

## Creating a Schedule

Brivo Onair offers the ability to create two types of schedules: Universal Schedules and Site Schedules. Master and Senior Administrators can create and edit both Universal and Site Schedules. Assistant Administrators, if they have the edit permission to a site, can create and edit Site Schedules for that site.

## To create a schedule:

 From the Setup dropdown menu, choose the Schedules tab then click on the New Schedule tab. The New Schedule page displays.

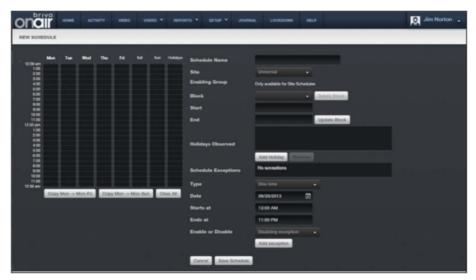


Figure 156. Create a Schedule

- 2. Enter a brief, descriptive name in the Schedule Name field.
- You can create schedules to be used by the entire account or by individual sites. If you want this
  schedule to apply only to a specific site, click that option on the Site dropdown list. Otherwise
  accept the default, Universal.
- 4. For site-specific schedules, you can define this as a Group Enabled Schedule. When you select the site from the Site dropdown list, an Enabling Group dropdown list displays. Select an Enabling Group, and enter an associated Grace Period. Refer to the Creating a Group Enabled Schedule section beginning on page 70 before assigning an enabling group to any schedule.