Music Choice Checking – the Geoff part

*By Geoff*

Music Choice sends Lauren Finnegan a bunch of stuff. She moves it into an intake folder. After a couple of hours, the stuff that has been ingested will show up in the old BPA Search.

You’ll get an email from Lauren telling you which planner(s) to check.

Give the packges a few hours to ingest, then:

1. Go to: [G:\VOD\Music Choice\Schedules](file:///G:\VOD\Music%20Choice\Schedules\MUSIC%20CHOICE%20TRACKING%20SHEETS\Music%20Choice%2004_21_v1%20-%20Verified.xlsx) and open the planner in question.

*If* it is a plain-looking .csv file, format it to look how we want:

1. Hide the patches of blank columns up to “summary\_short”.
2. Paint the header row green, and make that row’s font larger, and bold.
3. Insert a new top row and put “Music Choice xx\_xx\_vX” in the upper right corner in a large font.
4. Make a new column M and label it “Date Received”. In its first cell below the header enter this formula:

=RIGHT(AC33, 9)  
and drag the formula-filler down to the bottom of the planner.  
This fills each cell with the last 9 digits of the PAID for each asset. That’s what we’ll search on in BPA.

1. In Firefox or Chrome go to: <http://bpa2.indemand.com/package-search/>  
   In the Provider field put MUSIC\_CHOICE
2. Copy the first 9-digit number in your Date Received column, paste it into the ASSET ID field in BPA Search.
3. *Delete the rightmost digit.* That way, you’re searching 10 at a time. Long live Jombi.
4. If results come up, highlight and copy the “Package Received Date” column of the results table, and paste it into the Date Received column of your spreadsheet. This is where you’ll notice if there are any missing. If any are, leave them be and check again later.
5. After you’ve searched them all up, save the sheet *as an Excel sheet* to this folder, adding   
   “ – Verified” to the filename:

[G:\VOD\Music Choice\Schedules\MUSIC CHOICE TRACKING SHEETS](file:///G:\VOD\Music%20Choice\Schedules\MUSIC%20CHOICE%20TRACKING%20SHEETS)

1. Reply to Lauren’s email. (Ben, RJ, Michele, Phil, and Mark should be CC’d on it.)

Use this format:

Hi Lauren,

**All 115 packages** on this planner show as **Received.**

G:\VOD\Music Choice\Schedules\MUSIC CHOICE TRACKING SHEETS   [Music Choice 04\_21\_v1 - Verified.xlsx](file:///\\\\VC6\\VOL4\\VOD\\Music%20Choice\\Schedules\\MUSIC%20CHOICE%20TRACKING%20SHEETS\\Music%20Choice%2004_21_v1%20-%20Verified.xlsx)

Thanks,  
Geoff

Or, if some are missing:

Hi Lauren,

**26 of the 38** packages on this planner show as received. 12 are **Missing**.

G:\VOD\Music Choice\Schedules\MUSIC CHOICE TRACKING SHEETS   [Music Choice 04\_21\_v1 – Verified (Incomplete).xlsx](file:///\\\\VC6\\VOL4\\VOD\\Music%20Choice\\Schedules\\MUSIC%20CHOICE%20TRACKING%20SHEETS\\Music%20Choice%2004_21_v1%20-%20Verified.xlsx)

Thanks,  
Geoff

If some are missing, add “(Incomplete)” after “ – Verified”, and then remove that later when all the packages are in.

1. You’re done.

**Tips:**

* If nothing comes up for an entire planner, clear the “Provider” field in BPA and try the searches again. Sometimes MSOs throw in a different Provider code without telling us.
* Search results often come up out of order. Click at the top of the “Asset ID” column in the results page to put them in the same order as they are on the sheet, before copying & pasting the dates/times.
* If you’re getting spotty results, and the times within the last hour or so, they might still be ingesting. Give them another half hour.
* If some are missing, and the most recent was several hours ago, go ahead and email Lauren.
* Use CTRL+K in Outlook to insert links to files or folders.
* In the folders, move planners into the “archive” folder after their target date has passed.
* The archive folders are full of examples of how these should look.
* If anything looks weird, speak up. The stuff Music Choice sends us is far from perfect.