

# RAM COMM

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## User's manual

Software for advertising scheduling

(Rev 3.0 ENG)

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# 1 GENERAL NOTIONS

In all the masks the following buttons will always get the same meaning:

	OK (F10):	Confirm the operation done.
	UNDO (ESC):	Undo the operation and come back to the main window.
	EXIT (ESC):	Exit from the current mask.
	DELETE (F5):	Execute the deletion.
	INSERT (F2):	Execute the insertion
	PRINT (F6):	Execute the print.
	SEARCH:	Allows you to search the information in a more detailed way (for example on the Banks) visualizing a search mask.

The tapes where data are inserted are called FIELDS and can be the following types:

**NUMERICAL:** In these fields you can only insert numerical values, the insertion of letters or symbols is not allowed. Example: the fields CODE, GROUP and COMMISSION.

**ALPHANUMERIC:** In these fields you can insert Numbers, letters and Symbols. Example: the field DESCRIPTION.

Code	Description	 
2	JANE TAYLOR	
Group	Commission	
0	15.00%	

**LIST:** They are fields that suggest a series of data to choose among. Some of them are updatable because they come from tables where the user can access, some other are not updatable. Example: The field BILL comes from the table BILLS so it is updatable. The fields NR. MATURITIES, DAY, % DISCOUNT, ENFORCEMENT MONTHS, ENFORCEMENT DAYS, MONTHS INTERVAL, DAYS INTERVAL suggest, instead, the data that cannot be changed by user.

Bill	Maturities Nr.	Day			
R.B.	2	31			
% Discount	Months Effective Date	Days Effective Date	Months Range	Days Range	
0	1	0	1	0	

**CHECK OFF ✓:** They are not fields that allow you data insertion, but fields that have as value YES or NO, that is to be or not selected. If you want a particular day, a particular hour or any suggested voice to be active (selected) it is enough a click with the left key of the mouse and in the white square will appear a check off ✓. Example: the fields OPEN BIP and CLOSE BIP are selected only in the days of Wednesday and Thursday, so the open and close bip will be executed only in those two days.

		Priority	Open Bip	Close Bip	Min Length
Mon	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	00:00:00
Tue	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	00:00:00
Wed	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	00:00:00
Thu	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	00:00:00
Fri	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	00:00:00
Sat	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	00:00:00
Sun	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	00:00:00

Opening some windows even the menu will remain visualized to allow you the contemporaneous visualization of more information (for example Client Personal Data, Contracts, Tables, ...) and the passage from a window to another using the menu voice "Windows".

At the bottom of the main window, it will visualize the information about the free space of the disks used by the application (we suggest never to go under 50,000,000) date, hour, busy memory (in percentage) and name of the radio station.

RAM-COMM - [1 : Clients]

Identifying Schedule Recordings Invoices Statistics Windows Language Utility

Code	Name	Address	ZIP code	City	Province	VAT Number	Contact Type
2	ADIDAS	5055 N Greeley Ave	97217	Portland	OR		NOMINATIVO
4	AIR FRANCE	45 rue de Paris	95747	Roissy			NOMINATIVO
6	BARILLA	Via Mantova 166	43122	Parma	PR		NOMINATIVO
5	BMW	Petuerling 130	80788	Munich			NOMINATIVO
1	COCA COLA	2500 Windy Ridge Parkway	30339	Atlanta	GA		NOMINATIVO
8	HILTON	22 Park In		London			NOMINATIVO
7	MCDONALDS	949 West Grassland Drive	84003	American Fork	UT		NOMINATIVO
3	NIKE	750 Lindero Street, suite 220	94901	San Rafael	CA		NOMINATIVO

Customers

Client	Contract	Nickname	Stipulation	Ref. Client	Expiration
ADIDAS	9	adidas	03/11/2014		
ADIDAS	2	ADIDAS	11/07/2012		
AIR FRANCE	4	AIR FRANCE	06/11/2013		
BARILLA	6	BARILLA	06/11/2013		
BMW	5	BMW	06/11/2013		
COCA COLA	1	COCA COLA	11/07/2012		
HILTON	8	HILTON	06/11/2013		
MCDONALDS	7	MCDONALDS	06/11/2013		
NIKE	3	NIKE	11/07/2012		

With Archived

C: 335.219.621.888 M: 374.419.357.696 Thu 06/11/2014 18:20 25% <Current> RADIO AXEL

## 2 IDENTIFYING

### 2.1 ARCHIVES

The voice "Archives", from the Identifying menu, suggests the list of the created archives (Utility -> Copy Archive). The <Actual> archive is the only one where it is possible to work, the others are only for consultation.

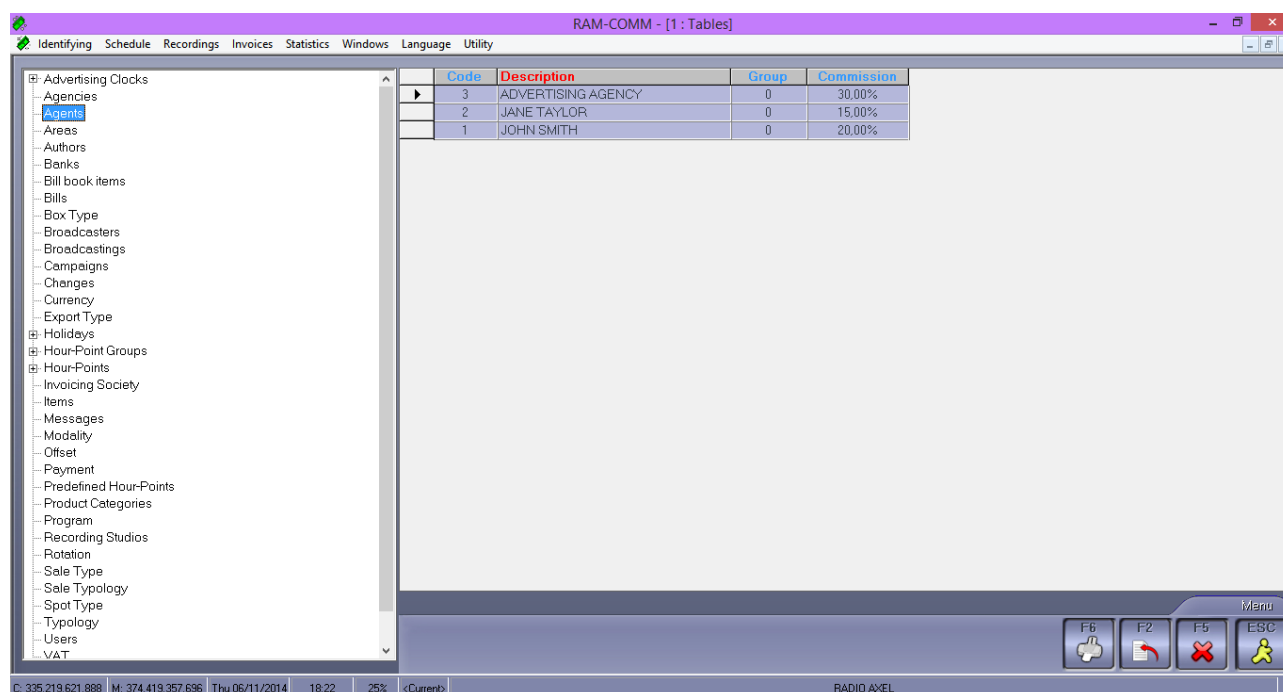
### 2.2 TABLES

#### General hints

A window will appear where you can choose from a predefined list, the table on which to work.

In all these lists the possible operations are the following:

- Insert a new element in the table using the INSERT key.
- Edit an item in the table by double clicking on it or by pressing ENTER.
- Delete from the table the item on which you have placed using the DELETE key.
- Print the list using the PRINT button.
- Exit the dialog management window using the EXIT button.
- Confirm the change/insert of an item using the OK button.
- Cancel the edit/insert of an item using the CANCEL button.



The fields with a blue background indicate the mandatory information to be stored. The ordering in the list is done by clicking with the mouse on the column title.

## Detailed analysis

### 2.2.1 Agents

Usable only with GEST PACK.

This table allows you the management of the Agents list that you can associate to the client and/or the contract, in order to calculate the commissions. Data can be used in the statistics.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (5 numbers maximum).

**Description**

Alphanumeric compulsory (30 characters maximum).

Description, name or Company Name of the Agent.

**Group**

Numerical that can also have value 0 (zero) (max. 5 numbers).

Value used in the statistic "turnover per vendor" (jn Statistics ->Invoices) to group together the agents and print the subtotal.

**Commission**

Numerical that can also have value 0 (zero) (max. 5 numbers included the 2 decimals).

Percentage of commission due to the agent.

### 2.2.2 Agencies

Usable only with GEST PACK.

This table manages the list of the Agencies that you can associate to the contract in order to calculate the commissions.

Visualizes the list composed by the fields.

**Code**

Numerical compulsory given automatically (progressive), but changeable, It doesn't allow you to insert more than one time the same value (5 numbers maximum).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description, name or company name of the Agency.

**Commission**

Numerical that can even have value 0 (zero) (max. 5 numbers included the 2 decimals).

Percentage of commission due to the Agency.

### 2.2.3 Banks

This table contains data related to the Banks used by the clients and the Company itself.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Bank**

Alphanumeric compulsory (max. 40 characters).

Description, name or Company name of the Bank.

**Branch**

Alphanumeric optional (max. 40 characters).

Description, Number, Name or Company Name of the Branch.

**Address**

Alphanumeric optional (max. 40 characters).

**ZIP code**

Numerical optional (max 5 numbers).

**City**

Alphanumeric optional (max 30 characters).

**Province**

Alphanumeric optional (max 3 characters).

**CIN**

Alphanumeric optional (max 1 character).

**Sorting code**

Numerical optional (max 5 numbers).

**ABI**

Numerical optional (max 5 numbers).

**Current account**

Alphanumeric optional (max 20 characters).



**IBAN**

Alphanumeric optional (max 27 characters).

**2.2.4 Changes**

Use this table to modify temporarily (only for the entered interval) the onair time of an advertising cluster.

**Start Date – End Date**

Enter the period when the advertising cluster must be changed (first and last day).

**Hour**

Enter the hour, as inserted in the time table that must be modified.

**New Hour-Point**

Enter the new broadcasting hour.

**2.2.5 Campaigns**

This table allows you the management of the list of the promotional campaigns linked with one or more contracts.

Visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description or name of the promotion/campaign.

**2.2.6 Program**

This table allows you to manage the program list linked to one or more contracts in order to assign different prices to the spots. Data can be used in statistic step.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description or name of the program.

**2.2.7 Product categories**

The table manages the list of the product categories linked to the sponsored products. This information is very important because on it depend the timetable rotation, trying to create the minimum number of conflicts among the clients which promote products of the same type. Data can be used in commercial and accounting statistics.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (5 numbers maximum).

**Description**

Alphanumeric compulsory (30 characters maximum).

Description or name of the product category.

**2.2.8 Offset**

*Usable only with the BILLING pack.*

This table allows you to manage the list or the offsets and it is a necessary datum if you want to link the invoices to an accounting program. Inserted values are always used during the VOICES table filling, during the VAT table filling and during the billing only when in Billing Setup is set the Export Type.

It visualizes the list composed by the fields:

**Code**

Alphanumeric compulsory. It doesn't allow you to insert more than one time the same value (max. 10 characters).

The code must coincide with the one inserted in the external accounting program.

**Description**

Alphanumeric compulsory (max. 50 characters).

Description or name of the offset.

**2.2.9 Bills**

This table allows you to manage the bills list. The inserted values will be used during the filling of the PAYMENT table.

Do not change the information already present, if necessary add new ones.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

#### Description

Alphanumeric compulsory (30 characters maximum).

Description or name of the bill.

#### Cash Order

Select if it is a Cash Order.

	Code	Description	Cash	Rid
▶	4	BONIFICO	<input type="checkbox"/>	<input type="checkbox"/>
	5	CESSIONE	<input type="checkbox"/>	<input type="checkbox"/>
	3	R.B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1	R.D.	<input type="checkbox"/>	<input type="checkbox"/>
	2	TRATTA	<input type="checkbox"/>	<input type="checkbox"/>

### 2.2.10 Broadcastings

The table indicates the channels on which you can work. The Broadcasting can also be associated with an image by double-clicking on the window down "image" and select the desired one.

### 2.2.11 Advertising bands

The table defines the time slots in which it is possible to divide a day and within which will be aired the adverts. The rotation of the spots is performed within each band. This parameter is very important to ensure a fair distribution of the spots within the day.

You need to define these bands for every area; it is however possible to copy them from an area to another (if they don't need to be changed) by using the F11 key.



It visualizes the list composed by the fields:

#### Start time

Numerical compulsory in HH:MM format.

It doesn't allow value 0 (zero).

#### End time

Numerical compulsory in HH:MM format.

It doesn't allow value 0 (zero).

### 2.2.12 Holidays

For every year it is possible to set the festive days, in order to make Ram-Comm consider them as "Sunday". To set them, select the year, press F2 and double click on the non working days that will be shown in red. At the end of the changes press F10 to confirm or ESC to exit undoing the changes. The changes relating to holidays (insertion or deletion) will take effect only after you close and open again Ram Comm.

### 2.2.13 Hour point groups

It allows you to define hour point groups where the spots will be inserted. You can create specific groups for the advertising broadcast or promo or, even, news bulletins.

You must define these groups for every area; however it is possible to copy them from an area to another one (if they don't need to be changed) using the F11 key.

It visualizes the list composed by the fields:

#### Code

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

#### Description

Alphanumeric optional (max. 30 characters).

Description or name of the Hour Point Group.

#### Days of the week

The program suggests as already selected all the days of the week where the group will be applied. To exclude a day select it with a click and take off the tick.

#### Hour

The hours considered by the Hour Point Group will be the ones selected with the tick. It is necessary to enter at least one.

### 2.2.14 VAT

Usable only with the BILLING pack.

The table allows you to manage different kind of VAT rates. The inserted values will be used during the filling of the ITEMS table and the invoices.

Visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive) but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (30 characters maximum).

Description or name of the VAT type.

%

Numerical that can even have value 0 (zero) (max. 5 numbers included the 2 decimals).

**Export Code**

Alphanumeric optional (5 characters maximum).

It is useful to link the invoices to another accounting program. The inserted value must be the same as the VAT code of the linked program.

**Contra**

The list suggests all the values inserted in the offset table and it is essential in event of data export to another accounting program for the values association.

## 2.2.15 Messages

In this table you can define all the information, essential for the user, to be associated to the scheduling period. The information will be used in statistics (Statistics -> Commercial)

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Text of the message.

## 2.2.16 Broadcasters

The table BROADCASTERS is used in the case of an installation with more Ram Comm broadcasters, but with a single customer database for all broadcasters. This table allows you to define the several broadcasters among which separate a contract. The information will be used during the insertion of the schedule and in the statistics.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description or name of the broadcaster.

**Newspaper**

If selected during the invoicing will visualize the broadcasting dates.

**Contra**

The list suggests all the values inserted in the Contra table and essential in event of data export to another accounting program for the values association.

## 2.2.17 Tape type

The table Tape Type allows you to define the conditions of a contract. The values will be used during the statistics (Statistics -> Invoices, Statistics -> Commercial).

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description of the conditions of a contract.

## 2.2.18 Hour points

In the Hour Points table you will set the hour points where the spots will be broadcasted. For every hour point you can set the days of the week where they can be used, the maximum number of spot to broadcast and the maximum length of the hour point.

It visualizes the list composed by the fields:

**Hour**

Numerical compulsory in HH:MM format.

It doesn't allow value 0 (zero).

It shows the hour of broadcasting of the spot.

**Max spot**

Numerical optional (max. 2 numbers).

Maximum number of spot for that passage.

**Max length**

Numerical optional in MM:SS format.

Maximum global length of the spots.

**Song**

If selected, it will insert a song from a particular genre. The genre can be set in Utility -> Setup -> Advertising

**Gender**

Alphanumeric optional (max. 10 characters).

The field appears only if Song is selected.

**Linked**

If selected it links the spot passage with the previous one during the broadcast.

**Advertising Type**

Usable only with PREMIUM PACK.

It shows if it is possible to insert only spots, only promo (not table advertising) or both, for every hour point.

Making double click on the days of the week the will be enabled or disabled.

**Spot Type**

Usable only with PREMIUM PACK.

With this option is possible to specify what kind of spot (eg. Table advertising, sponsorship, radiosale) must be scheduled on every hour point.

It shows the voices set in the Spot Type table.

**Same values**

If selected every information inserted on the single day will be related even on the other days.

**Priority**

Optional numeric. Appears by default value of 0 (zero).

Indicates with which priority the time in question must be filled during the advertising schedule.

With 0 indicating the highest priority, with 9 minimum.

First are filled times with lower priority value (0) when these reach the maximum time of programming, the program proceeds to fill times with the next priority (1, 2, ...).

To take advantage of this feature you must enable the option that makes it impossible to exceed the maximum hour-point length, it can be set in Tools -> Setup -> Advertising.

**Opening Bip**

If selected, there will be the signal for disconnecting the satellite for syndication.

The signal is set in Utilities -> Setup -> Advertising -> Bip.

**Closing Bip**

If selected, there will be a reconnection signal from the satellite.

**Min. length**

Optional numeric format MM: SS.

Indicates the minimum duration of the advertising block. In the case where the duration of the spot is less than the minimum expected time, will be inserted one or more audio or video files, chosen among those included in the Setup -> Optimizer, until the duration.

**Start Date – End Date**

You can limit the use of a time just to a few well-defined periods. In these two fields indicate the dates of the beginning and end of those periods.

You have to define these times for each network; However, you can copy them from one network to another (if they were not to be changed).

## 2.2.19 Predefined hour points

The table allows you to define the hour points of scheduling for every loaded packet.

If, in the Rotation table, there are no pre defined hour points selected, it won't exist any Pre defined Hour Points table.

It visualizes the list composed by the fields:

**Numerical**

Pre defined list that suggests standard values not changeable by the user and that depend from the choice taken in the Rotation -> Pre Defined Hour Points table.

Week of the year: you choose the hour points for every week of the year (from 1 to 52).

Day of the week: you choose the hour points for every of the 7 days of the week (from Monday to Sunday). Every MONDAY of the chosen period will have the same hour points, and so on for the other days.

Day of month: you choose the hour points for every month day (from 1 to 31). The first day of every month will have the same hour points, same for the second, the third, till the last one.

Day of year: you choose the hour points for every day of the year (from 1 to 366). Every day of the year will have its broadcasting hour points.

**Hour**

The mask suggests all the available hour points for the advertising passage. With a click of the mouse you can select the hour point where the advertising will be really scheduled.

### 2.2.20 **Payment**

This table manages the ways of payment used by the clients.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description of the way of payment.

**Bill**

Usable only with BILLING pack.

List where to choose the kind of Bill to link to the payment.

Data in the list are taken from the BILLS table changeable by the user.

**Maturities Nr.**

Numerical list (from 0 to 99).

It shows the number of Bank Transfers/ Credit transfers to release for every payment.

**Day**

Numerical list (from 0 to 31).

It shows the day of the month to release the bills (31 End Month).

**% discount**

Numerical list (from 0 to 99).

**Months effective date**

Numerical list (from 0 to 99).

When to release the first bill.

**Days effective date**

Numerical list (from 0 to 99).

When to release the first bill.

Example: if the payment is a bank transfer 60/90 days you must set ENFORCEMENT MONTHS at 2 and ENFORCEMENT DAYS at 0.

**Months interval**

Numerical list (from 0 to 99).

When to release the bills after the first.

**Days interval**

Numerical list (from 0 to 99).

When to release the bills after the first.

Example: If the payment is a bank transfer 60/90 days you must set ENFORCEMENT MONTHS at 1 and ENFORCEMENT DAYS at 0.

### 2.2.21 **Areas**

The table allows you to define the broadcasting areas until a maximum of 999.

To set the parameters of Path, Type, Export, Card, Channel, Extension, call the assistance.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (3 numbers maximum).

**Area Name**

Alphanumeric compulsory (max. 20 characters).

Description or name of the area.

**Card**

Numerical list (from 00 to 99).

It shows the number of areas. If this value is 00 and also the Channel value is 0, it means "all the areas".

It identifies the audio card.

**Channel**

Numerical list (0 -1).

It identifies the audio card.

**Extension**

List of values to choose among.

It identifies the extension type that the audio file must have.

**Path**

Alphanumeric compulsory (max. 50 characters).

It shows the path where to record the audio file.

**Export Type**

List where to choose the Export Type.

Data in the list are taken from the table EXPORT TYPE changeable by the user.

It shows where to send the data for the broadcast.

**Broadcaster**

List where to choose the Broadcaster.

Data in the list are taken from the BROADCASTER table changeable by the user.

**Calculation of automatic hour point also consider splits.**

If selected, with Card = 00 and Channel = 0, consider these hour points for the calculation on the split.

#### **Circuits**

Select the circuit membership of the area you are inserting.

#### **E-mail**

Alphanumeric (max. 90 characters).

Enter the e-mail address of the area where you want to send the scheduling data.

### 2.2.22 *Rotation*

The table allows you to define the rotation types of the broadcasting hours (normal, with rotation of <nn> steps, only in odd days, every other day, etc.) or the rotation type for predefined hour points (for the insertion see Predefined Hour Points).

It visualizes the list composed by the fields:

#### **Code**

Numerical compulsory given automatically (progressive) but changeable. It doesn't allow you to insert the same value more than one time (max. 5 numbers).

#### **Description**

Alphanumeric compulsory (max.50 characters).

Description to identify the rotation type.

#### **Rotation**

If not selected suggests a FIXED rotation type.

If selected suggests a CYCLIC rotation type.

#### **Steps**

Numerical compulsory (max. 3 numbers).

Number of the progress steps during the rotation.

The field appears only if Rotation is selected.

#### **Alternate**

If selected, the scheduling will happen in alternated way, that is a day yes and a day no.

#### **Even**

If selected, the scheduling will happen only in even days (2, 4, 6, 8, ... 30 of every month).

#### **Odd**

If selected, the scheduling will happen only in odd days (1, 3, 5, 7, ... 31 of every month).

#### **Predefined hour points**

List, not changeable, where select the predefined hour point to be associated to the rotation.

(See explanation table PREDEFINED HOUR POINTS).

#### **Every <nn> Days**

Numerical list (from 1 to 365) not changeable.

It shows that the broadcasting takes place every <nn> days.

### 2.2.23 *Invoicing Society*

*Usable only with FATT PACK.*

The table manages the list of the invoicing societies that can issue invoices, bank transfer or manage bank statements.

It visualizes the list composed by the fields:

#### **Code**

Numerical compulsory given automatically (progressive) but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

#### **Description**

Alphanumeric compulsory (max. 30 characters).

Description or name of the Product Category.

### 2.2.24 *Recording studios*

*Usable Only with GEST PACK.*

The table manages the list of the studios that make the recoding of the spots. Data are used in the filling of the data related to the tape recording and in statistic (Statistics->Tape).

It visualizes the list composed by the fields:

#### **Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

#### **Description**

Alphanumeric compulsory (max. 30 characters).

Description or name of the recording studio.

### 2.2.25 Tape type

The table allows you to define the various tape typologies that the client can manage. This value will be used in the Tape Based Media section of the contract.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description of the tape type.

### 2.2.26 Export type

The table allows you to define where to send the daily schedule in order to broadcast it.

Before modifying or changing elements to this table, call the Assistance.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive) but changeable. It doesn't allow you to use more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 9 characters).

Name assigned to the Export type.

**Extension**

List where to choose the extension of the export file.

**Path**

Alphanumeric compulsory (max. 50 characters).

Shows the path to use for the export.

**National**

List not changeable.

The choice is among: STAND ALONE (sent separately), WITH SPLIT EXCLUDING AREAS (sent with the area with Card = 00 and Channel = 0 keeping the information of the type area), EXPAND EXCLUDING AREAS (as Split Units but the "National" area will be sent on the other areas).

**Reentry**

If selected it re enters to the main area.

Used when National = Alone

### 2.2.27 Spot type

The table allows you to define the "type" of the loaded spots (SPONSORSHIP, RADIO SALE, ...) with the chance to set the length of the spot, under the terms of act, or a or a length calculated on the basis of a percentage on the real length of the spot.

It is possible to assign a colour to every "type", in order to use it to visualize the spots during the schedule changing.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description or name of the spot type.

**Length**

Numerical optional in MM:SS format

Length to be considered as advertising.

**Percentage**

Numerical it can even have value 0 (zero) (max 5 numbers included the 2 decimals).

Percentage of advertising to calculate on the real length of the spot.

**Only end day**

If selected it calculates the length of the advertising only at the end of the day, otherwise at every hour.

**Colour**

Clicking on the button  it will open a window for the colour choice to associate to the spot type.

### 2.2.28 Sale type

This table allows you to define the Sale Type of a contract (direct, telephone, etc.) the information will be used in the statistics (Statistics -> Commercial and Accounting).

It visualizes the list composed by the fields:

Code



Numerical compulsory given automatically (progressive) but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

Description

Alphanumeric compulsory (max. 30 characters).

Description of the sale conditions of a contract.

### 2.2.29 *Sale typology*

This table allows you to define the Sale Typology of a contract (New, Renew etc.).

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description of the type of contract.

### 2.2.30 *Typology*

The table allows you to define the typologies of the scheduling periods, that is the different lengths that the spot can have.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric Compulsory (max. 30 characters).

Description of the spot type (eg. SPOT 30 SECONDS).

**Format**

Numerical optional (max. 5 numbers).

Insert the value, in numbers, of the typology you are entering. For example if the typology is "SPOT 30 SECONDS" in the format field you must insert "30".

**Filling**

Usable only with *PREMIUM PACK*.

If selected it loads automatically (FREQ. DAY) the hours.

At the moment of the daily schedule creation (if set in Setup -> Advertising) or on request by the user.

It is possible to insert a typology defined "Stand By" and select the Filling field. Stand By will be used as filling spot, in which way can be set in Setup -> advertising -> Stand By.

### 2.2.31 *Users*

It allows you to define the users that can enter the program, with the related password and the operations that they can do.

It visualizes the list composed by the fields:

**User**

Alphanumeric compulsory (max. 30 characters).

Description or name of the user.

**Type**

List where to choose the type of user (User or Administrator).

**Password**

Alphanumeric optional (max. 30 characters).

**Confirm Password**

Alphanumeric compulsory if you inserted the password (max. 30 characters).

**Edit Print**

If selected, the user can make changes to the print models.

**Pack list**

Shown only if owner of a network dongle.

It allows you to enable the user to the use of the single packs.

**Enable Functions**

Clicking on this button it will open a window with the list of the functions that can be enabled (if selected) to the user.

### 2.2.32 *Currency*

The table manages the exchange rate regarding with your currency, in a particular day.

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**



Alphanumeric compulsory (max. 30 characters).

Name of the currency.

**Symbol**

Alphanumeric compulsory (max 5 characters).

Symbol to identify the currency.

**Update Date**

Numerical compulsory in DD/MM/YY format.

It shows the update date of the change.

It will be requested after the insertion of the first three fields and only after clicking the insert button (F2).

**Change**

Numerical compulsory (max 14 characters included the 6 decimals).

Shows the change value

It will be requested after the insertion of the first three fields only after clicking the insert button (F2).

### 2.2.33 Items

*Usable only with BILLING pack.*

The table manages the voices that will be useful for the invoices filling.

It visualizes the list composed by the fields:

**Code**

Alphanumeric compulsory, it doesn't allow you to insert more than one time the same value (max. 10 characters).

**MU**

Alphanumeric optional (max 2 characters).

Indicate the measure unit.

**Price**

Numerical optional (max. 14 characters included 2 decimals).

**Discount**

Numerical optional (max. 5 characters included 2 decimals).

**Expenses**

If selected it shows that the voice is considered as expense.

This value will be used in the statistics (Statistics -> Invoices and Accounting).

### 2.2.34 Bill Book items

*Usable only with BILLING pack.*

The table manages the bill book items. Data will be used in the statistics (Statistics -> Invoices -> Bill Book).

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive) but changeable. It doesn't allow you to insert more than one time the same value (max. 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Description to assign to the Bill Book item.

Example: Bankruptcy in action, file given to lawyer, it will follow credit note.

### 2.2.35 Zones

The table manages the sale zones of the contract. This datum is useful during statistics (Statistics -> Commercial,

Statistics -> Accounting, Statistics -> invoices).

It visualizes the list composed by the fields:

**Code**

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max 5 numbers).

**Description**

Alphanumeric compulsory (max. 30 characters).

Name assigned to the zone.

Example: Milan, Turin, Bologna, Rome, etc.

## 2.3 PURCHASED

The table Purchased allows you to manage the purchases of the spots giving the user the chance to differentiate the price for program, campaign, typology, media and areas.

The inserted amounts will be useful during the insertion of the contract: the sold packs will be automatically subtracted from the total purchased.

Description <b>ADIDAS</b>							
Program				Campaign			
<input type="text"/>				<input type="text"/>			
Typology				Broadcaster			
SPOT 10 SECONDS				<input type="text"/>			
Area				Typology Ref.			
<b>RETE 1</b>				<input type="text"/>			
Start Date	End Date	Purchase Date	Purchased	Used	Amount	Total	
<b>03/11/2014</b>	<b>03/12/2014</b>	<b>03/11/2014</b>	<b>100</b>	0	0,00	0,00	
Purchased by ADIDAS							
Person in charge <input type="text"/>							
E-Mail <input type="text"/>							
Buyer <input type="text"/>							
Notes <input type="text"/>							
<input type="button" value="F10"/> <input type="button" value="ESC"/>							

The fields of this table are the following:

**Description**

Alphanumeric compulsory (max 40 characters).

Name assigned to the purchase.

**Program**

Select from the list the Program associated to the purchase. The values of the list are the ones inserted in the Program table.

**Campaign**

Select from the list the Campaign associated to the purchase. The values of the list are the ones inserted in the Campaign table.

**Broadcaster**

The values of the list are the ones inserted in the Broadcaster table.

**Typology**

Select from the list the typology associated to the purchase. The values of the list are the ones inserted in the Typology table.

**Area**

Select from the list the area to be associated to the spot purchase. The values of the list are the ones inserted in the Areas table. If the Broadcaster was already chosen, it will visualize only the areas related to it.

**Typology Ref.**

Select from the list the reference format associated to the purchase. The values in the list are the ones inserted in the Typology table.

If there is already a value inserted in Typology field, it must be the same.

**Start date – End date**

Numerical compulsory in DD/MM/YY format.

It is the validity period of the purchased spots, after this period it won't be possible to use them anymore.

**Purchase Date**

Numerical compulsory in DD/MM/YY format.

It is the purchase date of the spots.

**Purchased**

Numerical compulsory (max 10 numbers).

It is the number of the purchased spot.

**Used**

The field will update automatically according with the inserted schedules.

**Amount**

Insert the purchase value of the spots.

**Total**

It updates automatically multiplying the amount by the number of the purchased.

**Purchased by**

Client where the spots were purchased.

**Person In Charge**

Contact c/o the client.

**E-Mail**

E-Mail address where to send the Scheduling order.

**Buyer**

Agent who followed the purchase.

**Notes**

Description field related to the purchase.

**2.4 CLIENTS****2.4.1 Main window**

It shows the list of clients and allows you to insert new ones and change or delete the existing ones.

Use the vertical scroll bar on the right of the list to move from a client to another, and the horizontal bar to see the other data of the list.

Identifying Schedule Recordings Invoices Statistics Windows Language Utility

RAM-COMM - [1 : Clients]

Code	Name	Address	ZIP code	City	Province	VAT Number	Contact Type
2	ADIDAS	5055 N Greeley Ave	97217	Portland	OR		NOMINATIVO
4	AIR FRANCE	45 rue de Paris	95747	Roissy			NOMINATIVO
6	BARILLA	Via Mantova 166	43122	Parma	PR		NOMINATIVO
5	BMW	Petuerling 130	80788	Munich			NOMINATIVO
1	COCA COLA	2500 Windy Ridge Parkway	30339	Atlanta	GA		NOMINATIVO
8	HILTON	22 Park Ln		London			NOMINATIVO
7	MC DONALDS	949 West Grassland Drive	84003	American Fork	UT		NOMINATIVO
3	NIKE	750 Lindero Street, suite 220	94901	San Rafael	CA		NOMINATIVO

Customers

Client	Contract	Nickname	Stipulation	Ref. Client	Expiration
ADIDAS	9	adidas	03/11/2014		
ADIDAS	2	ADIDAS	11/07/2012		
AIR FRANCE	4	AIR FRANCE	06/11/2013		
BARILLA	6	BARILLA	06/11/2013		
BMW	5	BMW	06/11/2013		
COCA COLA	1	COCA COLA	11/07/2012		
HILTON	8	HILTON	06/11/2013		
MC DONALDS	7	MC DONALDS	06/11/2013		
NIKE	3	NIKE	11/07/2012		

With Archived

C: 335.219.621.888 M: 374.419.357.696 Thu 06/11/2014 18:20 25% <Current> RADIO AXEL

Clicking the PRINT button will appear the mask that allows you to choose among:

**List Clients:** complete list of the names.

**Labels:** allows you to print the personal data of the client on labels.

Both the choices allow you to print the master data of all the customers or to make a focused print: only some customers, only customers from one or more zones, only customers matched with particular agents.

Clicking the button DELETE after checking that any other user is changing the data of this client (Personal data, Contracts, etc.), will appear a message where is visualized the client name to be deleted: click [YES] to do the deletion, [NO] to undo.

N.B.: It will delete only the contracts and scheduling periods of this client.

Clicking the INSERT button will appear the Client Insertion mask.

The modification will be done double clicking on the left key of the mouse on the wanted client, or pressing the button ENTER after highlighting the client.

All the other practices are contained on the Modify client described the hereafter.



With the button Change Client it is possible to match an already inserted contract to a client different from the original one. Clicking it, it will show a list with all the clients present in identifying, then double click on the "new" client.

Clicking the button EXIT you will escape from the clients manage mask.

**2.4.2 Insert/modify client**

The Clients insert/modify mask, allows to store personal data and payment data related to the clients.

Code	Name			Export Code
7	MC DONALDS			
Address		ZIP code	City	Province
949 West Grassland Drive		84003	American Fork	UT
		Tax Code	VAT Number	
Phone number		Fax		
VAT		Category RESTAURANTS		
		<input type="checkbox"/> Divide Invoice : different Bank or Payment <input type="checkbox"/> Privacy <input type="checkbox"/> Relevant <input type="checkbox"/> Direct approach		
Customer		Invoicing		
Zone	Agent	%	Worth's class	
	ADVERTISING AGENCY	0.00%		
Payment	Bank			
Author	Branch	Sorting Code	ABI	
Notes				
Group Leader		Preferential contact		
	Person in charge	Phone number	E-Mail	Fax
1				
2				
3				
4				

The fields to be filled are the following:

#### Code

Alphanumeric compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 10 characters).

#### Name

Alphanumeric compulsory (max. 55 characters).

Name or company name of the Client.

#### Address

Alphanumeric optional (max. 100 characters on 2 lines).

#### ZIP code

Numerical optional (max. 6 numbers).

#### City

Alphanumeric optional (max. 30 characters).

#### Province

Alphanumeric optional (max. 3 characters).

#### Phone number

Alphanumeric optional (max. 20 characters).

#### Fax

Alphanumeric optional (max. 20 characters).

#### Tax code

Alphanumeric optional (max. 25 characters).

It must be in its exact form; or it will show an error message that can be however ignored choosing the option [YES].

#### VAT number

Alphanumeric optional (max. 13 characters).

It must be in its exact form; or it will show an error message that can be however ignored choosing the option [YES].

#### VAT

List where to choose the VAT rate to be applied to the client.

Data from the list will be taken from the VAT table changeable by the user. (foreign clients or with a VAT rate different from the standard).

#### Bank expenses

If selected, it will charge to the client the bank expenses on every issued invoice.

#### Bank Expenses

If selected it shows that in all the invoices headed to the client it will insert also the bank expenses. The amount to charge must be set in the setup (see Utility -> Setup -> Advertising).

Divide invoice: different Bank or payment

If selected shows that for the same client must be generated more than one invoices during the same month. This can happen when the client has more than one contract in action with different payments or banks.

#### Privacy

If selected it means that the client filled the privacy form.

#### Customer

List where to select the Agency where the client was acquired.

Data in the list are taken from Identifying clients and are changeable by the user.

Data will be used during the invoicing and in statistics (Statistics -> Commercial).

#### **Invoicing**

List where select the destination place of the invoices. The field will be used if the destination place of the invoice is different from the client that broadcast the spot.

#### **Zone**

List where to select the zone of membership of the client.

Data in the list are taken from the Zone table, changeable by the user.

Data will be used in the statistics (Statistics -> Commercial and Accounting).

#### **Agent**

List where choose the Agent to match with the Client.

Data in the list are taken from the Agents table, changeable by the user.

Data will be used in the statistics (Statistics -> Commercial and Accounting).

#### **Worth's class**

Alphanumeric (max 5 characters).

It is possible to group together the clients by Worth's class; this value will be useful during the printing of the cash orders in order to decide which group (class) print.

#### **Payment**

List where choose the Payment type used by the client.

Data in the list are taken from the Payment table, changeable by the user.

#### **Bank**

List where choose the client's Bank.

Data in the list are taken from the Bank table, changeable by the user.

#### **Branch**

Value given automatically after choosing the bank.

#### **Sorting code**

Value given automatically after choosing the bank.

#### **ABI**

Value given automatically after choosing the bank.

#### **Notes**

Alphanumeric optional.

Every additional information related to the client.

#### **Author**

Alphanumeric optional (max. 50 characters)

Name of the person who stored the client file.

#### **Preferential Contact**

Select from the list the preferential way to communicate with the client: PRINT, FAX, EMAIL, PRIVATE COMMUNICATION (it will save a pdf file in a default folder). The preferential contact will be used to send prints to the client.

#### **Group leader**

List where to select the Head Group to match with the client (if different from itself).

#### **Person in charge**

Alphanumeric optional (max. 50 characters).

Contact person of the client.

#### **Phone Number**

Alphanumeric optional

Phone number of the contact

#### **E-Mail**

Alphanumeric optional (max. 100 characters).

E-mail of the client.

Data in the list are taken from the Clients table, changeable by the Clients table, changeable by the user.

These data will be used in the statistics (Commercial, Accounting, Tape Based Media).

Clicking the OK button it will execute the validity controls on the inserted data and before coming back to the list it will save the information.

Clicking the button ESC you will cancel the operation and come back to the list.

Clicking the button PRINT it will appear the mask print schedule clients.

For all the fields of table origin (VAT, Zone, Agent, Payment, Bank) insert a new element without opening the table management mask: select the field and press F2, enter the new description and press OK to confirm the insertion.

## **2.5 CONTRACTS**

### **2.5.1 Main window**

It shows the contract list allowing you the insertion of new ones and to modify or delete the existing ones.

Use the vertical scroll bar, on the right of the screen, to move among the contracts.

The names highlighted with red backcolour show an archived contract, that is an out of date contract that remains as historic.

Pressing the PRINT button it will appear the Print List Contacts mask. If in the Main Window you are positioned on a client, the contracts visualized on the lower part of the screen will be the ones related to the single client. If you are positioned on the first line (of the upper part) it will visualize and then print all the contracts.

Clicking the button DELETE after controlling that no other user is changing the data of this contract (that can be Personal Data or Programming Files) it will show a message where is visualized the code of the contract to delete: press [YES] to do the deletion, [NO] to undo.

N.B.: It will delete all the programming periods of this contract.

Clicking the button INSERT will appear the insertion contract mask.

The modification will be executed by double clicking with the left key of the mouse on the wanted contract, or pressing the ENTER key after highlighting the client.

All the other practices are shown in the Modify Contract section explained the hereafter.

Clicking the EXIT button you will escape from the contract management mask.

## 2.5.2 Insert/modify contract

You enter in the insertion mask of the contract, where you can insert or change the data related to it.

Clicking the button PRINT (F7), it will show the print mask:

CONTRACTS FORM  
MEMO  
FORM  
TOTAL  
CONTRACTS BY BROADCASTERS FORM  
TAPE BASED MEDIA  
INSTALLMENTS

Clicking the OK button, you will escape from the management mask of the contracts confirming the inserted data.

Clicking the ESC button you escape from the management mask of the contracts without saving the changes done.

## 2.5.3 General data

The mask allows you the insertion of the general data of a contract, for example the client of the contract, the number assigned to it, the product promoted and the stipulation date.

The fields to be filled are the following:

### Client

List where select the Client holder of the contract.

The list data are taken from the identifying Clients.

If in the main window you are positioned on a client, this will be assigned automatically to the new contract and it is not changeable. To change it you must come back to the previous mask.

### Contract

Alphanumeric compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 10 characters).

The contract number is very important because in particular cases it makes reference to the contract by this datum.

#### **Nickname**

Alphanumeric optional but essential (max. 55 characters).

The nickname is a description associated to every contract. This description is useful to ease the search of the contract in case of a client that has a Company name completely different from the promoted brand, or to remember the client in event of contracts stipulated with advertising agencies.

#### **Order Form**

Alphanumeric optional (max. 10 characters).

Reference code of the estimate number.

#### **Ref. Client**

Alphanumeric optional (max. 30 characters).

Number of contract assigned by the Client.

#### **Stipulation**

Numerical compulsory in DD/MM/YY format.

Shows the date of the contract signature.

#### **Maturity**

Numerical optional in DD/MM/YY.

Shows the expiration date of the contract. If not specified, it means that the contract is open.

#### **Archived**

If selected it means that the contract is expired.

If not selected it means that the contract is ongoing.

#### **Author**

Alphanumeric optional (max. 50 characters).

Name of the person who inserted the contract.

#### **Customer**

List where select the Agency with whom the client was acquired.

The data of the list are taken from the identifying clients and are changeable by the user. If in the identifying client the customer was already assigned in this mask it appears without selecting it. In any event, it can be changed; the modification will remain matched with the single contract because in the identifying client the datum remains unchanged.

Data will be used in the statistics (Statistics -> Commercial).

#### **Invoicing Society**

List where select the Society that will invoice the contract.

#### **Category**

List where select the product Category of the promoted product.

Data in the list are taken from the CATEGORIES table and they are changeable by the user.

Data are used in the statistics (Statistics -> Commercial, Accounting).

#### **Zone**

List where select the zone membership of the Client.

Data in the list are taken from the ZONE table and they are changeable by the user. If in the identifying Client the zone was already assigned, in this mask it will appear without selecting it. In every case it can be changed, the change will be matched to the single contract because in the identifying client the datum will remain unchanged.

Data will be used in the statistics (Statistics -> Commercial, Accounting).

#### **Sale Type**

List where select the Sale Type of the contract.

Data of the list are taken from the Sale Type table and are changeable by the user.

Data will be used in the statistics (Statistics -> Accounting).

#### **Terms**

List where select the Term of the contract sale.

Data of the list are taken from the TERMS table and changeable by the user.

Data will be used in statistics (Statistics -> Accounting).

#### **Sale Typology**

List where to select the Sale Typology of the contract.

Data in the list are taken from the SALES TYPOLOGY table and are changeable by the user.

Data are used in the statistics (statistics -> Accounting).

#### **Notes**

Alphanumeric optional.

Every additional information related to the client.

### **2.5.4 Agents + amounts**

The mask allows you the insertion of data related to the Agency and/or the Agents and the number of spots purchased and their price.

RAM-COMM - [2 : Contracts 7 -> MC DONALDS]

Identifying Schedule Recordings Invoices Statistics Windows Language Utility

General Data Agents+Amounts Installments Summaries Scheduling Boxer

Agency  % 0,00%

Agent	%	Type	Subordination	Broadcaster	Contracts	Turnover	Commercial
1 ADVERTISING AG	30,00	ON A COMMISSIC			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2							
3							
4							

Currency EURO 01/01/1990 1,000000

Program	Campaign	Broadcaster	Typology	Area	Consumed	Purch.+Gift	Spot Pr.	Amount	Premium	%	Spot Pr.
1			SPOT 40 SECONDS	RETE 1	4896	10000	8,00000	80.000,00	0	0,00	8,00000
2	TIME SIGNAL		SPOT 30 SECONDS	RETE 1	1422	10000	25,00000	250.000,00	0	0,00	25,00000
3											

The fields to be filled are the following:

### Agency

List where select the Agency which stipulated the contract for the Commission count.

Data of the list are taken from the Agencies table, changeable by the user.

Data are used in the statistics (Statistic -> Commercial, Accounting and Agent).

%

Numerical that can even have value 0 (zero) (max. 5 numbers included the 2 decimals).

Field active only if you selected an Agency.

Percentage of commission for the Agency.

In the grid below you can enter the agent (or agents) connected to the contract.

To compile the data relating to an agent for the contract in question, double click on the first empty row of the table.

Broadcaster

Agent

%  Agent Type

Subordination

☒ Contracts

☒ Turnover

☒ Commercial

### Broadcaster

Broadcaster related to the Agent because he could receive different percentages depending on the broadcaster.

### Agent

List where select the Agent who stipulated the contract for the commission count.

%

Numerical it can also have value 0 (zero) (max. 5 numbers included the 2 decimals).

Percentage of commission due to the agent.

### Agent Type

List where choose the Type of Agent.

It is useful to calculate his percentage:

ON A CONTRACT: Amount calculated at the contract stipulation.

ON A COMMISSION: Amount calculated when the client makes the payment of the instalment.

### Subordination

The list suggests the data of the Agents table, changeable by the user.

In this field is set the Agent from whom depends the sub-agent.

Data are used in the statistics (Statistics -> Commercial, Accounting, Agent, Tape Based Media, Invoices).

Example:

Agent 1 with 10% of commission and no Subordination.

Agent 2 with 10% of commission and Subordination from Agent 1.

Commission on a €1.000,00 amount:

Agent 1 = 100,00 €

Agent 2 = 90,00 € (1.000,00 - 100,00 = 900,00 € from which calculate the commission).

### Contracts

If selected considers the agent in Contracts statistics.

### Turnover

If selected it considers the agent during the count of the statistics on the invoices.

### Commercial

If selected, it considers the agent during the count of the commercial statistics.

Clicking the button DELETE (F4) it deletes from the contract the agent where you are positioned.



### Currency

List where select the Currency used during the contract stipulation.

Data in the list will be taken from the VALUE table and are changeable by the user.

The table below provides the inclusion of the number of spots purchased and the amounts involved.

To insert/modify data of the **COMMERCIALS** double click with the left key of the mouse on the wanted campaign or an empty line.

RAM-COMM - [COM]

Identifying Schedule Recordings Invoices Statistics Windows Language Utility

Program: [Dropdown] Campaign: [Dropdown]

Broadcaster: [Dropdown] Typology: [Dropdown] ☒ Amount for area ☐ Package

Purchased: 10000 Premium: 0 Spot Price: 8,00000 Amount: 80.000,00

**Full Amount**

Spot Price	Amount	% Discount
8,00000	80.000,00	0,00%

	Area	Purchased	Spot Price	Amount	Premium	%	Spot Price	Amount
1	RETE 1	10000	8,00000	80.000,00	0	0,00	8,00000	80.000,00
2	RETE 2							
3	RETE 3							

### Program

List where choose the Program the Contract belongs to.

Data in the list are taken from the PROGRAM table and are changeable by the user.

### Campaign

List where choose the Campaign the Contract belongs to.

Data in the list are taken from the CAMPAIGN table and are changeable by the user.

### Broadcaster

List where select the Broadcaster where the spot will be programmed.

Data in the list are taken from the BROADCASTER table and are changeable by the user.

### Typology

List where select the spot Typology.

Data in the list are taken from the TYPOLOGY and are changeable by the user.

With the use of the fields Campaign, Broadcaster, and Typology it is possible to divide the prices of the contract according to the seasons, the broadcaster and the typology.

### Amount for area

If selected it allows you to set a different price for every programmed area.

### Package

If selected means that it was sold in Package, that means that it is possible to assign to the spots different prices for every programming area, but in the Program Order print, in the Program mask, will be visualized the average price.

Purchased: 1500 of which: 30

Spot Price: 5,00000 Amount: 7.350,00 Subtract %: 33,00% Broad. Spot Price: 3,35000 Broad. Amount: 4.924,50

Purchased Commercial: [Dropdown]

**Full Amount**

Spot Price	Amount	% Discount	Broad. Spot Price	Broad. Amount
5,00000	7.350,00	0,00%	3,35000	4.924,50

### Purchased

Numerical optional (max. 5 numbers).

Number of purchased commercials.

### Premium

Numerical optional (max. 5 numbers).

Number of free spots among the purchased ones.

### Spot price

Numerical optional (max. 14 numbers included 2 decimals).

Price of the purchased spots.

### Amount

Numerical given automatically after the insertion of the number of purchased spots and the price of the single spot (max. 14 characters included 2 decimals).

Total amount of the purchased spots.

#### Subtract %

Numerical optional (max. 5 numbers included 2 decimals).

Percentage to be deducted from the price of the purchased spots (Spot Price) in order to calculate the price of the spot that the Broadcaster will charge.

#### Broad. Spot Price

Numerical given automatically after entering Subtract (max 14 numbers included 2 decimals).

Price, for the broadcaster, of the purchased spots.

#### Broad. Amount

Numerical given automatically after inserting the number of purchased spots, the price of the single spot and the percentage of Subtract (max. 14 characters included 2 decimals).

Total amount for the broadcaster of the purchased spots.

#### Purchased Spots

Depending on the Campaign, the Typology and the Broadcaster selected, the field will contain the list of the purchased spots that meet the inserted parameters; after selecting the wanted voice it will update also the fields Subtract and as a consequence Spot Price, Broadcaster and Price Spot Broadcaster.

#### Full Amount

##### Spot Price

Numerical given automatically after inserting the Spot Price (max. 14 numbers included 2 decimals).

It shows the full price (not discounted) to the client.

##### Amount

Numerical given automatically after inserting the number of purchased spots and the single price of the spot) max 14 characters included 2 decimals).

It shows the full amount (not discounted), to the client, of the purchased spots.

#### % Discount

Numerical optional (max. 5 numbers included 2 decimals).

Percentage of discount to be subtracted from the price of the purchased spots. Once inserted it changes the amount in the Spot Price field.

#### Broad. Spot Price

Numerical given automatically after inserting Subtract (max. 14 numbers included 2 decimals).

Full price (not discounted), to the broadcaster, of the purchased spots.

#### Broad. Amount

Numerical given automatically after inserting the number of purchased spots, the price of the single spot and the percentage of Subtract (max. 14 characters included 2 decimals).

Clicking the **DELETE** button it will erase from the contract the selected commercials.

## 2.5.5 Installments

The mask allows you the insertion of the data related to the payment, to the modes and times of the payment.

RAM-COMM - [2 : Contracts 2 -> ADIDAS]

Identifying Schedule Recordings Invoices Statistics Windows Language Utility

General Data Agents+Amounts **Installments** Summaries Scheduling Boxer

Installments: ON CONSUMPTION Installments Number: 0 Start Date: 11/07/2012

Payment: Bank: Branch: Sorting: ABI:

Spot cost: 0.00 Broad. Spot Costs: 0.00 Operating Costs: 0.00 Advance: 0.00 Advance Date: 00/00/0000

Deposit: 0.00 Deposit Date: 00/00/0000 Subtract deposit from last installment: Subtract Deposit Date: 00/00/0000

☐ Bank Expenses ☒ Fix Right ☐ Separate Invoice ☐ Accrual Closed Contract

	Date	Amount	Settled	Invoiced	Payment	Type	Notes
1	30/11/2013	1.800,00	30/11/2013	<input checked="" type="checkbox"/>			
2	30/09/2014	1.800,00		<input type="checkbox"/>			
3	31/10/2014	1.860,00		<input type="checkbox"/>			
4	30/11/2014	1.800,00		<input type="checkbox"/>			
5	31/12/2014	1.860,00		<input type="checkbox"/>			
6	31/01/2015	1.860,00		<input type="checkbox"/>			
7	28/02/2015	1.680,00		<input type="checkbox"/>			
8	31/03/2015	1.860,00		<input type="checkbox"/>			
9	30/04/2015	1.800,00		<input type="checkbox"/>			
10	31/05/2015	1.860,00		<input type="checkbox"/>			
11	30/06/2015	1.800,00		<input type="checkbox"/>			

The fields to be filled are:

#### **Installments**

List where select the type of payment applied.

Monthly: the import of every installment will be calculated on the basis of the number of installments.

If the full amount is 1.000,00 € and the number of installments is 5, it will automatically calculate 5 installments of 200,00 € each.

To be defined: the amount of every installment will be manually inserted.

If the full amount is 1.000,00 € and the installments number is 5, it will visualize 5 empty lines where insert the amounts of the installments and the dates. The installments can be different.

On consumption: the import of every installment will be calculated on the basis of the inserted programs.

On consumption scheduled: the amount of every installment will be calculated on the basis of the commercials broadcasted in the scheduled periods.

On consumption certified: the amount of every installment will be calculated on the basis of the certified commercials.

On consumption days: the amount of every installment will be calculated on the basis of the scheduled commercials, but if the period ends on the first <nn> days of the month, the installment will be predated to the previous month.

On consumption days end: the import of every installment will be calculated on the basis of the programmed commercials, but if it starts on the last <nn> days of the month, the installment will be postponed to the following month

#### **Installments number**

Numerical (max. 2 numbers).

Number of installments to divide the payments, asked only if the installments count is MONTHLY or TO BE DEFINED.

#### **Start Date**

Numerical, it suggests automatically the daily date, in DD/MM/YY format.

It is the start date of the invoices; it is taken as base for the count of the installments.

Example: if the stipulation date is 10/01/02 and the start date is 31/01/02, the calculation of the installments will start from 31/01/02.

If the stipulation date is 10/01/02 and the start date is 20/02/02, the installments count will start from the 28/02/02.

#### **Payment**

List where choose the way of payment used by the client for the contract at issue.

Data of the list are taken from the PAYMENT table, changeable by the user. If in the identifying client the payment was already assigned, in this mask it will appear without selecting it. In any event it can be changed and the change will remain matched with the single contract, in identifying client the datum will remain unchanged.

#### **Bank**

List where select the support bank used for the payments related to the contract.

Data in the list are taken from the BANKS table, changeable by the user. If in Identifying Client the bank was already assigned, in this mask will appear without selecting it. In any event it can be changed and the change remains matched with the single contract, in identifying client the datum remains unchanged.

#### **Branch**

Value given automatically after choosing the bank.

#### **Sorting**

Value given automatically after choosing the bank.

#### **ABI**

Value given automatically after choosing the bank.

#### **Spot costs**

Numerical optional (max. 14 numbers included 2 decimals).

Shows the amount of the expenses incurred for the making of the spot and credited to the client.

#### **Broad. Spot costs**

Numerical optional (max. 14 numbers included 2 decimals).

Shows the amount of the expenses incurred for the making of the spot and credited to the broadcaster.

#### **Operating Costs**

Numerical optional (max. 14 numbers included 2 decimals).

Shows the amount of the expenses incurred, not for the making of the spot, and credited to the broadcaster.

#### **Advance**

Numerical optional (max. 14 numbers included 2 decimals).

Amount paid at the stipulation of the contract (Pay in Advance).

#### **Advance Date**

Numerical in format DD/MM/YY.

Date of the advance deposit.

#### **Deposit**

Numerical optional (max. 14 numbers included 2 decimals).

Amount paid at the contract stipulation.

#### **Deposit Date**

Numerical in DD/MM/YY format.

Date of the deposit.

#### **Subtract deposit from last installment**

If selected the amount paid in advance will be subtracted from the last calculated installment.

The field is selectable only if the installments are MONTHLY.

#### **Subtract deposit Date**

Numerical in DD/MM/YY format.

Date when subtract the advance.

The field is selectable if you didn't choose the previous solution (Subtract deposit from last installment).

It is not selectable if the installments are TO BE DEFINED.

#### **Bank expenses**

If selected it means that the bank expenses must be invoiced to the client.

#### **Separate invoice**

If selected shows that, in case of more than one contract in action, it must issue separated invoices.

#### **Accrual Closed Contract**

If selected, means that the accrual and discounts on this closed contract were executed in the right way.

To change the INSTALLMENT data double click with the left key of the mouse on the wanted installment.

The screenshot shows a software interface for entering installment data. It includes the following fields and controls:

- Date:** 30/09/2014
- Ref. Per.:** 09/14
- Amount:** 1.800.00
- Type:** (empty field)
- Settled Date:** 00/00/0000
- Payment:** (dropdown menu)
- Invoiced:** (checkbox)
- Bank:** (dropdown menu)
- Branch:** (text field)
- Sorting Code:** (text field)
- ABI:** (text field)
- Notes:** (large text area)

#### **Date**

Numerical in DD/MM/YY.

Date when the installment should be invoiced.

It is not changeable if the installments are defined monthly or the paid field was selected.

#### **Ref. Per.**

Numerical in format MM/YY.

It allows you to associate the installment to a month (when the commercials were broadcasted). It is a necessary value, when the installments are calculated on consumption, in order to know to which consumption is matched the installment at issue.

#### **Amount**

Numerical optional (max. 14 numbers included 2 decimals).

It is the installment amount.

#### **Type**

Numerical optional (max. 2 characters).

Useful field for additional information; the insertion of numbers allows you to invoice spot costs by multiplying them by that number.

#### **Settled**

If selected means that the installment was paid.

As a consequence the fields Date, Ref. Per. and Amount are not changeable anymore and the field Settled Date becomes active.

#### **Settled Date**

Numerical in format DD/MM/YY.

Date of the real invoice of the installment.

#### **Payment**

List where select the Payment type that the client uses for the installment at issue.

Data from the list are taken from the PAYMENT table, changeable by the user.

#### **Invoiced**

If selected, shows that the installment was invoiced.

#### **Insert Invoice**

Clicking two times on the writing <Insert Invoice>, that appear only after selecting Invoiced, you are allowed to insert the invoice number and the date for the specific installment; if you want to delete, double click on the invoice and set number to 0 (zero).

#### **Bank**

List where select the Bank of the client.

Data in the list are taken from the BANKS table, changeable by the user.

#### **Branch**

Value given automatically after choosing the bank.

#### **Sorting Code**

Value given automatically after choosing the bank.

#### **ABI**

Value given automatically after choosing the bank.

## Notes

Alphanumeric optional.

Every additional information related to the installment.

Possible operations: check an installment as already paid, undo the payment of an installment, modify the date or amount of an installment if it wasn't paid yet and if the payment is different from MONTHLY INSTALLMENT, check or annul an installment as invoiced.

## 2.5.6 Summaries

The mask visualizes information about the number of commercial purchased, consumed and remained for this contract and about the economic situation of the contract.

	Purchased	Consumed	mained	Scheduled	mained	Purchased	Consumed	mained	Scheduled	mained
	90000	1380	88620	6050	83940	0	0	0	0	0
RETE 1	90000	1380	88620	6050	83940	0	0	0	0	0
RETE 2	0	0	0	0	0	0	0	0	0	0
RETE 3	0	0	0	0	0	0	0	0	0	0

	Amount	Spot Price	Broad. Amount	Broad. Spot Price
	270.000,00	3.00000	0,00	0.00000
% Discount: 0.00	270.000,00	3.00000	0,00	0.00000

	Total Installments	Total Settled	Total to be settled	Last Invoice
	19.980,00	1.800,00	18.180,00	1 06/11/2013
Boxer	0,00	0,00	0,00	

Code : 2  
 ADIDAS  
 5055 N Greeley Ave  
 97217 Portland (OR)  
 Phone number : 555-333-444  
 Fax :  
 Tax Code :  
 VAT Number :  
 Bank :  
 Branch :  
 Sorting Code : ABI :  
 Payment :  
 Zone :

C: 334.171.430.312 M: 374.417.604.608 Sat 08/11/2014 22:26 27% <Current> RADIO AXEL

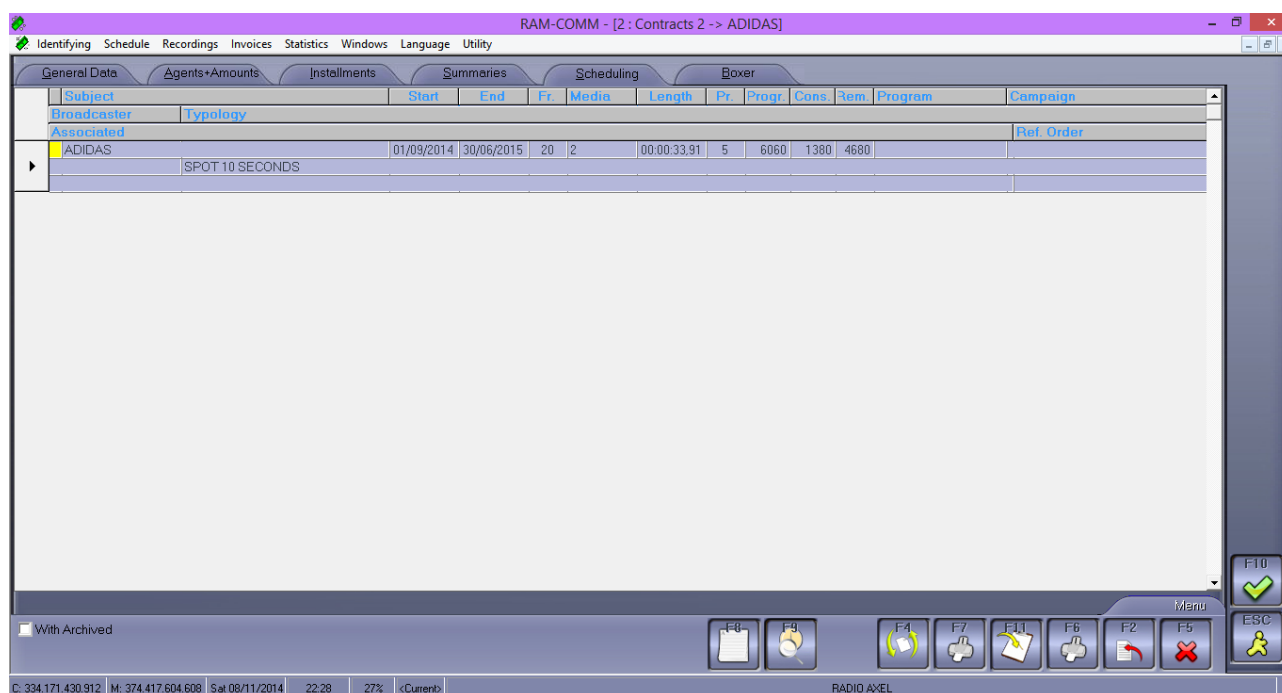
## 2.5.7 Scheduling

The mask allows you to insert, modify or delete the programming periods of a single contract.

It shows the list of periods composed by Campaign, Broadcaster, Typology, Subject, Start and End Date of the period, Daily Frequency, Medium, Length, Priority, Spot programmed in the period, Spot consumed until today, Remaining Spots, Association.

Use the vertical scroll bar, on the right of the list, to move from a period to another.

The red highlighted subjects show an archived period, that is an expired period that remains as archive.



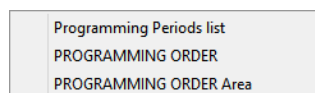
## SEARCH

In order to do a search you must highlight an element from the list and start to enter the date, the Nickname or the Subject, according with the order defined, and the list will move according with the entered characters. To undo the search and start another, press the BACKSPACE button.

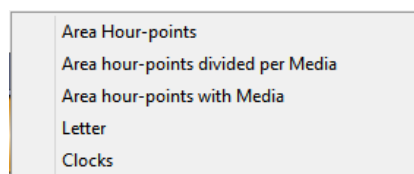
Clicking the **CANCEL (ESC)** button you escape form the management mask of the contracts.

Clicking the **PRINT (F6)** button it will show the print period list mask:

List programming period



Clicking the **PRINT (F7)** button it will show the **print hour points mask**:



Clicking the **CANCEL (F5)** button after checking that no other user is changing the data of this period, it will show a message where will be visualized the Subject to delete: click [YES] to execute the deletion, [NO] to undo.

Clicking the **INSERT (F2)** button will appear the delete insertion mask.

The **modify** will be executed by double clicking with the left key of the mouse on the wanted period.

All the other praxis are in the **Insert/Modify periods** section described the hereafter (General data, Summaries, Hours, Media).

## DIVIDE

If you want to change something on a scheduling already created (eg. the subject or the frequency) you can do it by clicking with the right mouse button on the scheduling option and it will appear the DIVIDE option. Selecting it and inserting the date in which you want to stop the scheduling and change it, you open the form with the scheduling residual (from the first day in which you have to change the scheduling). Choosing the new subject or frequency and confirming with **OK** we make changes on our scheduling on the air without changing the previous programming.



By pressing the **COPY** key (**F11**) you perform the duplication of the period shown without airing hour points. Usable only with PREMIUM PACK.

With GEST PACK, clicking the F11 button it is possible to make 5 types of data copy:

Programming: it duplicates the selected programming period.

priority association: it duplicates the selected programming period, but it will be associated with On Priority (Programming -> General Data).

Head association: it duplicates the selected programming period, but it will be associated with Head (Programming -> General Data).

Tail association: it duplicates the selected programming period, but it will be associated with Tail (Programming -> General Data).

From other contract: it will open a list of the subjects inserted in other contracts where you can choose the one to be duplicated.



*Usable only with PREMIUM PACK.*

It allows you to recalculate the media rotation in event of changes, or to visualize the media rotation graphic.



It allows you to delete, change or set the premium and/or the hour point in particular days and, if necessary, it will recalculate the media rotation and/or instalments.



If the count of the instalments is set On Consumption, Clicking on this button, it will open a window that visualizes the dates already calculated. Double clicking on the wanted date it will open another window another window where it will be possible to modify it. The new date will be visualized next to the original one. To undo a change select the wrong date and click the CANCEL (F5) button. In any event the change will be automatically reported on the Instalments mask.

### 2.5.7.1 Insert/Change periods

#### GENERAL DATA

The fields to be filled are the following:

#### Subject

Alphanumeric compulsory (max. 40 characters).

Name associated to the spot.

Example: if the supermarket SUPER programs a Christmas spot it will be useful to enter SUPER CHRISTMAS.

#### Start date

Field compulsory, numerical in format DD/MM/YY.

Start date of the programming.

#### End date

Field compulsory, numerical in format DD/MM/YY.

End date of the programming.

#### Days

Numerical field (max. 5 numbers).

It is the number of days of the programming; it updates automatically after the Start and End Date insertion.

#### Exclude Days 15

Clicking this button it will show a panel that represents the scheduling period you are inserting and with a double click you will be able to exclude some days from the scheduling.



**Ref. Order**

Alphanumeric optional (max. 20 characters).  
Order number of the client.

**Medium**

Alphanumeric optional, automatically it suggest a progressive changeable number (max. 8 characters).  
It is the reference to the recording number of the spot. We suggest you to enter a number that matches with the archive system used for the spots. This datum is important because it is used by the automatic direction to broadcast the spot.



It allows you to select the tape of an already inserted period.

**Length**

Numerical in HH:MM:SS:DD format.

It is the real length of the spot; calculated automatically during the recording.  
It is possible to make this field compulsory (see Setup section).



With F12 button it is possible to open (for the Radio) the RECORDER to import, record, edit an audio file and save it with the name entered in Medium field. For the television it will be possible to open Digiware, creating a clip file associated with the programming.

It is also possible, for Radio and Agencies, to import a file without using the recorder or another audio manager software: to enable this function see the Setup section.

**Author**

Alphanumeric optional (max. 50 characters).  
Name of the person who inserted/modified the programming.

**Media Rotation**

*Usable only with PREMIUM PACK.*

List where select the media rotation to be followed during the broadcast, in event of more than one media available.

Day cyclic: During the whole programming period, every day it will broadcast a different media among the inserted ones. If we have media A, B and C, one day it airs only A, only B on the next day and the day after day only C.

Hour cyclic: During the planning period, at each time step it broadcasts a different medium among those included in rotation from the first to the last and then start again from the first. If we have media A, B and C, each day the rotation will be A, B, C, A, B, C and so on. The following day will begin with the support that follows the order of rotation depending on how it had ended the previous day (Es. if the day 1 was completed with support of B, the second day will begin with support C).

Fixed hour cyclic: during the whole programming period, for every hour passage it will broadcast a different medium among the inserted ones and every day it starts with the first medium (A).

Asynchronous Hour cyclic: during the whole programming period, for every hour passage it will broadcast a different medium among the inserted ones and every day starts with the medium that follows the one which started the previous day. (Eg. day 1 A, B, C, day 2 B, C, A, day 3 C, A, B, etc...)

Fixed: (default) the medium is always the same and the page for creation of other media is hidden.

Manual: the sequence of rotation is established manually. It opens a green window where you can enter the desired sequence. Eg. If we have media A, B and C, you can enter the sequence AABAACAA to give greater emphasis to support A. WARNING: The system distinguishes between uppercase and lowercase letters, so make sure to write the letter corresponding to the support (verified in section media). By default it creates before the media with capital letters and then those with small letters.

Periodical: every day it will broadcast a different medium, as replacement for the main, chosen among the ones inserted on a limited period, with a rotation that can be Day Cyclic, Hour Cyclic, Hour Cyclic Fix, Hour Cyclic Moved or Periodical. For a period the default support (A) is replaced by one or more different media. In the form for creating media will be asked to indicate a date and time that indicate the beginning and end of the period in which the support will have to replace the one normally aired. If during the replacement period of the media A there will be more media in rotation, it is possible, in the form of media creation, to specify which rotation to give. At the end of the period of rotation of the it will automatically broadcast only support A.

Periodical with Basic Medium equal to the periodical rotation, but together with the media on the air for a limited period, it will also rotate the subject A. At the end of the period it will automatically broadcast only support A.



this button allows you to visualize a media rotation table for every programmed area with the chance to modify one or more rotations.

**Spot Type**

List where select the Spot Type to be programmed.

Enter if it is table Advertising, Sponsorship, Radio sale,...

Data of the list are taken from the SPOT TYPE table, changeable by the user.

To make this field compulsory, see the Setup section.

**Program**

It shows the program to which the spot belongs.

It suggests automatically the value inserted in the Agents + Amounts mask.

The values are used during statistics and to assign spot prices different to more programmings of the same contract.

### Campaign

It shows the campaign the spot belongs to.

Automatically it suggests the value inserted in the Agents + Amounts mask (Fig.8).

Values are using during statistics (Statistic -> Commercial) and to assign different spot prices to more programmings of the same contract.

### Broadcaster

If the user is an Agency.

Shows the Broadcaster where the spot will be programmed.

It automatically suggests the value inserted in the Agents + Import mask and it is not changeable in this point.

Values are used during statistics (Statistics -> Commercial).

### Typology

It shows the typology the spot belongs to.

It automatically suggests the value inserted in the Agents + Imports mask and it is not changeable in this point.

The values are used during statistics (Statistics -> Commercial).

### Associated

Usable only with PREMIUM PACK.

It gives the chance to associate the tape with the hour of another one in 3 different ways:

On Priority: the spot will be broadcasted in the hour point of the associated tape based media.

Heading: the spot will be broadcasted in the hour points of the associated tape based media always before the tape based media itself.

Tail: the spot will be broadcasted in the hour points of the associated tape based media always after the tape based media itself.

### Category

List where select the Category of the product.

Data of the list are taken from the CATEGORIES table changeable by the user.

Values are used during statistics (Statistics -> Commercial) and for the hour point rotation in order to avoid the Category conflicts.

### Message

List where select the message to be associated to the spot.

Data in the list are taken from the MESSAGES table, changeable by the user.

Values are used during statistics (Statistics -> Commercial).

### Archived

If selected, shows the programming periods already expired that remain as archive.

Start time – End time

Numerical in HH:MM format.

Time interval when the spot can be broadcasted.

### Priority

List where choose the priority to assign, inside the cluster, to the spot.

If the priority is 11, the spot will be the first broadcasted; if the priority is 9, the last. We suggest, except in event of particular needs, to choose 5 (middle priority). It is also possible to manage the Promo priority, either opening or closing; if you want to activate the option, see the Setup section.

### Frequency

List where choose the number of daily passages of the spot.

If the frequency is 0 the spot is free.

If you set MAN., it will be possible to insert manually the hour points on all the programming period, matching a different priority for every hour point; the insertion mask will suggest a column for every day of the programming.

	01/09/2014	Mon	02/09/2014	Tue	03/09/2014	Wed	04/09/2014	Thu	05/09/2014	Fri	06/09/2014	Sa
1	07:30	5	17:10	5		5	21:30	5	07:30	5	17:10	5
2	08:10	5	17:50	5		5	22:30	5	08:10	5	17:50	5
3	08:50	5	18:30	5		5		5	08:50	5	18:30	5
4		5	19:10	5		5		5		5	19:10	5
5		5	19:50	5		5		5		5	19:50	5
6		5		5		5		5		5		5
7		5		5		5		5		5		5

### Tape Based Media

List where choose the Tape Based Media.

Data of the list are the one inserted in the mask related to the Tape Based Media, that will be explained later.

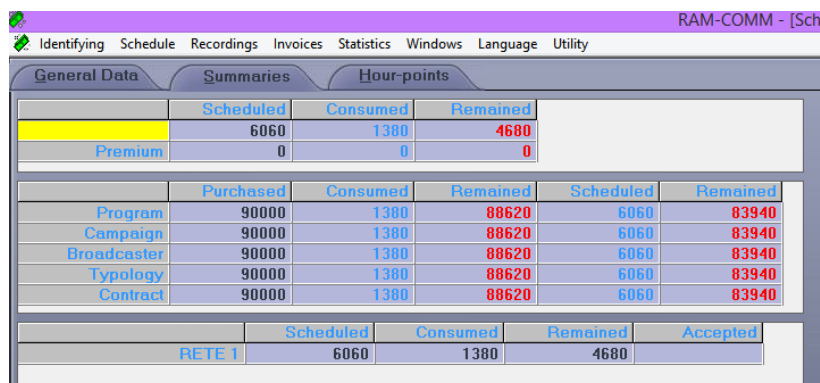
### Notes

Alphanumeric optional.

Every additional information related with the spot.

### 2.5.7.2 SUMMARIES

The mask visualizes information about the number of purchased consumed and remained commercials for this subject.



	Scheduled	Consumed	Remained
	6060	1380	4680
Premium	0	0	0

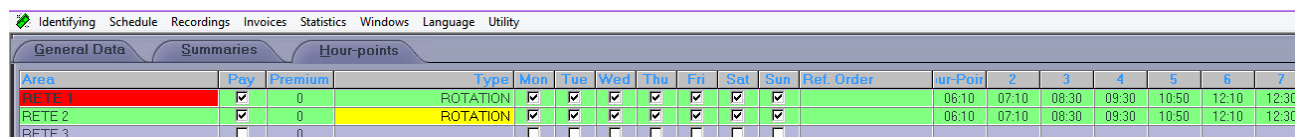
  

	Purchased	Consumed	Remained	Scheduled	Remained
Program	90000	1380	88620	6060	83940
Campaign	90000	1380	88620	6060	83940
Broadcaster	90000	1380	88620	6060	83940
Typology	90000	1380	88620	6060	83940
Contract	90000	1380	88620	6060	83940

	Scheduled	Consumed	Remained	Accepted
RETE 1	6060	1380	4680	

### 2.5.7.3 HOUR POINTS



Area	Pay	Premium	Type	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Ref. Order	ur-Poin	2	3	4	5	6	7
RETE 1	0	0	ROTATION									06:10	07:10	08:30	09:30	10:50	12:10	12:30
RETE 2	0	0	ROTATION									06:10	07:10	08:30	09:30	10:50	12:10	12:30
RETE 3	0	0	ROTATION															

**AREA** shows the areas where the spot must be broadcasted. The grey background areas are not scheduled, the red background areas are the ones where the spots were purchased.

Clicking the **CANCEL** button you will delete all data in the list where you are positioned.

Clicking the **PRINT (F7)** button it will show the **print hours** of the selected area:

AREA HOUR POINTS

AREA HOUR POINTS DIVIDED PER MEDIUM

AREA HOUR POINTS WITH MEDIUM

LETTER

BANDS

Clicking the **OK** button it will execute the validity controls on inserted data and, before coming back to the list, it saves the information, making a recount of the hour points in the days after the start date of the period, if necessary, after user's confirmation.

If in Setup -> Advertising -> Programming periods is selected "Check overshooting and conflicts", clicking **OK** in addition to the already listed checks, the program asks if it must make checks about overshooting and conflicts, on the first programming day, on every programming day or if they must not be checked. After the check, it opens a mask with the information about the examined data.

Clicking the **CANCEL** button you undo the operation and go back to the list.

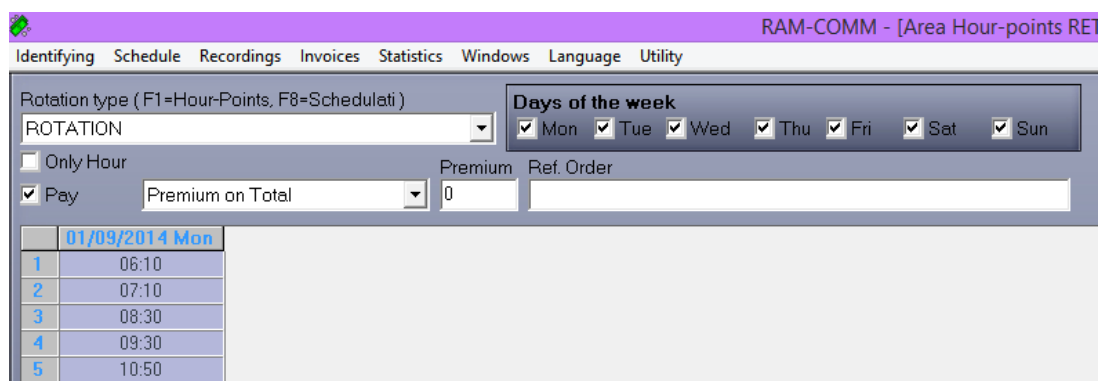
Clicking the **PRINT (F6)** button will appear the print programming schedule mask:

PROGRAMMING PERIODS FORM

FORM WITH PROGRAMMED

To insert the **HOUR POINTS** double click with the left key of the mouse on the wanted area, it will open the following mask.

It is possible to insert until 40 hour points for every day.



Rotation type ( F1=Hour-Points, F8=Scheduled )

ROTATION

Days of the week

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun

☐ Only Hour

☒ Pay

Premium on Total

Premium

Ref. Order

0

0

01/09/2014 Mon

1 06:10

2 07:10

3 08:30

4 09:30

5 10:50

The fields to be completed are as follows:

### rotation Type

List from which to select the type of rotation to apply.

Rotations times by default at installation time (customizable tables ☐ Master Data ☐ rotation)

FIXED = Everyday the same hour points

FIXED ALTERNATE = Always the same hour points but on alternate days

ALTERNATE FIXED ODD = Always the same hour points but only on odd days alternating between a day and one not (eg. Days 1, 5, 9, etc..)

FIXED ALTERNATE PARI = Always the same hour points but only on even days alternating between a day and one not (eg. Days 2, 6, 10 etc.).

FIXED ODD DAYS = Always the same hour points but only on odd days

FIXED DAYS LIKE = Always the same hour points but only on even days

ROTATION = Every day a different time

ROTATION ALTERNATE = Every day a different time a day and one not

ROTATION ALTERNATE ODD = Each day a different time only on odd days alternating between one day and one not (eg. Days 1, 5, 9, etc..)

ROTATION ALTERNATE EVEN = Every day a different time only on odd days alternating between one day and one not (eg. Days 2, 6, 10 etc.).

ROTATION ODD = Each day a different time but only on odd days

ROTATION EVEN = Each day a different time but only on even days

### Days of week

Check off the days of the week enabled for the broadcasting.

### Pay

If selected shows on which areas charge the import for the spot broadcasting.

### Premium Type

Usable only with *PREMIUM PACK*.

List where select the programming of Premium spots.

Premium on total: the last <nn> programmed spots will be counted as premium.

All premiums: all the spots are free.

Manual premium: in "modify/delete hour points" you can manually define the premium spots.

Premium per day: the number of spots of every day set in Premium is free.

Premium per day on total: it calculates the premium spots distributing them on the whole period.

### Premium

Numerical optional (max. 5 numbers).

It defines the number of premium spots.

### Ref. Order

Alphanumeric optional (max. 20 characters).

Insert the reference number of the client.

### Manual Hour point insert

The visualized column is referred to the first programming day, as set in the header.

The hour points can be inserted manually by positioning on the column lines or pressing the **F1** key. With F1 it will open a window that visualizes all the hour points available for the programming. If in the HOUR POINT GROUPS were set particular groups, it is possible to see only the hour points that belong to that groups selecting from the list at the bottom of the mask, the wanted group.



With the button Automatic Hour Points (F9), it opens a mask where it is possible to enter the number of commercials you want to broadcast (Commercial column) with the Automatic Hour Points (F9), it opens a mask where it

is possible to enter the number of commercials to be broadcasted (Commercials column) and it is possible to distribute them according with the hour bands (ADVERTISING BANDS table) or with the hour point group (HOUR POINT GROUPS table).

**AUTOMATIC HOUR-POINTS**

Groups

Groups	Commercials
MORNING SHOW	2
TIME SIGNAL	

Frequency  
20 / 80 (2)

F10 ESC

#### frequency

Indicates the maximum number of hour points that can be scheduled.

The figure should be read as follows:

3/ = number of commercials scheduled

/80 = maximum number of spot that can be scheduled in a day

(3) = number of spots included in the FREQUENCY field in the General Data section of the scheduling.

Pressing the **OK** button will be calculated air times on the start date (trying to avoid the conflict between product categories, customer and an overcrowding of the advertising slots).

Pressing the **CANCEL** button the operation will be undone and returns to insert hour points.



With the COPY (F11) button you will be allowed to copy the hour points from another area.

#### 2.5.7.4 MEDIA

The mask visualizes data related to different Media that a spot can have in addition to the main one already inserted. The mask cannot be visualized if, in General Data, was chosen Fixed as Media Rotation.

RAM-COMM - [Scheduling]

Identifying Schedule Recordings Invoices Statistics Windows Language Utility

General Data Summaries Hour-points Media



	Area	Subject	Media	Length	Start Date	Start Time	End Date	End Time
B		ADIDAS MAN	2B	00:00:00,00	01/09/2014	00:00	30/06/2015	24:00
C		ADIDAS WOMAN	2C	00:00:00,00	01/09/2014	00:00	30/06/2015	24:00
D		ADIDAS KIDS	2D	00:00:00,00	01/09/2014	00:00	30/06/2015	24:00
E								

Clicking the button **CANCEL** you will delete the medium where you are positioned.

In order to insert the **MEDIA** double click with the left key of the mouse on the empty lines, it will open the following mask.

Identifying Schedule Recordings Invoices Statistics Windows Language Utility RAM-COMM - [Med]

Subject  
**ADIDAS MAN**

Media  
2B  Length  
00:00:30,00 

Area

Boxer

Notes

Category  
CLOTHING

Message

Exclude Hour-Point

<input type="checkbox"/> 06:00	<input type="checkbox"/> 07:30	<input type="checkbox"/> 09:00	<input type="checkbox"/> 10:30	<input type="checkbox"/> 12:00	<input type="checkbox"/> 13:30	<input type="checkbox"/> 15:00	<input type="checkbox"/> 16:30	<input type="checkbox"/> 18:00
<input type="checkbox"/> 06:10	<input type="checkbox"/> 07:50	<input type="checkbox"/> 09:10	<input type="checkbox"/> 10:50	<input type="checkbox"/> 12:10	<input type="checkbox"/> 13:50	<input type="checkbox"/> 15:10	<input type="checkbox"/> 16:50	<input type="checkbox"/> 18:10
<input type="checkbox"/> 06:30	<input type="checkbox"/> 08:00	<input type="checkbox"/> 09:30	<input type="checkbox"/> 11:00	<input type="checkbox"/> 12:30	<input type="checkbox"/> 14:00	<input type="checkbox"/> 15:30	<input type="checkbox"/> 17:00	<input type="checkbox"/> 18:30
<input type="checkbox"/> 06:50	<input type="checkbox"/> 08:10	<input type="checkbox"/> 09:50	<input type="checkbox"/> 11:10	<input type="checkbox"/> 12:50	<input type="checkbox"/> 14:10	<input type="checkbox"/> 15:50	<input type="checkbox"/> 17:10	<input type="checkbox"/> 18:50
<input type="checkbox"/> 07:00	<input type="checkbox"/> 08:30	<input type="checkbox"/> 10:00	<input type="checkbox"/> 11:30	<input type="checkbox"/> 13:00	<input type="checkbox"/> 14:30	<input type="checkbox"/> 16:00	<input type="checkbox"/> 17:30	<input type="checkbox"/> 19:00
<input type="checkbox"/> 07:10	<input type="checkbox"/> 08:50	<input type="checkbox"/> 10:10	<input type="checkbox"/> 11:50	<input type="checkbox"/> 13:10	<input type="checkbox"/> 14:50	<input type="checkbox"/> 16:10	<input type="checkbox"/> 17:50	<input type="checkbox"/> 19:10

The fields to be filled are the following:

#### Subject

Alphanumeric compulsory (max. 40 characters).

Name associated to the spot.

#### Start date

Start day of the period, if it is Periodic Rotation or Periodic with basic medium.

#### Start Time

Start hour, the first day, of the period.

#### End date

Last day of the period, if it is Periodic Rotation or Periodic with basic medium.

#### End Time

End time the last day of the period.

In the days included between the start date and end date, the rotation will happen in the 24 hours, not depending on the start and end date.

#### Medium

Alphanumeric optional, automatically it suggests a progressive changeable number (max. 8 characters).

It is the reference to the recording number of the spot. We suggest to insert a number that coincide with the archive system used for the spots. This datum is important because used by the automatic direction for the spot broadcasting.



It allows you to select the medium of an already inserted period.


#### Length

Numerical in HH:MM:SS.DD format.

It is the real length of the spot; it is calculated automatically during the recording.



Allows you to record the spot with the given name in the field Subject, only for radio. TV station must create the

media in DIGIWARE and go and pick up using the key 

#### Area

List where select the area where the medium will be broadcasted.

If the area is not specified, the medium will be broadcasted on all the programmed areas.

Data in the list are taken from the AREAS table, changeable by the user.

#### Media rotation

Field shown only if in the mask Hour Points -> General Data was chosen as Media Rotation the option Periodic or Periodic with basic medium

The rotation typologies listed in this field are: Day Cyclic, Hour Cyclic, Hour Cyclic Fix, Hour Cyclic Moved and Periodic and for them you can apply the explanation given formerly.

#### Tape Based Media

List where choose the Tape Based Media.

Data in the list are the ones inserted in the mask related with the Tape Based Media, that will be explained later.

#### Notes

Alphanumeric optional.

Every additional information related with the medium or the spot.

### Category

List where select the Category of the promoted product.

Data in the list are taken from the CATEGORIES table changeable by the user.

The values will be used during statistics (Statistics -> Commercial).

### Exclude hour points

You can select some hour points to exclude them from the media rotation.

Clicking the **OK** button the medium will be inserted.

Clicking the **CANCEL** button you will undo the operation and go back to the list.

## 2.5.8 Boxer

Usable only with GESTAMP.

The mask allows you to insert, change or delete the expenses related to the spot realization.

It shows the Tape Based Media list composed by Subject, Length, Code, Responsible, Realisation, Invoicing, Settled, Cost.

Use the vertical scroll bar, on the right of the list, to move from a Tape Based Media to another one.

Identifying Schedule Recordings Invoices Statistics Windows Language Utility								
General Data		Agents+Amounts		Installments		Summaries		Boxer
	Subject	Length	Code	Responsible	Realization	Invoicing	Settled	Cost
▶	ADIDAS KIDS	00:00:30,00			08/11/2014	30/11/2014		50,00
	ADIDAS MAN	00:00:30,00			08/11/2014	30/11/2014		50,00
	ADIDAS WOMAN	00:00:30,00			08/11/2014	30/11/2014		50,00

### SEARCH

If you want to make a search, you need to highlight an element from the list and start writing the name of the Subject, the Length, the Code or the Responsible, according with the set order and the list will move in correspondence of the entered characters. To undo the search and start another, click the BACKSPACE button.

Clicking the **CANCEL** button you will delete the subject where you are positioned.

Clicking the **INSERT** button it will show the **insert Tape Based Media** mask.



With the **Copy (F11)** button, you will be allowed to copy the data of the Tape Based Media where you are positioned.

The change will be executed by double clicking with the left key of the mouse on the wanted Tape Based Media.

Subject ADIDAS KIDS		Length 00:00:30,00	Production Date 08/11/2014
Type	Box Type		
File Code	Responsible		
Recording Studio			
Cost 50,00	E-Mail Expenses 0,00	Internet Expenses 0,00	Mail Expenses 0,00
Invoicing Date 30/11/2014	<input type="checkbox"/> Settled <input type="checkbox"/> Invoice	Settled Date 00/00/0000	
broadcaster2		Sending Date	
F5			

The fields to be filled are:

#### Subject

Alphanumeric compulsory (max. 40 characters).

Name associated with the spot.

#### Length

Numerical in HH:MM:SS:DD format.

It is the real length of the recording.

#### Production Date

Numerical in format DD/MM/YY suggests automatically the daily date.

Enter the realization date of the Tape Based Media.



**Type**

List where select the spot Type to be recorded.

Enter if it is table advertising, sponsorship, radio sale,...

Data in the list are taken from the SPOT TYPE table, changeable by the user.

**Tape type**

List where select the Tape Type to be recorded.

Data in the list are taken from the table TAPE TYPE changeable by the user.

**File Code**

Alphanumeric optional (max. 20 characters).

Code assigned for the tape filing.

**Responsible**

Alphanumeric optional (max. 20 characters).

Name of the person who looks after tape sending.

**Recording studio**

List where select the Recording Studio where the tape was recorded.

Data in the list are taken from the RECORDING STUDIO table, changeable by the user. I

**Cost**

Numerical optional (max. 14 numbers included 2 decimals).

Cost for the tape recording to be charged to the client.

**Studio Cost**

Numerical optional (max. 14 numbers included 2 decimals).

Cost for the Recording Studio use.

**E-Mail Expenses**

Numerical optional (max. 14 numbers included 2 decimals).

**Internet Expenses**

Numerical optional (max. 14 numbers included 2 decimals).

**Mail expenses**

Numerical optional (max. 14 numbers included 2 decimals).

Any additional cost for the spot production and Tape Based Media shipping.

**Invoicing Date**

Numerical format DD/MM/YY.

Date of the tape production invoice.

**Invoice**

If selected means that the tape realization was invoiced.

**Settled**

If selected, it means that the invoice related to the production costs was really paid.

**Settled Date**

Numerical format DD/MM/YY.

Field active only if selected the Settled field. Enter the payment date.

**Broadcast list – If the user is an Agency.**

Numerical format DD/MM/YY.

Send date of the tape to the radio.

Clicking the **OK** button it asks if you want to recalculate the instalments, then it saves the inserted data and come back to the previous window.

Clicking the **CANCEL** button you come back to the previous window without saving the inserted data.

## 2.6 IMPORT PLANNINGS

*Usable only with OPTION PACK.*

It allows you to import automatically some contracts from other softwares (or from another Ram Comm) without inserting them manually

.



Import plannings

Import Type	File Name	Client
2 RAM-COMM	M:\importram.txt	
3 SPER	M:\import.txt	
4		
5		
6		

Import Type:

☐ Typology Length  
☐ Data Transmission

Customer:

File Name:

Areas:

- ☒ RETE 2
- ☒ RETE 3
- ☒ broadcaster2 : RETE 1

Menu

F2 F10 ESC

### Import Type

List where choose the import type.

- SPER with client (you import data related to the contracts as if they all belong to the selected client)
- SPER: (you import data related dividing them by client and giving every client a progressive code SP<nn>)
- PK Televisions
- Presnet
- RAM-COMM (you import data from another Ram-Comm)

### Data Transmission

If the field is selected, after importing the planning it will automatically execute the Data Send.



click this button to import.

### Client

List where select the client to associate with imported data.

Field active only when Import Type is Sper with client.

### Customer

List where select the customer to associate with imported data.

### File Name

Enter the file name with the related path where take the data.

### Areas

Select the area where the imported spots must be programmed.

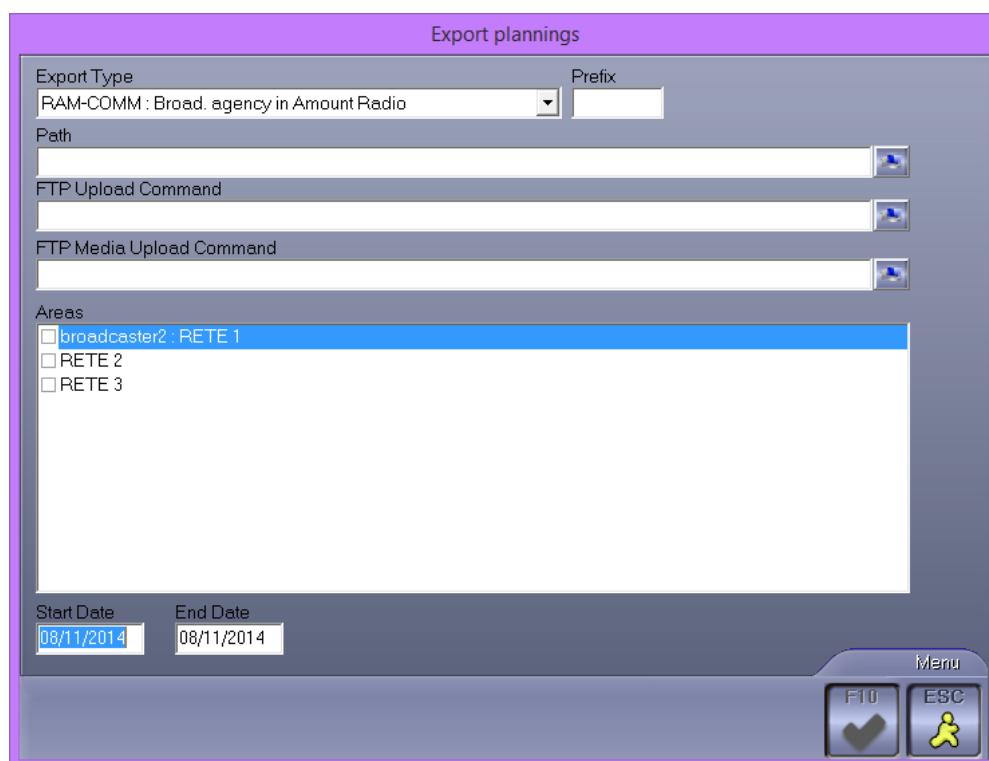
Clicking the **OK** button it will execute the data import.

Clicking the **CANCEL** button it will close the window without making any operation.

## 2.7 EXPORT PLANNING

Usable only with **OPTION PACK**.

It allows you to export contract automatically.



### Export Type

Select from the list the export type you want to execute:

- Broad. Agency in amount radio: values inserted in Medium fields of the agency's Ram-Comm will be inserted in Amount fields for the radio.
- Same amount: the amounts will be exported in the same position where they are.
- No amount: data will be exported without amounts.

### Prefix

Alphanumeric (max. 5 characters).

The prefix will be the first part of the file name created by the export.

### Path

Enter the path where you want to save the file.

### FTP Upload Command

Insert the command for the upload of the files from ftp.

### FTP media upload command

Insert the upload on ftp command of the audio supports of all the sent planning.

### Areas

Select the areas whose data must be exported.

### Start Date – End Date

DD/MM/YY format

Enter the period to be exported.

Clicking the **OK** button it will execute the export of the data.

Clicking the button **CANCEL** it will close the window without making any operation.

## 3 SCHEDULE

### 3.1 MODIFY SCHEDULE

#### 3.1.1 Start mask

The start mask is a calendar where it is possible to select month and year in the upper part, and area and visualization type in the lower part.

The visualization can be of 4 types:

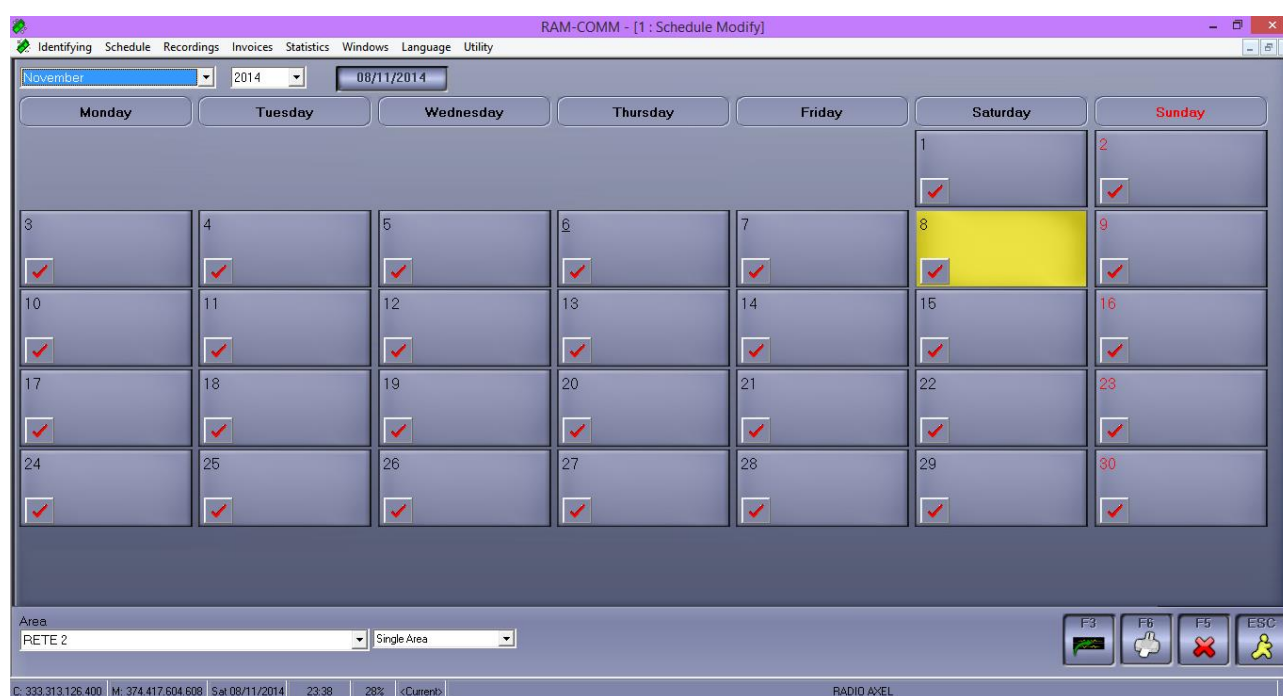
**SINGLE AREA:** it will visualize the schedules of one area, the selected one.

**SINGLE AREA WITH COLOURS:** it will visualize the schedules of the selected area with the colours associated to the spot type, defined by the Spot Type table.

**SINGLE AREA WITH COLOURS PRIORITY:** displays the schedule for the selected area, with the colors associated with the type of commercials, as defined in table Spot Type and the colors assigned to the priority (eg. Head or tail of break).

**ALL AREAS:** it will visualize the schedules of all the areas in the Areas table and the colours associated with the spots.

To see the playlist of a day double click on the wanted day, it will open the mask for the insert/modify of the schedule described hereafter.



Clicking the **CANCEL** button you will delete the schedule of the day where you are positioned.

**CAUTION:** If you delete a playlist, it will not delete the scheduling inserted by the contracts/scheduling, but only the changes made manually inside the playlist. If you delete a schedule with the F5 button, if you open it again you will have the playlist containing all the commercials scheduled in contracts/scheduling.

Clicking the **PRINT (F6)** button, it will show the print schedule mask:

SCHEDULE

SCHEDULE WITH LENGTH

SCHEDULE WITH CONTRACT

SCHEDULE FROM (first day of the week) TO (last day of the week)

NUMBER OF COMMERCIALS FROM (first day of the week) TO (last day of the week)

After choosing the print type, it will show a window with the following message: "Use length of the typology?" selecting **YES**, in the print the spot lengths will not be the real ones but the ones associated with the spot typology (Typologies table).

Clicking the **CANCEL** button it will exit from the Modify mask of the schedule.



Clicking the Compensate (F4) button it will ask you “execute filling in schedule of DD/MM/YY?” clicking [YES] it will insert in the schedule of the selected day the “stand by” spot set in the Typology table, as filler, clicking [NO] it will undo the operation.

This button appears only if in the Typologies table a datum, at least, has the “filling” field checked.



Pressing this button it will show the following options: playlist from. ... to. ... (displays the week on which I am) and Playlist of .... (displays the day on which I am), choosing with one-click one of the two options we can create in DIGIWARE the schedule of the day or week that interests us.



Pressing the key Send Data (F3) I send the advertising schedule of the day on which I am placed to DIGIWARE. This symbol, when appearing on one day means that the day has already been sent to DIGIWARE.

### 3.1.2 Insert/Modify schedule

	Length	Spot 1	Spot 2	Spot 3	Spot 4	Spot 5	Spot 6	Spot 7	Spot 8	Spot
06:00	00:00:00.00									
06:10	00:00:33.91	0:33 ADIDAS								
06:30	00:00:44.36	0:44 HILTON								
06:50	00:01:18.21	0:33 BARILLA	0:44 HILTON							
07:00	00:00:00.00									
07:10	00:00:33.91	0:33 ADIDAS								
07:30	00:00:00.00									
07:50	00:00:00.00									
08:00	00:00:00.00									
08:10	00:00:00.00									
08:30	00:01:18.21	0:33 BARILLA	0:44 HILTON							
08:50	00:01:46.33	0:36 COCA COLA	0:33 ADIDAS	0:36 COCA COLA						
09:00	00:00:00.00									
09:10	00:01:12.42	0:36 COCA COLA	0:36 COCA COLA							
09:30	00:00:00.00									
09:50	00:01:20.57	0:36 COCA COLA	0:44 HILTON							
10:00	00:00:00.00									
10:10	00:00:33.85	0:33 BARILLA								
10:30	00:00:33.91	0:33 ADIDAS								
10:50	00:00:00.00									
11:00	00:00:00.00									
11:10	00:00:00.00									
11:30	00:00:44.36	0:44 HILTON								
11:50	00:01:07.76	0:33 BARILLA	0:33 ADIDAS							
12:00	00:00:00.00									
12:10	00:01:07.76	0:33 BARILLA	0:33 ADIDAS							
12:30	00:00:44.36	0:44 HILTON								
12:50	00:00:33.91	0:33 ADIDAS								

The first column shows the hour points, where the spots will be broadcasted, defined in the Hour Points Table. The bands defined in table Advertising Bands are highlighted with different colors (alternating blue and gray).

#### Length

Numerical in HH:MM:SS.DD format..

Shows the total length of the Hour Point, summing the length of every spot scheduled in that hour point.

#### Spot <nn>

In these columns are listed the spots scheduled for every Hour Point.

For every column, starting from the first (Spot 1), it shows the spot name (Subject) and its length.

When the name of two or more spots is written in red it means that there is a category conflict, that is when they belong to the same category.

When the name of two or more spots is highlighted in blue it means that they are associated to the same client.

#### Confirmed

If selected, the daily schedule will not be calculated anymore.

After this operation if you insert/modify programmings they will not be broadcasted unless you take off the confirmation.

When the schedule is confirmed, in the main mask the check ✓ of the day is green.

#### Transmitted

If selected, it shows that the schedule was sent to the onair machine.

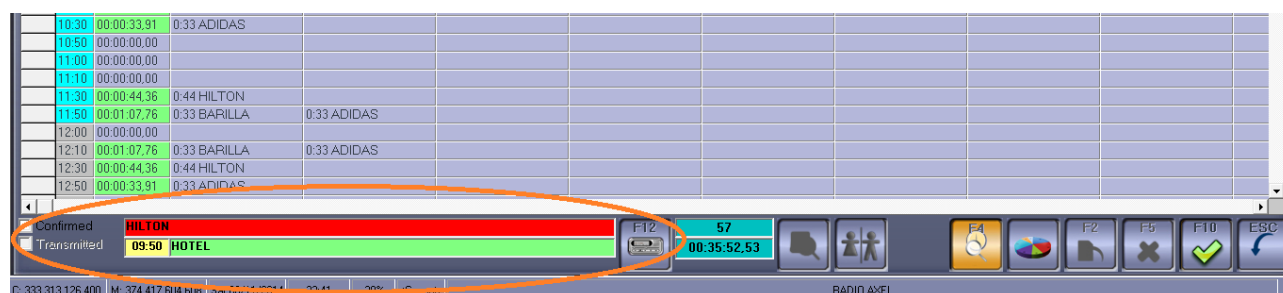


#### All Hours


If not selected, it visualizes only hour points that contain spots.

It is possible to modify manually the schedule. With a double click on the wanted spot it will visualize a mask with the name of the spot, the hour when it is programmed and the category membership. At this point it is possible to move it on the chosen hour: you can drag it with the mouse as far as the wanted cell, you can click once with the mouse on the destination cell and the press **ENTER**, or double click on the cell where you want to insert it.

If there are conflicts caused by the movement of the spot it will show a window that asks if you want to continue in spite of the conflicts or not: clicking **[YES]** the operation will be completed, clicking **[NO]** the operation will be deleted.



In the lower part of the screen you can even see two summarize fields: the number of programmed spots for that day and their global length.

Clicking the **INSERT**  button (after positioning on the cell where you want to insert the spot) it will show a complete table of the contracts and spots, not archived, where you can choose the one to be inserted (if in the setup it has been selected the item "MODIFY: insert spot check date", will be proposed only spot scheduled on the day on which we are working); once selected, with the **OK** button you confirm the insertion and go back to the schedule, clicking **CANCEL** you undo the operation.

The subject of the spot manually inserted will be preceded by "#|#".

Pressing **F1** it will open a window with the information related to the selected spot. It will visualize the client code, client name, contract number, spot subject, length, medium, priority, frequency and category.

If you want to search, inside the schedule the spots of a particular client, enter the first letters that compose the name of the client and press **F8** button: it will show a message with the spot hours.

To search the spots on the basis of the subject, enter the first letters that compose the subject and press **F9**: it will show a message with the spot hours.




Click this button to visualize the graph related with the advertising crowding of the day.


Clicking **F12** it will be possible to listen or see (depending if it is a TV or a radio) to the selected spot.



Clicking **F10** it will be possible to sort by author..

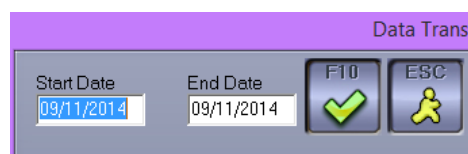
Clicking the **DELETE** button  you will delete from the schedule the spot where you are positioned.

Clicking the **OK** button  it will save the changes done.

Clicking the **CANCEL** button  you will close the window without saving the changes.

## 3.2 DATA TRANSMISSION

It is the mask that allows you the transmission of data to the broadcast machine.



### Start date

Numerical in DD/MM/YY format.

It is the date of the first schedule day to send. It automatically suggests the date of "tomorrow".

### End date

Numerical in DD/MM/YY format.

It is the date of the last schedule day to send. It automatically suggests the date of "tomorrow".

Enter the period to send data to the onair machine and click **OK** to send the schedules, creating the missing ones.

If it was enabled the execution of the optimizer, at the end of the transmission it will visualize a list where it will specify if the data transmission was sent correctly or if there are some missing advertising media.

Clicking the **CANCEL** button the operation will be left undone.

Warning: after those days the machine will be without advertising data, so it will be necessary to transmit again the schedule.

We suggest you to make periodically this operation (once a day) and to use it every time you change the advertising programming.

In event of the transmission of more than 10 days, it will ask the confirmation and it will not be possible to send schedules for a number higher than 100.

### 3.3 EXECUTE OPTIMIZER

It is the mask that allows you to execute the musical filling of the splits with less commercials.

#### Start Date

Numerical in DD/MM/YY format.

It is the date of the first schedule day to optimize. It automatically suggests "tomorrow" date.

#### End Date

Numerical in DD/MM/YY format.

It is the date of the last schedule day to fill. It automatically suggests "tomorrow" date.

Enter the data period to send to the onair machine and click **OK** button to send the schedules.

### 3.4 LISTS

It is the mask that allows you to make statistics on the schedule.

Data can be filtered in order to make a focused search. The fields that it is possible to select are the following:

Area

Agent

Program

Campaign

Typology

Spot Type

Product Categories

Client

For every field data visualized are the ones present in their tables, changeable by the user. Once you do the selection, it will consider, for the list, data that match with the selected features.

All the lists can be visualized using the **OK** button.

Once you visualize the list, the **CANCEL** button is useful to leave the visualization, while the **PRINT** button starts printing.

If requested data are non existent, the program will visualize a message.  
In all these lists it is possible to visualize also the information about a single client.

### 3.4.1 **Advertising crowding**

It visualizes the day divided in 1 hour bands, entering the programmed time in HH:MM:SS,DD, format in percentage and the number of spots.

Clicking the **F6** button, it will be possible to choose if you want to print in tabular (text only) format or diagrams format.

### 3.4.2 **Crowding advertising length (Sec.)**

It visualizes the day divided in bands of one hour, entering the programmed in SS,DD format.

### 3.4.3 **Tape based media**

It visualizes a list with the Tape Based Media. This function makes sense only if you use a univocal name (MEDIUM) for every spot. In this way it is possible to know to which client belongs a particular spot.

FILE NAME  
DAILY FREQUENCY  
SUBJECT  
LENGTH  
CATEGORY  
CLIENT  
CONTRACT  
NICKNAME

### 3.4.4 **Tape based media in the period**

It visualizes a list with the Tape Based Media occupation in a particular time interval and for a specific area.

DATE  
HOUR  
MEDIUM  
CLIENT

### 3.4.5 **Media check**

It checks if from a particular date there are two or more media with the same name associated with different clients.

MEDIUM  
CLIENT  
CONTRACT  
TAPE BASED MEDIA  
PERIOD  
CAMPAIGN  
BROADCASTER  
TYPOLOGY

It is possible to enter the spot type to consider: only advertising, advertising + promo, only promo.

### 3.4.6 **Commercials list**

It visualizes a list of the programming periods that will be broadcasted in a particular day, with the hours.

HOUR  
PRIORITY  
CLIENT  
SUBJECT  
LENGTH  
CATEGORY  
PERIOD

It is possible to specify what kind of spot must be considered: only advertising, advertising + promo, only promo.

### 3.4.7 **Commercials length list**

It visualizes a list with the length of the cluster for every area, in a particular period, on all clusters. For every hour it visualizes two lines: in the first it inserts the length of the area (in bold the longest area), while in the second the difference of the other areas on the longest one.

DATE  
HOUR  
AREA

It is possible to enter which spot type consider (only advertising, advertising + promo, only promo) and if the main area spots (card = 00, channel = 0) must be considered as singles or linked with splits.

### 3.4.8 **Number of commercials per day**

It visualizes a list with the number of spot broadcasted for every area, for every day of the specified period. The parameters for data selection are the start and end dates, the hour band interested and the length (minimum and maximum) of the spots.

DATE

AREAS

It is possible to enter what kind of spot to consider (only advertising, advertising + promo, only promo) and if the spots of the main areas (card = 00, channel = 0) must be considered as singles or linked with splits.

### 3.4.9 **Number of comemrcials per period**

Same as Number Of Commercials Per Day but entering data for the whole wanted period.

PERIOD

AREAS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits.

### 3.4.10 **Number of commercials per clock**

The same as Number of Commercials per Day but grouping data for every band.

BAND

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits.

### 3.4.11 **Number of commercials per group**

Same as Number of Commercials Per Day but only on one area and divided by priority groups set in the Hour Points table.

It visualizes a list with the number of spot broadcasted on the selected area for every day of the specified period and divided in groups. The parameters for data selection are the dates of start and end period, the hour band interested and the length (minimum and maximum) of the spots.

GROUP

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits.

### 3.4.12 **Number of commercials per hour**

Same as Number Of Commercials Per Day but it shows data for the cluster of every day.

HOUR

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits.

### 3.4.13 **Occupation**

Displays the total time of space occupied for each day

### 3.4.14 **Time available per day**

It visualizes a list with the available advertising time, for every area, for every day in the specified period, a second line with the maximum length of the spot in that day and a third line with the percentage still available.

DATE

AREA

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.4.15 **Time available per period**

Same as Time Available Per Day but showing the data related to the whole period and not for every day.

PERIOD

AREA

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.



### 3.4.16 *Time available per clock*

Same as Time Available Per Day but grouping data for every band.

BAND

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.4.17 *Time available per group*

Same as Time Available Per Day but grouping data for the various priority groups, entered in the Hour Points table.

GROUP

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.4.18 *Time available per hour*

Same as Time Available Per Day but showing data for the clusters of every day.

HOUR

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.4.19 *Time used per day*

It visualizes a list with the time related with the occupation of the spot broadcasted, on every area, for every day of the specified period, a second line with the maximum length of the spots in that day and a third line with the percentage of time spent.

DATE

AREA

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.4.20 *Time used per period*

Same as Time Used Per Day but entering data related to the whole period and not for every day.

PERIOD

AREA

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.4.21 *Time used per clock*

Same as Time Used Per Period but grouping data for every band.

BAND

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.4.22 *Time used per group*

Same as Time Used Per Period but grouping data for the various priority groups, entered in the Hour Table.

GROUP

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.4.23 *Time used per hour*

Same as Time Used Per Period but showing data for the clusters of every day.

HOUR

DAYS

It is possible to decide what kind of spot consider (only advertising, advertising + promo, only promo) and if the spots of the main area (card = 00, channel = 0) must be considered as singles or linked with splits and if you must enter the time in seconds.

### 3.5 CERTIFICATION

It is the mask that shows the list of the spots scheduled in the wanted date and shows the exit of that programming, that is if it was regularly broadcasted or not, or if it reported an error.

To activate and configure the proper certification of the spots we recommend that you contact technical support.

Certification										
Date	Hour	Hour	Contract	Subject	Length	Error	Media	Area	Prog. Date	
	00:00:00.00	12:10	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	12:30	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	12:50	7	MC DONALDS	00:00:00.00		9	RETE 1	31/12/2013	
	00:00:00.00	13:10	7	MC DONALDS	00:00:00.00		9	RETE 1	31/12/2013	
	00:00:00.00	13:10	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	13:50	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	14:10	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	14:30	7	MC DONALDS	00:00:00.00		9	RETE 1	31/12/2013	
	00:00:00.00	14:30	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	14:50	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	15:10	7	MC DONALDS	00:00:00.00		9	RETE 1	31/12/2013	
	00:00:00.00	15:50	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	16:10	7	MC DONALDS	00:00:00.00		9	RETE 1	31/12/2013	
	00:00:00.00	16:50	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
	00:00:00.00	17:00	7	MC DONALDS TIME SIG	00:00:00.00		11	RETE 1	31/12/2013	
	00:00:00.00	18:30	3	NIKE	00:00:00.00		3	RETE 1	31/12/2013	
26/12/2013	18:50:00.00	18:50	3	NIKE	00:00:00.00	OK	3	RETE 1	26/12/2013	
27/12/2013	09:00:00.00	09:00	7	MC DONALDS TIME SIG	00:00:00.00	OK	11	RETE 1	27/12/2013	
27/12/2013	11:00:00.00	11:00	7	MC DONALDS TIME SIG	00:00:00.00	OK	11	RETE 1	27/12/2013	
27/12/2013	11:30:00.00	11:30	7	MC DONALDS	00:00:00.00	OK	9	RETE 1	27/12/2013	
27/12/2013	12:10:00.00	12:10	3	NIKE	00:00:00.00	OK	3	RETE 1	27/12/2013	
27/12/2013	12:30:00.00	12:30	3	NIKE	00:00:00.00	OK	3	RETE 1	27/12/2013	
31/12/2013	17:10:00.00	17:10	3	NIKE	00:00:00.00	OK	3	RETE 1	31/12/2013	
31/12/2013	17:10:00.00	17:10	7	MC DONALDS	00:00:00.00	OK	9	RETE 1	31/12/2013	
31/12/2013	17:30:00.00	17:30	3	NIKE	00:00:00.00	ERR	3	RETE 1	31/12/2013	
31/12/2013	17:50:00.00	17:50	7	MC DONALDS	00:00:00.00	OK	9	RETE 1	31/12/2013	
31/12/2013	18:50:00.00	18:50	7	MC DONALDS	00:00:00.00	OK	9	RETE 1	31/12/2013	
31/12/2013	19:10:00.00	19:10	3	NIKE	00:00:00.00	NO Audio	3	RETE 1	31/12/2013	
31/12/2013	19:30:00.00	19:30	7	MC DONALDS	00:00:00.00	OK	9	RETE 1	31/12/2013	
31/12/2013	19:50:00.00	19:50	3	NIKE	00:00:00.00	OK	3	RETE 1	31/12/2013	
31/12/2013	21:10:00.00	21:10	7	MC DONALDS	00:00:00.00	OK	9	RETE 1	31/12/2013	
31/12/2013	22:00:00.00	22:00	7	MC DONALDS TIME SIG	00:00:00.00	OK	11	RETE 1	31/12/2013	
31/12/2013	23:10:00.00	23:10	7	MC DONALDS	00:00:00.00	ERR	9	RETE 1	31/12/2013	
31/12/2013	23:50:00.00	23:50	7	MC DONALDS	00:00:00.00	OK	9	RETE 1	31/12/2013	

Before entering the details of the certification you want to get, you need to import on air data by pressing the **IMPORT** button (**F3**).

#### start Date

Enter the start date of the period you want to display

#### end Date

Enter the end date of the period you want to display

#### contract

Enter the contract number you want to display (optional)

In the dropdown menu you can also select:

- The AREA for which affects the certification (if left blank it will display all the areas).
- The CLIENT you are certifying (if left blank it will display all the customers broadcasted in the selected period)

Pressing the **F10** key it will display the list of commercials scheduled in the period with information about the real broadcasting of them.

Press the **IMPORT** button (**F3**) it will import schedulings from on air.

Clicking the **DELETE** button it deletes the spot where you are positioned.

Clicking the **PRINT** (**F6**) button it prints out of data shown on the screen.

Clicking the **CANCEL** button you escape from the mask.

For each spot will be shown the following information:

#### Date

Date of the actual transmission of the spot

#### Hour

Time for the actual transmission of the spot

#### Hour

Time scheduled of the spot

#### Contract

Number of the contract to which the spot is matched

#### Subject

It 's the subject indicated in the programming of the spot

### Length

It 's the real duration of the spot

### Error

Transmission result of the spot.

It can get 3 options:

PAS, the commercial was aired regularly.

NO Audio, the spot was not sent because there is no audio.

ERR, there was an error during the transmission of the spot.

If the Status field is blank, it means that the advertising cluster was not sent.

### Medium

Number of the support shown in the programming of the spot

### Area

Area in which the spot was broadcasted

31/12/2013	22:00:00.00	22:00	7	MC DONALDS TIME SIG	00:00:00.00	OK	11	RETE 1	31/12/2013
31/12/2013	23:10:00.00	23:10	7	MC DONALDS	00:00:00.00	ERR	9	RETE 1	31/12/2013
31/12/2013	23:50:00.00	23:50	7	MC DONALDS	00:00:00.00	OK	9	RETE 1	31/12/2013

Date	Hour	Length	Error
31/12/2013	17:00:00.00	00:00:00.00	OK

With a double click of the mouse you can insert/modify:

### Date

In DD/MM/YY format is the scheduling date of the spot.

It suggests the date entered for the general visualization.

### Hour

In HH:MM:SS,DD format it is the hour when the spot was broadcasted.

### Length

In HH:MM:SS,DD format it is the length of the spot.

### Error

It is possible to choose among 3 options:

OK, the spot was regularly broadcasted.

NO Audio, the spot wasn't broadcasted because there was no audio.

ERR, there was an error during spot broadcasting.

Clicking the **OK** button the inserted information will be saved.

Clicking the **CANCEL** button the operation will be left undone.

## 4 RECORDINGS

Entering the date of the wanted period, it allows you to visualize the spot broadcasted during that time interval, highlighting them with green if the audio were already recorded with date and hour, and highlighting them in red if they are not recorded yet.

It is also possible to see a reduced visualization of the information by clicking on the reduced display box.

When you exit and enter again in the list, the same order settings will be kept.



It allows you to record the spot where you are positioned.

Clicking the **CANCEL** button you close the mask.

RAM-COMM - [1 : Recordings]

Identifying Schedule Recordings Invoices Statistics Windows Language Utility

Recorded on	Subject	Start	End	Media	Length	Nickname
Client						
Broadcaster						
20/12/2011 12:50:02	COCA COLA	01/10/2014	31/12/2014	1	00:00:36,21	COCA COLA
20/12/2011 13:33:12	HILTON	10/10/2014	31/12/2014	10	00:00:44,36	HILTON
20/12/2011 12:51:53	ADIDAS	01/10/2014	31/12/2014	2	00:00:33,91	ADIDAS
	ADIDAS WOMAN	01/10/2014	31/12/2014	2B	00:00:30,00	ADIDAS
	ADIDAS MAN	01/10/2014	31/12/2014	2C	00:00:00,00	ADIDAS
20/12/2011 12:55:52	AIR FRANCE	01/10/2014	31/12/2014	6	00:00:47,18	AIR FRANCE
20/12/2011 12:50:02	BMW X3	15/10/2014	31/12/2014	7	00:00:36,21	BMW
19/12/2011 14:07:21	BMW X5	15/10/2014	31/12/2014	7B	00:00:27,30	BMW
20/12/2011 12:53:21	BARILLA	20/10/2014	31/12/2014	8	00:00:33,85	BARILLA

☐ Reduced visualization

☐ Read only the file audio date

F12

ESC

C: 333.313.126.400 | M: 374.417.604.608 | Sun 09/11/2014 | 00:00 | 32% | <Current> | RADIO AXEL

## 5 INVOICES

The invoices have to be created first as a provisional and then, once checked and, if necessary, modified, can be transferred to **definitive** where they will be associated with progressive numbering required by law.

### 5.1 PROVISIONAL INVOICES

It shows, in the first part, the list of the provisional invoices already done and allows you the insertion of new ones and modification or deletion of the existing ones.

In the second part, down, it shows the detail of the invoice selected in the upper part.

Use the vertical scroll bar, on the right of the list, to move from an invoice to another one, and the horizontal bar to see the other data of the list.

**YEAR:** select from the list the year of the invoices you want to see.

Clicking the **PRINT** button will appear the print mask that allows you the choice among:

PRINT ON FORM

PRINT ON WHITE PAGE

Clicking the **INCLUSION (F2)** button it will show the line insertion mask, to insert a new invoice, explained later.

Clicking the **ENTER LINE (F4)** button it will show the line insertion mask, to insert the description lines of the invoices, explained later.

Clicking the **DELETE (F5)** button it asks which time interval of Provisional Invoices (From number To number) and of which Year delete. Clicking **OK** the operation will be executed, clicking **CANCEL** it will be left undone.

Clicking the **DELETE LINE (F7)** it will delete the description line of the invoice where you are positioned.

Clicking the **EXIT** button you escape from the invoice management mask.

The **modification** can be done by double clicking with the left key of the mouse on the wanted invoice or pressing **ENTER** after the invoice selection.

#### Insert/Modify invoice

The fields to be filled are the following:

#### Invoice Type

List where select the document type to fill.

**NORMAL:** it creates a provisional invoice inserting manually the data.

**AUTOMATIC:** it creates some provisional invoices automatically, recovering information from the contracts. You must only insert the time interval and the interval of the clients to invoice.

**CREDIT NOTE:** it creates a credit note inserting manually the data.

#### Invoice

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max 6 numbers).

#### C.N.. (Credit Note)

Numerical compulsory given automatically (progressive), but changeable. It doesn't allow you to insert more than one time the same value (max. 6 numbers).

It will be visualized only if the Invoice Type is CREDIT NOTE.

**Date**

Numerical given automatically in DD/MM/YY format but changeable.

**Client**

List where select the Client holder of the invoice .

Data in the list are taken from Identifying Clients changeable by the user.

**Payment**

List where select the Payment Type used by the client.

It automatically suggests the datum inserted in Identifying, but it is possible to change it.

**Bank**

List where select the Support Bank of the client.

It automatically suggests the datum inserted in Identifying, but it is possible to change it.

**Agent**

List where select the Agent associated to the client.

It automatically suggests the datum inserted in Identifying, but it is possible to change it.

**Recipient**

List where select the addressee of the invoice if different from the holder.

It automatically suggests the datum inserted in Identifying (Invoicing field), but it is possible to change it, data in the list are taken from Identifying Clients changeable by the user.

**Agency**

List where select the Agency associated to the client.

Data in the list are taken from the AGENCY table, changeable by the user.

**VAT expenses**

List where select the VAT to apply.

Data in the list are taken from the VAT table, changeable by the user. It automatically suggests the VAT normally used.

**Currency**

List where select the Currency of the invoice.

Data in the list are taken from the CURRENCY table, changeable by the user.

**Notes**

Alphanumeric (max. 30 characters).

Every additional information related with the invoice.

**Start date**

Numerical in DD/MM/YY format .

Date where start counting the expiry of the payments.

**Bank Expenses**

Numerical Optional (max. 14 numbers included 2 decimals).

Any bank expense incurred, to be invoiced to the client.

**Operating Costs**

Numerical optional (max. 14 numbers included 2 decimals).

Any operating cost incurred, to be invoiced to the client.

#### Fix Right

Numerical optional (max. 14 numbers included 2 decimals).

Amount to charge for the invoice issue.

#### Blocked

If selected, the invoice will not pass in definitive.

Taxable – VAT – Withholding tax

#### Summary fields.

Clicking the **OK** button it will save the invoice.

Clicking the button **CANCEL** it will close the window without saving the inserted data.

The fields to fill are the following:

#### Line number

Numerical given automatically by the program but changeable (max. 5 numbers).

#### Voice

List where select the voice to insert in the line.

Data are taken from the ITEM table, changeable by the user.

#### MU

Alphanumeric (max. 3 characters).

Pressing the **INSERT LINE (F4)** you will have access to the input window of the amounts and description lines of the invoice.

#### Contract

Alphanumeric (max. 10 characters).

Number of the contract related to the invoice.

#### Quantity

Numerical (max. 6 numbers).

#### Price

Numerical (max. 14 numbers included 2 decimals).

#### % Discount

Numerical (max. 5 numbers included 2 decimals).

#### % Agency

Numerical (max. 5 numbers included 2 decimals).

#### VAT

List where select the VAT to apply. It automatically suggests the one associated with the chosen Item in Items table.

#### Contra

List where select the Contra. It automatically suggests the one associated with the chosen Item in Items table.

#### Blocked

If selected, the invoice passes in Definitive.

**Description**

Alphanumeric it suggests automatically the associated description, to the selected Item, in the Items table.

**% Withholding Tax**

Numerical optional (max. 5 numbers included 2 decimals).

Percentage for the Withholding Tax calculation.

**% of rateable value**

Numerical optional (max. 5 numbers included 2 decimals).

Percentage of the taxable to calculate the withholding tax.

**Withholding tax – Amount – Taxable – VAT**

Summary fields.

Clicking the **OK** button it saves the invoice line.

Clicking the button **CANCEL** it will close the window without saving the inserted data.

If in the Invoice Type you selected “**AUTOMATIC**”, the fields to fill are the following:

**Date**

Numerical in DD/MM/YY format, it automatically suggests today's date.

Invoice date.

**Date from – Date to**

Numerical in DD/MM/YY format.

It will consider the instalment to invoice, specified in the contract, included in the entered period.

**Client from**

List where select the start client of the interval to consider for the invoicing.

**Client To**

List where select the final client of the interval to consider for the invoicing.

**Start date**

Numerical in DD/MM/YY format.

Date where start calculating the expiry of the payments.

## 5.2 DEFINITIVE INVOICES

It shows, in the first part, the list of the definitive invoices already done and allows you to insert new ones and modify or delete the existing ones.

In the second part, down, it shows the detail of the invoice selected in the upper part.

Clicking the button **STATEMENT OF ACCOUNT** it opens a window that allows you to give an interval of invoices (From number, To number) and Year, to update data of the statement of account.

Clicking the **PRINT** button will appear the print mask that let you choose among:

PRINT ON FORM

PRINT ON WHITE PAGE

LABELS



Clicking the **INCLUSION (F2)** it will show the following mask. It shows the number of the last credit note and the last invoice issued and allows you to insert a numerical interval for the record of the invoices, from provisional to definitive. Clicking the **DELETE (F5)** button it asks which interval of definitive invoices (From number, To number) and of which year, delete. Clicking **OK** the operation will be executed, clicking **CANCEL** it will be left undone.

Clicking the **ENTER LINE (F4)** button it will show the enter line mask.

Clicking the button **DELETE LINE (F7)** it will delete the description line of the invoice where you are positioned.

Clicking the EXIT button you escape from the invoices management mask.

The **modification** can be done by double clicking with the left key of the mouse on the wanted invoice or pressing the **ENTER** key after the selection of the invoice. The mask for the definitive invoices is the same as the provisional ones.

### 5.3 CASH ORDER

It will visualize the expiration date dates of the Cash Orders inserted.

Data shown are: the number of Cash Order, the expiration date, the amount, the number of the referential invoice, the invoices date and the client.

Clicking the button **BALANCING** it will open a mask for the insertion of the search parameters: Cash orders number interval, date interval, year and bank. Clicking **OK** it will give back the Cash orders amounts grouped by bank.

Clicking the **PRINT** button it will show the print mask that allows you to select the Cash Orders in a particular numeric interval (From number <nn> to number <nn>) or in a time interval (From Date – To Date), or the ones of the same bank.

Clicking the **INCLUSION** button it will show the cash order insertion mask, to insert a new expiry, explained later.

Pressing the **CANCEL** requests the Cash Order range (From number To number) and the year, to be erased.

Clicking on **OK** it will be executed, clicking on **CANCEL** it will be abandoned.

Pressing the **F3** button you can export the Cash Order in a file to be sent directly to the banks.

Clicking **ESC** button you escape from the mask.

The modification will be done double clicking with the left key of the mouse on the wanted cash order or clicking the **ENTER** button after selecting it.

**From Number:** Number of the first Cash Order to be exported

**To number:** Number of the last Cash Order to be exported

**Start Date:** start date of the period to be exported

**End date:** end date of the period to be exported

**Year:** Year of the bank receipt to be exported

**Bank:** Select the receiving bank (the list is taken from the table Banks)

**Export File Name:** enter the path and name of the file that will be created

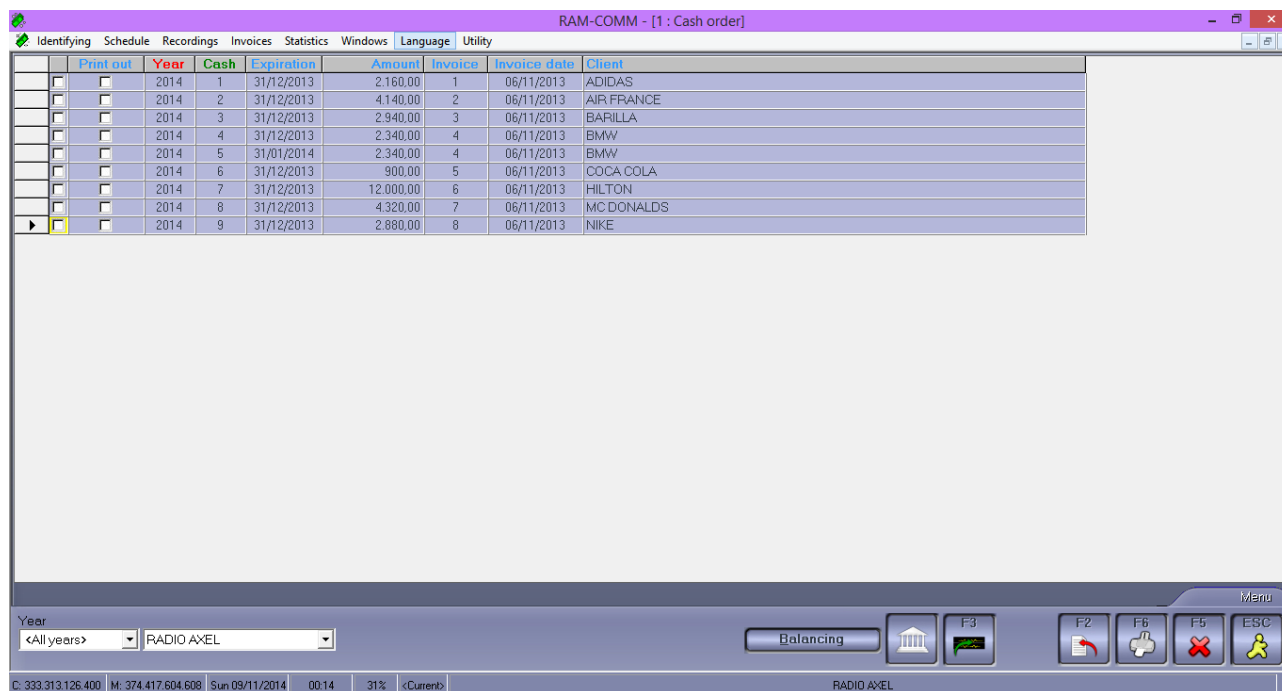
**CR / LF:** Select whether you want the file as a CR/LF

**Add Export in queue if the file already exists:** If a file already exists with the same name that contains data, the data of the export will be appended to those already present in the file

When all required fields have been completed, press **F10** to export the data.

Press the **ESC** key to exit the main form of bank receipt.

The **modification** is done by double clicking with the left mouse button on the desired bank receipt, or by pressing the **ENTER** key after you have highlighted it.



Print out	Year	Cash	Expiration	Amount	Invoice	Invoice date	Client
<input type="checkbox"/>	2014	1	31/12/2013	2.160.00	1	06/11/2013	ADIDAS
<input type="checkbox"/>	2014	2	31/12/2013	4.140.00	2	06/11/2013	AIR FRANCE
<input type="checkbox"/>	2014	3	31/12/2013	2.940.00	3	06/11/2013	BARILLA
<input type="checkbox"/>	2014	4	31/12/2013	2.340.00	4	06/11/2013	BMW
<input type="checkbox"/>	2014	5	31/01/2014	2.340.00	4	06/11/2013	BMW
<input type="checkbox"/>	2014	6	31/12/2013	900.00	5	06/11/2013	COCA COLA
<input type="checkbox"/>	2014	7	31/12/2013	12.000.00	6	06/11/2013	HILTON
<input type="checkbox"/>	2014	8	31/12/2013	4.320.00	7	06/11/2013	MC DONALDS
<input type="checkbox"/>	2014	9	31/12/2013	2.880.00	8	06/11/2013	NIKE

Year: <All years> RADIO AXEL

Buttons: Balancing, F3, F2, F6, F5, ESC

Status bar: C: 333.313.126.400 M: 374.417.604.608 Sun 09/11/2014 00:14 31% <Current> RADIO AXEL

### Insert/Modify Cash Order

The fields to fill are the following:

#### Cash orders Type

List where select the type of cash order you want to fill.

**UNIQUE:** it will create a cash order by manually inserting the required data.

**AUTOMATIC:** it will create some cash orders automatically, inserting the interval of the invoices to consider.

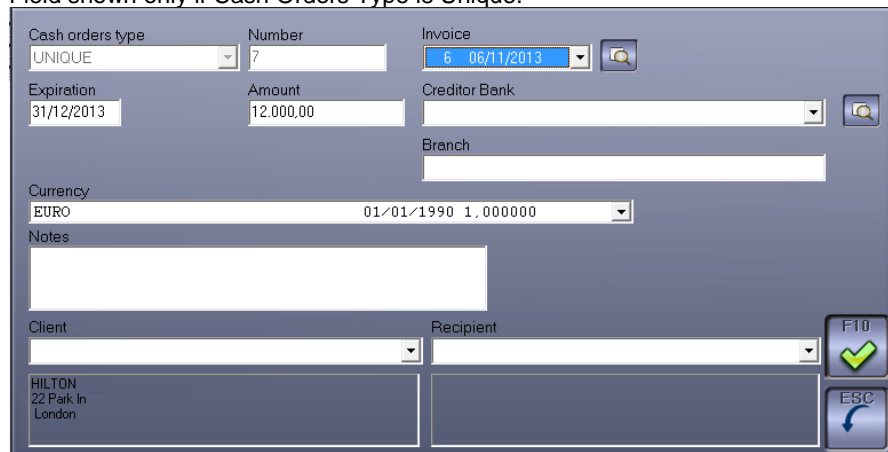
#### Number

Numerical assigned automatically (progressive) but changeable (max. 5 numbers).

#### Invoice

List of all the definitive invoices issued where to choose the one to calculate the cash order. The list visualizes only the number and date of the invoices, to see also the other data of the invoice click on the search button.

Field shown only if Cash Orders Type is Unique.



Cash orders type: UNIQUE

Number: 7

Invoice: 6 06/11/2013

Expiration: 31/12/2013

Amount: 12.000,00

Creditor Bank: [Search]

Branch: [Search]

Currency: EURO 01/01/1990 1.000000

Notes: [Text Area]

Client: HILTON 22 Park In London

Recipient: [Search]

Buttons: F10 (Green Checkmark), ESC (Blue Arrow)

**Invoice From**

Enter the start of the invoices interval to consider. The list visualizes only the number and date of the invoices, to see the other data of the invoice click on the search button.

Field shown only if Cash Order Type is Automatic.

**Invoice To**

Enter the end of the invoices interval to consider. The list visualizes only the number and date of the invoices, to see the other data of the invoice click on the search button.

Field shown only if Cash Order Type is Automatic.

**Maturity**

Numerical in DD/MM/YY format, it automatically suggests today's date but after selecting the invoice for the cash order it will update.

Enter the expiration date of the cash order.

Field shown only if Cash Order Type is Unique.

**Amount**

Numerical (max. 14 numbers included 2 decimals).

It automatically suggests the amount of the cash order taking it from the invoice, but it is changeable.

Field shown only if Cash Order Type is Unique.

**Creditor Bank**

List where choose the creditor bank. The list is taken from the Banks table, changeable by the user. The list visualizes only the name of the bank, to see the other data click on search button.

**Branch**

Alphanumeric optional (max. 30 characters).

Field visible only if Cash Order Type is Unique.

**Currency**

List where select the Currency of the cash order.

Data in the list are taken from the CURRENCY table, changeable by the user.

Field shown only if Cash Order Type is Unique.

**Notes**

Every additional information related to the Cash Order.

Field shown only if Cash Order Type is Unique.

**Client**

Company name and address of the client.

During the insertion data are taken automatically from the invoice, during the modify phase data can be changed and chosen from a list (Identifying Clients).

Field shown only if Cash Order Type is Unique.

**Recipient**

Company name and address of the addressee of the Cash Order.

During the insertion data are taken automatically from the invoice, during the modify phase data can be chosen from a list (Identifying clients).

Field shown only if Cash Order Type is Unique.

Clicking the **OK** button it will save the line of the Cash Order.

Clicking the **CANCEL** button it will close the window without saving the data inserted.

## 5.4 STATEMENT OF ACCOUNT

It will visualize the statement of account of every client, composed by client name, date, description movement, debit and credit.

RAM-COMM - [1 : Statement of Account				
Entry	Date	Description	Debit	Credit
2	06/11/2013	ISSUE INVOICE NR.1 DATE 06/11/2013	2.160,00	2.160,00
2	31/12/2013	ISSUE R.B. INVOICE NR.1 DATE 06/11/2013	0,00	2.160,00
2	09/11/2014	PAYMENT ISSUE R.B. INVOICE NR.1 DATE 06/11/2013	2.160,00	0,00

Client	Year	Balance
ADIDAS	-All-	0.00
RADIO AXEL		

In the lower part of the mask it is possible to select the client you want to visualize the situation, next it shows the balance.

Under the **Client** field, you can select the billing company for which to display the balance.

Clicking the **PRINT** button it will print the statement of account of the selected client.

Clicking the **INCLUSION** button it will show the insertion mask, to insert a new movement, explained the hereafter.

Clicking the **DELETE** button it will erase the movement where you are positioned.

Clicking the **EXIT** button you escape from the mask.

The **modification** will be done by double clicking with the left key of the mouse on the wanted movement or pressing the ENTER key after selecting the movement.

### 5.4.1 Insert/Modify Movement

Date	<input type="checkbox"/> UNDISCHARGED	Without Ripetition	N.1->2013
09/11/2014	<input type="checkbox"/> RE-ISSUE	<Manual>	N.1->2014
	<input checked="" type="checkbox"/> PAYMENT		
Description			
PAYMENT ISSUE R.B. INVOICE NR.1 DATE 06/11/2013			
Debit	Credit	Bill book item	
2.160,00	0,00		
Currency	Worth's class		
EURO	01/01/1990 1.000000		
Notes			
		F10	ESC
		✓	↶

The fields to fill are the following:

**Date**

Numerical in DD/MM/YY, automatically it suggests today's date.

**Undischarged**

If selected means that the client rejected the Cash Order.

**Re-Issue**

If selected means that the Cash Order will be re-issued after outstanding accounts.

**Payment**

If selected it means that the client paid the movement.

**Without repetition**

<Manual>

ISSUE INVOICE

ISSUE CREDIT NOTE

ISSUE BANK TRANSFER

ISSUE TRANSFER

ISSUE R.B.

ISSUE R.D.

ISSUE DRAFT

**Description**

Alphanumeric (max. 80characters)

It automatically suggests descriptions related with the selected fields (Undischarged, Payment, ...) the description is changeable.

**Debit**

Numerical (max. 14 numbers included 2 decimals).

**Credit**

Numerical (max. 14 numbers included 2 decimals).

**Bill book item**

List where select the Bill Book Item.

Data are the ones inserted in BILL BOOK ITEM table, changeable by the user.

**Currency**

List where select the Currency.

Data are the ones inserted in the CURRENCY table, changeable by the user.

**Notes**

Every additional information related with the movement.

## 6 STATISTICS

### 6.1 STATISTICS: COMMERCIAL

For every LIST TYPE selected it will be possible to choose if in the visualization must be included the FILED contracts, only CUSTOMER (in event of a client selected in the following parameters, this will be considered as customer), with CLIENT (if Client and Customer were selected, confirming this option it will show in the list in addition to the clients of the customer, even the customer itself) and the TYPE and AMOUNT to be visualized: none, sum % Agency (to the amounts sums the percentage assigned to the Agency), detract % Agency (to the amounts inserted it detract the percentage assigned to the Agency).

If a contract is **filed**, it will be visualized in red.

Data can be filtered in order to make a focused search. The fields that can be selected are the following:

- Currency
- Broadcaster
- Area
- Agent
- Agencies
- Zone
- Campaign
- Typology
- Message
- Product Category
- Client

For every field data visualized are the ones in their own tables, changeable by the user. Once you made the selection, it will consider, for the list, only the contracts that will respect the selected features.

In event of the agent, if during the insertion of the contract in the mask Agents + Amounts wasn't selected the Commercial option, in these statistics it will not be considered.

All the lists are visualized using the OK button.

Once you visualized the list, the CANCEL button is to leave the visualization, while the PRINT button starts the printing.

In event of non existent requested data, the program will visualize a message.

#### 6.1.1 Active contracts by date

The statistic provides the user with a list of all active contracts in the period. Data selection is done by controlling the Maturity Date, as defined when entering the contract, which must be within the specified time interval.

The list will be shown in the following form:

- CUSTOMER
- CONTRACT
- DATE AGREED
- EXPIRATION DATE

### 6.1.2 **Expired contracts for expiring date**

The statistic offers to the user a list of all expired contracts in the period set. Data selection will happen through the check of the Maturity date, given during the insertion of the contract, that must fall within the entered time interval

The list will be shown in the following way:

CLIENT  
CONTRACT  
STIPULATION  
MATURITY

### 6.1.3 **Expired contracts for remained**

The statistic offers to the user a list of all the contracts that, at the entered date, result as expired for remained (remained spots).

The check will be done on the programming period that, at the date set as reference (To), must be expired. If you select the option Without suspende, it will visualize the contracts that broadcasted all the purchased spots and the suspended will be 0, otherwise it will insert also the ones with expired programming but with remaining spots and, in that case it will also show the number. For example if the client purchased 100 spots and at the inserted date it consumed 100 spots, the remained is 0 and the contract results expired for remained. If the client purchased 100 spots and at the inserted date it consumed 80 spots, the remaining is 20 and the contract results expired with outstanding.

The list will be shown in the following way:

CLIENT  
CONTRACT  
STIPULATION  
NICKNAME  
PURCHASED  
REMAINED  
AMOUNT



This button will appear only by positioning on EXPIRED contracts, that is that they have no programming onair or with expiration date and the last installment after today's date, and allows you to **Archive** the selected contract.

It is possible to select the function entering **Alt-R**.

### 6.1.4 **Contracts without commercial price**

It visualizes all the contracts with the stipulation date included in the assigned interval, and where the spot price is not specified.

The list will be shown in the following way:

ARCHIVED  
CLIENT  
CONTRACT  
STIPULATION  
NICKNAME  
PURCHASED

### 6.1.5 **Suspended contracts**

It visualizes all the contracts without any active programming but have some spots to consume at a particular date. The parameters to insert for the search are: the reference day and the percentage of remaining spots, if it must be lower, upper, same or different compared to the entered percentage.

The list will be shown in the following way:

CLIENT  
CONTRACT  
STIPULATION  
NICKNAME  
PURCHASED  
REMAINED  
AMOUNT

### 6.1.6 **Commercials monthly list**

This statistics is useful to have a complete list of the commercials with at least one programming day included in the entered time interval, with the related amount.

It lists all the commercials used in the period under review, with the amounts involved (individual and total) and the average price of all of the spots used in the period.

From this release are

EXCLUDED all amounts relating to contracts without programming (for example, contracts with monthly installments or to be defined but without commercials scheduled)

INCLUDED all the commercials and amounts that will be billed at a different time from the selected period (for example, the installments "At the consumption end period" or "on consumption <nn> days")

In the visualization can be inserted some additional parameters:

**Amounts without premium**

If selected, it will visualize the amounts of the spots without counting the Premium.

**Commercials without gifts**

If selected, it will not visualize the Premium spots.

**Premium spot price = 0**

If selected, the commercials with spot price = 0 must be considered as Premium.

**Full amount**

If selected, it will consider the amounts not discounted.

**Divide price on areas**

If selected, the full amount will be equally divided for every area.

This happens if the filling of the amounts in the contract was not done by area.

**Only area with hour-points**

If selected, it considers only the areas with charged hour points.

**Only first area**

If selected, in event of more than one area programmed, it will consider only the first one.

**Broadcaster Price**

If selected, the amounts visualized will be the one related with the Broadcasters.

The list will be shown in the following way:

ARCHIVED  
CLIENT  
CONTRACT  
STIPULATION  
AREA  
PURCHASED  
CONSUMED  
SPOT PRICE  
AMOUNT  
TURNOVER  
MESSAGE  
TYPOLOGY  
AGENT  
NICKNAME

In the lower part of the table you see the summary fields: total consumed spots, total amount, average price, total premium, average price premium.

### 6.1.7 Summary monthly list

It calculates the consumed commercials and the total price of them, in a particular period, grouping them for every broadcaster and area.

The selection parameters are the same of statistic Commercial Monthly List.

The list will be shown in the following way:

AREA  
BROADCASTER  
AMOUNT  
CONSUMED  
FREE CONSUMED  
AVERAGE PRICE  
TYPOLOGY

### 6.1.8 Summary monthly list by agent

It calculates the consumed spots and the total price of them, in a particular period, grouping them by Agent.

The selection parameters are the same of the previous statistic (Summary monthly list).

The list will be shown in the following way:

AGENT  
AMOUNT  
CONSUMED  
FREE CONSUMED  
COMMISSION



### 6.1.9 Monthly list by agent with payments

The statistic shows, for every Agent, the total price of the commercials consumed, of the installments and the difference between these two data, inside the entered time interval.

The selection parameters are the same of the statistics Commercials Monthly List, the only missing is Price Broadcast.

The list will be shown in the following way:

AGENT  
AMOUNT  
INSTALLMENTS  
DIFFERENCE

### 6.1.10 Summary monthly list by year

This statistic displays the amount of advertising collected in each year divided by months and quarters. The selection parameters are the same as statistical Commercials Monthly List.

Exclusions and inclusions are the same as Commercials Monthly List.

The result will be shown in the following form:

		Amount 2013	Amount 2012	Amount 2011
►	January			
	February			
	March			
	1^ TRIM.			
	April			
	May			
	June			
	2^ TRIM.			
	July			
	August			
	September			
	3^ TRIM.			
	October	4.640,00		
	November	10.470,00		
	December	11.594,00		
	4^ TRIM.	26.704,00		
	TOTAL	26.704,00		

### 6.1.11 List of commercials to be invoiced

This choice is useful to visualize a spot list that, in the entered 'period, must be invoiced.

The selection parameters are the same as statistics Commercial monthly list.

From this list are

EXCLUDED all the commercials broadcasted during the period, but to be billed at a different time

INCLUDED any rate contained in a contract-free scheduling

The selection parameters are the same as statistical Commercials Monthly List.

The list will be shown in the following way:

ARCHIVED  
CLIENT  
CONTRACT  
STIPULATION  
REF. CLIENT  
PURCHASED  
SUBJECT  
AREA  
REF. ORDER  
CONSUMED  
SPOT PRICE  
AMOUNT  
MESSAGE

### 6.1.12 Summary list of commercials to be invoiced

It counts the spots to be invoiced, as the statistics List of Commercial to be Invoiced, but data are grouped by every broadcast and area.

The selection parameters are the same as statistics Commercial monthly list.

The list will be shown in the following way:

AREA  
BROADCASTER  
AMOUNT  
CONSUMED  
FREE CONSUMED

### 6.1.13 **Period start dates**

It visualizes a list of all programmings that have the start date included in the entered period.

The list will be shown in the following way:

MEDIUM (if existing)  
 ARCHIVED  
 PERIOD (of programming)  
 SUBJECT  
 FREQUENCY  
 CATEGORY  
 MISSING DAYS (to the programming expiry)  
 PROGRAMMED AREAS  
 NICKNAME  
 MESSAGE  
 CUSTOMER  
 SENDING DATE  
 CAMPAIGN  
 BROADCASTER  
 TYPOLOGY

In event of "missing days" already finished, that is when end programming date is previous to today's date, in the related column there will be the wording "EXPIRED" and the matched programming will be red highlighted.

In event of a programming period that starts after today's date in the column "missing days" there will be the wording "WAITING" and the matched programming will be green highlighted.

### 6.1.14 **Programming periods**

It visualizes the programming periods in a particular interval.

Once inserted the reference dates (From/To) the program will visualize, in start date order, only the programming with at least one day included in the requested period.

The list will be shown in the following way:

PERIOD (of programming related to the contract)  
 CLIENT  
 SUBJECT  
 FREQUENCY  
 CATEGORY  
 PROGRAMMED AREAS  
 CONTRACT  
 STIPULATION  
 NICKNAME  
 LENGTH (of the spot)  
 MEDIUM  
 TYPOLOGY

If selected the voice, the date of the programming insertion will attest the selection of the programming periods and not the period itself.

### 6.1.15 **Accruals and deferrals**

It visualizes a summary of the contracts with at least one programming day included in the wanted time interval.

The selection parameters are the same of the statistic Commercial Monthly List and moreover there is the chance to visualize the Contracts with Closed Accruals.

The list will be shown in the following way:

ARCHIVED  
 CLIENT  
 CONTRACT  
 STIPULATION  
 YEAR  
 PURCHASED  
 CONSUMED  
 PURCHASED PREMIUM  
 CONSUMED PREMIUM  
 BALANCE  
 AMOUNT  
 TURNOVER  
 ACCRUAL  
 DEFERRAL

In the lower part of the table you will find the summary fields: total amount, total invoices, total accrual, total deferral.

### 6.1.16 **Reclassification standard format**

This statistic sums the duration of all the commercials, customer by customer, broadcasted in a given period and divide it by the "standard" set up in the statistics.

It is very useful to check the time used by a customer in a given period, especially if the spots provided by the customer exceed the time agreed under contract.

Example: A customer purchases 100 spots of 30 seconds, but then provide a spot lasting 40 seconds. Once passed the 100 spot, they have taken 4000 seconds, or the equivalent of 133 30-second spot. This statistic is possible to quantify the spot "extra" to be billed to the customer.

Enter the period of reference in the fields From and To and the standard duration that you want to check.

The list will be shown in the following form:

ARCHIVED  
CLIENT  
CONTRACT  
STIPULATION  
AREA  
TYPOLOGY  
CONSUMED  
TYPOLOGY LENGTH  
TOTAL TYPOLOGY LENGTH  
SPOT LENGTH  
TOTAL SPOT LENGTH  
STANDARD SPOT

### 6.1.17 **Periods maturities**

It visualizes all the programmings with expiration date included in the wanted period.

Once you inserted the time interval, the program will visualize, in Start Date period order, only the programming whose end date is included in the chosen time interval.

The list will be shown in the following way:

MEDIUM (if existing)  
ARCHIVED  
PERIOD (programming)  
SUBJECT  
FREQUENCY  
CATEGORY  
MISSING DAYS (to the programming expiration)  
PROGRAMMED AREAS  
NICKNAME  
MESSAGES  
CUSTOMER  
CAMPAIGN  
BROADCASTER  
TYPOLOGY

If the "missing days" at the expiration of the programming were ended, in the related column there will be the writing "EXPIRED" and the matched programming will be red highlighted.

If the programming period should start after today's date, in the column "missing days" there will be the writing "WAITING" and the matched programming will be green highlighted.



Clicking this button (**Alt-R**), it will appear only on EXPIRED periods, you will be able to **Archive** the programming period

### 6.1.18 **Statistics contract verification**

The statistic allows you to obtain a complete list of all contracts whose stipulation date is included in the inserted time interval.

Data can be ordered by Client or Import, and inside of them they can further be ordered by Sales Type, by Broadcaster, by Terms or by Area

The list will be shown in the following way:

ARCHIVED  
CLIENT  
CONTRACT  
STIPULATION  
TYPE  
TERMS  
BROADCASTING  
BROADCASTER  
AMOUNT

## 6.2 STATISTICS: ACCOUNTING

For every selected LIST TYPE it will be possible to choose if in the visualization must be included the FILED contracts, the TYPE AMOUNT to be visualized (none, sum % Agency, subtract % Agency), if the imports must be calculated without premiums and if the must be calculated as full, without discounts.

If a contract is filed, it will be visualized in red.

Data can be filtered in order to make a focused search. The fields it is possible to select are the following:

- Currency
- Broadcaster
- Area
- Agent
- Agencies
- Zone
- Campaign
- Typology
- Product Category
- Sale type
- Sale Typology
- Client

For every field, data visualized are the ones present in their tables, changeable by the user. Once you make the selection, it will consider, for the list, only the contracts that will correspond

If during the contract insertion in the Agents + Amounts mask, wasn't selected the Contract option Contracts, referred to the agent, in these statistics that contract will not be considered.

All the lists are visualized using the **OK** button.

Once you visualized the list, the **CANCEL** button is useful to leave the visualization, while the **PRINT** button starts the printing praxis.

In event of the requested data are non existent, the program will visualize a message.

### 6.2.1 Analisis remained commercials

It will visualize for every broadcaster and area the number of spots not broadcasted yet, the related amount and the number of premium. If selected With Clients, the print will also visualize the clients.

The list will be shown in the following way:

- BROADCASTING
- AREA
- SPOT
- AMOUNT
- FREE SPOT

In the lower part of the table you find the summary fields: spot, amount, average price, premium spot, average price premium.

### 6.2.2 **Commercials programmed**

It visualizes, for every agent, the amount related to the spots programmed in the entered time interval, grouping them depending on the broadcaster and the area.

In the visualization it is possible to choose if consider premiums, amounts without premium and full amounts without discount.

The list will be shown in the following way:

- AGENTS
- BROADCASTING
- AREA
- MONTHS
- SEMESTER SUMMARY
- TOTALS

### 6.2.3 **Contracts per vendor**

It will list the amounts of the contracts with stipulation date included in the chosen time interval. Data will be grouped monthly and divided for every agent.

The list will be shown in the following way:

- AGENTS
- MONTHS
- SEMESTER SUMMARY
- TOTALS

### 6.2.4 **Contracts control**

The option Contracts Control allows you to obtain a complete visualization, in alphabetical order, of all the inserted contracts, with the outstanding between paid spots and broadcasted spots and with possible expenses. The parameter for data selection is the stipulation date of the contract.

The list will be shown in the following way:

- ARCHIVED
- CONTRACT
- CLIENT
- COMMERCIALS PAYED
- AMOUNT
- DIFFERENCE
- AMOUNT
- PURCHASED
- PURCHASED FREE
- SPOT PRICE
- EXPENSES
- CONSUMED
- CONSUMED AMOUNTS
- FREE CONSUMED

At the bottom of the screen it will visualize a general count composed by:

*1st line:* Commercials consumed and related Amount.

*2nd line:* Commercials paid and related Amount with number of contracts.

*3rd line:* Commercials purchased, total Difference commercial paid and consumed, expenses.

### 6.2.5 **Contracts list**

It visualizes the list of the contracts of a period reporting their value.

The list contracts option needs the input of two limit dates to search between.

It allows you, moreover, to consider filed contracts, expenses and the possible cash advance.

The list will be shown in the following way:

- STIPULATION
- CONTRACT
- CLIENT
- AMOUNT
- PURCHASED
- PURCHASED FREE
- SPOT PRICE
- ACCOUNT
- LAST INVOICE
- SPOT COSTS
- OPERATING COSTS
- ADVANCE

DEPOSIT  
SALE TYPE  
SALE TYPOLOGY  
AGENT

In the lower part of the screen it will visualize a general count of the Amount, Spot Costs and Operating Costs of the contracts ACTIVE, FILED and their Total.

### 6.2.6 Payments

It visualizes the payments list with the chance of changing data.

Use this function to record quickly the payments (if you don't use the invoicing).

The option payments list needs the insertion of two dates to set a time interval where do the search and if it must consider only the paid installments, both paid installments and not paid, or only not paid.

It is also possible to choose if include the visualization the payments with Tape Based Media or not. The parameter for data choice is the date of the installment.

The names highlighted in red did not make the payment yet.

The list will be shown in the following way:

ARCHIVED  
CONTRACT  
CLIENT  
MATURITY  
REF. PER  
AMOUNT  
FULL  
DIFFERENCE  
SETTLED  
ACCOUNT  
TYPE  
NICKNAME

Moreover, at the bottom of the screen, it will visualize a line that shows:

Amount: sum of the amounts and all the expiries;

Cashed: sum of the mounts of the expiries already paid;

To be Cashed: sum of the amounts of the expiries not already paid.

In this function, once you positioned on the line relative to the payment, using the right key of the mouse it will visualize a little menu that allows you the choice among:

**Set payment date (Alt-P):** It suggests the expiration date, that can be changed if necessary.

**Modify Amount (Ins):** if you are positioned on a payment highlighted in red.

Or:

**Cancel Payment (Alt-N):** If you are positioned on a payment highlighted in green.

### 6.2.7 Broadcaster payments

It visualizes the payments list (always on consumption) with amount gross and net for every programming period.

The list will be shown in the following way:

ARCHIVED  
CONTRACT  
CLIENT  
PERIOD  
FREQUENCY  
AMOUNT  
BROADCASTING AMOUNT  
SETTLED  
INVOICE  
NICKNAME

At the bottom of the screen it will visualize a summary amount table, both for the Client, and for the Broadcaster:

*Total:* sum of the amounts.

*Cashed:* sum of the amounts of the expiries already paid.

*To be cashed:* sum of the amounts of the expiries not already paid.

### 6.2.8 Broadcaster payments by installments

It visualizes the list of the payments with gross and net amount for every programming period. It doesn't consider only the installments on consumption. The parameter for data choice is the installments date.

The list will be shown in the following way:

ARCHIVED  
CONTRACT  
CLIENT  
PERIOD

AMOUNT  
BROAD. AMOUNT  
SETTLED  
INVOICE  
NICKNAME

At the bottom of the screen, it will visualize a summary table, both for the Client, and for the Broadcaster:

*Total:* sum of the amounts.

*Cashed:* sum of the amounts of the expiries already paid.

*To be cashed:* sum of the amounts of the expiries not already paid.

### 6.2.9 Business statements

It visualizes the list of the contracts consumed and remained in a particular period, grouped by client and ordered on the basis of the investment done.

The parameters to insert for the search are: number of spot remained (if more than zero, same as zero, or less than zero), if it must list even the amounts of the remained spots, if it must ignore the contracts and if it must consider the remained in the last period, that is the spots not already broadcasted.

The list will be shown in the following way:

ARCHIVED  
STIPULATION  
MATURITY  
CONTRACT  
CLIENT  
NICKNAME  
AMOUNT + EXPENSES  
BROADCASTER  
PURCHASED  
CONSUMED  
REMAINED  
PURCHASED PREMIUM  
CONSUMED PREMIUM  
REMAINED PREMIUM  
LAST PERIOD  
LAST INSTALLMENT

The contracts that have commercials yet will be visualized in green, while the ones that consumed more commercials than the purchased, will be visualized in red.

## 6.3 STATISTICS: AGENT

Usable only with GEST PACK.

For every TYPE LIST selected it will be possible to choose if in the visualization must be included the FILED contracts, the way to calculate the commissions (on invoices, on settlements, on invoice settled, on settlements by bank receipts +

1 month, on invoice settled by bank receipt + 1 month, on expiration date) and if it must consider the percentage for the agency.

If the count of the commissions is on invoiced there will be a further field to fill: with Tape Based Media. If selected, in the visualization it will also consider the amounts related with the Tape Based Media.

Data can be filtered in order to make a focused search. The fields which can be selected are the following:

Currency  
Agent  
Agency

If the window doesn't appear, it means that no agent was inserted.

All the lists are visualized using the **OK** button.

Once visualized the list, the **CANCEL** button is useful to leave the visualization, while the **PRINT** button starts the printing.

If the required data were lacking, the program will display a message.

### 6.3.1 **Agent calculation**

It visualizes the commissions due to an agent in a particular period, with the list of the reference contracts.

The list will be shown in the following way:

CONTRACT  
STIPULATION  
BROADCASTER  
CLIENT  
N. SPOT  
CONSUMED  
SPOT PRICE  
AMOUNT  
%  
COMMISSION  
ACCOUNT  
PAYMENT  
ADVERTISING  
TAPE BASED MEDIA

At the bottom of the screen you can see a total summary of Fee and Contract with Total Amounts, average percentage, total commission and total amounts already paid.

### 6.3.2 **Control statement**

It visualizes a prospect that represents the commercial trend of the advertising sales divided per agent in a particular period.

The list will be shown in the following way:

CONTRACT  
BROADCASTER  
CLIENT  
AMOUNT  
STIPULATION  
%  
COMMISSION  
TRANSMITTED  
INVOICED  
TAPE BASED MEDIA

At the bottom of the screen you can see a total summary of the advertising transmitted and invoiced, Difference and Commission.

### 6.3.3 **Control statement on invoices**

Same as *Control Statement*, but with the information about the invoices instead of the contract.

The list will be shown in the following way:

INVOICE  
DATE  
CLIENT  
BROADCASTER  
AMOUNT  
%  
COMMISSION

At the bottom of the screen you can see a total summary of Total Invoices, Total Commission, % average of the commission.



### 6.3.4 Total of commissions

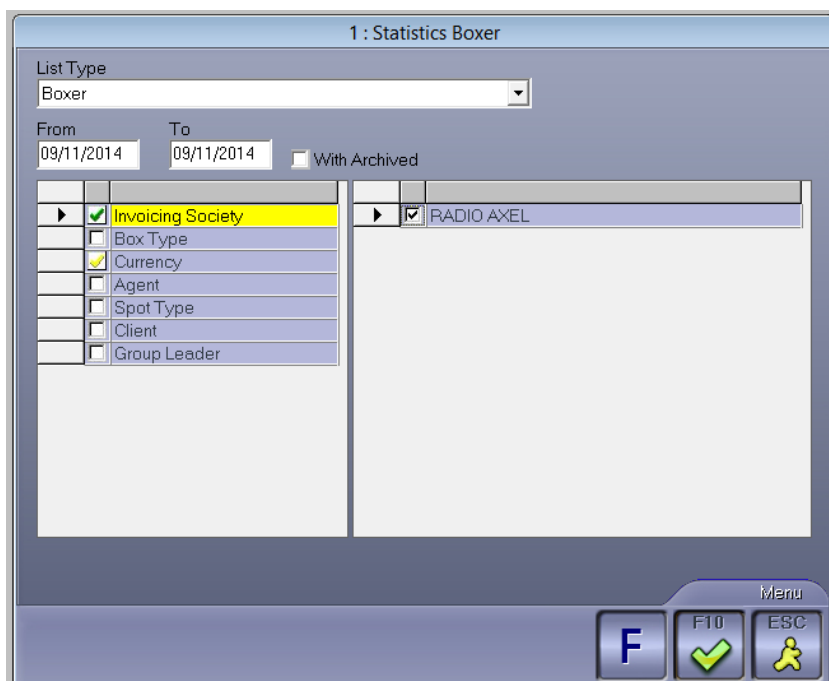
It visualizes the total of the commissions due to the agents in a particular period.

The list will be shown in the following way:

AGENT  
 COMMISSION AMOUNT  
 COMMISSION COMMISSION  
 COMMISSION %  
 COMMISSION ACCOUNT  
 CONTRACT AMOUNT  
 CONTRACT COMMISSION  
 CONTRACT %  
 CONTRACT ACCOUNT  
 TOTAL AMOUNT  
 TOTAL COMMISSION  
 TOTAL %  
 TOTAL ACCOUNT

## 6.4 STATISTICS: BOXER

Usable only with GEST PACK.



For every TYPE LIST selected it will be possible to choose if in the visualization must be included the FILED contracts. Data can be filtered in order to make a focused search. The fields that can be selected are the following:

Currency  
 Agent  
 Spot Type  
 Recording Studios  
 Client

If the window does not appear, it means that no agent was inserted.

All the lists are visualized using the **OK** button.

Once visualized the list, the button **CANCEL** is useful to leave the visualization, while the **PRINT** button starts the printing.

If the required data were lacking, the program will display a message.

### 6.4.1 Boxer

It visualizes the list of the Tape Based Media realized in a particular period. The parameter for the choice is the realization date of the Tape Based Media.

The list will be shown in the following way:

ARCHIVED  
 CLIENT  
 CONTRACT

RECORDING STUDIOS  
 REALIZATION  
 RESPONSIBLE  
 SUBJECT  
 SPOT TYPE  
 TAPE TYPE  
 STUDIO COST  
 COST  
 E-MAIL EXPENSES  
 INTERNET  
 MAIL EXPENSES  
 INVOICING DATE

### 6.4.2 Boxer per recording studios

It visualizes a summary of the costs for the realization of the Tape Based Media, ordered by recording studios. The parameter for data choice is the realization date of the Tape Based Media.

The list will be shown in the following way:

RECORDING STUDIOS  
 STUDIO COST  
 COST  
 E-MAIL EXPENSES  
 INTERNET  
 MAIL EXPENSES

### 6.4.3 Invoicing

It visualizes the list of the Tape Based Media to be invoiced or invoiced in a particular period. It is possible to choose if include spot costs. The parameter for data choice is the invoicing date.

The list will be shown in the following way:

ARCHIVED  
 CLIENT  
 CONTRACT  
 COST  
 SPOT COSTS

At the bottom of the screen you can see the summary of the costs (total, paid, to be paid) for the media recording costs.

## 6.5 STATISTICS: INVOICES

If the window doesn't appear it means that no agent was inserted.

If during the contract insertion in the mask Agents + Amounts was not selected the Invoices option, attributed to the agent, in these statistics it won't be considered.

All the lists will be visualized using the **OK** button.

Once visualized the list, the **CANCEL** button is useful to leave the visualization, while the **PRINT** button starts printing. In event of non existent requested data, the program will visualize a message.

### 6.5.1 VAT counts

It visualizes the VAT count for all the months of the wanted year. It shows the amount for every month, the partial for every three months and the annual total.

### 6.5.2 Turnover per vendor

It visualizes the invoiced for every month, with summaries every three months, six months and annual for every agent. The data selection parameters are the following: year, agent (it is allowed the multiple selection), broadcasters (multiple selection), the currency and the client. The invoicing date must belong to the entered year to be included in the list.

### 6.5.3 Invoices issued

It shows the list of the invoices issued in the entered time interval. Data can be visualized with or without the following information: provisional, invoice amounts and Subdivide by expenses.

The data selection parameters are the following: the agent (multiple selection), the modality (multiple selection), the sale type (multiple selection), the broadcasters (multiple selection), the area (multiple selection), the typology (multiple selection), the sale typology (multiple selection), the currency and the client.

The list will be shown in the following way:

TYPE  
DATE  
INVOICE  
C.N.  
CLIENT  
PAYMENT  
TAXABLE  
VAT  
TOTAL  
CONTRACTS

In the lower part of the screen will be visualized a summary with the Total rateable value, Total VAT and Total.

### 6.5.4 Invoices for agent

It shows the list of the invoices issued in the wanted time interval and ordered by agent. Data can be visualized with or without summaries, and can be also visualized the invoices without contract.

The given selection parameters are the following: the agent (multiple selection) and the currency.

The list will be shown in the following way:

DATE  
INVOICE  
CLIENT  
%  
AMOUNT – EXPENSES  
EXPENSES

In the lower part of the screen it will visualize a summary with the Total amount minus expenses and the Total expenses.

### 6.5.5 Bill book

It shows the list of the expiries ordered by date. The expiration date must be included in the entered time interval.

The selection parameters given are the following: the agent (multiple selection), the currency, the insertion type (multiple selection), the bill book item (multiple selection), if undischarged, if re-issue, if payment, if ordered by client, client, if all movement (paid and not).

The list will be shown in the following way:

CLIENT  
DATE  
DESCRIPTION  
DEBIT  
CREDIT  
NOTES  
DATE COMMERCIAL PAPERS

In the lower part of the screen it will visualize a summary of Debit and Credit.

### 6.5.6 Billing verification statistics

It visualizes the billing of every client in the entered period.

### 6.5.7 *Monthly billing's verification statistics*

It visualizes the billing of every client divided by months.

## 7 UTILITY

### 7.1 RECALCULATION

#### 7.1.1 *Consumed and/or installments*

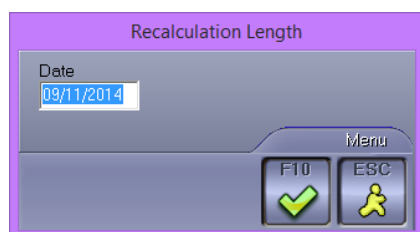


It visualizes a window where you can choose the update of broadcasted commercials and/or the installments on consumed of the Active contracts, of the Filed contracts or all contracts.

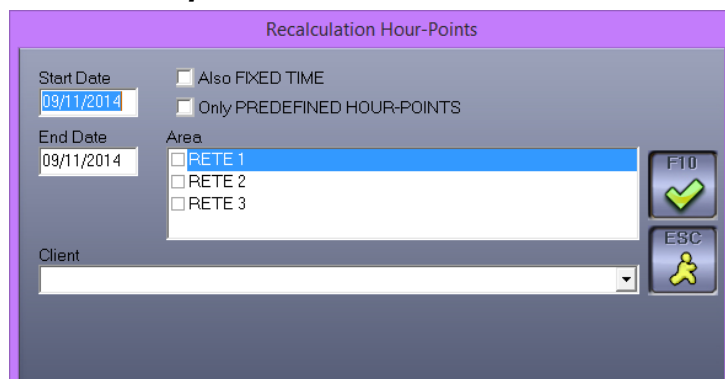
We suggest to use this function if, somehow, there is an incongruity among the count of the consumed commercials in the programming periods.

#### 7.1.2 *Length*

It visualizes a window where it is possible to insert a date. Clicking **OK** it will start the update of the length of the media that will be broadcasted in the specified day or next.

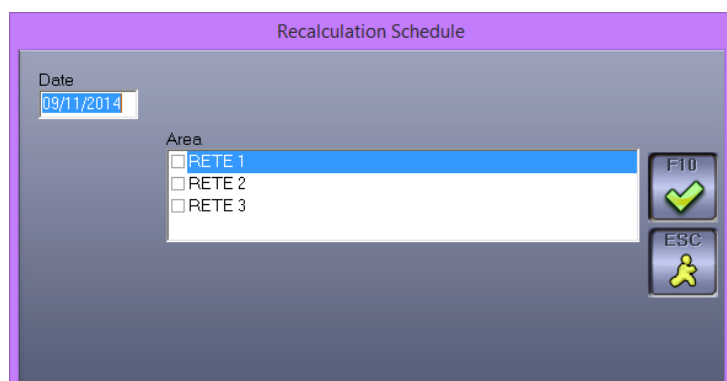


#### 7.1.3 *Hour points*



It visualizes a window where you can choose the recount of the broadcasted hour points in a particular time interval. It is possible to specify the update parameters: for which area, for which client, if only for predefined hour points or even for the fixed time.

### 7.1.4 Schedule

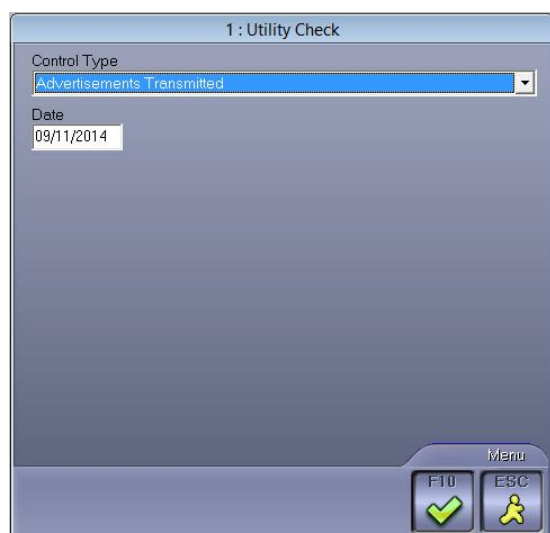


It allows you to recalculate the schedule of a particular day on one or more specified areas.

### 7.1.5 Restore alerts

It allows you to restore all notices to which it was put the check "do not show"

## 7.2 CHECK



### 7.2.1 Advertisement transmitted

Check if sending data on a certain day was successful.

In the event that one or more files are missing, it displays the time and the name of the file is missing.

### 7.2.2 Periods without hour point + not same as frequency

It will visualize all the periods, that will be broadcasted during a particular day or next, entering the ones that don't have broadcasting hour points or have a number of hour points different from the frequency.

### 7.2.3 Supporti non usati

It visualizes a list of the programmed and expired media not used afterwards. In data search it checks if the not used media, in the entered period (start date/end date), are not scheduled not even in following periods.

Enter the date of start and end period to make the check and set if the search must be done only among filed media or not.

**Filed** media will be shown in red.

The list will be shown in the following way:

MEDIUM  
CONTRACT  
SUBJECT  
START DATE  
END DATE

Clicking the button **MOVE (F11)** it will allow you to choose between 2 options

**Move now:** the selected medium will immediately moved on the traditional file PUB and saved in C:\RADIO\COPIEPUB in order to keep cleaned the archive in use, but not delete the medium.

**Create Batch:** it will create a file named *SPOSTA.BAT* which allows you to move all the media in the list from the PUB archive to the COPIEPUB archive. The movement can't happen immediately, but only when the Batch file will be executed.

Clicking the **CANCEL** button, it will be deleted from the list, and only from the list, the selected medium. This operation can be useful when, among a large number of not used media, there are some of them that can be useful to keep stored. Once removed the ones you want to keep, you can then proceed to the creation of the Batch file or the immediate movement of the other media. Next, the media deleted in this phase, will be reconsidered and visualized again among the ones not in use, if they should match again the selection criterion.

### 7.2.4 Supports without programming

This function allows you to view all files in the folder chosen for the spots that are not reflected in any programming. Once you see the list, you can delete one or more files or move them to a backup folder using the button F11.

### 7.2.5 Delete unusable data

This function allows you to delete unusable data that can be created after an unexpected power cut.

### 7.2.6 Contracts loading

The mask allows you to control the loading of the contracts in a particular time interval; it is possible to control only filed and also the hour points without area and highlight the possible incongruity.

### 7.2.7 Delete expire dontracts

The mask allows you to delete the expired contracts in a specified time interval. It is possible to delete only the filed contracts or only the contracts linked to a selected Broadcaster.

## 7.3 ERASE ARCHIVED HOUR POINTS

It allows you to delete from the archive, in a particular period of time, all the hour points of the filed Tape Based Media. It is possible to specify on which area and for which Client make data deletion.

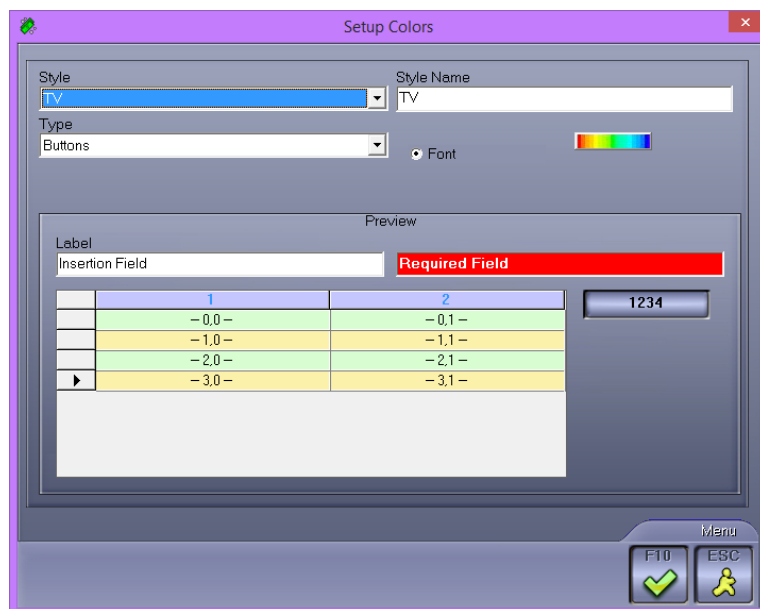
## 7.4 MOVE HOUR POINTS

It allows you to modify an hour point, in a particular period, in a particular area, without calculating again all the hour points. If you settle a new hour point, it must be present in the Hour Points table of the specified area.

## 7.5 SETUP

### 7.5.1 Aspect

To give a new style to the visualization of the program select New Aspect from the menu, it will open the mask for the modification.



It is possible to change the aspect of the interface of the program and it is possible to assign a name to every style. If styles different from the base style were already created, in the style field it will visualize the list with the names given by the user, selecting them it is possible to modify them.

To create a new style insert the name you want to give it in the Style Name field and proceed with the modifications.

It is possible to change the look of the Buttons, of the Field Insertion, of the Compulsory Fields, of the Cells in the list, of the Labels and Windows. For every element you can modify the Back Colour and the Font clicking the button



For the Cells it can redefine the borders style.

Every modification will be visualized in the example fields. Once finished, clicking the **OK** button, it will assign to the wanted style all the modifications done.

To escape from the mask, press **ESC**.

The entered style will be not automatically applied, in order to do this you must select it from the Aspect menu.

### 7.5.2 Advertising

It visualizes a window where you can set:

#### 7.5.2.1 Archives

It visualizes the list of the archives already created. It is useful to link more than one Ram-Comm archive so, when you calculate automatically the media of a programming, there are no chances to have two or more identical media on different broadcasters.

To create new ones, double click on <New Archive>, it will show two fields to fill: Data File (name of the archive file) and Block File (name of the file where are recorded data in use to avoid making changes to the same subject, from more than one person at the same time).

#### 7.5.2.2 Player

It is possible to assign to every broadcaster inserted in Broadcaster table, a different software for the listening/visualization of the spots: to differentiate the settings, select the broadcaster and insert the data.

The value inserted for <All broadcasters> will be valid for all broadcasters.

Data set in **General** will be used by all computers, the ones set in **Local** will be used only by the computer where they are set.

#### File Name

Enter the file to use for audio playing during the schedule modification.

#### Parameters

\* (it will use the program associated to Dj-Pro), otherwise %1 (name of the audio file you want to listen).

#### **Title**

Name of the program.

#### **7.5.2.3 Backup**

##### **Program**

Insert the launch line of the program used for the backup (eg. C:\PROGRAMMI\WINZIP\WINZIP32.EXE).

##### **Parameters**

Enter the parameters necessary to the software opening. If Winzip "-a -p".

##### **Backup Folder**

Enter the folder where it will save data copies.

#### **7.5.2.4 Bip**

##### **Opening / Closing**

Enter the audio file names that contain the signal of connection and disconnection to the satellite in event of syndication.

#### **7.5.2.5 Songs**

##### **Gender**

Enter the gender of the songs to use and insert in some hour points (cluster) when in Hour Points Table is enabled "Song" but the "Gendre" field is empty.

##### **Break Jingle**

Enter the break jingle to use after the song.

#### **7.5.2.6 Hardware key**

##### **BLOCKS**

Indicate the software used for the control of the blocks, in order to prevent two users try to simultaneously edit the same contract or customer.

Type: Select the software used for managing blocks (Communication Server)

Waiting Time (sec): Maximum time to wait to send TCP/IP commands

Lock port: The port number of TCP/IP communication

PC Name/IP Address: Enter the name of the PC on which you installed the program that manages the blocks  
COMMUNICATION SERVER

#### **LICENSING**

Indicate the type of dongle being used: Local, Automation Server, Communication Server

##### **local**

If the key is a USB to select the "Enable USB"

##### **Communication Server**

**Client Port:** The TCP/IP communication port number for

**Waiting for Answer (ms):** Maximum time to wait to send TCP/IP commands

**PC Name/IP Address:** Enter the name of the PC on which the program is installed COMMUNICATION SERVER

#### **7.5.2.7 Clients/Tables**

##### **Automatic Code**

Enter if, during the insertion of a new client, it must assign automatically a code and, if yes, in which way (First Available, Last).

##### **Initial Letter**

Enter the letter you want to insert in the client code. If you don't want it, don't fill the field.

##### **Broadcasting**

Enter if consider the broadcasting as a Radio or as an Agency. In this way at the contract insertion there will be some additional fields for the amounts related to the radio.

##### **Automatic Code Tables**

Enter if, during the insertion of a new element, it must assign a code in Tables and, if so, in which way (First Available, Last).

##### **Amount on bill until**

Enter up to what amount can be billed.

##### **Bank Expenses**

Enter the mount of the Bank Expenses to charge in the invoice.

##### **Invoicing society**

Indicate the company with which you want to bill.

##### **Check Tax Code and VAT number**

If selected, it means that it must check the validity of Tax Code and VAT number.

##### **Amount for Area**

If selected it means that during the contract insertion, in the Commercials mask, it will suggest automatically to insert the amounts for every area.

##### **Insert contract if new client**

If selected, any time a new client will be inserted in Identifying, it will create a new contract with its name.

##### **Automatic author**



If selected, the Author field will always be filled automatically with date and time of the insertion and it will be not changeable.

#### **Compulsory VAT number or tax code**

If selected, in the client schedule it will be compulsory to insert the Tax Code or VAT Number.

### **7.5.2.8 Contracts**

#### **Automatic Code**

Enter if, during the insertion of a new contract, it must automatically assign a code and, if yes, in which way (First Available, Last).

#### **Initial Letter**

Enter the letter you want to insert in the client code. If you don't want it, don't fill the field.

#### **Premium Type**

Enter the type of premium to be suggested automatically during the contract insertion.

Of which (<nn> spot purchased of which <nn> premium)

Plus (<nn> spot purchased, plus <nn> premium).

#### **Commission**

Enter the calculation type of the Agent's commission.

On invoices (the commission will be calculated on installments).

On settlements (the commission will be calculated when the statement of account shows that the client paid).

On invoice settled (the Agent will be paid when the whole invoice is settled).

On settlements by bank receipts + 1 month (same as On settlements but if it is a Bank Receipt it waits the next month waiting for possible outstanding accounts).

On invoice settled by bank receipt + 1 month (same as On invoice settled but, in event of a Bank Receipt it waits the next month waiting for possible outstanding accounts).

#### **Summaries with accepted commercials**

In the summaries of the contract it visualizes the number of passages of a programming, independently of the daily frequency, but based on the hour points actually charged.

#### **Agent from agency automatic**

If selected it shows that during the filling of the contract, the Agent associated with the client, in identifying, will be reported automatically.

#### **Head and tail: do not calculate number of spot**

If selected, in the management of Head and Tails, it will not calculate the number of spots in event of they are charged without inserting the price of the tail separated from the spot price.

#### **Show archived**

If Selected, archived contracts will appear anyway in contracts list.

#### **Maximum amount divided per area**

In case of standby spots, the maximum amount set in the contract will be set in the various areas.

### **7.5.2.9 Export Clients**

*Usable only with PREMIUM PACK.*

It visualizes the list of the radio already created. To insert new ones double click on <New Radio>, it will show two fields to be filled.

#### **Broadcaster Name**

Enter the name of the radio where data are addressed.

#### **INI File**

Enter the name of the INI file to be used.

### **7.5.2.10 Export Contracts**

*Usable only with PREMIUM PACK.*

#### **Export Type**

Indicate if the export must be executed with Same Amounts, Broad. Agency in Amount Radio (that is the Agency considered as Broadcaster) or No amount.

It visualizes the list of the already created broadcasters with the following fields:

#### **Broadcaster**

Name of the broadcaster inserted in the table.

#### **Radio Station**

Enter the code of the corresponding Broadcaster (usually 0).

#### **Broadcaster Name**

Enter the name of the radio where data are addressed.

#### **Area**

Name of the area of the broadcaster.

#### **Radio Station Code**

Assign to every area the corresponding code.

### **7.5.2.11 Amounts**

#### **Rounding**

Enter the rounding to apply to the amounts (0 – 0,01 – 0,001 ..)

#### **Rounding Type**

Enter if the rounding must be Normal, Always round up, Always round Down.

**Discount decimal**

Enter how many decimals must be considered in Discount field.

**VAT Rounding**

Enter what type of VAT rounding must be applied, if Normal, Always Round Up, Always Round Down.

**Currency**

Enter what type of currency must be applied by default.

**Commercial price decimal**

Enter how many decimals must be considered in the field Spot Price.

**VAT decimal**

Enter the rounding to be applied on the VAT amounts (0 - 0.01 to 0.001 ..)

### 7.5.2.12 Invio Dati

**Do not insert break jingle with one commercial only**

If selected shows that the areas with hour points filled with only one spot must have the Break jingle.

**Divide product categories**

If selected, the spots belonging to the same product category will be separated by a spot, if possible.

**Rotates Priority**

If selected shows that the spots with the same priority must rotate, so that if you have more spots with priority 1 every day the first one will be different.

**Executes Optimizer**

If selected shows that, after Data Transmission, it must execute the optimizer of the areas.

**Filling areas without commercials**

If selected, the optimizer filling must be executed even in the hour points without spot.

**Add extra information**

If selected, it adds information related to the certification.

**Closing Jingle before filler**

If selected shows that the Close Jingle of the commercial cluster must be inserted before the fillers.

**Backup**

If selected, every time you make a data transmission, it will execute a backup of the previous one.

**Export plannings without support**

If selected, in data transmission file, it will insert also the programming without support.

**Divide voices**

If selected, it separates spots with the same voice

**Do not send quotes**

If selected, it will not send quotes inside the exported playlist file.

**Length**

Enter the extension time of the last filler.

**Description**

Enter the description of the extension.

**Exclude Area**

Select the areas to exclude from the extension.

**File Send E-Mail**

Enter the path where to find the file that must be sent by e-mail during data transmission.

### 7.5.2.13 Automatic hour points

**Filling Check**

Select the check type to do during the programming to fill the Hour Points. If it Never must be done, if it must fill the Hour-Points Good or if it must fill the Hour-Points more empty.

**Rotate hour points on previous days**

If selected, it will try to rotate the spots moving from the previous day

**Automatic Move**

If selected, in programming it creates automatically another valid hour point, in event of the one coming out from the rotation would not satisfy the entered criterion.

**Insert with Groups**

If selected, during the insertion of the programming with automatic hour points, it will suggest as first choice the insertion by groups instead of by advertising bands.

**Hour points move type**

Enter what type of hour point movement must be applied. If Maximum gap from other hour points (it will choose the furthest hour point from the selected ones trying to keep the same distance among the hours) or if nearest rotation hour point (it will choose the first available hour point).

**Filling gap**

If two advertising cluster have a spot number difference higher than the set one, the cluster with more spot will be removed from the rotation.

**Filling gap (sec)**

If two advertising cluster have a length difference higher than the set one (usually 20"), the cluster with the highest length will be removed from the rotation.

**Same length if <=**

Two cluster with length difference lower than the set one (usually 15"/20"), they will be considered as if they had the same length.

#### Filling type

Enter the filling type to be done during the choice of the hour points. If Number of commercials (it must not exceed a given number of spots), length per hour point (it must not exceed a particular length) or Number of commercials + Length per hour (it must not exceed number of spot and <nn> minutes per hour). The maximum values are taken from the Hour point table.

#### Exceeding maximum settings

Indicate if it is possible to exceed the maximum settings (Max Length and Max spot indicated in Hour Table) and in which way. Yes (it always exceed), Never (it never exceed), Only if necessary (it exceed only if there are no other hour points that satisfy the settings) Only if necessary length (it exceed only of there are no other hour points that don't exceed the maximum length).

#### Filling type in respect to maximum settings

If selected, the filling type previously established will be calculated in respect to the maximum settings (maximum values – present values). If selected, it works on the free time, otherwise on the busy time. Field not selectable if in "Filling type" was selected "Number of Commercials + Length per Hour".

#### Check audio conflicts

Indicate if make the audio conflicts check (Never, Always, Only if necessary). The check will be done on the name of the media.

#### Check product category conflicts

Indicate if make the check for the conflicts among the product categories (Never, Always, Only if necessary).

#### Check client conflicts

Indicate if make the check for the conflicts among the clients (Never, Always, Only if necessary).

#### Lower than rotation seek another one

If selected, in event of the found hour point is too near (lower than the rotation) it will search another one.

#### 7.5.2.14 Orari automatici beta

Here you can activate the algorithm of rotation for ALL BROADCASTINGS or for individual stations with the chance to give different rules for each station.

To enable these rotation rules, click ENABLE turning the check box into GREEN.

WARNING: WHEN YOU ENABLE THIS ALGORITHM YOU AUTOMATICALLY DISABLE "AUTOMATIC HOUR POINTS" (leave enabled Automatic Hour Points anyway or the F9 key on schedulings will appear disabled)

It is possible at any time to return to the old rules of programming, bringing the ENABLE button in RED colour (disabled). In this algorithm, are available 7 different types of conflict/rules that assign a VALUE according to the importance of every rule.

Here is the list of available rules:

**Adjacency conflict weight** = The same spot into two consecutive hour points

**Previous day conflict weight** = The same spot on the same hour point for two consecutive days

**Product category conflict weight** = The same product category many times on the same hour point

**Client conflict weight** = The same client many times on the same hour point

**Duration overshoot conflict weight** = Exceed the maximum length set for that hour point

**Spots number overshoot conflict weight** = Exceed the maximum spot number set for that hour point

**Delta rotation** = Maximum distance from the rotation step set on Tables – Rotation on the single rotation set (image 1)

**Delta adjacent points** = Minimum distance (expressed in hour points) to be kept between a passage and the next.

NOTE: Delta Adjacent Points must be higher than Delta Rotation

Image 1

The Rotation Step is the movement, expressed in hour points, that the spot will make from a day to another (in absence of conflicts).

Example:

In our station we created the following hour points:

10.00  
10.15  
10.30  
10.45

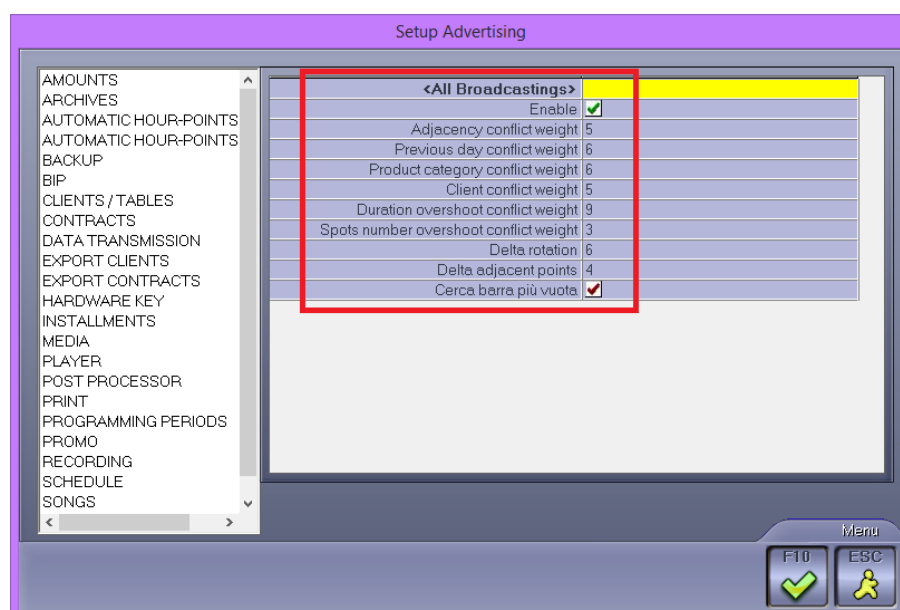
If today we schedule a spot at 10.00 using a rotation with step 3, in absence of conflicts, our spot the day after will be scheduled moving of 3 "steps", that is at 10.45.

The set values go from 0 to 10 where 0 = no importance and 10 = very important. There also is the UNBREAKABLE value that means that the rule will never be broken.

The sum of all the values set will give the maximum “score” to be assigned to every hour point, this score will be deducted of the value of every broken rule every time that a hour point will not respect the rule itself.

Example:

On our station we gave the following values to the rules (image2)



The sum of all these values is 34 (Delta Rotation and Delta adjacent points are not a “score”, but a value itself and 2 means that the maximum movement from the rotation step is of 2 hour points) that is the “maximum score” that can be scored by a hour point. If the inserion of a spot in a hour point will not break any rule, this hour point will have a score of 34.

If a hour point does not respect one or more rules, it will subtract the score equal to the sum of all the broken rules. If on our example a hour point has a product conflict and a previous day conflict, the hour point will have a score of 22 (that is  $34 - 12$  where 12 is the sum of the values of the two conflicts whose value is 6 each).

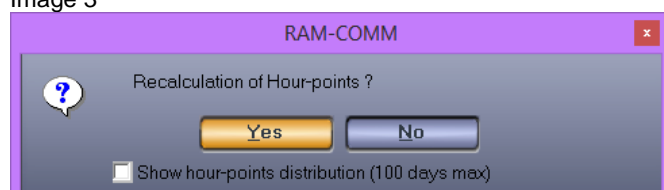
In the choice of times where to place the spot, it will always privilege hour points with a higher score.

### ROTATIONS SCHEME

When you are planning to recalculate hour points (for example, if you change the product category), you can view a schematic distribution of the spots in the first 100 days of scheduling, so that we can check if the rotation meets our expectations.

To view the scheme, just recalculate the hour points of scheduling (for example, changing the product category) and by checking "Show hour-points distribution (100 days max)" (image 3)

Image 3



Once confirmed, you will see the scheme as Image 4:  
Image 4

Rete B 97.800 Castelfranco Veneto		1 - 00:20	1 - 00:50	1 - 01:20	1 - 01:50	1 - 02:20	1 - 02:50	1 - 03:20	1 - 03:50	1 - 04:20	1 - 04:50	1 - 05:20	1 - 05:50	1 - 06:20	1 - 06:50	1 - 07:20	1 - 07:50	1 - 08:20	1 - 08:50	1 - 09:20	1 - 09:50	1 - 10:20	1 - 10:50	1 - 11:20	1 - 11:50	1 - 12:20	1 - 12:50
24/06/2013																											
25/06/2013																											
26/06/2013																											
27/06/2013																											
28/06/2013																											
29/06/2013																											
30/06/2013																											
01/07/2013																											
02/07/2013																											
03/07/2013																											

Image 5 (detail)

Rete B 97.800 Castelfranco Veneto		1 - 00:20	1 - 00:50	1 - 01:20	1 - 01:50	1 - 02:20	1 - 02:50	1 - 03:20	1 - 03:50	1 - 04:20
24/06/2013										
25/06/2013										
26/06/2013										
27/06/2013										
28/06/2013										
29/06/2013										
30/06/2013										
01/07/2013										
02/07/2013										
03/07/2013										

	24/06/2013	25/06/2013	26/06/2013	27/06/2013	28/06/2013	29/06/2013
2 - 06:30	(ES)	(ES)	(ES)	(ES)	(ES)	(ES)
2 - 06:33	(S)	(S)	(S)	(S)	(S)	(S)
2 - 07:00	(E)	(E)	(E)	(E)	(E)	(15AD)
2 - 07:05	(E)	(E)	(E)	(E)	(E)	(E)
2 - 07:14	(24,D)	07:14 (24,D)	(9APD)	07:14 (24,D)	(9APD)	07:14 (24,D)
2 - 07:15	(E)	(E)	(E)	(E)	(E)	(E)
2 - 07:25	(E)	(E)	(E)	(E)	(E)	(E)
2 - 07:30	(E)	(E)	(E)	(E)	(E)	(E)
2 - 07:45	(15AD)	(15AD)	07:45 (24,D)	(9APD)	07:45 (24,D)	(9APD)
2 - 08:00	08:00 (24,D)	(18PD)	(15AD)	(15AD)	(15AD)	(15AD)
2 - 08:05	(E)	(E)	(E)	(E)	(E)	(E)
2 - 08:14	(15AD)	(15AD)	(24,D)	08:14 (24,D)	(9APD)	08:14 (24,D)
2 - 08:15	(E)	(E)	(E)	(E)	(E)	(E)
2 - 08:25	(E)	(E)	(E)	(E)	(E)	(E)
2 - 08:30	(E)	(E)	(E)	(E)	(E)	(E)
2 - 08:45	(24,D)	08:45 (24,D)	(18PD)	(15AD)	08:45 (24,D)	(9APD)
2 - 09:00	(15AND)	(15AND)	(24,D)	(24,D)	(15AD)	(24,D)
2 - 09:05	(E)	(E)	(E)	(E)	(E)	(E)
2 - 09:14	09:14 (24,D)	(18PD)	(24,D)	(24,D)	(24,D)	(24,D)
2 - 09:15	(E)	(E)	(E)	(E)	(E)	(E)
2 - 09:25	(E)	(E)	(E)	(E)	(E)	(E)
2 - 09:30	(E)	(E)	(E)	(E)	(E)	(E)
2 - 09:45	(6AD)	(24,D)	(24,D)	(24,D)	(24,D)	(24,D)
2 - 10:00	10:00 (24,D)	(9APD)	(15AD)	(15AD)	(15AD)	(15AD)
2 - 10:05	(E)	(E)	(E)	(E)	(E)	(E)
2 - 10:14	(25A)	10:14 (34)	10:14 (28,P)	10:14 (28,P)	10:14 (28,P)	10:14 (28,P)
2 - 10:15	(E)	(E)	(E)	(E)	(E)	(E)

**How to read the information**

At the top of the screen you can see the scheme with the hour points sorted by COLUMNS, useful for checking how often a spot is scheduled on the same time point (image 6).

Image 6

	1 - 00:20	1 - 05:20	1 - 05:50	2 - 06:10	2 - 06:30	2 - 06:33	2 - 07:00	2 - 07:05	2 - 07:14	2 - 07:15	2 - 07:25	2 - 07:30	2 - 07:45	2 - 08:00	2 - 08:05	2 - 08:14
24/06/2013									X					X		
25/06/2013													X			
26/06/2013									X							
27/06/2013													X			
28/06/2013									X				X			X
29/06/2013														X		
30/06/2013									X				X			
01/07/2013									X							
02/07/2013									X							
03/07/2013																X

At the bottom of the screen there is a detail of the distribution of the spots with the hour points now sorted by ROWS, useful to check the distribution of the spots in the day (image 7)



Image 7

	24/06/2013	25/06/2013	26/06/2013	27/06/2013	28/06/2013	29/06/2013	30/06/2013
1 - 00:20	(S)	(S)	(S)	(S)	(S)	(S)	(S)
1 - 05:20	(S)	(S)	(S)	(S)	(S)	(S)	(S)
1 - 05:50	(S)	(S)	(S)	(S)	(S)	(S)	(S)
2 - 06:10	(S)	(S)	(S)	(S)	(S)	(S)	(S)
2 - 06:30	(ES)	(ES)	(ES)	(ES)	(ES)	(ES)	(ES)
2 - 06:33	(S)	(S)	(S)	(S)	(S)	(S)	(S)
2 - 07:00	(E)	(E)	(E)	(E)	(E)	(15,AD)	(24,D)
2 - 07:05	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 07:14	(24,D)	07:14 (24,D)	(9,APD)	07:14 (24,D)	(9,APD)	07:14 (24,D)	(9,APD)
2 - 07:15	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 07:25	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 07:30	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 07:45	(15,AD)	(15,AD)	07:45 (24,D)	(9,APD)	07:45 (24,D)	(0,APD)	07:45 (34)
2 - 08:00	08:00 (24,D)	(18,PD)	(15,AD)	(24,D)	(6,AD)	08:00 (24,D)	(9,APD)
2 - 08:05	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 08:14	(15,AD)	(24,D)	(24,D)	(15,AD)	08:14 (24,D)	(9,APD)	(24,D)
2 - 08:15	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 08:25	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 08:30	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 08:45	(24,D)	(15,AD)	(24,D)	08:45 (24,D)	(9,APD)	(24,D)	(24,D)
2 - 09:00	(15,AND)	09:00 (24,ND)	(18,PD)	(15,AD)	(24,D)	(24,D)	(15,AD)
2 - 09:05	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 09:14	09:14 (24,D)	(9,APD)	(24,D)	(24,D)	(24,D)	(24,D)	09:14 (34)
2 - 09:15	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 09:25	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 09:30	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 09:45	(6,AD)	(24,D)	(24,D)	(24,D)	(24,D)	(24,D)	(25,A)
2 - 10:00	10:00 (24,D)	(9,APD)	(15,AD)	(15,AD)	(15,AD)	(15,AD)	(15,AD)
2 - 10:05	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 10:14	(25,A)	10:14 (34)	10:14 (28,P)	10:14 (28,P)	10:14 (28,P)	10:14 (28,P)	10:14 (28,P)
2 - 10:15	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 10:25	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 10:30	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 10:45	(24,D)	(6,AD)	(15,AD)	(15,AD)	(15,AD)	(6,AD)	(15,AD)
2 - 11:00	(15,AND)	11:00 (24,D)	(9,APD)	(24,D)	(24,D)	11:00 (24,D)	(9,APD)
2 - 11:05	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 11:14	11:14 (24,D)	(9,APD)	11:14 (24,D)	(18,PD)	(24,D)	(15,AD)	11:14 (34)
2 - 11:15	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 11:25	(E)	(E)	(E)	(E)	(E)	(E)	(E)
2 - 11:30	(E)	(E)	(E)	(E)	(E)	(E)	(E)

Points highlighted in RED are now NOT ENABLED to the scheduling of that spot for several reasons (day not enabled for that hour point, advertising clock not included in the scheduling, spot type not enabled at that hour point) or hour points with a score of less than 1/2 of the maximum score. Items in RED are now largely excluded from the planning.

The hour points in LIGHT GREEN are those who "break" some rule, and then have a lower score (total score minus the score of rule broken)

Finally, the points now in DARK GREEN are those "perfect score", that do not break any rules.

Next to the hour points there are some letters to indicate which rules are not observed at that particular hour point. This helps the programmer to understand why the spot has not been scheduled at this particular hour point.

Here is the key of the letters:

(T) spot type, for example. radio sales, sponsorship, etc.

(S) outside advertising clock

(E) time not enabled on that day

(G) product category conflict

(C) client conflict

(A) adjacency conflict

(P) previous day conflict

(N) spots number overshoot conflict

(D) duration overshoot conflict

### 7.5.2.15 Schedule

#### Max commercials per schedule

List where select the maximum number of commercials to be visualized during schedule modification, when you set the single area.

#### Max. Column Width

Maximum width of the spot columns visualized during the schedule modification. The size is shown in Pixel.

#### View schedule

Default view when opening a schedule

#### File name for certification

Name of the file to read for the certification of the broadcasted spots.

#### Consider break jingle in the lengths

If selected, in the schedule visualization, in the cluster length it will also consider the "Break Jingle".

#### Show also hour points not enabled in previous days

If selected, in the visualization of the previous days in the schedule, it will show also the hour points not enabled in hour points table.

#### Modifying hour-points changes programming card

If selected, when in the schedule you move a spot, the programming hour points will be updated in order to update also the hour point print.

**Inserting hour-points changes clients hour points**

Same as Modifying but in Insertion.

**Deleting hour-points changes programming card**

Same as Modifying but in Deletion.

**Modifies ignoring priorities**

If selected, it allows you to move all the spots ignoring the order imposed by the priorities.

**PRINT: main area merging with splits**

If selected, the spot charged on an area, with card = 00 and channel = 0, will be printed as if they were charged on every area.

**MODIFY: main area merging with splits**

Same as PRINT but in visualization.

**Show only areas with export type**

If selected, you will only see areas that are matched to a export type

**Modifying fixed hours changes all period**

If selected, if on the schedule you move a spot with a fixed hour points, the movement will be carried out throughout the scheduling period of the spot from the day in question until the end of scheduling (on request confirmation).

**Insert/move spot checks start and end hour**

If selected, when you move or insert a spot, it checks whether the inclusion or shift is included between start and end time as set on the scheduling.

**PRINT Weekly schedules with summaries**

If selected, the weekly program printout of the schedule will include a summary table of the commercials broadcasted during the period for each customer.

**MODIFY: playlist visualizes premiums**

If selected, the commercials scheduled or inserted as premium will be shown with the keys #O#

**MODIFY: insert spot always ask if premiums**

If selected, each time you insert manually a spot in the schedule, you will be asked if you want calculate it as a gift or not.

**Insert/move spot checks spot type**

If selected, when entering or moving, it will check if the spot type of the hour point is now compatible with the spot type scheduled for that subject.

**Enable trash management**



If selected, adds a button to the schedule view:

When you delete a spot in the schedule, it is inserted in a list displayed by pressing the button.

If you want to re-schedule a spot previously deleted, select it from the list and press F10.

**MODIFY: Hide length**

If selected, the schedule will not display durations of individual spots.

**Use for broadcaster**

If selected, the stations will be handled through the broadcasters created in tables - Broadcasters

**EDIT PLAYLIST: All areas visualizes length area**

If selected, on the display of the multi-area of the playlist, it will always display in the upper left the longest area and its duration.

## 7.5.2.16 Programming periods

**Start Time**

Enter the predefined start hour of the programming that will be suggested in the mask programming -> General Data.

**End Time**

Enter the predefined end hour of the programming that will be suggested in the mask Programming -> General Data.

**Max. Spots in one hour**

Enter the maximum length of the spots for every hour, allowed by law.

**Max spot per Hour Point**

Enter the maximum number of spot that can be programmed for every hour point. If they are not inserted in the hour table, this will be the considered value.

**Max length per Hour Point**

Enter the maximum length, predefined, of every hour point. If they are not inserted in the hour point table, this will be the considered length.

**Selection fixed times**

Enter if No, Day Of The Week, Date. If in the hour point insertion, in Programming, the rotation is set to "Fixed" and in the Hour Table was excluded a day, selecting:

"Day of the Week": it will suggest a list with the selectable hour points as replacement for the one that can't be broadcasted.

"date": every not enabled day you must choose another one, for the whole entered period.

**Hour points rotation type**

Select the rotation type that will be suggested automatically during the programming.

**Enabled days**

Select the days of the week that must appear enabled when you open the programming mask.



**Print programming order without price**

If selected, in the print of the Programming Order it will not show the amounts.

**Copy also hour points**

If selected, with the copy of the programming period, it will also copy the hour points.

**Enable fake hour points**

If selected, during the automatic calculation of the hour points (with setting "not exceed maximum settings") if all clusters are full, it will however report all the hour points. This is to know how many spots were programmed originally.

**Check overshooting and conflicts with confirmation.**

If selected it indicates that the overshooting check of the maximum settings and the possible conflicts (category, client) must be executed giving a confirmation.

**Check overshooting and conflicts**

If selected it indicates that the overshooting check of the maximum settings and the possible conflicts (category, client) must be executed automatically with the programming confirmation.

**Instant media check**

If selected, during the programming (Programming -> General Data) when it changes the media it checks immediately if it was already charged.

**Copy from other contract: ask for copy medium**

If selected, copying the programming from another contract, it will ask if you want to copy also the audio file and, in that event, it will be associated to another name.

**Campaign – Medium – Typology from table**

If selected, for these 3 fields in the mask programming -> General Data it will be possible to choose data among all the data inserted in the respective tables and not only the ones charged in the mask Agents + Amounts.

**Compulsory Spot Type**

If selected, in the spot programming, the field Spot Type will become compulsory.

**Compulsory Length**

If selected, in spot programming, the field Length becomes compulsory.

**7.5.2.17 Post Processor**

It is useful to connect with other playout different from DjPro, Soundtrack and Digibroadcast.

**Type**

None, Generates file .DBF, Generates file .AEV

**7.5.2.18 Promo****Maximum number of promos per Hour Point**

Enter the maximum number of Promos that you can insert in Opening or Closing the Hour Points.

If both fields are set as zero, in the programming insertion form, the values of the priority will be included between 1 and 9; otherwise there will also be 10 positions for the opening (A1-A10) and 10 for the closing (C1-C10).

**Promos like advertising**

Indicate if the Promos must be considered as advertising in the count of the hour point rotation and so if they must be calculated in the check of the length or spot number.

**7.5.2.19 Installments****Broadcast Calculation**

Indicate if the count of the spot on consumed must be done on programmed or accepted.

**Number Of Days Per Instal. On Consumption**

Enter the number of Days for the count of the Installments On Consumption (Using the count INSTALLMENTS CONSUMPTION nn DD).

**Installment Type**

Select the predefined installment type that will be suggested during the insertion.

**Monthly Installments WITH EXPENSES**

If selected, the monthly installments will include also the expenses.

**Installments End Month**

If selected, the installments will be at the end of the month, otherwise they will be based on the Start Date.

**Recalculation Installments with no confirmation required**

If selected, it makes the count of the installments without asking for confirmation.

**INSTALLMENT ON CONSUMPTION without premium**

If selected, the Premium must not be considered in the count of the installments.

**Show installments without amounts**

If selected, it will visualize also the installments without amounts.

**ON CONSUMPTION round amounts on contract**

If selected, when the count of the installments is on consumption, in the contract it will round the amounts in event of a spot price particularly fractioned.

**7.5.2.20 Recording**

It is possible to assign to every broadcaster inserted in the Broadcaster table, a different software for spot recording: to differentiate the settings, select the broadcaster and insert the data.

The values inserted for <All broadcasters> will be valid for all the broadcasters.

Data entered in General will be used by every computer, the ones inserted in Local will be used only by the computer where they are set.

#### **File Name**

Enter the file to be used for the audio recording during the programming.

#### **Parameters**

\* (it will use the program associated to DjPro), otherwise %1 (name of the audio file you want to listen).

#### **Title**

Name of the program.

#### **Program check file on FTP**

Enter the name of the software used for data verification on ftp site.

#### **7.5.2.21 Print**

Predefined settings for Preview and print with Heading.

#### **Waiting**

Enter the waiting seconds between a print and the following one; field used usually for printing the invoices on computer particularly slow on printing.

#### **WinFax: Cover File**

Enter the file to be used as Cover for fax sending.

#### **File Private Communication Path**

Enter the folder where Ram-Comm will save the pdf files created by printing with "private communication".

#### **Preview**

If selected, it will display a print preview, instead of sending the data directly to the printer.

#### **Heading**

If selected, it will insert on the print the header previously set.

#### **7.5.2.22 Stand By**

Settings used when in the Typology table was also inserted the value "Stand By" (Typology with Filling field enabled).

#### **Filling Type**

Enter the filling type to be used in the area where the "Stand By" is programmed.

Length of the longest area: it takes as reference the area with the longest length.

Length of the longest area (A)+ Max. length Hour-Points (B): If A is higher than B it considers B, otherwise it considers A.

Length first area: the reference will be the length of the main area.

Length of the longest Area (A)+ Max. Length Hour-Points (B): If A is higher than B it considers B, otherwise it considers A.

Max. Length Hour-Points: the reference is always the maximum length set in the Hour-Points table.

#### **Filling areas without commercials**

If selected, it will be used as optimizer.

#### **Automatic Execution**

If selected, the first time you enter in Schedule Modifying of a particular day, the Stand by spots will be inserted automatically.

#### **Check audio conflicts**

Enter if make the check for audio conflicts (Never, Always, Only If Necessary). The check will be done on the media name to see if there are conflicts.

#### **Check product category conflicts**

Enter if make the check for the conflicts among the product categories (Never, Always, Only if necessary).

#### **Check client conflicts**

Enter if make the control for the conflicts among the clients (Never, Always, Only If Necessary).

#### **Main area**

Select the area that will be used to calculate the maximum reference length.

#### **7.5.2.23 Media**

#### **Medium**

It is possible to indicate in which way the name of the media will be assigned. If you don't make any specific choice the field will be empty. Selecting the Client Code the name assigned will be "Client code-<progressive number>" (eg. For the first medium of the client with code 3 it will be "3-1"). Selecting Contract Code the name assigned will be "Contract code-<progressive number>" (eg. For the first medium of the contract 518 it will be "518-1").

#### **Import Media**

Ram-Comm, Advertising (Jingle), Advertising. It is useful to connect other automations.

#### **Radio automation archives**

Enter where the automation archives are.

#### **Medium in automatic**

If selected, the medium name will be assigned automatically. If in the Medium item you didn't make any choice, the medium name will be a progressive number.

#### **Media with different extension**

Selecting this option, in the media insertion mask, it will show 2 additional fields, path and extension, that allows you to select media with different path and extension.

#### **Hide Exclude Hour Points**

If selected, in the mask Programming -> Media, it will not visualize the option that allows you to exclude some hour points from the programming.

#### **Manual Import Path**

Enter the predefined folder for the manual selection of the file during the programming insertion.

### **7.5.3 Invoicing**

#### **7.5.3.1 Installments description**

During the Automatic invoicing it will use the items here indicated. The information preceded by the % symbol will be preserved.

#### **7.5.3.2 Export**

##### **Export Type**

None, Team System, Piccadilly, Spiga Pc III, Esatto2000.

##### **Export File**

Enter the destination file of the data to be exported.

##### **Block Expo. Items**

If selected, once you export the invoices, they can be blocked with **F9** button, so you can't export them again.

##### **Additional Description**

Field valid only with Export Type "Piccadilly".

##### **Company Code**

Field valid only with Export Type "Piccadilly".

##### **Offset means**

Field valid only with Export Type "Spiga Pc III".

#### **7.5.3.3 Statement of account**

##### **Statement Of Account**

If selected, in the mask of visualization of definitive invoices, it will show also the Statement of Account button.

##### **Cash Orders not settled**

If selected, in the Statement of Account, the Cash Orders will be considered as not paid and you must insert manually the executed payment.

#### **7.5.3.4 Invoices**

##### **VAT on expenses**

It is possible to select which rate associate to the expenses. Data suggested are taken from the VAT table.

##### **VAT expenses Art.15**

It is possible to select which rate associate to the expenses subject to Art. 15. Data suggested are taken from VAT table.

##### **Offset Expenses**

It is possible to select the Offset to associate to the expenses. Data suggested are taken from the Offset table.

##### **Offset Invoice**

It is possible to select the Offset to associate with the invoice. Data suggested are taken from the Offset table.

##### **Total Material**

If selected, in the prints, at the bottom of the invoice, it will group the expenses in a single item.

##### **Amounts without decimal**

If selected, all the amounts will be shown without decimals.

##### **Invoice even promo**

If selected, it will insert in the invoice also the Promo.

##### **Package Without Amounts**

If selected, in the print, for example, of the package contracts, it will not show the single amounts, but a total amount and the wording FORFAIT.

##### **Deleting Bill Delete Reference To Contract.**

If selected, deleting a definitive invoice, it will delete also the references inside the contract (Section Installments).

##### **Fix Right**

Enter the predefined amount to charge for the invoice issue.

#### **7.5.3.5 Automatic Invoices**

##### **Spot Cost**

Select among the following items the one to associate to the Spot Costs during the automatic invoicing. Advertising Advance, Deposit, VAT on expenses, Radio Advertising, Spot Realization (changeable in ITEMS table).

##### **Operating Cost**

Select among the following items the one to associate to the Operating Costs during the automatic invoicing. Advertising Advance, Deposit, VAT on expenses, Radio Advertising, Spot Realization (changeable in ITEMS table).

##### **Advance**

Select among the following items the one to associate to the Advance during the automatic invoicing. Advertising Advance, Deposit, VAT on expenses, Radio Advertising, Spot Realization (changeable in ITEMS table).

##### **Deposit**

Select among the following items the one to associate to the Deposit during the automatic invoicing. Advertising Advance, Deposit, VAT on expenses, Radio Advertising, Spot Realization (changeable in ITEMS table).

#### **Installment Description**

Select among the following items the one to associate to the Installment Description during the automatic invoicing. Advertising Advance, Deposit, VAT on expenses, Radio Advertising, Spot Realization (changeable in ITEMS table).

#### **Replace the following notes with the campaign**

When in the description you will find the entered notes, these will be substituted from the campaign assigned to the programming period.

#### **Terms**

If selected it inserts the contract terms.

#### **Enter Discount**

If selected it inserts the percentage of discount of the contract.

#### **Enter Commission copy**

If selected, it will show the number of Commission Copy of the contract.

#### **Do not enter network name if unique**

If selected, in event of a single network, it will not show the name.

#### **Subdivide material with Tape Based Media**

If selected, during invoices generation, in event or more than one Tape Based Media, it will insert a line for every Tape Based Media.

#### **Nickname**

Select the box if you want to have in the invoice also the Nickname of the contract.

#### **% Agency**

Select the box if you want to have in the invoice also the Agency percentage.

#### **Tape without additional descriptions**

If selected, in the invoice it will insert the item or Tape Based Media realization, but without additional descriptions.

#### **Insert date of contract's stipulation**

Select the box if you want to have in the invoice also the stipulation date of the contract.

#### **Boxer insert expenses**

Select the box if you want to insert in the invoice also the expenses related with Tape Based Media.

### **7.5.3.6 Installments on consumption**

#### **Subject**

If selected, it will also show the spot name.

#### **Installments notes**

If selected, it will print also the rates on the installments.

#### **Spot price**

If selected, it will show the price of the single spot.

#### **Number of spots per day**

If selected, it will show the daily frequency of the spots.

#### **Transmitted spots number**

If selected, it will show the total number of the broadcasted spots.

#### **Premium**

If selected, in the description (installments on consumption), it will insert also the premium spots.

#### **Invoicing for Buyer**

If selected, the invoices will be addressed to the buyer, if it was inserted in Identifying Clients or Contracts.

#### **Management expenses on invoice**

If selected, the management expenses will be charged on every invoice issued for that contract.

#### **Week days on-air**

If selected, in the invoice it will insert also the days of the week when the spot were broadcasted (mon,..., sun).

#### **Number of days in the period**

If selected, in the invoice it will show the number of programming days in the period.

#### **Enter type of time rotation**

If selected, in the invoice it will show the type of time rotation applied.

#### **Charge expenses on cash orders**

If selected, in event of payment with Cash Order, it will even charge the bank expenses (Setup Advertising -> Clients) for the number of Cash Orders to issue, otherwise it will do it only if in the Contract or in Client was enabled the Expenses field.

#### **Subdivide according to price**

If selected, in event of a contract with more than one price, in the automatic invoicing it will create a line for every price.

#### **Subdivide according to length**

If selected, in the invoice it will use as Measure Unit the length of the broadcasted commercials.

#### **Spot broadcasted in quantity**

If selected it will show the broadcasted commercials number.

#### **Subdivide by quantity**

If selected, during automatic invoicing, data will be divided by quantity.

#### **Typology in length**

If selected and the spot typology should be, for example 30", the spot will be considered as 30".

**Quantity sum**

If selected, the quantity of the various programmings will be summed.

Eg: Prog. A 10 spot 10 €

Prog. B 10 spot 20 €

In invoice it will write

Prog. A 20 spot 30 €

Prog. B

**Subdivide by**

Enter in which way the programmings must be grouped.

Broadcasting

Broadcasters

Campaign

Typology

Spot type

**7.5.3.7 Monthly instalments****Period in monthly installments**

If selected, in the invoice it will report as reference the Start and End Date of the period set during the automatic creation of the invoices.

**Monthly installments as consumption**

If selected, the monthly installments will be treated, in the description, as on consumption.

**Description**

Enter the description you want to print in the presence of monthly installments.

**7.5.3.8 Cash Order****Do not print cash orders already printed**

If selected, once you printed the cash orders they can be blocked with the F9 button in order not to print them anymore.

**Contra**

Enter the contra that will be useful for the connection with other accounting software.

**7.5.4 Optimizer**

Setup Optimizer

Start Time	End	Title	Gender	Mark in	Mark	Cut	Fi
00:00	24:00	AIN'T NO MOUNTAIN HIGH EN	POP	00:00,00	02:24,59	00:00,00	00
00:00	24:00	ALL THE SMALL THINGS	ROCK	00:00,00	02:45,72	00:00,00	00
00:00	24:00	ALL WOMAN	POP	00:00,00	05:13,05	00:00,00	00
00:00	24:00	AMERICAN WOMAN	ROCK	00:00,00	03:44,44	00:00,00	00
00:00	24:00	ARE YOU IN	ROCK	00:00,00	03:27,57	00:00,00	00
00:00	24:00	BABY I LOVE YOUR WAY	POP	00:00,00	04:22,56	00:00,00	00
00:00	24:00	BAKER STREET	POP	00:00,00	05:58,35	00:00,00	00
00:00	24:00	BARCELONA	POP	00:00,00	03:33,24	00:00,00	00
00:00	24:00	BEAT IT	POP	00:00,00	04:13,49	00:00,00	00
00:00	24:00	BELIEVE ME	POP	00:00,00	03:42,90	00:00,00	00
00:00	24:00	BIG LOVE	POP	00:00,00	03:36,37	00:00,00	00
00:00	24:00	BILLIE JEAN	POP	00:00,00	04:50,12	00:00,00	00
00:00	24:00	BONGO BONG	POP	00:00,00	02:39,79	00:00,00	00
00:00	24:00	BORN IN THE USA	ROCK	00:00,00	04:40,22	00:00,00	00

Filling: After Spot    Rotation: Last Passage    Without Repetition: [ ]

Execute if difference > 00:00:00,00    Length buffer 00:00

Exclude area filling: ☐ RETE 1    ☐ RETE 2

Closing Jingle: [ ]    Append file: [ ]    With Start: ☐

Area: [ ]

Buttons: F6 (Add), F8 (Update), F2 (Delete), F5 (Exit), ESC (Inclusion)

The mask allows you to set the music filling to insert before or after the advertising broadcast.

Clicking the **PRINT** button, it will print the list of the fillers.

Clicking the **UPDATES DATA (F8)** button it will update the inserted data (Length, Mark in, Mark Out, File Name)

Clicking the **DELETE** button it will delete the filler where you are positioned.

Clicking the **EXIT** button you escape from the mask.

Clicking the **INCLUSION** button it will show the mask that allows the insertion of a new filler.

The modification will be executed by double clicking with the left key of the mouse on the selected element or pressing **ENTER** after highlighting it.

The insertion mask allows you to choose the filler to be used (eg. Bases, Song, Voice Over, Jingles, News Bulletins, Programs, Initials).

**Cut**

Enter the minimum point where it is possible to cut the song. The audio will be broadcasted at least until the value inserted in this field.

**Start Time – End Time**

Enter the hour band when this filler can be used.

**Days of the week**

Select the days of the week when the filler can be used.

**Filling**

Enter if the filler must be broadcasted before or after the commercials.

**Rotation**

Enter the rotation type of the filler (None, Random, Last passage, Last Random Passage).

**Without repetition**

It is possible to choose among these options:

- Without repetitions

The same audio file can't be broadcasted at the same time on more than one split.

- Same audio on the areas

For all the splits it will use the same audio file.

- Same audio on the areas without spot

It will choose the same audio files for all the areas that have no programmed spots.

**Execute if difference >**

The filling of the areas without spot will be done if the length difference among the areas will be more than the value inserted in this field.

**Closing Jingle**

Indicate if insert a Closing Jingle after the filler.

**Append file**

If selected, the file content will be added to data transmission.

**With start**

If selected, it uses the start to broadcast the filler.

**Area**

It is possible to differentiate the fillers for every area. If they are inserted keeping the field empty, the filler will be usable by all the splits, on the contrary, choosing a specific area, the filler inserted will be valid only for that area.

### 7.5.5 Jingle

The mask allows you to create various hour bands, in different periods and in different days of the week, by indicating:

*Opening jingle* (Indicate if it must go before or after the Promos).

*Break jingle* between two spots.

*Closing jingle* (indicate if it must go before or after the Promos).

Clicking the **DELETE JINGLE** button you delete the band where you are positioned.

Clicking the **CANCEL** button you escape from the mask.

The modification and insertion will be executed by double click with the left key of the mouse on the selected element, or on an empty line, or pressing the **ENTER** key after highlighting it.

In the jingle setup it is possible to decide:

**Start date – End date**

Enter the period when the jingle can be used.

**Start Time – End Time**

Enter the hour band when the jingle can be used.

**Days of the week**

Select the days of the week when the jingle can be used, always inside the period.

**Opening Type**

Select the opening type, if After PROMO, Before PROMO, None with PROMO.

**Break Type**

Select the break type, if Also with PROMO or None with PROMO.

**Closing Type**

Select the closing type, if After PROMO, Before PROMO or None with PROMO.

**< New Jingle>**

Double click on the writing to insert a new jingle. It is possible to select an already existing one or create new ones. In the second event enter the name of the new jingle and select, if wanted, the hour points when it must not be used.

**Type Spot as Promo**

Select the type spot (created in the table Type Spot) which must be considered by Ram-Comm as Promo in the jingles management.

**Opening jingle also areas without spot**

If selected, the jingle will be used also in the areas without programmed spots.

**Closing jingle also areas without spot**

If selected, the jingle will be used also in the areas without programmed spots.

**Audio empty clusters**

If selected, in the empty hour points it will add this audio. Field shown only if "Opening jingle also without spot" is selected.

Clicking the **DELETE** button it deletes the jingle where you are positioned.

## **7.6 MAINTENANCE**

It deletes definitely data not used anymore.

We suggest you to use periodically this function after making backup copies (once a week).

## **7.7 REPAIR**

With this function it is possible to repair and try to recover data from ruined files.

Select the archives that you think ruined and click **OK**; when Ram-Comm end the operation press ESC, close the software and run it again to control the effective data restore.

## **7.8 INFORMATION**

It visualizes information about the name of the application, the version and copyright.

## **7.9 PROGRAM CONTROL**

The Program Control section is used to enable the hardware key of the client, to new functions or new users. The Code must be communicated to the assistance that will communicate an Enabling Code to be inserted in the field. Click OK to confirm the inserted data. Close the software and run it again to check the real update of the key.

## **7.10 COPY ARCHIVE**

It makes a copy of the archives. It will be possible to see the content by the item Identifying -> Company.

It is used at the start of a new year to do the cleaning of the expired contracts.

## **7.11 DOWNLOAD UPDATES**

If your computer is connected to internet you can download the latest version of the software.

## **7.12 EXIT**



## 8 FINAL CONSIDERATION AND CONTACTS



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