

Injector Manager User Guide



Injector Manager User Guide

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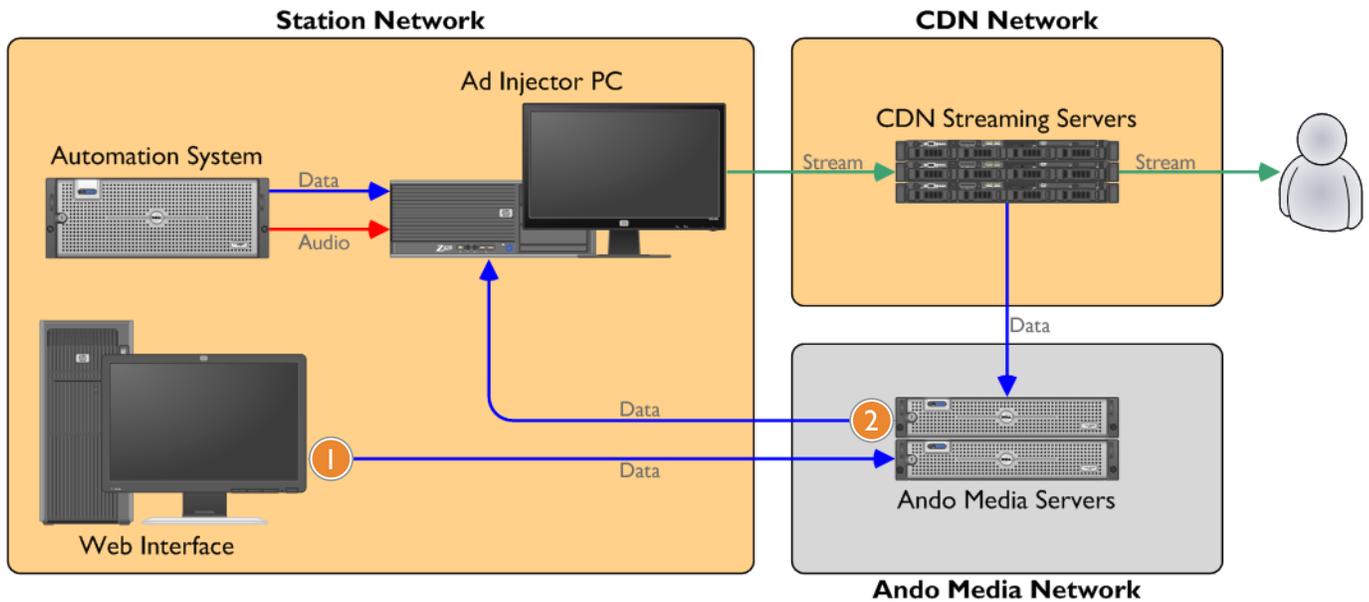


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Introducing Injector Manager

Injector Manager is the web-based tool for configuring your Ad Injector® PC. Your Ad Injector connects to, or checks in with, the central Ando Media server to see if any settings have been updated or changed. These check ins are scheduled to happen every 15 minutes.



The web interface is used to configure **ad templates**, or the rules that define how the system selects creative content; **ad families**, or rules setting frequency and rotation restrictions; and **cart triggers**, defining the commands received from your automation system and how the Ad Injector should respond to those commands. Injector Manager can also be used to quickly add unpaid content to your stream, like PSAs or promos. After being entered through the web interface and stored on the central Ando Media servers ①, the instream creative and settings changes are downloaded to your local Ad Injector at check in ②.



The last check in time of your Ad Injector is reported at the top of the Injector Manager web interface. Ideally, the last check in should be no more than 15 minutes ago. A last check in time of more than 60 minutes is worthy of investigation.



If your login permissions grant you access to multiple stations, the first step when you launch Injector Manager from the link on the main Ando Media Management Console is to select the station to work with. Select the station from the drop-down box and click **Continue**.

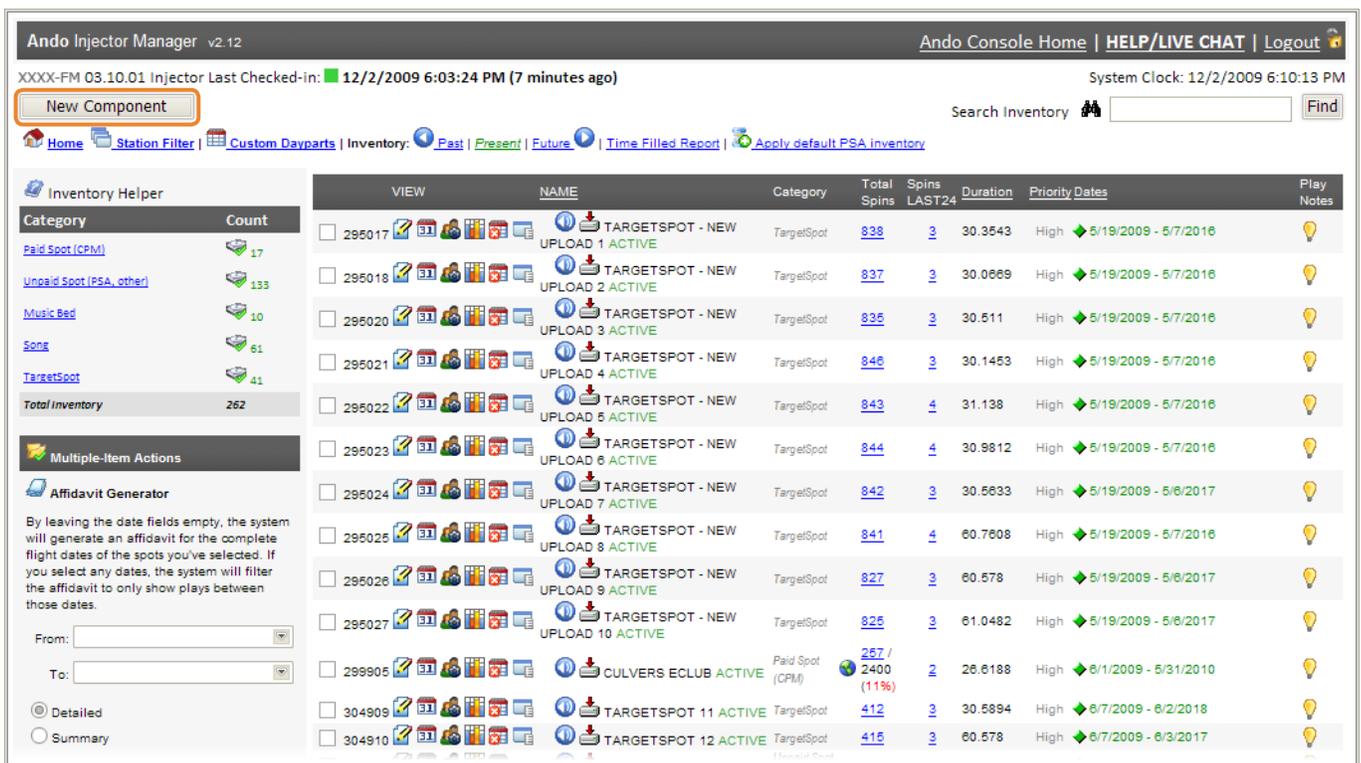


Adding New PSA/Promo Components

While Campaign Manager, with its integrated billing and customer tracking tools, is a better option for paid content, Injector Manager offers an easy way to add unpaid content like PSAs and station promos.

Adding New Components

 On the main inventory view, click the **New Component** button.



- 2 Enter the basic details for this component. Select an option to upload audio now or to upload audio later, and click **Next**.

Upload a new Spot

All Fields are required

*Spot Description

*Select Station

About Ad Families

Ad Families are a key component in determining how your spot will rotate. For example, if you have 3 spots from the same advertiser, and want them to rotate, you would want to put all the spots from that advertiser into the same Family. By default, we offer you a standard 'Hourly/frequency cap' family, which means that all spots in that family will rotate at least one hour apart from eachother. You can create your own ad families with different frequency caps by clicking on "Advanced Settings" from the navigation menu, or by visiting [this link](#).

*Ad Families

Videos of Example Entries

- [Paid Spots](#)
- [UNPaid Spots](#)
- [Sweepers](#)

Select one or more global ad families for this ad (hold down CTRL key to select more than one). For station-specific families, edit the settings after upload.

ATTRIBUTE: Interruptible (lyric-free music)
 CAP: 1 Hr Freq Cap (select WITH an ENABLE Family!)
 CAP: 4 Hr Freq Cap (select WITH an ENABLE Family!)
 CAP: 2Hr Freq Cap (select WITH an ENABLE Family!)
 CAP: Similar Ads Group A
 SPECIAL: Stream-Down Notifications

About Spot Categories

Spot categories are used to create 'break-templates'. These templates are 'outlines' to following during breaks on your station. You can create your own break-templates by selecting 'Break-Designer' from the main menu.

*Spot Category

About Industry Type

Select an industry that most closely matches your spot

*Industry Type

About Spot Priority

The spot priority determines at which priority this particular spot will be selected. By default, Revenue Generating spots are picked at a higher priority than non-revenue generating spots (PSAs, Fillers etc). Since the streaming schedule is based on the on-air schedule, the system determines in real-time which spot should be selected at the time the on-air system creates an 'avail'.

*Spot Priority

About Flight Dates

Flight dates are used to determine a base outline of when the spot should air. You can then 'filter' down the days, and times this spot should be played.

*Date Start

*Date End

If no end date is required enter a date far in the future

Assign a hard-set spot count

You can assign a hard-set spot count to this spot. This means once this number of spots is reached, it will automatically expire the spot on that particular date. You still need to assign a regular schedule, but the system will expire the spot for you once it's target has been reached.

Hard-set Spot Count (To Enable: Enter a spot count, otherwise leave as 0)

Will you upload the audio spot now or allow production to do it later?

Uploading it now

Production will upload it later

Field	Description
Spot Description	Text describing this creative.
Select Station	If you are authorized to manage multiple stations, select the station that will run this creative from the drop-down box.
Ad Families	Select the appropriate ad families for this creative. Ad families control rotation and frequency caps. In most cases, a piece of creative will be in the Enable family and a frequency family. Multiple families can be selected by holding down the Ctrl key while clicking on families.

Spot Category	Selecting the correct spot category will help determine rotation and priority on playback.
Industry Type	Industry type is used to set industry separation times.
Spot Priority	Spot priority will determine playback order. Higher priority creative will generally play before creative with a lower priority setting.
Start/End Dates	Flight dates are used to determine a base outline of when the spot should air.
Hard-set Spot Count	You can assign a hard-set spot count to this spot. This means once this number of spots is reached, it will automatically expire the spot on that particular date.
Upload Options	Audio can be uploaded now or later, depending on the option selected.



If you select the option to upload audio now, see the section on **Uploading New Audio** on page I-4. If you select the option to upload audio later, you will be redirected to the scheduling audio section (see page I-5). To upload audio later, refer to page I-13.

Uploading New Audio

1

Click the **Click Here to Upload Creative** link.

2

Enter the details associated with this upload and click **Upload** or **Submit**. After the upload has successfully completed, you will be redirected to the scheduling page.

The screenshot shows a window titled "Upload Ad" with two main sections separated by "OR".

Upload a file

Please specify a file to upload

Remove Silence

Normalize volume

OR

Reference an existing file

Please specify the URL

Upload a New File

Local File	Browse to the local file to upload. While there are no file naming restrictions, only MP3, WAV, WMA, FLV or WMV file extensions are supported.
Remove Silence	Optionally removes silence from beginning and end of audio file.



Normalize Volume	Normalizes volume level across entire audio file. The peak level of the audio is determined, and the rest of the audio is raised to meet that value.
Reference an Existing File	
URL	This would reference a URL for an audio file not stored on your local PC. Files are transferred to Ando Media servers from the remote location and processed by Ando Media for hosting.

Scheduling Creative

Two options are available when scheduling creative. **Spots per Daypart** scheduling is most often used for a revenue-generating creative. If this piece of creative must play a specified number of times per daypart, you should use this scheduling.

The other option is **Open Scheduling**. With this method, the creative will run any time a higher priority component is not available although the creative schedule will still be subject to the global frequency cap set for your station. For example, if your global frequency cap is set to the default of 15 minutes, creative scheduled using Open Scheduling will only play if the play does not violate frequency cap rules.

The system will recommend a scheduling option based on the basic details entered for this creative.

Open Scheduling



Select either a default schedule or create a custom schedule. Default schedules are:

- Mon thru Fri 12:00 AM - 11:59 PM
- Mon thru Sun 12:00 AM - 11:59 PM
- Mon thru Fri 6:00 AM - 8:00 PM
- Mon thru Sun 6:00 AM - 8:00 PM
- Mon thru Fri 6:00 AM - 11:59:59 PM

To select a default schedule, click the **Add Schedule** button next to the schedule you wish to add.

Default Schedules

You're working with spot: *Nacho Mama*

Add Schedule	Mon thru Fri 12:00 AM - 11:59 PM
Add Schedule	Mon thru Sun 12:00 AM - 11:59 PM
Add Schedule	Mon thru Fri 6:00 AM - 8:00 PM
Add Schedule	Mon thru Sun 6:00 AM - 8:00 PM
Add Schedule	Mon thru Fri 6:00 AM - 11:59:59 PM

Create Custom Schedule

Must be a valid TIME format (e.g. 12:00:00 AM to 11:59:59 PM would leave the spot open to play all day)
There is a default frequency cap of 15 minutes all all spots. So the same spot will not play during the same stop set no matter how you schedule it. **Custom Schedules**

Mon

Play Schedule
If you want to restrict or filter spot plays, go to the [Daypart scheduler](#)

- No Schedule Created -



- 2 To add a custom schedule entry, elect a day from the drop-down. Enter a valid time range for this schedule entry and click **Add to Schedule**.

The screenshot shows a web interface for scheduling. At the top, a yellow banner reads "You're working with spot: *Nacho Mama*". Below this, there are five "Add Schedule" buttons, each with a corresponding time range: "Mon thru Fri 12:00 AM - 11:59 PM", "Mon thru Sun 12:00 AM - 11:59 PM", "Mon thru Fri 6:00 AM - 8:00 PM", "Mon thru Sun 6:00 AM - 8:00 PM", and "Mon thru Fri 6:00 AM - 11:59:59 PM".

The "Create Custom Schedule" section is highlighted with an orange box. It contains a dropdown menu set to "Mon", two input fields for "Start Time" and "End Time", and an "Add to Schedule" button. Below this, there is a "Play Schedule" section with a link to "Daypart scheduler" and a "- No Schedule Created -" message with "< Back to Spot" and "Finished" buttons.

t The necessary time format is HH:MM:SS AM/PM. The broadcast day starts at 12:00:00 AM and ends at 11:59:59 PM.

- 3 Click **Finish** to save your schedule and return to the main Injector Manager screen.

Spots per Daypart Scheduling

- 1 Select a day or multiple day option and a configured daypart from the drop-down lists.

The screenshot shows the "Spots Per Daypart" configuration screen. A yellow banner at the top reads "You're working with spot: *Nacho Mama*".

The main configuration area includes a dropdown menu for days (set to "Mon-Sun") and a dropdown menu for dayparts (set to "All Hours (24 hours) (12:00:00 AM-11:59:59 PM)"). Below these is a text input field for "# Spots during above time range" and an "Add to Schedule" button.

On the right side, there is a "Manage custom dayparts" section with a "DELETE" link for "All Hours (12:00:00 AM-11:59:59 PM)". Below that is a "Create a new daypart" section with input fields for "Start Time" (12:00 AM), "End Time" (12:59 AM), and "Daypart Name", followed by a "Create Daypart" button.

At the bottom right, there is a "Spots per week translator" section with an input field for "# Spots requested per week", a dropdown for "Based on a week of" (set to "Mon-Fri"), and a "Calculate" button.

At the bottom left, there is a "Play Schedule" section with a "- No Schedule Created -" message, "Total Spots: 0 per week based on above schedule", a "View Confirmation" button, and "< Back to Spot" and "Finished" buttons.



2 Enter the number of times the creative should air during the time range and click **Add to Schedule** to add the entry to the schedule.

Spots Per Daypart
Spots per Daypart Scheduling allows you to assign a certain number of spots to be played during a specific daypart.

Select a daypart, then select a number of spots to play during that daypart

You're working with spot: **Nacho Mama**

Mon-Sun

Daypart
All Hours (24 hours) (12:00:00 AM-11:59:59 PM)

If for example the daypart is 4 hours and you want the spot to play once per hour, you'd enter 4 here.

Spots during above time range

Add to Schedule

Manage custom dayparts
[DELETE](#) - All Hours (12:00:00 AM-11:59:59 PM)

Create a new daypart
Start Time
12:00 AM
End Time
12:59 AM
Daypart Name

Create Daypart

Spots per week translator
Spots requested per week

Based on a week of
Mon-Fri
Calculate

Play Schedule
- No Schedule Created -
Total Spots: 0 per week based on above schedule
View Confirmation
< Back to Spot Finished

t New custom dayparts can be created by entering a start and end time, and a custom name for the daypart in the *Manage Custom Dayparts* fields on the right-hand side of the *Spots per Daypart* page. Click **Create Daypart** to create the new daypart. Existing dayparts can be deleted by clicking the delete link next to the daypart.

Dayparts are specific to the current station, and specific only to Injector Manager. Dayparts configured here will not appear in Campaign Manager, as dayparts configured in Campaign Manager will not appear in Injector Manager.



Working With Existing Creative

After selecting the station to work with, you will see a list of all available current creative (see the tip below). Most properties can be edited or modified including schedules, rotation rules and audio. Options to modify these properties can be accessed using the icons on the creative detail.



Ref	Field	Description
1	ID Number	This unique ID is assigned by the Ando Media system when a new component is created.
2	View Icons	<ul style="list-style-type: none"> Edit Spot Details: Opens an edit screen that allows you to edit details for this creative, including start and end dates, ad family assignments, and priority settings. See page I-9. View Spot Schedule: Allows you to edit or create play schedules allowing or restricting play. See page I-10. Group Rollout: If you have rights to multiple stations, you can assign a single piece of creative to multiple stations. This allows you to streamline operations by requiring you to only setup creative and upload audio once, and then rollout to multiple stations. Performance Reports: Allows for generation of affidavits for the selected creative. Detailed or summary reports are available for specific dates or for the entire flight. Instant Expire: Stops the current spot from playing without deleting the spot or associated history information. To reactivate this creative, click the Edit Spot Details icon and click the Reactivate button. Preview Linear Log Audit: Opens a popup window showing information about how the elected creative ran today.
3	Preview Spot	Opens a small audio player allowing you to listen to the uploaded audio.
4	Name	Allows you to right-click and save the uploaded audio to your local hard drive.



You can change your search to show past or future inventory by clicking the corresponding links at the top of the **My Inventory** page.



Editing Basic Details

- 1 Find the creative to be edited in the main inventory view and click on the **Edit Spot Details** icon. Most details can be directly edited in either the text boxes or using the drop-down options. The exceptions are editing schedules (see page I-10), modifying ad family membership (see page I-11) and setting banner associations (see page I-12).

Spot Status
1 This spot is currently **Active**. [De-activate](#)

Edit Creative

2 **Scheduling Types**
[go](#) Spots per Daypart
[go](#) Open Scheduling

3 **File Description**
Culvers eclub

4 **Audio File**
[Preview](#) [Replace Spot](#) [Active](#)
Duration (in seconds) 26.61

About Ad Families
Ad Families are a key component in determining how your spot will rotate. For example, if you have 3 spots from the same advertiser, and want them to rotate, you would want to put all the spots from that advertiser into the same Family. By default, we offer you a standard *hourly frequency cap* family, which means that all spots in that family will rotate at least one hour apart from each other. You can create your own ad families with different frequency caps by clicking on "Advanced Settings" from the navigation menu, or by visiting [this link](#).

5 **Assigned Families**

Family	Description
Ando	ENABLE: Place in normal ad cover rotation

[Edit these families](#)

About Spot Categories
Spot categories are used to create 'break-templates'. These templates are 'outlines' to following during breaks on your station. You can create your own break-templates by selecting 'Break-Designer' from the main menu.

6 ***Spot Category** Paid Spot (CPM)

About Industry Type
Select an industry that most closely matches your spot

7 ***Industry Type** Fast Food

About Spot Priority
The spot priority determines at which priority this particular spot will be selected. By default, *Revenue Generating* spots are picked at a higher priority than non-revenue generating spots (PSAs, Fillers etc). Since the streaming schedule is based on the on-air schedule, the system determines in real-time which spot should be selected at the time the on-air system creates an 'avail'.

8 ***Spot Priority** High - primarily for paid ads

About Flight Dates
Flight dates are used to determine a base outline of when the spot should air. You can then 'filter' down the days, and times this spot should be played.

9 **Date Start** 6/1/2009
Date End 5/31/2010 11:59:59 PM

Synced Banners
10 [Banner Settings](#)

Assign a hard-set spot count
You can assign a hard-set spot count to this spot. This means once this number of spots is reached, it will automatically expire the spot on that particular date. You still need to assign a regular schedule, but the system will expire the spot for you once it's target has been reached.

11 **Hard-set Spot Count**

About NRS CampaignID
If you are a Net Radio Sales affiliate station, and this spot is part of a campaign they have sent, you should enter their assigned campaign ID in this box. Otherwise, leave it as is.

12 ***NRS CID** 64668
[Cancel](#) [Save](#)



Ref	Field	Description
1	Spot Status	Only creative listed as Active can air. This creative's status can be toggled using the Active/Deactivate button.
2	Scheduling Types	Schedules can be modified or viewed using these buttons. A more direct path to this creative's schedule would be to use the Edit Schedule icon on the creative detail on the main inventory view.
3	File Description	Text describing this creative.
4	Audio File	Audio can be previewed or replaced (see page I-13) by clicking on the associated link.
5	Assigned Families	Ad families control rotation and frequency caps. In most cases, a piece of creative will be in the Enable family and a frequency family. Ad Family membership can be edited by clicking the Edit these Families link (see page I-11).
6	Spot Category	Selecting the correct spot category will help determine rotation and priority on playback.
7	Industry Type	Industry type is used to set industry separation times.
8	Spot Priority	Spot priority will determine playback order. Higher priority creative will generally play before creative with a lower priority setting.
9	Start/End Dates	Flight dates are used to determine a base outline of when the spot should air.
10	Banner Settings	Synched/associated banners can be added or modified by clicking on this link.
11	Hard-set Spot Count	You can assign a hard-set spot count to this spot. This means once this number of spots is reached, it will automatically expire the spot on that particular date.
12	NRS Campaign ID	Net Radio Sales affiliates can enter the campaign ID associated with this creative in this field.

2 Click **Save** to save your changes.

Editing Play Schedules

1 Find the creative to be edited in the main inventory view and click on the **View Spot Schedule** icon.



2 Edit the play schedule by deleting existing schedule elements using the **Delete** link, or by adding new schedule elements as described in the section on scheduling audio (see page I-5.)



Default Schedules

You're working with spot: **PSA 221**

Mon thru Fri 12:00 AM - 11:59 PM

Mon thru Sun 12:00 AM - 11:59 PM

Mon thru Fri 6:00 AM - 8:00 PM

Mon thru Sun 6:00 AM - 8:00 PM

Mon thru Fri 6:00 AM - 11:59:59 PM

Create Custom Schedule

Must be a valid TIME format (e.g. 12:00:00 AM to 11:59:59 PM would leave the spot open to play all day)

There is a default frequency cap of 15 minutes all all spots. So the same spot will not play during the same stop set no matter how you schedule it. **Custom Schedules**

Mon

Play Schedule

If you want to restrict or filter spot plays, go to the [Daypart scheduler](#)

[DELETE](#) - Monday 12:00:00 AM-11:59:00 PM (24 hours)
Open Schedule, no limit on spot plays - 15 minute default cap in place

[DELETE](#) - Tuesday 12:00:00 AM-11:59:00 PM (24 hours)
Open Schedule, no limit on spot plays - 15 minute default cap in place

[DELETE](#) - Wednesday 12:00:00 AM-11:59:00 PM (24 hours)
Open Schedule, no limit on spot plays - 15 minute default cap in place

[DELETE](#) - Thursday 12:00:00 AM-11:59:00 PM (24 hours)
Open Schedule, no limit on spot plays - 15 minute default cap in place

[DELETE](#) - Friday 12:00:00 AM-11:59:00 PM (24 hours)
Open Schedule, no limit on spot plays - 15 minute default cap in place

[DELETE](#) - Saturday 12:00:00 AM-11:59:00 PM (24 hours)
Open Schedule, no limit on spot plays - 15 minute default cap in place

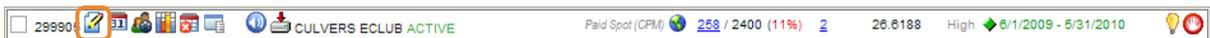
[DELETE](#) - Sunday 12:00:00 AM-11:59:00 PM (24 hours)
Open Schedule, no limit on spot plays - 15 minute default cap in place

3 When all changes are complete, click **Finished** to save your changes and return to the main inventory screen.

Editing Ad Family Membership

Ad Families set the rules for groups of creative and individual pieces of creative in that group, setting frequency and rotation restrictions.

1 Find the creative to be edited in the main inventory view and click on the **Edit Spot Details** icon.



Scroll to the **About Ad Families** section and make a note of the currently assigned families. Click the **Edit these Families** link to open the Ad Families editor.

t Before the Ad Families editor opens, the system will display a handy pop-up that includes the **SpotID** for this piece of creative. Write this spot ID down for quick reference later.



- To remove this creative from an ad family, click the small blue icon next to the ad family to select. Using the creative description or SpotID, locate the creative in the **Ads in Selected Family** column and click the **Remove Selected Media From Family** button.

To see what media is in or out of a family, click the blue "i" (info) icon beside the family. If you're responsible for multiple stations, be sure the right station is selected at the top of the page.

A note about Ad Families: When a spot is affected by frequency caps, its **next-time-available** is updated on the system. That item is updated with whatever the **latest** time is out of all rules that apply to it:
 -- When a spot plays, its next-available time is set to the current time plus the **maximum** number of minutes in the individual caps for any family that the spot belongs to. This is used to keep that one spot from playing again too soon.
 -- Then, for all families that the spot that played belongs to, ALL spots in those families are also updated if a family cap has been set. This time, the spots are updated with the family cap - to the latest time that applies. This is used to keep multiple spots from playing too closely to each other.

Example: Spots A, B and C belong to a family that has a 30 minute family cap, and a 120 minute individual cap.
 12:00 Spot A plays. Spot A's is 'voided' until 14:00, and Spot B and C until 12:30 because they're in the same family.
 12:15 A spot is called for. A, B and C won't play...none are available yet.
 12:30 Spot C plays. Spot C is voided until 14:30, B until 13:00 (from the family cap), and A is still 14:00 because that's later than the 13:00 that the family cap would give it.
 13:00 Spot B plays, and is voided until 15:00. A and C are not changed, because their available times are already later than the family cap would make them.
 13:30 A spot is called for. A, B and C won't play...none are available yet.
 14:00 Spot A plays and is voided until 16:00. B (at 15:00) and C (at 14:30) are already at or outside the spacing that the family cap would give.

To add this creative to an ad family, click the small blue icon next to the ad family to select. Using the creative description or SpotID, locate the creative in the **Ads Not in Selected Family** column and click the **Add Selected Media To Family** button.

- Once all changes have been made, click the **Ad Injector Manager** link at the top of the page to close the Ad Family editor and return to the main Injector Manager page.

Setting Synched Banner Associations

The Ando Media system offers the option to display a companion banner while the audio spot plays. You can paste third-party banner code or upload JPG/GIF banner graphics. Synched banners will change the banner graphic when the associated audio/video ad plays, opening click-thru links in a new browser window.

- Find the creative to be edited in the main inventory view and click on the **Edit Spot Details** icon.

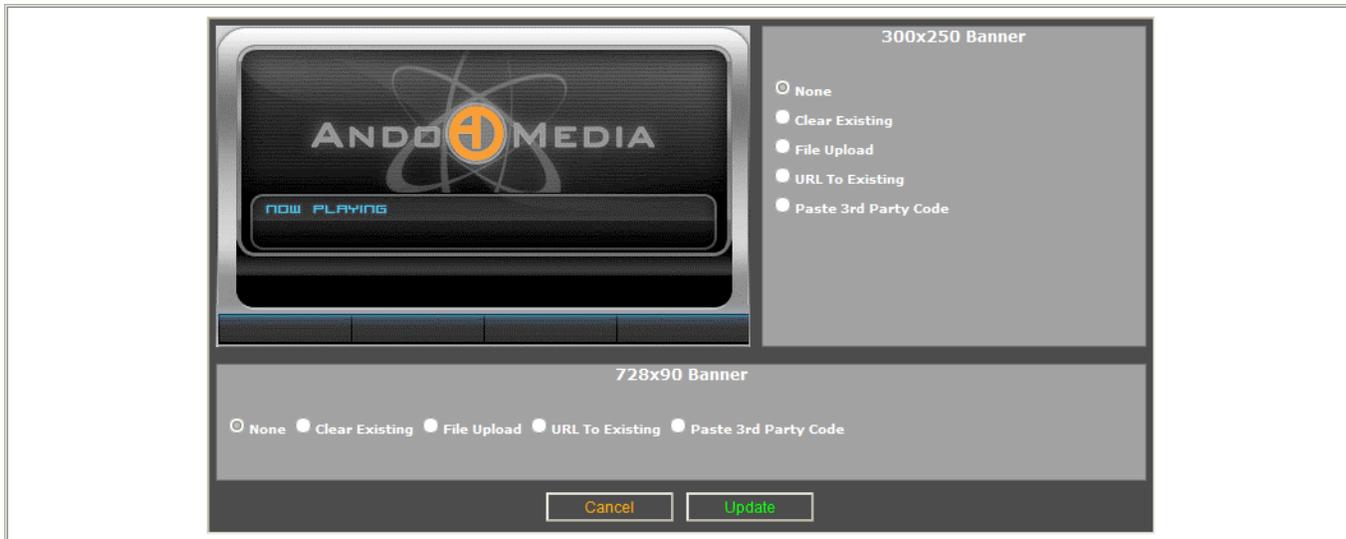


- Scroll down to the Synched Banners section and click the **Banner Settings** link.



3

In the new window, set the player location and banner source options and click **Upload**.



Option	Description
None	Will not place a banner in this location on the player.
Clear Existing	If a banner has been assigned to this player location, this option will clear that assignment.
File Upload	Requires users to browse to a local JPG or GIF banner for upload. Also allows for specifying a click-thru URL.
URL to Existing	If the banner does not exist on a local drive, it can be referenced by URL.
Paste 3rd Party Code	3rd party banner control HTML can be pasted

Replacing Audio

1

Find the creative to be edited in the main inventory view and click on the **Edit Spot Details** icon.



2

Scroll down to the **Edit Creative** section and click the **Replace Spot** link.

3

Enter the details for the new audio, and click Upload or Submit. (See page I-4 for additional details.)



Expiring/Deleting Creative

To Delete a piece of creative, select the creative using the checkbox in the main inventory view and click the **Delete** button at the bottom-left of the main inventory view.



Deleting a piece of creative deletes the entire record of the creative, removing dates, impression data and all history information. We recommend expiring the creative instead.

Expiring Creative

- 1 Find the creative to be edited in the main inventory view and click on the **Instant Expire** icon.



- 2 Click **OK** to confirm the action.

Re-activating Expired Creative

- 1 Find the creative to be edited in the main inventory view and click on the **Edit Spot Details** icon.



- 2 In the Spot Status section, click the **Activate** button.



Configuring Ad Injector with Injector Manager



Configuration options in the Injector Manager should only be changed with great care and deliberation. Incorrect changes could severely impact or even interrupt your stream. If you have any questions, contact Ando Media Customer Service **before** making any changes.

Template Designer

With audio entered into the system, rules must be defined to determine how the system selects creative content. The template designer defines how each break is filled, with each of up to 26 possible templates covering one clock hour. Hourly templates are assigned to specific times using a daily grid schedule.

Creating a New Template

- 1 If your login permissions grant you access to multiple stations, the first step when you launch Injector Manager from the link on the main Ando Media Management Console is to select the station to work with. Select the station from the drop-down box and click **Continue**.

Ando Injector Manager v2.12

Ando Console Home | [HELP/LIVE CHAT](#) | [Logout](#)

System Clock: 11/28/2009 5:23:29 PM

Search Inventory

[Home](#) | [Station Filter](#) | [Custom Dayparts](#) | Inventory: [Past](#) | [Present](#) | [Future](#)

Filter to show inventory for station:

XXXX-FM

...and only show category: - do not filter categories-

- 2 From the Injector Manager slide-out menu, select **Template Designer**.
- 3 From the drop-down, find an unassigned template letter. Assigned template letters are indicated with an asterisk.



If you want to base your new template on an existing template, select the template to copy first. When you select an unassigned template letter, the settings of the existing template will still be there, just waiting to be modified and saved.



Break Template Designer

This application allows you to create the break formats that will play during the breaks on your station. Break formats can consist of different elements such as spots, songs, sweepers etc. Using the grid below, select the items you want to play in your breaks.

By selecting multiple categories in one element, you're allowing it to play any of the items in that category.

For example, if you select Paid Spot (CPM) and Music bed in the first Element, the system will play either a Paid Spot (CPM) or a Music Bed as the first element in the break depending on the schedule you set for items in those two categories.

The 'Mandatory through' option indicates that number of elements MUST be played even if the break is not long enough to play all the items. The Ad Injector will create an audio buffer similar to how TiVo works to seamlessly rejoin programming when durations of files and breaks do not match.

In the event that the break is longer than the template design, the last item in the template will be played until the break is finished.

Template: A* * denotes existing template

Mandatory through element: 1

Assigned Color:

	1	2	3	4	5	6	7	8	9	10	
<input checked="" type="checkbox"/>	Paid Spot (CPM)										
<input checked="" type="checkbox"/>	Paid Spot (PI)										
<input type="checkbox"/>	Unpaid Spot (PSA, other)										
<input type="checkbox"/>	Music Bed										
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Song
<input type="checkbox"/>	Sweeper										
<input type="checkbox"/>	Bumper										
<input type="checkbox"/>	Promo										
<input type="checkbox"/>	Station ID										
<input type="checkbox"/>	Liner										
<input type="checkbox"/>	Jingle										
<input type="checkbox"/>	Stinger										
<input type="checkbox"/>	Notice										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TargetSpot
<input type="checkbox"/>	Dry Liners										
<input type="checkbox"/>	Short Shows (roughly 2-5 min)										

Tools

Save	Save current template
Grid	Go to Grid Schedule

4

Set the element lineup by putting checks in the boxes in columns 1 through 10.



If more than ten events are required to fill a break, instead of repeating the lineup the system will repeat the event defined in column ten until the break is complete. If all valid content plays before a break is completed, the system will stay silent until a return trigger is received signaling the end of the break, or until the maximum duration is reached.



- 5 Set the **Mandatory through Element** field using the drop-down box. This will force the system to play through the specified number of events regardless of how long the break being covered actually runs.



If the break is not long enough to play all the items, the Ad Injector software will buffer the real-time audio and resume playback when the last mandatory element finishes. This has the potential to significantly throw off your synchronization between the internet stream and the real-time audio. It is strongly recommended you keep this number very low unless you have a well-reasoned and compelling reason to do otherwise.

- 6 Optionally, assign a color to this template.

- 7 Click **Save current template** to save your changes.



Be sure to assign this template to the grid schedule to implement the template.

Editing an Existing Template

- 1 If your login permissions grant you access to multiple stations, the first step when you launch Injector Manager from the link on the main Ando Media Management Console is to select the station to work with. Select the station from the drop-down box and click **Continue**.

Ando Injector Manager v2.12

Ando Console Home | [HELP/LIVE CHAT](#) | [Logout](#)

System Clock: 11/28/2009 5:23:29 PM

Search Inventory

[Home](#) | [Station Filter](#) | [Custom Dayparts](#) | Inventory: [Past](#) | [Present](#) | [Future](#)

Filter to show inventory for station:

XXXX-FM

...and only show category: - do not filter categories -

- 2 From the Injector Manager slide-out menu, select **Template Designer**.



3

From the drop-down, select the letter assigned to the template you want to modify.

Break Template Designer

This application allows you to create the break formats that will play during the breaks on your station. Break formats can consist of different elements such as spots, songs, sweepers etc. Using the grid below, select the items you want to play in your breaks.

By selecting multiple categories in one element, you're allowing it to play any of the items in that category.

For example, if you select Paid Spot (CPM) and Music bed in the first Element, the system will play either a Paid Spot (CPM) or a Music Bed as the first element in the break depending on the schedule you set for items in those two categories.

The 'Mandatory through' option indicates that number of elements MUST be played even if the break is not long enough to play all the items. The Ad Injector will create an audio buffer similar to how TiVo works to seamlessly rejoin programming when durations of files and breaks do not match.

In the event that the break is longer than the template design, the last item in the template will be played until the break is finished.

Template : A* * denotes existing template

Mandatory through element : 1

Assigned Color :

	1	2	3	4	5	6	7	8	9	10	
<input checked="" type="checkbox"/>	Paid Spot (CPM)										
<input checked="" type="checkbox"/>	Paid Spot (PI)										
<input type="checkbox"/>	Unpaid Spot (PSA, other)										
<input type="checkbox"/>	Music Bed										
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Song
<input type="checkbox"/>	Sweeper										
<input type="checkbox"/>	Bumper										
<input type="checkbox"/>	Promo										
<input type="checkbox"/>	Station ID										
<input type="checkbox"/>	Liner										
<input type="checkbox"/>	Jingle										
<input type="checkbox"/>	Stinger										
<input type="checkbox"/>	Notice										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TargetSpot
<input type="checkbox"/>	Dry Liners										
<input type="checkbox"/>	Short Shows (roughly 2-5 min)										

Tools

Save	Save current template
Grid	Go to Grid Schedule

4

Modify the element lineup using the checkboxes in columns 1 through 10.



If more than ten events are required to fill a break, instead of repeating the lineup the system will repeat the event defined in column ten until the break is complete. If all valid content plays before a break is completed, the system will stay silent until a return trigger is received signaling the end of the break, or until the maximum duration is reached.



- 5 Set the **Mandatory through Element** field using the drop-down box. This will force the system to play through the specified number of events regardless of how long the break being covered actually runs.



If the break is not long enough to play all the items, the Ad Injector software will buffer the real-time audio and resume playback when the last mandatory element finishes. This has the potential to significantly throw off your synchronization between the internet stream and the real-time audio. It is strongly recommended you keep this number very low unless you have a well-reasoned and compelling reason to do otherwise.

- 6 Optionally, assign a color to this template.

- 7 Click **Save current template** to save your changes.

Assigning Templates to the Schedule

- 1 If your login permissions grant you access to multiple stations, the first step when you launch Injector Manager from the link on the main Ando Media Management Console is to select the station to work with. Select the station from the drop-down box and click **Continue**.

The screenshot shows the Ando Injector Manager v2.12 interface. At the top, there are navigation links: "Ando Console Home", "HELP/LIVE CHAT", and "Logout". A system clock displays "11/28/2009 5:23:29 PM". Below the navigation, there are links for "Home", "Station Filter", "Custom Dayparts", and "Inventory". The "Inventory" link is selected, and it shows sub-links for "Past", "Present", and "Future". A search bar labeled "Search Inventory" with a "Find" button is visible. The main content area has a filter section with a dropdown menu set to "XXXX-FM" and another dropdown menu set to "- do not filter categories-". A "Continue >" button is highlighted with an orange border.

- 2 From the Injector Manager slide-out menu, select **Template Designer**.

- 3 Click the **Go to Grid Schedule** button at the bottom of the Template Designer.



Break Template Scheduler

Welcome to the Break Template Scheduler - The grid below represents your station schedule broken down by hour. Each dropdown box allows you to select a 'format' to follow during breaks in that hour. For example, if you schedule 'Break Template A' to play in the Midnight hour and that template contains 'Spot, Song, Song, Spot', each break during that hour will follow the format of 'Spot, Song, Song, Spot'.

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sunday	A	A	A	A	A	A	F	F	F	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Monday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Tuesday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Wednesday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Thursday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Friday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Saturday	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Template Legend

A - AliceBlue
 B - Crimson
 F - AliceBlue

Tools

Change CartVal Trigger : COM

Save Save current grid template

Revert Undo any changes and load saved grid template

All Change all to : A

Templates Go to Templates

4 Assign break templates to each hour. Every hour of every day needs to have a break template assigned.

t You can set all hours to a single template using the *Change all* function at the bottom-right of the screen. Once all hours have a template assigned, you can go back and select alternate templates for different hours if necessary.

5 Set the trigger from the CartVal Trigger drop-down. Only triggers with the BreakSchedules delivery command will appear in this list.

! If there are multiple triggers in the system, each trigger needs to be associated with the grid. From the drop-down list select the first trigger to associate and save the grid. Select the next trigger to associate, click the **Change** button, and save the grid again.

6 Before exiting the grid, be sure to save your changes by clicking the **Save** button.

Ad Families

Ad Families set the rules for groups of creative and individual pieces of creative in that group, setting frequency and rotation restrictions. If you have rights to multiple stations, Ad Families only apply to a single station. Each station can have up to 24 ad families.

Adding New Ad Families

- 1 From the Injector Manager slide-out menu, select **Ad Families**.
- 2 Click **Add New Custom Family**.

The screenshot shows the 'Ando Injector Advanced Settings v2.10' interface. The 'Add New Custom Family' dialog box is open, showing a description of 'New Ad Family', a 'Family Cap' of 0, and an 'Individual Cap' of 0. Below the dialog is a table of 'Standard Ad Families'.

ID	Family	Family Cap	Individual Cap
1	ENABLE: Place in normal ad cover rotation	0	5
2	ATTRIBUTE: Interruptible (lyric-free music)	0	0
4	CAP: 1 Hr Freq Cap (select WITH an ENABLE Family!)	0	55
8	CAP: 4 Hr Freq Cap (select WITH an ENABLE Family!)	0	235
16	CAP: 2Hr Freq Cap (select WITH an ENABLE Family!)	0	115
32	CAP: Similar Ads Group A	50	0
64	SPECIAL: Stream-Down Notifications	0	0

Below the table, there is a note about Ad Families: "A note about Ad Families: When a spot is affected by frequency caps, its next-time-available is updated on the system. That item is updated with whatever the latest time is out of all rules that apply to it: -- When a spot plays, its next-available time is set to the current time plus the maximum number of minutes in the individual caps for any family that the spot belongs to. This is used to keep that one spot from playing again too soon. -- Then, for all families that the spot that played belongs to, ALL spots in those families are also updated if a family cap has been set. This time, the spots are updated with the family cap - to the latest time that applies. This is used to keep multiple spots from playing."

Each ad family must have a **Description** that is unique and obvious, a **Family cap** setting that will apply to all elements in the family (the same talent voice for example, allowing you to space all elements in this family), and an **Individual cap** setting that allows you to set the number of minutes between plays of an individual piece of creative.

- 3 Click **Save** to save your new Ad Family. Once an ad family has been created, it will appear as an option on the Add New Component page.



Remember to add creative to your new ad family.



Editing Existing Ad Families

- 1 From the Injector Manager slide-out menu, select **Ad Families**.
- 2 Click the small edit/pencil icon associated with the ad family to edit. Modify the Family/Description, Family Cap and Individual Cap as desired.

The screenshot shows the 'Ando Injector Advanced Settings v2.10' interface. At the top right, there are links for 'Ad Injector Manager | HELP | Logout'. The main content is divided into two sections: 'Custom Ad Families for: XXXX-FM (2579)' and 'Standard Ad Families'. The 'Custom Ad Families' section contains a table with columns for ID, Family, Family Cap, and Individual Cap. An orange arrow points to the edit/pencil icon for the first row (ID 131072, Family 'test'). To the right of the table are two scrollable lists: 'Ads In Selected Family' and 'Ads Not In Selected Family', each with a 'Remove Selected Media From Family' and 'Add Selected Media To Family' button respectively. Below the tables is an 'Add New Custom Family' button. The 'Standard Ad Families' section contains a table with columns for ID, Family, Family Cap, and Individual Cap, listing various system-defined families like 'ENABLE: Place in normal ad cover rotation' and 'CAP: 1 Hr Freq Cap'. At the bottom, there is a detailed note about Ad Families and their behavior regarding frequency caps and next-time-available times, including an example scenario.

ID	Family	Family Cap	Individual Cap
131072	test	5	10
262144	Station Holiday Promos	15	30
524288	DJ On-Air Humor	15	60
1048576	shampoo	5	10
2097152	hair products	10	12
4194304	New Ad Family	10	20
8388608	New Ad Family	60	120
16777216	department store	20	70
33554432	sporting goods	60	120

ID	Family	Family Cap	Individual Cap
1	ENABLE: Place in normal ad cover rotation	0	5
2	ATTRIBUTE: Interruptible (lyric-free music)	0	0
4	CAP: 1 Hr Freq Cap (select WITH an ENABLE Family!)	0	55
8	CAP: 4 Hr Freq Cap (select WITH an ENABLE Family!)	0	235
16	CAP: 2Hr Freq Cap (select WITH an ENABLE Family!)	0	115
32	CAP: Similar Ads Group A	50	0
64	SPECIAL: Stream-Down Notifications	0	0

- 3 To save your changes, click the small green check icon.

Assigning Creative to Ad Families

- 1 From the Injector Manager slide-out menu, select **Ad Families**.
- 2 Click the small blue information icon associated with the ad family to edit. All available inventory will be represented in the two boxes on the right-hand side of the screen, both creative assigned to the selected ad family as well as creative not in the ad family.

Ando Injector Advanced Settings v2.10 Ad Injector Manager | HELP | Logout

Custom Ad Families for: XXXX-FM (2579)

ID	Family	Family Cap	Individual Cap
128	Coca Cola	15	60
256	Pepsi Cola	30	30
512	Carbonated Beverages	10	0
1024	30 Minute Family	30	0
2048	Automobile	15	0
4096	Audi	60	120
8192	BMW	30	45
16384	Yugo	0	30
32768	Financials	30	120

Add New Custom Family

ID	Family	Family Cap	Individual Cap
1	ENABLE: Place in normal ad cover rotation	0	5
2	ATTRIBUTE: Interruptible (lyric-free music)	0	0
4	CAP: 1 Hr Freq Cap (select WITH an ENABLE Family!)	0	55
8	CAP: 4 Hr Freq Cap (select WITH an ENABLE Family!)	0	235
16	CAP: 2Hr Freq Cap (select WITH an ENABLE Family!)	0	115
32	CAP: Similar Ads Group A	50	0
64	SPECIAL: Stream-Down Notifications	0	0

To see what media is in or out of a family, click the blue "i" (info) icon beside the family. If you're responsible for multiple stations, be sure the right station is selected at the top of the page.

A note about Ad Families: When a spot is affected by frequency caps, its **next-time-available** is updated on the system. That item is updated with whatever the **latest** time is out of all rules that apply to it:
-- When a spot plays, its next-available time is set to the current time plus the **maximum** number of minutes in the individual caps for any family that the spot belongs to. This is used to keep that one spot from playing again too soon.
-- Then, for all families that the spot that played belongs to, ALL spots in those families are also updated if a family cap has been set. This time, the spots are updated with the family cap - to the latest time that applies. This is used to keep multiple spots from playing too closely to each other.

Example: Spots A, B and C belong to a family that has a 30 minute family cap, and a 120 minute individual cap.
12:00 Spot A plays. Spot A's is 'voided' until 14:00, and Spot B and C until 12:30 because they're in the same family.
12:15 A spot is called for. A, B and C won't play...none are available yet.
12:30 Spot B plays. Spot C is voided until 14:30, B until 13:00 (from the family cap), and A is still 14:00 because that's later than the 13:00 that the family cap would give it.
13:00 Spot B plays, and is voided until 15:00. A and C are not changed, because their available times are already later than the family cap would make them.
13:30 A spot is called for. A, B and C won't play...none are available yet.
14:00 Spot A plays and is voided until 16:00. B (at 15:00) and C (at 14:30) are already at or outside the spacing that the family cap would give.

- 3 Find the creative to add to the ad family in the **Ads Not in Selected Family** list and click the **Add Selected Media to Family** button. To remove creative from the ad family, find the creative to remove from the ad family in the **Ads in Selected Family** list and click the **Remove Selected Media from Family** button.
- 4 Once all changes have been made, click the Ad Injector Manager link at the top of the page to close the Ad Family editor and return to the main Injector Manager page.



Cart Trigger Editor

All configuration options in the Injector Manager, especially cart trigger details, should only be changed with great care and deliberation. Incorrect changes could severely impact or even interrupt your stream. Before changing any cart trigger details, contact Ando Media Customer Service.

Triggers are commands received from your automation system. The Ad Injector PC constantly monitors the data output of your automation system, and can recognize configured bits of data. For example, when your automation system plays an event with a category of *COM*, this could trigger your Ad Injector to begin a commercial break.

There may be times when you need your Ad Injector to cover periods longer than typical commercial breaks, like during sporting events or syndicated programming, while ignoring any and all triggers from your automation system during the period. These periods are called blackouts.

Defining Timed Blackouts

- 1 From the Injector Manager slide-out menu, select **Cart Trigger Editor**.
- 2 Create a new timed trigger by clicking the **New Timed Trigger** button. Set the options for this trigger:

Standard Settings - Timed Trigger

Effective Dates: 1/1/1900 To 12/3/2079 Enabled

Days Active: Sun Mon Tue Wed Thu Fri Sat

Start Time: 00:00:00

Trigger Value: COM

Duration: 00:06:00

Delivery: BreakSchedules

Ad Families:

- Select Items in Enabled/Normal Ad Rotation
- Select Items in Stream-Down (Blackout) Family
- Select NO Items (Creates a SILENT cover period)
- Select Items in Specific Families

Trigger Set: [DEFAULT]

Advanced Settings

Data Ignore Duration: 00:00:00 First Media Dur (sec): 00:00:01

Generate clockwheel (24/7 entries)

Save Cancel

Option	Description
Effective Dates	Set the effective Start date as the day that the trigger should initially fire. Set the effective End date to the day after the last day the trigger should fire (this should not be the same date as the start date.)
Days Active	Uncheck any days that you don't want it to be active, leaving only the desired days checked.
Start Time	Set the Start Time to the time that the trigger should fire using 24-hr time (for example 09:00:00=9am, 13:00:00=1pm, 14:12:00=2:12pm,)
Trigger Value	Change the Trigger Value from the default COM to something descriptive of this trigger. This field is simply for reference for timed triggers.
Duration	Define the blackout period in HH:MM:SS (for example, 03:18:20 would be three hours, 18 minutes and 20 seconds.)



Delivery	Change the Delivery value from the default BreakSchedules to -1 .
Ad Families	Click the appropriate radio button next to the ad family from where you want the cover content to be played.
Advanced Settings	Set the Data Ignore Duration under the Advanced Settings line to be the length of time you want to ignore the data and remain in blackout. This should equal the time listed in the Duration field. This is actually the field the trigger will use to remain in blackout, so make sure this is set to the full length you want your stream to remain blacked out.

3

Click **Save** to save your changes and return to the Cart Trigger Editor.



My Inventory

Ando Injector Manager v2.12
Ando Console Home | [HELP/LIVE CHAT](#) | [Logout](#)

XXXX-FM 03.10.01 Injector Last Checked-in: ■ 12/2/2009 6:03:24 PM (7 minutes ago) System Clock: 12/2/2009 6:10:13 PM

[New Component](#)
Search Inventory [Find](#)

[Home](#) |
 [Station Filter](#) |
 [Custom Dayparts](#) |
 Inventory:
 [Past](#) |
 [Present](#) |
 [Future](#) |
 [Time Filled Report](#) |
 [Apply default PSA inventory](#)

Inventory Helper

Category	Count
Paid Spot (CPM)	17
Unpaid Spot (PSA, other)	133
Music Bed	10
Song	51
TargetSpot	41
Total Inventory	262

Multiple-Item Actions

Affidavit Generator

By leaving the date fields empty, the system will generate an affidavit for the complete flight dates of the spots you've selected. If you select any dates, the system will filter the affidavit to only show plays between those dates.

From:

To:

Detailed
 Summary

[Generate Affidavit](#)

Mass Update

Check individual spots to the right, then choose your update action.

Start Date: [Update](#)

End Date: [Update](#)

Priority: [Update](#)

Delete Spots

Remove Selected spots from inventory. All impression info will be removed! You cannot undo this, we suggest expiring spots instead.

[Delete](#)

VIEW	NAME	Category	Total Spins	Spins LAST24	Duration	Priority	Dates	Play Notes
<input type="checkbox"/>	295017 TARGETSPOT - NEW UPLOAD 1 ACTIVE	TargetSpot	838	3	30.3543	High	◆ 5/19/2009 - 5/7/2016	
<input type="checkbox"/>	295018 TARGETSPOT - NEW UPLOAD 2 ACTIVE	TargetSpot	837	3	30.0669	High	◆ 5/19/2009 - 5/7/2016	
<input type="checkbox"/>	295020 TARGETSPOT - NEW UPLOAD 3 ACTIVE	TargetSpot	835	3	30.511	High	◆ 5/19/2009 - 5/7/2016	
<input type="checkbox"/>	295021 TARGETSPOT - NEW UPLOAD 4 ACTIVE	TargetSpot	846	3	30.1453	High	◆ 5/19/2009 - 5/7/2016	
<input type="checkbox"/>	295022 TARGETSPOT - NEW UPLOAD 5 ACTIVE	TargetSpot	843	4	31.138	High	◆ 5/19/2009 - 5/7/2016	
<input type="checkbox"/>	295023 TARGETSPOT - NEW UPLOAD 6 ACTIVE	TargetSpot	844	4	30.9812	High	◆ 5/19/2009 - 5/7/2016	
<input type="checkbox"/>	295024 TARGETSPOT - NEW UPLOAD 7 ACTIVE	TargetSpot	842	3	30.5633	High	◆ 5/19/2009 - 5/6/2017	
<input type="checkbox"/>	295025 TARGETSPOT - NEW UPLOAD 8 ACTIVE	TargetSpot	841	4	60.7608	High	◆ 5/19/2009 - 5/7/2016	
<input type="checkbox"/>	295026 TARGETSPOT - NEW UPLOAD 9 ACTIVE	TargetSpot	827	3	60.578	High	◆ 5/19/2009 - 5/6/2017	
<input type="checkbox"/>	295027 TARGETSPOT - NEW UPLOAD 10 ACTIVE	TargetSpot	825	3	61.0482	High	◆ 5/19/2009 - 5/6/2017	
<input type="checkbox"/>	299905 CULVERS ECLUB ACTIVE	Paid Spot (CPM)	267 / 2400 (11%)	2	26.6188	High	◆ 6/1/2009 - 5/31/2010	
<input type="checkbox"/>	304909 TARGETSPOT 11 ACTIVE	TargetSpot	412	3	30.5894	High	◆ 6/7/2009 - 6/2/2018	
<input type="checkbox"/>	304910 TARGETSPOT 12 ACTIVE	TargetSpot	416	3	60.578	High	◆ 6/7/2009 - 6/3/2017	
<input type="checkbox"/>	11668 PSA - DRUGS 2 ACTIVE	Unpaid Spot (PSA, other)	9	0	61	X-Low	◆ 11/14/2008 3:55:33 PM - 1/1/2010	
<input type="checkbox"/>	11669 PSA - CHILD LEARNING ACTIVE	Unpaid Spot (PSA, other)	122	0	61	X-Low	◆ 11/14/2008 3:55:34 PM - 1/1/2010	
<input type="checkbox"/>	11670 PSA TUTORING VOLUNTEER ACTIVE	Unpaid Spot (PSA, other)	8	0	33	X-Low	◆ 11/14/2008 3:55:36 PM - 1/1/2010	
<input type="checkbox"/>	11671 PSA ARMY STAY IN SCHOOL ACTIVE	Unpaid Spot (PSA, other)	9	0	61	X-Low	◆ 11/14/2008 3:55:38 PM - 1/1/2010	
<input type="checkbox"/>	11672 PSA - NAVY WHY ACTIVE	Unpaid Spot (PSA, other)	9	0	31	X-Low	◆ 11/14/2008 3:55:39 PM - 1/1/2010	
<input type="checkbox"/>	11673 PSA WIC NUTRITION ACTIVE	Unpaid Spot (PSA, other)	122	0	31	X-Low	◆ 11/14/2008 3:55:41 PM - 1/1/2010	
<input type="checkbox"/>	11674 PSA YOUTH 30 HOUR FAMINE ACTIVE	Unpaid Spot (PSA, other)	8	0	31	X-Low	◆ 11/14/2008 3:55:42 PM - 1/1/2010	

Inventory Errors
- No Errors-

Inventory Summary Information
Summarizing the items Displayed above (260 items)
Total Spots Played in last 24 hours: 251
Spots per hour average: 10
AQH for this station is: 20

Based on your current spot load of 10 spots per hour average. We can make the following assumptions for the M-F 6a to 8p daypart

If you schedule a spot for play once per hour, it will generate:

280 impressions per day
1,400 impressions per week

[Personalize](#)

You can change your search to show past or future inventory by clicking the corresponding links at the top of the **My Inventory** page.

3-1

By default, the search results are sorted by priority. Clicking any underlined column heading will re-sort the results based on that field. For example, clicking the **Name** column heading will re-sort the results based on the name of the creative.

Last Check-in Time

The local Ad Injector PC connects with the Ando Media servers every 15 minutes to transfer data. The check-in indicator will turn red if the last check-in was more than 15 minutes ago.



If the last check-in time was more than 60 minutes ago, it would indicate there may be a condition worthy of further investigation.

New Component

Allows you to enter a new component with options to define flight dates and other information as well as upload audio.

Options Links

Option	Description
Home	Links back to the main inventory view page.
Station Filter	If your login allows you to manage multiple stations, you can change the station you are working with using the station filter, eliminating the need to log out of the system and log back in.
Custom Dayparts	Allows you to define custom dayparts. New dayparts will apply to the current station only. They will not be automatically available to other stations, and will not transfer over to Campaign Manager.
Inventory	Allows you to switch main inventory view between past, present and future inventory.
Time Filled Report	This report shows each hour in the report period (the report initially shows “today” by default) that required some fill material, breaking down the report by category for unpaid time. This report can help identify problems related to frequency caps.
Apply default PSA inventory	Clicking this option will add 53 generic PSAs to your inventory. These PSAs will play when nothing else is available to the system. A better option is to use PSA Wire, which includes more recent material which is more frequently updated.

Search Inventory

Allows you to search the current inventory view (past, present or future). Will search for entered strings in the Name or ID fields.

Inventory Helper Group

The Category Filter allows you to refine your inventory search to show only items in a specific category.



The Affidavit Generator allows you to quickly generate affidavits for selected creative.

The Mass Change Tool allows you to change start dates, end dates or priority settings for entire groups of creative. Select the creative to modify using the checkboxes in the main inventory view, set the option to modify and click the Update button.

The Delete Spots tool allows you delete creative from your system. Select the desired creative using the checkboxes in the main inventory view and click the Delete button.



Deleting a spot will also delete all impression and performance statistics for that spot! This action cannot be undone. We suggest expiring spots instead.

Personalize

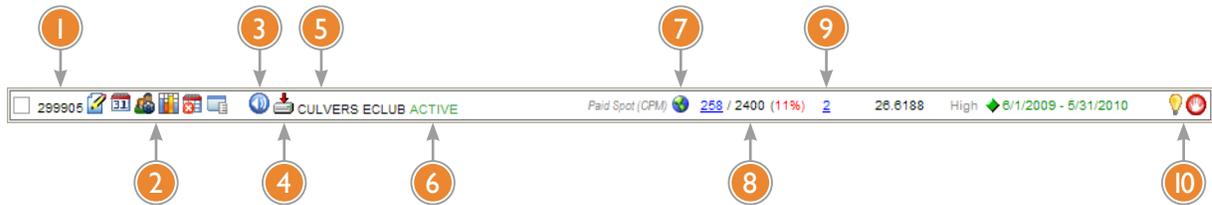
The Personalize link at bottom of page allows you to change the background color of paid ads.

The screenshot shows the Andromedia inventory management interface. The main area displays a list of advertising spots with columns for ID, creative name, status, unpaid spots, impressions, and priority. An 'Inventory Colorizer' window is overlaid on top, displaying a color palette and the text 'Select a color for PAID spots:'. The 'Personalize' link is visible at the bottom left of the page.

ID	Creative Name	Status	Unpaid Spots	Impressions	Priority
11666	PSA BLOOD SAVES REVERSE	ACTIVE	3	0	60
11667	PSA UNCF 18 CREDITS	ACTIVE	120	0	61
11668	PSA - DRUGS 2	ACTIVE	0	0	61
11669	PSA - CHILD LEARNING	ACTIVE	122	0	61
11670					
11671					
11672					
11673					
11674					



Creative Detail



Ref	Field	Description
1	ID Number	This unique ID is assigned by the Ando Media system when a new component is created.
2	View Icons	 Edit Spot Details Opens an edit screen that allows you to edit details for this creative, including start and end dates, ad family assignments, and priority settings. See page I-9.
		 View Spot Schedule Allows you to edit or create play schedules allowing or restricting play. See page I-10.
		 Group Rollout If you have rights to multiple stations, you can assign a single piece of creative to multiple stations. This allows you to streamline operations by requiring you to only setup creative and upload audio once, and then rollout to multiple stations.
		 Performance Reports Allows for generation of affidavits for the selected creative. Detailed or summary reports are available for specific dates or for the entire flight.
		 Instant Expire Stops the current spot from playing without deleting the spot or associated history information. To reactivate this creative, click the Edit Spot Details icon and click the Reactivate button.
		 Preview Linear Log Audit Opens a popup window showing information about how the elected creative ran today.
3	Preview Spot	Opens a small audio player allowing you to listen to the uploaded audio.
4	Download	Allows you to right-click and save the uploaded audio to your local hard drive.
5	Name	Displays the name associated with this piece of creative. The name can be changed by clicking on the Edit Spot Details view icon. See page I-9.



6	Status	Displays status of this piece of creative. Options are active (indicating the creative has had a play schedule assigned and audio uploaded), pending (indicating the creative has expired, either due to a completed flight or by manually clicking the Instant Expire view icon), or failed (indicating audio has not been successfully uploaded).
7	Banner Preview	If a banner is associated with this creative, this icon will allow you to open and preview the banner in a popup window.
8	Total Spins	Shows the number of total spins for this creative since the creative was entered. If a spots target has been entered, that target will also be displayed along with a flight completion percentage calculation. Clicking the total spins number will generate an affidavit covering the entire history of the creative.
9	Last 24	Shows the number of total spins for this creative over the last 24 hours. Clicking the last 24 number will generate an affidavit covering today's plays.
10	Play Notes	The light bulb indicates the play status for this piece of creative. Yellow =playable, based on dates and dayparts. Gray =not playable. Play status is updated dynamically based on real-time clock. The play notes field can also show metering information, indicating if playback of the creative has been halted in order to spread playback over the entire flight.



Add New Component

Upload a new Spot

All Fields are required

*Spot Description

*Select Station

About Ad Families

Ad Families are a key component in determining how your spot will rotate. For example, if you have 3 spots from the same advertiser, and want them to rotate, you would want to put all the spots from that advertiser into the same Family. By default, we offer you a standard 'hourly frequency cap' family, which means that all spots in that family will rotate at least one hour apart from each other. You can create your own ad families with different frequency caps by clicking on "Advanced Settings" from the navigation menu, or by visiting [this link](#).

*Ad Families

ENABLE: Place in normal ad cover rotation
 ATTRIBUTE: Interruptible (lyric-free music)
 CAP: 1 Hr Freq Cap (select WITH an ENABLE Family!)
 CAP: 4 Hr Freq Cap (select WITH an ENABLE Family!)
 CAP: 2Hr Freq Cap (select WITH an ENABLE Family!)
 CAP: Similar Ads Group A
 SPECIAL: Stream-Down Notifications

Videos of Example Entries

- [Paid Spots](#)
- [UnPaid Spots](#)
- [Sweepers](#)

Select one or more global ad families for this ad (hold down CTRL key to select more than one). For station-specific families, edit the settings after upload.

About Spot Categories

Spot categories are used to create 'break-templates'. These templates are 'outlines' to following during breaks on your station. You can create your own break-templates by selecting 'Break-Designer' from the main menu.

*Spot Category

About Industry Type

Select an industry that most closely matches your spot

*Industry Type

About Spot Priority

The spot priority determines at which priority this particular spot will be selected. By default, Revenue Generating spots are picked at a higher priority than non-revenue generating spots (PSAs, Fillers etc). Since the streaming schedule is based on the on-air schedule, the system determines in real-time which spot should be selected at the time the on-air system creates an 'avail'.

*Spot Priority

About Flight Dates

Flight dates are used to determine a base outline of when the spot should air. You can then 'filter' down the days, and times this spot should be played.

*Date Start

*Date End

If no end date is required enter a date far in the future

Assign a hard-set spot count

You can assign a hard-set spot count to this spot. This means once this number of spots is reached, it will automatically expire the spot on that particular date. You still need to assign a regular schedule, but the system will expire the spot for you once it's target has been reached.

Hard-set Spot Count (To Enable: Enter a spot count, otherwise leave as 0)

Will you upload the audio spot now or allow production to do it later?

Uploading it now

Production will upload it later

Field	Description
Spot Description	Text describing this creative.
Select Station	If you are authorized to manage multiple stations, select the station that will run this creative from the drop-down box.
Ad Families	Select the appropriate ad families for this creative. Ad families control rotation and frequency caps. In most cases, a piece of creative will be in the Enable family and a frequency family. Multiple families can be selected by holding down the Ctrl key while clicking on families.
Spot Category	Selecting the correct spot category will help determine rotation and priority on playback.
Industry Type	Industry type is used to set industry separation times.



Spot Priority	Spot priority will determine playback order. Higher priority creative will generally play before creative with a lower priority setting.
Start/End Dates	Flight dates are used to determine a base outline of when the spot should air.
Hard-set Spot Count	You can assign a hard-set spot count to this spot. This means once this number of spots is reached, it will automatically expire the spot on that particular date.
Upload Options	Audio can be uploaded now or later, depending on the option selected.

Upload Ad

Upload a New File	
Local File	Browse to the local file to upload. While there are no file naming restrictions, only MP3, WAV, WMA, FLV or WMV file extensions are supported.
Remove Silence	Optionally removes silence from beginning and end of audio file.
Normalize Volume	Normalizes volume level across entire audio file. The peak level of the audio is determined, and the rest of the audio is raised to meet that value.
Reference an Existing File	
URL	This would reference a URL for an audio file not stored on your local PC. Files are transferred to Ando Media servers from the remote location and processed by Ando Media for hosting.



Spots per Daypart

Spots Per Daypart

Spots per Daypart Scheduling allows you to assign a certain number of spots to be played during a specific daypart.

Select a daypart, then select a number of spots to play during that daypart

You're working with spot: *Nacho Mama*

Mon-Sun

Daypart

All Hours (24 hours) (12:00:00 AM-11:59:59 PM)

If for example the daypart is 4 hours and you want the spot to play once per hour, you'd enter 4 here.

Spots during above time range

Manage custom dayparts

[DELETE](#) - All Hours (12:00:00 AM-11:59:59 PM)

Create a new daypart

Start Time

End Time

Daypart Name

Play Schedule

- No Schedule Created -

Total Spots: 0 per week based on above schedule

Spots per week translator

Spots requested per week

Based on a week of

Daypart Selection Group	
Day drop-down	Select the allowable day range from the drop-down.
Daypart	Select the allowable daypart from the drop-down. Custom dayparts can be created using the options in the Manage Custom Dayparts group to the right.
# Spots	Provides the option of specifying the exact number of times this creative should play in the specified daypart.
Manage Custom Daypart Group	
Start/End Time	Allows you to set the start time and end time for a new custom daypart.
Daypart Group	Field for a descriptive name for this new daypart.
Spots-per-week Translator	
# Spots Requested	Field to enter requested number of spots per week.



Open Schedule

Default Schedules

You're working with spot: *Nacho Mama*

Mon thru Fri 12:00 AM - 11:59 PM

Mon thru Sun 12:00 AM - 11:59 PM

Mon thru Fri 6:00 AM - 8:00 PM

Mon thru Sun 6:00 AM - 8:00 PM

Mon thru Fri 6:00 AM - 11:59:59 PM

Create Custom Schedule

Must be a valid TIME format (e.g. 12:00:00 AM to 11:59:59 PM would leave the spot open to play all day)
There is a default frequency cap of 15 minutes all all spots. So the same spot will not play during the same stop set no matter how you schedule it. [Custom Schedules](#)

Mon

Play Schedule

If you want to restrict or filter spot plays, go to the [Daypart scheduler](#)

- No Schedule Created -

Create Custom Schedule Group	
Day	Select the allowable day from the drop-down.
Start/End Time	Enter the allowable time range for this piece of creative in a valid time format. For example, entering a start time of 12:00:00 AM and an end time of 11:59:59 PM would allow the spot to play all day.



Linear Log Audit

Ando Injector Manager v2.12
Ando Console Home | [HELP/LIVE CHAT](#) | [Logout](#)

XXXX-FM 03.10.01 Injector Last Checked-in: ■ 12/4/2009 12:03:26 PM (9 minutes ago) System Clock: 12/4/2009 12:12:43 PM

Search Inventory

[Home](#) | [Station Filter](#) | [Custom Dayparts](#) | Inventory: [Past](#) | [Present](#) | [Future](#) | [Time Filled Report](#) | [Apply default PSA inventory](#)

Injector Linear Log Audit
Report displays top 500 spots played in the order they were played (most recent at the top)

Injector Play Log

Timestamp	Description	Duration	Imps	Preview	Spot URL
12/4/2009 10:43:14 AM	Tracy Lawrence - Alibis	180	103		http://download.andomedia.com/atom2/creative/86697.mp3
12/4/2009 10:42:40 AM	AA 003 WIXY.mp3	32	103		http://download.andomedia.com/atom2/creative/367147.mp3
12/4/2009 10:42:09 AM	TargetSpot 30	30	103		http://download.andomedia.com/atom2/creative/304930.mp3
12/4/2009 10:41:38 AM	TargetSpot 27	30	104		http://download.andomedia.com/atom2/creative/304925.mp3
12/4/2009 10:41:08 AM	TargetSpot 25	30	104		http://download.andomedia.com/atom2/creative/304923.mp3
12/4/2009 10:28:34 AM	MMW Welcome Home 2-10-06.MP3	60	109		http://download.andomedia.com/atom2/creative/316348.mp3
12/4/2009 10:28:03 AM	TargetSpot 22	30	109		http://download.andomedia.com/atom2/creative/304920.mp3
12/4/2009 10:27:04 AM	11790 NVCK 24 Months - with tag 012309.mp3	58	109		http://download.andomedia.com/atom2/creative/281390.mp3
12/4/2009 10:26:03 AM	Stefanie Pratt BUYER 042909.mp3	58	108		http://download.andomedia.com/atom2/creative/220820.mp3

Select the log date

Nov	December 2009					Jan
M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Tip: Click the column headers on the log to sort by that column

The Linear Log Audit displays what has played today in the order the events were played, with the most recent at the top of the report.

The report can be sorted by **Timestamp**, **Description**, **Duration** or number of **Impressions** by clicking on the corresponding column heading.

Past days can be viewed by selecting the date from the calendar on the right.

The report can be printed or exported as CSV file using the buttons on the right.



Spots Planner

This application can be used to plan an impression-based campaign. Most national buys will be impression based, meaning “You need X number of impressions between Date X and Date Y.” The spots planner can be used to estimate the total number of impressions a station will generate over a given time period.

The screenshot shows the 'Spots Planner' application within the 'Ando Injector Manager v2.12' interface. The top navigation bar includes 'Ando Console Home', 'HELP/LIVE CHAT', and 'Logout'. The main header displays 'XXXX-FM 03.10.01 Injector Last Checked-in: 12/4/2009 12:43:26 PM (1 minutes ago)' and 'System Clock: 12/4/2009 12:44:34 PM'. A 'New Component' button is visible on the left, and a 'Search Inventory' field with a 'Find' button is on the right. Below the navigation bar, there are links for 'Home', 'Station Filter', 'Custom Dayparts', 'Inventory', 'Past', 'Present', 'Future', 'Time Filled Report', and 'Apply default PSA inventory'. The main content area is titled 'Spots Planner - Converts Impressions to Spots' and contains the following text: 'Use this application while planning a campaign which is "Impression Based". Most national buys will be impression based, meaning "You need X number of impressions between Date X and Date Y. You can use it to estimate the total number of impressions a station will generate over a given time period.' Below this text, it says 'Select the criteria (1 station at a time)'. A dropdown menu for 'Station' is open, showing options: 'AAAA-FM', 'BBBB-FM', 'CCCC-FM', 'CCCC-HD2', 'CCCC-HD3', 'DDDD-FM', 'EEEE-FM', and 'EEEE-HD2'. Below the dropdown are input fields for 'Length of Campaign (in days)' and 'Requested Impressions', and an 'Estimate' button.



This same tool is available in the Campaign Manager's **Reports and Tools** section.



Template Designer

Templates define how each break is filled, with each of up to 26 possible templates covering one clock hour. Hourly templates are assigned to specific times using a daily grid schedule.

Break Template Designer

This application allows you to create the break formats that will play during the breaks on your station. Break formats can consist of different elements such as spots, songs, sweepers etc. Using the grid below, select the items you want to play in your breaks.

By selecting multiple categories in one element, you're allowing it to play any of the items in that category.

For example, if you select Paid Spot (CPM) and Music bed in the first Element, the system will play either a Paid Spot (CPM) or a Music Bed as the first element in the break depending on the schedule you set for items in those two categories.

The 'Mandatory through' option indicates that number of elements **MUST** be played even if the break is not long enough to play all the items. The Ad Injector will create an audio buffer similar to how TiVo works to seamlessly rejoin programming when durations of files and breaks do not match.

In the event that the break is longer than the template design, the last item in the template will be played until the break is finished.

Template : A* * denotes existing template

Mandatory through element : 1

Assigned Color :

	1	2	3	4	5	6	7	8	9	10	
<input checked="" type="checkbox"/>	Paid Spot (CPM)										
<input checked="" type="checkbox"/>	Paid Spot (PI)										
<input type="checkbox"/>	Unpaid Spot (PSA, other)										
<input type="checkbox"/>	Music Bed										
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Song
<input type="checkbox"/>	Sweeper										
<input type="checkbox"/>	Bumper										
<input type="checkbox"/>	Promo										
<input type="checkbox"/>	Station ID										
<input type="checkbox"/>	Liner										
<input type="checkbox"/>	Jingle										
<input type="checkbox"/>	Stinger										
<input type="checkbox"/>	Notice										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TargetSpot
<input type="checkbox"/>	Dry Liners										
<input type="checkbox"/>	Short Shows (roughly 2-5 min)										

Tools

Save	Save current template
Grid	Go to Grid Schedule

Field	Description
Template	Up to 26 templates can be defined. Letters followed by an asterisk have already been defined and saved.
Mandatory Through Element	This will force the system to play through the specified number of events regardless of how long the break being covered actually runs. If the break is not long enough to play all the items, the Ad Injector software will buffer the real-time audio and resume playback when the last mandatory element finishes. This has the potential to significantly throw off your synchronization between the internet stream and the real-time audio. It is strongly recommended you keep this number very low unless you have a well-reasoned and compelling reason to do otherwise.
Assigned Color	Colors can be assigned to each hourly template, making identification in the grid schedule easier.



Placeholder Columns 1-10	<p>Each numbered column is a placeholder, defining what type of content will play as the system covers a break. The content identified in column 1 will play first, the content in column 2 will play next, and so on. If there are multiple checks in the same column, the system will choose based on available inventory and priority. Priority levels in order are:</p> <ul style="list-style-type: none"> Paid content (in order of priority) TargetSpot content AdWire ads (if opted in) Content flagged as “Urgent” priority Content flagged as “High” priority Content flagged as “Medium” priority Content flagged as “Low” priority Content flagged as “Lower” priority Content flagged as “Lowest” priority <p>See important note below.</p>
Save Current Template	Once the template has been defined, click the Save Current Template button to save your changes.
Go to Grid Schedule	Clicking this button opens the Grid Schedule , allowing you to assign hourly templates to specific hours of the week.



If more than 10 events are required to fill a break, instead of repeating the lineup the system will repeat the event defined in column ten until the break is complete.

If all valid content plays before a break is completed, the system will stay silent until a return trigger is received signaling the end of the break.



Break Template Scheduler

The grid represents your station schedule broken down by hour.

Break Template Scheduler

Welcome to the Break Template Scheduler - The grid below represents your station schedule broken down by hour. Each dropdown box allows you to select a 'format' to follow during breaks in that hour. For example, if you schedule 'Break Template A' to play in the Midnight hour and that template contains 'Spot, Song, Song, Spot', each break during that hour will follow the format of 'Spot, Song, Song, Spot'.

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sunday	A	A	A	A	A	A	F	F	F	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Monday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Tuesday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Wednesday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Thursday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Friday	A	A	A	A	A	B	B	B	B	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Saturday	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Template Legend

A - AliceBlue
B - Crimson
 F - AliceBlue

Tools

Change CartVal Trigger :

Save current grid template

Undo any changes and load saved grid template

Change all to :

Go to Templates

Field	Description
Day/Hour Grid	Each dropdown box allows you to select a template to follow during breaks in that hour.
CartVal Trigger	Allows you to choose the trigger (typically related to a specific category) to save with this grid. If there are multiple triggers in the system, each trigger needs to be saved with the grid.
Save Current Grid	Saves and applies all changes.
Revert/Undo Changes	Undo all changes made, reverting back to last-saved grid.
Change All To:	Allows you to mass change all days/hours to a single template, selected from the dropdown box.
Go to Templates	Clicking this button returns you to the Break Template Designer.

Ad Families

Ad Families set the rules for groups of creative and individual pieces of creative in that group, setting frequency and rotation restrictions. If you have rights to multiple stations, Ad Families only apply to a single station. Each station can have up to 24 ad families.

Standard Ad Families

ID	Family	Family Cap	Individual Cap
1	ENABLE: Place in normal ad cover rotation	0	5
2	ATTRIBUTE: Interruptible (lyric-free music)	0	0
4	CAP: 1 Hr Freq Cap (select WITH an ENABLE Family!)	0	55
8	CAP: 4 Hr Freq Cap (select WITH an ENABLE Family!)	0	235
16	CAP: 2 Hr Freq Cap (select WITH an ENABLE Family!)	0	115
32	CAP: Similar Ads Group A	50	0
64	SPECIAL: Stream-Down Notifications	0	0

Ads In Selected Family

- PSA - Govt Info (#11644, 60 sec)
- PSA - Music Ed (#11661, 61 sec)
- PSA - National PSA - Choice (#11630, 61 sec)
- PSA - Nutrition (#11628, 58 sec)
- PSA - PSA - Adoption (#11650, 61 sec)
- PSA - PSA - Adoption (#11660, 61 sec)
- PSA - PSA - Alcoholism (#11616, 60 sec)
- PSA - PSA - Boxing 30 (#11626, 31 sec)
- PSA - PSA - Call to Action (#11626, 61 sec)

Ads Not In Selected Family

- AD+ - 11790 NVCK 24 Months - with tag 012309.mp3 (#281390, 58 sec)
- AD+ - 1789 LVC 24 Months - with tag 012309 (2).mp3 (#280730, 61 sec)
- AD+ - 2 Men and a Truck JACK 032309.mp3 (#307208, 58 sec)
- AD+ - 2 Men and a Truck THINK AGAIN 112408.mp3 (#308544, 60 sec)
- AD+ - Babyland AR Baby blog- COPIED 5 (#348961, 30 sec)
- AD+ - Babyland AR Baby blog- COPIED 5 (#348962, 29 sec)
- AD+ - Babyland AR Baby blog- COPIED 5 (#348963, 28 sec)

To see what media is in or out of a family, click the blue "i" (info) icon beside the family. If you're responsible for multiple stations, be sure the right station is selected at the top of the page.

A note about Ad Families: When a spot is affected by frequency caps, its **next-time-available** is updated on the system. That item is updated with whatever the **latest** time is out of all rules that apply to it:
 -- When a spot plays, its next-available time is set to the current time plus the **maximum** number of minutes in the individual caps for any family that the spot belongs to. This is used to keep that one spot from playing again too soon.
 -- Then, for all families that the spot that played belongs to, ALL spots in those families are also updated if a family cap has been set. This time, the spots are updated with the family cap - to the latest time that applies. This is used to keep multiple spots from playing too closely to each other.

Example: Spots A, B and C belong to a family that has a 30 minute family cap, and a 120 minute individual cap.
 12:00 Spot A plays. Spot A's is 'voided' until 14:00, and Spot B and C until 12:30 because they're in the same family.
 12:15 A spot is called for. A, B and C won't play...none are available yet.
 12:30 Spot C plays. Spot C is voided until 14:30, B until 13:00 (from the family cap), and A is still 14:00 because that's later than the 13:00 that the family cap would give it.
 13:00 Spot B plays, and is voided until 15:00. A and C are not changed, because their available times are already later than the family cap would make them.
 13:30 A spot is called for. A, B and C won't play...none are available yet.
 14:00 Spot A plays and is voided until 16:00. B (at 15:00) and C (at 14:30) are already at or outside the spacing that the family cap would give.

Each ad family must have a **Description** that is unique and obvious, a **Family** cap setting that will apply to all elements in the family (the same talent voice for example, allowing you to space all elements in this family), and an **Individual** cap setting that allows you to set the number of minutes between plays of an individual piece of creative.



In practically all instances, a piece of creative will belong to two families: the Enable family, allowing that creative to play, and a second family setting the family and individual caps.



Cart Trigger Editor

This defines the automation codes sent by your automation system to identify breaks.



If you change categories or other go-to-break codes in your automation system, you will also need to change the configured cart triggers on this page. You will also edit information on this page to schedule blackouts.

Ando Injector Utilities - Cart Trigger List for XXXX-FM

Show triggers active on days: Sun Mon Tue Wed Thu Fri Sat

Show triggers effective in: Past Present Future

Show trigger types: Data Triggered Timed (recurring)

Actions: Break EndBreak Dump Feed Now/Playing Ignore

Sel	Edit	Actv	Type	Effective	Expires	Starts	Ends	Days	Element	Trigger	Duration	Actions	Delivery Cmd	Adv.	TriggerSet
<input type="checkbox"/>	Edit			<<<	>>>	00:00:00	23:59:59	SMTWTFS	Cart	[DEFAULT]	00:00:00		Go Live		[DEFAULT]
<input type="checkbox"/>	Edit			<<<	>>>	00:00:00	23:59:59	SMTWTFS	Catg	201	00:00:00		NP		[DEFAULT]
<input type="checkbox"/>	Edit			<<<	>>>	00:00:00	23:59:59	SMTWTFS	Catg	202	00:00:00		NP		[DEFAULT]
<input type="checkbox"/>	Edit			<<<	>>>	00:00:00	23:59:59	SMTWTFS	Catg	203	00:00:00		NP		[DEFAULT]
<input type="checkbox"/>	Edit			<<<	>>>	00:00:00	23:59:59	SMTWTFS	Catg	204	00:00:00		NP		[DEFAULT]
<input type="checkbox"/>	Edit			<<<	>>>	00:00:00	23:59:59	SMTWTFS	Catg	205	00:00:00		NP		[DEFAULT]
<input type="checkbox"/>	Edit			<<<	>>>	00:00:00	23:59:59	SMTWTFS	Catg	COM	00:06:00		BreakSchedules		[DEFAULT]

For all selected triggers:

Enable

Disable

Delete

Create New Triggers:

New Reg. Trigger

New Timed Trigger

Additional Tools:

TriggerSets

TriggerSet Sched.

Field	Description
View Options	Allows you to filter visible triggers based on active days of the week, time frame (past-present-future), or trigger types (data triggered or time triggered).
Trigger Details	Shows overview of specific triggers. See page 3-17.
Enable all selected triggers	Enables all selected triggers, allowing for bulk status changes.
Disable all selected triggers	Disables all selected triggers, allowing for bulk status changes.
Delete all selected triggers	Deletes all selected triggers. This action cannot be undone.
Create New Regular (Data) Trigger	Opens new window for configuring a new data trigger.
Create New Timed Trigger	Opens a new window for configuring a timed trigger.



Trigger Detail

Sel	Edit	Actv	Type	Effective	Expires	Starts	Ends	Days	Element	Trigger	Duration	Actions	Delivery Cmd	Adv.	TriggerSet
<input type="checkbox"/>	Edit			<<<	>>>	00:00:00	23:59:59	SMTWTFSS	Catg	COM	00:06:00		BreakSchedules		[DEFAULT]

Column	Description
Sel	Select checkbox for bulk actions available at the bottom of the Cart Trigger List screen, including Enable, Disable and Delete.
Edit	Edit link to edit properties for individual triggers. See page 3-18 and 3-20.
Activ	Indicates enabled/disabled status.
Type	Identifies this trigger as either data triggered or time triggered.
Effective	Indicates the date this trigger becomes effective. Non-expiring triggers will have a <<< in this column.
Expires	Indicates the date this trigger expires. Non-expiring triggers will have a >>> in this column.
Starts	Indicates the start time for this trigger.
Ends	Indicates the end time for this trigger.
Days	Indicates the days on which this trigger is valid.
Element	Identifies the field in the automation system's data output that will contain the trigger data. Valid options represent the Artist, Title, Category and Cart No. fields.
Trigger	Lists the actual trigger data to appear in the Element field above.
Duration	The maximum cover time allowed in the break.
Actions	The actions associated with this trigger. A legend to the action icons is located at the top-right of the screen.
Delivery	Identifies the cover content to be played or break template to be used.
Adv	Identifies triggers containing advanced settings.
TriggerSet	Lists the assigned TriggerSet for this trigger.



Data Trigger Detail

This screen will open when editing an existing data trigger or creating a new data trigger.

Field	Description										
Effective Dates	The dates this trigger should be active. Leave the default dates to make this trigger “till further notice”.										
	For a trigger to function, it must be enabled using the Enabled checkbox.										
Days Active	The days of the week that this trigger is active.										
Start/End Time	The time of day this trigger should be active, based on the Ad Injector PC’s local clock.										
Data Element	Identifies the field in the automation system’s data output that will contain the trigger data. Valid options include Artist, Title, Category and Cart No.										
Trigger Value	The value to match in the incoming data feed.										
Actions	The actions to take when this trigger fires.										
	<table border="0"> <tr> <td style="padding-right: 20px;">Start Break</td> <td>Signals the beginning of a break to be covered. Diverts program audio into Ad Injector buffer and begins playback of replacement audio.</td> </tr> <tr> <td>End Break</td> <td>Signals the end of a break. The currently playing cover event will be allowed to finish before program audio resumes.</td> </tr> <tr> <td>Update NowPlaying</td> <td>Indicates that the data associated with this trigger (for example, Title and Artist information) will be passed onto the player</td> </tr> <tr> <td>Profanity Dump</td> <td>Allows signal to be taken via RMC to dump last x seconds from buffer</td> </tr> <tr> <td>Ignore This Trigger</td> <td>Allows you to specifically ignore some categories thereby leaving the injector in its current state</td> </tr> </table>	Start Break	Signals the beginning of a break to be covered. Diverts program audio into Ad Injector buffer and begins playback of replacement audio.	End Break	Signals the end of a break. The currently playing cover event will be allowed to finish before program audio resumes.	Update NowPlaying	Indicates that the data associated with this trigger (for example, Title and Artist information) will be passed onto the player	Profanity Dump	Allows signal to be taken via RMC to dump last x seconds from buffer	Ignore This Trigger	Allows you to specifically ignore some categories thereby leaving the injector in its current state
Start Break	Signals the beginning of a break to be covered. Diverts program audio into Ad Injector buffer and begins playback of replacement audio.										
End Break	Signals the end of a break. The currently playing cover event will be allowed to finish before program audio resumes.										
Update NowPlaying	Indicates that the data associated with this trigger (for example, Title and Artist information) will be passed onto the player										
Profanity Dump	Allows signal to be taken via RMC to dump last x seconds from buffer										
Ignore This Trigger	Allows you to specifically ignore some categories thereby leaving the injector in its current state										



Duration	<p>The maximum cover time to allow in the break. For systems with separate go-to-break and return-from-break cues, this is used to prevent staying in a break too long if the return trigger is not received.</p> <p><i>Use Duration from Incoming Data Cue: When checked, the Duration passed by the automation system is used to determine break length instead of the duration value in the trigger.</i></p>						
Delivery	<p>Determines the cover content to be played or break template to be used. Valid values include:</p> <table border="1"> <tr> <td>BreakSchedules</td> <td>Use the break schedule that matches the trigger value.</td> </tr> <tr> <td>Single character A through Z</td> <td>Specifies by letter a single break template to use.</td> </tr> <tr> <td>-I</td> <td>Play any creative in inventory. Overrides all break templates.</td> </tr> </table>	BreakSchedules	Use the break schedule that matches the trigger value.	Single character A through Z	Specifies by letter a single break template to use.	-I	Play any creative in inventory. Overrides all break templates.
BreakSchedules	Use the break schedule that matches the trigger value.						
Single character A through Z	Specifies by letter a single break template to use.						
-I	Play any creative in inventory. Overrides all break templates.						
Ad Families	For start break triggers, this specifies the ad families to search when the system selects creative to play.						
Trigger Set	The trigger set to assign this trigger to. It is strongly recommended you keep this set to [DEFAULT] unless you have a well-reasoned and compelling reason to do otherwise.						
Data Ignore Duration	The length of time to ignore all other incoming data after this trigger is processed. When used, this should be set to be equal or slightly less than the trigger duration.						
First Media Duration	The length of the first media to play in a break. Usually set to 1 second.						
Trigger Hold	Time in milliseconds to hold this trigger before taking action. Normally set to 0. This should only be non-zero on systems where audio and data are consistently out of sync by less than a couple of seconds, such as with profanity delays.						
Break Through Data Ignore To Fire This Trigger	Break through any data ignore period to force this cue to fire. Rarely used.						
No-mute Cover for Voiceover	Used only by stations doing un-buffered breaks. Allows the underlying studio audio to play through while playing a short piece of creative; a dry-read liner playing back over a music bed playing from the studio for example. Rarely used.						



Timed Trigger Detail

This screen will open when editing an existing timed trigger or creating a new timed trigger.

Field	Description						
Effective Dates	The dates this trigger should be active. Leave the default dates to make this trigger “till further notice”. For a trigger to function, it must be enabled using the Enabled checkbox.						
Days Active	The days of the week that this trigger is active.						
Start Time	The time of day (in 24-hour format) this trigger should be active, based on the Ad Injector PC’s local clock.						
Trigger Value	A simple description for this trigger to help identify it in the main trigger list.						
Duration	The cover time for this break in hours:minutes:seconds.						
Delivery	Determines the cover content to be played or break template to be used. This is most typically used for blackouts and is almost always set to -I. Other valid values include: <table border="1" data-bbox="435 1218 1529 1428"> <tbody> <tr> <td>BreakSchedules</td> <td>Use the break schedule that matches the trigger value.</td> </tr> <tr> <td>Single character A through Z</td> <td>Specifies by letter a single break template to use.</td> </tr> <tr> <td>-I</td> <td>Play any creative in inventory. Overrides all break templates.</td> </tr> </tbody> </table>	BreakSchedules	Use the break schedule that matches the trigger value.	Single character A through Z	Specifies by letter a single break template to use.	-I	Play any creative in inventory. Overrides all break templates.
BreakSchedules	Use the break schedule that matches the trigger value.						
Single character A through Z	Specifies by letter a single break template to use.						
-I	Play any creative in inventory. Overrides all break templates.						
Ad Families	For start break triggers, this specifies the ad families to search when the system selects creative to play.						
Trigger Set	The trigger set to assign this trigger to. If a set other than [DEFAULT] is specified, the trigger will not be active unless selected in Trigger Set Schedules.						
Data Ignore Duration	The length of time to ignore all other incoming data after this trigger is processed.						
Duration	When used, this should be set to be equal or slightly less than the trigger duration.						
First Media Duration	The length of the first media to play in a break. Usually set to 1 second.						

