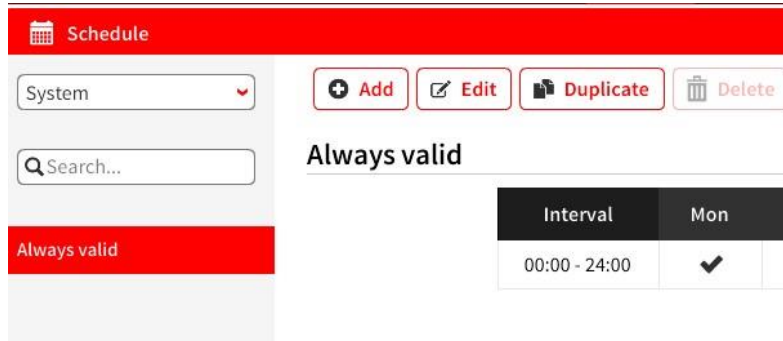


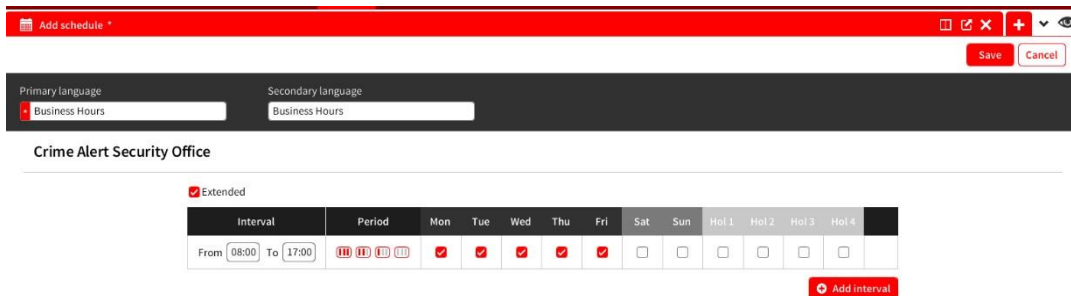
## Setting up Schedules in Entrypass Web

To set up a new door schedule, go to the Schedule tab on the top Menu. Drop down where it says System and select your site.

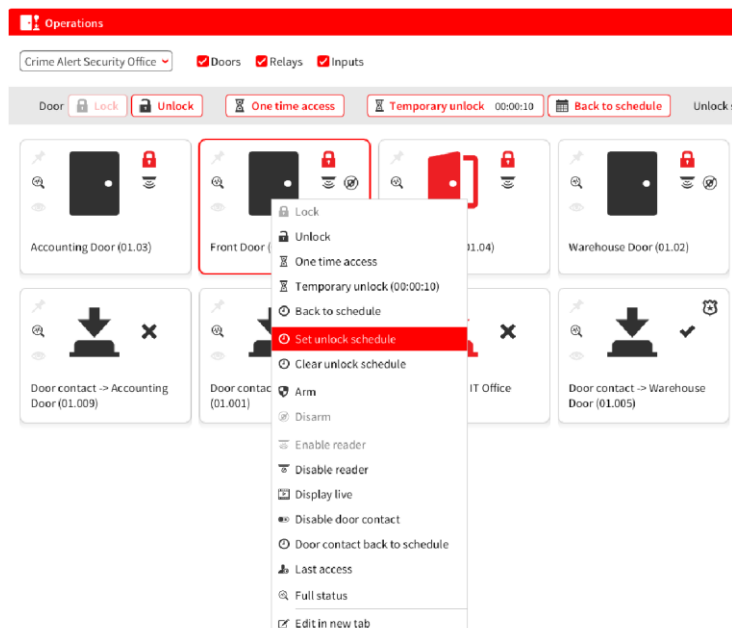


Press the Add button to add a new schedule.

Name your new schedule at the top. Select the days for which the schedule applies. Then select a time interval. Select Add interval for more complex schedules. Save when



completed



To Set an Unlock Schedule:

Go back to the Operations page, right click on the desired door. Please note that this means that for the times selected, the door will be completely unlocked: i.e, no swipe will be needed. This is ideal for places you want to be completely accessible to the public at certain times of the day, such as a sales lobby.