

# Create Schedules

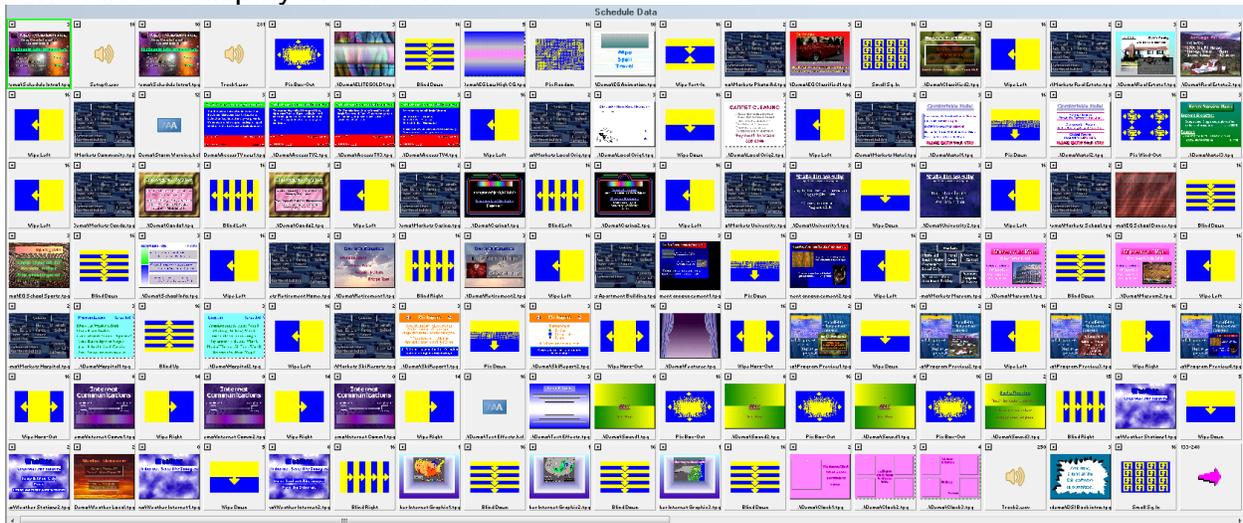
The Create Schedules section of the program is where the pages that are created in Create Pages are scheduled. There are four different areas.

Once a schedule is created, it can be run by going to the Main Menu, clicking on Run Schedule and selecting the schedule.

The first area is the Scheduler Commands Toolbar. This toolbar looks very similar to the Editor Commands Toolbar.



The second area is the Schedule Data area. This area is where the pages that are scheduled to display are shown.



The third area is the Wipes window. The Wipes window is where the wipes are scheduled from.



The fourth area is called the Files window. Pages can be scheduled from the Files window.



Notice there is a green “cursor” that appears in the Schedule Data area. All pages and wipes are inserted to the left of this cursor. To move the cursor left click on a different cell in the Schedule Data area.

Right clicking a thumbnail in the Schedule Data area will select the thumbnail. You can select multiple cells by right clicking and dragging or holding the CTRL key down and right clicking on thumbnails that are not consecutive. Cells that are selected are outlined in red.



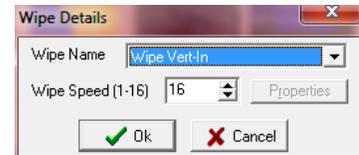
## The Arrow Buttons

There are arrow buttons that appear in the Files window, Wipes window and the Schedule Data area. Left clicking on the arrows will scroll one cell at a time. Right clicking will move up or down one line in the Wipes window and Schedule Data area. When you right click on an arrow in the Files window it will move the files over to the left or right one set at a time.

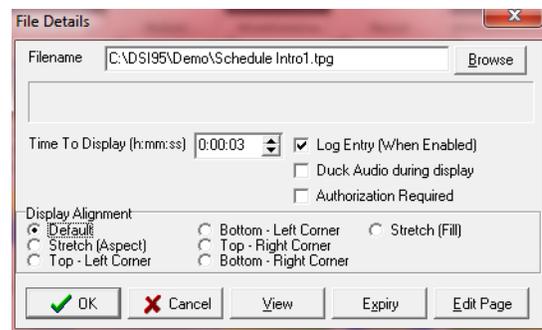
## Details

The entries in the schedule will appear with a small button in the top left corner.  This little button may appear to have a + in it. Clicking on this button will bring up the details on the entry.

For wipes, it will allow you to select a different wipe or adjust the speed of that wipe. 16 is fastest, 1 is slowest.



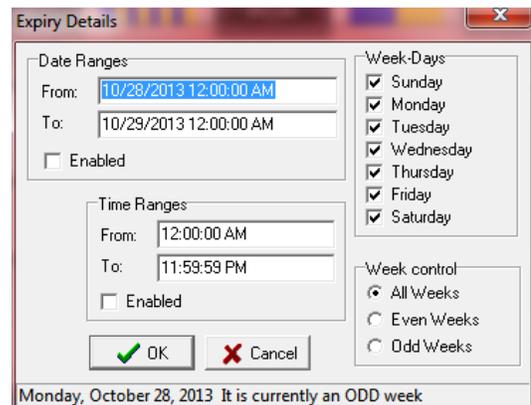
For pages, it will allow you to select a different page, adjust the page display time, set logging, set audio ducking, set authorizations, set the alignment, view the page, set a expiry, or edit the page.



Other less-common entries in the schedule will have different attributes that can be set through the use of the Details button.

## Expiry

This button needs more explaining as there is a lot it can do. Click on the Expiry button in the details window to set a Start/Expiry date and time. Start and Expiry Dates and times affect the times that a page will display. A date range window will appear. You have several different options which can be used. The page can be set for some or all of these options.



When all the settings are correct, click on the OK button. Click on OK in the details window as well.

Pages that have Start/Expiry settings on them will have a small dot appear in the schedule on the top of the thumbnail.  When a page is expired, the word expired appears in the thumbnail in place of the dot. 

To disable the Start/Expiry on a page, open the page details and then de-select the Enabled boxes or re-enable the Weekdays by left clicking in the appropriate areas.

## Date Range

The first option is to set a date range. The Date Range area is at the top left of the window. The date range authorizes the page to display only between certain dates and times. An example of where a date range can be useful is for events which will occur and you wish to promote. The passage of the event can be set to correspond with the

expiry time. Set the date and time that you would like to have the page first display in the **From** area. Set the last date and time that you would like the page to display at in the **To** area. Click on the **Enabled** box to enable the date range.

### Time Range

The second option is to set a Time Range. This option allows you have the page display only during certain times of the day. Pages that are advertising breakfast specials in the cafeteria or facility hours can be scheduled to display until the special or facility is closed. The Time Ranges area is just below the Date Ranges area. Set the **From** time as the earliest time you would like to have the page display and set the **To** time as the latest time that you would like to display the page. Click on the **Enabled** box in the time range area.

### Weekdays

The third option is to have pages display only on specific days of the week. Specials that are offered on different weekdays can be advertised only on days that you choose. Select the weekdays that you would like to have the page display on. The default is fully enabled on all weekdays. To de-select a certain day, left click on the check box beside the day (or the day itself) that you wish to disable the page on. There is **no** enabled box for the weekday section.

### Week Control

The last option is to select all weeks, even or odd weeks.

### Files Window

To schedule a page that you can see in the Files window, right click on the thumbnail of the file. This will insert the page into the schedule just to the left of the green cursor.

The Files window is also an interface for editing the files that appear in the files window. Holding the CTRL key down and left clicking on the thumbnail in the files window. A pop up menu will appear. You can copy, rename, delete or edit the file. You simply have to select the option that you would like to use.

You can also view a file in the files window by double clicking on it. Press Escape or left click with the mouse to return to the scheduler.

You can also make some changes on the way that files are displayed in the files window. Left click on the grey box with the drop-down arrow  on the title bar of the Files window. A pop-up menu will appear. The options in the menu include:

#### ***Change Directory***

This allows you to select a different folder to display in the Files window. Left click on the folder that you would like to see the files in and then click on **OK**.

#### ***Date Range***

This shows files that were created in a particular date range. The Time ranges area and the Weekdays area are not applicable here. Enter the from date in the From area and the to date in the To area. Click on the **Enabled** box to enable the date range then click on **OK**. To disable the Date Range, access the Date Range option and de-select the Enabled box.

#### ***Set Default Time***

This sets the default time for a page scheduled from the Files window.

Adjust the value by typing in a new value or by using the small up and down arrows and click on **OK**.

### ***Make Thumbnails***

If files have been copied into a folder and the thumbnails do not appear, then choose this option to create thumbnails for them.

A pop-up confirmation screen will ask if you want to make thumbnails for all files in the folder. Text Page files (.tpg) and many graphics files (.jpg, .gif and .bmp) will have thumbnails created as well. Note: gif files are limited to non-animated and non-transparent.

### ***Refresh***

If some of the files have been removed, but you can still see the thumbnails for them, then choose this option to remove the unwanted thumbnails.

Select Refresh to immediately refresh the view in the files window.

### ***Filter***

This lets you choose whether you want to see everything in the folder selected or just specific file types.

Select the filter you want to see.

### ***Sort Method***

You can choose the order in which to sort the thumbnails: by name, date, size, or file type.

Select the sort method you want to see.

## **Wipes Window**

To insert a wipe, right click on the wipe thumbnail. This will insert the wipe into the schedule just to the left of the green cursor. The random wipe will randomly select a wipe and insert it into the schedule. The Page Bang wipe is the same as not using a wipe at all.

You can also make some changes to the wipe settings. Left click on the grey box with the drop-down arrow  on the title bar of the Wipes window. A pop-up menu will appear. The options in the menu include:

### ***Setting Default Speed***

You can select a speed for the wipe from 1 to 16, where 16 is the fastest and 1 is the slowest. Click on **OK**.

You can also preview a wipe by double left clicking on it.

### ***Auto / Manual***

Setting this will put a check mark beside it to show it is turned on. It will automatically add a wipe after a page that has been entered into the schedule.

### ***Auto Wipe***

This lets you set what the automatic wipe will be. Choose None to not insert a wipe or Current to choose the wipe that is currently selected in the list.

# Scheduler Commands

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## Main Menu button

You can go back to the Main Menu with this button.



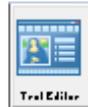
## Create Crawls button (all products except TEBBS)

You can move directly to Create Crawls by clicking on this button.



## Create Pages button

You can move direct to Create Pages by clicking on this button.



## New Schedule button

Use this to create a new schedule.



## Load Schedule button

Use this to load an existing schedule.



## Save Schedule button

Use this to save your schedule. If you want to keep the same name, just click on the SAVE button. If you want to change the name of the schedule, enter the new name in the FILE NAME field and click on the SAVE button.



## Erase Schedule button

You can delete a schedule with this button. Just browse for and select the schedule you want to delete and click on the OPEN button. You will be asked to confirm your choice.



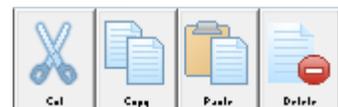
## Print button

You can print a text version of the schedule to a printer by clicking on this button.



## Cut, Copy, Paste and Delete buttons

Entries that are selected, by right-clicking on one entry or by CTRL-right-clicking on several entries, can be deleted, cut or copied. Simply click on the Delete, Cut or Copy button. The **Delete** button will remove the entries from the schedule. **Cut**



will remove the entries from the schedule but allows the entries to be pasted elsewhere. The **Copy** button does not remove the entries that are selected, but puts them on the clipboard to be pasted elsewhere.

To paste entries, left click to move the cursor to the location where you would like the entries to appear. Then click on Paste. The entries will appear in the same order as they were when you cut or copied them. Even if the entries were not consecutive when the entries were cut or copied, they will be pasted in a group.

## Undo button

This will undo the last change made in Create Schedules.



## Test button

The test button works with entries selected or with no entries selected. The test button allows you to see if the schedule works correctly. If there are entries selected, those entries will be tested. If there are no entries selected, test will test the entire schedule. Left click to use the Test Button.



## Package button

The Package button lets you put pages into a group which can then be copied to other places in the schedule. For example, if you had 3 pages that were used for Station Identification, then they could all be put into a Package and the package copied to several locations in the schedule.



Give the Package a name and click on OK to insert the Package into the schedule. Double-click on the Package to open it. Insert pages into the package and then go back to the main schedule by double-clicking on the first entry in the package.

## Repeat Block button

The Repeat Block button lets you put pages into a group and tell this group to repeat itself X number of times or minutes.



Give the Repeat Block a name and set how many times or minutes you want the block to repeat for. Double-click on the Repeat Block to open it. Insert pages into the Repeat Block and then go back to the main schedule by double-clicking on the first entry in the Repeat Block.

## Find and Replace button

The Find and Replace button can be used to replace a string in the file properties with another. This allows you to use similar file names and then replace a group of files with a new group very quickly. Also handy if files are moved from one location to another, as you can search for the old path and replace it with a new path. You can also use this utility to locate the expired pages.

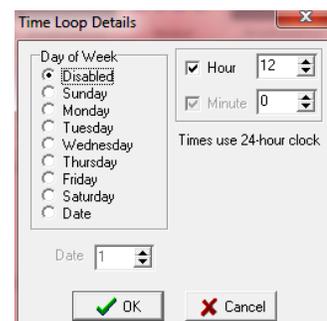


## Time Loops button (all products except TEBBS)

Time loops create regions of time. In order to set up a time loop, you must have at least two time loop entries in the schedule. The first time loop should appear at the start of the schedule. The time that is set in the time loop forces the schedule to start at that particular time. The second time loop causes the next section of the schedule to start at the time that the second time loop is set for.

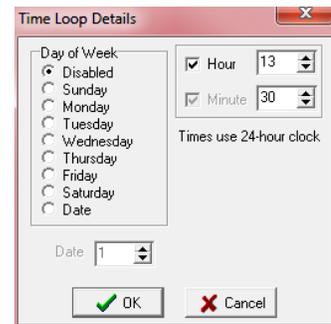
Example:

You have some pages that you want to run over the noon break. You want the rest of the schedule to display the rest of the time. Start with a time loop. This time loop is set for 12:00 PM. The pages that are going to run at noon are placed next.



The second time loop is set for 1:30 PM. The pages that are to display the rest of the time are placed after this second time loop.

There are two regions of time that are created. The first region is defined by the first time loop to the second time loop. This region covers 12:00 PM to 1:30 PM. The second region of time runs from the second time loop around to the first. This region of time is from 1:30 PM to 12:00 PM (the next day). The more time loops that you use, the more regions of time that are defined.



To insert a time loop click on the **Time Loop** button. Next click on the **Details** button of the time loop entry. A window will appear that will allow you to set the hours (and minutes). Set the time for the time loop and click on **OK**.

### Contact button

The Contact button is used to send or receive contact closures. This can be used to trigger an external device or to trigger the schedule by an external device. An additional hardware cable is required for this option.



### Info button

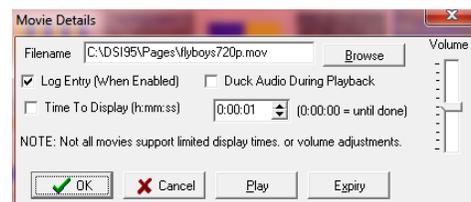
The Info button can work with selected pages and wipes or on the entire schedule to provide information about the selected entries or the entire schedule. An example of what all is included appears to the right.



	This Schedule	Sub-Schedules	Total
Total # of Pages	154	0	154
Total # of Wipes	87	0	87
Estimated Time	0:08:23	0:00:00	0:08:23
# of Expired Pages	0	0	0
Expired Page Display Time	0:00:00	0:00:00	0:00:00
# of Pages With Expiry, but not Expired	0	0	0
Total Number of Time-Loops	0	0	0
Entries in Packages/Repeat Loops	0	0	0
# of Sub-Schedules	0	0	0

### Video button (Elite2000 & ELITEGOLD only)

You can insert video files into the schedule. The video will be stretched to full screen while keeping its aspect ratio so depending on the size of the video there may be black bars on the top & bottom of the screen. The time for the video file will default to 1 but if you click on the Details box it will show you that it is going to play the entire video. You can still adjust the time to display to be less than the length of the video by checking the “Time To Display” box and setting the time.

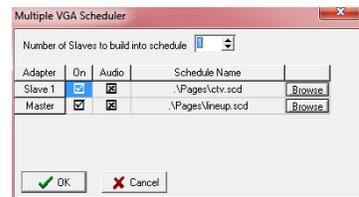


### Multi-VGA Schedule button (requires purchase of extra channel)

When an additional channel is purchased it allows you to display two different schedules on two monitors or display one schedule while doing off-line editing. You create a master schedule that looks like the one on the left. The first entry is the Slave Channel 1 which displays on the secondary desktop. The second entry is the Master Channel 0 which displays on the main Windows Desktop. For customers who also run the Lineup program, the Master Channel 0 is where Lineup has to run.



You can setup the Multi-VGA Schedule to look like the example shown here. Use the Browse buttons to select the schedule that is to display for each channel.



## Sound button

The Sound Button is used to insert a sound file into the schedule. MP3 and WAV files can be used. The sound file play over several pages until it finishes or another sound file is started.



## Sub-Schedule button

It is possible to reference different schedules within a single main schedule. If you have several small schedules, each of these can be entered into a main schedule using the Sub-Schedule button.



Click on the Sub-Schedule button. An Open schedule window will appear. Select the schedule that you would like to use as a Sub-Schedule.

Sub-Schedules are useful to organize parts of a schedule into groups. You can schedule pages concerning specific subjects together. Class schedule information can be in one schedule, facility information in another and special events can be in a third, etc. The hassle of finding a particular entry in the schedule can be lessened by keeping information together in this fashion. You can also edit a Sub-Schedule from within the main schedule by double clicking on the Sub-Schedule in the schedule data area. You are only allowed to have one level of Sub-Schedules. (You cannot have a Sub-Schedule within a Sub-Schedule). Make sure to save the Sub-Schedule after making changes. Please note that no confirmation will appear to let you know that your changes were saved.

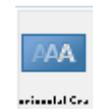
## Analog Clock button

The Analog Clock button inserts an analog clock entry into the schedule. You can set the number of seconds for the clock to display and the clock can be set to appear in different locations to prevent burn in on monitors.



## Horizontal Crawl button

The crawl is created in its own editor, but the display properties of the crawl are set in the Schedule pages section. Please refer to the Create Crawls section of this manual for details.

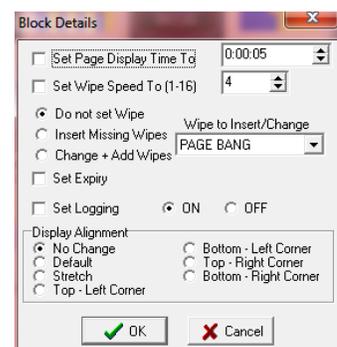


## Block Detail button

As the button indicates, this works with selected entries in the schedule. (Right-click to select entries.)



The block details button allows you to set the time, wipe speed, Start/Expiry settings and several other settings on several entries that you would like to alter to have the same values. If you had several pages and wipes selected and you would like to have them display for a longer period than the default time and have a slower wipe speed, you can select them and then click on the Block Details button. The block details window will appear. You can adjust the time and speed for the pages and wipes. Make sure to select the check box on the Page Display Time



and Wipe Speed selections in order to make your changes take effect. The default values are entered as a starting point for the values in the Block Details Window. To set the Start/Expiry settings, click on Set Expiry. The Start/Expiry window described earlier will appear. Set the settings as you would like and then click on **OK**. Click on **OK** to make the settings take effect on the selected pages and wipes.

### Manual button

The manual button can be used to create a directed presentation. You can use the SPACE bar or Down Arrow to proceed through the schedule. You must put in a manual entry in every spot where you would like to click to proceed.



### VCR button (ELITE2000 & ELITEGOLD only)

The VCR button is used with an optional VCR controller interface as noted in the main menu overview and the VCR control button from the Main Menu.



### Entry button

The Entry button can be used to insert a page or graphic from a different file location without changing the files window. Click on the **Entry** button and then select the page or graphic that you would like to insert into the schedule. Click on **OK**.



### Password button

The password button allows you to set a password to get out of displaying the schedule. Put this entry at the start of the schedule because it does not take effect until the Password entry is encountered in the displaying of the schedule.



### Migrate Schedule button

This tool is very useful for bringing pages and/or graphics together into one folder.

Choose the schedule to migrate, the method of migration, where to put it, whether to keep the same page size or change it, and the method in which to migrate the graphics and where to migrate them to.



### Comment button

The Comment button allows you to put a comment on a page. This comment will show in the schedule and can be moved around. It may be useful for making notes on different parts of the schedule. Comments are not seen when the schedule is playing.



### Powerpoint button (ELITEGOLD only)

The Powerpoint button lets you insert a Powerpoint presentation IF the presentation is saved in the 1997 file format AND if you have two patch files installed for this. If you are not able to save a presentation in this format you can instead save each Powerpoint slide as a JPG file and then insert the JPG files onto pages and put them in the schedule.



### **Fix button**

The Fix button is designed to correct some issues in the schedule that might occur. Do not use this button unless instructed by a DSI support person.



### **Internet button (ELITEGOLD only)**

Use the Internet button to display a web page for the time specified. Type in the URL field: www.mywebpage.com



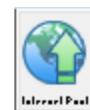
### **Redo button**

This will redo the last change made in Create Schedules. It currently does not function.



### **Internet Post button (ELITE2000 & ELITEGOLD only)**

Use this feature to send the schedule to an internet location. For more information please ask a DSI support person.



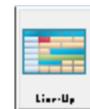
### **Protect button**

The Protect button will prevent you from changing the schedule. An image of a lock appears on each of the schedule entries. It currently does not function.



### **Lineup button**

Use this entry to cause the DSI Software to run the Lineup program. This entry needs to be first in the schedule.



### **Split Region button (ELITEGOLD only)**

Split Region allows you to divide the screen into independent areas where the different schedules can be run. In the case of a 3-region schedule you may display the weather in one region, community announcements in the second region, and advertisements in the third region. Please ask DSI Support for more details on how to set this up.



### **Templated Text Import button**

This button is used to read basic text files which are put onto a pre-existing template page. Please ask DSI Support for more details on how to set this up.

