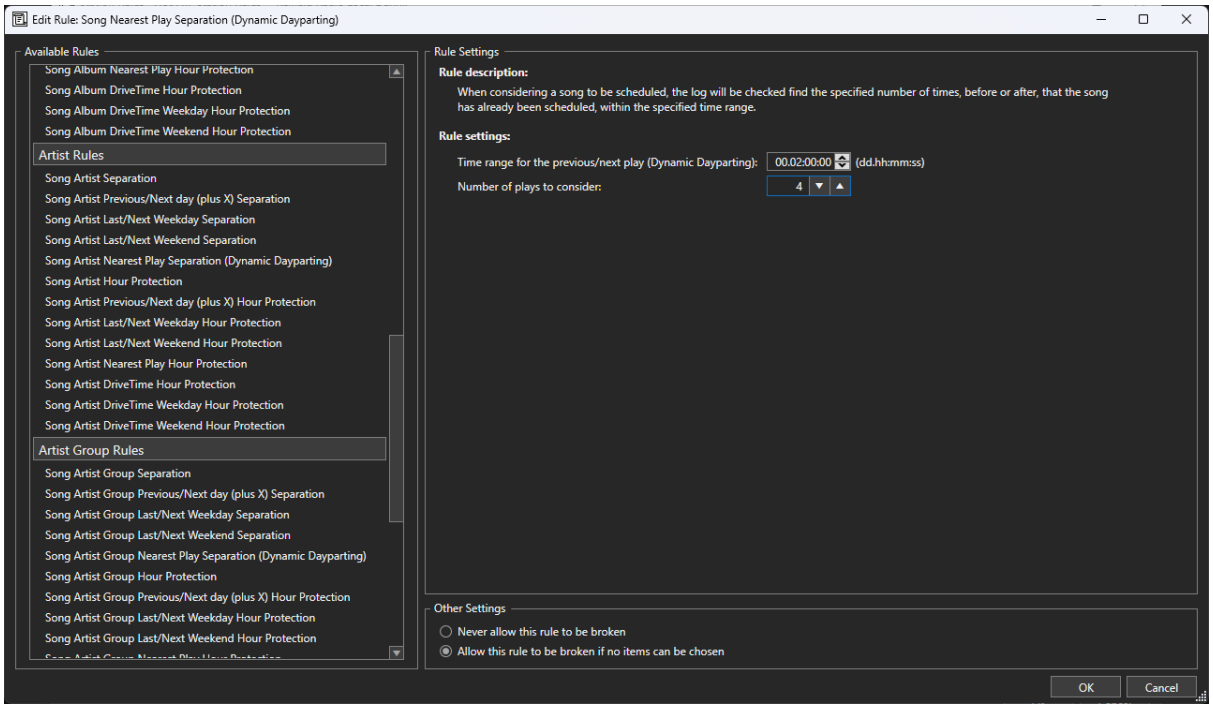
You have a specialist Rock Show on a Friday night that only plays content from your Rock Category. You also have content from your Rock Category in general rotation but only playing 2 or 3 Rock Songs an hour.

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The standard Song Title Separation Rules in the Rock Category are set to 28 hours meaning the same Song will never be repeated in a day, but this duration has expired for more Songs by the time the Friday Rock Show is next scheduled, meaning the same Songs could be repeated every week!

By setting up a Nearest Play Separation Rule with the following settings, you can make it reduce the likelihood Songs that played last week being scheduled in this weeks show.

- Time Range During Previous / Next Play – 2 hours
- Number of Plays To Consider - 4
- Breakable / Non-Breakable – Breakable (recommended)



Rule Name	Summary	Breakable
Song Title Separation	02:00:00	No
Song Artist Separation	01:00:00	No
Song Tag Max in a row		Yes
Song Nearest Play Separation (Dynamic Dayparting)	02:00:00, last 4 plays	Yes

If Myriad Schedule Pro scheduled ‘Numb / Encore’ at 19:00 on Friday night, Myriad Schedule Pro would need to schedule ‘Numb / Encore’ four more times between the hours of 21:00 and 17:00 (outside of the Time Range) before the song could be used in the 17:00 to 21:00 range again, effectively forcing four full deck rotations before the Song can return to the ‘daypart’.

As this Rule is set to be breakable, if could schedule the song if it had to!

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As with most Rules, you can add multiple versions to create an ideal outcome and a ‘red line’ that cannot be crossed.



The Hour Protection Rule (Myriad Schedule Pro only)

The Hour Protection Rule is used to prevent Items being scheduled in two or more key Time Ranges within a single day. This means that you can prevent Items scheduled in the morning show, from being scheduled in the afternoon show, even if the Title / Artist Separation would normally allow it.

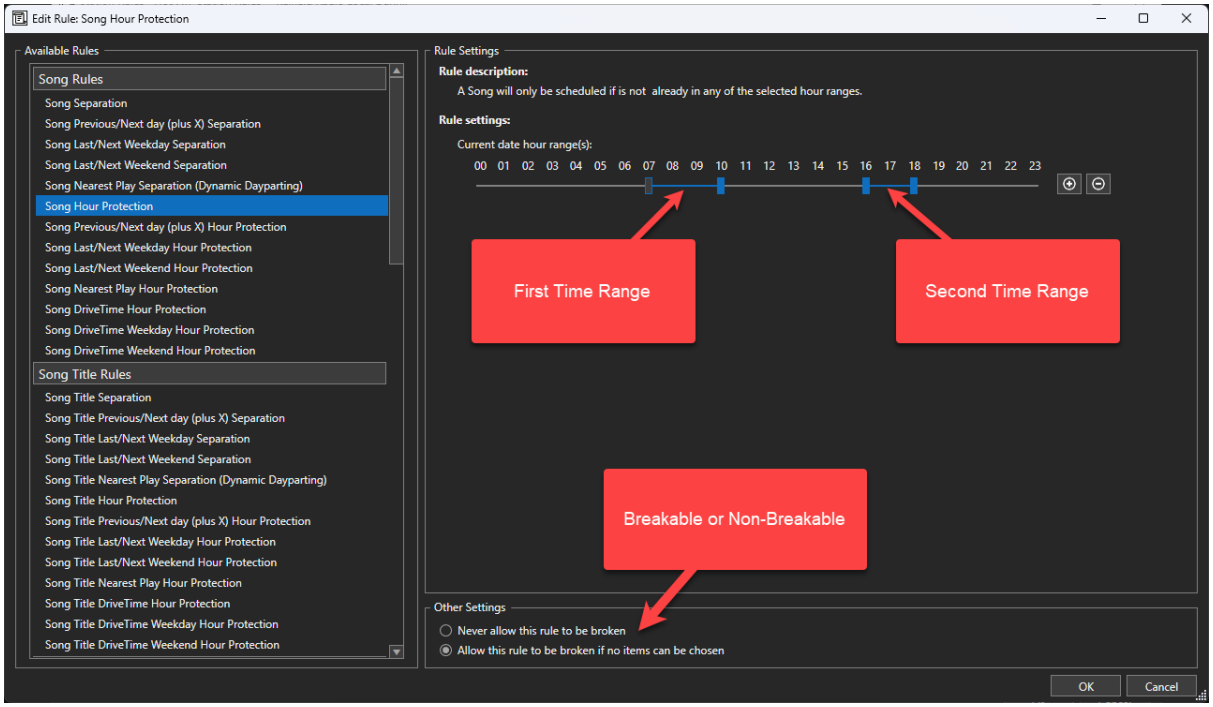
This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Hour Ranges –** Set the two or more hour ranges that are protected against each other on the same day.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.

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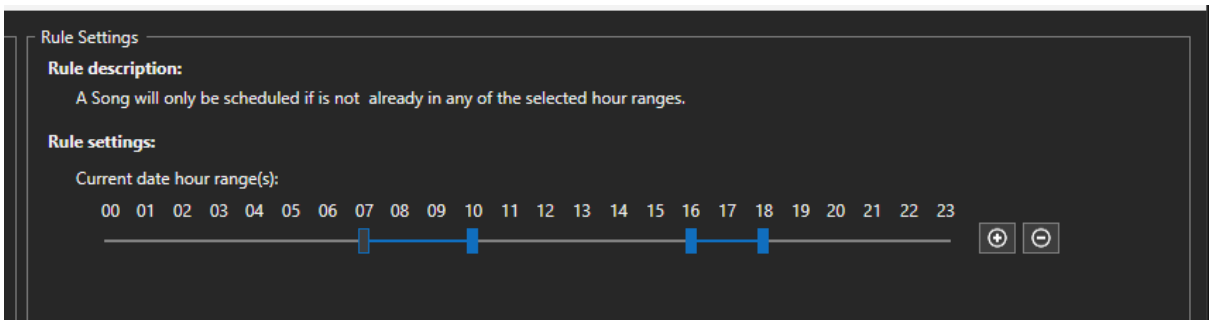


Example Use:

You two most popular daytime shows are the breakfast show and the early evening show. You know a lot of listeners tune in to both shows, so you do not want to play the same Ed Sheran Song in both shows on the same day!

You could achieve this with the following settings in the **Hour Protection Rule**:

- First Time Range – 7:00am to 9:59 am.
- Second Time Range – 4pm to 6:59pm
- Breakable / Non-Breakable – Breakable (recommended)



Rule Name	Summary	Breakable
Song Title Separation	02:00:00	No
Song Artist Separation	01:00:00	No
Song Tag Max in a row		Yes
Song Hour Protection	07:00-09:59, 16:00-17:59	Yes

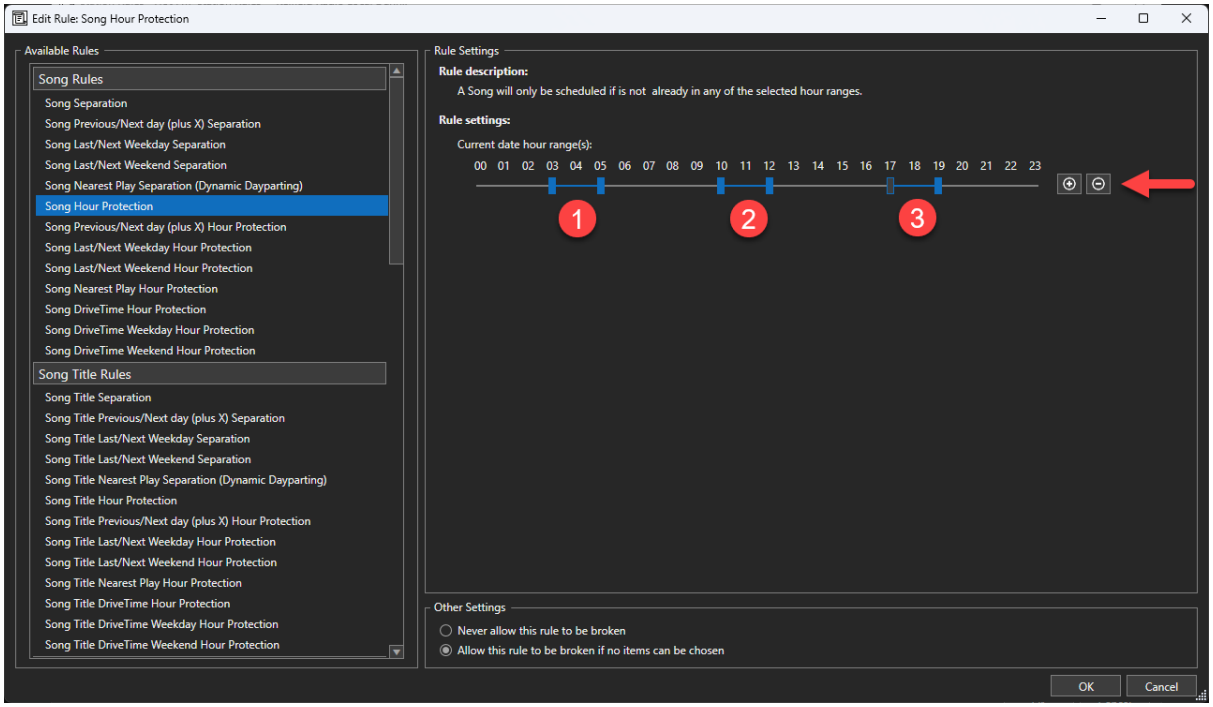
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If Myriad Schedule Pro scheduled Castle on the Hill at 8:15am, the rule would prevent it being scheduled again between 16:00pm and 17:59pm on the same day.

As this Rule is set to be breakable, if could schedule the song if it had to!

As with most Rules, you can add multiple versions to create an ideal outcome and a 'red line' that cannot be crossed.

You can also add additional time ranges to this rule if required.



The Previous / Next Day (plus X) Hour Protection Rule (Myriad Schedule Pro only)

The Previous / Next Day (plus X) Hour Protection Rule is used to prevent Items being scheduled in two or more key Time Ranges over a period of X many days. This means that you can prevent Items scheduled in the morning show, from being scheduled in the afternoon show over a period of several days.

This Rule can be applied to the following attributes:

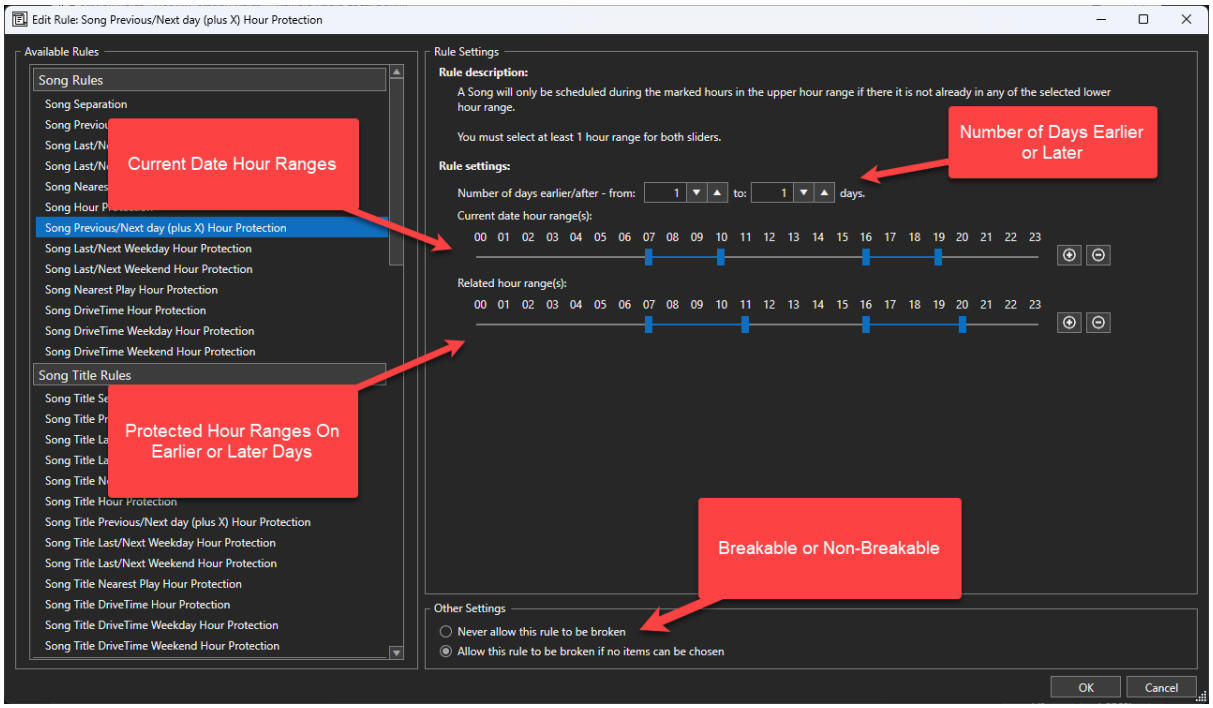
- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Number of Days Earlier / After –** Set the number of days before or after the 'current' date that the rule should be applied to.

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- **Current Date Hour Ranges –** Set one or more hour ranges for the ‘current’ day. Any Item scheduled in these hours will be subject to this rule. Note that you can ‘from’ day to greater than 1 if you want to apply the rule to days other than the previous and next days.
- **Related Hour Ranges –** Set one or more protected hour ranges which will be applied to X number of days. Any items scheduled in one or the ‘current’ hour ranges, will not be eligible to be scheduled in any of the ‘related’ hours for X many days either side.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.



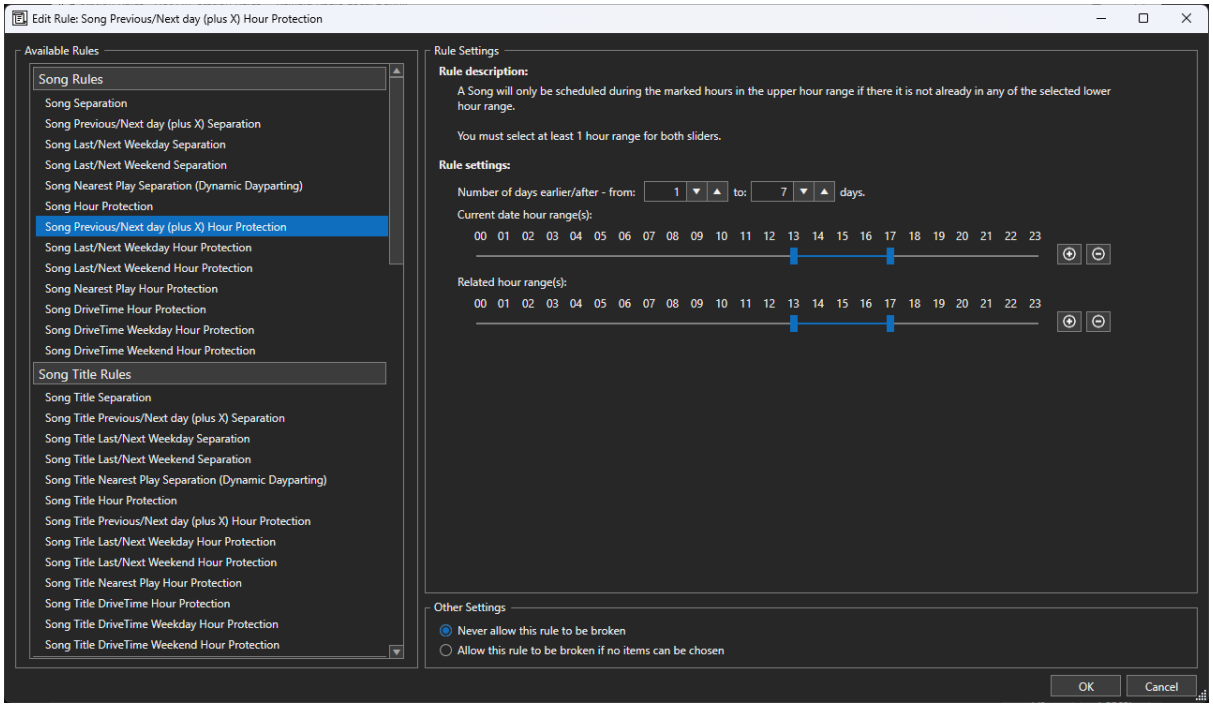
Example Use:

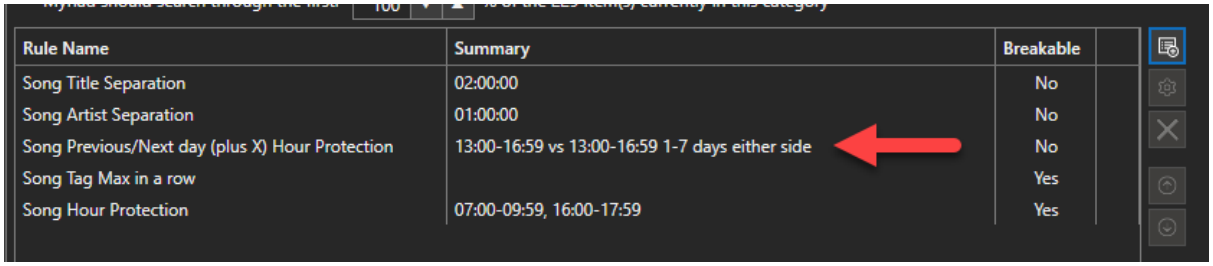
Your want to run a ‘no repeat in the afternoon’ policy at your station so that any Song scheduled in the afternoon, will not be repeated in the afternoon for the rest of the week.

You could achieve this with the following settings:

- Number Of Days Earlier / After - 7
- Current Date Hour Range – 1pm to 5pm
- Related Date Hour Range – 1pm to 5pm
- Breakable / Non-Breakable – Non-Breakable

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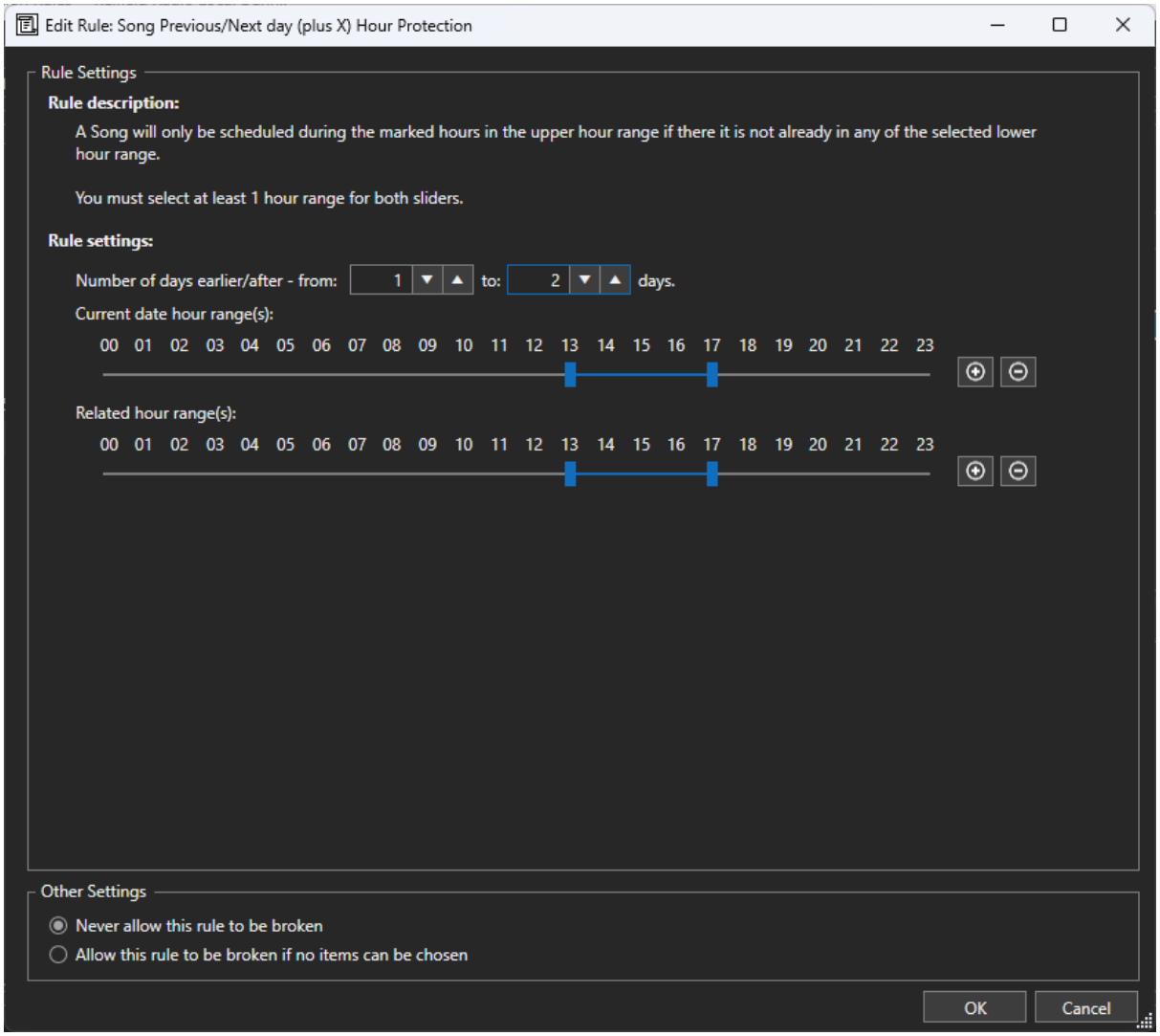
If Myriad Schedule Pro scheduled a ‘Hot to Go’ at 15:20, the rule would prevent it being scheduled again between 13:00 and 16:59 for seven days.

As this Rule is set to be Non-Breakable to enforce the station policy.

As with most Rules, you can add multiple versions to create an ideal outcome and a ‘red line’ that cannot be crossed.

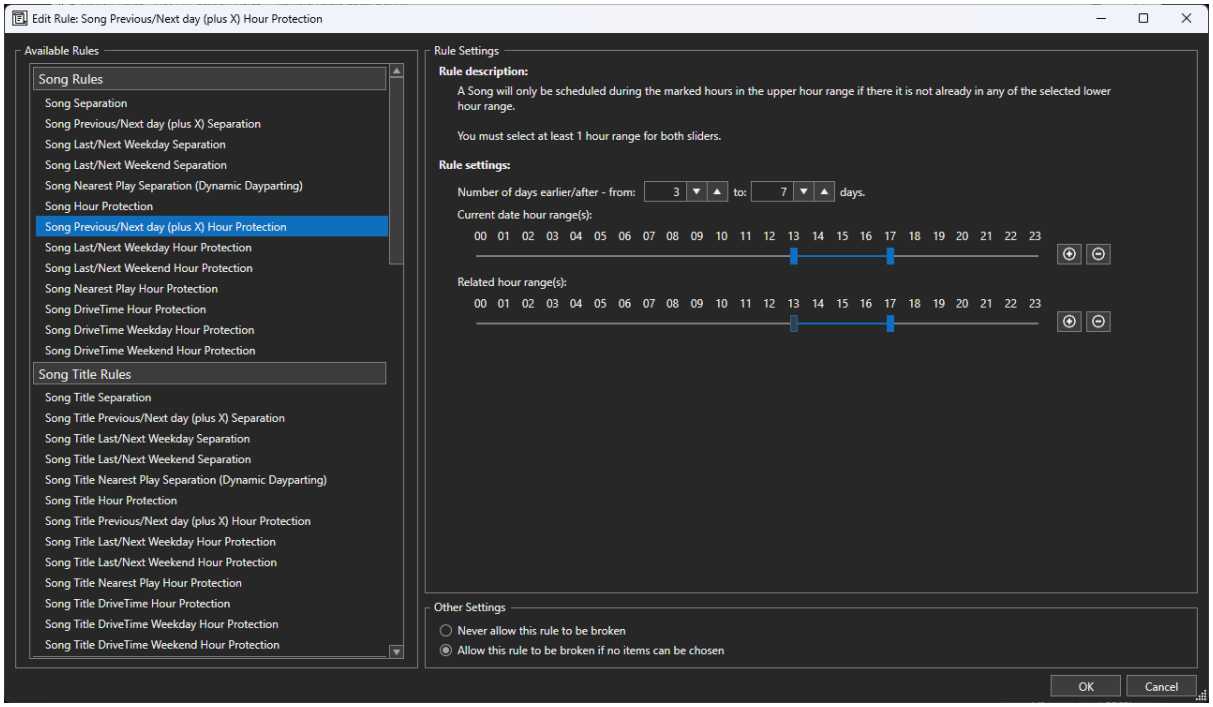
A more practical implementation may be to add two rules, one Non-breakable Rile that protects 2 x days either side and another Breakable Rule that protects an additional 5 x days either side.

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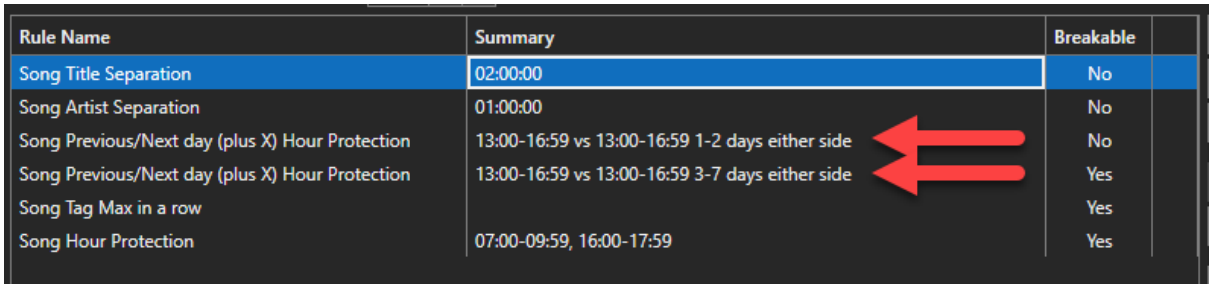


First Rule

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Second Rule



The Last / Next Weekday Hour Protection Rule (Myriad Schedule Pro only)

The Last / Next Weekday Hour Protection Rule is used to prevent Items being scheduled in one or more key Time Ranges, from being eligible to be scheduled in Related key hours in the previous and next weekdays. This means that you can prevent Items scheduled in the morning show, from being scheduled in the morning in the previous or next weekday, skipping the weekend days. So if the Rule is triggered on a Friday, the rule would apply to Thursday and the following Monday.

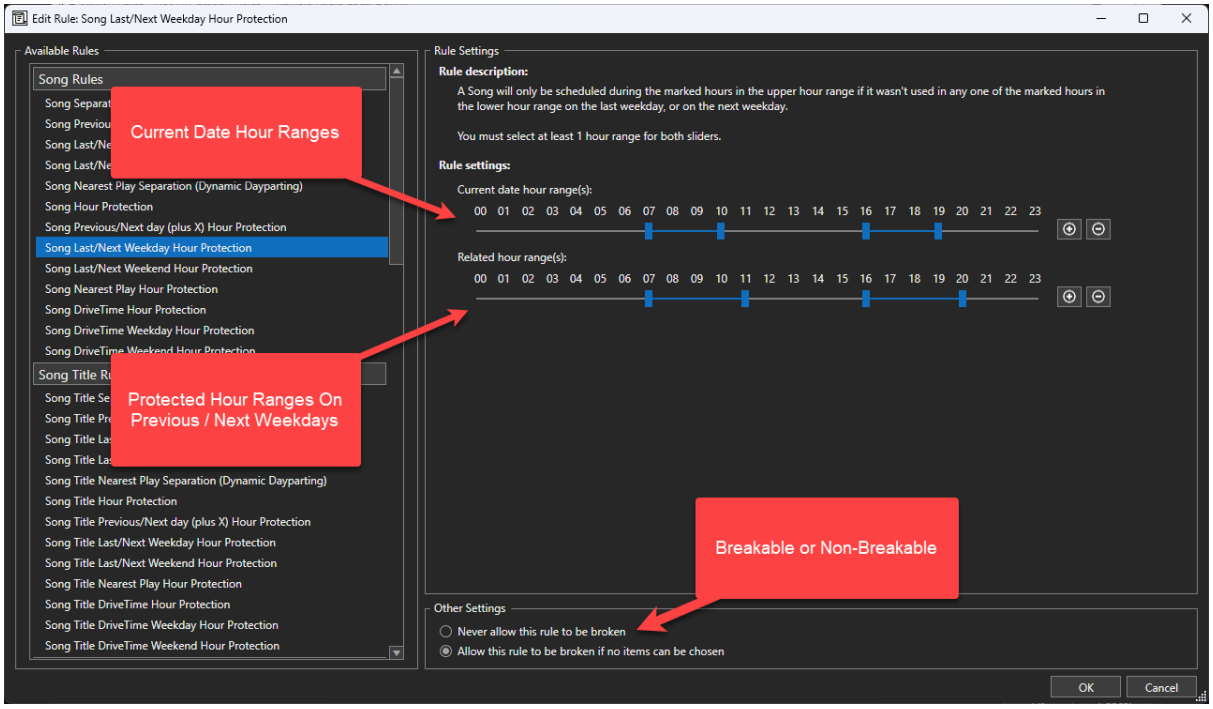
This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

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- **Current Date Hour Ranges –** Set one or more hour ranges for the ‘current’ date. Any Item scheduled in these hours will be subject to this rule.
- **Related Hour Ranges –** Set one or more protected hour ranges which will be applied to the previous and next weekdays (skipping the weekend days).
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.



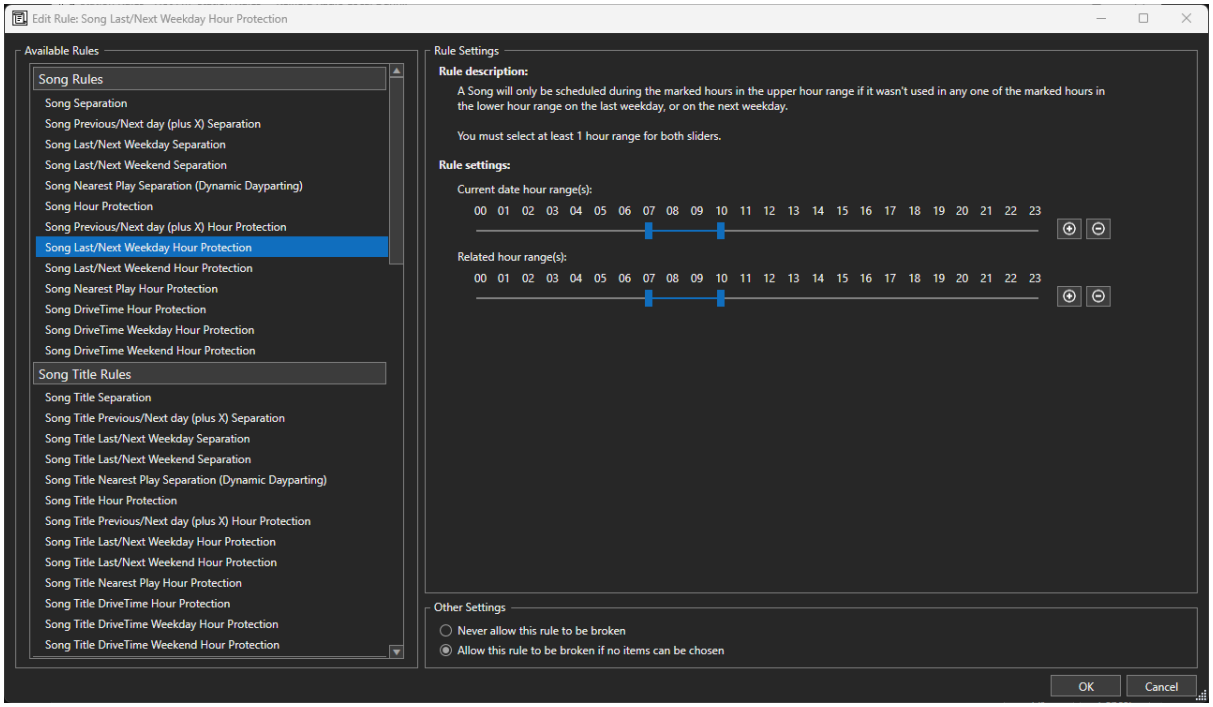
Example Use:

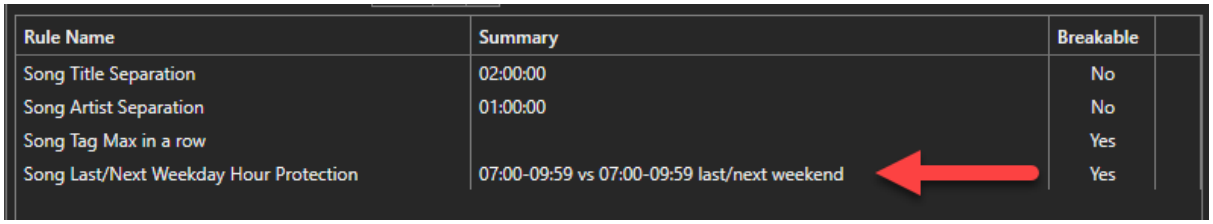
You have different Breakfast Show presenters on the weekdays to the weekend and you want to ensure any Songs scheduled for the breakfast show on Friday, will not be scheduled for the Breakfast Show on Monday morning.

You could achieve this with the following setting:

- Current Date Hour Range – 07:00am to 9:59 am.
- Related Hour Range – 07:00am to 9:59 am.
- Breakable / Non-Breakable – Breakable (recommended)

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If Myriad Schedule Pro scheduled 'Pokerface at 8:30am on a Friday, the rule would prevent it being scheduled from 7am to 09:59 on the Thursday before or the following Monday after the weekend.

As this Rule is set to be breakable, if could schedule the song if it had to!

As with most Rules, you can add multiple versions to create an ideal outcome and a 'red line' that cannot be crossed.

You can also add additional time ranges to this rule if required.

The Last / Next Weekend Day Hour Protection Rule (Myriad Schedule Pro only)

The Last / Next Weekend Day Hour Protection Rule is used to prevent Items being scheduled in one or more key Time Ranges, from being eligible to be scheduled in Related key hours in the previous and next weekend days. This means that you can prevent Items scheduled in the morning show, from being scheduled in the morning in the previous or next weekend days, skipping the weekdays. So, if the Rule is triggered on a Saturday, the rule would apply to the previous Sunday and following Sunday.

This Rule can be applied to the following attributes:

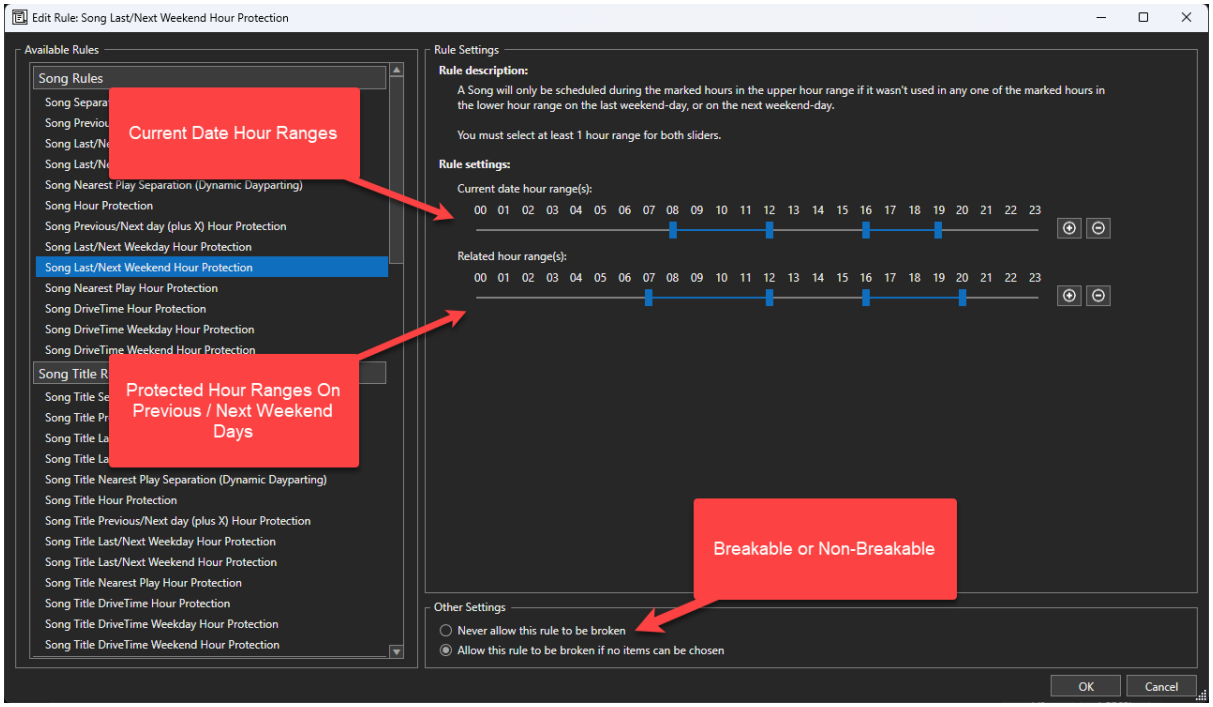
- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.

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- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Current Date Hour Ranges –** Set one or more hour ranges for the 'current' date. Any Item scheduled in these hours will be subject to this rule.
- **Related Hour Ranges –** Set one or more protected hour ranges which will be applied to the previous and next weekend days (skipping the weekdays).
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.



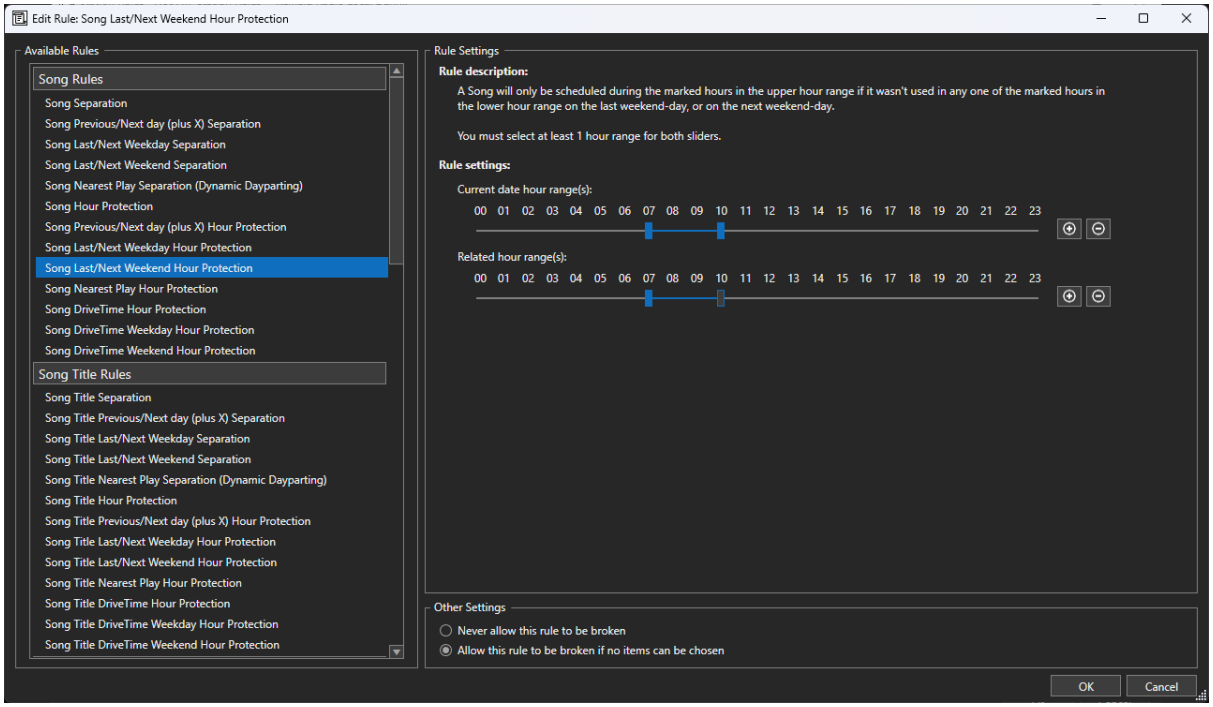
Example Use:

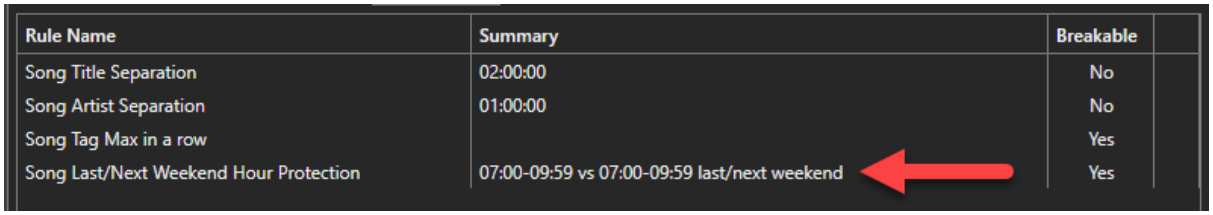
You have different Breakfast Show presenters on the weekdays to the weekend and you want to ensure any Songs scheduled for the breakfast show on Sunday, will not be scheduled for the Breakfast Show on next Saturday morning.

You could achieve this with the following setting:

- Current Date Hour Range – 07:00am to 9:59 am.
- Related Hour Range – 07:00am to 9:59 am.
- Breakable / Non-Breakable – Breakable (recommended)

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If Myriad Schedule Pro scheduled Paint It Black at 8:30am on a Sunday, the rule would prevent it being scheduled from 7am to 09:59 on the Saturday before or the following Saturday after the weekdays.

As this Rule is set to be breakable, if could schedule the song if it had to!

As with most Rules, you can add multiple versions to create an ideal outcome and a 'red line' that cannot be crossed.

You can also add additional time ranges to this rule if required.

The Last / Next Weekday Hour Protection Rule (Myriad Schedule Pro only)

The Last / Next Weekday Hour Protection Rule is used to prevent Items being scheduled in one or more key Time Ranges, from being eligible to be scheduled in Related key hours in the previous and next weekdays. This means that you can prevent Items scheduled in the morning show, from being scheduled in the morning in the previous or next weekday, skipping the weekend days. So if the Rule is triggered on a Friday, the rule would apply to Thursday and the following Monday.

This Rule can be applied to the following attributes:

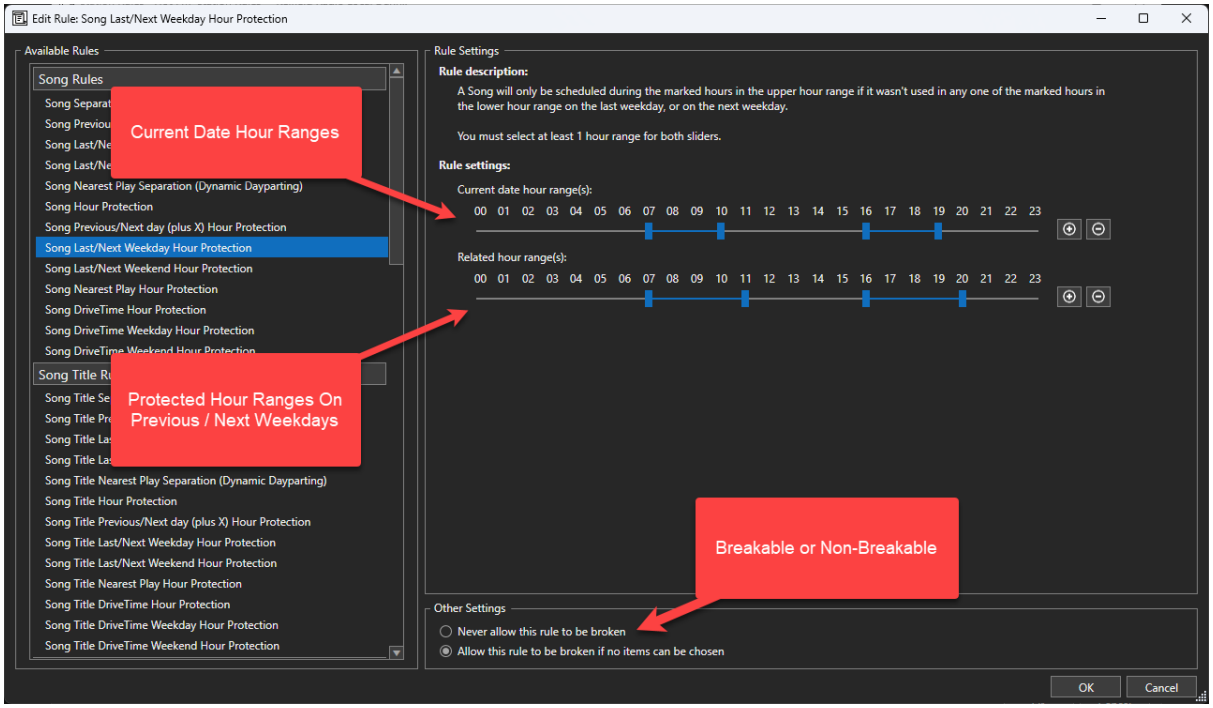
- **Song** – The unique Media ID.

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- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Current Date Hour Ranges –** Set one or more hour ranges for the 'current' date. Any Item scheduled in these hours will be subject to this rule.
- **Related Hour Ranges –** Set one or more protected hour ranges which will be applied to the previous and next weekdays (skipping the weekend days).
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.



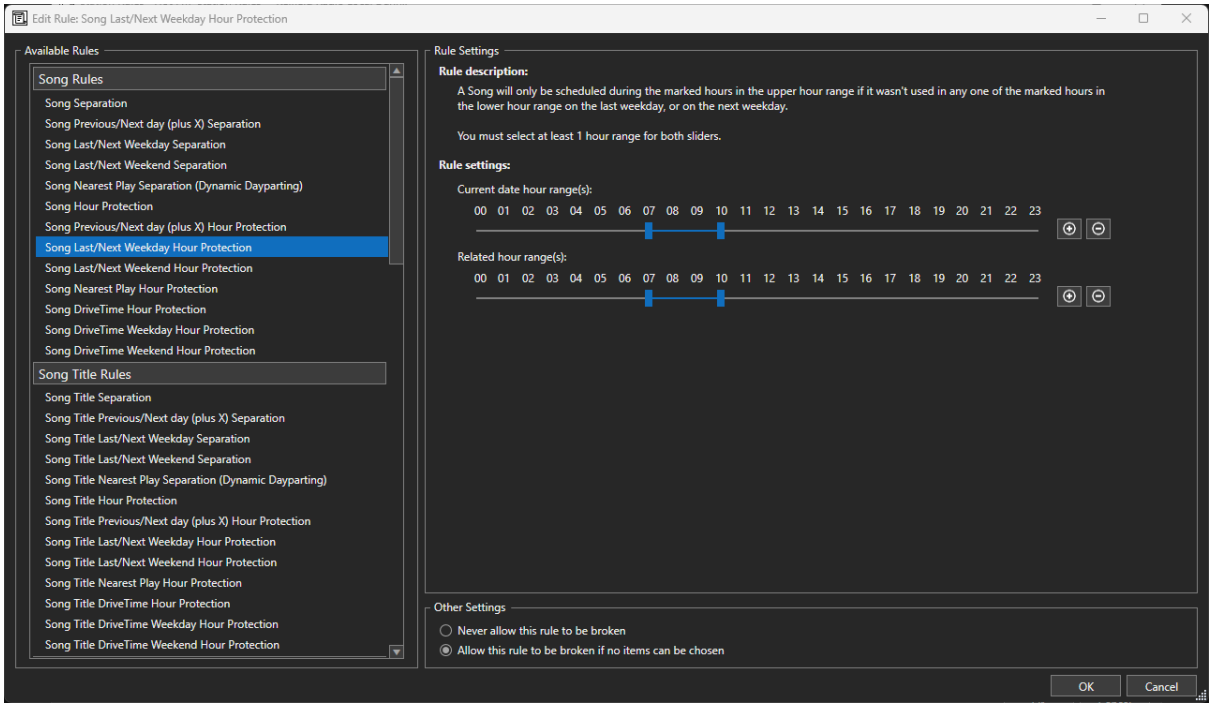
Example Use:

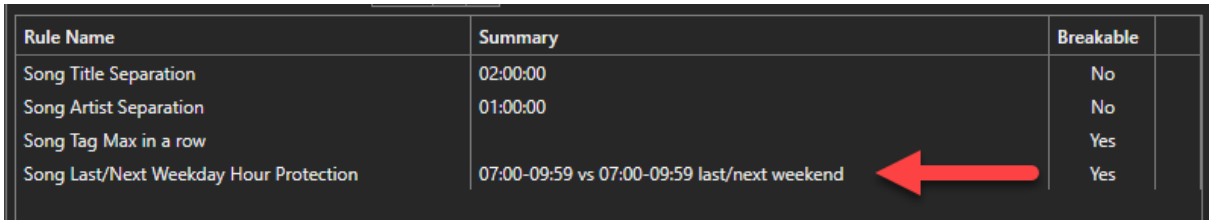
You have different Breakfast Show presenters on the weekdays to the weekend and you want to ensure any Songs scheduled for the breakfast show on Friday, will not be scheduled for the Breakfast Show on Monday morning.

You could achieve this with the following setting:

- Current Date Hour Range – 07:00am to 9:59 am.
- Related Hour Range – 07:00am to 9:59 am.
- Breakable / Non-Breakable – Breakable (recommended)

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If Myriad Schedule Pro scheduled 'Pokerface at 8:30am on a Friday, the rule would prevent it being scheduled from 7am to 09:59 on the Thursday before or the following Monday after the weekend.

As this Rule is set to be breakable, if could schedule the song if it had to!

As with most Rules, you can add multiple versions to create an ideal outcome and a 'red line' that cannot be crossed.

You can also add additional time ranges to this rule if required.

The Nearest Play Hour Protection Rule (Myriad Schedule Pro only)

The Nearest Play Hour Protection Rule allows you to define a 'Number of Plays to Consider', one or more Current Date Hour Range and one or more Related Hour Ranges.

Anything scheduled in the Current Date Hour Range will not be eligible to be scheduled in the Related Hour Range until it has been scheduled X many times outside of these ranges where X is the Number of Plays to Consider.

So, if your Current Date Hour Range is 1pm to 3pm, your Related Hour Range is also 11am to 4pm and your Number of Plays to Consider is set to 3.

Any item scheduled between 1pm to 3pm will not be eligible to be scheduled between 11am to 3:59pm until it has been scheduled three times in either the 00:00 to 10:59 or 4pm to 11:59pm

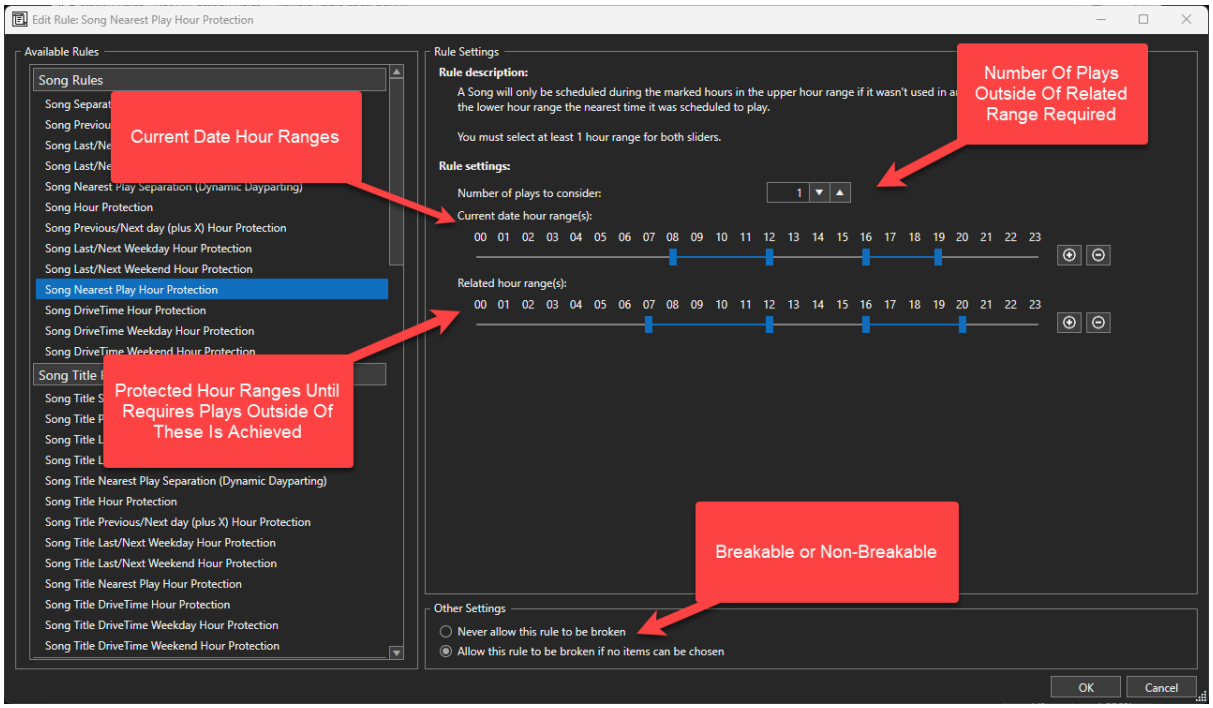
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This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Number of Plays to Consider –** The amount of times an item must be scheduled outside of the Related Hour Range before it is eligible to return to Related Hour Range.
- **Current Date Hour Ranges –** Set one or more hour ranges for the 'current' date. Any Item scheduled in these hours will be subject to this rule.
- **Related Hour Ranges –** Set one or more protected hour ranges which will be applied to the until the required number of schedules outside of the range is achieved.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.



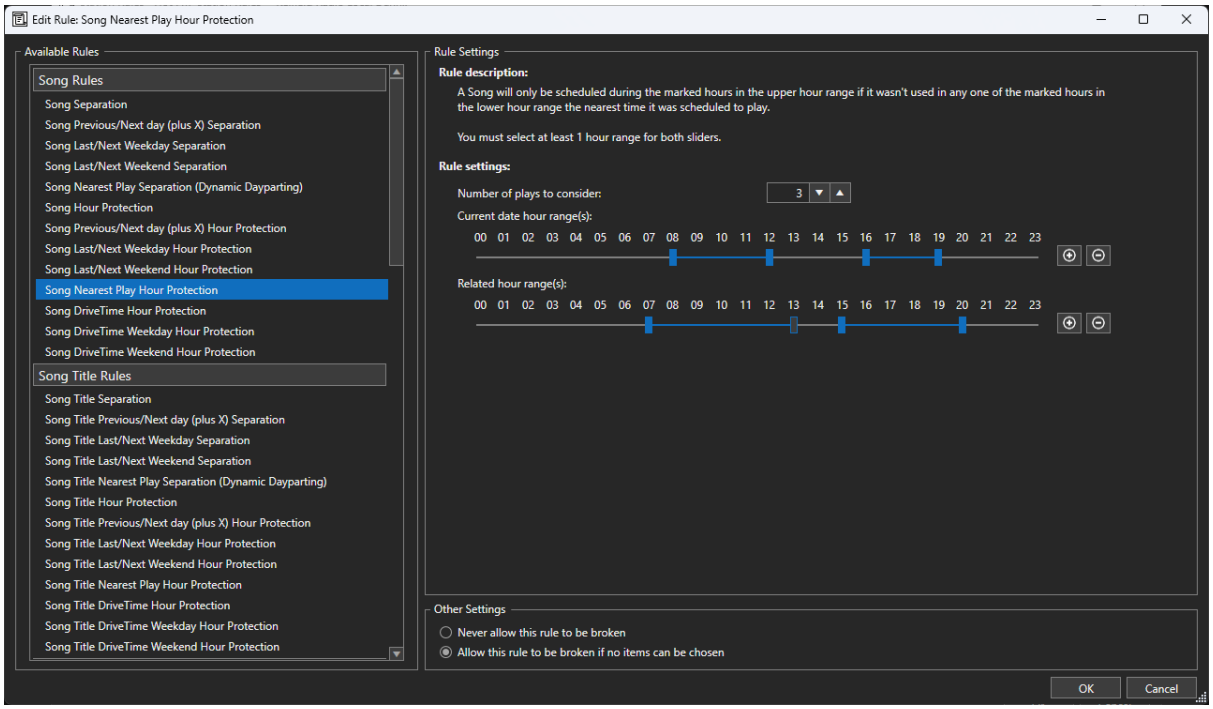
Example Use:

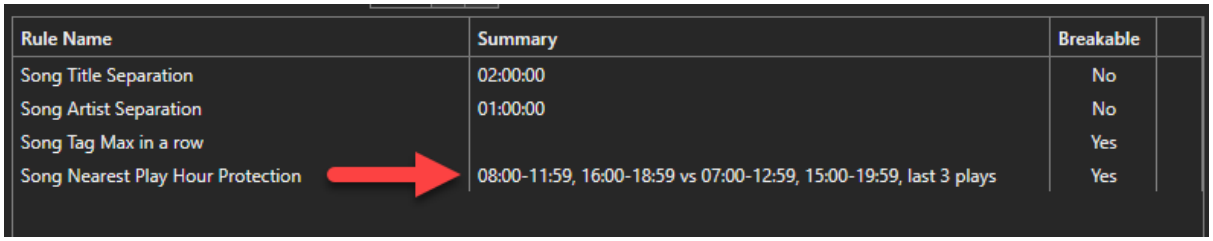
If a Song is scheduled in either the Breakfast or Drivetime Shows, you don't want have it scheduled again in these times, until it has been scheduled at least 3 times away from these shows.

You could achieve this with the following setting:

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- Number of Plays to Consider - 3
- Current Date Hour Range – 08:00am to 11:59 am.
- Related Hour Range – 16:00pm to 18:59pm.
- Breakable / Non-Breakable – Breakable (recommended)





If Myriad Schedule Pro scheduled Power of Love at 8:45am, the rule would prevent it being scheduled from 7am to 12:59 or 15:00 to 19:59pm until it has been scheduled at least 3 times outside of these times, regardless of duration to previous or next time scheduled.

As this Rule is set to be breakable, if could schedule the song if it had to!

As with most Rules, you can add multiple versions to create an ideal outcome and a ‘red line’ that cannot be crossed.

You can also add additional time ranges to this rule if required.

The Drivetime Hour Protection Rule (Myriad Schedule Pro only)

Drivetime is a commonly used phrase (in the UK at least) for the shows on your station that people listen to on their drive to and from work.

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Typically, drivetime shows run from 7am to 9am and 4pm to 6pm to coincide with when most people are driving to or from work.

The key thing about drivetime shows is that whilst there may be several hours of content broadcast between them, for many listeners, they are effectively a continuation of the same show as they have not listened to the station while at work.

With this in mind, many radio stations want to apply rules that specifically apply to the previous and next drivetime shows.

Breakfast > Afternoon > Breakfast etc.

The Drivetime Hour Protection Rules in Myriad Schedule Pro, allow you to define the times your drivetime hours and the protection applies to the previous and next defined ‘drivetime’.

The Drivetime Hour Protection Rule applies seven days a week.

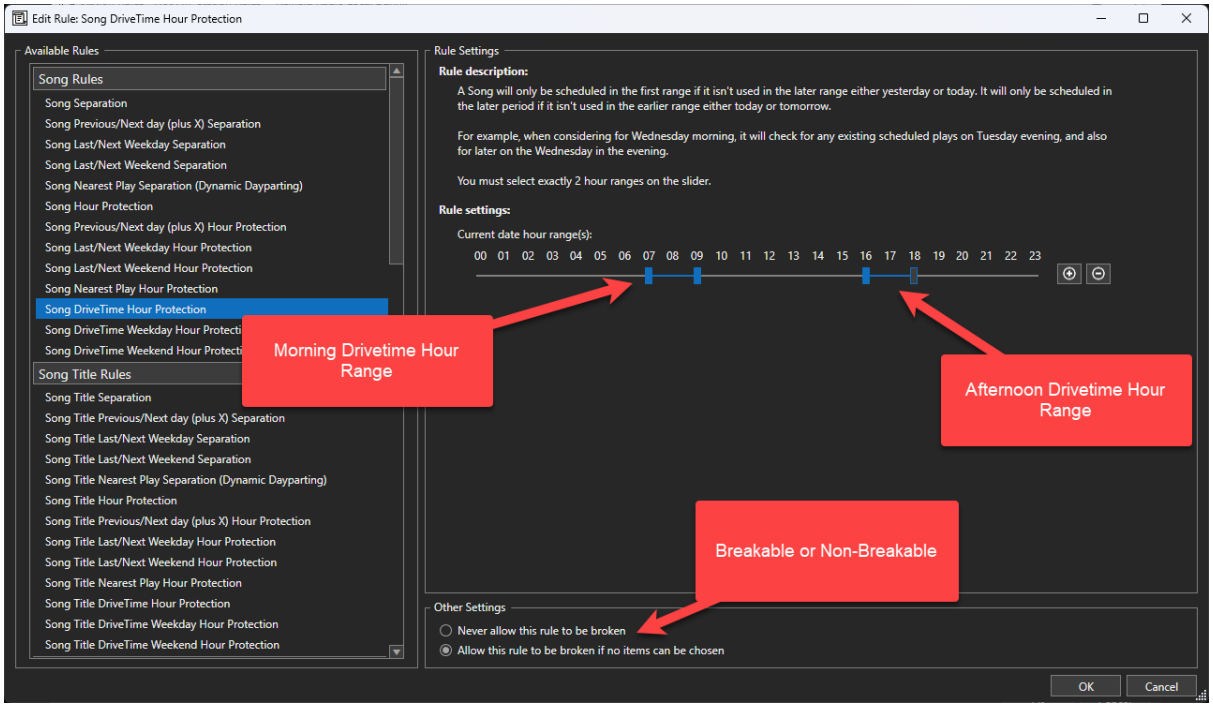
This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Current Date Hour Ranges –** Set two separate hour ranges for your drivetime shows. Any Item scheduled in these hours will not be eligible to be scheduled in the previous or next drivetime hour range.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.

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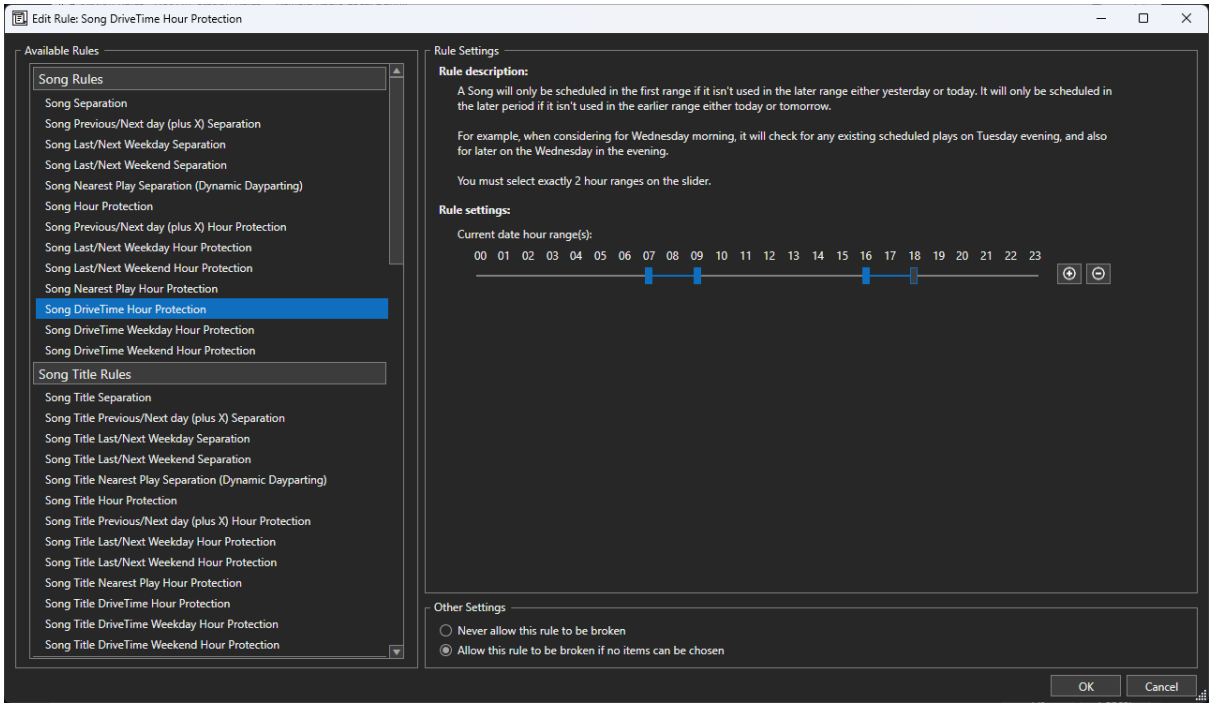
Example Use:

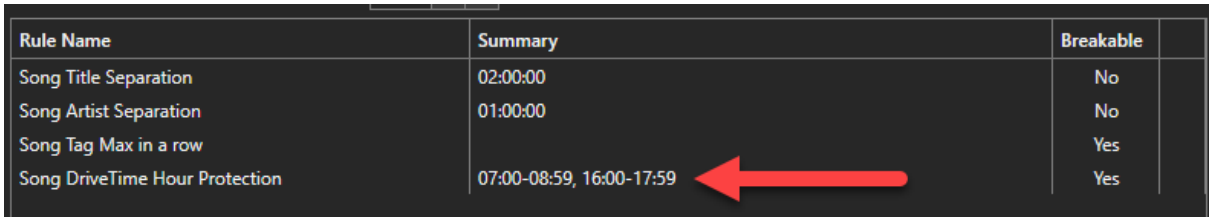
Your drivetime hours are 07:00am until 08:59am and again from 16:00 to 17:59. If you play the latest Taylor Switch track in the morning drivetime range, you want to make sure it was not played in yesterdays afternoon drivetime range and that it will not be played later in todays afternoon drivetime.

You could achieve this with the following setting:

- Morning Drivetime – 07:00am to 8:59am.
- Afternoon Drivetime – 16:00pm to 17:59pm.
- Breakable / Non-Breakable – Breakable (recommended)

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If Myriad Schedule Pro scheduled Love Story at 8:30am, the rule would prevent it being scheduled from 16:00pm to 17:59pm today, and it would only have be available to schedule in the breakfast show this morning, if it was not played in yesterdays afternoon drivetime range (16:00pm to 17:59pm yesterday).

As this Rule is set to be breakable, if could schedule the song if it had to!

You can add multiple Drivetime Hour Protection Rules if you have multiple ranges you want to protect in this way, but each rule can only contain two ranges.

The Drivetime Weekday Hour Protection Rule (Myriad Schedule Pro only)

Drivetime is a commonly used phrase (in the UK at least) for the shows on your station that people listen to on their drive to and from work.

Typically, drivetime shows run from 7am to 9am and 4pm to 6pm to coincide with when most people are driving to or from work.

The key thing about drivetime shows is that whilst there may be several hours of content broadcast between them, for many listeners, they are effectively a continuation of the same show as they have not listened to the station while at work.

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With this in mind, many radio stations want to apply rules that specifically apply to the previous and next drivetime shows.

Breakfast > Afternoon > Breakfast etc.

The Drivetime Hour Protection Rules in Myriad Schedule Pro, allow you to define the times your drivetime hours and the protection applies to the previous and next defined ‘drivetime’.

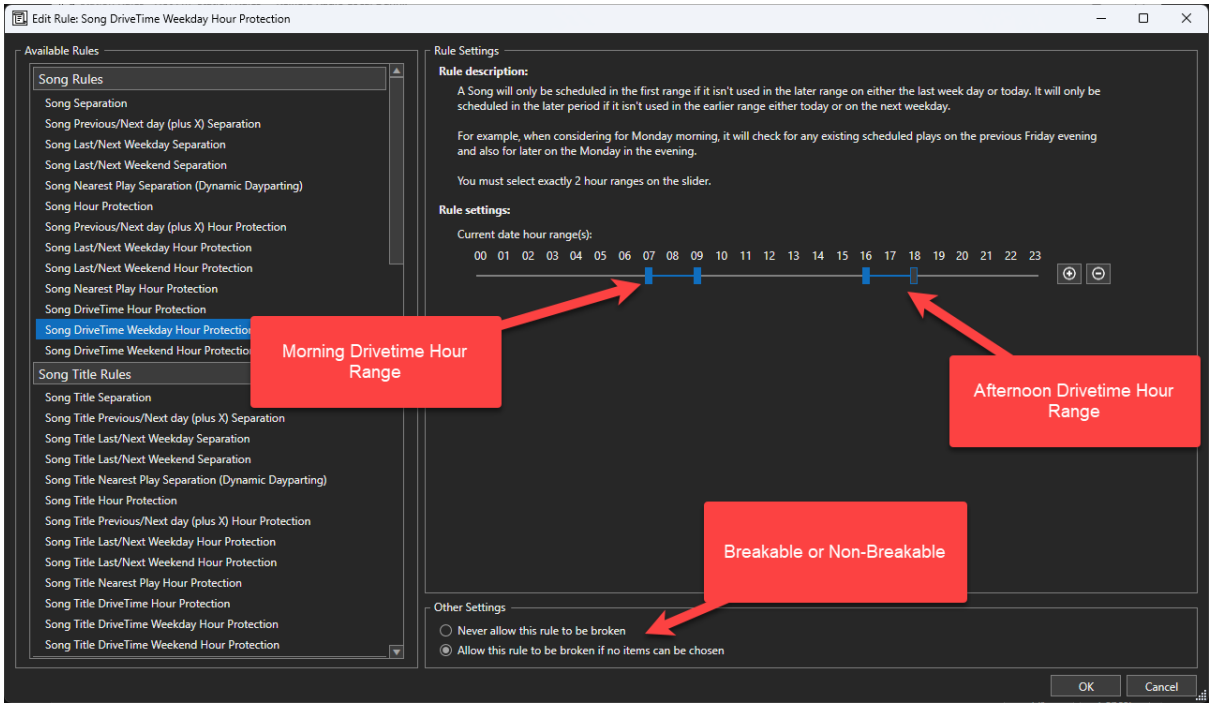
The Drivetime Weekday Hour Protection Rule only applies to weekdays, so content scheduled for the morning drivetime period on Monday morning would consider content scheduled in the afternoon drivetime range from the previous Friday afternoon as well as the afternoon drivetime range for today.

This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Current Date Hour Ranges –** Set two separate hour ranges for your drivetime shows. Any Item scheduled in these hours will not be eligible to be scheduled in the previous or next drivetime hour range.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.



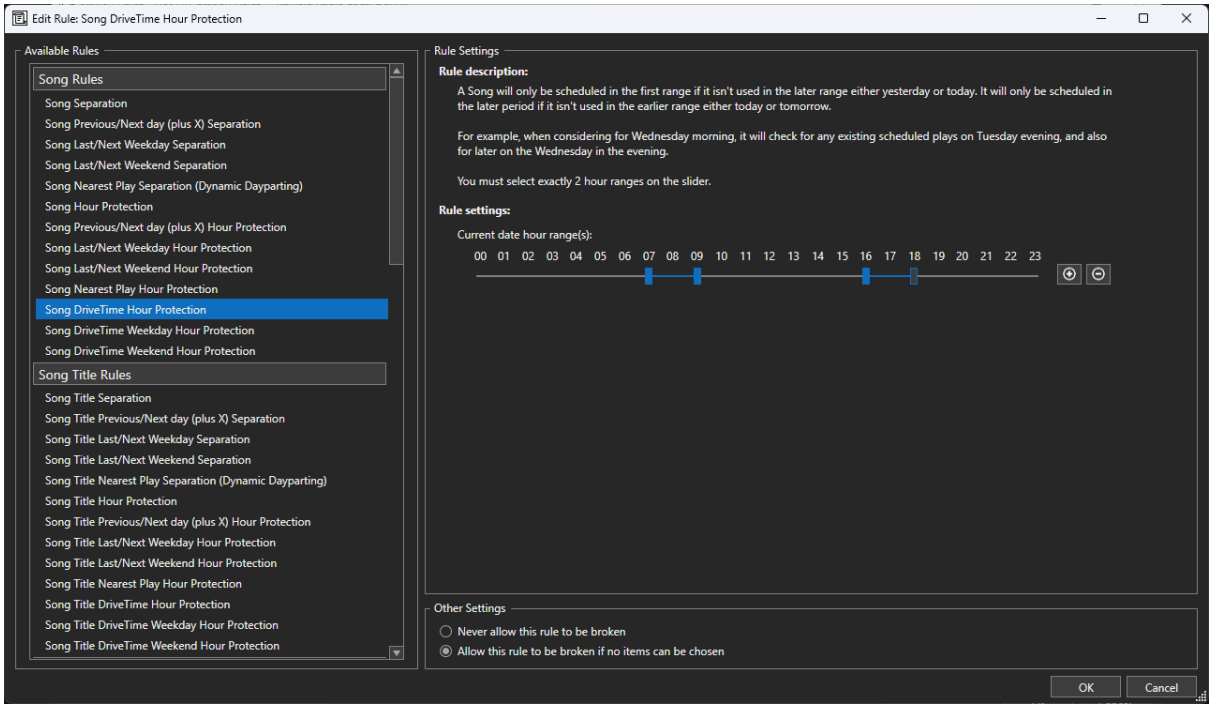
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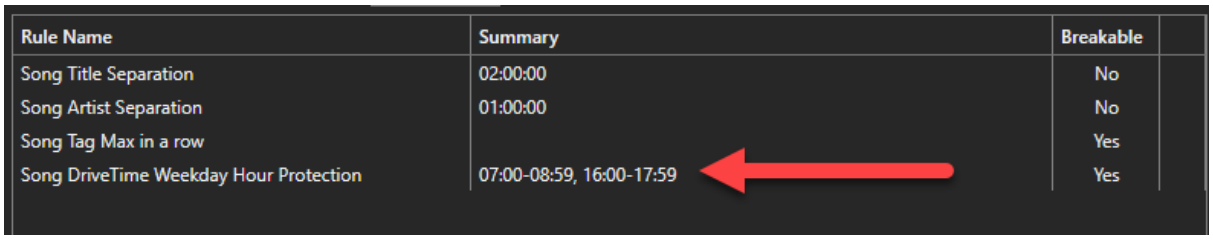
Example Use:

Your drivetime hours are 07:00am until 08:59am and again from 16:00 to 17:59, but only on the weekdays, you have very different peak times at the weekend. If you play the latest Sabrina Carpenter track in the afternoon drivetime range on a Friday, you want to make sure it was not played in this morning's drivetime range and that it will not be scheduled to play in the morning drivetime range next Monday.

You could achieve this with the following setting:

- Morning Drivetime – 07:00am to 8:59am.
- Afternoon Drivetime – 16:00pm to 17:59pm.
- Breakable / Non-Breakable – Breakable (recommended)





If Myriad Schedule Pro scheduled Taste at 15:25pm on a Friday, the rule would prevent it being scheduled from 7:00am to 8:59am next Monday, and it would only have be available to schedule in the afternoon drivetime, if it was not played in morning drivetime on the same day. (07:00am to 08:59am today).

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As this Rule is set to be breakable, if could schedule the song if it had to!

You can add multiple Drivetime Hour Protection Rules if you have multiple ranges you want to protect in this way, but each rule can only contain two ranges.

The Drivetime Weekend Day Hour Protection Rule (Myriad Schedule Pro only)

Drivetime is a commonly used phrase (in the UK at least) for the shows on your station that people listen to on their drive to and from work.

Typically, drivetime shows run from 7am to 9am and 4pm to 6pm to coincide with when most people are driving to or from work.

The key thing about drivetime shows is that whilst there may be several hours of content broadcast between them, for many listeners, they are effectively a continuation of the same show as they have not listened to the station while at work.

With this in mind, many radio stations want to apply rules that specifically apply to the previous and next drivetime shows.

Breakfast > Afternoon > Breakfast etc.

The Drivetime Hour Protection Rules in Myriad Schedule Pro, allow you to define the times your drivetime hours and the protection applies to the previous and next defined 'drivetime'.

The Drivetime Weekend Day Hour Protection Rule only applies to weekend days, so content scheduled for the morning drivetime period on Saturday morning would consider content scheduled in the afternoon drivetime range from the previous Sunday afternoon as well as the afternoon drivetime range for today.

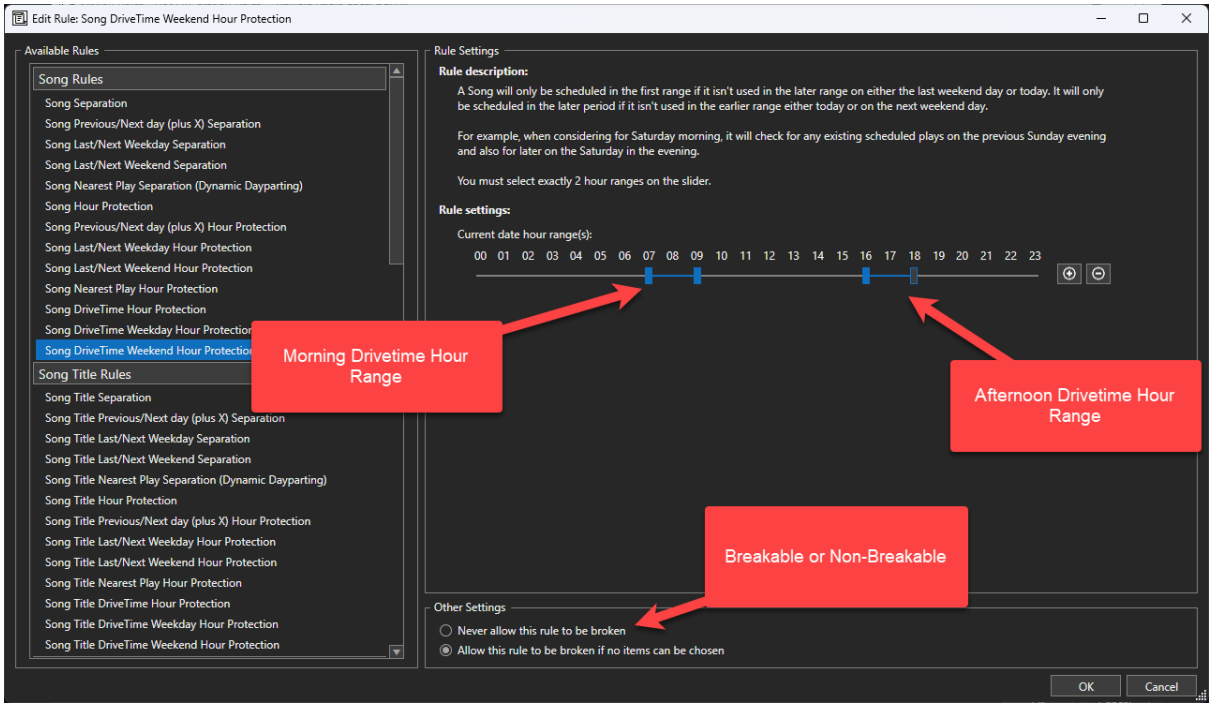
This Rule can be applied to the following attributes:

- **Song** – The unique Media ID.
- **Song Title** – Any Songs that share the same title.
- **Song Album (Myriad Schedule Pro only)** – Any Songs from the same Album.
- **Artist** – Any Song by the same Artist.
- **Artist Groups (Myriad Schedule Pro only)** – Related Artists e.g. Beyonce and Destinys Child.

This Rule has the following settings:

- **Current Date Hour Ranges –** Set two separate hour ranges for your drivetime shows. Any Item scheduled in these hours will not be eligible to be scheduled in the previous or next drivetime hour range.
- **Breakable / Non-Breakable** – Set whether the Rule can be broken to avoid unscheduled items.

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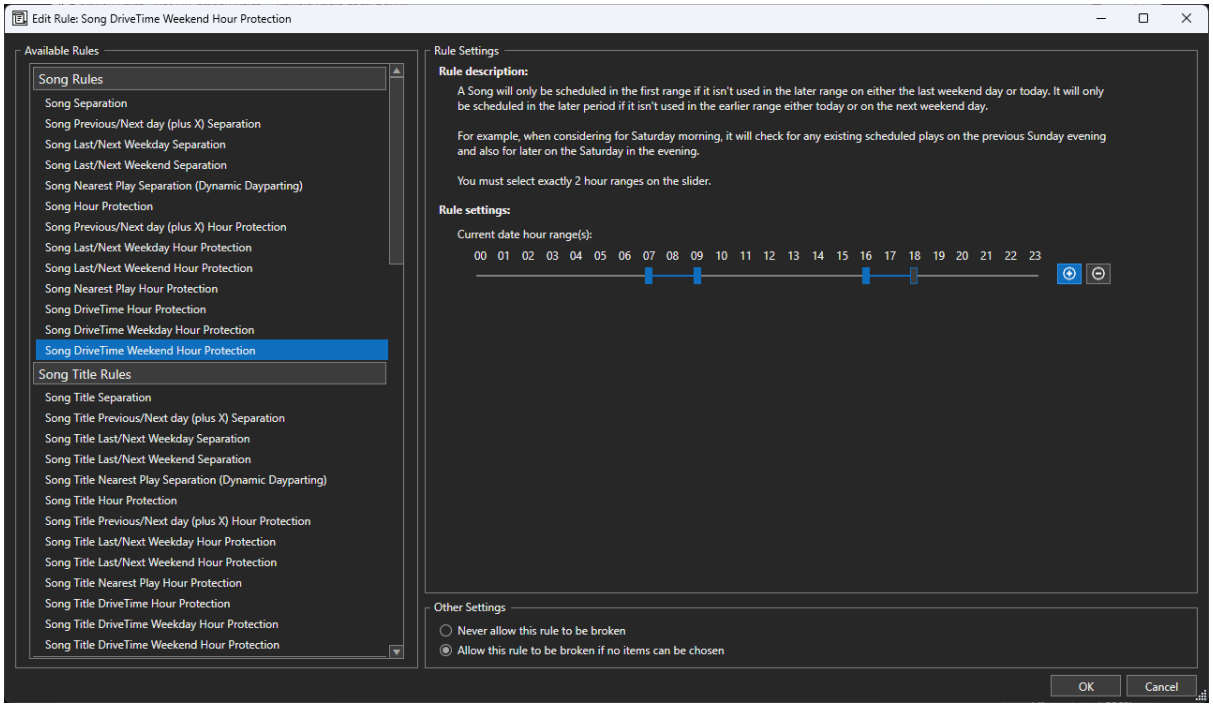
Example Use:

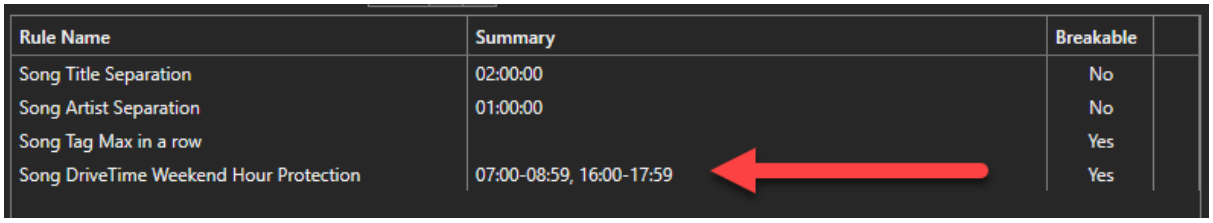
Your drivetime hours are 07:00am until 08:59am and again from 16:00 to 17:59, but only on the weekdays, you have very different peak times at the weekend. If you play the a Benson Boone track in the afternoon drivetime range on a Saturday morning, you want to make sure it was not played in this afternoon's drivetime range the previous Sunday and that it will not be scheduled to play in the afternoon drivetime range later today either.

You could achieve this with the following setting:

- Morning Drivetime – 07:00am to 8:59am.
- Afternoon Drivetime – 16:00pm to 17:59pm.
- Breakable / Non-Breakable – Breakable (recommended)

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If Myriad Schedule Pro scheduled Beautiful Things at 15:25pm on a Sunday, the rule would prevent it being scheduled from 7:00am to 8:59am earlier that day, and it 7:00am to 8:59am next Saturday.

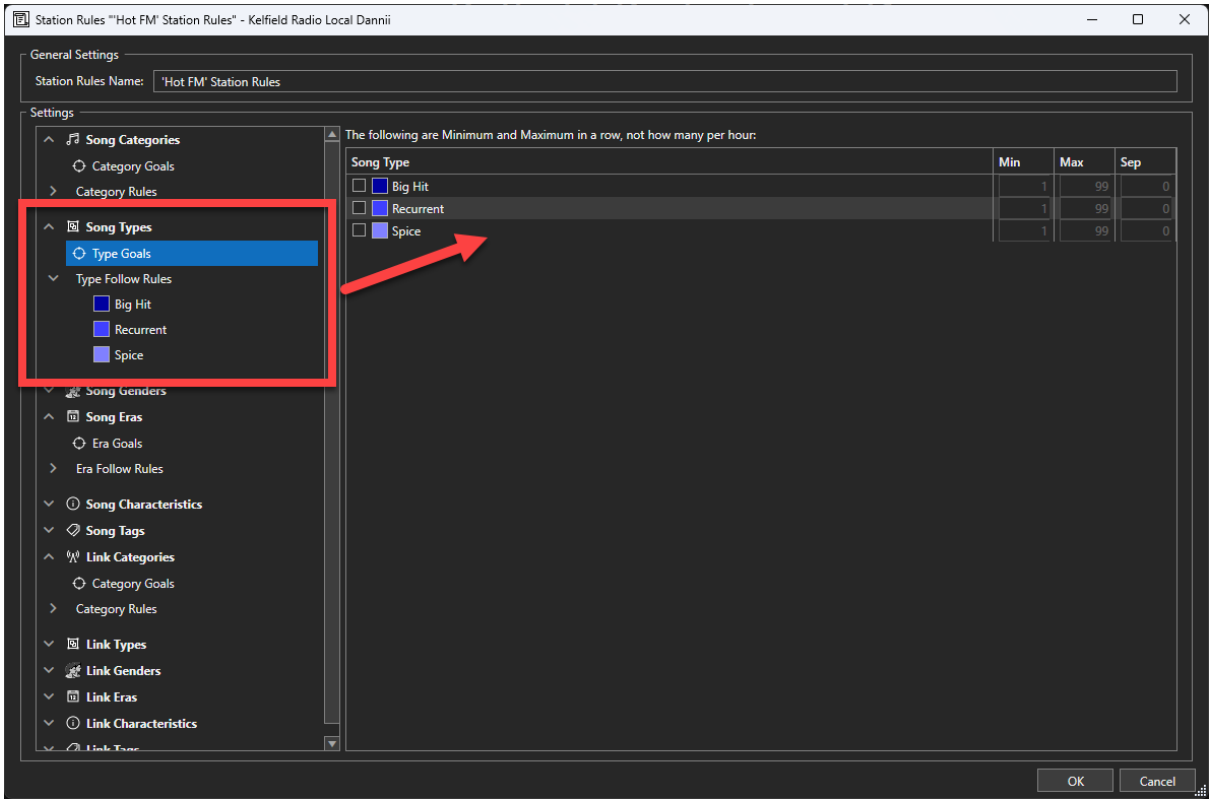
As this Rule is set to be breakable, if could schedule the song if it had to!

You can add multiple Drivetime Hour Protection Rules if you have multiple ranges you want to protect in this way, but each rule can only contain two ranges.

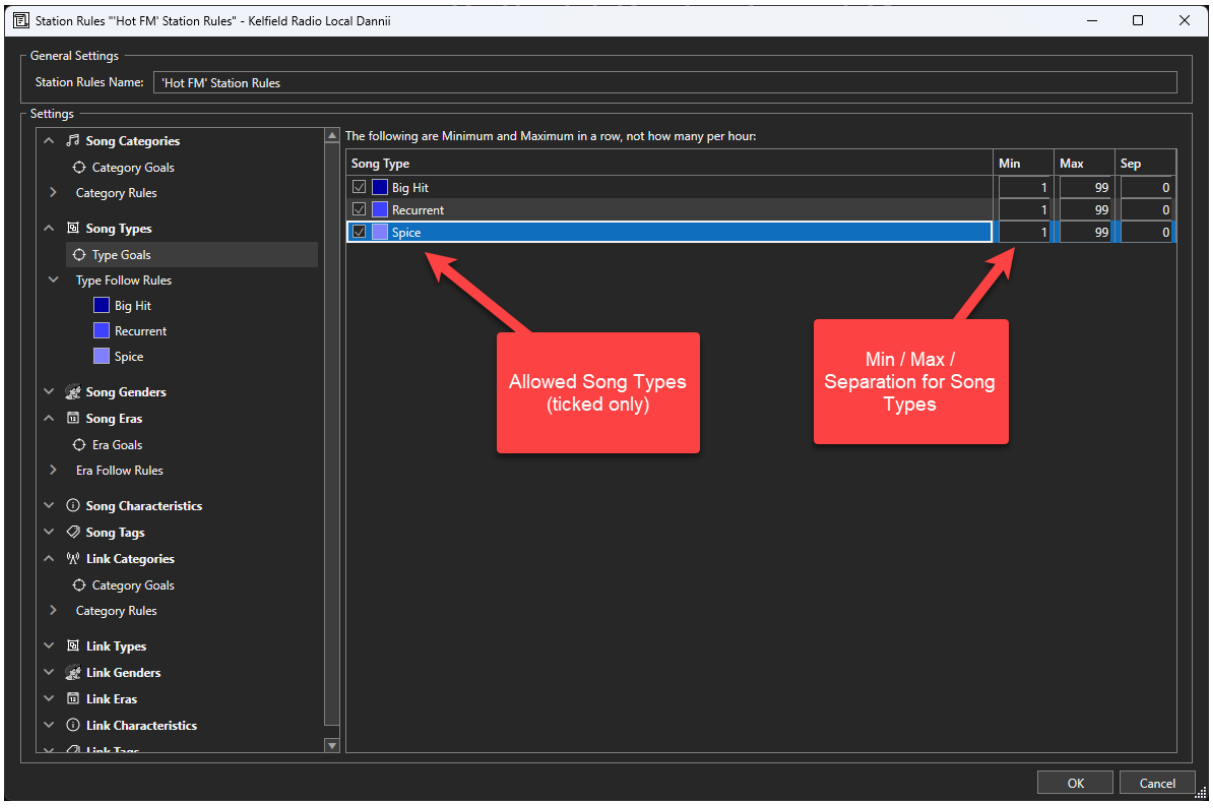
Song Types > Type Goals (Myriad Schedule Pro only)

Myriad Schedule Pro customers will also have access to the Song Types node in Station Rules.

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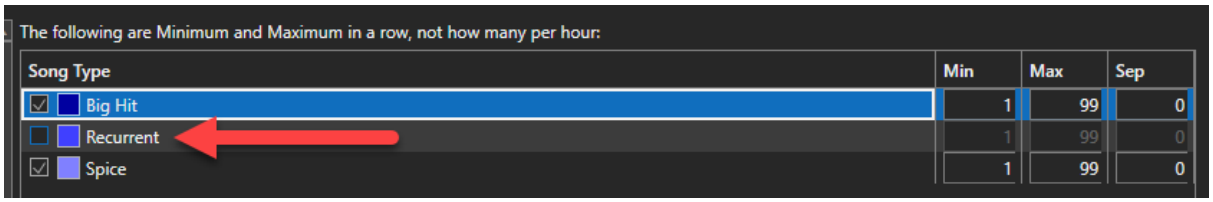


When you select this node, the Song Type Goals are displayed to the right.



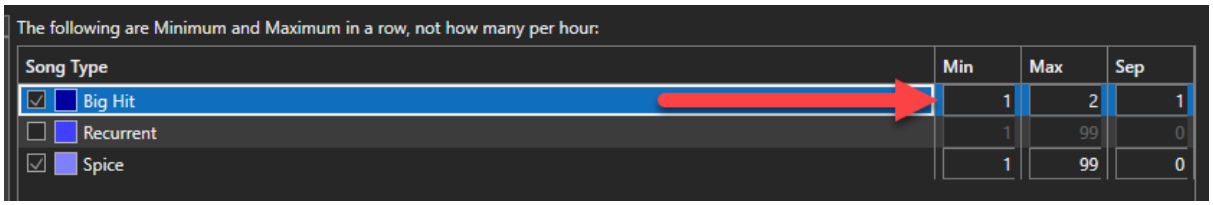
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You can set which Song Types are allowed to be scheduled when using this Station Rules Set by ticking or unticking the Song Types.



In this example, the Recurrent Type is not allowed to be scheduled when using this Station Rule Set.

You can also set the Minimum and Maximum in a Row for each Type which will limit the number of items that can be played in a row (ignoring non Song items) that have the selected Type.



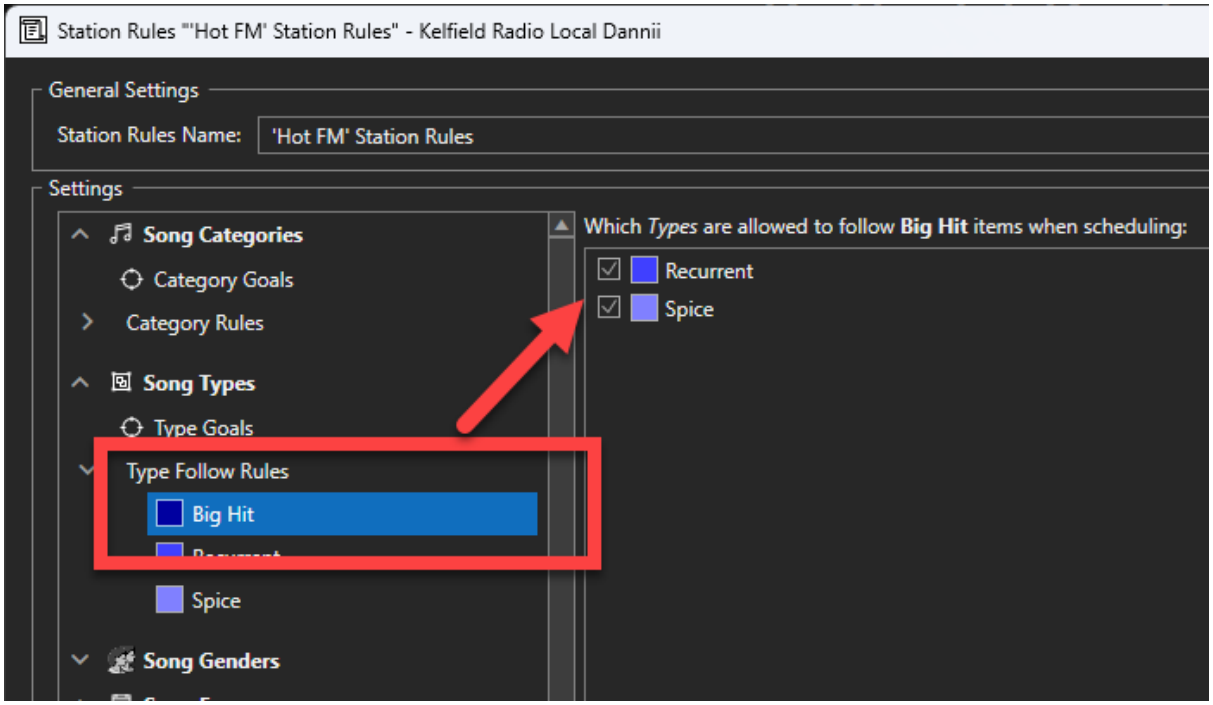
In the example above, the Big Hit Type is limited to a Max of 2, so once Myriad Schedule has scheduled two Songs of that Type, it will not be allowed to schedule a third (in a row).

You can also set a minimum Separation (SEP) which will force Myriad Schedule to pick X many Songs of different Types before returning to this Type. In the example above, the Big Hits Type is set to have a SEP of 1 which means when it schedules a Song of Type Big Hits, it will have to choose a Song with any other Type next as it cannot play another Big Hits Type Song.

Song Types > Type Follow Rules (Myriad Schedule Pro only)

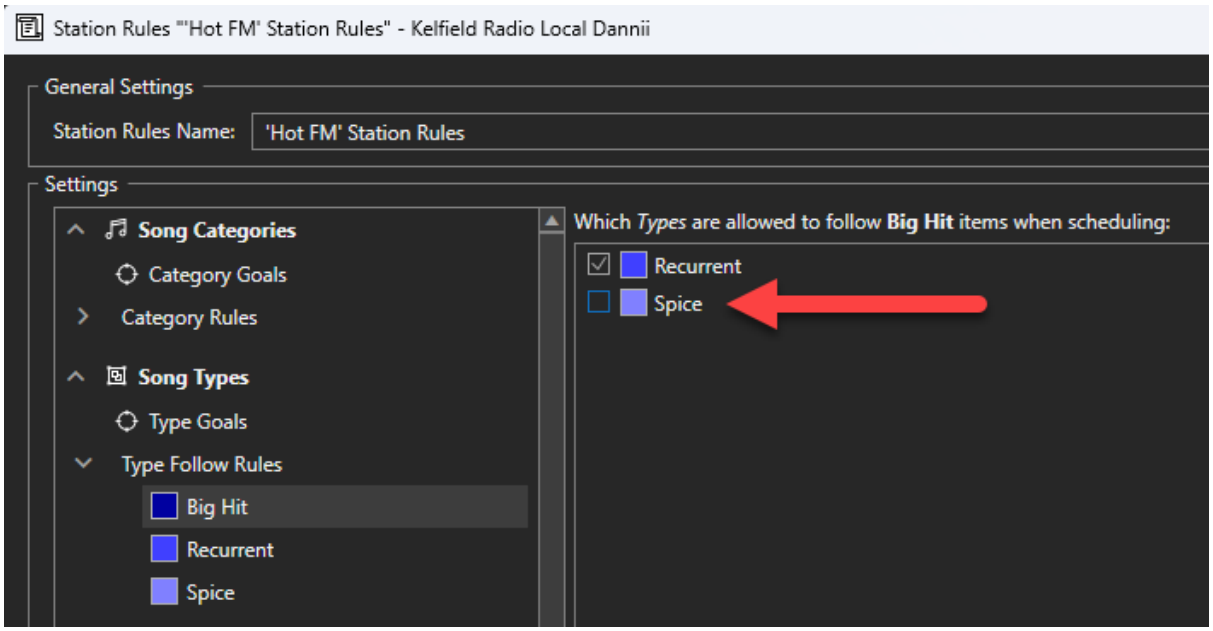
The **Type Follow Rules** under the Song Types node allows you to specify what Types are allowed to follow other Types.

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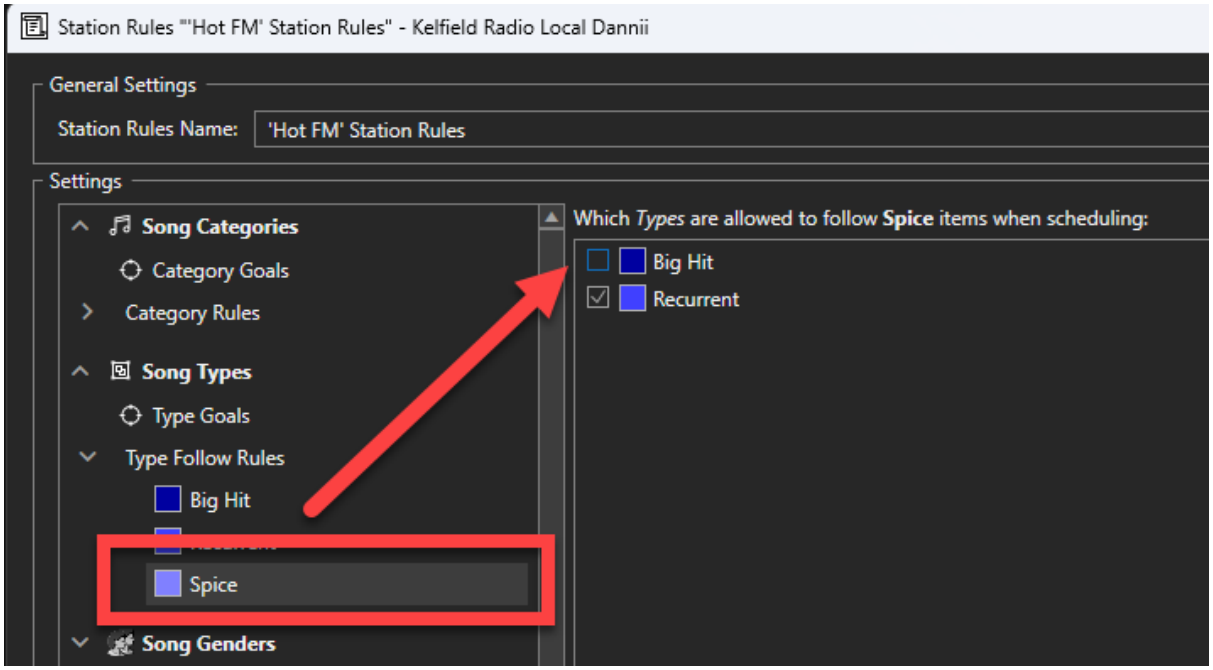
In the example above, we have selected the **Big Hits** Type, and we can see that both **Recurrent and Spice Types** are allowed to follow directly after.

If we did not want to allow Spice to follow Big Hits we would untick it.

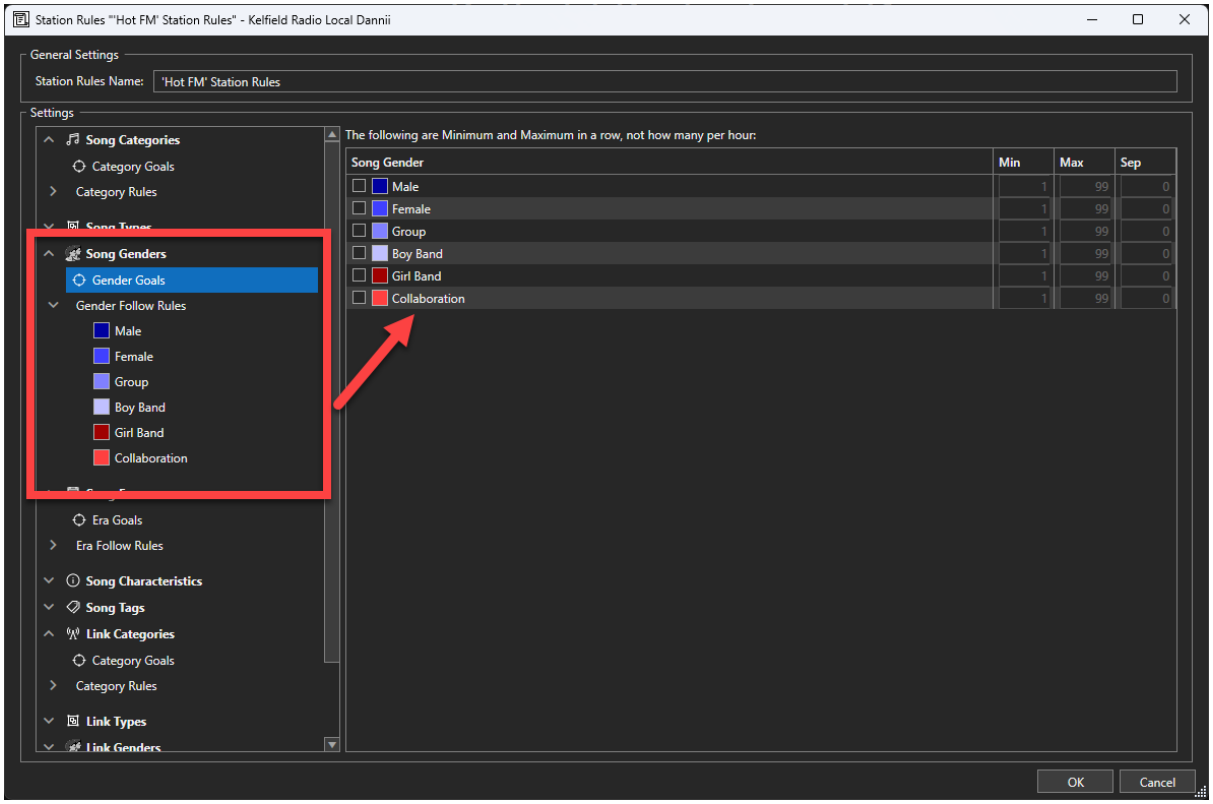


Remember you would also need to select the Spice Type and untick Big Hits otherwise you would be blocking Big Hits followed by Spice but not blocking it the other way round!

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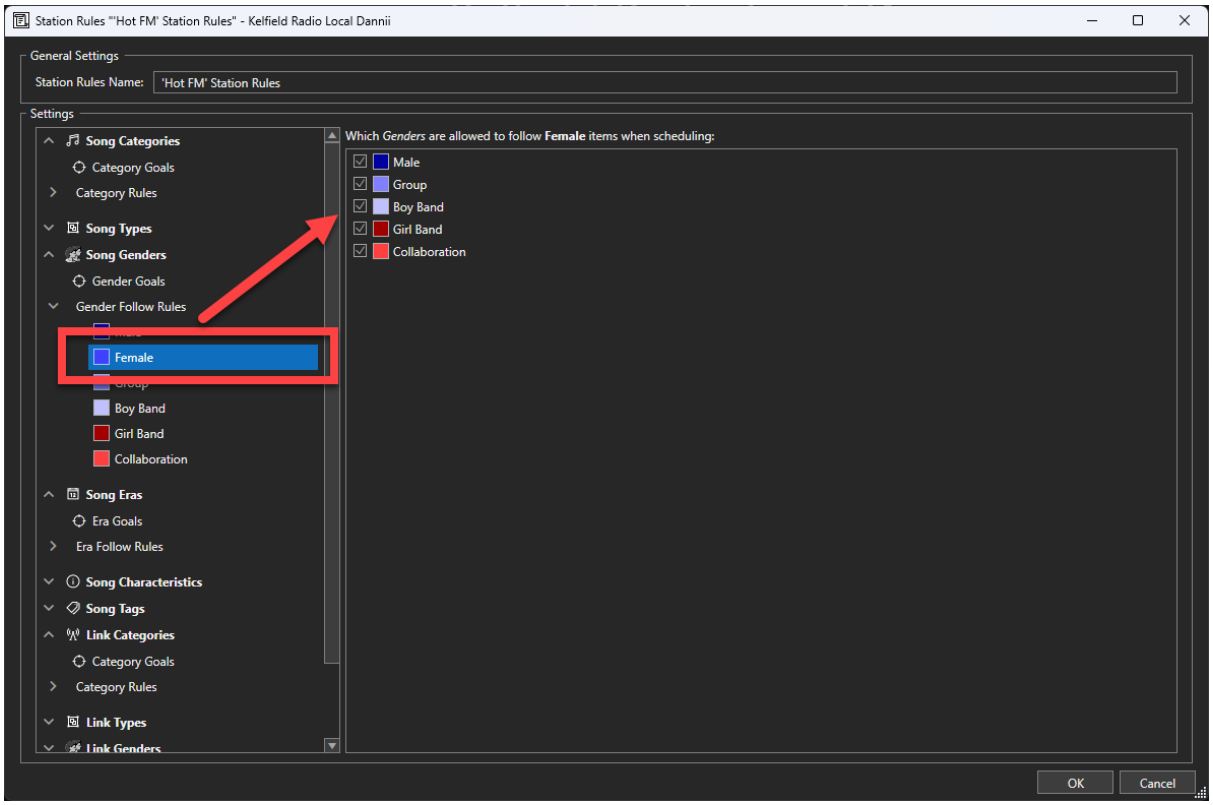
Song Gender > Gender Goals (Myriad Schedule Pro only)



The Song Gender Goals are identical to Song Type Goals (but obviously related to Gender) so we will not go over that again. Please refer to the Song Type Goals for more details.

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Song Gender > Gender Follow Rules

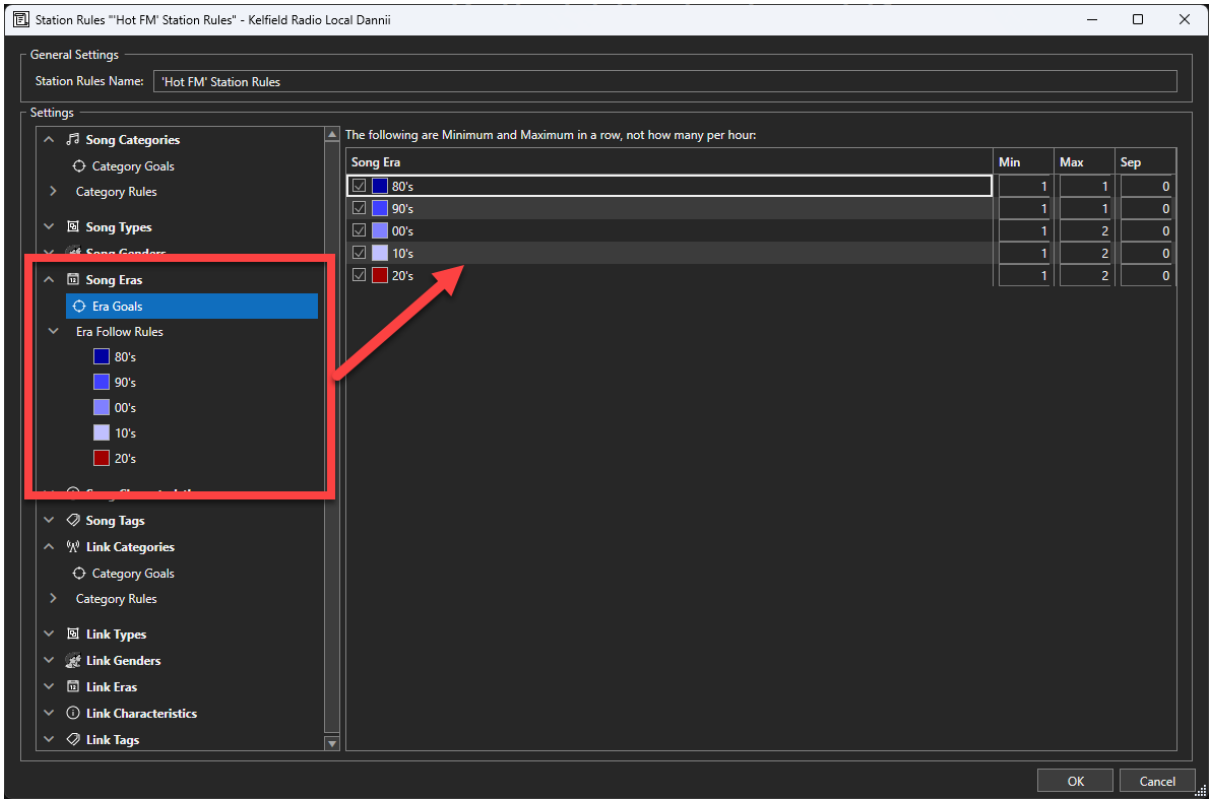


The Song Gender Follow Rules are identical to the Song Type Follow Rules (only related to Genders), so we will not cover this again.

For more details see Song Type > Type Follow Rules.

Song Era > Era Goals (Myriad Schedule Pro only)

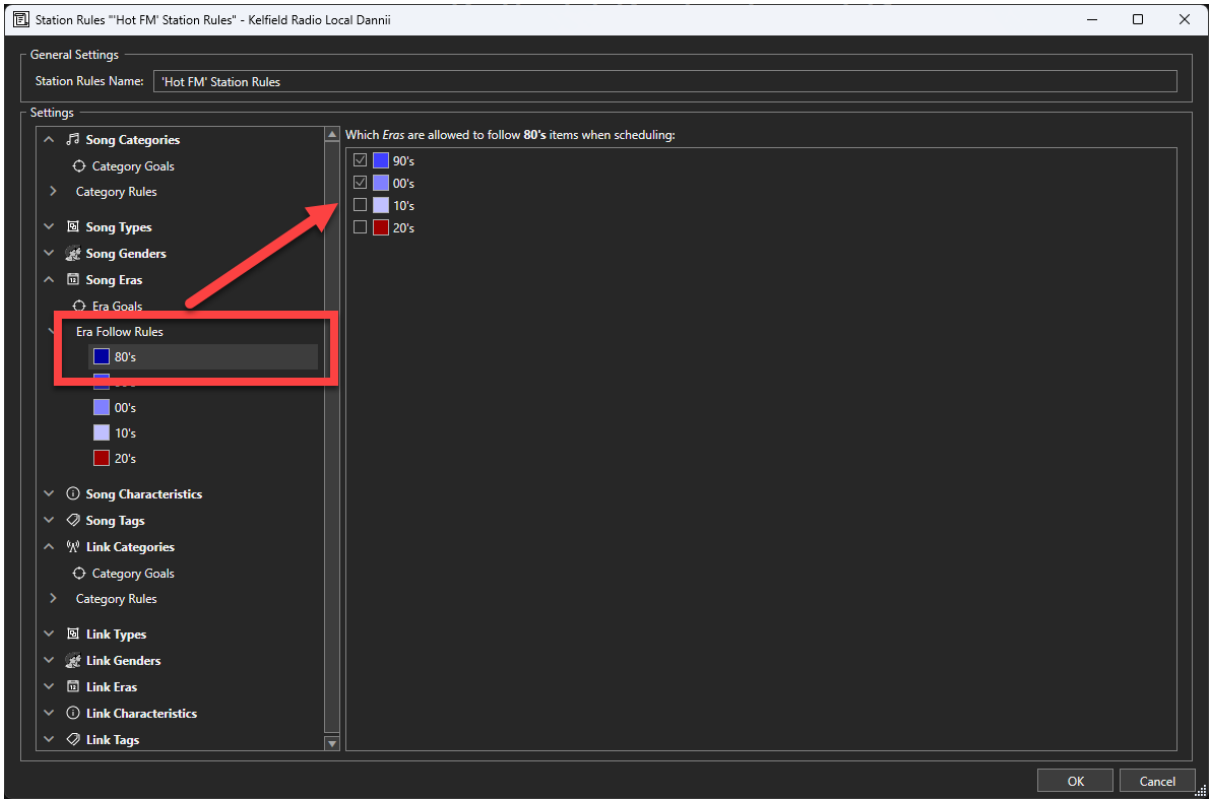
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The Song Era Goals are identical to Song Type Goals (but obviously related to Eras) so we will not go over that again. Please refer to the Song Type Goals for more details.

Song Era > Era Follow Rules (Myriad Schedule Pro only)

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The Song Gender Follow Rules are identical to the Song Type Follow Rules (only related to Genders), so we will not cover this again.

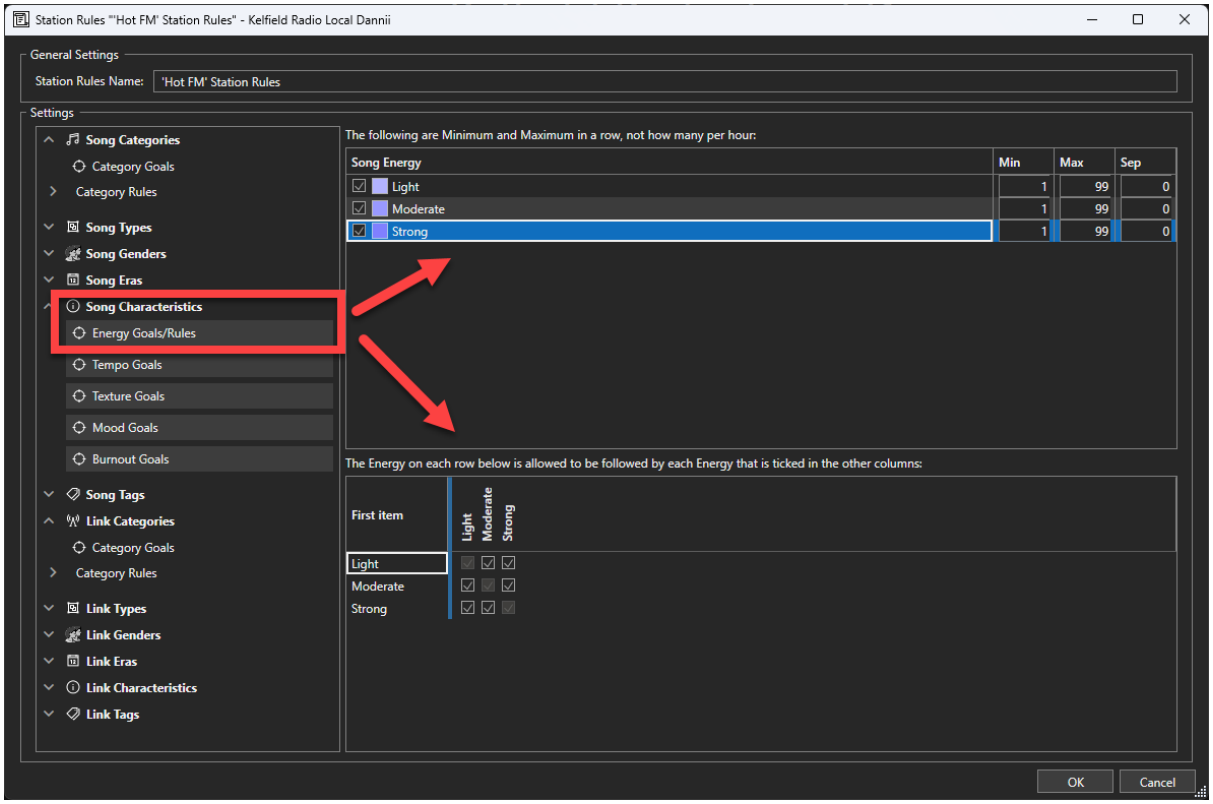
For more details see Song Type > Type Follow Rules.

Song Characteristics Goals / Rules

In Myriad Schedule and Myriad Schedule Pro, Characteristics can be used to 'describe' the sound of Sings and Links to allow you to control the flow of a Characteristic through a Clock/Log Hour, and define what limits on Characteristics in a Row and Minimum Separation (Myriad Schedule Pro only).

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Exapnd the **Song Characteristics Node** and select the Characteristic you want to adjust the rules for.

Characteristics

Expand the **Song Characteristics** node and you will see the five Characteristic Attributes in Myriad Schedule.

They are:

- Energy – The power of an item.
- Tempo – The speed of an items.
- Texture – The smoothness on an item.
- Mood – General mood of an items (light to dark).
- Burnout – How regularly you think listeners will want to hear an item.

The above options are more of a guide; you should adopt these to suit the style and content on your station. You can also choose to only use some of the Characteristics on your station, for example, it is very common for stations to only use Energy and Tempo to characterise their Songs and Links.

Characteristic Levels

Within each Characteristic, you can define up to **six levels** to help you apply the Characteristic to content on your Station.

As an example, when setting up **Tempo Levels** you could opt for any of the following:

- Slow
- Medium
- Fast

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This would be the simplest way of applying the Tempo but does not offer much refinement in applying them to Songs or Links.

So instead, you could increase the **Tempo Levels** to five.

- Slow
- Medium Slow
- Medium
- Medium Fast
- Fast

This would allow you to add more granularity to your Temp Characteristic. Finally, you may prefer to use six **Tempo Levels** to avoid having a middle ground option.

- Really Slow
- Slow
- Medium Slow
- Medium Fast
- Fast
- Really Fast

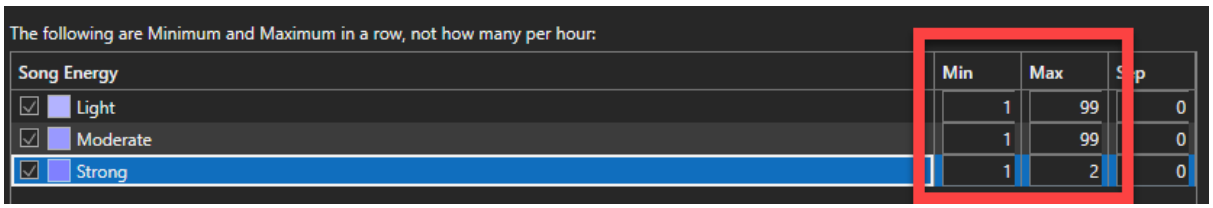
You may also make sense to have different amounts of levels for different Characteristics.

For example, it may make sense to have six options for Tempo but other Characteristics like Texture, may require far less options, and you may decide you don't want to use Burnout at all!

There is no right or wrong way to set this up, it is just down to how you want to apply Characteristics to your station.

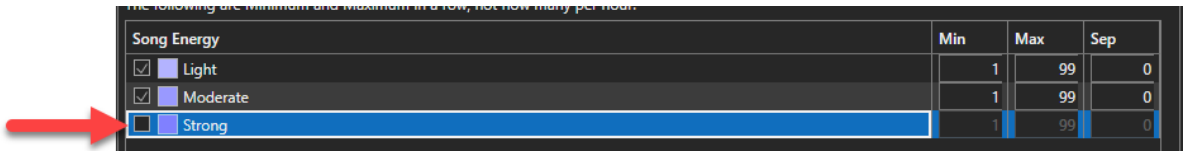
Characteristic Min / Max In A Row

You can set the **Minimum and Maximum in a Row** for each **Level** with each Characteristic.



In the example above, Light and Moderate Level Energies have a minimum set 1 and the maximum set to 99 effectively removing any limits, but the Strong Level Energy is set to 2, which means that Myriad Schedule or Myriad Schedule Pro can only schedule a maximum of two Strong Level Energy Songs before it has to choose a different Energy Level.

You can also disable Min/Max/Sep rules for an individual Characteristic Level by unticking the desired Level.

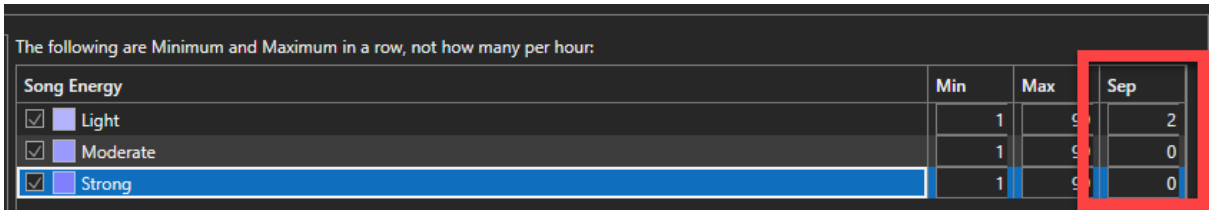


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In the example above, the Strong Level Energy is disabled and the Min/Max/Sep options are disabled.

Characteristic Separation (Myriad Schedule Pro only)

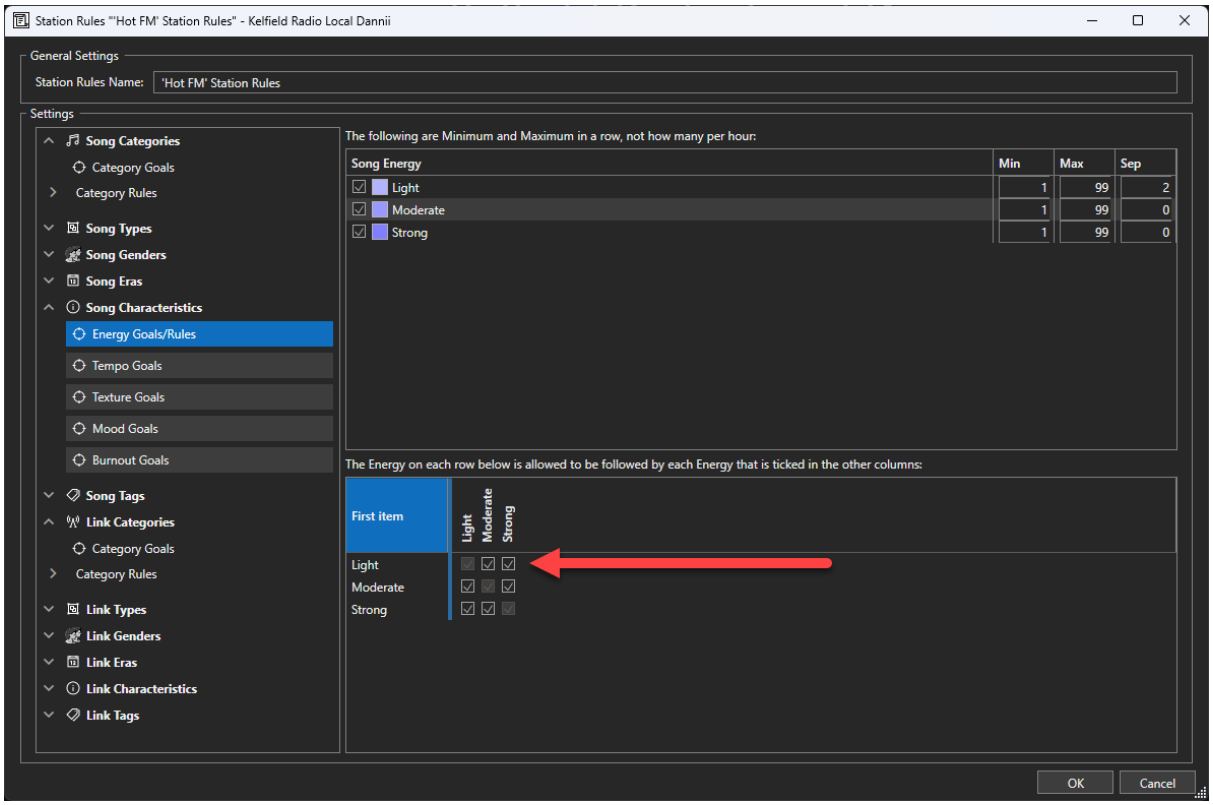
In addition to the Min/Max in a Row, Myriad Schedule Pro also allows you to Separation (Sep) value which is the number of different Characteristic Levels that must be scheduled before this level is eligible for scheduling again.



In the example above, the **Sep** field for the Light Energy Level is set to 2, which means that once a Song with Light Energy Level is scheduled, Myriad Schedule Pro will need to schedule at least two other Songs that have an Energy Level that is NOT LIGHT before another Light Energy Song can be scheduled.

Characteristic Transition Rules

In addition to the Min/Max/Sep Rules, you can also use the Characteristic Transition Rules to set what Levels are allowed to follow other Levels.



Consider a station that has five Levels setup for their Temp Characteristics, they would have a Characteristic Transition Grid that looks like this:

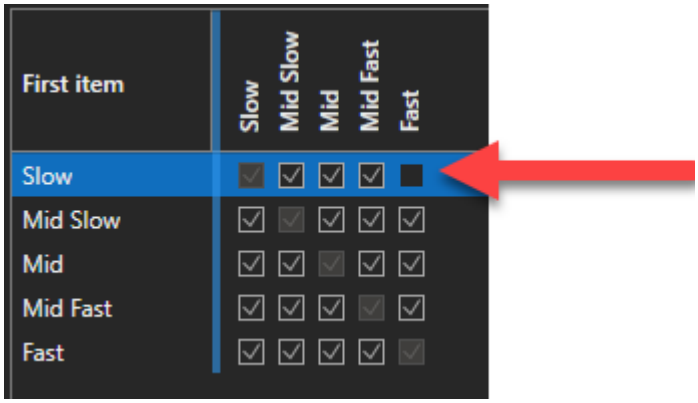
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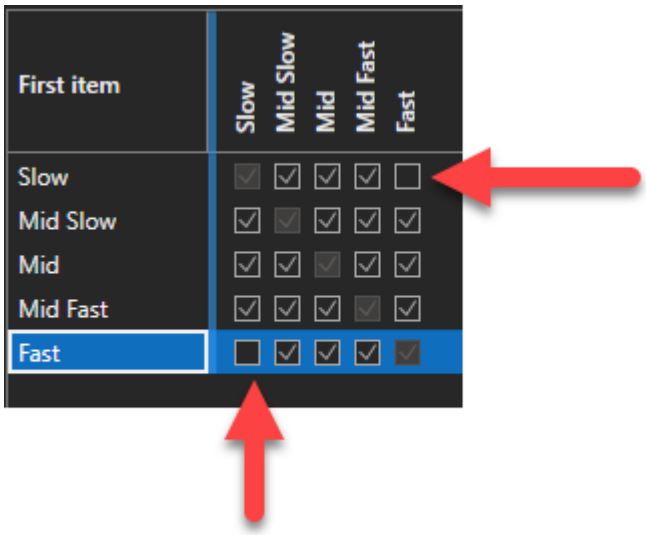
Currently, Songs of any Tempo can be followed by Songs of any other Tempo.

Let's say you didn't want your station to be able to schedule Fast Tempo Song directly after a Slow Tempo Song.

You can achieve this by unticking the **Fast Level** option from the **Slow Row.**



Of course, you would also probably want to also stop Slow songs scheduling after Fast level Songs.

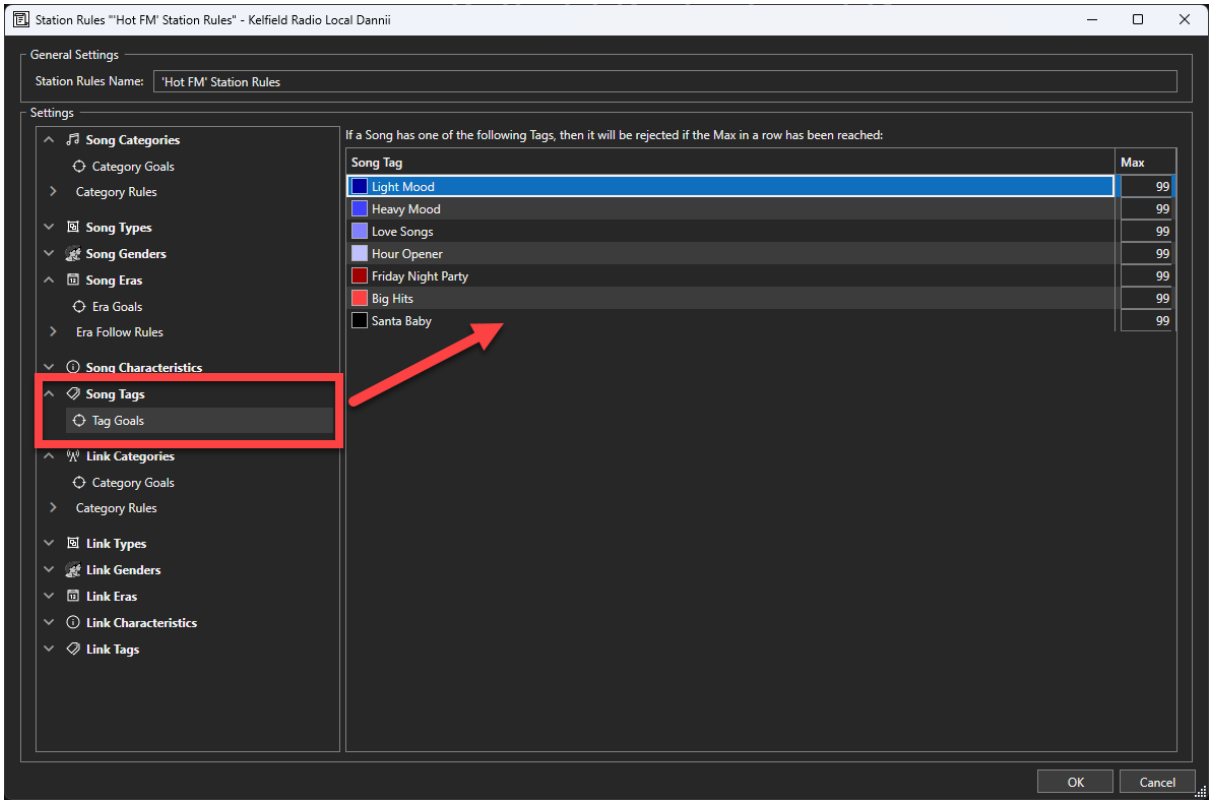


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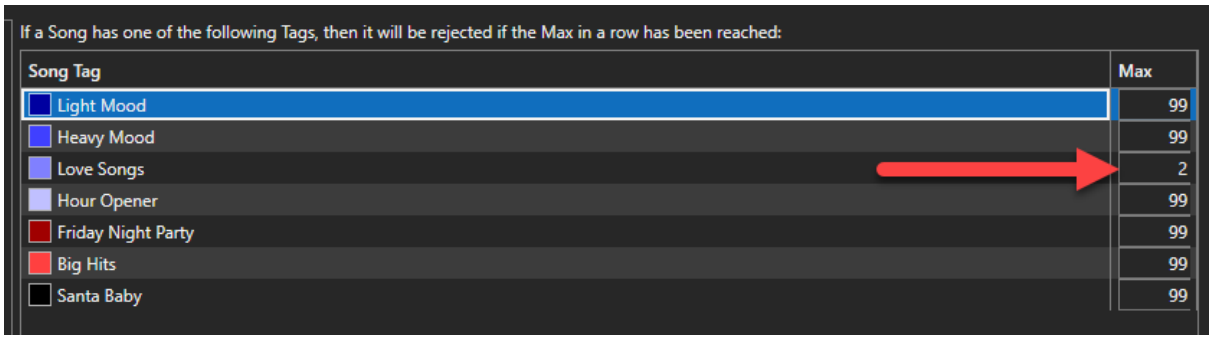
For each Characteristic, you can use the Transition Grid control the allowed ‘swing’ between Levels to give your station a more even sound.

Song Tags > Tag Goals

The Song Tags > Tag Goals node contains Rules related to the Tags assigned to Songs.



For each Song Tag you have defined on your system, you can specify a maximum number (in a row) which will prevent Myriad Schedule from scheduling more than the set number of Songs with that Tag, in a row. Please note that this will ignore all non-Song items so even if Links are played between Songs this Rule will still apply.

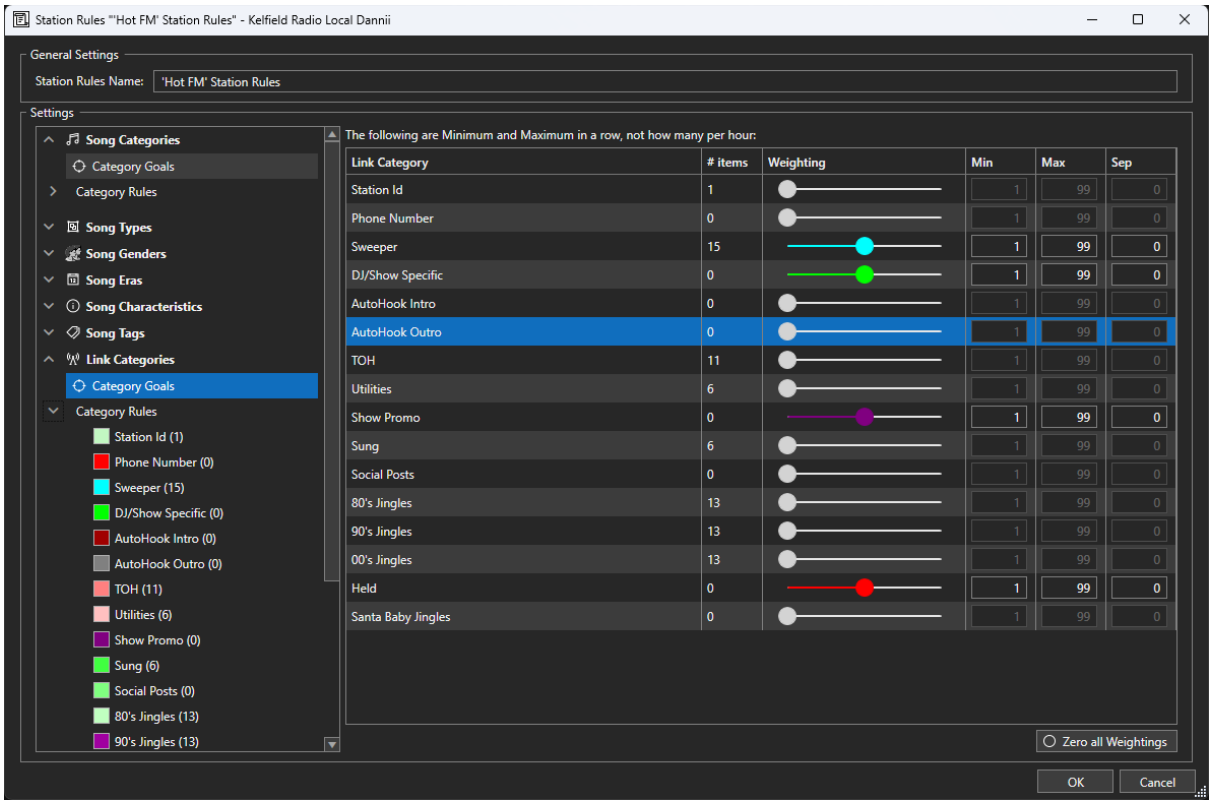


So, in the example above, if Myriad scheduled two Songs in a row that had the ‘Love Song’ Tag applied, the next Song would not be allowed to have the ‘Love Song’ Tag.

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Link Categories > Category Goals

If you expand the **Link Categories** section and select C**ategory Goals** you will see a virtually identical set of options to the Song Category Goals examined in the previous section.



These will be used for a Clock that is using this Station Rules Set and has Links listed in the Clock with the Category set to **Use Goals.**

Move the **Category Weighting Sliders** to the left or the right to increase or decrease the amount of any Link Category to be included when scheduling using these Link Category Goals.

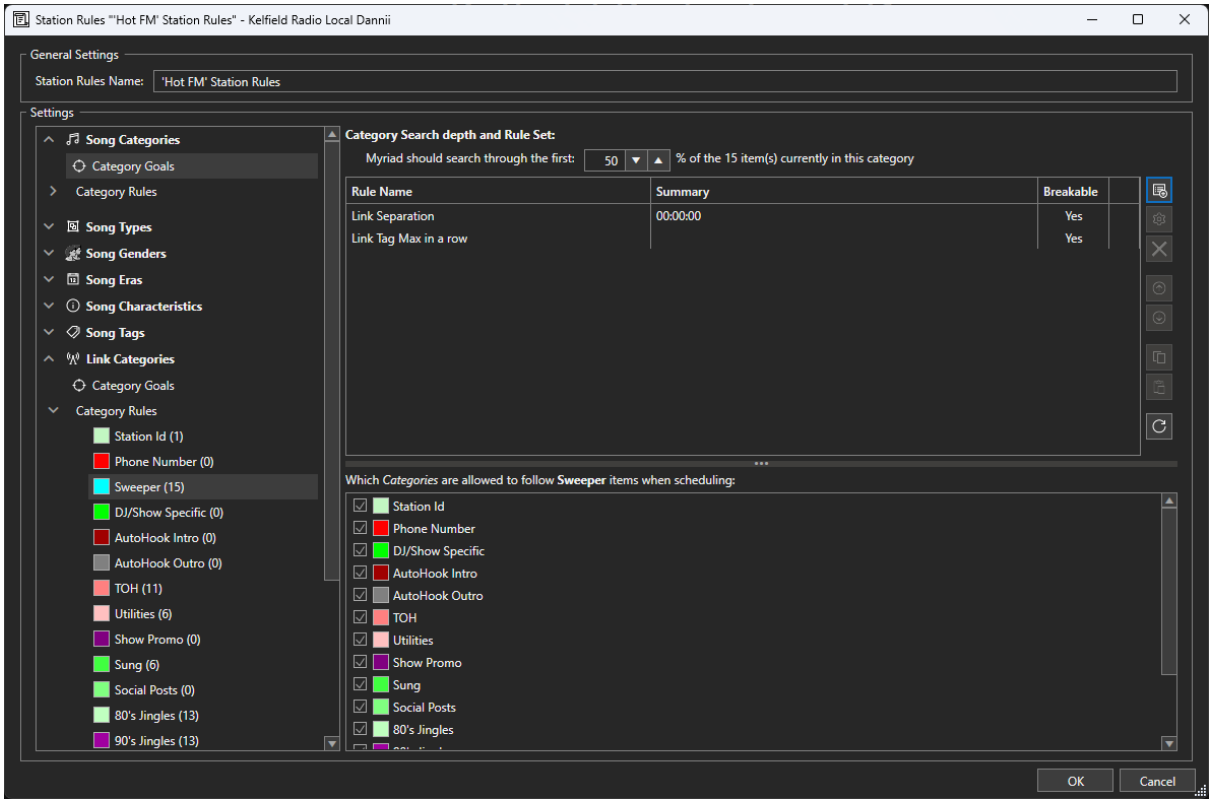
The **Min / Max in a Row** allows you to specific a minimum and a maximum of any Link Category to be played in a row. This ignore non-Link items so even if you have played Songs between Links, for the purposes of this Rule the Songs are ignored and the Links are treated as if they are in a row. This only applies over the current hour and is reset at the start of new hours.

The **Minimum Separation (SEP)** option is also available for Myriad Schedule Pro customers which will force Myriad Schedule to select X Links from other Categories before another Link can be scheduled from 'this' Link Category.

For more details, refer to the Song Categories > Category Goals section.

Link Categories > Category Rules

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This section is identical to the Song Category Rules section examined in detail in the previous section but obviously related to Links.

You can select a Link Category on the left-hand side then set the following criteria:

- **Search Depth** – How much of the Category to search through when scheduling Links from that Category.
- **Schedule Rules** – Set minimum separation for Links to determine the minimum time between hearing the same Link scheduled on your station. Myriad Schedule Pro customers can also add additional Rules related to Link Type, Genders and Eras.
- **Link Follow Rules** – Set the Link Categories that are allowed to follow content scheduled from the selected Link Category.

For more details, refer to the Song Categories > Category Goals section.

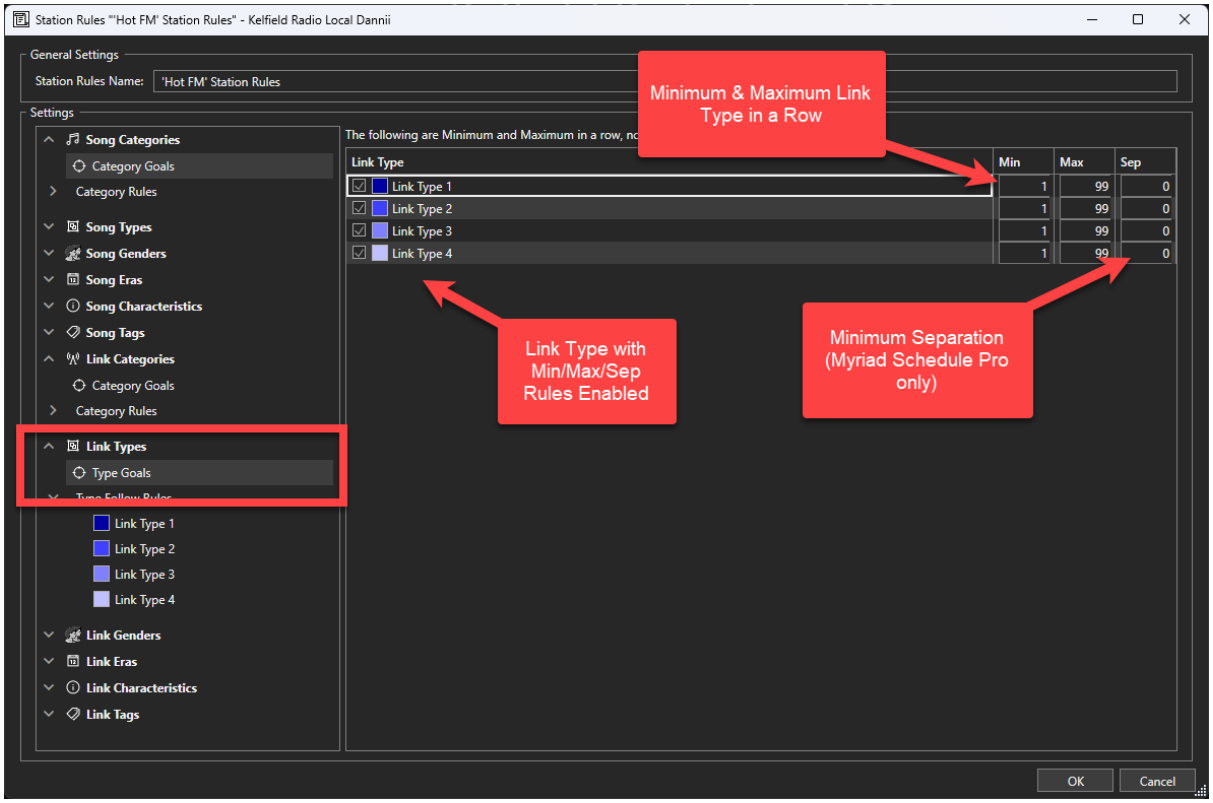
Link Types, Genders & Era Rules (Myriad Schedule Pro only)

Link Types, Genders & Era Rules are all the same, just applying to the specific attribute.

Each is split into a **Goals** section and a **Follow Rules** section.

In this example we will focus on Link Types but the same information will apply to Link Genders and Link Eras.

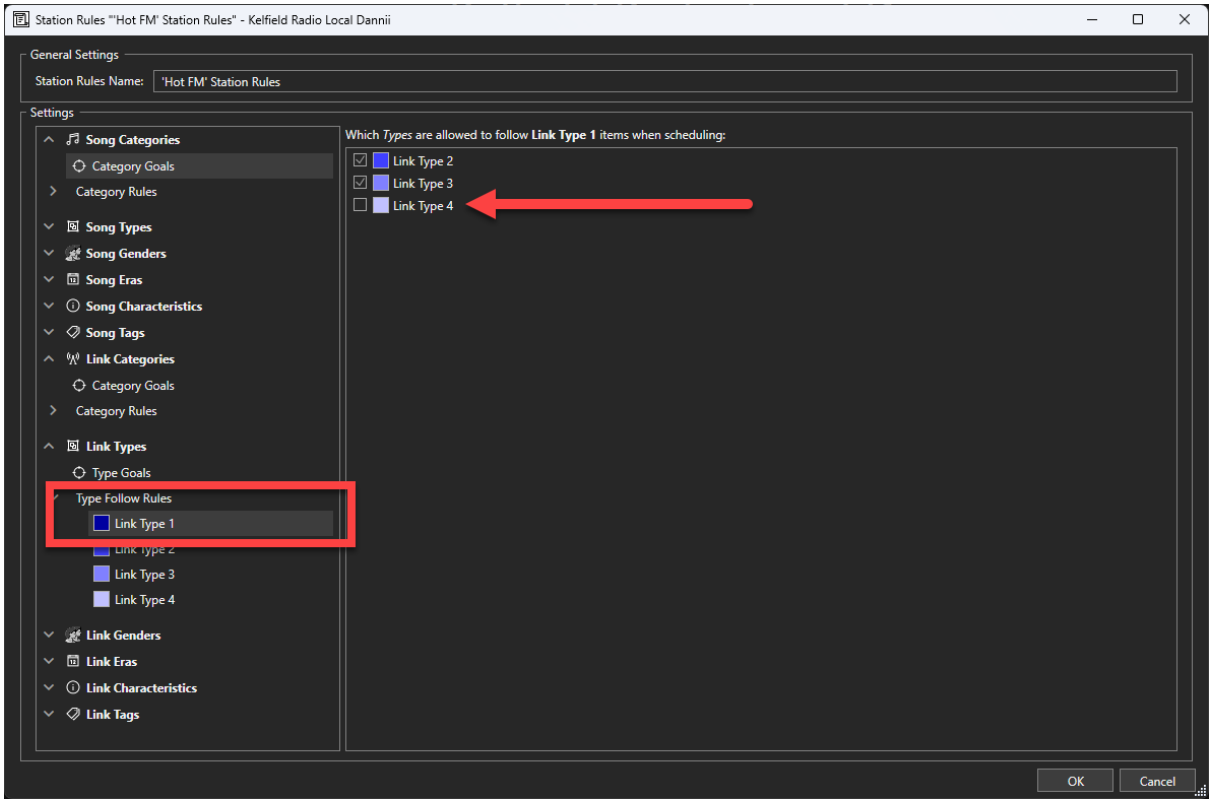
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- Enabled Types – Tick the Link Types that you want to enforce Min/Max/Sep Rules on.
- Min / Max In A Row – Set the minimum and maximum in a row when using this Station Rules Set. Please note that this ignores non-Link items so even if Songs are played, this will still apply.
- Separation (SEP) Myriad Schedule Pro only – Forces Myriad Schedule to play Links from X many other Link Types before this Type is allowed again.

The Link Type Follow Rules section allows you to set what Link Types are allowed to follow directly after a Link of the selected Type.

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In the example above, Link Type 1 is selected, and the Follow Rules are set that all other Link Types are allowed except for Link Type 4.

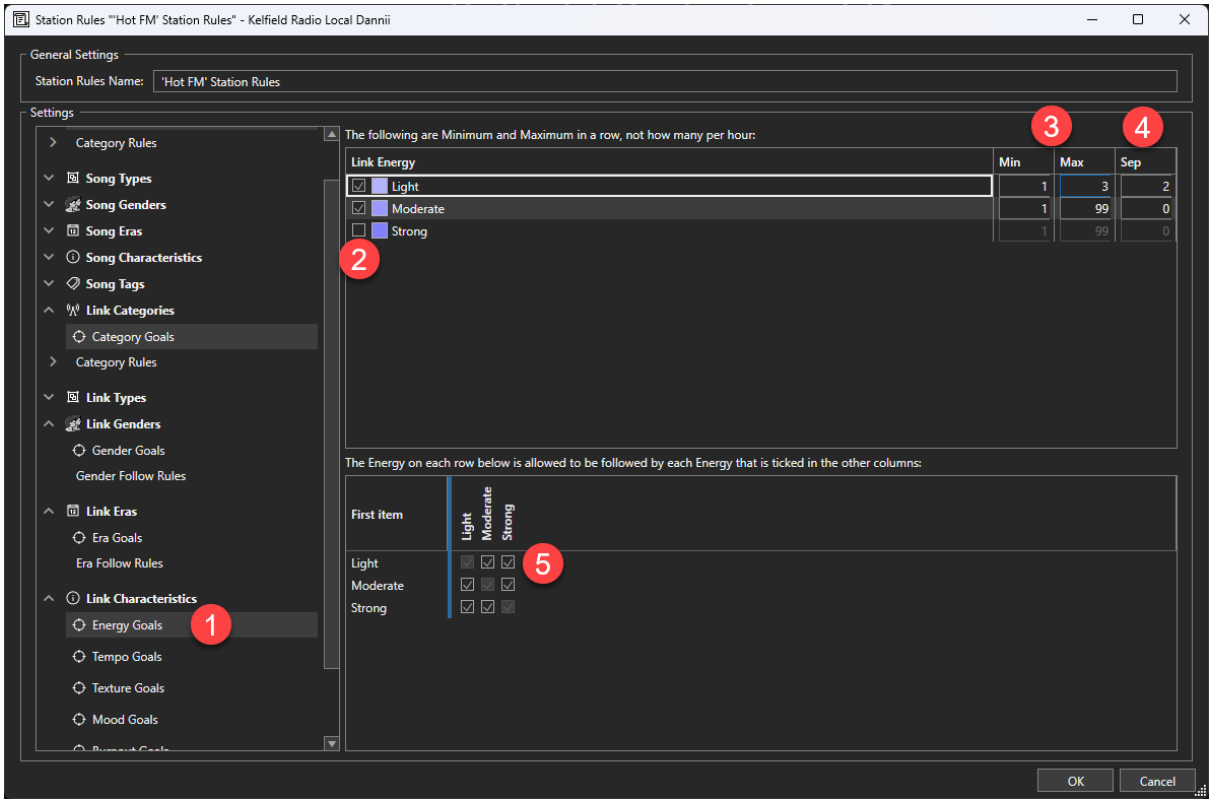
These options are covered in greater detail in the Song Type section.

When working with Link Genders and Link Eras, the same options are available under their respective nodes.

Link Characteristics

The Link Characteristics are identical to the Song Characteristics covered previously. Please refer to the Song Characteristics section for more detail.

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1. Select the **Link Characteristic** you want to edit the settings for.
2. **Enable** or **Disable** Min/Max/ Sep Rules for the Characteristic Levels, using the tick boxes.
3. Set the **Min / Max value in a row**. The options are:
    a. Min – The minimum number of times in a row that the Characteristic Level can be scheduled.
    b. Max - The maximum number of times in a row that the Characteristic Level can be scheduled.

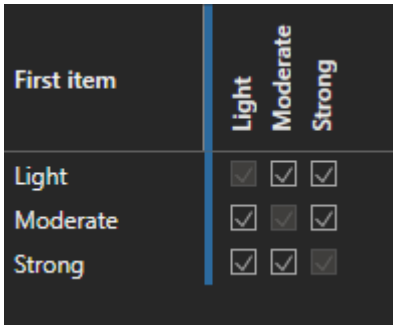
    Please note that these applied to Links in a Row only. Other content scheduled between Links (like Songs) is ignored.
4. The **Separation (Sep)** (Myriad Schedule Pro only) value refers to how many other Levels must be scheduled before this level can be scheduled again.



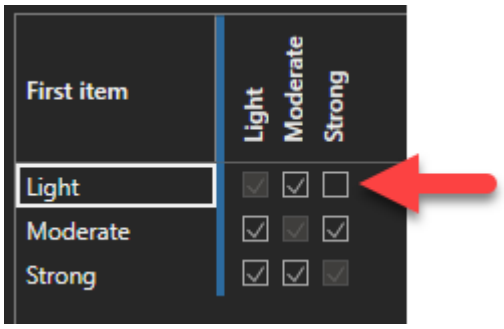
In the example above, once a Light Energy Link is scheduled, at least 2 Links of Moderate or Strong Level must be scheduled before another Light Energy Link can be scheduled.

5. The **Characteristic Transition** grid allows you to set which Characteristic Levels are allowed to follow other Characteristic Levels.

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Select a Row and tick the options you want to allow to follow it.

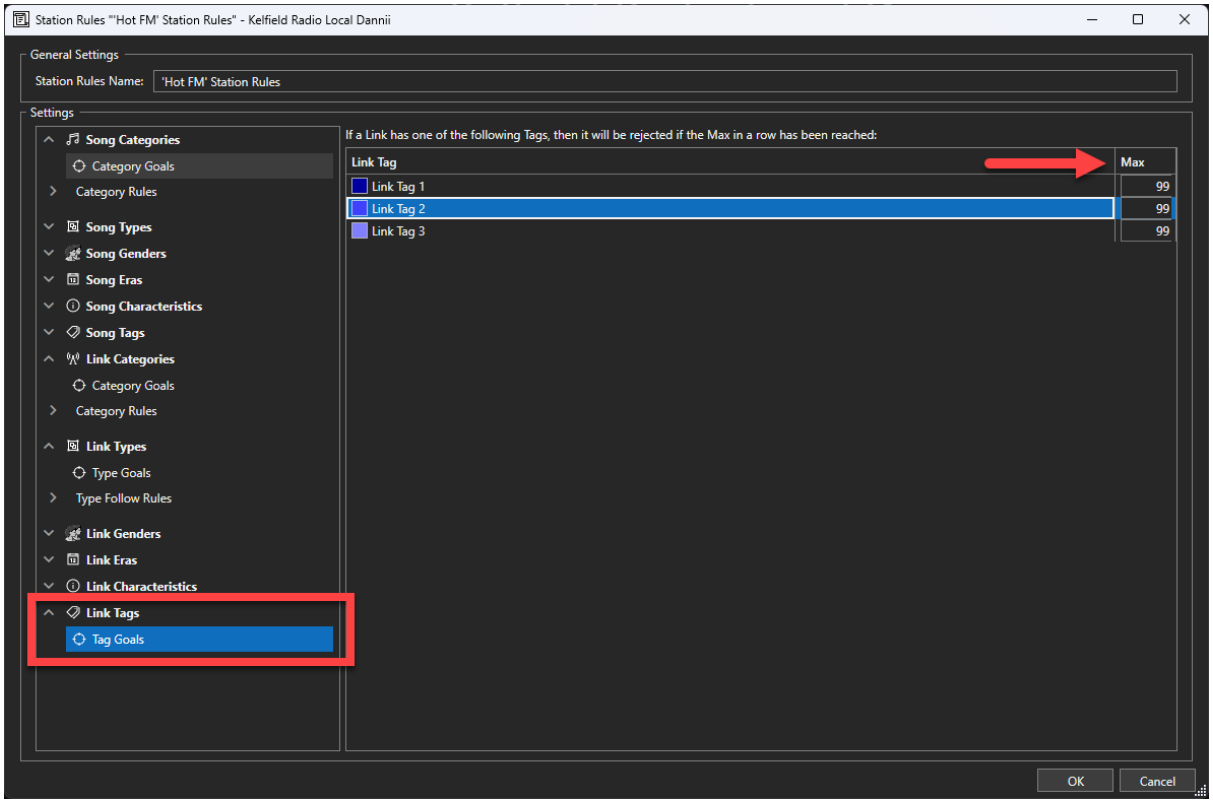


In the example above, the on the **Light Row** the Strong Level is **unticked**. So a Light Level Link cannot be followed by a Strong Level.

Link Tags > Tag Goals

The Link Tags > Tag Goals node contains Rules related to the Tags assigned to Links.

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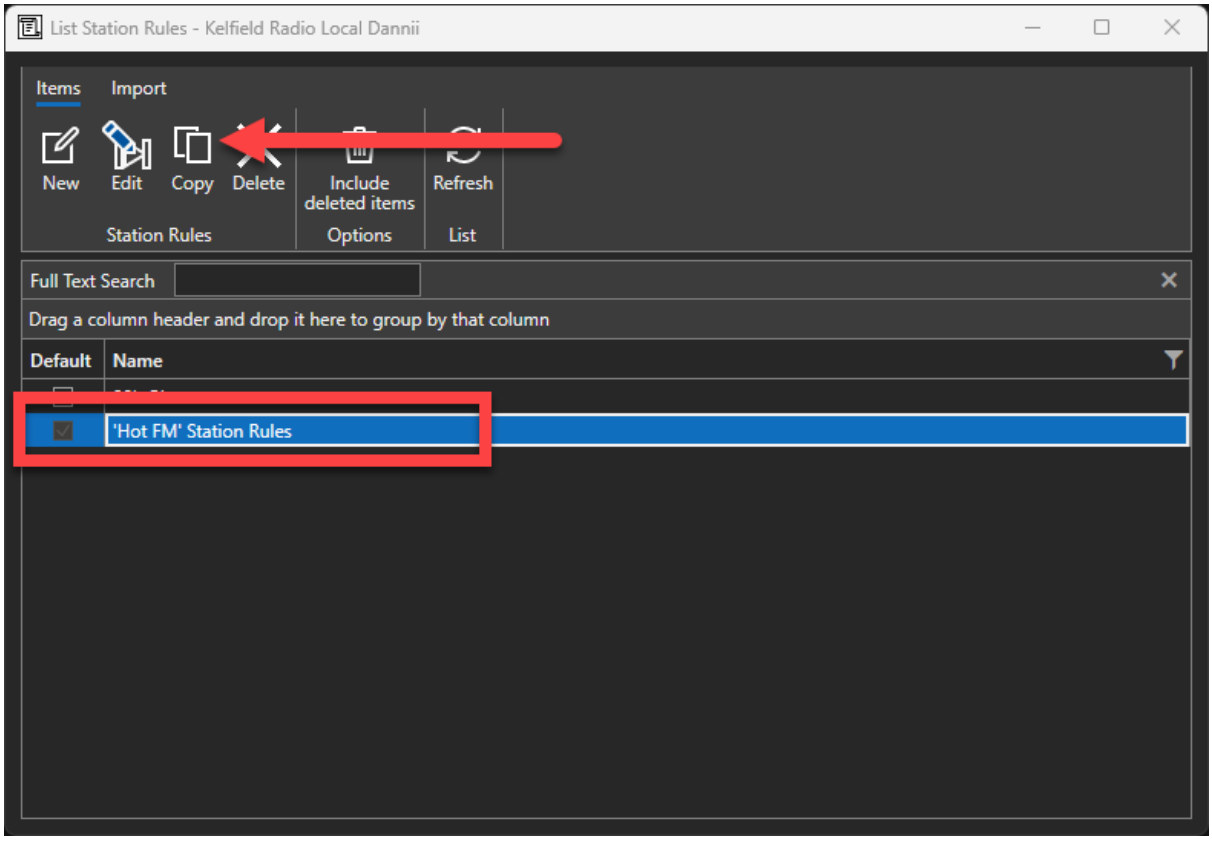
For each Link Tag you have defined on your system, you can specify a maximum number (in a row) which will prevent Myriad Schedule from scheduling more than the set number of Links with that Tag, in a row. Please note that this will ignore all non-Link items so even if Songs are played between Links, this Rule will still apply.

Copying Station Rule Sets

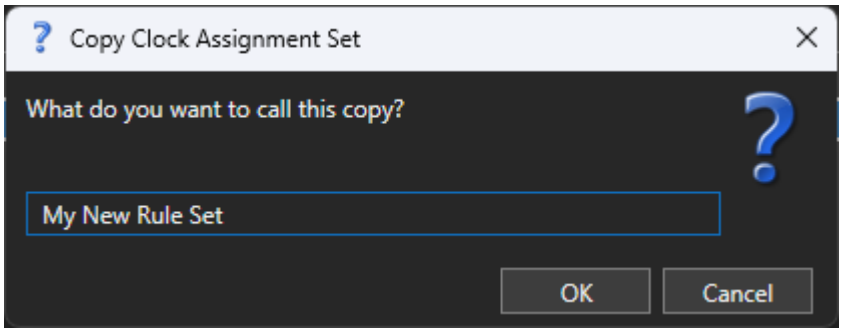
If you need to make a copy of a Station Rules Set, follow these steps:

1. Click on the **Station Rules** option on the left-hand menu to open the List Station Rules Window.
2. Highlight the Station Rules Set you want to create a copy of.
3. Click on the **Copy** button.

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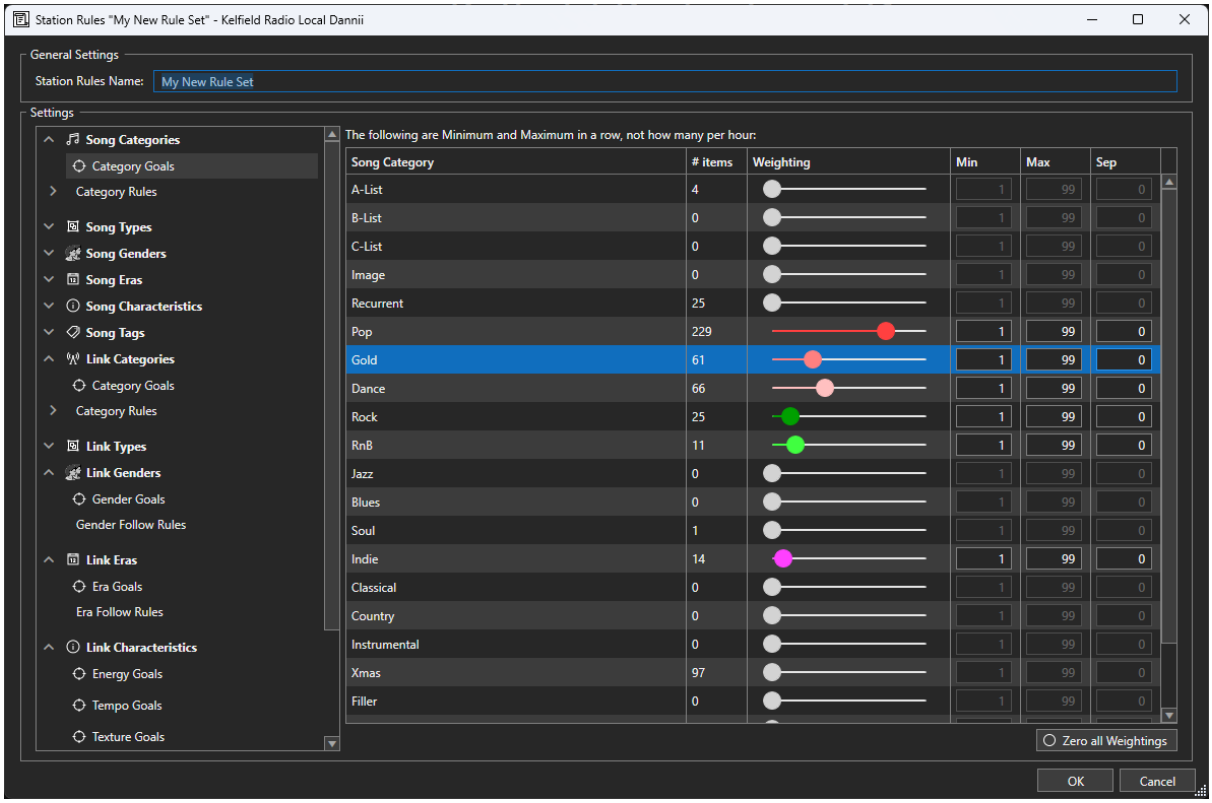


4. Type in the **name** for your new Station Rules Set and click OK.

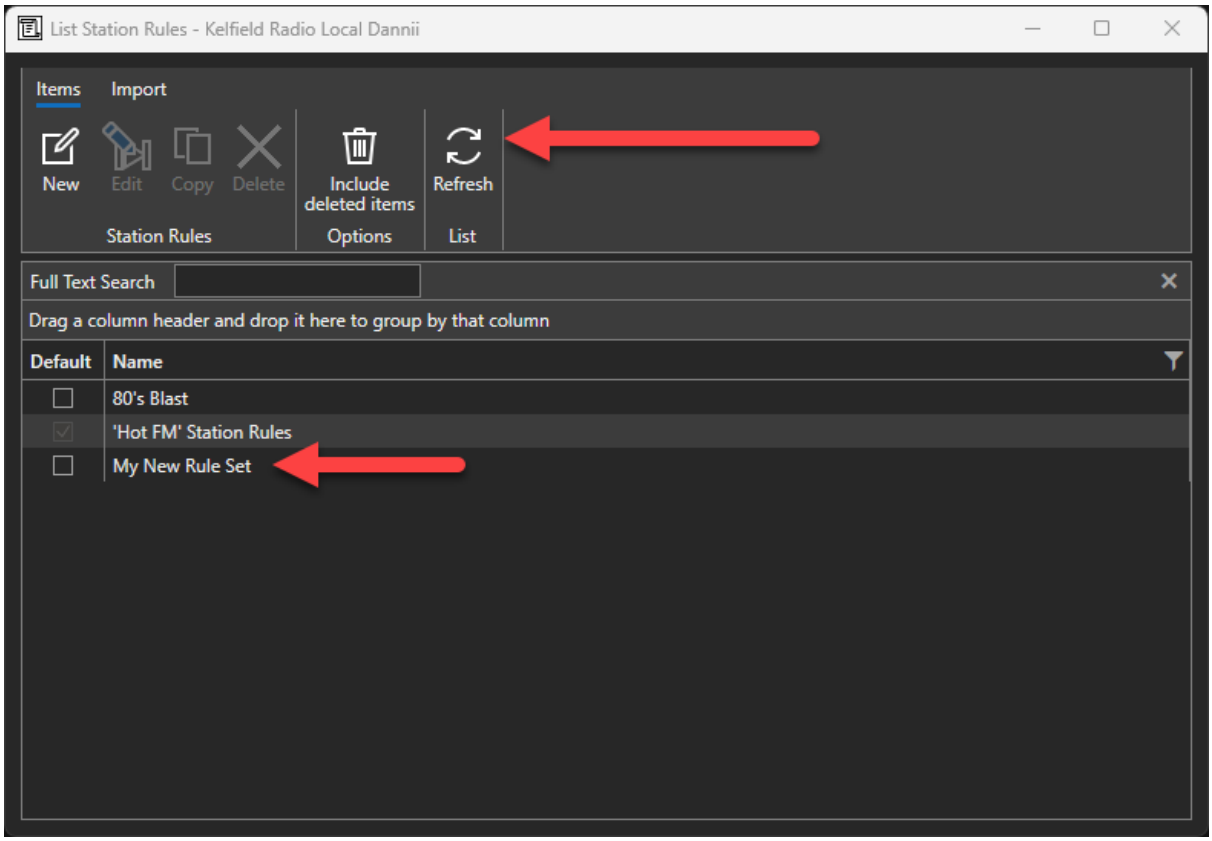


5. This will open a new Station Rules Set based on the set you highlighted. Change any attributes you wish, give it a new Station Rules Name and click on **OK**.

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6. You may need to click on **Refresh** on the List Station Rules window to see your new Rule Set.

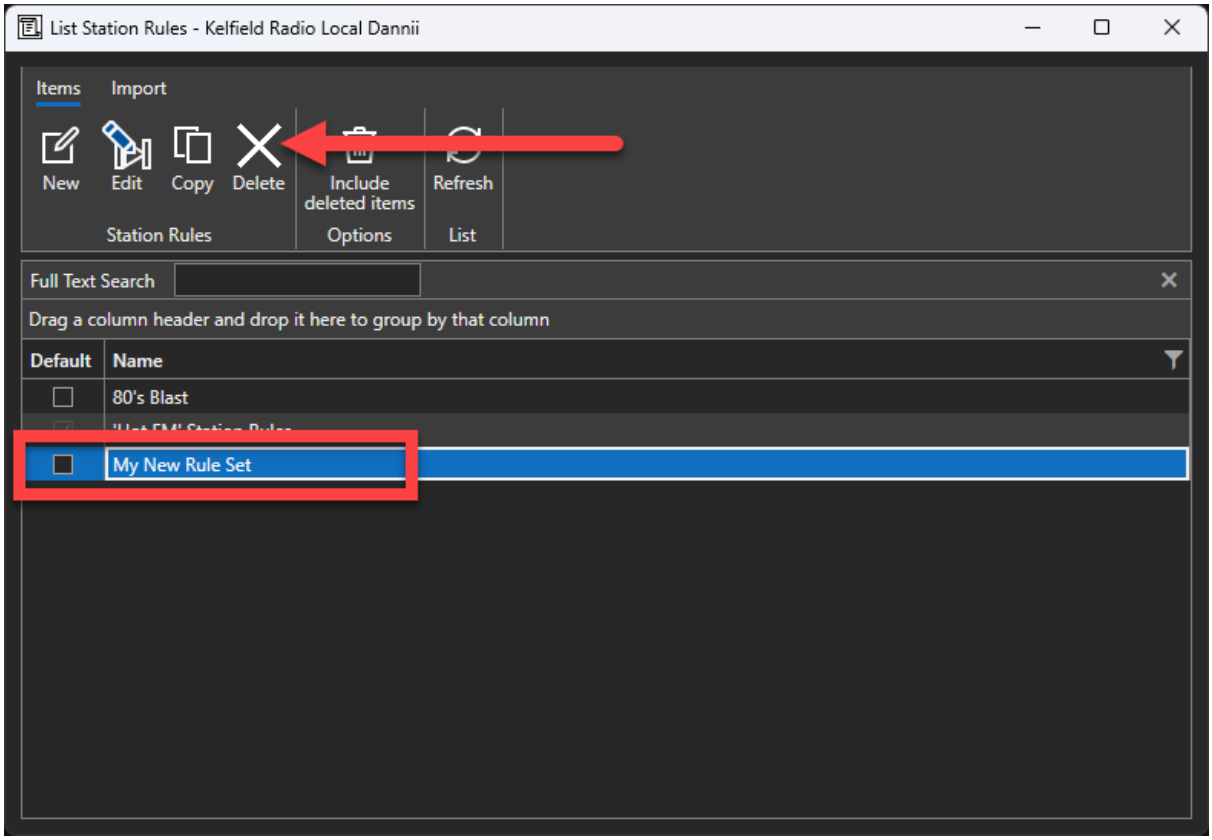


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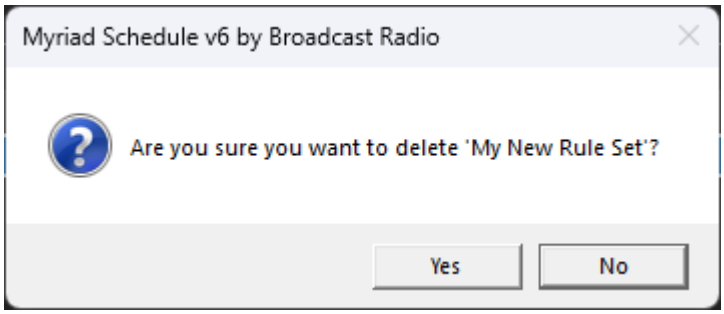
Delete Station Rules Set

To delete an existing Station Rules set follow these steps:

1. Click on the **Station Rules** option on the left-hand menu to open the List Station Rules Window.
2. Highlight the Station Rules Set you want to delete.
3. Click on the **Delete button.**



4. You will be asked to confirm, click **Yes** and the Station Rules Set will be deleted.

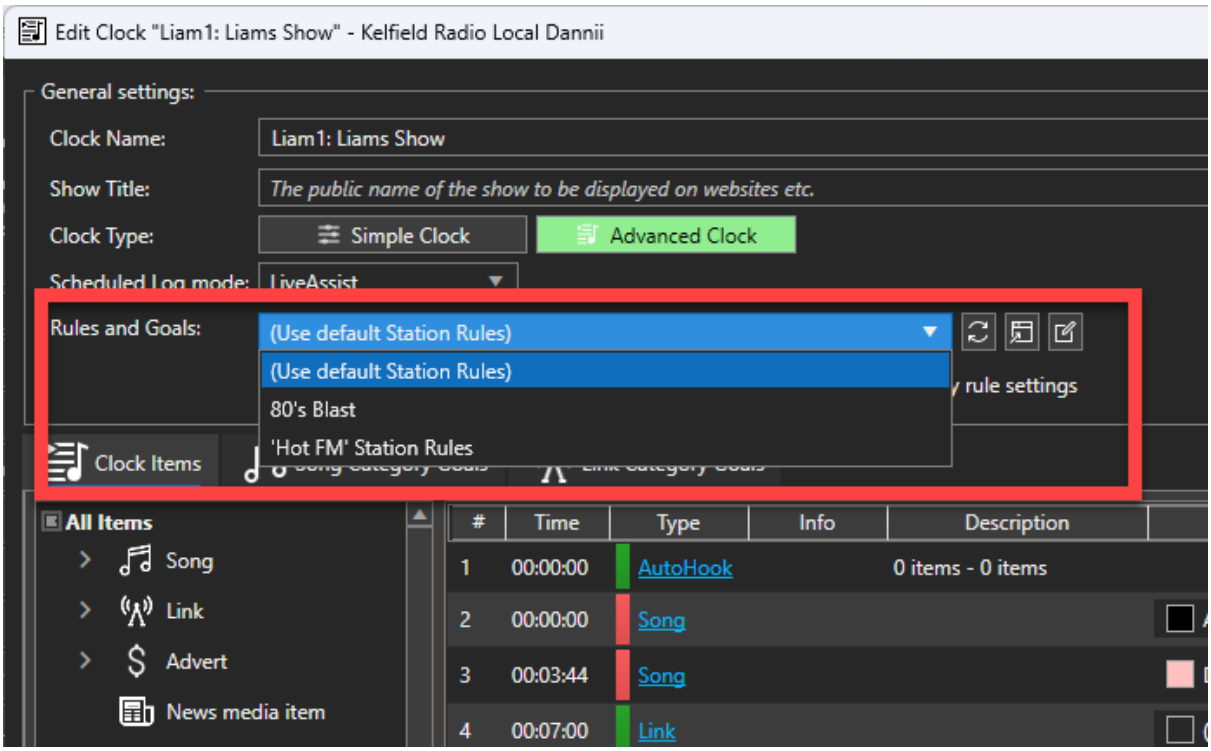


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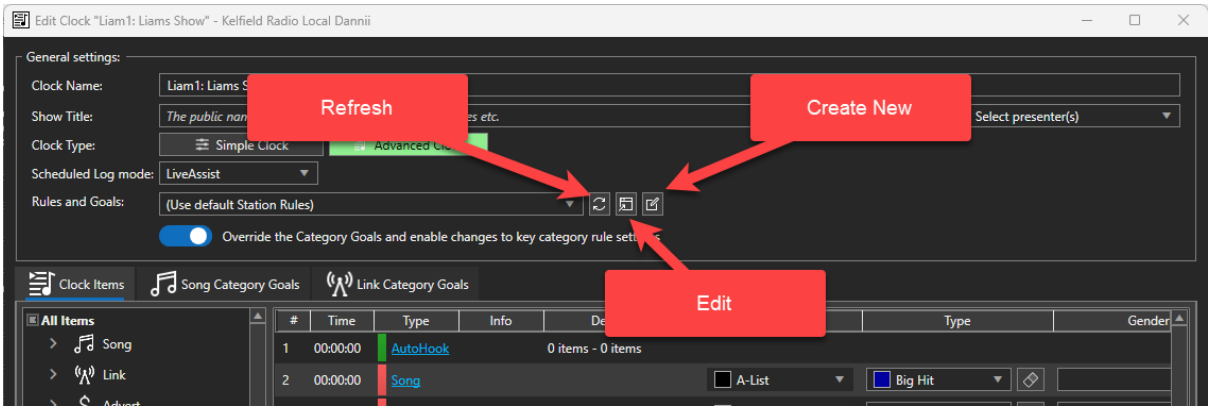
Assigning Station Rule Sets To Clocks

This was covered in more detail in the Clocks section, but it will be worth revisiting it now that we know a lot more about Station Rules!

1. Click on the **Edit Clock Assignments** option on the left-hand menu to open the Clocks window.
2. Double click on the **Clock** you want to edit.
3. Use the drop-down option in the **Rules & Goals** section to select the Station Rules Set you want to use for the Clock.



4. You can also **Refresh** the list, **Edit** the selected Station Rules Set or **Create New Rule** Set directly from the Clock window using the buttons.



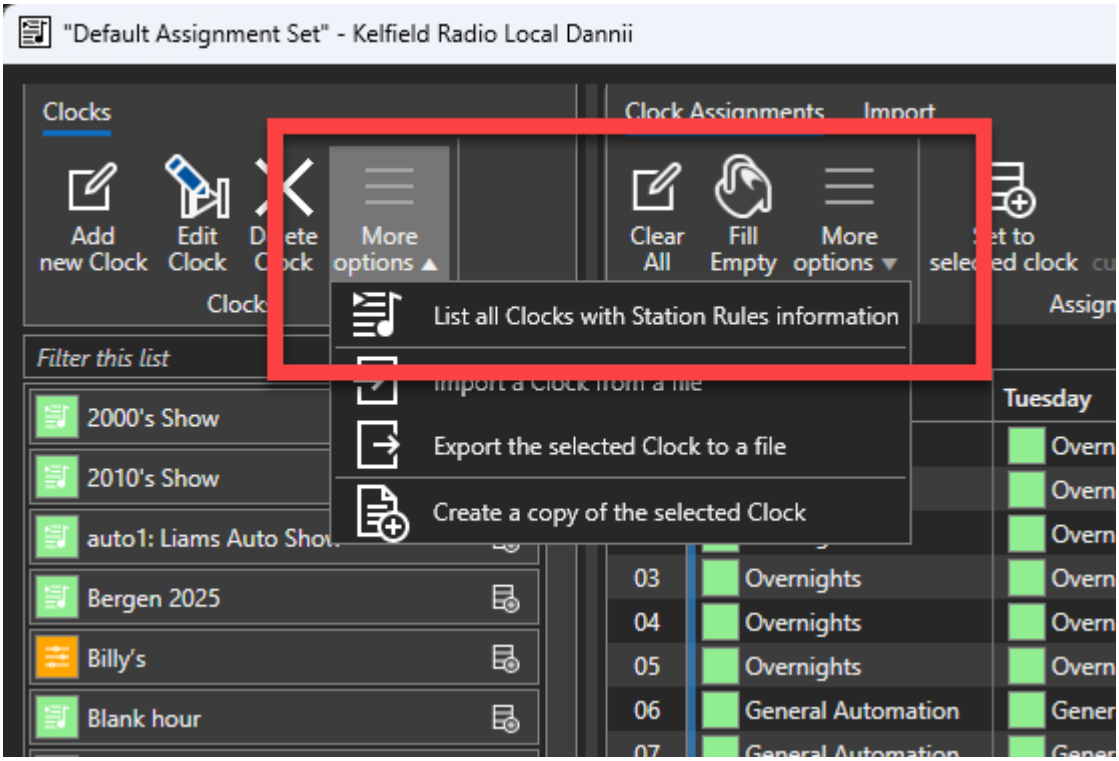
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Checking What Station Rules Sets Are Assigned To Clocks

When you have lots of Clocks in your system, sometimes it is difficult to keep track of what Station Rule Sets are being used be specific Clocks.

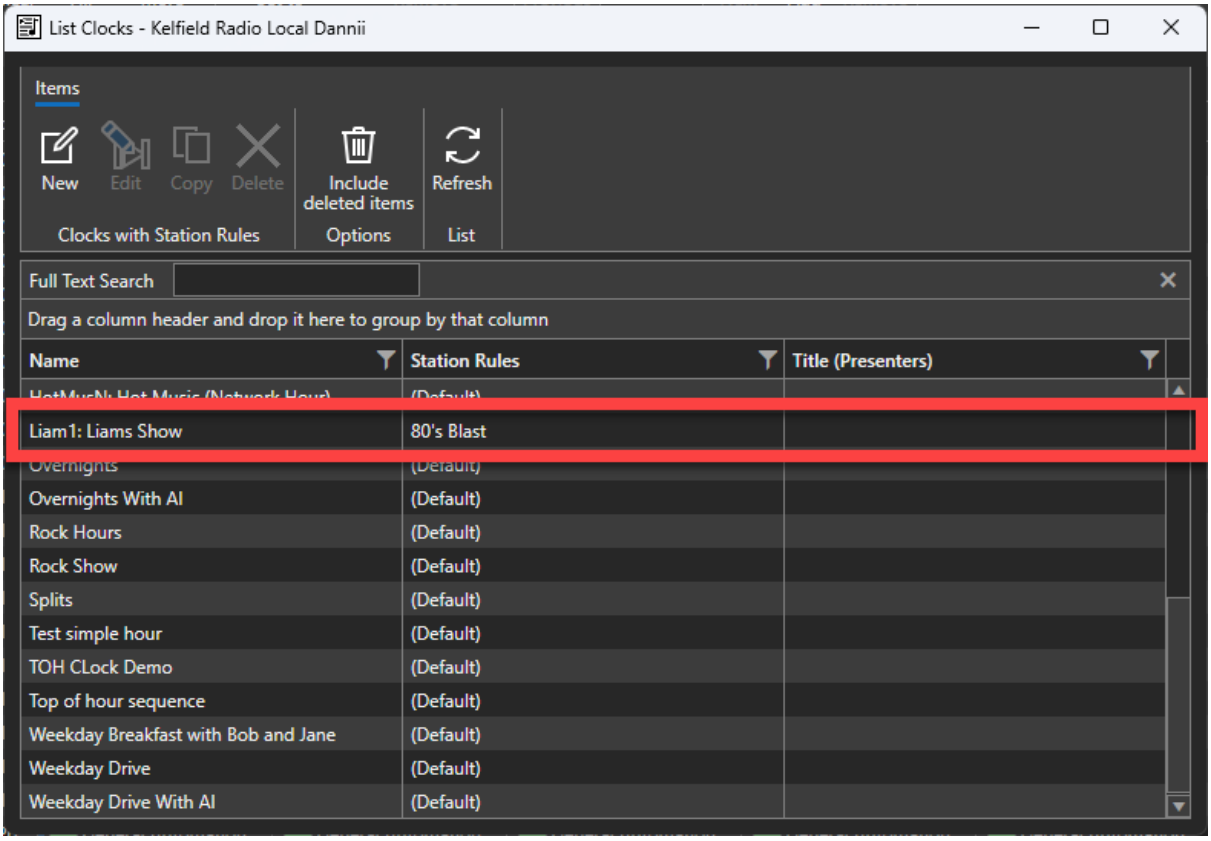
To view a list of all Clocks on your system and what Station Rule Sets they are using, follow these steps:

1. Click on the **Edit Clock Assignments** option on the left-hand menu to open the **Clocks** window.
2. Click on the **More Options** drop-down on the **Clocks Tab**.
3. Click on the **List all Clocks with Station Rules Information** option,



4. This will open a list of all the Clocks you have on your system along with the Station Rule Set that each is currently using.

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In the example above, most of the Clocks are set to use the Default Station Rules Set but the highlighted Clock is using the '80's Blast' Station Rules Set.

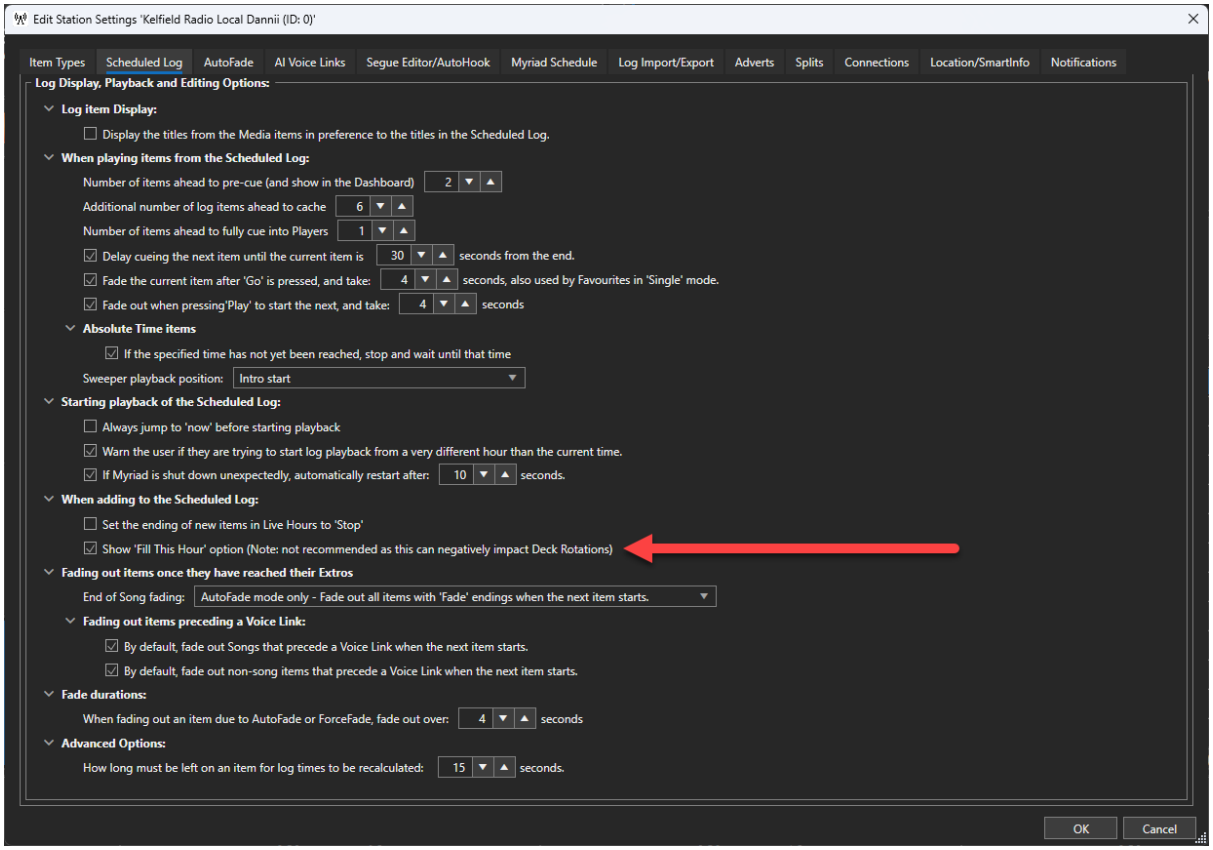
Scheduling Content

Once you have defined your Clocks and Assigned them to the Hours of the week, it is time to actual schedule some content. There are several ways in which you can use Myriad Schedule to schedule content into your Log.

Manually adding an Hour to the Log (Fill This Hour)

NOTE: This option is off by default and must be enabled in Station Menu > Station Settings > Schedule Log Tab.

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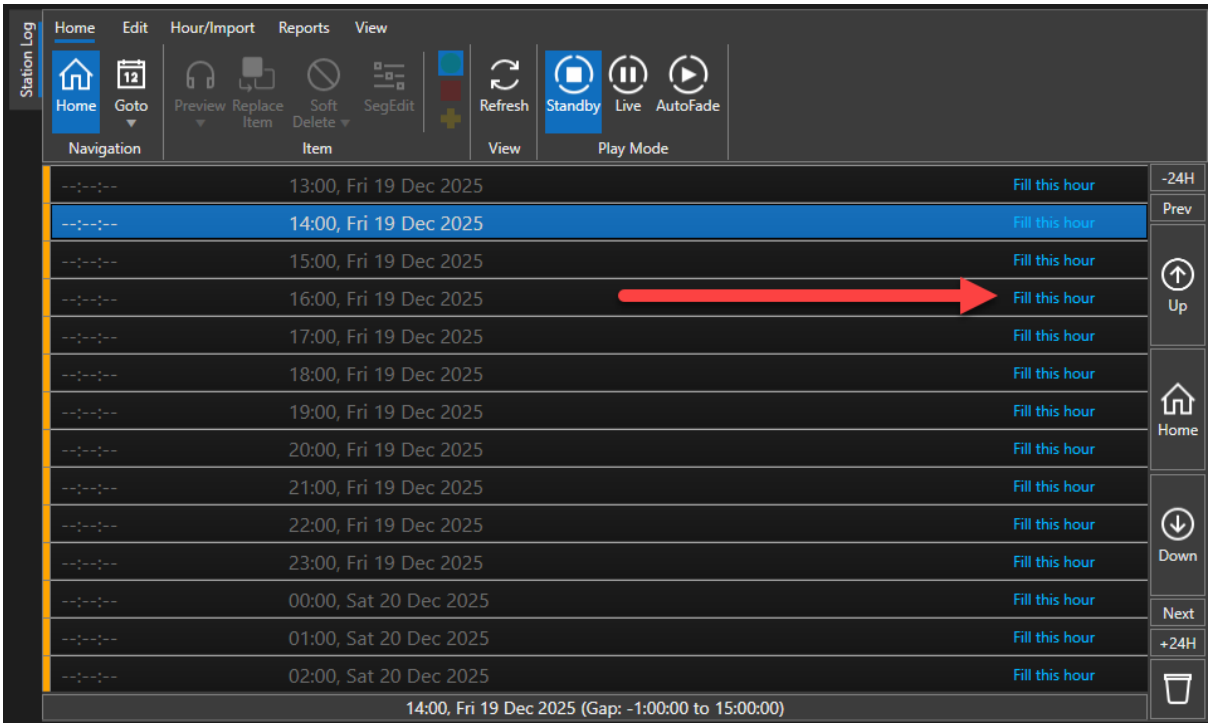


It is not recommended to enable this settings as it can negatively impact the smooth rotation of your Song and Link Category Decks.

The simplest way to add a single Hour of content to your Log is to click on the **Fill This Hour** option in an empty hour.

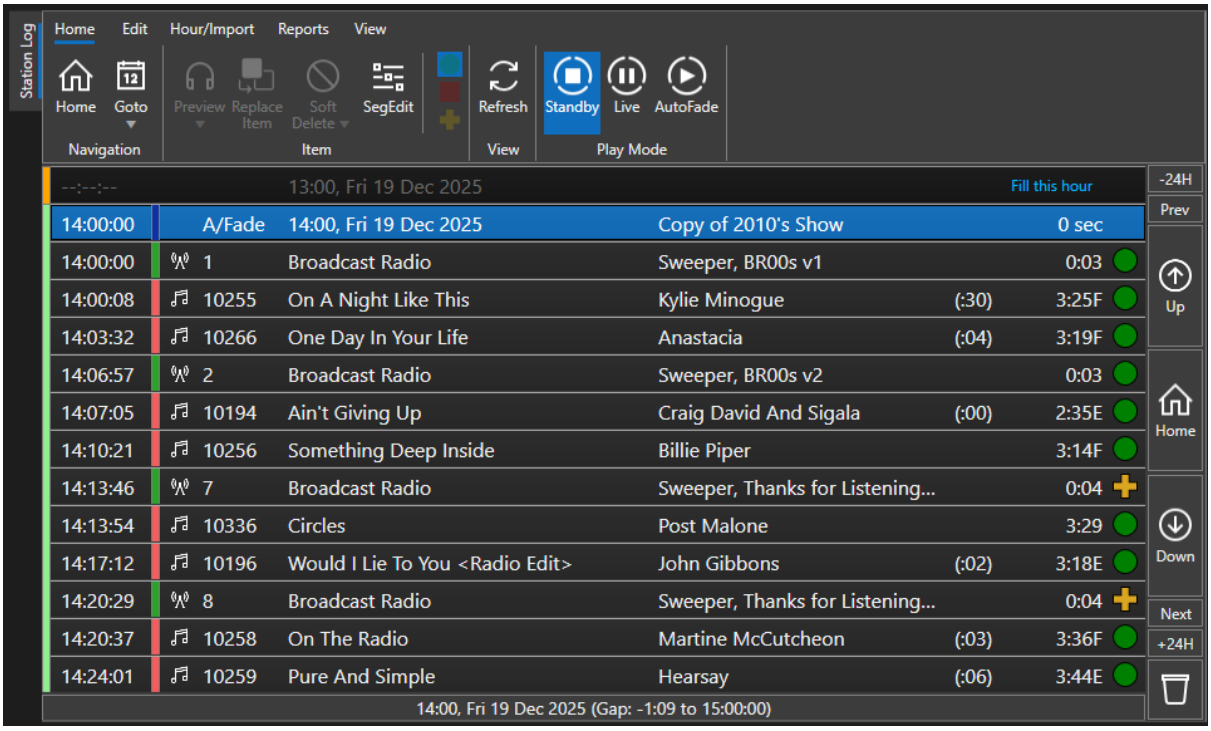
1. Goto an hour in the Log that does not currently have any content scheduled.
2. Click on **Fill This Hour**.

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3. Myriad Schedule will fill the Log with content by checking for content in the following order:
    i. If the Log is a 'child' then check the 'parent Log' and if content exists, import that.
    ii. If the Log is setup to import content from 3rd party Log Files (Selector, AutoTrack Pro XML etc) and the files exist in the set location then use the Log file to populate the Hour.
    iii. If the 'parent' has no Log and no 3rd Part Log files are available then use the Myriad Schedule Clock Assignments to schedule the Hour. This allows you to use either a 'parent' Log or 3rd party Log files (or both) but still use Myriad Schedule if neither is available. In practice, if you are using Myriad Schedule as your main scheduling solution then you would not have either a 'parent' Log or 3rd Party Log files setup so using Myriad Schedule would be the default option for each Hour.
4. Myriad Schedule will then fill the Hour based on the corresponding Clock in the Current Assignments grid.

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This is the same process that Myriad will automatically trigger on the 'On Air' workstation if it gets to the point where the there is no schedule in the next Hour of the Log. This virtually eliminates the possibility of going 'off air' because you have run out of Log. In this scenario, Myriad will automatically fill the next Hour with a couple of items still to play in the current Hour.

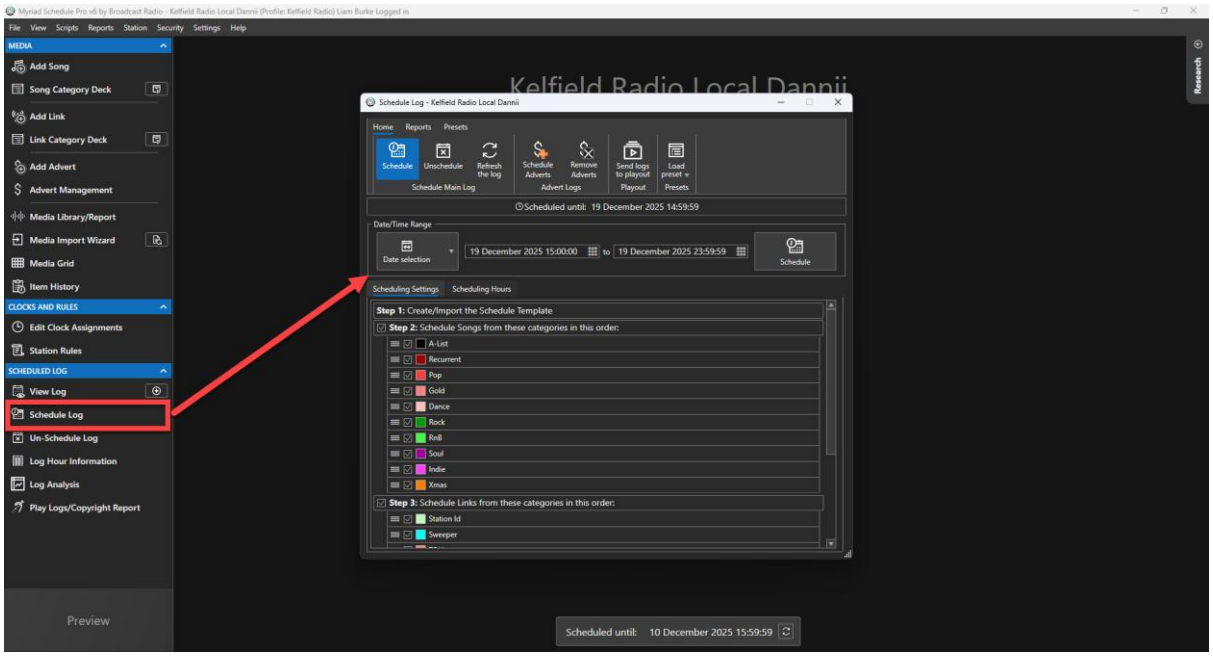
Manually scheduling X days ahead

The most common way of manually scheduling is using the **Schedule Log** tool. This tool allows you to select a date / time range and schedule content for that range. You can also perform several other tasks with this tool including:

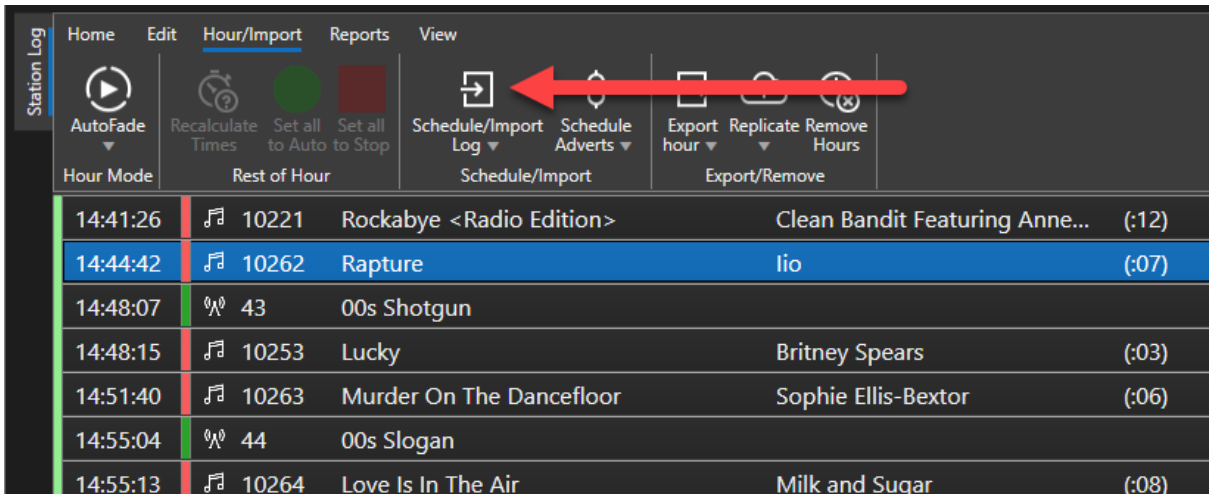
- Schedule content for a selected date / time range.
- Un-schedule for a selected date / time range.
- Schedule just adverts for a selected date / time range.
- Un-schedule just Adverts for a selected date / time range.
- Select just certain Song / Link Categories to schedule or unscheduled.
- Change the order in which Categories are scheduled (Myriad Schedule Pro only)

To access the **Schedule Log** window, click on the Schedule Log option on the left-hand menu.

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You can also open this window using the **Schedule / Import Log** button on the **Hour / Import Tab** in the **Log** in Myriad Playout.



Select Scheduling Mode (Schedule / Unschedule / Refresh / Schedule Advert etc)

You can set the schedule mode using the options on the **Home** tab

The option are:

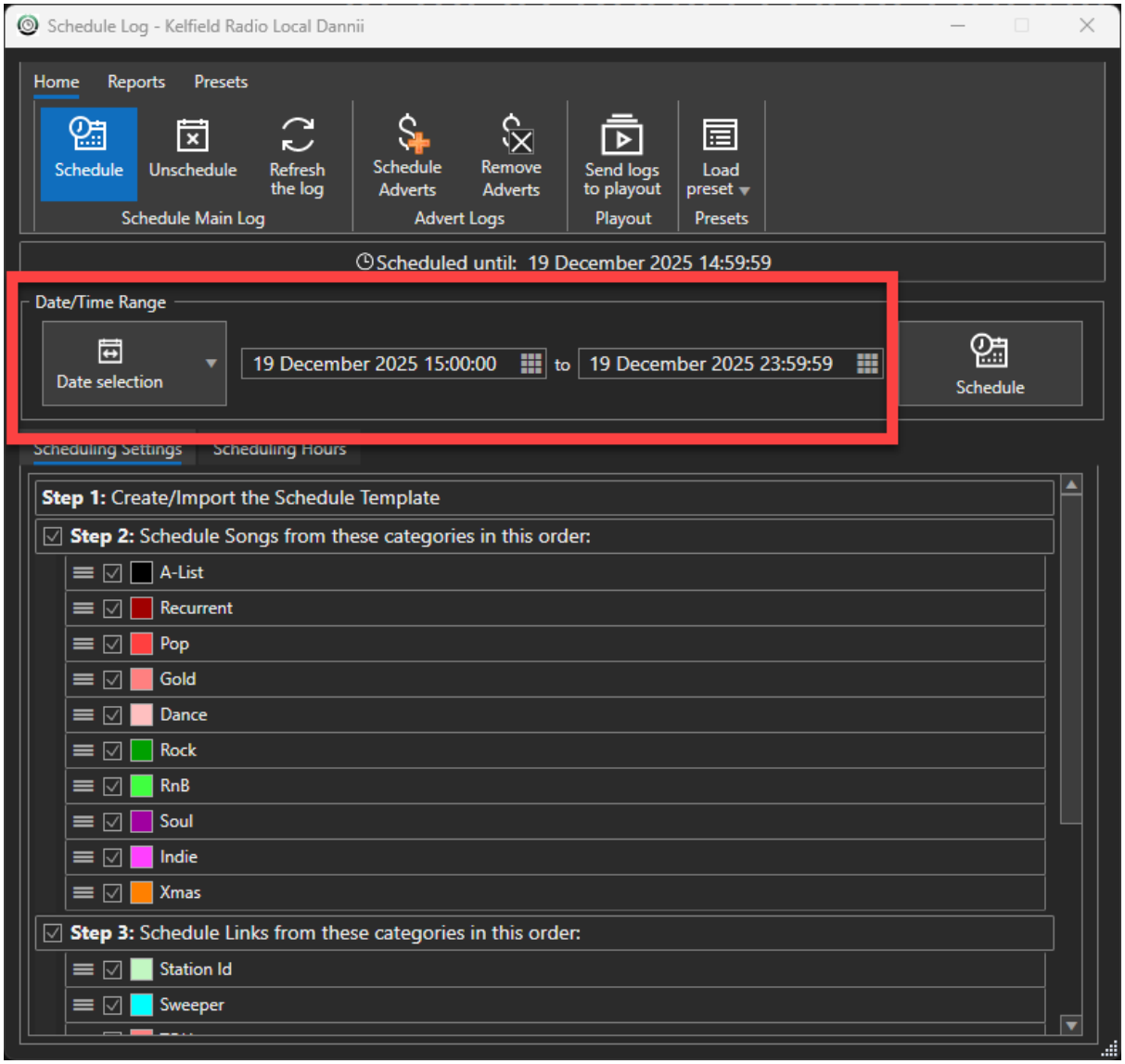
- **Schedule –** Generate schedule for the selected time period. This typically includes scheduling Songs, Links, Adverts and other Log Items.
- **Unschedule –** Remove content for the selected time period, from the Log in Myriad and mark the period as not yet scheduled.
- **Refresh –** Update the Myriad Log with the latest information for the selected time period. This includes any changes to item titles, durations etc.

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- **Schedule Adverts –** Schedule just the Adverts (commercial Spots) for the selected time period.
- **Unschedule Adverts –** Remove just the Adverts (commercial Spots) from the Myriad Log, for the selected time period.
- **Send Logs To Playout –** Sends the text Log files to configured 3rd party or external playout systems, for the selected time period.
- **Load Preset –** Load a previously saved configuration for scheduling.

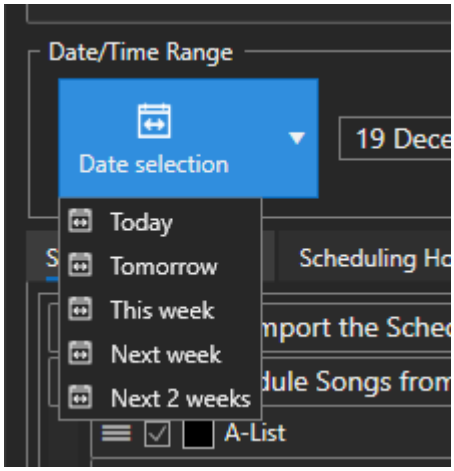
Set Time Date Range

The first thing to do is set the Date / Time Range you want to schedule using the **From** and **To** fields.

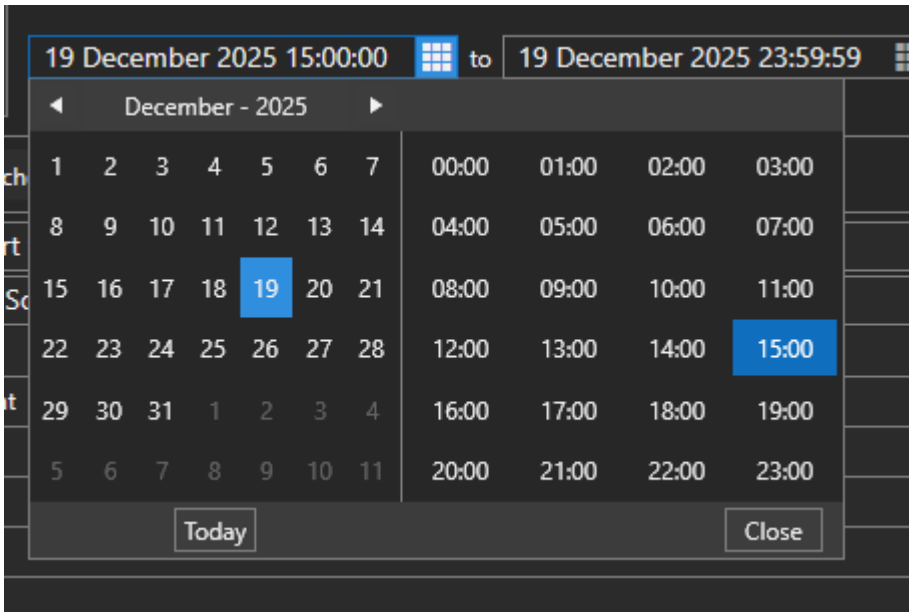


Please note you can also select common durations from the **Date Selection** drop down.

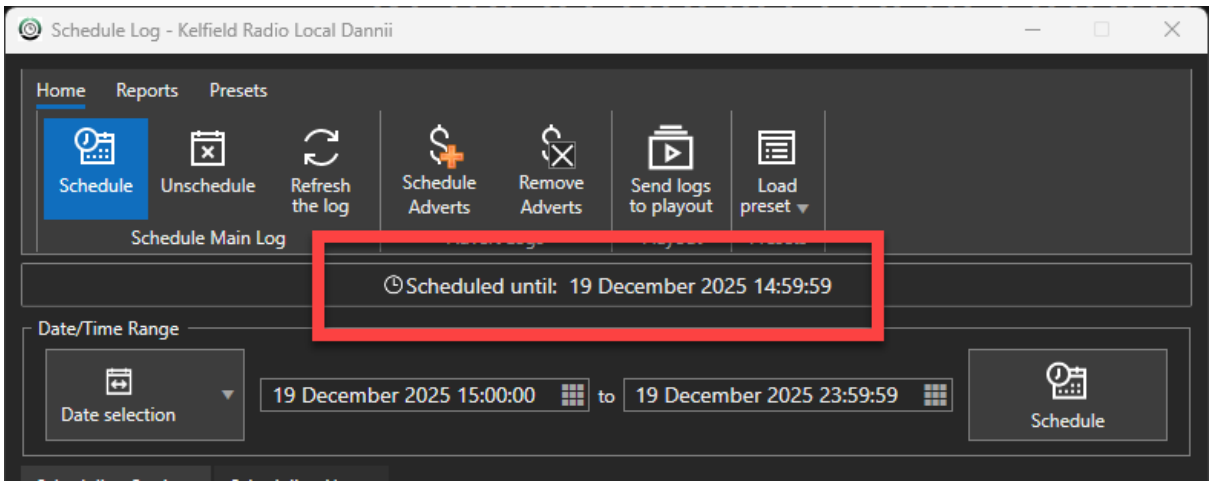
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You can also select specific dates using the date selector.



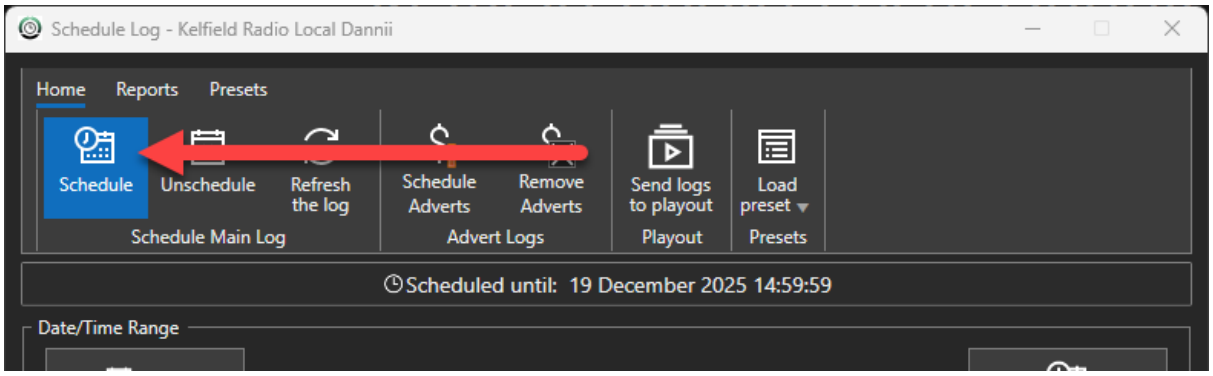
The last scheduled date is also displayed above the From / To fields.



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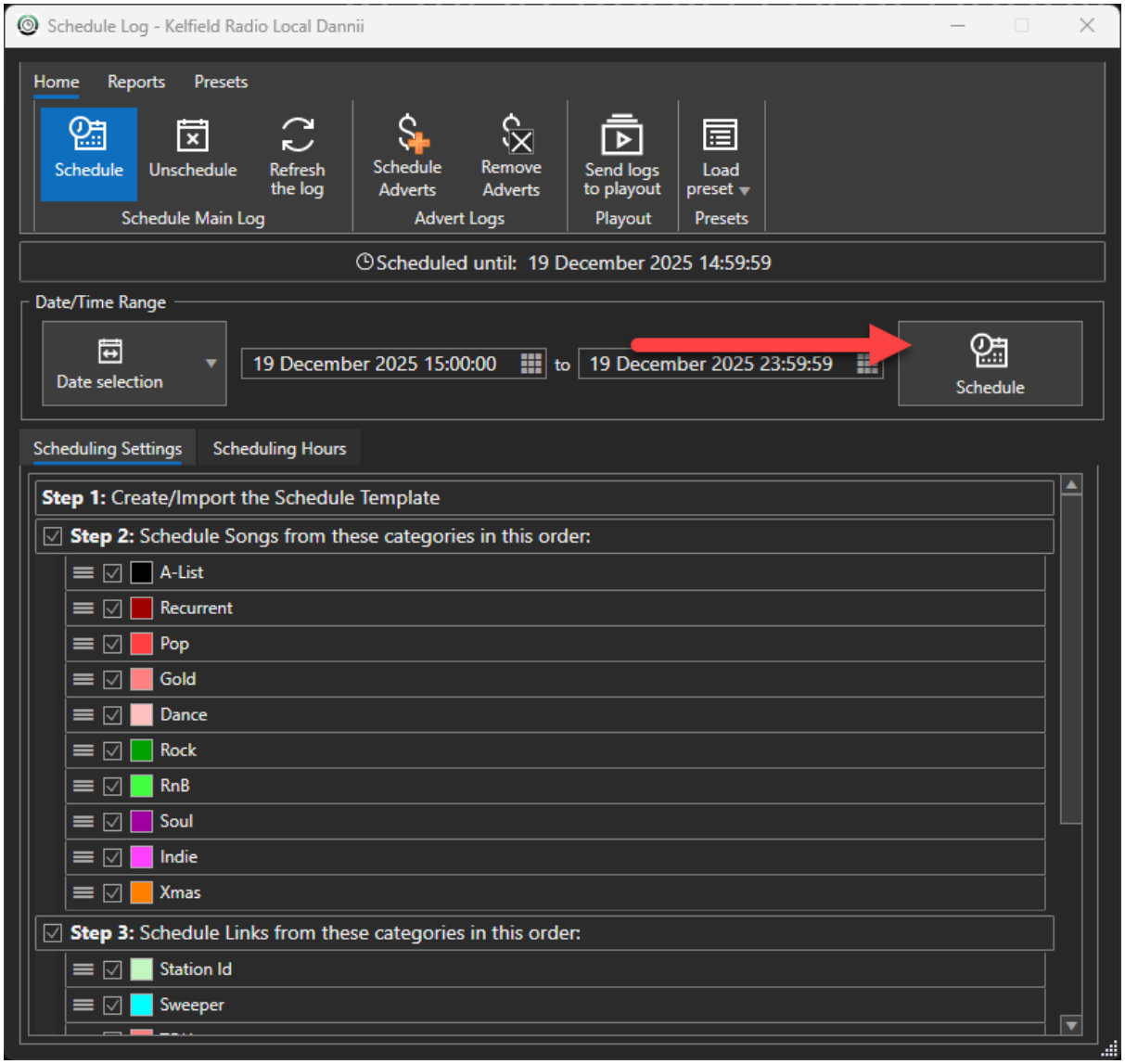
Schedule Button

Once you are happy with your date / time selection, ensure the button option in the Home tab is selected.



Click on the **Schedule Button** to start the Scheduling process, but we need to cover a couple of more options before we start scheduling.

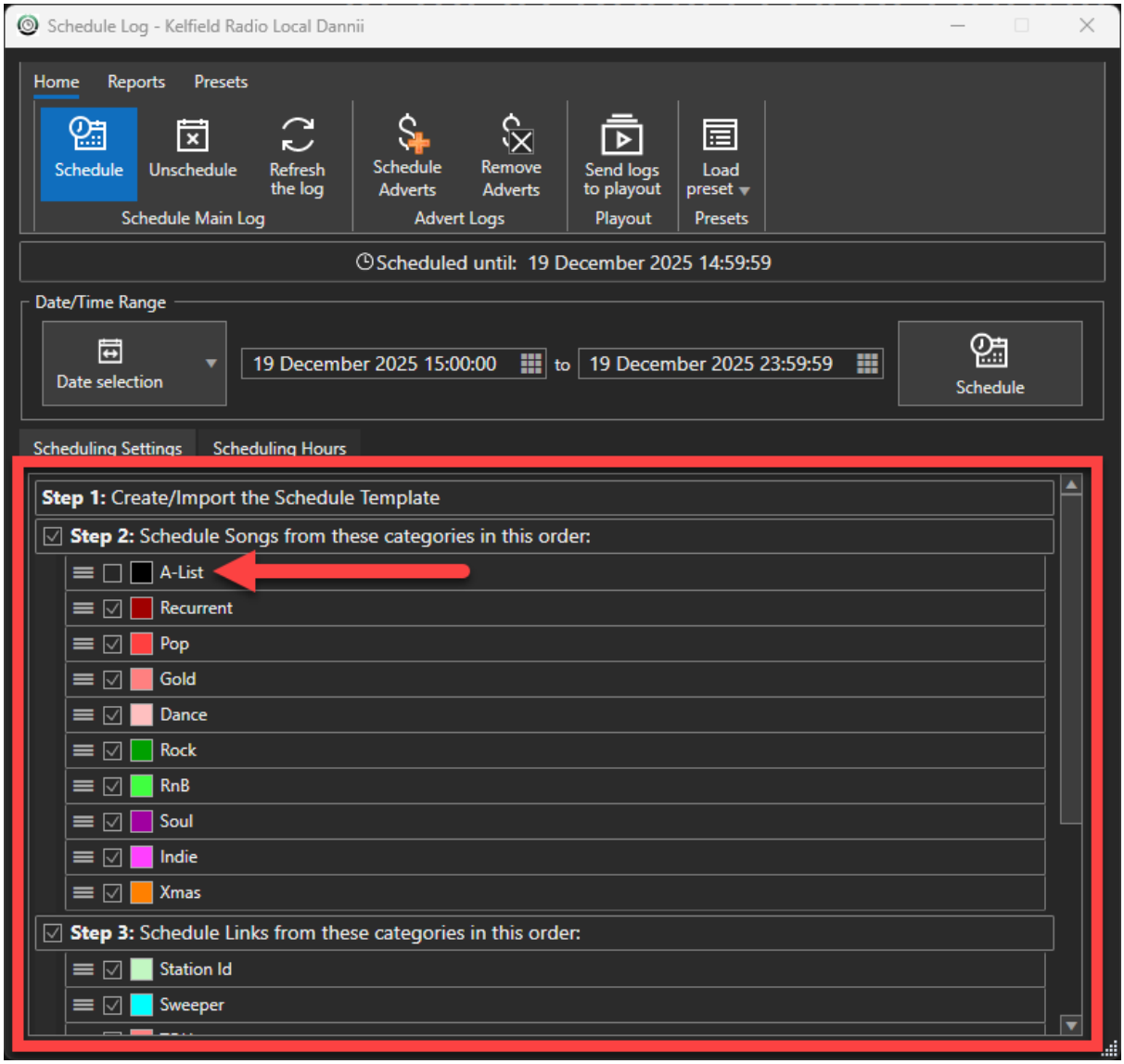
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Selective Category Scheduling

The lower section of the window shows the steps that will be included in the Myriad Schedule Process.

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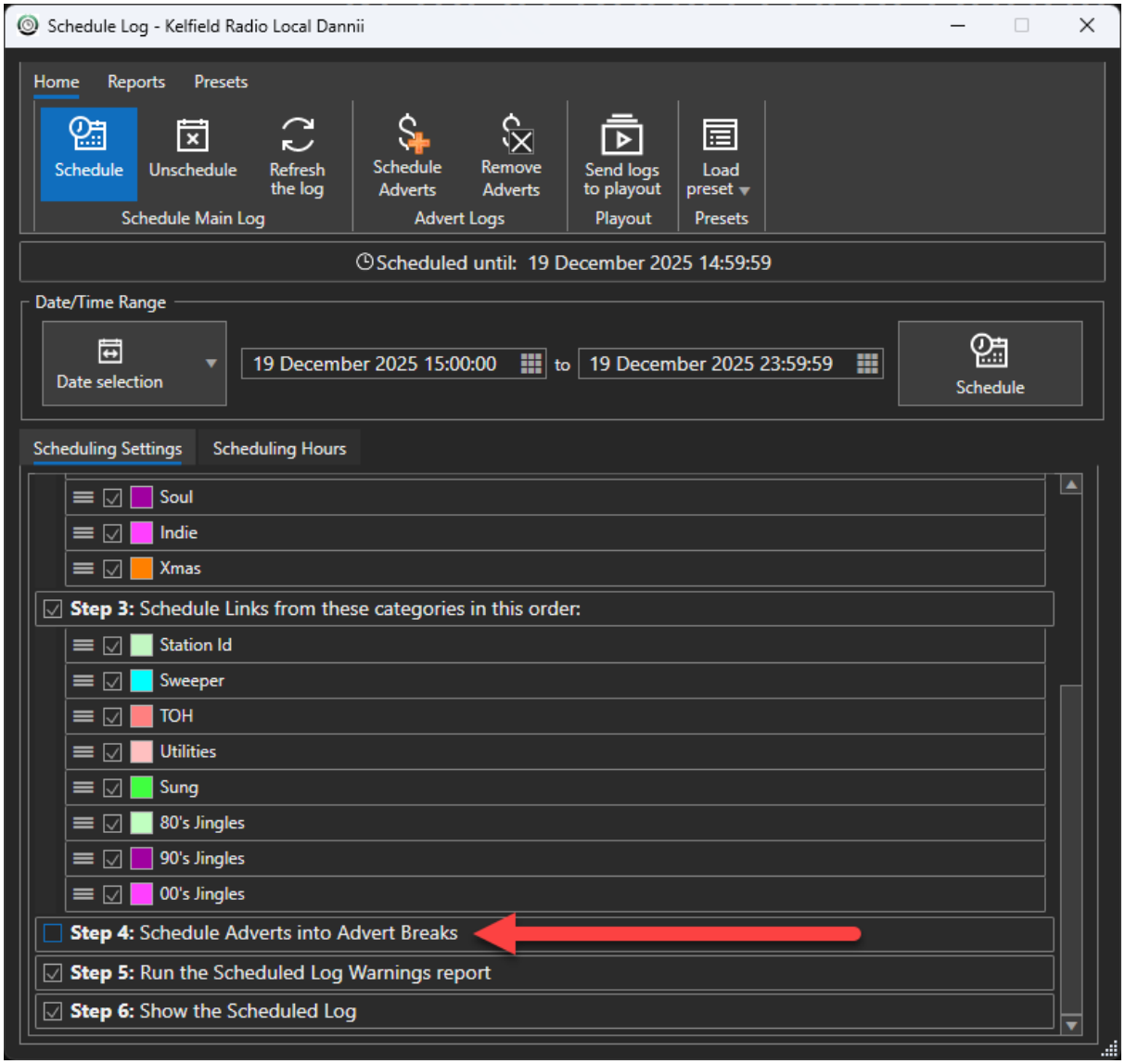


Any step that is ticked will be included in the schedule process.

In the example above, we have unticked the 'A-List' Song Category which means that everything will be scheduled except for the A-List Songs. We could perform another schedule later that only scheduled the A-List Songs to fill in the gaps from this schedule. This would allow you to schedule everything by the A-List for the next couple of weeks and then add in the A-List on a weekly or daily basis as it is updated!

Another common use for this is to schedule all the Music and Links but exclude the adverts which could then be scheduled daily. This would allow you to schedule ahead (for voice tracking etc) but not have to commit to the adverts until closer to the time giving your team more time to sell adverts!

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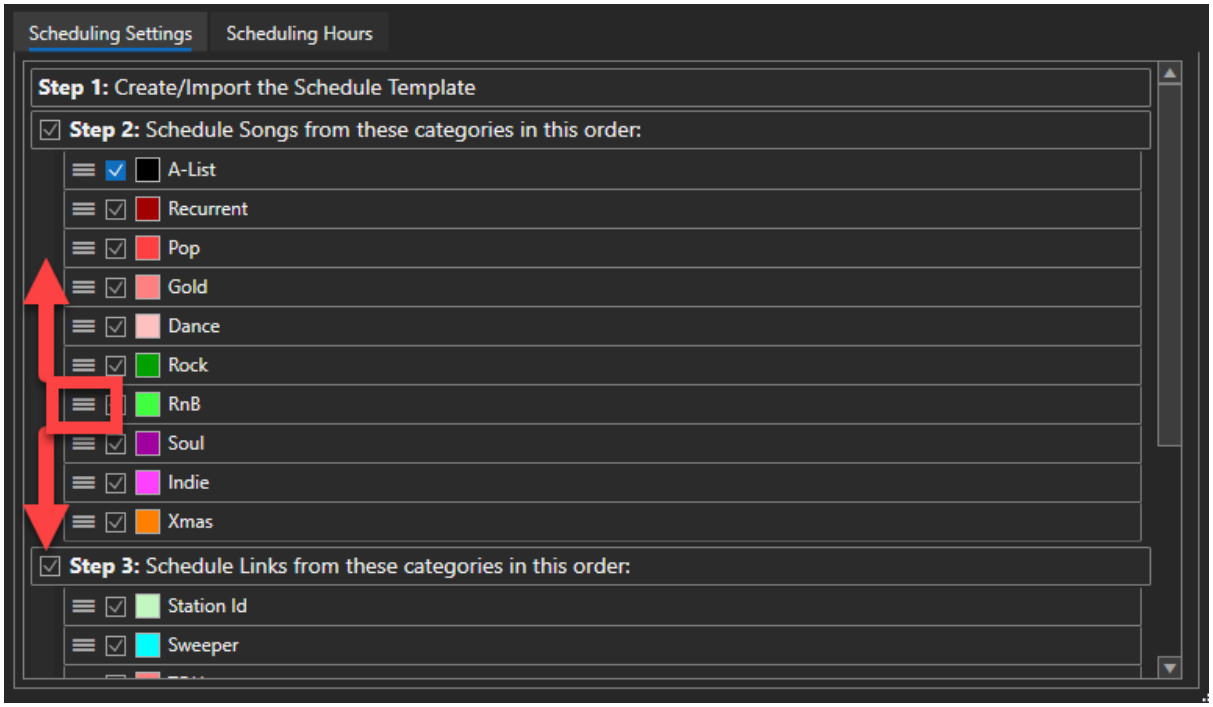


Changing The Pass Order (Myriad Schedule Pro only)

Myriad Schedule Pro customers can also change the order in which Categories are scheduled within each section. This allows you to priorities certain Categories as the content for Categories scheduled first are less likely to encounter Rules as other Categories are still to be scheduled. A good example is you would maybe schedule your A-List first so that the latest hits are not excluded because old Songs by the same Artists have already been scheduled.

To change the order, light click on the  icon and drag the Category/Action up or down.

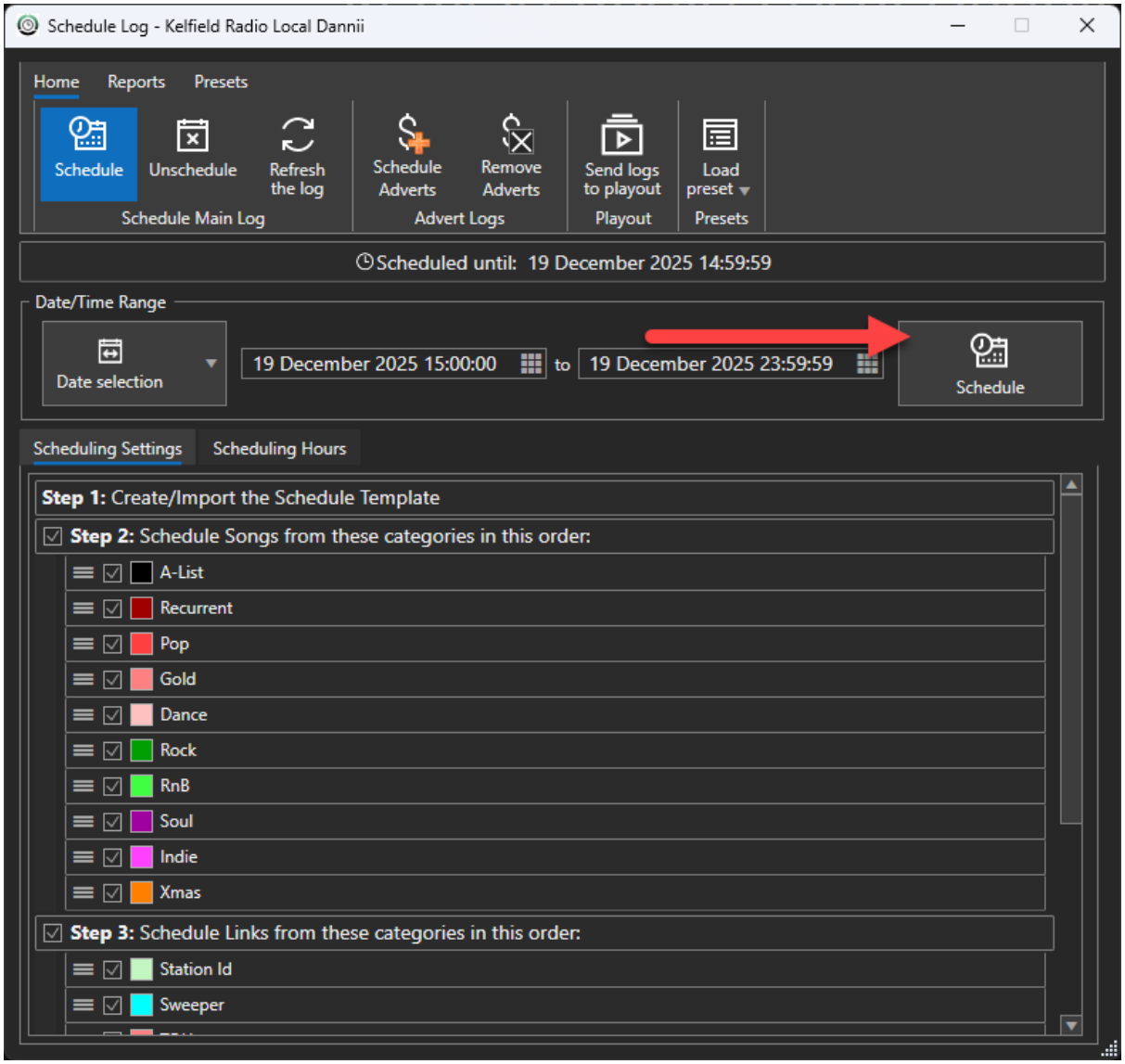
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Scheduling

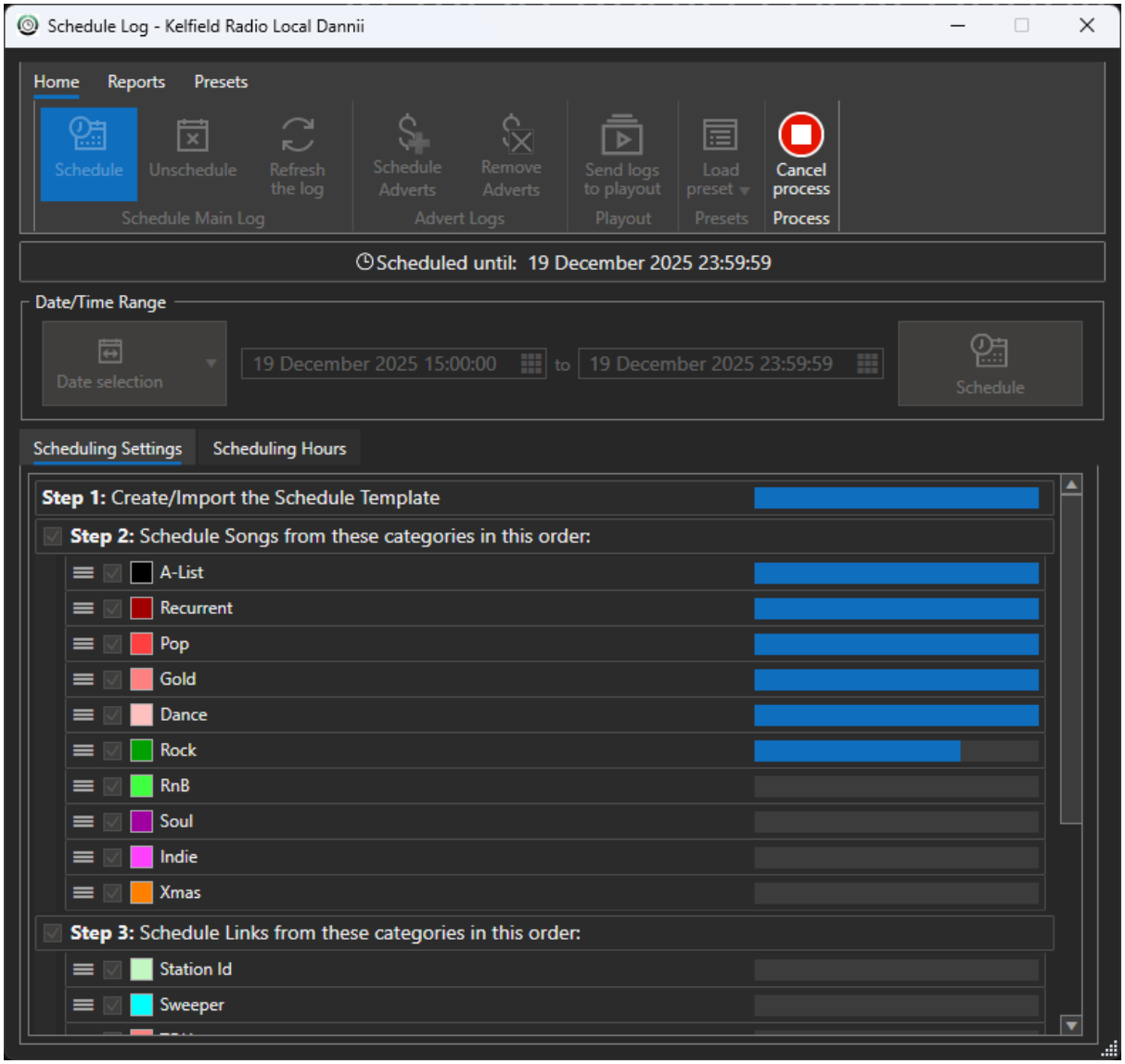
Once you are happy with all the options, click on the **Schedule** button to begin the Scheduling process.

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As each Category / Step is completed, you will see a progress bar sweeping across that Category / Step in the Schedule Log window.

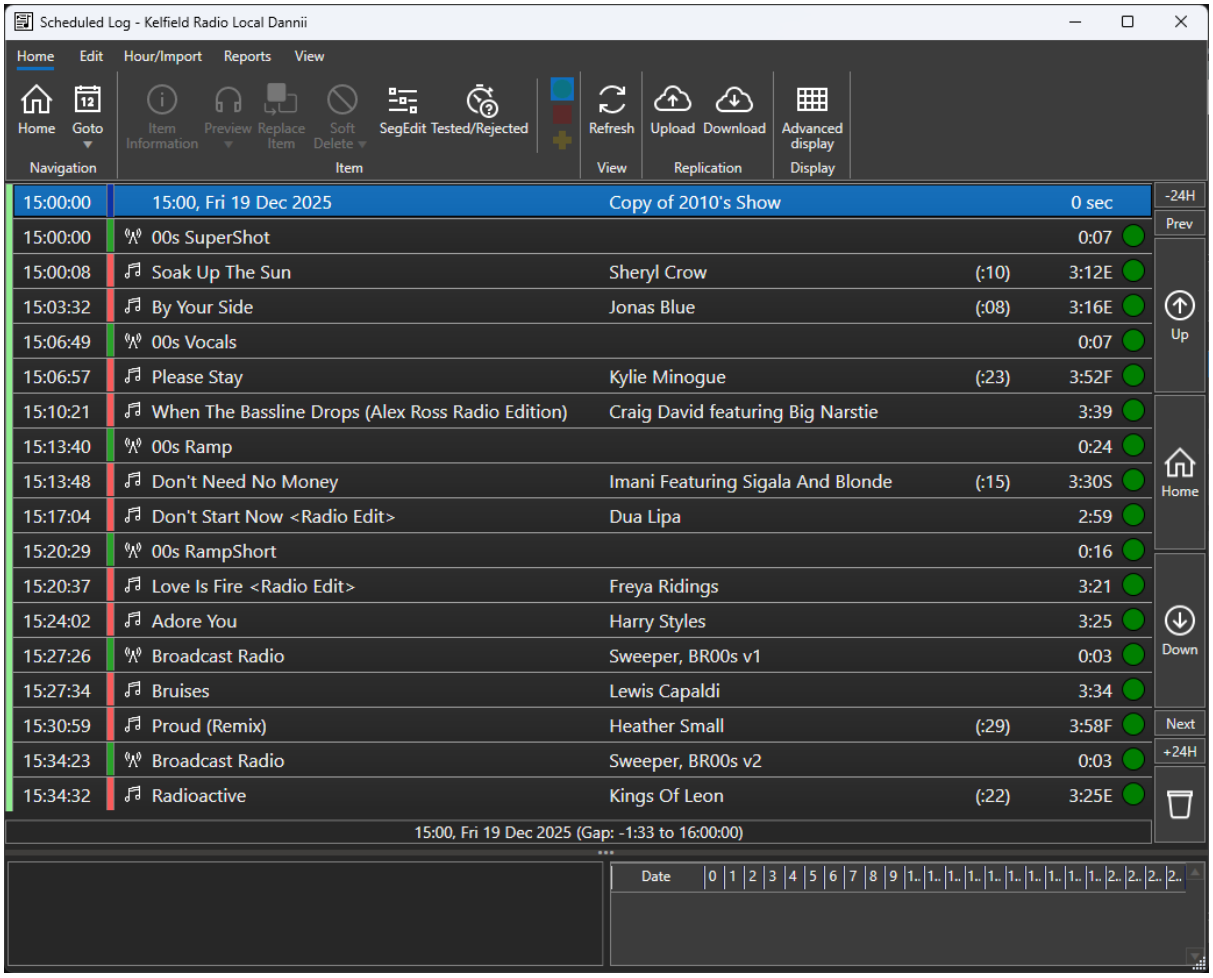
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Once the process is complete, two additional windows will open.

Firstly, you will see a **View Log** window will open to allow you to view and edit the Log that has been scheduled.

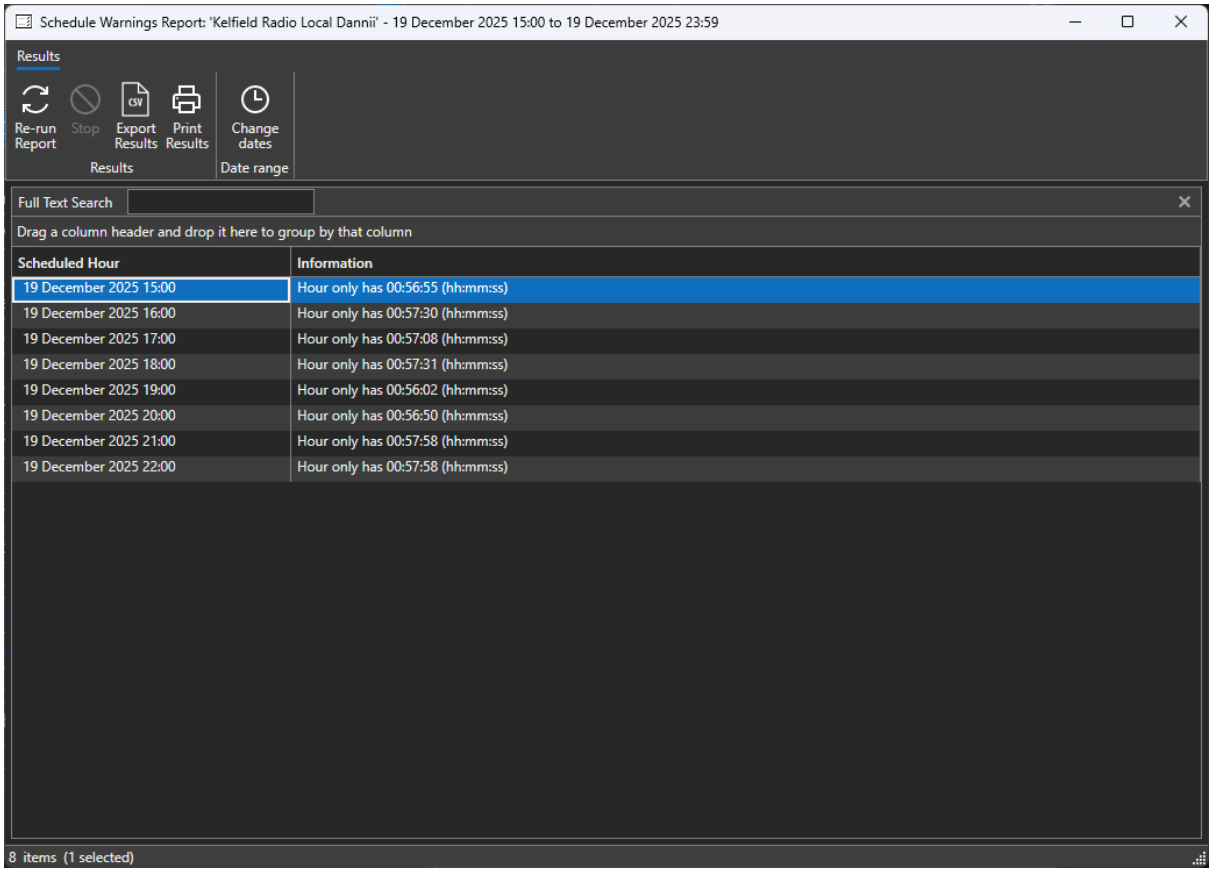
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This has all the same tools as you have on the main Myriad Playout Log so you can replace content, view tested items, move stuff in the Log and even Voice Track!

You may also see a **Schedule Warning Report** window which shows you a list of things that Myriad Schedule thinks you might need to know about the schedule it has just created.

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These may include:

- Hours that are running short.
- Hours that contain unscheduled content.
- Hours that include content that is missing audio.

To view the Log for one of these hours, double click on the entry in the Schedule Warning Report.

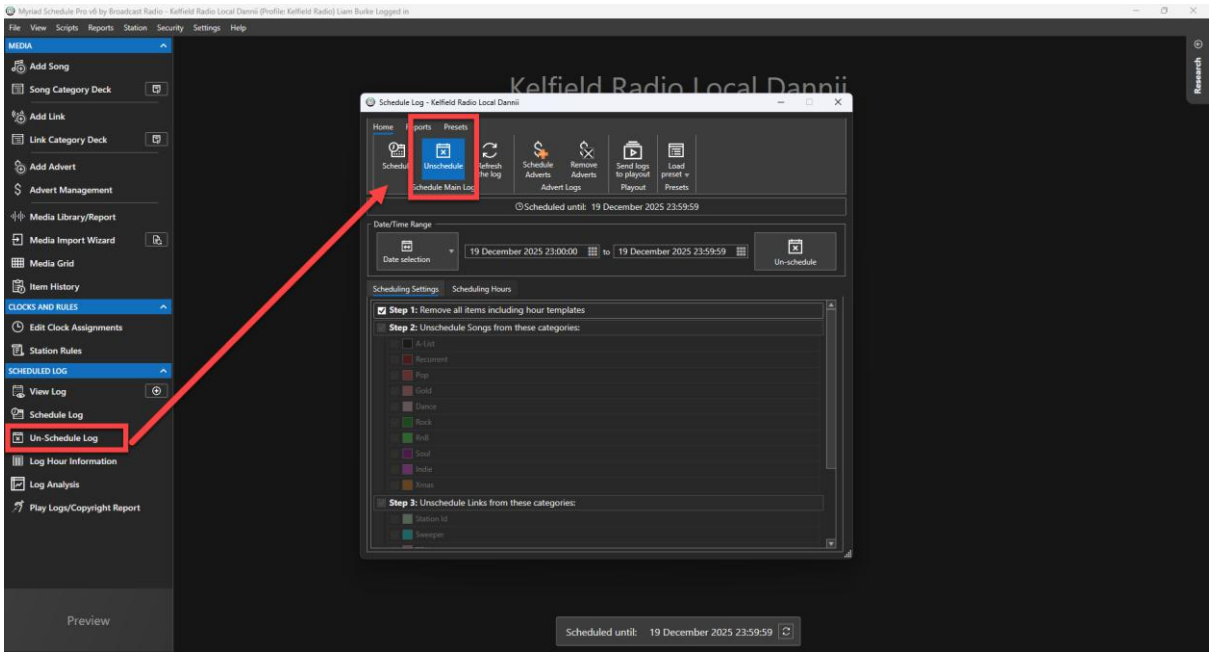
N.B. You cannot schedule into the Log if content has already been scheduled for the selected date / time range. If you need to change the contents of the Log for a specific date / time range but it has already been scheduled, you will need to un-schedule them first (see below).

Un-Scheduling

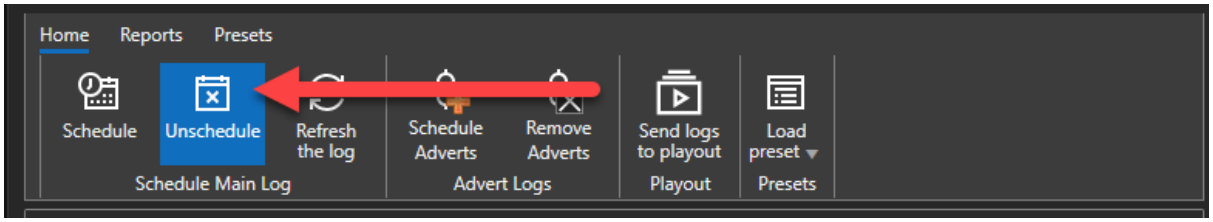
You can also use the **Schedule Log** window to un-schedule content and remove it from the Log in Myriad.

Click on the **Un-Schedule Log** option on the left-hand menu to open the **Schedule Log** window in un-schedule mode.

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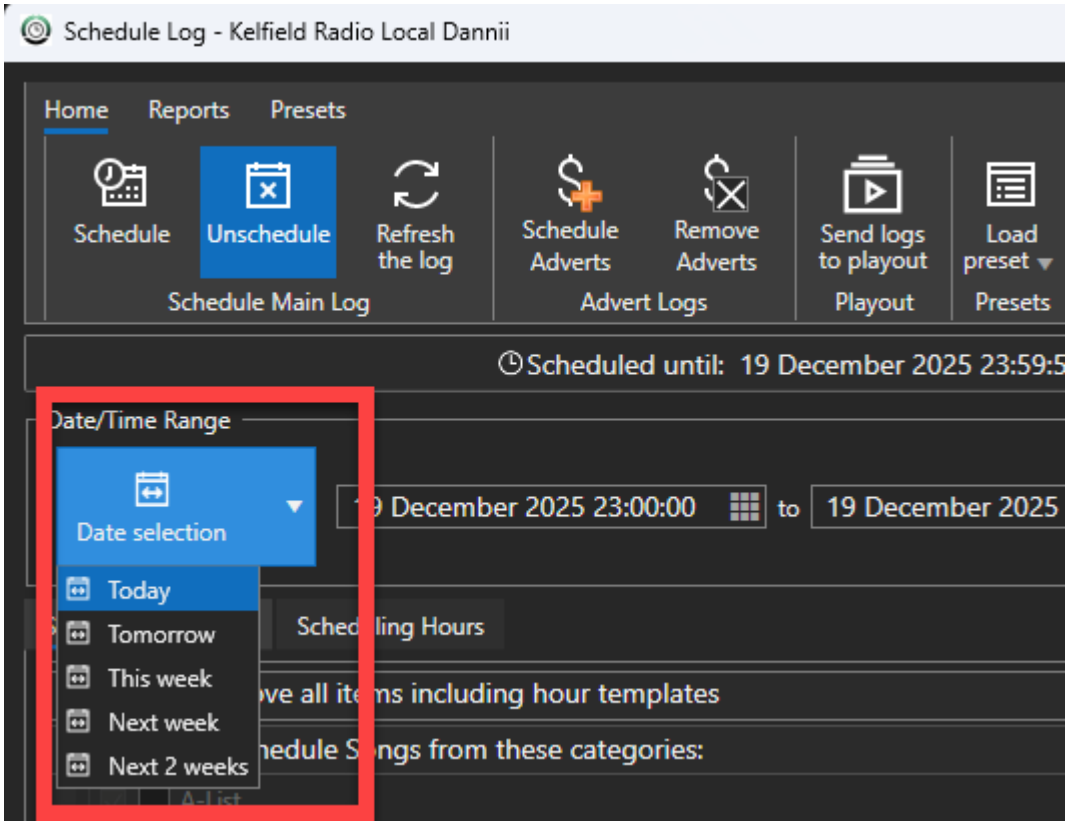


If the Schedule Log window is already open, you can switch between Schedule and Un-Schedule modes using the options on the Home ribbon.



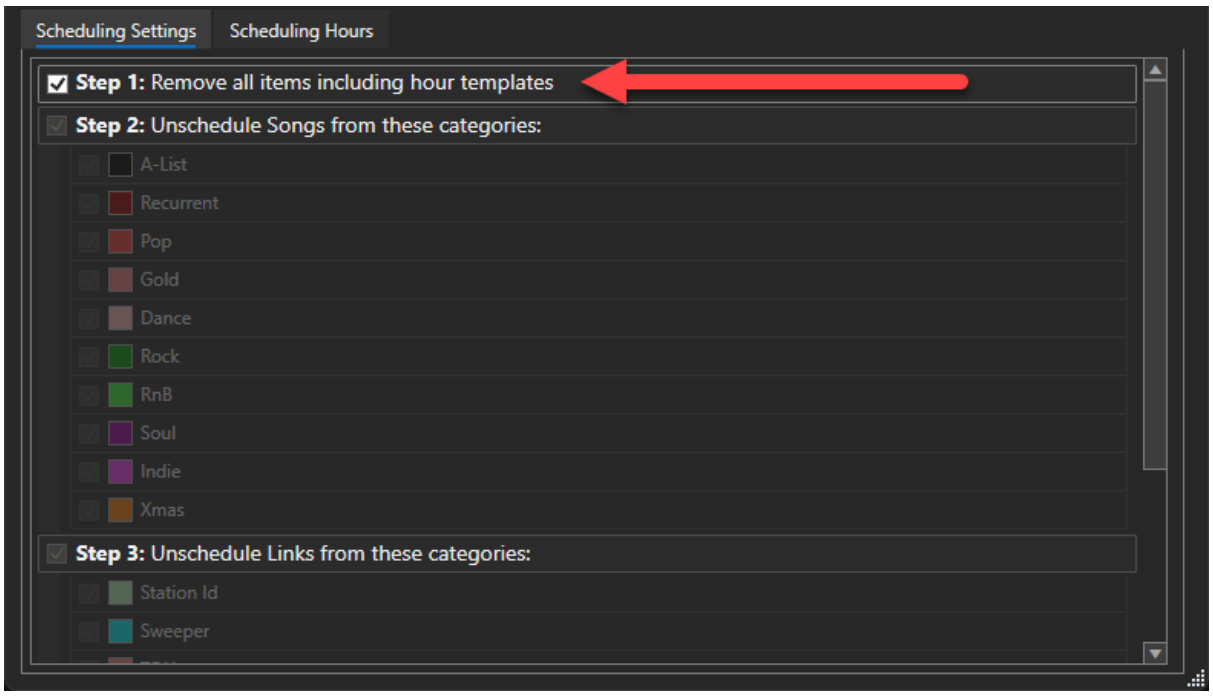
Next set the date / time range you want to un-schedule. Remember you can use the **Date Selection** drop down to select commonly used time ranges.

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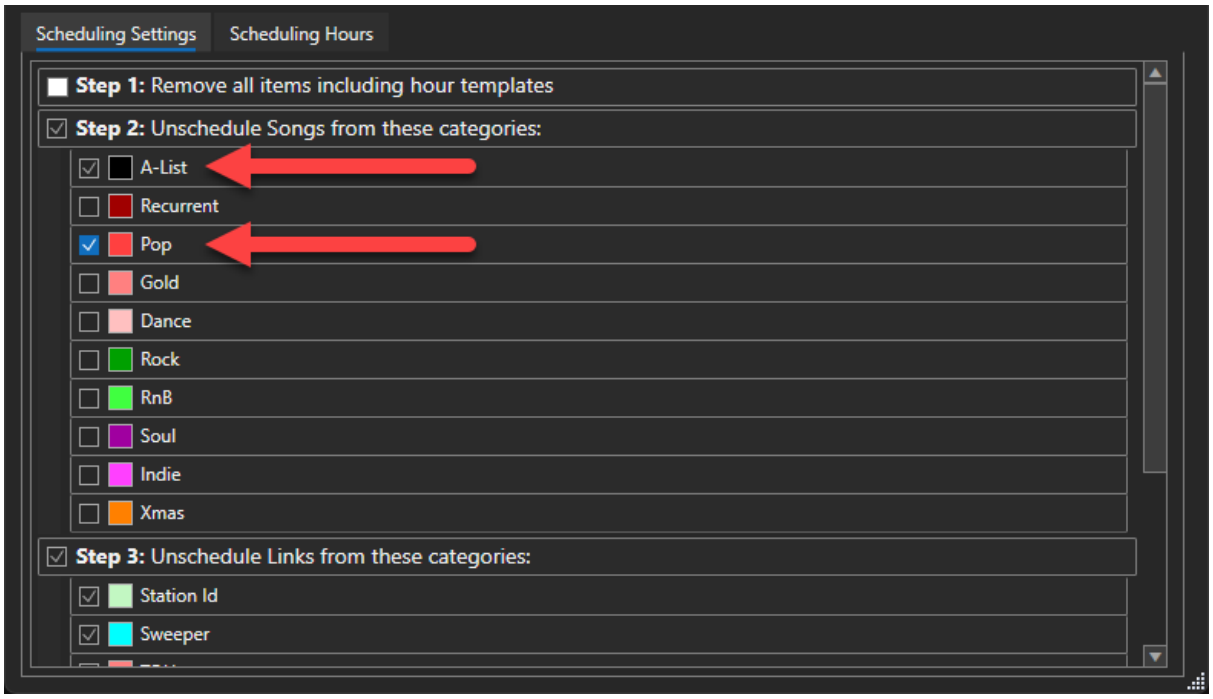
You can also choose to un-schedule everything or just select the content / categories you want to un-schedule.

If the **Step 1** option is ticked then all content will be unscheduled and removed from the Log for the selected date / time range.



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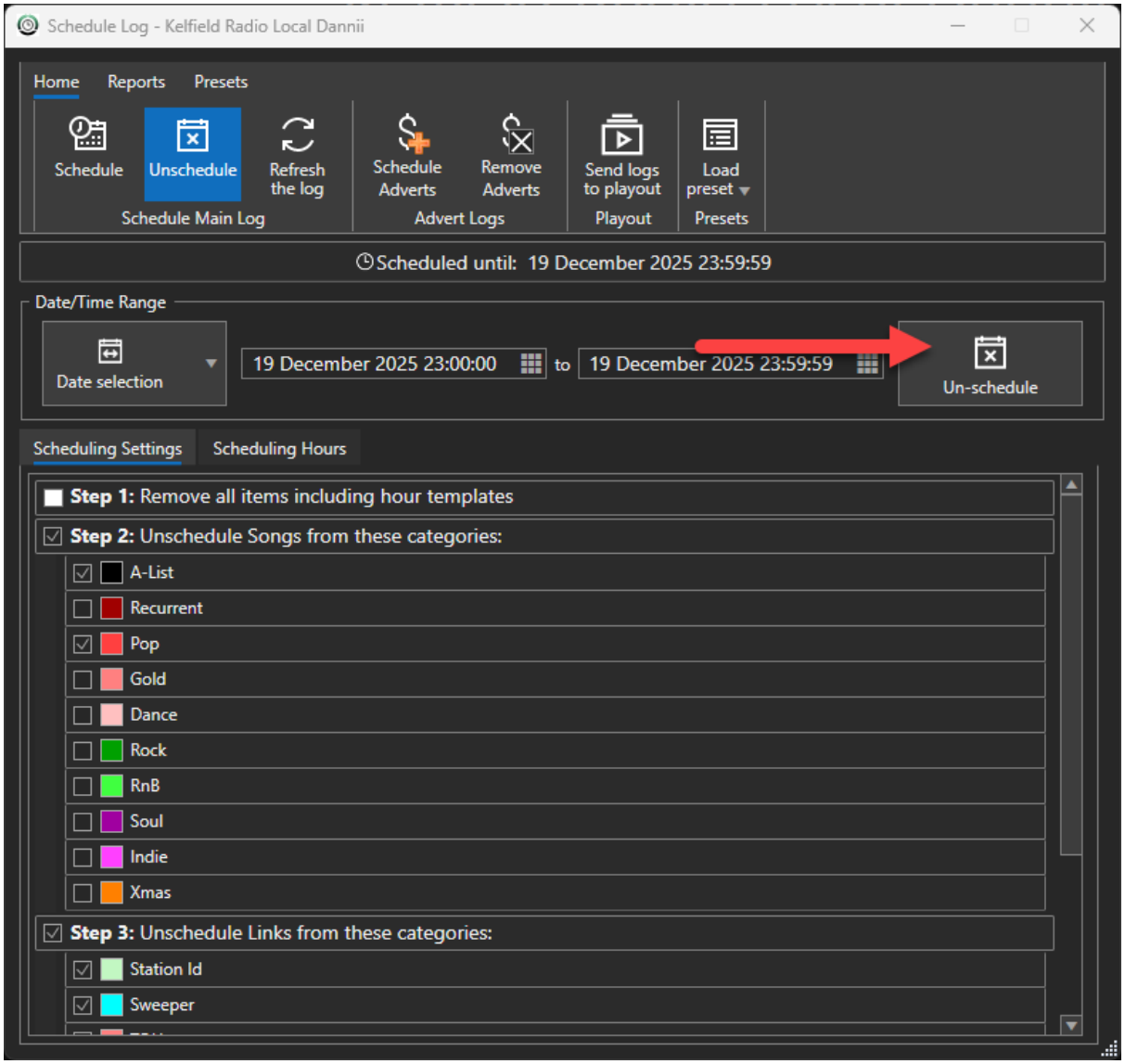
If you **untick Step 1** then that will enable **Steps 2, 3 & 4** which will allow you to tick the Song Categories, Link Categories or Adverts.



In the example above, we will only un-schedule the Songs from the A-List and Pop Categories.

Once you are happy, click on the **Un-Schedule button** to begin the Un-Myriad Schedule Process for the selected date / time range.

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You will be asked to confirm before the process begins. You will also get a notification once the process has completed.



CAUTION: This will remove the selected date/time range from the Log in Myriad Playout.

N.B. If any hours in the selected range have been edited in the Log or had Voice Tracks added, you will be warned before the content is removed from the Log.

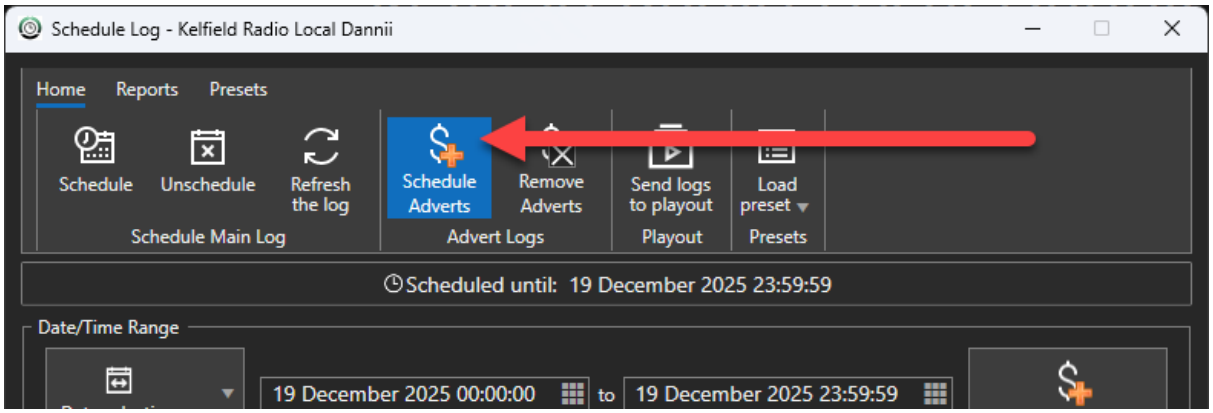
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Scheduling or Un-Scheduling Just Adverts

Normally, your Adverts will be scheduled as part of the main Log Schedule but you can exclude Advert scheduling from this process, and schedule just the Adverts closer to the time.

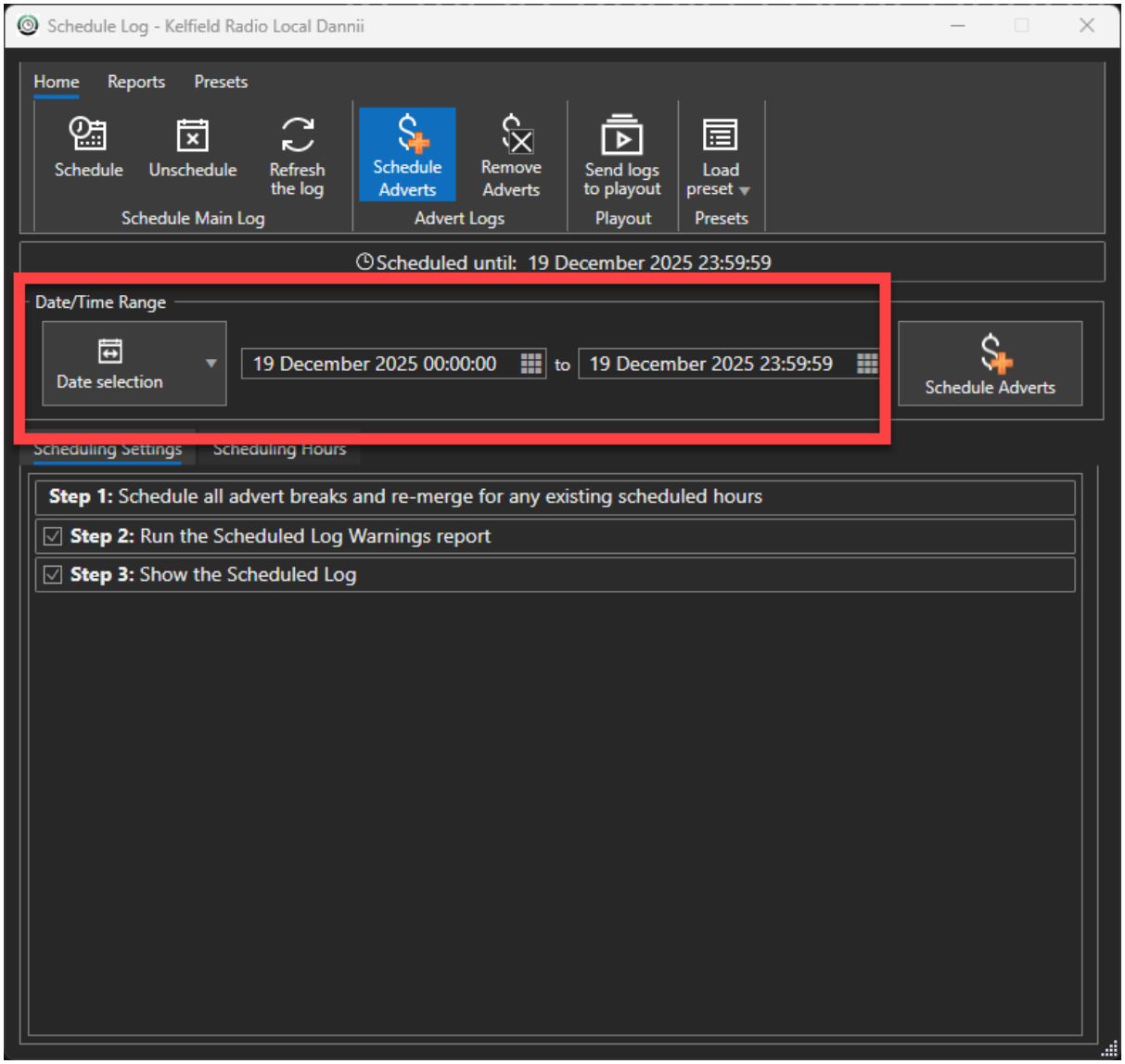
To schedule just the Adverts for a selected date / time range, open the **Schedule Log** window (click Schedule Log)**.**

On the Home ribbon, select the **Schedule Adverts** option.



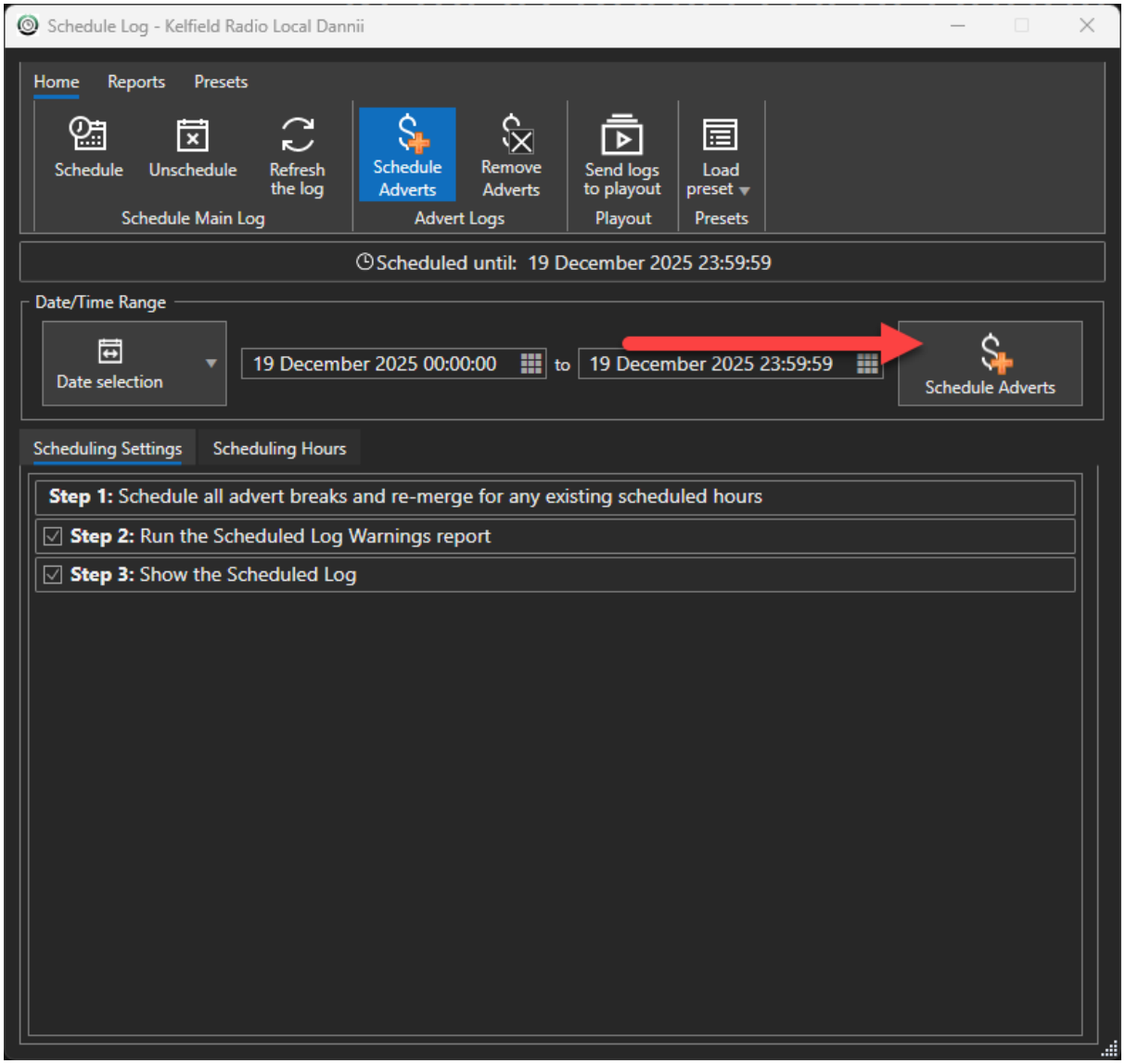
Select the date / time range you want.

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Click on the **Schedule Adverts** button.

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You will be asked to confirm the action, click Yes and the process will begin.



As with the Scheduling other content, a progress bar will be displayed as each step is completed.

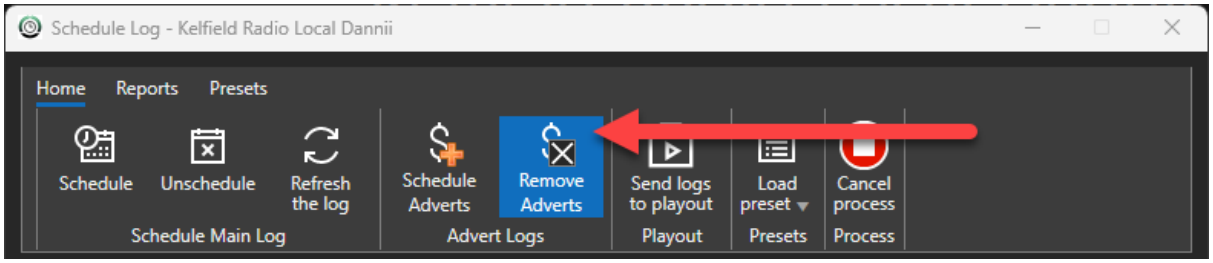
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Once the progress is complete, you will see two windows open, the **Log Display Window** shows you the Log for the start of the date range selected and the **Schedule Warning Report** will report any potential issues with the scheduled period.

N.B. As with Songs & Links, you cannot schedule Adverts into the Log if Adverts are already in the Log. If you need to change the Adverts in the Log for a specific date / time range but they have already been scheduled, you will need to un-schedule them first (see below).

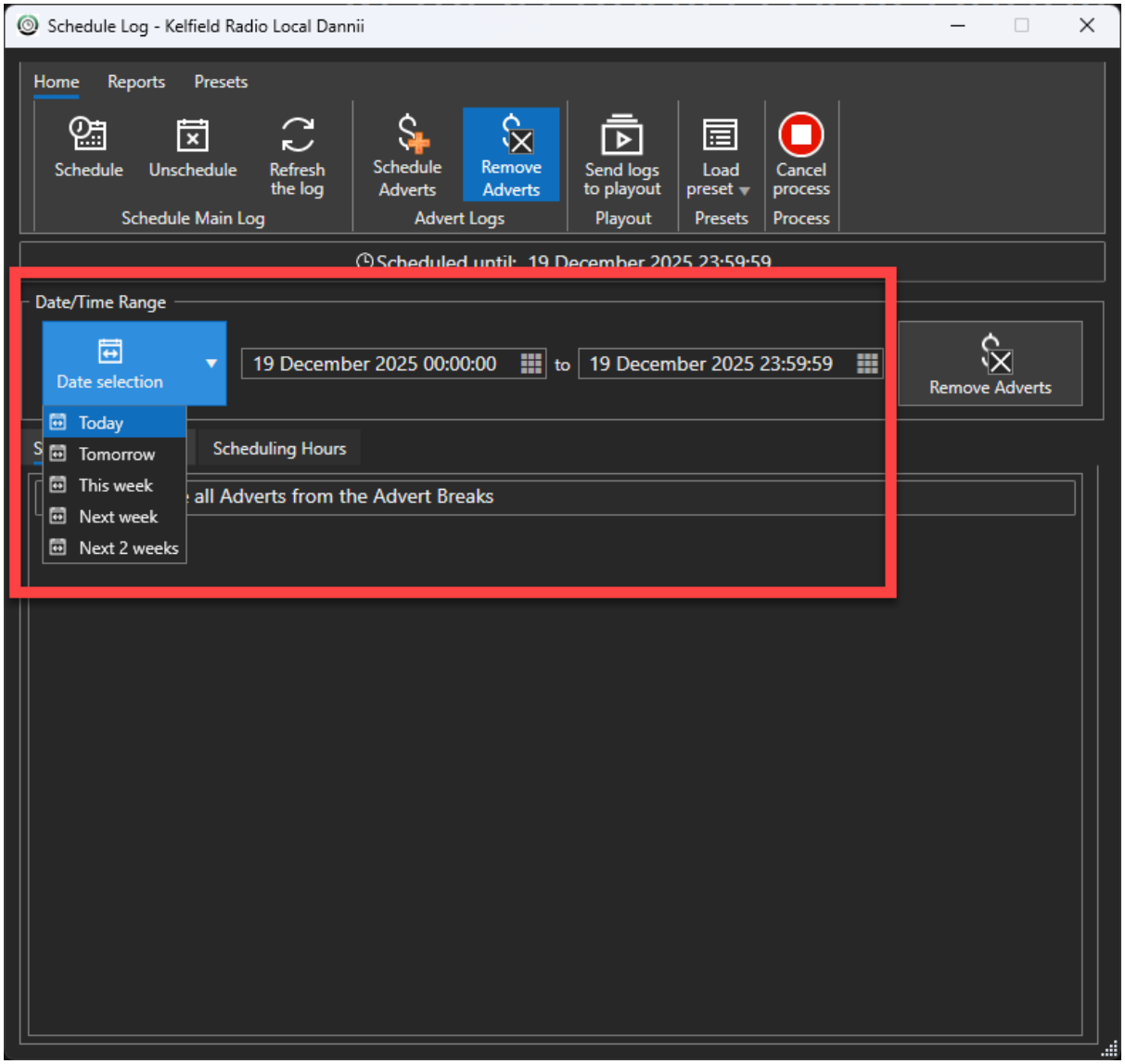
If you need to **Un-Schedule just Adverts** follow these steps.

In the **Schedule Log** window, select the **Remove Adverts** option on the Home ribbon.



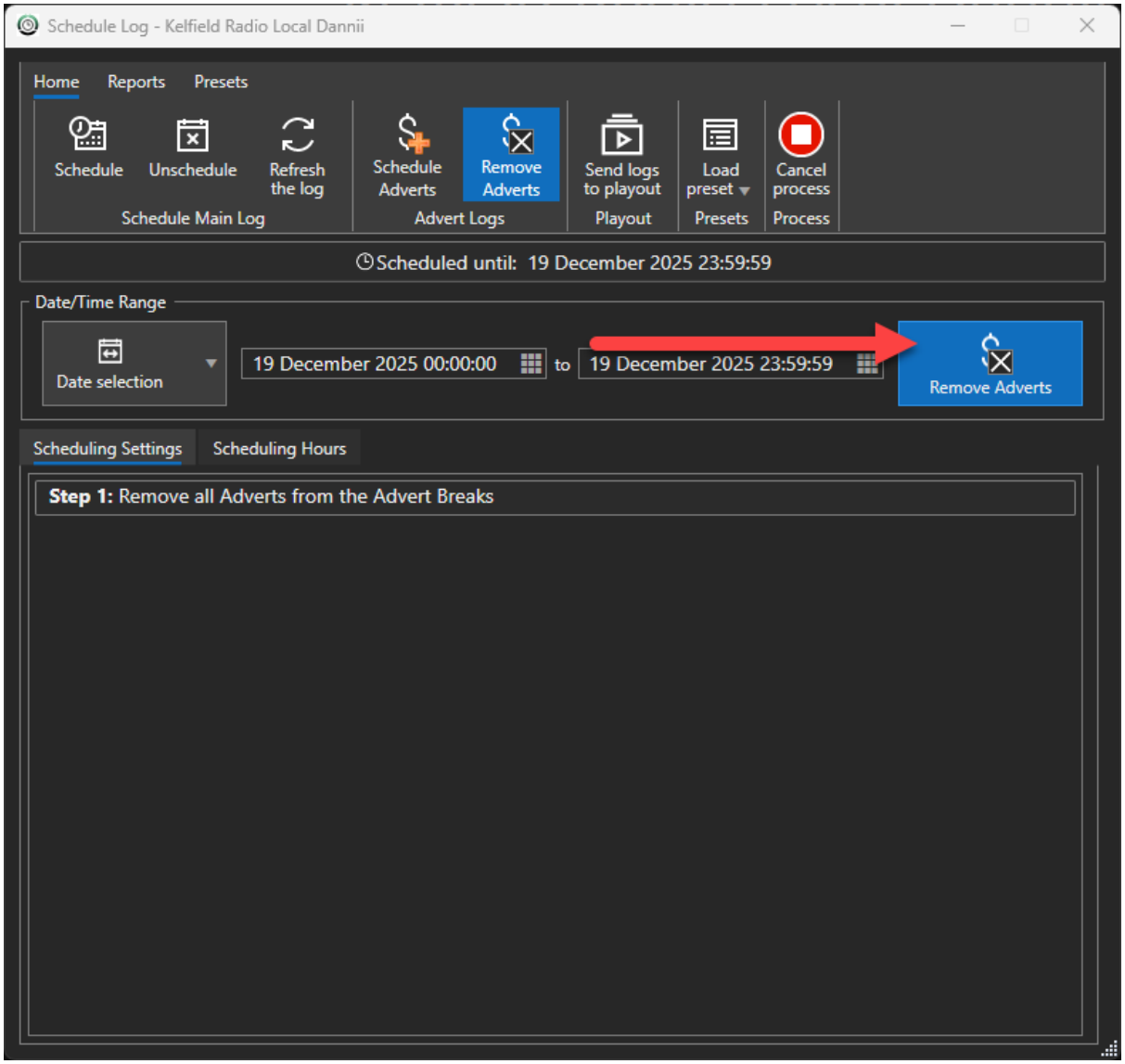
Set the Date / Time Range you want to remove.

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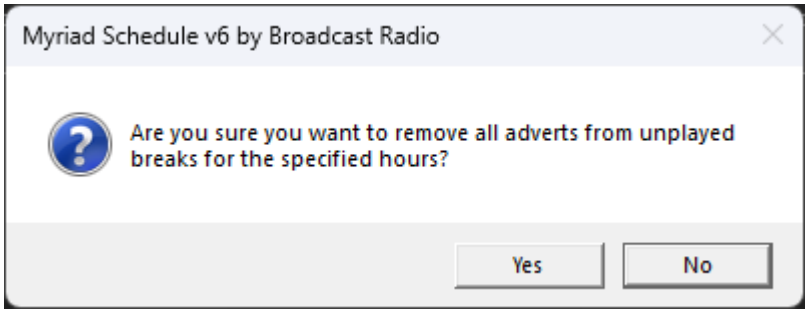


Then click on the **Remove Adverts button.**

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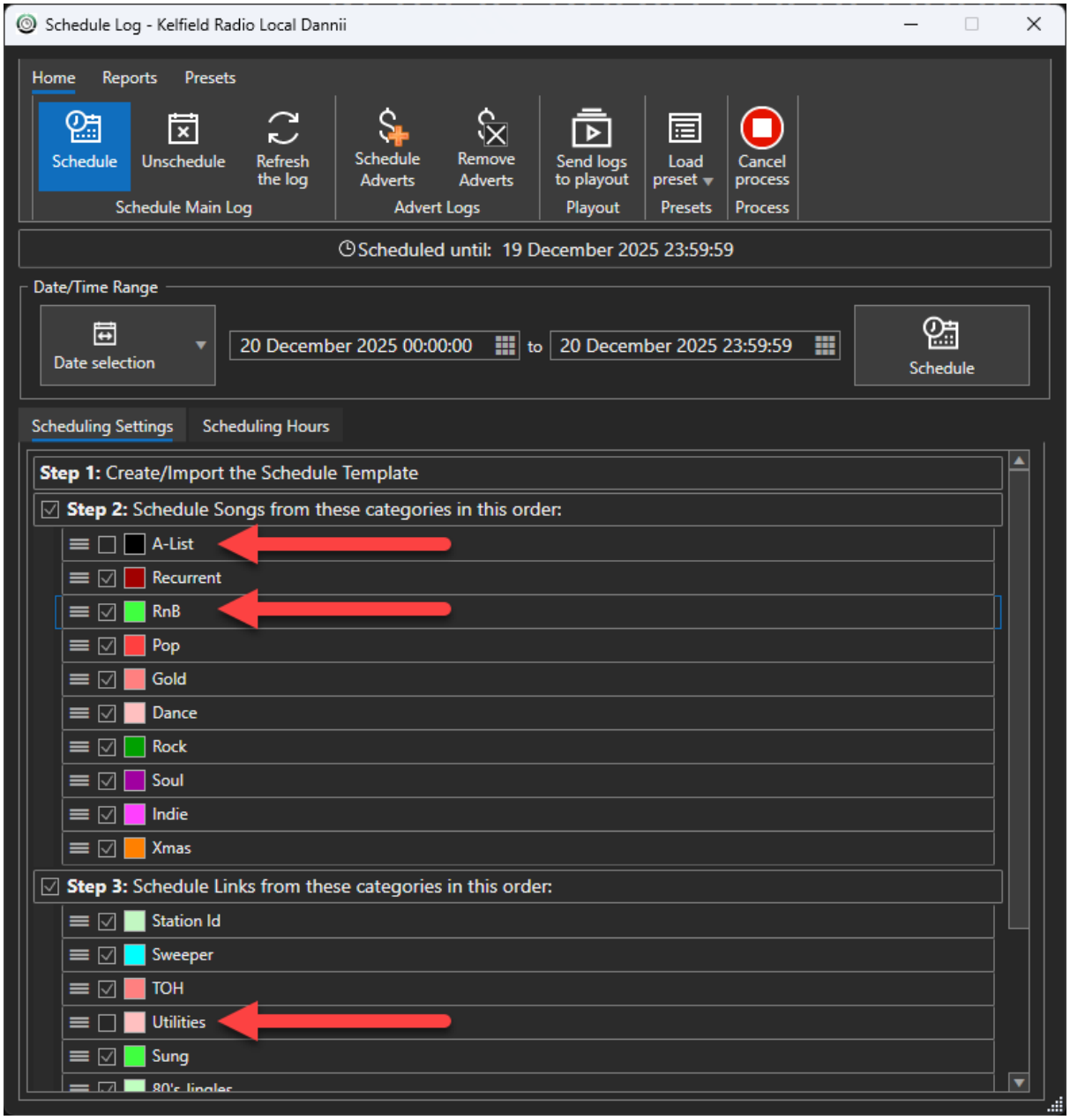
You will be asked to confirm, click Yes and the Adverts will be removed from the Log for the selected date / time range.



Save / Load Presets & Default Preset

As we have seen, the Schedule Log window offers a lot of option for customising the content that will be scheduled for a selected date / time range but setting these manually can take some time.

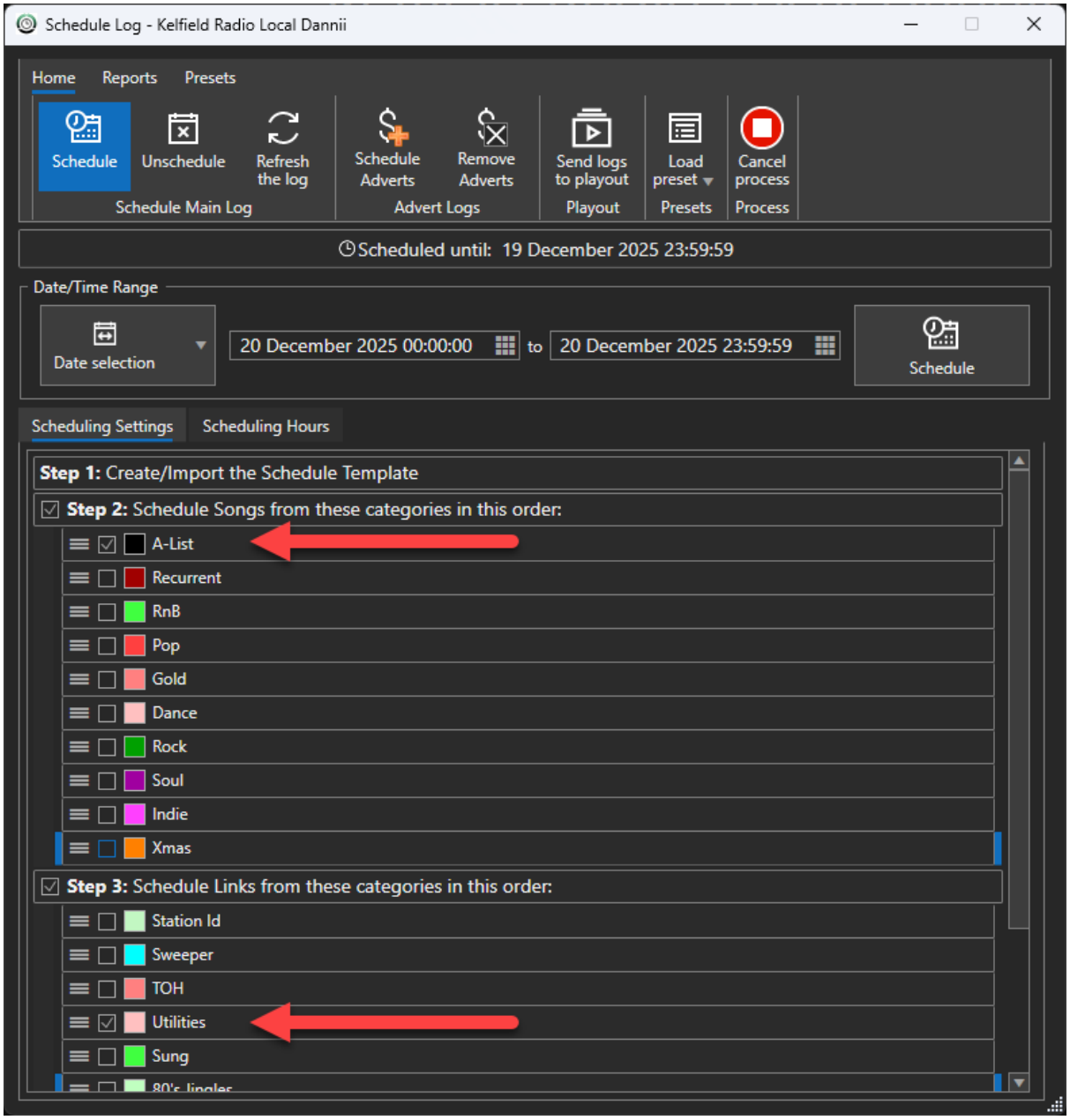
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Consider the example above, the options are set to exclude the A-List Songs , Utilities Links from scheduling which would be useful for scheduling ahead for several weeks (to allow Voice Tracking) but excluding content that might be updated closer to the time (such as A-List).

Correspondingly, you would then need to run another process closer to the time (maybe daily) that fills in the gaps!

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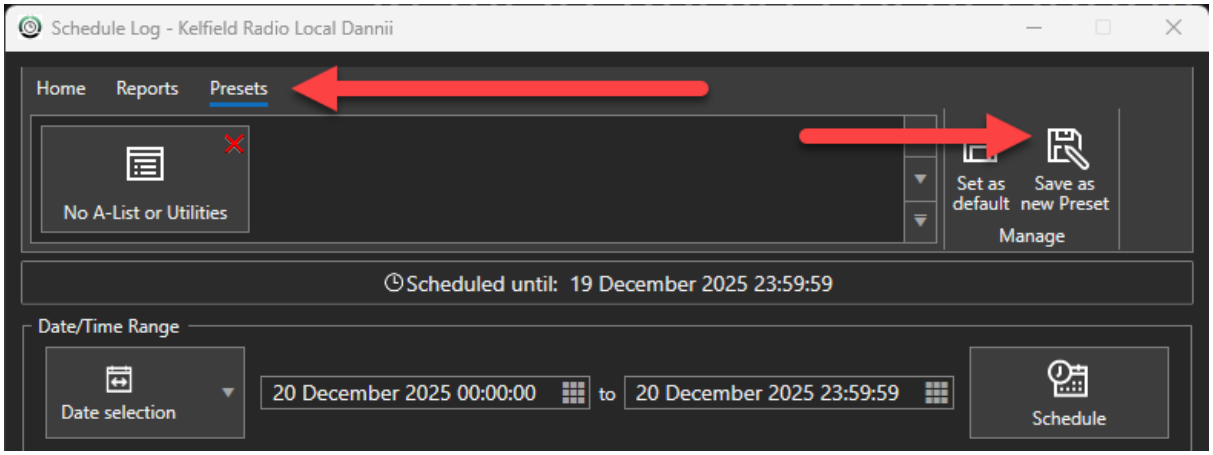


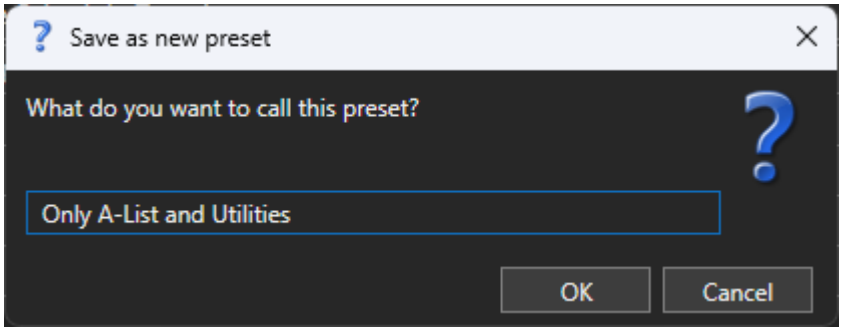
The example above shows the Schedule Log window with the options set to fill in the Categories / Steps that were excluded from the first example.

Doing this manually would be time consuming so instead you could save both options as a preset.

To save the settings as a preset, swith to the **Presets Tab** and click on the **Save As New Preset** button.

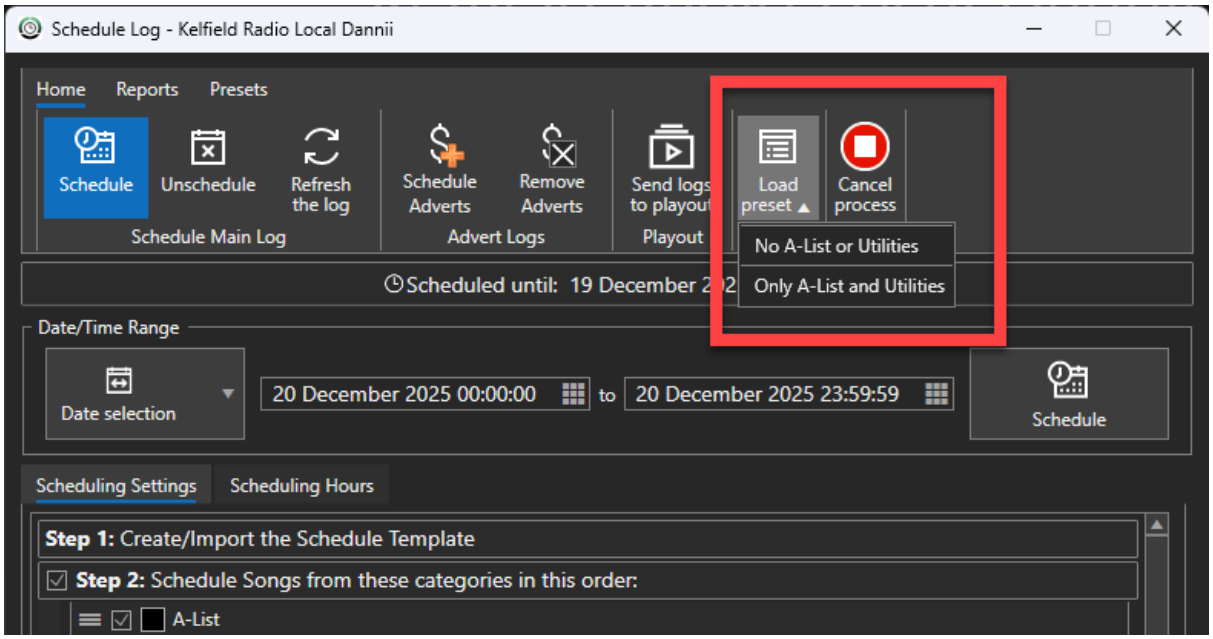
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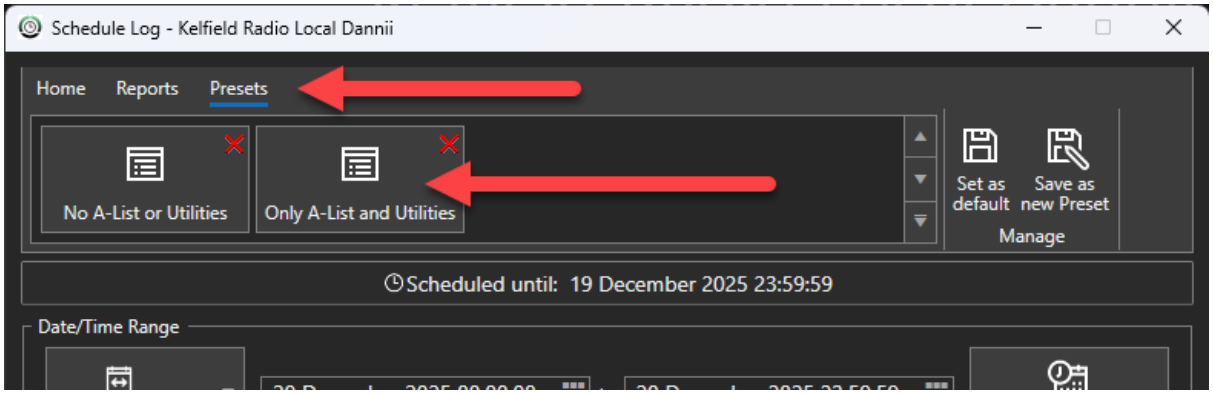
Give it a suitable name and click **OK**.

To load in a preset, click on the **Load Preset** button and select the preset from the drop down list.

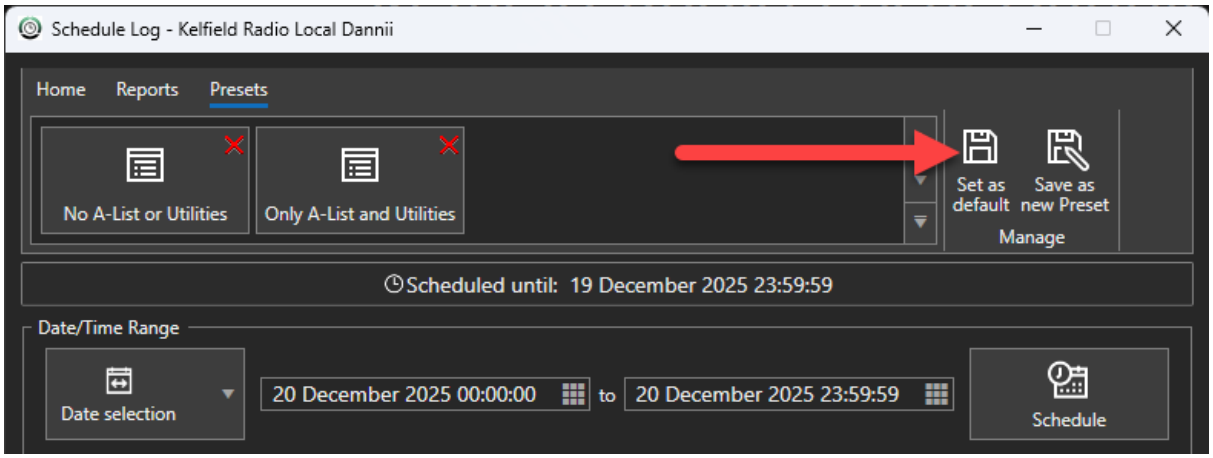


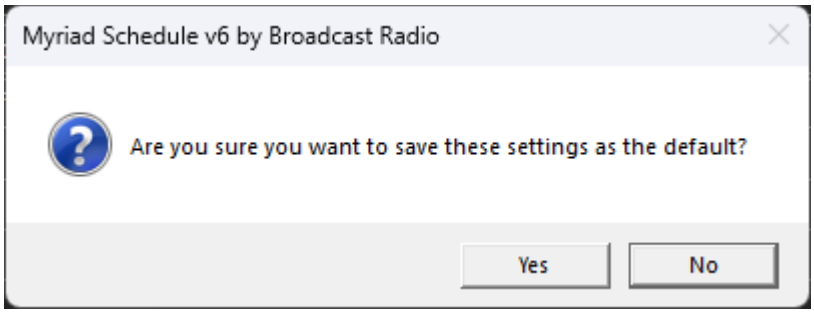
You can also **switch to the Preset Tab** and select the **Preset** you want to load.

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Finally, you can save a the current settings as the new Default using the **Set as Default** button on the **Presets** tab.





This will be the default settings whenever the Schedule Log window is loaded in future.

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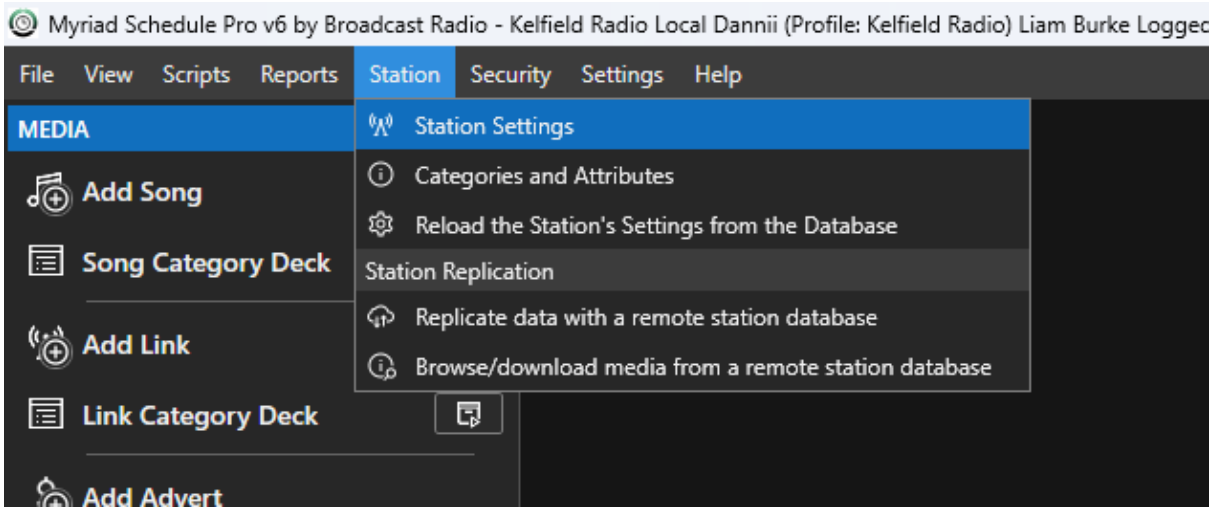
Automatically scheduling X hours or days ahead

In addition to manually scheduling content, Myriad Schedule allow you to automatically maintain a rolling schedule for hours, days or even weeks ahead if required.

With this option enabled, every hour Myriad Schedule will check the selected time period and if it finds that any Hour is missing from that time frame, it will automatically add it in the background based on the Clocks Assigned for that hour.

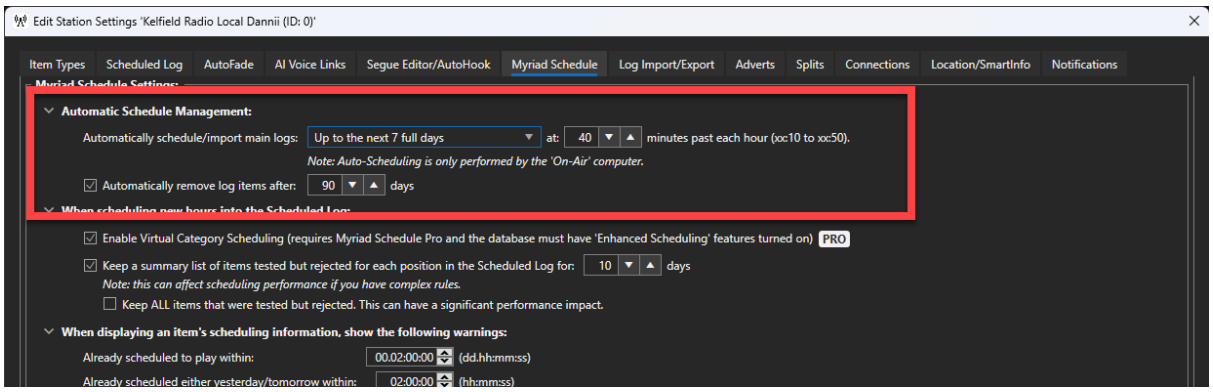
N.B. Please note that this option will always use the Assigned Clocks and will not check either the parent Log or 3rd party Log files. If you are using either a parent Log or 3rd party Log files then you should not use this option.

To enable this option, click on the **Station Menu > Station Settings** option.



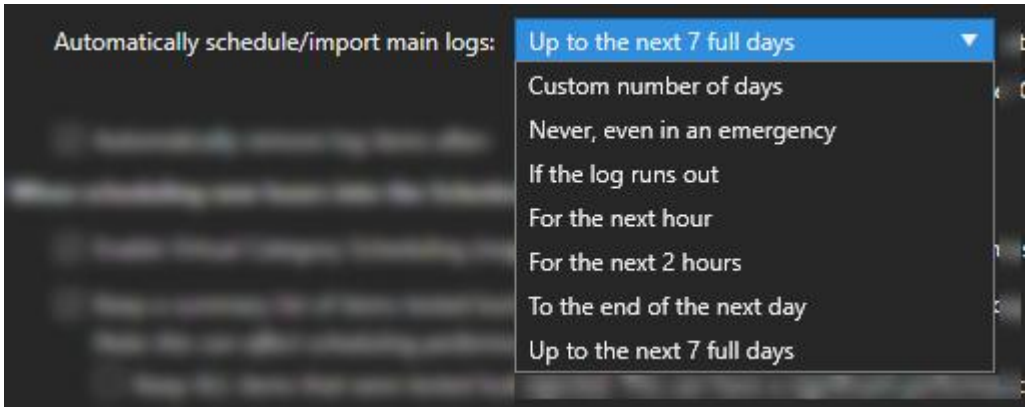
N.B. You will also find this option on the **Station Menu** in Myriad Playout.

On the **Edit Station Settings** window, switch to the **Myriad Scheduler** tab.



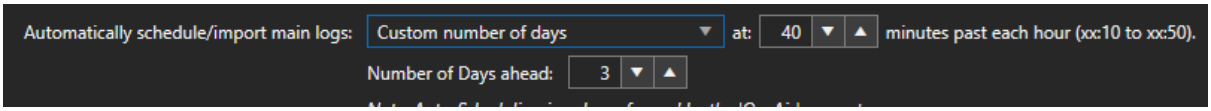
Here you will see a drop-down list under the **Automatic Schedule Management** section.

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There are five options to choose from:

1. **Custom Number Of Days –** This option allows you to select the exact number of days ahead you want Myriad to automatically schedule. When you select this option, an additional field is enabled to allow you to set the number of days.



2. **Never, even in an Emergency –** Myriad Schedule will never schedule content, even if the Log has no content and playout pauses.
3. **If The Log Runs Out –** With this option selected, Myriad Schedule will only ever fill the Log if the Log is actively playing with only a couple of items left to play and there is nothing scheduled in the following hour. In this scenario, the system will use the Assigned Log to automatically schedule content for the next hour.

   Even if you select one of the other options, this option will always still apply such that it is virtually impossible to 'run out' of Log if you have created and assigned Clocks for every hour (unless you have selected the 'Never, even in an emergency' option of course).

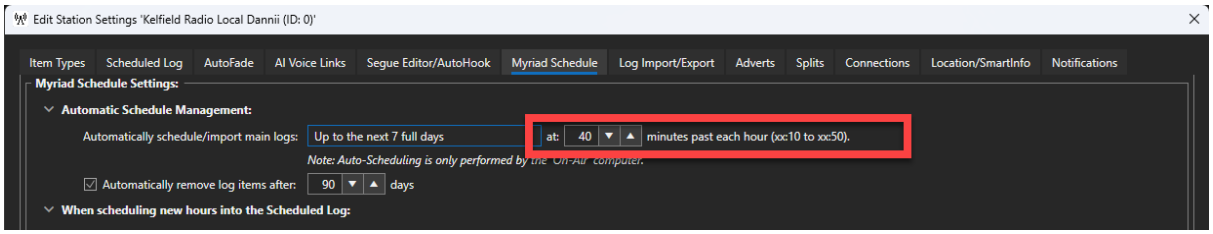
   This does mean that if you deliberately want an Hour to be empty then you will need to create and assign a 'Blank' Clock that has nothing in it. What way Myriad Schedule will fill with the Assigned Clock but there will be no contents within that Clock and so the corresponding Hour in the Log will also be empty.
4. **For The Next Hour –** With this option selected, the system will always maintain at least one Hour ahead of current time. This is useful if you don't want to schedule a day at a time but also don't want your presenters to panic as they approach then end of each Hour in the Log (as the next Hour will always be scheduled).
5. **For The Next 2 Hours –** With this option selected, the system will always maintain at least two hours ahead of current time. This is useful if you don't want to schedule a day at a time but also want to have the next couple of hours scheduled if you need them.
6. **To The End Of The Next Day –** This option will cause the system to maintain a rolling full day ahead of scheduled Log. When this option is selected, the system will actually check the status every hour but because it will only be less than 'one full day' ahead in the 12am hour, that is when it will actually automatically fill the following day with content based on the Assigned Clocks. As it checks each hour, if you delete an Hour from the Log within that time

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frame (i.e. delete tomorrow lunch time), if you have not replaced them with new content or blank Hours by the time it next checks, it will automatically fill them with content based on the Assigned Clocks.

7. **Up To Next 7 Full Days –** This works in exactly the same way as the 'End of the Next Day' option except it is maintaining a rolling 7 full days ahead. As with the one-day option, the system will check this status every hour and fill any gaps but will not actually schedule a full day onto the end of the existing period until the 12am hour.

You can also choose the time in the hour that Myriad Schedule should check, and schedule as required.

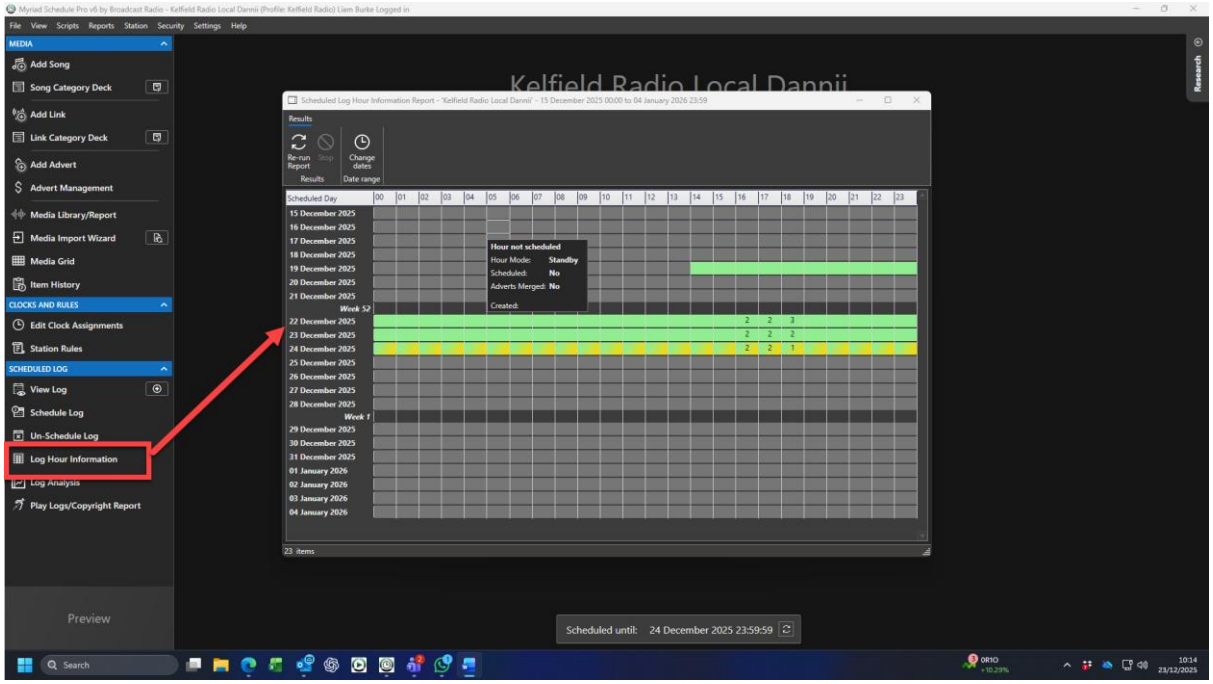


The process will happen in the background so should not impact on the presenter's experience but if you have multiple Stations then it would be worth staggering the times the process runs to avoid them all running at the same time as the scheduling process does involve a lot of SQL access.

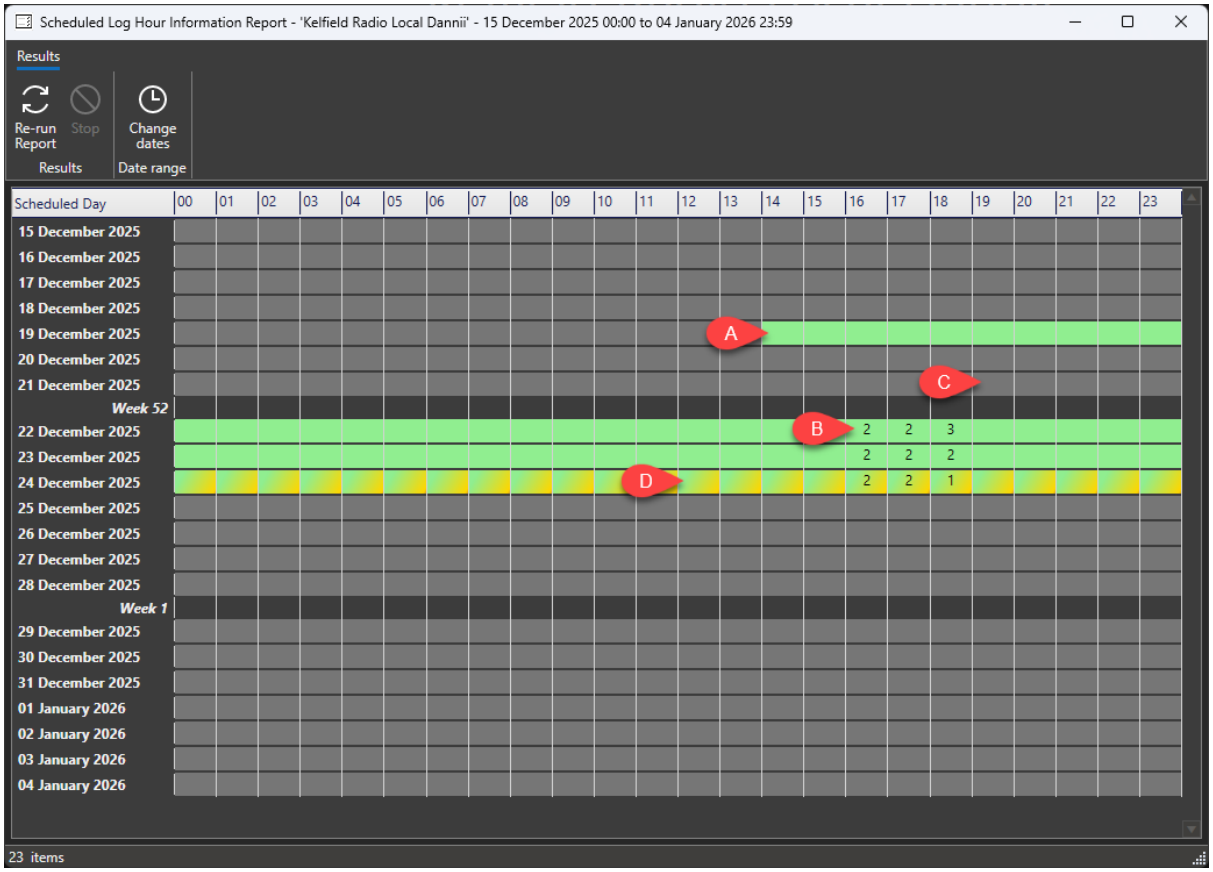
N.B. You cannot set this to be less than 10 minutes past each or above 50 minutes past each hour. This is to avoid complex junctions at the top of each hour.

View Log Hour Information

The **View Log Hour Information** option on the left-hand menu allows you to easily view which days / hours have been scheduled and which still need to be scheduled.



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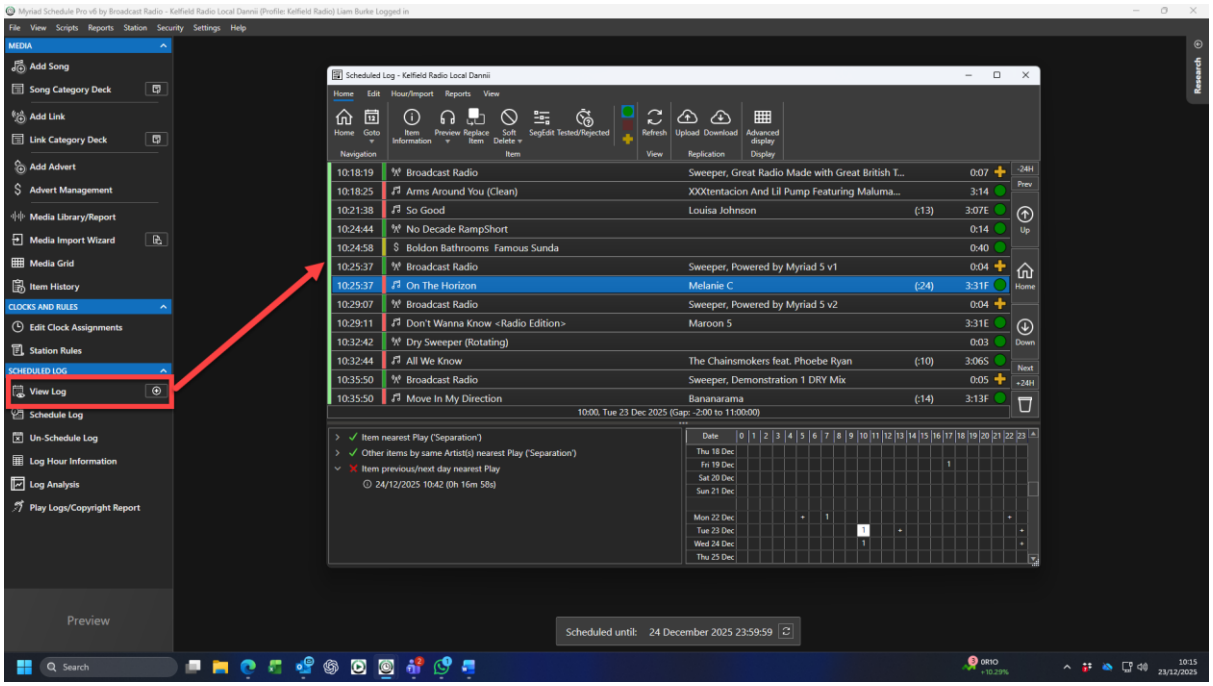
A. Hours that have a green background have been fully scheduled (Songs / Links and Adverts).
B. Hours with a number in them contain X many un-scheduled items, so in this example, the hour has 2 un-scheduled items. You can double click on the hour to view the Log.
C. Hours with a grey background have not been scheduled yet.
D. Hours with a partial green / yellow background have Songs / Links scheduled but not Adverts. You still need to schedule or merge Adverts into these hours.

You can double click on any hour to open the Log for that hour.

View Log – Standard View

You can use the **View Log** button on the left-hand menu to open the **Log Window** to browse and edit the Log.

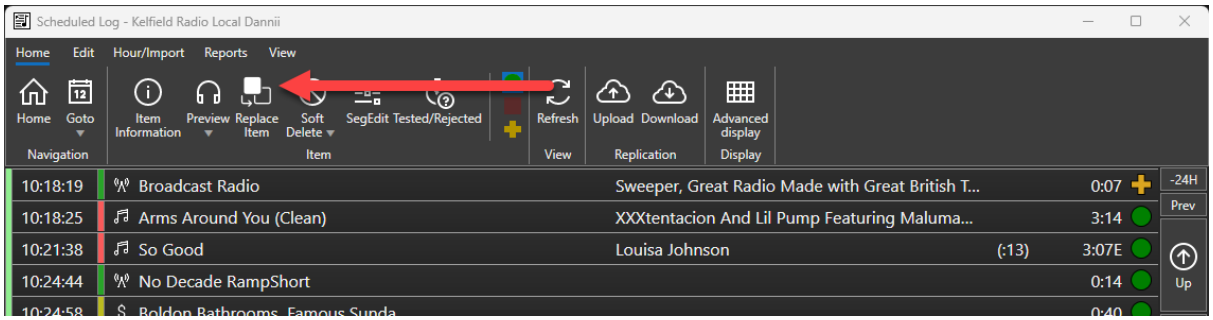
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The View Log window offers exactly the same tools and options as the Log in Myriad Playout.

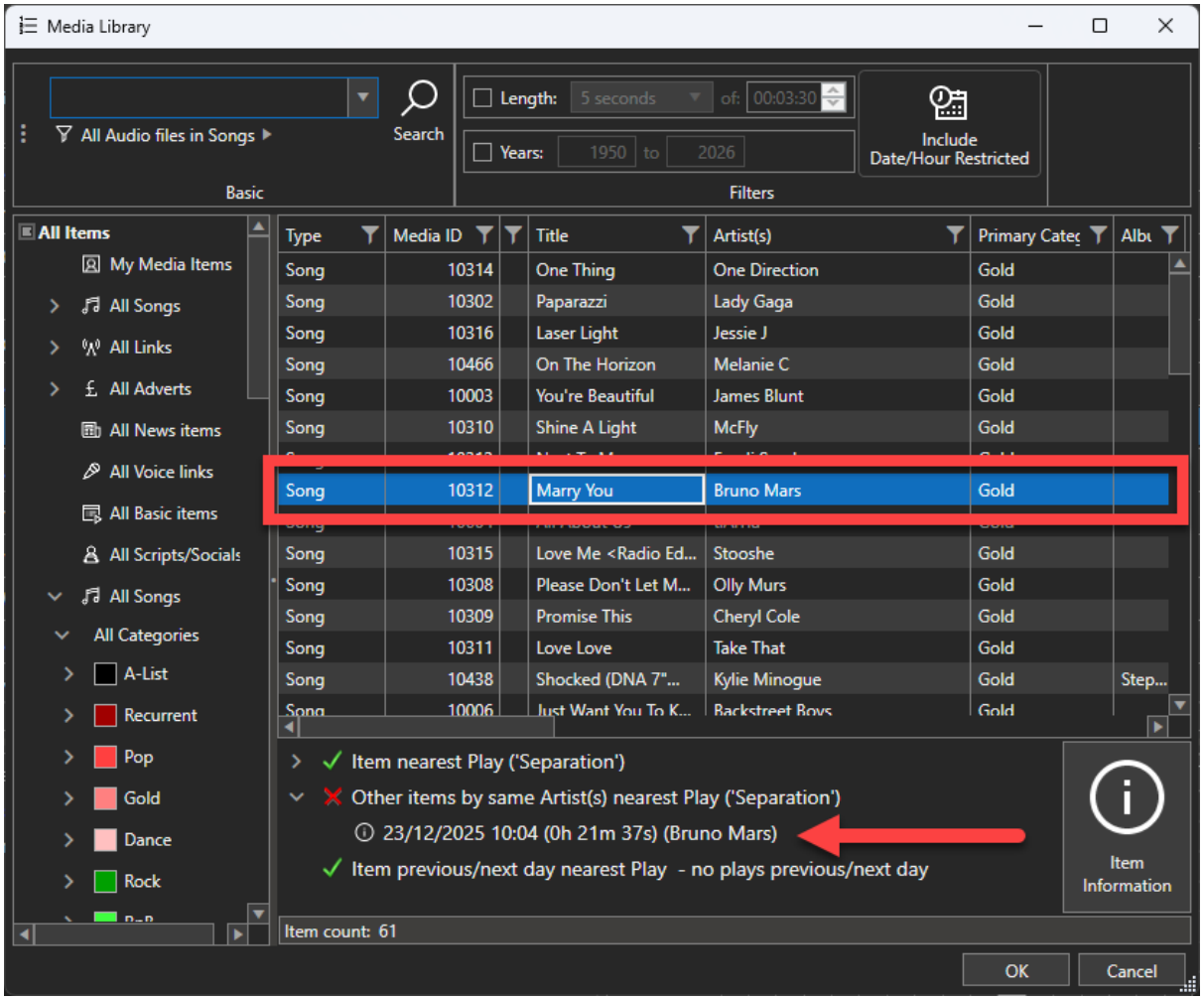
Replacing Items In The Log

The most useful tool is **Replace Item** which is used to replace a selected item in the Log with an alternative item.



This will open the Replace Item window which can be used to view other content in the same Category (or other Categories) as well as offer warnings if using the selected alternative would break Rules.

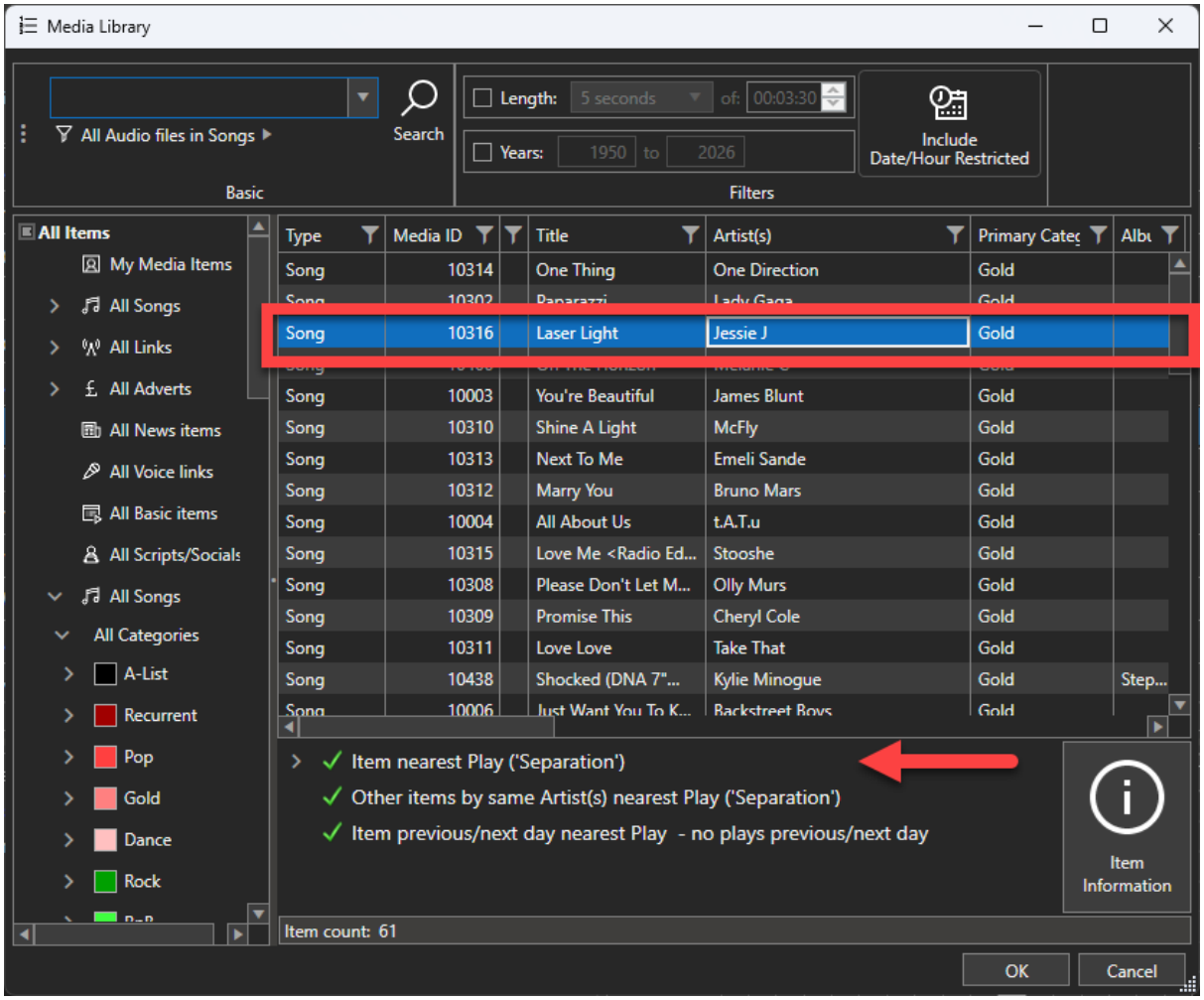
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As you highlight items in the Replace list, the system does a quick check for nearest Artist and Title separation (plus previous / next day for Myriad Schedule Pro) and displays any issues.

In the example above, we have selected Bruno Mars, Mary Me as a potential replacement, but we can see that choosing that song would break an Artist Separation Rule as Bruno Mars was played just 20 minutes ago.

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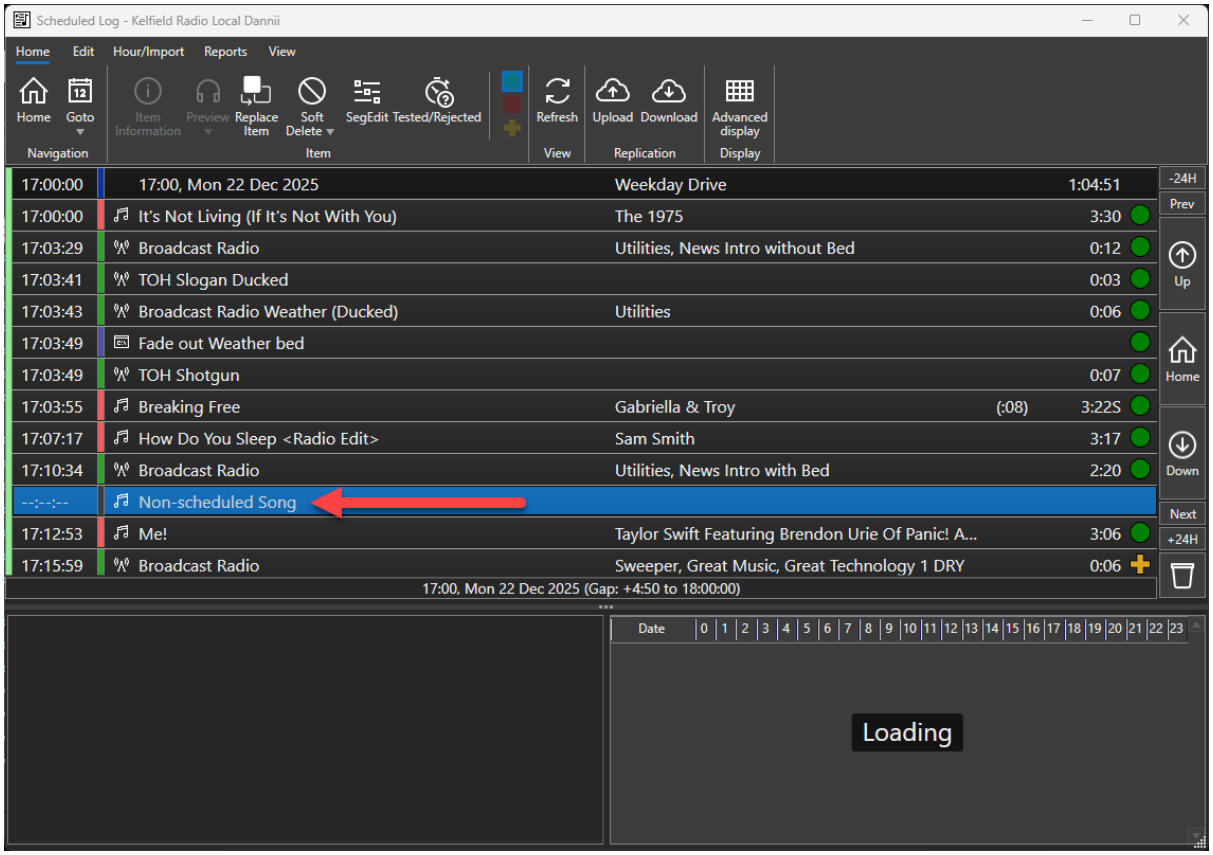
Conversely, selecting Laser Light by Jessie J results in no rule breaks so that is ok to replace the item in the log. Click on OK to use the selected item to replace the original Log entry.

Please note that Songs are listed by '**Most Rested'** so Songs near the top of the list were last scheduled the longest time ago so in theory, will be less likely to fail on Separation Rules.

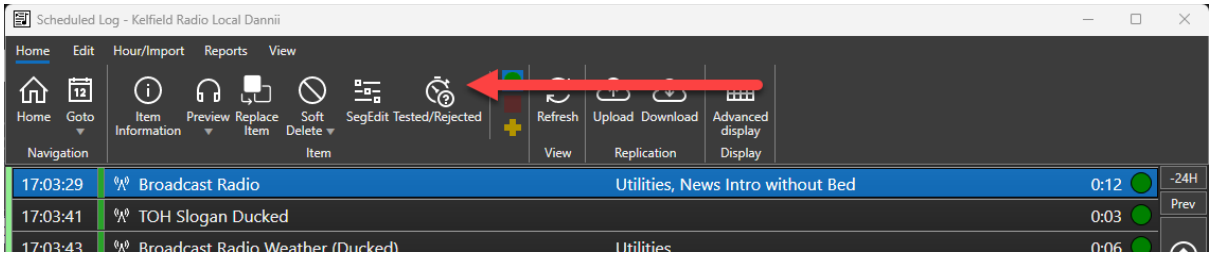
Resolving Unscheduled Items Using the Tested / Rejected Tool

If you have any Unscheduled Items in the Log, you can review the items that were considered for the position, and which Rules ultimately stopped them being scheduled. This is an invaluable tool when you are trouble shooting why some Log positions are not scheduling correctly.

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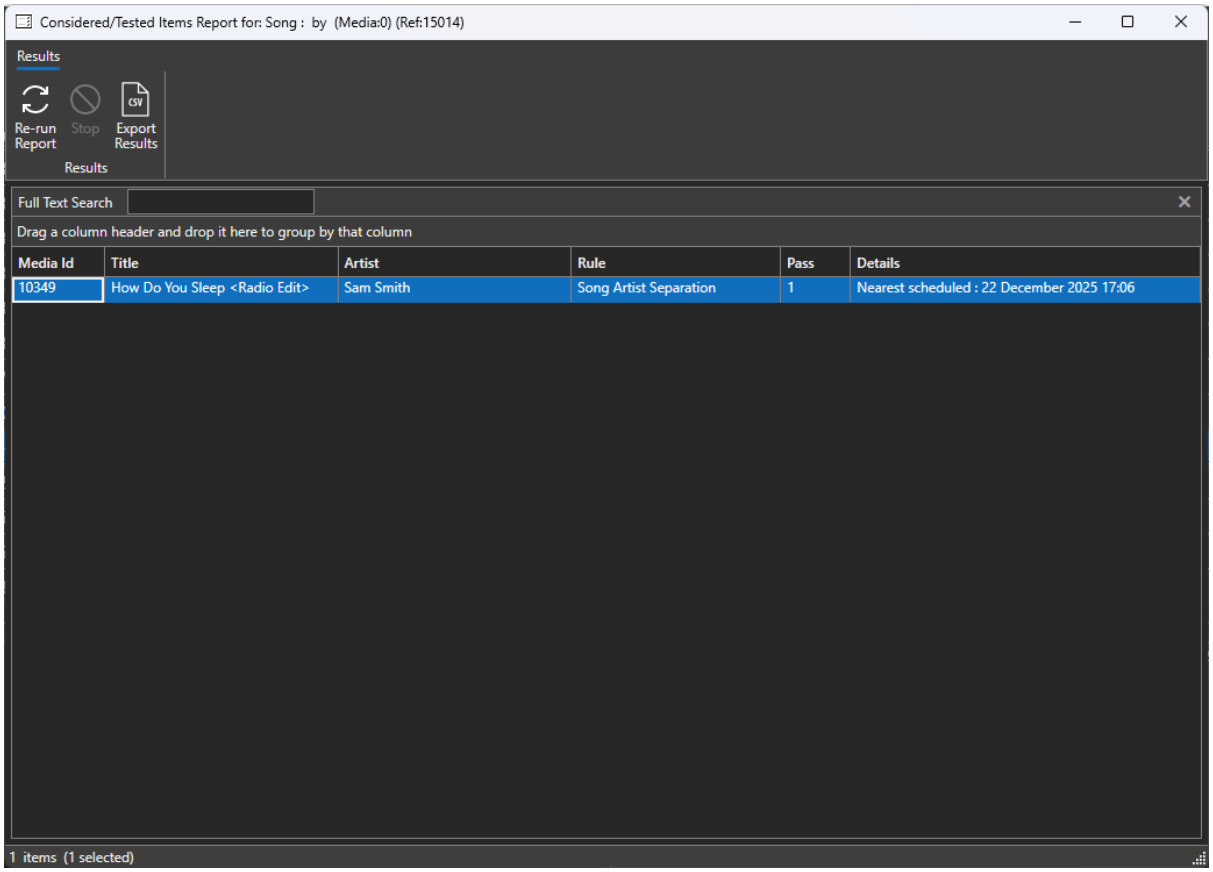


In the example above, we can see that there is an un-scheduled Song at around 17:12. We can click on the **Tested / Rejected** button on the ribbon to view what was tried for this position and what Rules ultimately prevented anything from being scheduled.



The Tested Items Report shows everything that was considered for a position and Rules that meant the considered item was not successful.

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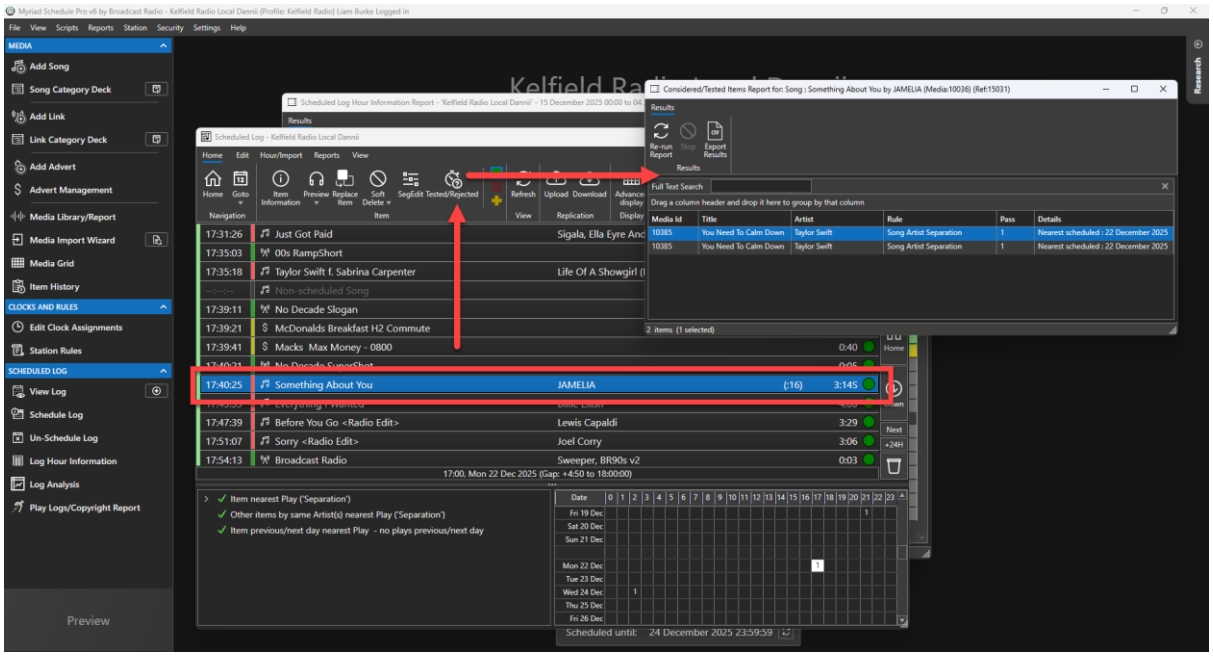
In the example above, How Do you Sleep by Sam Smith was considered by the Song Artist Separation Rule prevented it from being scheduled.

Typically, you will see multiple tested items listed, and the reason they were rejected.

You can use the same process to view the Tested/Rejected Items for anything in the Log, even if a Song/Link has been scheduled.

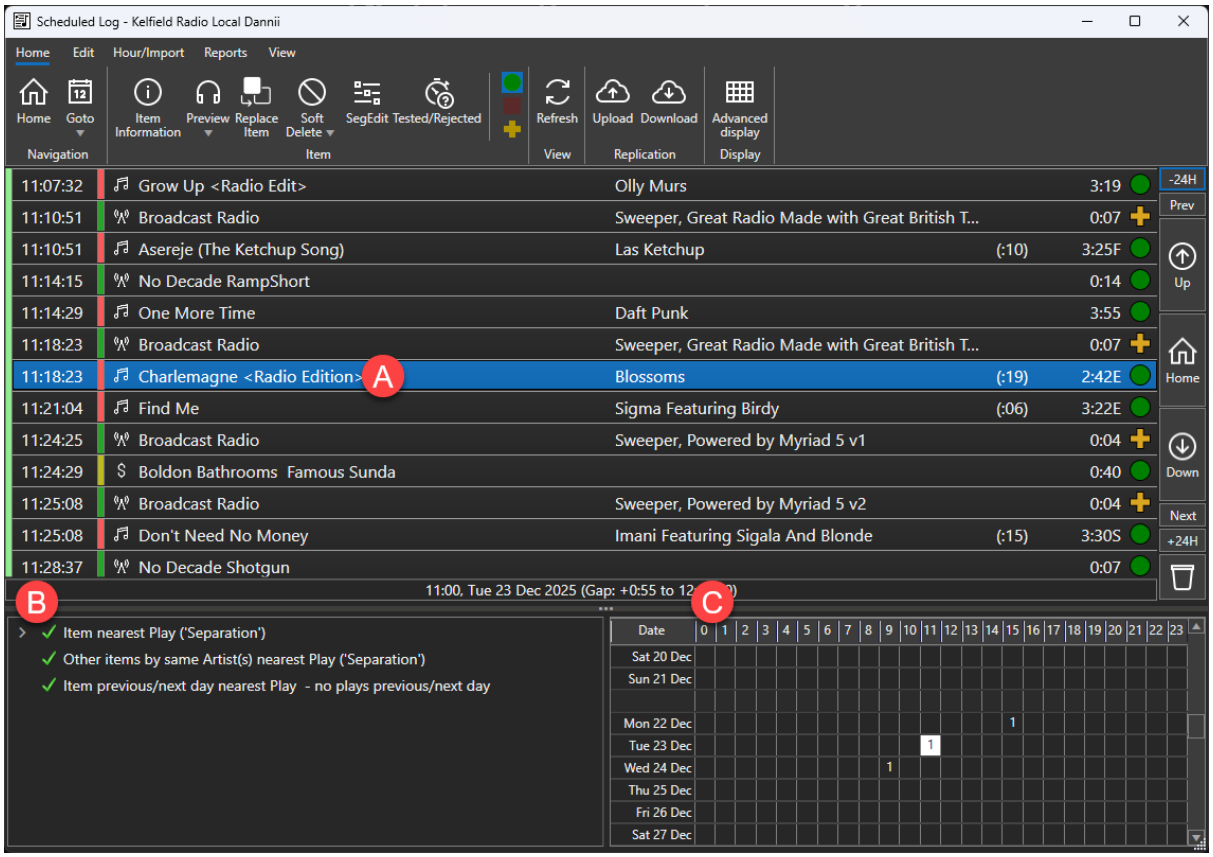
In the example below, before the Jamelia Song was scheduled in the Log, a Taylor Swift Song was considered but rejected because of Song Artist Separation Rules.

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Log Item Rule & Recent Schedule History (Myriad Schedule Pro only)

When you highlight a Log Item in Myriad Schedule Pro, the lower section of the Section shows any Rules that were broken in the scheduling of the item as well as when the Item is scheduled elsewhere or when other Songs by the same Artist are scheduled.

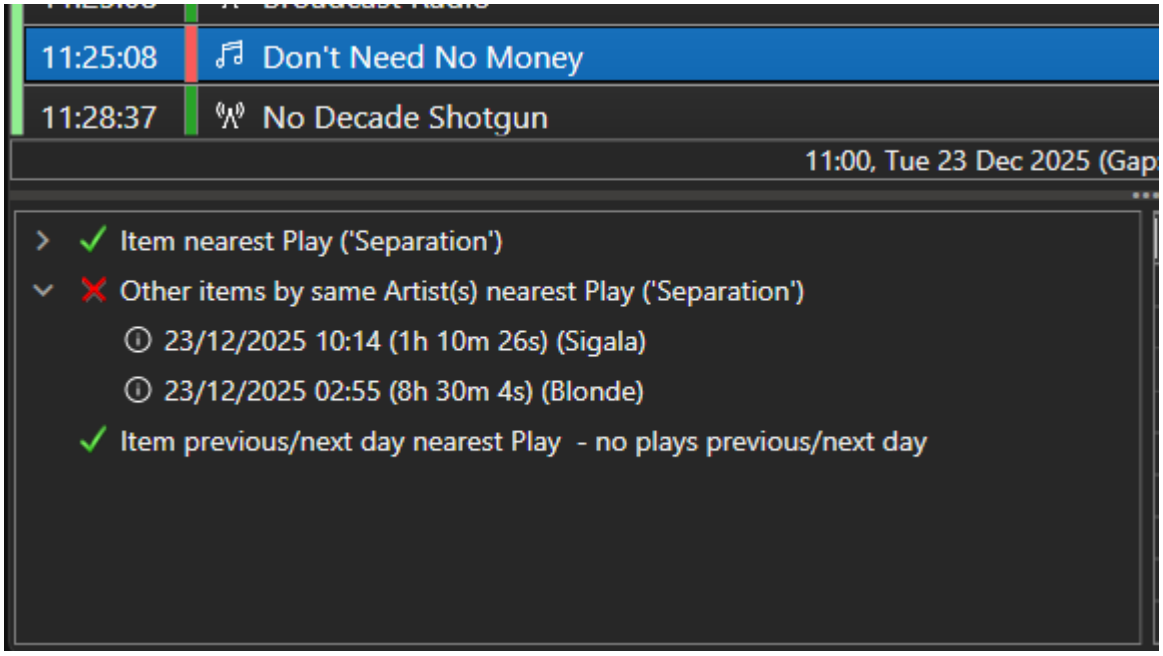


A. Select the Log Item (Charlemagne by Blossoms).

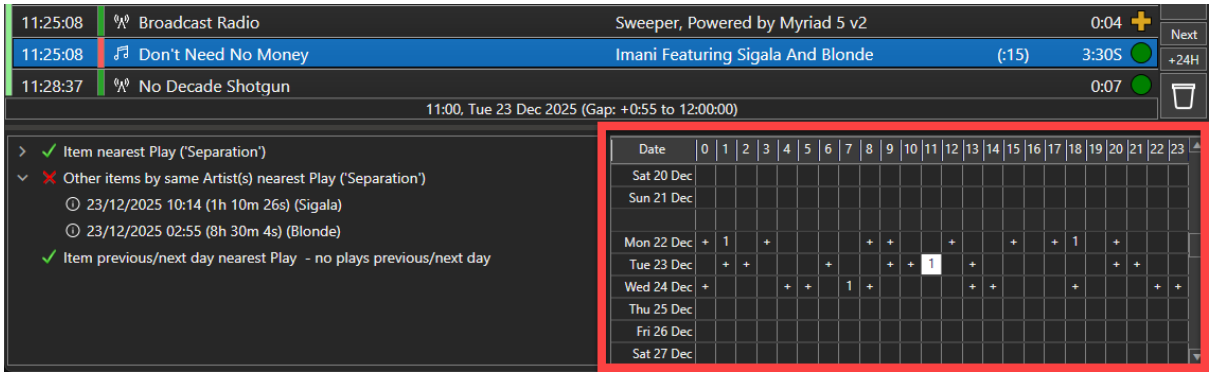
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B. No Separation, Artist Separation and Previous/Next Nearest Play Rules were broken to schedule Charlemagne in this position.

If any Breakable Rules were broken to schedule this position in the Log, the Rule in question will be highlighted.



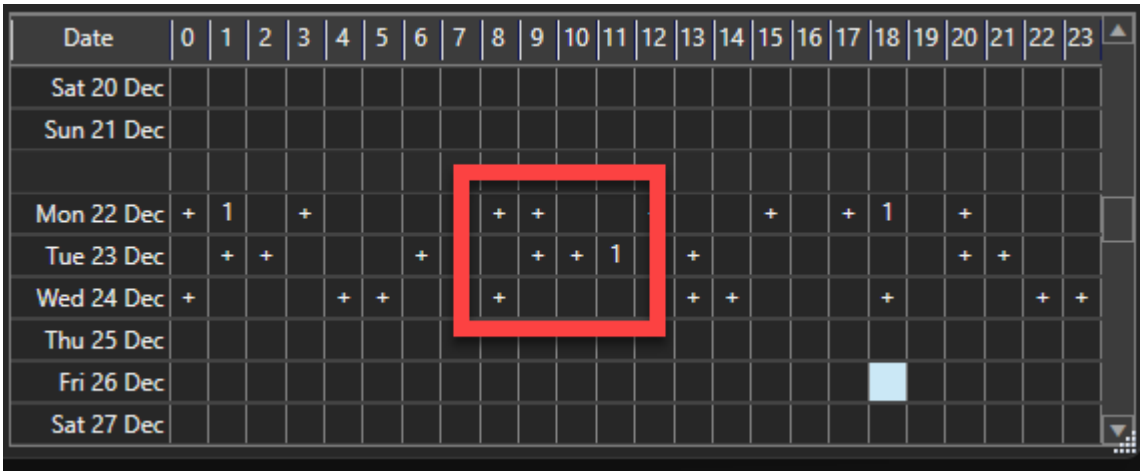
C. You can also see the immediate history for the selected Log Item.



Any hour on the grid with a number in it, indicates that the select item was scheduled that number of time in that hour.

Any hour with a '+' symbol indicates that another Song by the same Artist was scheduled in that hour.

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So in the example above, another Song by the same Artist was scheduled in the 10am hour on the 23rd of December, and the highlighted Song was scheduled in the 11am hour.

A blank hour indicates that neither the Song or any other Song by the same Artists is scheduled that hour.

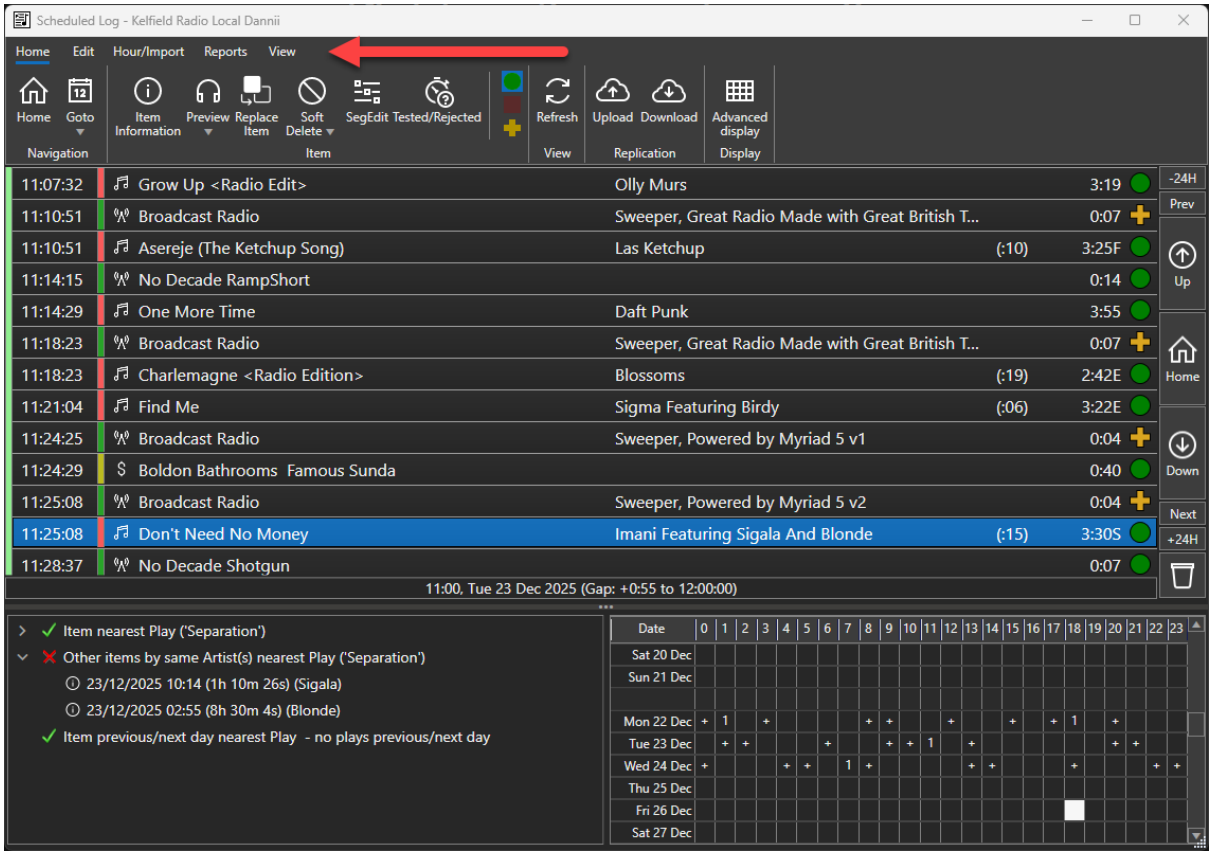
Other Log Edit Tools

You can also perform the following tasks in the Log Editor window:

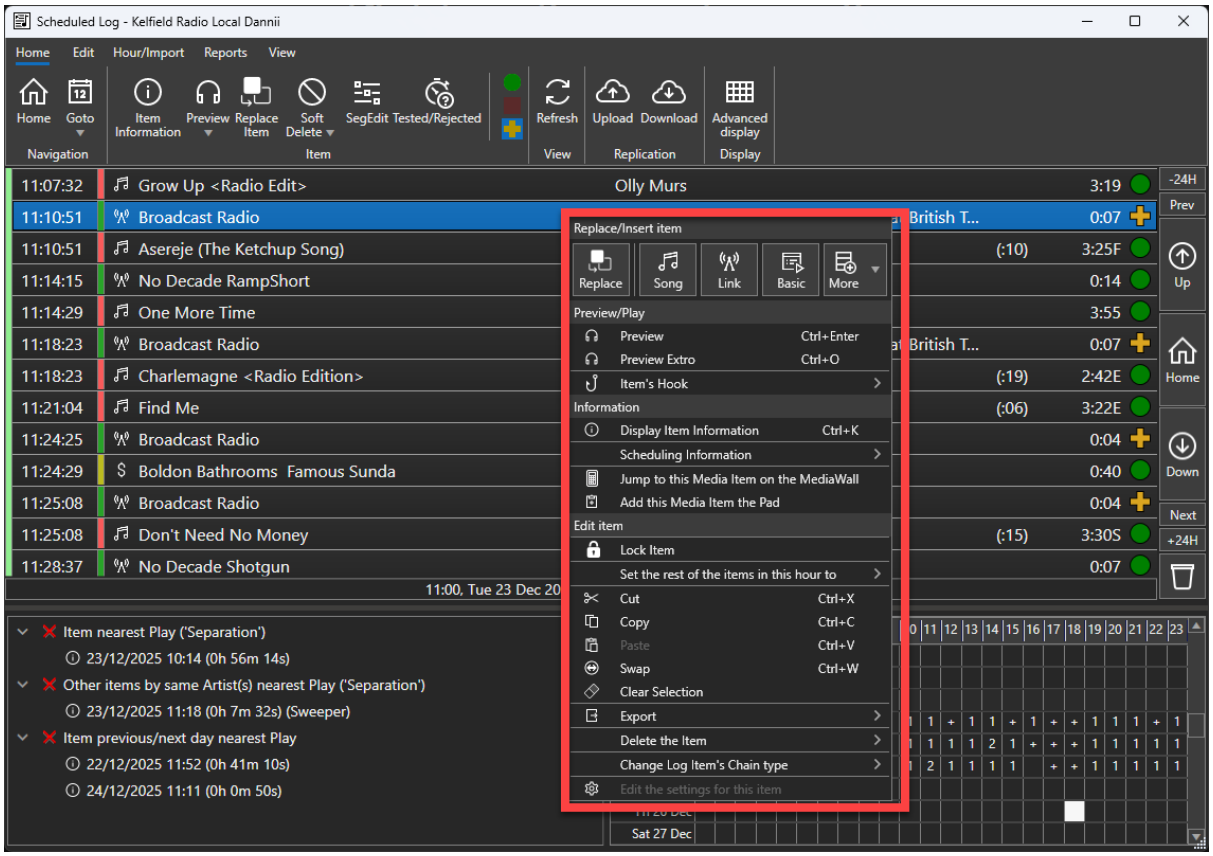
- Move Log Items around in the Log by drag and drop.
- Remove Items from the Log (Soft delete or Permanent Delete).
- Copy / Paste / Edit Log Items.
- Preview Items.
- Adjust Segues (using Segue Editor).
- Add Voice Tracks (Segue Editor).
- Change Chain Type (Stop / Go / Sweep).
- All other functions available from the Log in Myriad Playout.
- Plus much more.

These options are available via the Ribbon.

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Or using the right-click menu.

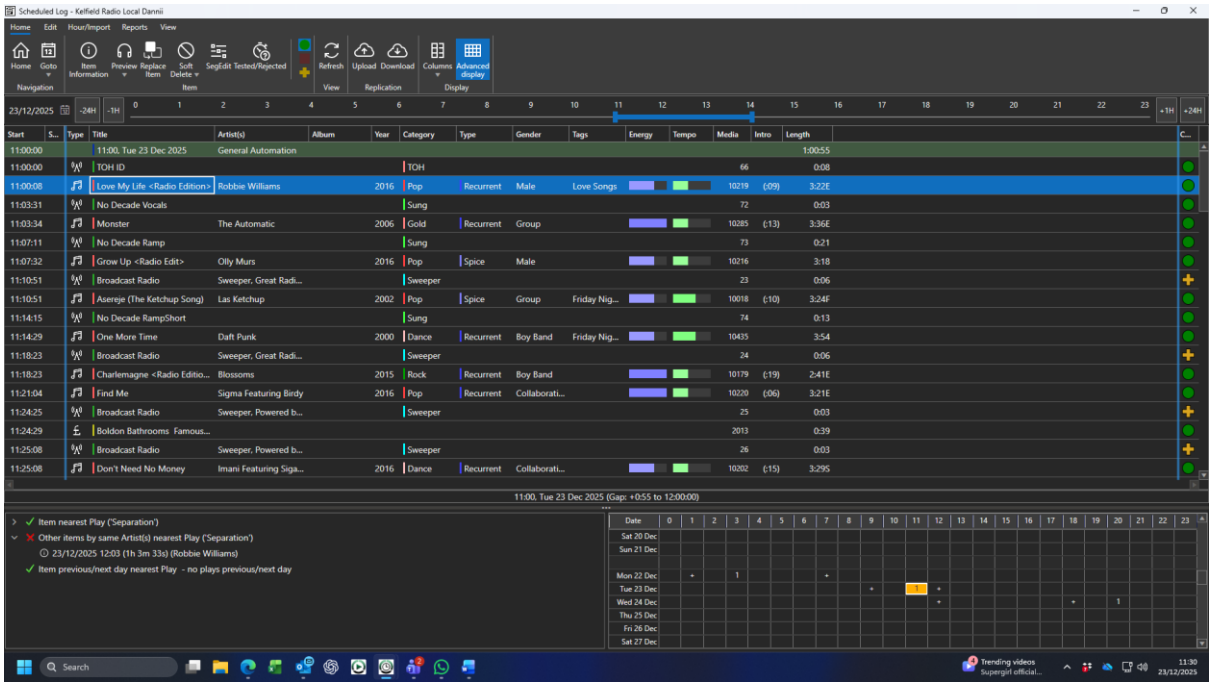


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For full details on editing the Log, please refer to the Myriad Playout documentation and tutorial videos.

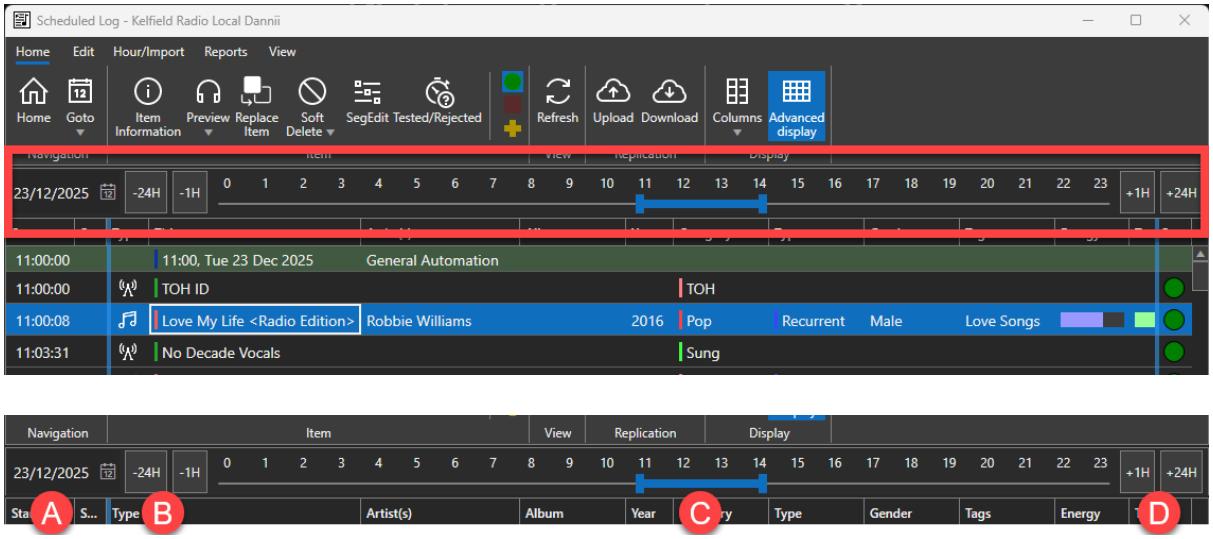
Advanced Log View (Myriad Schedule Pro Only)

Myriad Schedule Pro also introduces a new **Advanced Log View** mode which offers additional insight into your scheduled content.



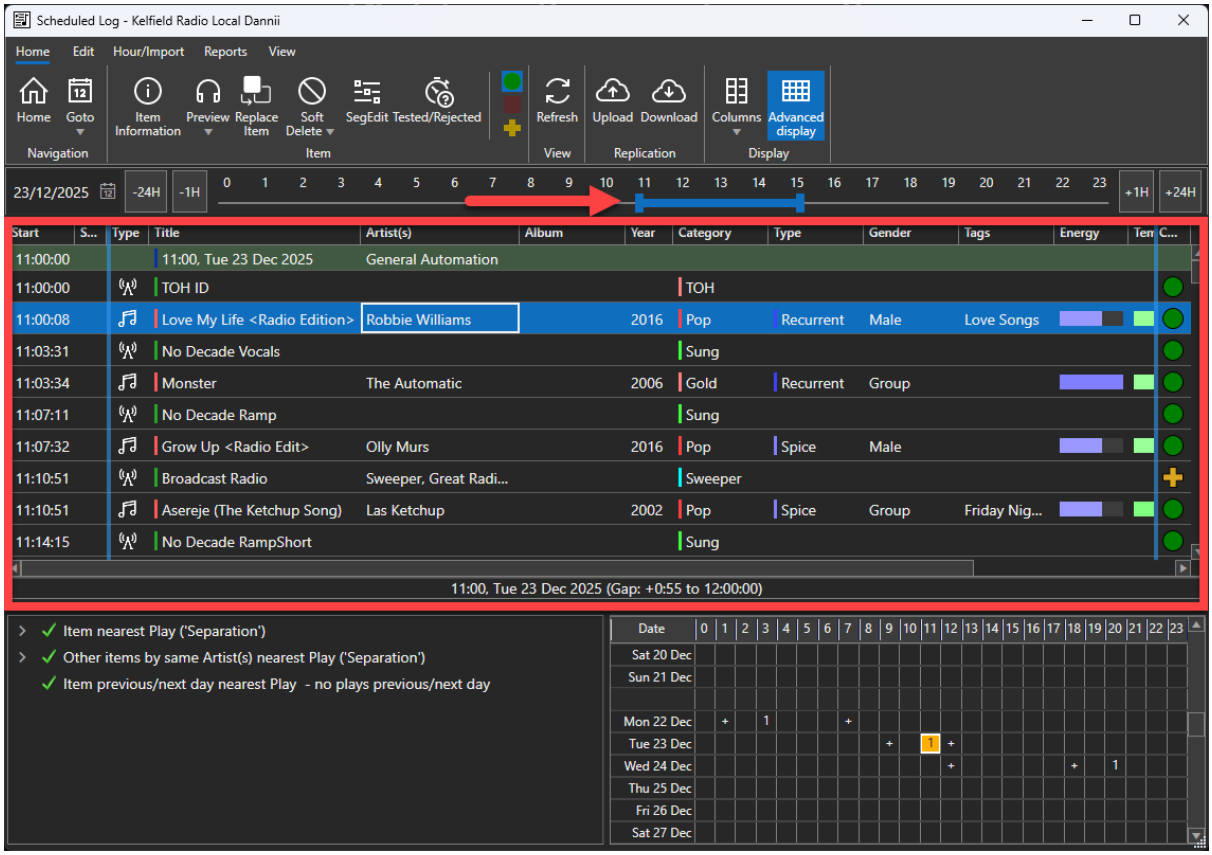
Time Frame & Navigation

You can navigate the Log quickly and efficiently using the **Time Frame & Navigation** section.



A. **Data Selector** - Select the Date you are interested in.
B. **-24h / -1h Buttons** – You can jump back by one hour or 24 hours using these buttons.
C. **Selected Range** – The blue bar indicates the section of the Log currently visible in the **Advanced Log View** section. In the example below, the 11am to 3pm range is selected with the Log for that timeframe accessible in the Log View section.

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You can drag the blue bar to a different time of the day or expand or contract the bar to increase or decrease the amount of Log displayed in the Advanced Log View area.

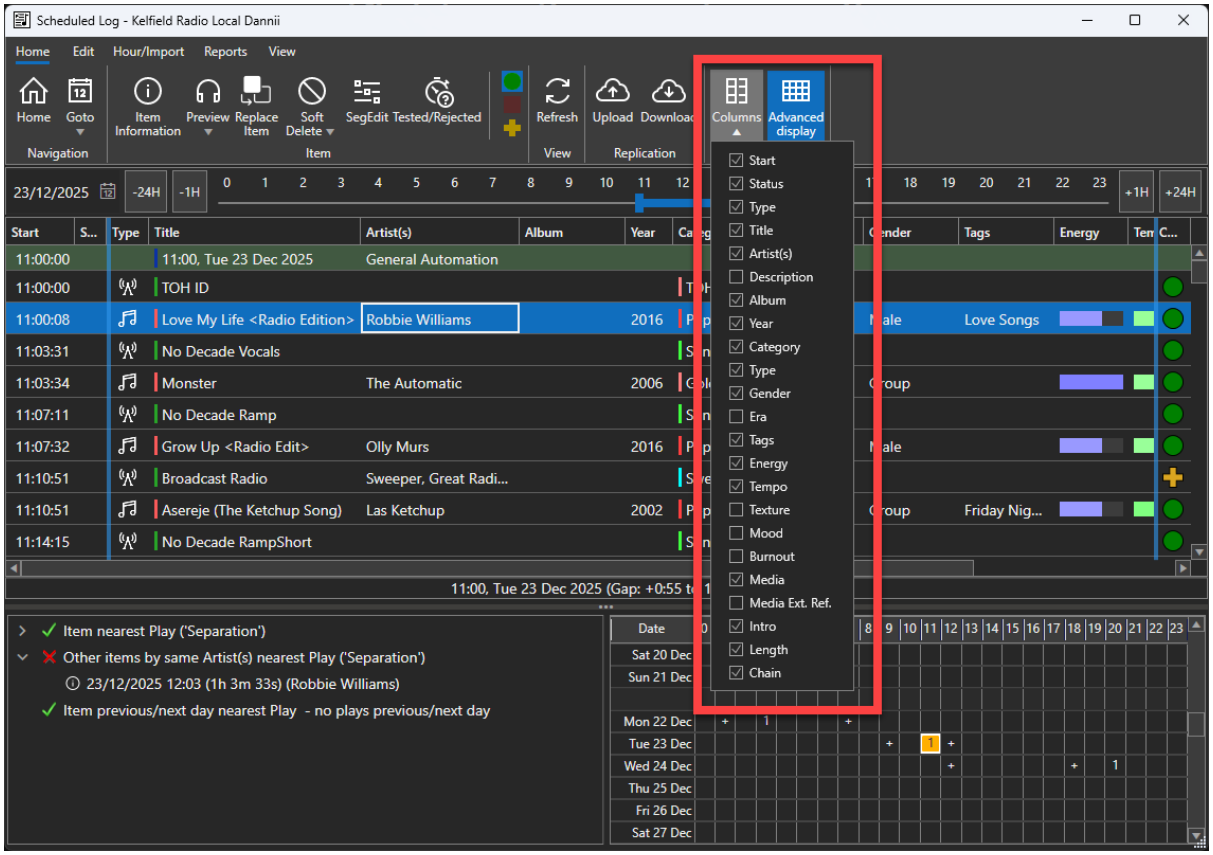
Caution – The Advanced Log View reads and displays a lot of data which can place stress on your SQL server if you expand the Selected Range too much.

D. **+24h / +1h Buttons** – You can jump forward by one hour or 24 hours using these buttons.

Adding, Ordering & Freezing Columns

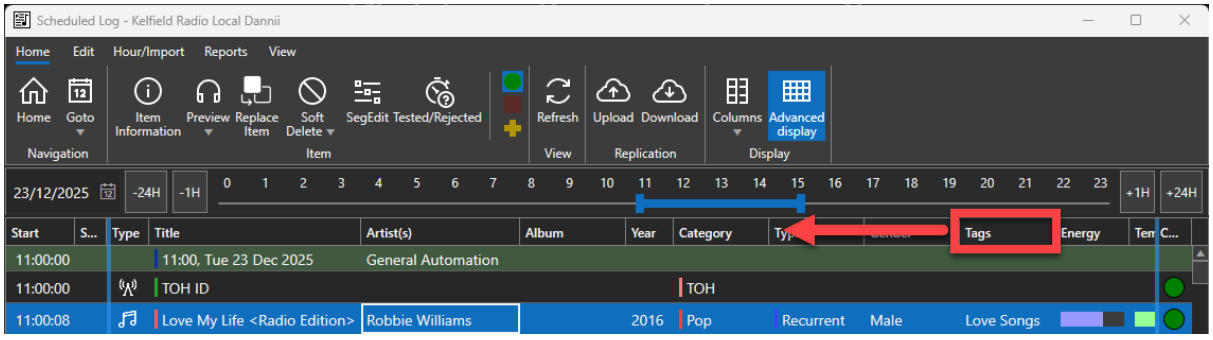
The Advanced Log View allows you to customise the information displayed by selecting the columns using the **Columns** button on the Home Tab on the ribbon.

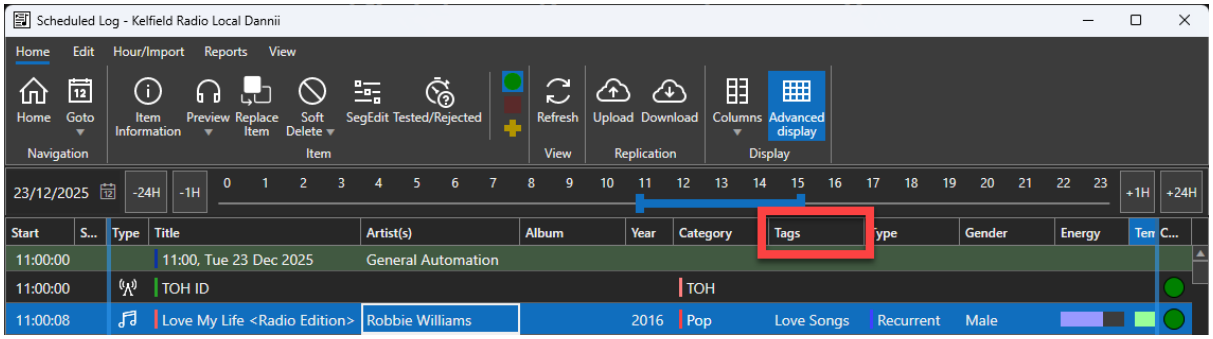
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You can use the drop-down list to select the information columns you want to display.

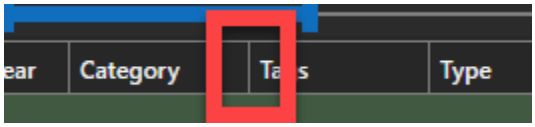
If you want to change the order of the columns, you can simply drag the column headers to the left or right.



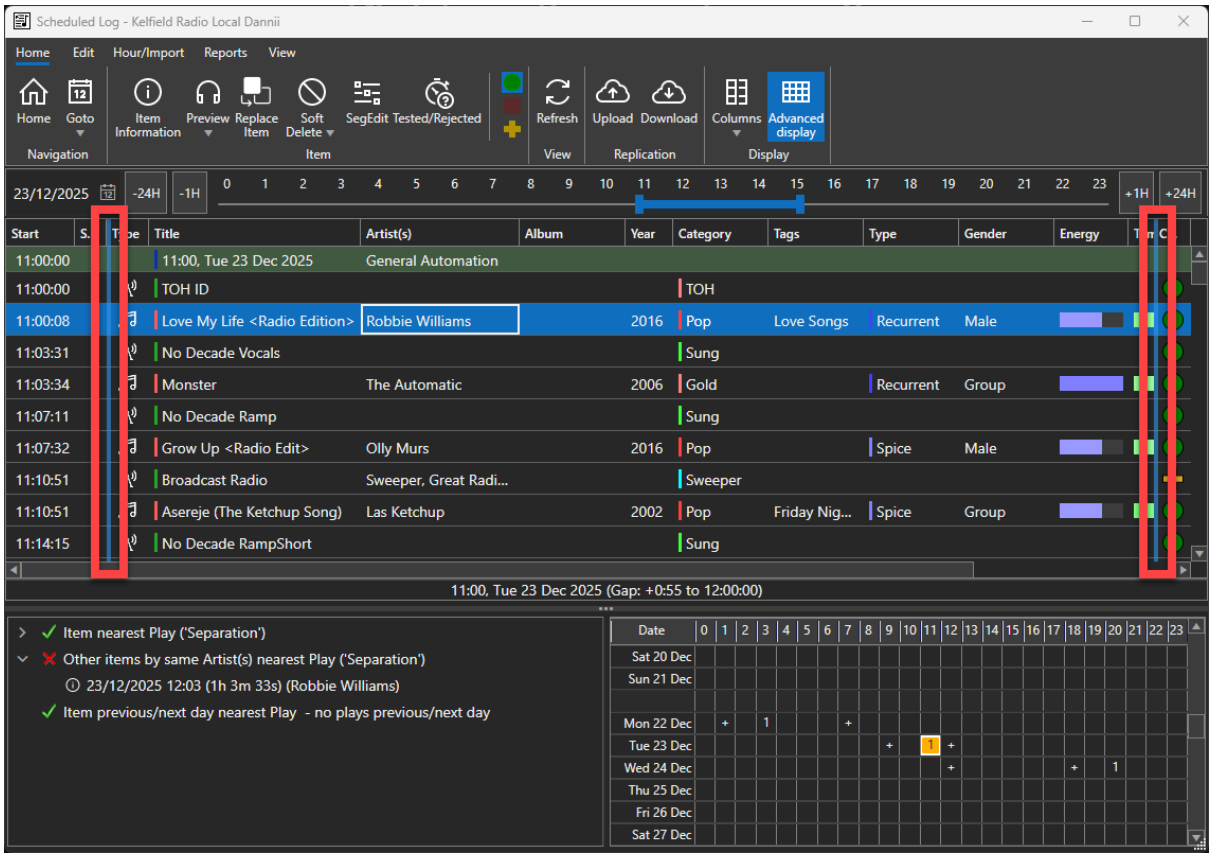


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You can also adjust column width by dragging the lines between columns to the left or right.

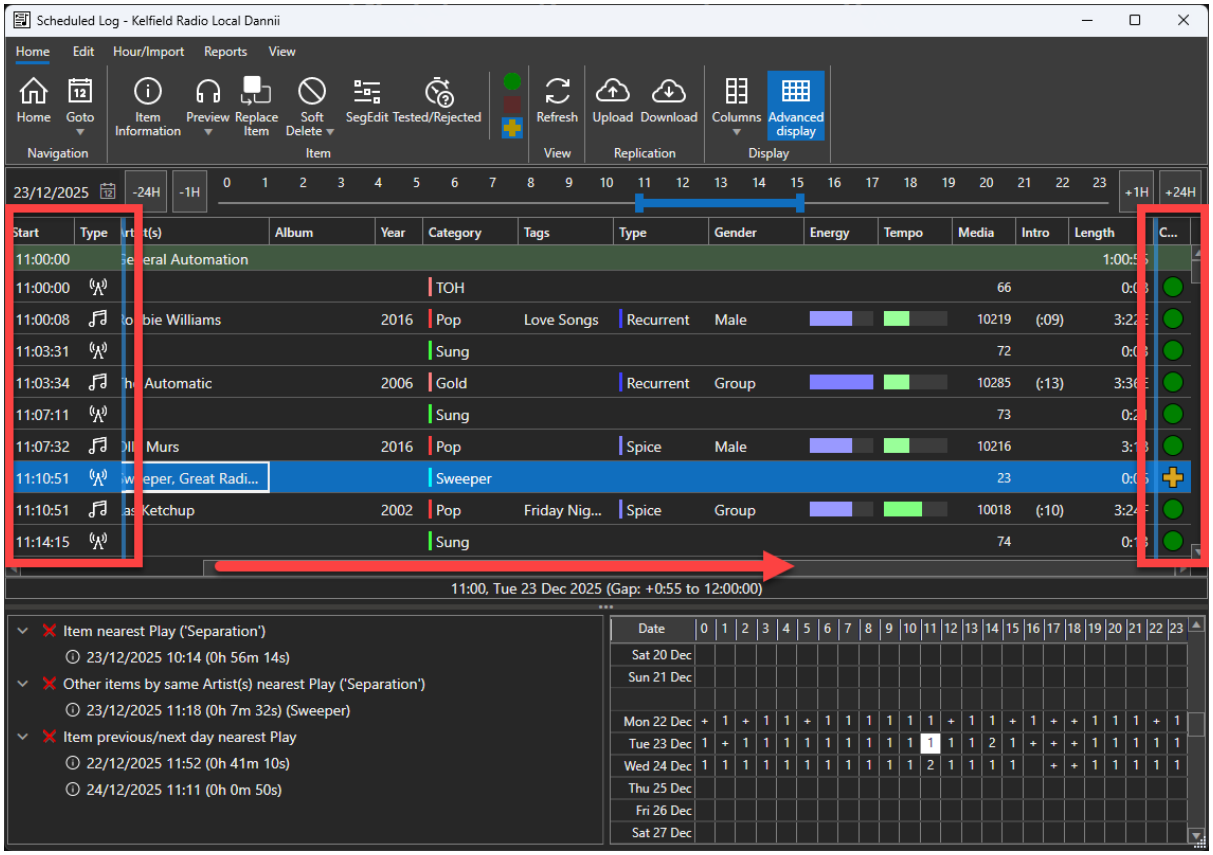


Finally, you can ‘freeze’ columns to either the left or right of the Advanced Log View window to make them visible at all times, as you scroll horizontally.



Any columns to the left or right of the blue lines highlighted above, will be ‘frozen’ and visible as you scroll horizontally across the other visible columns.

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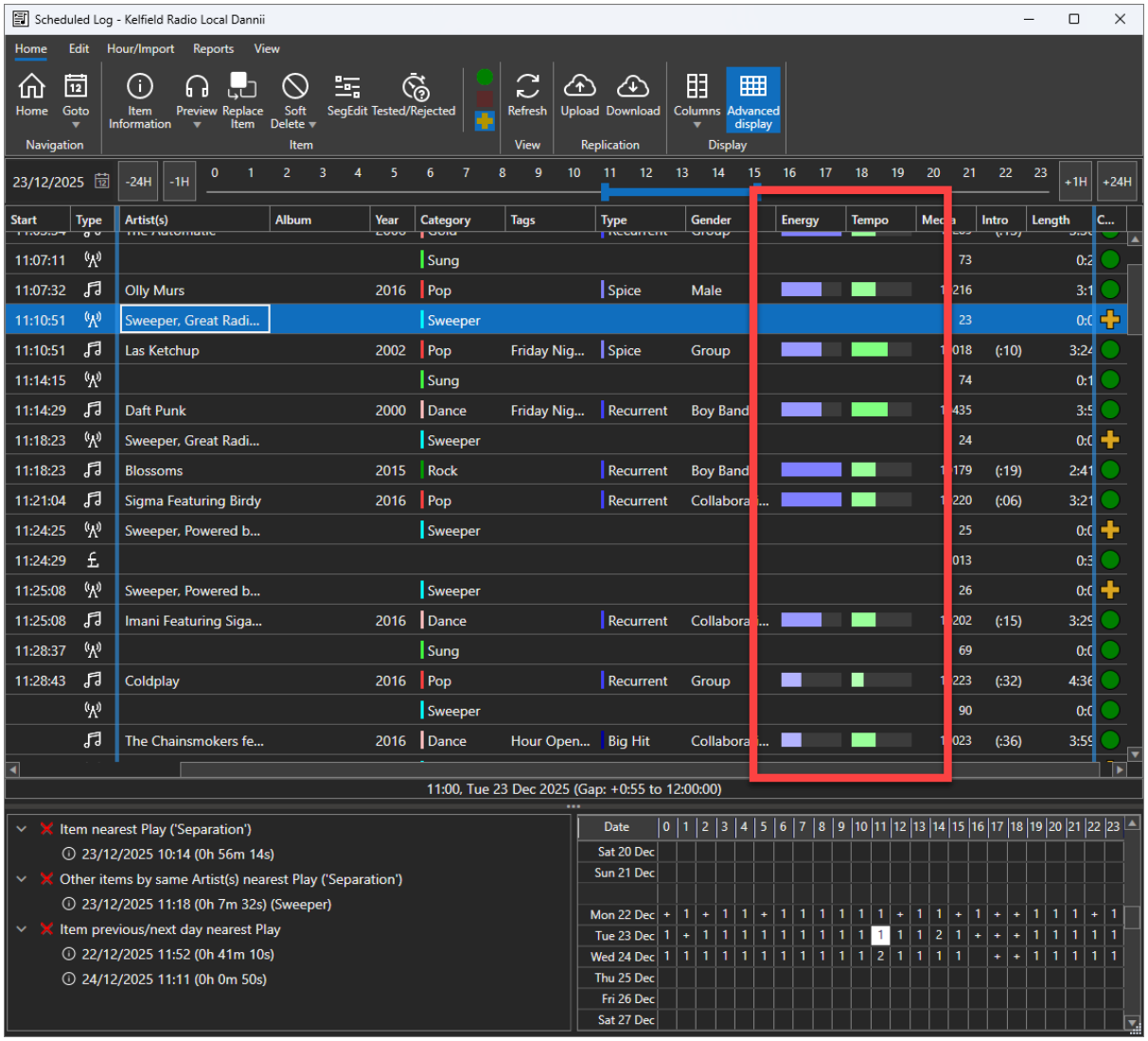
In the example above, the **Start Time & Type** columns are to the left of the left blue bar and the **Chain Type** column is to the right of the right blue bar. All the other columns are in the central area.

As you use the lower scroll bar to scroll left and right through the columns, the Start Time, Type and Chain columns will remain visible at all times.

Characteristic Graphs (Energy, Tempo etc)

Rather than displaying Characteristics (Energy Tempo etc) as numbers, the Advanced Log View shows Characteristics as simple bar charts, making it much easier to view the 'flow' of Characteristics through an hour.

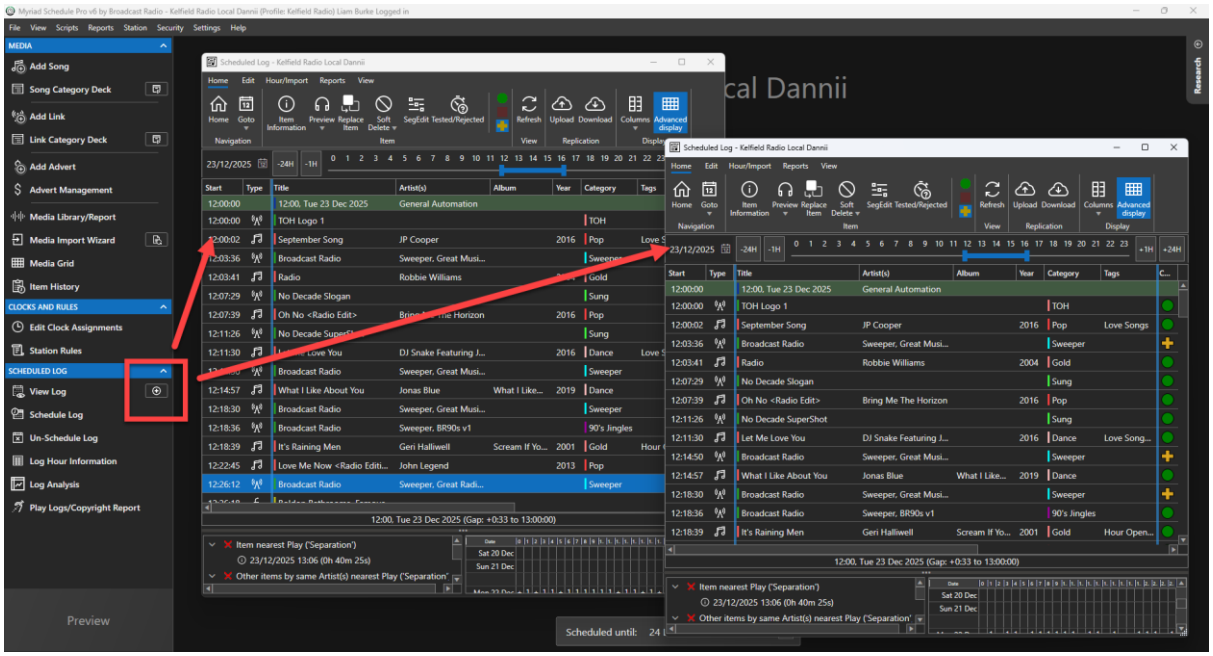
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Opening Multiple Log View Windows

If you want to open multiple Log View windows to compare times in the Log or even compare the Log for different stations, you can use the **New View Log** button to open multiple windows.

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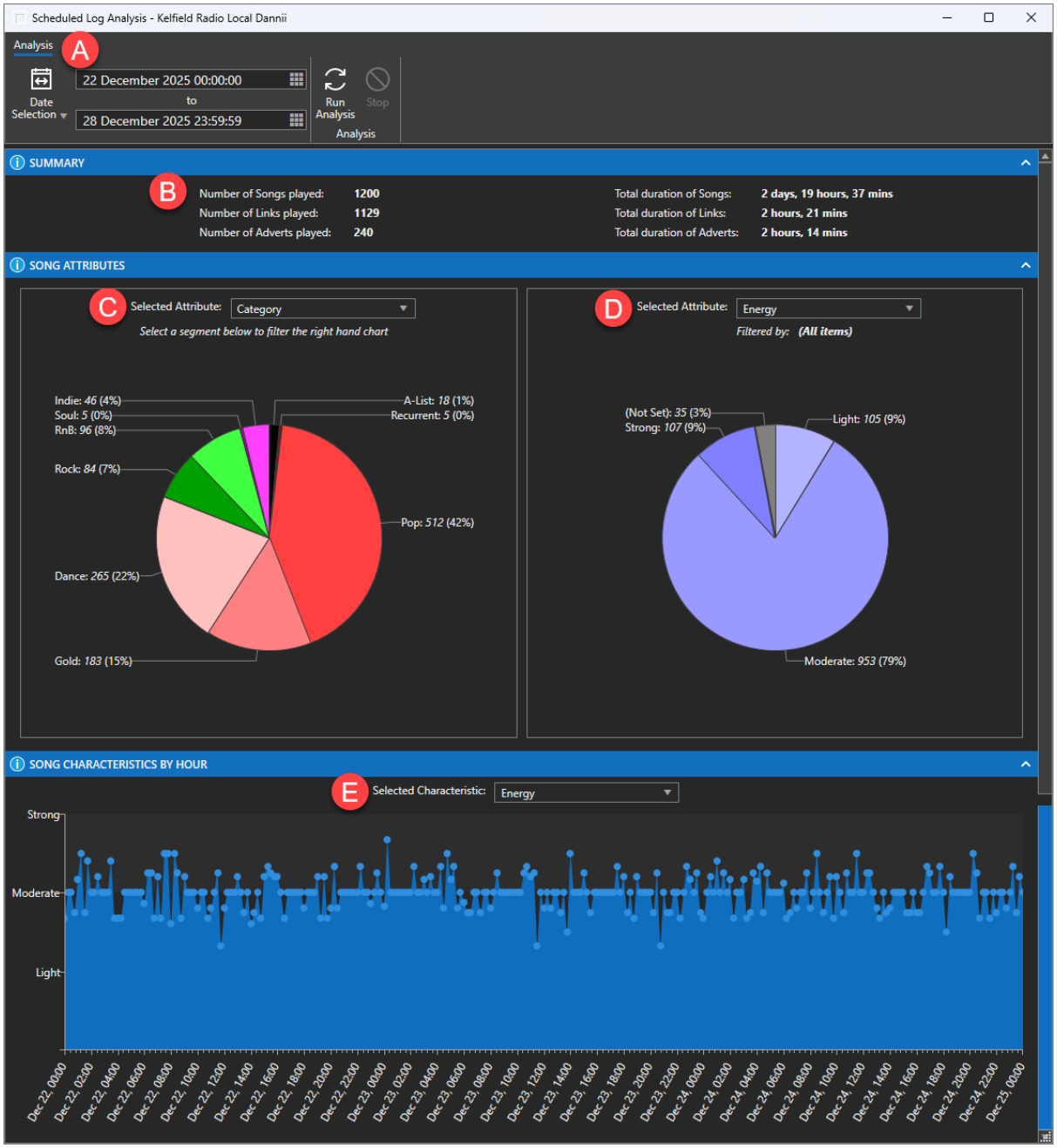


Log Analysis (Myriad Schedule Pro Only)

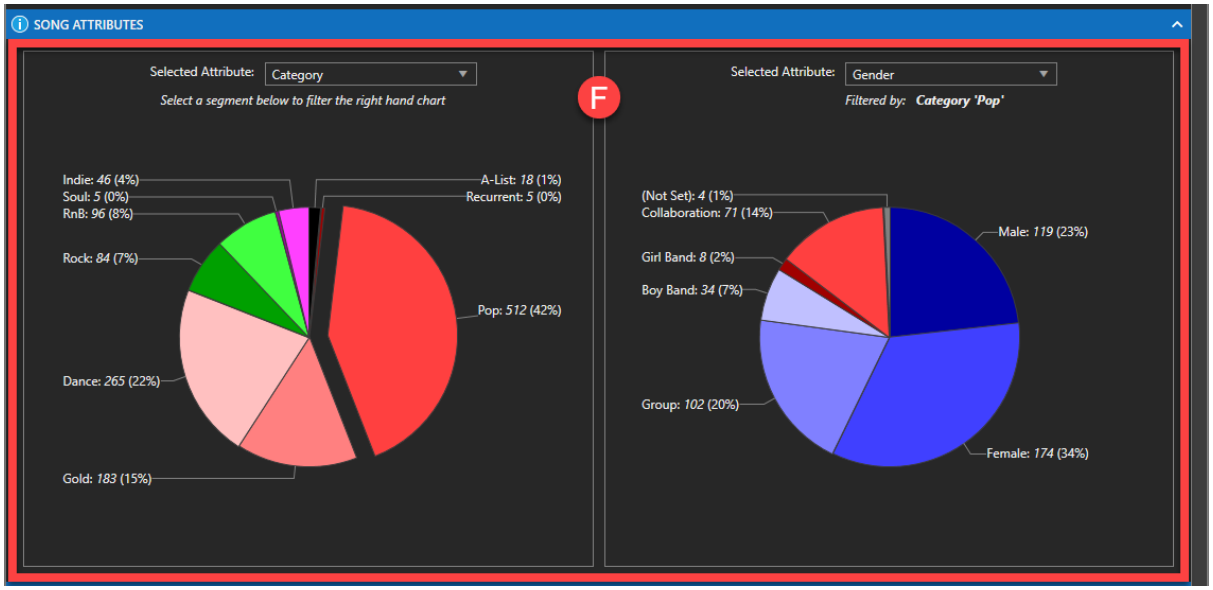
The Log Analysis tool allows you to examine and compare information over a selected period for the content scheduled in the Log.

For example, if you want to know how your Gender Attribute breaks down in your Pop Category for the Scheduled Log for the past week, you can easily access that information from the Log Analysis tool.

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A. Date / Time Range
B. Summary Information
C. Primary Song Attribute
D. Secondary Song Attribute
E. Song Characteristic By Hour
F. Combining Primary & Secondary Song Attributes

Date / Time Range

Set the date and time range you are interested in analysing.

Summary Information

This section provides a top-level summary for the selected Date / Time range.

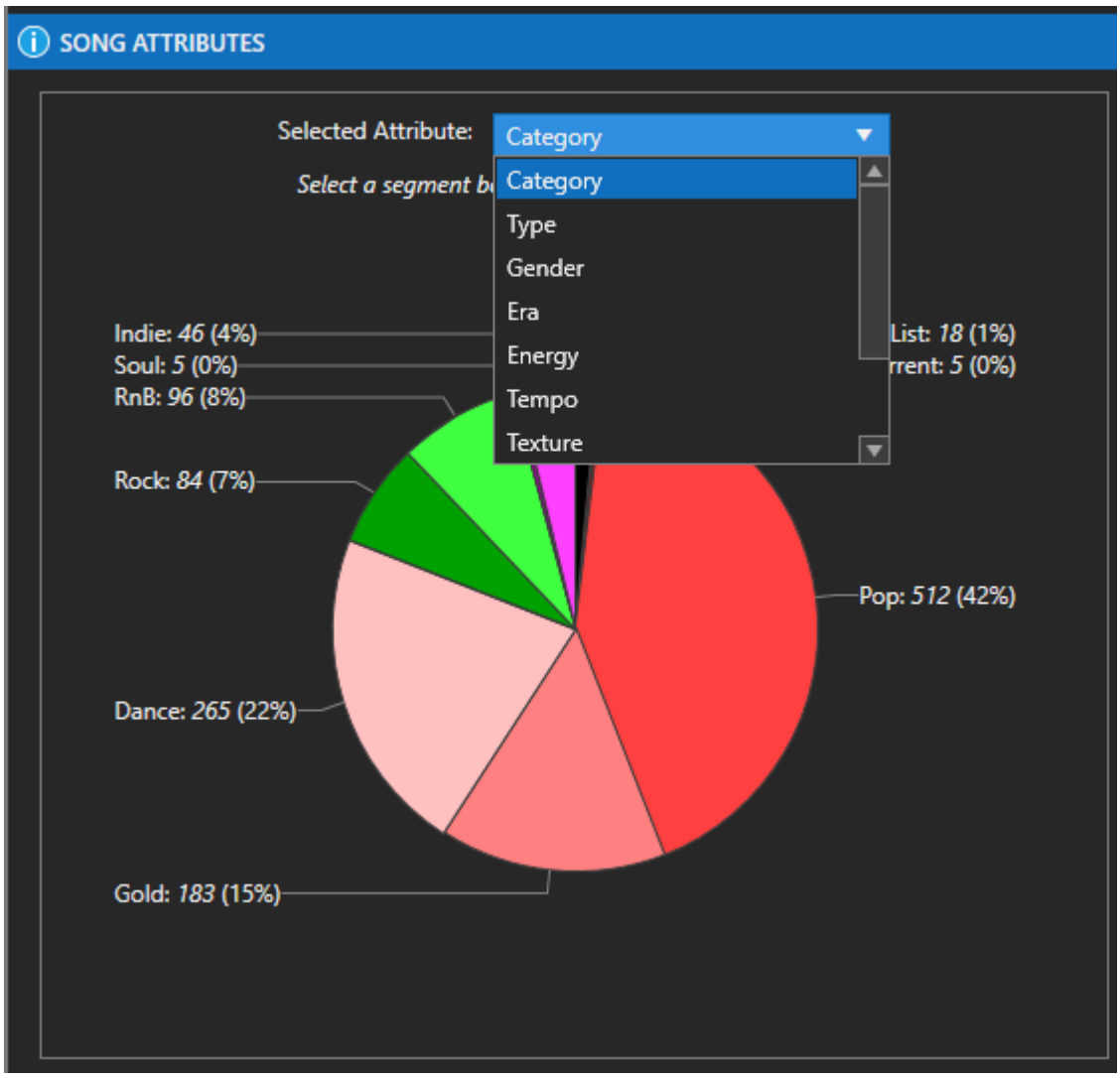
The information includes:

- Number of Songs played.
- Number of Links played.
- Number of Adverts played.
- Total duration of Songs played.
- Total duration of Links played.
- Total duration of Adverts played.

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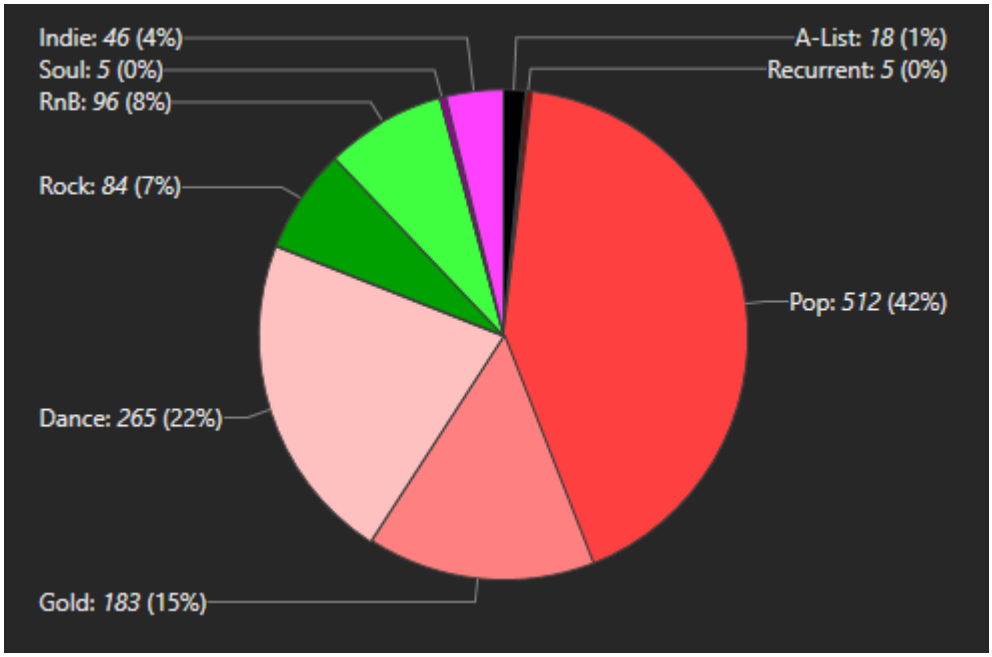
Primary Song Attribute

Use the drop-down list to select a primary Attribute.



The breakdown of the selected Attribute for the selected Date/Time range will be displayed.

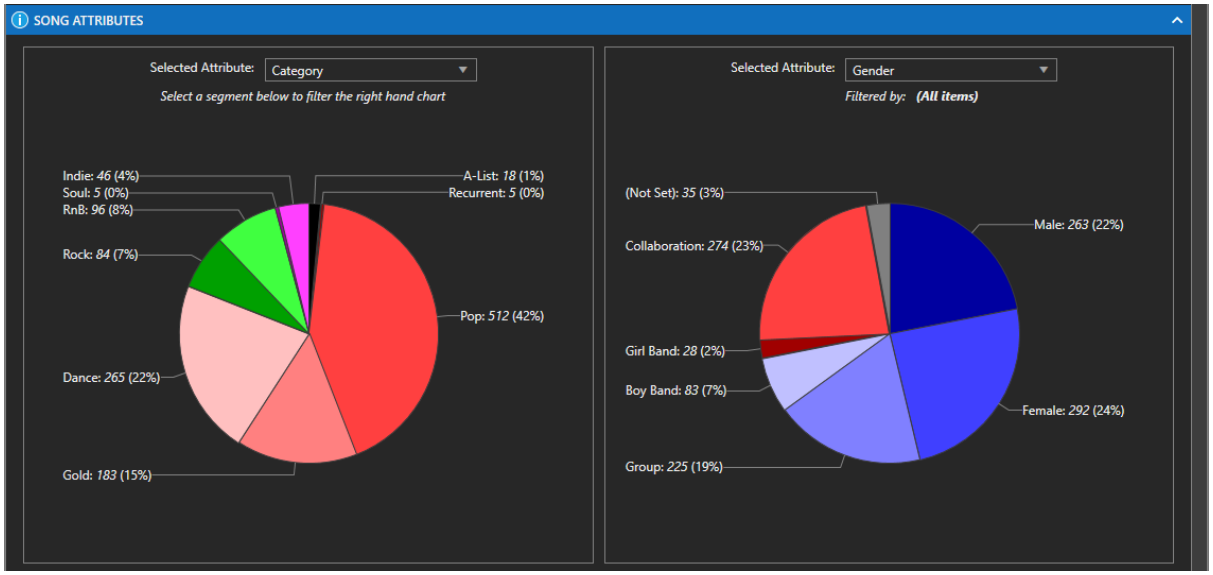
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In the example above, the Date/Time range is 22nd to 28th of December 2025 and the Primary Attribute is set to Category, so the pie-chart shows the percentage breakdown of Song Categories for that week.

Secondary Song Attribute

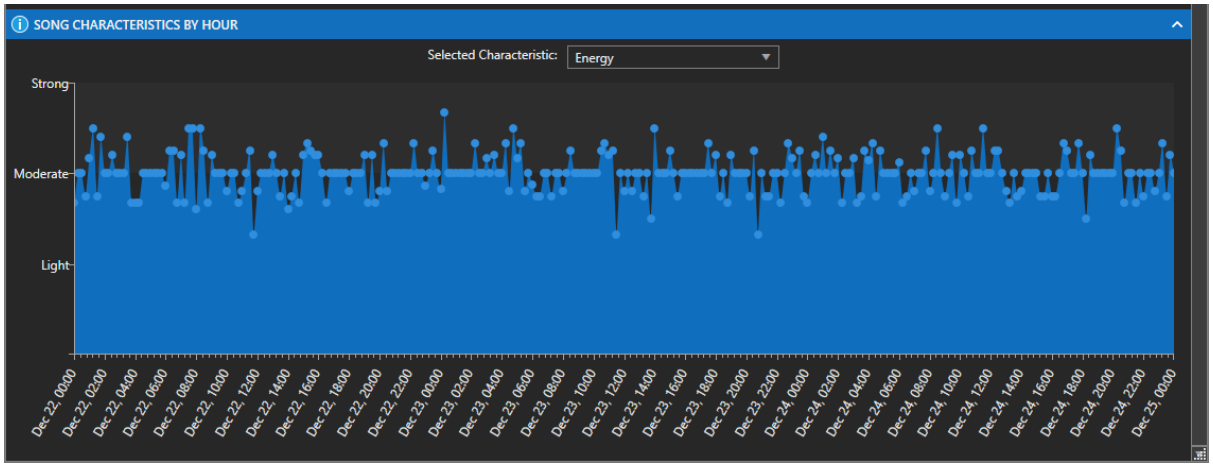
You can also select a secondary Song Attribute using the drop-down list. This will show a breakdown of the selected Attribute for the selected Date/Time range.



Song Characteristic By Hour

Use the Characteristic drop-down to select the Characteristic you are interested in. The graph will show the average Characteristic Level per hour (average is calculated over 15 minute windows) for the selected Date/Time range.

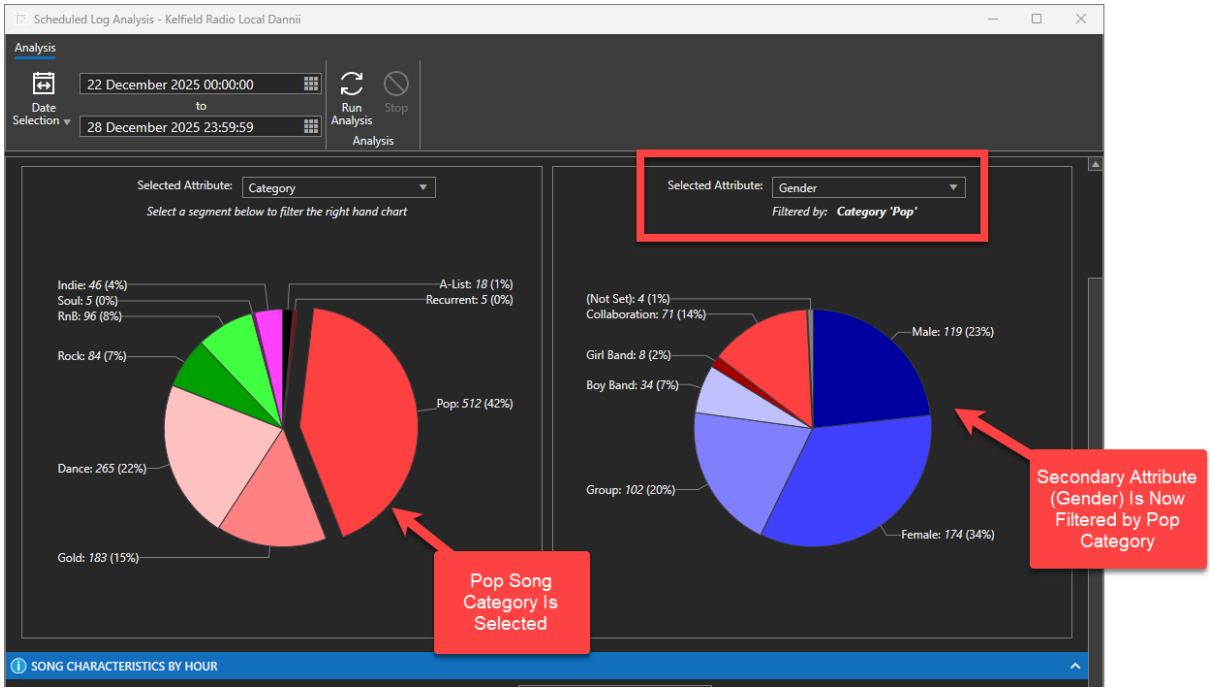
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In the example above, the average Energy is displayed across the selected period.

Combining Primary & Secondary Song Attributes

Typically, the Primary and Secondary Song Attributes show a breakdown of the Attribute over the selected Date/Time range, but you can also select a specific element from the Primary Attribute and the Secondary Attribute will be filtered by that.



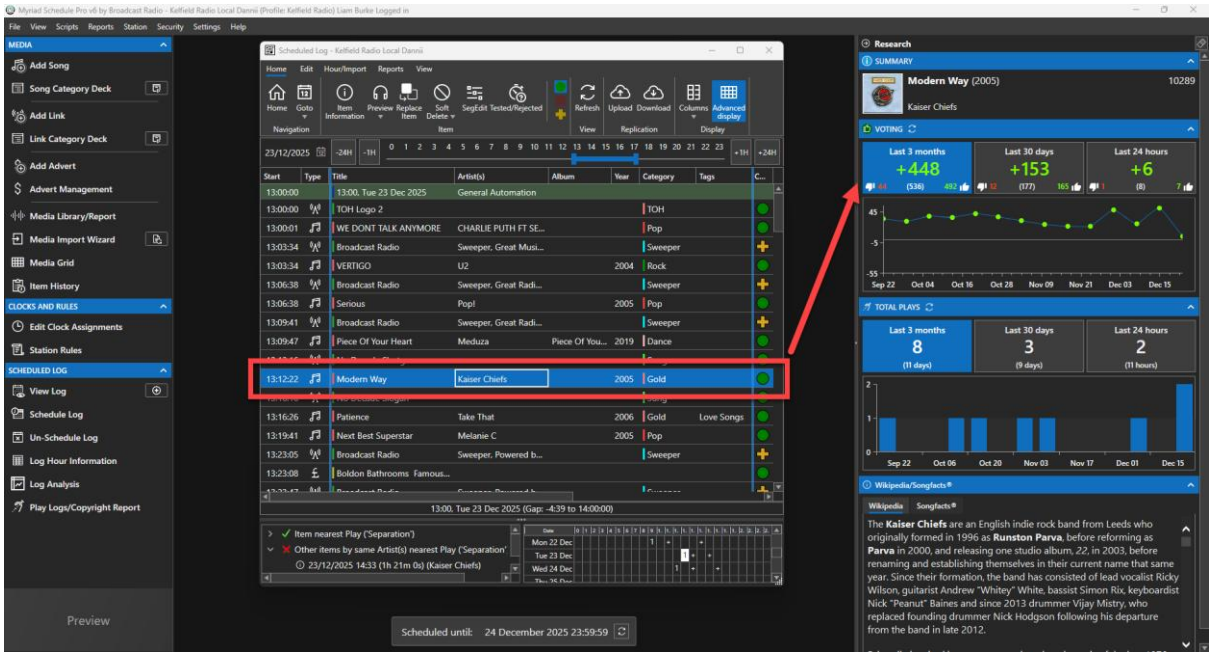
In the example above, the Pop Category has been selected by clicking on it. The Secondary Attribute (Gender in this case) is then filtered by the selected Primary Attribute (Pop in this case).

The Secondary Attribute is no showing the breakdown of Gender within the Pop Category for the selected Date/Time range.

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Research Pane (Myriad Schedule Pro Only)

The Research Pane offers valuable insight into the schedule history and popularity of content (typically Songs).



The Research Pane is located to the right of the Myriad Schedule Pro window and can be expanded at any time.



Once expanded, the Research Pane will display information on the most recently selected Song, Link or other audio item.

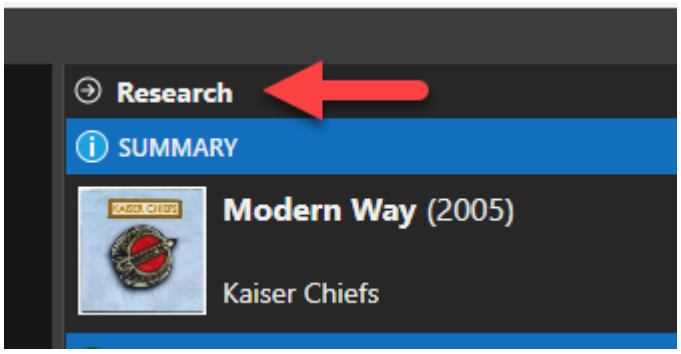
In the example above, the Kaiser Chiefs has been selected in the Advanced Log View window and the Research Pane has automatically populated with the relevant information. Whilst the Log View was used to select the Song in this example, you can select Songs and Links virtually anywhere in Myriad Schedule Pro including:

- Log View
- Library / Mass Changer
- Deck Viewers
- MediaWall
- Item Histories etc

Expanding, Collapsing & View Options

To collapse the Research Pane, click on the small arrow  in the top left of the pane.

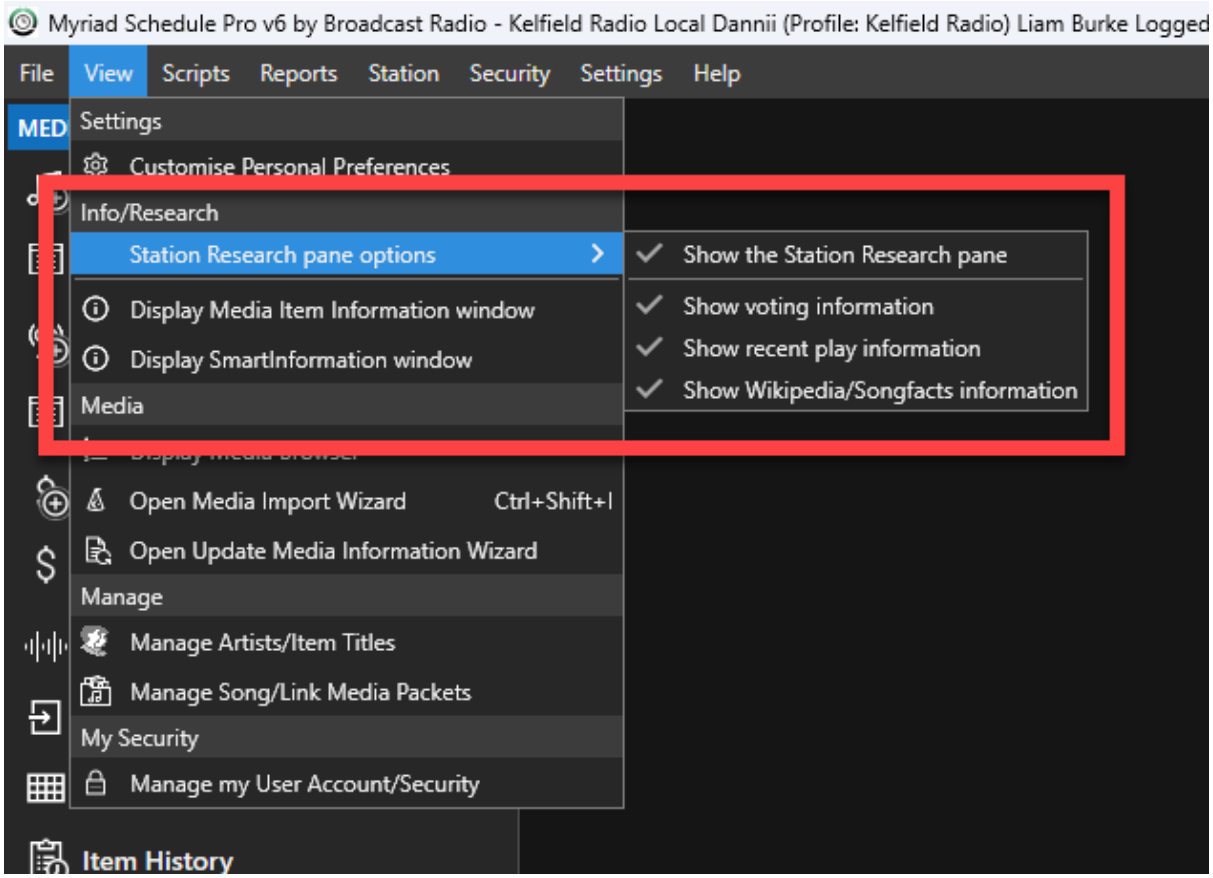
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To expand the Research Pane, click on the arrow  in the top right of the application.



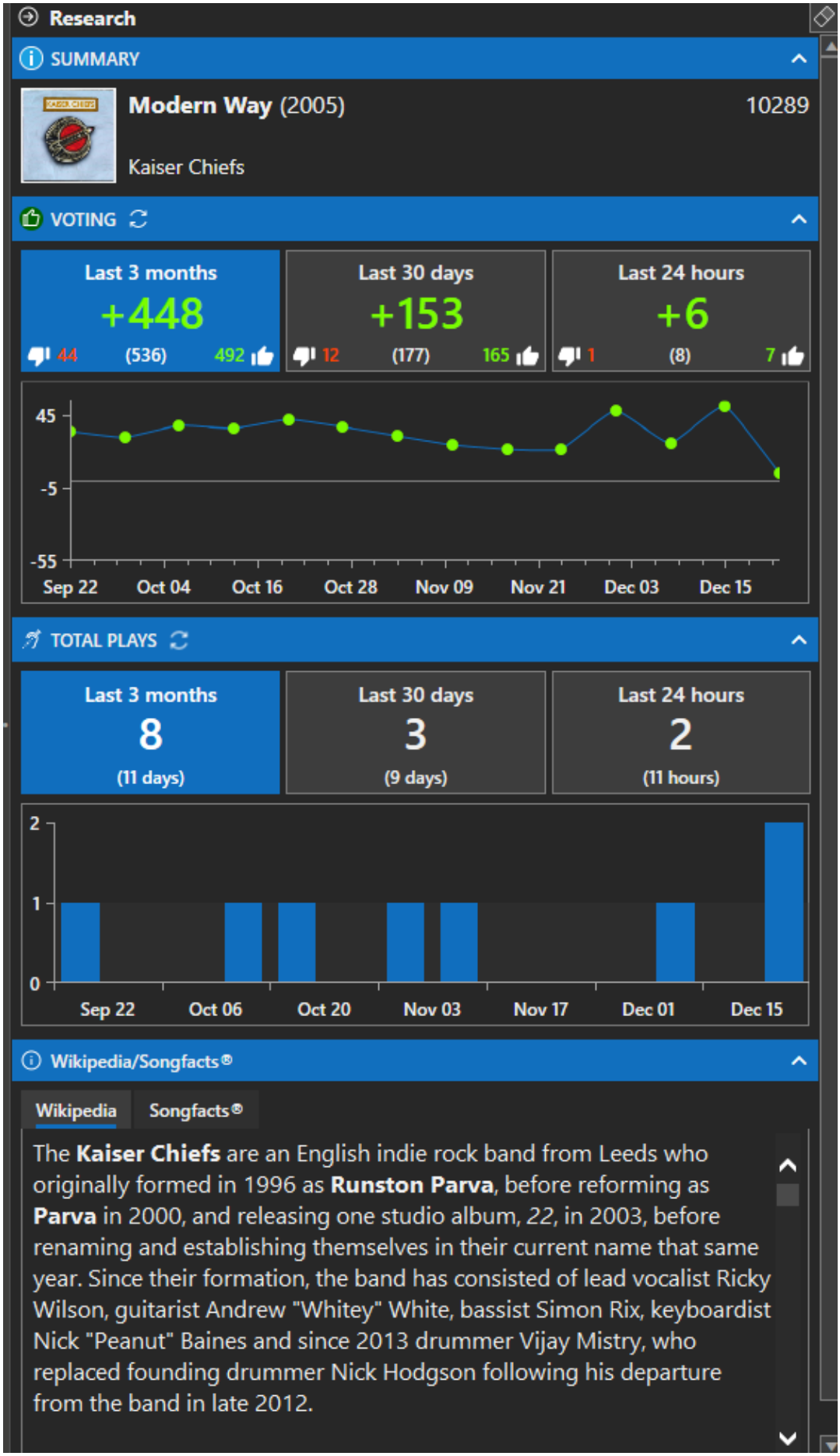
You can also disable the Research Pane and set which information options to display using the **View Menu > Station Research Pane Options**.



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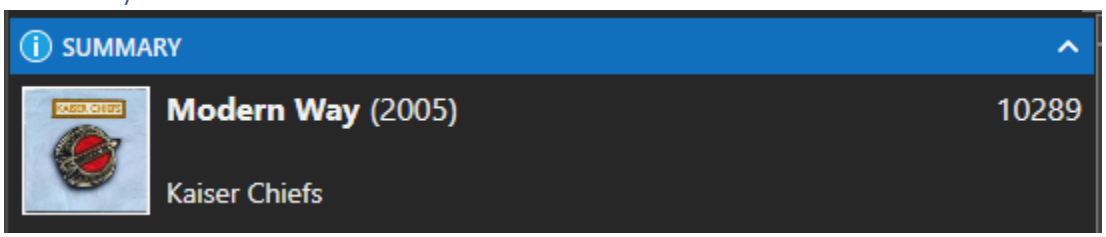
The Research Pane is broken down into four sections.

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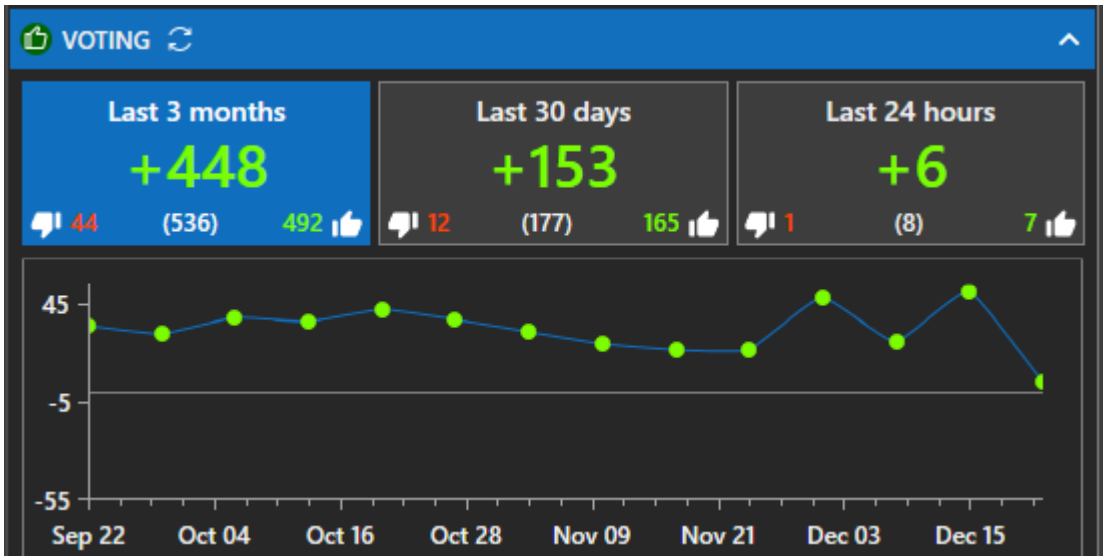
Summary information



The Summary section provide basic information such as Title, Artists, Year, Album Art and Media ID.

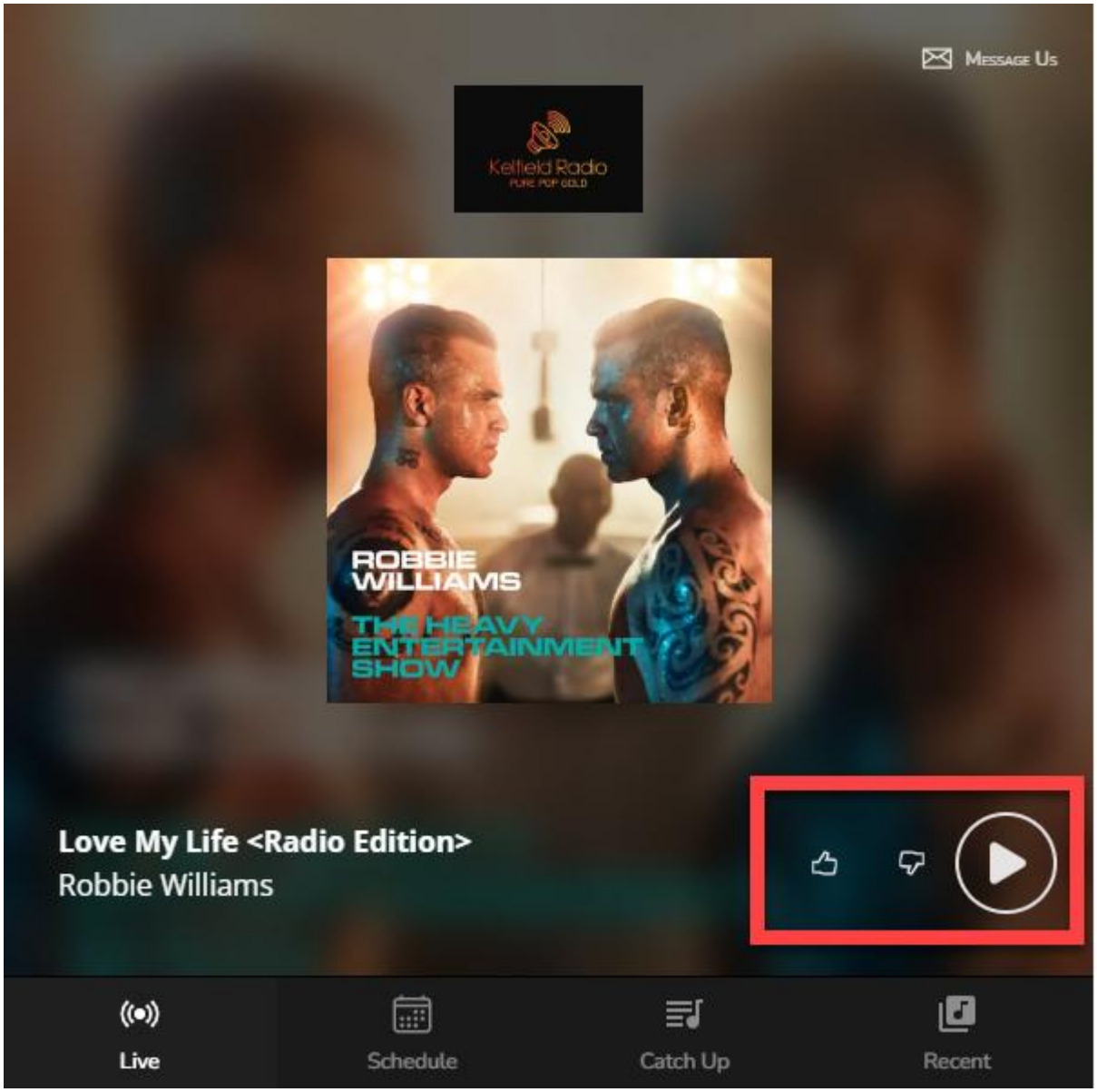
Voting

The voting section shows real-time voting information gathered from the player on your Broadcast Radio powered website or 3rd party website using our Voting API.



Stations that use Broadcast Radio for their streaming, have access the BR Web Player which includes the option to allow listeners to give a ‘thumbs up’ or ‘thumbs down’ to the currently playing Song.

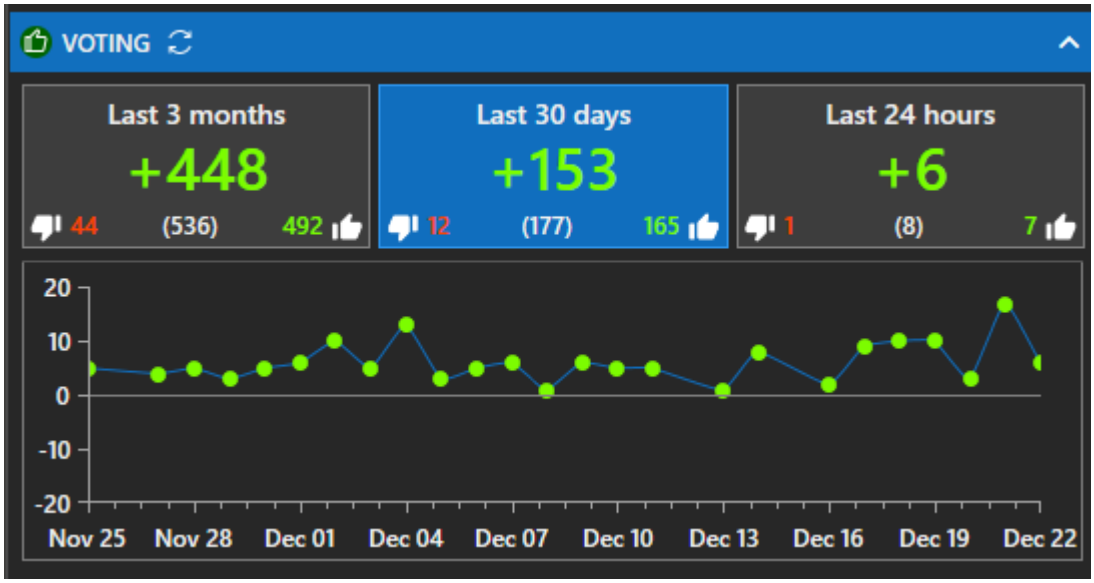
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This information is collated and stored within the Broadcast.Radio platform and accessed by Myriad Schedule Pro to populate the voting section on the Research Pane.

The Voting section the total positive and negative votes over the past three months, 30 days and 24 hours. The overall score is the sum of the positive and the negative votes.

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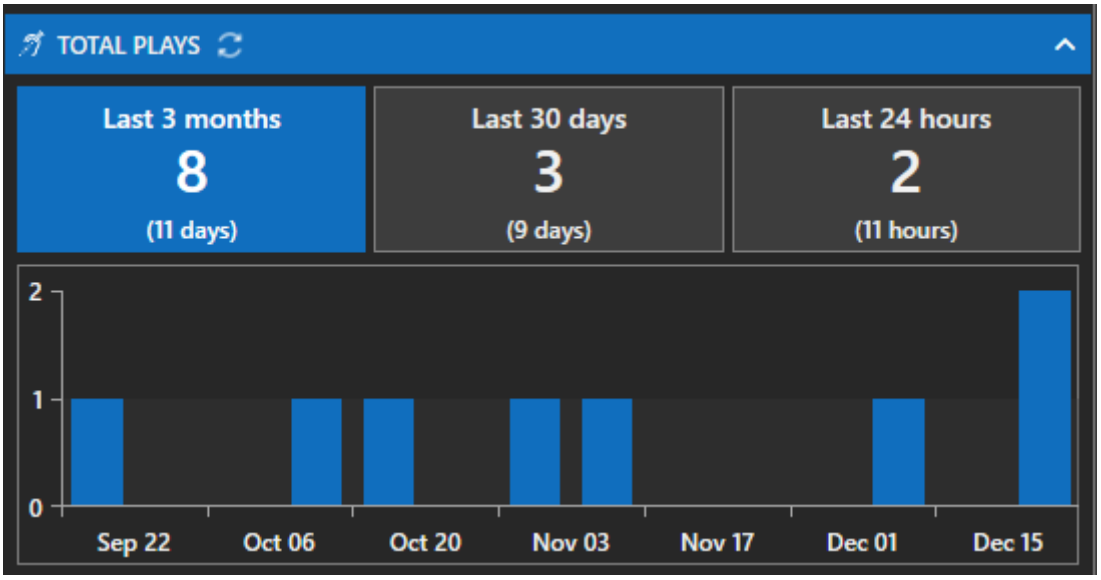


The graph shows how the votes were cast of the selected time frame. In the example above, the 30 days period is selected, and the graph shows the votes cast each day within that timeframe.

Please note that Voting is only available when a Song is selected. The Voting section is not visible for Links.

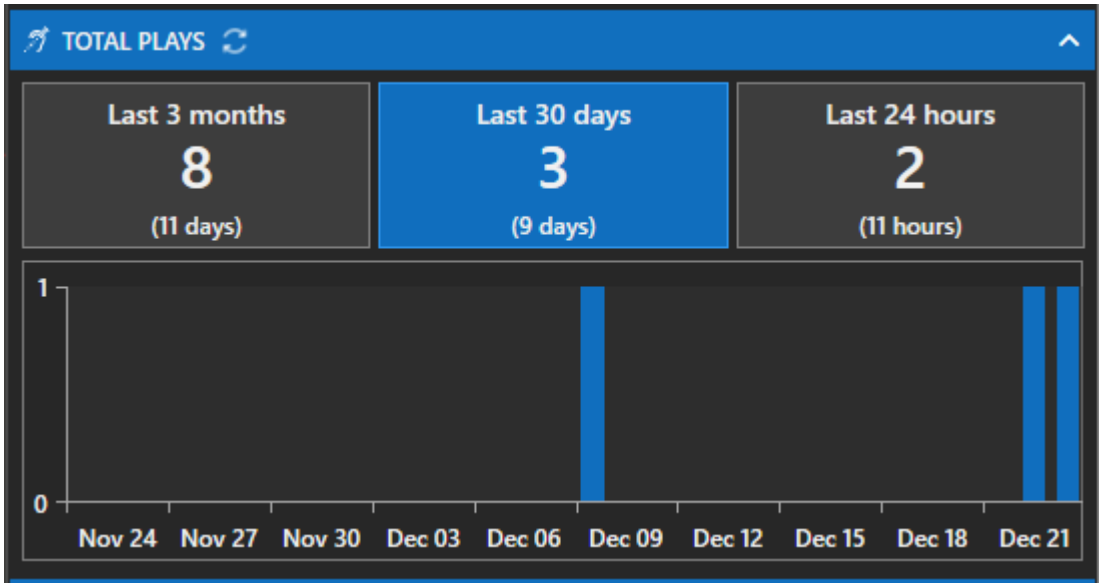
Total Plays

The Total Plays section shows you a summary of when and how often the selected item has been played over the past three months, 30 days and 24 hours.



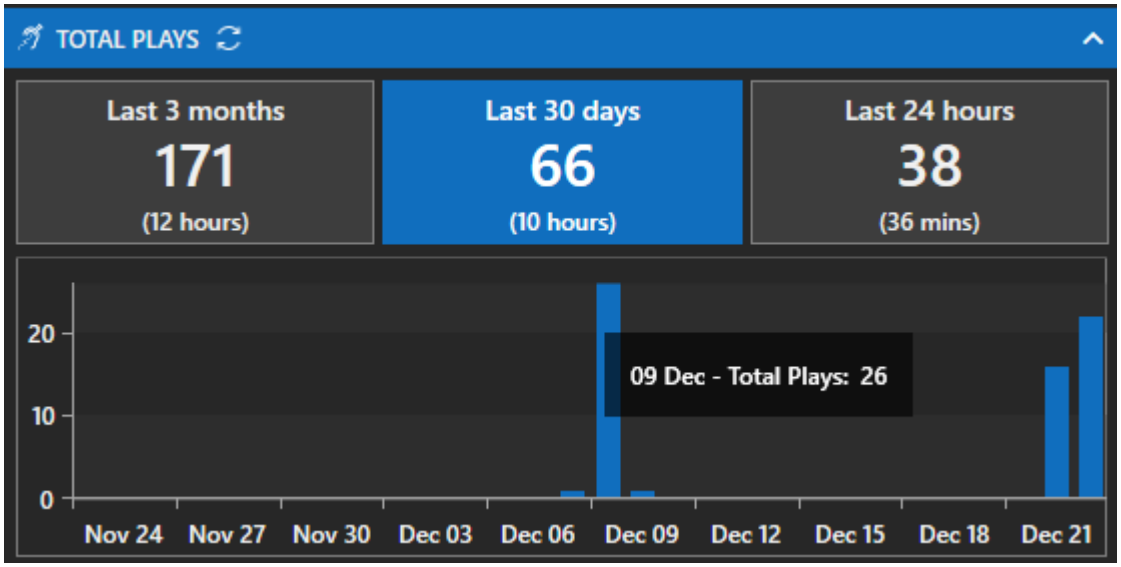
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As with the Voting section, you can choose the time frame by clicking on the relevent button.



In the example above, we can see they item was played 3 times in the past 30 days and the graph shows the number of plays for each day.

If we look at the Total Plays for a Link (Jingle), we can see how it looks when an item is played multiple times in a day/hour.



Wikipedia / Songfacts™

The final section displays the Wikipedia and Songfacts (optional) information for the selected Song.

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You can switch between Wikipedia and Songfacts using the tabs.

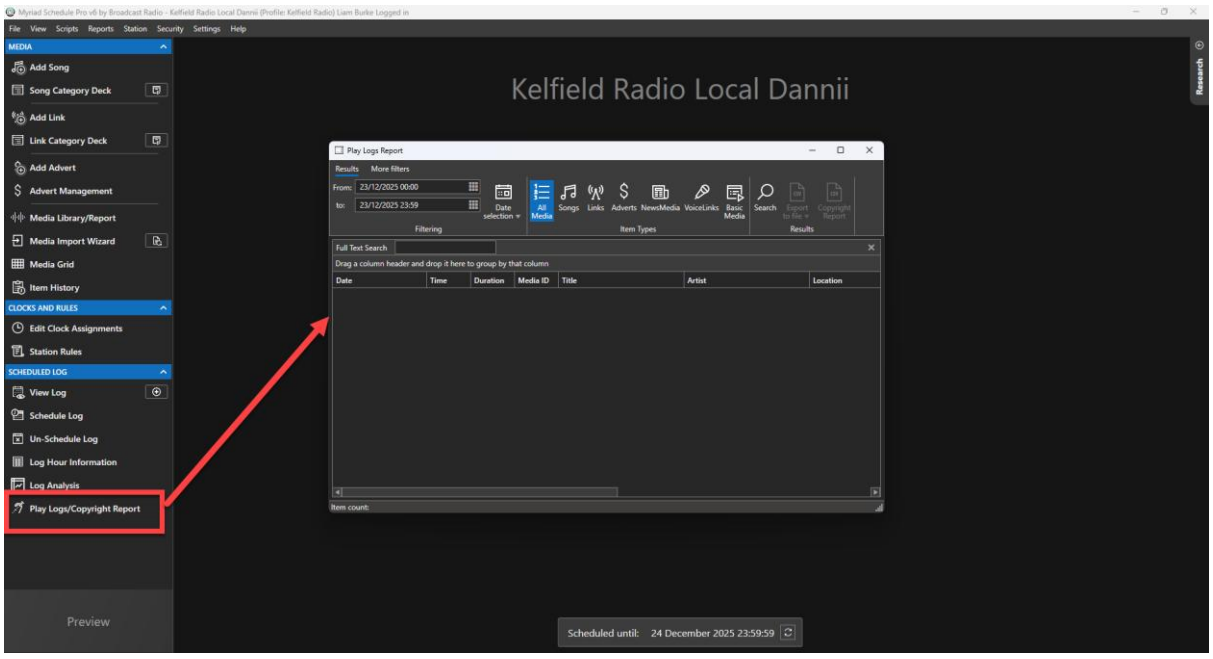
The Wokipedia / Songfacts section is only visible when a Song is selected.

Play Logs / Copyright Reports

The Play Logs / Copyright Reports option provides access to the Play Logs for Myriad Playout. This is different to the Schedule Log in that Play Logs are a list of content that was actually played by Myriad Playout.

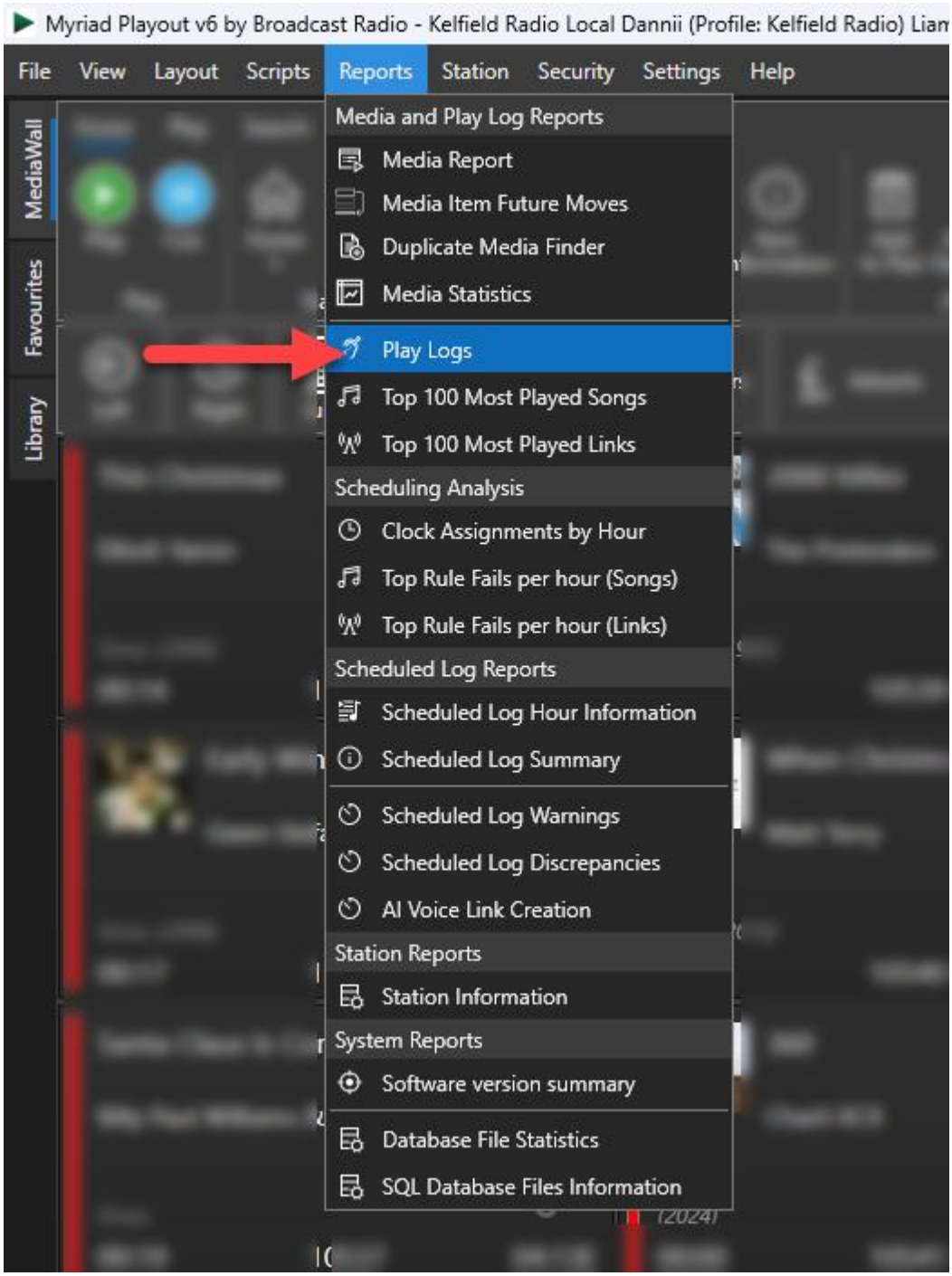
This means you can only look at historical Play Logs as obviously anything scheduled for tomorrow onwards has not been played yet!

To access the Play Logs window, click on the **Play Logs / Copyright Reports** option on the left-hand menu.



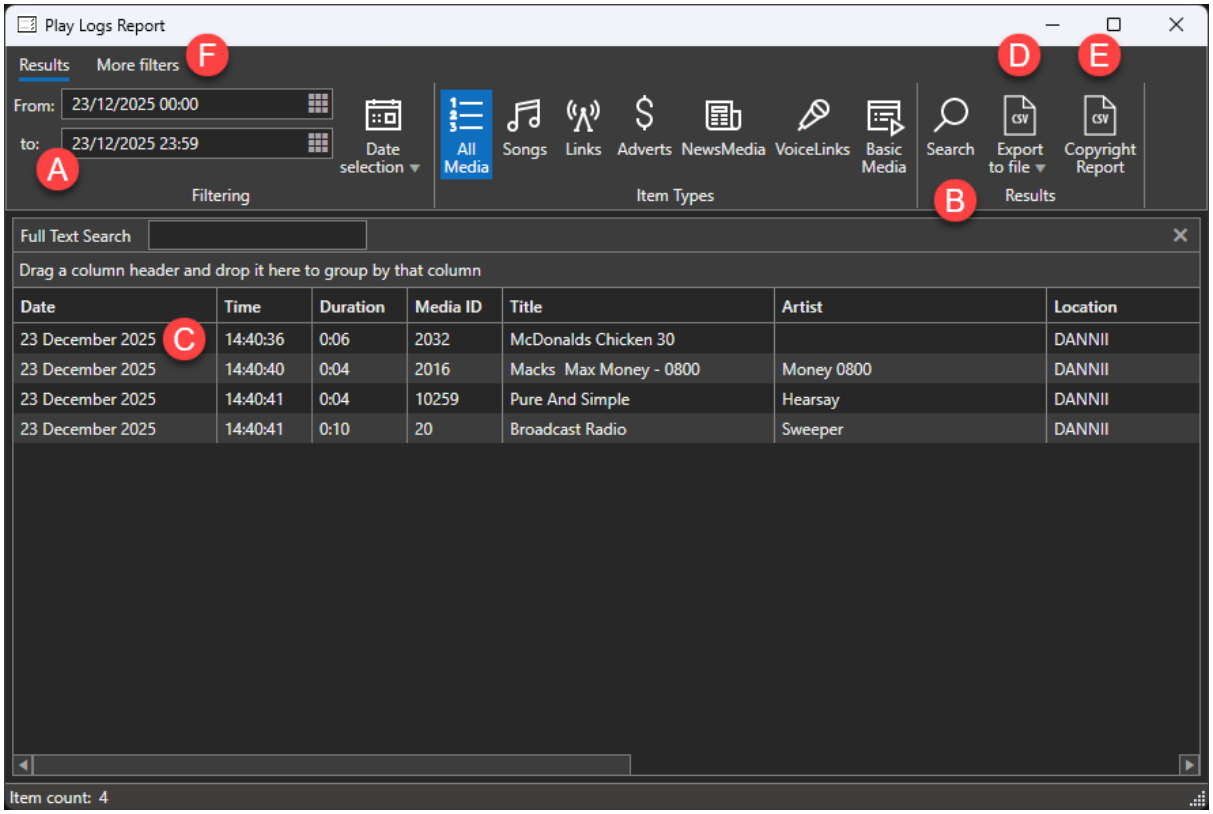
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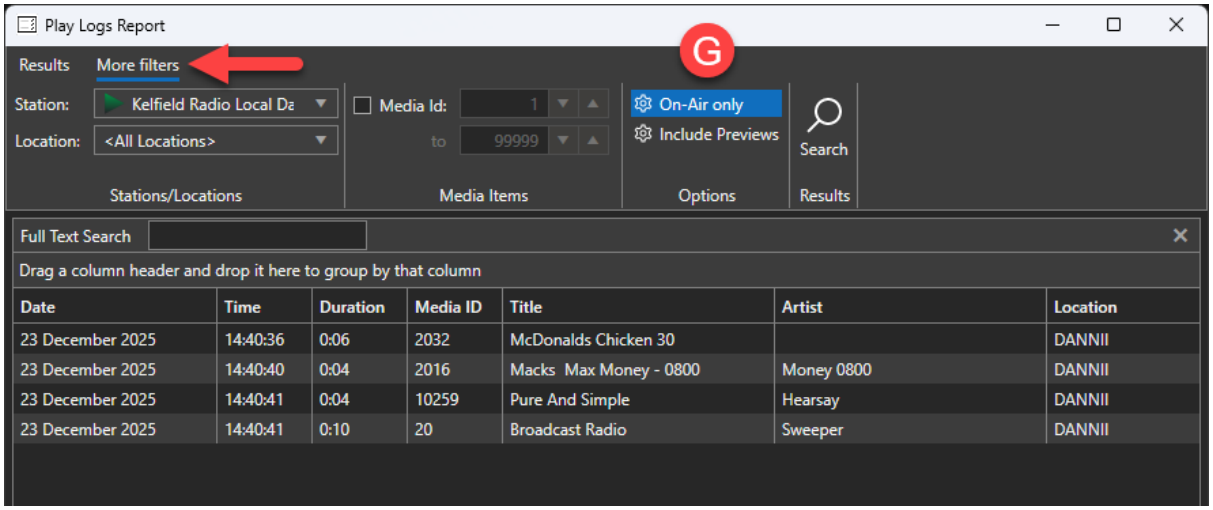
In Myriad Playout (and Myriad Schedule) you can access the Play Logs via the **Reports Menu**.



The Play Logs Report

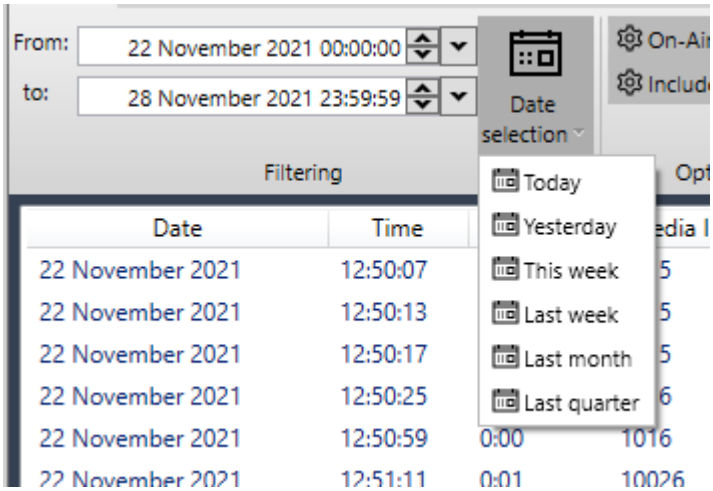
 Copyright © 2026 Broadcast Radio Ltd



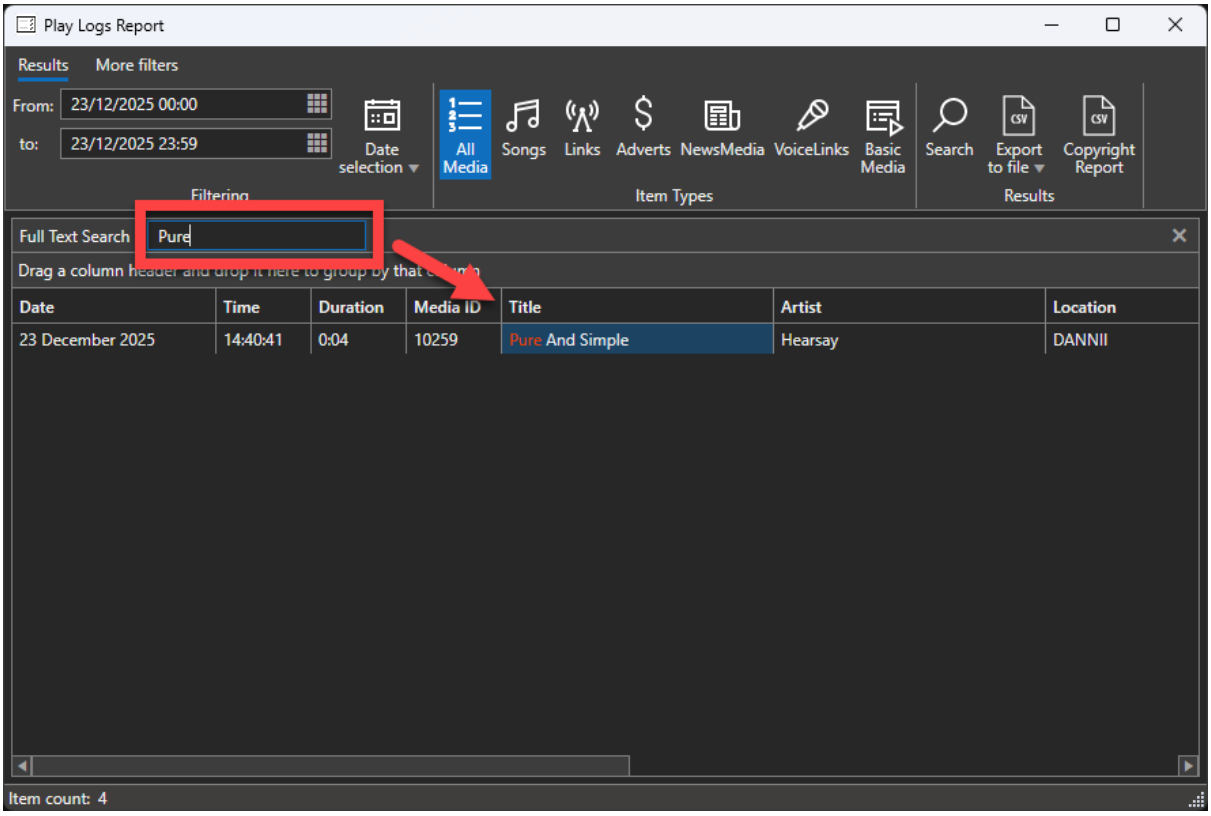


A. **Date / Time Range** – Set the date and time range you are interested in. You can use the **Date Selection** drop down to select common ranges (Today, Last Week etc).

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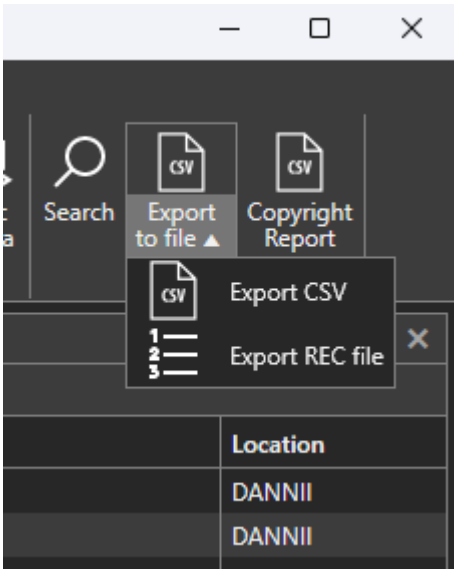
B. **Search** – Click this button to view the results.



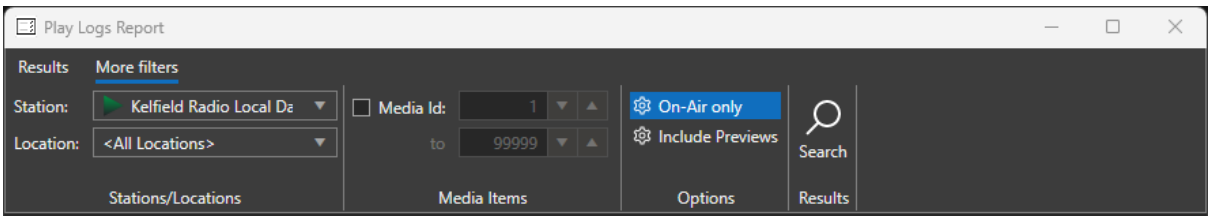
You can also type in search criteria if you are looking for something specific.

C. **Results** – The results will be listed in the main section of the window.
D. **Export To File** – You can export the Results to either a CSV file (for loading into Excel) or a REC file which can be used by supported 3rd party Advert Scheduling systems. Select the option you want and enter the location and file name to save to.

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E. **Copyright Report** – Clicking this option opens the Copyright Report window (see below for more details).
F. **More Filters** – This tab offers more detailed criteria for your Play Log Report.



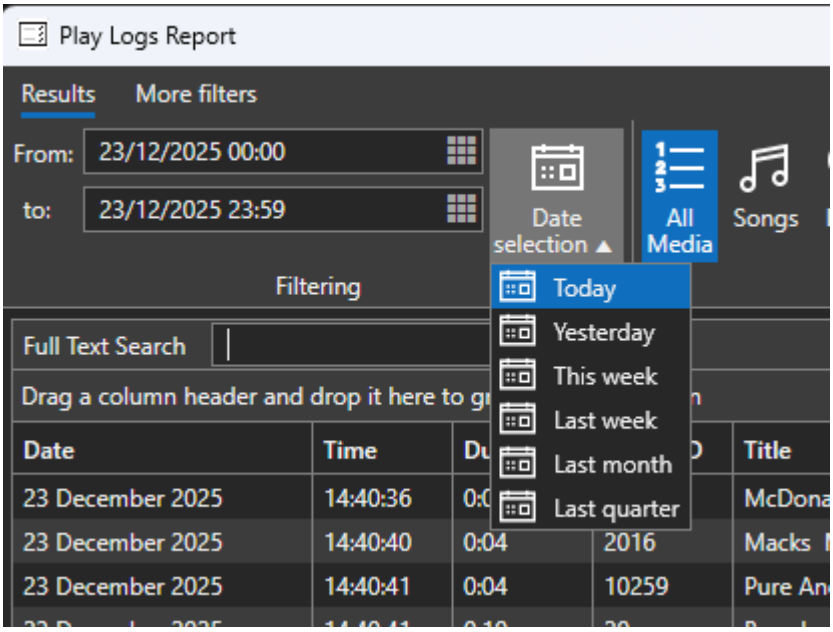
G. **Option (on More Filters tab)** – Select whether to limit to the results to only list item that were played by the workstation that was 'On Air'. Selecting this option will provide a list of content that was played 'on air' even if the on air workstation changed during the date / time range. You can also set whether to include content that was played in 'preview' mode in the Play Log report.

Copyright Reports

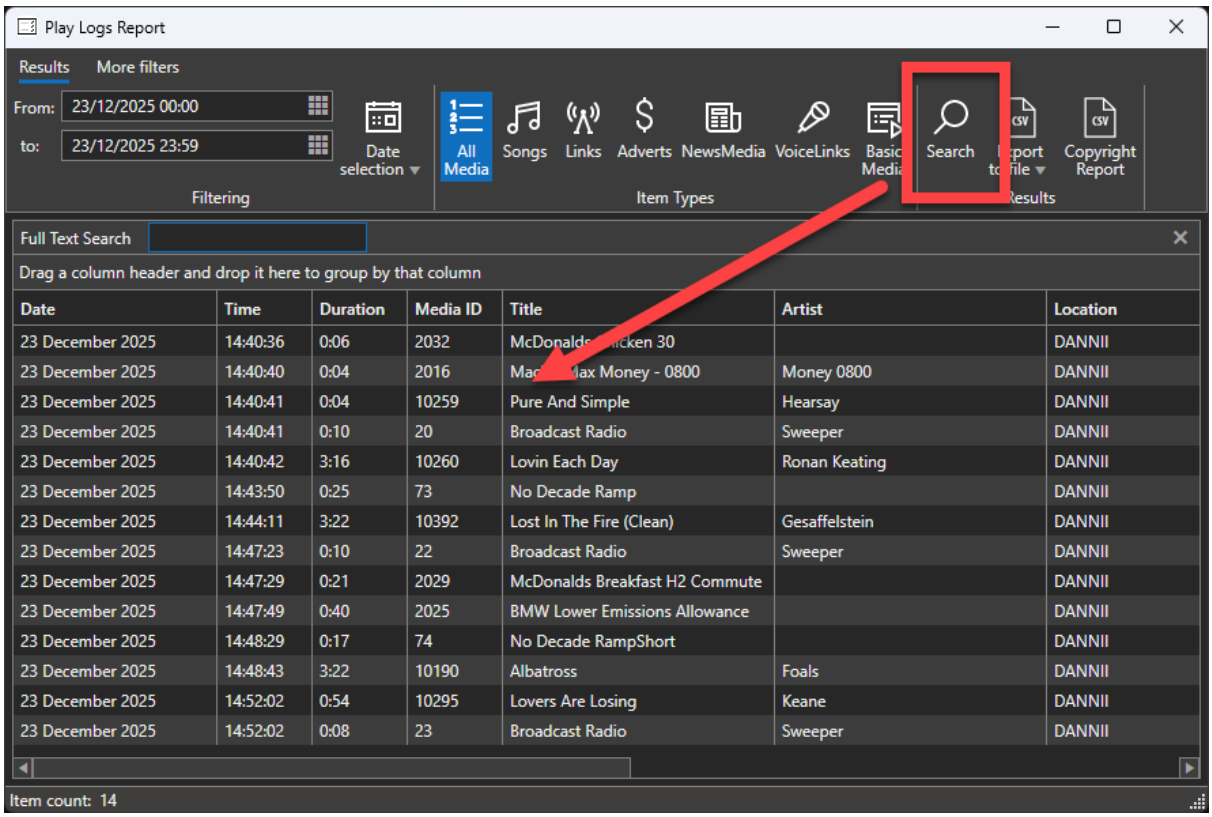
If you want to generate a copyright report for a supported copyright body, follow these steps:

1. Click on the **Play Log / Copyright Report** option on the left-hand menu.
2. Set the **Date / Time** range you are interested in.

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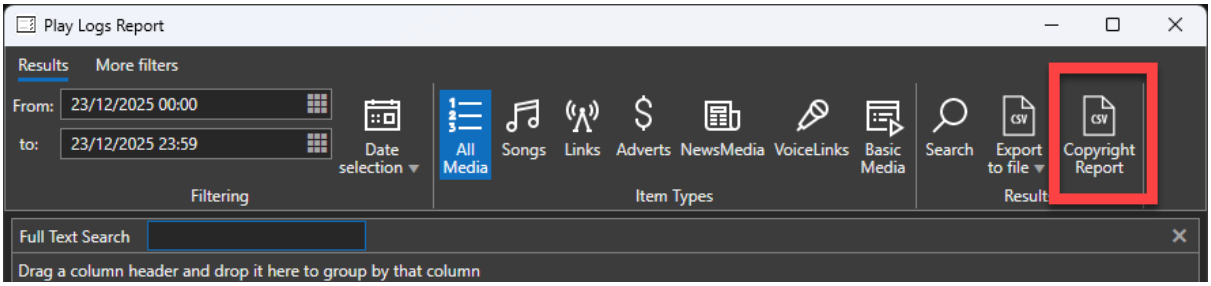


3. Click the **Search** button to view the results.

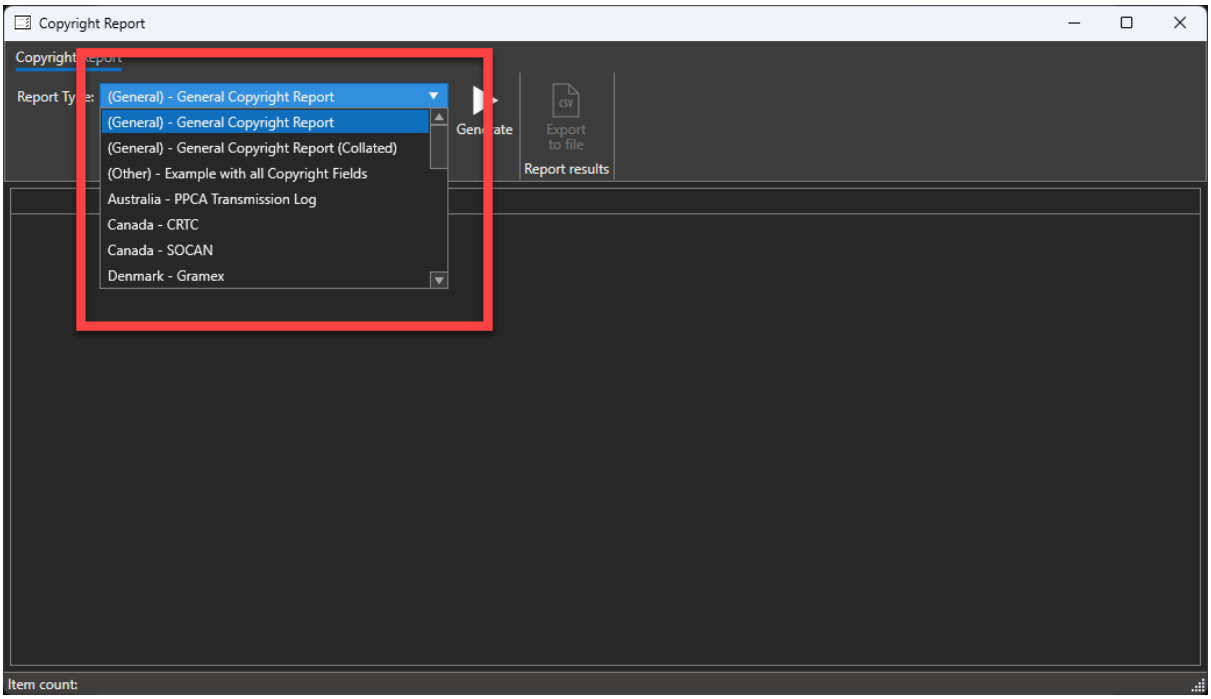


4. Click on the **Copyright Report** button.

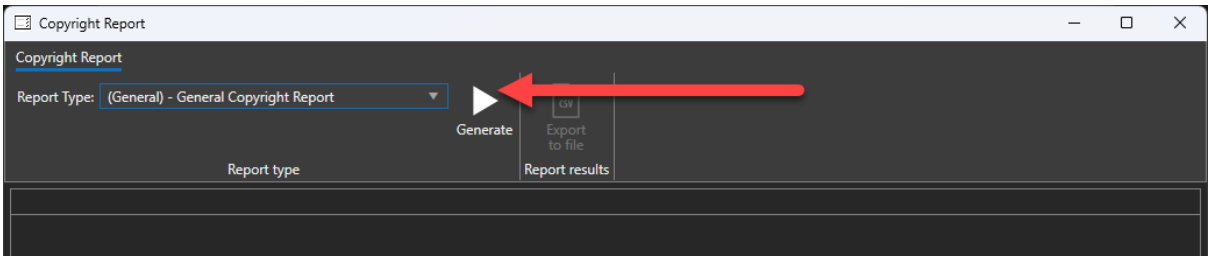
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5. Select the type of report you need using the **Report Type** drop down list.

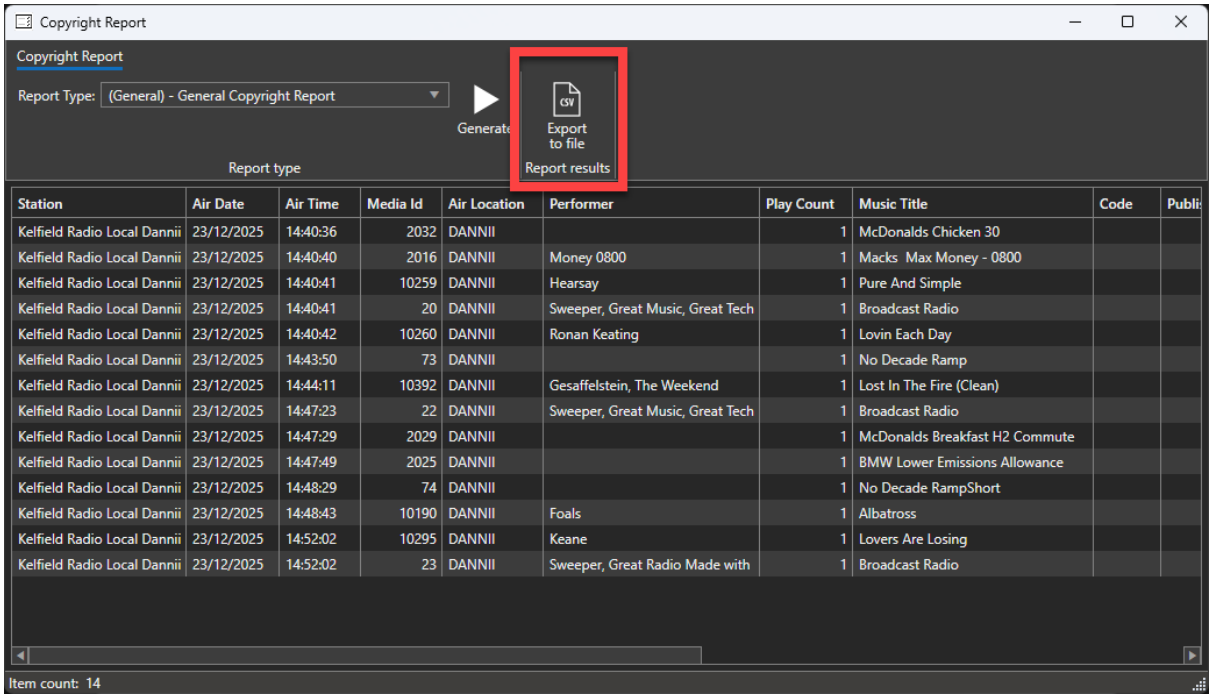


6. Click the **Generate button**. Your results will be listed in the correct format for the selected copyright body.



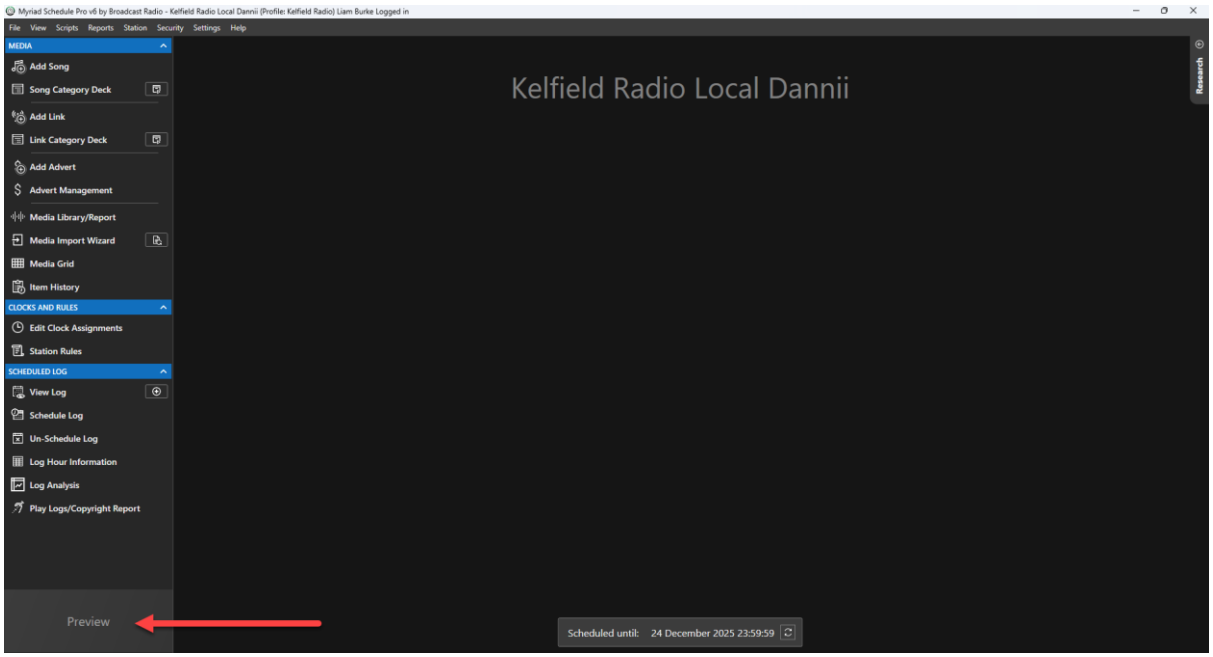
7. If you are happy that you have the correct information, click on the **Export To File** button and choose the location you want to save the report to. This file should be ready to submit to the supported copyright body.

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Preview Player

The Preview Player is located at the bottom of the left-hand menu.



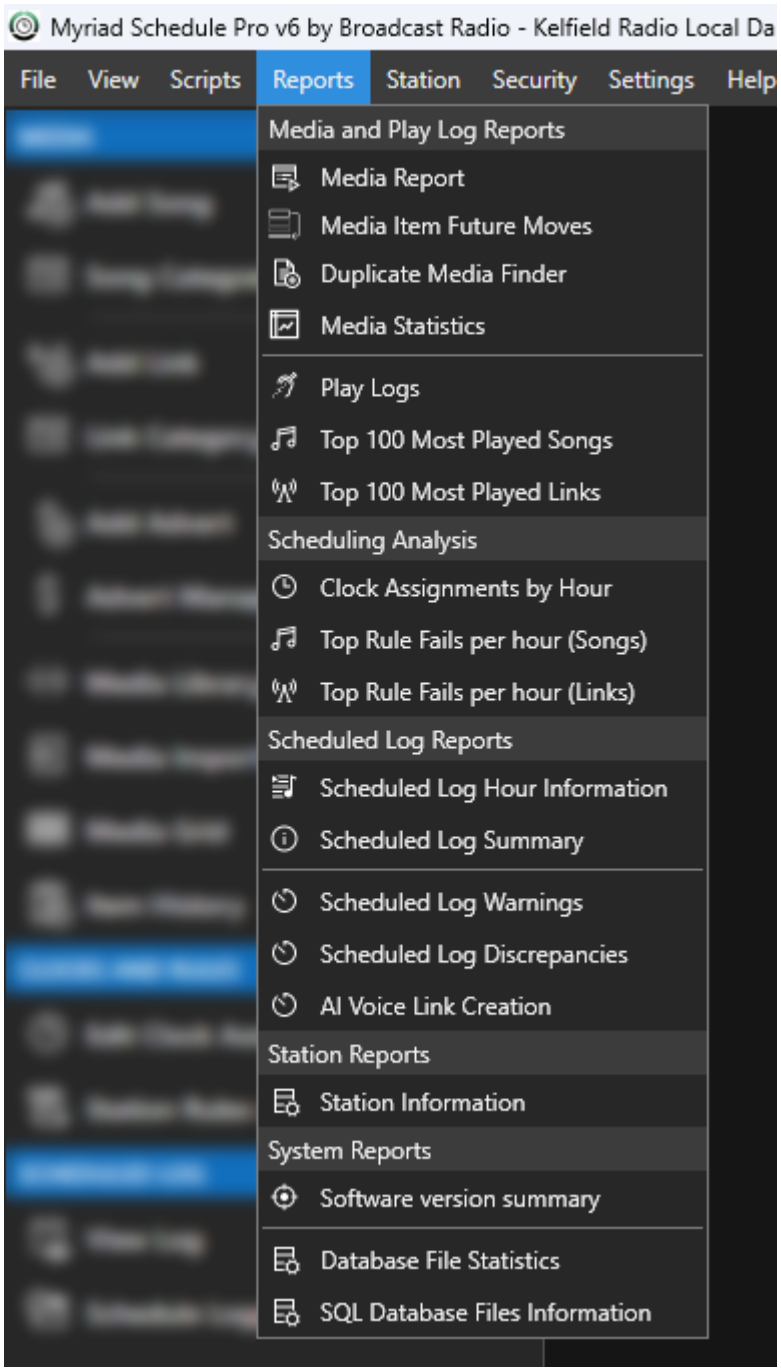
You can drag Media Items into this player to preview them.



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Reports Menu

There are several reports available on the **Reports menu** in either Myriad Schedule or Myriad Playout.

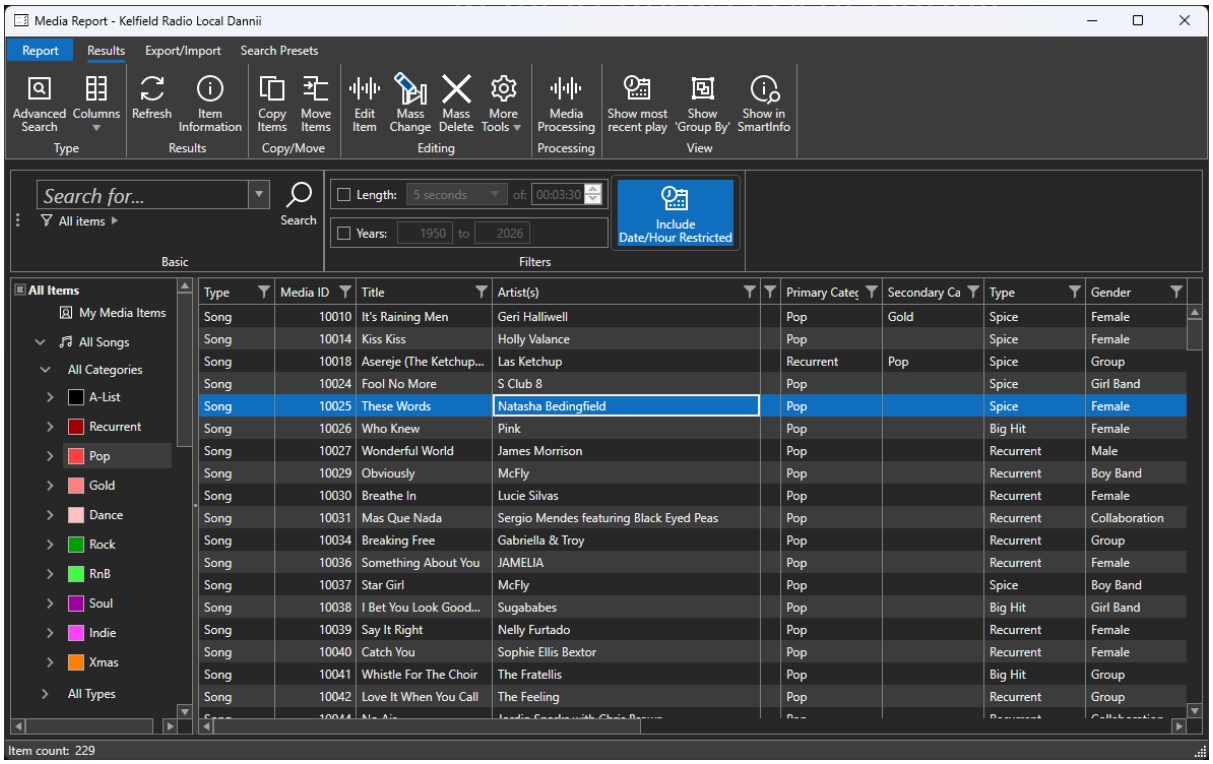


Media Reports

This option opens the Media Reports window which is used for browsing all Media Items on the system as well as performing other tasks including:

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- Mass export
- Mass Copy
- Mass Mover
- Mass Change
- Mass Delete
- Mass Split Artist Names
- Mass Audio Processing (Normalise / Generate Peak / Auto-Extro).
- Plus more…



The Media Report window is covered extensively in other documentation. Please refer to the Myriad Playout documentation or the Mass Changing sections in this document for more information.

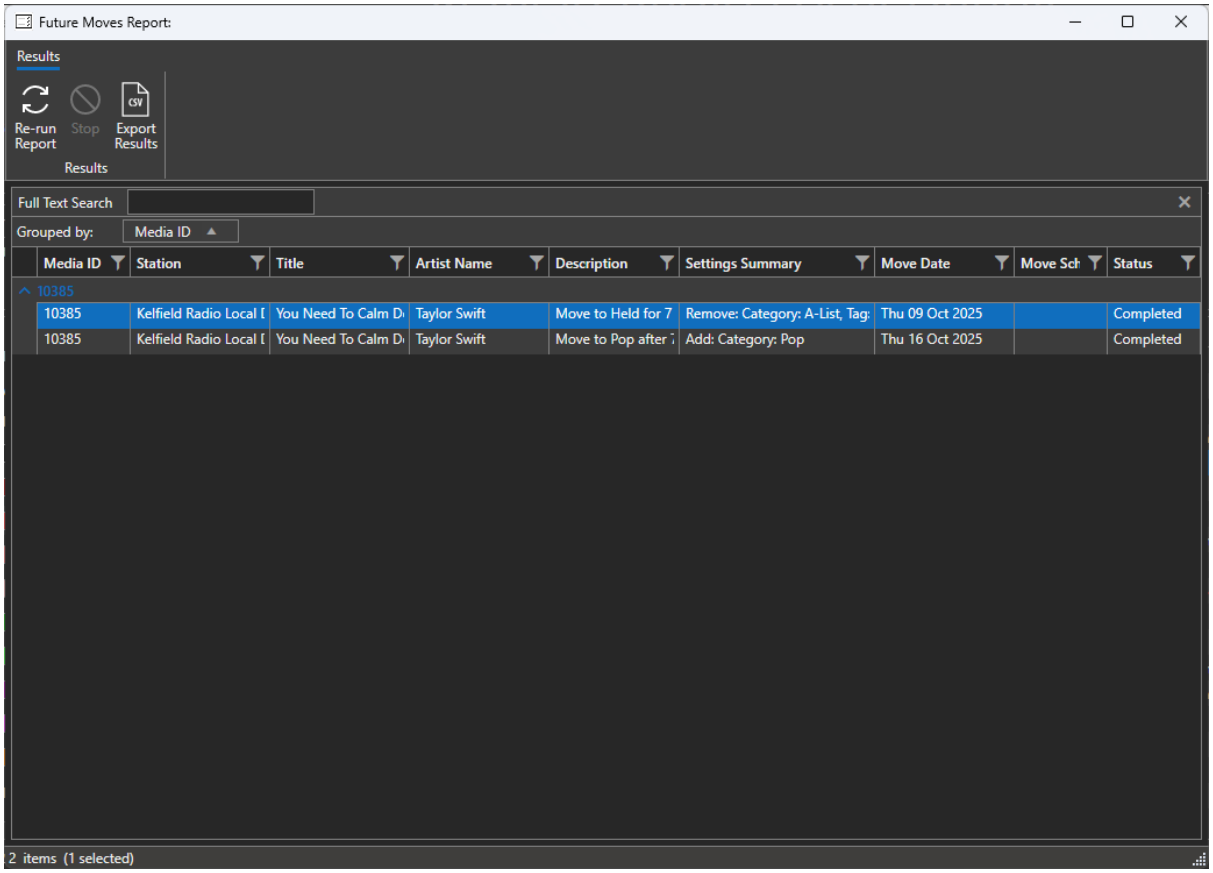
Media Item Future Moves (Myriad Schedule Pro only)

This report shows you a list of completed and pending Future Moves. When you select this option, the first thing to decide is whether you want to limit the report to just pending future moves or include all Future Moves.

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Once you have clicked on Yes or No depending on whether you want only pending moves (click yes) or all moves (click no), the report will be displayed.



You can export as CSV if required.

Duplicate Media Finder

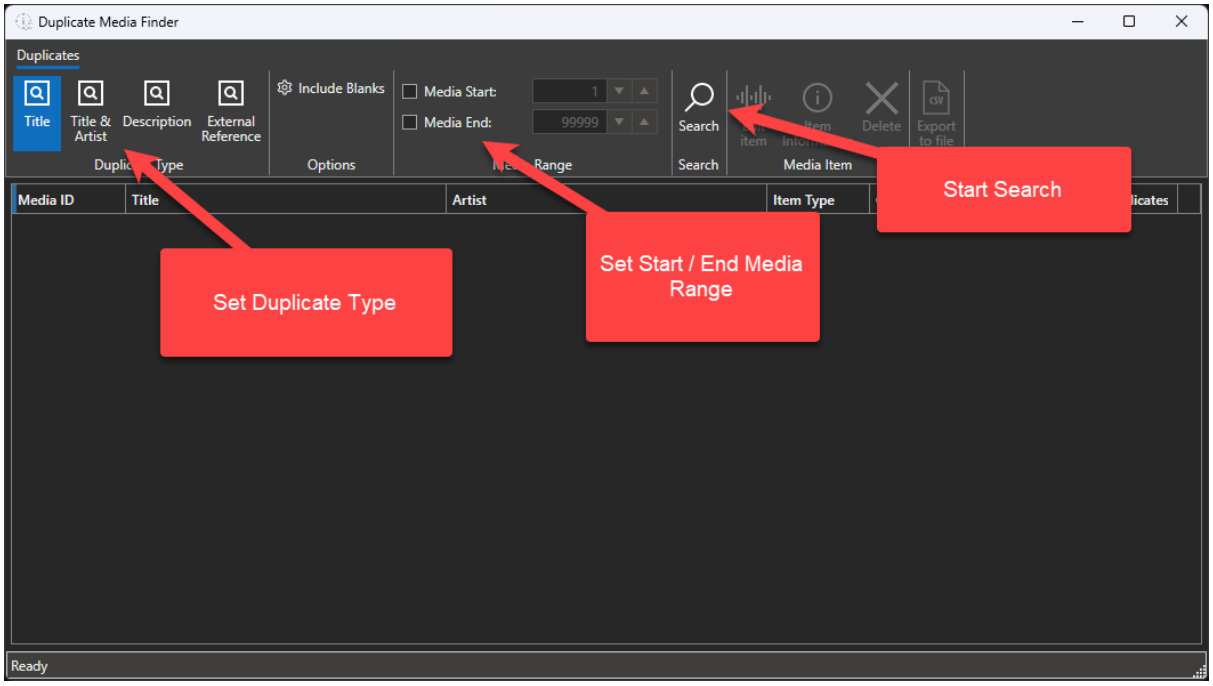
As the name suggests, the Duplicate Media Finder report will scan the MediaWall and report any Media Items that may be duplicates.

You can choose to look for duplicates by:

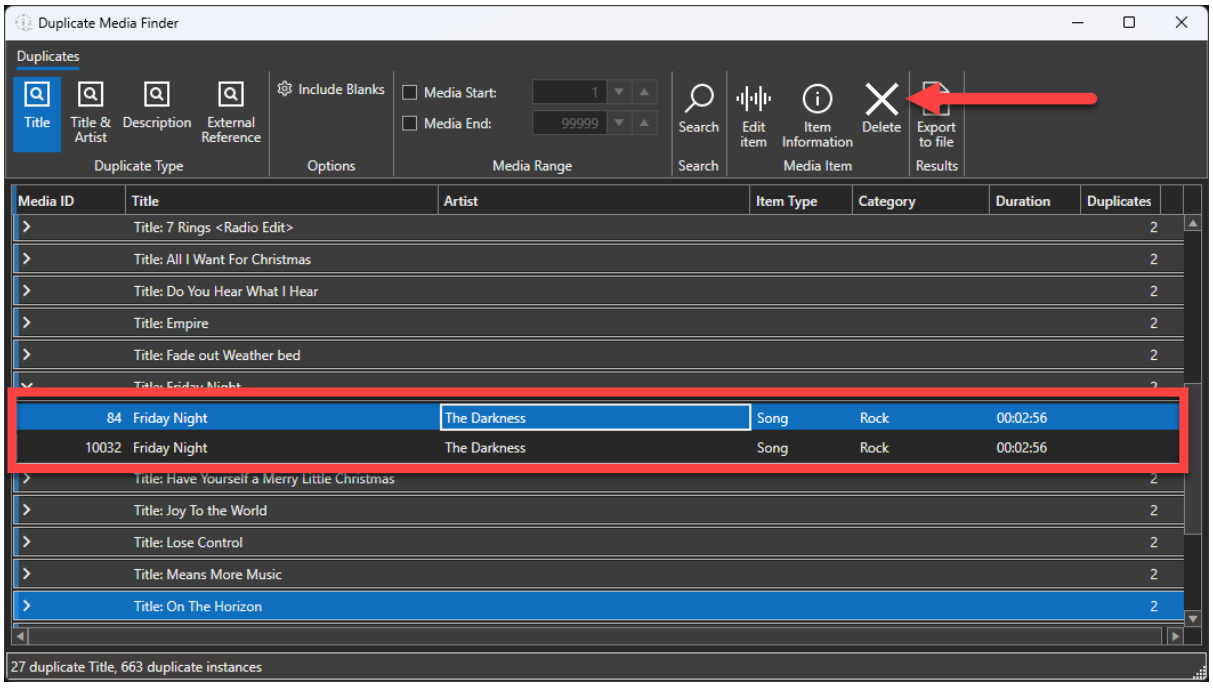
- Title
- Title & Artist
- Description
- External Reference

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You can also set a Media Start & End range to allow you to restrict the search to specific areas of the MediaWall. When you have set the criteria, click on the **Search** button to view the results.



In the example below, we have searched the entire MediaWall for any Title duplicates.

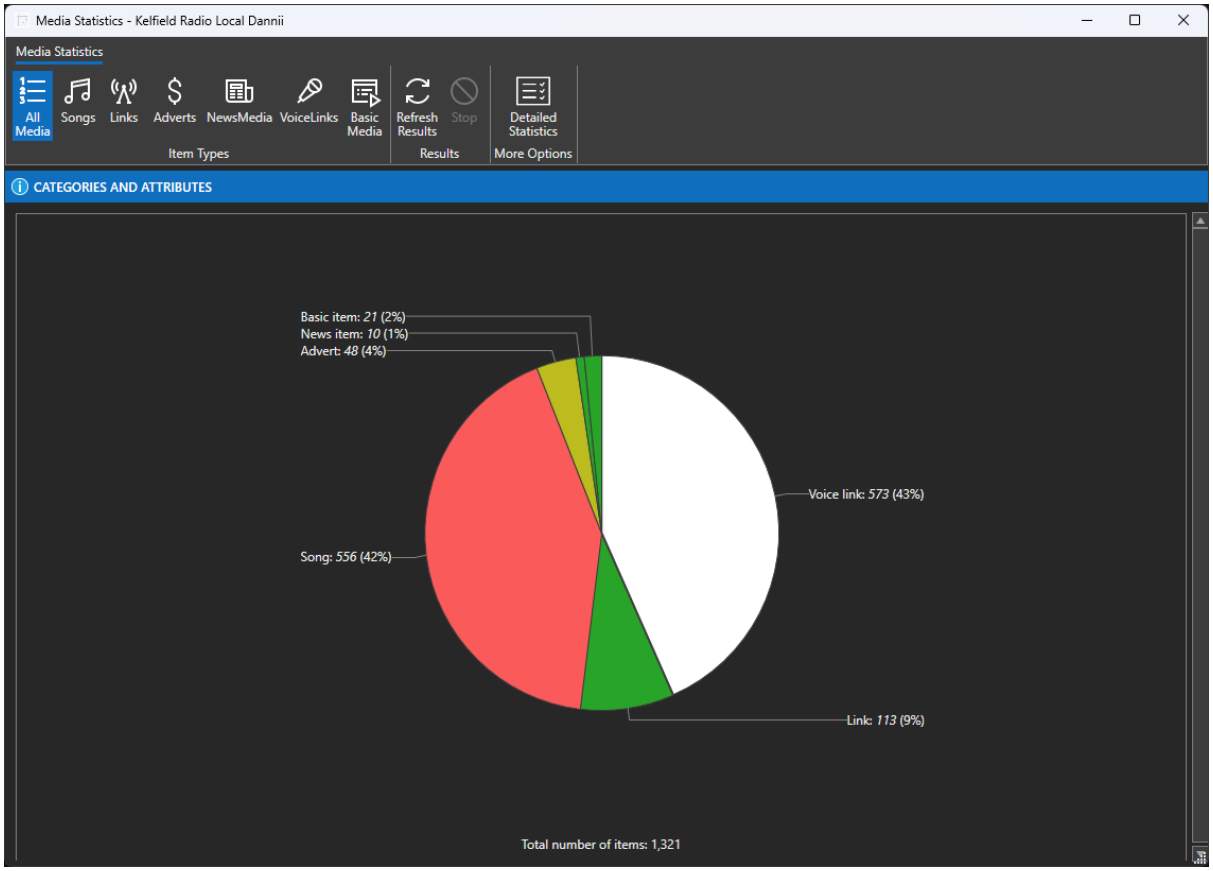


As you can see, the report found a number of duplicate items. If you expand a duplicate, you can see the individual items. If you highlight one of them you can either Edit the item or even **Delete** it using the option on the ribbon.

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Media Statistics

The Media Statistics report offers insight into what Media you have categorised on your Myriad Schedule system.

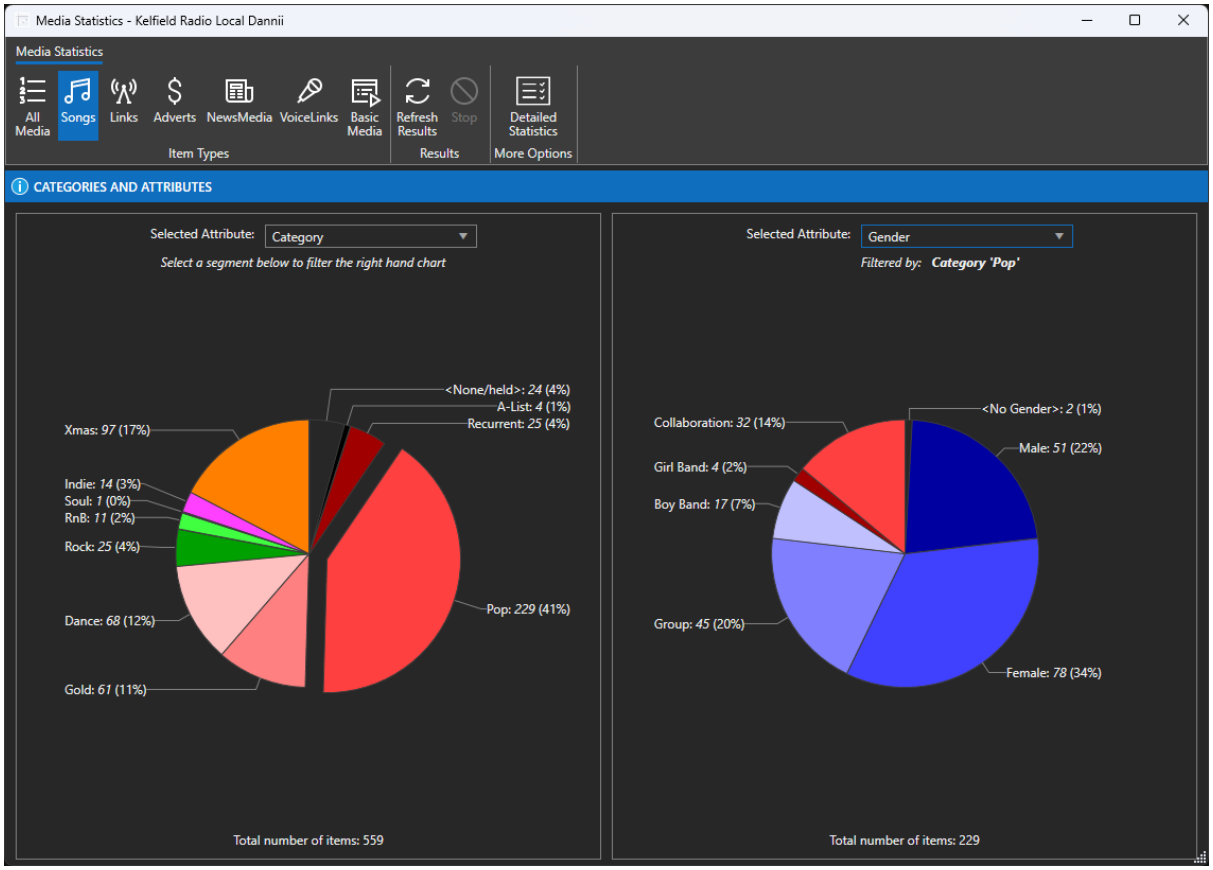


You can use the ribbon options to select whether to look examine:

- All Media
- Songs
- Links
- Adverts
- News Items
- Voice Links
- Basic Items

Myriad Schedule Pro only customers can also select Primary and Secondary Attributes to compare and filter by (see Log Analysis).

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Play Logs

The **Play Logs** option on the Reports Menu opens the Play Logs window which was covered in a previous section. (See Play Logs / Copyright Reports).

Top 100 Most Played Songs

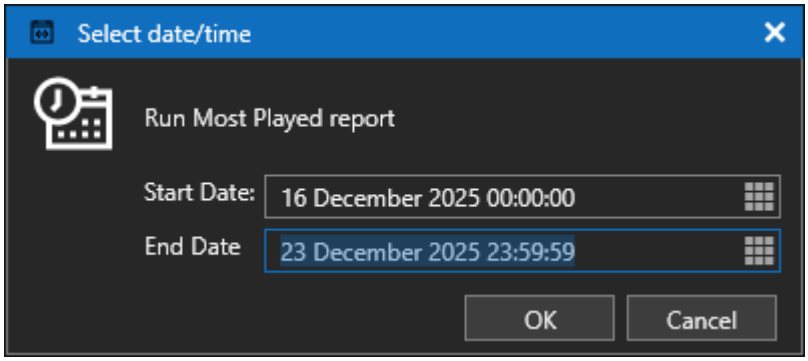
This report will compile a list of the most played Songs on your system. When you select this option, you will be asked whether you want to limit the results to within a Category / Attribute.



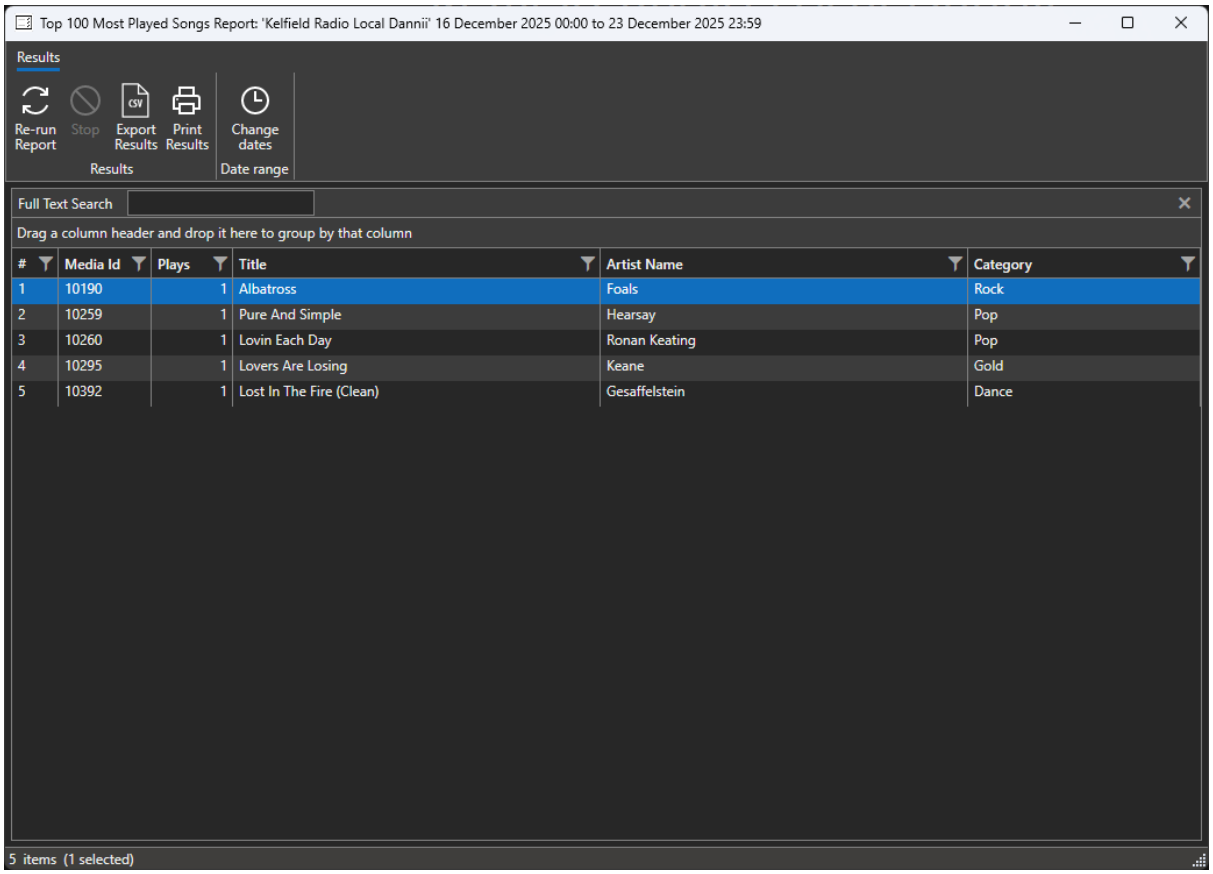
Click Yes to limit results to a Category / Attribute and No if you want to include all Categories / Attributes.

Next select a Date / Time Range.

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The resulting report shows the most played Songs sorted by most played.



Top 100 Most Played Links

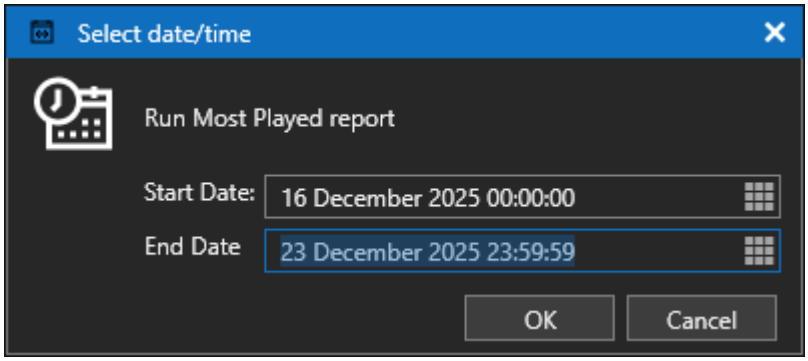
This report will compile a list of the most played Links on your system. When you select this option, you will be asked whether you want to limit the results to within a Category / Attribute.

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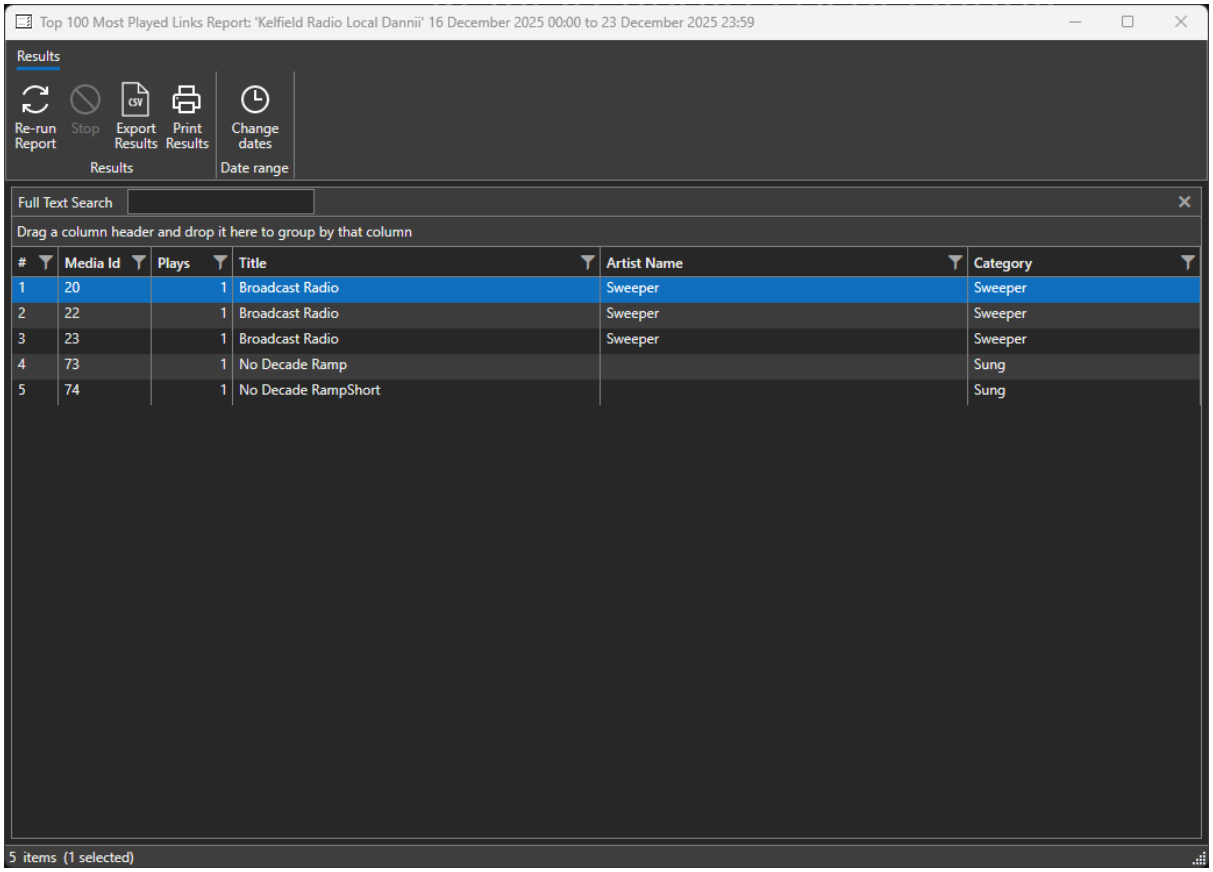
Click Yes to limit results to a Category / Attribute and No if you want to include all Categories / Attributes.

Next select a Date / Time Range.



The resulting report shows the most played Links sorted by most played.

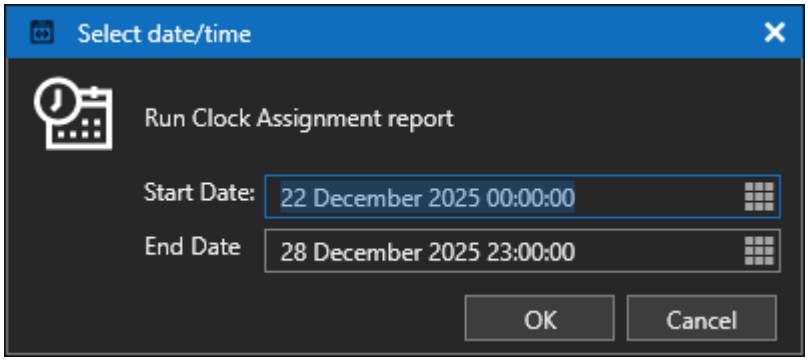
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Clock Assignments By Hour

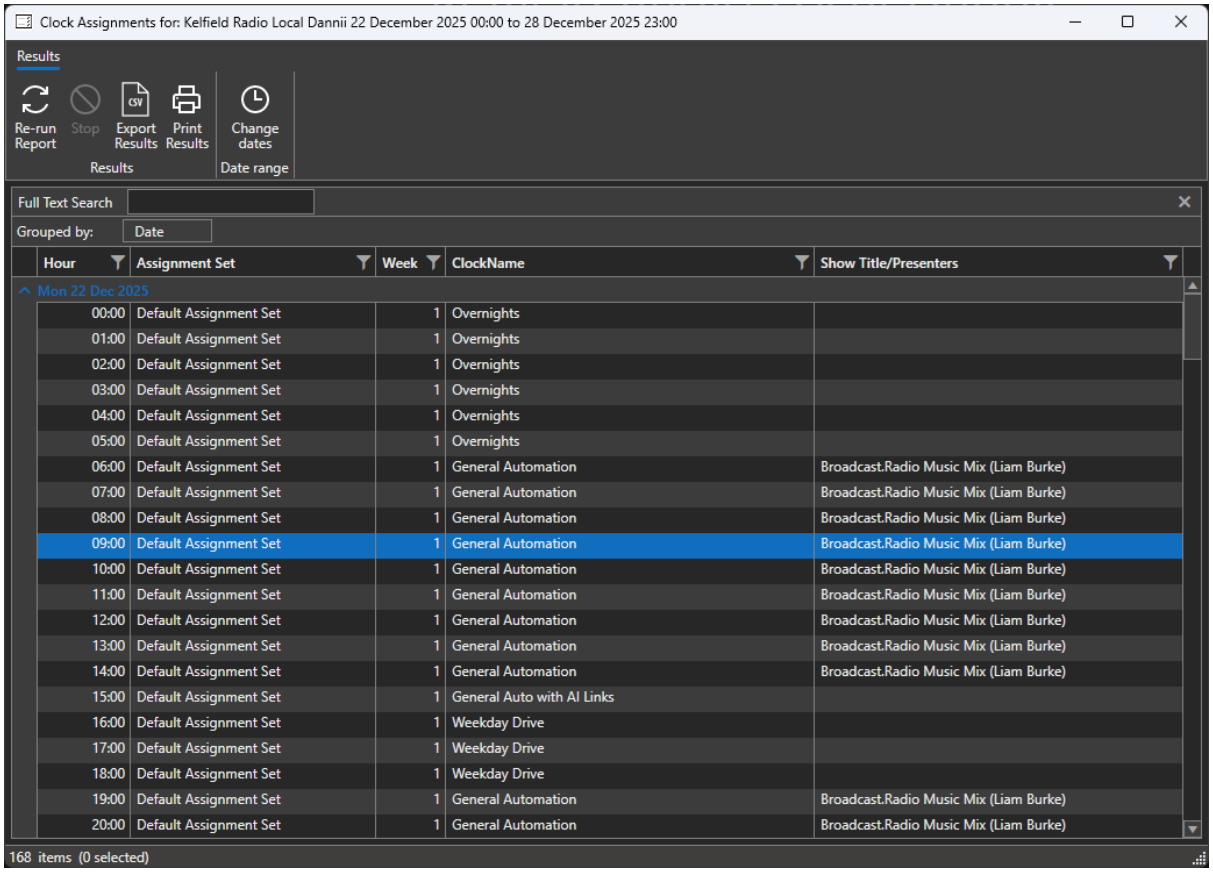
This report shows you which Clocks will be used for each hour within the selected time frame.

First select the Time / Date range.



The report will list every hour within the selected date range and which Clock will be used.

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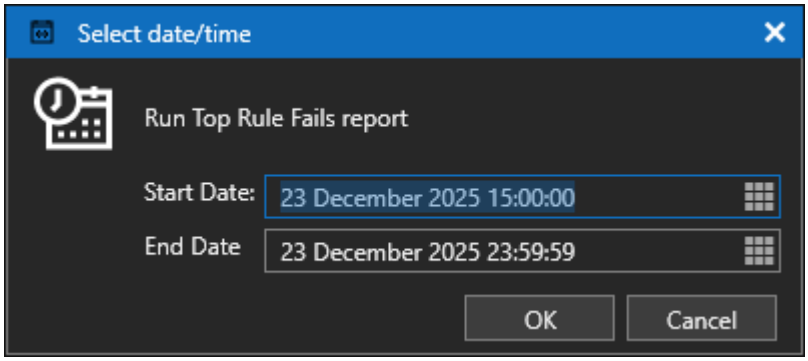


CAUTION – If you select a large date range, this report may take a while to run.

Top Rule Fails per Hour (Songs)

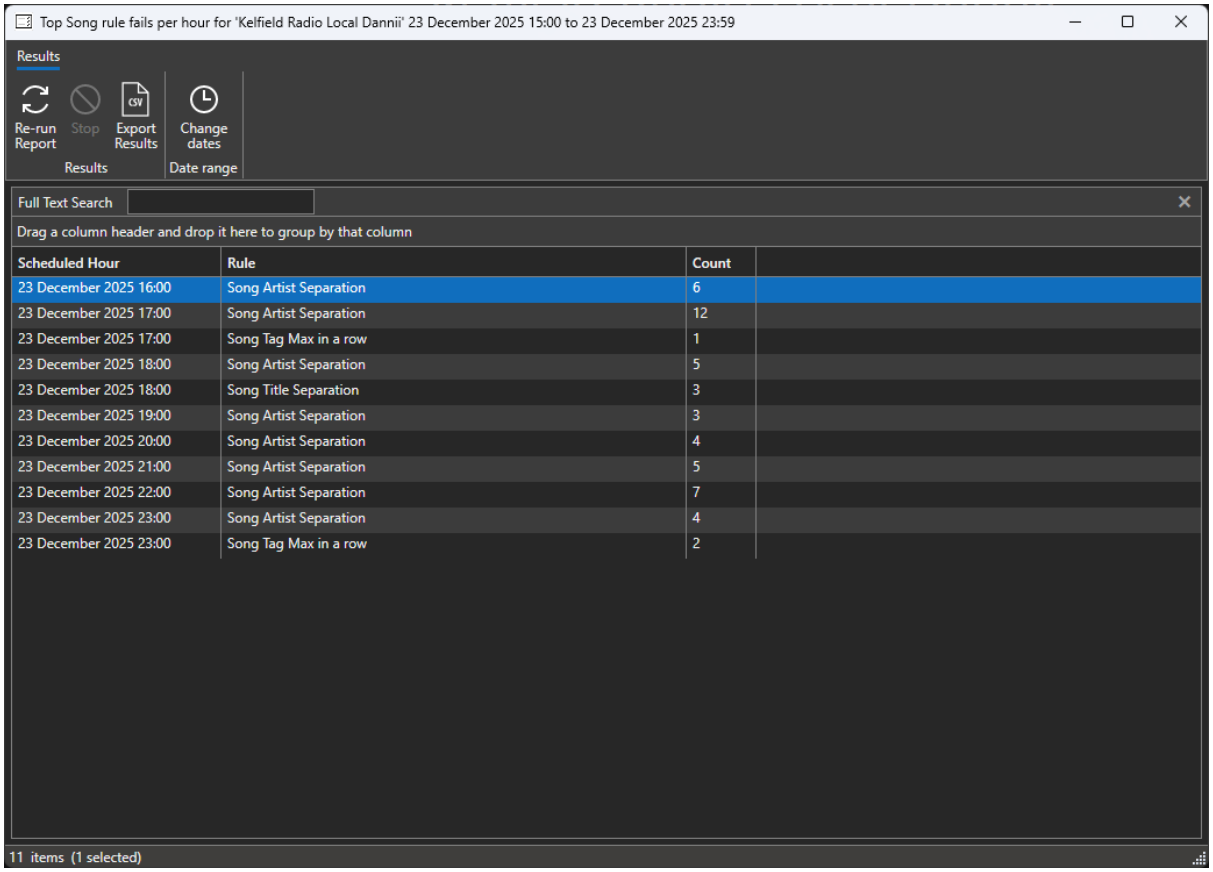
This report shows you the Rules that are causing the most Songs to fail to schedule within the selected Date / Time range.

Select the desired data range.



The report list all the Rules that have caused a failure to schedule along with the number of times it has happened.

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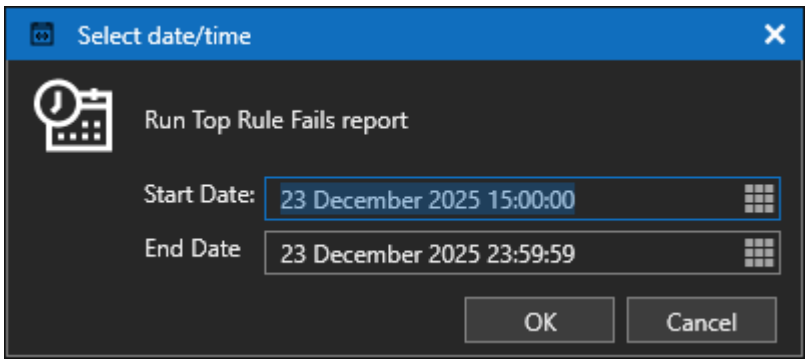


This helps to identify any problematic Rules you have setup.

Top Rule Fails per Hour (Links)

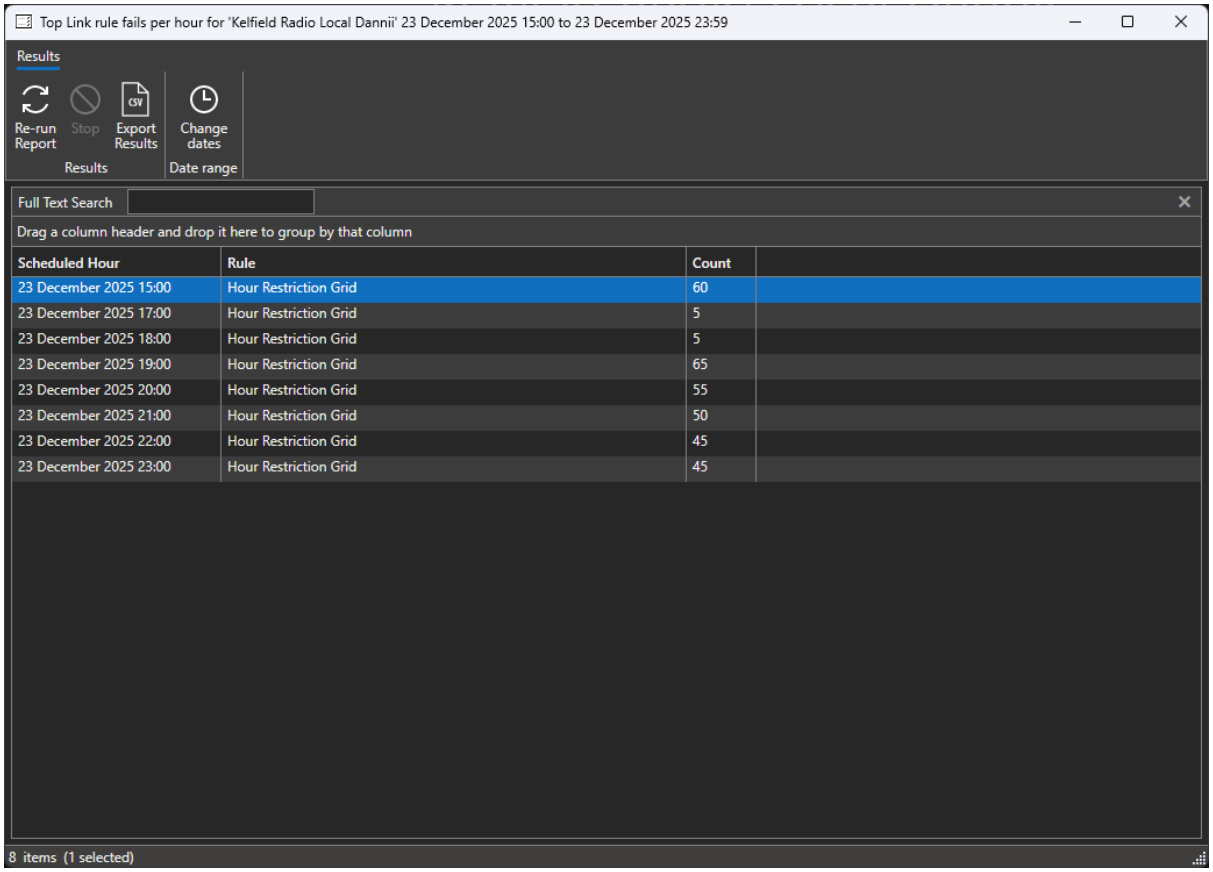
This report shows you the Rules that are causing the most Links to fail to schedule within the selected Date / Time range.

Select the desired data range.



The report list all the Rules that have caused a failure to schedule along with the number of times it has happened.

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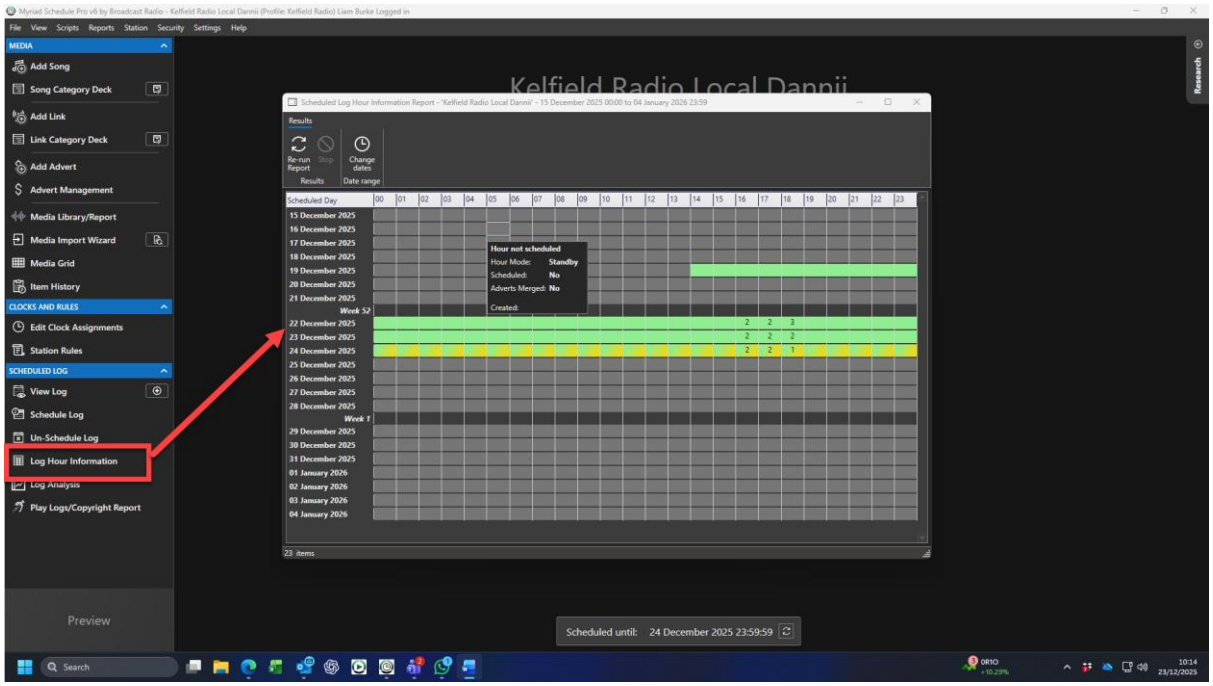


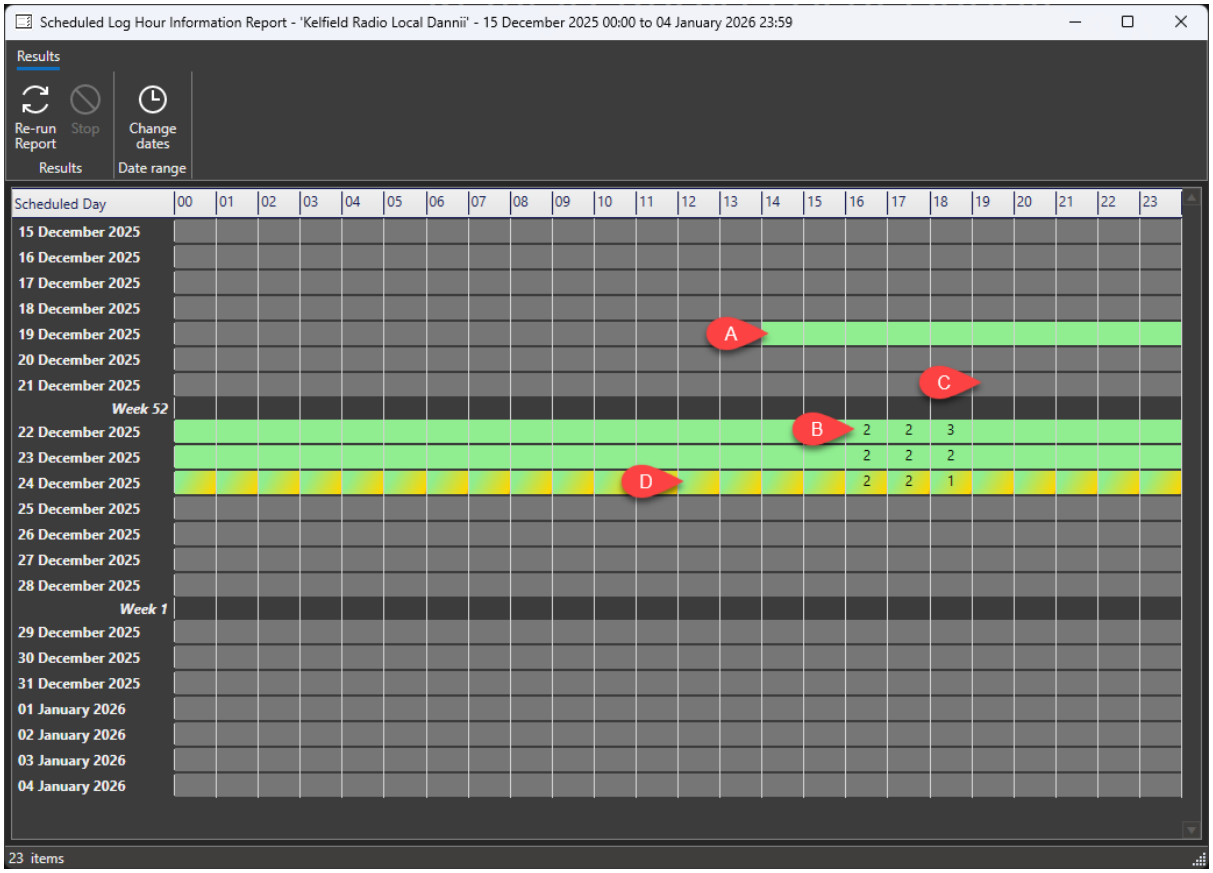
This helps to identify any problematic Rules you have setup.

Schedule Log Hour Information

The **View Log Hour Information** option on the left-hand menu allows you to easily view which days / hours have been scheduled and which still need to be scheduled.

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A. Hours that have a green background have been fully scheduled (Songs / Links and Adverts).
B. Hours with a number in them contain X many un-scheduled items, so in this example, the hour has 2 un-scheduled items. You can double click on the hour to view the Log.
C. Hours with a grey background have not been scheduled yet.

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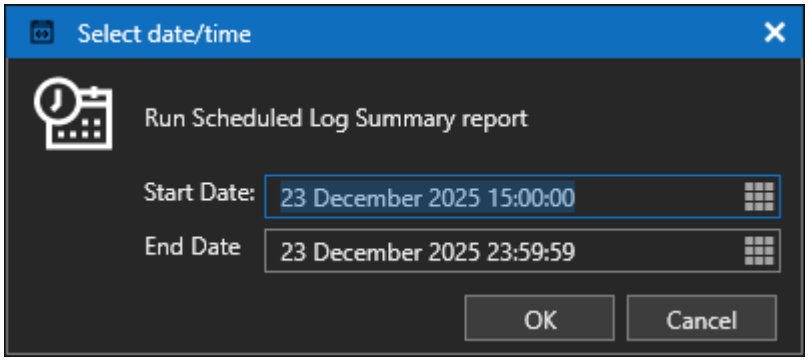
D. Hours with a partial green / yellow background have Songs / Links scheduled but not Adverts. You still need to schedule or merge Adverts into these hours.

You can double click on any hour to open the Log for that hour.

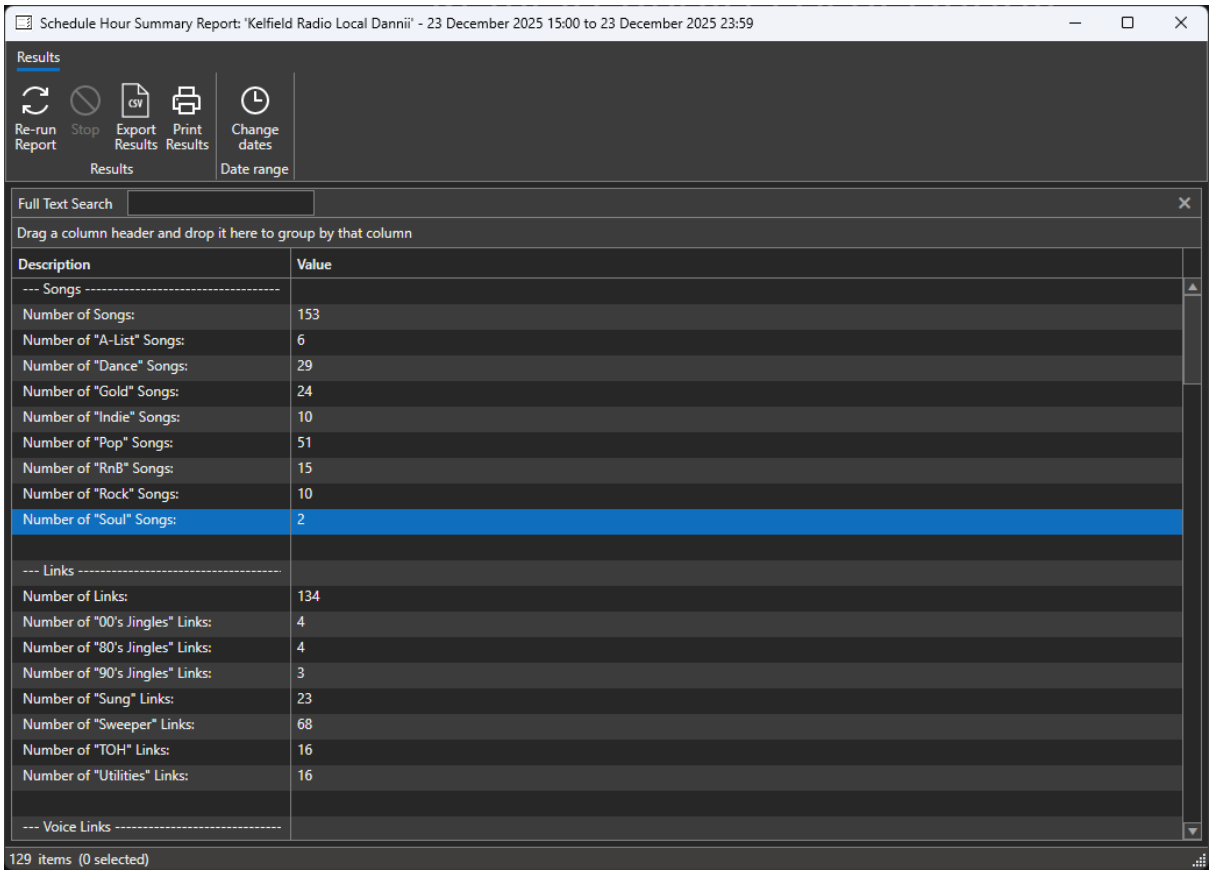
Schedule Log Summary

This report shows you an overall summary of the scheduling activity for a specific date/time period.

When you click on this option you will be asked to set the Date / Time range.



Once you have done that, click on OK to view the report.



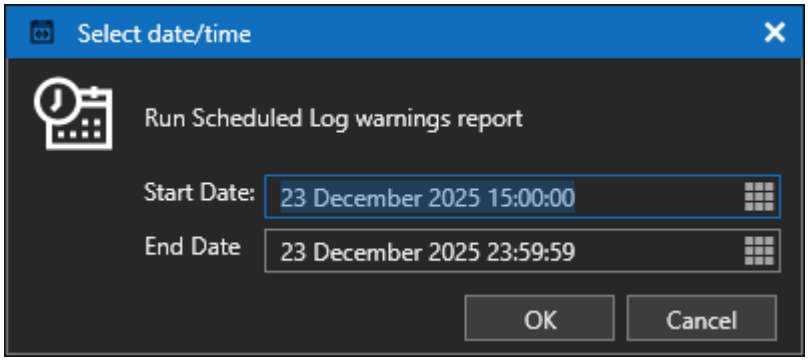
This report provides useful summary information to help you setup and maintain your Myriad Schedule system.

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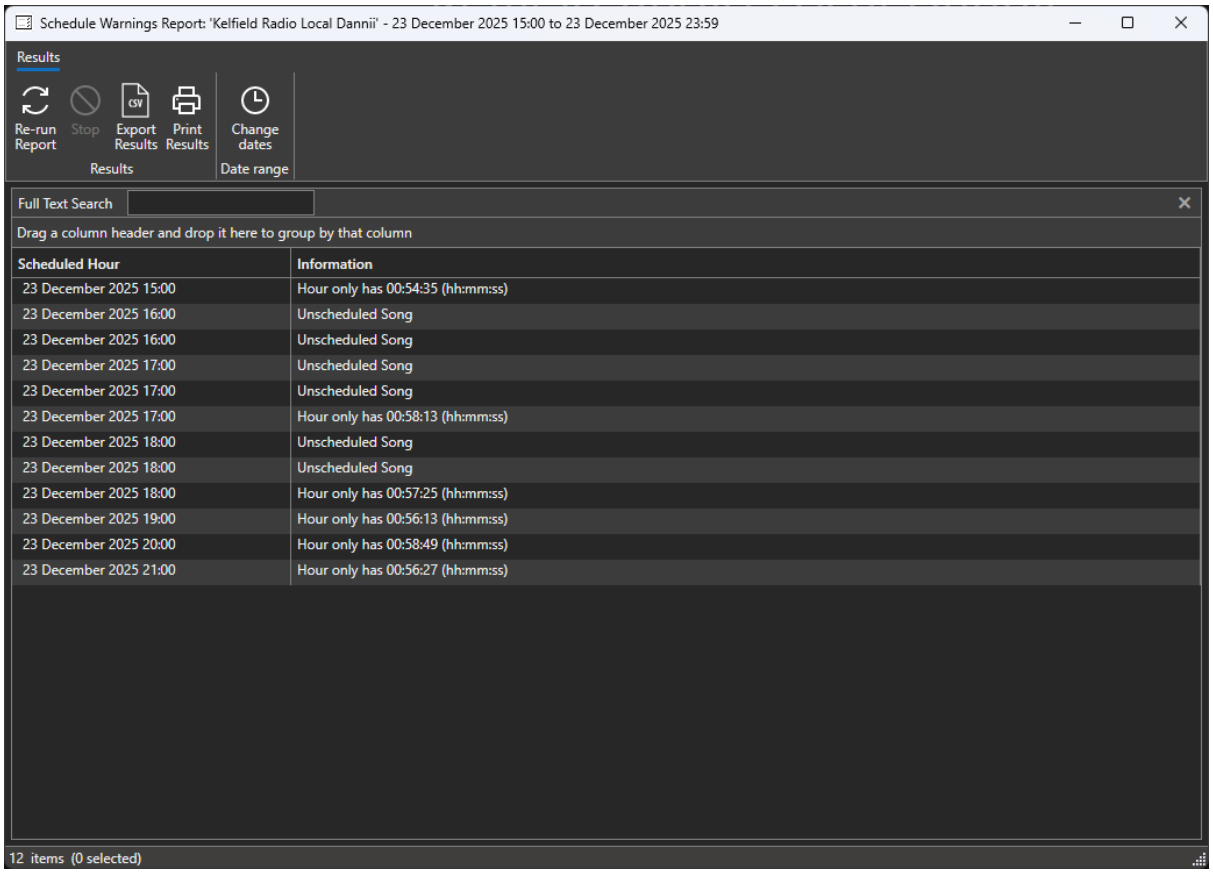
Schedule Log Warnings

This report will flag any Hours in the selected Date / Time range that are currently below the minimum duration (set in the Scheduler tab in Station Settings), contain unscheduled items or items scheduled that are missing audio.

Access the report from the **Reports Menu.**



Once you have selected the date/time range, the report will be displayed.



Schedule Log Discrepancies

The Log Discrepancies Report will report will include any deviation from the originally scheduled content.

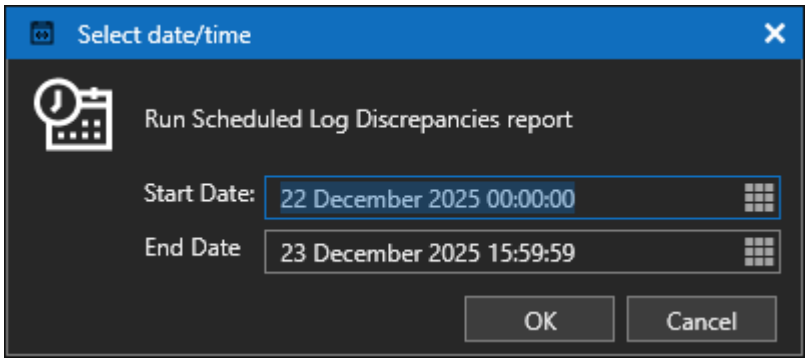
This will include:

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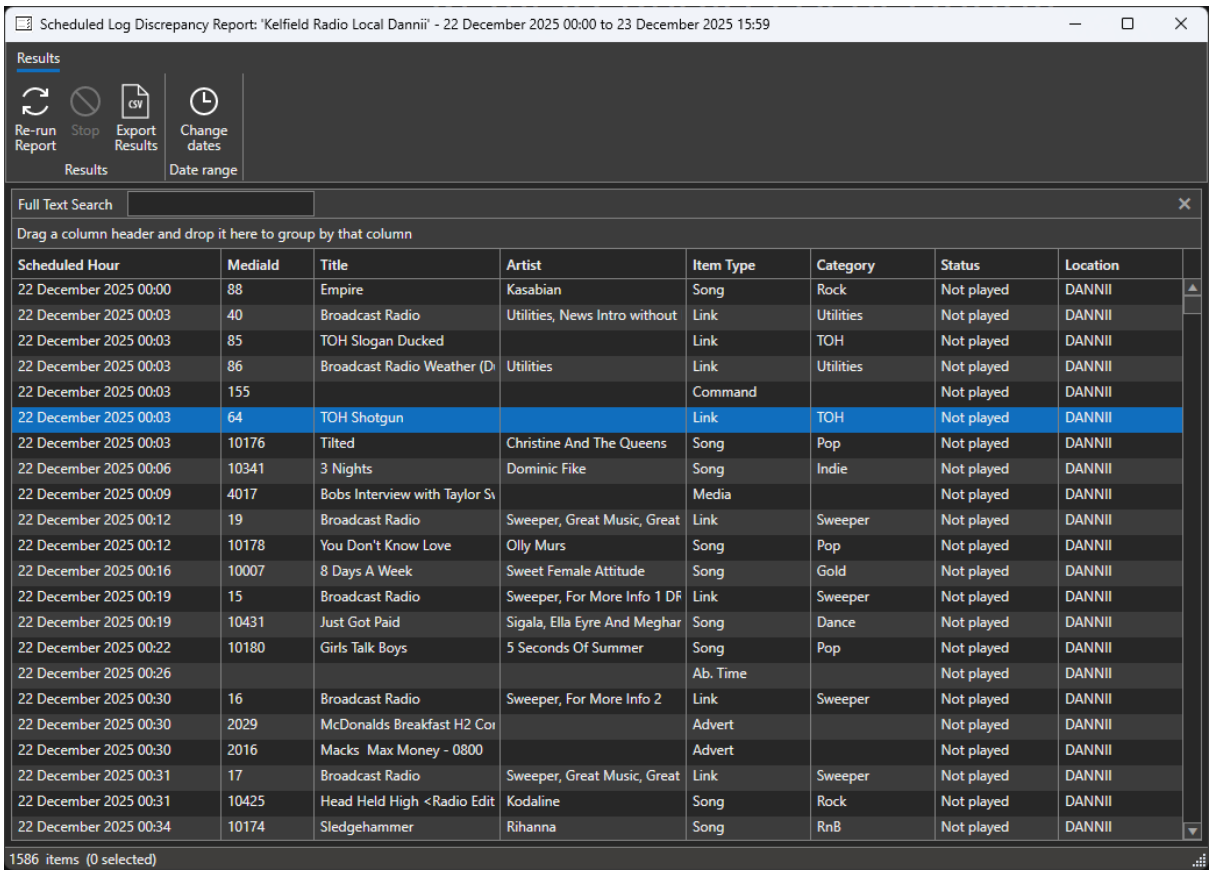
- Items scheduled but not played.
- Items added to the schedule.
- Items moved.

This will allow you to check to see how you presenters are making changes in the Log.

Access the report from the **Reports Menu** then set the Date / Time range you are interested in.



Then click OK.



The report shows you:

- Scheduled Hour – When it was scheduled.
- Title / Artist.
- Item Type – Link, Songs etc.
- Category – if applicable.
- Status – this is the line that tells you what the status of the item is.

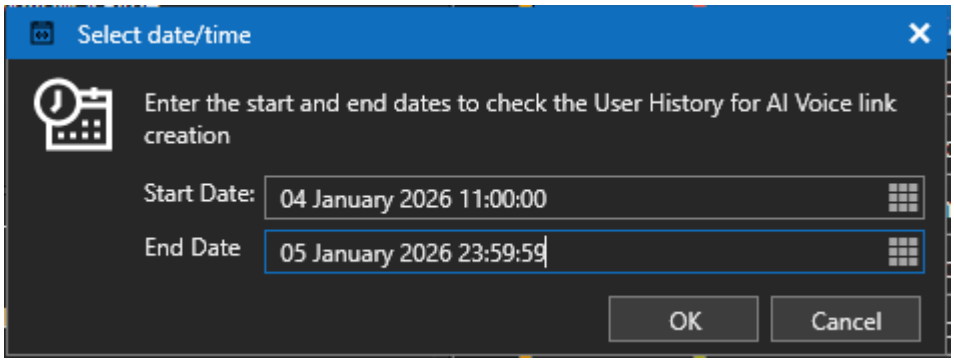
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As with the other reports, you can use the options on the ribbon to re-run the report, export the results as a CSV file or print them.

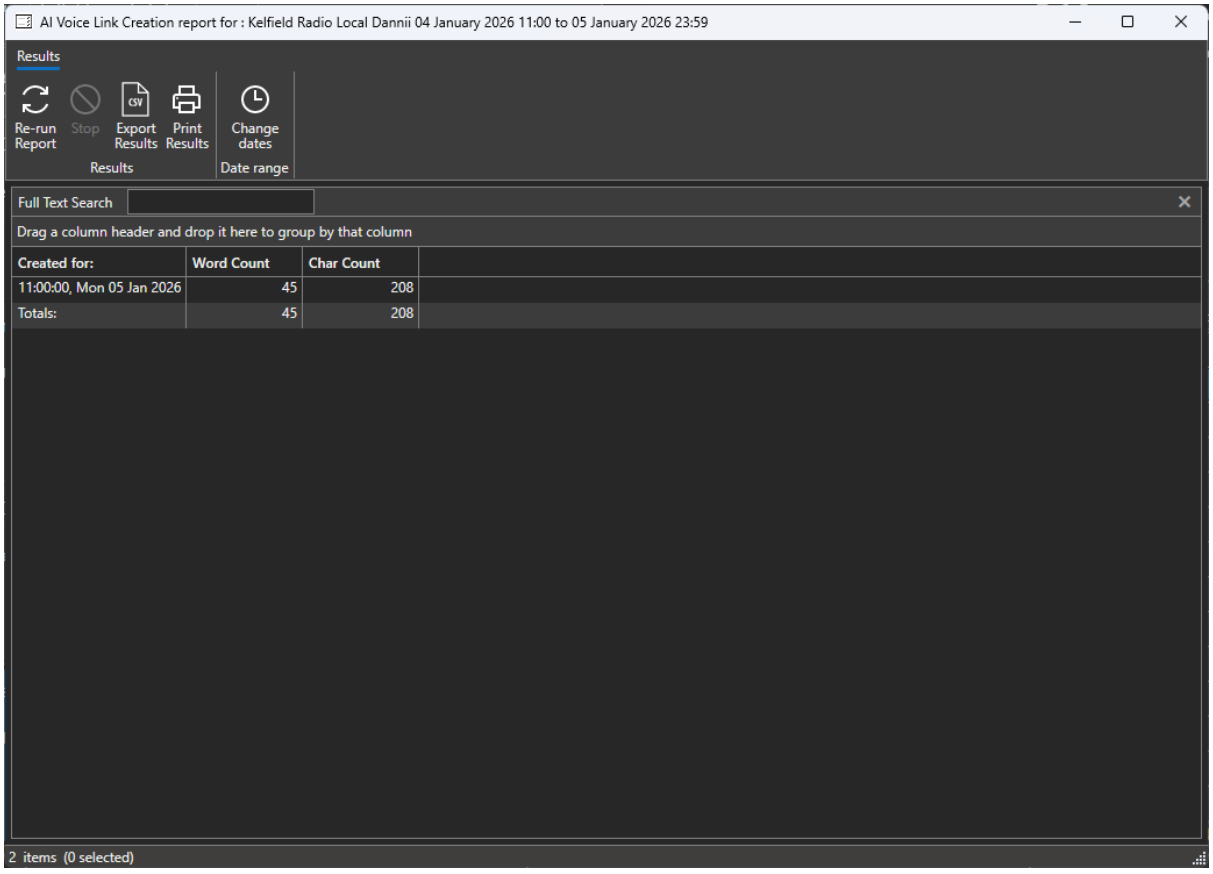
AI Voice Link Report

The AI Voice Link Creation report shows a summary of AI Voice Links generated within the selected date/time range.

Start by selecting the required Date/Time range.



The report shows all AI Voice Links generated in the selected timeframe. This includes the hour the AI Voice Link was created for along with the word and character count.



Station Reports

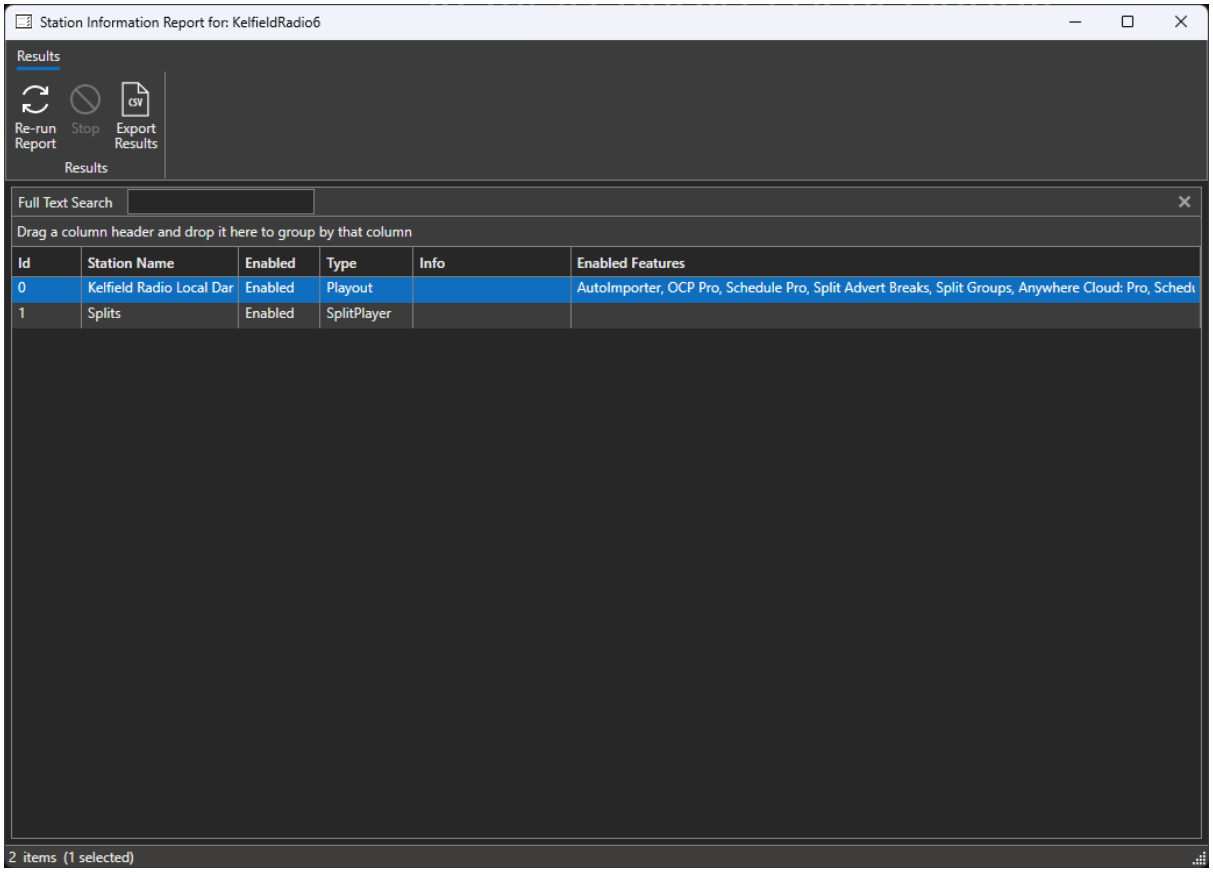
The Station Reports option allows access to Stations Information report.

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Station Information

This report shows you the status of all Stations in your system. Along with enabled features for each Station.

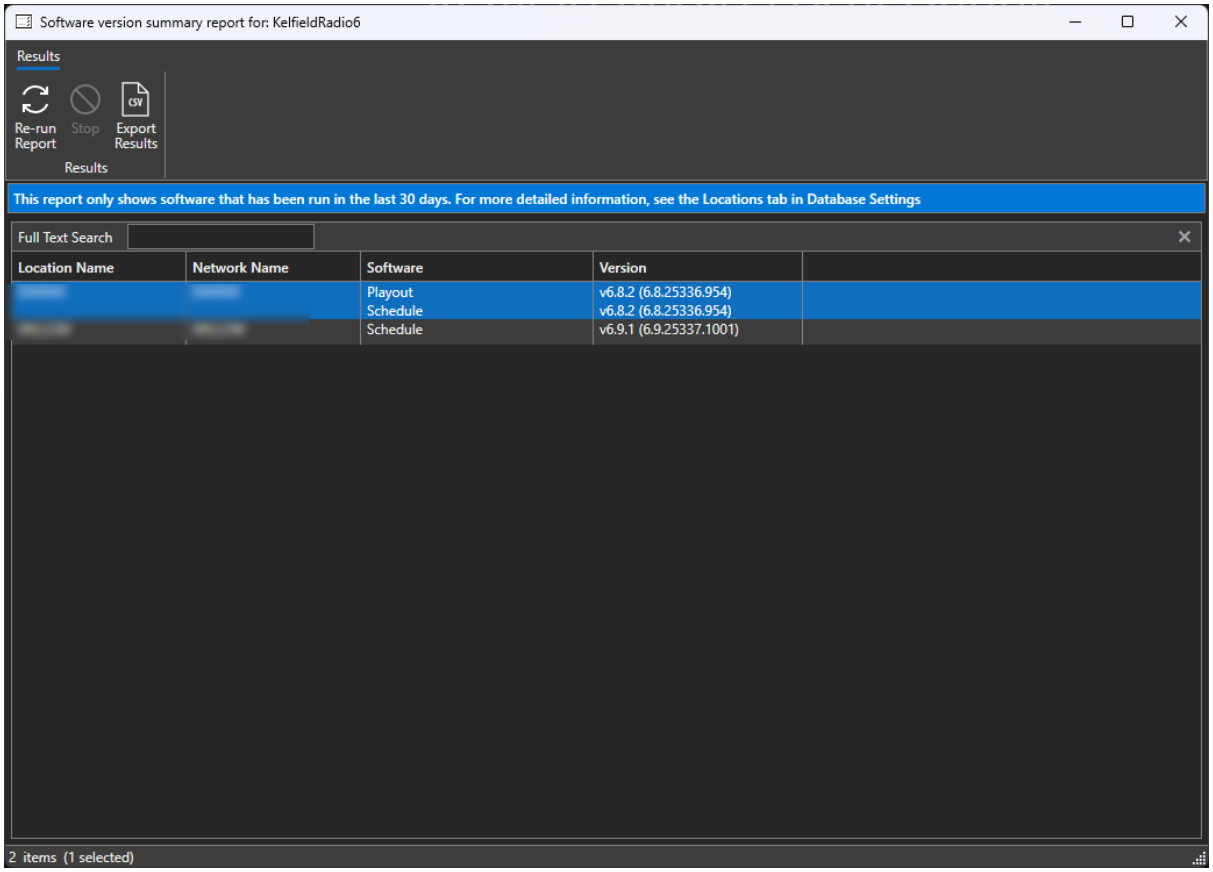
It is useful if you are operating multiple Stations within your Myriad ecosystem.



Software Version Summary

The Software Version Summary report shows a summary of all workstations running Myriad Playout / Myriad Schedule and which version of the software they are running.

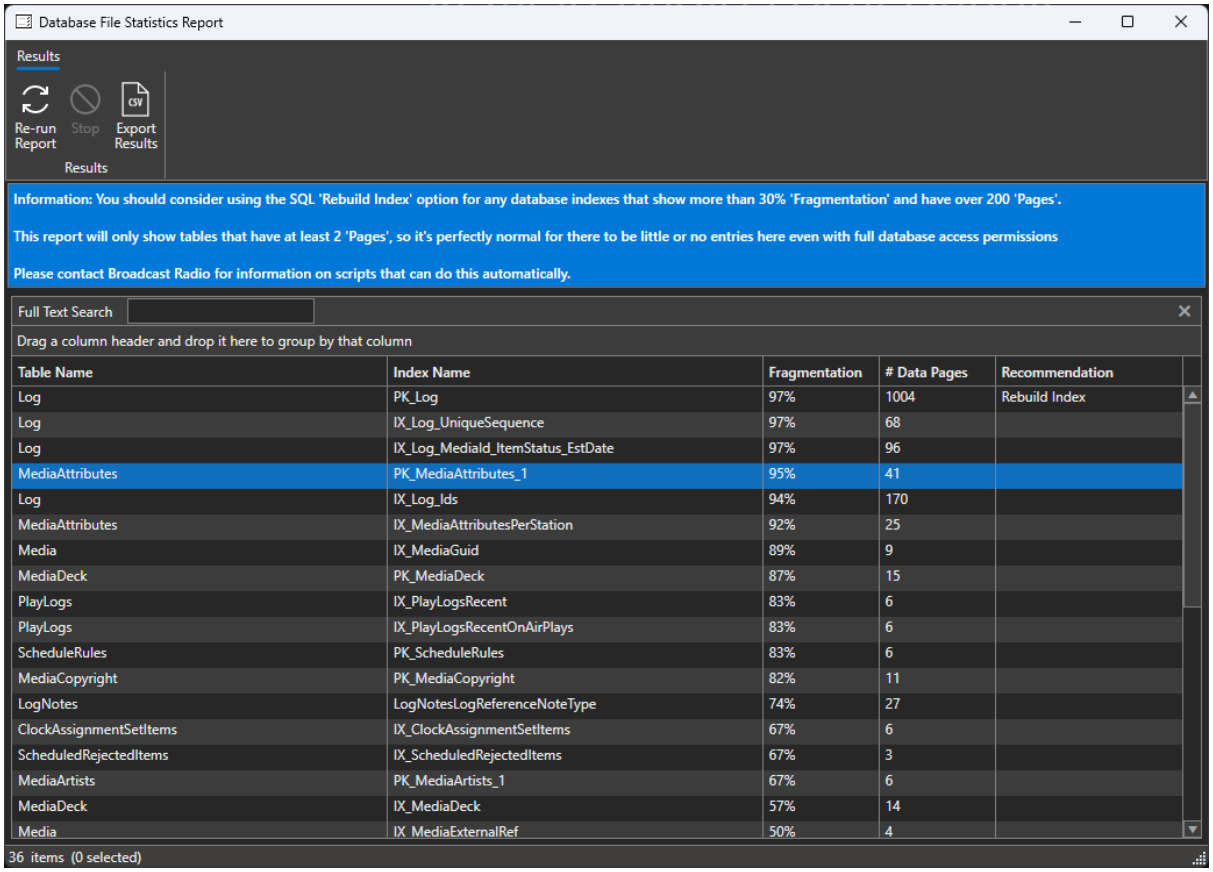
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Database File Statistics

This report provides key information and analysis on the status of your SQL database that is used by Myriad Schedule and Myriad Playout.

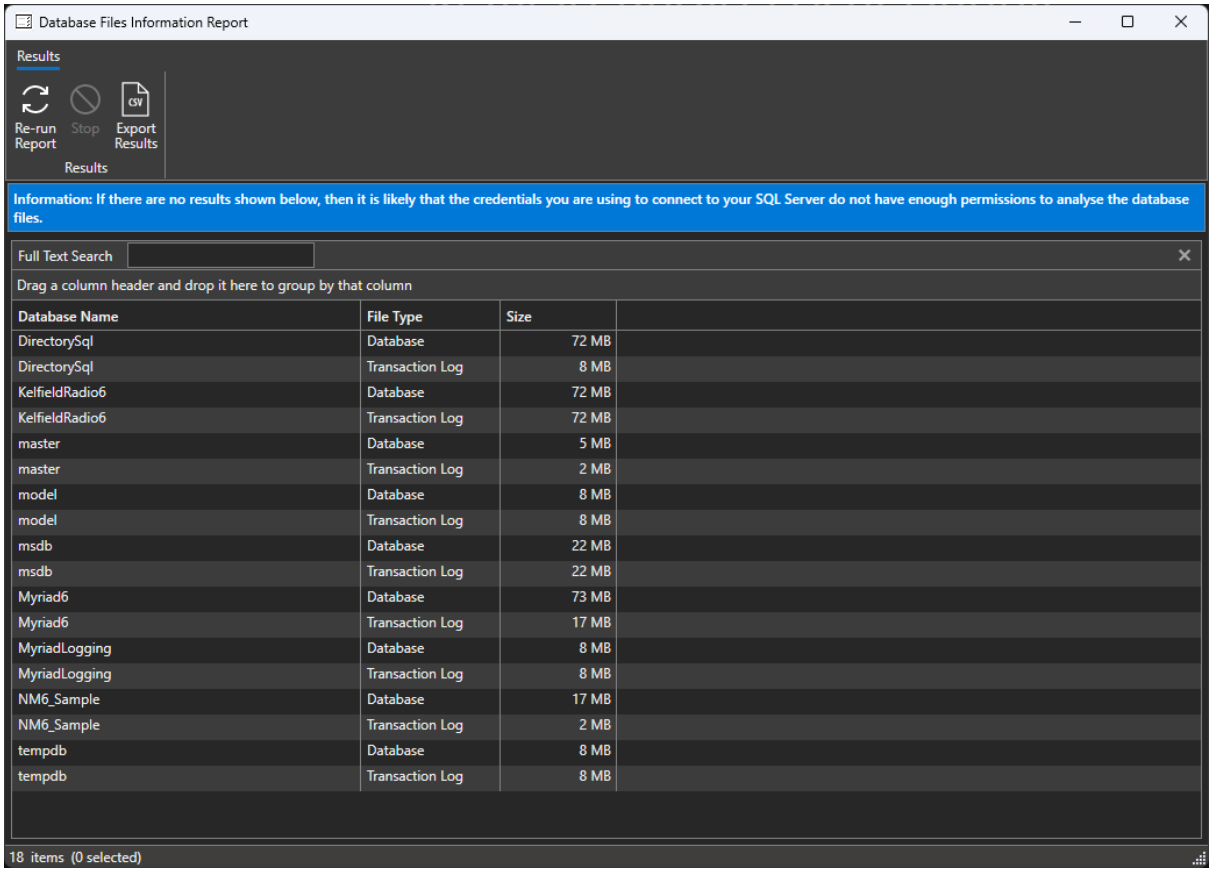
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SQL Database Files Information

This report shows the size of key files within the database system. If you see unusually large file sizes then it will be worth contacting the Broadcast Radio support team.

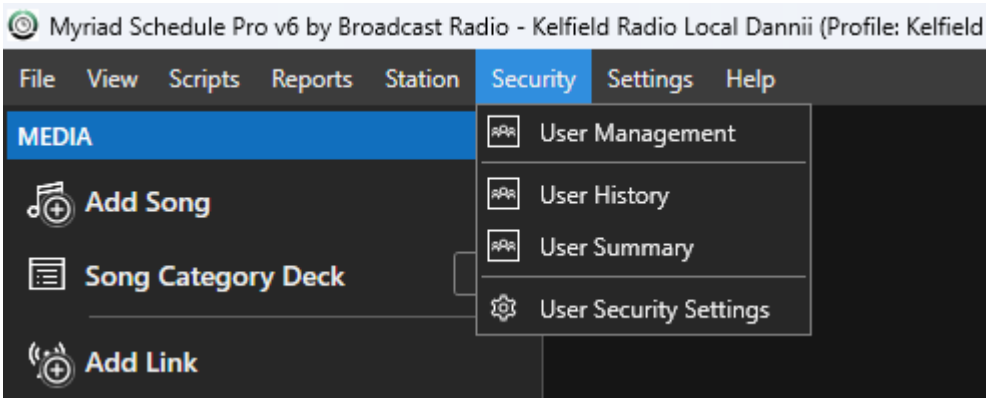
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Users & Security

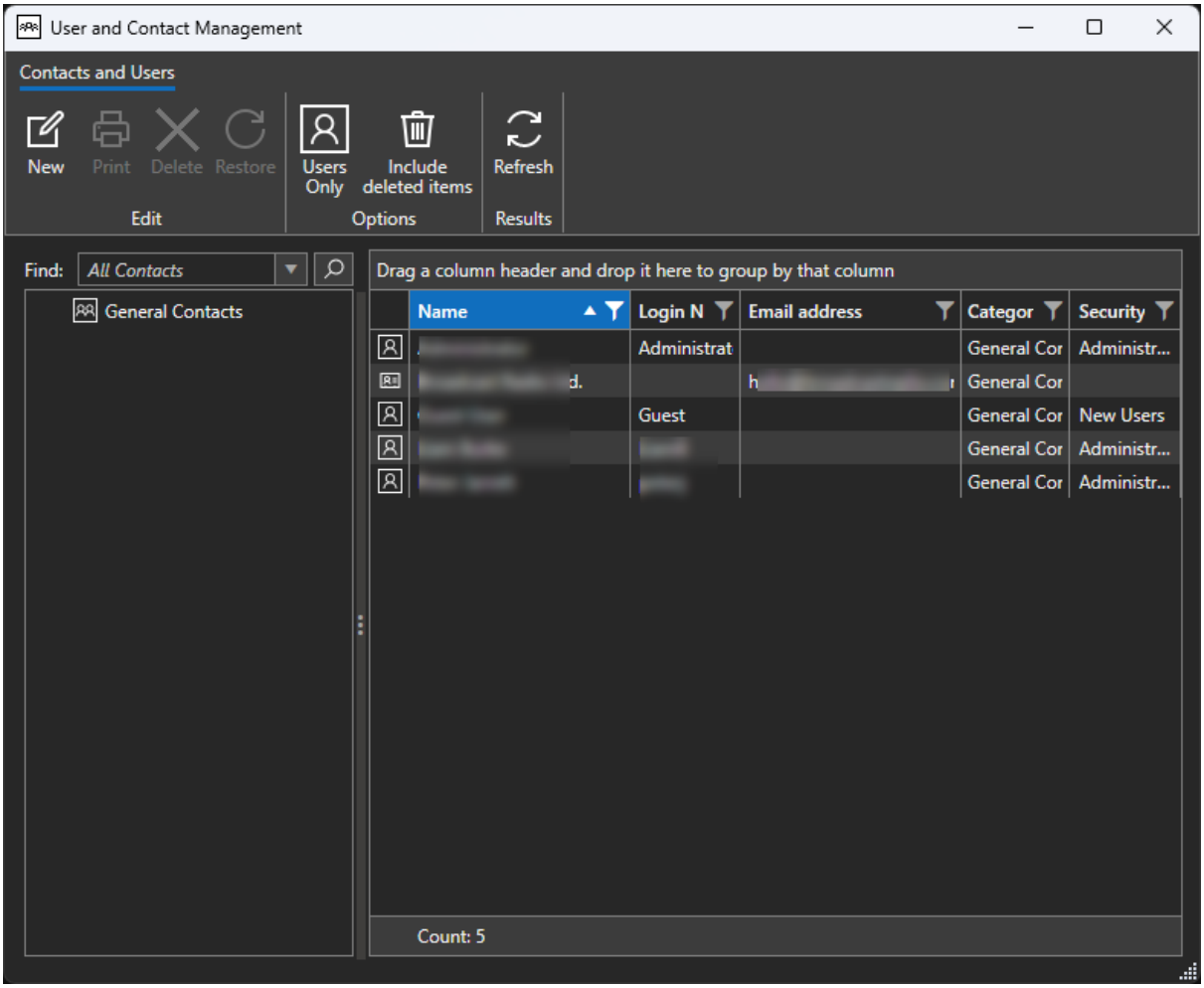
As Myriad Schedule is built into every Myriad workstation, it has the advantage that you are no longer tied to a single PC to edit your Clocks or work on your Rules. The disadvantage is that all your presenters will also have access to these features unless you adjust their User Permissions to prevent access. To do this follow these steps:

1. Access the **Security Menu > User Management** option whilst being logged in with a User Account with permissions to edit other User Accounts. N.B this is the same option in Myriad Playout.



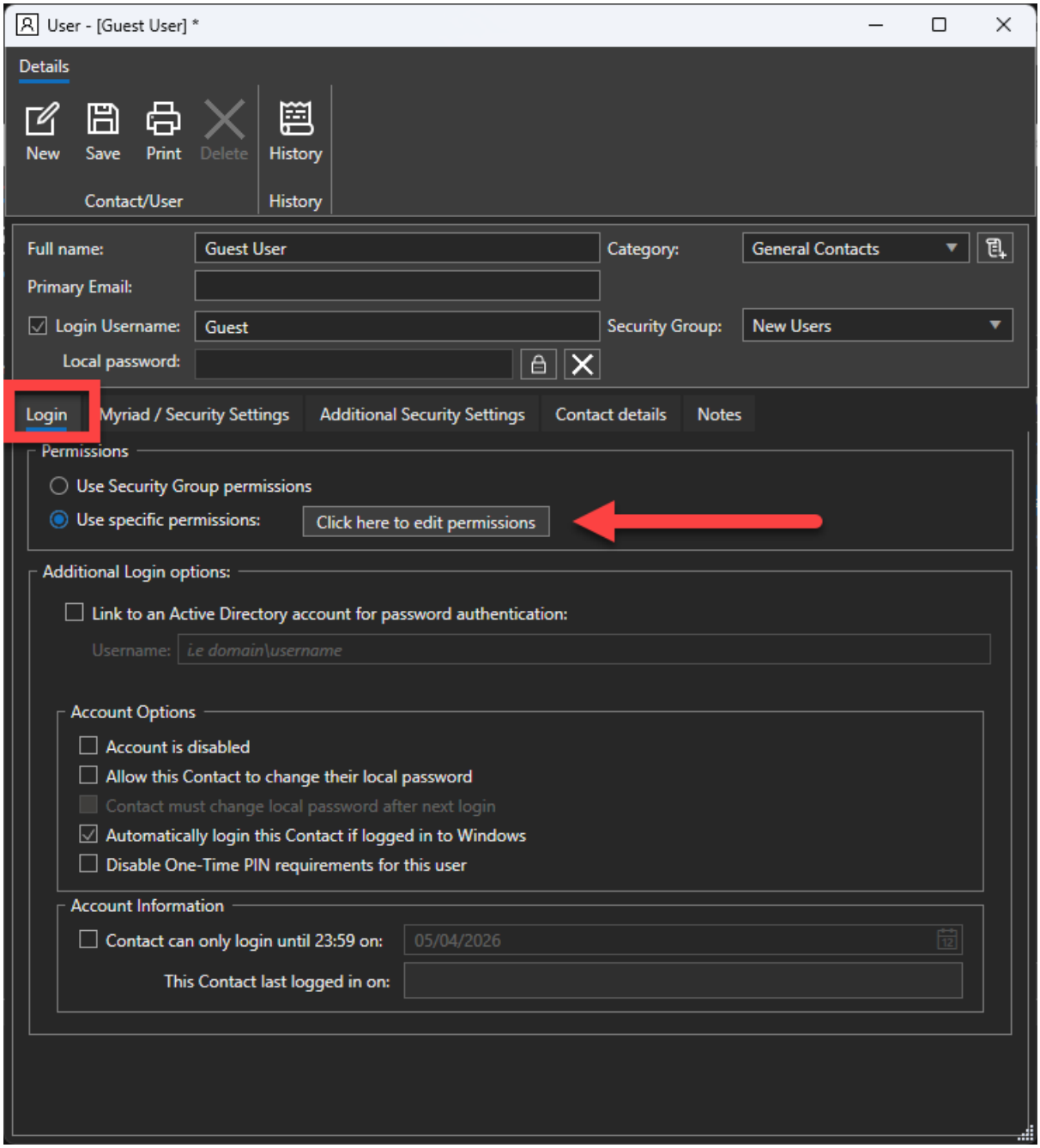
This will open the User Management window.

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2. Double click on the **User** you want to change permission on and then switch to the **Login** tab.

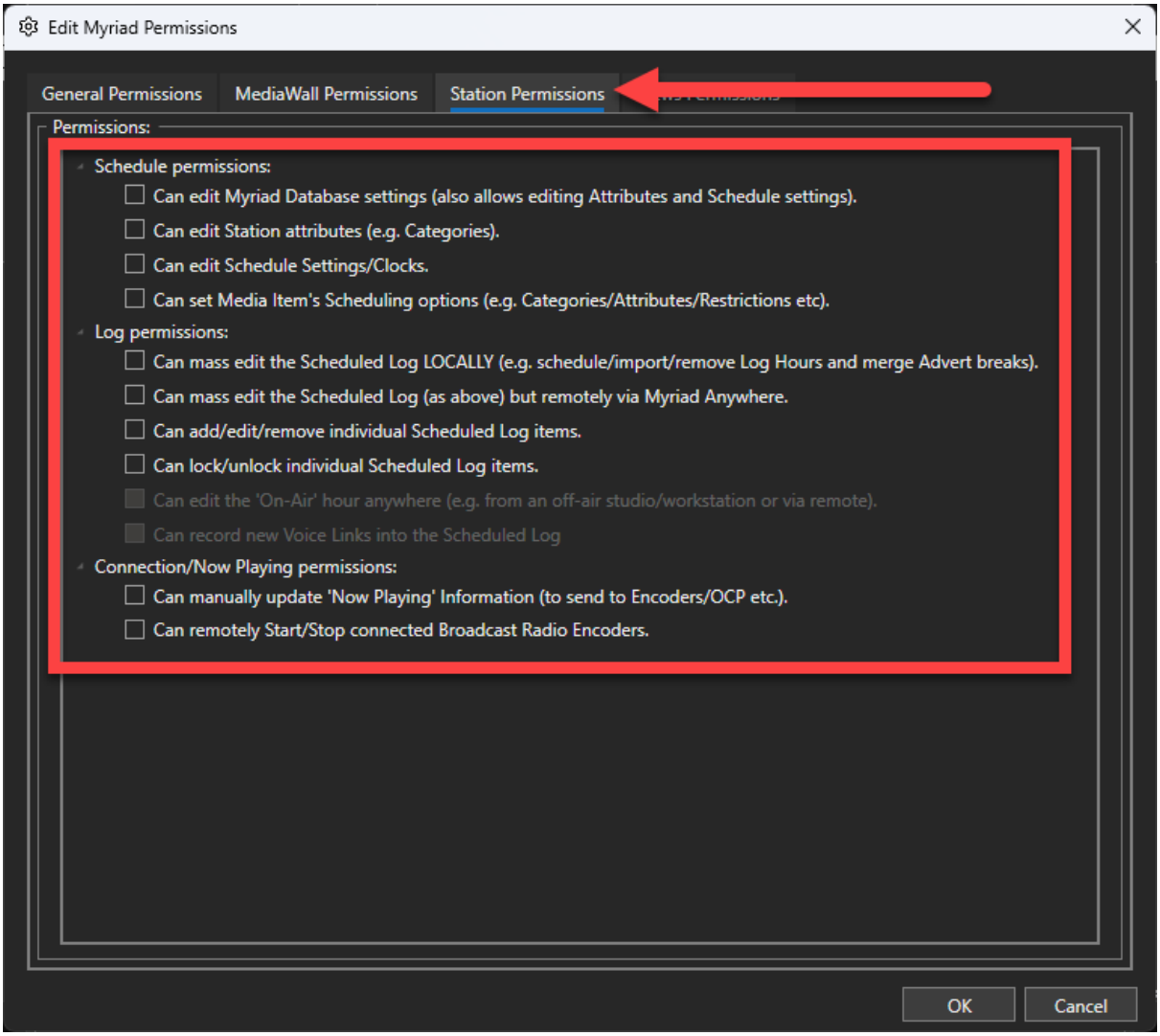
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3. Select the **User Specific Permissions option** and on the **Edit Permissions** button to edit the permissions for the User, then switch to the **Station Permissions tab.**

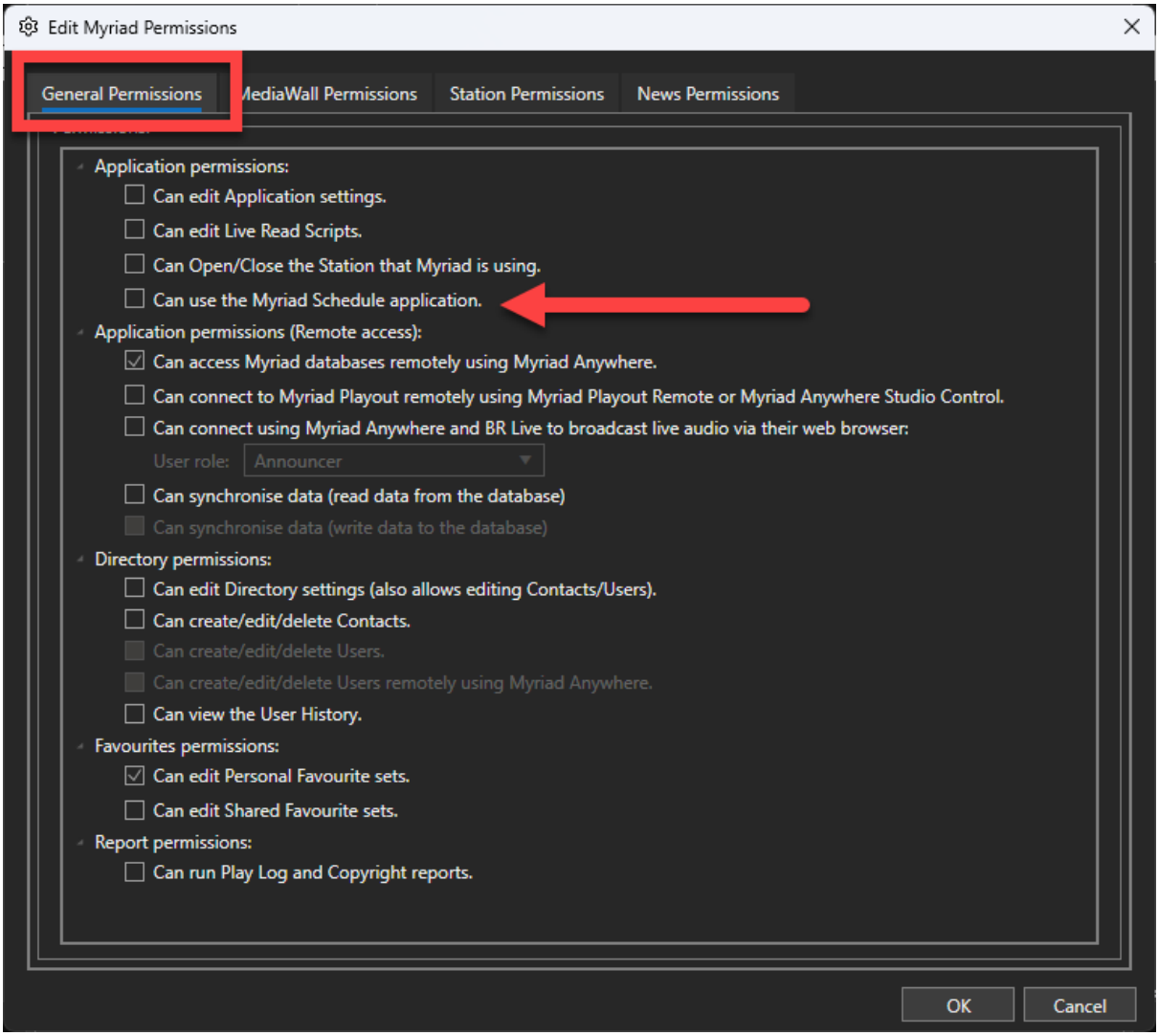
4. **Untick** all the options in the **Schedule Permissions** section. This will prevent the User from editing any Schedule related tools or options.

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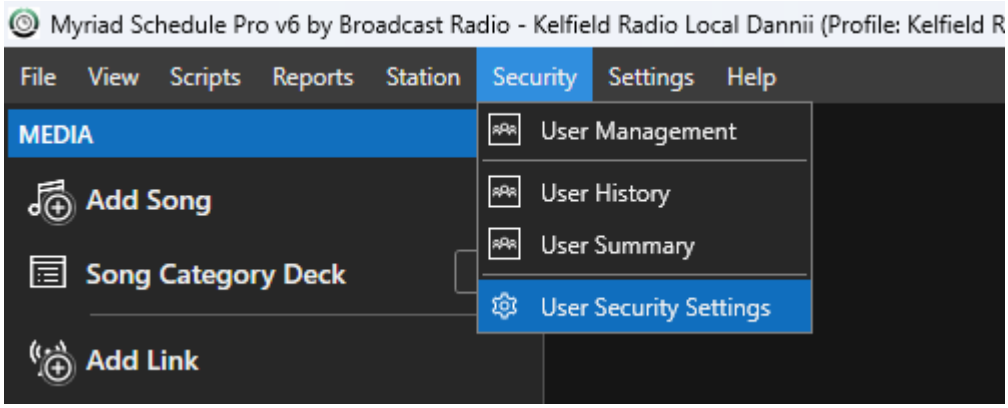


If you do not want them to be able to access the stand-alone Myriad Schedule application, you can also untick that option in the **General Permissions** tab.

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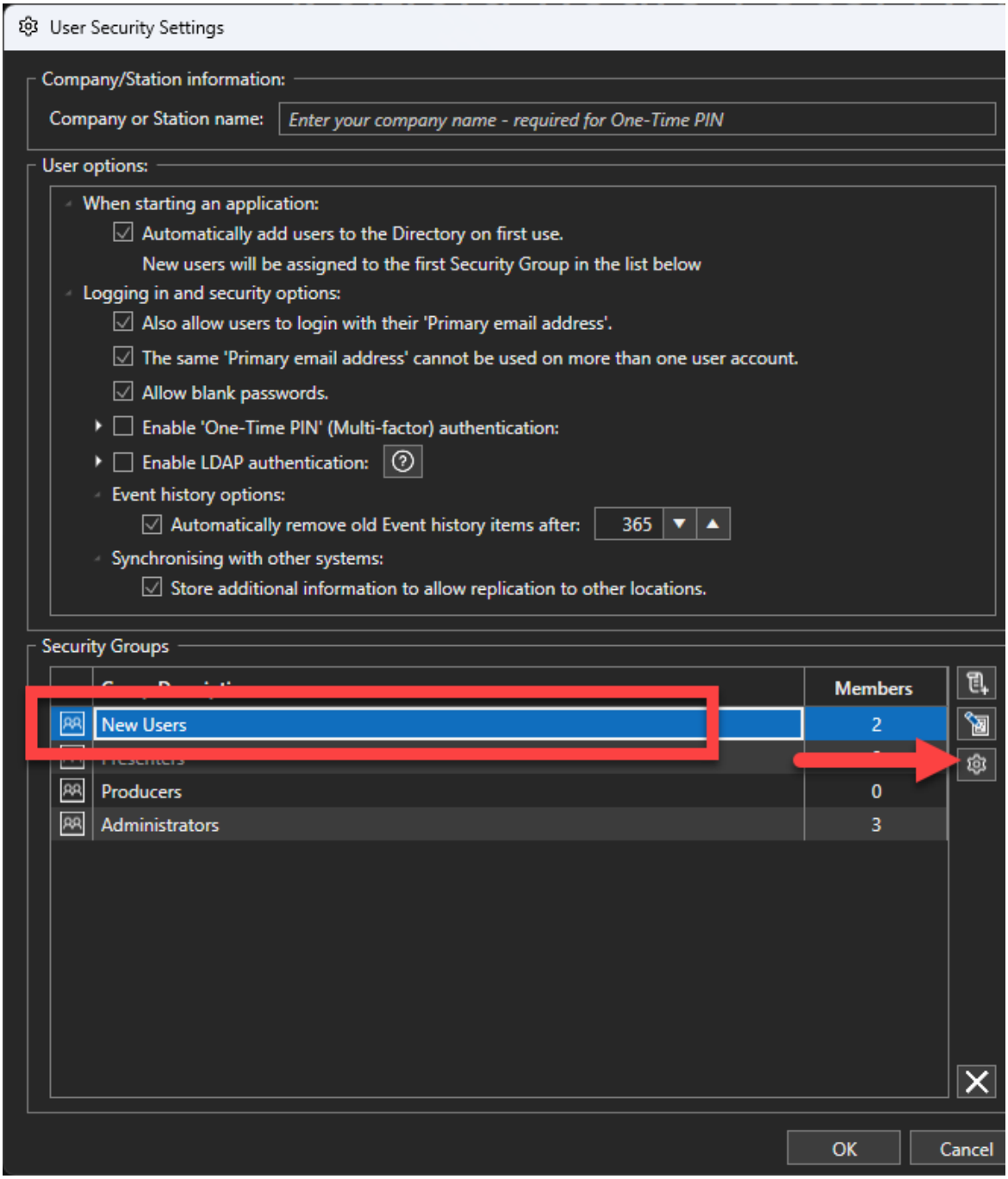


You can also apply this to the Permissions for a User Group using the **Security Menu > User Security Settings** option.



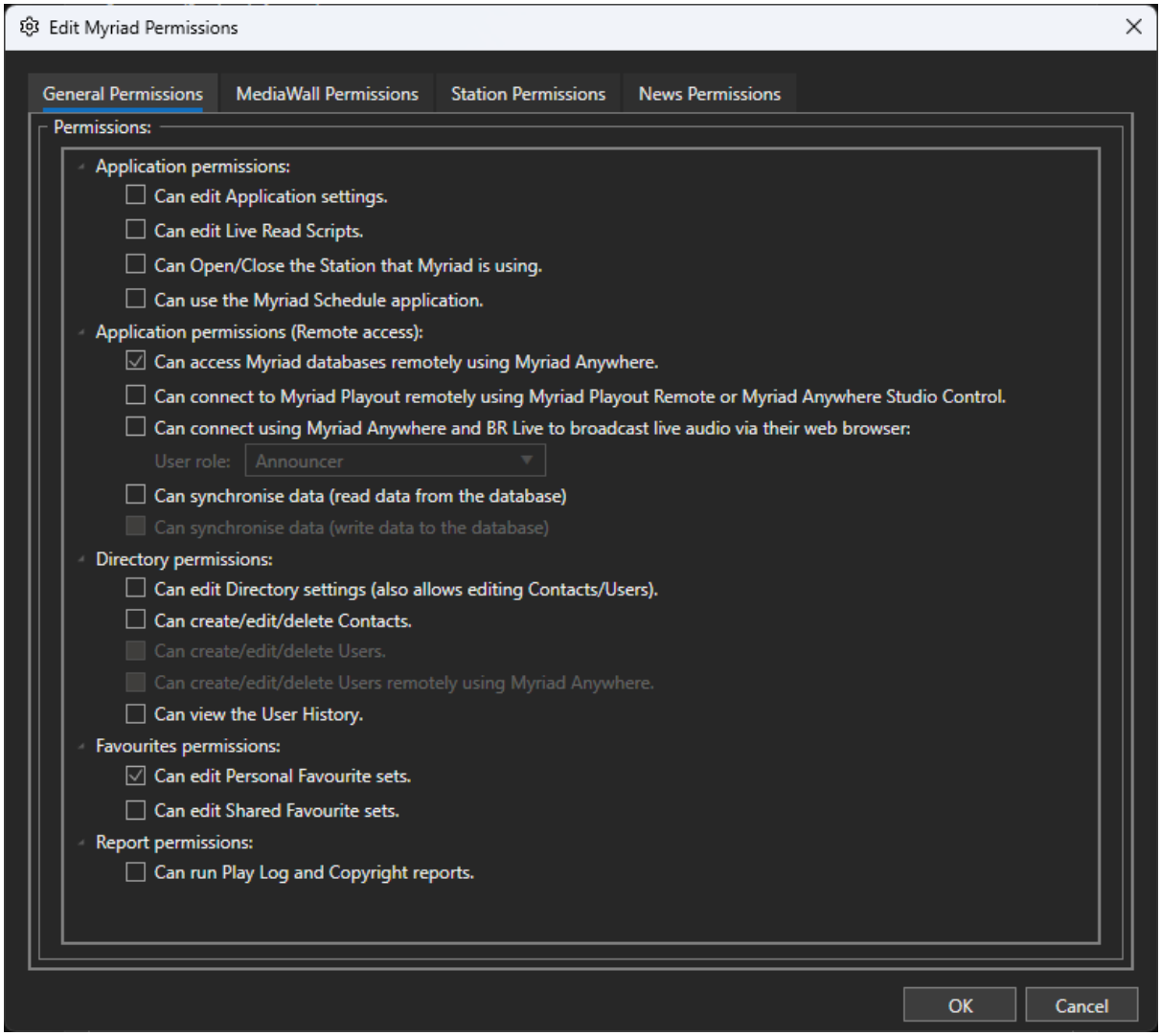
Highlight the User Group and click on the **Cog** button to access the Permissions for the User Group.

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This will allow you to change the settings for everyone within the Security Group.

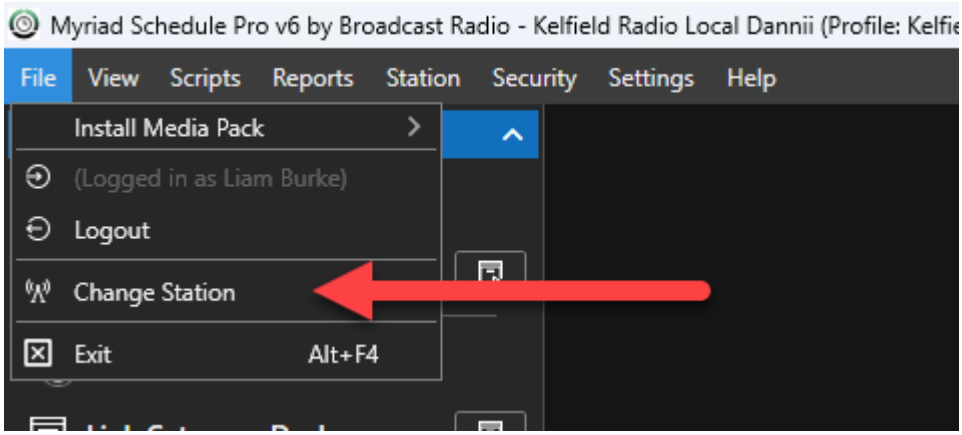
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Changing Stations

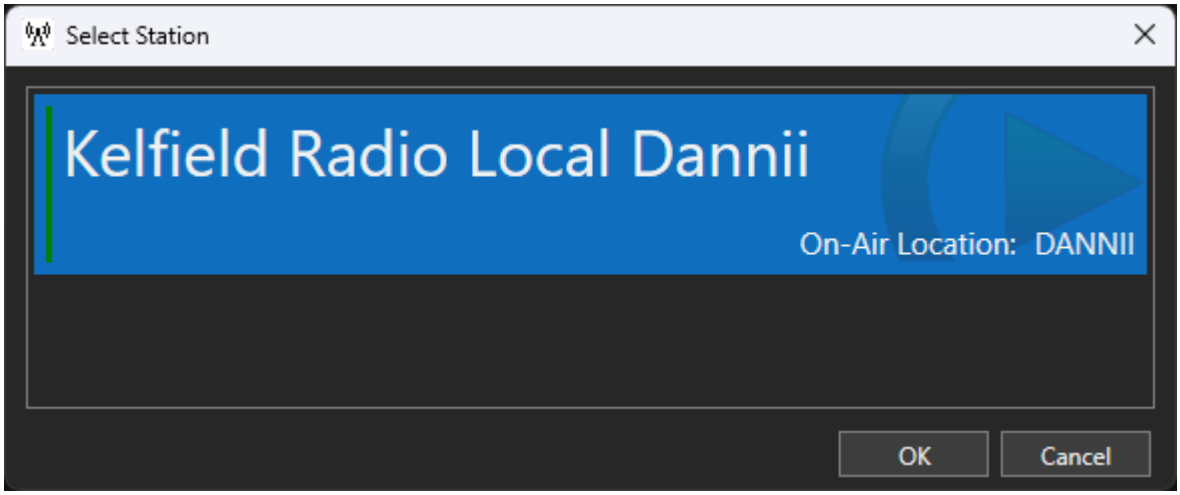
If you are operating more than one Station within your Myriad ecosystem, then it is likely will need to change between these stations whist working within Myriad Schedule.

To change the Station you are working on, click on the **File Menu > Change Station** option.



This will open a list of available Stations.

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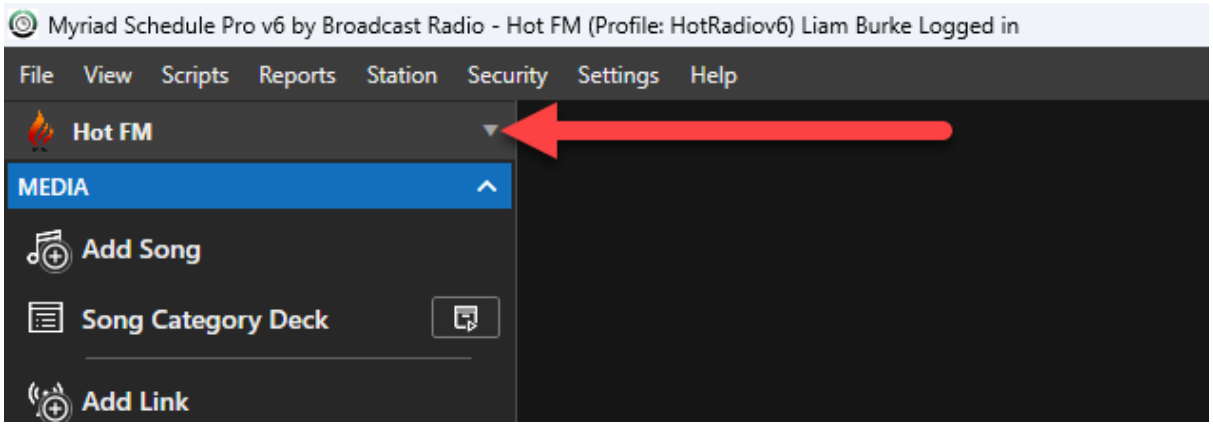


Select the Station you want and click OK.

Fast Switching Between Stations (Myriad Schedule Pro only)

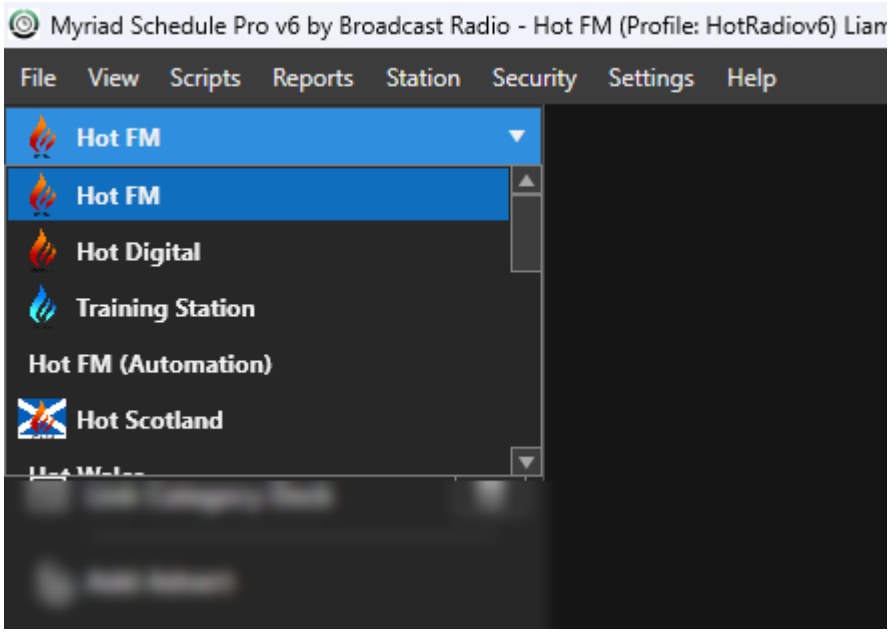
Myriad Schedule Pro customers with multiple Stations can also use the **Fast Switcher** to switch between Stations and even compare content between Stations.

The Fast Switcher is located at the top of the left-hand menu tab.

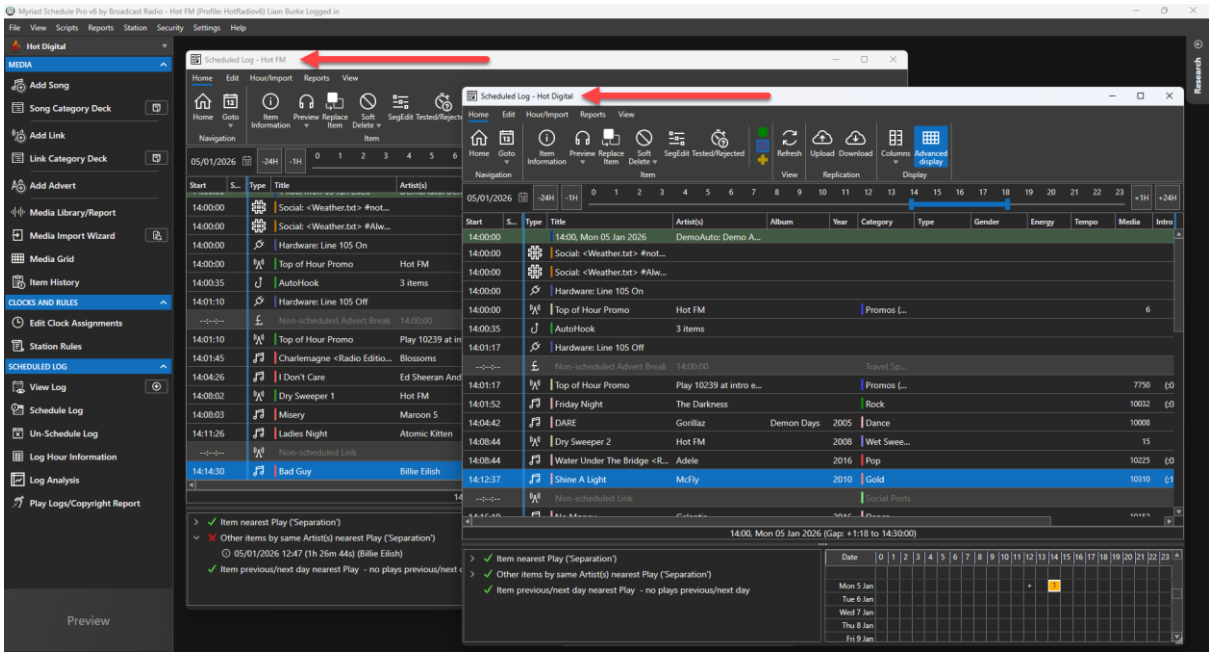


Use the drop-down list to select the Station you want to switch to.

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Some windows in Myriad Schedule Pro can be opened for multiple Stations for comparison purposes.



In the example above, we can compare the Scheduled Log for two Stations (Hot FM and Hot Digital). To open both views, follow these steps:

1. Select Hot FM from the Fast Switcher.
2. Click on the View Log option.
3. Select Hot Digital from the Fast Switcher.
4. Click on the View Log option.

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Using Myriad Schedule Pro With 3rd Party Radio Playout/Automation Systems (Myriad Schedule Pro only)

If you are using Myriad Schedule Pro with one or more 3rd party Playout/Automation systems (such as Zetta, WideOrbit or Enco), the vast majority of features and workflows are the same as when using Myriad Schedule Pro with Myriad Playout, however, there are a few notable exceptions that are worth exploring.

The main considerations are:

- All Songs, Links and other media assets have a unique reference number (or alpha numeric reference) which matches the reference in your 3rd party playout/automation system.
- Any workflows that involve browsing or selecting audio content are replaced with the ability to manually add the unique reference.
- Overall duration and other key timing information (Intro, Extro etc) can be manually added to Songs and Links.
- Myriad Schedule Pro is able to 'link' to audio with files in supported 3rd party Playout/Automation systems to simplify workflows.
- Scheduled content is exported as a formatted Log File in the correct format for your 3rd party playout system or systems.
- Aspects specifically related to Myriad Playout (such as AI Voice Links) are automatically removed from the system.

Currently Supported 3rd Party Playout / Automation Systems

Below is a non-exhaustive list of 3rd party radio playout and automation systems that Myriad Schedule Pro can generate export log files for.

It also includes some generic log output formats that can be used with playout systems that allow custom log file imports.

Playout / Automation System or Log Format	**Notes**
Myriad Playout v6	Fully integrated.
Myriad Playout v3,v4,v5	Via log files (xml format).
Enco DAD	Log file.
mAirList (requires Myriad Schedule v6.8.2 or higher)	Playlist file.
Nexgen	Log file.
PlayIt Live	Log file.
PlayoutONE	Log file ("dpl" format)

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Station Playlist	Log file.
RCS Zetta	Log file.
Wide Orbit Radio Automation	Log file.
Generic Text Log	Log file.
Generic Text Log (Natural Music Format)	Can be used with any system with a Natural Music log import option.
Generic CSV	Comma separated variable format log file.
Generic Text Log (Media ID only)	Simple list of media IDs / references.
Generic Pipe "|" Delimited Log File	Pipe separated format log file.

Advert/Spot Log Formats	
Myriad Advert Log File	Log file.
PlayoutONE Advert Log File	Log file ("tpl" format)

For a live list of the latest supported systems visit - https://help.broadcastradio.com/support/solutions/articles/101000558450-3rd-party-radio-playout-automation-systems-supported-by-myriad-schedule-pro

Export Format Licensing

Export Formats refer to the number of different format outputs Myriad Schedule Pro can generate log files for.

For example, a radio group may have one site using Zetta and another site using WideOrbit, but want to send the same Myriad Schedule Pro generated log file to both (but in the correct format for each site). This would require **two Export Formats,** one for each format in use.

If the same radio group actually had ten sites using Zetta and eight using WideOrbit, they would still only need **two Export Formats** because whilst the Log files are being sent to 18 stations in total, they are only being formatted in two systems (Zetta and WO).

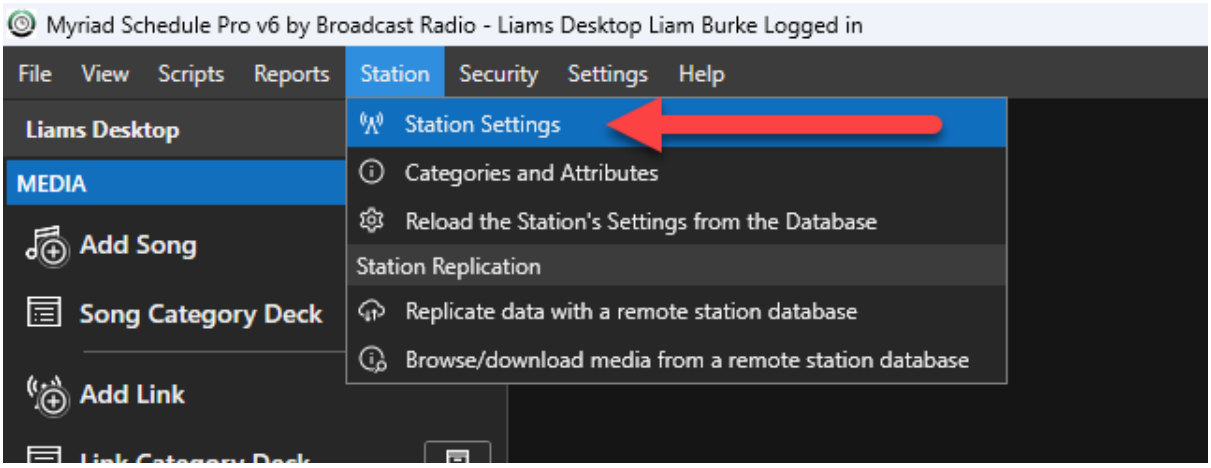
The number of Export formats that you can add to your station is determined by your subscription - if you need to add an Export format then you may need to contact hello@broadcastradio.com for more information about pricing for your station.

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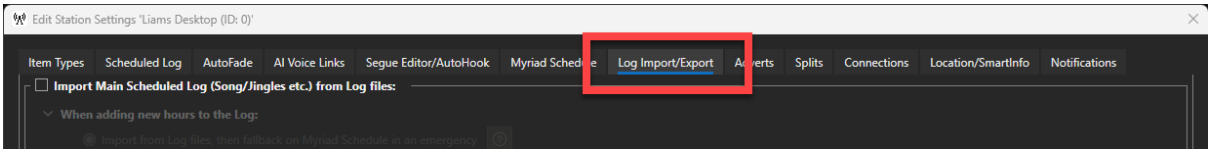
Adding Export Formats

To add 3rd party Export Formats, follow these steps:

1. Select **Station Menu > Station Settings.**

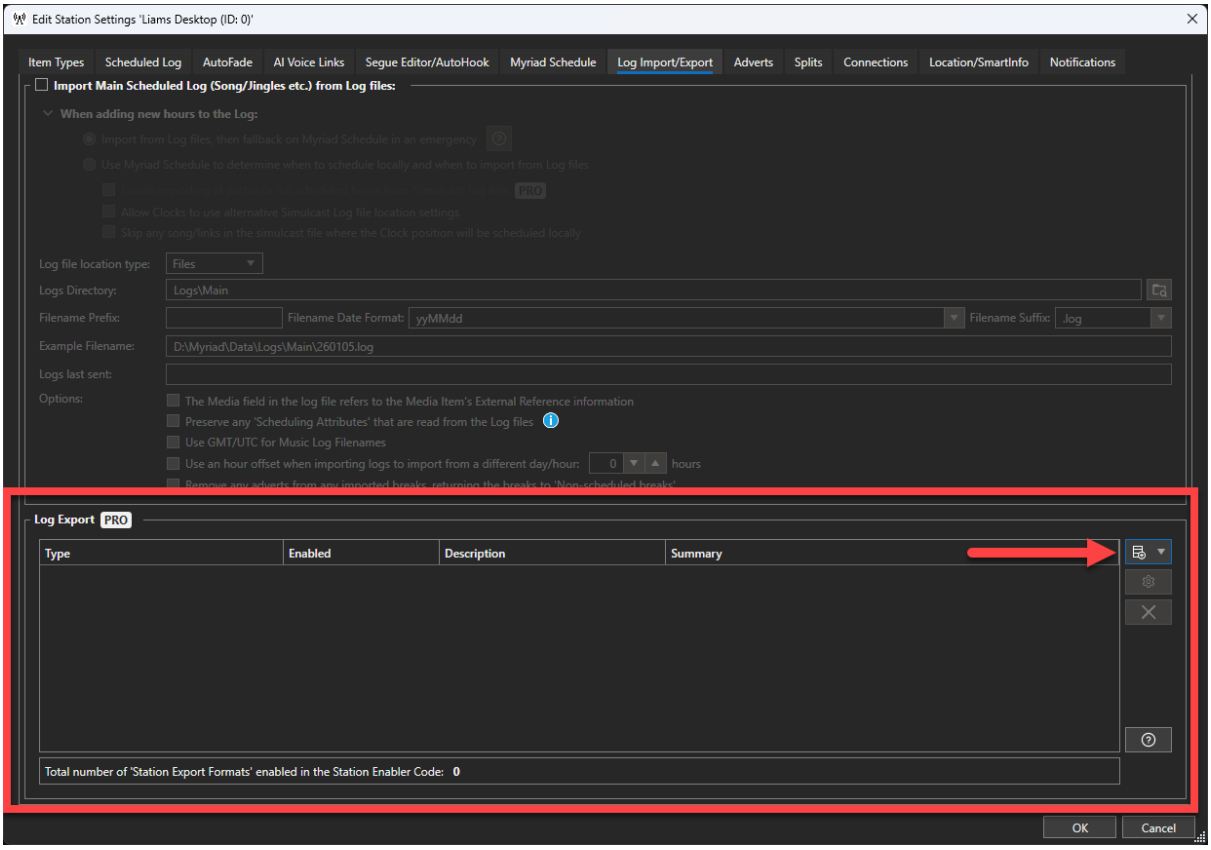


2. Switch to the **Log Import/Export** tab.



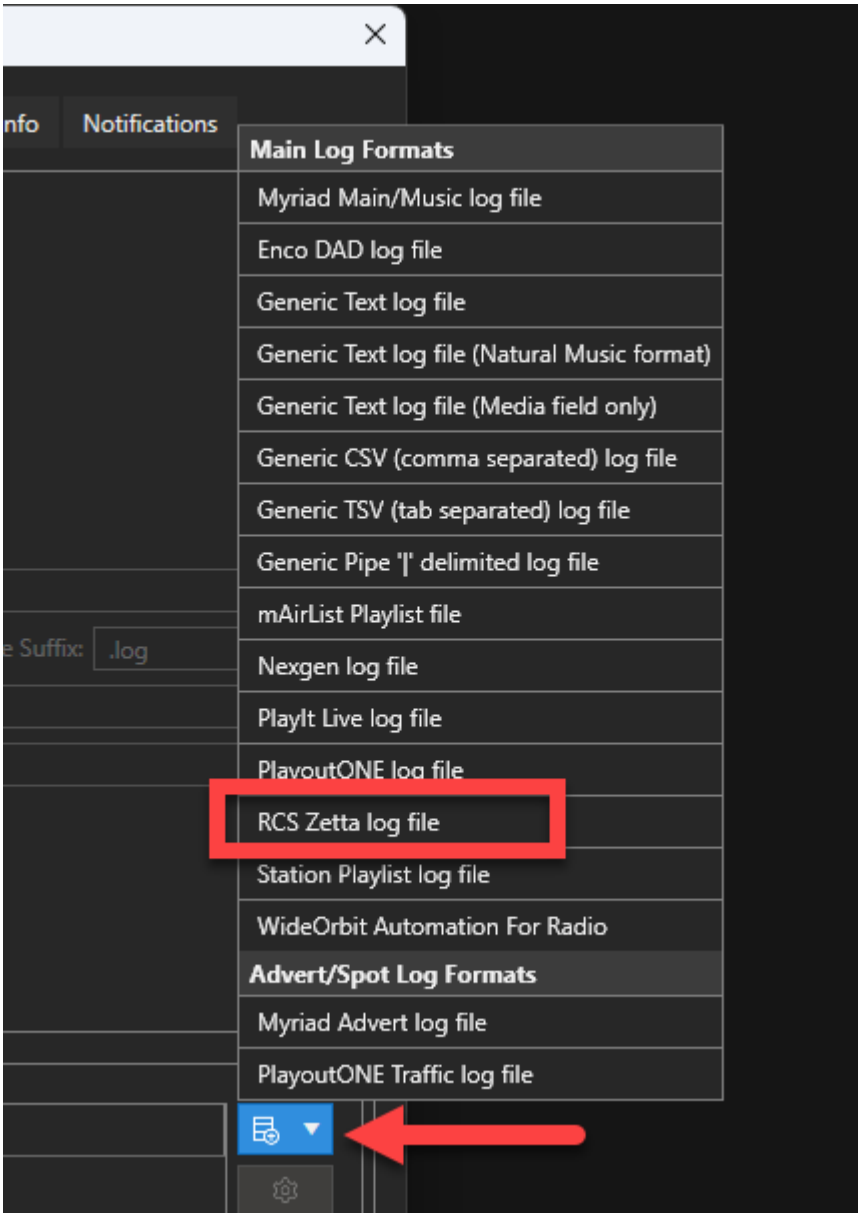
3. In the **Log Export** section, click on the **Add Export** button to select the Export Format you want to add.

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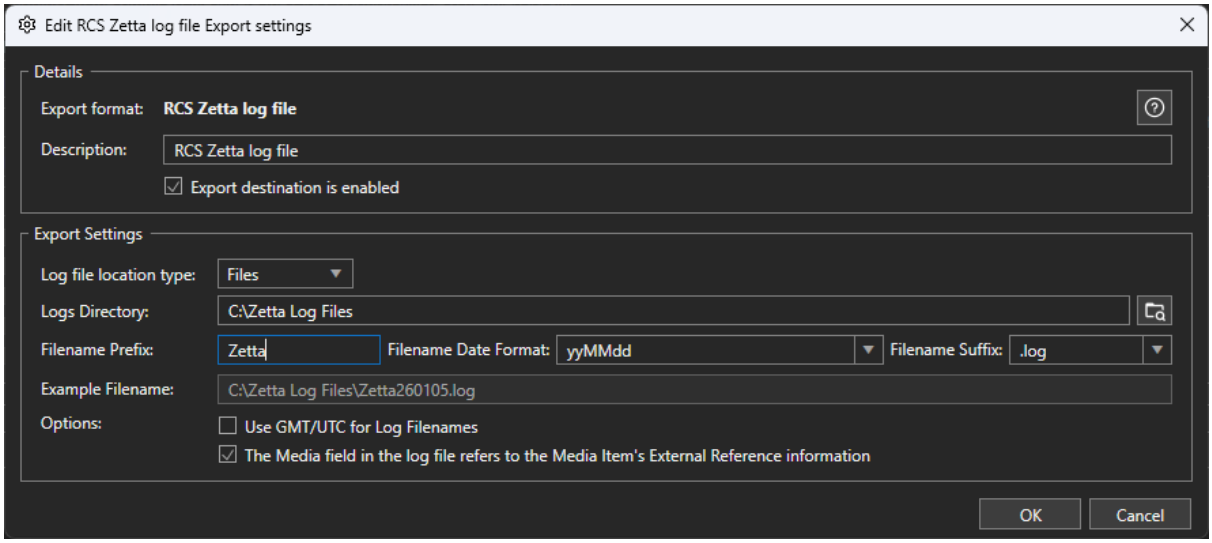
4. Select the **Export Format** from the list. In this example we will add an RCS Zetta export.

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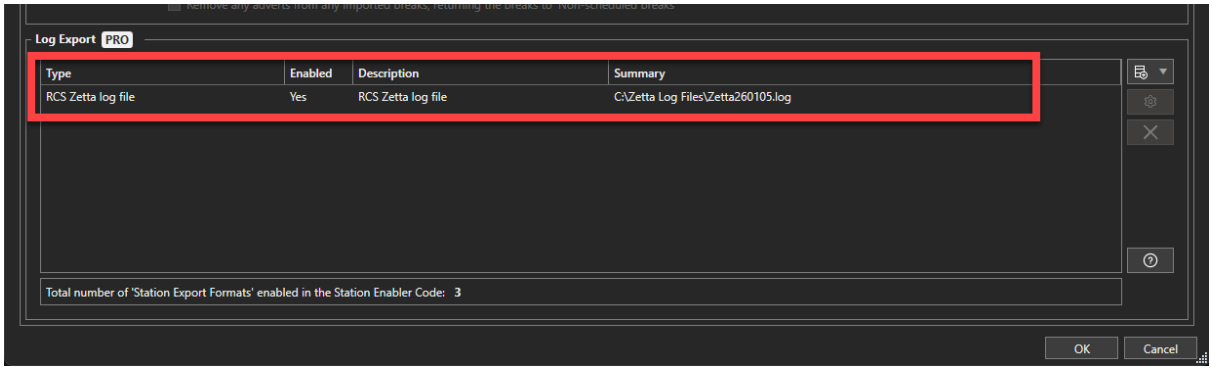


5. Add in the settings for where Myriad Schedule Pro should output the Log file so that it can be distributed to the Zetta stations.

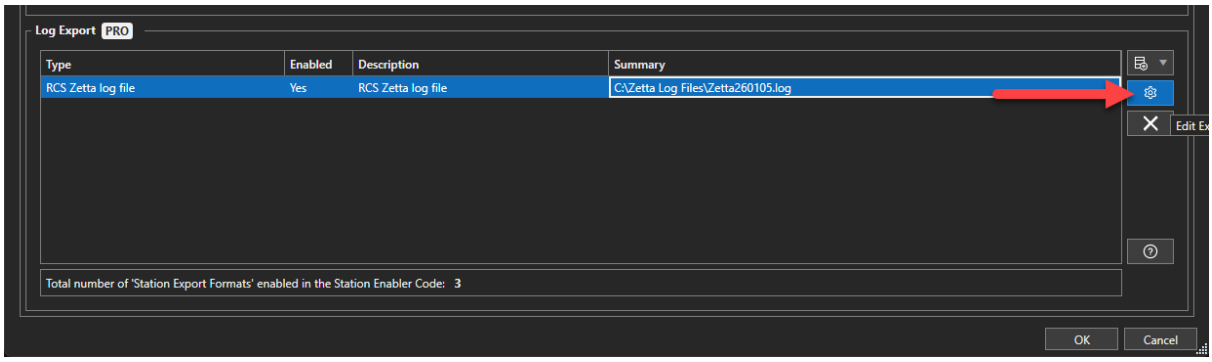
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6. The RCS Zetta export format will be added to the list.

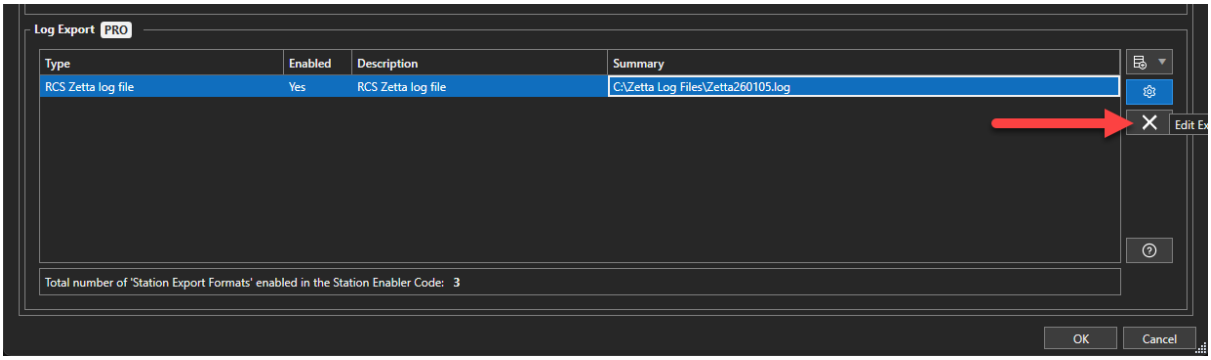


7. If you need to alter the settings, select the Format and click on the **Edit Cog** button.

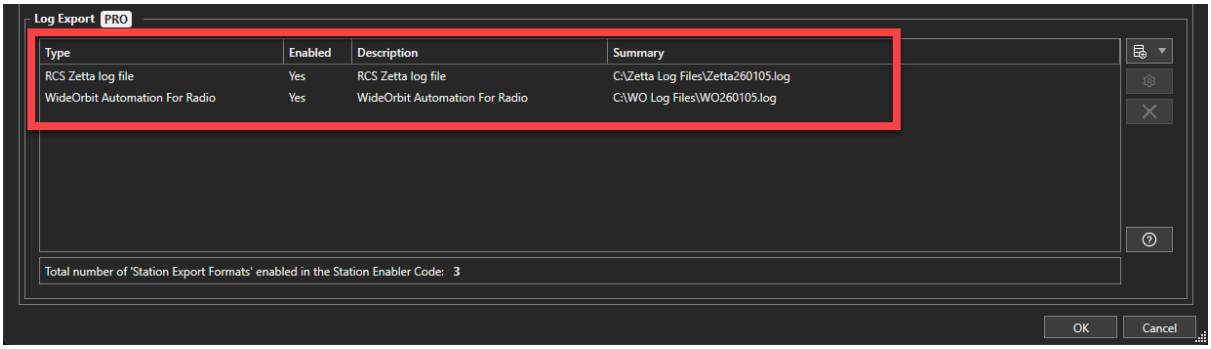


8. You can also remove a format by selecting and clicking on the **X button**.

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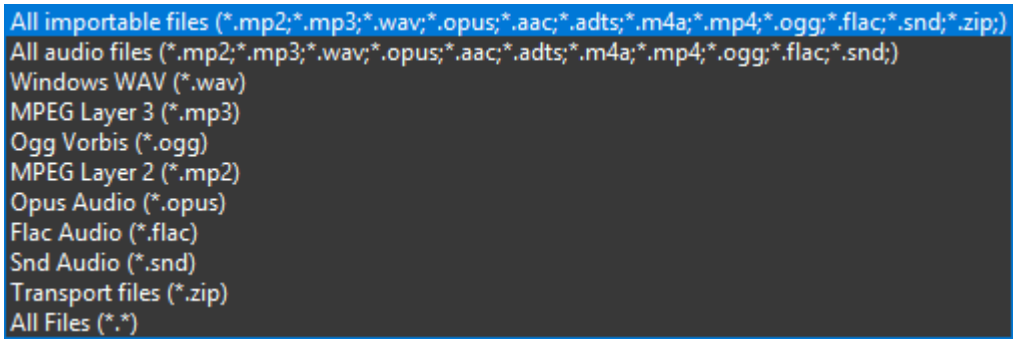
9. If you need to add a second Export Format, repeat the process above, selecting the required Format and appropriate settings.



Linking To Audio In 3rd Party Automation Systems

Myriad Schedule Pro can allow you to link Media Items (Songs, Links, Adverts etc) to audio files in 3rd party systems, providing they stored in a supported format.

These include:



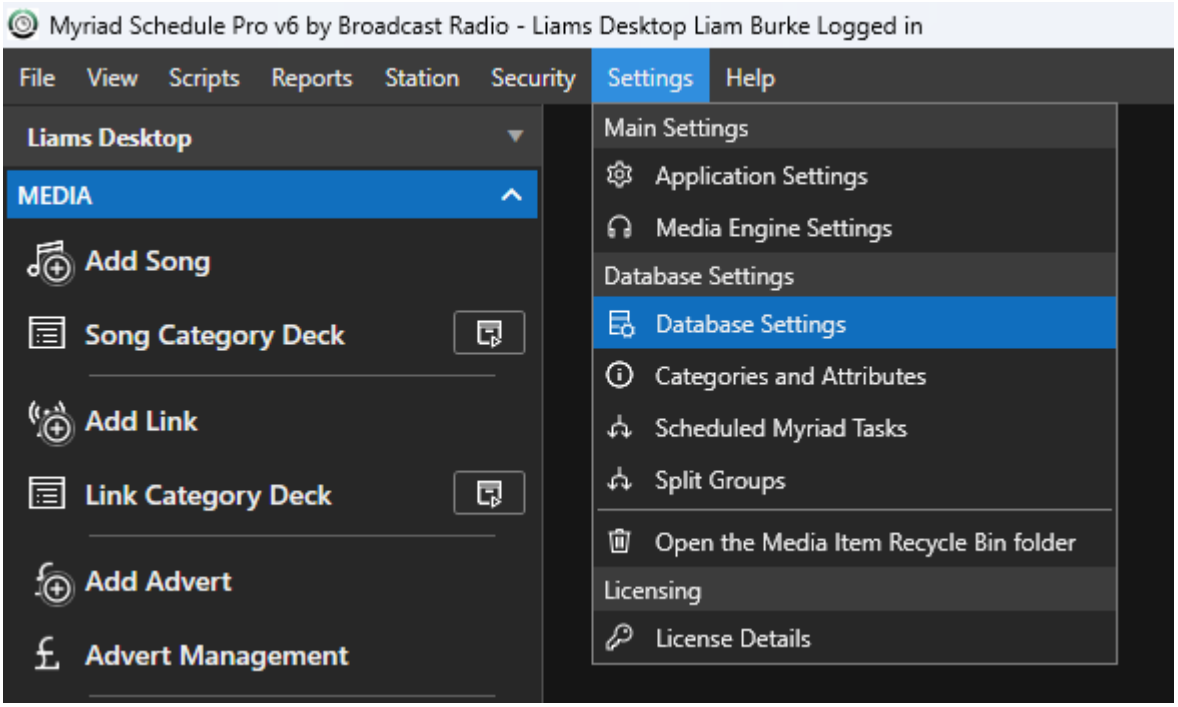
The advantage of linking to the audio files directly in your 3rd party automation system, is that timing and metadata will be automatically imported and updated wherever possible.

Enabling Linking to External Audio Files

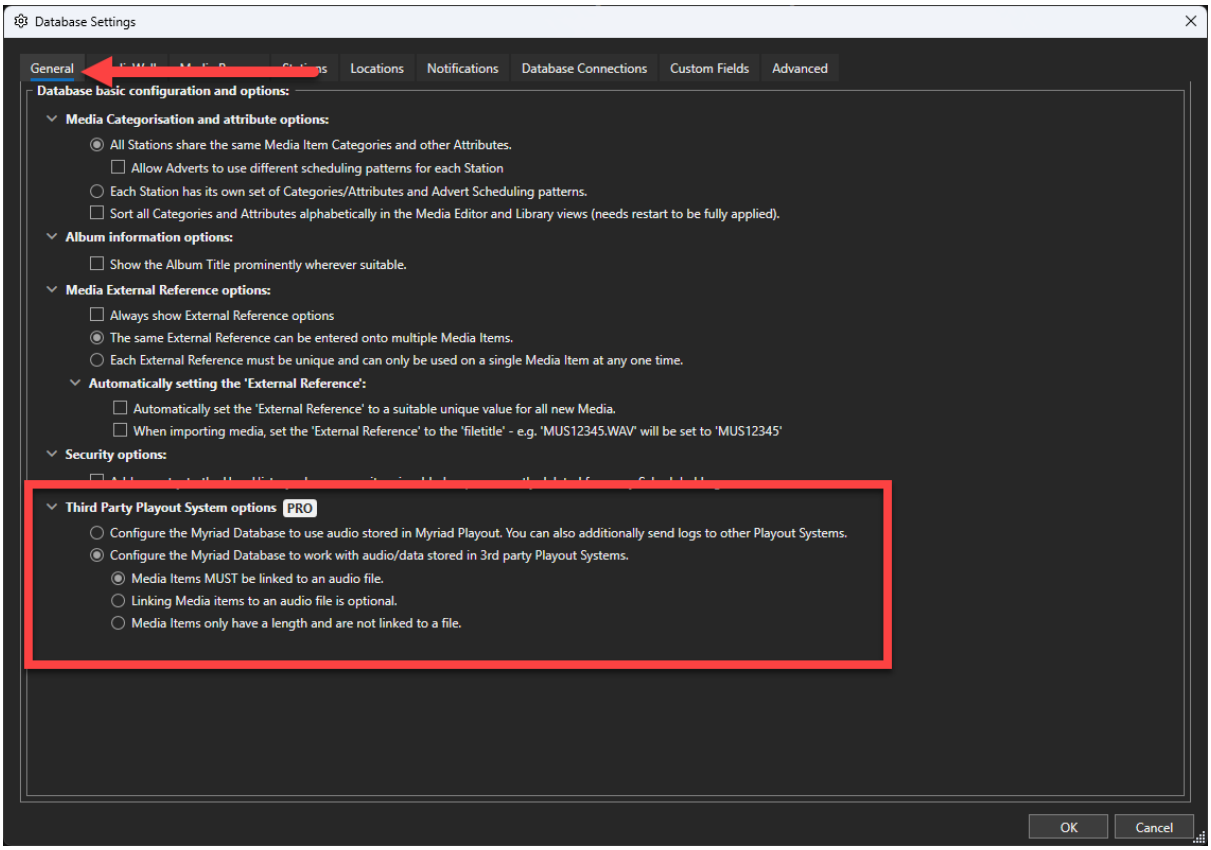
To enable Linking to External Audio Files follow these steps:

1. Select **Settings Menu > Database Settings.**

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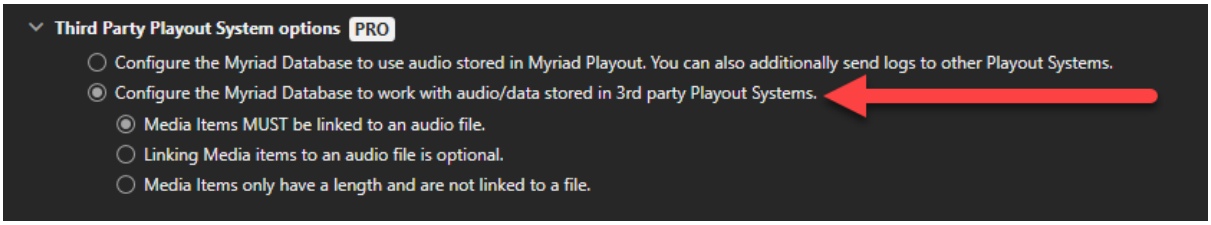


2. On the **General Tab** expand the **Third Party Playout System Options**.



3. Select the **Configure the Myriad Database to work with Audio/Data stored in 3rd party Playout Systems** option.

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4. This enables three additional settings:

    1) **Media must be linked to an audio file –** If this option is selected, all Media Items in the database must be linked to a corresponding audio file in your 3rd party Playout/Automation system.
    2) **Linking Media items to an audio file is optional –** This option allows you to link Media Items to audio files in your 3rd party Playout/Automation system but you also have the option to create Media Items manually that are not directly linked. You will need to manually enter information such as file duration, timing events, unique reference and standard metadata (Title, Artist etc).
    3) **Media Items only have a length and are not linked to a file –** The final option disables the ability to link to an external audio file. You will need to manually add key data such as Title, Artist, Duration and Unique Reference.

    Select the option that best suites your requirements.

Linking To Audio Files In 3rd Party Playout/Automation Systems

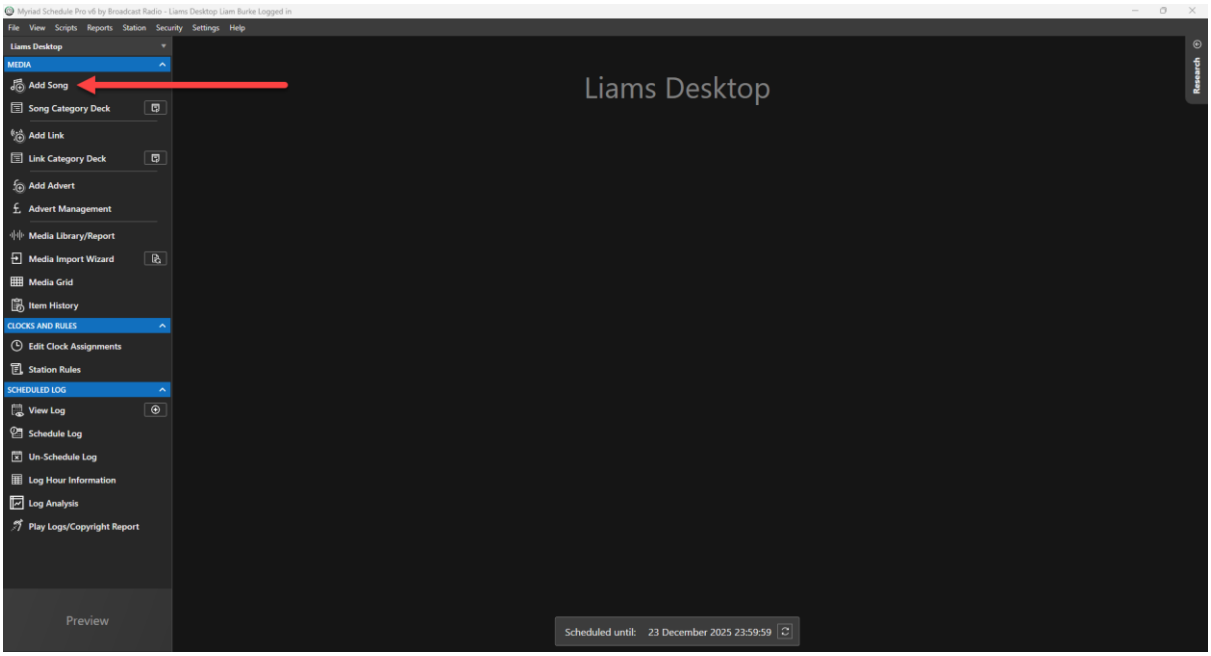
Linking Media Items to audio files in your 3rd party Playout/Automation system has several advantages including:

- Metadata (Title, Artist etc) will be automatically ingested / updated whenever possible.
- Primary duration will be set based on audio duration.
- Additional timing events (Intro, Extro etc) will be ingested / updated whenever possible.
- Audio can be played via the Myriad Schedule Pro UI (desktop and web).
- Additional timing information (Intro, Extro, Hook etc) can be set in the Edit Media Item window.
- Option to mass import based on audio files.

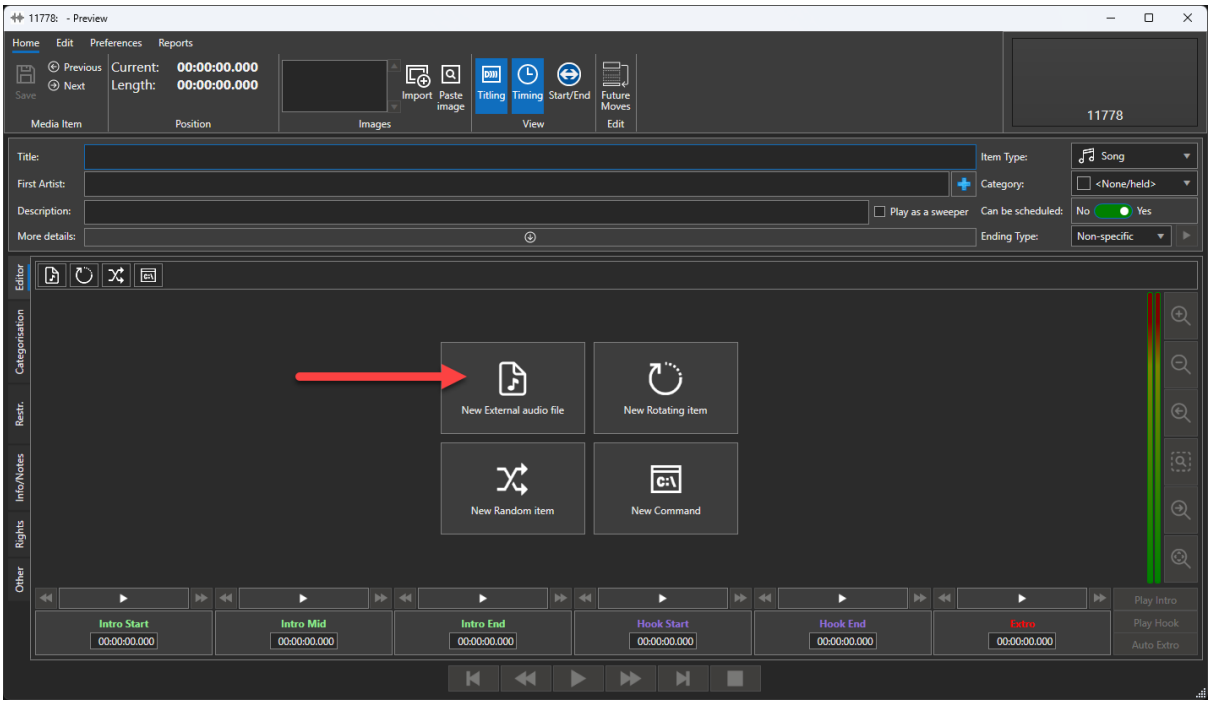
To link a Media Item to an audio file in an external Playout system, follow these steps:

1) Decide what Media Item type you are linking ie Song, Link, Advert etc. In this example we will create a new Song Media Item and link it to an audio file in an external playout system.
2) Click on **Add Song.**

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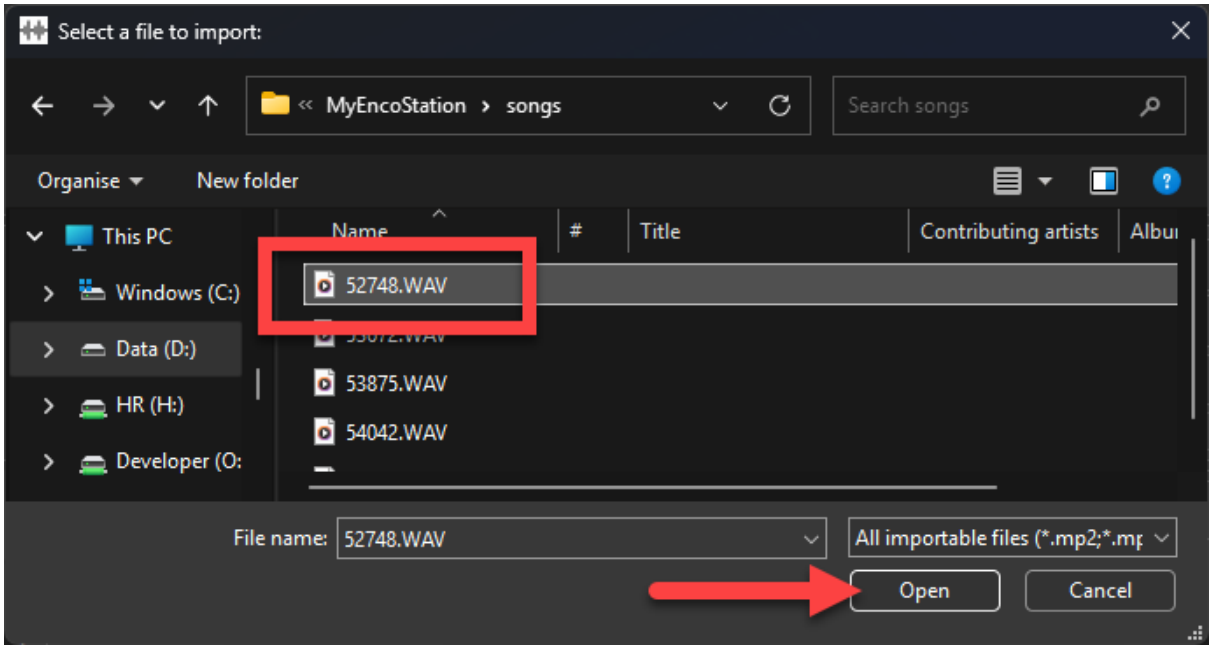


3) Click on the **New External Audio File** button.

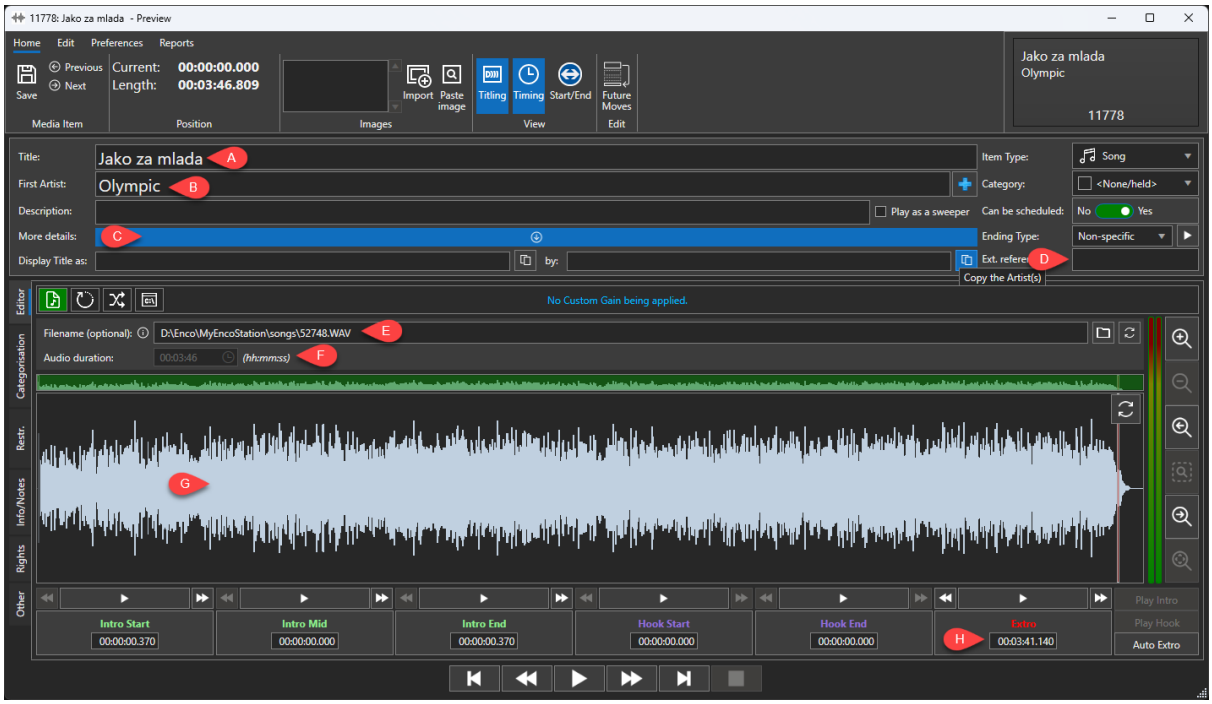


4) Browse to the folder where your 3rd party Playout/Automation system stores audio and select the audio file you want to link to.

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5) Myriad Schedule Pro will scan the audio file and extract all available metadata for the Media Item.



This may include:

a. Title
b. Artist
c. Click on more details to show External Reference.
d. **Manually add the unique External Reference – this will be the reference from your 3rd party Playout/Automation system**.

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e. Linked file location.
f. Duration of audio file.
g. Scan on audio file waveform (peak file).
h. Extro / Outro / Next time.

Please note that the available information will vary with 3rd party system and/or embedded metadata in the audio files.

6) Linking to the audio file will provide key data for Myriad Schedule Pro but you still need to **Manually Add External Reference** as this information will be on your 3rd party Playout/Automation system, not the audio file!

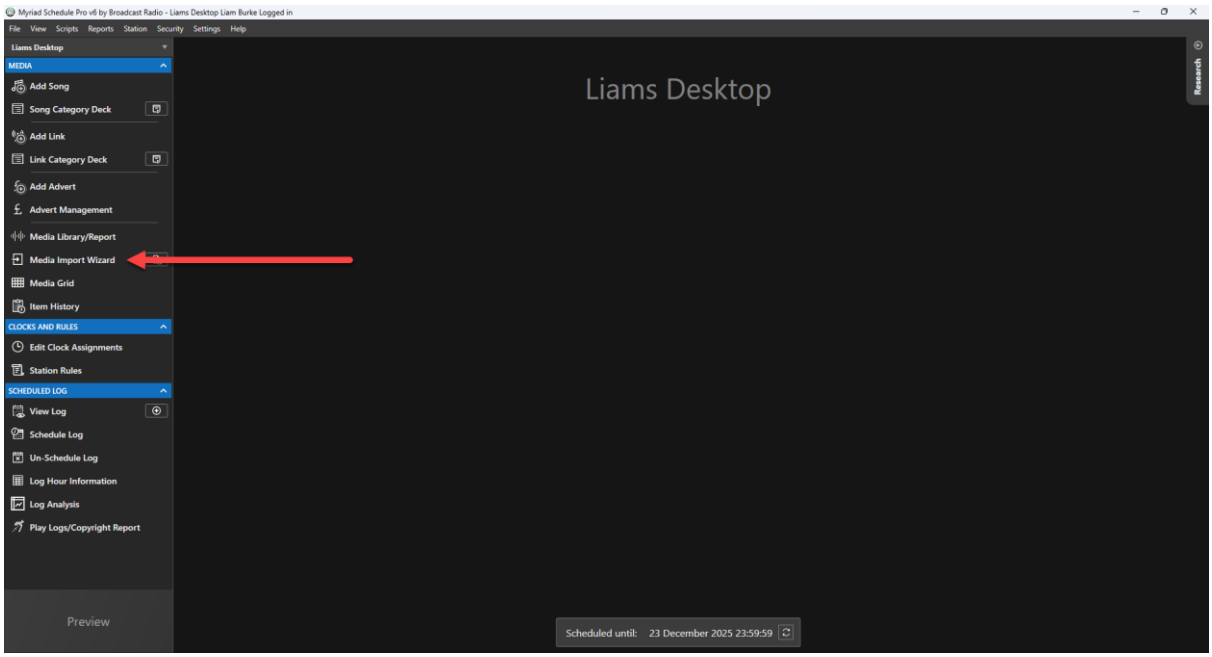
You may need to click on the **More Details** button to expose the External Reference field depending on settings.

7) Please note that Myriad Schedule Pro only links to the 3rd party audio file. It does not alter the file or add additional metadata that could affect your 3rd party playout system.

Mass Link Audio Files

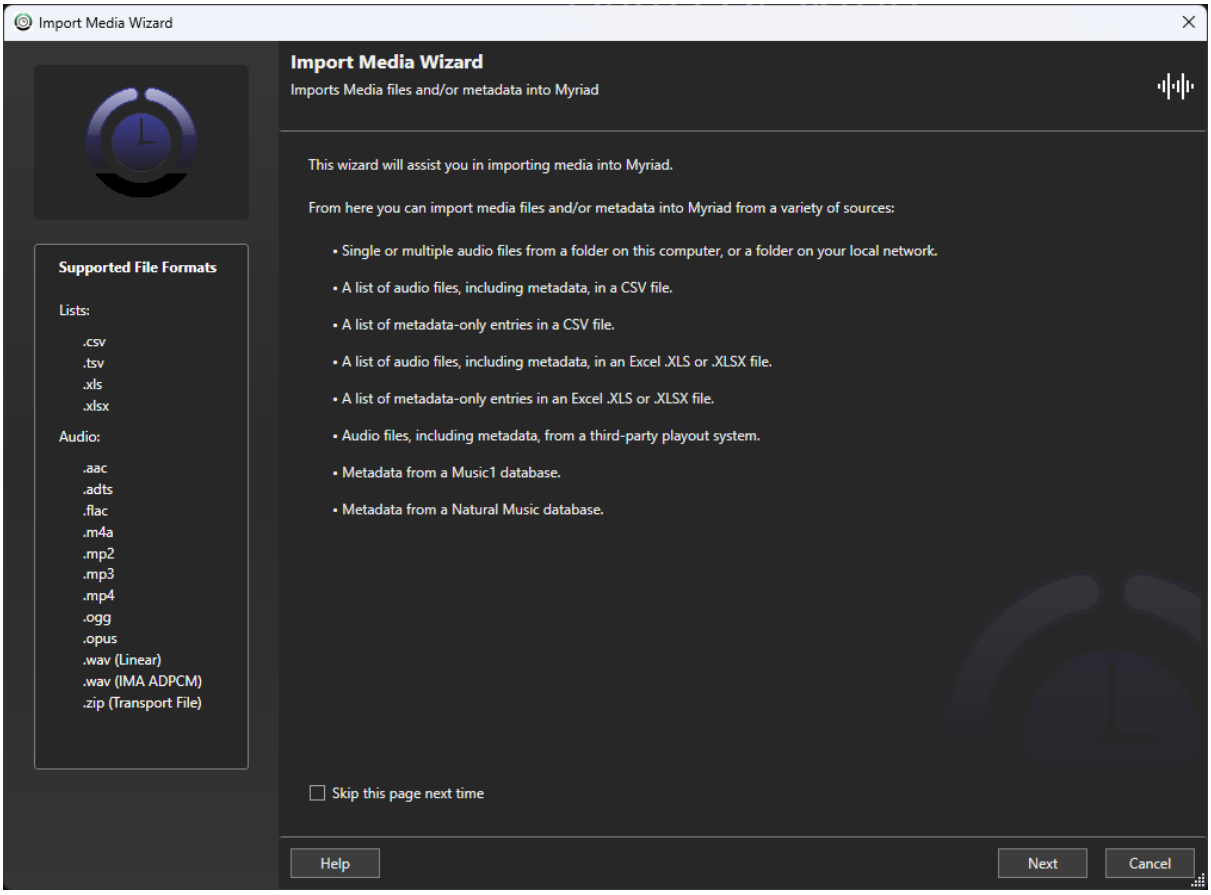
You can also use the Mass Import Wizard to link to multiple 3rd party Playout/Automation system audio files, in a single process.

1) Click on the **Media Import Wizard** option on the left hand menu.



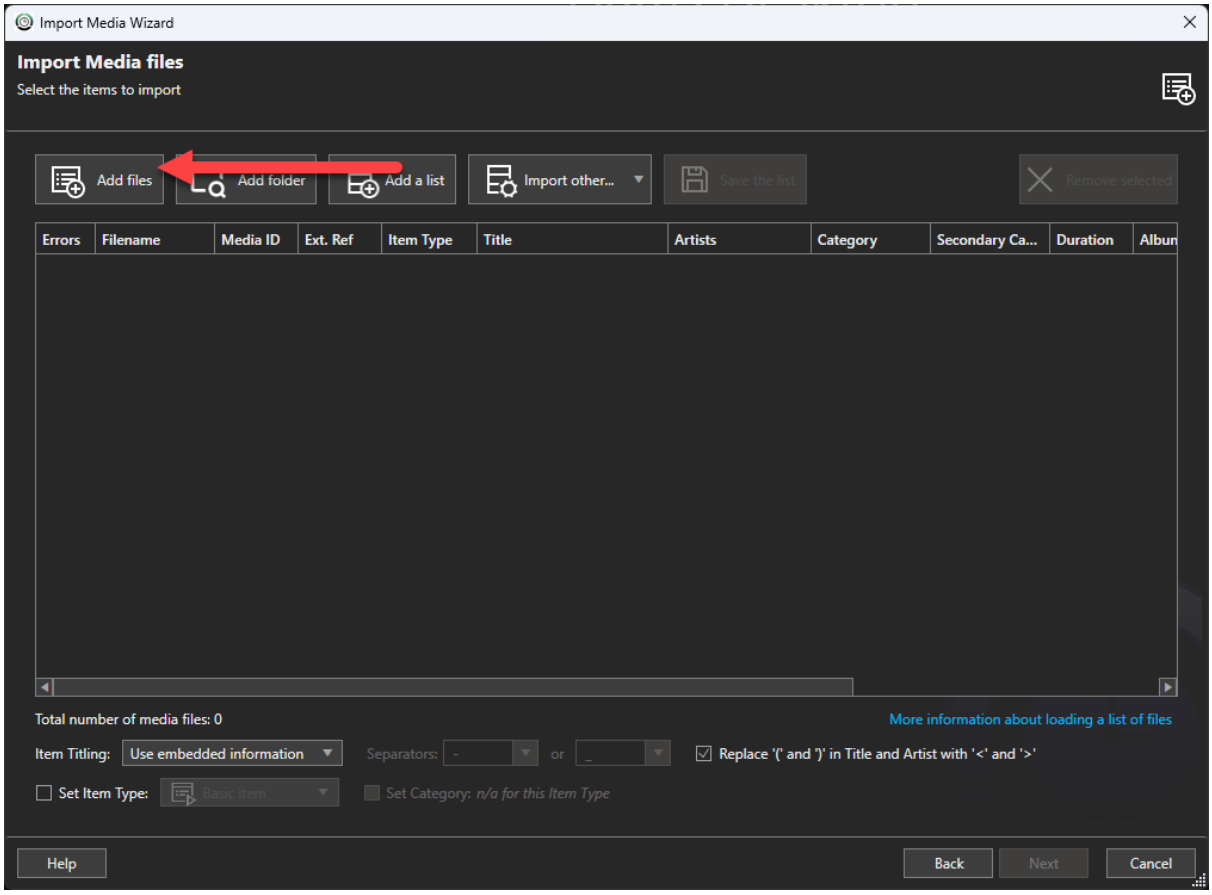
2) The initial wizard page lists the data and audio file types that can be imported. Click Next to move on to the next page.

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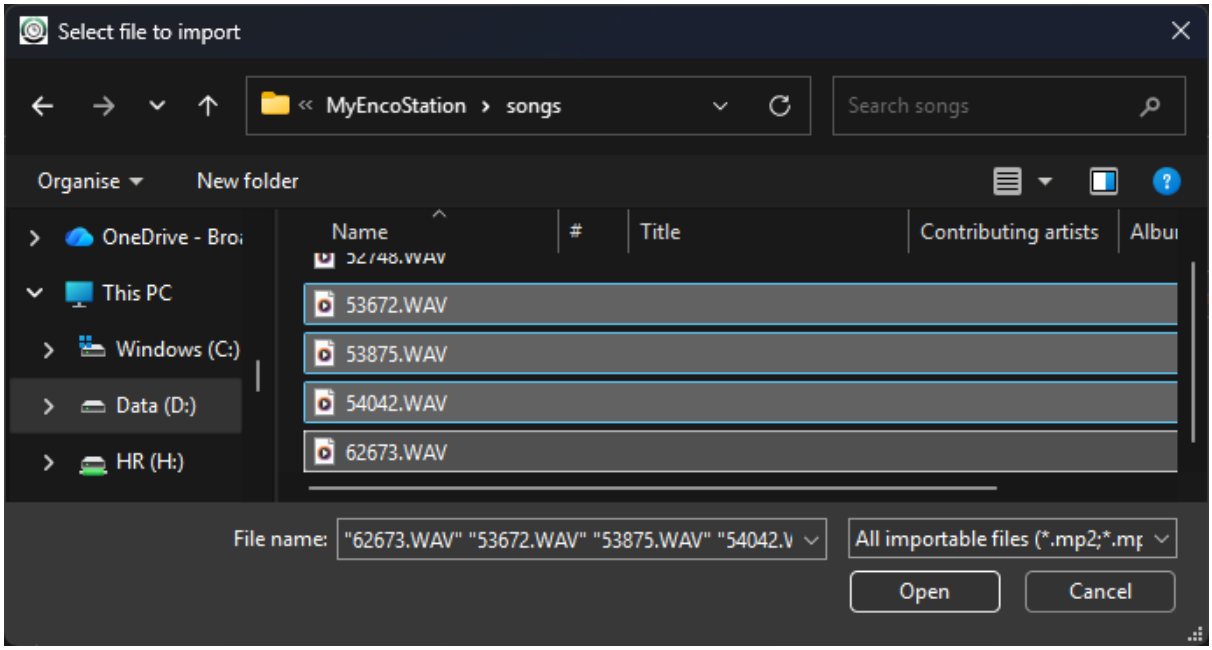


3) Click on the **Add Files** button.

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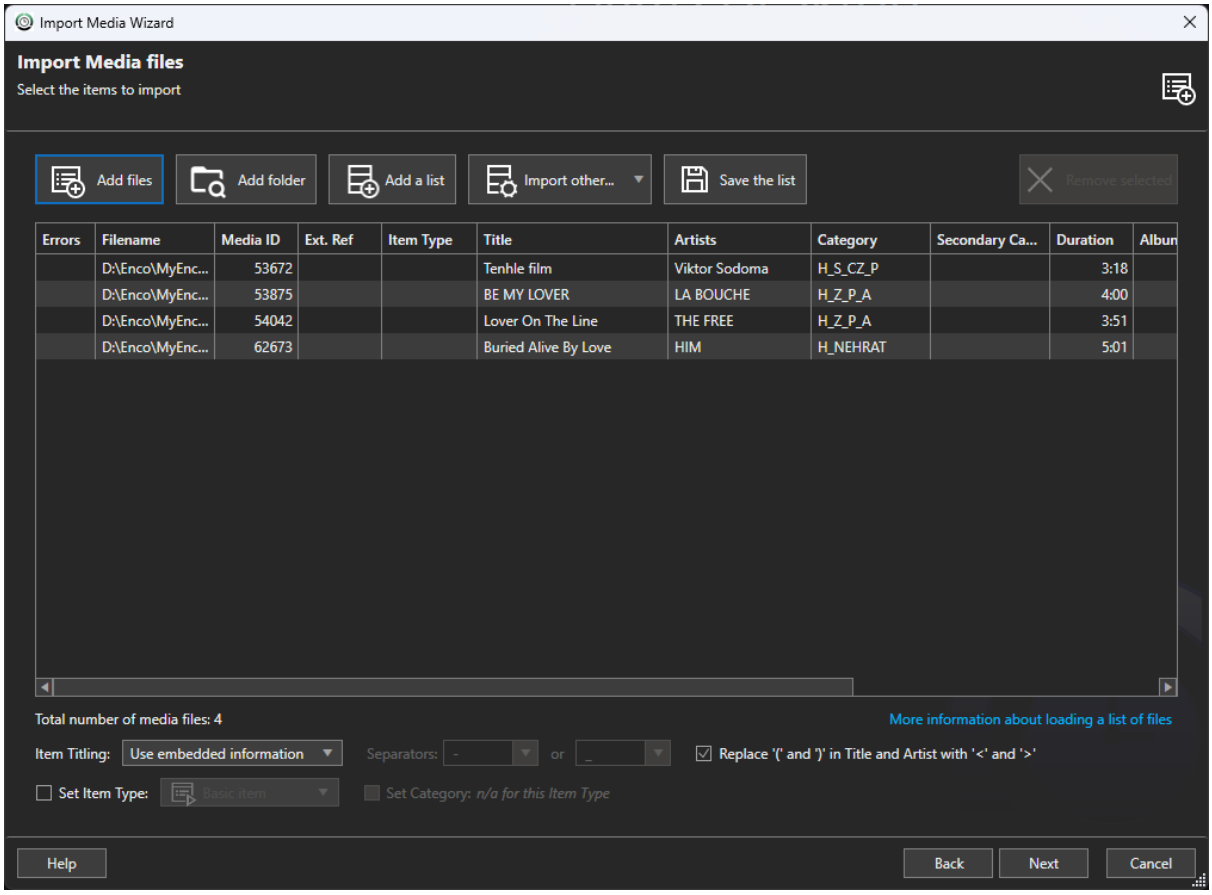


4) Browse and select the audio files you want to link to. Once you are happy click **Open**.



5) The files will be listed along with available metadata.

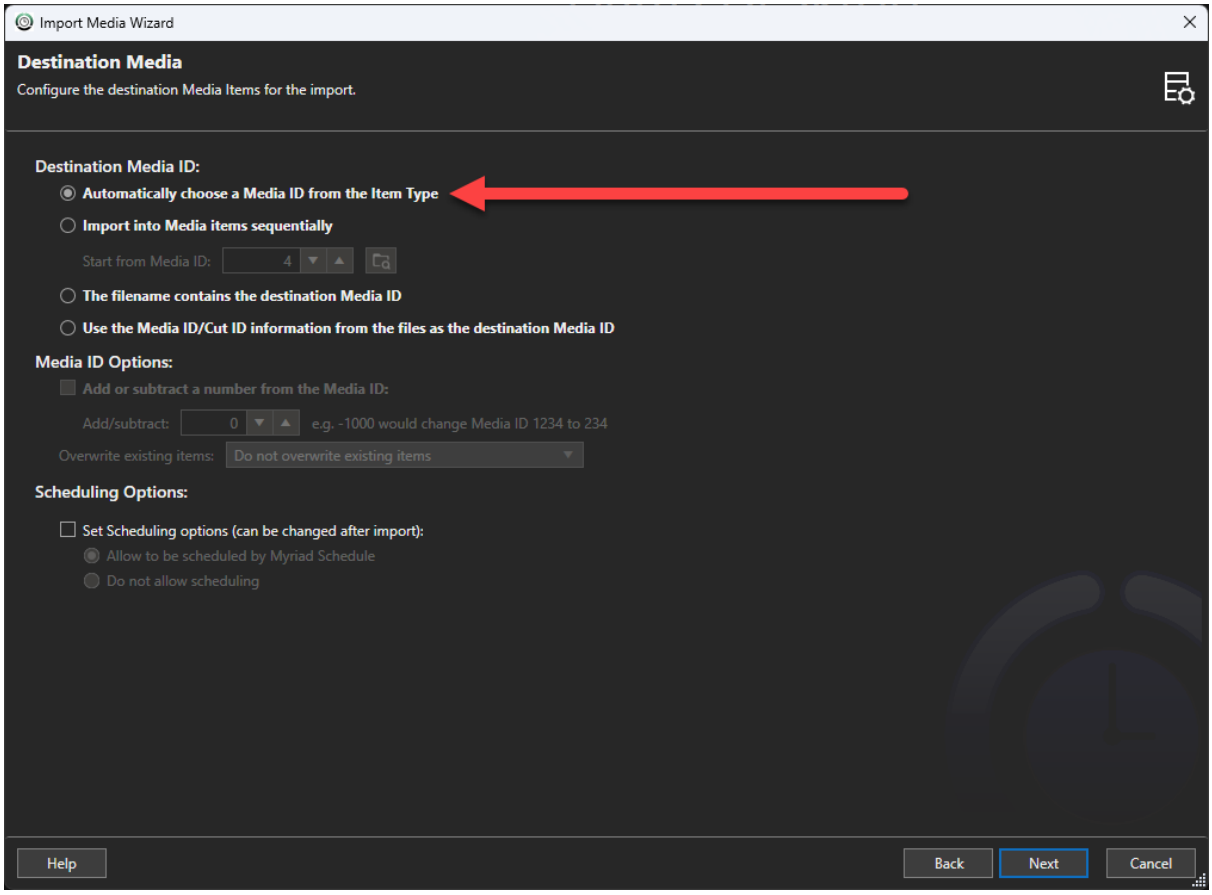
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Click **Next** to continue.

6) Set the **Destination** options. You can automatically assign a Media ID based on content type (Songs, Links etc) which is the recommended option.

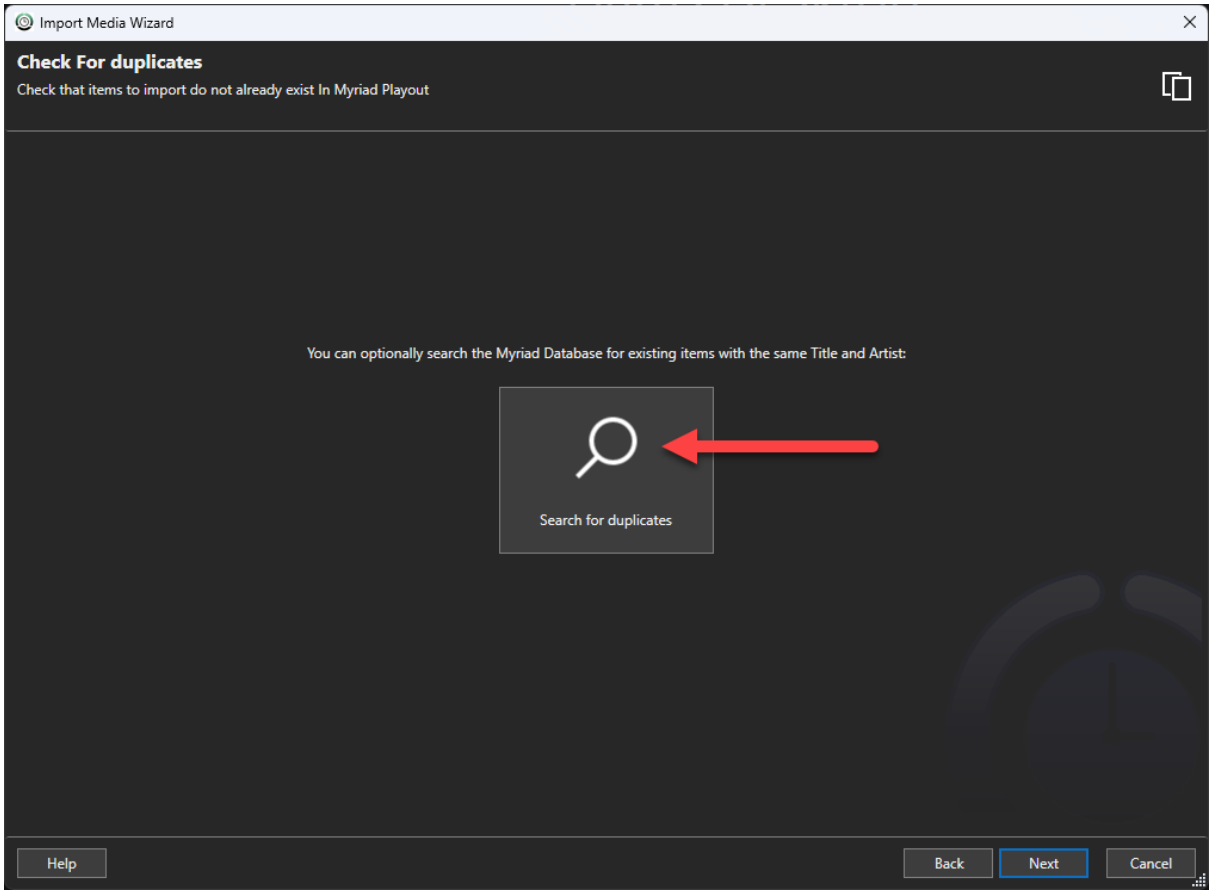
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You can also choose to select the first Media ID and subsequent files will be linked sequentially. There are also options to use the file name number as the Media ID (which is best for 3rd party systems that numeric references) or you can use the Media ID embedded in the metadata if available. Click **Next**.

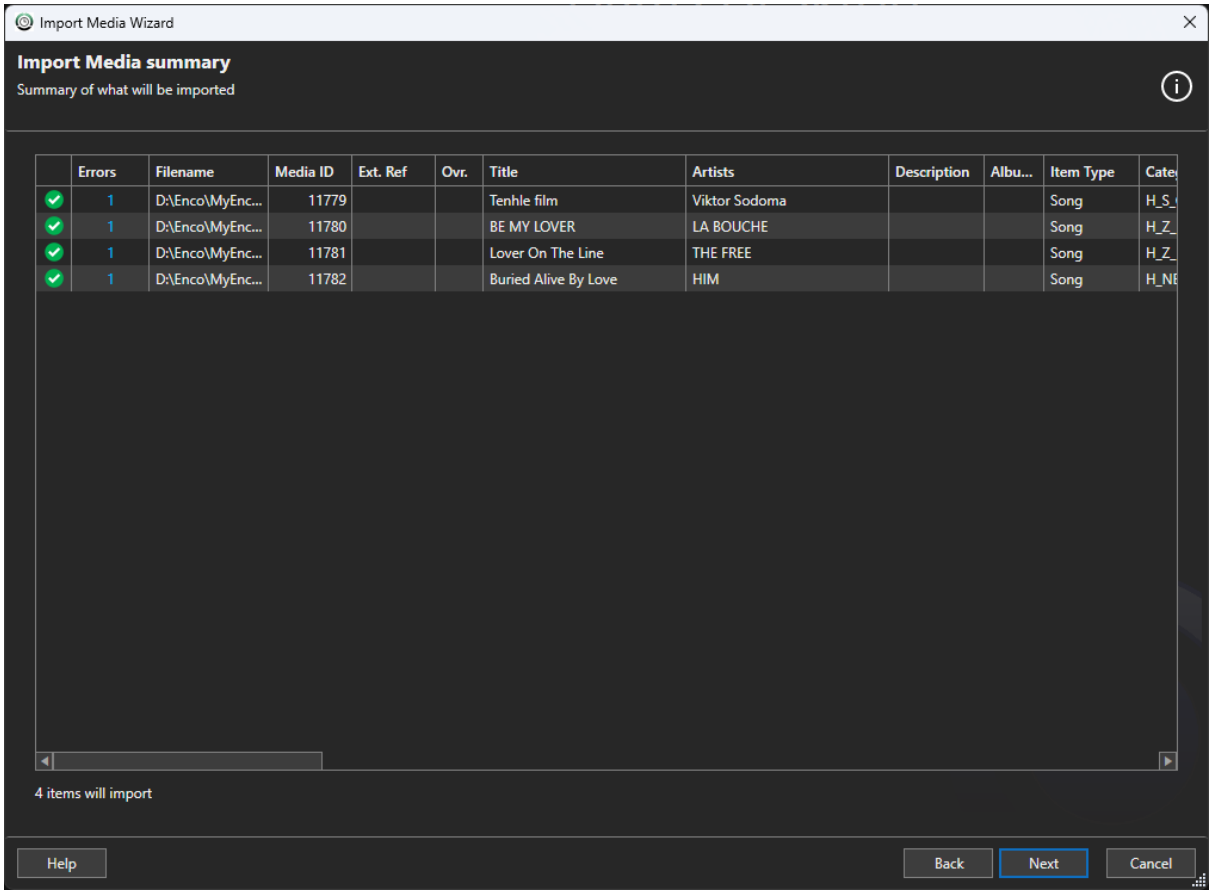
7) You can optionally search Myriad Schedule Pro for duplicates prior to linking the audio files.

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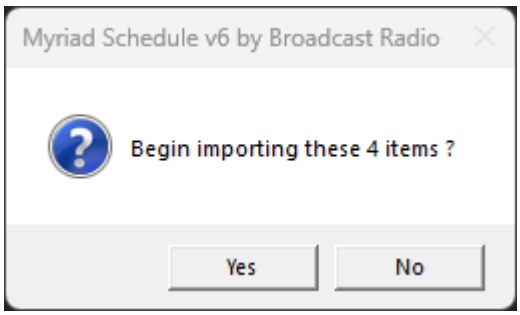


8) You will next see a summary of the audio files being linked. Click **Next** to proceed.

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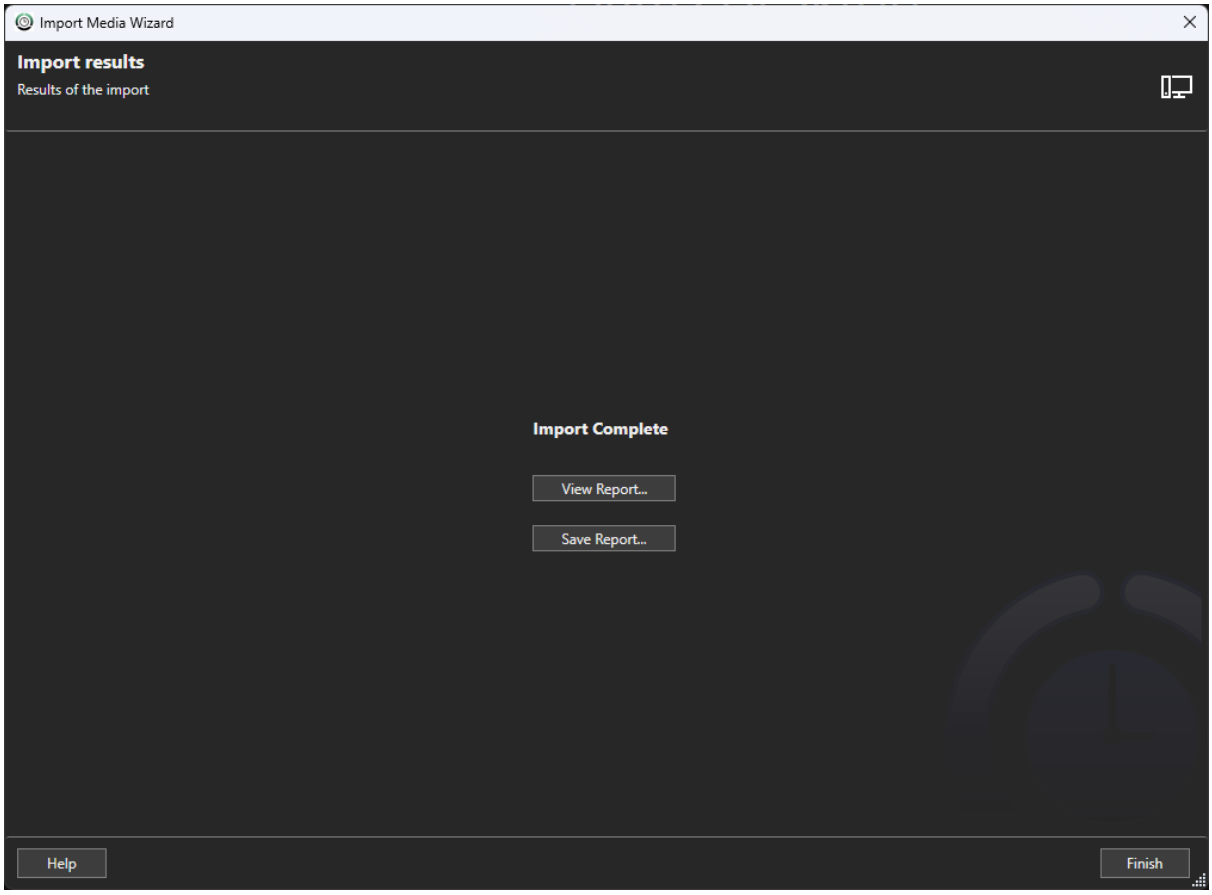


9) Confirm the link process.



10) If you wish, you can view the import/link summary report.

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11) Click **Finish** to close the Import Wizard.

Import Data & Linking Audio From CSV / Excel(XLS) Files (Recommended)

The best method for importing Media Items into Myriad Schedule Pro and linking the audio files in your 3rd party Playout/Automation system, is to export a CSV or Excel XLS report from your existing scheduling system, which should include the following data:

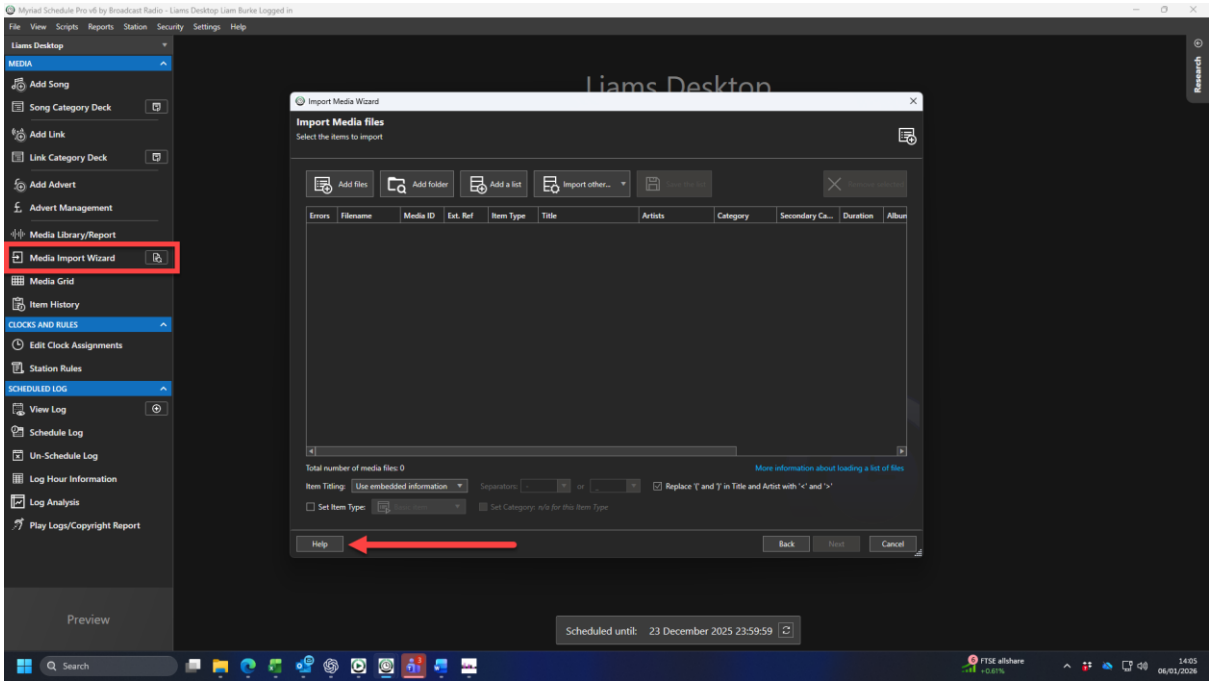
- File Location (only if linking to audio files)
- Title
- Artist
- Description
- Type (Song, Link etc)
- Media ID / Cut ID / Unique Reference

Other fields that can be imported include:

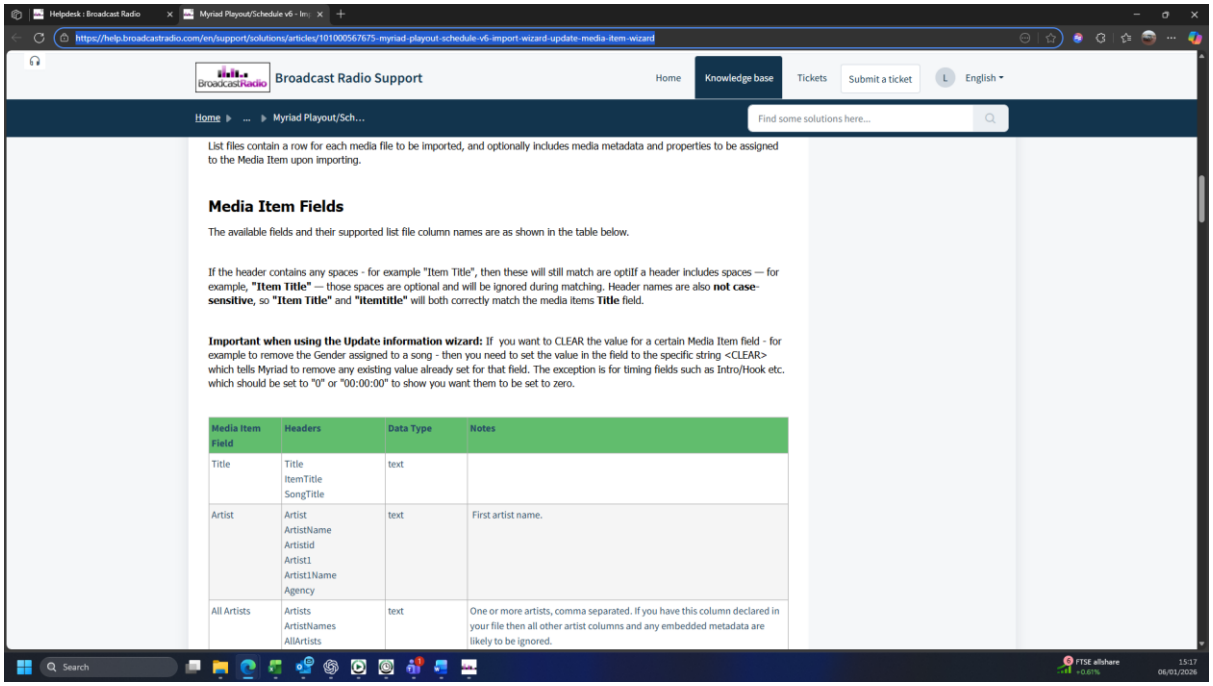
- Album
- Genre / Category
- Year
- Timing Fields
- Dates
- Copyright Information
- Notes
- And more…

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For more details about how formatting CSV/XLS file for importing using the Import Wizard, click on the **Help Button** in the **Import Wizard**.



Or visit our help portal directly - https://help.broadcastradio.com/en/support/solutions/articles/101000567675-myriad-playout-schedule-v6-import-wizard-update-media-item-wizard

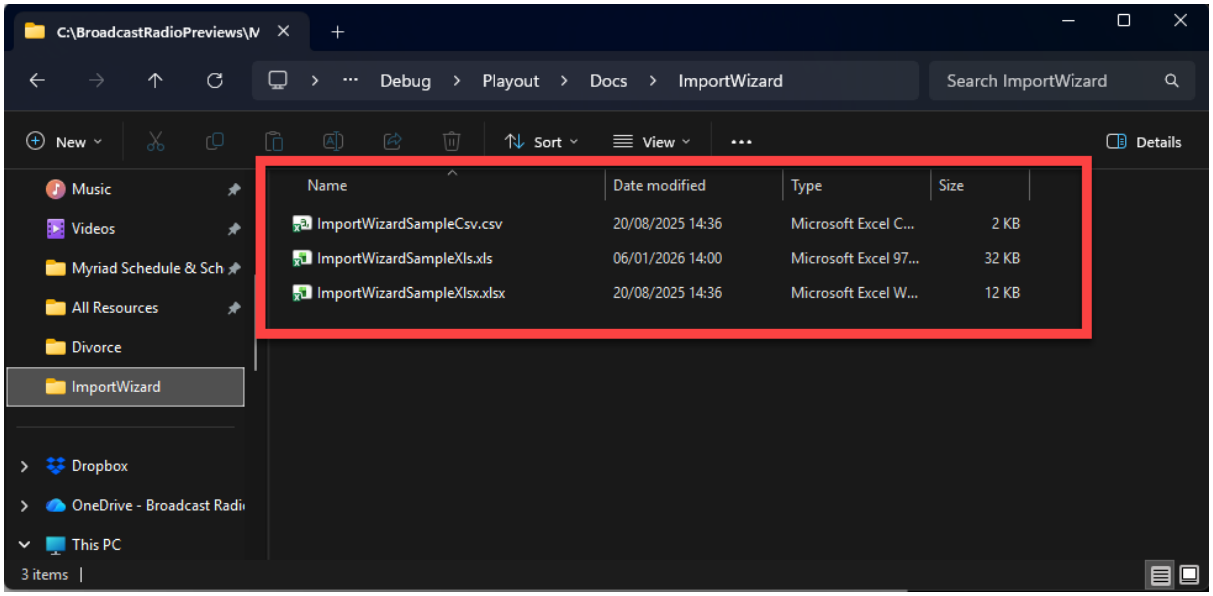


You can also access **sample files** from this help article, or via the sample files installed with Myrid Playout or Myriad Schedule Pro.

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In a default installation, you will find the sample files in the folder below.

C:\Program Files (x86)\Broadcast Radio\Myriad Playout v6\Docs\ImportWizard

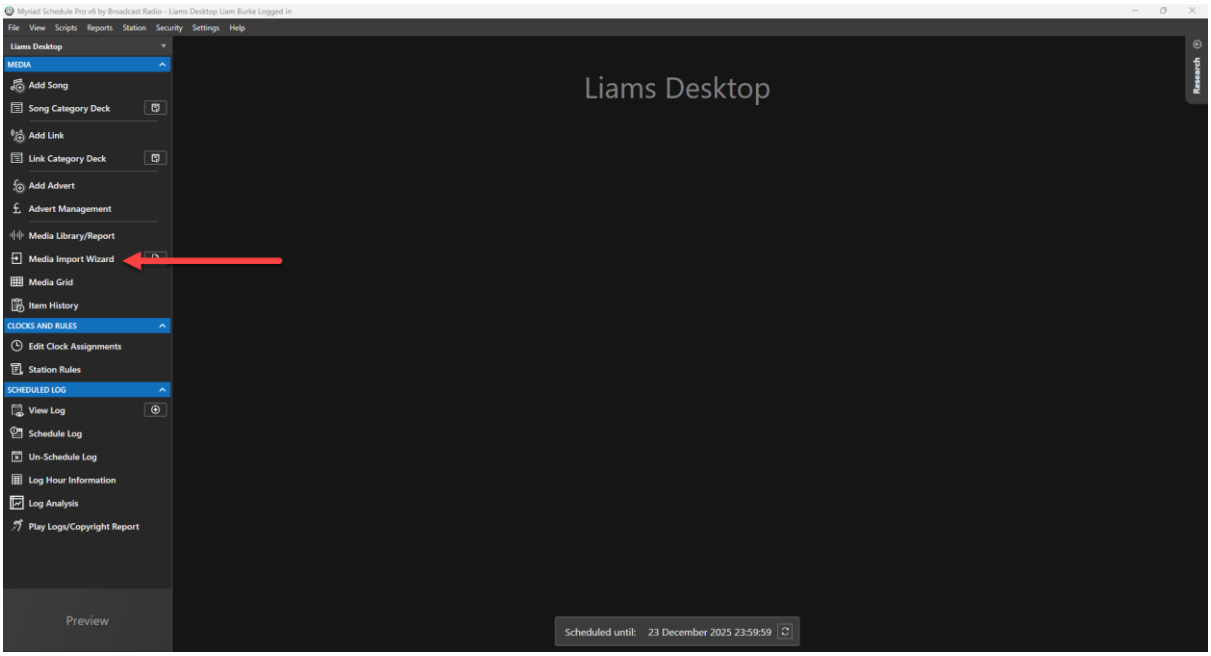


As all 3rd party scheduling systems are different, it is likely that the generated report will require some manipulation to fit the Myriad Schedule Pro import format. This should be simple to do in a spreadsheet application, but our support team (support@broadcastradio.com) are available to assist if required.

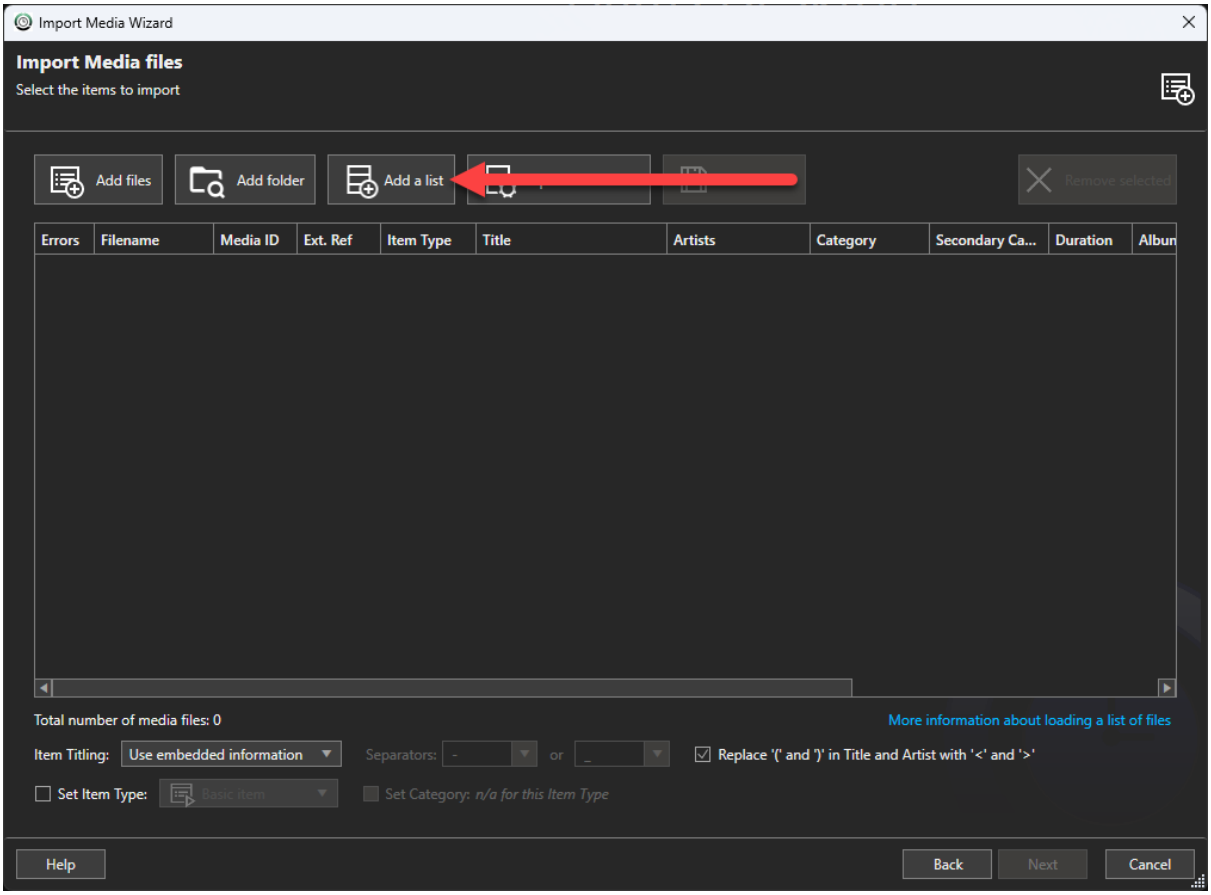
Once you have a suitably formatted CSV/XLS file, follow these steps to import the information into Myriad Schedule Pro and link the created Media Items to the audio files in your 3rd party Playout / Automation system.

1. Click on the **Media Import Wizard** option.

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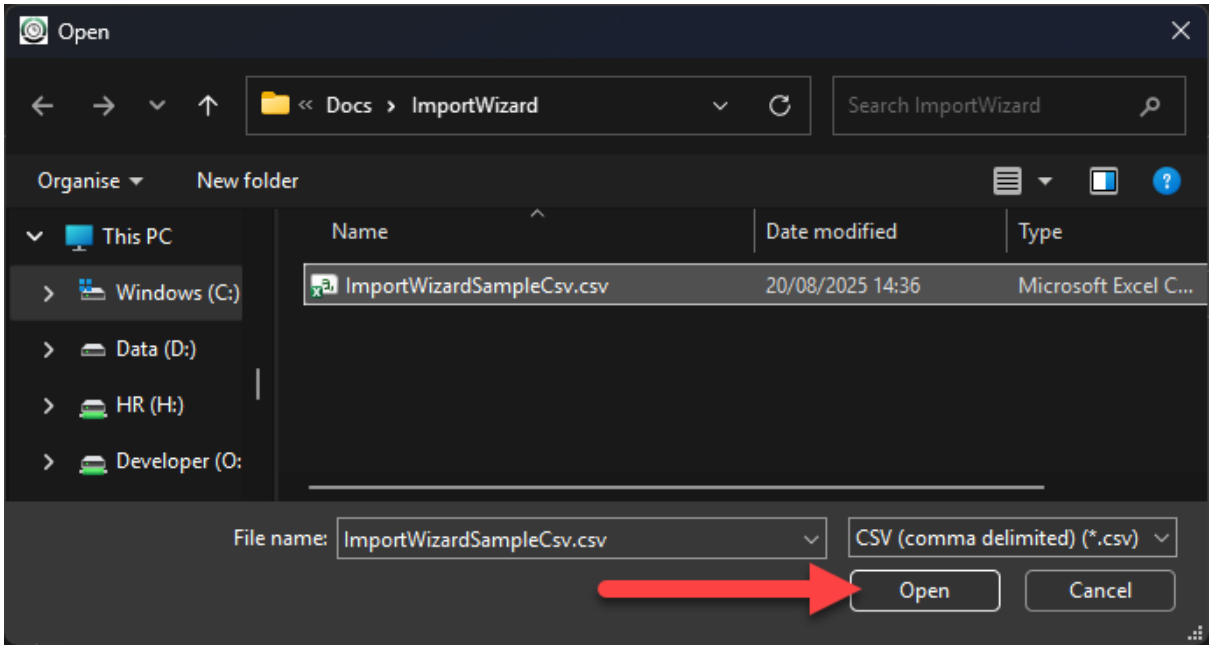


2. If you have not ticked the 'skip next time' option, the first page of the wizard simply shows a list of file formats that can be used. Click Next to continue.
3. Click on the **Add a List** button.

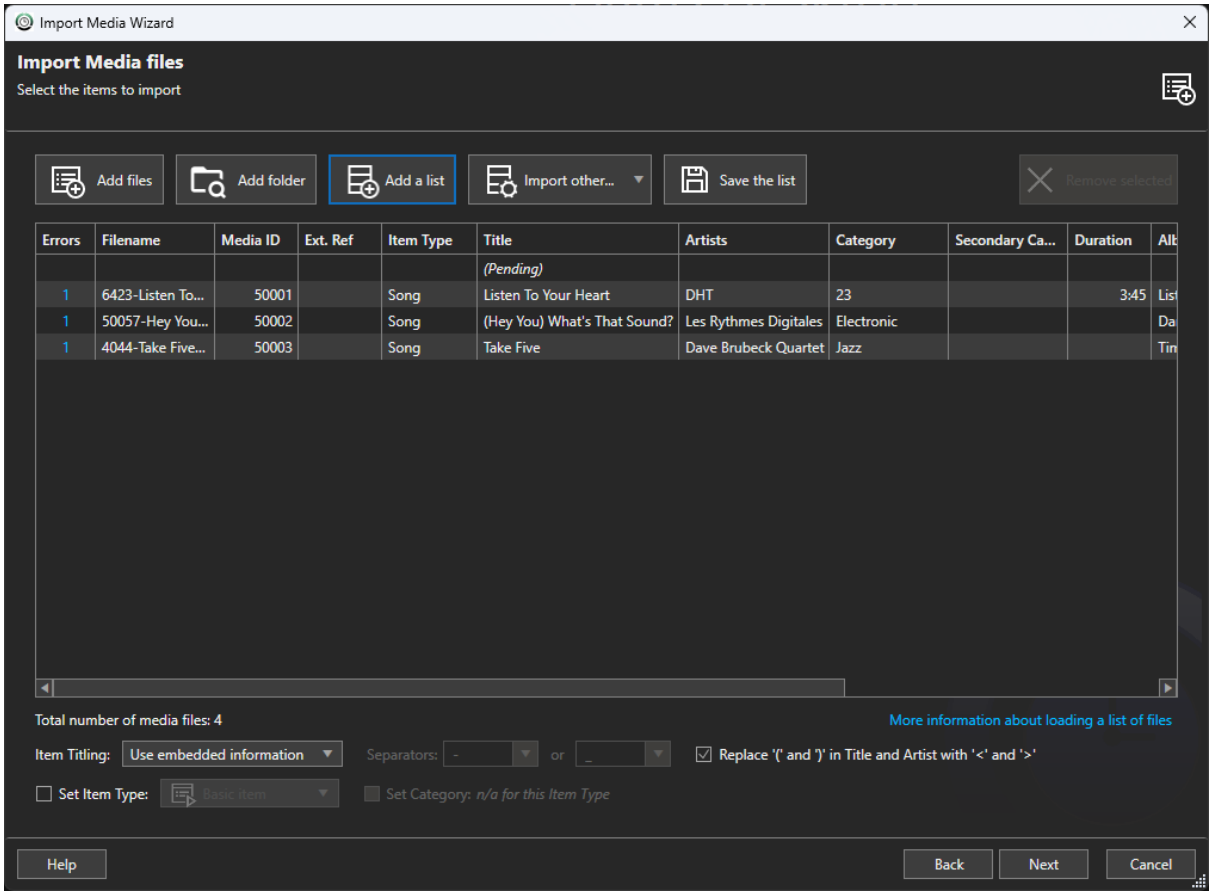


4. Browse and select the **CSV or XLS file** you want to import from and click **Open**.

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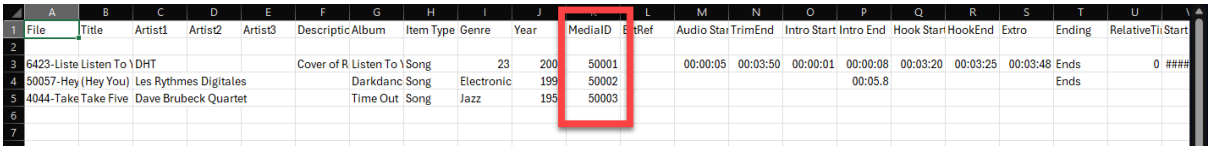


5. In the imported list will be displayed in the main window. You can add additional items to this list if you have more CSV/XLS files to import from.



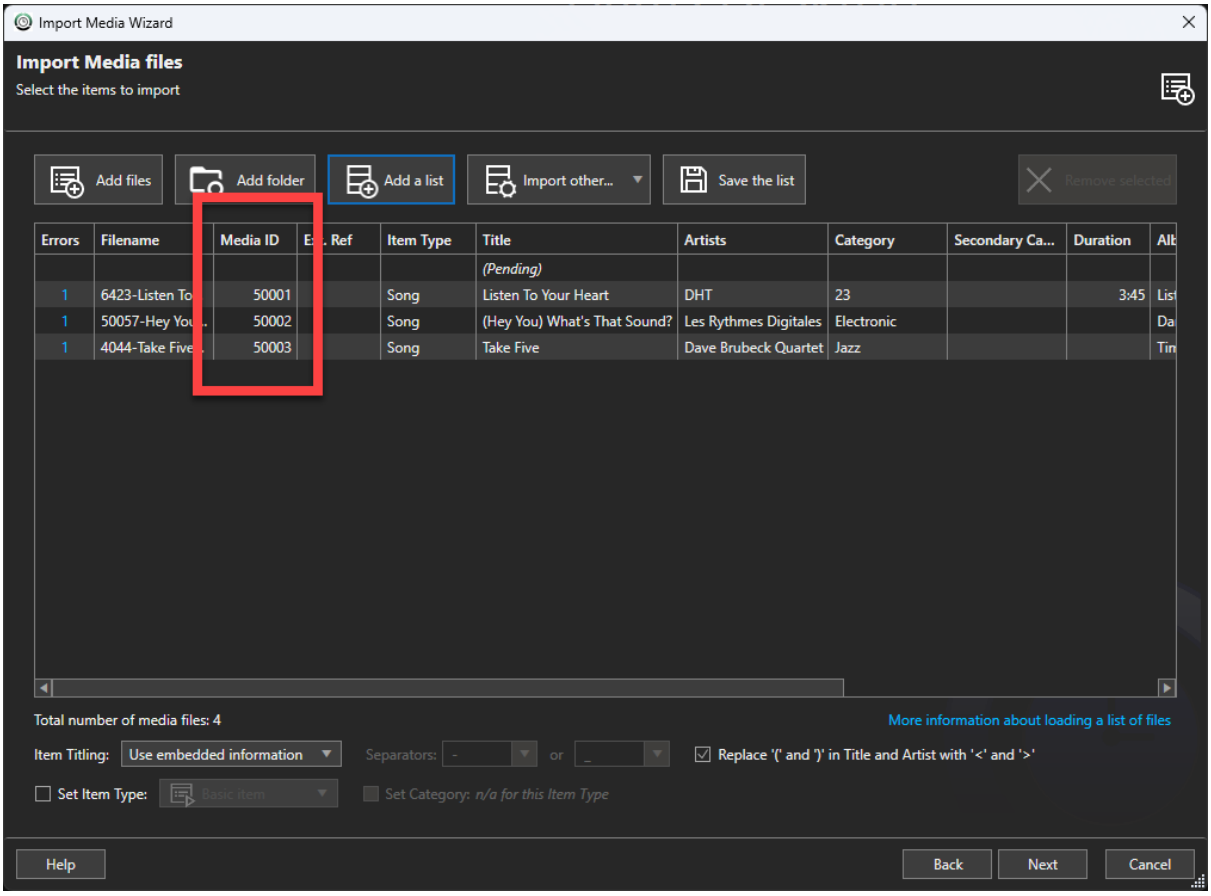
6. Note that in the sample CSV file, the **Media ID** field was populated with numeric references, so could be imported directly as Media ID's in Myriad Schedule Pro.

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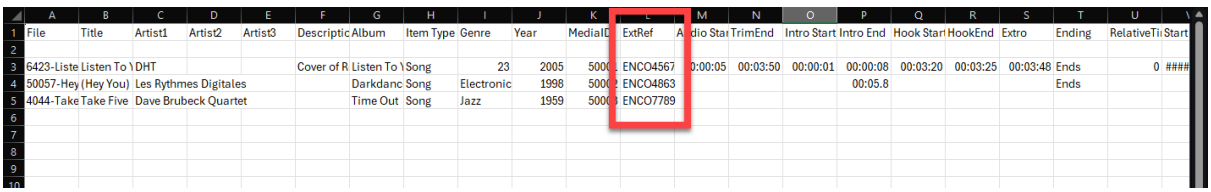


File	Title	Artist1	Artist2	Artist3	Descriptic	Album	Item Type	Genre	Year	MediaID	ExtRef	Audio Star	TrimEnd	Intro Start	Intro End	Hook Start	HookEnd	Extro	Ending	RelativeTi	Start
6423-Liste	Listen To \	DHT			Cover of R	Listen To \	Song	23	200	50001		00:00:05	00:03:50	00:00:01	00:00:08	00:03:20	00:03:25	00:03:48	Ends	0	####
50057-Hey	(Hey You)	Les Rythmes Digitales				Darkdanc	Song	Electronic	199	50002					00:05.8				Ends		
4044-Take	Take Five	Dave Brubeck Quartet				Time Out	Song	Jazz	195	50003											

The Media ID field in the import file is used to set Media ID within Myriad Schedule Pro.



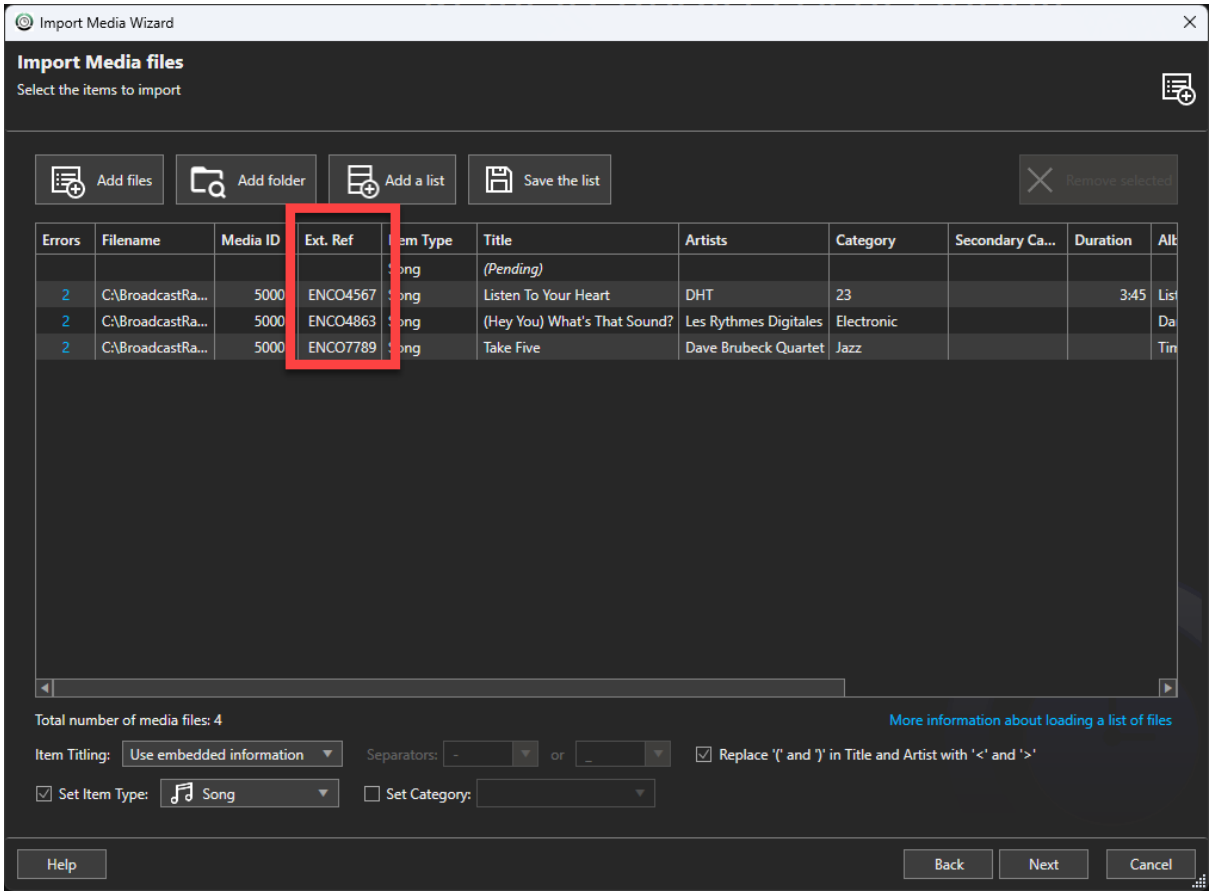
7. If your 3rd party Playout / Automation system uses an alpha numeric reference or a reference that will not work with the Myriad Schedule Pro Media ID then you will need to make use of the **External Reference** field to allow Media Items to have a unique Media ID within Myriad Schedule Pro, but export the External Reference in the Log file so that the 3rd party Playout system knows what audio asset to use.



File	Title	Artist1	Artist2	Artist3	Descriptic	Album	Item Type	Genre	Year	MediaID	ExtRef	Audio Star	TrimEnd	Intro Start	Intro End	Hook Start	HookEnd	Extro	Ending	RelativeTi	Start
6423-Liste	Listen To \	DHT			Cover of R	Listen To \	Song	23	2005	5000	ENCO4567	00:00:05	00:03:50	00:00:01	00:00:08	00:03:20	00:03:25	00:03:48	Ends	0	####
50057-Hey	(Hey You)	Les Rythmes Digitales				Darkdanc	Song	Electronic	1998	5000	ENCO4863				00:05.8				Ends		
4044-Take	Take Five	Dave Brubeck Quartet				Time Out	Song	Jazz	1959	5000	ENCO7789										

This will result in the alpha-numeric references being added to the External Reference field in Myriad Schedule Pro.

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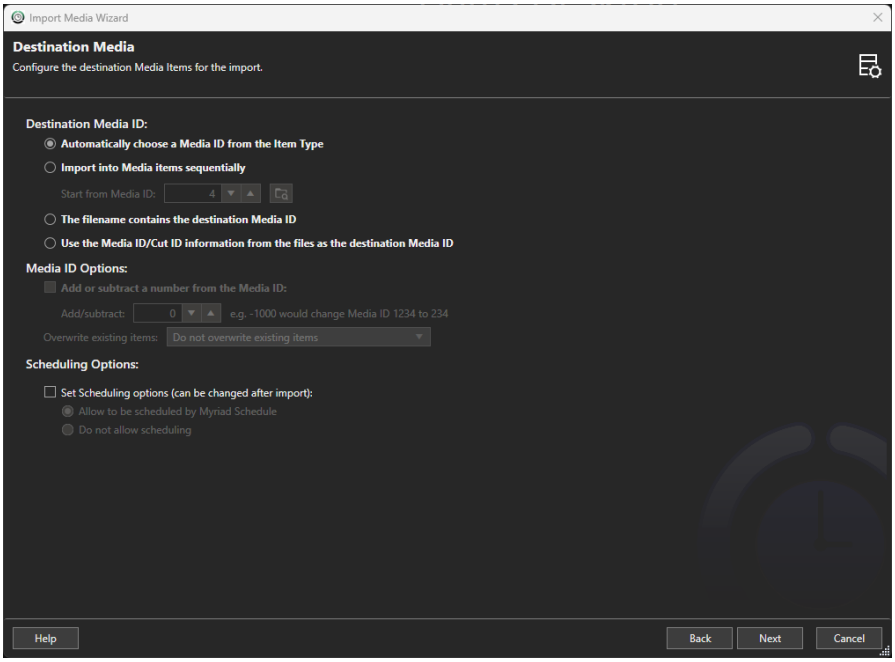
Click **Next** once you are happy with the import list.

8. Set the **Destination Media ID** settings.

   The options are:

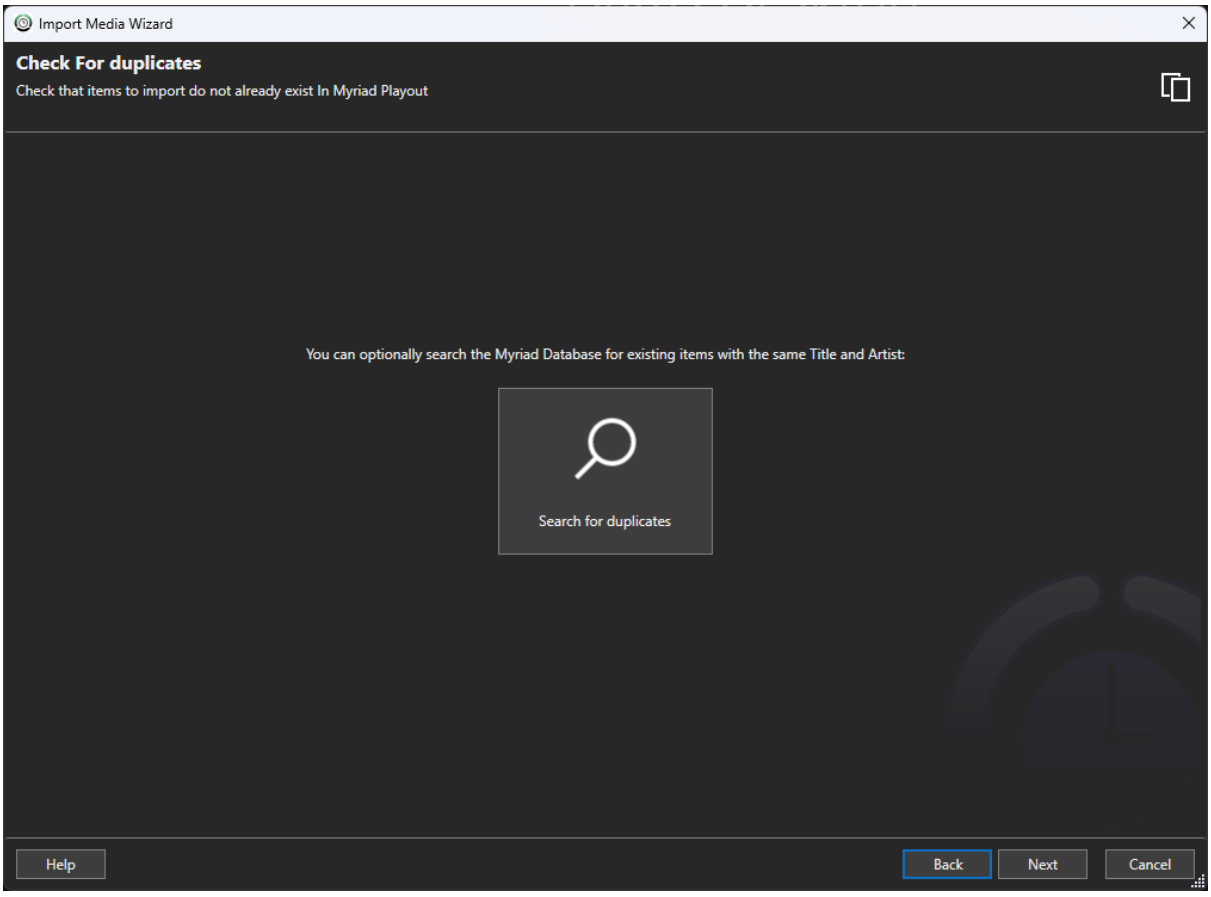
   a. **Automatically choose a Media ID from the Item Type -** This option chooses the first empty Media ID in the Media Ranges specified for the Item Type of each file. This requires that either Set Item Type is enabled on the Import Wizard, or each file has an Item Type either in the file metadata or in the List File if importing from a list.
   b. **Import into empty Media Items sequentially** - This will import each file starting from the Media ID specified. If a Media ID is in use, then the next empty item will be used, unless the option "If a Media item is not empty, overwrite it" is turned on, in which case items will be imported in a continuous sequence starting from the specified ID.
   c. **The filename contains the destination Media ID** - The first group of digits found in a filename will be used as the Media ID to import into.
   d. **Use the Media ID/Cut ID in the files as the Destination Media ID -** The Cut ID in the cart chunk of the audio files, or the Media ID specified in a list file, will be used as the destination Media ID.
   e. **Set Scheduling Options –** Choose whether item should be set to schedule automatically or not.

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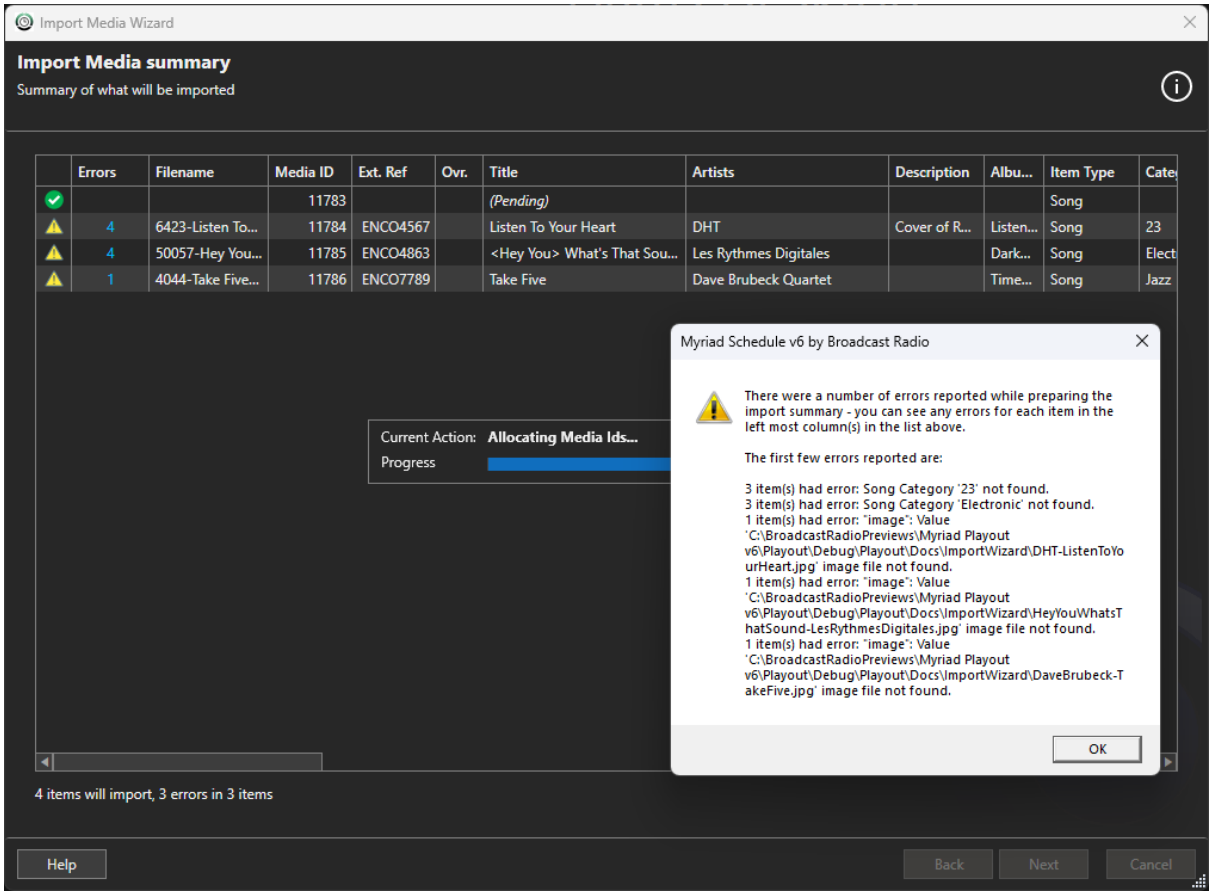
Click **Next** to move on to the next page.

9. Click on **Search for duplicates** button to check to see if any of the items on the import list have matching Title/Artist information to existing items on your system.

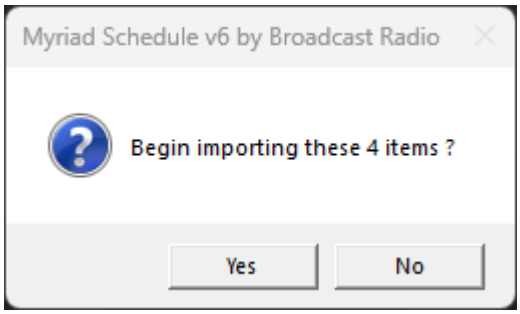


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10. Next you will see a summary and any detected errors will be flagged.

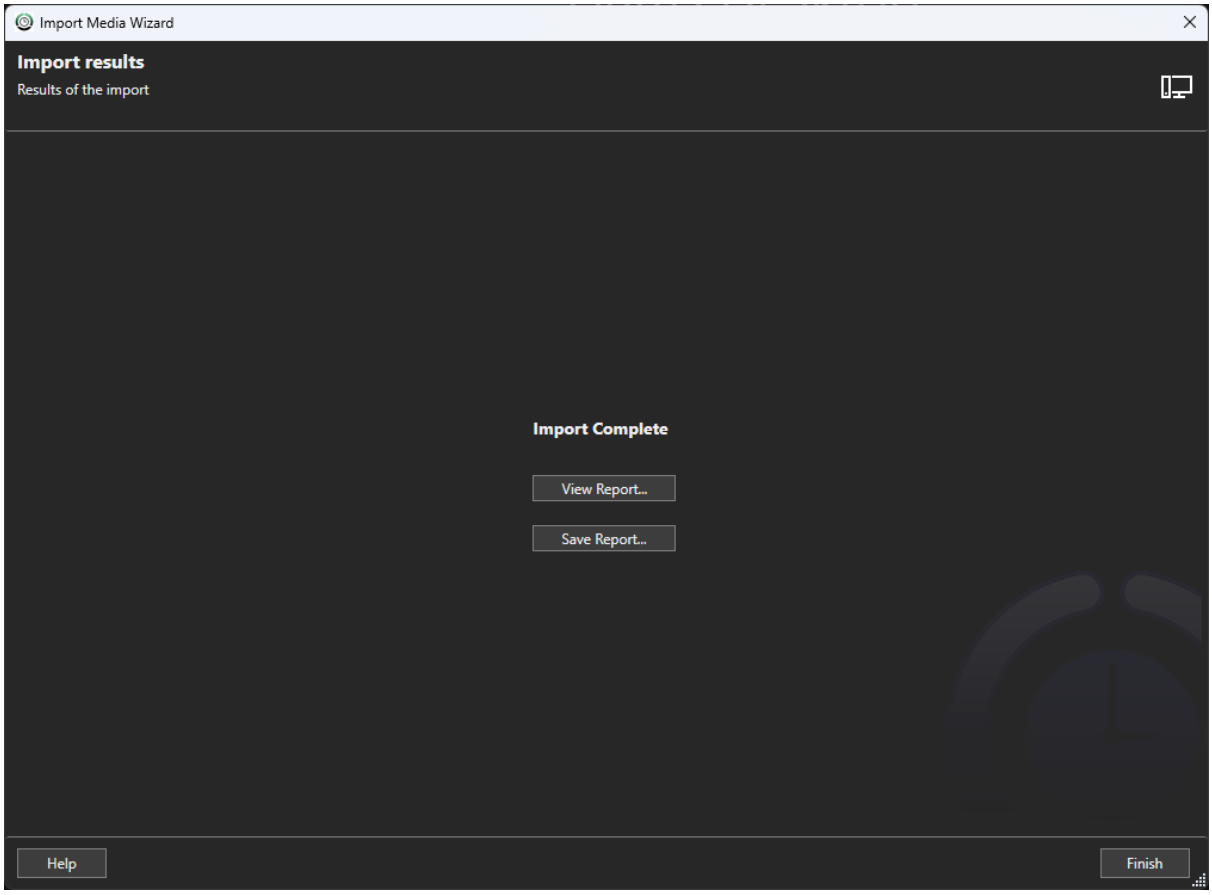


11. Once you have resolved any flagged issues, click on **Next** and confirm the import process.



12. Once the process is complete, you can view a summary report.

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13. Click **Finish** to complete the process.

Native Import from Supported 3rd Party Systems (Music 1, Natural Music & RCS Selector)

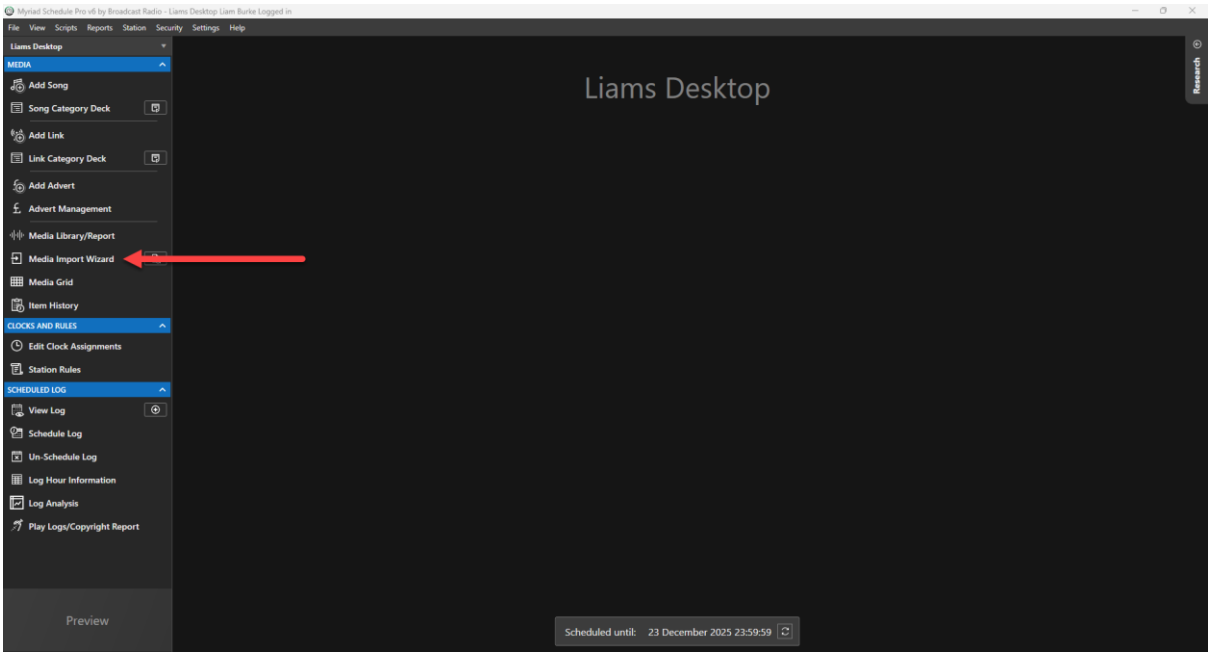
Myriad Schedule Pro includes native support for importing content from selected 3rd party scheduling systems including:

- Music 1
- Natural Music
- RCS Selector

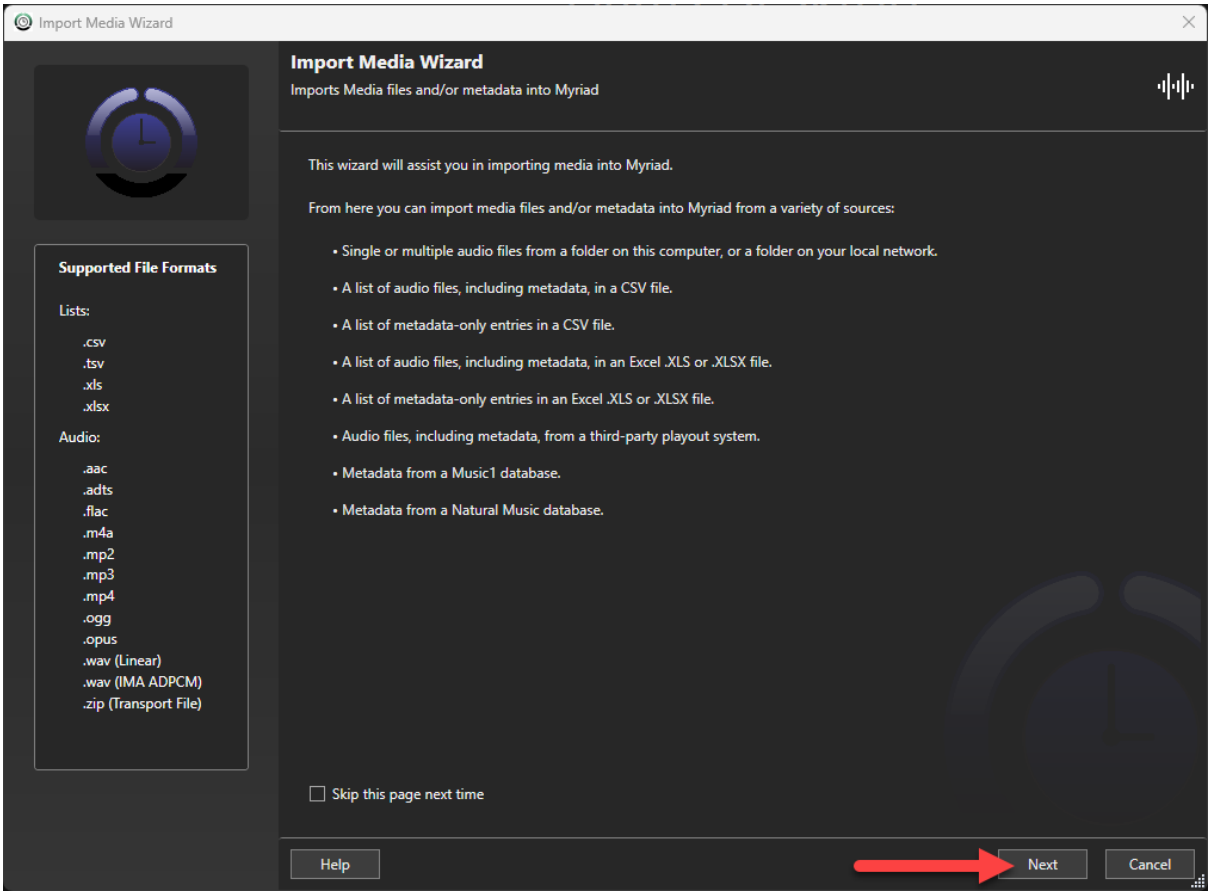
To import data from one of these systems:

1. Click on the **Media Import Wizard**.

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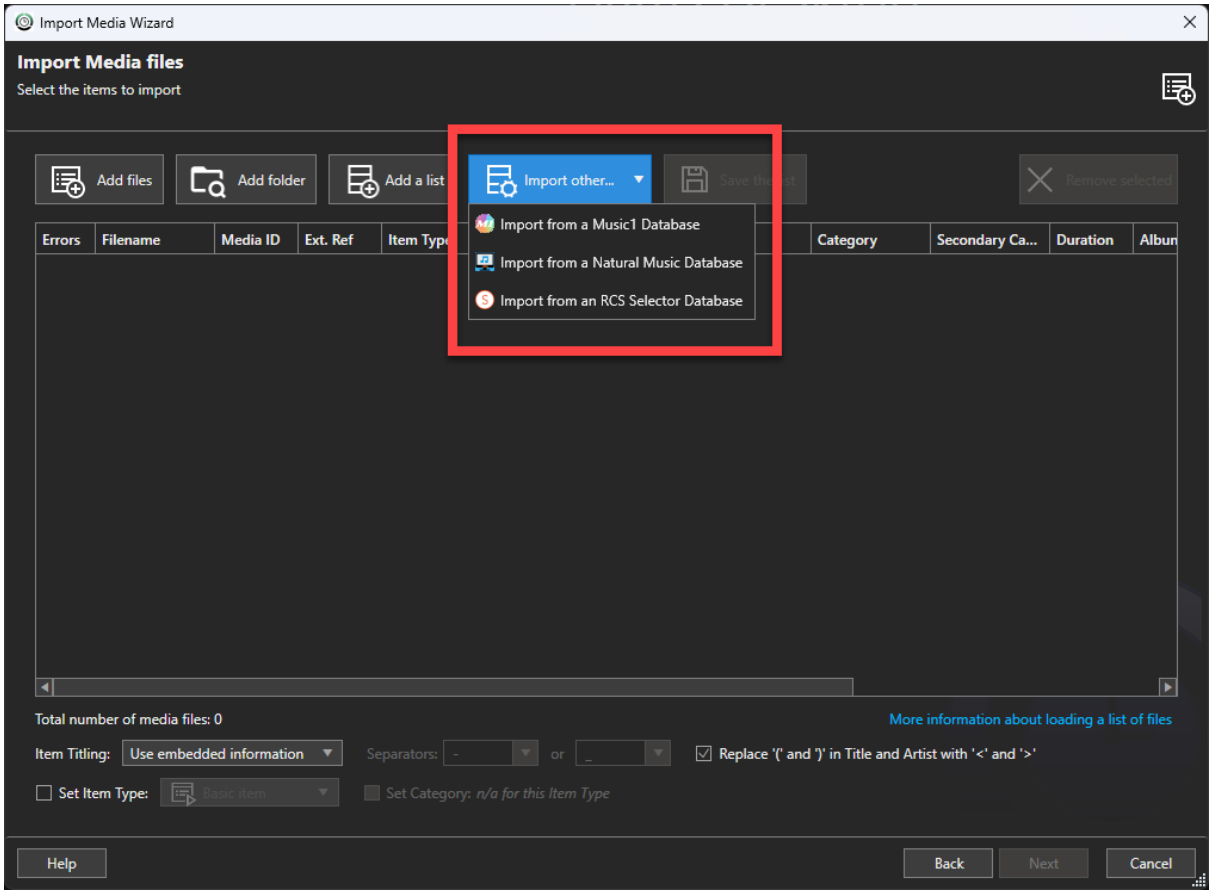


2. If you have not ticked the 'skip next time' option, click **Next** on the Import Wizard supported files page.

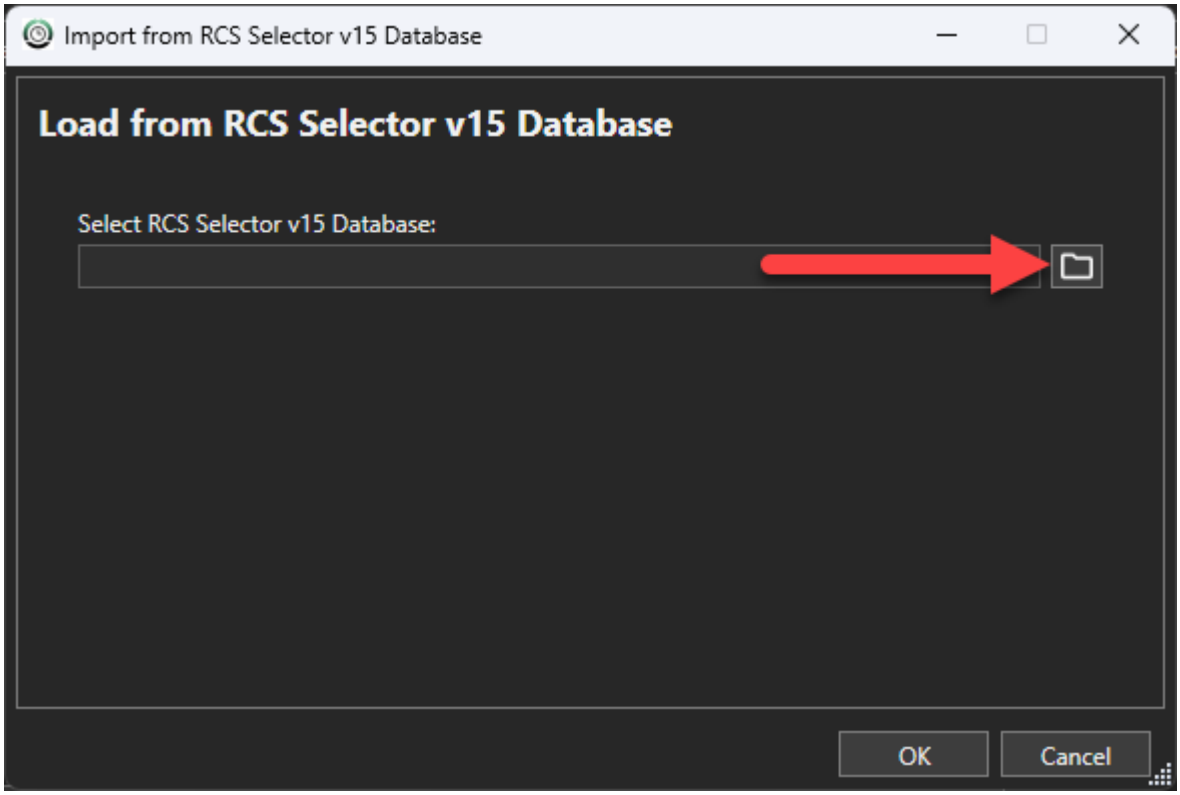


3. Click on the **Import Other** button and select the system you want to import from.

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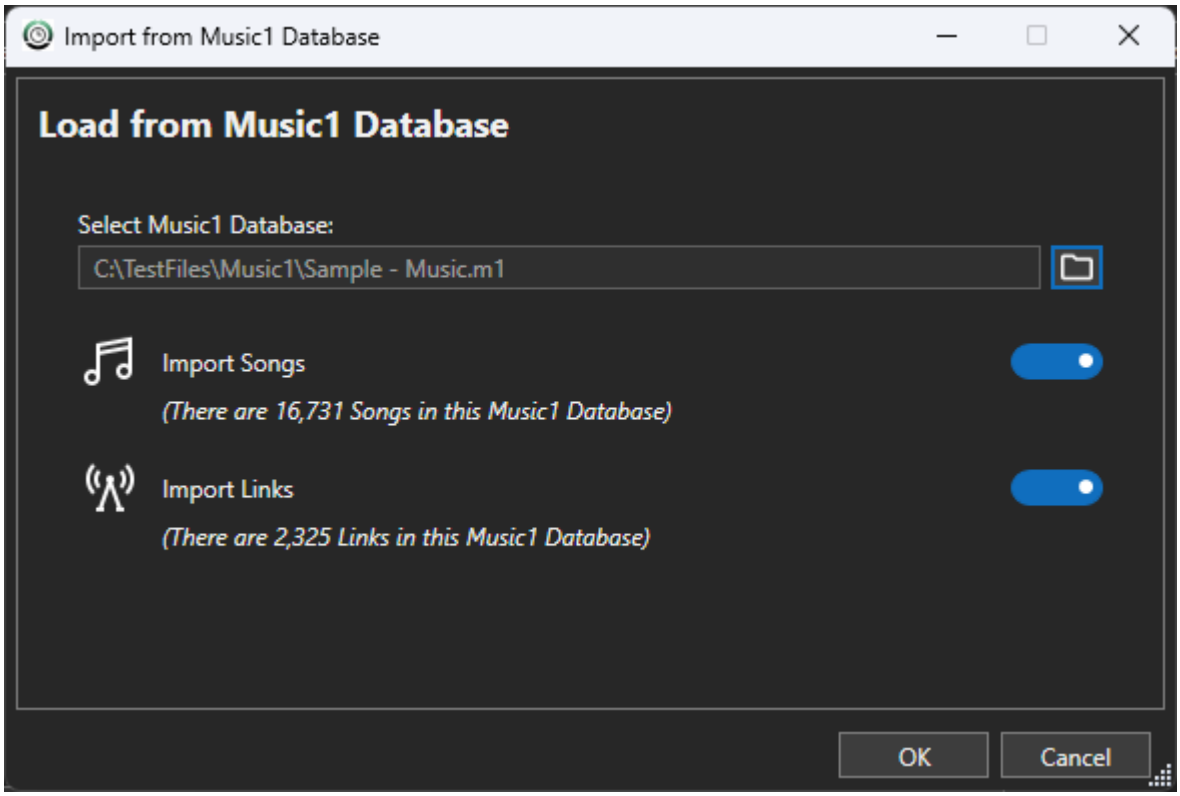


4. In each case, click on the **Browse** button to select the data to import.

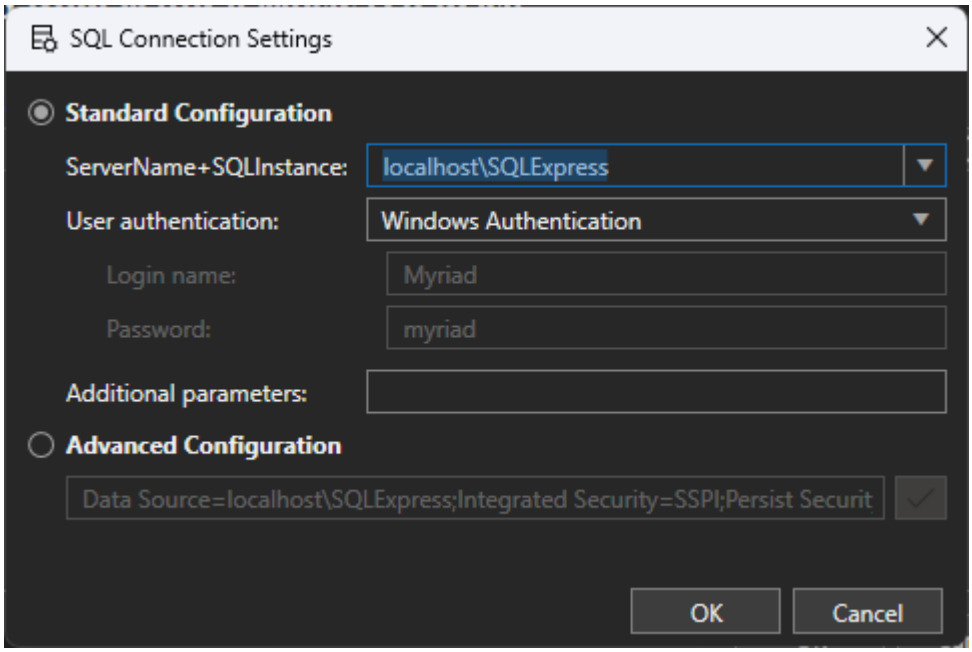


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In the case of Music 1, browse to the file location for the database file and set the options for what content to import.

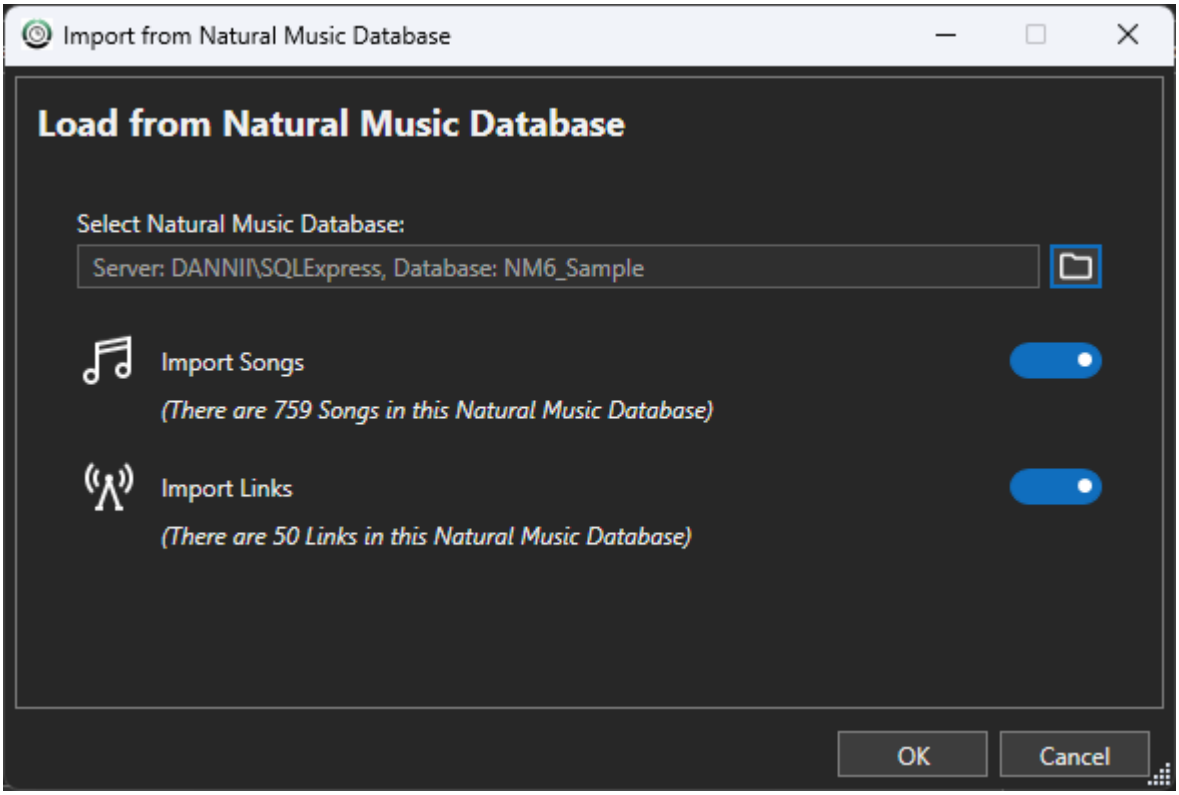


For both RCS Selector (v15) and Natural Music, you need to connect to the SQL Server that hosts the data.



Once connected, select whether to import Songs, Links or both.

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Importing data from 3rd party scheduling systems can be complex. If in doubt, contact our support team on support@broadcastradio.com for more information.

More Help & Information

For additional documentation, tutorial videos and more, visit the Myriad Schedule Pro help portal.

https://help.broadcastradio.com/en/support/solutions/folders/101000440388

You can also talk to our dedicated Support Team using the contact details below:

Email: support@broadcastradio.com

Phone: +44 (0)1482 350700

Office Hour support is included in our standard software support contract or you can also opt to pay for support on an 'as needed' basis.

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hello@broadcastradio.com

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