TEKWAVE Solutions

How To Create an Access Control Schedule

Holidays   Schedule Settings

Schedule: --Add New Schedule--

Name: *   **A**

Description   **B**

External I   **C**

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

Holiday: --Select a Holiday--

Day of We **D**   --Select Day Of Week--

Start Hour **E**   00

Start Minu **F**   00

Start Seco **G**   00

End Hour: **H**   00

End Minu **I**   00

End Seco **J**   00

K   Add Schedule Values

Day/Holiday	Start Time	End Time	

L   Save Schedule

Delete Schedule

Cancel

Controller:

--Select Controller-- **M**

N   Push All Holidays/Schedules To Controller

How To Create an Access Control Schedule

1. Open TEKContol Web Portal
   a. https://webapp.tekcontrol-site.com
2. Log into site
3. Click Administration
4. Click General Administration
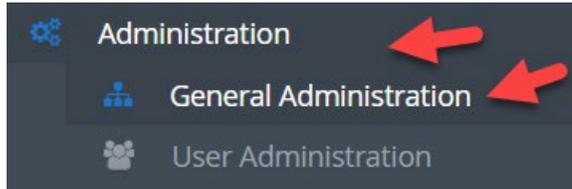
5. Click Schedules under Access Control Settings

6. Click Scheduled Settings
   a. Enter Schedule Name
   b. Enter Description
   c. Enter External ID - Required
      i. This needs to be a number, and you need to make sure the number is not used for another schedule (you can check by looking at all the schedules in the drop down.)
   d. Select the day of the week
   e. Enter the start hour, in 24HR format
   f. Enter the start minute
   g. Enter the start second
   h. Enter the end hour
   i. Enter the end minute
   j. Enter the end seconds
   k. Click Add Schedule Values
7. Repeat D-K for each day you need to set the schedule
8. Click Save Schedule (L)

How to Push (apply) a schedule to a controller

Do this after How to Create a Schedule, see screenshot page 1

1. Choose the schedule from the dropdown
2. Choose the controller you want to push it to (M)
3. Click Push All Holidays/schedules to Controller (N)
4. Do this for each controller you need to push the schedule to

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How to Apply a schedule to a reader

This will leave the gate or door open for the selected time frame. No credentials will be needed. See screenshot Page 2.

1. Create schedule first
2. Open TEKContol Web Portal
    a. https://webapp.tekcontrol-site.com
3. Log into site
4. Click Administration
5. Click General Administration
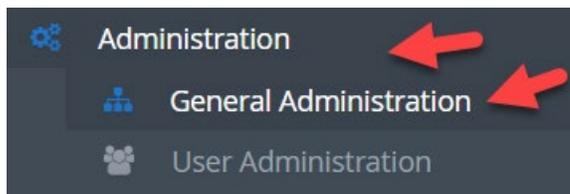
6. Click Readers under Access Control Settings
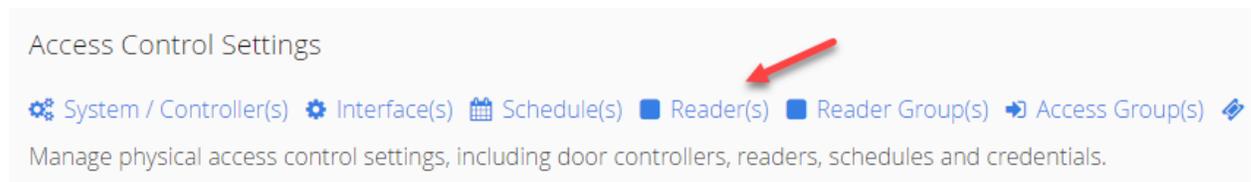
7. Select the Reader you need to apply the schedule to (A)
8. Select the Schedule you wish to apply (B)
9. Click Save
10. Select the controller that is tied to the reader (D)
11. Click Push All Readers to Controller

How to update schedules in TEKControl

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

![TEKWAVE Solutions]
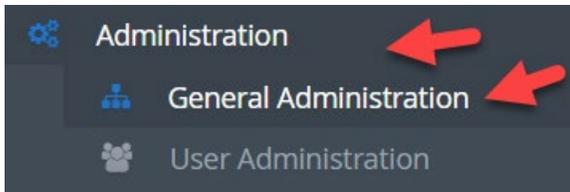
5. Click Schedules under Access Control Settings

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.

6. Click Scheduled Settings

Holidays   Schedule Settings
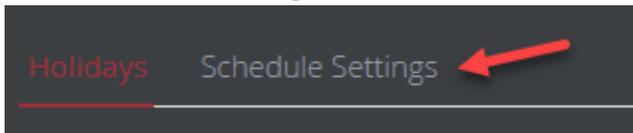
7. Choose the schedule you need to update from the Scheduled drop-down
8. Click **Remove** on the day or days you need to update
9. Choose the new day from the -Select Day of the Week- drop-down
10. Choose the hour you want the schedule to open (24 hour format)
11. Choose the minute you want the scheduled to open (24 hour format)
12. Choose the hour you want the schedule to close (24 hour format)
13. Choose the minutes you want the schedule to close (24 hour format)
14. Click Save

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Holidays   Schedule Settings

Schedul 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 W ③   --Select Day Of Week-- ⌄

Start Hou ④   00 ⌄

Start Min ⑤   00 ⌄

Start Second: 00 ⌄

End Hour ⑥   00 ⌄

End Minu 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	② 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

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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