

## Using 'Custom Days'

### Requirements

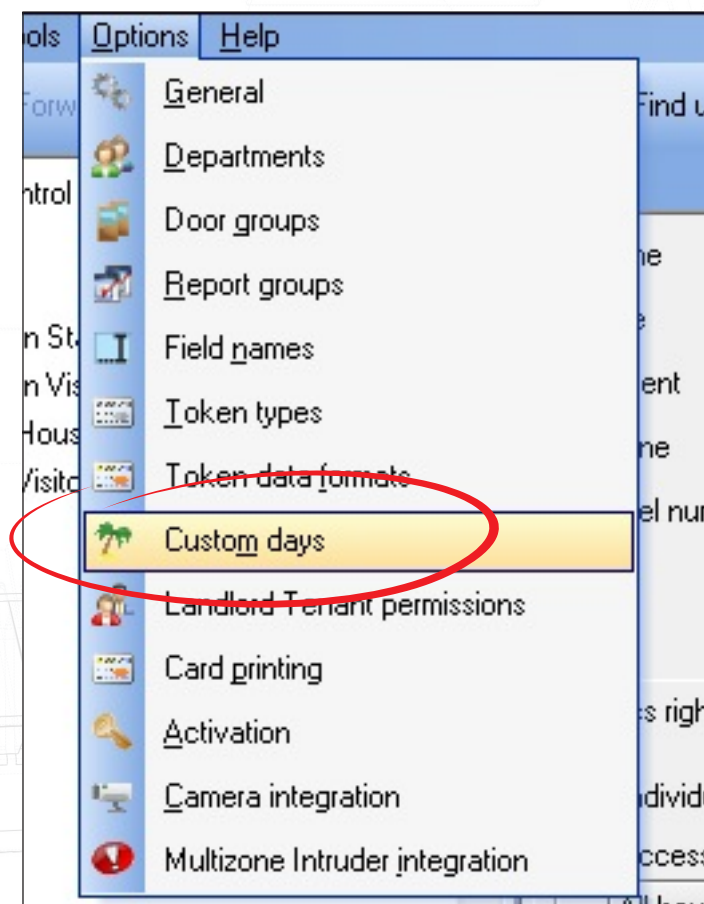
- Net2 Access Control Professional v5.0 or higher
- Compatible with Net2 plus ACU only
- See [www.paxton.info/720](http://www.paxton.info/720) for the minimum PC specifications and compatibility statement

### About

Custom days offers organisations flexibility in setting user permissions and door open schedules in advance of the standard 7 day week in a normal timezone.

### Creating a custom day

1. Open Net2 and select 'Custom days' from the Options menu.



2. Select the 'Types' tab and enter the name of the day you wish to create, followed by 'Add' after each entry.

The 'Options' dialog box is shown with the 'Types' tab selected. The 'New custom day' section contains the following fields:

- Date: 14 February 2014
- Type: Public holiday
- Description: (empty)
- Recurring: ☐

The 'Add' button is circled in red. Below the input fields is a table with the following columns: Date, Description, Type, and Recurring.

Date	Description	Type	Recurring

At the bottom of the dialog are buttons for 'Delete', 'OK', 'Cancel', and 'Apply'.

3. Once complete, select the 'Dates' tab
4. Select the date, then the type, give a description that covers that day and lastly choose whether this date will be recurring annually.

Note: A maximum of 26 custom day types and 100 actual custom days can be created.

The 'Options' dialog box is shown with the 'Dates' tab selected. The 'New custom day' section contains the following fields:

- Date: 14 January 2015
- Type: Quarterly sales meeting
- Description: (empty)
- Recurring: ☐

The 'Add' button is circled in red. Below the input fields is a table with the following columns: Date, Description, Type, and Recurring.

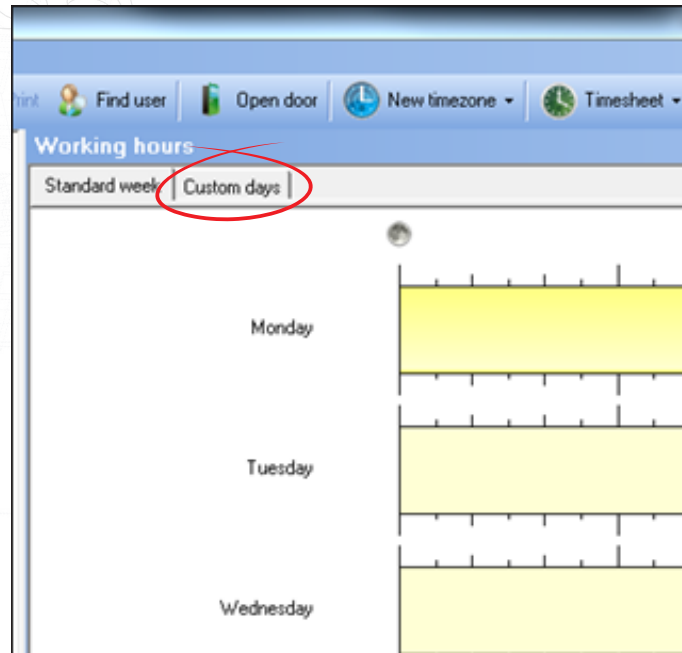
Date	Description	Type	Recurring
14 February 2014	Valentines Day	Late opening	<input checked="" type="checkbox"/>
16 April 2014	Quarter 1 review	Quarterly sales meeting	<input type="checkbox"/>
16 July 2014	Quarter 2 review	Quarterly sales meeting	<input type="checkbox"/>
14 October 2014	Quarter 3 review	Quarterly sales meeting	<input type="checkbox"/>
13 January 2015	Quarter 4 review	Quarterly sales meeting	<input type="checkbox"/>

At the bottom of the dialog are buttons for 'Delete', 'OK', 'Cancel', and 'Apply'.

5. Click Apply to save your changes.

## Operation

1. Once the new day entries have been created, go to the Timezone(s) that are affected by one or more of the custom day profiles you have just created. You will see the Timezone page now has a 'Custom days' tab



2. When you click the 'Custom Days' tab you will see all the days you have created.
3. Select the time you would like the custom day to be active
4. Apply your changes. This modified day type will automatically take effect on the date selected.