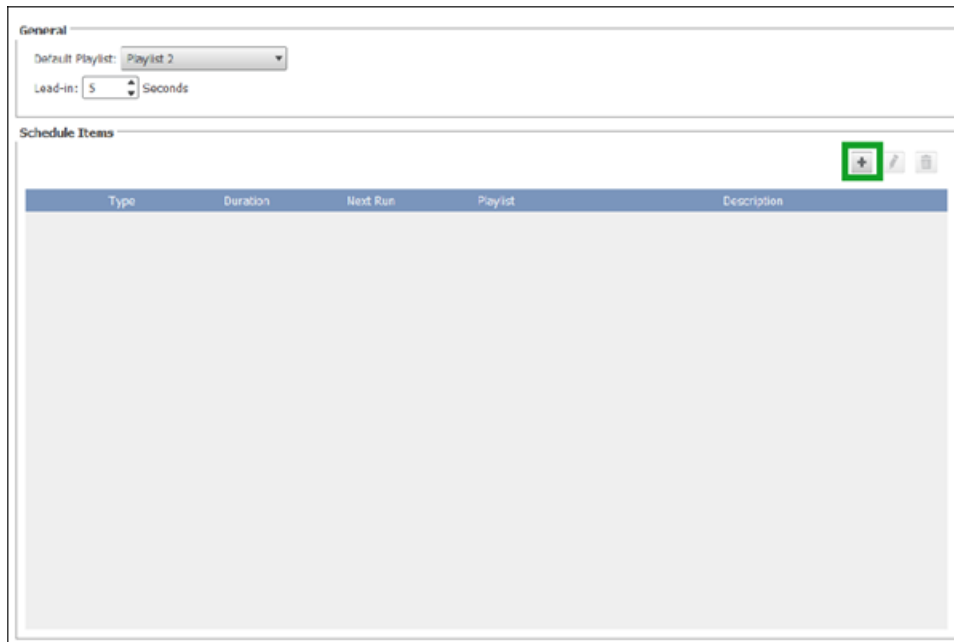


3. 3 Add a Schedule

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:

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.'
 - Field: 'Repeat every' with a dropdown set to '1' and the unit '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 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**: A text input field for 'Description'.
- 2**: Two time selection fields: 'Start Time' (set to 10:50:00) and 'Duration' (set to 00:30:00).
- 3**: A 'Recurrence' toggle switch, currently turned on.
- 4**: A 'Recurrence Pattern' section with radio buttons for 'Hourly', 'Daily', 'Weekly', and 'Monthly' (selected). It also includes a 'Repeat on date' dropdown set to '31'.
- 5**: A 'Range Of Recurrence' section with 'Start At' and 'End By' options. 'Start At' has 'Now' (selected) and a date dropdown (2021/6/25). 'End By' has 'Forever' (selected) and a date dropdown (2022/6/25).

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

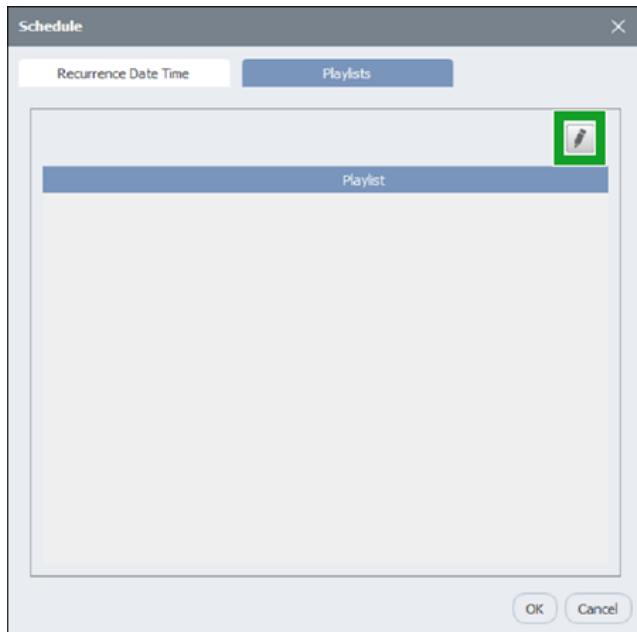
No.	Item	Description
1	Description	Enter the name or description for the schedule item.
2	Start Time / Duration	If the schedule item is a recurring event (if #3 is sent to Recurrence), set Start Time to the time of the day when you want the schedule item to activate and then set how long you want the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

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

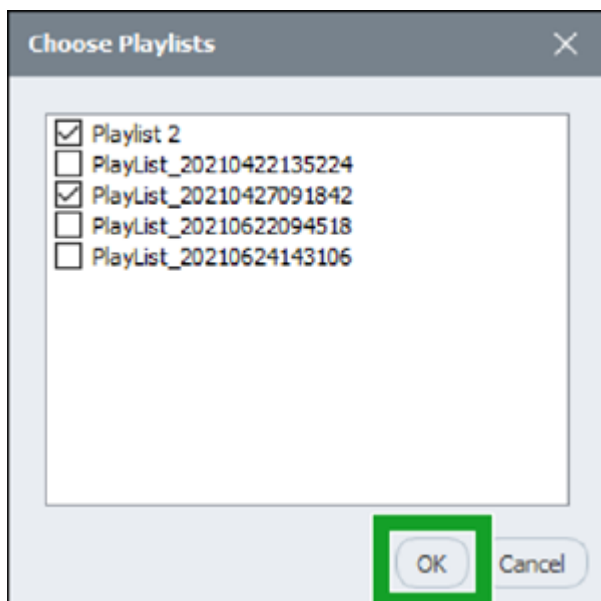
Tab “Playlist Tab”

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