

## Schedules

Schedules allow you to assign content to your Signage Players or Zones to be displayed on your digital signage screens. This can be done as Default Content, but scheduling gives you a lot more flexibility.

### Step 1: Creating the Schedule

To manage or create Schedules go to **Schedules** on the top navigation. You can also schedule content directly from the Screen Designer, which is covered in the Screen Designer guide.



Once the page loads you can modify any existing schedules or create new ones selecting **Add Schedule**.

SCHEDULES [Click here to view introductory guide](#)

**Add Schedule** Clear Inactive Schedule Schedule Overview

**Filter Schedules**

Zone: All Zones Player: All Players Name:

[Apply Filter](#) | [Reset](#)

**High Priority Schedules**

« 1 » 10 0 item in 0 page

« 1 » 10 0 item in 0 page

**Standard Priority Schedules**

« 1 » 10 7 items in 1 page

▼ Untitled Schedule		Repeat daily	13:00	240	
▼ dksjvhdfrjvgh by Mr Popplewell		Show once on Wed 13 Feb 2019	14:23	5	

Firstly, you need to select the Zone or Signage Player(s) that this Schedule will be applicable to. Select all that apply by clicking on them; they will be highlighted. You can select a combination of Zones and Signage Players.

## Edit Schedule High Priority

### Members

Select which zones and players for this schedule to apply to.

#### Select Zones

Lower School

Planet eSign

Ground Floor Zone

Mayfield School

Developer Zone

Floor 2

Demo Room

Main Corridor

Tom Webinar Zone

Putney High Zone 1

open day

Sport Hall

### Schedule Options

#### Select Players Select All

Filter Players

andrew

Android

Android AJM

BenAgain

BenTestReset

BenYetAgain

Compute Stick AJM

Conf Office

Library Screen

milb

Raspberry Pi

Raspberry Pi 2

retestPiBen

RPI 2 Test

Screen 3

testddd

TETA 2018

Top School Office

Save Schedule Cancel

Once you have selected the members that the schedule is applicable to, use the **Schedule Options** tab to define the timings for your Schedule.

The first three options are **Simple Schedules**.

First, select the Screen Design or Screen Loop that you want to display by clicking **Select Signage**.

Then select one of the following options from the **Schedule Type** dropdown.

**Set as Default** will always show the content on the selected Signage Players or Zones but sits lowest in the hierarchy and will always be overridden by any other schedule type.

**Show Now** allows you to show content for a defined duration immediately. For example, for half an hour starting from now. After half an hour the content will revert to the Default content.

**Show At** allows you to show content between two dates. Again, when this period ends the content will fall back to the Default.

When you have created your Schedule click **Save Schedule**.

The screenshot shows the 'Edit Schedule' interface. At the top right, there is a 'High Priority' indicator. Below the title, there are two tabs: 'Members' and 'Schedule Options', with 'Schedule Options' being the active tab. Under the 'Schedule Options' tab, there are two options: 'Simple Schedule' and 'Advanced Schedule', with 'Simple Schedule' selected. Below this, the 'Simple Schedule' section is visible. It includes a label 'Item to display' with a description 'Select the signage screen or loop to be displayed in the schedule.' and a green 'Select Signage' button. Below that is a 'Schedule Type' dropdown menu with 'Set as Default' selected. A descriptive paragraph states: 'Set the selected screen to be assigned as the default content to the selected members. This content will be displayed on the selected signage players when there are no schedules currently active.' At the bottom, there are two buttons: a green 'Save Schedule' button and a grey 'Cancel' button. Red boxes highlight the 'Schedule Options' tab, the 'Simple Schedule' option, the 'Select Signage' button, the 'Set as Default' dropdown, and the 'Save Schedule' button.

## Step 2: Advanced Scheduling

Advanced scheduling provides a great deal of additional functionality and flexibility in comparison to Simple Schedules. To access Advanced Schedules, click on the **Advanced Schedule** tab at the top.

In this you will need to give your schedule a name before specifying the item that you want to display. Do this by clicking on **Select Signage** and pick the screen design to display.

You can then specify what time of day you want the content to be displayed at. This will be displayed as 'on the hour' but you can also specify a time and also a duration in hours and minutes.

You can then specify a recurrence and you have a few options; the first is **Daily/ One Off**. If you leave it on daily the screen design will be shown every day at the time specified. If you want this to only happen as a one off, you can select the **One-Off** option and then select a date that you would like the content to be displayed on.

**Weekly** allows you to display content on specific days of the week and you can schedule this to repeat every so many weeks rather than every week. For example, you might have certain events that happen every two or three weeks so you can define a weekly rotation. You will need to specify a start week to make that work effectively. This is commonly used for lunch menus that rotate.

**Monthly** shows the content on a certain date of every month and date restriction will restrict the schedule to working between certain dates, such as the next semester.

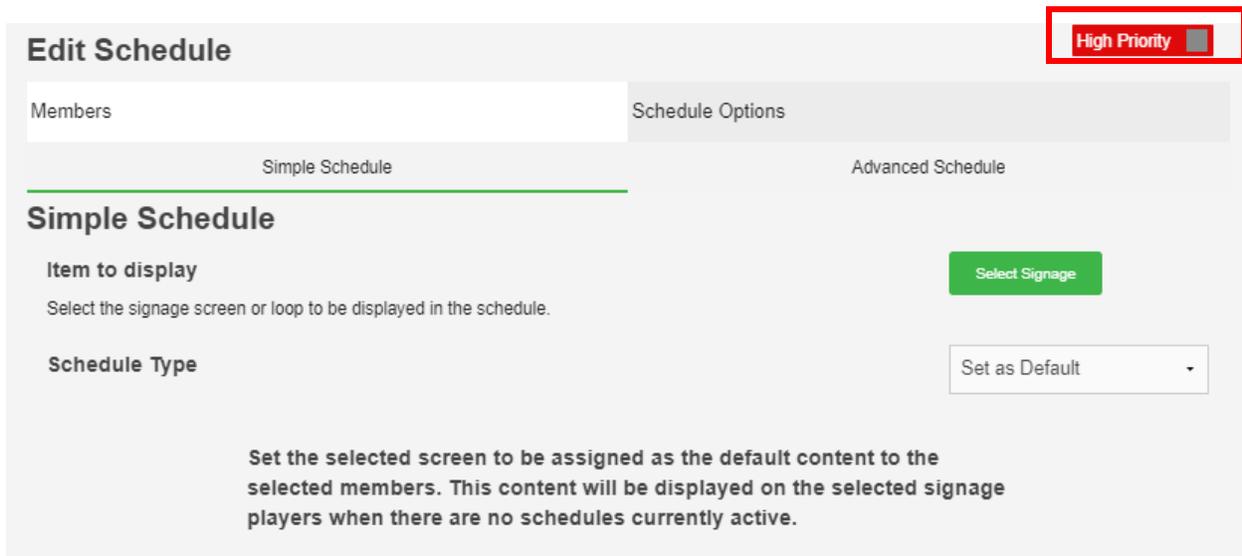
The screenshot shows a web interface for creating an Advanced Schedule. At the top, there are two tabs: 'Simple Schedule' and 'Advanced Schedule', with the latter highlighted by a red box. Below the tabs is the 'Advanced Schedule' form. The form includes several sections: 'Name' with a text input field; 'Item to display' with a 'Select Signage' button highlighted by a red box; 'Time of Day' with a text input field; 'Duration' with a text input field; 'Recurrence' with a dropdown menu set to 'Daily / One Off'; 'Daily / One Off Settings' with radio buttons for 'Daily' (selected) and 'One Off', and a date input field; and 'Date Restriction' with two date input fields separated by 'to' and an 'Apply during the dates' checkbox. At the bottom, there are 'Save Schedule' and 'Cancel' buttons.

The final option that you have is to set your schedule as **High Priority**.

If you set a high priority schedule it will override existing scheduling, which might ordinarily interfere with the new scheduling that you have set up.

For instance, you might have some scheduling that works for the next few months but you want to add a new schedule in to publicise a certain event. It will be inefficient for you to have to remove the existing scheduling to accommodate the new event so if you set that event as high-priority it will override the existing scheduling for the period of the schedule and then it will fall back to what was previously scheduled.

If you select **Save Schedule** it will then be shown in the high priority schedules.



**Edit Schedule** High Priority

Members | Schedule Options

Simple Schedule | Advanced Schedule

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**Simple Schedule**

**Item to display** Select Signage

Select the signage screen or loop to be displayed in the schedule.

**Schedule Type** Set as Default ▾

Set the selected screen to be assigned as the default content to the selected members. This content will be displayed on the selected signage players when there are no schedules currently active.

### Step 3: Overview

To see which content is scheduled to be displayed and when you can go to schedule overview. You can show the schedules based on zones or players and you can specify the week you would like to see. Any schedules that are in place will be shown on the overview.

