

Schedules

The schedules screen is used for creating time schedules that can be used in other CardAccess screens. The time blocks created do not play any role unless they are connected to software components or to hardware devices. Technically, the schedule becomes ‘valid’ while the time block is in effect, and becomes invalid outside the time block. A hardware device that has a schedule assigned will be activated while the schedule is in effect, and deactivated when the schedule is no longer in effect. Stated another way, the device will be activated at the Start Time, and deactivated at the End Time, for each time block created in the schedule.

A schedule can contain up to ten time blocks as shown in the figure below.

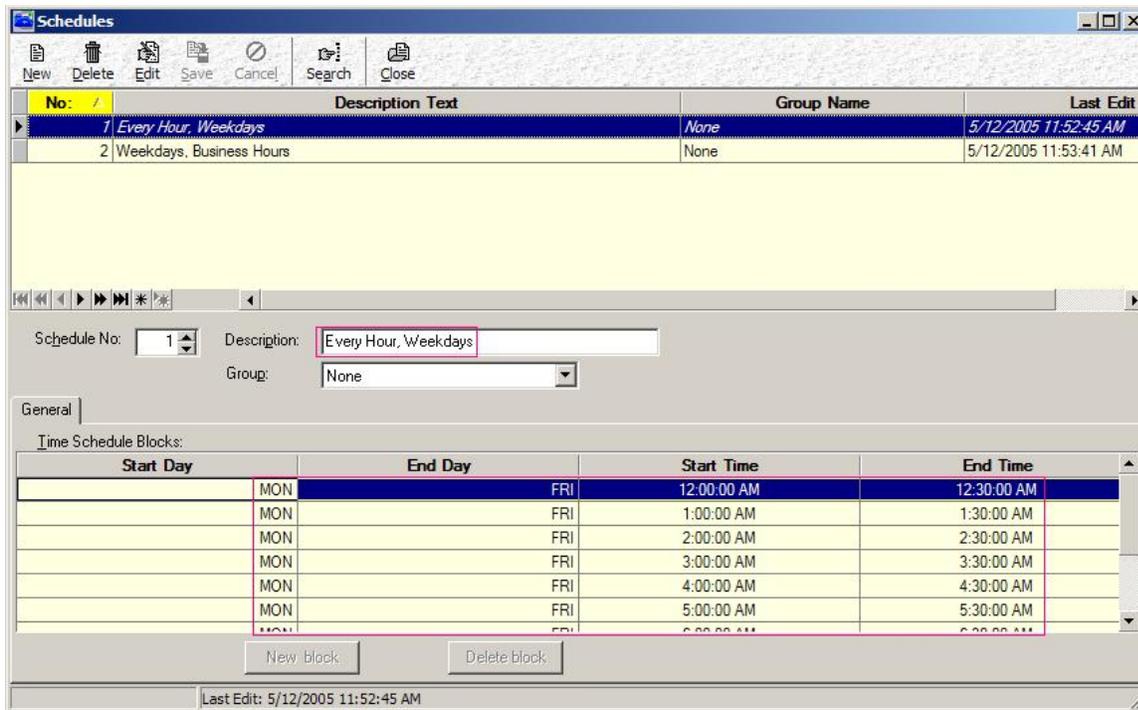


Fig. 41.1. A schedule with multiple time blocks.

In the above figure, the schedule *Every Hour, Weekdays* contains ten time blocks (only 6 are visible as highlighted). A hardware device that has this schedule assigned would be activated and deactivated ten separate times, on each day of the week.

Typically, a schedule will contain just one time block as shown in figure below. A hardware device with this schedule assigned would be activated and deactivated once per day for each day of the week, indicated in the schedule.

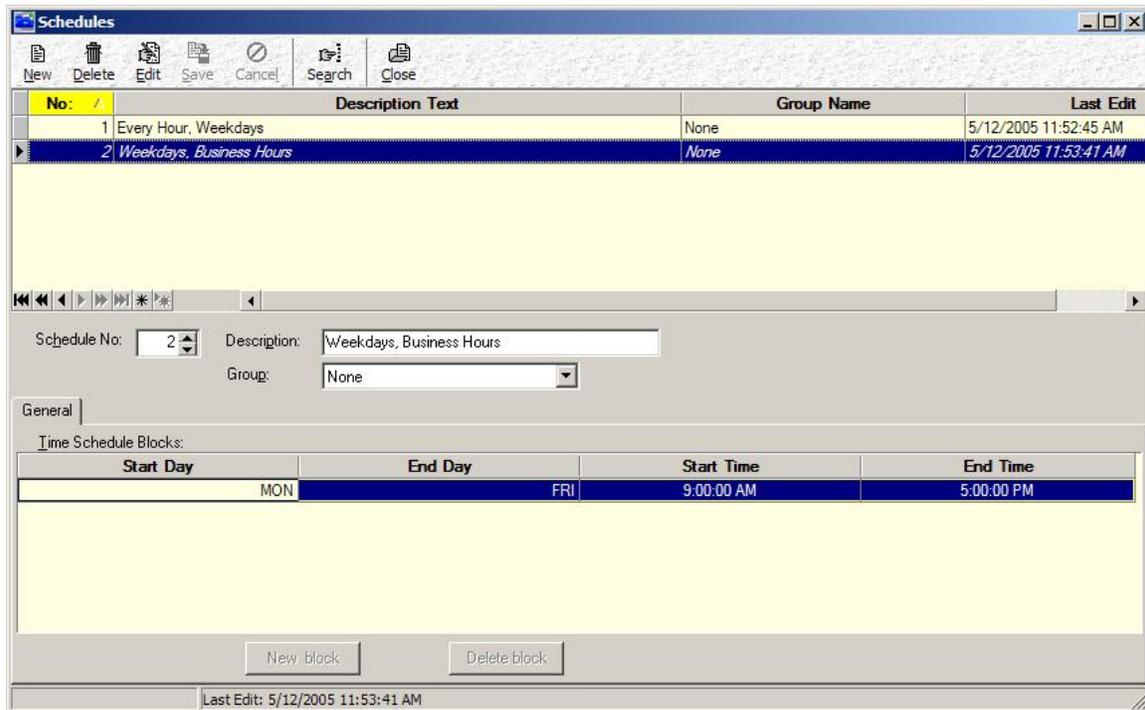


Fig. 41.2. A schedule with a single time block.

Accessing Schedules screen

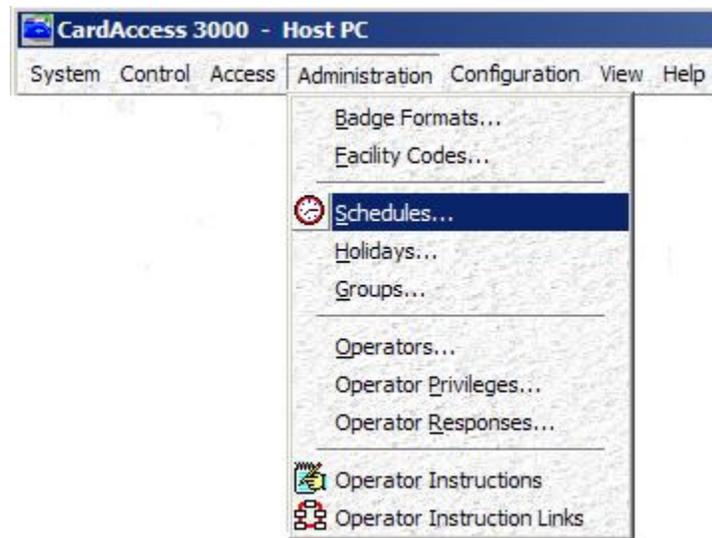
Schedules screen can be accessed in the following two ways:

1. By clicking on Schedules button in CardAccess tool bar.



Fig. 41.3. The ‘Schedules’ button in CardAccess tool bar.

2. By clicking on Administration → Schedules menu options in CardAccess menu bar.



Fig, 41.4. Clicking ‘Schedules’ menu item in ‘Administration’ menu list.

Creating a Schedule

1. **Open Schedules screen by clicking on Schedules button or Administration→Schedules menu option in CardAccess main screen.**

The schedules screen will be displayed as below.

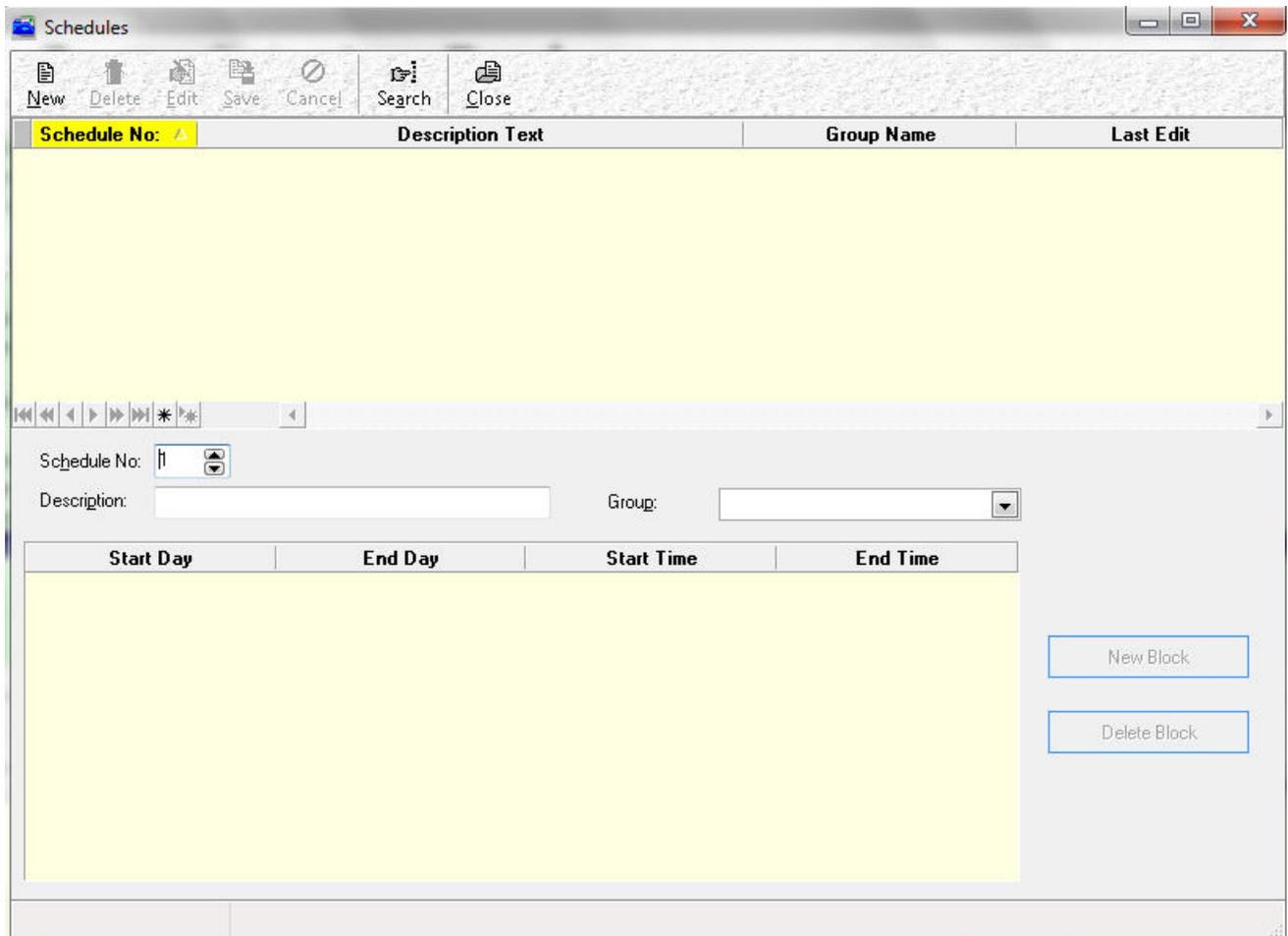


Fig. 41.5. The ‘Schedules’ screen.

2. **Click on New button in Schedules screen toolbar to create a new time schedule.**

Note: The Schedule No edit box will show the value 1 by default. The value will be incremented for every new schedule you create.

3. In Description field, type in a descriptive name for the schedule being created.
4. If the schedule has to belong to a group, click the down arrow to the right of Group control and select a group name in the drop down list.
5. The 'Time Schedule Blocks' area in the lower half of the screen is where the time block(s) of the schedule is created. Follow the steps below to create a time block:
 - In the 'Time Schedule Blocks' area, double-click under the Start Day column. Doing this will display a default time block having the value 24/7/365 (that is, MON-HOL, 12:00:00 AM-12:00:00 AM as shown in the figure below), and a down arrow under the 'Start Day' column.

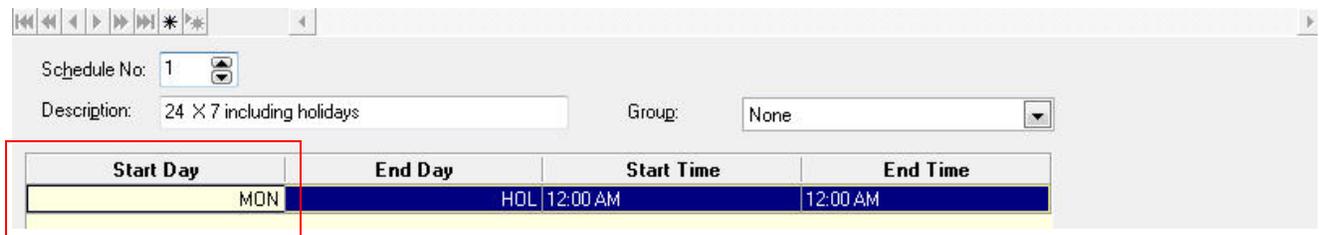


Fig. 41.6. Default time block row and down arrow displayed by double clicking under Start Day column.

- Click the down arrow and select a desired day in the list for the Start Day column.
- Similarly, select a day for the End Day column.

Note:

A word about Start Days, End Days and Holidays is in order here. The following chart shows the effects of using the most common Start Day and End Day combinations.

Start Day	End Day	Effect
Mon	Hol	Every Day of the Year * (24/7/365)
Mon	Sun	Every Day of the Year Except Holidays *

Hol	Hol	Holidays Only *
Mon	Fri	Weekdays Only
Sat	Sun	Weekends Only
Mon	Mon	Mondays Only (a one day per week schedule)

Table 1. Start Day & End Day Effects (valid if at least one Holiday is defined)

* There are no predefined holidays in CardAccess software. Holidays can be defined by the user as required. For more information on creating Holidays, see the section titled '[Holidays](#)'. Table 1 above assumes that at least one Holiday is defined.

Table 2 below assumes that no Holidays have been defined.

Start Day	End Day	Effect
Mon	Hol	Every Day of the Year * (24/7/365)
Mon	Sun	Every Day of the Year * (24/7/365)
Hol	Hol	No Effect *
Mon	Fri	Weekdays Only
Sat	Sun	Weekends Only
Mon	Mon	Mondays Only (a one day per week

Table 2. Start Day & End Day Effects (valid if no Holidays are defined)

- By default, the Start Time and the End Time columns show the default value of 12:00:00 AM (see figure 41.6).

Note: Start Time of 12:00:00 AM to End Time of 12:00:00 AM means, 00:00:00 o'clock to 24:00:00 o'clock (or 24 hours). If you want your schedule to span 24 hours, then retain the default time values.

The default time can be changed as well. The change can be made by clicking on the default time display and typing in the desired time values. Start and End Times can be entered either in standard clock notation or military time.

6. If the schedule is complete, click on Save button in the toolbar to save the schedule.

In case the schedule contains more than one time block, apply steps 7 and 8 below.

Note: Each schedule can contain up to ten time blocks.

7. Click on New Block button (or press the down arrow key on your computer keyboard) to obtain a new time block as shown in the figure below.

Start Day	End Day	Start Time	End Time
MON	HOL	9:00 AM	1:00 PM
MON	HOL	12:00 AM	12:00 AM

New Block

Delete Block

Fig. 41.7. New time block displayed by clicking on ‘New Block’ button.

Note: Each new time block has the default value of 24/7/365 (that is, MON-HOL, 12:00:00 AM-12:00:00 AM as highlighted in the above figure).

8. For the new time block, repeat step 5 above for fixing the *Start Day*, *End Day*, *Start Time* and *End Time*.

Similarly, a maximum of ten time blocks can be created for the schedule by applying steps 7 and 8.

Note: If you attempt to create more than ten time blocks, a message box will be displayed as below.

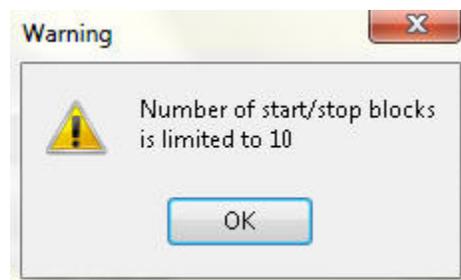


Fig. 41.8. Message box displayed on clicking 'New Block' button after the tenth time block.

Click the OK button on the message box and proceed to step 9.

9. Click on Save button in the toolbar to save the schedule with multiple time blocks.

10. Click on Close button to close the screen.

Editing a Schedule

Follow the steps below to edit a schedule:

- **Open the Schedules screen by clicking Schedules button or Administration → Schedules menu options in CardAccess main screen.**
- **Click on Edit button in the toolbar.**
- **In the upper half of the screen, click on the schedule record you wish to edit.**
- **Make the required changes to the controls seen in the lower half of the screen.**
- **Click on Save button in the toolbar to save the changes.**
- **Click on Close button in the toolbar to close the screen.**

Note: **When you edit a schedule, the behavior of all devices to which the schedule is assigned, will be changed. The operation of Free Access and schedules applied to hardware devices (readers, inputs, relays and links) are other important considerations.**

Deleting a Schedule

A schedule (with either single/multiple time blocks) can be deleted by following the steps below:

- **Open the Schedules screen by clicking on Schedules button or Administration→Schedules menu options in CardAccess main screen.**
- **In the upper half of the screen, click on the schedule record you wish to delete.**
- **Click on Delete button in the toolbar. Upon clicking, the following message box will be displayed.**

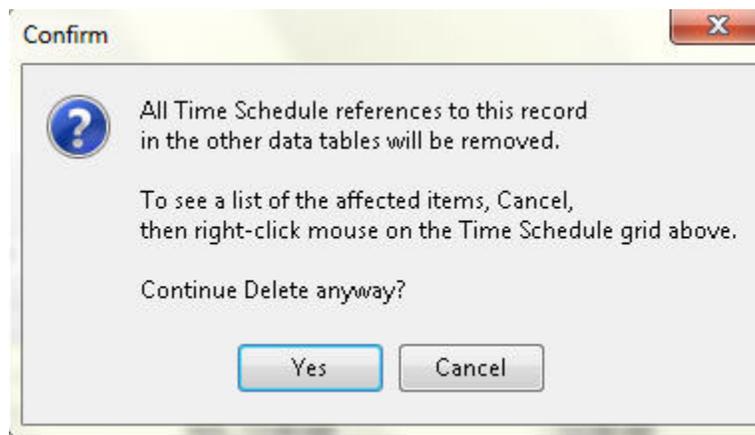


Fig. 41.9. Message box displayed on clicking 'Delete' button.

***Note:* When you delete a schedule, the behavior of all devices to which the schedule is assigned, will be changed. Be sure that, any access group that has the deleted schedule assigned does not deny door access to the cardholders. The operation of Free Access and schedules applied to hardware devices (readers, inputs, relays and links) are other important considerations.**

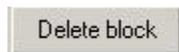
- **Click on Yes button in the message box to delete the selected time schedule.**

- Click on Close button in the toolbar to close the screen.

Deleting a Time block

The time block of a schedule (having multiple time blocks) can be deleted by following the steps below:

- **Open the Schedules screen by clicking the Schedules button or Administration→Schedules menu options in CardAccess main screen.**
- **Click on Edit button in the toolbar.**
- **In the upper half of the screen, click on the schedule record whose time block you wish to delete. Upon clicking, the lower half of the screen will display the time blocks contained in the selected schedule.**
- **Click on the time block you wish to delete.**
- **Click on Delete block button to delete the highlighted time block.**



Fig, 41.10. The ‘Delete block’ button.

- **Click on Save button in the toolbar to save the changes.**
- **Click on Close button in the toolbar to close the screen.**

'Schedules' Screen Navigation Bar

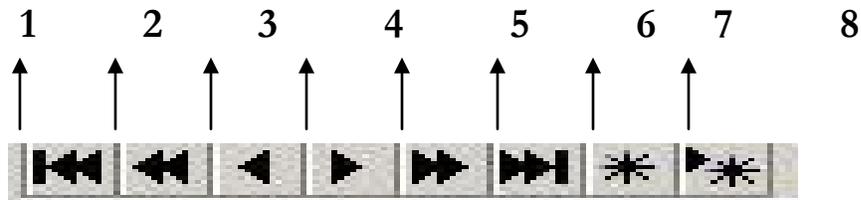


Fig. 41.11. The 'Schedules' screen navigation bar.

The 'Schedules' screen navigation bar can be found just above the *Schedule No.* control. The buttons of the bar can be used for viewing older/newer/bookmarked Schedule records in the screen. In figure 41.11, we have numbered the buttons of the bar to provide simpler explanation. The functions of the buttons are as follows:

- **Button 1:** Placing the mouse cursor over button 1 will display the message *First record*. Accordingly, clicking on this button will highlight the very first schedule record in the screen.
- **Button 2:** Placing the mouse cursor over button 2 will display the message *Prior page*. Accordingly, clicking on this button will highlight the last record in the page previous to the current page, containing the highlighted schedule record.
- **Button 3:** Placing the mouse cursor over button 3 will display the message *Prior record*. Accordingly, clicking on this button will highlight the record previous to the currently highlighted schedule record.
- **Button 4:** Placing the mouse cursor over button 4 will display the message *Next record*. Accordingly, clicking on this button will highlight the schedule record appearing after the currently highlighted schedule record.
- **Button 5:** Placing the mouse cursor over button 5 will display the message *Next page*. Accordingly, clicking on this button will highlight

the first record in the page appearing after the current page, containing the highlighted schedule record.

- ***Button 6:* Placing the mouse cursor over button 6 will display the message *Last record*. Accordingly, clicking on this button will highlight the last schedule record in the screen.**
- ***Button 7:* Placing the mouse cursor over button 7 will display the message *Save Bookmark*. Clicking on this button will bookmark the highlighted schedule record.**
- ***Button 8:* Placing the mouse cursor over button 8 will display the message *Goto Bookmark*. Clicking on this button will highlight the previously bookmarked schedule record.**