TTN: Setup & Admin

Access

TTN Recording sessions are held at the Torch Centre, Corbridge Road, Hexham NE46 1QS.
They are scheduled on Thursday each week and the room is booked from 4pm to 6.30pm. The preceding class ends at 3.45pm allowing for a changeover. If the Torch Centre is locked, the front door key is in a key safe to the left of the door. The Team Leader should know the access code, which is also needed when locking up. If you are deputising for the TL ensure you know the code.
The truck is stored in the caretaker's office and is usually locked. TTN have access to a key, stored in the premises, the team engineer will know the location.
You will need three tables set up in the middle of the room, two with long sides pushed together and the third across the ends of the other two for the laptop. Check the tables don't creak when leaned on.
Put the blanket stored in the truck across the two facing tables.
Put out a **metal framed** chair for each reader and the engineer (the wooden chairs creak!)

Wallet Collection & Preparation

This part of the process may have been done in advance for you by one of our volunteers, in which case the returned and processed wallets will be stacked on top of the truck.

- ✓ Take two carrier bags from the truck to Chad House
- ✓ Enter the outer door and at the security door on the intercom press the middle button 'ECS Service'
- ✓ Explain you are from TTN and collecting the wallets
- ✓ You will hear the lock release or someone will come down to let you in
- ✓ If there is a problem ask to speak to Graeme Marsh (ECS manager) or Julie (ECS colleague)
- ✓ Once you're in the lobby you will see the TTN bin in the corner. Fill the two bags with the wallets and return to the Torch.

Processing the returned wallets can be done before the recording or after, while the labels are being scanned, according to the team's preference. The yellow wallets, with a yellow square on the label are 'Local', for listeners in Hexham. The red wallets, with a red square on the label are 'Forward' for listeners outside of Hexham, they are separated for the Royal Mail's processing.

- ✓ Remove all the labels from the wallets and carefully check for any notes from listeners.
- ✓ When a note is found write the *code number* from the label on the note
- ✓ If the note relates to the USB stick, attach the stick to the note with an elastic band or sellotape
- ✓ Set it aside by the laptop and send it in the outgoing Registrar's wallet.
- ✓ Sort the wallets into Yellow and Red piles and put the USB sticks in the plastic boxes labelled "Black' or 'Yellow'
- ✓ Pass all the returned sticks to the Administrator, there is no need to sort them, just have them all showing the barcode on the front.

Administering the Labels

It helps to have the things you need arranged around the laptop. Take the label drawer from the truck and place it to the left of the laptop.

Arrange the plastic containers '**Local**', '**Forward**', '**To Store**', and '**Destroy**' to the right of the laptop.

Tynedale Talking Newspaper and The Northumbrian

33aa Fix Date after import from labelmoves

torch

| Edit Suspends | Display Suspends | | Statistics |

Clear "To Print" Labels

Maintain listener data

Scan Returns   Issue TTN

Issue Northumbrian

Player Data

Database loaded from the Internet Server

78 TTN and 21 Northumbrian

46 TTN Local and 32 TTN Forward

There are 128 weeks of the Rota left

Next TTN Recording 10-07-2025

| View TTN Returns | View Northumbrian Returns | View All Returns |

It will take a few seconds to exit.

Exit

The Purge of old records, for GPDR, took 3.788819 seconds and deleted 0 labels, 0 labelmoves 0 listermaster, 0 listenerhist entries.

The listener database is stored on TTN's server 'in the cloud' and the Admin program automatically loads the information when it starts. It then takes a few seconds to purge the old records and progress is reported on the screen. When this finishes two options are activated - 'Issue TTN' or 'Issue Northumbrian' (to listeners who only receive The Northumbrian).

After the administration is completed and the program is closed the system carries out some housekeeping and then saves the new data back to the TTN Server.
In the unlikely event that the laptop was unable to connect to the internet a popup message will tell you that must inform Technical Support and that last week's data will be used.

✓ Plug a scanner / Barcode reader into the laptop
✓ Tell the engineer how many sticks are required, the number is on the screen, add a few spares
✓ Scan the label for the Registrar, keep it and the wallet to one side for now
✓ Scan each of the returned labels and place in the relevant container according to the screen and verbal instructions. Sometimes two copies are required for a particular person, hold these to one side
✓ After the last label has been scanned click 'All Returns Scanned' on the screen.

✓ In Blue on screen, the none returns names and # code will be displayed. Remove a label for that listener from the labels drawer and scan it. Follow the instruction given.
✓ If there isn't a label for that listener click on 'Hand Write Label'. Copy the listener details shown then click on 'Label Written.' Put a note in the Registrar's wallet saying what you've done.
❖ *You may see a pop up when the TTN has uploaded to the server, it's for info only and will auto-close*
✓ Continue until the laptop declares 'Job Done.'
✓ Take the 'Destroy' labels and any faulty sticks the engineer hands you and put them in the Registrar's wallet. If needed use a another wallet but don't scan the label.
✓ Put the duplicate returns from the 'To Store' box into the label tray in the correct place by # number and listener name.

Continue to Wallet Processing

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Wallet Processing

The wallet processing can be done simultaneously with the label processing and some form of production line usually emerges naturally. Be sure that each wallet has an address label inserted with the Listener's address visible and a USB stick placed in it.

- ✓ Put two mail sacks on the back of two chairs to make it easier to put the wallets in.
- ✓ Insert a label into an appropriate wallet Yellow for Local. Red for Forward
- ✓ Put a USB stick, from the sticks passed to you by the engineer, into each wallet (a few will need two sticks)
- ✓ Pass a USB stick to the Administrator to put in the Registrar's wallet
- ✓ Take any additional wallets you need or return unused wallets to the large tote boxes
- ✓ Put the yellow and red wallets into separate sacks.
- ✓ Tie a 'Local' or 'Forward' label to each sack (from the top drawer in the truck)

Packing Up

- ✓ Close the Admin program on the laptop by clicking 'Exit' and then 'Exit' again.
- ✓ Disconnect the scanner and put it in the plastic box in the truck
- ✓ Turn off the laptop by pressing the power button for a few seconds and then selecting 'Shutdown'
- ✓ Pass the laptop and Anker Speaker to the engineer to store in the truck.
- ✓ Store the blanket, card tray and tote boxes in the truck. The engineer will return the truck to the office and the office key to the kitchen.
- ✓ Take the sacks for dropping off at Egger
- ✓ Check the windows are closed and locked, turn off the lights in the room and at the main door
- ✓ Check everyone has left the building!
- ✓ Lock the main door and return the key to the key safe.

Delivering the Sacks to Egger

The sacks are dropped off at the gatehouse at Egger, Anick Road, Hexham NE46 4JS

/// winners.pumpkin.waged

It's manned 24/7 so it doesn't matter what time you arrive.

When you get to the Egger main gate turn right **(Beware the keep left island, there are two exit lanes on the right for lorries leaving Egger)** then turn right again towards the visitors' car park. The barrier will be opened for you. Take the mail sacks to the window at the left of the gatehouse building and pass them through the window.

The mail sacks will be collected from there by Royal Mail early on Friday morning. The Local sack will be sorted and usually delivered that day. The Forward sack will be sent to Newcastle for sorting.

Type to enter text
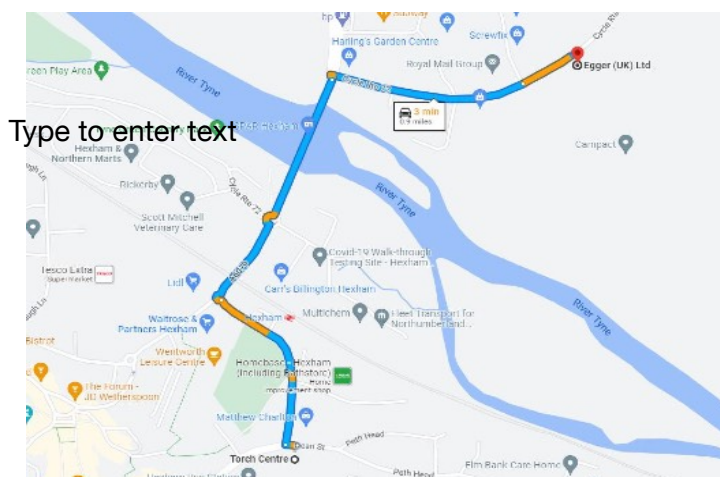
Additional Information and Tips

You can find all the guidance notes on the website at https://ttnweb.uk/volunteer.html (User: TTNVol Password: tTnvol2025). The recording schedule / rota is on the same page, so you can quickly check the magazine publication dates

The admin process may seem a bit daunting at first but the program on the laptop will guide you, just follow the on-screen and verbal prompts. See the list below

The results of the last four scans are shown on the screen with the most recent at the top. This is helpful if you are not sure you put the last scanned label in the correct container.

TTN email addresses	Used By
chair@ttnweb.uk	Chairman (currently Loraine Oliver & Mike Broadhurst)
secretary@ttnweb.uk	Secretary (Loraine Oliver)
info@ttnweb.uk	Registrars (Cathy Potter, Julie Renwick)
treasurer@ttnweb.uk	Treasurer (Mike Broadhurst)
vc@ttnweb.uk	Volunteer Coordinator (Donella Rozario)
web@ttnweb.uk	Website & Technical (Alan Ross)

Admin System Prompt	Action
Issue Local	Put it in the 'local' container
Issue Local Two Sticks	Keep aside and put two sicks in the wallet afterwards
Issue Forward	Put it in the 'Forward' container
Store Label	Keep aside and put two sicks in the wallet afterwards
Bad Scan	Rescan the label
This label has already been scanned, put it back into…	Put the label in the correct container
Keep the Registrar's label	Keep the label aside and use it to send any items notes or sticks collected to this week's registrar
Destroy	Destroy and dispose of the label
Job Done	All labels found. Process completed