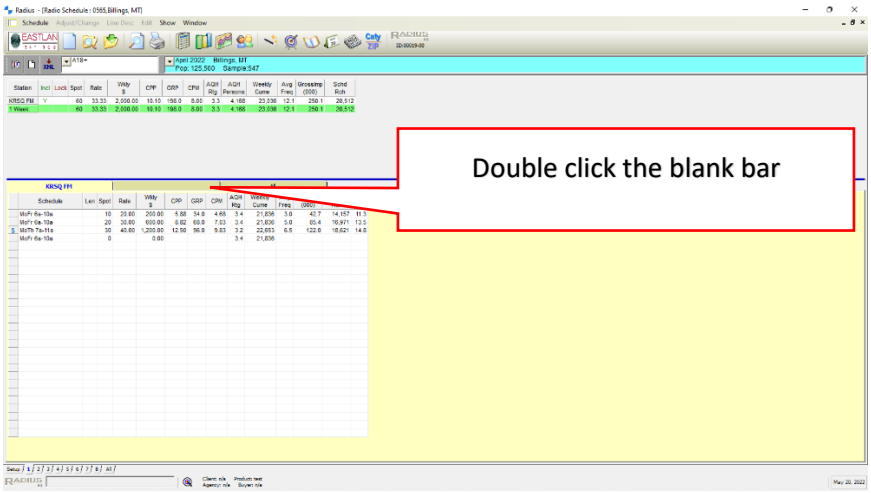
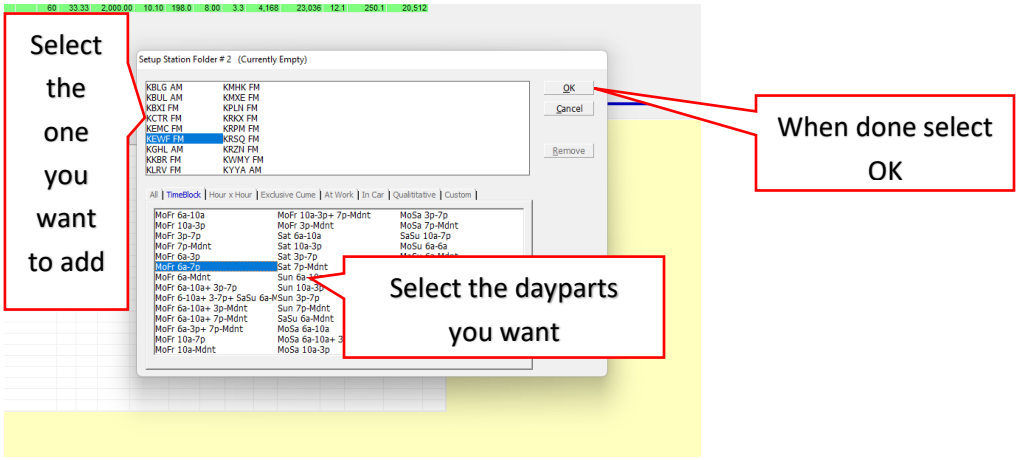
To Add or Remove a station to a Schedule.

NOTE: If you are in Flighting Mode you must add or remover the station on tab 1 of flighting. It will then be available for all the flights of the schedule. If a part of the schedule does not include a station then leave it there just do not include any payparts for it.

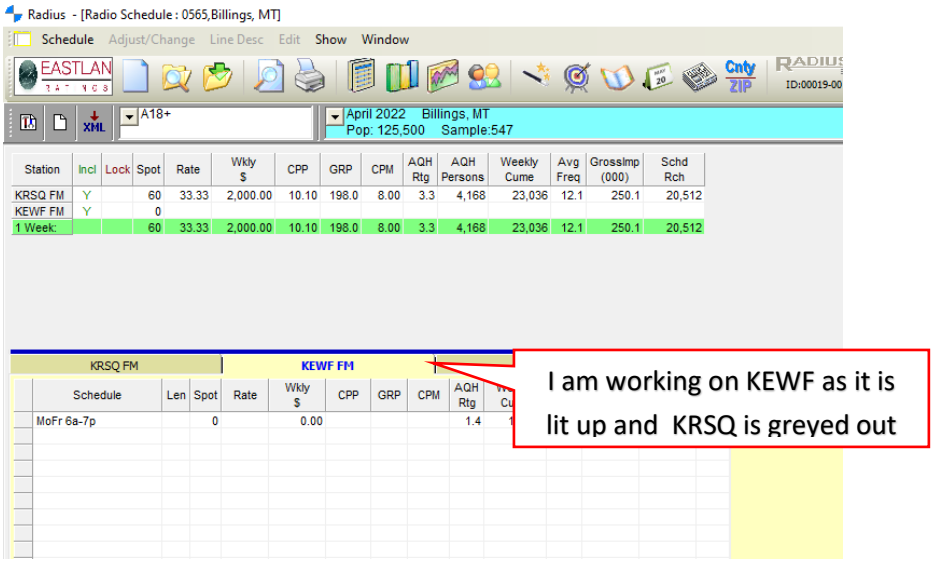
To add a station to the schedule, double click the blank bar as shown below…. (Note once you add a station a new blank bar will be added so you can add more stations)



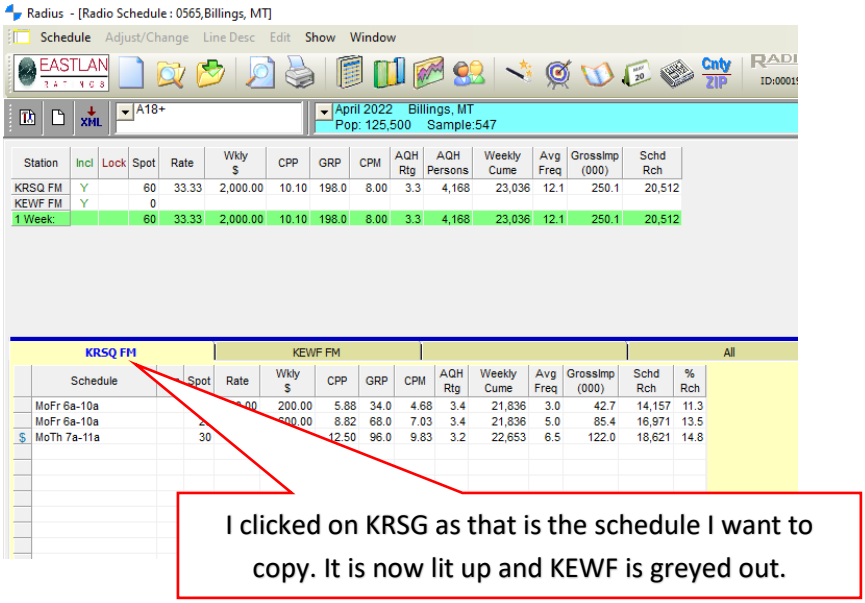
A popup window will appear. Choose the station you want and daypart you want then click OK



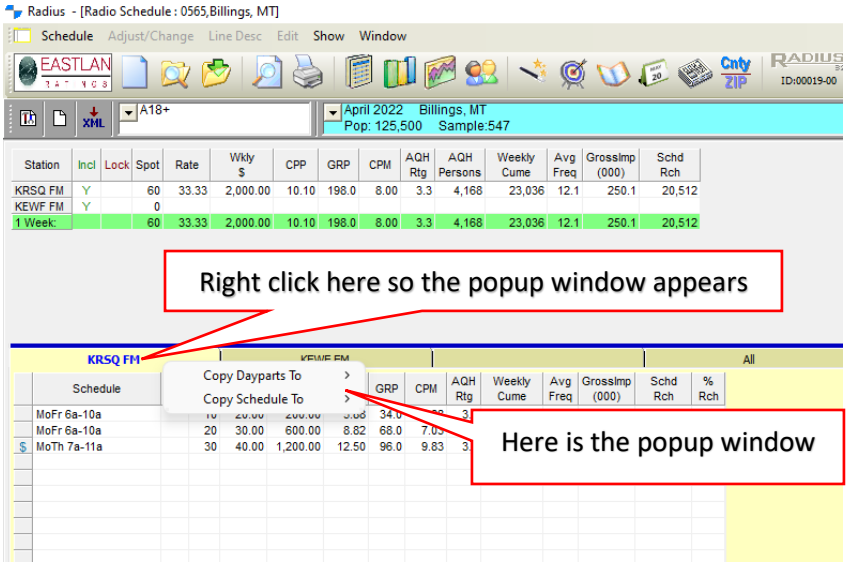
The station is now added to the schedule. You can now build the schedule for that station. NOTE be sure the station you want to work on is lit up. Click on the station call letters and it will then be lit up and the schedule shown below is for that station. Otherwise you will be adjusting the schedule for the wrong station.



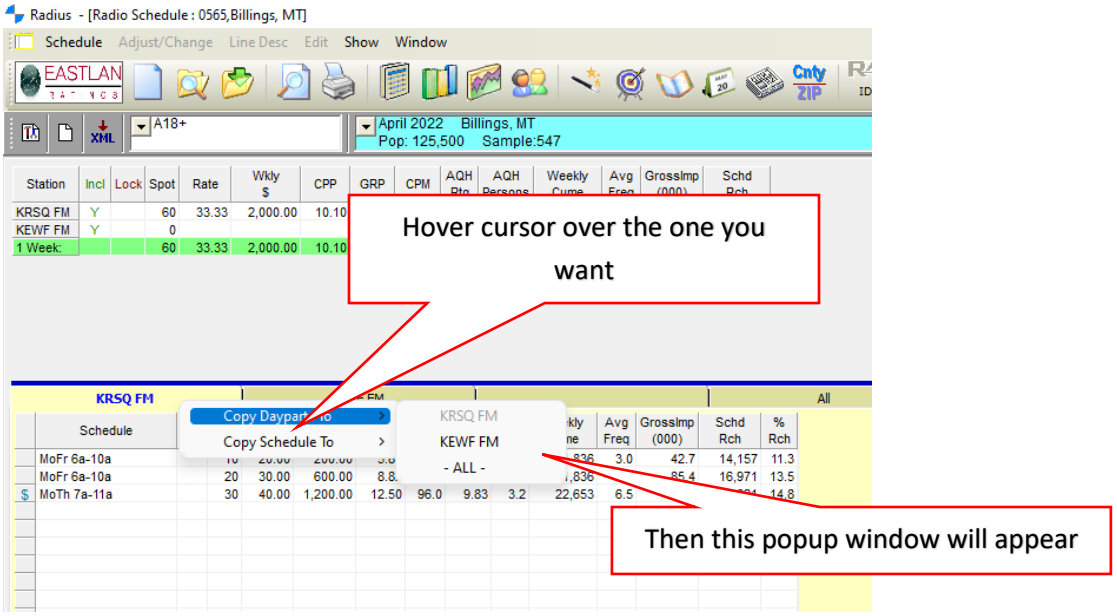
IF you want to copy the dayparts or the schedule from one radio station to the other you must first make sure the station whose schedule you want to copy from is lit up. In example below I want to copy the schedule form KRSQ over to KEWF. So first I click on KRSQ so it is lit up and KEWF is greyed out……



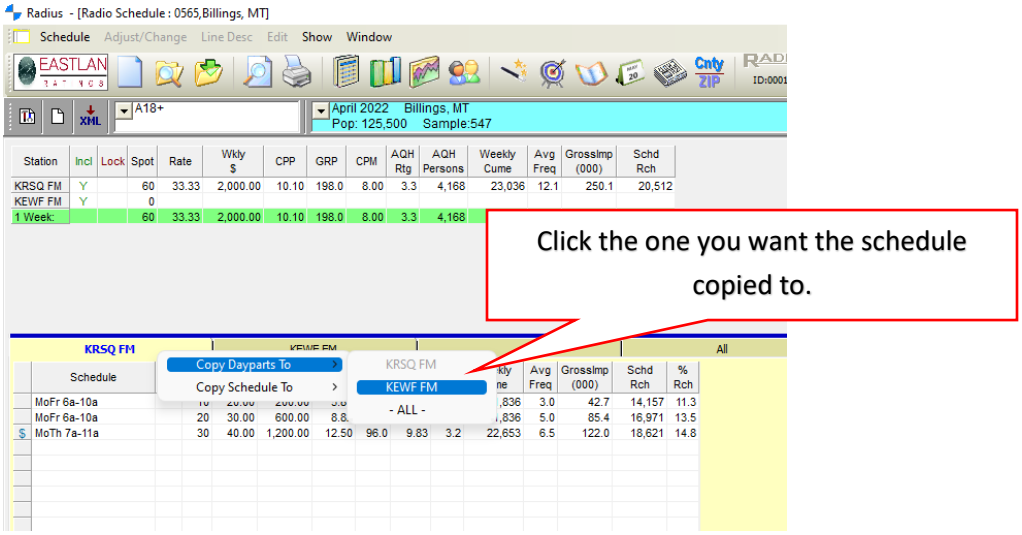
Now right click on the station call letters of the station you want to copy. Again in this example I am right clicking on KRSQ so I can copy over to KEWF. A popup window will appear with two options: "Copy Dayparts to" and "Copy Schedule to". Copy daypart will not copy over number of spots and rates. Copy Schedule to will copy everything over"….



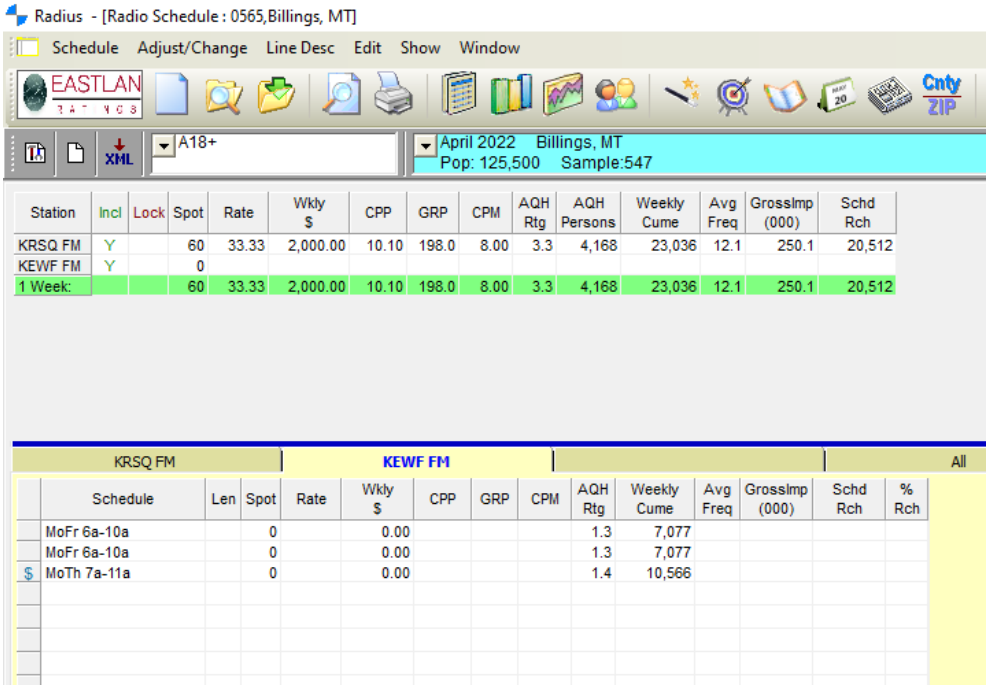
Mover cursor over the one you want and stations on your schedule will appear….



Now you can select what station you want to copy it to and it will copy it over….



The schedule is now copied over and you can adjust as you want.

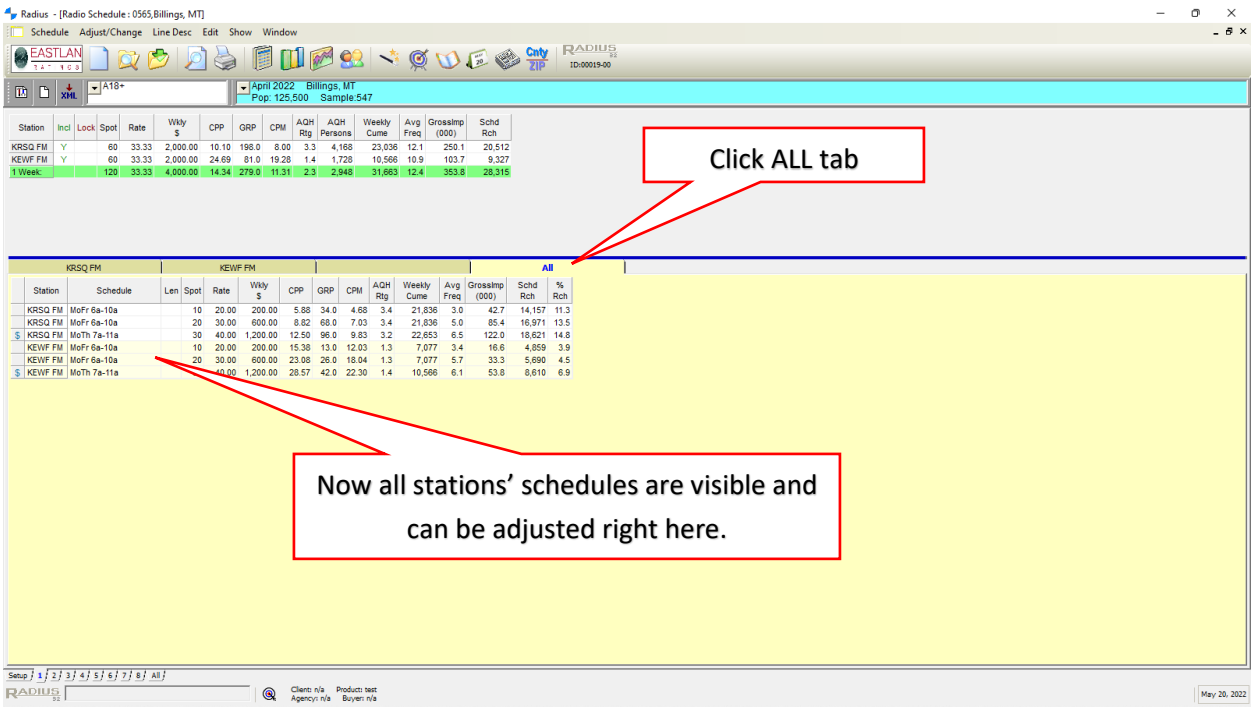


Station	Incl	Lock	Spot	Rate	Wkly $	CPP	GRP	CPM	AQH Rtg	AQH Persons	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch
KRSQ FM	Y		60	33.33	2,000.00	10.10	198.0	8.00	3.3	4,168	23,036	12.1	250.1	20,512
KEWF FM	Y		0											
1 Week:			60	33.33	2,000.00	10.10	198.0	8.00	3.3	4,168	23,036	12.1	250.1	20,512

KRSQ FM | KEWF FM | All

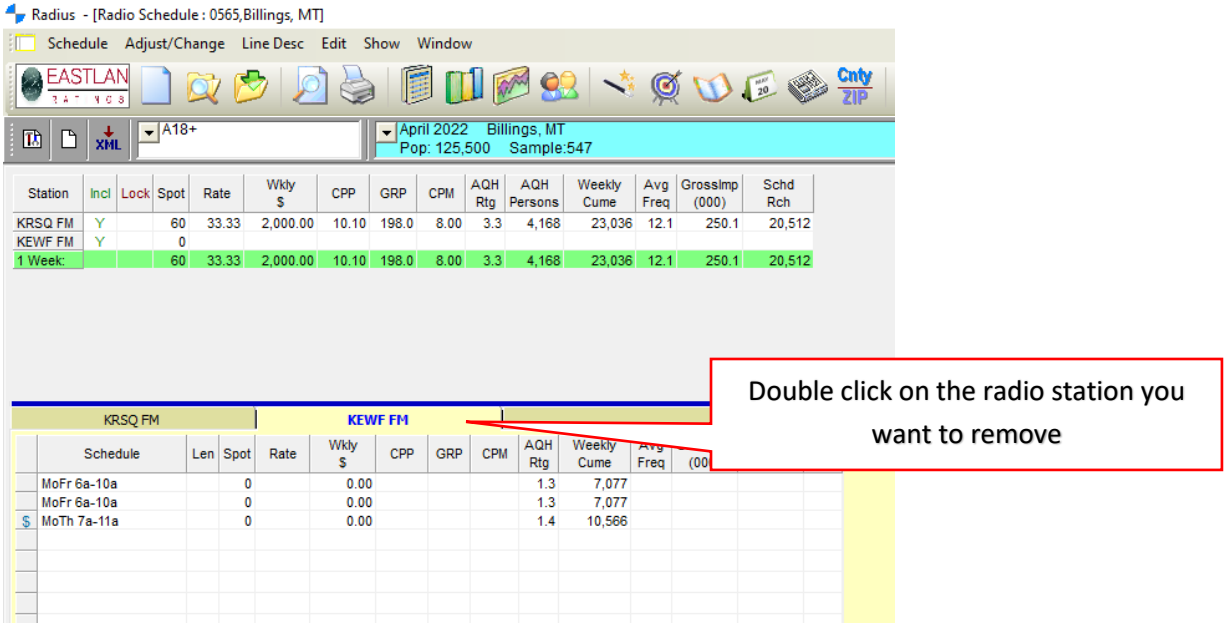
Schedule	Len	Spot	Rate	Wkly $	CPP	GRP	CPM	AQH Rtg	Weekly Cume	Avg Freq	GrossImp (000)	Schd Rch	% Rch
MoFr 6a-10a		0		0.00				1.3	7,077				
MoFr 6a-10a		0		0.00				1.3	7,077				
$ MoTh 7a-11a		0		0.00				1.4	10,566				

Remember to click on the station whose schedule you want to adjust. If it is greyed out you are not adjusting that radio station schedule, only the one that is lit up. You can adjust them all on one tab by clicking the ALL tab and adjust all station schedules on one tab as seen below…..

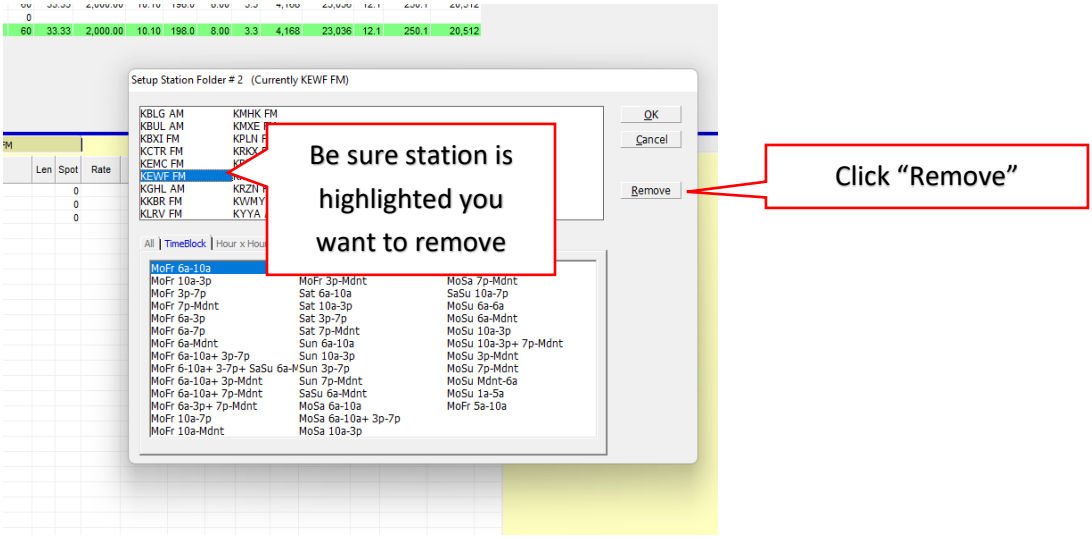
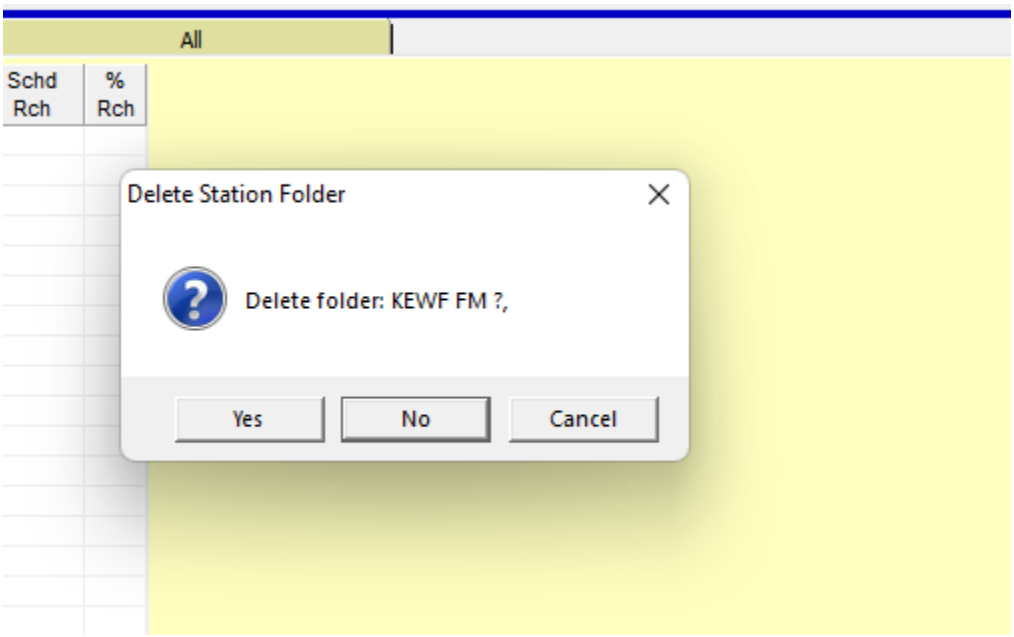


<u>TO REMOVE A STATION</u> (reminder if in Flighting Mode you must be on tab 1 before adding or removing a radio station)

Double click on the station you want to remove. In this example I am removing KEWF…..



A popup window will appear. Click on the station if it is not highlighted and click Remove……



You will get a pop up window for you to confirm you want to remove it. Click YES and the station will be removed.