

## The Tracks Tab

### Fingerprinting & Metadata Management

- Drag and Drop Fingerprinting
  - Select up to 100 audio files you want to fingerprint.
    - We currently accept only MP3, WAV, AIF, AIFF files with a maximum of 200mb per file.
  - Drag your selected tracks onto the “Drag & Drop” area located on the upper right of the webpage.
    - You can also click on the “Drag & Drop” area to open a file selection box
  - A status window will appear and list the files for uploading and their current status.
  - Once complete, your tracks will populate the “Tracks Tab”.
    - Your tracks are now fingerprinted and will be active on the system within 24 hours
  - After your tracks have been fingerprinted, you can import and edit their metadata
- Adding Metadata (Optional)
  - You can edit metadata for an individual track by clicking on the edit pencil located on the left of the track.
  - You can edit metadata for multiple tracks using the checkbox located on the left of the tracks. Once all tracks are selected, click on the “Edit Metadata for Selected Tracks” located on the upper left of the tracks page.
  - You can also use the bulk import option to load your metadata using the tab delimited text file template we provide on the website.
    - Click on the “Metadata Management” button located on the upper left of the “Tracks” page to download your current metadata.
    - Fill in the csv. document with the metadata you want displayed, delete any track metadata you do not want updated.
      - Save the file as a comma separated value (csv) file
    - Upload the csv. file using the “Import Metadata” option.

## The Detections Tab

### Reviewing, filtering, and managing detection data:

- Once files are active, detected performances are reported on the “Detections Tab” in a spreadsheet layout.
- The columns available for viewing are as follows:
  - **Edit:** (Pencil icon): Clicking this icon will open the display for editing the detected track’s metadata.
  - **Play:** Clicking this will open the audio player and stream the recording of the detected performance. The recording is the same length as the detected duration displayed in the duration column.
    - The gear icon features a dropdown menu which allows you to select and additional 10 or 20 seconds to this recording – 5 or 10 seconds before and after the detected performance.
    - The dropdown also allows you to download the detection recording to your computer. If a buffer is selected, the additional time will be included in the downloaded recording.
  - **Duration:** This field displays the duration of the detected performance.
  - **Date/Time:** This field displays the exact date and time down to the second that the detection began.
    - The default time zone can be changed in the “my Account” section
  - **Channel:** This field displays the channel were on which the detected.
  - **Show:** This field displays the name of the show scheduled to air during the time of the detected performance when available. Please see the show/episode notes below.
  - **Episode:** This field displays episodic information corresponding to the scheduled show as.
    - **\*Show/Episode Notes:**
      - TuneSat receives show/episode schedule information from 3rd parties.
      - The show information does not specify the type of usage. Such usages may include in-show commercials and/or promos that may occur during the time slot. We recommend listening to the detection recordings

to verify the usage context.

- The features made available in the “Usage” column are very useful for organizing and managing identical performances such as commercials or promos. See below for more information on the “Usage” column.
- **Usage:** This field displays the number of times an identical usage was detected and provides the ability to tag usage(s) with descriptive information.
- **Usage Count:** When identical performances, such as the same commercial or promo, are detected a “usage count number” is assigned in the usage field.
- **Usage Report:** When an identical performance has been detected an “arrow” button is displayed to the left of the “usagecount”. Clicking on this will generate a filtered report of these detected performances. Clicking the web browser’s back button will return you to the previous view.
- **Usage Tagging:** Performances can be tagged with preset usage types. By default, when no tag has been assigned to a usage “---“ will be displayed. By hovering over “---“ a drop down menu will display allowing you to select a usage type.
  - There are 8 preset usage types available for selection.
    - **←SHW:** Show The arrow signifies that the “description” automatically populates the with the show name as it appears in the “Show” filed of the detected performance. See below for more information on “descriptions”.
    - **SHW:** Show
    - **VID:** Music Video
    - **COM:** Commercial
    - **INF:** Infomercial
    - **PRO:** Promo
    - **ID:** Network ID
    - **TRL:** Film Trailer
- **Usage Description:** Performances can be tagged with custom usage descriptions such as the name of a commercial, promo, etc. A “usage tag” must be assigned before you can add a “usage description”. By default, when no “usage description” has been

assigned “No description” will be displayed. By hovering over “No description” a drop down menu will display allowing you to either create a new description or merge with an existing description as described below.

- **Merging usages with a existing descriptions:** This is useful if you want to merge 2 separate usages and have TuneSat count them as the same usage. (e.g. Merging edited versions of the same commercial).
  - **Editing and Deleting usage descriptions:** Usage descriptions can be edited or deleted by clicking on “edit” in the “Usage” header and following the on screen instructions.
  - **Expanded and Collapsed view:** This feature allows users to see all individual detections (expanded view) or see only the most recent detection of a tagged usage (collapsed view). These views can be toggled in the Usage header.
  - **File:** This field displays the detected audio file path as uploaded and fingerprinted by client.
- The following data is made available when provided by client per the methods described in “How to add metadata”.
- **Title:** This field displays the song title.
  - **Album:** This field displays the album name.
  - **Artist:** This field displays the artist name(s).
  - **Composer:** This field displays the composer names(s), PRO affiliation(s), and entitled percentage splits.
  - **Publisher:** This field displays the publisher names(s), PRO affiliation(s), and entitled percentage splits.
  - **Custom:** This field displays custom information as provided by clients. Customized and Creating filters for your data Customizing your data: TuneSat allows you to create a view for that can be custom made for your needs. Click on the link on the right side of the detection tab, and a drop down will appear. From this dropdown you can check any subjects you would like displayed. You can also drag and drop the order in which you would like them displayed. Filters: TuneSat allows you to filter the data you receive. By clicking the “edit filter” button, you will be able to view a drop down drawer that will allow you to choose what particular aspects of your data to create reports specific to a

particular query you have. For example, if you would only like to see detections which occurred in France from February to November, you can input that information here to generate that report.

\*Please note – anytime you add or change metadata, it will be updated for all detections in your account. New or edited information will be seamlessly integrated with any past detection data.

\*Contact us if you have any questions regarding the process above.