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.

13. 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**.

14. 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.
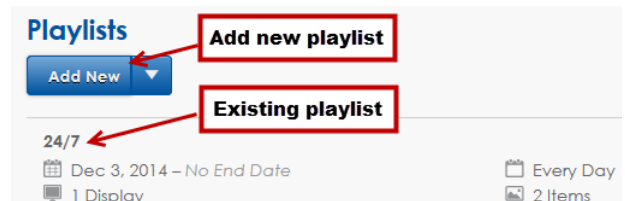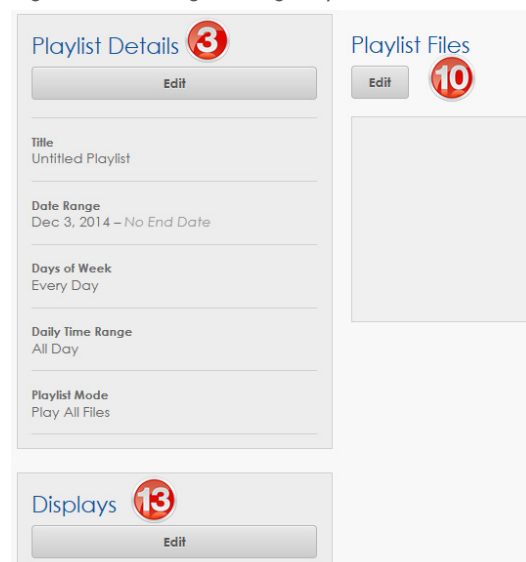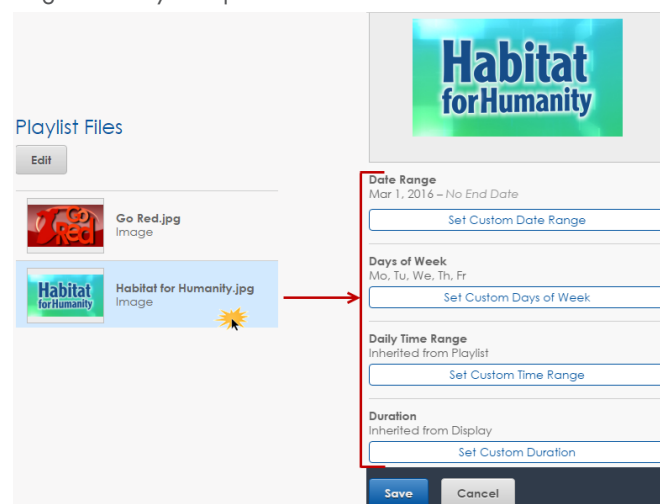

Figure 1: Creating/Editing Playlist

Figure 2: Playlist Options

Figure 3: Individual File Schedule Details

DAKTRONICS