



Westwood One

STORQ2
FLEXIBLE | VERSATILE | LOCALIZABLE

STORQ 2 Transfer & Convert

User Guide May 21, 2019

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Summary:

Westwood One Storq2 offers a software feature called Transfer & Convert – designed to help stations automatically load audio files from FTP Servers and directories on their local area network.

This guide will cover the setup and configuration of Transfer & Convert.

Requirements:

- 1) A Windows based PC (XP, 7, or 10) with the STORQ 2 Transfer & Convert software installed.

A Westwood One STORQ Engineer will be required to install the software initially. This will be done using a remote software to connect to the PC you have designated for this purpose.

Once you have the software installed, you are ready to proceed with the setup.

Westwood One engineering is happy to assist with any step along the way, please contact us if you require our assistance:

Email: STORQSupport@westwoodone.com

Phone: 720-873-5158

Office Hours:

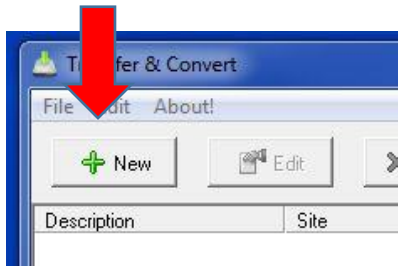
Monday – Friday 9:00 AM CT – 5:00 PM CT

Setting Up FTP Downloads:

Step #1: Launch the STORQ 2 Transfer & Convert by double-clicking on the desktop shortcut:

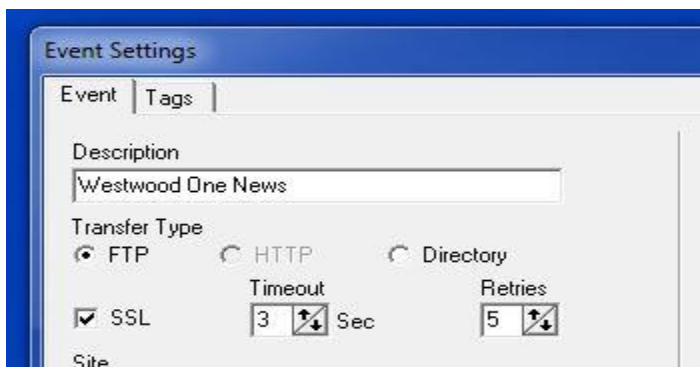


Step #2: Once the software is running, click on the "New" button.



Step #3: In the "Description" Field, enter a describing name of the file you're wanting to automatically download. For example "Westwood One News."

Step #4: Under Transfer Type, select FTP. Note: After selecting FTP, other options appear. You should be able to leave those as set.



Step #4: In the “Site” field, enter the ftp address that you want to download from. This does NOT include any sub directory.



The screenshot shows a form with two input fields. The first field is labeled "Site" and contains the text "news.westwoodone.com". The second field is labeled "Directory" and is currently empty.

If the download site has the files you need in a sub directory, enter that in the “Directory” field.



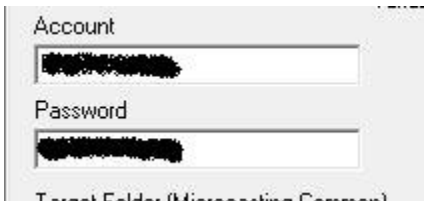
The screenshot shows the same form as before, but the "Directory" field now contains the text "WWO Newscasts". There is a small icon to the right of the text in the directory field.

Step #5: Enter the file name of the file you want to automatically download in the “Source File Name” field. In our example, the file we wish to use is WWTOH.mp3. Wildcards and Meta-variables apply in this input field. For more details on meta-variables and wild-cards please see that section.



The screenshot shows a close-up of the "Source File Name" field. The field contains the text "WWTOH.mp3". To the right of the field, there is a note that says "[Wildcard and meta-variables apply.]". Below the field is the label "Account".

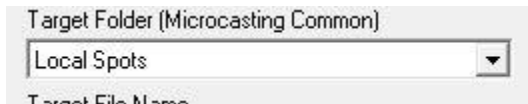
Step #6: Enter your account user name in the “Account” field and your password in the “Password” field.



The screenshot shows the "Account" and "Password" fields. Both fields contain text that has been obscured with black dots for security. Below these fields is the label "Trust Folder (Microsoft Comm)".

Step #7: Select the folder to place the file in using the “Target Folder” dropdown. If you are downloading a file scheduled in your traffic log, you must download the file to the “Spots” folder, regardless of actual file content.

If the file is going to be manually inserted or placed in a rotator, any directory will work.



The screenshot shows a dropdown menu titled "Target Folder (Microcasting Common)". The selected option is "Local Spots". Below the dropdown, the text "Target File Name" is partially visible.

Step #8: In the “Target File Name” field, enter the file name you have scheduled for this file in your traffic system with its .WAV file extension. For info on meta-variables please see that section.

Note: The file name can be all text or numeric, but CAN NOT include spaces or symbols.



The screenshot shows a text input field labeled "Target File Name" containing the text "NEWS.WAV". To the right of the field is a note: "(Meta-variables apply but NOT wildcards.)".

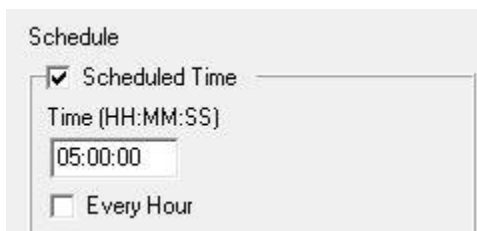
Step #9: Check the boxes for the options for “Overwrite Files in Target Folder” AND “Download Newest When Multiple Files Match.” Leave the option for “Delete Source File After Successful Transfer” blank.



The screenshot shows three checkbox options:

- Overwrite Files In Target Folder
- Delete Source File After Successful Transfer
- Download Newest When Multiple Files Match

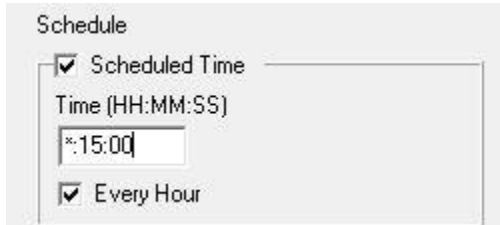
Step #10: Check the box for “Scheduled Time.” If you only want to download this file once a day or once weekly, enter the time at which you’d like to download the file as shown.



The screenshot shows a section titled "Schedule" with the following options:

- Scheduled Time
- Time (HH:MM:SS)
- Every Hour

If you want the file to download hourly, check the “Every Hour” box and set the minute past each hour that you’d like the file to download as shown.



Schedule

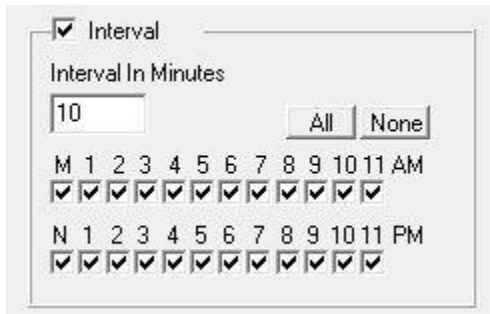
Scheduled Time

Time (HH:MM:SS)

:15:00

Every Hour

You also have the option to download a file at regular intervals. To do this enter the interval amount in the “Interval In Minutes” field and your file will download and import into Storq2 in the interval that you select. You may also check the box below of the hours that you want this to happen if you do not want this to happen every hour



Interval

Interval In Minutes

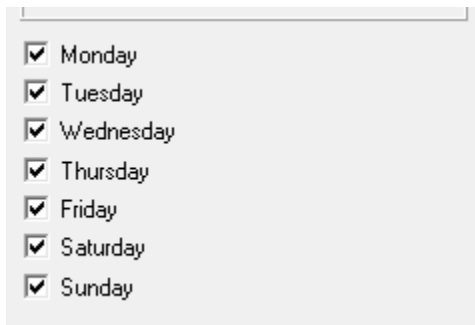
10

All None

M 1 2 3 4 5 6 7 8 9 10 11 AM

N 1 2 3 4 5 6 7 8 9 10 11 PM

Transfer & Convert also allows you to select the day(s) in which you’d like to run the download you are setting up. Select as many days as you need your file to download into Storq2 here.



Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

When completed with this task, jump to the instructions on page 10 in regards to the “Tags” tab.

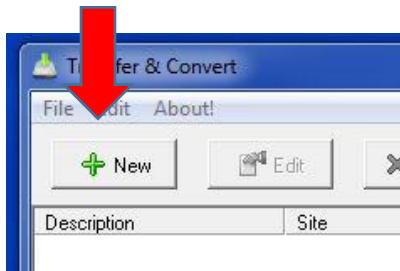
Configuring Uploads from a File Directory:

This is to be used if you have a file that you'd like to automatically upload a file residing on your local pc or computer network into STORQ 2.

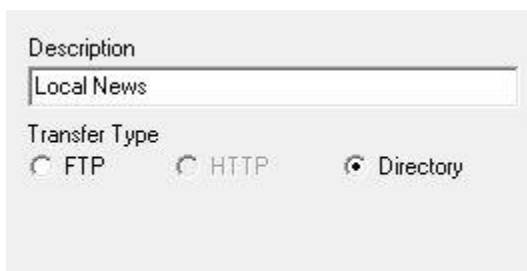
Step #1: Launch the STORQ 2 Transfer & Convert by double-clicking on the desktop shortcut:



Step #2: Once the software is running, click on the "New" button.



Step #3: In the "Description" Field, enter a describing name of the file you're wanting to automatically download. For example "Local News."



Step #4: Under Transfer Type, select Directory.



Step #5: Leave the “Site” field blank and enter the full directory location of where this file will be located in the “Directory” field. For our example, we’re going to use C:\News



The screenshot shows two input fields. The top field is labeled "Site" and is currently empty. The bottom field is labeled "Directory" and contains the text "C:\News". To the right of the "Directory" field is a small icon of a folder with a plus sign.

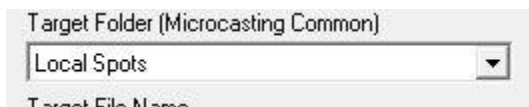
Step #6: Enter the exact name of the file you want Transfer & Convert to upload into Storq2 in the “Source File Name” field.



The screenshot shows a single input field labeled "Source File Name" containing the text "News.mp3". To the right of the field is a note: "(Wildcard and meta-variables apply.)".

Step #7: Select the folder to place the file in using the “Target Folder” dropdown. If you are downloading a file scheduled in your traffic log, you must download the file to the “Spots” folder, regardless of actual file content.

If the file is going to be manually inserted or placed in a rotator, any directory will work.



The screenshot shows a dropdown menu labeled "Target Folder (Microcasting Common)". The selected option is "Local Spots". Below the dropdown is a partially visible label "Target File Name".

Step #8: In the “Target File Name” field, enter the file name you have scheduled for this file in your traffic system with its .WAV file extension. For info on meta-variables please see that section.

Note: The file name can be all text or numeric, but **CAN NOT** include spaces or symbols.



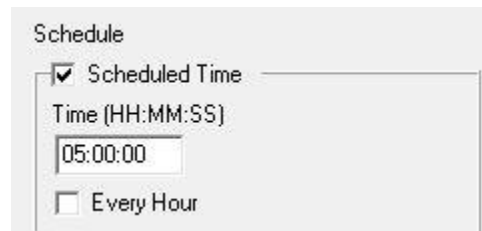
The screenshot shows a single input field labeled "Target File Name" containing the text "WXYZNEWS.WAV". To the right of the field is a note: "(Meta-variables apply but NOT wildcards.)".

Step #9: Check the box for the option for “Overwrite Files in Target Folder.” You may also select “Delete Source File After Successful Transfer” if you do not mind that the file is removed from the directory once loaded into Storq2.



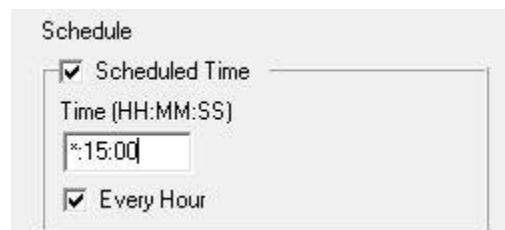
A screenshot of a software interface showing two checked options: Overwrite Files In Target Folder and Delete Source File After Successful Transfer.

Step #10: Check the box for “Scheduled Time.” If you only want to download this file once a day or once weekly, enter the time at which you’d like to download the file as shown.



A screenshot of a 'Schedule' section in a software interface. It features a checked checkbox for 'Scheduled Time', a text input field for 'Time (HH:MM:SS)' containing '05:00:00', and an unchecked checkbox for 'Every Hour'.

If you want the file to download hourly, check the “Every Hour” box and set the minute past each hour that you’d like the file to download as shown.



A screenshot of a 'Schedule' section in a software interface. It features a checked checkbox for 'Scheduled Time', a text input field for 'Time (HH:MM:SS)' containing ':15:00', and a checked checkbox for 'Every Hour'.

You also have the option to download a file at regular intervals. To do this enter the interval amount in the “Interval In Minutes” field and your file will download and import into Storq2 in the interval that you select. You may also check the box below of the hours that you want this to happen if you do not want this to happen every hour

Interval

Interval In Minutes

M	1	2	3	4	5	6	7	8	9	10	11	AM
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
N	1	2	3	4	5	6	7	8	9	10	11	PM
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Transfer and Convert also allows you to select the day(s) in which you'd like to run the download you are setting up. Select as many days as you need your file to download into Storq2 here.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

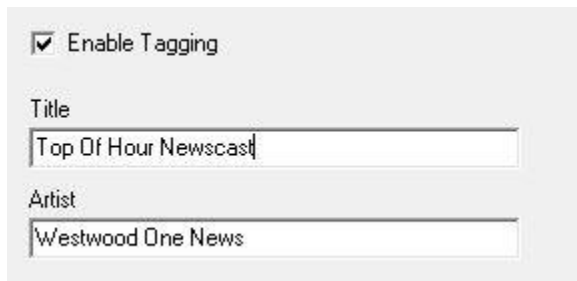
Sunday

When completed with this task, jump to the instructions on page 10 in regards to the "Tags" tab.

The “Tags” Tab:

In the “Tags” tab, you have the ability to give your file a more complete name when it uploads, rather than just the file name you have assigned, along with the option to set an end date and segues for the file each time it uploads into Storq2. All of the following settings are optional:

Step #1: Check the box for to “Enable Tagging.” Then enter the file tag information into the “Title” and/or “Artist” fields.



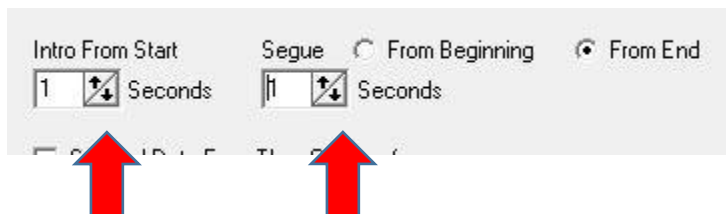
Enable Tagging

Title
Top Of Hour Newscast

Artist
Westwood One News

Step #2: The next section ONLY applies if you’re automatically loading things going into folders OTHER THAN the Local Spots folder. Again, this will NOT work for anything you schedule in your traffic log.

To set segues on files, use the up and down arrows to select the length in seconds that you want to allow this file to segue in both the beginning (Intro from Start) and end (Segue) of the file.



Intro From Start Segue From Beginning From End

1 Seconds 11 Seconds

↑ ↑

Step #3: To automatically set end dates and times for the file, check the box for “Set End Date From Time of Transfer.” Then use the arrows to set the amount of days, hours and/or minutes you want to allow the file to be active for.

Set End Date From Time Of Transfer

Days	Hours	Minutes
1	0	0

No Fade At Segue

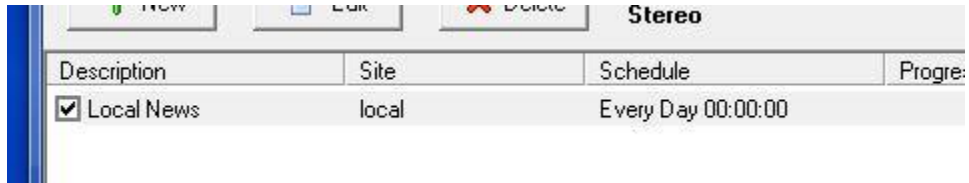
Protect Intro Of Next Item

Note: "No Fade At Segue" and "Protect Intro Of Next Item" are not available functions in Storq2 use.

Step #4: Click the OK Button at the bottom.

Final Step:

As with any new configuration, you will want to make sure that you have completed the setup properly. To make sure everything you have done to this point is correct, click on the item in the main Transfer & Convert window that you have been working on.



After the event has been selected, click file, then Run Now.

The Transfer & Convert software will then work to complete the task you have just set up. On a successfully completed transfer, you will see Exit code: 0 at the end of the dialog box as shown below:

```
[09:01:48] * Initialized password authentication
[09:01:48] * Authentication complete
[09:01:48] } [0 bytes data]
[09:01:49] Exit code: 0
[15:09:37] Running: Local News
```

If you can an exit code other than 0, re-examine your configuration and try again

Meta-Variable Information:

The following meta-variables are valid in the Transfer and Convert module:

Meta Variable	Description
%yy	Year as a 2-digit number (00-99)
%yyyy	Year as a 4-digit number (0000-9999)
%m	Month as a number without a leading zero (1-12)
%mm	Month as a number with a leading zero (01-12)
%mmm	Month as a 3-letter abbreviation (Jan-Dec)
%mmmm	Month as a full name (January-December)
%d	Day as a number without a leading zero (1-31)
%dd	Day as a number with a leading zero (01-31)
%ddd	Day as a 3-letter abbreviation (Mon-Sun)
%dddd	Day as a full name (Monday-Sunday)

This completes this Transfer & Convert Setup Guide. You can now automatically load files into Storq 2 successfully.