

# inCloud Scheduling Dashboard Operation Manual

Setting the Standard  
in Synchronized Time.



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# Welcome to the inCloud Schedule Dashboard.

The Schedule Dashboard allows you to set up groups of clocks, network devices, and EverAlert displays, and manage their messaging and signalling activities by setting scheduled events.

The Schedule Dashboard manages the following American Time hardware:

- EverAlert Dynamic Display
- EverAlert Dynamic View
- Power over Ethernet (PoE) Digital Clock
- PoE Buzzer Clock
- PoE Relay
- Wi-Fi Strobe
- Wi-Fi Horn
- Wi-Fi Buzzer Clock
- Wi-Fi Relay



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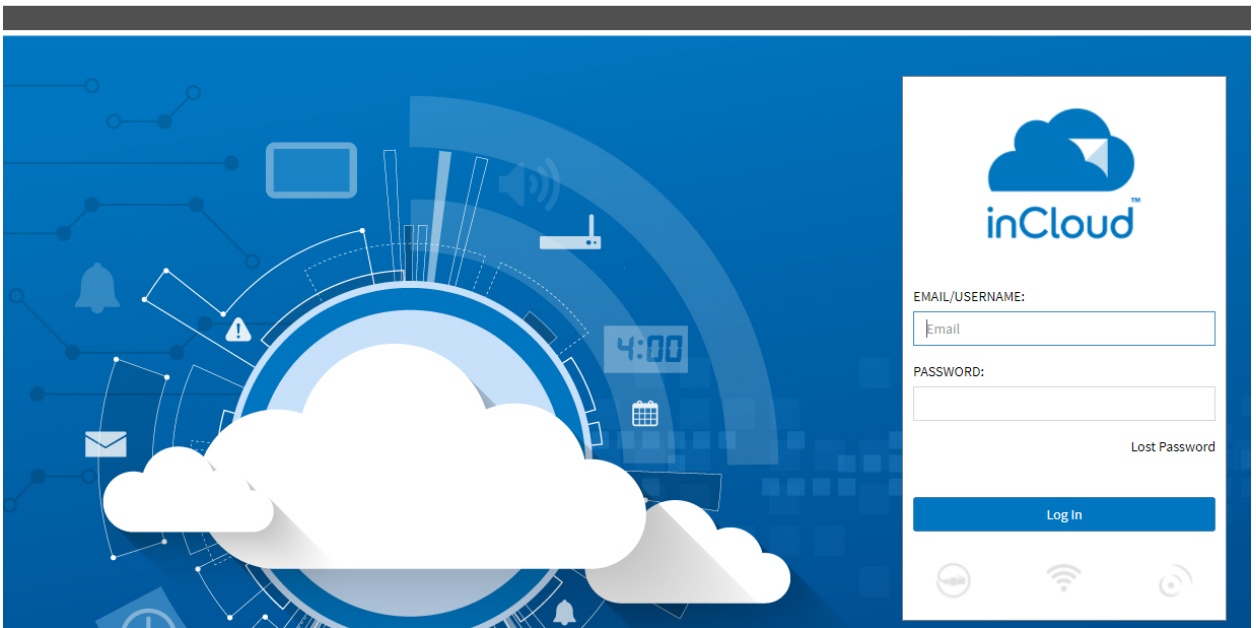
# Interface Overview

## INTRODUCTION

The inCloud Schedule Dashboard features a single-page interface that accommodates both monitoring and modifying your schedule. From the Schedule Dashboard, you can view your schedule assignments in the Calendar view, create and modify groups (known as Zones) of schedulable hardware, and add, view, or edit your Schedules.

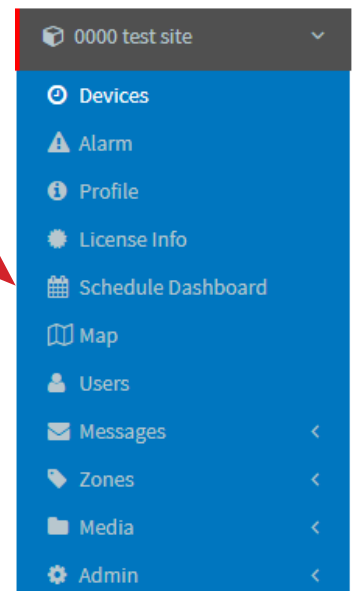
To access the Schedule Dashboard, navigate to [incloud.american-time.com](http://incloud.american-time.com) and log in using your inCloud credentials.

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Once you have access to inCloud, click on “Schedule Dashboard” in the side menu pane.

This will open the dashboard interface.



# Interface Overview

## Schedule Dashboard

All scheduling operations will be performed within the Schedule Dashboard. The main page of the Dashboard features these functions:

1. Calendar - The Dashboard will default to the Site Calendar view. Clicking on the Calendar tab will return you to the Site Calendar view if you have been working on other scheduling operations.
2. Zones - The Zones tab will display any Zones (groups of devices) you have created. Clicking "Add Zone" will allow you to create a new Zone.
3. Schedules - The Schedules tab will list any Schedules you have created. It will also display the color assigned to each Schedule, and allow you to apply the Schedule to any days you have selected in the Site Calendar.
4. Site Calendar - The Site Calendar provides a visual display of the calendar through the next year, along with showing any assigned Schedules.

The headers and content on the left side of the Dashboard will remain static and update as content is added; the right side of the Dashboard (where the Calendar is shown below) will display content for creating and editing the different Dashboard functions.

The screenshot displays the Schedule Dashboard interface. On the left is a sidebar with three tabs: CALENDAR, ZONES, and SCHEDULES. The ZONES and SCHEDULES tabs have 'ADD ZONE' and 'ADD SCHEDULE' buttons respectively. The main area is titled 'SITE CALENDAR' and shows a grid of monthly calendars from June 2021 to May 2022. Each month's calendar is a grid with days of the week (S, M, T, W, T, F, S) as headers. A 'Clear All' button is located in the top right corner of the calendar grid.

# Creating Zones

## Creating Zones

The first step to creating a schedule is to set up your Zones. While it is possible to create a schedule without using Zones (individual devices can be selected when creating an Event), separating your devices into logical groups will simplify your schedule management.

To create a Zone, click on “Add Zone” in the Zones tab. This will open the New Zone interface.



First, select a title for your Zone. It's best to use either something that describes the physical location of the devices which will be included in the Zone, or the name of the device types if you'll be using only one kind of device in that Zone.

Next, select which specific devices you want included in this Zone. You can also check the “All” box to include all devices of a given type. When you're done selecting devices, click the green “Save” button next to the Zone title.

You can create as many Zones as necessary, and devices can be assigned to multiple Zones as desired. Once Zones have been defined, the next step is to create a Schedule.

A screenshot of a 'NEW ZONE' interface. It has a blue header bar with the text 'NEW ZONE'. Below the header, there is a section labeled 'TITLE:' followed by a text input field containing the placeholder text 'Title'. To the right of the input field are two buttons: a green 'Save' button and an orange 'Cancel' button.A screenshot of an 'ASSIGN EVERALERT DEVICES' interface. It has a blue header bar with the text 'ASSIGN EVERALERT DEVICES'. Below the header is a list of checkboxes with the following labels: 'All', 'Dynamic Display 1', 'Dynamic View 1', 'Dynamic View 2', 'New Device (6/8/2021)', 'New Device (6/8/2021)', and 'Omar Test EverAlert'.A screenshot of an 'ASSIGN WI-FI/POE DEVICES' interface. It has a blue header bar with the text 'ASSIGN WI-FI/POE DEVICES'. Below the header is a list of checkboxes with the following labels: 'All', 'Blue Strobe', 'Horn 2', 'Horn1', 'PoE Analog 1 Buzzer', 'PoE Analog 2 Buzzer', 'PoE Digital 1', 'PoE Digital 2', 'PoE Relay 2', 'PoE Relay E1', 'Relay 3', 'White Strobe', 'Wi-Fi Buzzer 1', 'Wi-Fi Buzzer 2', 'Wi-Fi Digital 1', 'Wi-Fi Digital 2', 'Wi-Fi Stand Alone Relay 1 (60W Bulb)', and 'Wi-Fi Stand Alone Relay 2'.

# Creating Schedules

## About Schedules

A Schedule is a grouping of time-scheduled Events which can be assigned to your devices by date. For example, if you have EverAlert displays in a school and need to ring a bell on the display to signal the end of each class period, your Schedule will contain a series of individual Events set to occur at the specific times needed, which can then be applied to the calendar on the required days.

Schedules also facilitate the flexibility and user-friendliness of the Schedule Dashboard. For example, if your class periods have different times on Tuesday and Thursday than the rest of the week, you can set up one Schedule for the times used on Monday, Wednesday, and Friday, and a second Schedule for the times used on Tuesday and Thursday; then you can simply apply the desired Schedule to the relevant days of the week, without needing to worry about manually switching the bell schedule from day to day or configuring schedule changes – inCloud will automatically communicate the Schedule to your devices.

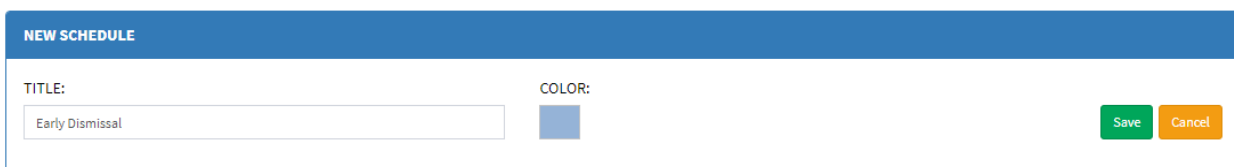
Schedules can contain Events for both Network Devices and EverAlert devices, but it's important to remember that **Events are device-type specific** – in other words, if you need to have a bell on your EverAlert displays and trigger your Wi-Fi horns at the same time, you'll need to create two Events: one for the EverAlerts, and one for the horns.

## Creating a New Schedule

To start creating a new Schedule, the first step is to click “Add Schedule” in the Schedules header on the Schedule Dashboard.



Enter a title for your new Schedule, and select a color to identify the Schedule when looking at the Calendar. Be sure to use a descriptive title that will allow you to easily identify the Schedule's characteristics in the future, and (for subsequent Schedules) to select a color that isn't in use for an existing Schedule.



Click “Save” when you're done. This will add the new Schedule to the Schedules list; Schedules are listed alphabetically.

# Creating Events

## Adding Events to a Schedule

Next, you'll need to add Events within your Schedule. To start, click on the Schedule name; this will open the Schedule editor in the right side of your screen. The Events list is empty to start, but once some Events have been created within the Schedule, this section will list all the Events included in the Schedule for easy review.

The screenshot shows two panels. The top panel, titled 'EARLY DISMISSAL: EDIT', has a blue header with 'Duplicate' and 'Delete' buttons. Below the header, there is a 'TITLE:' field containing 'Early Dismissal' and a 'COLOR:' field with a blue square. 'Save' and 'Cancel' buttons are on the right. The bottom panel, titled 'EARLY DISMISSAL: EVENTS', has a blue header with an 'ADD EVENT' button. Below the header are three dropdown filters: 'Device Type Filter', 'Zone Filter', and 'Device Filter'. A table below has columns for 'Title', 'Time', 'Duration', 'Audio', 'Device Type', 'Zones', and 'Devices'.

Next, click on the green “Add Event” button in the Events header.

If your site has both Network Devices and EverAlert devices, a dropdown menu will appear prompting you to select which device type (EverAlert or Network Device) the Event will be used with. Once you select a type, the assignment menu will be displayed.

If your site only has one device type, the assignment menu will open immediately.

The screenshot shows an assignment menu with two columns. The left column is titled 'ZONES:' and lists: All, All Wi-Fi, Audio devices, Non audio devices, PoE Aux, Third Floor Devices, Wi-Fi Clocks, and Wi-Fi Devices. The right column is titled 'NETWORK DEVICES:' and lists: All, Horn1, Horn 2, Blue Strobe, White Strobe, Wi-Fi Buzzer 1, Wi-Fi Buzzer 2, PoE Analog 1 Buzzer, and Wi-Fi Digital 1. A vertical scrollbar is on the right side of the menu.

While there is no limit to the number of events you may schedule, when filtered an individual device is limited to a maximum of 50 events per day.

Cancel

In the assignment menu, you'll select which Zones or specific devices will be targeted by the Event. While individual devices can be selected, **it's best to assign by Zones as this method is most efficient** in the event that new devices are installed in the future.

Events can be assigned to as many Zones or devices as necessary. (Note: hovering over a Zone name will highlight the individual devices included in that Zone.)



# Creating Events

Once you've selected the Zone(s) the Event will target, the Event menu will open. This menu contains all the options available for the selected devices, and will change depending on which devices will be targeted by the Event. Click the green "Save" button at the bottom of the Event settings to save your Event and add it to the Schedule.

## EverAlert Events

Events targeting EverAlert devices feature the following options:

- Title - This is both the title that will be displayed on the on-screen message above the message body and the title that will be displayed in the Events list on inCloud.
- Message Body - This content will be displayed below the Title on the screens.
- Event Start/End Times - These times determine when the Event will begin and end.
- Countdown - If enabled, a countdown timer will appear for the chosen duration, starting at the Event Start Time. Note that a Message Body can not be used when this is enabled, and that the Event End Time is not available.
- Include Strobe Notification - If enabled, the Event will be preceded by a full-screen flashing message with text. The strobe settings (text, color, flash frequency) are controlled by the EverAlert Configs.
- Start/End Audio File - These menus allow you to select an audio file to play at the beginning and/or end of the Event. These files are pulled from the files listed in the site menu under Media > Audio.
- Start/End Audio Duration - This controls how long the selected audio file will play at the beginning and/or end of the Event. If a duration longer than the length of the audio file is selected, the audio will loop to meet that duration. NOTE: End audio is only available if Countdown is enabled.

**TITLE:**

**MESSAGE BODY:** 255 CHARACTERS MAX

**EVENT START TIME:**

**EVENT END TIME:**

**COUNTDOWN:**

**INCLUDE STROBE NOTIFICATION:**

**START AUDIO FILE:**

**START AUDIO DURATION:**

# Creating Events

## Network Device Events

Events targeting Network Devices will feature some or all of the following options, depending on which devices are in use.

- Title - For Network Devices, this will only be used to identify the Event in the Events List.
- Event Start Time - This controls when the event will begin.
- Buzzer/Relay Duration - This setting can be used to set the length of time the buzzer or relay is active after the Event Start Time, ranging in duration from 1-59 seconds. The "ON" and "OFF" settings can also be used in separate events to configure the buzzer or relay to operate for a longer duration (e.g. creating an Event to begin at 8:00 AM with the Buzzer/Relay Duration set to "ON" and creating a second Event to begin at 8:05 AM with the Buzzer/Relay Duration set to "OFF" will operate the buzzer or relay for five minutes beginning at 8:00 AM). Note that PoE digital clocks will display "BELL" on the clock in place of the time when the Buzzer/Relay Duration is active.
- Countdown - Initiates a countdown timer for a duration of 1-59 minutes, beginning at the Event Start Time. Applies only to digital clocks.
- Brightness - Changing this setting will adjust the brightness of the digits on digital clocks. This setting will default to "High." Note that the brightness settings vary between PoE and Wi-Fi clocks, as indicated in the dropdown menu.

NOTE: For more information, see "Changing Brightness" on page 11.

After saving your Event, you'll be taken back to the Event List for your Schedule, where the newly created Event will be visible in the list. Continue adding Events until your Schedule is complete.

TITLE:

EVENT START TIME:

BUZZER/RELAY DURATION:

COUNTDOWN: (DIGITAL CLOCK ONLY)

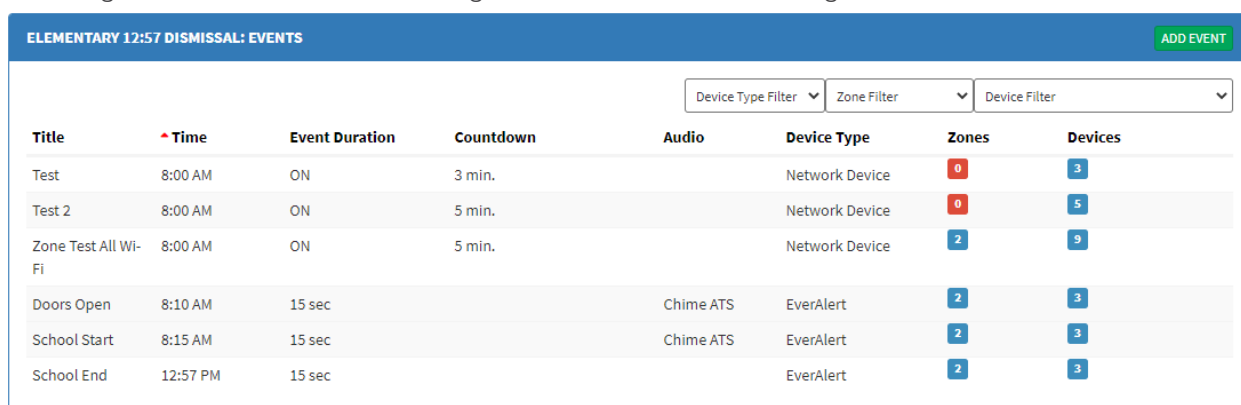
BRIGHTNESS: (DIGITAL CLOCK ONLY)

NOTE: Because only one Schedule can be active on any given day, all desired Events for the day must be included in the Schedule. It is not possible to have Events from multiple Schedules active on the same day; if a new Schedule is being built and Events from an existing Schedule are required, the Events must be added to the new Schedule for them to be available.

# Managing and Editing Events

## Changing Brightness

You can use the Brightness setting in an Event to change the brightness of your digital clock displays. For PoE clocks, the brightness will automatically return to its default setting after the Event concludes. For Wi-Fi clocks, if you wish to return them to their default brightness, you must create a second Event after the initial Event ends and adjust the Brightness value in the settings back to the desired brightness.



Title	Time	Event Duration	Countdown	Audio	Device Type	Zones	Devices
Test	8:00 AM	ON	3 min.		Network Device	0	3
Test 2	8:00 AM	ON	5 min.		Network Device	0	5
Zone Test All Wi-Fi	8:00 AM	ON	5 min.		Network Device	2	9
Doors Open	8:10 AM	15 sec		Chime ATS	EverAlert	2	3
School Start	8:15 AM	15 sec		Chime ATS	EverAlert	2	3
School End	12:57 PM	15 sec			EverAlert	2	3

## Reviewing and Editing Events

Once you've saved your Events and are returned to the Events List, you'll see a list of the Events which have been created for the selected Schedule. Events are listed chronologically, starting at 12:00 AM. To change the sort order, click on any of the headers.

## Schedule Dashboard



An overview of the settings for your Events will be displayed in the columns to the right of the title; this will indicate the Event start time, duration, countdown length (if enabled), audio file (if enabled), and device type. The icons at the far right indicate the number of Zones (if any) and Devices to which an Event is assigned.

Clicking on the Event title will open the Event editor, and will allow changes to be made to the Event. After saving changes to an Event, a green "Sync" button will appear in the Calendar header. Click this to initiate communication of the Schedule changes.

**NOTE:** Any changes made to existing Events may require up to an hour to be communicated to your Devices.

# Applying and Managing Schedules

## Applying Schedules

Once you've completed your Schedule, the last step is to assign the Schedule on the days it will be in use. To begin applying your Schedule, click on the Calendar header to return to the Calendar view.

The screenshot shows the 'Schedule Dashboard' interface. On the left, there are three main sections: 'CALENDAR' with a 'SYNC' button, 'ZONES' with an 'ADD ZONE' button, and 'SCHEDULES' with an 'ADD SCHEDULE' button. The 'SCHEDULES' section lists various schedule types with corresponding color swatches and 'Apply' buttons. The main area is a 'SITE CALENDAR' for July 2023, displaying a grid of days from Sunday to Saturday. The calendar is currently showing the month of July 2023.

Applying the Schedule is as simple as clicking on the days on which the Schedule will be used. If a Schedule is only used on a small number of days, individual dates can be selected by clicking on the date in the Calendar. For Schedules that apply to certain days of the week, clicking on the day indicator below the month will highlight each occurrence of that day within the month. You can also apply a Schedule to an entire month by clicking on the month name, or apply to larger irregular time periods by clicking and dragging within the Calendar.

Once you've selected the days you'll be using your Schedule, click the blue "Apply" button next to the Schedule name at the bottom left of the screen. This will open a confirmation box; click "OK" to apply your Schedule. The Calendar will then refresh, and the selected days will be highlighted to match the Schedule color.

This screenshot shows the 'SITE CALENDAR' after applying a schedule. The calendar grid for July 2023 is visible, and several days are highlighted in green, indicating that the selected schedule has been applied to those days. The 'Apply' button for the selected schedule is visible at the bottom left of the calendar view.

# Applying and Managing Schedules

If you have additional Schedules to create or apply, continue the previous process until all your Schedules have been built and assigned to the necessary days.

Schedules can be applied for up to two calendar years in the future.

**NOTE: Make sure to click the green “Sync” button in the Calendar header after any Schedule changes are complete.**

## Removing Schedules from the Calendar

To clear the Schedule from any of the days in the Calendar, simply highlight the days in question and click the red “Clear” button in the top right corner of the Calendar view, then click “OK” to confirm.

If you need to completely clear the Calendar, clicking the red “Clear All” button in the top right corner of the Calendar view (without selecting any dates) and clicking “OK” to confirm will remove all Schedules from the Calendar.

## Duplicating and Modifying Schedules

If you have a minor change to make to an existing Schedule, the easiest method is to duplicate the Schedule, make the necessary modifications, and then apply the modified duplicate to the required days.

For example, if your business is closing early for a company party and you want to stop your bells indicating break times and shift ends from sounding during the party, you can create a duplicate Schedule and simply delete the Events that would occur during that time period, then apply this modified Schedule to the day of the party.

This is also useful for schools, which may have modified early dismissal/late start periods or bell changes for events such as conferences or performances.

**REMINDER: Only one Schedule can be active at a time;** if temporary changes to your Schedule are necessary, either the existing Schedule must be modified or a new Schedule must be created and applied. Be sure to click the green “Sync” button in the Calendar header after any Schedule changes.

# Viewing Schedule Info in the Device List

Your Schedule status can be viewed in your Device List once your Schedule has been applied and the Calendar sync has been initiated.

The Device List will indicate which devices are eligible for Scheduler functions with a calendar icon to the left of the clock or device name (note that EverAlert Dynamic View and Dynamic Displays will not show this icon, as all of these devices can be scheduled).

The active Schedule on each device (including EverAlert devices) will be displayed under the Active Schedule header.

## Dynamic Display/Dynamic View Device List example

Sig	Status	Sync	Display	Layout	Orientation	Config	Active Schedule	Msg
	<span style="color: green;">●</span>	<span style="color: green;">●</span>	Dynamic View 1		Landscape		Normal Daily Schedule	
	<span style="color: green;">●</span>	<span style="color: green;">●</span>	Dynamic View 2		Landscape		Normal Daily Schedule	
	<span style="color: green;">●</span>	<span style="color: green;">●</span>	New Device (7/9/2021)		Landscape			

## Wi-Fi Clock and Device List example

Signal	Status	Sync	Device	Config	Power	Active Schedule	MAC Address	FW
	<span style="color: green;">●</span>	<span style="color: green;">●</span>	Blue Strobe			Normal Daily Schedule	00:21:7E:1F:D8:F7	0.2.6.4
	<span style="color: green;">●</span>	<span style="color: green;">●</span>	Horn 2				00:21:7E:1F:D9:00	0.2.6.4
	<span style="color: green;">●</span>	<span style="color: green;">●</span>	Horn1				00:21:7E:1F:D9:06	0.2.6.4
	<span style="color: green;">●</span>	<span style="color: green;">●</span>	White Strobe			Normal Daily Schedule	00:21:7E:1F:D9:21	0.2.6.4
	<span style="color: red;">●</span>	<span style="color: red;">●</span>	Wi-Fi Stand Alone Relay 1 (60W Bulb)				00:21:7E:1F:D9:45	0.2.6.4
	<span style="color: green;">●</span>	<span style="color: green;">●</span>	Wi-Fi Stand Alone Relay 2				00:21:7E:1F:D9:7E	0.2.6.4

## PoE Clock and Device List example

Status	Sync	Clock	Config	Active Schedule	MAC Address	FW
<span style="color: green;">●</span>	<span style="color: green;">●</span>		PoE Digital 1	Normal Daily Schedule	00:11:6D:03:14:AE	7.76
<span style="color: green;">●</span>	<span style="color: green;">●</span>		PoE Digital 2	Normal Daily Schedule	00:11:6D:03:14:7E	7.76

# Help and Contact Information

For additional assistance on general operation of the inCloud Management Portal, click the help icon in the top right of any screen on inCloud.

For information on specific PoE or Wi-Fi devices, refer to the PoE and Wi-Fi user manuals available at [american-time.com](http://american-time.com)

## Contact us:

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