

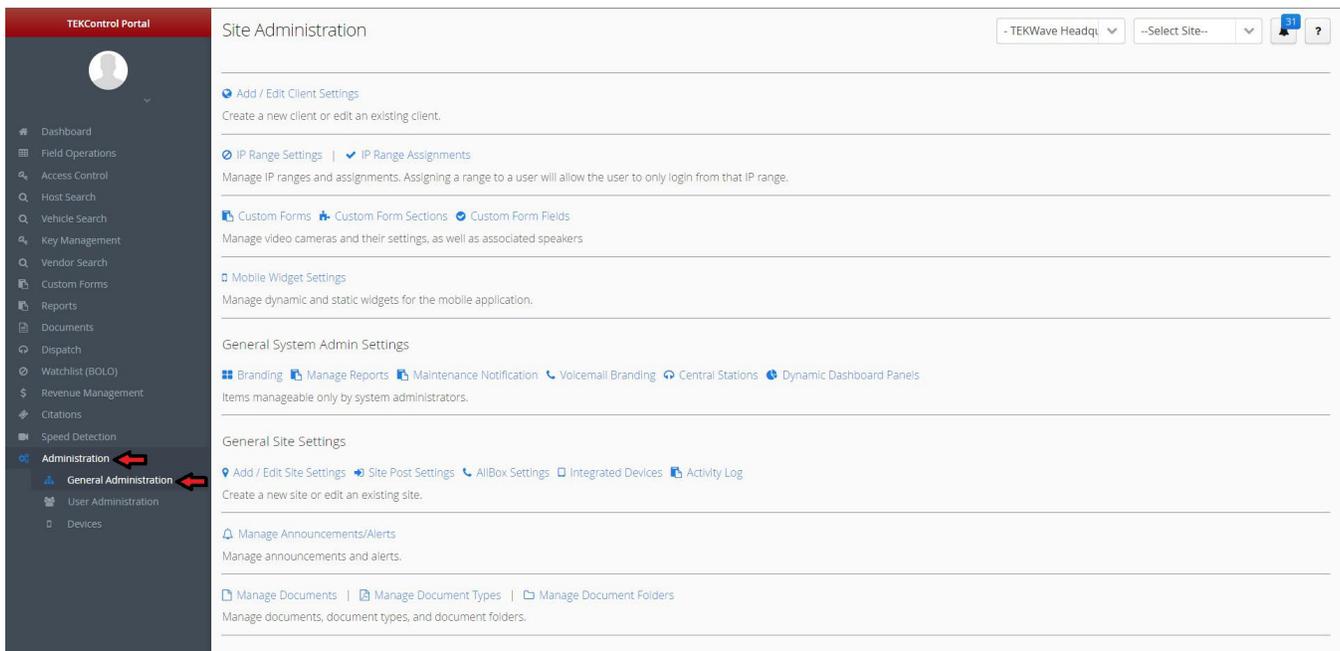


## **How To edit Access Control Schedules**

As an Administrator of the TekControl Portal, there may be instances where you will need to edit Access Control Schedules. In order to do so, you will need to be a site administrator or higher to access this feature.

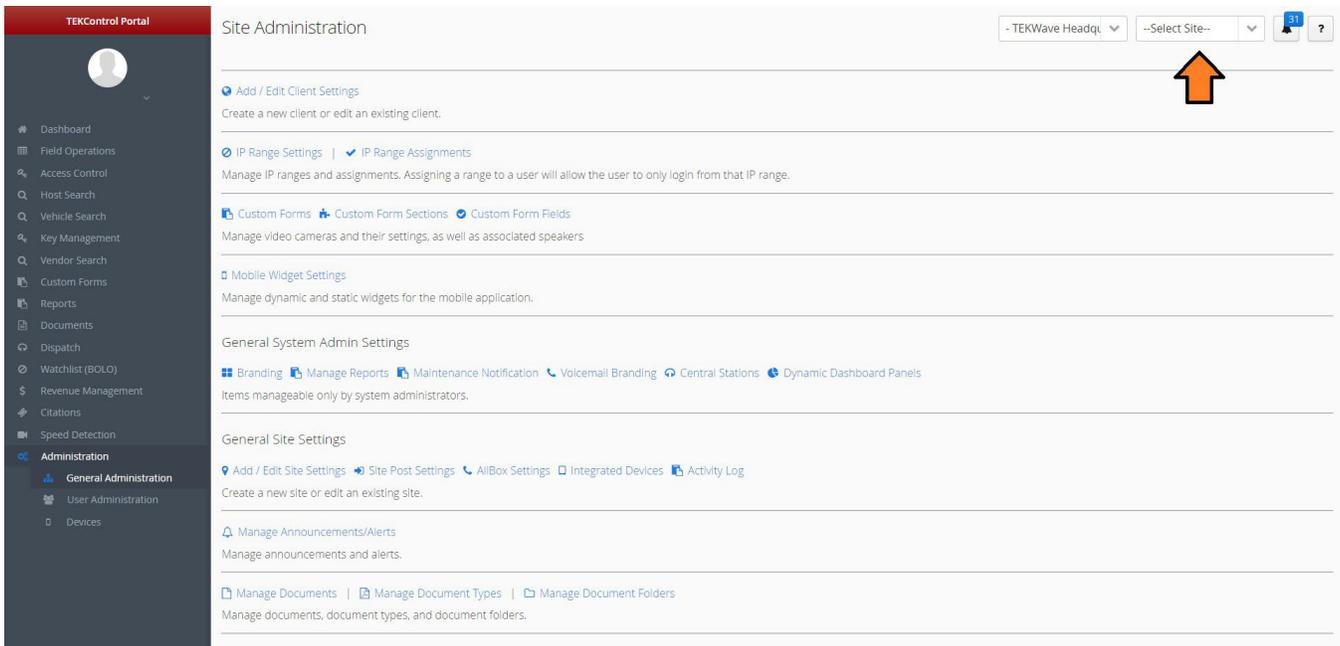
Logged in as a Site Administrator or higher user, access the TekControl Web Portal:

<https://webapp.tekcontrol-site.com/>



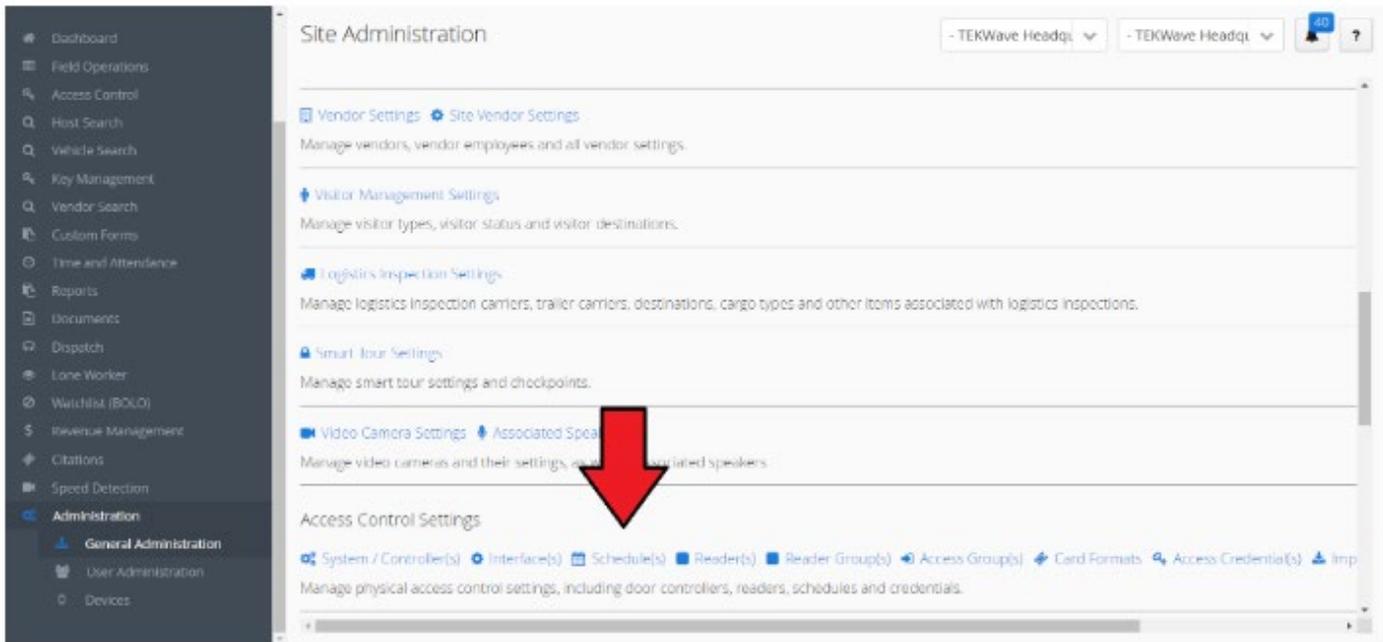
In the navigation bar, click on Administration, which will give you a drop-down where you can access General Administration. Click on General Administration to be brought to the Site Administration page.

*If you are a client administrator, you will need to select the specific site in the top right.*

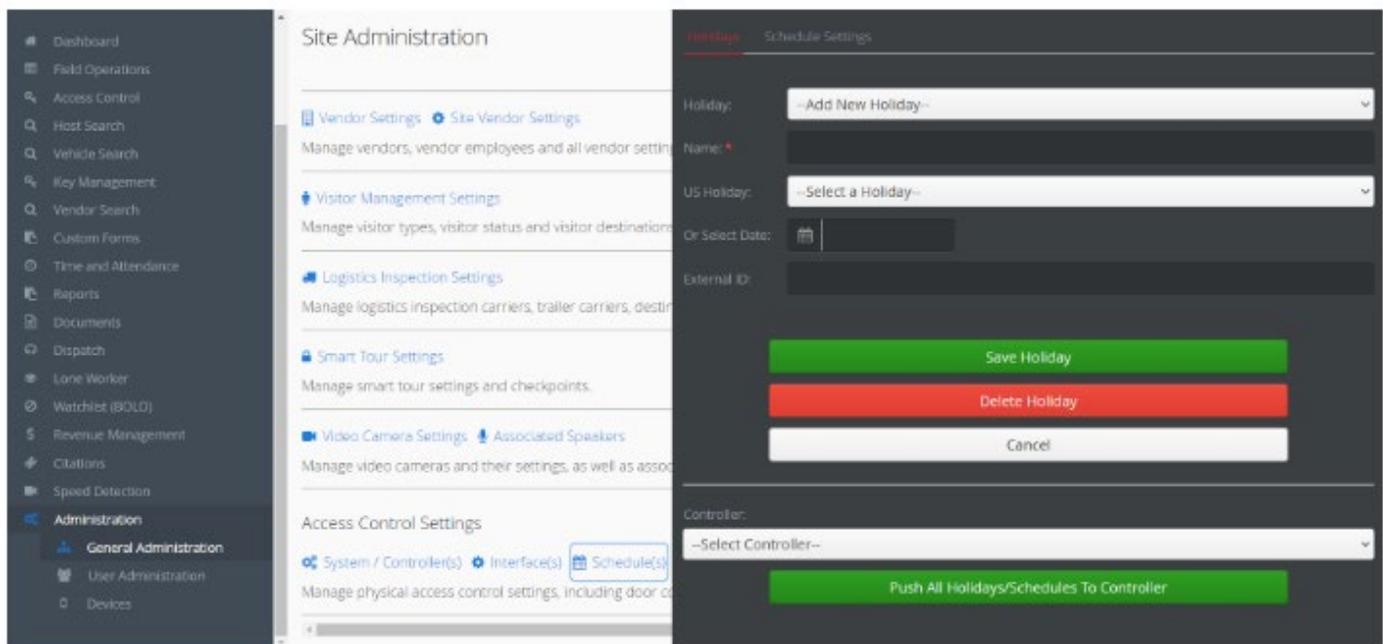


You are now on the General Site Administration page.

Scroll down the page and locate Access Control Settings.



Select Schedule(s) to open a sidebar with scheduling options.



The first tab labeled "Holidays" are for entering date-specific settings for a schedule.

The second tab labeled "Schedule Settings" is for creating or editing schedules.

The screenshot displays two side-by-side panels. The left panel, titled "Holidays", has a "Schedule Settings" tab selected. It contains a "Holiday:" dropdown menu with "--Add New Holiday--", a "Name:" text field, a "US Holiday:" dropdown menu with "--Select a Holiday--", a date picker labeled "Or Select Date:", and an "External ID:" text field. Below these are three buttons: "Save Holiday" (green), "Delete Holiday" (red), and "Cancel" (white). At the bottom, there is a "Controller:" dropdown menu with "--Select Controller--" and a green button labeled "Push All Holidays/Schedules To Controller". The right panel, titled "Schedule Settings", has a "Holidays" tab selected. It contains a "Schedule:" dropdown menu with "--Add New Schedule--", a "Name:" text field, a "Description:" text field, an "External ID:" text field, and a note: "For ALL DAY holiday schedules, leave hour/minute values at zeros." Below this are four dropdown menus: "Holiday:" with "--Select a Holiday--", "Day of Week:" with "--Select Day Of Week--", "Start Hour:" with "00", "Start Minute:" with "00", "Start Second:" with "00", and "End Hour:" with "00".

Holidays allow you to add specific dates where the scheduled hours will not apply and you may set custom hours for those dates.

There are some pre-set holiday dates you may choose from:

Holiday:

--Add New Holiday--

Name: \*

US Holiday:

--Select a Holiday--

Or Select Date:

--Select a Holiday--

Christmas Day

New Year's Day

External ID:

Independence Day

Save Holiday

Delete Holiday

Cancel

Controller:

--Select Controller--

Push All Holidays/Schedules To Controller

Or you can add your own holiday if it is not listed:

Holiday:

--Add New Holiday--

Name: \*

Thanksgiving

US Holiday:

--Select a Holiday--

Or Select Date:



11/23/2023

External ID:

Save Holiday

Delete Holiday

Cancel

Controller:

--Select Controller--

Push All Holidays/Schedules To Controller

On the Schedule Settings tab, you may add the holidays to specific schedules:

Schedule:

24-7

Name: \*

24-7

Description

External ID:

3

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

Holiday:

--Select a Holiday--

Day of Week:

--Select a Holiday--

July 4th

NYD

Start Hour:

Thanksgiving

Start Minute:

00

Start Second:

00

End Hour:

00

Added holidays will appear on the Scheduled Hours:

Day/Holiday	Start Time	End Time	
Independence Day	0:0:0	0:0:0	Remove
11/23/2023	0:0:0	0:0:0	Remove
New Years Day	0:0:0	0:0:0	Remove
Monday	0:0:0	23:59:59	Remove
Tuesday	0:0:0	23:59:59	Remove
Wednesday	0:0:0	23:59:59	Remove
Thursday	0:0:0	23:59:59	Remove
Friday	0:0:0	23:59:59	Remove
Saturday	0:0:0	23:59:59	Remove
Sunday	0:0:0	23:59:59	Remove

Save Schedule

Delete Schedule

Cancel

When editing an existing schedule, you will use the drop-down to select the schedule you would like to edit.

Schedule:

24-7

Name: \*

--Add New Schedule--

24-7

Hold Open

Description

Mon,Wed,Fri 8am - 12pm

Tuesday and Thursday

External ID:

3

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

Holiday:

--Select a Holiday--

Day of Week:

--Select Day Of Week--

Start Hour:

00

Start Minute:

00

Start Second:

00

End Hour:

00

When editing a particular day of the week, you may just click remove on that day:

Day/Holiday	Start Time	End Time	
Monday	9:0:0	5:0:0	Undo Remove
Wednesday	8:0:0	12:0:0	Remove
Friday	8:0:0	12:0:0	Remove

Save Schedule

Delete Schedule

Cancel

Add the new hours you would like to set:

Holiday: --Select a Holiday--

Day of Week: Monday

Start Hour: 08

Start Minute: 00

Start Second: 00

End Hour: 12

End Minute: 00

End Second: 00

Add To Schedule

Add To Schedule - All Week

Add To Schedule - Week Days

Once you have removed and added the changes, hit save to preserve the changes.

Day/Holiday	Start Time	End Time	
Monday	9:0:0	6:0:0	Undo Remove
Wednesday	8:0:0	12:0:0	Remove
Friday	8:0:0	12:0:0	Remove
Monday	8:0:0	12:0:0	Remove

Save Schedule

Delete Schedule

Cancel

If you wish to make changes to the whole week, you can remove all the set hours and use the button "Add to Schedule - All Week" or "Add to Schedule - Week Days":

Add To Schedule

Add To Schedule - All Week

Add To Schedule - Week Days

Then save the schedule once you confirm the schedule changes:

Day/Holiday	Start Time	End Time	
Monday	7:0:0	6:0:0	Undo Remove
Tuesday	7:0:0	6:0:0	Undo Remove
Wednesday	7:0:0	6:0:0	Undo Remove
Thursday	7:0:0	6:0:0	Undo Remove
Friday	7:0:0	6:0:0	Undo Remove
Monday	6:0:0	18:0:0	Remove
Tuesday	6:0:0	18:0:0	Remove
Wednesday	6:0:0	18:0:0	Remove
Thursday	6:0:0	18:0:0	Remove
Friday	6:0:0	18:0:0	Remove

Save Schedule

Delete Schedule

Cancel

On successful saves, you will see a pop-up at the bottom right to confirm your saved changes:

Item processed successfully. You may process another or cancel out.

Once you have made all the changes, make sure to push the schedules to the controller at the bottom:

Controller:

Office Azure 2d

Push All Holidays/Schedules To Controller

The Controller you will push to will depend on your configuration. This can be checked by going into the Systems/Controller(s) and Interface(s) page in the Access Control Settings on the General Administration page. As a general rule, these will be named according to the configuration and accessways. If you need schedules available for all, push to all controllers. You may check its status by checking the configuration status in the Access Control Settings:

The screenshot displays the 'Site Administration' page. On the left is a dark sidebar with a navigation menu including: Dashboard, Field Operations, Access Control, Host Search, Vehicle Search, Key Management, Vendor Search, Custom Forms, Time and Attendance, Reports, Documents, Dispatch, Lone Worker, Watchlist (BOLO), Revenue Management, Citations, and Administration. Under 'Administration', 'General Administration' is selected, with sub-items for User Administration and Devices. The main content area is titled 'Site Administration' and contains several sections: 'Vendor Settings' (employees and all vendor settings), 'S' (status and visitor destinations), 'IS' (trippers, trailer carriers, destinations, cargo types and other items associated with logistics inspections), 'ion Settings' (inspection carriers, trailer carriers, destinations, cargo types and other items associated with advanced logistics inspections), and 'rd checkpoints'. At the bottom of the main content area, there is a row of links: 'Interface(s)', 'Schedule(s)', 'Reader(s)', 'Reader Group(s)', 'Access Group(s)', 'Access Credential(s)', 'Import Credentials', and 'Configuration Status'. A red arrow points to the 'Configuration Status' link. The top right corner shows a user profile for 'The TEKWave He...' and a notification bell icon with a '1' badge.

Configuration Status



**Remove** **Enable** **Disable** Enabled ▾

<input type="checkbox"/>	Site	Controller	Command	Result	Push Request Date	Credential	Enabled?
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 2d	Send Schedule	Controller Not Connected	2023-03-13 14:04:00.0		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 2d	Send Schedule	Controller Not Connected	2023-03-13 14:04:00.0		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 2d	Send Schedule	Controller Not Connected	2023-03-13 14:04:00.0		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 2d	Send Schedule	Controller Not Connected	2023-03-13 14:04:00.0		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 2d	Send Schedule	Controller Not Connected	2023-03-13 14:04:00.0		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 4d	Send Schedule		2023-03-13 14:04:05.633		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 4d	Send Schedule		2023-03-13 14:04:05.647		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 4d	Send Schedule		2023-03-13 14:04:05.658		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 4d	Send Schedule		2023-03-13 14:04:05.671		Yes
<input type="checkbox"/>	- The TEKWave Headquartersss	Office Azure 4d	Send Schedule		2023-03-13 14:04:05.682		Yes

Items per page: 25 ▾

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