



## Technical Tip

### Understanding Schedules in Intelli-M® Access

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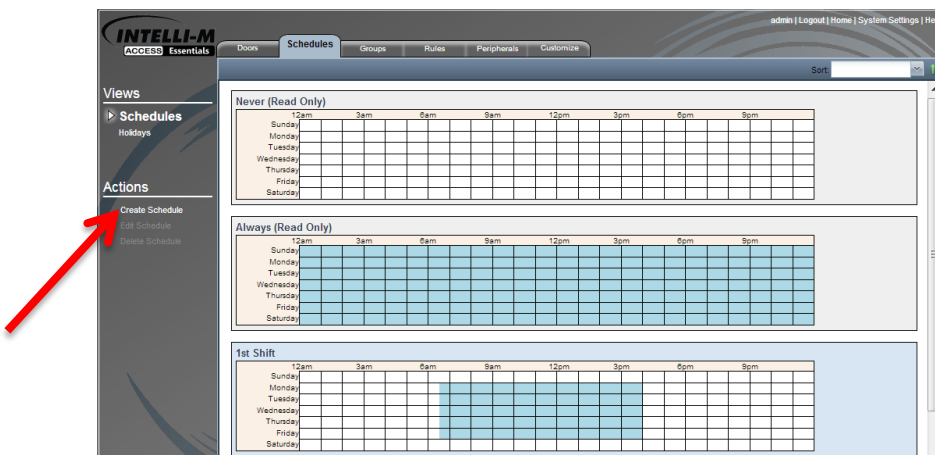
## 1.0 Understanding Schedules and Holiday Sets

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 **1<sup>st</sup> 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  
 Computoredas Door

**Create Behavior**

Name:

Unlock Schedule:

Card Mode:

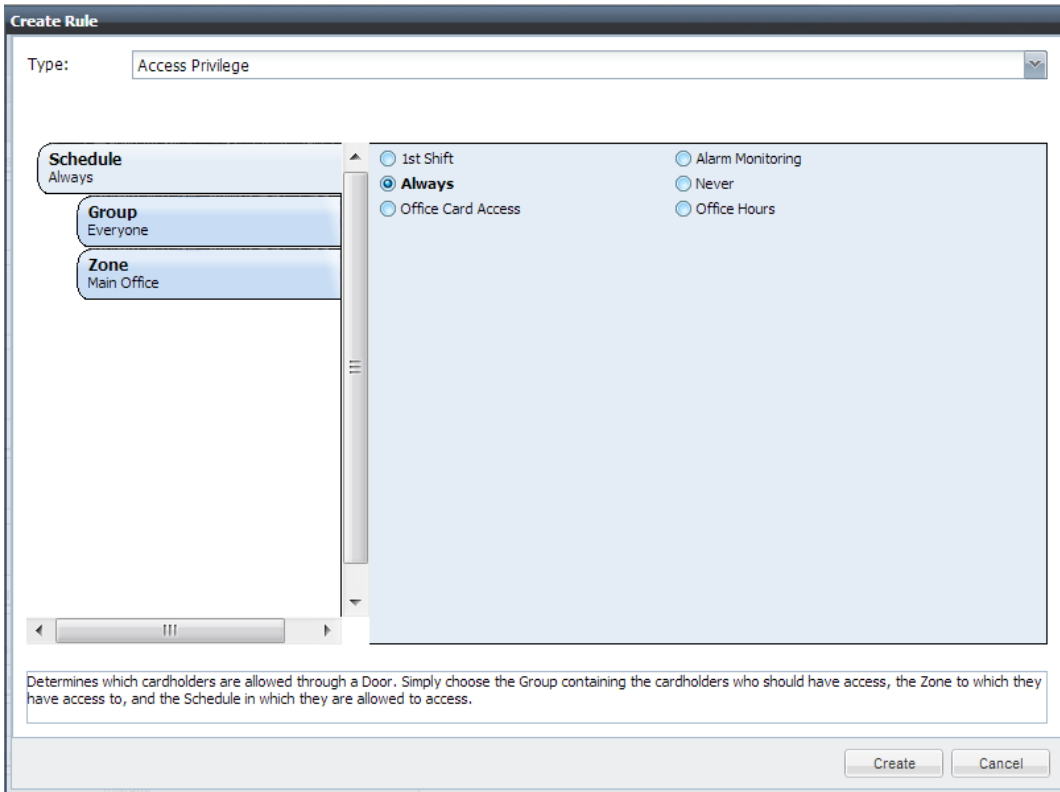
Create    Cancel

## 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 **1<sup>st</sup> Shift** Lock Schedule.

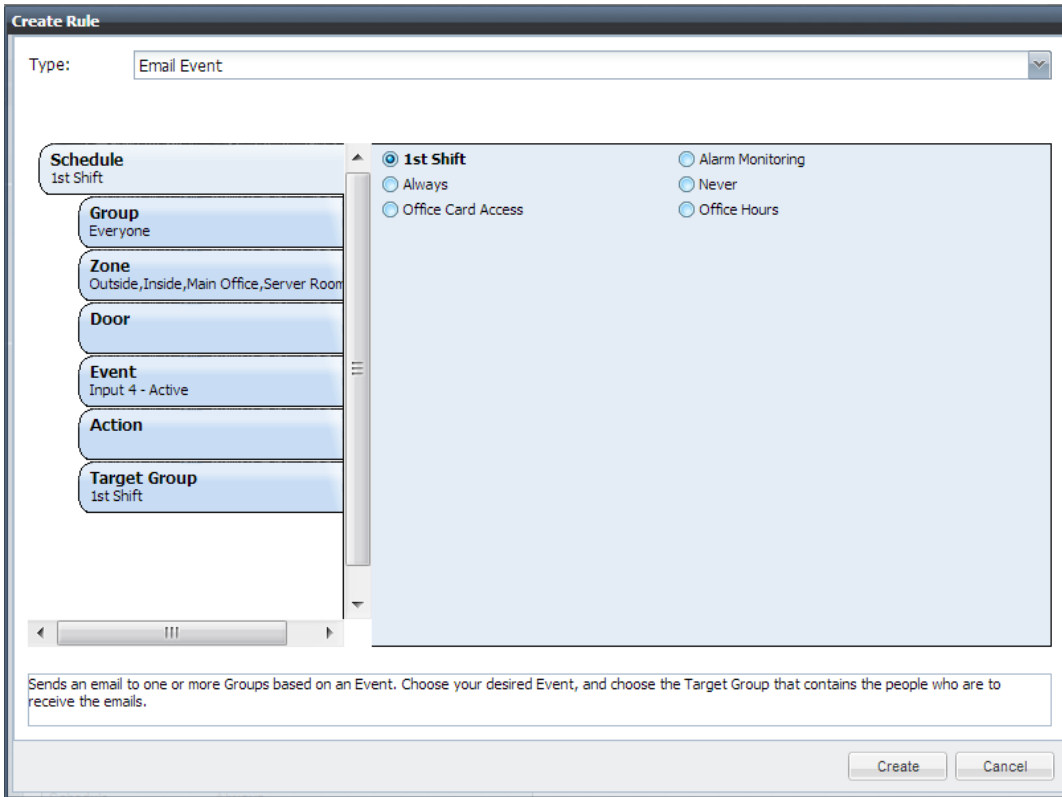
This means that, although, the doors are locked from 12 AM- 6:30 AM, **Everyone** will **Always** have access into the **Main Office** Zone, by presenting their access card or access credentials. The **Always** Schedule is always active and therefore, always blue.



### 2.3 Schedule Applied to a Rule

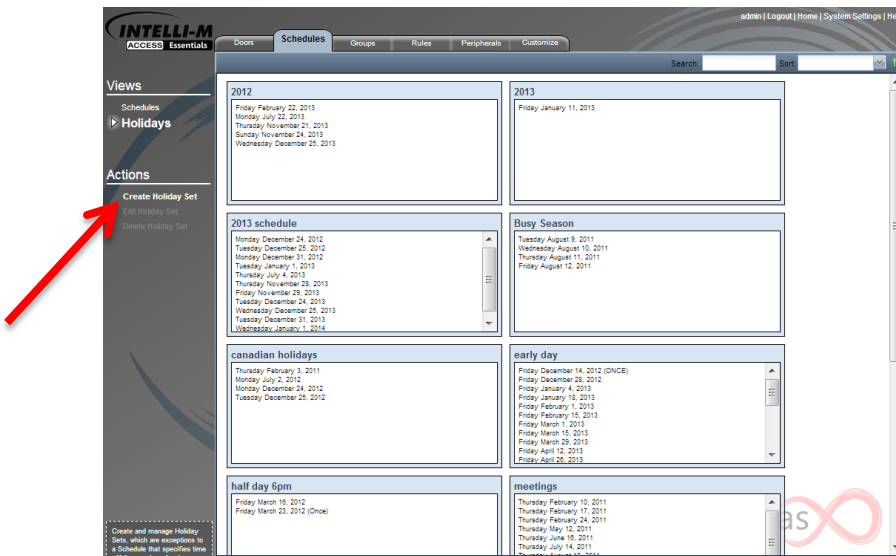
Under the **Rules** Tab, configure a Rule and the applied schedule will determine when the Rule is activated. For the purpose of this document, we will create an **Email Event** Rule using the **1<sup>st</sup> Shift** Schedule.

Therefore, whenever an **Input 4- Active** Event occurs during the **Active** (blue) duration of the **1<sup>st</sup> 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.

