

# Natural Log Introduction

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## Thank you for selecting the Natural Log traffic-logging-billing system for radio broadcasters!

Before installing Natural Log for Windows, please read the Software License Agreement included in this manual beginning on page 1-10. Installation and use of the Natural Log system constitutes your agreement to be bound by the terms of this software license.

### **Computer System Requirements**

This is to be considered the *minimum* acceptable system for running Natural Log for Windows at an acceptable speed. Faster machines will give better performance.

- Any Windows Computer capable of efficiently running Windows
- A hard drive with at least 10 gigabytes of free space
- Windows XP or later operating system
- USB-Drive, Zip-Drive™, CD Burner, tape backup or other device for data backups.
- If running across a Local-Area-Network 100mbps minimum is recommended for best performance.

### **MS Access 97 Users Note**

The Natural Log installer includes Microsoft Access-2000 database drivers that will overwrite any existing Access-97 database drivers on this computer. If you currently use macros in Access-97, some existing Access-97 macro functions may be lost. The only work-around is to upgrade to Microsoft Access-2000 or later. For more information on this known incompatibility problem review the following Microsoft document on the internet: <http://support.microsoft.com/support/kb/articles/Q237/5/75.ASP>

### **Natural Log System Description**

The Natural Log system allows the user to perform the functions needed to log and bill for advertising in a radio station:

- Create Log templates to described where commercial avails occur
- Enter broadcast orders as they are placed by advertisers
- Create daily commercial logs from log templates and broadcast orders
- Convert the logs to the proper format for importation by your automation system
- Create invoices/affidavits from the commercial logs
- Post payments and track accounts receivable
- Create user-configured reports

For those who have upgraded from Natural Log's DOS version, the screens look very different and you now use a mouse, but the underlying operation of the system has not changed much. **For a more detailed description of the process of using Natural Log, please see Quick-Start Guide.**

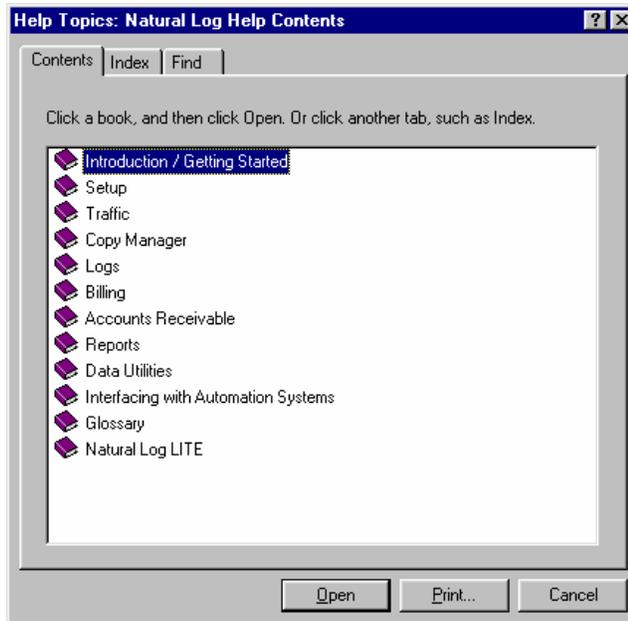
# 1.01 Getting Help with Natural Log

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This section does not apply to Natural Log LITE. See Chapter 13 for Natural Log LITE help and training options.

## **Built-In Help**

Your first source for help with Natural Log is the built-in help file. This help file may be accessed from any screen in Natural Log by clicking **[Help][Natural Log Help]**. You may look up topics in the **[Contents]**, use the key-word **[Index]**, or use the **[Find]** function to search the entire help file for specific words.



## **Telephone Help**

For registered and licensed users with a support package who have specific questions about Natural Log for which you cannot find the answer in the help file or user manual, call 210.349.5808 from 8AM to 5PM Central time (USA) Monday through Friday. For 1 year from the purchase date, this telephone support is free but you pay long distance charges. After the first year telephone support is only offered on an annual subscription basis. Telephone help does not include extended training sessions. [See below.]

## **e-Mail Assistance**

Registered users with paid support can get e-Mail help for minor issues at [support@nat-soft.com](mailto:support@nat-soft.com)

## **Natural Log Website Support**

Registered and licensed users should visit [www.nat-soft.com/NL](http://www.nat-soft.com/NL) often for a list of reported problems with Natural Log and free download of any software patches to fix these problems.

## **Software Training**

Initial startup training is not considered part of "software support". The software includes a searchable and printable user manual plus extensive indexed help file. Pre-recorded training class videos and demonstration videos are also available for self-guided instruction at the **TRAINING** link at [www.nat-soft.com](http://www.nat-soft.com). Additionally live training classes [4 sessions each 2 hours over a 2 day period, including question and answer sessions] are offered monthly through a high speed Internet connected "virtual classroom". Call 210-349-5808 to enroll. One enrollment connection to this class is free for the first 90 days after purchase. After this first free enrollment users may enroll anytime to train new personnel at the then-current tuition rate.

# 1.02 Installing Natural Log

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## **Software License Warning**

The standard software license for Natural Log allows you to install NL on **one computer**. Unless you have purchased a multi-user license, installation on additional computers is a violation of your license agreement. If you have purchased the multi-user / multi-station license for NL, you may install the software on all computers on a single Local-Area-Network. See page 1-10 of this manual for the text of the Natural Log End-User License Agreement. **Installing NL on your computer constitutes your acceptance of the terms of the Natural Log End-User License Agreement.**

## **Windows-Vista / Windows-7 / Windows-8 Warning**

To properly install and register NL on Windows Vista and later the user must be logged on that computer with **Administrator** permission in Windows. After installation, to normally run NL, the user must have at least **Standard User** permissions and full read-write access to the folder containing the NL data.

## **Access 97 Warning**

NL installs new Microsoft Access 2000 database drivers that overwrite older Access 97 drivers and are not 100% compatible with Access97. NL will work fine but some Access 97 macros may be unusable. If you use macros in Access 97 and want to install NL on the same computer, the only work-around is not use the Access 97 macros or to upgrade to Microsoft Access 2000. For more information on this known incompatibility problem review the following Microsoft document...

<http://support.microsoft.com/support/kb/articles/Q237/5/75.ASP>

## **Video Display Issues**

The minimum acceptable video display size is 800x600 with "small fonts" selected in the Windows Control Panel Display settings. Best quality is obtained with 1072x768 with "large fonts" or "medium fonts" selected in the Windows Control Panel Display settings.

# 1.02 Installing Natural Log

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## Installation Process

Natural Log is packaged in an automatic installer program.

- You must be physically at the computer on which you are installing Natural Log. That is, don't try to install across a Local-Area-Network onto a server or workstation. If using Windows-Vista, Windows-7 or Windows-8 you must be logged into Windows with administrator privileges to install and register Natural Log.
- If AutoRun is enabled on your computer, installation will automatically begin when you insert the Natural Log CD. If not, use **[My Computer]** from your Windows desktop to navigate to your CD-ROM. **[Double-Click]** on NLSETUP.EXE to begin installation.
- Click **[Next]** through the installation process. **Please don't change the default settings!**

After installation, to start the Natural Log system click **[Start] [Programs] [Natural Software] [Natural Log]** or click on the Natural Log icon which will be installed on your desktop. Visit the website [www.nat-soft.com/NL](http://www.nat-soft.com/NL) for a list of reported problems with Natural Log and free download of any required software updates to fix these problems.

Also see        [Registering Natural Log](#) in section 1.03  
                  [Natural Log database issues](#) in section 1.04  
                  [Connecting a multi-user NL to a shared database](#) in section 1.04.01  
                  [Windows permission issues](#) in section 1.04.01  
                  [Converting from Natural Log for DOS](#) in section 1.08

# 1.03 Register & Unlock Natural Log

To register and unlock Natural Log on **Windows-Vista / Windows-7 / Windows-8** machines, the user **MUST** be logged on to the computer with "Administrator" privileges. To run NL does not require Administrator privileges, they are only required to unlock NL.

If using one of these versions of Windows you will be asked "Do you want to allow the following program to make changes to this computer". You must answer [YES] to allow and provide an administrator password if you aren't an administrator on the computer.

Natural Log will initially start up in fully-functioning evaluation mode [**except for a small demo warning on printed invoices**] that allows NL to be used for a period of 60 days without an unlocking key [for those who want to try it before buying a software license]. To use NL in evaluation mode, click [**Continue Evaluation**] on the NL startup screen. After this 60-day period, Natural Log will require registration and entry of a software key. If you have purchased a license for Natural Log, please register it immediately to activate your free technical support. To register your copy of Natural log and obtain a software key, from the main menu, click [**Help**] [**Register Natural Log**] and fill in the required registration information.

Natural Log version 8.0.0 Registration Form

Warning: To unlock Natural Log 8 on a Windows NT, Windows 2000 or Windows XP computer, you must be logged on with Administrator privileges.

**Software Registration Form:**

**Registrant Information**

Your Name: Larry Tschirhart  
Company Name: Natural Software  
Street Address: 2929 Mossrock Suite 206  
City/State/ZipCode: San Antonio TX 78230  
Phone Number: 210-349-5808 210-344-7567  
e-mail Address: info@nat-soft.com  
NL8 obtained from dealer name: Natural Software  
Natural Log CD Serial #: 1234 # of Stations using this copy of NL8: 2

Fill out the 'Registrant Information' above. To register this copy of Natural Log and obtain a Software Key use 1 of the following:

1. Click [Register by Fax] and fax the printout to 210.344.7567
- or-- 2. Click [Register by e-mail]. You must have access to eMail from this computer.
- or-- 3. Click [Export Registration File] and eMail the file to us from another computer.

**Software Key Provided by Natural Broadcast Systems, Inc.**

Software Lock ID: 09176-65790 Software Key: [ ] UnLock Natural Log 8

Print form to Register by Fax Register by e-mail Export Registration File Cancel

**[e-mail Registration]** creates a text file containing your registration information and attempt to send it to us using your e-mail program. If your NL computer does not have e-mail, see below.

**[Export Registration File]** allows you to create a text file you can carry to another computer to attach to an e-mail [addressed to [register@nat-soft.com](mailto:register@nat-soft.com)] in case your NL computer does not have e-mail

**[Fax Registration]** prints a single registration sheet containing your registration information that you will need to fax to 210.344.7567. Natural Broadcast Systems, Inc. will fax your registration key.

**While you wait for your unlocking key, Natural Log will continue to operate for the remainder of your evaluation period when you click the [Continue] button.** When your software key arrives via return e-mail, cut-and-paste it into the "software key" box on the NL registration screen then click [**UnLock Natural Log**].

# 1.04 Natural Log Database Issues

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**This section should be read BEFORE starting to use Natural Log! If using NL for multiple stations, once you decide how to structure your NL database it cannot be easily changed!**

## **Database Setup Considerations**

Natural Log uses a Microsoft Access™ database file to hold all of its data. Within this single database you can add as many stations as your copy of Natural Log is licensed to create. Although the vast majority of situations will require a single NL database with multiple stations created inside it, Natural Log also allows you to have completely separate NL databases. **WARNING if you decide to use separate NL databases: NOTHING** can be shared between separate NL databases. Each NL database is completely self-contained. This means you cannot share customer accounts, broadcast orders, log templates, or any setup information between different NL databases. You also cannot run reports within NL that combine data from separate NL databases.

**Carefully consider the options below because once you decide how to structure your NL database it cannot be changed!**

## **Using a single NL database with multiple stations**

This is by far the most common situation in which all stations for which you are doing traffic, logs, and billing are co-located and share a common customer list. Within a single NL database, you create 2 or more stations using **[Setup][Administrator Controls][Station Settings/Documents]**.

- The customer list is shared within the NL database.
- You can enter a broadcast order once and assign it to run on 1 or multiple stations.
- Each station has its own log templates, logs, and invoices. Combined account statements can be printed for all stations or for individually for each station.
- All stations use a common shared copy manager list.
- Reports can be generated for each station individually or combined for all stations.
- All station(s) data is backed up during one data backup process.

## **Using multiple NL databases with multiple stations**

This is not very common but is allowed by NL in situations in which you want to keep the stations completely separate. This might be the case if you do logs for stations at a central location for stations in distant towns that would not have the same customer list. You can create a single NL database for each station **[File][New Natural Log Database]**. You can then switch between the NL databases using **[File][Open Natural Log Database]**.

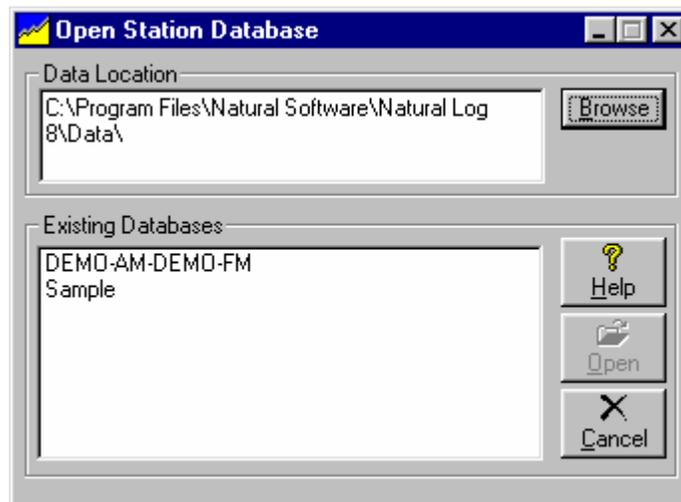
- The customer list is not shared between separate NL databases.
- You cannot enter a single broadcast order and assign it to run on multiple stations.
- Each station has its own log templates, logs, and invoices. Combined account statements cannot be printed for all stations.
- Each station has its own copy manager list.
- Reports can be generated for only each individual station, not combined for all stations.
- Each NL database for each station must be separately backed up during separate data backup processes.

# 1.04.01 Connect NL across a LAN to a shared Natural Log Database

**This section ONLY applies to users of the multi-user / multi-station version of Natural Log. These users will likely need to connect to common Natural Log database(s) on a server.**

Natural Log must be installed on each workstation that will access a central shared NL database. The actual database will reside on 1 shared computer. In a multi-user environment, you will usually have the database on a central server (or in a peer-to-peer network the database may be located on any one machine) and each workstation will simply access this common database across the LAN. After Natural Log is installed on the workstation, the technician installing NL should start Natural Log and set the default database path as follows.

- ❑ Click **[File][Open]**. The NL Open-Database screen will appear.
- ❑ Click **[Browse]** and navigate to the location of the Natural Log database to be connected to.
- ❑ Click **[Open]** to connect to the database folder
- ❑ Select the specific database file and click **[Open]** to connect to the database folder.



After you make this initial connection to the database, Natural Log will remember the database location so the workstation user will not have to go through this process each time they start NL. If the workstation user clicks **[File][Open]** NL will default to that database location and they can select any database at that location.

## **Windows File Access Permission Issues**

Users of NL on Windows-Vista / Windows 7 / Windows 8 machines must have "full Read-Write" Windows permission for the Natural Log DATA folder and all its subfolders. This data folder is usually set to **Program Data\Natural Software \Natural Log\Data** and the Natural Log installer automatically shares this folder. But this folder may be changed by the end user as described above in which case you must set proper permissions.

# 1.05 Quick Start Guide

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To run NL on Windows-Vista / Windows-7 / Windows-8 computers, users will need at least "Standard User" or "Power User" permission levels on that computer.

This describes a **very abbreviated Quick-Startup process** to quickly generate a usable commercial and does not even begin to describe the many functions and controls of Natural Log.

This Quick-Start Guide assumes you have successfully installed the system and have Natural Log started to its main screen. To quickly get Natural Log operating you need to follow these steps

- ❑ **Create an NL Database** When you first start Natural Log, if you have not created an initial NL Database, you will need to create one using **[File] [New Station]**. Simply assign the database a unique Windows-compliant filename [usually the station call sign].

**Important: See "Natural Log Database Issues" in section 1.04 of this manual before you create your Natural Log database!**

- ❑ **Enter Station Setup Information** Click **[Setup][Administrator Controls] [Station Settings]** to enter station information and automation setup information, if needed. This is also where you can create your Invoice and Statement formats, return addresses, etc. as well as set default values for data entry. See NL Setup
- ❑ **Create Log Templates** Click **[Logs] [Daily Log Templates]** to setup your initial Log templates. If you don't set up initial daily log templates (to tell NL where you want commercial breaks and avails to occur when NL creates your daily logs), your first log will be empty! See Log Templates
- ❑ **Enter Customers and Orders** Click **[Traffic] [Customer Browser]** to view your customer list and to enter new Customers and Orders. See Customer Entry and Order Entry
- ❑ **Create Logs** Click **[Logs] [New]** to create a new commercial log for a day. After it is created using your Log template for that day and the Orders you have entered, it will be displayed in the Log Editor for you to edit if needed. You can **[Print]** the log or do a **[Log Conversion]** in the Log Editor to create an Automation Log in the proper format to send to your automation system. See Commercial Logs
- ❑ **Billing** At the end of the month, use **[Billing][Broadcast Invoices]** to create your invoices and affidavits. In the Billing module you first need to select the month to be billed, then click **[Charge Logs]** to be sure all logs are charged for the period being billed. NL cannot bill for an item on a log until that log is charged. Any invoices ready to be billed will show an Invoice# of **Ready**. You can review and correct any invoices that are incorrect before finalizing them. When you click **[Final Invoices]** all ready invoices will be finalized, printed, and moved to accounts receivable.
- ❑ **Accounts Receivable** You may enter payments and adjustments through the **[Accounts Receivable]** module from the main NL menu. You can also edit existing invoices and reissue corrected invoices. After all transactions for the month are complete you can use **[End-of-Month Closing]** to close that month to prevent anyone from changing anything after-the-fact.

**Continued on next page**

# 1.05 Quick Start Guide (cont)

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- ❑ **Accounts Receivable** You may enter payments and adjustments through the **[Accounts Receivable]** module form the main NL menu. You can also edit existing invoices and reissue corrected invoices.
- ❑ **Reports** The NL report section allows you to print numerous reports such as invoiced sales, payments, aged AR balances useful for your accountant. These reports can be exported in delimited format for importation into any spreadsheet or database program.
- ❑ **End-of-Month Closing** After all transactions for the month are complete and you have the reports you need, you can use **[End-of-Month Closing]** to close that month to prevent anyone from changing anything after-the-fact.
- ❑ **Data Backup** Click **[Data] [Backup]** to backup your data often to multiple media and locations, daily if possible, so if your computer crashes or there is a natural disaster or fire, you will not have to manually reload all your data. Due to wide range of computer systems in use, the existence of malevolent computer viruses, and the fact that no hardware is completely fail-safe, the Natural Log developers make **no warranty of any kind that your data won't be corrupted or lost. Do regular data backups to multiple locations! This is your only protection against data loss.**
- ❑ **Edit/Print/Automate Log** Click **[Logs] [Edit]** to view an existing Log Log for a day so you can edit, print, or send it to your automation system. See [Editing Log Logs](#) and [Sending Log Logs to Automation](#).
- ❑ **Data Backup** Click **[Data] [Backup]** to backup your data often, daily if possible, so if your computer crashes, you will not have to manually reload all your data. **IMPORTANT! Natural Broadcast Systems, Inc. is not responsible for any data loss no matter the cause. The only protection you have against a catastrophe is to backup your data often!**

# 1.07 Common Startup Problems

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This is a list of the most common problems encountered during initial Natural Log setup.

**PROBLEM** Windows users operating across a network may get an error that the database could not be opened because someone else had it open for exclusive use or you need permission to open it.

**POSSIBLE CAUSES** This indicates that Natural Log cannot find or open the specified database. This can also be caused if your "user permission" settings in Windows are not sufficient to open the file for full read/write access or the server requires a Network Password to access the resource on which the Natural Log database is stored.

**SOLUTION** Your Network Administrator must correct the issue preventing the database file from being opened.

- Users of NL on **Windows-Vista / Windows-7 / Windows-8** machines **MUST** be logged in with **Standard User** permission or higher in order to properly run NL. They must also have read-write Windows permission for registry keys.
- Users of NL on must also have "full Read-Write" Windows permission for the Natural Log DATA folder and all its subfolders.

This data folder is usually set to **\ProgramData \Natural Software \Natural Log\Data** and this folder permission is set to is shared by the Natural Log installer. The NL user can specify a different folder to contain the NL data [as described on page 1-6], but all users must have full-read-write permissions to the folder containing the NL data.

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**PROBLEM** Windows Vista / Windows 7 / Windows 8 users get an error during NL installation: **"Windows can't install Amyuni Document Converter 2.10 kernel-mode print driver..."**.

Also during NL startup Vista users may see this error:

**"Error in InitPrintToFileDriverPDF Error 5 invalid procedure call or argument"** and the PDF printer and e-mailer in NL won't work.

**POSSIBLE CAUSES** These errors are generated because the original PDF print driver distributed with NL is not supported by Windows Vista.

**SOLUTION** Update to version 8.0.168 or later of Natural Log which includes a print driver that is supported by Windows Vista / Windows 7 / Windows 8.

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**PROBLEM** You get a completely blank log.

**POSSIBLE CAUSES** This indicates that Natural Log cannot find a Log Template to use for that day or you have no broadcast orders running that day.

**SOLUTION** Check your daily Log Template for that day to be sure you have commercial avails. If a valid template with avails has been created clocks are assigned, be sure you have at least one broadcast order scheduled for that date.

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# 1.07 Common Startup Problems

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**PROBLEM** You get a large number of bumped items when your log is generated.

**POSSIBLE CAUSES** This indicates that Natural Log cannot find an Avail slot for that item.

**SOLUTIONS** This problem indicates that *one or more* of the following is happening:

- There is no avail in that item scheduling time window
- There are avails in the item scheduling time window but their Avail Types don't match the order Avail Type.
- The Required Spot Separation on the Customer Account or Order is too large and there are other items from the same customer or order nearby on the same log.
- There is an item with a conflicting Product Code scheduled too close on the log.

In the Log Editor, look under **[Tools][Log Troubleshooter]** to see the errors encountered by the log generator as it generated that day's log.

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**PROBLEM** Slow operation.

**POSSIBLE CAUSES** This is inherent in a Windows system as compared to a DOS system

**SOLUTION** Get a faster computer and end all processes running in Windows background.

# 1.08 Converting from Natural Log DOS

For this data conversion to work, NL-Windows must have direct access to the actual NLDos data.

That is, NL and NLDos must be on the same computer

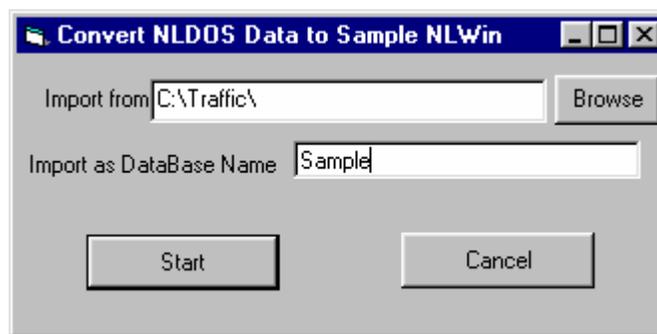
OR

NL must be able to access the NLDos \TRAFFIC\FILES folder across a network.

Doing a Data Backup in NLDos and a Data Restore in NL will not work because the backup files are different formats!

If you are upgrading from Natural log for DOS, you can read the Natural Log for DOS database into your new Natural Log for Windows.

- From the Natural Log for Windows Main Screen, click **[Data][Convert from NLDos]**



- Next to the **Import FileName** Box, click **[Browse]** to find the Natural Log DOS File named Setup.STP. This file will be located in the
  - \TRAFFIC\FILES folder for 1st copy of NL
  - \TRAFFIC2\FILES folder for 2nd copy of NL
  - \TRAFFIC3\FILES folder for 3rd copy of NL
- When you find the Setup.STP file, click **[Open]**.
- Select a name for your Natural Log for Windows database.
- Then click **[Start]** to begin the conversion of the Natural Log database into your new Natural Log for Windows format.

Depending on the speed of your computer and the amount of data to be imported from Natural Log DOS, allow 15 to 30 minutes for this data import process.

**See important notes regarding data conversion on the next page**

# 1.08 Converting from Natural Log DOS [cont]

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## Important notes regarding NL-Dos to NL-Windows data conversion:

**If you fail to generate and compare the test reports listed below after data conversion, and you later find a problem in the converted data, we will not be able to assist you. Print the reports, immediately compare them, and report discrepancies immediately to Natural Log support before beginning use of Natural Log Windows.**

1. After data conversion, verify the **total balance** of your A/R aging reports from both NL-Dos and NL-Windows. Because of differences in how NL-Dos and NL-Windows handles finance charges/late fees there may be differences in individual columns of these reports [this is normal]. **The important issue is for the report totals to match between the 2 systems.** Finance charges posted in NL-Dos are not listed in the Finance Charges column of NL's A/R Aging report. Instead they are included in the aging column with the original invoice to which they applied. Any finance charges posted in NL-Windows will show up properly in the finance charge column of future NL A/R aging reports.
2. After data conversion, verify the 6-month sales projection reports between both NL-Dos and NL. They should match unless you have miscellaneous charge invoices in the current month being transferred from NL-Dos. These invoices are properly transferred into NL but will not show up on the sales projections in NL due to differences in how the 2 systems handle miscellaneous charge invoices. Any miscellaneous charges [non-broadcast invoices] entered in NL will properly show up on future NL sales projections reports.
3. All other reports should match exactly between the 2 systems.

# 1.08.01 Changes from Natural Log DOS

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Here is a summary of the differences between Natural Log DOS and Natural Log Windows:

## Speed

Windows-based programs are inherently slower than DOS programs. NL-Windows runs as efficiently as any Windows-based program. If you are dissatisfied with the speed or operation, you must get a faster computer and local-area-network [if operating across a network]. A 1.8 GHz computer is the absolute minimum for reasonable speed. You should also end all unnecessary Windows processes running in the background.

## Windows Graphical Interface

Mouse-driven Windows Cut-and-Paste and Drag-and-Drop functions are supported. Generally, right clicking on an item will cause a popup menu to appear allowing cut, copy and pasting in text boxes.

## Documents

- ❑ Order Confirmations, Production Orders, Logs, Invoices, and Statements are much more user-configurable. You can select the print fonts and font size to be used for each document.
- ❑ NL Windows also allows you to print a graphic logo on Order Confirmations, Invoices, and Statements.
- ❑ All documents may be printed to any Windows-compatible printer or to an Adobe Acrobat PDF file for easy e-mailing. Order confirmations, invoices, and statements can be e-mailed directly from NL [provided you have appropriate e-mail functions available from the computer on which NL is installed.]

## User Passwords

- ❑ An unlimited number of users can be created, each with their own password.
- ❑ Each user can have full read-write access, read-only access [to allow viewing but not editing data], or can be allowed or denied access to each individual section of NL.
- ❑ Users can be restricted to accessing accounts belonging to a specific account rep [salesman] so you can set up your salespeople as users and restrict them to only accessing their accounts and broadcast orders and also allow or deny them the right to enter and edit data. [see section 2.03]
- ❑ You can also allow account reps to directly enter broadcast orders but require single or multiple levels of station management and/or traffic director approval before the orders will be logged [see section 2.01].

## Customers [see Chapter 3]

An unlimited number of customers can now be maintained in NL.

- ❑ Customers may not be deleted but can have their account closed when no longer needed.
- ❑ Customers can be assigned to an agency. Agencies can be set up in NL so you only have to enter their information once, then whenever you enter a new customer for that agency, the information is recalled so it need not be reentered for each new sponsor for that agency.
- ❑ The NL administrator can set up default customer data values appropriate to their situation [see section 2.10].

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# 1.08.01 Changes from Natural Log DOS

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## **Broadcast Orders** [see Chapter 3]

- ❑ An unlimited number of broadcast orders can now be saved in the NL system. Old orders are no longer deleted until the holding period expires [as described in section 2.01]. After orders have logged at least 1 item, they can no longer be manually deleted, you must change the end-date to stop them from running.
- ❑ Orders can now be linked to special events templates and automatically run only when the special event is scheduled [see sections 3.08 and 3.10].
- ❑ Automatic front-loading is now supported as described in section 3.08. Multiple-item macro scheduling [such as program opener & sponsorship items linked together] is now supported as described in section 3.09.
- ❑ You may now specify a required break position for an ordered item such as first-in-break, last-in-break, book-ends, etc. as described in section 3.07.
- ❑ Order confirmations are viewed on-screen prior to printing. Bulk contracts may be entered to track the customer's fulfillment of his long term buying commitment [see section 3.10].
- ❑ The NL administrator can set up default broadcast order data values appropriate to their situation [see section 2.10].
- ❑ You can allow account reps to directly enter broadcast orders but require multi-level management and/or traffic director approval before the orders will be logged [see sections 2.01 and 3.06].

## **Copy Manager** [see Chapter 4]

- ❑ NL-DOS used numeric cart numbers to identify an audio cut to be logged. NL-Windows uses CopyID's for the same purpose but these CopyID's can be numbers and/or letters up to 20 characters in length so long as each CopyID is unique with the Natural Log copy manager. These CopyID's correspond to the audio cut as it is identified in the automation system. **You must still comply with your automation system's cut numbering requirements** [see chapter 10]. Scott Studios™ and MediaTouch™ users need to see the specific sections of Chapter 10 regarding CopyID's and "categories" in these systems.
- ❑ The NL-DOS copy conversion table is no longer used so users need to enter the CopyID exactly as it should appear for their automation system, including any letter prefixes. NL will accept any combination of letters and/or numbers up to 20 characters to create a unique CopyID.
- ❑ In NL-DOS, each station had its own copy list. In NL-Windows, there is a single unified copy list available to orders for any station(s). After data import from NL-DOS, you need to use non-duplicated CopyID's. When NL-Windows imports copy data from a 2 station NL-DOS system, if it sees duplicated CopyID's, it appends a special code to make the 2nd station's CopyID unique. This special code is automatically stripped out when the log is sent to automation so there is no need to change your CopyID's in automation.
- ❑ Copy scripts can be created in any Windows-based word processor, then copy-and-paste the script text into the script window of the NL Copy Manager.
- ❑ There are new types of copy such as Copy-Schedules and Copy-Packets to help users deal with complex copy scheduling requirements. [See sections 4.02 and 4.04].

# 1.08.01 Changes from Natural Log DOS

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## **Logs**

- ❑ Log formats are now called Log Templates in NL Windows. Program Blocks are now called Special-Events-Templates and can be pre-scheduled so there is no need to copy them into log formats to use them [see sections 3.08, 3.10, and Chapter 5].
- ❑ Individual Log Template line items, hours, or complete days can be copied from one Log Template and mass-pasted into one or more other Log Templates.
- ❑ Drag-and-drop and cut-and-paste functions are available in the log editor. There is a user-configurable log editor screen. [See Chapter 6].

## **Billing** [see Chapter 7]

- ❑ Users can mass-charge multiple logs.
- ❑ Users can cancel, correct, and reissue invoices in the billing section as long as the billing period has not been closed. Billing errors can be more easily investigated using the view-error-detail function on the main billing screen.
- ❑ Electronic invoicing is supported for most popular broadcast industry e-Invoice clearinghouses. NL can also automatically e-mail invoices to customers in Adobe Acrobat PDF format. [See section 7.04].
- ❑ Invoices may be printed as they were in NL-DOS: detail, times-only, summary. NL Windows adds a new times-rates invoice type.

## **Accounts Receivable** [see Chapter 8]

- ❑ One of the major changes with NL Windows is the ability to edit or delete-and-reenter payment and adjustment transactions. NL-DOS required you to enter reversing entries if you discovered an error after a payment or adjustment was processed. In NL Windows you can always delete, delete-and-reenter, or edit a payment, adjustment, or invoice so long as the accounting period has not been closed [see section 8.09].
- ❑ Account statements may now be printed in "Open-Item" format or "Balance-Forward" format.
- ❑ A minimum finance charge amount can be set to allow users to charge a flat late-fee even if small amounts are owed. Users can also specify whether finance charges are compounded. Users can define the description of the finance charge to be shown on the customers' account statement.
- ❑ Finance charges are now posted and aged as separate invoices so the user can decide whether to post payments to finance charges or invoices first [see program options finance charges].

**Continued on next page**

# 1.08.01 Changes from Natural Log DOS

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## **Reports** [see Chapter 9]

- ❑ All reports are viewed on-screen prior to being sent to the printer.
- ❑ All reports are user-configurable for sorting, grouping, subtotals, filtering, and columns to be displayed. After you configure a report to your liking, you can memorize the settings under a unique report name and instantly recall those report settings by selecting that report under memorized reports.
- ❑ All reports can be exported to text or delimited files for import into any other Windows program [such as spreadsheet, database, etc.]. They can be printed any Windows printer or to Adobe Acrobat PDF files for easy emailing.
- ❑ New reports include a Bulk-Contract-Fulfillment report, Log reports, and TaxDue reports. Some reports such as the Rates Reports have been reconfigured to make them more usable.
- ❑ The reports section may also be used to print mailing labels and envelopes for customers.

## **Data Backup** [see Chapter 11]

The Natural Log for Windows data file is very large. It should not be backed up to floppy discs due to the large number of discs needed and the consequential increased risk that 1 disc could go bad and cost you the entire backup. We highly recommend you backup to a tape backup system, a Zip™ disc, or to CD using a 3rd party CD burning program.

## **Screen Browsers** [see Chapter 11]

User-configurable screen browsers allow you to look up customer accounts, broadcast orders, and copy. The customer edit screen brings together all information for that customer including unpaid items, broadcast orders, and copy.

## **Salesmen**

In NL, station ad salesmen are referred to as Account Reps. Account Reps can not be deleted but can be set as inactive when no longer needed. [See section 2.12].

## **Product Codes**

In NL, users can create an unlimited number of product codes to protect similar products' spots from being logged together. [See section 2.16]

## **Time Classes**

In NL, users can create an unlimited number of time-classes. [See section 2.17].

## **Agencies**

Agencies can be set up in NL so you only have to enter their information once, then whenever you enter a new customer for that agency, the information is recalled so it need not be reentered for each new sponsor for that agency. [See section 2.13]

## **Utilities** [see Chapter 11]

There is an on-screen calendar [under the tools menu] that can be displayed as calendar month or broadcast month. Users can enter dated reminders that will pop up on the NL screen on a specific date. There is an activity log for each user, customer account, broadcast order, log, and invoice that records the changes entered, the user that made the changes, and the date/time of the change.

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