

This guide is designed to help operate the **Scheduling** app of Venus[®] Control Suite. It explains and directs how to access the app, use the playlist page, and create and edit playlists.

Access the Scheduling App

1. Log in to Venus[®] Control Suite.
2. Click the **Scheduling** app in the **My Apps** menu or from VCS Launchpad. Refer to **Figure 1**.
3. All Scheduling app features are available from the Scheduling app Playlist Page.

Playlist Page

The Scheduling app Playlist Page lists all playlists. **List** view shows each created playlist for all users. **Priority** view shows the playlists in descending priority for Select and above level users. Playlists can be dragged and dropped into the desired order. The highest priority is 1 and decreases thereafter with each playlist. This applies to normal playlists only. It does not apply to synchronized, override, and exclusive playlists. These two views are toggled using the **List** and **Priority** button on the Playlist Page.

The playlists give individual information about each playlist. This information is detailed under the playlist's title. Refer to **Figure 2**.

- **Active/Inactive** ● - Informs whether the playlist is currently active or inactive.
- **Active Date** 📅 - Details the start and end date of the playlist.
- **Media** 📁 - Shows the number and titles of media files associated with the playlist.
- **Days of the Week** 📅 - Gives the days of the week the playlist runs.
- **Display(s)** 🖥️ - Titles the associated display(s).
- **Time Ranges** 🕒 - Details the time of day the playlist will run.
- **Exclusive Playlist** 💎 - Indicates a playlist is exclusive and has a higher priority.

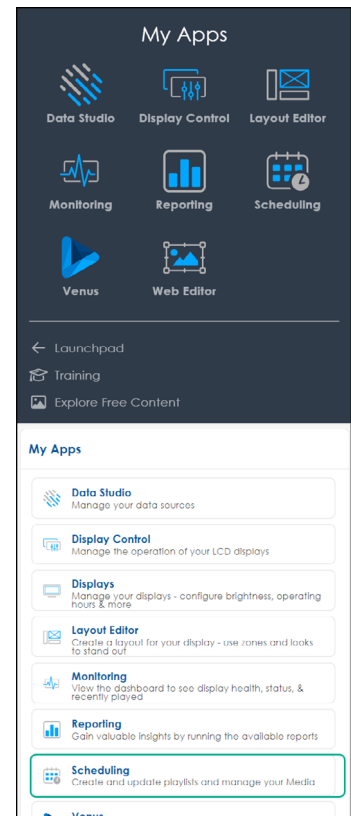


Figure 1: My Apps Menu

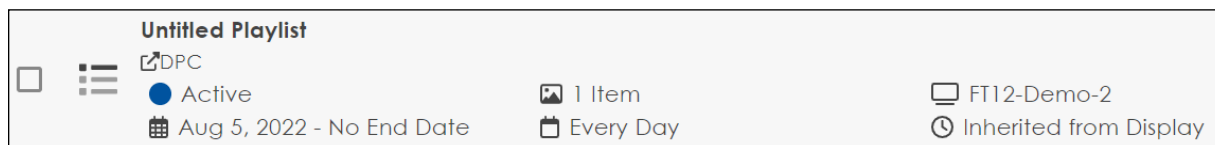


Figure 2: Playlist Information

Using Filters

Use the **Filters** menu to filter what playlist(s) are on the Playlist Page or search for a specific playlist. Filter based on the title, account, display(s), media file(s), and/or tags on the playlist(s). Use multiple filters to further limit to desired material. Sort the list using the **Sort Order** drop-down menu. Refer to **Figure 3**.

Note: The **Account**, **Display**, and **Media File** fields also act as drop-down menus. These menus will list all options in each category and will limit the results.

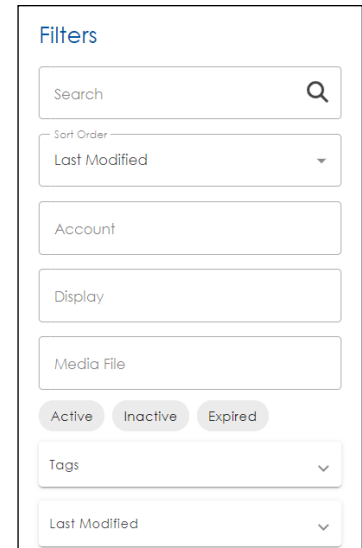




Figure 3: Filters Menu

Delete a Playlist

1. Click a playlist from the list or select to edit a playlist.
2. Click **Delete** .
3. Click **Confirm**.

Delete a Playlist with the Playlist Cleanup Wizard

Follow these steps to delete playlists via the Playlist Cleanup wizard:

1. Click  from the Playlist page.
2. Define cleanup criteria by selecting an **Inactive**, **Expired**, or **No Display**.

Note: Selecting multiple options will populate all sales that meet each criteria.

3. Select the playlist(s) to be cleaned.
4. Click **Confirm** to permanently delete the playlist(s).

Create a New Playlist

1. Click **Add New** and **Playlist** to create a normal playlist. Refer to **Figure 4**.

Note: Use the down arrow to view playlist types, then select an available type to begin making a playlist.

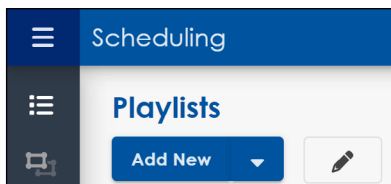


Figure 4: Create a New Playlist

2. New playlists require a display to play on, media to play, and properties to dictate when and when not to play.

Select a Display

1. Click **Add Displays** or click **+** under **Displays** to select the display(s) where the new playlist will appear.
2. Go to and select the desired display(s) from the drop-down menu. A check mark identifies which display(s) are selected which generates a list under **Displays**. Refer to **Figure 5**.

Note: Use the search and filters functions in **Select Displays** to find the desired display.

Note: Remove a display by either deselecting it from the drop-down menu or clicking the **X** in the **Displays** field.

Note: The displays appear differently in the drop down menu based on the available options and account type. Refer to **Display Picker (p.4)** for more information.

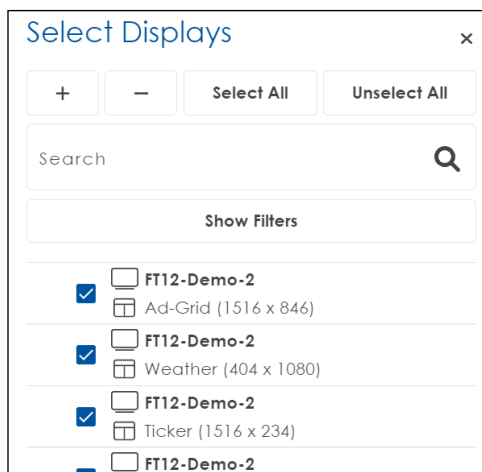


Figure 5: Select Displays Menu

Using the Display Picker

This section details the different views found while selecting specific types of displays during playlist creation. Refer to **Selecting a Display (p.3)** for more details.

- **Simplified View** is for accounts with 20 or fewer displays or targets and uses zones. Refer to **Figure 6**.
- **Hierarchy View** is for accounts with more than 20 displays or targets, houses multiple sub-accounts, and does not use zones. Refer to **Figure 7**.
- **Large Flat View** is for accounts with more than 20 displays or targets, uses a single account, and does not use zones. Refer to **Figure 8**.
- **Advanced Scheduling View** is for display owners and populates the list with all displays and zones. Refer to **Figure 9**.
- **Advertiser View** is for advertiser accounts and only populates the list with displays and zones that have sales attached. Refer to **Figure 10**.

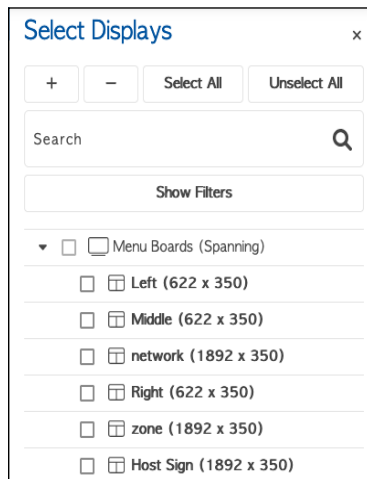


Figure 6: Simplified View

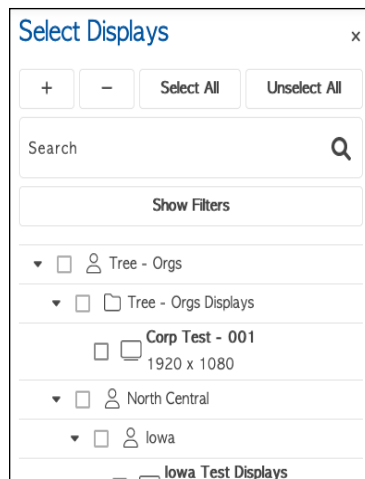


Figure 7: Hierarchy View

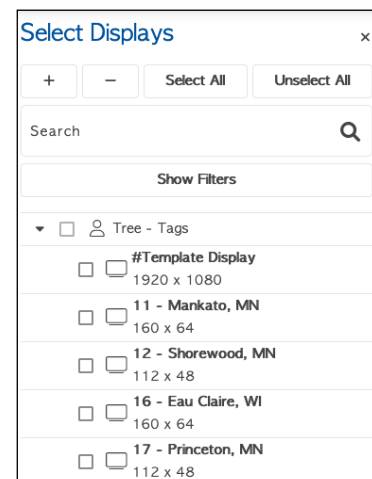


Figure 8: Large Flat View

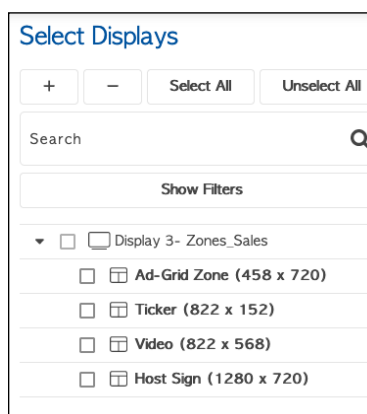


Figure 9: Advanced Scheduling

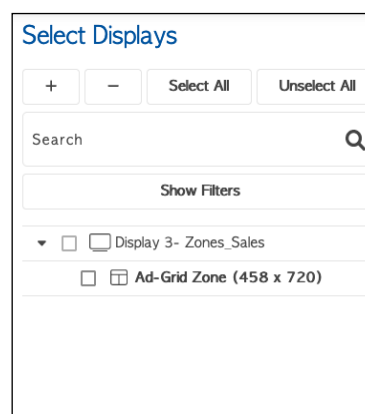


Figure 10: Advertiser View

Select Media Files

1. Click **Add Media** or the **+** to select the media for the new playlist.
2. Locate the media file using the filter options or click **Upload New** to add media directly from media selection. The media filter produces results by file title, account name, association, file type, dimensions, and tags, and can be sorted using the sort order options. Refer to **Figure 11**.

Note: Using multiple filter options will further limit results.

Note: Click **Add All** to add all filtered media files to the current playlist.

Note: Click **RESET** to remove current filter selections.

3. Select media files from the list within the **Select Media** menu by clicking **+**. Refer to **Figure 11**.
4. Select **Daktronics Media Kit** to open the Daktronics free media library. Refer to **Figure 11**. Select media from this list by clicking the **+**. See section **Daktronics Media Kit (p.12)** for detail on how to enable the Daktronics Media Kit.
5. Remove a media file from the list by clicking **✖**, or remove all media files by clicking **Remove All**.

Select Playlist Properties

1. Click **Properties Banner**. Refer to **Figure 13**.
2. Enter the desired values in the **Playlist Properties** menu. Refer to **Figure 12**.
 - Enter a **Playlist Title**.
 - Select **Active** or **Inactive**.
 - Set **Exclusive Mode** to **On** or **Off**.

Note: The priority list order is: Overrides, Synchronized Playlist, Exclusive Playlist, then Normal Playlist.

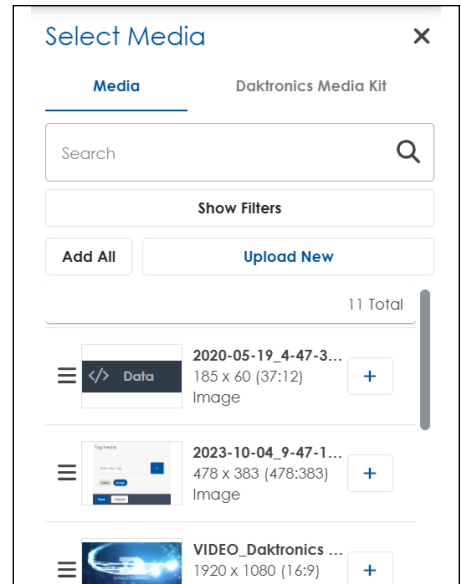


Figure 11: Select Media

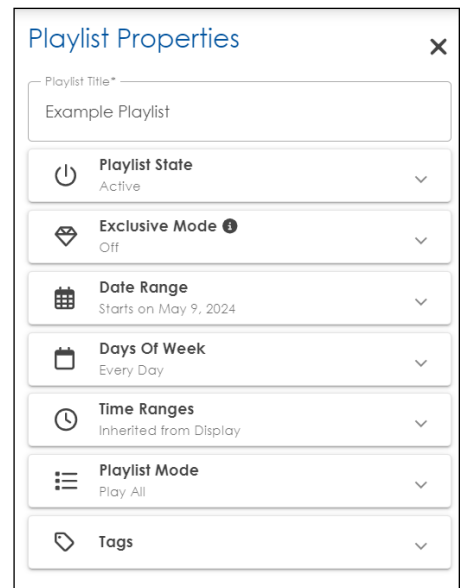


Figure 12: Playlist Properties

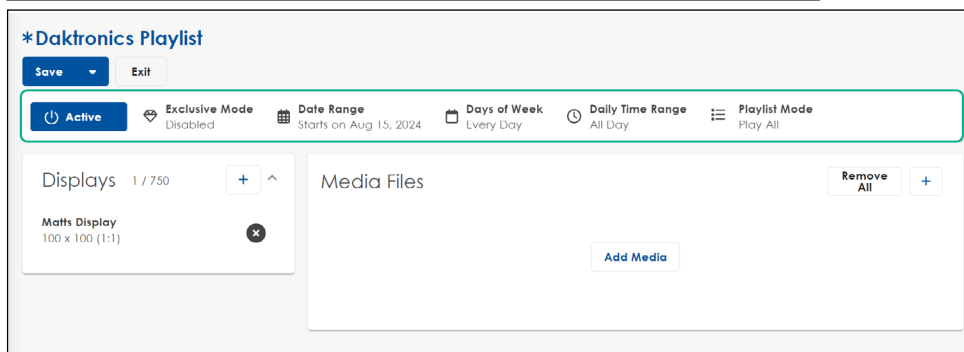



Figure 13: Playlist Properties

- Select an **Initial Start Date**. An end date can be selected if desired.
- Select or deselect the days of the week the playlist should run.
- Select the time(s) of day the playlist starts and ends in the **Start Time** and **End Time** fields or select a premade time range from the list.

Note: Use **Time Ranges**  to create and save multiple sets of **Start** and **End Times** to be used in playlist creation. Refer to **Figure 14**.

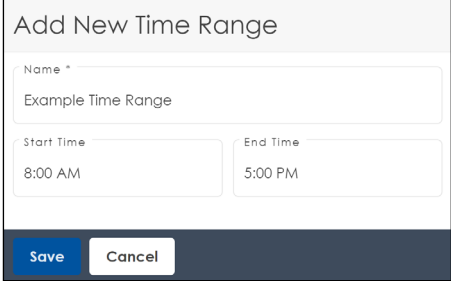


Figure 14: Time Range Creation

- Select the **Playlist Mode**.
- Add tags to the playlist by entering a title and clicking **+**.
- Use the **Look Change** drop-down menu to select the desired Look.

Note: The **Look Change** property can only be initiated if a layout has a command zone and the constraint is set. Look Change is available in Professional and Enterprise packages only in Layout Editor. Refer to [VCS Layout Editor Quick Guide \(DD4876620\)](#) for more details.

3. Click **Confirm** once the values are entered.

Save a Playlist

1. Select either **Save** or **Save As** from the drop-down menu. Refer to **Figure 15**.
2. When selecting **Save As**, enter a new title for the Playlist.

Note: **Save As** will save the playlist as **Inactive**.

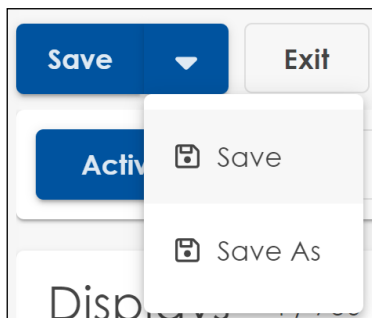


Figure 15: Save Playlist

Using Synchronized Playlists

Synchronized Playlists allow for the creation of playlists that affect multiple displays or zones simultaneously. Synchronized Playlists are available for Select packages and above. Follow these steps to create a synchronized playlist:

1. Select **Synchronized Playlists** during playlist creation. Refer to **Figure 16**.
2. Select the displays for the playlist. A table will populate as selected. Refer to **Figure 17**.

The table represents the synchronized playlist. Each column represents a display or a group of displays, while the rows are the total media being set to the display or group of displays. Fill in the cells of the table with desired media. Each cell can have multiple media files. Refer to **Figure 17** for an example.

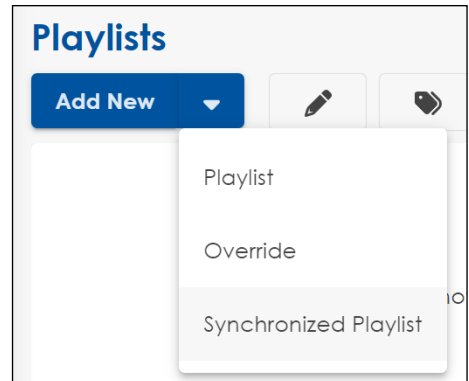


Figure 16: Synchronized Playlist

Note: The rows can be manipulated with drag and drop, but the columns can only be moved via the overflow menu at the top of each column.

*** Example Synchronized Playlist**

Save | Exit | [Icons]

Active | Date Range: Starts on Oct 13, 2022 | Days of Week: Every Day | Daily Time Range: All Day

17 / 500	Loop Duration 10:25	Multiple Displays Multiple Zones Multiple Dimensions	FT12-Demo-2 Weather 404 x 1080 (101:270)	FT12-Demo-2 Ticker 1516 x 234 (758:117)
1	10 Seconds	1093-8.jpg 2880 x 1800 (8:5)	Weather 1920 x 1080 (16:9)	Date-Time-Countdown 1313 x 171 (1313:171)
2	15 Seconds	Multiple Files Size Mismatch	Weather 1313 x 171 (1313:171)	Date-Time-Countdown 1313 x 171 (1313:171)
3	10 Minutes	Multiple Files Size Mismatch	Multiple Files Size Mismatch	Date-Time-Countdown 1313 x 171 (1313:171)

Figure 17: Example Synchronized Playlist

3. Set **Cell Duration**.
4. Click **Save** at the end of creation.

Using Interactive Playlists

Interactive Playlists allow for the creation of unique playlists that affect touchscreen-capable displays only. Interactive playlists are available for Select packages and above. Follow these steps to create an interactive playlist:

1. Select **Interactive** playlists during playlist creation. Refer to **Figure 18**.
2. Select the **Displays** for the playlist.

Note: Only select displays capable of touchscreen functionality.

3. Select the **Media File**.

Note: Media for interactive playlists is created outside of VCS by either the user or a digital agency. Only one media file can be used in an interactive playlist.

4. Click the selected media file to open the **Trigger** options.
5. Adjust the timeout as necessary. Refer to **Figure 19**.

Note: The timeout is the amount of time the interactive playlist will continue to display while there is no interaction with the screen before it reverts to the attract loop.

6. Select a **Transition** from the drop-down menu to animate the transition from inactive to active screen.
7. Open the playlist properties and set the **Playlist State**.
8. Select a **Date Range**.

Note: Only one interactive playlist can be active at a time; do not overlap start and end dates of multiple interactive playlists.

9. Click **Save** at the end of creation.

Interactive Playlists can easily be identified by the **Touchscreen** icon  on the **Playlists** screen.

Schedule an Attract Loop

Schedule a regular, non-interactive playlist to the interactive display to set it as the attract loop. Refer to **Creating a New Playlist (p.2)** for more details.

Note: It is possible to schedule interactive content without an Attract Loop. To schedule this, add the interactive content (one piece of media **ONLY**) to a regular playlist and schedule as normal. Do not use the interactive playlist type from the drop-down menu during creation if using this method.

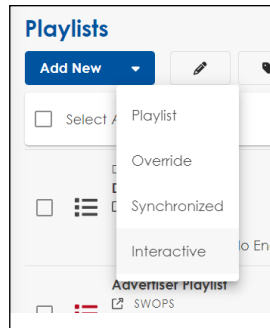


Figure 18: Add New Interactive Playlist

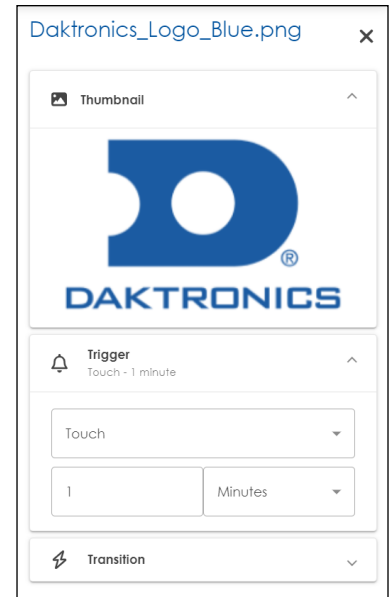


Figure 19: Touch Trigger Options

The Media Library

The **Media Library** in the **Scheduling** app houses all media functionality. **Media** is used to upload and manage **Content Studio Presentations**, **Web Presentations**, and **Free Content**. This section covers the primary uses of adding and removing media and adding tags and using the **Filter** menu.

Add New Media

1. Click **Media**.
2. Click **Add New**. Refer to **Figure 20**.

Note: The **Add New** button has a drop-down arrow for **New Content Studio Presentation**, **New Web Presentation**, or **Free Content**.

3. Drag and drop files or click and select files inside the **Upload Media** menu. Refer to **Figure 21**.
4. Click **Next**.
5. Select an association from the list if using an advanced scheduling account.

Note: Adding an association can also be done while either editing a media file or selecting **Association** in the media slide-in menu.

6. Add tags to the media by clicking the media file and selecting **Edit Tags** under tags. Enter a name and click **+**.
7. Click **Save**.

Using Filters

The **Filters** menu is used to sort and identify specific media inside the **Media Library**.

- Type inside the **Search** bar to automatically search the media files. Refer to **Figure 22**.
- Sort the files by selecting **Newest First**, **Oldest First**, **Recently Modified**, **Alphabetical**, or **Reverse Alphabetical**.
- Sort by **Added to Library** by selecting **Past Day**, **Past Week**, or **Past Month**.
- Sort by media **Dimensions** by selecting a dimension.
- Sort by **File Types** by selecting a file type.
- Sort by **Tags** by selecting a previously created tag.
- Switch between **List** and **Grid** view by clicking **≡** and **≡** respectively.

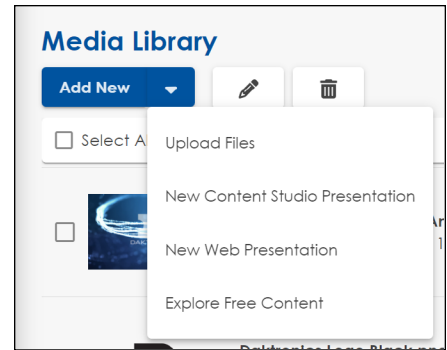


Figure 20: Add New Menu

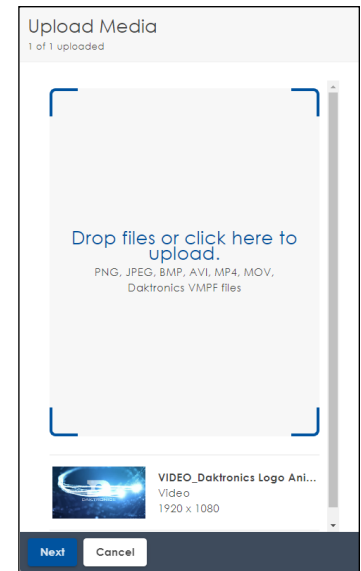


Figure 21: Upload Media

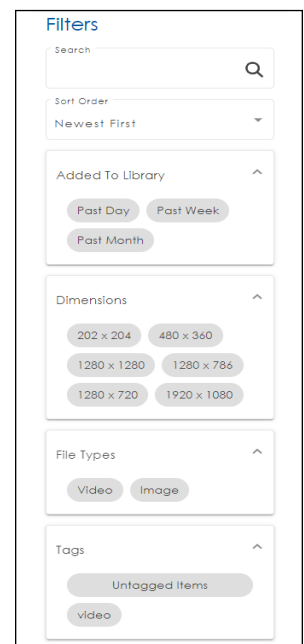



Figure 22: Filter Menu


Bulk Edit

1. Select multiple media files.
2. Click edit .
3. Bulk edit tags, download, or delete.

Preview Media

1. Select a media file.
2. Click the media file thumbnail in the media slide-in menu. Refer to **Figure 23**.

Delete Media

1. Select a media file.
2. Click delete  to remove media.

Scheduled Content View

Scheduled Content view is used to review what is and is not scheduled to the displays associated with the account.

Follow these steps to use **Scheduled Content** view:

1. Access **Scheduled Content** view through the left navigation menu of the **Scheduling** app. Refer to **Figure 24**.
2. Select a display to view the scheduled content. Refer to **Figure 25**.
3. Select a playlist to open the playlist.
 - Review or edit the playlist.
 - Click **Save** to finalize any changes.
 - Click **Delete** to remove and delete the playlist.

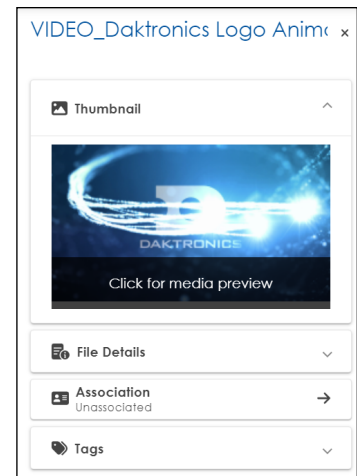


Figure 23: Upload Media

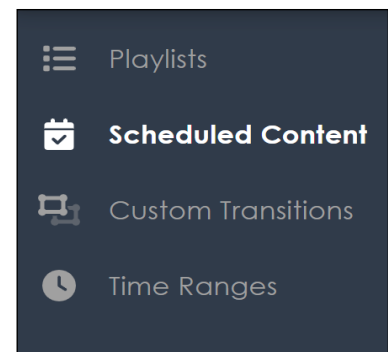


Figure 24: Scheduled Content

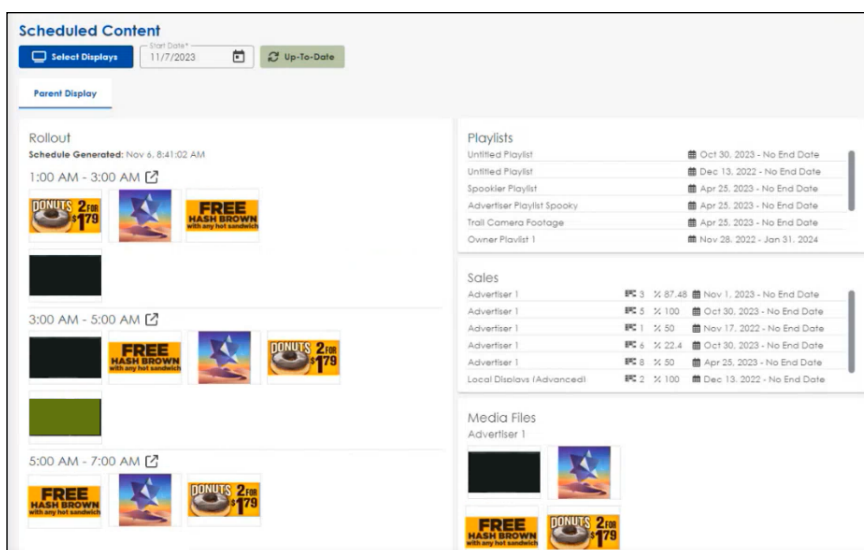


Figure 25: Scheduled Content Example

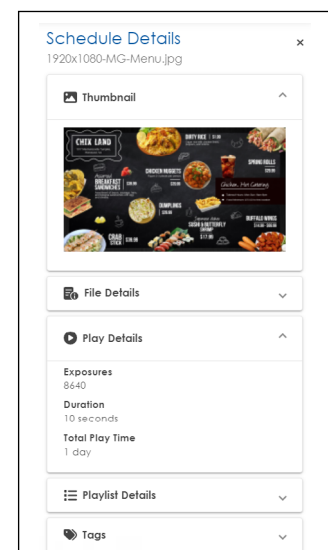


Figure 26: Schedule Details

4. Select a sale.
 - Review or edit the sale.
 - Click **Save** to finalize any changes.
 - Click **Delete** to remove and delete the sale.
5. Select a media file to open a slide in menu with additional details. Refer to **Figure 26**.

Emergency Alerts

The **Emergency Alerts** page is used to manage the emergency alerts that are displayed through VCS. Emergency alerts are distributed from Integrated Public Alert Warning System (IPAWS) and the National Center for Missing and Exploited Children (NCMEC). Each alert is listed with a title, date of issue, and issuer. Emergency Alerts can be enabled and disabled from the Venus app.

Follow these steps and refer to **Figure 27** to set an alert to Active or Inactive:

1. Navigate to the **Alerts** page in the **Scheduling App**.
2. Select an alert from the list.
3. Use the slide-in menu to select which displays to set as Active or Inactive.
4. Click **Set Active** or **Set Inactive** to finish.

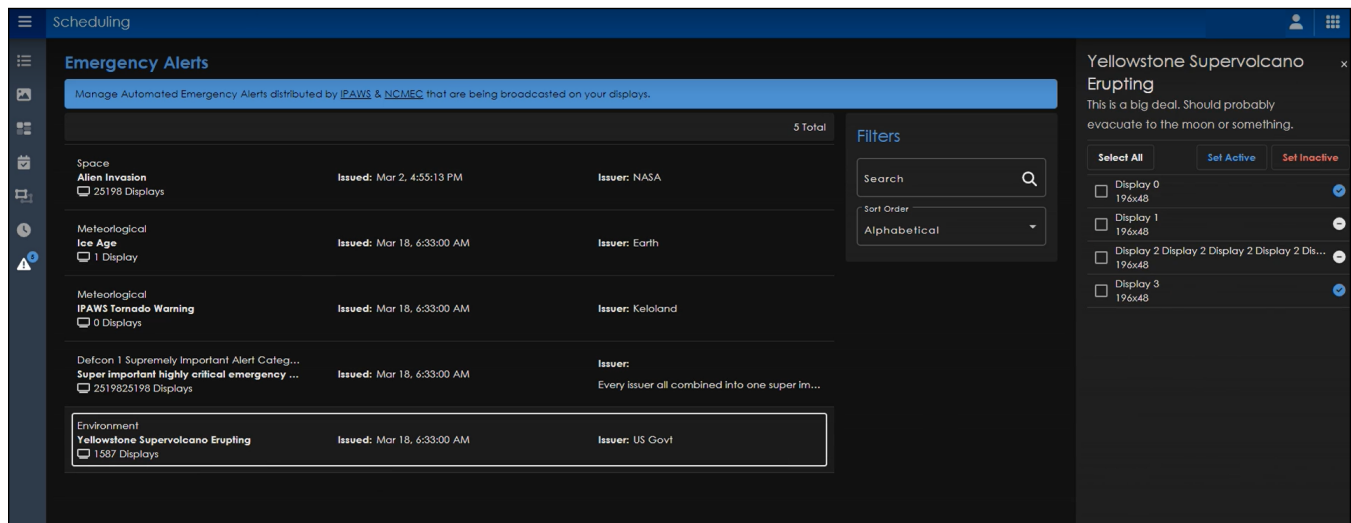


Figure 27: Alerts Page and Management

Daktronics Media Kit

The Daktronics Media Kit is a library of free media available to VCS users that can be accessed and scheduled through the Scheduling and Web Editor apps.

Follow these steps to enable the Daktronics Media Kit:

1. Access the Scheduling app.
2. Click **Settings**. Refer to **Figure 28**.

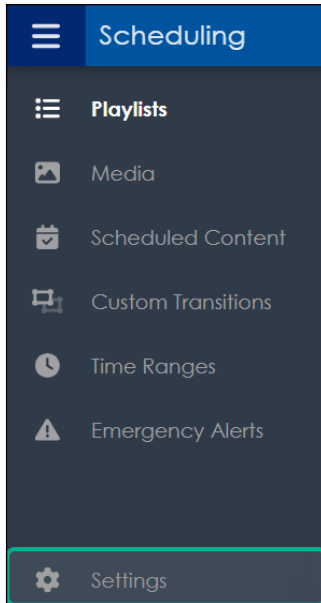


Figure 28: Settings

3. Navigate to the **Media Kit** settings and click **Enable**. Refer to **Figure 29**.

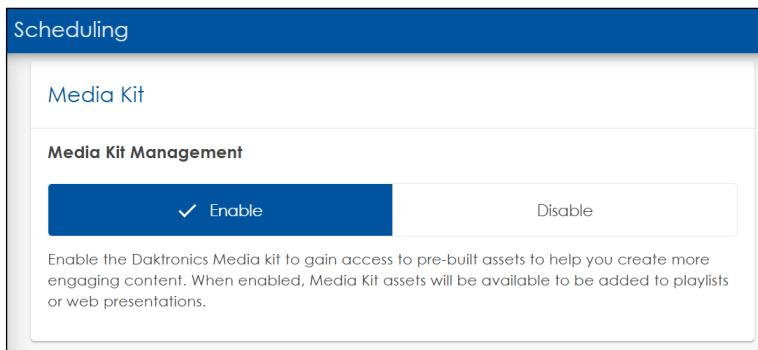


Figure 29: Media Kit Management