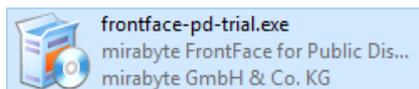# How to Set Up the Schedules and Timetables Plugin

The **Schedules and Timetables Plugin** can display calendar data, schedules and/or room occupancy plans for a single room or – as an overview – for multiple rooms. As (live) data sources you can either use an Excel file, an iCalendar ICS-file, or an external calendar which is hosted on a Microsoft Exchange server or a Lotus Domino server.
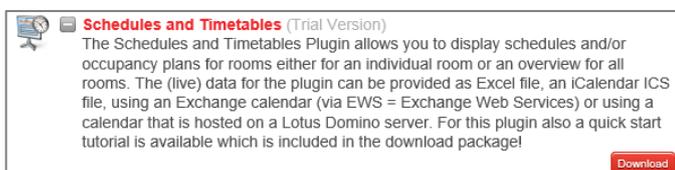
1 Download and Install the Free Trial Version:

First, please visit the *FrontFace for Public Displays* Product Website http://www.mirabyte.com/en/products/frontface-for-public-displays/download.html and click on the [⬇ Download] button in order to download the free trial version of *FrontFace for Public Displays*. Once you have downloaded the setup package file **frontface-pd-trial.exe** to your PC, please execute it and select the installation option *"Full installation (incl. Display Assistant)"* in the setup wizard.

> frontface-pd-trial.exe
> mirabyte FrontFace for Public Dis…
> mirabyte GmbH & Co. KG

2 Download the Schedules and Timetables Plugin:

The feature that allows displaying room occupancy plans, calendars, timetables and schedules is not included with *FrontFace for Public Displays* by default. However, extra functionality like this can be added on demand by installing so called "Plugins". The Schedules and Timetables Plugin needs to be downloaded and installed first before you can use it with your project. Please visit again the Website mentioned in step 1, go further down to *"Content Plugins"* and click on the [Download] button next to the *"Schedules and Timetables"* Plugin on that page. Save the downloaded file **Schedule.ffapx** to a suitable location on your PC (e.g. in the *"Downloads"* folder).

> **Schedules and Timetables** (Trial Version)
> The Schedules and Timetables Plugin allows you to display schedules and/or occupancy plans for rooms either for an individual room or an overview for all rooms. The (live) data for the plugin can be provided as Excel file, an iCalendar ICS file, using an Exchange calendar (via EWS = Exchange Web Services) or using a calendar that is hosted on a Lotus Domino server. For this plugin also a quick start tutorial is available which is included in the download package!
> [Download]

3 Installation of the Schedules and Timetables Plugin:

Open the *Display Assistant* using the shortcut in the Windows Start Menu *(Start > All Programs > FrontFace for Public Displays > FrontFace Display Assistant)* and click on the gear-wheel icon on top right of the window to navigate to the *"Advanced Options & Help"* page.

Click on *"Install a Plugin…"*. In the *"Install Plugin"* dialog box that comes up now, select the **Schedule.ffapx** file that you have previously downloaded in step 2. Finally click on OK.

The *Display Assistant* will then be restarted automatically and the installation process of the plugin is executed.

During this process, you will be asked if you want to save the additional files that come with this plugin (e.g. this tutorial, the PDF user manual and a sample Excel file) at a custom location. Please click on YES and select an empty, preferably newly created folder on your PC where the additional files of the plugin are supposed to be saved (e.g. within *"My Documents"* folder).

4 Create a new project and add the Schedules and Timetables Plugin to a playlist:

Once the plugin has been installed, please click *"New Project"* on the welcome screen of the application. Then, select a location in your local file system where you would like to save your new project (e.g. select *"My Documents"*).

Add a new page to the playlist by clicking on the + icon ● above the list *"Pages in Playlist"*:
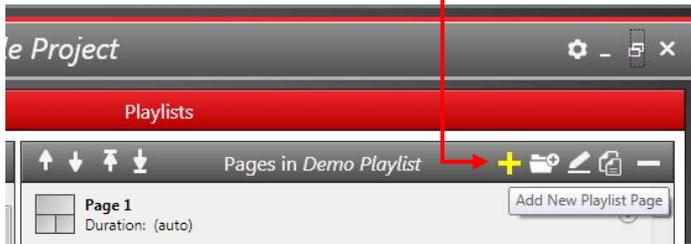

If you are not yet familiar with creating playlists and using the *Display Assistant*, we recommend that you first take a look at the PDF user manual of *FrontFace for Public Displays* and watch some of the [video tutorials](#) that are also available.

In the properties dialog of the new playlist, select the *"Full Screen"* page layout and adjust the other properties of that playlist page according to your needs or leave them as they are. The page properties can also be altered at a later point of time. Finally, click on OK.

In the next dialog you can select which content type you want to add to the container of that new page you just created. Please select the content type *"Plugin"* here:
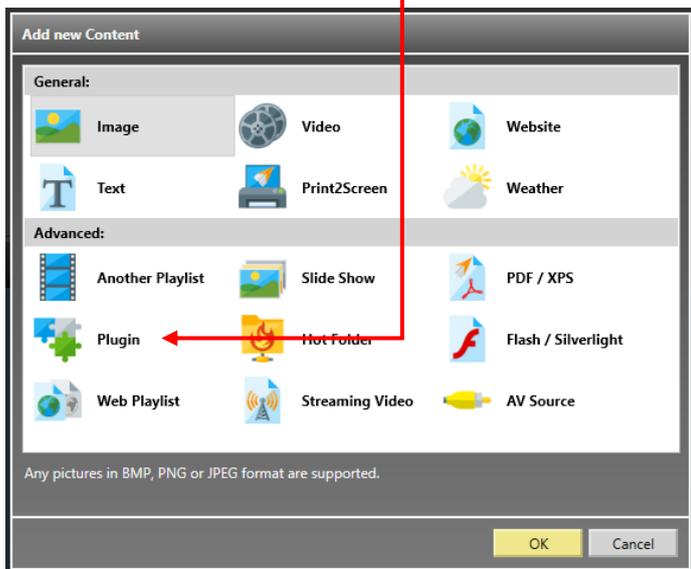
In the following dialog box, the plugins that are already installed in your current project are shown. Select "*Schedule*" and click OK:
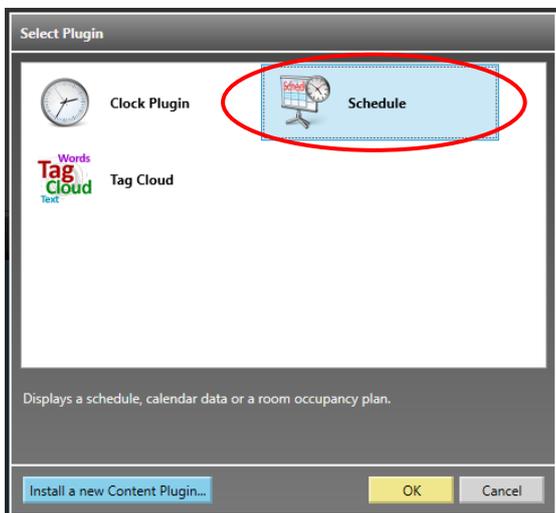
5 Selecting a Data Source:

The plugin uses an Excel file as data source which contains the appointments/room occupancy information. Alternatively, you can also use a calendar hosted on a Microsoft Exchange server (which is managed using Outlook), a Lotus Domino server (managed using Lotus Notes) or an iCalendar ICS file (e.g. Google Calendar). If you want to use a calendar from an Exchange or Domino server or an ICS file, please read the PDF user manual that comes with the Schedules and Timetables Plugin for further details on how the plugin needs to be configured in order to connect with these data sources.

For this example, you can use either an Excel file or the integrated demo data source:

A) Demo Data:

The demo data source automatically generates some sample appointments for the current day and the surrounding days. If you want to use this data source, directly continue with [step 7](#).

B) Excel File:

The plugin also contains a sample Excel file (`Excel Sample Data.xlsx`). It is recommended that you use this file as a template for your own schedule because the structure needs to be exactly (!) as in the sample file! It is a good idea to keep a backup copy of the original file on your PC before you start editing it using Excel.

When you add new appointments to the table in the Excel file (ideally for today so that something will be shown on the screen by the plugin!), please make sure that all cells that contain a "date" are formatted as *"date"* while all "time" cells need to be formatted as *"time"*. Otherwise the Schedules and Timetables Plugin will not be able to read and interpret these values form the Excel file.

The columns of the table in the Excel file have the following semantics:

Location	Name of the room (in case you want to manage multiple rooms)
Start Date	Start date of the appointment
End Date	End date of the appointment
Start Time	Start time of the appointment
End Time	End time of the appointment
Title	Subject/title of the appointment that is shown on the screen
Subtitle	An additional line of text that is shown below the title of the appointment at a slightly smaller font size
Logo	Path to a logo file that is shown next to the appointment (either a local/network file path or URL)

Once you entered your appointments, please save the Excel file.

6 Data Source Configuration:

In the settings dialog of the plugin, please apply the following configuration options:

- If you select *"Sample Data"* as data source there is no configuration needed. Please go directly to [step 7](#) for the general configuration settings.

- If you want to use the Excel file as data source, please select *"Excel File (live)"* from the *"Data Source"* drop down. Then enter the path to the Excel file you would like to use. (You can copy the

file name of a file in the Windows Explorer by selecting the file, holding down the `SHIFT` button and then selecting from the context menu (right click) *"Copy as path"*!). In order to allow both, your local PC and the player PC on which you will later run *FrontFace for Public Displays* to access the Excel file, it is recommended that you provide a UNC network file path (e.g. *"\\SERVERNAME\Share Name\Filename.xlsx"*) that is accessible for both PCs. Just for testing purposes, you can enter the local path of the file on your PC for now (e.g. *"C:\My Files\Appointments.xlsx"*).

7 General Configuration:

Apart from the data source, you can also adjust the following settings in which affect both, the visual appearance as well as the functionality of the plugin:

Caption: The main title text that is shown on the screen (optional).

Show Additional Text: Defines if below the subject text of an appointment also the additional text is shown. You can also select if the text should always cover only a single line (it may be cut off then) or if longer text shall be wrapped into multiple lines.

Filter for Room/Location: You may apply a filter to only display appointments that are assigned to a specific room. E.g. if you have three rooms and a display in front of every room but only a single Excel file or Exchange calendar to manage the appointments for these rooms, you can apply a different filter for each screen. The filter is either the exact name of the room or you can use the * character as wildcard.

Show Location Name for every Appointment: If this option is selected, the location name/room of every appointment is shown for each appointment. This is useful if you have multiple rooms but only one screen that shows the appointments for all rooms in a single table/list.

Show Expired Appointments: If this option is set, appointments that are in the past are also shown. Otherwise, only current or future appointments are shown.

Data Source Update Interval: Defines the update interval (in seconds) after which the data source (in this case, the Excel file) is queried again. If any changes have been detected, the screen will be updated automatically.

User Defined Text if there are no Appointments: In case a data source does not return any appointments you can define a text message that is then shown. If you define no text, an empty screen or an empty calendar will be shown instead.

Do not show any Error Messages: Prevents that any error messages appear on the screen in case something goes wrong (e.g. data source cannot be accessed). During the initial setup we recommend to not activate this option in order to get detailed information on the screen in case there is a problem while accessing the data source.

A detailed description of all settings that are available can be found in the PDF user manual of the Schedules and Timetables Plugin or which appears when you click on "?" in the settings dialog of the plugin.

8 View Configuration:

For the visual representation of the appointment data, there are different view types available from which you can select:

**Grid/Table View:** The Grid/Table view shows a table/list of the appointments on the screen.

Calendar (Day View/Week View/Month View): This views show a calendar for a day, week or month as known from popular applications such as Outlook.

Single/Door Sign: This view only shows a single appointment plus an optional preview of the upcoming appointment and may be used e.g. as digital door sign.
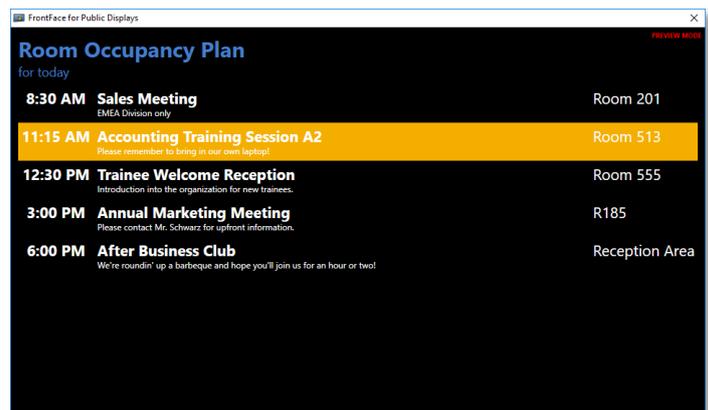
A detailed description of all views can be found in the PDF user manual of the Schedules and Timetables Plugin.

9 Verification and Preview:

Once you have closed the settings dialog of the plugin by clicking on OK you can show a *page preview* of that playlist page:
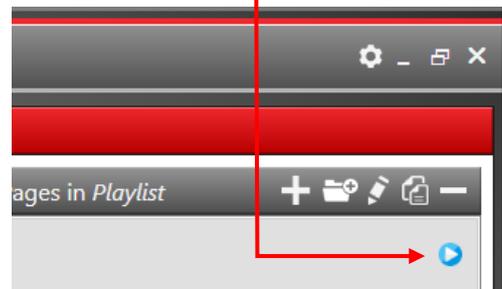
If you have configured everything correctly, you should see a table with today's appointments:

Layout Tips and Trouble Shooting:

In case you would like to create a more visually appealing design, you can select a page layout like *"Overlay (Center)"* for the playlist page and put the Schedules and Timetables Plugin into the center container and select *"transparent"* as background color for the plugin. Then you can assign an image or a video to the background container that e.g. matches with your corporate design. For more information on *"page layouts"* and how to design playlists, please see the user manual of *FrontFace for Public Displays*.

In case the screen shows no appointments, please check the following:

- No Excel file or other data source has been assigned or the path to that file is not correct.
- In case you are using the provided sample Excel file without any modifications, there are no appointments available for the current day. Please add further appointments to the file that are due today.
- For testing purposes, you can also disable the option *"Do not show any error messages"* in order to see error messages on the screen in case there are any.

Important: When you later run the *FrontFace Player Application* on a separate player PC, please make sure that the UNC path to the Excel file you provided in the settings dialog is also accessible from that player PC in the same way as from your workstation PC!

Hint: Further helpful information for using the Schedules and Timetables Plugin can be found in the PDF user manual of the plugin which can be found in the folder with the additional files of the plugin or which appears when you click on "?" in the settings dialog of the plugin.

If you have any technical questions regarding *FrontFace for Public Displays* or the "Schedules and Timetables Plugin" presented in this tutorial, please contact our free technical support. Simply visit our Website to learn how you can contact us:

http://www.mirabyte.com/en/support/