



Quick Step-by-step Guide to Creating Cue Sheets

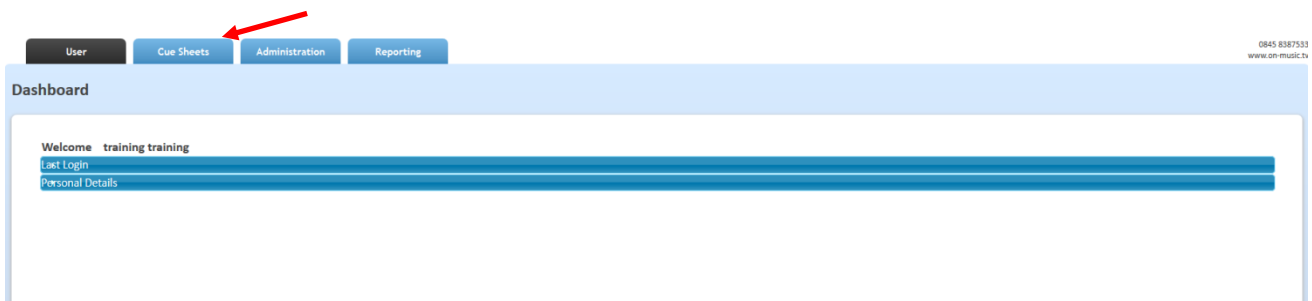
Access the On Music system at: <http://www.on-musicsystem.tv/>

Log in: Please use your email address and password specified by On-Music.

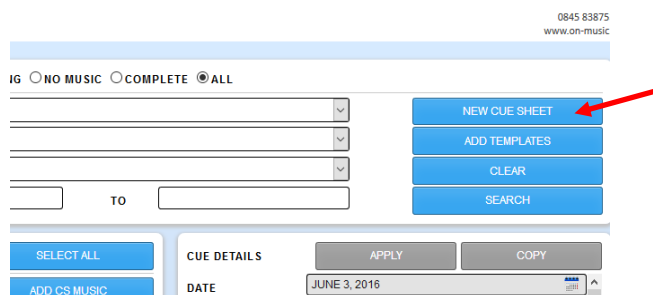
Queries: Please email helpdesk@on-music.tv or call Eamann Westland or a member of the On-Music team at 028 9023 3890

Creating a Cue Sheet:

- 1) Click on the **Cue Sheets** tab



- 2) To the right of the page, click on the **New Cue Sheet** button



CREATE CLEAR NEW CUE SHEET * = REQUIRED

PROGRAMME TITLE		ADDITIONAL INFORMATION	
SUPPLIER	* ALL	PRODUCTION / COMPANY	
TXA	* ALL	DIRECTOR	
TYPE	* ALL	ORIGIN COUNTRY	
PRODUCTION ID	*	ORIGIN TYPE	
PROG TITLE	*	PRINCIPLE ACTORS	
EPISODE TITLE			
EPISODE NO.			
FIRST TX DATE			
TX TIME			
DURATION			

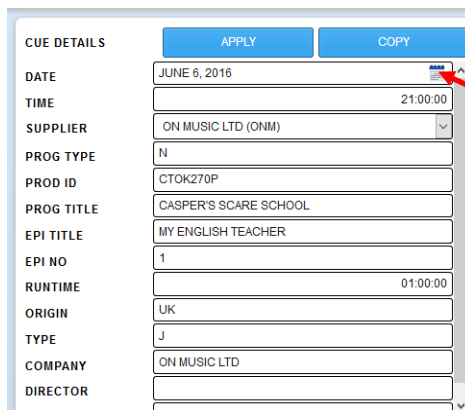
- 3) Select the **Supplier** from the Supplier field
- 4) Select the **Broadcaster Channel Code** from the TXA field
- 5) Add the **type of programming** in the Type field. **N = Programme**
- 6) Enter the **ID Number** (Supplied by Broadcaster) of the first episode in the series i.e. CTOK270P in the Production ID field
- 7) Add the **Title of the Series** in the Prog Title field – if relevant also add the series number
- 8) Enter the **Episode Name** (if applicable) in the Episode Title field
- 9) Enter the **Episode Number** in the Episode Number field
- 10) Add the **Duration** of the programme in the Duration field
FORMAT – HOURS, MINS, SECS (00:00:00)
(HH:MM:SS)
- 11) Enter the relevant information for the **Production Company/Address, Director, Origin Country, Origin Type** (Should be J for all Independent productions) and **Principal Actors**
- 12) Enter the **Transmission Time** in the TX Time field
FORMAT – HOURS, MINS, SECS (00:00:00)
(HH:MM:SS)
- 13) Click the **Create** button to create the cue sheet

CREATE CLEAR NEW CUE SHEET * = REQUIRED

PROGRAMME TITLE		ADDITIONAL INFORMATION	
SUPPLIER	* ON MUSIC LTD (ONM)	PRODUCTION / COMPANY	ON MUSIC LTD
TXA	* ON MUSIC LTD (ONM)	DIRECTOR	
TYPE	* N	ORIGIN COUNTRY	UK
PRODUCTION ID	* CTOK270P	ORIGIN TYPE	J
PROG TITLE	* CASPER'S SCARE SCHOOL	PRINCIPLE ACTORS	
EPISODE TITLE	MY ENGLISH TEACHER		
EPISODE NO.	1		
FIRST TX DATE			
TX TIME		21:00:00	
DURATION		01:00:00	

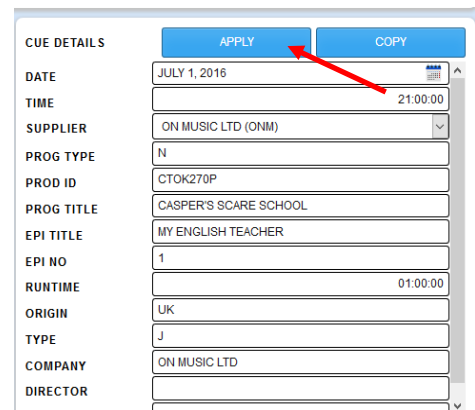
14) In Cue Details, click on the calendar in the **Date** field.

15) Change the date to the first **Transmission Date** of the programme and click **Apply**



CUE DETAILS

DATE	JUNE 6, 2016
TIME	21:00:00
SUPPLIER	ON MUSIC LTD (ONM)
PROG TYPE	N
PROD ID	CTOK270P
PROG TITLE	CASPER'S SCARE SCHOOL
EPI TITLE	MY ENGLISH TEACHER
EPI NO	1
RUNTIME	01:00:00
ORIGIN	UK
TYPE	J
COMPANY	ON MUSIC LTD
DIRECTOR	

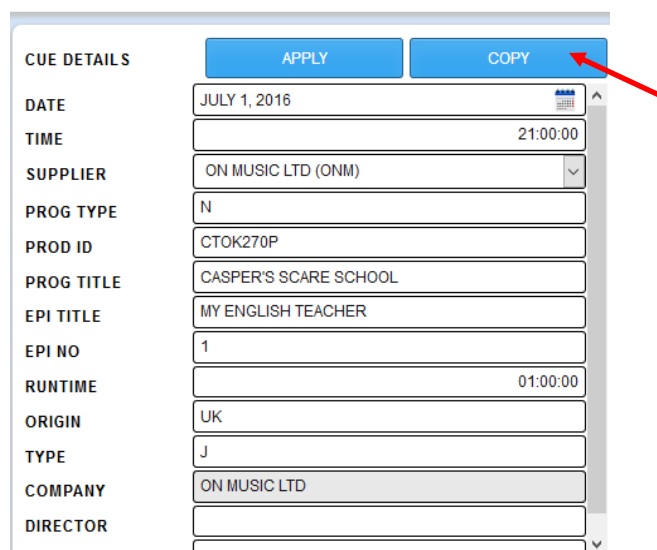


CUE DETAILS

DATE	JULY 1, 2016
TIME	21:00:00
SUPPLIER	ON MUSIC LTD (ONM)
PROG TYPE	N
PROD ID	CTOK270P
PROG TITLE	CASPER'S SCARE SCHOOL
EPI TITLE	MY ENGLISH TEACHER
EPI NO	1
RUNTIME	01:00:00
ORIGIN	UK
TYPE	J
COMPANY	ON MUSIC LTD
DIRECTOR	

Creating the rest of the Series:

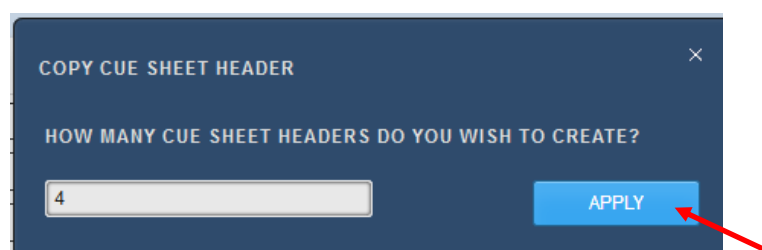
1) On the right side of the page, click on the **Copy** button



CUE DETAILS

DATE	JULY 1, 2016
TIME	21:00:00
SUPPLIER	ON MUSIC LTD (ONM)
PROG TYPE	N
PROD ID	CTOK270P
PROG TITLE	CASPER'S SCARE SCHOOL
EPI TITLE	MY ENGLISH TEACHER
EPI NO	1
RUNTIME	01:00:00
ORIGIN	UK
TYPE	J
COMPANY	ON MUSIC LTD
DIRECTOR	

2) A pop up box will appear. Enter the number of cue sheets you want to create with the same header details as the cue sheet you have already created and press **Apply**



COPY CUE SHEET HEADER

HOW MANY CUE SHEET HEADERS DO YOU WISH TO CREATE?

4

APPLY

- 3) A new pop up box will appear. Initially all 4 new cue sheets will have the exact same details as the cue sheet already created

#	TX DATE	TIME	PRODUCTION	PROGRAMME	EPISODE	DURATION
1	01/07/2016	21:00:00	CTOK270P	CASPER'S SCARE SCHOO	MY ENGLISH TEACHER	01:00:00
2	01/07/2016	21:00:00	CTOK270P	CASPER'S SCARE SCHOO	MY ENGLISH TEACHER	01:00:00
3	01/07/2016	21:00:00	CTOK270P	CASPER'S SCARE SCHOO	MY ENGLISH TEACHER	01:00:00
4	01/07/2016	21:00:00	CTOK270P	CASPER'S SCARE SCHOO	MY ENGLISH TEACHER	01:00:00

- 4) Make the necessary changes to **TX Date**, **Production ID** and **Episode Title/Number** and then click **Apply**

#	TX DATE	TIME	PRODUCTION	PROGRAMME	EPISODE	DURATION
1	08/07/2016	21:00:00	CTOK271Q	CASPER'S SCARE SCHOO	MY MATHS TEACHER	01:00:00
2	15/07/2016	21:00:00	CTOK272R	CASPER'S SCARE SCHOO	MY FRENCH TEACHER	01:00:00
3	22/07/2016	21:00:00	CTOK273S	CASPER'S SCARE SCHOO	MY SCIENCE TEACHER	01:00:00
4	29/07/2016	21:00:00	CTOK274T	CASPER'S SCARE SCHOO	MY ART TEACHER	01:00:00

- 5) To find all the cue sheets you have created, press the **Clear** button
- 6) Click on the **TX Area** drop down arrow and select the relevant Channel Code

☐ PENDING
 ☐ AWAITING
 ☐ NO MUSIC
 ☐ COMPLETE
 ☒ ALL

SUPPLIER: ALL
 PROG TYPE: ALL
 TX AREA: ALL (dropdown open showing ON MUSIC LTD (ONM))

NEW CUE SHEET
 ADD TEMPLATES
 CLEAR

- 7) Pressing **Search** will show all the cue sheets you have created

01-Jul-16	21:00:00	ONM	ONM	N	CTOK270P	CASPER'S SCARE SCHOOL	MY ENGLISH TEACHER	01:00:00	W	0(0)	<input type="checkbox"/>
08-Jul-16	21:00:00	ONM	ONM	N	CTOK271Q	CASPER'S SCARE SCHOOL	MY MATHS TEACHER	01:00:00	W	0(0)	<input type="checkbox"/>
15-Jul-16	21:00:00	ONM	ONM	N	CTOK272R	CASPER'S SCARE SCHOOL	MY FRENCH TEACHER	01:00:00	W	0(0)	<input type="checkbox"/>
22-Jul-16	21:00:00	ONM	ONM	N	CTOK273S	CASPER'S SCARE SCHOOL	MY SCIENCE TEACHER	01:00:00	W	0(0)	<input type="checkbox"/>
29-Jul-16	21:00:00	ONM	ONM	N	CTOK274T	CASPER'S SCARE SCHOOL	MY ART TEACHER	01:00:00	W	0(0)	<input type="checkbox"/>

Adding Music to the Cue Sheet:

- 1) Click into the episode that you want to add music to
- 2) **Before** adding your own music tracks, a **UKTV Opener must** be added to the beginning of the cue sheet – This will be put in as a **R Code**

Music Title: UKTV Originals Opener

Composer: Connolly, David Thomas

Publisher: Connolly, David Thomas

TuneCode: 289100HQ

The **Usage** should be **S** and the **Duration** should be **4 seconds**

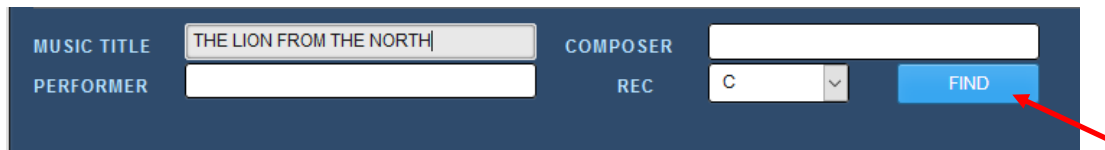
The screenshot shows the 'MUSIC CUE SHEET' interface. At the top, there are input fields for 'MUSIC TITLE' (UKTV ORIGINALS CLOSER), 'COMPOSER' (CONNOLLY DAVID THOMAS), 'PERFORMER' (NFI), 'TIME IN', 'TIME OUT', 'DURATION' (00:00:05), and 'USAGE' (S). There are buttons for 'ADD', 'FIND', 'CLEAR', and 'INSERT'. Below this, a summary bar indicates '1 TRACK SAVED' and 'TOTAL DURATION: 00:00:04'. A table lists the track details: LINE 0001, REC R, MUSIC TITLE UKTV ORIGINALS OPENER, COMPOSER CONNOLLY DAVID THOMAS, PERFORMER NFI, PUBLISHER CONNOLLY DAVID THOMAS, LABEL NFI, USAGE S, TIME IN, TIME OUT, and DURATION 00:00:04. Action buttons like 'SAVE AS TEMPLATE', 'INFO', 'EDIT', 'DELETE', and 'NEXT' are also visible.

- 3) Using the **Rec** drop down box, select the Recording Code of the track you want to enter:

- **X** – Commissioned
- **R** – Direct License / Recorded for Broadcaster
- **C** – Commercial
- **P** – Live Performance
- **V** – Video
- **L** – Library Music
- **R** – Audio Network

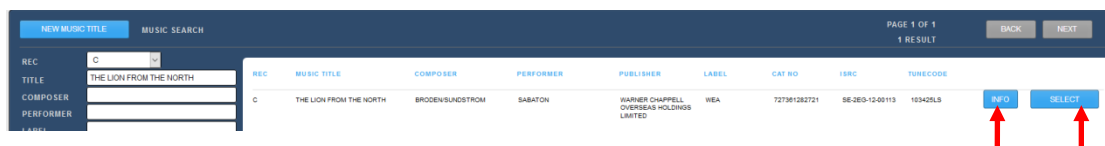
This screenshot shows the 'MUSIC CUE SHEET' interface with the 'REC' dropdown menu open. The menu lists options: C, L, N, P, R, V, and X. A red arrow points to the 'C' option. The interface also shows '0 TRACKS SAVED' and 'TOTAL DURATION: 00:06:14'. The table headers are visible: LINE, REC, MUSIC TITLE, COMPO, and PERFORMER.

- 4) Enter the title of the track you want to enter in the **Music Title** field and click **FIND**



MUSIC TITLE THE LION FROM THE NORTH COMPOSER
PERFORMER REC C FIND

- 5) This will take you to a screen where all the relevant search results will appear
- 6) You can check the information of any track already there by clicking **Info**. If you are happy with the track, press **Select**. This will take you back to the cue sheet page

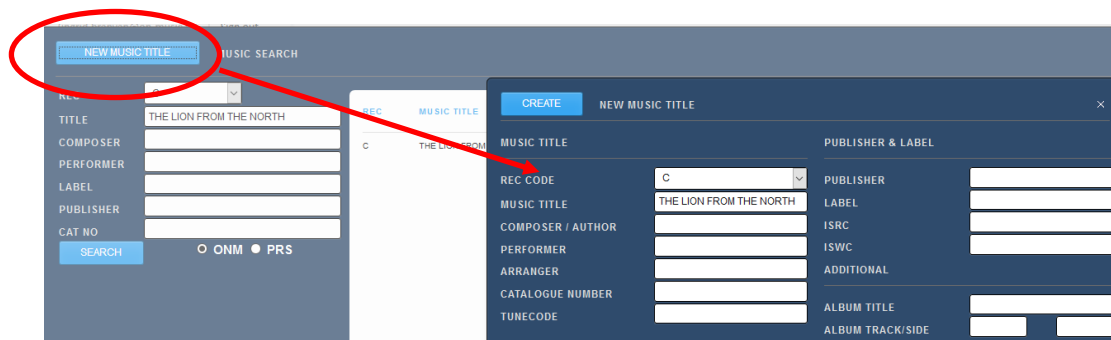


NEW MUSIC TITLE MUSIC SEARCH PAGE 1 OF 1 1 RESULT BACK NEXT

REC	MUSIC TITLE	COMPOSER	PERFORMER	PUBLISHER	LABEL	CAT NO	ISRC	TUNECODE
C	THE LION FROM THE NORTH	BROGENSENSTRÖM	SABATON	WARNER CHAPPELL OVERSEAS HOLDINGS LIMITED	WEA	727561282721	88-265-12-09113	103429L8

INFO SELECT

- 7) If your search returns no results, you will have to create a New Music Title. Press the **New Music Title** button in the top left corner and a pop up screen will appear



NEW MUSIC TITLE MUSIC SEARCH

NEW MUSIC TITLE

CREATE

MUSIC TITLE PUBLISHER & LABEL

REC CODE C PUBLISHER
MUSIC TITLE THE LION FROM THE NORTH LABEL
COMPOSER / AUTHOR ISRC
PERFORMER ISWC
ARRANGER
CATALOGUE NUMBER
TUNECODE

ALBUM TITLE
ALBUM TRACK/SIDE

- 8) Add the correct information for the particular track. Once all the information has been filled in, click **CREATE**. This will take you back to the cue sheet page

CREATE NEW MUSIC TITLE

MUSIC TITLE		PUBLISHER & LABEL	
REC CODE	C	PUBLISHER	ERSEAS HOLDINGS LIMITED
MUSIC TITLE	THE LION FROM THE NORTH	LABEL	WEA
COMPOSER / AUTHOR	BRODEN/SUNDSTROM	ISRC	SE-2EG-12-00113
PERFORMER	SABATON	ISWC	T-913.733.560-5
ARRANGER		ADDITIONAL	
CATALOGUE NUMBER	727361282721	ALBUM TITLE	
TUNECODE	103425LS	ALBUM TRACK/SIDE	

You will notice the Track Details Panel has been populated with the track information you have just added:

MUSIC TITLE	THE LION FROM THE NORTH	COMPOSER	BRODEN/SUNDSTROM	TIME IN	
PERFORMER	SABATON	REC	C	DURATION	

FIND

9) Click in the duration field to add the **duration** of the track.

FORMAT – HOURS, MINS, SECS (00:00:00)
(HH:MM:SS)

E.g. 00:01:25 for 1 minute 25 seconds

DE TITLE: MY ENGLISH TEACHER
 TITLE: CASPER'S SCARE SCHOOL
 PROD ID: CTOK270P

TIME IN		TIME OUT		ADD
DURATION	00:01:25	USAGE	B	CLEAR INSERT

10) An alternative method to entering durations is the **Time In, Time Out** feature. Once added this will automatically calculate the duration.

FORMAT – HOURS, MINS, SECS (00:00:00)
(HH:MM:SS)

TITLE: MY ENGLISH TEACHER
 LE: CASPER'S SCARE SCHOOL
 PROD ID: CTOK270P

TIME IN	00:00:10	TIME OUT	00:01:35	ADD
DURATION		USAGE	B	CLEAR INSERT

11) Select your Music Usage Code by clicking on the drop down arrow in the **USAGE** field:

- **B** – Background music
- **F** - Feature music recorded live or specifically chosen in relation to the pictures i.e. 'We are the Champions' for winning scenes
- **S** - Signature music opening & closing the programme
- **M** – Sponsorship music when the programme has sponsorship titles

The screenshot shows a software interface with a dark blue background. At the top, there are fields for 'TIME OUT' and 'USAGE'. The 'USAGE' field has a dropdown menu open, showing options 'B', 'F', 'M', and 'S'. A red arrow points to the dropdown arrow in the 'USAGE' field. Below the 'USAGE' field are buttons for 'ADD', 'CLEAR', and 'INSERT'. At the bottom, there are buttons for 'TEMPLATE', 'INFO', 'EDIT', 'DELETE', and 'NEXT'. The 'INFO' button is highlighted with a blue bar. Below the buttons, there are labels for 'TIME IN', 'TIME OUT', and 'DURATION'.

12) Press the **Add** button and this will add the track to the cue sheet

The screenshot shows the software interface with a table of tracks saved. The table has columns for 'LINE', 'REC', 'MUSIC TITLE', 'COMPOSER', 'PERFORMER', 'PUBLISHER', 'LABEL', 'USAGE', 'TIME IN', 'TIME OUT', and 'DURATION'. The 'ADD' button is highlighted with a red arrow. The table shows two tracks: '0001 B CITY ORIGINALE OPENING' and '0002 C THE LION FROM THE NORTH'.

LINE	REC	MUSIC TITLE	COMPOSER	PERFORMER	PUBLISHER	LABEL	USAGE	TIME IN	TIME OUT	DURATION
0001	B	CITY ORIGINALE OPENING	CORNOLLY DAVID THOMAS	SP	CORNOLLY DAVID THOMAS	SP	B	00:00:10	00:01:35	00:01:25
0002	C	THE LION FROM THE NORTH	BRODEN&SUNDSTROM	SABATON	WARNER CHAPPELL OVERSEAS HOLDINGS LIMITED	WEA	B	00:00:10	00:01:35	00:01:25

13) To search for the next track, press the **CLEAR** button and this will clear all the populated fields, allowing you to restart the process

The screenshot shows the software interface with the 'CLEAR' button highlighted with a red arrow. The table of tracks saved is the same as in the previous screenshot.

LINE	REC	MUSIC TITLE	COMPOSER	PERFORMER	PUBLISHER	LABEL	USAGE	TIME IN	TIME OUT	DURATION
0001	B	CITY ORIGINALE OPENING	CORNOLLY DAVID THOMAS	SP	CORNOLLY DAVID THOMAS	SP	B	00:00:10	00:01:35	00:01:25
0002	C	THE LION FROM THE NORTH	BRODEN&SUNDSTROM	SABATON	WARNER CHAPPELL OVERSEAS HOLDINGS LIMITED	WEA	B	00:00:10	00:01:35	00:01:25

14) **After** adding all your own music tracks, a **UKTV Closer** must be added to the end of the cue sheet – This will be put in as a **R Code**

Music Title: UKTV Originals Closer

Composer: Connolly, David Thomas

Publisher: Connolly, David Thomas

TuneCode: 289100HT

The **Usage** should be **S** and the **Duration** should be **5 seconds**

3 TRACKS SAVED			TOTAL DURATION: 00:01:34							
LINE	REC	MUSIC TITLE	COMPOSER	PERFORMER	PUBLISHER	LABEL	USAGE	TIME IN	TIME OUT	DURATION
0001	R	UKTV ORIGINALS OPENER	CONNOLLY, DAVID THOMAS	NFI	CONNOLLY, DAVID THOMAS	NFI	S			00:00:04
0002	C	THE LION FROM THE NORTH	BRODEVSUNDSTROM	SABATON	WARNER CHAPPELL OVERSEAS HOLDINGS LIMITED	WEA	B	00:00:10	00:01:35	00:01:25
0003	R	UKTV ORIGINALS CLOSER	CONNOLLY, DAVID THOMAS	NFI	CONNOLLY, DAVID THOMAS	NFI	S			00:00:05

15) To **Delete** or **Edit** a track once it has been added to the cuesheet, click on the applicable track and press the relevant button

3 TRACKS SAVED			TOTAL DURATION: 00:01:34							
LINE	REC	MUSIC TITLE	COMPOSER	PERFORMER	PUBLISHER	LABEL	USAGE	TIME IN	TIME OUT	DURATION
0001	R	UKTV ORIGINALS OPENER	CONNOLLY, DAVID THOMAS	NFI	CONNOLLY, DAVID THOMAS	NFI	S			00:00:04
0002	C	THE LION FROM THE NORTH	BRODEVSUNDSTROM	SABATON	WARNER CHAPPELL OVERSEAS HOLDINGS LIMITED	WEA	B	00:00:10	00:01:35	00:01:25
0003	R	UKTV ORIGINALS CLOSER	CONNOLLY, DAVID THOMAS	NFI	CONNOLLY, DAVID THOMAS	NFI	S			00:00:05

- **INFO** – Shows the tracks details in order to edit the track
- **EDIT** - Allows you to change the Duration or Usage of the track. Press Save after doing so
- **DELETE** – Deletes the specified track

16) Make any necessary changes to the cue sheet before completing, as a cue sheet can only be reopened by the On Music team (if you do need to reopen a cue sheet, get in touch via the helpdesk - helpdesk@on-music.tv)

To **complete** a cue sheet, or create a PDF Export, click the top left hand button and select **Complete Sheet**



PDF Export
CSV Export
Email Cue Sheet
Print Cue Sheet
Complete Sheet



Frequently Asked Questions

1) I have created the cue sheets but I can't find them all

Press the Clear button and using the TXA drop down field, select the relevant Channel Code and press Search

2) What format is used for durations and runtimes?

The format used is Hours:Minutes:Seconds (HH:MM:SS).

If you are working with frames, these should be rounded up to the next second

3) Why won't the cue sheet complete?

If the cue sheet won't complete it will be down to the duration being longer than the runtime or there may be a duration missing from a track

4) I don't know the first transmission date; can I add it at a later date?

Yes

5) I want to duplicate a track I have entered before. Can I copy the track without having to search for it again?

Yes, click on the track you want to copy, press Edit and Click Cancel. Erase the time in, time out and duration fields. Now enter the new time in and time out fields and press Add

6) I want to add a track between two tracks that have already been entered. How do I do this?

Click on the track above where you want the new track to be inserted. Enter the track details and search like you normally would. Add the time in, time out codes and press INSERT.

N.B. You can add a track between any other tracks except the first one

N.B. Do not use the PRS Radio Button as it is merely a reference tool and cannot be used to enter tracks on the live system