



## CodaSign User Guide Using Schedules

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# Using Schedules

The scheduling feature allows you to select and play different content at specific times of the day, week, month, or year. This is particularly useful for waiting rooms that serve different groups, as it enables you to display media tailored to the audience present at any given time.

## Creating a new schedule

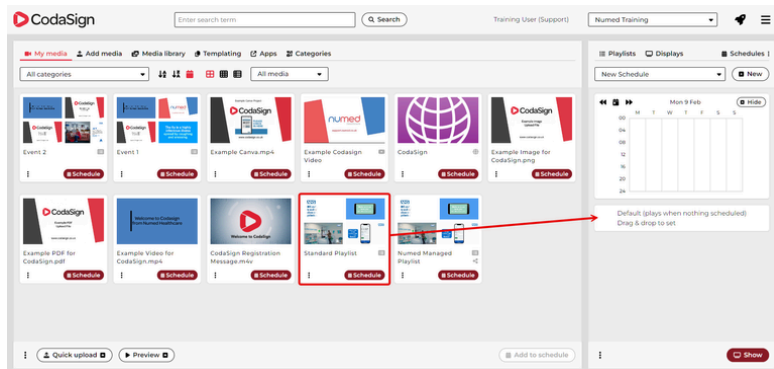
1 To access schedules, click 'More'.

2 Click on 'Schedules'.

3 Click on 'New'.

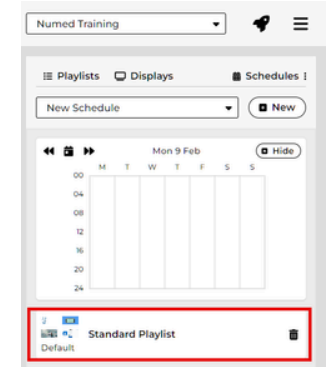
4 Give your schedule a name and then click 'Add Schedule'.

5 Next, choose the playlist or media you want to set as your default. The default content will play whenever nothing else is scheduled, preventing the screen from going blank. To set this, drag an item from any media location — 'My media', 'Media library', 'Templating', or 'Apps' — into the 'Default' box on the right.



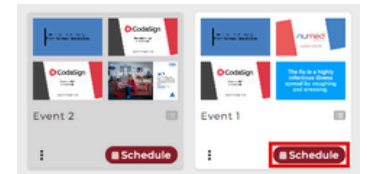
6

Once the default has been set, it will show in the highlighted box.



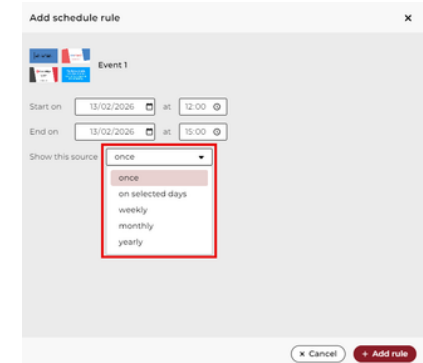
7

To schedule the next piece of media, click 'Schedule' under a piece of media.



8

Set the first day and time you would like this media to start playing. Also set the day and time you would like it to finish playing.

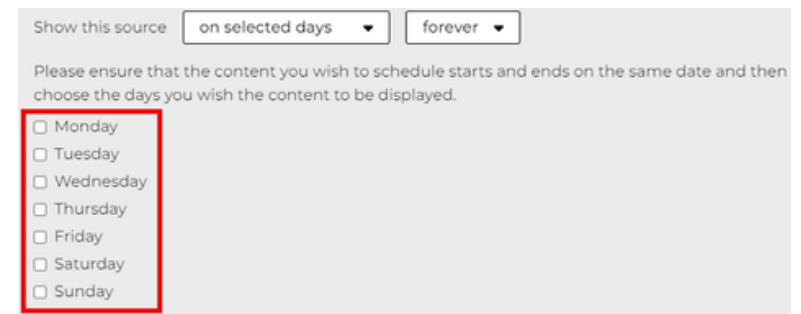


9

Now we can choose how often this gets repeated.

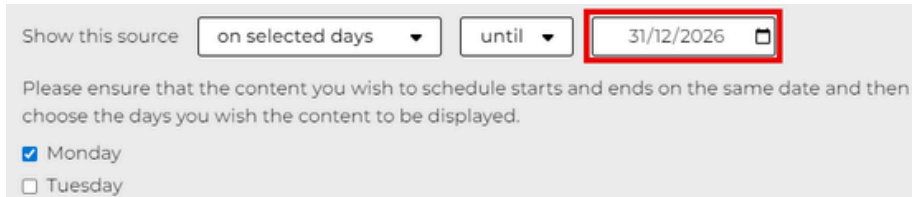
10

If you choose 'on selected days', you will be able to choose which days of the week you wish this media to play. Skip to step 11 if you selected any of the other options.



## Editing a schedule

- 11 With all the 'Show this source' options, you can choose to run the schedule of this media forever or select 'until' and set an end date.



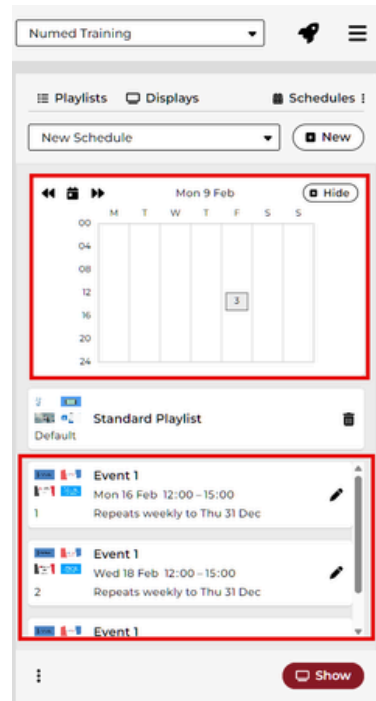
- 12 Click 'Add rule' to save.

- 13 Your schedule rule will then be listed.

- 14 If you look at the calendar, you will see when you have items scheduled.

- 15 Repeat steps 7 to 12 to add any additional media to your schedule.

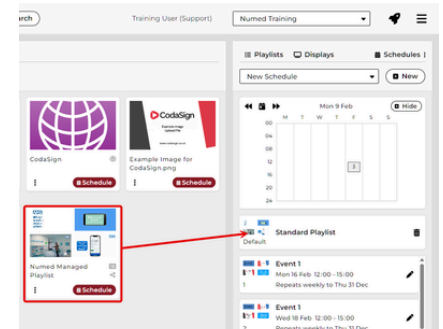
- 16 To get your schedule playing on the display click 'Show' and select the required display.



To overwrite the default media, drag and drop a new piece of media over the existing default.

To remove the default media, click the bin icon.

To update a scheduled rule, click the pencil icon.



Once you've made your rule changes, click 'Update rule'.

To delete your schedule rule, click on the rule so it highlights pink, then click the 3 dots. Select 'Delete rules'.

The 3 dot menu will also allow you to rename the schedule, create a copy or delete the schedule.

