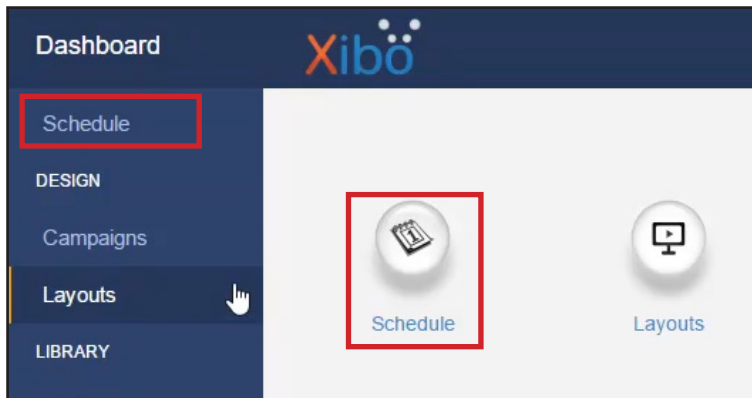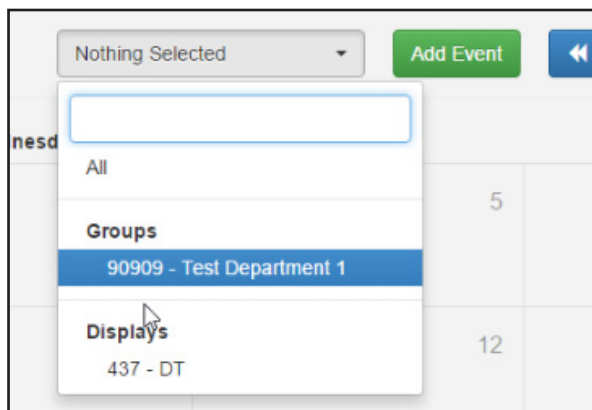# SCHEDULING LAYOUTS

Scheduling a Layout/Campaign

1. Log into Xibo.
2. From the dashboard, click the **Schedule** button. You can also click **Schedule** in the navigation bar at the left of the screen.

3. Select one or more displays or groups from the dropdown menu at the top of the screen. (You can also select the displays in the popup *after* clicking Add Event.)

4. Click **Add Event**.
5. Fill out the schedule for the display. You can have it run continuously for a period, or you can set schedules that go for certain periods of the day and recur on certain days. Please note, the **Display Order** is not required, but

**DO NOT CHECK THE PRIORITY BOX. THIS IS FOR UNIVERSITY USE ONLY.**

it will affect the sequence in which the content is shown if scheduled simultaneous with other layouts/campaigns.

Also, **DO NOT** select the priority button. While it has not been finalized, this feature may be used as an override for emergency notices or urgent school/campus information.

6. Click **Next** or the **Repeats** tab to add a recurring pattern to your schedule.
7. Your content will now show on the assigned displays. Note that it may take up to five minutes for the schedule to be updated.

Using Schedule Now

1. When you create layouts or campaigns, you have the option to immediately schedule content to show for a certain period of time.
• On the Layouts and Campaing pages, you can select this using the dropdown menu for that layout/campaign.
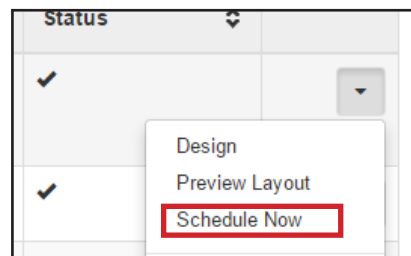
• On the Layout Editor, it will appear in the Options dropdown.
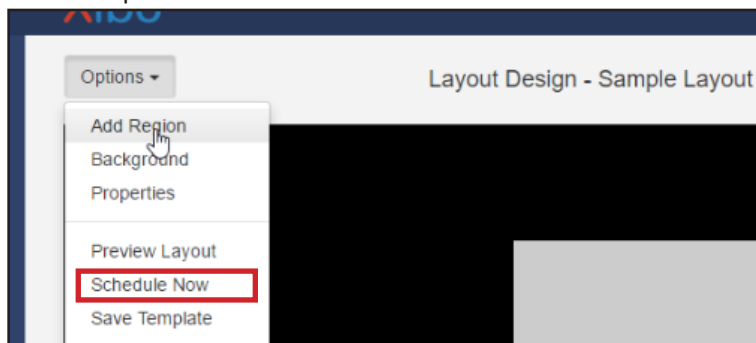
2. Once you click Schedule Now, enter the Hours, Minutes, and Seconds you want the content to display from the current time, and select the displays. Note you will need to enter zeros in the time boxes that don't apply.
3. As with the normal schedule, **DO NOT** select the priority button.

Campaigns

Campaigns allow you to group different layouts together in a specific order as part of your message. For example, you may want to have certain items show as a full screen layout, and revert at other times to a multi-region layout.
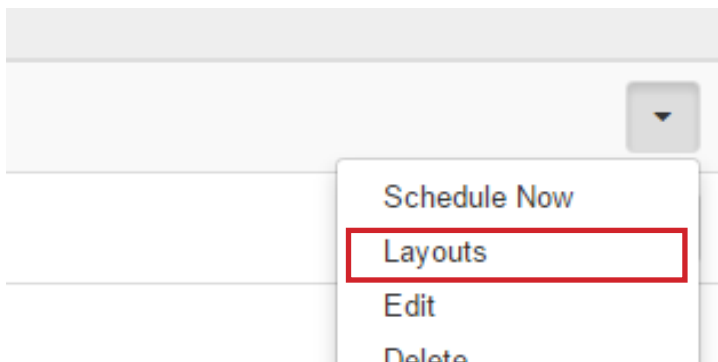
1. From the dashboard, click the **Campaigns** button. You

can also click **Campaigns** in the navigation bar at the left of the screen.
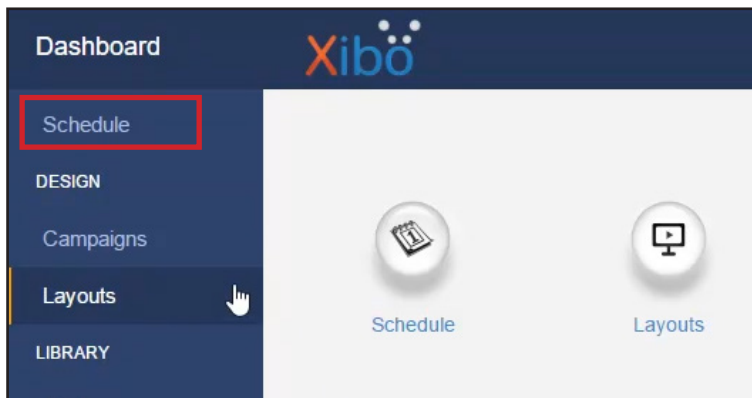
2. Click **Add Campaign** and give your campaign a name.
3. Click the dropdown menu, and click **Layouts**.

4. Select the plus sign next to the layouts displayed to add them to your campaign.
5. In the gray box at the bottom, you can click and drag to reorder the layouts, or the minus sign to remove them from the campaign.

6. Click **Save**.