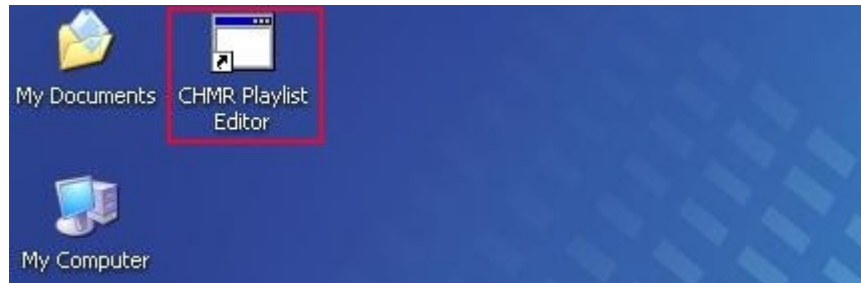


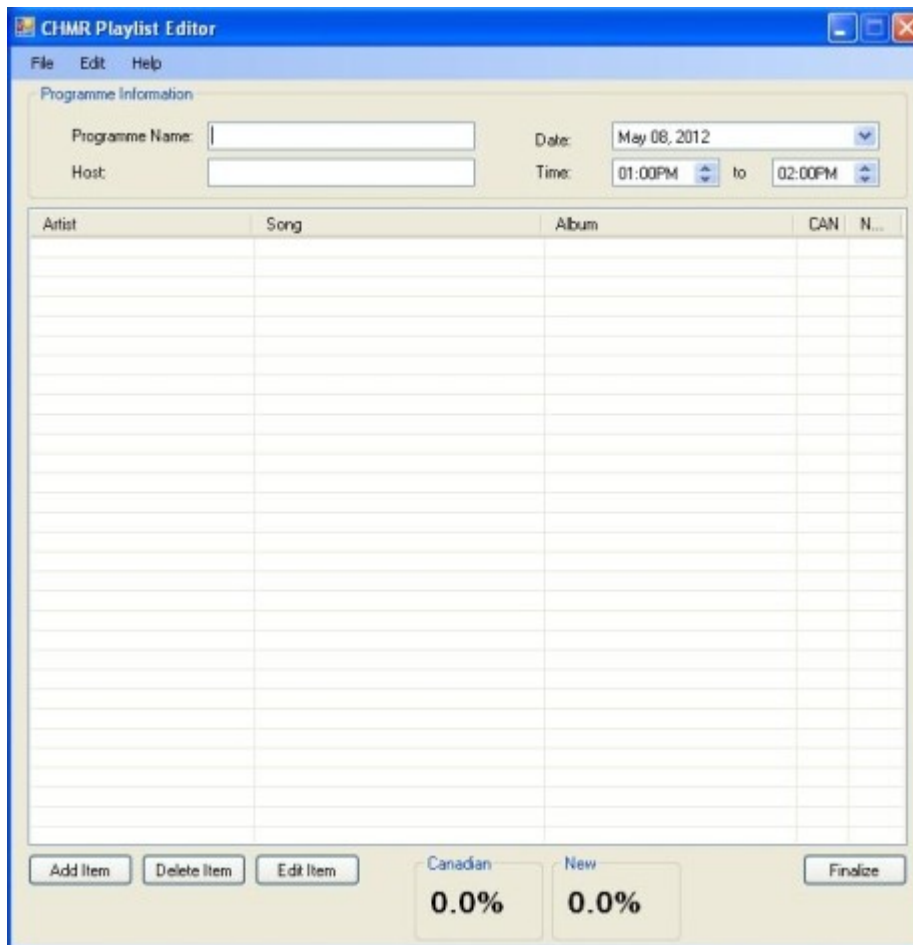
CHMR Playlist Editor Quick Start Guide

The purpose of this Quick Start guide is to take you through CHMR-FM's Playlist Editor step-by-step. Playlists are mandatory for every show. To be environmentally conscious, and to ensure that playlists are legible, dj's are required to use this program to create their playlists. Here's how it works.

1. If the program is not already open when you come in for your show, on the Desktop of the computer labelled, "Informational PC", double-click on the icon labelled, "CHMR Playlist Editor".



2. You will then see the following screen:



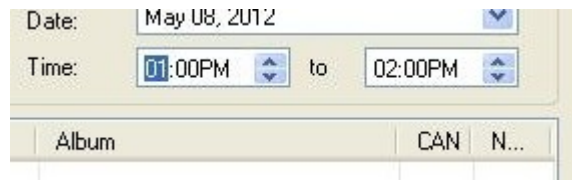
3. Type the name of your show and your name into the boxes provided.



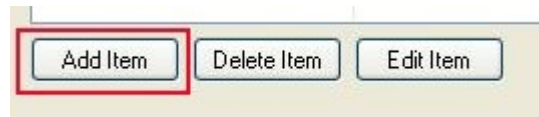
4. To set the date of your show, click on the drop down box next to the “Date” box and select the proper day on the calendar that appears.



5. Set the start and end time of your show by adjusting the numbers next to the “Time” box.



6. To add a song to the play list click the “Add Item” button.

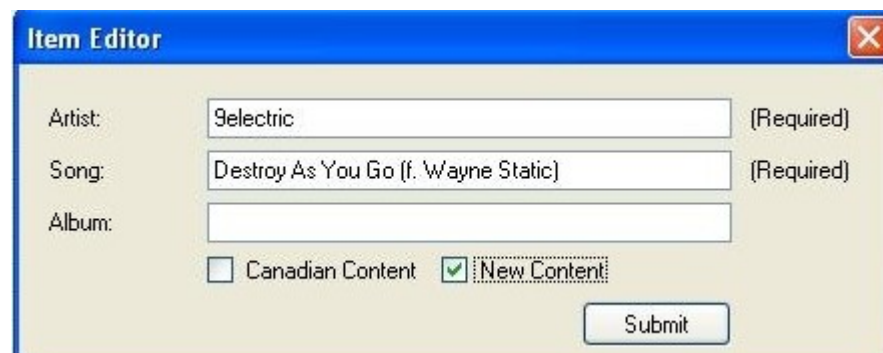


7. In the box that appears, fill out “Artist”, “Song Title”, “Album”, and check whether the selection is Canadian or New. *Note:* “Album” is optional, but you should enter it if it's known. When the information for the song is entered, click “Submit.”



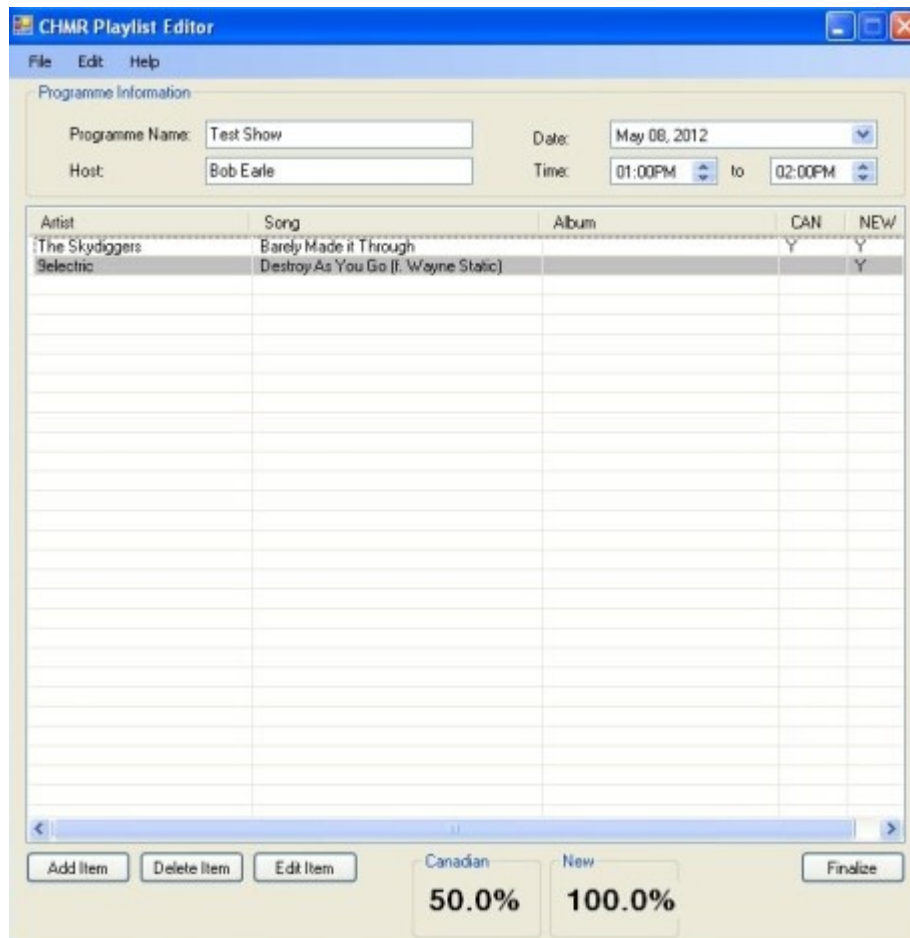
The screenshot shows a dialog box titled "Item Editor" with a close button in the top right corner. It contains three text input fields: "Artist" with the value "The Skydiggers", "Song" with the value "Barely Made it Through", and "Album" which is empty. To the right of the "Artist" and "Song" fields is the text "(Required)". Below the input fields are two checked checkboxes: "Canadian Content" and "New Content". A "Submit" button is located at the bottom right of the dialog.

8. Repeat steps 6 and 7 for each song that is played during your show.

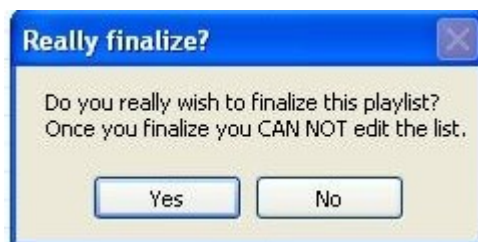


The screenshot shows a dialog box titled "Item Editor" with a close button in the top right corner. It contains three text input fields: "Artist" with the value "Selectric", "Song" with the value "Destroy As You Go (f. Wayne Static)", and "Album" which is empty. To the right of the "Artist" and "Song" fields is the text "(Required)". Below the input fields are two checkboxes: "Canadian Content" which is unchecked, and "New Content" which is checked. A "Submit" button is located at the bottom right of the dialog.

9. As you submit each song they will appear in the list. If you need to edit or delete an entry, click on it and click the “Edit Item” or “Delete Item” buttons as required. **NOTE: CANADIAN CONTENT AND NEW CONTENT ARE CALCULATED AT THE BOTTOM OF THE SCREEN TO HELP YOU WITH REQUIREMENTS.**



10. When all entries have been made click “Finalize” a box will appear asking if you are sure. To submit the playlist to the Program Director, you MUST click “YES”. After this point, playlists can not be edited.



11. If you select, “No”, you will be returned to the playlist screen. If you select “Yes”, you will receive a confirmation that the playlist has been submitted.



12. The playlist will then be cleared for the next DJ to use.

