



TEOS - How to create a content schedule

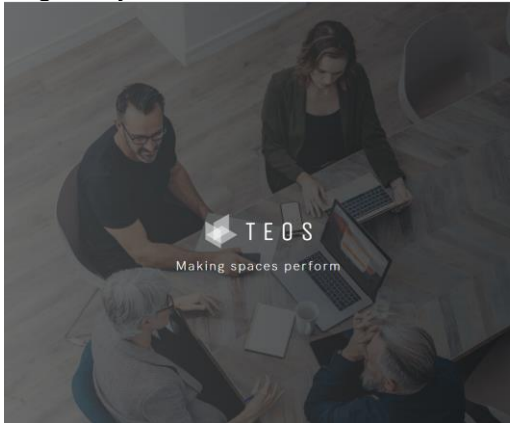
Description

This guide explains how a content schedule can be created.

Requirements

- User access to TEOS Manage
- Access to Schedules and Alarms in TEOS

1. Login to your TEOS web interface.



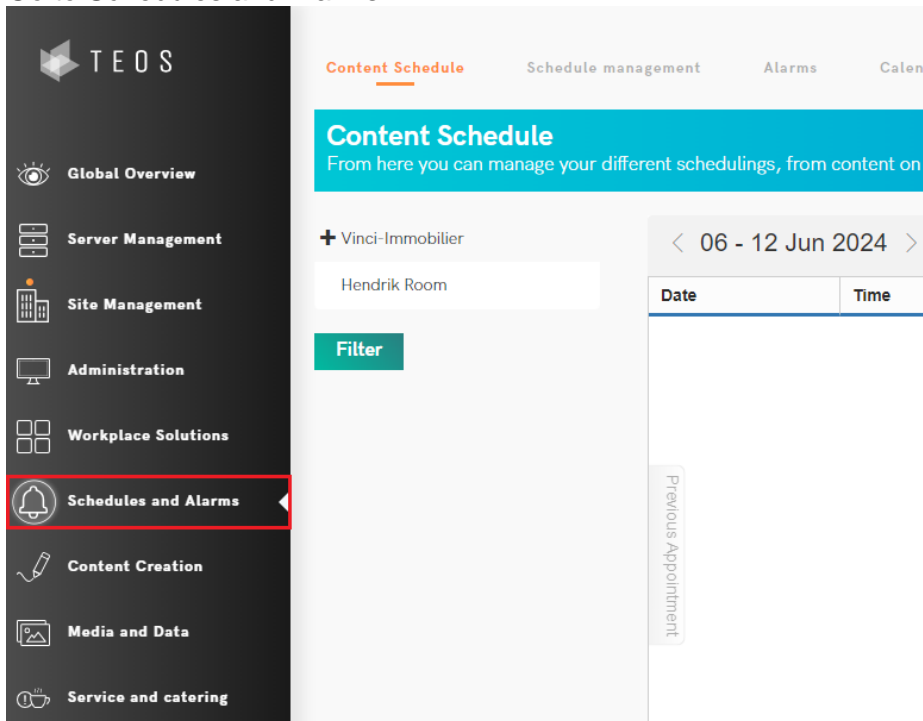
Welcome Back!

Your email address

Password

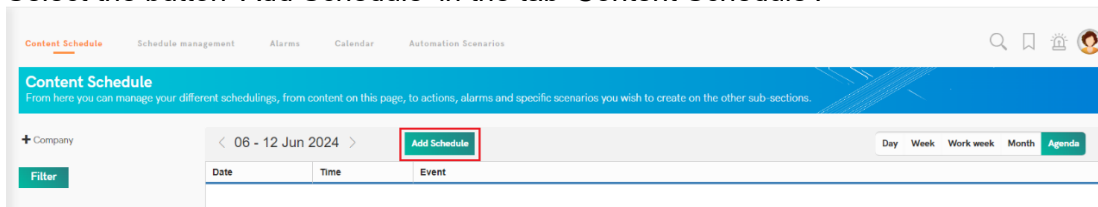
[Lost Your Password?](#)

2. Go to Schedules and Alarms.



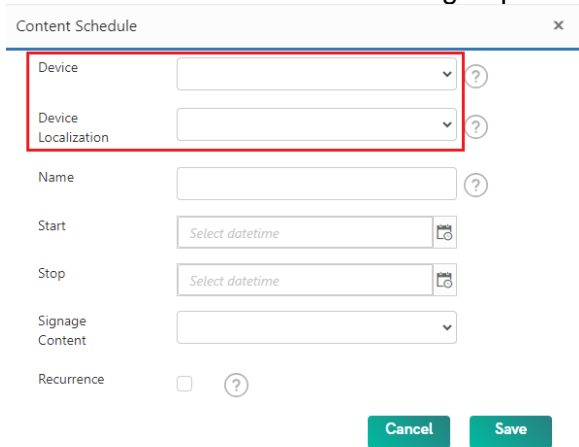
The screenshot shows the TEOS web interface. On the left is a dark sidebar with a navigation menu. The 'Schedules and Alarms' item, represented by a bell icon, is highlighted with a red border. The main content area is titled 'Content Schedule' and includes a sub-section for 'Vinci-Immobilier' with 'Hendrik Room' listed. A date range of '06 - 12 Jun 2024' is displayed, along with a 'Filter' button and a table with 'Date' and 'Time' columns.

3. Select the button 'Add Schedule' in the tab 'Content Schedule'.



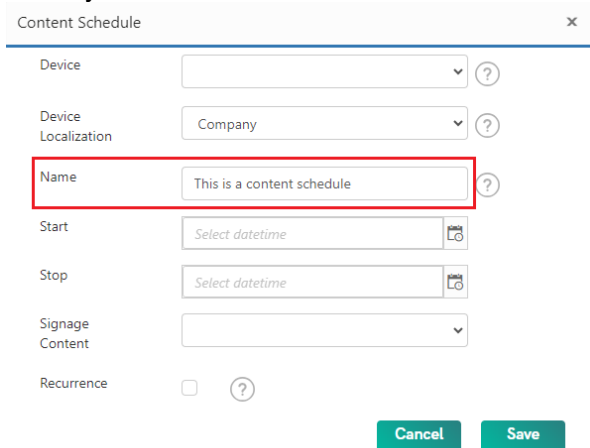
This screenshot shows the 'Content Schedule' page in more detail. The 'Add Schedule' button is highlighted with a red box. The interface includes a top navigation bar with 'Content Schedule', 'Schedule management', 'Alarms', 'Calendar', and 'Automation Scenarios'. Below the header, there's a sub-section for 'Company' with a date range '06 - 12 Jun 2024' and a table with columns for 'Date', 'Time', and 'Event'. A 'Filter' button is also visible.

4. In the next window, Select one of the two following options:
Device: Select this option to create a schedule for only one device.
Device Localization: Select this option to create a schedule for a device group.
This schedule will also become active on devices connected to the groups which are connected to the selected device group.



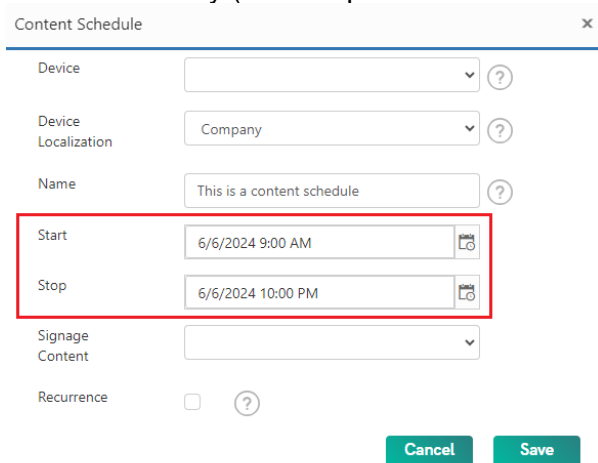
The screenshot shows the 'Content Schedule' window with the following fields: 'Device' (dropdown), 'Device Localization' (dropdown), 'Name' (text input), 'Start' (datetime picker), 'Stop' (datetime picker), 'Signage Content' (dropdown), and 'Recurrence' (checkbox). The 'Device' and 'Device Localization' dropdown menus are highlighted with a red box.

5. Once you have selected device or device localization, fill in a name for your schedule.



The screenshot shows the 'Content Schedule' window with the following fields: 'Device' (dropdown), 'Device Localization' (dropdown), 'Name' (text input), 'Start' (datetime picker), 'Stop' (datetime picker), 'Signage Content' (dropdown), and 'Recurrence' (checkbox). The 'Name' text input field is highlighted with a red box and contains the text 'This is a content schedule'.

6. The next option in this window will be the start and end time for the content schedule. Here you can decide on which day and time the scheduled content should start and end. Please note: in case you use the 'Recurrence' option, the start and end date should be on the same day (more explanation on recurrence at point 9).



The screenshot shows the 'Content Schedule' window with the following fields: 'Device' (dropdown), 'Device Localization' (dropdown), 'Name' (text input), 'Start' (datetime picker), 'Stop' (datetime picker), 'Signage Content' (dropdown), and 'Recurrence' (checkbox). The 'Start' and 'Stop' datetime picker fields are highlighted with a red box and contain the values '6/6/2024 9:00 AM' and '6/6/2024 10:00 PM' respectively.

7. After these points are set, choose the Signage content which you want to schedule.

The screenshot shows a 'Content Schedule' window with the following fields and values:

- Device: [Empty dropdown]
- Device Localization: Company
- Name: This is a content schedule
- Start: 6/6/2024 9:00 AM
- Stop: 6/6/2024 10:00 PM
- Signage Content: TEOS Test (highlighted with a red box)
- Recurrence: (unchecked)

Buttons: Cancel, Save

8. The last option in the window will be the 'Recurrence'. This option is used to duplicate the schedule for a selected amount of times. Once you check the box, a new window will show.

The screenshot shows a 'Recurrence' window with the following options and values:

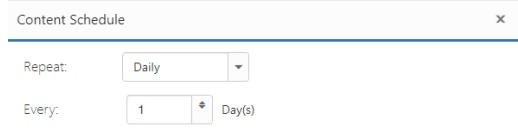
- Repeat: Daily
- Every: 1 Day(s)
- Starts on: 6/6/2024
- Ends: On 8/15/2024

Buttons: Cancel, Save

In case you want to use the recurrence, proceed to point 9 for more information. If you don't want to use recurrence, proceed to point 10.

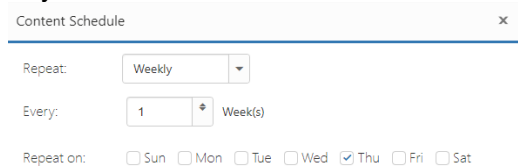
9. For setting a recurrence, you will have the following options:
Repeat and Every: For Repeat you can select the options daily, weekly, monthly, yearly or every weekday.

Daily, With this option the content schedule will show every day until the schedule ends.



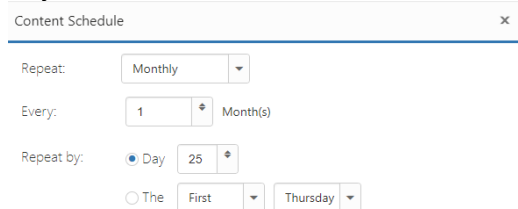
The screenshot shows a 'Content Schedule' form with a close button (x) in the top right corner. The 'Repeat:' dropdown menu is set to 'Daily'. The 'Every:' field contains the number '1' and is followed by 'Day(s)'.

Weekly, With this option the content schedule will show every week on the selected days until the schedule ends.



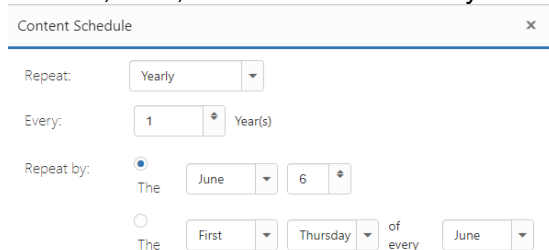
The screenshot shows a 'Content Schedule' form with a close button (x) in the top right corner. The 'Repeat:' dropdown menu is set to 'Weekly'. The 'Every:' field contains the number '1' and is followed by 'Week(s)'. Below this, the 'Repeat on:' section has radio buttons for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The 'Thu' radio button is selected.

Monthly, With this options the schedule will show every month repeated on a specific day count or first, second, third, fourth or last of a specific weekday.



The screenshot shows a 'Content Schedule' form with a close button (x) in the top right corner. The 'Repeat:' dropdown menu is set to 'Monthly'. The 'Every:' field contains the number '1' and is followed by 'Month(s)'. The 'Repeat by:' section has a radio button selected for 'Day' with the number '25' in the adjacent field. Below this, there are radio buttons for 'The' and 'First' followed by a dropdown menu set to 'Thursday'.

Yearly, With this option the schedule will show once a year on a specific date or the first, second, third, fourth or last weekday of a month.



The screenshot shows a 'Content Schedule' form with a close button (x) in the top right corner. The 'Repeat:' dropdown menu is set to 'Yearly'. The 'Every:' field contains the number '1' and is followed by 'Year(s)'. The 'Repeat by:' section has a radio button selected for 'The' followed by a dropdown menu set to 'June' and a field containing the number '6'. Below this, there are radio buttons for 'The' and 'First' followed by dropdown menus set to 'Thursday' and 'of every' followed by a dropdown menu set to 'June'.

Every weekday, this schedule will show the content on Monday till Friday until the schedule ends.

Starts on: Select on which date the recurrence rule should start.

Ends: Select if you want the schedule to end: never, after x amount of times or on a specific date.

10. Once you have filled in all the options, press 'Save'.

You have now successfully created a content schedule.

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For more information
visit pro.sony/TEOS

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