

Create a Schedule in Entrapass Web

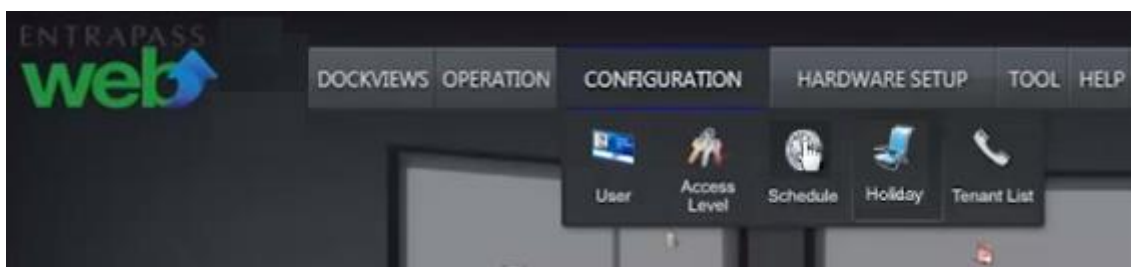
Description

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

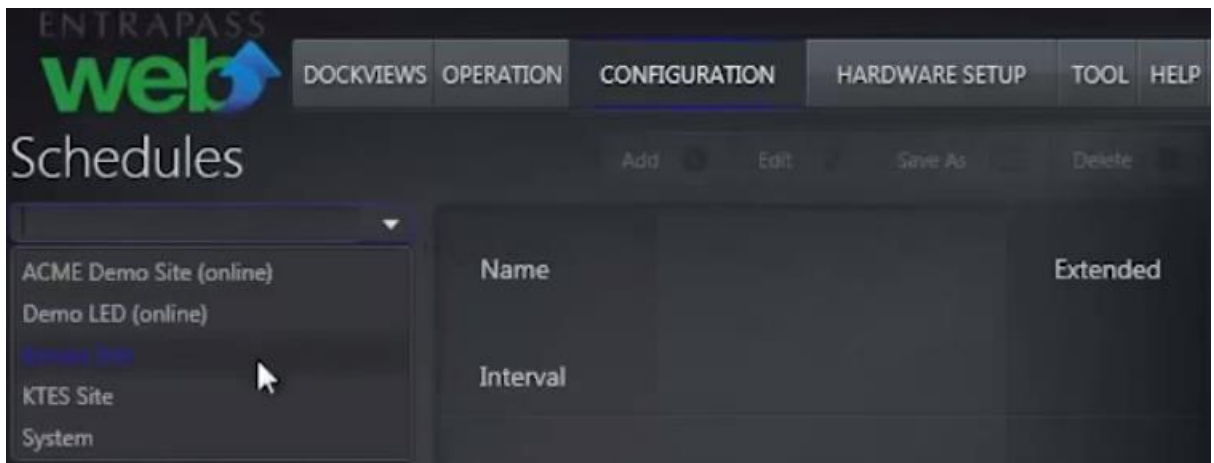
The security of employees and properties is achieved by configuring schedules properly.

Entrapass Web

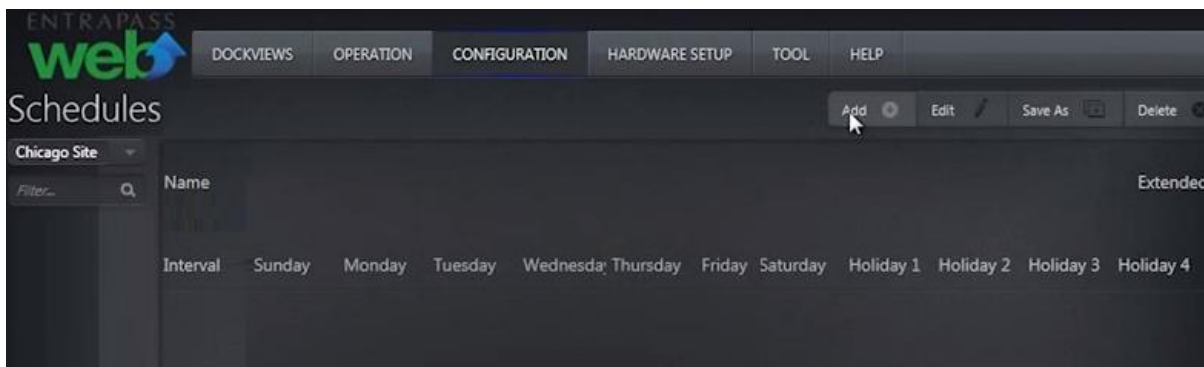
1. Navigate to the *Configuration* menu and select *Schedule*



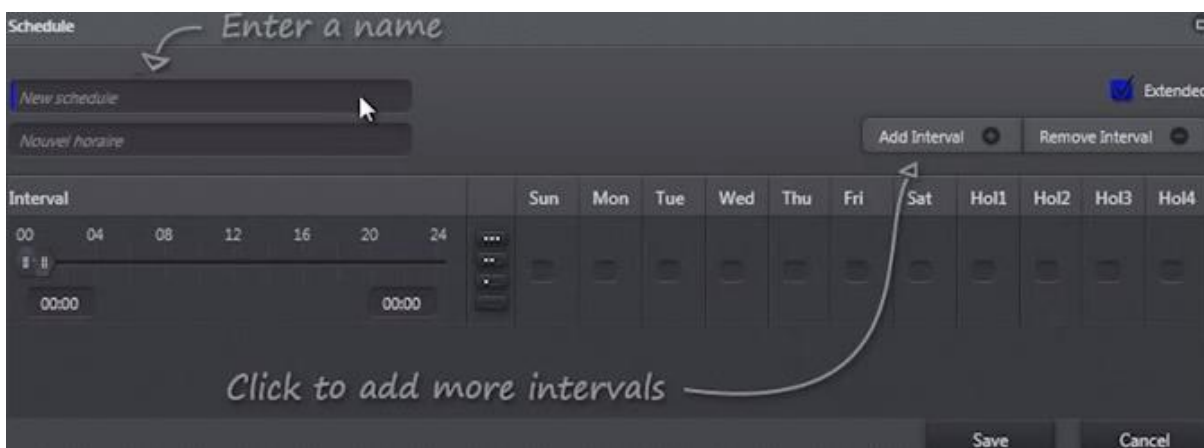
2. Specify *Site* for new schedule.



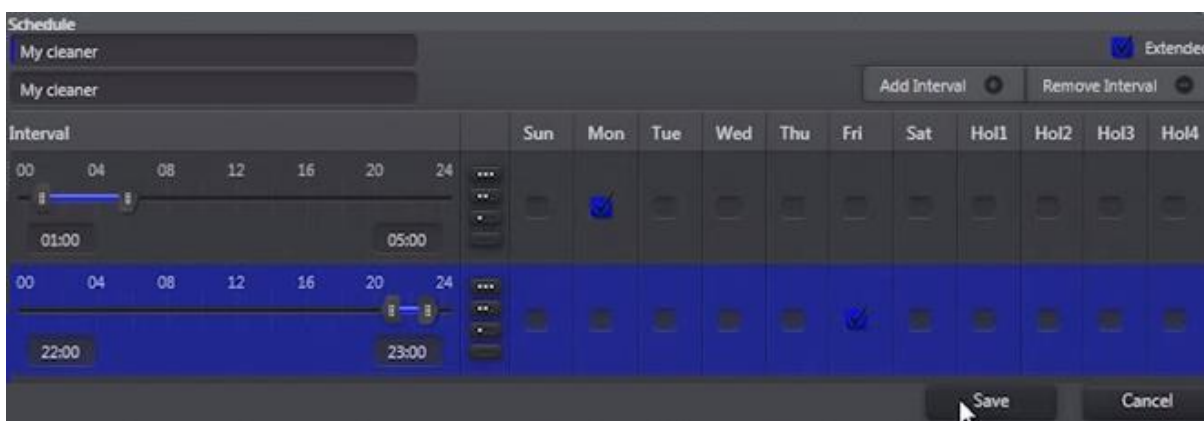
3. Click *Add* button to configure a new schedule.



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



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



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

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