

GETTING STARTED WITH OPLAN 2.3

USER'S GUIDE

Moscow, 2009

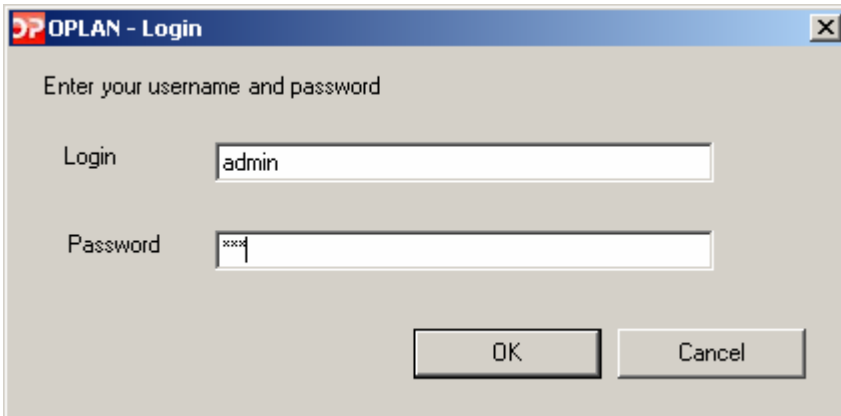
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Getting started

Program startup

To start the program, click **Start**, point to **Programs**, point to **OPLAN**, and then click **OPLAN**. Wait for 5-10 seconds while it is connected to the database. The **OPLAN - Login** dialog box appears.



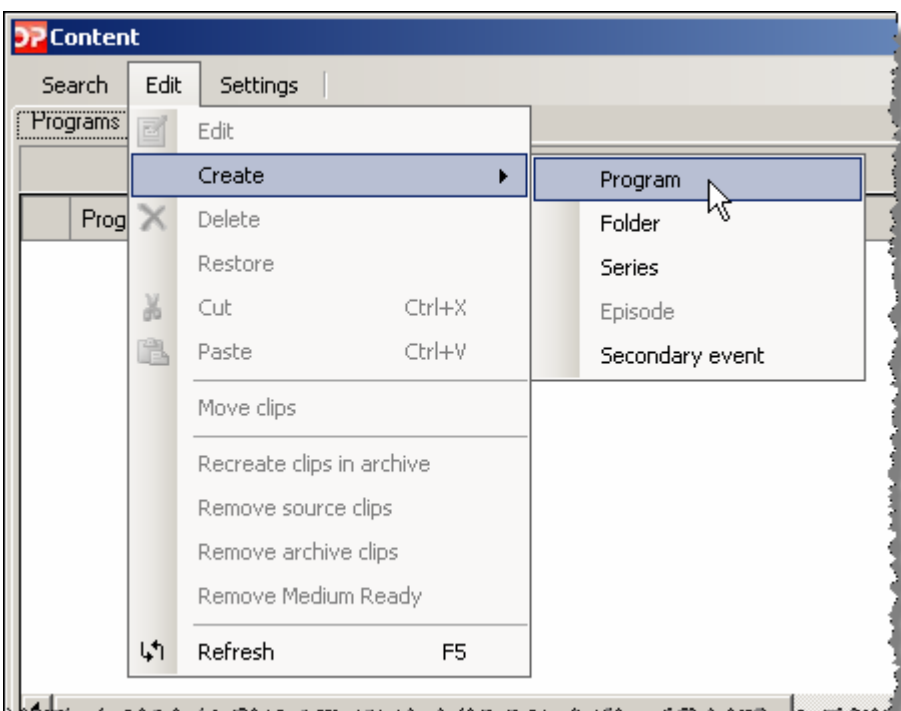
☞ Default login: admin

Default password: 123 ☞

Content

Content creation

In the **Edit** menu of the **Content** dialog box, point to **Create**, and then click **Program**:

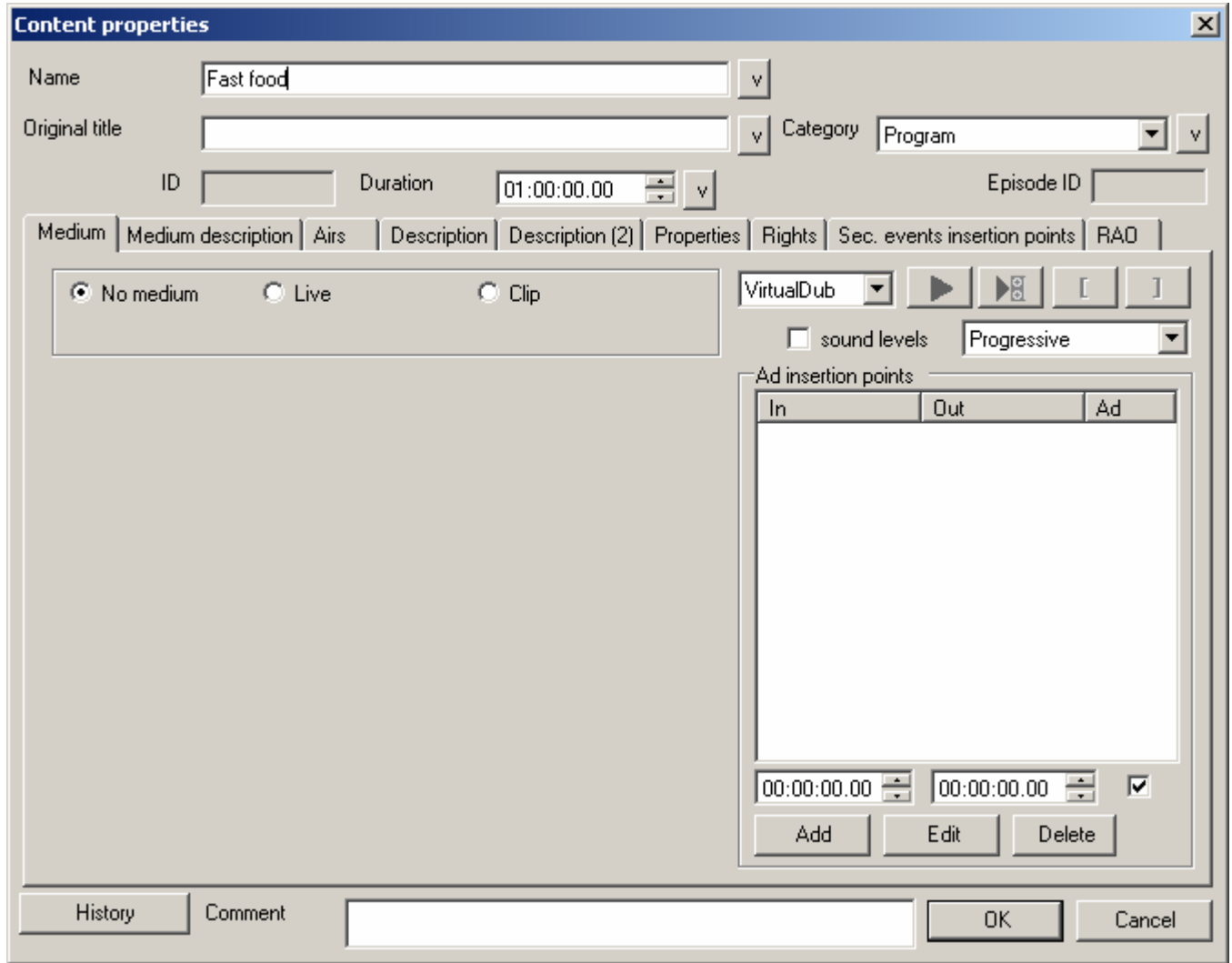




In the **Name** field, type the required program name. This name will be shown in schedules and reports. It can be renamed in schedule if required.

In the **Duration** field, set approximate program timing.

In the **Category** field, select the required program type (movie, advertisement, etc).

Click **OK**.

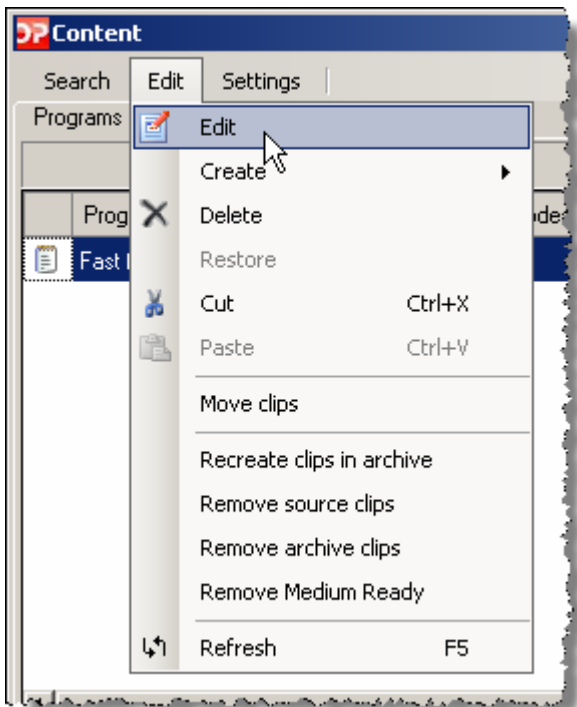



 The **Content properties** dialog box can be also opened while dealing with the grid: right-click the content in the grid, and then click **Show program**. 

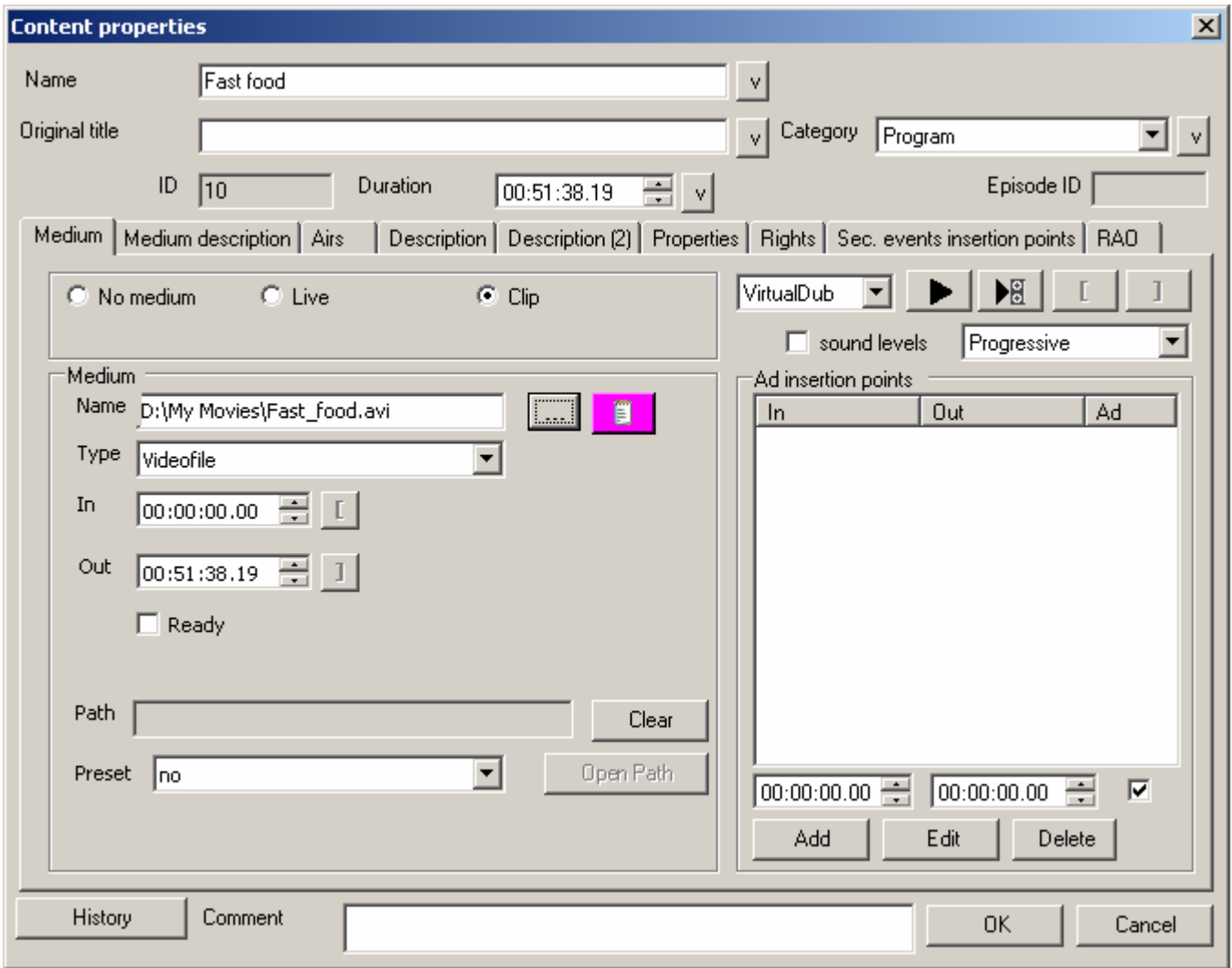
Medium upload

In the **Content** dialog box, select the required content.

In the **Edit** menu, click **Edit**:







In the **Content properties** dialog box, on the **Medium** tab, in the **Medium** field, click the  button, and then set a path to video file:





Click **OK**.



 Duration of uploaded video file will be set automatically. 

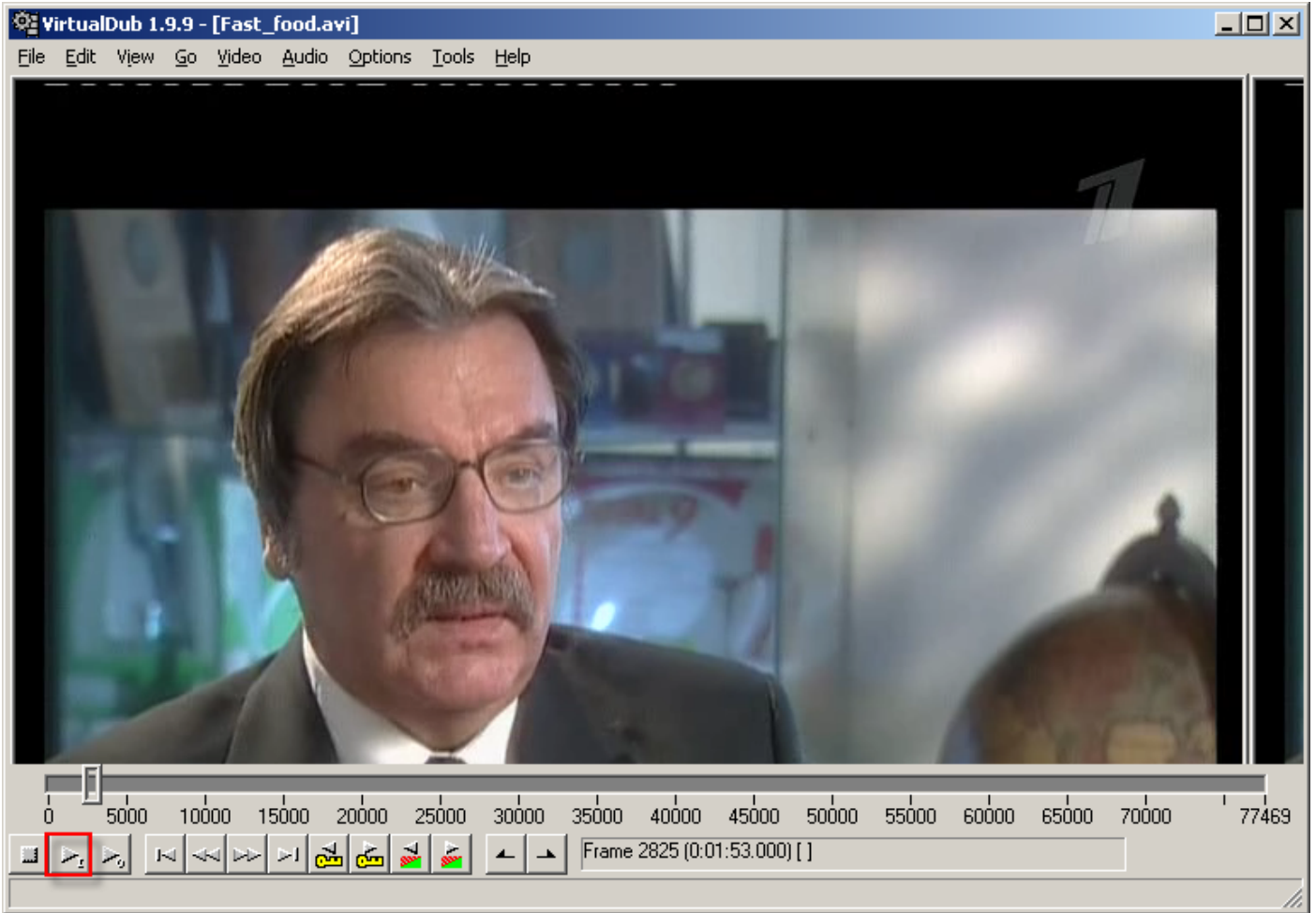
 If there are changes in medium (In, Out, or Ad insertion point), content duration will be updated while content saving. 

 Sound files will be uploaded automatically while video file upload (sound files should be with the same names as for video file and of the following formats: .WAV, .AC3, .MP3, .A1.WAV, etc). 

 It is possible to view the video on the **Medium description** tab. 

Advertisement insertion points creation

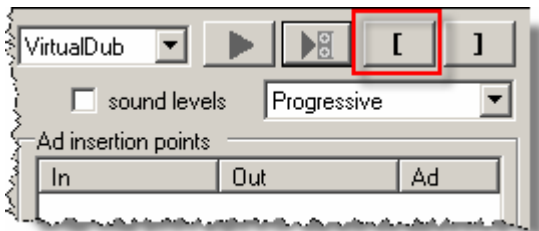
In the **Content properties** dialog box, click the  button. In the **VirtualDub** window, click the  button, and then select a frame to start an advertisement from:



Use auxiliary buttons to define accurate point of advertisement start:




In the **Content properties** dialog box, click the **[** button:



Make all necessary changes, and then click **OK**.

☞ Double-click the ad point to view ad start position in VirtualDub. ☞

☞ In case of content creation with ad points, several segments will be created in the grid. You can add an

advertisement between these segments. 

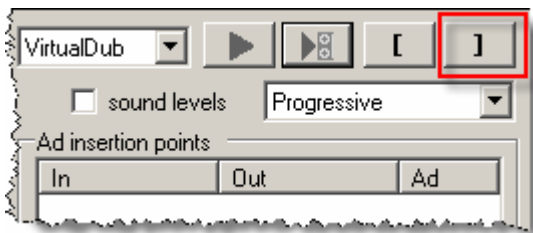
Cutting creation

Perform actions described in **Advertisement insertion points creation** section by determining the In point (In time code).



Use auxiliary buttons to define accurate point of the second point (out point):





In the **Content properties** dialog box, click the  button:



Time codes of start and end points of cut fragment are shown in the **Ad insertion points** field of the **Content properties** dialog box.

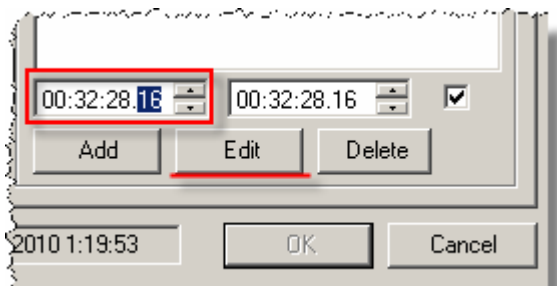
 Double-click the ad point to view cut fragment start position in VirtualDub, Ctrl + double-click - to view cut fragment end position in VirtualDub 

 In case of content creation with cut fragment in the grid, this cut fragment will be excluded from the list of content segments. Cut fragment start point is available as ad start point. 

Ad insertion point editing

Select the required ad point.

Set new values of In and Out time codes, and then click **Edit**:

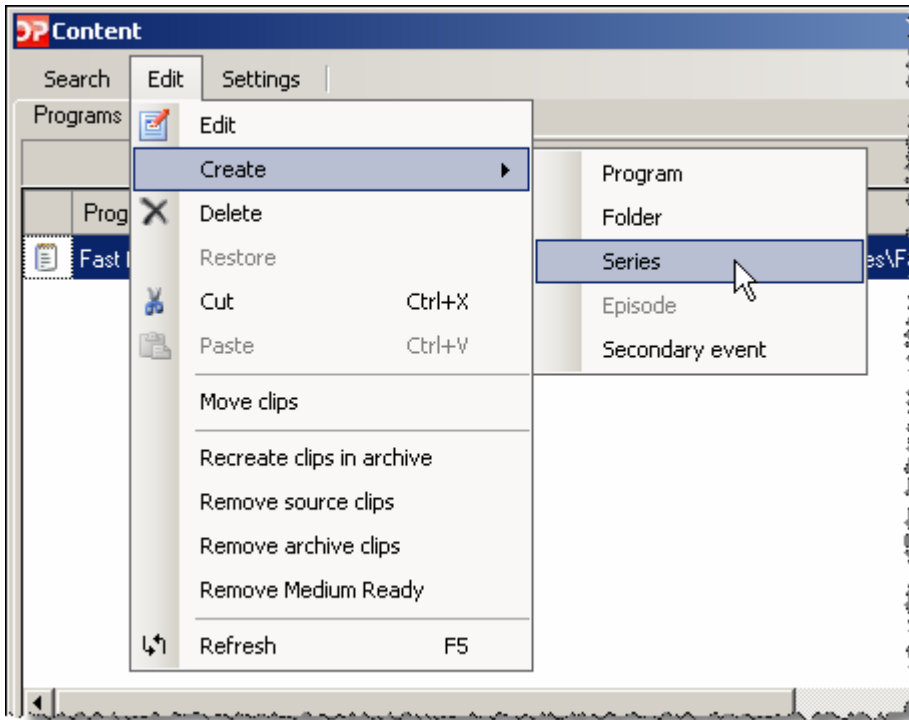


Ad insertion point deleting

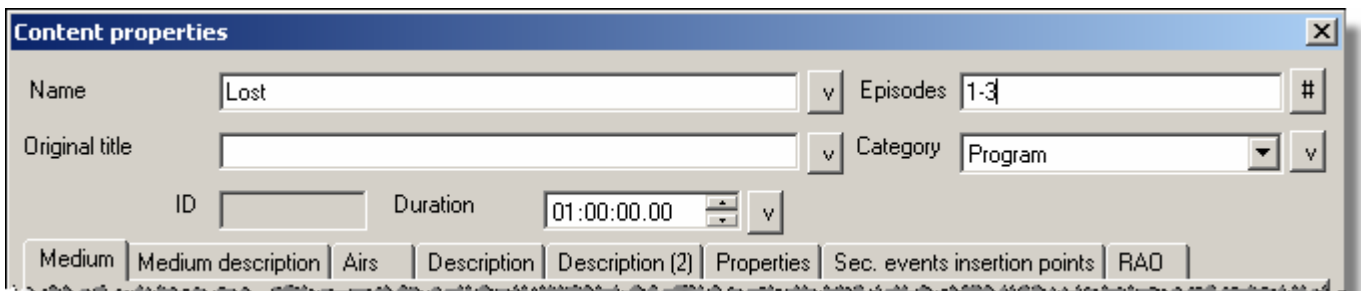
To delete ad point, select the required ad point, and then click **Delete**.

Series creation

In **Edit** menu of the **Content** dialog box, point to **Create**, and then click **Series**:



Type the required series name, category, duration, episode numbers:



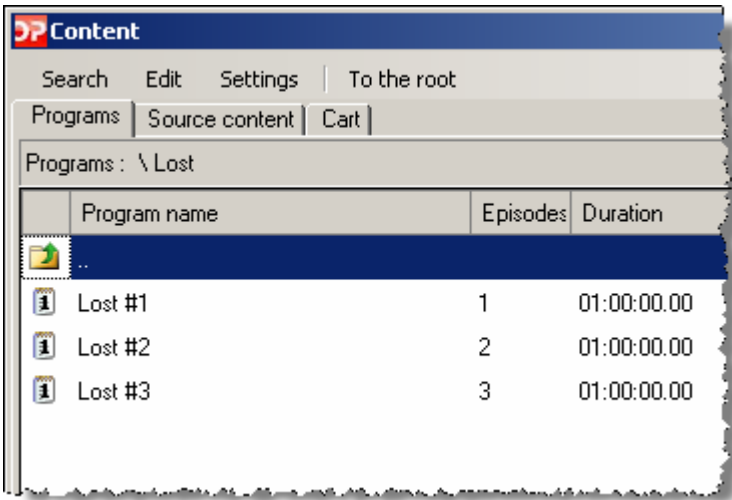
☞ Episode numbers can be set by dash, for example 1-3.

If numeration does not start from the first episode, then type numeration from existing episode, for example 5-10;

If there is no full list of episodes, then type numbers except missing ones, for example 3-7, 9,11-15. ☞

Click **OK**.

Episodes will be created in separate series folder:



☞ Episode name will be set automatically. Series parameters will be applied for each episode.

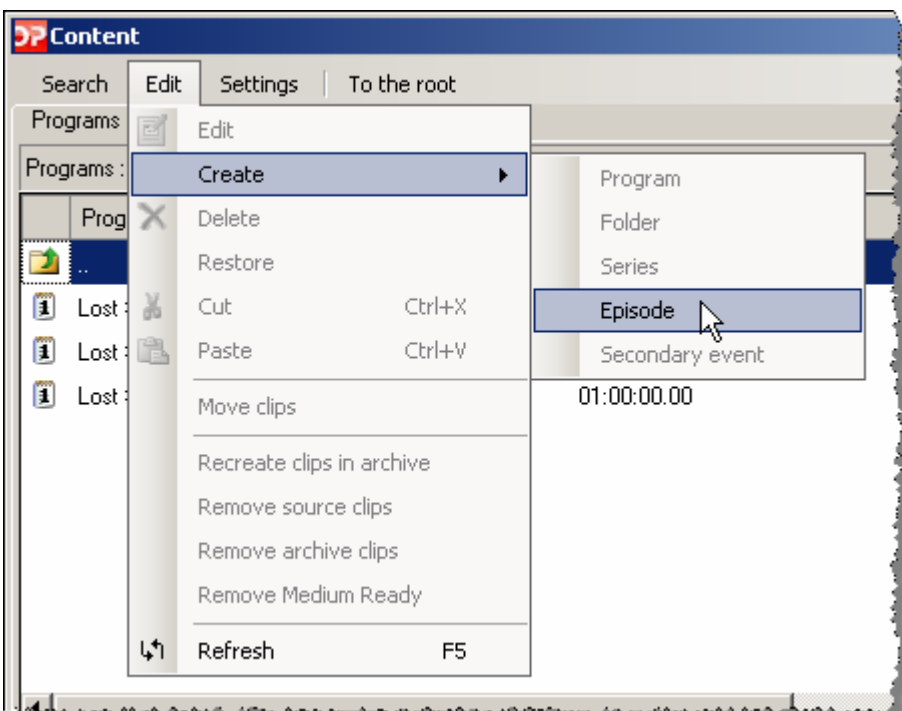
☞ It is impossible to set medium for series (as for folder). You can set a medium for episode or program only. ☞

☞ Series (and folders) can be pasted in grid while current grid or perspective grid planning, and then replaced by episodes and programs. ☞

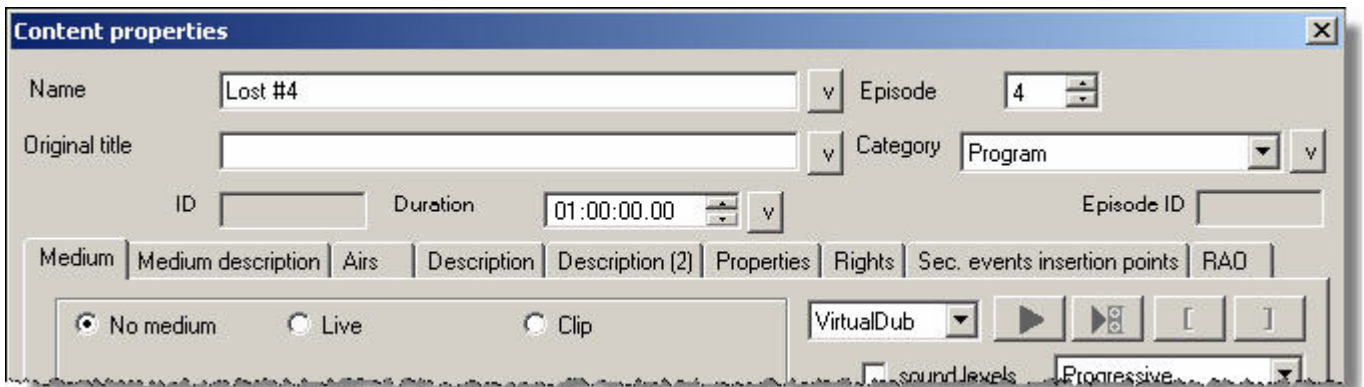
Episode creation

In the **Content** dialog box, double-click the required series folder.

In the **Edit** menu, point to **Create**, and then click **Episode**:



In the **Episode** field, set the episode number:



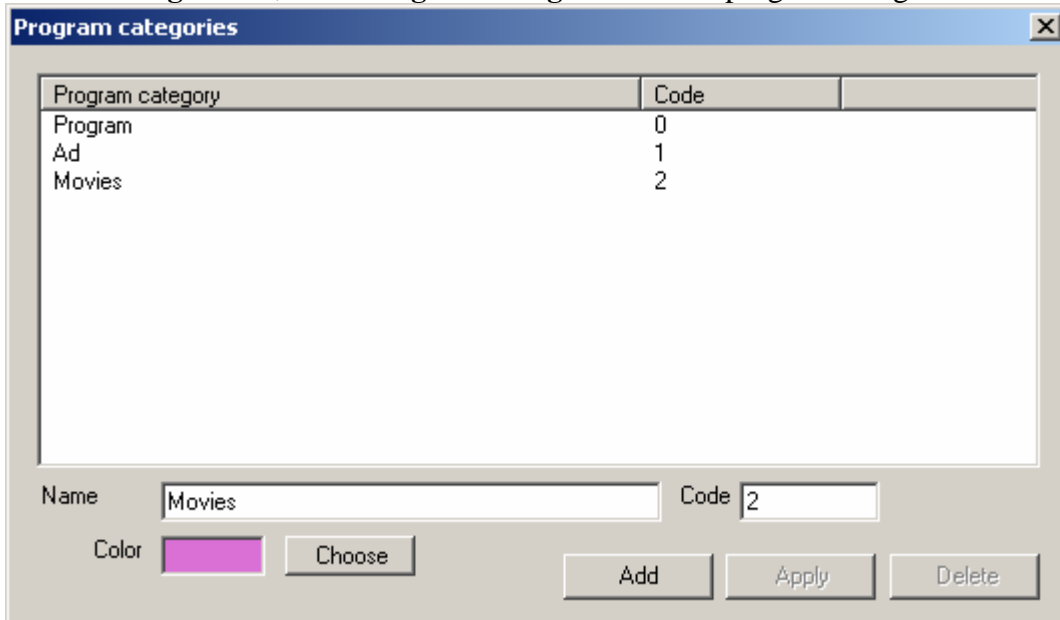
☞ The next episode number will be assigned to the episode if there are previous episodes ☞

Program categories setting

Program categories allow to group contents in different folders by categories, for example by feature films, ad, cut-in scene.

In the **Program categories** dialog box, set the required color in the grid for each category.

In the **Settings** menu, click **Program categories** to edit program categories:



To create a new program category:

In the **Name** field, type the required name of new program category.

Select a color, set program category code, and then click **Add**.

To edit a program category:

Select the required program category to edit, make changes, and then click **Apply**.

To delete a program category:

Select the required program category, and then click **Delete**.

Deleting and restore of content

Content deleting:

In the **Content** dialog box, select a program.

In the **Edit** menu, click **Delete** or press the **Del** button on your keyboard. The **Deleting programs** dialog box appears. To delete the program, click **OK**. Click **Cancel** to refuse.

Program restore:

Enable indication of deleted programs: in the **Settings** menu of the **Contents** dialog box, click **Show deleted**.

Select a deleted program. In the **Edit** menu, click **Restore**.

Program moving

To move a program to another folder:

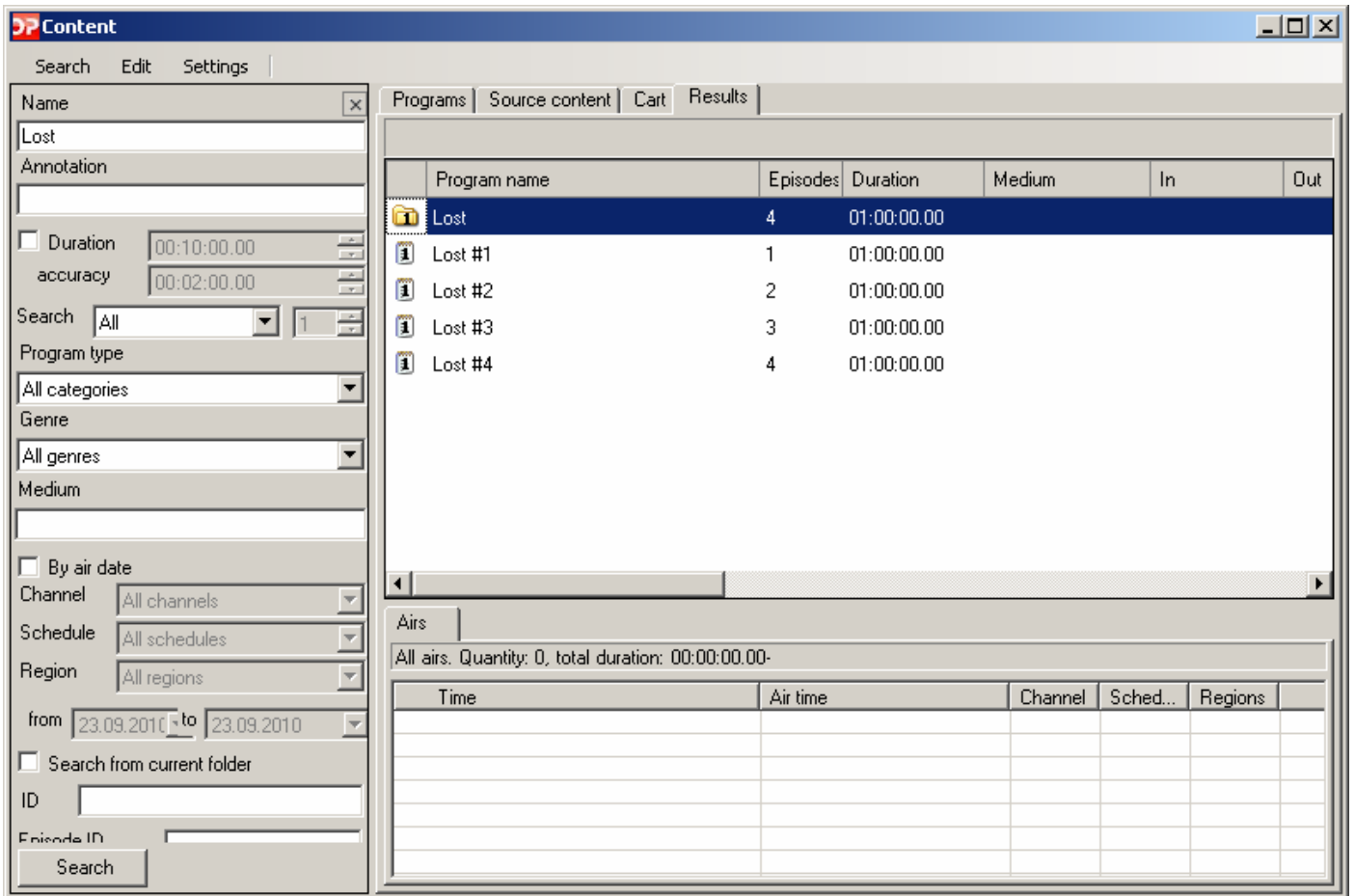
In the **Contents** dialog box, select the required program(s).

In the **Edit** menu, click **Cut**. The program will be highlighted in grey.

Open the required folder, and then click **Paste** in the **Edit** menu.

Content search

To start the search by contents, select the **Search** menu in the **Contents** dialog box. Search parameters bar and the **Results** tab appear.



Set the required search parameters (part of a name, duration, and other parameters), and then click **Search**.

To view search results, select the **Results** tab of the **Contents** dialog box.

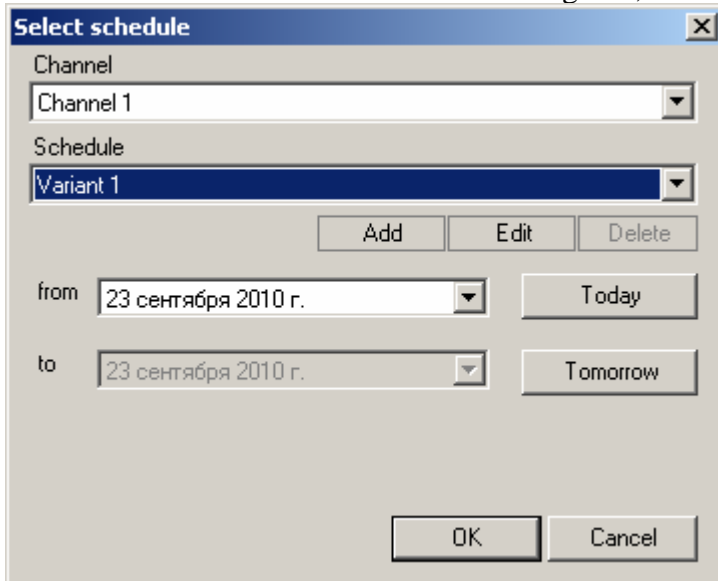
To view a program in its directory, double-click the program. Program directory will be opened on the **Programs** tab.

Playlist editing

Playlist – program schedule of TV station on a certain day. Playlist is imposed on the basis of prepared weekly grid. In addition to information in weekly grid it contains information about medium. Prepared playlist should not contain gaps between programs as it is intended to be used in broadcast. Playlist can be exported to Excel and/or video server or automation system.

Playlist opening

In the **Schedule** menu of the **OPLAN** dialog box, click **Playlist** to open the required playlist.



The **Select schedule** dialog box appears:

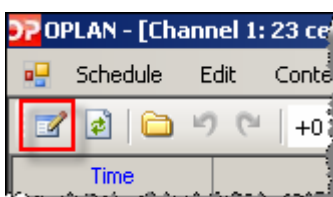
Select a channel, playlist variant (**Variant 1 by default**), and playlist date.

To open the playlist, click **OK**.

It is possible to create several alternate variants of playlist: create additional variant by clicking the **Add** button in the **Select schedule** dialog box, and then select the required variant.

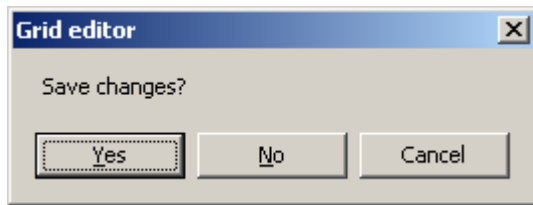
Editing start

Click the **Edit** button on the tool bar:




Editing finish

To save changes, click the  button. The **Grid editor** dialog box appears in case of grid closure:




Click **Yes** to save changes in the grid and close the grid. Click **No** to refuse changes and close the grid. Click **Cancel** to continue editing.

Editing cancellation

In the **Edit** menu of the **OPLAN** dialog box, click **Cancel**, or click the  button on the tool bar, or press *Ctrl-Z* on your keyboard to cancel the last grid changes.

In the **Edit** menu of the **OPLAN** dialog box, click **Redo**, or click the  button, or press *Ctrl-Y* on your keyboard to redo the last changes.

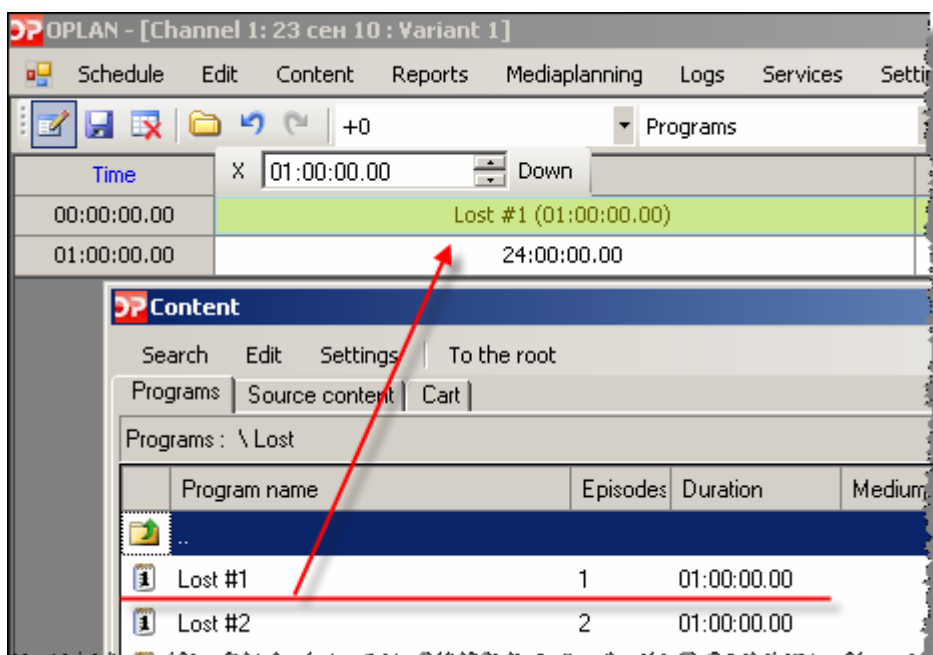
To return to original grid (before making any changes), click the  button on the tool bar.

Add a program to the grid


There are several methods to add a program in the grid:

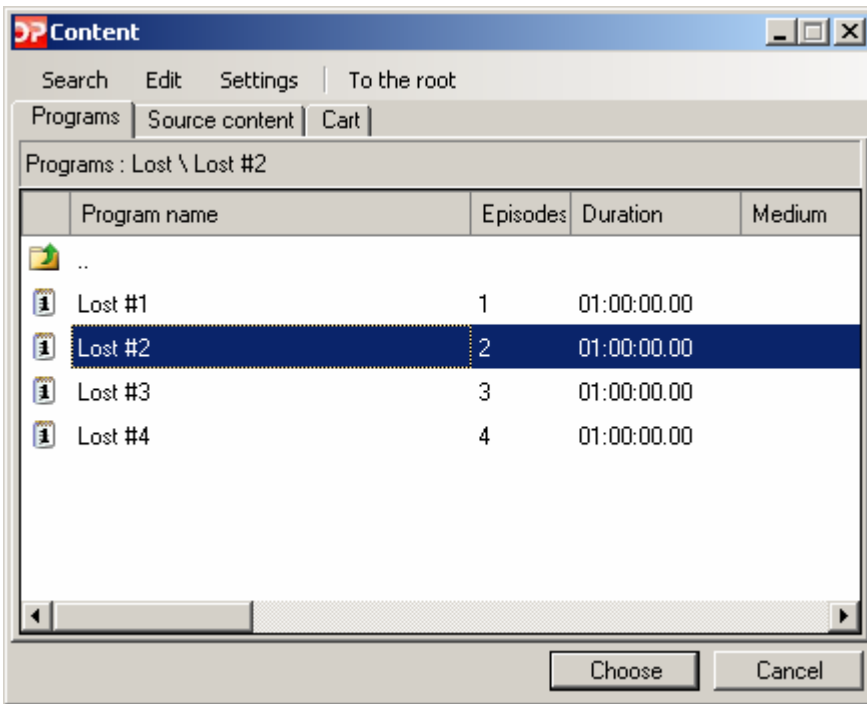
Method 1

In the **Content** dialog box, click and hold the required program, and then move it to the required row in the grid:

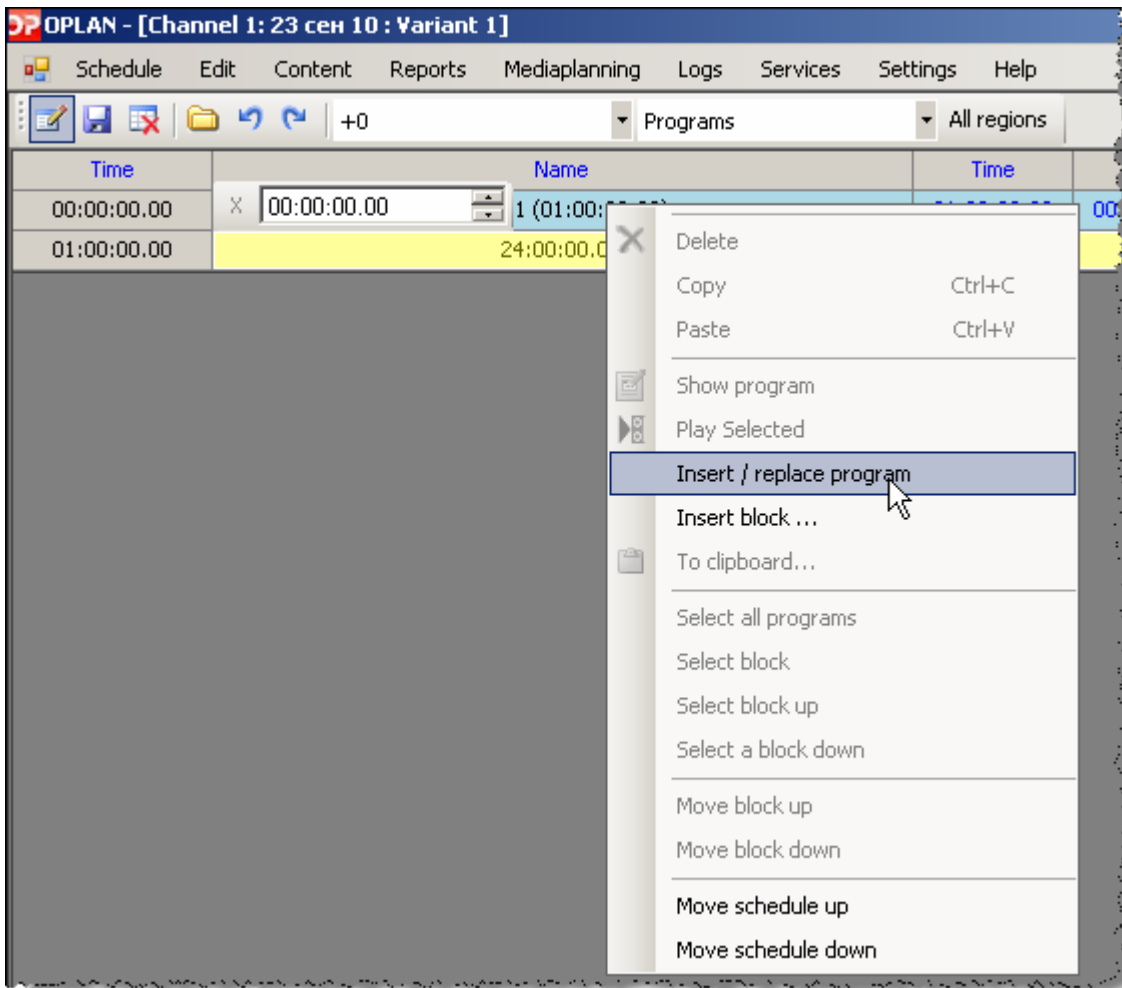


Method 2

Select a cell in the grid, and then click the  button on the tool bar. The **Content** dialog box appears. Select the required program from the list, and then click **Choose**:

**Method 3**

Select a cell in the grid, right-click the cell, and then click **Insert/replace program**:



The **Content** dialog box appears. Select the required program from the list, and then click **Choose**.

Making changes in playlist

When a program is inserted in the playlist, existing programs will not be shifted. This function is implemented in order to save positions of programs in the grid.

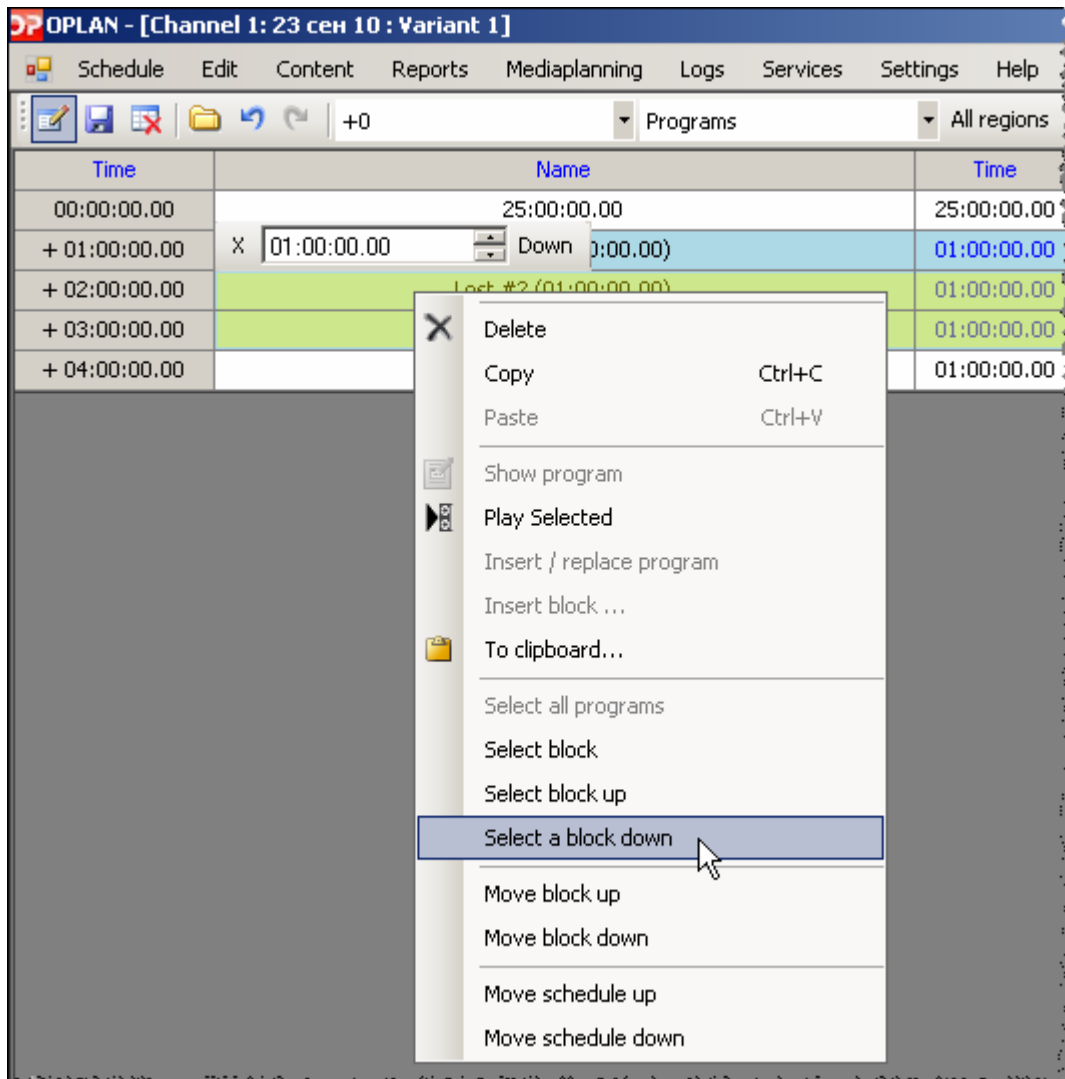
To make necessary gap for programs, do the following:

Click the **Edit** button on the tool bar.

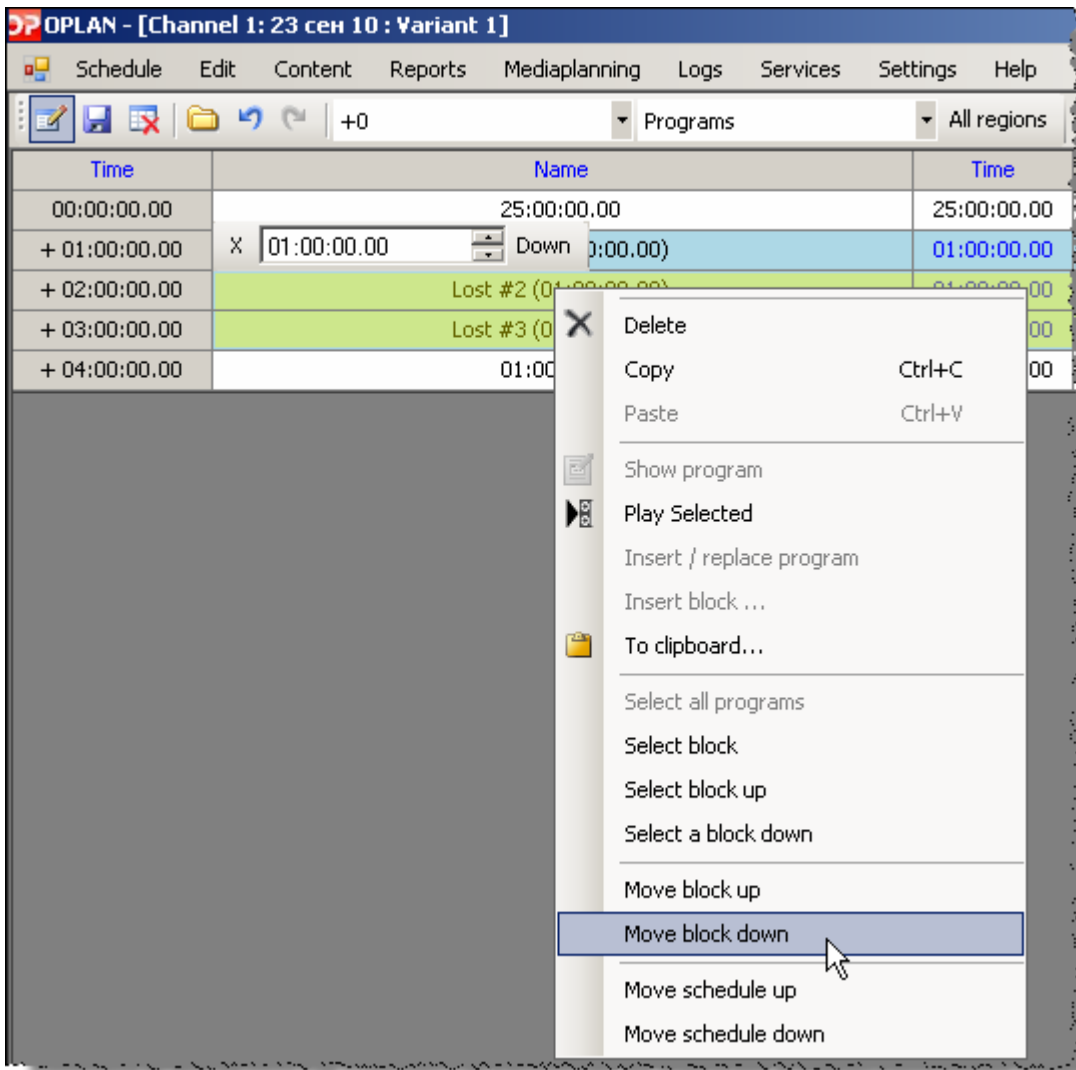
Define the position to insert a program. For example, to insert an advertisement between movies «Lost 1» and «Lost 2», do the following:

Time	X	01:00:00.00	Name	Time
00:00:00.00			25:00:00.00	25:00:00.00
+ 01:00:00.00			Lost #1 (01:00:00.00)	01:00:00.00
+ 02:00:00.00			Lost #2 (01:00:00.00)	01:00:00.00
+ 03:00:00.00			Lost #3 (01:00:00.00)	01:00:00.00
+ 04:00:00.00			01:00:00.00	01:00:00.00

To move 2 programs down in time, right-click the first program to be moved, and then click **Select a block down**:



Right-click the block, and then click **Move block down**:



Pop up window appears. Set the required time to move selected programs in time, and then click **OK**:



Time	Name
00:00:00.00	25:00:00.00
+ 01:00:00.00	Down to 00:05:00.00 Ok Cancel
+ 02:00:00.00	Lost #2 (01:00:00.00)
+ 03:00:00.00	Lost #3 (01:00:00.00)
+ 04:00:00.00	01:00:00.00



As a result the gap will be inserted between the movies:

Time	Name	Time
00:00:00.00	25:00:00.00	25:00:00.00
+ 01:00:00.00	Lost #1 (01:00:00.00)	01:00:00.00
+ 02:00:00.00	00:05:00.00	00:05:00.00
+ 02:05:00.00	Lost #2 (01:00:00.00)	01:00:00.00
+ 03:05:00.00	Lost #3 (01:00:00.00)	01:00:00.00
+ 04:05:00.00	01:00:00.00	01:00:00.00

Fill the gap with advertisement from the **Content** dialog box:



Time	X 01:00:00.00	Name	Time	In	Out
00:00:00.00		25:00:00.00	25:00:00.00		
+ 01:00:00.00		Lost #1 (01:00:00.00)	01:00:00.00	00:00:00.00	01:00:00.00
+ 02:00:00.00		(Begin) Ad "Reebok" (00:10:46.15)	00:05:00.00	00:00:00.00	00:05:00.00
+ 02:05:00.00		(Begin) Lost #2 (01:00:00.00)	00:05:46.15	00:00:00.00	00:05:46.15
+ 02:10:46.15		(End) Lost #2 (01:00:00.00)	00:54:13.10	00:05:46.15	01:00:00.00
+ 03:05:00.00		Lost #3 (01:00:00.00)	01:00:00.00	00:00:00.00	01:00:00.00
+ 04:05:00.00		01:00:00.00	01:00:00.00		

 If there is overlapping of programs in day schedule (when several programs are fully or partially overlapped in time), then the corresponding cell in the grid and day heading (or all headings for playlist) are highlighted in red. Overlapping time is shown in the **Time** column (time to move the grid to solve this problem). 

 Day heading (or all headings for playlist) are highlighted in red while overlapping. Double-click the heading to move to the overlapping point. 

Program deleting in the grid


Click the **Edit** button on the tool bar. Select one or several programs in the grid, and then in the **Edit** menu of the **OPLAN** dialog box, click **Delete** or press the **Del** button on your keyboard.

 Deleted programs can be restored if in the **Edit** menu of the **OPLAN** dialog box you click **Cancel** (if the grid has not been saved). 

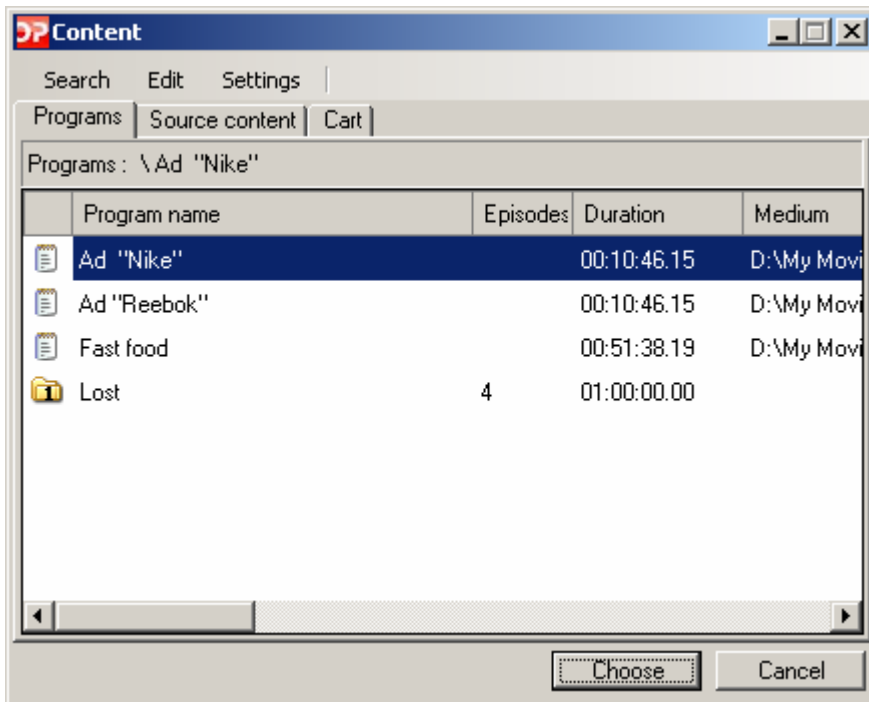
Ad insertion inside the program

Program segments are shown in the grid for program with ad insertion points:

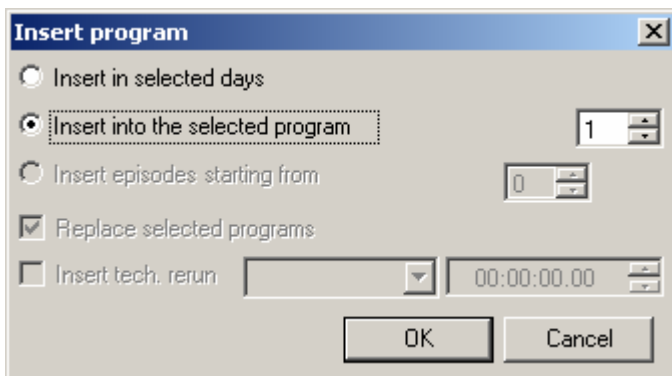
Time	Name	Time	In	Out
00:00:00.00	25:00:00.00	25:00:00.00		
+ 01:00:00.00	Lost #1 (01:00:00.00)	01:00:00.00	00:00:00.00	01:00:00.00
+ 02:00:00.00	(Begin) Ad "Reebok" (00:10:46.15)	00:05:00.00	00:00:00.00	00:05:00.00
+ 02:05:00.00	(Begin) Lost #2 (01:00:00.00)	00:05:46.15	00:00:00.00	00:05:46.15
+ 02:10:46.15	(End) Lost #2 (01:00:00.00)	00:54:13.10	00:05:46.15	01:00:00.00
+ 03:05:00.00	(Begin) Lost #3 (01:00:00.00)	00:03:55.12	00:00:00.00	00:03:55.12
+ 03:08:55.12	(Cont.) Lost #3 (01:00:00.00)	00:08:33.01	00:03:55.13	00:12:28.14
+ 03:17:28.13	(Cont.) Lost #3 (01:00:00.00)	00:00:38.16	00:12:28.15	00:13:07.06
+ 03:18:07.04	(End) Lost #3 (01:00:00.00)	00:28:38.11	00:13:07.08	00:41:45.19
+ 03:46:45.15	01:00:00.00	01:00:00.00		

Select the required program, and then click the  button on the tool bar.

In the **Content** dialog box, select the required program, and then click **Choose**:





In the **Insert program** dialog box, select the **Insert into the selected program** radio button, set the required point, and then click **OK**:



As a result the selected program will be inserted in the grid:

Time	Name	Time	In	Out
00:00:00.00	25:00:00.00	25:00:00.00		
+ 01:00:00.00	Lost #1 (01:00:00.00)	01:00:00.00	00:00:00.00	01:00:00.00
+ 02:00:00.00	(Begin) Ad "Reebok" (00:10:46.15)	00:05:00.00	00:00:00.00	00:05:00.00
+ 02:05:00.00	(Begin) Lost #2 (01:00:00.00)	00:05:46.15	00:00:00.00	00:05:46.15
+ 02:10:46.15	(End) Lost #2 (01:00:00.00)	00:54:13.10	00:05:46.15	01:00:00.00
+ 03:05:00.00	X <input type="text" value="00:10:46.15"/> <input type="button" value="Up"/> <input type="button" value="Down"/> 1:00:00.00)	00:03:55.12	00:00:00.00	00:03:55.12
+ 03:08:55.12	> Ad "Nike" (00:10:46.15)	00:10:46.15	00:00:00.00	00:10:46.15
+ 03:19:42.02	(Cont.) Lost #3 (01:00:00.00)	00:08:33.01	00:03:55.13	00:12:28.14
+ 03:28:15.03	(Cont.) Lost #3 (01:00:00.00)	00:00:38.16	00:12:28.15	00:13:07.06
+ 03:28:53.19	(End) Lost #3 (01:00:00.00)	00:28:38.11	00:13:07.08	00:41:45.19
+ 03:57:32.05	01:00:00.00	01:00:00.00		

 Use **Up** and **Down** buttons of the pop up window to move inserted ad between several ad insertion points, and also to change ad position among the rest inserted programs in the point. 

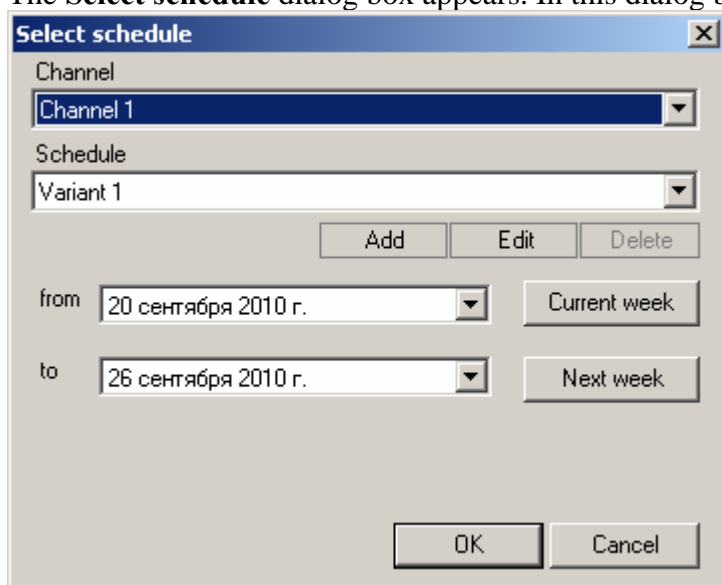
Current grid editing

Current grid – it is a schedule of TV channel programs during selected period of time. Current grid is shown as a table which columns are weekdays, rows – air time, cells – name of programs. In the current grid nominal programs from the perspective grid are replaced by certain programs. Also in the current grid episodes of series will be shown, inside and outside pauses are set, etc.

Open a schedule

To open the current grid, in the **Schedule** menu of the **OPLAN** dialog box, click **Current grid**:

The **Select schedule** dialog box appears. In this dialog box:



Select a channel.

Select a schedule (**Variant 1** by default).

Set the required time period (beginning and ending dates).

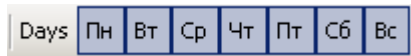
Click **OK** to open the schedule.



☞ Current grid and playlist modes allow to edit the same schedules with different value of details: in the current grid mode it is possible to insert series and programs for few days ahead, in the playlist mode gaps between programs are filled with ad and trailers. ☞

☞ It is impossible to edit the grid if the grid or at least couple of grid days are editing by another user. ☞

Indication of grid days

In the opened current grid it is possible to show and hide separate schedule days: select the required days on the menu bar.



 This mode can be useful to edit weekdays or weekends only. 

Series insertion

In the **Content** dialog box, select the required folder with series, and then insert it in the grid:

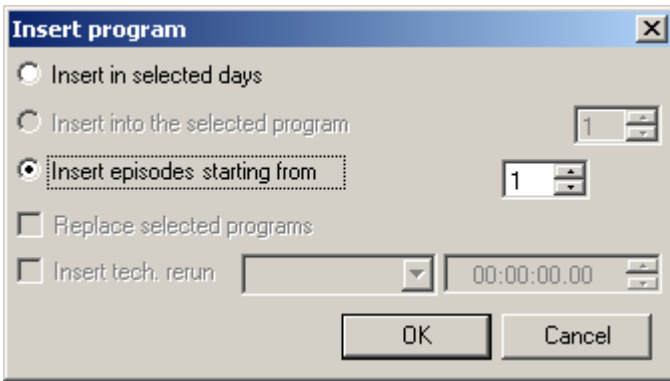
The screenshot shows the OPLAN software interface. The main window displays a schedule grid for the date 23.сеп (Чт). The grid has columns for Time and Program. The first row shows 'Fast food (01:00:00.00)' starting at 00:00:00.00. The second row shows 'FUTURAMA (01:00:00.00)' starting at 01:00:00.00. The 'Content' dialog box is open in the bottom right corner, showing a list of programs: 'Fast food', 'FUTURAMA' (selected), and 'Lost'. A red arrow points from the 'FUTURAMA' entry in the dialog box to the corresponding row in the grid.

Several episodes insertion

Select unused cells on one or few days.

In the **Content** dialog box, select the required folder with series, and then click **Choose**.

In the **Insert program** dialog box, select the **Insert episodes starting from** radio button, and then set the required episode number. Click **OK**



How to use pop up window

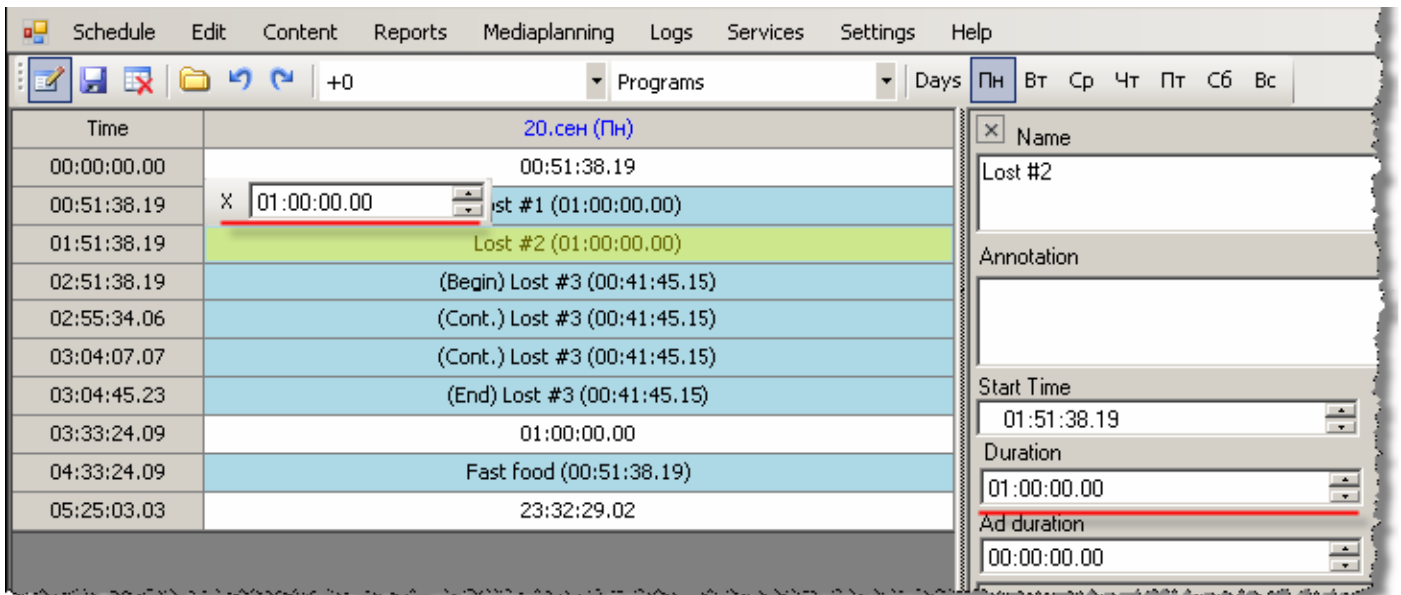
Click the required program in the grid to open the pop up window:

Time	20.сеп (Пн)
00:00:00.00	00:51:38.19
00:51:38.19	N 01:51:38.19
01:51:38.19	Lost #2 (01:00:00.00)

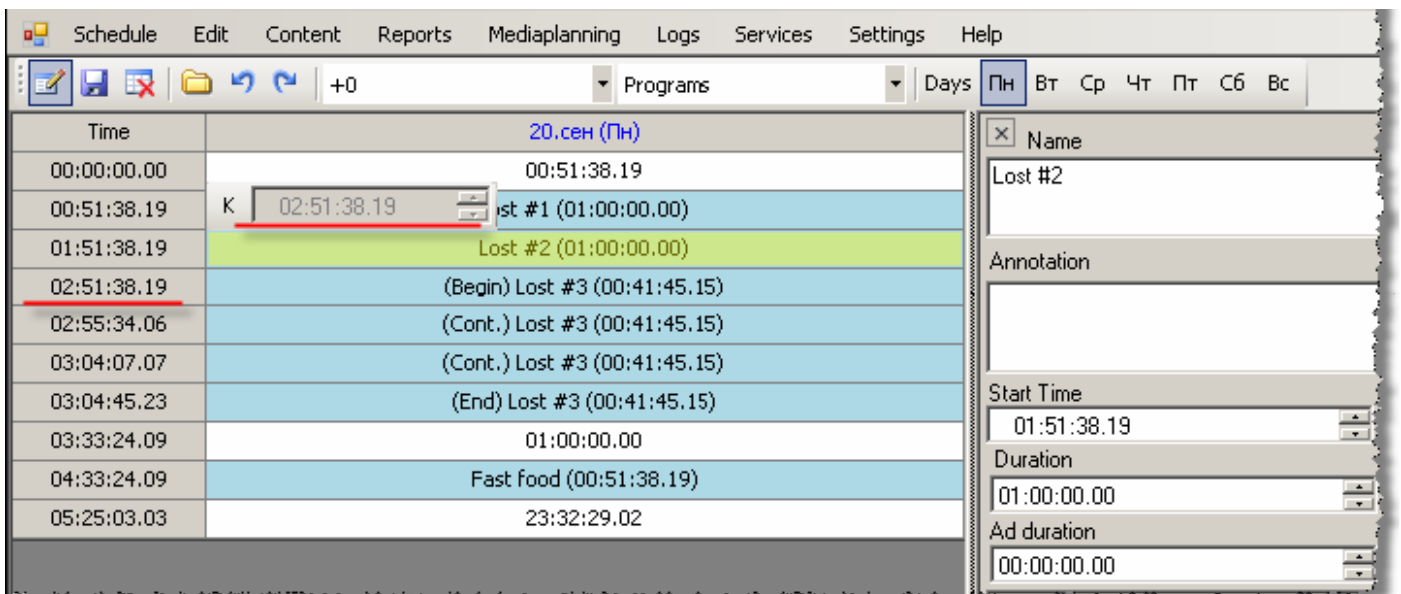
Click a letter to the left of time code value to change its function:



N - time code of program beginning time in the grid:

X – program duration:



K - time code of program end time in the grid:



 You can edit the time code values by means of scroll or arrow keys on your keyboard 

Moving a program in the grid

In case of program replacement or if the program duration time has been changed, then it is necessary to fill the time gap between programs, i.e. move the programs right up to each other:

OPLAN 2.3 USER'S GUIDE

Time	20.сеп (Пн)
00:00:00.00	00:51:38.19
00:51:38.19	Lost #1 (01:00:00.00)
01:51:38.19	N 02:51:38.19 <input type="button" value="Down"/> 01:00:00.00
02:51:38.19	(Begin) Lost #3 (00:41:45.15)
02:55:34.06	(Cont.) Lost #3 (00:41:45.15)
03:04:07.07	(Cont.) Lost #3 (00:41:45.15)
03:04:45.23	(End) Lost #3 (00:41:45.15)
03:33:24.09	01:00:00.00
04:33:24.09	Fast food (00:51:38.19)
05:25:03.03	23:32:29.02

Right-click a cell under the gap, and then click **Select a block down**. Color of the selected cells will be changed.

Right-click the cell, and then click **Move block up**. Pop up window appears with information about required time to move programs (you can edit this value):

Time	20.сеп (Пн)
00:00:00.00	00:51:38.19
00:51:38.19	Lost #1 (01:00:00.00)
01:51:38.19	Lost #2 (01:00:00.00)
02:51:38.19	(Begin) Lost #3 (00:41:45.15)
02:55:34.06	(Cont.) Lost #3 (00:41:45.15)
03:04:07.07	(Cont.) Lost #3 (00:41:45.15)
03:04:45.23	(End) Lost #3 (00:41:45.15)
03:33:24.09	N 04:33:24.09 <input type="button" value="Up"/> <input type="button" value="Down"/> 00
04:33:24.09	Fast food (00:51:38.19)
05:25:03.03	23:32:29.02

Click **OK**:

Time	20.сеп (Пн)
00:00:00.00	00:51:38.19
00:51:38.19	Lost #1 (01:00:00.00)
01:51:38.19	Lost #2 (01:00:00.00)
02:51:38.19	(Begin) Lost #3 (00:41:45.15)
02:55:34.06	(Cont.) Lost #3 (00:41:45.15)
03:04:07.07	(Cont.) Lost #3 (00:41:45.15)
03:04:45.23	N 03:33:24.09 <input type="button" value="Down"/> 3 (00:41:45.15)
03:33:24.09	Fast food (00:51:38.19)
04:25:03.03	24:32:29.02

Edit of program duration in the grid

Select the required program in the grid.

In the **Duration** field of the **Program properties** bar, set the required program duration time.

Click **Apply**:

The screenshot shows a software interface with a grid of program entries and a properties panel on the right. The grid has columns for 'Time' and program details. The selected program is 'Lost #1 (01:00:00.00)'. The properties panel on the right includes fields for 'Name', 'Annotation', 'Series', 'Start Time', 'Duration', and 'Ad duration'. The 'Duration' field is set to '00:45:00.00'. At the bottom of the properties panel, there are checkboxes for 'Report', 'Group. report', 'Regional', 'Tech. Rerun', and 'Fix'. The 'Apply' button is highlighted with a red box.

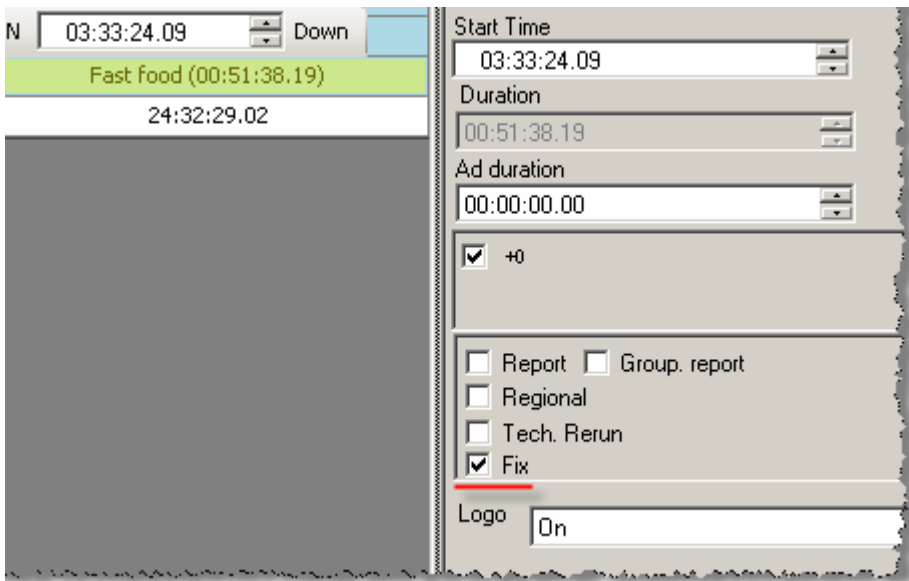
Time	Program
00:00:00.00	N 00:51:38.19 Up 00:51:38.19
00:51:38.19	Lost #1 (01:00:00.00)
01:51:38.19	Lost #2 (01:00:00.00)
02:51:38.19	(Begin) Lost #3 (00:41:45.15)
02:55:34.06	(Cont.) Lost #3 (00:41:45.15)
03:04:07.07	(Cont.) Lost #3 (00:41:45.15)
03:04:45.23	(End) Lost #3 (00:41:45.15)
03:33:24.09	Fast food (00:51:38.19)
04:25:03.03	24:32:29.02

☞ Duration editing is available when there is no medium for selected program. ☞

How to fix a program in the grid

Select the required program in the grid.

On the **Program properties** bar, select the **Fix** check box.



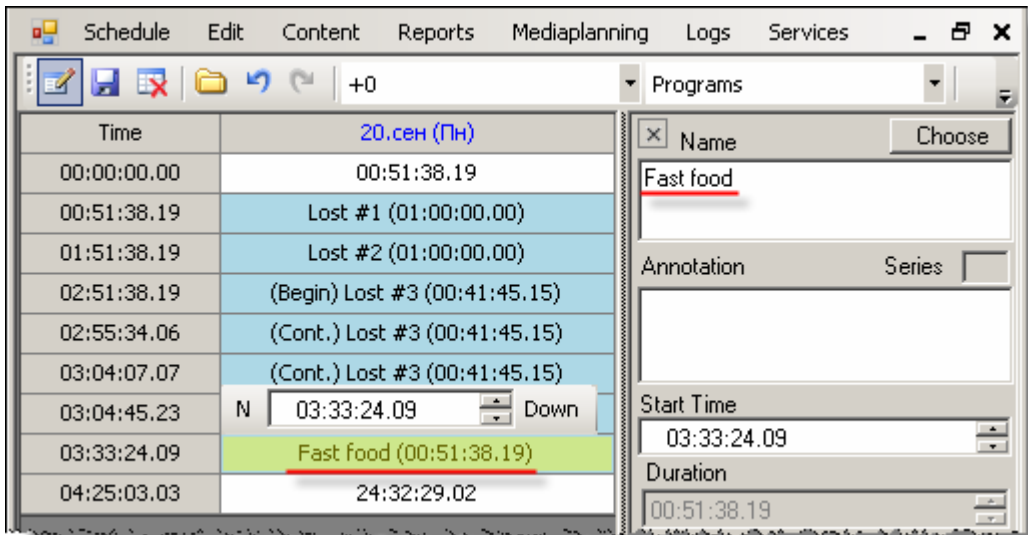
Click **Apply**.

Program name editing

Select the required program in the grid.

In the **Name** field of the **Program properties** bar, type the required program name.

Click **Apply**:



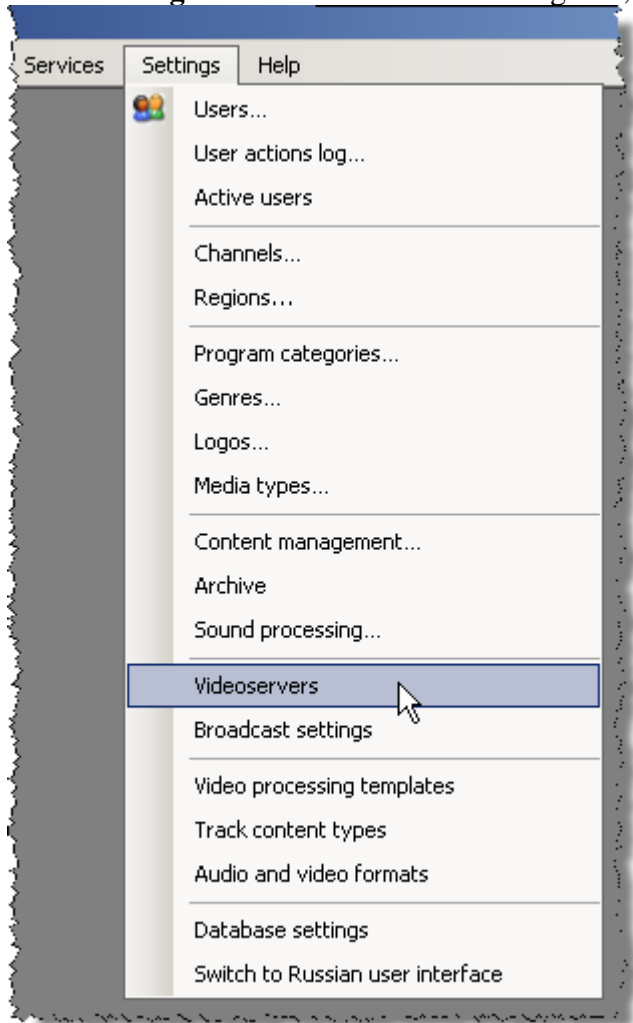
Playlist export to video server

To export prepared playlist to video server, do the following:

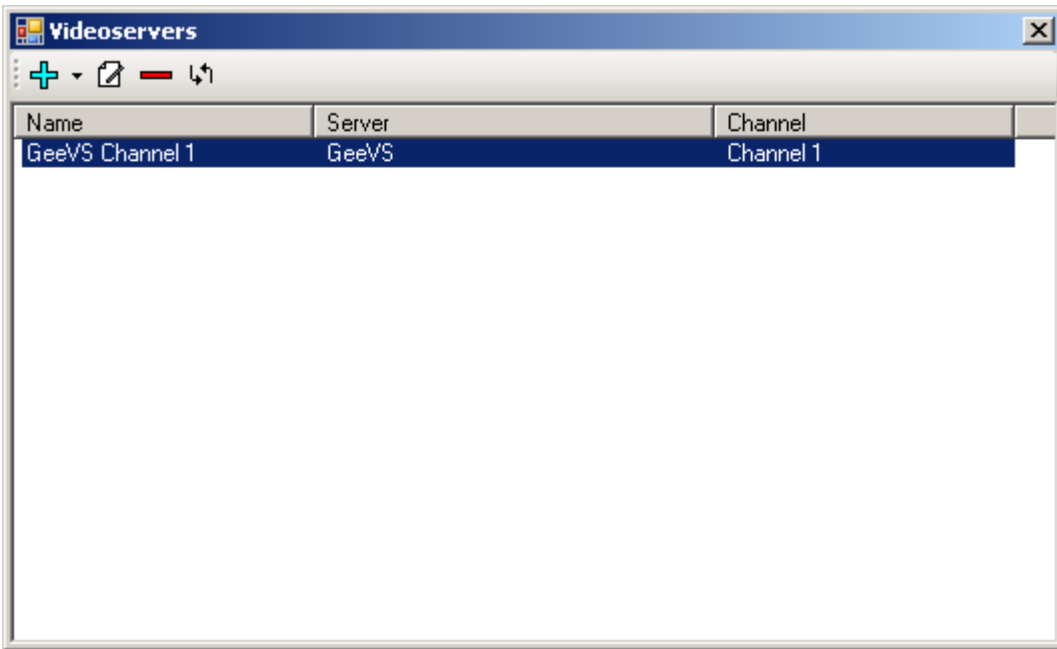
- 1) Set a video server.
- 2) Create broadcast parameters for this video server.
- 3) In the play list editing mode - export playlist to video server.


Video server setting

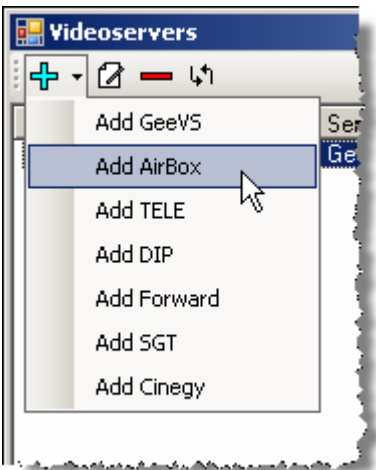
In the **Settings** menu of the **OPLAN** dialog box, click **Videoservers**:



The **Videoservers** dialog box appears:



To create a new video server, click the  button on the menu bar, and then select the required type of video server:



The **Videoserver settings [video server type]** dialog box appears:

Videoserver settings (AirBox)

Videoserver

Name: AirBOX_Backup Channel: 1

Network address: \\192.168.1.162 Version: v4

Local clip path: f:\ Choose

Network clip path: \\192.168.1.162\Logo\system Choose

As-run log path: \\192.168.1.162\A\PL1 Choose

Playlist path: Choose

Playlist format: [YYYY]_[MM]_[DD]_[hh]_[mm]_[ss].ply

Clips names in playlist: By Program ID

Min. playlist segment duration: 00:00:00.00

Logotype settings

Logo	GPI	Server logo
On		on
Off		off



Apply

OK Cancel

In the **Name** field, type the required video server.

In the **Channel** field, set a video server broadcast channel. This parameter is required in case of multi channels video server usage (correct value: within the range from 1 to 8). If one channel video server is used, then the “1” value should be used.

In the **Version** field, set video server version. This parameter is required to generate playlist in proper format.

 After summer 2007 the AIRBOX V4 version is available for sale. That is why it is required to select this version of AIRBOX by default. 

In the **Network address** field, set video sever IP address (information in this field is not used by the program, that is why it is optional).

In the **Local clip path** field, set a path to local folder containing video clips. This path will be used while generation of video clip paths in export playlists.


In the **Network clip path** field, set a path to network folder containing video clips.

The **Clip names in playlist** parameter allows to set the mode of name and path generation in the playlist.



The **By program ID** mode serves to operate with **Broadcast copies** option (available in the **OPLAN Archive** tool). Clip path is generated as the following [Video clip local path][program ID].[video file extension]. Broadcast of video clips from subfolders is not supported.

In the **Source clips from video server** mode, a clip path is generated as the following [Video clip local path][video clip file name], i.e. video clips should be located in the video server directory, which is set in the **Local clip path** field. Broadcast of video clips from subfolders is not supported.

In the **Source clips from network storage** mode (used by default), paths set in program parameters are used. Broadcast of video clips from random folders (which include network and random subfolders) is supported in this mode.



 Paths to clips on video server and your local computer with installed **OPLAN** software should be the same while operating in the **Source clips from network storage** mode. It is recommended to use network paths to set the required clip while operating in this mode, for example: \\videoserver\clips\reclama\clip.avi.



 If both local and network paths are set, then network path will be replaced by local path during playlist generation, for example \\videoserver\clips\clip.avi will be replaced by v:\reclama\clip.avi. 

In the **As-run log path** field, set a path to folder with log files of video server. This parameter is required to upload log files in the **OPLAN** database and report generation with help of video server log files.

In the **Playlist path** field, set a network path to folder with playlists. Playlist will be exported in this folder, that is why this folder should be available from computer with installed **OPLAN** software.

 If the AIRBOX video server is used in the daily playlist mode, this folder should be set in AIRBOX as **Daily playlist folder**. 

In the **Playlist format** field, set the required method of export file name generation. Random symbols can be used and also the following macros:

[DD] - day

[MM] - month

[YYYY] - year

[hh] - hours

[mm] - minutes

[ss] - seconds

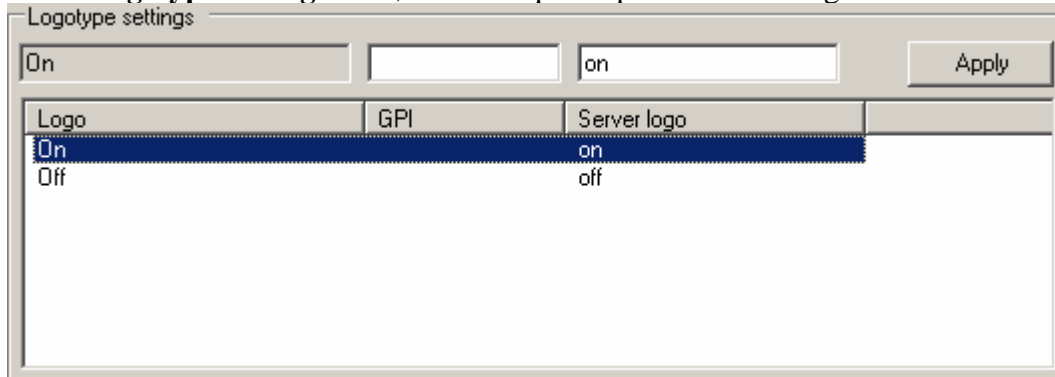
[CHANNEL] – channel name

[REGION] – region name

[SERVER] – server name

☞ To use AIRBOX automatic playlist upload in the daily playlist mode, file name format should be as the following: [YYYY]_[MM]_[DD]_[hh]_[mm]_[ss].ply. ☞

In the **Logotype settings** field, set the required parameters of logos to be shown by videosever.



For each logo it is possible to set GPI signal number (broadcast scheme), name or logo number which will be shown while program playback.

To change GPI values and server logo, do the following:

- 1) select the required logo row,
- 2) set GPI value (0-100) and server logo name/number,
- 3) click **Apply**.

If the AIRBOX video server is used, then logo name can be of the following format: On (logo is active by default), Off (empty, logo deactivation), and 1-10 (server logo activation under the certain number).

If the TELE video server is used, then random video server logo name can be used.

If the FORWARD video server is used, then one or several commands can be set in server logo:

logoOn – logo activation

logoOff – logo deactivation

titlingOn – captioning activation

titlingOff – captioning deactivation

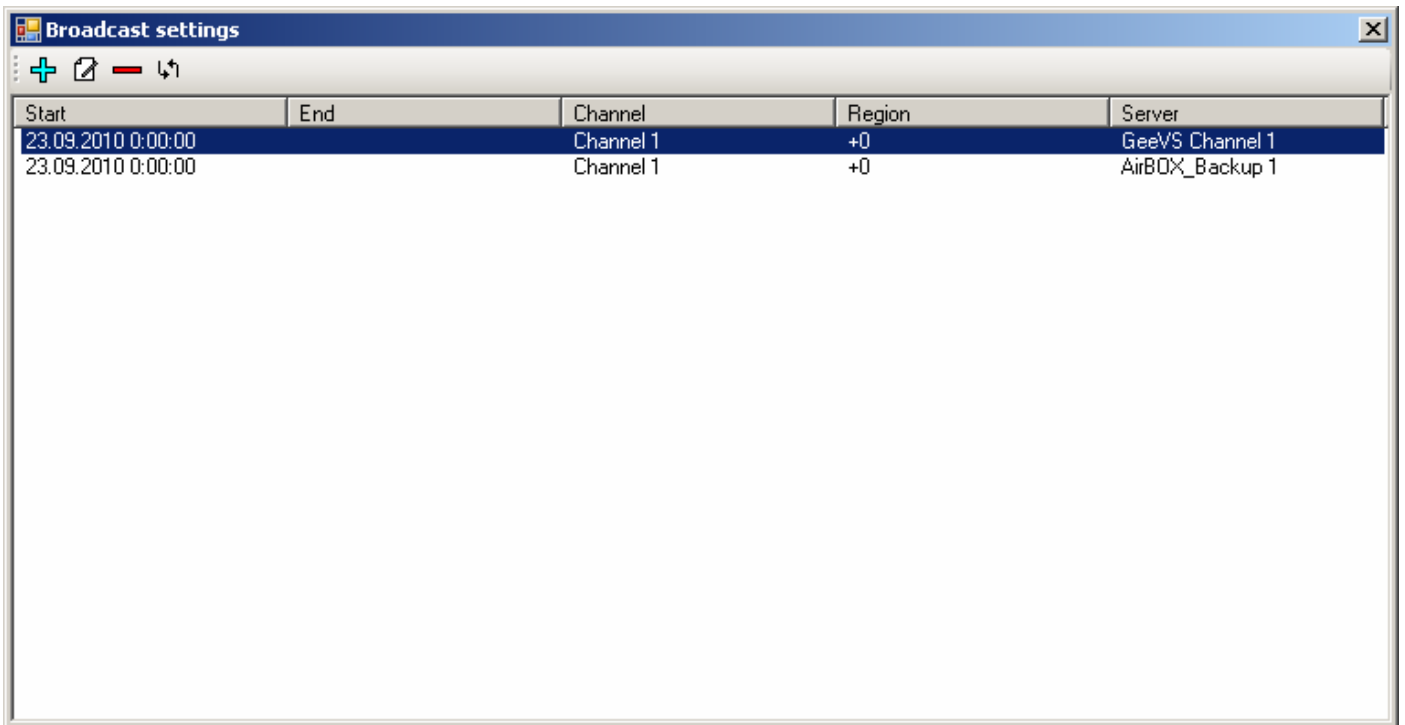
Several commands can be used at a time (use space, for example logoOn titlingOff)


If server logo is not set, then design control commands will not be exported to playlist.

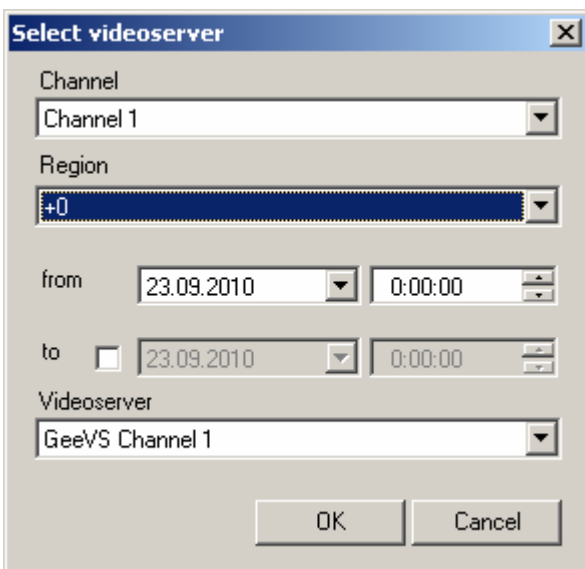
Broadcast settings

After the required video server is set up, it is necessary to set broadcasting channel on this server during certain time period.

In the **Settings** menu of the **OPLAN** dialog box, click **Broadcast settings**.



The **Broadcast settings** dialog box appears. To create broadcast settings, click the  button on the tool bar. The **Select videosever** dialog box appears:



Select a channel and channel region, which will be broadcast on the videosever.

Set date and broadcast beginning time – today's date can be set, broadcast end date is optional.

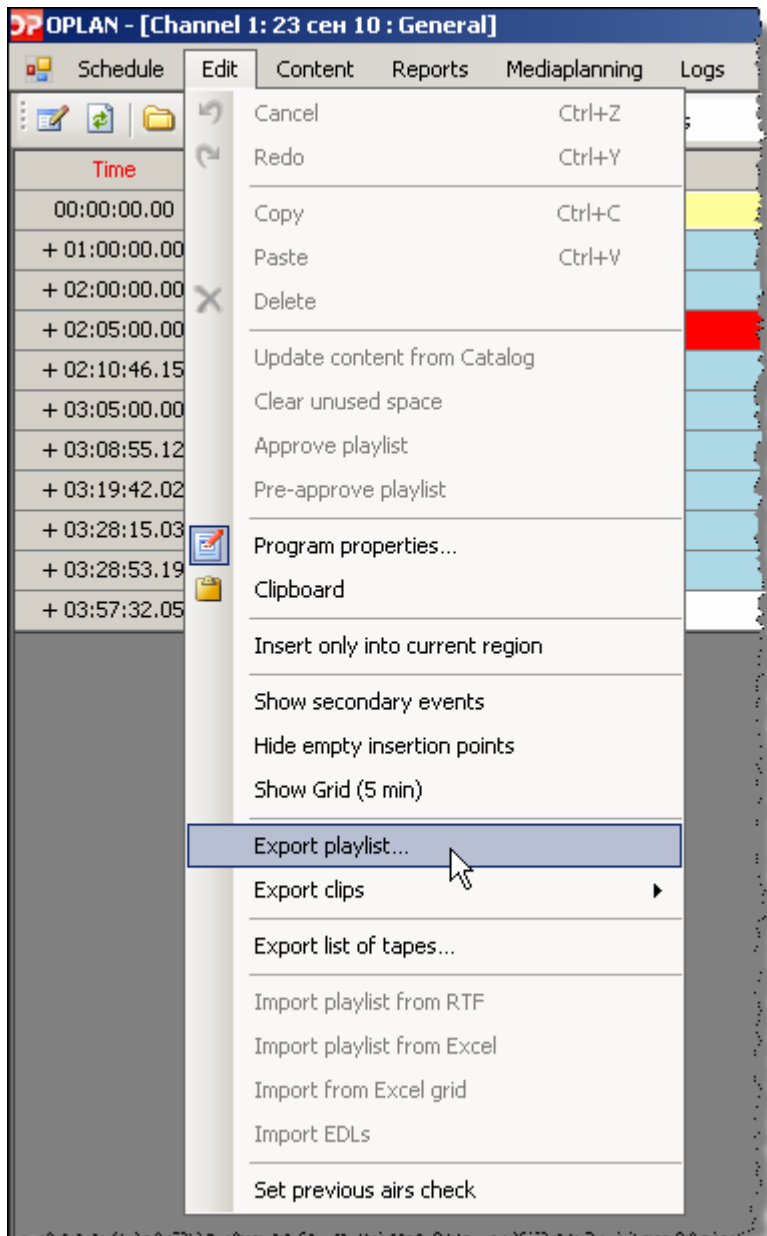
Select a video server.

Click **OK**.

Playlist export to video server

To export a playlist to video server, do the following:

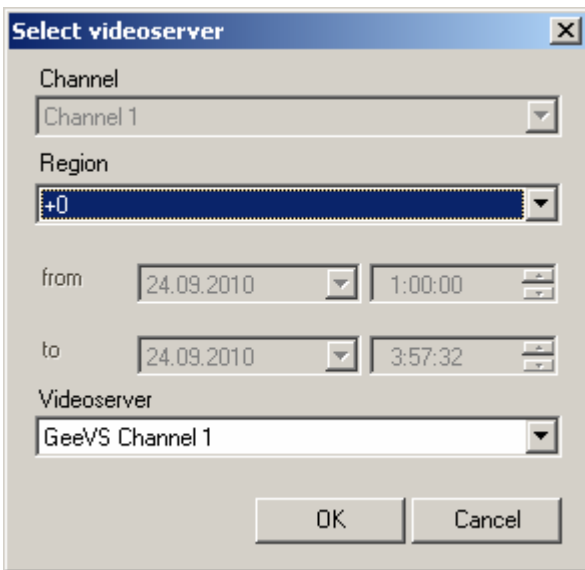
- 1) Open the required play list (in the **Schedule** menu of the **OPLAN** dialog box, click **Playlist**);
- 2) On the **Edit** menu, click **Export playlist**.



Select a region playlist will be exported for.

Select a video server.

☞ If there is no required video server in the list, then check if broadcast settings are set correctly. ☞



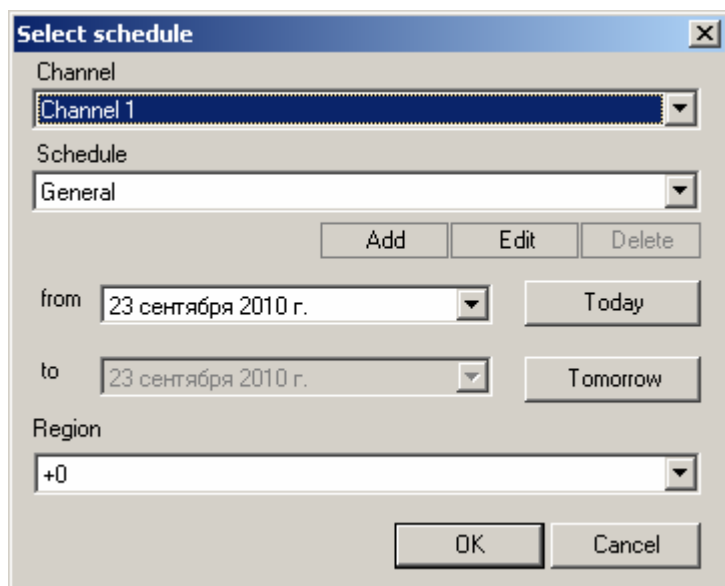
Set the name of a file and required folder, and then click **OK**.

Reports

☞ The following Microsoft Office applications (of any version start from Microsoft Office 2000) are required to generate a report: Microsoft Word and Microsoft Excel. ☞

Playlist export to Excel

In the **Reports** menu of the **OPLAN** dialog box, click **Playlist**. The **Select schedule** dialog box appears.



Select the required channel, schedule, playlist date, region, and then click **OK**.
Playlist will be exported to Excel:

	A	B	C	D	E	F	G	H
1	Эфирная путёвка на 23.09.2010 (четверг), Channel 1, +0							
2	Время	Передача	Хроном.	НТК	КТК	Лог.	Носитель	Клип
3	+01:00:00:00	Lost #1	60'	00:00:00:00	01:00:00:00	On		
4	+02:00:00:00	Ad "Reebok"	5'	00:00:00:00	00:05:00:00	On	D:\My Movies\Ad_Ree	16.avi
5	+02:05:00:00	Ad "Reebok"	5'46"	00:05:00:00	00:10:46:15	On	D:\My Movies\Ad_Ree	16.avi
6	+02:10:46:15	Lost #2	54'13"	00:05:46:15	01:00:00:00	On		
7	+03:05:00:00	Lost #3	3'55"	00:00:00:00	00:03:55:12	On	D:\My Movies\Season	14.avi
8	+03:08:55:12	Ad "Nike"	10'46"	00:00:00:00	00:10:46:15	On	D:\My Movies\Ad_Nik	17.avi
9	+03:19:42:02	Lost #3	8'33"	00:03:55:13	00:12:28:14	On	D:\My Movies\Season	14.avi
10	+03:28:15:03	Lost #3	38"	00:12:28:15	00:13:07:06	On	D:\My Movies\Season	14.avi
11	+03:28:53:19	Lost #3	28'38"	00:13:07:08	00:41:45:19	On	D:\My Movies\Season	14.avi

TV schedule

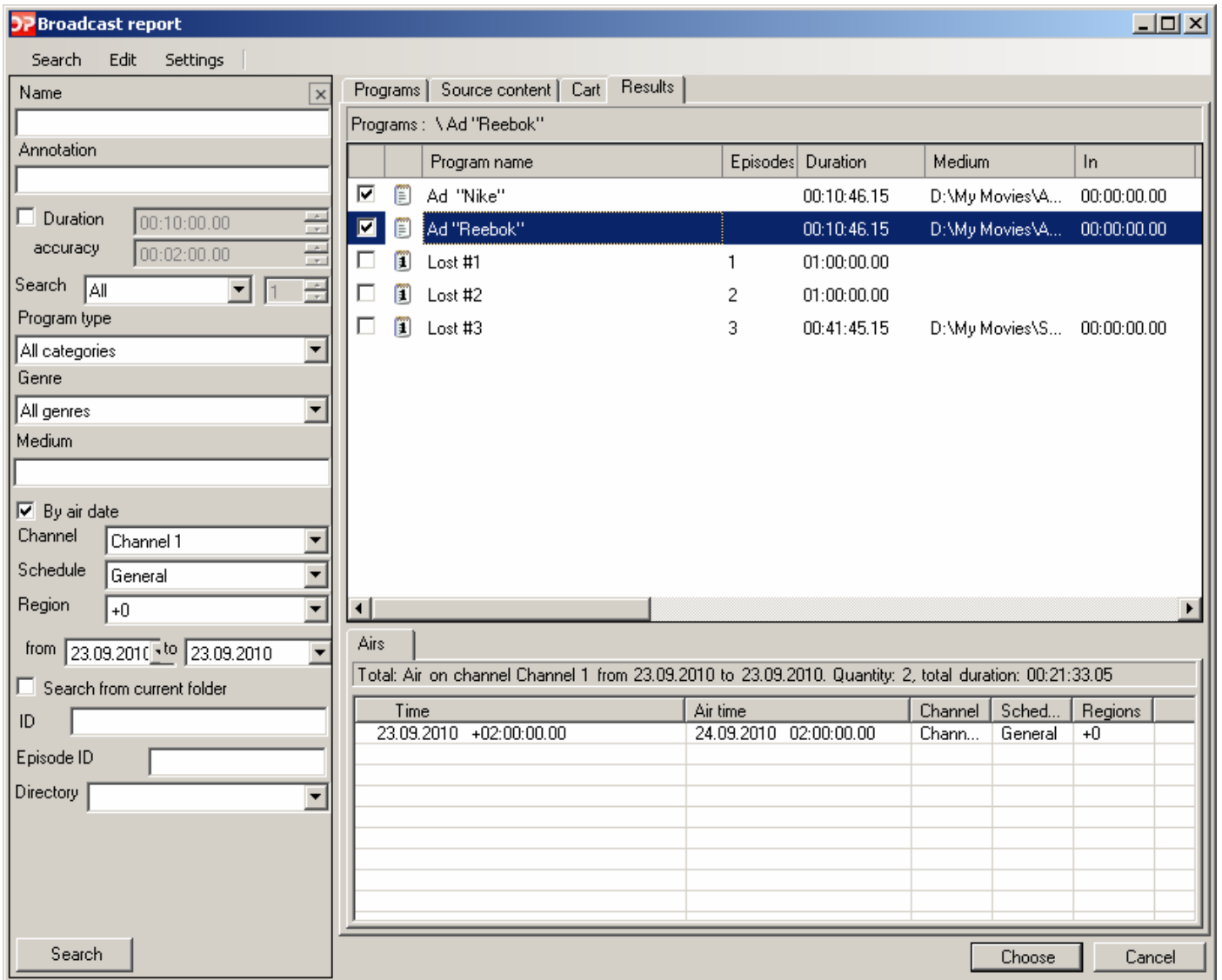
In the **Reports** menu of the **OPLAN** dialog box, point to **TV schedule (newspaper)**, and then click **To Excel**. The **Select schedule** dialog box appears:

Select the required channel, schedule, beginning and end date, region, and then click **OK**. Playlist will be exported to Excel:

A	
1	
4	TV PROGRAM LIST "Channel 1"четверг 23.09.2010
5	07:00 - Lost #1
6	08:00 - Ad "Reebok"
7	09:00 - Ad "Reebok"
8	10:00 - Lost #2
9	11:00 - Lost #3
10	12:00 - Ad "Nike"
11	13:00 - Lost #3
12	14:00 - Lost #3
13	15:00 - Lost #3
14	

Broadcast report

In the **Reports** menu of the **OPLAN** dialog box, click **Program broadcasting**. The **Broadcast report** dialog box appears:

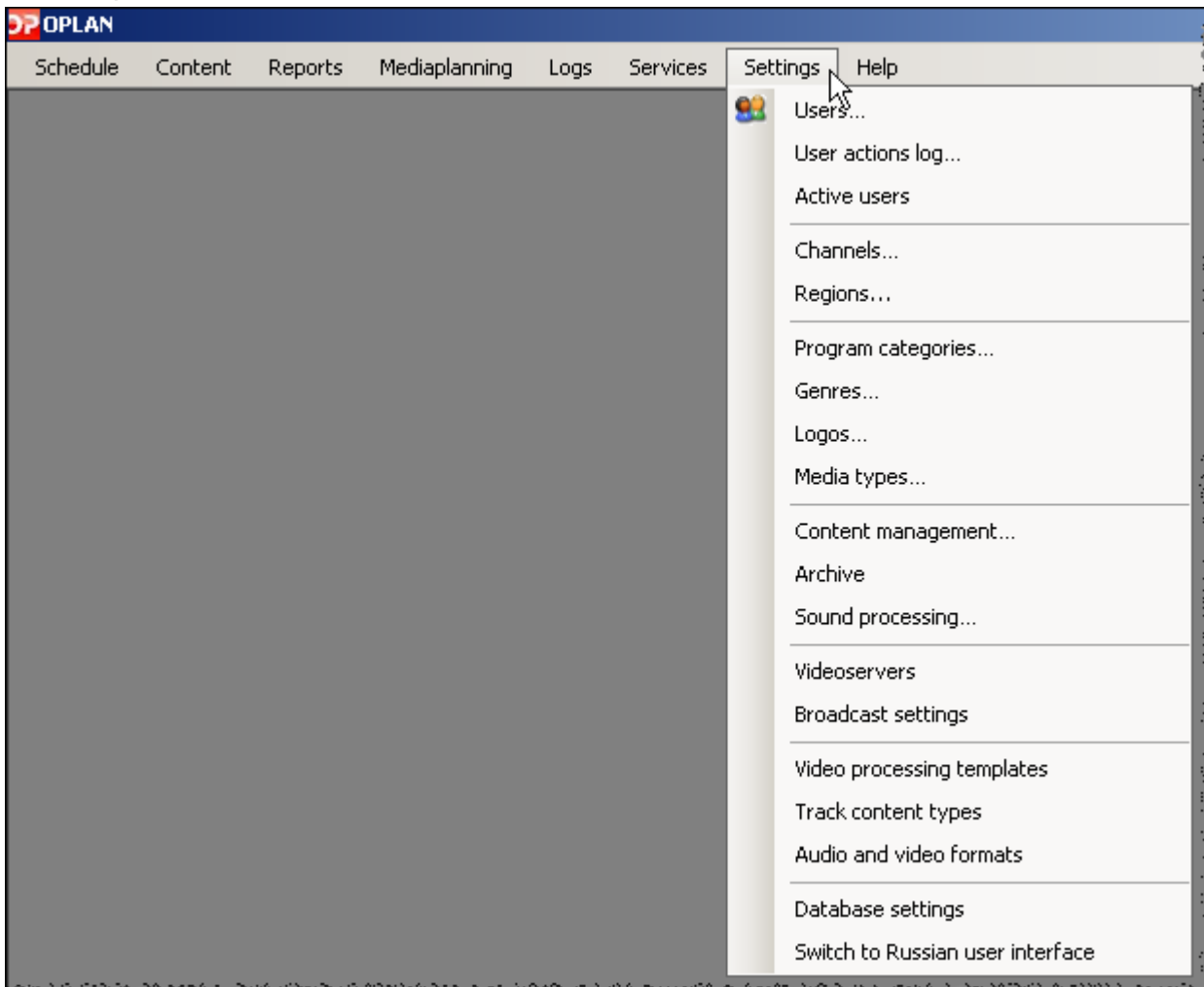


Select a channel and required broadcast dates.
Set search parameters, and then click **Search**.



Select the required programs check boxes. To select all programs in the list, right-click the list of programs, and then click **Select all**. To clear selected programs in the list, right-click the list of programs, and then click **Clear selected**.

On the **Airs** tab, you can view information about quantity of airs and total duration of selected programs. Click **Choose** to generate a report.

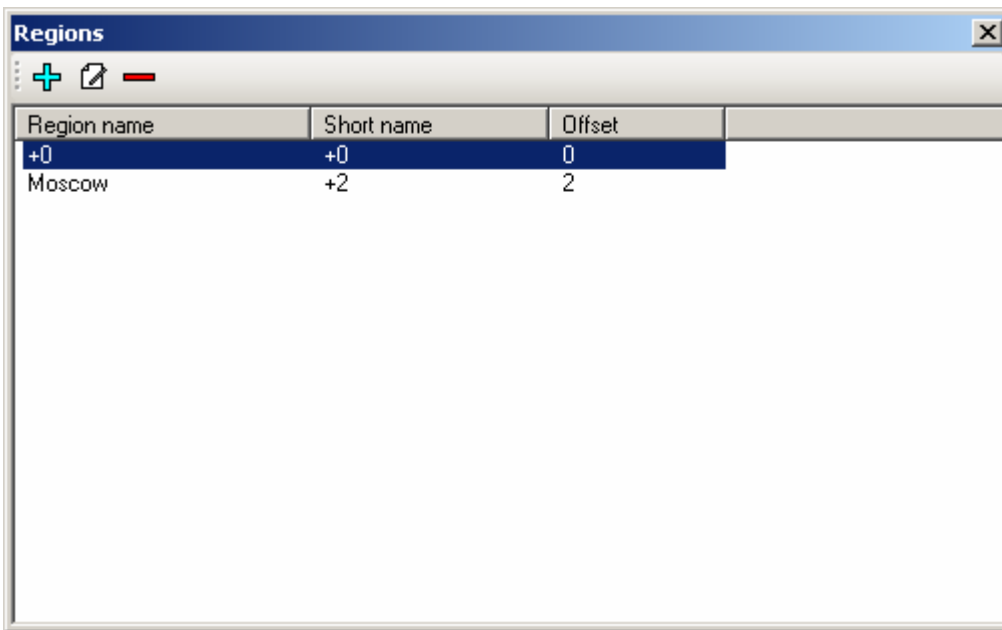
Settings



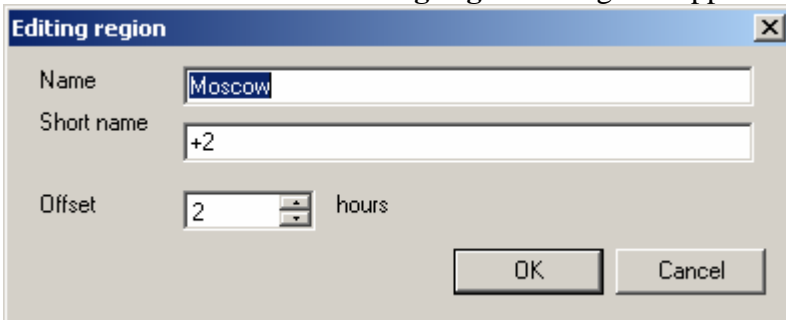
This menu provides **OPLAN** software setting. It is available only for users with selected **Edit settings** check box in user account.

 It is strongly recommended to limit the quantity of users with this access right, as faulty setting changes may cause failures and data loss. 

Region editing



The **Regions** dialog box serves for time zone setting (regions) TV channel broadcast is taken place in. This function is necessary for channels with satellite broadcasting in different time zones. To add a new region, click the button. The **Editing region** dialog box appears.



In the **Name** field, type the required region name. In the **Short name** field, type region short name. In the **Offset** field, select the required time shift with respect to basic time (office time). Time shift can be both positive and negative. To save changes, click **OK**.

To edit a region, click the button. The **Editing region** dialog box appears. To save changes, click **OK**. Click **Cancel** to refuse.

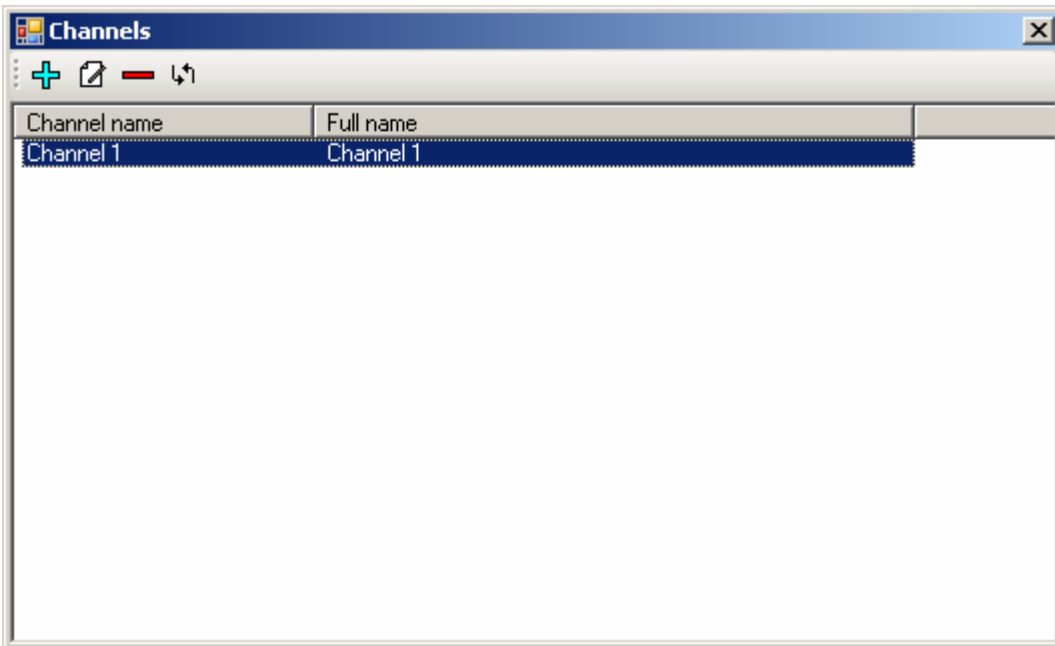
To delete a region, select it from the list, and then click the button. Deleted region can be restored by its creating from the very beginning.

Created regions can be used for any TV channel.

If there is a TV channel broadcasting in several time zones, then time difference between regions will be automatically taken into consideration while TV schedule planning.

Channel editing

The list of channels available in **OPLAN** software is shown in the **Channels** dialog box.



The **Channels** dialog box serves for TV channels setting to operate in **OPLAN** software. To start your work with **OPLAN**, it is required to create at least one channel.


To add a new channel, click the  button. The **Edit channel** dialog box appears.

In the **Name** field, type the required channel name.

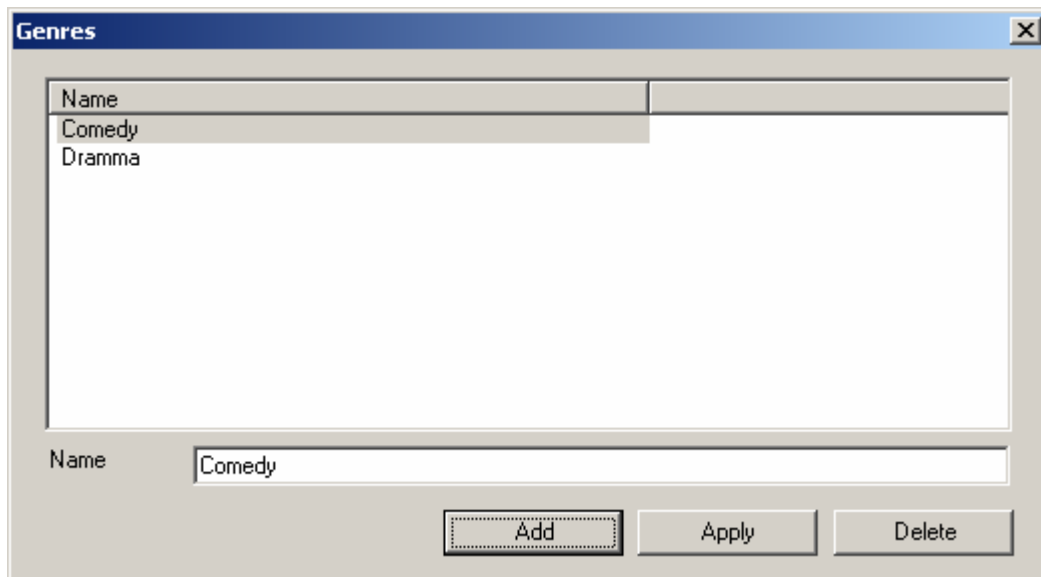
In the **Full name** field, type the channel name with comments.

In the **Start of broadcast** and **End of broadcast** fields, set the required time of channel broadcast. To mention that broadcast will be continued the net day, type the «+» sign before time value. Set time interval will be used for the channel while schedule creation and report generation. In the **Regions** field, select the required regions for broadcasting.

To edit a channel, click the  button. The **Edit channel** dialog box appears. To save changes, click **OK**. Click **Cancel** to refuse.

To delete a channel, select it from the list, and then click the  button. Deleted channel can be restored by its creating from the very beginning.

Genres editing



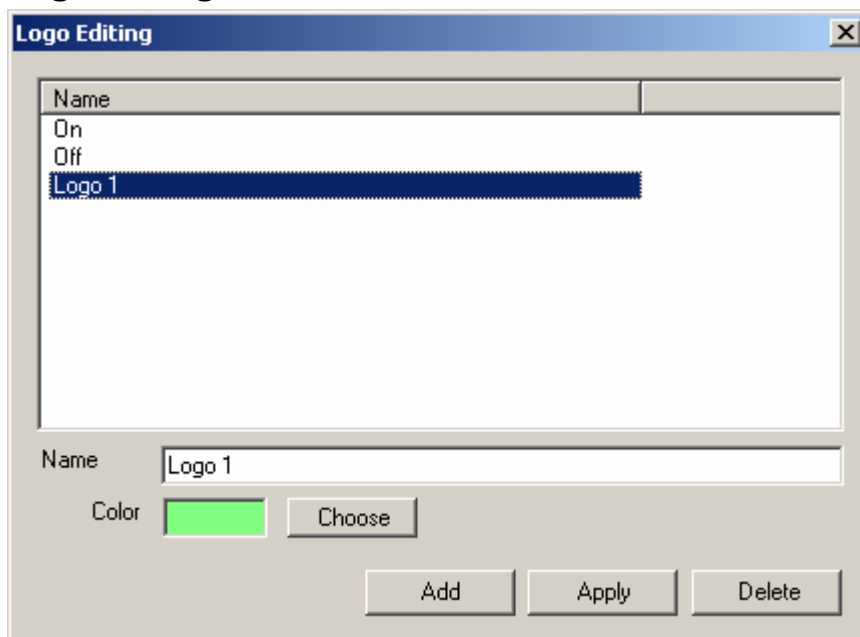
The **Genres** dialog box serves for video material sorting by genres. It makes easier to search by genres while schedule creation or selection of video materials.

To add a new genre in the list, it is required to type the required genre name in the **Name** field, and then click **Add**.

To edit a genre, select the required genre from the list, make necessary changes in the **Name** field, and then click **Apply**.

To delete a genre, select the required genre from the list, and then click **Delete**. Deleted genre can be restored only by its creating from the very beginning.

Logo editing



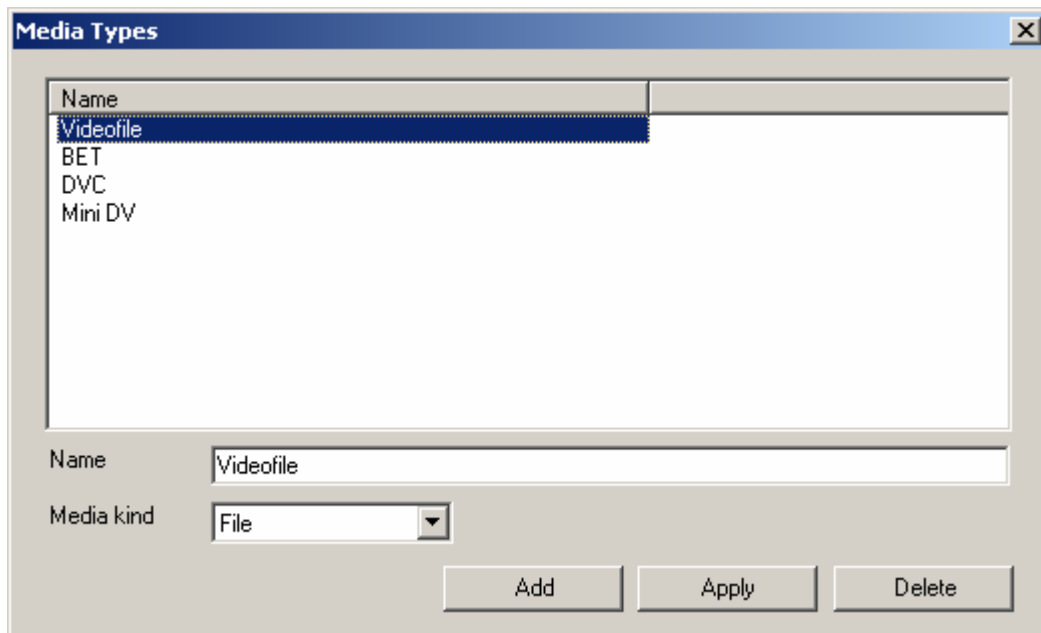
To add a new logo in the list, it is required to type the required logo name in the **Name** field, set

background color of program while TV schedule creation, and then click **Add**.

To edit a logo, select the required logo from the list, make necessary changes in the **Name** field, set background color, and then click **Apply**.

To delete a logo, select the required logo from the list, and then click **Delete**. Deleted logo can be restored only by its creating from the very beginning.

Media types editing



The **Media types** dialog box serves for creation of different media types which are used as video material source. It allows to sort the film library by media types. It also makes it easier to search the media while digitization of video material.

To add a new media type in the list, it is required to type the required media type name in the **Name** field, and then click **Add**.

To edit a media type, select the required media type from the list, make necessary changes in the **Name** field, and then click **Apply**.

To delete a media type, select the required media type from the list, and then click **Delete**. Deleted media type can be restored only by its creating from the very beginning.

Users editing

In the **Settings** menu of the **OPLAN** dialog box, click **Users**. The **User rights** dialog box appears.

User rights

User name: Administrator Blocked

Login: admin Password: **** Password (again.): ****

Rights
 Purchase rights
 Own production
 Extras. costs
 Records of transfer of rights

- edit users
- edit settings
- start copy service
- view schedule
 - edit schedule
 - approve playlist
- browse content catalog
 - view restricted programs
 - edit content catalog
 - edit requests
 - unlock programs
 - import programs
 - Group operations with clips
- view rights
 - editing rights

OK Cancel

The following access rights can be set for each user account:

1. **Edit users** - access right to create and edit **OPLAN** user accounts.
2. **Edit settings** - access right to edit **OPLAN** settings.
3. **View schedule** - access right to view the schedule.
4. **Edit schedule** - access right to view and edit the schedule. This access right is required for program management and station program editor.
5. **Approve playlist** - access right to approve the playlist, that gives a right to use approved playlist for broadcast. Schedule is said to be unprepared and it can not be used for broadcast without approved playlist. This access right is required for program management and station program editor.
6. **Browse content catalog** - access right to view content catalog.
7. **View restricted programs** - access right to view parameters of restricted programs. It can be used to hide very important programs in the list.
8. **Edit content catalog** - - access right to make changes in program parameters and create new ones. This access right is required for program management, film cutters and purchase department.
9. **Edit requests** - access right to create and edit operation execution request. This access right is required for commercial service, program management, purchase department.
10. **Unlock programs** - access right to edit parameters of program which is locked after playlist approval. This access right is required for program management and station program editor. Broadcast department must be informed about all changes in such program parameters.

Full information about user can be set in the **User name** field.

User login can be set in the **Login** field. Letter case is taken into consideration.

User password can be set in the **Password** and **Password (again)** fields. Letter case is taken into consideration.



If the **Blocked** check box is selected, then the current user account is blocked.



In the **User rights** dialog box, use the following buttons:

Click the **Add** button to add a new user account.

Click the **Apply** button to save made changes in user account.

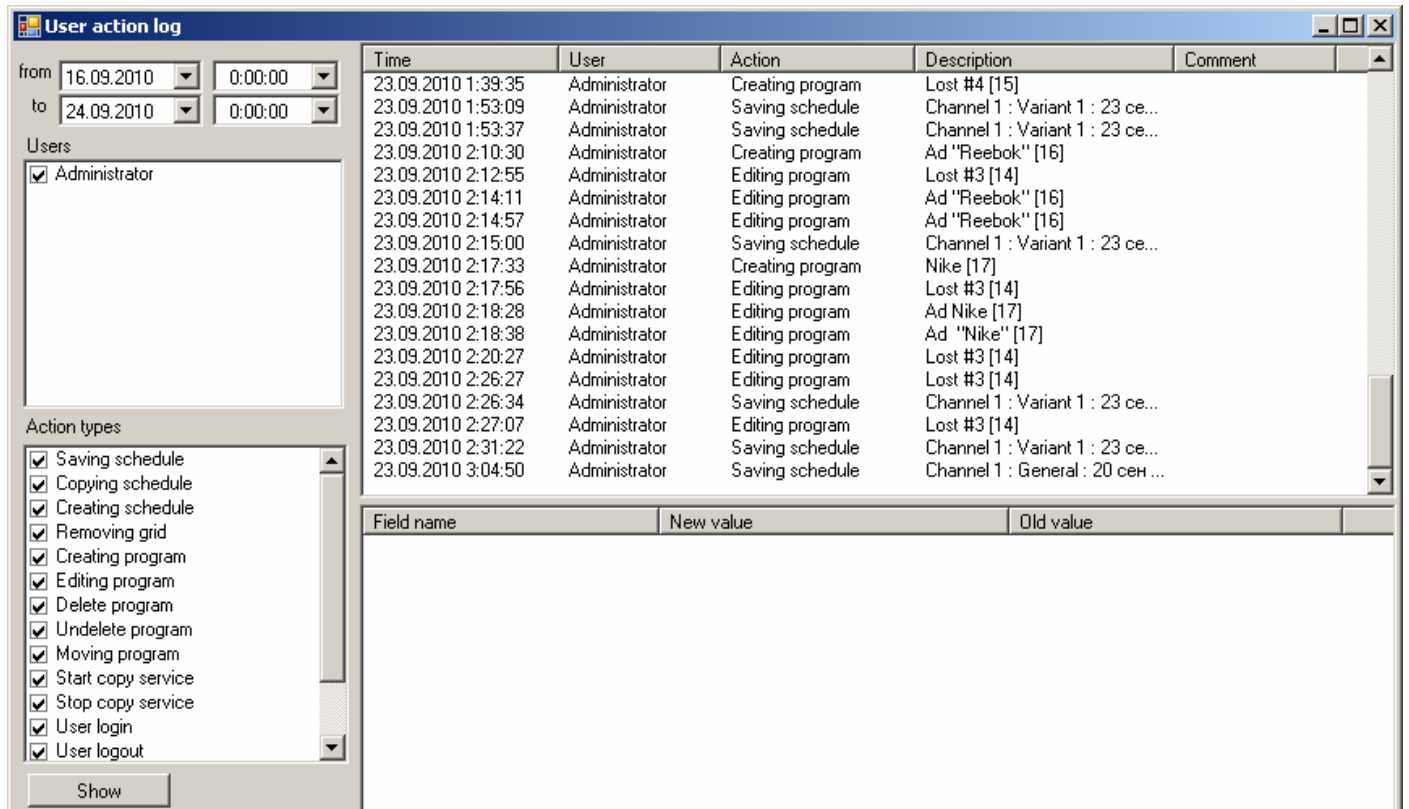
Click the **Delete** button to delete a user account.

 After all necessary fields are filled in, it is required to save new user account by clicking **OK** 

 Deleted user account can be restored only by its creating from the very beginning 

User actions log

The **User actions log** dialog box allows to view specified actions of selected users during definite period of time.



Set the required period of time, select users in the list of user accounts, and user actions. Click the **Show** button. Actions of selected users with time respect and short description will be shown in the list.