

**Southern Community Media Association
(SCMA)**

Program Distribution System (PDS)

Software by: MJM Software

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1. Installation

Download a copy of PDS of this address:

<http://www.mjm-solutions.com/transfer/PDS.exe>



Figure 1 - Download PDS

Click on “Run” button.



Figure 2 - Installation, Step1

Select OK to go to the next step.

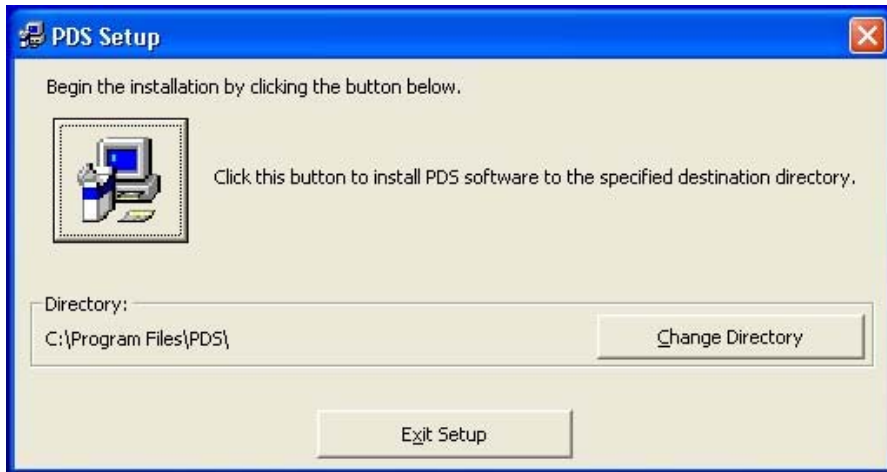



Figure 3 – Installation, Step 2



To continue installation, click on  button.

Note: If you want to change the installation folder, Click on “Change Directory” button and select a new path.

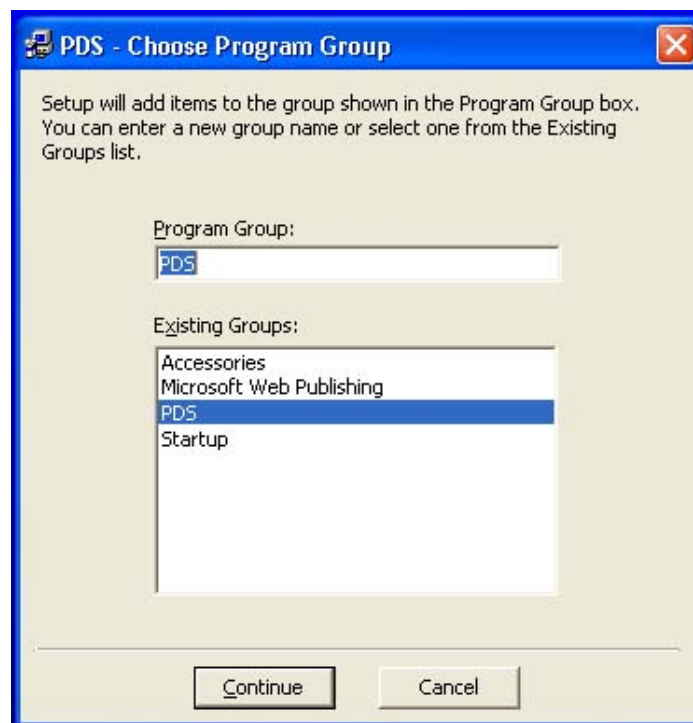


Figure 4 - Installation, Step 3

Click “Continue” button to continue installation and finish.

During installation if you receive an error message as shown in figure 4, click on “Ignore” button to continue installation.



Figure 5 - Error in installation

In the next message box which appears directly after error message, click on “Yes” button.

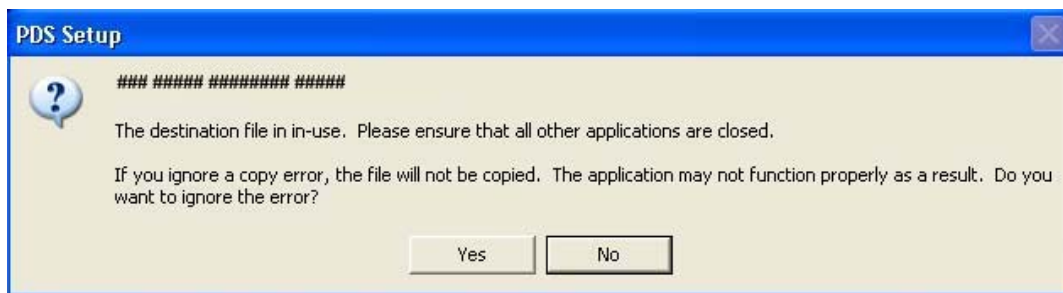


Figure 6 - Message

At the end, the “PDS setup was completed successfully” message will appear on the screen.

Run the PDS from Start => All Programs => PDS.

2. How does the PDS work?

PDS is internet based software which lets you to share your files with other users. Registered users can receive program segments automatically. Moreover, you can send files to other users in your company or users in other companies directly. When you send a file, first it is uploaded to the internet. When uploading is finished, the file will be kept on the internet until receiver user runs the PDS on his/her computer. After that, downloading begins automatically.

3. Registration

When you run PDS for the first time, this window appears which contains a 14-digit code:

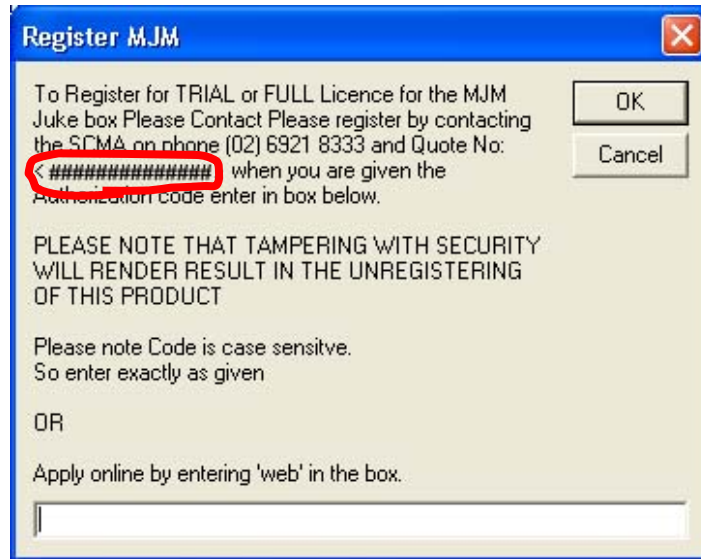


Figure 7 – Registration

There are two options for registration:

- 1- Call the phone number in the message box and read the 14-digit code. Then you will receive a new code that should be written in the box. Click OK to run the program.
- 2- Type the word “web” in the box, click on the OK button. In the new window, enter your name and select the company and a username. Click “Send Request” button to finish this step.



Figure 8 - Sending a registration request by web

Your Username, Password and Authorization code will be sent to the company that you have selected and they will notify you of your Authorization code. Run the program again and type this code in the registration box.

Now PDS is running. Click on the SCMA icon in your taskbar. A popup menu appears. Select Open from this menu.



Figure 9 - Popup Menu

Program is not connected yet. You should enter your supplied Username and Password before connecting to the internet. Click on Settings tab to see page below:

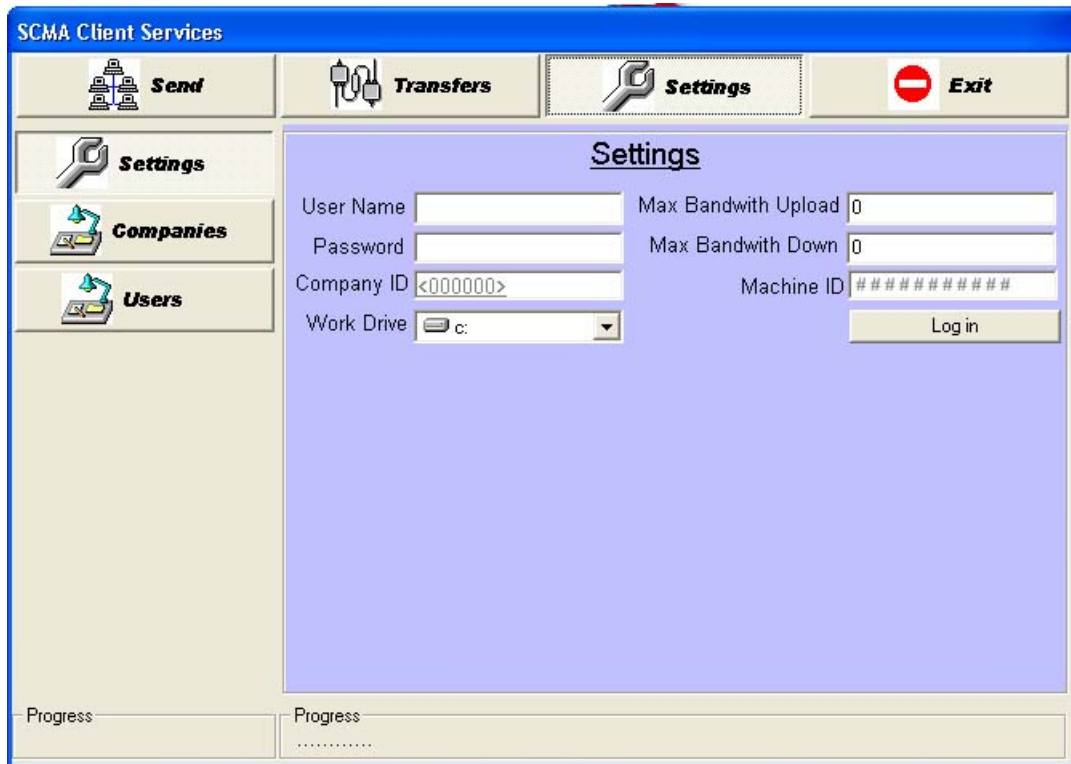


Figure 10 – Settings

Insert your Username and Password in the boxes. Now Exit the program by clicking on Exit tab and also selecting Exit from taskbar popup menu.



Figure 11 - Exit the program

If your Username and Password are registered, next time you run the program, PDS will be able connect to the internet.

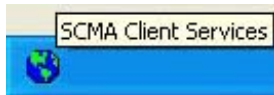
4- PDS Taskbar Icons



Offline: PDS is not connected to the internet. Check your internet connection, Username and Password.



Updating: PDS is connecting to the internet to send or receive the information.



Ready: PDS is ready to work. Click on the icon and select open to run the program.

5- Approved Companies (Administration Users Only)

By Clicking on “Settings” button on the top tab and selecting “Companies” from left hand side tab, you can select which companies are permitted to send files to your company.

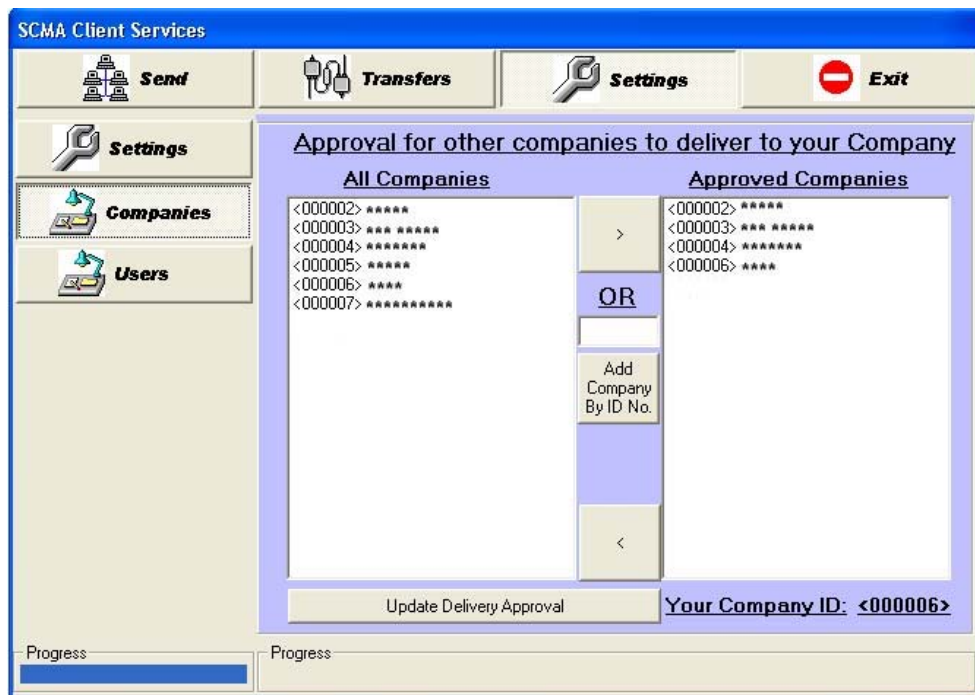


Figure 12 - Approved Companies

Simply click on the name of the companies that you want to allow to send files to your company in the “ALL Companies” box and send it to the “Approved

Companies” section by clicking on the  button. To apply these changes to your program, click on “Update Delivery Approval” button.

6- Supply Programs

To send a *program*, first you should send the program specifications. Then you can send and upload program *files*. Click on “Send” button on the top tab, then select “Supply Program” from left hand side tab. In this section you can just send program specifications.

Figure 13 – Step 1 - Supply Program

Type program name and write a brief description about the program. Click on “Next” button.

Figure 14 - Step 2 - Supply Program

In the second step, fill all the fields. The information supplied should be correct, otherwise your program will not be activated. Click on “Next” button to go to the next step.

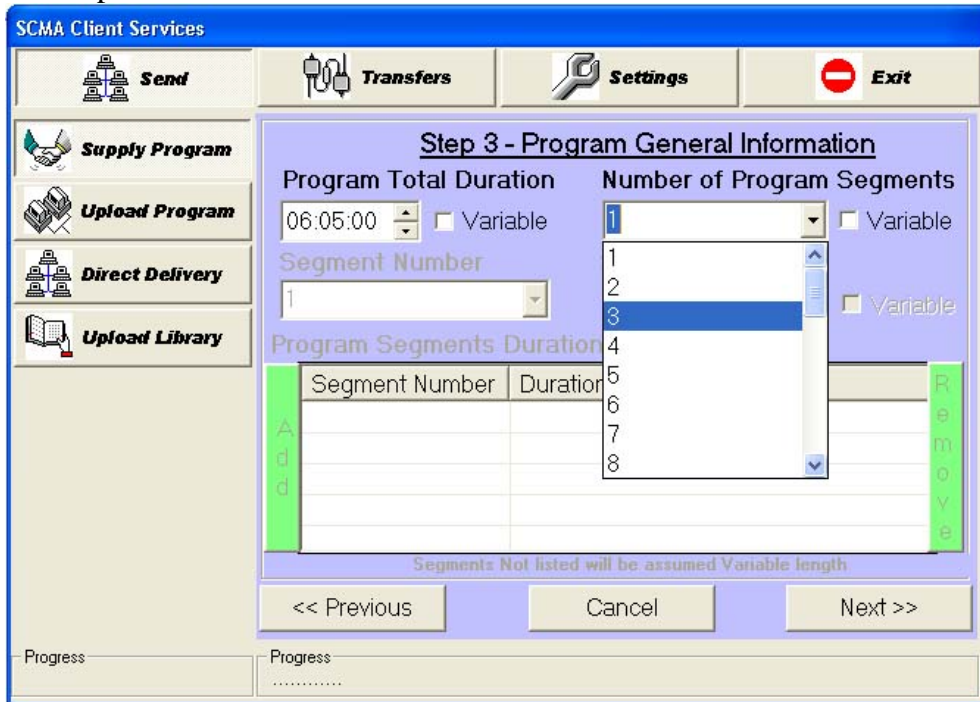


Figure 15 - Step3 - Supply Program

Specify total duration of program or tick “Variable” check box if you are unsure of the duration. From the drop down list select number of program segments or tick variable.

If you select the number of program segments, you will be able to specify duration for each. For this, select “Segment Number” from drop down list and specify duration or tick “Variable”. Then Click on “Add” green button to add this information to the list.

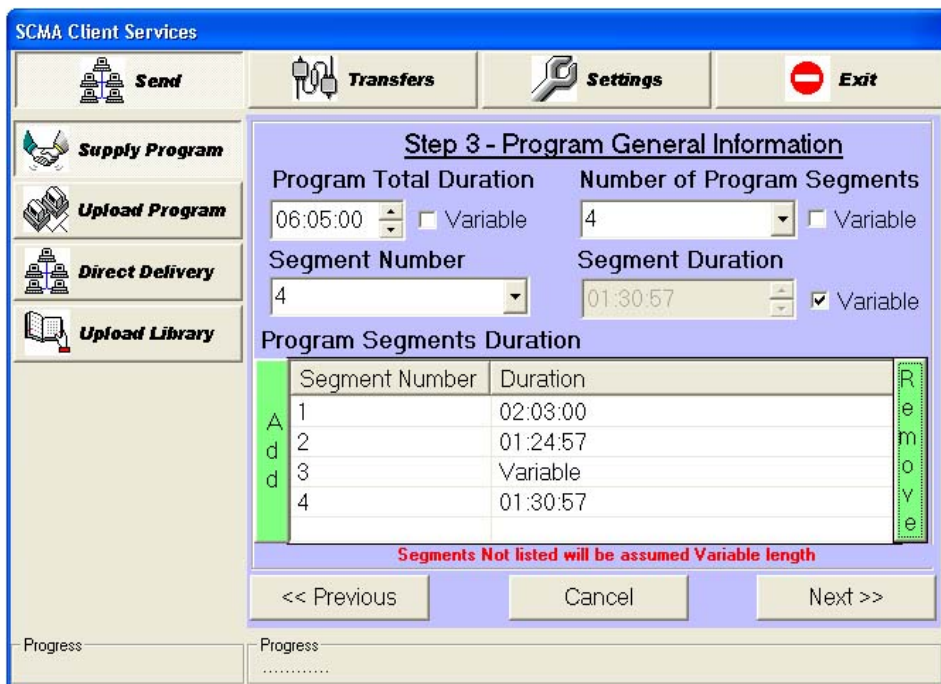


Figure 16 - Step 3 - Supply Program

You can remove them of list by selecting an item on the list and clicking on the green “Remove” button. Click on the “Next” button.

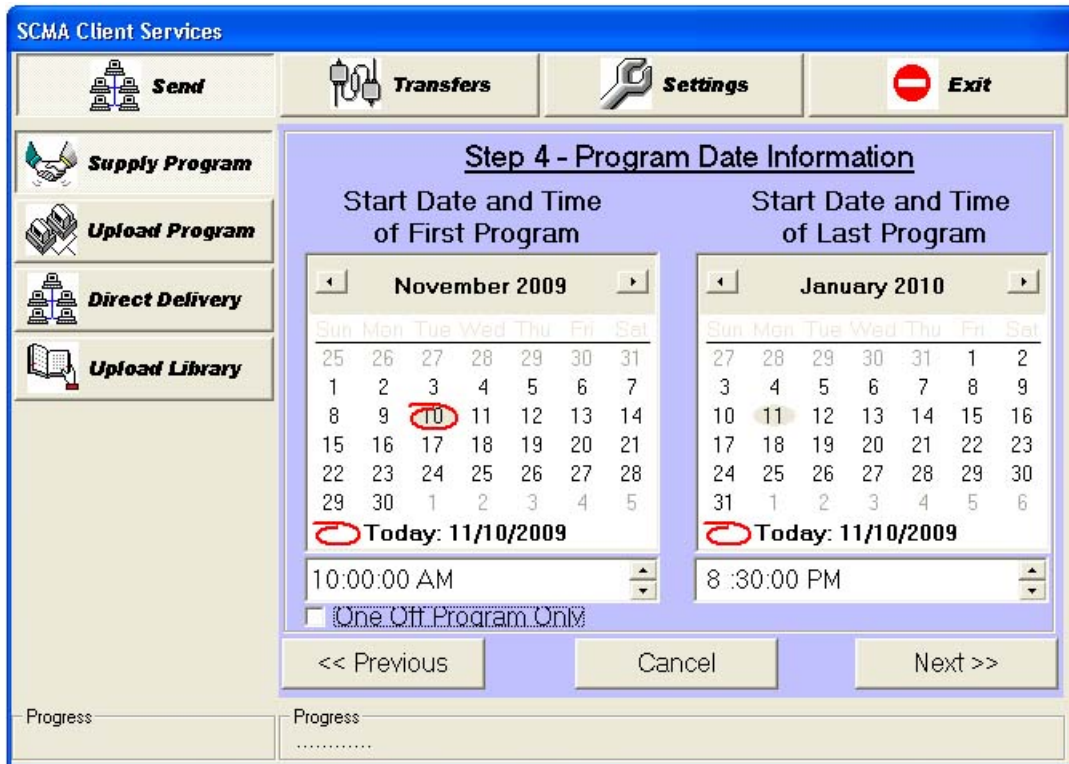


Figure 17 - Step 4 - Supply Program

In the Fourth step, select start and end date and time for the program from the calendar. If there is just one program to broadcast, tick “One off program only”. Click on “Next” button to go to the next step.

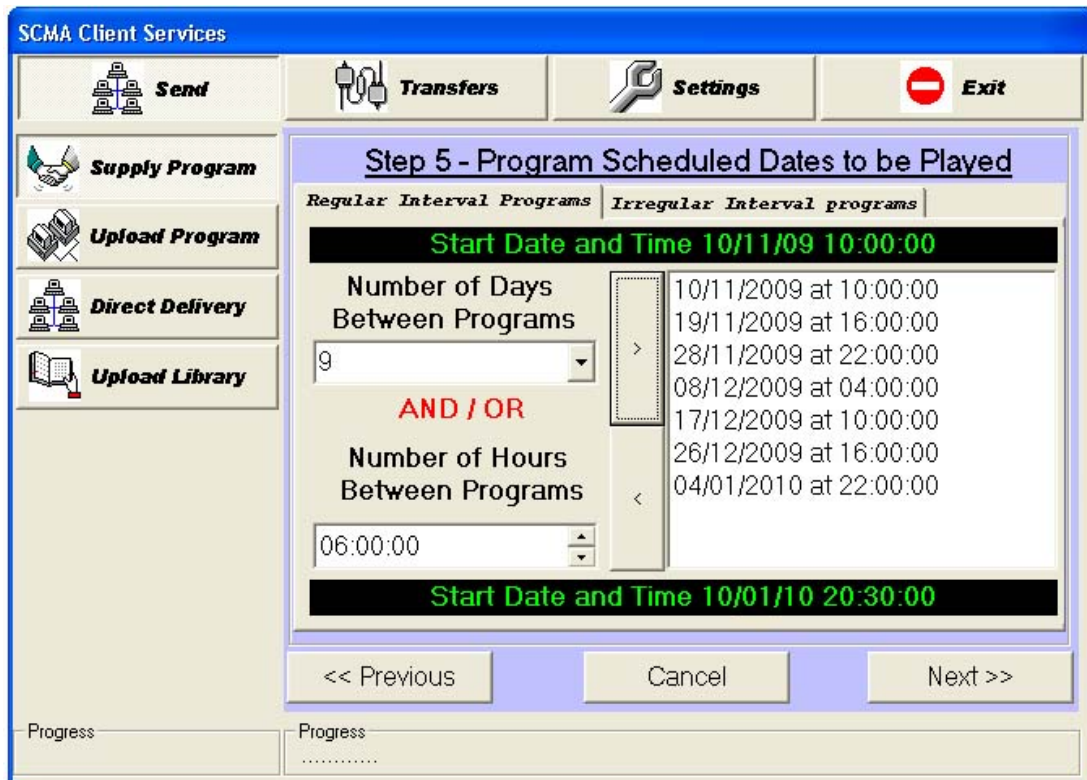



Figure 18 - Step 5 - Supply Program

In this step you can specify intervals: Regular and Irregular.

For regular interval programs, select number of days and hours between programs.

Then Click on  button. Date and time for programs will be generated at the other hand list.

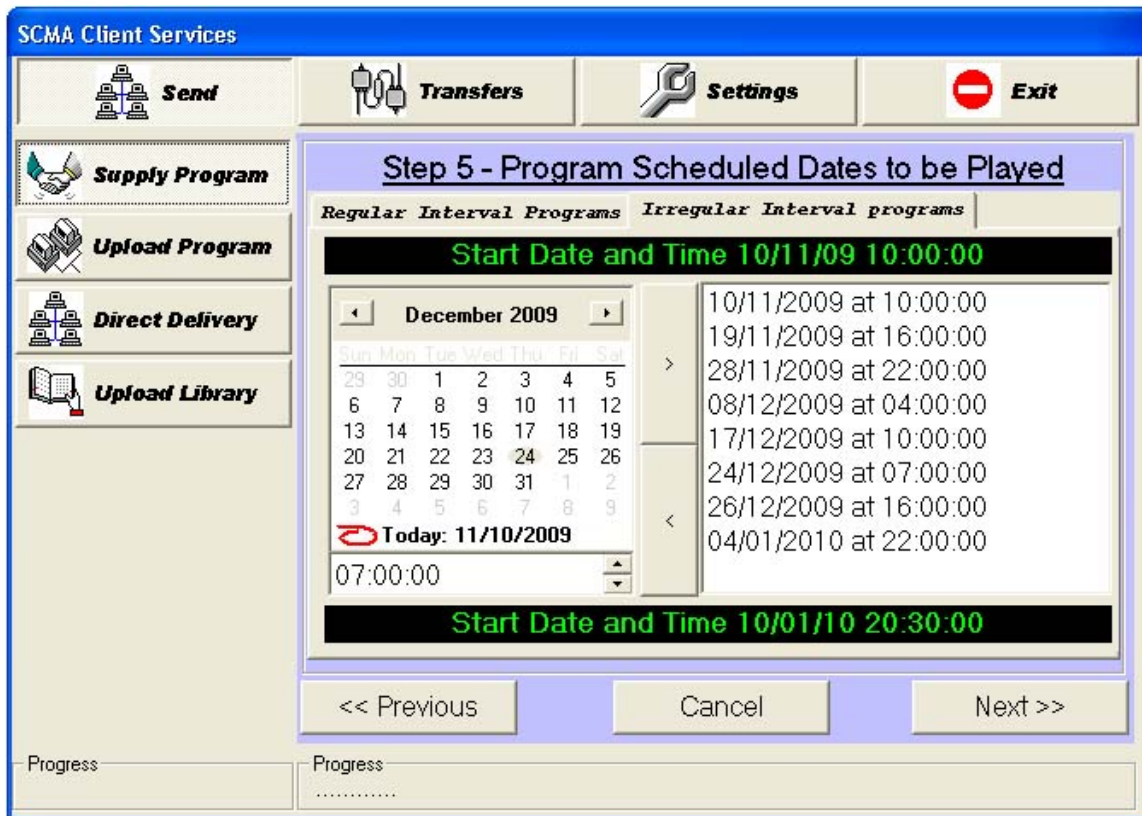



Figure 19 - Step 5 - Supply Program

For irregular intervals click on “Irregular Interval Programs” tab, select date and time from calendar and press  button. New date will be added to the list. Click on “Next” button.

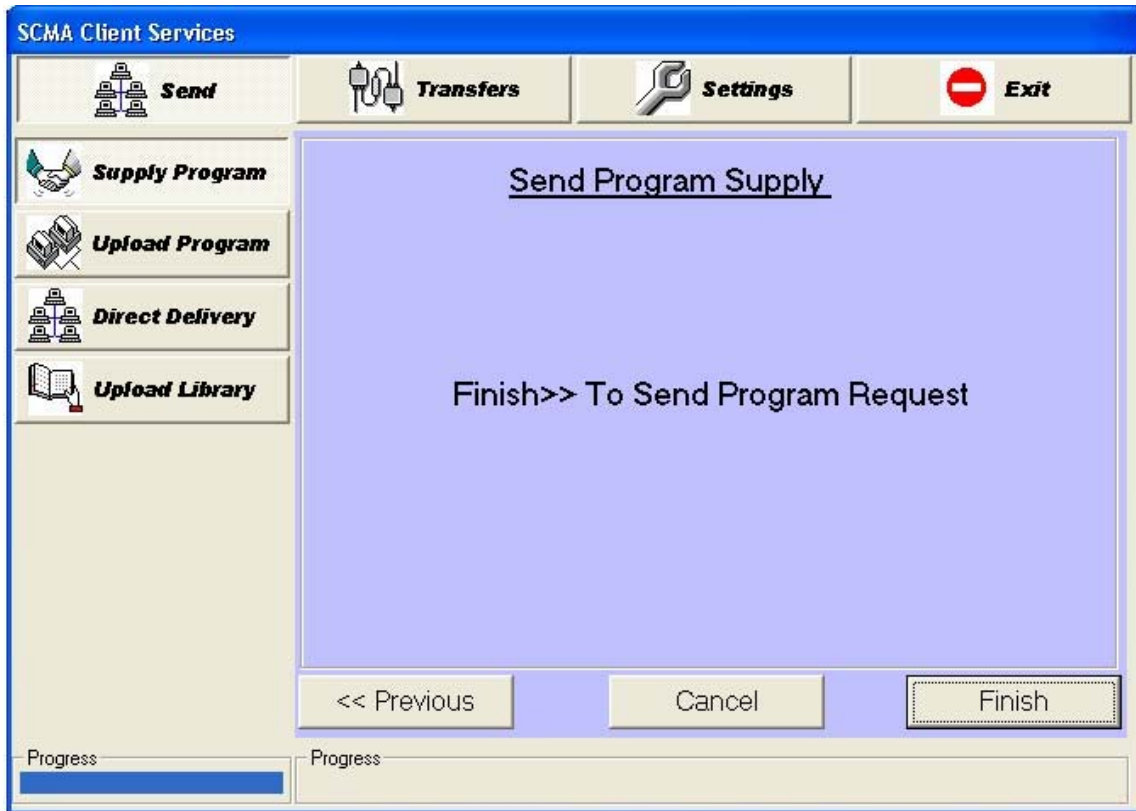


Figure 20 - Last Step - Supply Program

Click on “Finish” Button to send information to the internet. At the end you will receive a message if it was sent successfully to the internet.



Figure 21 - Successfully sent information

At this point, administrator should activate the new program. After that you can find it in “Upload Program” section.

If PDS could not send the information, you will receive an error message.

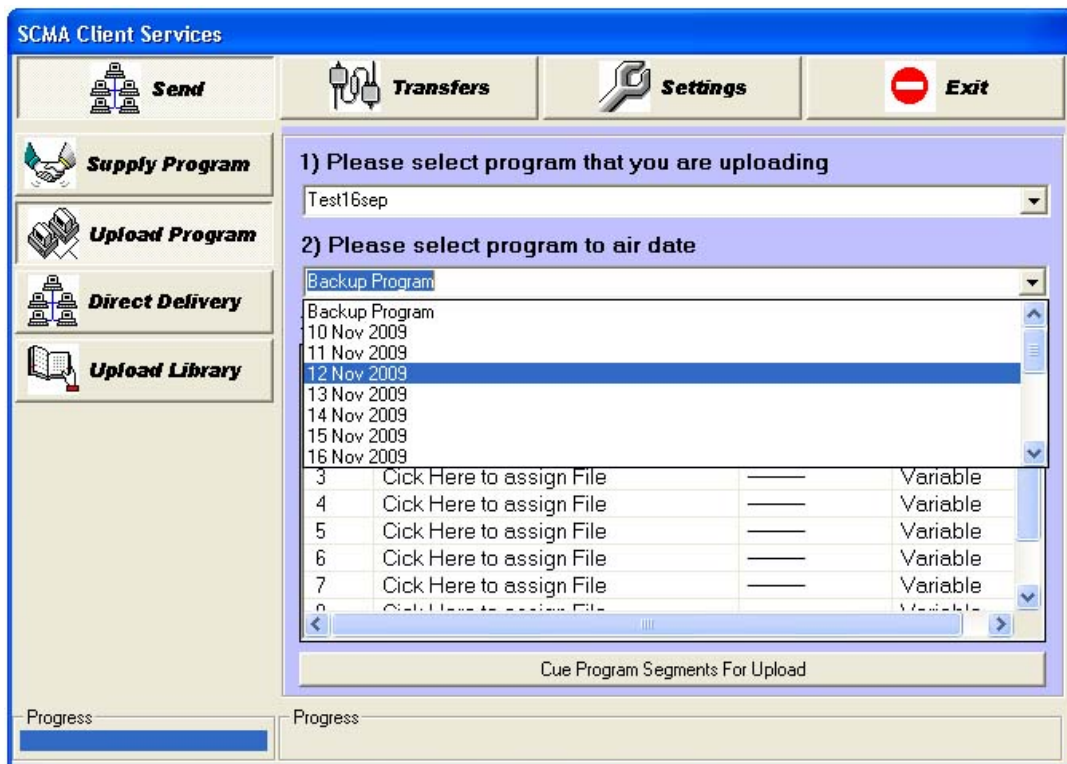


Figure 22 - Upload Program

For uploading a program, select “Upload Program” from the left hand side tab. From the first drop down list, select your program. Immediately you will be asked about the number of segments which you want to upload.

In the second drop down list, select the program date. Now you are able to upload files by clicking on “Click here to assign file”. At the end, click on “Cue Program Segment for upload”. Your files will be put in a line to be uploaded. You can track them in “Transfer” Section.

When all the segments of a specific date uploaded to the internet, registered users are able to download them.

7- Direct Delivery

You can send files directly to users in other companies, but they should have approved your company as a sender (Section 4).

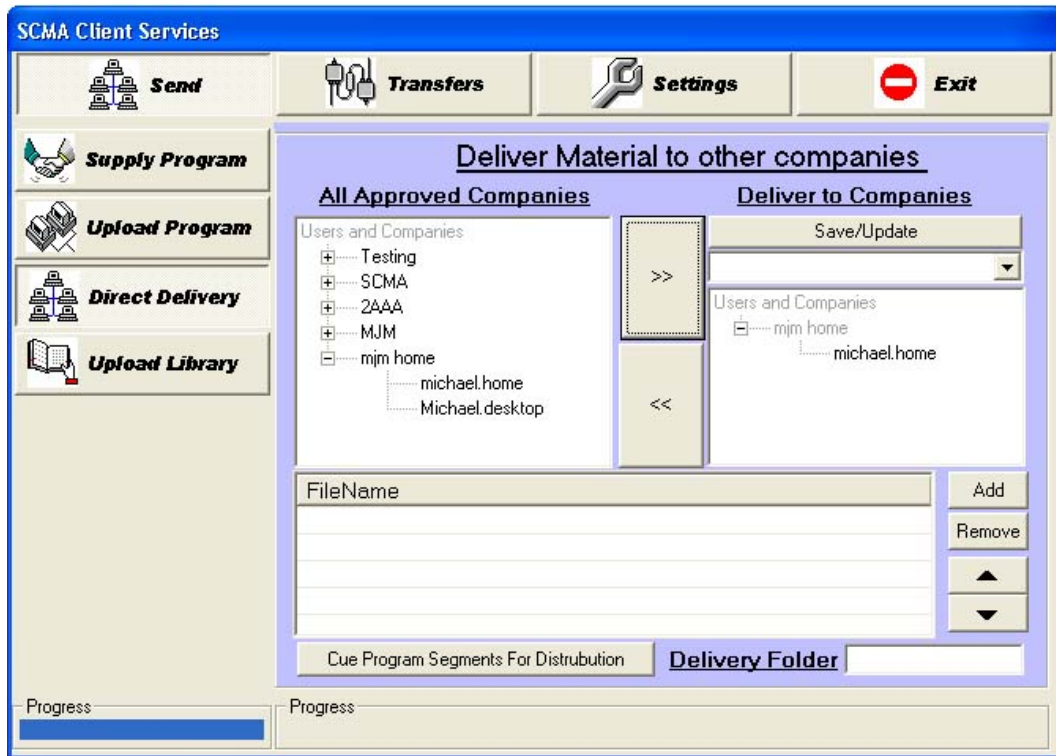


Figure 23 - Direct Delivery

From the left hand side list (All approved Companies) select a user or a company.



Click on the >> button. In the right hand side list you have the selected users and companies. You can remove user or company from “Deliver to Companies” list by



clicking on the user or company and clicking on << button.



Note that if you select a company from left list and click on >> button, all the users in that company will receive the file(s). You can have a favourite list of users and companies and allocate a name to the list.

- **Creating Favourite List**

From “All Approved Companies” select users and companies which you like to have them in your favourite list.

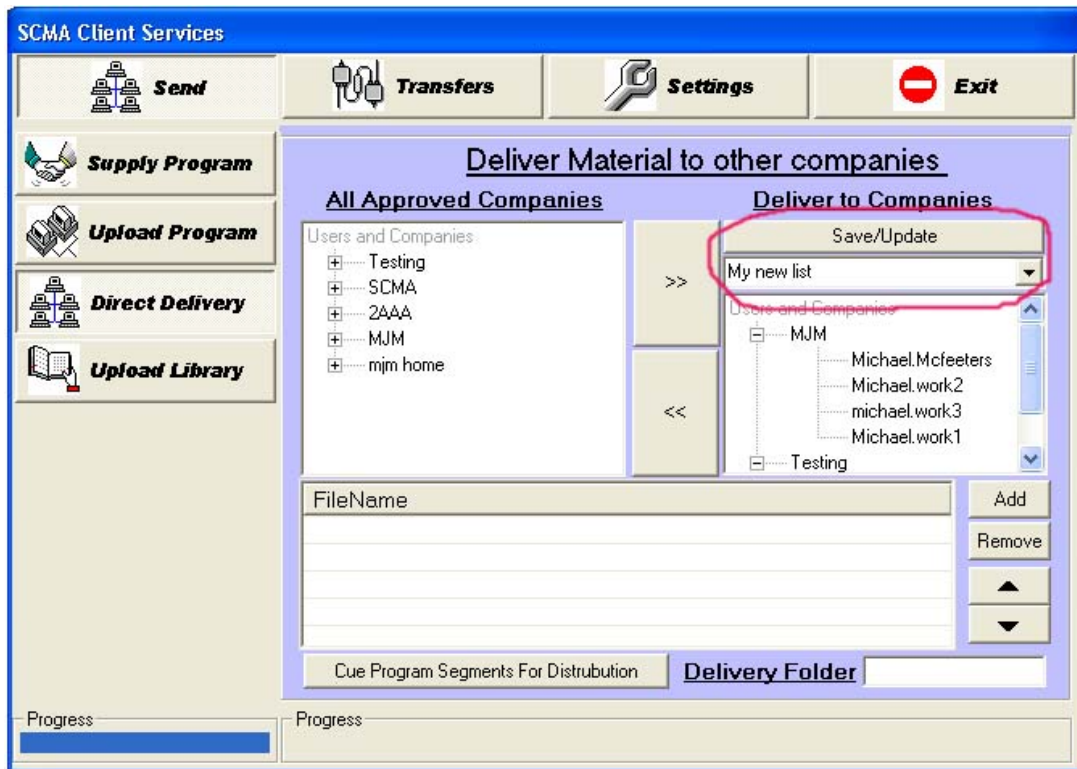


Figure 24 - Favourite List

When you have all the users and companies that you want in the “Deliver to Companies” section, type a name for your favourite list in the box under the “Save / Update” button, and then click on “Save / Update” button.

- **Loading Favourite List**

Below the “Save/Update” button there is drop down list where you can find your favourite lists. Simply click on one of the items; program will load users and companies to the “Deliver to companies” list.

If you have created a list recently and can not find it in drop down list, click on PDS icon and select Refresh.



Figure 25 – Refresh

Select files that you want to deliver by clicking on “Add” button.

Note: Restricted to **30** Items at once.

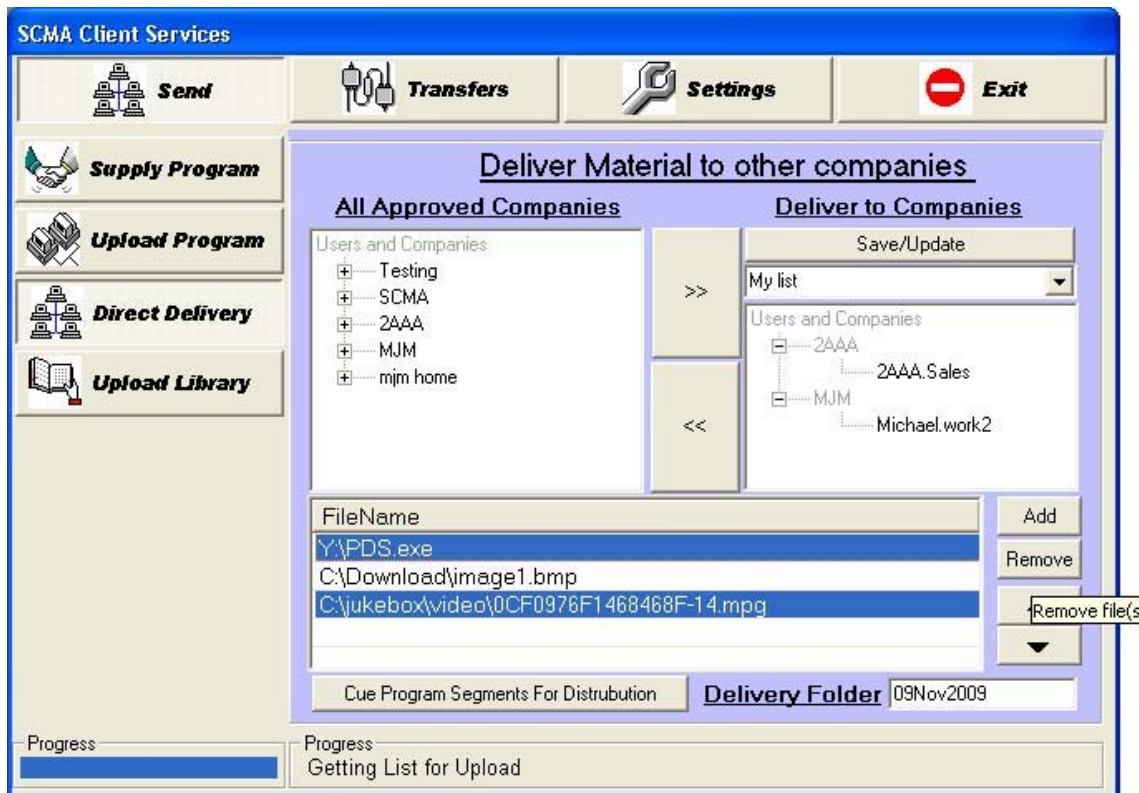



Figure 26 - Adding Files

You can remove a file from the list by clicking on it and clicking “Remove” button. For multi selection, press Ctrl or Shift key on your keyboard while you are clicking on the file name. Now click on “Remove” button to remove these selected files of your list.

You can create a new folder on receiver’s computer and files will be delivered to this new folder. Type a name in “Delivery Folder” before sending files. These files will be downloaded to a folder with this name on receiver’s computer. If you left it blank will go to default delivery folder.

A file that is higher in the list will be uploaded and downloaded before others lower

in the list. You can change the order of files by pressing  buttons. Click on the file to select it and then move it by pressing up or down button. It is possible to move a group of files too. Simply select more than one file by pressing Ctrl or Shift key on your keyboard while clicking on the filename in the list. Then click on up or down buttons to move this group of files.

At the end, by clicking on the “Cue program segments for distribution”, all files will be put in the upload section to be uploaded to the internet sequentially. When uploading a file is finished, this file is ready to download to the users and companies that are in “Deliver to Companies” list.

8- Transfers – Downloading

Select “Transfers” from top tab, click on the “Downloading” button on the left hand side tab.

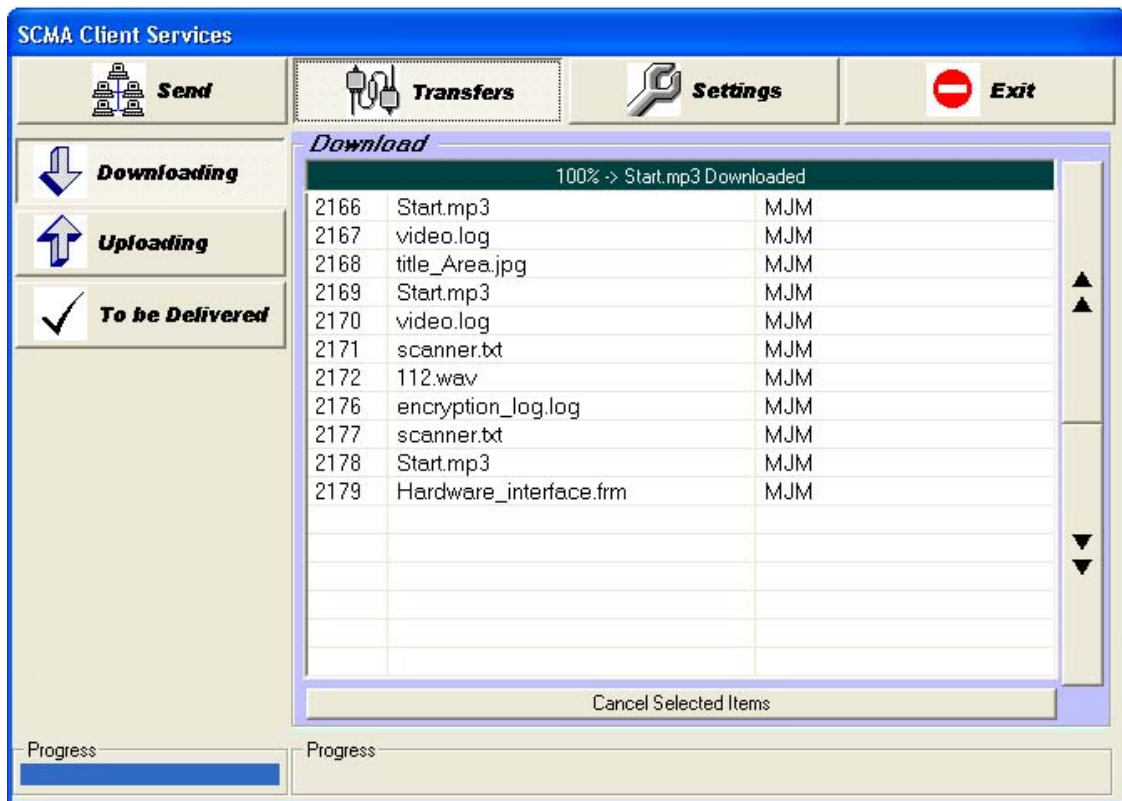


Figure 27 - Downloading

When you run PDS, it continuously connects to the internet and gets the list for download from the internet. If you have registered for a program and all segments of that program are uploaded, **automatically** you receive the file in this section. If somebody sends a file directly to you, file appears in this list and will be downloaded.

You can change downloading order in this list; one file can be downloaded before others.

Up Button: You can change the order of files in downloading list. Select file(s) and click on “Up” button to move up files.

Down Button: Move files down in your downloading list by selecting them and clicking on this button.

To remove a file from downloading list, select the file by clicking on the file, then click on the “Cancel selected items” button. You will not receive it any more. You can not cancel the file which is in the process of downloading.

- **Where do you find downloaded files?**

You can select your work drive in the setting section. Select “Settings” from top tab and then click on “Settings” in the left hand side tab.

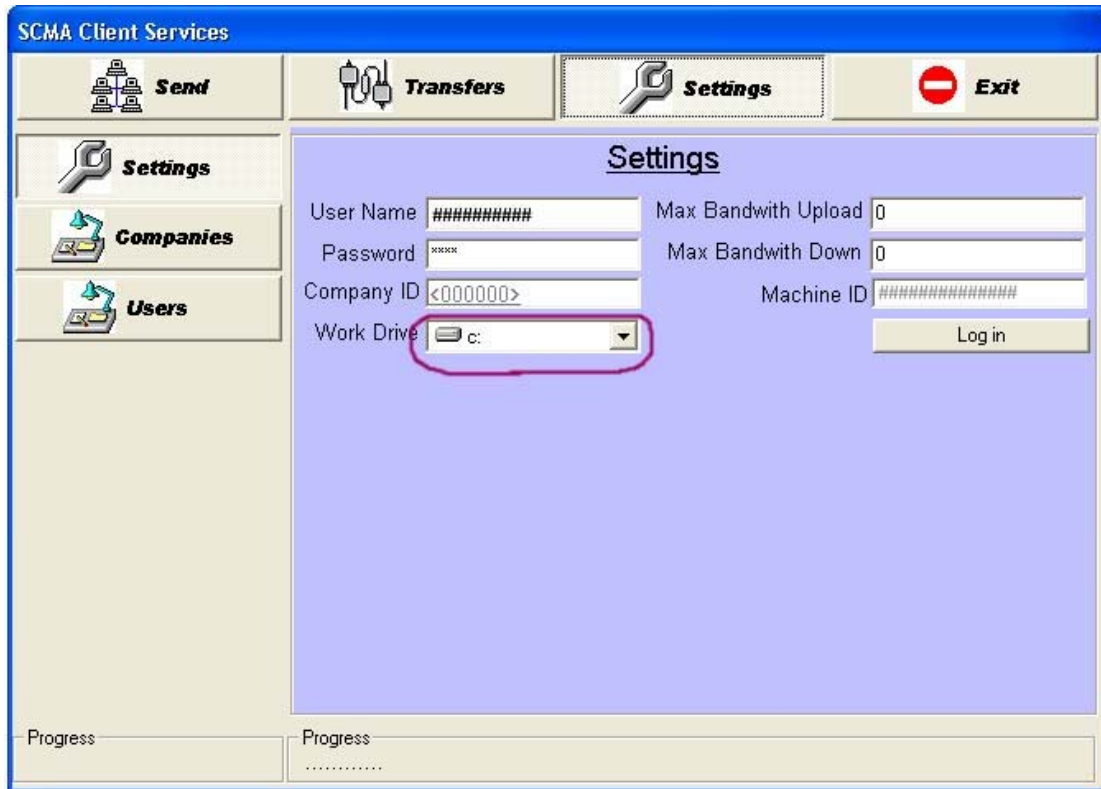


Figure 28 - Work Drive

PDS program creates the “PDS_File_share” folder in this drive. This folder contains three other folders: *Downloaded*, *Temp* and *Upload*.

Downloaded files are saved in downloaded folder. Files from a company will be saved in a folder with the name of sender company in Downloaded folder.

