

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.

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.

	<p>WARNING: Group Enabled Schedules</p> <p><i>Group Enabled Schedules support Brivo Onair's First-Person-In and Supervisor-on-Site functionality. If you assign an enabling group to a schedule without first understanding how this feature works you may inadvertently create a security risk. Refer to the Creating a Group Enabled Schedule section before assigning an enabling group to any schedule.</i></p>
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5. If any holidays have been defined for the account, they will be listed under **Holidays Observed**. Click the **Add Holiday** link to call up the holiday popup window. Select the holiday(s) that you want to be observed by this schedule and then click the **Close Window** link. If you wish to remove a holiday from the list, highlight the holiday in question and click the **Remove** link.
6. Draw blocks of time for which general access should be allowed.
7. To define an access period, click on a gray column, drag up or down with your cursor, then release. As you drag, portions of the column are highlighted, indicating a period during which general access is allowed. When you release your cursor, the block snaps to the nearest hour.
8. To extend an access period, highlight the gray area above or below the existing block. Make sure the new block touches the existing block. When you release your cursor, the blocks merge together.
9. To adjust the access period to some fraction of an hour, click the existing blue block once. The Block field displays the start and end of the time period. Select the hour, minute and time of day from the dropdown menu to adjust the start or stop time. When you have the time set correctly, click **Update Block**.
10. To delete an access period, click once on the blue block to select the time period, and then click **Delete Block**.

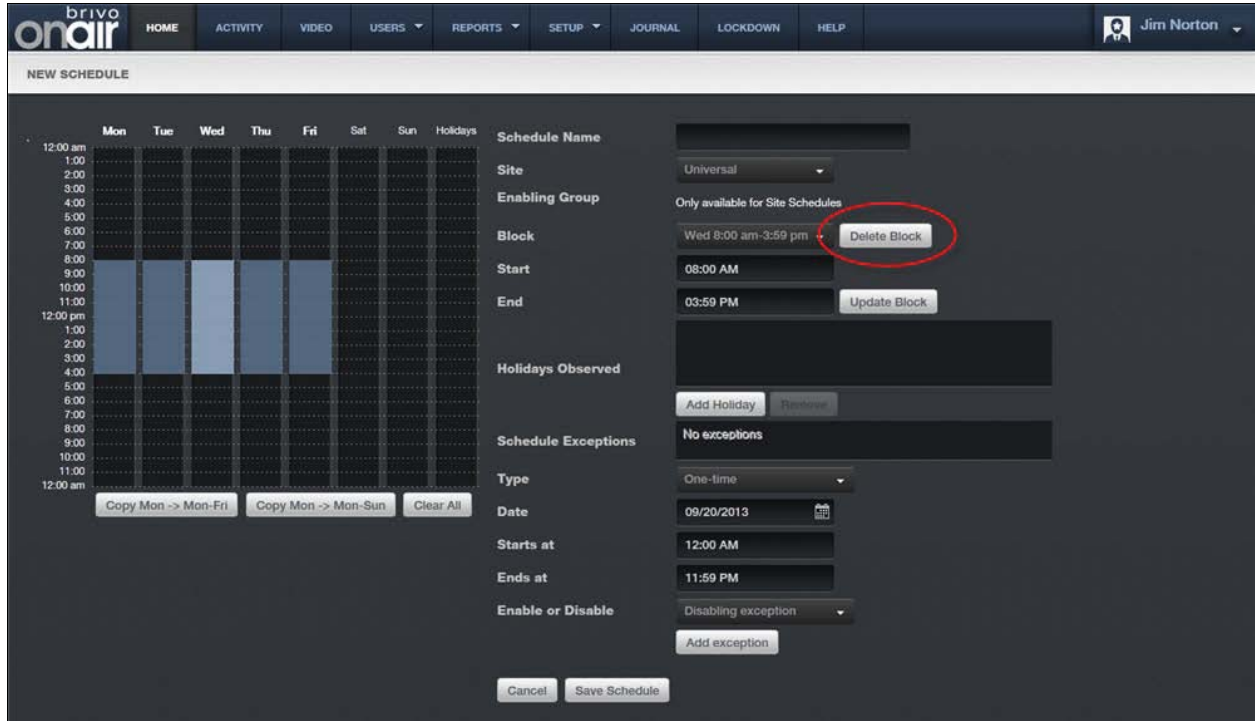





Figure 157. Delete Schedule Block

11. To repeat an access period for the work week or the entire week, fill in the Monday column, and then click **Copy Mon to Fri** or **Copy Mon to Sun**.
12. To clear all access periods, click **Clear All**.
13. To revert to the most recently saved settings, click **Revert**.


	<p>NOTE:</p> <p><i>You must save a schedule first before choosing to Revert; if the schedule has not been saved, clicking Revert will result in returning to a blank schedule.</i></p>
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	<p>NOTE:</p> <p><i>The maximum number of time periods per day is 32, with the option to have a schedule block as short as one minute.</i></p> <p><i>A schedule is in effect only when it is applied to a group, device or floor.</i></p>
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14. A schedule refers to its **Holiday** column during defined holiday periods. In the **Holiday** column, enter the general hours during which the door or floor can be accessed or the device activated during the holiday periods for this schedule. For example, you might have a schedule called “Work Day” that allows general access from 8AM to 6PM Monday through Friday. But on holidays, you want to limit access to 9AM to 1PM. For more information, see *Creating a Holiday*.

	<p>NOTE: <i>If the Holiday column is left blank, no access will be permitted during observed holidays.</i></p>
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15. Schedule Exceptions allow an administrator to create a One-Time Exception or Repeating Exceptions.
16. For **One-Time Exceptions**, select whether or not it will be active during a normally closed portion of the schedule (**Enabling Exception**) or to be inactive during a normally open portion of the schedule (**Disabling Exception**). Then select the date from the popup calendar and then select the time in the **Starts At:** and **Ends At:** fields. Once complete, click the **Add Exception** button to add the **One-Time Exception** to the **Schedule Exceptions** list.
17. For **Repeating Exceptions**, select whether or not the exception will be to be active during a normally closed portion of the schedule (**Enabling Exception**) or to be inactive during a normally open portion of the schedule (**Disabling Exception**). Repeated exceptions are based on a weekly rotation, so select the 1st through the 5th, then the day of the week, and finally the time of day in the **Starts At:** and **Ends At:** fields. Once complete, click the **Add Exception** button to add the **Repeating Exception** to the **Schedule Exceptions List**.

	<p>NOTE: <i>Schedule Exceptions are only available to accounts with panels that have firmware version 5.0.16 or later. An error message will appear above the Schedule Exceptions box informing you if any of the panels on the account have earlier firmware.</i></p>
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18. Click **Save Schedule**. The Schedule details page displays.

Managing Schedules

The Master Administrator, all Senior Administrators and any Assistant Administrators with Edit permissions for the associated Site can edit and delete schedules.

To edit an existing schedule:

1. From the **Setup** dropdown menu, choose the **Schedules** tab then click on the **Schedules** tab. The Schedules directory displays.
2. Click the schedule you wish to edit. The Schedule detail page displays.
3. Click **Edit Schedule**. The Edit Schedule page displays.


The screenshot shows the 'Edit Schedule' page for 'Bethesda Hours of Operation'. The page is divided into several sections:

- Calendar View:** A grid showing the schedule for Monday through Friday, with a blue shaded area indicating the active hours from 11:00 AM to 11:59 PM.
- Schedule Name:** Bethesda Hours of Operation
- Site:** Bethesda Headquarters
- Enabling Group:** Bethesda Openers
- Grace Period:** 15 minutes (0 - 60)
- Block:** A dropdown menu with a 'Delete Block' button.
- Start:** A time selection field.
- End:** A time selection field.
- Holidays Observed:** Founders Day
- Schedule Exceptions:** A section for adding exceptions, currently showing 'No exceptions'.
- Type:** One-time
- Date:** 09/12/2013
- Starts at:** 11:00 AM
- Ends at:** 11:59 PM
- Enable or Disable:** Disabling exception

Buttons at the bottom include 'Cancel' and 'Save Schedule'.

Figure 158. Edit a Schedule

4. Edit the schedule according to the guidelines for Creating a Schedule.

	<p>NOTE:</p> <p>You cannot edit the Site designation on this page. Instead, you must create a new schedule for the desired site.</p>
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5. Click **Save**. You are returned to the Schedule detail page.

Copying Schedules

Master Administrators, all Senior Administrators and any Assistant Administrators with View and Edit permissions for the associated Site can copy site schedules. This feature allows users to export an existing schedule's time frame into a new schedule.

To copy a schedule:

1. From the **Setup** dropdown menu, choose the **Schedules** tab then click on the **Schedules** tab. The Schedules directory displays.
2. Click the schedule you wish to copy. The Schedule detail page displays.
3. Click **Copy Schedule**. The Copy Schedule Page displays with the highlighted time frame from the schedule you copied, creating a new schedule.
4. Enter a name for the new schedule.
5. Choose a site from the dropdown list where the schedule will be applied. Site options will vary depending on user's administrator permissions.
6. Choose which holidays (if any) you'd like this schedule to observe.
7. Click **Save**.

**NOTE:**

Schedule Exceptions do not copy over from one schedule to another. Any schedule exceptions wanted for the new schedule must be recreated.

Viewing Schedule Relationships

Once created, a schedule may be associated with various user groups, doors, floors or devices. These relationships may be created by multiple Administrators over time, and a single schedule may eventually become associated with numerous entities. At any time, Administrators can generate a report that lists all the associations for a specific schedule.

To view a list of groups associated with a specific schedule:

1. From the **Setup** dropdown menu, choose the **Schedules** tab then click on the **Schedules** tab. The Schedules directory displays.
2. Click the schedule for which you wish to view relationships. The associated Schedule detail page displays.
3. Click **More Operations** and select **View Relationships**. A View Schedule Relationships popup window displays.








VIEW SCHEDULE RELATIONSHIPS				
Oak Street Office - Office Hours M-F 8A-6P				
	Group	Site	Device	Device Type
	Seattle Staff	Oak Street Office	Elevator Call Button	Valid Credential
	Oak Street Unlockers	Oak Street Office	Elevator Call Button	Valid Credential
	Seattle Staff	Oak Street Office	Front Door	Door
	Oak Street Unlockers	Oak Street Office	Front Door	Door
	Seattle Staff	Oak Street Office	Lobby Door	Door
	Oak Street Unlockers	Oak Street Office	Lobby Door	Door
	Door Name	Site		
	Front Door	Oak Street Office		

Figure 159. View Schedule Relationships

4. This report lists all the relationships currently associated with the schedule.
 - For **Group** associations, the report indicates the **Site**, **Device**, and **Device Type** for which the schedule defines access.
 - For doors, floors, devices and notifications rules, the report indicates the associated Site.
 - Only those groups, doors, floors, devices and notification rules with which the schedule is associated are listed.
5. Use your Web browser's print option to generate a hardcopy of the report.

Deleting Schedules

A schedule can be deleted only if it is not assigned to a group or associated with a door, floor, switch, timer, event track device, or notification rule. Before attempting to delete a schedule, you must first identify its existing relationships using the procedures described in the preceding section, *Viewing Relationships*. Use a printout of the View Schedule Relationships report to identify which associations must be terminated before you can delete a specific schedule.

To disassociate a schedule from a group:

1. From the **Users/Groups** dropdown menu, choose the **Group Directory** tab. The Group Directory page displays.
2. Click the first group from which you wish to disassociate the schedule. The corresponding Group detail page displays, listing all the devices to which the group has access and according to which schedules.
3. Click **Edit Group Privileges**. The Edit Privileges page displays.
4. For each device associated with the schedule you wish to delete, in the **Schedule** dropdown list, click **(no access)** or another custom schedule.
5. Repeat step 4 for all devices associated with the schedule to be deleted.
6. Click **Save**. The Group detail page displays.
7. Click the **Group Directory** tab to return to the Group Directory.
8. Repeat steps 3-8 for all groups associated with the schedule to be deleted.

To disassociate a schedule from a door, floor or device:

1. From the **Setup** dropdown menu, choose the **Sites/Doors** tab, then click on the **Site Directory** tab. The Site Directory page displays.
2. Click the first site from which you wish to disassociate the schedule. The Site detail page displays.
3. Click the name of a door with which the schedule is associated. The Door detail page displays.
4. Click **Edit Door**. The Edit Door page displays.
5. In the **Door Unlock Schedule** field, select **none** or an alternate schedule.
6. Click **Save**. You are returned to the door detail page.
7. Go the **Site Directory** tab to return to the Site detail page, and repeat steps 1-3 for every door with which the schedule is associated.
8. When all doors are disassociated, return to the Site detail page.
9. Click the name of a floor with which the schedule is associated. The Floor detail page displays.
10. Click **Edit Floor**. The Edit Floor page displays.
11. In the **Unlock Schedule** field, select **none** or an alternate schedule.
12. Click **Save**. You are returned to the floor detail page.
13. Go the **Site Directory** tab to return to the Site detail page, and repeat steps 12-14 for every floor with which the schedule is associated.

14. When all floors are disassociated, return to the Site detail page.
15. Click the name of a device with which the schedule is associated. The Device detail page displays.
16. Click **Edit Device**. The Edit Device page displays.
17. For Switches or Event Track devices, in the **Schedule** field select **None** or an alternate schedule. For Timers, in the **Timer** field select **None** or an alternate schedule.
18. Click **Save**. You are returned to the device detail page.
19. Go to the **Site Directory** tab to return to the Site detail page, and repeat steps 18-20 for every device with which the schedule is associated.
20. When all devices are disassociated, return to the Site Detail page.
21. Only when all of a schedule's relationships have been ended can you delete it.

To disassociate a schedule from a notification rule:

1. From the **Setup** dropdown menu, choose the **Notifications** tab, then click on the **Notification Rules** tab. The Notification Rules directory displays.
2. Click the first notification rule from which you wish to disassociate the schedule. The Notification Rule detail page displays.
3. Click **Edit Notification Rule**. The Edit Rule page displays.
4. From the **Notification Schedule** dropdown list, select an alternate schedule.
5. Click **Save**. The Notification Rule detail page displays.
6. Repeat steps 2-5 for all notifications rules associated with the schedule.

To delete a schedule:

1. From the **Setup** dropdown menu, choose the **Schedules** tab then click on the **Schedules** tab. The Schedules directory displays.
2. Click the schedule you wish to delete. The Schedule detail page displays.
3. Click Delete Schedule.
4. Click **OK** in the confirmation prompt. The Schedules Directory displays with the deleted schedule no longer listed.