

## KNOW Automation Voice Tracking Process

For this example I will use the Saturday night automation. The same process applies to other automation sessions as well.

Open KNOW rundown by clicking on the “Logs” tab and choosing the proper date

The screenshot shows the DaletPlus software interface. At the top is a menu bar with 'File', 'View', 'Tools', 'Window', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'KNOW' and displays a calendar for January 2014. The date January 11 is selected. Below the calendar is a table listing the automation schedule for that date.

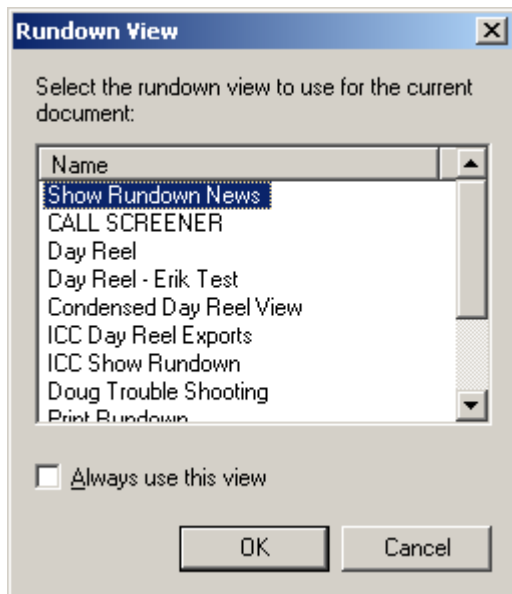
Name	Time	Scheduled ...	Computed D...
0600 Splendid Table BB	1/11/2014 06:00:00	00:01:00.00	00:00:00.89
0601 NPR News	1/11/2014 06:01:00	00:05:00.00	00:00:00.89
0606 Splendid Table	1/11/2014 06:06:00	00:53:00.00	00:00:15.07
0659 District Break	1/11/2014 06:59:00	00:01:00.00	00:00:00.00
0700 WESat Hr 1	1/11/2014 07:00:00	01:00:00.00	01:00:00.00
0800 WESat Hr2	1/11/2014 08:00:00	01:00:00.00	01:00:00.00
0900 WESat Hr3	1/11/2014 09:00:00	01:00:00.00	01:00:00.00
1000 Marketplace Money	1/11/2014 10:00:00	01:00:00.00	00:08:00.00
1100 Car Talk	1/11/2014 11:00:00	01:00:00.00	00:09:00.00
1200 Wait, Wait... Don't Tell Me!	1/11/2014 12:00:00	01:00:00.00	00:08:00.00
1300 This American Life	1/11/2014 13:00:00	01:00:00.00	00:02:39.36
1400 Radiolab	1/11/2014 14:00:00	01:00:00.00	00:01:45.00
1500 The Dinner Party	1/11/2014 15:00:00	01:00:00.00	00:08:30.00
1600 ATC Saturday	1/11/2014 16:00:00	01:00:00.00	01:00:00.00
1700 A Prairie Home Companion 2H	1/11/2014 17:00:00	02:00:00.00	01:12:29.81
1900 Ask Me Another	1/11/2014 19:00:00	01:00:00.00	00:00:15.00
1901 NPR News	1/11/2014 19:01:00	00:05:00.00	00:00:00.89
1906 Ask Me Another	1/11/2014 19:06:00	00:55:00.00	00:54:00.00
2001 NPR News	1/11/2014 20:01:00	00:05:00.00	00:00:00.89
2006 Wits	1/11/2014 20:06:00	00:55:00.00	00:54:00.00
2101 NPR News	1/11/2014 21:01:00	00:05:00.00	00:00:00.89
2106 Studio 360	1/11/2014 21:06:00	00:55:00.00	00:54:00.00
2201 NPR News	1/11/2014 22:01:00	00:05:00.00	00:00:00.89
2206 BBC The Strand	1/11/2014 22:06:00	00:54:00.00	00:53:00.44
2300 BBC	1/11/2014 23:00:00	01:00:00.00	00:00:00.89

Click on the first automated Program, 1901 NPR News. Holding “Shift” and pressing the down arrow select all of the programs for this evenings automation

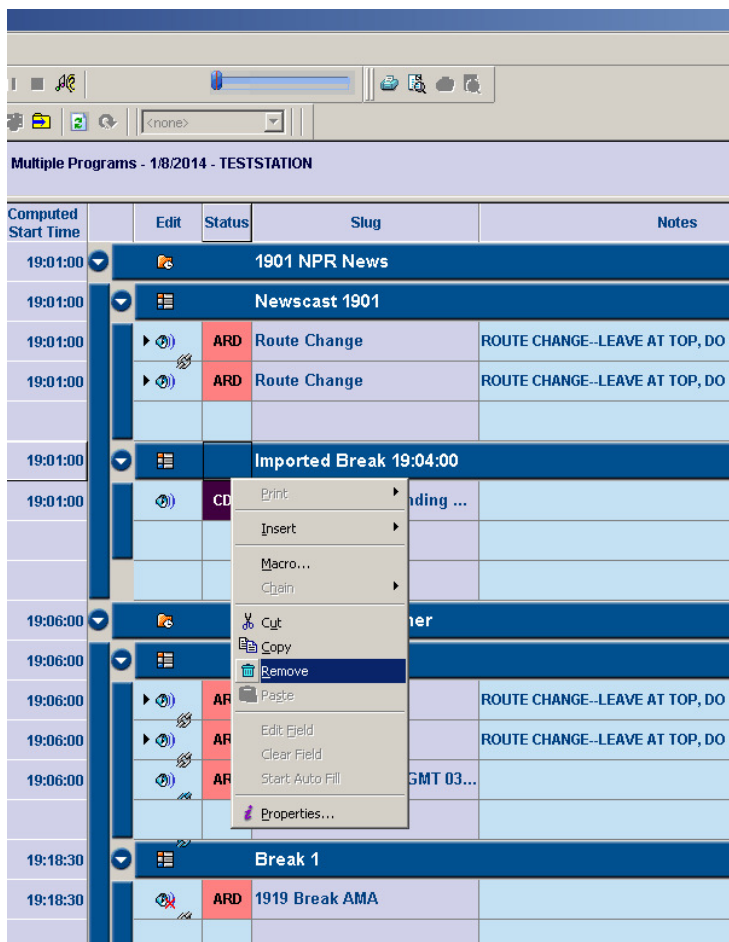
The screenshot shows a list of automated programs for the evening of January 11, 2014. The list is highlighted in blue. The programs are listed with their names, start times, and durations.

Name	Time	Scheduled ...	Computed D...
1500 The Dinner Party	1/11/2014 15:00:00	01:00:00.00	00:08:30.00
1600 ATC Saturday	1/11/2014 16:00:00	01:00:00.00	01:00:00.00
1700 A Prairie Home Companion 2H	1/11/2014 17:00:00	02:00:00.00	01:12:29.81
1900 Ask Me Another	1/11/2014 19:00:00	01:00:00.00	00:00:15.00
1901 NPR News	1/11/2014 19:01:00	00:05:00.00	00:00:00.89
1906 Ask Me Another	1/11/2014 19:06:00	00:55:00.00	00:54:00.00
2001 NPR News	1/11/2014 20:01:00	00:05:00.00	00:00:00.89
2006 Wits	1/11/2014 20:06:00	00:55:00.00	00:54:00.00
2101 NPR News	1/11/2014 21:01:00	00:05:00.00	00:00:00.89
2106 Studio 360	1/11/2014 21:06:00	00:55:00.00	00:54:00.00
2201 NPR News	1/11/2014 22:01:00	00:05:00.00	00:00:00.89
2206 BBC The Strand	1/11/2014 22:06:00	00:54:00.00	00:53:00.44
2300 BBC	1/11/2014 23:00:00	01:00:00.00	00:00:00.89

Press “Enter” and choose “Show Rundown News” from the rundown view option



You should now see the rundown in front of you. First step is to arrange the imported traffic items into the proper break positions by clicking and dragging in the rundown. Extraneous breaks, such as the 1904 new cast credit can be removed.



19:06:00			1906 Ask Me Another	0 :54:59		00:55:00	- 0 :00:00
19:06:00			AMA Seg 3	0 :12:30		00:12:30	+ 0 :00:00
19:06:00		ARD	Route Change	ROUTE CHANGE--LEAVE AT TOP, DO NOT MOVE	0 :00:00	---	
19:06:00		ARD	Route Change	ROUTE CHANGE--LEAVE AT TOP, DO NOT MOVE	0 :00:00	---	
19:06:00		ARD	AskMeAno 131122 SGMT 03...		0 :12:30	---	
19:18:30			Break 1	0 :00:00		00:01:30	- 0 :01:30
19:18:30		ARD	1919 Break AMA		0 :00:00	---	
19:18:30			Imported Break 19:19:00	0 :00:44		---	
19:18:30		CDT	10M-KNOW Planned Giving...		0 :00:13	---	00:00:15 - 0 :00:01
19:18:44		CDT	8F-Ask Me Another-Summit...		0 :00:15	---	00:00:15 + 0 :00:00
19:19:00		PMO	Know your News Refresh		0 :00:14	---	00:00:15 - 0 :00:00
19:19:15			AMA Seg 5	0 :19:00		00:19:00	+ 0 :00:00
19:19:15		ARD	AskMeAno 131122 SGMT 05...		0 :19:00	---	

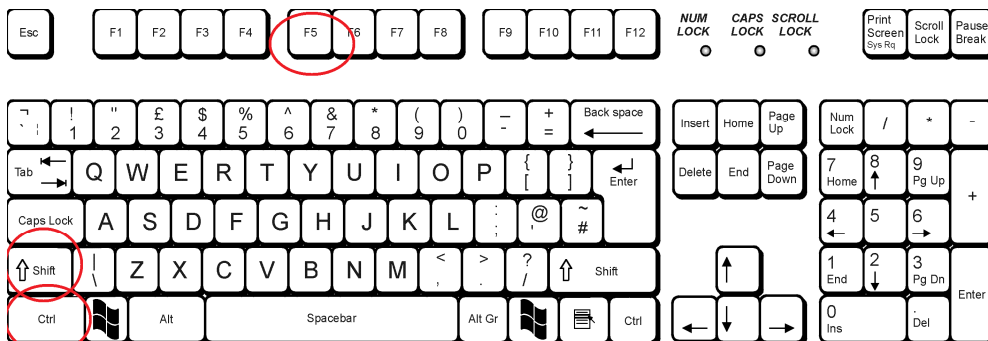
0 object(s) Server: HQDALEPLUS User: drowe NUM LastConfiguration

19:06:00		ARD	Route Change	ROUTE CHANGE--LEAVE AT TOP, DO NOT MOVE
19:06:00		ARD	Route Change	ROUTE CHANGE--LEAVE AT TOP, DO NOT MOVE
19:06:00		ARD	AskMeAno 131122 SGMT 03...	
19:18:30			Break 1	
19:18:30		ARD	1919 Break AMA	
19:18:30		CDT	10M-KNOW Planned Giving...	
19:18:44		CDT	8F-Ask Me Another-Summit...	
19:19:00		PMO	Know your News Refresh	
19:19:15			Imported Break 19:19:00	
19:19:15			AMA Seg 5	
19:19:15		ARD	AskMeAno 131122 SGMT 05...	

0 object(s) Server: HQDALEPLUS

19:06:00	1906 Ask Me Another	0 :54:59	00:55:00	- 0 :00:00
19:06:00	AMA Seg 3	0 :12:30	00:12:30	+ 0 :00:00
19:06:00	ARD Route Change	ROUTE CHANGE-LEAVE AT TOP, DO NOT MOVE	0 :00:00	---
19:06:00	ARD Route Change	ROUTE CHANGE-LEAVE AT TOP, DO NOT MOVE	0 :00:00	---
19:06:00	ARD AskMeAno 131122 SGMT 03...		0 :12:30	---
19:18:30	Break 1	0 :00:44	00:01:30	- 0 :00:45
19:18:30	ARD 1919 Break AMA	0 :00:00	---	---
19:18:30	CDT 10M-KNOW Planned Giving	0 :00:13	00:00:15	- 0 :00:01
19:18:44	CDT 8F-Ask Me Another-Summit	0 :00:15	00:00:15	+ 0 :00:00
19:19:00	PMO Know your News Refresh	0 :00:14	00:00:15	- 0 :00:00
19:19:15	Imported Break 19:19:00	0 :00:00	---	---
19:19:15	AMA Seg 5	0 :19:00	00:19:00	+ 0 :00:00
19:19:45	ARD AskMeAno 131122 SGMT 05	0 :19:00	---	---

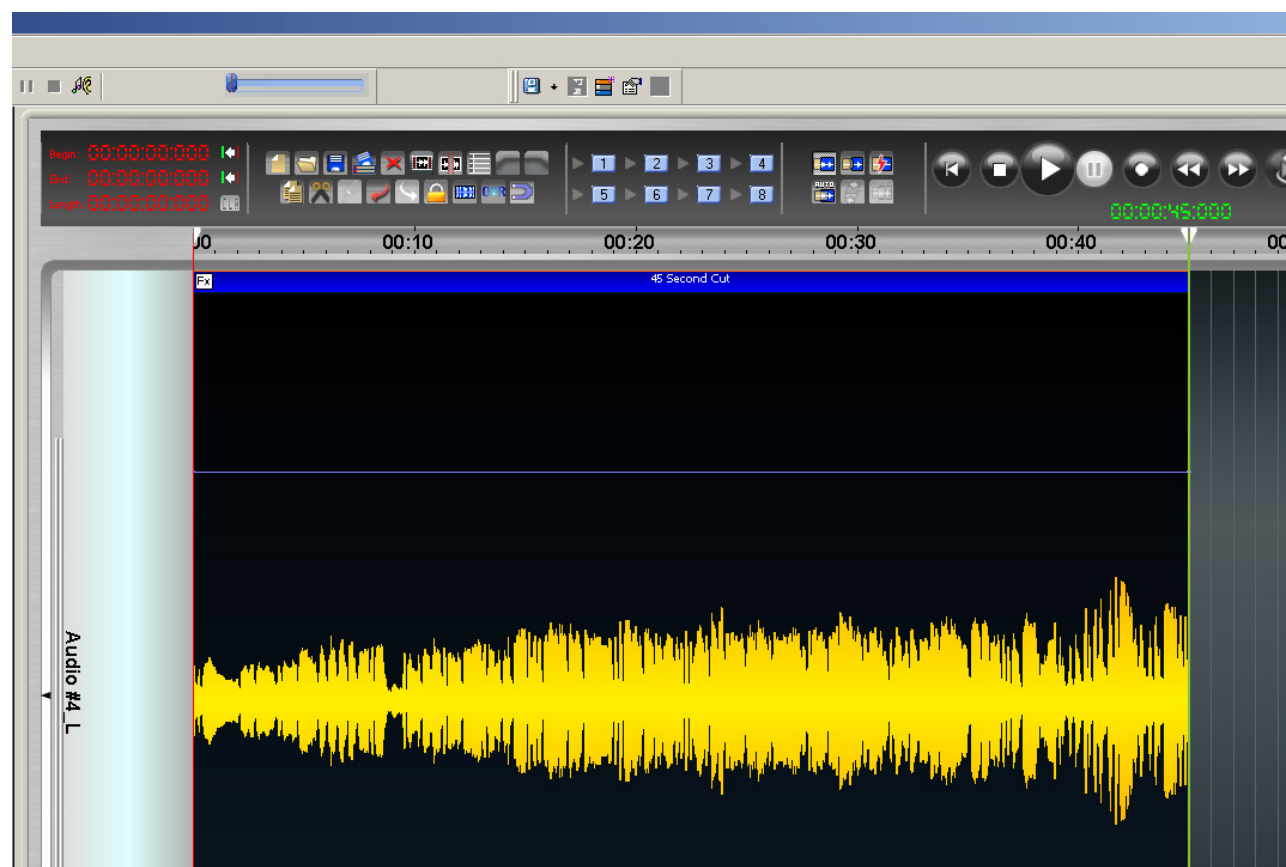
Once the traffic has been arrange across the rundown press CTRL+Shift+F5 on the keyboard. This will refresh the rundown ensuring that all calculated timings are accurate:



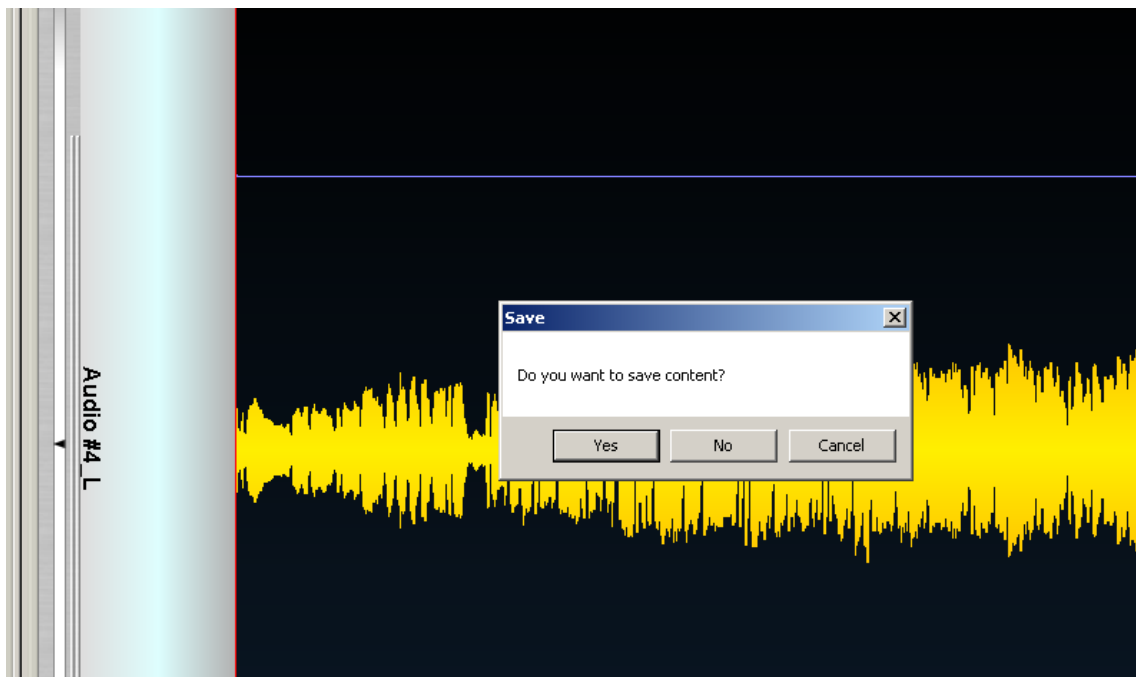
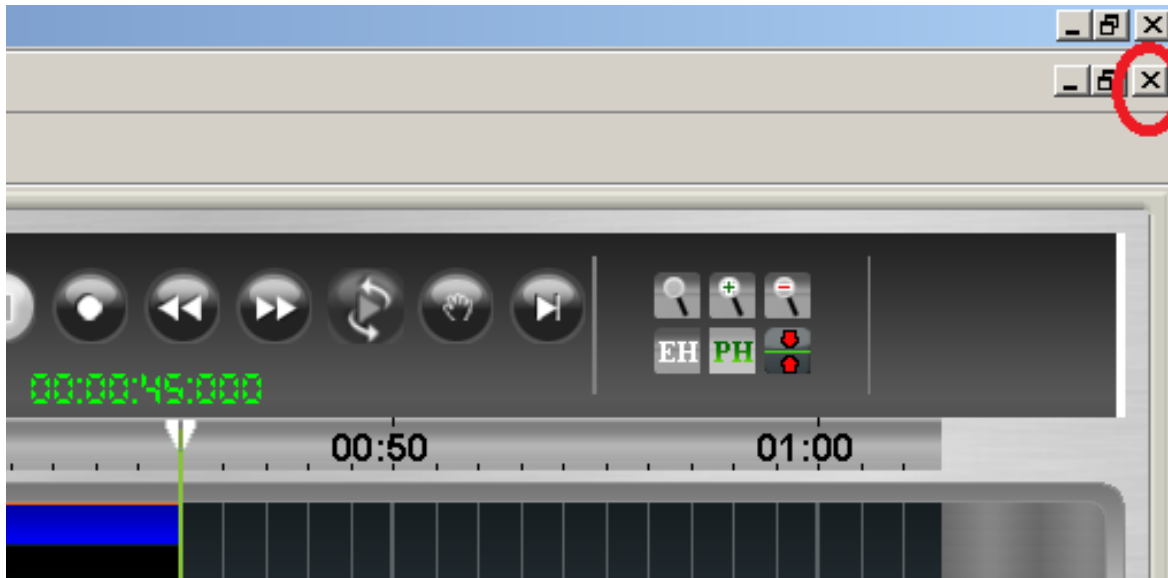
In the header of each block labeled “Break” you should see two timing columns. The column on the left shows the amount of scheduled time for each break (circled in green). The column on the right (circled in red) shows the amount of time needed to fill the entire break duration. This +/- time is the required duration for that breaks voice track. In example below you will need to record 45 seconds.

00		ARD	AskMeAno 131122 SGM I 03...	0 :12:30	---				
30			<b>Break 1</b>	0 :00:44		00:01:30	- 0 :00:45		
30		ARD	1919 Break AMA	0 :00:00	---				
30		CDT	10M-KNOW Planned Giving...	0 :00:13	---	00:00:15	- 0 :00:01		
44		CDT	8F-Ask Me Another-Summit...	0 :00:15	---	00:00:15	+ 0 :00:00		
00		PMO	Know your News Refresh	0 :00:14	---	00:00:15	- 0 :00:00		

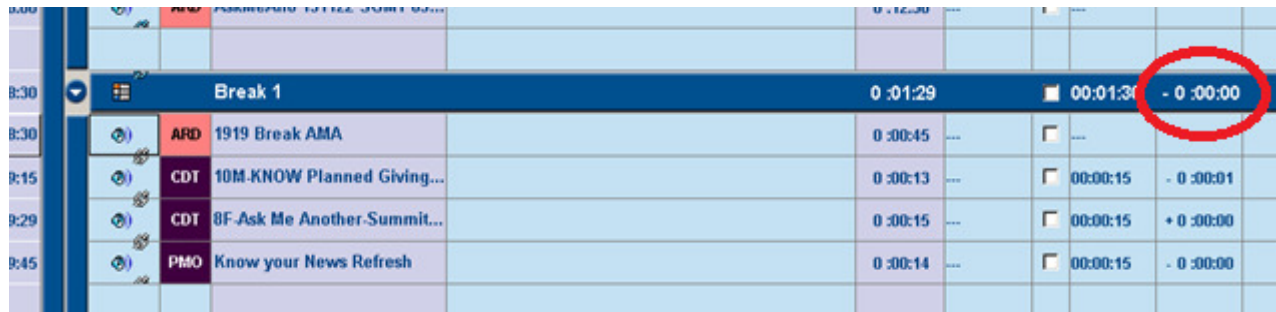
Double click the blank audio file (in the example above “1919 Break AMA”) to open it in OneCut and record your 45 second track. You can use the green playhead location timer to determine duration while recording, you can place your playhead at the end of the cut when any recording/editing is complete.



Press the LOWER grey X in the upper right hand corner to exit the OneCut client, click “Yes” to save the item when prompted



When the render is complete press CTRL+Shift+F5 again to refresh the rundown. The +/- time should now read 0:00:00



The screenshot shows a broadcast rundown table. The first row, labeled 'Break 1', has a duration of 0:01:29 and a time difference of - 0:00:00, which is circled in red. Subsequent rows show segments with their durations and time differences.

Time	Segment	Duration	Time Difference
8:30	Break 1	0:01:29	- 0:00:00
8:30	ARD 1919 Break AMA	0:00:45	- 0:00:01
8:15	CDT 10M.KNOW Planned Giving...	0:00:13	00:00:15
8:29	CDT 8F-Ask Me Another-Summit...	0:00:15	+ 0:00:00
8:45	PMO Know your News Refresh	0:00:14	- 0:00:00

Continue this process for each of the evening's voice tracks until all cuts have been recorded.

If you have questions or concerns please contact the ICC at x1563 who will be able to assist or who will contact on call staff that can help.