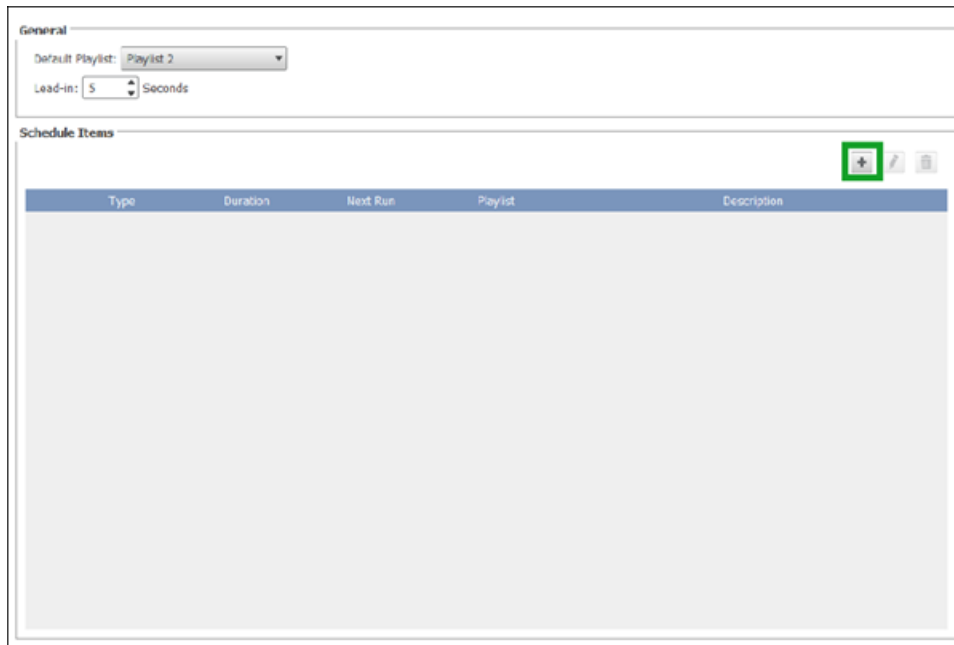


3. 3 Add a Schedule

To begin adding a schedule item, click the add button in the **Schedule Items** section of the editing panel



The screenshot shows a software interface for managing schedules. It has two main sections: 'General' and 'Schedule Items'.

General Section:

- Default Playlist:** A dropdown menu currently showing 'Playlist 2'.
- Lead-in:** A numeric input field containing '5' followed by a unit selector set to 'Seconds'.

Schedule Items Section:

- At the top right, there are three icons: a green square with a white plus sign (highlighted with a green box), a pencil icon, and a trash can icon.
- Below the icons is a table with the following headers: 'Type', 'Duration', 'Next Run', 'Playlist', and 'Description'.
- The table body is currently empty.

In the **Schedule** pop-up window that appears there are two tabs featuring settings that you will have to configure:

Schedule

Recurrence Date Time | Playlists

Description

Start Time: --:50:00 | Duration: --:30:00

☒ Recurrence

Recurrence Pattern

☒ Hourly
☐ Daily
☐ Weekly
☐ Monthly

This schedule item will be recurred on every hour between recurrence range.

Repeat every 1 hour(s)

Range Of Recurrence

Start At: ☒ Now ☐ 2021/6/25

End By: ☒ Forever ☐ 2022/6/25

OK Cancel

- **Recurrence Date Time** – This tab configures the times, dates, and frequency that your schedule item will be active. Go to *Recurrence Date Time Tab* for further instructions on configuring the **Recurrence Date Time** tab.
- **Playlist** – This tab configures which playlists will be displayed during the times set in the **Recurrence Date Time** tab. Go to *Playlist Tab* for further instructions on configuring the **Playlist** tab.