## **VENUS CONTROL SUITE**

## PLAYLIST

A playlist is a collection of media files organized to play in a specified order.

## PLAYLISTS

- 1. Select the **Playlists** tab from the Venus Control Suite menu.
- 2. Select the blue **Add New** button to create a new playlist, or click on an existing playlist to edit (see figure 1).
- 3. Under Playlist Details, click Edit (see figure 2 number 3).
- 4. Under Title, enter in a Playlist Name.
- 5. Enter in Start and End Dates.
- 6. Select the Days of the Week.

Note: The blue dot represents the days the playlist will run.

- 7. Select the **Start** and **End Times**.
- 8. Select Playlist Mode.
- 9. Click Save to return to playlists page.
- 10. Under Playlist Files, click Edit (see figure 2 number 10).
- 11. Choose the files you want to add to this playlist by selecting the + button in front of each file.

Tip: You can search content quickly by using Tags to locate desired content.

- 12. Click **Save** to return to playlists page.
- Under Playlist Files, users can set specific dates, times, and durations for individual files by clicking on the file (see figure 3). If changes are made, click Save.
- Under Displays, click Edit for existing playlists (see figure 2 number 13) or Add Displays if creating a new playlist.
- 15. Place a check next to the desired display and click **Save**. Playlist has now been sent to the display.

Trap: Do not select the display and save unless you are ready to publish the playlist to the display.

Tip: Schedule at least one piece of content as a precautionary step that will play continuously with no end date, such as time or temperature message. If your other schedules expire, your display won't go blank.



Figure 1: Creating/Editing Playlist

Playlist De	Edit		Edit	<b>0</b>		
<b>Title</b> Untitled Playlist						
<b>Date Range</b> Dec 3, 2014 – No	End Date					
Days of Week Every Day						
<b>Daily Time Range</b> All Day						
<b>Playlist Mode</b> Play All Files						
	ß					
Displays 🤇						
	Edit					
	Edit Iylist Option	S				
gure 2: Pla ylist Files		S		Hab forHu	<b>ita</b> manit	ty
gure 2: Pla		S	Date Range	forHu	manit	ty
gure 2: Pla ylist Files	lylist Option	S	Date Range	Hab forHu -No End Date Set Custom	manit	У
gure 2: Pla ylist Files # Go Ret Image	uylist Option d.jpg	s	Date Range	- No End Date Set Custom	Date Rang	<b>y</b> ∘
gure 2: Pla ylist Files # Go Ret Image	uylist Option d.jpg	s	Date Range Mar 1, 2016	For Hu	Date Rang	e ek
gure 2: Pla ylist Files # Go Ret Image	uylist Option d.jpg	s	Date Range Mar 1, 2016 Days of Wee Mo, Tu, We,	For Hui -No End Date Set Custom M M Th, Fr Set Custom I Set Custom I Set Custom	Date Rang	e ek

Figure 3: Individual File Schedule Details

