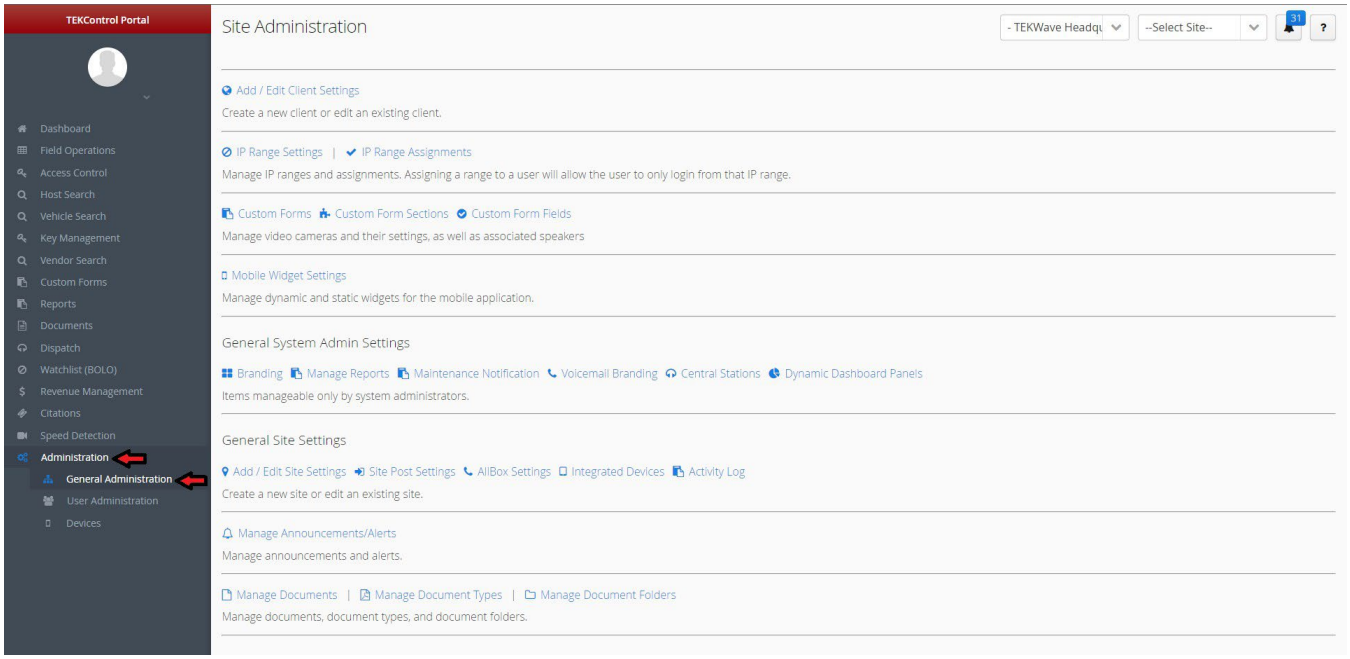
How To edit Access Control Schedules

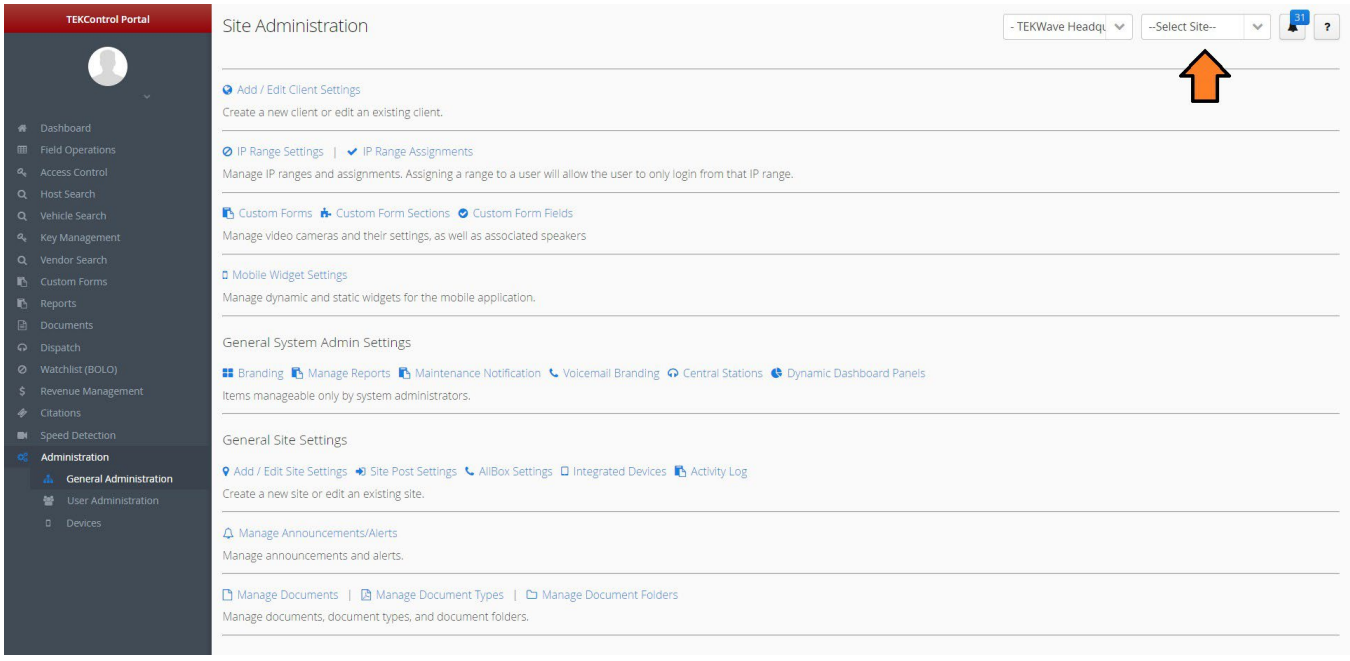
As an Administrator of the TekControl Portal, there may be instances where you will need to edit Access Control Schedules. In order to do so, you will need to be a site administrator or higher to access this feature.

Logged in as a Site Administrator or higher user, access the TekControl Web Portal: https://webapp.tekcontrol-site.com/



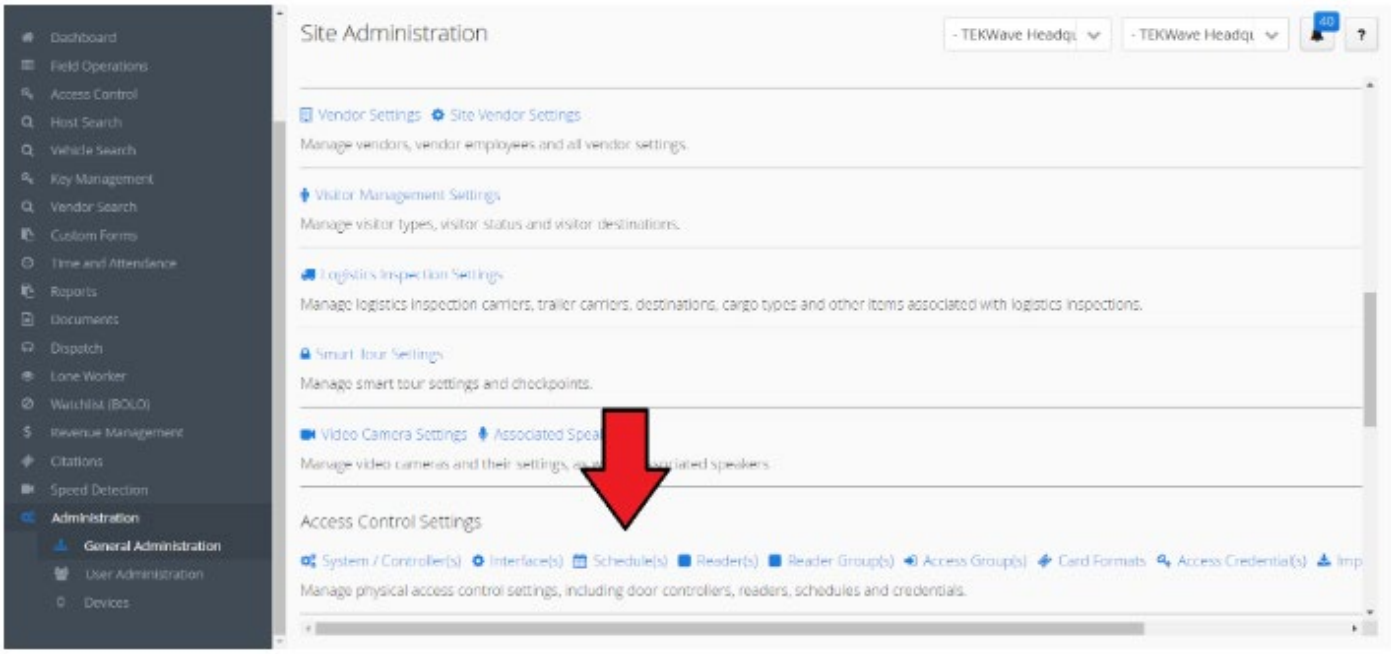
In the navigation bar, click on Administration, which will give you a drop-down where you can access General Administration. Click on General Administration to be brought to the Site Administration page.

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

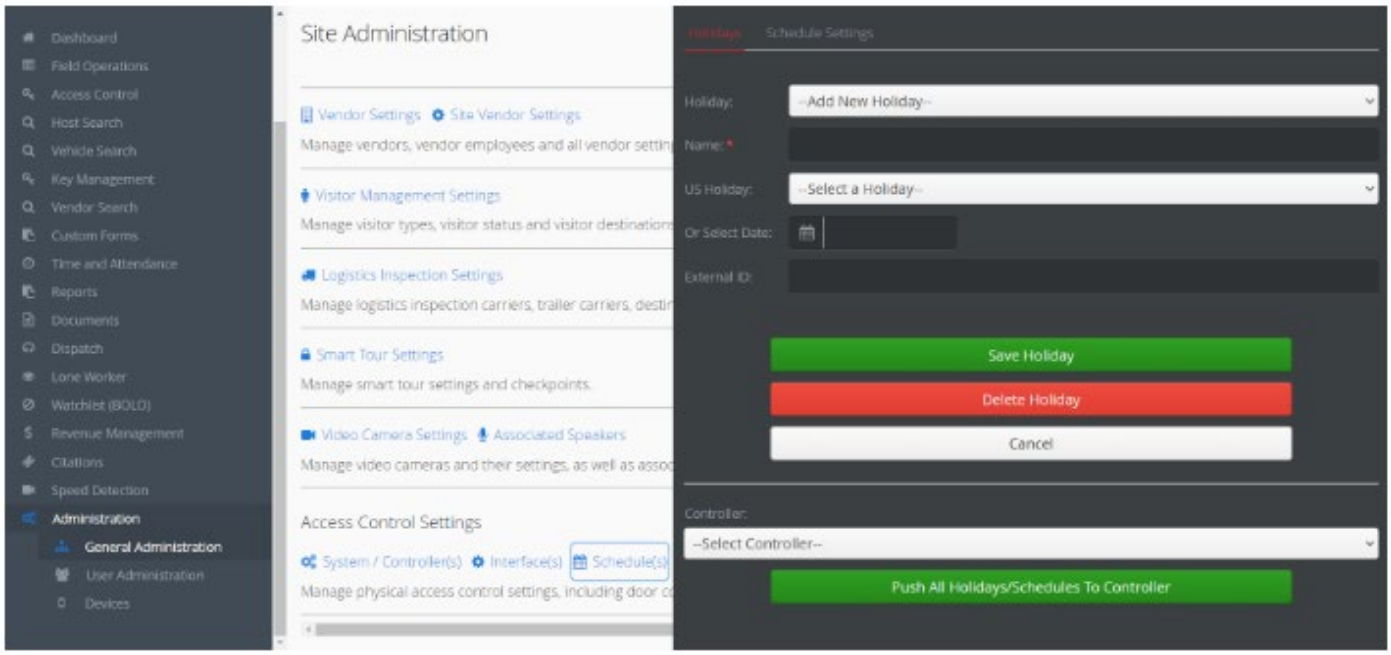


You are now on the General Site Administration page.

Scroll down the page and locate Access Control Settings.

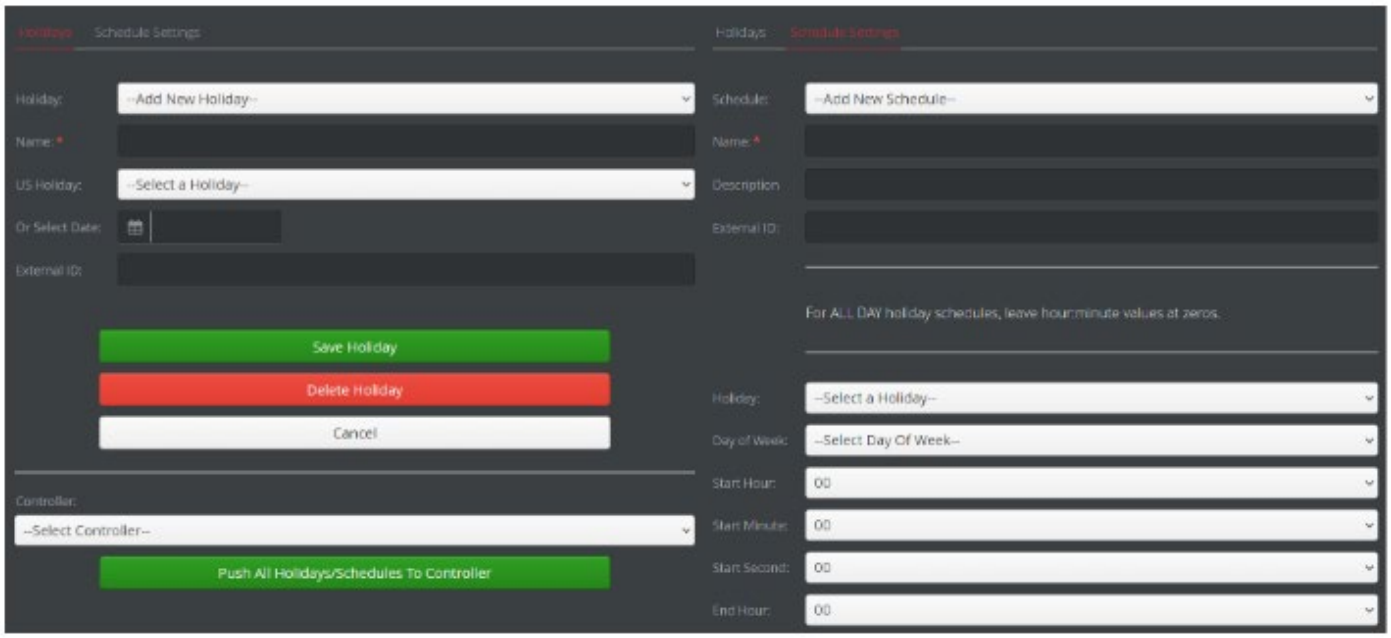


Select Schedule(s) to open a sidebar with scheduling options.



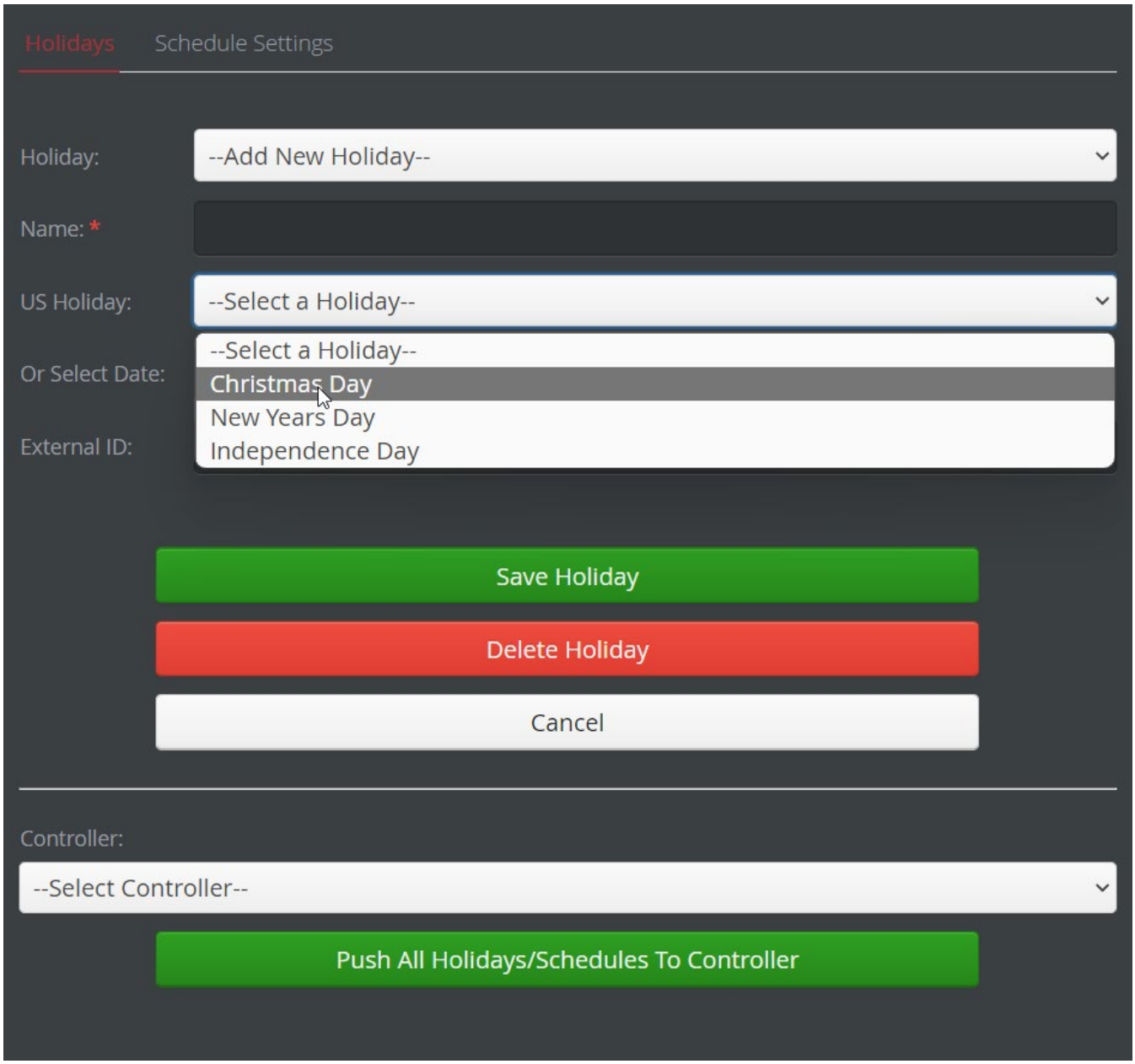
The first tab labeled "Holidays" are for entering date-specific settings for a schedule.

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

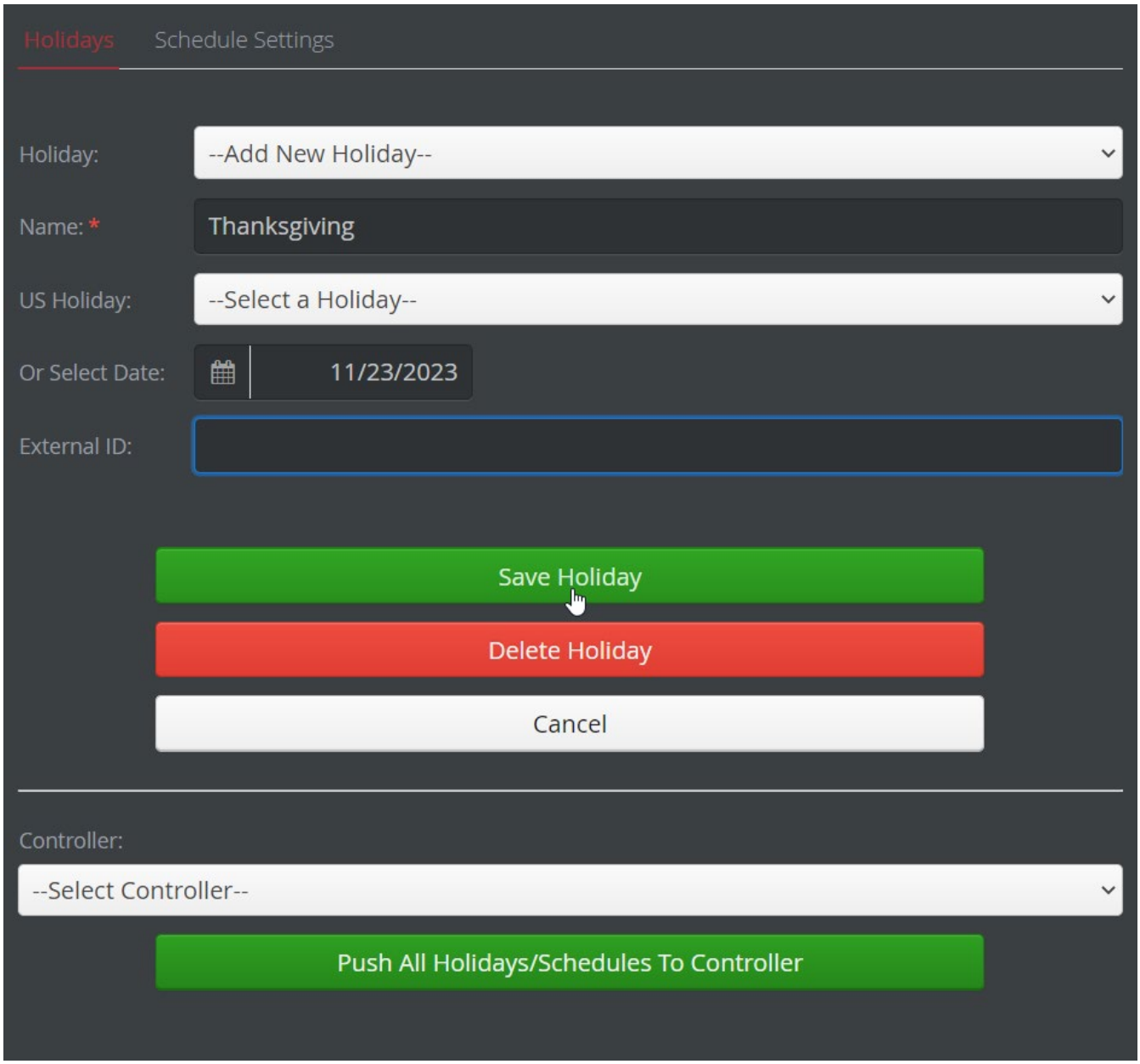


Holidays allow you to add specific dates where the scheduled hours will not apply and you may set custom hours for those dates.

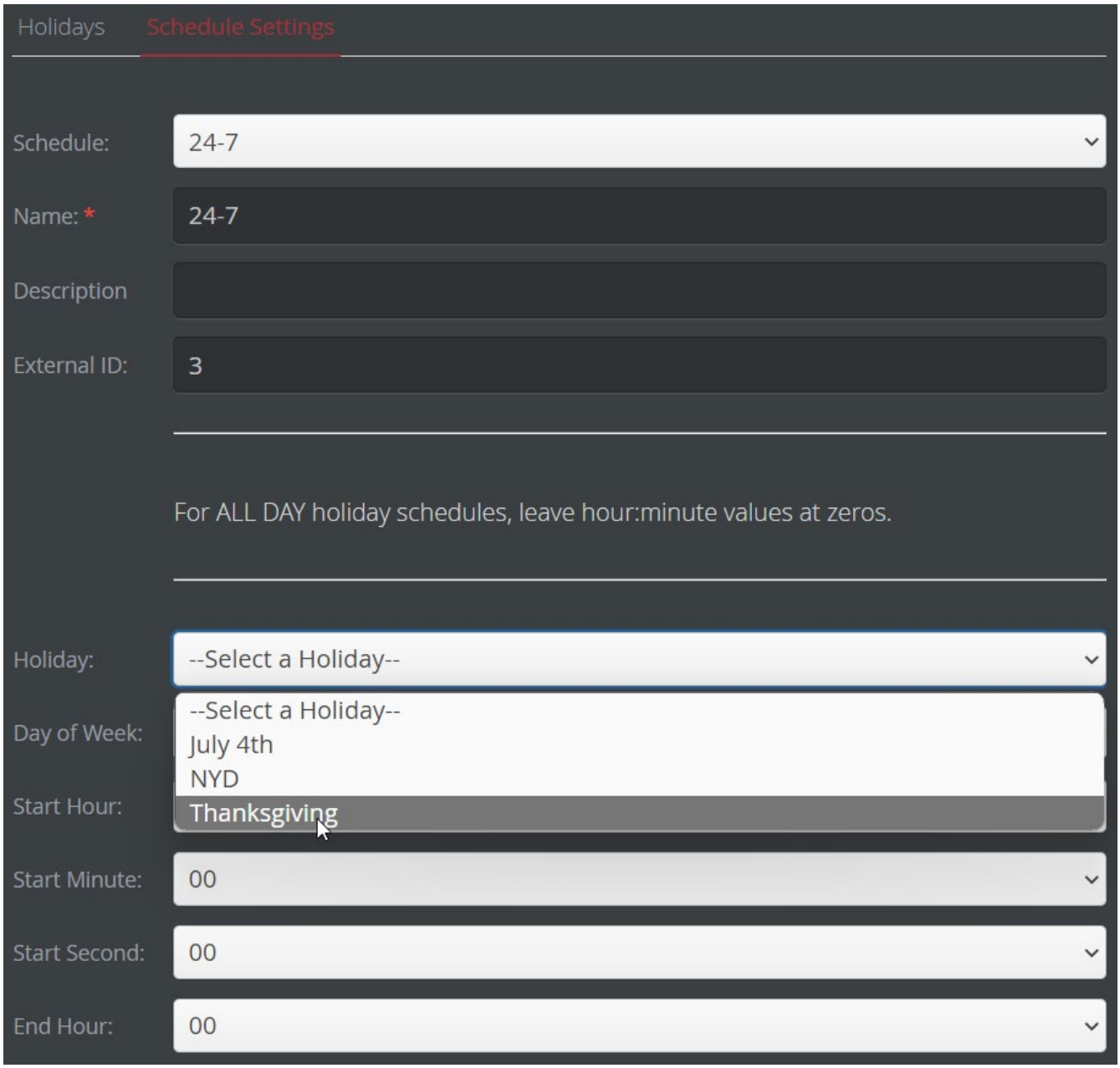
There are some pre-set holiday dates you may choose from:



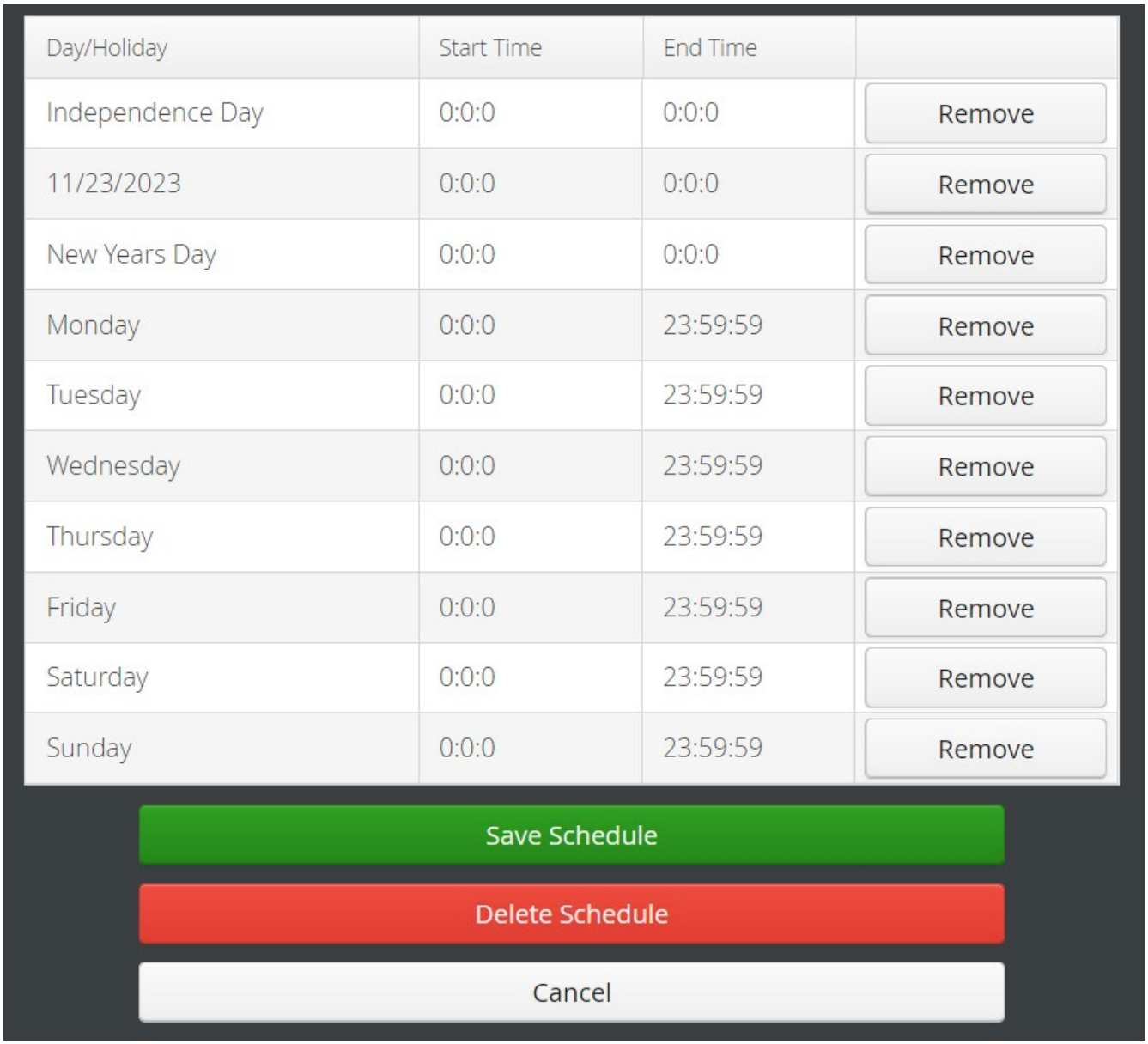
Or you can add your own holiday if it is not listed:



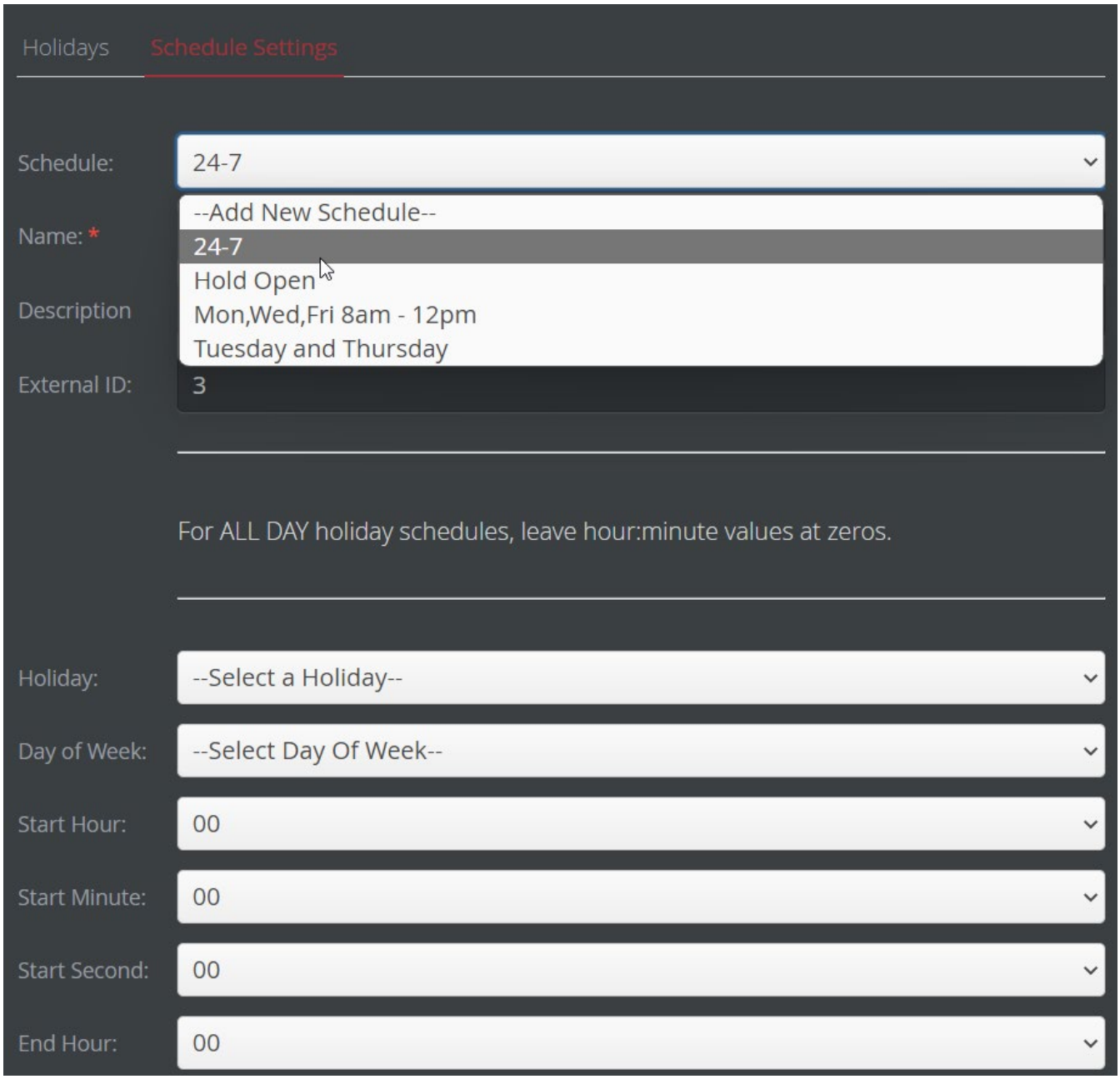
On the Schedule Settings tab, you may add the holidays to specific schedules:



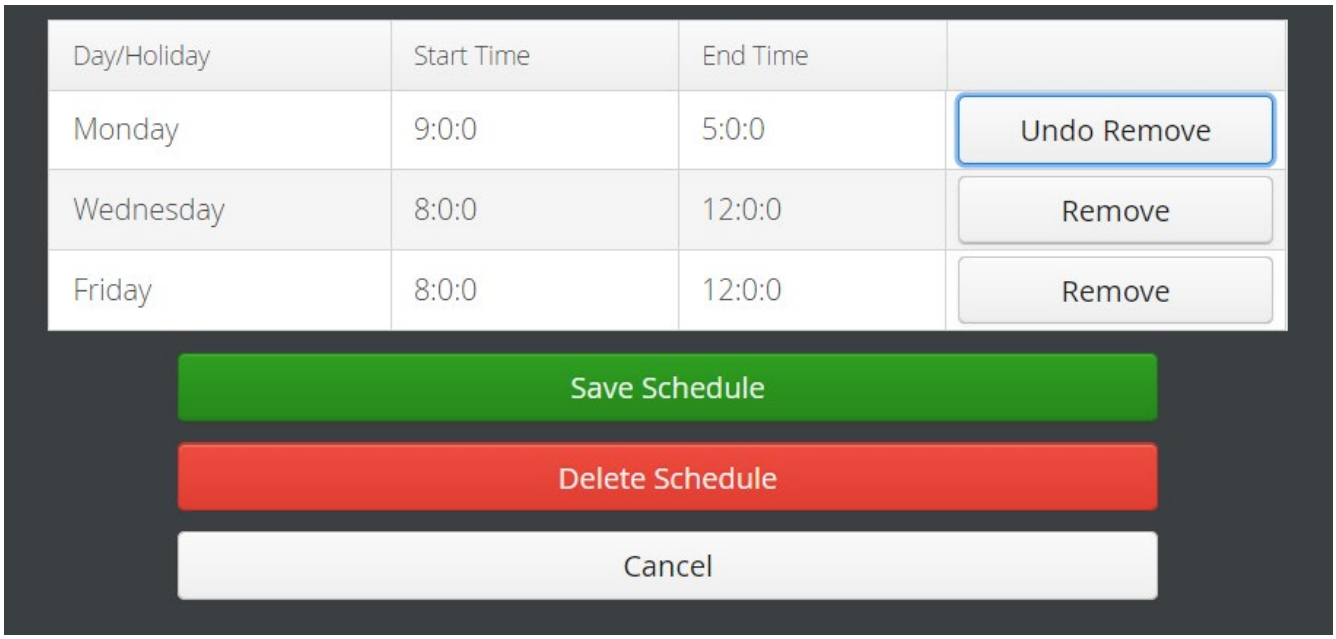
Added holidays will appear on the Scheduled Hours:



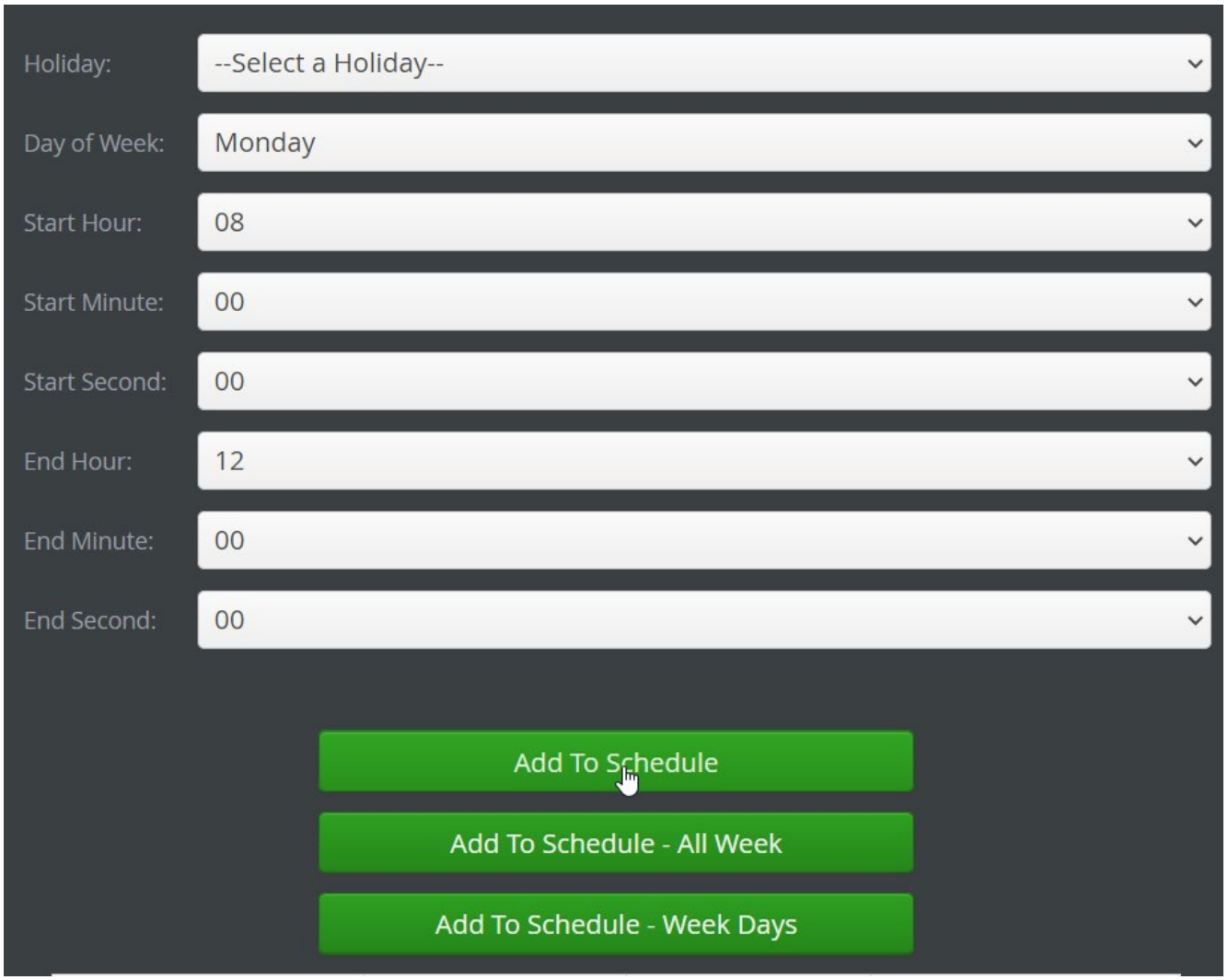
When editing an existing schedule, you will use the drop-down to select the schedule you would like to edit.



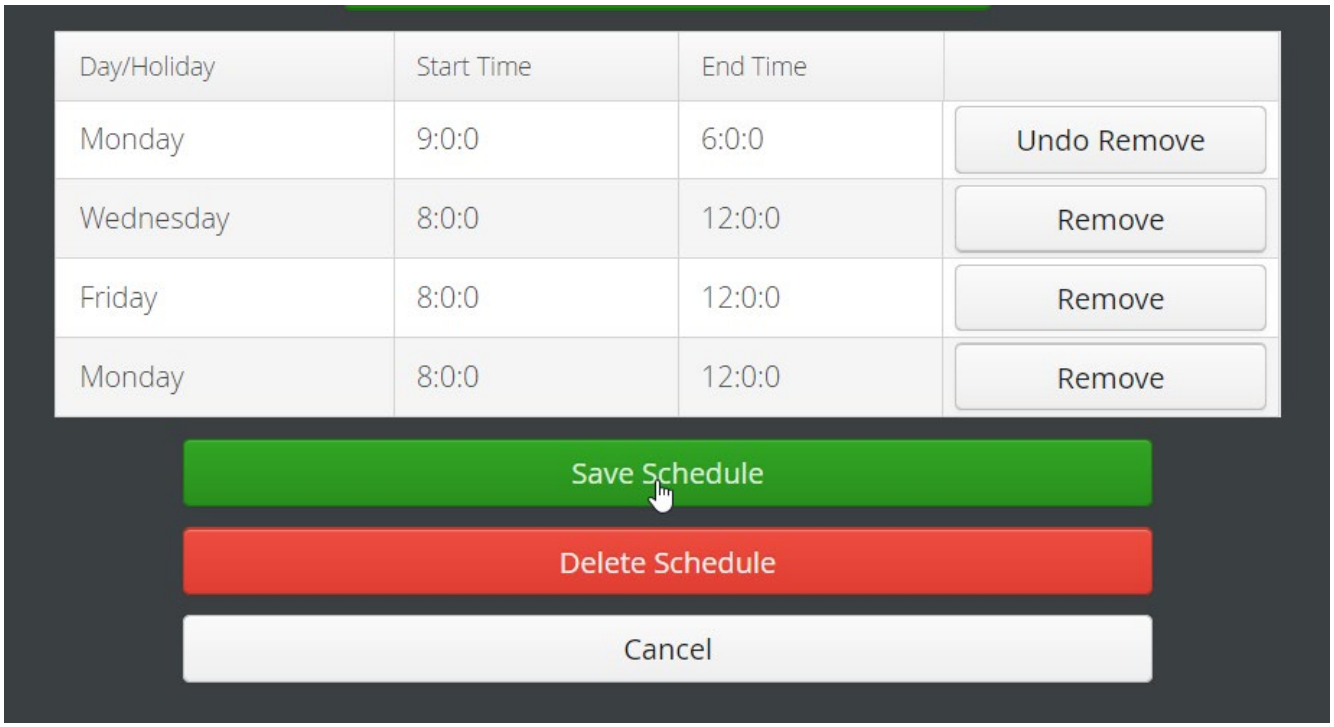
When editing a particular day of the week, you may just click remove on that day:



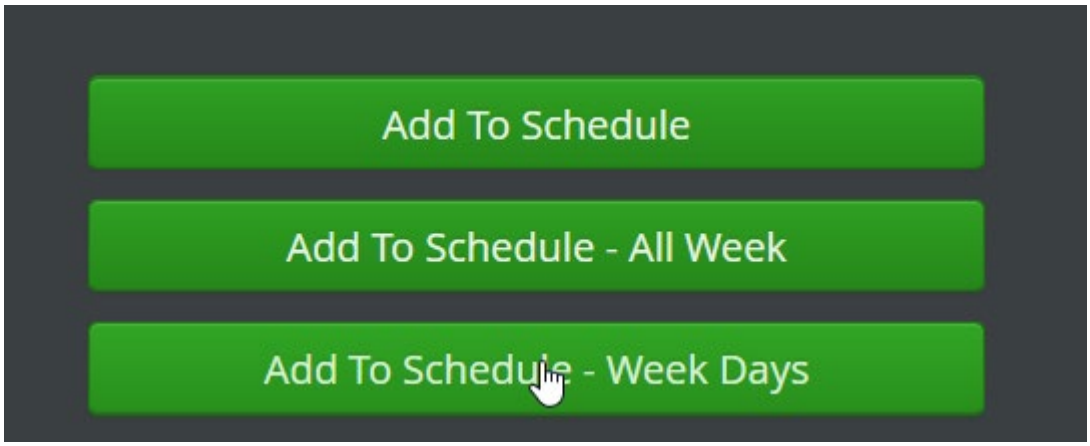
Add the new hours you would like to set:



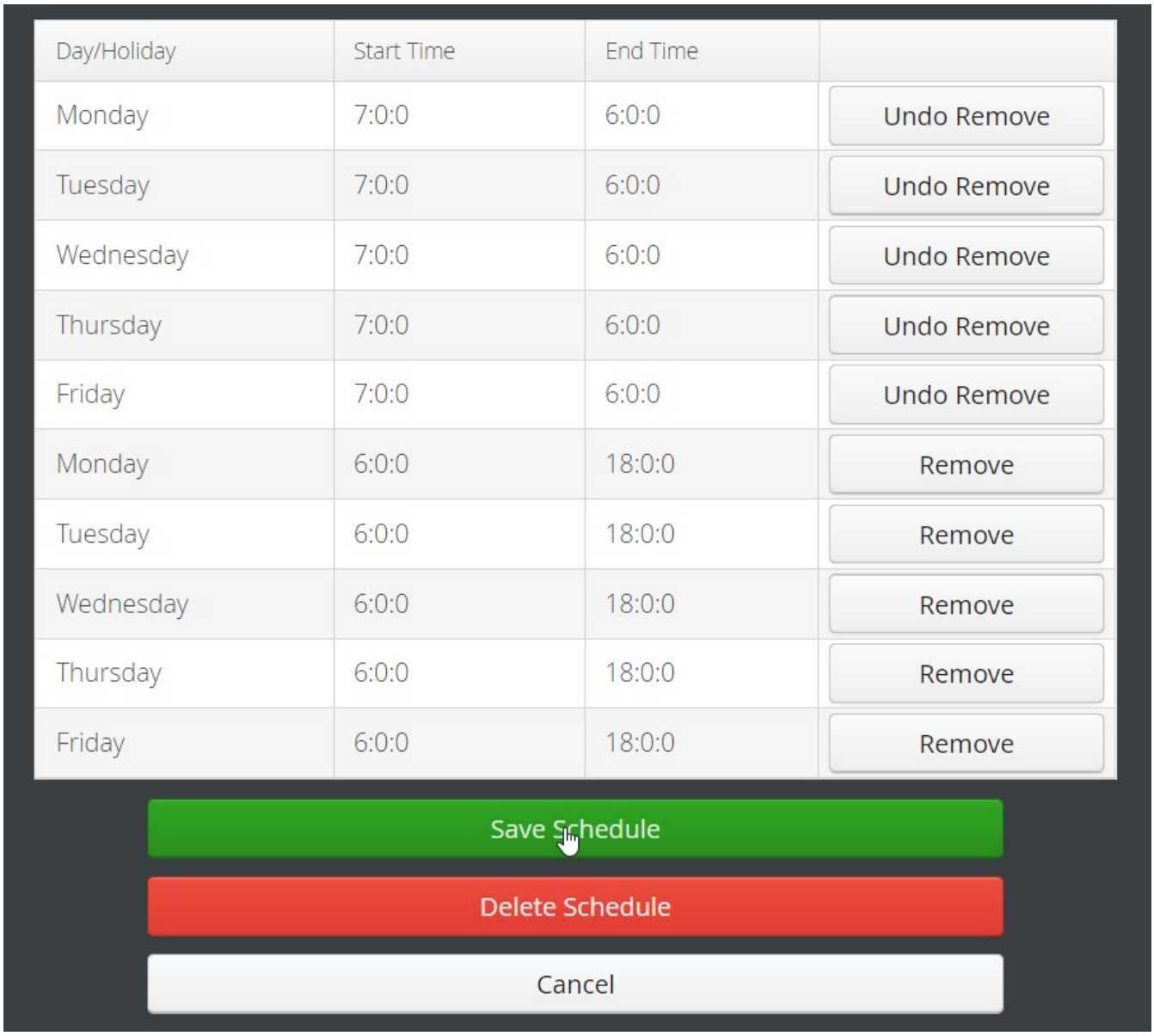
Once you have removed and added the changes, hit save to preserve the changes.



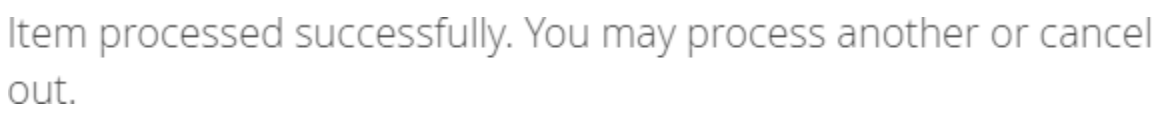
If you wish to make changes to the whole week, you can remove all the set hours and use the button "Add to Schedule - All Week" or "Add to Schedule - Week Days":



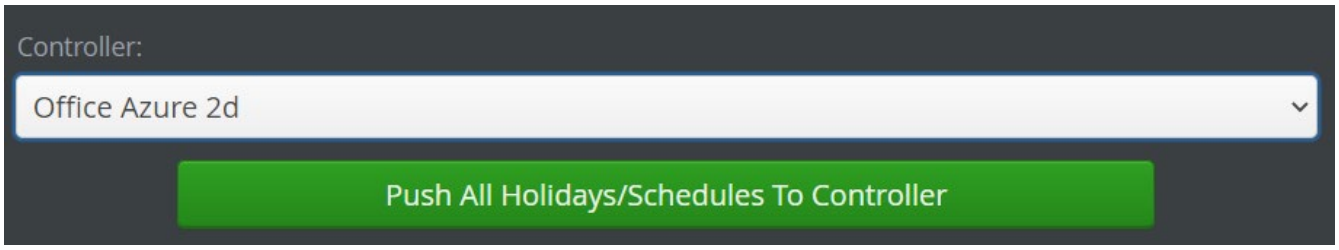
Then save the schedule once you confirm the schedule changes:



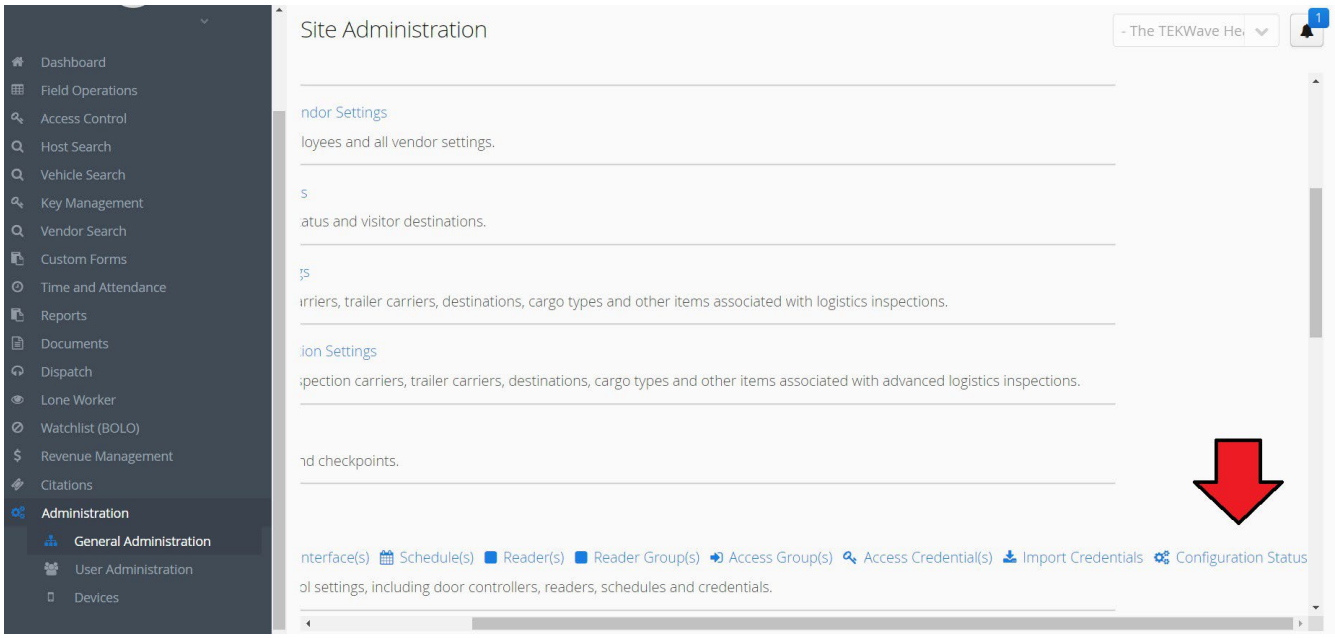
On successful saves, you will see a pop-up at the bottom right to confirm your saved changes:

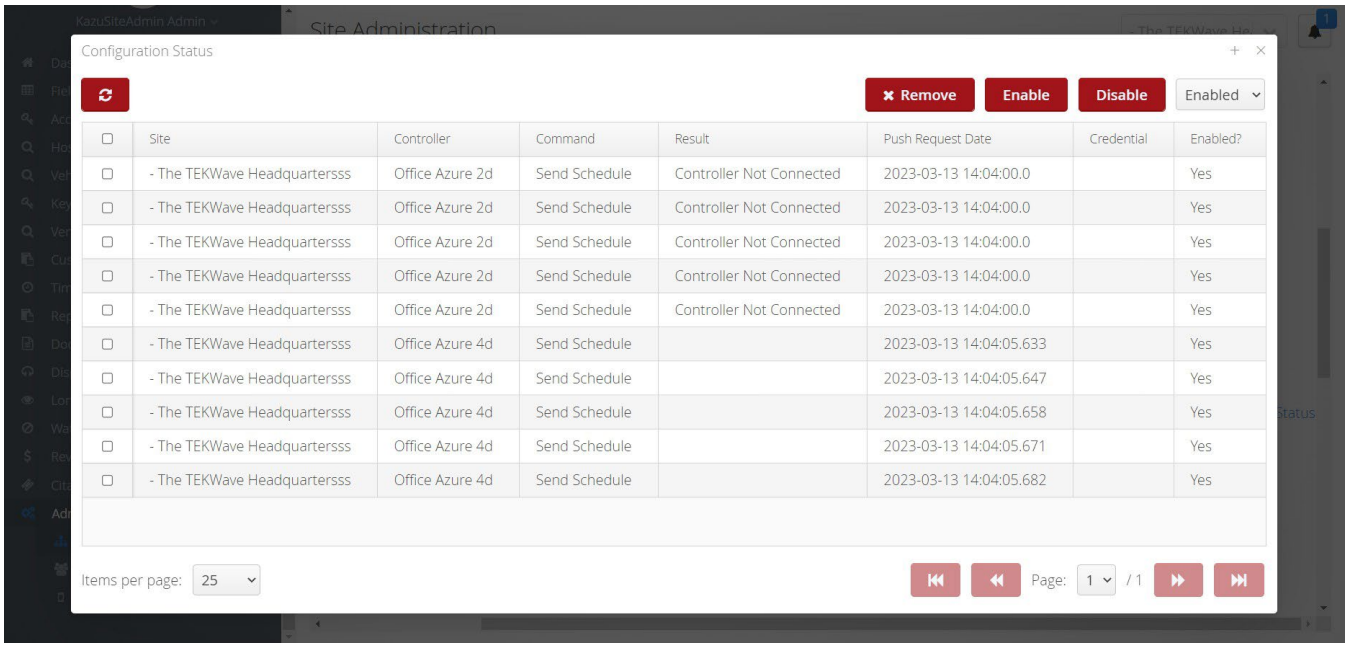


Once you have made all the changes, make sure to push the schedules to the controller at the bottom:



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:




KazuSiteAdmin Admin
Site Administration
Configuration Status
Remove
Enable
Disable
Enabled
Site
Controller
Command
Result
Push Request Date
Credential
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- The TEKWave Headquartersss
Office Azure 2d
Send Schedule
Controller Not Connected
2023-03-13 14:04:00.0
Yes
Office Azure 4d
2023-03-13 14:04:05.633
2023-03-13 14:04:05.647
2023-03-13 14:04:05.658
2023-03-13 14:04:05.671
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