

## Myriad Schedule – Quick Start Guide

This quick start guide is designed to give you a basic introduction to Myriad Schedule and walk through the steps needed to setup a simple schedule for your station using the system. There is a full Myriad Schedule User Guide also available which covers all aspects of Myriad Schedule in more detail.

In this guide we will assume that you already have some Songs and Links on your system.

### Song & Links

Songs and Links can be scheduled by Category by Myriad Schedule. To setup a Song or Link to be included in your Schedule, **Edit** the selected item (Edit button on the Media Wall ribbon) and switch to the Schedule tab.

10010: Tattoo

Home Edit View

Save Previous Next Record

Current: 00:00:00.000  
Length: 00:03:50.818

Media item Position Images

Import image Search for image External editor Edit

General

Title: Tattoo

First Artist: Jordin Sparks

Description:

Item Type: Song

Category: Pop

Ending Type: Ends

☐ Play as a sweeper

Editor

Allowed to be Scheduled:

☒ Allow Myriad Scheduler to use this item when Scheduling.

Hour Restrictions:

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Mon	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Red
Wed	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Red
Thu	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Red	Red
Fri	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Red	Red	Red
Sat	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Red	Red	Red	Red
Sun	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red	Red	Red	Red	Red	Red

Apply Hour Restrictions Preset: Drive Time Promo

1. Select Song or Link from the **Item Type** drop down. Please note that Myriad Schedule will only consider Songs or Links when scheduling unless the item is specifically added to the Clocks.
2. Select the **Category** for the Item.
3. Tick the **Allow Scheduling** option if you want the Item to be considered for scheduling. This option is ticked by default.
4. Use the **Hour Restrictions** to set the hours of the week that the item can be scheduled (Green=✓, Red=X).

5. You can also load and save **Hour Restrictions Presets** to save manually setting them up each time.

This Song is now ready to be included by Myriad Schedule. Please note that you can also apply these settings to multiple Songs or Links at the same time using the **Mass Change** option in **Media Reports**.

### Mass Change Whether Songs / Links Can Be Scheduled

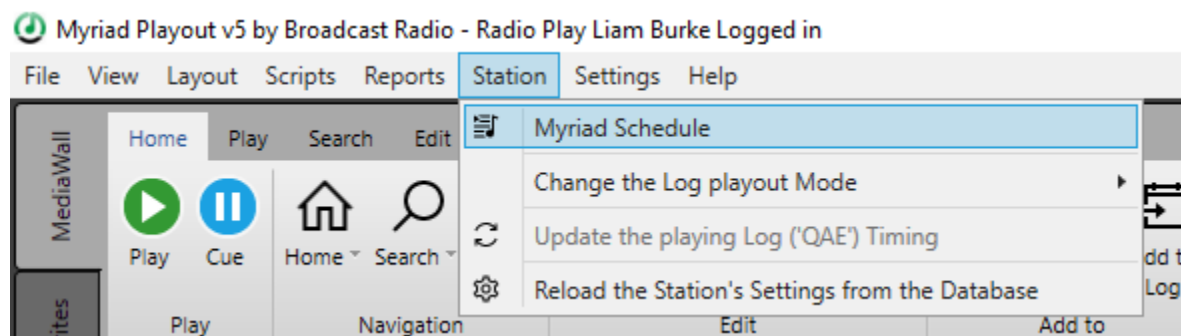
Follow the steps below to mass change multiple Songs / Links to toggle whether they can be scheduled. You can follow the same process for changing any other aspect of the Songs or Links.

1. Open **Reports Menu > Media Reports**.
2. Select the Songs / Links you want to update.
3. Click on the **Mass Change** button.
4. Select the **Schedule** tab.
5. Click on the **Allow Scheduling** option to enable the options and select whether you want to **Allow** or **Not Allow** scheduling of the selected items.
6. Click on the **Start Mass Change Media Items** button.

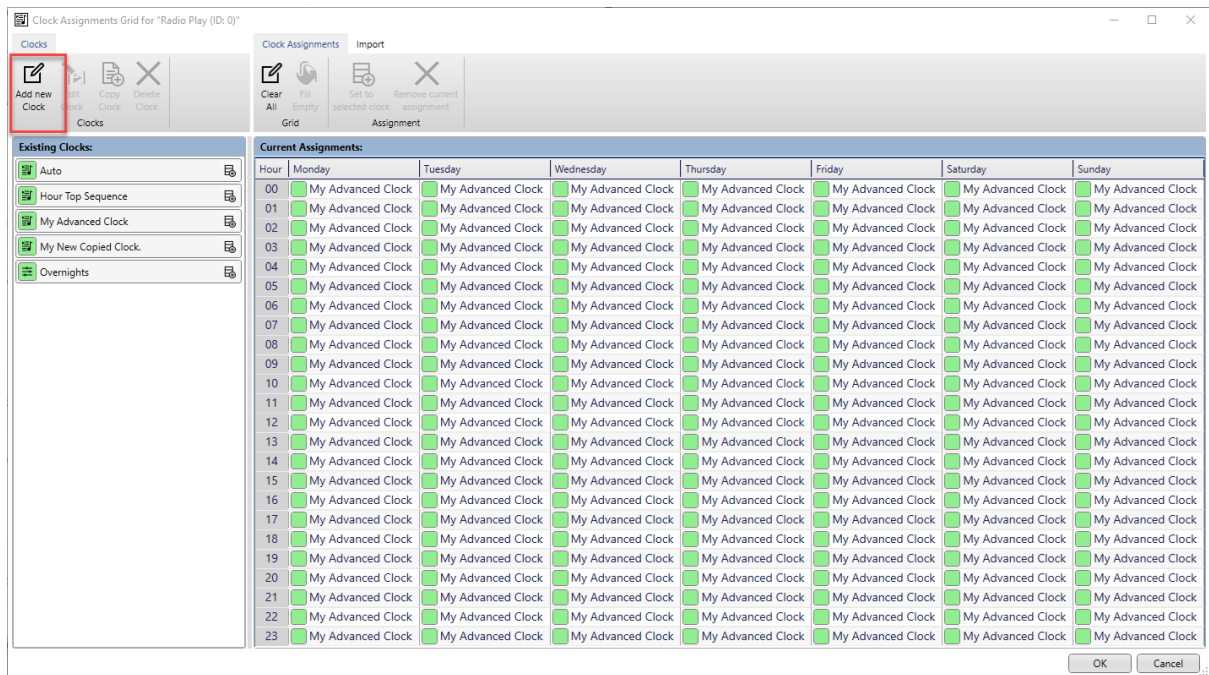
Once you have some Songs and Links ready to use Myriad Schedule, it is time to build and assign some Clocks to tell Myriad Schedule what it should use to schedule each hour of the week.

### Adding A Clock

Click on the **Station Menu > Myriad Schedule** option, this will open the **Clock Assignment** window which is used to both manage your Clocks and assign them to hours in the week.



To add a new Clock, click on the **Add Clock** button on the **Clocks Tab**.



There are two types of Clocks available in Myriad Schedule:

- Simple Clocks – Basic Clocks that only include some Category Goals, items to schedule at the beginning and end of the Clock and how often to play a Link.
- Advanced Clocks – More detailed Clocks that offer full control of the content and structure of the Clock.

## Simple Clocks

Once you have some Songs and Links ready to use Myriad Schedule, it is time to build and assign some Clocks to tell Myriad Schedule what it should use to schedule each hour of the week.

Simple Clocks allow you to set some Category Goals for Songs and Links that Myriad Schedule will use when scheduling any hour of the week that is set to use the Clock. You can also specify Media Items that should be scheduled to play at the beginning and end of the hour as well as whether the hour should include an AutoHook. Simple clocks are best suited to automated shows where the same Clock will be used for multiple Hours without the need for specific Items in the Clock. This allows you to use the same Clock for multiple hours with the position of Song Categories varying over the hours but the overall mix of Song Categories being the same.

There are multiple fields on the Simple Clock window.

**Edit Clock "A Simple Clock"**

**General settings:**

Clock Name: 1 A Simple Clock

Clock Type: 2 Simple Clock Advanced Clock

Scheduled Log mode: 3 AutoFade

☒ Start each selection with this Media item: 4 4 ☐ Finish with: 2 2 4

☐ Add an AutoHook at the start of the Hour: 5 Edit

Minimum duration to schedule: 01:00:00 (including any Start/Finish Media items) 6

**Song Category Goals:**

Category	# Songs	Avg Len	Rules	Weighting	Value
Pop 7	114	03:29			80
Dance	4	03:53			0
Rock	8	03:25			20
RnB	6	03:27			0

☐ Zero all Weightings

**Link Category Goals:**

☒ Automatically choose a Link every: 8 2 songs. 8

Category	# Links	Avg Len	Rules	Weighting	Value
Station Ids 9	8	00:25			50
Sweepers	8	00:05			50

☐ Zero all Weightings

10 OK Cancel

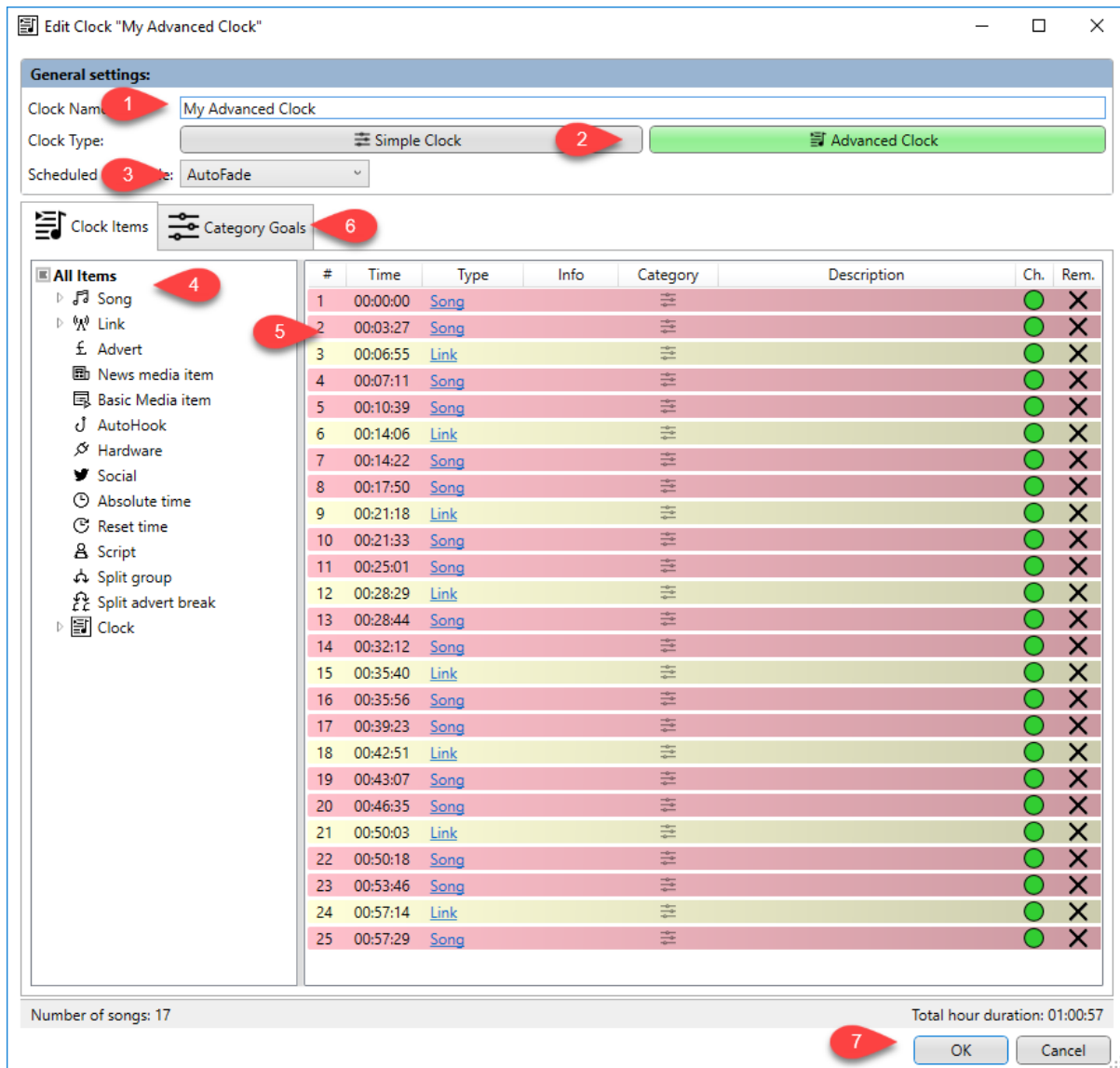
1. Add a Clock Name.
2. Choose whether this should be a Simple or Advanced Clock. Choose Simple for now.
3. Choose the default Playout Mode for the Clock (AutoFade or LiveAssist).
4. You can opt to play a specific Media Item at the beginning and end of the Clock. Remember that because Media Items can be a single audio file or a List of other Media Items, you can create sequences on the Media Wall to include in your Clocks.
5. You can also choose to add an AutoHook to the start of hours scheduled using this Clock. Once enabled, click on the Edit button to set the AutoHook criteria.
6. Most Clocks need to be a hour long but you can specify a different duration here is you wish.
7. The Category Goals Section allows you to set the goals that Myriad Schedule will use to select Song Categories for this hour. In the example above, 80% of the Songs in this hour would be Pop with 20% Rock. These are actually 'Relative Weightings' so whilst it is easy to explain them in terms of percentages, in reality, all the weightings do not have to add up to 100. You can use the slider or the Value field to add a weighting number (0 to 100) for a Song Category.


8. Set how often Links should be scheduled. In this example, there will be a Link placed every 2 Songs.
9. As with Songs, you can apply a relative weighting to Link Categories to control the ratio of Links scheduled from each Category. In this example both Link Categories are equal so half of the Links in the Hour will be picked from each Category.
10. Click on OK to save your Simple Clock.

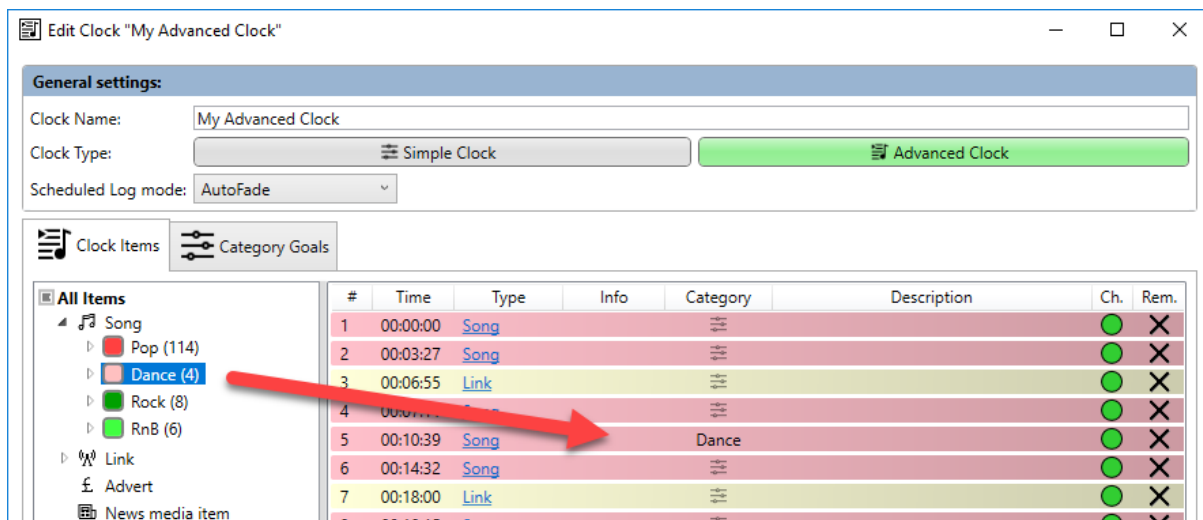
### Adding An Advanced Clock

Advanced Clocks offer full control over the content and structure of the Clocks and therefore allow you to specify exactly what you want to be scheduled in each hour. To add a new Advanced Clock, follow the same steps as outlined in the Simple Clock section but click on the **Advanced Clock button** in the **General Settings** section.

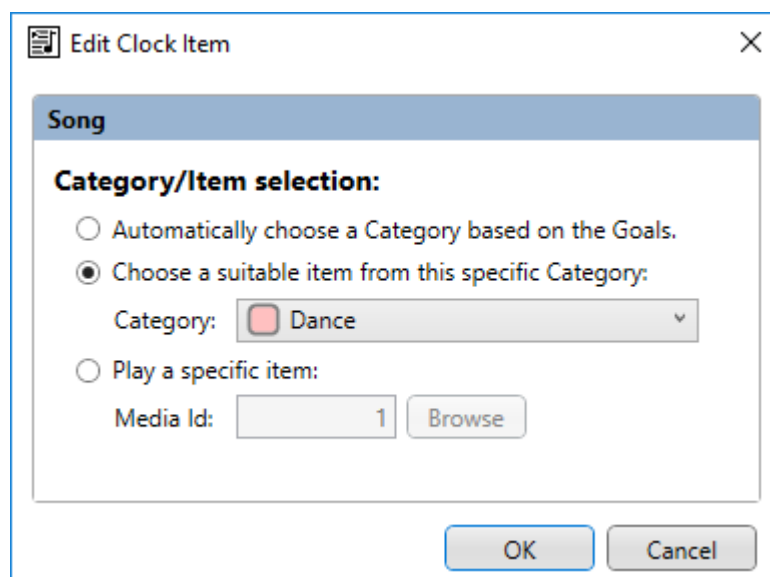
1. Give your Advanced Clock a unique name.
2. Make sure **Advanced Clock** is selected.
3. Choose the Hour Mode (AutoFade or LiveAssist)
4. The **All Items Tree View** allows you to see all the Clock Item Types you can add to your Clock. You can expand some nodes to see additional options. The basic Log Items are:
  - Songs – You can add either ‘floating’ Songs (that will use the Category Goals) or ‘fixed’ Songs (that will use the selected Song Category).
  - Links – You can add either ‘floating’ Links (that will use the Category Goals) or ‘fixed’ Links (that will use the selected Link Category).
  - Advert – Add an advert break to be filled by Advert Manager SE or a 3<sup>rd</sup> party Advert Log.
  - News Media Item – Select a specific Media Item from the News Range on your Media Wall.
  - Basic Media Item – Select any Media Item from your Media Wall.
  - AutoHook – Add an AutoHook and set the criteria and ‘production’ Media Items it should use.
  - Hardware – Add hardware events to control external devices or events.
  - Social – Add messages that can be posted to Facebook and Twitter (requires OCP Standard SE).
  - Absolute Times – Add hard time markers to the Log that Myriad will either backtime to or wait for.
  - Reset Time – Manually reset the timing on subsequent Items in the Log. Great for correcting timing after ‘speech’ sections.
  - Scripts – Add script items for the presenter to read from the Log.
  - Split Group (Myriad Network SE only) – Add Split Groups to your Log (split Links).
  - Split Adverts (Myriad Network SE only) – Add Split Advert Breaks to your Log.
  - Clocks – You can add Clocks that will be called from within other Clocks. This is most commonly used to call a short Clock used for a specific sequence (e.g. start of hour sequence).




- To build your Advanced Clock, drag items Clock Items from the tree view to the position in the Clock you want. In the example below, we have dragged a Song from the Dance Category in to the Clock. You will see that the **Category Column** now displays **Dance** to indicate the Song is no longer floating (  ). When Myriad Schedule uses this Clock to schedule, the Song Category for the first three Songs in the Hour will be determined by the Category Goals but the forth Song will be from the **Dance** category.



You can edit Clock Items by double clicking on them. This will open the Edit Clock Item window which has specific options for each Clock Item Type. These are covered in detail in the Myriad Schedule User Guide.



You can also change the order of Items in the Clock using drag and drop.

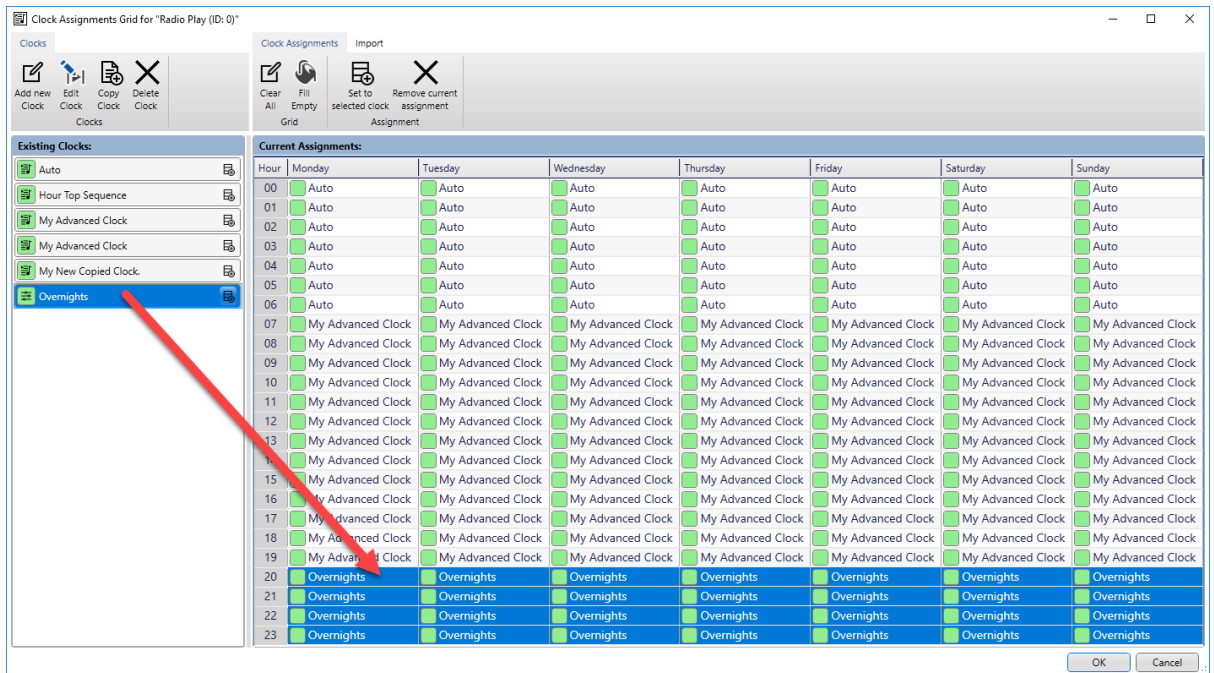
6. The Category Goals are used to set goals for Songs and Links in the Clock that do not have a specific Category set (i.e. floating ). See the Category Goals section in Simple Clocks for more detail.
7. When you are happy with your Advanced Clock, click in the OK button to save.

## Assign Clocks

Once you have created some Simple and Advanced Clocks, it is time to assign them to specific hours in the week. Again, this is done in the **Clock Assignments** window.

1. On the **Stations Menu**, select the **Myriad Schedule** option.

2. You can drag Clocks from the **Existing Clocks** list directly to an Hour in the **Current Assignments** grid. This is good if you only need to assign a few hours.



3. If you need to assign a clock to multiple hours follow these steps:
  - a. Select the hours you want to assign to in the right-hand **Current Assignments** grid.
  - b. Click on the **Clock** you want to assign in the left-hand **Existing Clocks** list.
  - c. Click on the **Set To Selected Clock** button on the **Clock Assignments Ribbon**.
4. When you are happy with your Clock Assignments, click on OK.

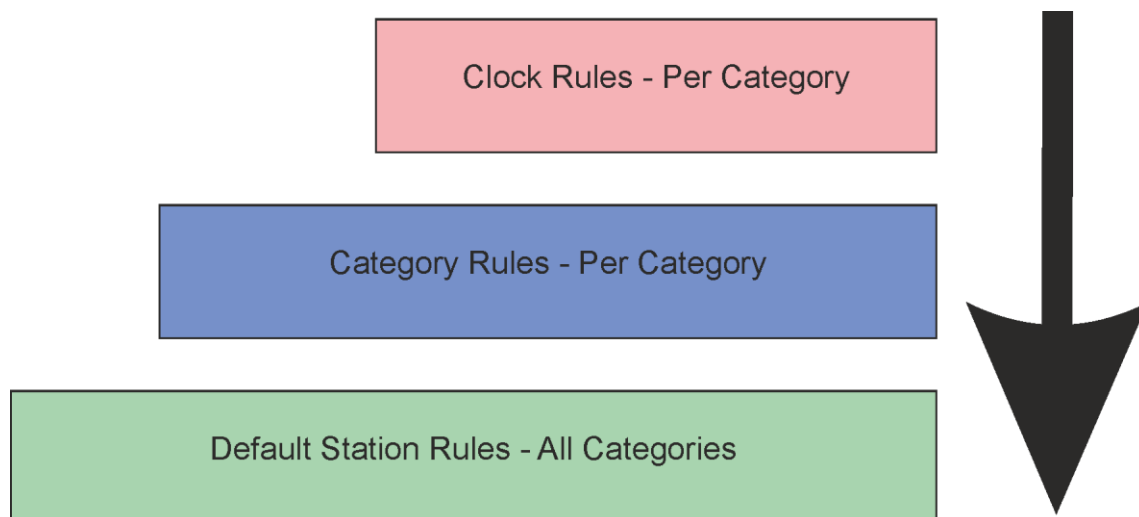
Notes: If you want the presenter to select a Clock to use whenever that hour is being scheduled then you can leave the hour unassigned (it will say 'Prompt' in the grid). If you want an empty hour in the Log that the presenter can drag content into then you need to create an Advanced Clock (called Blank) that does not have any Clock Items. This will then schedule as the Hour Header only in the Log.

## Rules

Myriad Schedule uses a three-tiered approach to applying Rules.

- Clock Rules are checked first. They can be applied to each Category within a Simple or Advanced Clock. If set, these override both Category Rules and Station Default Rules.
- Category Rules – These are applied in the **Station** on a per Category basis. They override Station Default Rules.
- Station Default Rules – These are top level Rules that apply to all Categories unless overridden by a Category Rule or a Clock Rule.

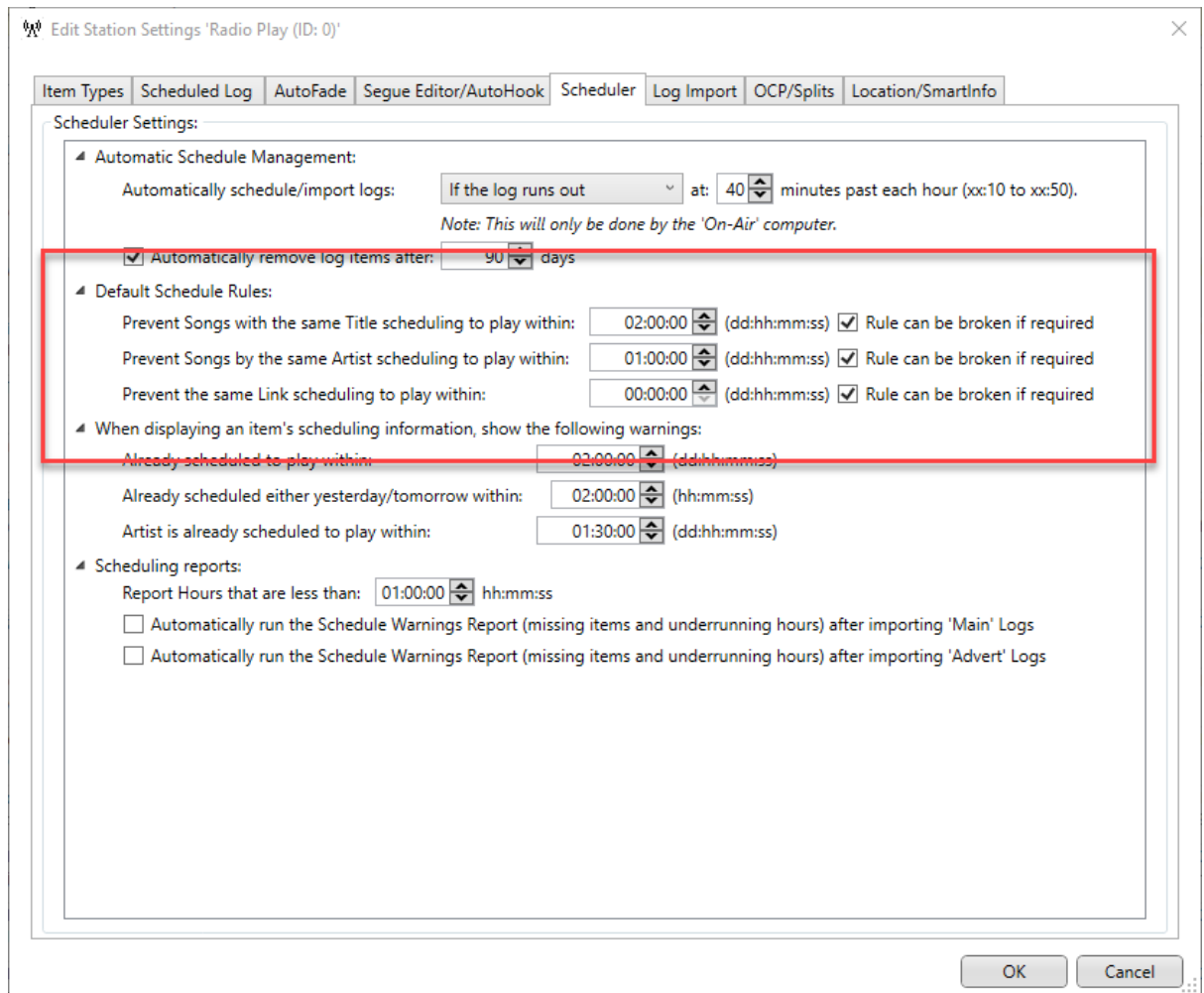




### Setting Station Default Rules

You should set Station Default Rules as a bare minimum for using Myriad Schedule.

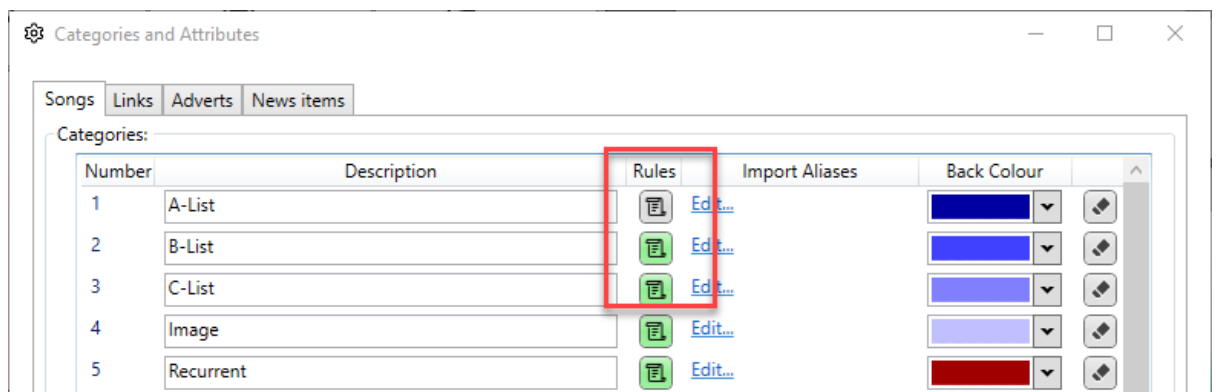
1. Click on **Settings Menu > Database Settings > Database Settings** then click on the **Stations Tab** and double click on the **Station** you are working on.
2. On the Edit Station Settings window, click on the **Scheduler tab**. The **Default Schedule Rules** section allows you to set the following Rules.
  - Prevent Song Title for scheduling within XX:XX.XX – This Rule will stop the same Song be scheduled within the selected time frame.
  - Prevent Artist for scheduling within XX:XX.XX – This Rule will stop another Song by the same Artists being scheduled within the selected time frame.
  - Prevent Link being scheduled within XX:XX.XX – This Rule will prevent a Link from being scheduled again within the selected time frame.
3. You can also set any of these Rules so that they can be broken if Myriad Schedule determines that it is likely that upholding the Rule will result in an 'unscheduled' slot in the Log.



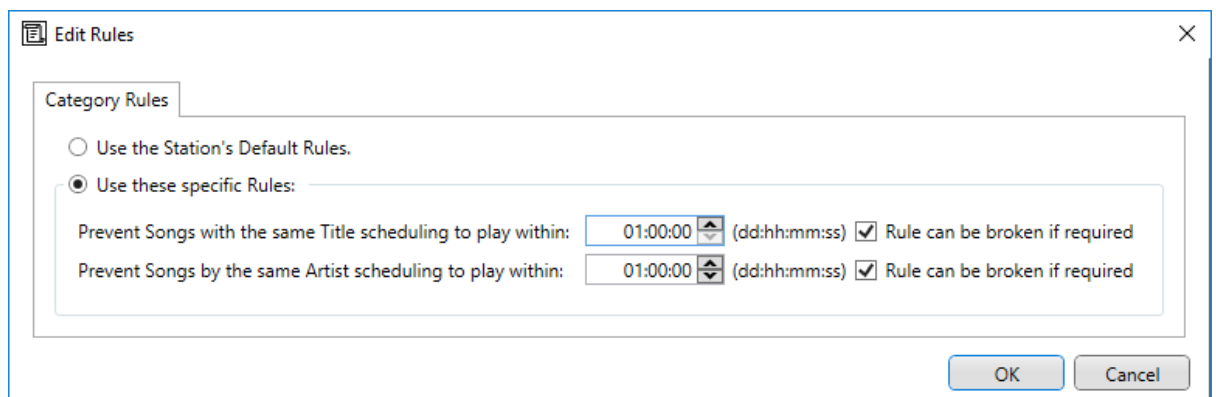
## Setting Default Category Rules

Default Category Rules offer the same options as the Default Station Rules but can be set on a per Song and Link Category basis. To set these:

1. Click on the **Settings Menu > Database Settings > Categories & Attributes** option. This will open the Categories & Attributes window which is used to add or edit your Song and Link Categories.
2. Choose the Song to Link tab (depending on what Rules you want to set).
3. Click on the **Rules** button for the Category you want to work with.



4. You can set whether to use the Station Defaults or specific Rules for this Category.



**Edit Rules**

Category Rules

☐ Use the Station's Default Rules.
   
☒ Use these specific Rules:

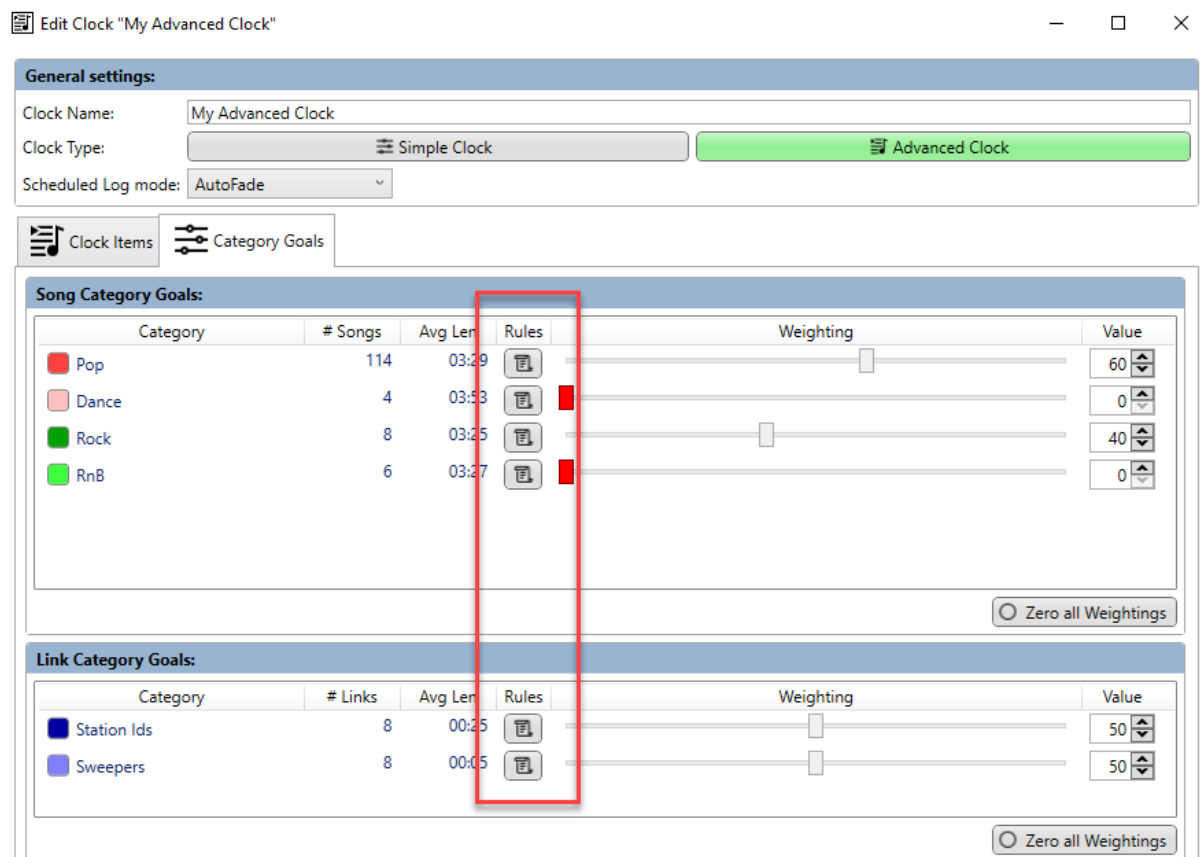
Prevent Songs with the same Title scheduling to play within: 01:00:00 (dd:hh:mm:ss) ☒ Rule can be broken if required
   
 Prevent Songs by the same Artist scheduling to play within: 01:00:00 (dd:hh:mm:ss) ☒ Rule can be broken if required

OK Cancel

## Setting Clock Rules

You can also set Rules for Categories within a specific Clock. These will override both the Category Rules and the Station Default Rules.

1. Use the **Station Menu > Myriad Schedule** option to access your list of Clocks.
2. Open either a Simple or Advanced Clock.
3. The **Rules** button is located in the **Category Goals** section (or Category Goals tab in an Advanced Clock)



**Edit Clock "My Advanced Clock"**

General settings:

Clock Name: My Advanced Clock

Clock Type: Simple Clock Advanced Clock

Scheduled Log mode: AutoFade

Clock Items Category Goals

**Song Category Goals:**

Category	# Songs	Avg Len	Rules	Weighting	Value
Pop	114	03:29	[Rules icon]	[Slider]	60
Dance	4	03:53	[Rules icon]	[Slider]	0
Rock	8	03:25	[Rules icon]	[Slider]	40
RnB	6	03:27	[Rules icon]	[Slider]	0

Zero all Weightings

**Link Category Goals:**

Category	# Links	Avg Len	Rules	Weighting	Value
Station Ids	8	00:25	[Rules icon]	[Slider]	50
Sweepers	8	00:05	[Rules icon]	[Slider]	50

Zero all Weightings

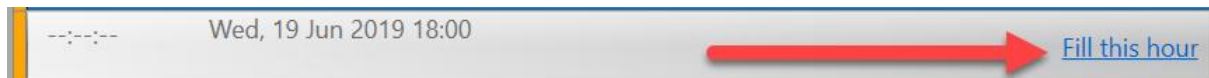
4. You can apply the same Rules as outlined in the Default Station Rules section.

## Manually Scheduling

Now that we have Clocks Assigned and some Rules in place, it is time to schedule some content. There are two ways you can manually schedule content into an Hour in the Log.

### Manually Schedule a Single Hour

If you just want to manually fill an empty Hour in the Log, find the hour you wish to fill and then click on the **Fill This Hour** button within the **Empty Hour**.

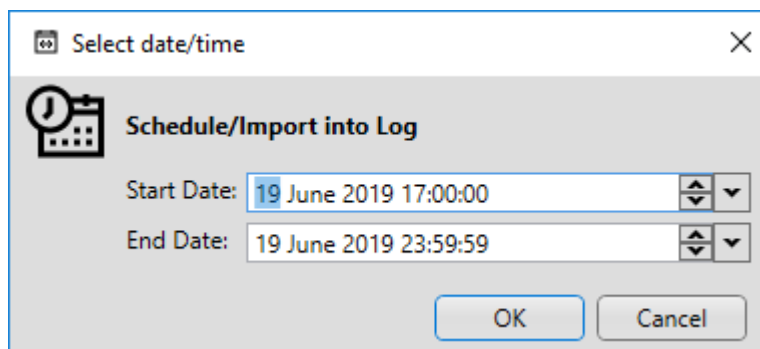


Myriad Schedule will generate an hour of content based on the Clock that is assigned to that hour.

### Manually Scheduling Multiple Hours

You can also schedule for a Time / Date range.

1. On the **Log Ribbon** switch to the **Hour / Import Tab**
2. Click on the **Schedule / Log Import** button.
3. Select the time and date range.



4. Click on OK and Myriad Schedule will schedule content into the selected range using the assigned Clocks for each Hour.

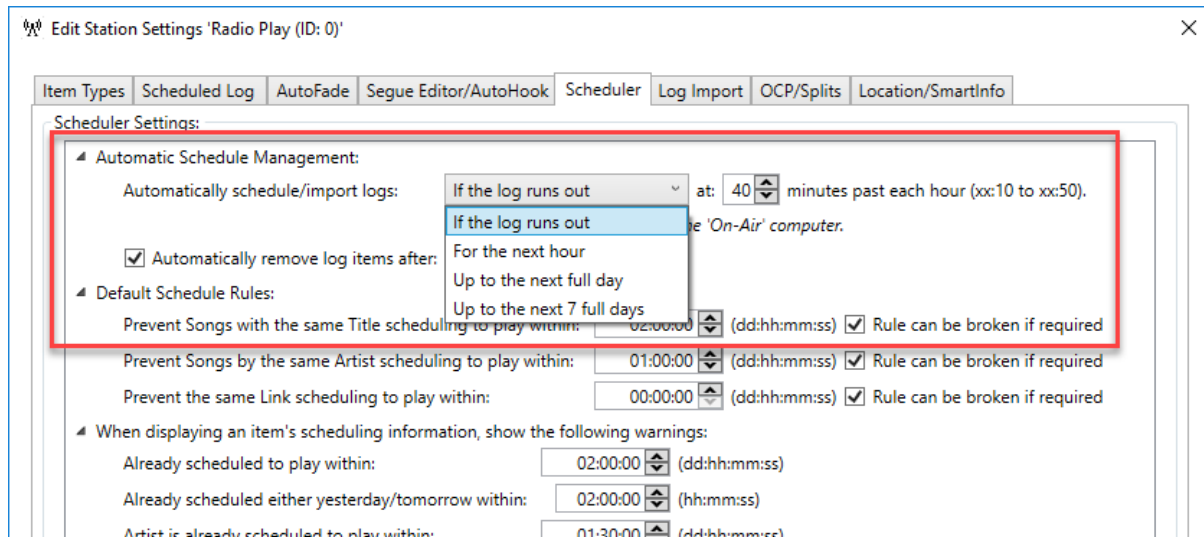
### Automatically Maintain A Rolling Schedule

As well as manually scheduling, you can also set Myriad Schedule to maintain a rolling schedule using the assigned Clocks for each hour. The options are:

- If the Log runs out – This is the default (and always applied) option that will schedule the next hour in an empty Log as live playout approaches the end of the existing Hour. This means that it is very difficult to be 'off air' because you run out of Log.
- For next Hour – Myriad Schedule will maintain a rolling 'current + 1' Hours in the log meaning you will always have the current hour plus the next Hour in the Log.
- Up to next full day – The system will maintain a rolling complete Day meaning that at the start of each Day the system will automatically schedule the next Day.
- Up to the next full 7 Days – This option maintains a rolling 7 days ahead of the current day. At the start of each day, it will schedule another Day for seven days in the future.

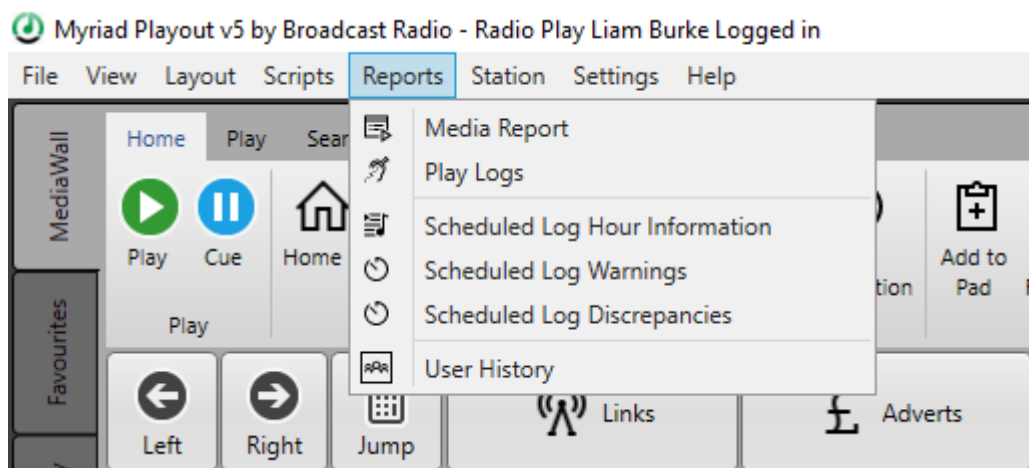
To setup these options, click on the **Settings Menu > Database Settings > Database Settings** option and then the **Stations Tab**. Finally, double click on the **Station** you are working on to get the **Edit Station Settings** window.

On the **Scheduler** tab there is a drop-down list to allow you to set the amount of rolling schedule the system should maintain. You can also set the time in the hour that Myriad Schedule should perform this task.



## Scheduling Reports

You can view the scheduling related reports by accessing the **Reports Menu**.



- **Schedule Log Hour Information** – Lists hours that have been scheduled and whether the adverts have been merged.
- **Schedule Log Warnings** – Alerts you to Hours scheduled that may underrun, contain unscheduled slots or missing audio.
- **Schedule Log Discrepancies** – Reports changes made to the Log since scheduling.