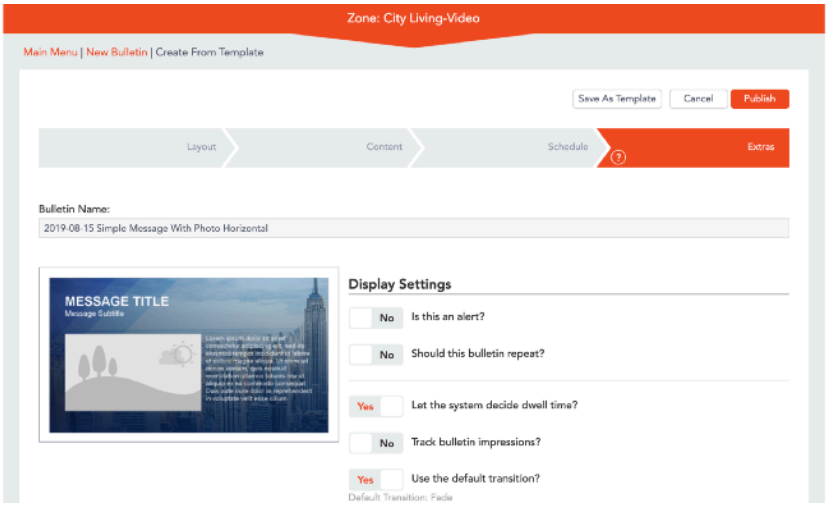
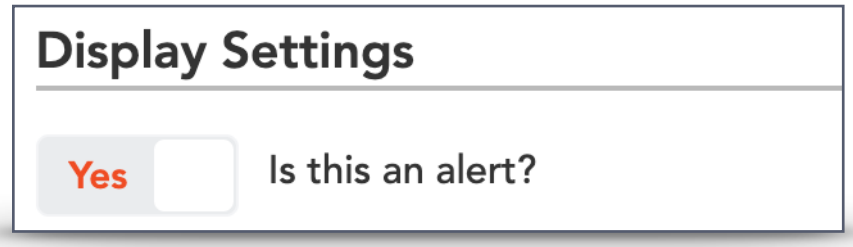
Bulletin Extras

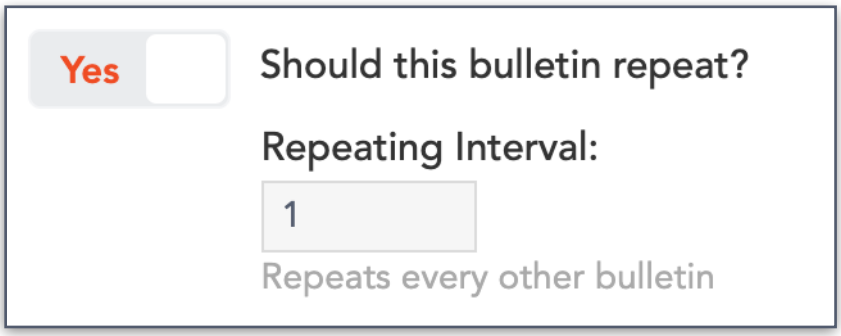


When creating and editing bulletins and full screen alerts, you have several extra customizable options available. In the bulletin editor, select the last tab labeled extras. If you leave this screen alone, it will use the default settings when displaying your bulletin. Below are each of the options and information on them.



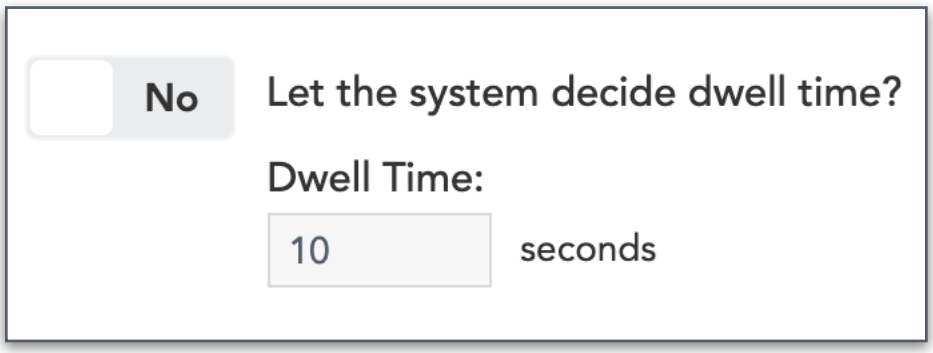
The first option is to set the bulletin as an alert. Selecting yes will make this an alert bulletin which overrides the current playlist.

NOTE: This doesn't mean it's the only bulletin, since there could be several alerts in that zone. Alert bulletins will be the only bulletin that plays in that zone. When you want your normal playlist to resume, this bulletin can be switched back to no or scheduled to end. This function not available on full screen alerts.



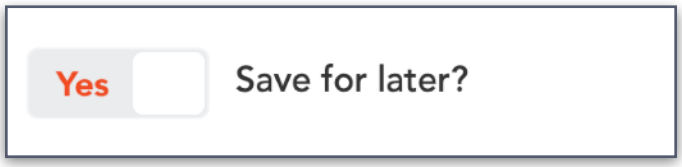
Next is an option to control how often the bulletin repeats. If not changed, you're accepting the bulletin's default setting which means it will play once per rotation. If you select “yes”, then you can choose how often it should repeat.

Setting it at one means that it would repeat every other bulletin making it appear more often. Setting it at 20 would mean that it would only play once every 20 bulletins that play in the zone, making appear LESS often in the zone. This function not available on full screen alerts.

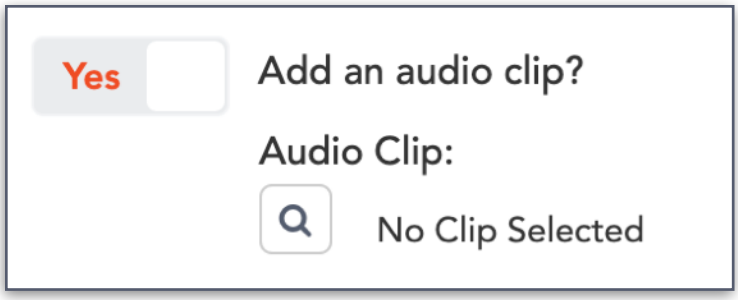


Changing the dwell time allows you to control how many seconds the bulletin stays on the screen each time it displays. Letting the system decide dwell time, it will default to a minimum of 10 seconds, but you can make it shorter or longer depending on how long you want it to remain on the display. This wouldn't apply to video bulletins, which play their full length before transitioning. Also, for template based bulletins with text, Carousel will count the number of characters and use an equation to calculate the amount of dwell time needed. When you let the system decide dwell time, these two bulletins would appear for these amount of times. If you set the dwell time manually, these two bulletins would play for the amount of time that you set.

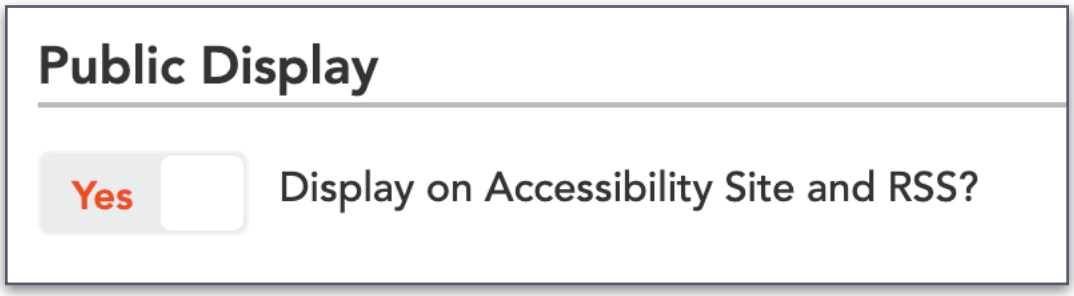
Track bulletin impressions will log how many times this bulletin is displayed. This can be printed out in a report which is generated in Carousel.



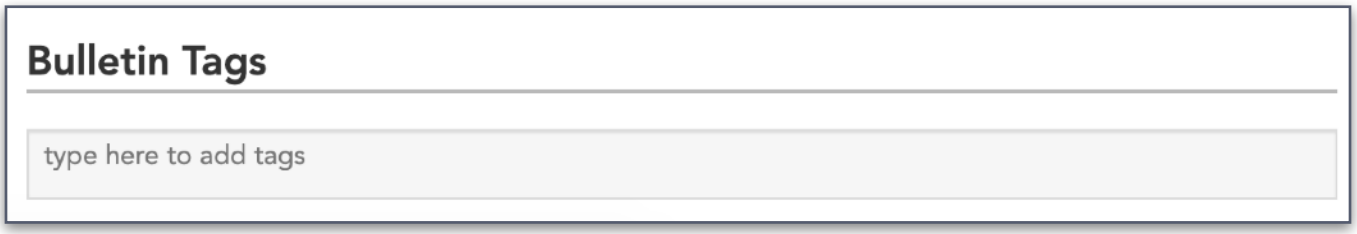
The final display setting is save for later. By turning this on, it will not display the bulletin after you press publish. It is useful if you are creating a bulletin, but need to stop part way through, or if you need proof-reading prior to displaying it. It will not be displayed until you come back in and set this to "no".



Under audio settings, you can add an audio clip which prompts you to select an audio clip from your media. If you don't have any audio in your media library, you can browse to upload from your device, or drag and drop an audio file in the grey box. Note that this audio will only play while this particular bulletin is being displayed.



Leaving Display on Accessibility Site and RSS at yes will allow others to see it on your accessibility site and RSS feed. This is helpful if you would like the information in the bulletin disseminated in other mediums besides just your displays. It will be viewable on your server and RSS feeds by those that access it. Clicking "no" will not include it in these locations.



Finally, you can add bulletin tags if you would like to more easily find your bulletin at a later date. Bulletins are searchable by titles, users who created them, and tags, so you do not need to type any tags that are already in the title or the user name.

Those are all of the extra settings that you can customize for your bulletins and alerts.

Title: Bulletin Extras
Course: Carousel 101
Sequence: Video #7
Created by: John Skoy
Last updated: 3/28/2019