



**JACQUES ANNOUNCEMENT SCHEDULER (JAS) USER GUIDE**

JED-0368

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# TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
1 INTRODUCTION .....	5
1.1 AIM .....	5
1.2 SCOPE .....	5
1.3 RELATED DOCUMENTATION .....	5
2 OVERVIEW .....	5
3 QUICK SETUP .....	6
4 LOG IN.....	7
5 AUDIO UPLOAD.....	7
5.1 TYPES OF AUDIO FILES .....	7
5.2 UPLOAD AUDIO FILE .....	7
5.3 AUDIO UPLOAD LIST .....	8
6 CREATE ANNOUNCEMENTS.....	8
6.1 CREATE ANNOUNCEMENT – SIMPLE .....	8
6.2 CREATE ANNOUNCEMENT - ADVANCED .....	9
7 SCHEDULES.....	10
7.1 CREATE NEW SCHEDULE - NAME .....	10
7.2 ADD ANNOUNCEMENT TO NEW SCHEDULE .....	11
7.3 ADD ANNOUNCEMENT TO NEW SCHEDULE – SIMPLE .....	12
7.4 ADD ANNOUNCEMENT TO NEW SCHEDULE – INTERVAL .....	12
8 MANAGING SCHEDULES .....	13
8.1 SCHEDULE - VIEW.....	13
8.2 SCHEDULE NAME - EDIT .....	14
8.3 SCHEDULE NAME – DELETE.....	14
8.4 SCHEDULES– EDIT & DELETE .....	15
8.5 SCHEDULES (SCHEDULE NAME) – EDIT .....	15
8.6 SCHEDULES–DELETE.....	16
9 ASSIGN SCHEDULE .....	17
9.1 DAY .....	17
9.2 RANGE .....	17
10 EVERY DAY USE.....	19
10.1 HOME .....	19
10.2 CALENDAR .....	19
10.3 REMOVE APPLIED SCHEDULE .....	20
10.4 REMOVE SCHEDULE - DAY .....	20
10.5 REMOVE SCHEDULE - RANGE .....	20
11 SETTINGS.....	21
11.1 TIME .....	21
11.2 ZONES .....	21
11.3 ANNOUNCEMENTS .....	21
11.4 ANNUNCIATOR .....	22

11.5	JEVENT .....	22
11.6	REPORTING .....	22
12	REPORTS .....	23
12.1	CALENDAR REPORTS.....	24
12.2	ARCHIVED REPORTS.....	24
	12.2.1 EXAMPLE REPORT.....	25
13	GLOSSARY .....	26
14	DOCUMENT REVISION HISTORY.....	27

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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



#### JAS CALL SYSTEM QUICK SETUP GUIDE



Figure 1: Quick set up 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 **serverIPAddress/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**

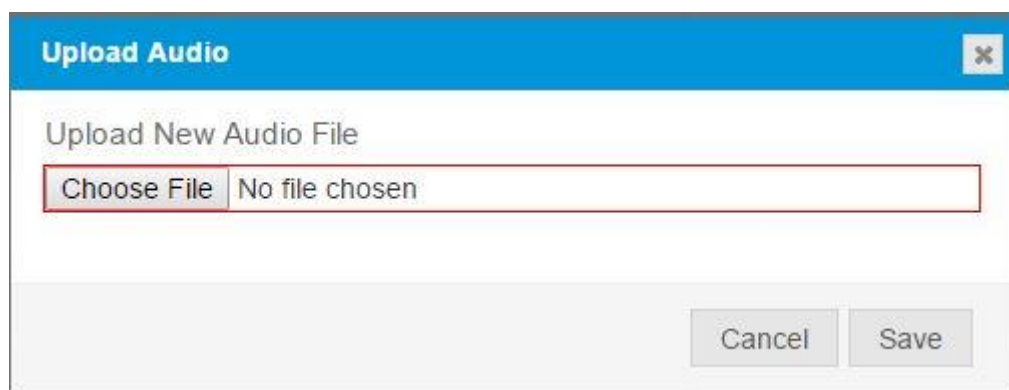
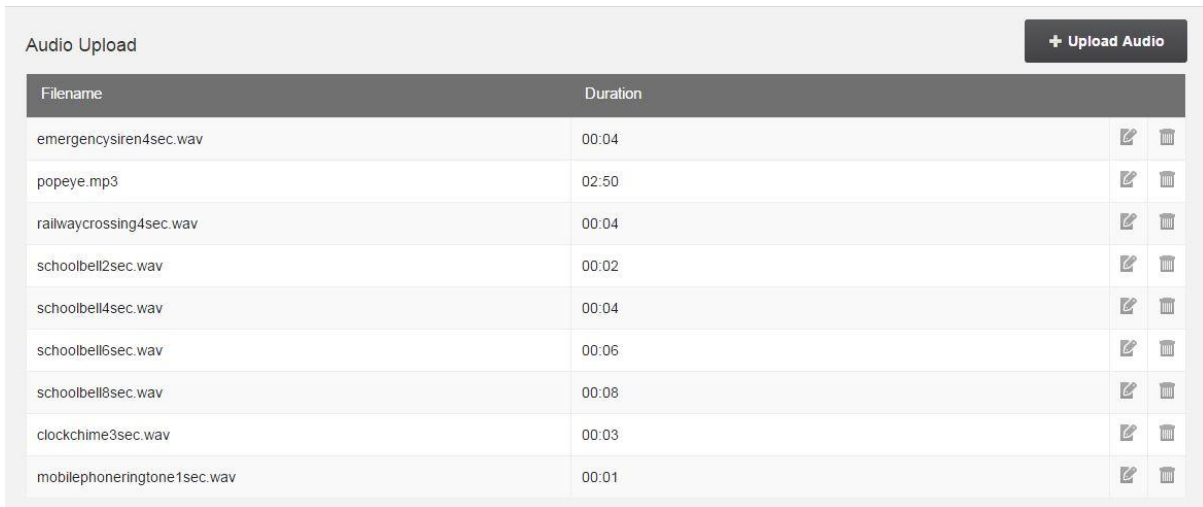


Figure 2: Upload Audio window

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



Filename	Duration		
emergencysiren4sec.wav	00:04		
popeye.mp3	02:50		
railwaycrossing4sec.wav	00:04		
schoolbell2sec.wav	00:02		
schoolbell4sec.wav	00:04		
schoolbell6sec.wav	00:06		
schoolbell8sec.wav	00:08		
clockchime3sec.wav	00:03		
mobilephoneringtonetone1sec.wav	00:01		

Figure 3: Upload Audio List

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

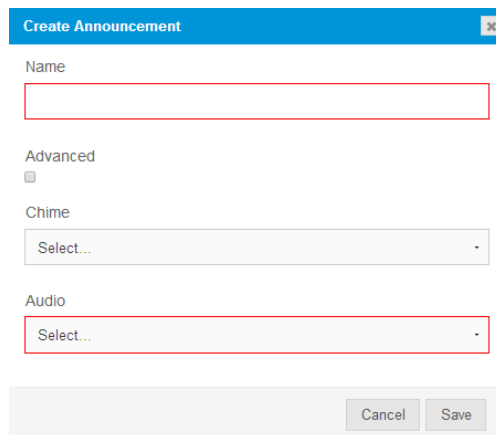
## 6 CREATE ANNOUNCEMENTS

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**



Create Announcement

Name

Advanced

Chime

Select...

Audio

Select...

Cancel Save

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)**

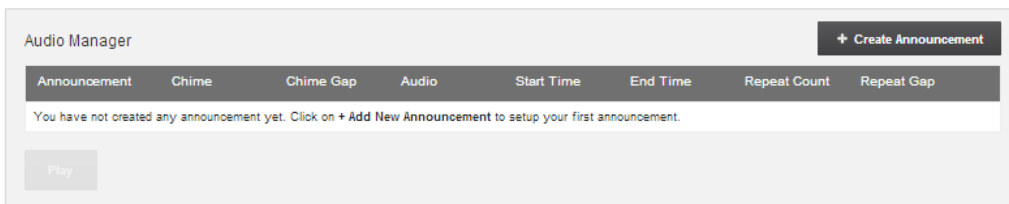


Figure 5: Audio Manager page

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)

Figure 6: Create Announcement Pop Up Box

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)

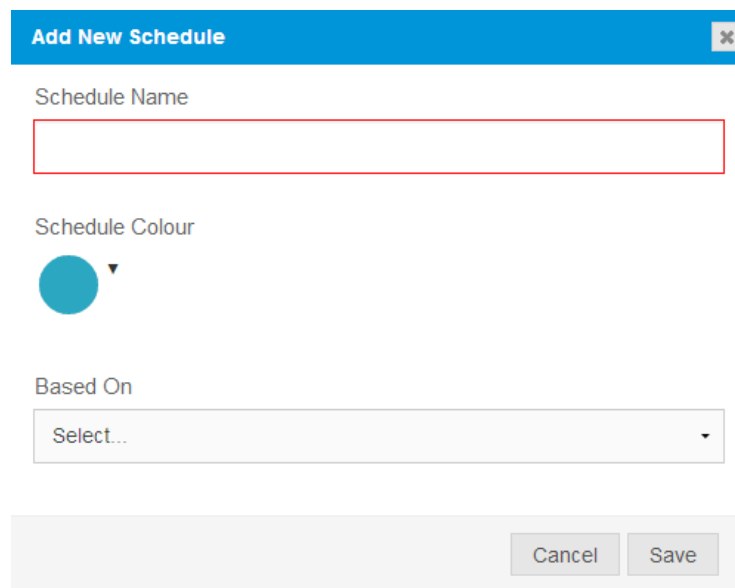


Figure 7: Create Schedule name popup window

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.

HOME / SCHEDULES Commit

Changes have been successfully committed

### Schedules + Add New Schedule

Schedule Name	Schedule Colour		
Senior School	Orange		
Junior School	Blue		
Sports Day	Orange		
Tuesday Monthly	Red		
Fire Drill	Red		
<b>Parent Teacher Evening</b>	Grey		

Click on a schedule to view its details.

Filter Zone: Show All Zones ▼

### Announcements (Parent Teacher Evening) + Add Announcement to Parent Teacher Evening

Start Time (24h)	Zone	Announcement Name
<small>You have not created any actions for this schedule/zone yet. Click on + Add Announcement to Parent Teacher Evening button to create your first action.</small>		

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**

The screenshot shows a pop-up window titled "Add Announcement to Senior School" with a close button in the top right corner. The form contains the following fields:

- Interval Bell:** An unchecked checkbox.
- Start Time (24h):** A text input field containing "11:00".
- Zone:** A dropdown menu with "200" selected.
- Announcement Name:** A dropdown menu with "Standard Bell" selected.
- Save:** A button at the bottom right of the form.

Figure 9: Add Announcement simple pop-up window

### 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**

The screenshot shows a pop-up window titled "Add Announcement to Senior School" with a close button in the top right corner. The form contains the following fields:

- Interval Bell:** A checked checkbox.
- Start Time (24h):** A text input field containing "11:00".
- End Time (24h):** An empty text input field with a red border.
- Repeat Period (minutes):** A text input field containing "0".
- Zone:** A dropdown menu with "200" selected.
- Announcement Name:** A dropdown menu with "Standard Bell" selected.
- Save:** A button at the bottom right of the form.

Figure 10: Add Announcement interval pop-up window

## 8 MANAGING SCHEDULES

View, edit and delete schedules.

The screenshot shows a web interface for managing schedules. At the top, there is a breadcrumb trail 'HOME / SCHEDULES' and a 'Commit' button. Below this is a 'Schedules' section with a '+ Add New Schedule' button. The main content is a table with two columns: 'Schedule Name' and 'Schedule Colour'. The table lists six schedules: Senior School (orange), Junior School (teal), Sports Day (orange), Tuesday Monthly (pink), Fire Drill (pink), and Parent Teacher Evening (grey). Each row has edit and delete icons. A note at the bottom says 'Click on a schedule to view its details.'

Schedule Name	Schedule Colour		
Senior School	Orange		
Junior School	Teal		
Sports Day	Orange		
Tuesday Monthly	Pink		
Fire Drill	Pink		
Parent Teacher Evening	Grey		

Figure 11: Managing Schedules screen

### 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 screenshot shows the 'Schedules' screen with 'Junior School' selected. Below the schedule list, there is a 'Filler Zone' dropdown set to 'Show All Zones' and a '+ Add Announcement to Junior School' button. The main content is a table of announcements for the Junior School. The table has three columns: 'Start Time (24h)', 'Zone', and 'Announcement Name'. The announcements are: 09:00 (Class, Zone 102), 09:25 (Class, Zone 101), 10:00 (Class, Zone 102), 11:00 (Morning tea, Zone 102), 12:00 (Class, Zone 102), 13:00 (Lunch, Zone 102), and 14:00 (Class, Zone 102). Each row has edit and delete icons.

Start Time (24h)	Zone	Announcement Name		
09:00	102	Class		
09:25	101	Class		
10:00	102	Class		
11:00	102	Morning tea		
12:00	102	Class		
13:00	102	Lunch		
14:00	102	Class		

Figure 12: Schedules

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.

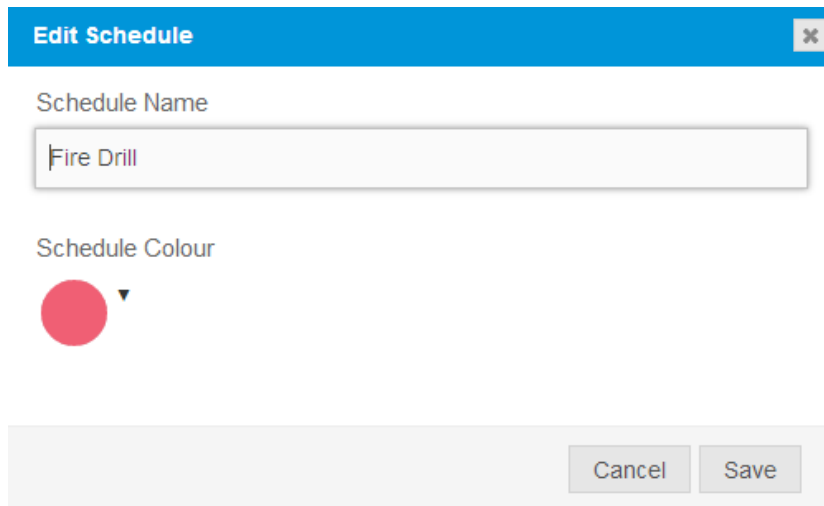


Figure 13: Schedule name edit popup screen

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.

The screenshot shows a web interface for managing schedules and announcements. At the top, there is a breadcrumb 'HOME / SCHEDULES' and a 'Commit' button. Below this is a 'Schedules' section with a '+ Add New Schedule' button. It contains a table with columns 'Schedule Name' and 'Schedule Colour'. The table lists several schedules: Senior School (orange), Junior School (blue), Sports Day (orange), Tuesday Monthly (red), Fire Drill (red), and Parent Teacher Evening (grey). Each row has edit and delete icons. Below the schedules is a 'Filler Zone' dropdown set to 'Show All Zones' and an 'Announcements (Junior School)' section with a '+ Add Announcement to Junior School' button. This section contains a table with columns 'Start Time (24h)', 'Zone', and 'Announcement Name'. The table lists announcements from 09:00 to 14:00, including 'Class', 'Morning tea', and 'Lunch', each with edit and delete icons.

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.

The screenshot shows a pop-up window titled 'Edit Schedule Build'. It has a blue header with a close button. The window contains three input fields: 'Start Time' with the value '10:00', 'Zone' with the value '102', and 'Announcement Name' with the value 'Sports day start'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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.

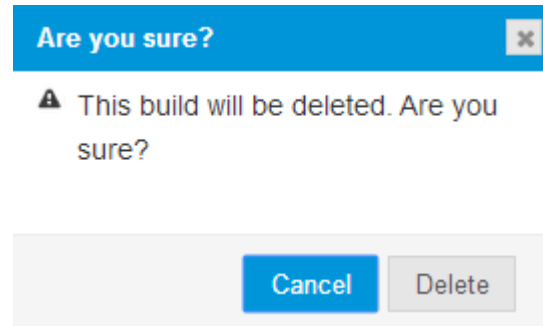


Figure 16 : Delete confirmation pop up window



## 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.

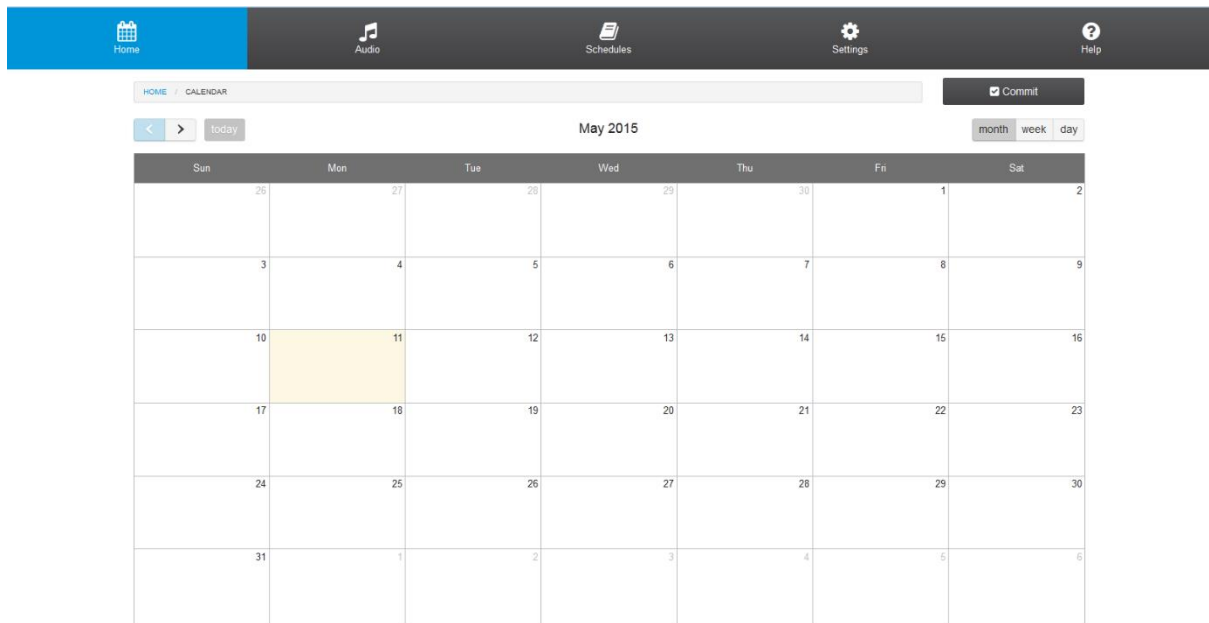


Figure 17: Assign Schedules, Calendar view

### 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

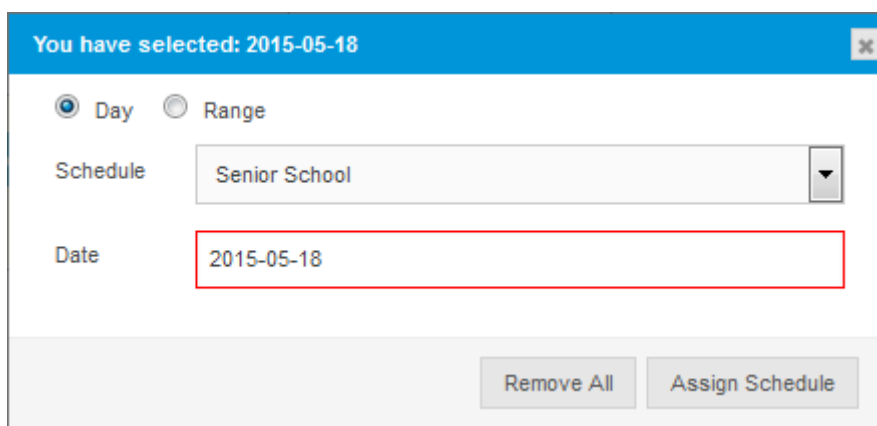


Figure 18: Assign Schedule day pop up box

### 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

The screenshot shows a popup window titled "You have selected: 2015-05-18". It contains the following elements:

- Radio buttons for "Day" and "Range" (selected).
- A "Schedule" dropdown menu with "Senior School" selected.
- A "Date" text input field containing "2015-05-18".
- An empty "End Date" text input field, which is highlighted with a red border.
- Under "Days", checkboxes are checked for Monday, Tuesday, Wednesday, Thursday, and Friday, and unchecked for Saturday and Sunday.
- Under "Period", the "Weekly" radio button is selected, and "Fortnightly" is unselected.
- At the bottom, there are two buttons: "Remove All" and "Assign Schedule".

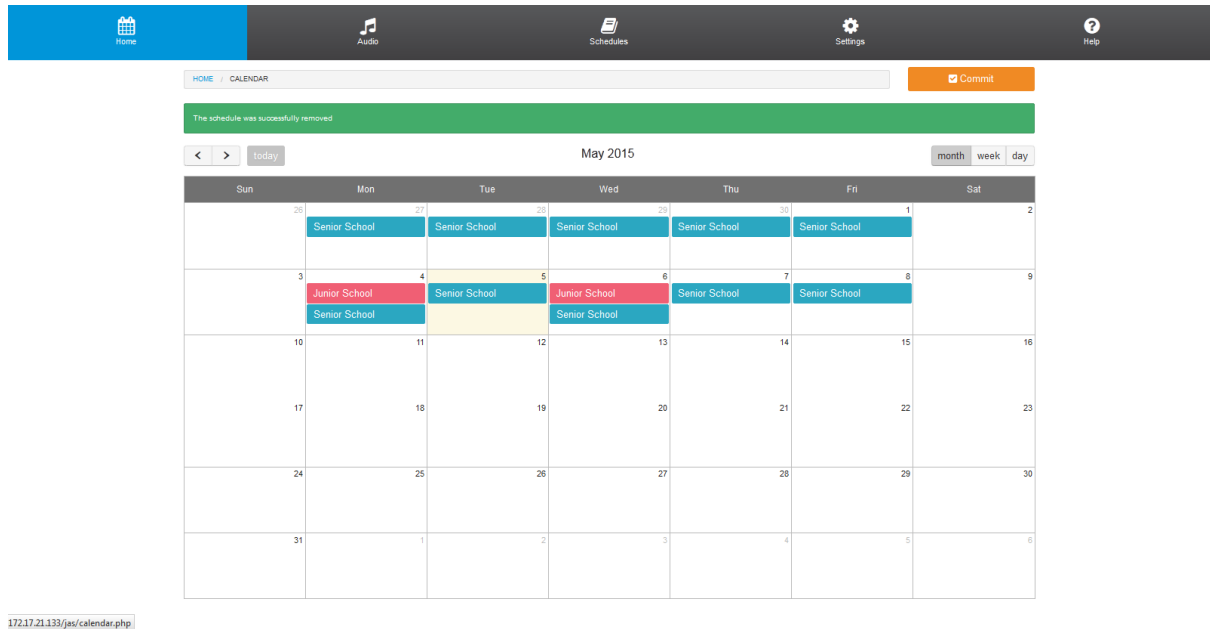
Figure 19: Assign schedule range popup window

## 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.



172.17.21.133/jas/calendar.php

Figure 20: Home calendar

### 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.

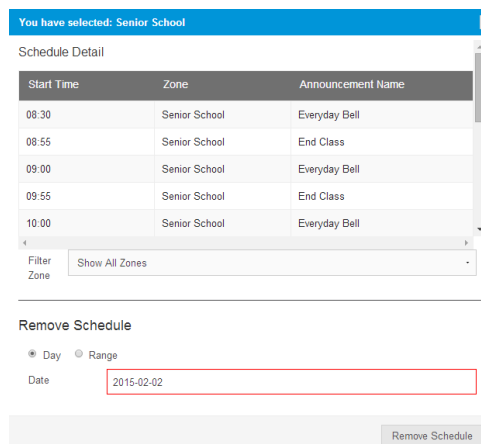


Figure 21: You have Selected (schedule name) popup window

### 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

The screenshot shows a 'Cancel Schedule' dialog box. At the top, there are two radio buttons: 'Day' (unselected) and 'Range' (selected). Below this, there is a 'Date' input field containing '2015-02-03' and an empty 'End Date' input field. Under the 'Days' section, checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday are all checked. The 'Period' section has 'Weekly' selected and 'Fortnightly' unselected. A 'Cancel Schedule' button is located at the bottom right of the dialog.

Figure 22: Range popup window

## 11 SETTINGS

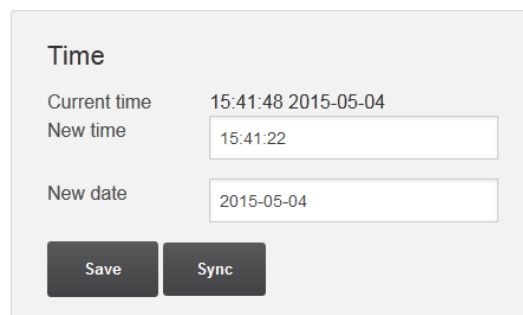
### 11.1 TIME

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-d**
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.



The screenshot shows a 'Time' settings panel. It includes a 'Current time' label with the value '15:41:48 2015-05-04'. Below it are two input fields: 'New time' with the value '15:41:22' and 'New date' with the value '2015-05-04'. At the bottom of the panel are two buttons: 'Save' and 'Sync'.

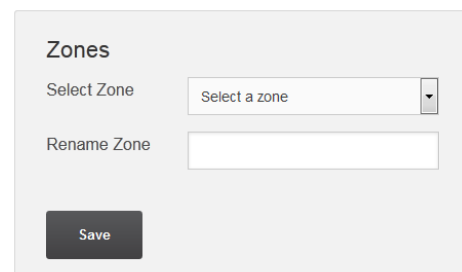
Figure 23: Time Settings

### 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**



The screenshot shows a 'Zones' settings panel. It includes a 'Select Zone' dropdown menu with the text 'Select a zone' and a 'Rename Zone' text input field. At the bottom of the panel is a 'Save' button.

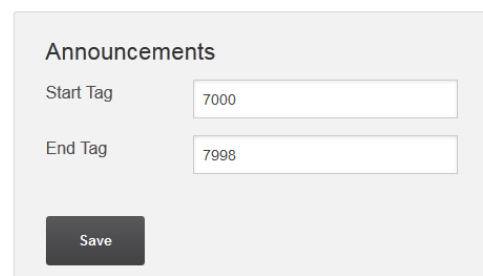
Figure 24: Zone Settings

### 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**.



The screenshot shows an 'Announcements' settings panel. It includes two input fields: 'Start Tag' with the value '7000' and 'End Tag' with the value '7998'. At the bottom of the panel is a 'Save' button.

Figure 25: Announcement Tag Settings

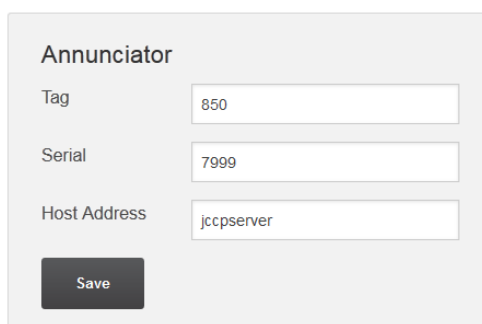
## 11.4 ANNUNCIATOR

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.



Annunciator

Tag

Serial

Host Address

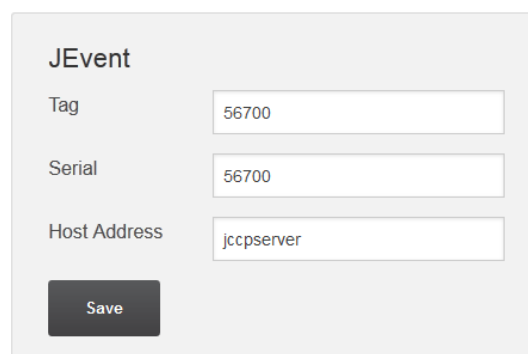
Figure 26: Annunciator Settings

## 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**



JEvent

Tag

Serial

Host Address

Figure 6: JEvent Settings

## 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**

## Reporting

### Report Branding

Site Name

Site Address

Logo

### Archive Reports

Max Number

Version 7.92.12

Figure 7: Reporting (on Settings page)

## 12 REPORTS

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

Home Audio Schedules **Reports** Settings Help

HOME / REPORTS  Commit

### Calendar Reports

Report Name	Recipients	Export Type	
test	archive	PDF	<input type="button" value="edit"/> <input type="button" value="delete"/>

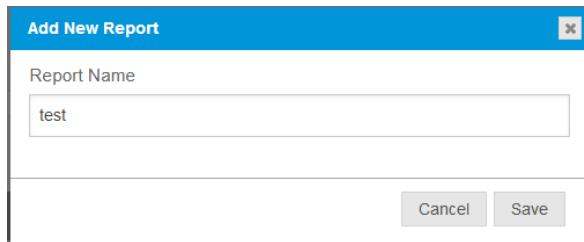
### Archived Reports

Report Name	Archive Date	
test	2017-08-22 14:36:21	<input type="button" value="delete"/>
test report	2017-08-22 11:51:45	<input type="button" value="delete"/>

Figure 8: Reports Page

## 12.1 CALENDAR REPORTS

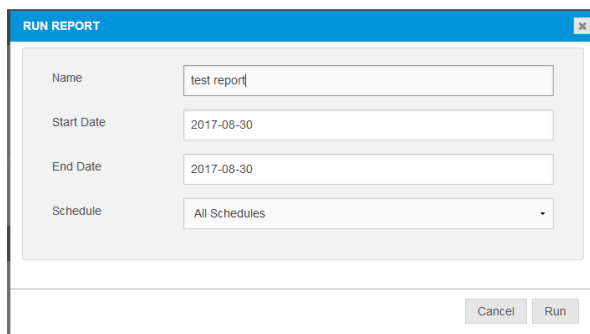
To add a new calendar report



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

## RUN CALENDAR REPORT

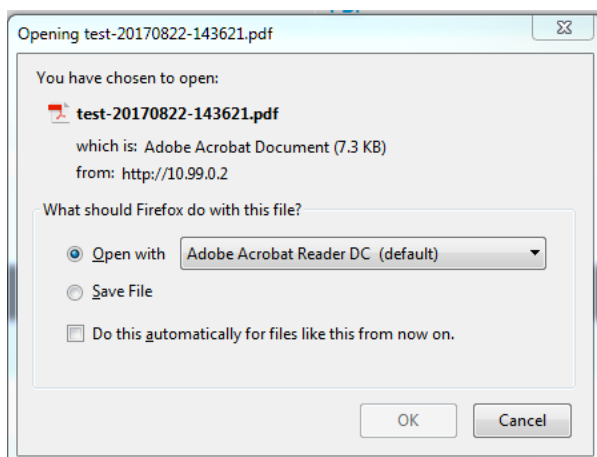
To run a calendar report



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



## 12.2.1 EXAMPLE REPORT



Test Name here  
blogg st



REPORT NAME: test  
START DATE: 16/08/2017 END DATE: 22/08/2017 ARCHIVE DATE: 22/08/2017 14:36 SCHEDULE: All

### ANNOUNCEMENT SCHEDULE

Date	Start	End	Zone	Announcement	Schedule Name	Repeat Count	Repeat Gap (mm:ss)
17/08/2017	09:47:00	09:47:08	Zone 1	ann2	lunch	0	00:00
18/08/2017	09:47:00	09:47:08	Zone 1	ann2	lunch	0	00:00
21/08/2017	09:47:00	09:47:08	Zone 1	ann2	lunch	0	00:00
22/08/2017	09:47:00	09:47:08	Zone 1	ann2	lunch	0	00:00

### CELL TO CELL SCHEDULE

Date	Start	Duration	Tag A	Tag B	Start Announcement	End Announcement	Schedule Name
17/08/2017	11:51:00	00:09:00	test jem 100	test jem 101			lunch
18/08/2017	11:51:00	00:09:00	test jem 100	test jem 101			lunch
21/08/2017	11:51:00	00:09:00	test jem 100	test jem 101			lunch
22/08/2017	11:51:00	00:09:00	test jem 100	test jem 101			lunch

## 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

Revision	Date	Author	Change Description
1.0	2015-01-22	RR	Document Created
1.1	2015-05-11	PG	Settings section added, images updated
1.2	2015-05-13	PG	Minor edits
1.3	2016-12-08	HK	Changes as per version 7.92
1.4	2017-05-11	RR	Minor layout edits
1.5	2017-05-29	PG	Added JeBackup and Restore section.
1.6	2017-08-30	PG	Added Reporting section per version V7.92.12 or greater
1.7	2017-09-04	RR	Formatting