

Creating and editing a Multi Week Schedule

After having gone through the Wizard and creating the basic schedule here is how to edit it:

IF you want to add a daypart you need to single click the cell below the current daypart so that the box appears around the cell as shown...

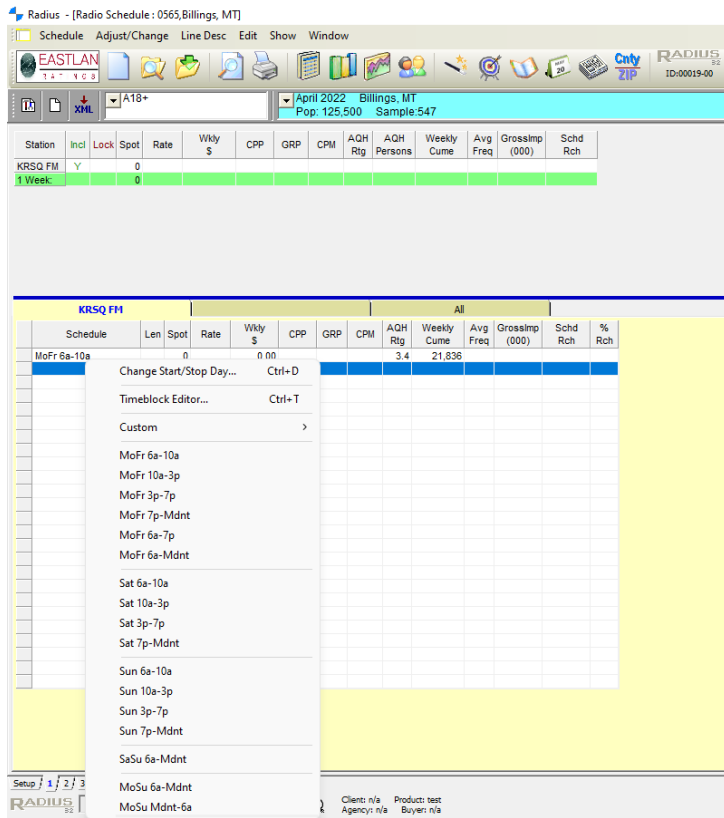
PRO NOTE: You can change a current paypart showing my single clicking on that daypart in the schedule and then right click it to bring up the editing window as described below...

The screenshot shows the RADIUS software interface for a radio schedule. The main window displays a table with columns: Station, Incl, Lock, Spot, Rate, Wkly \$, CPP, GRP, CPM, AQH Rtg, AQH Persons, Weekly Cume, Avg Freq, Grossimp (000), and Schd Rch. Below this is a detailed view for 'KRSQ FM' with columns: Schedule, Len, Spot, Rate, Wkly \$, CPP, GRP, CPM, AQH Rtg, Weekly Cume, Avg Freq, Grossimp (000), Schd Rch, and % Rch. The 'MoFr 6a-10a' row is highlighted, and a red box is drawn around the 'MoFr 6a-10a' cell in the 'Schedule' column. A callout box with a red border and arrow points to this cell, containing the text: 'Single Click the cell you want to add daypart to so a box appears like this'.

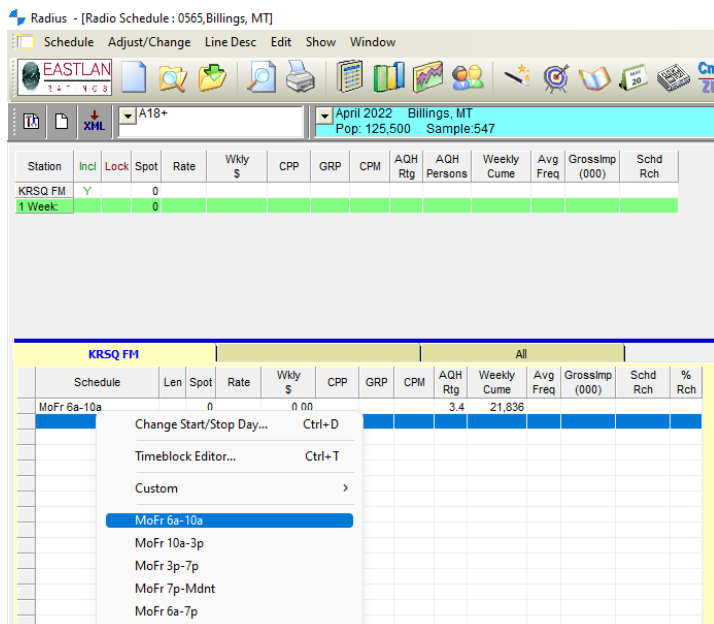
Now right click on that cell with the box around it.....

This screenshot is identical to the previous one, showing the RADIUS software interface with the 'MoFr 6a-10a' cell highlighted. A red box is drawn around the 'MoFr 6a-10a' cell in the 'Schedule' column. A callout box with a red border and arrow points to this cell, containing the text: 'Right click on the cell'.

The following popup window will appear.....



If you want to add a standard broadcast daypart you can select from the list shown (in the example I am selecting Monday to Friday 6a-10a). If you want a customized daypart continue to read on.....



If you are selecting a standard daypart just click on the one you want in that popup window as shown above and it will added as shown below....

Radius - [Radio Schedule : 0565,Billings, MT]

Schedule Adjust/Change Line Desc Edit Show Window

EASTLAN 3.4 * 90.3

A18+ April 2022 Billings, MT Pop: 125,500 Sample:547

Station	Incl	Lock	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	AQH Persons	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch
KRSQ FM	Y		0											
1 Week:			0											

KRSQ FM				All										
Schedule	Len	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch		
MoFr 6a-10a		0		0.00				3.4	21,836					
MoFr 6a-10a		0		0.00				3.4	21,836					

To add a custom daypart just single click on cell below the last daypart as shown so the cell has a box around it.....

Radius - [Radio Schedule : 0565,Billings, MT]

Schedule Adjust/Change Line Desc Edit Show Window

EASTLAN 3.4 * 90.3

A18+ April 2022 Billings, MT Pop: 125,500 Sample:547

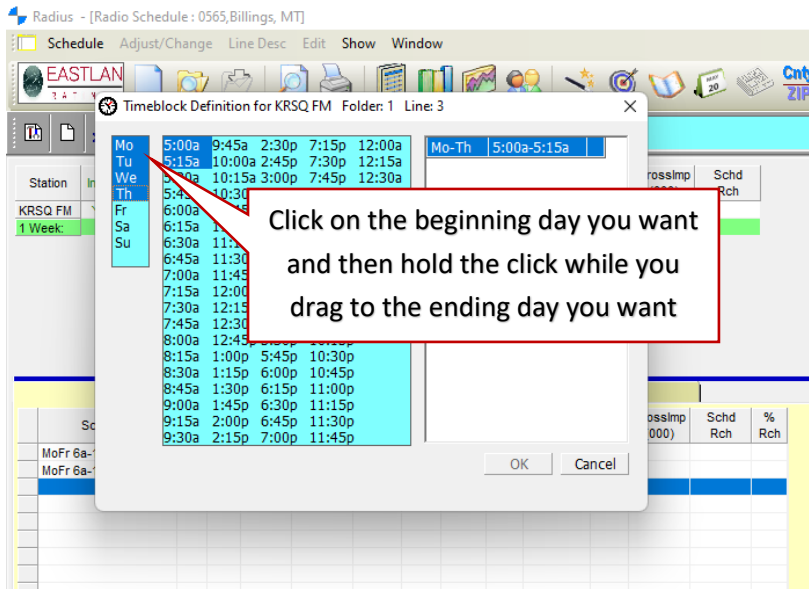
Station	Incl	Lock	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	AQH Persons	Weekly Cume	Avg Freq	GrossImp (000)
KRSQ FM	Y		0										
1 Week:			0										

KRSQ FM				All										
Schedule	Len	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	Weekly Cume	Avg Freq	GrossImp (000)			
MoFr 6a-10a		0		0.00				3.4	21,836					
MoFr 6a-10a		0		0.00				3.4	21,836					

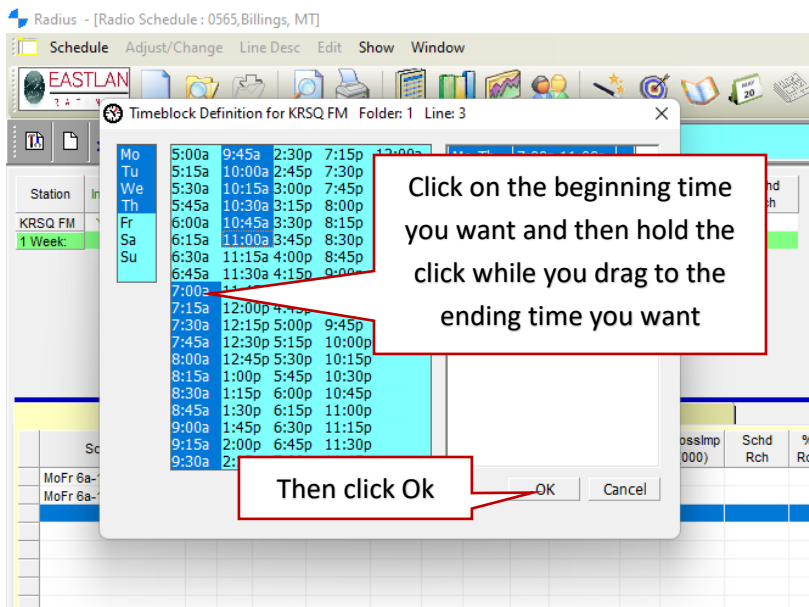
Single click so the box appears around the cell as shown. Then right click on the cell

Right click on that cell with the box around it to bring up the popup window again and this time click on the TIMEBLOCK EDITOR.....

To create the custom daypart it requires click and drag (Click on what you want and then while holding the click down drag over to the next thing you want). In the example below I wanted Monday to Thursday. So clicked on Monday and dragged the cursor to Thursday then released.....



You do the same concept to select the custom times you want. In the example below I wanted 7a to 11a. So I clicked on 7a and dragged over to 11a. Once everything is the way you want it, just click "OK"



The custom daypart is now added to your schedule as shown below. A “\$” will appear next to it if the daypart is custom.

Radius - [Radio Schedule : 0565,Billings, MT]

Schedule Adjust/Change Line Desc Edit Show Window

EASTLAN 14-103

April 2022 Billings, MT
Pop: 125,500 Sample:547

Station	Incl	Lock	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	AQH Persons	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch
KRSQ FM	Y		0											
1 Week:			0											

KRSQ FM				All										
Schedule	Len	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch	% Rch	
MoFr 6a-10a		0		0.00					3.4	21,836				
MoFr 6a-10a		0		0.00					3.4	21,836				
\$ MoTh 7a-11a		0		0.00					3.2	22,653				

Custom day part appears and “\$” next to it.

Remove a schedule line

If you want to remove a line from the schedule first signal click the grey cell next to the line you want to delete. That will highlight the entire line. Then right click that same grey cell and it will bring up your “delete or insert” options as shown below. Click the one you want.

Radius - [Radio Schedule : 0565,Billings, MT]

Schedule Adjust/Change Line Desc Edit Show Window

EASTLAN 14-103

April 2022 Billings, MT
Pop: 125,500 Sample:547

Station	Incl	Lock	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	AQH Persons	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch
KRSQ FM	Y		60	33.33	2,000.00	10.10	198.0	8.00	3.3	4,168	23,036	12.1	250.1	20,512
KEWF FM	Y		10	20.00	200.00	15.38	13.0	12.03	1.3	1,863	7,077	3.4	16.6	4,859
1 Week:			70	31.43										
4 Wks:			280	31.43										

KRSQ FM				All										
Schedule	Len	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch	% Rch	
MoFr 6a-10a	10	20	200.00	200.00	5.88	34.0	4.68	3.4	21,836	3.0	42.7	14,157	11.3	
MoFr 6a-10a	20	30	600.00	600.00	8.82	68.0	7.03	3.4	21,836	5.0	85.4	16,971	13.5	
\$ MoTh 7a-11a		40	400.00	1,200.00	12.50	96.0	9.63	3.2	22,653	6.5	122.0	18,621	14.8	

First click the little cell to highlight the whole line. Then right click the same little cell to bring up the popup window.

Choose if you want to delete or insert

How to pick the number of weeks the schedule will run

Once your schedule is built the way you want you can now pick the number of weeks you want it to run.

PRO NOTE: You can select the number of weeks at any time during the building of the schedule in case you want to see the totals of the schedule add up as you go.

Click on Show and it will bring up a drop down window. Click on Multiweek...

Click on SHOW

Then on MultitWeek

Station	Incl	Lock	Spot	Rate	Wkly \$	CPP	GRP	CPM	ADH Rtg	Weekly Cume	Avg Freq	Grossimp (000)	Schd Rch	% Rch
KRSQ FM	Y		60	33.33	2,000.00	10.1				23,036	12.1			
KEWF FM	Y		10	20.00	200.00	15.38	13.0	12.03	1.3	1,863	7.077	3.4	18.6	
1 Week:			70	31.43	2,200.00	10.43	211.0	8.25	3.0	3,811	28,814	16.8	268.7	
4 Wks:			280	31.43	8,800.00	10.43	844.0	8.25	3.0	3,811	28,814	38.9	1,067.0	

Schedule	Len	Spot	Rate	Wkly \$	CPP	GRP	CPM	ADH Rtg	Weekly Cume	Avg Freq	Grossimp (000)	Schd Rch	% Rch
MoFr 6a-10a	10	20.00	200.00	5.88	34.0	4.68	3.4	21.836	3.0	42.7	14,157	11.3	
MoFr 6a-10a	20	30.00	600.00	8.82	68.0	7.03	3.4	21.836	5.0	85.4	16,971	13.5	
MoTh 7a-11a	30	40.00	1,200.00	12.50	96.0	9.83	3.2	22.853	6.5	122.0	18,621	14.8	
MoFr 6a-10a	0		0.00					3.4	21.836				

From the popup window click the grey box under "Select" next to the number of weeks you want the schedule to run This will may a "Y" appear. Then click "Ok"

PRO NOTE. The number of weeks you selected will stay that way on any new schedules you create unless you go back through those steps by click on the "Y" so it goes away and then make a new selection of how many weeks you want.

CPM	AQH Rtg	AQH Persons	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch
8.00	3.3	4,168	23,036	12.1	250.1	20,512
12.03	1.3	1,663	7,077	3.4	16.6	4,859
8.25	3.0	3,811	28,814	10.8	266.7	24,577

Click the cell under SELECT next to the number of weeks that you want. A "Y" will appear

Then click OK

Week Setup - Radio Schedule

Select	Week
	2
	3
Y	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18

Now in the total area of your schedule 4 weeks should be displayed as shown.....

NOTE If you did all these actions and the number of weeks is not showing read on for the fix....

Radius - [Radio Schedule : 0565,Billings, MT]

Schedule Adjust/Change Line Desc Edit Show Window

EASTLAN

April 2022 Billings, MT Pop: 125,500 Sample:547

Station	Incl	Lock	Spot	Rate	Wkly \$	CPP	GRP	CPM	AQH Rtg	AQH Persons	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch
KRSQ FM	Y		60	33.33	2,000.00	10.10	198.0	8.00	3.3	4,168	23,036	12.1	250.1	20,512
KEWF FM	Y		10	20.00	200.00	15.38	13.0	12.03	1.3	1,663	7,077	3.4	16.6	4,859
1 Week:			70	31.43	2,200.00	10.43	211.0	8.25	3.0	3,811	28,814	10.8	266.7	24,577
4 Wks:			280	31.43	8,800.00	10.43	844.0	8.25	3.0	3,811	28,814	38.9	1,067.0	27,236

The number of weeks should appear here

Schedule	Let	Copy Schedule to	Rtg	Cume	Freq (000)	Schd Rch	% Rch					
MoFr 6a-10a	10	20.00	200.00	5.88	34.0	4.68	3.4	21,836	3.0	42.7	14,157	11.3
MoFr 6a-10a	20	30.00	600.00	8.82	68.0	7.03	3.4	21,836	5.0	85.4	16,971	13.5
MoTh 7a-11a	30	40.00	1,200.00	12.50	96.0	9.83	3.2	22,653	6.5	122.0	18,621	14.8

If you selected a number of weeks in Multiweek but it is not showing on the schedule, odds are you have scheduler in flying mode. To take it out of flying mode, at the far left bottom of the screen click on the setup tap.

Station	Incl	Lock	Spot	Rate	Wily \$	CPP	GRP	CPM	AQH Rtg	AQH Persons	Weekly Cume	Avg Freq	Grossing (000)	Schd Rch
KRSQ FM	Y		60	33.33	2,000.00	10.10	198.0	8.00	3.3	4,168	23,036	12.1	250.1	20,512
KEWF FM	Y		10	20.00	200.00	15.38	13.0	12.03	1.3	1,663	7,077	3.4	16.6	4,659
1 Week:			70	31.43	2,200.00	10.43	211.0	8.25	3.0	3,811	28,814	10.8	266.7	24,577
4 Wks:			280	31.43	8,800.00	10.43	844.0	8.25	3.0	3,811	28,814	38.9	1,067.0	27,236

Station	Schedule	Len	Spot	Rate	Wily \$	CPP	GRP	CPM	AQH Rtg	Weekly Cume
KRSQ FM	MoFr 6a-10a	10	20.00	200.00	5.88	34.0	4.68	3.4	21,836	
KRSQ FM	MoFr 6a-10a	20	30.00	600.00	8.82	68.0	7.03	3.4	21,836	
KRSQ FM	MoTh 7a-11a	30	40.00	1,200.00	12.50	96.0	9.83	3.2	22,653	
KEWF FM	MoFr 6a-10a	10	20.00	200.00	15.38	13.0	12.03	1.3	7,077	

Click on the setup tab

This will bring up a popup window. Uncheck "Link Folders" and then click "Ok" Now the number of weeks should be showing.

3,811	28,814	10.8	266.7	24,577
3,811	28,814	38.9	1,067.0	27,236

Make sure this is unchecked

Then click Ok



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