

Auto Importer v3.5 Quick Guide

Introduction

The Auto Importer v3.5 tool by P Squared is designed to work in conjunction with your Myriad Audio Wall to automatically discover and import audio files into your Myriad playout system.

The Auto Importer tool has two primary functions:

- Import audio files from a specific folder location into your Myriad Audio Wall.
- Scan the existing Audio Wall locations looking for audio files that exist in the folder but are not represented on the Audio Wall, and then updating the Audio Wall accordingly.

In order to make the Auto Importer tool as flexible as possible, it uses a concept of 'Import Groups' to allow you to setup a series of different Groups to perform different functions or to monitor different import sources.

So that means that you could setup a single Auto Importer tool to monitor and import from several different folder locations as well as scanning portions from Audio Wall and automatically updating with any new content.

The system can also be set to email confirmation of successful imports and updates so that you are kept fully up to date on what Auto Importer is up to.

In this quick guide, we will cover Auto Importer's basic setup and operation as well as looking at the decision process that Auto Importer uses when determining whether to import an audio file or update your Audio Wall.

Important Note: Auto Importer is only able to import audio files in to the Audio Wall if the audio file includes the target Cart Number as part of the file name. So it can import '3000.wav' into Cart Number 3000 in your Audio Wall but it cannot import 'my-file.wav' into a pre-determined Cart Range.

Installing and Licensing

Auto Importer is now part of the standard Myriad suite of products which means that most Myriad users will have a single copy of Auto Importer included in their package but it may not be installed by default so you may have to install it manually.

Installing

You can download Auto Importer from the following webpage:

<http://support.psquared.net/products/myriad/v3.5/>

However, you will need to obtain a valid username and password in order to download the installation files. To confirm your entitlement and request the download password, please email sales@psquared.net

Once you have downloaded the Auto Importer installation file (P Squared Audiowall Auto-Importer v3.5.msi), simply double click on the file to begin the installation process.

The installation wizard will guide you through the installation. You will be asked to confirm the terms and conditions but the rest of the installation process is fully automated.

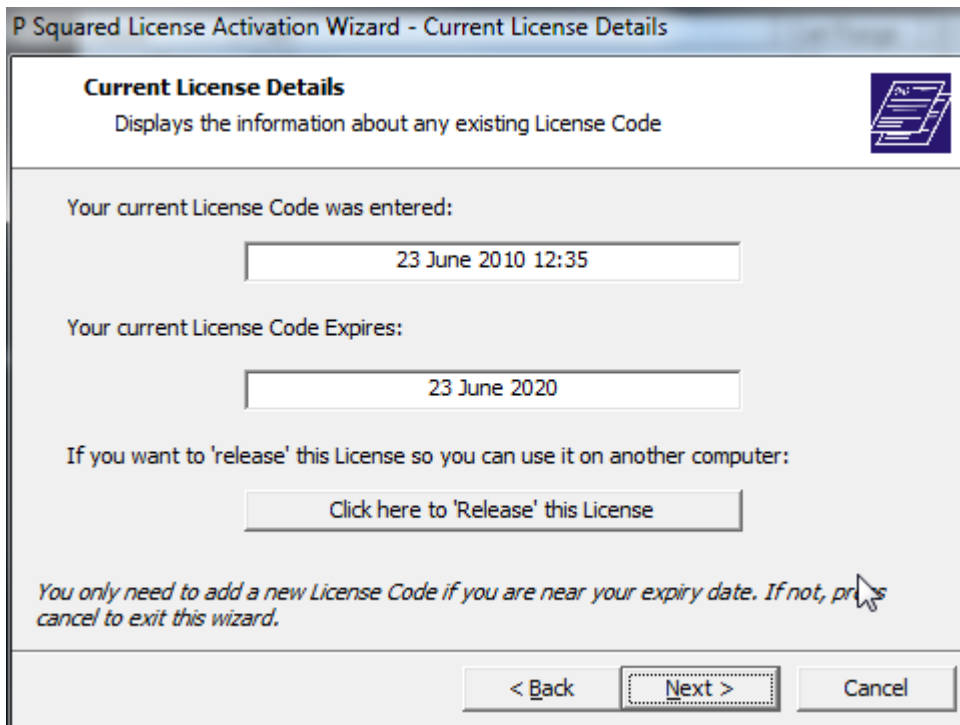
When you run the application for the first time, you will be automatically directed to the P Squared License Wizard to allow you to license the application.

Licensing

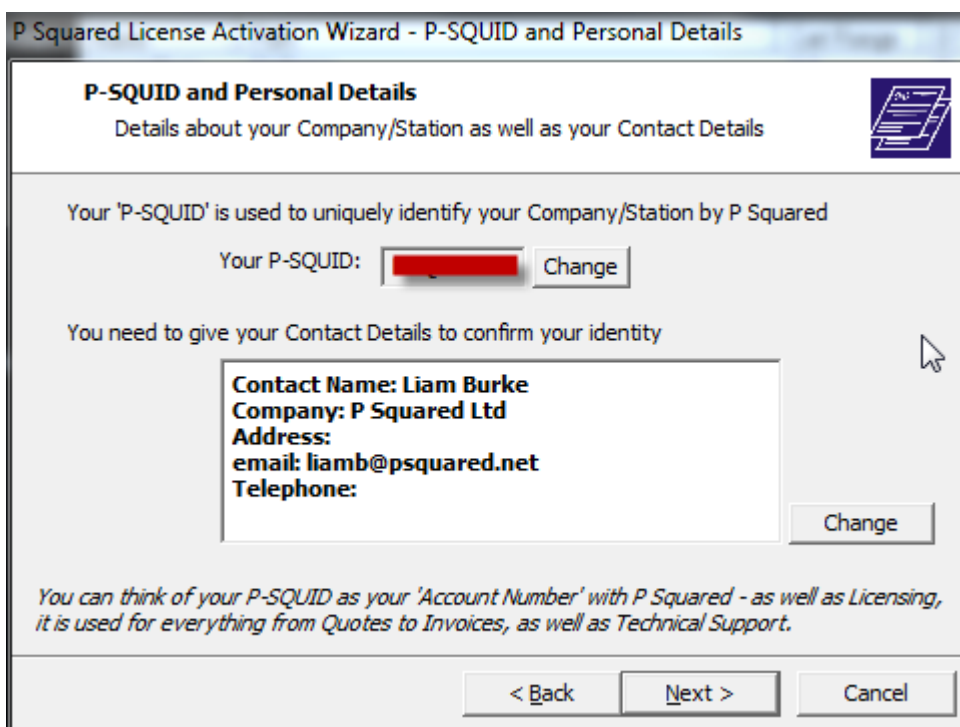
The Auto Importer tool uses the standard P Squared license engine which you will most likely be familiar with from licensing Myriad etc. The following brief description reviews the license procedure.

Important Note: Before you start the licensing process, make sure that you have your Auto Importer License Certificate handy as it will contain all the information you need to complete the license process.

1. The first page of the license wizard contains some general information about the license procedure and can be skipped in future use.
2. The Current License Details screen shows you when the current code was entered and when it will expire. If this is the first time you have run the software then no expiry details will be displayed. There is also a 'Release License' button on this screen which is used to release the license used by this installation of the application to allow you to use the license on a different computer. Please note that you need a web connection for this option to work.



3. The P-SQUID and Personal Details page allows you to set your unique P-SQUID (a unique reference for your radio station provided by P Squared) and our personal contact details.

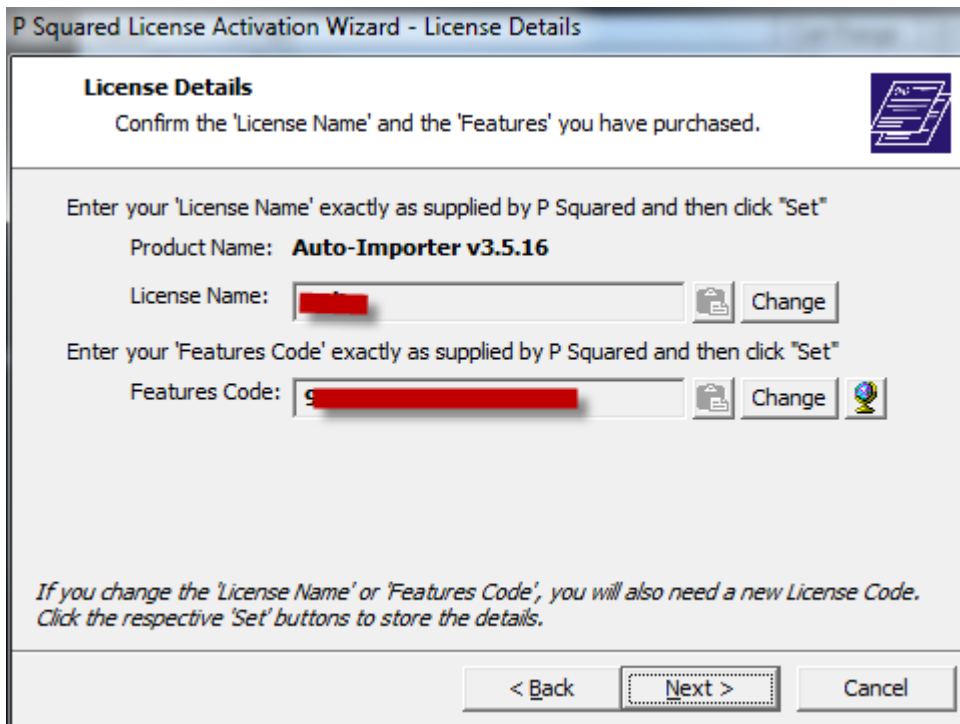


The P-SQUID can be found at the top of your Auto Importer license certificate and will be automatically entered if you have already licensed other P Squared software on your PC. The Contact Details section is used to add your name, contact details and email address. Please

note that in order to enable your software online, you will need to enter both a name and email address that matches the details we have on file for your radio station.

To alter either the P-SQUID or Contact Details, click on the Change buttons.


4. The License Details screen allows you to type in the unique License Name and Features code for the product. Both of these can be found on your License Certificate.



P Squared License Activation Wizard - License Details

License Details
Confirm the 'License Name' and the 'Features' you have purchased.

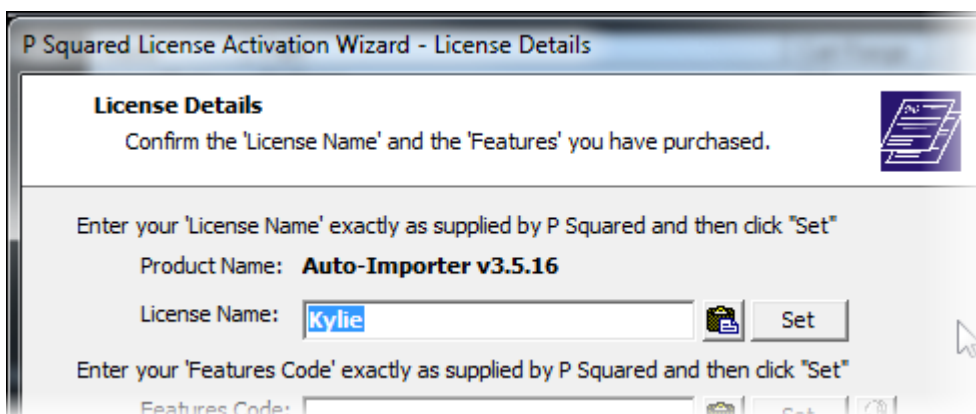
Enter your 'License Name' exactly as supplied by P Squared and then click "Set"
Product Name: **Auto-Importer v3.5.16**
License Name:

Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"
Features Code: 

If you change the 'License Name' or 'Features Code', you will also need a new License Code. Click the respective 'Set' buttons to store the details.

As you are likely to only install one copy of Auto Importer, the license name should be easy but if you did have more than one Auto Importer license, you would need to make sure you used a unique License Name for each installation. Additional licenses for Auto Importer are available from sales@psquared.net

If you have not set a License Name or Features code, the boxes will appear in white with a 'Set' button to the right.



P Squared License Activation Wizard - License Details

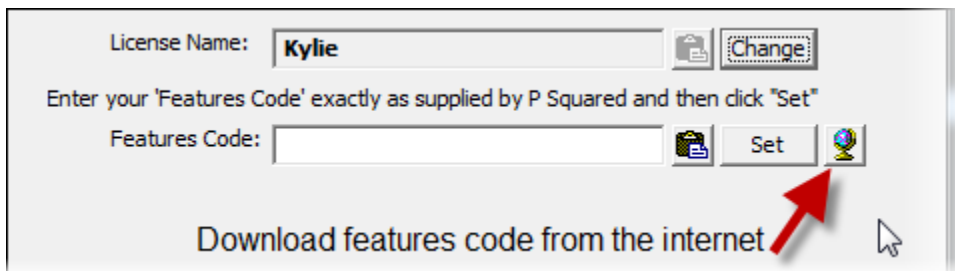
License Details
Confirm the 'License Name' and the 'Features' you have purchased.

Enter your 'License Name' exactly as supplied by P Squared and then click "Set"
Product Name: **Auto-Importer v3.5.16**
License Name:

Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"
Features Code:

Type in your License Name (or Features Code) and then click on the Set button to save the details. There is also a paste button to allow you to copy and paste the details from an electronic document.

Once you have your License Name set, you can download a Features Code directly from the internet (obviously assuming you have a web connection). To do this, click on the Download Features Code button.



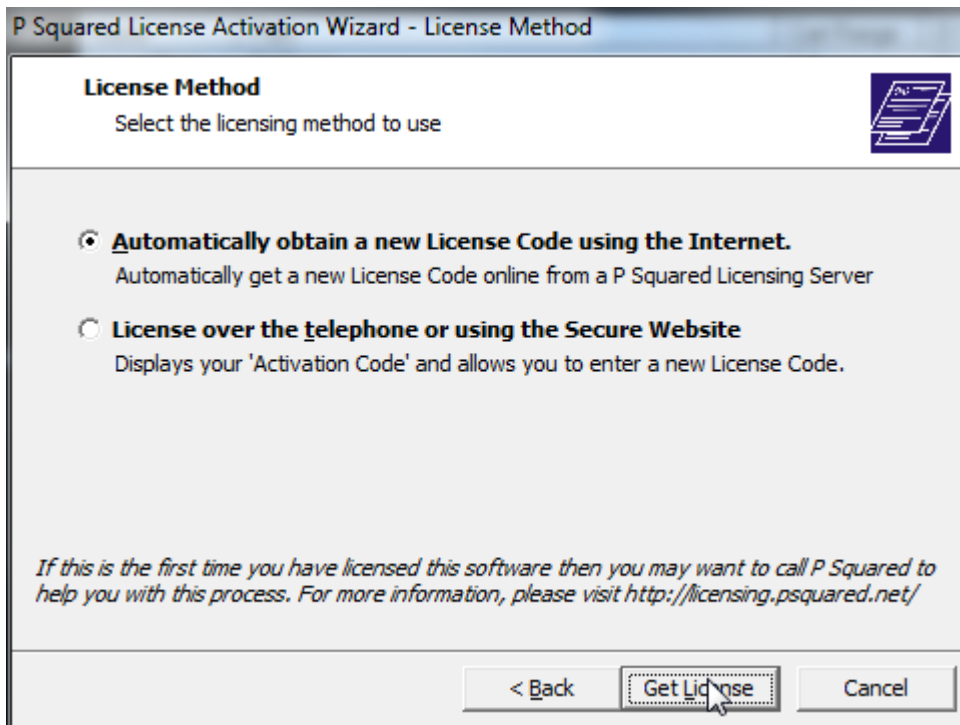
License Name:

Enter your 'Features Code' exactly as supplied by P Squared and then click "Set"

Features Code:

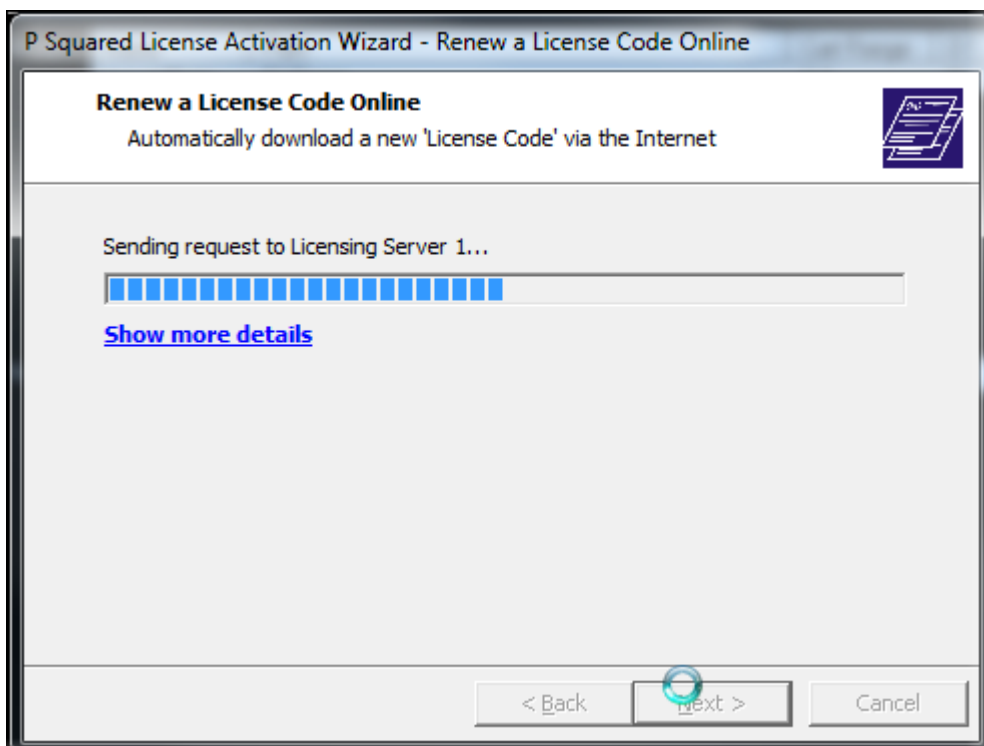
You will notice that once you have 'Set' your License Name or Features Code, the button changes to 'Change' which you would need to click on in order to change these details in the future.

5. The License Method page allows you to decide on the method you want to use to license your product. The options are:
 - Automatically Obtain Code Using The Internet – This option will connect to our servers and validate your license details automatically. This is the recommended option as long as you have a web connection.
 - License Over The Telephone Or Using Secure Website – This alternative method should be used if you do not have a web connection on the PC. If you select this option, you will be provided with an 'Activation Code' which you can then use license your software by either call P Squared Ltd (+44 1482 350700) or visiting <http://secure.psquared.net/Licensing/>

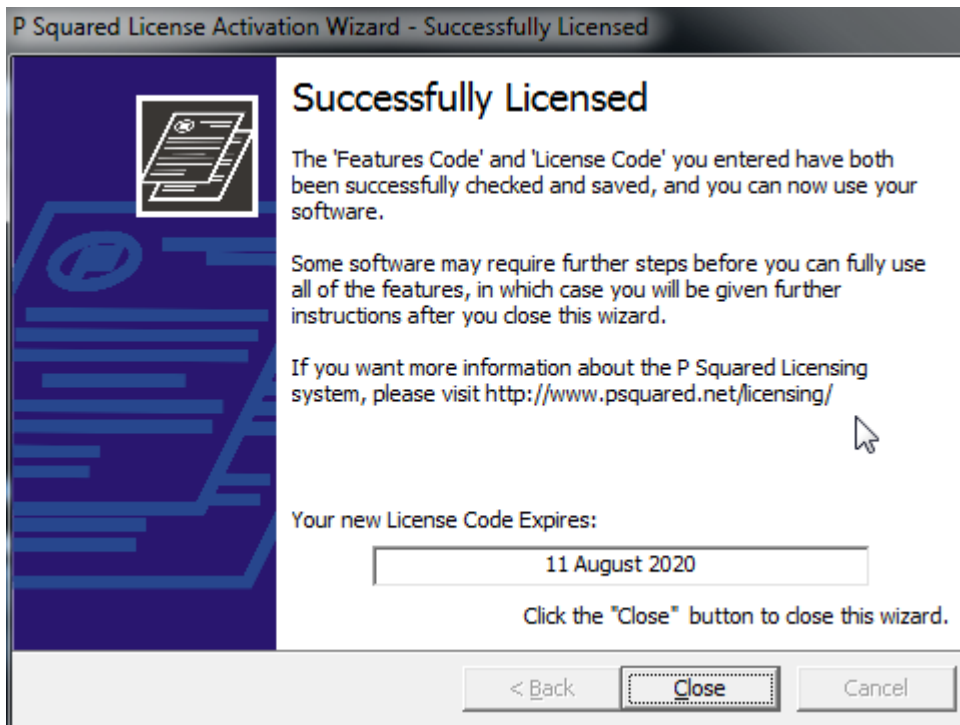


Case 1 – Automatically Obtain Code Using The Internet

If you select this option then the License Wizard will automatically connect to P Squared's licensing servers and download a valid license code.



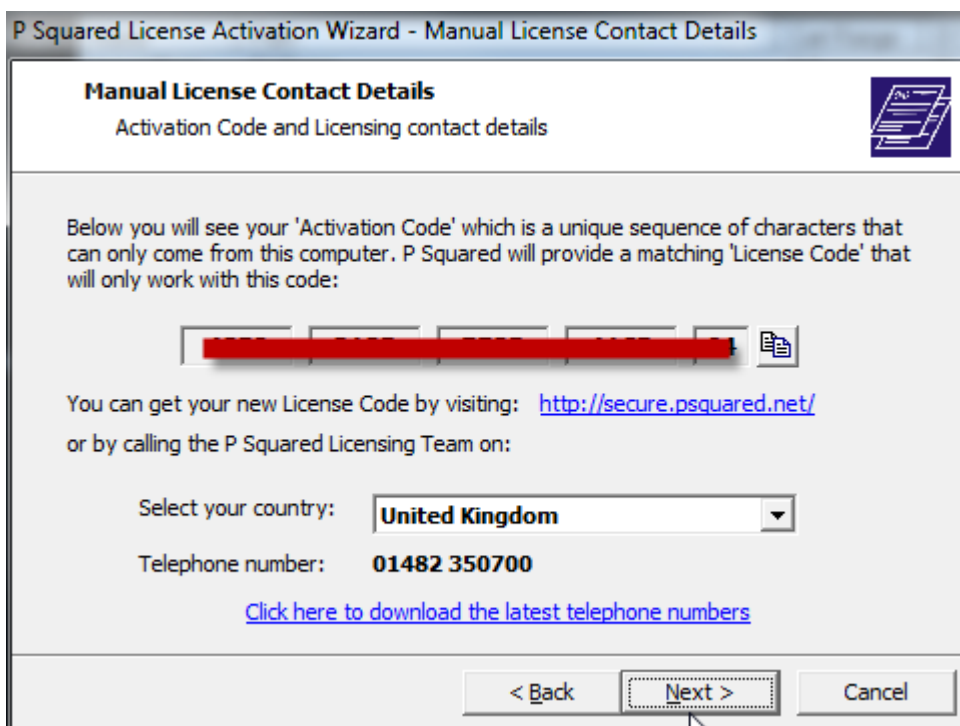
In most cases, this process will be automatic but if any of the details are incorrect or there is another problem with obtaining then license then the process will fail and you will need revert back to the Telephone / Secure Website method.



Case 2 – License Over The Telephone Or Secure Website

If you do not have web access on the PC you are working on then you will need to use this method of licensing.

When you click on next, you will see a long alpha-numeric sequence called an 'Activation Code'. This is a unique code that is necessary in order to generate a license code for your product.



Once you have the Activation Code, make a note of it and either ring P Squared on +44 1482 350700 or visit <http://secure.pquared.net/Licensing/>. In either case, you will be asked to provide your P-SQUID, License Name, email address and Activation Code. We will then be able to issue a full license code that can be typed into the next page of the License Wizard.

P SQUARED LTD
License Online

Enter Your P-SQUID:

Enter Your E-Mail Address:

Enter your License Name:

Select the Product you want to Renew:
Auto-Importer v3

Enter your 'Activation' (or 'P-SQUISH') Code:

P SQUARED LTD
License Online

Your License Code is:
XXXXXXXX-XXXX-XXXX-XXXX-XXXX

Once you have the license code (either from the website or direct from P Squared technical support), you can click on the Next button and then type in the provided Licence Code.

P Squared License Activation Wizard - Enter a License Code

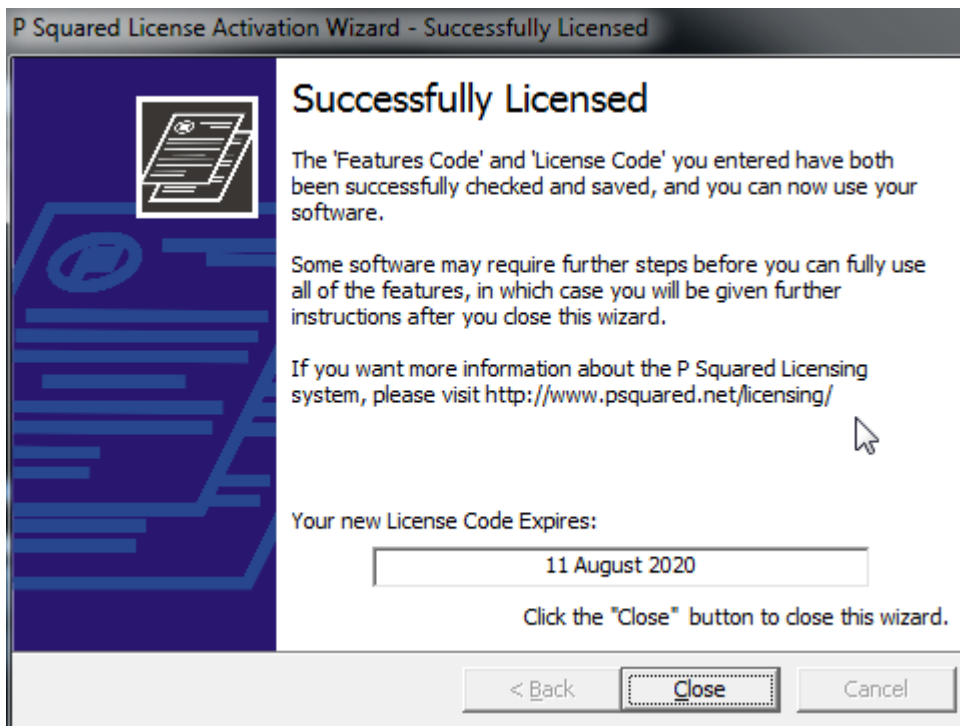
Enter a License Code
Allows you to enter a new 'License Code'

Below you need to enter your 'License Code' exactly as supplied by P Squared. You do not need to enter any of the separating hyphen characters.

New License Code:

Once you have typed in the License Code, click on Enter License to finish the licensing process.

N.B. when dealing with both Activation Codes and License Codes, the 'case' of characters is unimportant and all 0's refer to zero not the letter 'o'.



If you need more help with the license process for P Squared products, please refer to the Installing & Licensing tutorial video in the Myriad section of our support website.

<http://support.psquared.net/LearningCentre/Myriad/Myriad-video-tutorials.html#Quick>

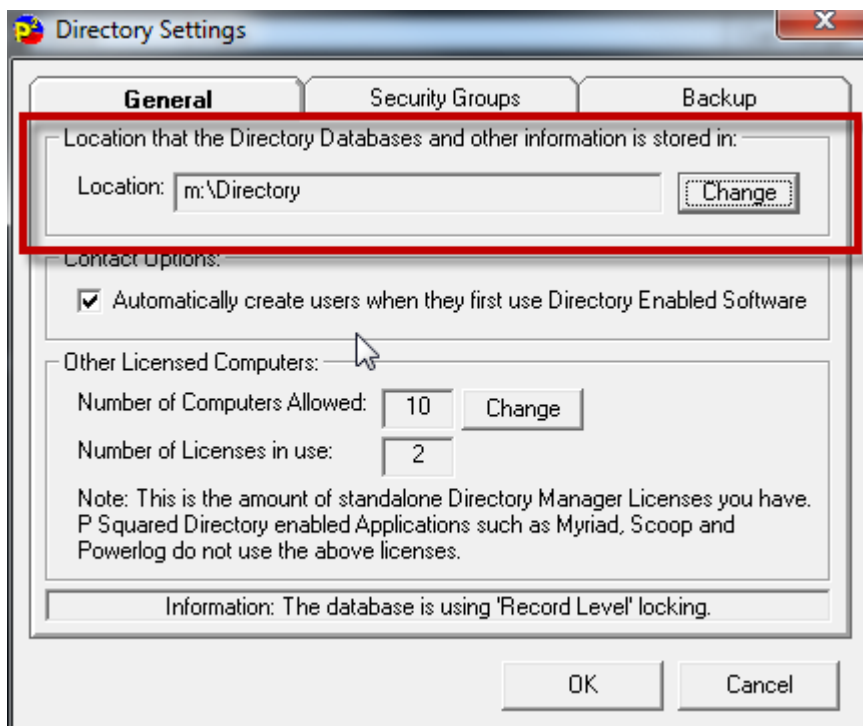
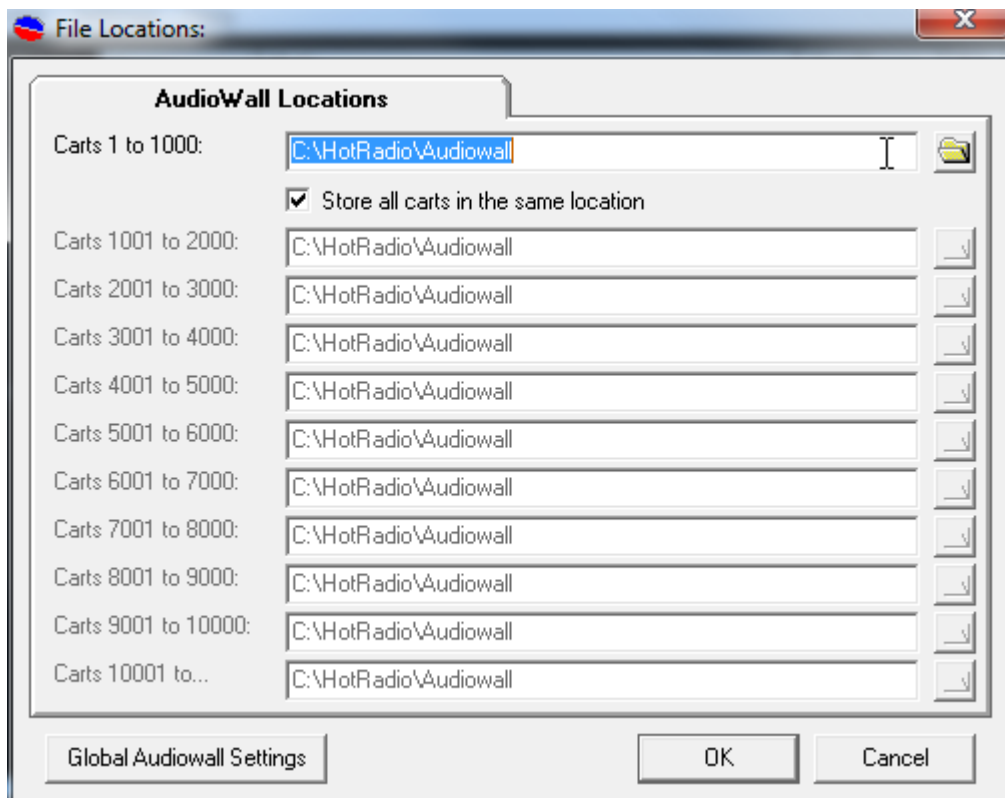
Although this video refers to licensing Myriad, the process is the same.

You can access the License Wizard at any time using the License Details option on the Settings menu.

Setting Up Auto Importer To Work With Myriad

If you have Myriad already installed on the same PC then Auto Importer will automatically configure itself to use the same P Squared Directory and Audio Wall File Locations meaning that you will not have to enter any Myriad related settings.

If you are setting up Auto Importer on a PC that doesn't have Myriad installed, you will be asked to provide the location of the Myriad Audio Wall File Locations and the location of the P Squared Directory.

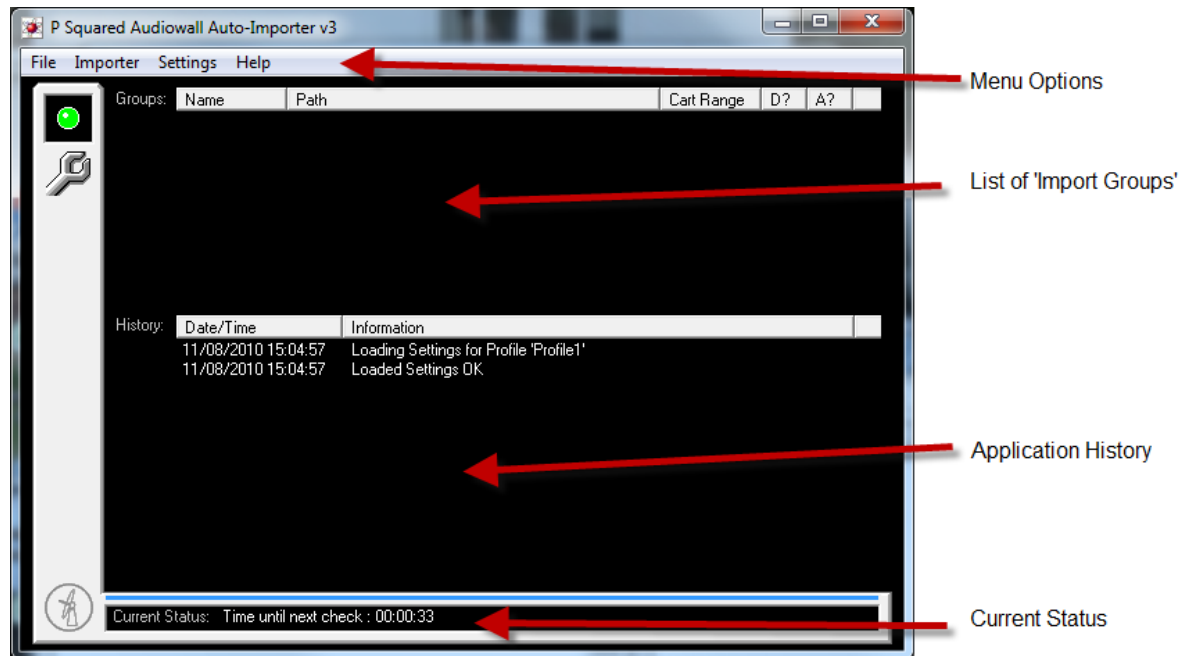


It is important that the location of both the Audio Wall and the Directory are set to be the same as on your Myriad system so that Auto Importer can interact with your Audio Wall and also so that you can (if you wish) add some security to the Auto Importer to stop people from over-writing files you don't want them to.

In both cases, simply enter the correct network location as either a UNC or a mapped network drive.

Once you have set these two data locations, you are ready to start using Auto Importer.

Screen Layout



The Auto Importer screen interface is very simple.

- **Menu Options** – Provide a series of options for setting up and controlling Auto Importer.
- **Import Groups** – This section of the screen shows a list of the currently configured Import Groups. In this screen show, no Import Groups have been configured.
- **Application History** – This section of the screen shows a list of recent actions undertaken by Auto Importer.
- **Current Status** – Shows the current status of Auto Importer including when it is active or when the next action is going to be executed.

What Is An Import Group?

An Import Group is single action or process that Auto Importer has been instructed to perform on a periodic basis. Let's say you wanted Auto Importer to perform the following tasks.

1. **Import Hourly News** – The central news hub creates a new 'news bulletin' every hour and copies it to a specific folder location on your station's server and you want Auto Importer to automatically import that file to the Audio Wall once it has arrived.
2. **Central Music Deployment** – Music is entered onto a Myriad system at group HQ along with all the timing information and metadata. Then once a week, the new music is distributed to the local radio stations to be imported into their Myriad Audio Walls. Each station in the group has the music in the same location in the Audio Wall so that a central log can be used.

The central program director just wants to load songs onto his central Myriad system and for the new music to be automatically copied and imported into the same Cart numbers at the remote stations.

So here we have two different scenarios that we want Auto Importer to deal with. Each scenario would be handled by a separate Import Group.

What Can Import Groups Do?

There are two main tasks that Auto Importer can perform.

- **Import Audio Files From A Folder** – In this type of Import Group, Auto Importer will monitor a folder and import audio files that arrive in that folder. In this mode, the audio files will need to include the intended target Cart Number in the file name.
- **Check the Audio Wall for new cart files** – In this type of Import Group will scan part or all of your existing Audio Wall looking for any new Carts, or for Carts that have changed their details. This may seem strange but because of the way Myriad works, it doesn't constantly scan the folder that the Audio Wall exists in looking for new content (that would be too slow). Instead, Myriad will add any new content in the Audio Wall folder to the Audio Wall but only if it notices that it is there. Basically, as Myriad workstations view the Audio Wall, Myriad checks the section of the Audio Wall that the users are looking at and if a new audio file exists in the Audio Wall folder but not on the actual Audio Wall then it will update the Audio Wall with the new Cart information. The problem is that if you were to copy a file called Myr03000.wav into your Audio Wall folder, it would be a valid Cart but would not be displayed on your Myriad system until someone happens to look at the Audio Wall around the 3000 Cart range. So if you wanted to automatically copy a bunch of Myriad format audio files into the Audio Wall folder and then have them appear in Myriad, you could use this type of Auto Importer Import Group to periodically scan the appropriate section of the Audio Wall and update Myriad accordingly with whatever it finds.

So let's see how these two methods could be applied to the scenarios outlined in the previous section.

Here they are again:

1. **Import Hourly News** – The central news hub creates a new 'news bulletin' every hour and copy it to a specific folder location on your station's server and you want Auto Importer to automatically import that file to the Audio Wall once it has arrived.
2. **Central Music Deployment** – Music is entered onto a Myriad system at group HQ along with all the timing information and metadata. Then once a week, the new music is distributed to the local radio stations to be imported into their Myriad Audio Walls. Each station in the group has the music in the same location in the Audio Wall so that a central log can be used. The central program director just wants to load songs onto his central Myriad system and for the new music to be automatically copied and imported into the same Cart numbers at the remote stations.

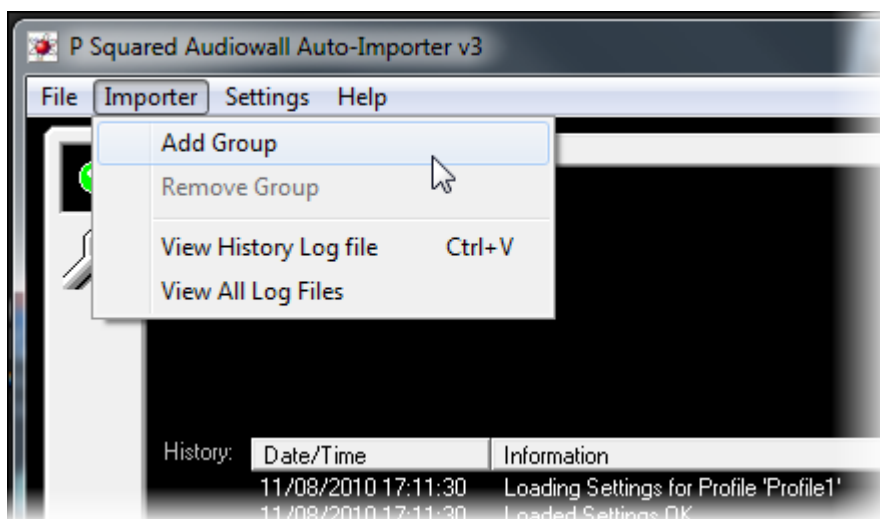
The **Import Hourly News** scenario could be handled by the **Import Audio From A Folder** Import Group option. Your news provider could drop an updated file into the specified folder some time before the news is due to play. The target Cart Number on the Audio Wall would need to be included in the file name so let's say that you agree that the hourly news will always be in cart Number 500 then if the news provider copied a new file called 500 – Hourly News.wav into a specific folder then Auto Importer could be used to automatically copy that file into Cart 500 on the Audio Wall prior to the news being played.

The **Central Music Deployment** is a little more complicated. You could use the method above; it would work fine but would involve a little more work for the central music department. A more automated process would be for the central music department to add songs to their own Myriad system with the audio positioned in the correct place on the Audio Wall with all the additional metadata (intros, extras etc) setup locally. Overnight, a file replication process such as Microsoft DFS or even a batch file running 'robocopy', copies all of the new or modified Carts from the central system to the remote Myriad with the audio files being copied directly into the Audio Wall folders at each station. But as we have already discussed, Myriad would not normally notice these new files until someone happens to look at that area on the Audio Wall. By using a **Check the Audio Wall for new cart files** Import Group we could get Auto Importer to scan the section of the Audio Wall in question and update Myriad with the new Cart information.

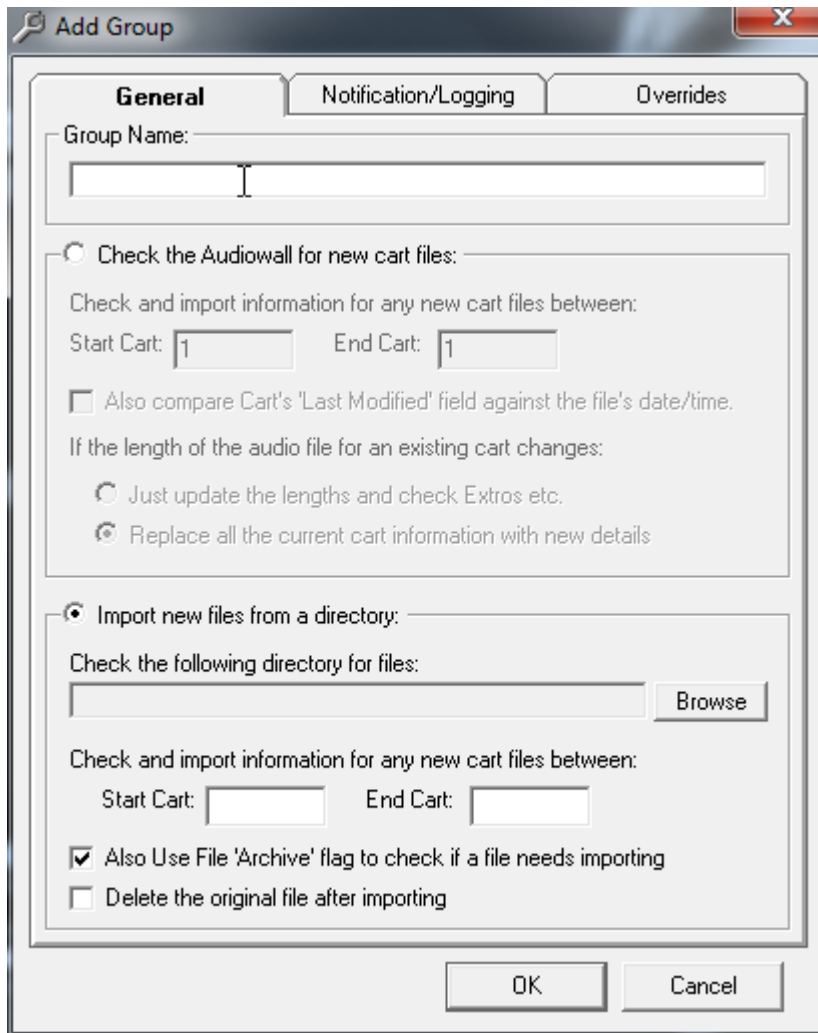
Obviously these are fairly specific situations but the principles can be applied to a great range of scenarios.

Setting Up An Import Group

To add a new Import Group to Auto Importer, click on the Importer menu and select the Add Group option.



This will open a new Add Group window which is used to setup the Import Group.



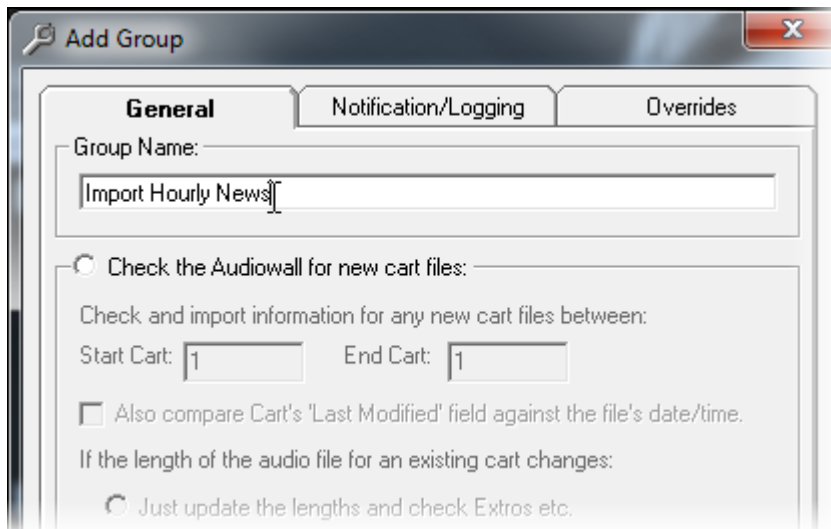
General Tab

The General Tab allows you to set the basic settings for the Import Group you are adding.

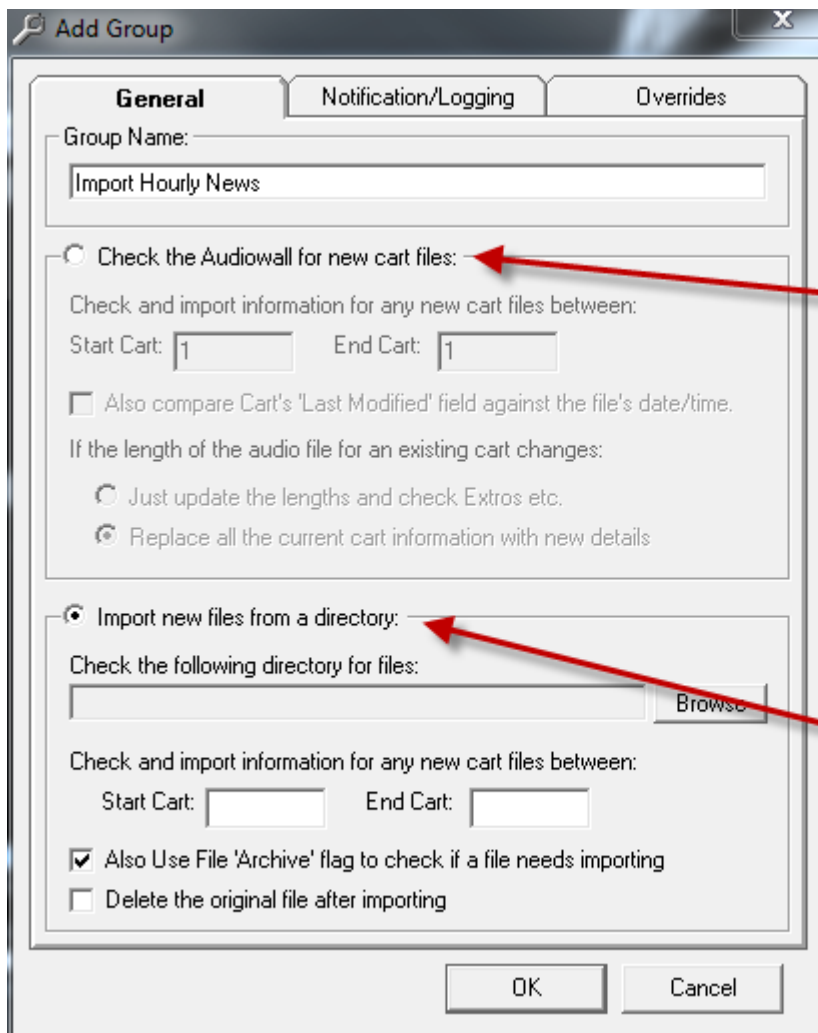
Group Name

The Group Name field is used to assign a unique name for the Import Group you are creating. In this example we will great an Import Group to import an audio file dropped into a specific folder by the news team.

Type in an appropriate name into the Group Name field.



Select The Import Group Type



Scan the Myriad Audio Wall folder looking for new audio that need to be added to Myriad

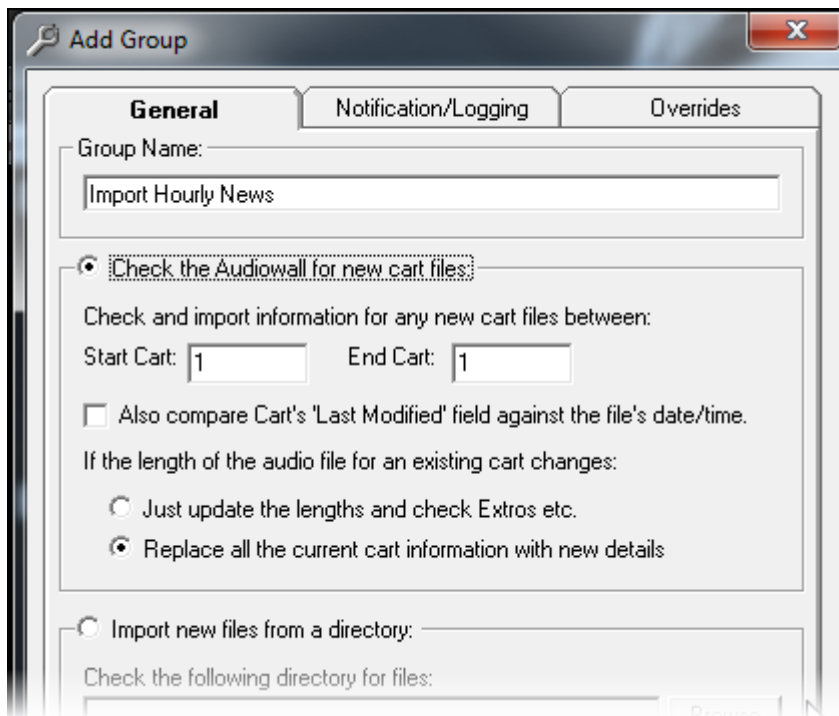
Scan a specified folder for new audio and import it into Myriad when it is found

As previously discussed, there are two possible types on Import Group you can add. The first will scan the existing Myriad Audio Wall folder looking for new or updated content and update Myriad whenever it finds it. The second will monitor a totally separate folder and automatically import audio of the appropriate format when it arrives.

Select the type of Import Group you want to add by clicking the appropriate option.

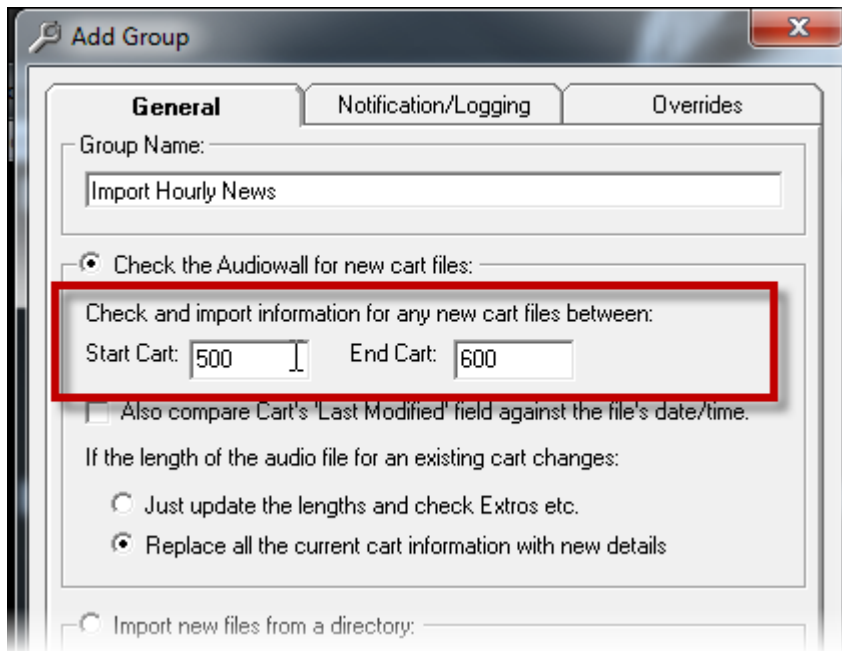
N.B. Only one method can be used per Import Group.

Group Type: Check The Audio Wall For New Cart Files



This Import Group type will scan the folder that your Myriad system uses to store it's Audio Wall and import any new or updated audio files such that Myriad will know that they exist or have been modified.

Check Cart Range

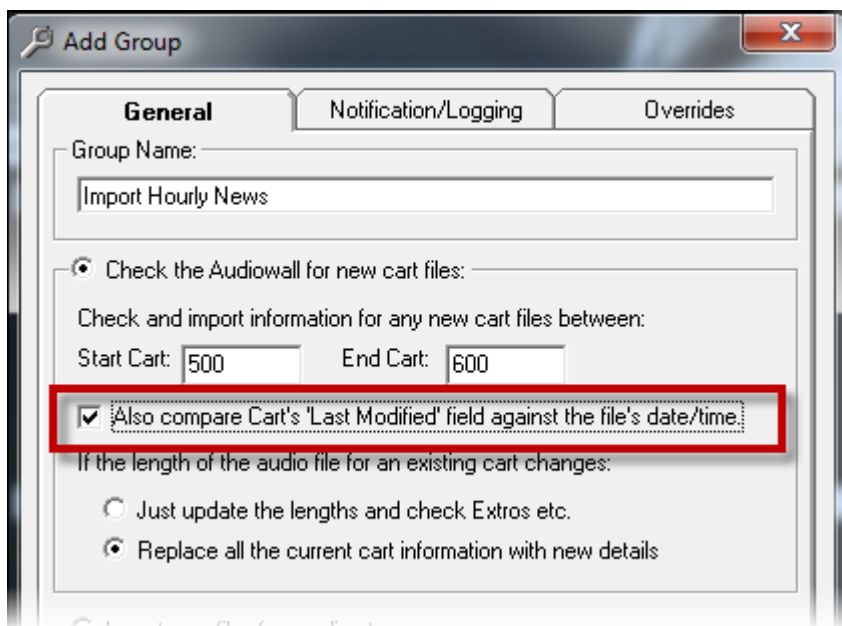


You can specify the range of Carts that you want the Import Group to check using this option. This is useful if you are only interested in discovering new audio files within a specific Cart Range (like for example if new music has arrived from central overnight).

You can specify the Cart range that this Import Group will deal with.

N.B. Each Import Group can only work with one Cart Range but you can add multiple Import Groups if you have several Cart ranges that you want to keep updated.

Also Compare Carts 'Last Modified' Field Against The Files Date/Time

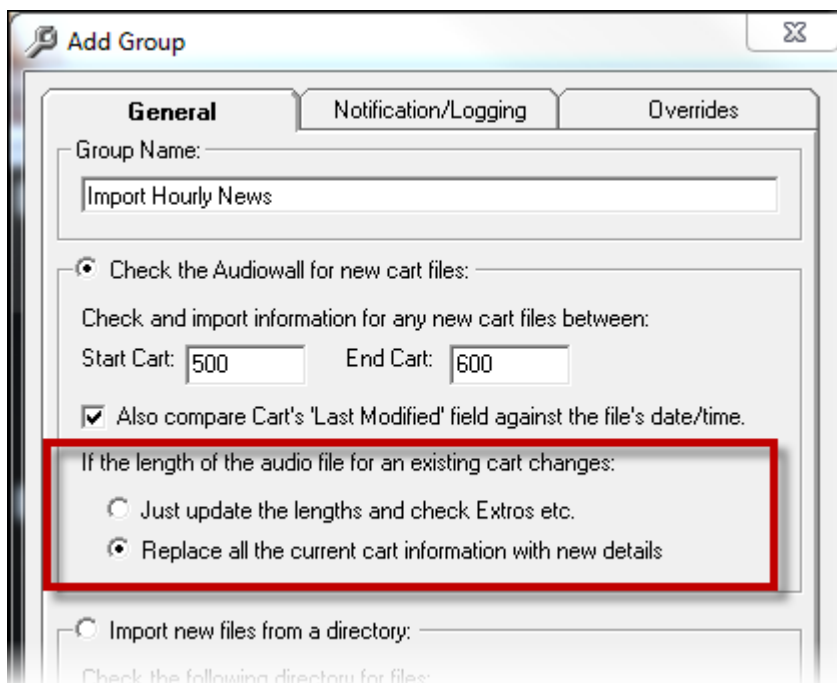


This option allows you to specify whether Auto Importer should also compare the 'last modified' info in Myriad with the same information on the audio file.

Let's say that we are using this Import Group to synchronise with new or modified songs being copied on from a central location. In normal circumstances, if the file is new or the audio has been edited then the file length would be different and Auto Importer would know it needs to update Myriad accordingly (as file length is the principle method used to determine if the file has altered), but if all that has happened is that the title of the Cart has been altered in Myriad at the central site (to correct a typo maybe) then the audio file length would remain the same and Auto Importer would not know that this file had updated information.

With this option turned on however, Auto Importer would know that it still needs to update Myriad because although the file length and audio has not changed at all, the 'last modified' stamps on the two systems no longer match so Myriad needs updating.

If The Length Of The Audio File For An Existing Cart Changes



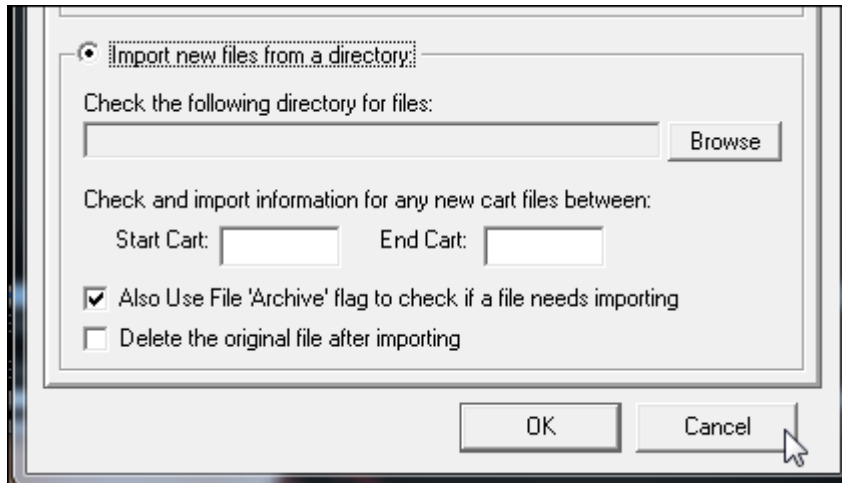
This final section of the options pane allows you to determine what Auto Importer should do once it has determined that the length of a audio file found within the Audio Wall folder is different to the length Myriad is expecting (i.e. it has changed).

The options are:

- **Just Update The Lengths & Check Extras etc** – with this option, Myriad is notified about the change in length and the extro would be reset if needed (for example if the audio file is now shorter than the current extro position) but all the rest of the data in Myriad would remain the same so the Title, Artist, Notes fields remain unaltered in Myriad.
- **Replace All The Current Cart Information With New Details** – If this option is set, all Myriad information for the Cart in question is deleted and replaced with information from the new audio file. If the audio file has embedded information (cart chunk, mp3 ID3 tags etc) then this information would be used and if no embedded information is detected then the file

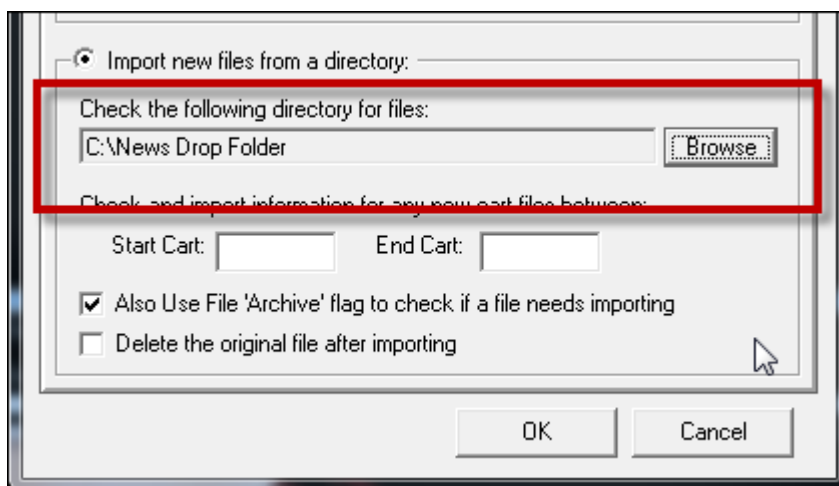
name itself is used to title the Cart on the Audio Wall. Similarly, if Intro / Extra data is found in the embedded information, it is also used but if not then Intro / Hook information is erased and the Extra is set to the end of the file.

Group Type: Import New Files From A Directory



The lower section of the General tab allows you to setup an Import Group to monitor a specific folder and import audio that arrives in that folder, into the Myriad Audio Wall.

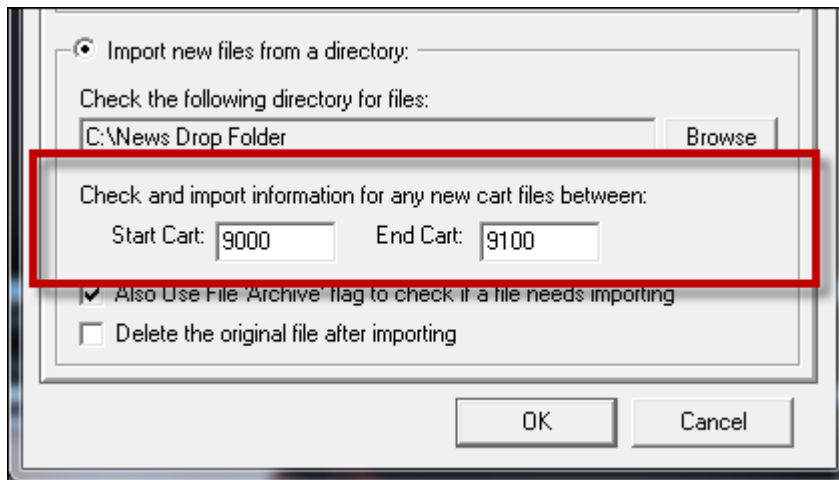
Check The Following Directory (folder) For Files



The first thing you need to do is set the folder that you want this Import Group to monitor.

In the example above, we have set the Import Group to monitor a folder called 'News Drop Folder' which is in the root of the 'C' drive. Use the Browse button to locate the folder you want Auto Importer to monitor.

Check & Import Information For Any New Cart Files Between:



This option allows you to specify the range of Carts between which you want Auto Importer to import into the Audio Wall using this Import Group.

In the example above, the import range has been set to Carts 9000 to 9100 so Auto Importer will only import audio files that are destined for Carts in that range.

File	Import	Target Cart On Myriad	Reason
9001.wav	✓	9001	Valid audio file name within the allowed Cart range
9300.wav		Not imported	Target Cart outside of the permissible range.
Midday News Cart 9030.wav	✓	9030	Auto Importer ignores text and just looks at the first number to determine what Cart to import into.
News 9001-1.wav	✓	9001	Auto Importer looks for the first number in the file name and then moves forward to the next non-numerical character (in this case the '-') and uses that to determine target Cart number.
16:00 News Cart 9001.wav	x	Not Imported	Although it is clear to a human how this Cart should be imported, Auto Importer would determine that the first number in the file name would be 16 so it would try to import it into Cart 16 which is outside of the permissible range.
Cart 9001 – 16:00 News.wav	✓	9001	By re-ordering the file name to ensure the target Cart number is the first number Auto Importer sees, it makes it work in the way we want.
Cart 9001 16:00 news.wav	✓	9001	Even a <space> counts as a non-numerical character so Auto Importer will import into the correct cart.
Cart 900116:00 news.wav	x	Not Imported	But this will not work as it will try to import into Cart number 900116 which is outside the permissible range (and probably the range of the whole Audio Wall).
News.wav	x	Not Imported	No target Cart number is included in the file

			name.
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In order to understand why the above examples behave as they do, it is important to understand how Auto Importer decides which Cart a file should be imported into in Myriad. The system scans the file name for the Cart and looks for the first sequence of numbers that it comes to. It then looks for the next character in the file name that is not a number (and that includes <spaces>). This would signify the end of the number sequence. So if the file was called 500 523.wav, the file would be imported into Cart 500 in Myriad assuming the range for the Import Group allows it to do so.

Also Use File Archive Flag To Check If A File Needs Importing

The 'archive flag' is a legacy windows property used to indicate to backup utilities that a file has been modified and is ready to be archived. If this option is ticked then Auto Importer will also check the archive flag (in addition to file length and last modified date) and import any files where the archive flag has been set. Once the file is imported, Auto Importer will clear the archive flag on the file.

Because Auto Importer clears the archive flag on a file once it is imported, this method is not suitable if you have more than one Import Group monitoring a single folder but because the archive flag method is a secondary method for Auto Importer, the length or last modified dates should be sufficient to trigger an import on multiple Import Groups monitoring the same folder.

Delete The Original File After Importing

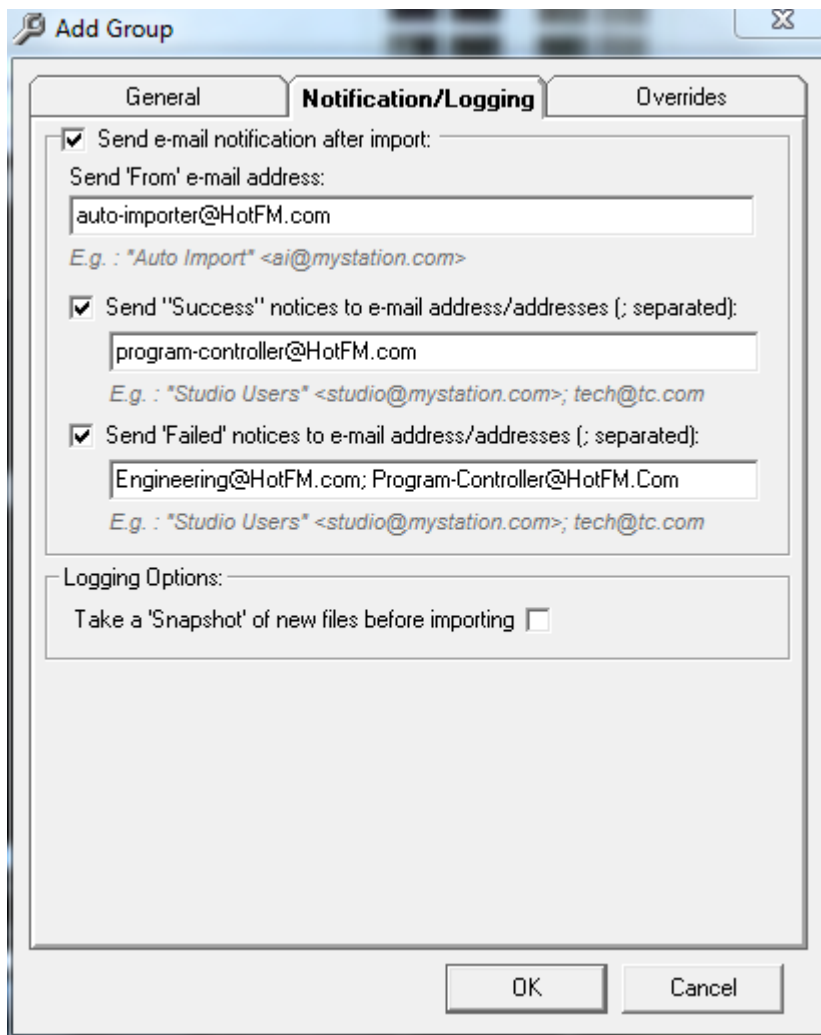
This option allows you to set Auto Importer to automatically delete audio files once it has finished importing them.

If this option is turned on then the folders that Auto Importer is monitoring should be empty the majority of the time and only contain files that are being imported or waiting to be imported.

Once a file has been deleted by Auto Importer, it cannot be recovered.

Please note that Auto Importer always checks to see that a file has complete before it attempts to import it so Auto Importer will not try to import a file while it is being copied in to the folder and will only start the import process once the file is complete.

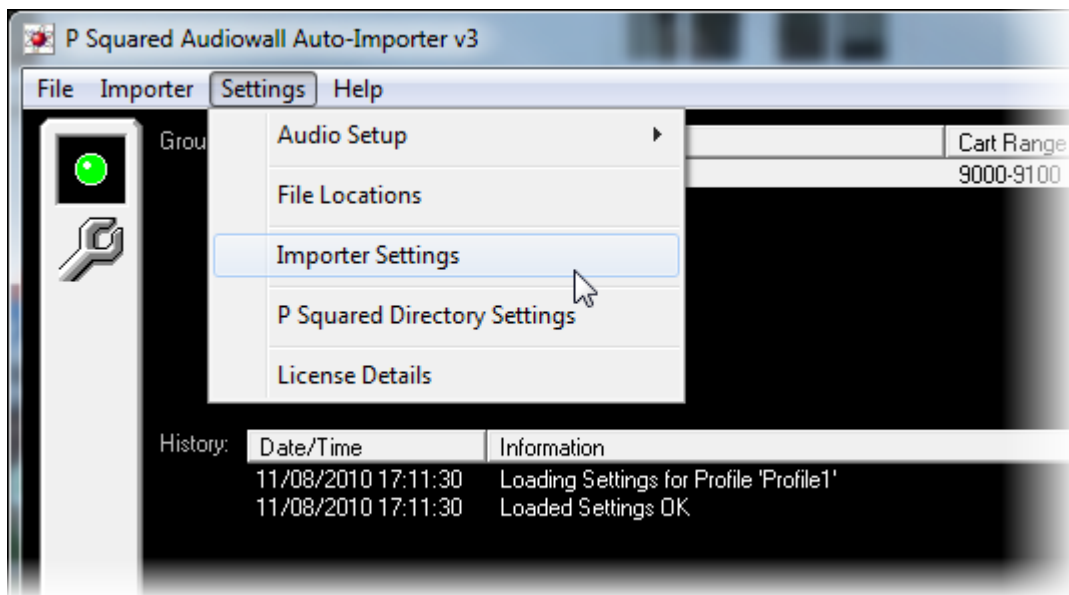
Notification / Logging Tab



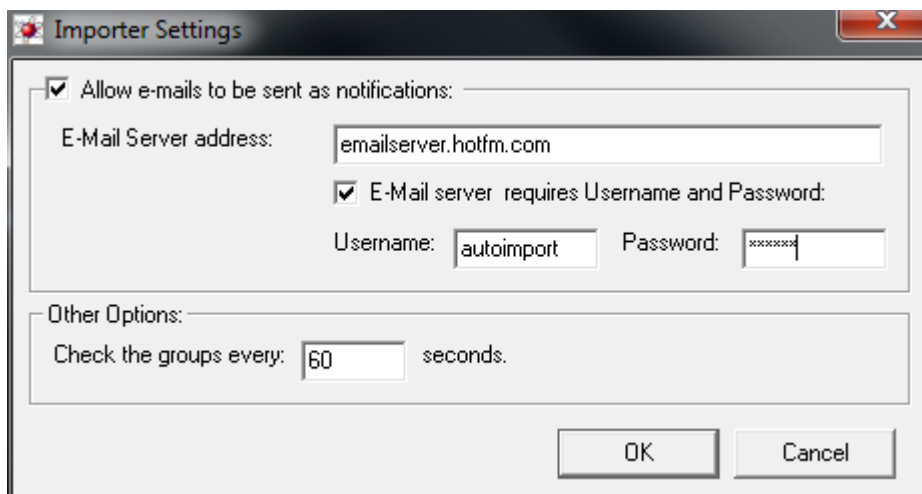
This tab allows you to setup email notifications for the Import Group that you are adding. It also allows you to enable 'snapshots' but more on them later.

Send E-Mail Notifications After Import

Before you can setup this feature, you will need to specify an email server for Auto Importer to use to send emails. To do this, click on the Setting Menu > Importer Settings option on the main Auto Importer screen.

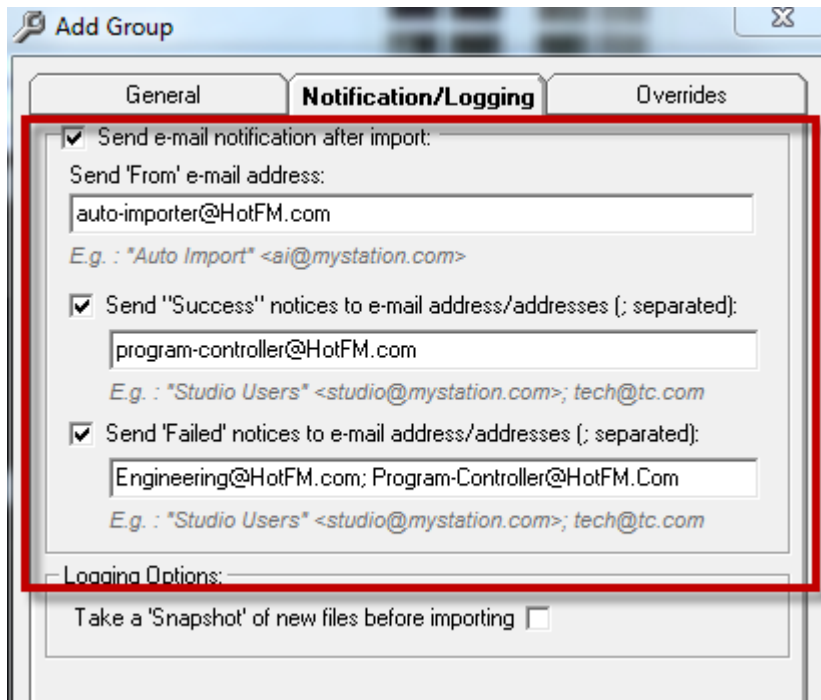


You can now enable the 'Allow E-Mails To Be Sent As Notifications' option and enter the address of your email server along with a username and password needed to access the email server.



This is a global option and must be enabled before you can add email notifications to any Import Group.

Once you have enabled general emails and provided Auto Importer with the email server details, you can add email notification to the Import Group.



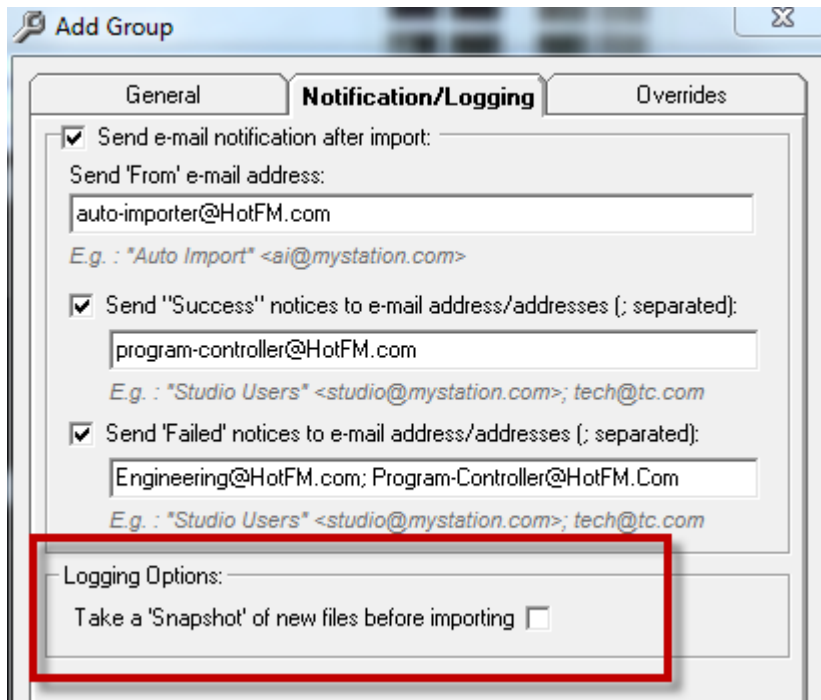
This section of the Notification/Logging tab allows you to set whether Auto Importer should send an email when it successfully imports a file or if it fails to import a file.

There are three fields that you can set:

- **From Address** – This allows you to set the email address that will appear in the ‘from’ field on the emails the system sends relating to this Import Group. This allows you to put a different ‘from’ address for different Import Groups making the easily identifiable in you email application.
- **Send Success Notices To E-Mail Addresses** – Auto Importer will send an email to the listed addressed whenever a file is successfully imported / updated by the Import Group. Note that you can add multiple email addresses by separating them with ‘;’ just like in outlook.
- **Send Fail Notices To E-Mail Addresses** – Auto Importer will send an email to the listed addressed whenever a file fails to import / update by the Import Group. Note that you can add multiple email addresses by separating them with ‘;’ just like in outlook.

Please note that when Auto Importer fails to import a file, it moves the offending file into a ‘failed’ subfolder to allow you to examine the file at a later date

Logging Options – Take Snapshot

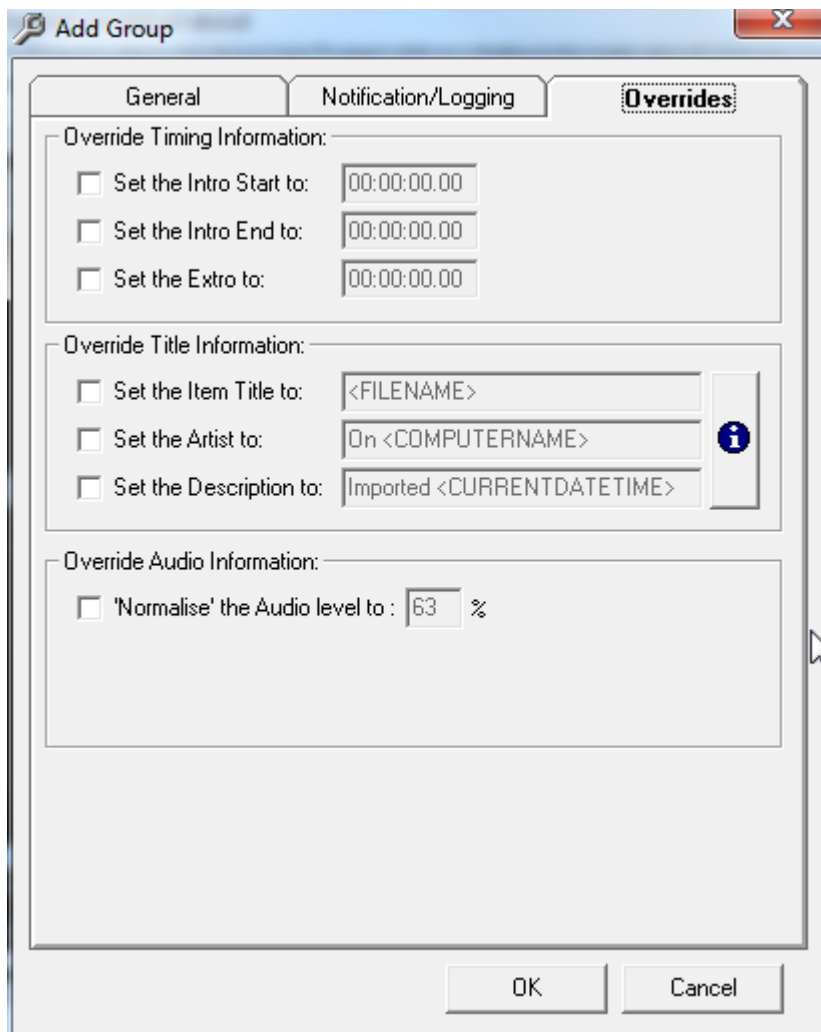


This is really a diagnostic tool but can also be useful in other circumstances. If this option is ticked then just before Auto Importer imports a file it creates a 'snapshot' copy of the file and saves it into the 'snapshot' sub folder.

This could be very useful if you are using Auto Importer to import hourly news for a 3rd party as it would provide a copy of each of the audio files sent for your review.

Caution: If you use the 'snapshot' file option, you should be aware that Auto Importer creates the snapshot files but doesn't do anything else with them so unless you manually delete old snapshot files, they will continue to take up more and more space on your hard drive.

Overrides Tab



The Overrides tab allows you to set some global overrides for the Import Group you are working on.

Override Timing & Title Information

In general is, Auto Importer will use embedded information contained within a file to set fields such as Title, Artist etc in Myriad. Some files might also contain timing information such as Intro / Extro, any wav or MP3 file exported from Myriad will include this information which Auto Importer will use when importing the file.

If no embedded information is found within the file the Auto Importer will use the file name as the title field in Myriad and not seat any timing information (as none is available) other than overall file length.

The settings on the 'Overrides tab' allows you to set default values for the following fields:

- Intro Start – When the intro period starts in the file (usually the beginning of the file).
- Intro End – When the main body of the starts and the intro period ends.
- Extro – The point Myriad uses to trigger the next item in an automated sequence.
- Title – The text that will appear in the Title field in Myriad.
- Artist – The text that will appear in the Artist field in Myriad.

- Description – The text that will appear in the Description field in Myriad.
- Normalise Level - The audio threshold that the file will be normalised to (overrides Audio Wall default).

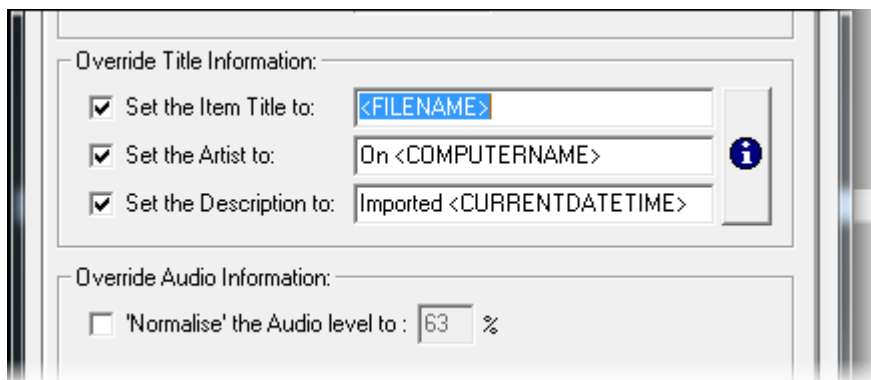
By setting one of these options, Auto Importer will ignore the information embedded into the file that it is importing and use the override information instead. This might be useful if you wanted to import an hourly news file but always have the title the same on the Audio Wall regardless of what the imported file was called.

For more advanced users, you can combine text with dynamic tags when setting overrides for Title, Artist and Description fields.

These tags allow you to set Auto Importer to include dynamic information that is added as the file is imported. The available tags include:

- <CURRENTDATE> - Replaces the tag with the current date at time of import.
- <CURRENTTIME> - Replaces the tag with the current time at time of import.
- <CURRENTDATETIME> - Replaces the tag with the current date & time at time of import.
- <CURRENTDATETIMEXML> - Replaces the tag with the current date & time in an XML format.
- <COMPUTERNAME> - Replaces the tag with the computer name that Auto Importer is running on.
- <FILEFULLNAME> - Replaces the tag with the complete file name, extension and path e.g. c:\myfile.wav
- <FILENAME> - Replaces the tag with the file name and extension only. E.g. myfile.wav
- <FILETITLE> - Replaces the tag with the file name only. E.g. myfile
- <FILEEXTENSION> - Replaces the tag with the file extension only. E.g. wav
- <FILEPATH> - Replaces the tag with the file extension only. E.g. c:\

These options allow you to build more complex import parameters for the Title / Artist / Description fields.

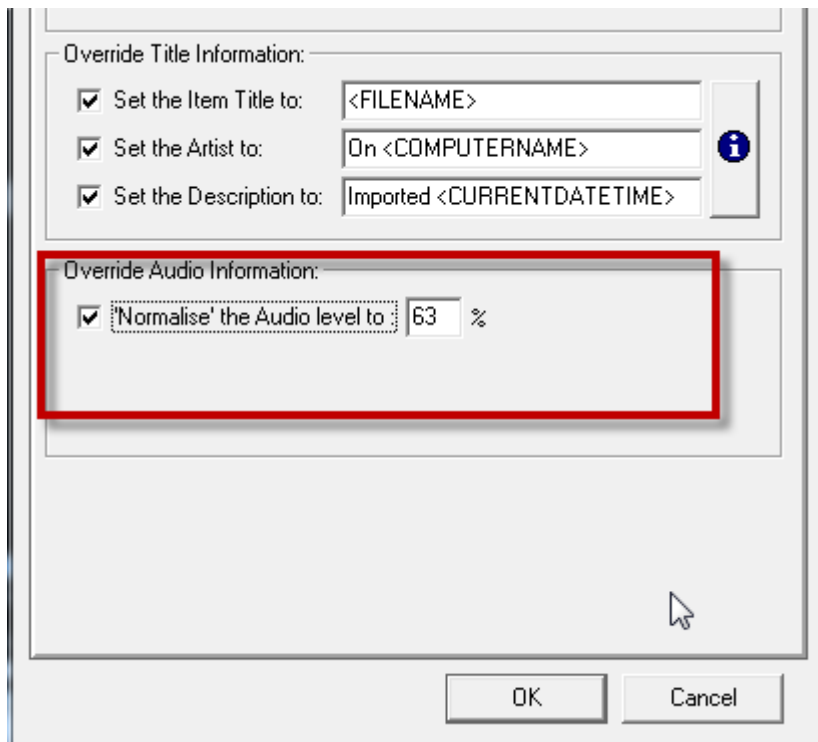


Consider the example above. When Auto Importer imports a file using this Import Group the resulting Cart in Myriad would have the following information on the Audio Wall.

- Title – Myfile
- Artist – On AutoImport PC

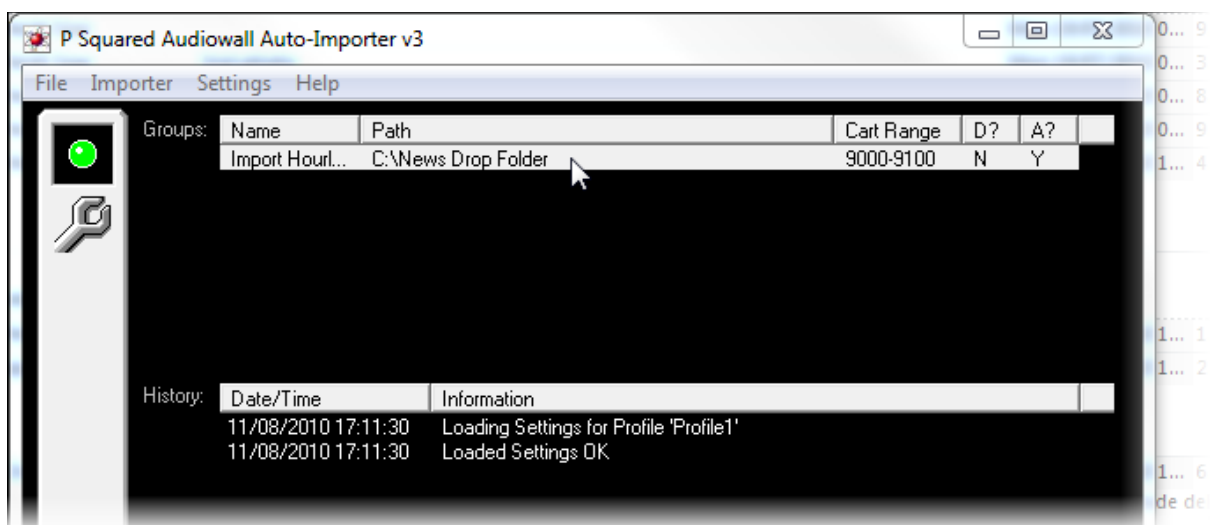
- Description – Imported 12/08/2010

Override Audio Information – Normalise Audio Level



This option allows you to override the default Audio Wall normalisation level with a new level specifically for files imported using the Import Group.

Editing / Removing Existing Import Groups



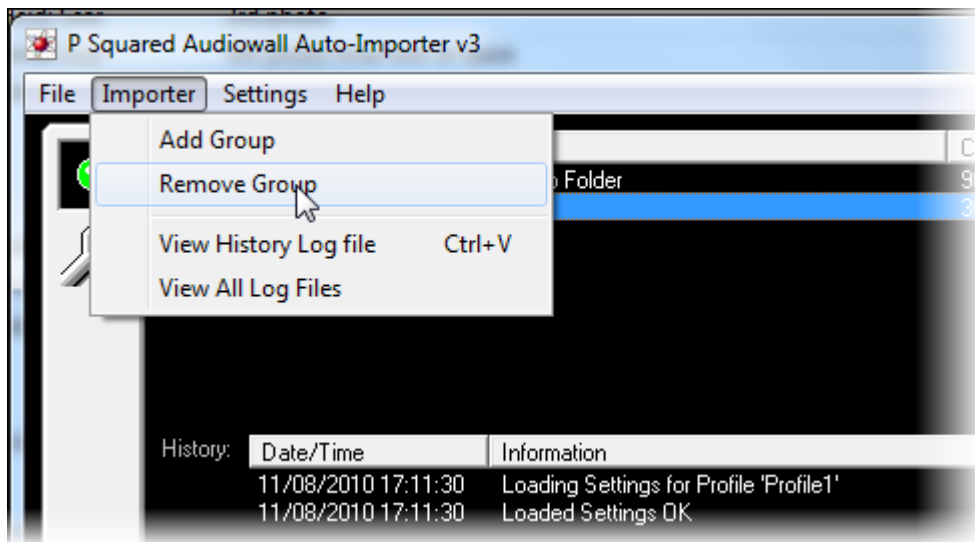
Existing Import Groups are listed in the top section of the Auto Importer main window.

Edit An Existing Import Group

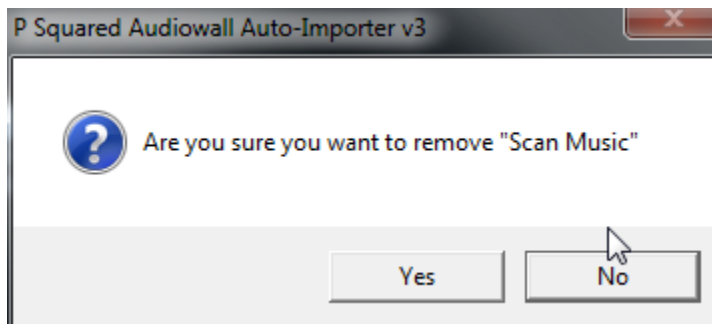
You can edit any existing Import Group by simply double clicking on it to access the Import Group settings window outlined previously.

Remove An Import Group

To remove an Import Group, click on the Group you want to remove and then open the Importer menu and select the Remove Group option.



You will then be asked to confirm that you wish to remove the selected Import Group.



Click on Yes to proceed. You cannot recover a deleted Import Group once it is removed.

File Name Formats & Target Import Cart Numbers

It is important to understand how Auto Importer decides where on the Audio Wall a file should be imported into. The system scans the file name for the Cart and looks for the first sequence of numbers that it comes to. It then looks for the next character in the file name that is not a number (and that includes <spaces>). This would signify the end of the number sequence. So if the file was

called 500 523.wav, the file would be imported into Cart 500 in Myriad assuming the range for the Import Group allows it to do so.

The table below shows some example files names and how Auto Importer would deal with them. In these examples, it is assumed that the Import Group has been set to only import Carts ranging from 9000 to 9100.

File	Import	Target Cart On Myriad	Reason
9001.wav	✓	9001	Valid audio file name within the allowed Cart range
9300.wav		Not imported	Target Cart outside of the permissible range.
Midday News Cart 9030.wav	✓	9030	Auto Importer ignores text and just looks at the first number to determine what Cart to import into.
News 9001-1.wav	✓	9001	Auto Importer looks for the first number in the file name and then moves forward to the next non-numerical character (in this case the '-') and uses that to determine target Cart number.
16:00 News Cart 9001.wav	x	Not Imported	Although it is clear to a human how this Cart should be imported, Auto Importer would determine that the first number in the file name would be 16 so it would try to import it into Cart 16 which is outside of the permissible range.
Cart 9001 – 16:00 News.wav	✓	9001	By re-ordering the file name to ensure the target Cart number is the first number Auto Importer sees, it makes it work in the way we want.
Cart 9001 16:00 news.wav	✓	9001	Even a <space> counts as a non-numerical character so Auto Importer will import into the correct cart.
Cart 900116:00 news.wav	x	Not Imported	But this will not work as it will try to import into Cart number 900116 which is outside the permissible range (and probably the range of the whole Audio Wall).
News.wav	x	Not Imported	No target Cart number is included in the file name.

Please note that filenames must contain the target Cart number that the file is to be imported into and it is good practice to ensure that the Cart number appears first in the file name to ensure that any other numbers contained with the file name are ignored by Auto Importer. So the ideal format would be:

Cart 3056 – Kylie Minogue – 2 Hearst.wav

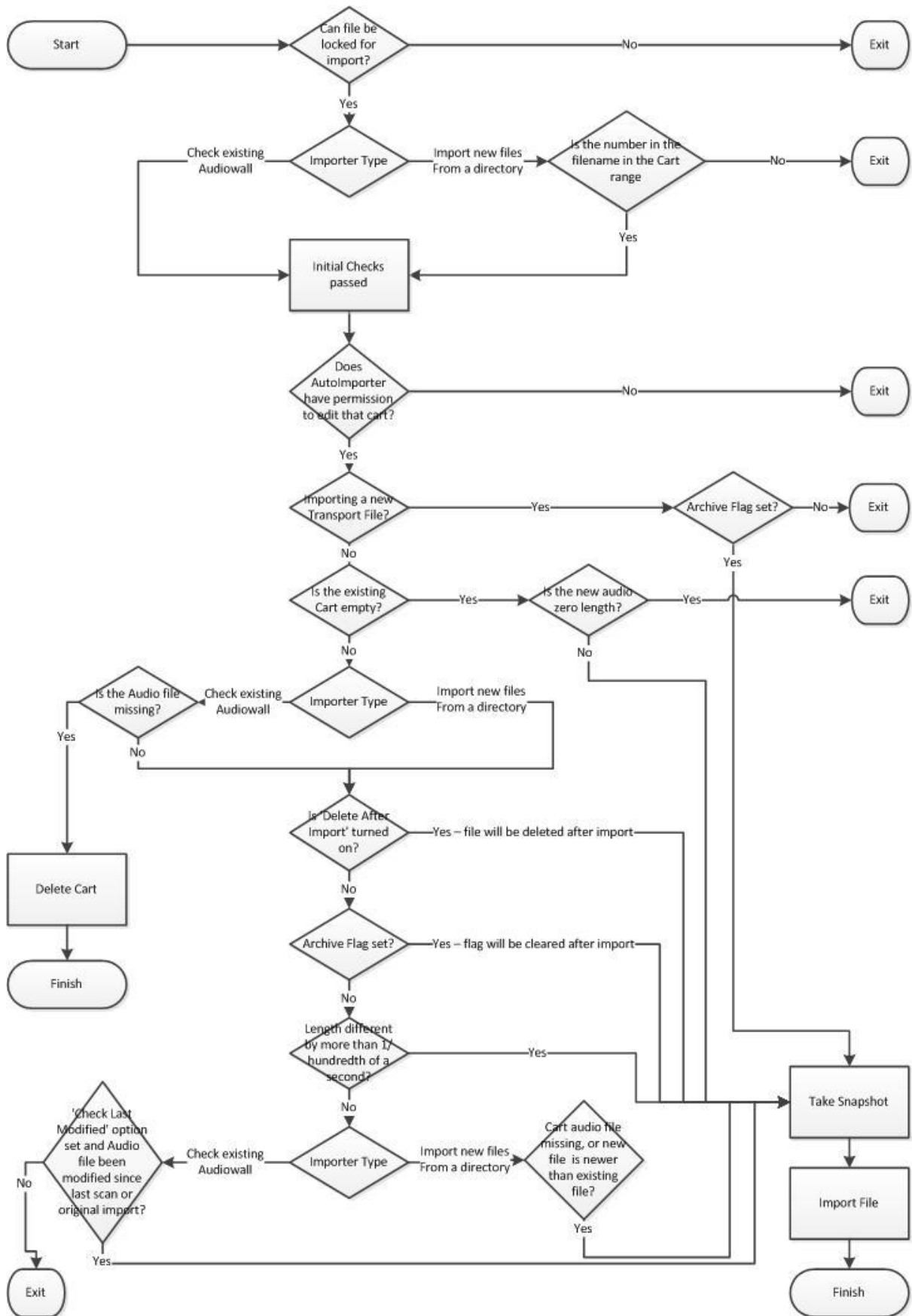
This file would be imported into Cart 3056 even although the title also includes the number.

The File Import Decision Process

The process that Auto Importer goes through whenever it finds a file that might need importing or updating, is fairly complex but in most cases, you do not need to worry about how it works but if you are experiencing problems or want to do something more complex with the system, it may be useful to view the decision process that Auto Importer follows.

The following flowchart shows the process that Auto Importer follows when it discovers a new or updated file.

To use this decision tree diagram, start on the 'Start' caption and follow the appropriate line for each decision you come to. This will allow you to predict how Auto Importer will react in any given situation.



Security Considerations

Auto Importer is used to add content to your Audio Wall and as such also has the potential to do a great deal of harm.

To minimise the risk, it is commended that some simple precautions are taken to limit the damage that Auto Importer could do if incorrectly configured or used.

Most Myriad products use a Username and Password to set the permissions the user has for the system but Auto Importer is not a user but rather a software application.

So in order to allow you to still set permission for Auto Importer, a special Auto Importer software login is created in your P Squared Director and you can alter the permissions for that accordingly.

Firstly, run Myriad Manager, locate the Auto Importer User and then you can alter permissions for that user. It is recommended that you restrict the Audio Wall edit Cart Range to only include ranges that Auto Importer will use. That will guard against Auto Importer importing audio into a range of Carts you are not expecting.

For more details, please refer to the Myriad Manager documentation.

Find: <All Contacts>

- All Categories
- Advertising Contacts
- General Contacts
- Test

Audio

Categories

- | Name |
|--|
| HotFM |
| JohnWest
John West |
| kwikfit
kwikfit |
| mercedes
mercedes |
| Myriad |
| Myriad v3 Remote Edit Server on DAVIN |
| Myriad v3 Remote Edit Server on
HOT-APP-SVR-01 |
| nestle
Nestle |
| P Squared Audiowall Auto-Importer v3 o
DAVINA |
| P Squared Audiowall Auto-Importer v3 o
KYLIE-PC |
| P Squared Auto-Importer v3 on
HOT-APP-SVR-01 |
| P Squared Auto-Importer v3 on
HOT-MYR-STU-01 |
| P Squared Ltd. - (+44)(0)1482 350700
Developers of playout, logging, scheduli |
| P Squared Nexus Server v1 on
PWRSTUDIO1 |
| Paul Baker - 0171 856 8999
Thorn EMI Records |
| pepperami
pepperami |

Contacts / Users

Shared

Websites

Personal

New Contact

1

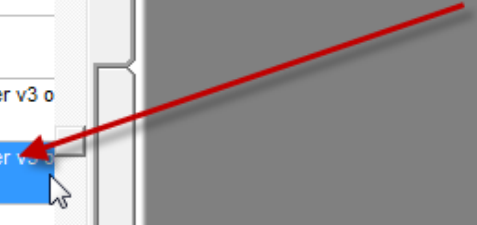
Empty

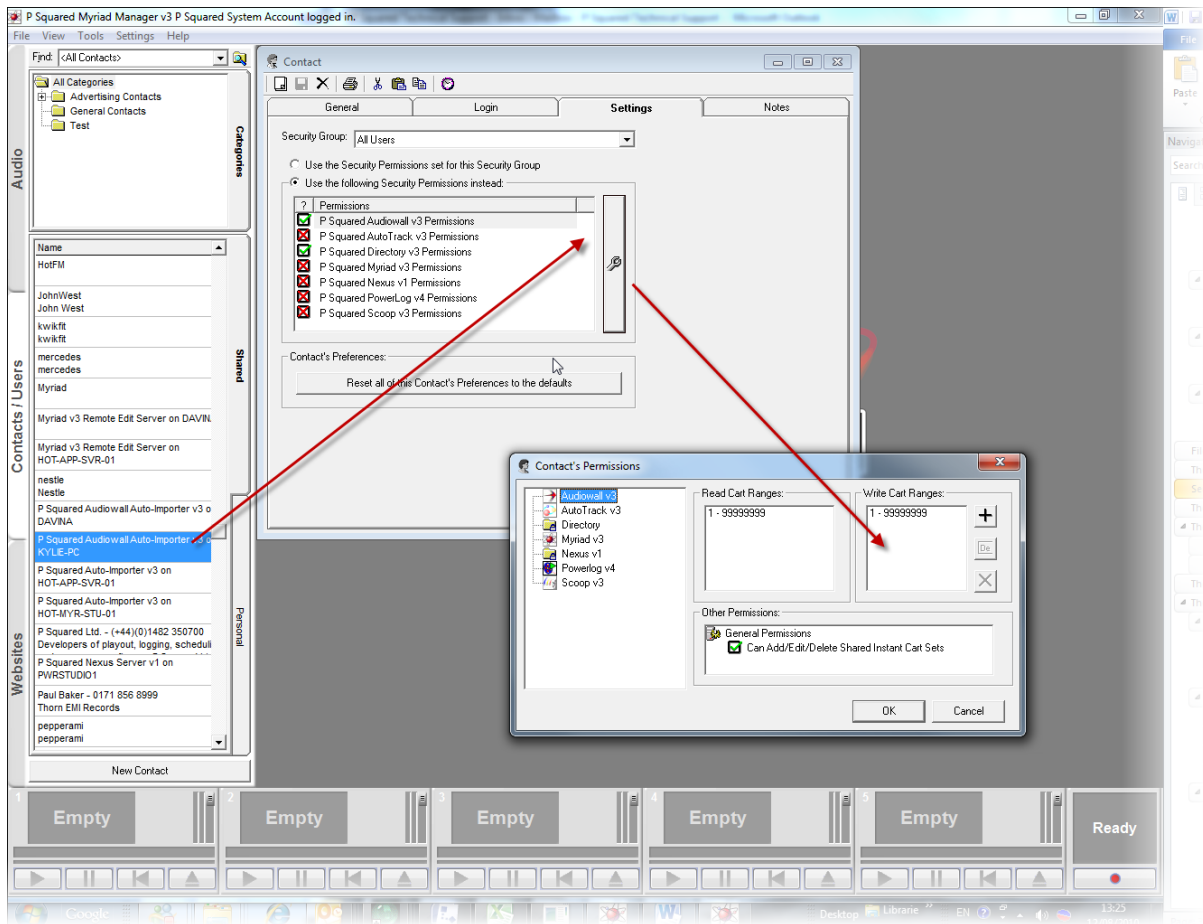
2

Empty

3

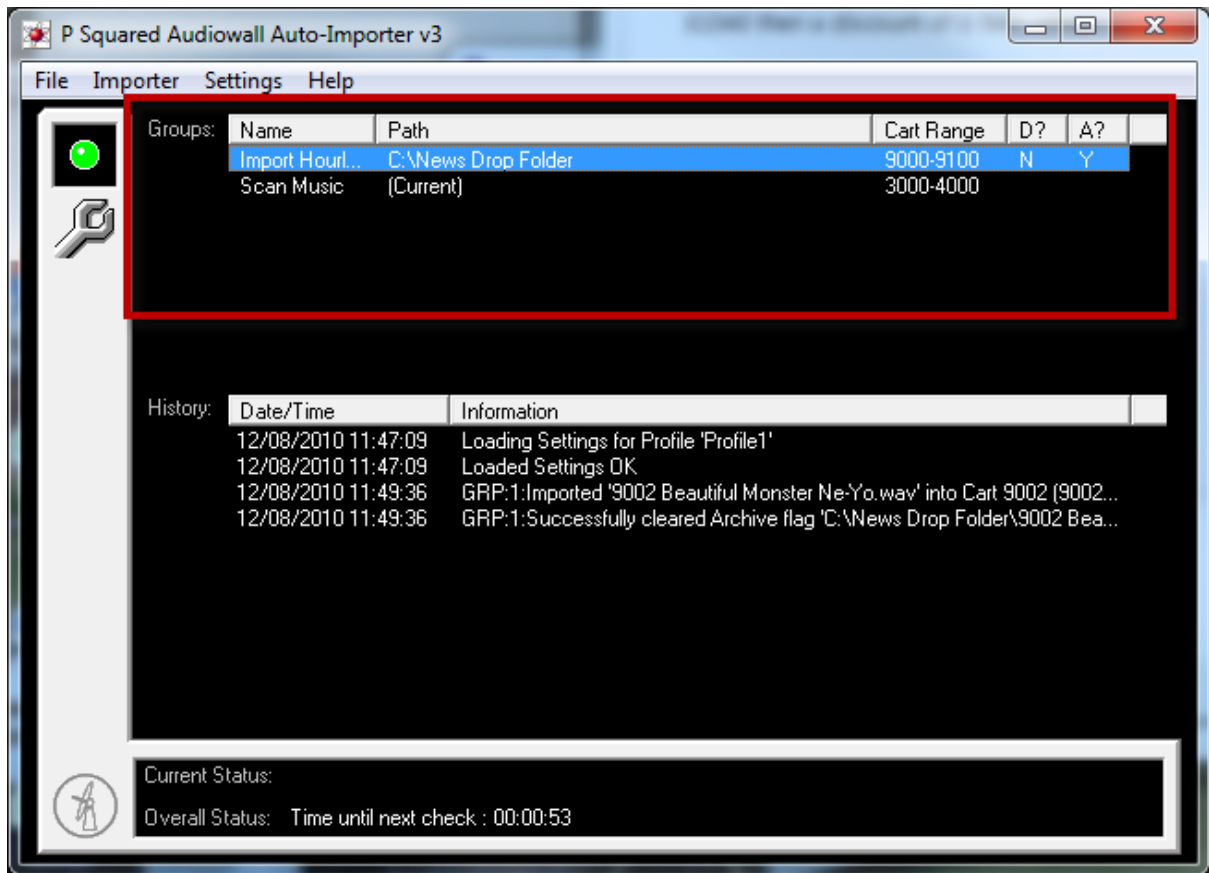
Empty





The Groups Panel

The Groups panel on the main Auto Importer screen shows a list of all the Import Groups currently configured for Auto Importer to use.

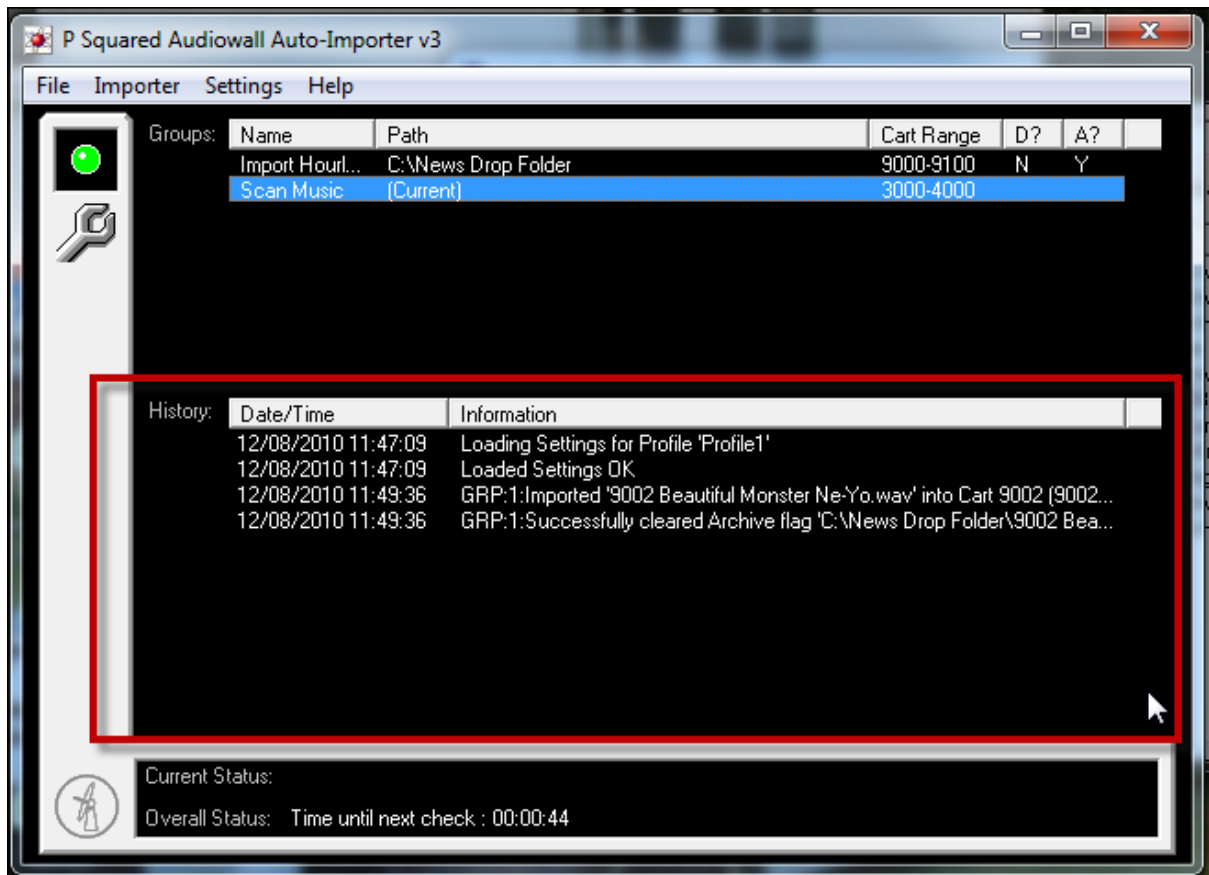


The list includes the following fields:

- Name – The name of the Import Group
- Path – The path of the folder that the Import Group is monitoring (unless it is an Import Group that is scan the (current) Myriad Audio Wall.
- Cart Range – Shows the range of Carts that the Import Group is working within.
- D? – This indicates whether the Import Group will delete files once it has finished importing them (Y=Yes, N=No).
- A? – This indicates whether the Import Group is using the Archive flag in addition to length to determine which files need importing (Y=Yes, N=No).

The History Panel

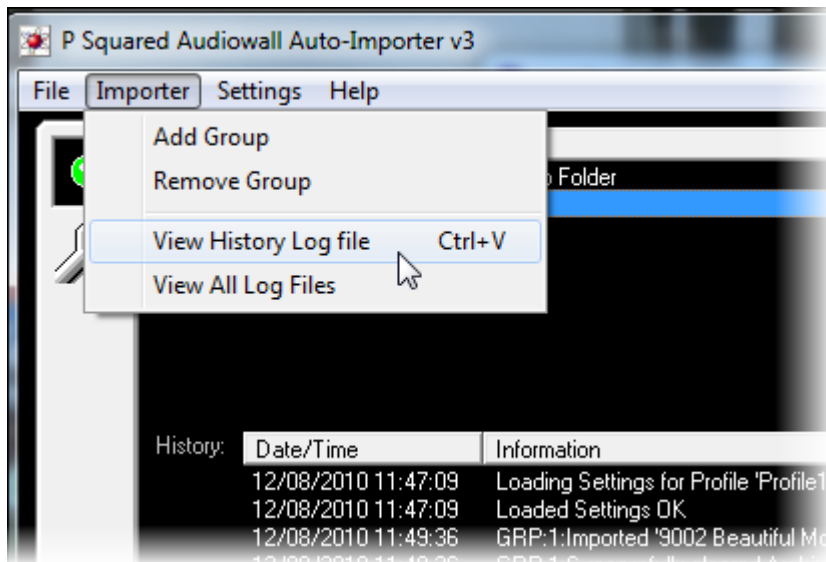
The History panel on the main Auto Importer screen shows a list of Auto Importer's recent activity.



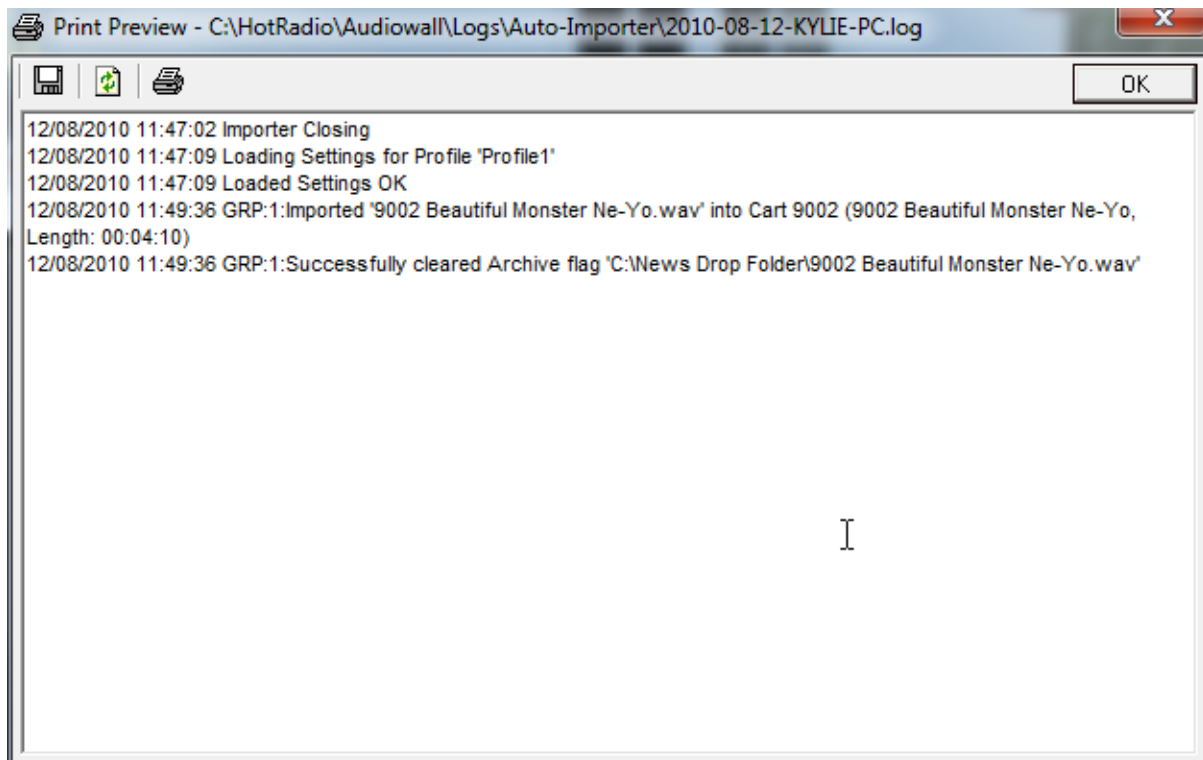
It lists files that Auto Importer has imported as well as actions carried out by Auto Importer such as clearing 'archive' flags or deleting imported files.

View History Log Files

You can also access the History Log files by using the Import menu and selecting the View History Log file option.

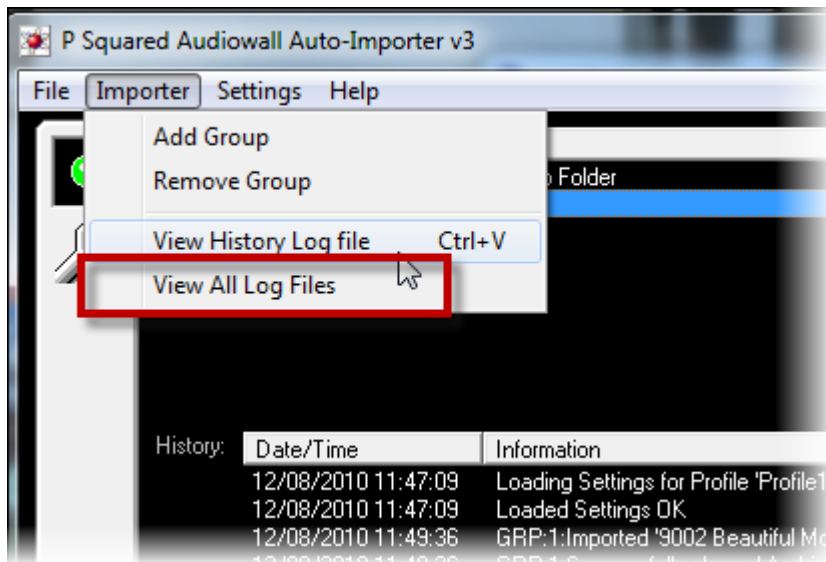


This will display the History Log in a printable format.

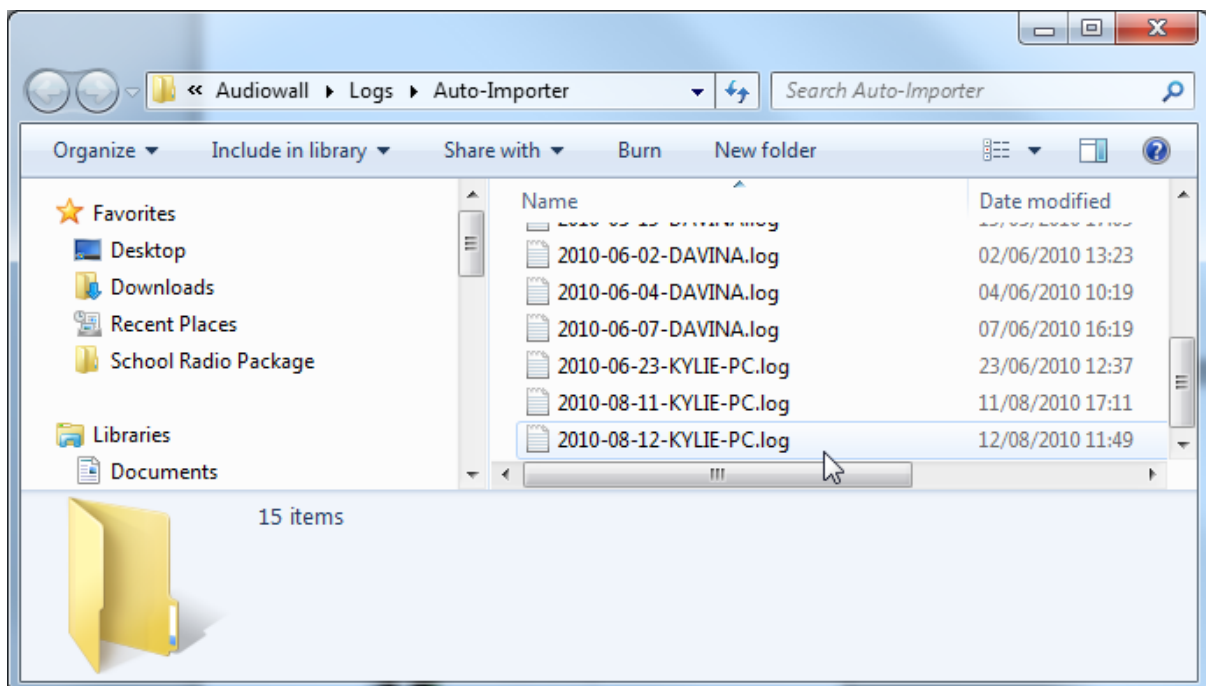


View All Log Files

Auto Importer keeps a separate History Log file for each day and each copy of Auto Importer running at your station. To view all the logs files available, select the 'View All Log Files' option on the Importer menu.



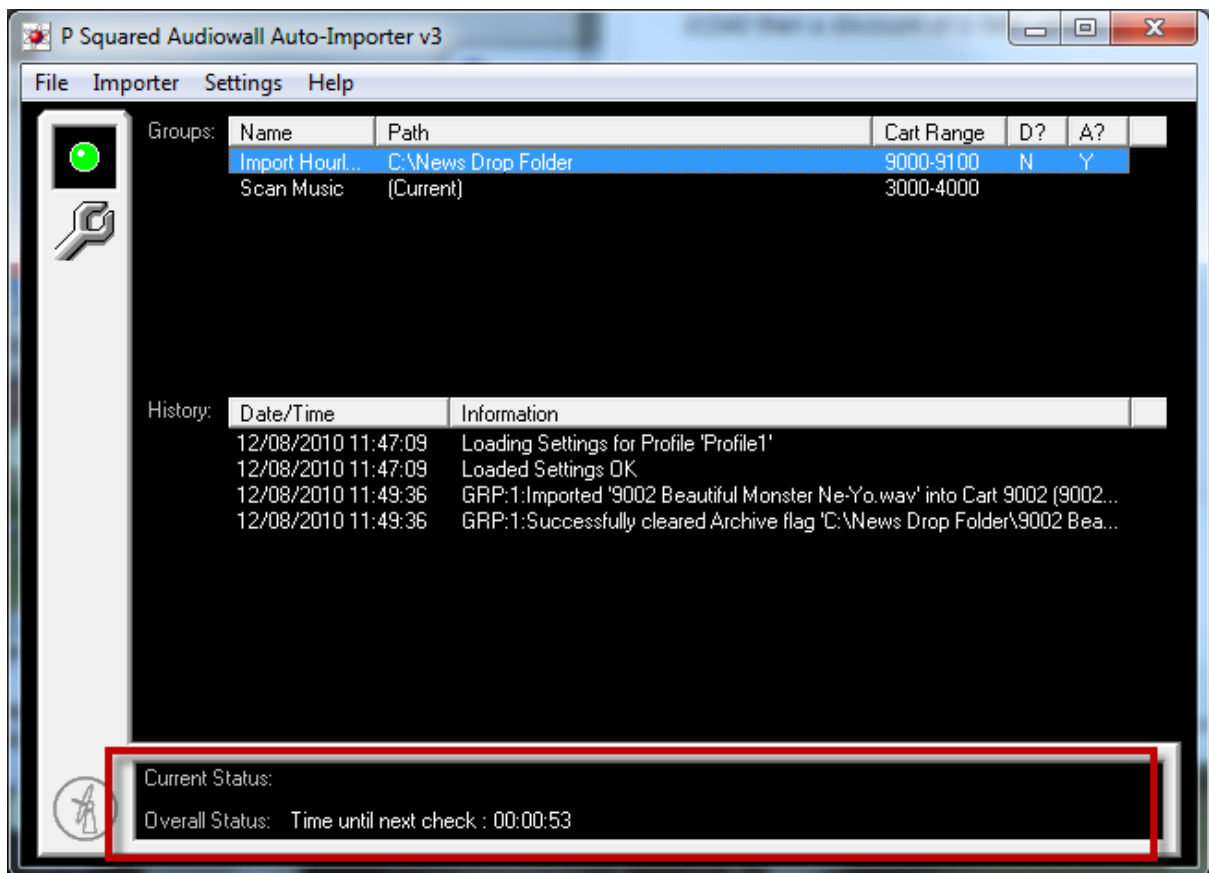
This will open simple Windows Explorer window folder where Auto Importer keeps it's daily history logs.



You can open any file by double clicking on it. They are simple text files and can be opened by Notepad or similar.

The Status Panel

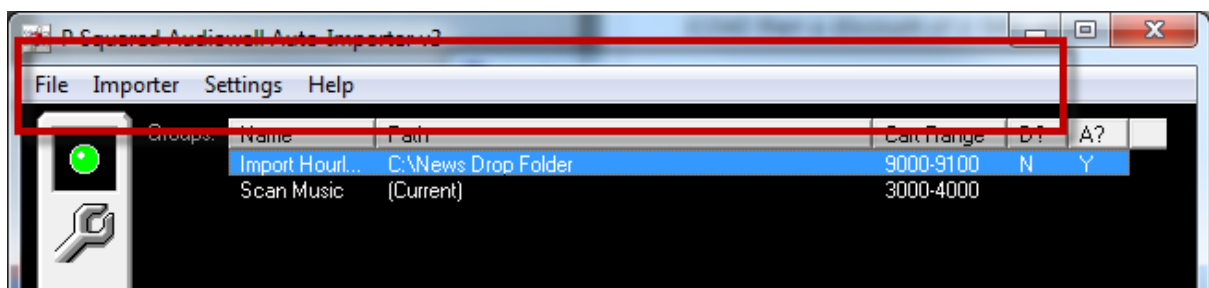
The Status panel show the current status of Auto Importer and when active, what it is currently working on.



When not busy, the Status panel will normally show the time until Auto Importer will next check it's Import Groups. When Auto Importer is checking groups or importing audio, the Status panel shows the status and progress of the import process.

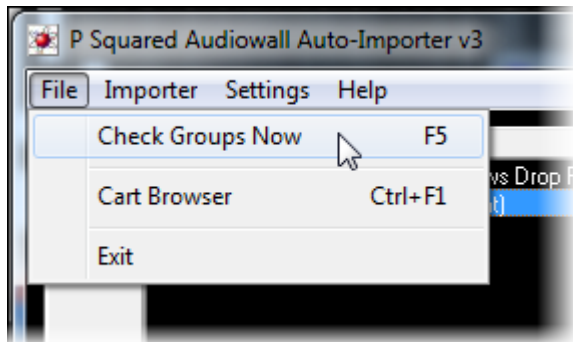
The Status panel is there for information purposes only and cannot be interacted with.

The Menu Bar



The Menu bar in Auto Importer provides access to a range of tools and settings, many of which we have already covered elsewhere in the documentation. This section will cover all the options available on the menu bar.

File Menu



The file menu provides access to general and file related options.

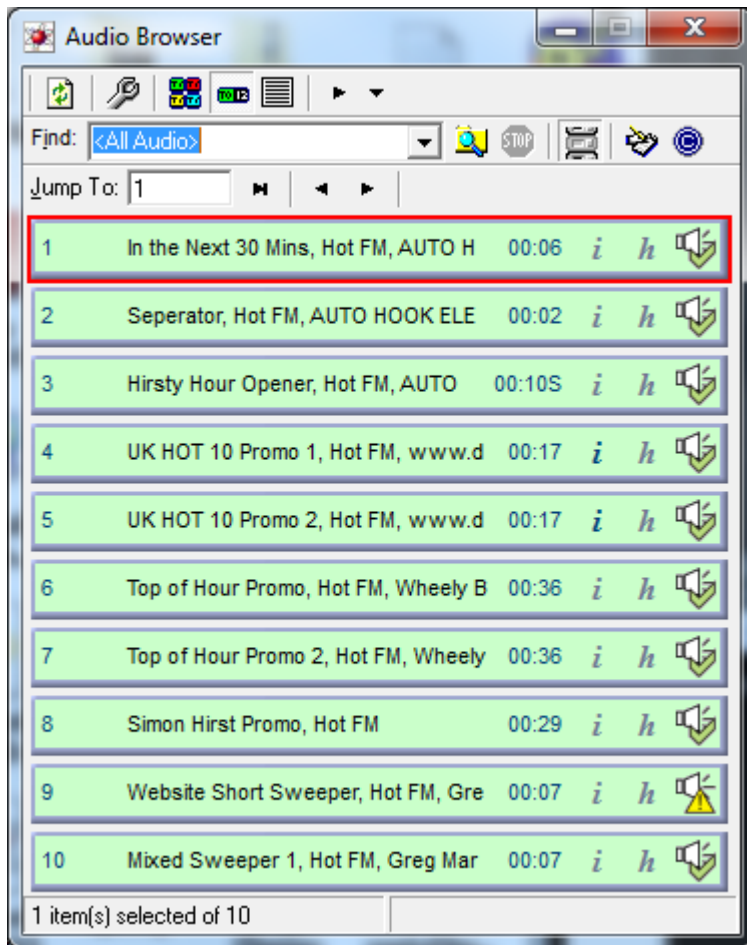
Check Groups Now (F5)

This option forces Auto Importer to check all Import Groups immediately regardless of how long is left before the next scheduled check.

You can also force Auto Importer to check Import Groups by pressing F5 on your keyboard.

Cart Browser (Ctrl F1)

This option launches the default Myriad Audio Browser which allows you to browse the audio files on your Myriad Audio Wall.



For full details on the Audio Browser, please refer to the Myriad documentation.

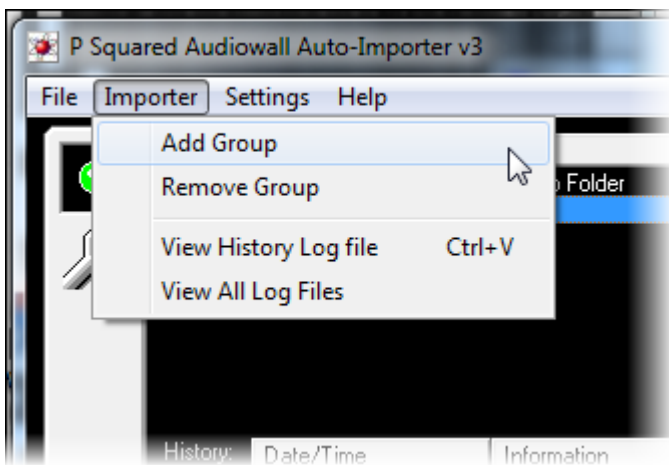
Exit

Closes Auto Importer entirely.

Please note that if you minimise Auto Importer, it normally moves to be an icon on your computer 'sys tray'.



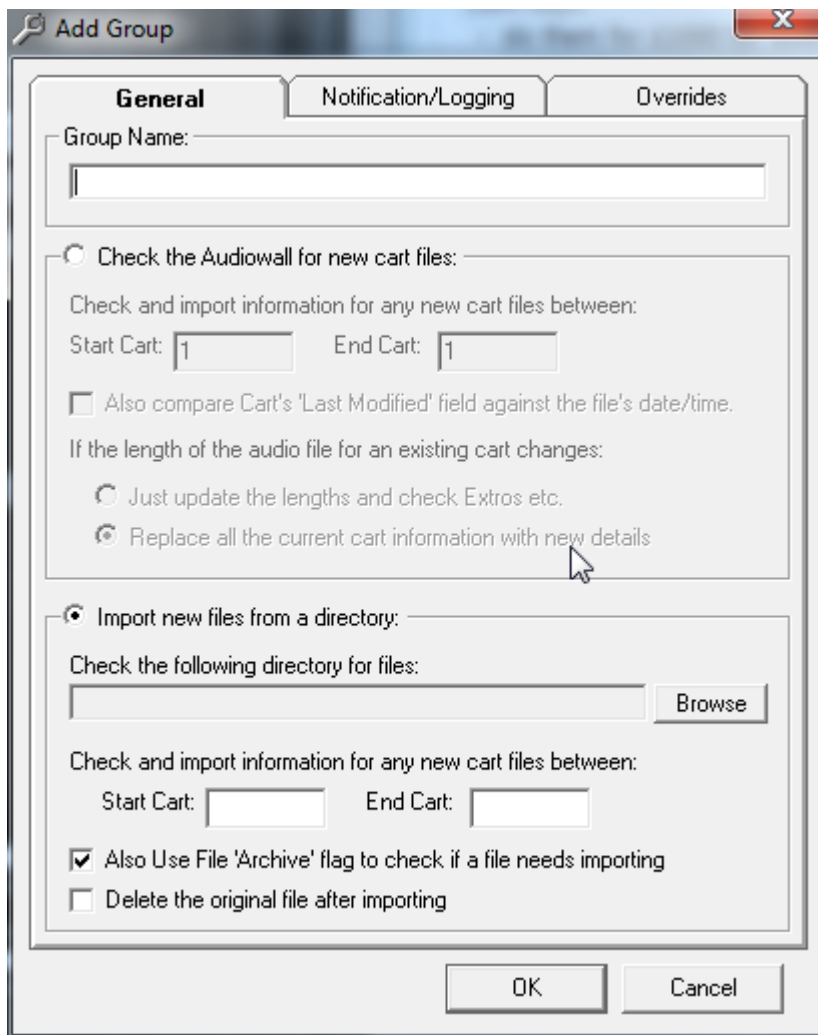
Importer Menu



The Importer menu provides access to Import Group related options.

Add Group

The Add Group option is used to add a new Import Group to Auto Importer. Selecting this option will open a new (blank) Import Group window to allow you to configure the Import Group you are added.

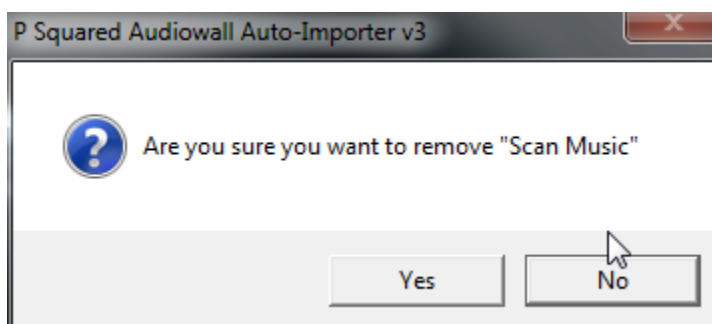


The options contained on this window are covered in detail in the 'Setting Up An Import Group' section of the documentation.

Remove Group

The Remove Group option on the Importer menu is used to remove an existing Auto Importer group from Auto Importer.

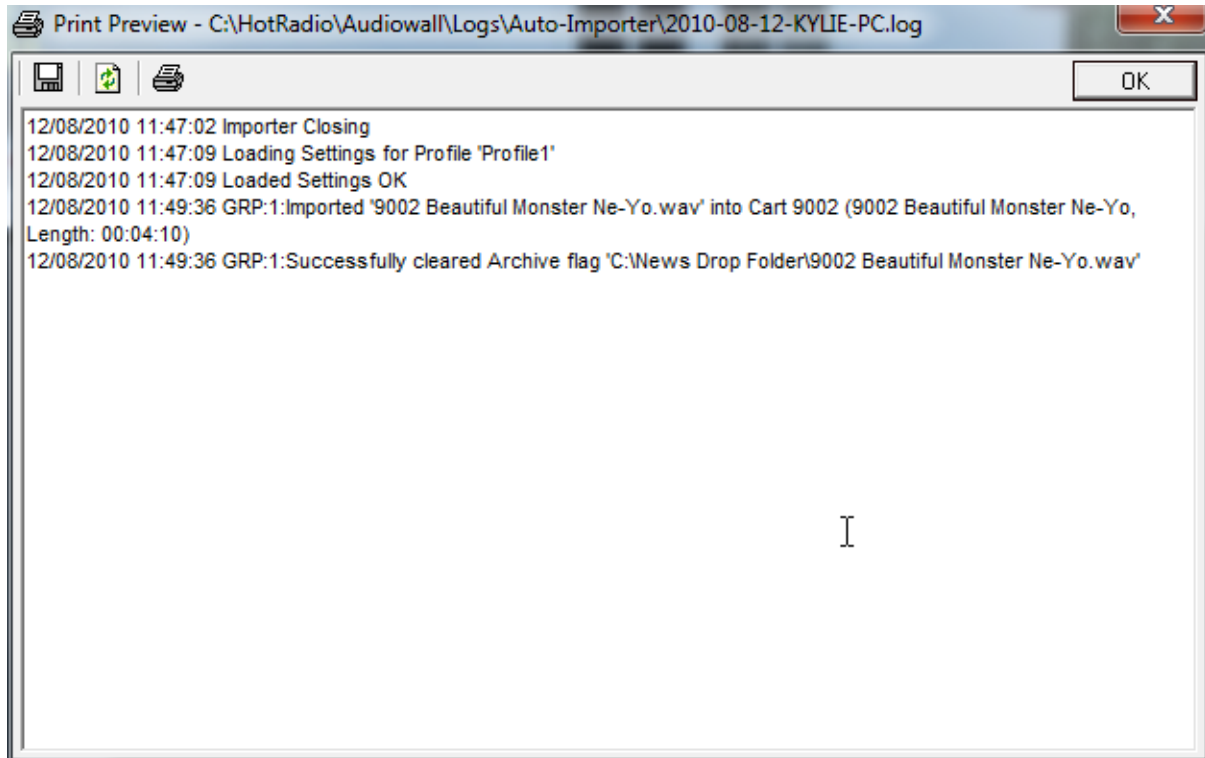
Select the Import Group that you want to remove by clicking on it in the Groups Panel. Then select the Remove Group option on the Importer Menu.



You will be asked to confirm before the Import Group is removed from the system.

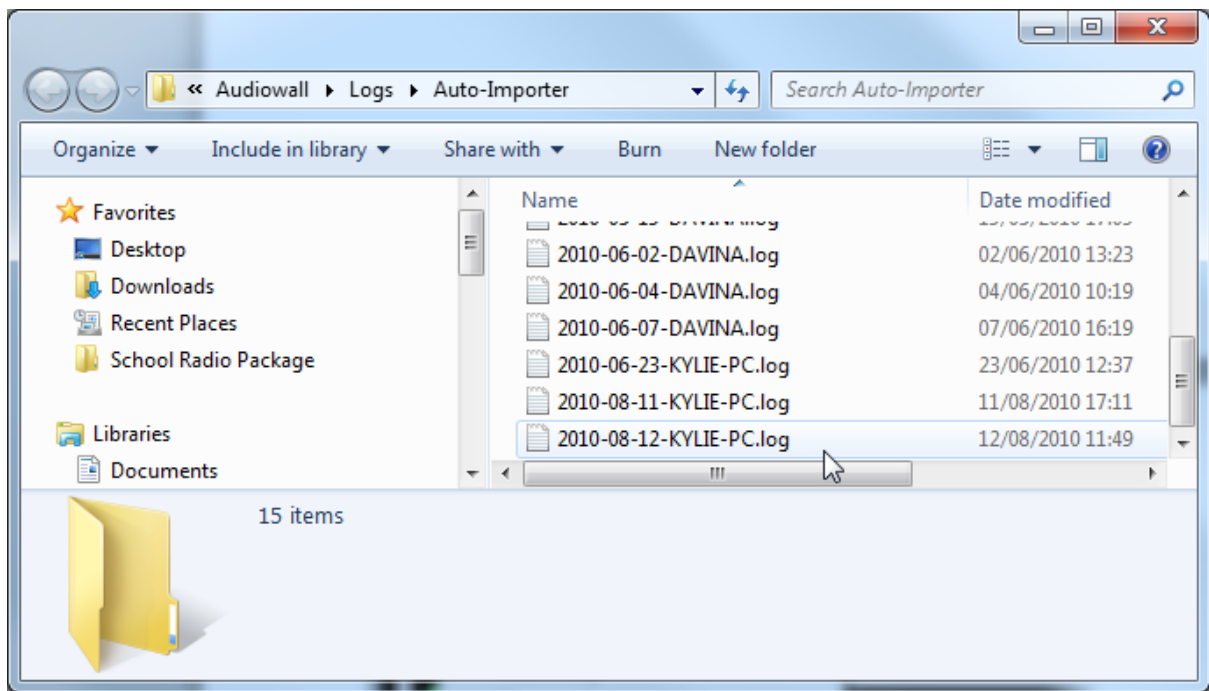
View History Log File (Ctrl + V)

This option is used to view the History Log File for 'today'. Selecting this option will show a log of all the actions Auto Importer has performed 'today'.



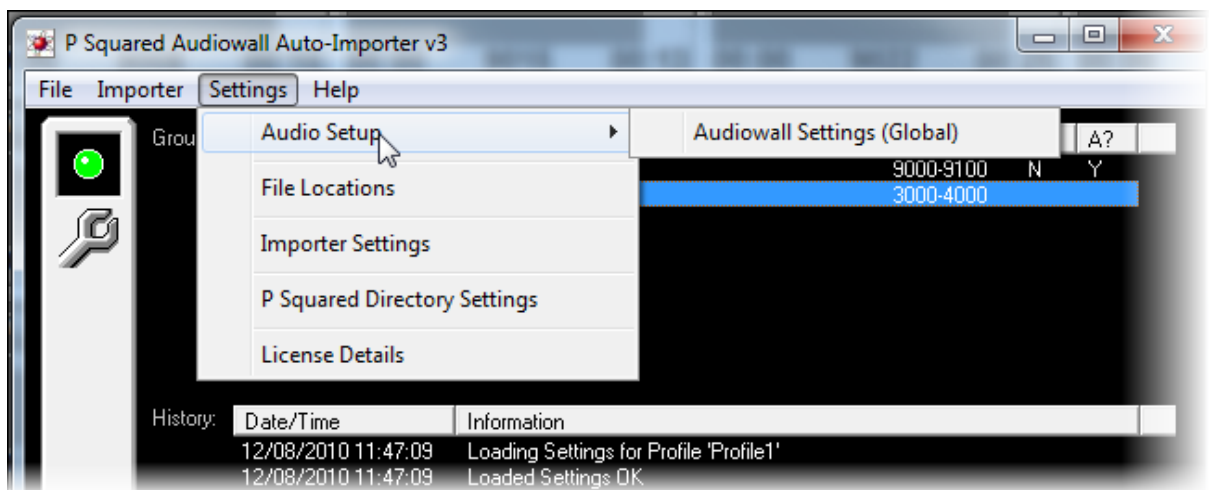
View All Log Files

Each copy of Auto Importer saves a daily log file of its activities. You can access the folder that contains these daily log files using this option.



To view the history log file for a specific day, locate the file for the date you are interested in and double click. The history log should be displayed in your default text browser (normally notepad).

Setting Menu

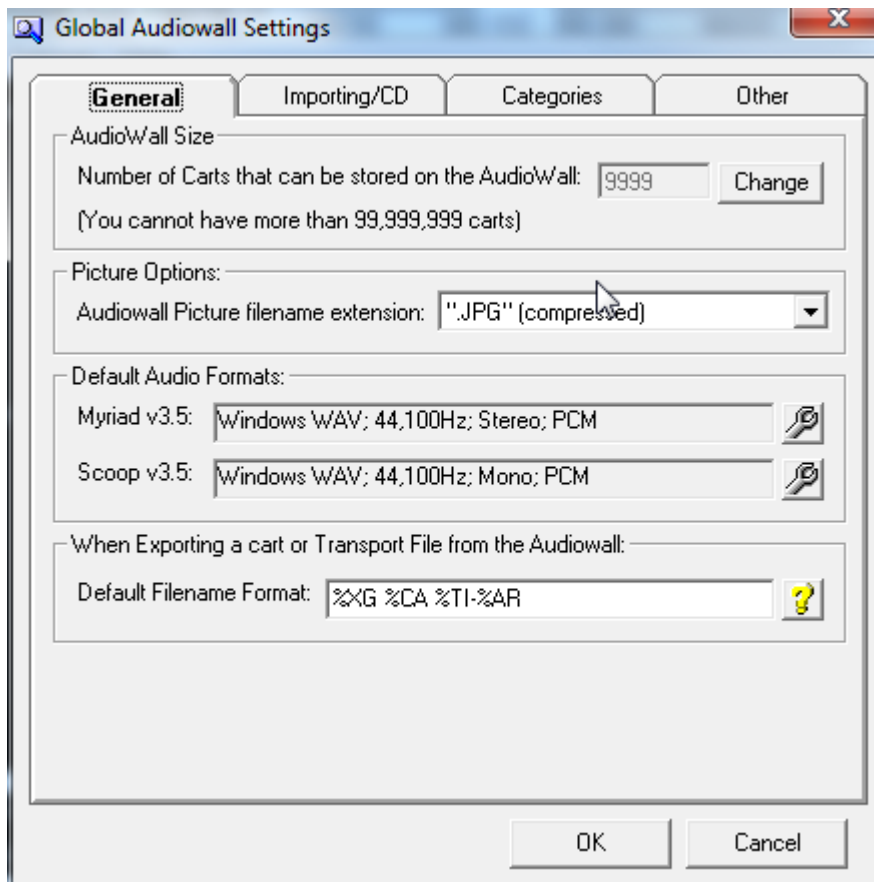


The Settings menu offers access to various settings relating to Auto Importer.

Caution: In some cases, the settings that you are can alter in here can affect your wider Myriad system so proceed with caution.

Audio Setup > Audio Wall Setting (Global)

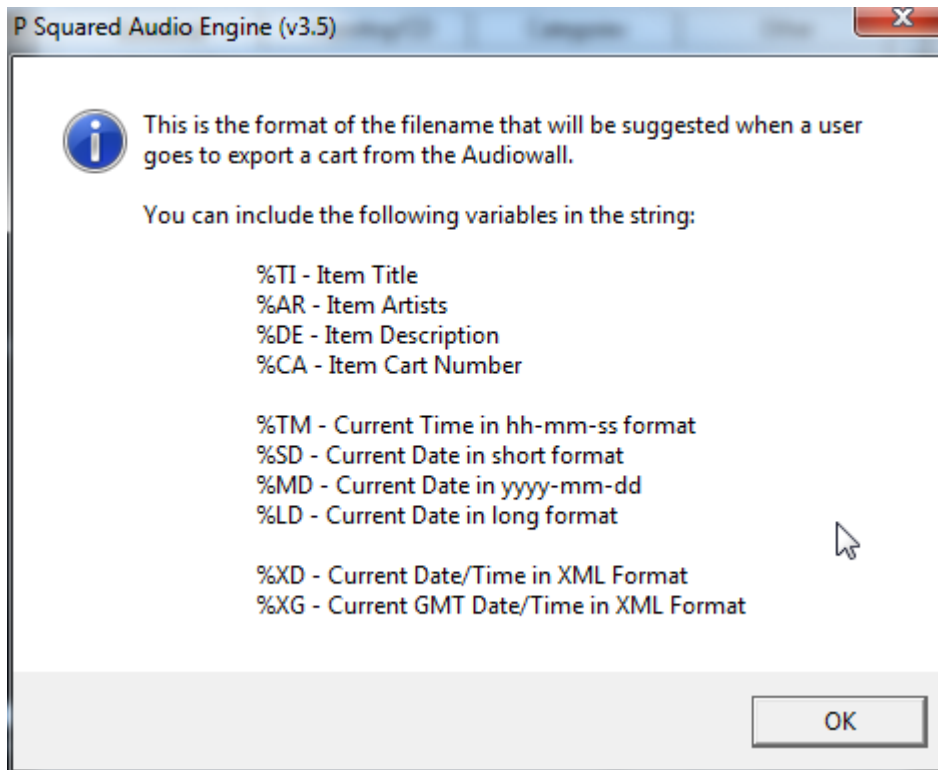
Caution: This is a global Audio Wall setting which means that changing settings here will affect the operation of the Audio Wall in Myriad.



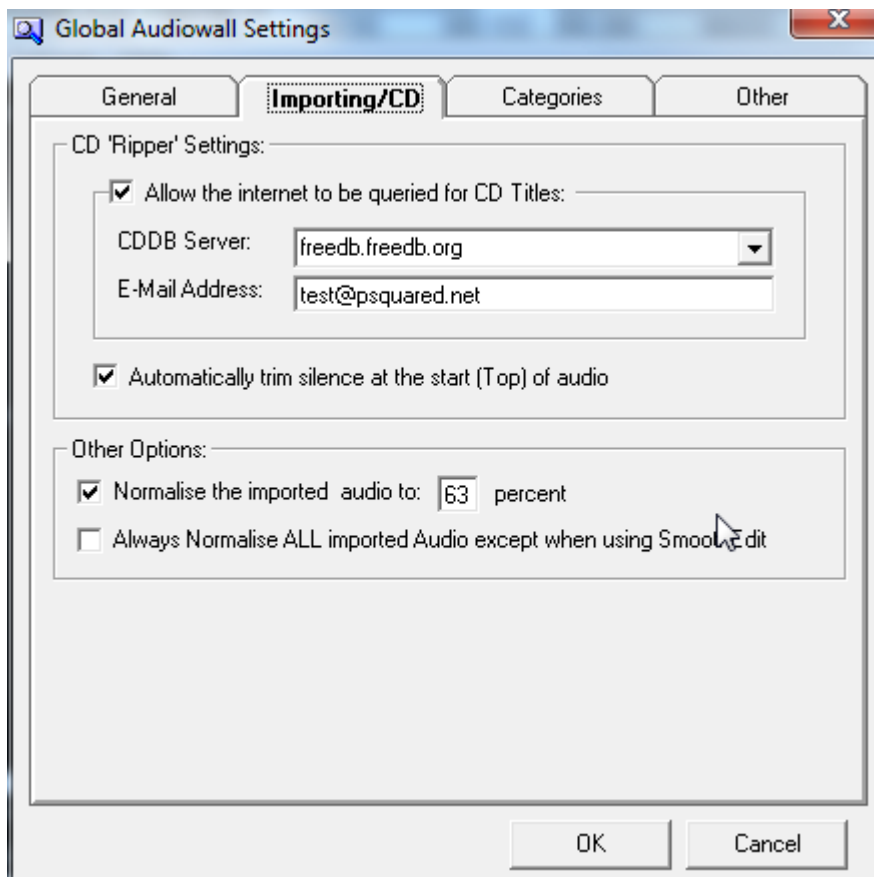
These settings are covered in detail in the Myriad documentation and so are only very briefly outlined here. If you are not familiar with the global Myriad Audio Wall settings window then it is not recommended to alter these settings.

General Tab

- Audio Wall Size – Allows you to set the overall size of the Audio Wall (from 9999 to 99,999).
- Picture Options – Allows you set the picture format that Myriad will use.
- Default Audio Formats – Allows you to set the default audio quality and format the Myriad will use when importing Carts onto the Audio Wall. Auto Importer will also use this format.
- Default Filename Format – This option allows you to set the default format for the file name that Myriad will generate when exporting files from the Audio Wall. It uses a series of short codes which are outlined below.

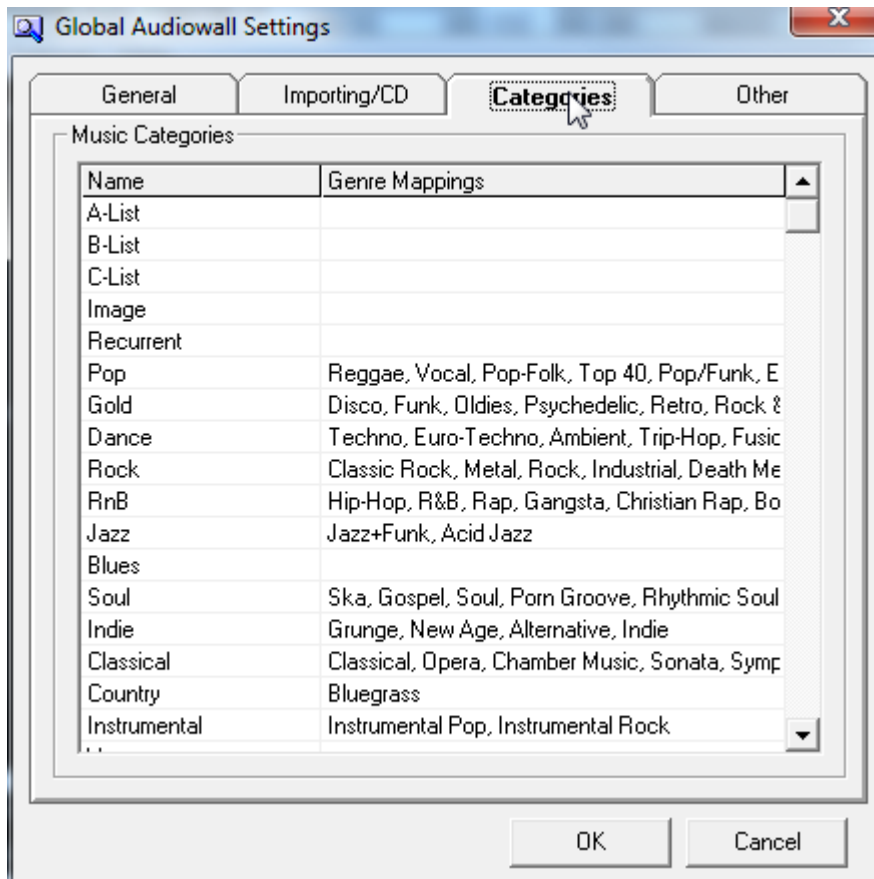


Importing / CD Tab



- CD Ripper Settings – Allows you to alter the default settings that Myriad will use when ‘ripping’ CD’s using the Import Wizard.
- Other Options – This section allows you to set the normalise level for audio imported into the Audio Wall (which is the default that Auto Importer will also use). You can also set whether other recording methods in Myriad should also normalise audio.

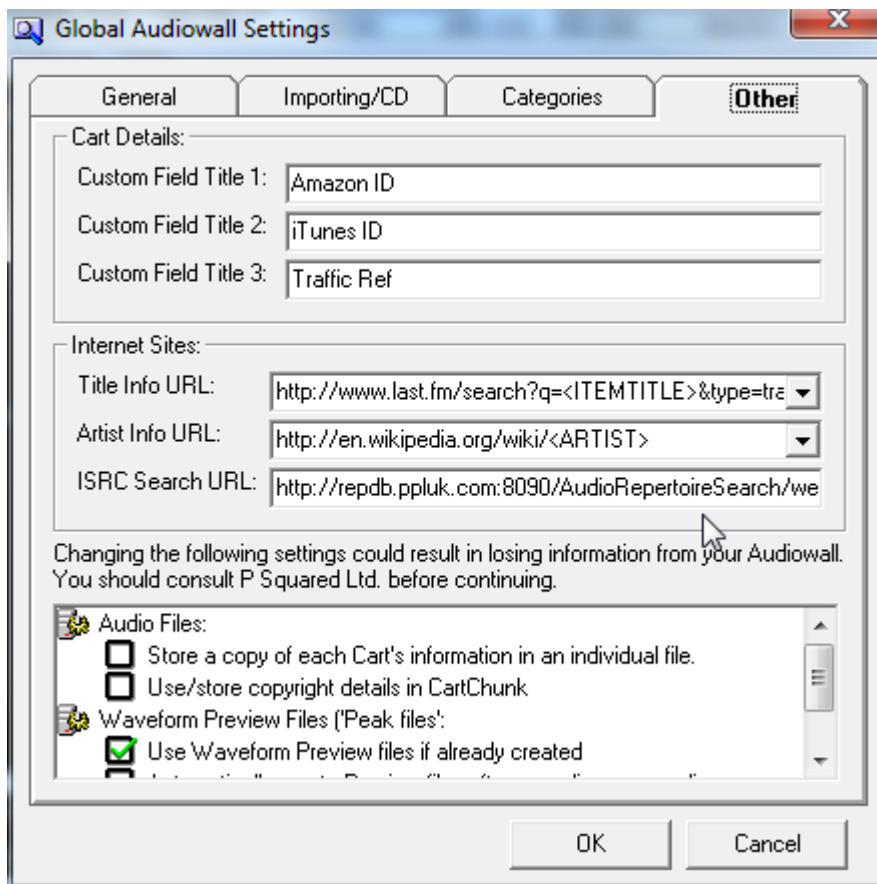
Categories Tab



When songs are imported into the Myriad Audio Wall, sometimes, the song category is included in the additional metadata that accompanies the audio. Many MP3 songs include a Category code but both WAV and WMA files can also include this information.

The problem is that the general categories used by others may not match the categories that you want to use so this table allows you to create a ‘mapping’ to map general Categories into the specific ones you want to use.

Other Tab

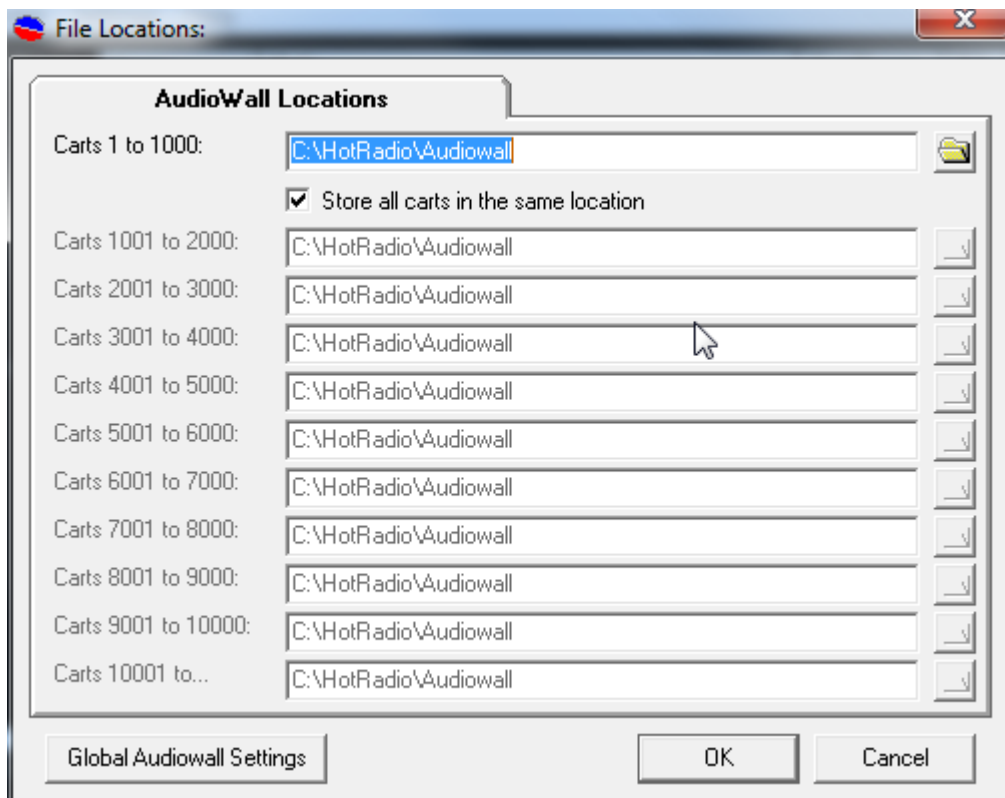


This tab contains some more advanced Audio Wall options and should not be altered from with Auto Importer.

- Custom Cart Details Fields – This option allows you to add up to three additional notes fields into Myriad for whatever purpose you wish.
- Internet Sites – This option allows you to configure Myriad to display Artist, Title and ISRC information by working with certain 3rd party websites. The drop down options provide some example sites but you can also type in your own URL strings if you wish.
- Additional Options – These settings really fall well outside of the scope of Auto Importer documentation. You should only alter these setting when advised to by P Squared Ltd.

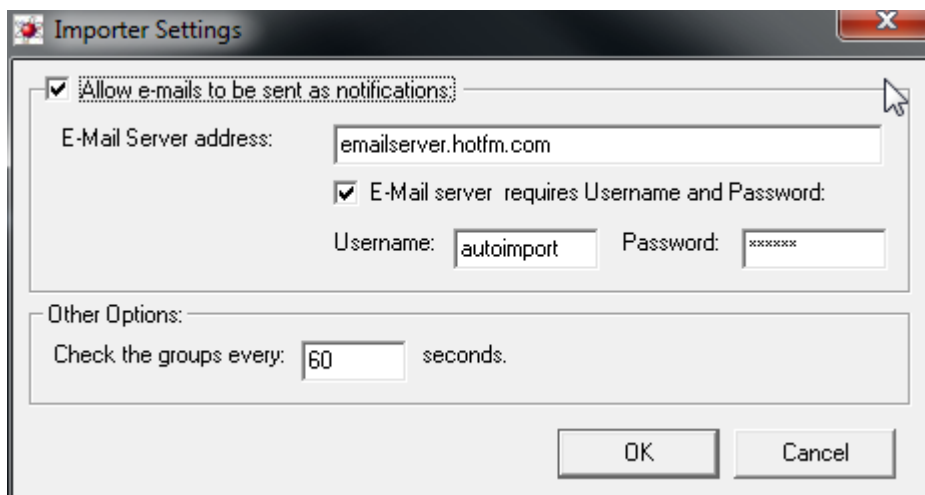
File Locations

The File Locations option allows you to set the location of the Myriad Audio Wall.



These settings should be set the same as your Myriad system.

Import Settings



This option allows you to setting general Auto Importer related settings.

Allow Emails To Be Sent As Notifications

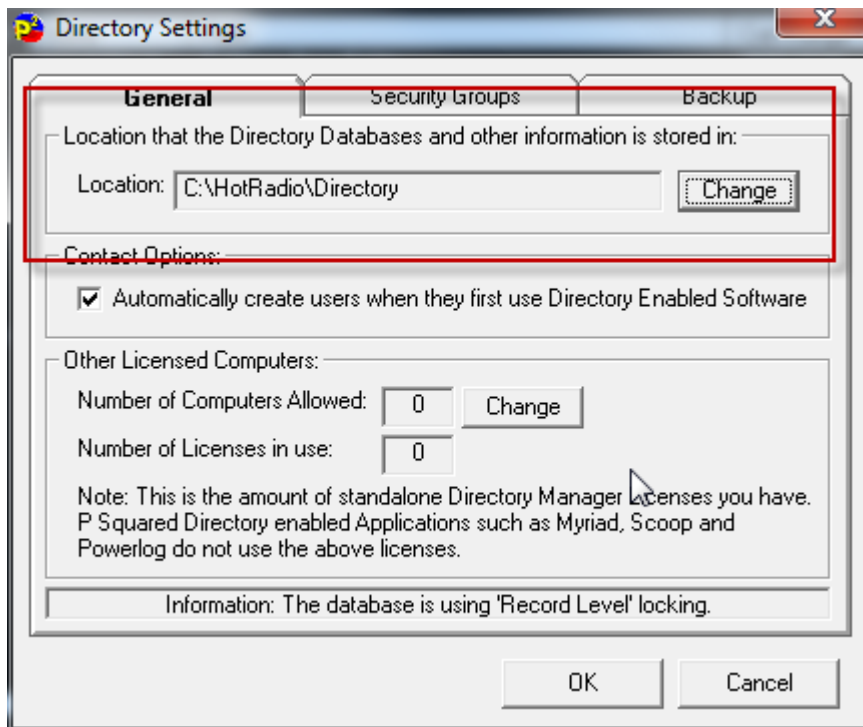
This option allows you to set a default email server along with a username and password if required.

This option must be enabled to allows the individual Import Groups to be able to send notification emails.

Other Options: Check Groups Every XX Seconds

This option allows you to check how often Auto Importer should check the Import Groups.

P Squared Directory Settings



This allows you to configure Auto Importer to use the P Squared directory which in turn allows you to set security permissions for Auto Importer.

The key thing here is to ensure that the Location settings is the same as the P Squared Directory Location on your Myriad system so that they are both looking at the same database to get security settings.

You can click on Change to alter the location that Auto Importer will use for the P Squared Directory.

Caution: It is highly recommended that you do not alter any other settings in this window.

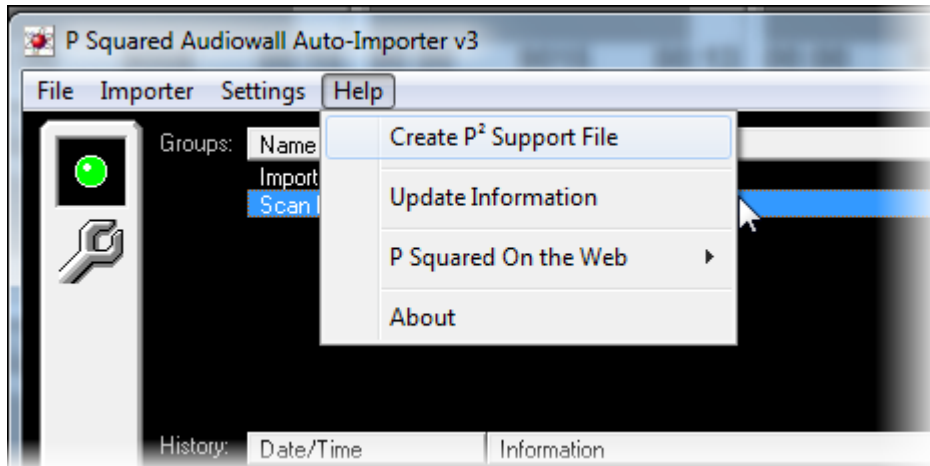
For more details on the options on this windows, please refer to the Myriad or Myriad Manager documentation.

License Details

The License Details option will launch the P Squared License Wizard which is covered in the Installing & Licensing Section of this documentation.

Help Menu

The Help Menu options provides access to the Auto Importer help system and the Create P2 Support File Tool.



Create P2 Support File

The 'Create P2 Support File' option is a tool that is used for diagnostics if you have a problem then P Squared technical support is helping you with.

It basically creates a zip file that contains a number of files and settings that can be uploaded to P Squared to allow us to better understand any issues you may be having.

When you click on this option, the Create Support file window opens.

P Squared Support ID: [PSQ]

Reason for sending Support File:

<Enter the reason you are sending this file to P Squared>

Information to include:

Send Audiowall Information

Include audio for carts:

Send Log Files

Start Date: 11 August 2010 End Date: 12 August 2010

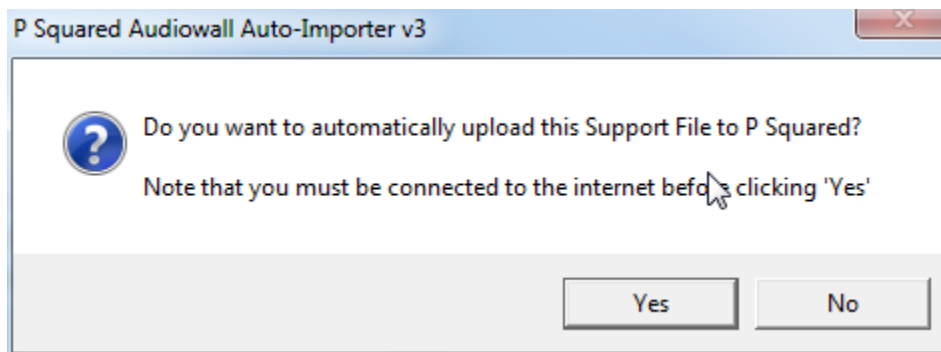
Send Cart Play Log Files

Start Date: 11 August 2010 End Date: 12 August 2010

Edit Personal Details Make File

- P Squared Support Id – This is a unique reference that the support engineer will provide you prior to requesting that you send the support file.
- Reason For Support File – Even if we have requested the file, please add a brief description of the problem in this field so that the receiving engineer can identify the correct support ticket.
- Send Audio Wall Information – This includes a list of all the carts on your Audio Wall (but not the audio obviously).
- Include Audio For Carts – This allows you to manually add specific carts that should be included in the support file. You should include Carts if the problem you are having refers to a specific Cart on the Audio Wall. Keep in mind the size of the file to upload when select the Cart(s) to include.
- Send Log Files – Select the date range that you want to include. Make sure it covers the period you are having the problem with.
- Send Play Log Files – This option includes the playlog files for Myriad for the selected period. These are not usually relevant to Auto Importer problems.
- Edit Personal Details – allows you to alter the personal details included in the support file. The license details will be used by default.

Once you have entered all the details, click on the Make File button to generate the Support file. Once it has been completed, you will be asked if you wish to upload it.



If you have a web connection, then click on Yes and the file will be uploaded directly to our support servers.

If you do not have a web connection then you can click on No and you will be asked to provide a save location for the Support file. You can then save it to a convenient location and then send it to us when you can (be email on another PC or if needed, on a CD in the post!).

Update Information

View information about the latest version Auto Importer as well as notes from previous releases.

P Squared On The Web

Provides access to several P Squared web pages. You will need a web connection to use this feature.

About

Provides version information for Auto Importer.

