

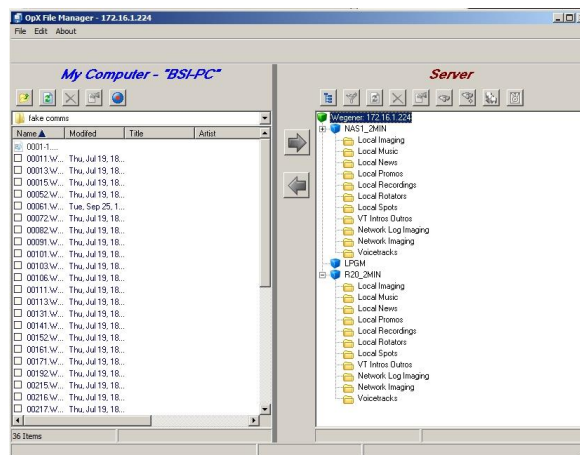


Westwood One

STORQ2

FLEXIBLE | VERSATILE | LOCALIZABLE

File Manager



Quick Start Manual

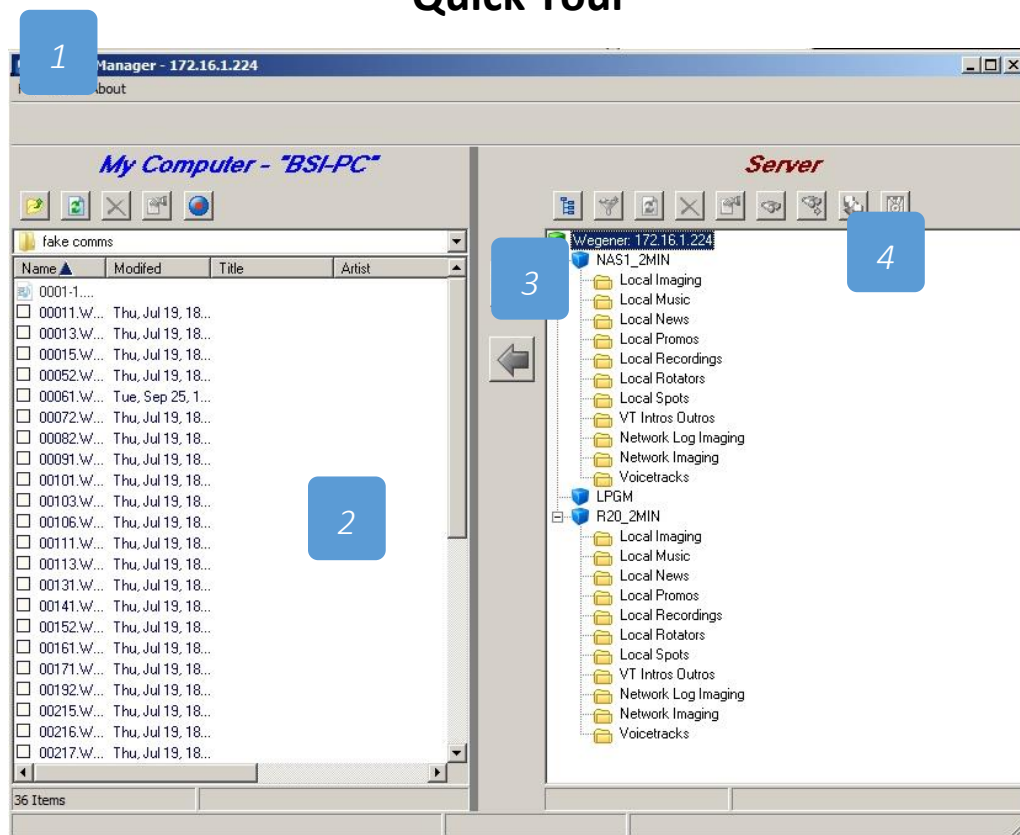
October 2018

STORQ2 File Manager

The File Manager module shows the files each station has available. It also allows you to transfer your audio files from your production machines into the STORQ2 File Server, generate reports, and create carts. When you create audio files to put on the air, you use the File Manager module to transfer those audio files into the File Server.

Note: Although you can put audio files directly into the File Server using disks, flash drives, and mapped network drives, we recommend you use the File Manager to perform these tasks. This is because the File Manager communicates directly with the File Server module to notify it of newly added files. Not using the File Manager to copy files delays the recognition of audio files that you add.

Quick Tour



NUMBER DESCRIPTION

- ① Menu bar
- ② Local file list
- ③ Transfer buttons
- ④ Server file list

1. File Menu

File Menu Exit = exits the File Manager Module. **Edit Menu Settings** = inserts items manually into the currently loaded program log. **About Menu** Opens a window that shows the version and build date of the File Manager module you are running. This window also shows the amount of memory and virtual memory being used, and the amount of time that the File Manager module has been running. See Figure 7-1 for an example. To close the window, click OK.

2. Local File List Icons

Parent Folder To display the contents of the folder one level above (that is, the parent folder), click this button.

Refresh To get the most up-to-date list of files on the local hard drive, click this button to refresh the list of files.

Delete To delete the files selected in the local file list, click this button. Files are deleted permanently, so exercise care when deleting files.

Info Tags Click this button to open a pop-up window for editing common audio file tags. This feature can be thought of as a trimmed down (or “light”) version of the Info Edit module.

Record When you need to record a file ASAP while using the File Manager module.

3. Transfer Buttons

After you find the audio file you want to transfer and the location to where you want to transfer it, click the appropriate transfer button to copy your file.

➡ The button with the arrow pointing to the right transfers the file selected in the Local File List to the location selected in the server file list.

⬅ The button with the arrow pointing to the left copies the file selected in the Server File List to the location selected in the local file list.

To copy a file from your local drive to your File Server and add it to a cart at the same time, click the Transfer File To Cart button. You are prompted to enter the name of the cart to which you want to add the file.



4. Server File List Icons

Station View Returns the file list to the 'top level', showing all the stations or formats available.

Filter To filter the types of files shown in the server file list, click this button.

Refresh To get the most up-to-date list of files on the File Server, click this button to refresh the list of files.

Delete To delete the files selected in the server file list, click this button. Files are deleted permanently, so exercise care when deleting files.

Info Tags Click this button to open a pop-up window for editing common audio file tags. This feature can be thought of as a trimmed down (or "light") version of the Info Edit module.

Find To search for a file by name, click this button.

Find Next After using the Find button to find an item, click this button to find the next file using the same search criteria.

Check For Duplicates To have STORQ2 search for files with the same name in other folders for the station you are managing, click this button.

New Cart/Rotation To create a new cart/rotator, click this button. When prompted, enter a name for your cart/rotator and click the OK button. When the Cart/Rotator Editor window appears, drag items from the Server's file list on the right side of the File Manager window into the Cart/Rotator's Event List in the cart. [SEE CART/ROTATOR MODULE](#)

Cart/Rotator Module

Creating a New Cart/Rotator

1. At the top of the File Server List, click the New Cart button
Type in a new number for the Cart/Rotator.

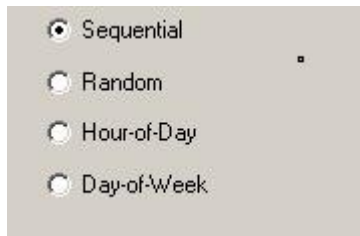
Example:



2. You will be presented a new window to setup your new Cart/Rotator.
First Type in your “artist/advertiser” fields and “title/description fields”
Example:



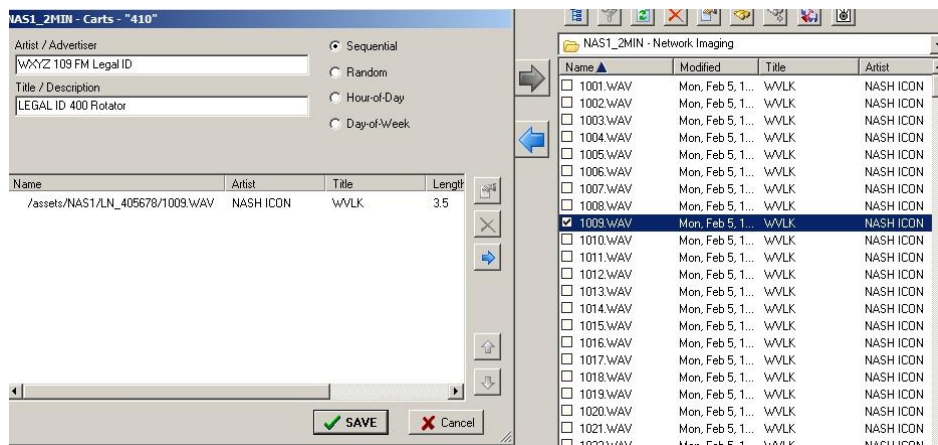
3. Select what type the Cart/Rotator will be. There are four to choose from.
- Sequential** – Starting from top-down, sequentially run through each entered cut or another rotator until the end and repeat
- Random** – Pseudo Randomly pick a cut or cart/rotator. Will work through all available before recycling the listing again
- Hour-of-Day** – Setups up unique cut or cart/rotator for each hour. Please sure to fill all available hours or use 99999 as a blank default wav file.
- Day-of-Week** – Setups up unique cut or cart/rotator for each day of the week.
- Again you can use other rotators or a specific to cut



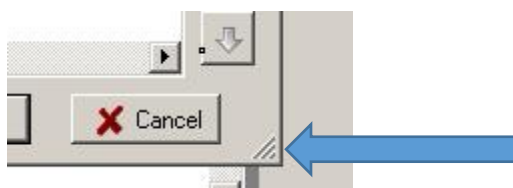
NOTE: Only one more rotator can be used in any of these listings. You can put one cart/rotator into another only one time. Multiple layers of cart/rotators into other cart/rotators are not allowed beyond the noted of one.

Each cart/rotation type will change the view on the bottom window.

You will now use the FILE SERVER Listing window to find your cuts that you want to play. In this example, we picked a “network imaging” cut from the drop down selection, then dragged the cut into the listing window in the Cart/Rotator Editor.



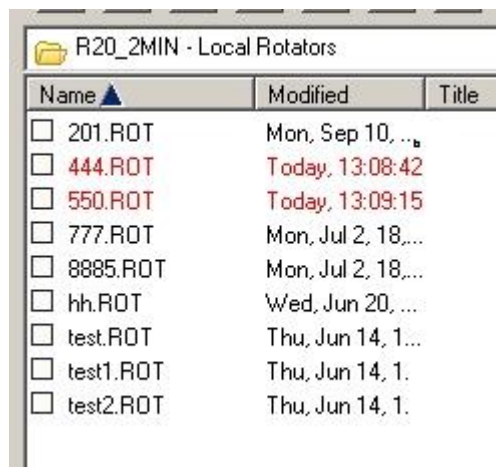
This step may be repeated as many you need for any of the types. You may also “pull” the window larger by using the small drag lines on the bottom right of the cart/rotator window.



After making all the necessary changes to the listing of the new cart/rotator. Click “SAVE”.

Editing Cart/Rotator

The functions of the editing the cart/rotator are the same as creating new. Instead you click on the Cart/Rotator you wish to edit in the “Local Rotators” folder under the specific station/format.



You may now move items in your cart/rotation. Or use the “Delete” button to wholesale remove the cuts/carts from the listing.



After your changes are made, click on “SAVE” on the bottom right of the Carts Window.



For any questions on the File Manager directory setup, please visit with your Westwood One Format Programming department.