

Go!Control

HOW TO CREATE SCHEDULES

How To Create Schedules

- ▶ You can create a schedule for when a particular code can be used.
 - ▶ For example: You may have guests visiting, or a housekeeper, or handyman that needs access to the home when you are not there.
- ▶ Rather than allowing them full access, you can create specific dates and times those user codes can be used.
 - ▶ For example: The housekeeper's code might be set to only allow the system to disarm every Tuesday from 9am-12pm with that specific code.

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1. Creating a schedule for a secondary user code is an option we have while in the *User Management* section.



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2. Once we create a secondary user code, the control panel will ask us when the panel should recognize the user's pin.
 - The options are **Always**, **Never**, or **By Schedule**.



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3. If you select **By Schedule**, a button labeled **Edit Schedules** will appear and you will be able to select **Add Schedule**; then, select from three schedule options: *Recurring*, *Date*, or *Date Range*.



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4. Date selects a single specific date and time period the user code is valid.
5. Date Range selects a starting date and ending date and a time period the user code is valid.
6. Recurring selects days of the week and a time period the user code is valid.

