

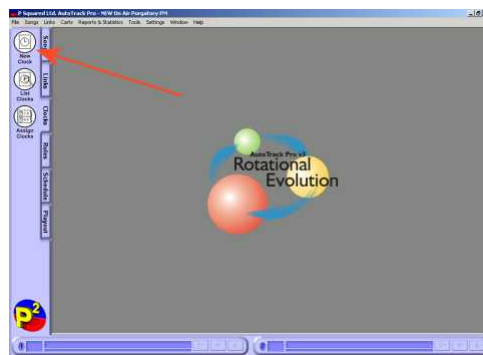
## Autotrack Pro – Quick Guide

### Making and Assigning a Show Clock

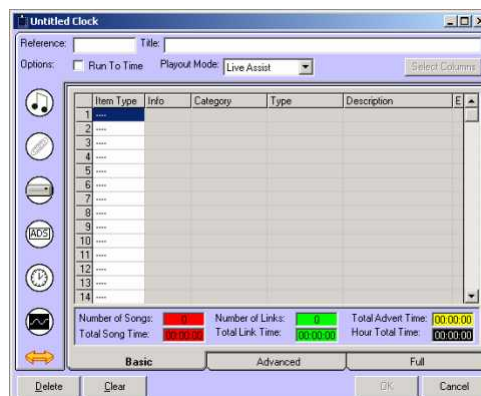
In AutoTrack Pro, Clocks are frameworks for an hour of program to be scheduled by AutoTrack Pro. The best way to think of Clocks is as a paper list of what you want to appear in the final show, without filling in the actual detail such as song artists or titles.

There are three main processes you need to do in order to create and assign your clocks in Autotrack Pro. First you need to create your clock, second assign each clock to a particular hour on your assignment grid, then choose which assignment grid you would like to use as a default.

Click on *New Clock*, which is located on the Clocks tab, see the diagram below:



This will bring up a blank clock, see the diagram below:

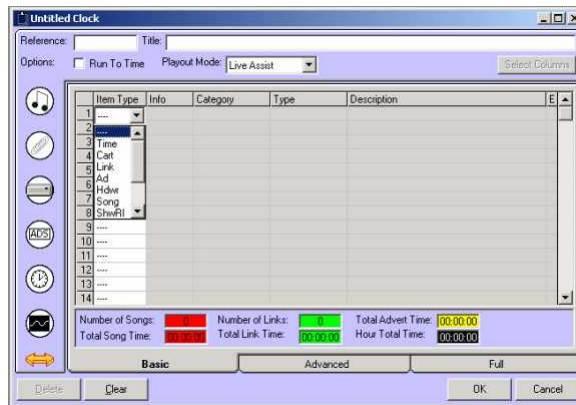


The reference and title are names that you need to give your clock in order for you to differentiate between other clocks. If this was for a love show and you had 2 different types of clock for this particular love show you may wish to put in a reference name of love1 and the title of the clock as The Late Night Love Show clock 1.

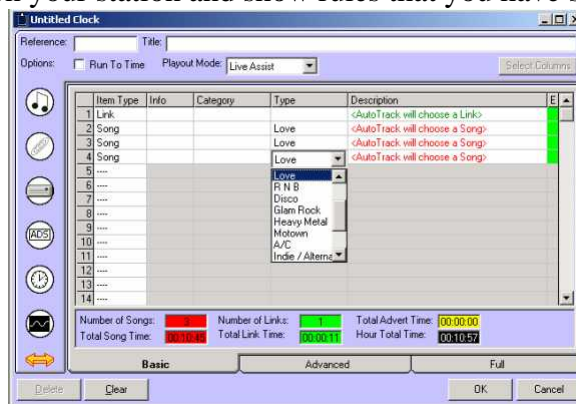
If you use Myriad as your playout machine and you wish your hour to run to time you will need to click the button marked 'run to time'. You will then have to decide which playout mode to choose from, either Live Assist, or Automation. You can choose between these two options by clicking on the drop down menu.

You need to decide what order of links and songs you would like to come up and where during this clock. This can be changed at a later point, simply by opening up the clock, making the changes and clicking ok.

There are a number of ways you can create your clock, by using the drop down menu on the clock you can choose if you want your item type to be a song, link, ad, or hardware event. See the diagram below:




If you choose a song or cart you can also choose to specify the category or type, you may wish to do this if it is a specialised show and you want Autotrack Pro to always choose a love song during the time when this clock is instigated. Alternatively by leaving the category and type fields blank Autotrack Pro will choose the audio for you depending upon your station and show rules that you have set up.



Another way of adding another item type is by clicking on the icons on the left hand side of the screen:



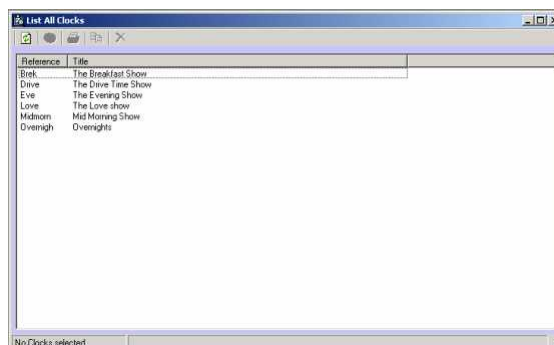
Alternatively you can extend the screen by clicking on the  button, you are then able to drag in each item type.

Once you have built up your clock, you can view how much time songs / links and adverts take up within this clock.



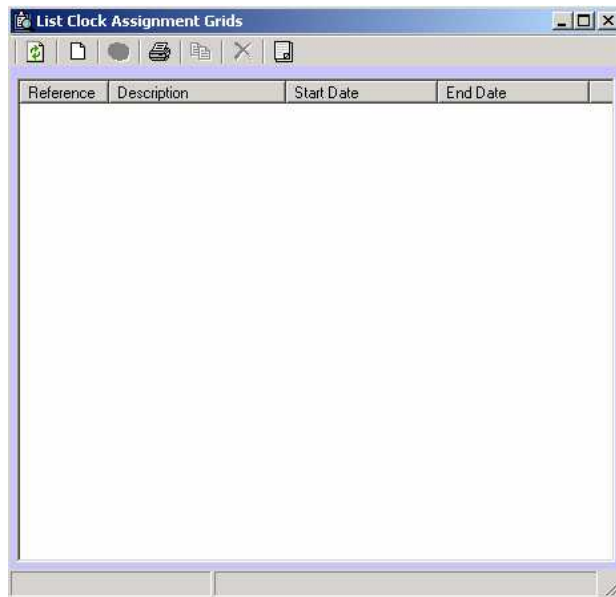
Once you are happy with your clock click ok to save.

Repeat the process for however many clocks you would like to create, maybe one for each show, maybe one for each day of the week!

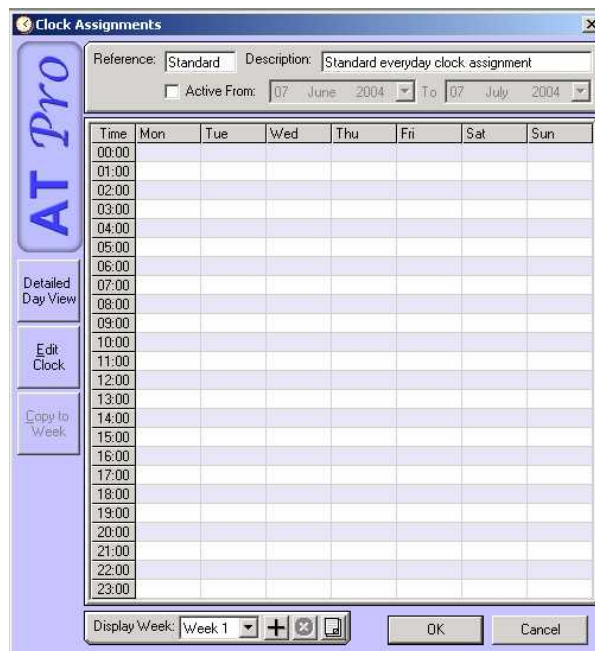


You can view all the clocks that you have created by clicking on View Clocks on the Clock tab.

In order for Autotrack Pro to schedule you need to assign your clocks. To do this, click on the Clocks tab and click on Assign clocks.



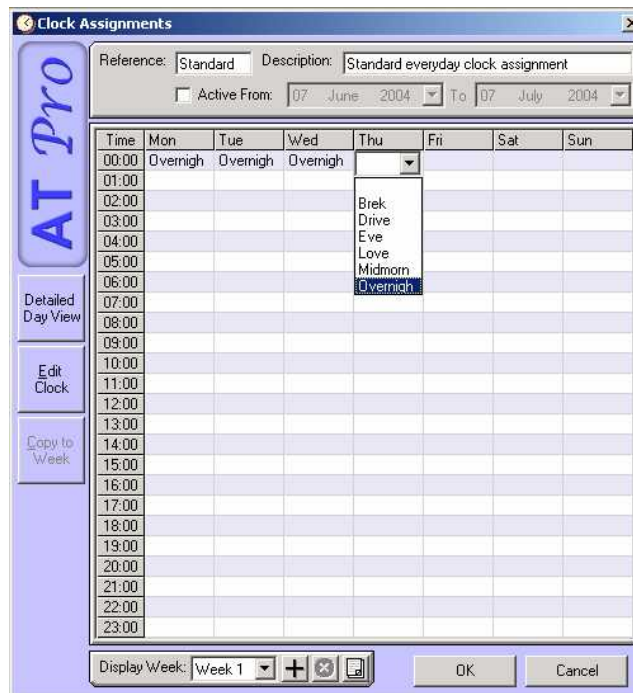
You will then need to make a new clock assignment grid by clicking on .



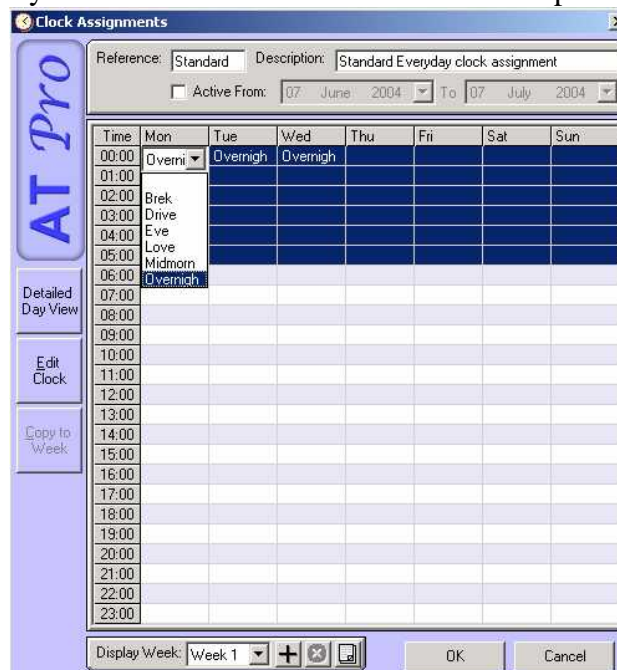
You will need to decide on a reference and description for this clock assignment grid. You can also have certain clocks date restricted, for a more detailed view on this see the Autotrack Pro manual.

All the clocks that you have just created now need to be entered in this blank assignment grids, depending on where you would like your clock to come up.

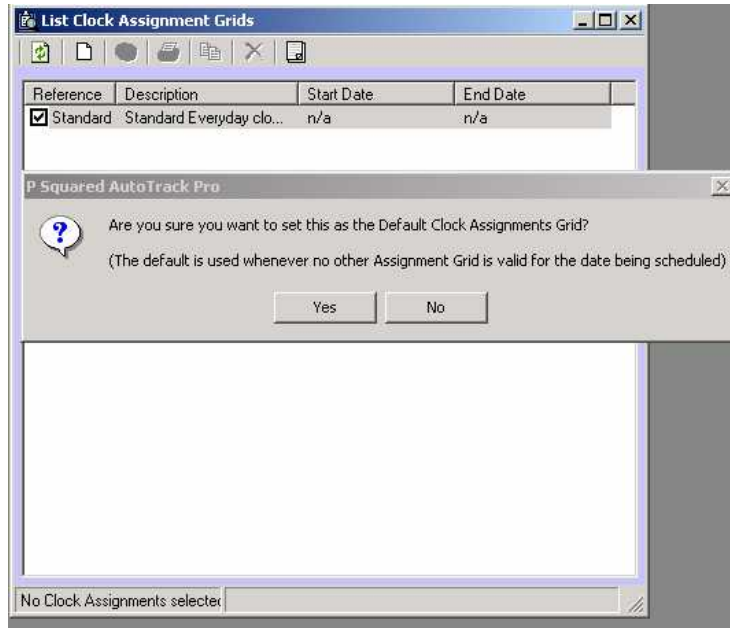
As you can see from our diagram below we are choosing to put our overnight clock in between the hour of 00:00 and 01:00. To insert a particular hour choose from the drop down list.



You can mass select a particular clock for a time range, to do this highlight the hours where you want your clock to be and choose from the drop down list. See below:



Once you have assigned all your clocks to your grid and are happy, click ok. You then just need to do the final thing in order to make your clock assignment grid work. You then just need to make the clock assignment grid you have just made your default clock, that Autotrack pro uses to schedule. To do this simply click in the box next to the assignment grid you want as a default.



For a more detailed description of making and assigning clocks see the Autotrack Pro manual.