

Holiday Scheduling

Introduction

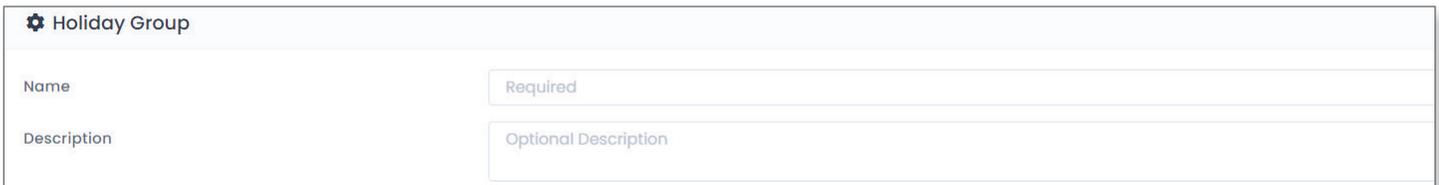
Daily schedules are created with the access control software AC Nio to restrict or permit access during a scheduled time. Holiday scheduling allows for the access control system administrator to schedule holidays without making changes to the daily schedule. **Holiday Groups** are created to restrict or permit access on holidays without editing existing schedules. A **Holiday Schedule** is created to restrict or permit access for a defined time. **Holidays** are then created, added to a Holiday Group, and assigned a Holiday Schedule.

Create Holiday Group

Holidays Groups are created to restrict or permit Doors, Floors, Devices or Users. Select **Holiday Groups** from the **Schedules** section in the left-hand side menu. Click the tab for the group type to be created.



Click **+Add** to start creating the group. Give the group a **Name** and optional **Description**.



Assign the Holiday Group to **Partition(s)**.



Holiday Schedules

Holiday Schedules are created to restrict or permit access to Doors, Floors, Inputs, Outputs and/or Users. Select **Holiday Schedules** from the **Schedules** section in the left-hand side menu. Click the tab for the schedule type to be created.



Click **+Add** to create a new schedule. Give the schedule a **Name** and optional **Description**.



Select which **partition(s)** will use the schedule.



Holiday Schedules (Continued)

There are several access types depending on the type of schedule being configured. A user schedule is shown in this example. Select the access type.

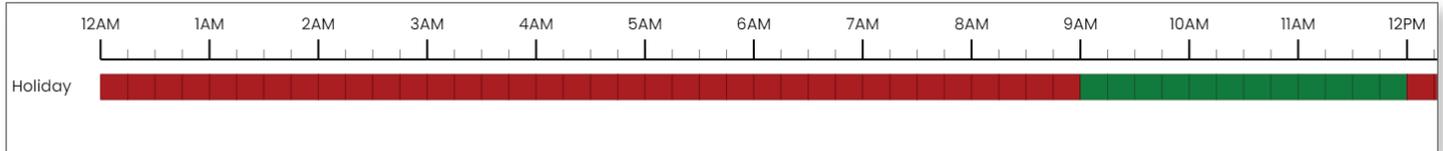
Not Allowed Allowed



Different access types are available depending on the type of schedule being created.

Lockdown Card Only Pin Only Card or Pin Card and Pin Unlock First Credential In Dual Credential

Hold left click and drag the cursor across the desired time.



Click **+ Create** to finish adding the schedule.

Adding Holidays from Presets

Select **Holidays** from the left-hand side menu. Click **+Add** to create a new holiday. Check the box for **Use Preset Holidays**.

Use Preset Holiday

Choose from a preset selection of Canadian, American and Jewish Holidays.

Canadian Holidays American Holidays Jewish Holidays

Choose a holiday from the preset list.

American Holidays

Select the partition for the holiday. Check any holiday **User Group**, **Door Group**, **Floor Group**, or **I/O Group** that will be affected by the holiday. Set the holiday schedule for each group being used.

Groups		Default Partition
User Groups		
<input type="checkbox"/> No Holidays		Holiday Lockdown
<input checked="" type="checkbox"/> Standard Holidays		Holiday Lockdown
Groups		
<input type="checkbox"/> No Holidays		Closed During Holiday
<input checked="" type="checkbox"/> Standard Holidays		Closed During Holiday
Floor Groups		
No Records Found		
I/O Groups		
No Records Found		

Click **+Create** to finish adding the holiday.

Adding Other Holidays

Select **Holidays** from the left-hand side menu. Click **+Add** to create a new holiday. Give the holiday a **Name** and optional **Description**.

Name	Required
Description	Optional Description

Click the **Occurs Annually** check box if the holiday will repeat yearly.

Occurs Annually	<input type="checkbox"/>
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Set the **Initial Date** and time for when the holiday begins.

Initial Date	<input type="text"/>
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Select the **Partition** for the holiday. Check any holiday **User Group**, **Door Group**, **Floor Group**, or **I/O Group** that will be affected by the holiday. Set the **Holiday Schedule** for each group being used.

Groups		Default Partition
User Groups		
<input type="checkbox"/> No Holidays		Holiday Lockdown
<input checked="" type="checkbox"/> Standard Holidays		Holiday Lockdown
Groups		
<input type="checkbox"/> No Holidays		Closed During Holiday
<input checked="" type="checkbox"/> Standard Holidays		Closed During Holiday
Floor Groups		
No Records Found		
I/O Groups		
No Records Found		

Click **+Create** to finish adding the holiday.

Updating Panels

No changes will be in effect until the panel is updated. Click **Update Panels** at the top of the page to send the programming to each panel. If AC Nio goes offline for any reason, the panels will continue functioning with the programming that was last updated.

 Update Panels
