



Technical Tip

Understanding Schedules in Intelli-M® Access

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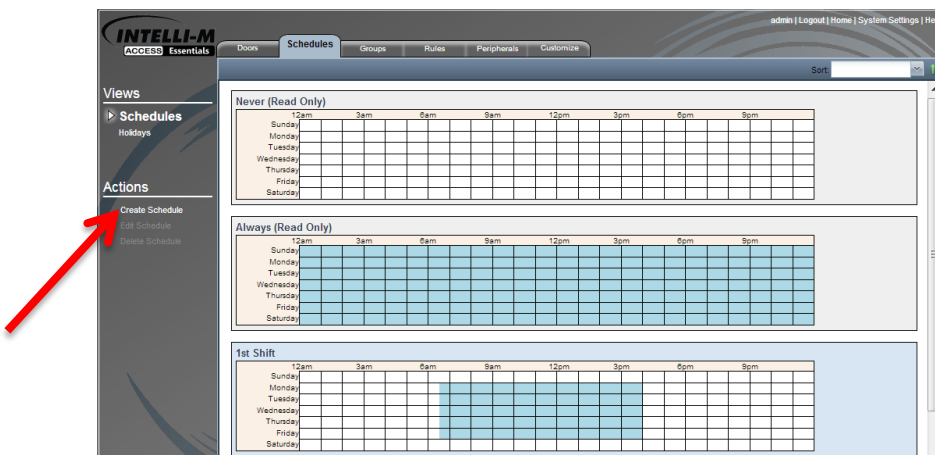
1.0 Understanding Schedules and Holiday Sets

An Intelli-M® Access Schedule is a stand-alone set of time ranges that define a 7-day week. A Schedule is atomic in that it is *not defined to serve a specific purpose* such as a door unlock schedule. Each day has a set of zero or more time ranges you can define. The part of the Schedule that is displayed in blue is the *Active* time range. This Schedule can be applied to a Door (via the Door Behavior) as an unlock schedule, or to a Person (via the Group membership) to define the hours they may access a Zone, or a Rule to define when the Rule is allowed to be active. For example, when a Schedule is applied to a Door, the Door will be unlocked during the active time range (the blue section), and unlocked during the inactive time range (the white section).

A Holiday Set is a grouping of Holidays in which the altered business hours match. For example, a Holiday Set might consist of New Year's, Thanksgiving, the day after Thanksgiving, and Christmas Day, when the office is closed; another Holiday Set might consist of Christmas Eve and New Year's Eve because the office hours are a half day. Once you've established your Holiday Set, you can assign a set of zero or more time ranges that define that Holiday Set. Finally, you can apply that Holiday Set to a Schedule you've created. Thus, you'll have a single Schedule that contains the normal hours of office operation, plus all of the days in which the office is to be partially or completely closed. Furthermore, you can assign that complex Schedule to any Door Behavior, Person Group, or Rule.

2.0 Create a Schedule

To configure the schedules you must first be logged in as an Admin credentialed user, and navigate to the **Schedules** Tab under the **Configuration** Section. Select the **Create Schedules** Action and configure the custom schedule.



Edit Schedule

Schedule Name:

Week Schedule

	12am	3am	6am	9am	12pm	3pm	6pm	9pm
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Holiday Schedule

Add Holiday Set Remove Holiday Set

	12am	3am	6am	9am	12pm	3pm	6pm	9pm

Save Cancel

2.1 Schedule Applied to Door via the Door Behavior

Under the **Doors** Tab, create a **Door** Behavior. The **1st Shift** schedule will be applied as a lock schedule to the Door. Therefore, the door will be unlocked during the **Active** time range (the blue section), and unlocked during the inactive time range (the white section).

INTELLI-M ACCESS Essentials

Doors Schedules Groups Rules Peripherals Customize

Views

- Doors
- ▶ Behaviors
- Zones

Actions

- Create Behavior
- Edit Behavior
- Delete Behavior

Always Locked

UnlockSchedule: Never
 NormalCardMode: Card Only
 Doors
 Server Room
 Tim Door

Business hours

UnlockSchedule: Office Hours
 NormalCardMode: Card Only
 Doors
 Backdoor
 Front Door
 Computoredes Door

Create Behavior

Name:

Unlock Schedule:

Card Mode:

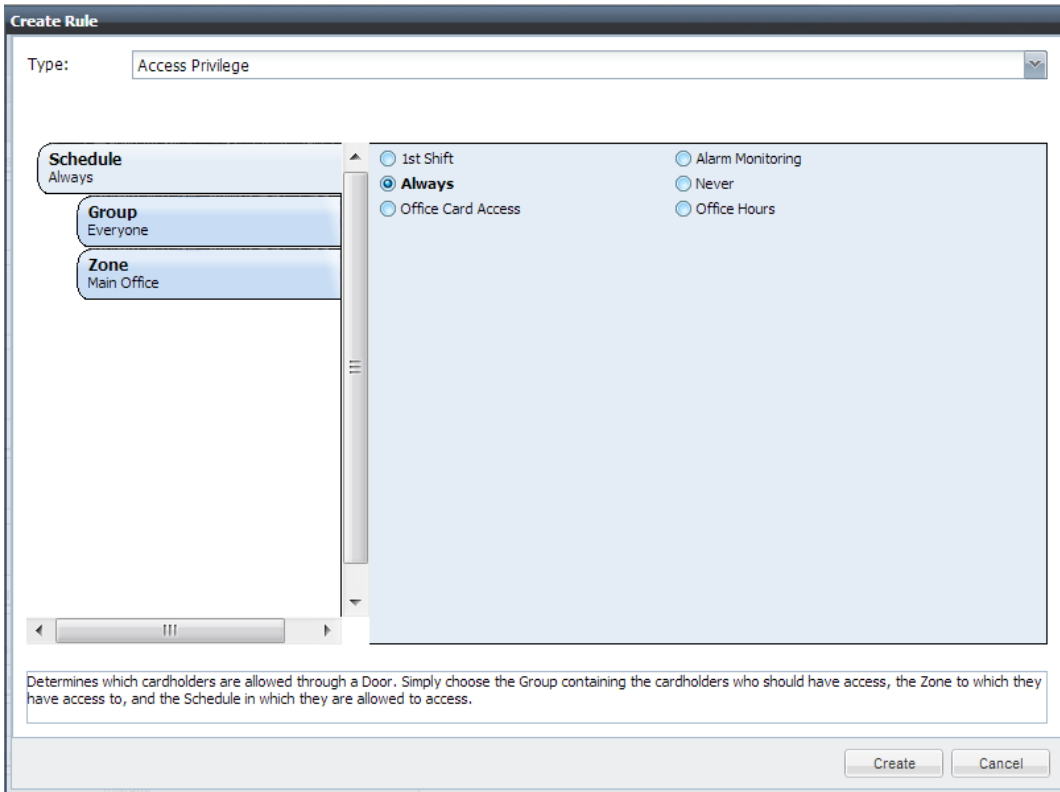
Create Cancel

2.2 Schedule Applied to a Group via the Access Privilege Rule

Under the **Rules** Tab, configure an **Access Privilege** Rule that is completely separate from the lock schedule. This Rule will determine who has access into a Zone and at what times. Therefore, it is rare to use the same schedule for the lock and for access privileges.

For example, we will apply the **Always** Schedule to the **Access Privilege** Rule for the **Main Office** Door, which is on the **1st Shift** Lock Schedule.

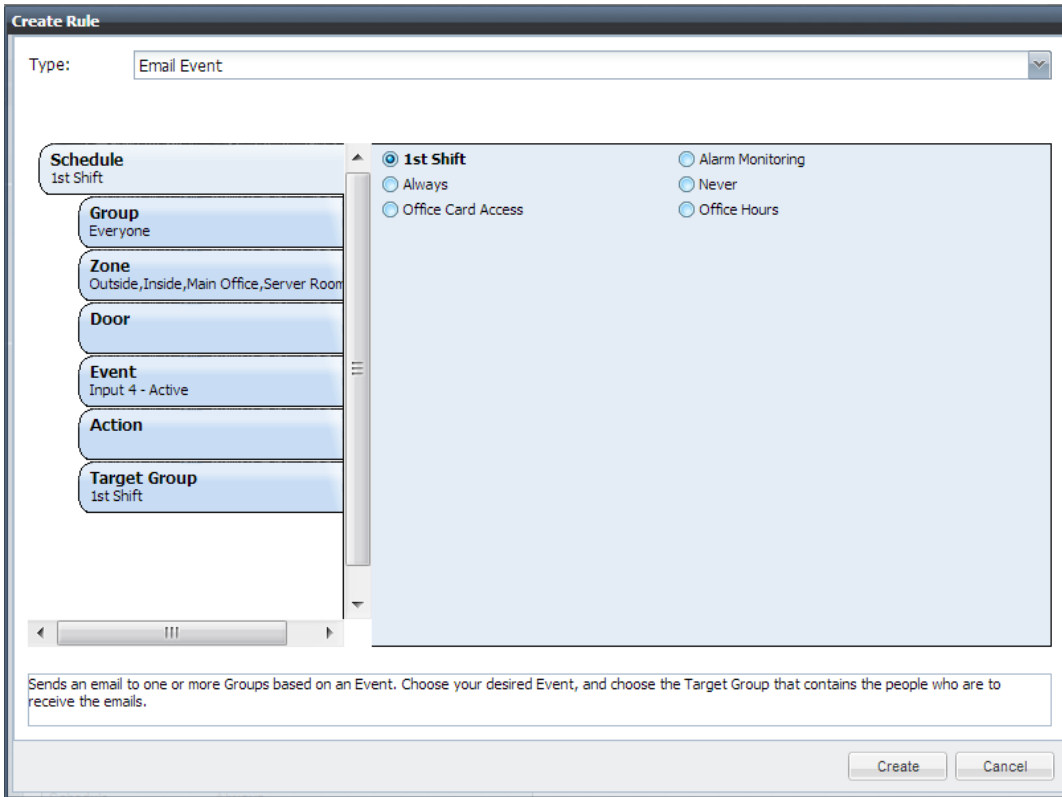
This means that, although, the doors are locked from 12 AM- 6:30 AM, **Everyone** will **Always** have access into the **Main Office** Zone, by presenting their access card or access credentials. The **Always** Schedule is always active and therefore, always blue.



2.3 Schedule Applied to a Rule

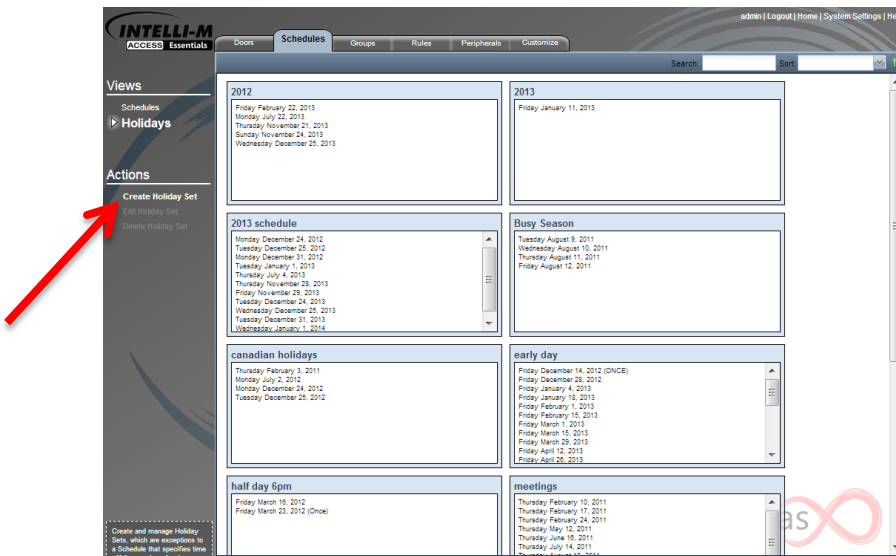
Under the **Rules** Tab, configure a Rule and the applied schedule will determine when the Rule is activated. For the purpose of this document, we will create an **Email Event** Rule using the **1st Shift** Schedule.

Therefore, whenever an **Input 4- Active** Event occurs during the **Active** (blue) duration of the **1st Shift** Schedule, an email notification will be forwarded to the Target Group.



3.0 Define Holiday Sets

To configure a Holiday Set you must first be logged in as an Admin Credentialed User, and navigate to the **Schedules** Tab under the **Configuration** Section. Select the **Create Holiday Set** Action, under **Holidays** View and configure the custom holiday set.



3.1 Apply Holiday Sets to a Schedule

Select a schedule and add holiday sets to that schedule by selecting the **Add Holiday Set** button. Users can apply up to 7 holiday sets to an individual schedule.

