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Log In to Mozart

1. Open a new browser window and type in https://mozart.turner.com in the Address box. A login screen will appear as shown below.
2. Enter Username.
3. Enter Password.
4. Click on the Log In button or press ENTER.
5. Verify that you are brought to the Mozart Main Page as shown on the next page.
6. At the top right hand corner you will notice your username.
7. After logging in, the user will see the basic layout shown above. There following menu options are available.
   a. New Cuesheet
   b. Search/Edit Cuesheet
   c. Archived Projects
   d. Search Music Codes
   e. Help
II Reset Password

If you do not know your current password, then you must have the system reset your password. Click on the “Forgot your password?” link, located on the Mozart 2.0 Login page. Next, the following form will open:

1. Enter your Username. If your username is not found, please submit a support request through our portal http://tTunesSOS.
2. Click on the “Reset Password” button.

The system will generate a random password. The new password will be emailed to you.

3. Open the email.
4. Copy the new password and paste this into the Password field on the Mozart 2.0 Login page.
5. If you cannot login, please log a request through our support portal, which supports both tTunes and Mozart at http://tTunesSOS.

6. If you are able to login, change your password by following the V. Change your Password procedure.
III   Change your Password

Click on the **admin** link, located at the top of the menu bar. A menu will drop down; select the option Change Password as shown below.

1. The form shown below will be displayed.

![Change Password Form](image)

2. **(REQUIRED)** Enter your Current password. The text will not be displayed for security reasons.

3. **(REQUIRED)** Enter your New password.

4. **(REQUIRED)** Confirm your New password. **NOTE:** If your New Password does not match your Confirm Password, the system will display an error message, and allow you to re-enter both fields.

5. Click the “Save” button.

6. The system will update your password, and display the following confirmation message: “Change Password Complete. Your password has been changed!”

7. If your Current password is incorrect, the system will display the following message:
   - **Password incorrect or New Password invalid.**
   - **New Password must be at least 5 characters.**
   - **To reset your password:** [Reset Password](http://tTunesSOS)
   - or contact support at [TunesSOS](http://tTunesSOS).

   Click on the “Reset Password” link if you wish to have the system reset it for you. Otherwise, you may submit a request at our support portal by clicking on the [http://tTunesSOS](http://tTunesSOS) link.
IV  Create New Cuesheet

Click on the new cuesheet link, located at the top of the menu bar. The user will be presented with a blank cuesheet screen as shown below. The cuesheet is divided into two sections. The top half, which is the cuesheet header and the bottom half, which is the cuesheet detail. The cuesheet header can be collapsed if desired by clicking the Hide Header icon.

1. The following fields in the cuesheet header must be filled in before the cuesheet can be saved.

   1.1. **Cuesheet ID:** Comes up as NEW for new cuesheets. A number will be assigned after the new cuesheet has been saved with valid header and detail information.

   1.2. **Series:** Optional Text field to enter the Series name for the show e.g. *Movie and a Makeover*

   1.3. **PGM Title/No:** Required Text field to enter the Episode title e.g. *Pretty Woman*

   1.4. **PGM Length:** Required Text field to enter the length of the show. It must be in the format hh:mm:ss.

   1.5. **Producer:** Required Text field to enter the Producer Name for the show.

   1.6. **Network:** Required drop down list to select the network in which this Program will air or has already aired.

   1.7. **Status:** The system assigns a default status of “In Progress”. This can be changed to “Complete” as soon as the cuesheet header and details have been completely filled out for the show. Once the cuesheet has been processed it can be set to the “SENT” or “SUBMITTED” status by the music reporting group.
1.8. **Type:** The system assigns “Show” as the default type. This can be changed to “Short Form” if desired *e.g. if the cuesheet is for a promo then “Short Form” can be selected.*

1.9. **Airing Type:** Optional drop down list to set the airing type as either “First Airing”, “Replay” or “Simulcast”.

1.10. **HFR:** Stands for “Hold For Release”. This check box can be selected if the airdate/time is unknown at the time of cuesheet creation. If checked the airdate/time fields are disabled.

1.11. **Airdate /Time:** Required text field if HFR is unchecked, to enter the airdate/time. As soon as focus is set to this field a calendar will pop up allowing the user to pick a date. A date can be selected from the calendar or a date can be manually entered in the format mm/dd/yyyy. The *Air Time* defaults to “12:00 AM”. This time value can then be changed to the desired time by using the format hh:mm am/pm.

1.12. **Compiled By:** Required text field to enter the name of the person who compiled this cuesheet.

1.13. **Comments:** Optional text field to enter any comments related to this cuesheet.

1.14. **Helpful Links:** At the bottom of the cuesheet header, there is a small section of helpful links to the Turner Video, BMI, and ASCAP websites.

2. Once the above fields have been entered, the system performs validation on the values entered.

   The user may click on the **Save** button to save the cuesheet. At this point a new cuesheet number is generated and displayed in the cuesheet id field. It is not required for the user to follow this step before proceeding with the next step, which describes adding data to the cuesheet detail section.

3. The cuesheet detail contains a listing of all music used in a show. Please fill out the cuesheet detail section as follows.

   Click the **Insert Bottom** button to insert a blank cuesheet line to the cuesheet. At this point you can either Search for a track, or manually enter the information.

   3.1 To utilize Search, click on ‘Open Music Search’.
You can browse by Library/CD/Track, and/or utilize the Text Search to find your music. The Text Search compares what you enter to various attributes of the track including Title, Distributor, Library, etc.

Internal Turner users can click the Audition icon next to a track to preview the music.

Using Wildcards in Search: You can use quotation marks to find words that should be adjacent to each other. Ex. “Blue moon” would not find Blue Sky Moon. You can use question marks for single character wildcard. Ex. Blue? Would find bluesy, but not bluestone. Use an asterisk for multiple character wildcard. Blues* would find bluestone.
Once you see a list of Search results, you can use the Filters on the left side of the screen to further narrow your results by Distributor, Library, CD, Rights Society, Composer, and/or Publisher.

Simply double-click a row in the results list to add it to your cue sheet, then fill in the remaining required information (Duration, Type of Use)

3.2. To manually enter track information, enter the following fields for every new cuesheet line that is added.

3.2.1. **Seg.**: Optional text field to indicate the segment of the show where this music cut was used e.g. “Segment A”.

3.2.2. **Library**: Optional text field to indicate the library code of the music e.g. “AM”.

3.2.3. **CD**: Optional text field to indicate the CD code of the music e.g. “105”.

3.2.4. **Track**: Optional text field to indicate the Track number of the music e.g. “04”.

3.2.5. **Music Title**: This required Text field is automatically populated if user either enters a valid library code, cd code and track code or if a valid music code is searched and assigned via the Search. If neither of the two options is used, the user may manually enter text into this field.

3.2.6. **Composer**: This required Text field is automatically populated if user either enters a valid library code, cd code and track code or if a valid music code is searched and assigned via the Search. If neither of the two options is used, the user may manually enter text into this field.

3.2.7. **Publisher**: This required Text field is automatically populated if user either enters a valid library code, cd code and track code or if a valid music code is searched and assigned via the Search. If neither of the two options is used, the user may manually enter text into this field.

3.2.8. **BeginTC**: Optional text field to enter the beginning time code. The following format must be followed “hh:mm:ss” e.g. 01:20:35.

3.2.9. **EndTC**: Optional text field to enter the ending time code. The following format must be followed “hh:mm:ss” e.g. 01:21:15.

3.2.10. **Duration**: Required Text field to indicate the Length of time this music cut was used. The following format must be followed “hh:mm:ss” e.g. 00:00:40.

3.2.11. **Type of Use**: Optional drop down list selection to indicate if the music was used as “Theme”, “Feature” or “Background”

3.2.12. **Vocals**: This optional field is automatically populated if user either enters a valid library code, cd code and track code or if a valid music code is searched and assigned via
Search. If neither of the two options is used, the user may manually select either “Yes” or “No”.

3.2.13. **Source:** This required field is automatically set to either “tTunes Library”, “Original” or “Commercial” depending on the selected/assigned music code via library code, cd code and track code entry or Search. The user may also manually select one of the drop down list values “Other Library Music”, “Original” or “Commercial”.

3.2.15. **Perf. Rights:** This required Text field is automatically populated if the user either enters a valid library code, cd code and track code or if a valid music code is searched and assigned via the Search. If neither of the two options is used, the user may manually select a Performance Rights society from the drop down list.

4. The above steps can be performed any number of times. There is no limit on the number of cuesheet lines.

5. The cuesheet has the following additional buttons to assist with both creating and updating the cuesheet.

5.1. **Insert Below:** The button creates a blank cuesheet row is created below the selected row.

5.2. **Copy Bottom:** The button creates an identical copy of the selected row, but places the new row at the bottom of the cuesheet.

5.3. **Copy Below:** The button creates an identical copy of the selected row one line below the selected row.

5.4. **Move Up/Down:** The Up or Down button moves the selected row up or down within the grid.

5.5. **Delete:** The button will remove the selected row permanently, but only after the user answers “Yes” to the warning prompt.
5.6. Print: The [Print] button creates a cuesheet report for the current cuesheet in a separate window as shown below.

5.7. Export to Excel: The report can be exported to MS-Excel by clicking the [Export] button.

5.7. Cancel: To close the cuesheet click the [Cancel] button.

V Search Music Code
The Search Music Code screen shown below can be invoked selecting the Search Music Code menu option.

The user may search for a music code by selecting or entering one or more key words into the Text Search field. The text search can be used in conjunction with (or completely separate from) the Library/CD/Track/Performing Rights Society selectors.

The Text Search compares what you enter to various attributes of the track including Title, Distributor, Library, etc.

**Using Wildcards in Search:** You can use quotation marks to find words that should be adjacent to each other. Ex. "Blue moon" would not find Blue Sky Moon. You can use question marks for single character wildcard. Ex. Blue? Would find bluesy, but not bluestone. Use an asterisk for multiple character wildcard. Blues* would find bluestone.

Once you see a list of Search results, you can use the Filters on the left side of the screen to further narrow your results by Distributor, Library, CD, Rights Society, Composer, and/or Publisher.

Internal Turner users can click the Audition icon next to a track to preview the music.

**NOTE:** Depending on the search string it may take a very long time to return search results or the search may time out.
VI  Search/Edit Cuesheet

1. To search for an existing cuesheet, click on the search/edit cuesheet link, located at the top menu bar. The screen shown below is displayed.

2. Fill in the criteria in one or more provided fields indicated below.

   2.1. **Cuesheet ID**: Enter a cuesheet number into this field. Only numbers are accepted.

   2.2. **Series**: Enter text into this field to search by series title.

   2.3. **PGM Title/Nbr**: Enter text into this field to search by program title or number.

   2.4. **Producer**: Enter text into this field to search by the show producer.

   2.5. **Network**: Select a value from the provided list to search by network.

   2.6. **Status**: Select a value from the provided list to search by cuesheet status.

   2.7. **Type**: Select a value from the provided list to search by cuesheet type.

   2.8. **Airing Type**: Select a value from the provided list to search by airing type.

   2.9. **HFR**: Check this box if you are looking for a cuesheet that is flagged as “Hold for Release”.

   2.10. **Use Air Dates**: Check this box first to enable the Begin Air Date and End Air Date fields.

   2.11. **Begin Air Date**: This field is enabled only if the “Use Air Dates” check box is checked. As soon as focus is set to this field a calendar will pop up allowing the user to pick a date. A date can be selected from the calendar or a date can be manually entered in the format mm/dd/yyyy.

   2.12. **End Air Date**: This field is enabled only if the “Use Air Dates” check box is checked. As soon as focus is set to this field a calendar pop’s up allowing the user to pick a date. A date can be selected from the calendar or a date can be manually entered in the format mm/dd/yyyy.

   2.13. **Compiled By**: Enter the name or username of the user who compiled the cuesheet.

   2.14. **Helpful Links**: At the bottom of the cuesheet header, there is a small section of helpful links to the Turner Video, BMI, and ASCAP websites.
3. Once the desired fields indicated in the previous step have been filled in click the button. Search results as indicated above are displayed.

4. Appearance & Sorting

4.1. The cuesheets in the search results grid are color coded. “IN PROGRESS” cuesheets appear in RED, “COMPLETE” cuesheets appear in BLUE and “SENT” or “SUBMITTED” cuesheets appear in GREEN.

4.2. The search results can be sorted by any of the displayed fields by clicking in the column header. Clicking once performs an ascending order sort. Clicking a second time performs a descending order sort.

4.3. The search criteria section can be collapsed if desired to make more room for the search results by clicking the button.
5. To edit a cuesheet click on the Open Cuesheet icon, displayed under the last column of every row. The cuesheet will be displayed in a new browser window so that you can refer back to another cuesheet in your search results.

**TIP:** If you are using Internet Explorer 7.0 or above, you can open the cuesheet in another tab within the same browser. To do this, simply RIGHT-CLICK on the Open Cuesheet icon. The menu shown on the right will appear. Select “Open Link in New Tab”.

Next, the screen shown on the following page will be displayed.

6. To make changes to the selected cuesheet follow steps indicated in Section V Create New Cuesheet steps 2 through 7.
VII  Replicate Cuesheet

1. To replicate an existing cuesheet follow steps 1 through 5 in *Section VII Search/Edit Cuesheet* to search and locate a cuesheet. Once the cuesheet edit screen has been invoked as shown below click on the **Replicate** button.

2. A replicated cuesheet carries forward all the fields from the original cuesheet except for Air Date/Time and Airing Type. Fill in these required fields and Save.
VIII  Archived Project Search

1. To search for an archived project click on the archived projects link, located at the top menu bar. The screen indicated below is displayed.

2. Fill in the criteria in one or more provided fields indicated above.

   2.1. **WO#:** Enter the ScheduALL work order number.

   2.2. **Producer:** Enter the name of producer for whom this project was created.

   2.3. **Title:** Enter the title of this project.

   2.4. **Client:** Enter the client for whom this project was created.

   2.5. **Begin Date:** Beginning date range during which this project was created. As soon as focus is set to this field a calendar pop’s up allowing the user to pick a date. A date can be selected from the calendar or a date can be manually entered in the format mm/dd/yyyy.

   2.6. **End Date:** Ending date range during which this project was created. As soon as focus is set to this field a calendar pop’s up allowing the user to pick a date. A date can be selected from the calendar or a date can be manually entered in the format mm/dd/yyyy.

   2.7. **Comments:** Enter any comments that were added when this project was created.

   2.8. **Include tTunes:** Check this box, if you wish to include music searches that were completed in tTunes. You can optionally use the Playlist Owner field to limit results based on a full or partial User ID.
3. Once the desired fields indicated in the previous step have been filled in click the button. Search results as indicated below are displayed.

![Mozart User Interface](image.png)

4. Appearance & Sorting

4.1. The search results can be sorted by any of the displayed fields by clicking in the column header. Clicking once performs an ascending order sort. Clicking a second time performs a descending order sort.

4.2. The search criteria section can be collapsed if desired to make more room for the search results by clicking the Hide Header icon.

4.3. To Preview projects, check one or more boxes that appear under the preview column in every row and click the button. A project report will be displayed in a separate window as shown below. The report can be exported to excel by clicking the button, located at the bottom of the window.
Logging out of Mozart

Logout: From the top right hand corner of the page click on the logout link.

Obtain Help

The Mozart Help page may be obtained by clicking on the link from the Main Menu or the Login page.

1. From Login page:
   Click on the “Help” icon next to the login button.

2. From Main Menu:
   Click on the help link from the main menu.