

Scheduling a layout for a display or display group

Xibo has a scheduling system allowing for scheduling Layouts across Displays and Display Groups.


Schedule Now

“Schedule Now” provides a quick way to Schedule a layout for a specific amount of time.

This is typically used for displaying temporary/emergency notices on displays.

From the “layouts” area, click the drop down arrow in the far right hand column for the layout you need to schedule and select “schedule now”

Name	Description	Thumbnail	Owner	Permissions	Status	
Chilley exam hours			patrickb	library users	✓	▼
Global Template for Libraries			xiboadmin	library users	✓	▼
Grafana			xiboadmin	library users	0	▼
Hot food test 001			patrickb	library users	✓	▼
Hot food test 002			patrickb	library users	✓	▼
Library Static Image			xiboadmin	library users	✓	▼
library 2			xiboadmin	library users	✓	▼
Longer exam hours			patrickb	library users	✓	▼



From the “schedule now” box, make sure the layout listed is the one you want to push out, then set a duration for how long you want to schedule for. Then from the list of displays select the display or displays that you want to push the layout too. If required set event as priority.

Priority Events - Priority schedules allow an event to be added that overrides all other non-priority events on the schedule. This functionality is useful for displaying temporary important notices, or overriding the schedule for a specific event without having to cancel the layouts that would normally be running at that time. Multiple priority events may be scheduled concurrently. They will be shown in a cycle in the same way as non-priority layouts would be.

Schedule Now ✕

Layout Grafana
Please select a Layout or Campaign for this Event to show

Hours 2
Hours this event should be scheduled for

Minutes 30
Minutes this event should be scheduled for

Seconds
Seconds this event should be scheduled for

Display All Displays
Please select one or more displays / groups for this event to be shown on.

Display Order 0 ↕
Should this event have an order?

Priority?
Sets whether or not this event has priority. If set the event will be show in preference to other events.

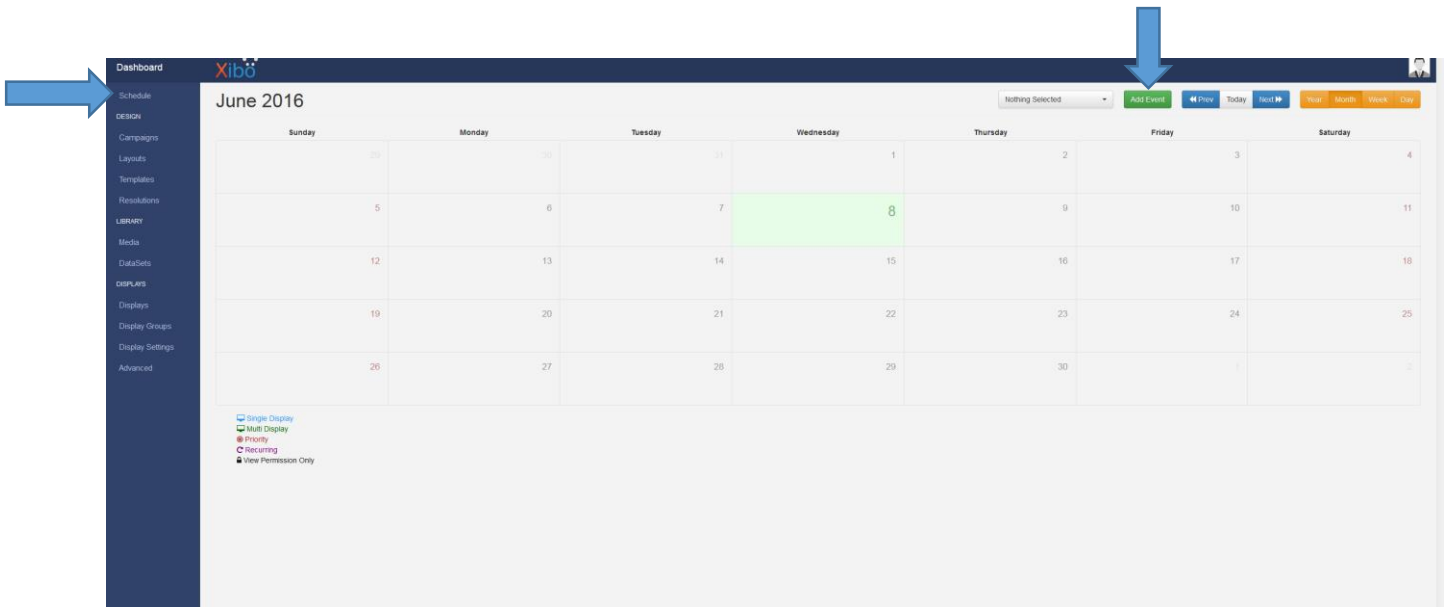
Help Cancel Save

Once schedule is complete displays will revert back to other scheduled layouts or the default layout if nothing is scheduled.

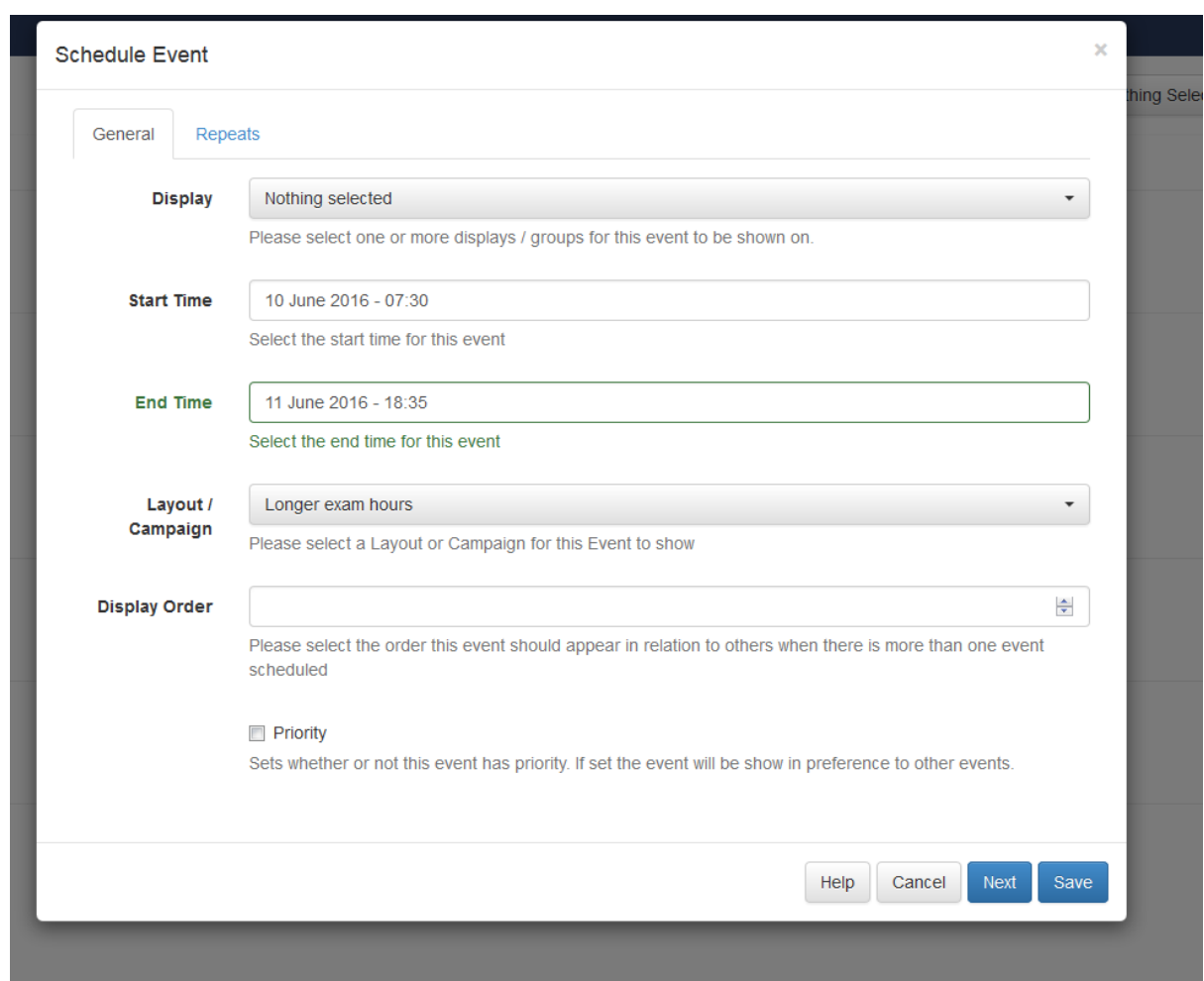
Schedule Event

Events are Layouts assigned to Displays at specific dates and times.

To bring up the event schedule window, select “schedule” from the list of option down the left hand column and then select “Add Event” from the top menu.



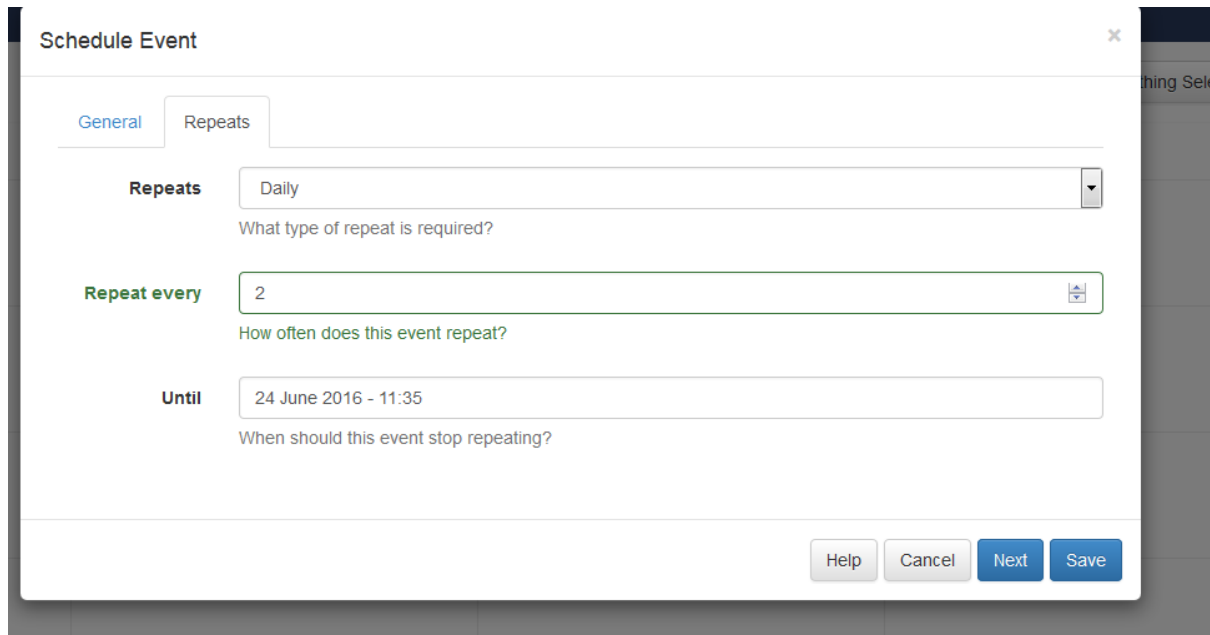
From the “schedule event” window, select the displays that you want to schedule the event too, select a start and end time. Then choose the layout that you want to push out to the selected displays. If you would like to schedule more than 1 layout at the same time, you can setup a “display order”



Recurring Events

The scheduler features the ability to create recurring events. To set recurrence for events, select the required "Repeats" value from the list and the appropriate additional fields will be revealed.

A scheduled event can be repeated at defined interval (hourly, daily, weekly, monthly or yearly) until the specified date / time.



The image shows a 'Schedule Event' dialog box with a 'Repeats' tab selected. The dialog has a title bar with a close button (X) and two tabs: 'General' and 'Repeats'. The 'Repeats' tab contains three main sections:

- Repeats:** A dropdown menu set to 'Daily' with the label 'What type of repeat is required?' below it.
- Repeat every:** A text input field containing the number '2' with the label 'How often does this event repeat?' below it.
- Until:** A text input field containing '24 June 2016 - 11:35' with the label 'When should this event stop repeating?' below it.

At the bottom right of the dialog, there are four buttons: 'Help', 'Cancel', 'Next', and 'Save'.