

How to set up custom days

Overview

The custom days feature allows users to set specific dates where access control rules change from the usual schedule. This is useful for holidays, special events or one-off closures.

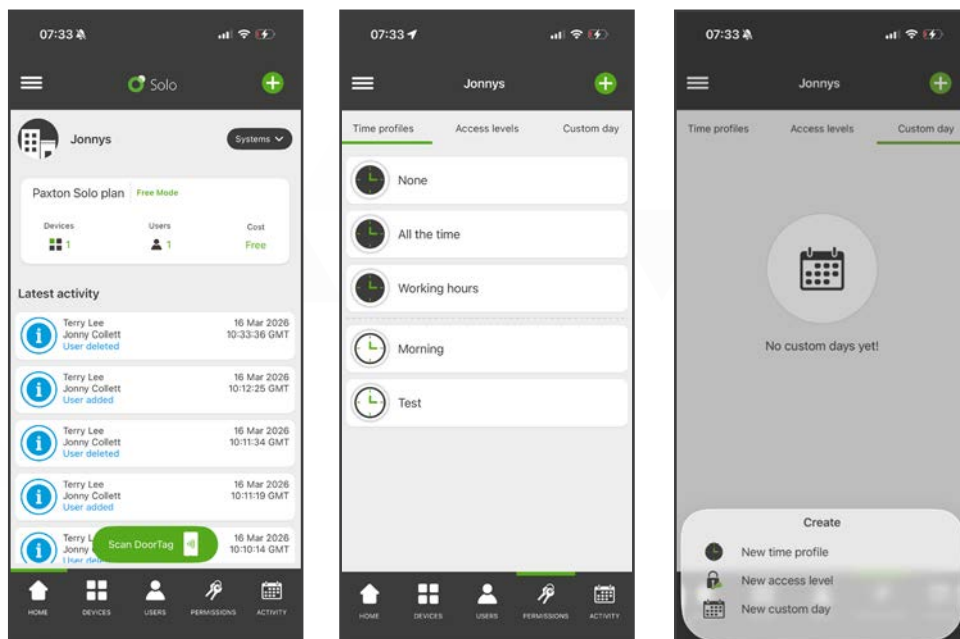
First, you will need to create a custom day such as 'Bank Holiday'. Next, you will select the dates of the year that this custom day should be applied. Once your custom day is created you can add it to a time profile where you can set your custom day behaviour.

Once a custom day is applied to a time profile, any time the Solo system or app uses the time profile it will behave as per the custom day setting on the specified date, replacing the usual time profile for that day. This affects 'access levels' and the 'auto unlock' setting.

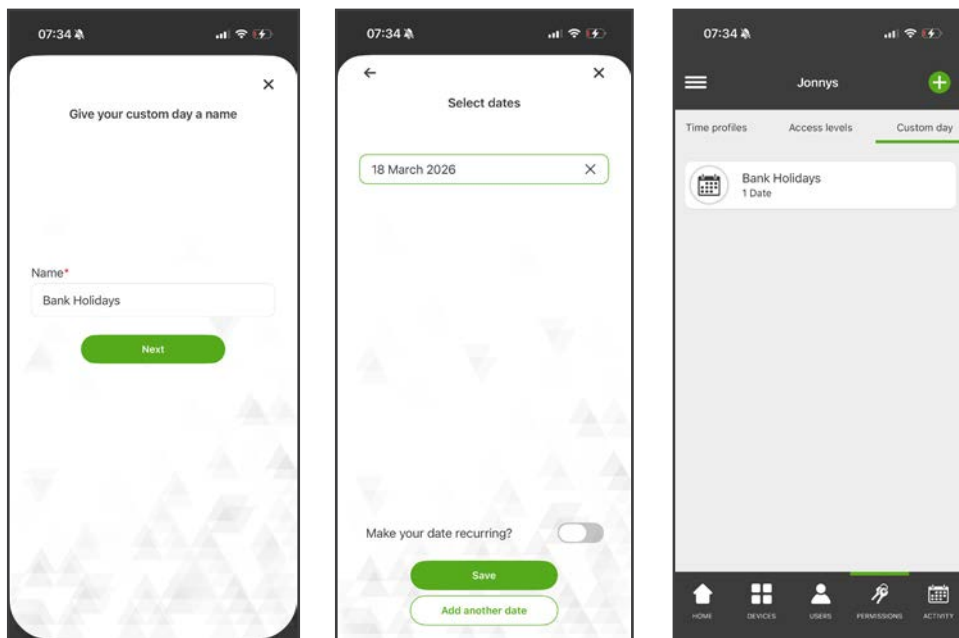
How to create a custom day

To create a new custom day:

1. From the home screen, navigate to '**Permissions**'.
2. Tap the green '+' in the top righthand corner.
3. Tap '**New custom day**'.



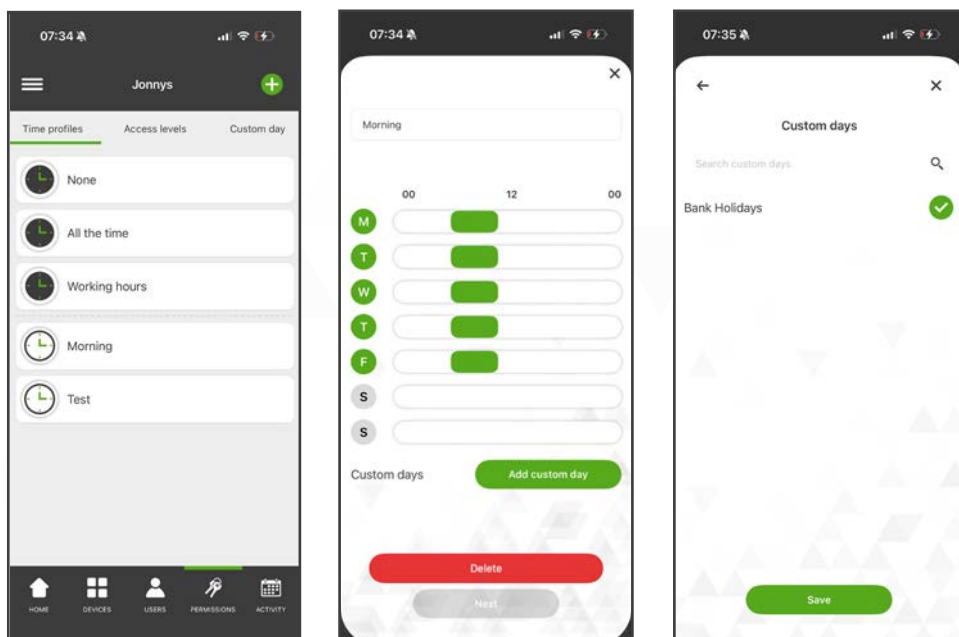
4. Give your custom day a name and tap '**Next**'.
5. Select the dates of the year this custom day should apply to, and tap '**Save**'.
 - a. If you want this custom day to apply to the same date each year, select '**Make your date recurring**'.
6. Your custom day is now created.



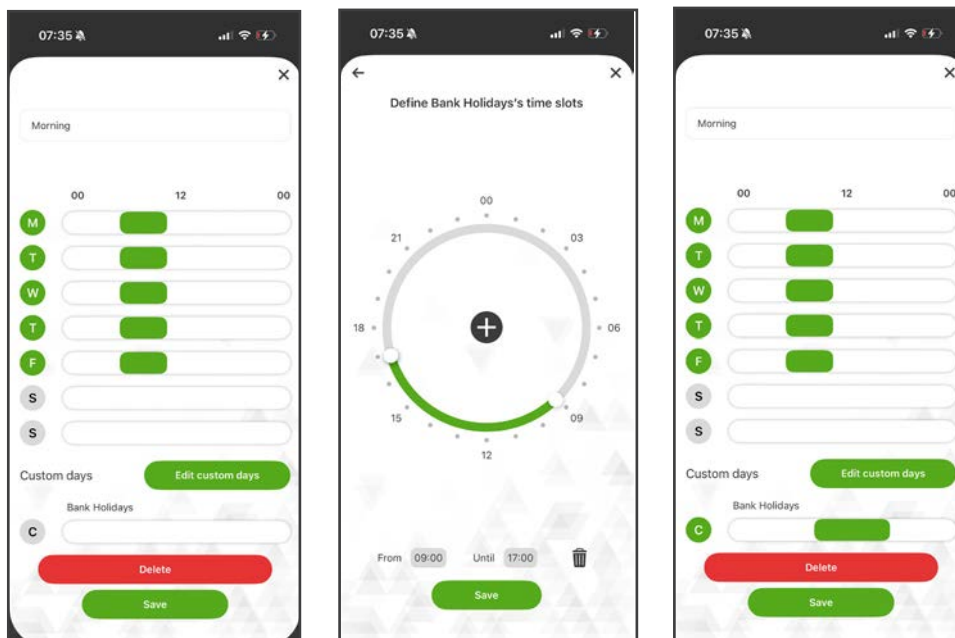
How to assign a custom day to a time profile

Once you have created a custom day, you will now need to assign it to a time profile and set the time slots desired for that day.

1. From the home screen, navigate to 'Permissions'.
2. Tap on the time profile that you want to assign your custom day.
3. Then tap on 'Add custom day'.



4. Select the custom day(s) you want to add to this time profile and tap 'Save'.
5. Tap on the custom day that now shows on the time profile.
6. Define the time slots for the custom day and tap 'Save'.



Your custom day will now display the applied time slots.

Examples

Below are two examples of how a configured custom day would affect how Solo operates.

Access levels

A custom day has been created called '**Bank holiday**', there is one date added to this custom day, **26th May**.

The custom day '**Bank holiday**' has been added to the time profile called '**Cleaners shift**'.

The '**Cleaners shift**' time profile is Monday to Friday, 5pm until 9pm for each day. The '**Bank holiday**' custom day has no time slots added.

All cleaners have an access level that gives them access to all doors during the '**Cleaners shift**' time profile.

On **26th May** the cleaners will not be able to access the doors at all, as the custom day '**Bank holiday**' has no time slots added within the '**Cleaners shift**' time profile.

Auto unlock time

A custom day has been created called '**Open evening**'. There are two dates added to this custom day, **10th June** and **22nd October**.

The custom day '**Open evening**' has been added to the time profile called '**Open hours**'.

The '**Open hours**' time profile is Monday to Friday, 8am until 4pm, each day. The '**Open evening**' custom day has 8am until 4pm selected, as well as 5pm to 9pm.

The door 'Front door' has auto unlock set to '**Open hours**'. On a standard Monday to Friday day, the 'Front door' would be freely open from 8am until 4pm. On the **10th June** and the **22nd October**, the 'Front door' will be freely open from **8am until 4pm** and also **5pm to 9pm**.