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

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

Press "Enter" and choose "Show Rundown News" from the rundown view option
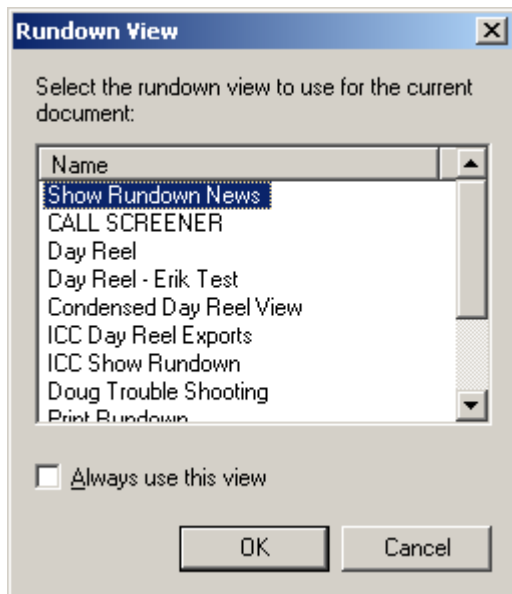
You should now see the rundown in front of you. First step is to arrange the imported traffic items into the proper break positions by clicking and dragging in the rundown. Extraneous breaks, such as the 1904 new cast credit can be removed.

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: HQDALETPLUS 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...	

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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	---	☐ ---	
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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
	◉))	ARD	AskMeAno 131122 SGMT 05		0 :19:00		☐	

Context menu overlaying Break 1 row:
- Chain ▶
- Loop ▶
- Print ▶
- Export ▶
- Apply Auto Mix
- Unschedule Items
- Cut
- Copy
- Remove
- Paste

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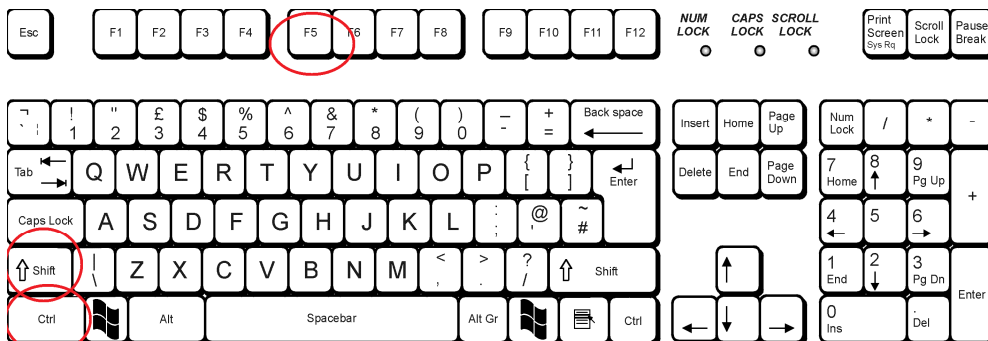
In the header of each block labeled "Break" you should see two timing columns. The column on the left shows the amount of scheduled time for each break (circled in green). The column on the right (circled in red) shows the amount of time needed to fill the entire break duration. This +/- time is the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

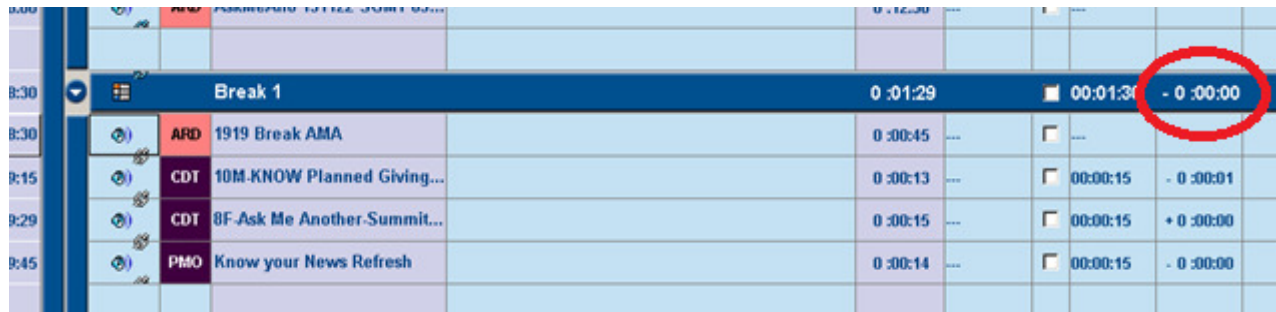| 00 | ⏸ | ARD | AskMeAno 131122 SGMT 03... | | 0 :12:30 | --- | ☐ | --- | |
30	⏷	⊞	Break 1		0 :00:44		☐	00:01:30	- 0 :00:45
30	⏸	ARD	1919 Break AMA		0 :00:00	---	☐		
30	⏸	CDT	10M-KNOW Planned Giving...		0 :00:13	---	☐	00:00:15	- 0 :00:01
44	⏸	CDT	8F-Ask Me Another-Summit...		0 :00:15	---	☐	00:00:15	+ 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.
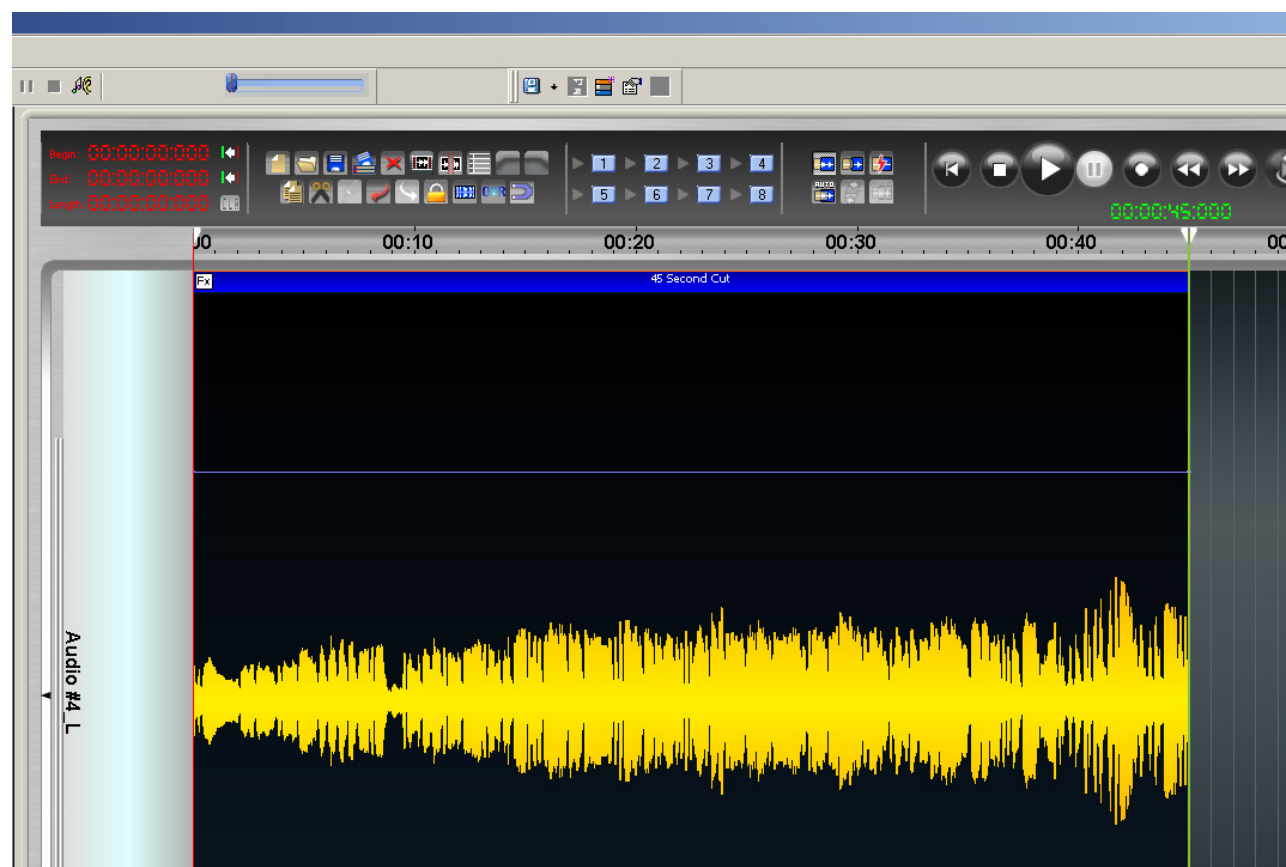
Press the LOWER grey X in the upper right hand corner to exit the OneCut client, click "Yes" to save the item when prompted
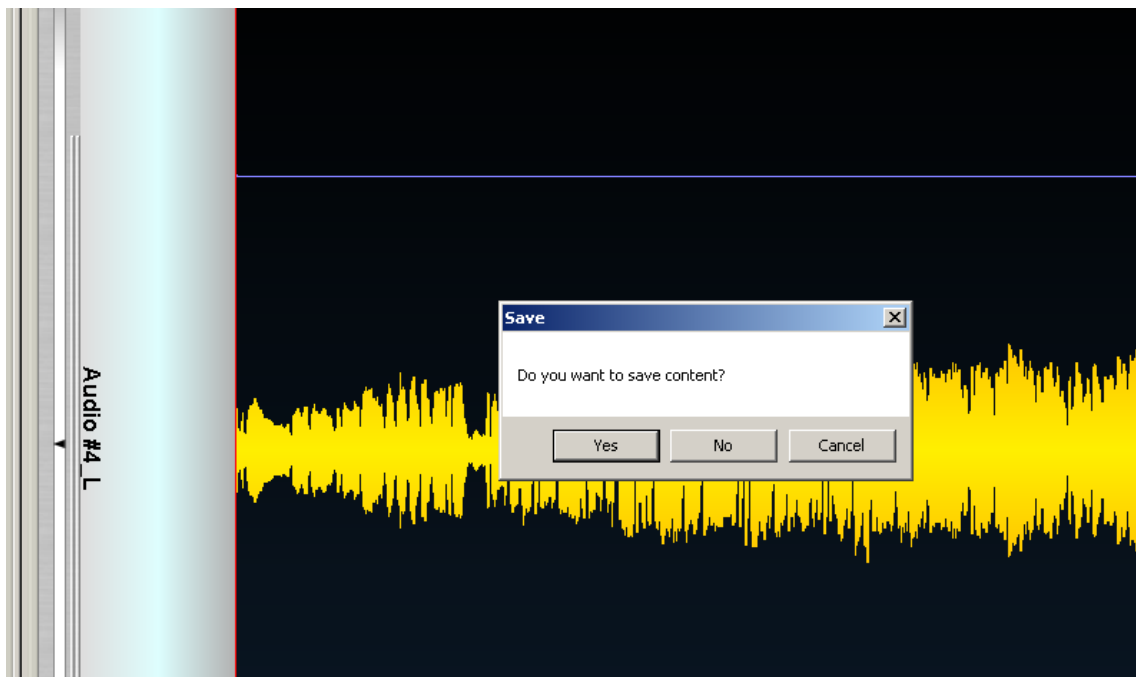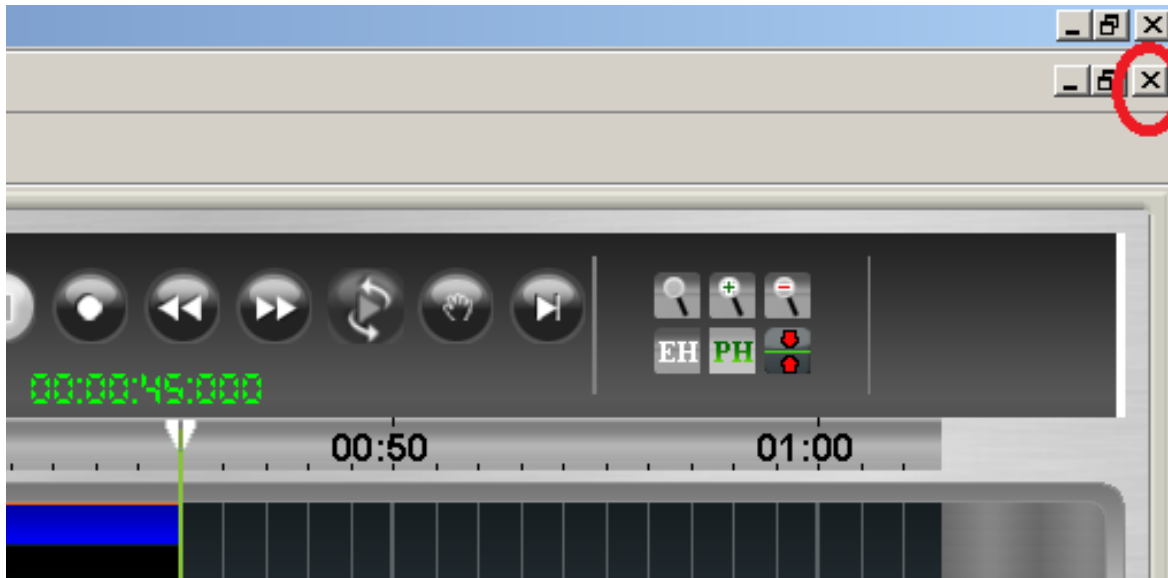
When the render is complete press CTRL+Shift+F5 again to refresh the rundown. The +/- time should now read 0:00:00

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.