

Rules

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Overview

Rules determine how pods are assigned to time slots/avails. All times are presented in [military time](#) in each station's local timezone. If a data import fails, the schedule will fall back to the most recent schedule that you created.

A rule can contain a pod or a campaign and can span multiple time slots, but there can only be one start date and end date. A pod can be scheduled for two time slots with the same rule, but only if both slots have the same start and end times. **Differing end or start dates require separate rules.**

When viewing Rules in the AIM console, all **live** rules display by default. [Learn more about viewing rules](#)

! If two pods or campaigns share a time slot on the same day, it will cause a conflict. [Learn how to resolve conflicts](#)

A rule has the following components:

- Title
- Pod or Campaign
- Start date
- End date (no more than one year/365 days out from start date)
- Time slot or Time slots (A rule may apply to one or more time slots)
- Repetition (A rule can recur daily, weekly, or monthly)

How to create a rule

- Click the **Create New dropdown menu** and click **Rule** (Figure 1). If you are already on the Rules screen, you can click Create New Rule.

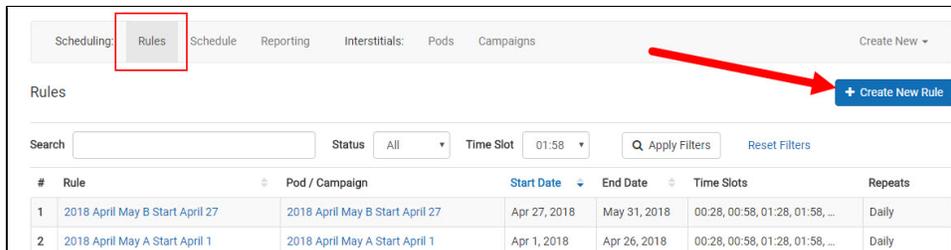
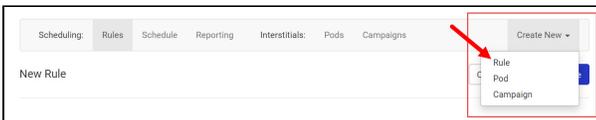


Figure 1



- In the Rule Name textbox, type a **name for your new rule** (Figure 2.1). Try to use specific language so the purpose of the rule is clear.
- In the Source section, click the **Pod radio button** if the rule applies to individual pods or the **Campaign radio button** if the rule applies to campaigns (Figure 2.2).
- In the Source Pod textbox, begin typing **keywords** to search for the pod or campaign you want to add to the rule (Figure 2.3). Click the **item** when it appears.



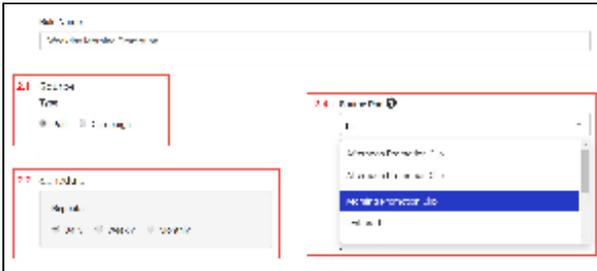
Only pods that have a **Ready** status can be added to a rule. Pods that have **failed** or are **processing** do not display as options.

Pods [+ Create New Pod](#)

Search Status All Usage All

#	Pod	Status	Campaign	Date Created	Expiration Date
61	July 2018 test of Live 4-1 Elementa	Ready	None	Jul 16, 2018	Not Set
62	Afternoon Promotion Clip	Failed	None	May 18, 2018	Not Set
63	Morning Promotion Clip 2	Ready	Morning Promotions	May 17, 2018	Not Set
64	Morning Promotion Clip	Ready	Morning Promotions	May 17, 2018	May 18, 2018
65	FFMPEG KOTH	Failed	None	Aug 22, 2017	Not Set
66	KOTH Webinar 8-2-17	Ready	None	Aug 2, 2017	Not Set

Figure 2



- In the Schedule section, click the **radio button next to the frequency** at which the rule applies (Figure 3.1). Examples of frequency might be:
 - Daily = every day
 - Weekly = every Monday
 - Monthly = the first day of each month
- Click the **Start Date** and **End Date** textboxes to surface a calendar (Figure 3.2).
 - When the Start Date calendar appears, click the **day you want your rule to apply**.
 - When the End Date calendar appears, click the **day you want the rule to expire**.
- In the Time Slots section, click the **time slots** to which you want your rule to apply (Figure 3.3). To select multiple consecutive times, click the first item, hold the Shift key on your keyboard and click the last item. All items will be selected.
- When you've selected all time slots, click **Add** to add them to the Selected Slots selectbox (Figure 3.4).

Figure 3



- The selected times display in the Selected Slots selectbox (Figure 4.1).
- To remove a time slot, click the **time slot** in the Selected Slots box and click **Remove** (Figure 4.2).
- When finished, click **Save Rule** (Figure 4.3).

Figure 4



- The rule has been saved and can be **deleted at any time** (Figure 5).

Figure 5



! Does your rule have conflicts? [Learn how to resolve conflicts](#)

How to view rules

- When you first go to the Rules screen, all rules that are **live** display (Figure 1.1).
- To view other rules, click the **Status dropdown menu** (Figure 1.2).

Figure 1



Use the following options to search or filter your rules. You can use one or both filters.

- Type search text in the Search textbox to search for a specific rule (Figure 2.1).
- Click the **Status dropdown menu** and click **All**, **Expired**, or **Future** (Figure 2.2).
- Click the **Time Slot dropdown menu** and click the time slot in which the rules are scheduled (Figure 2.3). All rules that are scheduled for that time slot will appear. Each rule that is scheduled for the selected time slot, as well as other time slots, will display.
- When finished selecting filters, click **Apply Filters** (Figure 2.4).
- If you want to revert back to the original filters, click **Reset Filters** (Figure 2.5).
- Results appear on the page (Figure 2.6).

Figure 2

Rule	Pod / Campaign	Start Date	End Date	Time Slots	Repeats
1 Midday through morning program	KOTH Webinar 8-3-17	Mar 10, 2021	Mar 10, 2021	01:28	Daily
2					
3					
4					
5					
6					
7					
8					

How to delete rules

For stations who have a large number of rules in place, use the delete feature to clean up your inventory and keep only the rules that are currently relevant.

In order to delete a rule, the rule must be expired. Rules that are currently live cannot be deleted, however, you can [expire a live rule](#) and then delete it. This section shows you how.

How to delete an expired rule

- From your AIM dashboard, click **Rules** (Figure 1).

Figure 1



- Click the **title of the rule** you wish to delete (Figure 2).

Figure 2

#	Rule	Pod / Campaign	Start Date	End Date	Time Slots	Repeats
1	Midday through morning program	KOTH Webinar 8-3-17	Mar 10, 2021	Mar 10, 2021	01:28	Daily

- In the upper right corner of the page, click **Delete Rule** (Figure 3).

Figure 3



- When the confirmation box displays, click **Delete Rule** to confirm the deletion (Figure 4).

Figure 4



The rule has been removed and cannot be recovered. If the rule has been deleted in error, you must create the rule again.

How to delete a live rule

Live rules cannot be deleted from the console; rules must be expired before removing. This sections shows you how to expire a rule and then delete it.

- From your AIM dashboard, click **Rules** (Figure 1).

Figure 1



- Click the **title of the rule** you wish to delete (Figure 2).

Figure 2



- The Delete Rule button is inactive because the rule is not expired (Figure 3).

Figure 3



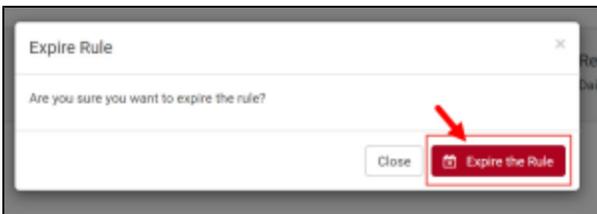
- Scroll to the bottom of the page and in the bottom right corner, click **Expire Rule Now** (Figure 4).

Figure 4



- When the confirmation box displays, click **Expire the Rule** (Figure 5).

Figure 5



- The Delete Rule in the upper right corner of the page is active. Click **Delete Rule** (Figure 6).

Figure 6



- When the confirmation box displays, click **Delete Rule** to confirm the deletion (Figure 7).

Figure 7



The rule has been removed and cannot be recovered. If the rule has been deleted in error, you must create the rule again.

