

## 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:

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

The screenshot shows the 'NEW SCHEDULE' interface in Brivo Onair. On the left is a calendar grid with days of the week (Mon-Sun) and times from 12:00 am to 12:00 pm. Below the grid are buttons: 'Copy Mon -> Mon-Fri', 'Copy Mon -> Mon-Sun', and 'Clear All'. On the right is a form with the following fields and controls:

- Schedule Name**: A text input field.
- Site**: A dropdown menu currently set to 'Universal'.
- Enabling Group**: A dropdown menu with the note 'Only available for Site Schedules'.
- Block**: A dropdown menu with a 'Clear Block' button.
- Start**: A text input field.
- End**: A text input field with an 'Update Block' button.
- Holidays Observed**: A section with an 'Add Holiday' button and a 'Holidays' dropdown.
- Schedule Exceptions**: A section with 'No exceptions' and an 'Add exception' button.
- Type**: A dropdown menu set to 'One time'.
- Date**: A date picker set to '09/29/2013'.
- Starts at**: A time picker set to '12:00 AM'.
- Ends at**: A time picker set to '11:59 PM'.
- Enable or Disable**: A dropdown menu set to 'Disabling exception' with an 'Add exception' button.

At the bottom of the form are 'Cancel' and 'Save Schedule' buttons.

Figure 156. Create a Schedule

2. Enter a brief, descriptive name in the **Schedule Name** field.
3. 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.