

# S3

## Subscription Service Operations Manual

*GSelector Version 5.1.0 and greater*

GSelector®



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## Part I — Overview

This feature allows local GSelector stations who subscribe to syndicated S3 format programming to automatically download music logs from the S3 Operations Center in to their local GSelector system. Once resident in the subscriber's computer, the S3 music log can be edited within limits allowed by S3 Management.

### S3 Subscription Manager

The S3 Subscription Manager is the central agent of the S3 Subscription Service. It is an application used to view and/or modify subscriber data to control automatic music log downloads by S3 subscribers. The database accessed by the S3 Subscription Manager is populated by manual entries by S3 Management. During an operation at a subscribing station that requests a music log, the S3 Subscription Manager database is interrogated to determine from which publishing source logs will be sent and which days and hours are needed by the station. It also sends information regarding how the music logs may be edited at the subscribing station.

### Subscriptions

A subscriber consists of a station and signal type. For example, WYYY-FM/FM would be WYYY-FM's terrestrial FM channel while WYYY-FM/HD1 would be the one of the station's high-definition channels. A subscription consists of a day, hour and format for a given subscriber. Of course, multiple subscriptions can be defined for as many days and hours as needed.

Once the Subscriptions are defined in the S3 Subscription Manager, any subscription may be modified by adding a Trust Level, Recurrence, Start Date, End Date and/or Time Shift.

### Functionality

The S3 Subscription Service adds powerful functionality to music log distribution throughout the company. Once cutover to the system is complete, these features will become available to each subscribing station running GSelector.

1. **Alternate Publishers:** A publisher is an origin point for S3 music logs. Currently the S3 Operations Center is the sole source for S3 music logs. This innovative technology can now provide additional subscription sources. An example would be a music log created at a station in Denver being used at other stations. Any station scheduling with GSelector on a system accessible through the network may become a publisher, through settings made by S3 Management at the S3 Operations Center.
2. **Trust Level:** The S3 Subscription Manager allows for the definition of a Trust Level for each subscription. The Trust Level defines the amount of editing that will be allowed for that subscription at the local station. When creating GSelector clocks for S3 formats, specific clock positions can be deemed editable according to the Trust Level. This variable trust means some subscriptions can allow no editing while others can allow much more editing. Trust Level is assigned per subscription per subscriber meaning that a given station can have variable editing rights across multiple subscriptions.
3. **Date-Based Exceptions:** A Start Date and/or End Date can be applied to a subscription definition in the S3 Subscription Manager to control that subscription. One example would be a station normally originating local programming in afternoon drive needing S3 music logs for one week when the talent who works the afternoon shift goes on vacation. Another example would be a station changing from one format to another on a future date and S3 Management wanting the delivered music logs to automatically change on that date. A Recurring subscription can also be created for special or holiday programming.
4. **Overrides:** Overrides allow 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).
5. **Subscription Changes at the Subscriber Level:** If the Subscriber is [Allowed to Change the Subscription](#) by the Publisher, they will be able to Add or Edit a subscription at the local level.

[Publisher notifications](#) can be enabled to alert the admin of the Publisher that a change has taken place.

When S3 Subscription is enabled within GSelector at a local station, the first step of scheduling is a check to see if S3 programming is needed for any of the hours within the schedule range. This happens either when scheduling a day that has unscheduled S3 subscriptions or when using the Editor to open a date containing unscheduled S3 subscriptions. When either of these events happens, S3 music logs that are available for the subscribed hours are automatically downloaded from the S3 Operations Center to the local subscriber.

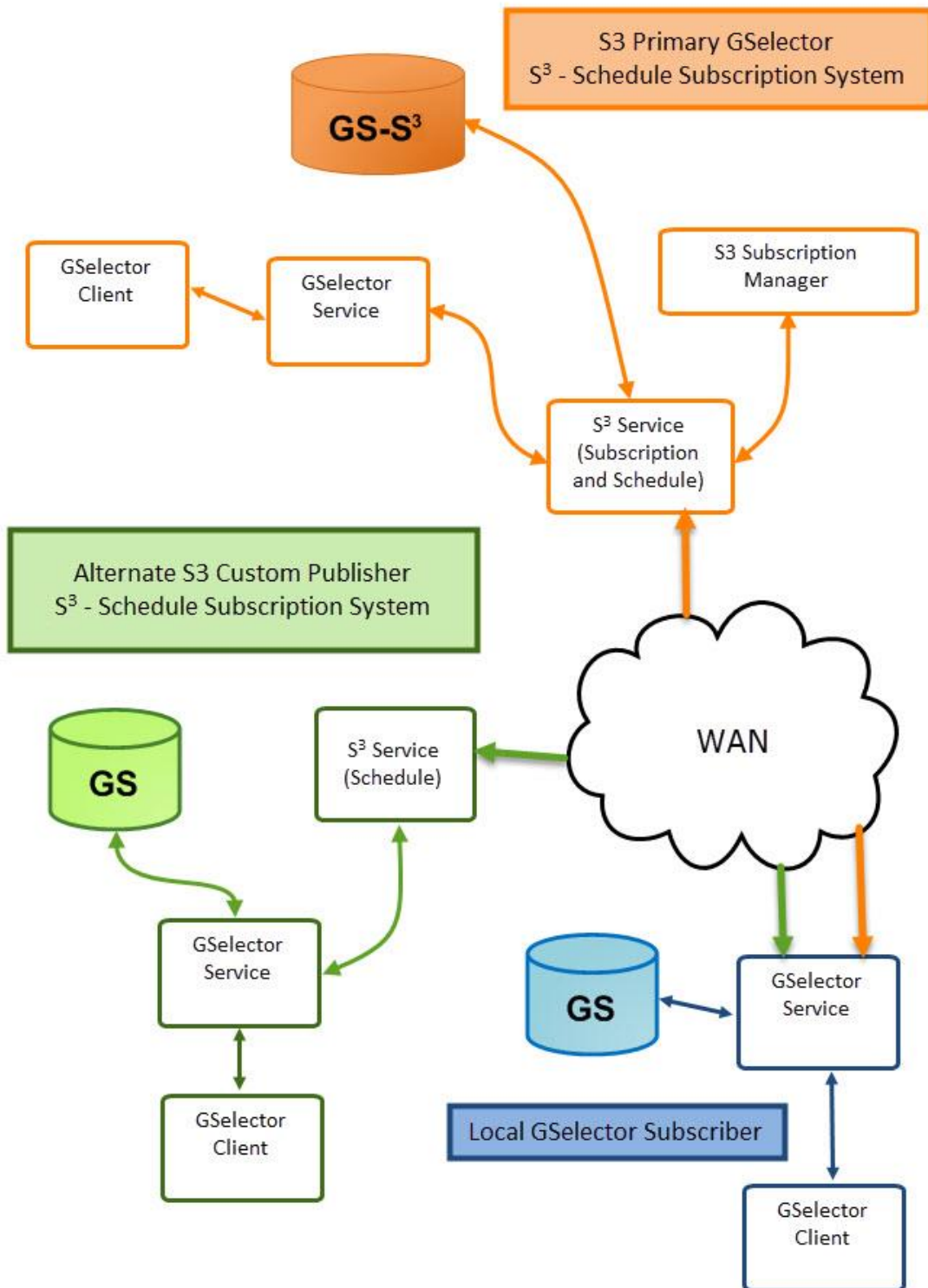
When the logs are downloaded, the songs and links are matched using the media ID or a selected Alternate ID in the Setup | Station | Interfaces for the station. If there is no active song or link in the subscriber's local database, GSelector will look for a match within the inactive elements of the library. If a match is found, GSelector will activate the element and place it in the schedule. If the element has been previously active on the 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 the local database, a new element will be created, activated, assigned to the Hold category, and then placed into the schedule.

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 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.

Once the S3 music logs are downloaded and in place, the local Scheduler will operate in the normal way. Scheduling of local music in GSelector takes place after the S3 music logs are in place, which enables the GSelector Scheduler to prevent conflicts with the S3 programming.

## Technical Architecture

This diagram shows the various modules of the S3 Schedule Subscription feature and how they are interconnected.



## Part II — Setup

In this section of the manual, we will describe the steps necessary to get the complete S3 Subscription Service software package running. This has already been done on the system deployed at the S3 Operations Center by the RCS Field Tech. The following steps would need to be taken only if one or more components of the system need to be repaired or moved to a different computer host.

### Installation

The following topics provide guidance in installing the components of the S3 Subscription Service.

#### S3 Subscription Manager

The S3 Subscription Manager must be installed on the GSelector Service Host. Do not install on the database server if there is a separate Service Host machine. To install, select Schedule Subscription Service during the installation of the service host or use this command to start the normal GSelector installation program:

Setup /S3

Select the Server option and then choose either Service Host or Both depending on how you wish to configure the backend of GSelector. Using the S3 switch enables the S3 Subscription Manager to be installed automatically on the Service Host machine. It also enables the GSelector system to be internally branded as a S3 Publisher.

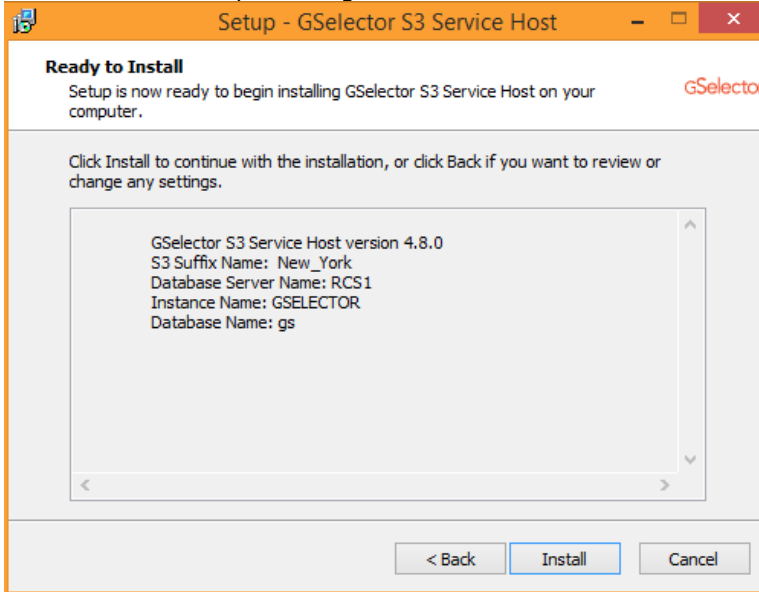
**Important:** If the GSelector Service Host was previously installed without the S3 Subscription Manager, you must first uninstall GSelector before taking these steps.

#### Multiple S3 Services on a Service Host Server

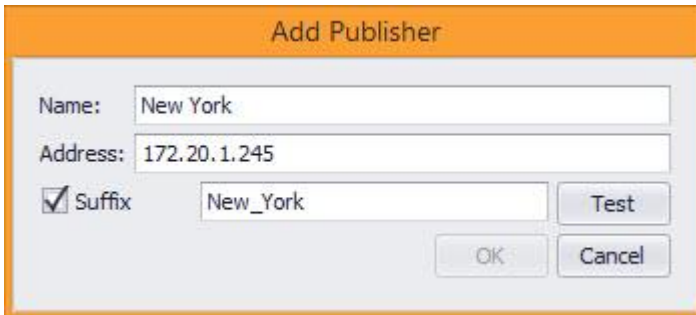
To install additional S3 Services to a single Service Host server run the setupS3AddOn.exe installer. The S3AddOn allows for multiple Databases that use the same service host to be configured in the S3 Subscription Manager. The installer will need the Database Server Name, Instance Name, Database Name and S3 Suffix. The S3 Subscription Manager and GSelector must be shut down before running this add on.

The screenshot shows a Windows-style dialog box titled "Setup - GSelector S3 Service Host". The dialog has a title bar with a Windows logo, the text "Setup - GSelector S3 Service Host", and standard window controls (minimize, maximize, close). The main area is titled "S3 Service Host" and contains the instruction "Please enter S3 Service Host details". There are four input fields: "Database Server:", "Instance Name:", "Database Name:" (with "gs" entered), and "S3 Suffix:". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

The S3 Suffix is a unique name given to this S3 installation for the Database.



The S3 Suffix will be used in the Subscription Manager to identify the [Publisher](#) when multiple S3 databases exist on the same service host.



## Upgrading S3 Servers

When the GSelector version on the publisher is upgraded, users must do the same upgrade on all other referenced publishers in the subscriptions. This includes any suffix-based publishers running on the same server as the main publisher or on different referenced publisher servers.

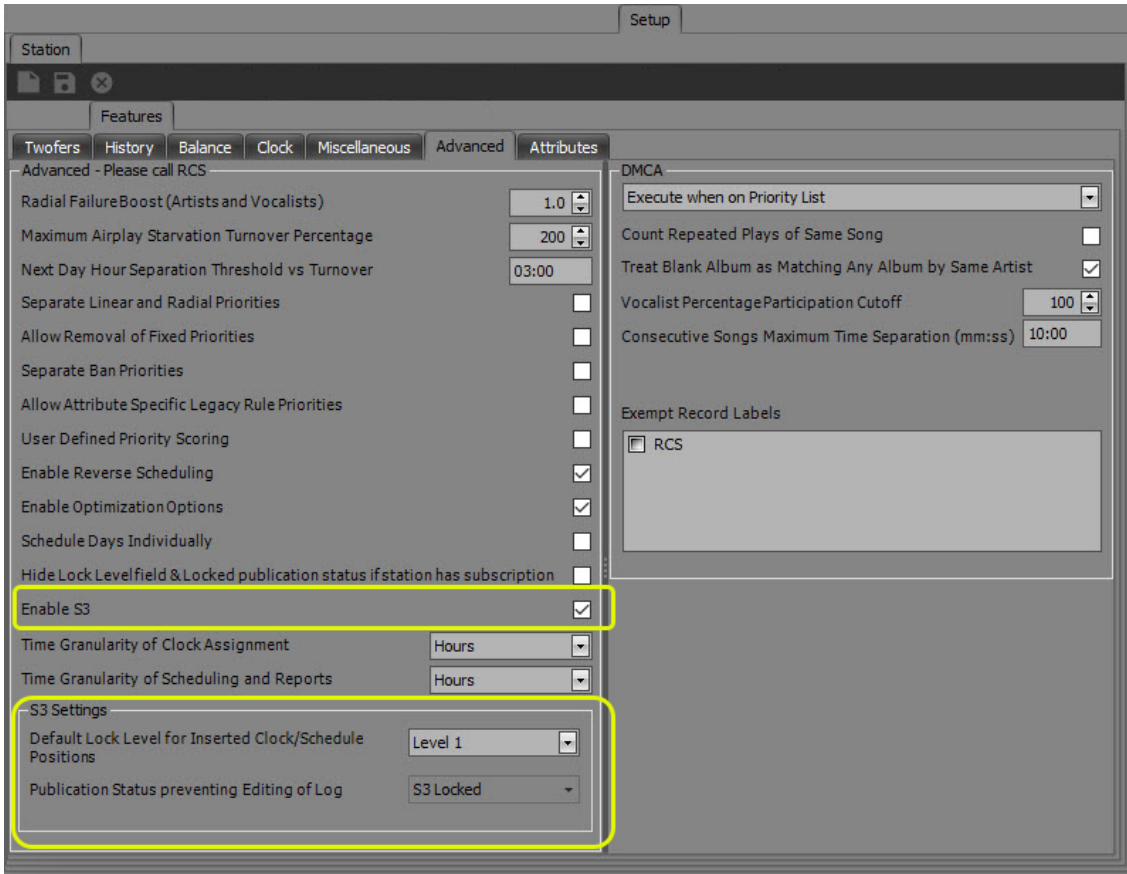
Run setup.exe to upgrade the other publisher servers. Run setupS3AddOn.exe to update each suffix-based publisher.

## Enable S3

In the Publisher GSelector, navigate to Setup | Station | Features | Advanced and select the **Enable S3** checkbox and Save. This must be done before you will be able to set a schedule as S3 Locked. Then optionally, set the **Default Lock Level for Inserted Clock/Schedule Positions** using the Lock Level drop-down and set the **Publication Status to prevent Editing of the Log** in the S3 Setting section. Do this for each S3 Publisher station.

**Default Lock Level for Inserted Clock/Schedule Positions** – This option will automatically set the Lock Level for inserted positions into a Clock or Schedule.

**Publication Status to prevent Editing of the Log** – This option will prevent editing of the log when the selected Publication Status is set in the Scheduler of GSelector. This setting can be set to Ready For Export, Exported and S3 Locked. The default setting is S3 Locked.



## Part III — Operation

In this section of the manual, we will explore usage and workflow within the S3 Subscription Service.

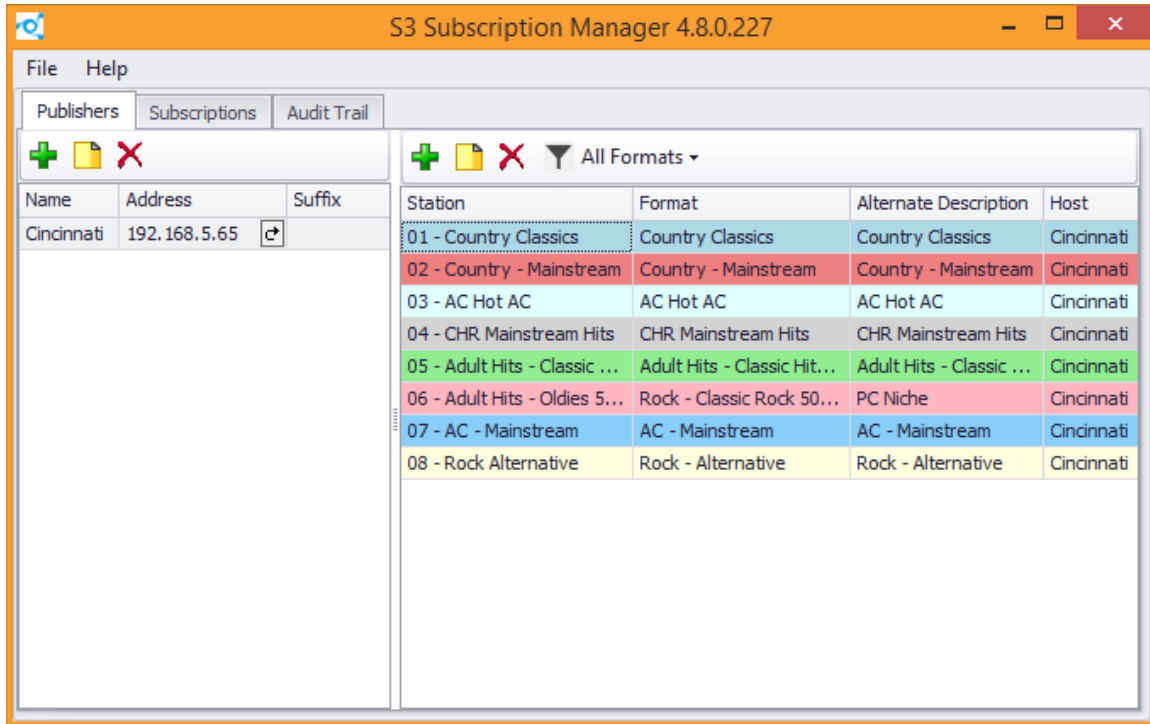
### S3 Subscription Manager

There are three main areas of the S3 Subscription Manager — [Publishers](#), [Subscriptions](#) and [Audit Trail](#). You choose which area of the system to use by clicking one of the three tabs in the upper left area of the window. We will cover each of these areas in detail in the following topics.

#### Publishers

The Image below shows the Publishers area of the S3 Subscription Manager. The colored appearances are auto assigned to the Stations/Formats and will correspond to the Subscription Mappings in the Subscriptions tab.







Work in the left pane to add, edit and delete Publishers. Work in the right pane to add, edit, delete, and filter Formats for the Publisher selected in the left pane.


## Manage Publishers


Work in the left pane of the Publishers area to accomplish these tasks:

**Select Publisher:** Click the Connect to publisher  button right of a Publisher Address in the list of Publishers in the left pane. The right pane will then update to show all the formats provided by the Publisher.

**Add Publisher:** Click the green plus  button in the left pane to create a new Publisher. The Add Publisher dialog box appears. Enter a **Name** for the Publisher and the IP **Address** of the Publisher's GSelector Service Host machine. Note that the field in which you enter the IP Address is segmented. Use the Left Arrow, Right Arrow, and Backspace keys to navigate the segments. Click the **Suffix** option only if


this is an [additional S3 installation](#). The Suffix is not needed for the Default database. Click the Test button to verify a connection with the Publisher. The Test must complete successfully before the OK button will become enabled. Click OK to add the Publisher to the list.

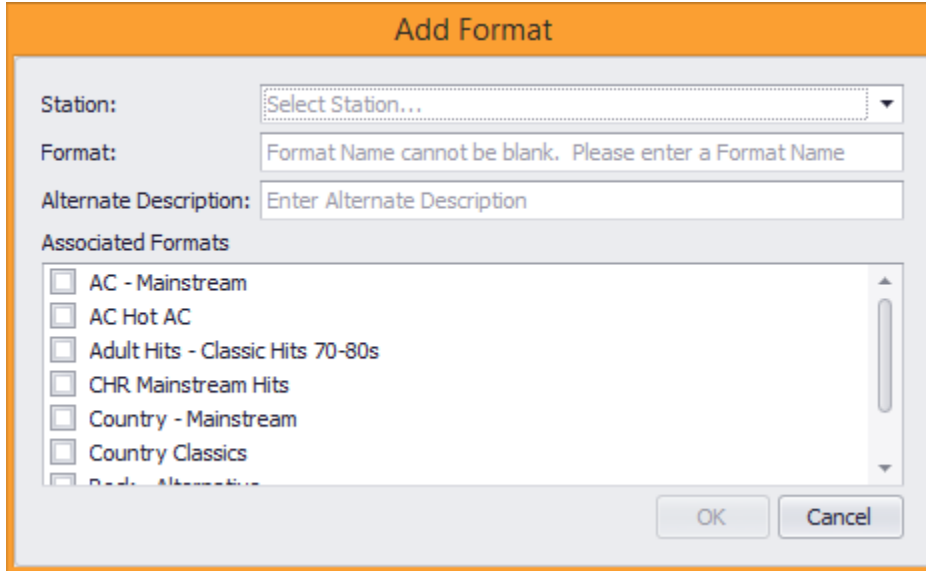
**Edit Publisher:** Select the Publisher to edit then click the yellow sheet  button in the left pane. The Edit Publisher dialog box appears. It has the same controls and functionality as the [Add Publisher](#) dialog box described above.

**Delete Publisher:** Select the Publisher to delete then click the red  button in the left pane. The selected Publisher and its Formats will be permanently removed from the system.


## Manage Formats


A Format provides a naming reference for a GSelector station of the Publisher selected in the left pane. Work in the right pane of the Publishers area to accomplish the following tasks:

**Add Format:** Click the green plus  button in the right pane to create a new format. The Add Format window will open.

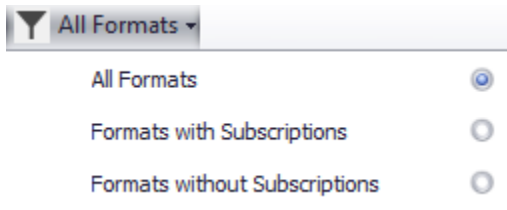


Click the down arrow at the right of the **Station** field to open a list of all Stations in the connected GSelector system of the Publisher that is highlighted in the left pane. Click a Station to select it. Enter a **Format** name for the selected station in the Format field. The **Alternate Description** is optional and can be used for any purpose. Use the **Associated Formats** pane to select formats that are associated to this new format being added. When this new format is selected as the [Default Format](#), for the subscriber, these Associated Formats will default to checked as the formats that the Subscriber can select when they are allowed to override a subscription. See the [Restrict Available Formats to Default and Associated](#) option in the Subscriptions section.

**Edit Format:** Select the format to edit then click the yellow sheet  button in the right pane. The Edit Format dialog box appears. It has the same controls and functionality as the Add Format dialog box described above.

**Delete Format:** Select the format to delete then click the red  button in the right pane. The selected Format will be permanently removed from the system.

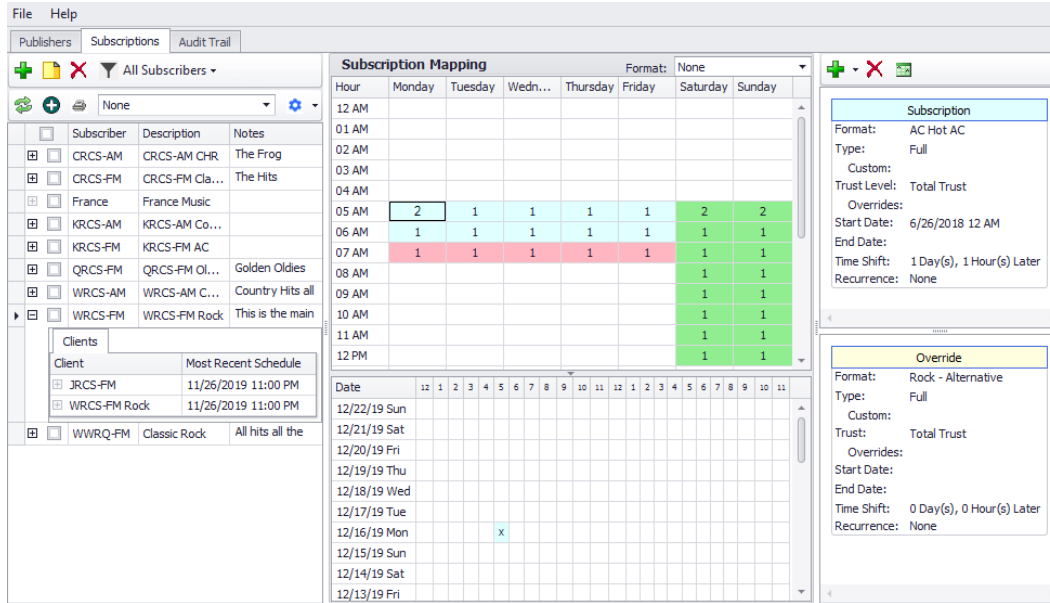
**Filter Formats:** Select the Format Filter to change the view of the formats that are shown in the right pane. **All Formats** will show all the existing formats for the S3 Publisher selected. **Formats with Subscriptions** will show all the formats with defined subscriptions in the subscriptions tab. **Formats without Subscriptions** will show all the formats for the selected publisher that do not have a defined subscription.



## Subscriptions

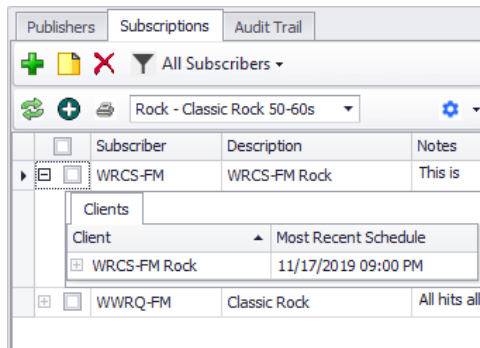
Work in the Subscriptions tab to define music log subscriptions and overrides for individual subscribers.

The Subscriptions area is divided into three panes. The Subscribers pane on the left is used to add, edit, delete, and filter subscribers. The Subscription Mapping pane in the middle and the Subscription\Override pane on the right are used to manage the subscriptions and overrides of the subscriber selected in the left pane. The Subscription History pane is shown at the bottom of the middle pane when the **Subscription History** button is selected. This button can also be used to hide the History pane. The History pane is hidden by default.




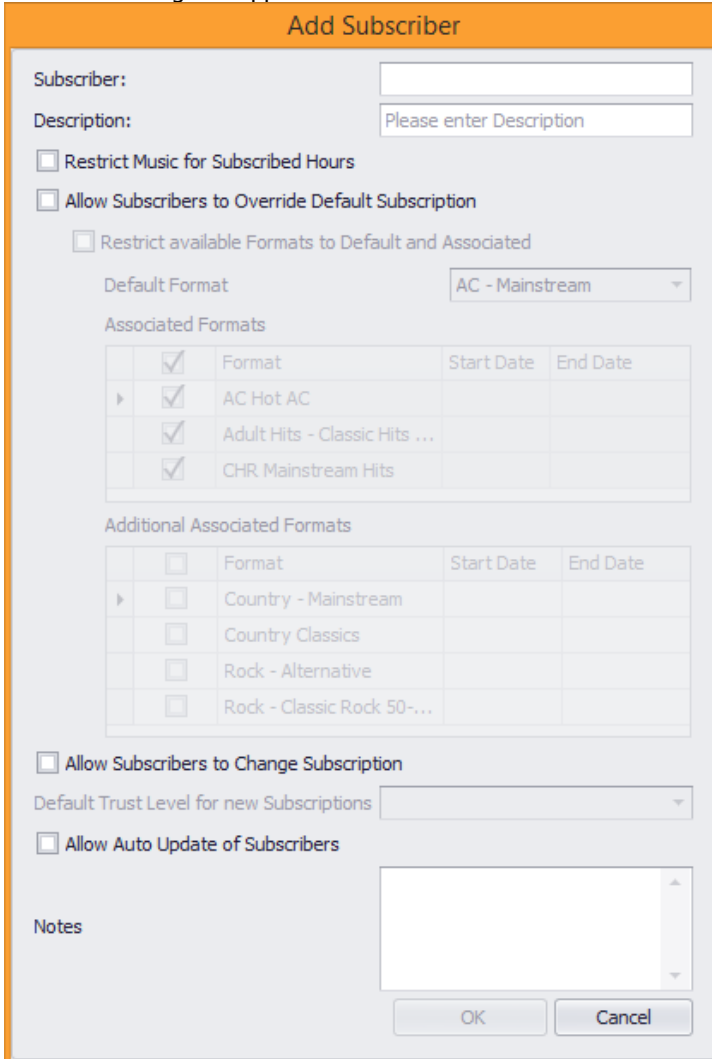
## Manage Subscribers

The list of subscribers is shown in the left pane of the Subscriptions area in the S3 Subscription Manager. The list is automatically sorted by subscriber. The left pane can be used to select multiple Subscribers for [deleting](#). To select a Subscriber, click the checkbox before the name in the left pane. Optionally, select the checkbox in the header to select all the Subscribers in the list. The pane will show the Subscriber Name, Description and Notes. Subscribers that have received a schedule will have an expand  option before the Subscriber name in the left pane. Click the plus to expand the Subscriber to view the date of the most recent schedule received. You will get a separate client record for each subscription. Most S3 users only have one station subscribe to each subscriber identifier but you can have multiple stations subscribing to the same subscriber identifier. The default client information shown is the Client name and the Most Recent Schedule. This Client view can be changed using the [Subscriber List Settings](#).



**Tip:** Click any subscriber in the left pane and begin typing the name of another subscriber to quickly seek to it within the extensive list.

**Add Subscriber:** Click the green plus  button in the left pane to create a new subscriber. The Add Subscriber dialog box appears.



**Add Subscriber**

Subscriber:

Description:

Restrict Music for Subscribed Hours

Allow Subscribers to Override Default Subscription

Restrict available Formats to Default and Associated

Default Format:

Associated Formats

	<input checked="" type="checkbox"/>	Format	Start Date	End Date
▶	<input checked="" type="checkbox"/>	AC Hot AC		
	<input checked="" type="checkbox"/>	Adult Hits - Classic Hits ...		
	<input checked="" type="checkbox"/>	CHR Mainstream Hits		

Additional Associated Formats

	<input type="checkbox"/>	Format	Start Date	End Date
▶	<input type="checkbox"/>	Country - Mainstream		
	<input type="checkbox"/>	Country Classics		
	<input type="checkbox"/>	Rock - Alternative		
	<input type="checkbox"/>	Rock - Classic Rock 50-...		

Allow Subscribers to Change Subscription

Default Trust Level for new Subscriptions:

Allow Auto Update of Subscribers

Notes:

OK Cancel

**Subscriber** - Enter the subscriber's name into the Subscriber Field.

**Description** - The description is a required field that can be used to further describe the subscriber.

**Restrict Music for Subscribed Hours** – The Restrict Music for Subscribed Hours is an optional field. When this option is checked, every active song in an active category from a clock in the subscription hours in the publisher is restricted from the Editor Consideration window in non-subscribed hours or trusted positions in the subscriber. The maximum window for this is one day.

**Allow Subscribers to Override Default Subscription** - The Allow Subscribers to Override Default Subscription is an optional field. When this option is checked the Subscriber can override the assigned subscriptions and choose a different Publisher Format or Opt Out, removing the subscription. The Subscriber will get an Overrides tab in the Interface | S3 window of GSelector when this option is enabled. See the Overrides section of the S3 Music Log Subscription Service Operations Manual for additional details. To receive an email when the Subscriber implements an Override, enable the **Notify Administrator of Override Changes by the Subscriber** of the [Publishers](#) tab in the Schedule Subscription Job in the Jobs tab of the Tools | Configuration window of GSelector.

**Restrict available Formats to Default and Associated** – When the Allow Subscribers to Override Default Subscription option is selected, the Restrict available Formats to Default and Associated option is available. Select the **Default Format** for the subscriber using the drop-down; the **Associated Formats**

are shown and selected automatically. Select or deselect **Associated** and **Additional Associated Formats** as needed. Optionally, apply a Start and End Dates to the Associated and Additional Associated Formats. This allows the publisher to restrict the list of available formats that the subscriber sees when overriding the set subscription.

If the end date of the format is before the system date, that format is filtered out from the Overrides tab format picker for the Subscriber. The start/end dates in the Override default to this date range. The Subscriber will be able to tighten up the dates to a subset, but they will not be able to remove the dates or exceed them.

**Examples:**

- An Additional/Associated format has an end date of 10/31/2019. This format will not be shown on 11/1/2019 or later in Overrides for the Subscriber as it has expired.
- If the current date is 11/1/2019 and an Additional/Associated format has a start date of 1/1/2019 and an end date of 12/31/2019. The Subscriber can set the Override to 11/1/2019 to 11/30/2019. The end date of 12/31/2019 cannot be removed or set beyond 12/31/2019.

**Allow Subscribers to Change Subscription** – This will allow the subscriber to select a different format at the local level. The Subscriber will get a Subscriptions tab in the Interface | S3 window of GSelector when this option is enabled. See the Subscriptions section of the S3 Music Log Subscription Service Operations Manual for additional details. To receive an email when the Subscriber implements a Subscription change,

enable the **Notify Administrator of Subscription Changes by the Subscriber** in the [Publishers](#) tab in the Schedule Subscription Job of the Jobs tab of the Tools | Configuration window of GSelector.

**Default Trust Level for new Subscriptions** – Use the drop-down to select a trust level. This Trust level will be used in the following situations:

For an Override, the Trust Level will default to the trust level for the existing subscription in the hour. If no subscription exists, it defaults to the trust level of the previous subscription in the week. If there is no previous subscription in the week, then it uses this Default Trust Level setting.


For a Subscription, if there is already a subscription in the selected hour, the trust level defaults to the existing subscription trust level. If there is no subscription in the selected hour, then it uses this Default Trust Level setting.


**Allow Auto Update of Subscribers** - The Allow Auto Update of Subscribers option allows the subscriber to 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. If the 'Get Newly Published Schedule' option is checked in the job configuration, then newly published schedule will automatically be pulled down to the subscriber when the Job runs. See the S3 Music Log Subscription Operations Manual for more information on the Schedule Subscription Job.

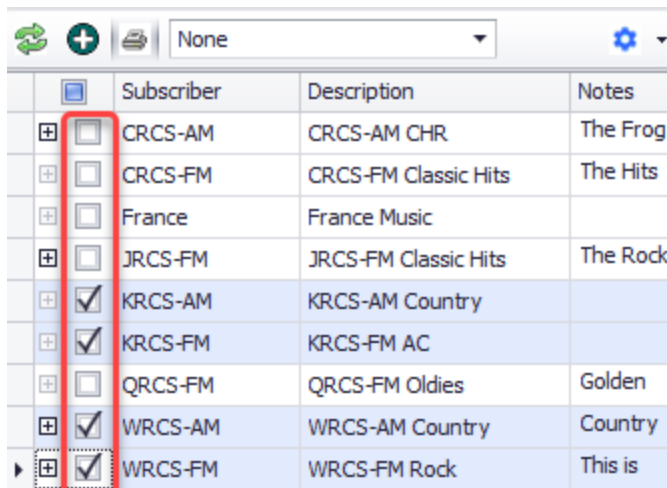
**Notes** - Use the Notes section to add notes about the Subscriber.

Click the **OK** button to place the new subscriber in alphabetical order to the list in the left pane.

**Important:** Given that the local override is written to the subscription, it is HIGHLY recommended that two stations do NOT share the same subscription. If shared, then one station's override will affect the other station.

**Edit Subscriber:** Select the Subscriber to edit then click the yellow sheet  button in the left pane. The Edit Subscriber dialog box appears. It has the same controls and functionality as the [Add Subscriber](#) dialog box described above.

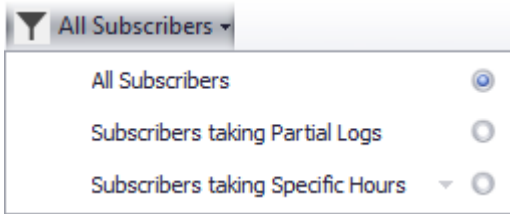
**Delete Subscriber:** Select the subscriber to delete then click the red  button in the left pane. The selected subscriber will be permanently removed from the system. To select a Subscriber, click the checkbox before the name in the left pane. Optionally, select the checkbox in the header to select all the Subscribers in the list.



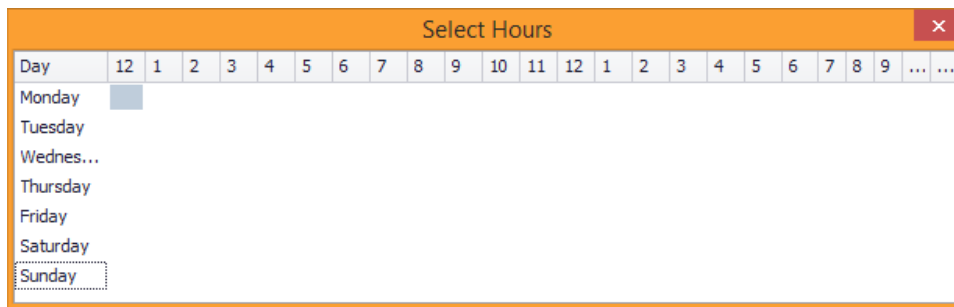
<input checked="" type="checkbox"/>	Subscriber	Description	Notes
<input type="checkbox"/>	CRCS-AM	CRCS-AM CHR	The Frog
<input type="checkbox"/>	CRCS-FM	CRCS-FM Classic Hits	The Hits
<input type="checkbox"/>	France	France Music	
<input type="checkbox"/>	JRCS-FM	JRCS-FM Classic Hits	The Rock
<input checked="" type="checkbox"/>	KRCS-AM	KRCS-AM Country	
<input checked="" type="checkbox"/>	KRCS-FM	KRCS-FM AC	
<input type="checkbox"/>	QRCS-FM	QRCS-FM Oldies	Golden
<input checked="" type="checkbox"/>	WRCS-AM	WRCS-AM Country	Country
<input checked="" type="checkbox"/>	WRCS-FM	WRCS-FM Rock	This is

**Select Subscriber:** Click any subscriber in the left pane. The center and right panes will then update to show the subscription details for the selected subscriber. To select multiple subscribers, click the checkbox before the name in the left pane. Optionally, select the checkbox in the header to select all the Subscribers in the list.

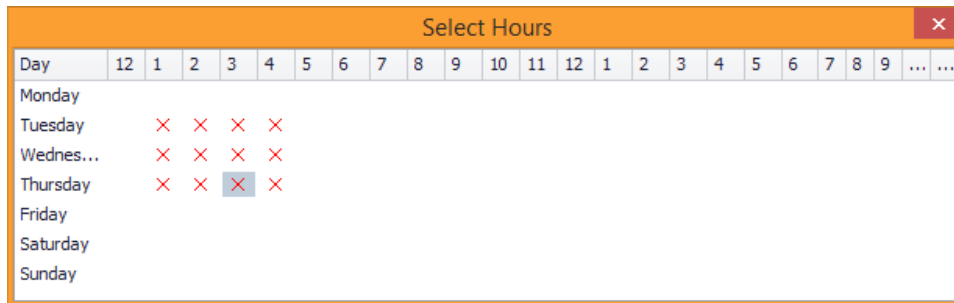
**Filter Subscribers:** Select the Subscriber Filter to change the view of the Subscribers that are shown in the left pane.



- **All Subscribers** will show all the existing subscribers.
- **Subscribers taking Partial Logs** will show the subscribers taking only partial log subscriptions. A partial log subscription refers to a subscriber that does not have a subscription for all the 7x24=168 hours in the week.
- **Subscribers taking Specific Hours** will show all the subscribers taking only selected hours of a subscription. When this option is selected the Select Hours window opens.




Select the Hours using the Select Hours window then close the window. Click on the Hour header to select the same hour every day or select the Days name in the row to select the entire day.




When two or more hours are selected, the subscribers shown will have a subscription to ALL the selected hours. Therefore, in the image above, if WRCS-FM did not have a subscription in all the selected hours, it would not be shown in the Subscribers list.

**Tip:** Click every cell in the Select Hours window to view the Subscribers that are full subscribers.

**Refresh:** To refresh the left Subscriber pane, use the refresh  button.

**Expand All:** To expand all the Subscribers that have received a schedule. These subscribers will have an expand  option before the Subscriber name in the left pane.

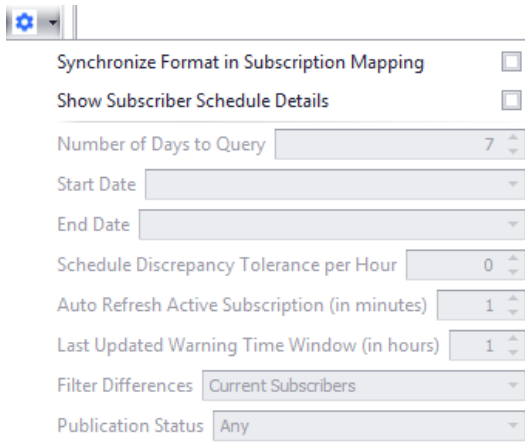
**Print All or Print Current/Selected:** Use the Print  button to toggle the print between **Print All** or **Print Current/Selected**. When Print All is toggled the File | Print menu option will print all the subscribers listed. If Print Current/Selected is toggled, all the Subscribers with a check will be printed. If none are checked S3 will print the currently selected subscriber. To select a Subscriber, click the checkbox before the name in the left pane. Optionally, select the checkbox in the header to select all the Subscribers in the list.

**Search for Subscribers by Format:** The Format Filter drop-down to the right of the printer in the secondary toolbar of the Subscriber list pane, can be used to search the list for Subscribers with a subscription to a particular format.



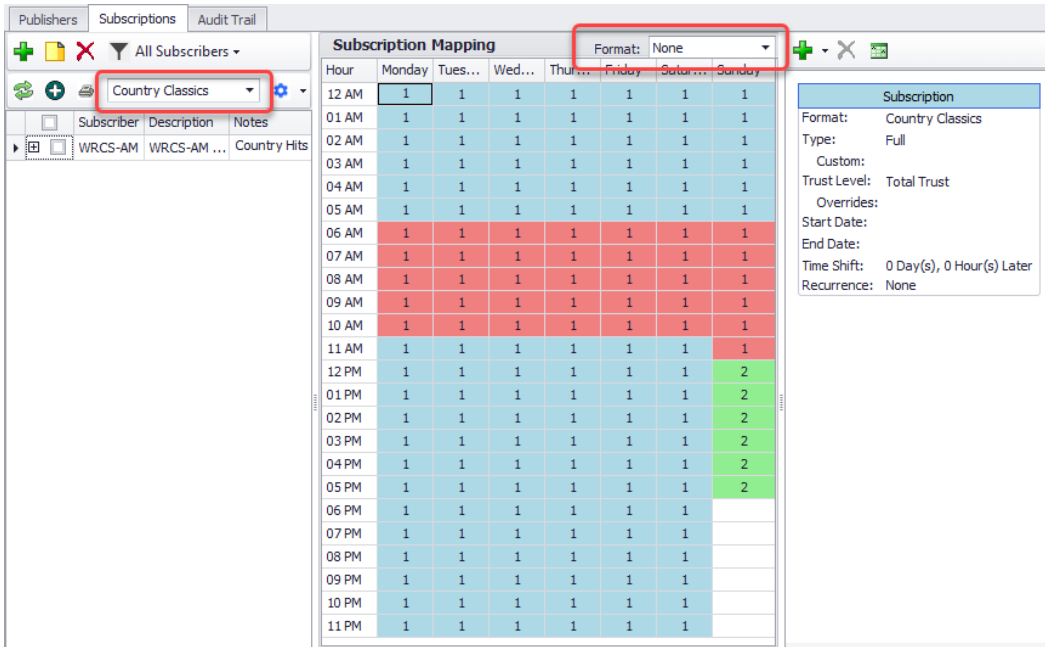
This will allow for easy selection of Subscribers for [editing](#) or [deleting](#).

**Subscriber List Settings:** Click the drop-down arrow to the right of the cogwheel to show the Subscriber List Configuration window.

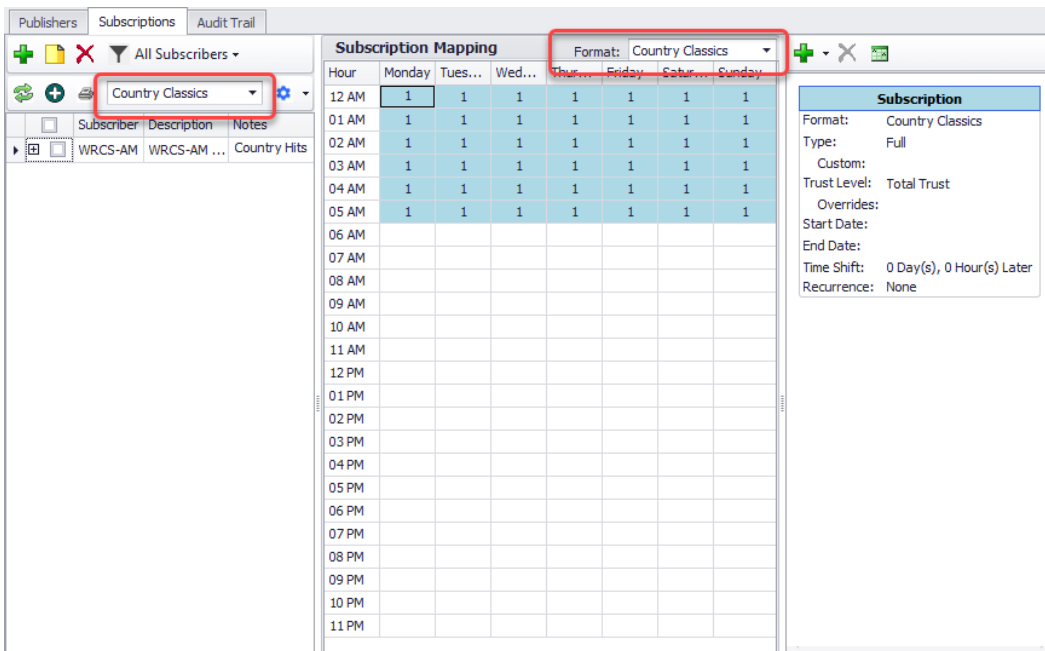



**Synchronize Format in Subscription Mapping** – This option will synchronize the center Subscription Mappings pane with the format that is showing in the left subscriber’s pane when a Format is selected using the [Format Filter](#). The center pane will only show the subscriptions for that selected format for the Subscribers showing. It will not show all the subscriptions for the subscriber.





The Synchronize Format in Subscription Mapping option is not selected in the above image. The Synchronize Format in Subscription Mapping option is selected in the below image.



**Show Subscriber Schedule Details** – Select this option to apply the following additional settings and filters. When a Filter is applied in the window the Settings icon will show with an arrow . The "Push Status Back to Publisher" must be enabled in the Schedule Subscription Job in the Tools | Configuration window of each Subscriber for each subscribing station. See the Schedule Subscription Job section of the S3 Music Log Subscription Service Operations Manual documentation for more details on the Schedule Subscription Job.

- **Number of Days to Query** – The Number of Days to Query sets how many days in the future to check for details. Maximum number of days to query is 31. The results will be limited based on the number of days pushed back by the subscribers in the Schedule Subscription job.

- **Start Date and End Date** – This can be used to filter the Subscribers. It filters which schedule days are shown for the subscribers. This sets the start date and end date to query. If not set, you will get today plus the next 7 days. If a subscriber has not pushed back the schedule dates in the range, then it will filter out the subscriber.
- **Schedule Discrepancy Tolerance per Hour** – This will set the tolerance for the schedule discrepancies. A discrepancy is a difference in the songs scheduled in the hour comparing the subscriber schedule against the publisher schedule. A change in order is not considered a discrepancy. In a Music Only subscription type, the subscriber schedule can have less songs than the publisher schedule (no discrepancies reported in this case). If the Schedule Discrepancy Tolerance per Hour option is set to 1 then you will see any hour with a discrepancy if 1 or more per hour.
- **Auto Refresh Active Subscription (in minutes)** – Use this option to set how often to auto update active Subscriptions. Set this option to 1 to have the current subscription update every 1 minute. You can click the Refresh toolbar button (or press F5) to refresh manually on demand).
- **Last Updated Warning Time Window (in hours)** – This option will highlight the last updated field that has not been updated in the specified hours. Set this option to 1 to highlight the Last Updated field if it has not been updated in the last hour.
- **Filter Differences** – This option can be used to filter the Subscribers listed. The choice of "Current Subscribers" (no filter) or "Current Subscribers with Different Hours" (filters subscribers/hours to the ones with discrepancies equal to or higher than the threshold).
- **Publication Status** – This option can be used to filter the subscribers. The Publication Status allows for the filtering based on the Publication Status of the log. "Any" is the same as no filter or all subscribers/hours. When a <specific status> is selected then just subscribers/hours that match the specified status are shown. The Publication Status also gives the options of NOT <specific status> such as, Not Exported, thus allowing for additional filtering.

For each client, the following fields are shown:

- **Publication Status** - The Publication Status column will show the specific status selected or "Mixed" if a mixture of statuses for "Any." When the Subscriber unschedules an hour, the Not Generated status will be pushed back to the Publisher and the Publication Status will be updated.
- **Schedule Difference** - Shows the number of hours that are different (given the discrepancy threshold).
- **Automation System** – Shows the name of the enabled automation system integration such as "Zetta."
- **Last Updated** – This is the last time the schedule was pushed back from the subscriber to the publisher.
- **Most Recent Schedule** – This is the last scheduled hour that was pushed back from the subscriber to the publisher.

Subscriber	Description	Notes
CRCS-AM	CRCS-AM CHR	The Frog


  

Client	Publication Status	Schedule Difference	Automation System	Last Updated	Most Recent Schedule
The Frog	Mixed	9 Hours Different.	None	11/8/2019 02:...	11/17/2019 11:00 PM

Hour	Publication Status	Difference
08:00 AM	Not Generated	
09:00 AM	Not Generated	
10:00 AM	Not Generated	
11:00 AM	Not Generated	
12:00 PM	Not Generated	
01:00 PM	Not Generated	
02:00 PM	Open For Editing	1
03:00 PM	Open For Editing	
04:00 PM	Open For Editing	1
05:00 PM	Open For Editing	1
06:00 PM	Open For Editing	
07:00 PM	Open For Editing	
08:00 PM	Open For Editing	
09:00 PM	Open For Editing	
10:00 PM	Open For Editing	
11:00 PM	Open For Editing	
Date: 11/14/2019		
12:00 AM	Open For Editing	
01:00 AM	Open For Editing	
02:00 AM	Open For Editing	

### Subscription Mappings

This area of the S3 Subscription Manager is used to view and customize S3 subscriptions to take on a [Format](#), [Subscription Type](#), [Trust Level](#), [Recurrence](#), [Start Date](#) and/or [End Date](#) and optionally, a [Time Shift](#). Select a subscriber from the list in the left pane to see the subscriptions for that subscriber in the center pane. The Subscription History pane is shown at the bottom of this pane when the Subscription History  button is selected. This button can also be used to hide the History pane. The History pane is hidden by default.

When you hover the mouse pointer over a day and hour cell that contains one or more subscriptions, a tool-tip text box will display information about the subscriptions.

Subscription Mapping								Format: None
Hour	Monday	Tues...	Wed...	Thurs...	Friday	Satur...	Sunday	
12 AM								
01 AM								
02 AM								
03 AM								
04 AM								
05 AM	2	1	1	1	1	2	1	
06 AM	1	1	1	1	1	1	1	
07 AM	Subscription Info							
08 AM	Type: Subscription							
09 AM	Format: AC Hot AC							
10 AM	Subscription Type: Full							
11 AM	Trust Level: Total Trust							
12 PM	Start Date: 6/26/2018 12 AM							
01 PM	End Date:							
02 PM	Time Shift: 1 Day(s), 1 Hour(s) Later Actual Time: Tuesday 6 AM							
03 PM	Recurrence:None							
04 PM	Type: Override							
05 PM	Format: Rock - Alternative							
06 PM	Subscription Type: Full							
07 PM	Trust Level: Total Trust							
	Start Date:							
	End Date:							
	Recurrence:None							

In the example above the tool-tip text shows the subscription details for the 5 AM hour on Monday.

## 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.

## Trust Level

You can also add a trust level to any subscription in this area of the S3 Subscription Manager. The Trust Level can also be defined separately for songs and links overriding the main trust level. The trust level controls how the S3 music logs may be edited by the subscriber. No Trust is the lowest level, and when applied to a subscription the S3 music logs will not be editable by the subscriber. Total Trust indicates full trust which allows the subscriber to have full editing control. Otherwise, Level 1 indicates the lowest degree of trust while Trust Level 9 is the highest. Trust Level 2 through Trust Level 8 fall in between, and each higher number indicates a greater level of trust than each lower number.

The trust level for a subscription works in tandem with a lock level, which is specified for each clock position in a GSelector publisher. When a clock is used to schedule, each Lock Level in the clock is inherited by the corresponding position in the schedule. The lock level of a clock or schedule position can be set to Locked, which means it may not be edited by any Subscriber, or it can be set to a value between 1 and 9. Optionally, the Lock Level of the Clock can be set to Not Subscribed. See the [Setting Lock Levels in Clocks](#) section for more details.

A trust level of 1 means, that the Subscriber can edit only those schedule positions with a lock level of 1. A trust level of 2 means, that the Subscriber can edit those schedule positions with a lock level of 2 or 1. A trust level of 3 means, that the Subscriber can edit those schedule positions with a lock level of 1, 2 or 3. And so it goes up through trust level 9.

Total Trust indicates full trust which allows the subscriber to have full editing control. This Trust Level can be used in instances where the goal is just to distribute the log but allow the local user full access to change the log as needed.

There is also a trust level named No Trust. As its name implies, all the schedule positions in a subscription with No Trust will not be editable by the subscriber. When a schedule position is not editable, it becomes inert in the GSelector Editor. Subscribers will be able to see the position, but they will be unable to change it in any way.

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

## 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

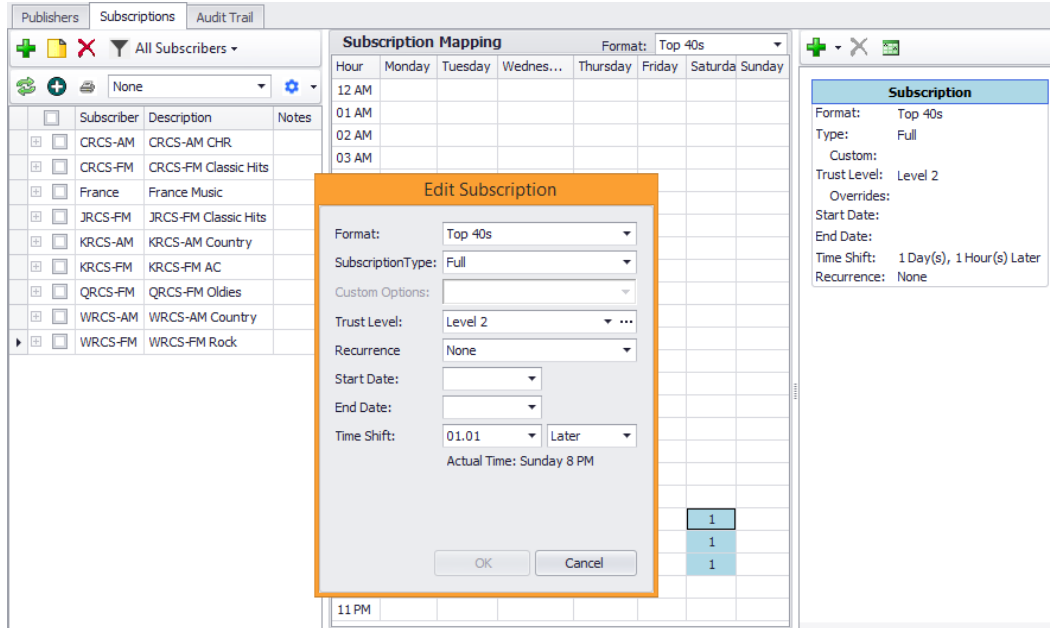
The Start Date and Time are used to start the subscription on a specific date and time. When a start date is applied, the subscription will be inactive until that date and time unless a [Recurrence](#) is set. If the Start Date is not set the subscription will be active until the end date if set or until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

### End Date and Time

The End Date 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. In the following example the Top 40 subscription that normally runs Saturday from 7pm to 9pm is time shifted for WRCS-FM Rock to Sunday starting at 8pm. The Time Shift setting is limited to 7 days and 0 hours.




### Subscription and Override Details

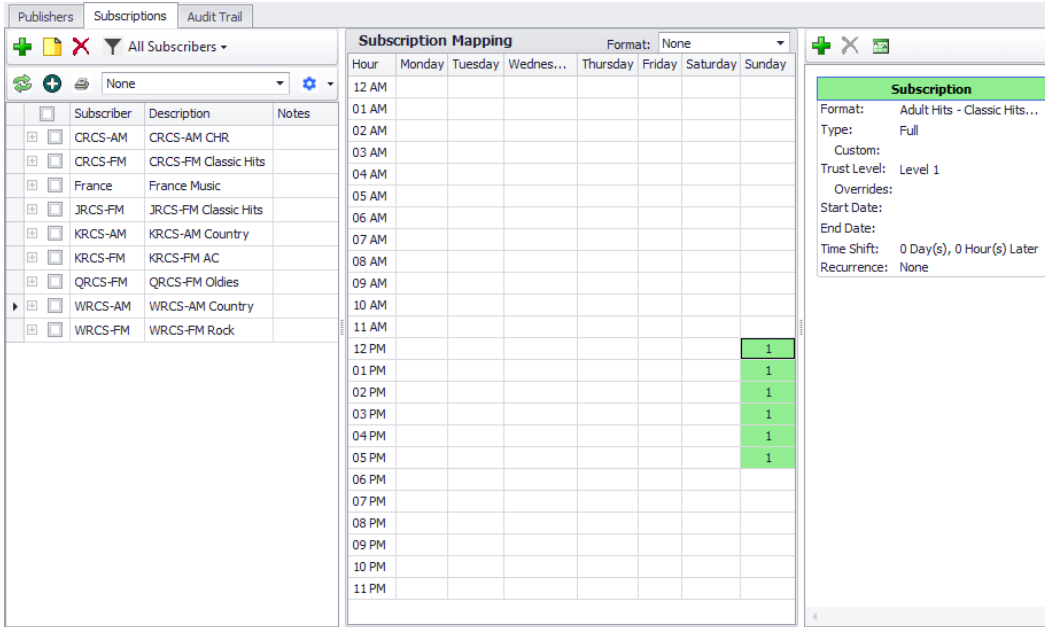
Now we will explore Subscriptions and Overrides, how they are shown and how they operate. This will serve as a good starting point for working with them in the S3 Subscription Manager.

**Subscription Details:** Any given day and hour for an individual subscriber can hold a subscription, which specifies that a S3 music log of a given format should be delivered to that subscriber for broadcast on that hour of that day. The same or different subscription can be applied to multiple hours throughout the week. The key point is a subscription is not an array of days and hours, but an attribute of a single hour and day. Also, any day and hour can contain more than one subscription.

**Override Details:** Any given day and hour for an individual subscriber can hold an Override, which specifies that the **Allow Subscribers to Override Default Subscription** option is enabled for the Subscriber. If an Override exists for the hour that means the Subscriber has assigned an override to change the Publisher Format used for that hour or they have chosen to Opt Out of the subscription defined by the Subscription Manager. An Override can be defined by the Publisher or the Subscriber. The same or different override can be applied to multiple hours throughout the week. An hour can only have one defined Override. The Publisher can remove an Override defined by the Subscriber at any time.

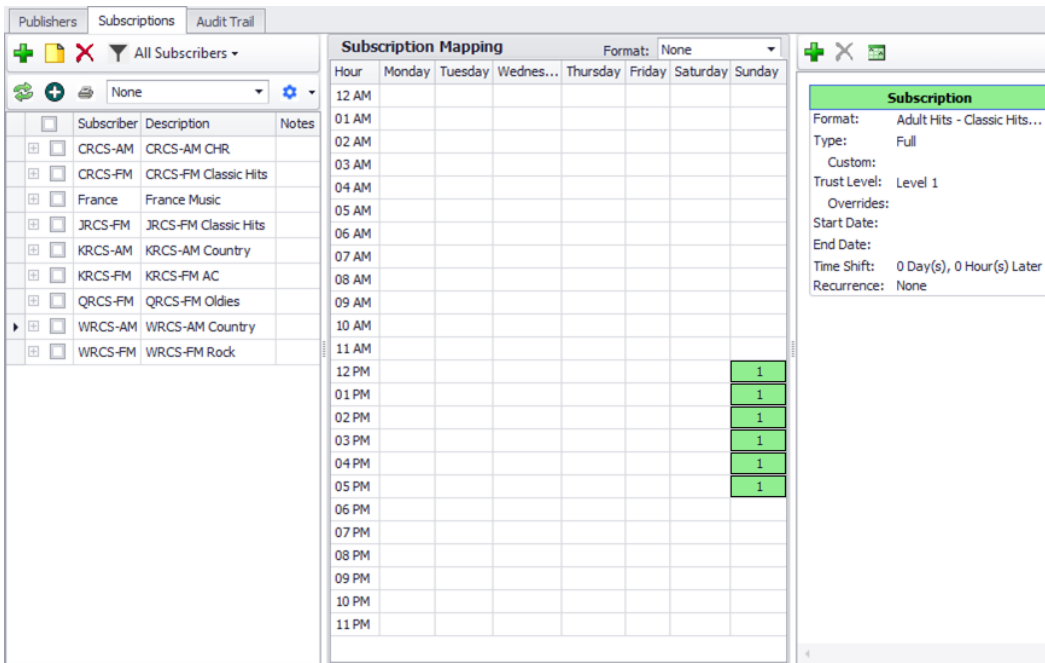
**Important:** Use the Subscriber Refresh  button to refresh the Subscription Mappings to show any overrides added by the client subscriber.

Let us bring the details of subscriptions into sharper focus with some examples.



Above you see subscriber WRCS-AM selected in the left pane. The center pane shows a 1 in the 12 PM through 5 PM hours of Sunday. The 1 indicates that each day and hour has one subscription. The subscription information shown in the right pane is for the selected cell or cells in the center pane. In this case, we are looking at the subscription details for only the 12 PM hour, since that is the selected cell.

Now let us change things up a bit.



Above we have selected each hour having a subscription. The right pane shows a single entry. From this we can deduce that each selected hour has an identically defined subscription.

There is a key point to make here that will help you as you work with more complex scenarios involving multiple subscriptions. In the example above you are looking at not one, but six Subscriptions. Remember, a subscription is an attribute of an hour, a day, and a station. In this example each of the six hours has a subscription that is identical, but there are six individual subscriptions shown here, not one.

Now let us make some edits to the subscriptions for these six hours to illustrate some key concepts about the visual feedback you get when working in this area of the S3 Subscription Manager.

**Cell Selection:** Use the standard Windows conventions to make a multiple selection. If the cells are contiguous you can click on a cell, then Shift+Arrow to make a contiguous selection. If the cells are not contiguous, hold the Ctrl key on the keyboard and click a cell with the mouse to select or deselect it. Optionally, select the Hour header in the row to select the entire row for the week or the Day header in a column to select the entire column for every hour in the day. Select the cell labeled "Hour" or **Ctrl+A** to select all the hours in the Subscription Mapping grid.

Note how each of the three hours selected in the center pane below has an identical subscription to the Adult Hits - Classic Hits format with a trust of Level 1.

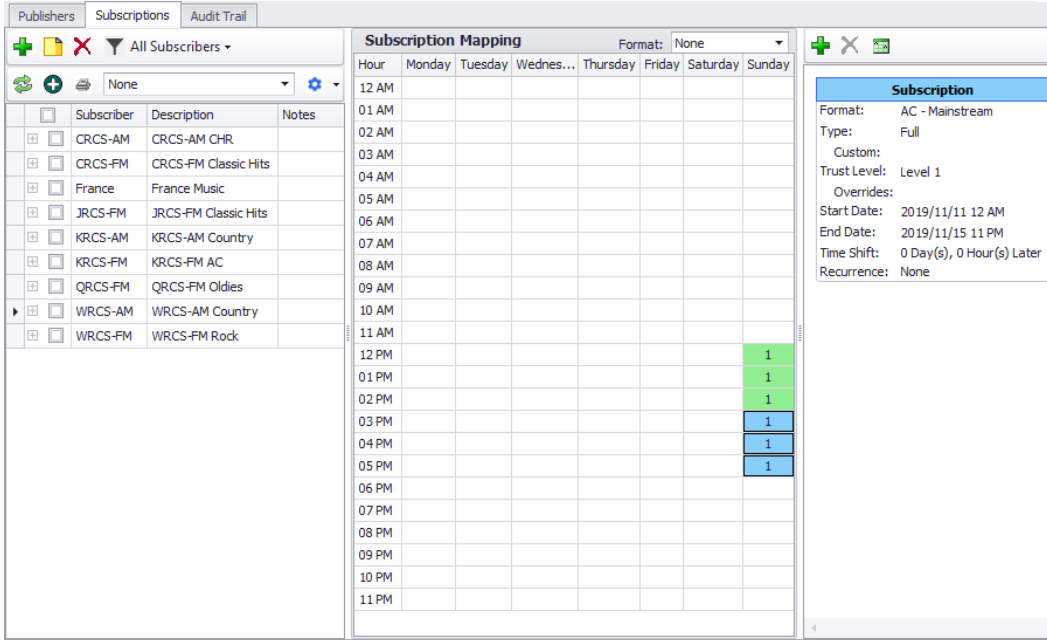
The screenshot displays the S3 Subscription Manager interface. On the left is a list of subscribers with columns for Subscriber, Description, and Notes. The main area is a 'Subscription Mapping' grid with columns for days of the week and rows for hours from 12 AM to 11 PM. A 'Subscription' details pane is open on the right, showing the following information:

- Format: Adult Hits - Classic Hits...
- Type: Full
- Custom: (checked)
- Trust Level: Level 1
- Overrides: (empty)
- Start Date: (empty)
- End Date: (empty)
- Time Shift: 0 Day(s), 0 Hour(s) Later
- Recurrence: None

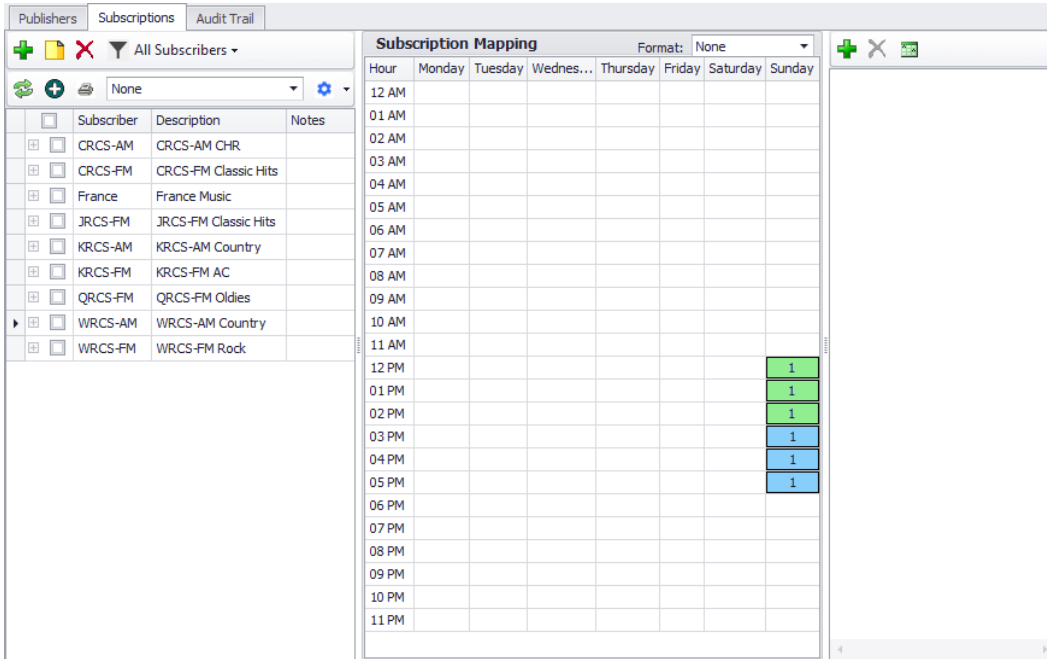
In the Subscription Mapping grid, the cells for 12 PM, 01 PM, and 02 PM on Saturday are highlighted in green, indicating they are selected.

Below we have selected the other three hours in the center pane. Each has a different subscription than the other three hours we looked at above. In this case the subscription is to the AC - Mainstream format with a trust of Level 1. As above, each of the three subscriptions is identical.





Now we have selected all six hours, without changing anything else. Note that there are no subscriptions shown in the right pane as seen in the following image.



When there is a multiple selection of days and hours, the right pane shows only those subscriptions that are common to the selected days and hours. In this case, three of the hours each have one common subscription and the other three hours each have a different common subscription. However, there is no common subscription across all six of the selected hours, so the right pane is empty.

The following example illustrates the power of using multiple subscriptions for a selection of days and hours in the S3 Subscription Manager.

The screenshot shows the 'Subscription Mapping' interface. On the left is a list of subscribers with columns for Subscriber, Description, and Notes. The main area is a grid with hours (12 AM to 11 PM) on the y-axis and days of the week (Monday to Sunday) on the x-axis. The cells for 12 PM, 1 PM, 2 PM, 3 PM, 4 PM, and 5 PM on Saturday are highlighted in green and contain the number '2'. On the right, two subscription details panels are visible. The top panel shows a subscription with Format 'Adult Hits - Classic Hits...', Type 'Full', and End Date '2020/12/31 11 PM'. The bottom panel shows a subscription with Format 'AC - Mainstream', Type 'Full', and Start Date '2021/1/1 12 AM'.

Above we have six hours highlighted in the center pane. Note how each cell contains the number 2, meaning there are two subscriptions for each. Also observe that all six cells are selected, and we see two subscriptions listed in the right pane. From this we can deduce that each of the six selected cells have two commonly defined Subscriptions.

The subscription at the top of the right pane shows Adult Hits – Classic Hits as the Format with an End Date of December 31 at 11:00 PM. The subscription beneath the Adult Hits shows AC – Mainstream as the Format with a Start Date of January 1 at 12:00 AM. In this example the format of the selected days and hours on the subscribing station will change as of Midnight on January 1st.

Any day and hour can have multiple subscriptions. If there are 2 or more valid subscriptions, the subscription used is the subscription with the nearest start date. For limited run special programming, you can enter one additional subscription with a start date and end date. On the start date, both the normal and additional subscriptions are valid, but it will select the additional one due to the closer start date.

**For example:** If you have a normal subscription with no start/end dates, then a second subscription with a date range of 11/5/2019 to 11/6/2019, both subscriptions are valid for 11/5 and 11/6. However, the subscription goes to the subscription with the closest start date. In this example, the 11/5 to 11/6 subscription will be used on those 2 dates since the 11/5 start date is closer to the schedule date (11/5) than the normal subscription which has no start date. Even if the normal subscription has a start date of 1/1/2019, the 11/5/2019 start date on the second subscription would be closer.

Now let us add an Override. In the following example, the Subscriber has assigned an Override to the hour to change the format that they will receive.

The screenshot shows the Subscription Manager interface. On the left is a list of subscribers with columns for Subscriber, Description, and Notes. The main area is a 'Subscription Mapping' grid with columns for days of the week and rows for hours from 12 AM to 11 PM. The grid shows various numbers (1, 2) in colored cells (green, red, blue) representing subscription counts. On the right, a details pane shows information for a selected 'Subscription' and an 'Override'.

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 AM							
01 AM							
02 AM							
03 AM							
04 AM							
05 AM	2	1	1	1	1	2	1
06 AM	1	1	1	1	1	1	1
07 AM	1	1	1	1	1	1	1
08 AM						1	1
09 AM						1	1
10 AM						1	1
11 AM						1	1
12 PM						1	1
01 PM							
02 PM							
03 PM							
04 PM							
05 PM							
06 PM							
07 PM						1	
08 PM						1	
09 PM						1	
10 PM							
11 PM							

The following example illustrates what will be shown in the Subscription Manager if the subscriber assigns an Opt Out override.

This screenshot is similar to the previous one but shows an 'Override' pane on the right with the format 'Subscription Opt Out'. The subscription mapping grid is identical to the previous image.

**Format Selection:** Use the dropdown list in the upper portion of the center pane to filter the subscriptions that will be displayed in the center pane to a single format. The following images show how the center pane adjusts when changing the Format selection.

In the image below, we have selected the AC Hot AC format. Only subscriptions to that format are shown.

Subscription Mapping

Format: AC Hot AC

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 AM							
01 AM							
02 AM							
03 AM							
04 AM							
05 AM	1	1	1	1	1		
06 AM							
07 AM							
08 AM							
09 AM							
10 AM							
11 AM							
12 PM							
01 PM							
02 PM							
03 PM							
04 PM							
05 PM							
06 PM							
07 PM							
08 PM							
09 PM							
10 PM							
11 PM							

Subscription

Format: AC Hot AC  
Type: Full  
Custom:  
Trust Level: Total Trust  
Overrides:  
Start Date: 2018/6/26 12 AM  
End Date:  
Time Shift: 1 Day(s), 1 Hour(s) Later  
Recurrence: None

Note the changed display after selecting the Adult hits – Classic Hits 70-80s format from the dropdown.

Subscription Mapping

Format: Adult Hits - Classic Hits 70-80s

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 AM							
01 AM							
02 AM							
03 AM							
04 AM							
05 AM						1	1
06 AM	1	1	1	1	1	1	1
07 AM						1	1
08 AM						1	1
09 AM						1	1
10 AM						1	1
11 AM						1	1
12 PM						1	1
01 PM							
02 PM							
03 PM							
04 PM							
05 PM							
06 PM							
07 PM							
08 PM							
09 PM							
10 PM							
11 PM							

Subscription


Format: Adult Hits - Classic Hits...  
Type: Full  
Custom:  
Trust Level: Level 1  
Overrides:  
Start Date: 2019/11/7 12 AM  
End Date:  
Time Shift: 0 Day(s), 0 Hour(s) Later  
Recurrence: None

Now we have set the Format to None and all subscriptions for the selected subscriber are shown.

The screenshot shows the 'Subscription Mapping' window. On the left is a list of subscribers with columns for 'Subscriber', 'Description', and 'Notes'. The main area is a grid with 'Hour' on the y-axis (from 12 AM to 11 PM) and days of the week on the x-axis. Numbers in the cells indicate subscription counts. For example, at 05 AM, there are 2 subscriptions on Monday, 1 on Tuesday, 1 on Wednesday, 1 on Thursday, 1 on Friday, 2 on Saturday, and 1 on Sunday. The 'Format' dropdown is set to 'None'. On the right, there are two detail panes: 'Subscription' and 'Override', each showing fields like Format, Type, Trust Level, Start Date, End Date, Time Shift, and Recurrence.

### Manage Subscriptions

Now that you understand what subscriptions and overrides are and how they are shown in the Subscription Manager let us look at how you define and manage them in the S3 Subscription Manager.

**Add Subscription:** Select a subscriber in the left pane, select one or more hours in the center pane, then click the green plus  button in the right pane to access the Add Subscription dialog box.

The 'Add Subscription' dialog box has an orange header. It contains several fields: 'Format' (dropdown), 'SubscriptionType' (dropdown), 'Custom Options' (dropdown), 'Trust Level' (dropdown with a three-dot menu), 'Recurrence' (dropdown), 'Start Date' (calendar icon), 'End Date' (calendar icon), and 'Time Shift' (two dropdowns). At the bottom are 'OK' and 'Cancel' buttons.

Format, Subscription Type and Trust Level are mandatory. Select each from the dropdown list. When Custom is selected as the Subscription Type, use the Custom Options drop-down to Include, Exclude or Inherit.

The screenshot shows the 'Add Subscription' dialog box with the following fields and a table:

- Format: AC Hot AC
- SubscriptionType: Custom
- Custom Options: Artist Block=Song, Automation System Ev...
- Trust Level: (empty)
- Recurrence: (empty)
- Start Date: (empty)
- End Date: (empty)
- Time Shift: (empty)

Type	Usage
Artist Block	Inherit Song
Automation System...	Include
Breaknote	Include
Browse List	Inherit Song
Control	Include
Exact Time Marker	Include
Flyin Link	Inherit Link
Leading Link	Inherit Link
Link Category Group	Include
Linker Browse List	Inherit Link
Rolling Clock	Include
Song Category Group	Include
Specific Link	Inherit Link
Spot Block	Include
Spotset	Include
Theme Song	Inherit Song
Trailing Link	Inherit Link
Twofer	Include
Voice Track	Exclude

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.

The screenshot shows the 'Add Subscription' dialog box with the following fields and a table:


- Format: AC Hot AC
- SubscriptionType: Custom
- Custom Options: Artist Block=Song, Automation System Ev...
- Trust Level: Level 1
- Recurrence: (empty)
- Start Date: (empty)
- End Date: (empty)
- Time Shift: (empty)


Entry Type	Trust Level
Artist Block	Default
Automation Syst...	Default
Breaknote	Default
Browse List	Default
Control	Default
Exact Time Marker	Default

Buttons: OK, Cancel

The [Recurrence](#) option can be used when the subscription should recur. This can be used for special programming or holiday programming. Select the [Start Date](#), [End Date](#) and [Time Shift](#) as needed. Click the **OK** button to create the Subscription in the selected days and hours.

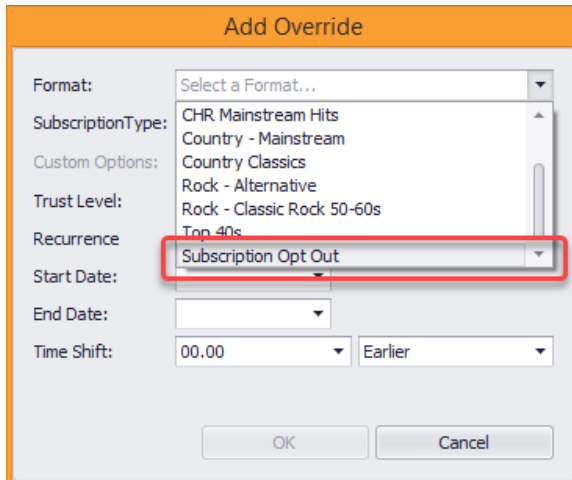
**Edit Subscription:** Select a subscriber in the left pane and select one or more hours in the center pane. In the right pane double-click the header of the subscription to edit. The Edit Subscription window will appear. It works just like the [Add Subscription](#) window shown above.

**Delete Subscription:** Select a subscriber in the left pane and select one or more hours in the center pane. In the right pane click the header of the subscription to delete and then click the red  button. The subscription will be removed from the selected days and hours.

**Add Override:** If the Subscriber has the **Allow Subscribers to Override Default Subscription** checked in the [Add Subscriber](#) window, the Add button will show a drop-down allowing the user to add a Subscription or an Override. Select a subscriber in the left pane, select one or more hours in the center pane, and then click the drop-down next to the green plus  button in the right pane to access the Add Override dialog box.

[Format](#), [Subscription Type](#) and [Trust Level](#) are mandatory. Select each from the dropdown list. When Custom is selected as the Subscription Type use the Custom Options drop-down to Include, Exclude or Inherit. 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 the subscription for the selected hour.



The screenshot shows a dialog box titled "Add Override" with a light gray background and an orange border. It contains several fields and a list:


- Format:** A dropdown menu with "Select a Format..." selected.
- SubscriptionType:** A list box containing "CHR Mainstream Hits", "Country - Mainstream", "Country Classics", "Rock - Alternative", and "Rock - Classic Rock 50-60s".
- Custom Options:** A list box containing "Top 40s".
- Trust Level:** A dropdown menu with "Subscription Opt Out" selected. This dropdown is highlighted with a red rectangular box.
- Recurrence:** A dropdown menu with "Subscription Opt Out" selected.
- Start Date:** A date input field.
- End Date:** A date input field.
- Time Shift:** Two dropdown menus, the first showing "00.00" and the second showing "Earlier".

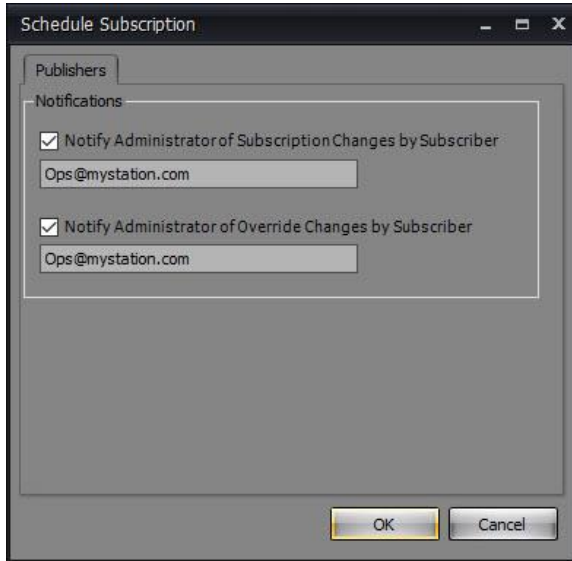
At the bottom of the dialog are two buttons: "OK" and "Cancel".

The [Recurrence](#) option can be used when the subscription should recur. This can be used for special programming or holiday programming. Select the [Start Date](#), [End Date](#) and [Time Shift](#) as needed. Click the **OK** button to create the Subscription in the selected days and hours.

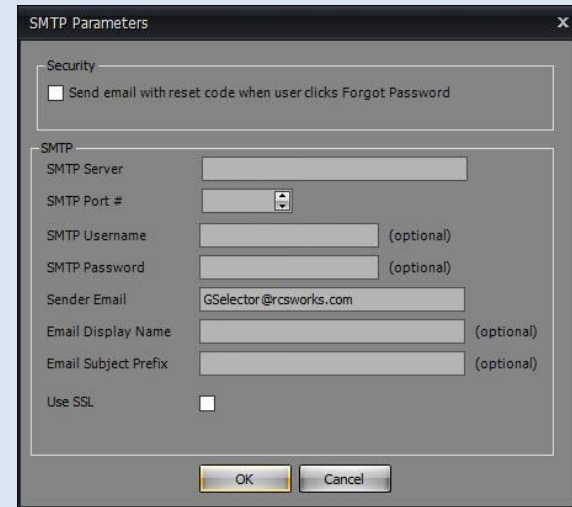


## Publisher Notifications

The Schedule Subscription job can be used to setup emails to be sent when the Subscriber changes a Subscription or implements an Override. Go to the Configuration option in the Tools menu of GSelector in the Publishers database. Click the ellipse  button in the **Data** field to open the settings window for the Schedule Subscription job. In the Publishers tab select the desired Notification to use and enter a valid Email address.



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



## Audit Trail

Below is the Audit Trail area of the S3 Subscription Manager.

Publishers			Subscriptions			Audit Trail																																																						
Audit on:			11/14/2019																																																									
Date/Time	Event	Details																																																										
▾ Subscriber: Classic Rock <ul style="list-style-type: none"> <li>▸ Client: WWRQ-FM</li> </ul>																																																												
▾ Subscriber: CRCS-AM CHR <ul style="list-style-type: none"> <li>▸ Client: The Frog</li> </ul>																																																												
▾ Subscriber: CRCS-FM Classic Hits <ul style="list-style-type: none"> <li>▾ Client: The Hits                             <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date/Time</th> <th>Event</th> <th colspan="2">Details</th> </tr> </thead> <tbody> <tr> <td>11/14/2019 01:27:50 PM</td> <td>Registered</td> <td colspan="2">Administrator</td> </tr> <tr> <td>11/14/2019 01:21:57 PM</td> <td>Registered</td> <td colspan="2">Administrator</td> </tr> <tr> <td>11/14/2019 12:14:05 PM</td> <td>Registered</td> <td colspan="2">Administrator</td> </tr> </tbody> </table> </li> </ul>									Date/Time	Event	Details		11/14/2019 01:27:50 PM	Registered	Administrator		11/14/2019 01:21:57 PM	Registered	Administrator		11/14/2019 12:14:05 PM	Registered	Administrator																																					
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The Audit Trail outputs one line for each system transaction. The lines are grouped according to subscriber. Click the plus symbol next to a subscriber to expand its entries. Click the minus symbol next to a subscriber to collapse its entries.

Each line contains three columns —Date/Time, Event and Details. This information is useful to RCS in the event we must troubleshoot a problem. However, it can be useful to S3 Management should they wish to verify that a given transaction took place.

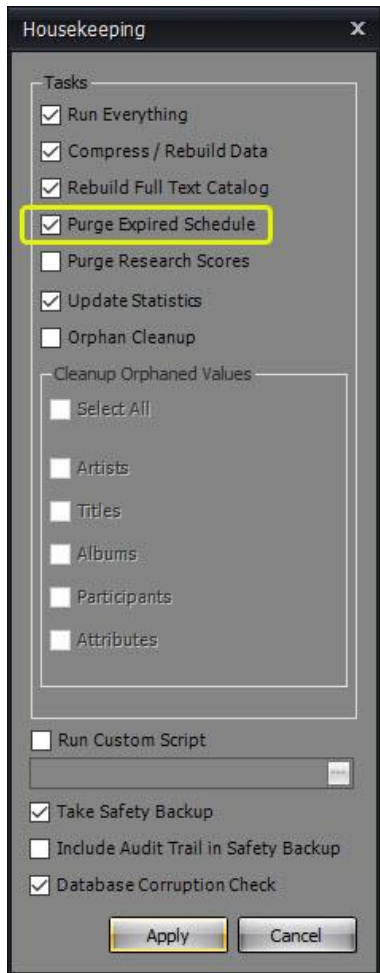
There is an **Audit on** dropdown in the upper left corner of the window. Select a date from the list to see all the Audit Trail transactions for that date.

## Printing

You can print any of the displays in the S3 Subscription Manager. Simply choose File | Print from the main menu or press Ctrl + P on the keyboard.

## Purge Expired Subscriptions

Expired Subscriptions will be purged from the database when Housekeeping is run with the Purge Expired Schedules is checked.

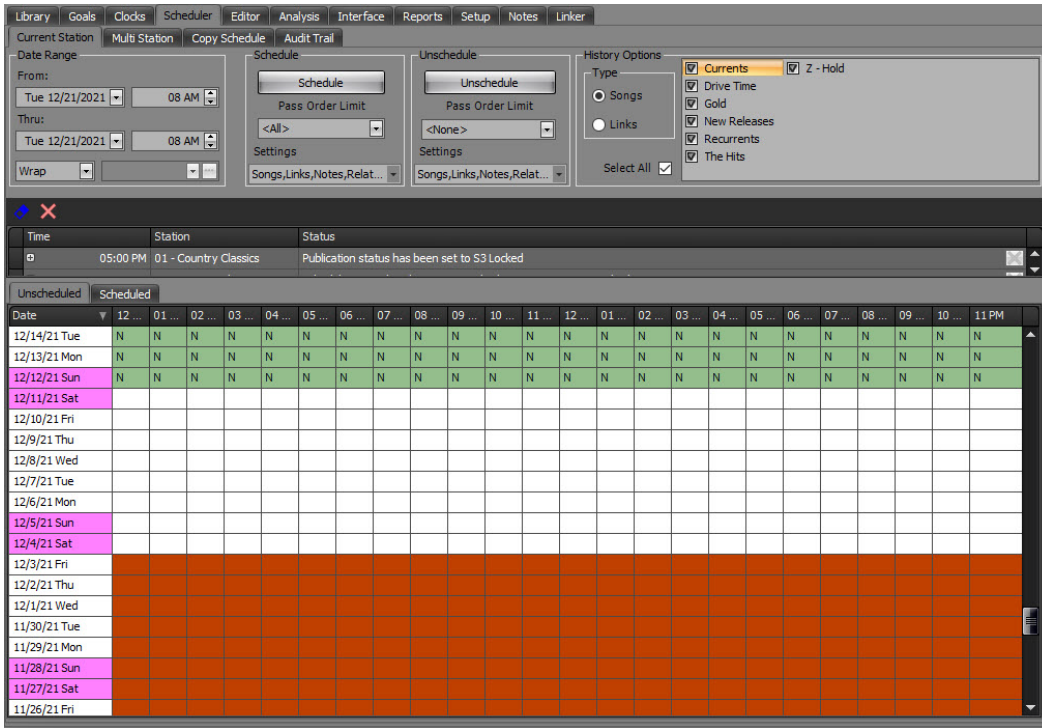


**Note:** Recurrent Subscriptions will not be removed when running Purge Expired Schedule.

## Schedule Publication

We have implemented a safeguard to ensure that a S3 music log will not be downloaded to a subscriber before all necessary editing has taken place and the export logs have been deemed acceptable by the S3 Operations Center.

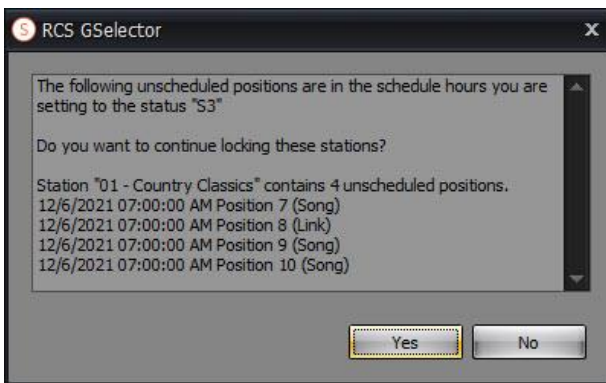
The image below shows the GSelector Scheduler | Current Station window. Note how the dates from 12/5/11 through 12/11/11 have a dark orange appearance. These dates have been set to a status of "S3 Locked." S3 music logs for these dates are available as downloads to subscribers and they are also locked, preventing any schedule modifications. Meanwhile the dates 12/12/11 through 12/18/11 have been scheduled but their status is "Scheduled" and not "S3 Locked." S3 music logs for these dates may still be edited and will not be available for downloading to subscribers until their status changes. If a subscriber generates a schedule using local clock hours, the status will be pushed back to publisher when publisher hour is not S3 Locked.



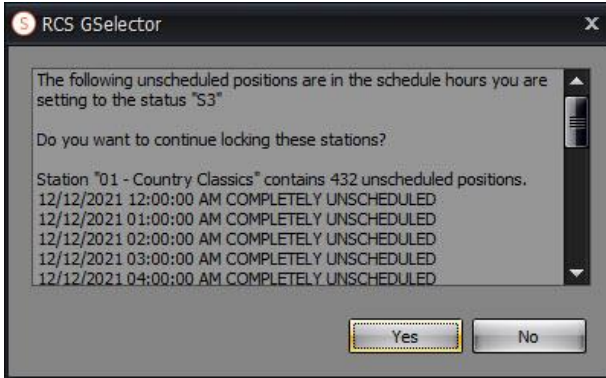
**Tip:** You can change the appearance of each schedule status state by working in the Tools | Global Settings | Appearances | Assignments window.

After a S3 Program Director has made final editing changes for any hour or range of hours, the S3 Operations Center must change the status of those hours so they will be available for download to subscribers. To do this, click and drag in the grid to select one or more hours whose status you wish to change, then right-click any of the selected cells. Choose Publication Status from the fly-out menu and then click S3 Locked. The selected range will then take on the dark orange appearance and those hours will be immediately available for downloading to S3 Subscribers. Scheduled days with a schedule status of S3 Locked cannot be unscheduled until the schedule status is changed.

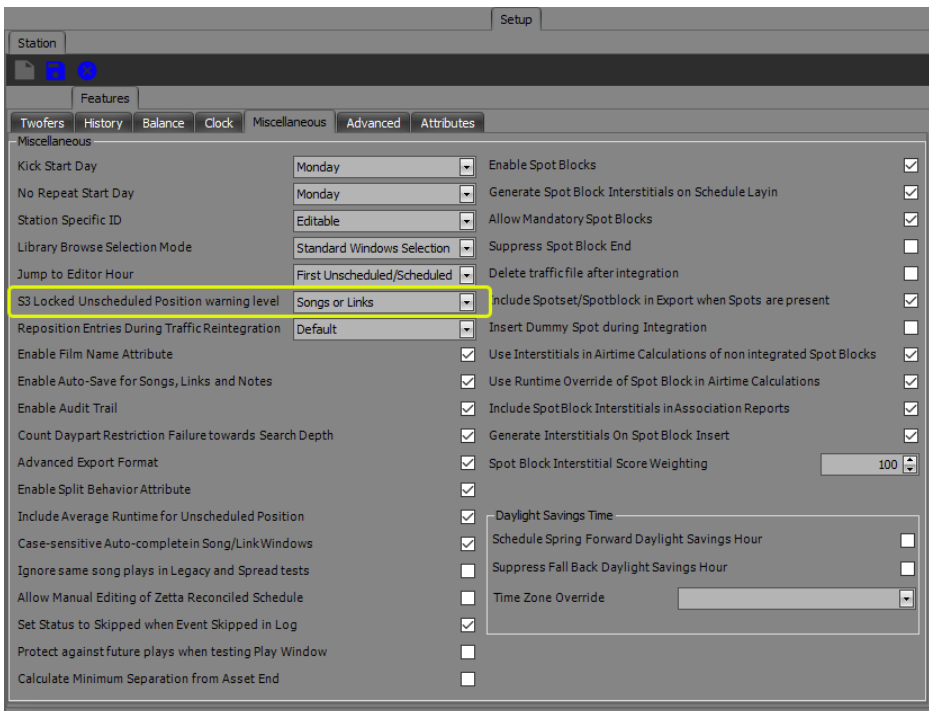
If an hour has any unscheduled positions in the selected range that is to be set as S3 Locked, the user will receive a warning alerting them to the unscheduled positions.



If the entire hour is unscheduled the user will receive a warning alerting them to the unscheduled hour.




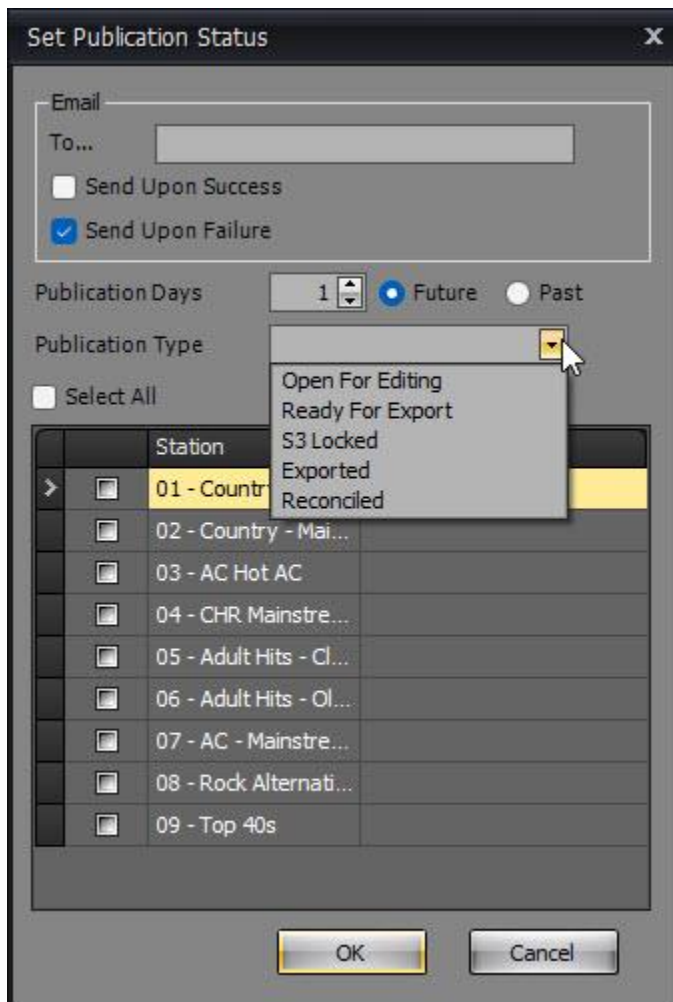
There is an option in Setup | Station | Features | Miscellaneous called S3 Locked Unscheduled Position warning level that governs what happens with respect to unscheduled positions when an hour is changed to the S3 Locked status.



Choices are "Disabled" (turned off), "Songs Only" (warn if there are unscheduled songs) & "Songs or Links" (warn if there are unscheduled songs or links). Songs or Links is the default setting.

### Set Publication Status Job

The Set Publication Status job can be used to automate the Set Publication Status tasks. The task will set the publication status to the selected [Publication Type](#) for the [Publication Days in the future or the past](#). Setting the publication status in the past can be used to set the status to Reconciled. Click the ellipsis  button in the **Data** field to open the settings window for the Set Publication Status job.



### Set Publication Status Email

The Email section of the Set Publication Status 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.

### Publication Days

The Publication Days option is used to set the number of days in the future or past to set the publication status.

### Publication Type

The Publication Type is used to select the type of publication status to set for the specified days when the job is executed. The Check Publication Status progression is 'Open For Editing', 'Ready For Export', 'S3 Locked', 'Exported' then 'Reconciled'. Click the drop-down to select the publication type to use for the job.

### 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 the Select All option to select all the stations in the list. Use a comma to separate multiple Email addresses.


## GSelector Operations for S3 Program Directors

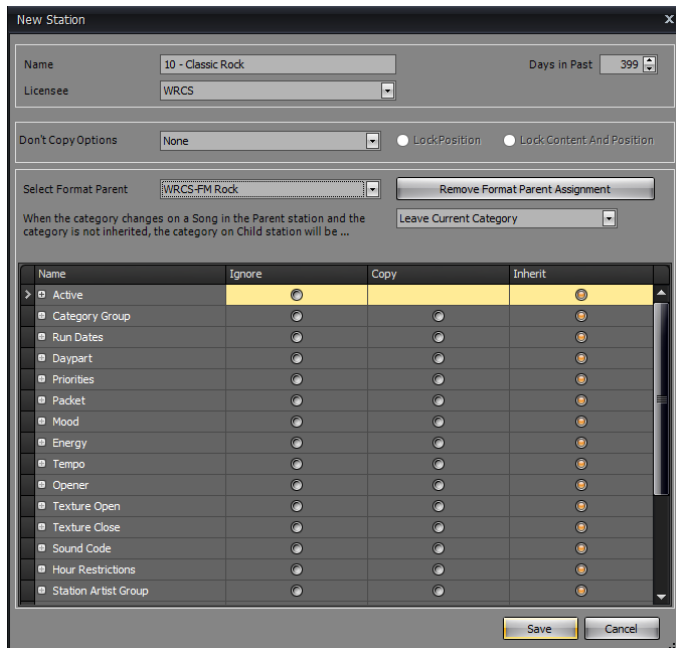
In this topic we will explore some aspects of S3 Subscription Service which the S3 Program Directors will either encounter or must manage.

### Lock Options for Don't Copy

Some S3 formats use the GSelector Format Parent feature to create a variant of their primary schedule. An example is the Classic Rock format in which the main thrust of the music is 70s- based but the variant format has more of an 80's flavor. In the GSelector database for S3, the 70s-based format is scheduled in a Parent station while the 80's-flavored variant is managed in a Child station of the 70's Parent.

The workflow involves several GSelector clock/schedule positions with an attribute of Don't Copy. The Don't Copy attribute is set on the clock, and later, during scheduling, it is inherited by the associated position in the schedule. Several of the 70's positions in the clocks of the Parent station are set to Don't Copy. After scheduling in the Parent station, schedules are copied into the 80's Child station. The Don't Copy positions are skipped during the copy process, leaving unscheduled positions in the Child station. Scheduling then takes place in the Child, where the unscheduled positions are filled with 80's songs, thus creating an 80's-flavored variant of the original 70's schedule.

It is important that the Don't Copy positions in the Parent station be locked into place and that all but the Don't Copy positions in the Child station be locked into place and disabled for editing. Set this up with the per-station settings shown in the in the Tools | Administration | Stations window below. Start by selecting a station and then click the Edit  toolbar button to edit the station. You will see a window that looks like this:



The Don't Copy Options are in the upper portion of the window. The default setting is None, as you see in the image below.



The first option in the Don't Copy Options dropdown is Lock Don't Copy Positions, which is the selection you want for the Parent station. You should also select the Lock Position checkbox for the Parent, as you see in the image below.



The settings seen above will allow changing the contents of the Don't Copy positions in the Editor of the Parent station but will disallow any editing action that will change the location of the position.

The second option in the Don't Copy Options dropdown is Lock All Except Don't Copy Positions, which is the selection you want for the Child station. You should also select the Lock Content and Position option for the Child, as you see in the image below.



The settings seen above will disallow changing the contents or location of all positions except the Don't Copy positions in the Editor of the Child station.

### Setting Lock Levels in Clocks

The S3 Program Directors have a responsibility to set the Lock Levels for the clocks they use in their formats. These settings are made in the Clocks | Definition window. Here is an excerpt of an example clock.

P...	▲	Airtime	Type	Description	Lock Level	Runtime
>	1	00:00	Exact Time ...	ETM_00:00_Hard_Un...	Locked	00:00
	2	00:00	Spot Block	Spot Block 2 Minute wi...	Locked	02:10
	4	02:10	Voice Track	Empty Voice Track	Locked	02:00
	5	04:10	Song Categ...	Recurrents	Level 3	02:59
	6	07:09	Link Catego...	Weather	Locked	00:16
	7	07:25	Song Categ...	Currents	Level 2	03:37
	8	11:01	Song Categ...	Recurrents	Locked	02:59
	9	-01:00	Exact Time ...	ETM_15:00_Soft_Und...	Locked	15:00
	10	15:00	Spot Block	Spot Block 2 Minute	Locked	02:00
	12	17:00	Song Categ...	New Releases	Level 9	03:29
	13	20:29	Song Categ...	The Hits	Locked	02:58
	14	23:26	Voice Track	Empty Voice Track	Locked	02:00
	15	25:26	Song Categ...	Currents	Locked	03:37
	16	-00:57	Exact Time ...	ETM_30:00_Reset_U...	Locked	30:00
	17	30:00	Spot Block	Spot Block 3 Minute	Locked	03:00
	19	33:00	Song Categ...	Gold	Locked	03:44
	20	36:44	Voice Track	Empty Voice Track	Locked	02:00
	21	38:44	Song Categ...	Currents	Locked	03:37
	22	42:20	Link Catego...	Imaging	Locked	00:23
	23	42:43	Song Categ...	Recurrents	Locked	02:59
	24	+00:42	Exact Time ...	ETM_45:00_Soft_Und...	Locked	45:00
	25	45:00	Spot Block	Spot Block 2 Minute wi...	Locked	02:10
	27	47:10	Song Categ...	Currents	Locked	03:37
	28	50:47	Link Catego...	Sweepers	Locked	00:29
	29	51:16	Song Categ...	Gold	Locked	03:44
	30	55:00	Voice Track	Empty Voice Track	Locked	02:00
	31	57:00	Song Categ...	Currents	Locked	03:37
	32	60:36	Link Catego...	Weather	Locked	00:16

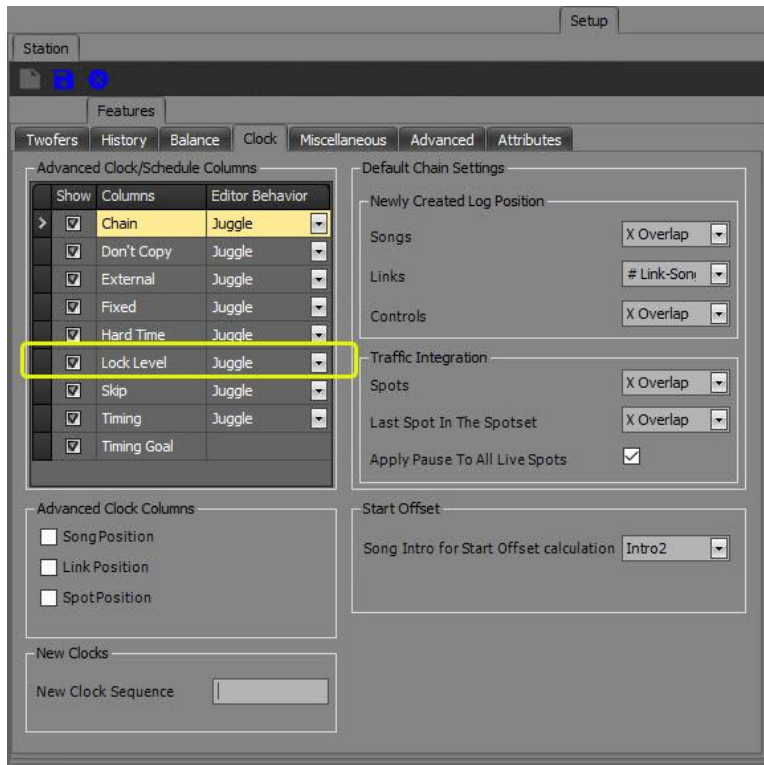
Notice the Lock Level column on the right and observe how most of the entries in that column are set to **Locked**. These positions will not be editable in any S3 subscription. Positions 8 and 19 are set to **Level 3**, meaning they can be edited when the Trust Level for the subscription is 3 or greater. Positions 4 and 20 are set to **Level 2**, meaning they can be edited when the Trust Level for the subscription is 2 or greater. Positions 29 and 32 are set to **Level 1**, meaning they can be edited when the Trust Level for the subscription is 1 or greater. Position 30 is set to **Not Subscribed** this event will be ignored and will not be sent to the subscriber.



The key point is that a given collections of Lock Level settings in a clock can provide varying degrees of editing control for a subscriber simply by applying a different Trust Level to the subscriptions defined for that subscriber.

### Lock Level Column

The Lock Level column can be added or removed from the Clock and Editor of the Publisher using the Advanced Clock/ Schedule columns section in the Clock tab of the Setup | Station | Features window. The default setting is to show the Lock Level column.



Use the drop-down in the Editor Behavior column to also set whether to Juggle or Don't Juggle the Lock Level when two positions are juggled in the Editor. The default setting is to Juggle.

To hide the Lock Level column option in the Clock tab and the 'Default Lock Level for Inserted Clock/Schedule Positions' option in the Advanced tab, select the 'Hide Lock Level field & Locked publication status if station has subscriptions' option in the Advanced tab of the Setup | Station | Features window.

## Changing Lock Levels in the Editor

When working in the GSelector Editor a S3 Program Director can override the Lock Level for any schedule position. Here is an excerpt of an example editing session.

▲	Cat Gr ...	P...	Title	Artist	Runti...	Lowest	Lock Level	Sc...	Chain	Timing	Skip	User Data	St...
Hour: 05 AM	Daypart: AM Drive(Normal)			Clock: Default		Lowest Avg: 94.06		Score Avg: 96.89					
1	Exact ...		ETM_00:00_Har...		Gap:00:00		Locked		X Overlap	None			
2	Spot Bl...		Spot Block 2 Minu...		02:10		Locked		X Ov...	None			
3	Time A...	TM	Time Announcem...		00:00	100	Locked	99	# So...	None			
4	Top of ...	T...	WRCS-AM TOP I...		00:10	100	Locked	99	# So...	None			
5	Spot Bl...		Spot Block 2 Minu...				Locked		X Ov...	None			
6	Voice T...		Empty Voice Track		02:00		Not Subscribed			None			
7	Recurr...	R	I Don't Have to ...	Garth Brooks	02:58	96 - Vocalist - ...	Locked			None			
8	Weather ...		WRCS-AM :30 PR...		00:29	96 - Link Radial	Level 1			None			
9	Currents	C	The Beginning	Billy Ray Cyrus	03:50	96 - Vocalist - ...	Level 2			None			
10	Recurr...	R	Don't Happen Twi...	Kenny Chesney	03:13	96 - Vocalist - ...	Level 3			None			
11	Exact ...		ETM_15:00_Soft...		Gap:-00:21		Level 4			None			
12	Spot Bl...		Spot Block 2 Minute		02:00		Level 5			None			
13	Spot Bl...		Spot Block 2 Minute				Level 6			None			
14	New R...		What Am I Gonn...	Reba McEntire	03:23	96 - Song Linear	Level 7			None			
15	The Hits	2	Born Country	Alabama	03:08	95 - Vocalist - ...	Level 8		98	X Ov...	None		
16	Voice T...		Empty Voice Track		02:00		Level 9			None			
17	Currents	C	Over the Rainbo...	Martina McBride	03:25	97 - Vocalist - ...	Unmatched/Trusted			None			
18	Exact ...		ETM_30:00_Res...		Gap:-01:03		Locked		X Overlap	None			

Note the Lock Level column. Here we have hit the dropdown on Position 15 to reveal all Lock Level choices. The Editor also shows an Unmatched/Trusted lock level. This is exposed only in the Editor and is designed to allow unscheduled positions to be inserted by the publisher and have them pass through to the subscriber without attempting to match with a 'local clock' that has 'trusted positions'. Where possible the category group will be preserved via name matching. These positions will ONLY transfer to the Subscriber if the [Subscription Type](#) is a FULL subscription. The other three subscription types will ignore the position and treat it like a 'Not Subscribed' position.

The Unmatched/Trusted positions will always be fully trusted positions at the subscriber. Simply click on the desired Lock Level to apply it to the position.

Keep in mind that when editing a Lock Level in the Editor you are setting individual schedule positions and not making changes to the clock which would affect how future logs will be generated. This feature gives you complete control over a full schedule after it has been generated since you can change any individual position.

## 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 Subscribers S3 Clock, the user can select the Local Block to use when scheduling if the Lock Level matches the Trust level.

51:41	Link Category...	Sweepers				# Link-Song
52:26	Local Block	Local Block 01				X Overlap
02:16	Voice Track	Local Block 02				X Overlap
03:16	Song Categor...	Local Block S3 1				X Overlap
07:07	Link Category...	Weather				# Link-Song

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".

51:41	Link Category...	Sweepers				# Link...
52:26	Local Block	Insert Local Block from Clock				X Overlap
52:26	Voice Track	Empty Voice Track				X Overlap
53:26	Song Categor...	Currents				X Overlap
57:17	Link Category...	Weather				# Link...

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.