



*Remote Copy  
Management*

*From*



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### **CSReporter Copy Management**

CSReporter is a specialized copy creation program designed to create and send copy directly to on-air control rooms, screening stations, production studios, Web Sites and/or update our CS Copy Management client and script files. If desired, an audio, graphic or a data file may be sent along with the copy.

CSReporter is available at no cost from licensed Center Stage Live users and is activated using an Activation file provided by the host site. Without this activation, CSReporter will not open, save or send copy. Once CSReporter is activated you may enter your copy as you would in any word processor, or use CSReporter Lists and Groups to create and send notification messages. Audio, data and graphic files may be “attached” to the CSReporter transfer message.

The SEND command will encrypt and send the message via the internet directly to the pre-defined web site for use on that site and if authenticated, automatically downloaded to authorized media outlets. CSReporter will also e-mail up to 80 contacts. If you have FAX software you may select your FAX item from the print menu and FAX the same message to your FAX list or print the message for faxing manually. For authorized media outlets, a special module running at their site will download, authenticate and notify the on-air announcer(s) as new items arrive. Audio may be directed to specific audio locations for on-air use.

Regardless of which communications technique you choose all parties receive the same information in a timely manner.

### **CSReporter Security**

When sending information electronically through the Internet, we require some verification that the information came from authorized sources and has not been altered along the way. The CSReporter activation process provides this verification / authorization process and includes source and contact information in e-mail / fax headers.

The Host Site’s System Administrator will create individual activation files for each CSReporter installation. The activation disk controls the authorization level, access and tracing of all CSReporter Messages.

The source contact information is provided to the host and will be included in all transmissions from that activation.

### **System Requirements**

CSReporter may be run on any P4 PC with Windows 95/98/NT/ 2000/XP/Vista/Windows 7. As a free product CSReporter utilizes automation features within your existing Windows system and will require Microsoft’s Internet Explorer 5 or higher and Microsoft Outlook 97 or higher with the necessary e-mail accounts and internet access.

## CSReporter Installation and Setup

### Installation

CSReporter may be downloaded from <http://www.arcticpalm.com/downloads/CSReporter.exe>. When requested, Select Run and follow the on-screen instructions. Once installed, you will need the authentication file from the Host Site to activate the installation.

CSWrite users may also wish to download their client list from CSWrite for use in CSReporter. This can be done by running the Client Directory in CSWrite and selecting the CSReporter option. This will create a file called MESFROM.TXT. Save this file on a disk or e-mail to your CSReporter E-Mail and store the file in the C:\CSREPORTER\ directory on your CSReporter workstation. When CSReporter is started you will see a complete list of all clients in the "For:" drop down list.

### CSReporter Activation

When the installation is complete you will see the CSReporter Icon on your desktop and in your Programs Menu. Double Click the icon to start the CSReporter Program. You will receive the Activation message and you must activate CSReporter before you can use CSReporter.

To activate CSReporter:

1. Select Properties from the Tools Menu.
2. Enter the required information.
3. Click the Activate Code.
4. Browse to the Activation file from the Host Site, select the file and click Open.



|                     |                            |                |        |                         |         |
|---------------------|----------------------------|----------------|--------|-------------------------|---------|
| <b>Organization</b> | Stu Buck                   |                |        |                         |         |
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| <b>State/Prov</b>   | ON                         | <b>Country</b> | Canada | <b>*Zip/Postal Code</b> | N5V 3L4 |
| <b>*E-Mail</b>      | csbuck@arcticpalm.com      |                |        |                         |         |

Buttons: Activate Code, View Codes, Cancel, OK

Use the View codes command to view a list of all activated stations and/or delete stations from the list.

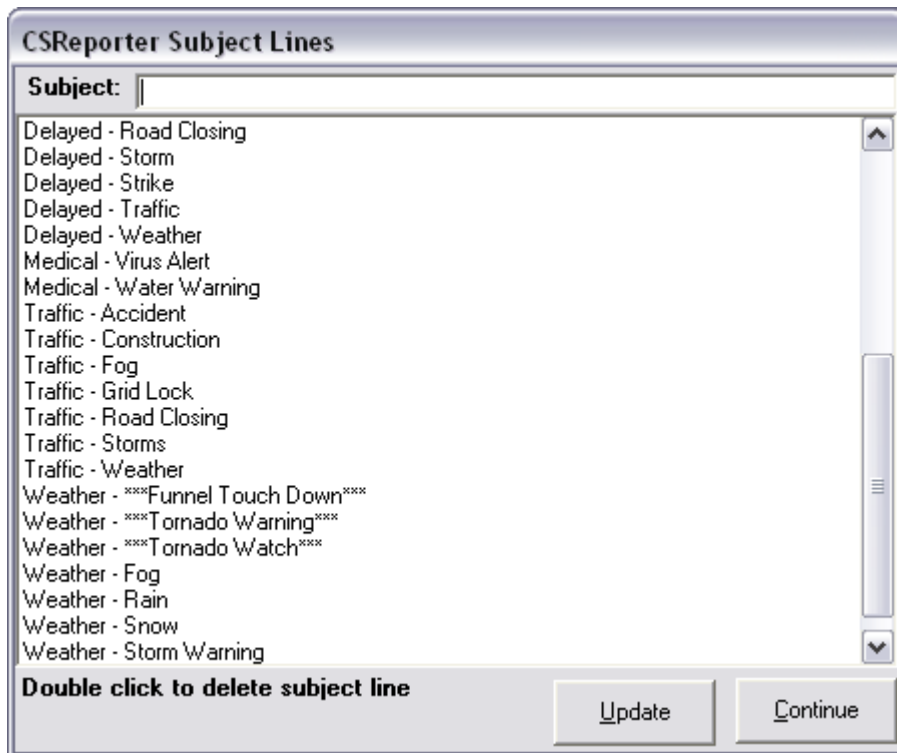
## CSReporter List Setup

Since CSReporter may be used for any number of activities, you may customize CSReporter for your particular needs. For Copywriters, field reporters, show prep, etc. the following areas are NOT required. However, School boards, Bus Contractors, or others sending “standard” messages may wish to pre-define some information. For Example: A specific bus route will always service a group of schools. Using the Group List, you may define the schools on that route and when late or not running simply select the route and CSReporter will add all of the individual schools to the message. Information can always be entered or added to the pre-defined messages.

The following customizable lists are available in CSReporter.

## Creating a Subject List

The subject or reason appears in the CSReporter screen in the Subject drop down list. You may manually enter the subject line or select a pre-defined subject from the list. To update your Subject List select Subject List from the Tools Menu or press **Ctrl+L**.

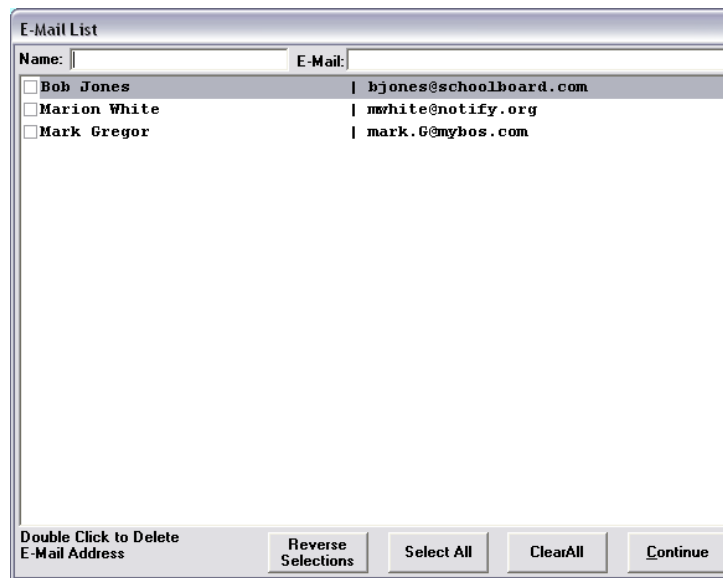


Double click a subject line to delete it from the Subject Drop Down list. Click the "Update" when completed to create the drop down list.

## E-Mail List

In addition to updating CSWrite broadcasters electronically, you may need to update other individuals or organizations with the same information. This can be done using the CSReporter E-Mail List. To access the e-mail list, select E-Mail List from the Tools Menu or press **CTRL+E**.

When the E-Mail list appears, enter the Name and E-Mail address to add contacts to the list. To remove an address, double click the entry and select “Yes” when the delete confirmation windows appears.



You may also use this window to remove individuals from a specific message by un-checking the box beside the contact name. You can use the Select All, Clear All or reverse Selections to alter your selections. If nothing is selected, the Default will be All.

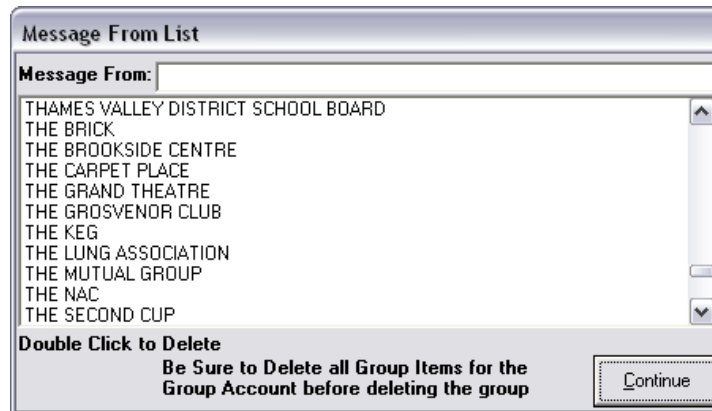
CSReporter uses Microsoft Outlook automation controls to send your e-mails and supports Outlook 97 and up. CSReporter adds the E-Mail addresses from the activation disk to the “To: “ line while the e-mail list addresses are added to the CC Line. CSReporter will attempt to force an e-mail send during the transmission process but depending on your Outlook settings you may need to connect to your e-mail service and click Send/Receive.

This can be automated by setting your E-Mail to “Send Messages immediately when connected” located in the Microsoft Outlook → Tools Menu → Options → Mail Delivery tab.

## Create a For List

In some situations we may need to send messages for multiple organizations. For example: A Bus line may be sending notices on behalf of several different school boards. We could manually enter each school board when we create the initial message, or we can add the organization in “From” drop down list by creating From List.

To add organizations, select From List from the Tools menu or press **Ctrl+F**. The Message From List window will appear and we can add or remove items as required.



When completed, CSReporter will automatically update the “From” drop down list to reflect the new list.

## For CS Copy Management Copy Writers

When sending scripts to your CSWrite client files the client names must match exactly or CSReporter will save the script in your client file under the writer’s name. To ensure a match, you may export you client list in CSWrite specifically for use in CSReporter. The is done as follows:

1. Start CSWrite and choose Client Directory from the Tools Menu.
2. Select the CSReporter Format.
3. You will be requested for the directory where the MESFROM.TXT file is to be saved. You may choose to save to a floppy disk that can be copied to your CSReporter workstation or you may save the file on your local drive and e-mail it as an attachment to your CSReporter Workstation.
4. If you saved to a floppy disk, copy the MESFROM.TXT file from the floppy disk to the C:\CSREPORTER\ directory. If you e-mailed the file, open the e-mail, select save attachments and select the C:\CSREPORTER\ directory.

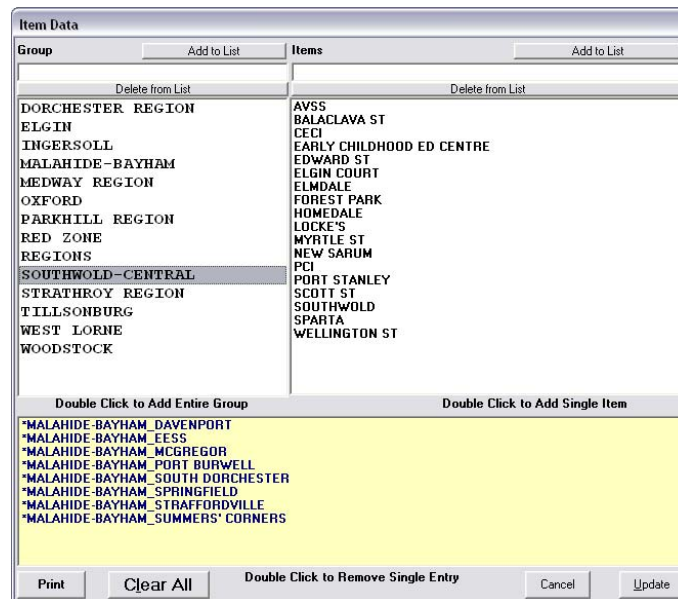
## Create and Use the Group / Item List


Of all the CSReporter Lists, the Group List is the most dynamic. While not for everyone, the Group List provides a simplified technique for adding details to your message. In the example shown below, we have defined several School Districts as individual Groups and the individual schools in the district as items within each group. To add all items in a group, in this case all of the schools that make up that group, to the message Double Click the Group Name. To add individual items from the group to your message, click the group name and double click the required items.

As each group is selected, the item is displayed in the select window located at the bottom of the group Window. To remove an item, double click the item in the select window.

*Note: Selecting new items will automatically add them to the message when the update command is given. Once added an item can only be removed manually by deleting the line from the message. Deleting an item from in the Group window will NOT remove it from the message.*

### Group / Item Window




Each entry in your FOR list may have their own individual groupings. To add groups to a For entry, select the entry in the For list and click the Group Icon. 

New Groups can be added by entering the name of the group in the group box. Click Add to List or press Tab. Items can be added to a group by first selecting the group from the Group List (single click). Enter the name of the item in the item box and press Tab.

Items and groups can be deleted by selecting the Group or item and click Delete From List. Deleting a Group will delete all items for that group.

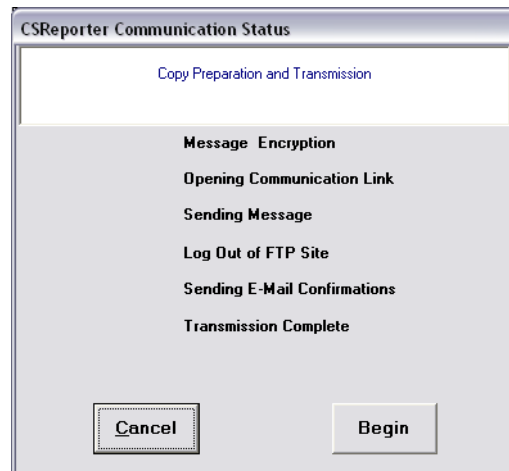


## Create a New Message

- Step 1** Start the CSReporter Program.
- Step 2** Enter the reason for the message, or select a Subject from the Subject Drop Down List.
- Step 3** Enter or select a name from the “For List.”
- Step 4** Enter any information you may wish to include in your message and / or select the details from the Group List by clicking the Group Icon  in the Toolbar.
- Step 5** If desired, add your audio, graphic or data file to the Attach area. Enter the full path and file name or use the Browse command to find the file. (One attachment per message)
- Step 6** When the Message is complete, save your message and click Send to transmit the message and file attachment to the station(s) and e-mail the message to your e-mail list.
- Step 7** Exit the Program.

## Send a Message

When the Send command is given, CSReporter will display the Send Status Window. Click the Begin button to start the transmission procedures.




During the transmission CSReporter will display and update the status of the transmission. The time required to send the message is dependant on your computer, Internet connection, and size of the message. The normal “message only” transmission should be completed in less than 30 seconds. If an attachment has been added to the message, the transfer may take several minutes.

### Send Status

- **Message Encryption**  
CSReporter is merging your activation settings, authenticating and encrypting the message in preparation for the transfer file.
- **Opening Communications Link**  
CSReporter is now connecting to the internet via your normal internet connections.
- **Sending Message**  
At this point CSReporter is transferring your message to the authentication station(s) Center Stage system. If you have included an attachment, the name of the attachment will be shown as it is being transferred to the station. Once completed the text message is sent.
- **Log out of FTP Site**  
CSReporter is closing the connection to the authenticating.
- **Sending E-Mail Confirmations**  
CSReporter is now preparing and addressing the message for the e-mail based on your E-Mail list. The completed e-mail message (message only no attachment) is placed in your Outlook "OUTBOX". Depending on your Outlook settings, you may need to start outlook and click the Send/Receive command to actually send the e-mail message.
- **Transmission Complete**  
The message and file attachments, if any, have been sent to all authorized stations and all process are complete.

## Update and Existing Message

As events change, we may need to update a message we have already sent. This can be done as follows:

- Step 1** Start the CSReporter program  
**Step 2** Click the Open icon  and select the message we wish to update.

To re-open one of the last three messages, you may select the file from the File Menu.

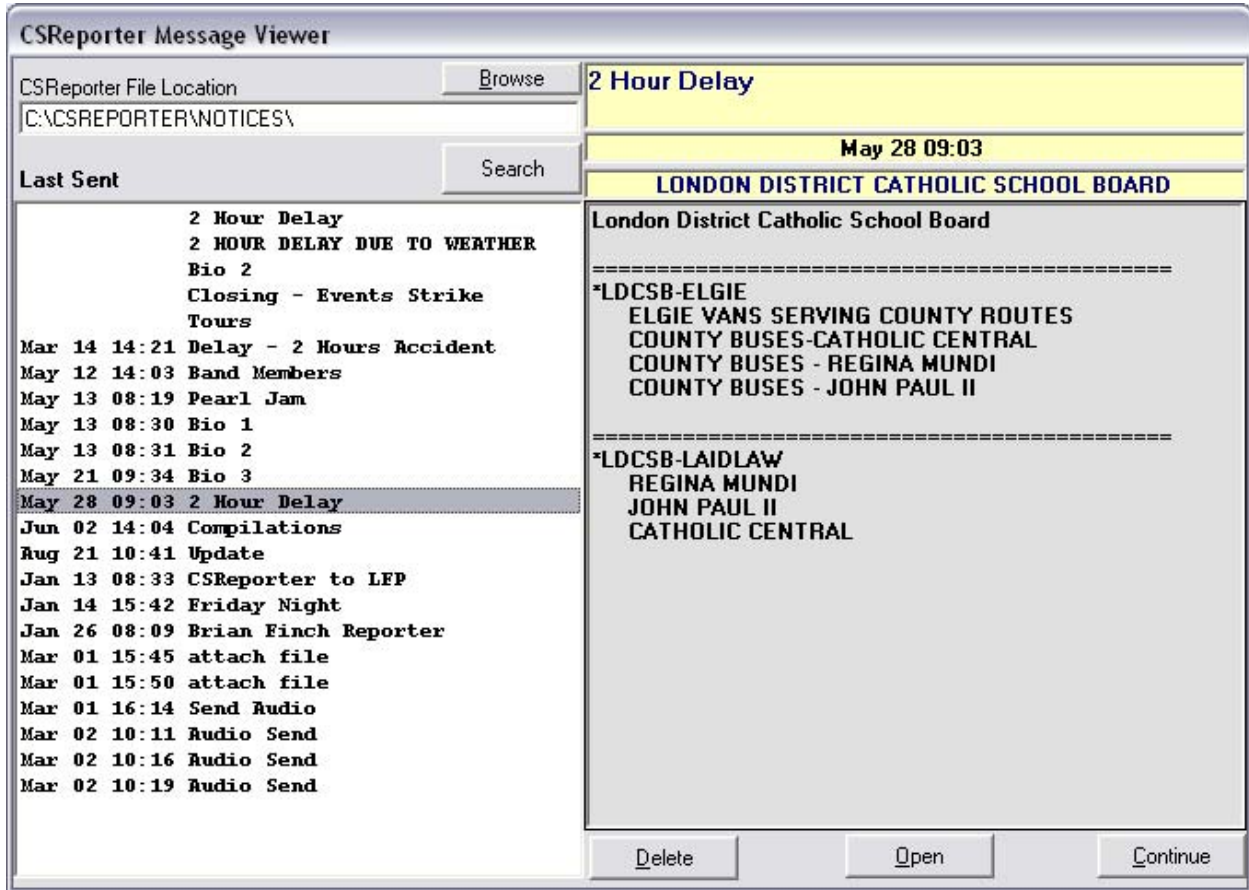
If the message has already been sent the revision number will be updated and you will see “UPDATE” in the message header. When re-sent the message will automatically be marked as an Update and the revision number will be updated.

**Note: Attachments are NOT saved as part of the message and if necessary will need to be re-selected.**

- Step 3** Update information as required. You may wish to highlight or colour code the updated information.
- Step 4** When completed, Click **Send** and the message will be saved and sent.
- Step 5** Exit the Program.

## Message History

All messages that have been saved or sent are available for viewing using the CSReporter Message Viewer.



The message viewer will automatically display all CSReporter files in the default directory **C:\CSREPORTER\nOTICES\**. However, if you have saved files in another directory you may enter that directory or use the Browse button to find the directory.

A list of messages is displayed on the left side on the Window while the details of the selected messages are display on the right. You may choose to:

- Delete - Delete the selected messages.
- Open - Open the selected message in the main CSReporter Window.
- Continue - Close the Message Viewer and return to the Main CSReporter Window.

## The CSReporter Toolbar

CSReporter like most windows programs has a toolbar at the top of the window providing shortcuts to the various commands and functions. While commands are available in drop down menus or with short cut keys (holding down the Ctrl key and pressing a letter), the toolbar is often the easiest mouse command. You may also move the mouse over the icon to see a description of the command.

The following list describes the CSReporter Toolbar commands:



### **Create a New CSReporter Message**

This command will clear all previous message information and is ready to accept a new message.



### **Open and Existing Message**

This command will display a list of all messages saved in the default CSReporter area. Select the message file and click Open to load the message information into the CSReporter Window.

When the message is opened, the Version Number will be updated and if the messages have been sent, this version will be marked as an update.



### **Save the Message**

Use this command to save your message. This will place a copy of your message on your computer but will NOT send the message. Sending the message will automatically save the latest version and mark the file as sent.



### **Print the Message**

Use this command to send your message to your Printer or Fax Printer. When used, the computer will display a list of all printers on your computer. Select the desired printer and click Print.

Most computer based FAX software will place a FAX printer in the printer list. When the Fax printer is selected and the Print command is given, the computer will display the FAX cover page window. The appearance and features available in the FAX window will be dependant on the FAX software you are using.



### **Cut Text from the message**

To remove text from the message you can select the text and click the Cut icon. This will remove the selected text from the message and place the text in the clipboard.



### **Copy Text in the message**

This command will place a copy of the selected text in the clipboard but will not remove it from the message.



### **Paste Text from the clipboard into the message.**

Text that was cut or copied into the clipboard may be added to the message by clicking the Paste Icon.

*Note: Right click anywhere in the Message Text area and the edit menu will appear. The menu includes the normal Cut, Copy, and Paste commands and if you have issued an edit command the Undo option is available.*

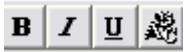


### **Group Command**

Click the Group Icon to access the Group List Window. You may add or remove groups

or items as well as include the information in your message.  
(See Group List)

## Bold, Italic Underline



Use these icons to set the font characteristics. When the setting is active, the button will appear as pressed. When inactive, the button will appear as up. You may change the font characteristics of sections on text by selecting the text and using one of the font commands.

## Font Name **Fonts**

Like the Bold, Italic and Underline commands you may change the font type of the selected text by selecting the font from the drop down list.

## Font Size **Size**

Select the size from the drop down list to change the size of the message text.



## Spell Checker

This icon will check the message spelling. Since your message may contain several names that the spell checker may not recognize, the default setting is to ignore spell checking for words in capital letters. If desired, this option can be changed in the spell checker options.



## Properties

The Properties Icon will display the Properties Window where you can cage your contact information, add new activations or remove activations.



## E-Mail


The E-mail Icon is a shortcut to the E-Mail list. You can use this icon to add or remove e-mail contacts or to remove contact from the next Send command.

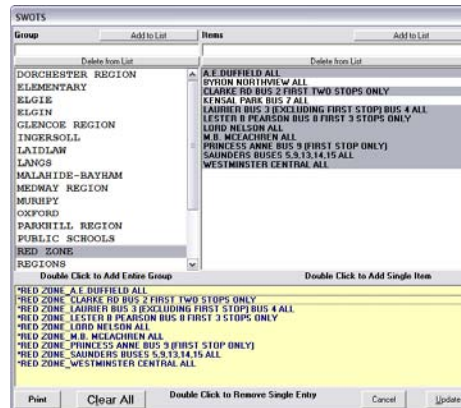


## Help

Click the Help Icon to access the CSReporter On-Line Help

## Bus Data Entry Sample

- Step 1** Double Click the CSReporter Icon on the Desktop to Start CSReporter
- Step 2** Using the Subject Drop Down List Select a Subject. (Delay – Weather 2 Hours) or type the subject line.
- Step 3** If not already shown, select the For from the For Drop Down List.
- Step 4** Select the Group Icon  from the toolbar to select the Regions or individual Schools affected by the delay



Double Click the Group to add all Schools in that Group or Double Click individual schools to add a single school to the list.

Once selected, the schools will be listed in the bottom portion of the window. To remove a school, double click the entry in this area. (Yellow area at bottom of window).

When completed, click OK and these items will be added to the existing list.

- Step 5** If desired, manually enter any additional information; use the font controls to change fonts, sizes, colours, etc. If you have recorded and audio file, use the browse command to attach the audio file to the message.
- Step 6** Click Send
- Step 7** When the Status window appears click Begin to post the message, upload any attachment and e-mail the selected contacts.

\*\* Note: E-Mail requires Outlook that may issue a notification that a program is sending an E-Mail on your behalf. If so, you will need to click the necessary permissions.