

dcstools Audio Importer

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dcTools Audio Importer

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Welcome to the dcsTools Audio Importer

Part



dcsTools Audio Importer is a set of software tools for automatically converting standard audio files for use with XStudio and Maestro.

Several source file types are supported, including .wav, .mp2 and .mp3. Converted files can be output to XStudio .daf and Maestro .daf & .dff file types. Other output file types are supported, too, so dcsTools Audio Importer could be used to convert, for instance, an .mp3 file to a .wav file for further editing and processing.

dcsTools Audio Importer is comprised of two applications. dcsTools Audio Import Service runs as a Windows service, and dcsTools Audio Import Manager runs as a tray application, meaning that as a default, dcsTools Audio Import Manager minimizes itself to the Windows system tray in order to be unobtrusive during normal use. dcsTools Audio Import Manager is used to configure and monitor the activities of dcsTools Audio Import Service.

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1.1 Key Features

dcsTools Audio Importer offers a number of useful features for converting standard audio files to .daf and .dff audio files:

- Unattended, automatic conversion and import of audio files with no user interaction required.
- Granular control of how a conversion is handled based on user-defined criteria. Output type, expiration date and output location are controlled by the user - there's no one-size-fits-all restriction.

- Support for multiple source file types, including .wav, .mpg, .mp2, .mp3, .daf, .dff, and .raw
- Support for multiple output file types, including .wav, .mpg, .mp2, .mp3, .daf, .dff, and .raw
- Support for multiple import paths. You can have dcsTools Audio Importer monitor several folder locations for the arrival of files that are to be converted.
- Support for multiple output paths. You can have dcsTools Audio Importer place converted files in a specific destination folder based on conditions you define.

1.2 What's New in dcsTools Audio Import Manager

This topic contains historical information on changes, enhancements and corrections to dcsTools Audio Importer by version number and date.

Version 1.0.0.140 - 06/01/2016

1. Initial public release of dcsTools Audio Importer.

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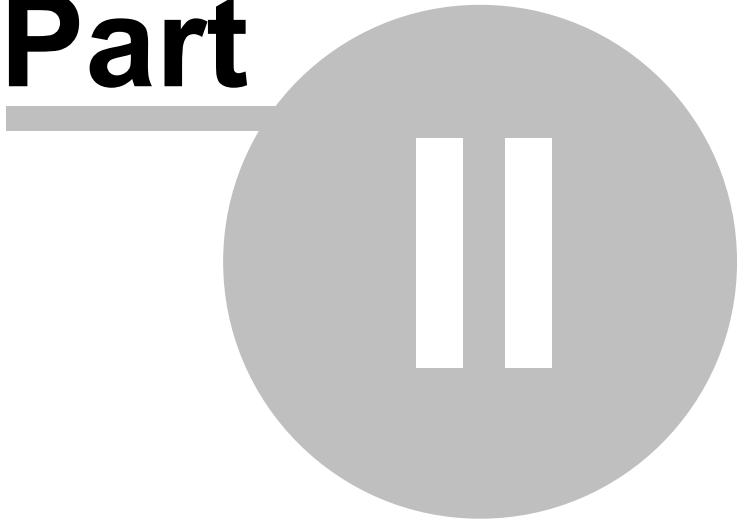
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System Requirements & Installation

Part




In order to use the dcsTools Audio Importer successfully, certain hardware and Windows operating system requirements must be met. You must also install the dcsTools Audio Importer software on the PC, using an installation program.

This section documents the system requirements for dcsTools Audio Importer and covers the process of installing, updating and removing the dcsTools Audio Importer software.

2.1 System Requirements

The base hardware and operating system requirements to run dcsTools Audio Importer include:

Operating System	Windows XP (SP3) or later.  Windows Vista is not recommended as the host operating system for dcsTools Audio Import Manager. Internal testing suggests performance under Vista is degraded compared to the other supported operating systems.
CPU Speed	1 GHz or greater.
RAM Memory	1 GB RAM or greater for Windows XP, 2 GB RAM for Windows 7 and later.
Display	A minimum of 800 x 600 resolution, 1024 x 768 or greater is highly recommended.
Hard Disk Space	At least 20MB free disk space for dcsTools Audio Import Manager, supporting system files and documentation. If the host PC will be storing converted audio files, there must be adequate disk space to accommodate the files.
Network Connection	If audio files are to be converted/imported either from or to another PC, a working network connection to that PC is required. It is recommended all source and output folders be located on the PC running dcsTools Audio Importer.

2.2 Installing, Updating or Removing dcsTools Audio Import Manager

The dcsTools Audio Importer installation program provides step-by-step instructions on every screen displayed during the installation. Follow the instructions on each screen to install dcsTools Audio Importer.

Before you install

1. Close all other programs, including any anti-virus programs.
2. Log on to your computer with administrator privileges.



You must have administrator privileges to perform an installation or a software update when running on any of the supported Windows operating systems.

Installing dcsTools Audio Importer

dcsTools Audio Importer is distributed as a downloadable installation program. The latest version of the software is always available on our [web site](#) on the dcsTools Audio Importer product home page and the general downloads page.

1. After you have downloaded the installation program to your computer, locate the setup program, **dcsToolsAudioImporterSetup.exe**, in the folder to which you downloaded the file. **[Double-click]** on the setup program to begin installation.
2. Follow the instructions on each screen to install the software.

Updating dcsTools Audio Importer

1. If you have downloaded or otherwise received a revision for dcsTools Audio Importer, the process for updating the software is virtually identical to the initial installation. However, the installation dialogs may be a bit different. When updating, you are not typically given an opportunity to select the target folder for installation, as that choice has already been made in a previous installation.
2. You may be prompted that an old version of dcsTools Audio Importer has been found and that it must be uninstalled (removed) before continuing with the update. If you see this prompt when updating dcsTools Audio Importer, you should answer "Yes" to remove the old version, and if prompted to confirm the removal of the old version, again answer "Yes".
3. On occasion, updating dcsTools Audio Importer may require some additional tasks be performed during the update. Such tasks might include validating and/or updating your registration and making adjustments to your preferences settings. If these tasks are needed, you will be prompted for any input required and notified if the update task could not be completed successfully.



You must have administrator privileges to perform an update on all supported operating systems.

To Uninstall dcsTools Audio Importer

To remove dcsTools Audio Importer from your PC, select the Control Panel applet Add/Remove Programs or Programs and Features, depending on your operating system. Select dcsTools Audio Import Manager and click on the **[Remove]** or **[Uninstall]** button. Follow the prompts to uninstall the software.



Only files originally installed are removed. Event log files and your preferences files are not removed. See the topic on [application files](#) for more information on files that are installed or created by dcsTools Audio Importer.

Configuration

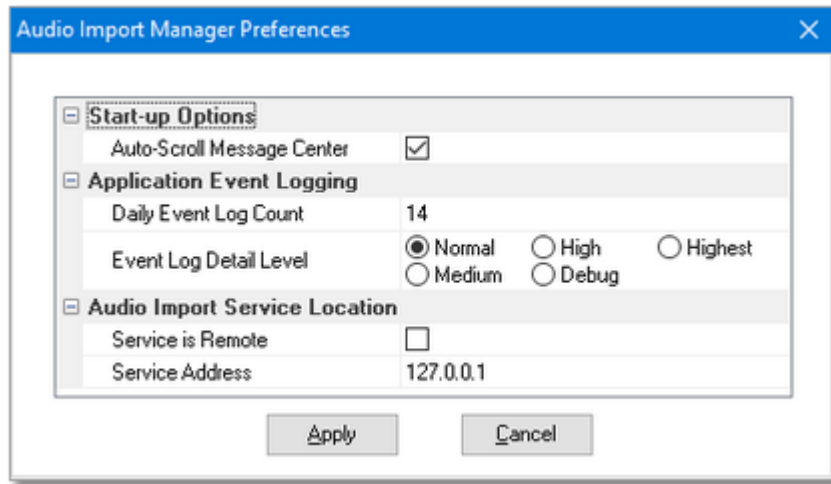
Part



dcTools Audio Importer must be configured for before using in your environment. This section covers the items that must be attended to, along with optional settings. Preference and configuration settings are accessed from the main dialog of dcsTools Audio Import Manager. See the [Using dcsTools Audio Importer](#) topic for information on launching and displaying the dcsTools Audio Import Manager main dialog.

3.1 dcsTools Audio Import Manager Preferences

To change dcsTools Audio Import Manager preference settings, use the main menu item **Edit | Preferences**. The preferences dialog will be displayed, similar to the example shown here.



Related properties are grouped together and displayed as expandable sections. Unless modified, dcsTools Audio Import Manager will use the default settings for each of the properties.

Start-up Options

This group of properties controls the behavior of dcsTools Audio Import Manager at start-up.

<u>Property</u>	<u>Default</u>	<u>Description</u>
Auto-Scroll Message Center	Checked (Enabled)	If checked, dcsTools Audio Import Manager will automatically scroll to the last message each time a new message arrives in the Message Center.

Application Event Logging Properties

As dcsTools Audio Import Manager runs, information relating to its performance and problems encountered is written to a group of application event logs. The event logs are text files maintained automatically by dcsTools Audio Import Manager in the form of event logs for each day, with a default of 14 days (14 daily files) being available for review at all times. Event logs are generally used in troubleshooting problems or determining why dcsTools Audio Import Manager behaved in a certain way. Review the topic [Using Application Event Logs](#) for additional information.

This group of properties provides the means to control the number of days dcsTools Audio Import Manager will retain daily event log files, and to adjust the amount of information that is stored to the file as dcsTools Audio Import Manager runs - the so-called "detail level".

<u>Property</u>	<u>Description</u>
Daily Event Log Count	The default is to keep daily event logs around for 14 days. Use the spin-edit control that appears when you begin editing the property to increase or decrease the number of days you wish to keep daily event logs. The minimum number of days is 7, the maximum number is 62.
Event Log Detail Level	The default detail level is " Normal ". As you change the detail level to Medium, High, Debug, and Highest, dcsTools Audio Import Manager logs more and more information to the daily event log. The higher the detail level, the larger the daily event log file size will be. For troubleshooting, you should set the detail level to " Debug " as a minimum.

Audio Import Service Location

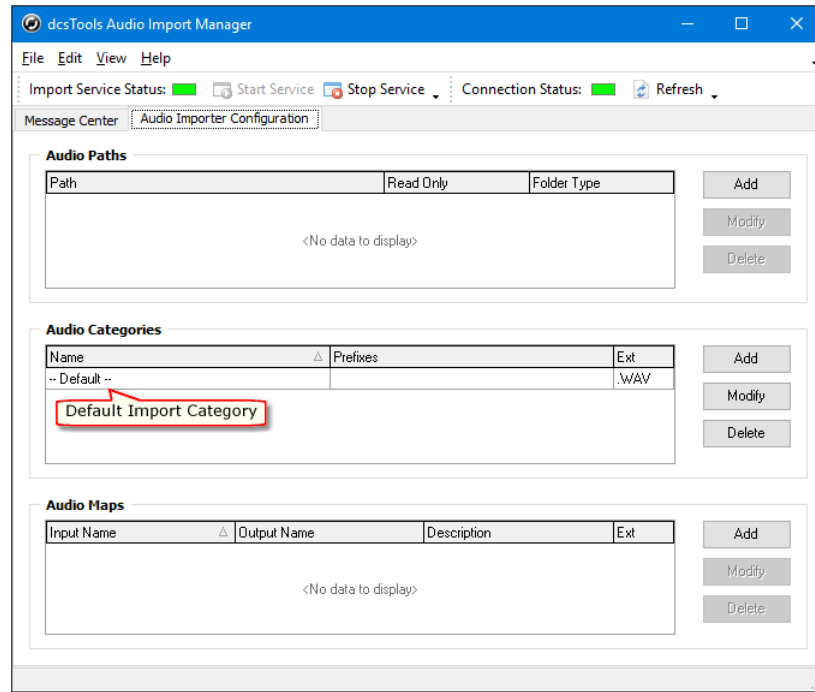
This set of properties will not normally need to be changed. As a default, dcsTools Audio Import Manager is installed on the same PC as the dcsTools Audio Import Service. However, dcsTools Audio Import Manager can be installed on a different PC in the local area network to perform monitoring and configuration tasks. If you are running dcsTools Audio Import Manager on a "remote" PC, you need to tell dcsTools Audio Import Manager this is the case, and you need to identify the PC where dcsTools Audio Import Service is located.

<u>Property</u>	<u>Default</u>	<u>Description</u>
Service is Remote	unChecked (Disabled)	If checked, dcsTools Audio Import Manager will attempt to connect the dcsTools Audio Import Service at the address designated in "Service Address" field.
Service Address	127.0.0.1	If the dcsTools Audio Import Service is running on a remote PC, enter either the IP address or the machine name to identify the service host PC.

3.2 Setting Up File Import and Conversion

The dcsTools Audio Importer requires some configuration to operate. As a minimum, you must define at least one source path, where files for conversion & import will arrive, one output path, where the resulting converted files will be placed, and edit the [Default Category](#) properties to match your requirements for converted files..

To configure dcsTools Audio Importer, select the **Audio Importer Configuration** tab on the dcsTools Audio Import Manager main display.



dcsTools Audio Importer Configuration Display

Recommended Import Configuration Steps

For best results when using dcsTools Audio Importer, follow these steps, in order, when you first set up your system:

1. Set up your [Source and Output Paths](#) first. Output paths in particular are a part of each import Category and Map you define and dcsTools Audio Import Manager will not allow you to save a Category or Map without the presence of at least one output path. If you plan to have multiple Output paths and use them to route different kinds of processed audio files to separate folders (for instance, one folder for .daf files and one for .wav files), you should create the Path items during initial set-up to avoid later having to edit all affected Categories and Maps.
2. [Edit the Default Category](#) to suit your requirements. The Default Category is used when an audio file arrives in a source audio folder and no Maps or other user-defined Categories match the newly-arrived file. In essence, it is the "catch-all" definition used to process a source file that doesn't match anything you've defined.
3. Define any additional [Maps](#) or [Categories](#) to fulfill your import and conversion needs.



You may wish to review the topic [How dcsTools Audio Importer Works](#) to get insight as to how you want to set up your import Categories and Maps.

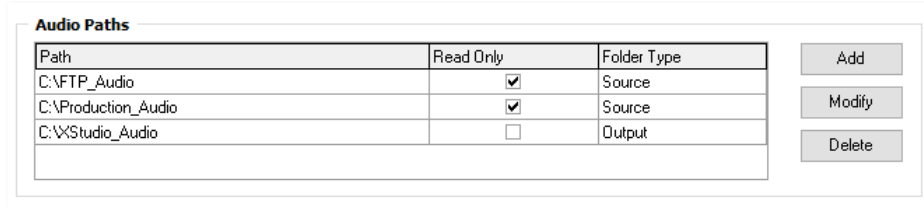
Important Notes for XStudio, DCS & Maestro Users

If you are using dcsTools Audio Importer: with XStudio, DCS or Maestro, here are some recommendations for setup, along with pitfalls to avoid:

1. Keep in mind that all files you convert to .DAF for use with these products must have a 4-character final output file name. For [Category definitions](#), make sure the source (input) file name is exactly 4 characters as all Category items carry the source file name through to the final output file name. For [Map definitions](#), make sure the Output Name property is exactly 4 characters.
2. dcsTools Audio Importer does not support .daf multi-cut carts as a target output file. It is possible to create **replacement** "cuts" for an existing multi-cut cart (i.e., an output file named in the syntax **xxxx-xx**), but the associated .daf multi-cut header file is neither created or updated in the process.
3. If you create multiple output paths and do not designate which output path to use for each Category and Map, make sure that all of the defined output paths are correct for the product you are using. For XStudio, which supports only a single audio path, either limit your output path to one or ensure that only one output path is selected (included) for each Category and Map for which your converted .DAF files will be used with XStudio. See the [Audio Path Notes](#) for more information.
4. For Categories, avoid creating duplicate Prefixes across different Categories as this will lead to unpredictable results.
5. For Maps, avoid creating duplicate source file names as this will lead to unpredictable results.
6. The dcsTools Audio Import Service "Log on as.." user must have read and write privileges in all defined Paths. Refer to the [dcsTools Audio Importer Doesn't "See" Audio Folders](#) troubleshooting topic for more information.

3.2.1 Source and Output Paths

dcTools Audio Importer needs to know where audio files that are to be imported and converted are located as well as where to put the finished audio files. To create and maintain these folder locations, select the **Audio Importer Configuration** tab in dcsTools Audio Import Manager. Path definitions are contained in the **Audio Paths** panel, which includes buttons for adding, modifying and deleting paths.

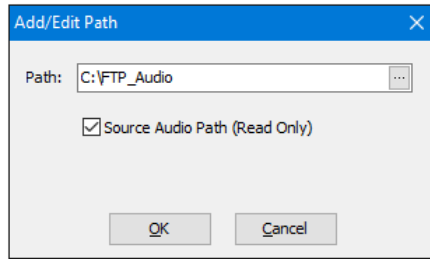


Audio Paths Panel

You must define at least one (1) Source (Read-Only) path and one (1) Output path for dcsTools Audio Importer to function properly.

Adding and Editing Audio Paths

Use the [Add] or [Modify] button to add a path item or edit a path item, respectively. To edit a path item, you must first select the item to be edited - [Left-Click] on the item you wish to edit, then click on the [Modify] button. You can also [Double-Click] on an item to immediately display the Add/Edit Path dialog.



Paths Add/Edit Dialog

There are only two properties in the Add/Edit Path dialog - the path (folder) information, and whether or not the path you are defining is a Source (Read-Only) or Output path.

Items with a check mark in the **REQ** column require user entry, while unchecked items have default values which can optionally be changed.

Property

Path

REQ Description

- ✓ The folder location for audio files that are incoming for processing and conversion (Source files) or the folder location for audio files that have been processed and converted (Output files). The usage of the folder is dictated by the Source Audio Path setting. If dcsTools Audio Import Manager is running on the same PC as dcsTools Audio Import Service, you can use the edit field's adjacent button to select the path you will be using.

Property

Source Audio Path

REQ Description

If checked, audio files placed in the path (folder) will be treated as Source files and will be processed. If unchecked, the path (folder) is where processed and converted files will be placed.



Path locations are relative to the dcsTools Audio Import Service and its host PC. If you are running dcsTools Audio Import Manager on a different PC, ensure that the path value you enter is correct from the perspective of the PC running the import service. If any defined paths are not located on the same PC as the dcsTools Audio Import Service, the login name and password used by the service must have read and write privileges on the remote PC. Refer to the [dcsTools Audio Importer Doesn't "See" Audio Folders](#) troubleshooting topic for more information.

When you have finished entering the information, click on the [OK] to save the changes. Click on the [Cancel] button to discard your changes.

Deleting Audio Paths

To delete an existing path item, [Left-Click] on the item to select it, then click on the [Delete] button. You will be prompted to confirm the item deletion.



Deleting a path item does not delete the actual folder on the PC, only the entry that tells dcsTools Audio Importer to use a path as either a Source or Output path. The folder and its contents are not changed on-disk.

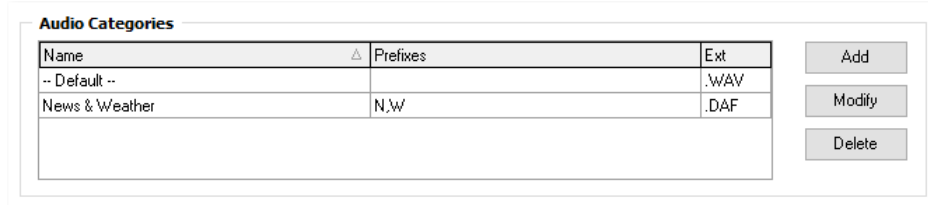
Audio Path Notes

When setting up audio paths, here are some points to consider:

1. **Multiple Output Paths.** If you define more than one audio path as an Output path, remember that as a default, dcsTools Audio Importer uses all Output paths as target locations for all defined Categories and Maps. As an example, if you define 3 Output paths and do nothing with your Category and Map definitions, processed files will be distributed among all 3 Output paths. Each new processed file is placed in the Output path with largest amount of available disk space.
2. **Targeting different kinds of Output files to different Paths.** If you plan to use an Output folder for, say, .wav files and another for, say, .daf files, we recommend you define the two folders (in our example) when first setting up dcsTools Audio Importer, even if you don't plan on using the one of the folders initially. With both folders in our example defined from the start, you can then select which folder will be targeted as you create and edit Categories and Maps. Later, if you create a new Category or Map that you want to target the unused folder, you can select it during the item setup and not have to go back to all other defined items and edit them to remove a newly-added path.
3. **Take care in defining Paths when using dcsTools Audio Import Manager on a remote PC.** If you are running dcsTools Audio Import Manager on a PC other than the one hosting dcsTools Audio Import Service, no checking is done to ensure the path name you enter manually is correct. If the path does not exist on the PC, dcsTools Audio Import Service will attempt to create the path, which can lead to unpredictable results. Remember that all Path locations must be defined from the point of view of the PC running dcsTools Audio Import Service.

3.2.2 Import Categories

To create and maintain Import Categories, select the **Audio Importer Configuration** tab in dcsTools Audio Import Manager. A list of defined Import Categories is contained in the **Audio Categories** panel, which includes buttons for adding, modifying and deleting Categories.



Audio Categories Panel

Import Categories are definitions of how to handle inbound audio source files that match file name "prefixes" that you define. When a newly-arrived source file is detected and its file name matches one of the prefixes you've defined for a Category, dcsTools Audio Importer declares a "match" to the Category and processes the inbound audio file according to the rules you've set up for the Category. These rules include the type of output file to be created, its storage method, its expiration date and where the processed file will be placed.

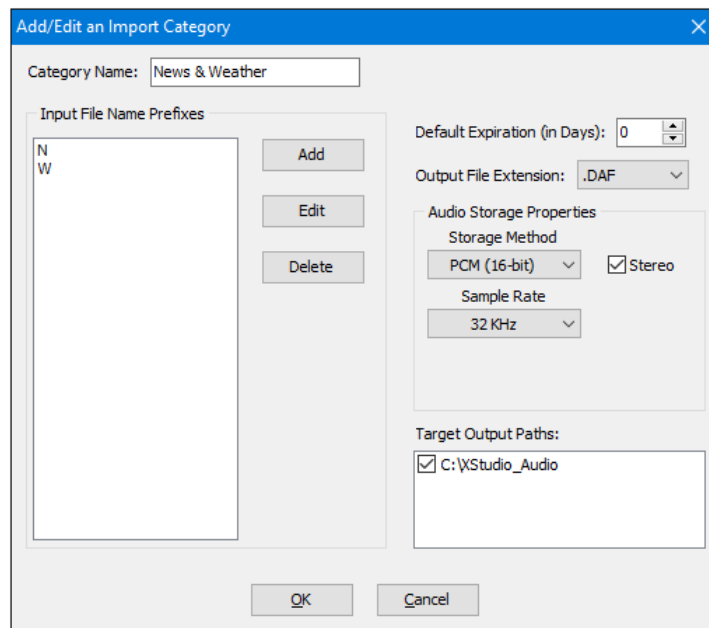


All matching Category items carry the source file name through to the final output file name. Aside from the file extension, which is controlled by the Category properties, the original file name is retained.

dcsTools Audio Importer always has a [Default Category](#), which is used when an audio file arrives in a source audio folder and no Maps or other user-defined Categories match the newly-arrived file. In essence, it is the "catch-all" definition used to process a source file that doesn't match anything you've defined.

Adding and Editing Categories

To add a new Category item, click on the **[Add]** button adjacent to the displayed list of categories. To edit a Category, **[Double-Click]** on the item or **[Left-Click]** on the item to select it and then click on the **[Modify]** button. The Add/Edit Category dialog is displayed.



Categories Add/Edit Dialog

Modify the category properties as needed for your purposes. In the properties table shown below, items with a check mark in the **REQ** column require user entry, while unchecked items have default values which can optionally be changed.

<u>Property</u>	<u>REQ</u>	<u>Description</u>
Name	✓	Enter a name meaningful to the category. The name is for identification purposes only.
Input File Name Prefixes	✓	A list of source file name prefixes that will be processed according to the rules for the category. Prefixes can be any reasonable number of characters but only files with beginning characters in the file name that exactly match one of the prefixes will be declared a "match" and considered part of the category. Prefixes cannot contain invalid file name characters, including file wild card characters. Use the [Add] , [Edit] and [Delete] buttons adjacent to the prefix list to manage the list.
Default Expiration		The date, in number of days from the day of processing and converting, that will be used to calculate the end date of the item. To make an item "TFN" (till-further-notice), enter "-1" (minus 1) as the value. The default for this property is "0" (zero), meaning the item is valid for the day of processing only for automation systems using an end date to determine whether or not to play the audio file.
Output File Extension		This property determines the output file's extension and type. dcsTools Audio Importer structures the processed and converted file to the specifications of the selected extension type.

Audio Storage Properties

<u>Property</u>	<u>REQ Description</u>
└─ Storage Method	The storage method for the output file. Values include PCM (linear), MPEG 2, and apt-X™. You must have apt-X™ installed and licensed to use that storage method. If you select apt-X™ as the storage method and it is not present, import and conversion will fail.
└─ Sample Rate	The sampling rate that will be used for the output file. Available values will change based on the selected storage method.
└─ Bit Rate	The bit rate that will be used for the output file. Available values will change based on the storage method and Stereo flag.
└─ Stereo	The default value is checked, meaning the output file will be stereo. If unchecked, the output file will be monaural.
Target Output Paths	<p>This property is a list of available Output paths, based on your current Audio Paths list. As a default, all Output paths are checked, meaning they will all be used as a potential location for the finished file. To force dcsTools Audio Importer to put the finished files in a specific location, uncheck one or more of the available paths, leaving selected (checked) only those output paths that are to be used for this item..</p> <p>Note: At least one path item must be checked. If not, dcsTools Audio Import Manager will display a message indicating you need to select at least one Target Output Path.</p>

When you have completed your edits, click on the **[OK]** button to save the changes. dcsTools Audio Import Manager will check your settings and display a message if there's a problem. Correct the problem and click on **[OK]** again. To discard your changes, click on the **[Cancel]** button.

Deleting a Category

To delete an existing category item, **[Left-Click]** on the item to select it, then click on the **[Delete]** button. You will be prompted to confirm the item deletion.

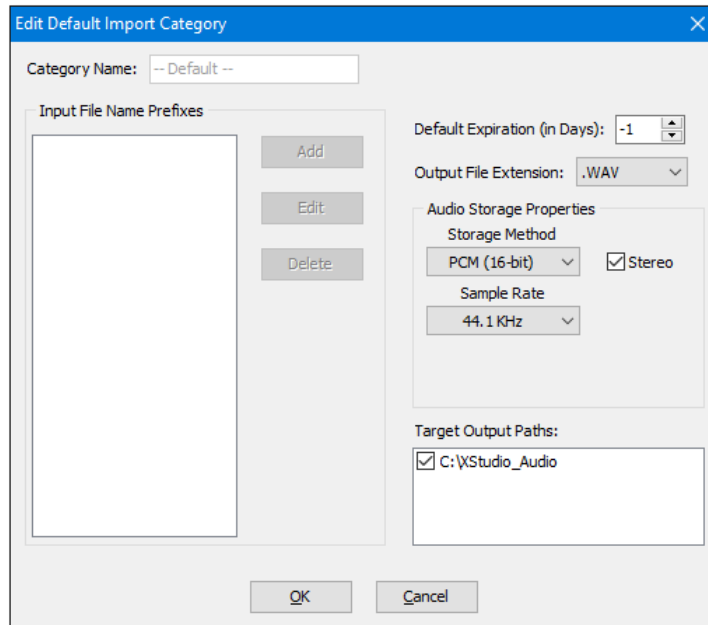


Deleting the "-- Default --" category item is not allowed. If you attempt to delete the Default Category, a message is shown, explaining that it cannot be deleted.

Editing the Default Category

The Default Category is displayed in the category list with the name "-- Default --" is used when dcsTools Audio Importer detects a newly-arrived audio file that does not match any other defined Maps or Categories. It serves as the "catch-all" or "fall-back" for processing audio files. You should edit this category to meet your needs in terms of the type of output file, storage method and expiration date, just like any other category you've defined.

To edit the Default Category, **[Double-Click]** on the item named "-- Default --". The Add/Edit Category dialog is displayed.

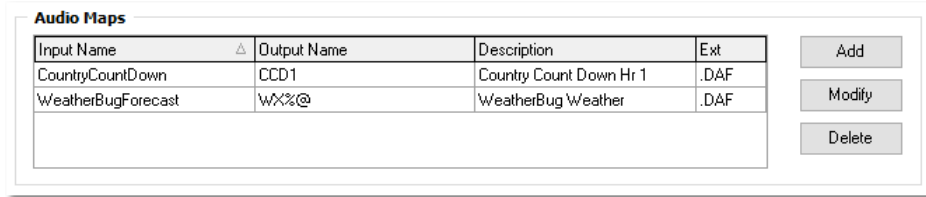


Default Import Category Dialog

The only thing that separates the Default Category from others you may create is that you cannot change the Name property and no Prefixes are allowed. These property items are disabled when editing the Default Category.

3.2.3 Import Maps

To create and maintain Import Maps, select the **Audio Importer Configuration** tab in dcsTools Audio Import Manager. A list of defined Import Maps is contained in the **Audio Maps** panel, which includes buttons for adding, modifying and deleting Audio Maps.

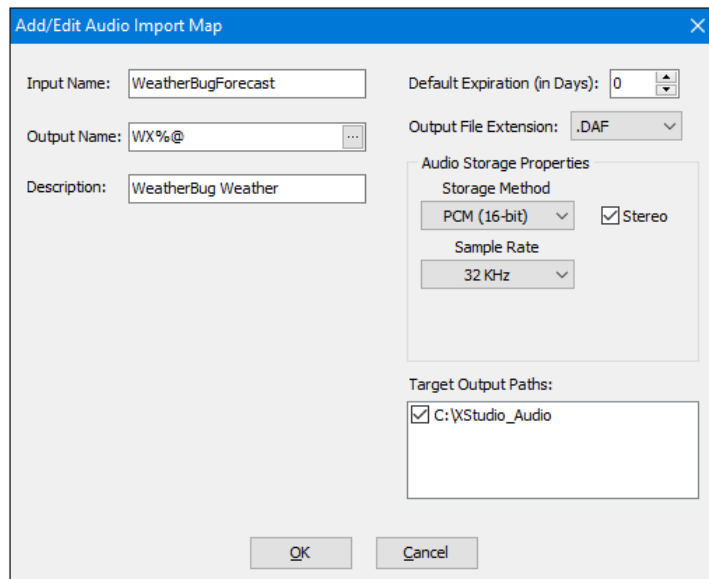


Audio Maps Panel

Import Maps are definitions of how to handle inbound audio source files that **exactly match** a specified file name (the file extension is ignored, other than to identify the source file type). Unlike Category definitions, a map definition allows you to define the output file name, including the use of [substitution characters](#) to create different output file names based on the time of day or day of the week. A map definition is useful, for instance, if you regularly receive audio files during the day that should have different file names to prevent playing content that may be outdated. It is also useful if an inbound source audio file is delivered with a file name that is incompatible with your output file naming requirements - it removes the need to rename the inbound file before submitting to dcsTools Audio Importer for processing via a matching Category.

Adding and Editing Maps

To add a new Map item, click on the **[Add]** button adjacent to the displayed list of maps. To edit a Map, **[Double-Click]** on the item or **[Left-Click]** on the item to select it and then click on the **[Modify]** button. The Add/Edit Map dialog is displayed.



Maps Add/Edit Dialog

Modify the map properties as needed for your purposes. In the properties table shown below, items with a check mark in the **REQ** column require user entry, while unchecked items have default values which can optionally be changed.

<u>Property</u>	<u>REQ Description</u>
Input Name	✓ Enter the exact source file name, without an extension, for the file to be converted.
Output Name	✓ Enter the exact output file name, without an extension. This will be the file name of the processed audio file. The output name can contain substitution characters to dynamically create portions of the file name at processing time. Refer to the substitution characters example table for ideas on how substitution characters can be used.
Description	Optional. If the inbound source file does not contain description information, you can enter description text in this field. At processing time, dcsTools Audio Importer will put this text in the appropriate place in the output file. For .DAF files, this text will appear in the Description field. If this field is left blank and the source audio file contains an appropriate description field, the contents of that description field will be carried over to the output file in the appropriate place.
Default Expiration	The date, in number of days from the day of processing and converting, that will be used to calculate the end date of the item. To make an item "TFN" (till-further-notice), enter "-1" (minus 1) as the value. The default for this property is "0" (zero), meaning the item is valid for the day of processing only for automation systems using an end date to determine whether or not to play the audio file.
Output File Extension	This property determines the output file's extension and type. dcsTools Audio Importer structures the processed and converted file to the specifications of the selected extension type.

Audio Storage Properties

└─ Storage Method	The storage method for the output file. Values include PCM (linear), MPEG 2, and apt-X™. You must have apt-X™ installed and licensed to use that storage method. If you select apt-X™ as the storage method and it is not present, import and conversion will fail.
└─ Sample Rate	The sampling rate that will be used for the output file. Available values will change based on the selected storage method.
└─ Bit Rate	The bit rate that will be used for the output file. Available values will change based on the storage method and Stereo flag.
└─ Stereo	The default value is checked, meaning the output file will be stereo. If unchecked, the output file will be monaural.
Target Output Paths	This property is a list of available Output paths, based on your current Audio Paths list. As a default, all Output paths are checked, meaning they will all be used as a potential location for the finished file. To force dcsTools Audio Importer to put the finished files in a specific location,

Property

REQ Description

uncheck one or more of the available paths, leaving selected (checked) only those output paths that are to be used for this item..

Note: At least one path item must be checked. If not, dcsTools Audio Import Manager will display a message indicating you need to select at least one Target Output Path.

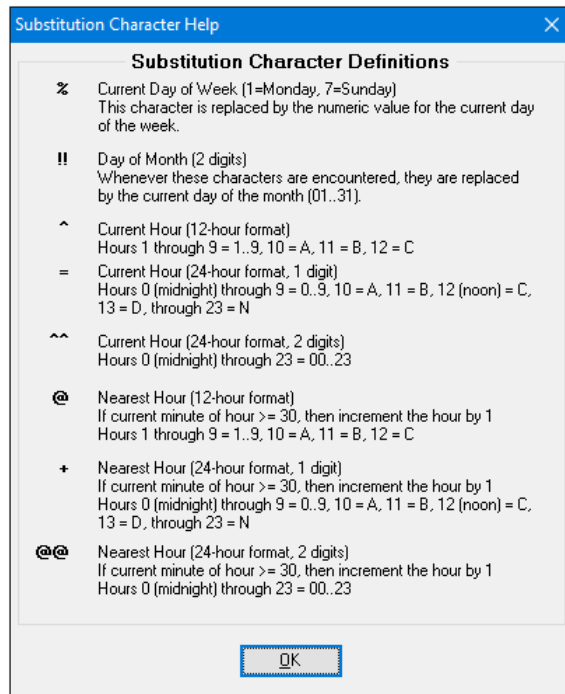
When you have completed your edits, click on the [OK] button to save the changes. dcsTools Audio Import Manager will check your settings and display a message if there's a problem. Correct the problem and click on [OK] again. To discard your changes, click on the [Cancel] button.

Deleting a Map

To delete an existing map item, [Left-Click] on the item to select it, then click on the [Delete] button. You will be prompted to confirm the item deletion.

3.2.3.1 Using Substitution Characters

To use substitution characters in a Map Output Name, enter the appropriate character as a part of the Output Name. The Audio Import Map dialog provides a pop-up button to display a substitution character help window, similar to the one shown.



Substitution Character Help Dialog

Supported Substitution Characters

Macro Usage

%	Current Day of Week (1=Monday .. 7=Sunday) This character is replaced by the numeric value for the current day of the week.
!!	Day of Month (2 digits) These characters are replaced by the numeric value for the day of the month (01..31)
^	Current Hour (12-hour format) Hours 1 through 9 = 1..9, 10 = A, 11 = B, 12 = C Note: Because this is a 12-hour format, the current hour value used when substituting for this macro character can occur twice during the day. For instance the 10 AM and 10 PM hours will return the same value - "A".
=	Current Hour (24-hour format, 1 digit) Hours 0 (midnight) through 9 = 0..9, 10 = A, 11 = B, 12 (noon) = C, 13 (1 PM) = D through 23 (11 PM) = N Using this macro character format, there are no duplicates throughout the day.
^^	Current Hour (24-hour format, 2 digits) Hours 0 (midnight) through 23 = 00..23
@	Nearest Hour (12-hour format) If current minute of the hour >= 30, then the returned hour value is incremented by 1. Note: Because this is a 12-hour format, the current hour value used when substituting for this macro character can occur twice during the day. For instance the 10 AM and 10 PM hours will return the same value - "A".
+	Nearest Hour (24-hour format, 1 digit) If current minute of the hour >= 30, then the returned hour value is incremented by 1. Hours 0 (midnight) through 9 = 0..9, 10 = A, 11 = B, 12 (noon) = C, 13 (1 PM) = D through 23 (11 PM) = N Using this macro character format, there are no duplicates throughout the day.
@@	Nearest Hour (24-hour format, 2 digits) If current minute of the hour >= 30, then the returned hour value is incremented by 1. Hours 0 (midnight) through 23 = 00..23

Day of Week Values

The day of week macro character returns a numeric value, based on the current day of the week. Values returned are shown in this table.

<u>Day</u>	<u>Value</u>
Monday	1
Tuesday	2
Wednesday	3
Thursday	4
Friday	5
Saturday	6
Sunday	7

Hour of Day Values - 1 & 2 Digits

Hour of Day macro characters will return different one-character values, depending on the specific macro character used. The main differences occur between any 12-hour format and any 24-hour format. Values returned by each format type are listed in this table.

<u>Hour of Day</u>	<u>12-Hour Format</u> <u>1 Digit</u>	<u>24-Hour Format</u> <u>1 Digit</u>	<u>24-Hour Format</u> <u>2 Digits</u>
Midnight	C	0	00
1 AM	1	1	01
2 AM	2	2	02
3 AM	3	3	03
4 AM	4	4	04
5 AM	5	5	05
6 AM	6	6	06
7 AM	7	7	07
8 AM	8	8	08
9 AM	9	9	09
10 AM	A	A	10
11 AM	B	B	11
Noon	C	C	12
1 PM	1	D	13
2 PM	2	E	14
3 PM	3	F	15
4 PM	4	G	16
5 PM	5	H	17
6 PM	6	I	18

<u>Hour of Day</u>	<u>12-Hour Format</u> <u>1 Digit</u>	<u>24-Hour Format</u> <u>1 Digit</u>	<u>24-Hour Format</u> <u>2 Digits</u>
7 PM	7	J	19
8 PM	8	K	20
9 PM	9	L	21
10 PM	A	M	22
11 PM	B	N	23

Substitution Character Examples

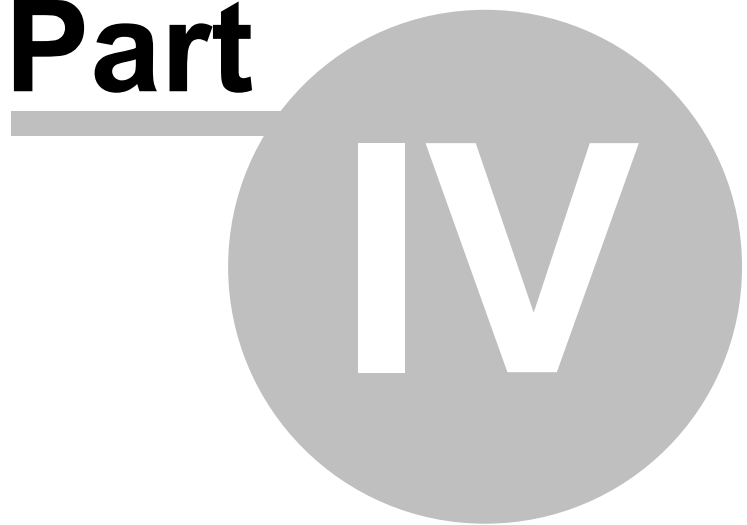
Here are some examples of how substitution characters can be used, along with an explanation of the results.

<u>Example</u>	<u>Result Description</u>
WX@@	This example uses the 2-digit nearest hour substitution characters. If processing occurs at 3:07 AM, the resulting file name is: WX03 If processing occurs at 3:31 AM, the resulting file name is: WX04
WEX%	This example uses the day of week substitution character. If processing occurs on a Monday, the resulting file name is: WEX1 If processing occurs on a Friday, the resulting file name is: WEX5
WX%=	This example combines the day of week and current hour in 24 hour format substitution characters. If processing occurs at 5:07 AM on a Monday, the resulting file name is: WX15 If processing occurs at 7:30 PM on a Sunday, the resulting file name is: WX7J
WXX^	This example uses the current hour in 12 hour format substitution character. If processing occurs a 11:15 AM, the resulting file name is: WXXB If processing occurs a 11:15 PM, the resulting file name is the same: WXXB
WX!!	This example uses the day of month substitution character. If processing occurs on the 5th day of the month, the resulting file name is: WX05 If processing occurs on the 25th day of the month, the resulting file name is: WX25

When using substitution characters, ensure the resulting file name meets the requirements of the system you will be using to play back the audio.

Using dcsTools Audio Importer

Part



dcsTools Audio Importer consists of two main applications - the dcsTools Audio Import Service, which is not visible to the end-user, and dcsTools Audio Import Manager, which is used to configure and monitor dcsTools Audio Import Service. dcsTools Audio Import Service normally needs no direct interaction by the user as the service can be started, stopped, configured and monitored with dcsTools Audio Import Manager.

Launching dcsTools Audio Import Manager

After dcsTools Audio Import Manager has been installed, there will be shortcuts on your desktop (if you opted to have them created), menu items available in the **Start | Programs** menu area, and optionally, shortcuts in the **Start | Programs | Startup** folder to automatically launch dcsTools Audio Import Manager when you login to your system.

If you've not opted to have dcsTools Audio Import Manager start automatically at login, locate either the desktop icon or dcsTools Audio Import Manager's menu item in the **Start | Programs** menu and start the program.

dcsTools Audio Import Manager is a Tray Application

At start up, dcsTools Audio Import Manager always minimizes itself in the system tray, similar to the example shown.

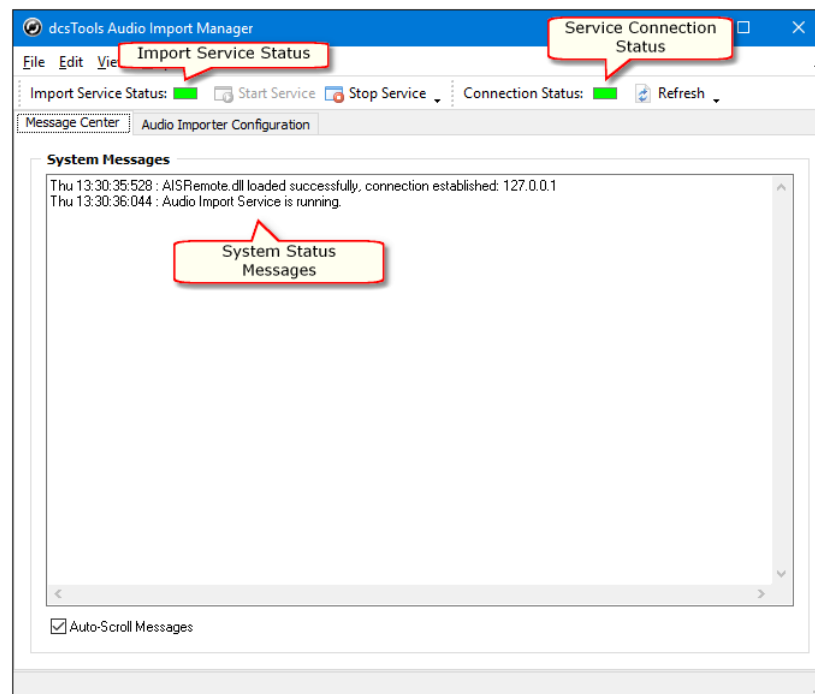


If the tray icon has disappeared, click on the small arrow adjacent to the visible icons to see all items currently residing in the system tray.



On most Windows systems, tray icons will disappear after a period of time unless you change your Windows Notifications settings to make dcsTools Audio Import Manager permanently visible in the system tray. To make dcsTools Audio Import Manager visible all the time, **[Right-Click]** on the time display in the system tray (typically right-most on the task bar). From the pop-up menu, select "**Customize Notifications**" (XP) or "**Customize Notification Icons**" (Windows 7 and above). A dialog is displayed with a list of system tray items. Select dcsTools Audio Import Manager and change the Behavior(s) property to "**Always Show**" (XP) or "**Show Icon & Notifications**" (Windows 7 and above). Click **[OK]** to save the setting.

To make dcsTools Audio Import Manager's main display visible, either **[Double-Click]** on its tray icon or **[Right-Click]** on the tray icon to pop up its tray menu. From the tray menu, select the menu item **Configuration & Status** to show dcsTools Audio Import Manager's main display.



dcsTools Audio Import Manager Message Center

The dcsTools Audio Import Manager Main Display

The dcsTools Audio Import Manager main display consists of the main menu, toolbars containing buttons to start/stop the dcsTools Audio Import Service and to refresh the importer configuration settings, and a tabbed area providing access to the Message Center and Audio Importer Configuration pages.

The arrangement and sizing of the main display can be customized to suit your preferences. In addition to changing the overall size and position of the main display, you can also change the relative size of the Audio Paths, Audio Categories & Audio Maps panels using the splitters located between the panels. Here's an overview of the most prominent features of the main display:

- **Main Menu.** Directly below the title bar is the main menu, which provides access to all dcsTools Audio Import Manager features and functionality.
- **Main Toolbar.** The main toolbar provides quick access to commonly used features, including starting and stopping the dcsTools Audio Import Service and refreshing configuration information. The dcsTools Audio Import Service status (running, not running) and dcsTools Audio Import Manager connection to the service status is also displayed. The toolbars can be floated away from the main display, docked to the sides or bottom of the main display, or completely hidden if desired.
- **Message Center Tab.** The Message Center displays a time-stamped list of recent activity, including the service status, connection to the service status, configuration changes and file processing activity. As a default, as new messages are added, the most recent message is brought into view. You can disable this behavior by unchecking the "**Auto-Scroll Messages**" check box. Note that this change is applicable to the current session only - the next time dcsTools Audio Import Manager is started, the default behavior returns. To make the change apply to all sessions going forward, change the appropriate setting in [Preferences](#).
- **Audio Importer Configuration Tab.** This area is where you manage the dcsTools Audio Import Service configuration. You can add, edit and delete configuration items. For more in-

formation on configuration, see topics on [Setting Up File Import](#), [Source and Output Paths](#), [Import Categories](#) and [Import Maps](#).

You can manually resize the dcsTools Audio Import Manager main display by dragging the tab on the lower-right corner of the status bar at the bottom of the dcsTools Audio Import Manager main window. dcsTools Audio Import Manager will remember its size, screen location and monitor (if a multi-monitor system) and restore the settings each time you start the program. Other settings like the location of toolbars and relative size of the information panels are also saved at program close and restored when dcsTools Audio Import Manager is restarted.

Reference

Part



This section contains more detailed background information on a number of key subjects that will help you to gain a better understanding of how dcsTools Audio Import Manager works.

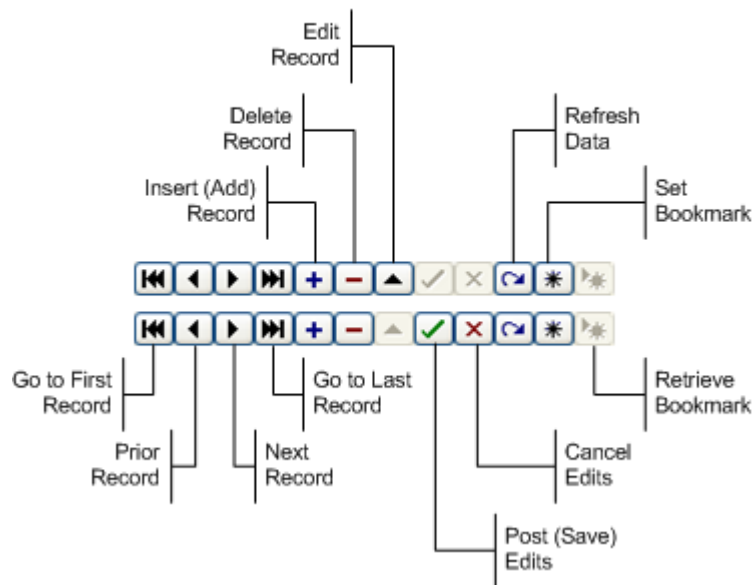
Studying these sections is not absolutely essential but it will make it much easier for you to use dcsTools Audio Import Manager more efficiently and effectively.

5.1 Data Navigators

Several areas in dcsTools Audio Import Manager make use of so-called "data navigators". Essentially, a data navigator is an organized set of buttons that provides an easy-to-use interface for navigating around in displayed data like the log, station definitions, cart categories, and music databases. In addition to navigation, some of the navigators include buttons to add (insert), edit, & delete items.

Two example navigators are shown here – there are two because the "state" (availability) of buttons will vary depending on the current task. For instance, if you are at the beginning of a list of Task records, the navigator buttons for moving backwards through the list are disabled – at least, until you move away from the beginning of the list.

Data Navigator Button Map



Depending upon the area of dcsTools Audio Import Manager in which you're working, some of the navigator buttons depicted are not visible because the functionality they provide is not allowed.

5.2 How dcsTools Audio Importer Works

dcTools Audio Importer processes and converts files based on the "rules" you have established for the software.

It monitors all folders that you have declared as source paths (read-only folders). When a new audio file arrives, a determination on what to do with the new file is made, based on a specific sequence of events:

1. All defined import [Maps](#) are looked at first. If a match is found, the new file is processed according to the matching map definition.
2. All defined import [Categories](#) are examined next. The first match found, based on file name prefixes you have defined, is used to process the new file according to the matching category definition.
3. If no matching Maps or Categories are found, the new file is processed according to the [Default Category](#) definition.

The processed file is placed in one of the defined output paths. If you have more than one output path allowed for a given Map or Category definition, dcsTools Audio Importer will place the finished file in the location with the largest amount of available disk space.

Once the source file has been processed, it is deleted from the source path as a default.

If the source audio file cannot be converted and imported, possibly due to a corrupt file or unknown audio file type, it is moved from the source folder to a folder named "**Bad Audio**", located under the source folder where the file originally arrived for processing.

dcTools Audio Import Manager (the GUI application) does not need to be running for convert and import operations. As long as the dcsTools Audio Import Service is running, audio files will be processed and converted. dcsTools Audio Import Manager is used to monitor the dcsTools Audio Import Service activity, as desired, in addition to its configuration duties. dcsTools Audio Import Service will continue to process new audio files even if all users are logged out of the host PC.

TroubleShooting

Part



dcTools Audio Importer has been designed to be as trouble-free as possible and has been thoroughly tested. However, not every usage scenario can be anticipated. This section is intended as a starting point diagnosing and solving problems, but should not be viewed as an all-encompassing source of problem resolution.

If the difficulty you're experiencing is not covered here, contact the dealer who provided you with dcTools Audio Importer first. Alternatively, you can contact dcTools.com - see the topic on [technical support](#).

Application Bugs or Errors

Bugs and errors generally fall into one of two categories - a bug, which is the application not doing something as you might have predicted it would, or; an error, which is the failure of the application to run or perform a specific task altogether.

If you find a bug, report it. Every effort is made to ensure dcTools Audio Importer performs as expected, but there may be circumstances that were not predicted in the development of the software. See the section on [Technical Support](#) for information on reporting a bug.

If you encounter an error, you will get an error message indicating a severe failure and dcTools Audio Import Manager may terminate. Provisions are made to "catch" such errors and log the error information to a file in the dcTools Audio Import Manager application directory. The filename is **crFCMonitor.elf** or **crFCMonitor.el**. Again, report any application errors you encounter. You may be asked to send the appropriate log file for analysis.

6.1 dcTools Audio Importer Doesn't "See" Audio Folders

You may encounter a problem where dcTools Audio Importer doesn't process audio files in a source folder or will not write a converted file to an output folder. To remedy this issue, check the following:

- Check that folder is present and correct in the dcTools Audio Import Manager [Source and Output Paths](#) configuration.



The dcTools Audio Import Service runs as a **service application** and as such, has no knowledge of any "mapped" drives – a drive letter assigned to a folder on a PC other than the one the service is running on. Therefore, in order for the service to be able to read or write files that are located on another PC, the paths to those folders must be entered using UNC notations. As an example, instead of using "**P:\MyAudio**" as the path, use the UNC notation: **\\Remote_PC_Name\Share_Name\MyAudio** in the path property fields.

- If the audio folder is located on a PC other than the one running the dcTools Audio Import Service, you may have to change the service's Log On credentials. Unless changed during the installation process, the service is installed with standard **System User** Log On credentials. This provides complete access to the host PC's hard drives, but no access to other machines' resources. If this is the case, change the dcTools Audio Import Service Log On credentials to a user name and password combination that is authorized and has the appropriate privileges on the remote PC.



If you wish to read or write audio files located on another PC, the dcTools Audio Import Service Log On credentials must be changed. You must have administrative privileges to change the service's Log On information – if you do not have these privileges, contact your system administrator for help.

- If the dcsTools Audio Import Service is using a Log On user name and password other than **System User**, ensure that the user name has the appropriate read and write privileges for any folder that is used as either a source or output folder, whether it is on a local drive or drive located on another PC, and for the folder where dcsTools Audio Importer is installed. For additional information, see the topic on [User Account Control](#).

6.2 dcsTools Audio Importer Seems "Slow"

dcsTools Audio Import Manager running 'slow' is a broad statement, but basically means you feel like the application is not responding quickly enough in performing some tasks. Here are some typical examples, reasons and possible solutions:

1. **File import and conversions take a long time.** Possible reasons are that you are converting a large file, you are reading or writing files from a network drive and have either a low-speed connection (10mbps) or high LAN traffic, or you are running an older PC lacking in CPU speed or RAM memory. In addition, dcsTools Audio Importer converts files at a lower-than-normal system priority.
2. **Starting a conversion takes a long time.** This typically occurs if dcsTools Audio Importer cannot gain access to a newly-arriving source file. Until the file is completely available and can be locked, conversion will not occur. If you are copying a file to a source folder from another location, it may take some time for the file copy process to complete and dcsTools Audio Importer is waiting until the file can be processed.
3. **Converting a particular file takes a long time.** The cause could be that the file is a very large file or that dcsTools Audio Importer is already busy processing source files that arrived earlier.

6.3 dcsTools Audio Import Manager Has Disappeared

At start up, dcsTools Audio Import Manager always minimizes itself in the system tray. If the tray icon has disappeared, click on the small arrow adjacent to the visible icons to see all items currently residing in the system tray.



On most Windows systems, tray icons will disappear after a period of time unless you change your Windows Notifications settings to make dcsTools Audio Import Manager permanently visible in the system tray. To make dcsTools Audio Import Manager visible all the time, **[Right-Click]** on the time display in the system tray (typically right-most on the task bar). From the pop-up menu, select "**Customize Notifications**" (XP) or "**Customize Notification Icons**" (Windows 7 and above). A dialog is displayed with a list of system tray items. Select dcsTools Audio Import Manager and change the Behavior(s) property to "**Always Show**" (XP) or "**Show Icon & Notifications**" (Windows 7 and above). Click **[OK]** to save the setting.

To make dcsTools Audio Import Manager's main display visible, either **[Double-Click]** on its tray icon or **[Right-Click]** on the tray icon to pop up its tray menu. From the tray menu, select the menu item **Configuration & Status** to show dcsTools Audio Import Manager's main display.

6.4 Help Display is Unresponsive

If you have the dcsTools Audio Importer help system displayed and it suddenly becomes unresponsive - you cannot scroll text and get a warning sound every time you click on it, it is likely that you have an edit dialog displayed and clicked on the help button.

To correct the problem, click on the [**Cancel**] button for the edit dialog. Once the edit dialog is closed, the help system will become responsive again.

This happens when the following sequence of events occurs:

1. You open the help system anywhere in dcsTools Audio Import Manager and;
2. You leave the help system open while you move on to other parts of the application. Then;
3. You open one of the edit dialogs for Preferences, Paths, Categories or Maps.

At this point, you will find that attempting to access the help system, either to scroll text or look at another subject, will no longer respond. The reason is that the edit dialogs are "modal" in nature and disallow access to other windows in dcsTools Audio Import Manager while they are active.

The solution is to close the help system **before** displaying an edit dialog. If you click on the help button in the dialog, the help system is redisplayed and fully accessible.

6.5 User Account Control (UAC) Issues

Starting with the introduction of Windows Vista and subsequent operating system releases, Microsoft added a significant amount of additional security to these operating systems.

Generally referred to as **UAC (User Account Control)**, the sum of these changes dramatically affect named users who might be categorized as "standard" or "general" users. Areas that previously had been quite open, allowing these users to modify, create and delete items like files and registry entries are now protected as default. Users with standard rights and privileges on these systems are now as a default prevented from making changes in such areas as the Program Files folder, the Windows folder and in the Windows registry area known as *HKEY_LOCAL_MACHINE*.



dcsTools Audio Import Service stores its configuration and licensing information in the Windows Registry under *HKEY_LOCAL_MACHINE*. If you are using a user name and password other than the default **System** account, make sure the assigned user name has read and write privileges in its base registry key and all sub-keys located under the base key. The base key is:

HKEY_LOCAL_MACHINE\Software\dcsTools (32-bit Windows) or

HKEY_LOCAL_MACHINE\Software\Wow6432Node\dcsTools (64-bit Windows)

The installation program for dcsTools Audio Importer also stores a minimal amount of information in the registry. The information is used for updating and uninstalling the product. The information is not used in day-to-day operations. Installation, updates and uninstalling require the logged-on user have administrative privileges.

In addition, Microsoft published numerous guidelines and usage information regarding these changes. Some of the guidelines would cause applications who require the end-user to be able to modify preference settings, etc., to place files in several locations on the PC. While these changes do enhance the overall security of the operating system, having files and information for a specific application spread all over the system in places not intuitive or easy to find creates a significant support burden for IT managers and the application vendor.

Over the years, we have chosen to try to keep all of our application's files, including those that store preferences, files containing run-time information like exception logging and activity detail, and small database files, in one location for ease in troubleshooting and housekeeping.

For these reasons, our applications are generally placed in a folder other than the Microsoft-recommended Program Files folder. As a default, these other folders historically have been "wide open" in the sense that any user could read, write and modify files.

However, depending on how tightly-secured a system is when running Vista or a later operating system, issues may arise that relate to user rights. The following points may assist you in locating problems with dcsTools Audio Import Manager when running one of these operating systems and the user reporting issues does not have administrative privileges.

1. Make sure that user having trouble with dcsTools Audio Import Manager has read, write, modify and delete privileges in the folder in which dcsTools Audio Import Manager is installed. These privileges might be assigned to an individual user but more commonly are assigned to a user group of which the user is a member.
2. If you are placing files in a location other than the dcsTools Audio Import Manager folder, file locations that are set up in the Preferences area, ensure that the named user has read, write, modify and delete privileges in that folder location.
3. One way that some issues can be overcome is to modify any dcsTools Audio Import Manager shortcuts to cause the application to be run under administrator privileges. **[Right-Click]** on the shortcut and select the menu item "Run as Administrator". A negative of this approach is that the end-user will more than likely have to enter an administrative password, which defeats the concept of administrative security as you'd have to provide the user with the password.

Another approach some people use is to disable UAC. While this action more or less returns user accounts to the sort of status they had in previous versions of Windows, this too defeats the idea of enhanced operating system security.

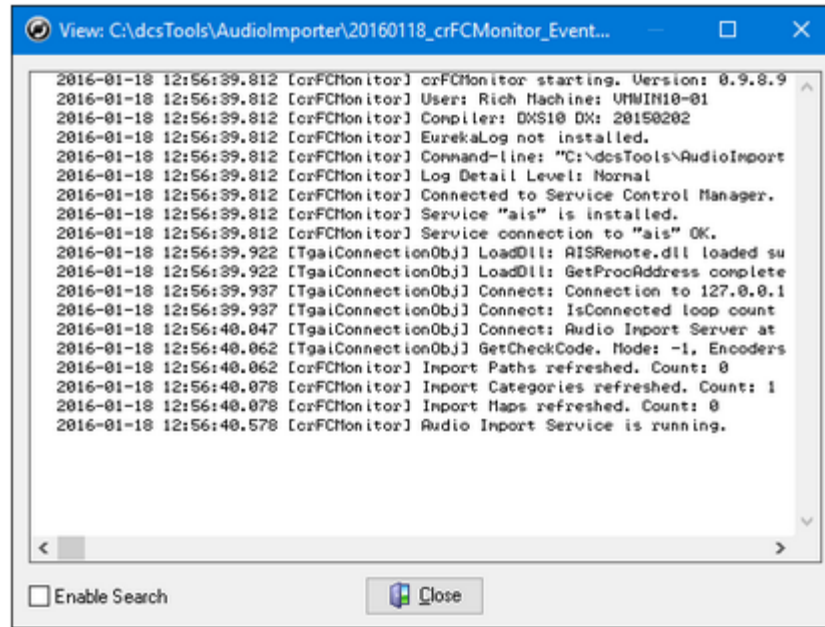
4. If an application uses the registry, particularly the portion known as HKEY_LOCAL_MACHINE, you may have to extend rights to specific keys that the application modifies or creates during normal usage. In order to add permissions to the registry, you will need to use **regedt32.exe**, the extended registry editor.



In order to extend additional privileges to a user or user group, either in the file system or registry, you need to be logged on to the operating system as an administrator.

6.6 Using Application Event Logs

dcTools Audio Import Manager documents its actions by writing information to a set of daily event logs, which are automatically maintained for a user-specified number of days. Event logs are text files containing a time stamp for each line of information (record) and descriptive text about what happened or what was done by dcsTools Audio Import Manager. To view the current-day event log, select the dcsTools Audio Import Manager main menu item **Help | View Application Event Log**.



```
2016-01-18 12:56:39.812 [crFCMonitor] crFCMonitor starting. Version: 0.9.0.9
2016-01-18 12:56:39.812 [crFCMonitor] User: Rich Machine: UMWIN10-01
2016-01-18 12:56:39.812 [crFCMonitor] Compiler: DWS10 DK: 20150202
2016-01-18 12:56:39.812 [crFCMonitor] EurekaLog not installed.
2016-01-18 12:56:39.812 [crFCMonitor] Command-line: "C:\dcsTools\AudioImport
2016-01-18 12:56:39.812 [crFCMonitor] Log Detail Level: Normal
2016-01-18 12:56:39.812 [crFCMonitor] Connected to Service Control Manager.
2016-01-18 12:56:39.812 [crFCMonitor] Service "ais" is installed.
2016-01-18 12:56:39.812 [crFCMonitor] Service connection to "ais" OK.
2016-01-18 12:56:39.922 [TgaiConnectionObj] LoadDll: AISRemote.dll loaded su
2016-01-18 12:56:39.922 [TgaiConnectionObj] LoadDll: GetProcAddress complete
2016-01-18 12:56:39.937 [TgaiConnectionObj] Connect: Connection to 127.0.0.1
2016-01-18 12:56:39.937 [TgaiConnectionObj] Connect: IsConnected loop count
2016-01-18 12:56:40.047 [TgaiConnectionObj] Connect: Audio Import Server at
2016-01-18 12:56:40.062 [TgaiConnectionObj] GetCheckCode. Mode: -1, Encoders
2016-01-18 12:56:40.062 [crFCMonitor] Import Paths refreshed. Count: 0
2016-01-18 12:56:40.078 [crFCMonitor] Import Categories refreshed. Count: 1
2016-01-18 12:56:40.078 [crFCMonitor] Import Maps refreshed. Count: 0
2016-01-18 12:56:40.578 [crFCMonitor] Audio Import Service is running.
```

Event logs are very useful in troubleshooting problems or simply trying to determine why dcsTools Audio Import Manager performed in a certain way. As a default, event logs are retained for 14 days, but you can change the number of days and the amount of detail dcsTools Audio Import Manager stores in the event log. Refer to the topic on [Event Logging Properties](#) in the Configuration chapter for information on adjusting the number of days and detail level.

Reviewing Event Logs Outside of dcsTools Audio Import Manager

Since dcsTools Audio Import Manager event logs are text files, you can use virtually any text editor or text file viewer to review the information for any of the available event log files, which are stored in the dcsTools Audio Import Manager application folder using a naming conventions of:

yyyymmdd_crFCMonitor_EventLog.txt

The "**yyyy**" is the year, "**mm**" is the month and "**dd**" is the day of the month for which the event log was created.



A handy alternative to using a standard text editor is our custom **Event Log Viewer** application, which provides enhanced features for sorting, grouping and filtering of event log data. Visit our [web site](#) for details on downloading and using this free utility. In addition to reviewing event logs for dcsTools Audio Import Manager, this application can also be used to review the additional event logs listed below.

Additional Event Logs for Troubleshooting

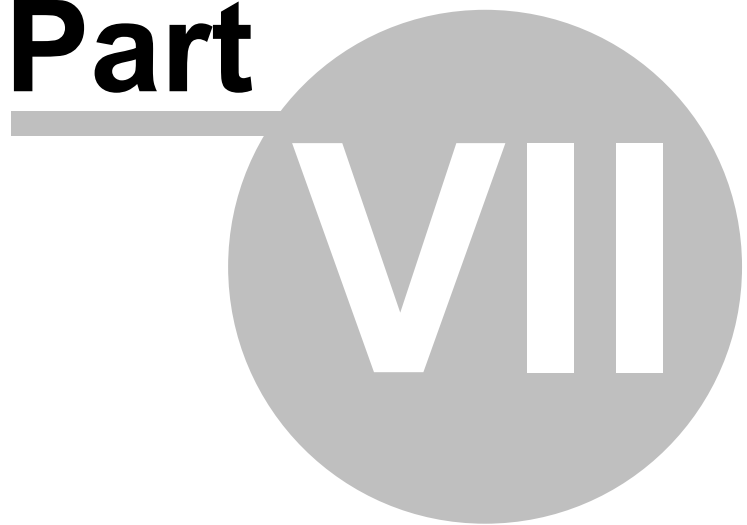
There two (2) additional event logs available for troubleshooting purposes that contain more technical detail on the activities of dcsTools Audio Importer.

1. **AISRemote.dmp** - Contains technical information about communications between dcsTools Audio Import Manager and dcsTools Audio Import Service.
2. **AudiolImportService.dmp** - Contains technical information about dcsTools Audio Import Service activity.

These files contain approximately 3 days worth of activity history and are useful for diagnosing technical issues.

Contacting dcsTools

Part



If you need to contact dcsTools.com, you can do so using one of the following methods. We are here to help, so do not hesitate to communicate with us when needed.

Mailing Address

C-R Media
8494 Saratoga Lane
Eden Prairie, MN 55347
USA

Telephone Information

Sales and Technical Support can be reached from 9:00 AM to 5:00 PM, U.S Central Time.

Voice: 952-949-9450

FAX: 952-949-9448

Email Information

To contact us via email, use our [on-line contact form](#). If you wish to use a standard email client, send correspondence to: rich@c-rmedia.com.

Technical Support

To contact technical support for our products, use the telephone numbers or email information provided above. You can also send an [on-line product-specific email](#).

Web Site

Visit our web site for information on product updates and other products we offer.

<http://www.dcsTools.com>

Appendices

Part  **VIII**

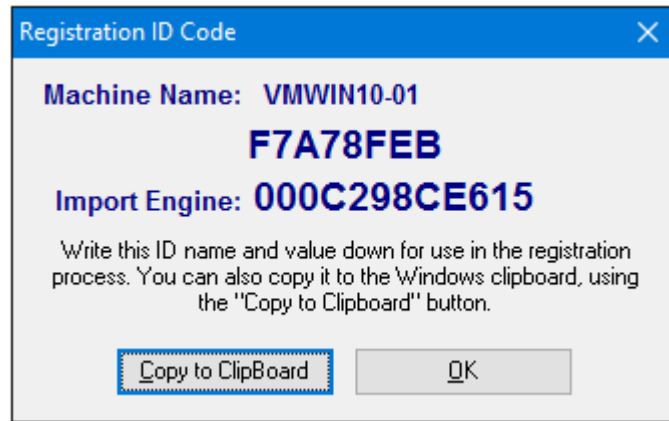
The topics in this section are supplemental to the the dcsTools Audio Importer documentation and contain information that may not be used on a day-to-day basis.

8.1 Registration

dcsTools Audio Importer requires a valid registration to enable full use of the product. If you have purchased dcsTools Audio Importer, you should have received instructions on how to obtain your registration code with your installation materials. The registration code contains the product serial number and is unique to each PC on which dcsTools Audio Importer is installed. Depending on whether or not you have additional encoding options installed, you may need to register the options as well.

Preparing to Register

In order to register dcsTools Audio Import Manager, you need to supply your vendor with information unique to the PC on which the software is installed. From the main display, select the menu item **Help | Get Machine ID for Registration**. A dialog is displayed, containing the ID's necessary to register the software.



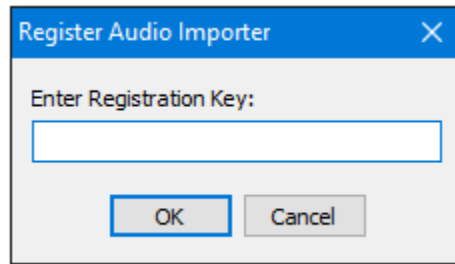
You will need to either write down the machine name, ID and Import Engine ID or you can use the **[Copy to Clipboard]** button to copy this information to the Windows clipboard. If you use the clipboard method, you can paste the information into an email or a Notepad text document using the **[Ctrl-V]** keystroke.



All three (3) pieces of information are required to register dcsTools Audio Importer – the **machine name**, the **application ID** and the **Import Engine ID**. If you also purchased the apt-X encoding option, a [separate registration](#) is required.

dcsTools Audio Importer Registration

To register the audio import engine, select **Help | Register | Register Importer Service** from the main menu. You'll be prompted to enter the audio import engine registration key:



Enter the registration key supplied by your vendor and press [OK] to complete registration of the audio import engine.



If you received your registration key electronically, you can copy it from the source document and paste it into the Registration Key field. Copy the key information in the source document, select the Registration Key field in the Register Audio Importer dialog, and use [Ctrl-V] to paste the key into the field.

apt-X Encoder Registration (Optional Product)

If you have the apt-X encoder software installed with a product, you must register this software module separately. The encoder software is machine-specific. This software can only be registered **after** it is installed on the PC.

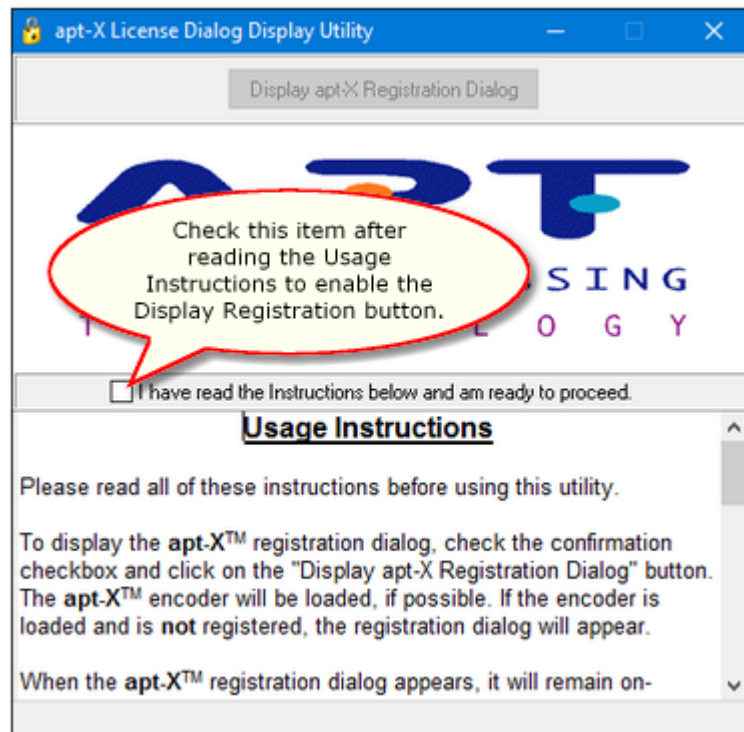
When first installed and not yet registered, the apt-X encoder normally will pop up a trial run dialog when the host application is run. However, when the encoding software is being used by a **Windows service application**, you will not see the registration dialog because service applications and their display windows are hidden from the desktop.

In order to view the apt-X registration dialog, retrieve the needed information to register the software and, when you have received the registration, complete the registration process, you need to use a utility application supplied with dcsTools Audio Import Manager.

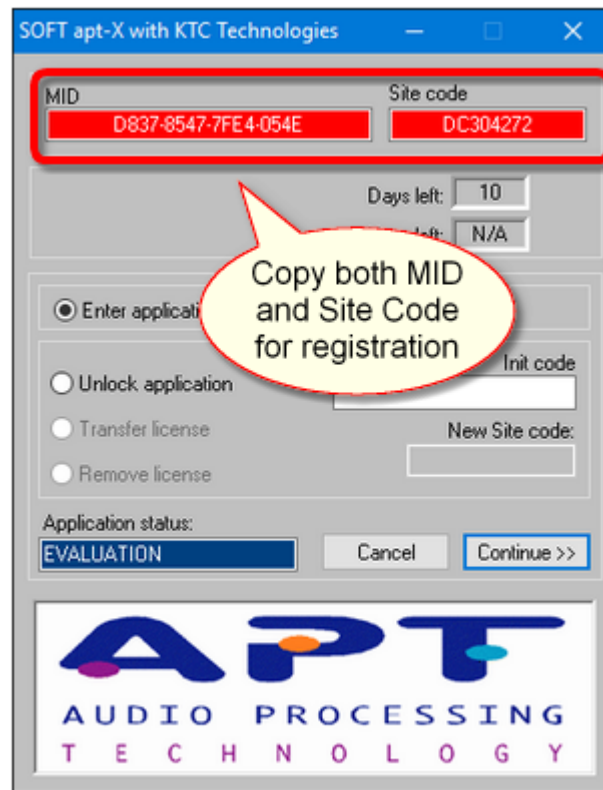
Soft apt-X™ Registration Step-by-Step (Service Application)

1. Launch the apt-X License Dialog Display Utility. A menu item is usually created to access this utility. It can be found in the Programs (or All Programs) menu under **dcsTools Audio Importer | Registration Utility - apt-X**. If you cannot locate a menu item, use Windows Explorer to find the file **aptX_RegDlg.exe**, which will be located in the folder where the software was installed.

When started, the utility's main display appears, similar to the example shown.



2. Read the on-screen instructions and click on the check box confirming that you have read the instructions are ready to continue. The **[Display apt-X Registration Dialog]** button will be enabled.
3. Click on the **[Display apt-X Registration Dialog]** button to display the apt-X registration dialog, which will appear similar to the example shown. If the apt-X registration dialog not appear, refer to the section on **apt-X Registration Troubleshooting** below.



The apt-X registration dialog normally closes after several seconds if no action is taken by the user. To keep the dialog from closing while you copy down the needed information, select the **"Unlock Application"** radio button, which prevents the dialog from closing.

4. Select the **"Unlock Application"** radio button when the apt-X registration dialog is displayed. This stops the dialog from disappearing after a few seconds, giving you the time to write down both the **MID Code** and the **Site Code**, which appear across the top of the display. You can use a mouse to select and copy each of the two codes to the Windows clipboard, if you wish, to avoid handwriting the information.
5. When you have written down both codes, select the **"Enter Application"** radio button and click on the **[Continue]** button, which closes the apt-X registration dialog.
6. Close the apt-X License Dialog Display Utility.
7. E-mail the Mid Code and Site Code information you've written down to your supplier, or alternatively, use our [on-line product-specific contact form](#). To better identify your request, write **"Soft apt-X Registration"** in the Subject line of your e-mail.
8. You will receive by return e-mail the necessary **Init Code** to register the apt-X software. You will also receive a **Remove Code**, which may be needed at a later time. Be sure to keep both of these codes for future use.
9. When you receive the **Init Code**, launch the apt-X License Dialog Display Utility. Click on the check box confirming that you have read the instructions are ready to continue. The **[Display apt-X Registration Dialog]** button will be enabled. Click on the **[Display apt-X Registration Dialog]** button to display the apt-X registration dialog. Select the **"Unlock Application"** radio button and enter the

Init Code you received. Click on the [**Continue**] button. The registration information is recorded and the apt-X software is now registered.



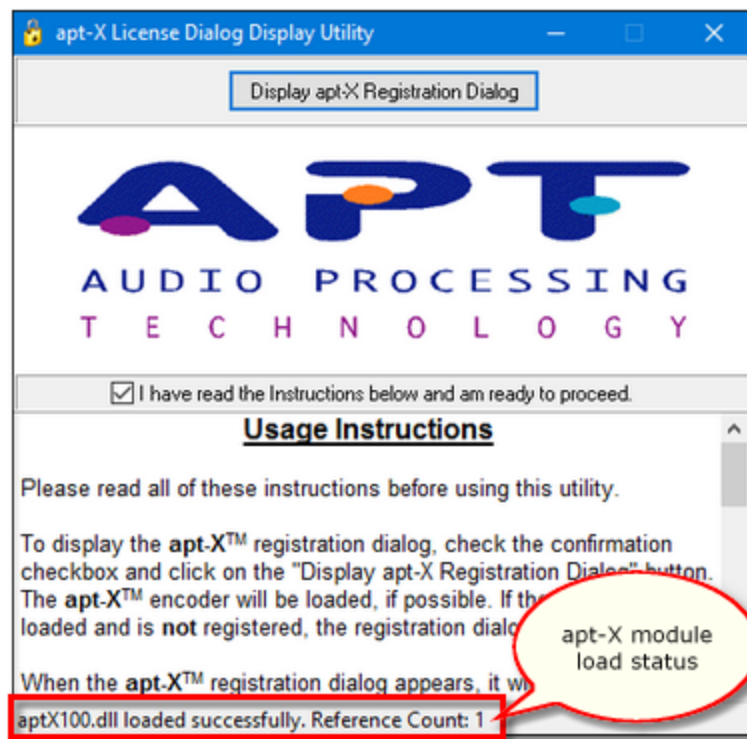
If you decide to move the software that uses apt-X and the apt-X encoder software to another machine or substantial changes occur on the PC running with the apt-X software, the apt-X registration will have to be transferred or updated. In order to do so, you will need the **Remove Code**. Be sure you have saved both the **Init Code** and the **Remove Code** in a safe place!

apt-X Registration Troubleshooting (Service Application)

When the apt-X encoding software is being used by a **Windows service application**, normal display of the apt-X registration dialog is not possible, so a utility application is used to display the dialog.

The most common problem is that the apt-X registration dialog does not display when you click on the [**Display apt-X Registration Dialog**] button of the apt-X License Dialog Display Utility.

Check the status bar of the apt-X License Dialog Display Utility. It will tell you whether or not the apt-X module was successfully loaded.



If the status bar indicates the apt-X module was not loaded, then either the module is missing altogether or the module is not in the system path. Search your hard disk for the file **aptx100.dll** to see if it exists.

If the status bar indicates the apt-X module was successfully loaded, but the apt-X registration dialog does not display, then the problem is likely to be that the software is already licensed. When the apt-X module is already registered, the registration dialog does not display.

8.2 List of Files

When dcsTools Audio Importer is installed, a number of files are placed on your computer. As dcsTools Audio Importer is used, other files are generated. Below is a table of files and their usage.



All files are located in the dcsTools Audio Importer application directory. This is the location where you installed dcsTools Audio Importer. File are listed alphabetically.

<u>File</u>	<u>Usage</u>
YYYYMMDD _crFCMonitor_EventLog.txt	This text file is created and appended to as you use dcsTools Audio Import Manager. It contains information about application activity for a given day and is generally used for determining the cause of errors and/or problems. The italicized portion is the 4-digit year, 2-digit month and 2-digit day. Generally, several days are kept for review if needed. Refer to the dcsTools Audio Import Manager Preferences topic for more information. For April 4, 2016, the file would be named: 20160404 _crFCMonitor_EventLog.txt
AISConfig.xml	The configuration file for dcsTools Audio Import Service. This file is created and maintained automatically.
AISRemote.dll	A communications support file for dcsTools Audio Import Manager. It is used by dcsTools Audio Import Manager to communicate with dcsTools Audio Import Service.
AISRemote.dmp	This text file is created and appended to as you use dcsTools Audio Import Manager. It contains information about the communications between dcsTools Audio Import Manager and dcsTools Audio Import Service.
aptX_RegDlg.exe	The apt-X™ registration program. This file is present if you chose to install apt-X™ encoding support during installation.
aptx100.dll	The apt-X™ encoding support dll. This file is present if you chose to install apt-X™ encoding support during installation.
AudiImportService.dmp	This text file is created and appended to as dcsTools Audio Import Service runs. It contains information about the service's activity.
AudiImportService.exe	The dcsTools Audio Import Service program file.
crFCMonitor.exe	The dcsTools Audio Import Manager main program file.

crFCMonitor.ini	Preferences file that contains user-defined preferences, including host server connection settings.
crFCMonitor_MainBars.dat	dcsTools Audio Import Manager toolbar settings file. Toolbar settings can be reset to application defaults by deleting this file after closing dcsTools Audio Import Manager. The next time dcsTools Audio Import Manager is started, default settings are used.
crFCMonitor_MainLayout.dat	dcsTools Audio Import Manager layout settings file. Layout settings can be reset to application defaults by deleting this file after closing dcsTools Audio Import Manager. The next time dcsTools Audio Import Manager is started, default settings are used.
crSetSvcAccess.exe	This is a support program used to grant users or groups the privilege to start and stop dcsTools Audio Import Service.
dcsToolsImporter.chm	The dcsTools Audio Importer help file.
fcMonitor_Default.ico	An icon used when displaying dcsTools Audio Importer in Windows Programs & Features list.
GenCodec.dll	A support file used by dcsTools Audio Import Service.
NCTAudioCompress.dll	A support file used by dcsTools Audio Import Service.
pcgw32.dll	A support file for the apt-X™ encoder. This file is present if you chose to install apt-X™ encoding support during installation.



Some dcsTools Audio Importer installations include additional documentation files. These files are typically PDF files and are placed in the application folder. Additional documentation files may include an on-disk Operations Manual and Quick Start Guide.

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