1 Quick Start Guide for ezSuite

In order to get started using ezSuite quickly, you can review this document and follow the steps outlined. This document provides the basic information to get started - for more complete details on functionality and usage, refer to the ezSuite help file or printed documentation.

This guide assumes that ezSuite has been installed on your PC and that you are ready to use the software.

1.1 Step 1 - Launch ezSuite

From your PC's Start Menu, select **Programs | ezSuite**. ezSuite will start up. A splash screen will appear and, if ezSuite is not yet registered, a notice regarding registration.


Click [**OK**] to continue if the registration notice appears.

In order to use ezSuite, you must define at least one station in preferences. Select the menu item **Edit | Preferences** from the main menu, as shown.
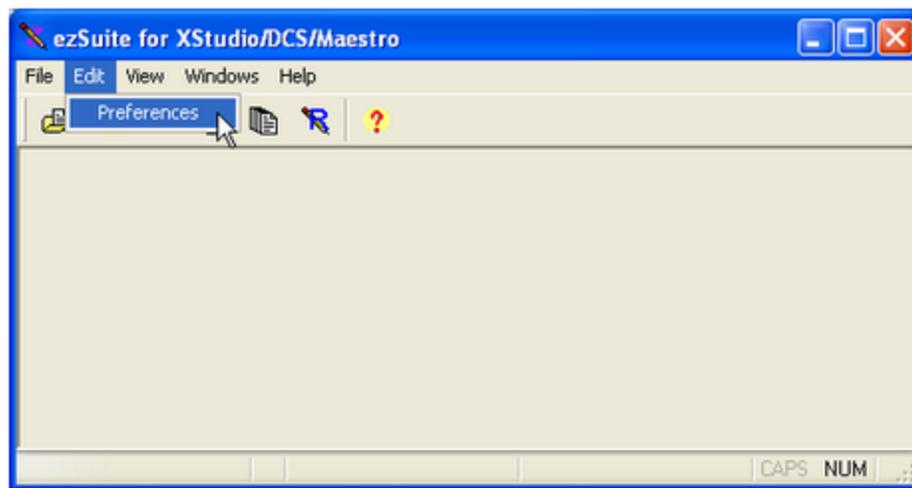
1.2 Step 2 - Setup a Station

Before using ezSuite, you need to define at least one station for which you will edit and/or create logs. To do so, select the **Edit | Preferences** menu item on the main display. The preferences dialog will appear, with the *Stations* tab displayed. Click on the "**+**" button on the stations tool bar, located near the bottom of the display.
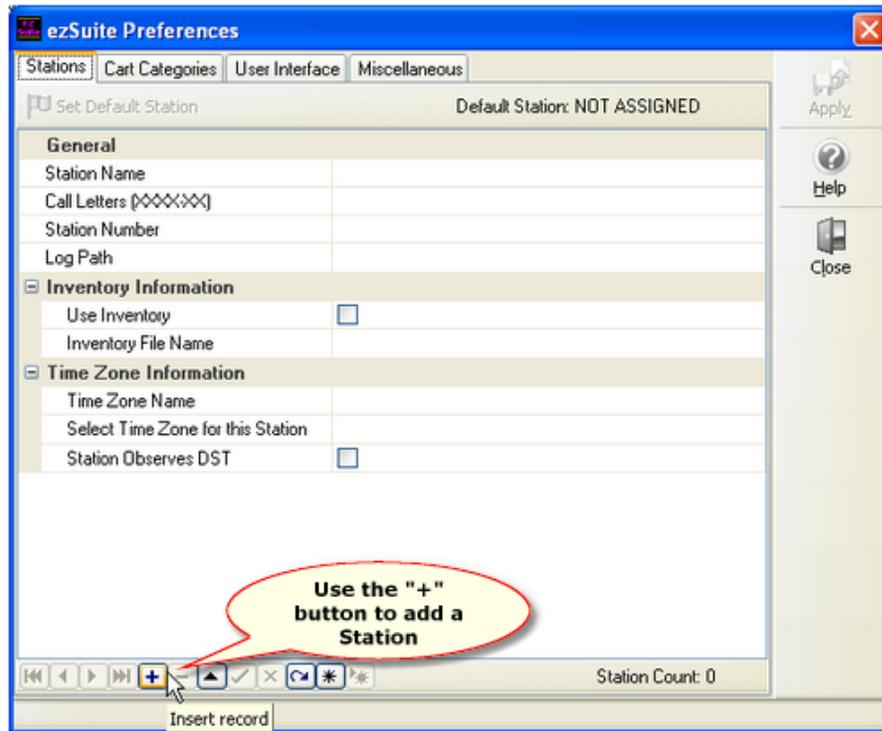
The text cursor will be placed in the **Station** field. Type in a name for the station - this name is used for identification purposes within ezSuite and can be anything you like.

Finish filling in the rest of the information about the station, including the call letters, the station number, path to log files and the inventory information. You can get help on what each field is for and what is needed by clicking on the [**Help**] button located on the right side of the dialog.

When you have finished filling in the information, click on the "**Post Edit**" button, which appears as a check mark on the toolbar, as shown.
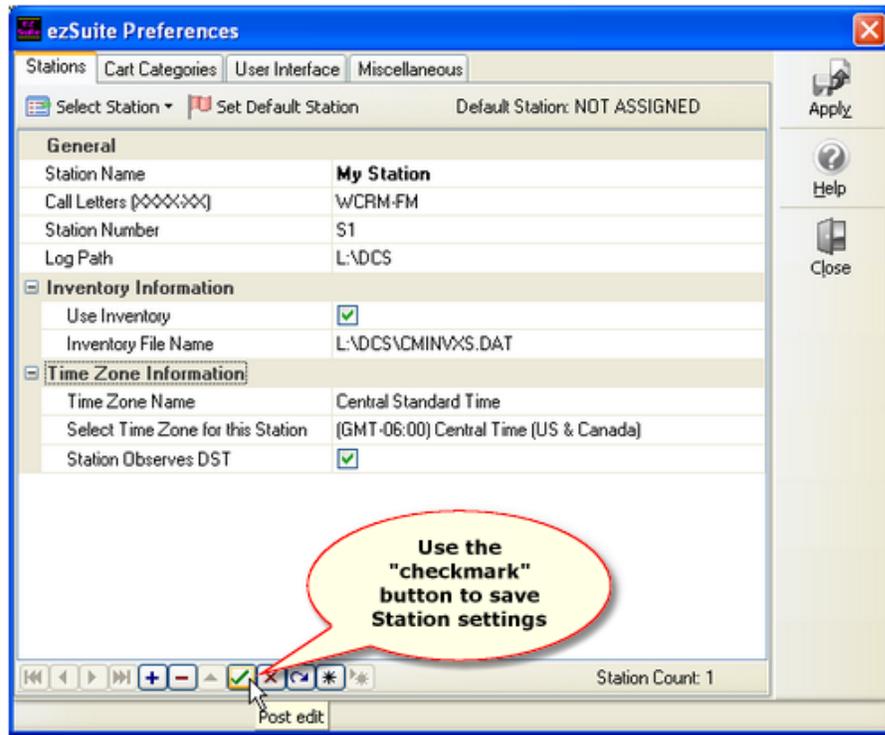
After posting the station information, the [**Apply**] button should be enabled, allowing you to apply (or save) your changes (the station information).

> ⚠️ When you click on the [**Apply**] button, ezSuite validates the station information you entered and will inform you if there problems with the information, including incorrect paths, missing inventory files, etc.

At this point, you could close the preferences dialog and begin working with logs. If that's what you wish to do, skip steps 3 and 4, moving directly to step 5.

1.3   Step 3 - Create a Cart Filter

A useful feature of ezSuite is the ability to filter cart numbers in the inventory display, reducing the number of items to search through if you want to add a cart to the log by dragging it from the inventory. These filter are also used in the audit report display, reducing the number of items viewed to just those that match a particular cart number (or numbers). You can assign colors to a cart category for log display purposes, which is covered later in this topic.

To create a cart category, select the *Cart Categories* tab in preferences.
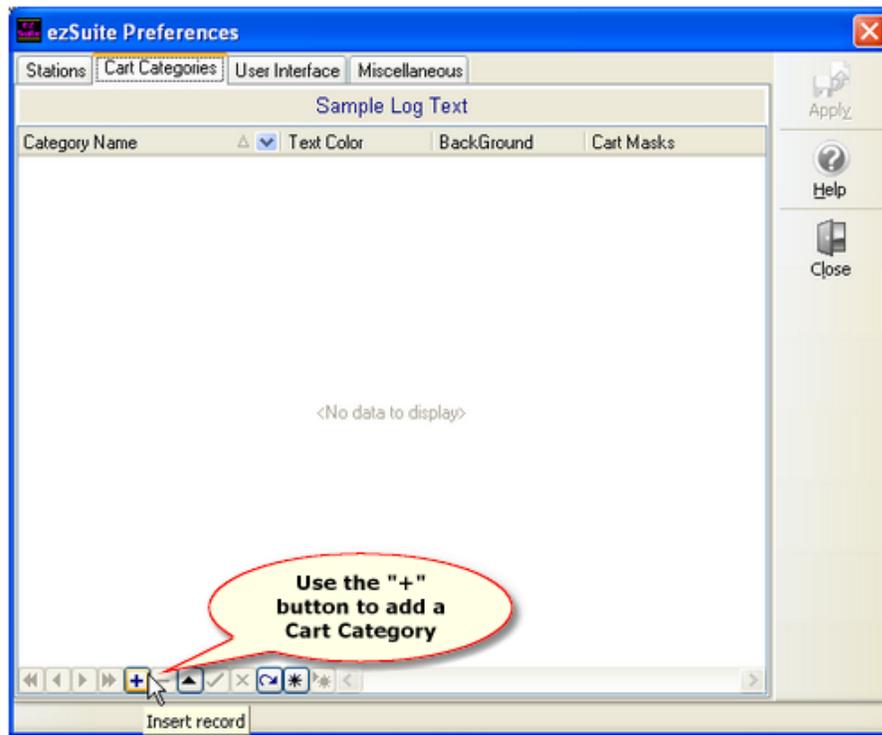
Click on the "**+**" button to create a new cart filter. You'll be prompted to enter a name for the filter.
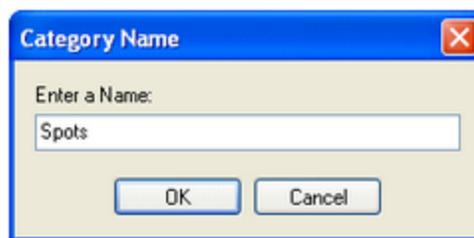
Type in a name - this can be any name you wish. The name is displayed in ezSuite for choosing the filter. Press the [**Enter**] key. Another dialog will pop up, asking you to enter a cart mask, as shown.

For this example, we have used a cart mask of "**T???**", which means "all carts beginning with the letter "T". For more information on cart masks, you can click on the [**Help**] button. You can have multiple cart masks for each cart filter, but for demonstration purposes, one is enough.

When you have entered the cart mask, click on the [**OK**] button.

The cart filter and its associated cart mask will now appear in the cart filter list and the [**Apply**] button will be enabled, allowing you to save your changes.
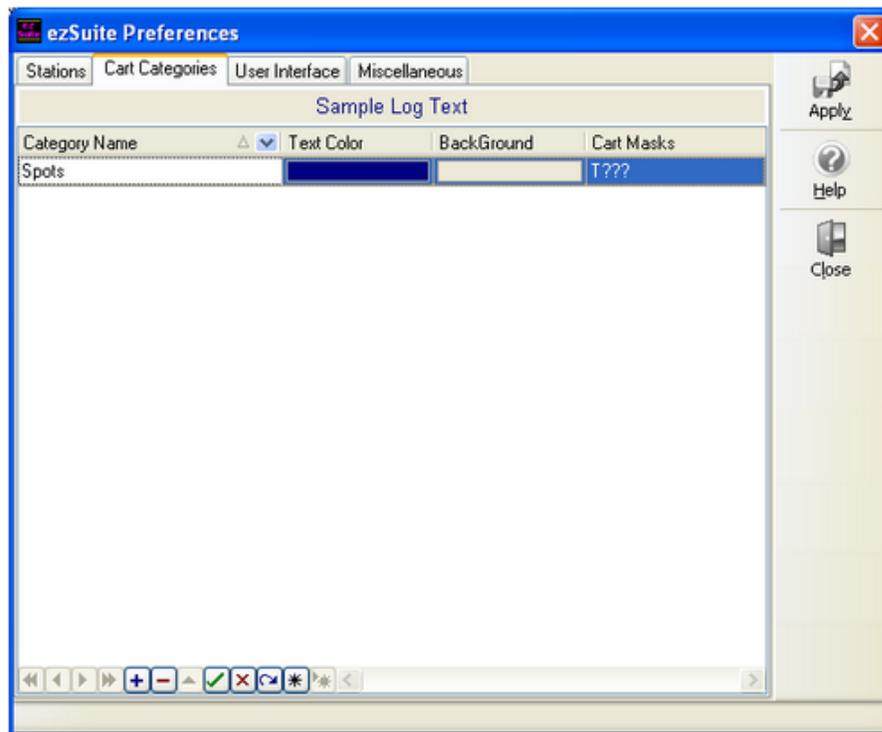
If you don't wish to set up anything else, click on the [**Apply**] button, then the [**Close**] button, and skip to step 5.

Cart Category Colors

An optional but handy feature is the ability to define text and background colors for each of the cart filters (cart categories) that you define. The colors you select will be applied to the log display for each audio item matching the masks. By using distinctive color combinations, you can more easily spot commercial clusters, for instance.
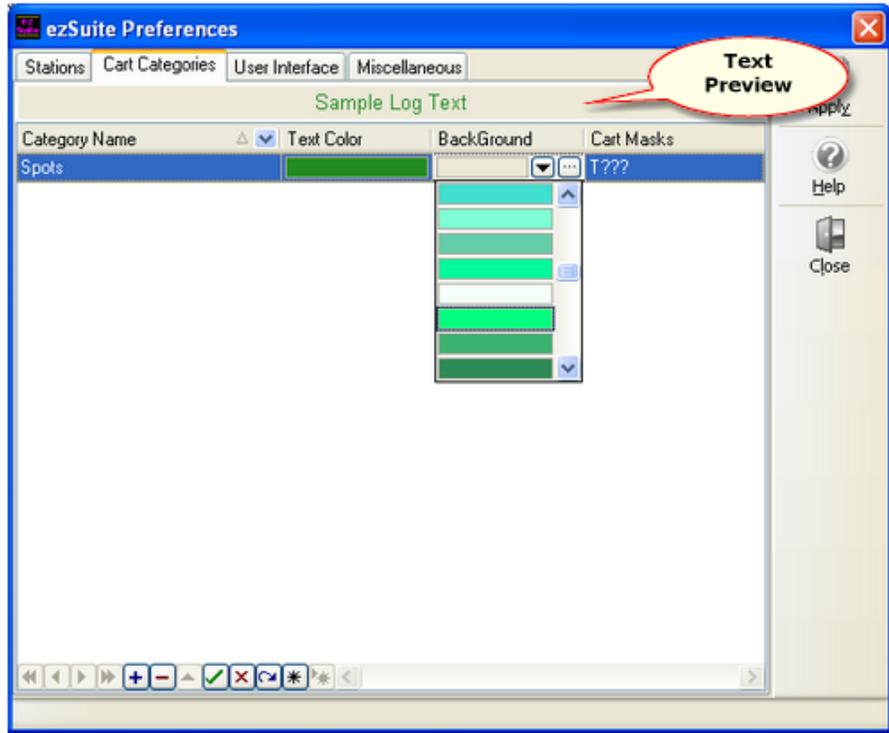
The following screen shots shows the sequence of assigning text and background colors to the cart filter we defined for spots:
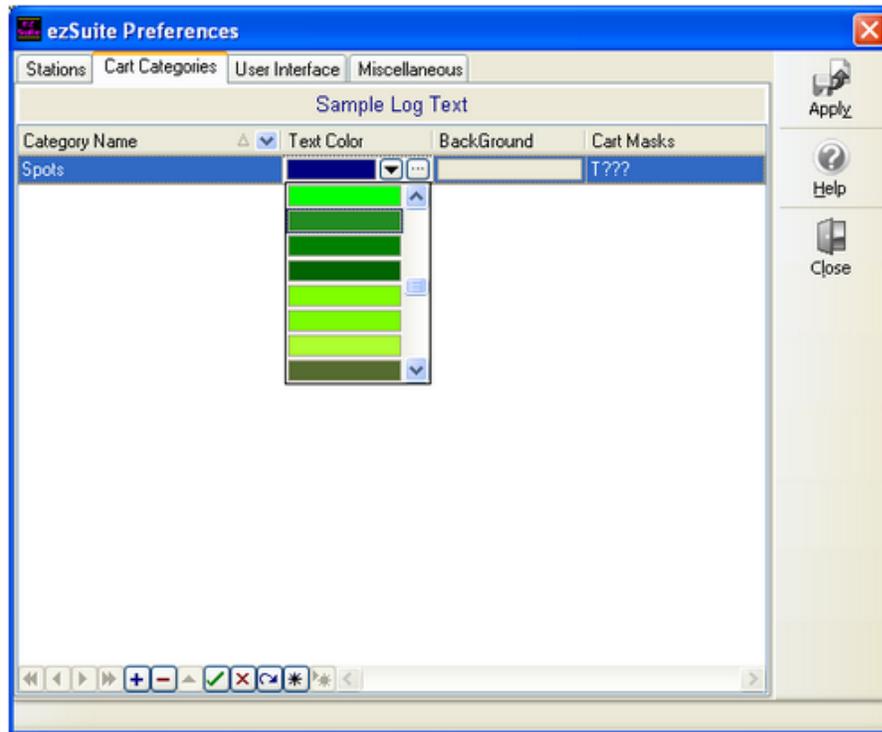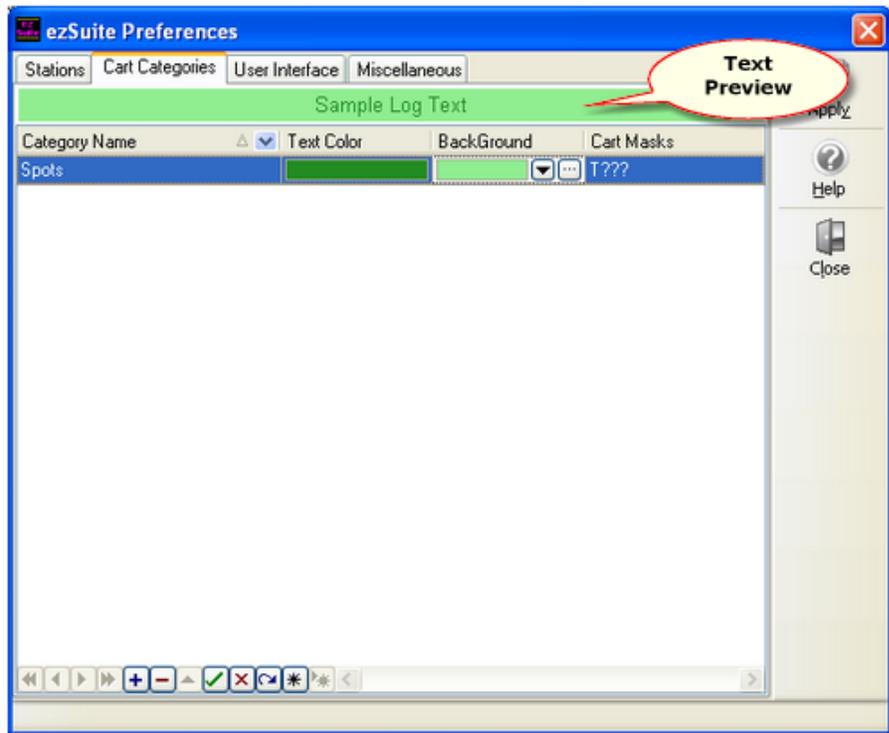
Selecting a text color from the drop-down list
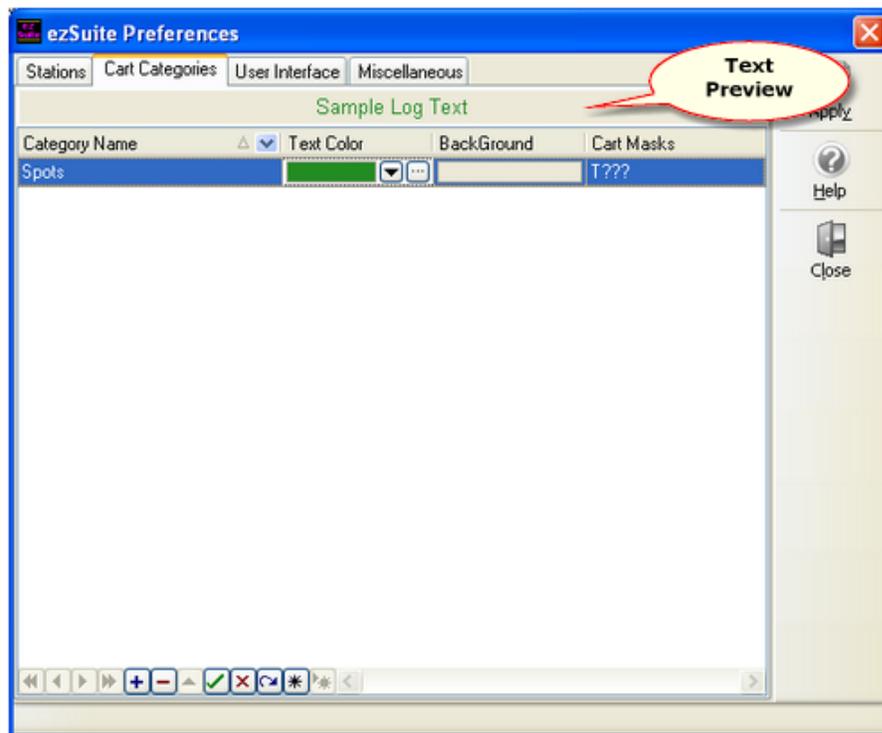
Text color selected

**Selecting background color from the drop-down list**

Text and background color selection complete

You'll notice that as you assign text and background colors, a preview panel displays the result so you get an immediate sense of what the color combination will look like when used to display matching log records.

1.4   Step 4 - Enable Double-Click Log Selection

Before we finish our abbreviated work with application preferences, we're going to do one last thing - enable the ability to double-click in the Open Log Dialog to make selecting a log for editing easier.

Select the *User Interface* tab. Then "check" the item called **Enable Double-Click Open Log Dialog**, as shown:
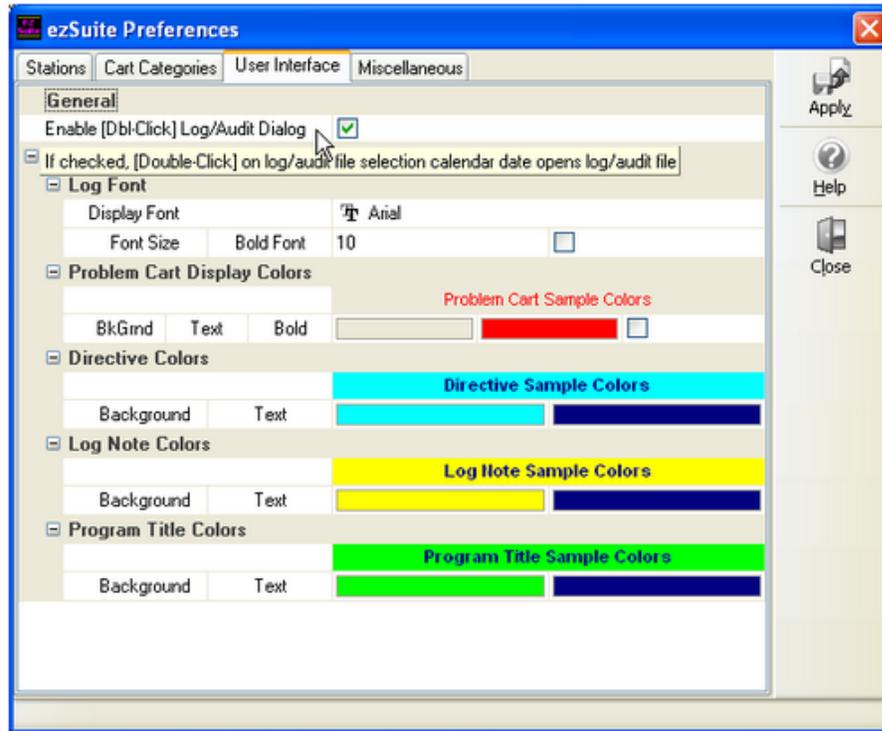
Click on the [**Apply**] button to save your changes, then click on the [**Close**] button to close the preferences display.

1.5   Step 5 - Open a Log for Editing

We're now ready to open a log for editing. From the main dialog, select the menu item **File | Open Log**. A dialog will appear, showing the station name you've defined and a calendar that's marked up on dates where logs exist for the selected station. If you defined more than one station, you can use the drop-down list to select the station of your choice. The calendar will be updated to reflect the logs that exist for the newly-selected station.
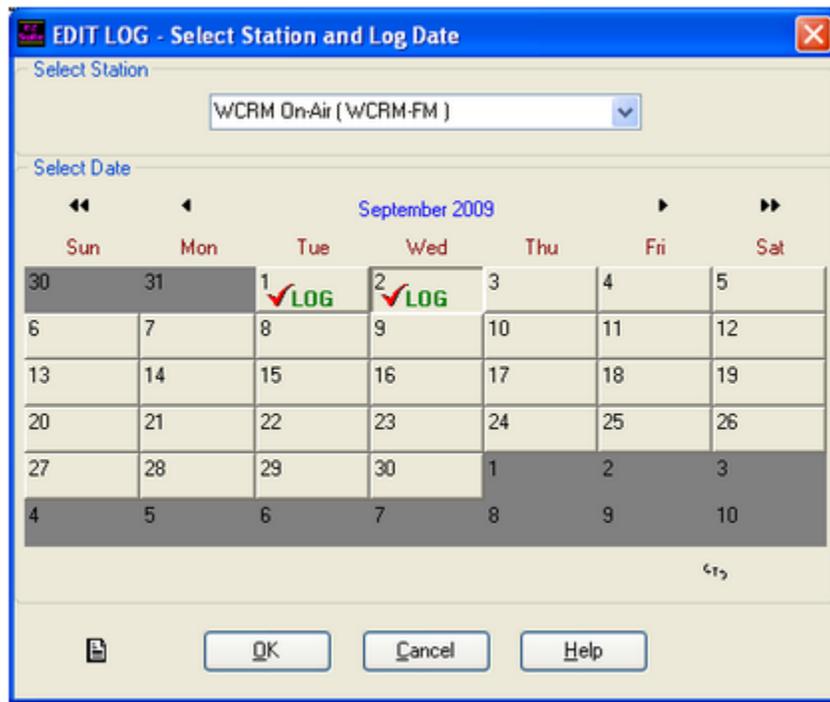
To select a log, simply double-click on the date you want (if you enabled the feature in Preferences) – or, select the date (the day will appear as a depressed button) and click on the [**OK**] button.

The log will be loaded and displayed in a window in the main dialog.

The example display shows the effect of assigning cart category colors - each type of audio file is readily discernable by its distinctive color combination.

Congratulations! You're off and running with ezSuite!

Hint   For more information on specific features and/or operations within ezSuite, consult the on-line help file, available from the Help menu on the main display. You can also use the context help feature of ezSuite.