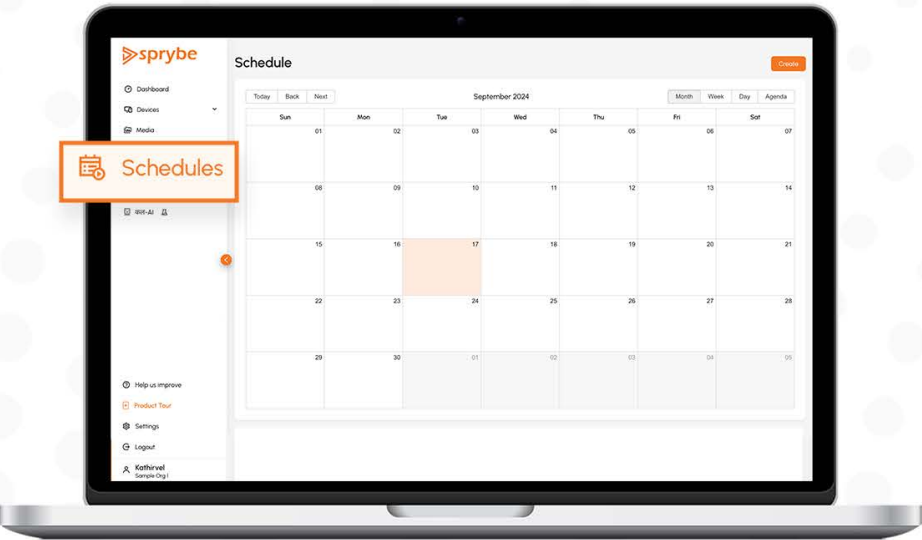




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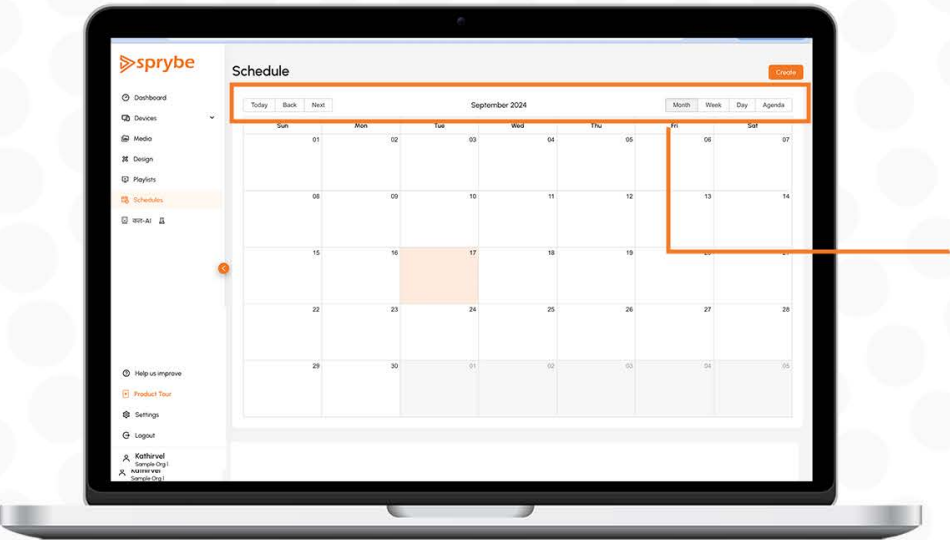
# Schedule Management

## Step 1: Accessing Schedules Section



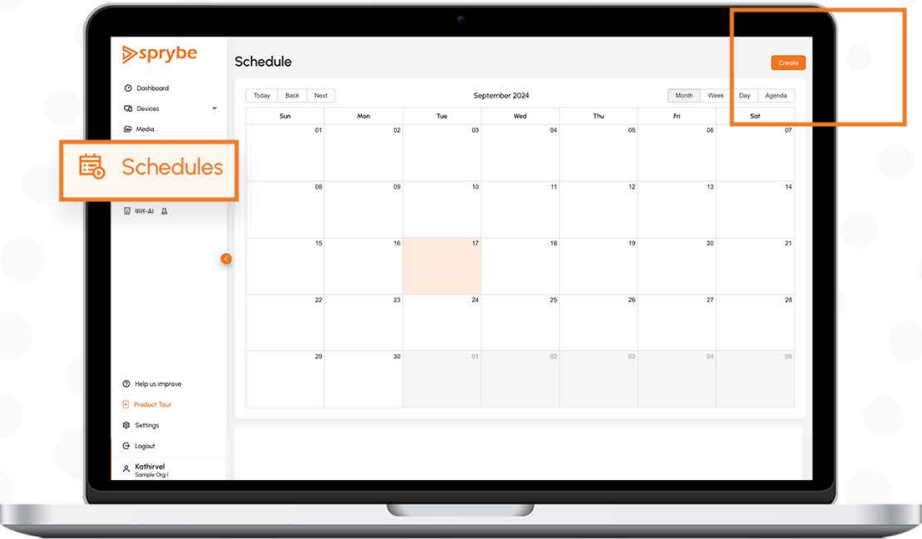
- Navigate to the "Schedules" section of Sprybe web portal.
- The page displays a calendar view for the current month, showcasing existing schedules.

## Step 2: Navigating Calendar Views



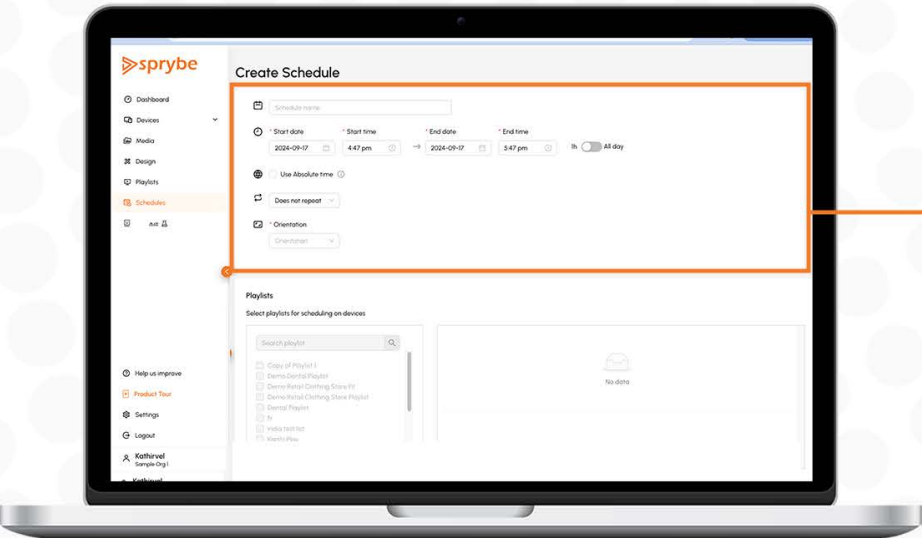
- Use navigation options to:
  - Navigate to the previous or next with respect to the view.
  - Change the view to Weekly, Daily, or Agenda view.

## Step 3: Creating a New Schedule



- Click the "Create" button to access the schedule creation page.

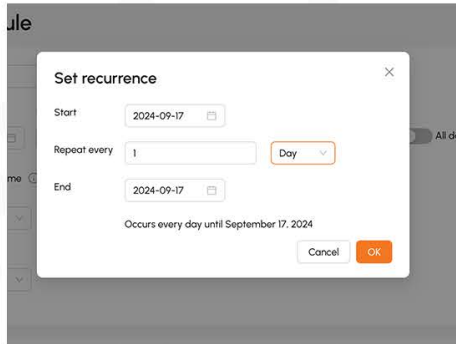
## Step 4: Schedule Creation Form



- Fill in the schedule creation form with the following details:
- **Schedule Name**
- **Start Date, Start Time, End Date, End Time**
- **All day Toggle:** Activating the "All day" toggle indicates that the schedule will occur throughout the entire duration of the selected day.
- **Use Absolute Time Checkbox:** Check to set absolute time. Click the info icon for additional information.
- **Time zone:** If absolute time is selected, choose the required time zone.

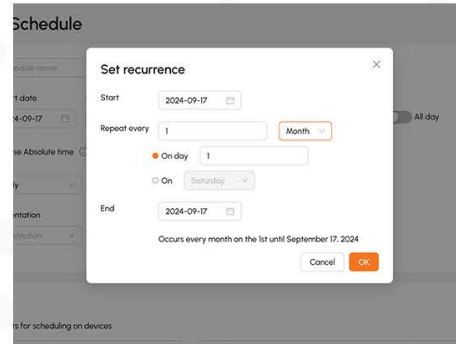
## Step 4: Schedule Creation Form 2

Day



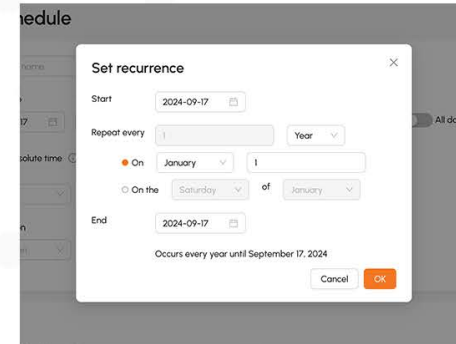
The 'Set recurrence' modal for 'Day' recurrence shows a start date of 2024-09-17, a repeat interval of 1, and a dropdown menu set to 'Day'. The end date is also 2024-09-17. The text below indicates 'Occurs every day until September 17, 2024'. There are 'Cancel' and 'OK' buttons at the bottom right.

Month



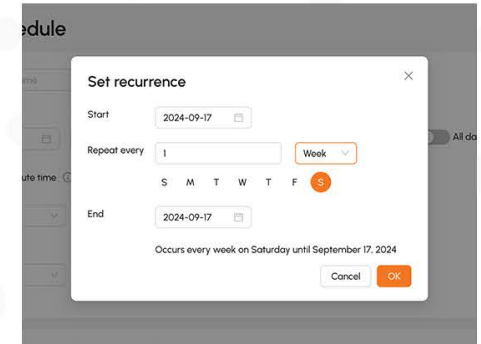
The 'Set recurrence' modal for 'Month' recurrence shows a start date of 2024-09-17, a repeat interval of 1, and a dropdown menu set to 'Month'. Below this, there are radio buttons for 'On day' (selected) and 'On Saturday'. The end date is 2024-09-17. The text below indicates 'Occurs every month on the 1st until September 17, 2024'. There are 'Cancel' and 'OK' buttons at the bottom right.

Year



The 'Set recurrence' modal for 'Year' recurrence shows a start date of 2024-09-17, a repeat interval of 1, and a dropdown menu set to 'Year'. Below this, there are radio buttons for 'On January' (selected) and 'On the Saturday of January'. The end date is 2024-09-17. The text below indicates 'Occurs every year until September 17, 2024'. There are 'Cancel' and 'OK' buttons at the bottom right.

Week

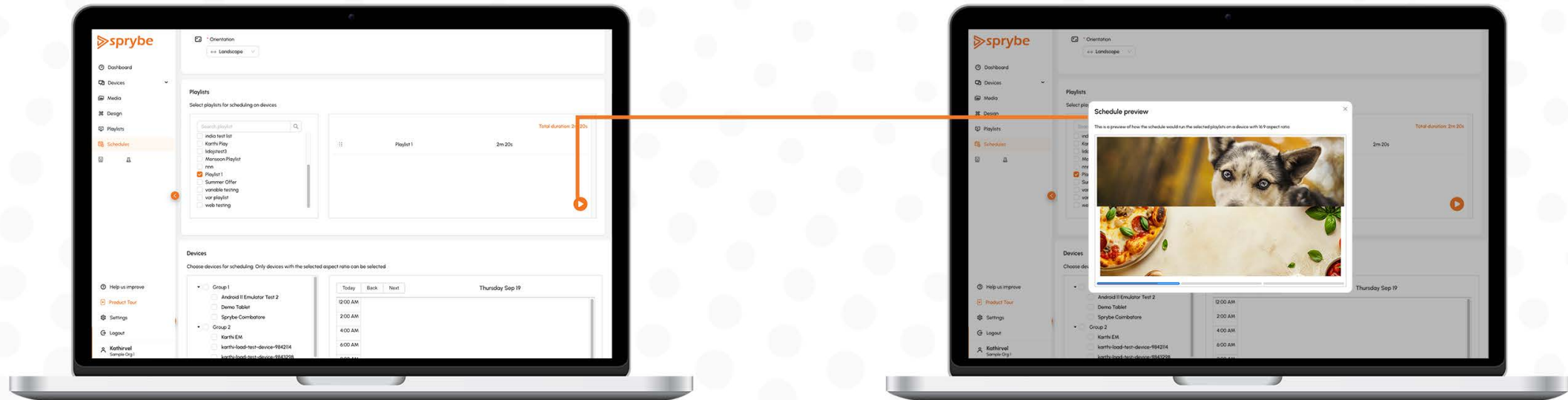


The 'Set recurrence' modal for 'Week' recurrence shows a start date of 2024-09-17, a repeat interval of 1, and a dropdown menu set to 'Week'. Below this, there is a day selection interface with 'S M T W T F S' and 'S' (Saturday) is selected. The end date is 2024-09-17. The text below indicates 'Occurs every week on Saturday until September 17, 2024'. There are 'Cancel' and 'OK' buttons at the bottom right.

- When creating a schedule, users will be able to set a recurrence pattern for the event. The recurrence dropdown offers several options to specify how often the event should repeat
  - Doesn't Repeat: This option indicates that the event will not be repeated and is a one-time occurrence.
  - Every Weekday: Selecting this option will schedule the event to occur every Monday through Friday.
  - Daily: Choosing daily recurrence will schedule the event to repeat every day.
  - Weekly: Users can select this option to schedule the event to repeat every week on specific days. Upon selection, users will be prompted to set the recurrence pattern in a modal
  - Monthly: This option allows users to schedule the event to repeat every month on a specific day or date. Users will be prompted
- Selecting a recurrence option other than "Doesn't Repeat" will generate a schedule series, automatically creating multiple instances of the event according to the specified recurrence pattern.

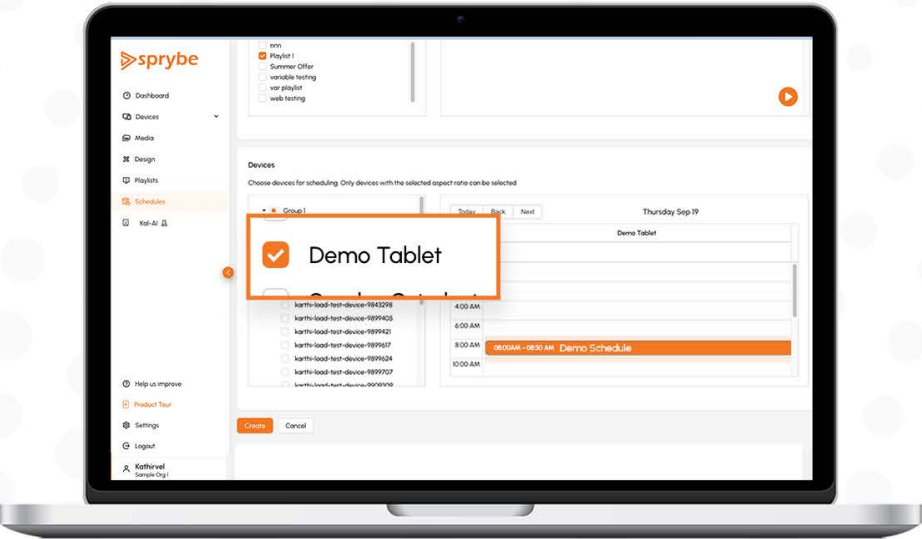


## Step 5: Orientation and Playlist Selection



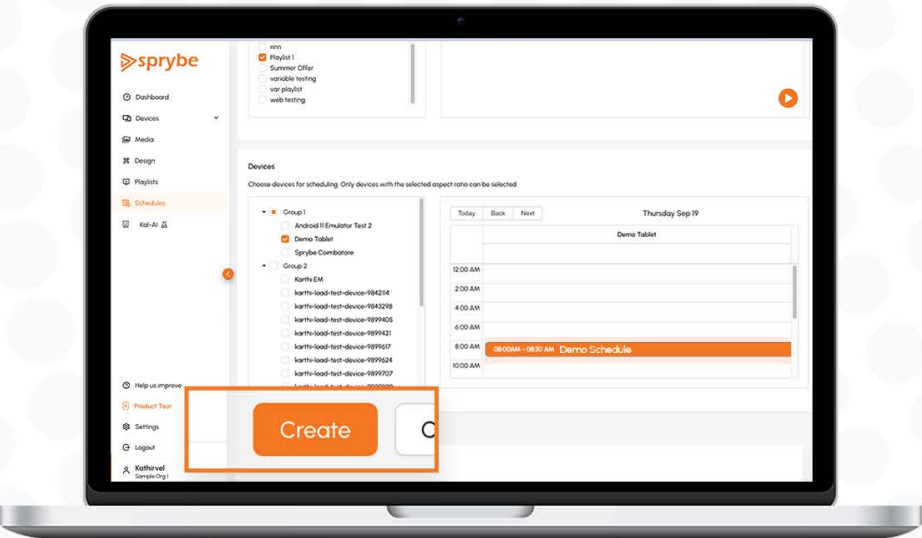
- Select the desired Orientation.
- Choose playlists from the list enabled based on the orientation. On the right side, change the playlist order by dragging them up or down using the drag handle.
- Within the selected playlist section of the application, users can initiate a preview of the playlist content by clicking the designated play button. This action launches a modal window specifically for playlist preview, enabling users to visualize and assess the content before scheduling or publishing it.

## Step 6: Device Selection



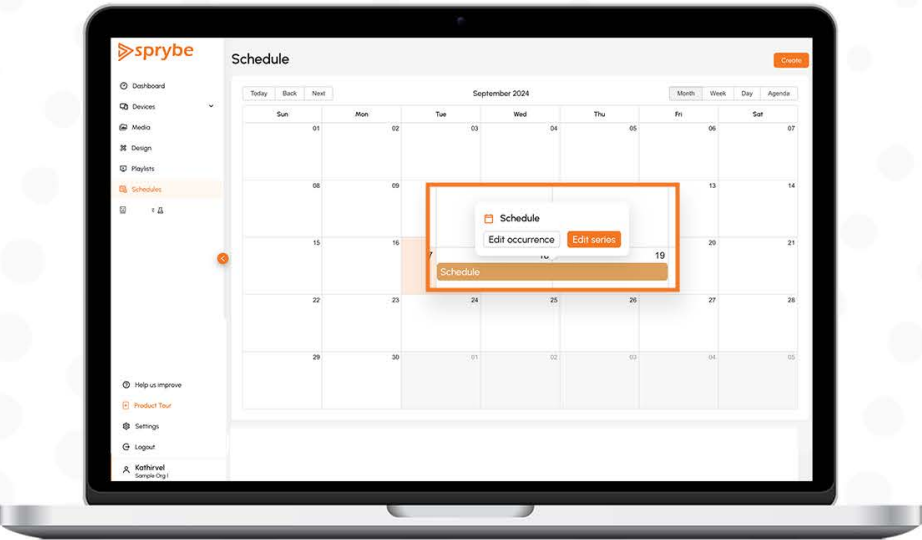
- Select devices from the list enabled based on the orientation.
- The next section shows the selected devices and their corresponding schedules for the day to avoid conflicts.

## Step 7: Save Changes



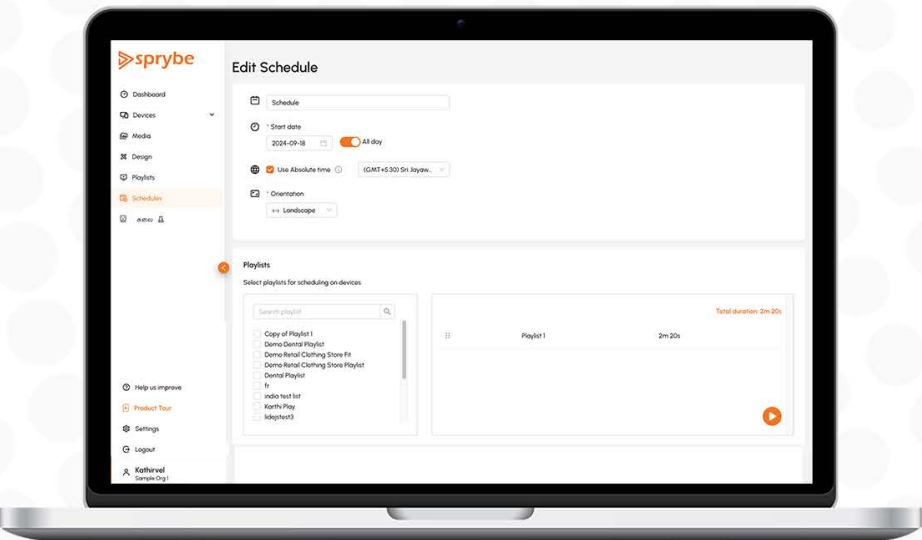
- Click the "Create" button to save the schedule. The schedule will be added to the calendar view.

## Step 8: Editing Schedule



- The newly created schedule is shown in the calendar view.
- When viewing a particular schedule, users are presented with two options for editing.

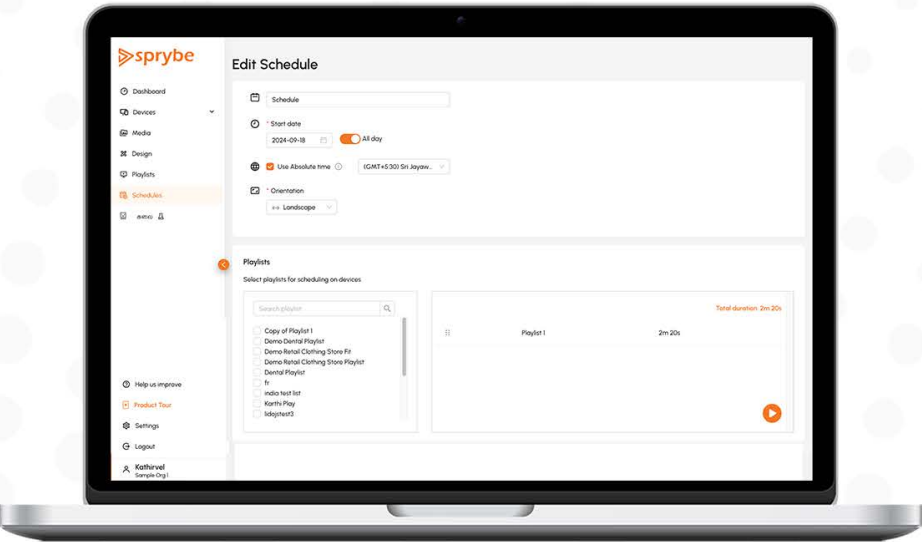
## Step 9: Editing Schedule – Edit occurrence



- Clicking "Edit occurrence" directs the user to the schedule's occurrence page.
- Any modifications made here will only affect the selected occurrence of the schedule

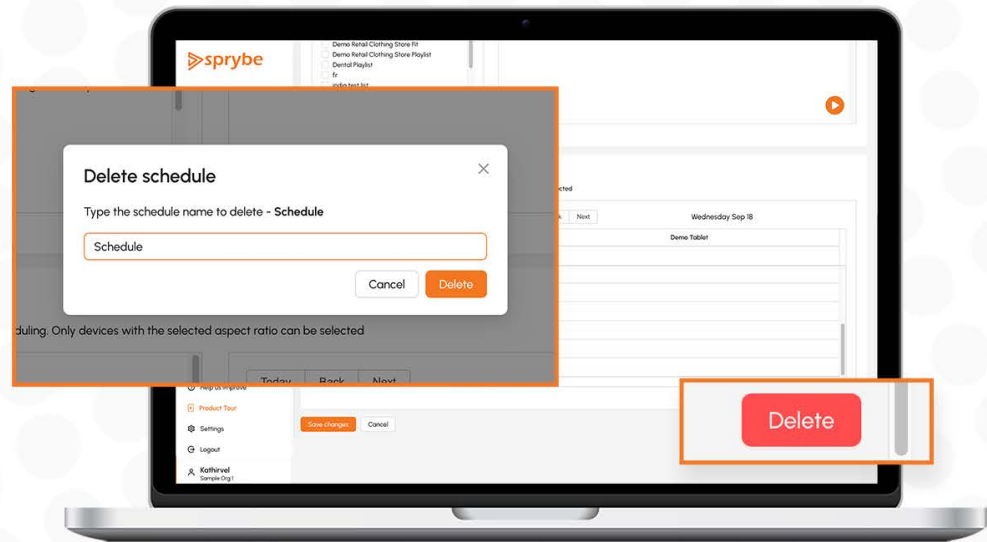


## Step 10: Editing Schedule – Edit Series



- Clicking on "Edit series" navigates the user to the series page of the schedule
- Modifications made here will affect the entire series, including all occurrences associated with it.

## Step 11: Delete Schedule



- Delete the schedule by clicking the delete button in the bottom right corner.
- To delete a schedule, click the delete button. A modal will appear, and you need to enter the schedule name accurately to confirm the delete operation.