



PHILO MEDIA MANAGER USER MANUAL

bitonlive

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Philo - Media Manager

Philo Media Manager is the **BitOnLive** software of storage and scheduling. The user will have a single instrument for the organization and cataloging of audio files, whether they simply clips, commercials, programs composed of multiple parts or series.

With the same logic will also be able to provide generic events or linked to individual files, as the automation of advertising or the control of external devices (Device Manager).

Philo Media Manager manages multiple channels by giving the possibility, if desired, to share resources in common spaces.

The creation of schedules is easy and intuitive and can be managed at different levels, by manual, very simple thanks to drag and drop of individual items or entire blocks of programming, to fully automatic.

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Install Philo Media Manager

Prerequisites

For the correct operation of **Philo Media Manager**, it is necessary that on the machine on which you will install is present **MySQL**.

Installation

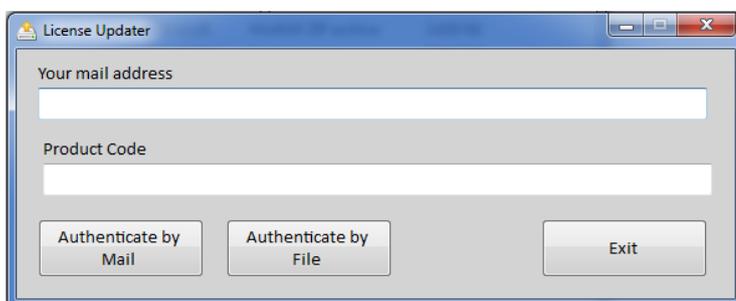
Launch **Setup_MediaManager.exe** and follow the indications.



It is recommended that you install **Philo Media Manager** in the default folder
(C:\Program Files(x86)\BitOnLive\MediaManager)

License Updater

When Windows is finished installing the software, open the *Windows Start menu* -> *BitOnLive*-> *License Updater*
Opens the next window in which to insert address email and code for the activation of the license purchased.



Enter your email address and the **Product Code**, and then click **Authenticated by file**.

Will be generated a file on the desktop that you send to info@bitonlive.com. You receive an answer e-mail from license@bitonlive.com containing a file, save it to your desktop and start **Philo Media Manager** to activate it.

Tools Overview

Operations on records

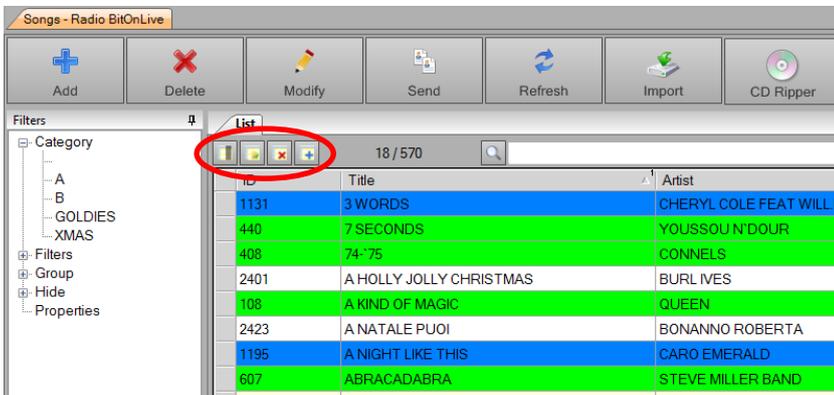
The following keys have the same function in the whole program.

 Add	Insert a new record
 Add	Insert multiple records
 Delete	Delete the selected record
 Modify	Edit the selected record (you can also double click directly on the line concerned)
 Refresh	Updates the display of the window
 Exit	Closes the window (you can also press the ESC key on your keyboard)
 Edit	Opens the Editor of the media
 Previous	Back to the previous record without the need to close the Edit window. It save the changes automatically
 Next	Moves to the next record without the need to close the Edit window. It save the changes automatically
 Save	Save the changes

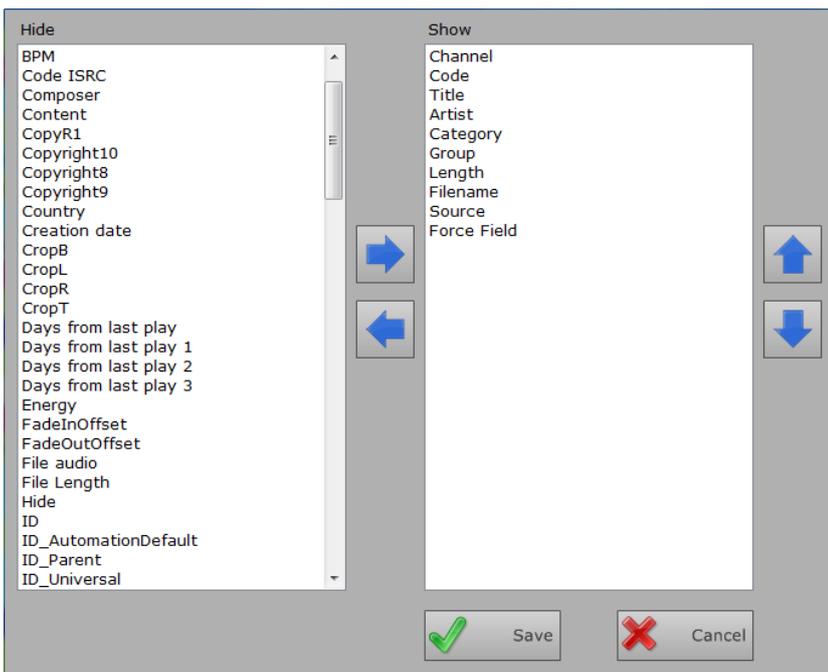
Customizing views

You can customize the view by moving the columns on the right and left; to do this, click on the header of the column and drag it to the desired position.

It is also possible to decide which columns show/hide and modify the order. Click on the button between those circled in red in the image. 



This opens a mask with the list of the data available to the user.

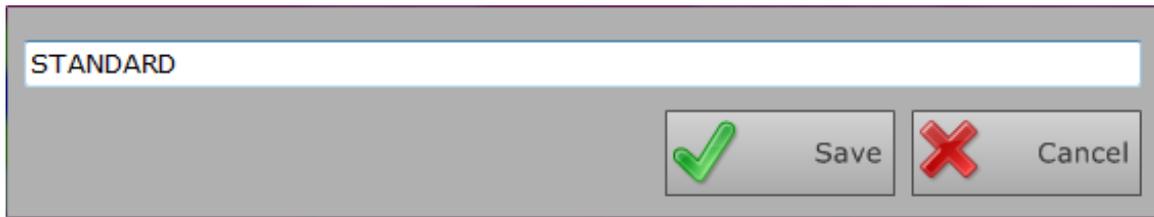


In the box to the left, you will find the hidden columns to the right of the visible columns; to move columns from one part to the other select (CTRL key pressed for multiple selection) and press the arrow that indicates the destination. 

To set the display order select the column and, while holding down the left mouse button, drag it to the desired position, or use the  and  keys.

 Save	Save the changes
 Cancel	Closes the window without saving

To save the view that you created, click on the button  will open a window where you can enter the name you want to assign to the view set.

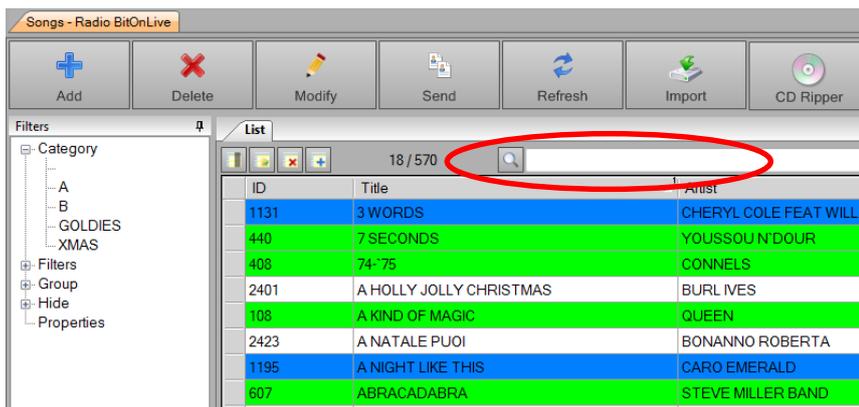


Will be possible to select the saved views, using the key  and delete them with the key .

To sort the data view click with the left mouse button on the column header, to add other types of sorting perform the same operation but using the right click.

Text Search

To search for a record, type the first few letters of what we want to find. The search will be made in the column of the primary sort. Using the "green" search box, the results will be filtered. You will see only those corresponding to the research carried out.

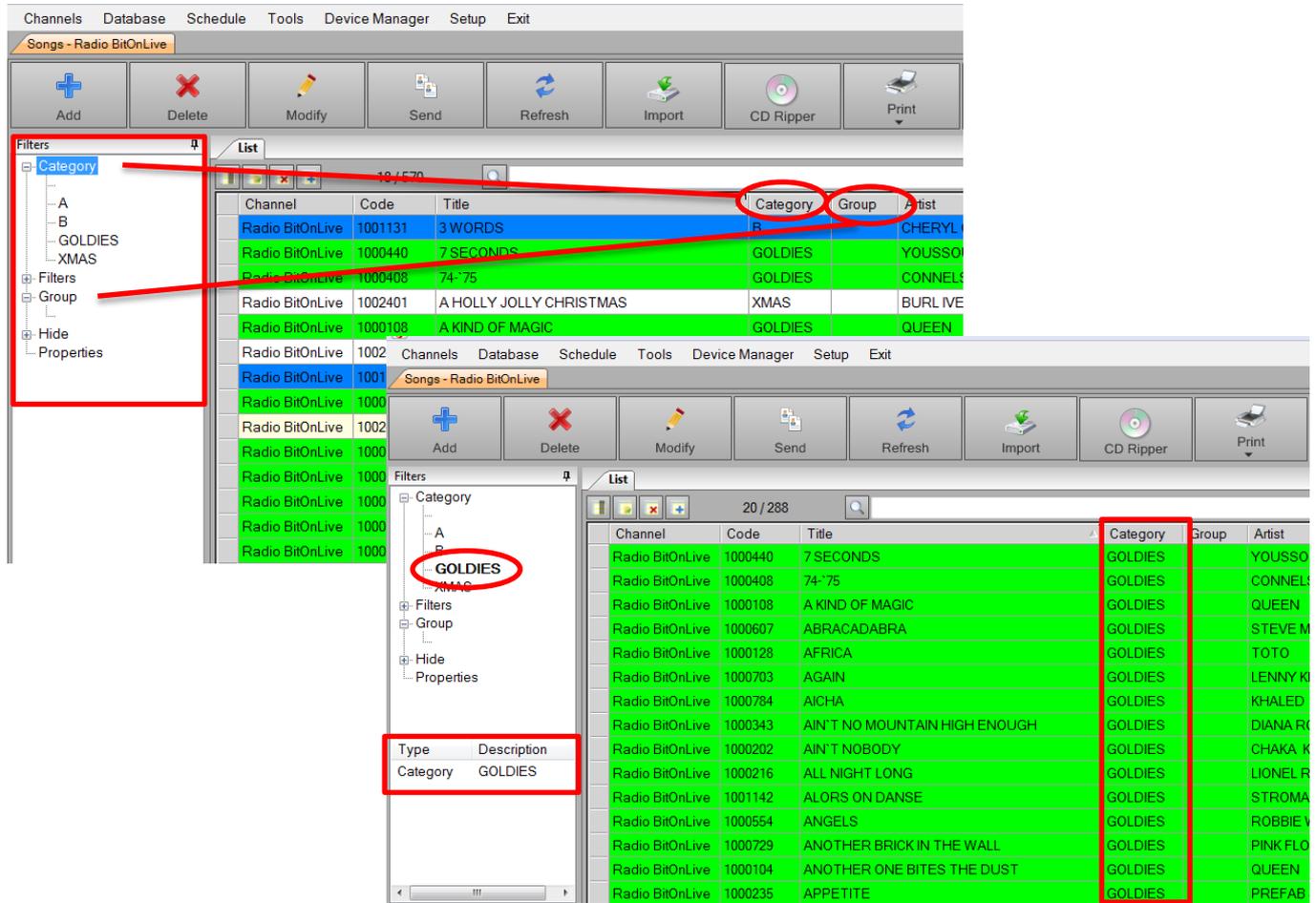


Search with filters

You can also search using the preset filters, which are located to the left of the tables clips, songs, etc.

To apply the filter screen double click on the desired item in the list proposed. To apply the multi-filter selection click the right and select "Multiple selection"

To cancel the filter and return to viewing all of the archive, click the right in the lower pane and select "Cancel All"



Channels

All

By selecting “All”, will be possible to see the archives of all the channels.

Common

Commons represents the archive of files that will be available in all channels.

The channel list Set

Presents a list of channels that you want to manage with **Philo Media Manager**; select the channel from the list appeared to change it on which you want to work with.

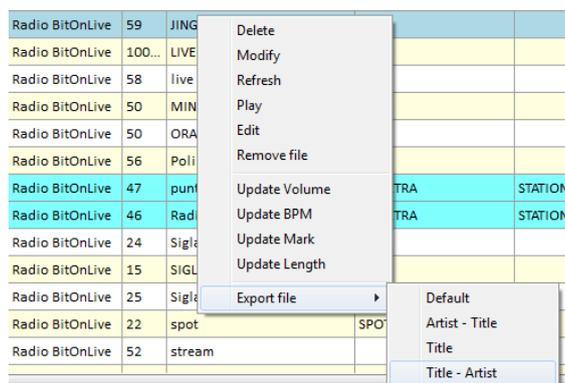
Database

In this section, you can find the archives of the basic elements that will compose the media elements: songs, clip, advertising, programs, shows, automations, fillers.

General indications

Quick changes

Within the list of songs, Clip, etc. by selecting one or more elements and right clicking, opens a menu of quick-changes tools of the elements.

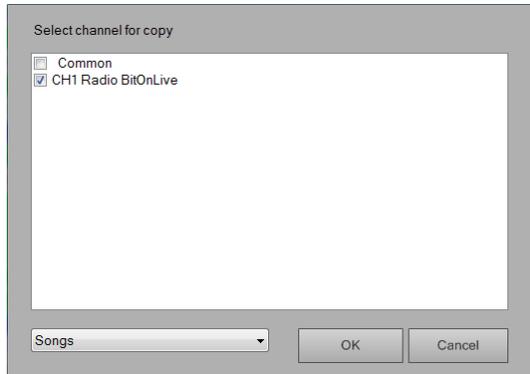


- **Delete:** Delete selected Item
- **Modify:** Opens the change tab of the selected file
- **Refresh:** Updates the list
- **Play:** Starts the audio of the selected item from the mini player integrated in Philo Media Manager
- **Edit:** Opens the Edit window of the audio of the selected item
- **Remove file:** Delete the physical file to which the database item refers
- **Update Volume:** Adjusts the volume of the selected elements in such a way as to bring all the audio to 0 dB
- **Update BPM:** analyzes the audio of the selected files by calculating the BPM inside the related cards
- **Update Mark:** analyzes the audio of the selected files and set the markers to automatically delete from playing the blank at the beginning or the end of the file.
- **Update Length:** automatically updates the duration of selected files
- **Export file:** export the selected files by enabling you to choose in which way should be saved

Horizontal menu - Additional Tools

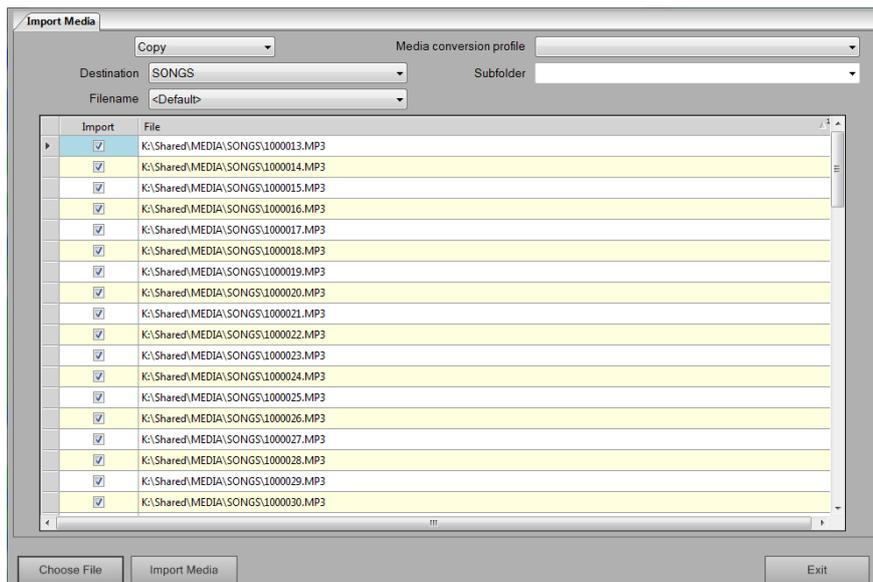


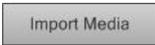
Function to copy a record in the same channel in which already is located or in other set in the Media Manager. This will open a window in which you can choose the channels in which you want to copy the selected record. You can select multiple channels in a single operation. Press OK to perform.



Function to import files into the archive.

Choose whether the file should be copied or moved with respect to the position in which it is located, or if it is already in the correct folder. Select the destination (source list from table Setup -> sources) and if must be converted (list conversions from table Setup -> converting media)



Press the button  to select the file you want to import and  to perform the operation. It is possible to import multiple files simultaneously.



Songs / Clips / Commercial / Programs / Shows / Voice Over / Announces

Is the window to manage the archive, here you can add new records, edit existing records or delete them. Press the  key to enter a new record or double click on the desired row to edit an existing record.

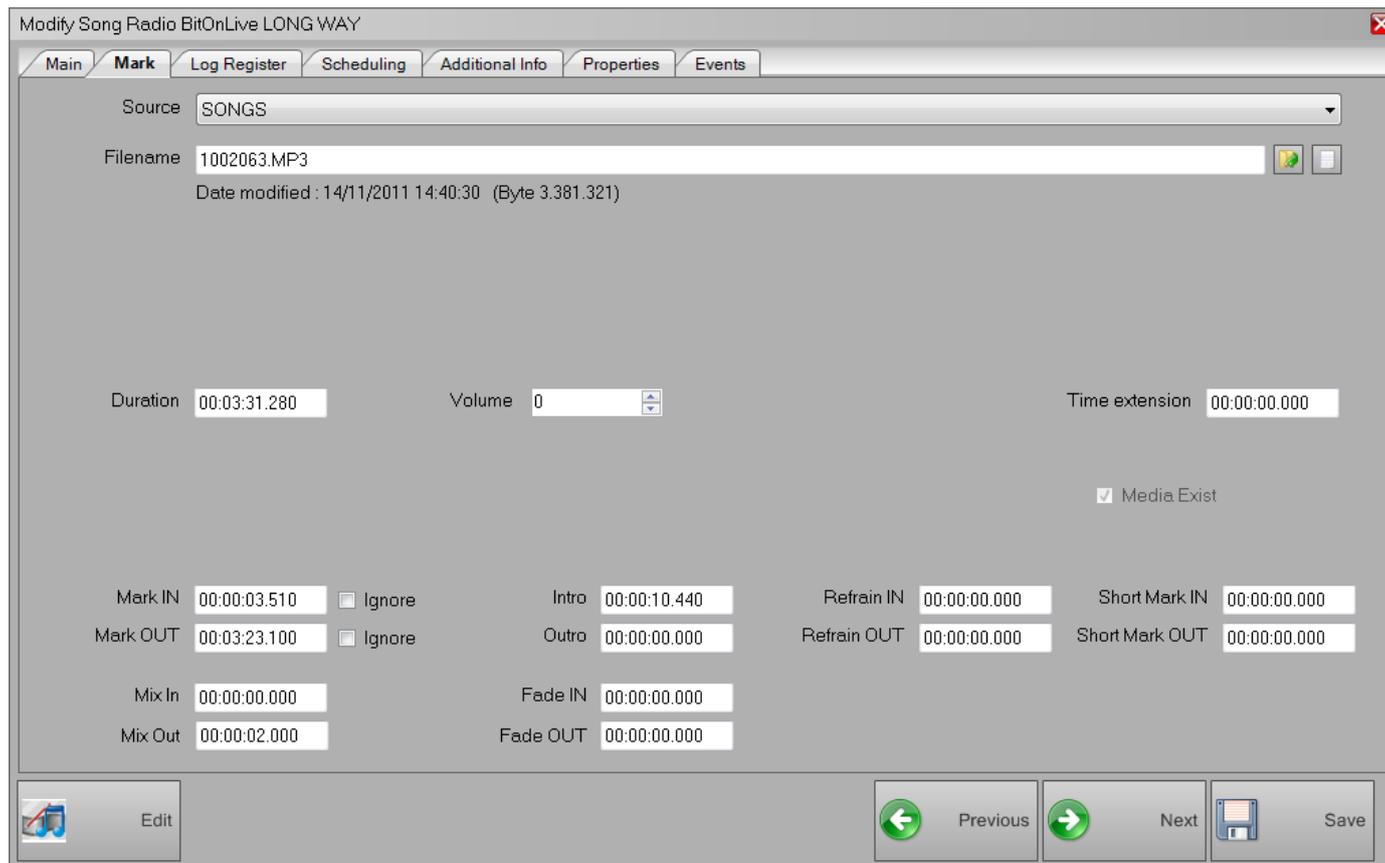
Main

The Main tab contains the identifier data of the selected record.

- **Code** (Required field) is the identification code of the file, the program proposes it automatically but you can customize it.
- **Group** Select from the list the group belonging to the file, to add a new group write it and will automatically be saved with the Save button.
- **Title** (Required field)
- **Image** With a double click inside the field, you can select any image from your computer.

Mark

Data relating to the audio file.



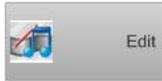
- **Source** Indicates the location where the file resides (you can set new source from table Setup -> Sources)
- **File Name**
 -  Select the file
 -  Update the information in the file (duration, size, etc.)
- **Duration** After you have selected the file, Philo will automatically update the duration of the file
- **Mark In** Set to 00:00:00, by default. By ticking the entry "Ignore" the file will be played again starting from the beginning.
- **Mark Out** Equal to the duration of the file, by default. By ticking the entry "Ignore" the file will still be played until the end.
- **Execution Mode**
 - Default:** the clip will be played normally
 - Liner Intro:** The end of the clip will coincide with the intro of the next song and in case of necessity the beginning of the clip will overlap with the previous song
 - Liner: Start or Intro:** as the previous mode, but if the clip is shorter then the intro, will jump to end on the beginning of the next song.
 - Liner: Start or Intro without overlapping:** as the previous mode, but if the file is longer than the time available, do not overlap with the previous song but will create the space necessary.
 - Liner: Intro without overlapping:** as the previous mode, but with reference only to the intro and not at the beginning of the file.
- **(Only for Clip)**

Voice over: the placement is handled manually in playlist with the segue editor

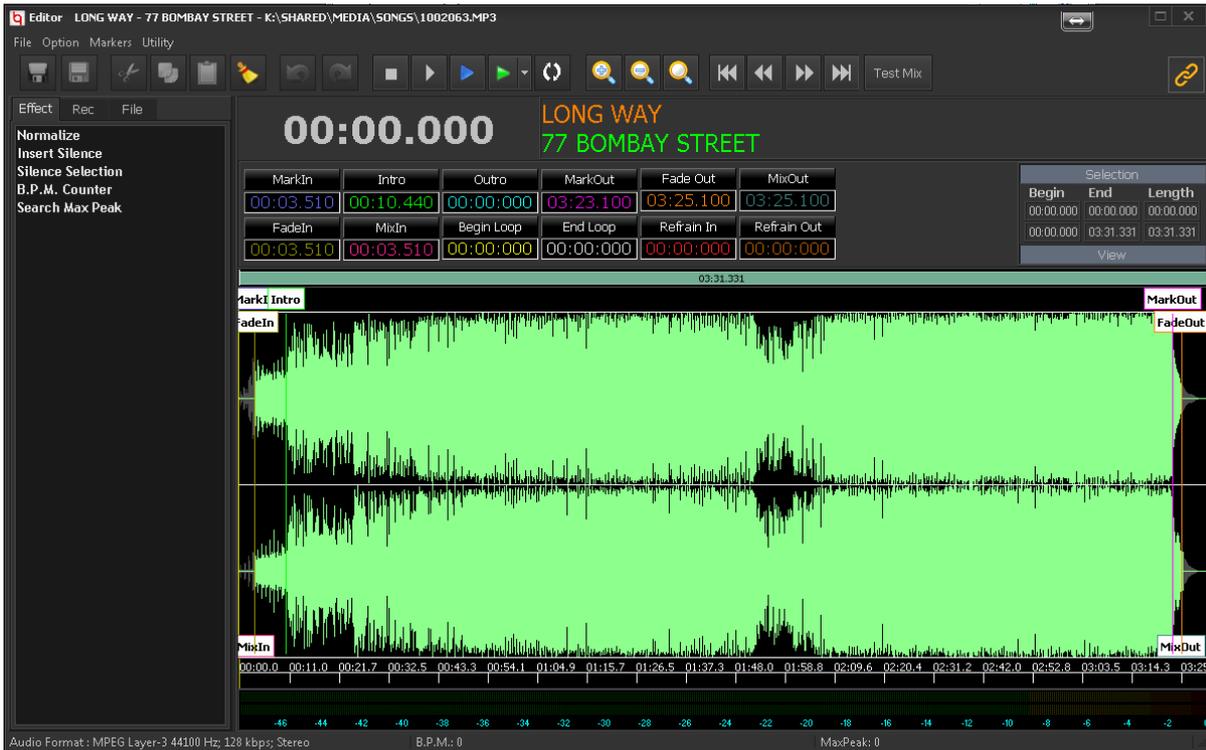
Auto Voice Over: is automatically positioned by aligning the end of the clip with the intro of the song later, the beginning of the clip with the outro of the previous song and will be created space if necessary between the two songs

Use as background: the clip will be used as the base for the voice over

Editor



Opens the program for audio editing: Audio Editor.

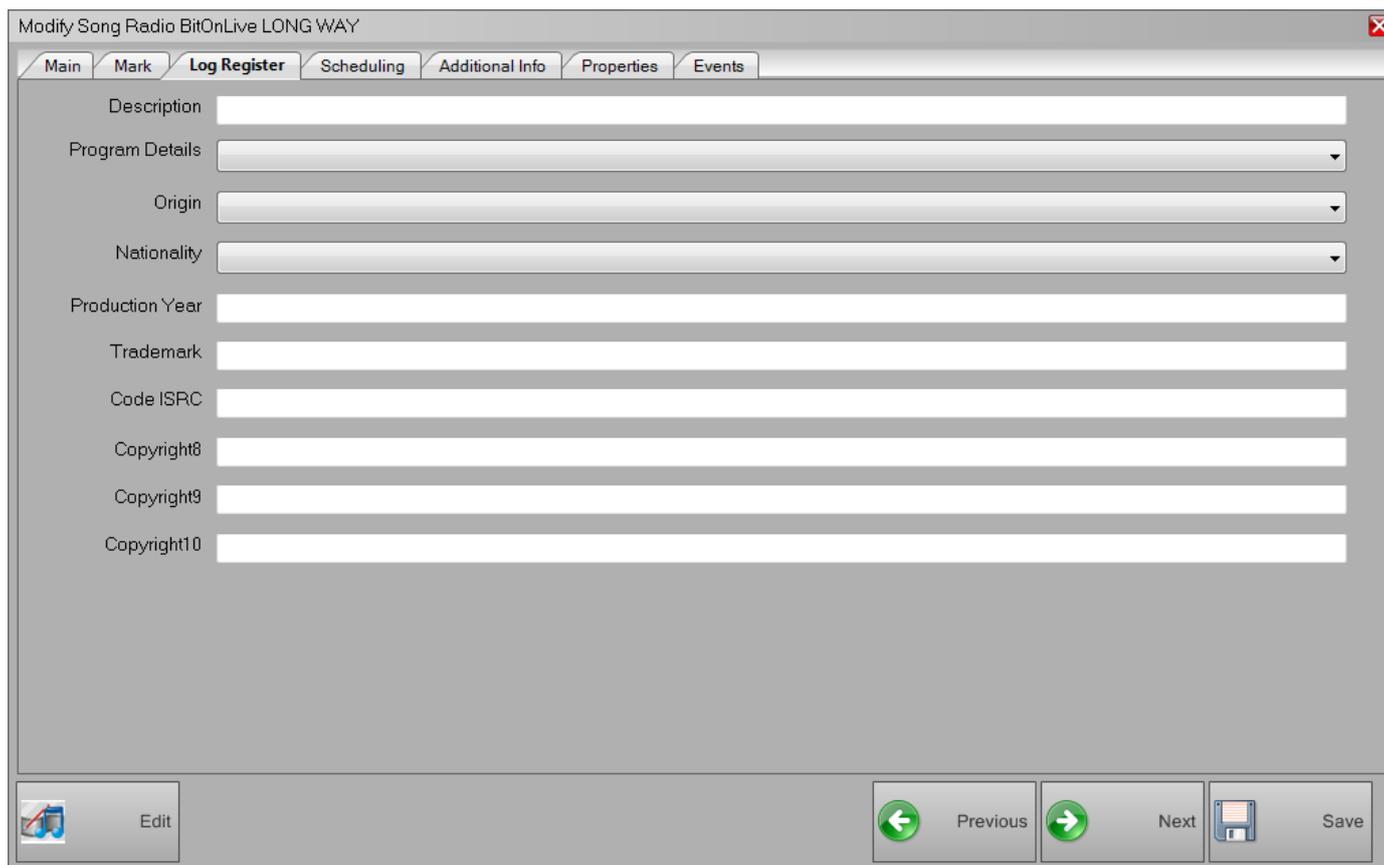


Through this window, you can listen to the audio of the selected item and set the various markers, as MarkIn, MarkOut, Intro and Outro, etc.

For further information relating to the use, invite you to read the "Audio Editor" manual.

Log Info

Enter the data necessary for the compilation of the register of the transmissions.



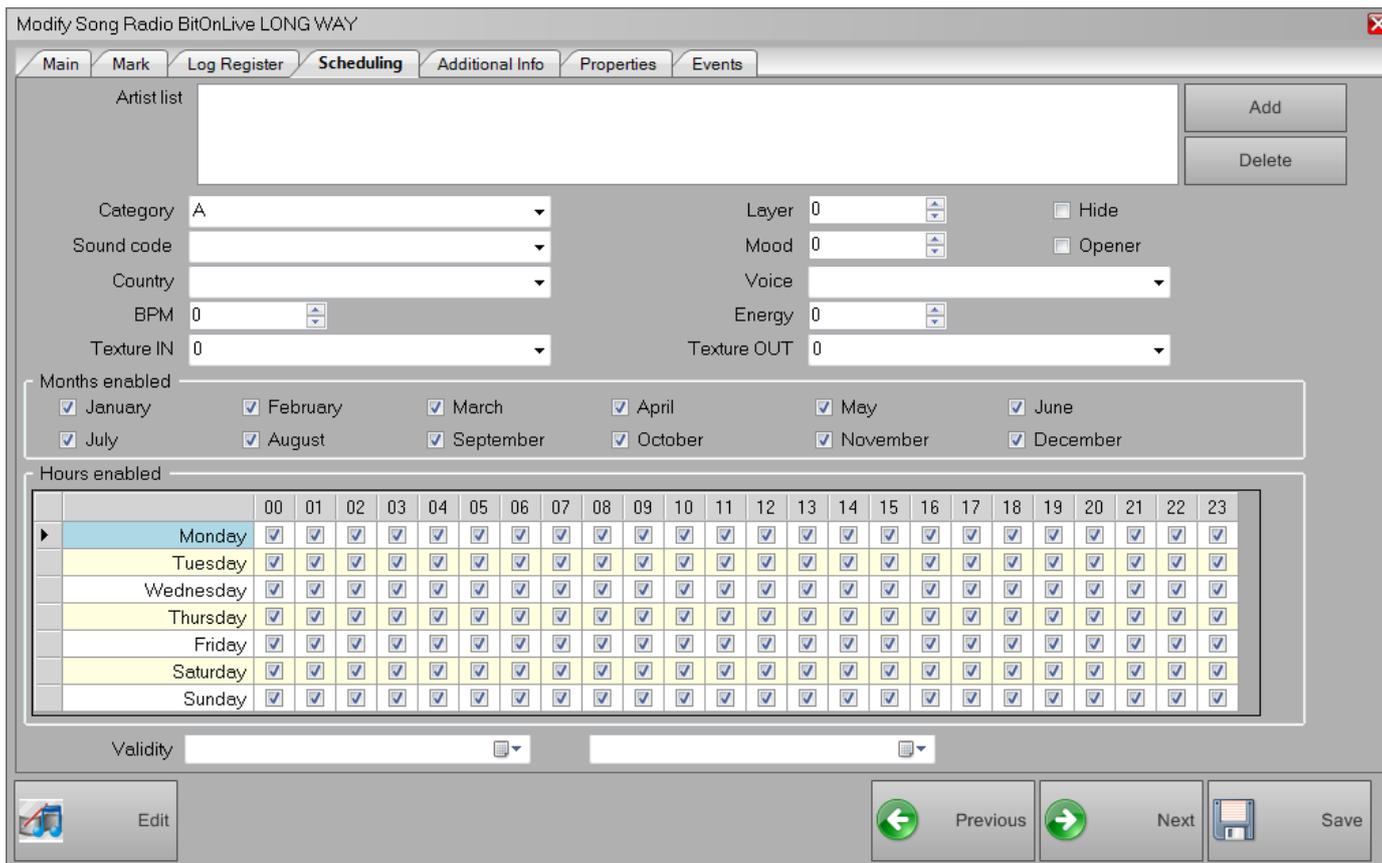
Additional information for the item that can be used for the schedulation or the archive manage.

User has the ability to edit and add new definition to the three combo box proposed:

- **Program Details** (Table Setup -> Program Details)
- **Origin** (Table Setup -> Origin)
- **Nationality** (Table Setup -> Nationality)

Scheduling

The data in this mask are useful for the purposes of automatic programming (Schedule -> Clocks):



- **Artists list** Insert one by one to the list of performers of the song. Will be used for the control of the artist repetition in phase of automatic programming.
- **Category** Select the category of membership of the file from the list or type it in to add a new one.
- **Hide** Tick this field if the file must be hidden temporarily for the generation of the palimpsest or in the playout.

Layer, Opener, Sound Code, Mood, Country, Voice, BPM, Energy, Textures In, Texture Out are all fields that the user can decide to use for creating filters selection or for the rules to be used for the purposes of generation of the palimpsest.

Months Enabled - Hours Enabled: If the file must have the limits of transmission, for example may be transmitted only in few months (e.g. Christmas period) or at certain times (e.g. only night), tick the month/day/time slots enabled.

Period of validity: it is possible to indicate the start date and end date of the period in which the file can be selected for the onair playing.

Additional Info

Available fields for the customization of the data according to the needs of the user; 20 text fields.

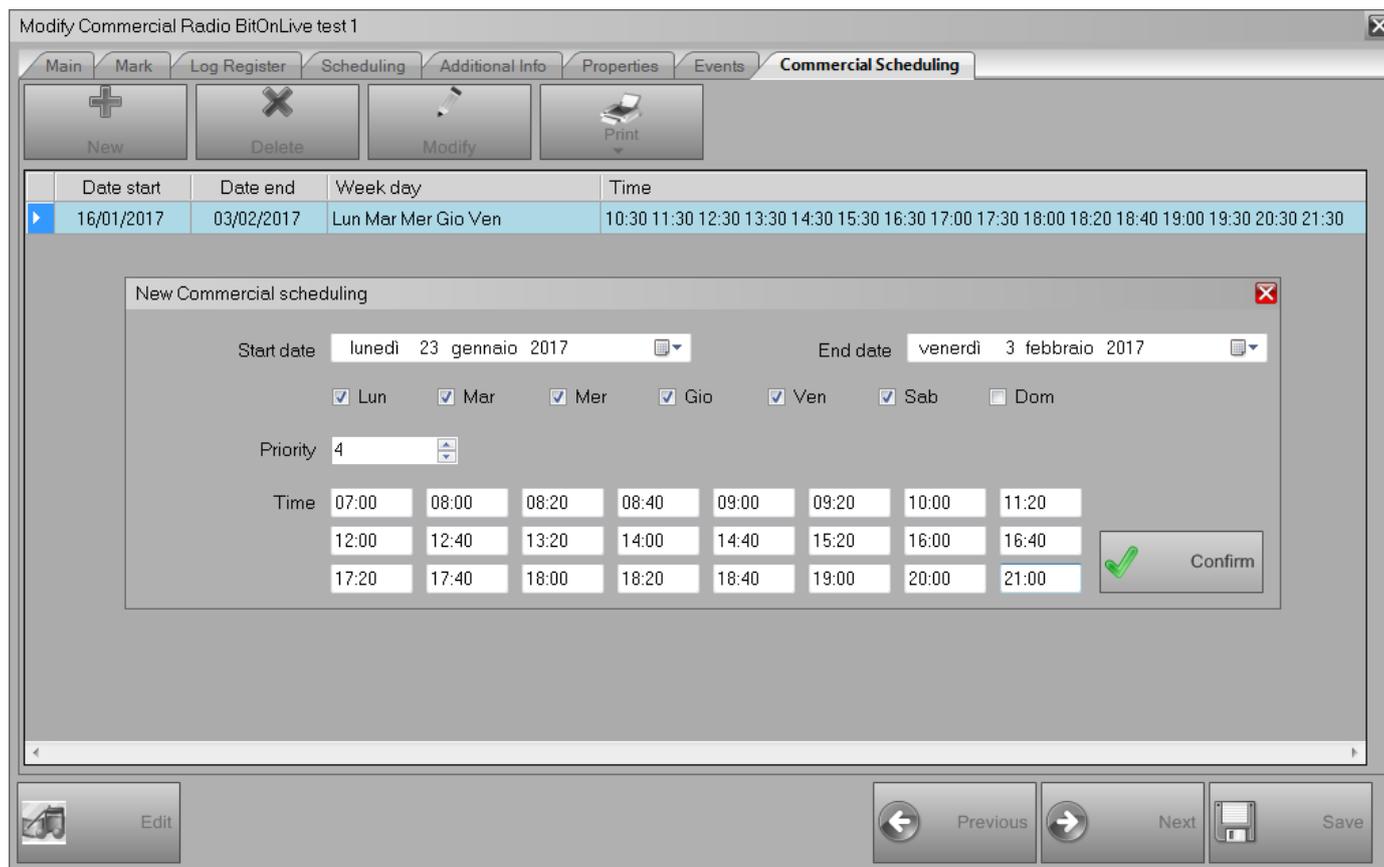
An example of use may be in the case of a sports event, as a football match; you can use the fields to store the names of the teams of the referee the final result, the name of the person who has made the radio-chronicle, etc.

Events

For every clip you can disable the default automations by selecting <None> in the list, or match the automation of <Default> if it is not already set in the configurator of playout or, again, select an automation between those already created in Philo. It is possible to associate to each clip one or more events (see [Automations](#) section).

Commercial

The Commercials are the database items relating to advertising differ from the other for a possibility of programming to be more specific and can be retrieved through macros (see section Break).



Within the Commercial Scheduling tab, it is possible to add different programming periods with the different hours of playlist.

- **Start Date / End Date** Enter the dates for the beginning and end of the programming for the selected spot
- **Days of the week** Enable the days of the week which will comply with this programming
- **Priority** Set the level of importance of the spot with respect to others of the same hourly band (the highest priority will be first choice)
- **Time** Insert the hours to schedule

At the end of the planning press Confirm to save and close the window.

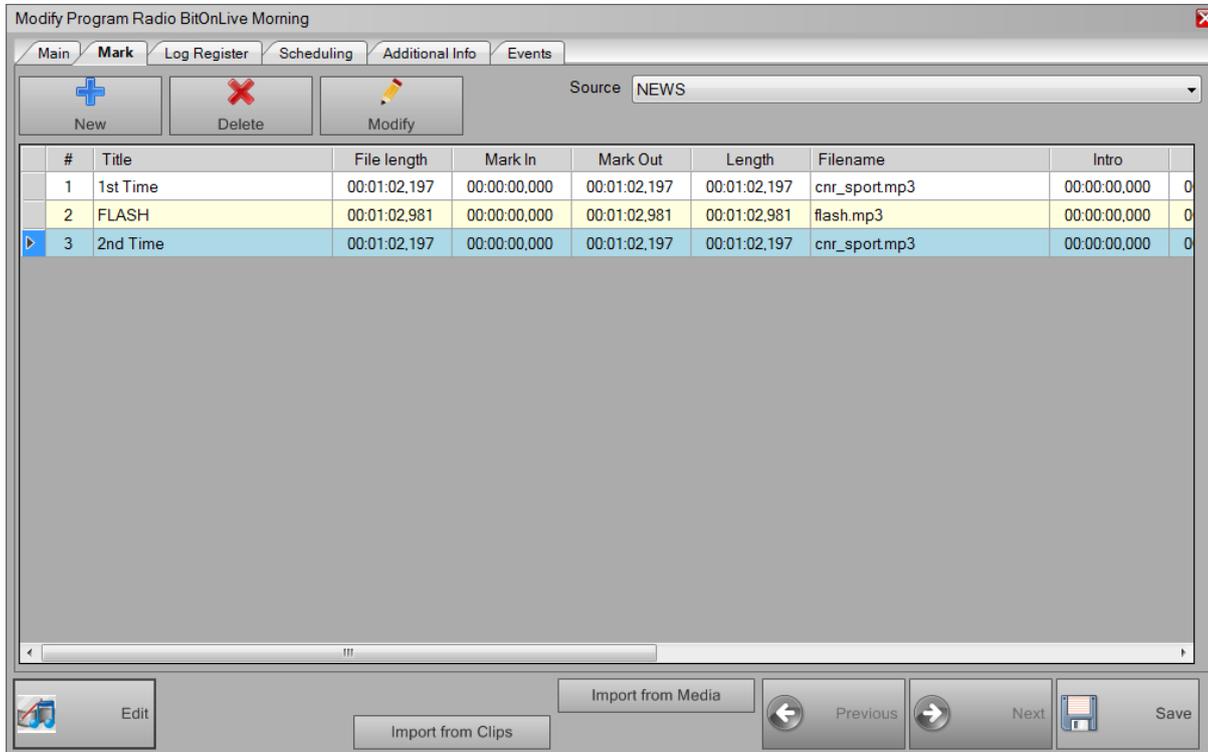
For each commercial element, it is possible to create more planning periods and distinguish them from one another.

Programs

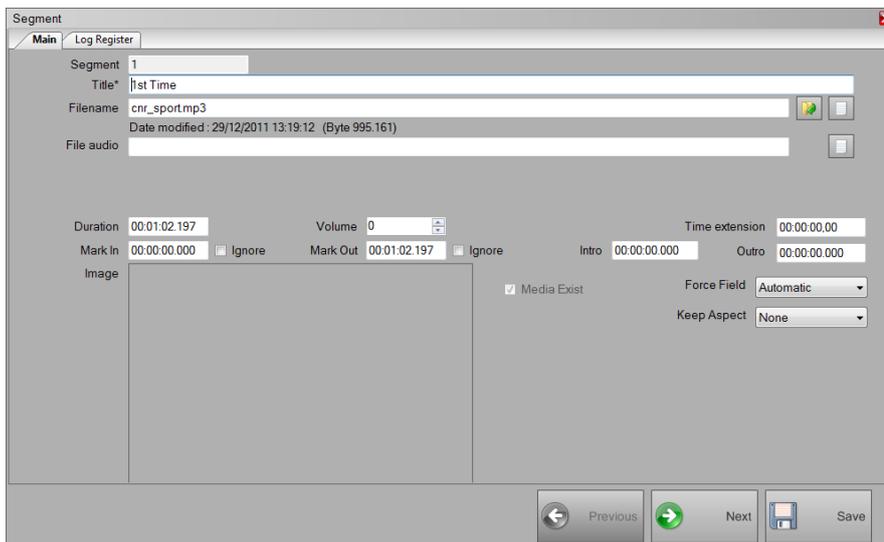
The programs differ from the clip because they offer the possibility to set multiple markings for the same file as could be the first and the second time of a storytelling or a recorded interview.

Press the key **New** to add segments, each segment can point to the same file or to different files, or use the keys

- **Import from Clips:** if the file has already been entered in the database of the clip
- **Import Media** To add a new file



Double click on the row of the segment to set title and file name.

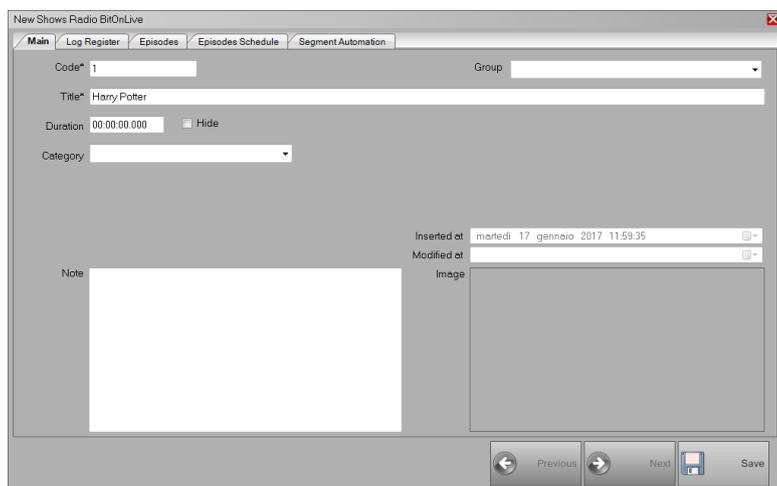


Click **Edit** to set the markings of all segments.

Show

With the term Show, is meant all those programs that are composed of multiple episodes and for which there is the need to manage preset days of scheduling and any replicas.

The main data and the Log Register are managed as in the clip.



Episodes

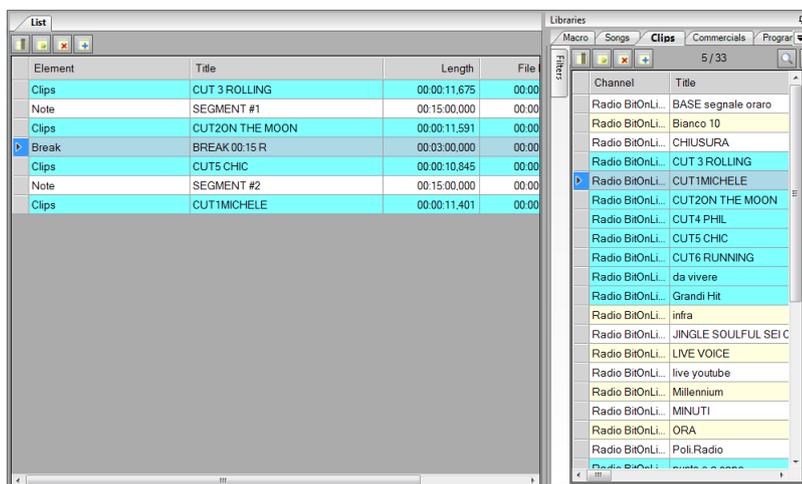


Single insertion episode

The mask of the placing of the episode is identical to that of the management of the programs.

Each episode of a show can be composed of multiple segments, for each one of them it is possible to select the file to use or import it from programs or clips already inserted.

It is also possible to define a complete structure of the playlist of the episode: by clicking on the **Clock Button Definition** you can insert clips, notes, automations, etc. that will be inserted at the beginning, at the end or between a segment and the other. The software proposes 100 segments to be used in this step, to symbolize the actual segments of episodes.

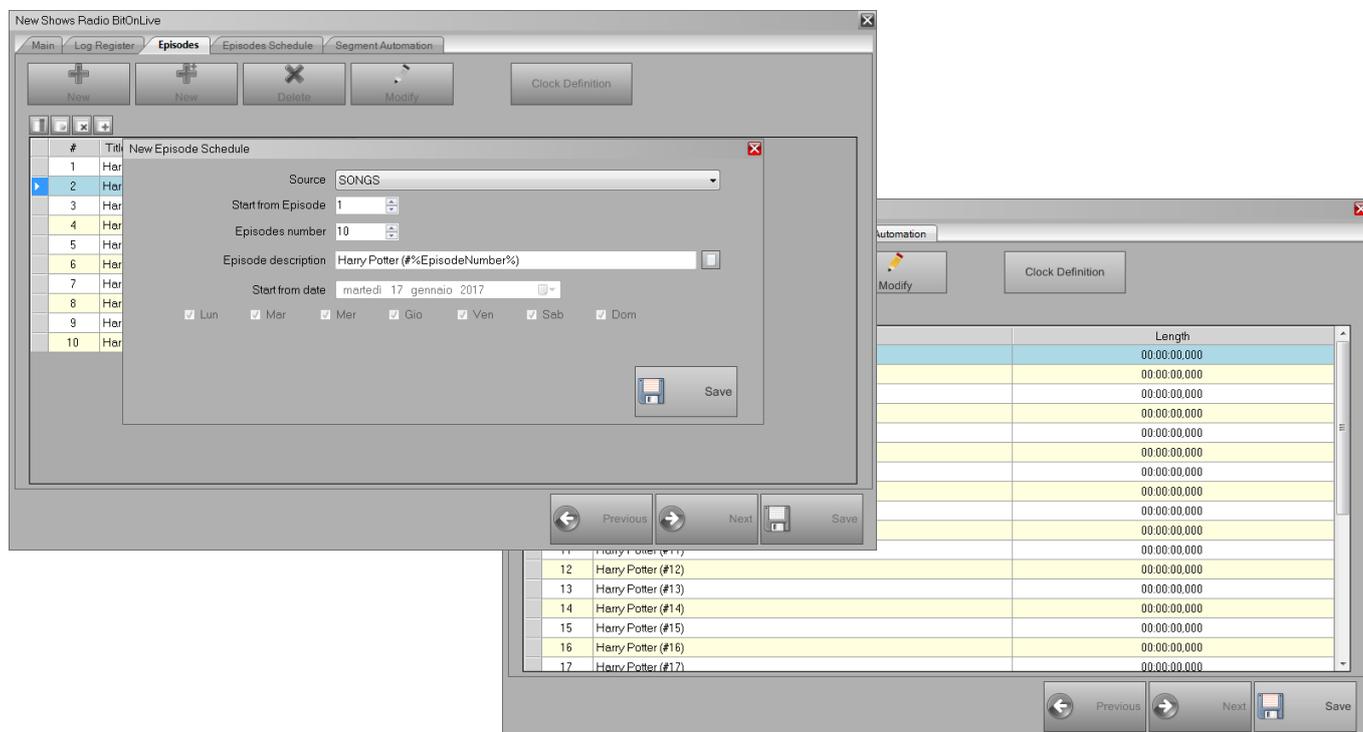




Inserting multiple episodes

Start from episode: indicate the number of the first episode that you want to insert.

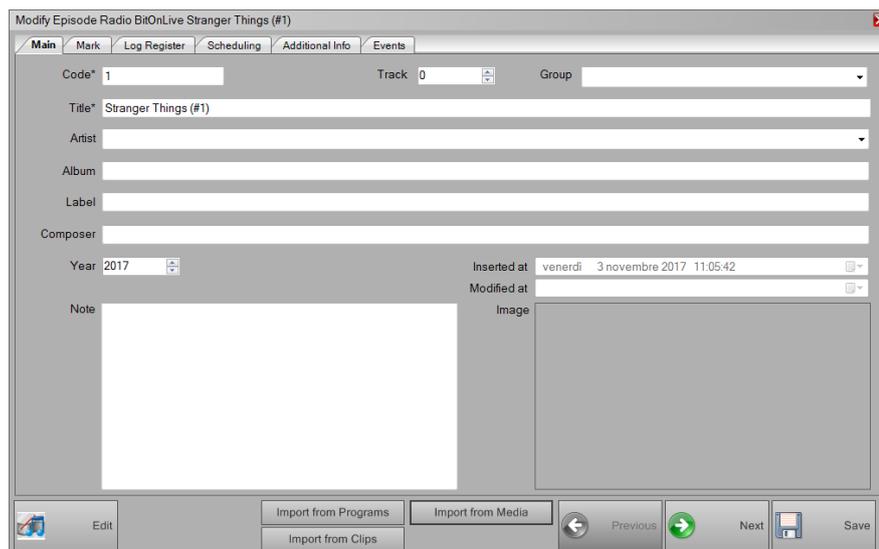
Episodes number: indicate the number of episodes you want to insert.



Episodes Media Import

To associate each episode inserted in the archive the physical file is necessary to carry out the import of the physical file.

Select the episode you want and click **Modify** to open the tab of the episode.



As for all the other elements of the archive, you can enter all the data necessary for the identification of the element (Artist, Album, Label, etc.).

Select  to import the physical file, selecting  or the button 

it is possible to combine to the episode card the physical file that refers to the clip or program already inserted in Philo, will be also associated to the episode the characteristics of clips or programs imported.

Episodes Segments Definition

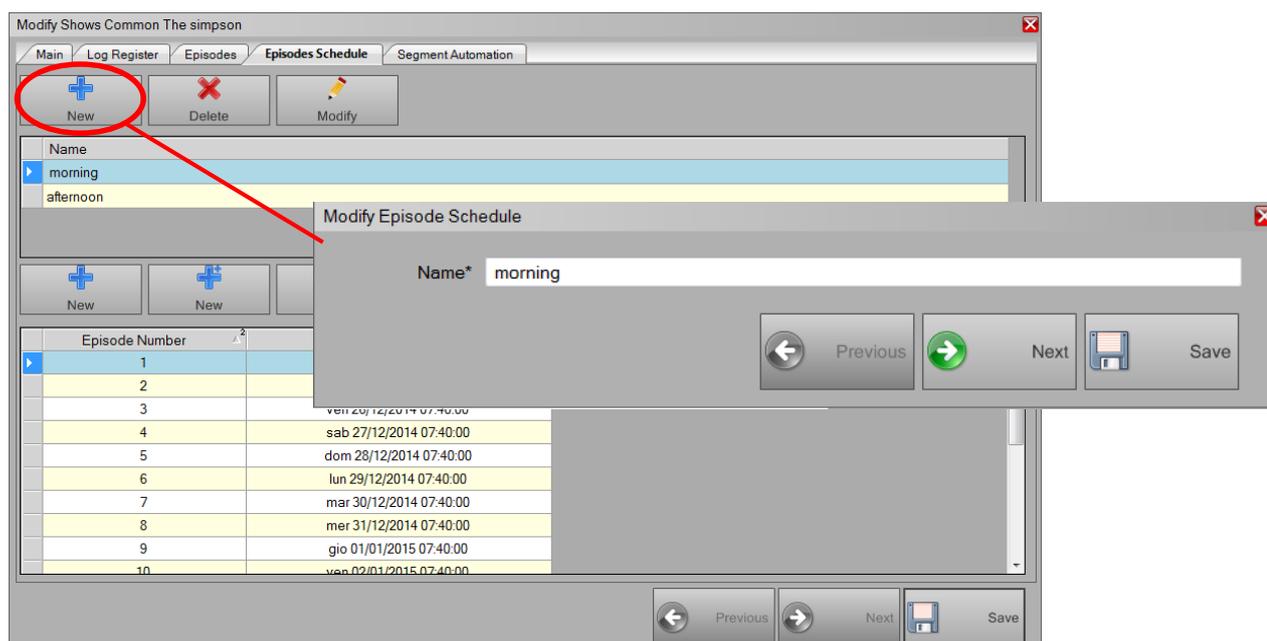
Once imported files from Media, Clips or Programs, it is possible to define the segments of the episode useful for defining Clock.

From the **Mark** tab, select Add to add new segments and set the points of MarkIn and MarkOut for everyone.

Programming Episodes

For every show, you can set different programming periods, in this way while using the same data file and episodes, each programming will be independent from the other.

First click the **New** button and assign a name to the programming, for example "First Vision", then insert the dates of scheduling; you can do so both individually and in a manner that is multiple.



In the single entry, enter the number of the episode to be transmitted, the time and date; in the multiple add indicate how many episodes you want to schedule (the software automatically proposes those already included in the Show), the start date, the time and days of the week in which the show must go on the air.

Before carrying out this operation, it is necessary to have inserted in the previous mask the table of the episodes.

At the end of the insertion, in both cases, you will see a summary of what has been programmed.

If a Show should be inserted in the palimpsest in a day not present in the list, will not be transmitted.

Inserting multiple episodes

Number of episodes from a date:

The screenshot shows a dialog box titled "New Episode Schedule". At the top, a dropdown menu is set to "Number of episodes". Below it, the "Episodes" field is set to 20. The "Schedule from date" is set to "mercoledì 24 dicembre 2014". The "Schedule Time" is set to "00:00:00". There are seven checkboxes for days of the week: Lun, Mar, Mer, Gio, Ven, Sab, and Dom, all of which are checked. A "Save" button with a floppy disk icon is located at the bottom right.

Range of dates:

The screenshot shows a dialog box titled "New Episode Schedule". At the top, a dropdown menu is set to "Range : Dates". Below it, "Episodes from" is set to 20 and "Episodes to" is set to 1. The "Schedule from date" is set to "mercoledì 24 dicembre 2014" and the "Schedule to date" is also set to "mercoledì 24 dicembre 2014". The "Schedule Time" is set to "00:00:00". There are seven checkboxes for days of the week: Lun, Mar, Mer, Gio, Ven, Sab, and Dom, all of which are checked. A "Save" button with a floppy disk icon is located at the bottom right.

Range of episodes:

The screenshot shows a dialog box titled "New Episode Schedule". At the top, a dropdown menu is set to "Range : Number of episodes". Below it, "Episodes from" is set to 20 and "Episodes to" is set to 1. The "Schedule from date" is set to "mercoledì 24 dicembre 2014". The "Schedule Time" is set to "00:00:00". There are seven checkboxes for days of the week: Lun, Mar, Mer, Gio, Ven, Sab, and Dom, all of which are checked. A "Save" button with a floppy disk icon is located at the bottom right.

Automations Segments

For each segment that composes the episode, you can match an automation that must first be created in the automation section.

Voice Over

The Voice Over are useful components for the recording of voice track to mix automatically by Philo with playlist songs. Through the Voice Over Recorder you can record and manage the mixing between songs. For more information please refer to the manual "**Voice Over Recorder**".

Announces

The announces are the elements that you can use to automate announces of songs, according to any one of the fields of the songs of the archive. Their title will have within the field value (value of the title, value of the artist, year value, etc.) of the song that will reference. The use of these elements and their management takes place at the level of the scheduling (see chapter "[Macro](#)" and "[Manage Announces](#)").

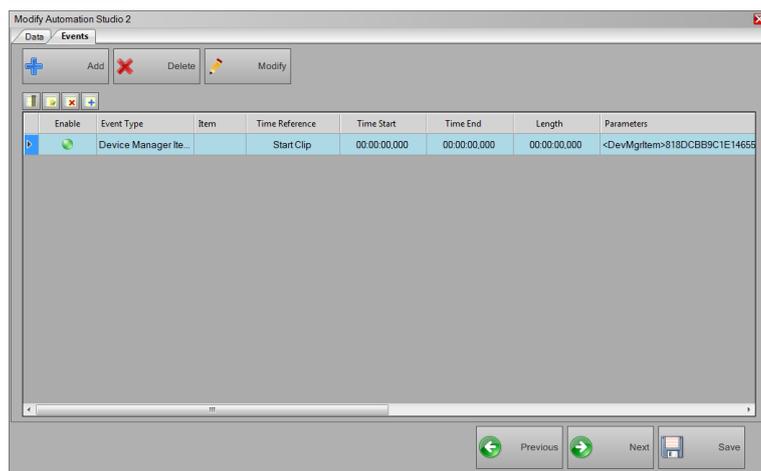
Automations

Using the automations it is possible to perform the playout events of different type (es: start or stop playback, enable or disable automatic playback, etc.), even simultaneously. Automation can be included in the programming of the palimpsest, launched manually by the user or bonded to different types of elements of the archive through the graphics by default (see chapter "[Default Graphics](#)").

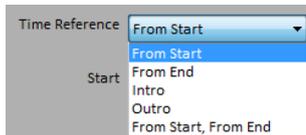
Tab Date

Click on the  button to create a new automation and assign it a name, go to the **Event tab** and click  to add events to the automation.

Tab Events



The events linked to specific items or used by the default graphics can be carried out in relation to the different Times Reference, also by setting a time delay or advance with respect to these times.



- **From Start:** event of automation starts from the beginning of the element to which the automation refers
- **From End:** execution of the event will have as reference time the end of the element
- **From Intro:** execution of the event will have as reference time the intro of the element
- **From Outro:** execution of the event will have as reference time the outro of the element
- **From Start to End:** execution of the event will take as reference time the indicated amount of time between the beginning and the end of the element

In order to perform the automations manually or through the schedules in the schedule events should be set with reference time "From Start".

In the Start field enter the delay time ("From Start", "From Intro") or advance ("From End", "From Outro") that will have the execution of the event with respect to the Time Reference.

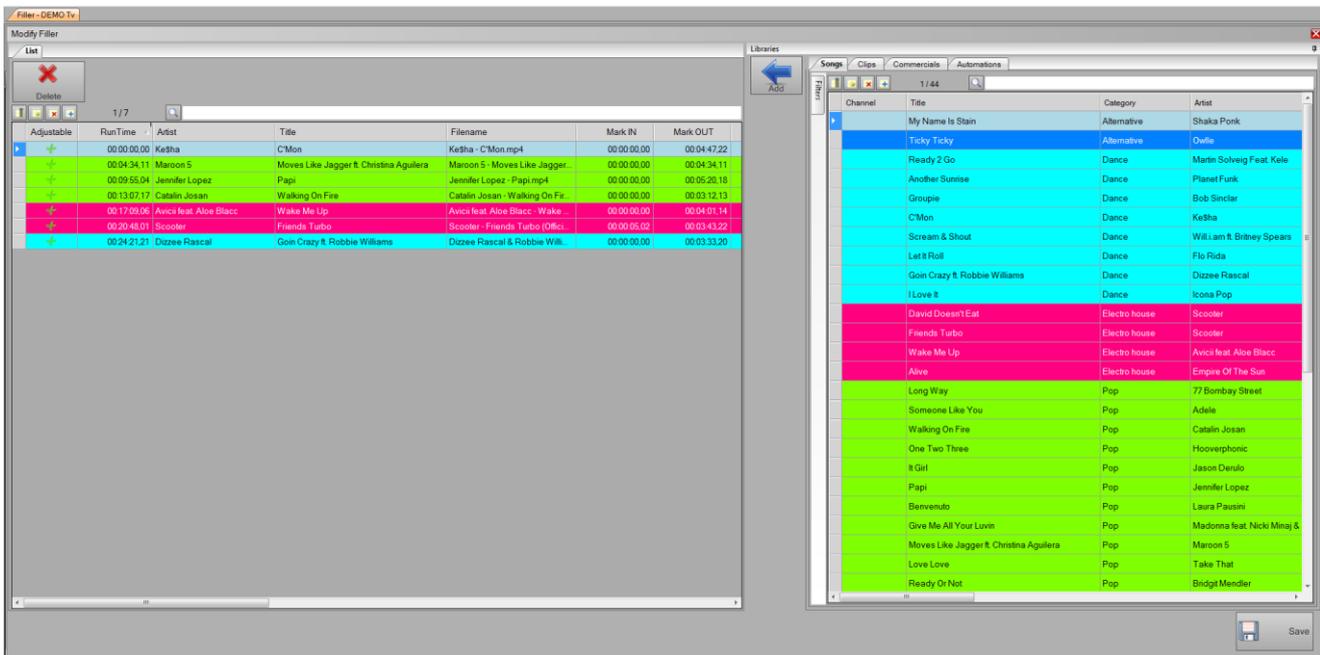
Element Type

The type field include various options:

- **Automation Abort & Execute:** start or closes the execution of an automation
- **Playlist Clear:** cleans the ladder
- **Playout Automatic ON/OFF:** Set Automatic ON or OFF in Flu-O
- **Playout Filler ON/OFF:** active or reactive the automatic filler
- **Playout Remove All:** to removes all items from the ladder
- **Playout Remove All Suspended:** removes all files suspendable from the play list of flu-O
- **Playout Scheduled ON/OFF:** Enables or disables the control of the scheduling (if enabled in Flu-O configurations)
- **Playout Start/Stop:** manages the playback of the files
- **Volume Gain:** adjusting the volume of the output
- **Device Manager Item:** select from the list of options set in Device Manager that match to the event

Filler

Fillers are files that the playout will use in the event of a need to fill the gaps, or the complete absence of programming.

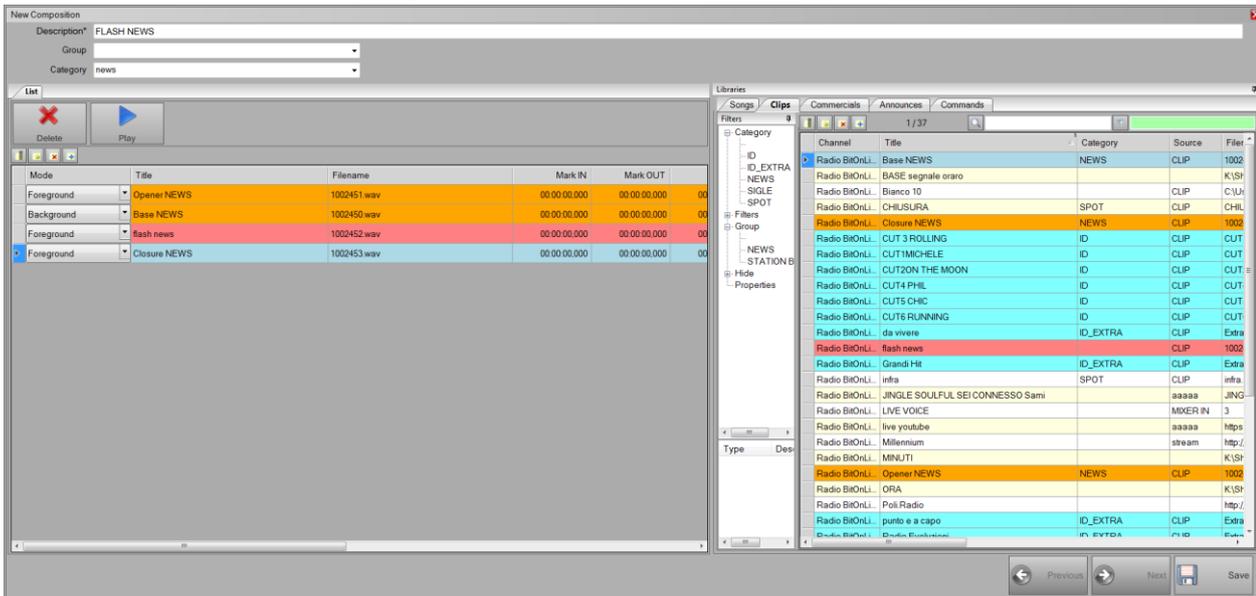


Choose from the left list the files to be inserted in the filler list and click on the **ADD button**, or simply drag and drop the file on the left side of the screen. Click **Save** to confirm your changes and exit.

The method of selection of the filler is indicated within the configuration of playout (see section “scheduling” of the Fluo manual).

Composition

The compositions are used for those elements that always maintain the same structure (news, weather, traffic, etc.)

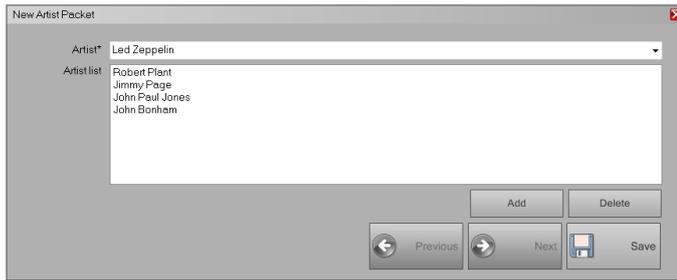


Enter the name in the description and drag and drop files from the right library toward the left list.

- **Mode:** Select if the element of the composition must be used as Foreground, Background or Whole Background.

Artist packet

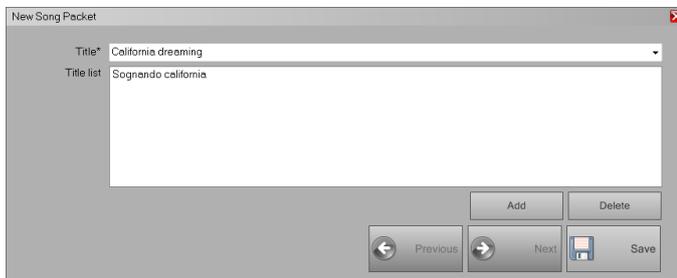
For the purposes of the preparation of the playlist, in the respect of artist separation rule, it is possible to create artists packages related to band.



Insert in "Artist" field the name of the band and add the names of the components of the band through the Add button.

Song packet

For the purposes of the preparation of the playlist in the respect of title separation rule, it is possible to create packages of songs that will have to be considered as a single song (es: cover).



Enter in the "Title" field the title of the first song you want to insert in the package, Click Add to add the songs later.

Palimpsest

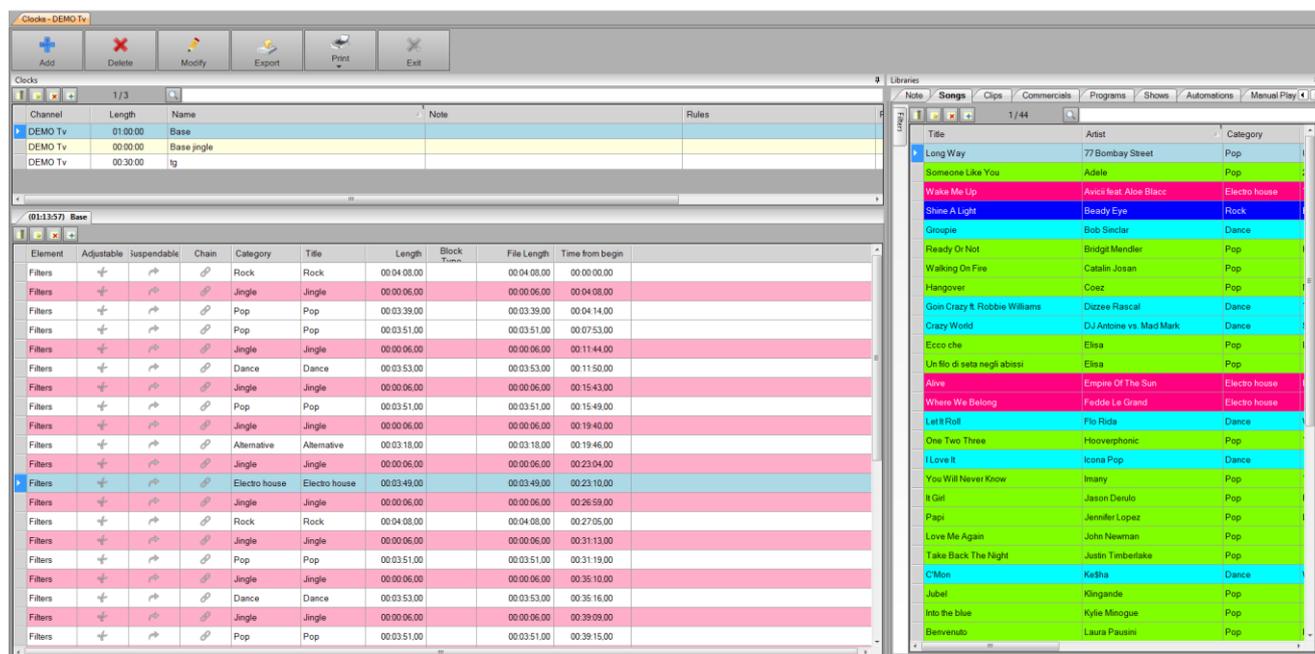
Clocks

In this section, you can define the structure of the item rotation for the purposes of the playlist scheduling.

Press the **Add** button to insert a new Clock, assign a name and a duration.

To compose the clock select, in the box on the right, the elements that we want to insert: Songs, Macro, Automations, Clips, Commercial, Programs, Shows, Filters (parameters for automatic selection of songs/clips), Blocks (replay automatically part of previous program schedules).

To add the item in the clock, drag the record in the box to the left or select it with double click.



For each element inserted in the clock is possible to define additional option:

-  Check the item "Adaptable" if the inserted element can be interrupted in case of need. The interruption will occur between the values Markout and Outtro set by the user in the tab of the clip/song.
-  In the event of necessity, by ticking the "Suspendable", the file will be deleted from player.
-  The "Chained" serves to bind multiple events. Double click on the first to tie it to the next. If one of the chained events will be activated the suspendible entry and during the broadcast this event will be deleted, the others will be erased too.

The horizontal menu - Additional Features



Export a clock means sending it to the airing, if this is the ti type configuration set in Flu-or Playout.

Template

In this section it is possible to set the basic model on which will be created by the daily schedule.

The template is a Clock sequence: for every day of the week, it is possible to create many different sequences.

Click the **Add button** to create a new template and assign it a name; select the day on which you want to work on and drag in the left list, the clocks present in the libraries section. In the composition of the day the hour will update based on the duration of the clock inserted, to manually change the hour double-click with the mouse and enter the desired time.

The screenshot displays the 'Template - Radio BitOnLive' window. At the top, there is a toolbar with buttons for Add, Delete, Modify, Export, Default layout, and Exit. Below the toolbar, the 'Template' section shows a table with columns for Channel, Name, Note, Rules, and Type. The table contains three rows: 'Radio BitOnLi... ADV', 'Radio BitOnLi... BASE', and 'Radio BitOnLi... Test'. Below this, a weekly calendar is visible, with 'Monday' selected. The main area shows a grid for the day of Monday, with columns for Hour, Clock, and Note. The grid lists hours from 02:00 to 23:00, with corresponding clock names like 'BASE' and 'test'. On the right side, the 'Libraries' section shows a 'Clocks' table with columns for Channel, Length, and Name. It contains three rows: 'Radio BitOnLi... 00:00:00 ADV', 'Radio BitOnLi... 01:00:00 BASE', and 'Radio BitOnLi... 01:00:00 test'.

The horizontal menu - Additional Features



Export a template means sending it to the airing, if this is the type configuration set in Flu-O Playout.

The Manual Playlist

The manual playlist is a list of items, such as songs, clips, programs, etc., manually entered by the user.

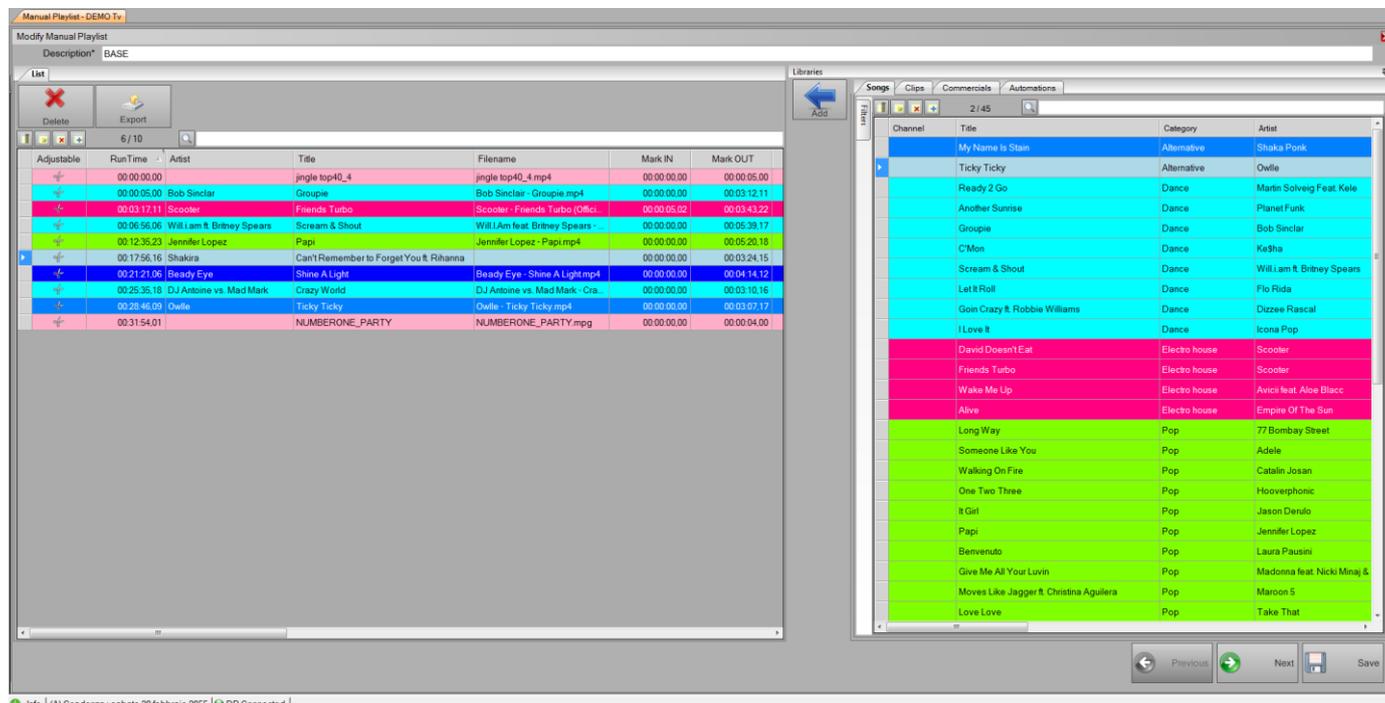
To add items to the playlist select them in the library list and click on the button with the arrow.



To delete an item, select it from the list on the left and press the **Delete key**.



At the end of the changes, press the **Save** button.



The palimpsest

By selecting the menu item **Scheduler**, enter in the area dedicated to the effective creation of the palimpsest; this creation can be manual or automatic depending on the template and clock already set.



Through the calendar, you can select the day on which you want to work with.

The manual creation of a palimpsest occurs simply by dragging items from the library to the empty space on the left: in column **Run Time**, it will be possible to check the time of broadcast of each event.

The automatic creation of the palimpsest will still be quicker than the manual: simply select the day you want to create, click on the **Add button** and select the template to use as a structure. You can also create or recreate the palimpsest of a single hour.

To the left will appear all the selected items based on the clock structure, to make changes double click on the row.

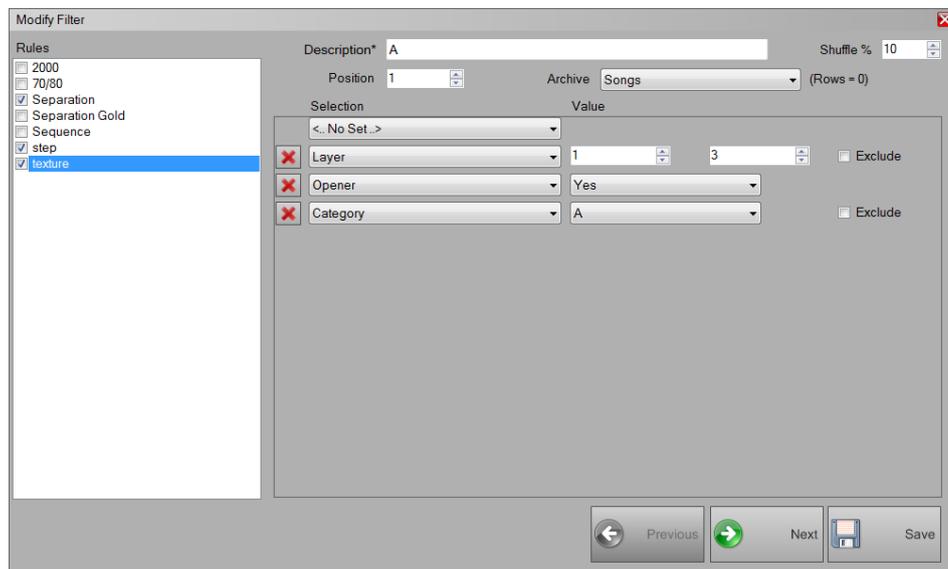
To send the palimpsest to the playout click on **Export** key.

Filters

Each filter is a set of parameters for automatic selection of clips, songs and programs.



Click on the button to add a new filter.



- **Description** Enter the description/filter name
- **Position** In the generation of the palimpsest are first made the sections of the filter with position 1, then 2 etc. up to the highest number entered.
- **Archive** Indicate in which the table will be searched files.

In "Selection" is possible to add the setting to filter, indicate the tag and the value that you want to obtain from the filter. Selecting **Exclude** reverses the result of the filter. In the left part of the window, you can add rules previously created.

Special cases

Philo Media Manager allows you to create even filters of filters.

This feature allows you to group together in a single element different filters already created unaware of the specific rules; In this case, will apply to all the elements only their own rules.

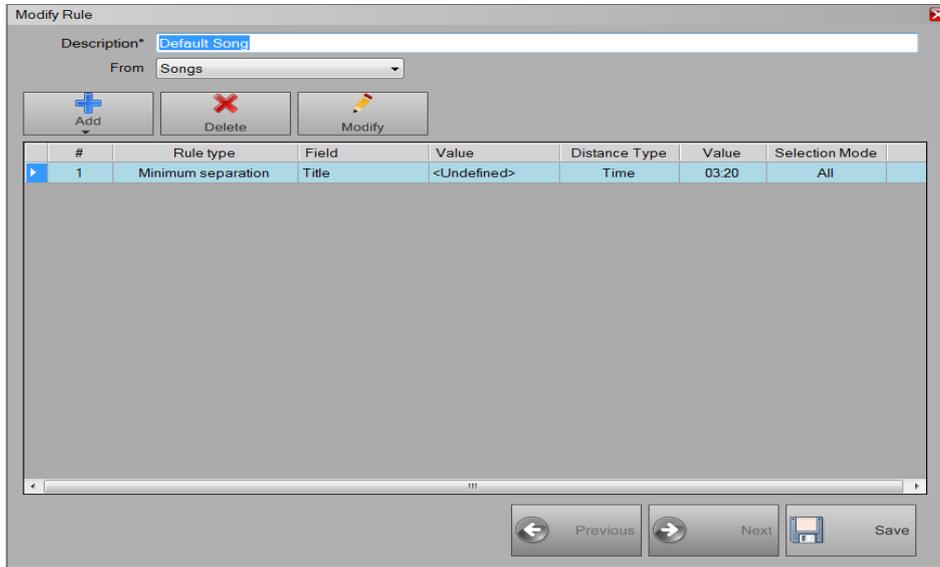
The selection of filters does not also include other types of fields (category, group, nationality, etc.) but only an additional filter.

By entering this type of filter inside the clock or scheduling, **Philo Media Manager** selects the songs resulting from sub-filter cyclically. The first time will give as a result a song that respects the first filter; the second time will be a song of the second filter and so forth for all the other sub-filter inserted.

Rules

The rules are composed of one or more control parameters to adjust the rotation of the file and control the repetition of the file.

It is possible to apply the rules to the filters, to the clocks and templates.

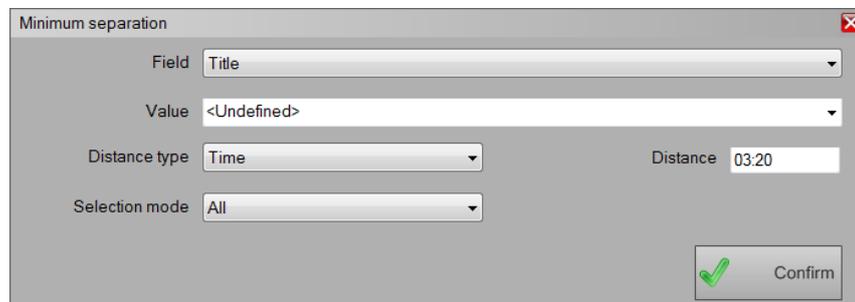


- **Description** Enter the description/rule name
- **From** Indicate for which archive table applies the rule

For each rule it is possible to insert the various parameters, that can be applied to different fields in the database, for example song title, author, category etc.

The control option are:

- **Minimum separation** The file cannot be chosen if the time between the last time playing and one that is being selecting (in the automatic palimpsest generation) is lower than the distance entered. For example, control the last play based on the title and will establish that the minimum distance from the previous play must be 03 hours and 20 minutes.



- **Offset**

The file cannot be chosen if the time at which should be inserted does not meet the minimum distance set with respect to previous step (day or number).

For example, control the play history based on the title and I establish that if the same title was programmed yesterday, today the file can be chosen only if the time is just 5 hours from that played yesterday.

If yesterday was played at 2pm, today cannot pass from 09:00 am to 7:00 pm.

- **Sequence**

Because of the chosen parameter controls whether two or more files that have the same values can be inserted consecutively, for how many times at the maximum and by how many files must be spaced.

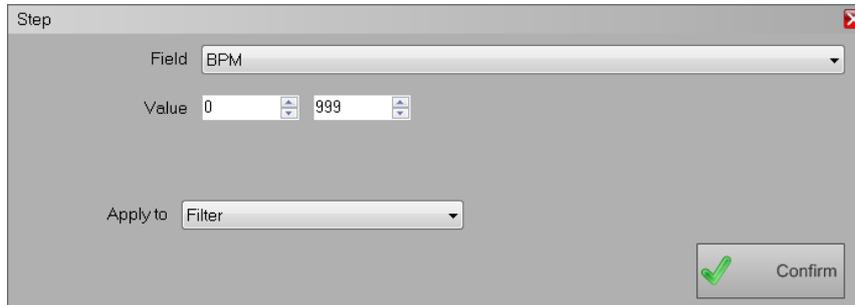
For example, 2 files of the same nation may be inserted but the two must be separated by a third file of different nation. This rule can be applied to all items without distinction or to the elements belonging to the same filter.

- **Range**

For numeric values such as BPM, energy, level, mood, etc. It is possible to establish a range of values to be respected in the selection of the file

- **Step**

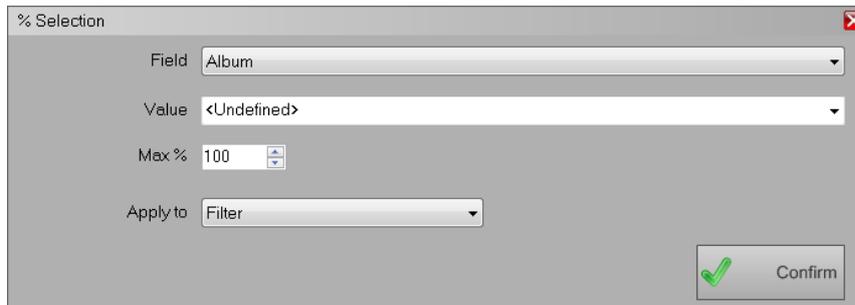
For numeric values such as BPM, energy, level, mood, etc. It is possible to establish a range of values to be observed which corresponds to the difference that the field must have with respect to the same field of the file previously file inserted. Can be applied to all items or applied only to the elements belonging to the filter that are actually selecting.



- **% Selection**

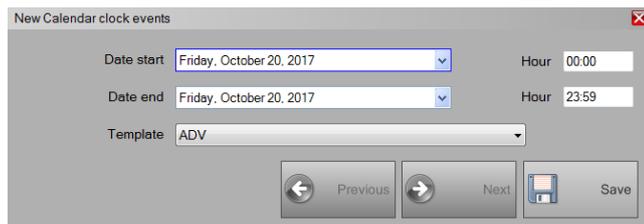
You can set a maximum percentage of selection relative to a specific value of a certain field of the archive. It is possible for example to establish a maximum percentage of elements with a certain genre of music inside the clock, the template or for the same selection of the filter.

This rule can be applied to all items without distinction or to the elements belonging to the same filter



Clock Calendar Events

Through the Calendar Clock Events, it is possible to modify the default template automations for a limited period.



The screenshot shows a dialog box titled "New Calendar clock events" with a close button (X) in the top right corner. It contains the following fields and controls:

- Date start:** A dropdown menu showing "Friday, October 20, 2017".
- Date end:** A dropdown menu showing "Friday, October 20, 2017".
- Hour:** Two input fields, the first showing "00:00" and the second showing "23:59".
- Template:** A dropdown menu showing "ADV".
- Navigation:** Three buttons: "Previous" (with a left arrow), "Next" (with a right arrow), and "Save" (with a floppy disk icon).

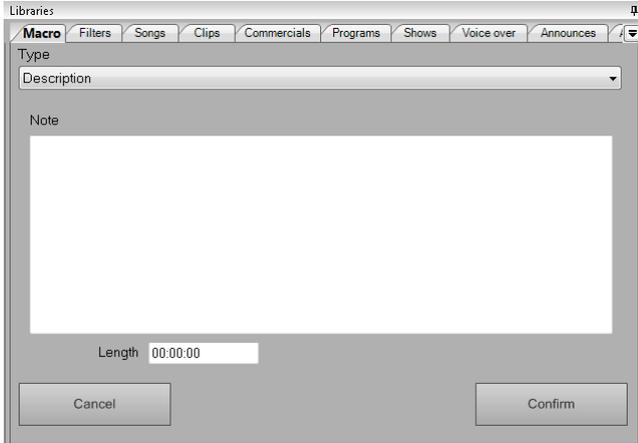
- **Date start/end** Indicate the dates of the period of validity of the temporary template
- **Hours start/end** Indicate the hours at which the template should enter into force and the time in which it will have to finish.
- **Template** Select the template to replace the default template of the automations

Macro

Among the item of the library that you can insert inside Clock, Manual Playlist and Scheduler there are also macros: elements that retrieve different types of functions.

Description

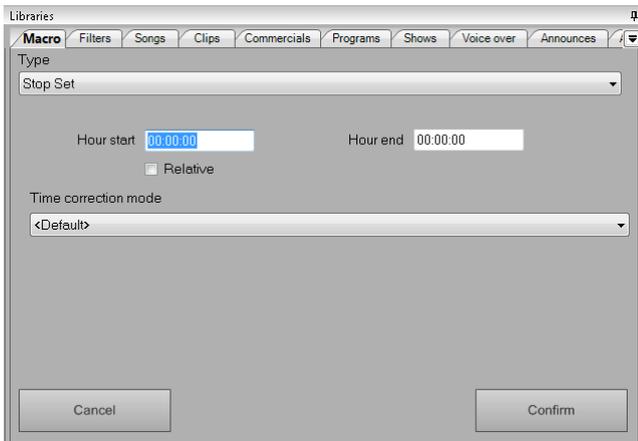
Inserted inside the playlist a text line.



- **Notes:** The text that will be reported in the playlist
- **Duration:** The time that will be occupied for the purposes of the palimpsest

Stop Set

Inserted in the playlist a point of synchronization of the time.



Indicate the start/end time of the Stopset and if used the time in relative mode.

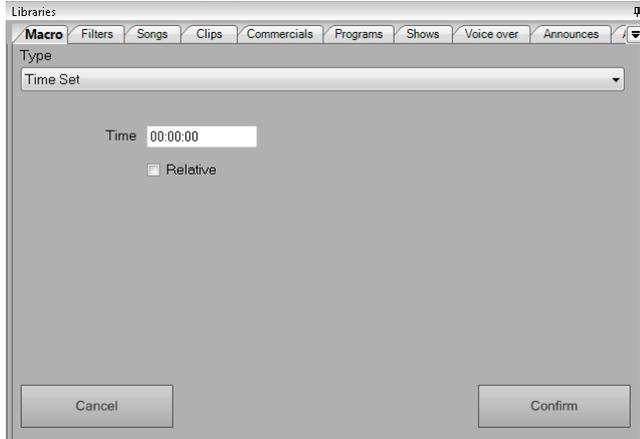
- | | |
|--|--|
| • Default | Refers to the settings listed in the channel setup. |
| • Ignore sequence with delay | Suspends or adjust those songs before to stopset that allow to keep to the timetable set by ignoring the programming sequence allowing the minimum delay possible. |
| • Ignore sequence without delay | Suspends or suitable those songs before to stopset that allow to keep to the timetable set by ignoring the programming sequence without the delay after the stopset. |
| • Keep sequence with delay | Suspends or adjust songs previous stopset to maintaining the sequence in which they are programed allowing a minimum delay with respect to the range set. |
| • Keep sequence without delay | Suspends or adjust songs previous stopset to maintaining the sequence in which they are programed not allowing any delay. |
| • To buttom with delay | Suspends or adjust songs from the time you set up until the stopset allowing a minimum delay. |

- **To button without delay**

Suspends or adjust songs from the time you set up until the stopset without giving any delay.

Time Set

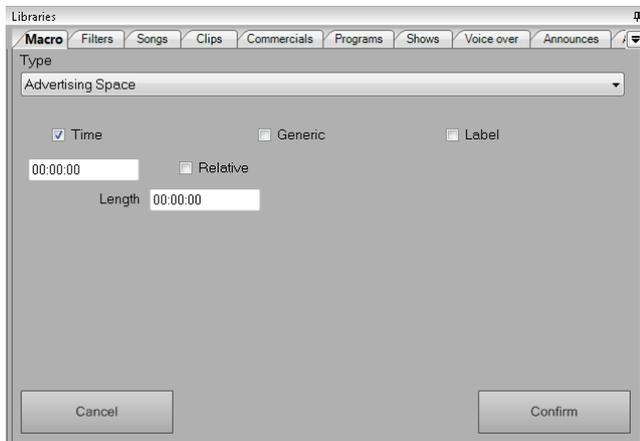
Reset the time of playlist



- **Time:** Time at which reset the playlist
- **Relative:** If enabled considers the time concerning the scheduling hour

Advertising Space

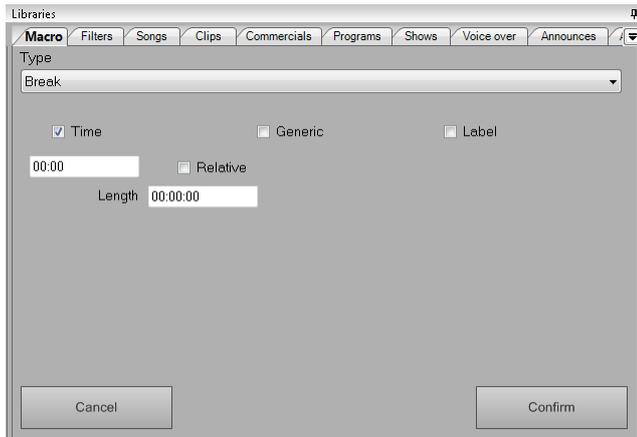
Inserted inside the playlist the commercial elements that were planned for the time indicated or items scheduled through **Zelos** with the label specification. This allows a manual control of the advertising items.



- **Time** Are programed the planned spot at the time indicated
- **Generic** Are programed the spots planned in the time more near the time of the break
- **Label** Are programed the spots on the basis of the label set in **Zelos**

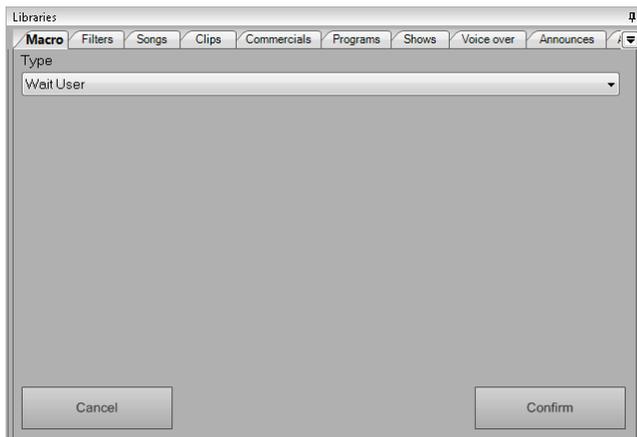
Break

Automatically insert inside the playlist the commercial elements that were planned for the indicated time or items scheduled through Zelos with the label specification. Allows the management of split, and automated management of advertising.



- **Time** Are programmed the planned spot at the time indicated
- **Generic** Are programmed the spots planned in the time more near the time of the break
- **Label** Are programmed the spots on the basis of the label set with **Zelos**

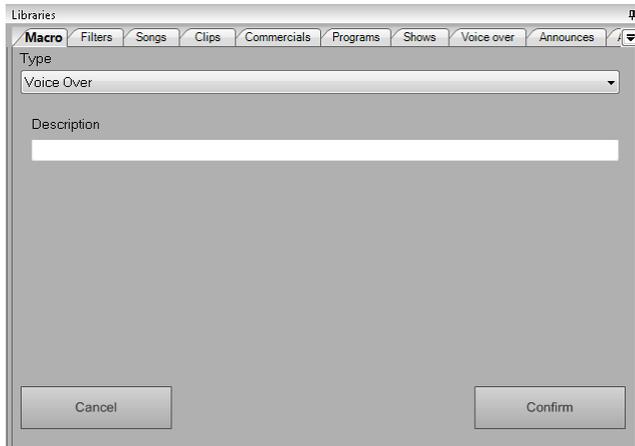
Wait for User



Inserted in the playlist a stop command until the intervention of the user, delete it is possible to continue the playing.

Voice Over

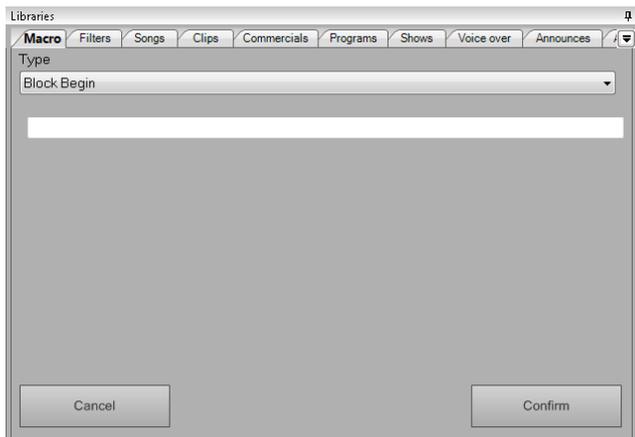
Inserted in the playlist a position assignable to a Voice Over without having to create a Voice Over element inside the archive. The new element will be created only after registering. (see "Voice Over Recorder" Manual)



- **Description:** Name assigned to the voice over.

Block Begin and Block End

Insert a note in the playlist indicating the begin and the end of the block that can be used for replay part of palimpsest.

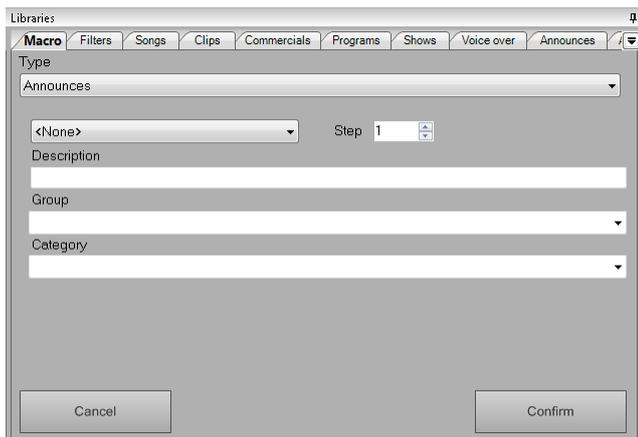


To end the block it is necessary to insert the same description name used for the Block Begin.

Once defined the beginning and the end of the block will be created a new item in the library within the tab Blocks.

Announces

Inserted in the playlist command that will resume announces depending on the song to which must refer.

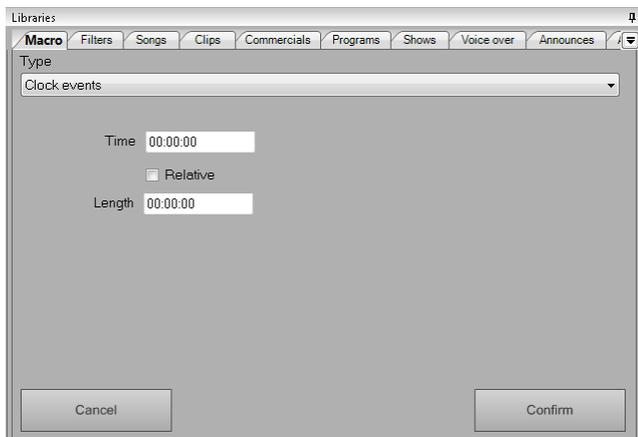


Through the combo box, you can select the field of the element in the archives to which the announcement should refer (title, artist, year, etc.)

- **Step:** distance between the announcement and the item to which must refer
- **Description:** this is the title of the announcement, if blank will use the title as the value of the selected field.
- **Group:** Group Announcements
- **Category:** Category announcements

Clock Events

Through this macro is retrieves the template automations configurable through the Playout Configuration (see Flu-O Manual)



- **Time:** the time of the clock used for the template of the automations
- **Relative:** If enabled considers the time concerning the playlist hour
- **Duration:** indicative duration of the event within the playlist

Export

Database

This function in the menu allows you to export the entire database in a .txt file.

Tools

Log

In this mask, it is possible to see the logs of the operations carried out in Philo and Flu-O, by filtering the search for date and computer name.

Checks Files

This function controls the actual existence of all the files contained in the database. Will be generated a text file with the name of the table, the ID code of the element and the path of the file that is missing.

Recycle bin

When a record is deleted in the basis of the settings entered (Setup -> Settings -> Shared Folder -> Delete from recycle bin after days *nr*) before being permanently deleted is moved to the bin from which it is possible to reset it.

Exceeded the days that you set in the Setup files in the bin will be erased.

Setup

Channels

It is the list of channels to manage with software.

To add a new record, click **Add** and enter the data requested in the mask, only the **Name** field is necessary but for a correct operation, we suggest to fill even the **Type** and **Length Format**.

General

- **Acronym** (Auto assigned)
- **Name:** The name of the channel
- **Image:** will be used as the background in Philo
- **Type** (Radio - TV - TV Music)
- **Length Format** (Frame NTSC - PAL Frame - Milliseconds)
- **Time Correction Mode:** if in the palimpsest were set of stopset, because of the value assigned to this option, will change the way you view the delay and the sequence of events. (more information in the "[Stopset](#)" paragraph)
 - Ignore sequence with delay
 - Ignore sequence without delay
 - Keep sequence with delay
 - Keep sequence without delay
 - By the end with delay
 - By the end without delay

Import

Enter the path for the selection of the external playlist.

Advertising

Select the category assigned to the opener, closure and intra advertising Jingles.

General Import Advertising Source Reference channels Scheduler

Opener Category

Closure Category

Intermezzo Category

Export commercials explode days

Export reference channel

- **Export commercials explode days:** If enabled exports a unique file for each day of programming.
- **Export reference channel:** select the channel of reference for the file export of advertising.

Sources

Setting of the sources by default for the different types of database items.

General Import Advertising Source Reference channels Scheduler

Songs

Clip

Commercials

Voice over

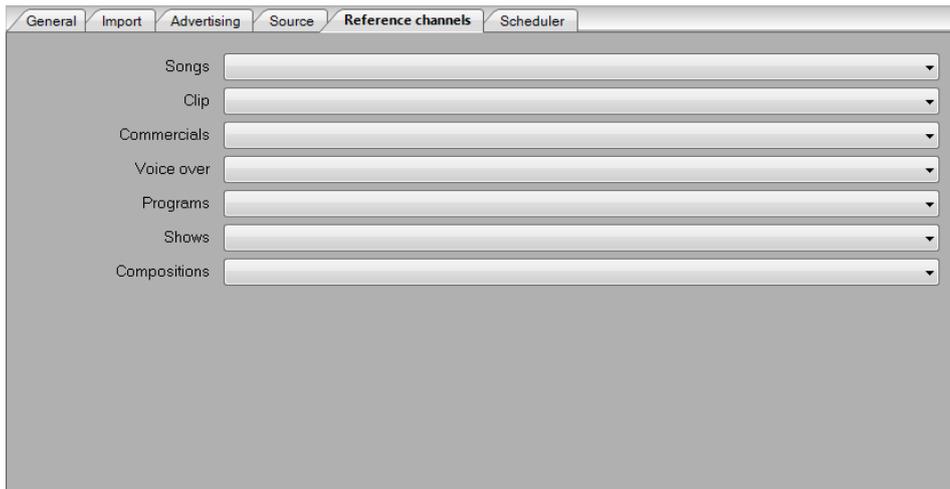
Announces

Programs

Shows

The reference channel

Indicate the channel of reference for each type of element of the archive.



Scheduler

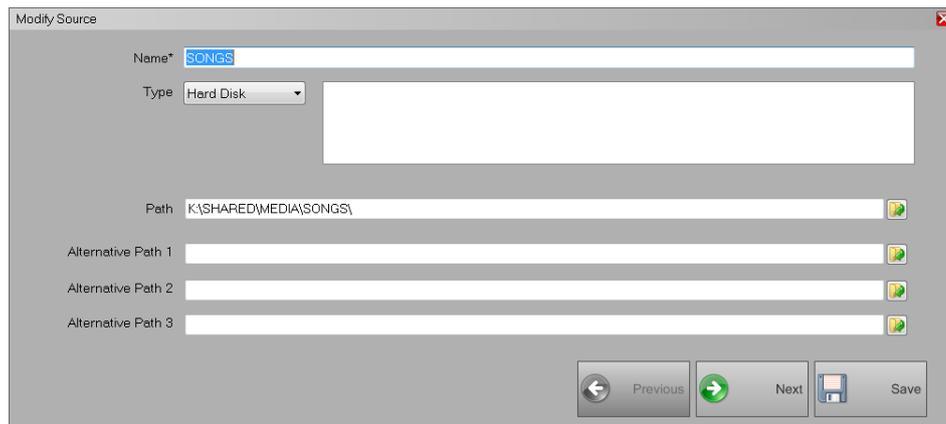
Indication of the operations to be carried out at the time of the scheduling.



- **Export Confirm before overwrite:** Enable the confirmation request before overwrite the file.
- **Export each time you save:** enables the automatic export at the time saving
- **Adjustable Truncate at Intro:** If enabled the adjustable function may truncate the song inside the intro.
- **Aux export folder:** Folder path of auxiliary export.

Sources

In the source mask, you can set the sources for the acquisition of material.



- **Name**
- **Type** (Hard Disk - Live Stream)
- **Command**: list of commands set in Device Manager
- **Path**: physical path if the type is Hard Disk
- **Alternate path 1/2/3**: alternative routes in lack of access to the main, always if the type is Hard Disk

Converting Media



- **Profile**: name or description of the type of conversion
- **Extension**: target extension
- **Enable**: Tick this field to enable the conversion
- **Internal Conversion**: Select the check box to use the internal conversion performed with FFmpeg
- **Command String**

Origin

Insert the different types of provenance as possible; the data are used in the generation of the registers of the transmissions.

Nationality

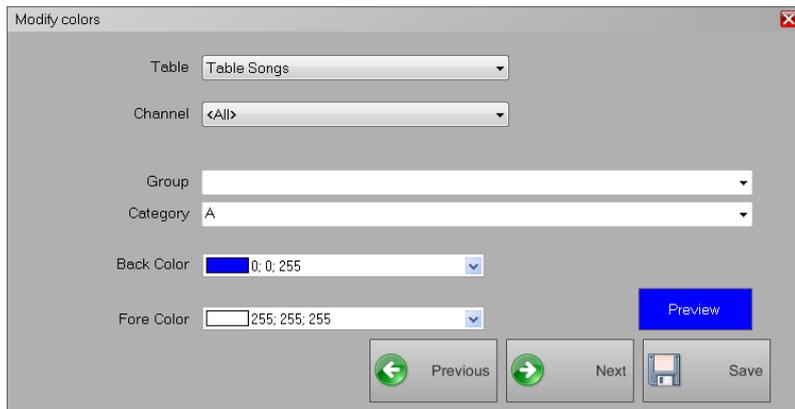
Insert the different types of nationalities possible; the data are used in the generation of the registers of the transmissions.

Program Details

The table **Program Details** contains the necessary to the classification of the transmissions in the registers.

Colors

In order to facilitate research and the organization of the palimpsest and archives, Philo provides the user with this tool for customizing colors.



- **Table:** Select the table to which you want to apply the color
- **Channel:** Select the channel on which to apply the color
- **Group:** Select or type the group to which you want to apply the color
- **Category:** Select or type the category to which you want to apply the color
- **Back Color:** Click on the arrow to open the color selector
- **Fore Color:** Click on the arrow to open the color selector

Default graphics

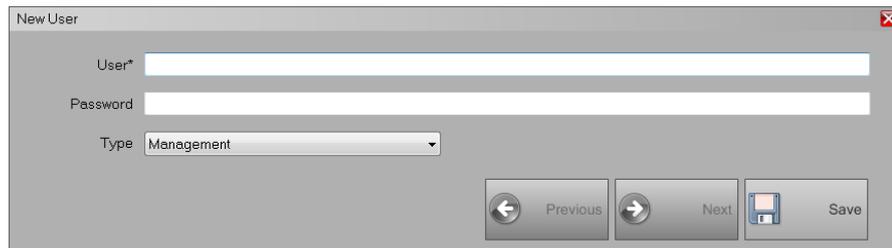
You can set the events to be loaded through the automation that will be assigned by default to specific tables of the database (Songs, Clip, Commercials, Programs and Shows)



- **Table** Select the table which to assign the automation
- **Group** Select the group to assign the automation
- **Category** Select the category which you want to assign the automation
- **Automation** Select the automation from apply to table, group and category selected.

Users

You can define different users with rights for the complete management of the palimpsest and limited rights to the insertion of new elements.



- **User:** Enter the user name
- **Password:** login password of the new user
- **Type:** The type of user: Ingest for the insertion of elements in the archive; Management for the management of the scheduling

User Rights

It is also possible to change the rights of the various users created by disabling the display or reducing the rights to "read-only" of some parts of the program



- **User:** from the list, select one of the users created
- **Operation:** Select the section of the program on which to act.
- **Channel:** Select the channel on which to apply the limitation
- **Rights:** Select the limitation to apply to the operation indicated (Hide, Read Only)

Language

Select from the menu the language to use in the software. You can also upload custom files, for their creation see section (Webapp Languages).

Settings

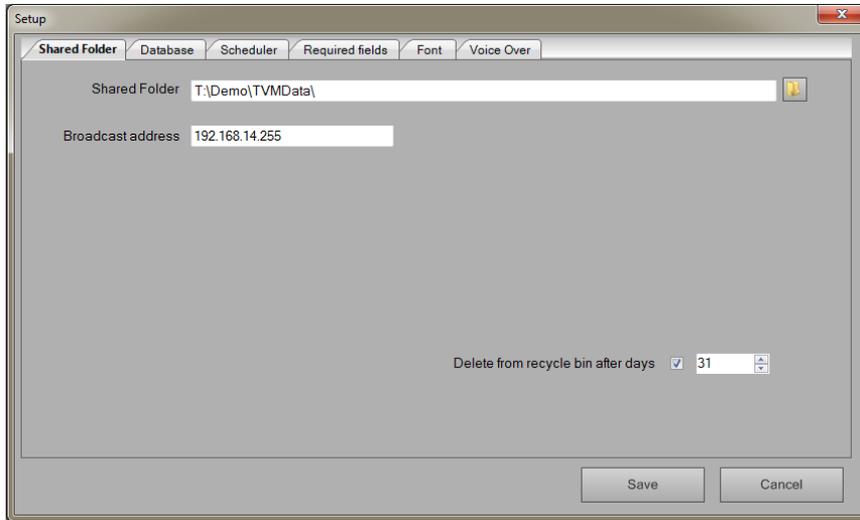
Shared Folder

Shared Folder

Indicate the reference path for the application

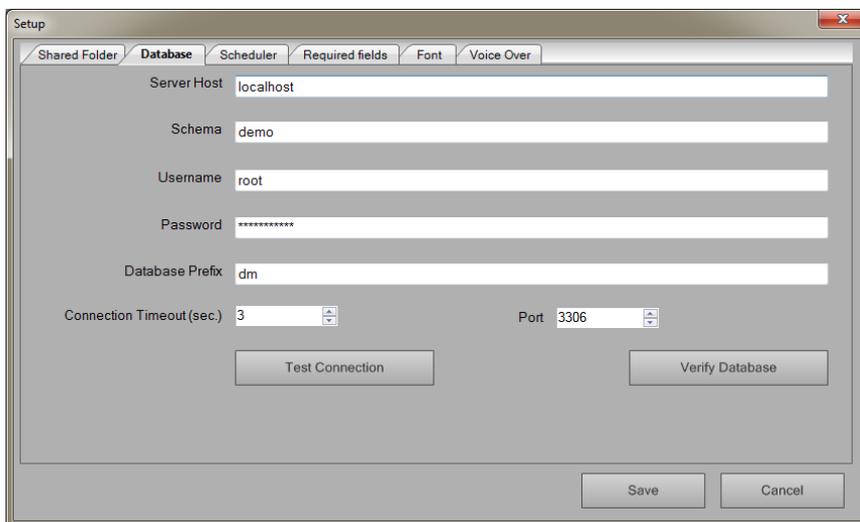
Delete from recycle bin after days

Files deleted from Philo, will be permanently deleted from your computer after the days indicated

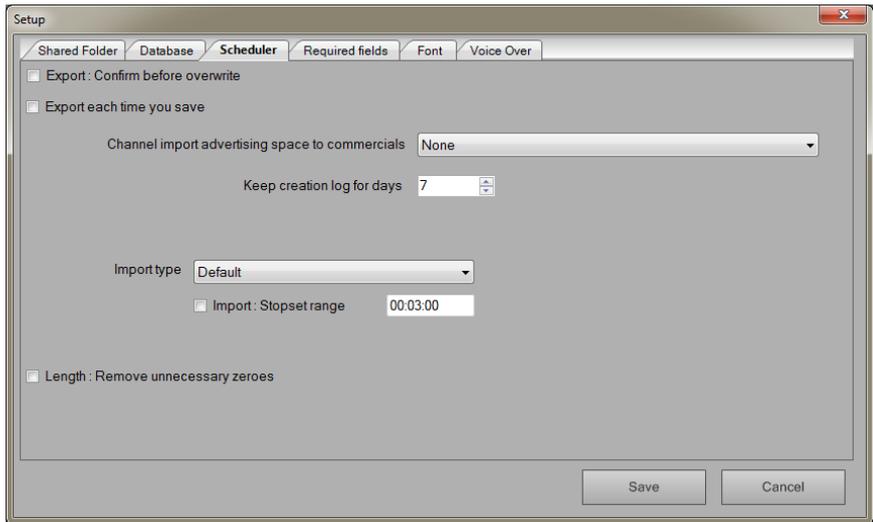


Database

Data related to the connection to the SQL database



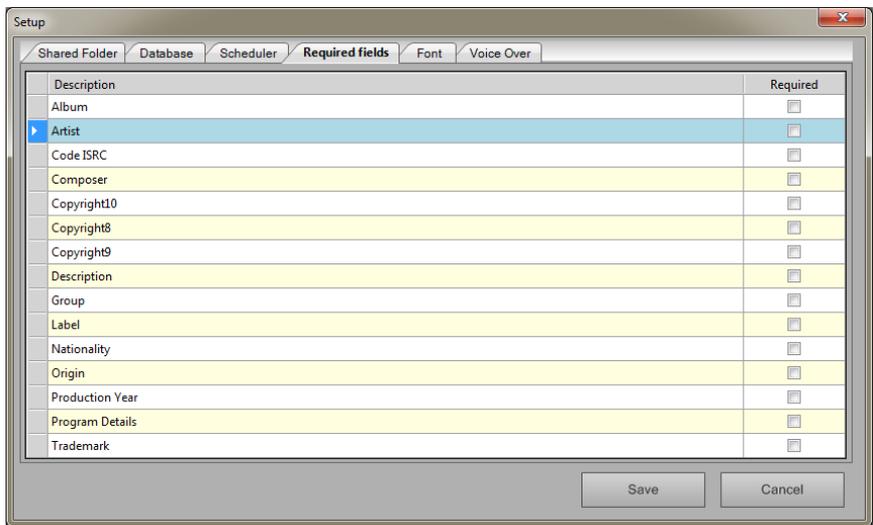
Scheduler



- **Export: Confirm before overwrite:** If checked, by exporting the schedule will be asked for confirmation before overwriting the existing schedule.
- **Export each time you save:** the schedule will be exported to every save.
- **Keep creation logs for days:** number of days for which will keep the log

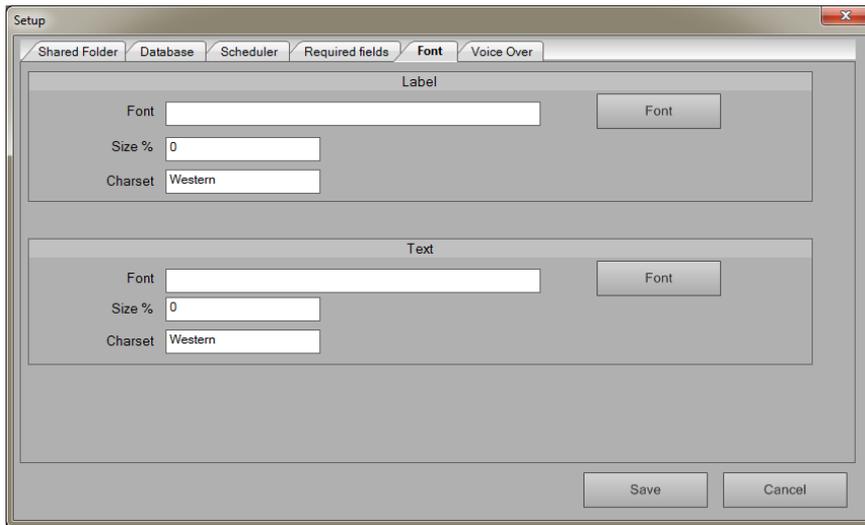
Required fields

Customizing fields are mandatory.



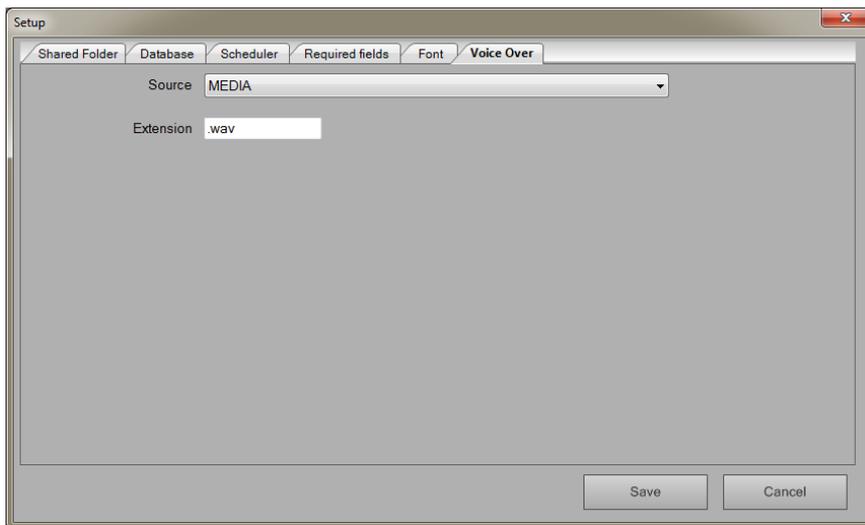
Font

Customizing the font



Voice Over

Source and file extension of Voice Over.



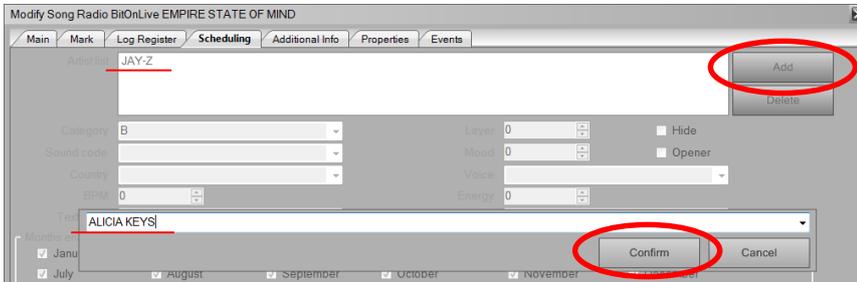
Exit

Press **Exit** to exit close the software.

Philo - HowTo

Manage the Artists List

For a more precise schedulation, in the case of featuring in a song is well indicate the various artists separately to have greater control over the rules of artist separation.



In the tab Scheduling of song click Add, enter the name of the first artist or select it from the dropdown menu and click Confirm. Repeat the operation for each artist participant to the song.

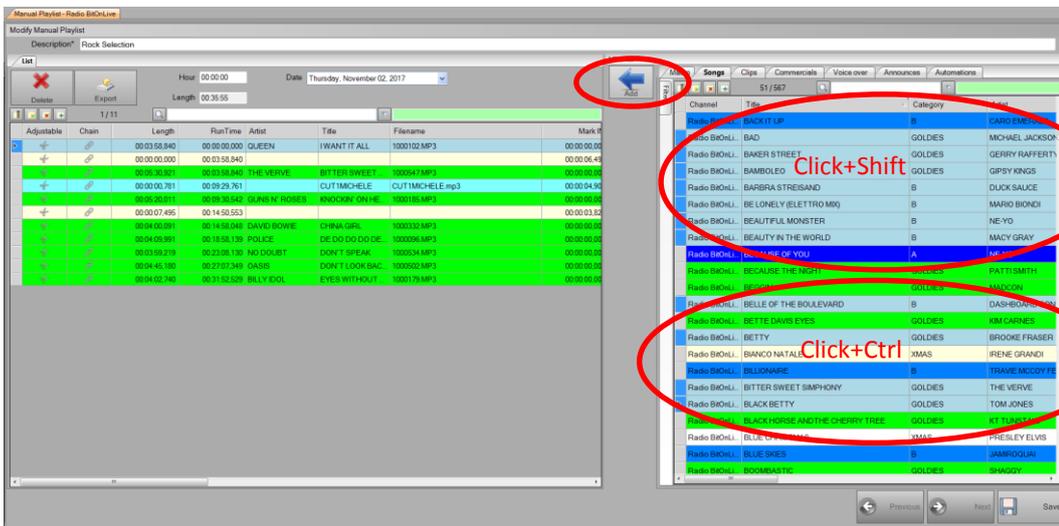
In the "history" section will be visible playing time of all the different artists who have participated in the song.

Create a Playlist Manual

Select the menu **Schedule -> Manual Playlist**.

To add items to the playlist, select it in the right list and press the arrow button located in the center column.

To enter more than one line at the same time it is possible to select records with the mouse while holding Ctrl key, or select the first item that you want to insert and, while holding the Shift key, select the last, all records will be selected and inserted.



After you have entered all item, you need to save the playlist by clicking on the **Save** button.

Create a Palimpsest

The creation of the daily schedule can be carried out in two ways: **manual** and **automatic**.

Manual Palimpsest

For **manual** is meant a palimpsest in which all the events that make up the day are entered manually by the user, by directly selecting the menu **Schedule -> Scheduler** and adding to the day (shown in the left part of the screen) the elements present in the archive. The user has the complete control of the palimpsest creation, but has to choose all the items one by one and to use this type of construction in other days has to recreate it every time.

Automatic Palimpsest

The creation of an **Automatic** palimpsest, involves multiple steps by the user, because it is necessary to set the basic structure on which the palimpsest will be generated (Clocks and Template). However, this kind of work will be performed only once and will be available for the generation of any day.

Create the Clock

Select the menu **Schedule -> Clocks** and click the **Add** button: Assign a name to the clock, indicate the duration (HH:MM:SS) and save with **Save**. The duration of the **Clock** is indicative and serves to indicate the employment within days of the template. In the right part of the screen, you will find all the elements present in the archive (songs, clips, commercial, etc.), to insert them in the **Clock** is sufficient to drag them in the left part of the screen.

To insert in the clock specific elements, select them from the list of songs/clips, instead to select songs/clips based on predetermined parameters select the **Filters** and drag it into the clock.

To change or delete items already inserted in the clock, select them with the right click and select the option from the menu.

Create the Template

Template are the structure to apply for each day of the week, for the generation of the palimpsest.

Each template is composed of one or more **Clock**, listed in the right part of the screen.

Select the menu **Schedule -> Template**, click the **Add** button and insert the name in the Description field.

Select the day of the week on which you want to work and drag the clock from the right list to the left one.

The clock will be inserted with the hour indication (<HH>:<mm>:<ss>). In order to position them at the desired time, double-click on the time and type the hour to change the position.

Repeat this operation until the completion of 24 hours and for every day of the week.

Create the Scheduling

Now you can create a palimpsest.

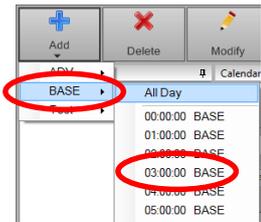
Select the menu **Schedule -> Scheduler**



Through the calendar, you can select the day on which you want to work with.

Click on the **Add** button and select the template to use as a structure.

You can also create or recreate the palimpsest of a single hour.



To the left will appear all the selected items based on the clock structure, to make changes double click on the row, or drag the item through the list.

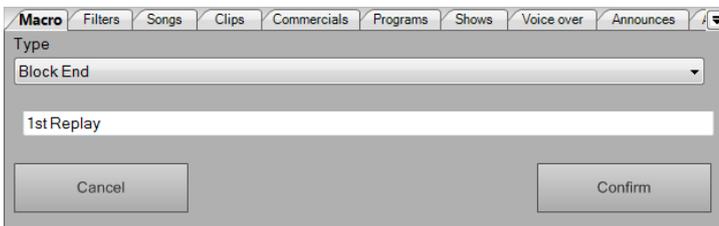
To send the palimpsest to the playout click on **Export** key.

Manage Replay

Philo Media Manager gives the chance to the user to replicate entire blocks of programming, to do this it is sufficient to indicate the beginning and the end of this block inside the clock wherein the block is programmed.

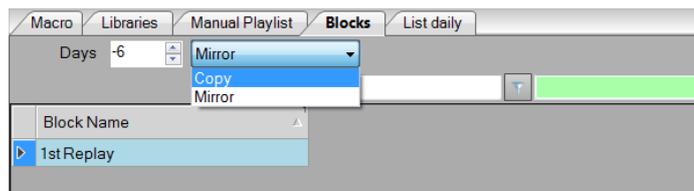
Time from begin	Element	Adjustable	Suspendable	Chain	Title	Length	Block Type	File Len
00:18:41.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:18:51.559	Filters	+	→	🔗	GOLD	00:03:47,000		00:03:47
00:22:38.559	Block Begin			🔗	1stReplay	00:00:00,000		00:00:00
00:22:38.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:22:48.559	Filters	+	→	🔗	A	00:03:33,000		00:03:33
00:26:21.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:26:31.559	Filters	+	→	🔗	B	00:03:33,000		00:03:33
00:30:04.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:30:14.559	Filters	+	→	🔗	GOLD	00:03:47,000		00:03:47
00:34:01.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:34:11.559	Filters	+	→	🔗	A	00:03:33,000		00:03:33
00:37:44.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:37:54.559	Filters	+	→	🔗	B	00:03:33,000		00:03:33
00:41:27.559	Block End			🔗	1stReplay	00:00:00,000		00:00:00
00:41:27.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:41:37.559	Filters	+	→	🔗	GOLD	00:03:47,000		00:03:47
00:45:24.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:45:34.559	Filters	+	→	🔗	A	00:03:33,000		00:03:33
00:49:07.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:49:17.559	Filters	+	→	🔗	B	00:03:33,000		00:03:33
00:52:50.559	Filters	+	→	🔗	GOLD	00:03:47,000		00:03:47
00:56:37.559	Filters	+	→	🔗	Jingle	00:00:10,000		00:00:10
00:56:47.559	Filters	+	→	🔗	A	00:03:33,000		00:03:33

To replay the blocks, click on the menu the **Schedule -> Clocks**, select the clock from the edit or create a new one. Open the Macro tab that is located to the right, select "Block Begin" in the Type field, and assign a name to the block that you are creating. Insert the line before the start of the program to replicate.



Repeat to set the end of the block by selecting the entry end of block and entering the same name assigned to the block in the note beginning.

Once the operation has been completed, in the tab "Blocks" will appear the block just created, ready to be inserted in the programming.



Options

- * Days Indicate the number of days necessary to go back to the original that will be replicated. For example if the program goes live at 13:00 every day, and replicate the night at 02:00 **days** must be set to -1 (last step).
- * Copy With this option, the block will be inserted with the detail of all rows.
- * Mirror By selecting this option in the schedule will be displayed only a row with the name of the block.

Manage a live stream

You can create a new card clip, in such a way that the playout reproduces, instead of an audio file present on the PC, live stream directly from the internet.

Open the **Database Section->Clip** and click on "Add" button to create a new card.

Enter the title of the clip and all the tags that are used for the management of the new element.

Within the Tab **Mark** replace "File Name" the address of the stream that you want to play. In the same window enter the duration that the streaming must indicatively have. Optionally it is also possible to indicate a time extension that will be added to the duration, in such a way as to be able to extend the playing streaming (usually the extension is used in the case of reproductions of live events of which it is not possible to provide an effective duration).

Once you have specified all of these information click "Save" to save all changes.

Philo Media Manager will manage the file thus created as any other clips in the archive.

Create a News Composition

Create the following clip (both for Radio that for Radio Vision):

- Jingle Audio (opener/clousure)
- Base Audio
- Audio News (set Ignore Markout)

In Database -> Compositions create a composition using Opener Jingle, Base and News already created, set the base as the background.

Mode	Title	Filename
Foreground	INTRO NEWS	SIGLACNR.mp3
Background	BASE NEWS	cnrstr.mp3
Foreground	News Voice	C:\Users\onair\Desktop\PoY 24_10.mp3

In Database -> Clip create a new clip that has:

- File name -> point to the XML file of the composition, which is located in "YourSharedFolder"\Data\CH"XX"\Compositions\ "CompositionName".xml
- Ignore Markout

If this is the Radio Vision channel, insert the composition in the field of audio files and video in the File Name field.

Create the time signal

Prepare a folder that contains all the files of the hours and one with those of the minutes.

Create the following clips:

- Jingles beginning and/or end (if provided)
- Base audio
- Audio hours (e.g. K:\Time\HOURS\- Audio minutes (e.g. K:\Time\minutes\

In Database -> Compositions, create a composition using Jingles, Base and clip the hour and minutes.

The Base Station must be set as background.

To program the time signal, insert the composition directly into the clock.

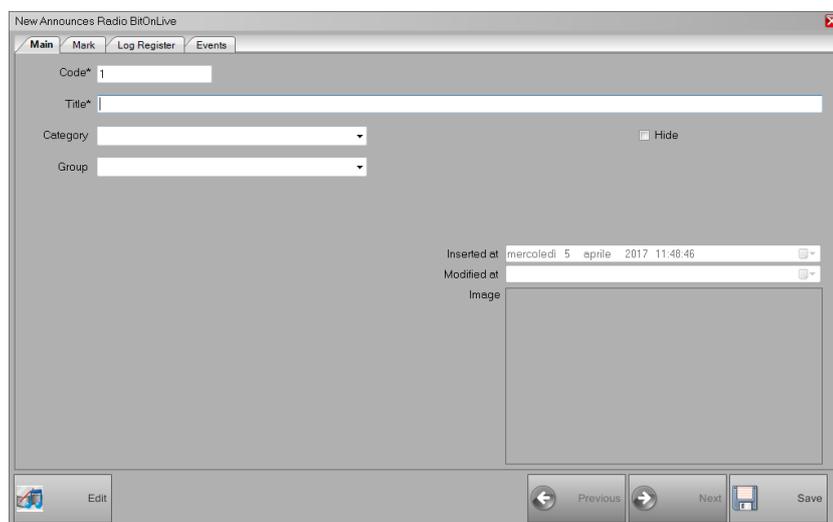
Manage Announces

Creation

To insert in the archive items "Announces" to the database there are two different methods:

Creating announces manually or multiple import

Select the **Database ->Announces** menu, add a new element through the key **Add** or import items through the Import button as for songs.

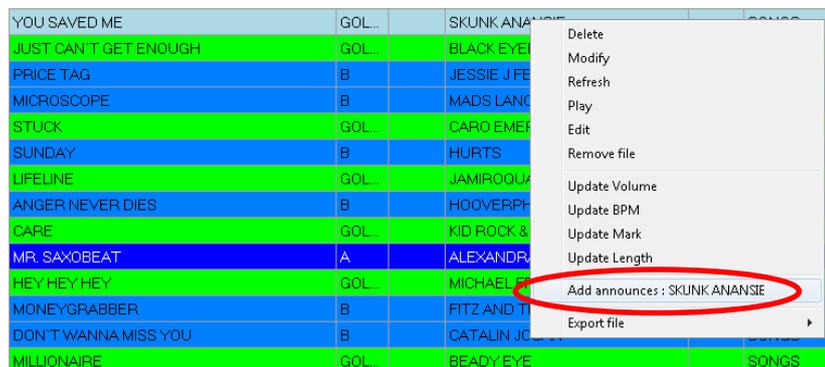


Insert inside the title the field value of the song to which the ad refers. For example, if the announcement relates to the year of the song enter '2013' or '1974', etc.

It is also possible to enter additional text, the important thing is that it is correctly specified the value of the field to which the ad refers.

Creating automatic announcement

Through the table of songs (menu Database ->Song) Select with the right one of the fields of the song and select Add announces.

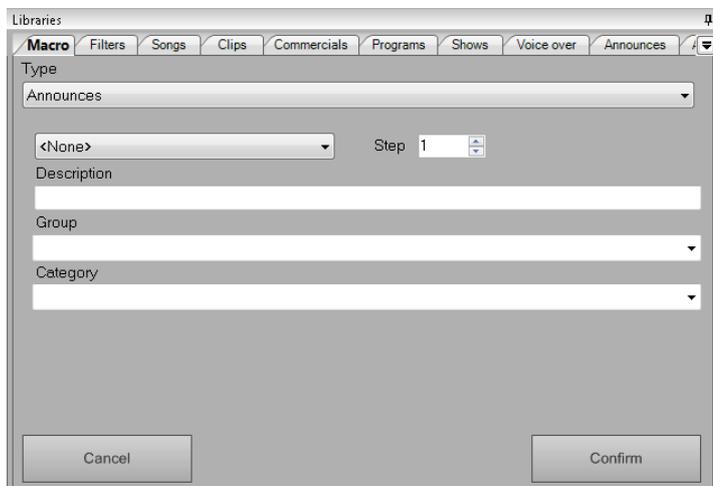


In this case, having selected the field of the artist will be added in the table annuonces a new item with the title "Skunk Anansie" that can be used for all the songs sung by this artist. In the same way can be created announces related to title, year or at any other field of songs.

Once you have created the elements automatically access the Database menu -> Announces and select the desired item with a double click to open the tab and enter the file reference corresponding tab (Mark) and other information in the various fields (as for the songs and video clips).

Scheduling

For scheduling announces in scheduling (Clock or daily programming) Select the Macro tab and select from the menu type Announces. (see chapter "Announces")



The field of the song of the menu will refer to the title of the announcement that should be selected. (Song Title; Song Artist; Song Year; etc.)

The field step indicates the distance of the song from the announcement and refers only to the table Songs (es: Step 1 The announcement is related to the next song; Step 2 The announcement relates to the second song after the announcement; etc.).

It is possible to refer to previous songs by entering a negative step (-1, -2, -3; etc.) and it is possible to indicate the category or group from which to select announcements.

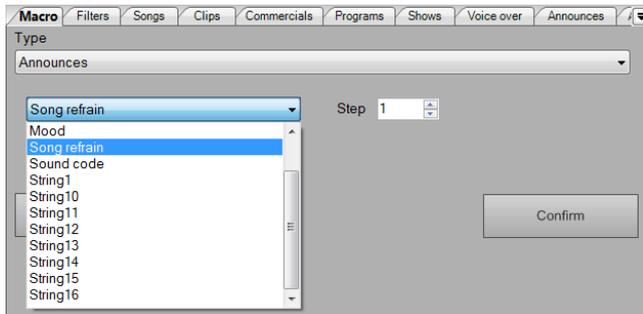
Special Characters

If the title of the announce provides additional text with respect to the value of the reference field (es: [**Male 1984 - With base**]), you can indicate in the Description field the differences with respect to the single reference value (Es: [**Male % - with base**] or [**Male %***], or still [***%***]).

The % symbol indicates the value of the selected field and the * indicate the possible presence of additional text.

Announces Refrain

From the menu **Schedule -> Clocks** select the clock to edit. Enter in the desired point a new Macro type **Announces**.



Select from the pulldown menu **Song Refrain** and set the step to indicate the distance with the song of reference. The result will be a clock with an element announces from the title song refrain as in the image below.

Time from begin	Element	djustabl	pendal	Chain	Title	Length	Block Type	File Length
00:00:00,000	Stop Set				STOPSET 00:00:00...	00:00:00,000		00:00:00,000
00:00:00,000	Announces				1 [Song refrain]	00:00:00,000		00:00:00,000
00:00:00,000	Clock events				00:30:00 R	00:00:00,000		00:00:00,000
00:00:00,000	Compositio...				ORARIO	00:00:02,559		00:00:02,559
00:00:02,559	Filters				Jingle	00:00:10,000		00:00:10,000
00:00:12,559	Filters				A	00:03:33,000		00:03:33,000
00:03:45,559	Filters				Jingle	00:00:10,000		00:00:10,000
00:03:55,559	Filters				B	00:03:33,000		00:03:33,000

In this case, the refrain is played before the clock events and the time signal, and will refer to the first song in playlist (in this case, will be selected by the song filter A).

In the generation of the palimpsest will select the song on the filter "A" and will be assigned as an element to run in Refrain mode before the Clock events and the time signal.

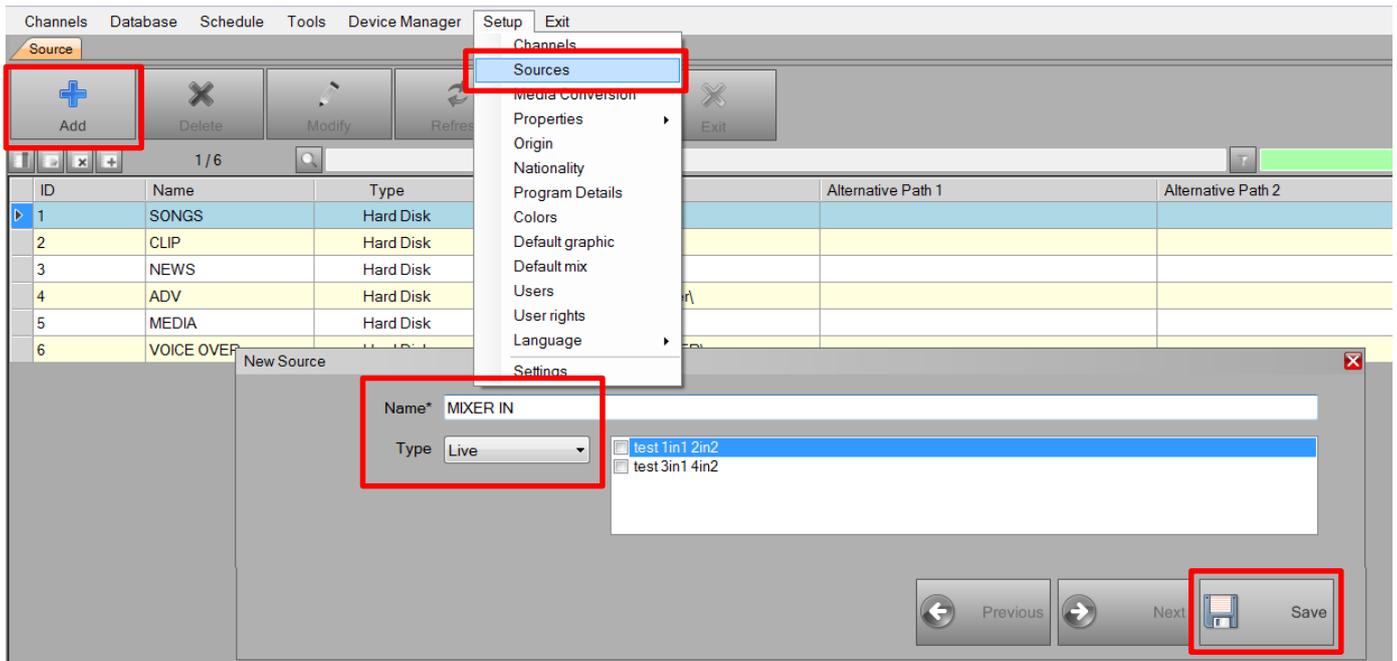
Configure an audio input and programd

Through the **BitOnLive** system, you can create live clip that will occupy the palimpsest with the time set and that will use as audio one of the inputs set from the configuration of Flu-O. (See Section "mixer input" of the Flu-O Radio manual).

In order to be able to create these clip is required the presence of a **Live** type source.

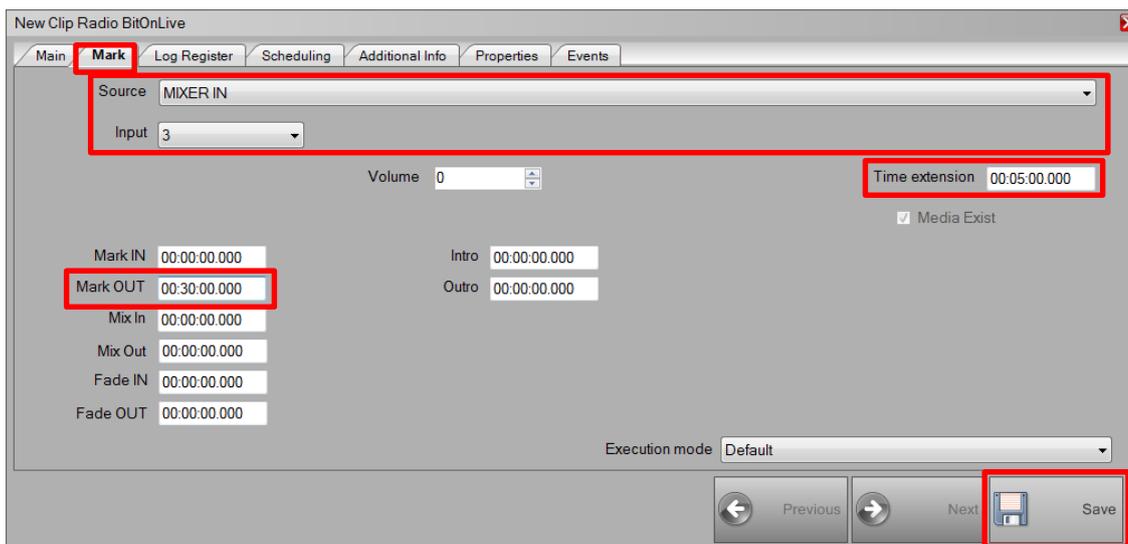
In **Setup -> Sources**, add a new source.

Enter the name, select the type LIVE and save.



Once you have created the source of the type "Live", it is possible to insert in the archive all "Live" elements necessary.

In **Database -> Clips**, create a new clip, in section Mark select the **Source** you just created, stream configured in the payout, in our case the 3, and indicate the duration in wave of clip.



The time of the extension is an additional time that is added to the Markout when the clip is in wave. This time, however, is not counted in step of the palimpsest, and is optional.

The programming of the live event at this point can be scheduled as any other clip.

Philo - Faq

The tables are empty, do I no longer see the content of the tables

If Opening the archive of songs, clips or commercials I find no more records inserted and no longer appears no table, check in the lower left corner if the connection to the database is active.

If status thus appears  **DB Disconnected** open the **Setup** -> **Settings** -> **Database** menu and click Test Connection, if the verification is not successful please check the following points:

- If the database is installed on a different computer to verify that you are connected to the network
- Check the connection data to the database (host, user, password)

Check the connection again, in case of positive outcome save the configuration and check that in the lower left corner of the icon are  **DB Connected**