This section covers how to create and manage the various schedules used to maintain your facility and to help meet the business and security needs of the groups residing within. Below you we cover how to manage your Holidays, create and configure Timezones. We will discuss the relationship between the both Holidays and Timezones, and will show you how to configure Timezone/Reader Modes to allow you to manage public access to your facility on a schedule.

All of the items discussed in this section can be found in the ‘Timezone’ section of BASIS. To view this section:

1. Open System Administration E.T.
2. Go to the Access Control menu → Timezones.
Managing Holidays:

Holidays are an exception to a timezone and will disable timezones during the specified day unless a timezone has been configured for that holiday type. For example, if a room is closed for an occasion that only happens on one specific date, you can specify that as a holiday, and the holiday configuration will override your timezone and the doors will not open as usual (provided that the timezone is not configured with that holiday type). Following that holiday your timezone will continue to work as it had.

Upon opening the window you will see the configuration settings for Holidays. This is where you should set any specific days that differ from the normal operation of your segment.
To add a Holiday:

1. Click Add.
2. Set a name for the holiday, in a format that will make sense to anyone that may need to edit access for your segment.
3. Select a holiday type, and a name for the holiday type, if you haven’t already. The holiday type will be used for adding holidays for a timezone. Please be sure to organize holidays and holiday types in a way that makes sense to your segment. For example, Type 1 could be University holidays where offices are closed, Type 2 could be holidays your office needs (such as office parties and other all-day events), etc. This will help to ensure that features that should continue to execute on some types of holidays can be properly configured.
4. Set a start date on the calendar space, and select the duration of days the holiday will last.
5. Click OK.

To modify a Holiday:

1. Select the holiday you wish to change.
2. Click Modify
3. Make any name, date, or type changes you wish
4. Click OK

To delete a Holiday:

1. Select the holiday you wish to delete.
2. Click Delete
3. Click OK
Adding and Managing Timezones:

Timezones are utilized by the application to validate, authorize, or perform various tasks and functions on a schedule. They can be used as a way to organize a range of days and times where you want access control to differ from the normal mode (i.e. unlocking an area during business hours and locking it over night). Timezones are also associated with access levels so that an individual can be authorized to enter an area during certain times of the day and days of the week.

Click on the Timezones tab to view the timezone configuration window which will contain a list of current timezones. By default, the only two available are Always and Never. These timezones are considered system timezones and can’t be modified or deleted.
<table>
<thead>
<tr>
<th>Holidays &amp; Timezones</th>
<th>Manual Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ORG-Man-001</td>
</tr>
</tbody>
</table>

**To add a timezone:**

1. Click Add.
2. Write a name for the timezone. Make sure the name will make sense to you and anyone else that may need to edit access in the future.
3. Select the time and day range for the timezone in the interval section. In the example above, the timezone covers Monday-Friday 5 PM to 5 AM. *It is important to note that if you wish a timezone to cross over midnight you must add it as two separate rows in the intervals section. Setting it from 17:00 – 05:00 will not work.*
4. Here is where Holidays come into play. For example, if the timezone you are creating is going to be tied to an access level that should still allow people in the facility if it is a office specific holiday (H2) but not a University holiday (H1) then you must select the H2 option for all of the intervals you may have created. Having H2 selected essentially means “This timezone should continue to work even if it is a type 2 holiday today.”

**To modify a timezone:**

5. Select the timezone you wish to change.
6. Click Modify
7. Make any name or interval changes you wish
8. Click OK

**To delete a timezone:**

4. Select the timezone you wish to delete.
5. Click Delete
6. Click OK
**Timezone/Reader Modes:**

Timezone/Reader Modes are used to manage public access to an area on a schedule. They allow you to unlock specified doors during a chosen timezone. Most commonly these are used to unlock the outside doors to a facility during work hours (7-5pm), and then to lock it overnight.

*It is important to note that the Timezone/Reader Mode will not maintain the mode but instead will just unlock the door at 7am and relock it at 5pm. If you change the mode between 7am and 5pm to locked, the Timezone/Reader Mode will not adjust the setting back to unlocked.*

Click on the Timezone/Reader Modes tab to view the list of readers currently configured on a timezone.
Click Modify to make any changes. *As you may notice the Add and Delete buttons remain disabled. They are not used by this feature*

To Add a Reader to the Timezone/Reader Modes:

1. Select the reader(s) you want added to the timezone.
2. Select the timezone you want applied to the reader(s).
3. Select the modes you want the reader to change to at both the start and the end of the timezone.
   *In the example above, the reader Demo Case Prox is set to “Card-only” at the beginning of the Overnight_Shift timezone, and then set to “Unlocked” at the end of the Overnight_Shift timezone. Please keep in mind that the reader modes will only change at the beginning and end of the timezone, not during.*
4. Select Assign to moves your selections to the right of the screen.
5. When you are finished, click OK.
To Modify a Reader in the Timezone/Reader Mode:

1. Click Modify
2. Select the Reader(s) you wish to change from the reader list on the left side.
3. Make the timezone, start, or end mode changes you wish to have.
4. Click on ‘Assign ->’
5. Click OK

To Remove a Reader from the Timezone/Reader Mode:

1. Click Modify
2. Select the Reader(s) you wish to remove from the list on the right side.
3. Click ‘<- Remove’
4. Click OK.