Audacy Create a Schedule

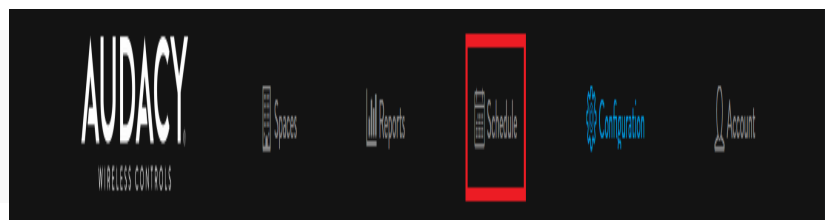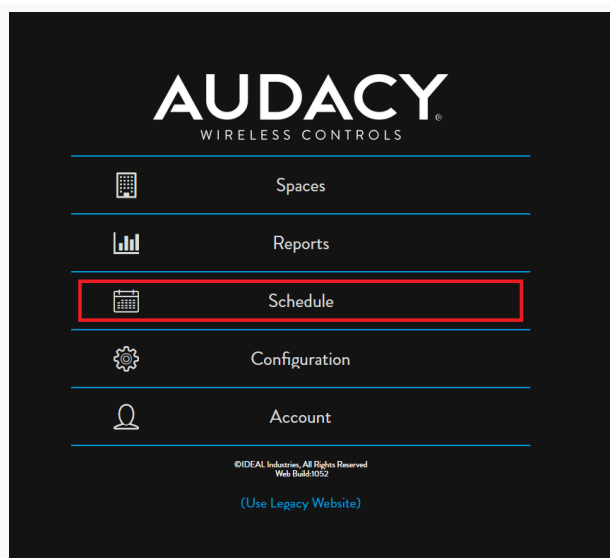Last Modified on 02/09/2022 12:38 pm EST

Introduction

The Schedules feature provides a flexible and comprehensive ability to schedule all aspects of the lighting system.
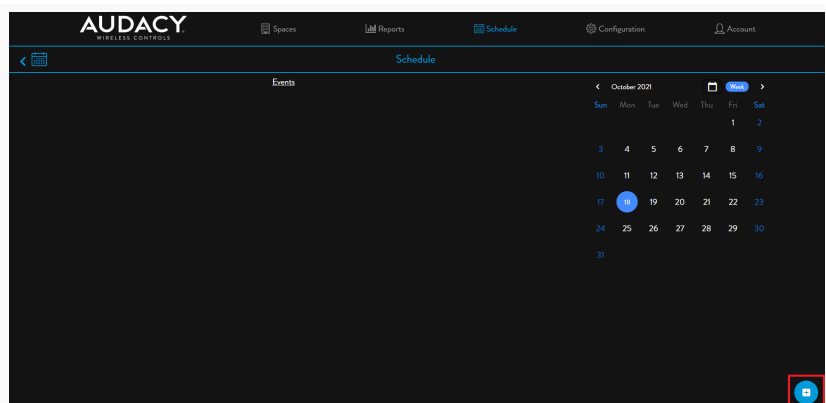
Creating a Schedule

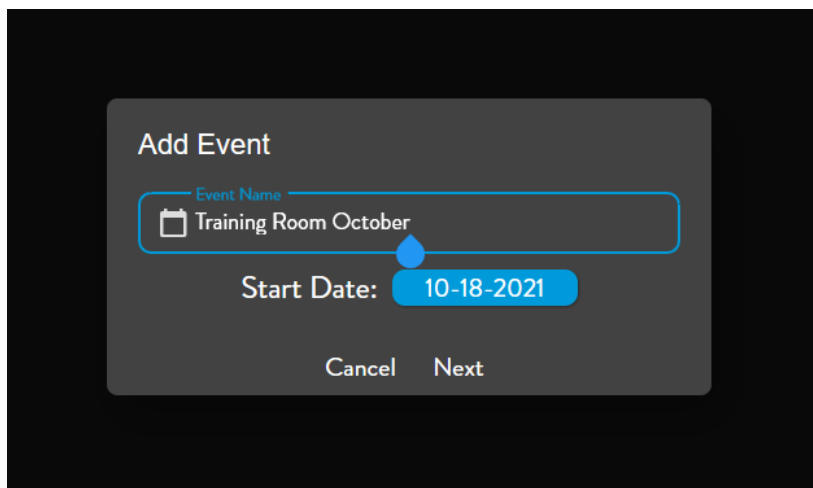Follow these steps to add scheduled events to the Audacy Lighting System.

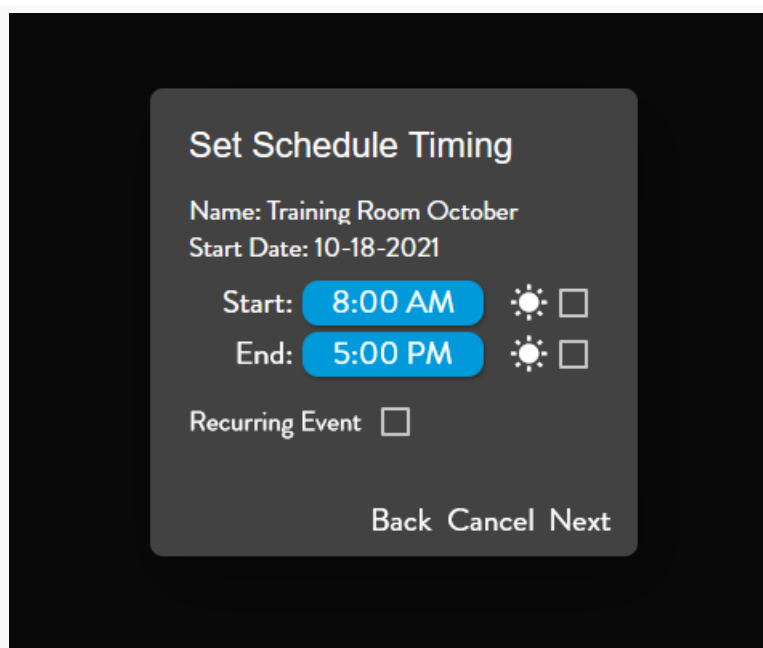*1.* Click the Schedule tab from the Main Menu or from the Dashboard.

2. Click the Add Event "+" button in the lower right corner to create a new event.

3. Type a name for the Event and select a Start Date. Then Click Next.

Add Event

Event Name
📅 Training Room October

Start Date: 10-18-2021

Cancel   Next

4. Assign a Start Time and an End Time for the Event.

Set Schedule Timing

Name: Training Room October
Start Date: 10-18-2021

Start: 8:00 AM ☀ ☐
End: 5:00 PM ☀ ☐

Recurring Event ☐

Back Cancel Next

Checking the boxes next to the sun images will set the Start Time and the End Time to Sunrise and Sunset respectively.

Set Schedule Timing

Name: Training Room October
Start Date: 10-18-2021

Start: Sunrise ☀ ☑
End: Sunset ☀ ☑

Recurring Event ☐

Back Cancel Next
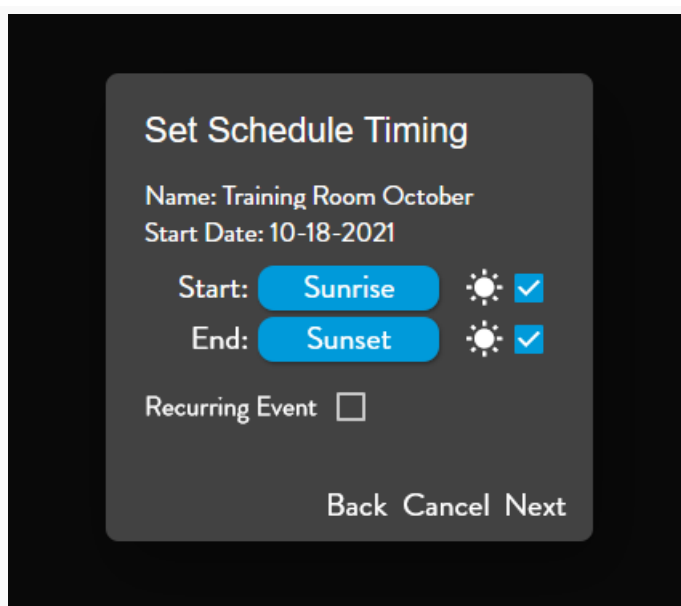
5. If this is a recurring event, check the Box for Recurring Event. Select the day(s) on which the event occurs. Then, select the End Date.

Set Schedule Timing

Name: Training Room October
Start Date: 10-18-2021

Start: 9:00 AM ☀ ☐
End: 5:00 PM ☀ ☐

Recurring Event ☑
M   Tu   W   Th   F   Sat   Sun
☐   ☐   ☐   ☐   ☐   ☐   ☐

Back   Cancel   Next

6. Click "Next" to continue to assign the Space(s) for the event.

Set Schedule Timing

Name: Training Room October
Start Date: 10-18-2021

Start: 9:00 AM ☀ ☐
End: 5:00 PM ☀ ☐

Recurring Event ☑
M   Tu   W   Th   F   Sat   Sun
☑   ☐   ☑   ☐   ☑   ☐   ☐
End Date: Never

Back   Cancel   Next

7. Check the box(es) of the Space(s) to select the Spaces that participate in this event.

Select Spaces

DJ Test Room	☐
DMX Demo	☐
HB Test	☐
IDEAL Electrical Sales Room	☐
Justin	☐
MK test room	☐
Matthew Test Room	☐
Office 101	☐
Sycamore Manf - East Parking Lights	☐
Sycamore Manufacturing Foyer	☐
Sycamore Manufacturing Office	☐
Test GW Repeater	☐
Tim Thermal Testing	☐
VDT Test	☐
z Clarence RMA EVAL	☐

Back   Cancel   Save

Select Spaces

DJ Test Room ☐

DMX Demo ☐

HB Test ☐

Space Event Configuration

Scene: None ▼

☐ Dim Level
☐ Max Dim Level
☐ Occupancy Level
☐ Vacancy Level
☐ Vacancy Timeout(min)
☐ Fade Rate(sec)
Disable Motion Sensors ☐
Disable Light Sensors ☐
Disable Switches

Cancel   Continue

Tim Thermal Testing ☐

VDT Test ☐

z Clarence RMA EVAL ☐

Back   Cancel   Save

8. Check the box(es) for the configuration parameters of the event.
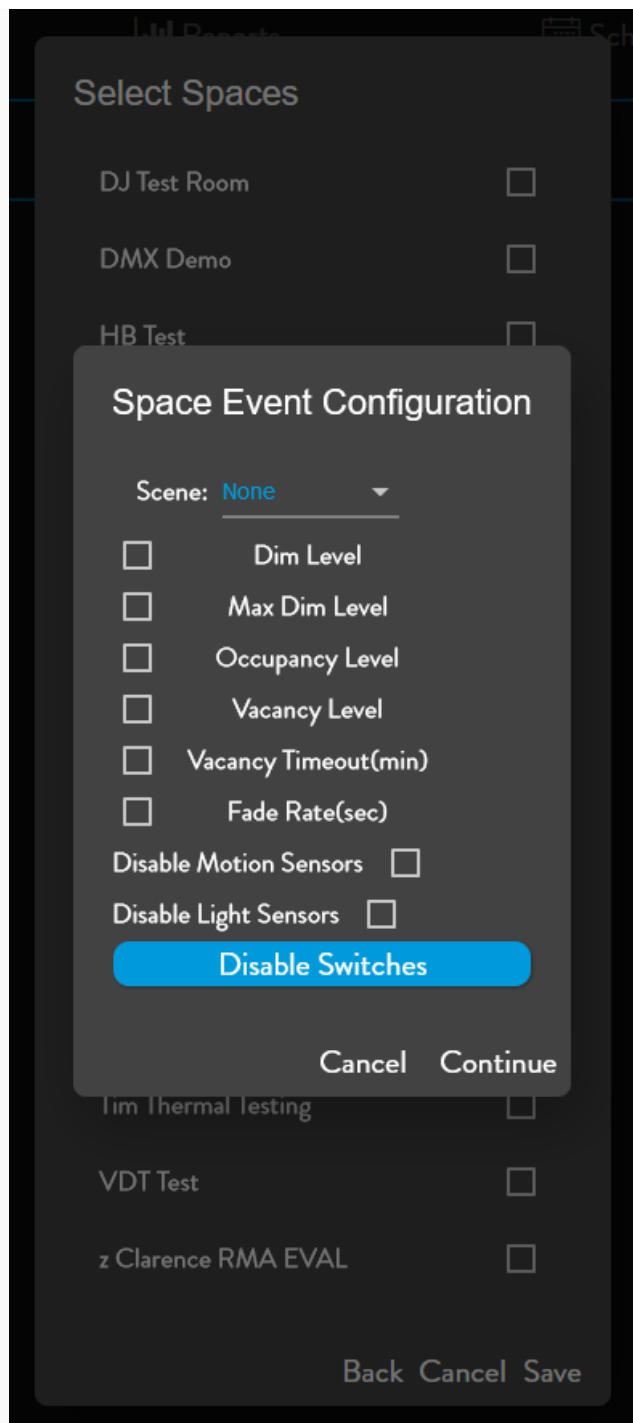
Parameter Descriptions:

- **Scene:** Select a scene to be applied during the scheduled period.
- **Dim Level:** Select a dim level to be applied during the scheduled period.
- **Maximum Dim Level**: Select a Maximum Dim level to be applied during the scheduled period.
- **Occupancy Level:** Select an Occupancy Dim Level to be applied during the scheduled period.
- **Vacancy Level:** Select a Vacancy Dim level to be applied during the scheduled period.
- **Vacancy Timeout(min):** Select a Vacancy Timeout to be applied during the scheduled period
- **Fade Rate(sec):** Select a fade rate to be applied during the scheduled period.
- **Disable Motion Sensors:** Check the box to inhibit Occupancy (motion triggering lights on) during the scheduled period. The motion sensor will continue to function for Vacancy (the lights will stay on while the room is occupied).
- **Disable Light Sensors:** Check the box to inhibit Daylight Harvesting during the scheduled period.
- **Disable Switches:** Select switch(es) to be disabled during the scheduled period.

9. Edit the values for each parameter. Click Continue.

Note: The Vacancy Timeout is a required parameter to ensure the event is programmed correctly.
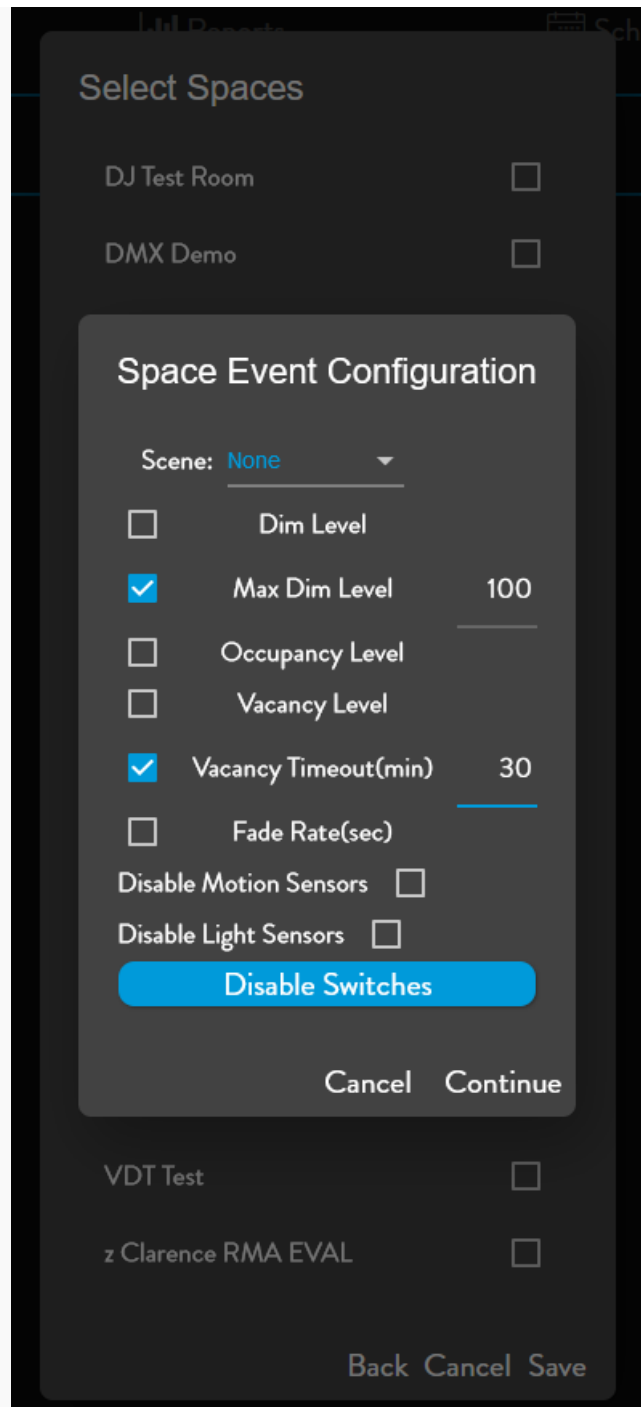
Select Spaces

DJ Test Room	☐
DMX Demo	☐
HB Test	☐
IDEAL Electrical Sales Room ⚙	☑
Justin	☐
MK test room	☐
Matthew Test Room	☐
Office 101	☐
Sycamore Manf - East Parking Lights	☐
Sycamore Manufacturing Foyer	☐
Sycamore Manufacturing Office	☐
Test GW Repeater	☐
Tim Thermal Testing	☐
VDT Test	☐
z Clarence RMA EVAL	☐

Back   Cancel   Save

10. Click "Save" to save the event.

Special Notes:

1. To create an overnight schedule, e.g. a Sunset to Sunrise operation, two events need to be created. The first schedule to run from Sunset to 11:59pm and the second one to run from Midnight to Sunrise.
2. Recurring schedules with no end date actually expire after one year. The expired schedule would need to be recreated once per year.