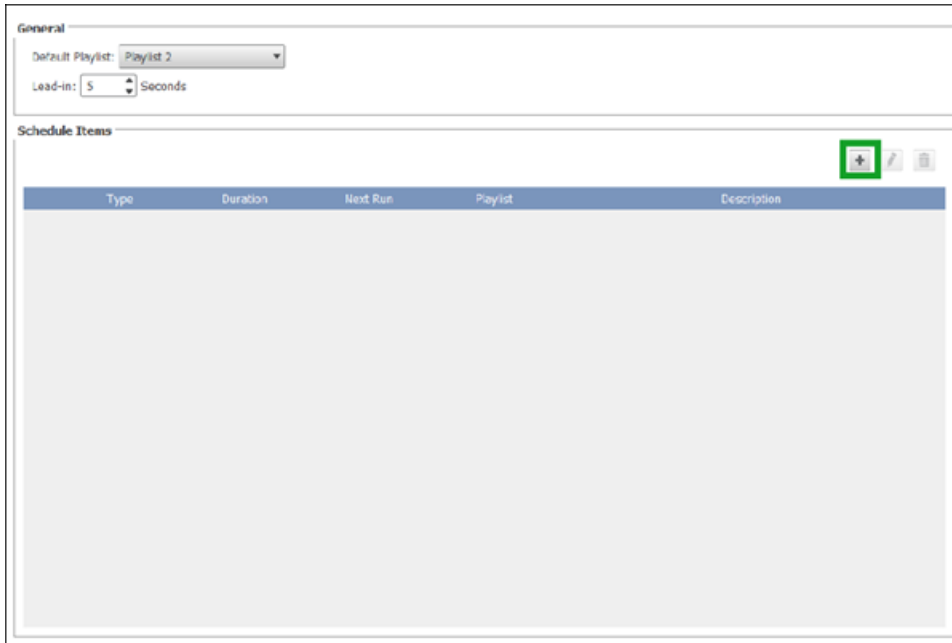
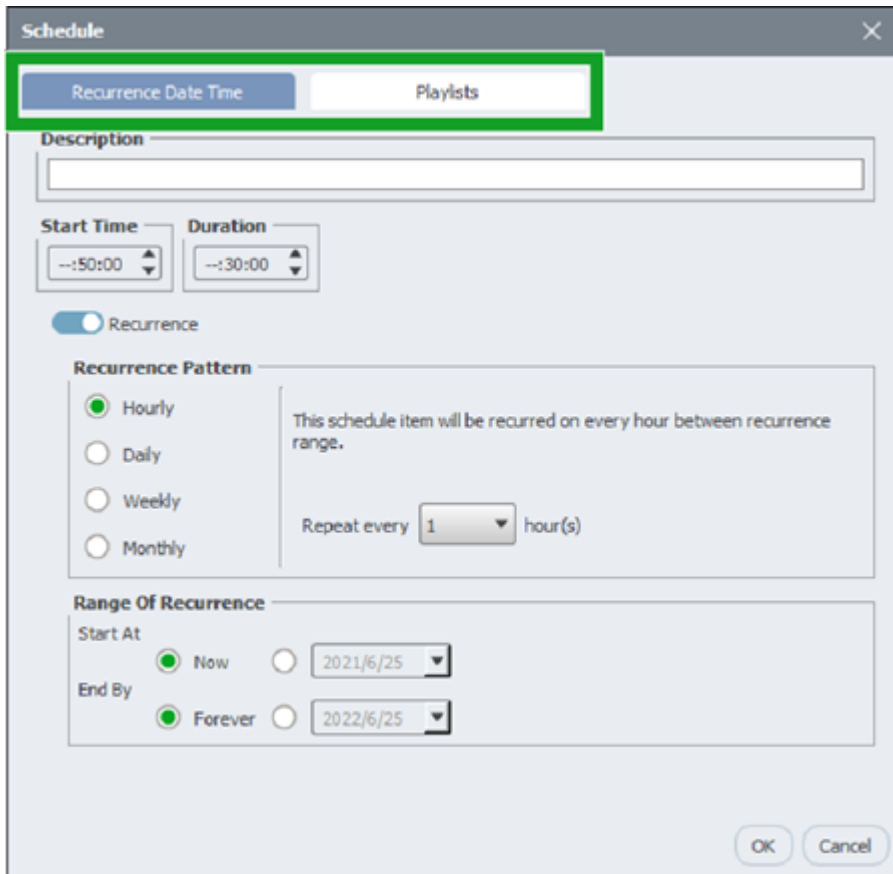


## 3. 3 Add a Schedule

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:



- **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 sections and callouts:

- 1** Description: A text input field for the schedule item's name or description.
- 2** Start Time / Duration: Two time selection fields. The Start Time is set to 10:50:00 and the Duration is set to 00:30:00.
- 3** Recurrence: A toggle switch currently set to 'Recurrence' (checked).
- 4** Recurrence Pattern: Radio buttons for 'Hourly', 'Daily', 'Weekly', and 'Monthly'. 'Monthly' is selected. A text box explains: 'This schedule item will be recurred on every month between recurrence range.' Below it is a 'Repeat on date' dropdown set to '31'.
- 5** Range of Recurrence: Fields for 'Start At' and 'End By'. 'Start At' has 'Now' selected. 'End By' has 'Forever' selected.

Buttons for 'OK' and 'Cancel' are located at the bottom right.

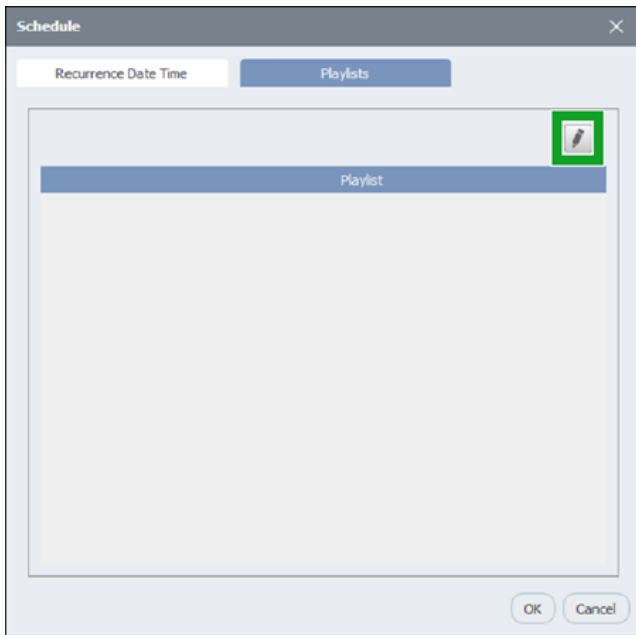
No.	Item	Description
1	<b>Description</b>	Enter the name or description for the schedule item.
2	<b>Start Time / Duration</b>	If the schedule item is a recurring event (if #3 is sent to <b>Recurrence</b> ), set <b>Start Time</b> to the time of the day when you want the schedule item to activate and then 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.

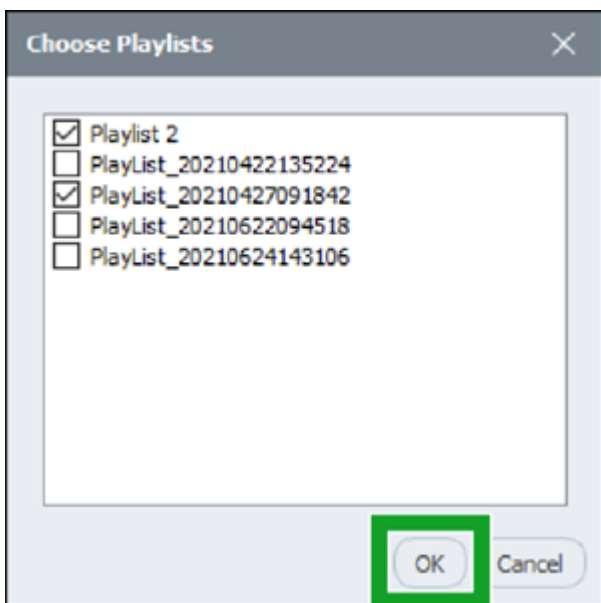
## Tab “Playlist Tab”

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**.

