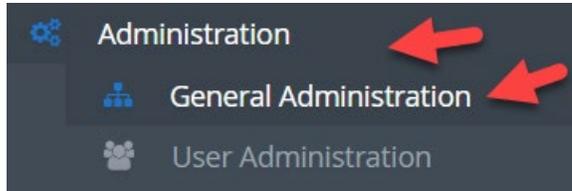


## How to update Access Control Schedules in TEKControl

1. Open TEKControl Web Portal
  - a. <https://webapp.tekcontrol-site.com>
2. Log into site
3. Click Administration
4. Click General Administration



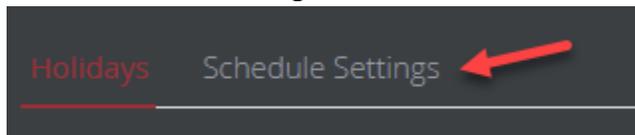
- 5.
6. Click Schedules under Access Control Settings

Access Control Settings

 System / Controller(s)  Interface(s)  Schedule(s)  Reader(s)  Reader Group(s)  Access Group(s)

Manage physical access control settings, including door controllers, readers, schedules and credentials.

- 7.
8. Click Scheduled Settings



- 9.

### Update Schedule

1. Choose the schedule you need to update from the Scheduled drop-down
2. Click **Remove** on the day or days you need to update
3. Choose the new day from the -Select Day of the Week- drop-down
4. Choose the hour you want the schedule to open (24 hour format)
5. Choose the minute you want the scheduled to open (24 hour format)
6. Choose the hour you want the schedule to close (24 hour format)
7. Choose the minutes you want the schedule to close (24 hour format)
8. Click Save

Holidays Schedule Settings

Schedule **1** Fitness Center

Name: \* Fitness Center

Description Fitness 6am- 11pm

External ID: 9

For ALL DAY holiday schedules, leave hour:minute values at zeros.

Holiday: --Select a Holiday--

Day of Week **3** --Select Day Of Week--

Start Hour **4** 00

Start Minute **5** 00

Start Second: 00

End Hour **6** 00

End Minute **7** 00

End Second: 00

**Add Schedule Values**

Day/Holiday	Start Time	End Time	
Monday	6:0:0	23:0:0	Remove
Tuesday	6:0:0	23:0:0	<b>2</b> Remove
Wednesday	6:0:0	23:0:0	Remove
Thursday	6:0:0	23:0:0	Remove
Friday	6:0:0	23:0:0	Remove
Saturday	6:0:0	23:0:0	Remove
Sunday	6:0:0	23:0:0	Remove

**8** **Save Schedule**

Delete Schedule

Cancel

## Send Schedule to Controller

1. Click – Select Controller –
2. Choose Correct Controller from drop-down
3. Click Push All Holiday/Schedules to Controller
  - a. Do this for each Controller you need to push the schedule to

