# Amb-OS User Interface FTP Transfer Manual



Amb-OS Media, LLC
Amb-OS User Interface Revision 20
AMR-100 Receiver Firmware Revision 2.28

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# **SUPPORT INFORMATION**

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# **Amb-OS User Interface FTP Transfer Introduction**

The Amb-OS User Interface can download programs from an FTP site and process them like transferring programs from the AMR-100 receiver. With the exception of combing multiple part programs, the rename options used in transferring programs from the AMR-100 can be used.

#### NOTE

After configuring the FTP sites, the Amb-OS User Interface requires no user intervention to retrieve programs.

# Options Tools Support FTP Help Manage sites Status Status

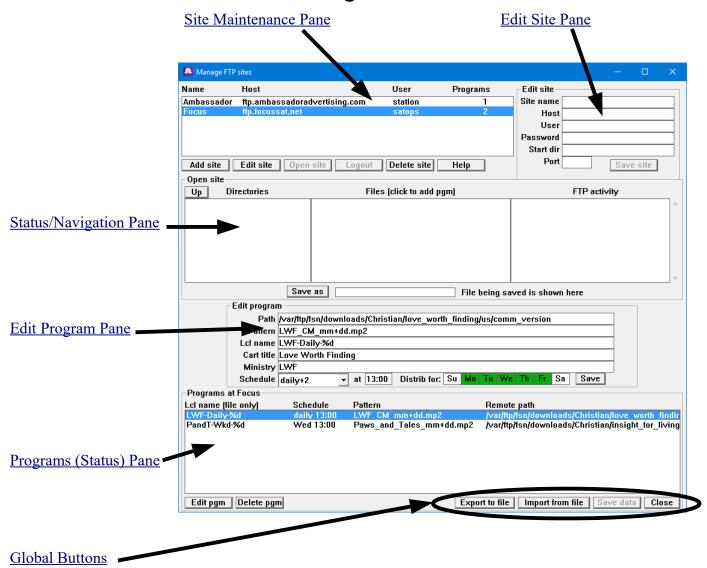
#### **FTP File Type Transfer Notes**

- MP2 programs can have their file extension and Cart Chunk information changed, added, preserved or modified as specified in the System Info.
- WAV programs can have the extension changed and renamed, but they cannot be converted to another format.
- MP3 programs cannot be converted or have the file extension changed, but they can be renamed.

#### **WARNING**

The Amb-OS User Interface FTP transfer cannot convert MP3 files and are transferred without any conversion and retain the MP3 extension.

# **Manage Sites**



#### Site Maintenance Pane

The site maintenance options are: <u>Add site</u>, <u>Edit site</u>, <u>Open site</u>, <u>Logout</u>, <u>Delete site</u> and <u>Help</u>. Use this to create access to FTP sites to download programs.

#### NOTE

When connected to a site, none of the site settings can be changed. Logout of the site to enable editing or deleting sites.

Steps to get programs from an FTP site:

- 1. Add a site
- 2. Open the FTP site
- 3. Select the desired program
- 4. Set the download options

#### Add site

Enables the <u>Edit site pane</u> to allow entering login information. Without any saved sites only the Add site and <u>Help</u> buttons are active. After adding a site, only the <u>Logout</u> button remains inactive until opening a site.



#### **Edit site**

Click on a site and then on Edit site to populate the <u>Edit site pane</u> with the settings for that FTP site to allow changing the settings.



#### Open site

Logs into a site. After successfully connecting to the site, only the <u>Logout</u> and <u>Help</u> buttons become active. If the login failed, the buttons do not change and an error is displayed in the <u>FTP activity window</u> in the <u>Status/Navigation pane</u>.

# Logout

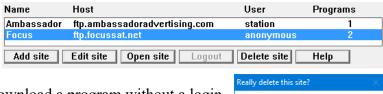
Disconnects from the site and enables the other buttons and allows <u>editing of site</u> information.

Closing the <u>FTP Manage site window</u> automatically logs out of a site.



#### **Delete site**

Highlight the site to be deleted and click on "Delete site" to remove the site. This also removes the programs from that site and listed in the <u>Program List</u> preventing



the Amb-OS User Interface from trying to download a program without a login to the site.

A window opens to confirm the site deletion. "Yes" deletes the site and file settings for that site and "No" leaves the site and the files.

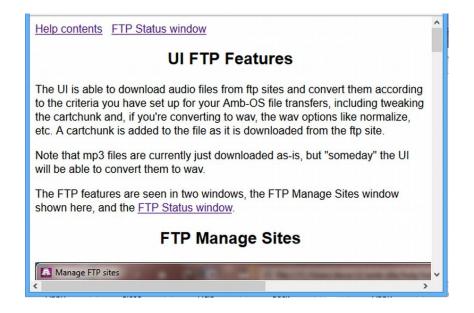


#### **WARNING**

Deleting a site removes the programs associated with that site and the deletion cannot be undone.

#### Help

Opens the help file for the FTP site manager.



#### Edit Site Pane

This pane and the <u>Save site</u> button stay inactive until clicking either the <u>Add site</u> or <u>Edit site</u> button. While data may be entered without clicking on the <u>Add site</u> or <u>Edit site</u>, the data cannot be saved.

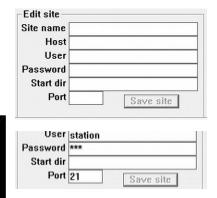
#### **WARNING**

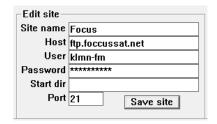
The data in the Edit site window cannot be saved unless <u>Add site</u> or <u>Edit site</u> activated the pane.

The <u>Save site</u> window becomes active after clicking on the <u>Add site</u> or <u>Edit site</u>. The <u>port</u> is automatically set to the default port of 21.

**Site name**: Any name can be entered to easily identify the site. A site name is required to save the site's login information.

**Host**: Enter the URL of the site. While most FTP sites begin with "ftp," some may begin with "www" so verify the correct URL name.





#### WARNING

Do not put in the protocol parameter (ftp:// or http://) for a proper URL.

**User**: Enter the user name for the site. Some sites allow an anonymous login. If so, enter "anonymous" as the name. Many sites require a specific user name and some sites have case sensitive user names. Contact the ministry to obtain a user name.

**Password**: Enter the password of the site, which is usually case sensitive. If the user name is "anonymous," sometimes this can be blank. If that fails, enter an email address or just some text with "@" in it (for example, "get@in"). If a site requires a specific password, contact the ministry to obtain a password.

**Start dir**: Most sites automatically start in a directory that has the downloads and this can be left blank. However, some sites hide directories or have several layers of directories and the start directory can be used to go directly to the desired location. If so, put in the path of the directory with the programs; for example, "/radiostation/complete." After selecting a directory with the desired programs, the Amb-OS User Interface will not need to be directed to that program directory and there is no need to wade through a directory tree to find programs.

**Port**: The default FTP transfer port is 21. Unless a ministry specifies a different port, use the default port.

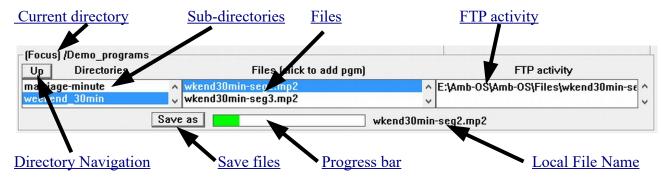
**Save site**: After entering the parameters, click on Save site to store the settings. The new site will be listed in the <u>Manage site pane</u>.

#### **WARNING**

Clicking on <u>Add site</u> before <u>Save site</u> clears the settings without saving them and they will have to be entered again.

# Status/Navigation Pane

Navigates through an FTP site, allows selecting of programs and displays the <u>FTP Activity.</u>



Current Directory: Shows name of the FTP site and the currently selected directory. "/" is the root directory of the users FTP access to a site. **Directories** 

Before opening a site, the current directory has "Open site" displayed.

**Up**: Moves up the directory tree after going into <u>sub-directories</u>.

**Save as:** Allows a highlighted program to be saved immediately.

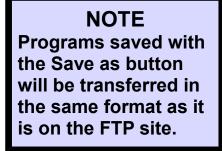
Up

Up

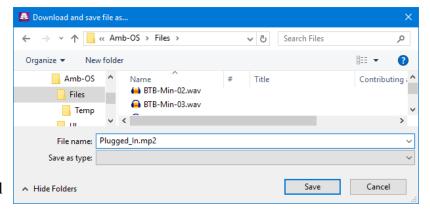
(Ambassador) /users/stations-

Directories

Any file can be saved. The format of the original file does not matter. A normal save dialog box opens to select the directory and the name of the saved file.



Programs saved with "Save as" will not have any of the parameters in



Save as

the <u>FTP pattern</u> applied and it will not do any format conversions. Any name can be used in the "File name" option in the "Save as" dialog box. Select one file at time and a new program cannot be saved before the previous program completes Save as downloading.

With no program selected, "Save as" is inactive.

Save as **Progress bar:** Displays the progress of the <u>saved program</u>.

**Local File Name**: The name of the local program.

Plugged\_In.mp2

**Sub-Directories**: Click once on the desired directory to open the directory. If no files appear in the Files window, then only sub-directories exist. If the directories do not change when a sub-directory is selected, then no sub-directories exist.

Use the "up" and "down" arrow keys, on right of the window, to navigate through the directory list.

**Files**: This shows the content of the selected <u>directory</u>. Any of the programs or files can be selected for saving and for automated downloads in the Edit program pane.

errors. After logging out (closing) of a site, the FTP activity

log keeps the log for that site until opening a different site. After closing a site and opening a site, a new log begins and it

Use the "up" and "down" arrow keys, on right of the window, to navigate through the program list. Click once on a program or file to add it to the Edit program pane.

**FTP activity**: This shows the current status of the site and any



Files (click to add pgm)

A BoundlessAirCheck LA02-2 242 MP3.mp3 GregSmalley\_PuckerUp\_MP3.mp3

Files

Files

File being sa

^ 001.mp2

√ 003.mp2

(Focus) /Demo programs

Castilian Programs

Focus Commentary

Focus Commentary

(Focus) /De

Save as

**Directories** 

Directories

clears the log for the previous site. The Message window in the main Amb-OS User Interface also logs all activity. The messages from the previous site remain in that window. Because the main activity log window records all Amb-OS User Interface activity, the messages from the FTP activity get intermixed with other messages and may be hard to find.

Use the "up" and "down" arrow keys, on right of the window, to navigate through the activity list.

#### NOTE

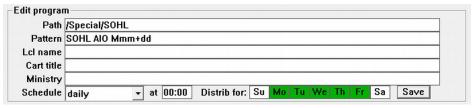
The FTP activity window is cleared when a different site is opened.

#### NOTE

New programs can be added only when logged into a site.

# Edit Program Pane

After selecting a program in the <u>Status/Navigation pane</u>, the program comes in the Edit program pane for customizing the name. To have multiple programs from the site, select one program at time, edit the settings and save each program before selecting the next one.



#### **Path**

The selected program in the <u>Status/Navigation pane</u> automatically gets the path field filled. The Amb-OS User Interface saves this in order to be able to get to the same directory whenever it transfers. To account for changing years, months and days, the directory path has variables to automatically find the current directory. Use the variables rather than editing the path to change directories. If a ministry changes directories edit the path or select the program again with the new path.

If the path seems unclear, contact the ministry for an explanation on how they name directories.

Directory Naming Convention	Substitute Variable	
For directories with just a year (program/2015)	Substitute yyyy for 2015	
For directories with just a two digit month (program/02)	Substitute mm for <b>02</b>	
For directories with a three letter month (program/Feb)	Substitute Mmm for <b>Feb</b>	
For directories with the full month name (program/February)	Substitute Mmmm for February	
For directories with the quarter (program/1st)	Substitute Qqq for 1st	
For directories with the Spanish three letter month (program/Feb)	Substitute Eee for <b>Feb</b>	
For directories with the Spanish full month name (program/Febrero)	Substitute Eeee for <b>Febrero</b>	
Example		
ministry/program/2015/Feb	Substitute/program/yyyy/Mmm	
ministry/program/02February	Substitute/mmMmmm	

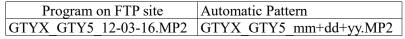
#### **WARNING**

Deleting the path information prevents a program from transferring.

#### **Pattern**

This allows using substitute variables in the program source name enabling the Amb-OS User Interface to find programs that change names or to ignore unpredictable elements. This can automatically find a program with a date in the name without daily intervention.

If the Amb-OS User Interface recognizes a pattern, it automatically applies the appropriate variables.



If left blank or the entered pattern does not match anything, a window pops up stating the rename pattern rules match the rename pattern in the rename files option.



If the name seems unclear, contact the ministry for an explanation on naming conventions.

Pattern Options			
FTP Program Name with	Substitute Pattern		
A four digit year, two digit month and day	Substitue:		
Program Name: prgm-20160210	prgm-yyyymmdd		
A two digit month, day and year	Substitute:		
Program Name: prgm-021016	pgrm-mmddyy		
A four digit year, two digit month and day with a separator between segments	Substitute:		
Program Name: prgm-2016-02-10, prgm-2016 02 10 or pgrm-2016 02 10	pgrmyyyy+mm+dd		
A four digit year, two digit month and day and a separator between segments	Substitute:		
Program Name: prgm-2016-0210, prgm-2016_2010 or prgm-2016 0210	pgrm-yyyy+mmdd		
A four digit year and two digit month and a separator between the segments	Substitute:		
Program Name: prgm-2016-02, prgm-2016_20 or prgm-2016 02	pgrm-yyyy+mm		
A two a digit month and day, four digit year and a separator between the segments	Substitute:		
Program Name: prgm-02-10-16, prgm-02 10 16 or prgm-02 10 16	pgrm-mm+dd+yyyy		
A two digit month and day	Substitute:		
Program Name: prgm-0210	pgrm-mmdd		
A two digit month and day and a separator between the segments	Substitute:		
Program Name: prgm-02-10, prgm-02_10 or prgm-02_10	pgrm-mm+dd		
A three letter month, a two digit day and a separator between the segments	Substitute:		
Program Name: prgm-Feb-10, prgm-Feb_10 or prgm-Feb 10	pgrm-Mmm+dd		
A three letter month, two digit day, a four digit year and a separator between the segments	Substitute:		
Program Name: prgm-Feb-10-2016, prgm-Feb_10_2016 or prgm-Feb 10 2016	pgrm-Mmm+dd+yyyy		
The full month name, two digit day, a four digit year and a separator between the segments	Substitute:		
Program Name: prgm-February-10-2016, prgm-February_10_2016 or prgm-February 10 2016	pgrm-Mmmm+dd+yyyy		
The full month name, two digit day, a "," after the day, a four digit year and a separator	Substitute:		
between the segments	pgrm-Mmmm+dd,+yyyy		
Program Name: prgm-February-10,-2016, prgm-February 10, 2016 or prgm-	pgiiii-iviiiiiiiiii ad, yyyy		
February 10, 2016 (more common)			
A three letter month, two digit day and two digit year	Substitute:		
Program Name: prgm-Feb102016	pgrm-Mmmddyy		
A four digit year, three letter month and two digit day	Substitute:		
Program Name: prgm-2016Feb10	pgrm-yyyyMmmdd		
A variable length month and day and checks for a separator between the month and day.	Substitute:		
Program Name: prgm-2-10-16 for February 10, 2016 or	pgrm-M+D+yy		
prgm-11-1-16 for November 1, 2016	170-111-2-11		
An unpredictable variable in a program name. If the program name has the program	Substitue "*" for the 137		
number, but they are not in order, then the program number would be ignored.	prgm-IFL* mm+dd+yy		
Program Name: prgm-IFL137 02-10-16			

# **WARNING**

# Only one "\*" or substitution can used in any one pattern.

Examples using the "\*" variable

Program Name	Substitute Pattern		
RTWL138-02-10-16.mp3	RTWL*-mm+dd+yy.mp3		
PI140124-GimmeShelter.mp2	PIyyddmm-*.mp2		
WW_Daily_01_31.mp2	WW_Daily_mm+dd.mp2		
Illegal use of "*" or substitution			
Program Name	Substitute Pattern		
PRGM-ABC_02-10-16-New.MP2	PRGM-*_mm+dd+yy-*.MP2		

#### Lcl name (required)

Input the name with the variables to customize the program name when it is transferred. The same options used in the File Renames can be used for FTP transfers except for combining multiple part programs.

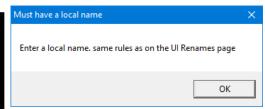
#### NOTE

Multiple part programs on FTP sites cannot be combined into one program with FTP transfer.

The Lcl name field cannot be left blank. Without a local name, the AMB-OS User Interface opens an error window.

#### **WARNING**

The local pattern must have an entry to give the program a name when transferred.



# Cart title (optional)

While the Amb-OS User Interface maintains the Cart Chunk information or adds it as specified in the System Info, a title can be added to the title field in the Cart Chunk data. Any name can be used, keep in mind the need of the automation system.

If left blank, no title is put in the title field of the Cart Chunk data.

# Ministry (optional)

Enter the name of the ministry. This field helps in organizing and identifying programs. Putting in a ministry name can aid in troubleshooting a missed transfer.

#### **Schedule**



Schedule daily

same day

daily+2

daily+1

Mondays

Tuesdays

Thursdays

Wednesdays

daily Sundays

The schedule sets the days in advance, time of day and the days the FTP transfers each program. Enable or disable any day by clicking on the day. Clicking on a day to enable it makes the background green. Clicking on a day to disable it, clears the background. Each program has to have the transfer days set individually.

#### Schedule Drop-down menu:

**Same day**: Log in on the day of the air date. This assumes the program airs week days and highlights Mo-Fr. Each day can be enabled or disabled. For example, for a program that airs on Monday, Wednesday and Friday disable Tu and Th by clicking on them.

**Daily+2**: Log in every day and search for programs two days before air date (ignores weekends – searches for Monday's program on Thursday and Tuesday's program on Friday). This assumes the program airs week days and highlights Mo-Fr. Each day can be enabled or disabled.

Daily+1: Log in every day and search for programs one day before air date (ignores weekends – searches for Monday's program on
Friday). This assumes the program airs week days and highlights Mo-Fr. Each day can be enabled or disabled.

**Daily**: Log in every day (ignores weekends). This clears all the days of the week and the desired days to transfer have to be selected individually.

Individual Days (Sundays thru Saturdays): Log in once a week on the day selected to transfer the program. Select the day during the week to transfer the program To get a weekend program scheduled to air on Saturday and is uploaded on Thursday, simply highlight Thursday. Set the time after the ministry uploads the program. When the program gets uploaded in the morning, use a time in the afternoon to transfer it.

Time: Specifies the time (in 24 hour format) when the Amb-OS User Interface will transfer a program. When using the same time to transfer all programs from the same site, the Amb-OS User Interface logs into the site once to transfer all the programs from that site. This eliminates unnecessary traffic on the host site.

#### NOTE

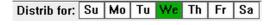
To reduce traffic on a hosts FTP site, use the same time to transfer all programs from that site.

The Amb-OS User Interface follows the After 12 PM (noon) Rule. Scheduled times before 12 PM (noon) transfers the same day's program and times after 12 PM (noon) transfers the next day's program.

#### **WARNING**

If the time to transfer is scheduled before a program is available, the program will be missed and have to be transferred manually.

**Distribution**: Select the days the program should be available on the FTP site to transfer. If a weekend program comes on



a Wednesday, make sure only "W" is green. If more days are selected for a one day a week program, the FTP will log in more than necessary. After transferring a program the first time, the Amb-OS User Interface will not transfer it again regardless of the number of days selected.

If a program does not get posted until after the selected day, the program will have to be <u>transferred</u> <u>manually</u>. For example, selecting Tuesday to transfer a program posted on Wednesday.

Clicking on one of the days will clear the individual box. Double clicking on any of the weekdays will clear the boxes if they were highlighted and select them if they were clear.

Distrib for: Su Mo Tu We Th Fr Sa if they were clear.

Save: After setting all file settings and transfer times, click on "Save." Save

#### **WARNING**

If the <u>Manage sites</u> window is closed or another program is selected before clicking on Save, all edits and changes will be lost.

# Programs (Status) Pane

This shows the name of the FTP site and the programs associated with that site. The title of the pane shows the name of the FTP site as listed in the <u>Site Maintenance pane</u>. Clicking on a site in the <u>Site Maintenance pane</u> shows the programs associated with that site. Program information from the site can also be edited without logging into the associated FTP site.



the program with its name when it is transferred.

**Schedule**: Displays the frequency of transfer and the time (24 hour) of the transfer.

**Pattern**: Displays the pattern used to check for programs on the FTP site.

**Remote Path**: Displays the <u>directory tree</u> for the program to be transferred.



# **Edit Pgm**

Allows the program information to be edited in the <u>Edit programs pane</u>. Double clicking on a program in the window will also puts the program in the <u>Edit programs pane</u>.

The editing mode can be done while logged into a site, but a site cannot be opened when editing program parameters.

# **WARNING**

Editing the Remote path will cause a program to not transfer if the modified path does not exactly match the path on the FTP site.

# Delete pgm

Deletes the highlighted program. Deleted programs cannot be recovered and will have to be recreated.



#### Global Buttons

#### **Export to File**

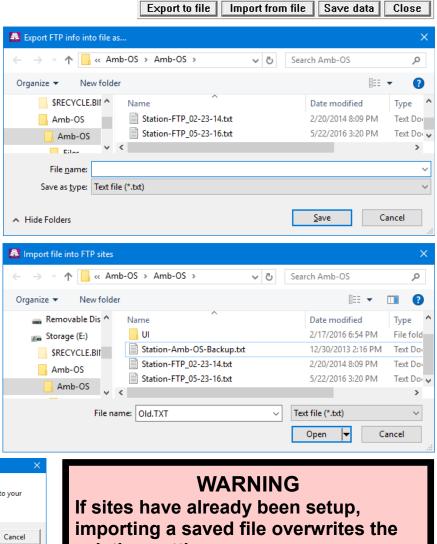
Exports the FTP settings. Clicking on Export to file opens a save dialog box to select the file name and the directory. Input the desired file name and click on "Save."

This stores the program list to restore previous settings or to bring in settings when installing a new Amb-OS User Interface.

#### Import from File

Imports the saved settings. Click on Import from file to import a saved settings file. Select the directory and the file that was saved and click on "Open."

If sites have already been setup, a warning box opens with the reminder that the current settings will be overwritten.



# You already have FTP sites set up. Importing will append the new entries to your current list. You will want to go back and delete any duplicate entries

existing settings.

Export to file | Import from file

#### Save Data

Changes made to a program enables the "Save data" button and allows adding or editing another

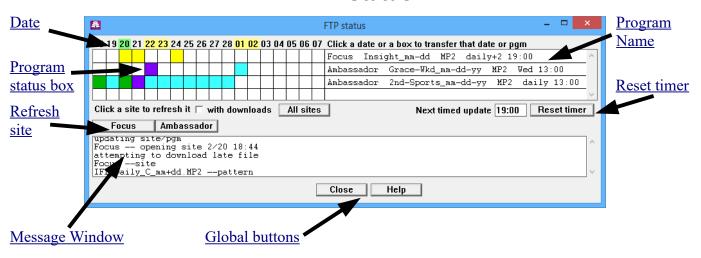
program. Clicking on the button saves the changes. However, closing Manage sites, clicking on Close or the Windows® red "X" (upper right) also saves the data.

#### Close

Closes the Manage Sites window.

Save data

# **FTP Status**



#### Date

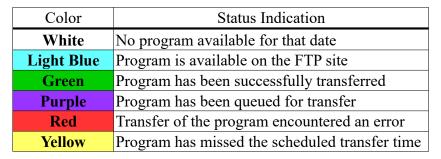
Shows an eighteen day schedule starting two days before the current date to verify programs have been transferred. Up to twenty programs programs can be listed.

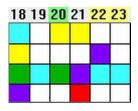


Clicking on a date transfers all available programs for that date, but programs that have already been transfer will be ignored.

# Program status box

Shows the status of the program with different colors.





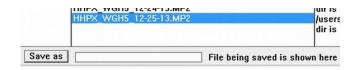
To transfer or re-transfer a program, click on a box that has a program for the day. Here are the actions the Amb-OS User Interface takes when clicking on the boxes (based on the color of the box).

Program available, but has not yet transferred – will transfer
Program missed – will transfer
Program available and has already transferred – will transfer again
Program queued for transfer – no affect
No program available – will not attempt a transfer
Program transfer error – another attempt will be made to transfer

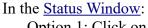
#### Manual FTP Transfers

In the Manage Sites window:

- 1. Log in to a site, navigate to the directory
- 2. Click on the program
- 3. Click on "Save as" to download it.



This method saves the program as the name entered in the "Save as" window and does not change the program's name in the files rename or convert it to a different format.

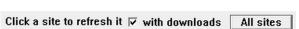


Option 1: Click on the date that has the missed program.

Option 2: Click on the box of the missed program.

Option 3: Refresh a site with the with downloads box checked. This transfers all programs that meet or have missed their transfer times.

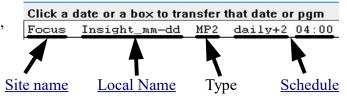
Do not use option 3 to transfer only one program.



► 29 30 <mark>31 01 02</mark> 03

# **Program Name**

Displays the site, local name, type of file on the site, and the transfer schedule.



**Site Name:** The name of the FTP site as specified in the Site Maintenance Pane.

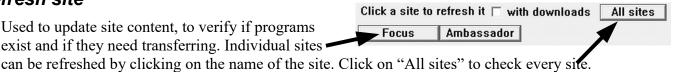
**Local Name**: The local name of the file (special extension is assigned by the System Information setting unless it is an MP3 program, then the extension is MP3).

**Type**: The type of file on the FTP site and not the type of file saved in the transfer.

**Schedule**: The frequency of the transfer (daily, once a week), days in advance to get the program (+#) and the scheduled time of the transfer.

#### Refresh site

Used to update site content, to verify if programs exist and if they need transferring. Individual sites



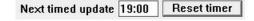
Check the box next to "With Downloads" and refresh one site or all sites. Programs meeting or have missed

Click a site to refresh it **▼** with downloads

their scheduled transfer time will be queued for transfer when the site is refreshed.

#### Reset Timer

Recalculates the next transfer event.



The timer checks for the next program based on the air date(s) selected in Edit Programs pane. A Saturday program schedule for a Wednesday transfer, is checked on Wednesday.

# Message Window

Displays the activity of FTP actions – <u>opening</u> or <u>closing</u> a site, transferring programs, etc. Closing the <u>FTP status</u> window erases the log. The Amb-OS User Interface activity window also records the messages, but they are

```
add ASLS_A6LS_02-14-14.MP2 site 3 pgm 5 at 15 (end) add ASLS_A6LS_02-15-14.MP2 site 3 pgm 5 at 16 (end) add ASLS_A6LS_02-16-14.MP2 site 3 pgm 5 at 17 (end) add ASLS_A6LS_02-17-14.MP2 site 3 pgm 5 at 17 (end) add ASLS_A6LS_02-17-14.MP2 site 3 pgm 5 at 18 (end) add ASLS_A6LS_02-18-14.MP2 site 3 pgm 5 at 19 (end) Ambassador -- closing site
```

mixed in with other messages and are not as organized and may be harder to find individual messages.

#### **Global Buttons**

**Close**: Closes the FTP status window (no confirmation).

Help: Opens the help file.

