

# Scheduling Layouts

## Introduction

Layout schedules are playlists that contain one or more layouts that will be displayed at a specific date and time.

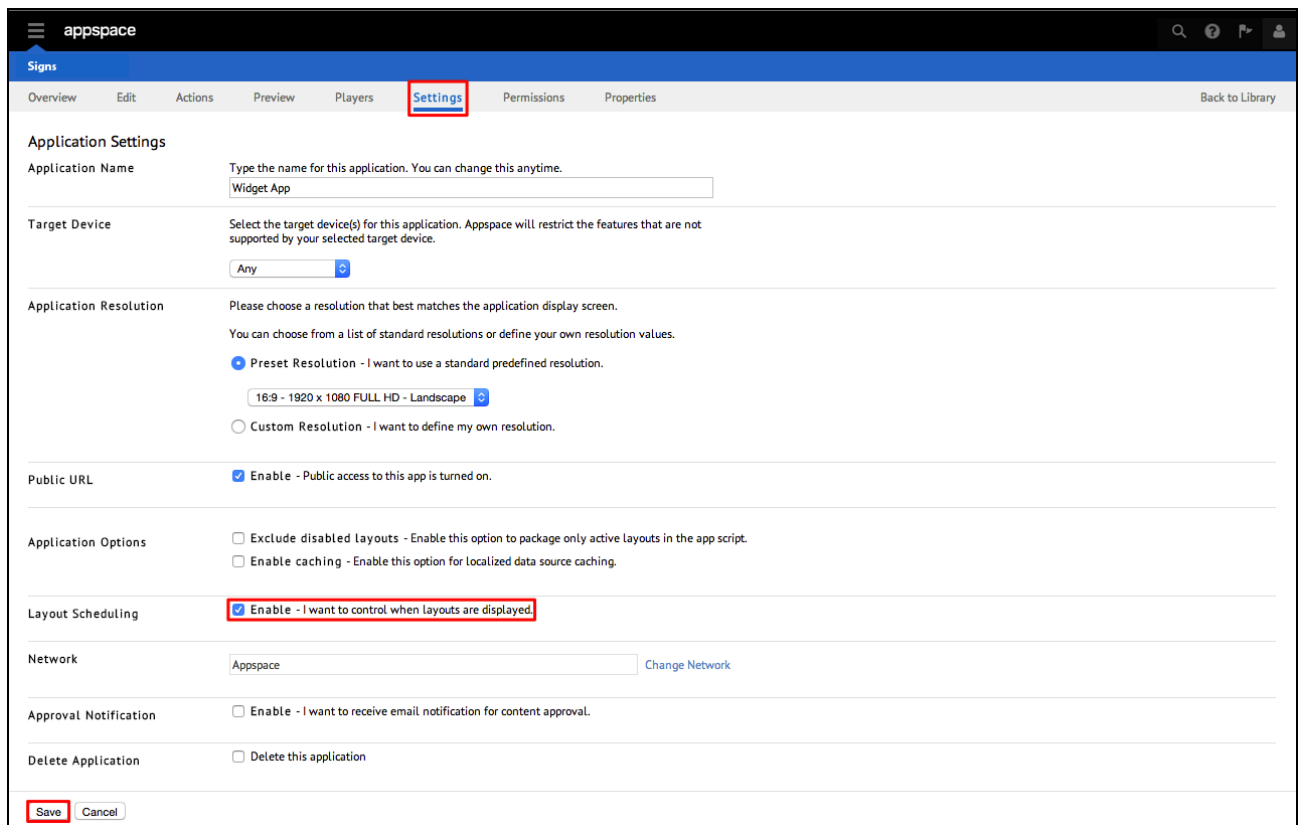
This article provides the instructions to enable, create, and delete layout scheduling.

- Enabling Layout Scheduling
- Creating a Layout Schedule
- Deleting a Layout Schedule

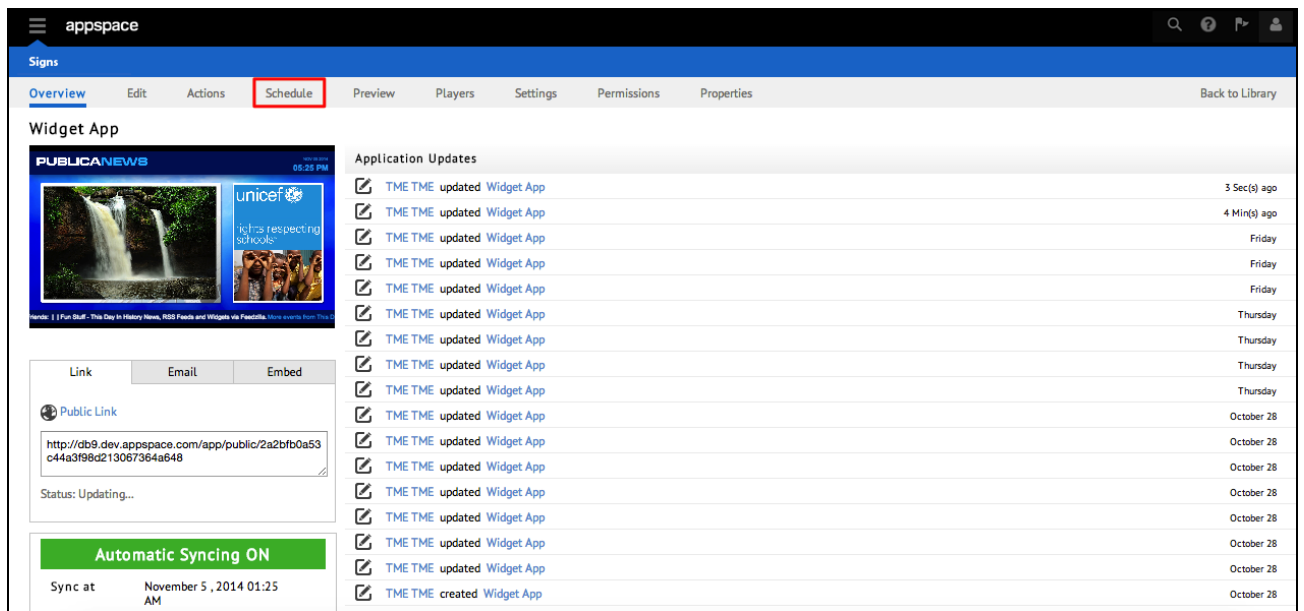
## Enabling Layout Scheduling

To enable Layout Scheduling, please follow the instructions below:

1. By default, layout scheduling is disabled in Appspace. Advanced users who wish to schedule layouts based on date and time may enable scheduling by going to the Settings tab on an application, check the box for Layout Scheduling and click Save.



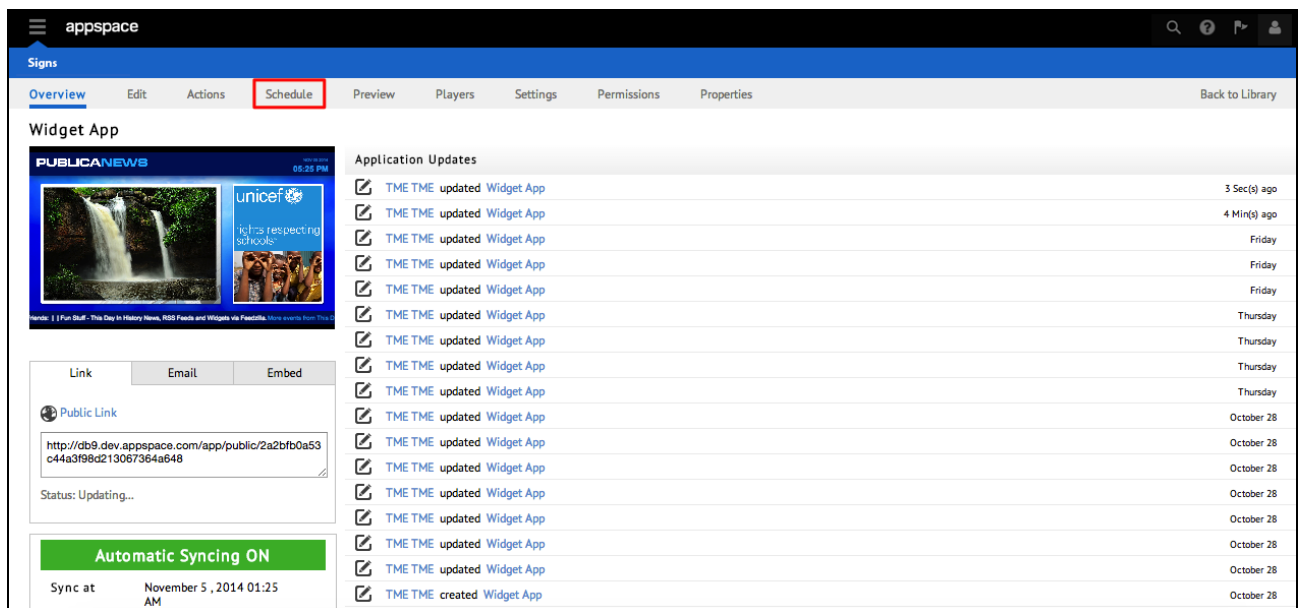
2. Once scheduling is enabled, the Schedule tab will become visible.



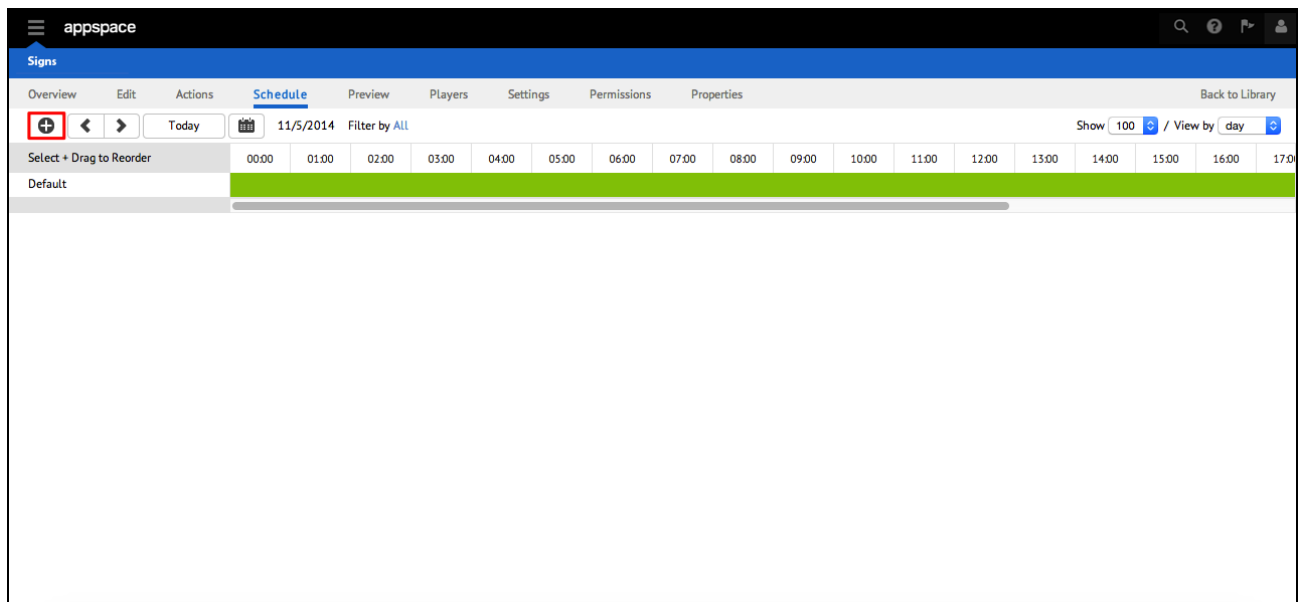
# Creating a Layout Schedule

To create a layout schedule, please follow the instructions below.

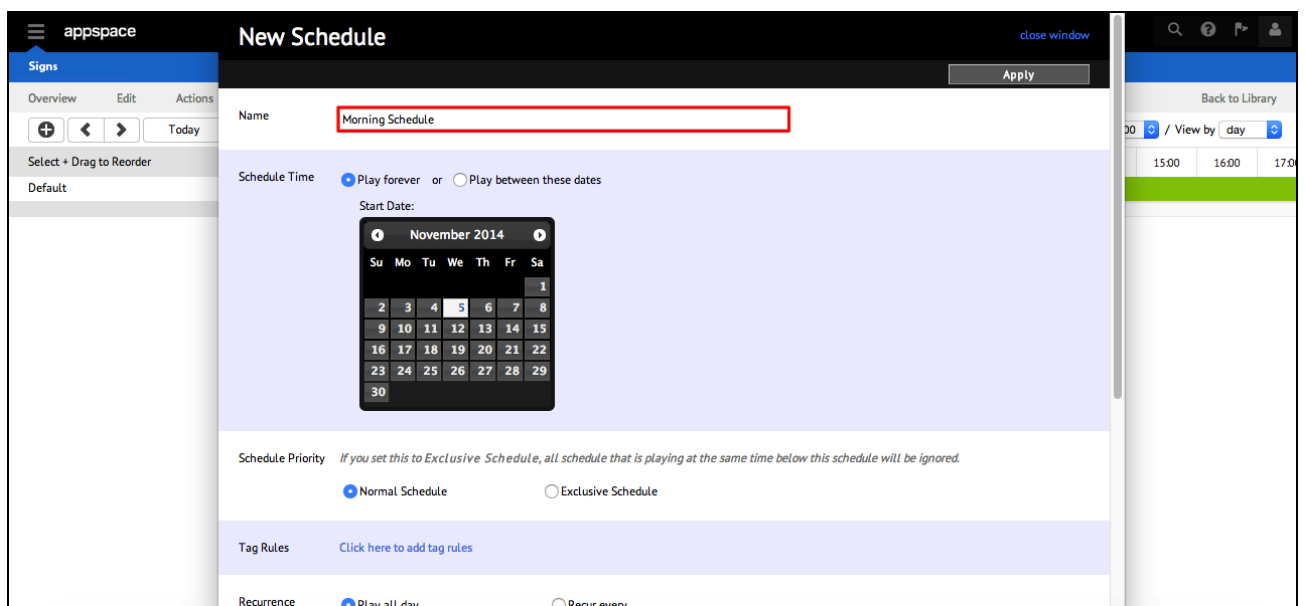
1. After selecting your application, click the Schedule tab.



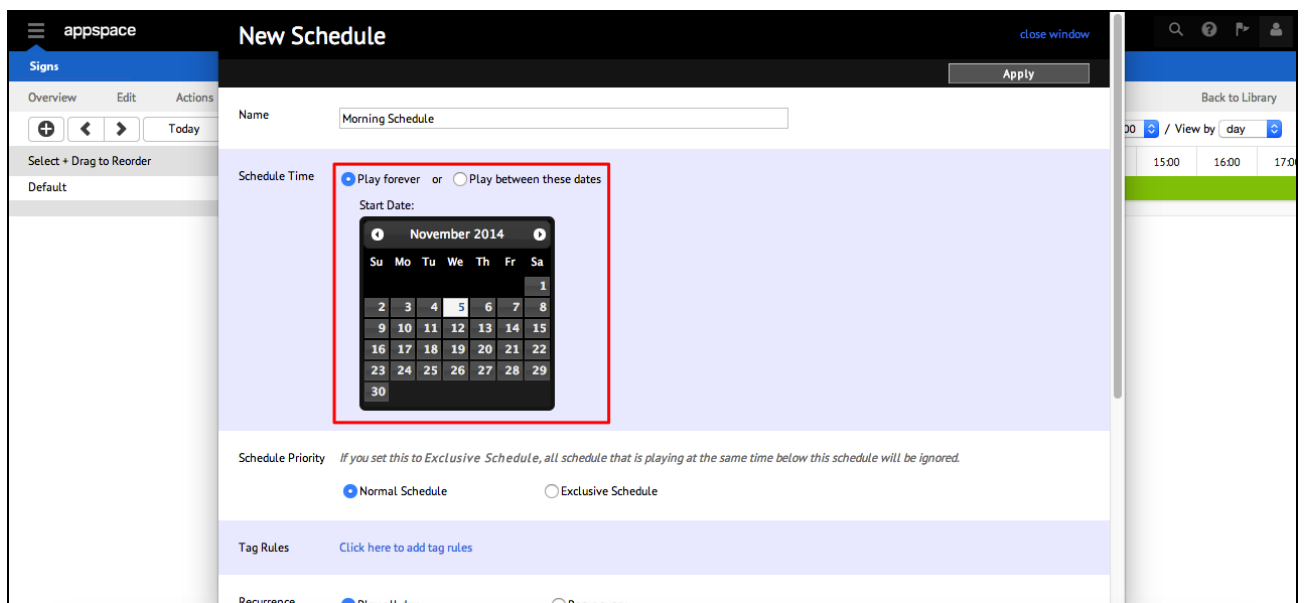
2. Click the Add button to add a new schedule.



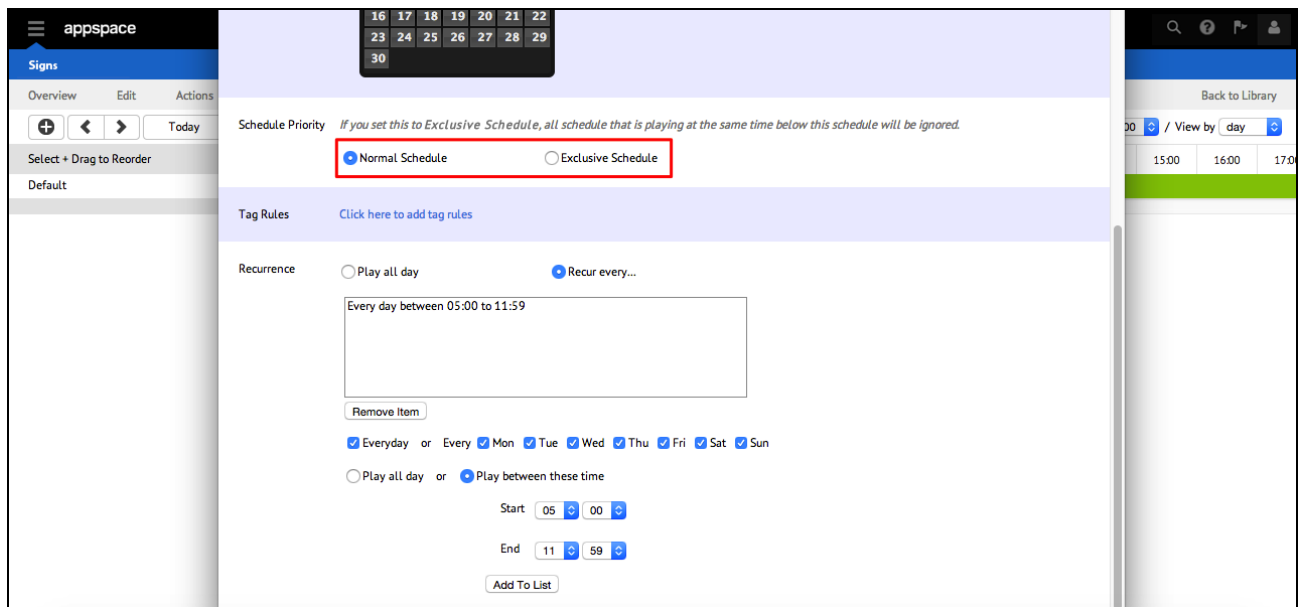
3. Fill in the name of the schedule.



4. Select the Schedule Time. 'Play forever' loops the schedule while 'Play between these dates' allows you to configure a start and end date for the schedule.



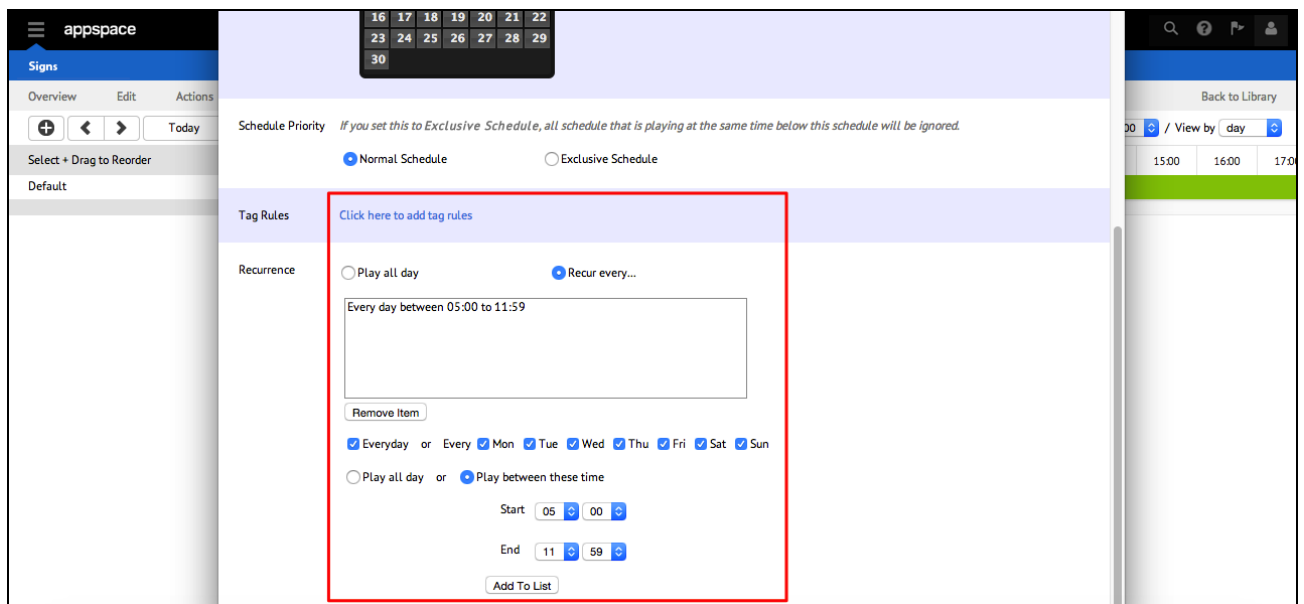
5. Select the schedule priority.



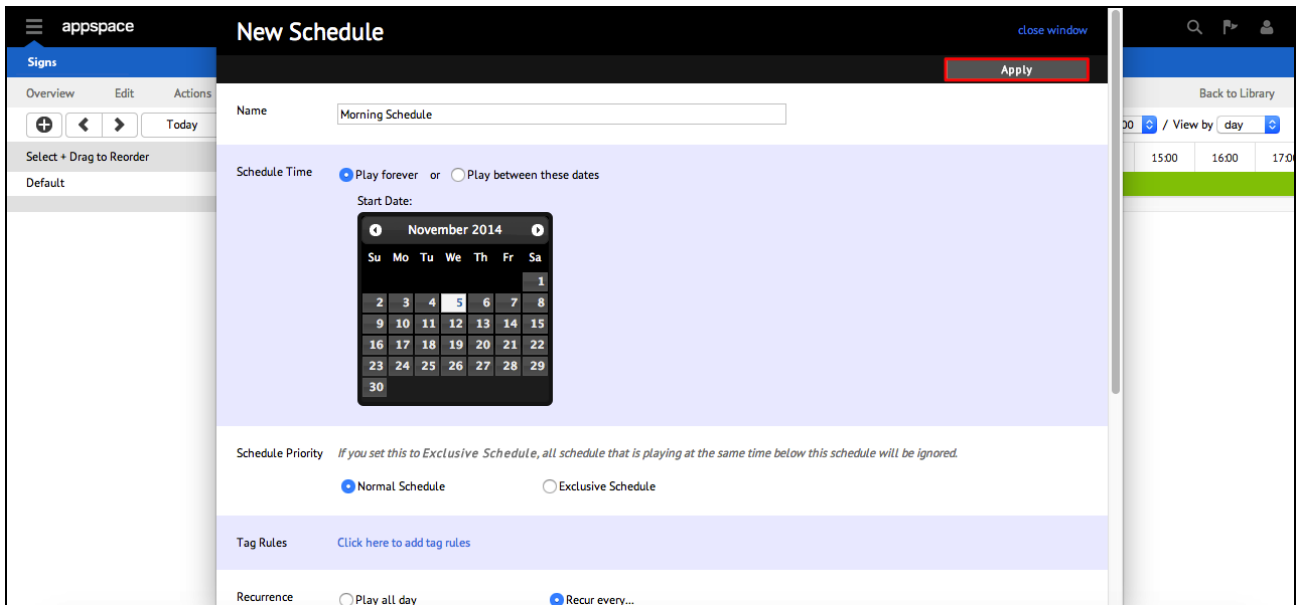
## Note:

- Normal Schedule – the application will play content from the schedule when it's active and content from any lower priority schedules that are active.
- Exclusive schedule – the application will play content from the schedule when it's active and block the playout of content from all lower priority schedules.

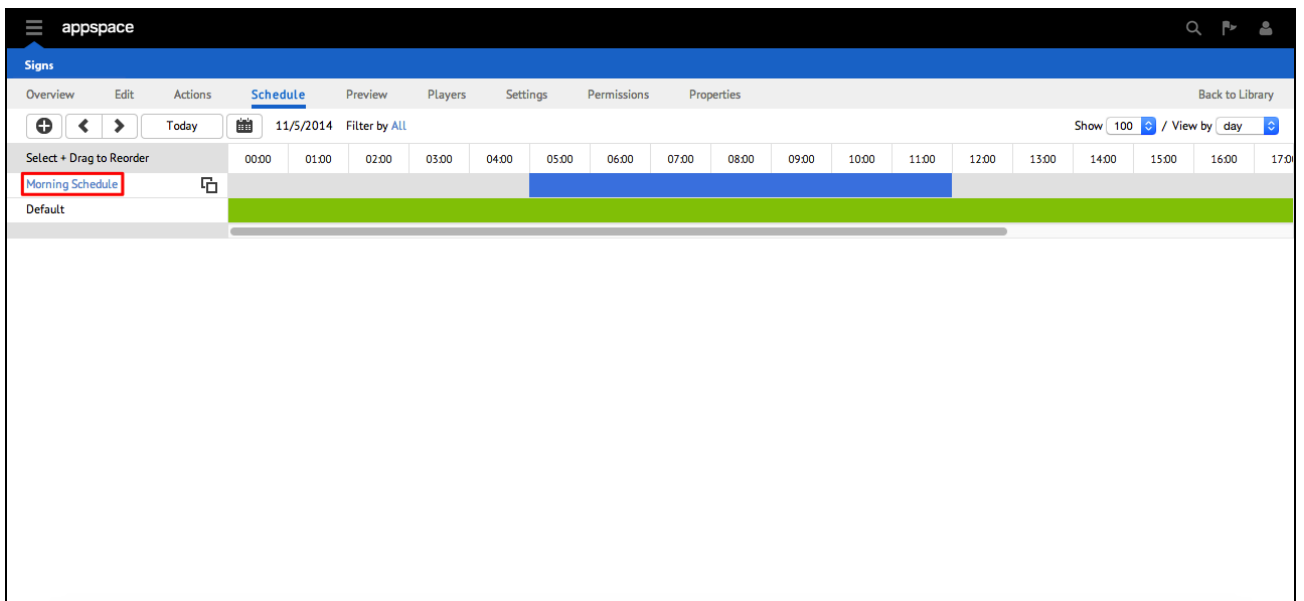
6. Use tag rules to restrict playback of the schedule to specific players, then proceed to set the recurrence. Note that you'll have to add all recurrences to the list by clicking Add To List.



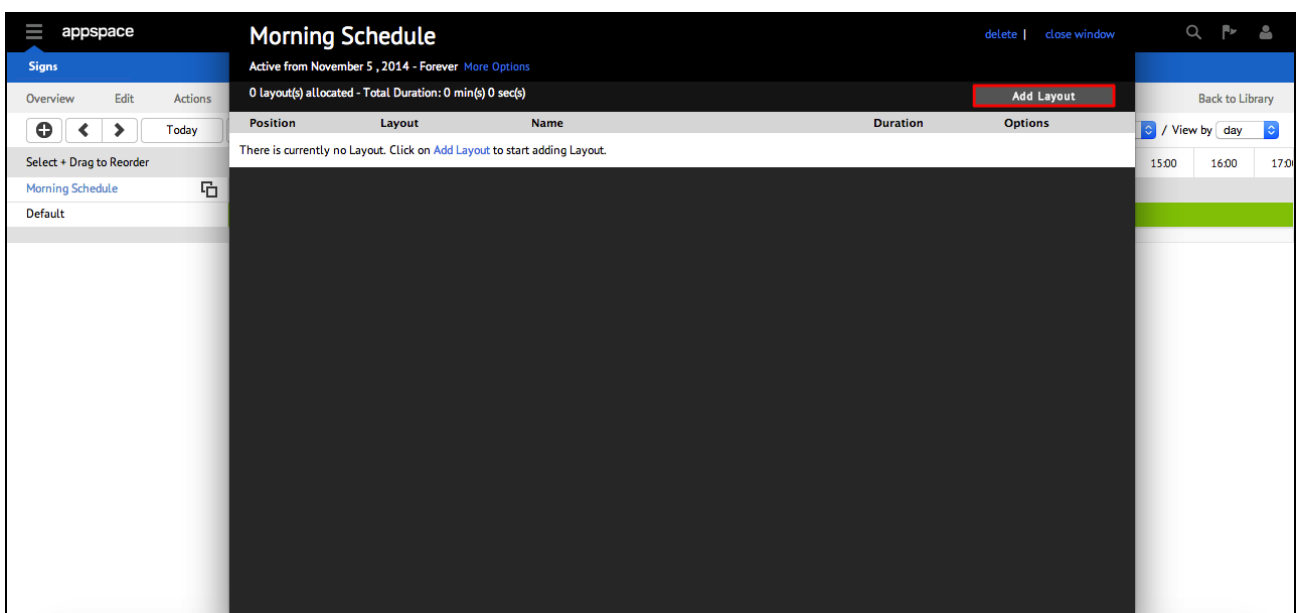
7. Click Apply when finished.



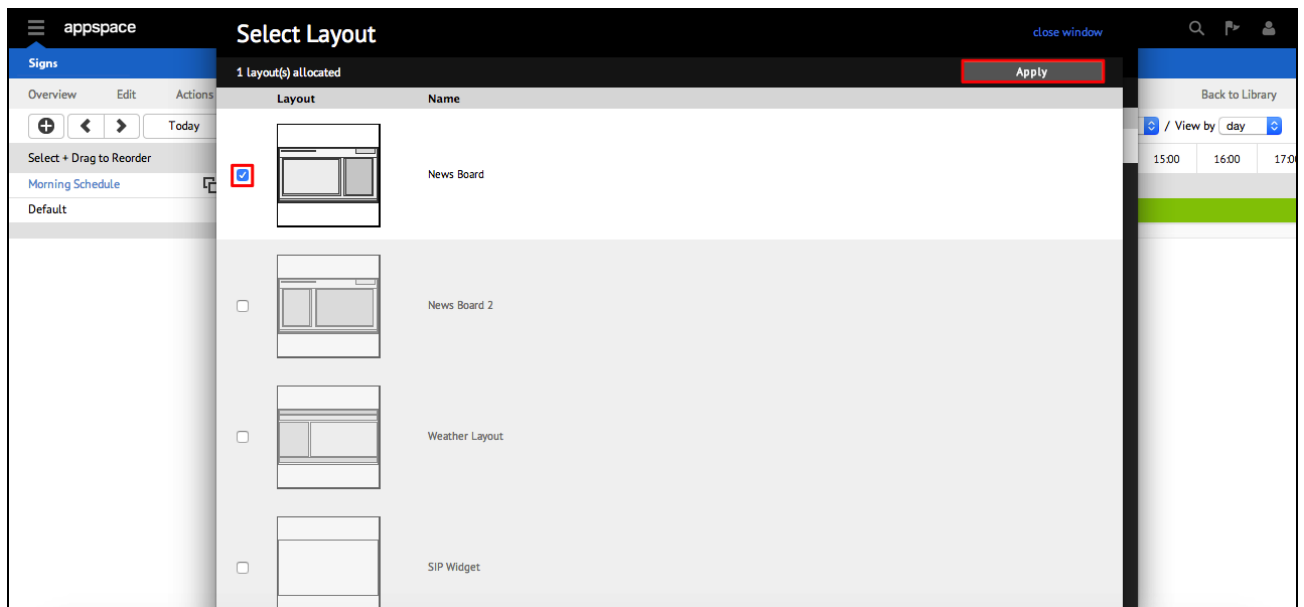
8. Click the schedule.



9. Click Add Layout.



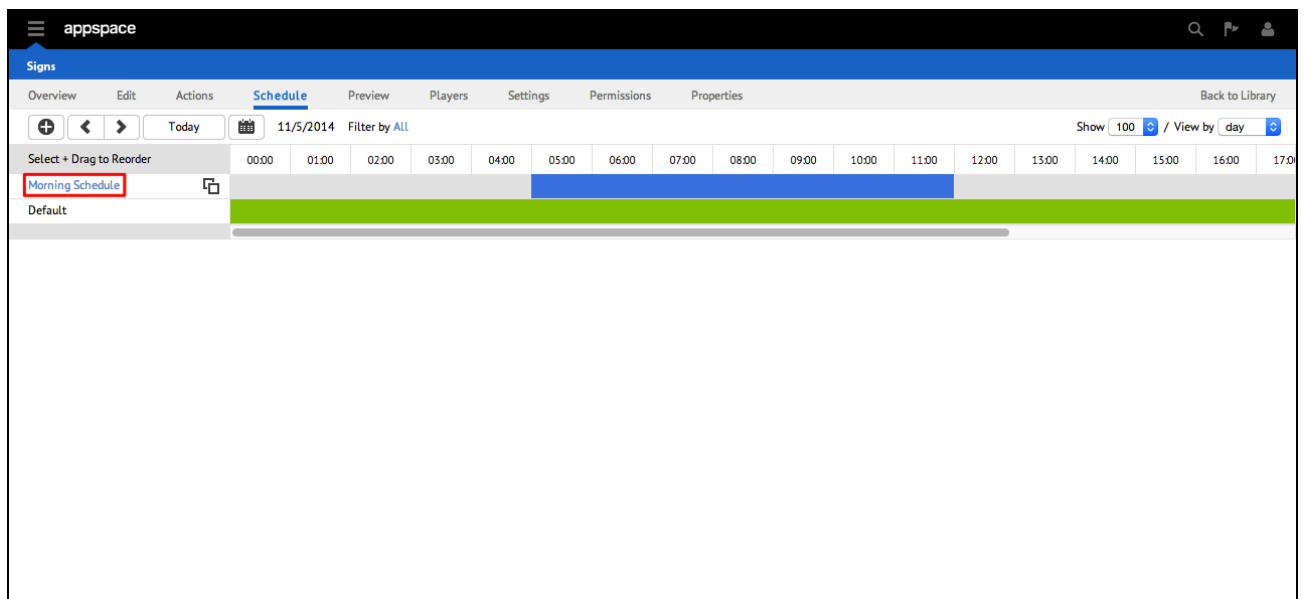
10. Select a layout to add the layout to the schedule or deselect it to remove it and click Apply.



## Deleting a Layout Schedule

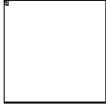
To delete a layout schedule, please follow the instructions below.

1. From the Schedule tab, click the schedule name that needs to be deleted.



2. Click delete, and Click OK when prompted for confirmation.

The screenshot displays the Appspace interface for configuring a 'Morning Schedule'. The top navigation bar shows 'appspace' and 'Morning Schedule' with a 'delete' button and 'close window' option. Below the navigation bar, the status indicates 'Active from November 5, 2014 - Forever' and '1 layout(s) allocated - Total Duration: 0 min(s) 30 sec(s)'. The main table lists the following layout:

Position	Layout	Name	Duration	Options
<input checked="" type="checkbox"/> 1		News Board	0 min(s) 30 sec(s)	Remove

The sidebar on the left contains 'Signs' and 'Morning Schedule' (highlighted with a red box and arrow). The 'Morning Schedule' section includes a 'Default' label and a 'Select + Drag to Reorder' area. The right sidebar shows 'Back to Library' and a time range 'by day' with values '16:00' and '17:00'.