The CSScheduler module is designed to create and schedule copy for a variety of functions. Live copy can be scheduled for use by announcer when on-air, updated to the stations web site, sent as part of the RDS Data Casting functions or used to reschedule metadata from previous broadcast for use in an Encore Presentation (repeat broadcast).

The CSScheduler User Guide contains more information on all of these functions while the following is a "Quick Start" for scheduling messages to the Data Casting services. We start by starting the CSScheduler module which will open the data enter window.
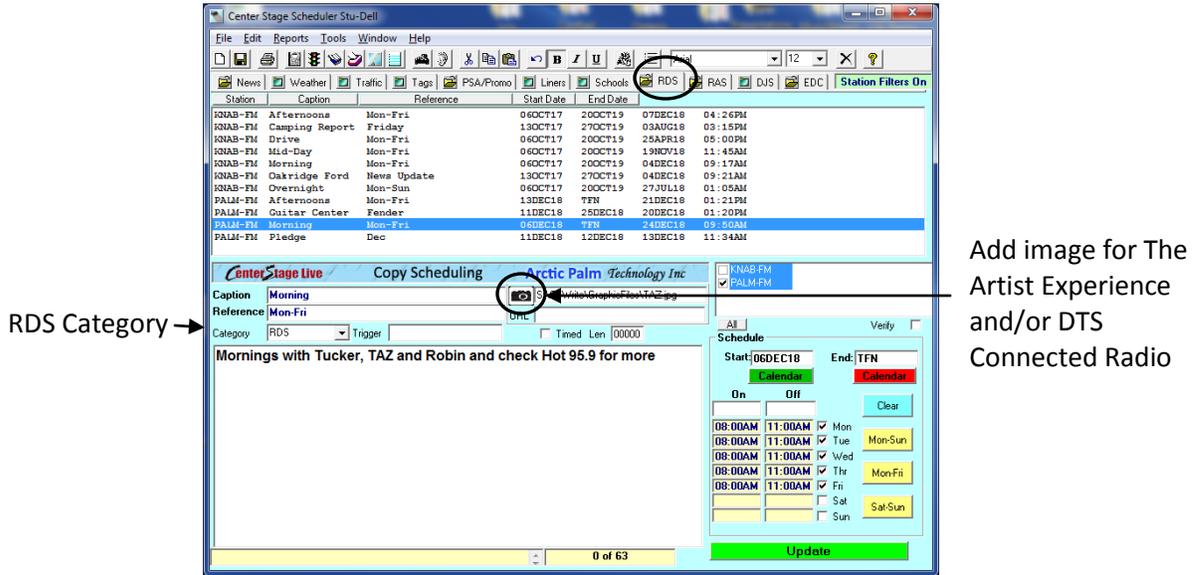
Once the CSScheduler data entry window is opened we can schedule messages as follows:

1. Click the RDS tab to schedule message for Data Casting.

2. Enter a name or identifier in the Caption area. This is for internal use allowing you to find specific messages. This information is never sent to the Data Casting services.

3. Enter a description in the Reference area. Again this is to make identifying a specific message easier and this information does not go to the data casting services.

4. In the large area, enter the message as you would like it to appear in the displays. Since RDS messages are limited to 64 characters, the character count is displayed to allow you to size the message properly.

5. Using the Station ID list, select the station(s) where this message is to be used. ***Please note, the ID shown in this area must match the Center Stage Station ID as defined in the General Tab of CSRDS.***

6. Using the Calendar commands select the start and end dates. The start date is the first date the message will be used and the end date is the last date the message will be used. You may use TFN (Till Futher Notice) for the end date.

7. If necessary, enter the on and off times and select the days of the week the message should be used. If no times are entered, all day every day is assumed.

8. Click Update to save the message.

Correct or Delete a message

1. Click the RDS Tab
2. Click the message to be changed or deleted from the list
3. When the information is displayed, make the necessary changes or click the Delete icon (X) in the toolbar to delete the message.

Triggered Event

If desired, the message can be linked to an on-air event by adding in the link or "trigger" in the Trigger area. A trigger can be the Audio ID (Cart number) or the first part of the information contained in the Artist Name or Song Title fields from the automation system. If desired, enter the length in seconds to display the message for a longer period. Once entered, the message will be used during the scheduled dates and times, but only when the "trigger" is received from the automation syste,

For Example, a 5 seconds news intro may be used to display the News Promo or host for 300 seconds (5 minutes)

Timed Event

Using the Time option and Length we can specify a specific message to be displayed at a specific time for a specific duration.

For Example, We may have a program or feature that starts at a specific time but is not coming from the automation system. In this case we would select the Time option, enter the duration of the event (in seconds) and enter the on-time for the day(s) of the week this is to be used.

When the time is reached on the selected days, the message will be displayed.

Verify Option

If desired, select the Verify option and the message will be logged each time it is posted. The Metadata Reports will allow you to create a user definable Verified report that can be printed or exported for use in other applications. This can then be used as an Affidavit for advertisers.

Duplicating a Message

In some cases we may have the same or very similar message running at different times of the day or days of the week. As a time saving feature we can use the Duplicate option to "copy" the message information and we can make the necessary changes and save the event as a new message. The Duplicate option is the Blue Arrow next to the Bold icon.

Images

For Stations broadcasting HD Radio with The Artist Experience or posting metadata to Hybrid Receivers via DTS Connected radio we can associate an image with the scheduled message. To do so, click the "Camera" icon and browse to the file. The image file MUST meet the HD Radio specification for artwork as a true JPG or PNG file and 170x170 to 200x200 pixels and less then 24kb in size. Smaller is better as an 8-12kb file displays well in the HD receiver displays and takes less overhead and time to get to the receiver.

Once displayed, use the Browse command to select the artwork directory and the next and Last commands to scan the artwork in that directory. When the image is found click Add File to link it to the event, Remove file to break the link or Delete to delete the file from the directory.

**Please note, artwork may be copyrighted material and it is the stations responsibility to ensure they have the rights for any artwork assigned for HD or Connected Radio.*

DTS Connected Radio Images

When posting metadata to DTS Connected Radio, the services will provide artist images for use on HD Radio, Web Sites, Streams, etc. In there is no match to the event or you would prefer a different images you can do so using the DTS Connected Radio option in the File Menu.

Select the station from the Artwork For Dropdown menu and the event from the Dropdown list or use the up and down arrows to scroll the assigned artwork. Use the browse option to select the desired artwork for this event, the delete option to remove the link and have DTS Connected Radio redo the match.

Once updated, the assigned artwork will be used fore HD Radio as well as uploaded to DTS Connected Radio for us eon hybrid receivers.