

NPR Digital Services Composer Basic

Composer Basic, a free, simplified version of Composer Pro, allows stations to manage their SoundExchange reporting.

Contents

NPR Digital Services Composer Basic.....	1
Composer Basic Program Guide Login:	1
Create/Edit Your Program Guide	1
Add Programs +	1
Add National Programs: C24	2
Edit Programs ✎	2
Delete Programs ✖	2
Conflicts:	3
SoundExchange Dashboard	3
Edit Station Information	3
View Reports	4
Transferring SoundExchange Reporting Data to NPR Digital Services.....	5
Upload Logs	6
Add Note.....	7
More Information	7

Composer Basic Program Guide Login:

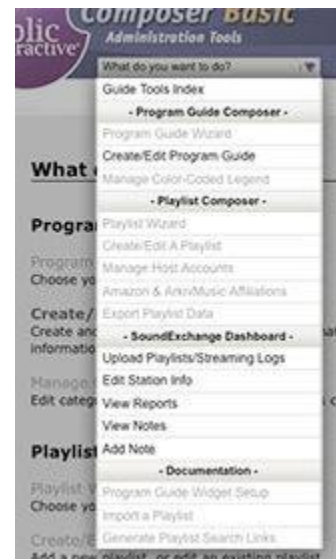
<http://www.publicbroadcasting.net/xxxx/guide.guidedadmin>

Create/Edit Your Program Guide

Click on this link to create and edit your program guide information. This information is used to add national program information to your SoundExchange reporting and in mobile applications like the Public Radio Player and NPR News app.

You will see the Program Guide Manager, a 7-day, 24-hour grid/calendar, divided into half-hour blocks. This is where you'll add and edit your programs. All schedule changes are saved permanently.

NOTE: If your station offers more than one content stream, access the Create/Edit Program Guide screen for other streams by using the My Stations drop down in the upper right hand corner, and then clicking on Create/Edit Program Guide.



Add Programs +

- In the Program Guide Manager, click on any “add” icon in a time slot that you wish to add your new program.
- A screen will open, complete the desired fields. Required fields are: Select Day(s), Broadcast Time, Program Name, Program Type, and Program Format.
- **Click Add Program** to save the information. You'll see Program Guide Manager, with your new program added to the grid. Written in red are the words “not live,” which indicate that the changes to your program guide are not yet live.


- To preview the changes, click the preview button.
- To make the changes live, click on the “go live with changes” button. When the red “not live” words disappear, you have updated your Program Guide successfully. You can add multiple programs before making them ‘live.’

Add National Programs: C24


C24 Playlists can be automatically pulled for Sound Exchange reporting. As time passes, we'll have information for more national programs. If you carry C24, a simple edit in your Admin Tools tags the hours you broadcast C24 for inclusion in your report.

- **Click** Create/Edit Program Guide (Program Guide Manager)
- **Click** Edit for the program that is C24.
- **Scroll down** to the Program Format Field and **Select** Classical: C24 from the drop-down menu.
- **Click** Next. You'll end up back at the Program Guide Manager screen.
- Click Go live with changes button.

Edit Programs

- In the Program Guide Manager, find the program you wish to edit and click on the “edit” icon .
- Select an Edit Type.
 - **Temporary Edit:** To make a today only or multi-day short term edit, select Temporary Edit and choose the desired date range. For a one day edit, make sure the start date and end date are the same.
 - **Edit Recurring Program:** For permanent program changes and all other edits, select Edit Recurring Program and edit the program information as needed.
- Make your change, and then click Submit Changes.
- You'll see the program marked “not live” indicating that the changes to your program guide are not yet live. To make the changes live, click on the “go live with changes” button. You can make multiple edits before making them ‘live.’
- **NOTE: It is best to edit programs** and add a program end date to stop a program, rather than deleting them when possible.

Delete Programs

- Use sparingly! In Program Guide Manager, find the program you wish to delete and click on the “delete” icon . This deletes the entire program – if your program was scheduled for the same time each weekday, this option removes all occurrences of your program, forwards and backwards. **For reporting purposes, it is best to edit programs and add a program end date to stop a program, rather than deleting it.**
 - **NOTE:** If there are playlists associated with this program, **do not delete it!** Instead, choose edit, recurring edit and add an end date for the program. Playlists associated with a deleted program are orphaned, and historical data needed for SoundExchange reporting is lost.
- A small window opens, with the message “Are you sure you want to permanently delete this program?” Click on “OK” or type “Enter” on your keyboard (“Return” on a Mac) to confirm that you wish to delete the program. The window will refresh and you will see that the program has been removed from your grid.

Conflicts:

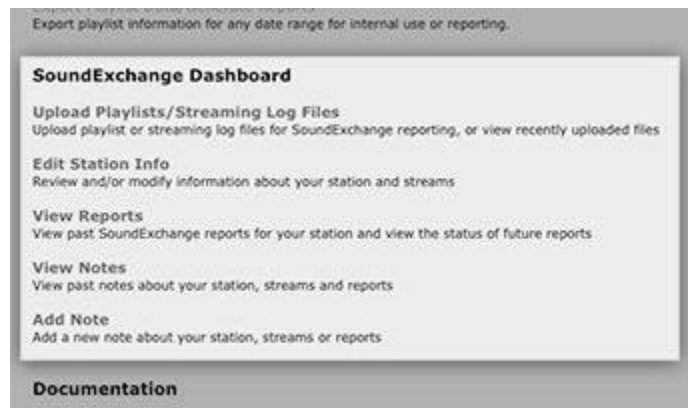
This lets you know if programs are overlapping. The most recently added (or most recent) program is displayed on your grid.

- **To resolve a conflict**, click on the edit or delete icon. **NOTE:** To preserve a program's playlists, we recommend that you **edit the program's end date**, rather than deleting it.
- Temporary edits are listed as conflicts, however, since that should be intentional, there is no need to resolve the conflict.

SoundExchange Dashboard

The SoundExchange Dashboard is a component of both Composer Basic and Composer Pro that stations use to maintain station and stream information with NPR Digital Services, as well as to upload quarterly reporting data and retrieve reports generated by PI for submission to SoundExchange (SX).

General information on how SX reporting works for stations choosing to be covered by the CPB-SX agreement can be found on NPR Digital Services' [SoundExchange reporting blog](#), which includes a [one-page primer](#) on the basics and how to get started.



Edit Station Information

Basic station information can be reviewed and updated using the Edit Station Information screen, accessible from the global navigation.

Required data fields are:

- Station Name
- Call Letters
- Primary Contact Name
- Primary Email
- Primary Phone
- Secondary Contact Name
- Secondary Email

- Secondary Phone
- Address 1
- City
- State
- Zip
- Station Affiliations

A list of streams associated with the station is presented at the bottom of this screen. From here stations can choose to edit or update stream information by clicking on the Edit link tied to each stream, which will take you to the Edit Stream Information screen.

In addition, users can go to the Upload Playlists/Streaming Logs screen for each of their streams by clicking on the Upload Logs link for the stream in the Station Streams listing.

In order to add a new stream, or deleting an existing one, [contact NPR Digital Services](#).

Edit Stream Information

The Edit Stream Information screen allows a station to manage basic information about a given stream. SX reports are generated for each distinct content stream that your station offers. Each content stream may be offered in more than one format (e.g. MP3, Real, Windows Media) or more than one bitrate or may be served from more than one server. However, for SX reporting purposes, they are all grouped together and reported on based on the content.

For a given content stream, the following fields are required:

- Stream Name - An identifier for the content being offered, e.g. Broadcast Simulcast, HD2, etc.
- Format Group - Required by SX

View Reports

Stations can access SX reports generated and submitted on their behalf by PI for previous quarters and view the status of upcoming reports via the View Reports screen.

Here reports for each of a station's distinct content streams are listed in reverse chronological order by calendar quarter. Each calendar quarter and year (listed in the first column) for which a final report was generated are linked to the final report file.

The status of past and future reports are indicated in the Report Status column. Reports will have one of the following statuses:

- *Incomplete* - This means some required data is/was missing; -p indicates that playlist information has not been uploaded, while -s indicates that streaming log files have not been uploaded.
- *Pending* - This means the required data has been uploaded, but final processing and report generation is not yet complete.
- *Complete* - This means the final report has been generated. In this case the final report can be accessed by clicking on the quarter and year in the Quarter column. Also, the calculated *Music Aggregate Tuning Hours (Music ATH)* based on the report is displayed in parentheses.

Finally, stations can access the Upload Logs and Set Reporting Dates screens for each stream in a quarter using the links in the Links column; these links will only be available for current and future quarters.

Set Reporting Dates

Stations **must** specify their chosen reporting period within each calendar quarter for each content stream. For most stations, this is a 14-day sample (two 7-day consecutive periods); a handful of stations (they know who they are) are required to do census (full-quarter) reporting. Stations are free to choose whatever 14-days they want to report on each quarter; all SX asks is that these two weeks are representative of the music you stream during the entire quarter.

In order to specify your station's reporting period, proceed to the Select Reporting Dates screen, via the *Edit Report Dates* link on the View Reports screen.

Here a station can choose to report on the entire quarter by checking the "Disregard dates and use full quarter instead" checkbox.

Otherwise, to specify a 14-day reporting period, enter the first date of each 7-day period using the date dropdowns and click Save.

NOTE: For stations that use NPR Digital Services' Composer Pro playlist management tool, by default, NPR Digital Services will report on all playlist data for a given quarter that is in Composer Pro. However, these stations can specify a 14-day period to be reported on, if they so choose.

Transferring SoundExchange Reporting Data to NPR Digital Services

NPR Digital Services needs three types of data from stations for generating SoundExchange reports: guides (schedules), playlists and streaming access logs.

Guide information is entered via the Composer Pro/Basic guide management interface.

Playlist data is obtained by NPR Digital Services in one of two ways:

1. Composer Pro clients of NPR Digital Services enter playlist data directly into Composer Pro, which NPR Digital Services can then query directly. There is no need for these stations to upload playlist logs to NPR Digital Services.
2. All other stations must upload a playlist log file for each content stream each quarter to NPR Digital Services via Composer Basic. This file must conform to our [file formatting requirements](#) in order for NPR Digital Services to be able to process it.

NOTE: Spintron clients have their data files automatically generated and sent to NPR Digital Services via the Spintron interface. Contact Spintron for more details.

Likewise, [streaming access logs](#) are obtained by NPR Digital Services in one of two ways:

1. PI has access to streaming logs for stations that are streaming clients of NPR Digital Services (that is, have their streams hosted through NPR Digital Services). There is no need for these stations to upload streaming logs to NPR Digital Services.
2. All other stations must upload all streaming access logs file for each content stream each quarter to NPR Digital Services via Composer Basic.

Upload Logs

Stations that need to upload either playlist or streaming logs to NPR Digital Services can use the *Upload Logs* screen. This screen can be accessed from the global navigation, the Edit Station screen, or the View Reports screen.

Playlist or streaming log files for each content stream are uploaded via their own screen, meaning there is an Upload Logs screen for each of your station's content streams. If your station offers more than one stream, there are links at the top of this screen to the Upload Logs screen for each content stream. NOTE: streaming logs that include requests for multiple content streams are fine; however, they should be uploaded to one content stream. In addition, PI will need to know how to parse these files; that is, how to clearly identify requests for each content stream.

Files are uploaded using the form at the bottom of the screen. Stations must specify the following:

- a) The type of log file being uploaded (Playlist or Streaming)
- b) The file to be uploaded, using the browse button
- c) Start and end dates for the period that the file covers (if different than the start and end dates of the calendar quarter). NOTE: end date must be specified as the day after the final date covered by the playlist. For example: to include air dates on June 30th, make the end date July 1st.

Uploaded files that are awaiting final processing are displayed at the top of the Upload Logs screen under *Uploaded Files*. Here stations can see which records in an uploaded file may have been rejected due to formatting or data errors. Uploaded files containing errors can be deleted by checking the *Delete* checkbox and clicking on *Delete selected files*.

Files that have been uploaded can be viewed by clicking on the File Name.

Playlist files get preprocessed shortly after uploading; files that have been preprocessed will have a *View* link in either (or both) of the *Processed File* or *Error File* columns.

The *Processed File* will include all entries from the uploaded playlist file that will be included in the final report generated for SoundExchange.

The *Error File* will contain any records that could not be included, usually due to a formatting error. It can also contain error messages describing problems with the file and how to fix them. For example, if the header row of a playlist file does not contain the proper field names, then none of the records in the file can be processed and the Error File will indicate this.

If, after a playlist file has been uploaded, there is only a *Processed File* that can be viewed, that means that **all** of the records in the file will be included in the final reports.

If, after a playlist file has been uploaded, there is only an *Error File* that can be viewed, that means that **none** of the records in the file could be processed and none will be included in the final reports.

In the case of errors in a playlist file the station can choose to delete the existing file, fix the errors and upload a revised version.

NOTE: Stations that have FTP accounts with NPR Digital Services can continue to upload data via FTP; these files will show up on the Upload Logs screen as if they were uploaded via the screen. Likewise, vendors that have transferred files to PI via FTP (e.g. StreamGuys, Spintron) can continue to do so and the files will show up on this screen.

Add Note

Stations can add notes about their stations, streams or reports using the Add Note screen.

View Notes

All notes tied to a station (created by either station staff or NPR Digital Services) can be viewed using the View Notes screen.

More Information

Composer Basic is a free, simplified version of Composer Pro. Training, support, online display, playlisting and other features are included in with Composer Pro.

Current NPR Digital Services clients who use both Composer Pro and host their streams with us don't need to submit anything additional for SoundExchange reporting! We have all of your data. Just make sure your playlists are complete and up-to-date.

Composer Basic and Pro info:

<http://demo.publicinteractive.com/composer.html>

To take a tour or sign up, please contact:

Joe Orlando

Marketing and Sales Manager

NPR Digital Services, a Division of NPR

25 Kingston St, 6th Fl, Boston, MA 02111

jorlando@publicinteractive.com

p: 888.729.8809

p: 617.423.4499 x123 * f: 617.423.4498 * IM: jorlando1968

Last Updated: December 11, 2009