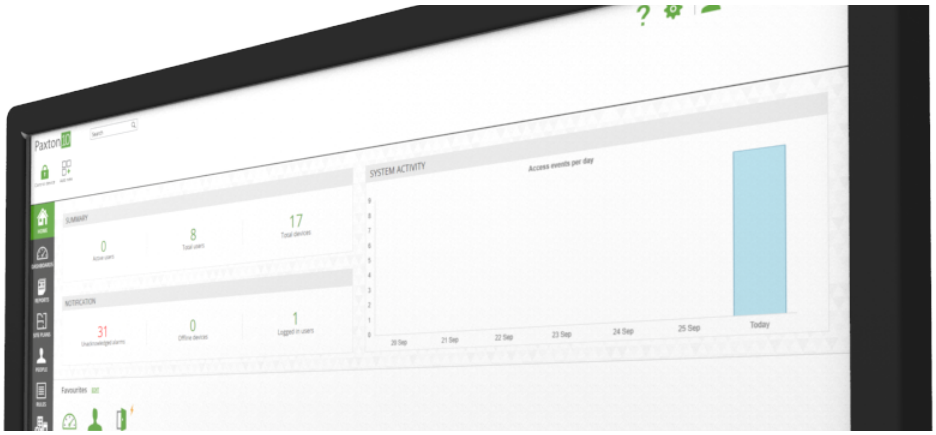


# How to create and use time profiles

## Overview

Time profiles are used to make the system behave differently at different times. Time profiles make it possible to change people's permissions at different times of the day or days of the week, as well as holding doors open or performing custom functions during certain times.

An example would be to have a Time profile of working hours; including this in a permission would mean that a person would only have permission during working hours.

Time profiles can be found in the 'Rules' section in the software.

## Default time profiles

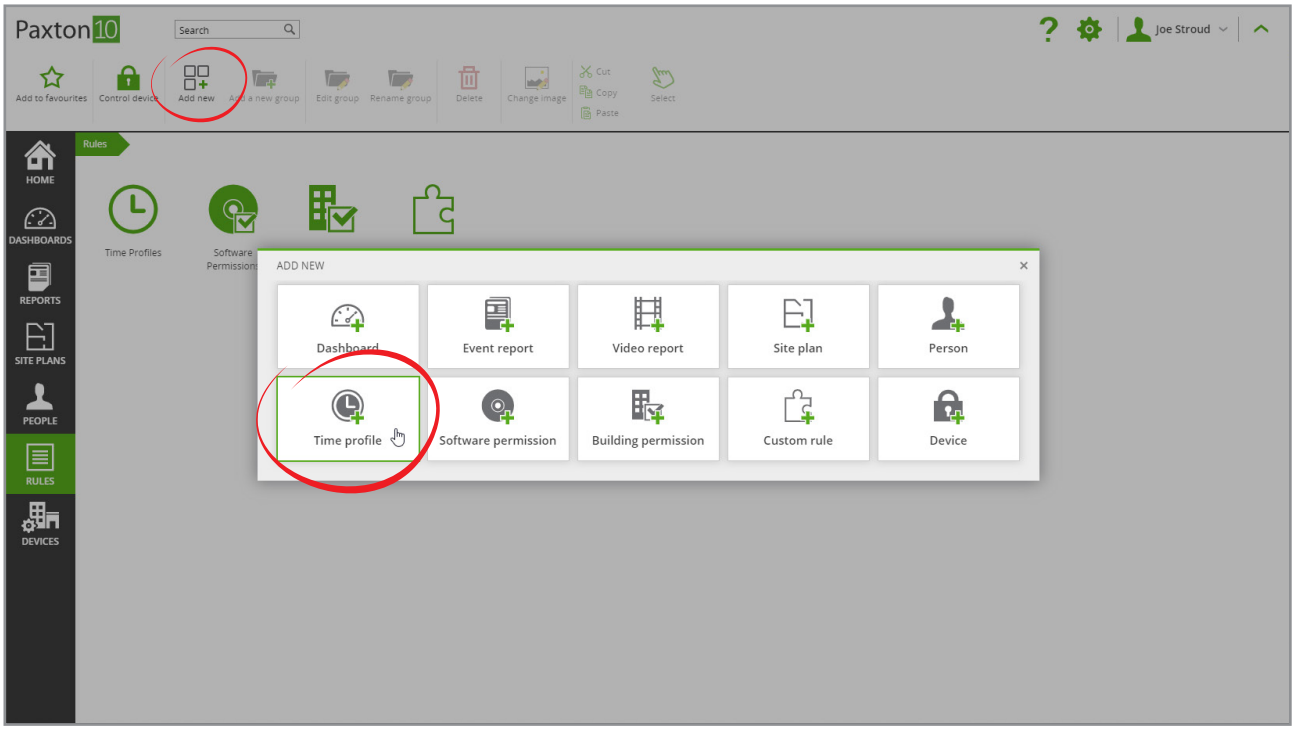
There are 2 default Time profiles:

- Working hours - Monday to Friday, 0900 to 1700. (Can be edited).
- All the time - Monday to Sunday, 0000 to 2400. (Cannot be changed).

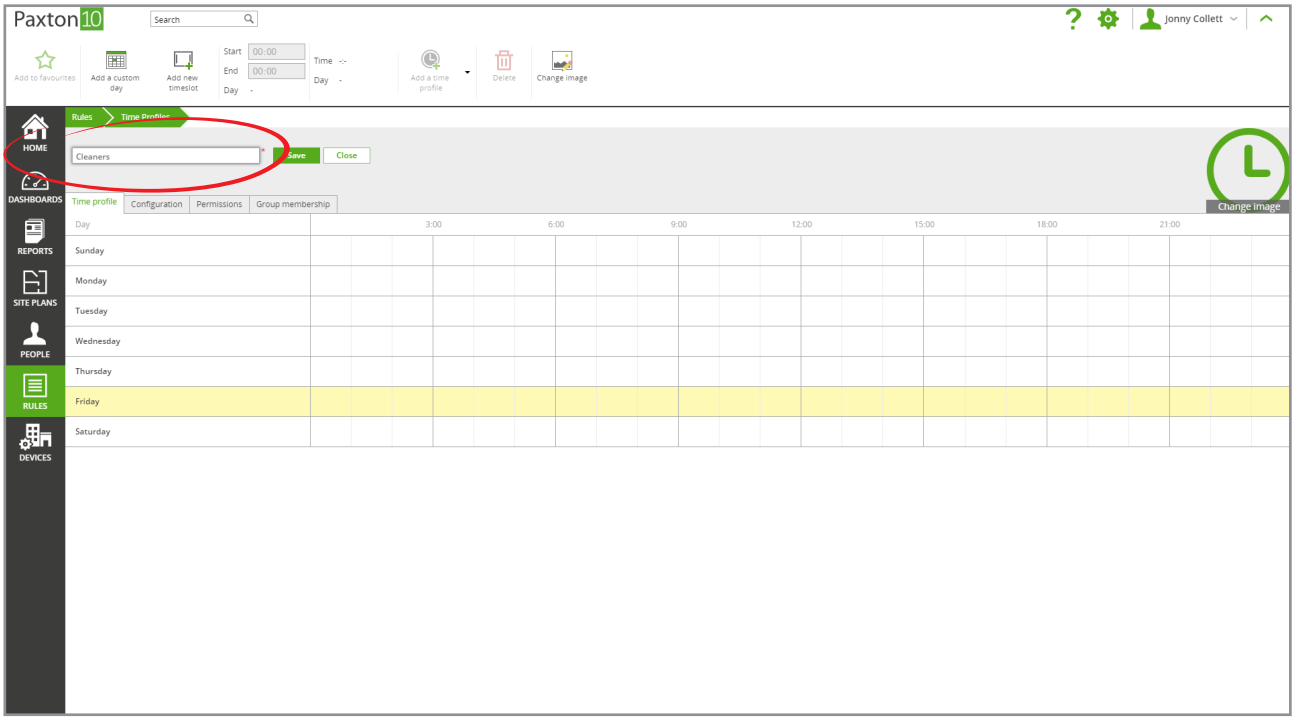
## Create a new time profile

1. From the ribbon, select '**Add new**'

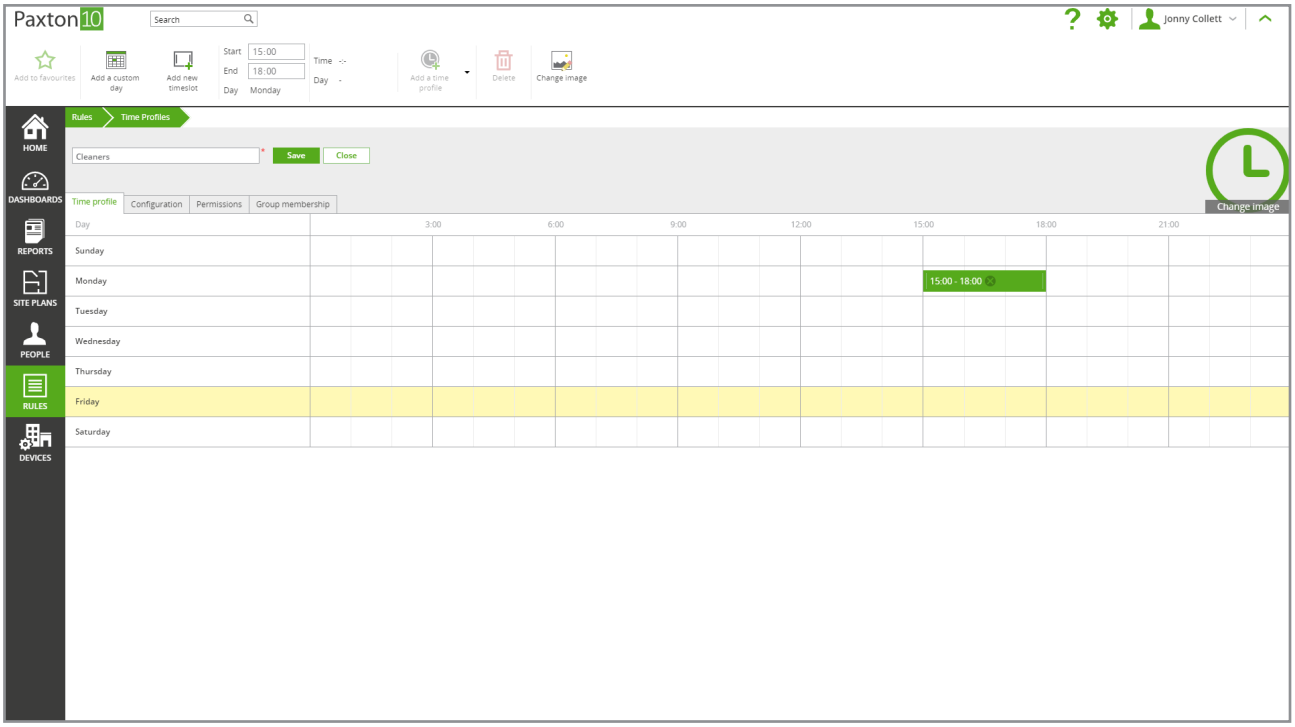
2. Select '**Time profile**'




3. Give the Time profile a name




4. To create a time period, click on a point on the timeline to mark the start time, then drag the mouse to the end point and click once more to mark the end time




5. Time periods can be edited by dragging either end to change the start or finish time. To delete, hover the mouse over the time period and then click x icon.

6. Repeat steps 4 and 5 until all of the required time periods have been created

7. Select '**Save**' - the Time profile has now been created

# Custom days

## What are Custom days?

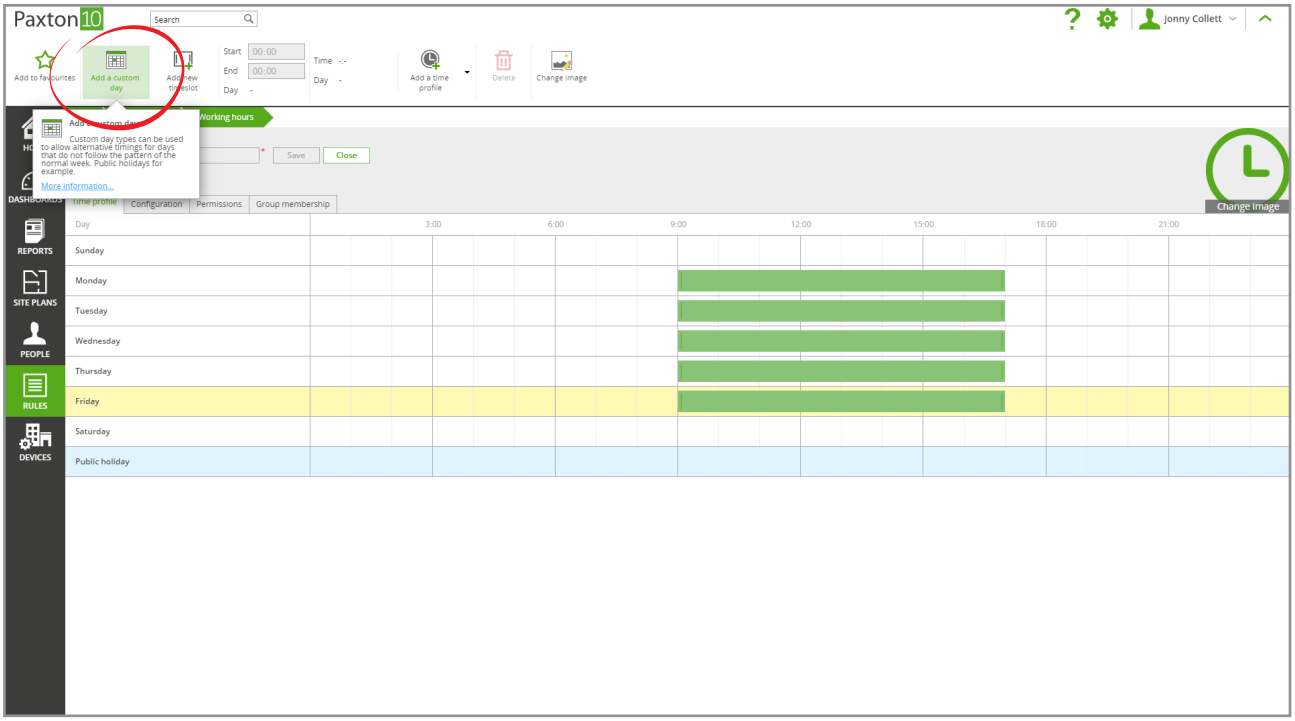
A Custom day is a date on which different rules are required. Custom days can be given a type, such as 'bank holiday', so that all Custom days in that type share the same schedule. On a Custom day, instead of following the schedule for that day of the week, the Time period for the type of Custom day will be used.

Example: A Custom day is created for the 31st December and is given the type 'New Year's Eve'.

New Year's Eve is added to 'Working hours', so that each year everyone finishes early on the 31st December, regardless of the day of the week.

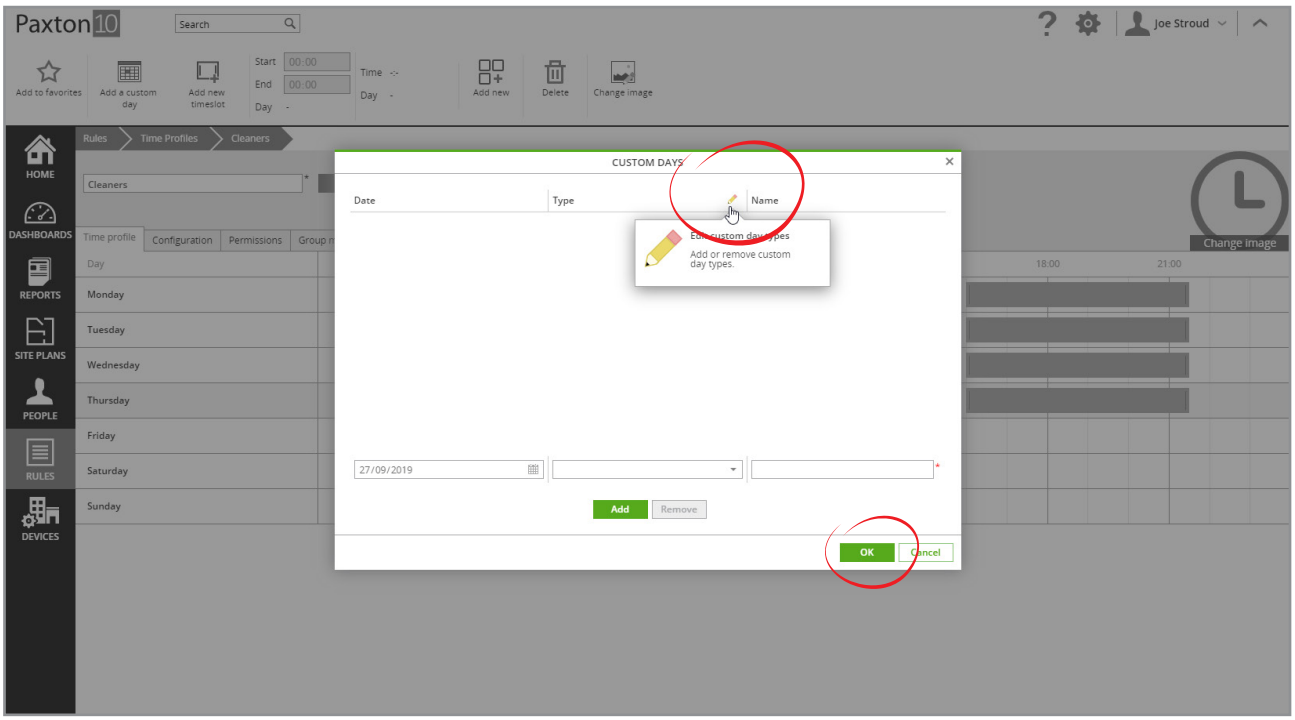
## Adding a Custom day

1. While on a Time profile, select '**Add a custom day**' from the menu
**Note: Full Software permissions for Options are needed**



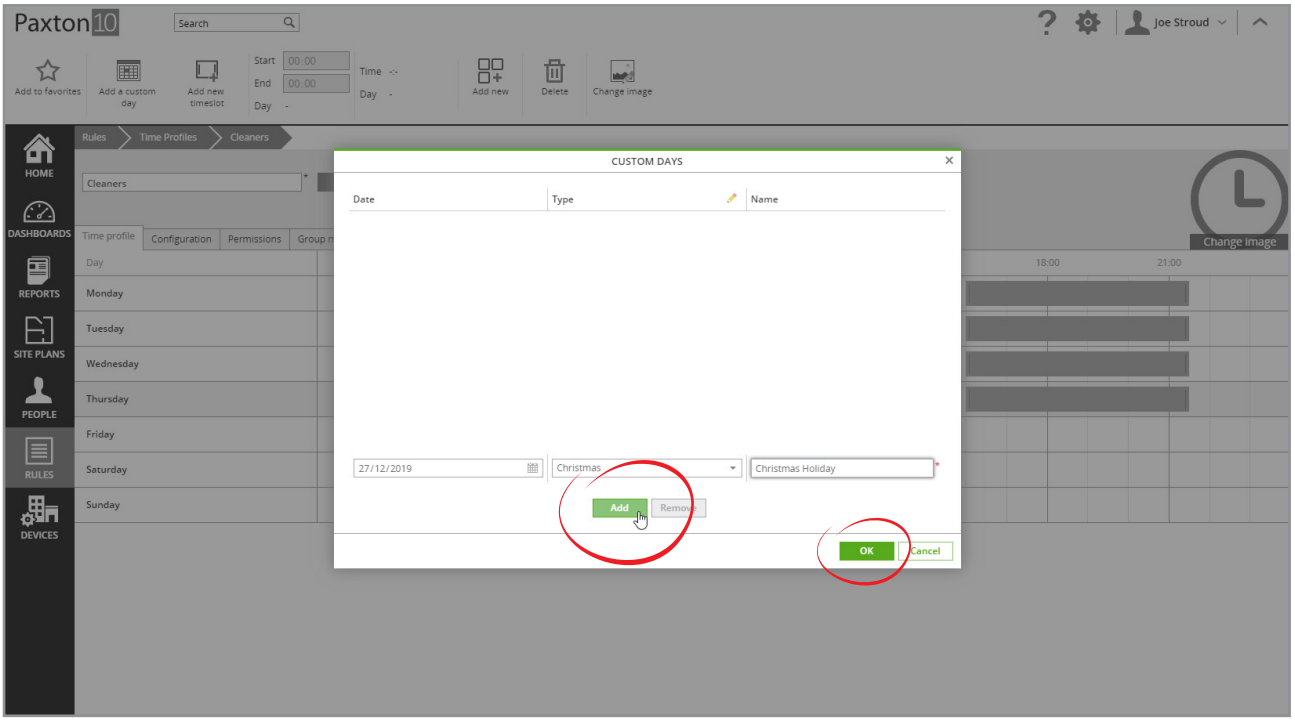

2. '**Public Holiday**' type will exist by default. To add more types, click the pencil icon in the '**Type**' column header, enter a name for the new type and then select '**Add**'

Click '**OK**' to return to your Custom days

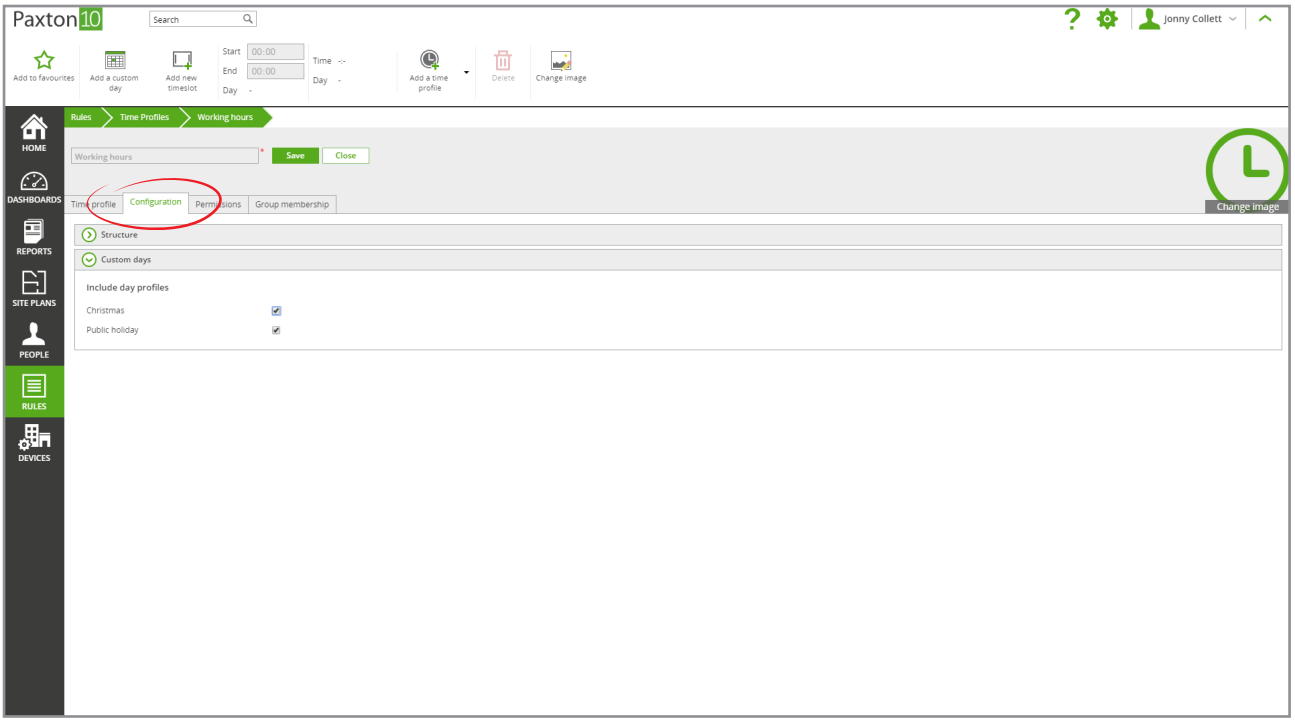



3. Select the date for the Custom day, the type of Custom day, and give it a name. Then click '**Add**'

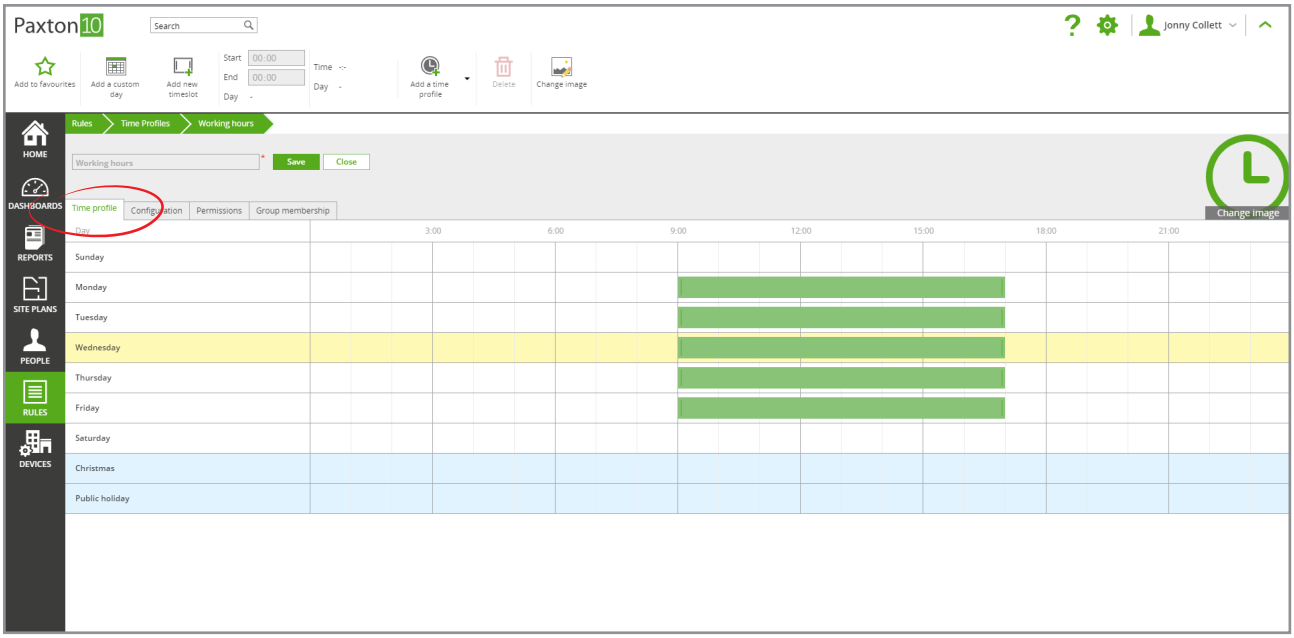
4. The Custom day is now created. Click '**OK**' to return to the Time profile




5. Go to the '**Configuration**' tab, then select '**Custom days**'. From the list of Custom day types, select the ones to include in the Time profile




6. Go back to the '**Time profile**' tab. The Custom days will now appear; time periods can now be added to these days



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