CDVI **Support Centre**
Security to Access

How to define and manage schedules in the ATRIUM software

Introduction

A schedule can be used to unlock doors, control access to areas, and much more. Schedules play an important role in the operation of many ATRIUM functions and are widely used throughout the software (see the **Where Schedules Can be Used** table below). A schedule is made up of time periods which determine when that schedule will be valid. Each period in a schedule specifies the days and times the schedule will be valid.

From the **Dashboard** tab, click on the **Schedules** icon. From this page, schedules may be added, edited, and deleted.

By default several schedules are defined. The **Never** and **Always** schedules cannot be modified or deleted.

- **Always**: This schedule is valid 24 hours a day, 365 days per year including any programmed holidays.
- **Never**: This schedule is invalid at all times.

📄 The other pre-defined schedules are not described here. Use the **Properties** button to see the parameters of each schedule and to adapt the schedule to your own needs if required.
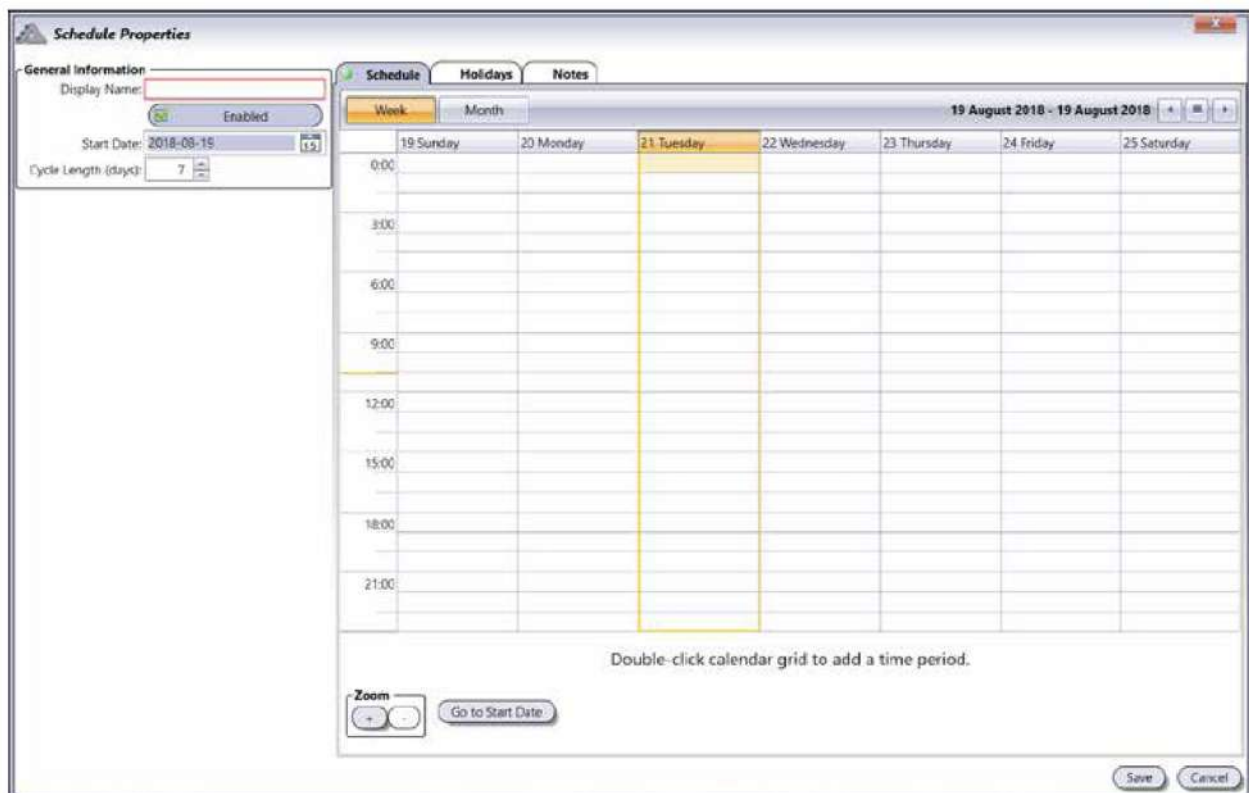
Where Schedules Can Be Used

USED IN	AFFECTS	REFER TO
Access Levels	Areas access	**This article**

Door	Door Unlock Schedule	**This article**
Door	REX Unlock Schedule	**This article**
Macro	Macro Schedule	**This article**
Elevator Integration	Floor Schedule	**This article**

Adding a Schedule

From the **Dashboard** tab, click on the **Schedules** icon and then on the **Add** button.

General Information

- **Display Name**: Identifies the schedule throughout the ATRIUM software. We recommend using a name that is representative of the schedule.
- **Enabled**: When selected, activates the schedule.
- **Start Date**: Enter an initiating date for this schedule (**yyyy:mm:dd**) or select a date using the **calendar icon** next to the **Start Date** field. The schedule starts at the date specified.
- **Cycle Length** (days): The schedule is repeated after the number of days specified. The **Schedule** tab displays up to 7 days at once. If the schedule is based on more than 7 days, use the right/left scrolling arrows located at the top right of the window to access the other days.

Schedule Tab

The **Schedule** tab allows you to set the time period(s) per day.
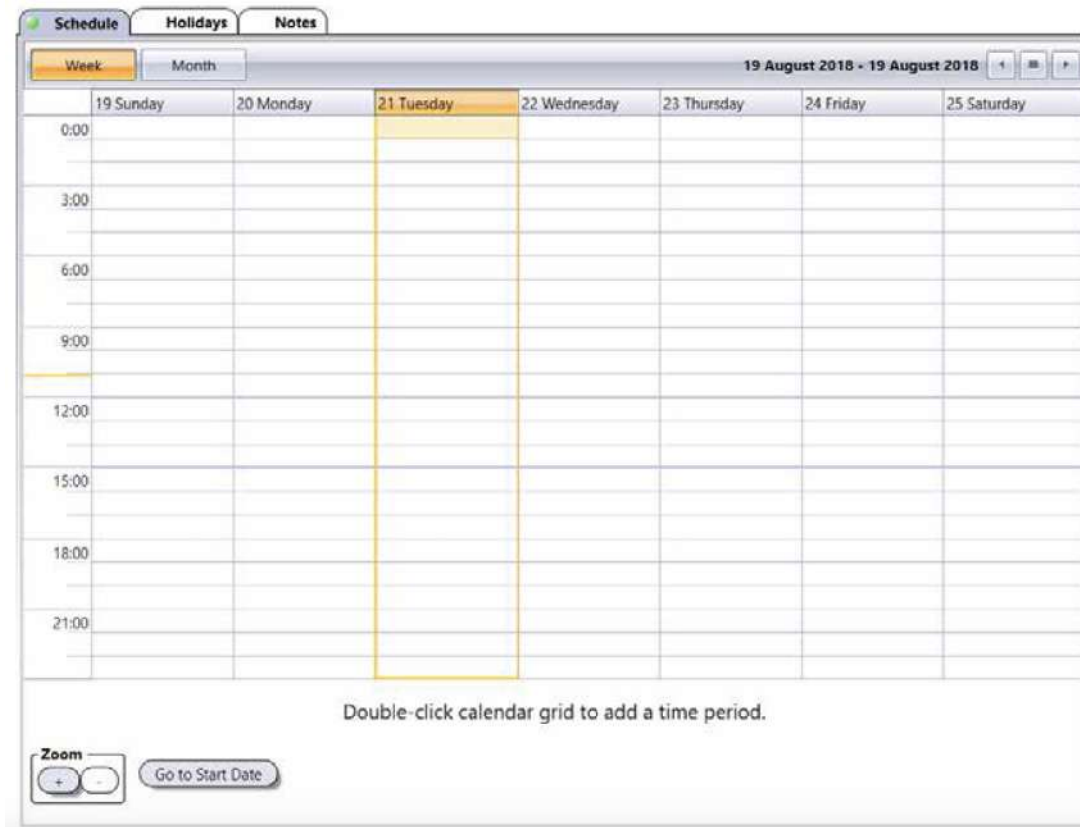
- **Week button**: Displays a week-based view.
- **Month button**: Displays a month-based view.
- **Zoom + and - buttons**: Increase and decrease the calendar grid granularity. The granularity goes from **5 minute** to **1 hour** increments. The **Zoom** buttons are only available in the **Week** view.
- **Go to Start Date**: Brings the display to the start of the schedule.

To add a time period:

1. Double-click the corresponding day in the calendar grid to add a new time period.
2. Extend the created period to the desired starting and ending times.
3. Proceed with steps 1 and 2 to add additional time periods the same day or to other days.

To delete a time period:

1. Click on the desired time period and click the **cross** to delete it.

Holidays Tab

Allows you to include or exclude holidays to/from the schedule. A schedule with an included holiday will remain valid. A schedule with an excluded holiday will become invalid for the duration of the holiday.

ⓘ Holidays must be defined first. Refer to **this article** for more instructions on how to define a holiday.
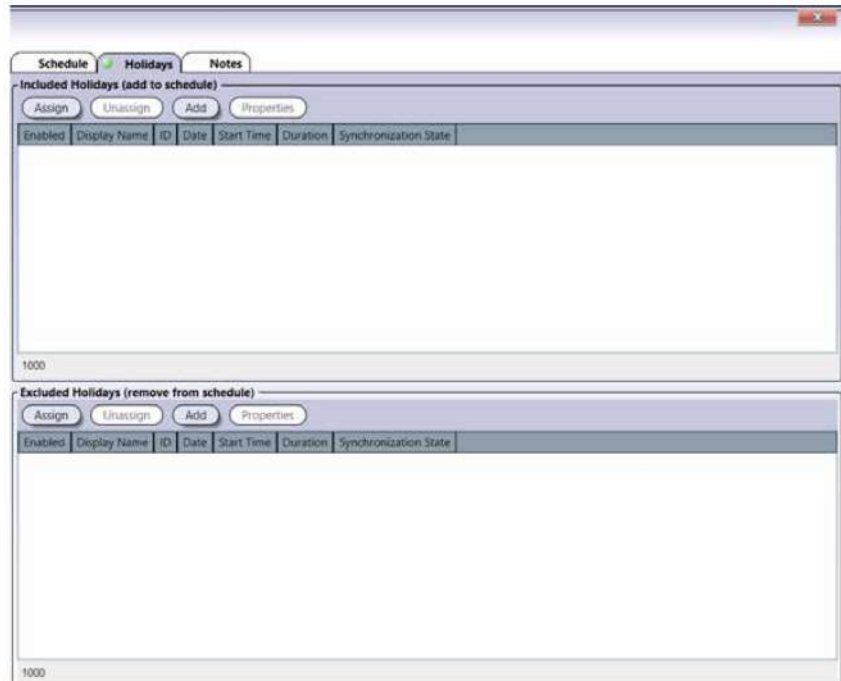
Included Holidays and Excluded Holidays

An included holiday adds the holiday period to the regular schedule while an excluded holiday removes the holiday period from the regular schedule.

- **Assign**: Select the holidays that should be included/excluded in/from the current schedule and click on **Assign**.
- **Unassign**: Select the holiday that should be removed from the list of included/excluded and click on **Unassign**.

📄 The choice of including and excluding a specific holiday must be exclusive (not both).

- **Add**: Allows you to define and add a new holiday. Click on the **Add** button to add a new holiday. Refer to **this article** for more information.

- **Properties**: Allows you to edit a holiday. Select a holiday from the list and click on **Properties**. Refer to **this article** for more information.

Notes Tab

Use the **Notes** text field to record any additional notes that may be required. We recommend that you keep a log of what settings were changed and when they were changed.

Save Button

Use the **Save** button to save changes.

Modifying a Schedule

Select a schedule from the list and click on the **Properties** button. See the **Adding a Schedule** section in this article for more information.

Deleting a Schedule

To delete an existing schedule, select the schedule from the list and click on the **Delete** button. A dialogue box will appear requesting confirmation.

> ☼ Next, understand more about **areas in the ATRIUM software** and how to manage them.