# Getting Started with Stratus

Introduction

We are proud to introduce our web-based music scheduling solution! While Stratus offers extensive customization and capabilities, this document will outline the basic steps to get started. If you require more details about each option and function, you can reference the manual here:
https://www.stratus.music/DisplayFile.aspx
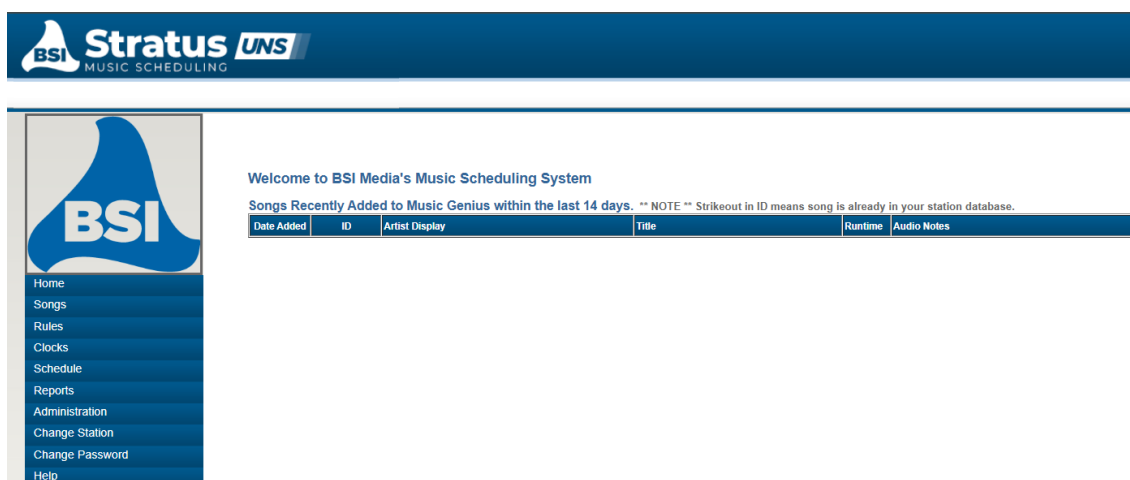
Change your Password

You will receive a temporary password via email after signing up for Stratus. After logging in, please ensure that you update your password by selecting the "Change Password" option in the primary Stratus menu. Once selected, you will need to re-enter the password that was provided and then you can set up the password of your choice using the corresponding fields.

Add Custom Categories

We recommend setting up your desired music categories before adding local elements for scheduling.

1. First, select the Rules option in the Stratus menu, followed by Category Rules, and then select the Categories option.

2. Click on the Add New button to access the Add Category menu.
3. You can then add your desired category name in the corresponding field, designate if the category will be used for songs or break notes, designate category font and background colors, and assign a Pass order number. The pass order number is used for rules in scheduling based on priority and other rules options you can configure later. If you do not wish a category to be scheduled, you can assign a pass order number of 0.
4. Once finished, click save to finalize the category.

Add Song Information

Next, you need to start building your audio file database. There will be forthcoming documentation for customers that have opted to use the Music Genius Database. For now, we will focus on what steps are needed to add your own local elements to your station's Stratus database.

1. First, select the Songs option in the Stratus menu and then select "Add Local Element".

2. For each element you wish to use in scheduling, you will need to add the file identification information in the top fields of this page. The Song ID field will use a designated naming convention for the element by Stratus. If you wish to schedule by Song ID, you will need to adjust the filename of your local element to match the Song ID listed in Stratus. If you would prefer using the filename you have designated for an audio file, you can insert the element's filename in the Media field instead. NOTE: The media field does have a 15-character limit.
3. Next, you will need to select a category for your element.
4. You can then select the Level you wish to assign for the element. Please see the manual for a full breakdown on how Level tiers function and can be used for clocks and rules in scheduling.
5. Select the Percent Back. This tells Stratus how far back to place the item in the category's element list once it has been scheduled. If you want a certain item to play more frequently from a category, you can lower the percentage and vice versa.
6. You can also optionally set up an element as a Packet in a category for greater control of spin counts for single songs. Please see the manual for more details regarding Packets, Depth, and Packet Plays.

7. Lastly, you will need to add your title and artist information for the file to save the file into Stratus. There are several fields available for artist details if an element has multiple artists featured. The Artist Display will be what will display when you are exporting your scheduled music log.

8. You can also use the Cue/Sync field to assign designated characters or commands used by your automation software.
9. You'll notice there are a ton of other fields to place information and select different options for your element. Each of these fields will play into the various rules that you can create. You can make them as complex or as simple as you would like. The more information you add to each of your elements, the more options you will have at your disposal for rule creation.

Create your Rules and Policies

This is where things get interesting. You have a plethora of options for creating rules based on category depth, rotation, segue, sound codes, artists, and more. For this portion we're only going to go over some of the base rules and details needed to start scheduling.

1. **Setting Policies:** You can create up to 9 different policies that apply different rules sets. I.E. standard policy, night, weekend, etc.
    a. You can name the specific policies whatever you would like in the Policy Names menu.
    b. After naming your policies, you can then assign those policies to an hour and day grid in the Policy Assignment menu.

2. **Category Rules:** Within the Category Rules, you can create rules based on several factors. Stratus does have a number of preexisting rules such as artist separation, dayparting, and prior day play. Whatever rules you decide to use or create, it is vital to set up the rule priority for each of your categories.

Category Rules

Select Category	Soft Pop ⌄	Copy To >	A - Power Current ⌄		

			☑ Standard	☐ Weekend	☐ 3
Select Policy	Standard ⌄	Similar Policies	☐ 4	☐ 5	☐ 6
			☐ 7	☐ 8	☐ 9

Unbreakable Rules				
Ins	Ins	Del	Rule	Max Sep Override
^	v	X	Artist Separation ⌄	☐
^	v	X	(Not Set) ⌄	☐

Breakable Rules				
Ins	Ins	Del	Rule	Max Sep Override
^	v	X	Energy ⌄	☐

Save   Cancel

a. **Rule Priority Setup:** When setting up rule priority, you can select the specific category to set the rule priority by choosing the rules and the policy you want the rule set to apply to. You can even separate the rules you desire based on them being breakable or unbreakable. You can also copy the same rule priority profile to a different category.
   i. First select your desired category and policy.
   ii. To set up unbreakable and breakable rules you can click the dropdown box and select the specific rules to apply under each Rules box.
   iii. To add rules to the set, you can click on one of the arrows left of the dropdown selection which will populate a new rule dropdown box.
   iv. Once you have the number of rules you desire, you can then move them with the arrows based on rule priority in the set.

b. **Search Depth:** Search depth affects how many songs in a category will be used in a rotation by Stratus and if there are sub-properties effected by the level assigned to an element. It is vital to configure your search depth for Stratus to work properly.
   i. You can set up search depth by first selecting your policy.
   ii. All the available categories you've created will display along with a count of all elements in each assigned level. You can set the proportion as either percentage or number of songs in each category and level by selecting either the % or # in the drop-down menu and typing in desired percentage or number of elements you would like Stratus to use. By default, we recommend using a 100% setting if you are only using the level 1 assignment for each element in a category.
   iii. You can also set the search depth by number or percentage like proportion. This affects the maximum number of elements for Stratus to consider when scheduling. As an example, if a category has 10 elements with a proportion of 100% and a search depth of 70%, it will only look at the first 7 elements in the category to use for

Select Policy	Standard ⌄		Similar Policies	☑ Standard	☐ Weekend	☐ 3
				☐ 4	☐ 5	☐ 6
				☐ 7	☐ 8	☐ 9

Category	Level 1				Level 2				Level 3			
	Proportion		Depth		Count	Proportion		Depth		Count	Proportion	Depth	Count
A - Power Current	100	% ⌄	2	# ⌄	12		% ⌄		% ⌄	0	% ⌄	% ⌄	0
B - Secondary	100	% ⌄	5	# ⌄	7		% ⌄		% ⌄	0	% ⌄	% ⌄	0
C - Light/New	100	% ⌄	4	# ⌄	9		% ⌄		% ⌄	0	% ⌄	% ⌄	0
R- Power Reccurent	100	% ⌄	75	% ⌄	63		% ⌄		% ⌄	0	% ⌄	% ⌄	0
E - 2011+	100	% ⌄	75	% ⌄	221		% ⌄		% ⌄	0	% ⌄	% ⌄	0
F - 1990-2000	100	% ⌄	75	% ⌄	180		% ⌄		% ⌄	0	% ⌄	% ⌄	0
D - 2001-2010	100	% ⌄	75	% ⌄	86		% ⌄		% ⌄	0	% ⌄	% ⌄	0
G - Pre 1990	100	% ⌄	75	% ⌄	153		% ⌄		% ⌄	0	% ⌄	% ⌄	0
-----------		% ⌄		% ⌄	2		% ⌄		% ⌄	0	% ⌄	% ⌄	0

scheduling.

3. **Rotation Rules:** If you plan on using any type of rotation based rule in your policies, such as artist rotation, you will need to set the Min/Max Separation for it to function properly.
    a. To set the Min/Max separation for your policy, you can select the Rotation Rules menu and then Min/Max Sep.
    b. First, select the policy you want to apply the separation rules via the drop-down menu.
    c. All of your available categories will display along with levels. You can then place a time indicator for the minimum and maximum separation using the D for day, H for hour, or M for minute.

Select Policy	Standard ⌄			Similar Policies	☑ Standard	☐ Weekend	☐ 3
					☐ 4	☐ 5	☐ 6
					☐ 7	☐ 8	☐ 9

	Minimum Separation									Maximum Separation								
	Level 1			Level 2			Level 3			Level 1			Level 2			Level 3		
Category	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M	D	H	M
A - Power Current	0	2	10	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0
B - Secondary	0	4	12	0	0	0	0	0	0	0	9	0	0	0	0	0	0	0
C - Light/New	0	6	17	0	0	0	0	0	0	0	11	0	0	0	0	0	0	0
R- Power Reccurent	0	8	35	0	0	0	0	0	0	0	19	0	0	0	0	0	0	0
E - 2011+	0	10	21	0	0	0	0	0	0	2	23	0	0	0	0	0	0	0
F - 1990-2000	0	10	50	0	0	0	0	0	0	2	3	0	0	0	0	0	0	0
D - 2001-2010	0	10	27	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0
G - Pre 1990	0	10	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0
-------------	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

There are many other rules options to configure and customize. Keep in mind, you will need to configure settings for any of the specific rules you have set for each policy.

Create Clocks and Clock Grids

Now that you have some rules and policies created, you can use them to generate your clocks and clock grids.

1. **Create a Clock**: You can create a clock by accessing the Clocks menu and selecting Edit Clocks.
    a. Select Add New
    b. Assign a description for the clock as well as assign a policy to it.
    c. Select the category for each line item in an hour block.
    d. You can add new line items by selecting one of the insert arrows or using the Add new lines option and selecting the number you wish to add via the drop-down menu.
    e. You can also set a specific element from a category.
    f. As you add line items, your average run time and song counts will adjust to give you an idea of how much content you will schedule for the hour.
    g. There are also advanced options that can be applied to each line item by selecting the Advanced Option button.

h. Once satisfied, you can then save the clock.

2. **<u>Create a Grid:</u>** Once you have created all the clocks you wish to use for scheduling, you can then assign them to a grid.
   a. To create a new clock grid assignment, access the clocks menu and then select the Clocks Grid option.
   b. Select the Add New button at the top.
   c. You can then provide a description of the grid assignment and start selecting the specific clocks you wish to use based on the day and hour.
   d. Once all positions have an assigned clock, you can then save it. You can also select an option to make a grid assignment your default.

3. **<u>Assign Your Grid:</u>** You can now select what grids you would like to use for scheduling based on a start date.
   a. Navigate to the Clocks menu and select Grid Assignment.
   b. Click the Add button to create a new grid assignment line and select the clock you wish to use as well as the start date for that grid.
   c. Click Save once satisfied with your grid assignments.

Clock Assignment Grids by Name
** WARNING ** Default Clock Grid NOT set!

| Add | Reset Dates | ** Reset Dates will remove ALL old records and create one record with today's date if a default grid has been set. |

	Start Date	Clock Assignment Grid
Delete	09/10/25	BSI TEST
Delete	10/11/25	BSI TEST

| Save | Cancel |

Note: If the Date for a Log is not entered, the last date before it will be used for Scheduling.
If the last record is deleted then a new one will be automatically created if a default grid has been set.

Generate a Schedule

You are now ready to start creating schedules for your music!

1. To create schedules for each day, select the Schedule menu and then the Schedule option
2. You can specify the date range you wish to generate schedules for up to 30 days in advance.
3. You can select the hour range you wish to schedule by adjusting the drop-down menus for Start Hour and End Hour.
4. You can also select how to generate the schedule based on desired categories and levels to include with additional options such as shuffle, no replay, and recycle.
5. Once satisfied with your selections, click the schedule button.

Schedule Day

Last Date Scheduled	Friday, 10/10/2025
Start Date	10/11/2025
End Date	10/11/2025
Start Hour	Midnight
End Hour	11 PM
Categories to include	<All> A - Power Current B - Secondary C - Light/New R- Power Reccurent E - 2011+ F - 1990-2000 D - 2001-2010 G - Pre 1990 -------------
Category Level to Include	<All> 1 2 3
Schedule Options	☑ Shuffle ☐ Push ☐ Recycle ☐ No Replay ☐ Breaknotes Only
Scheduling Status	Ready

| Schedule | Cancel |

Edit Logs

Once a day has been scheduled, you can edit the log further and correct any issues based on the rules you've created.

Edit Log

Last Date Scheduled	10/10/2025
Log Date to Edit	Today's Date: 9/10/2025 **September 2025** Mon Tue Wed Thu Fri Sat Sun 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5

Legend

| Unscheduled | Partially Scheduled | Scheduled | Exported | Partially Scheduled and Exported |

Day color will not change from Exported if current or prior day logs are changed.

1. To edit a log, select the Edit a Log option in the Schedule menu.
2. The calendar will show all days that have been unscheduled, scheduled, partially scheduled, or exported for use. From here, you can select the log you wish to edit.
3. Once you have selected a date you will be taken to the log editing page. From this page, you can navigate to each hour to see all elements scheduled. There are also helpful notifications that will appear for each hour to indicate any potential unscheduled slot based on rules and policies.
4. If you would like to change any of the scheduled elements, you can simply click on the element you would like to change, and the song menu will appear to the right.
5. The song menu will show information for the current element, but scrolling down will allow you to search for any other element based on desired criteria. Once you have identified the element you would like to use instead, you can simply click on the title of the element to replace the previously scheduled element.
6. Once all timeslots have been scheduled and you are happy with your log, you are ready to export it.

Create a Custom Export Format

You have officially created your schedules. Now you need to make sure you can export your music log in a format that your automation system can import.

1. To create a custom export profile, first select the Schedule menu and then the Options sub-menu.
2. Then select the option for custom format.
3. Once on the Custom Export Format page, select the Add New button to create a new export format.
4. You can assign a name to the export format as well as the filename format to use. We recommend using a combination of the date metavariables listed for ease of configuration.
5. Then you can Add lines and configure the data fields for each piece of information you wish to include in the export file for each line item in the file along with any fixed text. Keep in mind you will want to set up a character length for each line. The picture below is an example of a BSI Pipeline delimited export format.
6. Once finished configuring the export format, you can select the save button.

Export your Scheduled Log

Congratulations! You can now export your music log and import it into your automation software.

1. To export your scheduled music logs, select the Schedule menu and then Export.
2. In the Digital Audio Export page, you can select your format as well as the log date you wish to export.

3. Upon clicking the Export Logs button, a download link will appear so you can directly download the music log from any browser.

Running Reports

Stratus also makes it easy to run reports based on the music logs you've scheduled as well as other options.

1. Select the Reports menu and the format you wish to generate the report as.
2. After selecting the report type, the Reports page will appear. From here you can select the date range for the report.

3. By selecting Set Report Parameters, a link will appear to process and download the report in the format you selected.

Reports

Choose report [Artist by Play History ▾] ⦿ PDF ○ Excel

Start Date	09/10/2025
End Date	09/11/2025
Artist1	[All Artists ▾]
	Set Report Parameters

Run Report

<u>Welcome to Stratus Music</u>

Once again, this guide only covers some basics to get started with Stratus. For more details, please view the manual link listed at the beginning of this article. You can also find a copy of the Stratus Manual in the Help menu of Stratus.