

Time Change Instructions (Spring)

All *WO Automation for Radio* systems running on Windows® 2000 and XP will use the “Date and Time Properties” in the operating system to automatically adjust for the time change, along with scheduling a hard or soft sync at 3 am in Playlist Editor.

At 2 am, the operating system will automatically jump forward to 3 am. Be sure there are no spots scheduled in the 2 am hour.

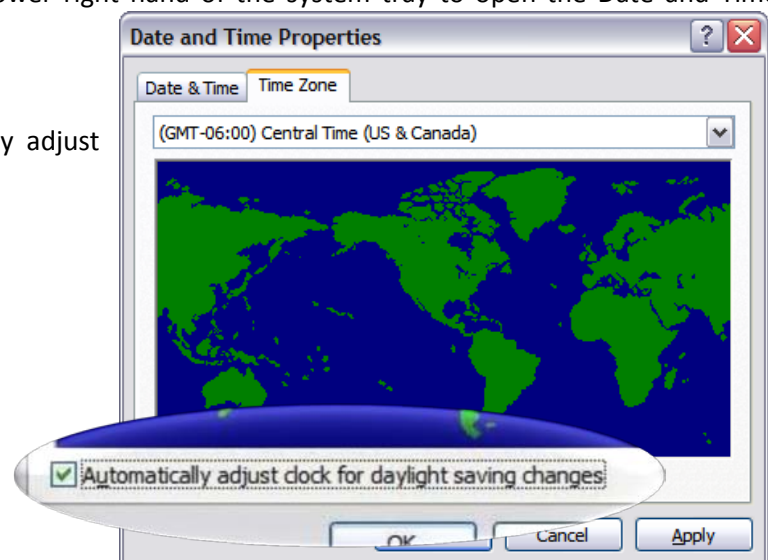
If the sync at 3am is **NOT** added, but the automatic time change does occur, the schedule will stay one hour behind. If this happens, do a manual Jump in the Playlist Widget to correct the schedule.

If the sync in Playlist Editor is set up properly, but the Windows® automatic time-adjust was not, shut down the automation system, change the system time, and restart. Be sure to check ALL system workstations for the correct time.

Step 1: Automatically Adjust for Time Change in Windows® 2000 or XP

Every machine on the network must be set to automatically adjust for daylight savings changes, including the server. To check if the system is set to automatically adjust the time, press the Windows® Start key on the keyboard (between the left ALT and CTRL keys). This will bring up the Start menu and system tray.

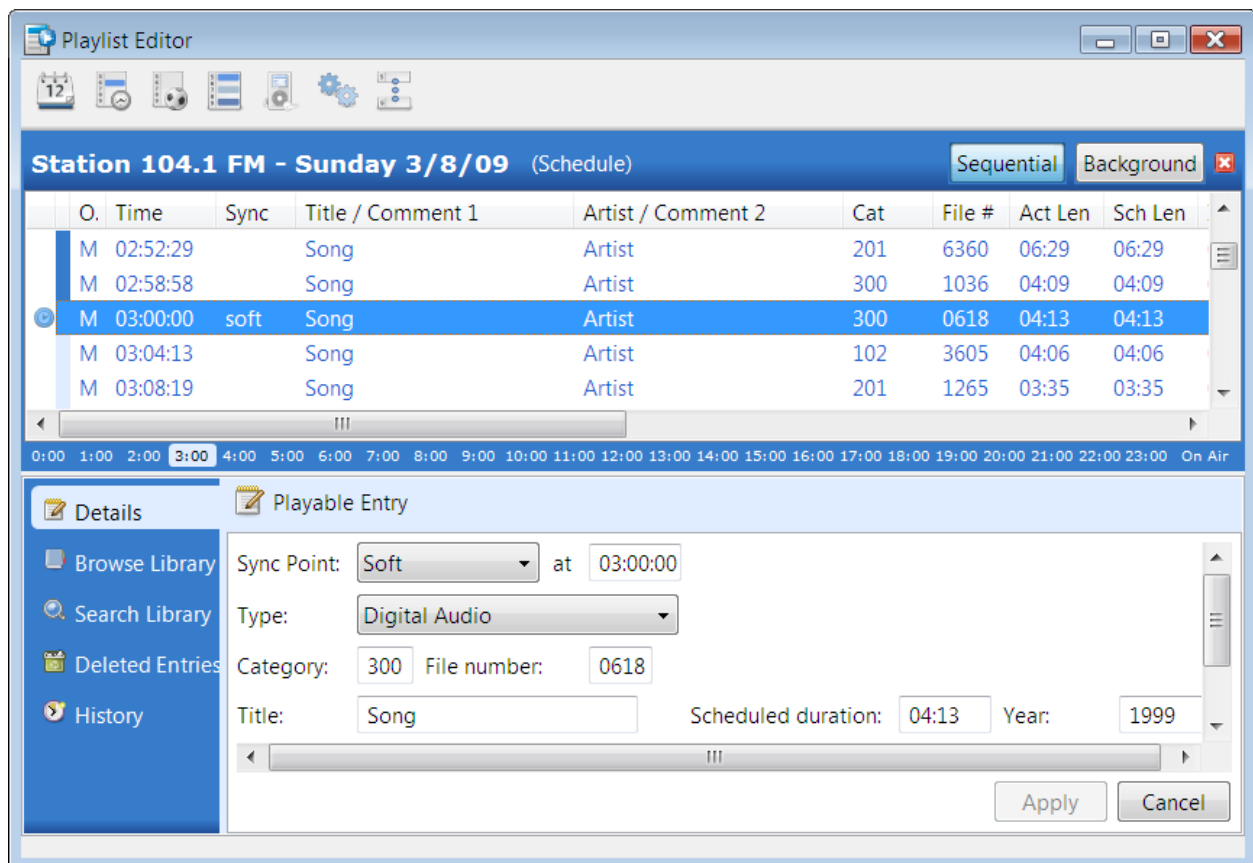
1. Double-click on the time displayed in the lower right hand of the system tray to open the Date and Time Properties screen.
2. In the Time Zone tab, select “Automatically adjust clock for daylight savings changes”.
3. Click “OK” to save and exit.



Step 2: Add a Hard or Soft sync on the 3 am event for the schedule to be accurate after the automatic time change.

Hard Sync (#): While in Auto mode, at the time indicated in the "schedule time" field of the target event, a hard sync will discard all events between the target and the next-to-play position, placing the target in second position. The event on-air is then faded and the target event is aired immediately.

Soft Sync (*): While in Auto mode, the behavior of a soft sync is the same as a hard sync, except the air event is not faded and the target event is not placed on-air (i.e. the schedule is just updated). Events between the on-air event and the soft sync (*) will be DROPPED when the clock reaches the specified time of the sync event.



The screenshot shows the 'Playlist Editor' window for 'Station 104.1 FM - Sunday 3/8/09'. The main table lists the following events:

O.	Time	Sync	Title / Comment 1	Artist / Comment 2	Cat	File #	Act Len	Sch Len
M	02:52:29		Song	Artist	201	6360	06:29	06:29
M	02:58:58		Song	Artist	300	1036	04:09	04:09
M	03:00:00	soft	Song	Artist	300	0618	04:13	04:13
M	03:04:13		Song	Artist	102	3605	04:06	04:06
M	03:08:19		Song	Artist	201	1265	03:35	03:35

The 'Details' panel for the selected event (03:00:00) shows the following configuration:

- Sync Point: Soft at 03:00:00
- Type: Digital Audio
- Category: 300 File number: 0618
- Title: Song
- Scheduled duration: 04:13
- Year: 1999