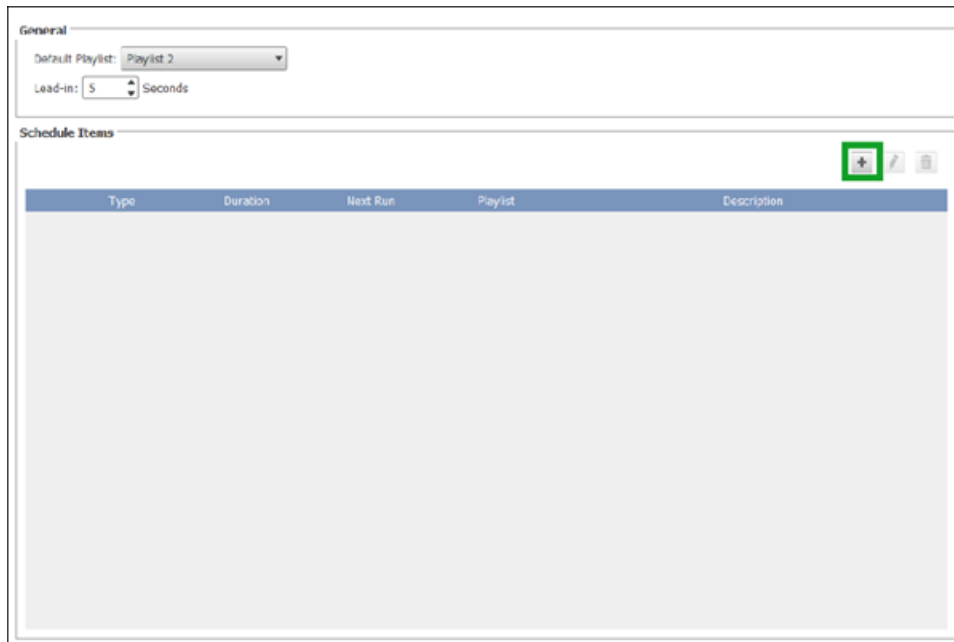


## 3. 3 Add a Schedule

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



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

The screenshot shows a 'Schedule' dialog box with two tabs: 'Recurrence Date Time' (selected and highlighted with a green border) and 'Playlists'. The 'Recurrence Date Time' tab contains the following fields:

- Description:** A text input field.
- Start Time:** A time selection field set to --:50:00.
- Duration:** A time selection field set to --:30:00.
- Recurrence:** A toggle switch that is currently turned on.
- Recurrence Pattern:**
  - Radio buttons for 'Hourly' (selected), 'Daily', 'Weekly', and 'Monthly'.
  - Text: 'This schedule item will be recurred on every hour between recurrence range.'
  - Text: 'Repeat every' followed by a dropdown menu set to '1' and the text 'hour(s)'.
- Range Of Recurrence:**
  - Start At:** Radio buttons for 'Now' (selected) and a date field set to '2021/6/25'.
  - End By:** Radio buttons for 'Forever' (selected) and a date field set to '2022/6/25'.

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

- **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.

## Tab “Recurrence Date Time”

Configure the following items in **Recurrence Date Time** tab:

The screenshot shows a 'Schedule' dialog box with the following elements:

- 1**: Description text input field.
- 2**: Start Time and Duration spinners. Start Time is set to 10:50:00 and Duration is set to 00:30:00.
- 3**: Recurrence toggle switch, currently turned on.
- 4**: Recurrence Pattern section. It includes radio buttons for Hourly, Daily, Weekly, and Monthly (which is selected). To the right, it says 'This schedule item will be recurred on every month between recurrence range.' and 'Repeat on date' with a spinner set to 31.
- 5**: Range Of Recurrence section. It has 'Start At' and 'End By' labels. For 'Start At', 'Now' is selected. For 'End By', 'Forever' is selected.

At the bottom right are 'OK' and 'Cancel' buttons.

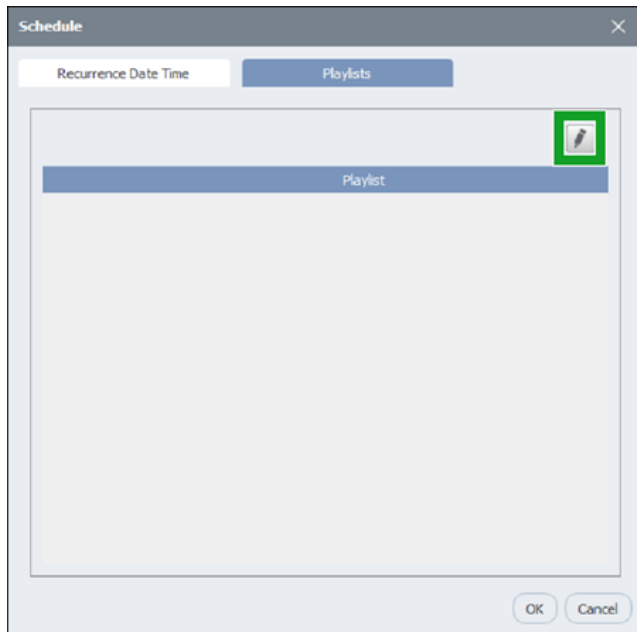
No.	Item	Description
1	<b>Description</b>	Enter the name or description for the schedule item.
2	<b>Start Time / Duration</b>	If the schedule item is a recurring event (if #3 is sent to <b>Recurrence</b> ), set <b>Start Time</b> to the time of the day when you want the schedule item to activate and then set how long you want the item to be active in the <b>Duration</b> field. If the schedule item is a one-time event (if #3 is sent to <b>Once</b> ), set the <b>Start Date</b> and <b>End Date</b> in the respective field.
3	<b>Recurrence / Once</b>	Set this item to <b>Recurrence</b> if you want the schedule item to repeat. Set this item to <b>Once</b> if you want the schedule item to be a one-time event.

4	<b>Recurrence Pattern</b>	If <b>Recurrence</b> is selected in #3, select one of the following options. <b>Hourly</b> – Schedules the event to occur every number of hours at the time entered in the <b>Start Time</b> field. Set the number of hours between each occurrence in the <b>Repeat every hour(s)</b> field. <b>Daily</b> – Schedules the event to occur every day of the week. <b>Weekly</b> – Schedules the event to occur on days of the week selected. <b>Monthly</b> – Schedules the event to occur at the date selected in the <b>Repeat on date</b> field for every month.
5	<b>Range of Recurrence</b>	If <b>Recurrence</b> is selected in #3, configure the following options: In the <b>Start At</b> field, select <b>Now</b> if you want the schedule item to activate immediately, or enter the date that you want the schedule item to be activated. In the <b>End By</b> field, select <b>Forever</b> if you want the schedule item to continue into the future, or enter the date that you want the schedule item to be deactivated.

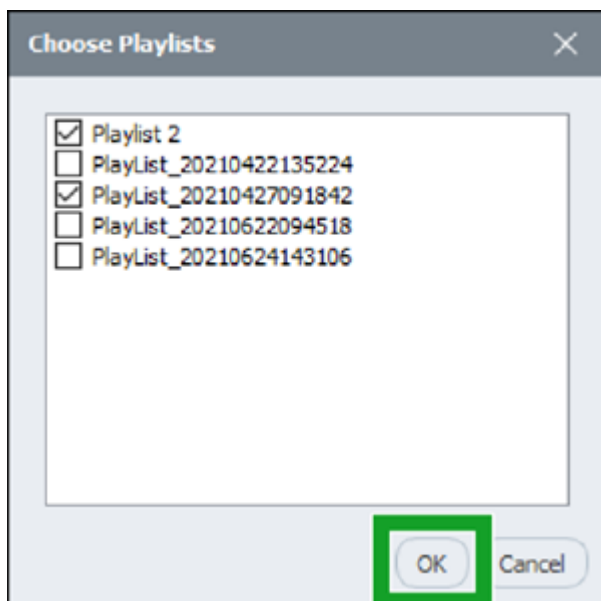
## Tab “Playlist Tab”

Follow the steps below to select the playlists that will be played during the times set in the **Recurrence Date Time** tab:

1. In the **Playlist** tab, click the edit button



2. In the **Choose Playlist** pop-up window, check all the playlists you want to be displayed and then click **OK**.



3. In the **Playlist** tab, click **OK**.

Schedule

Recurrence Date Time

Playlists

Playlist

Playlist 2

PlayList\_20210427091842

OK

Cancel