

How to Add Schedules in Acre Access Control



At a Glance

Schedules are crucial in access control because they allow organizations to manage who can access specific areas at specific times. They enable the implementation of rules based on time, day of the week, and other factors, ensuring that access is restricted or allowed appropriately for various situations, like normal business hours, off-hours, or holiday periods.

To add schedules in Acre Access Control follow the below steps

Navigate to Schedules: Start by logging into your Acre Access Control system and navigating to the "Access Configuration" tab. Within this tab, locate and select "Schedules".

Create a New Schedule: Click the "Add Schedule" button to initiate the creation of a new schedule.

Name the Schedule: Assign a descriptive name to the schedule to easily identify it.

Define Schedule Duration: Click "Add Schedule Duration" and select the specific days of the week the schedule should be active. Specify the start and end times for the schedule and save it.

Define Access Levels: Click "Access Levels" and select the "Add Access Levels" then assign a display name. On the right hand side click on "Add Access Level Entry" select the "Reader" and select the "schedule" that was created earlier and save it. Another way to provide access level by clicking on "Assign Person" and search and select the user name and save it.

Optional Holiday Exception: If desired, you can apply a Holiday Exception set to the schedule.

Submit the Schedule: Once all details are entered, click "Submit" to save the new schedule.

Video Demonstration

Click the below link to watch the video how to add schedule in Acre access control.

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Contact Us

For further information, please reach out to us at info@ogstechnology.com.

OGS Technology.

Address: 155 Meadow Street, Branford, CT 06405

Phone: [\(866\) 531-8599](tel:(866)531-8599)

Website: www.ogstechnology.com