



SCHEDULE BULK UPLOAD

G2 Communicator

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user how to create and upload a bulk schedule.

Note: These instructions apply to Admin and District Admin users.

This document assumes the reader has the appropriate user credentials, (username and password), as well as the IP address or DNS name of the G2 Communicator system.

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GETTING STARTED

To be successful, you will need the following information:

- Name of the school
- Completed schedule_import_template.csv file.
 - Name(s) of the Schedules
 - Time of the schedule 24-hour times work best as they help eliminate user errors
 - Description of the bells
 - Zone names (be certain the zone have been created)
 - Bell audio name
 - Site Name

INSTRUCTIONS

Follow the instructions below to upload the completed schedule_import_template.cvs file.

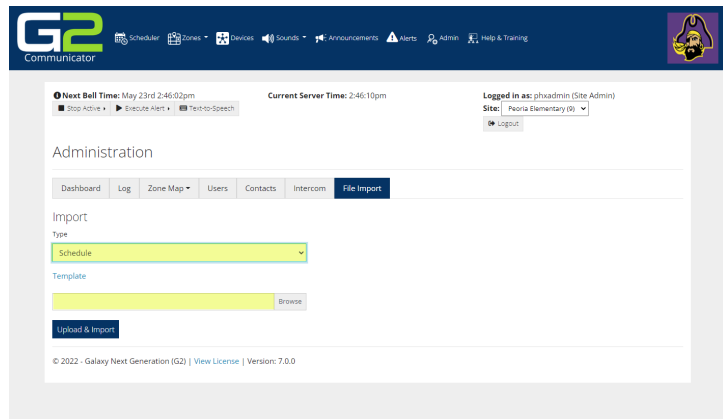
COMPLETE THE UPLOAD CSV FILE

1. **Download and complete the schedule_import_template.csvs.**
2. Be certain to **save the file.**

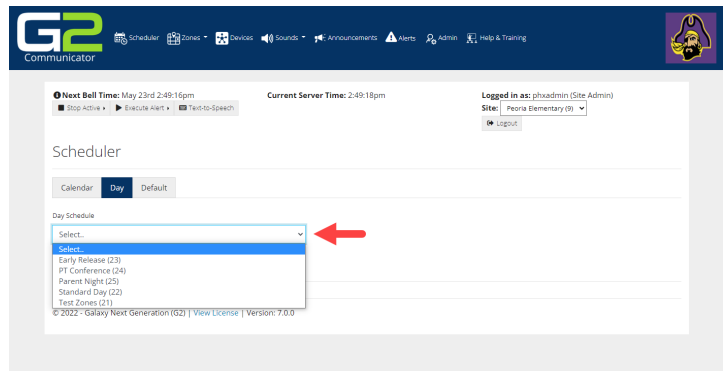
name	time	description	zone_name	sound_type_id	sound_name	playlist_name	site_name
Test Zones	8:00:00	Zone Test All Interior	All Interior	1	school_4sec.wav		Peoria Elementary
Test Zones	9:00:00	Zone Test All Call	All Call	1	school_4sec.wav		Peoria Elementary
Test Zones	10:00:00	Zone Test All Exterior	All Exterior	1	school_4sec.wav		Peoria Elementary
Standard Day	8:00:00	Go to Class	All Call	1	alert1.wav		Peoria Elementary
Standard Day	9:00:00	Be in class	All Interior	1	alert2.wav		Peoria Elementary
Standard Day	10:00:00	Stay in class	All Interior	1	arpeggio.wav		Peoria Elementary
Standard Day	15:00:00	Go Home	All Exterior	1	ballgame1.wav		Peoria Elementary
Early Release	8:00:00	Get to Class	All Call	1	alert1.wav		Peoria Elementary
Early Release	13:00:00	Go Home	All Exterior	1	arpeggio.wav		Peoria Elementary
PT Conference	8:00:00	Get to Class	All Call	1	alert1.wav		Peoria Elementary
PT Conference	10:00:00	Good Luck	All Exterior	1	arpeggio.wav		Peoria Elementary
Parent Night	18:00:00	Welcome	All Exterior	1	arpeggio.wav		Peoria Elementary
Parent Night	19:30:00	Thank you Go Home	All Exterior	1	arpeggio.wav		Peoria Elementary

UPLOAD THE CSV FILE

1. Log into your **G2 Communicator System** and navigate to the **Site** page located on the **Administration** page.
2. Click the **File Import** tab.
3. Set **Type** to “**Schedule**”.
4. Browse for the csv file.
5. Click **Upload & Import**.



6. Navigate to the **Schedule** tab
7. Click the **Day** tab.
8. Click the **down arrow** to the right of the select field.



Schedule Bulk Upload



9. Verify the schedule imported correctly.

The screenshot displays the G2 Communicator Scheduler interface. At the top, there is a navigation bar with the G2 logo and various menu items: Scheduler, Zones, Devices, Sounds, Announcements, Alerts, Admin, and Help & Training. Below the navigation bar, the interface shows the following information:

- Next Bell Time:** May 23rd 2:51:26pm
- Current Server Time:** 2:51:39pm
- Logged in as:** phxadmin (Site Admin)
- Site:** Peoria Elementary (9)

The main section is titled "Scheduler" and includes a "Day Schedule" dropdown menu set to "Early Release (23)". Below this, there are buttons for "Add Bell", "Delete Selected", and "Select All". A "Zone Filter" dropdown is set to "No Filter".

Schedule Time	Description	Zone	Sound/Playlist	Manage
<input type="checkbox"/>	08:00:00 am	Get to Class	alarm1.wav	Show Zones
<input type="checkbox"/>	01:00:00 pm	Go Home	arpeggio.wav	Show Zones

At the bottom of the interface, there is a copyright notice: "© 2022 - Galaxy Next Generation (G2) | View License | Version: 7.0.0".