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1 INTRODUCTION

1.1 AIM
This document aims to provide information on the set up and everyday use of the Jacques Announcement Scheduler (JAS).

1.2 SCOPE
This document will act as a user guide for the Jacques Announcement Scheduler.

1.3 RELATED DOCUMENTATION
JED-0196 JELinux Web Interface Reference Manual

2 OVERVIEW
Jacques Announcement Scheduler (JAS) is a public address and bell scheduling interface that runs on a Jacques system controller. The JAS interface allows for the uploading of audio files (tones, bells, chimes, songs and/or pre-recorded announcements) for use and broadcast throughout the Jacques IP Communications System (650 series).
Schedules allow the user to build a timetable for the broadcast of audio files at allocated times across all or selected zones.
Schedules are assigned to days, weeks or months according to the audio broadcast requirements of the site.
Daily management of the system is via the calendar where users can assign, view and remove schedules on a particular day or date range.
Reports can be generated to check and review schedule entries into the calendar.
3 QUICK SETUP

Figure 1: Quick setup guide
4 **LOG IN**

Ensure the computer you are using to operate JAS is connected to the same network as the Jacques system controller.

1. Open any web browser
2. Type `serverIP/jas` (e.g. 10.7.0.1/jas) into the URL bar
3. Enter the below username and password when prompted
   
   Username: root
   Password: jacques

Note: the log in credentials for JAS is the same as the IP address, username and password for your system server. If you changed any of these credentials, these will need to be applied for access to JAS.

5 **AUDIO UPLOAD**

This section will provide a step by step guide on how to upload audio files. To upload audio files, you must click on **AUDIO** in the main navigation bar.

5.1 **TYPES OF AUDIO FILES**

The following audio file types are supported:

- mp3
- wav

5.2 **UPLOAD AUDIO FILE**

1. Click on **AUDIO** in the navigation header
2. Click on **AUDIO UPLOAD** in the left hand side navigation menu
3. Click **+UPLOAD AUDIO**

![Upload Audio window](image)

Figure 2: Upload Audio window

4. Click **CHOOSE FILE** to browse your system for the audio file you desire.
5. When you have selected the audio file, click **OPEN**. The name of the audio file you have chosen should appear next to the Choose File button.
6. Click **SAVE**. While the file is uploading the Save button will change to **SAVING** and remain greyed out until the file is uploaded.

The time a file takes to upload depends on the length of the file – larger audio files will take longer to upload. Once the file is uploaded the Upload Audio Pop Up box will disappear and the file will show in the Audio Upload list.
5.3 AUDIO UPLOAD LIST

The audio upload list is the complete list of audio files uploaded to the system.

6 CREATE ANNOUNCEMENTS

This section will provide a step by step guide on how to create announcements. To create and manage announcements, you must click on AUDIO in the main navigation bar.

Announcements must be created prior to creating, building and assigning schedules.

6.1 CREATE Announcement – SIMPLE

1. Click on AUDIO in the navigation header
2. Click on AUDIO MANAGER in the left hand side navigation menu
3. Click +CREATE ANNOUNCEMENT

4. Figure 4: Create Announcement - Simple Pop Up

5. In the Create Announcement Pop Up box, fill in a NAME for the announcement. The name should be relevant and identifiable to the user.
6. **CHIME**: Select the chime to be associated with this announcement. If no chime is required, leave No Chime selected. The Chime Gap set by default between the Chime and Audio files is 1 second. If you want to adjust the Chime Gap, use Create Announcement – Advanced.

7. Select the **AUDIO FILE** to be associated with this announcement.

### 6.2 CREATE ANNOUNCEMENT - ADVANCED

1. Click on **AUDIO** in the navigation header
2. Click on **AUDIO MANAGER** in the left hand side navigation menu
3. Click **CREATE ANNOUNCEMENT** (select advanced)

![Audio Manager page](image)

4. In the Create Announcement Pop Up box, fill in a **NAME** for the announcement. The name should be relevant and identifiable to the user.
5. **CHIME**: Select the chime to be associated with this announcement. If no chime is required, leave No Chime selected.
6. **CHIME GAP**: Chime Gap is set to 1 second by default. Adjust if required by entering the number of seconds required.
7. Select the **AUDIO FILE** to be associated with this announcement.

8. **START TIME**: Start time is associated with the Audio file and is used to specify a section of the Audio file for this announcement.
   a. If no start time is entered the audio file will begin at the start of the audio file
   b. Enter a **START TIME** if you want the audio file to start at a time other than the beginning. This is used to play a section of the audio file (i.e. the chorus of a song).

9. **END TIME**: End time is associated with the Audio file and is used to specify a section of the Audio file for this announcement.
   a. If no end time is entered the audio file will play until the end of the audio file
   b. Enter an **END TIME** if you want to play a section of the audio file (i.e. the chorus of a song) or shorten an audio file (i.e. shorten a bell file).

10. **REPEAT COUNT**: Announcements can be set to repeat as many times as required. Enter a **REPEAT COUNT number** (the number of times the audio file is to repeat)
    a. A ‘0’ Repeat Count = audio file only plays once. The file does not repeat.
    b. A ‘1’ Repeat Count = initial play plus 1 repeat (i.e. audio file will play twice in total)

![Create Announcement Pop Up Box](image)
11. **REPEAT GAP:** This is the number of blank audio seconds between the each audio file repeat. Enter **REPEAT GAP** in seconds.

12. Click **SAVE.**

## 7 SCHEDULES

This section will provide a step-by-step guide to setting up schedules.

### 7.1 CREATE NEW SCHEDULE - NAME

1. Click **SCHEDULES** in the navigation header

2. Click **+ADD SCHEDULE**

3. Give the schedule a meaningful **NAME** (e.g. Term 1, Sports Day, Monday, Fire Drill)

![Add New Schedule](image)

Figure 7: Create Schedule name popup window

4. Select a colour for this schedule from the Colour drop down. The schedule will display as the selected colour when applied to dates on the calendar.

5. If this is your first schedule, click **SAVE**.
   
   a. If you have previously created a schedule, you can base the new schedule on an existing schedule. This is useful if your new schedule is similar to an existing schedule. Select the **EXISTING SCHEDULE** from the **BASED ON** drop down box and click **SAVE**

6. Click **COMMIT** to apply the changes to the system controller

The new schedule now appears at the bottom of the list of current **SCHEDULES.** It is highlighted in grey to indicate it is the newest schedule.
7.2 ADD ANNOUNCEMENT TO NEW SCHEDULE

Build schedule adds time and audio file detail to your schedule for broadcast across the system.

Figure 8: Add Announcement schedule screen

1. Click to select a SCHEDULE you wish to build from the schedules box. The selected row will highlight grey, the schedule name will turn blue to show that it has been selected, and the SCHEDULES (SCHEDULE NAME) box will appear below.

2. The example schedule used here will be Fire Drill which is a blank/new schedule. If your schedule was based on a current schedule, refer to the EDIT SCHEDULE details.

3. In the SCHEDULES box, select the +BUILD button to begin building detail into schedule

4. In the ADD ANNOUNCEMENT POP-UP box, enter SIMPLE or INTERVAL details

5. Once schedule detail is entered and saved, select COMMIT to apply changes to the system. A green notification bar should appear advising you have successfully applied changes.
7.3 **ADD ANNOUNCEMENT TO NEW SCHEDULE – SIMPLE**

1. Enter a **START TIME** in HH:MM format. Time format is 24 hour.
2. Select **ZONE** from the drop down
3. Select the **ANNOUNCEMENT** to be played from the Announcement Name drop down
4. Click **SAVE**

![Figure 9: Add Announcement simple pop-up window](image)

---

7.4 **ADD ANNOUNCEMENT TO NEW SCHEDULE – INTERVAL**

1. Enter a **START TIME** in HH:MM format
2. Enter an **END TIME** in HH:MM format
3. Enter **REPEAT PERIOD** in minutes
4. Select **ZONE** from the drop down
5. Select the **ANNOUNCEMENT** to be played from the Announcement Name drop down
6. Click **SAVE**

![Figure 10: Add Announcement interval pop-up window](image)
8 MANAGING SCHEDULES

View, edit and delete schedules.

8.1 SCHEDULE - VIEW

Click to select a SCHEDULE you wish to build in the Schedules box. The selected row will highlight grey, the schedule name will turn blue to show that it has been selected, and the SCHEDULES (SCHEDULE NAME) box will appear below.
The Schedules (Schedule Name) box will show the list of times, zones and announcements that have been built into the schedule.

8.2 SCHEDULE NAME - EDIT
1. Click the EDIT icon within the row of the Schedule you want to edit. The EDIT icon is located on the left hand side of the schedule row.

   ![Schedule Name Edit Popup Screen]

2. Edits available:
   a. SCHEDULE NAME – type in the new or edited name
   b. SCHEDULE COLOUR – select a different schedule colour from the drop down colour options
3. Click SAVE

8.3 SCHEDULE NAME – DELETE
1. Click the DELETE icon associated alongside the SCHEDULE. The DELETE icon is located on the left hand side of the schedule row.
2. Confirm the schedule can be deleted by clicking DELETE
8.4 SCHEDULES– EDIT & DELETE

Within the Schedules (Schedule Name) box, individual rows (times) can be edited and deleted.

![Schedules Example](image)

Figure 14: Schedules

8.5 SCHEDULES (SCHEDULE NAME) – EDIT

The Edit icon alongside a row (time) within the Schedules (Schedule Name) will allow editing of the start time, zone and/or announcement name for that row/entry.

1. Click the **EDIT** icon within the row of the Schedules (Schedule Name) you want to edit. The **EDIT** icon is located on the left hand side of the schedule row.

   The Start Time, Zone and Announcement Name will be prepopulated with values from the Schedules.

![Edit Schedule Build](image)

Figure 15: Edit schedule build pop up window
2. Edit the **START TIME** by entering a different time
3. Edit the **ZONE** by selecting a different zone from the dropdown list
4. Edit the **ANNOUNCEMENT NAME** by selecting a different announcement from the dropdown list
5. Click **SAVE**

### 8.6 SCHEDULES–DELETE

The Delete icon alongside a row (time) within the Schedules (Schedule Name) will allow editing of the start time, zone and/or announcement name for that row/entry.

1. Click the **DELETE** icon within the row of the Schedules (Schedule Name) you want to delete. The **DELETE** icon is located on the left hand side of the schedule row.

2. Select **DELETE** in the pop up to confirm. The time row will then be removed from the schedule.

![Figure 16: Delete confirmation pop up window](image)
9 ASSIGN SCHEDULE

Assign a schedule to a date or date range from the Home page calendar.

1. Click on the day/first day (date) you want to assign a schedule too.

![Calendar View](image)

Figure 17: Assign Schedules, Calendar view

9.1 DAY

1. Within the Assign Schedule Pop Up box, check DAY. This will allow you to assign a schedule to a single day.
2. Select the SCHEDULE for the day from the drop down list.
3. The DATE will be prepopulated from the calendar. You can also adjust the date if required.
4. Click ASSIGN SCHEDULE
5. Click COMMIT to submit changes to the system controller

![Assign Schedule Day Pop Up Box](image)

Figure 18: Assign Schedule day pop up box

9.2 RANGE

1. Within the Assign Schedule Pop Up box, check RANGE.
2. This will allow you to assign this schedule to a date range with the option to select days (Monday to Sunday) within this range.
3. Enter a **START DATE**. Date will be prepopulated from the calendar
4. Enter an **END DATE** or use the calendar to select an **END DATE**
5. Select the appropriate **DAYS or DAY** of the week (Monday to Sunday) to assign this schedule (within the selected date range)
6. Select the **PERIOD**
   a. **WEEKLY** will assign the schedule to all selected days every week
   b. **FORTNIGHTLY** will Assign the schedule to the selected days each fortnight from the start date
7. Click **ASSIGN SCHEDULE**
8. Click **COMMIT** to submit changes to the system controller

![Figure 19: Assign schedule range popup window](image-url)
10 EVERY DAY USE

This section will explain the everyday use of the Jacques Announcement Scheduler

10.1 HOME

The HOME screen is the main page for daily use of the Announcement Scheduler featuring calendar view.

10.2 CALENDAR

1. The calendar can be presented in month, week, or day view.
2. Change CALENDAR views by clicking MONTH, WEEK or DAY
3. Change month by clicking the < and > buttons to scroll previous or upcoming months
4. Schedules applied – if a schedule(s) are assigned to a day, it will show the schedule name and schedule colour on the calendar.
   a. To view detail on the schedule applied to that day click on the schedule name/schedule colour band on that day. The You Have Selected: Schedule Name Pop Up window will be displayed.
10.3 REMOVE APPLIED SCHEDULE
To remove a schedule applied to a day (or date range) click on the schedule name/schedule colour band on that day.

The **You Have Selected: Schedule Name** Pop Up window will be displayed.

10.4 REMOVE SCHEDULE - DAY
1. Check the **DAY** radio button
2. Confirm **DATE** is correct or enter correct date. Date will be prepopulated from the calendar view day/date.
3. Click **REMOVE SCHEDULE**

10.5 REMOVE SCHEDULE - RANGE
1. Check **RANGE** radio button
2. Enter **START DATE** for range
3. Enter **END DATE** for range
4. Check **DAYS** within the range for the deletion to occur
5. Select **PERIOD** within the range for the deletion to occur

![Figure 22: Range popup window](image-url)
11 SETTINGS

11.1 TIME

The **Current Time** entry shows the time and date as per the JCCPServer, which JAS uses to reference the schedule trigger times.

The **New Time** and **New Date** entries show the local PC time and date.

To change time:

1. Enter the **NEW TIME** in the format `hh:mm:ss` and/or a **NEW DATE** in the format `yyyy-mm-dd`
2. Click **SAVE**
3. If the server time is different to the PC then schedule triggers may occur at times slightly different to what was intended. To synchronise the server time and date to that of the local PC, select the **SYNC** button.

![Figure 23: Time Settings](image)

11.2 ZONES

A zone is an allocated group of announcement tags. Zone can be renamed using the Zone box.

To rename a zone:

1. Select the ZONE to rename from the **SELECT ZONE** dropdown list
2. Enter a new name of the zone in **RENAME ZONE**
3. Click **SAVE**

![Figure 24: Zone Settings](image)

11.3 ANNOUNCEMENTS

JAS automatically uses tags 7000 to 7998 for any announcements created. If a system is already using this range of tags for a different purpose it can be changed here by entering the new announcement range.

To edit Announcements range:

1. Enter new **START TAG**
2. Enter new **END TAG**
3. Click **SAVE**.

![Figure 25: Announcement Tag Settings](image)
11.4 ANNUNCIATOR
The default JAS Voice Annunciator serial number is 7999.

To update JAS Annunciator tag, serial number or host address
1. Enter new TAG number
2. Enter new SERIAL number
3. Enter new HOST ADDRESS
4. Click SAVE

These settings will automatically update the tag_capabilities entries in the database.

11.5 JEVENT
JEvent details should only need updating if a system uses more than one application of Event Controller and there is a conflict.

To update JEvent details
1. Enter new JEvent TAG
2. Enter new JEvent SERIAL NUMBER
3. Enter new JEvent HOST ADDRESS
4. Click SAVE

11.6 REPORTING
JAS V7.92.12 and later supports reporting of scheduled events and allows for report branding (Logo) on PDF documents produced. Navigate to the Settings page and enter the following details:

1. In Report Branding section, the Name of the site is entered and its address details (optional)
2. A company logo may be uploaded or changed (deleted) to personalise the PDF report header. The format expected is 200 pixel wide, PNG.
3. Click SAVE
4. The maximum number of reports archived is set in the Archive Reports/Max Number section.
5. Click SAVE
12 REPORTS

After some scheduled events have been obtained, navigating to the Reports page will display the following:
12.1 CALENDAR REPORTS

To add a new calendar report

1. Select **ADD NEW REPORT**.
2. In the Add New Report dialogue box enter a **REPORT NAME**
3. Click **SAVE**

RUN CALENDAR REPORT

To run a calendar report

1. Select a report listed in the CALENDAR REPORT table. The RUN REPORT button will appear
2. Click **RUN REPORT**
3. In the Run Report dialogue box enter the report parameters including
   a. Start Date
   b. End Date
   c. Select Schedule from the dropdown list
4. Click **RUN**
5. The executed report will then appear in the **ARCHIVED REPORTS** table

12.2 ARCHIVED REPORTS

DOWNLOAD ARCHIVED REPORT

1. Select an archived report from the ARCHIVED REPORTS table
2. Click **DOWNLOAD**
3. Using Adobe Acrobat Reader, **VIEW** or **SAVE** the report
### ANNOUNCEMENT SCHEDULE

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<th>Start</th>
<th>End</th>
<th>Zone</th>
<th>Announcement</th>
<th>Schedule Name</th>
<th>Repeat Count</th>
<th>Repeat Gap (minutes)</th>
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<th>End Announcement</th>
<th>Schedule Name</th>
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<td>11:51:00</td>
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13 GLOSSARY

Announcement
An announcement is a recorded message or sound that is broadcast as an audio file over the Jacques IP communication system (650 series).

Assign
The Assign function will apply a schedule to a certain date or range of dates.

Build Schedule (Simple)
The Simple option within the Build Schedule Pop Up provides the option to quickly and easily schedule an audio file to play at a certain time in a specified zone.

Build Schedule (Interval)
The Interval option within the Build Schedule Pop Up provides a more advanced build schedule. This includes the option to repeat an audio file (such as a bell) periodically throughout time parameters. This allows you to easily create a schedule that operates between specified times and occurs at equal intervals and as often as necessary between those times. For example, entering the Start Time as 08:00 and the End Time as 15:00 and the Repeat Period (minutes) as 60 would cause the schedule to play the audio file, beginning at 8am and repeating every hour, until 3pm.

Calendar
The calendar is a visual representation of the days in a week or month. In this application it is used to assign, view or remove schedules to a particular day or date range.

Edit Icon
The edit icon allows the user to quickly and easily edit specific lines within schedules.

Repeat Period (Minutes)
The Repeat Period (Minutes) within the Build Schedule Pop Up sets how often an announcement will play between the start and end times defined. For example, setting the start time at 8:00 and the end time at 10:00 with a Repeat Period of 30 minutes will result in the announcement playing at 8:00, 8:30, 9:00, 9:30 and 10:00.

Schedules
Schedules are created to enable announcements (audio files), bells and/or songs to be executed or played at various times throughout a day, week, month or period to defined zones.
Schedules can be meaningfully named so as to be appropriate to various public address applications (schools, universities, stations, airports, public spaces)

Time Format
Time format is 24 hour time.

Zone
A zone is a group of Jacques (650 Series) devices specified during configuration which can be selected to broadcast an announcement simultaneously, without the need to manually select specific devices before a broadcast is made. Devices within a zone can be intercoms, help point units, UAI/PA Controllers and others.
## 14 DOCUMENT REVISION HISTORY

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<th>Revision</th>
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<th>Author</th>
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<td>2015-01-22</td>
<td>RR</td>
<td>Document Created</td>
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<td>1.1</td>
<td>2015-05-11</td>
<td>PG</td>
<td>Settings section added, images updated</td>
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<td>2015-05-13</td>
<td>PG</td>
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<td>2016-12-08</td>
<td>HK</td>
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<td>2017-05-29</td>
<td>PG</td>
<td>Added JeBackup and Restore section.</td>
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