

Software Tip

Program Lists

A program list displays programs in a table or list format; their file names have a suffix of .pgm and can be copied, edited, shared, etc.

Open the Program List window by clicking on the **Program List** icon in the toolbar.

Click the **Add Rows to Program List** button from the Program List window or use to add additional rows.

There are five tabs available for adding programs to a program list. We will cover two of them in the **Add to Program List** dialog box.

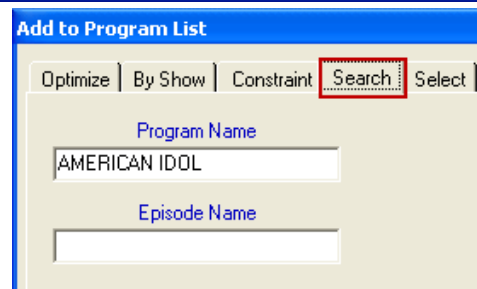
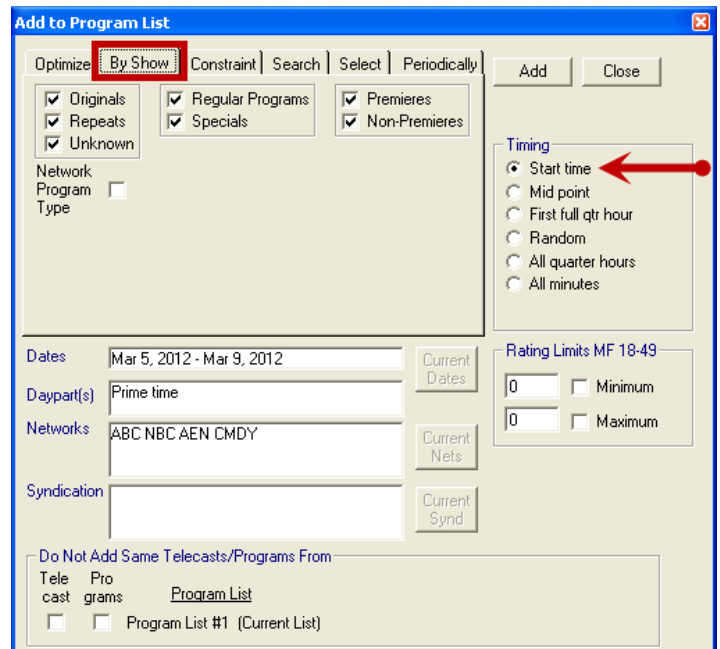
- **By Show** (pictured right) – Creates a list of ALL programs within defined Dates, Dayparts and Networks.
- **Search** (pictured below) – Creates a list of programs that match the program name or the episode name within the user-defined Dates and Networks. Use partial or full name.

To Add Program Rows to a Program List

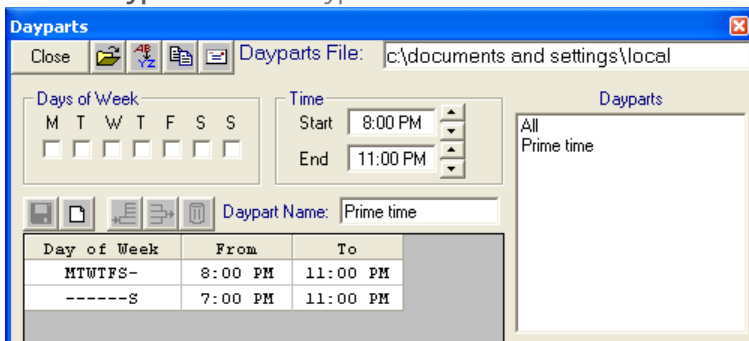
Select **By Show** tab and check the desired selection criteria. Be sure that at least one item in each box is selected. You can choose between Originals, Repeats, or Unknown but all three cannot be unchecked or the **Add** button disappears.

Next, make your selections in the following areas:

- Select **Date(s)** by clicking in the date field. Click a date to select start date and then click to select end date.



- Select a **Daypart** from the Dayparts list.



Click the new icon to create a custom daypart.

Select the desired days of week and start/end times.

Click the Add Row icon to include your selections.

You can add multiple daypart rows to your daypart.

Name the daypart in the Daypart Name field.

Click the Save icon to store the new daypart.

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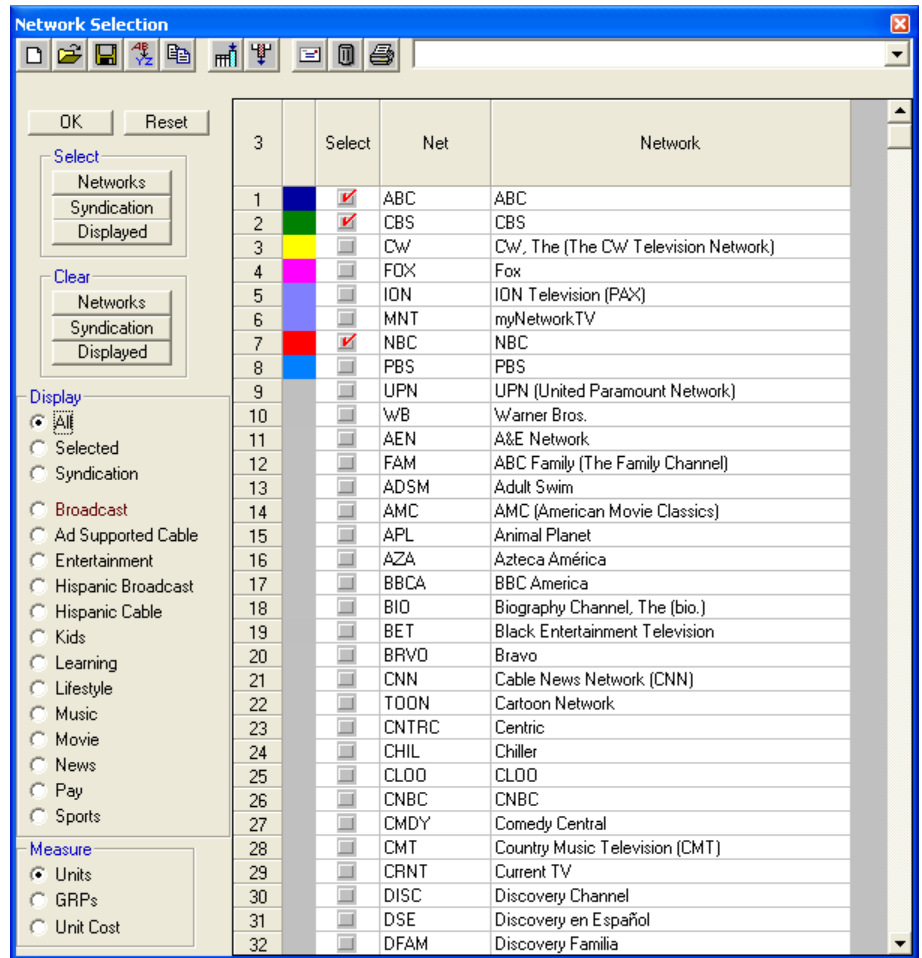
- Select **Network(s)** by using appropriate checkbox next to desired network.

The number of currently selected networks is displayed at the top left of the table.

Use **Select** area buttons to select all Networks, all Syndication or all currently displayed networks.

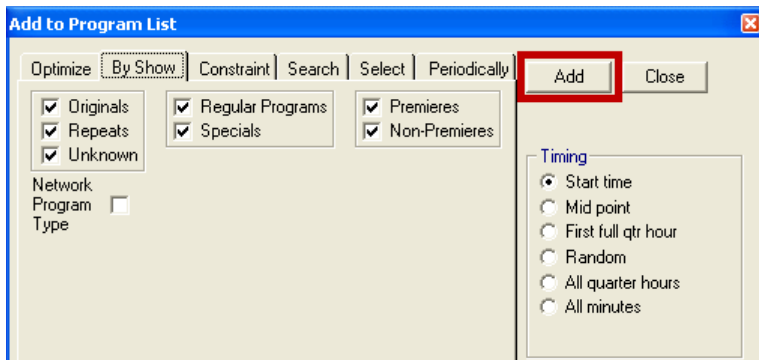
Use **Clear** area buttons to deselect all Networks, all Syndication or all currently displayed networks

The **Display** area provides shortcuts to display all networks, all currently selected networks or specific groups of networks like Broadcast and Ad Supported Cable.



- Timing** – adds programs by Start Time, Random Program time, Midpoint in the program time, Every quarter Hour, All minutes, etc. To display one row for each program included, use the **Start Time** option. To display one row for every minute of every program in your list, use the **All Minutes** option.
- Rating limits** for.... (selected demographic group) - controls the range of ratings of added programs.

Click the **Add** button at the top right of the window to create a program list using the current selections.



Program names in a program list indicate the type of program based on how the text is displayed.

REGULAR programs are displayed in regular black text.

REPEAT programs are displayed in **red** text.

SPECIAL programs are displayed in *italized* text.

REPEATED SPECIAL programs are displayed in **red italized** text.