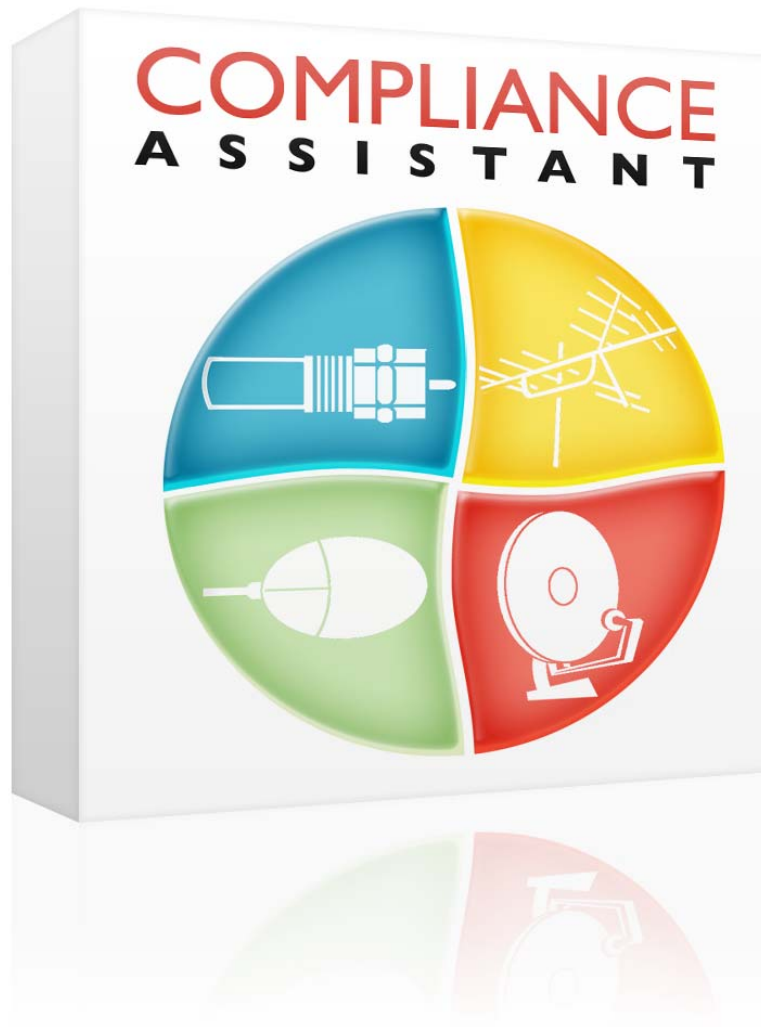


Compliance Assistant 3.0

Software Manual



think ahead.

 TRILITHIC

Trilithic Company Profile

Trilithic is a privately held manufacturer founded in 1986 as an engineering and assembly company that built and designed customer-directed products for telecommunications, military, and industrial customers. From its modest beginnings as a two-man engineering team, Trilithic grew over the years and broadened its offerings of RF and microwave components by adding broadband solutions to its product line. This was accomplished with the acquisition of components manufacturer Cir-Q-Tel and instruments manufacturer Texscan.

Today, Trilithic is an industry leader providing telecommunications solutions for major broadband, RF, and microwave markets around the world. As an ISO 9000:2001 certified company with over 40 years of collective expertise in engineering and custom assembly, Trilithic is dedicated to providing quality products, services, and communications solutions that exceed customer expectations.

Trilithic is comprised of five major divisions:

- **Broadband Instruments and Systems**
Offers test, analysis, and quality management solutions for the major cable television systems worldwide.
- **RF Microwave Components**
Provides components and custom subsystems for companies specializing in cellular, military, and other wireless applications.
- **Emergency Alert Systems**
Leading supplier of government-mandated emergency alert systems used by broadcast TV, cable TV, IPTV, DBS, and radio stations.
- **XFTP**
Offers a specialty line of field technical products for cable operators and technicians, as well as a line of products for installing electronics in the home of the future.
- **Network Services**
Provides network data management and support services to safeguard and protect your network and data by employing certified, experienced, and dedicated network engineers.

Table of Contents

1. General Information	5
Helpful Website	5
Where to Get Technical Support	5
How this Manual is Organized	6
Conventions Used in this Manual	7
2. Introduction	9
What is Compliance Assistant?	9
Compliance Assistance Part Numbers	9
What Does Compliance Assistant Do?	10
Automated Reporting	10
Report Storage	12
3. Installation	13
Prerequisites	13
Computer System Requirements	13
EAS Encoder/Decoder Requirements	13
Installing Compliance Assistant 3.0	14
Removing Compliance Assistant 3.0	19
Updating Compliance Assistant 3.0 (or Later)	20
4. Initial Software Setup	21
Entering the Product Key	21
Initial Configuration	22
5. The Software Tab	23
Overview	23
Communications	24
E-Mail Client Setup	25
Activity Log	26
Database Backup Directory	27
6. The Decoders Tab	29
Overview	29
Encoder/Decoder List	30
Office and Technical Reports	32
Entering Addresses	32
Selecting Reports to E-Mail	33
Required EAS Inputs	34
Internal Audio/Radio Inputs	34
Network Receiver Inputs	34
Actions	38

7. The Reports Tab	39
Overview	39
Report Options	40
EAS Log Format	42
Message Breakdown	44
Customizing Reports with Font Styles	45
Assigning Fonts to Report and Log Options	45
Advanced Font Options	47
Set the Page Width	48
Custom Reports	49
Creating a Custom Report	49
Reports to Generate	50
8. The Report Output Tab	51
Overview	51
Logs (sub-tab)	53
Discrepancies (sub-tab)	54
Summary (sub-tab)	55
Tips (sub-tab)	56
Calendar (sub-tab)	57
Admin (sub-tab)	58
Viewing the Reports for a Single System	59
Deleting Reports	60
Archived Reports	60
9. The E-Mails Tab	61
Overview	61
Send/Change Status of E-Mails	62
Confirming E-Mails	62
E-Mail/File Deletion	63
10. The Utilities Tab	65
Overview	65
Convert Version 2 Files to Version 3 Files	65
Reconsolidate Logs	66
11. The About Tab	67
Overview	67
12. Compliance Assistant Scheduler	69
Overview	69
13. Sample Reports	71
Monthly Report with Errors	71
Monthly Report with Warnings, but No Errors	72
Monthly Report with No Errors	73

THIS PAGE LEFT INTENTIONALLY BLANK

Chapter 1

General Information

Helpful Website

The following website contains general information which may be of interest:

<http://www.trilithic.com>

Trilithic's website contains product specifications and information, tips, release information, marketing information, Frequently Asked Questions (FAQs), bulletins, and other technical information. You can also check this website for product updates.

Where to Get Technical Support

Trilithic technical support is available Monday through Friday from 8:00AM to 5:00PM EST. Callers in North America can dial 1-317-895-3600 or 1-800-344-2412 (toll free). International callers should dial 1-317-895-3600 or fax questions to 1-317-895-3613. You can also e-mail technical support at EASysupport@trilithic.com.

For faster support response when calling or sending e-mail, please provide the following information:

- Your name and your company name
- The technical point of contact (name, phone number, e-mail address)
- The Compliance Assistant software's version number
- A detailed description of the problem you are having, including any error or information messages

How this Manual is Organized

This manual is divided into the following chapters:

- Chapter 1, “General Information,” provides Trilithic contact information and describes how this operation manual is structured.
- Chapter 2, “Introduction,” introduces the Compliance Assistant program and what it does. This chapter discusses the practical application of Compliance Assistant.
- Chapter 3, “Installation,” describes the steps needed to install Compliance Assistant, computer requirements, and Compliance Assistant system requirements.
- Chapter 4, “Initial Software Setup,” describes the steps needed to configure the Compliance Assistant software.
- Chapter 5, “The Software Tab,” describes the steps necessary to configure general communication information for Compliance Assistant.
- Chapter 6, “The Decoders Tab,” provides instruction to enter information specific to each EAS encoder/decoder.
- Chapter 7, “The Reports Tab,” describes the procedures necessary to configure log and report options and appearance. It is also used to run reports manually.
- Chapter 8, “The Report Output Tab,” provides information about viewing the reports created by Compliance Assistant.
- Chapter 9, “The E-Mails Tab,” details procedures necessary for e-mailing the reports generated by Compliance Assistant.
- Chapter 10, “The Utilities Tab,” provides instruction in updating database files when Compliance Assistant is updated to the latest version, and a means to update the database files.
- Chapter 11, “The About Tab,” lists general information about Compliance Assistant, the programs’s version number, and provides a means to upgrade the licensing in order to monitor additional encoder/decoders.
- Chapter 12, “Compliance Assistant Scheduler,” details the procedure to schedule Compliance Assistant to automatically generate and e-mail reports and EAS activity logs.
- Chapter 13, “Sample Reports,” provides examples of various reports generated by Compliance Assistant.
- Chapter 14, “Appendix,” includes the warranty statement.

Conventions Used in this Manual

This manual has several standard conventions for presenting information.

- Connections, menus, menu options, and user entered text and commands appear in **bold**.
- Section names, web, and e-mail addresses appear in *italics*.



NOTE

A **NOTE** is information that will be of assistance to you related to the current step or procedure.



CAUTION

A **CAUTION** alerts you to any condition that could cause a mechanical failure or potential loss of data.



WARNING

A **WARNING** alerts you to any condition that could cause personal injury.

THIS PAGE LEFT INTENTIONALLY BLANK

What is Compliance Assistant?

The Compliance Assistant program is designed to maintain and analyze the EAS logs from multiple EAS encoder/decoders and generate reports that comprise the majority of the FCC-mandated reporting functions for EAS.

Compliance Assistant performs weekly and monthly analysis of logs by contacting each EAS encoder/decoder in the network and retrieving its logs. After retrieving logs, Compliance Assistant creates reports which highlight regulatory failures (failure to comply with FCC regulations) and regulatory successes, as well as reports which may indicate potential regulatory or operational failures.

If failures or other possible problems are discovered, a troubleshooting guide is created with procedures specific to the problem found. Once reports are created, Compliance Assistant can be configured to automatically e-mail them to designated individuals (for example, troubleshooting tips may be e-mailed to the engineer in charge of a particular EAS encoder/decoder, while EAS logs are e-mailed to a centralized corporate office). Compliance Assistant performs all these operations during recurring, scheduled reporting sessions.

Compliance Assistant stores logs for each of the EAS encoder/decoders on the local hard-drive. The log data for each EAS encoder/decoder is stored as a separate and unique file for archiving purposes. Additionally, Compliance Assistant can store duplicate information to a network folder for emergency recovery of archived data.

Compliance Assistance Part Numbers

- 0930096003 – Supports up to 3 EAS encoder/decoders
- 0930096010 – Supports up to 10 EAS encoder/decoders
- 0930096128 – Supports up to 128 EAS encoder/decoders
- 0930096512 – Supports up to 512 EAS encoder/decoders

What Does Compliance Assistant Do?

Compliance Assistant's main function is to access the logs of EAS encoder/decoders and check them for compliance with FCC regulations. Based on the EAS logs, Compliance Assistant creates reports for each system's FCC-mandated records, and provides instruction to the individuals who are responsible for EAS compliance. These reports are saved to the hard drive of the computer on which Compliance Assistant is installed, and can be sent via e-mail to the individuals responsible for each monitored EAS system.

The Compliance Assistant program is designed to reside at a single office while providing EAS log analysis of multiple EAS encoder/decoders, which may be geographically widespread. Compliance Assistant essentially generates the FCC-mandated paperwork for EAS compliance, and functions as an instructional aid for administrators and technicians in EAS regulatory compliance.



NOTE

State regulations may impose additional requirements on an EAS system. Compliance Assistant records and analyzes information as specified in the Code of Federal Regulations (47 CFR part 11).

Automated Reporting

Compliance Assistant automatically runs either daily or weekly, according to a configurable schedule. Weekly operation is recommended since EAS compliance can not be determined until a week or month is completed. The program connects to the first EAS encoder/decoder in its **Encoder/Decoder list** on the **Decoders** tab of the program. This connection is established via Ethernet, telephone MODEM, or RS-232 (serial communication cable). Compliance Assistant downloads any new EAS logs and permanently stores them in a file for analysis and archiving.

After retrieving information from an EAS encoder/decoder, Compliance Assistant creates reports based on the logs of the previous week or month. FCC-regulated reporting intervals are required at weekly and monthly intervals, so Compliance Assistant generates logs and reports for one week (for weekly reports), or one month (for monthly reports).

- Compliance Assistant retrieves logs from the EAS encoder/decoders.
- Compliance Assistant determines the start and end dates of the previous week and creates reports which are consistent with the weekly reporting requirements of the FCC regulations, and it creates a printable version of the EAS logs. The printable version of the logs may not contain the most recent EAS activity because some EAS operations may have occurred after the end of the previous week (Saturday at midnight). The

weekly reports will not contain a marked-up calendar, as the calendar page is created on a monthly basis.

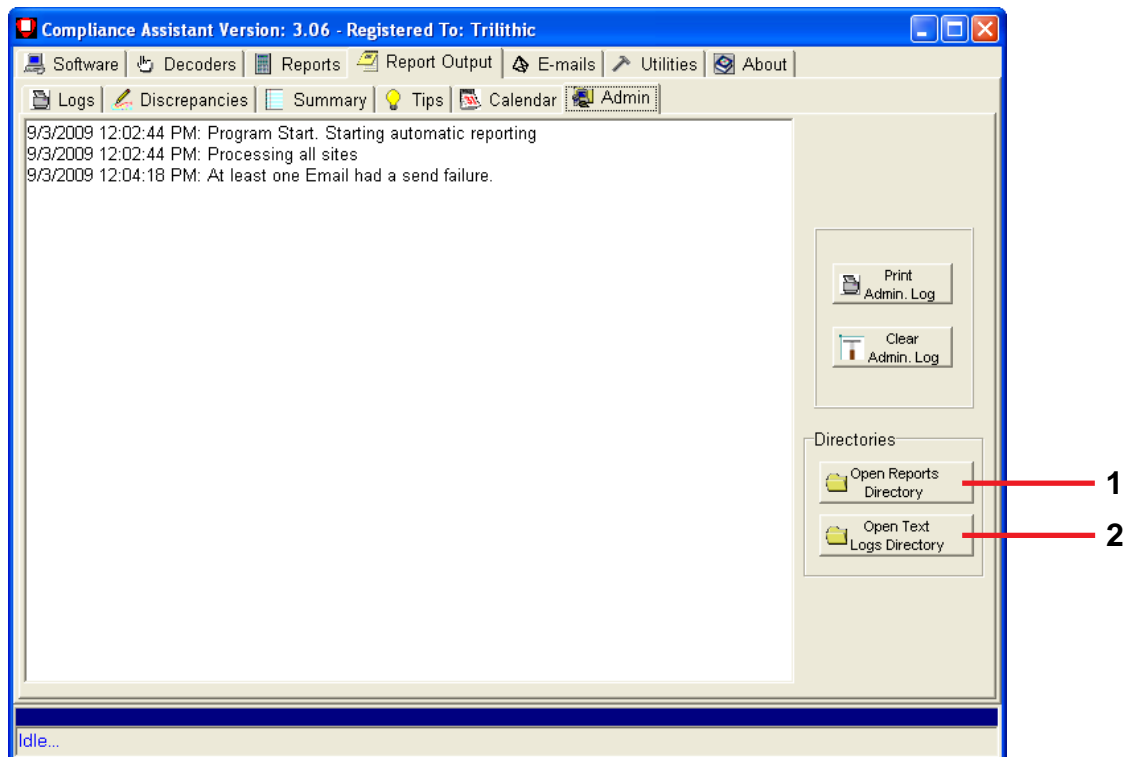
- Compliance Assistant is capable of determining if a change in the month has occurred during the previous week. If a change has occurred, Compliance Assistant creates reports which are specific to the monthly requirements of the FCC regulations, and it creates a marked-up calendar.
- Once the reports for a specific reporting period have been generated, Compliance Assistant automatically generates an e-mail message and attaches the relevant reports. The recipient list the e-mail messages is configurable for each EAS encoder/decoder. If the **E-mail Immediately** check box is selected, Compliance Assistant will attempt to send the e-mail message over the current Internet connection and, if successful, will mark the e-mail message as **Sent**.
- Once all reporting and e-mail operations for the first EAS encoder/decoder are complete, Compliance Assistant selects the next EAS encoder/decoder in the **Encoder/Decoder List** and repeats the automated reporting sequence until all systems have been serviced. If a telephone or Internet connection cannot be made, or Compliance Assistant cannot download the logs from the an EAS encoder/decoder, the process starts over with the first encoder/decoder and continues until all systems are completed successfully, or until three attempts are made on failed downloads.

Report Storage

Compliance Assistant stores all reports in a sub-directory of the program itself. These reports are viewable and editable using any editor capable of reading Microsoft® rich text files (RTF). The monthly marked-up calendar is stored as a JPG image. To open the directories where the reports are stored, click the **Report Output** tab, then click the **Admin** sub-tab, and click the desired folder button in the **Directories** group.

Report files should be manually deleted when they are no longer needed, or after they have been archived. This will not delete the permanent logs stored in the Compliance Assistant program's proprietary format. Reports can be manually generated at a later time, if necessary.

1. **Reports** - This directory contains the standard reports that Compliance Assistant automatically generates for each week and month.
2. **Custom Reports** - This directory contains reports manually generated using the **Reports** tab.



Prerequisites

Computer System Requirements

Computer equipment recommended to operate the Compliance Assistant software:

- 1 GHz processor or faster
- 512 MB memory or greater
- Microsoft® Windows XP® or later operating system
- “Always on” Intranet/Internet connection or minimum of 33.6 Kbs MODEM
- 50 MB of available hard drive space for each EAS encoder/decoder that is monitored
- Dedicated telephone (POTS) line for the computer, if a MODEM is used

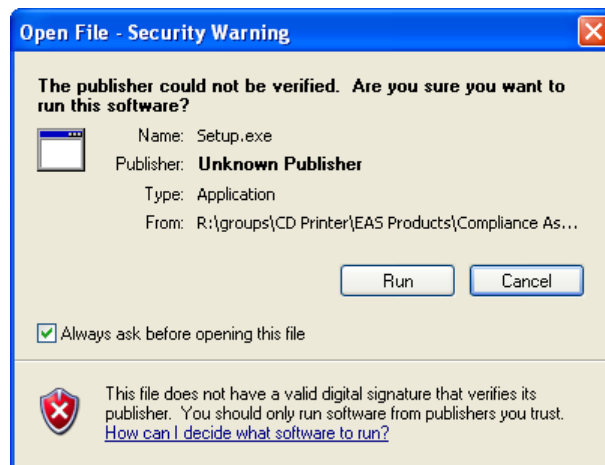
EAS Encoder/Decoder Requirements

Hardware required to interface with EAS encoder/decoders:

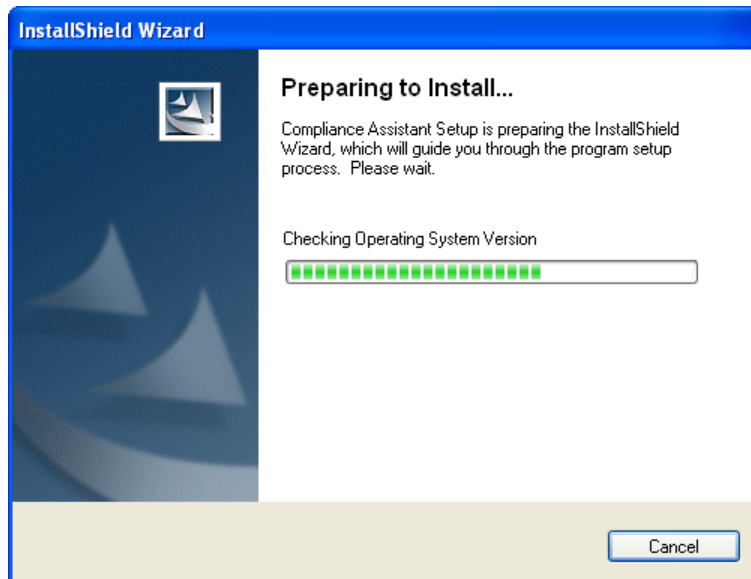
- Ethernet board or MODEM installed in each EAS encoder/decoder
- Firmware version of 6.55 or greater
- Ethernet connection or dedicated telephone (POTS) line

Installing Compliance Assistant 3.0

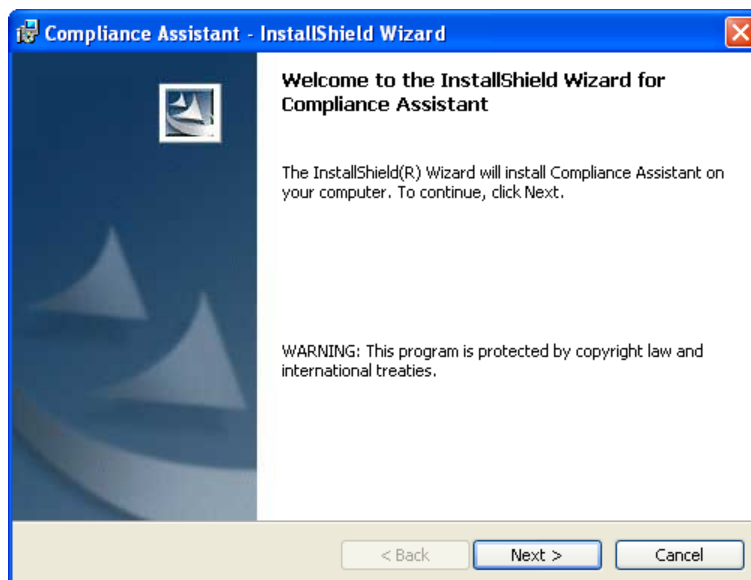
1. Depending on which operating system you are installing Compliance Assistant on, you may need to log in as the system administrator.
2. Insert the Compliance Assistant software CD into the appropriate drive.
3. If Autorun is enabled for the CD-ROM drive, the Compliance Assistant setup program will start automatically. If the setup program does not start, click the Windows **Start** button, then select **Run** and type **[drive]:\setup.exe**, then click the **OK** button (substitute the appropriate drive letter in the command line, in place of **[drive]**).
4. Depending on which operating system Compliance Assistant is being installed on, the “Open File - Security Warning” dialog box may appear. If this dialog box appears, click the **Run** button.



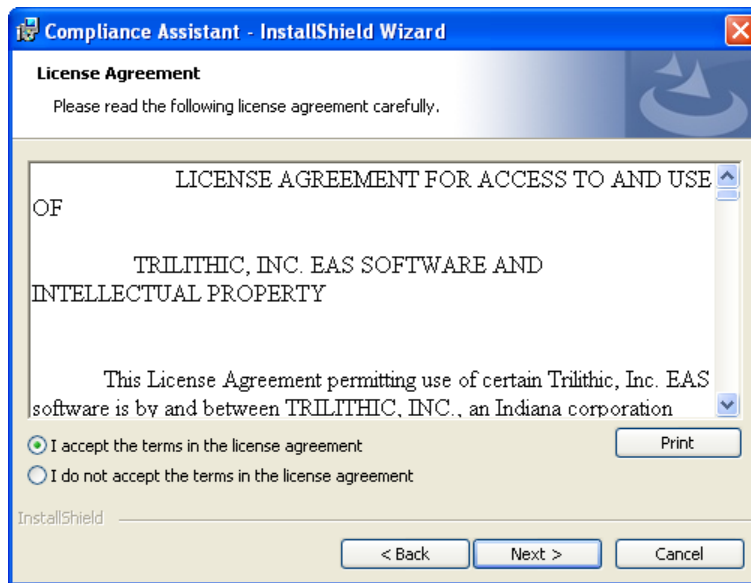
5. The “Preparing to Install...” window will appear momentarily to indicate the status of the software’s installation.



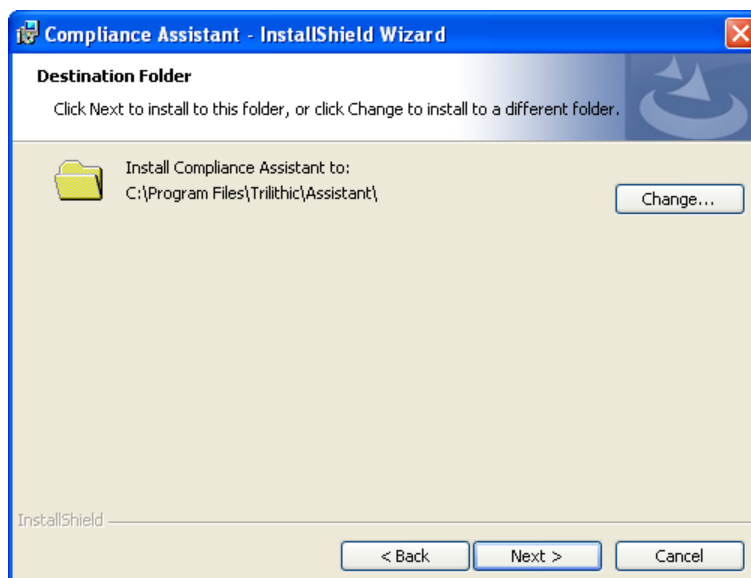
6. The “Welcome to the InstallShield Wizard for Compliance Assistant” window will appear. Click the **Next** button to continue with the installation.



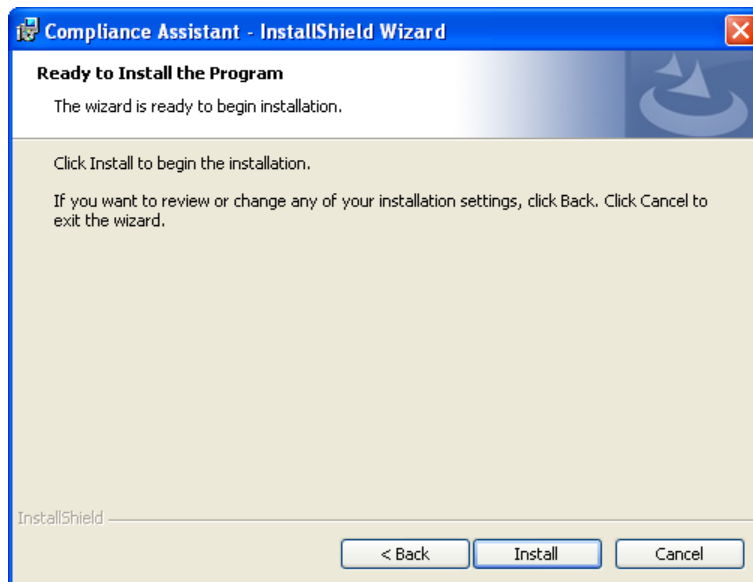
7. The “License Agreement” window will appear. To continue with the installation, select the radio button which corresponds with acceptance of the license agreement, then click the **Next** button.



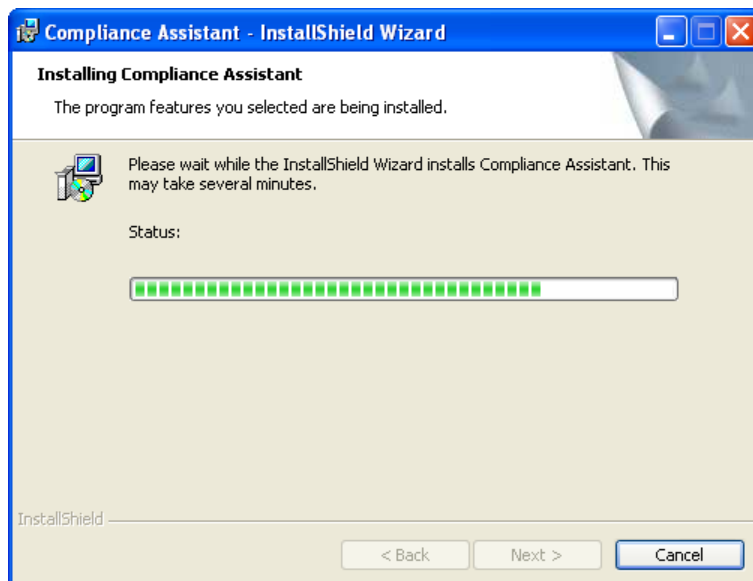
8. The “Destination Folder” window will appear. The default location in which the Compliance Assistant software will be installed is displayed. If you wish the program to operate in conjunction with the EAS encoder/decoder configuration software, click the **Change** button and select the *EASyPLUS* directory; otherwise click **Next** to accept the default directory in which to install Compliance Assistant.



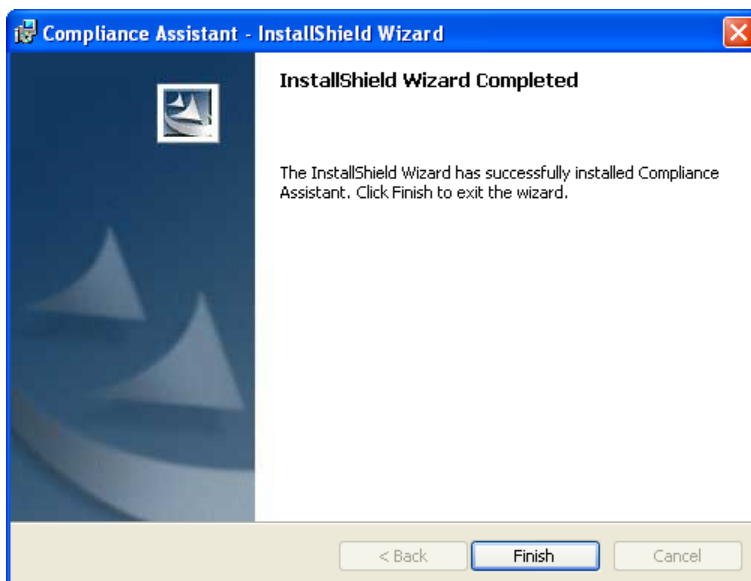
- The “Ready to Install the Program” window will appear next. This window confirms the settings for the Compliance Assistant installation. If the information shown is correct, click the **Next** button. To change the installation settings, click the **Back** button.



- The “Installing Compliance Assistant” window will momentarily appear to indicate the status of the software’s installation.



11. The “InstallShield Wizard Completed” window will appear. Click the **Finish** button to exit from the installer. The Compliance Assistant installation is now complete.

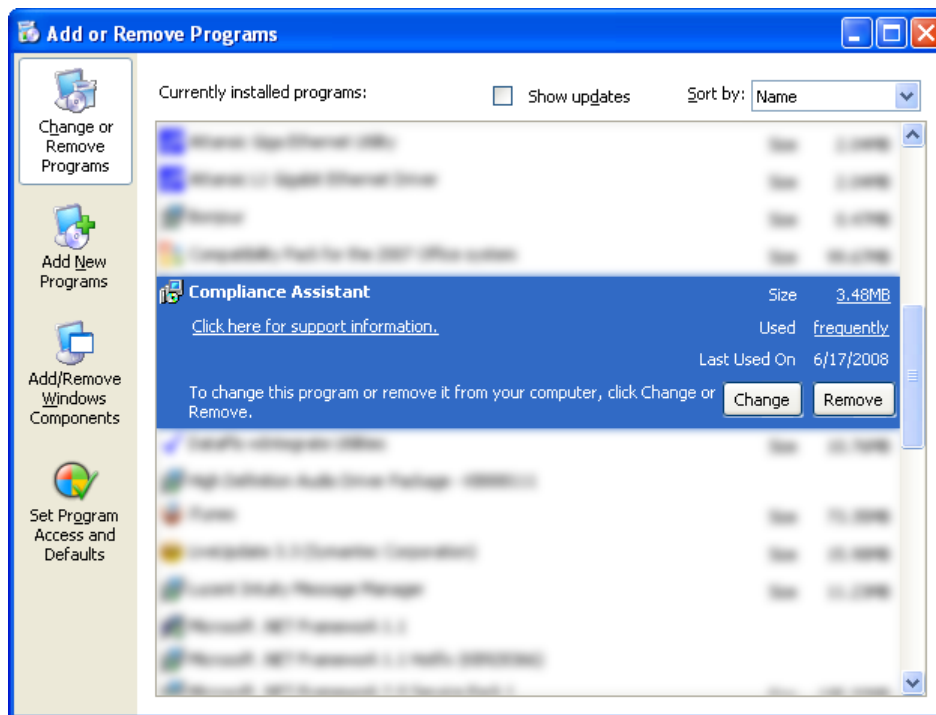


NOTE

The computer must be restarted to complete the Compliance Assistant installation. Once the computer has restarted, the Compliance Assistant Scheduler icon should be present in the Windows system tray.

Removing Compliance Assistant 3.0

To remove Compliance Assistant version 3.0 from the host computer, the Windows “Add or Remove Programs” utility can be used. Open the “Add or Remove Programs” utility by clicking the Windows **Start** button, then the **Control Panel** button. From the control panel, click the **Add or Remove Programs** button. The program list window will be displayed.



In the program list, scroll to find Compliance Assistant. To remove the program, first select the program by clicking on it once, then click the **Remove** button that corresponds to the Compliance Assistant program. A pop-up window will appear, confirming your decision to uninstall Compliance Assistant. Click the **Yes** button to remove Compliance Assistant; click the **No** button to cancel the program deletion.



NOTE

To remove a previous version of Compliance Assistant, refer to that version’s software manual. Manuals are available on Trilithic’s website, at www.trilithicEAS.com.

Updating Compliance Assistant 3.0 (or Later)

To update Compliance Assistant versions prior to version 3.0, install the software as directed in ***Chapter 3: Installation, Installing Compliance Assistant***. Note that in *Step 8*, a destination folder other than the default must be specified. It is suggested that a new folder be created, named *Assistant3*. A typical file path may be: *C:\program files\Trilithic\Assistant3*, with *Assistant3* being the new folder.

After installation of Compliance Assistant 3.0 has been successfully completed, open the program, navigate to the Utilities tab, then click the Convert button to import the configuration and log files from the previous version of Compliance Assistant.

The previous version of Compliance Assistant can be removed as described in that version's software manual.



NOTE

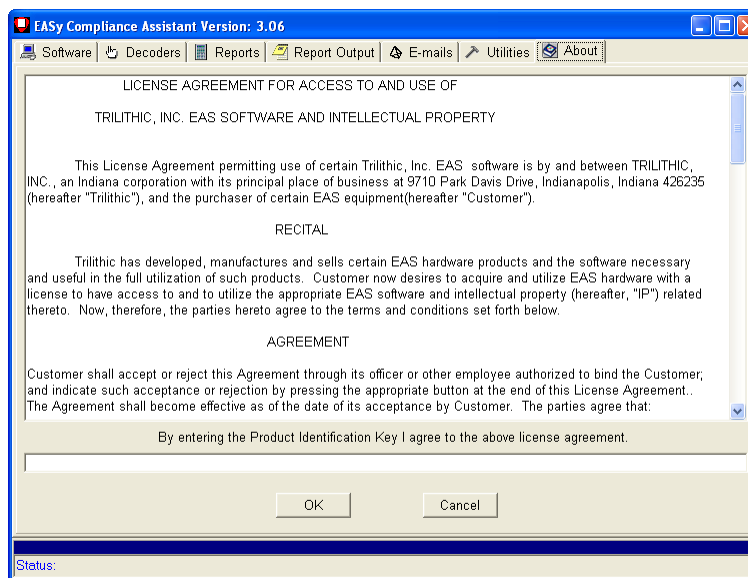
To remove a previous version of Compliance Assistant, refer to that version's software manual. Manuals are available on Trilithic's website, at www.trilithicEAS.com.

Chapter 4

Initial Software Setup

Entering the Product Key

The first time that Compliance Assistant is started, you will be prompted to read a software license agreement, under the **About** tab. If you agree to the terms of the license agreement, enter the product key in the text box on the license agreement screen. The product key should be located on Compliance Assistant's CD case, or available through a customer representative. Ensure that all characters are entered correctly then click the **OK** button.



If the product key is entered correctly, product activation will be confirmed on the **About** tab.



Initial Configuration

Compliance Assistant must be configured after it is installed. During the first month of operation, be particularly alert for failed e-mail messages, returned e-mail messages, and failed communications to the individual EAS encoder/decoders. These failures may be the result of errors made in the initial configuration of Compliance Assistant.

Inform the recipients of Compliance Assistant's e-mail messages that they will be receiving EAS reports, and verify that they have received the initial series of e-mail messages. Check the error reports for each system (in the **Report Output** tab, **Discrepancies** sub-tab), as errors due to incorrect active channel configurations may exist. Be aware that the first automated weekly and monthly reports may have errors due to EAS logs which have been erased.

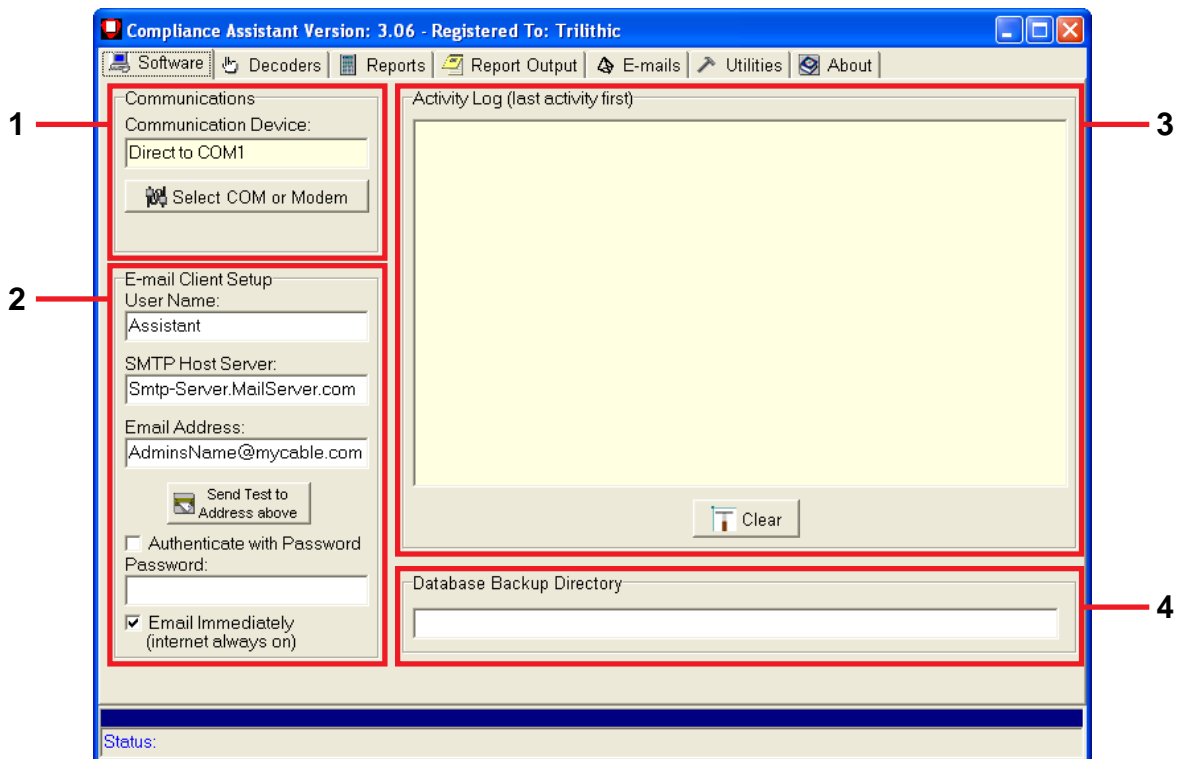
To start Compliance Assistant, right-click the **Compliance Assistant Scheduler** icon in the system tray, then left-click the **Launch Compliance Assistant** menu item. Alternatively, click the Windows **Start** button; click the **All Programs** program group; click the **Trilithic** program group; click the **Assistant** program group; click **Compliance Assistant** program.

Chapter 5

The Software Tab

Overview

Once Compliance Assistant has been installed and configured, the software can be used. The diagram below outlines the different groups within the **Software** tab, and includes a brief description of the functions within each of the groups. A detailed description of each group within the **Software** tab is included in this chapter.



1. **Communications** - This group will select the MODEM or COM port which Compliance Assistant will use to connect to the individual EAS encoder/decoders on the network. This setting is not needed for Ethernet/Internet communications.
2. **E-mail Client Setup** - This group allows the setup of the e-mail account that Compliance Assistant will use to send e-mail messages.
3. **Activity Log** - Shows communication information sent from, and received by Compliance Assistant. This is typically only used for troubleshooting the software installation.
4. **Database Backup Directory** - Used to select or indicate the directory where backup log files will be stored.



NOTE

The default primary (non-backup) Compliance Assistant database directory is as follows:
C:\Program Files\Trilithic\Assistant\Database.



NOTE

Compliance Assistant database files can be restored by copying the backup file to the database directory, thereby over-writing the file stored in the database directory.

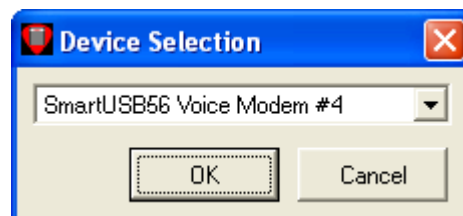


NOTE

A backup directory on a separate computer from the Compliance Assistant installation is recommended.

Communications

To select the MODEM that will be used to connect to the individual EAS encoder/decoders (if applicable), click the **Select COM or Modem** button, then select the appropriate MODEM from the drop-down list that appears in the pop-up **Device Selection** window. Click the **OK** button to confirm the selection; click the **Cancel** button to abort the selection and close the pop-up window. If the host computer's MODEM does not appear in the list, Windows does not properly recognize the installed MODEM. It may be necessary to reinstall the MODEM driver. Selecting a MODEM is not necessary if all EAS encoder/decoders are accessible via an "always-on" network connection.



E-Mail Client Setup

Compliance Assistant uses e-mail to send reports to various individuals. Compliance Assistant maintains an e-mail distribution list for each monitored EAS encoder/decoder. The Compliance Assistant's administrator, or the Compliance Assistant program itself, should have a designated e-mail account with a unique e-mail address. Compliance Assistant does not check the inbox of its e-mail account.

1. Enter the user name of the e-mail account which has been created for Compliance Assistant in the **User Name** text box.
2. Enter the SMTP server name for the account in the **SMTP Host Server** text box.
3. Enter the name that should appear as the "return address" in e-mail messages sent by Compliance Assistant in the **E-Mail Address** text box. Compliance Assistant will not check for returned e-mail messages. Compliance Assistant's administrator should use an e-mail program to check for returned e-mail messages.
4. Select the **Send Test to Address Above** button to send a test e-mail message from Compliance Assistant.
5. The **Authenticate with Password** check box should be selected if Compliance Assistant is accessing an e-mail account from one ISP (Internet service provider) via another ISP, or if the e-mail server always requires authentication. If checked, enter the e-mail account password in the **Password** text box.
6. Select the **E-Mail Immediately** check box to distribute reports from Compliance Assistant as soon as they are generated. This requires a non-dial up (always on) network connection.

E-mail Client Setup

User Name:
Assistant

SMTP Host Server:
Smtp-Server.MailServer.com

Email Address:
AdminsName@mycable.com

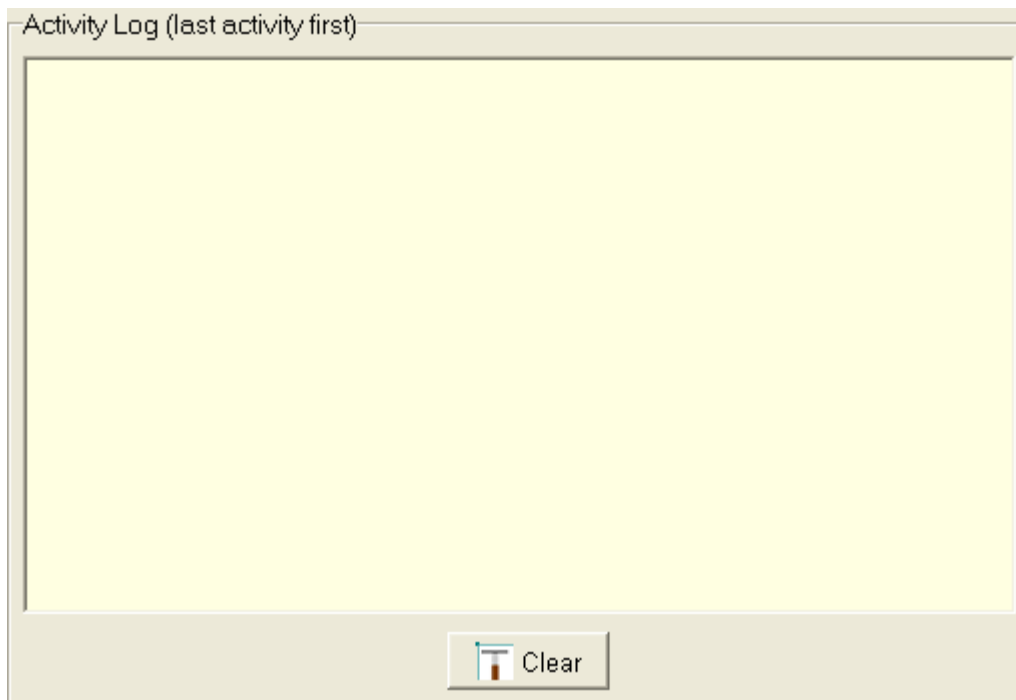
Send Test to Address above

Authenticate with Password
Password:

Email Immediately
(internet always on)

Activity Log

The **Activity Log** on the **Software** tab provides information about the tasks that Compliance Assistant performs, and is primarily used to diagnose problems in the EAS encoder/decoders or the software installation. Information shown in this log is lost when Compliance Assistant is closed. The log may be cleared at any time by clicking the **Clear** button below the log.

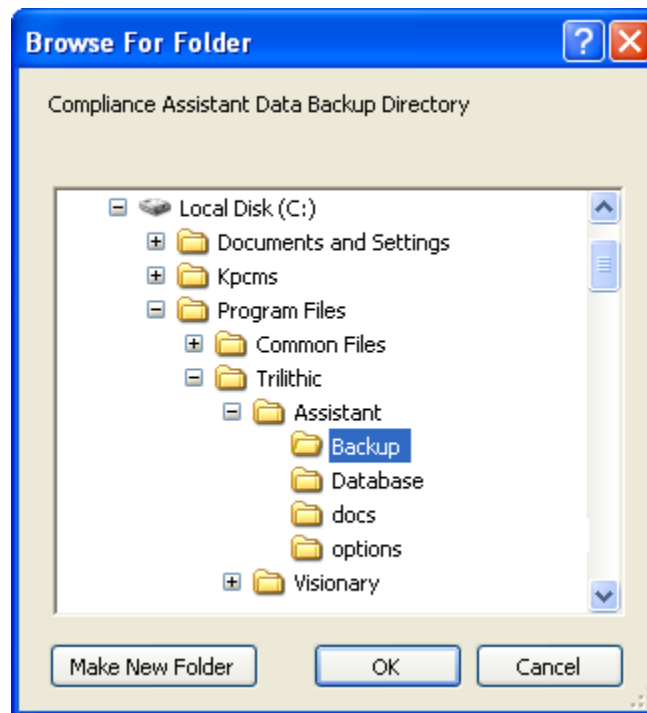


Database Backup Directory

The **Database Backup Directory** allows you to specify a directory in which duplicates of Compliance Assistant's EAS files will be stored. To choose a backup directory, click the **Database Backup Directory** text box.



A dialog box will appear, prompting you to select a folder where backup files will be stored. A shared network directory, or a folder on a different hard drive from the Compliance Assistant program is recommended. Browse to the folder or the location in which the backup folder will be created. If needed, create the backup folder by selecting the **New Folder** button, then typing a name for the backup folder. Click the **OK** button to use the folder for backup, or click the **Cancel** button to return to the **Database Backup Directory** text box and manually edit the path and directory.

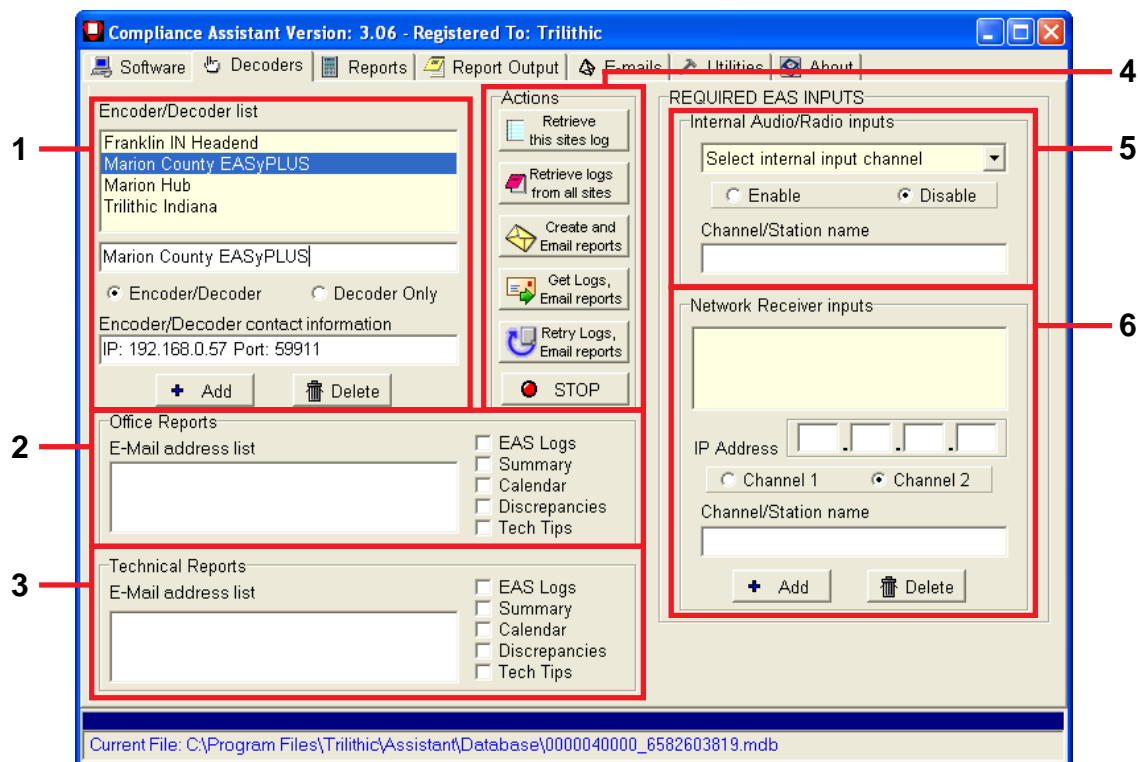


THIS PAGE LEFT INTENTIONALLY BLANK

The Decoders Tab

Overview

The **Decoders** tab is where Compliance Assistant is configured to communicate with remote EAS encoder/decoders. This section includes a list of EAS encoder/decoders, including each system's name, contact information, EAS input configuration (monitoring assignments), and e-mail list/options. The names entered for the encoder/decoder and the input channels will be used in the logs and reports created by Compliance Assistant. The reports will be delivered in accordance with the encoder/decoders office and technical report e-mail options.



1. **Encoder/Decoder List** - This group allows the addition, editing, and removal of remote EAS encoder/decoder systems.
2. **Office Reports** - This section allows selecting reports that are to be retained for public inspection or other administrative purposes. It also allows editing of an e-mail recipient list for these reports.
3. **Technical Reports** - This section allows selecting reports that are to be delivered to maintenance and troubleshooting technicians and engineers. It also allows editing of an e-mail recipient list for these reports.

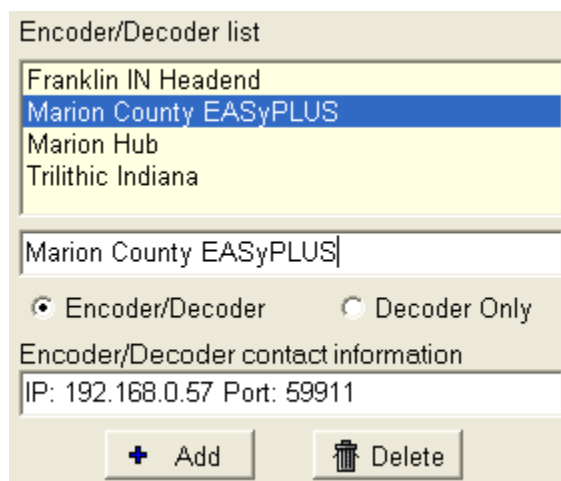
4. **Actions** - Allows manual (unscheduled) initiation of Compliance Assistant’s automated tasks, including continuing reports if errors occurred during scheduled reports.
5. **Internal Audio/Radio Inputs** - Provides an indication to Compliance Assistant of which of the EAS decoders radio/audio inputs are to be considered in FCC compliance analysis. It also provides a means to assign a descriptive name to these inputs.
6. **Network Receiver Inputs** - Provides an indication to Compliance Assistant of what Trilithic EAS Network Receiver inputs (if any) are to be considered in FCC compliance analysis. It also provides a means to assign a descriptive name to these inputs.

Encoder/Decoder List

1. To add a new EAS encoder/decoder to the **Encoder/Decoder List**, click the **Add** button. A new encoder/decoder titled “New System” will be added to the **Encoder/Decoder List**. Change the name immediately; this name will appear on EAS logs and reports.

Enter the name of the (highlighted) EAS encoder/decoder (or EAS decoder only) in the text box below the **Encoder/Decoder List**.

Select the radio button which corresponds to **Encoder/Decoder** or **Decoder Only**, as appropriate.



2. To permanently delete an EAS encoder/decoder and its configuration parameters from Compliance Assistant’s **Encoder/Decoder List**, first select the encoder/decoder, then click the **Delete** button. You will be prompted to confirm the deletion; click the **OK** button at the warning prompt. Once logs have been stored for an encoder/decoder, Compliance Assistant will not truly delete the file, but instead will ignore the file once it is “deleted.” The actual file, and any backups of the file can be manually deleted or simply ignored. Note that once an encoder/decoder is selected, the file name and path for that encoder/decoder is displayed at the bottom of the window.
3. To change the name of an EAS encoder/decoder, edit the text in the text box below the **Encoder/Decoder List** to create a unique (non-duplicate) name. If Compliance Assistant indicates that a name is a duplicate, avoid leaving the (duplicate) label in the name.

- To change an EAS encoder/decoder's contact information, select the **Encoder/Decoder Contact Information** text box. The pop-up **Modem and IP Address Setup** window will appear.

If a network connection is to be used to communicate with the encoder/decoder, enter the IP address of the encoder/decoder in the **Network Contact Information** group. In the **Configuration Port** text box, enter the port number that the encoder/decoder uses for configuration (the default port is 59911).

If a telephone connection is to be used for this connection, enter a telephone number in the **Telephone Number** text box.

The telephone number must include a "1" and the area code for long-distance calls. Any number(s) needed to access an external phone line must also be entered. Most MODEMS will ignore hyphens (-), and a comma may be used to pause between numbers.

For example, the configured phone number for Trilithic's fax machine should be entered in the following format (when dialing from a typical business line): **9, 1, 317-895-3613**

At the top of the window, select the radio button corresponding to **Network Connection** or **Telephone Modem**, as appropriate. Click the **OK** button when finished configuring the communication for this EAS encoder/decoder.

Modem and IP address Setup

Connection to use for this EASyPLUS

Network Connection (Requires IP and Port)

Telephone Modem (requires Telephone Number)

Telephone Number (if Telephone Line Connected)

Enter the Telephone number exactly as you would dial it. Use commas to add pauses. IE: 9,1,317-895-3600

9,1,317-895-3600

Network Contact information

IP Address of EASyPLUS

189 . 177 . 1 . 67

Configuration Port

59911

OK CANCEL



When entering an encoder/decoder name, do not use illegal file name characters (/ ? < > \ : * | " ' ^). The encoder/decoder name will be used in the file names for reports.

Office and Technical Reports

When Compliance Assistant creates reports, it does so by treating each encoder/decoder as a separate and complete EAS system. The intent is for each installation location or office to receive reports that pertain to the EAS system at that specific location. Compliance Assistant maintains a database of e-mail addresses for each encoder/decoder so that the administrator does not have to manually send reports to the individual locations. E-mails are divided into two categories; **Office Reports** (or administrative), and **Technical Reports** (for troubleshooting, etc.).

The image shows two screenshots of software windows. The top window is titled 'Office Reports' and contains an 'E-Mail address list' text box. To the right of the text box are five checkboxes: 'EAS Logs' (checked), 'Summary' (checked), 'Calendar' (checked), 'Discrepancies' (checked), and 'Tech Tips' (unchecked). The bottom window is titled 'Technical Reports' and also contains an 'E-Mail address list' text box. To the right of the text box are five checkboxes: 'EAS Logs' (checked), 'Summary' (unchecked), 'Calendar' (unchecked), 'Discrepancies' (checked), and 'Tech Tips' (checked).

Entering Addresses

1. To add recipients to the **Office Reports** or **Technical Reports** distribution lists, first select the appropriate EAS encoder/decoder system name (from the **Encoder/Decoder List**), then click in the appropriate **E-Mail Addresses** text box.
2. Enter the e-mail address or addresses in the text windows (each address on a separate line).

Selecting Reports to E-Mail

To select which reports to e-mail from any selected EAS encoder/decoder, first click on the appropriate system name (in the **Encoder/Decoder List**), then select (or deselect) the corresponding check boxes for the reports under the **E-Mail Address List** text boxes (in the **Office Reports** or **Technical Reports** groups). Only reports that are enabled under the **Reports** tab can be sent. Descriptions of the various reports are as follows:

1. **EAS Logs** - E-mail Includes all EAS receipts and transmissions for the reporting period. The logs are formatted in accordance with the **EAS Log Format** and **Message Breakdown** groups on the **Reports** tab.
2. **Summary** - E-mail Includes a channel-by-channel synopsis of activity during the reporting period. Weekly and monthly test totals, and emergency message totals are included in the summary. Some of the summary options are enabled using the **Report Options** group, on the **Reports** tab.
3. **Calendar** - E-mail includes a JPG image of a monthly calendar sheet. Each day of the month has a chart indicating the number of weekly tests, monthly tests, and emergency messages received or transmitted for that day. The calendar is only created when monthly reports are created.
4. **Discrepancies** - E-mail includes a report of failures to comply with FCC regulations. Some of the report options are enabled using the **Report Options** group, on the **Reports** tab.
5. **Tech Tips** - E-mail includes steps that can be taken to troubleshoot specific failures detected by Compliance Assistant.

Required EAS Inputs

Internal Audio/Radio Inputs

The **REQUIRED EAS INPUTS** group is used to configure the encoder/decoders EAS monitoring assignments. Compliance Assistant will report on messages processed from any configured and enabled source. This panel will change for each encoder/decoder selected in the **Encoder/Decoder List**.

To configure an input (radio or audio) that is built into the encoder/decoder, select the channel (1-6) in the **Internal Audio/Radio inputs** group.

If Compliance Assistant should consider this channel in its reports, enable the channel and enter a descriptive name for the channel in the **Channel/Station name** text box.

The EAS encoder/decoder is shipped from the manufacturing facility with the **Channel 3** and **Channel 4** radio boards installed. In most systems these should be enabled.

The names entered in the **Channel/Station Name** text boxes are used to identify the incoming channel in the EAS logs and in Compliance Assistant reports. They are provided to improve readability of reports and logs.

Network Receiver Inputs

Network receivers are Trilithic devices with built in radio receivers (and audio inputs) that can be placed at locations distant from the encoder/decoder, and transport EAS signals to the encoder/decoder over the network. If a given encoder/decoder is required to monitor stations transported from a network receiver, each network receiver IP address/channel combination should be configured in Compliance Assistant.

The screenshot shows a software interface titled "REQUIRED EAS INPUTS". It is divided into two main sections. The top section, "Internal Audio/Radio inputs", contains a dropdown menu labeled "Select internal input channel", two radio buttons labeled "Enable" and "Disable", and a text input field labeled "Channel/Station name". The bottom section, "Network Receiver inputs", features a large yellow rectangular area, an "IP Address" field with four sub-inputs, two radio buttons labeled "Channel 1" and "Channel 2", and another "Channel/Station name" text input field. At the bottom of the window are two buttons: "+ Add" and "Delete".



If both channels of a network receiver are being used, two entries for the same IP address within Compliance Assistant will be necessary. One entry will have channel 1 selected; the other entry will have channel 2 selected.

Add an Input

For Compliance Assistant to consider a network receiver channel to be a mandatory input for a given encoder/decoder, the **Network Receiver** channel must be entered into Compliance Assistant. To add a network receiver input to the list of inputs required by Compliance Assistant, perform the following procedure:

1. On the **Decoders** tab, select the encoder/decoder in the **Encoder/Decoder list**, then in the **Network Receiver Inputs** group, click the **Add** button.

Network Receiver inputs

Central Indiana
East-Central Indiana
Marion County

IP Address 110 . 5 . 10 . 99

Channel 1 Channel 2

Channel/Station name
Marion County

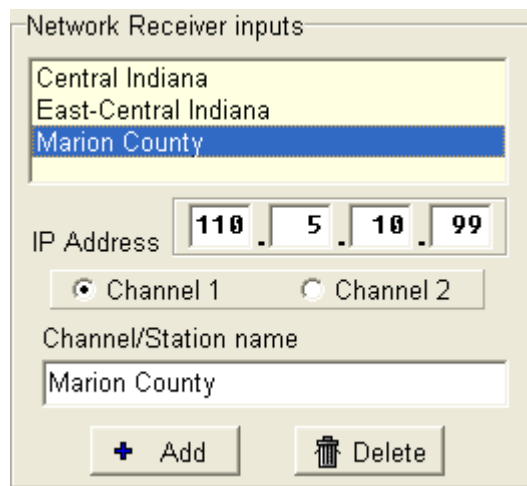
+ Add Delete

2. With the network receiver highlighted in the **Network Receiver Inputs** list, type a name to identify the network receiver in the **Channel/Station Name** text box.
3. Enter the **IP Address** of the network receiver.
3. Select the channel number for the network receiver input.

Remove an Input

To remove a network receiver channel so that Compliance Assistant does not require logs from the channel, perform the following procedure:

1. Select the network receiver to be deleted from the list by clicking it once.




Network Receiver inputs

Central Indiana
East-Central Indiana
Marion County

IP Address 110 . 5 . 10 . 99

Channel 1 Channel 2

Channel/Station name
Marion County

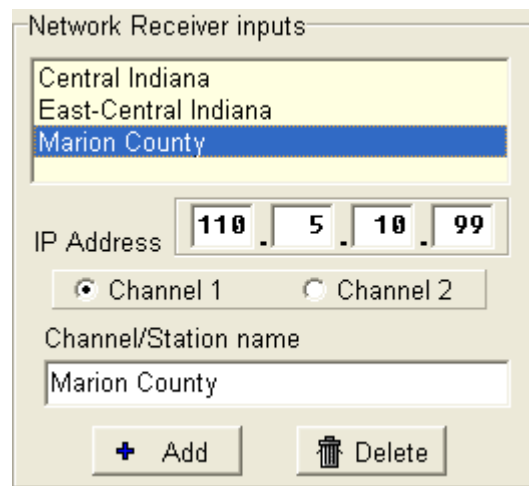
+ Add  Delete

2. Click the **Delete** button. The network receiver will immediately be removed from the list.

Modify an Input

The network receiver inputs that are monitored by Compliance Assistant can be edited. To edit a network receiver's properties, perform the following procedure:

1. Select the network receiver to be modified from the list by clicking on it once.




Network Receiver inputs

Central Indiana
East-Central Indiana
Marion County

IP Address 110 . 5 . 10 . 99

Channel 1 Channel 2

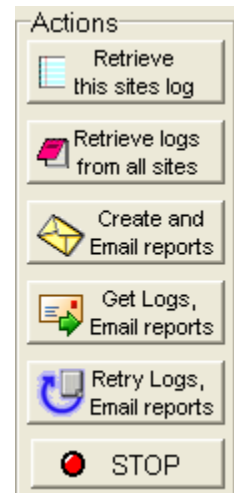
Channel/Station name
Marion County

+ Add  Delete

2. After selecting the network receiver input, the **IP Address**, **Channel Number**, or **Channel/Station Name** can be edited. No additional functions are necessary to save the configuration changes.

Actions

1. **Retrieve This Sites Log** - This button causes Compliance Assistant to connect to a single encoder/decoder and downloads its logs, but it does not create any reports. Use this button before erasing logs or flashing encoder/decoder firmware. To use this button, first select the desired unit in the **Encoder/Decoder List**, then click the button.
2. **Retrieve Logs From All Sites** - This button causes Compliance Assistant to sequentially connect to all of the encoder/decoders in the **Encoder/Decoder List** and download the logs. It does not create any reports.
3. **Create And E-Mail Reports** - This button uses previously-downloaded logs to create reports and generate e-mails for all the encoder/decoders in the **Encoder/Decoder List**. Reports are created for the week or month prior to the current computer time and date. Care should be taken if using this button, as reports will be created and e-mailed for all encoder/decoders.
4. **Get Logs, E-Mail Reports** - This button essentially functions the same as the **Retrieve Logs From all Sites** and the **Create and E-Mail Reports** buttons, combined. This button performs the same operations that are normally performed automatically according to the scheduler settings.
5. **Retry Logs, E-Mail Reports** - This button instructs Compliance Assistant to resume log retrieval, report creation, and e-mailing of reports for any systems that had connection problems during the previous automated process, or during the last **Get Logs, E-Mail Reports** command. This button should be used after correcting any connectivity problems identified during automatic report generation. **Retry Logs, E-Mail Reports** can be used as frequently as needed and will update the internal “failed systems list” if previously failed sessions are successfully executed.
6. **STOP** - This button terminates an automated process as soon as the software reaches a safe stopping point.

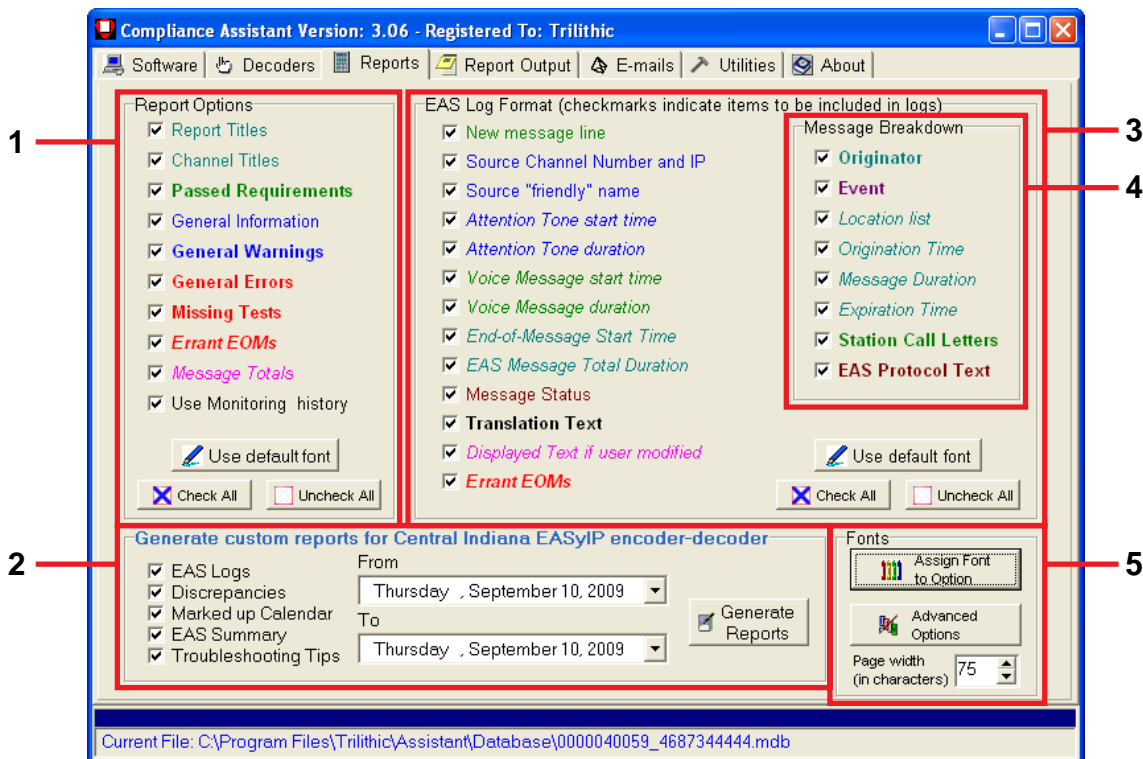


Chapter 7

The Reports Tab

Overview

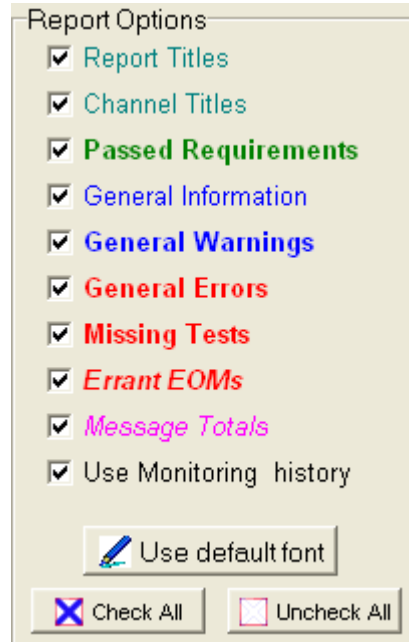
The **Reports** tab allows custom configuration of the reports that Compliance Assistant generates. The selected reporting options are used during manual and automatic creation of reports. The report options may be changed while creating custom reports, but should be changed back before the automatically-executed scheduled reports.



1. **Report Options** - Allows the user to select which items to include in the Summary and Discrepancy reports.
2. **Generate Custom Reports** - Allows the user to set a date range which will be included in manually generated reports, as well as what type of reports will be included in both automated and manual reports.
3. **EAS Log Format** - Allows the user to select which items will be included in EAS logs.
4. **Message Breakdown** - Allows the user to select which information from the EAS protocol text to include in the EAS logs.
5. **Fonts** - This feature allows custom font colors and styles to be assigned to each item within a report for easy identification.

Report Options

Options selected from the **Report Options** group will be included in Summary reports and Discrepancy reports. Select the options to be included in the reports, as described below.



Report Options

- Report Titles
- Channel Titles
- Passed Requirements
- General Information
- General Warnings
- General Errors
- Missing Tests
- Errant EOMs
- Message Totals
- Use Monitoring history

Use default font

Check All Uncheck All

- **Report Titles** - Check this box to preface each report with a descriptive title.
- **Channel Titles** - Selecting this option includes the input channel name and description in the report.
- **Passed Requirements** - This option includes specific events in the report to indicate that the weekly and monthly tests, and EAS events, have met FCC requirements.
- **General Information** - Check this box to include any observations made by Compliance Assistant of anomalies that do not fall under another option category.
- **General Warnings** - Include warnings about potential problems.
- **General Errors** - Check this box to include EAS messages in the reports that failed to meet “valid message” requirements.
- **Missing Tests** - FCC compliance is determined largely by test receipt and transmission. Select this option to include failures in meeting test requirements.
- **Errant EOMs** - This option will include in the reports, end-of-message indicators which were not preceded with EAS messages.

- **Message Totals** - Select this option to include a summary of activity for each monitored channel, as well as a summary of message transmissions.
- **Use Monitoring History** - The monitoring assignments programmed in Compliance Assistant may change over time. Reports are normally generated based on the current input configuration for the encoder/decoders. Selecting this option uses the configuration stored when logs were downloaded. This may be used when manually generating reports time periods in which the input configuration differed from the current configuration.
- **Use Default Font** - Click this button to set all text in the reports to use the default font (the default font can be changed using the **Advanced Options** button in the **Fonts** group).
- **Check All** - Select this check box to enable all report options.
- **Uncheck All** - Select this check box to disable all report options.

EAS Log Format

The FCC requires that records are kept of messages which were received and transmitted by each encoder/decoder. The **EAS Log Format** group allows selection of the details to be included in the EAS logs. Select the items to be included in the **EAS Logs**, as described below.

EAS Log Format (checkmarks indicate items to be included in logs)

- New message line
- Source Channel Number and IP
- Source "friendly" name
- Attention Tone start time
- Attention Tone duration
- Voice Message start time
- Voice Message duration
- End-of-Message Start Time
- EAS Message Total Duration
- Message Status
- Translation Text
- Displayed Text if user modified
- Errant EOMs

Message Breakdown

- Originator
- Event
- Location list
- Origination Time
- Message Duration
- Expiration Time
- Station Call Letters
- EAS Protocol Text

Use default font

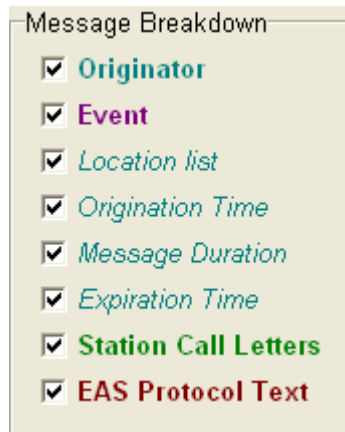
Check All Uncheck All

- **New Message Line** - Select this option to include a header for each received or transmitted message in the logs. This option is strongly recommended for official logs.
- **Source Channel Number and IP** - This option will include the source channel number in the logs. If the channel is a network receiver, the IP address of the network receiver is shown as well.
- **Source "Friendly" Name** - Select this check box to include the source name (entered on the **Decoders** tab) for each received channel.
- **Attention Tone Start Time** - This option includes the start time of the dual tone (if present) for each message.
- **Attention Tone Duration** - This option includes the length (in seconds) of the dual tone (if present) for each message.
- **Voice Message Start Time** - This option includes the start time of the voice message (if present) for each message.

- **Voice Message Duration** - Select this check box to include the length of the voice message (if present) for each message.
- **End-of-Message Start Time** - Select this check box to include the start time of the EOM signal for each message.
- **EAS Message Total Duration** - Select this option to include the total message duration (length of the audio from the start of the FSK header to the end of the EOM) for each message. This value is an approximation.
- **Message Status** - This option includes the status (for example: expired, passed retransmit requirements, etc.) for each message in the log.
- **Translation Text** - Click this check box to include an English translation of the EAS protocol text for each message.
- **Displayed Text if User Modified** - Selecting this option will include any user-made changes to the message text.
- **Errant EOMs** - Select this option to log the receipt of EOM signals received without an accompanying EAS header.
- **Use Default Font** - Click this button to set all text in the logs to use the default font (the default font can be changed using the **Advanced Options** button in the **Fonts** group).
- **Check All** - Select this check box to enable all logging options.
- **Uncheck All** - Select this check box to disable all logging options.

Message Breakdown

The **Message Breakdown** options select which of the fields in the EAS protocol text of an EAS message to translate into English. This allows the technical detail of the message content to be easily read.



- **Originator** - Select this option to include a translation of the EAS originator code.
- **Event** - Select this check box to include a translation of the EAS event code.
- **Location List** - Select this option to include a list of all the locations in the message.
- **Origination Time** - Select this option to include the origination time of the EAS message.
- **Message Duration** - Select this option to include the EAS duration (duration of the emergency).
- **Expiration Time** - Select this option to include the expiration time of the EAS message.
- **Station Call Letters** - Use this option to include the call letters in the message. For received messages, the call letters should indicate the ID of the station that the encoder/decoder received the message from.
- **EAS Protocol Text** - Select this option to include the entire EAS protocol text (refer to 47 CFR Part 11 for the protocol text description) in the log.

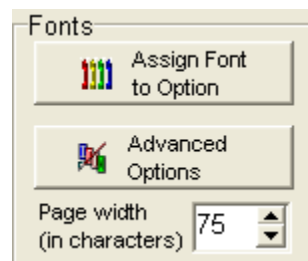
Customizing Reports with Font Styles

Assigning Fonts to Report and Log Options

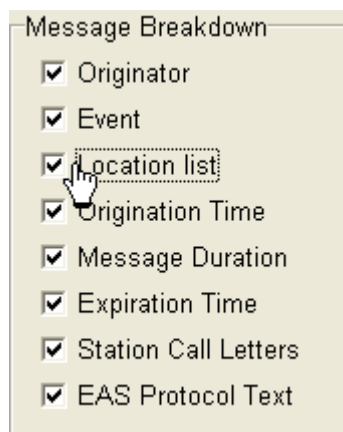
The font and color for each of the **Report Option**, **EAS Log Format**, and **Message Breakdown** items can be configured so that they can be easily identified in the reports and logs.

To change the font for a given item, perform the following procedure:

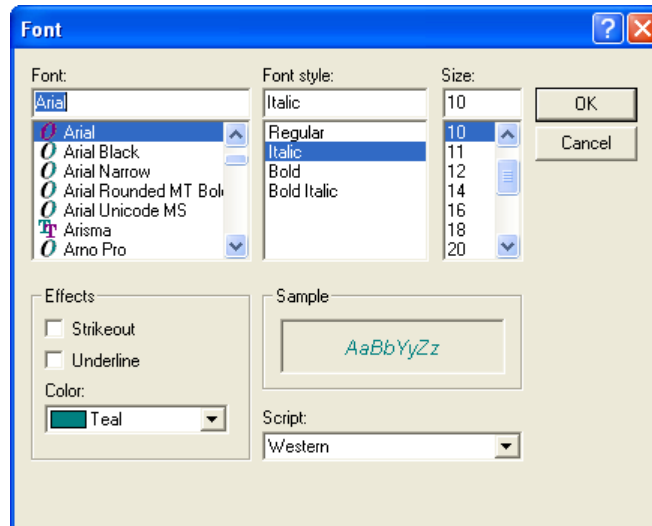
1. Click the **Assign Font to Option** button in the **Fonts** group. The cursor should change to a “finger” to indicate that a font assignment procedure has been selected.



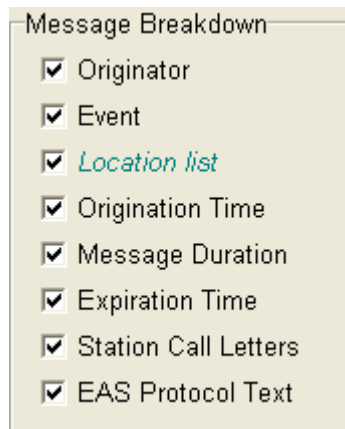
2. In the **Report Options**, **EAS Log Format**, or **Message Breakdown** groups, click the text of the option whose font parameters will be changed. In this example, **Location List**, from the **Message Breakdown** group is used.



- The pop-up **Font** window will appear. In this window, select the new **Font**, **Font Style**, **Size**, **Effects**, and **Color**. After selecting the new font parameters, click the **OK** button to confirm the font changes; click the **Cancel** button to abort changing the font parameters.

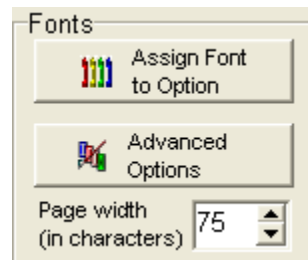


- The text shown on the **Reports** tab will be updated to reflect the changes made to the font. This font will be used in reports and logs for the option configured.

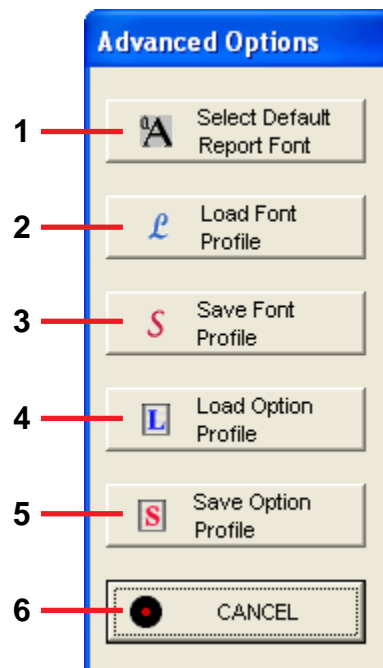


Advanced Font Options

Compliance Assistant allows additional font and configuration options for **Report Options** and **EAS Logs**. To set additional font parameters, click the **Advanced Options** button in the **Fonts** group.



The pop-up **Advanced Options** window will appear. A description of each of the **Advanced Options** follows:

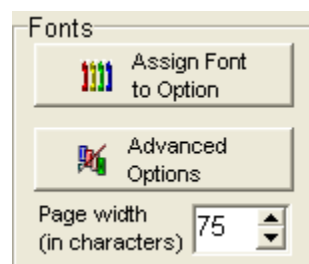


1. **Select Default Report Font** - This option is used to choose the font that can be applied using the **Use default font** buttons. Click the **Select Default Report Font** button to open the **Font** window. In the **Font** window, set the font, style, and color desired.

2. **Load Font Profile** - This option is used to load a font profile that had previously been saved. Font profiles include font settings for all **Report Option** text and **EAS Log** text. To load a font profile, click the **Load Font Profile** button. From the pop-up **Open** window, select the font profile file to load.
3. **Save Font Profile** - This option is used to save a font profile that has been configured. After setting all report option fonts and EAS log fonts to the preferred settings, click the **Save Font Profile** button. From the pop-up **Save As** window, select a location in which to store the font profile file, and enter a file name.
4. **Load Option Profile** - This option is used to load the check box state of **Report Options** and **EAS Log** selections (checked or unchecked) that has previously been saved. To load an option profile, click the **Load Option Profile** button. From the pop-up **Open** window, select the option profile file to load.
5. **Save Option Profile** - This option is used to save an option profile that has been configured. After selecting the check boxes in the **Report Options** and **EAS Log Format** groups, click the **Save Option Profile** button. From the pop-up **Save As** window, select a location in which to store the option profile file, and enter a file name.
6. **Cancel** - Click the **Cancel** button to close the **Advanced Options** button without making any configuration changes.

Set the Page Width

The **Page Width** control box allows the user to determine when each line in a report will wrap to the next line. The default page width is 75 characters.

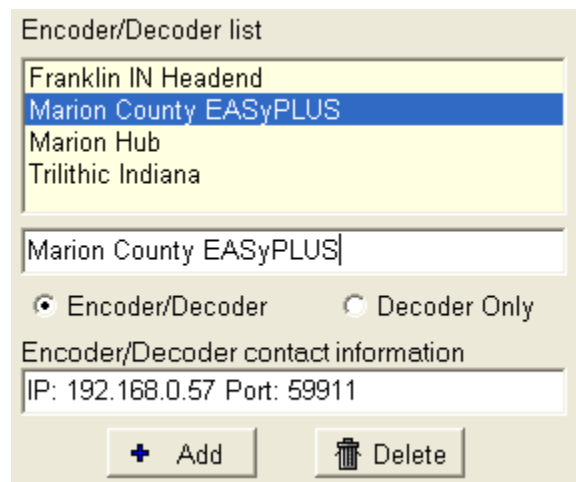


Custom Reports

Custom reports are created for one EAS encoder/decoder at a time, for the time span specified by the user. The controls for creating custom reports are located on the **Decoders** tab and the **Reports** tab. The *reports* will automatically include the entire week of, and entire month of, the start and end dates, as well as all weeks and months between the start and end dates. The *logs* will only show the specified time span.

Creating a Custom Report

1. On the **Decoders** tab, select the desired EAS encoder/decoder (in the **Encoder/Decoder List** group).
2. If you need to make changes in the **Internal Audio/Radio Inputs** group, record or remember the current settings then make the changes. See [**Chapter 4: Initial Software Setup**](#) for details.
3. Click the **Reports** tab. If you need to make changes, record or remember the current settings then make the changes. See [**Chapter 4: Initial Software Setup**](#) for details.



Encoder/Decoder list

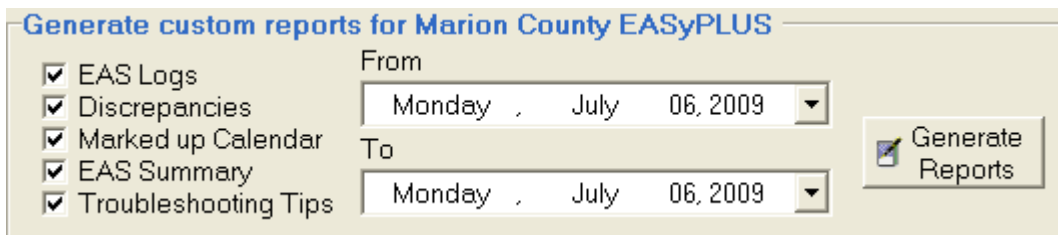
Franklin IN Headend
Marion County EASyPLUS
Marion Hub
Trilithic Indiana

Marion County EASyPLUS

Encoder/Decoder Decoder Only

Encoder/Decoder contact information
IP: 192.168.0.57 Port: 59911

+ Add Delete



Generate custom reports for Marion County EASyPLUS

EAS Logs From: Monday, July 06, 2009

Discrepancies

Marked up Calendar To: Monday, July 06, 2009

EAS Summary

Troubleshooting Tips

Generate Reports

4. In the **Generate Custom Reports** group, set the **From** and **To** dates, then click the **Generate Reports** button.
5. Under the **Decoders** tab, restore the **Internal Audio/Radio Inputs** settings if you changed them in *Steps 2 and 3*. Under the **Reports** tab, restore the settings if you changed them in *Steps 2 and 3*.
6. You may access the reports you just created by clicking the **Report Output** tab, followed by the **Admin** sub-tab, then the **Open Custom Reports Directory** button.

Reports to Generate

1. **EAS Logs** - If this check box is selected, a log of EAS activations will be generated. This is the log that the FCC requires.
2. **Discrepancies** - If this check box is selected, a report of failures that are not compliant with FCC regulations will be generated.
3. **Marked Up Calendar** - If this check box is selected, Compliance Assistant will create a JPG image of the calendar month, for the month in which the report was created. The calendar will contain the totals for the weekly and monthly tests, as well as other activations that have been received and transmitted. Totals for each test, transmission and receipt total will be displayed in the corresponding day's calendar square. The calendar is automatically generated when reports are generated.
4. **EAS Summary** - If this check box is selected, a report will be generated which includes the items enabled **Report Options** group.
5. **Troubleshooting Tips** - If this check box is selected, a report will be generated with procedures that can be used to troubleshoot detected failures.

Generate custom reports for Marion County EASyPLUS

<input checked="" type="checkbox"/> EAS Logs	From	Monday , July 06, 2009	<input type="button" value="Generate Reports"/>
<input checked="" type="checkbox"/> Discrepancies	To	Monday , July 06, 2009	
<input checked="" type="checkbox"/> Marked up Calendar			
<input checked="" type="checkbox"/> EAS Summary			
<input checked="" type="checkbox"/> Troubleshooting Tips			

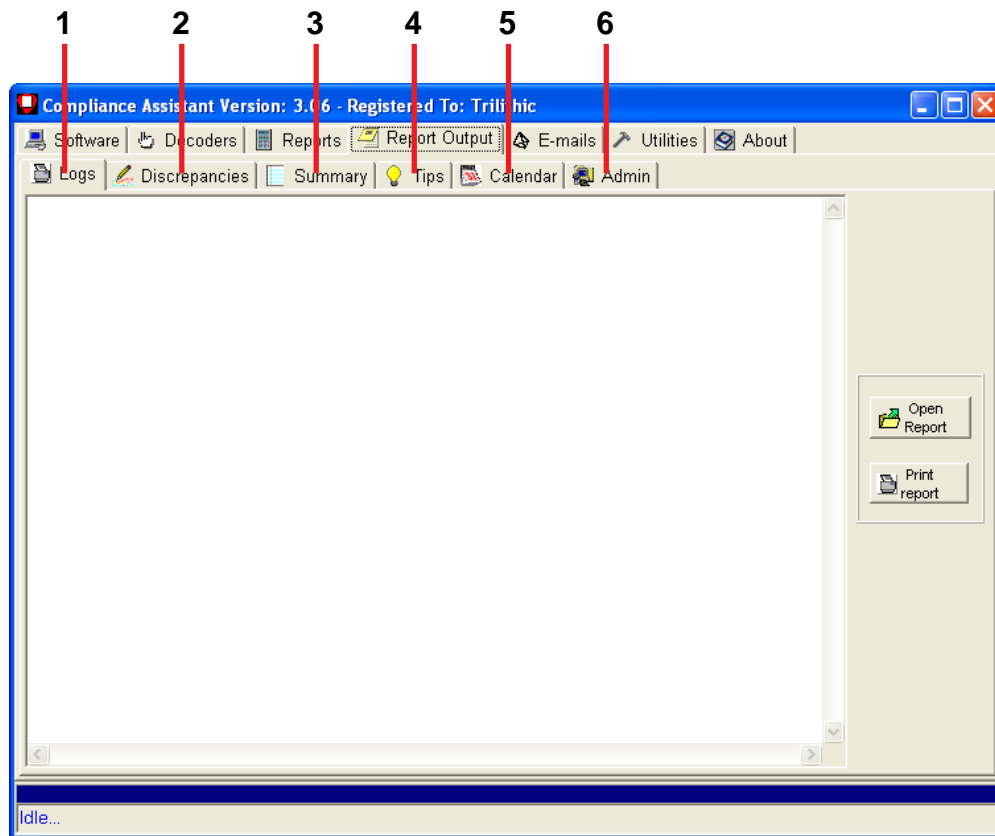
Chapter 8

The Report Output Tab

Overview

The first, and perhaps most convenient method to view or edit logs or reports is to open the folder they are located in and double-click the file for the desired report. The second method, limited to viewing (not editing), is to open the report via the **Report Output** tab of Compliance Assistant.

Compliance Assistant is designed to provide a means to disseminate EAS logs and troubleshooting instructions to the personnel responsible for records and maintenance of the EAS system. These reports may be accessed via the **Report Output** tab of Compliance Assistant. The reports are structured so that minimal involvement from the system administrator is necessary, while still allowing direct access to the reports created by Compliance Assistant.



1. **Logs** - This tab displays the log of EAS receipts and activations for the last encoder/decoder that had been processed.
2. **Discrepancies** - This tab displays a report of detected problems that are in clear violation of FCC regulations. These discrepancies require investigation and correction. The steps taken to correct the problem should be added to the formal EAS log for FCC inspection. The report applies to the last encoder/decoder that had been processed.

3. **Summary** - This tab displays the total amount of weekly test, monthly test, and other activations on a per-channel basis. The report applies to the last encoder/decoder that had been processed.
4. **Tips** - This tab displays information regarding common causes of any problems discovered by Compliance Assistant for the last encoder/decoder that had been processed.
5. **Calendar** - Shows a calendar for the last report month to have been processed. This calendar contains day-by-day totals for weekly tests, monthly tests, and other activations that had been received or transmitted.
6. **Admin** - This report provides information about the Compliance Assistant program itself. Its most important function is to warn the administrator when the program was unable to retrieve EAS logs and generate reports for an encoder/decoder.



Most of the Report Output sub-tabs contain an associated Print button. Printing from Compliance Assistant always selects the Windows default printer.



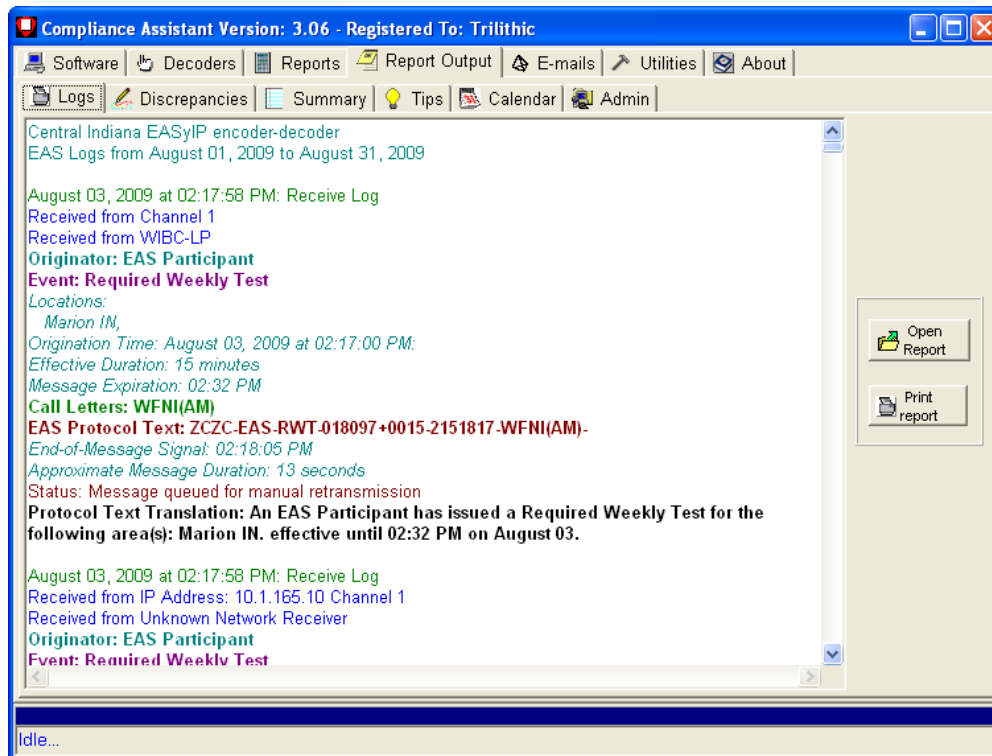
Most of the Report Output sub-tabs contain an Open Report button. This button opens a file dialog which only shows the files for the encoder/decoder selected on the Decoders tab.



If the report to be viewed is a custom report, first click the Admin tab, then click the Open Custom Reports Directory button.

Logs (sub-tab)

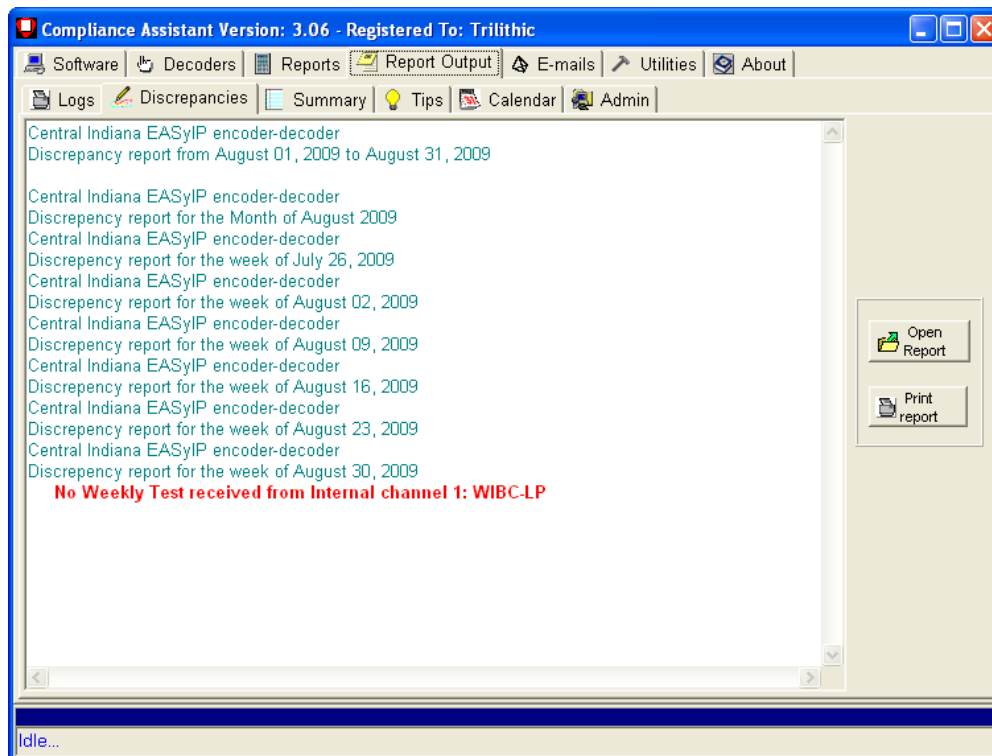
A detailed display of the FCC-mandated logs generated by the EAS encoder/decoder is displayed under the **Report Output** tab, **Logs** sub-tab. All messages that the EAS encoder/decoders have transmitted or received are displayed.



Discrepancies (sub-tab)

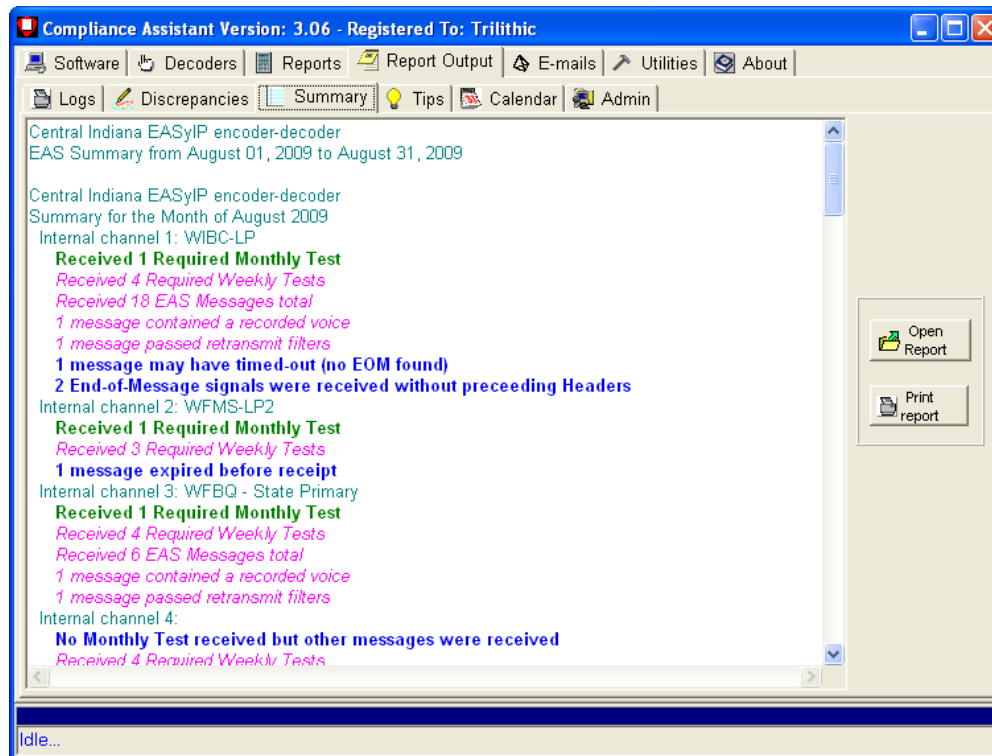
Under the **Report Output** tab, **Discrepancies** sub-tab, a list of EAS failures is displayed. The cause of the failure must be investigated. The documented failures are problems that are clearly not compliant with FCC regulations. A failure can be the result of:

1. A monitored channel did not receive a required weekly test.
2. The encoder/decoder did not transmit an EAS message.
3. The encoder/decoder did not receive and retransmit a required monthly test, or another EAS message with attention tone and voice message in lieu of the required monthly test.



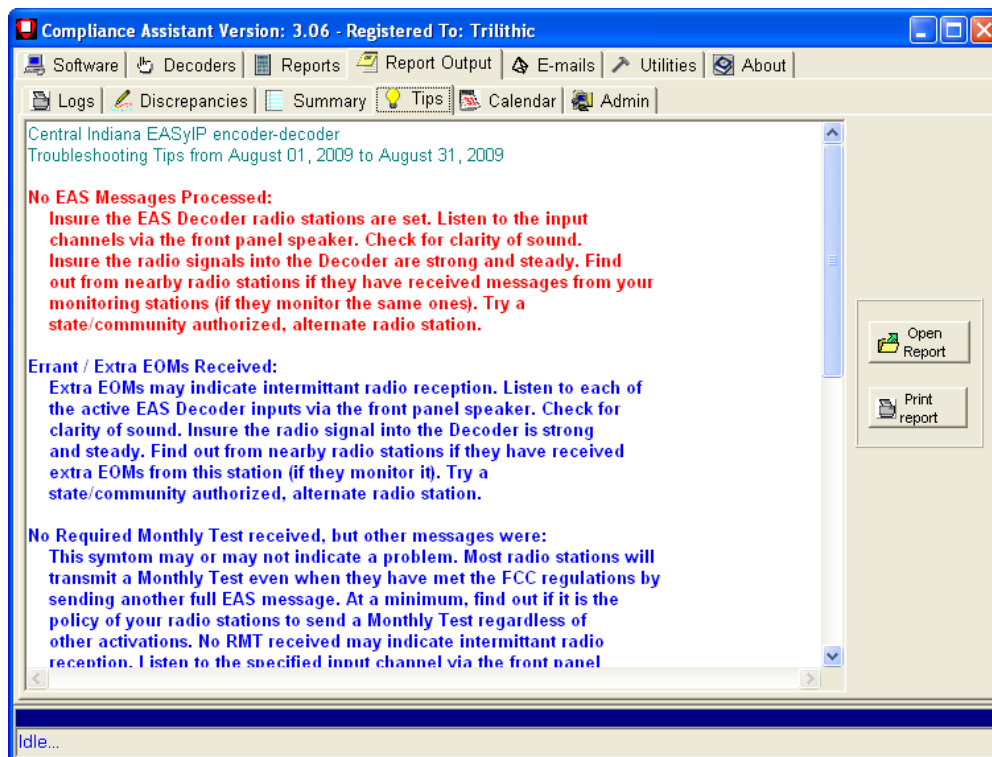
Summary (sub-tab)

The Summary tab displays the total amount of weekly tests, monthly tests, and other activations for each channel processed by the encoder/decoder, as well as totals for EAS activity that may indicate problems (such as receiving end-of-message signals without an EAS message).



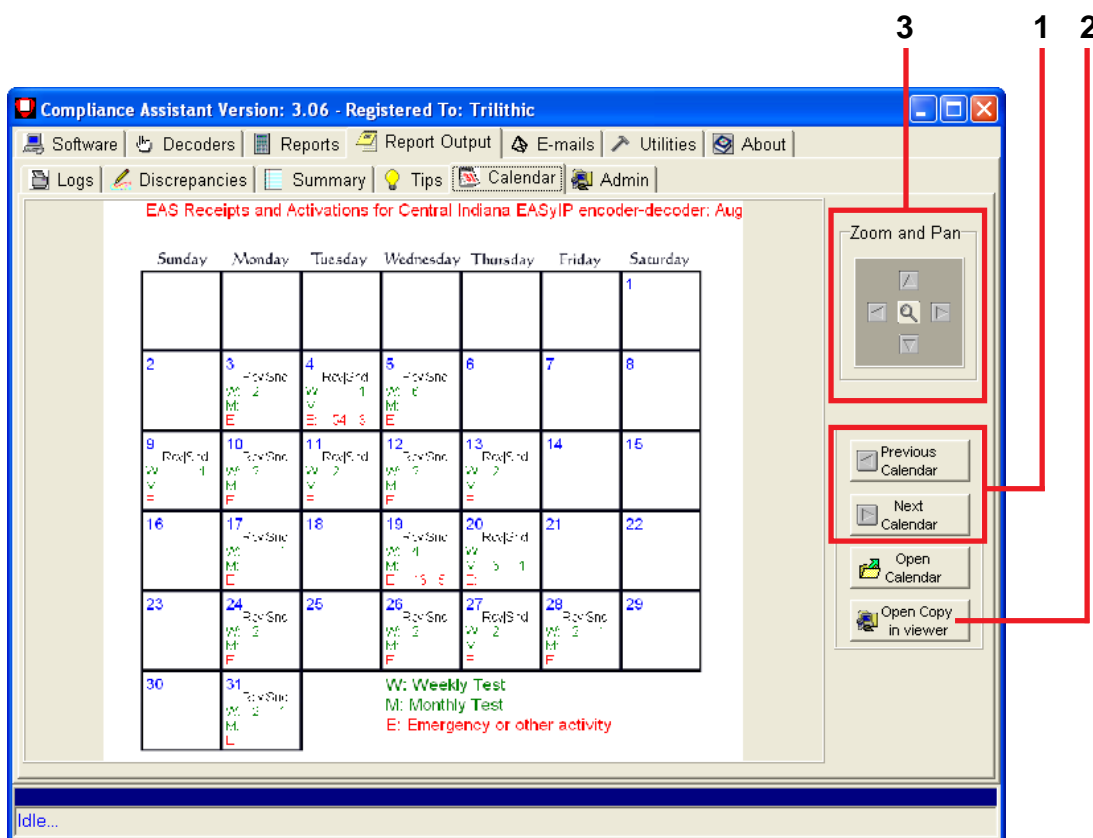
Tips (sub-tab)

In the event of an EAS failure, Compliance Assistant will suggest the most common reason for the failure, and will outline the troubleshooting steps necessary to correct the failure. Troubleshooting tips are accessed under the **Report Output** tab, **Tips** sub-tab. Troubleshooting tips are especially useful in training personnel in maintaining the EAS system.



Calendar (sub-tab)

1. A custom report may have several monthly calendars associated with it. To toggle through these calendars, use the **Previous Calendar** and **Next Calendar** buttons. This function will only work immediately after creating custom reports.
2. To view or edit a calendar image, click the **Open Copy in Viewer** button. This will copy the calendar to a temporary file and open the file in the default Windows image viewer.
3. To make the calendar more readable, you may need to zoom in on the image. Click the **Magnifying Glass** button in the **Zoom and Pan** group. This will display the calendar in its native resolution. Click on the calendar and drag the image to view different areas of the zoomed calendar. You may also use the **arrow keys** in the **Zoom and Pan** group.



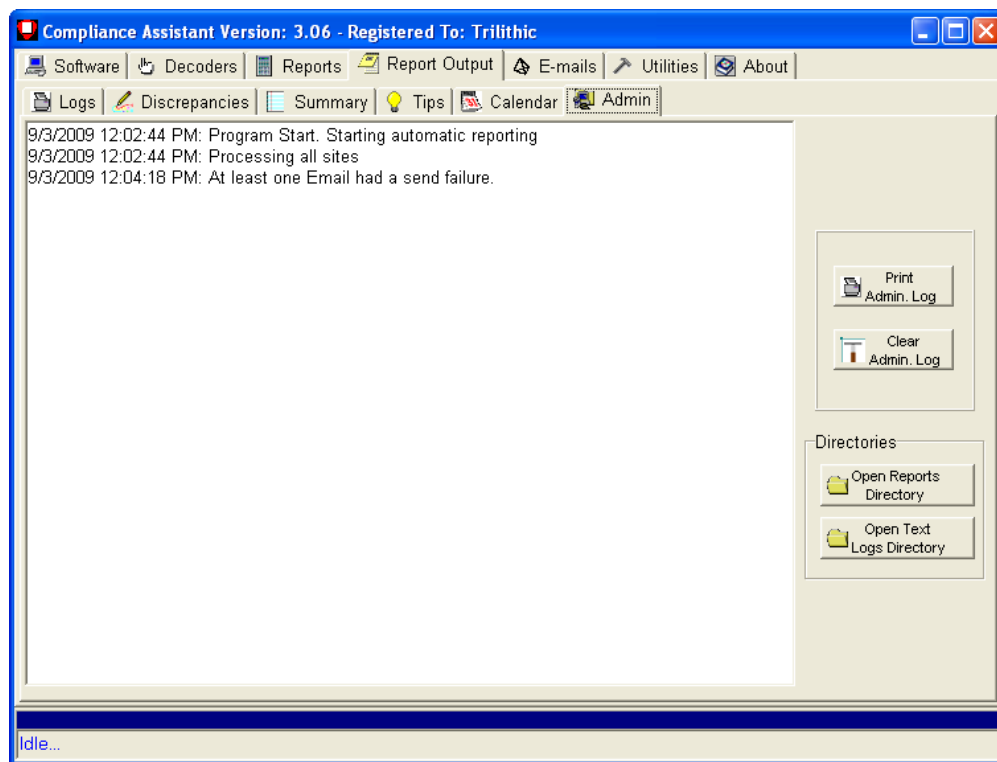
Admin (sub-tab)

The administrative report is located on the **Report Output** tab, **Admin** sub-tab. The administrative report is automatically loaded upon starting Compliance Assistant, and it is automatically saved when Compliance Assistant is closed.



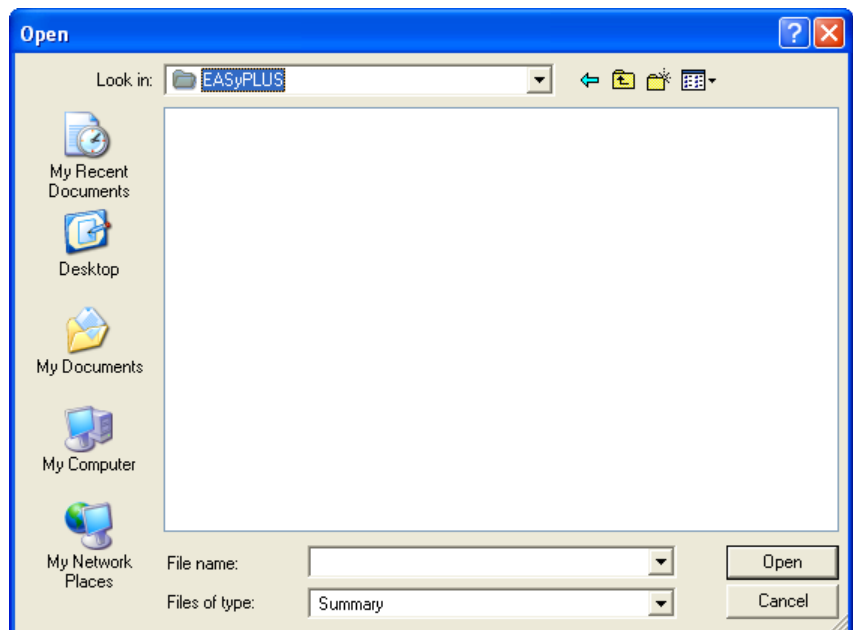
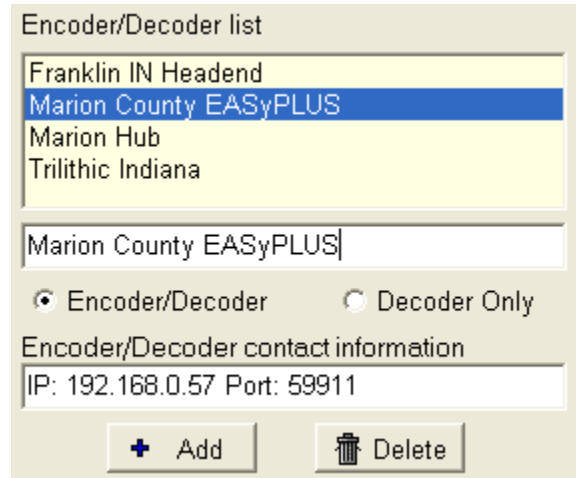
NOTE

The system administrator should periodically examine the administrative report, as it contains important software performance information.



Viewing the Reports for a Single System

1. To view the reports for a particular EAS encoder/decoder, select the EAS encoder/decoder from the **Decoders** tab, **Encoder/Decoder List**.
2. Click the **Report Output** tab.
3. Click the desired sub-tab (**Logs**, **Discrepancies**, **Summary**, **Tips**, or **Calendar**).
4. Click the **Open Report** button. The dialog box will show a list of reports for the selected system, of the type indicated by the sub-tab you have chosen (in this case, the **Summary** reports will be displayed, as the **Summary** sub-tab was selected).
5. Select the desired report from the list, then click the **Open** button.

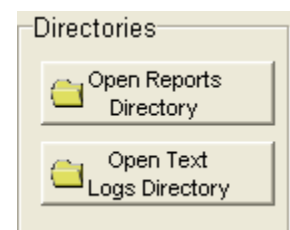


Deleting Reports

The reports generated by Compliance Assistant may consume a substantial amount of file storage space on the host computer's hard drive. After confirming that everyone who must receive the reports has indeed received them, the Compliance Assistant administrator should delete the reports from the host computer's hard drive.

Archived Reports

The **Open Reports Directory** button opens the folder used to store the automatically-generated Compliance Assistant reports. The **Open Custom Reports Directory** button opens the reports sub-folder that is reserved for manually-generated reports.

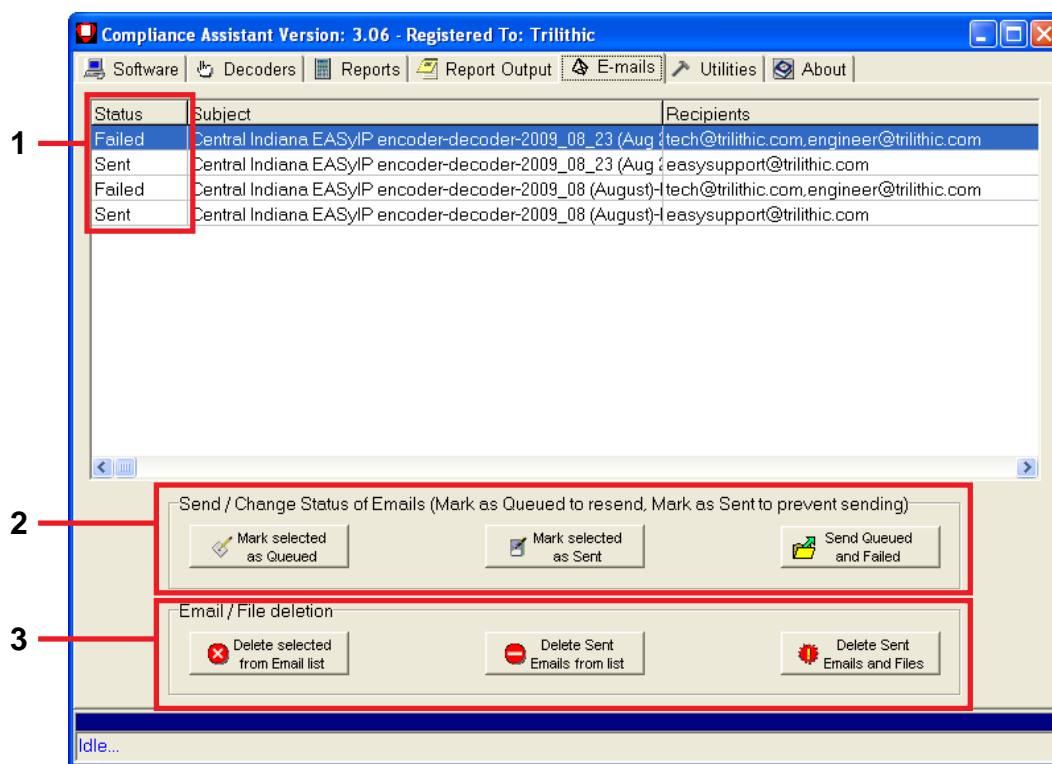


Chapter 9

The E-Mails Tab

Overview

Compliance Assistant queues and sends e-mail messages during its automated processes. It uses a list similar to the outbox on many other e-mail clients. As Compliance Assistant downloads logs and creates reports, it adds the reports to the e-mail distribution list and marks them as “queued.” If the **E-Mail Immediately** option is enabled (as selected on the **Software** tab), Compliance Assistant attempts to send the e-mail message and its attachments as soon as the e-mail message is queued.



1. **Status** - E-mail messages marked as **Queued** have not yet been sent. Messages marked as **Sent** have been successfully sent to the e-mail server, but may not have reached their addressee(s).
2. **Sending or Changing the Status of E-Mails** - Status of selected e-mail messages can be changed to manage whether they will be sent, queued for re-sending, or manually resent.
3. **E-Mail and File Deletion** - Deletes e-mail messages created by Compliance Assistant.

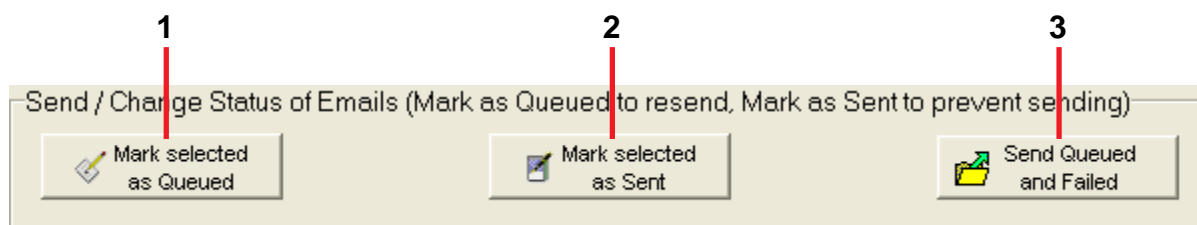
Confirming E-Mails

If you are using Compliance Assistant's automated e-mail capability, you should develop a system to confirm the receipt of e-mailed reports. This may be as simple as informing each recipient that they are responsible to call if no reports are received by a certain point in time. As a system administrator, you may request that each recipient respond to the e-mail message, confirming that they received the report.

Send/Change Status of E-Mails

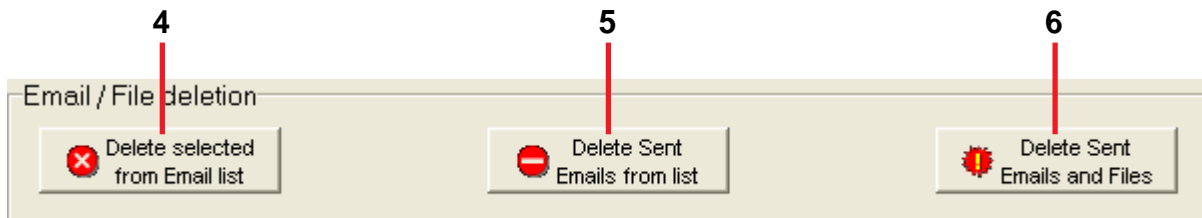
To manually manage e-mail related functions, an e-mail message (or e-mail messages) first must be selected in the message list. The buttons below the message list are used to execute commands relating to the selected message(s) in the message list. The button functionality is as follows:

1. **Mark Selected as Queued** - Click this button to mark the selected e-mail message(s) for retransmission. Use this button in conjunction with the **Send Queued and Failed** button to send e-mail messages that did not reach their intended recipient.
2. **Mark Selected as Sent** - Click this button to mark the selected e-mail message(s) so they will not be sent (the software functions as if the messages have already been sent).
3. **Send Queued and Failed** - Click this button to force the software to attempt to re-send any e-mail message that is not marked as **Sent**.



E-Mail/File Deletion

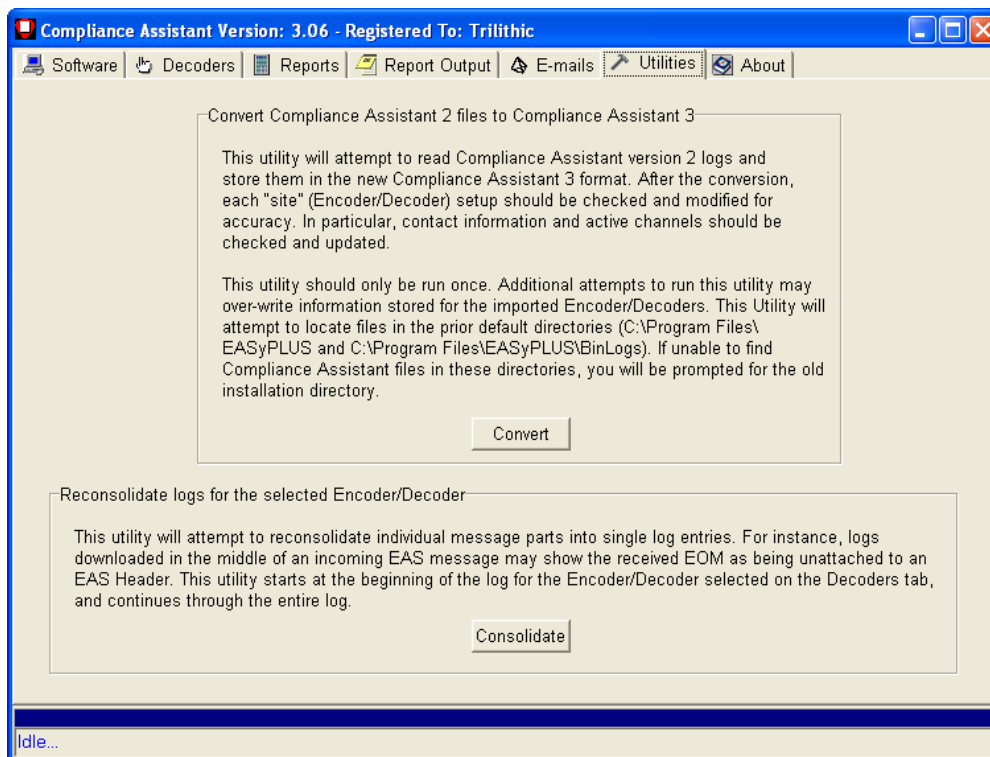
- Delete Selected from E-Mail List** - Click this button to remove selected messages from the “outbox.” Clicking this button will not delete the report files associated with the e-mail message. The report files should be manually moved or deleted later.
- Delete Sent E-Mails from List** - Click this button to remove messages from the list that the software believes were successfully sent. Clicking this button does not delete the report files associated with each e-mail message. The report files should be manually moved or deleted later.
- Delete Sent E-Mails and Files** - Click this button to remove the associated e-mail messages from the “outbox,” and delete the report files from the hard drive. Only click this button if you are certain that the “office” and “technical” recipients have received the e-mailed reports. If the reports attached to a sent e-mail are also needed for a queued or failed e-mail, do not use this feature, as it will delete files that are still needed.



THIS PAGE LEFT INTENTIONALLY BLANK

Overview

The **Utilities** tab provides tools which were added during product development that may be useful to end-users. These tools are not guaranteed to function in all applications, and are not part of the product test cycle, but are useful enough in some situations to merit inclusion in the software. Any risk of data corruption or loss associated with using these tools is assumed by the end user.



Convert Version 2 Files to Version 3 Files

Compliance Assistant version 3 uses a different data format than previous versions of Compliance Assistant. This utility is provided to convert, to the extent possible, older versions of Compliance Assistant's encoder/decoder setup and log archive files. To use the utility, read the information provided on the **Utilities** tab, click the **Convert** button, then follow any instructions provided by the software. Compliance Assistant must be restarted after the file conversion. The encoder/decoder setup must be checked (and completed, where necessary) to verify that each encoder/decoder configuration has been converted.

Reconsolidate Logs

It is possible for EAS log downloads to be disrupted prior to the consolidation of EAS logs. In such a case, an EAS log may maintain its original log format, which is separated into component parts. This defeats the analyses tools used within the Compliance Assistant program. This utility provides a means to check previously-downloaded logs and recombine log components that had been separated. To use the utility, click the **Consolidate** button and wait for all program activity to stop before resuming use of the program.

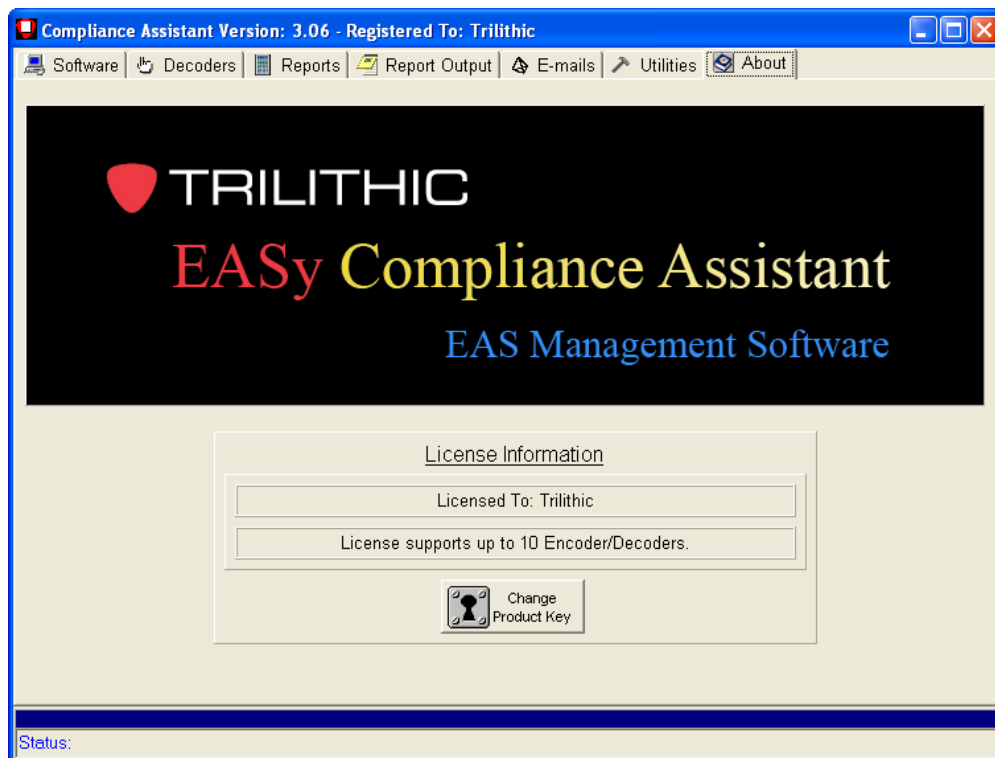
Chapter 11

The About Tab

Overview

The **About** tab provides general information about Compliance Assistant. This screen displays the number of encoder/decoders that Compliance Assistant is licensed to monitor. To change Compliance Assistant's license restrictions to allow monitoring of additional encoder/decoders, contact a Trilithic sales representative to obtain a new product key code. The new code will allow Compliance Assistant to monitor additional encoder/decoders. Refer to **Chapter 2: Introduction, What is Compliance Assistant?, Compliance Assistant Part Numbers** for additional information regarding the Compliance Assistant part numbers and the number of encoder/decoders that each license will support.

Click the **Change Product Key** button to display the license agreement and to enter the new product key code.



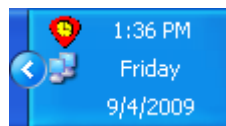
THIS PAGE LEFT INTENTIONALLY BLANK

Compliance Assistant Scheduler

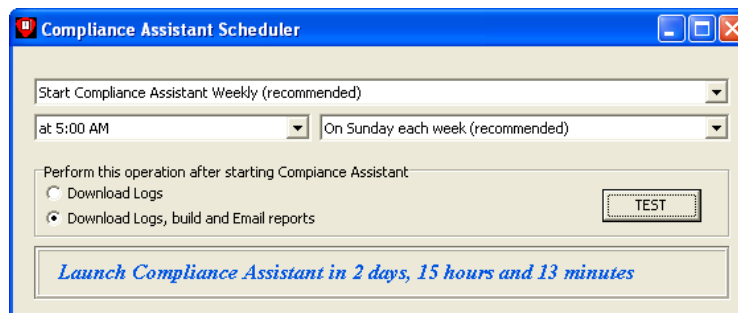
Overview

The Compliance Assistant Scheduler application is used to start Compliance Assistant for automatic retrieval of logs and e-mailing of reports. The frequency with which Compliance Assistant starts, the time at which it starts, and the tasks it performs can be configured through the Scheduler application.

The scheduler starts when the PC is booted. If the icon does not appear in the system tray, click the Windows **Start** button; click the **All Programs** program group; click the **Trilithic** program group; click the **Assistant** group; then click the **Compliance Assistant Scheduler** program. To open the scheduler, right-click the **Scheduler** icon in the system tray, then click **Open Scheduler** in the pop-up menu.



The Compliance Assistant Scheduler window will open.



From the first pull-down list, select the frequency with which Compliance Assistant will be started (the frequency with which reports and EAS logs will be generated). It is only necessary to start Compliance Assistant once per week, although some users may desire to start the program daily for log retrieval.

Use the second pull-down menu to select the time that Compliance Assistant will run. It is important that this time is after midnight in all time zones in which EAS encoder/decoders are being monitored.

From the third pull-down menu, select the day on which the Compliance Assistant will run.



NOTE

The scheduled day and time should be set so that all encoder/decoders (even those located in a time zone other than that in which Compliance Assistant is installed) have completed the calendar week. The week concludes at midnight on Saturday night.

Select the radio button which corresponds to the preferred operation that Compliance Assistant will perform. Selecting the radio button which corresponds to **Download Logs** will cause Compliance Assistant to contact each encoder/decoder and download the logs, but does not trigger reports to be generated. This is useful if the sole purpose is to safely archive logs or if reports will be manually generated later. Selecting the radio button which corresponds to **Download Logs, Build and E-Mail Reports** causes Compliance Assistant to download EAS logs, generate reports for each encoder/decoder, and distribute them to the e-mail addresses entered for each of the encoder/decoders.

Chapter 13

Sample Reports

Monthly Report with Errors

The following example shows a **monthly discrepancy report** in which failures have occurred. The FCC requires that such failures be documented, and records kept indicating what was done to correct the problem.

File name: Central Indiana EASyIP encoder-decoder_2009-09-01--2009-09-30_Errors.rtf
Type: Monthly EAS Errors

Central Indiana EASyIP

Discrepancy report for the Month of September 2009

**No Required Monthly Test received from Internal channel 4: KEC-74
(Indy/Cumberland 162.550 NWS)**

**No Required Monthly Test received from Network Receiver 10.1.165.20 Chan 2:
Redundant KEC-74 (162.550 NWS)**

No Required Monthly Test transmitted

Monthly Report with Warnings, but No Errors

The following example shows a **monthly summary report** in which a failure has not occurred, however potential problems were discovered.

File name: Central Indiana EASyIP encoder-decoder_2009-06-01--2009-06-30_Summary.rtf

Type: Monthly EAS Summary

[Central Indiana EASyIP encoder-decoder
Summary for the Month of June 2009](#)

Internal channel 1: WIBC-LP

No Monthly Test received but other messages were received

Received 4 Required Weekly Tests

Received 7 EAS Messages total

4 End-of-Message signals were received without preceding Headers

Internal channel 2: WFMS-LP2

Received 1 Required Monthly Test

Received 2 Required Weekly Tests

Received 4 EAS Messages total

Internal channel 3: WFBQ - State Primary

Received 1 Required Monthly Test

Received 2 Required Weekly Tests

Received 4 EAS Messages total

1 message passed retransmit filters

Internal channel 4:

No Monthly Test received but other messages were received

Received 3 Required Weekly Tests

Received 18 EAS Messages total

8 messages contained a recorded voice

8 messages passed retransmit filters

Network Receiver 10.1.165.20 Chan 2: KEC74 - National Weather Service

Received 13 Required Monthly Tests

Received 3 Required Weekly Tests

Received 28 EAS Messages total

1 message contained a recorded voice

11 messages passed retransmit filters

Monthly Report with No Errors

The following example shows a monthly report in which no failure had occurred.

File name: Central Indiana EASyIP encoder-decoder_2009-08-01--2009-08-31_Errors.rtf

Type: Monthly EAS Report

Central Indiana EASyIP encoder-decoder
Discrepancy report from August 01, 2009 to August 31, 2009

File name: Central Indiana EASyIP encoder-decoder_2009-08 (August).jpg
 Type: Monthly EAS Calendar

EAS Receipts and Activations for Central Indiana EASyIP encoder-decoder: Aug

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Rcv Snd W: 2 M: E:	4 Rcv Snd W: 1 M: E: 54 3	5 Rcv Snd W: 6 M: E:	6	7	8
9 Rcv Snd W: 1 M: E:	10 Rcv Snd W: 2 M: E:	11 Rcv Snd W: 2 M: E:	12 Rcv Snd W: 2 M: E:	13 Rcv Snd W: 2 M: E:	14	15
16	17 Rcv Snd W: 1 M: E:	18	19 Rcv Snd W: 4 M: E: 16 5	20 Rcv Snd W: M: 6 1 E:	21	22
23	24 Rcv Snd W: 2 M: E:	25	26 Rcv Snd W: 2 M: E:	27 Rcv Snd W: 2 M: E:	28 Rcv Snd W: 2 1 M: E:	29
30	31 Rcv Snd W: 2 1 M: E:	W: Weekly Test M: Monthly Test E: Emergency or other activity				

THIS PAGE LEFT INTENTIONALLY BLANK

THIS PAGE LEFT INTENTIONALLY BLANK



TRILITHIC
INNOVATIVE ENGINEERING

9710 Park Davis Drive
Indianapolis, IN 46235
(317) 895-3600
www.trilithic.com