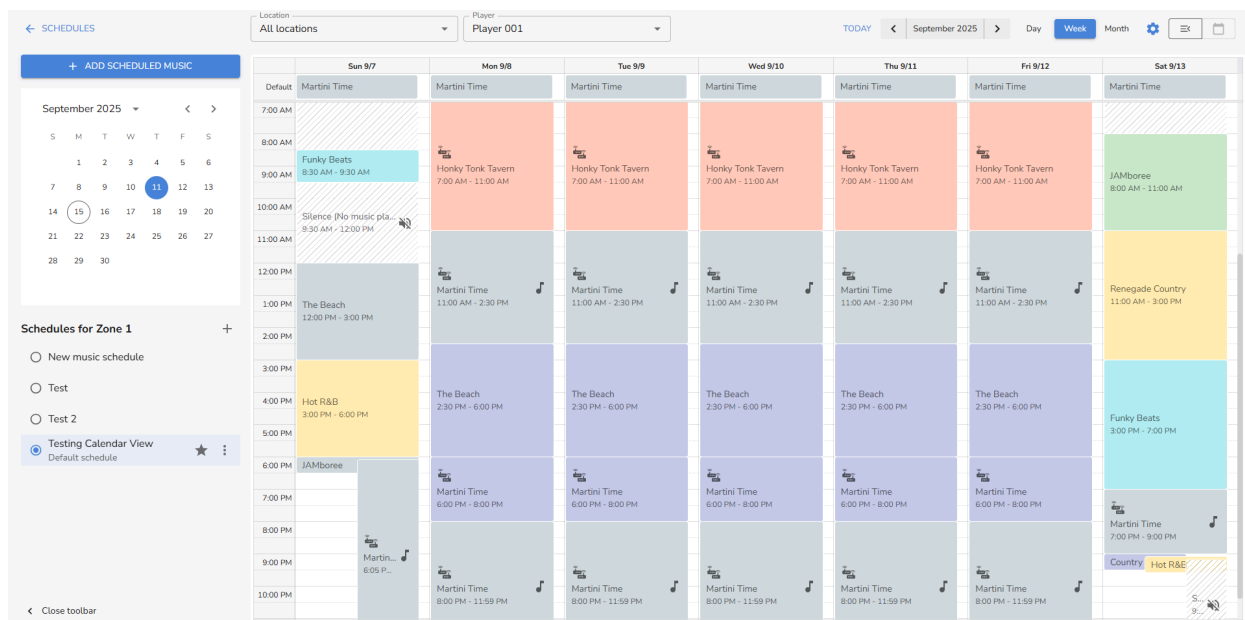


Harmony Schedule: Calendar View

User Guide

The Calendar View is a new feature designed to help you visually manage your music schedules. This guide will walk you through its features, from setting it up to adding and editing your scheduled music.

Getting Started



Accessing Calendar View

The Calendar View will now be the default view for Schedules in Harmony. If you wish to switch back to the List View in the Schedule feature you can do so by selecting the “List View” button in the top right corner of the screen.

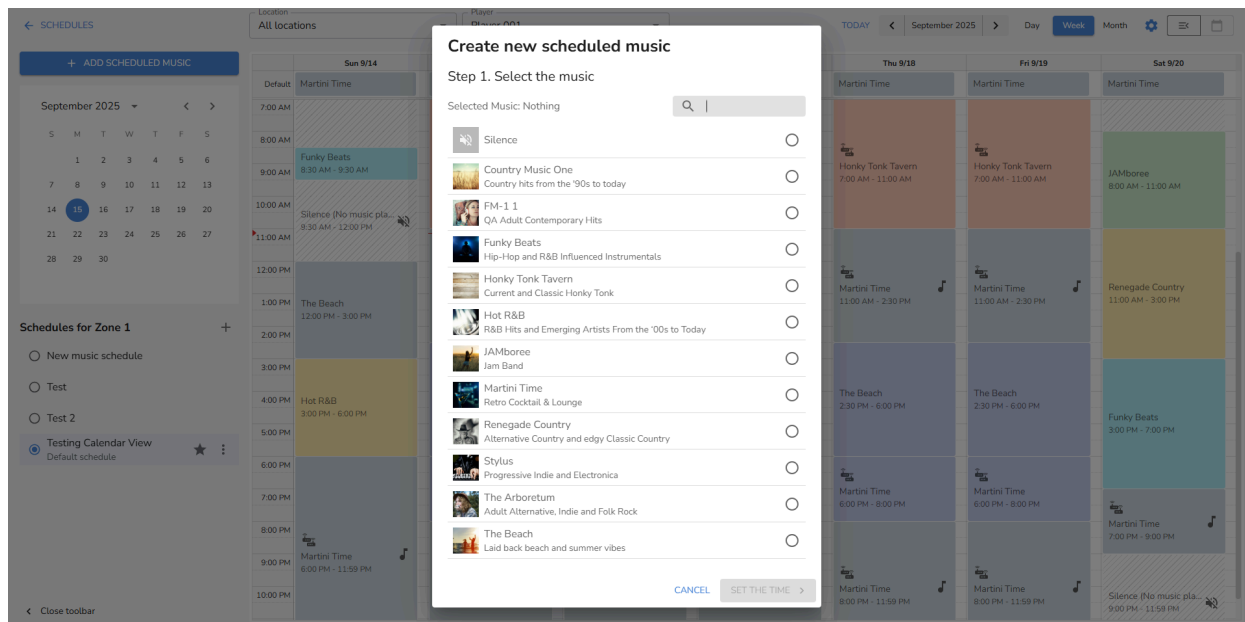
- **Saving View:** The Schedules feature has now been updated to save the way you are viewing your Schedule, meaning if you are in a Schedule and you have opted to view it in “List View” when you return to that Schedule in the future you will return to same view you were using when you left the schedule
- **Changes to Schedule:** All changes made to your schedule in either Calendar or List view will be reflected in the other view

By default, you'll see the **Weekly View** showing your schedule in one-hour blocks, with the current day highlighted. You can change your view of the schedule using the buttons at the top right of the calendar.

- **Day View:** Focus on a single day The current time is highlighted
- **Week View:** The default view, showing a full week in one-hour blocks
- **Month View:** Displays a full month Days with more than four Dayparts will show a "**# More**" link to view the full list Note: You cannot add new Dayparts by clicking on a blank day in this view

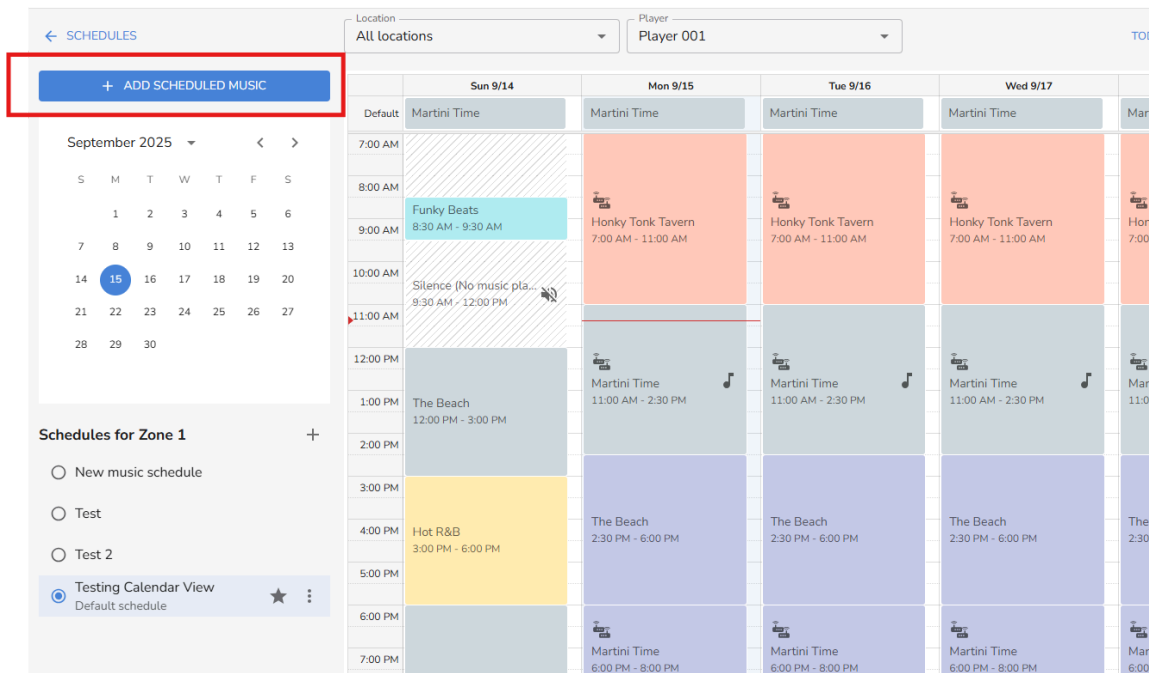
Adding and Editing Music\

Adding New Scheduled Music (Dayparts)



A **Daypart** is a block of time with specific music assigned to it. To add a new Daypart:

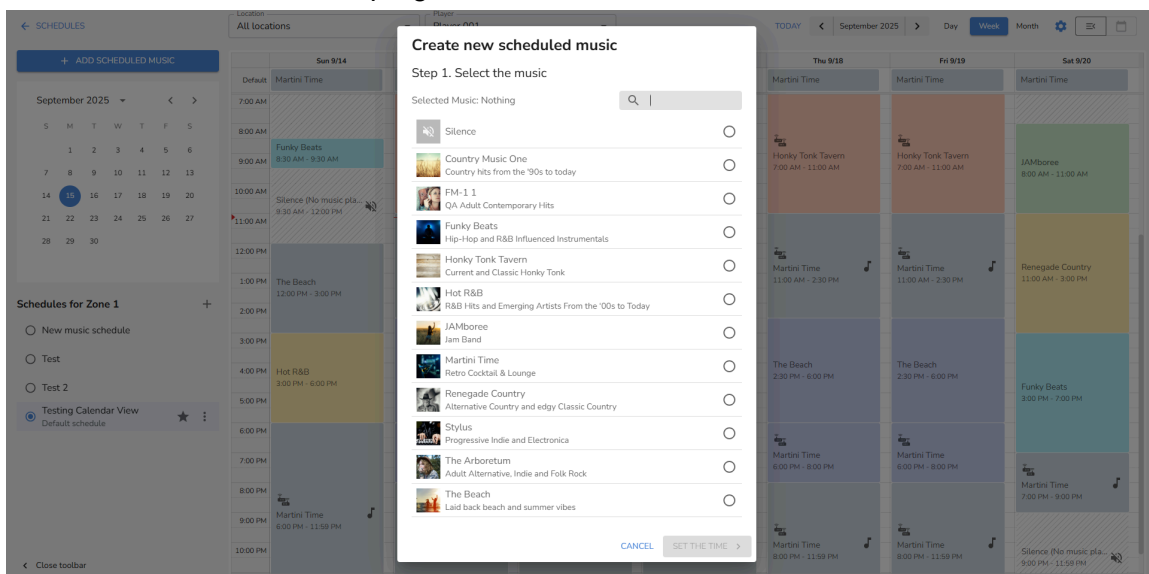
- Click the **+ Add Scheduled Music** button



Note: You can also click on any blank area of any block of time. If you use this method, the start date and time fields will automatically populate based on your selection.

A pop-up window will guide you through the process:

- Select the Music:** Search for and choose the music you want to schedule from your available mixes, stations, or programs.



2. **Set the Time:** Define the schedule's timeframe and repetition. You can enter dates and times manually or use the calendar and clock icons.

Create new scheduled music

Step 2. Set the time

Set when you want this music to play. You can specify dates, times and repeat options.

A) **Block Schedule Override**
When enabled, prevents users from overriding this schedule using remote control.

B) Start Date: 09/15/2025 End Date: 09/15/2099

C) Start Time: 12:00 AM End Time: 11:59 PM

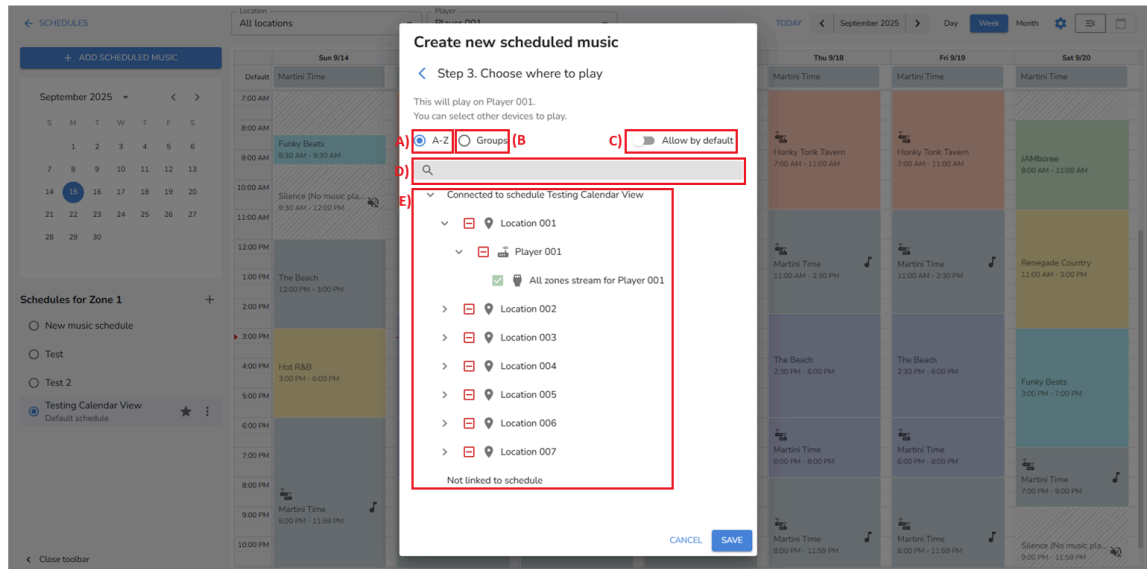
D) **All day**

E) Repeat: S M T W T F S ALL

CANCEL CHOOSE WHERE TO PLAY >

- Block Schedule Override:** Allows you to block the Daypart so that the music cannot be changed during this time.
- Start/End Date:** Allows you to select what Day/Month/Year the music will start and stop playing.
- Start/End Time:** Allows you to select what time the music will start playing.
 - If you selected a blank area of any block of time. If you use this method, the start date and time fields will automatically populate based on your selection.
- All Day Toggle:** Allows you to set the time for when the music plays to be all day (12:00:00 AM to 11:59:59 PM)
 - Start Time** cannot be set to after your **End Time** i.e. 7:00:00 PM to 7:00:00 AM will not work as 7:00:00 PM is after 7:00:00 AM
- Repeat:** Allows you the ability to select which days of the week the Daypart will play.

3. **Choose Where to Play:** Select the devices that will play this Daypart. The currently selected device is pre-selected and cannot be removed.



- a. **Sort devices:** Allows you to sort the Devices by A-Z
 - b. **Group:** Allows you to sort Devices into Groups
 - c. **Search:** Allows you to enter in the name of specific Location or Device and receive the results for that query
 - d. **Selecting Locations/Devices:** Select the Location(s)/Device(s) that you want assigned to the Daypart
4. Once you click **Save**, the new Daypart will appear on your calendar with an assigned color

Daypart

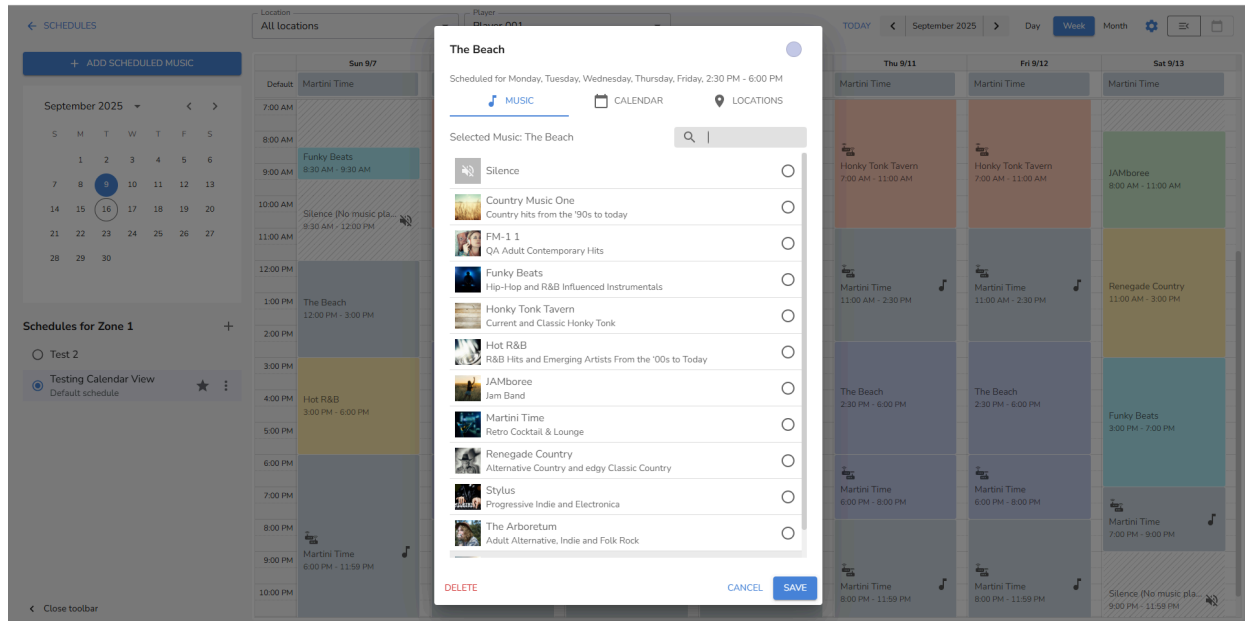
Each Block in the Calendar view represents a block of Music scheduled to play on that Hour/Day/Week. The Daypart block will display the following:

	Sun 8/31	Mon 9/1	Tue 9/2	Wed 9/3	Thu 9/4	Fri 9/5	Sat 9/6
Default	Martini Time	Martini Time	Martini Time	Martini Time	Martini Time	Martini Time	Martini Time
7:00 AM							
8:00 AM							
9:00 AM	Funky Beats 8:30 AM - 9:30 AM	A) Honky Tonk Tavern 7:00 AM - 11:00 AM	B) Honky Tonk Tavern 7:00 AM - 11:00 AM	Honky Tonk Tavern 7:00 AM - 11:00 AM	Honky Tonk Tavern 7:00 AM - 11:00 AM	Honky Tonk Tavern 7:00 AM - 11:00 AM	Honky Tonk Tavern 7:00 AM - 11:00 AM
10:00 AM	Silence (No music pla... 9:30 AM - 12:00 PM						
11:00 AM							
12:00 PM			C) Martini Time 11:00 AM - 2:30 PM	D) Martini Time 11:00 AM - 2:30 PM	Martini Time 11:00 AM - 2:30 PM	Martini Time 11:00 AM - 2:30 PM	Renegade Country 11:00 AM - 3:00 PM
1:00 PM	The Beach 12:00 PM - 3:00 PM	Martini Time 11:00 AM - 2:30 PM	Martini Time 11:00 AM - 2:30 PM	Martini Time 11:00 AM - 2:30 PM	Martini Time 11:00 AM - 2:30 PM	Martini Time 11:00 AM - 2:30 PM	
2:00 PM							
3:00 PM							
4:00 PM	Hot R&B 3:00 PM - 6:00 PM	The Beach 2:30 PM - 6:00 PM	The Beach 2:30 PM - 6:00 PM	The Beach 2:30 PM - 6:00 PM	The Beach 2:30 PM - 6:00 PM	The Beach 2:30 PM - 6:00 PM	
5:00 PM							Funky Beats 3:00 PM - 7:00 PM
6:00 PM							
7:00 PM		Martini Time	Martini Time	Martini Time	Martini Time	Martini Time	

- A. **Name of Asset:** the name of the Program, Mix or Station selected for the Daypart
- If "Silence" was selected then the name will be Silence and a Mute icon will show.
- B. **Start and End Time** of the.
- If the Daypart has been split due another Daypart, the split Daypart will continue to show the **Start** and **End** time based on the time input in the creation of the Daypart.
- C. **Multiple Devices:** icon indicates that the Daypart has multiple devices assigned.
- D. **Default Music:** icon indicates that the Daypart is playing the Default music (which also indicates that nothing is scheduled for that block of time).

Editing an Existing Daypart

To edit a Daypart, click on it in the calendar The **Edit Daypart** pop-up will open with tabs for different settings:

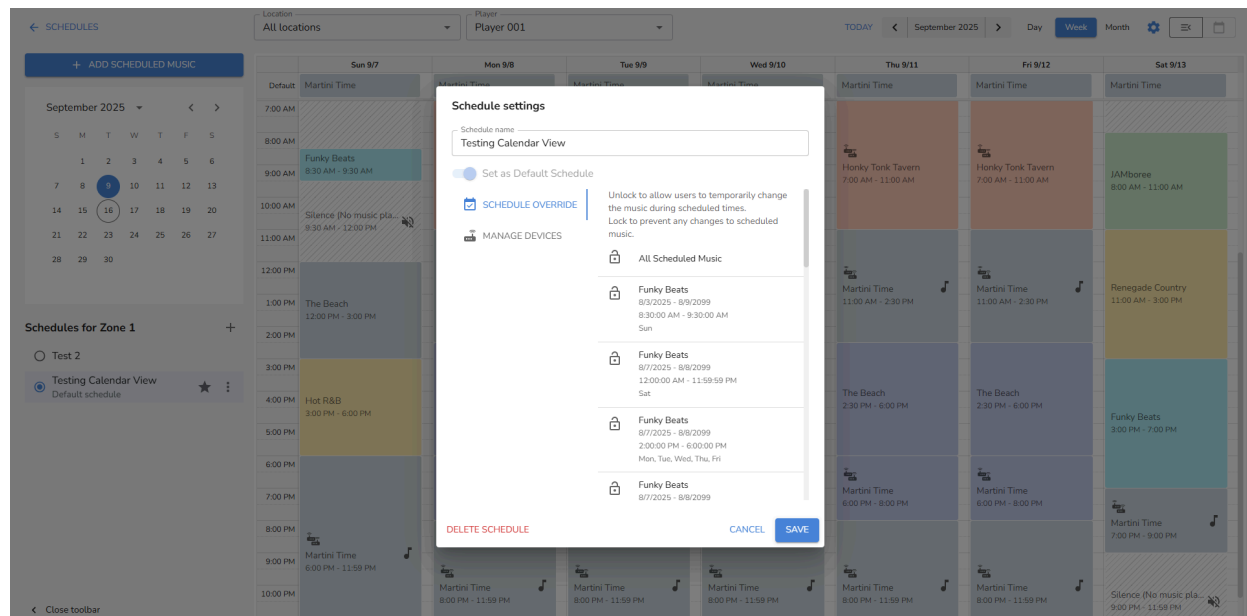


- **Music Tab:** Change the music asset
- **Calendar Tab:** Adjust the start/end dates and times, and change the repeating days
- **Locations Tab:** Add or remove devices. The device you are currently viewing is always selected
- **Color Selection:** A color indicator will show the current color. Clicking on it opens a color selection window where you can choose a new color for the Daypart

When you're done editing, click **Save**. If the schedule is assigned to multiple devices, a prompt will ask if you want to apply the changes to only the selected device or all of them.

Schedule Settings

To access more options, click the ellipsis button next to the schedule name* in the Select Schedule section of the Calendar view.



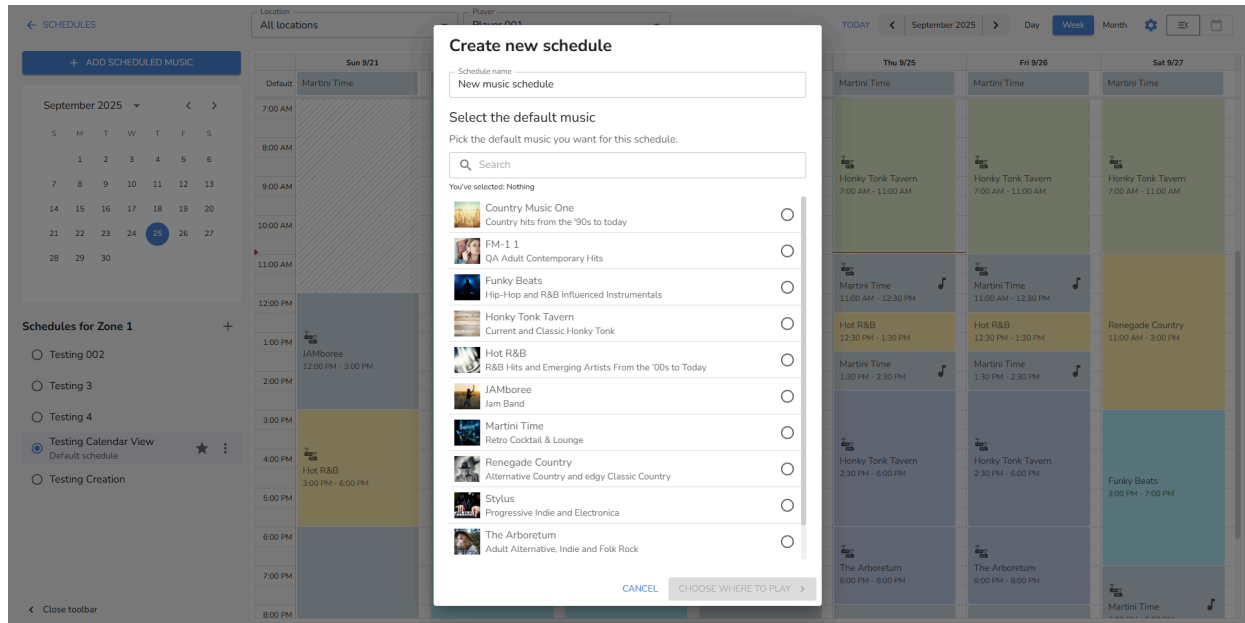
- **Schedule Override:** Lock or unlock music programs to prevent or allow temporary changes
- **Manage Devices:** Assign or unassign devices to this schedule
- **Preferences:** Customize your calendar's start day (eg, Sunday or Monday)
- **Delete Schedule:** Permanently delete the schedule. This option is disabled for the default schedule

**You will only be able to see the Schedule Settings for the schedule that you are currently viewing on your screen. To see the settings for another schedule, first select that schedule then complete the steps to open the settings window.*

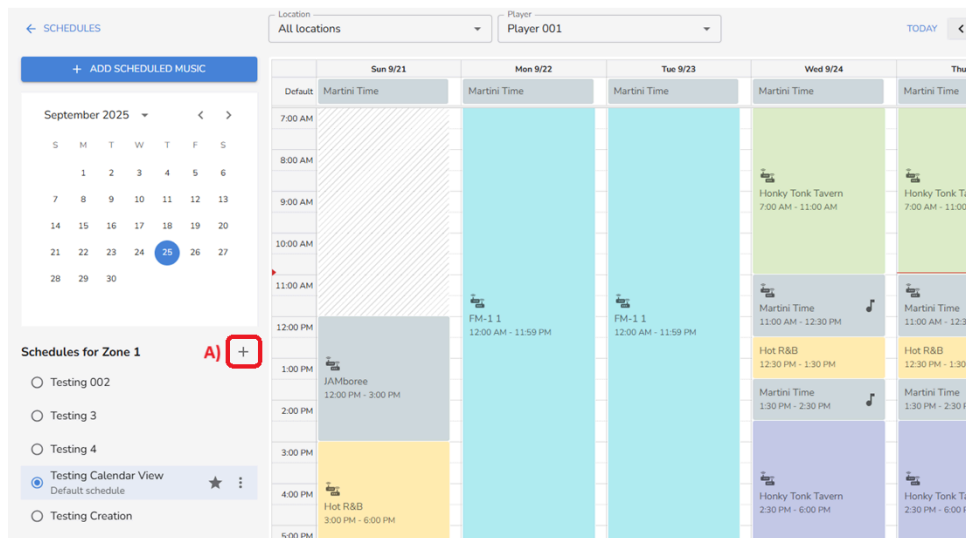
Managing Your Schedule

Creating a New Schedule

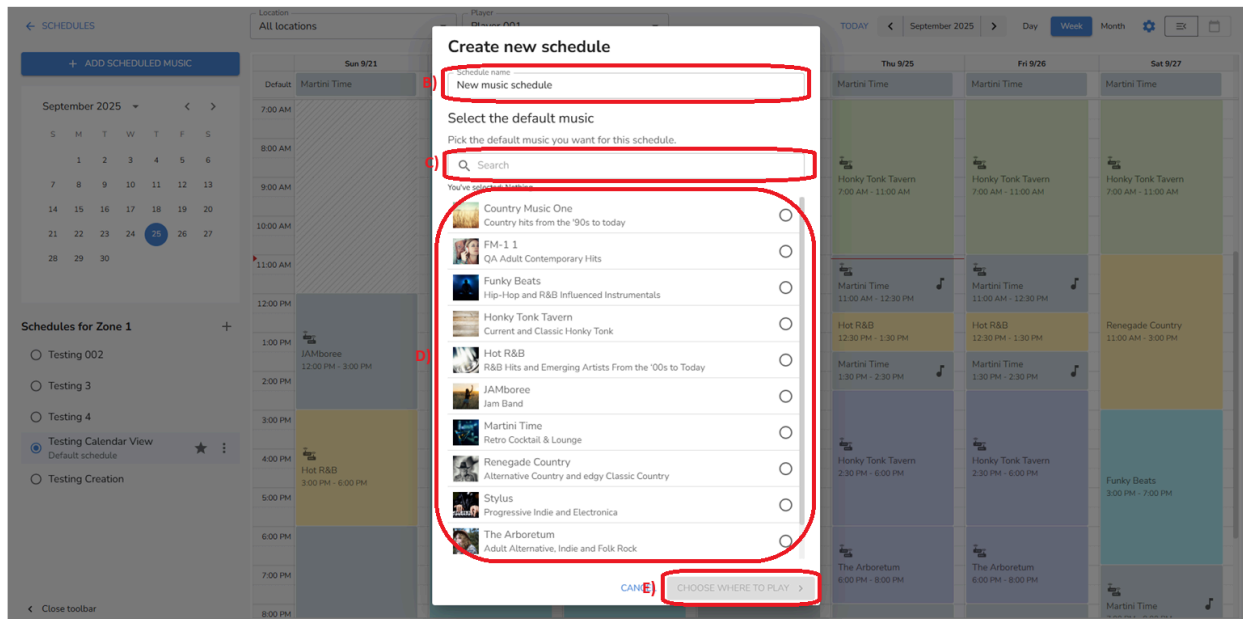
You can create a new schedule directly from the Calendar View by clicking the + button next to the current schedule's name



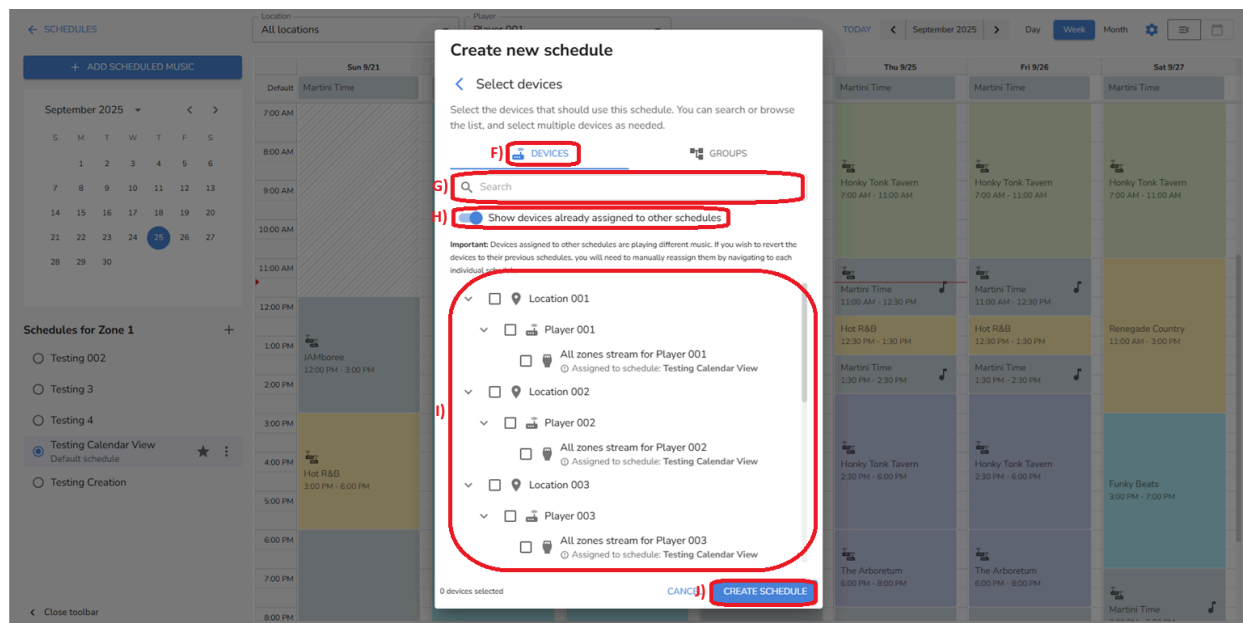
Complete the following steps to create a new Schedule in the Calendar view



- A. **Create Schedule:** select the (+) button in the Schedule selection feature and pop-up will appear



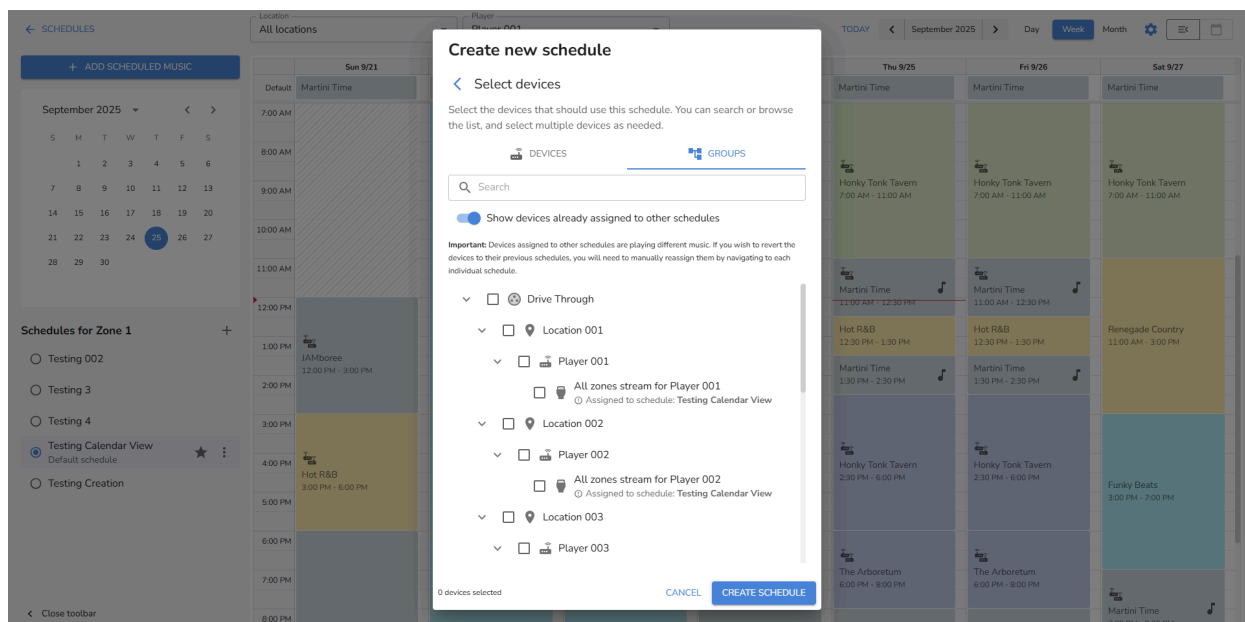
- B. **Schedule Name:** enter a name for your new schedule
- C. **Search:** allows you the ability to search for a specific Music Asset
- D. **Select Default Music:** select your Default music by selecting the radial button on the right of the Music Asset
- E. Tap **Choose where to play** to select the devices you want to assign to this schedule
- F. **Devices Tab:** allows you to see all of the Devices that are available in the selected Zone



- G. **Search Field:** allows you to search for a specific Device in the Device list

- H. **“Show devices already assigned to other schedules”**: this feature when toggled on will show all of the Devices in the zone regardless of which schedule they are currently assigned to
 - a. If this feature is toggled off, you will then only see Devices that are not currently assigned to any other schedules
- I. **Select Device(s)**: to add Device(s) to the Schedule click on the check box next to either the Location (to add all Devices in that Location to the schedule) or select a specific Devices by selecting the check box next to the Device
- J. click **Create new schedule** once you have selected the desired Devices
 - a. You do not need to select a Device in order to create a Schedule, if you would like to create the schedule with out adding a Device just select the “Create new schedule” button without selecting any Locations/Devices

Groups Tab: allows you the ability to see all of the Devices list based on the groups that you created



Your new schedule will appear in the Calendar View. If you didn't assign any devices, you'll see a message prompting you to assign Device(s) to the Schedule in the **Schedule Settings Menu**.