

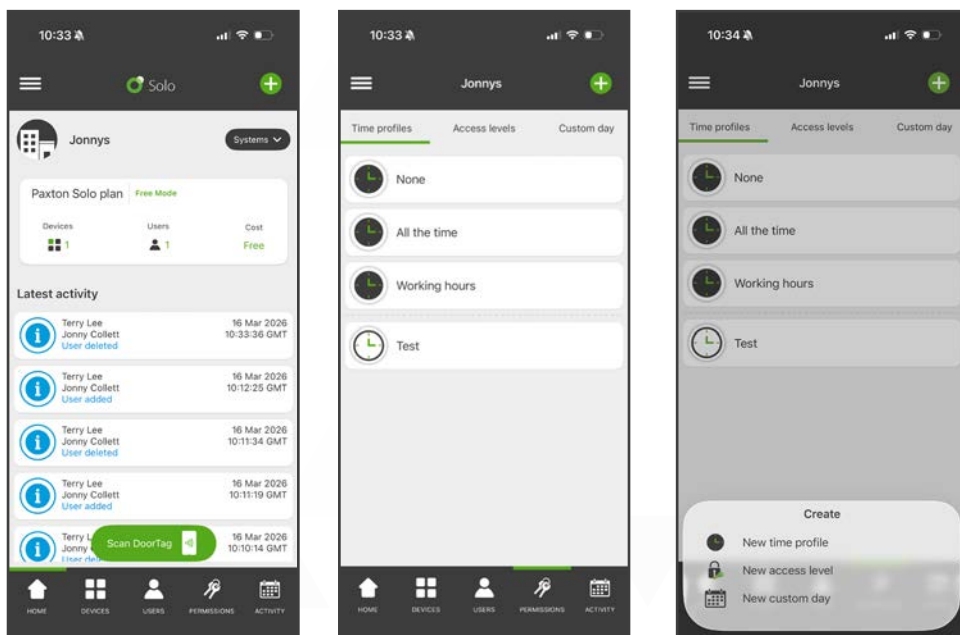
# How to create and use time profiles

## Overview

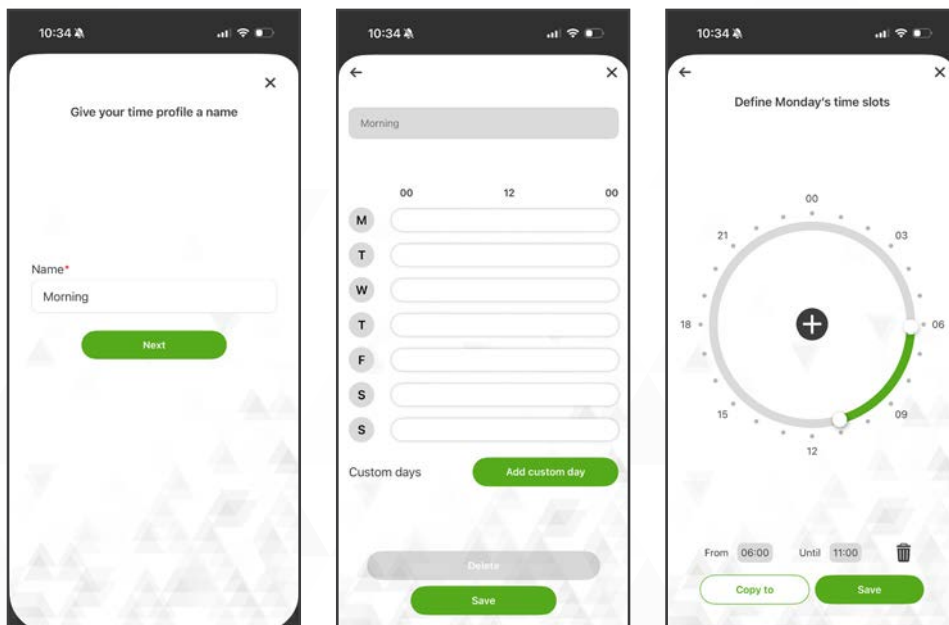
The Solo system offers robust and flexible time profile configurations, enabling users to automate access control based on specific time schedules. Time profiles are also used to define when doors should allow free access, ensuring both security and convenience requirements are met.

## How to create a new time profile

1. From the home screen, navigate to 'Permissions'.
2. Tap the green '+' icon in the top righthand corner.
3. Tap 'New time profile'.

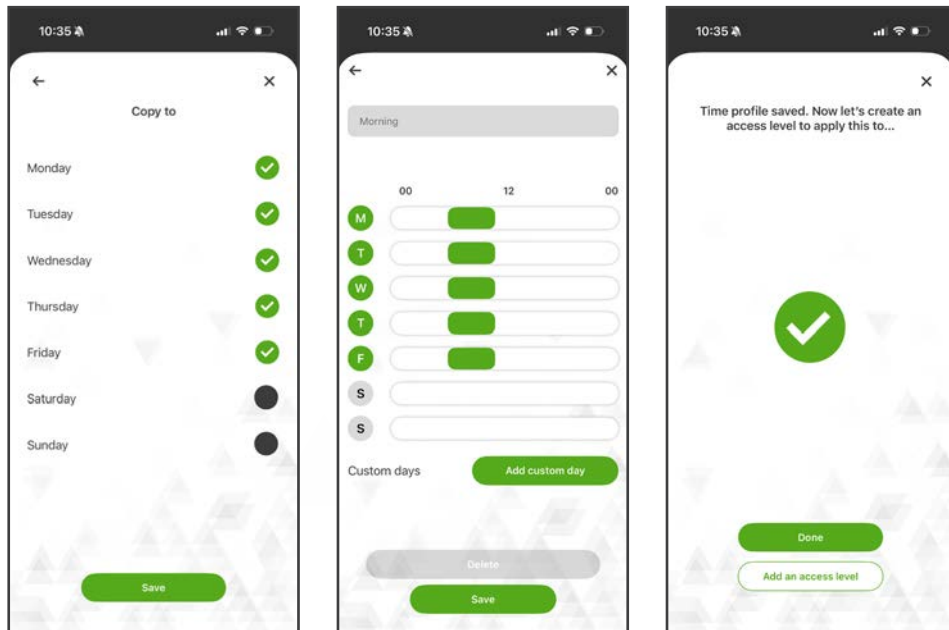


4. Give your time profile a name and tap 'Next'.
5. Tap on the day(s) you wish to apply times to.
6. Set the times you want to allow access. You can do this by tapping and dragging the handle or using the time field.

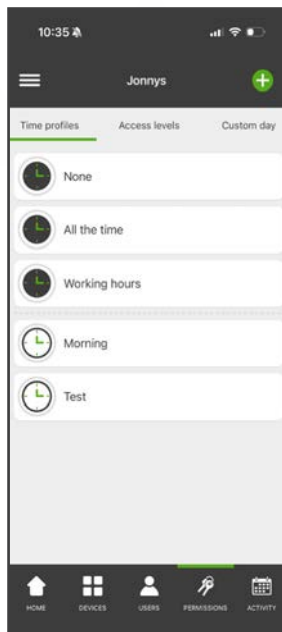


**Tip:** You can add multiple entries for the same day. Tap the '+' icon in the center of the screen and add another 'From' and 'Until' time. You can add up to 3 time entries per day. This is particularly useful for allowing access only at specific times during the day i.e. opening the main doors at school drop off and pick up times.

7. You can duplicate time entries across multiple days using the 'Copy to' button. Remember to tap 'Save' to save the duplicated daily entries.
8. Tap 'Save' to save your time profile.
9. Tap 'Done' to complete the process, or you have the option to create an Access level to apply your time profile to.



Your newly added time profile will be visible in 'Permissions > Time profiles'.



## How to edit or delete time profiles

Time profiles can be easily amended at any time by a system engineer.

1. Tap the time profile you wish to edit or delete.
2. Tap on the day you wish to edit. Remember to tap **'Save'** when you're finished making changes.
3. Alternatively tap **'Delete'** to delete the time profile.

