



Myriad Anywhere Schedule – Quick User Guide

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Introduction

Myriad Anywhere Schedule is an add-on module for the Myriad Anywhere (Cloud or Self hosted) platform.

The role of Myriad Anywhere Schedule (referred to as Anywhere Schedule for the rest of the guide) is to provide web based access to most common scheduling and schedule maintenance tasks to allow you to plan and control scheduling workflows remotely via a compatible web browser.

The headline features included in Anywhere Schedule include:

- Add Songs, Links & Adverts.
- Edit metadata, timing, categorisation, restrictions and other information for Songs, Links and Adverts (but not edit audio).
- View Song & Link Category Decks (inc move items between Categories by dragging from one Category Deck to another).
- Manage your Adverts.
- Create, view and edit Simple & Advanced Clocks.
- Assign Clocks to hours of the week.
- Create, view and edit Station Rule Sets.
- View and edit the Log.
- Schedule / Un-schedule content.
- View Play Logs.
- View & edit content via the Medi Wall.
- Import content on to the Media Wall (including mass import via the Import Wizard).
- Browse content via the Media Library.
- View Copyright reports

Wherever possible, Anywhere Schedule mimics the user interface and workflow of the Myriad Schedule standalone application so should be instantly familiar to Myriad Schedule users.

Customers with Myriad Schedule Plus enabled will also be able to access the enhanced Categorisation and Rule options via Anywhere Schedule.

This guide is intended to highlight how to access Myriad Schedule tools via Anywhere Schedule, but this guide will not go into detail about how to use these tools to build and manage your station schedule, you should refer to the main Myriad Schedule documentation for in-depth information about how to use Myriad Schedule features to schedule content for your station.

Logging In

To login to Myriad Anywhere Schedule, start by visiting your standard Myriad Anywhere URL.

It will be something like *yourstation.myriadanywhere.com*

If you are self-hosting then use your standard URL.



Username

liamb

Password

☐ Remember Me



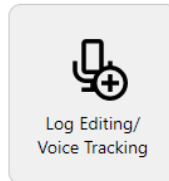
Connect

Login with your Myriad User credentials (please note that you need to have adequate Security Permissions to access Anywhere Schedule).

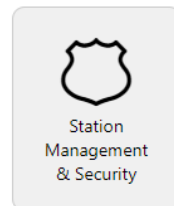
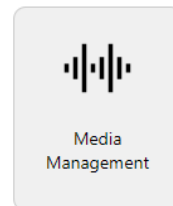
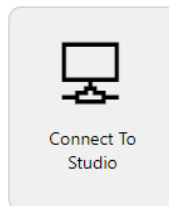
If you have not selected a preference, you will be taken to the Anywhere Launchpad.



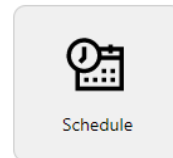
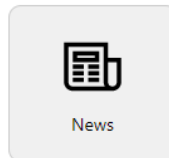
Anywhere Standard



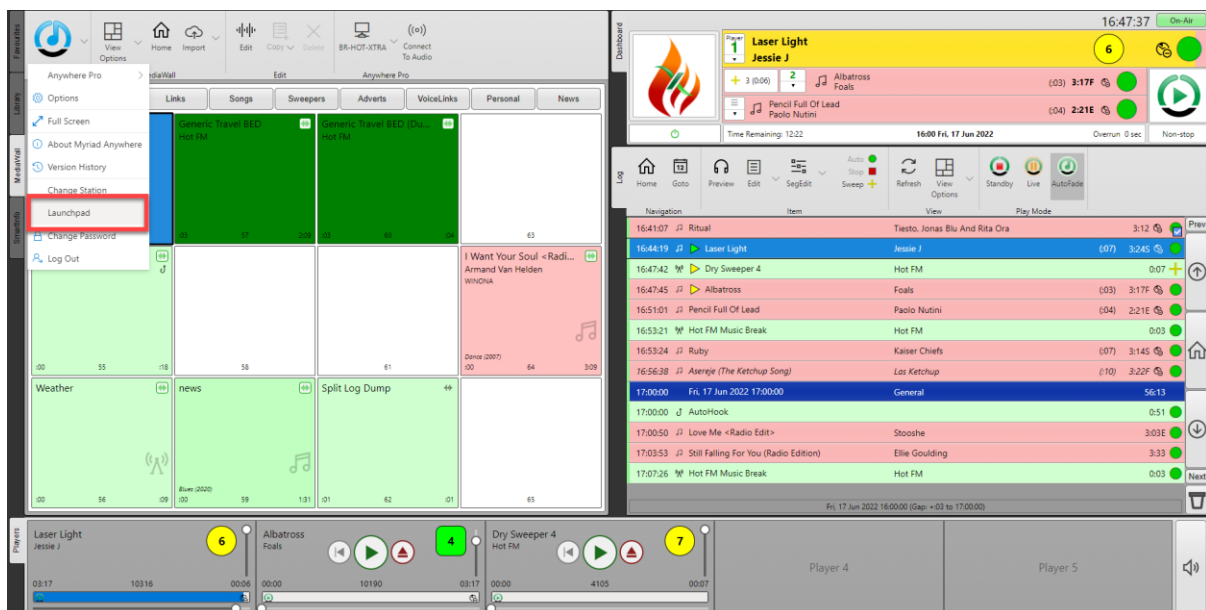
Anywhere Pro



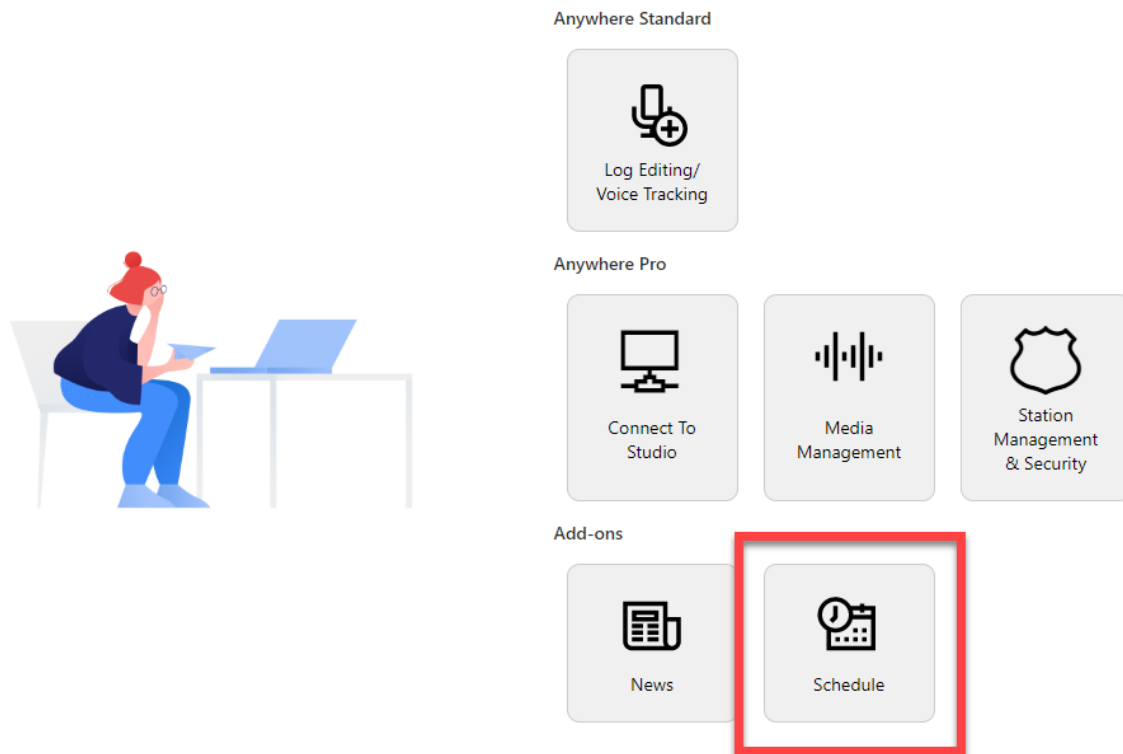
Add-ons



If you have previously selected to automatically open a specific Anywhere feature or you go directly to a feature URL (ie /studio for live shows) then you can return the Launchpad at anytime using the **Anywhere Menu** option.



Once you are on the Launchpad, click on the **Schedule** button in the **Add-ons** section.



Please note that this option will be disabled if you have not upgraded your Anywhere experience to include Anywhere Schedule.

Basic Orientation

In this section we will go through the general layout of Anywhere Schedule as well as cover some of the difference between Anywhere Schedule and the Myriad Schedule application.

Left Navigation Tab & Working Area



The basic layout of Anywhere Schedule has been built to emulate the look and feel of Myriad Schedule. The left-hand **Navigation Tab** is used to access all the primary features within Anywhere Schedule.

The options on the Left Navigation Tab will be familiar to Myriad Schedule users but we will cover them briefly later in this document.



Media

Add Song

Song Category Deck

Add Link

Link Category Deck

Add Advert

Advert Management

Media Grid

Media Import Wizard

Media Library

Clocks & Rules

Edit Clocks

Station Rules

Scheduled Log

View Log

Schedule Log

Un-Schedule Log

Log Hour Information

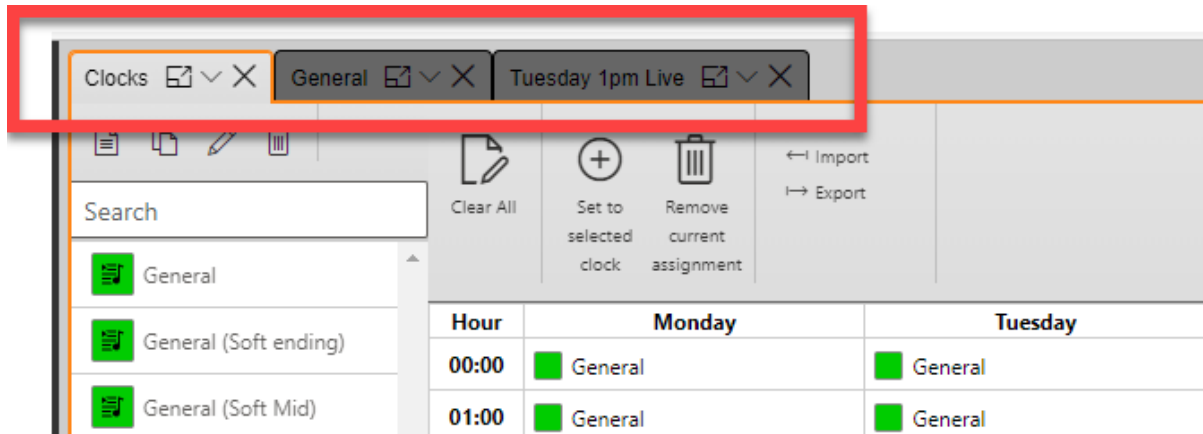
Play Logs

Play Logs

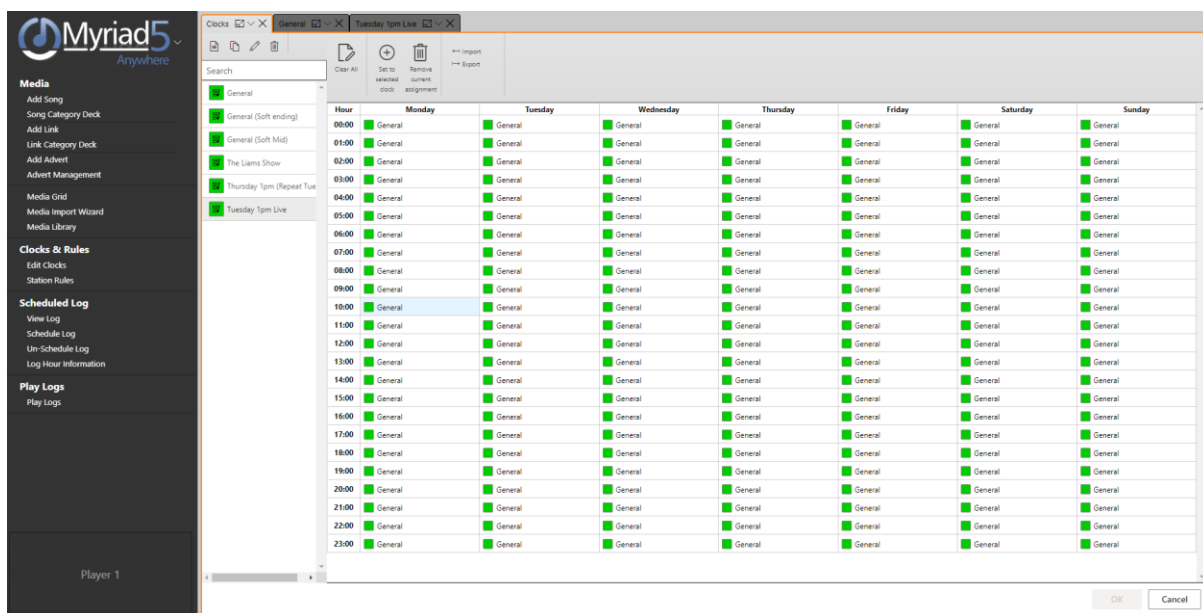
Player 1

The **Working Area** takes up the rest of the Anywhere interface and is where most elements will be displayed.

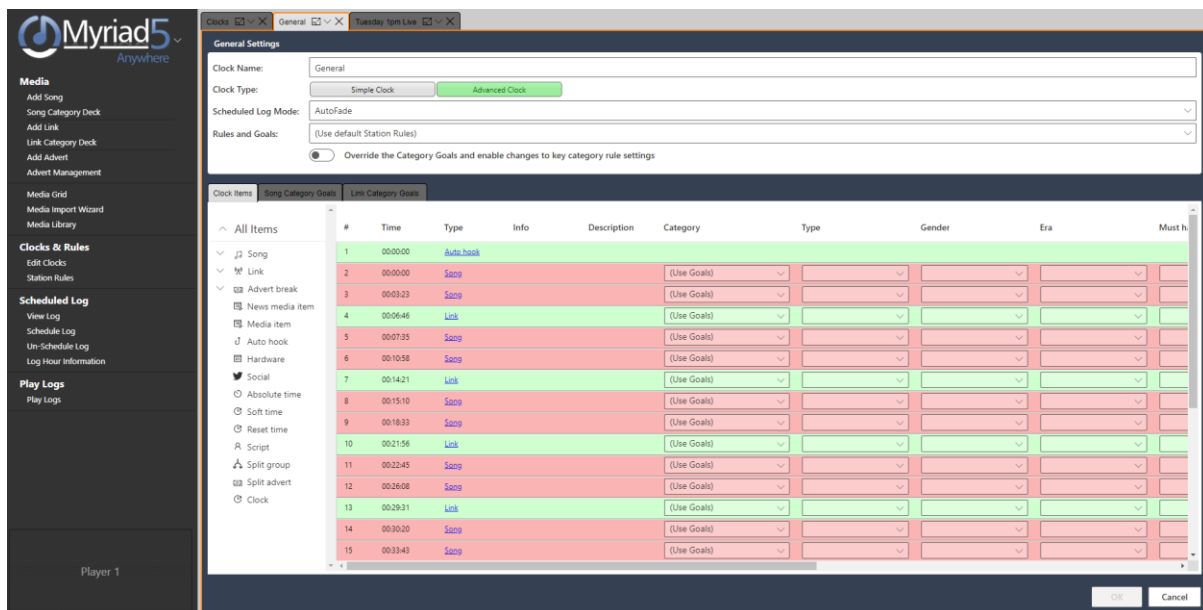
Unlike Myriad Schedule, the limitations of working within a web browser means that it is not possible to have multiple ‘floating’ windows with the Working Area so in Anywhere Schedule, the floating windows from Myriad Schedule are generally replaced with a series of tabs within the Working Area.



In the example above, we have a Clock Assignment tab open along with two Clock tabs.

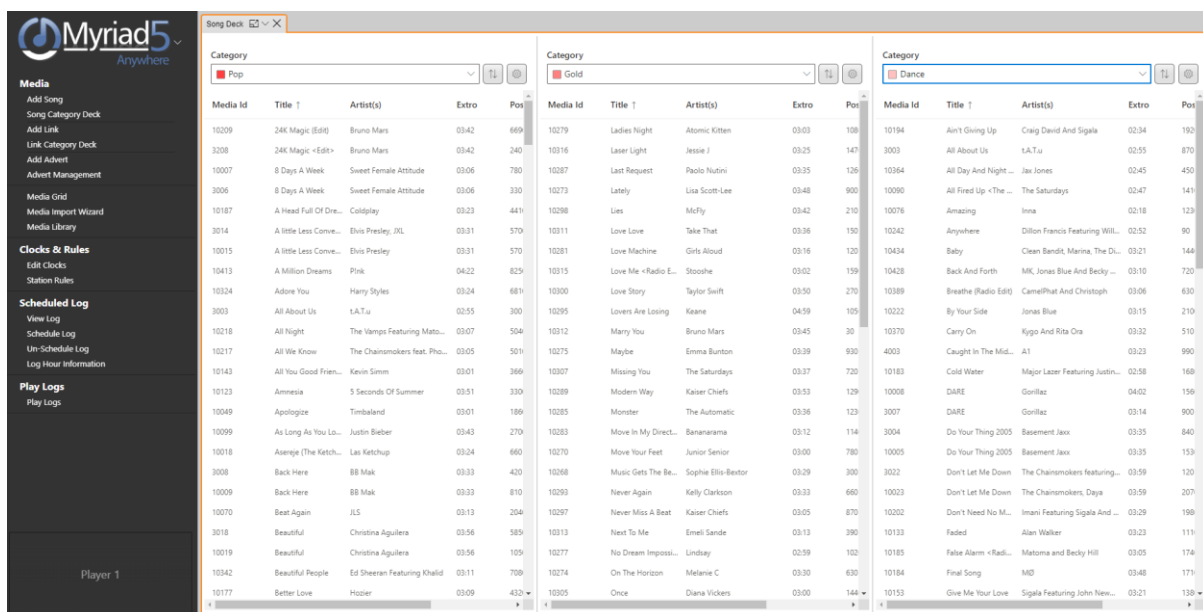


witching between the tabs will change the content in the Working Area.



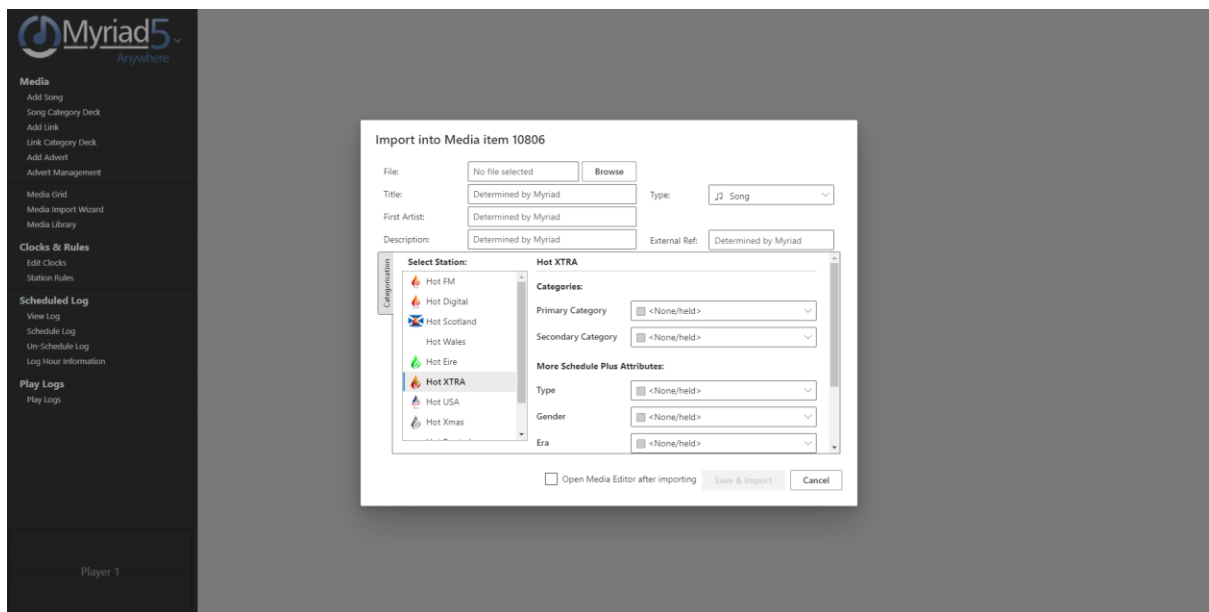
Whilst this is the most common way information it displayed in Anywhere Schedule; some views will look a little different.

In the case of the Deck Viewer, you can open multiple Deck View panels within a single Deck Viewer tab.

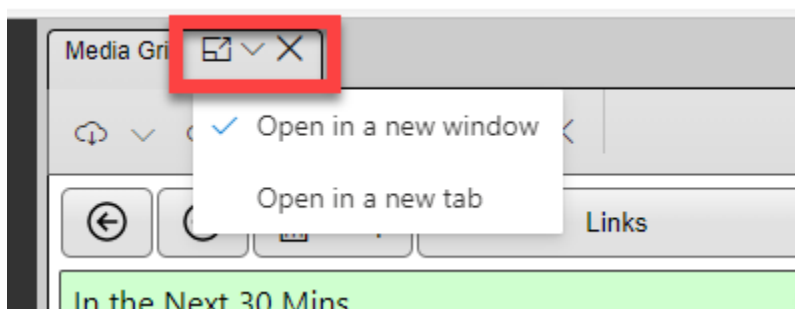


This allows you to drag content between Categories easily.

Some elements such as Add Song / Link / Advert windows open as a small windows over the top the Working Area. In these cases, you cannot have more than one open at a time.



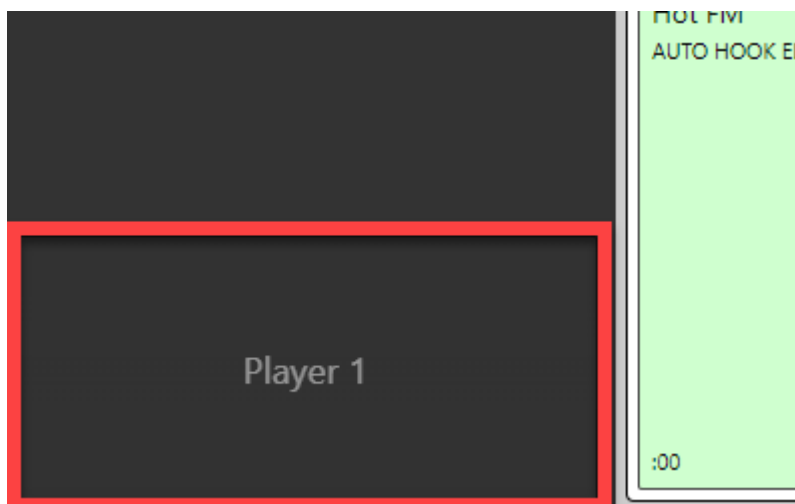
Like any tab within your web browser, you can click on the **Open New Window** option to open the tab in a new browser window it use the drop down option to open in a new tab instead.



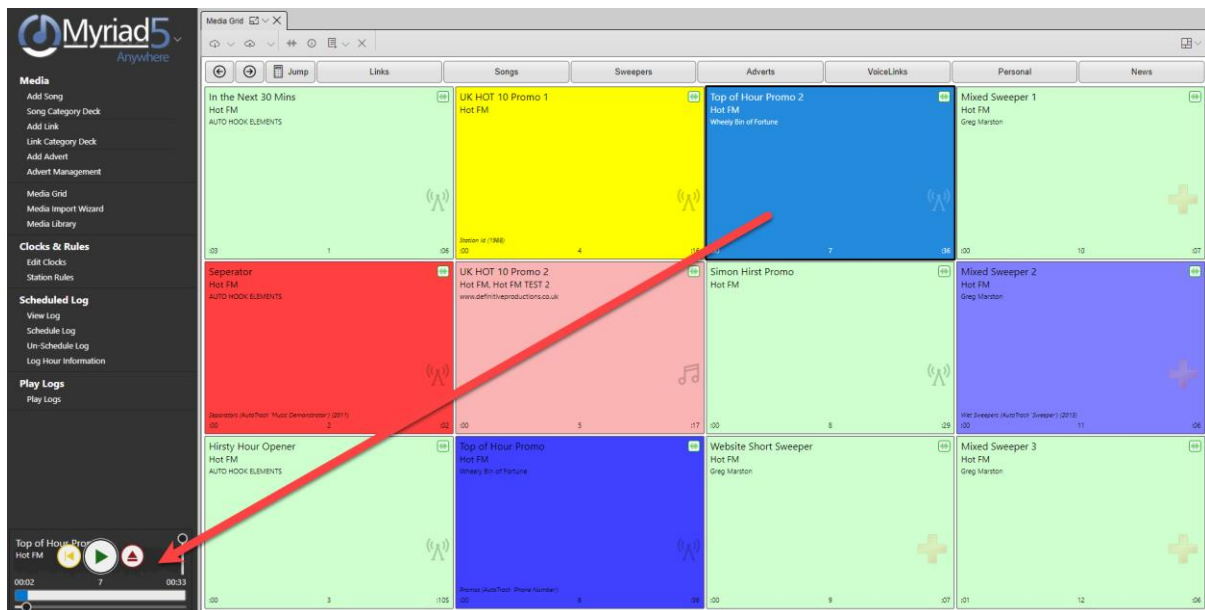
You can also use the  icon to close a tab.

Media Player

The Media Player is located at the bottom of the Left Navigation Tab.

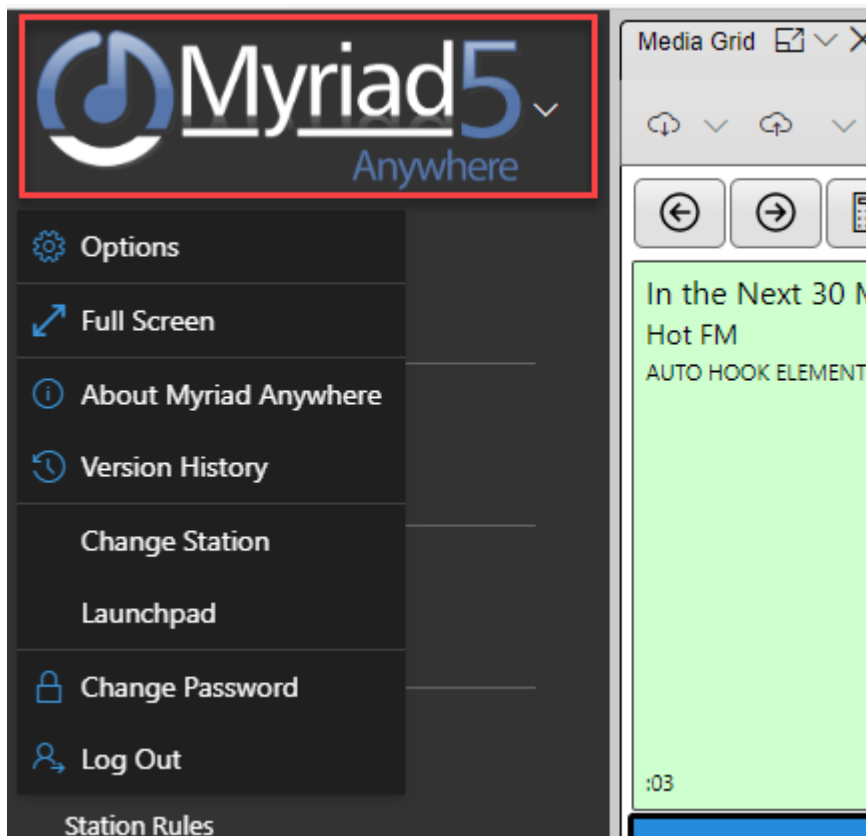


You can drag audio content into the Media Player to listen to it. If the content is not stored within your local Media Cache then the system will download it from your station.



Myriad Anywhere Menu

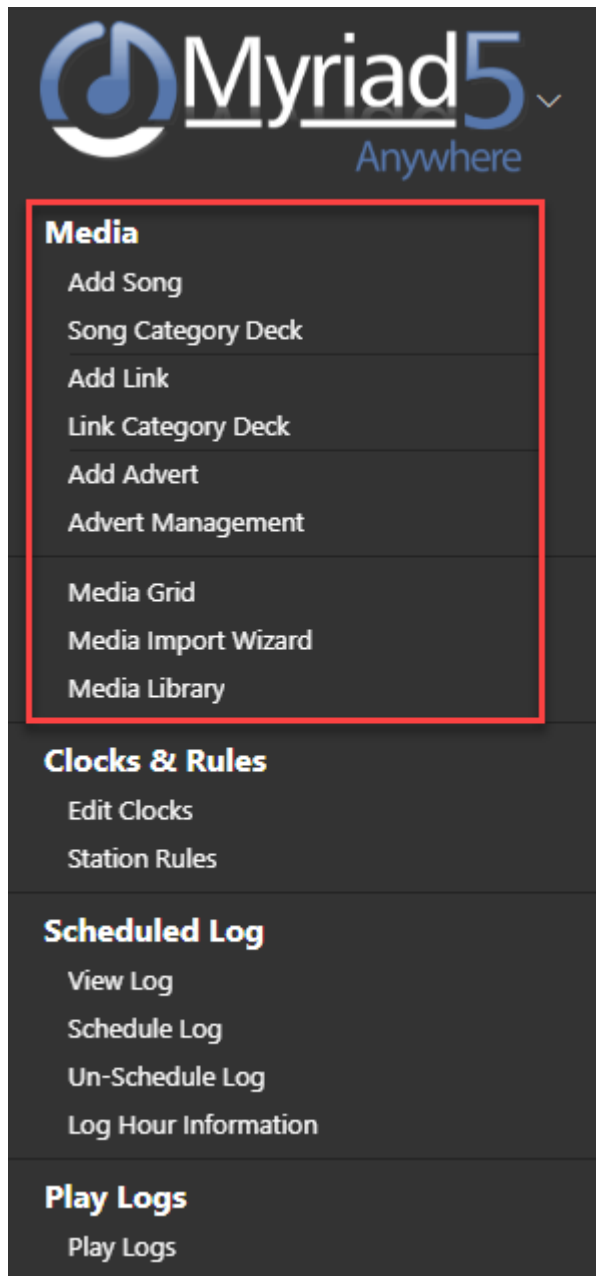
Click on the Myriad Anywhere logo at the top of the Left Navigation Tab to access the Anywhere Menu.



This allows you to adjust settings, change Stations, return to the Launchpad, change your password or log out of the system.

Media

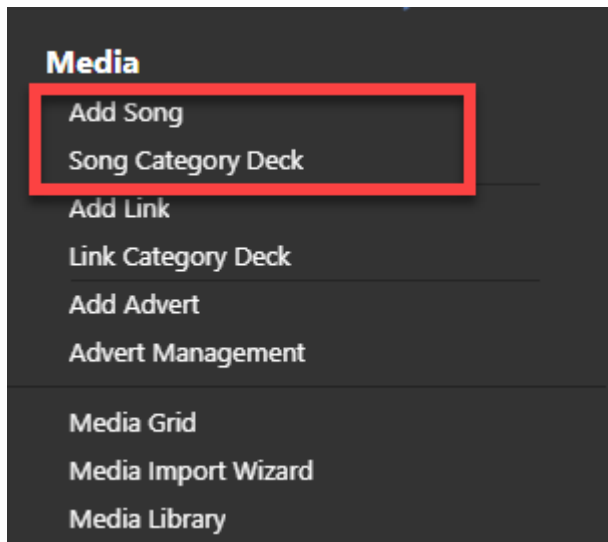
The Media section of the Left Navigation tab allows you to access a range of options relating to Songs, Links, Adverts and Media Management.



For clarity, we have split the options in this section into **Songs, Links, Adverts & More Media Options**.

Songs

The Songs options within the **Media** section on the Left Navigation Tab can be used to add new Songs as well as browsing the Songs in specific Categories using the Song Category Decks.



Adding A Song

To add a new Song to the system, click on the **Add Song** option on the Left Navigation Tab.

This will a Media Import window (pre-set to import content as a Song) which can be used to upload an audio file and set the relevant additional information.

Import into Media item 10809

File: 39 Confide in Me (Radio Edit) **1** Browse Add Related Files

Title: Determined by Myriad **2** Type: **3** Song

First Artist: Determined by Myriad

Description: Determined by Myriad External Ref: Determined by Myriad

Select Station: **Hot XTRA**

Categories:

Primary Category: Pop

Secondary Category: Gold

More Schedule Plus Attributes:

Type: Big Hits

Gender: Female

Era: 90s

☒ Open Media Editor after importing **Save & Import** Cancel

1. Click on **Browse** to select the audio file you want to add as a Song.

- Typically, the **Title & First Artist** fields will be left as 'Determined by Myriad' which means the system will use the information embedded in the audio file. You can override this by typing in the Title and Artists if you prefer.
- The **Type** will be pre-selected as **Song** but you could change that if necessary.
- If your Myriad Playout system is setup to allow different Categorisation per Station then you can select use the **Select Station** option to set Categorisation for each station. If you do not use this mode then the Select Station section will not be visible.
- Set the **Primary and Secondary** Song Categories for the song.
- If you have **Schedule Plus** then you can also set the **Type, Genders & Eras**.

Import into Media item 10810

File: 39 Confide in Me (Radi... Browse Add Related Files

Title: Determined by Myriad Type: Song

First Artist: Determined by Myriad

Description: Determined by Myriad External Ref: Determined by Myriad

Select Station:

- Hot FM
- Hot Digital
- Hot Scotland
- Hot Wales
- Hot Eire
- Hot XTRA**
- Hot USA
- Hot Xmas

More Schedule Plus Attributes:

Type: Big Hits

Gender: Female

Era: 90s

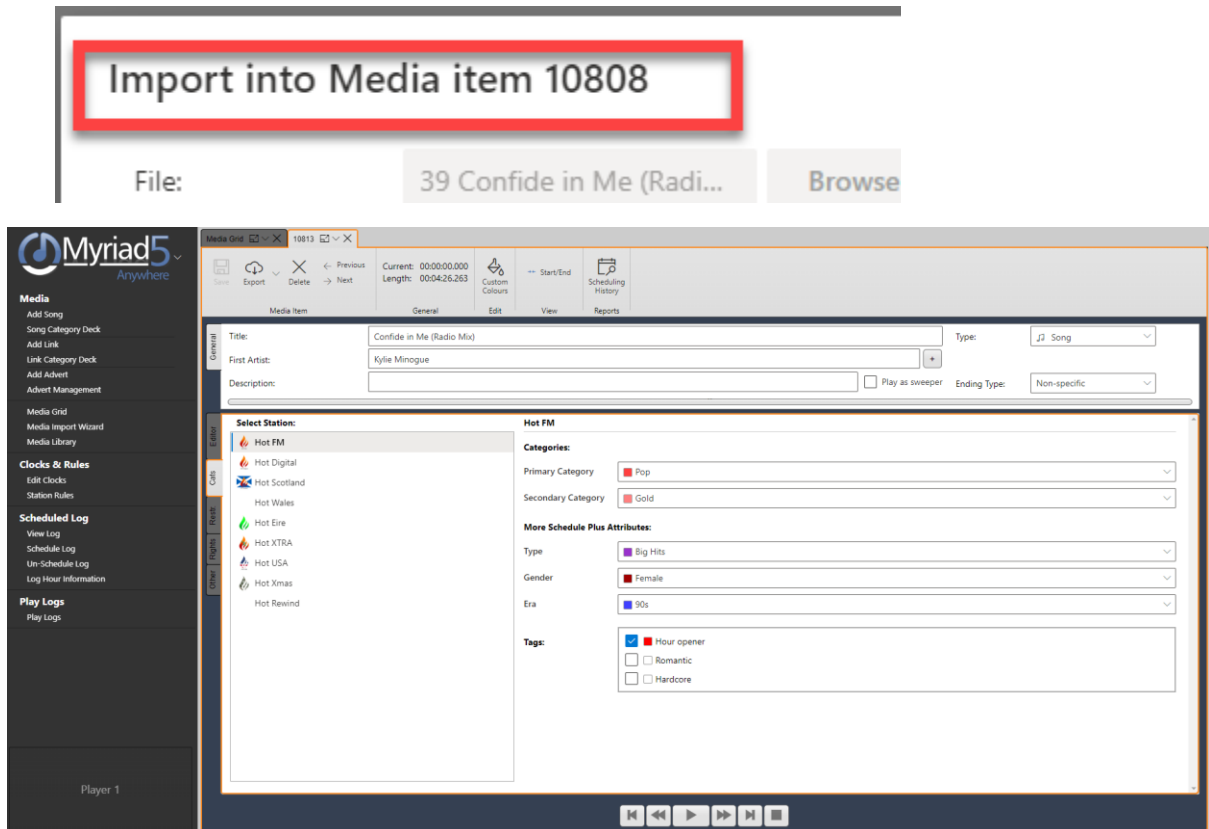
Tags:

- ☐ Hour opener
- ☐ Romantic
- ☐ Hardcore

☐ Open Media Editor after importing 8 Save & Import 9 Cancel

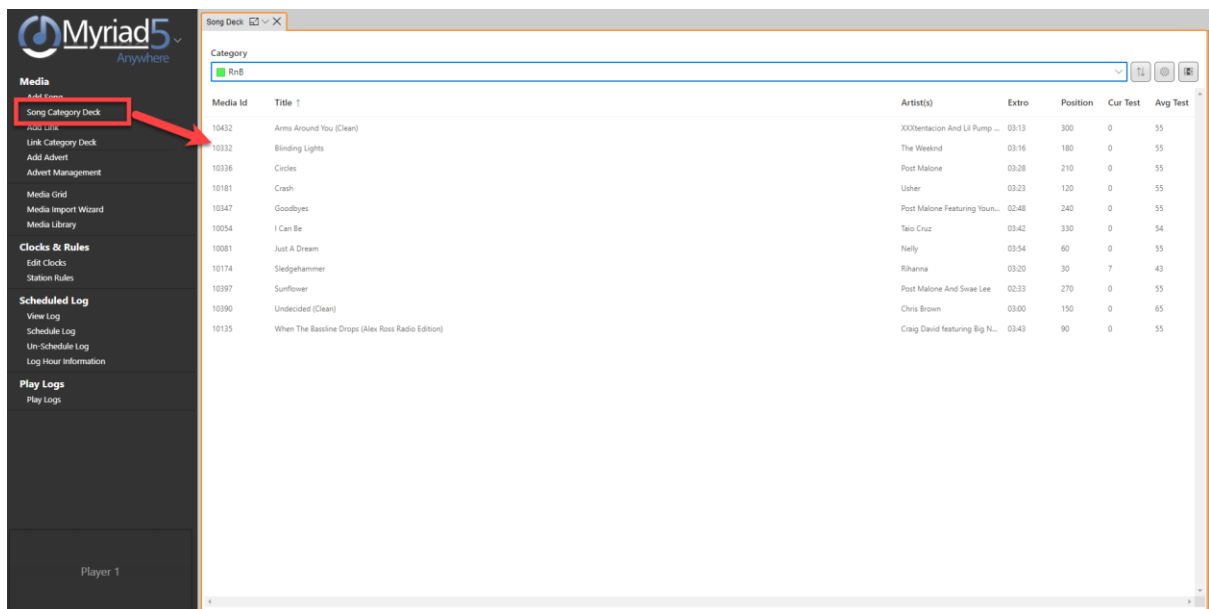
- If you scroll down, you will also see the **Tags** section which allows you to tick one or more Tags that will be applied to the Song. Please note that for stations that do not use Schedule Plus, the Tags sections will be displayed directly below the Category section.
- The **Open Media Editor after importing** option will immediately open the Media Edit window once the file is uploaded. This allows you to set additional details that are not included in the Import window.
- When you are happy, click on **Save & Import**.

The Song will be added to an empty Media ID in the Songs range on your system. The Media ID is displayed at the top of the Import window.



Song Category Deck

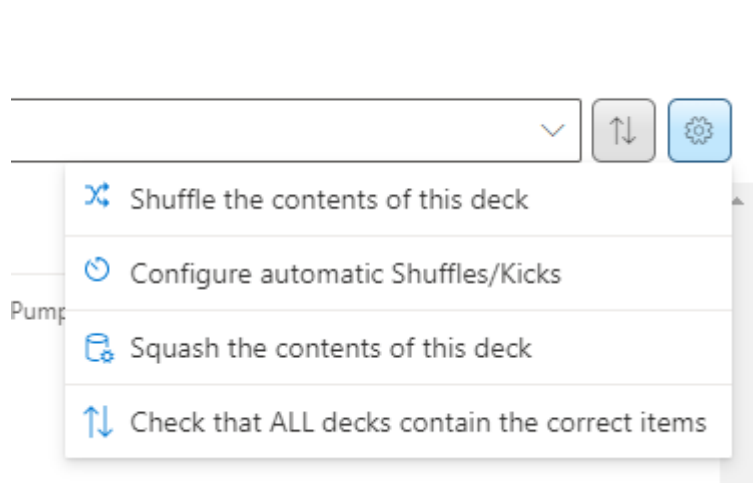
The Song Category Deck is used to view all the content within a Song Category. To open a Song Category Deck, click on the **Song Category Deck** option on the Left Navigation tab. This will open a single Song Deck tab.



The Song Deck tab has the following options.

Category 1						
RnB 2					↑↓ 3	⚙️ 4
Media Id	Title ↑	Artist(s)	Extro	Position	Cur Tes	Avg Test
5	Arms Around You (Clean)	XXXtentacion And Lil Pump ...	03:13	300	0	28
10332	Blinding Lights	The Weeknd	03:16	180	0	28
10336	Circles	Post Malone	03:28	210	0	28
10181	Crash	Usher	03:23	120	0	28
10347	Goodbyes	Post Malone Featuring Youn...	02:48	240	0	28
10054	I Can Be	Taio Cruz	03:42	330	0	28
10081	Just A Dream	Nelly	03:54	60	0	28
10174	Sledgehammer	Rihanna	03:20	30	10	44
10397	Sunflower	Post Malone And Swae Lee	02:33	270	0	28
10390	Undecided (Clean)	Chris Brown	03:00	150	0	70
10135	When The Bassline Drops (Alex R...	Craig David featuring Big N...	03:43	90	0	28

1. The **Category** drop down allows you to select the Category to be displayed.
2. The **Order** toggle allows you to toggle between displaying the content in the order they are in the Deck (ie the ones at the top are the next most likely to schedule from this Category) or alphabetically.
3. The **Options** button allows you to access various options



Shuffle Deck – Shuffles the content of the deck.

Configure Automatic Shuffles / Kicks (Schedule Plus only) – Allows you to configure periodic Kicks or Shuffles for this Deck.

Squash Deck – Removes any spaces which can speed up scheduling. Only usually needed if you have removed a lot of content from the Deck.

Check all decks contain the correct items – This triggers a maintenance process to check

Deck content and integrity.

4. The **Open New Deck** button is only displayed on the right most Deck and it will open another Deck to allow you to view multiple Categories at once.

Media Id	Title	Artist(s)	Extro	Position	Cur Test	Avg Test
10432	Arms Around You (Clean)	XXXtentacion And Lil Pump ...	03:13	300	0	28
10332	Blinding Lights	The Weeknd	03:16	180	0	28
10336	Circles	Post Malone	03:28	210	0	28
10181	Crash	Usher	03:23	120	0	28
10347	Goodbyes	Post Malone Featuring Youn...	02:48	240	0	28
10054	I Can Be	Taio Cruz	03:42	330	0	28
10081	Just A Dream	Nelly	03:54	60	0	28
10174	Sledgehammer	Rihanna	03:20	30	10	44
10397	Sunflower	Post Malone And Swae Lee	02:33	270	0	28
10390	Undecided (Clean)	Chris Brown	03:00	150	0	70
10135	When The Bassline Drops (Alex R...	Craig David featuring Big N...	03:43	90	0	28

Media Id	Title	Artist(s)	Extro	Position	Cur Test	Avg Test
10190	Albatross	Foals	03:18	270	0	36
10179	Charlemagne (Radio Edition)	Blossoms	02:41	150	0	36
10043	Closer	Travis	03:53	180	0	36
3034	Empire	Kasabian	03:18	480	0	28
10032	Friday Night	The Darkness	02:49	90	0	36
10128	Friends	Eliza And The Bear	02:44	360	0	36
10136	Gimme That Love <Radio Edit>	Jake Bugg	02:37	390	0	36
10056	Gotta Be Somebody	Nickelback	03:55	420	0	36
10425	Head Held High (Radio Edit)	Kodaline	03:31	210	0	47
10106	It's Time <Radio Edit>	Imagine Dragons	03:32	450	0	36
10328	Memories (Radio Edit)	Maroon 5	03:02	60	8	61
10117	One Day	Kodaline	03:37	330	0	48
10082	Radioactive	Kings Of Leon	03:24	120	0	36
10213	Waste A Moment	Kings Of Leon	02:59	300	0	36
10046	Wherever You Will Go	The Calling	03:19	240	0	36
10028	You're All I Have	Snow Patrol	04:29	30	8	62

Dragging Content Between Decks To Change Category

In addition to viewing the content of a Deck, the Deck Tab can also be used to rapidly move content between Categories by dragging them from one Deck to another.

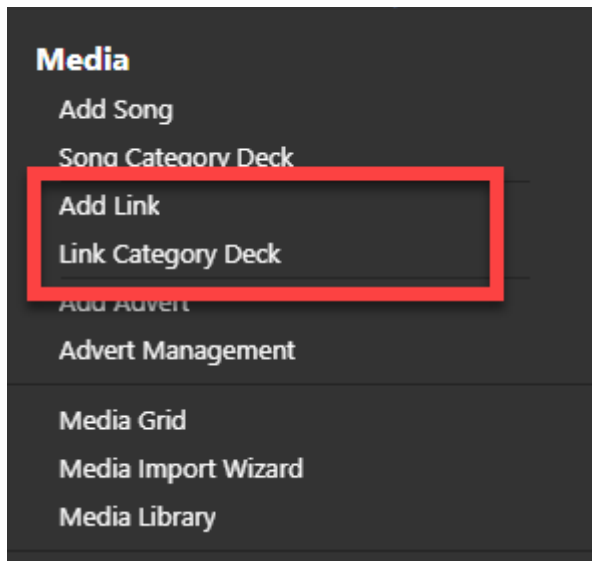
Media Id	Title	Artist(s)	Extro	Position	Cur Test	Avg Test
10432	Arms Around You (Clean)	XXXtentacion And Lil Pump ...	03:13	300	0	28
10332	Blinding Lights	The Weeknd	03:16	180	0	28
10336	Circles	Post Malone	03:28	210	0	28
10181	Crash	Usher	03:23	120	0	28
10347	Goodbyes	Post Malone Featuring Youn...	02:48	240	0	28
10054	I Can Be	Taio Cruz	03:42	330	0	28
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10135	When The Bassline Drops (Alex R...	Craig David featuring Big N...	03:43	90	0	28

Media Id	Title	Artist(s)	Extro	Position	Cur Test	Avg Test
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10043	Closer	Travis	03:53	180	0	36
3034	Empire	Kasabian	03:18	480	0	28
10032	Friday Night	The Darkness	02:49	90	0	36
10128	Friends	Eliza And The Bear	02:44	360	0	36
10136	Gimme That Love <Radio Edit>	Jake Bugg	02:37	390	0	36
10056	Gotta Be Somebody	Nickelback	03:55	420	0	36
10425	Head Held High (Radio Edit)	Kodaline	03:31	210	0	47
10106	It's Time <Radio Edit>	Imagine Dragons	03:32	450	0	36
10328	Memories (Radio Edit)	Maroon 5	03:02	60	8	61
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10213	Waste A Moment	Kings Of Leon	02:59	300	0	36
10046	Wherever You Will Go	The Calling	03:19	240	0	36
10028	You're All I Have	Snow Patrol	04:29	30	8	62

In the example above, if we wanted to move the 'Post Malone' Song from the RnB Category to the Rock Category (for some reason) we could simply drag it from one Deck to another.

Links

The Links section within Media allows you to **Add Links** and browse the Link Categories via the **Link Category Decks**.



Adding Links

To add a new Link to your system, click on the **Add Link** option under the **Media** section on the Left Navigation tab and follow the same process as outlined for adding Songs.

Import into Media item 88

File:

Title: Type:

First Artist: ☐ Play as sweeper

Description: External Ref:

Select Station:

- Hot FM
- Hot Digital
- Hot Scotland
- Hot Wales
- Hot Eire
- Hot XTRA
- Hot USA
- Hot Xmas

Hot FM

Categories:

Primary Category

Secondary Category

More Schedule Plus Attributes:

Type

Gender

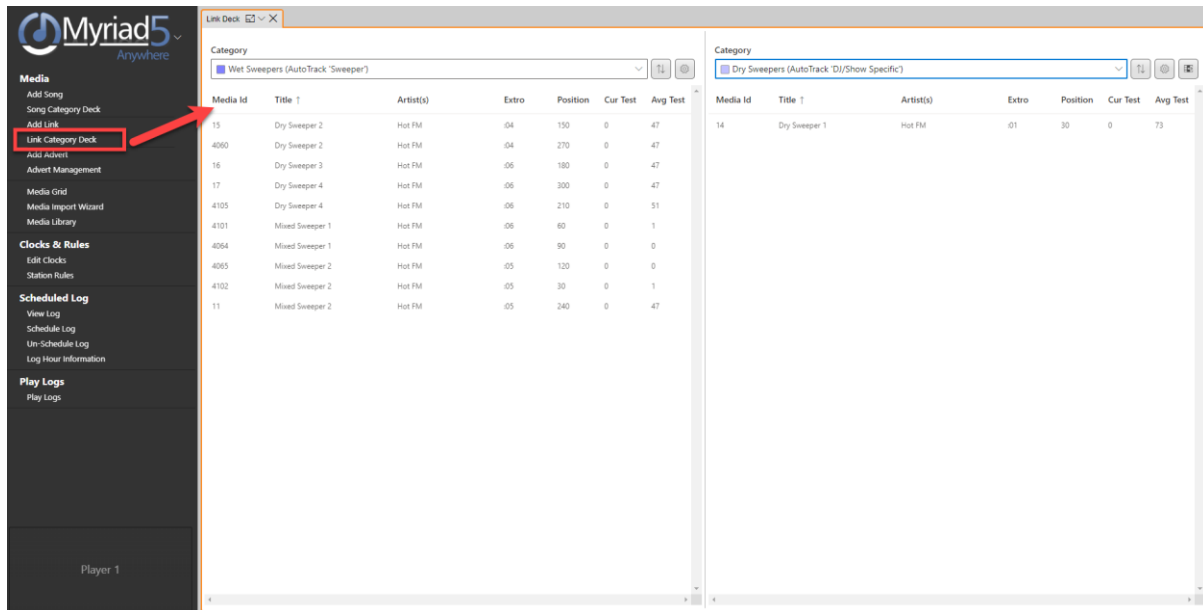
Era

☐ Open Media Editor after importing

Obviously the Categories will be for Links not Songs but the only big difference is the **Play as sweeper** option which will tell Myriad Payout to apply the sweeper rules when playing this Link (ie embed into the intro of the next Song).

Link Category Decks

To access the Link Category Decks, click on the **Link Category Decks** option in the **Links** section of the Left Navigation Tab.

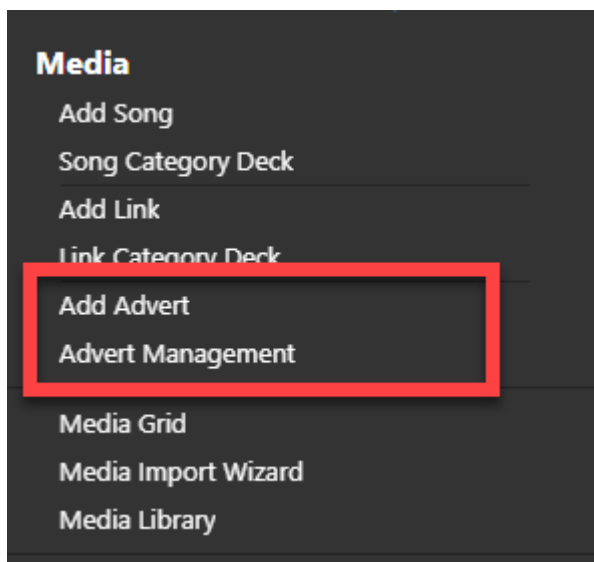


The Link Category Decks operate exactly as the Song Category Decks so please refer to the Song Category Decks section for more information.

Adverts

The Advert options in the Media section of the Left Navigation Tab allows you to:

- Add Adverts – Add new Adverts to the system.
- Access Advert Management – Browse and manage your existing Adverts.



Adding Adverts

To add a new Advert to the system, follow these steps:

Import into Media item 2050

File: 2

Title: Type: 4

Advertiser: 3

Description: External Ref:

Select Station:

- ☒ Hot FM
- ☐ Hot Digital
- ☐ Hot Scotland
- 5 ☐ Hot Wales
- ☐ Hot Eire
- ☐ Hot XTRA
- ☐ Hot USA
- ☐ Hot Xmas

Hot FM

Categories:

Primary Category: 6

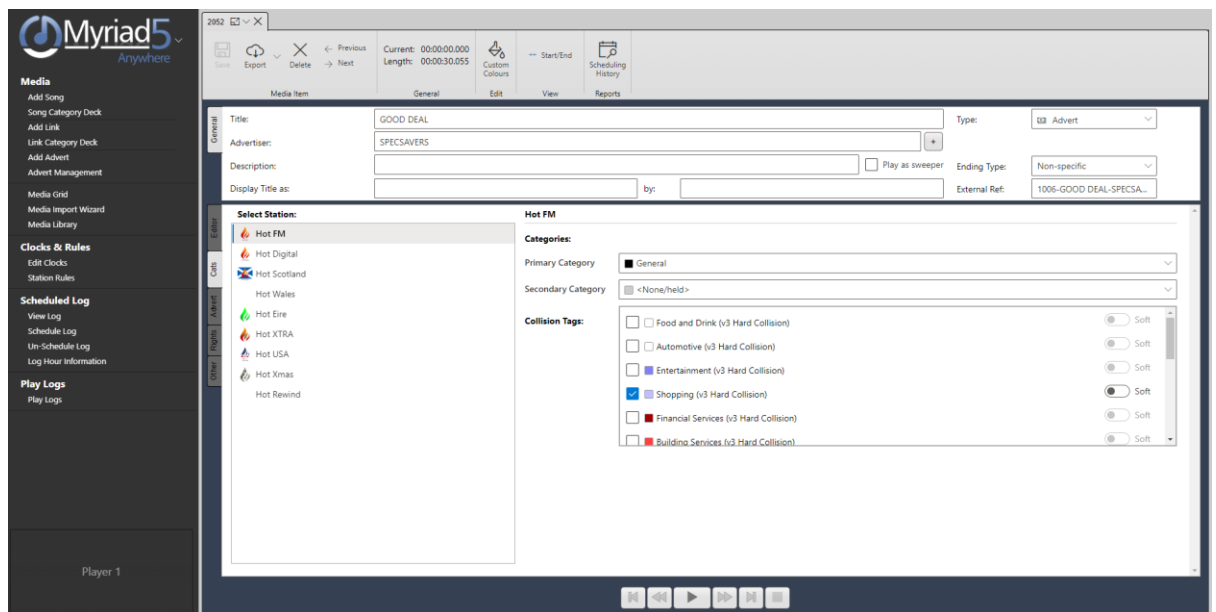
Secondary Category:

Collision Tags: 7

- ☐ Food and Drink (v3 Hard Collision)
- ☐ Automotive (v3 Hard Collision)
- ☐ Entertainment (v3 Hard Collision)
- ☒ Shopping (v3 Hard Collision)

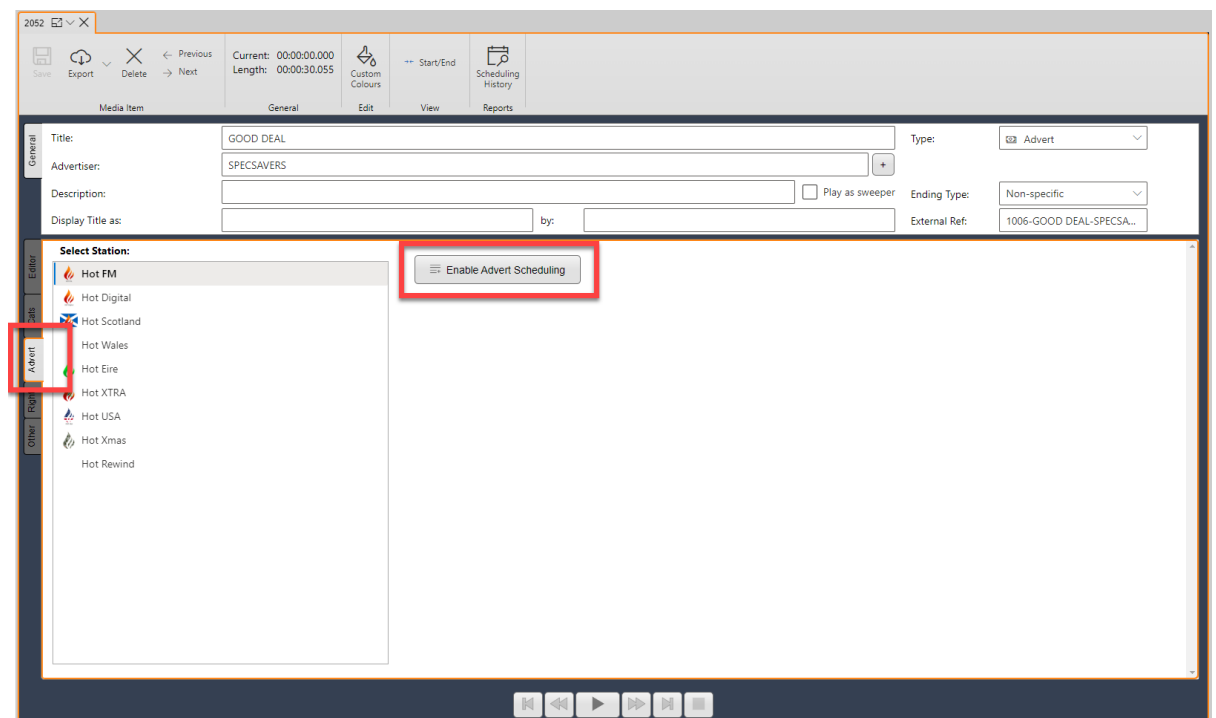
8 ☒ Open Media Editor after importing 9

1. Click on **Add Advert**
2. Click on the **Browse** button to select the audio file to uploader.
3. Either manually type in the Title and Advertiser or you can allow the system to attempt to extract the information from the metadata of the media file (ie leave as Determined by Myriad).
4. The **Type** will preselected as **Advert**.
5. If your Myriad Payout system is configured to allow different categorisation per 'Station' then you can use the **Select Station** option to set the details for each Station.
6. Set the **Primary & Secondary Categories** from the drop down.
7. Tick any relevant **Collision Tags** you want to apply to the Advert.
8. Tick the **Open Media Editor after importing** option. You will need to do this as there is some more information you need to complete on the Edit Media window to enable the Advert to be scheduled.
9. Click on **Save & Import**. You may need to be a little patient depending on the speed of your internet connection (and the connection at the station). After a few moments, the import process will complete and the **Edit Media** window will open for your newly added Advert.

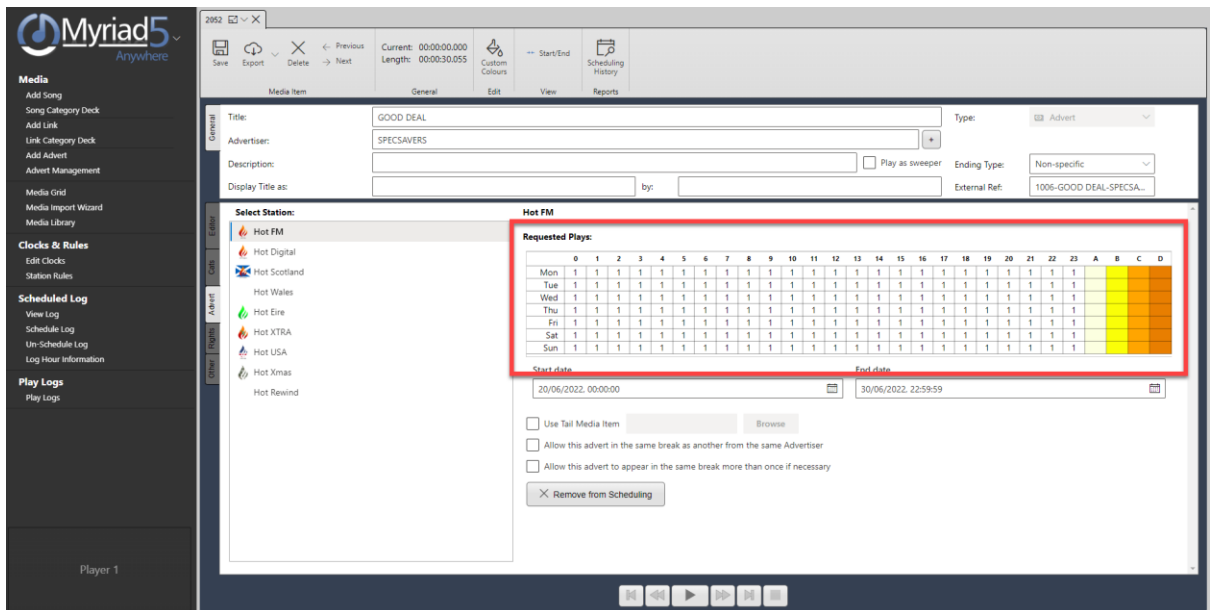


As you can see, the basic information (including Category and Collision Tags) have been uploaded but in order for the Advert to be scheduled, you still have to complete the information on the **Advert Tab**.

10. Click on the **Enable Advert Schedule** button to enable this Advert to be scheduled.



11. In the **Requested Plays** section, fill in either the number of plays required in each hour or the Band that the hour belongs to.



In the example below, the Advert will be scheduled once per hour.

Requested Plays:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	B	C	D
Mon	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
Tue	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
Wed	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
Thu	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
Fri	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
Sat	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
Sun	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				

Alternatively, you can assign 'Bands' to hours and then set a target number of plays per band.

In the example below, there are three Bands (A,B & C) which are spread over the breakfast, lunch and drive hours. The Advert will be scheduled twice in Band A, once in Band B and twice in Band C.

Requested Plays:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	B	C	D
Mon								A	A	A			B	B	B		C	C	C						2	1	2	
Tue								A	A	A			B	B	B		C	C	C						2	1	2	
Wed								A	A	A			B	B	B		C	C	C						2	1	2	
Thu								A	A	A			B	B	B		C	C	C						2	1	2	
Fri								A	A	A			B	B	B		C	C	C						2	1	2	
Sat								A	A	A			B	B	B		C	C	C						2	1	2	
Sun								A	A	A			B	B	B		C	C	C						2	1	2	

You can also combine both of these methods if you wish. The example below has the Advert being scheduled once per hour for most hours of the week but in the Breakfast show it will be scheduled twice (across the 3 hour show), it will only be scheduled once between 12 and 14:59 and again it will be scheduled a total of twice during the drivetime show (16:00 to 18:59 – Band C).

Requested Plays:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	B	C	D
Mon	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Tue	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Wed	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Thu	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Fri	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Sat	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Sun	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	

12. Next set the **Start and End Dates** that the Advert schedule be scheduled between.

Hot FM

Requested Plays:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	B	C	D
Mon	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Tue	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Wed	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Thu	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Fri	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Sat	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Sun	1	1	1	1	1	1	1	A	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	

Start date

20/06/2022, 00:00:00

End date

30/06/2022, 22:59:59

☐ Use Tail Media Item

Browse

☐ Allow this advert in the same break as another from the same Advertiser

☐ Allow this advert to appear in the same break more than once if necessary

13. You can set the Advert to have an associated 'tail' advert which will be played at the end of the Advert Break that this Advert appears in. In this scenario, this Advert will be played first in its assigned Advert Break.

☐ Use Tail Media Item

Browse

☐ Allow this advert in the same break as another from the same Advertiser

☐ Allow this advert to appear in the same break more than once if necessary

14. You can also tick whether the Advert can be placed in the same Advert Break as another Advert from the same advertiser or even if the Advert can be scheduled to appear more than once in a single Advert Break using the tick options.

15. Finally, if you no longer want an Advert to be scheduled, you can click on the **Remote from Scheduling** button.

✕ Remove from Scheduling

2052

Save Export Delete Previous Next Current: 00:00:00.000 Length: 00:00:30.055 Custom Colours Start/End Scheduling History

Media Item General Edit View Reports

General

Title: GOOD DEAL Type: Advert

Advertiser: SPECSAVERS

Description:

Display Title as: by:

Ending Type: Non-specific

External Ref: 1006-GOOD DEAL-SPECSA...

Select Station:

- Hot FM
- Hot Digital
- Hot Scotland
- Hot Wales
- Hot Eire
- Hot XTRA
- Hot USA
- Hot Xmas
- Hot Rewind

Hot FM

Requested Plays:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	B	C	D
Mon	1	1	1	1	1	1	1	1	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Tue	1	1	1	1	1	1	1	1	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Wed	1	1	1	1	1	1	1	1	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Thu	1	1	1	1	1	1	1	1	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Fri	1	1	1	1	1	1	1	1	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Sat	1	1	1	1	1	1	1	1	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	
Sun	1	1	1	1	1	1	1	1	A	A	1	1	B	B	B	1	C	C	C	1	1	1	1	1	2	1	2	

Start date: 20/06/2022 00:00:00 End date: 30/06/2022 22:59:59

☐ Use Tail Media Item

☐ Allow this advert in the same break as another from the same Advertiser

☐ Allow this advert to appear in the same break more than once if necessary

✕ Remove from Scheduling

The Advert is now complete and will be included the next time you schedule Adverts.

Advert Management

The Advert Management option allows you to easily view active Adverts and edit their details.

Myriad5 Anywhere

Media

- Add Song
- Song Category Deck
- Add Link
- Link Category Deck
- Advert Management
- Media Grid
- Media Import Wizard
- Media Library

Clocks & Rules

- Edit Clocks
- Station Rules

Scheduled Log

- View Log
- Schedule Log
- Un-Schedule Log
- Log Hour Information

Play Logs

- Play Logs

Player 1

Advert Management

General search Options

Date Range: Today

From: 20/06/2022 00:00:00 To: 20/06/2022 23:59:59

Category: Media Id: 1 to 99999 Title: Advertiser:


Search

Media Id	Title	Advertiser	Category	Duration	Start	End	Issues
1033	Switching Scottish	Scottish Gas	General	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1035	World Of Difference Victoria Revised	Vodafone	General	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1039	aircon mindreader	kwikfit	General	00:20	25/06/2009 21:00:00	02/07/2023 21:59:59	
1041	coke summer intrinsic radio	Coca Cola	General	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1042	drink drive story	DFT	Travel Sponsor	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1043	drink drive xstory	DFT	Travel Sponsor	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1044	drink drive y story	DFT	Travel Sponsor	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1014	Rover	Rover Car Company	General	00:40	26/11/2020 00:00:00	03/12/2025 23:59:59	
1015	Nokia 3310	Carphone Warehouse	General	00:40	26/11/2020 00:00:00	03/12/2025 23:59:59	
1016	Mobi the Phone	Carphone Warehouse	General	00:40	26/11/2020 00:00:00	03/12/2025 23:59:59	
1019	Universal / Village	Universal Studios	General	00:30	26/11/2020 00:00:00	03/12/2025 23:59:59	
1032	Natwest	Natwest	General	00:40	26/11/2020 00:00:00	03/12/2025 23:59:59	

To view active Adverts, first select a pre-defined **Data Range** using the drop down list.

Advert Management

General search Options



Date Range: Today

From: Today

To:

Category:

Media Id:

Title:

Advertiser:

Old Adverts

Future Adverts

Custom date range


Inactive Adverts

All Adverts

Media Id	Title	Advertiser
1033	Switching Scottish	Scottish Gas
1035	World Of Difference Victoria Revised	Vodafone
1039	aircon mindreader	kwikfit

If you select **Custom Date Range** you can select a specific range using the **From & To** fields.

General search Options



Date Range: Today

From: 20/06/2022, 00:00:00

To: 20/06/2022, 23:59:59

☒ Category: General

☐ Media Id: 1 to 99999

☐ Title:

☒ Advertiser:


Search

You can add additional search criteria such as Category, Media ID, Title or Advertiser name by ticking on the criteria to enable it and then selecting or typing in the thing you are looking for.

Once you have selected the search criteria, click on the **Search** button to view the Adverts active in that date range.

Advert Management

General search Options



Date Range: Today

From: 20/06/2022, 00:00:00

To: 20/06/2022, 23:59:59

☒ Category: General

☐ Media Id: 1 to 99999

☐ Title:

☐ Advertiser:

Search

Media Id	Title	Advertiser	Category	Duration	Start	End	Notes
1033	Switching Scottish	Scottish Gas	General	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1035	World Of Difference Victoria Revised	Vodafone	General	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1039	aircon mindreader	kwikfit	General	00:20	25/06/2009 21:00:00	02/07/2023 21:59:59	
1041	coke summer intrinsic radio	Coca Cola	General	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1042	drink drive story	DFT	Travel Sponsor	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1043	drink drive xstory	DFT	Travel Sponsor	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1044	drink drive y story	DFT	Travel Sponsor	00:30	25/06/2009 21:00:00	02/07/2023 21:59:59	
1014	Rover	Rover Car Company	General	00:40	26/11/2020 00:00:00	03/12/2025 23:59:59	
1015	Nokia 3310	Carphone Warehouse	General	00:40	26/11/2020 00:00:00	03/12/2025 23:59:59	
1016	Mobi the Phone	Carphone Warehouse	General	00:40	26/11/2020 00:00:00	03/12/2025 23:59:59	
1019	Universal / Village	Universal Studios	General	00:30	26/11/2020 00:00:00	03/12/2025 23:59:59	
1032	Natwest	Natwest	General	00:40	26/11/2020 00:00:00	03/12/2025 23:59:59	

The results will be displayed in the Work Area.

To view and edit the details for an Advert, double click on it to open the Edit Window for the Advert.

Advert Management 1042

Save Export Delete Previous Next Current: 00:00:00.000 Lengths: 00:00:30.240 Custom Colours Start/End Scheduling History Reports

Media Item General Edit View Reports

General

Title: drink drive story Type: Advert

Advertiser: DFT

Description: 05062009 ☐ Play as sweeper Ending Type: Non-specific

Display Title as: by: External Ref: MED1042

Select Station:

- Hot FM
- Hot Digital
- Hot Scotland
- Hot Wales
- Hot Eire
- Hot XTRA
- Hot USA
- Hot Xmas
- Hot Rewind

Hot FM

Requested Plays:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	A	B	C	D	
Mon																													
Tue		A				1		1		1					1		1					1		1	1	1	1		
Wed	1	1					1		1	1	1				1		1	1				1	1	1	1	1	1		
Thu			1	1					1	1	1	1				1		1	1				1						
Fri					1	1		1		1	1	1					1	1	1				1						
Sat																													
Sun																													

Start date: 25/06/2009, 22:00:00 End date: 02/07/2023, 22:59:59

☐ Use Tail Media Item

☒ Allow this advert in the same break as another from the same Advertiser

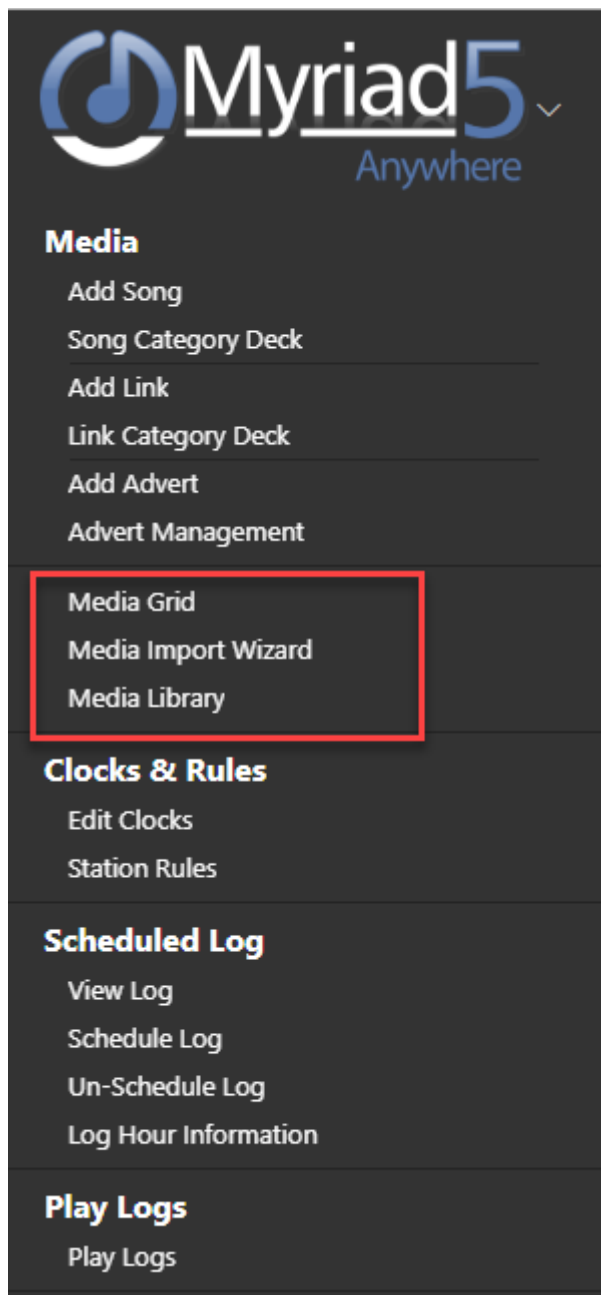
☒ Allow this advert to appear in the same break more than once if necessary

Other Media Options

The **Media** section of the Left Navigation tab also includes a range of Media focused options including:

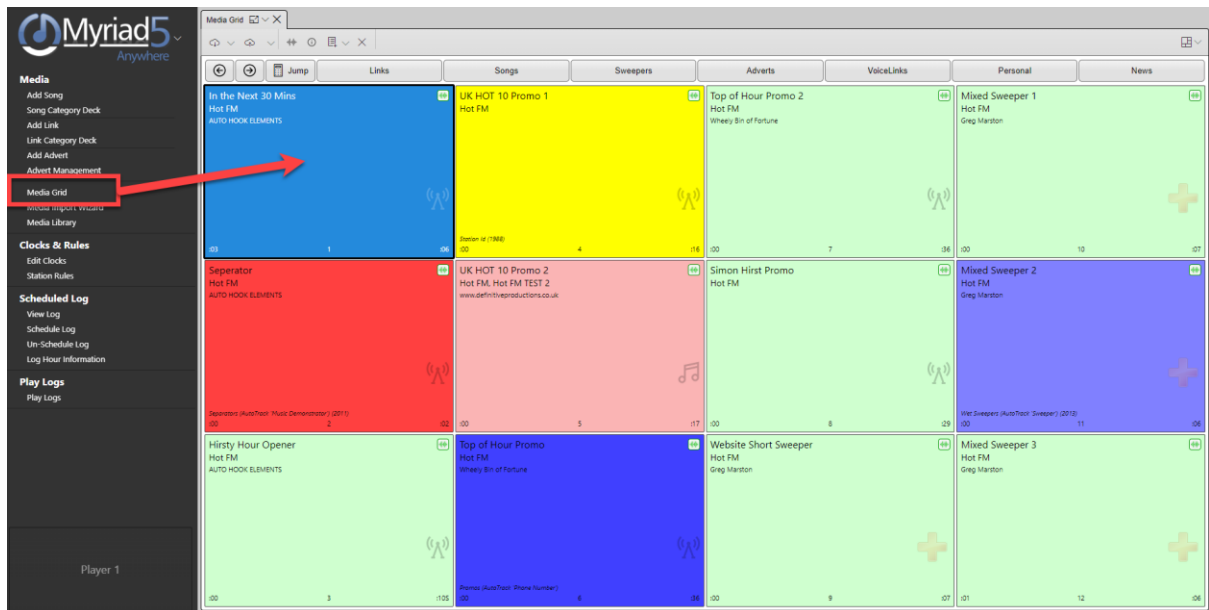
- **Media Grid** – View your content numerically with Media Items displayed in a grid.
- **Media Import Wizard** – Import multiple media files in a single action with the Import Wizard.

- **Media Library** – Browse and search your content organised by Category and Media Type.



Media Grid

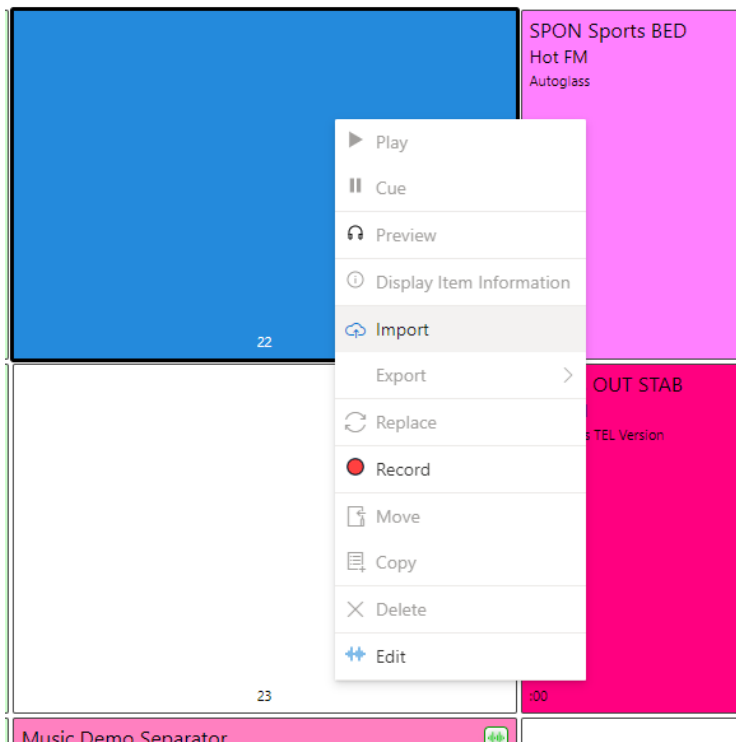
You can use the **Media Grid** option in the **Media** section of the Left Navigation Tab to open the Media Wall grid which shows you all content on your system arranged numerically.



You can click on the **Jump** buttons (if configured) to quickly navigate your Media Wall. You can also perform the following functions via the right click menu or by using the option button on the ribbon.

- Play
- Cue
- Preview
- Display Item Information
- Import Content (to empty Media ID's)
- Export Content (on populated Media ID's)
- Record (into empty Media ID's)
- Move
- Copy
- Delete
- Edit

You can import audio files into a specific Media ID on the Media Grid by selecting an empty Media ID and selecting **Import** from the right click menu.



This will open the **Import Media window** which was covered in detail in the Add Song section.

Import into Media item 22

File:

Title: Type:

First Artist: ☐ Play as sweeper

Description: External Ref:

Select Station:

- Hot FM
- Hot Digital
- Hot Scotland
- Hot Wales
- Hot Eire
- Hot XTRA
- Hot USA
- Hot Xmas

Hot FM

Categories:

Primary Category

Secondary Category

More Schedule Plus Attributes:

Type

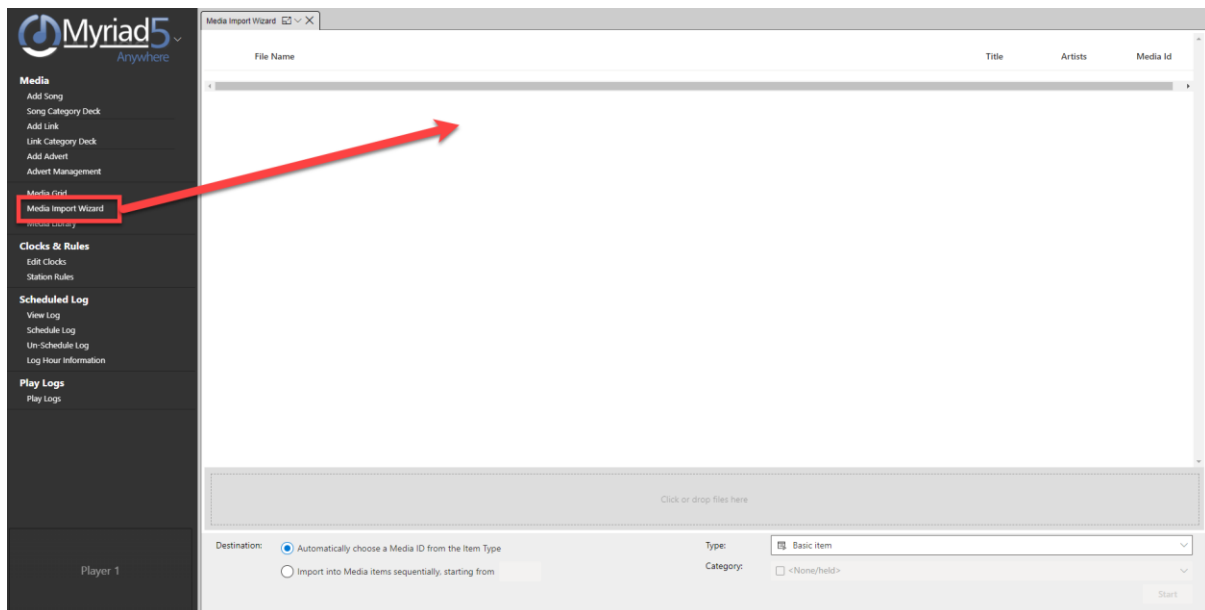
Gender

Era

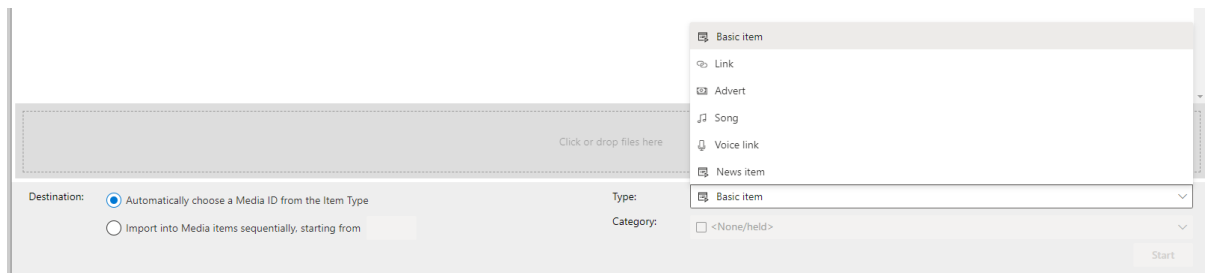
☐ Open Media Editor after importing

Media Import Wizard

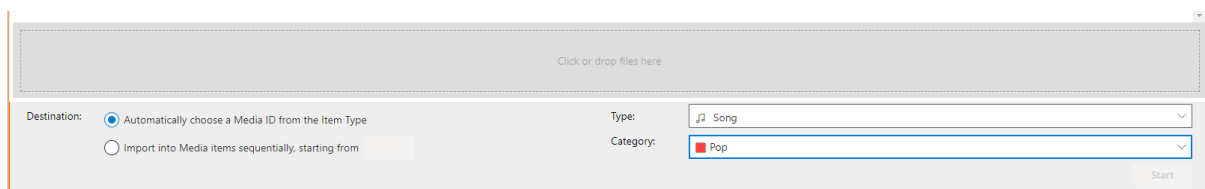
The Media Import Wizard can be used to upload multiple media files to your system in a single action.



To upload one or more files, start by setting the **Media Type** you are uploading.



If you select a Media Type that has Categories (Songs, Links or Adverts) then you can also select the **Category** that will be applied to all the uploaded content.



You can also choose where the content will be placed on your Media Wall.

Destination: ☒ Automatically choose a Media ID from the Item Type

☐ Import into Media items sequentially, starting from

- Automatically choose a Media ID from the Item Type – the content will be uploaded sequentially using the lowest empty Media ID from the Media Range assigned for the Media Type (ie to the Songs range etc).
- Import into Media Items sequentially starting from – when you select this option, you will need to provide a starting Media ID number and the content will be added sequentially from that number into empty Media ID's.

Once you have finished with the settings, you can either 'drag and drop' a selection of media files into the **Import Drop Zone** or you can click on the **Import Drop Zone** to browse to the content you want to import.

Click or drop files here

Destination: ☒ Automatically choose a Media ID from the Item Type ☐ Import into Media items sequentially, starting from

Type:

Category:

Start

The list of audio files to be imported will be displayed in the top section of the window.

When you are ready to begin the import process, click on the **Start** button.

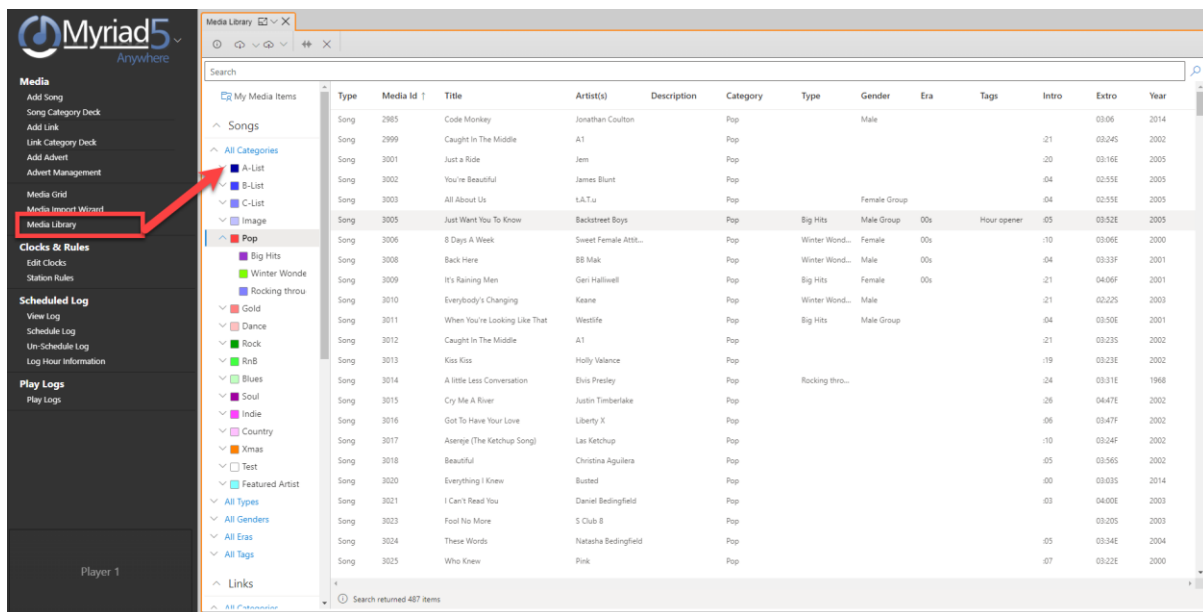
File Name	Title	Artists	Media Id
27 Shocked (DNA 7_ Mix).m4a	Shocked (DNA 7...	Kylie Minogue	10815
39 Confide in Me (Radio Mix).m4a	Confide in Me (R...	Kylie Minogue	10816

You can see the Media ID's that are assigned to the items to the right. As each item is completed you will also see the metadata that has been extracted from the audio will as well as a green tick to show it has been successfully imported.

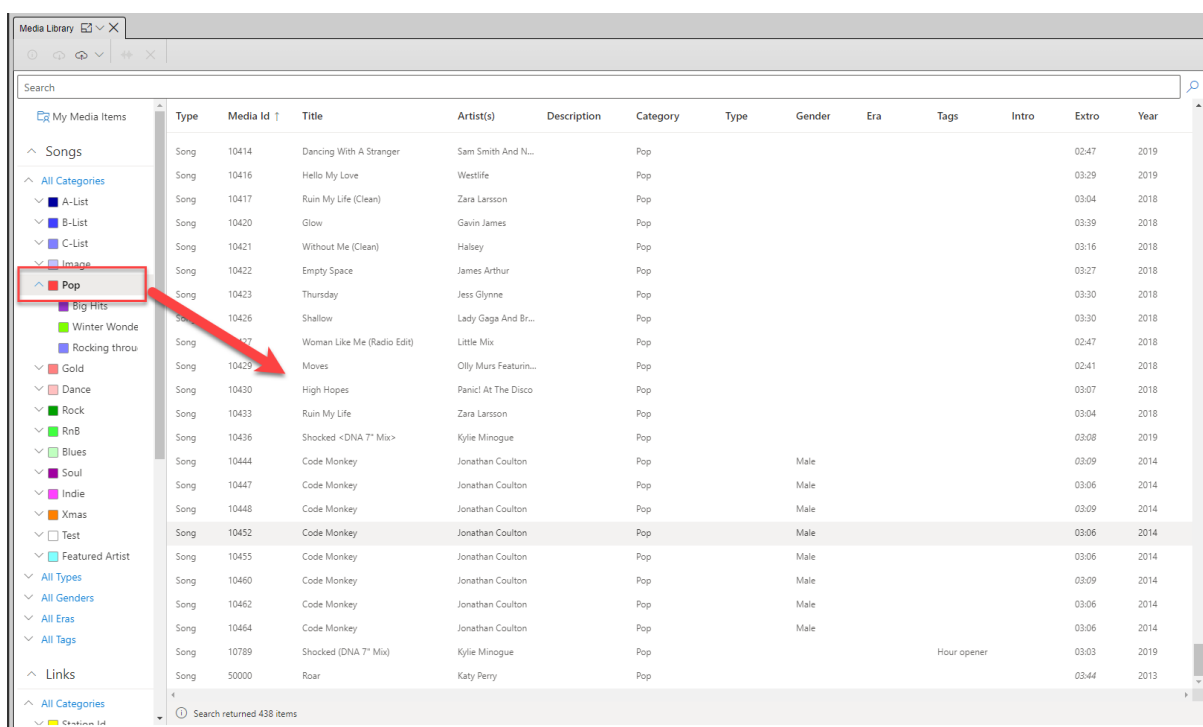
File Name
27 Shocked (DNA 7_ Mix).m4a
39 Confide in Me (Radio Mix).m4a

Media Library

You can use the **Media Library** option in the **Media** section of the Left Navigation Tab to open the Library tab which shows you all content on the system arrange via Media Type & Category.



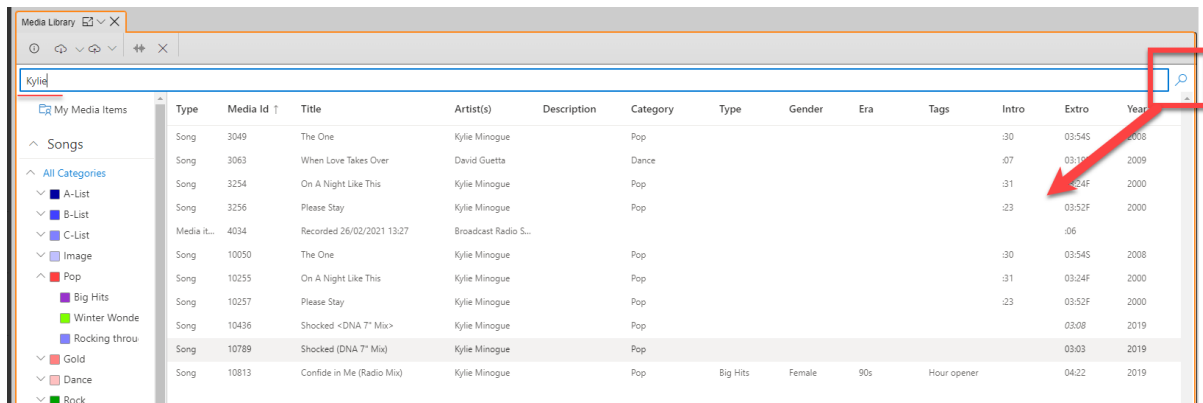
Once the Library tab is open, you can use the Media Type / Category navigation on the left-hand side of the Library view to select the content that is displayed in the main section.



Searching

You can search for specific content using the **Media Library** tab. Click on the Media Library option in the Media section to access the Media Library tab.

You will see a **Search** bar at the top of the window which allows you to search for specific content.



Type your search criteria and then click on the **Search** button to the right. The results will be displayed in the Work Area.

You can also access the Edit Media window for an item in the results list by double clicking or

selecting and clicking on the  button on the ribbon.

Editing Existing Songs, Links & Adverts

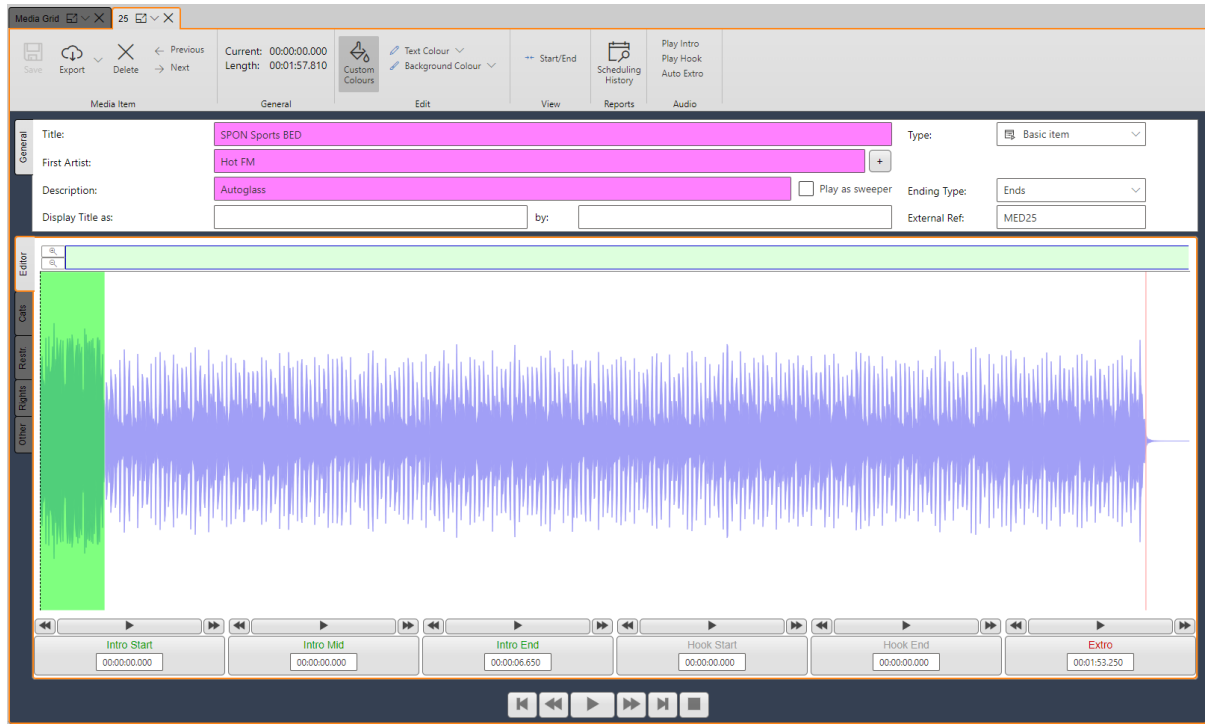
As well as browsing the content on your system, you can also use either the Media Grid or the Media Library to access the **Edit Media** window which can be used to set a wide range of criteria for content including:

- Title
- Artists
- Display As – Title & Artists
- Media Item Type (Songs / Links etc)
- End Type
- External Ref (if enabled)
- Play As Sweeper (Links only)
- View & Set Timing (Intro, Extro & Hooks)
- Content Of Non-Audio Media Items (Rotate / List / Shuffle / Command)
- Primary & Secondary Categories (Song / Links / Adverts only)
- Type / Gender / Era (Schedule Plus only)
- Tags & Collision Tags
- Advert Requested Plays & Run Dates (Adverts only)
- Hour Restrictions
- Start / End / Delete Date
- Copyright Details
- Album
- Year Of Release
- Out Cue
- Custom Fields 1-6
- Custom Colours

You can also use this window to:

- Import new content
- Delete content
- Export content
- Access schedule history

The Edit Media window does not allow you to physically edit the audio, you will need to Export the audio to your local system and use 3rd party editing software to perform audio edits. You can then re-import the edited content as required.

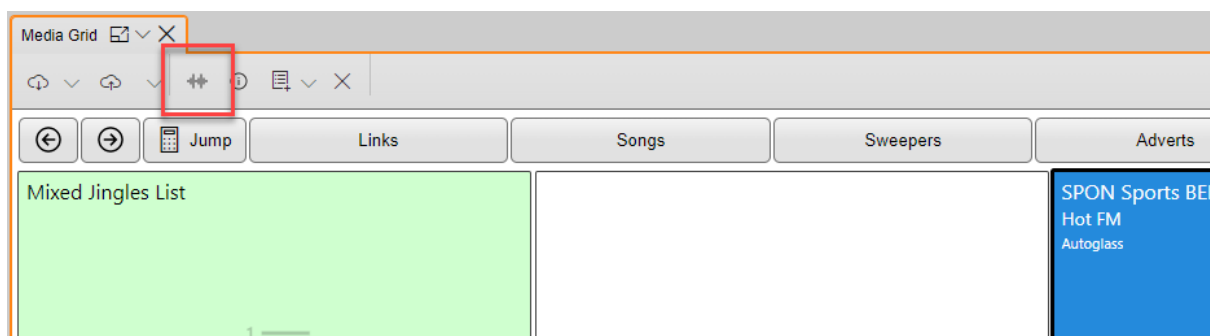


You can access the Edit Media window from either the **Media Library** or the **Media Grid** using the

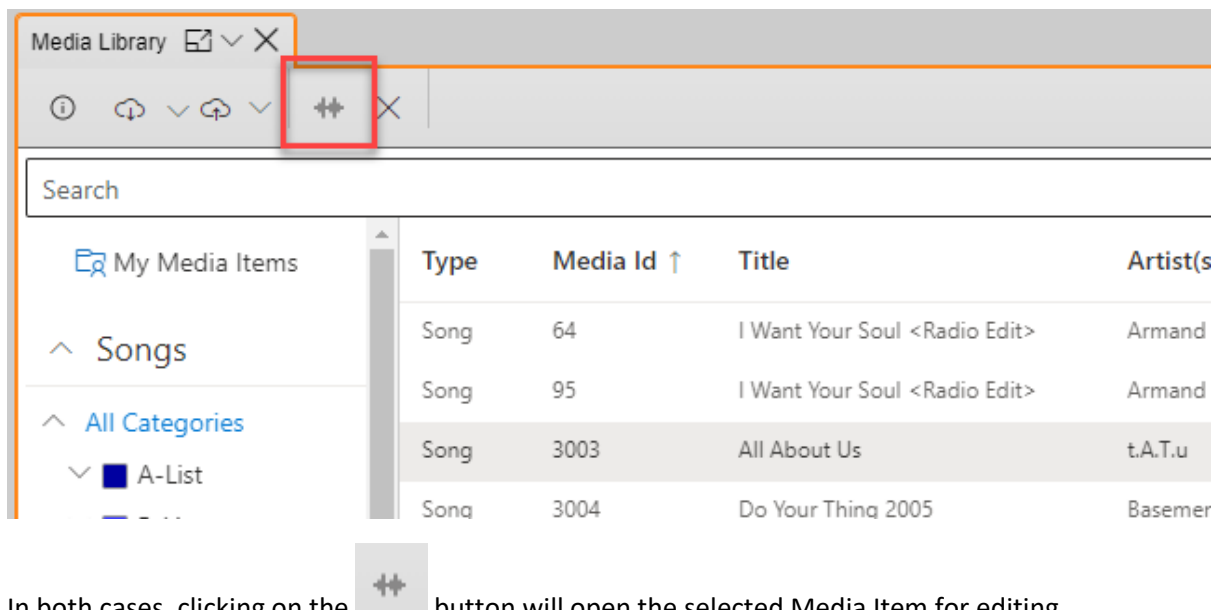



button on the ribbon.

Media Grid



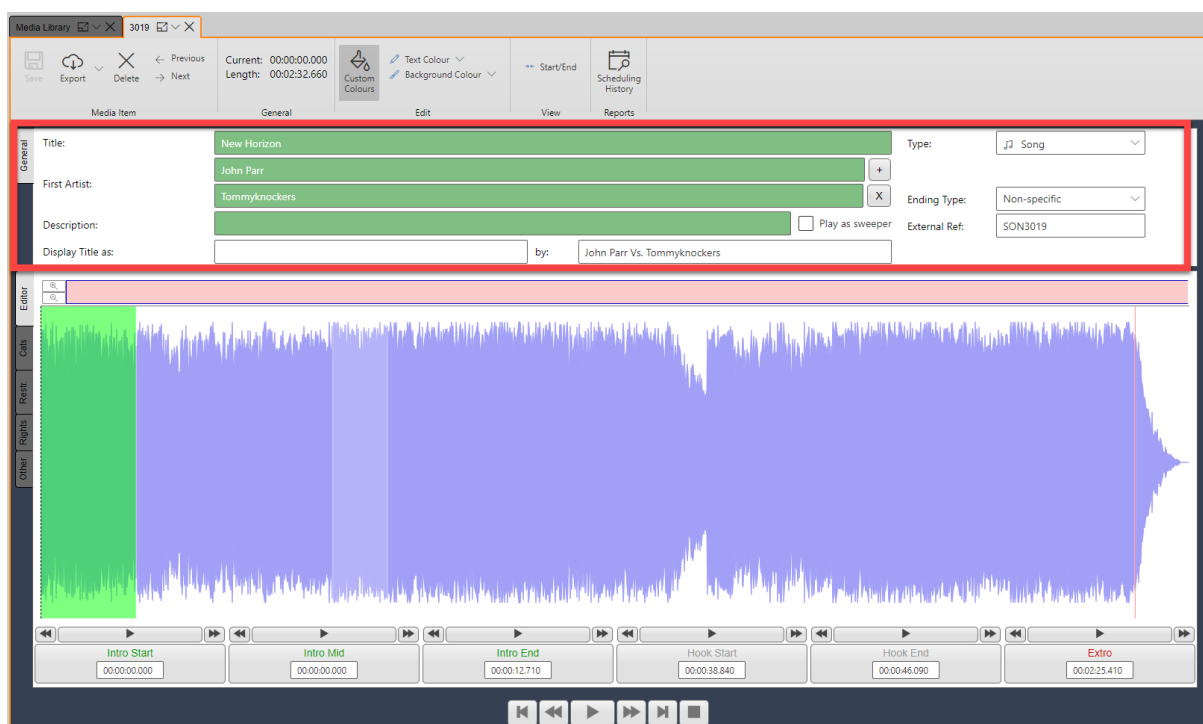
Media Library



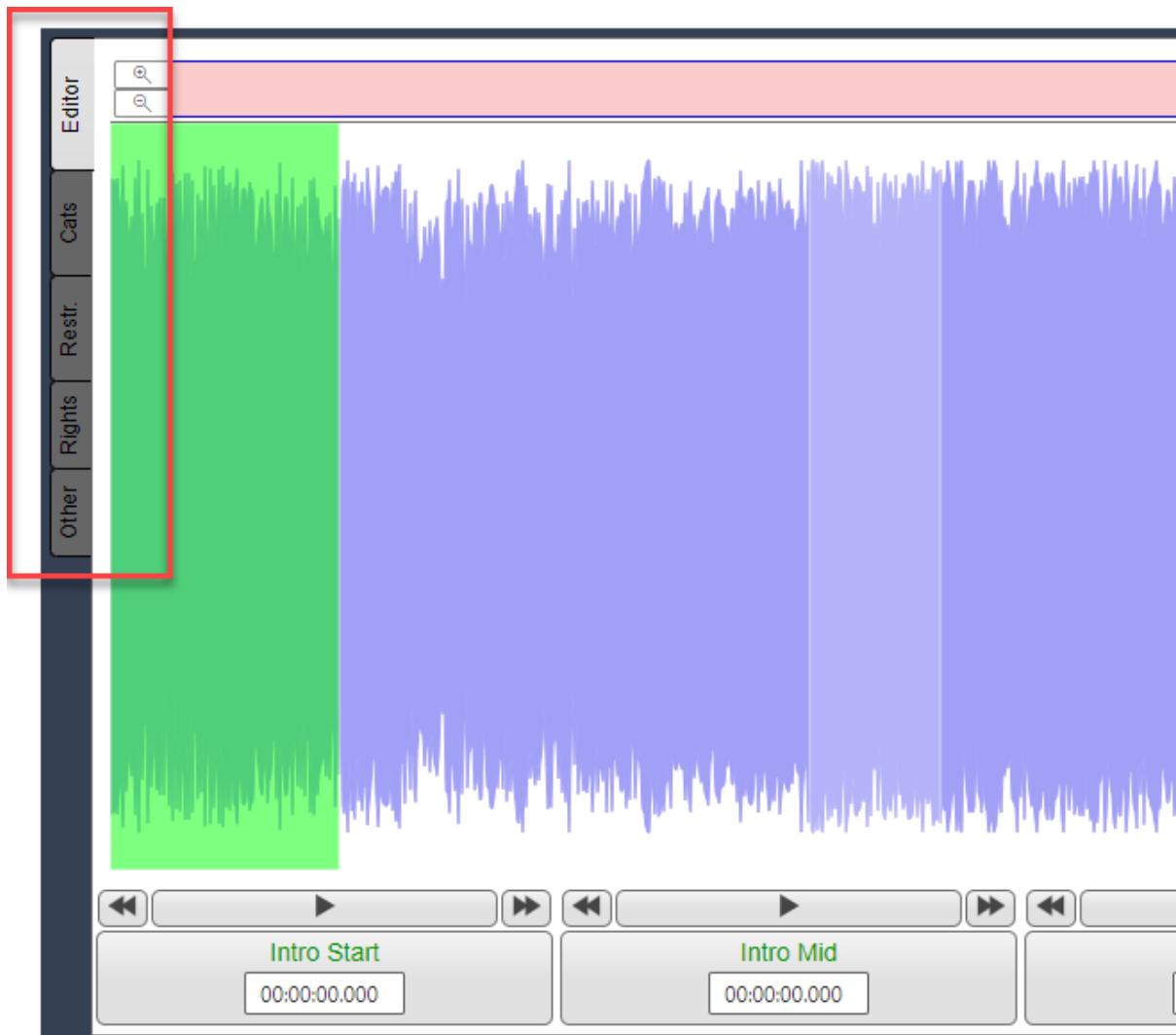
In both cases, clicking on the  button will open the selected Media Item for editing.

TIP: You can also use the **Edit** option on the right click menu on the Media Grid if preferred.

The **General** tab in Edit Media is used to set basic information about the Media Item including Title & Artist (or Advertiser for Adverts) as well Media Item Type and other general information.



The lower section of the Edit Media window is dedicated to specific information about the Media Items and is split into tabs.



Some of the content on these tabs varies depending on the Media Item Type but most is shared across all Media Types.

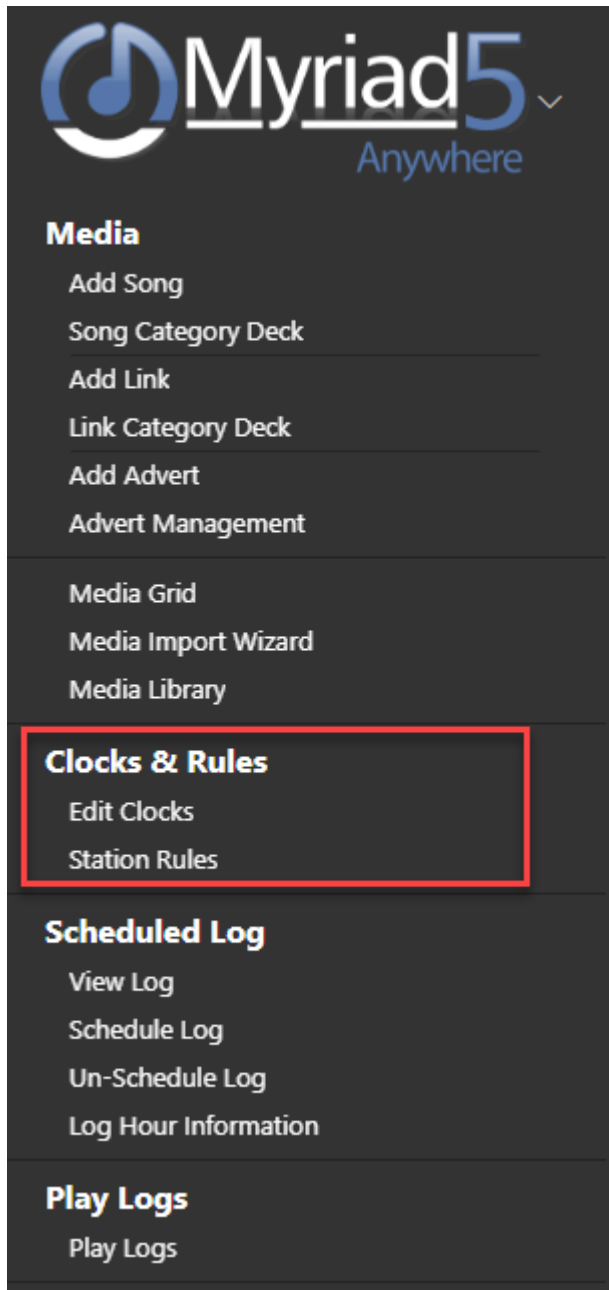
- Editor – Used to view and set timing information including Intro / Extro / Hooks.
- Cats – Used to set Primary & Secondary Categories as well as Tags / Collision Tags. If you have Schedule Plus this also allows you to set Type, Gender & Era.
- Advert (Advert only) – This is used to set the Requested Plays for an Advert alongside the run dates for the Advert and some additional options.
- Restr. – The Restrictions tab allows you to set hours when the item can or cannot be scheduled to play. You can also specify start / end / delete dataes.
- Rights – Allows you to set the copyright details for the Media Item.
- Other – This tab contains several general information fields such as Album, Year etc.

Please refer to the main Myriad Schedule documentation for a more detailed description of the options in the Edit Media window.

Clocks & Rules

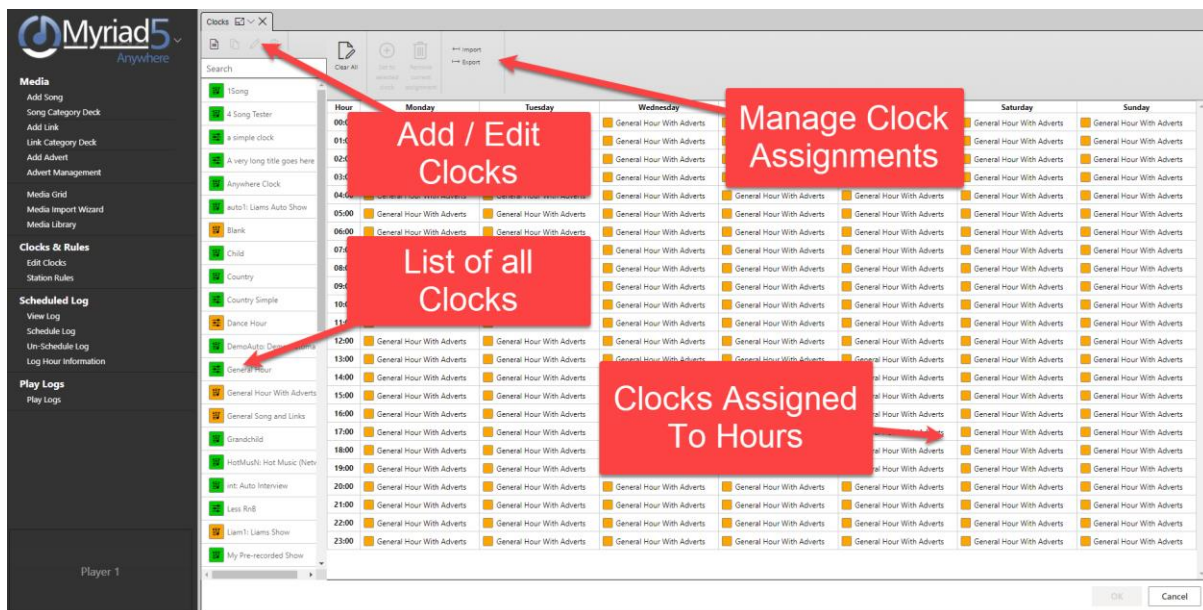
The **Clocks & Rules** section of the Left Navigation tba provides access to the following features:

- **Edit Clocks** – View, edit and create simple and advanced Clocks as well as assign them to hours of the week.
- **Station Rules** – This provides access to your Station Rules sets which are a collection of rules and settings that are applied to Clocks.



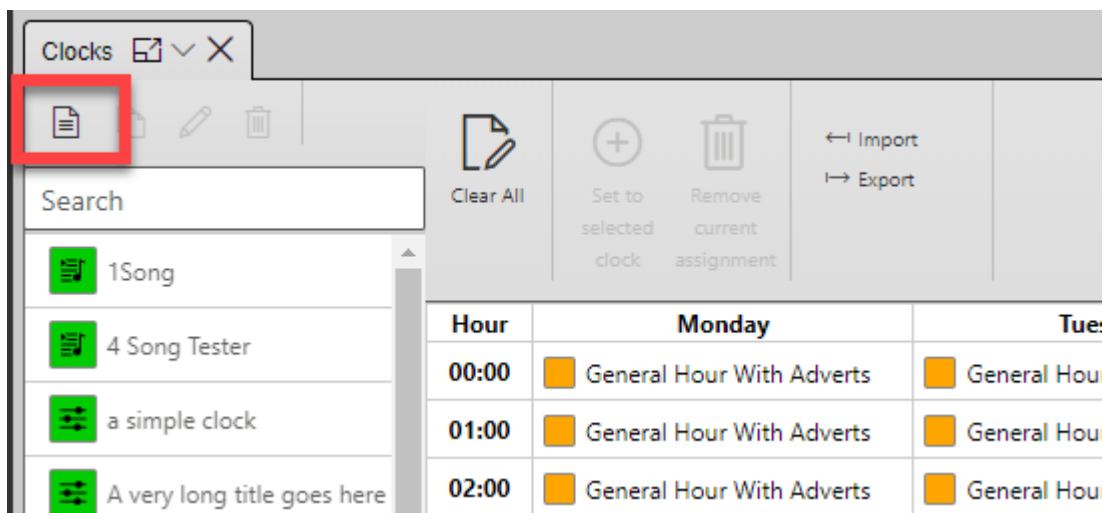
[Edit Clocks](#)

The Edit Clocks option opens up the Clocks tab which is used to manage Clocks on your system and assign Clocks to hours of the week.



Create A New Clock

To create a new Clock, click on the **Add Clock** button.



This will open a new blank Clock tab. There are two types of Clock in Myriad Schedule:

- **Simple Clocks** – These are used to fill hours with a mixture of music and links without specifying the exact structure. You can manually choose the mix of Song and Link Categories or use a Clock Rule Set to select the balance of music.
- **Advanced Clocks** – Advanced Clocks allow you to specify the exact content type and structure for the Clock. Advanced Clocks are used for most show types.

Let's start with a Simple Clock!

Clocks [X] Window [X]

General Settings

Clock Name:

Clock Type: ☒ Simple Clock ☐ Advanced Clock

Scheduled Log: AutoFade

Rules and Goals: (Use default Station Rules)

☐ Override the Category Goals and enable changes to key category rule settings

☐ Start each selection with the Media Item: 1 ☐ Finish with: 2

☒ Automatically choose a link every 2 items

☐ Add an AutoHook at the start of the hour: 6:00

Song Category Goals **Link Category Goals**

Song Category Weightings

(Based on the Weightings set in the selected Station Rules)

- A-List
- B-List
- C-List
- Image
- Pop
- Gold
- Dance
- Rock
- RnB
- Blues
- Soul
- Indie
- Country
- Xmas
- Test
- Featured Artist

OK Cancel

1. First type a Clock Name.
2. Next select whether this is a Simple Clock or an Advanced Clock. Stick with Simple for now!
3. Select the Playout Mode (Autofade or Live).
4. Select which Clock Rule Set to use.
5. Choose whether to override the Song / Link Category Goals for this Clock. This option sets whether the ratio of Song / Link Categories will be set by the Clock Rules Set or specifically for this Simple Clock. If you slide this option on, the **Song / Link Category Goals tabs** switch to allow you to select the exact mix of Song / Link Categories you want.

Clocks [X] Window [X]

General Settings

Clock Name:

Clock Type: ☒ Simple Clock ☐ Advanced Clock

Scheduled Log Mode: AutoFade

Rules and Goals: (Use default Station Rules)

☒ Override the Category Goals and enable changes to key category rule settings

Song Category Goals **Link Category Goals**

Category	# Songs	Avg Len.	Weighting
A-List	0	00:00	<input type="text"/> 0
B-List	3	03:16	<input type="text"/> 0
C-List	0	00:00	<input type="text"/> 0
Image	1	03:12	<input type="text"/> 0
Recurrent	0	00:00	<input type="text"/> 0
Pop	282	03:25	<input type="text"/> 50
Gold	52	03:24	<input type="text"/> 23
Dance	72	03:14	<input type="text"/> 4
Rock	16	03:19	<input type="text"/> 7
RnB	11	03:18	<input type="text"/> 10
Jazz	0	00:00	<input type="text"/> 0
Blues	0	00:00	<input type="text"/> 0
Soul	1	03:16	<input type="text"/> 0

OK Cancel

6. Set a Media ID to be scheduled as the first and/or last item in hours using this Clock.
7. Set the frequency in with which Links will be scheduled in hours using this Clock.
8. Play an AutoHook at the beginning of hours using this Clock. You can also edit the settings for the AutoHook.

Edit Clock Item

Media item to play at the start

Separator Media item to play in between hooks:

Media item to play at the end

Number of hooks to play

Number of hours to look for hookable items

Item Selection

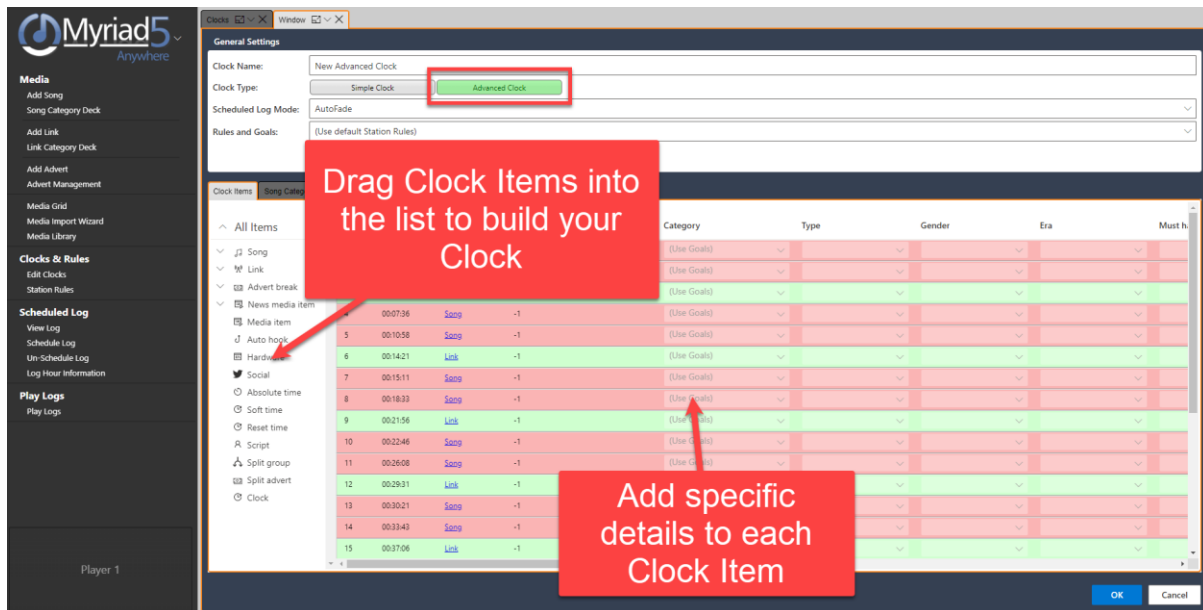
Media item to play if no hookable items can be found

Ok
Cancel

9. When you are overriding the Song / Link Category Goals, the Song & Link Category Goal Tabs change from displaying a pie-chart of the balance of Categories from the selected Show Rules so to instead display a slider for each Category which can be used to change the relative weighting of each Category. This will determine the mix of music / links in a Simple Clock.

If you want more control over the content and structure of your Clock, you can use an Advanced Clock which adds the ability to build the exact layout of the Clock Items within your Clock.

Follow the same steps as above to create a new Clock but click on the **Advanced Clock** button to convert the Simple Clock to an Advanced Clock.



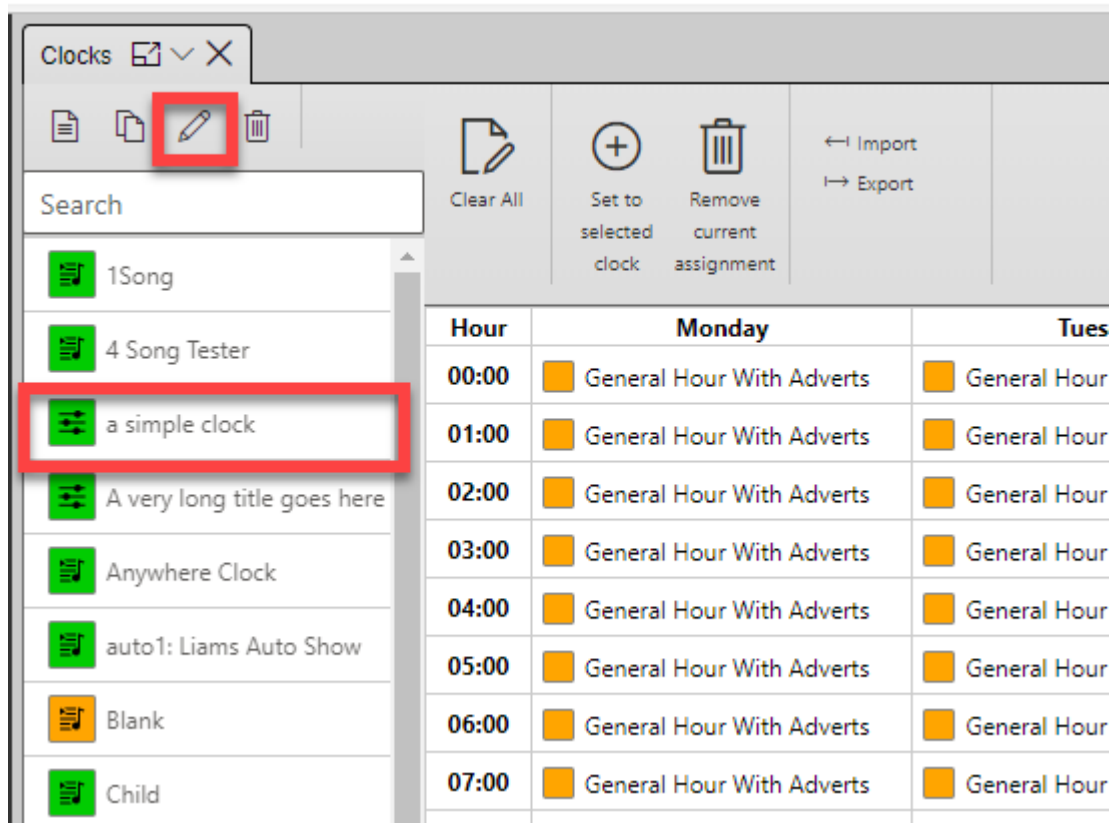
You will see that the Clock now includes a **Clock Items** tab which allows you to build the structure of your Clock by dragging Clock Items into the list. You can also set criteria for each Clock Item or use the Category Goals.

Clock Items and building Clocks is covered in details in the main Myriad Schedule documentation and as the process and options are the same in Anywhere Schedule, we will not cover the same ground in this guide but if you are not familiar with the process and theory of building Clocks, we suggest spending some time reading the main Myriad Schedule documentation or watching the Myriad Schedule Tutorial videos.

- Myriad Schedule User Guide - <https://help.broadcastradio.com/hc/en-gb/articles/360017632859>
- Myriad Schedule Tutorial Videos - <https://www.broadcastradio.com/training-courses#Schedule>

Editing Existing Clocks

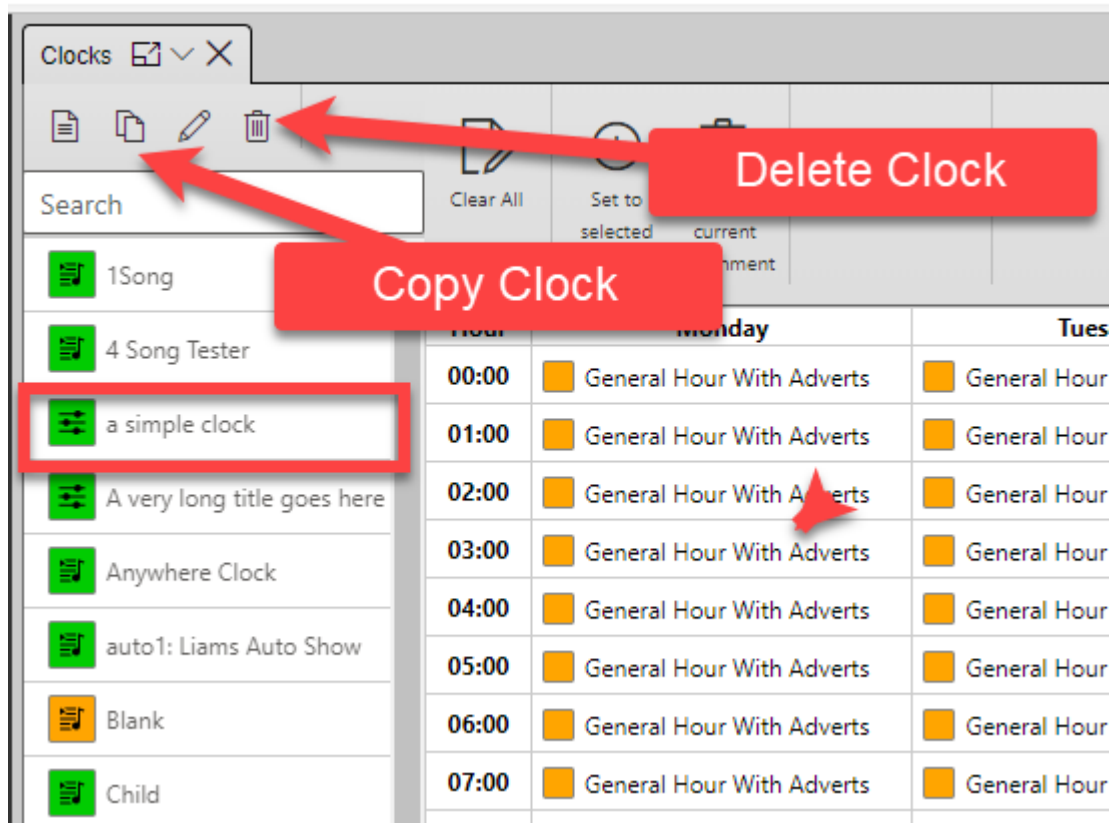
You can edit any existing Clocks by opening a Clocks tab (**Clocks & Rules > Edit Clocks**), selecting the Clock you want to edit and then clicking on the **Edit Clock** button on the ribbon.



Alternatively, you can also double click on a Clock to allow you to edit it.

Copy & Delete Clocks

You can also make a duplicate of an existing Clock or delete an existing Clock from the system by selecting the Clock you want to copy / delete and then clicking on the **Copy Clock** or **Delete Clock** buttons on the ribbon.



Assigning Clocks To Hours

You can assign a Clock to a specific hour of the week in a number of ways.

The simplest method is to drag the Clock from the list of Clocks, to the hour in the week you want to assign it to.

Clocks [icon] [icon] [icon]

Search

1Song

4 Song Tester

a simple clock

A very long title goes here

Anywhere Clock

auto1: Liams Auto Show

Blank

Child

Country

Country Simple

Dance Hour

DemoAuto: Demo Automata

General Hour

Clear All

Set to selected clock

Remove current assignment

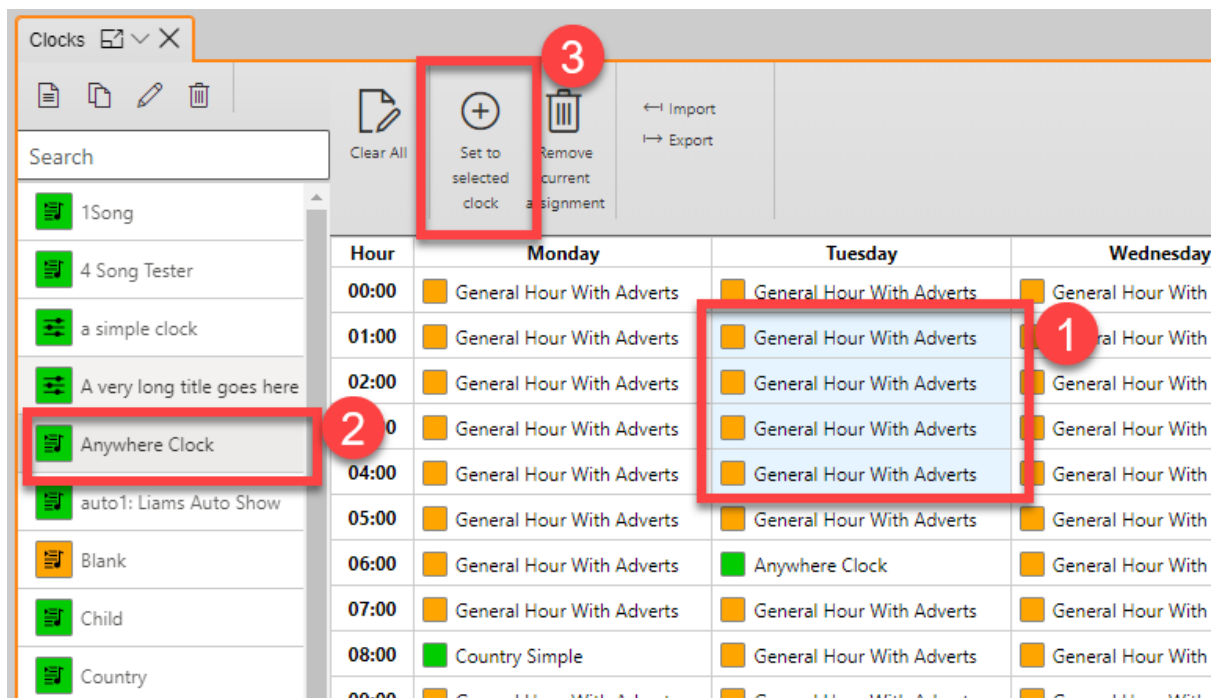
Import

Export

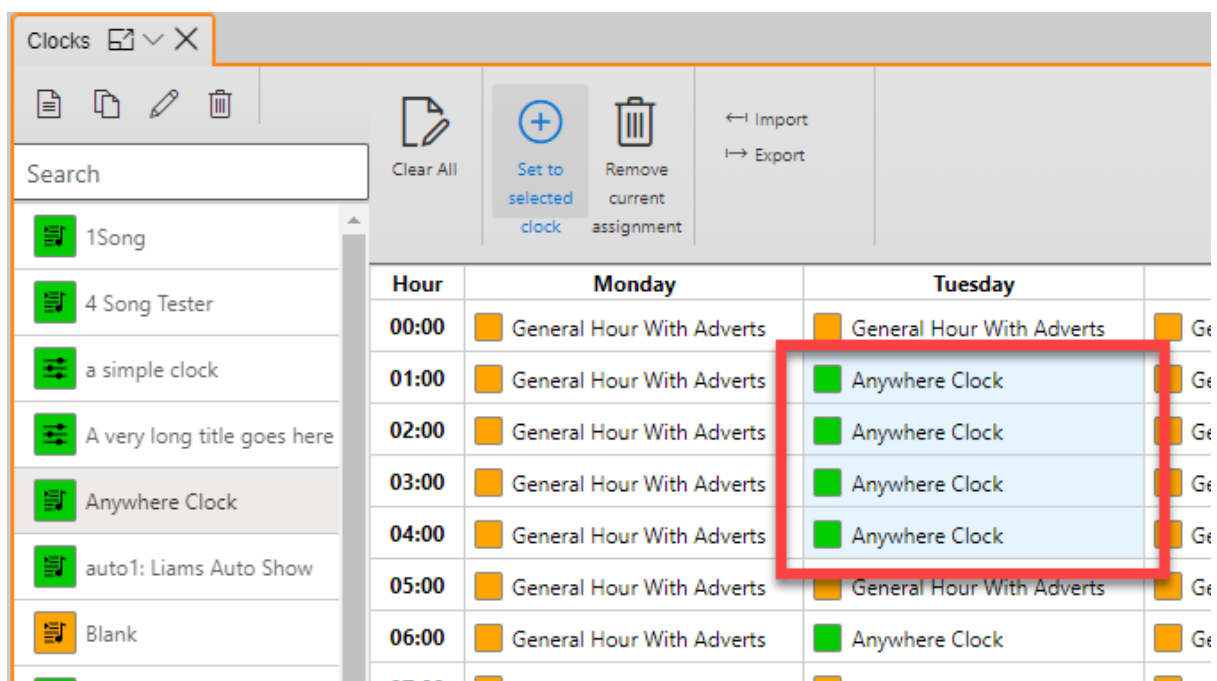
Hour	Monday	Tuesday	Wednesday
00:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
01:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
02:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
03:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
04:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
05:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
06:00	General Hour With Adverts	Anywhere Clock	General Hour With Adverts
07:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
08:00	Country Simple	General Hour With Adverts	General Hour With Adverts
09:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
10:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
11:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
12:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts
13:00	General Hour With Adverts	General Hour With Adverts	General Hour With Adverts

If you want to assign a Clock to multiple hours you can follow these steps:

1. Select the **Hours** you want to assign the Clock to.
2. Select the **Clock** you want to assign.
3. Click on the **Set to selected clock** button on the ribbon.

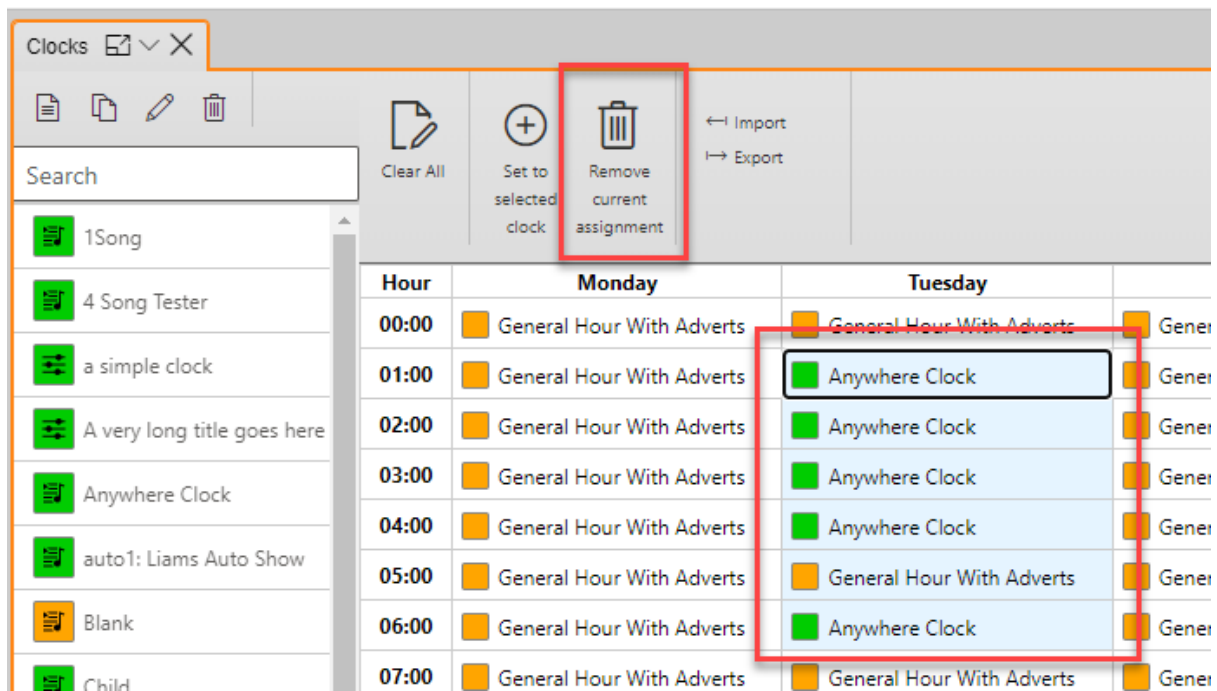


The hours will be set to use the assigned Clock.



Removing Assignments

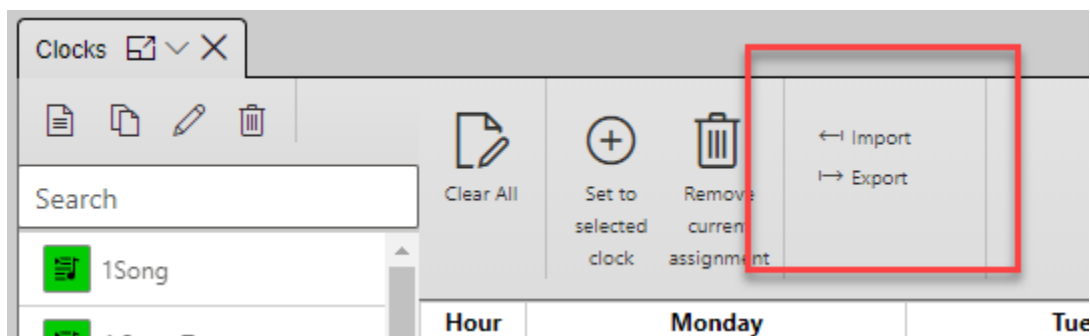
You can remove specific Clock Assignments by selecting the **Hours** you want to remove the assignments from and then clicking on the **Remove Current** button.



This will remove the Clocks from the Assigned hours. If you do not replace these with alternative Clocks, the system will ask what Clocks to use for these hours at time of schedule.

You can also remove the Clock Assignments for every hour of the week using the **Clear All** button on the ribbon.

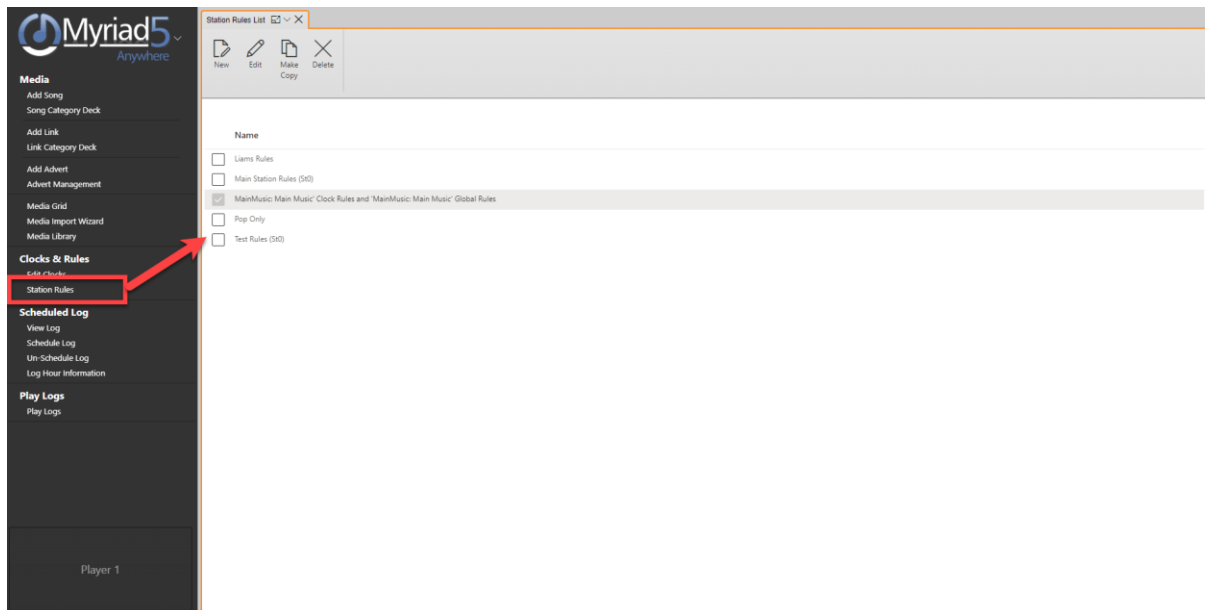
Import / Export Clock Assignments



You can use the **Import / Export** button on the ribbon to save the current Clock Assignments as a file or load a previously saved Clock Assignments file.

Station Rules

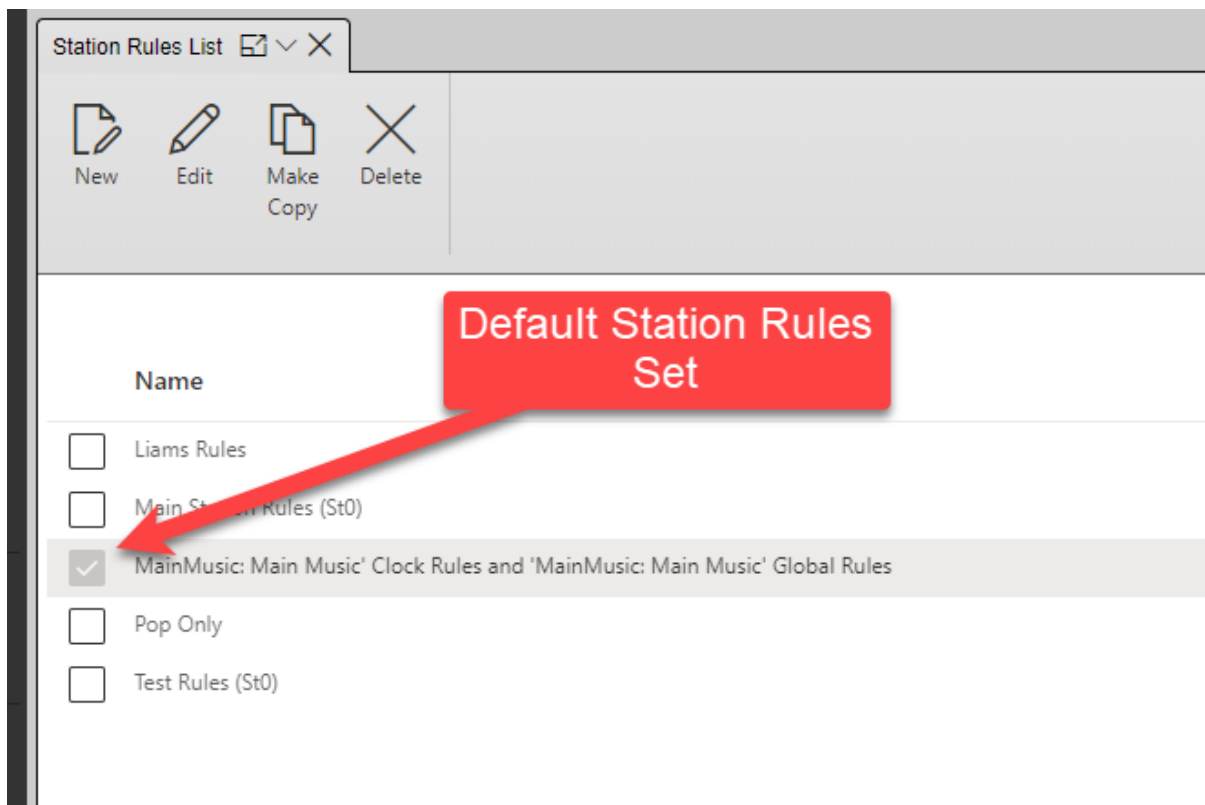
The **Station Rules** option in the **Clocks & Rules** section of the Left Navigation Tab opens a list of Station Rule Sets. You can use this to edit an existing Station Rules set or create a new Station Rules Set.



The ribbon provides options for working with Station Rule Sets. These include:

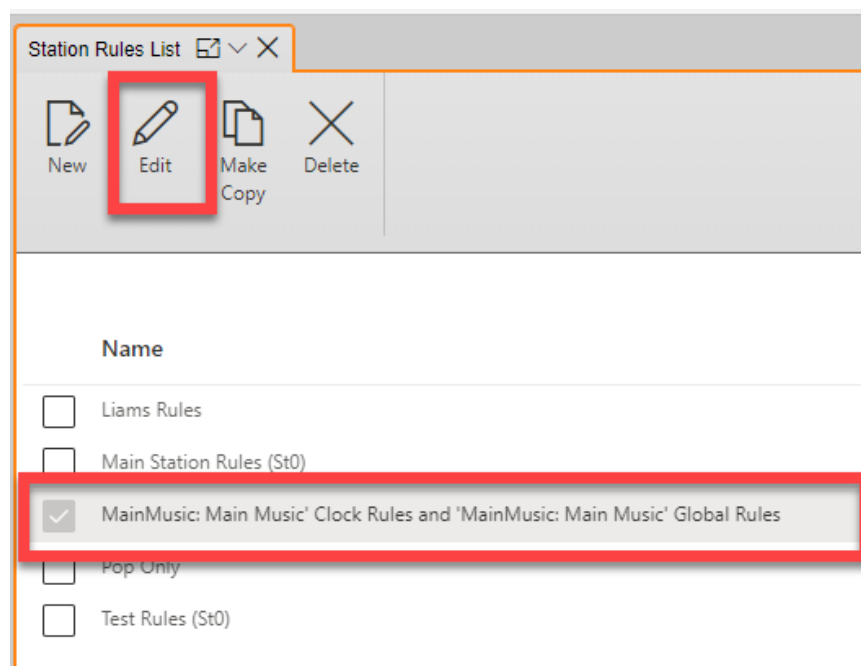
- **New** – Opens a new Station Rules Set.
- **Edit** – Edit an existing Station Rules Set.
- **Make Copy** – Duplicate the selected Station Rules Set.
- **Delete** – Delete the selected Station Rules Set.

The list also shows the current **Default Station Rule Set** which is the **ticked** item. You can change which Station Rules is the default by ticking a different Station Rules.



Editing Station Rules

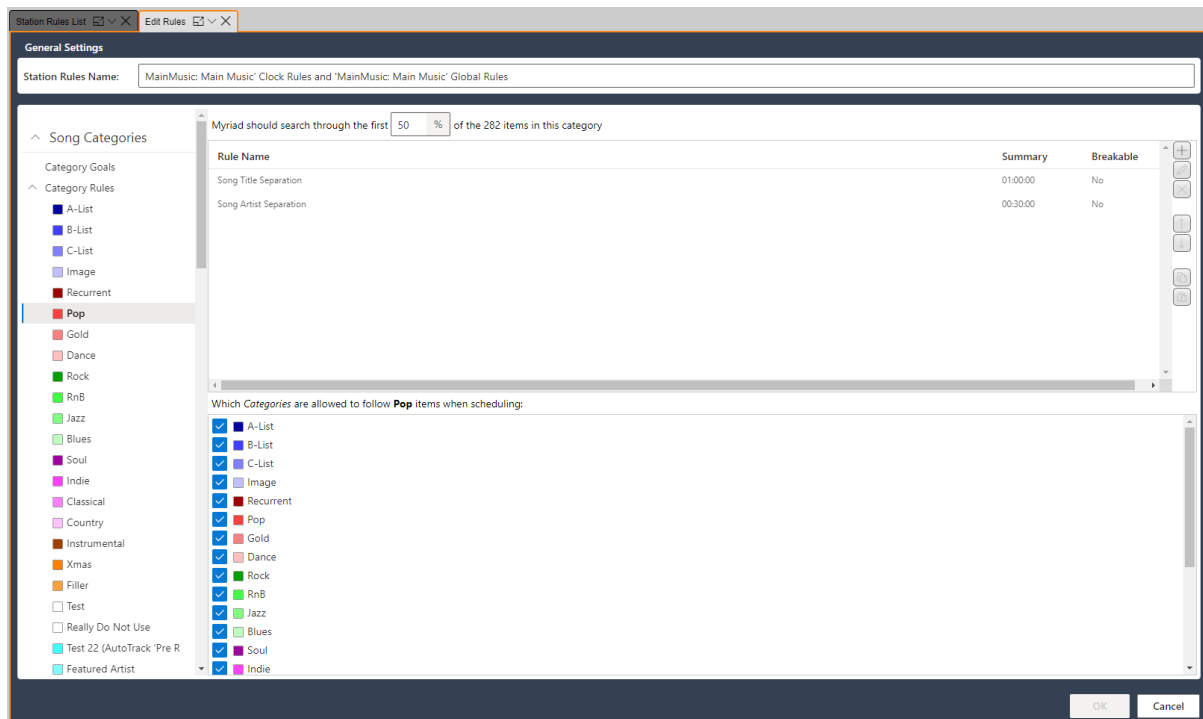
To edit a Station Rules Set, open the list of Station Rules (**Clocks & Rules > Station Rules**), select the Station Rule you want to edit and click on the **Edit** button.



This will open the **Edit Rules** tab which can be used edit the following Rules:

- Song Category Goals – Adjust the weighting of Song Categories for Clocks using this Station Rules set for Simple Clocks and Song Items set to 'Use Goals' in Advanced Clocks.
- Song Category Goals – Min / Max / Sep (Schedule Plus only) – Set the Minimum and Maximum in a row for Song Categories. You can also set the minimum Separation (other Categories that must be scheduled) if you have Schedule Plus.
- Song category Rules – Select Rules to applied per Song Category as well as the criteria for the Rules.
- Song Category Follow Rules – Set which Categories are allowed to follow Songs from other Categories.
- Song Type / Gender / Eras Goals (Schedule Plus only) – If you have Schedule Plus you can set the Minimum and Maximum in a row for Types, Genders and Eras for Songs. You can also set the minimum Separation for these attributes.
- Song Type / Gender / Eras Follow Rules (Schedule Plus only) – If you have Schedule Plus you can set the which attributes are allowed to follow which other attributes. These are set for Types, Genders and Eras separately.
- Song Tag Goals – You can set the maximum in a row for Songs with a specific Tag applied.
- Link Category Goals – Adjust the weighting of Link Categories for Clocks using this Station Rules set for Simple Clocks and Link Items set to 'Use Goals' in Advanced Clocks.
- Link Category Goals – Min / Max / Sep (Schedule Plus only) – Set the Minimum and Maximum in a row for Link Categories. You can also set the minimum Separation (other Categories that must be scheduled) if you have Schedule Plus.
- Link category Rules – Select Rules to applied per Link Category as well as the criteria for the Rules.

- Link Category Follow Rules – Set which Categories are allowed to follow Links from other Categories.
- Link Type / Gender / Eras Goals (Schedule Plus only) – If you have Schedule Plus you can set the Minimum and Maximum in a row for Types, Genders and Eras for Links. You can also set the minimum Separation for these attributes.
- Link Type / Gender / Eras Follow Rules (Schedule Plus only) – If you have Schedule Plus you can set the which attributes are allowed to follow which other attributes. These are set for Types, Genders and Eras separately.
- Link Tag Goals – You can set the maximum in a row for Links with a specific Tag applied.



Station Rules are covered in detail in the main Myriad Schedule documentation and as the process and options are the same in Anywhere Schedule, we will not cover the same ground in this guide but if you are not familiar with the process and theory of Station Rule sets, we suggest spending some time reading the main Myriad Schedule documentation or watching the Myriad Schedule Tutorial videos.

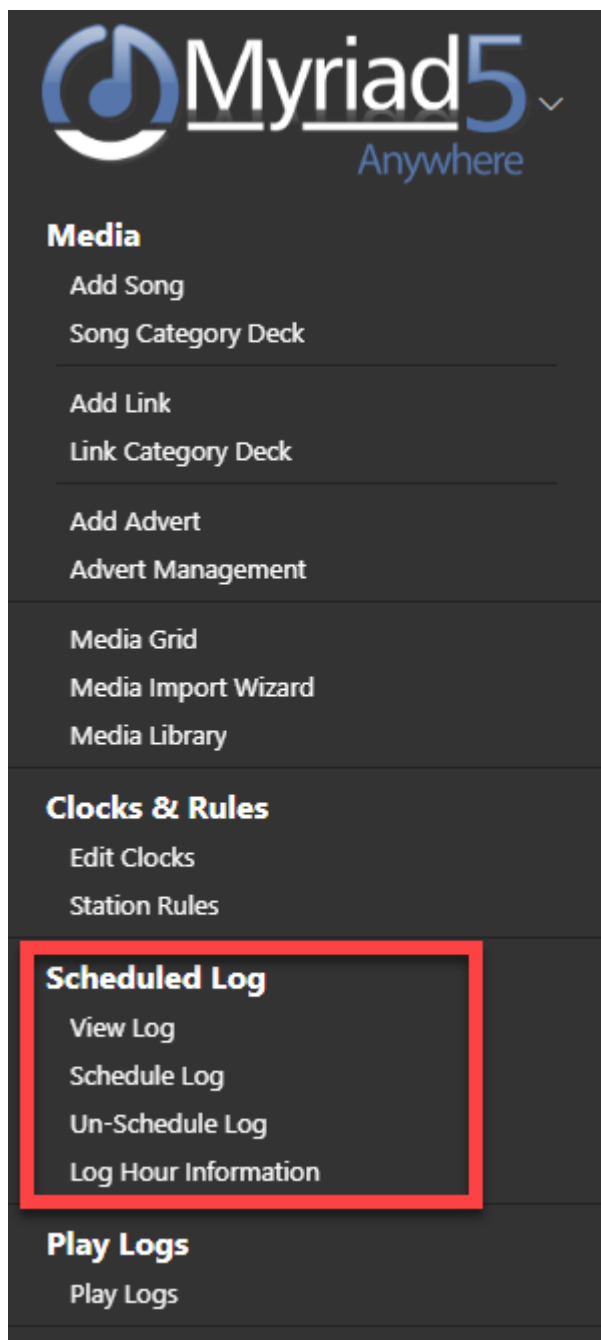
- Myriad Schedule User Guide - <https://help.broadcastradio.com/hc/en-gb/articles/360017632859>
- Myriad Schedule Tutorial Videos - <https://www.broadcastradio.com/training-courses#Schedule>

Schedule Log

The Schedule Log section of the Left Navigation tab provides access to a range of schedule related tools including:

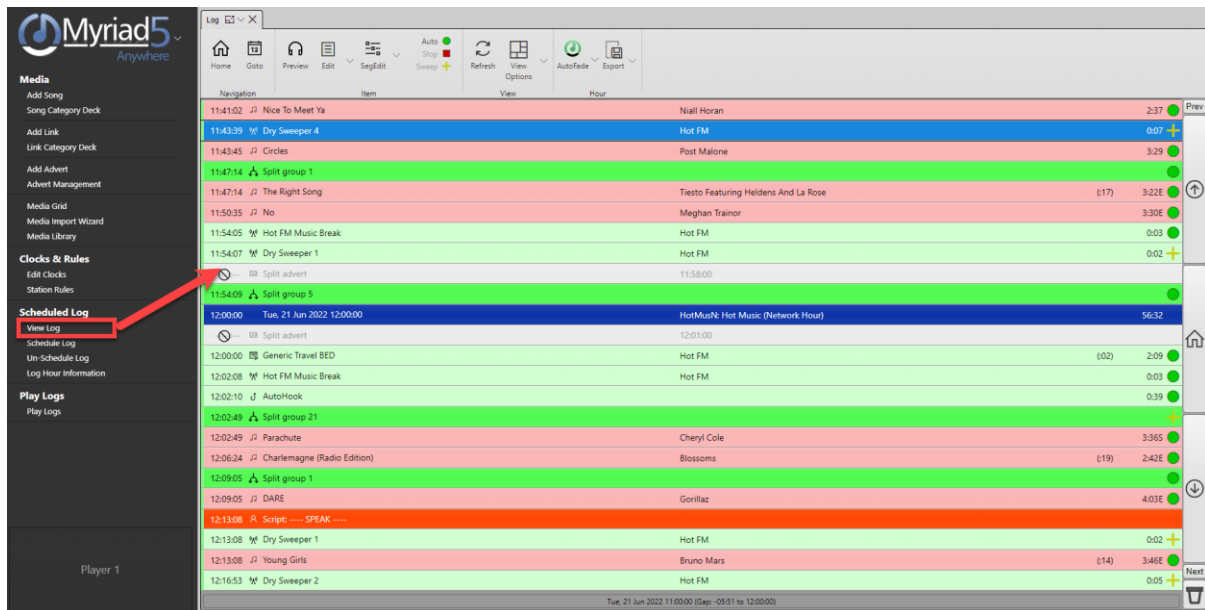
- **View Log** – View and edit the Log that has been scheduled by Myriad Schedule.
- **Schedule Log** – Schedule the content (based on the Clocks and Station Rules) for the selected time frame.

- **Un-Schedule Log** - Un-schedule content for the selected time frame and remove the content from the Myriad Log.
- **Log Hour Information** – View which hours have been scheduled or partially scheduled.



[View Log](#)

The **View Log** option in the Schedule Log section opens the Log Tab which can be used to view and edit content in the Log that has previously been scheduled.



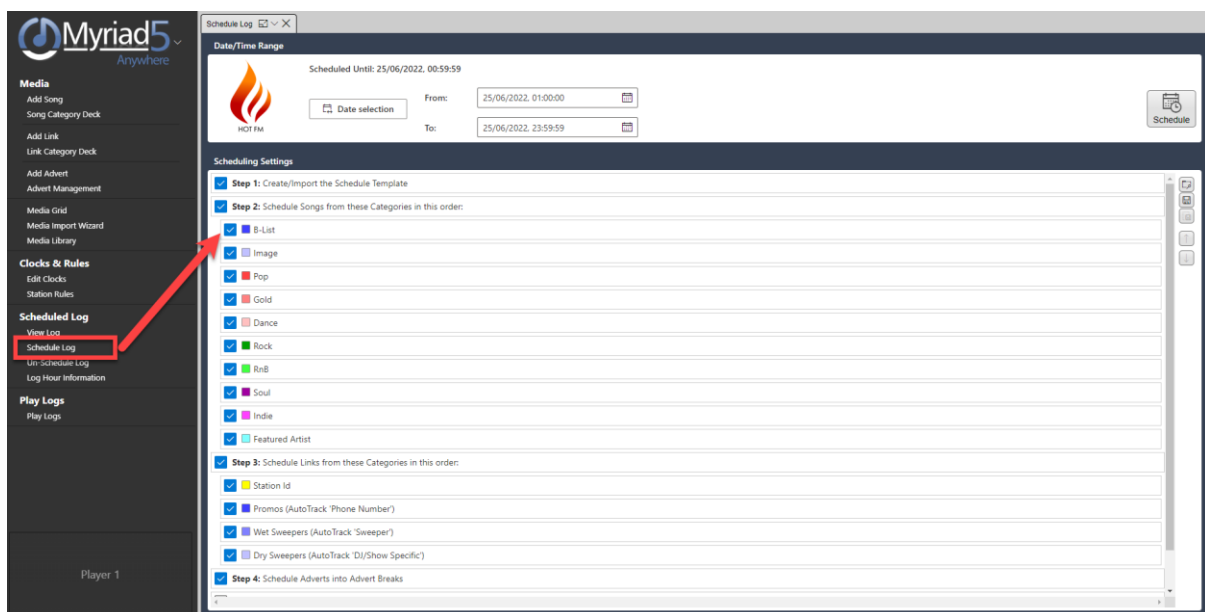
You can use all the standard Log Editing facilities found elsewhere in Myriad Anywhere including:

- Edit the Log
- Replace items
- Edit segues
- Record voice tracks
- Insert new items
- Change end types
- Etc...

Editing the Log is covered extensively in other Anywhere documentation.

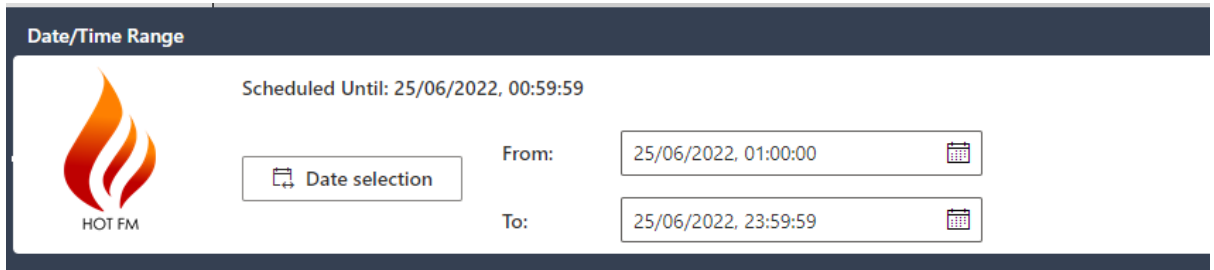
Schedule Log

The Schedule Log option in the Schedule Log section allows you to trigger a schedule process for a selected date / time range.



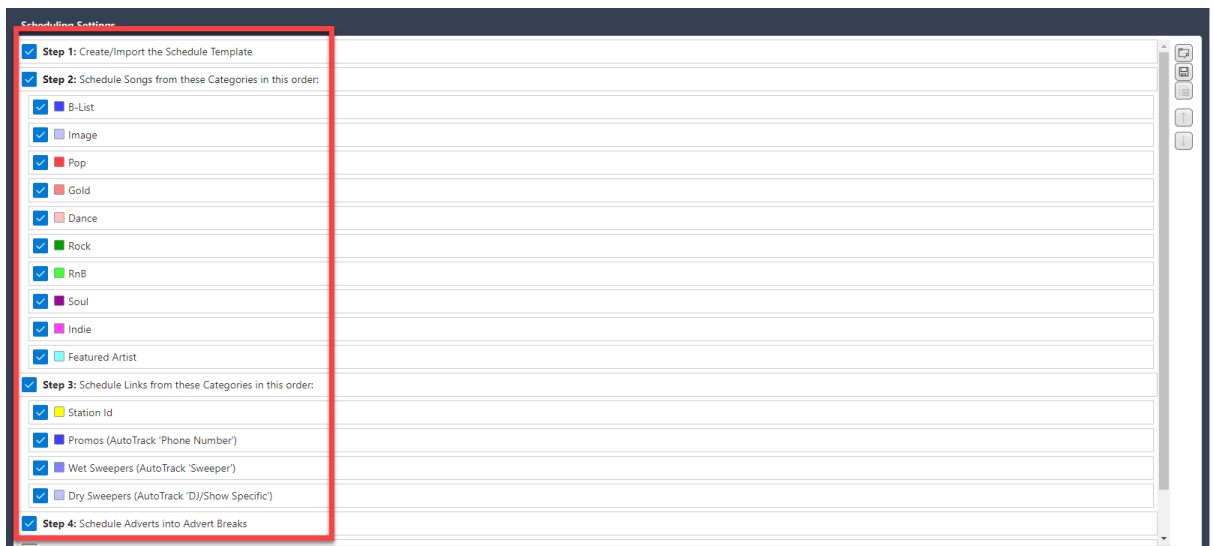
You can use this tab to start a schedule process which will be undertaken by your Myriad Payout system at your station.

1. Select the date / time range that you want to Schedule.



The screenshot shows a dark-themed interface titled "Date/Time Range". On the left is the HOT FM logo. To its right, it says "Scheduled Until: 25/06/2022, 00:59:59". Below the logo is a "Date selection" button with a calendar icon. To the right of this button are two input fields: "From:" with the value "25/06/2022, 01:00:00" and "To:" with the value "25/06/2022, 23:59:59". Each input field has a calendar icon on its right side.

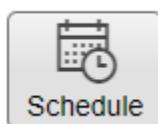
2. Select which steps you want to include in the Schedule process by ticking them in the list. You can you this to select which Categories to schedule or to exclude steps (like Advert Scheduling).



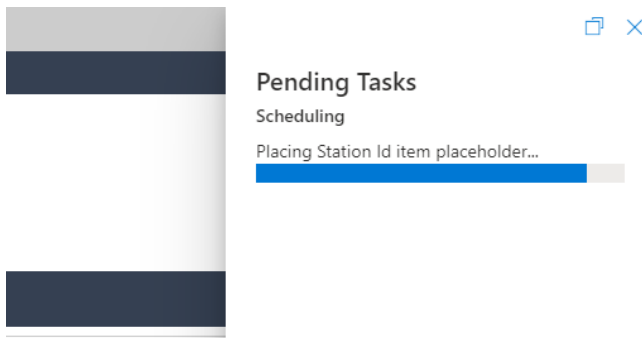
The screenshot shows a "Scheduling Options" panel. It contains four main sections, each with a checkbox and a description. The first three sections are highlighted with a red box. The first section is "Step 1: Create/Import the Schedule Template" with a checked checkbox. The second section is "Step 2: Schedule Songs from these Categories in this order:" with a checked checkbox and a list of categories: B-List, Image, Pop, Gold, Dance, Rock, RnB, Soul, Indie, and Featured Artist. The third section is "Step 3: Schedule Links from these Categories in this order:" with a checked checkbox and a list of categories: Station Id, Promos (AutoTrack 'Phone Number'), Wet Sweepers (AutoTrack 'Sweeper'), and Dry Sweepers (AutoTrack 'DJ/Show Specific'). The fourth section is "Step 4: Schedule Adverts into Advert Breaks" with a checked checkbox.

Schedule Plus customers can also alter the order in which things are scheduled which means you can prioritise some Categories over others (by scheduling them first).

3. Click on the **Schedule** button to begin the process.



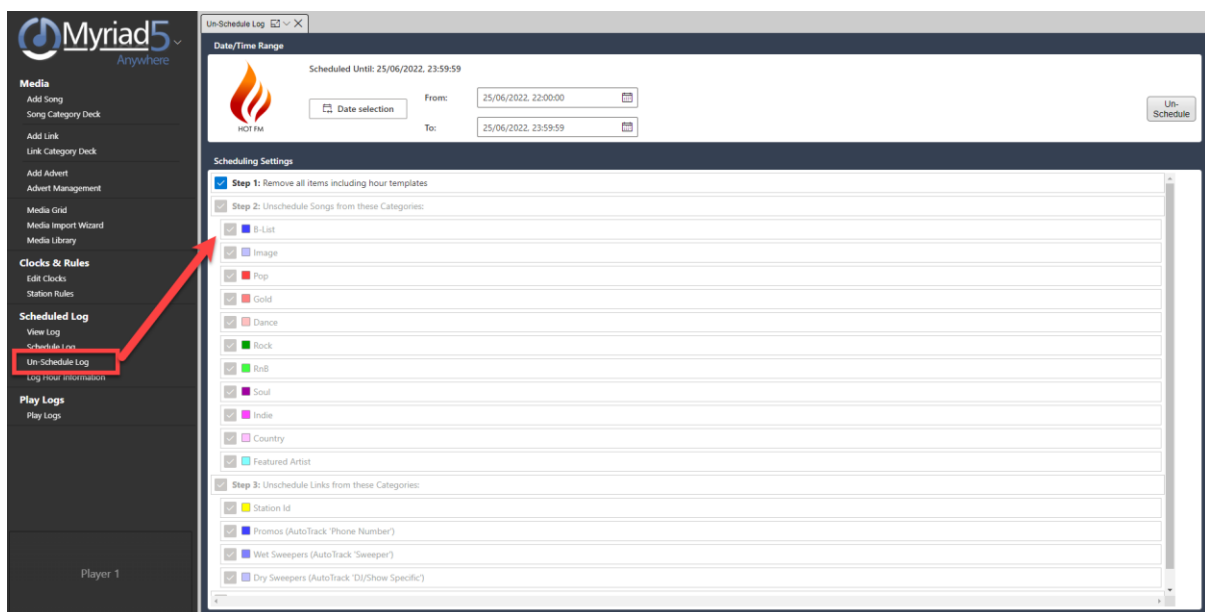
You will see a panel on the right that indicated schedule progress.



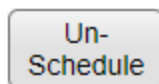
Please note that you do not need to keep your browser open throughout the schedule process. If you close your browser, Myriad Payout will continue to schedule the date / time period you have selected.

Un-Schedule Log

The Un-Schedule Log option in the Schedule Logs section of the Left Navigation tab is used to remove a specific date / time range from the Log and 'un-schedule' the content.



1. Select the Date / Time Range.
2. Click on the **Un-Schedule** button.



The un-schedule process will be undertaken by Myriad Payout at your station.

Log Hour Information

The Log Hour Information option on the Left Navigation tab is used to display the schedule status of hours within the selected date time range.

Myriad5 Anywhere

Log Hour Information

From: 13/06/2022, 00:00:00
To: 26/06/2022, 23:59:59
Date Range

Scheduled Day

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
13 June 2022	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	1	1	1	1	
14 June 2022	1	1	1	1	1	1	1	1	1	2	0	2	1	2	2	2	2	2	2	2	2	2	2	
15 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
16 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
17 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	0	2	2	2	2	2	2	
18 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
19 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Week 25																								
20 June 2022	2	2	2	2	2	2	2	2	25	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
21 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
22 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
23 June 2022	25	25	25	25	25	25	25	25	25	25														
24 June 2022	2	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	
25 June 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
26 June 2022																								

To start, select the **From & To** dates and the click on **Update**.




Log Hour Information

From: 13/06/2022, 00:00:00
To: 26/06/2022, 23:59:59
Date Range

Update

The resulting grid shows the status for the hours within the selected date and time range.

Scheduled Day	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
13 June 2022	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	1	1	1	1
14 June 2022	1	1	1	1	1	1	1	1	1	2	0	2	1	2	2	2	2	2	2	2	2	2	2	2
15 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
16 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
17 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	0	2	2	2	2	2	2
18 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
19 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Week 25																								
20 June 2022	2	2	2	2	2	2	2	2	25	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
21 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
22 June 2022	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
23 June 2022	25	25	25	25	25	25	25	25	25	25														
24 June 2022	2	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
25 June 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26 June 2022																								

- Green Box  – This hour has been scheduled.
- Number Within Box – This indicates the number of ‘un-scheduled’ items within the hour.
- Green / Orange Box  - This indicated Songs and Link have been scheduled but Adverts have not yet been scheduled.
- Grey Box  - This hour has not been scheduled.

Play Logs & Copyright Reports

The **Play Logs** section of the Left Navigation tab provides access to play history for Media Items on your system. You can also view **Copyright** reports in the same tool which show similar information but include additional information that may be useful to copyright bodies.

Myriad5 Anywhere

Media
Add Song
Song Category Deck
Add Link
Link Category Deck
Add Advert
Advert Management
Media Grid
Media Import Wizard
Media Library

Clocks & Rules
Edit Clocks
Station Rules

Scheduled Log
View Log
Schedule Log
Un-Schedule Log
Log Hour Information

Play Logs
Play Logs

Player 1

Play Logs Report

From: 21/06/2022, 00:00:00
To: 21/06/2022, 23:59:59
Date Range

Date selection
On-Air Only
Include Previews
More Filters

Search
Copyright Report

Date	Time	Duration	Media Id	Title	Artist	Location	Network Name	Login	Station Name	On-Air	Play Mode	Preview	Reference
21/06/2022	00:00:01	00:07	10050	The One	Kylie Minogue	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook		SON10050
21/06/2022	00:00:08	00:02	2	Separator	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			LN2
21/06/2022	00:00:10	00:06	10049	Apologize	Timbaland	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook		SON10049
21/06/2022	00:00:16	00:02	2	Separator	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			LN2
21/06/2022	00:00:18	00:06	10041	Whistle For The ...	The Fratellis	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook		SON10041
21/06/2022	00:00:24	00:02	2	Separator	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			LN2
21/06/2022	00:00:26	00:09	10047	Left Outside Alone	Anastacia	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook		SON10047
21/06/2022	00:00:35	00:02	2	Separator	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			LN2
21/06/2022	00:00:36	00:10	10033	Whole Lotta Hist...	Girls Aloud	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook		SON10033
21/06/2022	00:00:47	00:11	3	Horny Hour Op...	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			MNR00003
21/06/2022	00:00:57	03:41	10033	Whole Lotta Hist...	Girls Aloud	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10033
21/06/2022	00:04:34	02:47	10338	God Is A Dancer	Tiesto And Mabel	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10338
21/06/2022	00:07:17	00:05	11	Mixed Sweeper 2	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			LN11
21/06/2022	00:07:19	03:41	10047	Left Outside Alone	Anastacia	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10047
21/06/2022	00:10:55	03:28	10041	Whistle For The ...	The Fratellis	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10041
21/06/2022	00:14:18	03:02	10049	Apologize	Timbaland	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10049
21/06/2022	00:14:18	00:01	14	Dry Sweeper 1	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			LN14
21/06/2022	00:17:16	03:55	10050	The One	Kylie Minogue	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10050
21/06/2022	00:21:06	00:04	13	Hot FM Music Br...	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			LN13
21/06/2022	00:21:09	03:28	10051	Denial	Sugababes	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10051
21/06/2022	00:24:33	02:37	10344	Harder (Radio Ed...	Jax Jones And Bebe Rexha	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10344
21/06/2022	00:27:07	03:21	10174	Sledgehammer	Rihanna	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			SON10174
21/06/2022	00:27:07	00:01	14	Dry Sweeper 1	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir			LN14

To access Play Logs, click on the **Play Logs** option on the Left Navigation Menu.

Play Logs Report

From: 21/06/2022, 00:00:00
To: 21/06/2022, 23:59:59
Date Range

Date selection
On-Air Only
Include Previews
More Filters

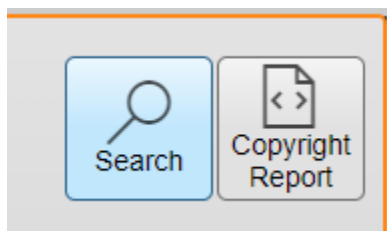
Search
Copyright Report

Select the Date / Time frame you are interested in and apply any of the other filter options you wish, then click on **Search**.

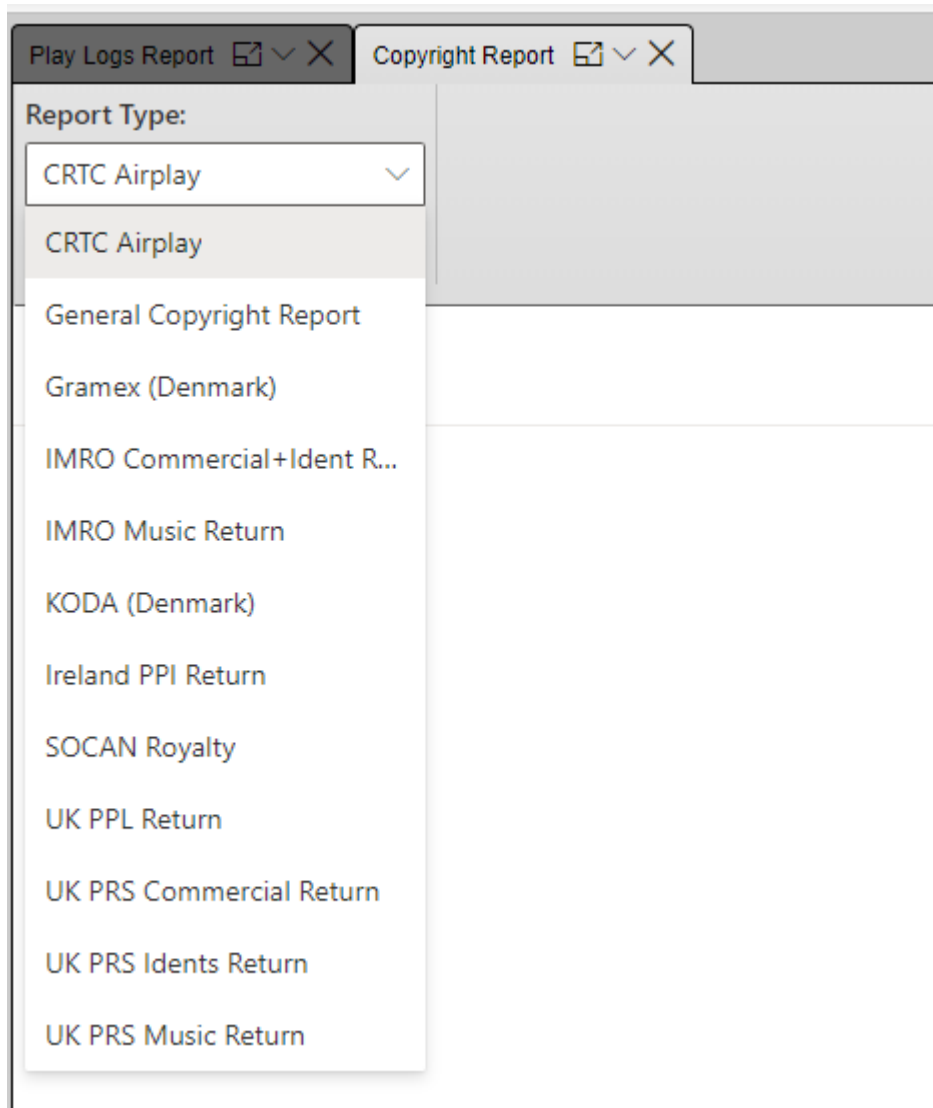
The results are displayed in the Working Area.

Play Logs Report												
From: 21/06/2022 00:00:00		To: 21/06/2022 23:59:59		Date selection	On-Air Only	Include Previews	More Filters	Search Copyright Report				
Date	Time	Duration	Media Id	Title	Artist	Location	Network Name	Login	Station Name	On-Air	Play Mode	Reference
21/06/2022	00:00:01	00:07	10050	The One	Kylie Minogue	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook	SON10050
21/06/2022	00:00:08	00:02	2	Separator	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		LIN2
21/06/2022	00:00:10	00:06	10049	Apologize	Timbaland	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook	SON10049
21/06/2022	00:00:16	00:02	2	Separator	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		LIN2
21/06/2022	00:00:18	00:06	10041	Whistle For The ...	The Fratellis	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook	SON10041
21/06/2022	00:00:24	00:02	2	Separator	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		LIN2
21/06/2022	00:00:26	00:09	10047	Left Outside Alone	Anastacia	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook	SON10047
21/06/2022	00:00:35	00:02	2	Separator	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		LIN2
21/06/2022	00:00:36	00:10	10033	Whole Lotta Hist...	Girls Aloud	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir	Hook	SON10033
21/06/2022	00:00:47	00:11	3	Hirsty Hour Ope...	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		MYR00003
21/06/2022	00:00:57	03:41	10033	Whole Lotta Hist...	Girls Aloud	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10033
21/06/2022	00:04:34	02:47	10338	God Is A Dancer	Tiesto And Mabel	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10338
21/06/2022	00:07:17	00:05	11	Mixed Sweeper 2	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		LIN11
21/06/2022	00:07:19	03:41	10047	Left Outside Alone	Anastacia	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10047
21/06/2022	00:10:55	03:28	10041	Whistle For The ...	The Fratellis	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10041
21/06/2022	00:14:18	03:02	10049	Apologize	Timbaland	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10049
21/06/2022	00:14:18	00:01	14	Dry Sweeper 1	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		LIN14
21/06/2022	00:17:16	03:55	10050	The One	Kylie Minogue	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10050
21/06/2022	00:21:06	00:04	13	Hot FM Music Br...	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		LIN13
21/06/2022	00:21:09	03:28	10051	Denial	Sugababes	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10051
21/06/2022	00:24:33	02:37	10344	Harder (Radio Ed...	Jax Jones And Bebe Rexha	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10344
21/06/2022	00:27:07	03:21	10174	Sledgehammer	Rihanna	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		SON10174
21/06/2022	00:27:07	00:01	14	Dry Sweeper 1	Hot FM	BR-HOT-XTRA	BR-HOT-XTRA	HotXtra	Hot XTRA	OnAir		LIN14

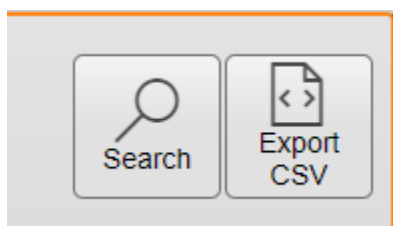
If you want to view a **Copyright** report for the same selected date / time frame click on the **Copyright Report** button.



This will open a new **Copyright Report** tab. Use the **Report Type** drop down to select the copyright body you want to report to (this will order the columns in the correct format for that body).



Then click on the **Search** button.



This report can take some time to compile so please be patient!

Play Log Report

Copyright Report

Report Type:

UK PPL Return

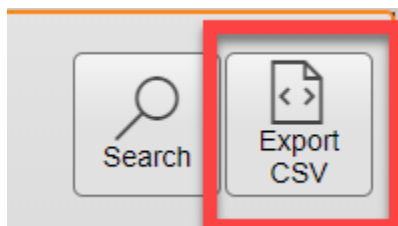
Search

Export CSV

Media Id	Air Date	Air Time	Air Location	Product Title	Play Count	Music Title	Performer	Composer / A...	Publisher	Record(ing) N...	ISRC	Played Durati...
10050	21/06/2022	00:00:01	BR-HOT-XTRA	The One	1	The One	Kylie Minogue				GBAYE0801020	00:00:08
2	21/06/2022	00:00:08	BR-HOT-XTRA	Seperator	1	Seperator	Hot FM					00:00:03
10049	21/06/2022	00:00:10	BR-HOT-XTRA	Apologize	1	Apologize	Timbaland				USUM70722793	00:00:07
2	21/06/2022	00:00:16	BR-HOT-XTRA	Seperator	1	Seperator	Hot FM					00:00:03
10041	21/06/2022	00:00:18	BR-HOT-XTRA	Whistle For The ...	1	Whistle For The ...	The Fratellis				GBUM70601572	00:00:07
2	21/06/2022	00:00:24	BR-HOT-XTRA	Seperator	1	Seperator	Hot FM					00:00:03
10047	21/06/2022	00:00:26	BR-HOT-XTRA	Left Outside Alone	1	Left Outside Alone	Anastacia				USSM10400150	00:00:10
2	21/06/2022	00:00:35	BR-HOT-XTRA	Seperator	1	Seperator	Hot FM					00:00:03
10033	21/06/2022	00:00:36	BR-HOT-XTRA	Whole Lotta Hist...	1	Whole Lotta Hist...	Girls Aloud				GBUM70500021	00:00:11
3	21/06/2022	00:00:47	BR-HOT-XTRA	Hirsty Hour Ope...	1	Hirsty Hour Ope...	Hot FM					00:00:12
10033	21/06/2022	00:00:57	BR-HOT-XTRA	Whole Lotta Hist...	1	Whole Lotta Hist...	Girls Aloud				GBUM70500021	00:03:42
10338	21/06/2022	00:04:34	BR-HOT-XTRA	God Is A Dancer	1	God Is A Dancer	Tiesto And Mabel					00:02:48
11	21/06/2022	00:07:17	BR-HOT-XTRA	Mixed Sweeper 2	1	Mixed Sweeper 2	Hot FM					00:00:06
10047	21/06/2022	00:07:19	BR-HOT-XTRA	Left Outside Alone	1	Left Outside Alone	Anastacia				USSM10400150	00:03:42
10041	21/06/2022	00:10:55	BR-HOT-XTRA	Whistle For The ...	1	Whistle For The ...	The Fratellis				GBUM70601572	00:03:29
10049	21/06/2022	00:14:18	BR-HOT-XTRA	Apologize	1	Apologize	Timbaland				USUM70722793	00:03:03
14	21/06/2022	00:14:18	BR-HOT-XTRA	Dry Sweeper 1	1	Dry Sweeper 1	Hot FM					00:00:02
10050	21/06/2022	00:17:16	BR-HOT-XTRA	The One	1	The One	Kylie Minogue				GBAYE0801020	00:03:56
13	21/06/2022	00:21:06	BR-HOT-XTRA	Hot FM Music Br...	1	Hot FM Music Br...	Hot FM					00:00:05
10051	21/06/2022	00:21:09	BR-HOT-XTRA	Denial	1	Denial	Sugababes					00:03:29
10344	21/06/2022	00:24:33	BR-HOT-XTRA	Harder (Radio Ed...	1	Harder (Radio Ed...	Jax Jones And Be...					00:02:38
10174	21/06/2022	00:27:07	BR-HOT-XTRA	Sledgehammer	1	Sledgehammer	Rihanna					00:03:22
14	21/06/2022	00:27:07	BR-HOT-XTRA	Dry Sweeper 1	1	Dry Sweeper 1	Hot FM					00:00:02
10067	21/06/2022	00:30:24	BR-HOT-XTRA	Haven't Met You ...	1	Haven't Met You ...	Michael Buble					00:04:01

Once complete, the results will be listed in the Working Area.

You can also export the results as a .CSV file to send directly to your chosen copyright body.



Learning More About Myriad Schedule

This brief guide to Myriad Anywhere is intended to help you navigate the Myriad Anywhere interface and get access the tools and information familiar to Myriad Schedule users.

If you are new to Myriad Schedule or scheduling in general then we recommend you combine this document with the main documentation for Myriad Schedule and / or the Myriad Schedule Tutorial Video Course.

- Myriad Schedule User Guide - <https://help.broadcastradio.com/hc/en-gb/articles/360017632859>
- Myriad Schedule Tutorial Videos - <https://www.broadcastradio.com/training-courses#Schedule>

These resources will guide you through the fundamentals of scheduling and how to setup your system to schedule the content you want for your station. Myriad Anywhere is designed to emulate Myriad Schedule as closely as possible so the knowledge you get from the Myriad Schedule documentation and tutorial videos can be applied directly to Myriad Anywhere in most cases.