

# Playout ONE

## FileCopy

radiostationsolutions

## USER MANUAL

v.1.0

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## BACKGROUND NOTES

**PlayoutONE FileCopy** is a utility that can perform a number of functions described in this manual. Without a license FileCopy will run up to 2 jobs. A license can be purchased from [support@playoutone.com](mailto:support@playoutone.com) to unlock unlimited jobs.

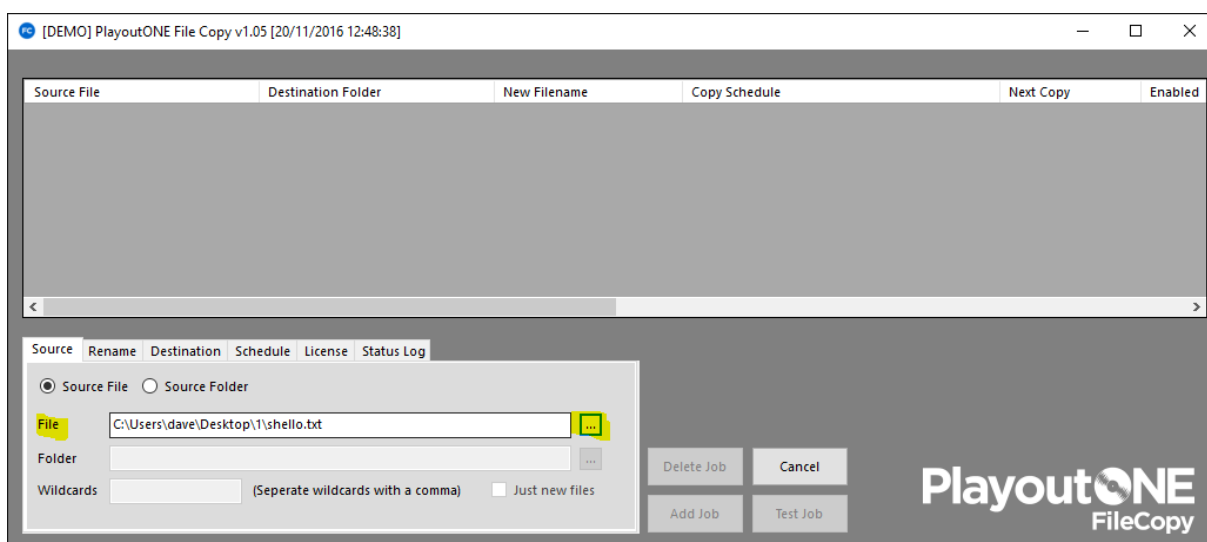
# COPY A FILE

To copy a file from one folder to another follow the steps below:

**Tip** – To download a file from the internet just type its file address in the source file box. Make sure it starts with <http://>

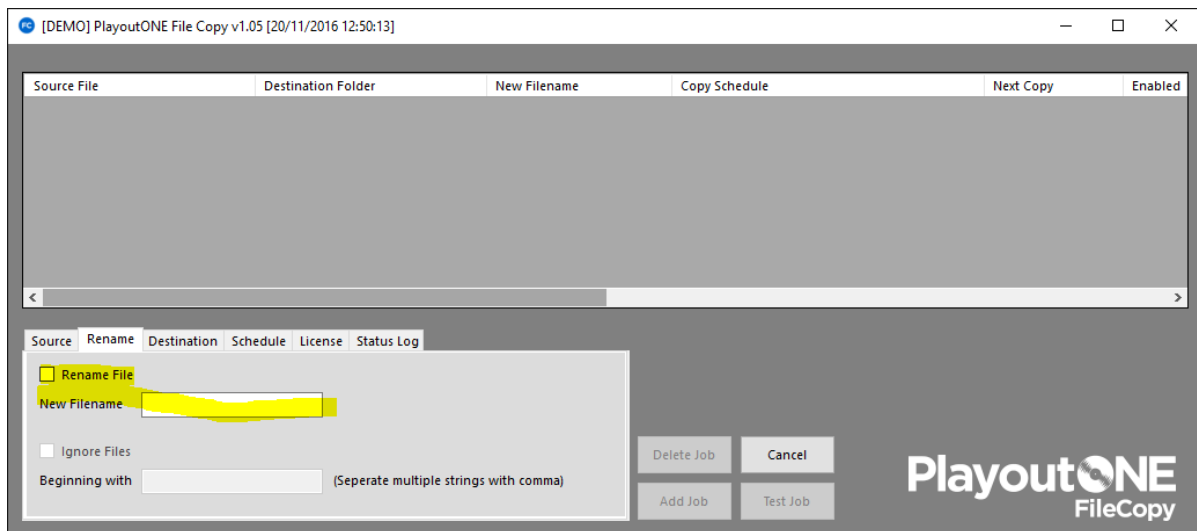
To download a file from a FTP site make sure the file box contains the following string: <ftp.server:Username:Password:Directory:File>

E.G. **ftp.playoutone.com:username:password:/root:news.mp3**

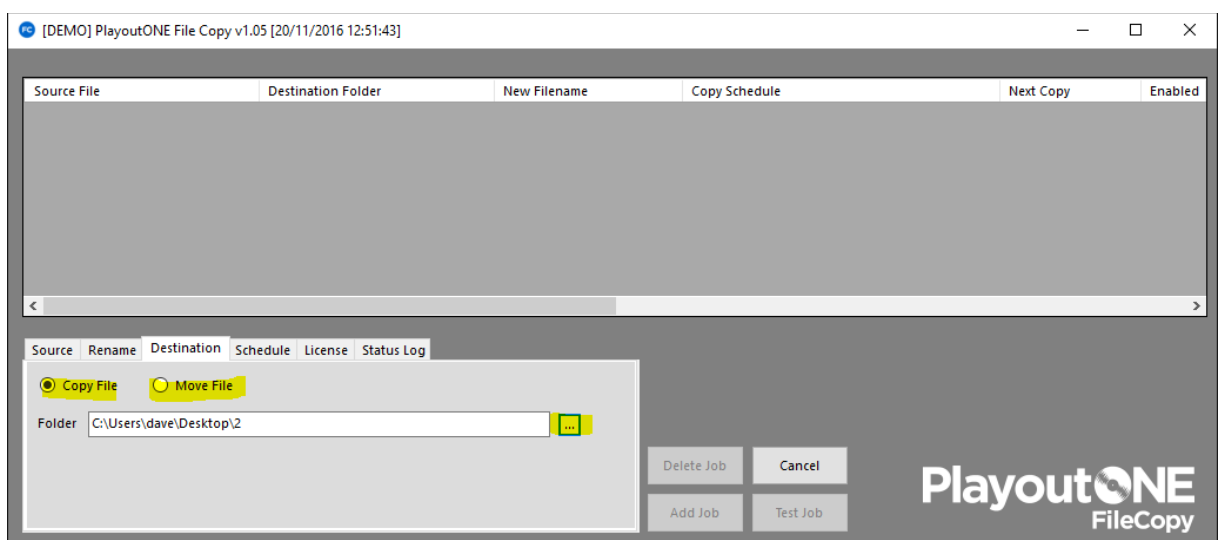


From the 'Rename Tab', choose to rename the file once it's been copied.

This can be useful if you need to copy a news bulletin from a shared Dropbox folder and rename it to the UID for **PlayoutONE Auto Importer** to import.



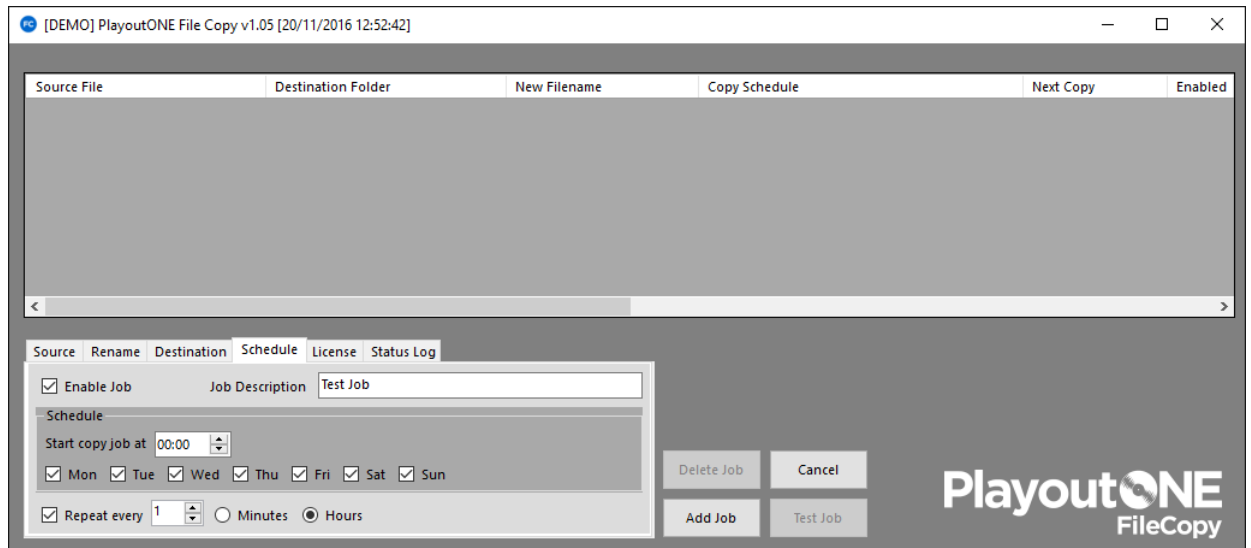
From the 'Destination Tab', choose the folder to copy or move the file into.



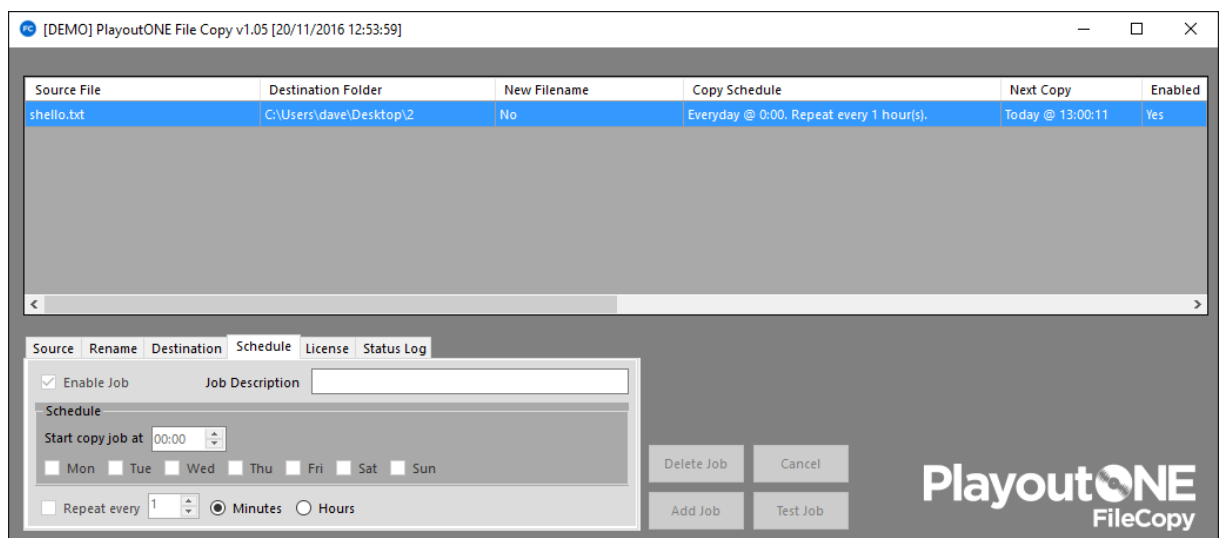
From the 'Schedule Tab', set the schedule for this job.

In the example below we've chosen to run the job every day and repeat on the hour.

**Tip** – Make sure you give your job a description!



Click 'Add Job' to commit the job to the job list.



**Tip** - to edit any job just double click the job on the grid.

# COPY MULTIPLE FILES FROM ONE FOLDER

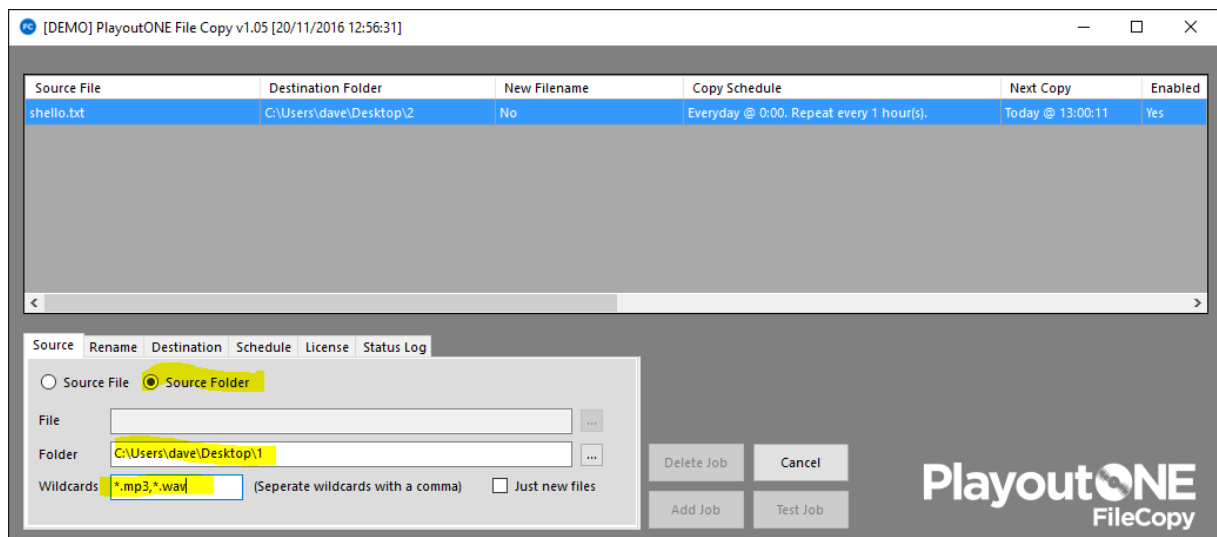
This mode is useful if you need to copy more than one file each time from a particular folder.

**Information** – In this mode the rename option is disabled.

From the 'Source Tab', select your source folder.

In the wildcards box, specify the file extensions you wish to copy. In the example below we are copying any MP3 or WAV files from the folder.

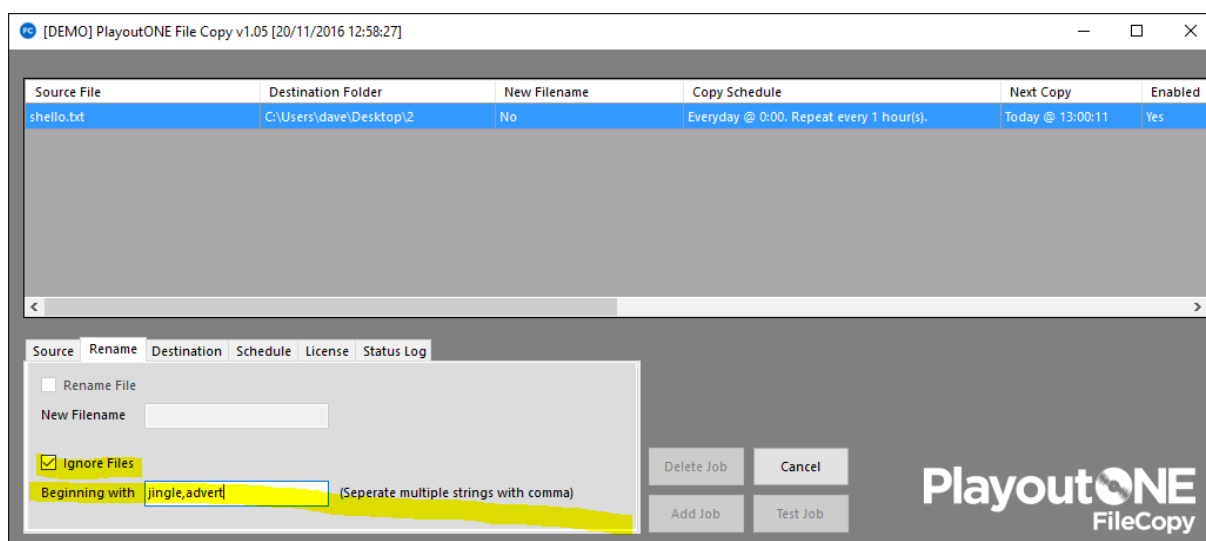
**Tip** – to specify more than one wildcard, just separate them with a comma



From the 'Rename Tab', choose to ignore files beginning with a certain string if required.

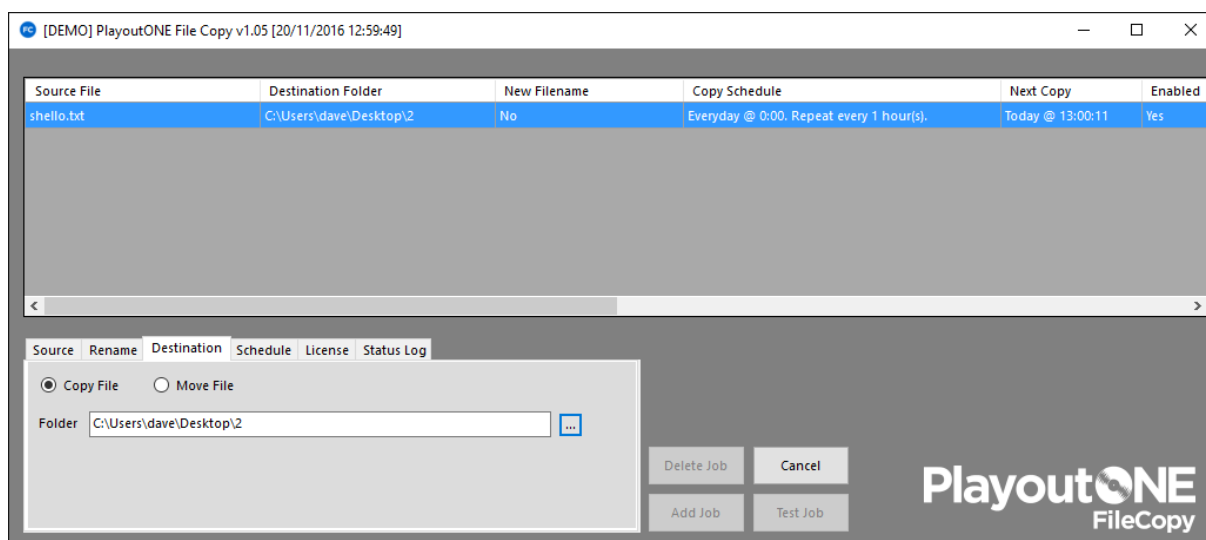
In the example below we are going to ignore any files beginning with 'jingle' or 'advert'

**Tip** – to specify more than one string to ignore, just separate them with a comma



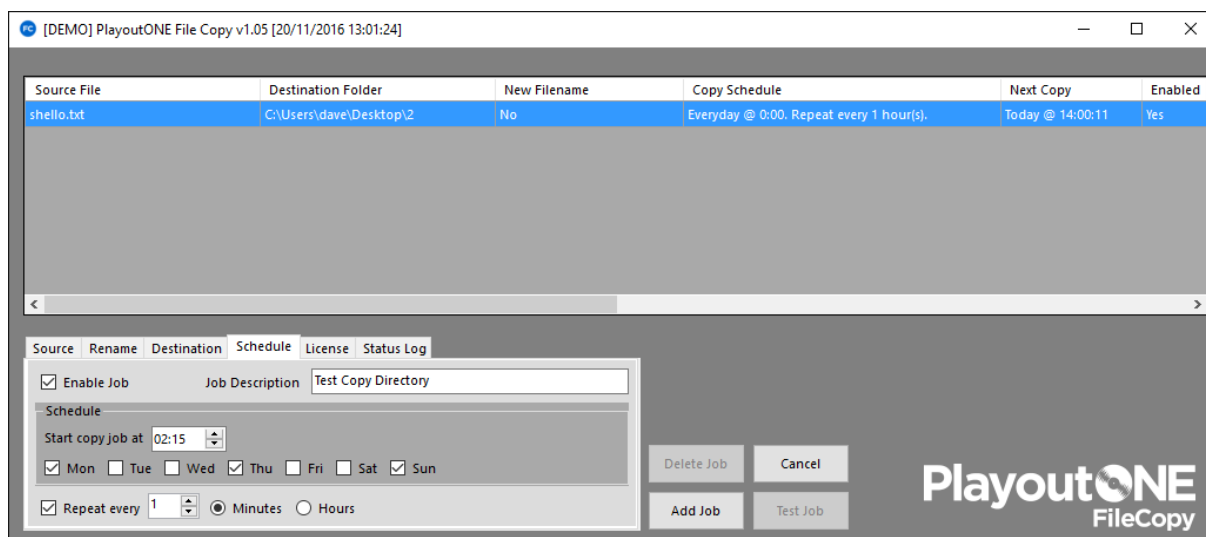
From the 'Destination Tab', select the destination folder.

We can also choose to Move or Copy a file.





From the 'Schedule Tab', set the schedule for this job.



In the example below we've chosen to start the job at 02.15 and repeat every 1 minutes.

**Tip** – Make sure you give your job a description!

Click 'Add Job' to commit the job to the job list.

[DEMO] PlayoutONE File Copy v1.05 [20/11/2016 13:02:01]

Source File	Destination Folder	New Filename	Copy Schedule	Next Copy	Enabled
shello.txt	C:\Users\dave\Desktop\2	No	Everyday @ 0:00. Repeat every 1 hour(s).	Today @ 14:00:11	Yes
*.mp3,*.wav	C:\Users\dave\Desktop\2	No	MO,TH,SU @ 2:15. Repeat every 1 min(s).	Today @ 13:02:11	Yes

Source | Rename | Destination | **Schedule** | License | Status Log

Enable Job      Job Description

Schedule

Start copy job at 00:00

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Repeat every 1  Minutes  Hours

Delete Job    Cancel

Add Job      Test Job

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**Tip** - to edit any job just double click the job on the grid

# COPY ONLY NEW FILES FROM ONE FOLDER TO ANOTHER

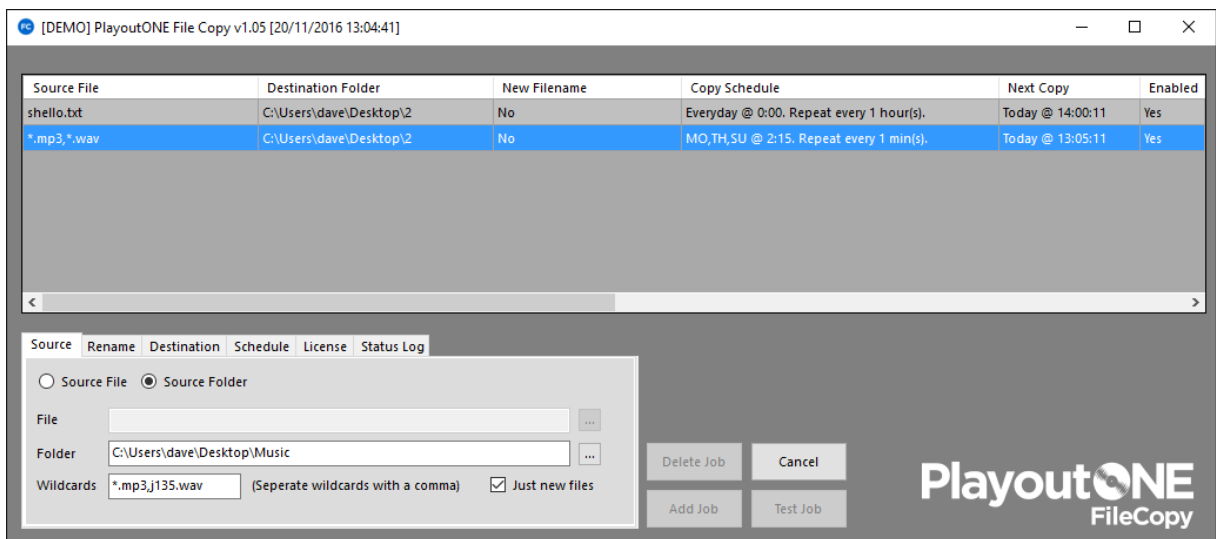
In this mode PlayoutONE FileCopy will monitor a directory based on the criteria set. When it detects a change to a file it will copy that new file to your destination folder.

From the 'Source Tab', choose your folder to monitor, and specify the wildcards.

In this example, we are going to look for any mp3 file and also J135.wav.

Tick the 'Just New Files' box.

if any new MP3 file is created or modified in the folder or J135.wav is modified or created then **PlayoutONE FileCopy** will proceed.

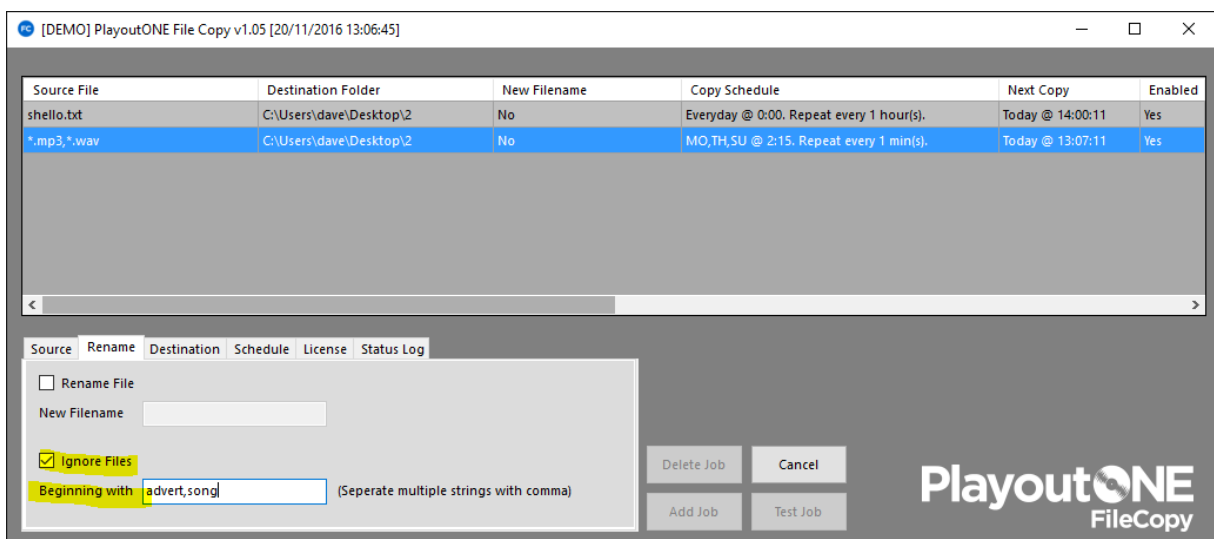


**Tip** – to specify more than one wildcard, just separate them with a comma

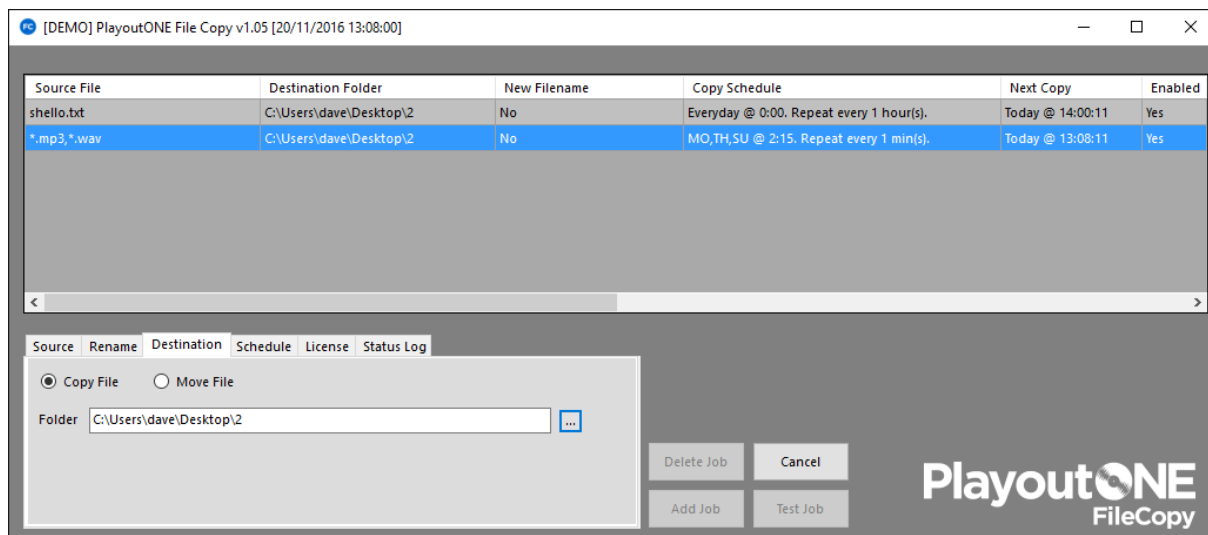
From the 'Rename tab', specify any file to ignore.

In the example below, I don't want PlayoutONE FileCopy to act upon any file that begins with 'advert' or 'song'

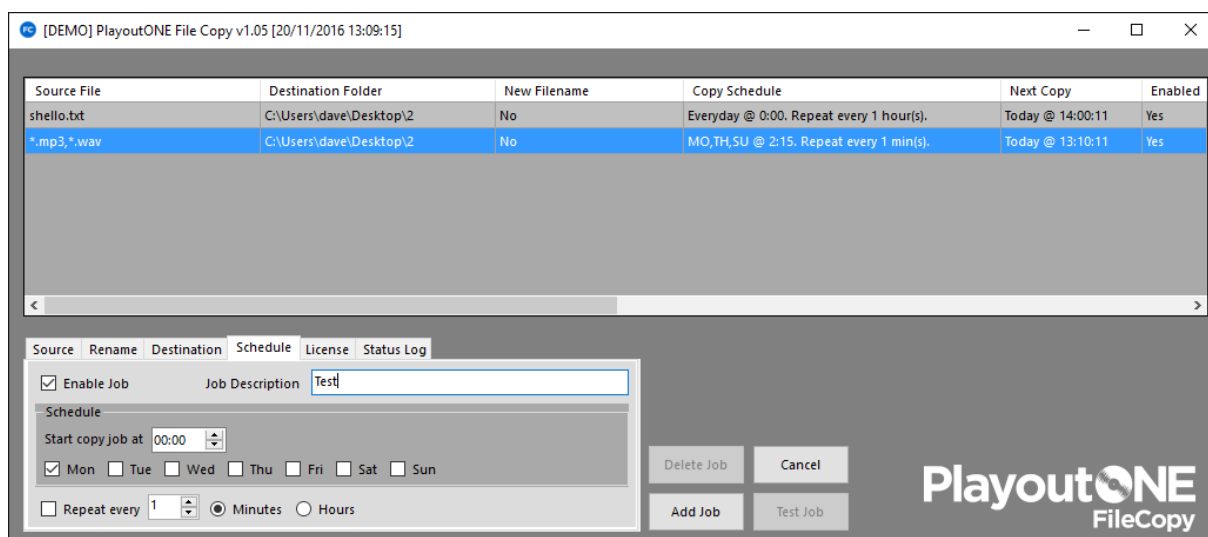
**Tip** – to specify more than one string to ignore, just separate them with a comma



From the 'Destination Tab', choose where to copy or move the files too.



From the 'Schedule Tab', set the schedule for this job.



In the example above I've chosen to start the job at 00.00 on Monday only.

**Tip** – Make sure you give your job a description!

Click 'Add Job' to commit the job to the job list.

[DEMO] PlayoutONE File Copy v1.05 [20/11/2016 13:10:12] - □ ×

Current selected row: 2

Source File	Destination Folder	New Filename	Copy Schedule	Next Copy	Enabled
shello.txt	C:\Users\dave\Desktop\2	No	Everyday @ 0:00. Repeat every 1 hour(s).	Today @ 14:00:11	Yes
*.mp3,*.wav	C:\Users\dave\Desktop\2	No	MO,TH,SU @ 2:15. Repeat every 1 min(s).	Today @ 13:11:11	Yes
*.mp3,j135.wav [Only New]	C:\Users\dave\Desktop\2	No	MO @ 0:00	Today @ 0:00	Yes

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Source | Rename | Destination | **Schedule** | License | Status Log

Enable Job      Job Description

Schedule

Start copy job at

Mon
  Tue
  Wed
  Thu
  Fri
  Sat
  Sun

Repeat every 
 Minutes
  Hours

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**Tip** - to edit any job just double click the job on the grid