## **Create a Schedule in Entrapass Web**

## **Description**

You must create a schedule before defining user access levels and assigning unlock times to doors.

The security of employees and properties is achieved by configuring schedules properly.

## **Entrapass Web**

1. Navigate to the Configuration menu and select Schedule



2. Specify Site for new schedule.







3. Click *Add* button to configure a new schedule.

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Sched	ule	s								Add O	Edit	Save As	Delete 🚳
Chicago Site													50.7
	٩	Name											Extended
		Interval	Sunday	Monday	Tuesday	Wednesda	r, Thursday	Friday	Saturday	Holiday 1	Holiday 2	Holiday 3	Holiday 4
							643						

4. Drag the time line pointers to define range of hours.

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5. Place a check mark in the empty boxes to select days.

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6. The new schedule is now active within the designated parameters. Verify new schedule is configured properly.



## exacqVision Support

Portal

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Schedule	es							Ac	d O	Edit	1	Save As		Delete 🔘
Chicago Site	÷ Q	Name												Extended
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