

# TrafficONE

VERSION 7 · TRAFFIC & BILLING FOR RADIO

## User Manual

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Orders, avails, spot scheduling, affidavits and billing — one music-and-traffic log, end to end.

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## SECTION 1

# Hardware Requirements

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## Minimum hardware requirements

- Windows 7, 10
- Processor min spec (tba)
- 1GB RAM (If your PC has less then close all other applications and open T1 alone)
- 20MB Hard disk space available for the application
- Up to 60 GB Hard disk space available for the database (depending on the size of your library, generally TrafficOne Database will use less than MusicOne with large music & non-music content).
- Network Connectivity (if using a network location for your database and log files)

## Backups

Each day when you start TrafficOne 1 a backup of your library is automatically created. Music 1 keeps up to seven backups (one for each day of the week it is run.) in the 'Dailybak' directory.

We also recommend that your I.T. Ensure you back up the Dailybak's to a network location in case of local pc failure.

## SECTION 2

# Traffic Setup

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Before you can schedule spots you need to complete these two steps:

- 1 Enter a Traffic Director Password on the Personnel tab of the Traffic Settings window (System->Traffic Settings). This password is required to approve orders, edit invoices, and enter adjustments to accounts. Orders must be approved before they will schedule.
- 2 Insert Spot Breaks into your format clocks. It is important to ensure your spot breaks in your traffic database match that in your music database.

For the rest of the global traffic settings see the chapter on the Traffic Settings window.

To create and order an individual spot you need to complete these steps:

- 1 On the Accounts window Create an account (entity you send the bill to—for agency spots see below).
- 2 On the Tracks window create or import one or more Spots (tracks) that you intend to schedule for this account.
- 3 On the Orders window create a new order for this account. On the Order window Add at least one Item and Fill out the rest of the form completely.
- 4 On the Order Item window select a Track from the list of spots shown and fill out the rest of the form.

Each of these steps will be detailed in individual sections of this chapter

## SECTION 3

# Creating Spot Breaks in a format clock

Add a spot break to any format clock by clicking on the Insert Item button:

When the Add Format Clock Item window appears, click Special, and double-click on Spot Break or highlight it and click OK. Click Cancel to close the window then right-click on the break label or log row and click Properties to set the spot break properties.

Format Clock Item Properties

**General** | Start Time | Player | Attributes | Cluster | Hours

Item Type: **Spot Break**

Fill Category: **PSA's-Fillers**

Avail Type:

Maximum Length: **2:00** | Fill completely

Minimum Length:

Maximum Units: **4** | ☐ Insert one track from Category before last spot

Spot Fill Priority: **5** | ☒ Insert one track from Category for empty break

Nominal Length: **2:00** | Color: **Yellow** | Name:

Notes:

**OK** **Cancel** [Left Arrow] [Right Arrow]

**Figure 1** Format Clock Item Properties

On the General tab select an Avail Type if you have defined Avail Type (see section under Traffic Settings Window). Also enter the Maximum Length allowable for the break, and the Maximum Units allowable in the break. Leave Maximum Length blank to place no restriction on the length of the break, and, similarly, leave Maximum Units blank to place no limit on the number of units in the break. Nominal Length only serves as the length of the break when viewed on the format clock.

Enter a number between 1 and 5 into Fill Priority if you wish this break to be filled in that priority. For example, to maximize music sweeps, you would give each break in the hour a different Fill Priority. If you want breaks to be filled evenly then leave the Fill Priority blank.

Fill Category is used for two functions:

- 1 If Always fill completely is checked then TrafficOne will schedule order items that are marked as Schedule as filler only until the break reaches Maximum Length. If, after scheduling all filler only spots that can schedule in the break without format errors, the break is still shorter than Maximum Length and a Fill Category is selected, then Music 1 will schedule as many tracks as needed from this non-music category to fill the break to the required length. (For each track added, Music 1 selects the longest one that will fit in order to minimize the total number of tracks added.)
- 2 If Always fill completely is not checked, a Fill Category is selected, and there are at least two spots in the break, then TrafficOne will insert one stager track from Fill Category before the last spot in the break.

On the Time tab enter the Nominal Start Time (approximate, typical start time). This time is used as the reported time and the time of play on invoices and to calculate separation times between spots.

## SECTION 4

# Creating Accounts

The screenshot shows the TrafficONE Accounts window. On the left is a list of accounts, with '711 Materials Inc.' selected. The main area displays the 'Contact Information' tab for this account. The fields are as follows:

|                     |                     |            |    |
|---------------------|---------------------|------------|----|
| Name                | 711 Materials Inc.  |            |    |
| Billing Name        |                     |            |    |
| Account Type        | Account Type 1      |            |    |
| Agency              |                     |            |    |
| Tax ID              |                     |            |    |
| Address Line 1      | 2714 Stage Coach Rd |            |    |
| Address Line 2      |                     |            |    |
| City                | Stockton            | State      | CA |
| Zip                 | 95215               |            |    |
| Web Site            |                     |            |    |
| Bank Account        |                     |            |    |
| Phone               | 209-932-2016        | Fax        |    |
| Mobile              |                     |            |    |
| Contact Name        | Victor Peña         | Salutation |    |
| Contact E-Mail      |                     |            |    |
| Deliver Invoice Via | E-Mail              |            |    |

At the bottom, there is a checkbox labeled 'Include scripts with invoice' which is currently unchecked.

**Figure 2** The Accounts window, Contact Information tab

Both regular accounts and agencies are created / edited from the Accounts window. Click File- >New Account or File->New Agency to create one. You can view and edit the details for the account / agency currently highlighted in the list. There is no OK button to save your edits. If any changes were made to an account, then when you click to another account, to another window, or start to close the database, Music 1 will ask you if you want to save the changes made or Cancel to remain editing the account.

Name is the name that will be used for the account everywhere in the program except on an invoice or statement where Billing Name is used instead. If you leave Billing Name blank for an account then Name will be used on invoices and statements for that account. Create a new account for each customer you will bill for advertising. Usually, an account places orders for only one product (see Orders, below), but not always. A big-box retailer, for example, might advertise many products over time, though the retailer is the paying party, not the product manufacturers.

Account Type is just a choice of one of the types you name on the Traffic Settings window. Currently, this type is used only to filter accounts to print and to aggregate totals by account type on the Receivables Report window, below. If the account was brought to you by an agency, then select the Agency here. In that case, the agency is billed for invoices from this account and the agency must pay them. The remainder of the fields on the Contact Information tab are for your reference only.

On the Order Defaults tab you can enter values that will be applied to new orders created for the account being edited. The meaning of these fields is explained under Creating Orders.

The screenshot shows the 'Accounts' window in TrafficONE. On the left is a list of accounts, with '711 Materials Inc.' selected. On the right, the 'Order Defaults' tab is active, displaying the following fields:

- Account Rep: Roberto
- Revenue Type: ☒ Cash ☐ Trade
- Discount: 0 %
- Interest Rate: 0.00
- Agency Commission: 0 Percent
- Late Fee: 0.00
- Rep Commission: 20 Percent
- Grace Period: 10 days
- VAT: 0 %
- Billing Period: Calendar Month
- Invoice Type: Per Item Plays, Times, Length, Amount
- Copies: 1 ☒ Affidavit ☐ CoOp Affidavit
- Invoice Note: (empty text box)

**Figure 3** The Accounts window, Order Defaults tab

## SECTION 5

# Creating Spots (for Orders)

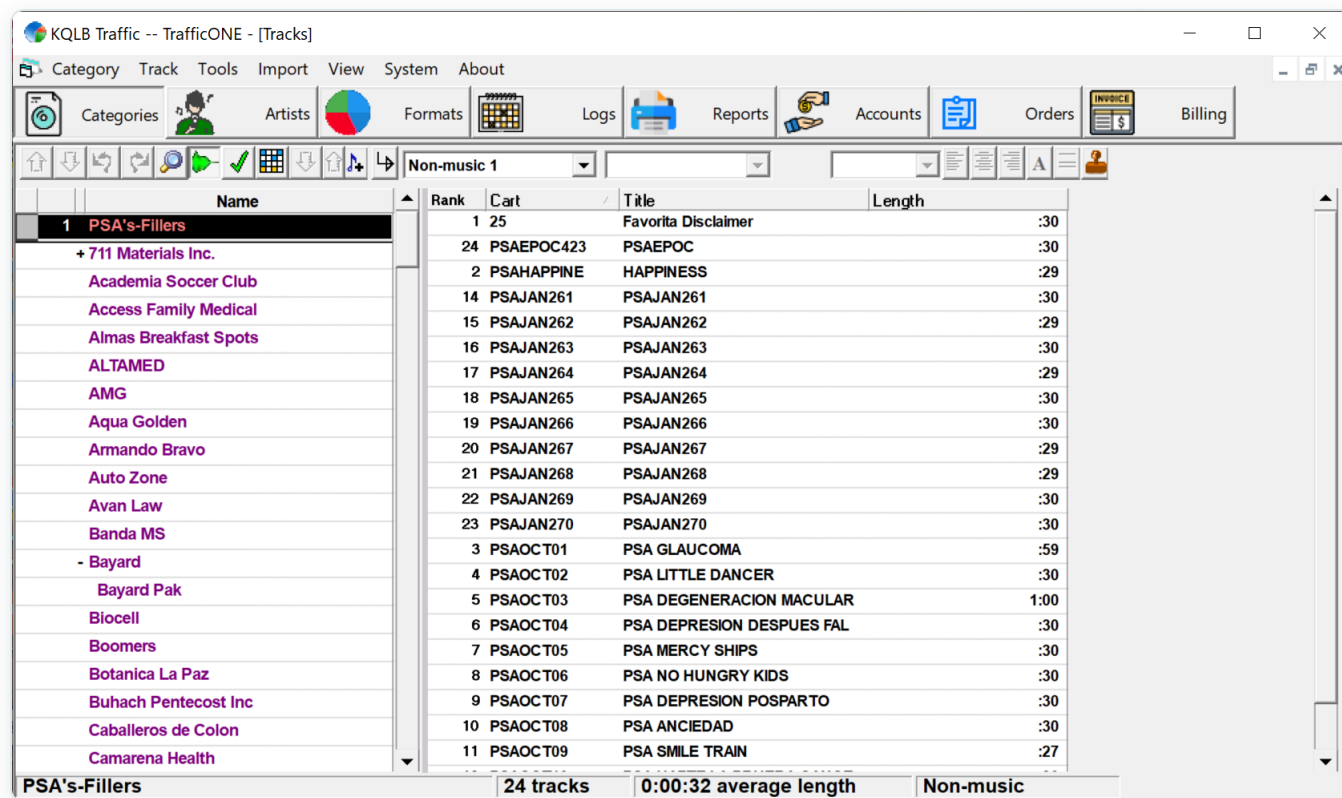


Figure 4 The Tracks window: spot folders appear in plum near the end of the category list

You add or import spots via the Tracks window. When you create an account, a spot folder is created with the same name as the account and appears in the list of categories on the Tracks window. The spot folders appear in plum colored text near the end of the categories list after all music and non-music categories.

 To create a spot, just select one of the spot folders and click the **Add Track** button.

Commercial Spot

**General** Hours Custom History

Title  Length

Cart

File

Folder

Preview

Product 1

Product 2

Announcer  Start Date  Start Hour

Quality  End Date  End Hour

Copy

Notes

☐ Live Read

Rank

ISCI Code

OK Cancel New Delete

Figure 5 The Commercial Spot window

Title is the name that will appear on an invoice. The Folder is usually the main folder of the account that owns this spot unless it is in a packet (below). Enter or select a Product 1 and / or Product 2 to prevent this spot from scheduling too close to another spot with the same product designation. Enter the separation time on the Product window. Products are listed on the Artists window by clicking the Products button.

Avoid spots clashing by use of same voice-over, there are two ways to do this;

- 1 Select one of the ten possible announcers for **Announcer** if you want to prevent this spot from scheduling too close to another spot by the same announcer. You can edit announcer names and separation times via the **Formats** window.
- 2 Use **Product 2** field with the name of your Voice-over artist. Adding a new product will allow you to set the separation for this item. See our example below to set the voice-over product with a separation of 15 minutes if you want to allow same vo in an hour but not in the same break.

Commercial Spot

**General** Hours Custom History

Title  Length

Cart  ☐ Live Read

File  

Folder  Rank

Preview 

Product 1  ISCI Code

Product 2

Announcer  Start Date  Start Hour

Quality  End Date  End Hour

Copy

Notes



**Figure 6** Using Product 2 to hold the voice-over artist

For Quality, select one of the five production quality levels you can name on the Traffic Settings window. TrafficOne will position spots in a break in the order of longest to shortest, then higher quality to lower quality. (That is, a longer spot will always be positioned before a shorter one, regardless of quality, but a higher quality spot will be positioned before a lower quality one if the higher quality spot is not shorter than the lower quality one.)

Just as for music and non-music tracks, Cart contains the track identifier that is put into the automation log and File contains the path to the audio file for playback within TrafficOne.

Copy and Notes are fields that you can print on the music / traffic log. If a spot is for live read then leave Cart and File blank and enter the copy into Copy.

## Spot Packets

To create a spot packet, select the spot folder of the account on the Tracks window, then click **Track>New>Packet**.

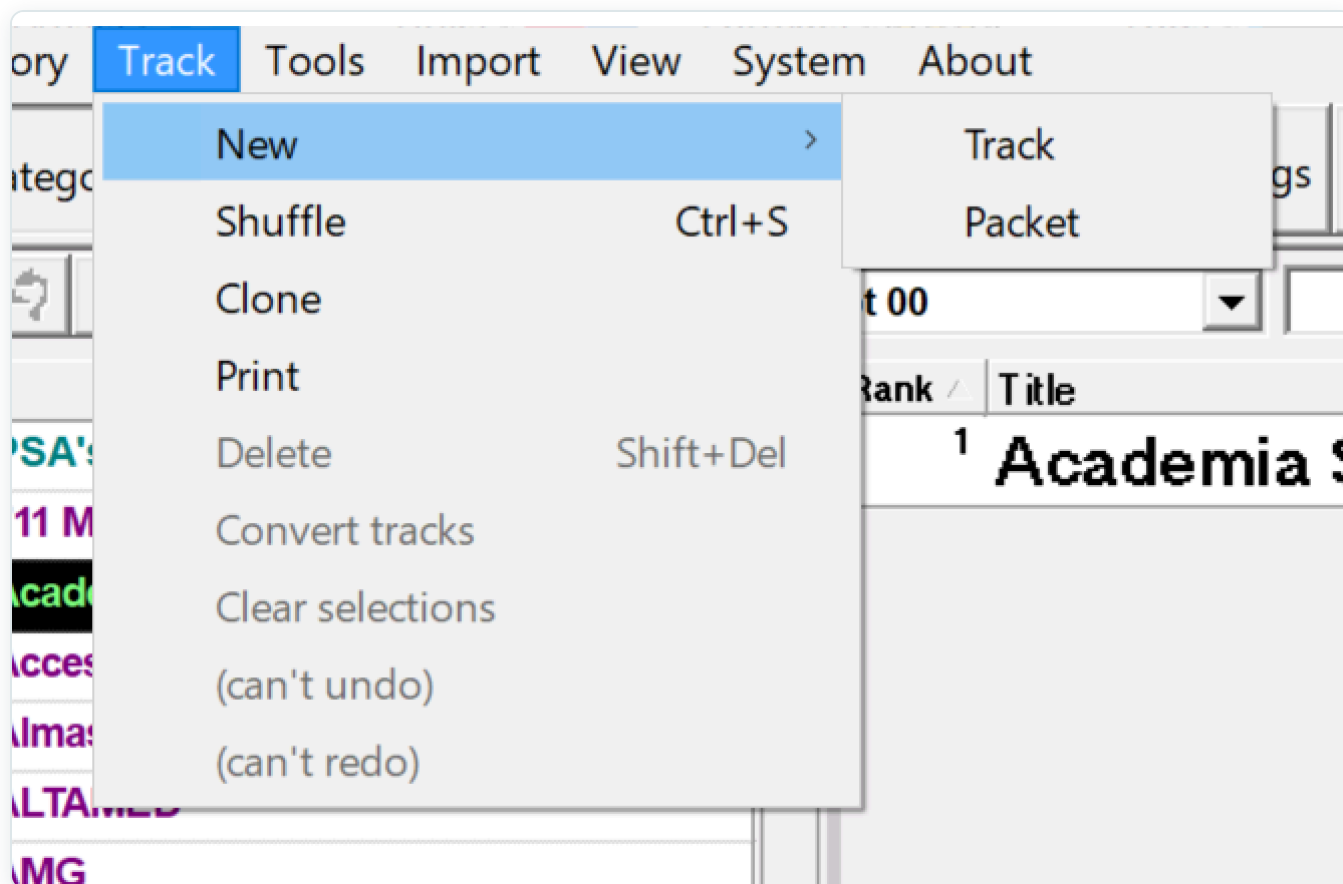


**Figure 7** Creating a spot packet from the Track menu

This menu item brings up the **Create Spot Packet** window.

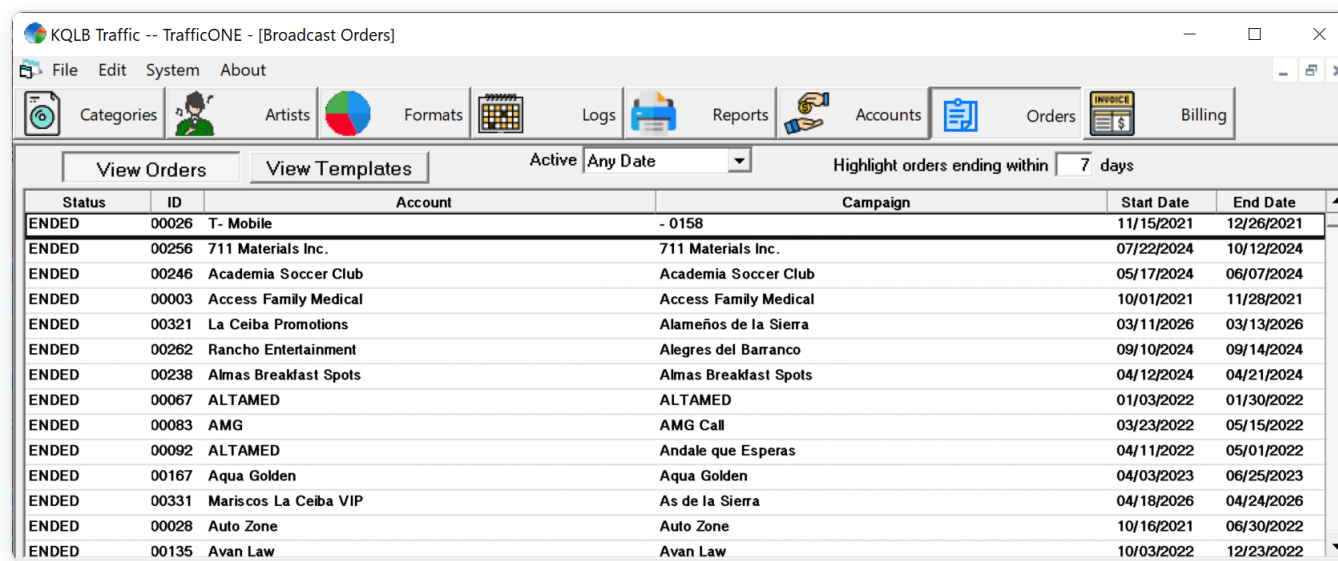
If you select an **Account** and enter a **Name**, then a spot packet of that name will be added to the main folder of that account. Spot Packets have two uses:

- 1 To play two or more spots in equal rotation.
- 2 To play two or three spots at once in the same break.

See the **Order Item** window, under **Creating Orders**, below.

## Creating Orders

The **Orders** window lets you view, create, clone and delete orders and order templates.

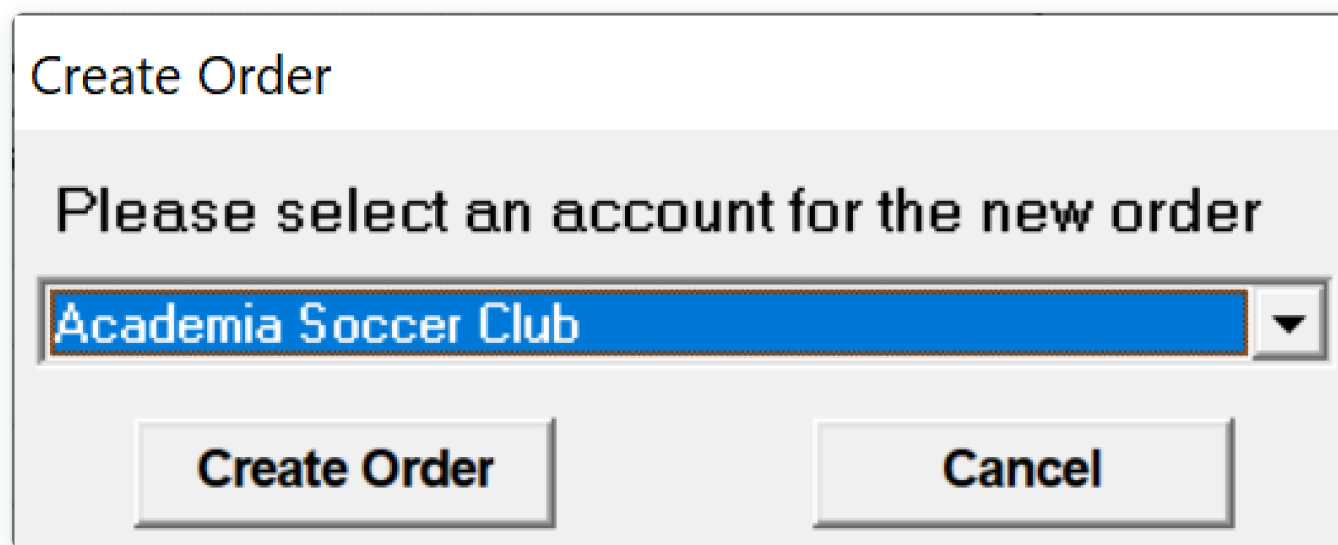


The screenshot shows the 'Orders' window in TrafficONE. The window title is 'KQLB Traffic -- TrafficONE - [Broadcast Orders]'. The menu bar includes File, Edit, System, and About. The toolbar contains icons for Categories, Artists, Formats, Logs, Reports, Accounts, Orders, and Billing. Below the toolbar, there are tabs for 'View Orders' and 'View Templates'. The 'View Orders' tab is active, showing a table of orders. The table has columns for Status, ID, Account, Campaign, Start Date, and End Date. The data is filtered by 'Active' status and 'Any Date'. The table lists 15 orders, all with a status of 'ENDED'. The accounts listed include T-Mobile, 711 Materials Inc., Academia Soccer Club, Access Family Medical, La Ceiba Promotions, Rancho Entertainment, Almas Breakfast Spots, ALTAMED, AMG, Andale que Esperas, Aqua Golden, Mariscos La Ceiba VIP, Auto Zone, and Avan Law. The campaigns listed include - 0158, 711 Materials Inc., Academia Soccer Club, Access Family Medical, Alameños de la Sierra, Alegres del Barranco, Almas Breakfast Spots, ALTAMED, AMG Call, Andale que Esperas, Aqua Golden, As de la Sierra, Auto Zone, and Avan Law. The start and end dates range from 11/15/2021 to 12/23/2022.

| Status | ID    | Account               | Campaign              | Start Date | End Date   |
|--------|-------|-----------------------|-----------------------|------------|------------|
| ENDED  | 00026 | T- Mobile             | - 0158                | 11/15/2021 | 12/26/2021 |
| ENDED  | 00256 | 711 Materials Inc.    | 711 Materials Inc.    | 07/22/2024 | 10/12/2024 |
| ENDED  | 00246 | Academia Soccer Club  | Academia Soccer Club  | 05/17/2024 | 06/07/2024 |
| ENDED  | 00003 | Access Family Medical | Access Family Medical | 10/01/2021 | 11/28/2021 |
| ENDED  | 00321 | La Ceiba Promotions   | Alameños de la Sierra | 03/11/2026 | 03/13/2026 |
| ENDED  | 00262 | Rancho Entertainment  | Alegres del Barranco  | 09/10/2024 | 09/14/2024 |
| ENDED  | 00238 | Almas Breakfast Spots | Almas Breakfast Spots | 04/12/2024 | 04/21/2024 |
| ENDED  | 00067 | ALTAMED               | ALTAMED               | 01/03/2022 | 01/30/2022 |
| ENDED  | 00083 | AMG                   | AMG Call              | 03/23/2022 | 05/15/2022 |
| ENDED  | 00092 | ALTAMED               | Andale que Esperas    | 04/11/2022 | 05/01/2022 |
| ENDED  | 00167 | Aqua Golden           | Aqua Golden           | 04/03/2023 | 06/25/2023 |
| ENDED  | 00331 | Mariscos La Ceiba VIP | As de la Sierra       | 04/18/2026 | 04/24/2026 |
| ENDED  | 00028 | Auto Zone             | Auto Zone             | 10/16/2021 | 06/30/2022 |
| ENDED  | 00135 | Avan Law              | Avan Law              | 10/03/2022 | 12/23/2022 |

Figure 8 The Orders window

Click File->Create New Order to bring up the Create Order window. Select an account and click Create Order to create a new, blank order from that account.



The screenshot shows the 'Create Order' window. The title is 'Create Order'. Below the title, there is a large text prompt: 'Please select an account for the new order'. Below this prompt is a dropdown menu with 'Academia Soccer Club' selected. At the bottom of the window, there are two buttons: 'Create Order' and 'Cancel'.

Figure 9 Choosing the account for a new order

The Order form is where you enter the details of the spot order and it has many fields, not all of which are required by every order. To simplify order entry, Some fields are filled in with defaults either from the account's Order Defaults tab or from the Billing Defaults tab of the Traffic Settings window, and Music 1 will highlight in blue the fields still requiring data when you attempt to save the order.

Santa Fe Mercados Inc -- Broadcast Order 8599 Plays

| <b>General Settings</b><br>Campaign <input type="text" value="Santa Fe Mercados 2024"/><br>Start Date <input type="text" value="01/01/2024"/> End Date <input type="text" value="12/31/2026"/><br>Revenue Type <input checked="" type="radio"/> Cash <input type="radio"/> Trade Billing Type <input checked="" type="radio"/> Gros <input type="radio"/> Ne<br>Billing Period <input type="text" value="Calendar Month"/><br>Account Rep <input type="text" value="Jose Berumen"/><br>Billing Group <input type="text"/> |                                                                                                                                                                     | <b>Billing Basis</b><br>Charge Per Broadcast <input type="text"/><br><input type="checkbox"/> Use Standard Charges<br><input checked="" type="checkbox"/> Apply package charge only for periods containing plays                                                                                                                                           |            |          |       |                   |            |            |   |                               |            |            |   |                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------|-------------------|------------|------------|---|-------------------------------|------------|------------|---|-----------------------------------------------------------------------------------------|
| <b>Charges</b><br>Discount <input type="text" value="0"/> % of Gross<br>Agency Comission <input type="text" value="0"/> Percent<br>Rep Comission <input type="text" value="0"/> Percent<br>Trade Credit <input type="text" value="0"/> Percent<br>VAT <input type="text" value="0"/> % of Gross<br>Production Fee <input type="text" value="0.00"/>                                                                                                                                                                       | <b>Financing</b><br>Interest Rate <input type="text" value="0"/><br>Late Fee <input type="text" value="0.00"/><br>Grace Period <input type="text" value="10"/> days | <b>Invoice</b><br>Style <input type="text" value="Per Item Plays, Times, Length, Amount"/><br><input checked="" type="checkbox"/> Affidavit <input checked="" type="checkbox"/> CoOp Affidavit<br><input type="checkbox"/> Show Rates On CoOp Affidavit<br>Note <input type="text"/><br>PO # <input type="text"/><br>Copies <input type="text" value="1"/> |            |          |       |                   |            |            |   |                               |            |            |   |                                                                                         |
| <b>Items</b><br><table border="1"> <thead> <tr> <th>Description</th> <th>Start Date</th> <th>End Date</th> <th>Elmts</th> </tr> </thead> <tbody> <tr> <td>Santa Fe Mercados</td> <td>01/01/2024</td> <td>12/31/2026</td> <td>1</td> </tr> <tr> <td>Santa Fe Mercados added value</td> <td>01/01/2024</td> <td>12/31/2026</td> <td>1</td> </tr> </tbody> </table>                                                                                                                                                          |                                                                                                                                                                     | Description                                                                                                                                                                                                                                                                                                                                                | Start Date | End Date | Elmts | Santa Fe Mercados | 01/01/2024 | 12/31/2026 | 1 | Santa Fe Mercados added value | 01/01/2024 | 12/31/2026 | 1 | <b>Approval / Memo</b><br><input type="text" value="Approved"/><br><input type="text"/> |
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Start Date                                                                                                                                                          | End Date                                                                                                                                                                                                                                                                                                                                                   | Elmts      |          |       |                   |            |            |   |                               |            |            |   |                                                                                         |
| Santa Fe Mercados                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 01/01/2024                                                                                                                                                          | 12/31/2026                                                                                                                                                                                                                                                                                                                                                 | 1          |          |       |                   |            |            |   |                               |            |            |   |                                                                                         |
| Santa Fe Mercados added value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 01/01/2024                                                                                                                                                          | 12/31/2026                                                                                                                                                                                                                                                                                                                                                 | 1          |          |       |                   |            |            |   |                               |            |            |   |                                                                                         |
| <input type="button" value="Add"/> <input type="button" value="View"/> <input type="button" value="Delet"/><br><input checked="" type="checkbox"/> Separate items from this order Consecutive Plays <input type="text" value="No Restriction"/>                                                                                                                                                                                                                                                                           |                                                                                                                                                                     | <input type="button" value="Print"/> <input type="button" value="New"/> <input type="button" value="Clone"/> <input type="button" value="Delet"/><br><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="←"/> <input type="button" value="→"/>                                                             |            |          |       |                   |            |            |   |                               |            |            |   |                                                                                         |

Figure 10 The Broadcast Order window

A details description of each field follows, with examples where helpful of how to use these fields follows.

Detail description summary of each filed in the order screen:

Product is the thing being advertised; often, though not always the same as the account name which is shown in the title bar of the window. For example for a spot advertising the local used card dealer you could use a product type as "Car Sales" Remember to keep a record of products so you don't end up with two products for two different car sales advertisers, ie. Car sales, & motor sales, or you could find spots scheduling in the same break because as far as TrafficOne is concerned both have different products!

Start Date, End Date Every order must have these dates. Start Date cannot be changed after spots have been scheduled from the order. The End Date may be changed after spots have been scheduled from the order- though it cannot be set to a date before the date of the last log that those spots were scheduled.

Revenue Type is used to allow payment by trade / barter, or require cash equivalent only. If you set this field to Trade, you can set the maximum value of trade you will accept as payment for any invoice from this order with the Trade Credit field (either as a percent of the invoice total, or as a fixed value). If you set this field to Cash, you can pay invoices for this order only with Cash (Which includes all cash equivalents).

Bill Type is required only for an order from an account that is represented by an agency-in which case it can be set to Gross or Net. Orders from an account not represented by an agency are always billed Gross. See the chapter on billing for a detailed explanation of the difference between gross and net billing.

Billing Period sets the frequency that invoices are automatically generated. You can request an invoice at any time for the complete order item or for the billing period in advance or after spots have played.

Account Rep defaults to the rep setting in the account's Order Defaults tab. This field is needed only if you have a rep to whom you want to pay sales commissions. In that case you can enter the commission rate into Rep Commission, which is also set to the default on the Billing Defaults tab of the Traffic Settings window.

Billing Basis tells TrafficOne how to compute the charge for the plays over one invoice period. The associated fields that appear depend on the basis type selected:

Charge Per Broadcast For each item in the order, Music 1 applies the charge entered on the Elements tab of the Order Item window for each play of the item. However, if you check Use Standard Charges then the charge for a play is that shown on the Standard Charges table of the Traffic Settings window for the type and length of the spot and in the day part in which it scheduled.

Fixed Charge Per Day applies the Package Charge once each day that one or more spots from the order are scheduled.

Fixed Charge Per Billing Period applies the Package Charge once per Billing Period.

Apply Package Charge only for periods containing plays will only count scheduled and played spots as chargeable and will adjust the invoice accordingly.

El Palacio Night Club -- Broadcast Order 30 Plays

**General Settings**  
Campaign   
Start Date  End Date   
Revenue Type ☒ Cas ☐ Trad Billing Type ☒ Gros ☐ Ne  
Billing Period   
Account Rep   
Billing Group

**Billing Basis**  
Charges On Specified Dates  
☒ Apply package charge only for periods containing plays  
Package Description   
Insert Charge Delete Charge

| Date       | Amount   |
|------------|----------|
| 09/04/2026 | 450.00   |
| 10/02/2026 | 1,200.00 |
| 11/06/2026 | 550.00   |

**Charges**  
Discount  % of Gross  
Agency Comission  Percent  
Rep Comission  Percent  
Trade Credit  Percent  
VAT  % of Gross  
Production Fee

**Financing**  
Interest Rate   
Late Fee   
Grace Period  days

**Invoice**  
Style   
☒ Affidavit ☒ CoOp Affidavit  
☐ Show Rates On CoOp Affidavit  
Note   
PO #   
Copies

**Items**  

| Description                      | Start Date | End Date   | Elmts |
|----------------------------------|------------|------------|-------|
| El Palacio Marka Tierra Caliente | 12/08/2021 | 12/10/2021 | 1     |

  
Add View Delet  
☒ Separate items from this order Consecutive Plays

**Approval / Memo**  
  
  
Print New Clone Delet  
OK Cancel

Figure 11 Charges on specified dates

Charges On Specified Dates applies on each entered Date the entered Amount in the table.

Discount reduces the original (Gross) charges by the specified percent resulting in the Discounted Gross charges.

Agency Commission If the account is represented by an agency then either this Fixed amount, or this Percent of the Discounted Gross becomes a payable (credit) to the agency's account. The Discounted Gross minus the commission so computed becomes the invoice Net.

Rep Commission If the order has an account rep then either this Fixed amount or this Percent of the invoice Net becomes payable (a credit) to the rep's account.

Trade Credit is the maximum value of trade you will accept as payment for any invoice from this order when Revenue Type is set to Trade. This maximum is either an absolute value (Fixed), or a percent of the Net value of the invoice (Percent). The balance of the invoice, after zero or more of the allowable trade value has been paid, must be paid with Cash

Interest Rate, Late Fee, Grace Period If an invoice has an unpaid balance after Grace Period number of days from the End Date of the invoice then Music 1 will charge the Late Fee and interest which is computed using the number of days that have elapsed since Grace Period days after the End Date. Thus, for a Grace Period of 10 days, 11 days after the End Date of the invoice there will be 1 day's worth of interest due. You can credit the late fee, credit the interest and even forgo future interest with adjustments, but you cannot change the Interest Rate or Late Fee on an order after spots have been scheduled and charges have been applied for the order.

Consecutive Plays tells TrafficOne how you want the spots from this order separated. You can specify either No Restriction Allows TrafficOne to schedule spots from this order in any number of adjacent breaks or hours. Use this for an order that has spots ordered to play in only a small number of hours.

Disallow x Consecutive Breaks Prevents TrafficOne from scheduling spots from this order in the selected number of adjacent breaks (either 2, 3, 4, or 5).

Disallow x Consecutive Hours Prevents TrafficOne from scheduling spots from this order in the selected number of adjacent hours (either 2, 3, 4, or 5).

Invoice Type tells TrafficOne how much detail you want on an invoice about the Order Items that have scheduled from this order. If you check Affidavit then a statement and signature box with the signer's name and date will print after the listing of the spots that played. If there is a co-op item on the order then checking CoOp Affidavit will print the same at the end of each co-op account's spot listing on the invoice.

An order contains one or more Items (below). It is the Order Item that specifies which spot to schedule, and where and how many times on each day in the order period to schedule it.

Finally, an order will not schedule until it is approved by checking Approved, which can only be done by someone logged in with the Traffic Director password. If you are not logged in with this password, then you cannot modify an order while it is approved.

## Entering an Order item

Order Item

Description
Santa Fe Mercados

CoOp 1

CoOp 2

Elements
1

Primary element
1

Primary element parts
1

Earliest break
00:00

Latest break
00:00

Primary

Track
Santa Fe A 10-16

Avail Type

Charge
12.00

☐ Bonus

☐ Schedule as filler only

☐ Also allow for filler

☐ Allow same break

☐ Schedule from rank 1

☐ Allow bumps

Position
Any

OK
Cancel
New
Clone
Delet

Figure 12 The Order Item window, Elements tab

To support sponsorships with billboards and multi-part spots that schedule in adjacent breaks, an Order Item allows you to schedule up to four Elements (tracks) per play of the item. Most items, as in this example, consist of only one element. In this case, Primary element doesn't need to be set. For each element you need to select a Track, Avail Type and Position.

Track can be either an individual track or a spot packet. If it's a packet then the tracks in the packet will be rotated unless you set Primary element parts to 2 or 3 and you check the option Align parts with break. If Primary element parts is set to 2 and there are 2 tracks in the packet then for each break in which that the Order Item is scheduled Music 1 will schedule the first track in the packet first (not necessarily first position), and the second track in the packet next (not necessarily second position). If Primary element parts is set to 3 and there are 3 tracks in the packet then the first track plays first, the second track next, and the third track after that.

Avail Type restricts the element to play only in spot breaks with that Avail Type. If you don't use Avail Types, then just leave Avail Type blank.

Position allows you to specify a required position or positions within the break for that element. You can specify Any, First, Last, First or Last, or, if Primary element parts is 2 or 3, Book Ends. Book Ends places the first part first in the break, and the last part last in the break. Elements with Position Any will be placed in the order of longer to shorter, then higher production quality to lower production quality.

Enter a Description only if you want some text other than the track (or folder) name to serve as the item description on your log and invoices.

Charge is where you enter the charge per play of the item if the Billing Basis of the order is Charge Per Broadcast. For any one of the package basis types Charge will say "PACKAGE" unless you have checked Bonus Spot-in which case Charge will say "FREE". A bonus item is a free item that Music 1 will always schedule after it has scheduled all non-bonus (pay) items on the order.

Enter a Day Format only if you want this item to schedule exclusively on logs created with that day format. You would do this when the spot needs to play on days when some event is occurring.

If the spot is being paid for on a co-op basis, then select the co-op partner account for CoOp 1 and enter the % of the charge that this partner will pay.

Check Schedule as filler only to use this spot to fill spot breaks that must be filled completely.

Check Do not record bumps to tell Music 1 to treat the number of plays ordered for this spot as desirable but not absolutely required. Use this to schedule non-paying spots like station promos. The precise effects of this setting are described in the chapter on traffic scheduling.

Spot Type is a selection of one of the spot types entered on the Rates tab of the Traffic Settings window. Spot types are used to compute the charge per play when the Charge standard rates checkbox on the order is checked. See the section on the Rates tab in the Traffic Settings window, below

## Multi-Element Order Items

If you want to schedule spots in multiple, adjacent breaks for each play of an order item, then you need to set Elements to the number of such breaks. If you set Elements to 2, 3, or 4 then you also need to set Primary element. The Primary element is the main element. The play time of that element is the time reported as the

play time of the order item. The primary element has the additional capability of playing multiple times in the primary break. (See Primary element parts, above.) The example below shows a sponsorship spot with an opener and a closer, for a total of 3 elements. The primary, sponsorship break is the middle break so Primary element is set to 2. In addition, three tracks from the packet "Chevy Folder" are specified to run in the sponsorship break.

Order Item

Elements

Schedule

Description

CoOp 1  %

CoOp 2  %

Elements 
Primary element 
Primary element parts

Earliest break 
Latest break

Charge

☐ Bonus

☐ Schedule as filler only

☐ Also allow for filler

☐ Allow same break

☐ Schedule from rank 1

☐ Allow bumps

Secondary 1

Track 
Position

Avail Type

Primary

Track 
Position

Avail Type

Secondary 2

Track 
Position

Avail Type

OK | Cancel | New | Clone | Delete |

**Figure 13** A sponsorship item with an opener and a closer: three elements

Order Item

Elements
Schedule

Start Date 06/16/2026
End Date 09/05/2026
Period Type Day
☐ Schedule one play every break with matching avail

| Plays     | A | B | C | D | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-----------|---|---|---|---|----|---|---|---|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|---|---|----|----|
| Mon 06/22 | 9 | 5 |   |   |    |   |   |   |   |   | B | B | B | A | A  | A  | A  | A | A | A | A | B | B | B | A | A | A  |    |
| Tue 06/23 | 9 | 5 |   |   |    |   |   |   |   |   | B | B | B | A | A  | A  | A  | A | A | A | A | B | B | B | A | A | A  |    |
| Wed 06/24 | 9 | 5 |   |   |    |   |   |   |   |   | B | B | B | A | A  | A  | A  | A | A | A | A | B | B | B | A | A | A  |    |
| Thu 06/25 | 9 | 5 |   |   |    |   |   |   |   |   | B | B | B | A | A  | A  | A  | A | A | A | A | B | B | B | A | A | A  |    |
| Fri 06/26 | 9 | 5 |   |   |    |   |   |   |   |   | B | B | B | A | A  | A  | A  | A | A | A | A | B | B | B | A | A | A  |    |
| Sat 06/27 | 9 | 5 |   |   |    |   |   |   |   |   | B | B | B | A | A  | A  | A  | A | A | A | A | B | B | B | A | A | A  |    |
| Sun 06/28 | 9 | 5 |   |   |    |   |   |   |   |   | B | B | B | A | A  | A  | A  | A | A | A | A | B | B | B | A | A | A  |    |

A B C D

Copy
Past

|    | ID | Start Day   | End Day     | Total Hours | A  | B  | C | D |
|----|----|-------------|-------------|-------------|----|----|---|---|
| 1  | 4  | 16 Jun 2026 | 21 Jun 2026 | 4           | 4  |    |   |   |
| 2  | 10 | 22 Jun 2026 | 28 Jun 2026 | 119         | 63 | 35 |   |   |
| 3  | 0  | 29 Jun 2026 | 05 Jul 2026 |             |    |    |   |   |
| 4  | 0  | 06 Jul 2026 | 12 Jul 2026 |             |    |    |   |   |
| 5  | 0  | 13 Jul 2026 | 19 Jul 2026 |             |    |    |   |   |
| 6  | 0  | 20 Jul 2026 | 26 Jul 2026 |             |    |    |   |   |
| 7  | 0  | 27 Jul 2026 | 02 Aug 2026 |             |    |    |   |   |
| 8  | 0  | 03 Aug 2026 | 09 Aug 2026 |             |    |    |   |   |
| 9  | 0  | 10 Aug 2026 | 16 Aug 2026 |             |    |    |   |   |
| 10 | 0  | 17 Aug 2026 | 23 Aug 2026 |             |    |    |   |   |

Select Every
week
Select All
De-Select

OK
Cancel
New
Clone
Delete

Figure 14 The Order Item window, Schedule tab

On the Schedule tab you specify the hours in which play is allowed for the order item, and the number of plays ordered for the item on each day from Start Date through End Date. The Hours Grid in the middle shows the schedule for the week that is selected in the bottom list, which is the list of all weeks from Start Date through End Date.

On each day you can define up to four different sections of the day (A, B, C, and D) and specify the required number of plays in each section in the rows of boxes to the left of the hours grid. In the example above the customer is ordering a total of 5 plays during morning and evening drive (6 AM→8 AM, 5 PM→7 PM), and 9

plays during all other hours between 9 AM and 10 PM. The software doesn't require you to define B, C or D hours if the total plays for the day can be specified with one number. White hours are hours that the spot is not allowed to play.

You can select all the hours in a daypart by clicking this button... then selecting the daypart from the menu.

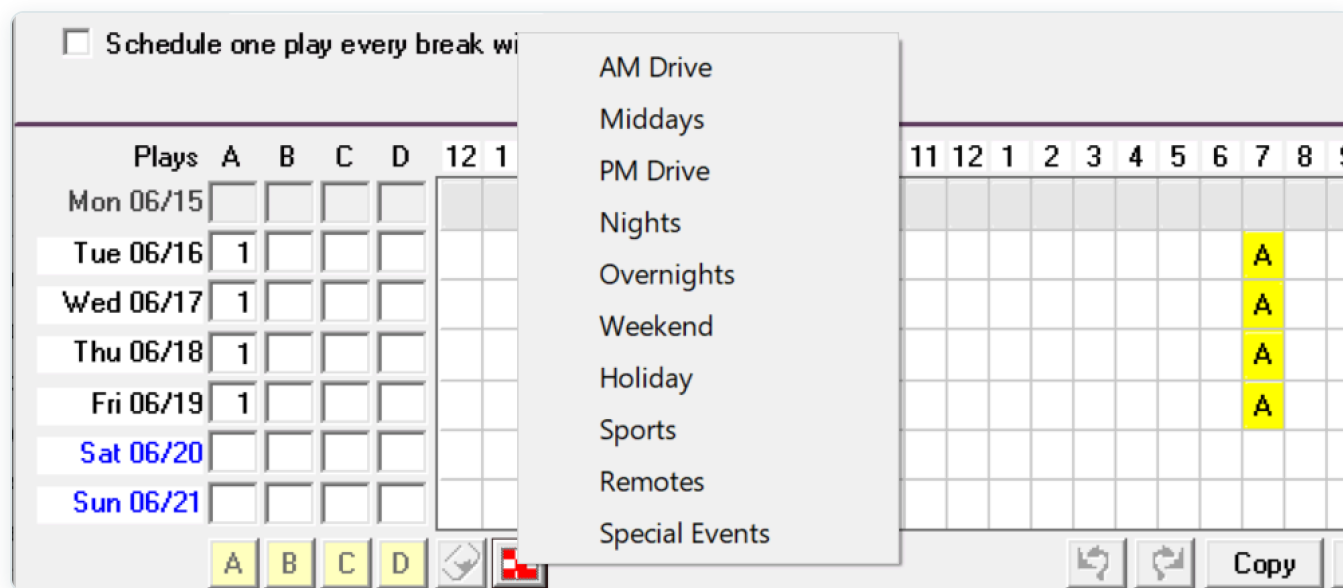


Figure 15 Selecting a day part in the hours grid

Once you have selected the hours you want, mark the selected hours as **A**, **B**, **C** or **D** hours. To define the schedule for a week, do the following:

- 1 Select a week in the weeks list at the bottom.
- 2 Select some number of hours (possibly spanning more than one day) in the hours grid for the selected week. You can select hours by clicking and dragging within the grid area, or clicking to select an hour then pressing the cursor up ↑ down ↓ left ← or right → keys while holding down the Shift key on the keyboard. For example, if you click in the upper left of the grid (Sun 12 AM) and drag to the lower right (Sat 11 PM) then you will have selected all hours on every day in the week.

With some orders, you may need to block certain hours in one of the scheduling periods (A, B, C or D) to prevent commercials from the order from scheduling in those hours. To do this, select the hour block on the schedule grid, then click this button...

Order Item

Elements **Schedule**

Start Date: 06/16/2026

End Date: 09/05/2026

Period Type: Day

☐ Schedule one play every break with matching avail

| Plays     | A | B | C | D | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-----------|---|---|---|---|----|---|---|---|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|---|---|----|----|
| Mon 06/15 |   |   |   |   |    |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| Tue 06/16 | 1 |   |   |   |    |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   | A |   |   |    |    |
| Wed 06/17 | 1 |   |   |   |    |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   | A |   |   |    |    |
| Thu 06/18 | 1 |   |   |   |    |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   | A |   |   |    |    |
| Fri 06/19 | 1 |   |   |   |    |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   | A |   |   |    |    |
| Sat 06/20 |   |   |   |   |    |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| Sun 06/21 |   |   |   |   |    |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |

A B C D 

  Copy Past

|    | ID | Start Day   | End Day     | Total Hours | A | B | C | D |
|----|----|-------------|-------------|-------------|---|---|---|---|
| 1  | 3  | 16 Jun 2026 | 21 Jun 2026 | 4           | 4 |   |   |   |
| 2  | 0  | 22 Jun 2026 | 28 Jun 2026 |             |   |   |   |   |
| 3  | 0  | 29 Jun 2026 | 05 Jul 2026 |             |   |   |   |   |
| 4  | 0  | 06 Jul 2026 | 12 Jul 2026 |             |   |   |   |   |
| 5  | 0  | 13 Jul 2026 | 19 Jul 2026 |             |   |   |   |   |
| 6  | 0  | 20 Jul 2026 | 26 Jul 2026 |             |   |   |   |   |
| 7  | 0  | 27 Jul 2026 | 02 Aug 2026 |             |   |   |   |   |
| 8  | 0  | 03 Aug 2026 | 09 Aug 2026 |             |   |   |   |   |
| 9  | 0  | 10 Aug 2026 | 16 Aug 2026 |             |   |   |   |   |
| 10 | 0  | 17 Aug 2026 | 23 Aug 2026 |             |   |   |   |   |

Select Every

week

Select All

De-Select All

OK Cancel New Clone Delete    

Figure 16 The Dis-allow play in selected hours button

- Type in the number of plays desired in each section of the day on each day in the week. Tip: To speed entry, Music 1 will copy the plays you enter on any selected day (label having black background) to all other selected days. Right after you select a range of days/hours in step 2 the set of days having hours you selected will be selected. If you click again into the grid then only one day will be selected until you click-drag or select using the cursor up ↑ or down ↓. To select all days Click and drag from Sun through Sat on any hour(s). Then the plays you enter in the A, B, C or D column on any day will be copied to the same column on all other days.

You can actually have a different schedule on every week (and therefore, on every day) from Start Date through End Date. To save time, you can click Copy, select one or more weeks and click Paste to copy the weekly schedule currently being edited to all the selected weeks. Or you can select the weeks first and every

change you make to the weekly schedule will be copied to the selected weeks. You can select every other week, every third week, every, fourth week, etc., by selecting some or all of the weeks, selecting the skip interval under Select Every, then clicking Select Every.

At any time you can click Undo or Redo to undo or redo any change on the Schedule tab-including to the period plays, below.

## Specifying Plays Over Multiple Days

You can choose to specify the number of plays on each individual Day as shown above, or specify the total per Week, Broadcast Week, 2 Weeks, 4 Weeks, Month, or Broadcast Month. By setting Period Type to the desired scheduling period. When you set Period Type to a period other than Day you will see a list of all the scheduling periods of the selected size from Start Date through End Date showing the start day and end day and number of plays ordered for each period. For period types other than Day you can only specify A and blank hours, and the number of plays entered for each day serves as a maximum allowable on that day. (Rather than both the minimum and maximum as is the case for Day scheduling.)

In the example below, we are ordering 40 plays the first month, and 50 plays every month thereafter. Play is allowed in every hour on every day except Sunday, and at most 2 spots can play on any day.

Order Item

Elements Schedule

Start Date

End Date

Period Type  Plays

|   | Start Day   | End Day     | Plays |
|---|-------------|-------------|-------|
| 1 | 16 Jun 2026 | 28 Jun 2026 | 40    |
| 2 | 29 Jun 2026 | 26 Jul 2026 | 50    |
| 3 | 27 Jul 2026 | 30 Aug 2026 | 50    |
| 4 | 31 Aug 2026 | 05 Sep 2026 | 50    |

Max plays A B C D

|           | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-----------|----|---|---|---|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|---|---|----|----|
| Mon 06/22 | 2  |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| Tue 06/23 | 2  |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| Wed 06/24 | 2  |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| Thu 06/25 | 2  |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| Fri 06/26 | 2  |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| Sat 06/27 | 2  |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| Sun 06/28 |    |   |   |   |   |   |   |   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |

A B C D

|    | ID | Start Day   | End Day     | Total Hours | A  | B | C | D |
|----|----|-------------|-------------|-------------|----|---|---|---|
| 1  | 4  | 16 Jun 2026 | 21 Jun 2026 | 4           | 4  |   |   |   |
| 2  | 18 | 22 Jun 2026 | 28 Jun 2026 | 144         | 12 |   |   |   |
| 3  | 0  | 29 Jun 2026 | 05 Jul 2026 |             |    |   |   |   |
| 4  | 0  | 06 Jul 2026 | 12 Jul 2026 |             |    |   |   |   |
| 5  | 0  | 13 Jul 2026 | 19 Jul 2026 |             |    |   |   |   |
| 6  | 0  | 20 Jul 2026 | 26 Jul 2026 |             |    |   |   |   |
| 7  | 0  | 27 Jul 2026 | 02 Aug 2026 |             |    |   |   |   |
| 8  | 0  | 03 Aug 2026 | 09 Aug 2026 |             |    |   |   |   |
| 9  | 0  | 10 Aug 2026 | 16 Aug 2026 |             |    |   |   |   |
| 10 | 0  | 17 Aug 2026 | 23 Aug 2026 |             |    |   |   |   |

Select Every

OK Cancel New Clone Delete

Figure 17 The Schedule tab with Period Type set to Broadcast Month

You may see that the hours in the grid that are gray (disabled) because they are on a day that is before Start Date or after End Date. This is because the weekly schedule always shows a week from Sunday through Saturday (or Monday through Sunday for broadcast calendar) even if the schedule doesn't start or end on those days. So, define a weekly schedule to copy to other weeks,

## Order Templates

Often you will sell the same or nearly the same package to many advertisers. TrafficOne provides a simple way of reducing order entry time in those cases by allowing you to create an order template that can be customized with a particular customer's data. A template is just an order created via the menu File > Create New Template that is not associated with any account, and has no tracks selected on any of its items. All other options on the Order and Order Item windows are entered just as for an order. You are really just partially completing an order where the parts you are leaving out are the account and the track, or tracks, to be played. To view the list of templates just click the View menu on the Orders window and check Order Templates:

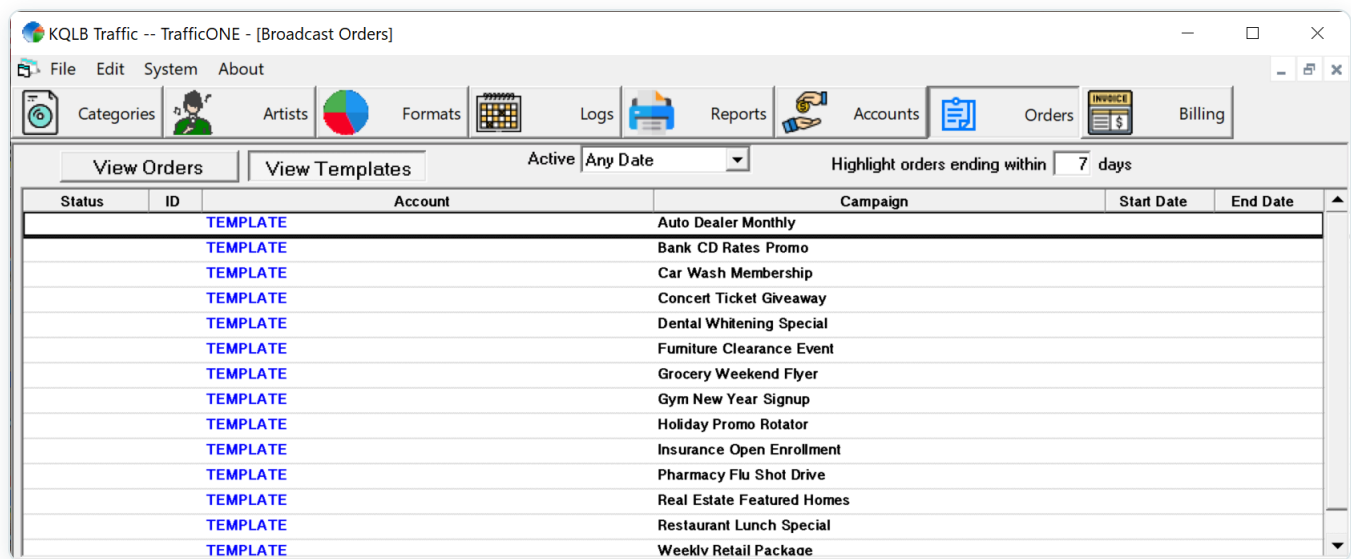


Figure 18 The Orders window showing order templates

To create a new template click **File>Create New Template**

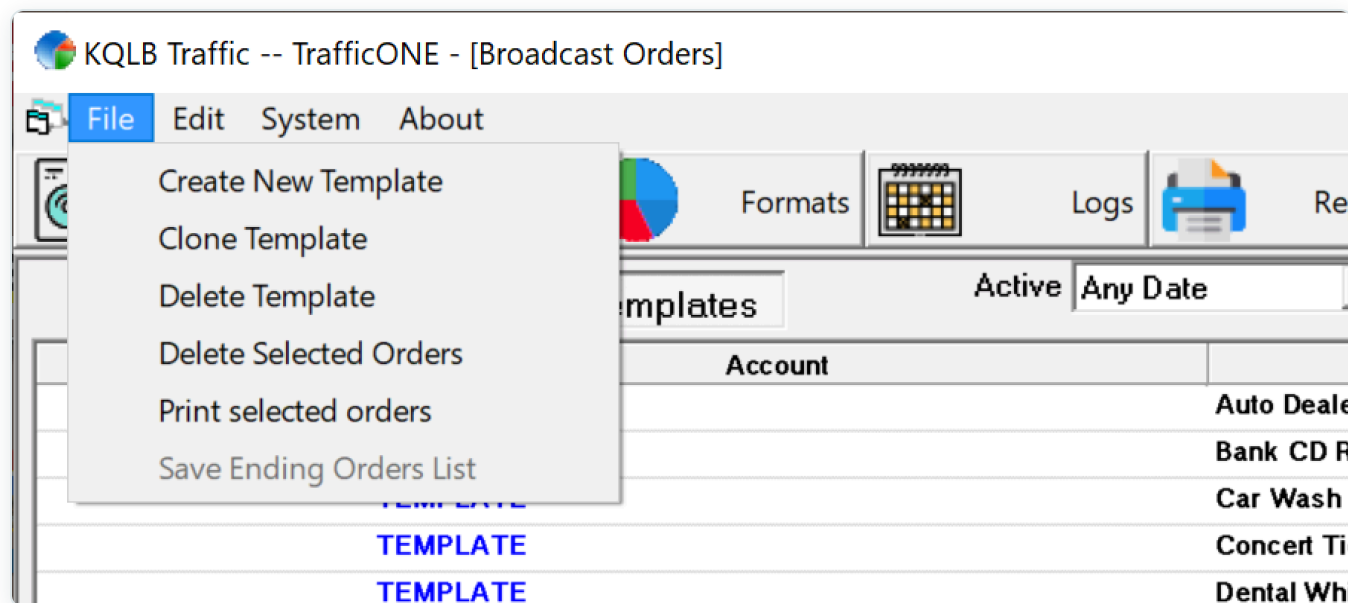


Figure 19 Creating a template from the File menu

When the Order form appears, enter the Template Name, set all other fields as for a normal order, and add at least one item. You will not be able to select a Track for any element on any item on the template. Just leave it (them) blank; it (they) will be filled in when you create an order from this template. Fill in all other fields on each item as for a normal order item. Save the item and the template.

To use the template click **File>Create New Order From Template** from the **Orders** window.

 The screenshot shows the "Create Order From Template" dialog box. It contains the following fields:
 

- Template:** A dropdown menu with "Auto Dealer Monthly" selected.
- Account:** A dropdown menu with "Academia Soccer Club" selected.
- Track:** A dropdown menu with "Academia Soccer Club" selected.
- Start Date:** A text field containing "08/31/2026".
- End Date:** A text field containing "08/31/2027".
- Buttons:** "Create Order" and "Cancel" buttons at the bottom.

Figure 20 The Create Order From Template window

Select / fill out the fields in the order shown, click Create Order, and a new order for that Account will be created containing all the settings you filled in for the Template. When the Order window appears, complete or modify it as desired and open each item and select a Track for each element on each item.

## SECTION 6

# Getting an Even Spread of Filler Spots

Filler spots are the spots you use to fill breaks that must be filled completely, and any campaign where you want an advertiser's messages spread evenly across the day. If two people enter these campaigns in different ways, some advertisers can end up airing far more often than others, even when each was booked for the same number of plays. This chapter explains how to load filler campaigns so that every advertiser gets an even share of the air.

## Why fillers can come out uneven

The program can be set to fill breaks in two rounds. In the first round it fills the open break time using only the **paid** spots, the ones that carry a charge for the broadcast period. In the second round it fills any time that is still open with everything else. This is a setting your Traffic Director controls: an option that fills the paid ads into the breaks first.

When that setting is on and your filler campaigns are entered inconsistently, some carrying a charge and others entered at 0.00, the campaigns that carry a charge are placed first and take the best of the open time. The campaigns entered at 0.00 receive only what is left over. The result is that some advertisers air many more times a day than others, even though every campaign was booked for the same number of plays.

## Load every filler campaign the same way

The remedy is to be consistent. Within a group of filler campaigns that should share the air evenly, enter them all the same way:

- **Either give them all a charge, or enter them all at 0.00.** Do not mix charged and free campaigns in the same pool of fillers.
- Use the **same billing basis and the same charge style** across the group, so the program treats every campaign in the pool as an equal.

When every filler campaign in the pool is loaded the same way, none is placed ahead of the others, and the plays spread evenly. Agree on one way of entering filler campaigns and have everyone on the team follow it.

## Use a packet when you need guaranteed even rotation

Loose filler spots are placed wherever they best fit. The program's job is to build the best possible schedule and keep rule violations to a minimum, not to rotate a set of separate spots by an equal count. So if you have two or more spots that must rotate evenly, taking turns for the same number of plays each, group them into a **spot packet**.

A packet is designed for exactly this: it plays two or more spots in equal rotation, taking turns each time the packet is scheduled. It is the reliable way to guarantee even rotation. See **Spot Packets**, earlier, for how to create one. Reach for a packet whenever it matters that a set of spots all air the same number of times; leave spots loose only when you do not need that guarantee.

## A note on premium breaks (avail types)

If you assign avail types to your breaks, the program honors them: a break reserved as premium, one with a higher avail type, is never filled with a free or low-value filler that does not match it. This is intentional. It protects your premium inventory, so a cheap or free spot never lands in a break you are holding for paid, premium placement. If a filler is not appearing in certain breaks, check whether those breaks carry an avail type the filler is not allowed into.

SECTION 7

# Traffic Scheduling

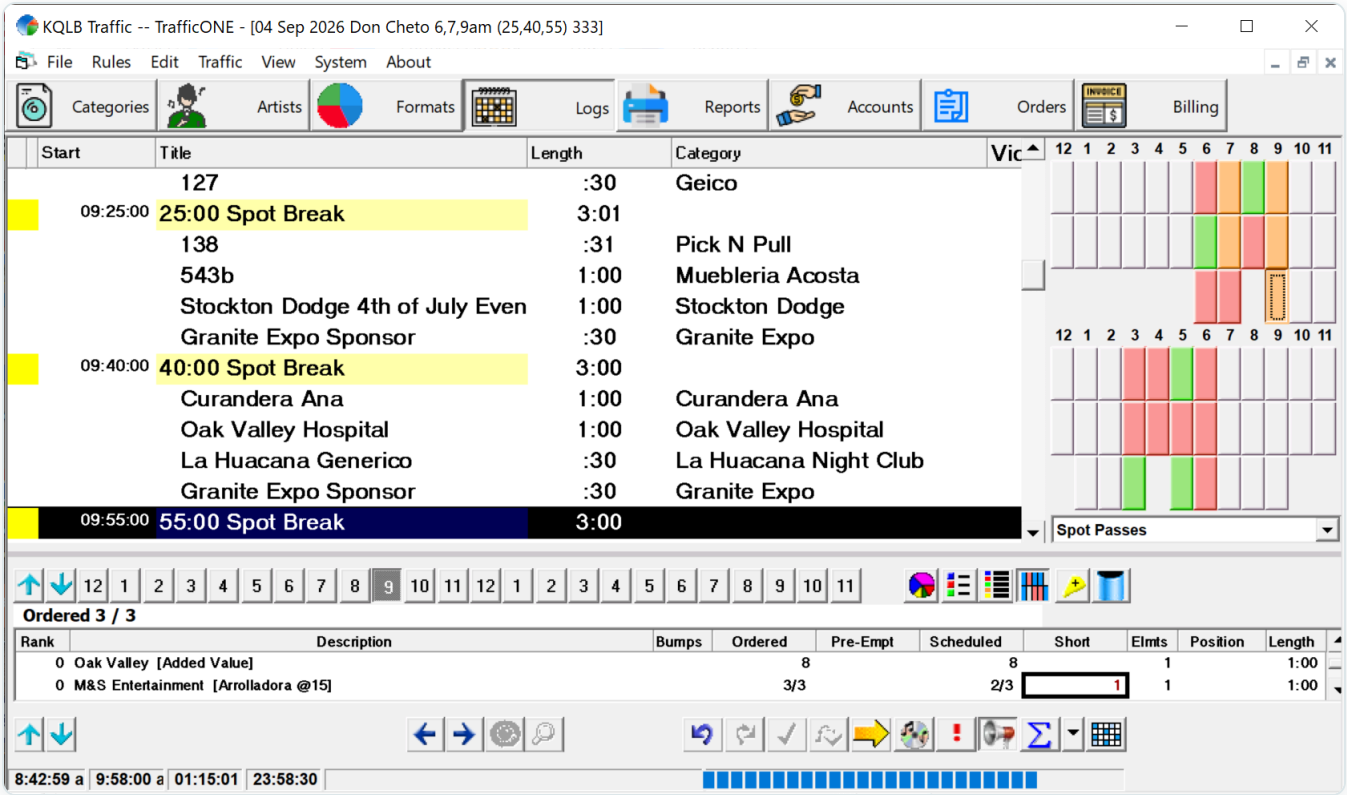


Figure 21 The scheduling window

Music and traffic scheduling are performed from the same scheduling window on one music and traffic log (clock or list view). Two sets of view buttons are central to controlling this:

The **Schedule View Buttons** control the display of the schedule being edited.

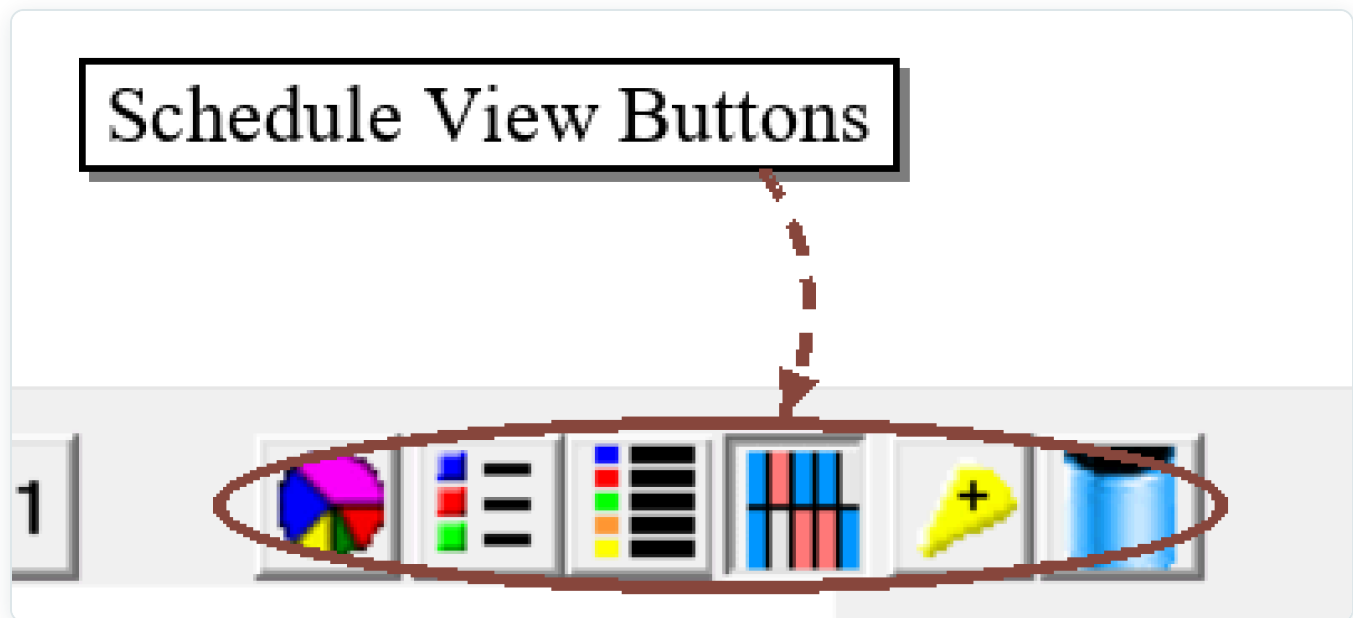


**Figure 22** The Schedule View buttons

-  Displays the current hour of the schedule as a clock. This clock view shows music, non-music and spot breaks. The other views show spot breaks and spots in addition to music and non-music.
-  Displays the current hour as a log.
-  Displays the whole day in one log.
-  Displays the whole day in one log along with the Breaks Chart, described below.

The **Item View Buttons** control the kinds of items shown in the schedule area, the kind of item data shown below the schedule area, and whether traffic or music / non-music items are scheduled by the Schedule button:

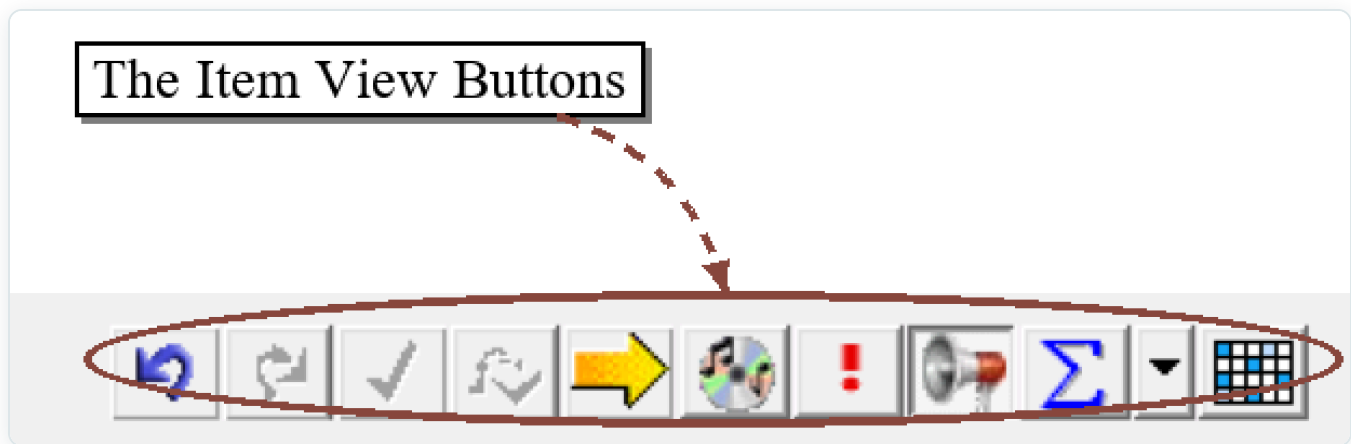


Figure 23 The Item View buttons

## Running the traffic logs

The **Schedule Button** launches the scheduler.

 Where you are using Music & Traffic in the same database, when the CD icon is selected, the music and non-music (non-commercial) units will be scheduled. See **Avail Windows**, below, for T1 use.

 When the View Breaks button is selected. Click this button to enable the traffic scheduler, then click the Schedule Button to begin the commercial scheduling sequence.

 Shows only spot breaks and spots, displays the Spot Violations list, and enables scheduling of traffic.

 Shows only spot breaks and spots, displays the Traffic View along with Active Orders list, and enables scheduling of traffic.

 Shows statistics of the type selected by Hour Lengths or Native Content (drop-down arrow after the button allows selection of desired display).

 Shows the rotation chart of the selected spot or order item. If you select a spot on the schedule, then the play history for just that spot is shown. If you click on an order item, then the hours that are marked are ones where any spot from that order item is scheduled. These differ when the item rotates spots.

To schedule spots, click to either of the traffic views (Spot Violations or Active Orders), then click the Schedule button. TrafficOne will then schedule each of the items shown in the Active Orders list, in priority (Rank) order until all have scheduled completely or until it is unable to schedule all of the plays required for an item, which usually occurs because you have over-sold the day. In the latter case, TrafficOne will not attempt to schedule any more items after the first one that scheduled incompletely unless you lower the priority of (move down) the item that wouldn't schedule completely, or Pre-Empt some plays of one or more items then click Schedule again. Though very rarely needed, you can also schedule spots by hand using the Spot Violations list. This allows you to schedule spots that violate scheduling rules. The scheduler will not

schedule a spot where it would violate a rule unless you have checked Allow overfilled breaks in the Traffic menu checked-in which case it will schedule an item in a break that would then be too long or have too many units only if it must do so to schedule the required number of plays for the item. Manual scheduling and editing is rarely needed because TrafficOne automatically schedules spots wherever they can without violations, followed by many passes of automatic moving and swapping of spots to achieve the best separation. Spots are moved to reduce the number of consecutive breaks or hours of play if you have enabled this on the Order window. All rules are enforced automatically including:

**Order Separation** TrafficOne calculates the minimum order separation based on the average number of plays per hour (Day scheduling), or the number of days left in the current scheduling period divided by the number of plays yet to be scheduled in this period (Week, Month, etc. scheduling). So if an item is falling behind, Music 1 automatically shrinks the required separation between items from the order.

**Product Separation** Enter the minimum product separation on the Artists window.

**Announcer Separation** You enter the minimum separation for announcers by clicking Edit Announcers from the Announcer Hours view of the Formats window.

**Same Hour previous day (Hr Prev Day)** (if TrafficOne determines restricting play in the same hour 2 or 3 consecutive days is achievable)

**Break Maximum Length** as set on the Clock Item Properties window

**Break Maximum Units** as set on the Clock Item Properties window

**Position in the break** if restricted on the order item window

You can schedule music and traffic in any order or schedule only music or only traffic using the Item View buttons and the Schedule button. As for music scheduling, 20 levels of undo are available through the Edit menu or by clicking the Undo / Redo buttons:



The Breaks Chart is a set of colored buttons that give you summary info about all breaks, or the currently selected spot organized by break.

The columns are hours (upper group are AM, lower are PM), and the buttons in each column are the breaks, in sequence, in that hour. The drop-down list at the bottom of the chart selects the data shown in the chart:

### Spot Scheduled



Spot not scheduled here.



Spot scheduled here with no violations.



Spot scheduled here with only length / units violations.



Spot scheduled in this break with violations other than length / units.



Another spot on same order scheduled here with no violations.



Another spot on same order scheduled here with only length / units violations.



Another spot on same order scheduled here with violations other than length / units.

### Spot Passes



Break doesn't match avail type, or isn't in hours specified for the spot.



Spot can schedule with no violations here.



Spot would have only max length or max units violations in this break.



Spot would have violations other than max length or max units in this break.

### Break Violations



No spots in this break have any violations there.



At least one spot here has length / units violations, but no other violations.



At least one spot here has violations more severe than max length or max units.



Click on a break in the chart to go to that break in the schedule.



Right-click, then click **Move** to start moving spot from that break. Double-click on another break in the Breaks Chart or the Spot Violations list to move the spot there.



You can also move to other breaks using the keyboard cursor control keys.

The Active Orders list is actually a list of the order items being scheduled today since it is the items on an order (not the order) that specify when and where the spots are scheduled.

| Start    | Title                           | Length | Category              | Violations |
|----------|---------------------------------|--------|-----------------------|------------|
|          | Ventas B Favorita               | :30    | [ Rolamix ]           |            |
|          | 127                             | :30    | Geico                 |            |
| 09:25:00 | 25:00 Spot Break                | 3:01   |                       |            |
|          | 138                             | :31    | Pick N Pull           |            |
|          | 543b                            | 1:00   | Muebleria Acosta      |            |
|          | Stockton Dodge 4th of July Even | 1:00   | Stockton Dodge        |            |
|          | Granite Expo Sponsor            | :30    | Granite Expo          |            |
| 09:40:00 | 40:00 Spot Break                | 3:00   |                       |            |
|          | Curandera Ana                   | 1:00   | Curandera Ana         |            |
|          | Oak Valley Hospital             | 1:00   | Oak Valley Hospital   |            |
|          | La Huacana Generico             | :30    | La Huacana Night Club |            |
|          | Granite Expo Sponsor            | :30    | Granite Expo          |            |

| Rank | Description                         | Bumps | Ordered | Pre-Empt | Scheduled | Short | Elmts | Position | Length |
|------|-------------------------------------|-------|---------|----------|-----------|-------|-------|----------|--------|
| 0    | Oak Valley [Added Value]            |       | 8       |          | 8         |       | 1     |          | 1:00   |
| 0    | M&S Entertainment [Arrolladora @15] |       | 3/3     |          | 2/3       | 1     | 1     |          | 1:00   |

Figure 24 The Active Orders list

To view, an order item from the schedule right-click then click **View order item**. Order items cannot be changed while scheduling.

**Rank** The current scheduling priority of this item. Music 1 automatically prioritizes items based on how difficult to schedule it is expected to be, how close today is to the end of the current scheduling period for the item, whether or not the item is a bonus spot, and the price. You can change the priority of an item by selecting it and clicking these buttons under the list, or by holding down Ctrl and pressing cursor up / cursor down. **Description** The Description or Track title of the item followed by the Avail type name, if any.



**Bumps** = <Plays ordered over previous 63 days> - <Plays scheduled in previous 63 days>.

To view the bump history (list of the plays short on each of the last 63 days), right-click on an item and click View bump history.

**Ordered** = Number of plays ordered today when Period Type is Day or maximum plays allowed today when Period Type isn't Day (e.g., Week, Month, etc.).

**Pre-Empt** Enter number of plays to pre-empt (reduce the number ordered) for this item. You need to enter a number here only when you are over-sold and want to make room for a higher priority spot. If the order item specifies plays in multiple day sections, then you need to pre-empt plays in each section separately,

separated by slash "/" characters. If the item specifies plays over a period other than day (week, month, etc.), then enter the number of plays to pre-empt in the current day, a slash, then the number of plays to pre-empt over the period.

Scheduled = Number of plays scheduled today only.

Short When Period Type is Day this equals Ordered - Scheduled. When Period Type isn't Day this equals <plays ordered through this day in current period> - <plays scheduled through this day in current period>, but never more than Ordered - Scheduled since Ordered is the maximum that can be scheduled today. For example, if the item specifies 10 plays per week but no more than 2 plays per day and after scheduling Friday only 6 plays were scheduled, since the end of Friday is 6/7 of a week, 6/7 of 10 spots, or at least 8 spots, should have scheduled so the item is 2 plays behind for the week at this point.

Elements The number of elements on this order item.

Position The position restriction for this item, if any.

Length The average total length of the spots scheduled by this item. This takes into account the average length of spots in a packet (when rotating spots), as well as the length of the Track assigned to each secondary element (when an item has more than 1 element). Therefore, if you are rotating spots of different lengths, this number may not be a round :15, :30, :45, etc.

The Spot Violations list is a list of all breaks where the spots on the selected order item could be scheduled or moved (every break that has the Avail Type specified on the item, and that falls on an hour that is enabled for play on the Hours Grid of the Schedule tab of the Order Item window), with the violations that would occur if the spot were scheduled or moved there.

The screenshot shows the TrafficONE software interface. The main window displays a traffic log with columns for Start, Title, Length, and Category. The log shows several spots, including a 25:00 Spot Break and a 40:00 Spot Break. Below the log, there is a section titled "Ordered 3 / 3" which displays a list of violations. The violations list has columns for Break, Title, Violations, and Length. It shows two violations: one for a 09:55:00 55:00 Spot Break and another for a 07:25:00 25:00 Spot Break, both with a length of 1:00.

| Start    | Title                           | Length | Category              |
|----------|---------------------------------|--------|-----------------------|
|          | 127                             | :30    | Geico                 |
| 09:25:00 | 25:00 Spot Break                | 3:01   |                       |
|          | 138                             | :31    | Pick N Pull           |
|          | 543b                            | 1:00   | Muebleria Acosta      |
|          | Stockton Dodge 4th of July Even | 1:00   | Stockton Dodge        |
|          | Granite Expo Sponsor            | :30    | Granite Expo          |
| 09:40:00 | 40:00 Spot Break                | 3:00   |                       |
|          | Curandera Ana                   | 1:00   | Curandera Ana         |
|          | Oak Valley Hospital             | 1:00   | Oak Valley Hospital   |
|          | La Huacana Generico             | :30    | La Huacana Night Club |
|          | Granite Expo Sponsor            | :30    | Granite Expo          |
| 09:55:00 | 55:00 Spot Break                | 3:00   |                       |

| Break                     | Title | Violations  | Length |
|---------------------------|-------|-------------|--------|
| 09:55:00 55:00 Spot Break | 80a   | Length 1:00 | 1      |
| 07:25:00 25:00 Spot Break | 80a   | Length 1:00 | 1      |

Figure 25 The Spot Violations list

It does not include, if you select a spot in the log or select an item on the Active Orders list, The Spot Violations list will show the violations in all breaks where the item could be scheduled and the violations, if any, that would ensue if scheduled there. To schedule the item in a break shown in the list, just double-click on the break.

If you right-click on a spot in the log or on a break on the Breaks Chart and click Move, this list will show all breaks where the spot could be moved and the violations, if any, that would ensue if moved there. To move the spot to a break shown in the list, just double-click on the break.

In either case the breaks listed are ones where the item is not currently scheduled and that have the Avail Type specified on the item, and fall on hours where the item is enabled for play as specified on the Hours Grid of the Schedule tab of the Order Item window. (If the item has more than 1 element, then in addition, each secondary element must align with an adjacent break that matches the Avail Type of the element.)

- Marks a break where the item would have no violations if scheduled or moved there.
- Marks a break where the item would have violations if scheduled or moved there.

It is possible to click on any of the column headings to sort the breaks listed by that field. Click again to sort in reverse. If you sort by Violations, then TrafficOne sorts the breaks by ranking the relative severity of the violations based on the rule priorities you select on the Rule Priorities tab of the Traffic Settings. When sorting by violations, breaks that have the same violations are further sorted between them by Separation (separation between the break and the nearest break where the item is scheduled), longest to shortest. A Separation is not shown when it is longer than 3 hours.

## Avail Windows

The avails window performs these functions on each day of a prediction of up to 120 days:

- 1 Count the number of available units and total available time, by day part, and over the whole day. 2. It computes the number of plays of a new prospective spot that can be scheduled by day part, and over the whole day. 3. If the day is over-scheduled even before any plays of the prospective spot are scheduled, then the total number of plays that existing items fall short is indicated.

The window is actually very easy to use.

If you want to find out whether a new spot will fit into the schedule, then fill out the spot information on the Prospective Spot tab.

If not, then leave the spot description blank. If you do, then select the number of elements, primary element number, and number of parts to the primary element. For each element, select the avail type with the drop-down box on the left. Also enter the length of the element, and the position restriction if there is one. In the area at the bottom you enter the scheduling information just as you do on any other order item. Click Set Default Settings to fill in basic data to compute the maximum number of new spots that can be scheduled.

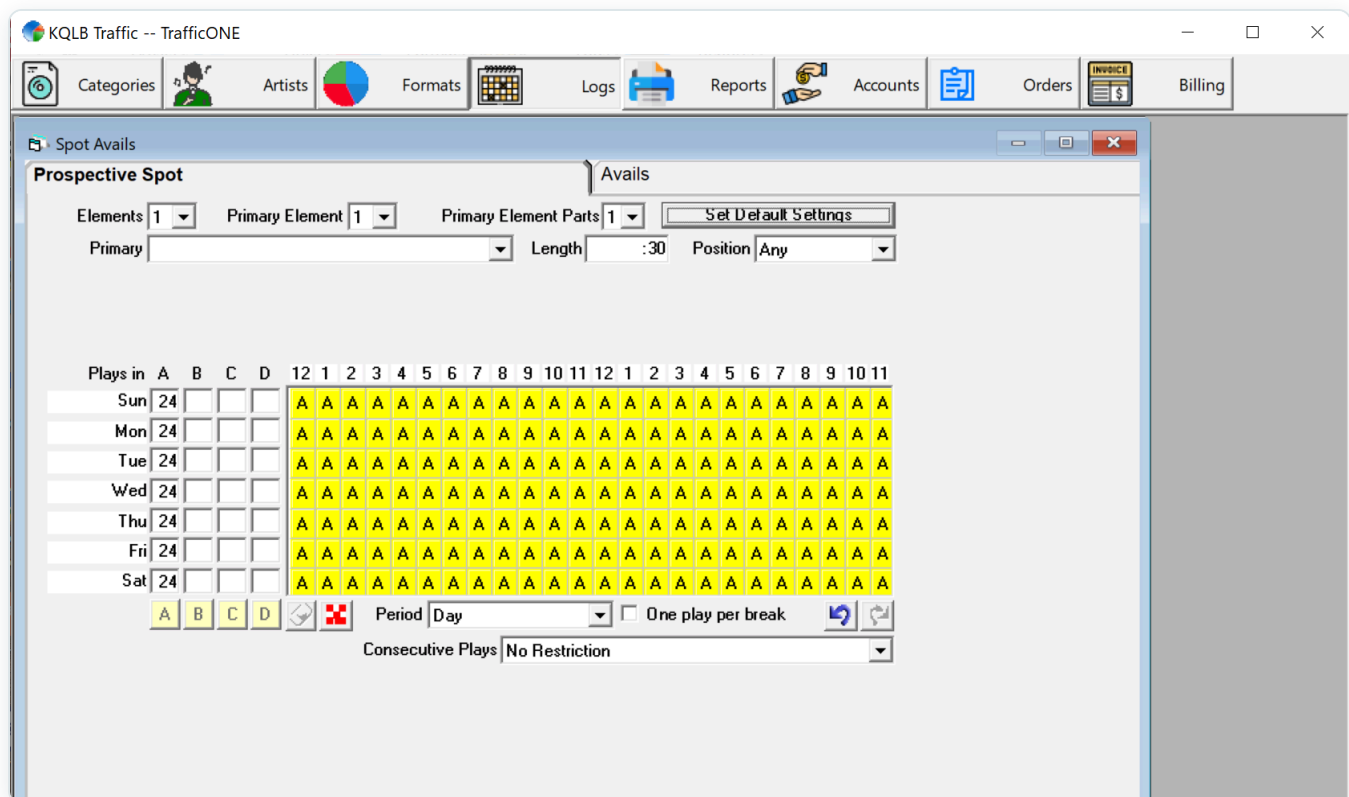


Figure 26 The Avails window, Prospective Spot tab

The prediction is done on the Avails tab. Just select the Start Date, the number of Days to predict- then click Compute.

After this you can view either avails only, new spot plays + avails, or just new spot plays with the three option buttons in the middle of the window.

The values shown over all days are totaled by day part in the yellow column on the left. The totals over each day are shown in the yellow row at the top.

The top-left cell, therefore, shows the total over all day parts and all days. If you click in a day part or the total row on any day, detailed avails and scheduling totals are shown in the labels below the chart on the right. You can move between days and day parts using the cursor control keys.

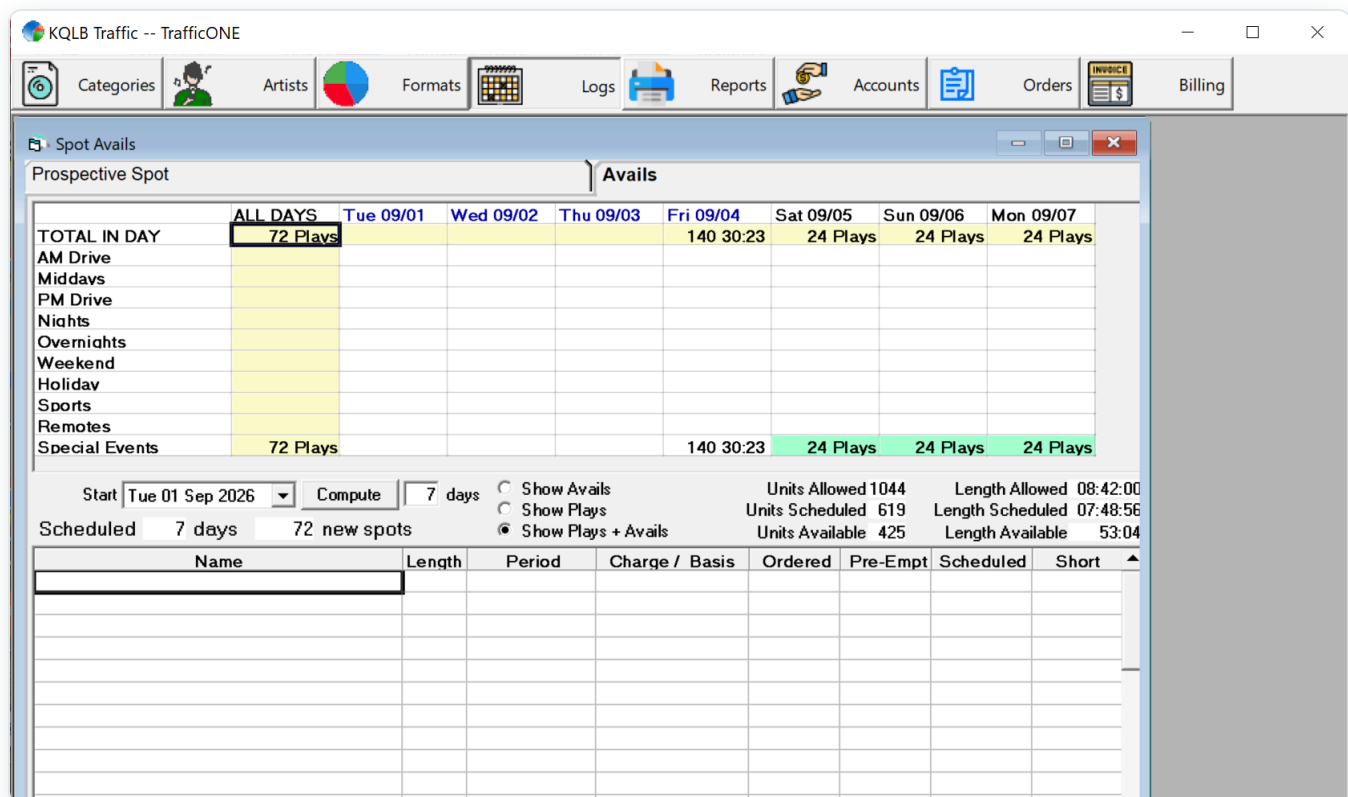


**Figure 27** The Avails window after Compute

After clicking Compute, you can click on any day to see the scheduling results for each active order item on that day.

You can also Pre-Empt (reduce) plays of any of the existing items. The next time you click Compute without changing the Start Date or the number of days, these Pre-Empt values will be applied.

If you change the Start Date or the number of days, though, the Pre-Empt values you entered will be erased. If you decide to modify an existing item in order to make room for new spots, or for any other reason, you can view, and edit it by double-clicking its name.

Ordered, Pre-Empt and Scheduled are numbered in the following convention: If the item specifies plays per day, then the number of plays (ordered, preempted, or scheduled) is denoted with one number for each day-section used by the item (A, B, C, D), separated by "/", otherwise the plays are denoted by two numbers separated by "/". The first is the number of plays on the selected day, and the second is the number of plays over the whole scheduling period (week, month, etc.).

## Moving Spots

TrafficOne uses intelligent algorithms to move spots around to ensure good varied placement and to balance breaks. However from time to time the Traffic Director may want to manually move spots from one break to another after or in the middle of a schedule run.

TrafficOne has special tools to see where spots are on a grid, how many breaks in the day containing spots and the ability to cut/paste and move spots to an alternative break.

Here are three ways on how to move spots within a schedule run:

### 1 Viewing the spots within a break



Use the in the schedule view to show all spots within a break.

### 2 Move function method

Use the Move function on a specific spot within the schedule view to give a list of possible alternative positions for the selected spot. Note the list will show violations including product, same break & time violations.

### 3 Cut 'n' paste method

Alternatively it is possible within the scheduling view to cut an individual spot item and paste it to another break of your choice.

Note: when making changes manually to spot positions it is important to press the schedule button to save the changes to the automation log file.

Below are examples for each of the items above:

Viewing the spots within a break

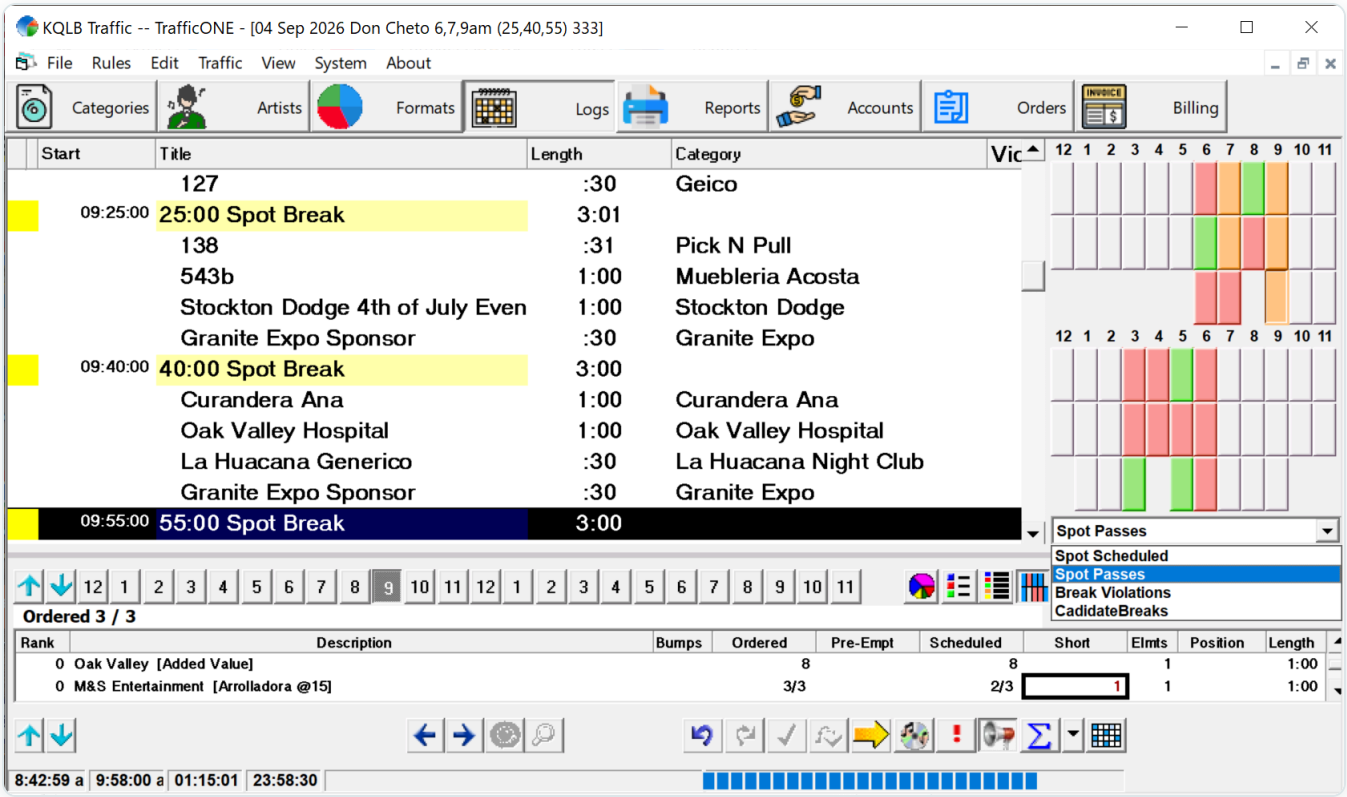


Figure 28 The Breaks Chart

Using the CD icon view. Choose an hour and highlight on a break to see all items in the break. Select an individual item to see where a spot has been scheduled. Use the view buttons to select this view (CD icon), described under **Traffic Scheduling**, above.

There are a couple of ways to move an item to a different break and in our first example we will use the move function.

Move Function Method

Note: You need to be in the Traffic Scheduling view, identified by the megahorn icon.

First select the hour to look at spots breaks in the hour, and then select a spot item you would like to move and right-click on the spot item to move to show the menu.

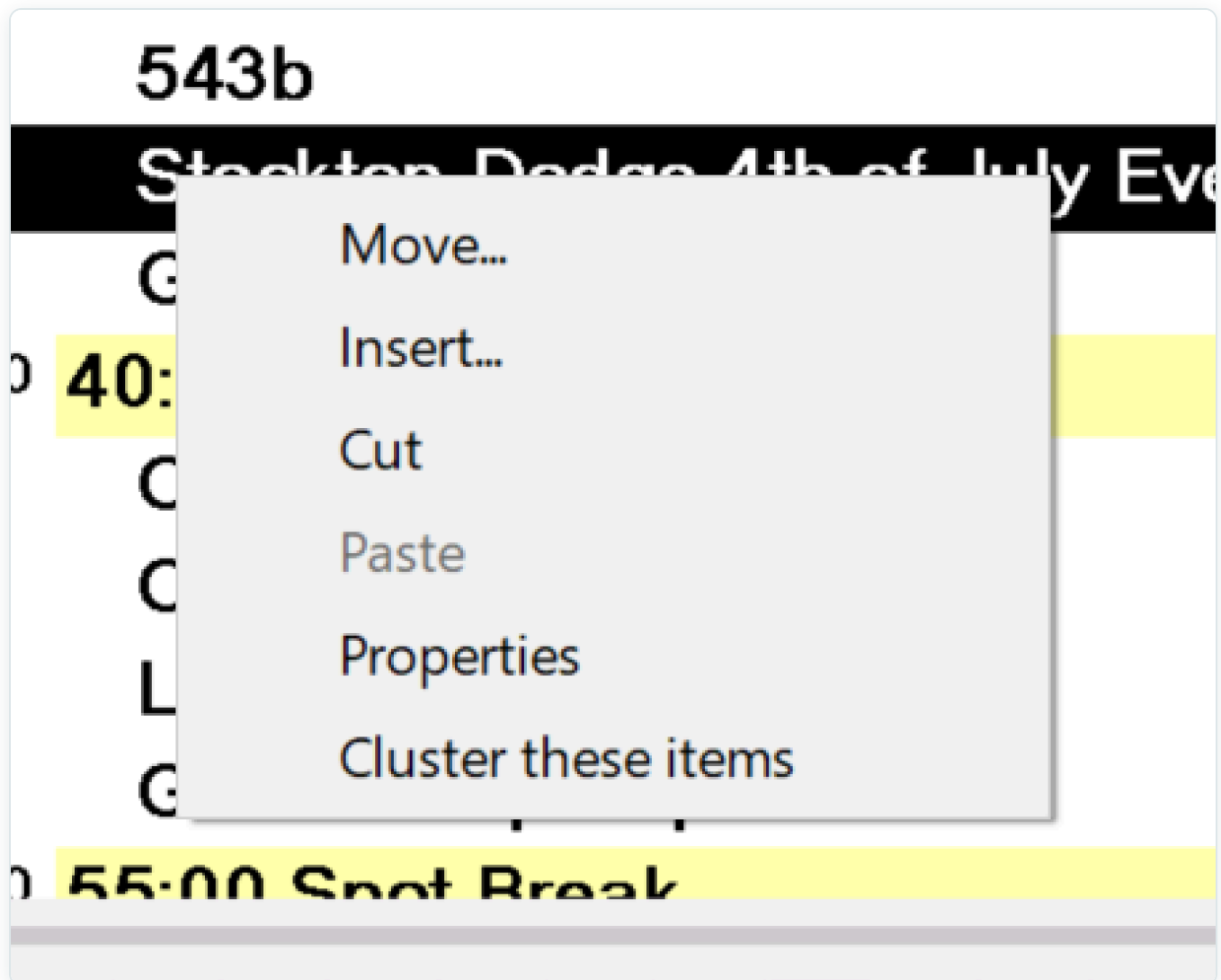


Figure 29 Right-click a spot and click Move

In the lower -half of the display T1 will show available positions:

The screenshot shows the KQLB Traffic -- TrafficONE application window. The main window displays a traffic schedule with columns for Start, Title, Length, and Category. The schedule includes several spot breaks and program segments. A secondary window titled "Moving '106' from 12:28:00 28:00 Spot Break" is open, showing a list of available positions to move the spot. The list has columns for Break, Title, Violations, and Length. The first four rows show successful moves with green checkmarks, while the last row shows a violation with a red exclamation mark.

| Start    | Title               | Length | Category              |
|----------|---------------------|--------|-----------------------|
| 12:28:00 | 28:00 Spot Break    | 1:00   |                       |
|          | 106                 | :30    | Kohls                 |
|          | La Huacana Generico | :30    | La Huacana Night Club |
| 12:58:00 | 58:00 Spot Break    | :00    |                       |
| 01:28:00 | 28:00 Spot Break    | :30    |                       |
|          | La Huacana Generico | :30    | La Huacana Night Club |
| 01:58:00 | 58:00 Spot Break    | :00    |                       |
| 02:28:00 | 28:00 Spot Break    | :29    |                       |
|          | 117                 | :29    | State Farm            |
| 02:58:00 | 58:00 Spot Break    | :00    |                       |
| 03:28:00 | 28:00 Spot Break    | :30    |                       |

| Break                     | Title | Violations | Length |
|---------------------------|-------|------------|--------|
| 12:58:00 58:00 Spot Break | 106   |            |        |
| 01:28:00 28:00 Spot Break | 106   |            |        |
| 01:58:00 58:00 Spot Break | 106   |            |        |
| 02:28:00 28:00 Spot Break | 106   |            |        |

Figure 30 The available positions to move the spot

In the lower window you will see all the available positions to move the spot. A green check mark in the left column shows no violations, whereas a red exclamation shows violations which are then listed in the violations column.

## Simple Cut & Paste Method

In addition to the move function it is also possible to highlight a spot and instead of using Move from the right-click menu (in above example) use 'cut' to then go to the break you desire and paste the spot to the new position.

Lastly it is important after making changes using one of these methods to always 'complete' the schedule using the run schedule button and then save the schedule to ensure it is complete and logs created to be merged with your playout system.

SECTION 8

# Traffic Settings Window

Set the global traffic settings on this window, which you open via **System > Traffic Settings**.

Traffic Settings

Types | Personnel | Scheduling | Standard Charges | Billing Defaults

Avail Types

|    | Name          | Abbrev. | Color |
|----|---------------|---------|-------|
| 1  | Sponsor       | AT 1    |       |
| 2  | Spot Break    | AT 2    |       |
| 3  | Natural       | AT 3    |       |
| 4  | 30 min        | AT 4    |       |
| 5  | Avail Type 5  | AT 5    |       |
| 6  | Avail Type 6  | AT 6    |       |
| 7  | Avail Type 7  | AT 7    |       |
| 8  | Avail Type 8  | AT 8    |       |
| 9  | Avail Type 9  | AT 9    |       |
| 10 | Avail Type 10 | AT 10   |       |

Day Section Names

|   |   |   |
|---|---|---|
| 1 | A | A |
| 2 | B | B |
| 3 | C | C |
| 4 | D | D |

Billing Groups

|   | Name    |
|---|---------|
| 1 | Group 1 |
| 2 | Group 2 |
| 3 | Group 3 |
| 4 | Group 4 |
| 5 | Group 5 |
| 6 | Group 6 |
| 7 | Group 7 |

Account Types

|   |                |      |
|---|----------------|------|
| 1 | Account Type 1 | AT 1 |
| 2 | Account Type 2 | AT 2 |
| 3 | Account Type 3 | AT 3 |
| 4 | Account Type 4 | AT 4 |
| 5 | Account Type 5 | AT 5 |
| 6 | Account Type 6 | AT 6 |
| 7 | Account Type 7 | AT 7 |
| 8 | Account Type 8 | AT 8 |

Payment Types

|   |                |      |
|---|----------------|------|
| 1 | Check          | PT 1 |
| 2 | Credit Card    | PT 2 |
| 3 | Money Order    | PT 3 |
| 4 | Other          | PT 4 |
| 5 | Payment Type 5 | PT 5 |

Production Quality

|   |           |
|---|-----------|
| 1 | Quality 1 |
| 2 | Quality 2 |
| 3 | Quality 3 |
| 4 | Quality 4 |
| 5 | Quality 5 |

OK

Cancel

Figure 31 The Traffic Settings window, Types tab

Account Types are used for grouping accounts in the Receivables Report window to allow totals to be printed by account type.

Payment Types are just names for the various cash-equivalent payment types you can select from when entering a cash payment.

Day Section Names Right now only the abbreviation in the second column of each of these is used to label each of the four sections of each day that you can order a different number of plays in on the Schedule tab of the Order Item window.

Production Quality this allows entering a name for five Production Quality levels that you can assign to a Commercial Spot track. Creating Spots details the use of these in spot placement.

## Personnel - Account Reps

Traffic Settings

Types Personnel Scheduling Standard Charges Billing Defaults

Account Reps

- Cristina
- Daisy
- Fredy
- House
- Javier
- Jose
- Jose Berumen
- Luz Maria
- Maria Angelica
- Roberto

Create Rename Delete

Traffic Director

Password \*\*

OK Cancel

Figure 32 The Traffic Settings window, Personnel tab

You can rename an account rep at any time, but you cannot delete a rep after you have scheduled spots from any order that this rep is assigned to, and charged them.

You need to enter a Password for Traffic Director to be able to approve orders (allowing them to schedule), enter payments or adjustments. Use a password that you will remember as there is no automatic password recovery in the program as of 7.0.76.

The Name you enter for Affidavit signer will be printed just under the signature box on the affidavit portion of an invoice.

## Rule Priorities

Here you set the relative ranking of each traffic rule violation except "Hr Prev Day" (same hour 2 or 3 consecutive days), which always has the highest priority since it excludes a spot from scheduling where it occurs. Priorities are listed in highest to lowest order where highest means most severe.

The screenshot shows the 'Traffic Settings' window with the 'Scheduling' tab selected. The 'Rule Priorities' section contains a list of rule types: 'Position Within Break', 'Plays Same Hour', 'Consecutive Hours or Breaks', 'Order Separation', 'Product Separation', 'Announcer Separation', 'Break Maximum Units', and 'Break Maximum Length'. A yellow arrow points down next to the list. The 'Break Balancing' section has a checkbox for 'Enable break balancing' and a dropdown for 'Aval type of breaks to balance'. The 'Inter-Station Break Balancing' section has a checkbox for 'Enable inter-station break balancing' and four text input fields labeled 'Folder 1' through 'Folder 4'. At the bottom are 'OK' and 'Cancel' buttons.

Figure 33 Rule priorities

It is possible to individually set the relative ranking of the two sets of rule violations below, but you cannot move a violation from one set to another since Music 1 handles and displays size violations differently than non-size violations:

## Non-Size Violations

**Order Separation** **Product Separation** **Announcer Separation** **Position Within Break** (cannot achieve required position within break) **Plays Same Hour** (two or more plays the same hour) **Consecutive Hours or Breaks** (too many Consecutive hours or breaks with spots scheduled from same order)

## Size Violations

**Break Maximum Units** (there are more than Max Units spots in the break) **Break Maximum Length** (the break is longer than Maximum Length)

## Standard Charges Table

Traffic Settings

Types Personnel Scheduling **Standard Charges** Billing Defaults

| Spot Type       | Max 1 | Max 2 | Max 3 | Max 4 | Max 5 | Max 6 | Max 7 | Max 8 | Max 9 | Max 10 | Max 11 | Max 12 |
|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|
| Commercial      | :15   | :30   | 1:00  |       |       |       |       |       |       |        |        |        |
| Commercial      | :15   | :30   | 1:00  |       |       |       |       |       |       |        |        |        |
| Class A         | :15   | :30   | 1:00  |       |       |       |       |       |       |        |        |        |
| Class B         | :15   | :30   | 1:00  |       |       |       |       |       |       |        |        |        |
| Run of Schedule | :15   | :30   | 1:00  |       |       |       |       |       |       |        |        |        |
| Sponsorship     | :15   | :30   | 1:00  |       |       |       |       |       |       |        |        |        |
| Live Read       | :15   | :30   | 1:00  |       |       |       |       |       |       |        |        |        |
| Package Rate    | :15   | :30   | 1:00  |       |       |       |       |       |       |        |        |        |
| Type 9          |       |       |       |       |       |       |       |       |       |        |        |        |
| Type 10         |       |       |       |       |       |       |       |       |       |        |        |        |
| Type 11         |       |       |       |       |       |       |       |       |       |        |        |        |

| Day Part Name  | :00 to :15 | :16 to :30 | :31 to 1:00 |
|----------------|------------|------------|-------------|
| AM Drive       | 50.00      | 75.00      | 100.00      |
| Middays        | 50.00      | 75.00      | 100.00      |
| PM Drive       | 50.00      | 75.00      | 100.00      |
| Nights         | 50.00      | 75.00      | 100.00      |
| Overnights     | 50.00      | 75.00      | 100.00      |
| Weekend        | 50.00      | 75.00      | 100.00      |
| Holiday        | 50.00      | 75.00      | 100.00      |
| Sports         | 50.00      | 75.00      | 100.00      |
| Remotes        | 50.00      | 75.00      | 100.00      |
| Special Events | 50.00      | 75.00      | 100.00      |

Copy Day Part Paste Day Print DP Charges ☒ Interpolate Charge when longer than minimum length of class

OK Cancel

Figure 34 The Standard Charges table

In the upper list you can name up to 12 different Spot Types and for each type enter the maximum length of each of up to 16 spot length classes. In the example above, the first class for Commercials is for spots from 0- 15 seconds long. The second class is for spots from 16 to 30 seconds long, etc. Make sure the max length

of the last class is large enough to include the longest spot you plan to schedule of that Spot Type.

In the lower list enter the charge for each length class and each day part, that is the price for 1 play in the Day Part shown on the left of a spot of the type selected in the upper list, whose length is within the bounds shown in the column header. To speed data entry you can click Copy Day Part, click to any other day part, then click Paste Day Part to copy all the rates, class-by-class, from the first day part to the second, third day part, etc. You can opt to Interpolate the charge for a spot that is longer than the minimum length allowed in the length class it falls within. In the example above, a 20 second spot would be charged  $75.00 + (100.00 - 75.00) \times (20 - 16) / (31 - 16)$ , or 81.67.

## Billing Defaults

**Traffic Settings**

Types | Personnel | Scheduling | Standard Charges | **Billing Defaults**

**Charges**

Agency Commission  **Percent**

Rep Commission  **Percent**

☒ Commissions due only after invoice is fully paid

Trade Credit  **Fixed**

Tax Rate  %

Tax Name

**Financing**

Interest Rate

Late Fee

Grace Period  days

**Billing Period**

**Calendar Month**

Currency Symbol

Starting Invoice Number

**Station Address**

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

**Invoice Instructions**

Type **Per Item Plays, Times, Length, Amount**

Copies  ☒ Affidavit ☐ CoOp Affidavit

Note

**Electronic Invoicing**

Call letters  Band ☐ AM ☒ FM ☐ Internet/Other

Canadian GST Registration

Canadian QST Registration

Bottom Invoice Comment

**Affidavit Text**

Script Image

**Figure 35** The Billing Defaults tab

All these defaults, except Commissions due only after invoice paid and Trade Credit are copied to the Order Defaults tab of every new account created. The defaults on the Order Defaults tab of an account are copied to every new order created for the account. The default Trade Credit set here is the default trade credit

setting for every new order. If you check Commissions due only after invoice paid, then a payable will not be generated for either an agency commission or an account rep commission for an invoice until the invoice is completely paid. For an explanation of the financing settings see the chapter on billing.

## SECTION 9

# Billing

## Applying charges for scheduled spots

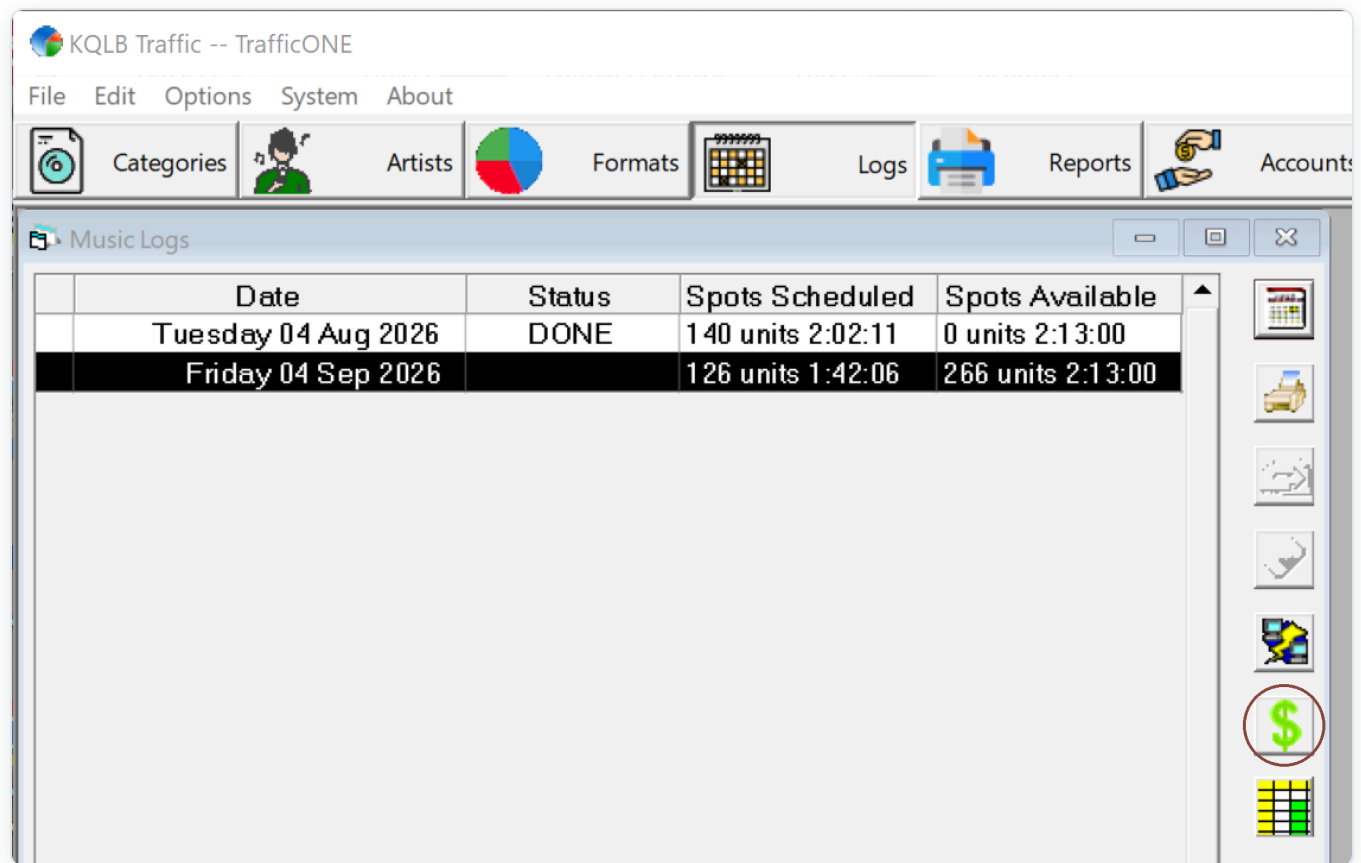


**Figure 36** The Charge Schedule button on the Logs window

Before charges for spots scheduled in a log will show up on invoices, you must select the log on the Logs window click the Charge Schedule button. Once you have charged a log you cannot edit or delete it.

## Invoicing

| Invoice | Description                                        | End Date    | Ordered | Played | ID  | Charges  | Payments  | Balance Due |
|---------|----------------------------------------------------|-------------|---------|--------|-----|----------|-----------|-------------|
| 93      | 711 Materials Inc. [ 711 Materials Inc. ]          | 12 Oct 2024 | 360     |        | 256 |          |           |             |
| 94      | Academia Soccer Club [ Academia Soccer Club ]      | 07 Jun 2024 | 316     |        | 246 |          |           |             |
| 3       | Access Family Medical [ Access Family Medical ]    | 28 Nov 2021 | 24      | 20     | 3   | 200.00   | -200.00   |             |
| 36      | Access Family Medical [ Access Family Medical INIT | 01 Nov 2021 |         |        | 56  | 75.00    |           | 75.00       |
| 95      | Almas Breakfast Spots [ Almas Breakfast Spots ]    | 21 Apr 2024 | 50      | 40     | 238 | 600.00   |           | 600.00      |
| 78      | ALTAMED [ ALTAMED ]                                | 31 May 2022 | 166     | 166    | 67  | 4,980.00 | -4,233.00 |             |
| 96      | ALTAMED [ Andale que Esperas ]                     | 01 May 2022 | 111     | 111    | 92  | 3,330.00 |           | 2,830.50    |
| 97      | AMG [ AMG Call ]                                   | 15 May 2022 | 11      |        | 83  |          |           |             |
| 98      | Aqua Golden [ Aqua Golden ]                        | 25 Jun 2023 | 62      |        | 167 |          |           |             |
| 99      | Armando Bravo [ Dos Palos Lions Club ]             | 12 Aug 2023 | 21      | 21     | 193 | 420.00   |           | 420.00      |
| 4       | Auto Zone [ Auto Zone ]                            | 30 Nov 2021 | 48      |        | 28  |          |           |             |

| Date       | Description                                    | Plays | Amount |
|------------|------------------------------------------------|-------|--------|
| 07/22/2024 | 711 Materials Inc. [711 Materials]             | 5     | 0.00   |
| 07/23/2024 | 711 Materials Inc. [711 Materials]             | 5     | 0.00   |
| 07/24/2024 | 711 Materials Inc. [711 Materials]             | 5     | 0.00   |
| 07/25/2024 | 711 Materials Inc. [711 Materials]             | 5     | 0.00   |
| 07/26/2024 | 711 Materials Inc. [711 Materials]             | 5     | 0.00   |
| 07/27/2024 | 711 Materials Inc. [711 Materials added value] | 5     | BONUS  |
| 07/29/2024 | 711 Materials Inc. [711 Materials]             | 5     | 0.00   |
| 07/30/2024 | 711 Materials Inc. [711 Materials]             | 5     | 0.00   |
| 07/31/2024 | 711 Materials Inc. [711 Materials]             | 5     | 0.00   |

| 711 Materials Inc. |             |
|--------------------|-------------|
| Start Date         | 22 Jul 2024 |
| End Date           | 12 Oct 2024 |
| Charges            | 0.00        |
| Adjustments        |             |
| VAT                | 0.00        |
| Payments           | 0.00        |
| Balance            | 0.00        |
| Credits to cash    |             |
| Credits to trade   |             |

Figure 37 The Billing window, Invoices tab

The Invoices list on the Billing form lets you view invoices having the status you select with the Status drop-down list on the left, either:

**Ready** shows invoices for each order where there has been schedules made and charged through to the end of the previous billing period and there hasn't been an invoice issued for that order since the end date of the previous billing period. However you can issue an invoice from the **Pending** list to show charges on logs charged through the current day.

**Pending** invoices scheduled through to the current day

**Issued** invoices for orders complete for the billing period and have been charged.

**Pending** displays invoices that are not ready to be issued.

**Next** for invoices to be issued for the next billing period.

**Final** for generating advance invoice for the total order.

See later section 'Issuing Invoices' for further explanation.

Explanation of columns on the invoices window:

Invoice is the automatically generated ID number of the invoice.

Description is the Product of the order that generated the invoice.

End Date is the date that the invoice was issued, and the last log date whose charges are included in the invoice. The first log date whose charges are included in the invoice (the Start Date) is either the Start Date of the order (for the first invoice for the order), or one day after the End Date of the previous invoice for the order.

Ordered shows how many plays were ordered between all items on the order over the period from Start Date through End Date. Played shows the number of actual such plays over the same period. + / - shows Played - Ordered and is red if Played < Ordered, green if Played > Ordered, and blank if they are the same.

Played shows the number of actual plays of the scheduled spots in the order

ID - Traffic ID, this is autogenerated and can be used as a reference to easily find an order from a client.

Charges is the total log charges period from Start Date through End Date from the order that generated the invoice.

Payments is the total of all payments to the invoice- always shown as a negative value.

Balance Due is the sum of Charges+ Adjustments+ Payments.

## CoOp Invoices

If the account placing an order has a co-op partner then you may view the invoice items for the primary account, or the cop-op account(s) by selecting the account in the drop-down list above the invoice totals on the right. An additional column "Share" is shown in the items list indicating what share of that item's Amount that account is responsible for. The Amount in Share is shown in Net.

## Printing Invoices

Here is a printout of invoice 0342. The ELITER1777WT in Invoice ID is the Invoice PO entered for the order. The number 0342 is automatically generated.

## Broadcast Invoice

Page 1

**Account** Elite Realty  
**Campaign** Real Estate Mortgage  
**Invoice ID** ELITER1777WT-00342  
**Billing Period** 04/13/2026 through 05/10/2026, Due 05/15/2026

**Charges** 1,200.00  
**Balance Due** 1,200.00

**Elite Realty**  
**1777 G Street**  
**Merced, CA 95340**

**Please mail payment to:**  
**La Favorita Radio Network**  
**4043 Geer Road**  
**Hughson CA 95326**

| Date        | Description                         | Plays | Length | Amount |
|-------------|-------------------------------------|-------|--------|--------|
| 13 Apr 2026 | Real Estate Mortgage [Elite Realty] | 5     | 00:59  | 60.00  |
| 14 Apr 2026 | Real Estate Mortgage [Elite Realty] | 5     | 00:59  | 60.00  |
| 15 Apr 2026 | Real Estate Mortgage [Elite Realty] | 5     | 00:59  | 60.00  |
| 16 Apr 2026 | Real Estate Mortgage [Elite Realty] | 5     | 00:59  | 60.00  |
| 17 Apr 2026 | Real Estate Mortgage [Elite Realty] | 5     | 00:59  | 60.00  |
| 20 Apr 2026 | Real Estate Mortgage [Elite Realty] | 5     | 00:59  | 60.00  |
| 21 Apr 2026 | Real Estate Mortgage [Elite Realty] | 4     | 00:59  | 48.00  |
| 22 Apr 2026 | Real Estate Mortgage [Elite Realty] | 6     | 00:59  | 72.00  |
| 23 Apr 2026 | Real Estate Mortgage [Elite Realty] | 4     | 00:59  | 48.00  |
| 24 Apr 2026 | Real Estate Mortgage [Elite Realty] | 6     | 00:59  | 72.00  |
| 27 Apr 2026 | Real Estate Mortgage [Elite Realty] | 6     | 00:59  | 72.00  |
| 28 Apr 2026 | Real Estate Mortgage [Elite Realty] | 4     | 00:59  | 48.00  |
| 29 Apr 2026 | Real Estate Mortgage [Elite Realty] | 6     | 00:59  | 72.00  |
| 30 Apr 2026 | Real Estate Mortgage [Elite Realty] | 4     | 00:59  | 48.00  |
| 01 May 2026 | Real Estate Mortgage [Elite Realty] | 5     | 00:59  | 60.00  |
| 04 May 2026 | Real Estate Mortgage [Elite Realty] | 6     | 00:59  | 72.00  |
| 05 May 2026 | Real Estate Mortgage [Elite Realty] | 4     | 00:59  | 48.00  |
| 06 May 2026 | Real Estate Mortgage [Elite Realty] | 6     | 00:59  | 72.00  |
| 07 May 2026 | Real Estate Mortgage [Elite Realty] | 4     | 00:59  | 48.00  |
| 08 May 2026 | Real Estate Mortgage [Elite Realty] | 5     | 00:59  | 60.00  |

**100 spots: 1:39:30 total air time**

**Maria Angelica Rios, Traffic Director**

**Figure 38** A printed invoice

On the Data tab of the Invoice window you select the kind of detail to include in the printout with the Type and Affidavit fields. Affidavit selects whether the affidavit shown at the bottom of this printout is printed for the primary, and co-op account of the order. On a co-op order there is a separate printout for each account. The Type field selects the amount of detail in the invoice. The options for this are:

Order Total Plays, Length Only the totals information shown in the header above is printed.

Per Item Plays The plays and charge of individual items on the order on each day are listed as shown above.

Per Item Plays, Length Individual items are listed as above with the addition of another column Length showing the total length of the spots from that item that aired on the day corresponding to that line.

Per Item Plays, Times Like the printout above except that the air times on each day are listed (usually in smaller, bold font) right under the description on each day listed.

Per Item Plays, Times, Length Produces this kind of listing for the invoice items:

## Receivables

The Receivables list shows all invoices that have been issued and have a positive balance as of the selected date (that defaults to today). Once an invoice is fully paid it disappears from the Receivables list.

KQLB Traffic -- TrafficONE - [Accounts Receivable / Payable]

Invoices Reports System About

Categories Artists Formats Logs Reports Accounts Orders Billing

Invoices **Receivables** Payables Statements Payments Transactions

Receivable as of 31 Aug 2026 Pay selected receivable

| Invoice | Description                       | End Date    | Ordered | Played | + / - | Charges   | Payments | Balance Due |
|---------|-----------------------------------|-------------|---------|--------|-------|-----------|----------|-------------|
| 0251    | Santa Fe                          | 31 Dec 2023 | 8377    | 6259   | -2118 | 62,510.00 |          | 62,510.00   |
| 0195    | LCH                               | 23 May 2023 | 1524    | 1293   | -231  | 12,730.00 |          | 12,730.00   |
| 0196    | Livingston Community 13497        | 31 Jul 2022 | 780     | 671    | -109  | 6,710.00  |          | 6,710.00    |
| 0214    | Muebleria Acosta                  | 05 Jun 2022 | 624     | 440    | -184  | 6,600.00  |          | 6,600.00    |
| 0182    | La Esperanza                      | 31 Jul 2022 | 885     | 617    | -268  | 6,170.00  |          | 6,170.00    |
| 0083    | Los Originales - Los Banos        | 02 Jul 2023 | 92      | 92     |       | 6,000.00  |          | 6,000.00    |
| 0249    | Rooms Xpress                      | 19 Nov 2022 | 360     | 300    | -60   | 6,000.00  |          | 6,000.00    |
| 0192    | Las Brasas Bar Mexican Restaurant | 12 Jul 2023 | 345     | 299    | -46   | 4,350.00  |          | 4,350.00    |
| 0228    | Pick N Pull Est. 13786            | 26 Jun 2022 | 182     | 182    |       | 5,096.00  |          | 4,331.60    |
| 0314    | Western Valley Insurance          | 07 Jul 2024 | 360     | 300    | -60   | 4,200.00  |          | 4,200.00    |
| 0286    | TV Mas Satellite                  | 22 May 2022 | 200     | 200    |       | 3,500.00  |          | 3,500.00    |

| Date       | Description                     | Plays | Amount |
|------------|---------------------------------|-------|--------|
| 01/01/2022 | Santa Fe [Regular]              | 10    | 100.00 |
| 01/02/2022 | Santa Fe [Santa Fe Bonus Spots] | 21    | 0.00   |
| 01/03/2022 | Santa Fe [Regular]              | 10    | 100.00 |
| 01/04/2022 | Santa Fe [Regular]              | 10    | 100.00 |
| 01/05/2022 | Santa Fe [Regular]              | 10    | 100.00 |
| 01/06/2022 | Santa Fe [Regular]              | 10    | 100.00 |
| 01/07/2022 | Santa Fe [Regular]              | 10    | 100.00 |
| 01/08/2022 | Santa Fe [Regular]              | 10    | 100.00 |
| 01/09/2022 | Santa Fe [Santa Fe Bonus Spots] | 21    | 0.00   |

Santa Fe Mercados Inc

Santa Fe

Start Date 01 Jan 2022

End Date 31 Dec 2023

Charges 62,510.00

Adjustments

VAT 0.00

Payments 0.00

Balance 62,510.00

Credits to cash

Credits to trade

Figure 39 The Billing window, Receivables tab

## Statements

KQLB Traffic -- TrafficONE - [Accounts Receivable / Payable]

Invoices Reports System About

Categories Artists Formats Logs Reports Accounts Orders Billing

Invoices Receivables Payables **Statements** Payments Transactions

Advertisers Cash / Trade Rep Any Rep For Sep 2026 Print

| Account Name                | Account Rep    | 09/01/2026      | Invoices | Adjustment | Finance      | Payments | 09/30/2026      |
|-----------------------------|----------------|-----------------|----------|------------|--------------|----------|-----------------|
| Centro Biologico Vida Sana  | Fredy          | 500.00          |          |            |              |          | 500.00          |
| Cirque Entertainmnet IV LLC | House          | 1,789.05        |          |            |              |          | 1,789.05        |
| Cris Santillan              | Jose Berumen   | 1,500.00        |          |            |              |          | 1,500.00        |
| Don Chapin Company          | Luz Maria      | 5,100.00        |          |            |              |          | 5,100.00        |
| El Tarasco Bravo Restaurant | Jose           | 365.00          |          |            |              |          | 365.00          |
| El Viejon                   | Javier         | 1,000.00        |          |            |              |          | 1,000.00        |
| <b>Elite Realty</b>         | <b>Javier</b>  | <b>1,284.40</b> |          |            | <b>18.77</b> |          | <b>1,303.17</b> |
| Empresa MB LLC              | Daisy          | 1,500.00        |          |            |              |          | 1,500.00        |
| Esmeralda Soria             | House          | 1,100.75        |          |            |              |          | 1,100.75        |
| Granite Expo                | Javier         | 2,000.00        |          |            |              |          | 2,000.00        |
| Grocery Outlet Inc          | Maria Angelica | 1,695.00        |          |            |              |          | 1,695.00        |
| Intocable Fresno            | House          | 1,250.00        |          |            |              |          | 1,250.00        |

Adjust Date Invoice Description Amount

10 May 2026 0342 Real Estate Mortgage 1,200.00

30 Sep 2026 0342-IN Interest on Real Estate Mortgage 10 May 2026 18.77

Pay Edit Detail

1 - 30 31 - 60 61 - 90 91 - 120 1,228.56 > 120

Balance Forward 1,284.40

Charges

Interest 18.77

Late Fees

Commissions

Payments

Adjustments

Current Balance 1,303.17

Cash Balance

Trade Balance

Figure 40 The Billing window, Statements tab

To view statements, click on the Statements tab of Billing. To filter the set of accounts listed, select, in any order from top left, Account Type, Revenue Type, Account Rep and the month the statement covers. Click on any column header to sort by that field. Click again to sort in reverse order. The full statement for the selected account is shown at the bottom. Here, the Elite Realty account is shown before any adjustments or payments, or invoice edits.

An invoice will appear on a statement if the Due Date of the invoice falls within the start date through the end date of the statement date range.

Due date of an invoice is the Grace Period (GP) days after the date it was issued where the GP is the number shown in the Grace Period box on the order. We recommend setting this to default to 0 days in global default and existing orders to avoid confusion.

Traffic Settings

Types Personnel Scheduling Standard Charges **Billing Defaults**

**Charges**

Agency Commission 15 Percent

Rep Commission 20 Percent

☒ Commissions due only after invoice is fully paid

Trade Credit 0.00 Fixed

Tax Rate 0 %

Tax Name VAT

**Financing**

Interest Rate 0

Late Fee 0.00

**Grace Period 10 days**

**Billing Period**

Calendar Month

Currency Symbol \$

Starting Invoice Number 1

**Station Address**

Line 1 La Favorita Radio Network

Line 2 4043 Geer Road

Line 3 Hughson CA 95326

Line 4

Line 5

Line 6

**Invoice Instructions**

Type Per Item Plays, Times, Length, Amount

Copies 1 ☒ Affidavit ☐ CoOp Affidavit

Note

**Electronic Invoicing**

Call letters KQLB Band ☐ AM ☒ FM ☐ Internet/Other

Canadian GST Registration

Canadian QST Registration

Bottom Invoice Comment

**Affidavit Text**

Maria Angelica Rios, Traffic Director

Script Image

OK Cancel

**Figure 41** The Grace Period on the Billing Defaults tab

The Grace Period is set on the order to the global default shown on the billing default tab of the Traffic Settings window.

## Issuing Invoices

When an invoice is issued for logs scheduled but not yet played (ie advance dates) the invoice will show nominal times for dates in the future and actual times for dates in the past (where logs have been reconciled)

Regardless of whether an invoice is issued or not, if T1 has received reconciled play-times back from the playout system the actual play times will appear on an invoice. Providing the invoice type selected includes play-times.

An Invoice in the Next list is the next invoice that will be issued at the end of the current billing period or the end of the billing period after the last invoice issued in advance for the order.

So the end date of the Next invoice for an order will first be the end of the current month.

If you issue that Next invoice then the end date shown for that order in the Next list will be the end date of the next billing period, and so on.

You can also issue an invoice from the Pending list which will show charges on charged logs through the current day.

Note: Any time you print an invoice—no matter when it was issued—it will show the most current data. Play times will automatically be adjusted to actual times for dates that have been reconciled, and any previously projected plays and charges will be replaced by actual plays and charges for logs that have been scheduled as of the date you are printing it.

## Deleting an Issued Invoice

Issuing an invoice is what creates it. Until it is issued the invoice does not exist as a record: the Ready list works it out from the charges on the order. That is why there is no command to un-issue one. To take an issued invoice back you delete it, and it then becomes available to be issued again.

Before you do this, make a copy of your station's .m1 file. Deleting an invoice cannot be undone.

Set the status list above the Invoices list to **Issued** and the *invoices for* list to **Any Date**, select the invoice you want, and choose **Delete Selected Invoices** from the Invoices menu. That command is only available while the status list is set to Issued, which is why it is easy to miss.

**Deleting the invoice also deletes the payments and the adjustments that were applied to it.** TrafficOne does not warn you: it only asks *Delete the selected invoice?*. Write down any payments on the invoice before you delete it, because you will have to enter them again afterwards.

What is not deleted are the charges for the spots that aired. They stay on the order, so the invoice can be issued again for the same amount. To do that, set the status list to **Ready** and set *invoices for* to the month the invoice period ends in. With Any Date the Ready list always comes up empty. Then select the invoice and choose **Issue selected invoices**. The invoice is issued with a new number; it does not come back with the one it had.

Take care in that menu. The item below Delete Selected Invoices is **Delete Order Invoices**, and that one deletes every invoice of the order, not only the one you selected.

If all you need is to correct the amounts, because plays or charges changed after the invoice was issued, use **Recompute selected invoices** instead. That works the invoice out again from the current charges and keeps the invoice, its number and its payments.

## Entering Adjustments

**New Adjustment**

Adjustment Date 30 Sep 2026

Account Elite Realty

Product

| Invoice Date | Plays | Length |
|--------------|-------|--------|
|              |       |        |

Type Credit interest and cancel future interest

Amount

☐ All interest to date 78.17

☒ Partial 28.17

Description

Apply Cancel

Figure 42 The New Adjustment window

To enter a new adjustment to the selected account, select the item you wish to adjust in the statement items list at the bottom and click Adjust. For example, to adjust the interest on invoice 342, select the second statement item ("0342-IN") and click Adjust. That will bring up the New Adjustment window. To delete an adjustment, just select it and click the Delete button.

The image below shows the statement the next day after the "Credit interest and cancel future interest" adjustment of \$28.17 was entered. The account has not and will not incur any additional interest after this adjustment on 30 Sep 2026.

| Account Name                | Account Rep  | 09/01/2026 | Invoices | Adjustment | Finance | Payments | 09/30/2026 |
|-----------------------------|--------------|------------|----------|------------|---------|----------|------------|
| Almas Breakfast Spots       | House        | 600.00     |          |            |         |          | 600.00     |
| ALTAMED                     | House        | 2,830.50   |          |            |         |          | 2,830.50   |
| Armando Bravo               | Roberto      | 420.00     |          |            |         |          | 420.00     |
| Botanica La Paz             | Fredy        | 1,600.00   |          |            |         |          | 1,600.00   |
| Caballeros de Colon         | Javier       | 2,010.00   |          |            |         |          | 2,010.00   |
| Centro Biologico Vida Sana  | Fredy        | 500.00     |          |            |         |          | 500.00     |
| Cirque Entertainmnet IV LLC | House        | 1,789.05   |          |            |         |          | 1,789.05   |
| Cris Santillan              | Jose Berumen | 1,500.00   |          |            |         |          | 1,500.00   |
| Don Chapin Company          | Luz Maria    | 5,100.00   |          |            |         |          | 5,100.00   |
| El Tarasco Bravo Restaurant | Jose         | 365.00     |          |            |         |          | 365.00     |
| El Viejon                   | Javier       | 1,000.00   |          |            |         |          | 1,000.00   |
| Elite Realty                | Javier       | 1,256.23   |          | -28.17     | 18.77   |          | 1,246.83   |

|                                 |             |         |                                              |          |
|---------------------------------|-------------|---------|----------------------------------------------|----------|
| Adjust                          | Date        | Invoice | Description                                  | Amount   |
| Delet                           | 10 May 2026 | 0342    | Real Estate Mortgage                         | 1,200.00 |
| Pay                             | 30 Sep 2026 | 0342-IN | Interest on Real Estate Mortgage 10 May 2026 | 18.77    |
| Edit                            | 30 Sep 2026 | 0342-CI | Interest Cancel Adjustment                   | -28.17   |
| <input type="checkbox"/> Detail |             |         |                                              |          |

|        |         |         |          |          |       |
|--------|---------|---------|----------|----------|-------|
| 1 - 30 | 31 - 60 | 61 - 90 | 91 - 120 | 1,228.56 | > 120 |
|--------|---------|---------|----------|----------|-------|

|                 |          |
|-----------------|----------|
| Balance Forward | 1,256.23 |
| Charges         |          |
| Interest        | 18.77    |
| Late Fees       |          |
| Commissions     |          |
| Payments        |          |
| Adjustments     | -28.17   |
| Current Balance | 1,246.83 |
| Cash Balance    |          |
| Trade Balance   |          |

Figure 43 The statement after the adjustment

## Entering Payments

Enter Payment

Account **Elite Realty** Date **01 Sep 2026** Amount **0.00**

Direction ☒ Received ☐ Sen

Revenue Type ☒ Cash ☐ Trade

Payment Type  ☐ Pay from credit

Pay Details

Amount Not Applied

Account Balance **1,256.86**

| Date        | Invoice | Description          | Due      | Applied | Balance  |
|-------------|---------|----------------------|----------|---------|----------|
| 15 May 2026 | 0342    | Real Estate Mortgage | 1,200.00 |         | 1,200.00 |
| 01 Sep 2026 | 0342-IN | Interest Charge      | 31.86    |         | 31.86    |
| 01 Sep 2026 | 0342-LF | Late Fee             | 25.00    |         | 25.00    |

Save Cancel

Figure 44 The Enter Payment window

Cash and Trade payments, pre-payments and payments from customer's credit balance are all entered through the same payment window, which you can reach any of these ways from the Billing window:

- 1 Select a receivable in the **Receivables** list then click **Pay selected receivable**.
- 2 Select a payable in the **Payables** list then click **Pay selected payable**.
- 3 On the **Payments** tab select an account to **Collect payments** for then click **New Payment**.
- 4 Click the **Pay** button shown on the left of the statement items list.

If you want to select a different **Account** to record a payment for, then do that first.

If the account is an agency, then you will need to set the payment Direction. Otherwise, Music 1 will set the direction: Received for an advertiser, or Sent for an account rep. Then set Revenue Type to:

Trade for payment of allowable trade portion of invoices of trade orders, or

Cash for payment of residual portion of invoices trade orders (after zero or more of the trade portion has been paid by trade), invoices of cash orders, finance charges, and commissions.

If the account has a credit balance in the selected Revenue Type then TrafficOne will check Pay from credit balance and set Amount to that balance. This allows you to pay invoices with an account's credit balance. If you do not want to pay from credit balance, then un-check Pay from credit balance and enter an Amount. Or, if there is no credit balance, enter an Amount.

**Date**, the effective date of the payment, defaults to today, though you can change it.

**Pay Details** is for any descriptive info (check number, credit card number, etc.).

The balances on this window are computed as follows:

On each item **Balance = Due - Applied**

**Amount not applied = Amount - <sum of Applied for each item shown >.**

**Account Balance = <sum of Balance for each item shown>.**

To actually pay something you need to either click **Auto Apply** or enter an amount into the **Applied** column for one or more of the items then click **Save Payment**.

## Recording a Trade Payment

Enter Payment

Account Elite Realty Date 01 Sep 2026 Amount 720.00

Direction ☒ Received ☐ Sen

Revenue Type ☐ Cash ☒ Trade Auto Apply

Payment Type  ☐ Pay from credit

Pay Details Trade agreement Amount Not Applied

Account Balance 480.00

| Date        | Invoice | Description          | Due      | Max Trade | Applied | Balance |
|-------------|---------|----------------------|----------|-----------|---------|---------|
| 15 May 2026 | 0342    | Real Estate Mortgage | 1,200.00 | 720.00    | 720.00  | 480.00  |

Save Payment Cancel

Figure 45 Entering a trade payment

When paying via Trade the column Max Trade shows the maximum portion of the charges still Due for an invoice that can be paid via trade. It equals the Minimum of Due and Trade\_Credit (For Trade\_Credit Fixed), or minimum of Due and Invoice\_Charges X Trade\_Credit / 100 (For Trade\_Credit Percent). In this example, Trade Credit = 60%.

Invoices of cash orders, finance charges and commissions are not listed (not payable) when paying by trade, and you can enter an Applied value only up to Max Trade on each trade invoice shown. Since Balance = Due - Applied, the portion of the charges Due that are not paid by trade will be reflected in Balance, and must be paid later by some combination of cash and trade. In this example, \$480.00 from invoice 0342 remains payable.

## Recording a Cash Payment

Enter Payment

Account Elite Realty Date 01 Sep 2026 Amount 600.00

Direction ☒ Received ☐ Sen

Revenue Type ☒ Cash ☐ Trade Auto Apply

Payment Type Check ☐ Pay from credit

Pay Details 2154 Amount Not Applied 63.14

Account Balance 0.00

| Date        | Invoice | Description          | Due    | Applied | Balance |
|-------------|---------|----------------------|--------|---------|---------|
| 15 May 2026 | 0342    | Real Estate Mortgage | 480.00 | 480.00  | 0.00    |
| 01 Sep 2026 | 0342-IN | Interest Charge      | 31.86  | 31.86   | 0.00    |
| 01 Sep 2026 | 0342-LF | Late Fee             | 25.00  | 25.00   | 0.00    |

Save Payment Cancel

Figure 46 Entering a cash payment

Set Revenue Type to Cash for recording any non-trade payment type (cash, check, credit card, cashier's check, PayPal, etc.) that you name on the Types tab of the Traffic Settings. If Pay from credit balance is not checked, then you will need to select a Payment Type and enter an Amount.

In this example we are paying the \$480.00 remaining payable on invoice 342 after the \$720.00 trade payment, \$31.86 of interest on invoice 0342, and \$25.00 of late fee on invoice 0342. These items add up to \$536.86 so the \$63.14 of the \$600.00 payment that remains not applied will be added to the account's cash credit balance. (Credits are applied the same way to trade balance for trade over-payments.)

When you click Save Payment, Amount not applied is added to the account's cash or trade credit balance (whichever Revenue Type is selected). This balance can be used later to make payments. To enter a pre-payment, don't click Auto Apply or anything into Applied and click Save Payment. The full amount will then be credited to the account's cash / trade credit balance.

## Apply Payment

**You have applied 536.86 of this payment to charges and 63.14 to the account's cash credit balance.  
Proceed?**

**Yes**

**No**

Figure 47 Applying a payment

The image below shows a statement for Elite Realty after both payments in this payments example have been entered.

| Account Name                | Account Rep   | 09/01/2026      | Invoices | Adjustment    | Finance     | Payments         | 09/30/2026    |
|-----------------------------|---------------|-----------------|----------|---------------|-------------|------------------|---------------|
| Almas Breakfast Spots       | House         | 600.00          |          |               |             |                  | 600.00        |
| ALTAMED                     | House         | 2,830.50        |          |               |             |                  | 2,830.50      |
| Armando Bravo               | Roberto       | 420.00          |          |               |             |                  | 420.00        |
| Botanica La Paz             | Fredy         | 1,600.00        |          |               |             |                  | 1,600.00      |
| Caballeros de Colon         | Javier        | 2,010.00        |          |               |             |                  | 2,010.00      |
| Centro Biologico Vida Sana  | Fredy         | 500.00          |          |               |             |                  | 500.00        |
| Cirque Entertainmnet IV LLC | House         | 1,789.05        |          |               |             |                  | 1,789.05      |
| Cris Santillan              | Jose Berumen  | 1,500.00        |          |               |             |                  | 1,500.00      |
| Don Chapin Company          | Luz Maria     | 5,100.00        |          |               |             |                  | 5,100.00      |
| El Tarasco Bravo Restaurant | Jose          | 365.00          |          |               |             |                  | 365.00        |
| El Viejon                   | Javier        | 1,000.00        |          |               |             |                  | 1,000.00      |
| <b>Elite Realty</b>         | <b>Javier</b> | <b>1,256.23</b> |          | <b>-28.17</b> | <b>1.03</b> | <b>-1,256.86</b> | <b>-27.77</b> |

| Adjust                          | Date        | Invoice | Description                                  | Amount   |
|---------------------------------|-------------|---------|----------------------------------------------|----------|
|                                 | 10 May 2026 | 0342    | Real Estate Mortgage                         | 1,200.00 |
| Delet                           | 01 Sep 2026 |         | Check 2154 to 0,342                          | -600.00  |
|                                 | 01 Sep 2026 |         | Trade to 342                                 | -720.00  |
| Pay                             | 30 Sep 2026 | 0342-IN | Interest on Real Estate Mortgage 10 May 2026 | 1.03     |
| E dit                           | 30 Sep 2026 | 0342-CI | Interest Cancel Adjustment                   | -28.17   |
| <input type="checkbox"/> Detail |             |         |                                              |          |

|                 |           |
|-----------------|-----------|
| Balance Forward | 1,256.23  |
| Charges         |           |
| Interest        | 1.03      |
| Late Fees       |           |
| Commissions     |           |
| Payments        | -1,256.86 |
| Adjustments     | -28.17    |
| Current Balance | -27.77    |
| Cash Balance    | 63.14     |
| Trade Balance   |           |

|        |         |         |          |      |       |
|--------|---------|---------|----------|------|-------|
| 1 - 30 | 31 - 60 | 61 - 90 | 91 - 120 | 3.56 | > 120 |
|--------|---------|---------|----------|------|-------|

Figure 48 The statement after both payments

## Editing an Invoice

If you realized after an invoice was issued that some spots didn't actually air, or you want to adjust the total on the invoice for any other reason, then select it in the Invoices list and click the Edit button above the list. The window lists every day of the invoice, with the plays that were billed and the charges that go with them. The Corrected Plays and Corrected Amt columns show what the invoice is being billed at. TrafficOne works those two out for you; they are not typed in this window.

To change what the invoice is worth, type a positive or negative amount in Adjust Amount, at the bottom right. Invoice Total changes as soon as you leave the field, and Effective Date is the date the change is recorded under.

Edit Invoice Items

Account Elite Realty

Product Real Estate Mortgage

Start Date 13 Apr 2026

End Date 10 May 2026

Due Date 15 May 2026

| Date       | Description  | Billed Plays | Corrected Plays | Billed Amt | Corrected Amt |
|------------|--------------|--------------|-----------------|------------|---------------|
| 04/13/2026 | Elite Realty | 5            | 5               | 60.00      | 60.00         |
| 04/14/2026 | Elite Realty | 5            | 5               | 60.00      | 60.00         |
| 04/15/2026 | Elite Realty | 5            | 5               | 60.00      | 60.00         |
| 04/16/2026 | Elite Realty | 5            | 5               | 60.00      | 60.00         |
| 04/17/2026 | Elite Realty | 5            | 5               | 60.00      | 60.00         |
| 04/20/2026 | Elite Realty | 5            | 5               | 60.00      | 60.00         |
| 04/21/2026 | Elite Realty | 4            | 4               | 48.00      | 48.00         |
| 04/22/2026 | Elite Realty | 6            | 6               | 72.00      | 72.00         |
| 04/23/2026 | Elite Realty | 4            | 4               | 48.00      | 48.00         |
| 04/24/2026 | Elite Realty | 6            | 6               | 72.00      | 72.00         |
| 04/27/2026 | Elite Realty | 6            | 6               | 72.00      | 72.00         |
| 04/28/2026 | Elite Realty | 4            | 4               | 48.00      | 48.00         |
| 04/29/2026 | Elite Realty | 6            | 6               | 72.00      | 72.00         |
| 04/30/2026 | Elite Realty | 4            | 4               | 48.00      | 48.00         |
| 05/01/2026 | Elite Realty | 5            | 5               | 60.00      | 60.00         |
| 05/04/2026 | Elite Realty | 6            | 6               | 72.00      | 72.00         |
| 05/05/2026 | Elite Realty | 4            | 4               | 48.00      | 48.00         |
| 05/06/2026 | Elite Realty | 6            | 6               | 72.00      | 72.00         |
| 05/07/2026 | Elite Realty | 4            | 4               | 48.00      | 48.00         |
| 05/08/2026 | Elite Realty | 5            | 5               | 60.00      | 60.00         |
| Total      |              | 100          | 100             | 1,200.00   | 1,200.00      |

Notes

Adjust Amount -12.00

Invoice Total 1,188.00

Effective Date 28 Sep 2026

Save Changes

Cancel

Figure 49 The Edit Invoice Items window

You can edit an invoice even after it has been partially or completely paid. If the invoice balance after the edit is less than the original charges, and the invoice has been partially or completely paid, then TrafficOne will credit the resulting overpayment, if any, back to the Cash credit balance or Trade credit balance of the account. These balances can be used to pay other invoices as described under Entering Payments.

In the example above the invoice was \$1,200.00, and an adjustment of -12.00 brings the Invoice Total to \$1,188.00.

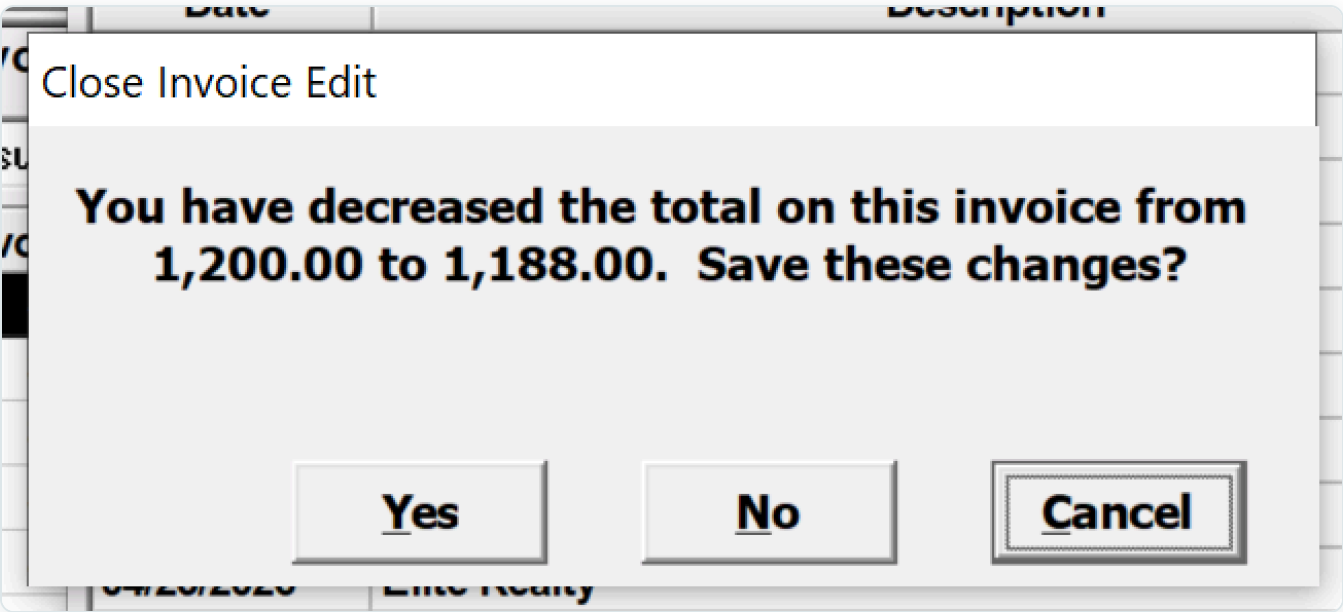


Figure 50 Closing an invoice edit

When the edit leaves the account having paid more than the invoice is now worth, a second message tells you how much goes back to the customer, before anything is saved.

Since the invoice was fully paid by the time it was reduced, the whole reduction becomes a credit to the customer's cash and / or trade credit accounts. In this case TrafficOne credited \$12.00 to the customer's cash credit balance, and the invoice detail shows it under Credits to cash.

In the next example below, the image shows the Elite Realty invoice 0342 after it was reduced in value from \$1,200.00 to \$1,188.00 on 28 Sep 2026.

| Date       | Description                         | Plays | Amount | Elite Realty                                                                                                                                                                                                    |
|------------|-------------------------------------|-------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04/29/2026 | Real Estate Mortgage [Elite Realty] | 6     | 72.00  | Real Estate Mortgage<br>Start Date 13 Apr 2026<br>End Date 10 May 2026<br>Charges 1,200.00<br>Adjustments -12.00<br>VAT 0.00<br>Payments -1,200.00<br>Balance 0.00<br>Credits to cash 12.00<br>Credits to trade |
| 04/30/2026 | Real Estate Mortgage [Elite Realty] | 4     | 48.00  |                                                                                                                                                                                                                 |
| 05/01/2026 | Real Estate Mortgage [Elite Realty] | 5     | 60.00  |                                                                                                                                                                                                                 |
| 05/04/2026 | Real Estate Mortgage [Elite Realty] | 6     | 72.00  |                                                                                                                                                                                                                 |
| 05/05/2026 | Real Estate Mortgage [Elite Realty] | 4     | 48.00  |                                                                                                                                                                                                                 |
| 05/06/2026 | Real Estate Mortgage [Elite Realty] | 6     | 72.00  |                                                                                                                                                                                                                 |
| 05/07/2026 | Real Estate Mortgage [Elite Realty] | 4     | 48.00  |                                                                                                                                                                                                                 |
| 05/08/2026 | Real Estate Mortgage [Elite Realty] | 5     | 60.00  |                                                                                                                                                                                                                 |
| 05/10/2026 | Adjust Invoice Total                |       | -12.00 |                                                                                                                                                                                                                 |
|            |                                     |       |        |                                                                                                                                                                                                                 |

Figure 51 The invoice detail after editing

And here, in the next image shows the Elite Realty statement after invoice 0342 was reduced in value from \$1,200.00 to \$1,188.00 on 28 Sep 2026.

| Account Name                    | Account Rep  | 09/01/2026 | Invoices                                     | Adjustment | Finance | Payments  | 09/30/2026 |                          |
|---------------------------------|--------------|------------|----------------------------------------------|------------|---------|-----------|------------|--------------------------|
| Almas Breakfast Spots           | House        | 600.00     |                                              |            |         |           | 600.00     |                          |
| ALTAMED                         | House        | 2,830.50   |                                              |            |         |           | 2,830.50   |                          |
| Armando Bravo                   | Roberto      | 420.00     |                                              |            |         |           | 420.00     |                          |
| Botanica La Paz                 | Fredy        | 1,600.00   |                                              |            |         |           | 1,600.00   |                          |
| Caballeros de Colon             | Javier       | 2,010.00   |                                              |            |         |           | 2,010.00   |                          |
| Centro Biologico Vida Sana      | Fredy        | 500.00     |                                              |            |         |           | 500.00     |                          |
| Cirque Entertainmnet IV LLC     | House        | 1,789.05   |                                              |            |         |           | 1,789.05   |                          |
| Cris Santillan                  | Jose Berumen | 1,500.00   |                                              |            |         |           | 1,500.00   |                          |
| Don Chapin Company              | Luz Maria    | 5,100.00   |                                              |            |         |           | 5,100.00   |                          |
| El Tarasco Bravo Restaurant     | Jose         | 365.00     |                                              |            |         |           | 365.00     |                          |
| El Viejon                       | Javier       | 1,000.00   |                                              |            |         |           | 1,000.00   |                          |
| Elite Realty                    | Javier       | 1,243.64   |                                              | -28.17     | 0.84    | -1,256.86 | -28.55     |                          |
| Adjust                          | Date         | Invoice    | Description                                  | Amount     |         |           |            | Balance Forward 1,243.64 |
|                                 | 10 May 2026  | 0342       | Real Estate Mortgage                         | 1,188.00   |         |           |            | Charges                  |
| Delete                          | 01 Sep 2026  |            | Check 2154 to 0,342                          | -600.00    |         |           |            | Interest 0.84            |
|                                 | 01 Sep 2026  |            | Trade to 342                                 | -720.00    |         |           |            | Late Fees                |
| Pay                             | 30 Sep 2026  | 0342-IN    | Interest on Real Estate Mortgage 10 May 2026 | 0.84       |         |           |            | Commissions              |
| Edit                            | 30 Sep 2026  | 0342-CI    | Interest Cancel Adjustment                   | -28.17     |         |           |            | Payments -1,256.86       |
| <input type="checkbox"/> Detail |              |            |                                              |            |         |           |            | Adjustments -28.17       |
|                                 |              |            |                                              |            |         |           |            | Current Balance -28.55   |
|                                 |              |            |                                              |            |         |           |            | Cash Balance 75.14       |

Figure 52 The statement after editing the invoice

## SECTION 10

# System Settings Window

Find this screen in the TrafficOne/MusicOne System menu. You can change your passwords anytime, but don't forget the Main Password! Write it down and keep it in a safe place.

Date Format will change the format of any dates that will print on your music logs and reports. It can appear as: January 15 2026 or 15 January 2026

Time Format will change the format of any times shown on logs, reports, and anywhere on the Music 1 screen. 24 Hour shows hours in military format (0 through 23). 12 Hour shows them in conventional format (12 am through 11 pm).

Log Folder is where your music log files will be saved. Logs are most often saved in a sub-directory of the music1 directory. If you simply enter "logs" in the field (as is seen on the example), then Music 1 will automatically create a subdirectory when you first open the Music Logs menu. If you are scheduling music for two or more stations, you will need to have separate Logs Directories for each station. You will need to create a different Log sub-Directory in your TrafficOne directory with a different name for each station. Any name will work, up to eight characters. So, the Log directory for your second station could be: logs2. Or, you might name your logs directories something like: "wabcllogs" and "wmca logs"

Report Folder is where any reports or exports you create in TrafficOne are saved.

## Traffic Table

An interface can be prepared enabling TrafficOne/MusicOne to read and import a commercial log file. Then, the pie-slices for Commercial Spot Breaks will automatically adjust to reflect the exact amount of time in the spot cluster. This enables a user to more precisely schedule the amount of music content needed in each hour. Several traffic/commercial scheduler templates are built into Music 1. Using the Traffic Tab in System Parameters, new interfaces can be built. Music 1 is capable of reading virtually any commercial log text file. Our tech staff will assist you in setting the proper specifications for this function.

## Automatic Shutdown

It's not wise to leave M1 running when you're not working with it. If someone else on your office network wants to work with M1 and your office is locked with M1 loaded on your computer, they can't get it going. And if the computer should be restarted while M1 is opened, it will then ask for a re-activation code when you start it again (because it wasn't closed out properly).

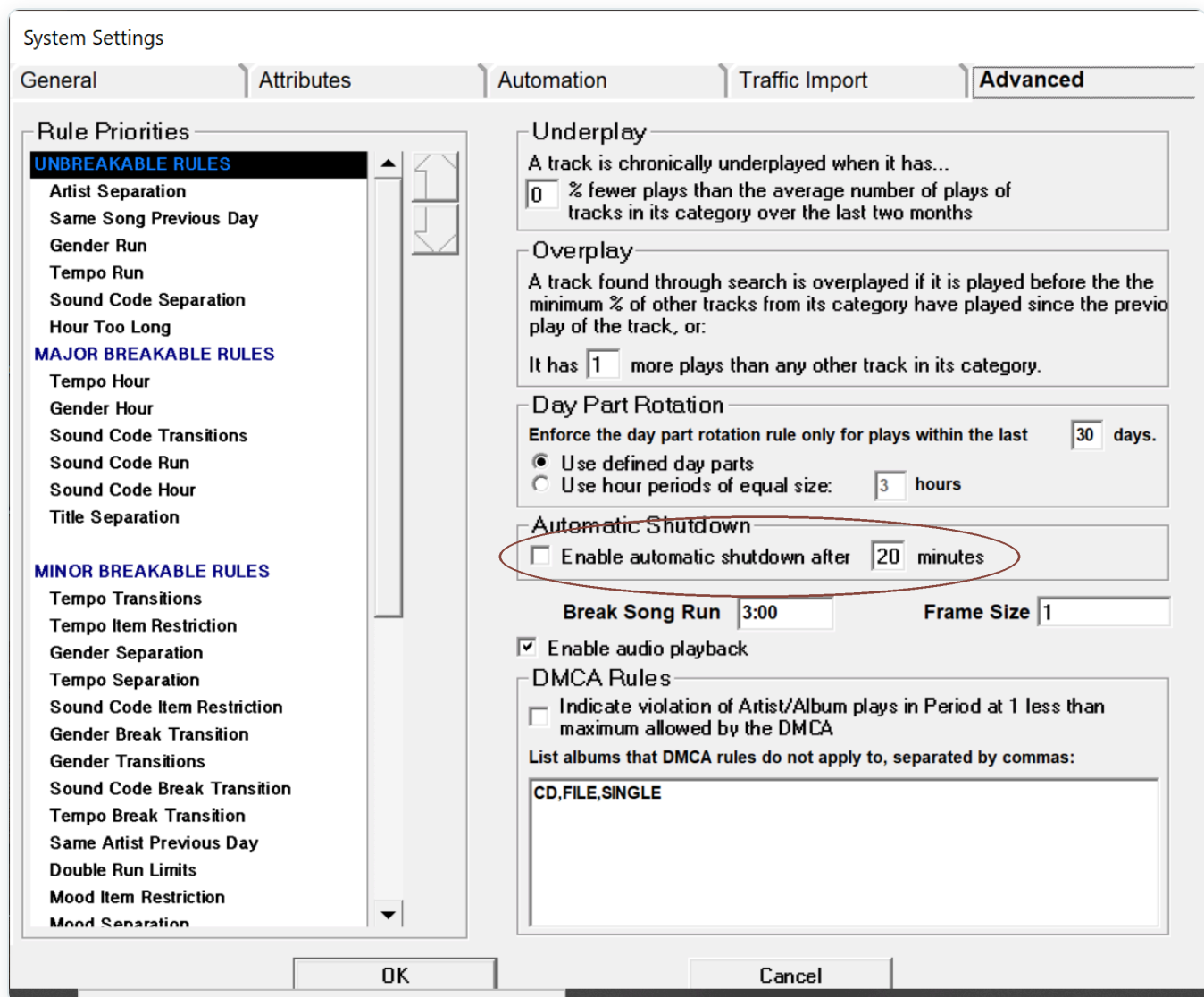


Figure 53 The Advanced tab of the System Settings window

## Multi User Mode

This allows the M1 library to be accessed from two or more different desktops on a local area network.

Normally, when M1 is being used on a single computer, the station (library).m1 file and the Logs directory are stored in the c:\Music 1 directory. When operating in multi-user mode, the station library file and the Logs directory must be moved to any other directory on the network. It can be moved into a different directory on the C drive of the primary machine, but usually it is moved to the server.

On the server, the file and folder can be placed into any directory. For simplicity, we recommend creating a directory on the server named: Music 1 Data

The steps are these:

- 1 Move your station library file and the Music 1 Logs folder into the directory of choice.
- 2 Install Music 1 on each machine on the network where you would like to use M1. You must have the same version of Music 1 installed on each machine.
- 3 On one computer, start Music 1. At the "Select a database" screen, click the Network button and negotiate through your network to the directory that now contains your station library. Open that library. This allows M1 to create a new Dailybak sub-directory within that new directory. As soon as the library has been started, quit Music 1, then start it again.
- 4 On this start-up, at the Select A Database screen, open the Options menu and select Multi-User Mode. You'll receive a screen prompt informing you that all machines must be changed to the Multi-user setting. Click OK. Next, click the Network button on the right side of the window and again negotiate to the folder where you have put the station library file, then open the database.  
  
4.1. This computer is now set. In the future, whenever you start M1 on this one, it will automatically look to the new directory as normal.
- 5 Close M1 on this machine and on the next machine start M1 and at the Select A Database window, open the Options Menu and select Multi-User mode. Then click the Network button and negotiate to the directory containing the library file and start it. Now this machine is set to automatically look to that directory to find the library file each time M1 is started.

## Read-Only mode (Passwords)

Only one user can have full read/write access to the library file at one time. If one user has loaded the library and someone tries to start it on the other computer, they'll receive a message: this database is already running.

You can set passwords for "read-only" access, then the second computer can load the library and the user and search, view, print, but can't make any changes; can't add or move songs, alter format clocks or do any scheduling.

When the first computer closes the library, the second computer can start M1 and have full read/ write access.

In order to allow the second computer to open and view the database while the first computer has it started, both a Master and View password must be set in the System Parameters window.

## SECTION 11

# Microsoft Access

---

TrafficOne/MusicOne uses the Microsoft Access database platform. We do not recommend opening the Music 1 database with Access, however. You could copy your library, then use Access to produce customized reports with the copy, and ONLY with the copy. If your database ever became corrupted, you could use Access to “repair” the library. But that is all. Never make any changes to a Music 1 database through Access.

## SECTION 12

# Glitches or Bugs: What To Do

Music 1 has proved itself to be the most reliable and bug free music scheduler ever introduced. However, as with any complex software, new functions that are added may have an unanticipated affect on another function that was previously working just fine.

In order to help us quickly de-bug and correct such things, Music 1 creates an 'error' file whenever a bug happens. A screen prompt will appear alerting you and asking you to contact us. Here's what we ask you to do in such a situation:

- 1 Make a few notes about what you were doing when the glitch appeared. Write down any prompts or error messages that might appear on the screen.
- 2 Quit Music 1.
- 3 Send a copy of your library file to the M1 support office. Also email the Error File that you'll find in your Music 1 directory with a .err extension.
- 4 Contact TrafficOne office for assistance [support@traffic1.pro](mailto:support@traffic1.pro)

If you don't reach us immediately, you can restore the database to an earlier condition and work with that. If you do this, first try the most recent backup. That file will have all your data in exactly the same state as when you first started up on this day.

In rare of instances, you may need to use a backup from a previous day. The only problem with running a backup from a previous day is any work you've done since the backup was made will have to be repeated. New songs added or songs moved to different categories, clock changes, etc. If you have scheduled new logs since the backup was made, then the next schedules you make will have much the same songs and rotation patterns of those logs because your Category card stacks will be in the same position as when the backup was made. In this case you may want to make and save one or more log files, then go into the Log Folder itself through Windows and manually delete the just-saved logs. That will help to put the category card stacks into the positions they were in before your crash.

## SECTION 13

# Backup and Restore

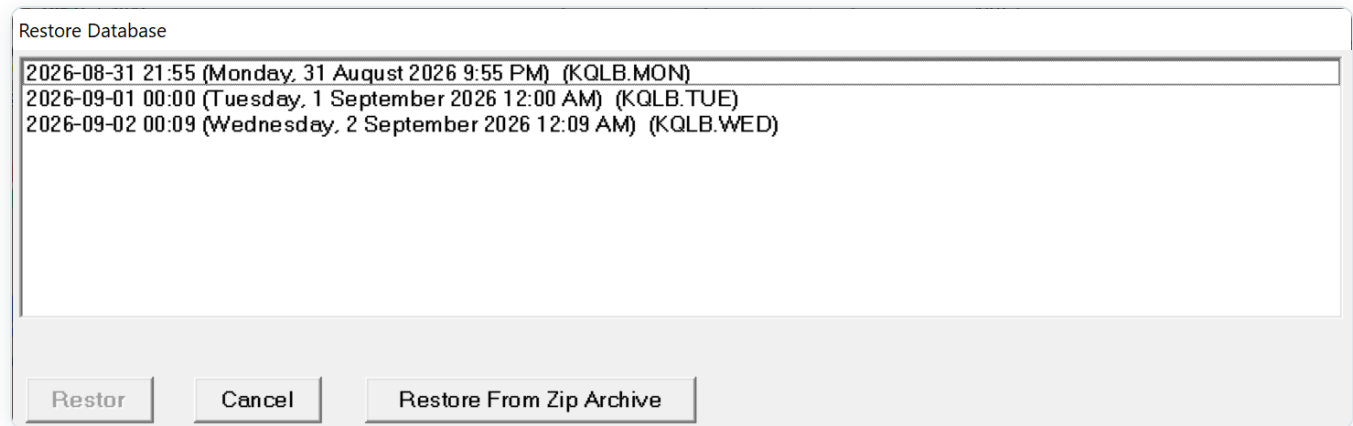


Figure 54 The Restore Database window

Within the Music 1 folder on your computer, you'll see a sub-folder named: Dailybak

This folder contains clones of your library file. The first time you open M1 and load your library on each day of the week, it clones the library file. You may have as many as seven clones, one for each day of the week. If you never open M1 on Sunday, you'll not have a Sunday backup. If you open it on a Sunday in January, that clone will stay there, as is, until the next time you open it on a Sunday, however far into the future that may be.

Music 1 makes the daily clone only once. If you open M1 on a Monday at 10am, it makes the clone. If you then close and open your library file many more times during the day, the clone is not overwritten, the one made at 10am remains there until the next time you open it on some Monday in the future.

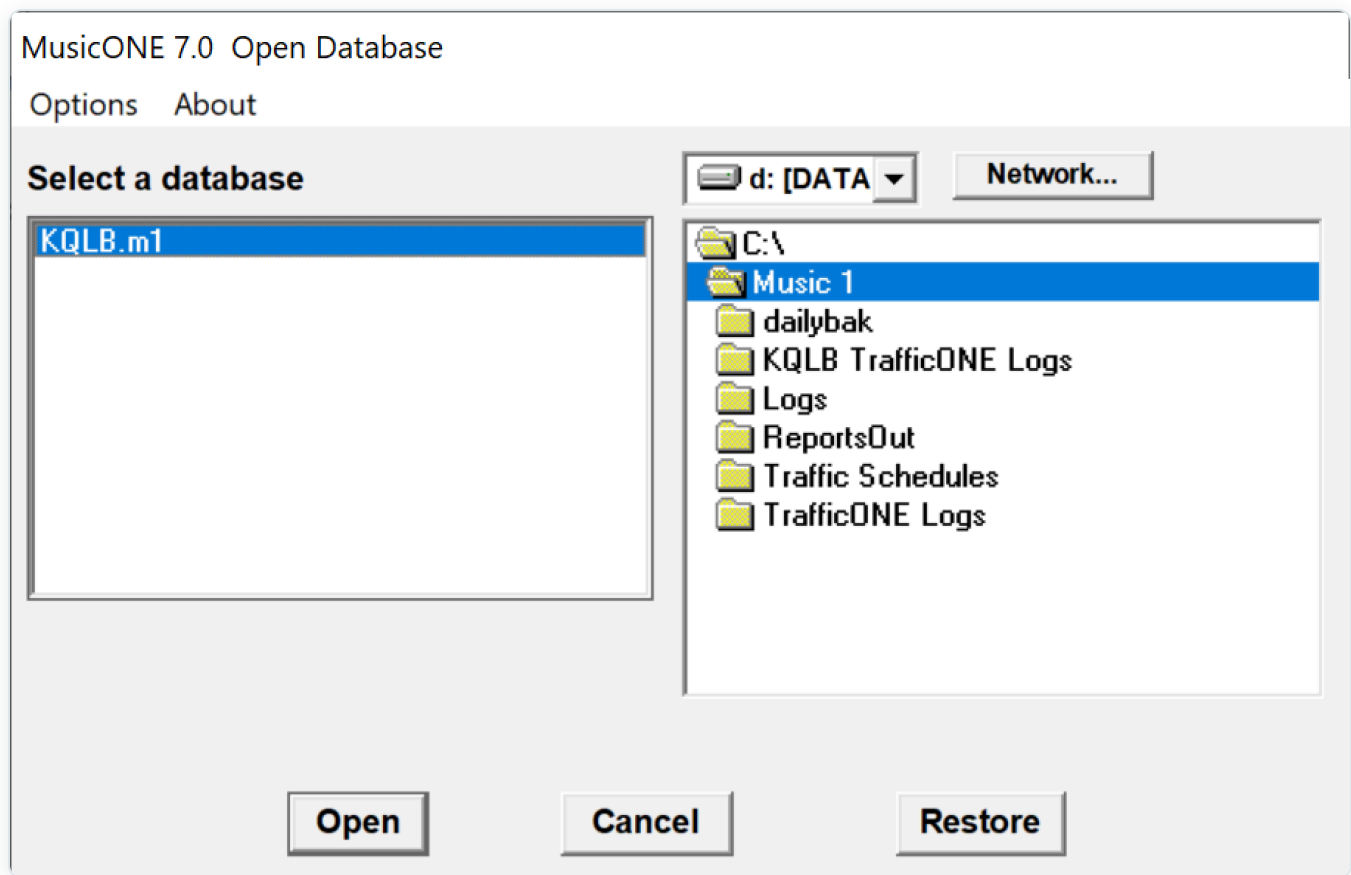


Figure 55 The Open Database window

## Copying Your Library File

You should copy your station library file to another drive at least once a week. If you run Music 1 from a single computer, your library file will be found in the c:\music 1 folder. It is the file with your station name and the .m1 extension. If you run M1 from multiple machines/desktops in your station, the library file will have been installed in some folder on your server. If your IT department has a regular backup routine, then you are OK and safe. But be sure that this is taken care of. If ever the drive should crash, as long as you have your station.m1 file, you can quickly install M1 on another computer, move the .m1 file onto that machine and be up and running again in short order.

## Restore From a Dailybak File

At the opening window, select the name of your station library file, then click the "Restore" button. A window will appear with a list of the dates of the more recent back for the days of the week. Select the most recent date and click the Restore button. M1 will then start up with the library in the condition it was when you first

opened it on that particular day. You may also repeat this action and restore to earlier dates in the even that the most recent backup is unacceptable for some reason.

## Back Up Your Logs Folder

Copy the Logs folder as well as your library file, and on the same schedule. TrafficOne keeps every log it has scheduled in that folder, and your billing is built from them. If you lose the Logs folder you lose the record your invoices are made from.

## Network Environment

Installing TrafficOne on multiple PC's -It is possible to install MusicOne Programme which opens the TrafficOne Database on multiple pc's as we license the database not the program.

This means in a network environment the programs data folder can be on a shared network drive and multiple PC's access it. However, in this environment only one user can edit the database at a time, other users logged in will be able to read in read-only mode. See Program / TrafficOne setup section for more detail.

## Stay Current

Music 1 and TrafficONE are updated regularly. New functions are added. Any errors and glitches that are discovered are fixed promptly. As the software continues to evolve, we want you to stay current: to be using the latest version as it is released. Soon, the version that comes with your Music 1 installer disk will be older than the 'current' version of the software. So, if you use the installer disk to reinstall Music 1 or put it onto a different machine in the future, you'll want to update/ upgrade the application itself.

To check your version number: With Music 1 started, click the About menu. Or, from Explorer, open the Music 1 directory, then right-click on music1.exe (the application), then select Properties. When the Properties window appears, click the Version tab.

If you are using Music 1 on more than one machine, it is important that you have the same version of the application on both computers. If you have version 6.0.3 n your desktop and version 6.0.1 your laptop, the portable machine will not be able to open your library file.

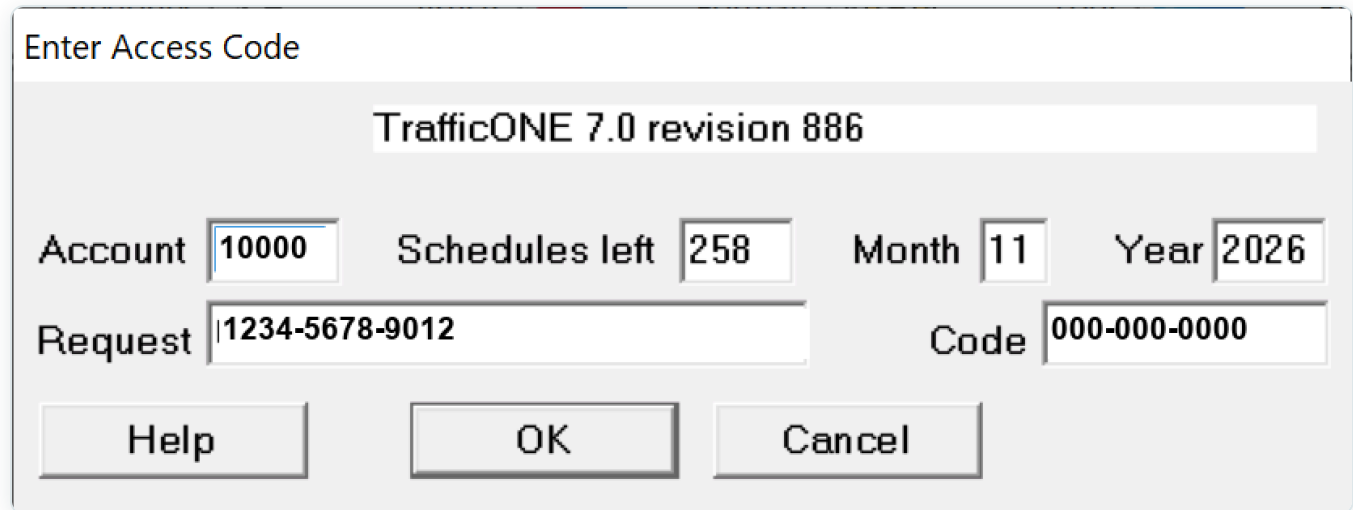
## To Install On A New or Different Computer

Quit all running applications then run the Music 1 installer and follow the screen prompts.

The installer is always directed to install two 'demo' libraries into the Music 1 directory. You can select the Compact installation type and omit that step. Or, you can simply delete the demo libraries from your Music 1 directory later.

The default location is: C:\ Music 1. To install to a different directory, click the "Change Directory" or Browse button, when prompted and enter the path you choose and continue with the installation. If you do installed to a different drive then, in the future when you download updates/upgrades to the M1 application, be sure to direct the upgrade to extract to your Music 1 Folder. By default, the upgrader files will always extract to: c:\music 1

A number of Schedules (saved log/playlist files), a Month and a Year are entered. A database is active for that number of schedules or until the first of the month that is entered.



Enter Access Code

TrafficONE 7.0 revision 886

Account  Schedules left  Month  Year

Request  Code

Figure 56 Entering the access code

After Music 1 is installed, copy your song library, the (station).m1 file, and your Logs sub-folder into the Music 1 directory.

## SECTION 14

# Registration Codes

---

The license code for authorized use of our software is contained within each station database or library file. Whenever a payment arrives for the next license term (usually quarterly), we then provide a new access code for that term.

The Request number, on the Access Code screen, is required to generate a new code. The number cannot be altered or edited manually. It is produced internally by M1 itself and is ever- changing. To obtain a new code for the next term, email the number the Request number to the Music 1 office or phone it in. We use it to generate new number that is to be entered into the Code field along with an update of the Schedules left, month and year fields.

To View the Access Code screen, start M1 and load your library file. Close all M1 screens so you see only and empty screen with only the M1 buttons and menus showing. Open the menu: System>Enter Access Code

NOTE: The Request code number changes every time anything is done within M1, so as soon as you get the number to send to the M1 office, you should immediately close M1 and do no more work within the database until your new access code update is sent back to you. If you must work with M1 before your new code is received, then the Request number will change and we'll need to get the 'new' Request number in order to produce a code update.

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