S3

Music Log Subscription Service
Operations Manual
GSelector Version 5.1.0 and greater

GSelector

Table of Contents

Part I — Overview

In this first section we will take a high-level look at the S3 Music Log Subscription Service and describe its basic capabilities.

Music Log Downloads

The S3 Music Log Subscription Service allows GSelector stations who subscribe to S3 programming to automatically download a Full log, a Full log with No Voice Tracks, Music Only logs or Music Only with Local Link Insert, from the S3 Operations Center into their local GSelector system.

> **Urgent:** When an S3 music log is downloaded to your local GSelector system only numeric identifiers are downloaded. These identifiers are then used to look up songs and links in your local database for placement in the schedule. Song identifiers in your GSelector station must match the Media IDs. See the topic S3 Identifiers Used for Song and Link Matching for full details.

Once a music log has been downloaded locally, it may be edited within parameters decided by S3 Management.

Subscription Type

There are four log subscription types when using S3; Full, Custom, Music Only and Music Only with Local Link Insert. The following element types are downloaded with an S3 **Full** log subscription type whenever they exist in the schedule:

Element Type	Usage Options Available
Artist Block	Include, Exclude or Inherit
Automation System Event	Include or Exclude
Breaknote	Include or Exclude
Browse List	Include, Exclude or Inherit
Control	Include or Exclude
Exact Time Marker	Include or Exclude
Flyin Link	Include, Exclude or Inherit
Leading Link	Include, Exclude or Inherit
Link Category Group	Include or Exclude
Link Browse List	Include, Exclude or Inherit
Local Block	Include or Exclude
Rolling Clock	Include or Exclude
Song Category Group	Include or Exclude
Specific Link	Include, Exclude or Inherit
Spot Block	Include or Exclude
Spotset	Include or Exclude
Theme Song	Include, Exclude or Inherit
Trailing Link	Include, Exclude or Inherit
Twofer	Include, Exclude or Inherit
Voice Track	Include or Exclude

> **TIP:** If your station does not use a particular element type for an S3 subscription, Breaknotes for example, you can simply not include that element type in the GSelector export file used to load your automation system.

The **Custom** option can be used to customize the subscription type as needed. For each entry type, you can "Include" or "Exclude" that type. Some Element Types can be set to "Include" or "Inherit", like Twofer. In this latter case, the twofer position is copied down as a song position. When Twofer is set to Inherit, if

the position is replaceable in the subscribed hour, when the user does a K to Replace Same, it will show other songs in the same category group. If Twofer is set to Include, a K will do a twofer on the previous artist.

> **Note:** The new Schedule Subscription Service Type option "Custom" replaces "No Voice Tracks". In the upgrade, "Custom" works the same as "No Voice Tracks" because it defaults to all entry types enabled except for Voice Tracks. It is backward compatible with 4.7.0 and earlier. Regardless of the Custom settings, it will behave as "No Voice Tracks". You must have a 4.7.1 or higher publisher and subscriber for it to respect the Custom settings.

If the subscription is set to "**Music Only**," only Songs are downloaded. The user cannot insert or delete any positions. But they can select a different link category or replace other entry types.

If the subscription is set to "**Music Only with Local Link Insert**" only Songs are downloaded. The user can insert or delete any links and they can select a different link category or replace other entry types.

With both the Music Only options the Subscriber's GSelector clocks are used for all other elements and the subscription songs flow into the empty music positions generated from the local clock.

> **Note:** Flown –In Links can be replaced or edited in a Music Only S3 hour.

Subscriptions

S3 music log subscriptions are defined per Station, Signal Type. Each of the 168 hours of a week for a given Station/Signal Type either has or does not have an S3 subscription. If a subscription exists, it is also associated with a specific S3 format and Subscription type. To change any element of a subscription the Subscriber must has permissions to change or override the subscription from the Publisher.

Editing Downloaded Logs

S3 management may allow the editing of downloaded music logs of a particular subscription. To facilitate this process, you will need to work with clocks specific to S3 schedules.

Local S3 Clocks

Representations of the various clocks used in the central publication system to create the S3 music logs are also downloaded to the local GSelector system. This allows subscribers to see which schedule positions may be edited and determine which of the local category groups will be used for selecting a replacement song for each editable position in the S3 music logs.

When choosing a category group for an editable position, the selection is made from the category groups of the subscribing station. The category groups shown for the non-editable positions are those used in the publication system, which are most likely different from those in the subscribing station.

Working in the Editor

The editable positions of S3 logs may be changed in the GSelector Editor, using the same commands and procedures used to change a non-S3 music position. The Top of Hour header for each hour will display information about how the hour was scheduled, it will show whether the hour was scheduled using the local Clocks or from Subscriptions or both.

Part II — Setup

Here in the second section of the document we will look at the steps a local station needs to follow to enable and activate the S3 Music Log Subscription feature.

Enable S3

Navigate to Setup | Station | Features | Advanced and select the Enable S3 checkbox. You must do this before you will be able to enter the settings as described in the next topic.

S3 Interface Settings

Navigate to Setup | Station | Interface. Click the Assigned checkbox on the S3 line. The S3 Settings dialog box will appear.

Following are descriptions of each control available in this dialog box:

- **Server IP Address**: Enter the IP Address of the GSelector Service Host machine at the S3 Operations Center. Use the Left Arrow, Right Arrow, and Backspace keys to navigate through the four data segments.
- **Test Button:** Click this button after entering the Server IP Address to test the connection to the server and to download all Subscriber Identifiers.
- **Subscriber Identifier:** This dropdown list is populated after clicking the Test button. You must select the proper Station and Signal Type for your subscribing station.
- **Allow Local Clock Overrides** –When this option is enabled the following Local Clocks options are enabled. With the Allow Local Clock Overrides enabled, a local clock can be defined in the S3 tab of the Interfaces tab of GSelector. This defined local clock is respected when replace is used in the Editor. If Allow Clock Overrides is not checked, any existing local clock is ignored except where Local Blocks are scheduled. Editing is disabled in the S3 tab of the Interfaces tab and a replace in the Editor will use the same category of the S3 song. When this option is disabled the four following Local Clocks options are also disabled.
  - o **Unschedule Editable Positions on Schedule Download:** When this option is checked editable positions in an S3 music log will be immediately unscheduled when the log is downloaded. It would be advantageous to use this option if you normally change most or all the editable positions. Doing so will allow local music scheduling to be unconstrained by S3 songs that will later be replaced.
  - o **Score Threshold causing Trusted Positions to be Unscheduled on Refresh:** This setting works in conjunction with the S3 Music Log Refresh feature. See that topic for complete details.

- o ***When downloading new Songs from the Publisher, leave them Inactive:*** When this is checked and clock positions are overridden by a local position, Publisher's songs that are downloaded will not be activated in the Subscriber's Library after S3 schedule.
- o ***When downloading new Links from the Publisher, leave them Inactive*** When this is checked and clock positions are overridden by a local position, Publisher's links songs that are downloaded will not be activated in the Subscriber's Library after S3 schedule.
- ***Allow Local Block Substitutions from Regularly Scheduled Clock*** – If this option is checked the Local Blocks are assigned using the subscribers normal clock (Clocks | Definition). The first publisher Local Block in the schedule is replaced with the first Local Block in the subscriber's regular clock, regardless of the position. The second publisher Local Block in the schedule is replaced with the second Local Block in the regular clock, and so on. If the Local Block does not exist in the subscriber's normal clock (Clocks | Definition) then the Local Block name from the publisher is copied to the Subscriber (the content is not included). If this option is not checked but the Allow Local Clock Overrides is checked, then the Local Block comes from the Interface | S3 override clock. The Local Blocks in the S3 clock will default to the Local Block names in the publisher clock. But you can override the publisher Local Block and select another subscriber Local Block in the Interface | S3 clock if available.
- ***Include Notes in Schedule Download*** – When this option is enabled any Notes for Songs and Links will be downloaded from the Publisher. By default, this option is not enabled.
- ***Remember selection when Publisher schedule is missing*** - There are times when the S3 logs for one or more hours may not be available to download when you attempt to schedule a day containing S3 subscriptions. When the schedule is not available, a warning will be displayed with the option to generate the S3 subscription hours locally. The default highlighted button for this window is Cancel. Cancel will not open the Editor or lay in any schedule. To have the system remember the button selection for this warning check this option.
- ***Alternate S3 ID:*** This setting indicates where the S3 Identifiers used for Song and Link Matching is stored in GSelector and it affects both songs and links. If left blank, downloaded S3 logs will match on S3 Identifiers stored in the Media ID field. Otherwise, downloaded S3 logs will match identifiers stored in the field selected here.
- ***OK Button:*** Click this button to confirm the options in the S3 Settings dialog box and dismiss it. The feature will be activated when the dialog box closes.
- ***Cancel Button:*** Click this button to abandon all changes made to the options in the S3 Settings dialog box and dismiss it.

Local GSelector Clock Assignments

Navigate to the Clocks | Assignment window to place a blank clock in every hour where you have an S3 subscription. Since you will not be scheduling local music in these hours it is best to have a completely blank clock so bogus clock requests and other elements will not make their way into the schedule should the S3 schedule not download for any reason.

Don't Copy for Music Only and Music Only For Local Links

In situations where the Subscriber only needs a partial hour of a subscription for a Music Only or Music Only with Local Links subscription type, the Don't Copy column can be set in the local Clock so the position will be ignored and the S3 schedule will not be copied to the subscriber for those positions only.

Part III — Operation

The third section of this document walks through all the steps you will take when using the S3 Music Log Subscription feature.

Clock Management

Immediately after Setup and before taking any other steps, you should first navigate to the Interface | S3 | Clocks window. Here you can see representations of the clocks used to schedule your format at S3 while making settings to control how your S3 music logs will be edited. The window looks like this.
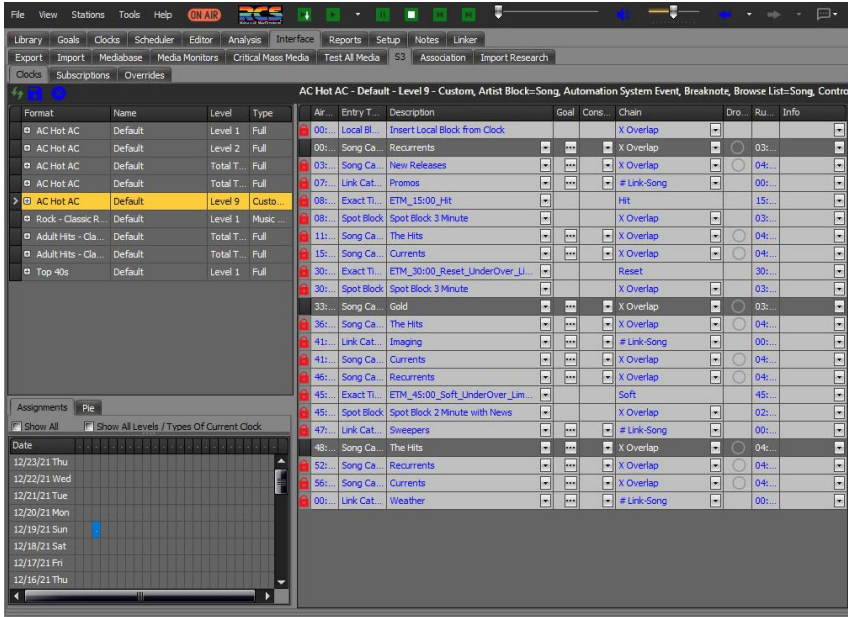
The window is divided into three panes. The pane in the upper left displays a list of clocks used to schedule your S3 subscription hours. These are the actual names of the clocks used by the S3 Publisher GSelector system at the S3 Operations Center.

Upper Left Pane

The clock you select in the upper left pane determines what will be seen in the lower left and right panes. Format lists the name of the S3 format in which the clock is used. Name is the name of the clock in the

GSelector database used to schedule the S3 format. Two of the clocks in the example list are repeated, with one of the repeats being a Level 1 clock and the other being a Level 2 Clock. Level specifies the degree to which the clock positions are editable in the subscribing station. Type is the type of schedule the subscriber needs such as a

Full logs, a log with No Voice Tracks, a log that is Music only or a log that is Music only with local link insert. This option is set in the S3 Subscription Manager when creating the Subscription.

To the left of each clock in the list is a small plus (+) character. Click it to expand the list to see the dates and hours in which the clock has scheduled, or will schedule, the associated format.
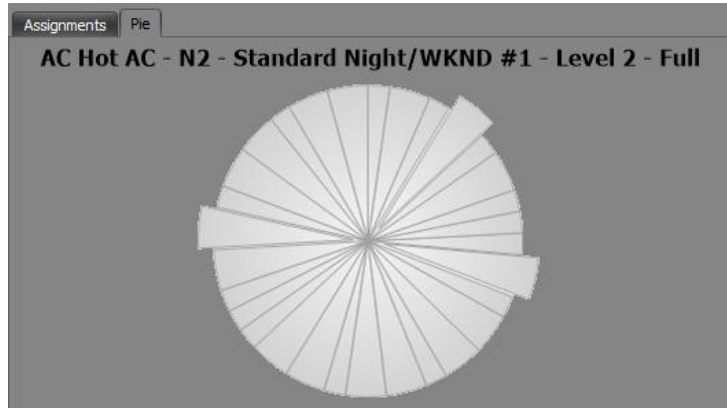
Lower Left Pane

The Assignments tab in the lower left pane displays a date and hour plot of the clock currently selected in the upper left pane. Two checkboxes in the tab allow you to further control the information displayed in the plot.

Show All Clocks: Select this checkbox to see all the S3 clocks used throughout the date range. This displays the entire universe of your S3 subscriptions.

Show All Levels of Current Clock: Displays all usage of the clock selected in the upper left pane regardless of Level.

The **Pie tab** in the lower left pane displays a graphical representation of the clock selected in the upper left pane. The positions which may be edited locally are shown as "exploded" slices in the pie chart. All other positions are merely represented as graphic slices with widths proportionally adjusted to match the average Runtime of each associated clock position.

Right Pane

A representation of the clock selected in the upper left pane is displayed in the right pane. The default display is more or less like the following.

	Airtime	Entry Type	Description	Goal	Cons...	Chain	Dro...	Ru...	Info
	00:00	Local Block	Insert Local Block from Clock			X Overlap			
	00:00	Song Category...	Recurrents		...	X Overlap	○	04:...	
	04:14	Voice Track	Empty Voice Track			X Overlap		02:...	This is a Com...
	06:14	Song Category...	New Releases		...	X Overlap	○	04:...	
	10:28	Link Category ...	Promos		...	# Link-Song		00:...	
	11:13	Exact Time Mar...	ETM_15:00_Hit			Hit		15:...	
	11:13	Spot Block	Spot Block 3 Minute			X Overlap		03:...	
	14:13	Song Category...	The Hits		...	X Overlap	○	04:...	
	18:16	Voice Track	Empty Voice Track			X Overlap		02:...	
	20:16	Song Category...	Currents		...	X Overlap	○	04:...	
	30:00	Exact Time Mar...	ETM_30:00_Reset_UnderOv...			Reset		30:...	
	30:00	Spot Block	Spot Block 3 Minute			X Overlap		03:...	
	33:00	Song Category...	Gold		...	X Overlap	○	04:...	
	37:14	Song Category...	Recurrents		...	X Overlap	○	03:...	
	40:42	Link Category ...	Imaging		...	# Link-Song		00:...	
	41:27	Song Category...	Currents		...	X Overlap	○	04:...	
	45:41	Voice Track	Empty Voice Track			X Overlap		02:...	
	47:41	Song Category...	Recurrents		...	X Overlap	○	03:...	
	45:00	Exact Time Mar...	ETM_45:00_Soft_UnderOve...			Soft		45:...	
	45:00	Spot Block	Spot Block 2 Minute with News			X Overlap		02:...	
	47:30	Link Category ...	Sweepers		...	# Link-Song		00:...	
	48:15	Song Category...	The Hits		...	X Overlap	○	04:...	
	52:29	Song Category...	Recurrents		...	X Overlap	○	03:...	
	55:57	Voice Track	Empty Voice Track			X Overlap		02:...	
	57:57	Song Category...	Currents		...	X Overlap	○	04:...	
	02:11	Link Category ...	Weather		...	# Link-Song		00:...	

Notice how most of the positions in the clock are gray. These are positions which may not be edited in those local S3 music logs that were scheduled by this clock. These positions are inert, meaning they may not be deleted, moved, or modified in any way. Also note that you cannot insert a position into the clock. Other positions, namely the third from the top and the second from the bottom in our example, are lighter in color. These may be edited. The S3 Locked appearance can be changed using the Global Settings | Appearances tab of the Tools menu.

You need to select a local category group for each of the editable positions. Songs from the category group you select will be shown in the Editor when using the Replace command (typically via the K key on the keyboard) on an editable position in an S3 music log. Of course, you will also be able to select other category groups for replacement suggestions when working in the Editor. The category group chosen here becomes the default, which is used not only in the Editor but also by the GSelector Scheduler when filling unscheduled, editable positions in your S3 logs.

> **IMPORTANT:** Do not select a category group containing a Slotted or Kicked category. Plays of songs in a Kicked category within an S3 subscription will not be considered in the Kick Override dialog box.

You may also change any of the following for each S3 editable position:

Default Fields:

- Chain
- Goal
- Constraint
- Droppable
- Info

Optional Fields:

These optional fields can be added using the Advanced Clock/Schedule Columns section of the Setup | Station | Features | Clock window.

- Don't Copy
- External
- Fixed
- Hard Time
- Skip
- Timing
- Timing Goal

These settings operate just like their counterparts in a regular GSelector clock. Review the Clocks section of the online help system for further information.

Click the Save button on the toolbar to lock in any changes you have made. If you want a fresh start, you can click the Revert Local Clock Changes toolbar button to reset the clock to the way it existed when it was last saved.

Local Blocks

Local Blocks can be created in the Clocks | Local Blocks window to add local content to the log. When the Local Block drop-down is shown in the right pane the user can select the Local Block to use when scheduling.

If the "Allow Local Block Substitutions from Regularly Scheduled Clock" option is selected in S3 configuration of the Setup | Interfaces tab, then the S3 Clock Local Block position will show "Insert Local Block from Clock".

When the "Insert Local Block from Clock" is shown in the S3 Clock Local Blocks are assigned using the subscriber's normal clock (Clocks | Definition). The first publisher Local Block in the schedule is replaced with the first Local Block in the subscriber's regular clock, regardless of the position. The second publisher Local Block in the schedule is replaced with the second Local Block in the regular clock, and so on. If the Local Block does not exist in the subscriber's normal clock (Clocks | Definition) then the Local Block name from the publisher is copied to the Subscriber however, the content is not included. See the Local Block section of the GSelector Help guide for more information on creating Local Blocks.

Locked Position Appearance

You can change the way locked rows are displayed in the right pane. Navigate to Tools | Global Setting | Appearances | Assignments and then scroll down to find the Schedule Subscription | Locked Row setting. Select the Appearance of your choice. The setting made here affects the appearance of locked rows in both this window and in the Editor.

Clock Refresh

Each time you step into the Interface | S3 | Clocks window, clock information is pulled from the Publisher GSelector system at the S3 Operations Center. This insures you will be working with the very latest clocks. There is also a Refresh Clocks button on the toolbar. Click this should you wish to get the latest clock changes while working in this window. Keep in mind that GSelector lock changes at S3 Operations Center are infrequent, but they do occur.

How S3 Clock Changes are Handled

Whenever a S3 clock changes, we attempt to reconcile the differences between the revised clock and the original clock. GSelector compares the two versions of the clock by matching element types (songs with songs, links with links, voice tracks with voice tracks, and so on) and does the best job it can at deciding which editable position to place where. One thing GSelector cannot reconcile is a revised clock having less or more editable positions than the original. It is a good practice to review your S3 clocks on a regular basis to make sure the editable positions are where you expect them to be.

Subscriptions

If the Publisher has the 'Allow Subscribers to Change Subscriptions' option enabled in the Subscription Manager, then the Subscriber will see a Subscriptions tab in the Interface | S3 window. This window works like the Overrides but allows the subscriber to add formats to any day/hour of the grid and change any existing subscriptions.

Subscriptions from the S3 Subscription Manager are shown in black while any assigned overrides are shown in grey when the mouse is hovered over the hour.
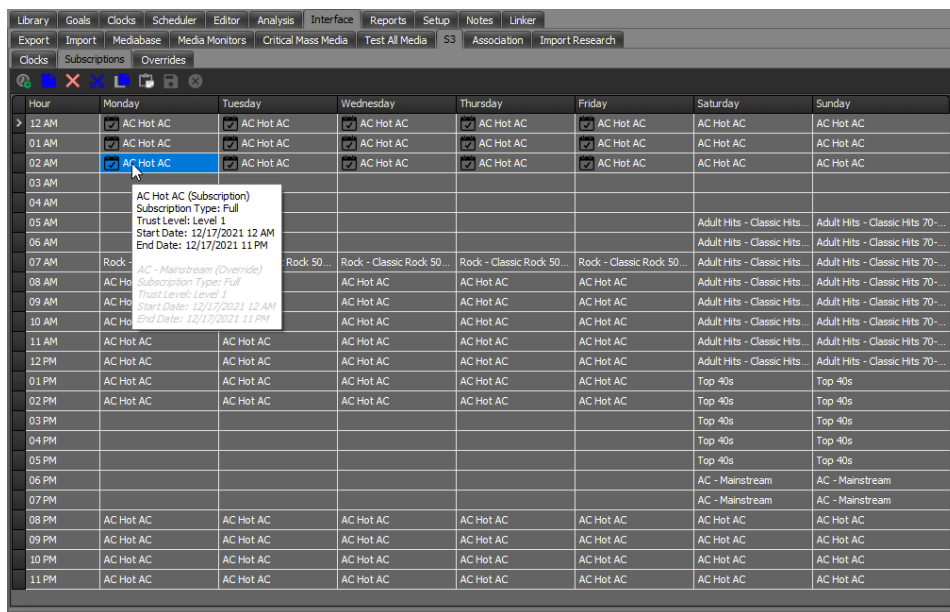
Dated subscriptions are shown with a schedule 🗓 icon before the name of the current subscription. Hover the mouse over the subscription to view the details.

Subscriptions Toolbar

Add Subscription – The Add Subscription button will open the Add Subscription window. The *Insert* key on the keyboard can be used to open the Add Subscription window for the selected positions.

Edit Subscription – The Edit Subscription button will open the Edit Subscription window for the selected position. If multiple subscriptions exist for the selected hour the user will first be prompt to select which subscription to edit. The Edit Subscription window is like the Add Subscription window. The Enter key will also open the Edit window.

Delete – The Delete button will remove the assigned subscription. If multiple subscriptions exist for the selected hour the user will first be prompt to select which subscription to delete. The *DELETE* key on the keyboard will also remove the subscription.

Cut – The Cut button is used to cut an assigned subscription from the selected hours. The *CTRL+X* keys on the keyboard can be used to cut the assigned subscription.

Copy - The Copy button is used to copy an assigned subscription for the selected hours. The *CTRL+C* keys on the keyboard can be used to copy the assigned subscription.

Paste - The Paste button is used to paste a copied or cut assigned subscription to the selected hours. The **CTRL+V** keys on the keyboard can be used to paste the assigned subscription.

Save Subscriptions – The Save button is used to save the subscription changes.

Cancel Subscriptions - The Cancel button is used to cancel the subscription changes and revert to the previously saved state.

Subscriptions Keyboard Shortcuts

Ins - Opens the Add Subscription window. A Cell must be selected in a Subscriptions tab.

Enter – Enter will open the Edit Subscription window for the selected position. If multiple subscriptions exist for the selected hour the user will first be prompt to select which subscription to edit. The Edit Subscription window is like the Add Subscription window.

Del – Deletes the assigned subscription. If multiple subscriptions exist for the selected hour the user will first be prompt to select which subscription to delete.

CTRL+X – Cuts the selected subscription hour for pasting into another hour in the grid.

CTRL+C - Copies a range of hours for pasting into another hour in the grid.

CTRL+V - Pastes a previously copied or cut hour in the selected hour.

CTRL+F – Is used to fill a range of selected hours in the subscriptions grid with a subscription that had been previously copied from another hour. This is like pasting however where paste does a single paste of the clipboard contents. Fill repeats the clipboard contents until all selected hours are filled.

F3 – Copy Same Hour of Previous Day. Copies the cell contents from the cell on the left into the current selected cell and then advances to the next cell on the right. When in the last cell of a row it will wrap to the first cell of the next row. When in the last cell of the last row it will wrap to the first cell of the first row.

F4 – Copy Previous Hour - Copies the cell contents from the cell above the selected cell into the current cell and then advances to the next cell down. When in the last cell of a column it will wrap to the top cell in the next column. When in the last cell of the last column it will wrap to the top cell in the first column.

F8 - Copies the contents of all cells in the column to the left into the current column and then advances to the next column to the right.

These keyboard options are also visible when right-clicking an hour in the Subscriptions Grid.
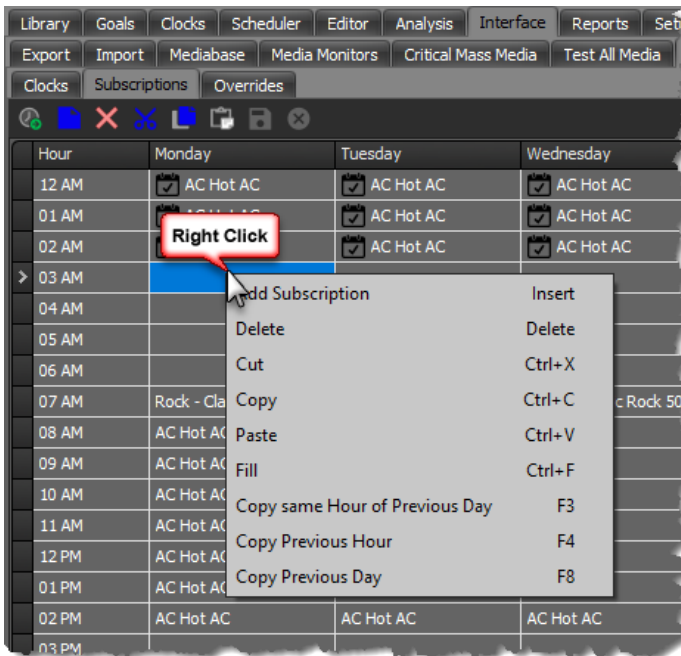
Add Subscription window

The Add Subscription button or the Insert key will open the Add Subscription window.

Format

The Format drop-down shows a list of available formats from the Publisher. There is no Opt-Out option for Subscription changes. Use the Overrides tab or Delete the Subscription to Opt-Out of the assigned Subscription.

Subscription Type

As described previously, there are four log subscription types: Full, Custom, Music Only and Music Only with Local Link Insert.

Trust Level

The Trust Level will be available only if the Publisher has set the **Default Trust Level for new Subscriptions** option to "Set by Subscriber." If the **Default Trust Level for new Subscriptions** is set to any other setting the Trust Level option will be disabled.

Manual changes can be made to past schedules, for reconciliation purposes, regardless of the trust level.

See the S3 Subscription Service Operations Manual for more details on the Trust Level option.

Recurrence

The Recurrence option can be used to set how often the subscription should recur. Use this option if the subscription is only needed occasionally. This can be used for special programming or holiday programming. The Subscription must have both a Start and End Date to use the Recurrence option. The Recurrence can be set to one of the following:

- **Weekly** – The subscription recurs once a week. **Example:** Sat 10/12 - Sun 10/13, will repeat next on Sat 10/19 - Sun 10/20.

- **Biweekly** – The subscription recurs every other week. ***Example:*** Sat 10/12 - Sun 10/13, will repeat next on Sat 10/26 - Sun 10/27.
- **Monthly** – The subscription recurs once a month on the same day. ***Example:*** Sat 10/12 - Sun 10/13, will repeat next on Tue 11/12 - Wed 11/13.
- **Annually** – The subscription recurs once a year on the same month/day. ***Example:*** Sat 10/12/2019 - Sun 10/13/2019, will repeat next on Mon 10/12/2020 - Tue 10/13/2020.
- **None** – None is the default and allows the subscription to only run on the dates specified in the Start and End Dates.

> **NOTE:** Weekly and Biweekly recur on the same day of the week. However, Monthly and Annually can recur on a different day of the week depending on the month/year. In this case, the subscription comes from the day of the week in the Start/End date range, not the day of the week when it recurs. For example, in the Monthly example above, on 11/12 (which is a Tuesday), the subscriptions will come from Saturday on the assignment grid since it is repeating from Saturday 10/12.

Start Date and Time
The Start Date and Time are used to start the subscription on a specific date and time. When a start date is applied, the subscription will be inactive until that date and time unless a Recurrence is set. If the Start Date is not set the subscription will be active until the end date if set or until removed.

End Date and Time
The End Data and Time are used to end a subscription on a specific date and time. When an end date is applied, the subscription will terminate at the specified date and time unless a Recurrence is set. If the End Date is not set the subscription will be active from the start date if set or until removed.

Time Shift
Time Shift in the Subscription settings allows the Publisher to time shift the schedule by hours or days to allow the subscriber to obtain the schedule on a different day. This allows the publisher to set up a syndicated show one time in a publisher station then have subscribers who run the show at different times during the week subscribe to that station with the appropriate day/hour offset.

Overrides
If the Publisher has the **Allow Subscribers to Override Default Subscription** option enabled in the Subscription Manager, then the Subscriber will see an Overrides tab in the Interface | S3 window. The Overrides tab allows the subscriber to assign overrides to the published hours. Overrides can be used to assign different subscriptions to the selected hour(s) or completely opt out of a subscription for the selected hour(s). Overrides can be assigned by the Publisher or the Subscriber, however only one override can be assigned for each hour.

Subscriptions from the S3 Subscription Manager are shown in gray while any assigned overrides are shown in black. Hover the mouse over an hour in the grid to view the details of the Subscriptions.

Overrides Toolbar

Assign Override – The Assign Override button will open the Subscription window allowing the use to assign a different subscription to the selected hours or Opt Out of the Subscription for the selected hours. The ***Insert*** key on the keyboard can be used to open the Subscription window. Optionally, if the user selects Assign Override on an hour that does not have a subscription; the Subscription window will default to the previous hour subscription assignment. If there is no prior subscription in the week, then the Subscription window will open as default.

For example: Mon at 2A has a subscription, Mon at 3A does not. Assign Override on Mon at 3A, will default to subscription for Mon at 2A. If no prior subscription in the week, no default.

Delete – The Delete button will remove the assigned override. The ***DELETE*** key on the keyboard will also remove the override.

Cut – The Cut button is used to cut an assigned override from the selected hours. The ***CTRL+X*** keys on the keyboard can be used to cut the assigned override.

Copy - The Copy button is used to copy an assigned override for the selected hours. The ***CTRL+C*** keys on the keyboard can be used to copy the assigned override.

Paste - The Paste button is used to paste a copied or cut assigned override to the selected hours. The ***CTRL+V*** keys on the keyboard can be used to paste the assigned override.

Save Override Assignments – The Save button is used to save the override assignment changes.

Cancel Override Assignments - The Cancel button is used to cancel the override assignment changes and revert to the previously saved state.

Overrides Keyboard Shortcuts

Ins - Opens the Subscribers window. A Cell must be selected in an Overrides tab.

Del – Deletes the assigned override.

CTRL+X – Cuts the selected override hour for pasting into another hour in the grid.

CTRL+C - Copies a range of hours for pasting into another hour in the grid.

**CTRL+V** - Pastes a previously copied or cut hour in the selected hour.

CTRL+F – Is used to fill a range of selected hours in the override grid with an override that had been previously copied from another hour. This is like pasting however where paste does a single paste of the clipboard contents. Fill repeats the clipboard contents until all selected hours are filled.

F3 – Copy Same Hour of Previous Day. Copies the cell contents from the cell on the left into the current selected cell and then advances to the next cell on the right. When in the last cell of a row it will wrap to the first cell of the next row. When in the last cell of the last row it will wrap to the first cell of the first row.

F4 – Copy Previous Hour - Copies the cell contents from the cell above the selected cell into the current cell and then advances to the next cell down. When in the last cell of a column it will wrap to the top cell in the next column. When in the last cell of the last column it will wrap to the top cell in the first column.

F8 - Copies the contents of all cells in the column to the left into the current column and then advances to the next column to the right.

These keyboard options are also visible when right-clicking an hour in the Overrides Grid.
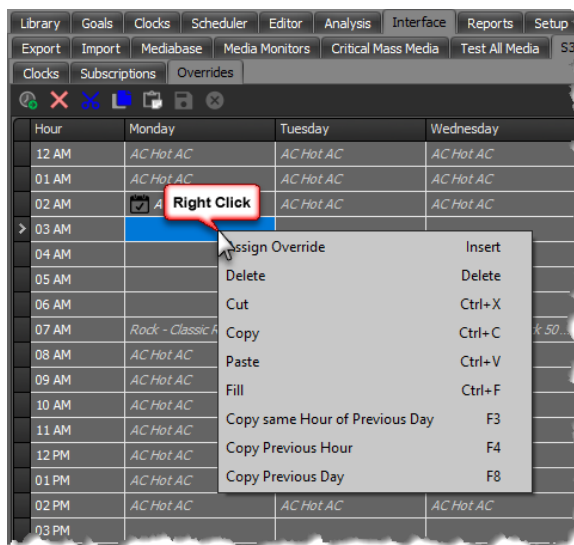
Override Subscription window

Click the Assign Override button to open the Subscriptions window for the selected days and hours. Optionally, if the user selects Assign Override on an hour that does not have a subscription; the Subscription window will default to the previous hour subscription assignment. If there is no prior subscription in the week, then the Subscription window will open as default.

> **For example:** Mon at 2A has a subscription, Mon at 3A does not. Assign Override on Mon at 3A, will default to subscription for Mon at 2A.
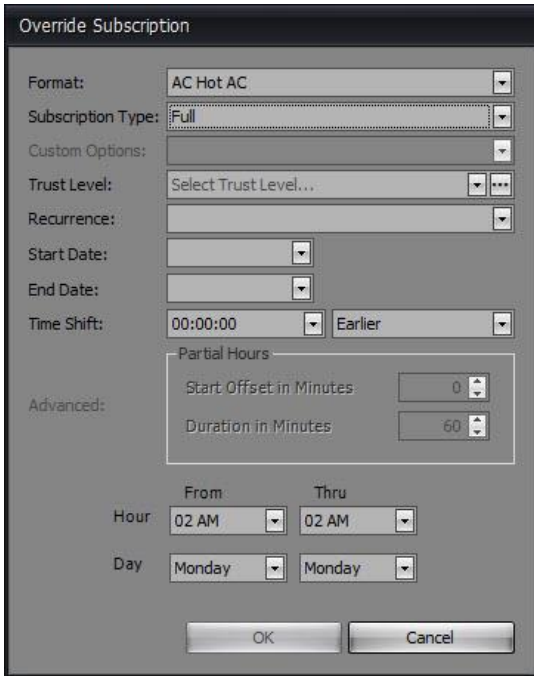
Format, Subscription Type and Trust Level are mandatory for this window. Select the Format first from the drop-down list. The Formats available for Overrides may vary depending on what is allowed by the Publisher. When Custom is selected as the Subscription Type use the Custom Options drop-down to Include, Exclude or Inherit.
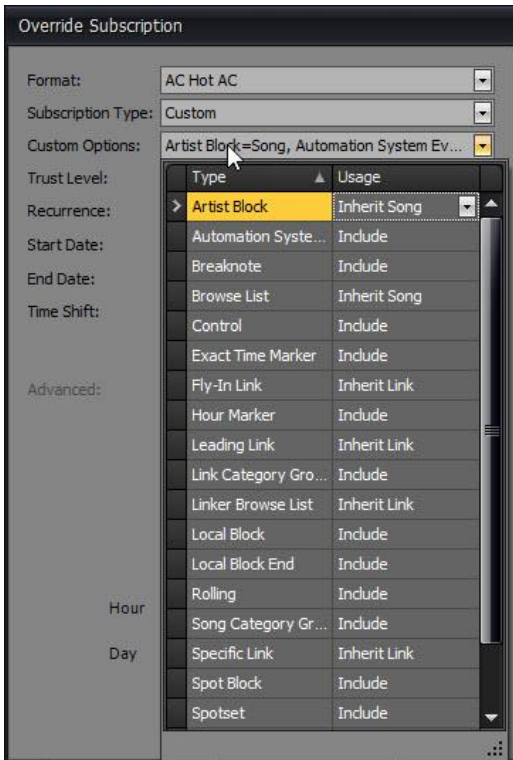
If available, use the ellipse button next to the Trust Level field to set separate trust levels for each Entry Type that will override the main Trust Level set. Use the drop-down to select the Trust Level for each of the Entry Types listed. If Total Trust is selected as the main trust level the override ellipse button is disabled.
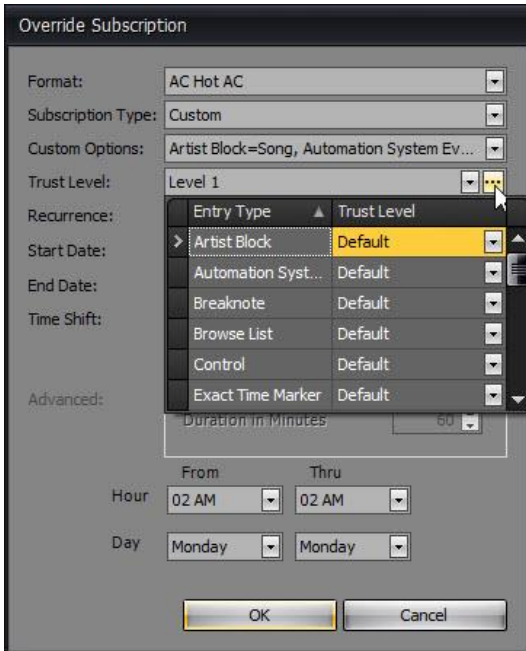
Optionally, select the Subscription Opt Out option from the Format drop-down to opt out of all subscriptions.
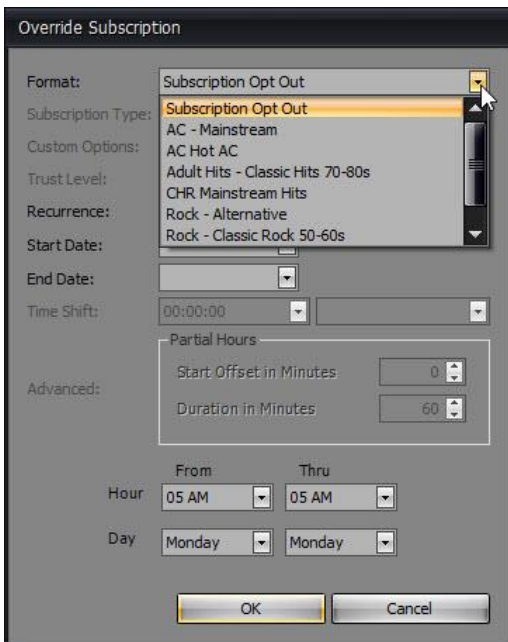
The Recurrence, Start Date, End Date and Time Shift are optional. Click the **OK** button to create the Override Subscription in the selected days and hours.

S3 Log Download

S3 music logs are automatically downloaded into your local GSelector system under the following conditions:

1. When scheduling a date having at least one completely unscheduled hour
2. When entering the Editor on a date having at least one completely unscheduled hour
3. When integrating traffic on a date having at least one completely unscheduled hour
4. When using the GSelector Import/Export Web Service to import schedule into a date having at least one completely unscheduled hour

> *Tip:* As used above, the term "completely unscheduled hour" refers to an hour that is marked with an "N" in the Scheduler | Unscheduled window.

The S3 music log for each subscribed hour within the schedule range is downloaded before the scheduling of non-subscription hours takes place. This means that the scheduling of the subscribed hours will be considered when your local music is scheduled after the S3 music log is downloaded.

S3 Identifiers Used for Song and Link Matching

The songs and links scheduled in an S3 subscribed hour exist as Active elements in your GSelector station database. We look up local songs and links to place in subscription hours according to numeric identifiers in the S3 logs. Typically, we look in the Media ID field in GSelector to find matches. However, if you have selected an Alternate S3 ID in the S3 Settings, we will look for matches in the field specified there. The possible Alternate S3 IDs are:

1. **Station Specific ID** – Found in the Miscellaneous tab of the asset for the specific station.
2. **License** – Located in the additional tab of the asset.
3. **Label** – Located in the additional tab of the asset.
4. **Record Number** – Located in the additional tab of the asset.
5. **Promoter** – Located in the additional tab of the asset.
6. **Country** – Located in the additional tab of the asset.
7. **ISRC** – Located in the additional tab of the asset.
8. **Association** – Located in the additional tab of the asset.
9. **Prefix** – Located in the additional tab of the asset.
10. **Suffix** – Located in the additional tab of the asset.
11. **User Defined Fields** – Located in the additional tab of the asset.
12. **GUID (Asset)** – This is a unique identifier for the asset in the database.

> *Urgent:* Before starting out with S3 subscriptions, you should ensure the local identifiers that will be used for matching the S3 identifiers are correct. The S3 identifier of each song or link in your station must match exactly with the identifier of that song or link in the S3 logs. If they do not match, you will either be playing the wrong song or link in your S3 subscription, or you will end up with a duplicate song or link in your library. Neither is an acceptable outcome. In most cases, you will be provided a new GSelector station database containing the proper IDs which will negate the issues described here.

Song and Link Additions

If there is no active song or link in your local database, having an S3 identifier that matches one in an S3 music log, GSelector will look for a match within the inactive elements of the library. If a match is found, GSelector will activate the element and place it in the schedule. If the element has been previously active on your station, it will be assigned to its former category; otherwise, it will be assigned to the Hold category. If no match is found within the active and inactive elements in your local database, a new element will be created, activated, assigned to the Hold category, and then placed into the schedule.

> *TIP:* You might want to create a special category to contain all the songs and/or links that get created when there is no existing element in a downloaded schedule from S3. For songs you may want to create a special category group as well. Then you would make each of the special categories the Hold category. Do this by working in the Setup | Hold Categories window. After a song or link has been placed into your Hold category, you may then move it to another.

If for some reason the media ID does not exist on the song/link in the publisher, the position will be set as unscheduled in the subscriber with the category group matching the publisher. GSelector will set the unscheduled position category group in the subscriber to that of the publisher only if there the same category group name exists in both the publisher and subscriber. If a matching category group is not found on the subscriber, the Category Group for the position will be set to the default category for the subscriber station and the row will be unlocked in the subscriber.

S3 Music Log Content

As mentioned in the Music Log Downloads topic, all element types that exist in the S3 log flow into your local GSelector schedule. You cannot remove any unneeded elements from the schedule, but you can create an export format that will ignore those elements when the export file is created. Although the unnecessary

element types will continue to exist in the S3 logs, elements of those types will not be sent to your automation system and will therefore not be aired.

> ***TIP***: For those stations using S3 music only for some hours and PM music plus imaging for other hours, two export formats will be needed, one with voice tracks and the other without voice tracks. After the formats have been created, you can use the GSelector Export Format Assignment feature to specify which format should be used for each day and hour of the week.

S3 Music Affecting Local Programming

Some programmers want the songs and links scheduled in an S3 music log to have an effect when spread goals are considered for the locally scheduled elements while other programmers prefer that the songs and links scheduled in an S3 music log have negligible effect on the locally scheduled elements. In the case if the latter, simply define a separate Daypart Region for those dayparts in which you have S3 music log subscriptions. Do this in the Setup | Dayparts window.

Unavailable S3 Logs

There are times when the S3 logs for one or more hours may not be available to download when you attempt to schedule a day containing S3 subscriptions. When the schedule is not available a warning will be displayed with the option to generate the S3 subscription hours locally.
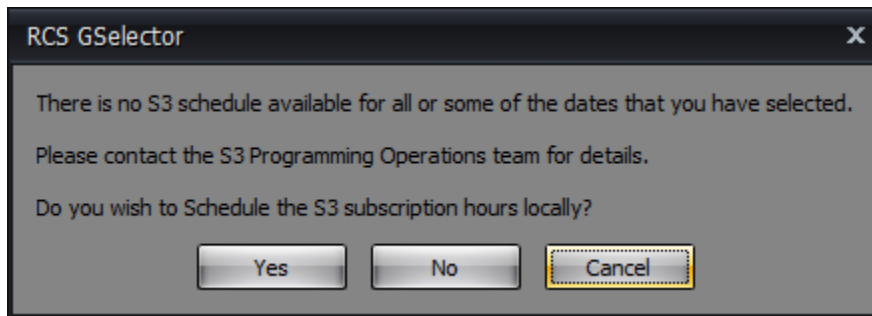
Select Yes to use the local clock to generate these hours or No to try again later. When selecting yes, depending on your normal GSelector clock assignments, one of two things will happen. If you have a blank clock assigned to the hour of the S3 subscription, the hour will remain non-generated, and you may download the S3 log later when it is available. If you have a "normal" clock containing valid song and/or link categories assigned to the hour of the S3 subscription, the hour will be scheduled using that clock. If you later want to download the S3 log, you will first have to unschedule the hour. Feel free to use whichever approach you like the best. Cancel will not open the Editor or lay in any schedule.

Locked Positions in the Editor

Here is an example of an S3 music log as seen in the GSelector Editor.

	P... ▲	Cat Group	Cat	Pack	Title	Artist	Runtime	Lowest	Score	User Data	Status
🔒	18	Exact Time Ma...			ETM_30:00_Reset_UnderOver...			Gap:-06:50		▾ ▶	☑
🔒	19	Spot Block			Spot Block 3 Minute		03:00			▾ ▶	☑
🔒	20	Spot Block End			Spot Block 3 Minute					▾ ▶	☑
🔒	21	Gold	L		PERFECTLY GOOD GUITAR	JOHN HIATT	04:25			▾ ▶	☑
🔒	22	The Hits	1		Have a Drink on Me	AC/DC	03:58			▾ ▶	☑
🔒	23	Imaging	LC		You heard it first on the Radio - ...		00:30			▾ ▶	☑
	24	Currents	B		Sensible Shoes	David Lee Roth	04:55			▾ ▶	☑
	25	Voice Track			Empty Voice Track		02:00			▾ ▶	☑
	26	Recurrents	R		You Really Got Me Now	Jon Bon Jovi	02:11			▾ ▶	☑
🔒	27	Exact Time Ma...			ETM_45:00_Soft_UnderOver_...			Gap:+05:59		▾ ▶	☑
🔒	28	Spot Block			Spot Block 2 Minute with News		02:30			▾ ▶	☑
🔒	29	News	RCS		RCSNews Step Into the Future		00:07			▾ ▶	☑
🔒	30	Spot Block End			Spot Block 2 Minute with News					▾ ▶	☑
🔒	31	Sweepers	SW		MX IMAGE PROMOS		00:23			▾ ▶	☑
🔒	32	The Hits	1		The Same Love That Made Me L...	Bill Withers	03:17			▾ ▶	☑
🔒	33	Recurrents	R		Leave	Barenaked Ladies	03:19			▾ ▶	☑
	34	Voice Track			Empty Voice Track		02:00			▾ ▶	☑
	35	Currents	B		All The Girls Love Alice	Elton John	04:13			▾ ▶	☑

Most of the positions in our example schedule are gray and cannot be edited. They are inert, meaning they may not be deleted, moved, or modified in any way. Positions that can be edited will show in the themed color, these may be edited. You can use any of Replace commands to change the song in an editable position.

> **Note:** With the "Total Trust" trust level, an S3 schedule will allow you to insert/delete/replace positions. Other trust levels will only allow you to replace positions. However, the reconciliation policy for past schedules allows you to make any manual changes regardless of the trust level.

Locked Position Appearance

You can change the way locked rows are displayed in the Editor. Navigate to Tools | Global Setting | Appearances | Assignments and then scroll down to find the Schedule Subscription | Locked Row setting. Select the Appearance of your choice. The setting made here affects the appearance of locked rows in both the Editor and in the right pane of the Interface | S3 window.

## Unschedule Editable Positions On Schedule Download

If you enabled the 'Unschedule Editable Positions on Schedule Download' option when establishing your S3 Settings, the S3 music logs will be affected. When downloading a S3 music log under Condition 1, as described in the topic S3 Log Download, the editable positions will be immediately unscheduled after the S3 log is downloaded and a notification will be displayed in the notification window. The GSelector Scheduler will then fill these positions using the category groups you entered in the Interface | S3 | Clocks window. Under Conditions 2 through 4, the editable positions will be immediately unscheduled after the S3 log is downloaded and remain as unscheduled positions. You can then run the Scheduler or work in the Editor to fill them.

> **Important:** Songs that have been scheduled as part of an S3 music log are not available as replacement songs at a subscribing station in any S3 Subscription hour, other than the current hour. This is true even if the songs have membership within the category group specified for local replacements in the Interface | S3 | Clocks window.

S3 Music Log Refresh

There are times when the S3 Operations Center needs to change an S3 log after it has already been downloaded. When this happens, you will receive notification from them asking you to refresh the log. You do this by following these steps in the Scheduler | Current Station window.

1. Set the Date Range to the dates needing to be refreshed
2. Click the dropdown arrow to the right of the Schedule button
3. Click the Refresh S3 option
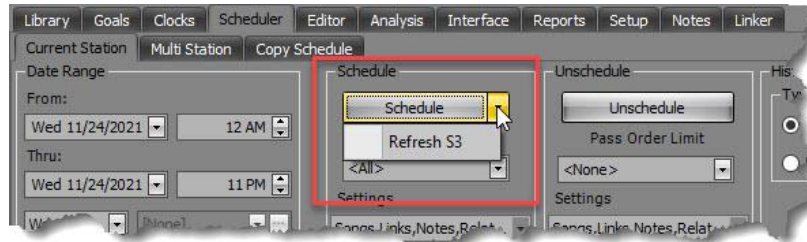
The refresh routine starts by removing the previous S3 music logs from the date range. Songs in editable positions that you have changed are initially left in place. After the new S3 log is in place, the songs in the editable positions are retested. Those that fall below the Score Threshold set in the S3 Settings dialog box are automatically rescheduled using the category group defined in the Interface | S3 | Clocks window.

This routine updates only the S3 music logs within the date range. All scheduling outside of the S3 subscription hours is left intact.

An S3 Refresh in a Music Only hour will always pull-down songs for unscheduled positions, regardless of whether they are locked or unlocked. If the song position is scheduled, GSelector will only replace the position if it is locked (not trusted).

S3 Notifications

The Notifications options drop-down allows the user to select the notifications they would like to see. Use the checkboxes next to the Notification type to enable/disable it from being displayed. Use the (Select All) option to select/deselect all the notifications in the list. Click OK when finished.
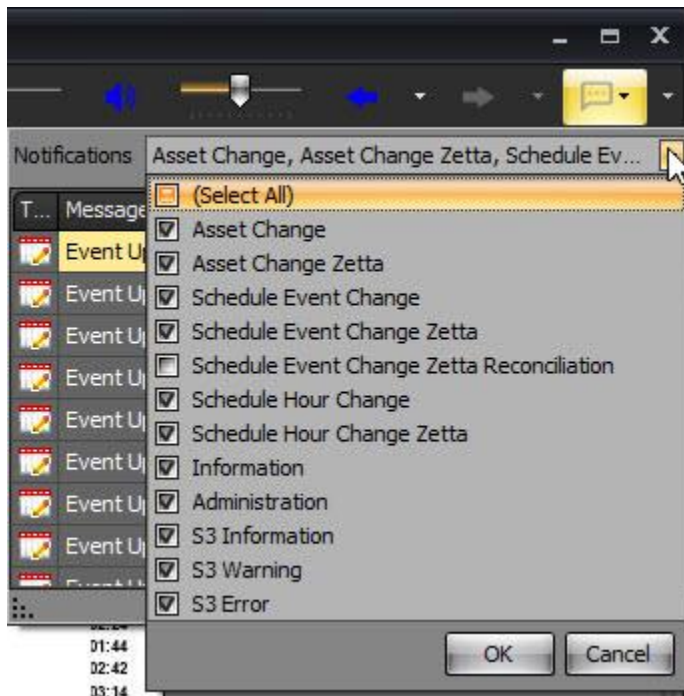
Schedule Subscription Job

The Schedule Subscription job can be used when the 'Auto Update of Subscribers' option is selected in the Subscription Manager of the publisher. If enabled, a subscriber can set up a Schedule Subscription job to automatically pull-down updates from the publisher. If the publisher makes a change in a subscribed hour that has already been pulled down, then that hour will be automatically updated when the job runs. Click the ellipse ⋯ button in the **Data** field to open the settings window for the Schedule Subscription job.
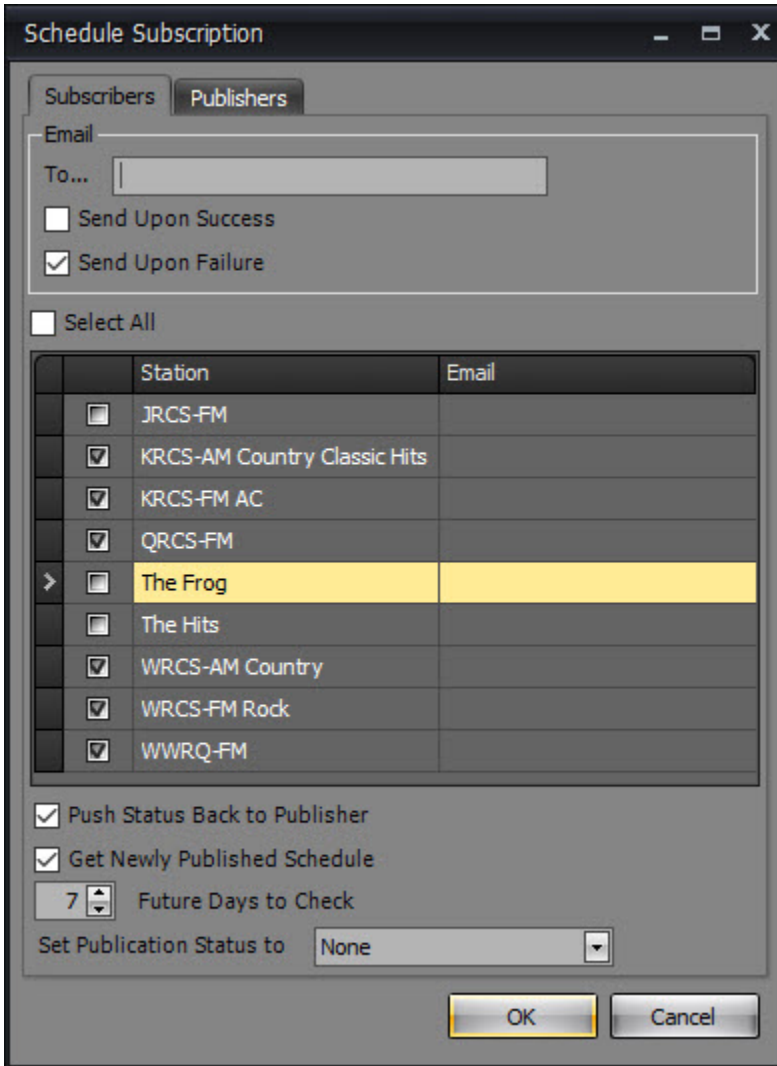
Subscribers Schedule Subscription Email

The Email section of the Subscribers tab in the Schedule Subscription job is used to enter the email address of the person(s) that will receive the **Success** or **Failure** emails for the job. Enter the email address into the To... field. Use a comma to separate multiple email addresses. If Stations are selected in the Station list, the Email address(es) specified for each of the selected stations will be used. If no Email is specified for the selected station, GSelector will use the email in this field.

Station List

The Station List is used to select the Station to include in the job. At least one station must be selected for this job. Use the Email column next to the station to type in separate email addresses for each station. Use a comma to separate multiple email addresses. Use the **Select All** to select all the stations in the list.

Push Status Back to Publisher

The Push Status Back to Publisher will send information back to the publisher about the publication status and song schedule for each hour.

Get Newly Published Schedule

If Get Newly Published Schedule is checked, then when the job checks the Subscription Schedule any newly published schedule will automatically be pulled down to the subscriber. The 'Auto Update of Subscribers' option must be enabled in the Subscription Manager of the publisher.
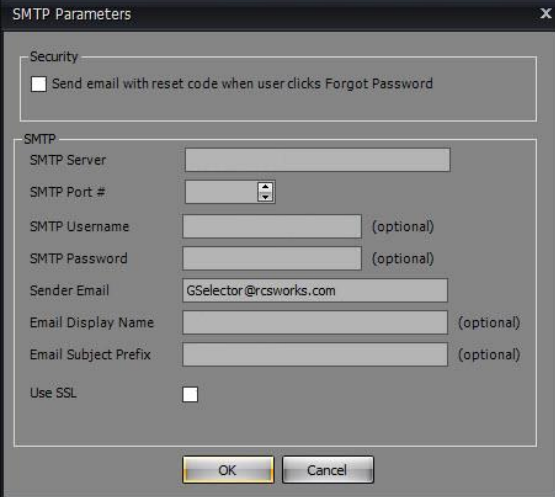
Future Days to Check

The 'Future Days to Check option is used by the Get Newly Published Schedule and Push Status Back to Publisher features.

Set Publication Status to

The Set Publication status to drop-down is used to set the Publication status of the downloaded schedule.

Configuring a Schedule Subscription Job

Note: The SMTP Parameters in the File menu of the Tools | Administration window must be correctly configured for these emails to work.

1. Access the Jobs tab in the Tools Configuration window.

2. Click the ellipse ⋯ button in the **Data** field to open the settings window for the Schedule Subscription Job.
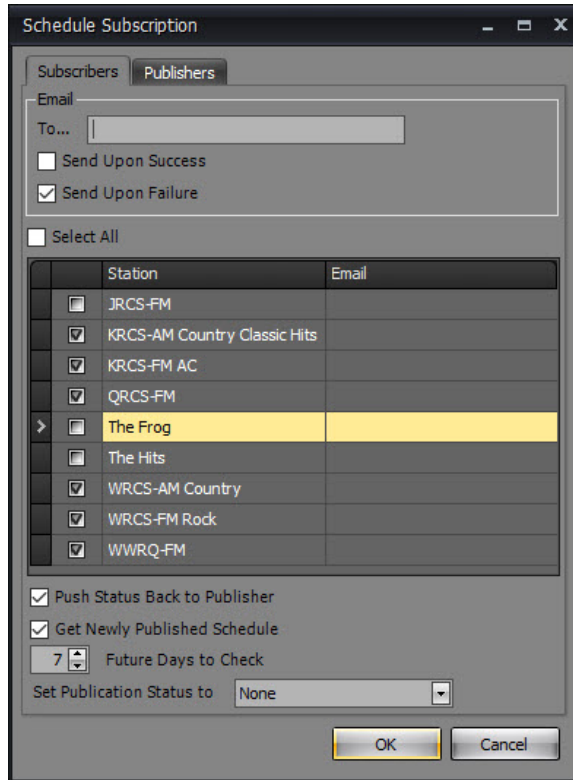
4. Enter the **Email** address of the person(s) that will receive the Success or Failure emails for the job in the **To...** field. Use a comma to separate multiple email addresses.

5. Select the type of email the user will receive by selecting the check box next to **Send Upon Success** and **Send Upon Failure**.

6. Select the stations to include in the Schedule Subscription job using the **checkbox** next to the station. At least one station must be selected for this job.

7. Optionally, enter the **Email** address(es) of the person(s) that will receive the Success or Failure emails for the job. Use a comma to separate multiple email addresses. If no Email is specified for the selected station, GSelector will use the email address entered in step 4.

8. Select the **Push Status Back to Publisher** option, to push back the publication status and song schedule for each hour.

9. Select the **Get Newly Published Schedule** option, to have any newly published schedule pulled down to the subscriber. The 'Auto Update of Subscribers' option must be enabled in the Subscription Manager of the publisher.

10. Set the **Future Days to Check** to set the number of days ahead to Get Newly Published Schedule and Push Status Back to Publisher.

11. **Set the Publication Status**.

12. Click the **OK** button to exit this window.

13. Enter and adjust the **Days Frequency** value using the up/down arrow [⬆⬇] buttons.

14. Enter and adjust the **Start Time** value using the up/down arrow [⬆⬇] buttons.

15. Enter and adjust the **End Time** value using the up/down arrow [⬆⬇] buttons.

16. Enter and adjust the **Frequency** value using the up/down arrow [⬆⬇] buttons.

17. Click the **OK** button to close the Configuration window.