

Welcome to ooh!Media 1.2

Welcome to ooh!Media release 1.2!

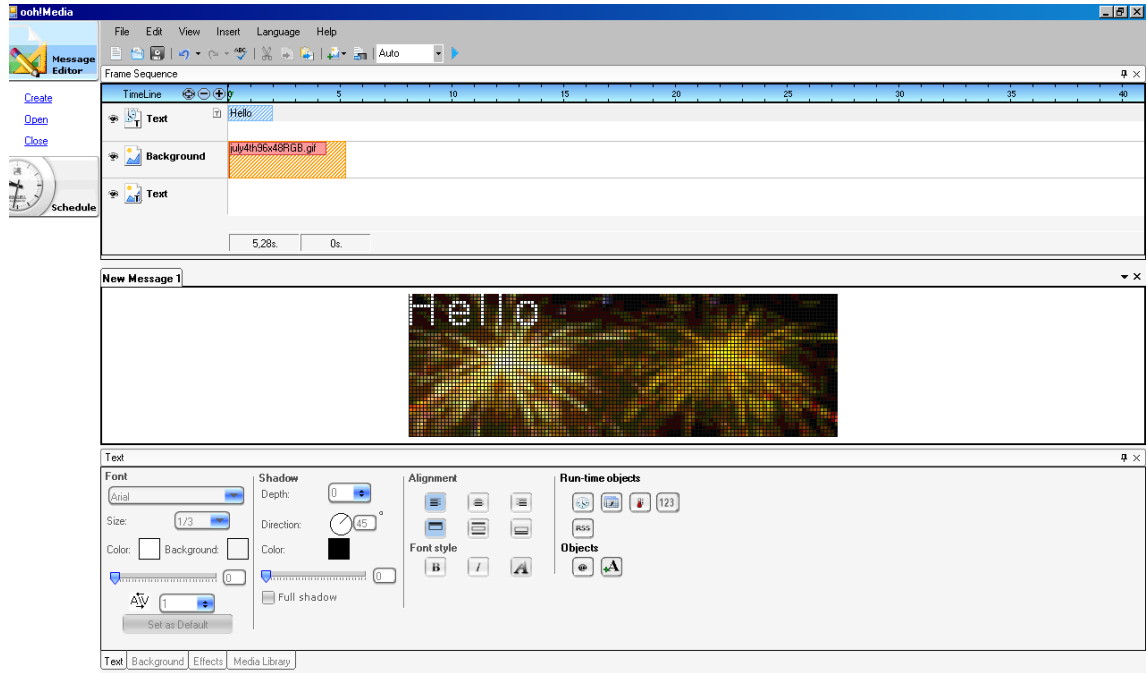
ooh!Media tool by Adaptive Micro Systems LLC, (AMS) is a powerful tool for creating and uploading messages for different kinds of signs produced by AMS. In ooh!Media you can create text messages, messages with animations or graphics, and messages with both text and graphics or animations.

ooh!Media consists of two different components: Message Editor and Message Scheduler. Message Editor creates messages to display on signs and Message Scheduler defines when content will be played on a sign.



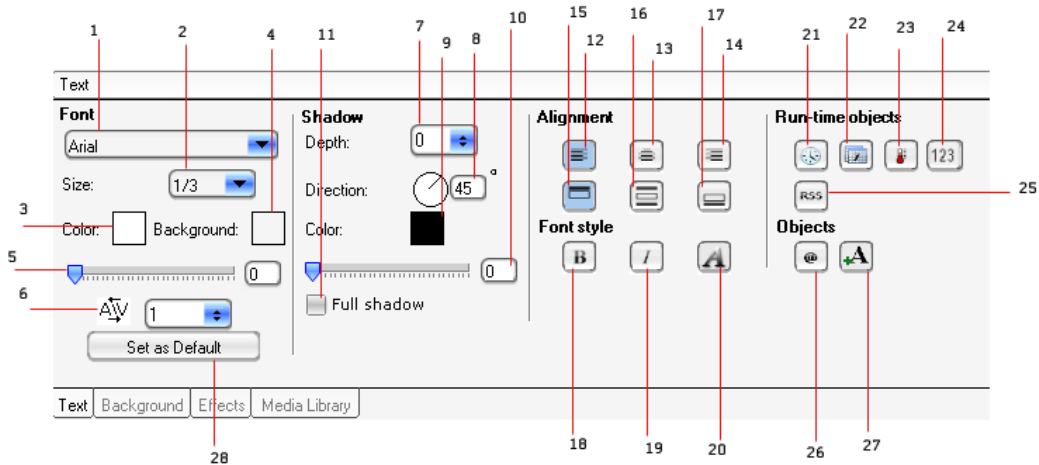
ooh!Media Message Editor

The Message Editor is used to create messages for your sign.



Text panel

The dockable window “Text” is used to edit properties of the selected text object of the message. The parameters that can be changed are: “Font”, “Shadow”, and “Alignment” which are used to make changes to the visual appearance of the text in the text object. You can add “Run-time objects” (ex. time, or temperature).



Font	1	is used for changing font-family, (for ex. Times New Roman, Arial). <i>Times New Roman</i> is the default selection
	2	is used for font-size changing. The number of lines can range from 1 to 16. The minimum size of the text object is 1/16, the maximum size is 1
	3	is used for text color changing
	4	is used to change the color for the background region of the text object. It is transparent by default
	5	is used to set transparency for the text
	6	is used for changing spacing characteristic
Shadow	7	is used for changing depth of the shadow
	8	is used for changing the shadow's direction

	9	is used for choosing the color of the shadow
	10	is used for setting transparency for the text's shadow
	11	full shadow
Alignment	12	aligns left edges of the text
	13	centers horizontally in the region
	14	aligns right edges
	15	vertically aligns text to the top of the region
	16	vertically aligns text in the center of the region
	17	vertically aligns text to the bottom of the region
	18	sets the bold type
	19	sets the italic type
	20	assigns the Flash effect to the part of the text string
Run-time objects	21	inserts the current time into the message
	22	inserts the current date into the message
	23	inserts the current temperature into the message
	24	inserts a counter object
	25	sends real-time data to the sign
	26	is used to select a special symbol to insert, for example ü, ä
	27	adds text
Set as Default	28	sets parameters as default

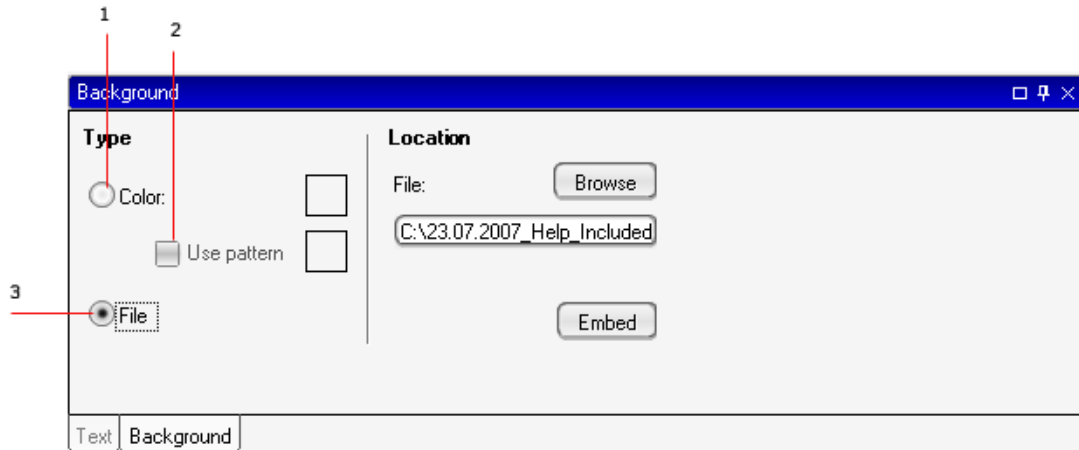
Note: An RSS Feed (Really Simple Syndication) is a web address that sends real-time data to the sign.

See RSS Feed tutorial.

Background panel

The dockable window “Background” is used to manage the background layer of the message. The window “Background” allows you:

1. To set the background as a color.
2. To set the background as an image.



Type	1	selects the color from the color palette available
	2	changes the filling pattern
	3	loads pictures, animations, or movies to the background layer using Browse

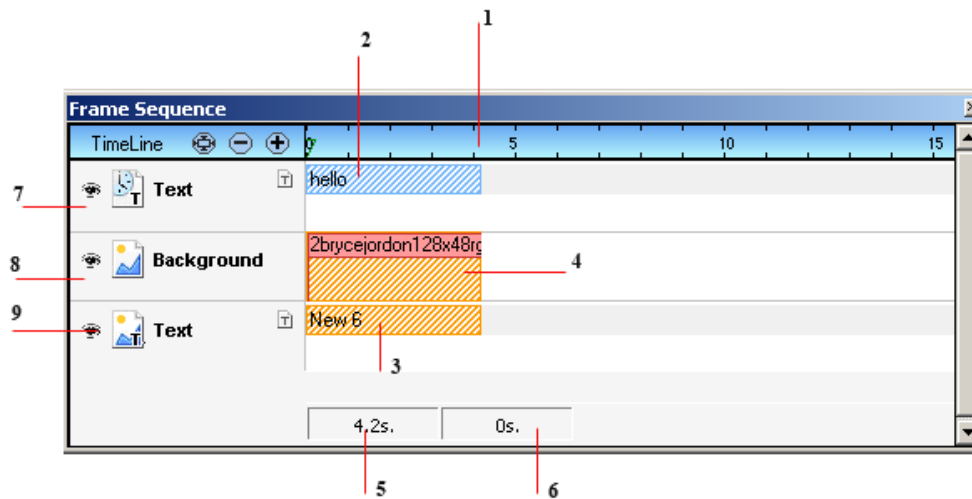
Note: It is possible to load a picture, animation, or movie to the background layer. Below is the list of valid background objects:

- Static picture -static picture can be imported from files (.bmp, .jpg, .jpeg, .gif formats)
- Animated Sequence - animated picture can be imported (.gif format)
- Movie file - movie can be imported (.avi format)

Frame Sequence panel

The dockable window “Frame Sequence” displays the message based on the TimeLine. The message content is divided into layers:

- Text, linked to Time;
- Background;
- Text, linked to Background.



Elements of the “Frame Sequence”:

TimeLine	1	represents the time visualization
Text object	2	linked to time
Text object	3	linked to the background
Background	4	it is a background object (ex. .jpg, .bmp, .gif, .avi)
Total time	5	represents the total time of the message
Current time	6	this is the lowest limit (by time) of the selected background object
Text layer	7	contains text objects linked to time
Background layer	8	contains a background object
Text layer	9	contains text objects linked to the background

Background Layer:

- Layer name – background with layer icon;
- Background object;
- Background object contains the name of the imported file [.bmp, .jpg, .avi]; flag “Color” in case the background contains only color.

Text Layers:

- Text layer linked to time contains texts objects, linked to time;
- Text layer linked to the background contains texts objects, linked to the background.

Note: Each text object is represented as a region. Each region has characteristics:

- Color;
- Text;
- Duration (in seconds).

Elements of the Text linked to the background:

1. The duration (time) of the text can't be longer than the duration of the background object;
2. The text object can't start earlier than the background object;
3. The text object can't stop later than the background object.

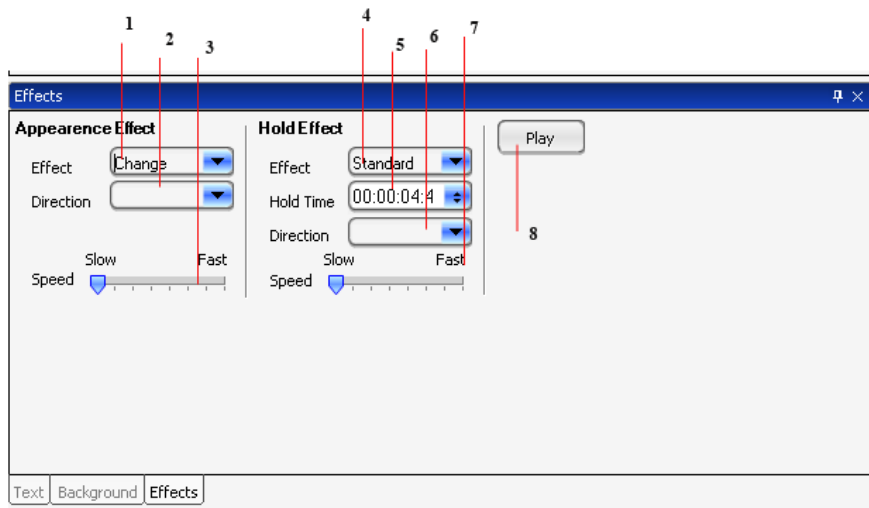
Elements of the Text linked to time:

1. The duration of the text is an independent value;
2. The text object can start and stop at any time.

Effects panel

The dockable window “Effects” allows assigning different effects to different objects. The window is divided in two parts:

- “Appearance Effect”
- “Hold Effect”



Appearance Effect Properties:

- “Effect” #1 contains the effects that can be applied to the layers;
- “Direction” #2 selects the direction for the selected appearance effect;
- “Speed” #3 allows setting the speed for the selected effect.

Hold Effect Properties:

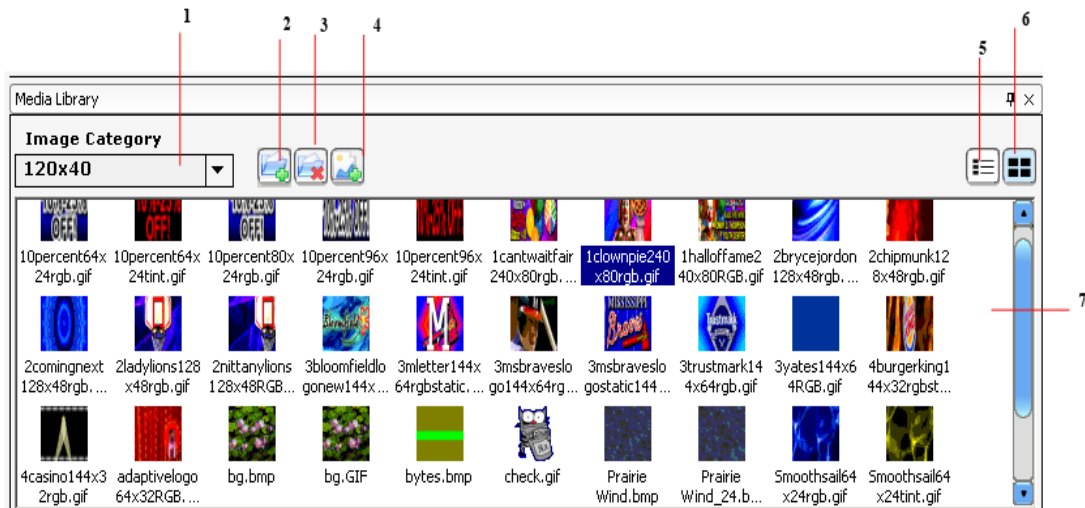
- “Effect” #4 defines the type of the hold effect;
- “Hold Time” #5 defines how long the hold effect will be applied to the layer;
- “Direction” #6 selects the direction for the selected hold effect;
- “Speed” #7 allows setting the speed for the selected effect.

“Play” #8 is used to preview the applied effect. The Emulation window displays the message in WYSIWYG (What You See IS What You Get).

Media Library panel

The dockable window “Media Library” is used for managing the media library. The media library contains media files such as pictures and animations. In this window you can:

1. Navigate through the media library.
2. Create a new folder. To create a folder click “Create a folder” button.
3. Delete a category. In order to delete the existing category it is necessary to select the category to be deleted. The category will be deleted with all the embedded files.
4. Add a new file to the folder. A new file will be added to the currently selected category.
5. Delete a file from the media library. Highlight the selected file and hit the “Delete” key on your keyboard.



1	allows navigating through the media library
2	adds a new category
3	deletes a category
4	adds a new file to the media library
5	shows files as pictures with names
6	gives the detailed view of the file
7	the viewing region

Media library divides all files by sign family first (ex. “StreetSmart”, “Excite”).

Within the sign family folder all files are divided by supported color palette. For example “StreetSmart” signs can support one of two palettes: “Red”, “Amber”; “Excite” signs can support only “RGB”.

Within the color palette folder all files are divided by size. Each size folder contains files grouped by categories. For example, 200x170 is:

200 = The number of columns.

170 = The number of rows.

Select the size that is most similar to your sign.

Each category contains a number of media files. The size folder can contain non grouped files as well.

Preview modes:

1. “Detailed”. This view gives the following properties in a list:
 - File name;
 - Size;
 - Date modified;
2. “Thumbnails”. This view shows files as small pictures with names.

Emulation area

The main window of the Message Editor contains the Emulation Area.

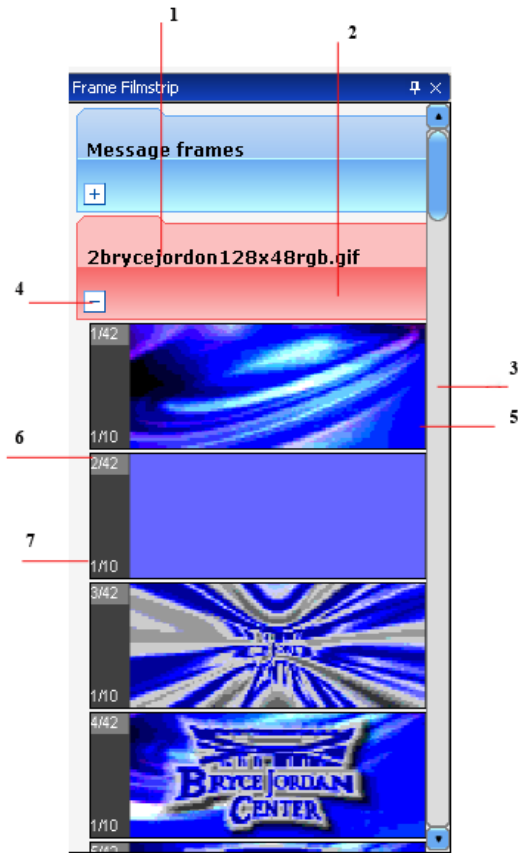
The Emulation Area has two different modes:

1. Edit Mode is used to edit the message.
2. Run Mode is used to view the message in real-time.



Frame Filmstrip panel

The dockable window “Frame Filmstrip” is assigned to display the background layer as a sequence of frames. The “Frame Filmstrip” window contains the following items:



Folder appearance

The sequence of background objects are displayed as a folder #2 with:

- “Name” #1;
- “Plus” icon for expanding frames;
- “Minus” #4 icon for collapsing frames.

Scroll bar

If the total length of items is larger than the size of the window, scroll bar #3 appears.

Frame appearance

Each background object consists of frames. Each frame contains the following information:

- Frame **#5**. A frame image is a picture of the Emulation area and it represents the appearance of the sign when the frame is being displayed on the sign;
- Frame number **#6** is the frame count within the folder;
- Frame duration **#7** (in seconds).

Step-by-Step Tutorials

Step-by-Step Tutorial - Messages

Messages contain one or more background that can be transmitted to a sign. Messages support text, images (.gif, .jpg) and movies (.avi, .gif).

Creating a new text message

To create a new text message:

1. Open ooh!Media.
2. Click on the “File” menu item.
3. Select the “New” menu item.
4. The Emulation panel will appear.
5. Select “Insert text”, or left select in the Emulation region on an area that does not have a text object.
6. Your new message will be displayed in the emulation area.
7. If you are satisfied with your message, click on the Save button.

Video - Creating a text message

Step-by-Step Tutorial - Text Properties

Properties for the text string in the message can be modified.

Opening the “Text” window

To open the “Text” window:

1. Open ooh!Media.
2. Click the **View** menu item.
3. Select the **Text** menu item.
4. The window “Text” will appear.

Note: The text layer can contain a number of text objects. The window “Text” is assigned to edit only one (selected) text object.

Video - Editing text properties

Changing font colors

To change font colors:

1. Highlight the text.
2. Click the Color palette.
3. Choose the color you want to use.
4. Click the **OK** button.

Changing the font size

To change the font size:

1. Highlight the text.
2. Choose the size you want from the drop-down list.
3. The changes will be displayed in the Emulation window.

Changing the spacing

To change the spacing:

1. Highlight the text.
2. Click on the Spacing button.
3. Choose the spacing you want.

Changing shadow parameters

To change the direction of the shadow:

1. Highlight the text.
2. Move the mouse with the left button pressed on the direction circle.

To change the depth of the shadow:

1. Highlight the text.
2. Choose the depth you need in the drop-down list.

Note: The depth is how thick the shadow is.

Step-by-Step Tutorial - Media Library

The Media Library is a structured data storage location for image (.gif, .jpg) and movie (.avi, .gif) files.

Creating a background from the Alphamation media library

To create a background:

1. Open ooh!Media.
2. Click the **View** menu item.
3. Select **Media Library**.
4. Select the file icon within the list of the message.
5. Use Drag-and-drop operation.
6. Drop the dragged file's icon in:
 - “Frame Filmstrip” window. The new object will be created between two background objects.
 - “Frame Sequence” window. The new object will be created between two background objects.
 - “Emulation area window”. The new object will be created at the end of the sequence of background objects.

Video - Creating a background

Creating a new category

It is possible to add a new category to the currently selected folder:

1. Click the **Create a new category** button.
2. The popup window “New category” will appear.
3. Enter the name of the new category.
4. Click the **OK** button.

Video - Creating and deleting of a new category

Deleting a category

It is possible to delete a category from the Media Library:

1. Select the category to be deleted using the combo box.
2. Press the **Delete category** button.

3. The confirmation window for the “Delete” operation will appear.
4. Confirm the deletion operation.
5. The category will be deleted with all embedded files.

Adding a file to the Media Library

It is possible to add a file to the Media Library:

1. Click the **Add new file** button.
2. Standard “Open” dialog window will open.
3. New file will be added to the currently selected category.

Video - Adding a file to the Media Library

Step-by-Step Tutorial - Adding Effects

The ooh!Media application provides the ability to assign different effects to the background or to the text object.

Adding effects to the text

To add effects to the text:

1. Open ooh!Media.
2. Click the “View” menu.
3. Select the **Effects** menu item.
4. Choose the necessary effects.
5. Press the **Play** button to preview the applied effects.
6. Click the **Save** button to save your changes.

Video - Adding effects

Step-by-Step Tutorial - Adding RSS Feed

An RSS feed from the Internet can be added to the message.

Adding RSS Feed

To find an RSS Feed:

1. Open Internet Explorer.
2. Go to cnn.com.
3. Find RSS Feeds.
4. Highlight the RSS Feed you want.
5. Copy the RSS Feed.
6. Go back to the ooh!Media.
7. Set the properties in the RSS Field.

Video - Searching for an RSS Feed

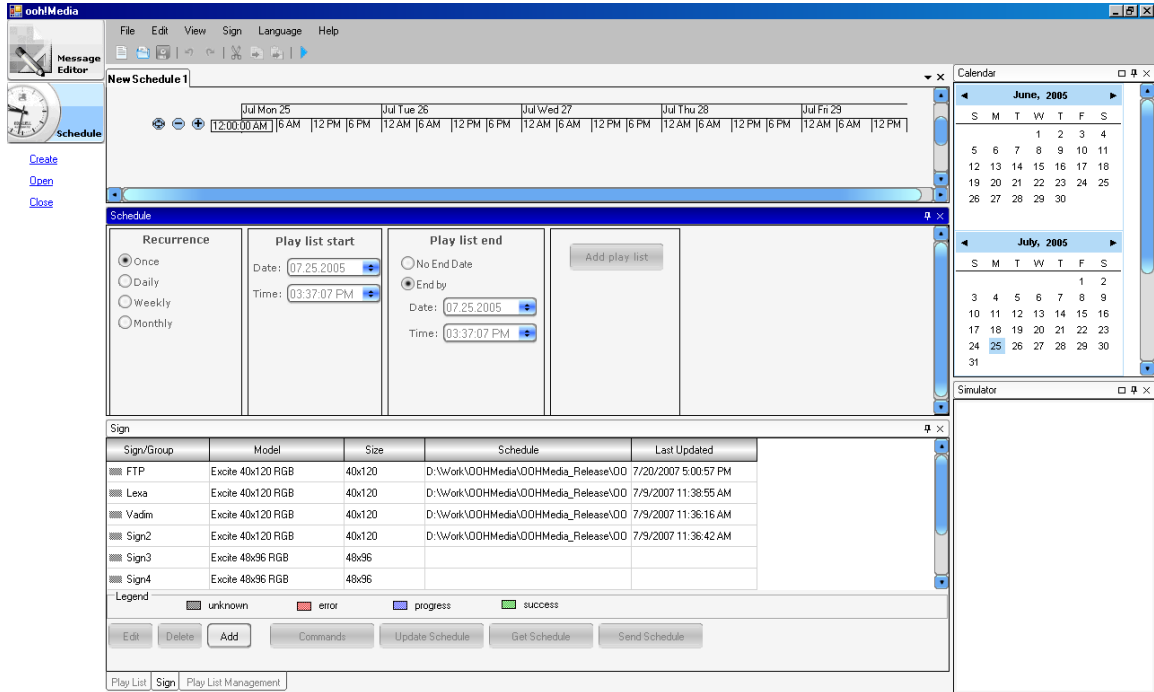
To add RSS feed:

1. Open ooh!Media.
2. Click **Insert** menu item.
3. Select "RSS Field".
4. The popup window "RSS Field" will appear.
5. Paste the RSS Feed in the "RSS Field".
6. Set characteristics of RSS Feed in the "RSS Field".
7. Click the **OK** button.
8. The new text object with RSS is created in the centre of the Emulation area.

Video - Adding RSS feed

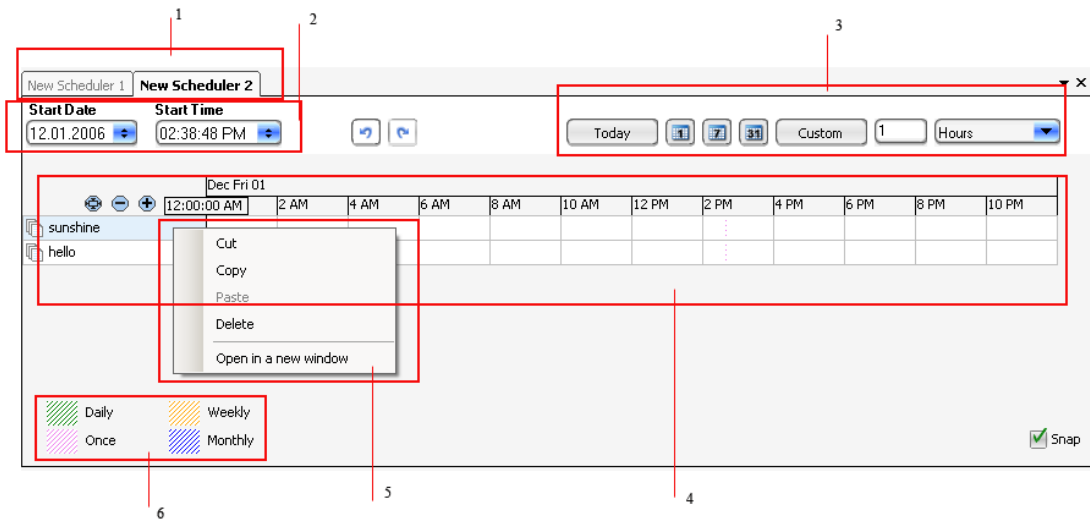
ooh!Media Message Scheduler

The Message Scheduler is used to create schedules for Signs. It allows creating various schedules, assigning schedules to specific signs, reading schedules from signs and creating custom play lists.



The Schedule document

The Schedule document is used to view the information about schedules in different modes, and also allows editing them.

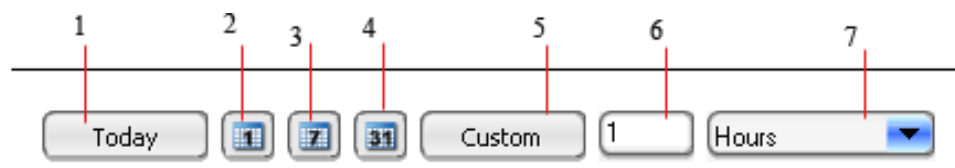


Elements of the Schedule document:

1	Tab panel	allows the user to switch between opened schedules
2	Start Date/Time controls	allows the user to set start date and time for the viewable portion of the schedule
3	Date Mode switch controls	is used to switch time interval for which schedule will be displayed
4	Main Document Area	is used to display and edit schedules
5	Schedule document popup menu	allow performing additional actions with the selected play list
6	Play List Recurrence Type Legend	shows the user what colors the different Play List Recurrence types have

Date Mode controls:

Date Mode controls are used to specify the time mode in which the content of a schedule will be displayed.



- “Today” button #1 is used to display the schedule for today;
- “Day” button #2 is used to display the schedule for the day selected in the calendar.
- “Week” button #3 is used to display the schedule for the week starting from the day selected in the calendar window, or in the “Date and Time” control on the left;

Start Date	Start Time
23.11.2006	00:00:00

- “Month” button #4 is used to display the schedule for the month starting from the day selected in the calendar window;

- “Custom” button **#5** is used to display the schedule for the number of time periods as selected in the Numeric control, starting from the day selected in the calendar window;
- Numeric control **#6** allows the user to set the time interval for the schedule that will be shown;
- The combo box **#7** is used to define time increment for custom time intervals.

Simulator

The dockable window “Simulator” is used to view the content that will be played for the currently active schedule.

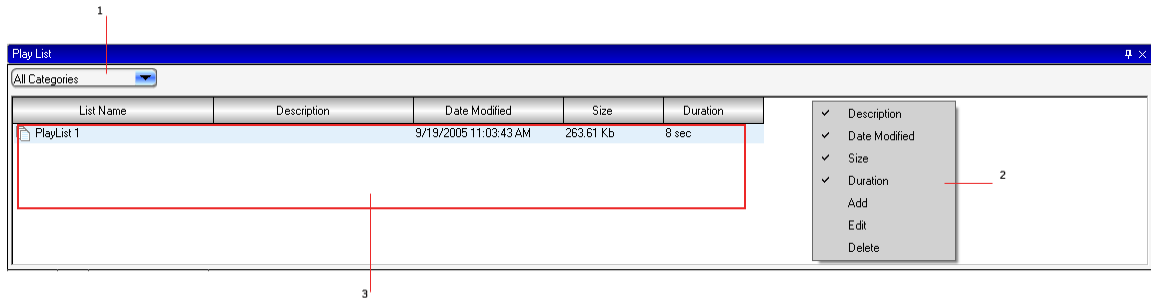


Components:

Sign simulator **#1** is the region used to display content that will be shown on the sign.

Play List panel

The dockable window “Play List” is used to add a new Play List to the active schedule.



Elements:

- Category combo box **#1**- contains custom categories (names of categories come from the corresponding names in the Play List Management dockable window) for play lists and allows the user to filter play lists shown in the list view;
- “Play List” data pop-up menu **#2** contains list of data fields to display for a play list and allows the user to set visibility of the field;
- The list of available Play lists **#3** allows the user to select a play list to add to the schedule.

Schedule panel

The dockable window “Schedule” is used to define time and recurrence settings of Play Lists which exist in the “Play List” dockable window or in the Schedule document window.

Recurrence Types:

The recurrence panel allows the user to choose the recurrence type for the play list. It defines time period(s) within which the play list will be displayed on the sign. There are four play list recurrence types:

Once

“Once” recurrence means that the play list will be shown one time only.

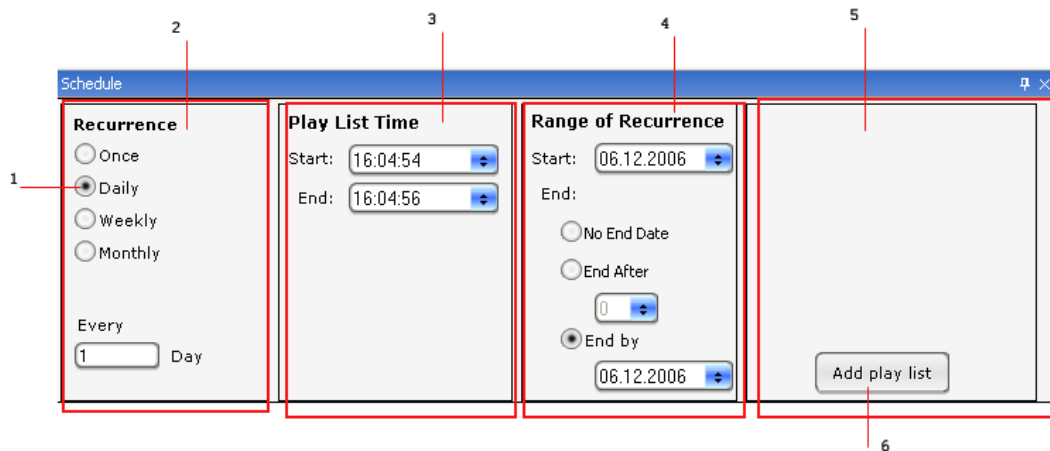
The screenshot shows a window titled "Schedule" with a blue title bar. The window is divided into four panels, each outlined in red and numbered 1 through 5. Panel 1 is the "Recurrence" panel, containing four radio buttons: "Once" (selected), "Daily", "Weekly", and "Monthly". Panel 2 is the "Play list start" panel, containing "Date" and "Time" dropdown menus with values "06.12.2006" and "16:04:54". Panel 3 is the "Play list end" panel, containing "Date" and "Time" dropdown menus with values "06.12.2006" and "16:04:56". Panel 4 is the "Control Buttons" panel, containing an "Apply changes" button. The window also has a standard Mac OS X title bar with a close button (X) in the top right corner.

- Recurrence Panel #2 (the “Once” radio button #1 should be selected);
- Play List Start Panel #3 allows the user to select the play list start time and date;
- Play List End Panel #4 allows the user to select the play list end time and date;
- Control Buttons Panel #5 contains the “Add Play List”, or “Apply changes” button.

Note: If the play list is selected in the “Schedule” document window then the window has the “Apply Changes” button; if in the “Play List” dockable window - the “Add Play List” button.

Daily

“Daily” recurrence means that the play list will be shown periodically with one or more day period.



- Recurrence Panel #2 (the “Daily” radio button #1 should be selected);
- Play List Time Panel #3 allows entering play list start time and play list end time;
- Range of Recurrence Panel #4 allows setting the play list recurrence characteristics;
- Control Buttons Panel #5 allows applying changes or adding play list to the schedule;
- The “Add play list” button #6 adds the schedule to the schedule document window.

Weekly

“Weekly” recurrence means that the play list will be shown each week during the time interval selected.

The screenshot shows a 'Schedule' interface with five panels, each outlined in red and numbered 1 through 6. Panel 1 (Recurrence) has radio buttons for 'Once', 'Daily', 'Weekly' (selected), and 'Monthly', with an 'Every' field set to '1' and 'Week'. Panel 2 (Play List Time) has 'Start' and 'End' time pickers set to '13:40:05' and '13:40:29'. Panel 3 (Range of Recurrence) has 'Start' and 'End' date pickers set to '24.07.2007'. Panel 4 (Recurrence pattern) has checkboxes for days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Panel 5 (Control Buttons) contains an 'Apply changes' button.

- Recurrence Panel #2 (the “Weekly” radio button #1 should be selected);
- Play List Time Panel #3 allows entering play list start time and play list end time;
- Range of Recurrence Panel #4 allows setting the play list recurrence characteristics;
- Recurrence Pattern Panel #5 allows selecting the days of the week when the play list will be shown;
- Control Buttons Panel #6 allows applying changes or adding the play list to the schedule.

Monthly

“Monthly” recurrence (the play list will be shown each month for the time intervals selected).

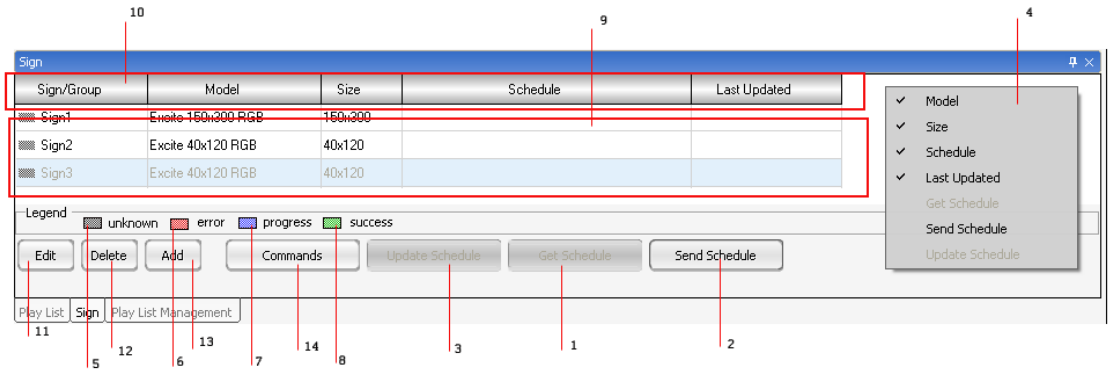
The screenshot shows a 'Schedule' dialog box with the following panels and controls:

- Recurrence Panel #2:** Contains radio buttons for 'Once', 'Daily', 'Weekly', and 'Monthly'. The 'Monthly' option is selected, indicated by callout #1.
- Play List Time Panel #3:** Contains 'Start' and 'End' time pickers, both set to 16:26:57 and 16:26:59 respectively.
- Range of Recurrence Panel #4:** Contains 'Start' and 'End' date pickers, both set to 06.12.2006. It also has radio buttons for 'No End Date', 'End After', and 'End by' (selected).
- Recurrence pattern Panel #5:** Contains radio buttons for 'Every day' (selected) and 'Every'.
- Calendar #6:** A calendar grid showing days 1 through 31.
- Apply changes button #7:** A button at the bottom right of the dialog.

- Recurrence Panel #2 (the “Monthly” radio button #1 should be selected);
- Play List Time Panel #3 allows entering play list start time and end time;
- Range of Recurrence Panel #4 allows setting the play list recurrence characteristics;
- Recurrence Pattern Panel #5 allows choosing the days of the month from the calendar #6, or weeks of the month and days of the weeks for recurrence;
- Calendar #6 allows choosing any day within the month for the recurrence pattern;
- The “Apply changes” button #7 allows applying changes to the schedule.

Sign panel

The dockable window “Sign” allows the user to upload schedules to the chosen sign(s), and download the schedules from the selected sign(s) as new schedule documents. The user can also update existing schedules for the selected sign(s).



Properties of the Sign panel:

- “Choose Signs” list/tree view **#9** allows the user to select sign(s).
- Filtering signs **#10** - the user can filter signs that are displayed in the dockable window “Sign”. In order to filter signs that have a certain property value the user should select the sign(s) with this property value and click on the header of the column that corresponds to this property.
- “Get Schedule” button **#1** allows the user to download schedule files for all selected sign(s) or schedule(s) will be downloaded to the computer and schedule document(s) will be opened.
- “Send Schedule” button **#2** allows the user to choose a schedule file which should be uploaded to the selected sign(s).
- “Update Schedule” button **#3** allows the user to update selected sign(s) using the currently assigned schedule.
- Choose Signs list view popup menu **#4** allows the user to select the columns which will be displayed in the list view.
- Signs State Legend displays current sign state. There are four possible states:
 - Grey icon **#5**- Unknown. This is a state when no connection with the sign has been made.
 - Red icon **#6**- Communication Error. This is a state when a communications error has occurred while the user was trying to upload, download, or update the signs’ schedule.
 - Blue **#7**- Operation in progress. This is a state when upload, download, or update operation has started communications with the sign but not finished yet.
 - Green **#8**- Operation is successful. This is a state showing that upload, download, or update operation was successfully completed.
- The “Edit” **#11** button allows the user to edit signs. When the user clicks the “Edit” button, the Sign Options panel appears;
- The “Delete” **#12** button deletes signs from the list;
- The “Add” **#13** button allows the user to add a sign to the list. When the user clicks the “Edit” button, the Sign Options panel appears;
- The “Commands”**#14** button allows the user to set commands to the selected sign.

Sign Options

The dockable window “Sign Options” is assigned to “Edit/View” characteristics for the existing sign. It consists of two parts:

- Sign Configuration
- Sign Communication

The screenshot shows the "Sign Options" dialog box, which is divided into two sections: "Sign Configuration" and "Sign Communication".

Sign Configuration:

- 1: Name: "Sign1" (text field)
- 2: Family: "Excite" (dropdown menu)
- 3: Matrix Height: "48" (text field)
- 4: Matrix Width: "96" (text field)
- 5: Number of Faces: "Master" (dropdown menu)
- 6: Color: "RGB" (dropdown menu)
- 7: Communication Type: "Ethernet" (dropdown menu)

Sign Communication:

- 8: IP address/Host name: "localhost" (text field)
- 9: Service Port: "21" (text field)
- 10: Password: "xxxx" (text field)
- 11: "Auto Detect" button

At the bottom of the dialog are "Apply" and "Cancel" buttons.

Sign configuration:

- Sign “Name” #1 represents the name of the sign;
- Sign “Family” #2 represents the family of the sign. (ex. Excite, StreetSmart, RoadStar, Infinity);
- Matrix “Height” #3 represents the height of the sign in pixels;
- Matrix “Width” #4 represents the width of the sign in pixels;
- “Number of faces” #5 represents the information about the number of faces that are supported by the sign and the behavior of the faces (ex. Master, Master-Master, Master-Slave);
- “Color” #6 represents the information about the color model that is supported by the chosen

sign family;

- “Communication Type” #7 represents the type of communication by which sign connects with the PC (for ex. Ethernet, Local host, Serial, Modem, RF Wireless);

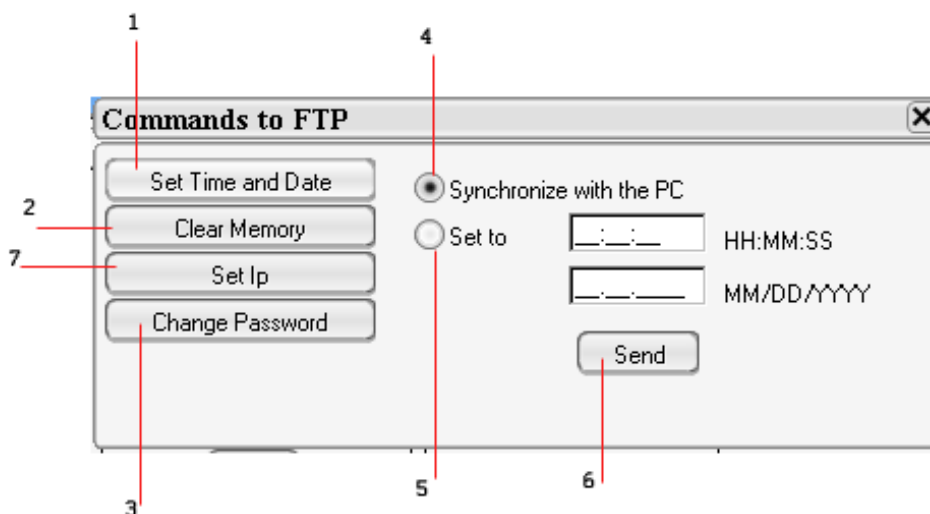
Sign Communication:

The Sign Communication part depends on the chosen Communication Type.

- “IP address” #8 allows the user to set the IP address, or Host name;
- “Service Port” #9 allows the user to set the port.
- “Password” #10 set the password.
- “Auto Detect” #11 helps to get the parameters of the sign.

Sign Commands

The dockable window “Commands” is assigned to set commands for signs or sign groups.

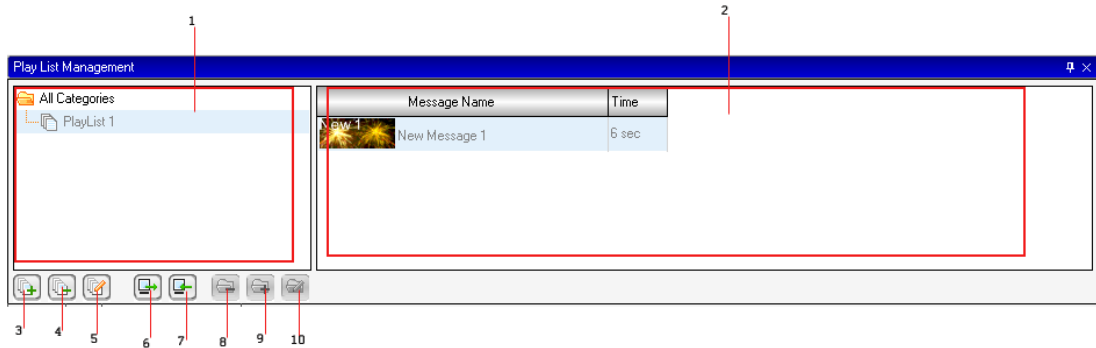


Available Commands:

- The “Set time and date” command #1 is used to set time and date for the sign. It is possible to do the following:
 - Synchronize time with the time on the personal computer #4;
 - Set a definite time and date #5.
- The “Clear Memory” #2 is used to clear the physical memory of the sign.
- The “Change Password” button #3 is used to change the password.
- The “Set Ip” button #7 is used to set IP address.
- The commands are executed only after the “Send” button #6 is clicked.

Play List Management panel

The dockable window “Play List Management” allows the user to create, edit and delete Play Lists. A Play List is a group of messages, which are associated to a single group of messages.



Components of the Play List Management panel:


1	“Play lists” tree view control	allows the user to view all existing play lists in the Library
2	“Message in the Play List” list view control	contains information about messages, which are in the currently selected Play List
3	Add Play List Button	allows user to create a new play list and add it to the library
4	Delete Play List Button	allows the user to delete the selected play list from the library
5	Edit Play List Button	allows the user to edit the currently selected play list
6	Import Play List Button	allows the user to add an externally existing play list from the selected location to the library
7	Export Play List Button	allows the user to save the existing play list to the selected location
8	Add Category Button	allows the user to add a new category to the play list library
9	Delete Category Button	allows the user to delete the currently selected play list category or subcategory
10	Edit Category Button	allows the user to edit the name for the currently selected play list category or subcategory

Step-by-Step Tutorials


Step-by-Step Tutorial - Create a Play List

Creating a Play List

To create a Play List:

1. Open the Message Scheduler.
2. Open the dockable window “Play List Management”.
3. Press the “Add” button. 
4. The “Play List Creation” pop up window will appear.
5. Press the “Browse” button.
6. Select the directory where your messages are located.

Note: the user can not select directories outside the installation folder using this button.



7. Choose a message from the “Available Messages” list view.
8. Press the “Add Message” button. 
9. Your message will be added to the currently active Play List.
10. Press the “Save as” button.
11. “Save as” dialog will be shown.
12. Set the location and file name for the Play List.
13. Press the “Save” button.

Note: the message doesn't disappear from the Message Library after adding it to the Play List.

Video - create a play list

Adding Message from Disk

The user can add a message to the Play List from a specific location:


1. Open the “Play List Management” dockable window.
2. Press the “Add” button. 
3. The “Play List Creation” pop up window will appear.
4. Press the “Add Message from disk” button. 
5. The “Open file” dialog will appear.
6. Add the message to the Play List from the specific location on disk.

Note: the added message is copied to the currently opened directory.

Step-by-Step Tutorial - Managing a Play List

Importing a Play List


To add existing play lists to the play list library:

1. Open the Message Scheduler.
2. Open the “Play List Management” dockable window.
3. Press the “Import Play List” button. 
4. The “Open file” dialog will appear.
5. Choose a Play List to import.
6. Press the “Open” button.
7. The Play List from the selected location will be copied into the play list library location.

Video - Import a Play List

Exporting a Play List

To export existing play lists to the selected location:


1. Open the “Play List Management” dockable window.
2. Press the “Export Play List” button. 
3. The “Save file” dialog will appear.
4. Press the “OK” button.
5. The Play List from the library will be copied to the selected location.

Video - Export a Play List

Adding a Category

A **category** list contains custom categories and allows the user to filter Play Lists shown in the list view.

To add a category:

1. Open the dockable window “Play List Management”.
2. Press the “Add Category” button. 
3. The pop up window will appear.
4. Enter the name for the new category.
5. Click the “OK” button
6. The new category will be added to the Play List Library.

Note: the subcategory will be added if the category is selected.

Video - Adding a Category

Step-by-Step Tutorial - Schedule Once reoccurrence Play List

Schedule Once reoccurrence Play List

“Once” reoccurrence type indicates that a Play List will be shown one time only.

To schedule a once reoccurrence Play List:

1. Open the Message Scheduler.
2. Choose a play list in the “Play List” dockable window.
3. Open the “Schedule” dockable window.
4. Select the “Once” recurrence radio button.
5. Set the Play List start date and time.
6. Set the Play List end date and time.
7. Press the “Add Play List” button.
8. The added play list will be shown in the Schedule document.

Video - Schedule Once reoccurrence Play List

Step-by-Step Tutorial - Set a reoccurring schedule for Play Lists

Set a reoccurring schedule for Play Lists

The user can set the following types of recurrence for the play list:

- **Daily** type indicates that the play list will be shown periodically each day for the range of days specified.
- **Weekly** type indicates that the play list will be shown periodically each week for the time period specified.
- **Monthly** type indicates that the play list will be shown periodically each month for the time period specified.

To set a reoccurring schedule for the play list:

1. Choose a play list in the “Play List” dockable window.
2. Open the “Schedule” dockable window.
3. Select the “Daily” button.
4. Set the start and end time for the play list.
5. Set the range of recurrence you need.
6. For “Weekly” and “Monthly” set the “Recurrence pattern”.
7. Press the “Add play list” button.
8. The play list added will be shown in the Schedule document.

Video - create a reoccurring play list