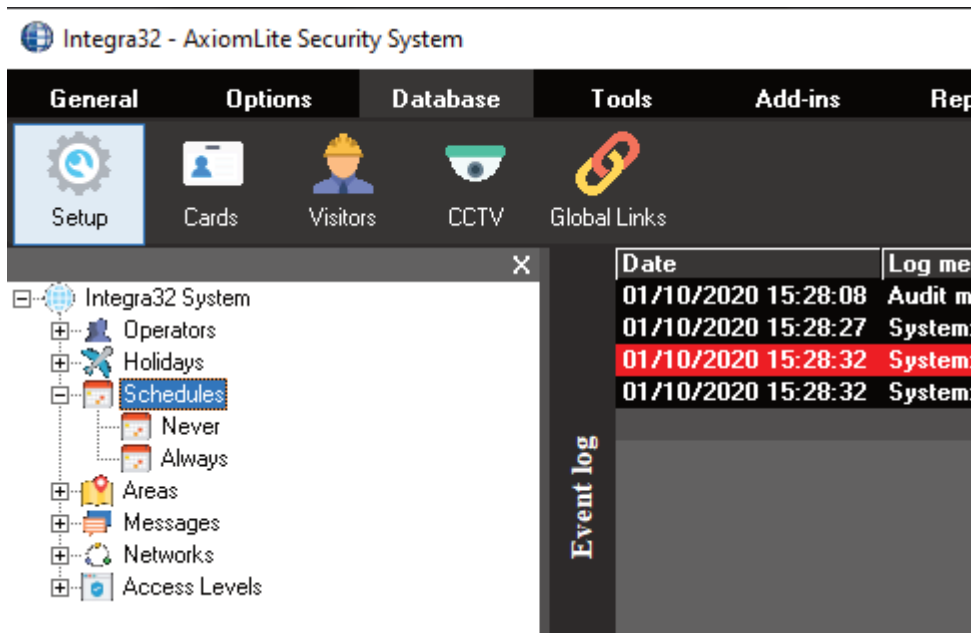




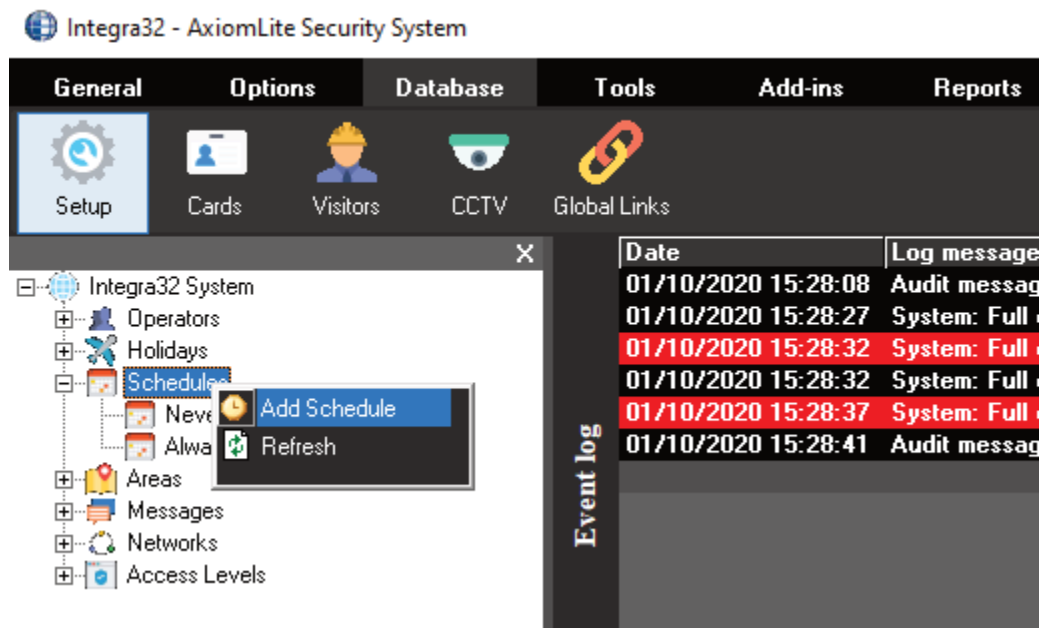
Technical Guide

Adding/setting up a Schedule

Create a new schedule by right clicking **schedules**.

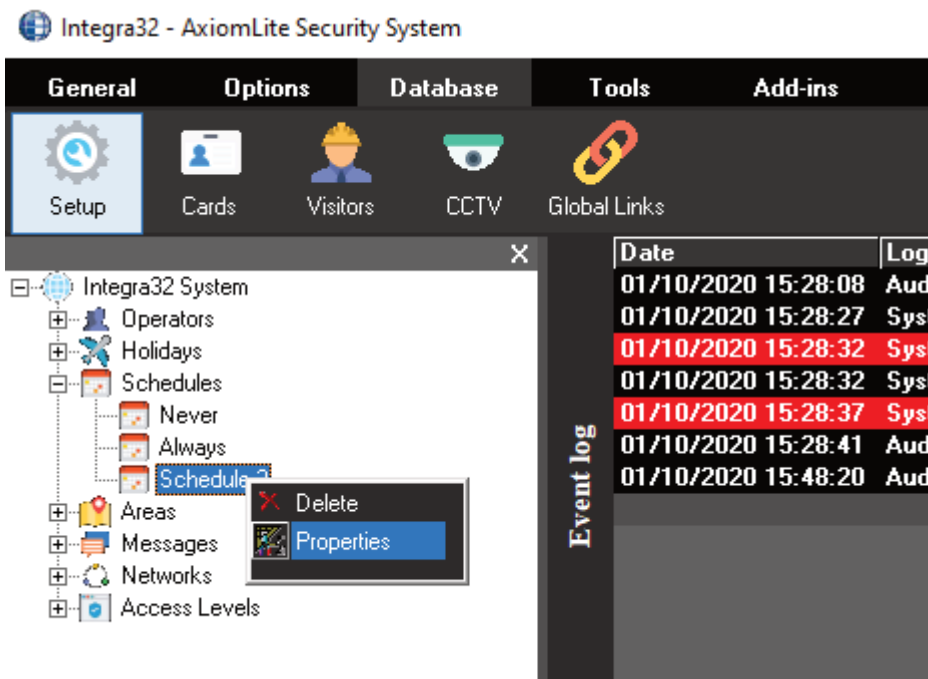


Select **Add Schedule**

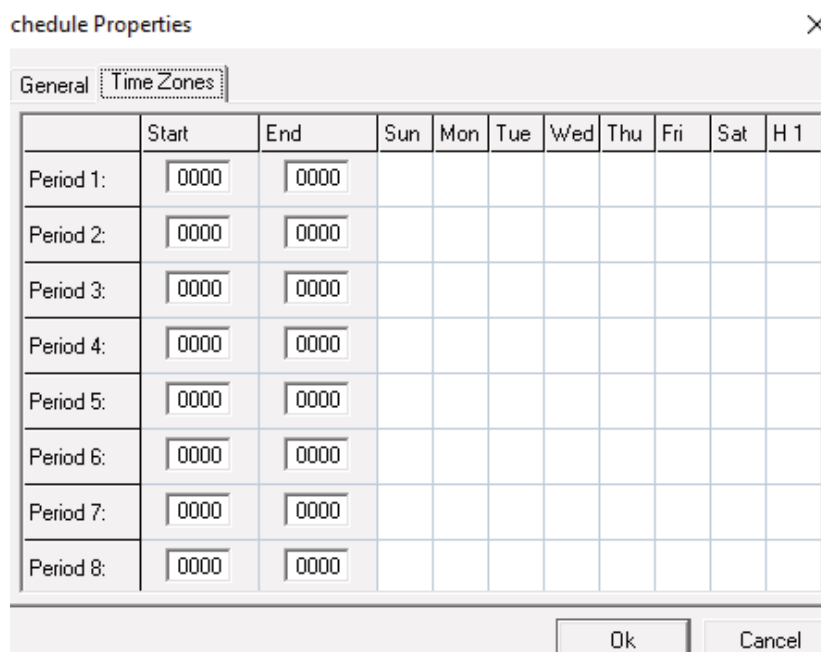


TGAL 2 – Adding/Setting up a Schedule

Right click **Schedule 2**, then select **Properties** to create a schedule. Edit the description under general to suit (office hours, cleaners etc.)



A new window will appear, where you can select **Time Zones**.



TGAL 2 – Adding/Setting up a Schedule

Here is an example of a **Start time** (9:00am) and **End time** (17:00pm) of **Period 1**.

Schedule Properties ✕

General | Time Zones

	Start	End	Sun	Mon	Tue	Wed	Thu	Fri	Sat	H 1
Period 1:	0900	1700								
Period 2:	0000	0000								
Period 3:	0000	0000								
Period 4:	0000	0000								
Period 5:	0000	0000								
Period 6:	0000	0000								
Period 7:	0000	0000								
Period 8:	0000	0000								

Ok Cancel

Next, left click the days in which you want access to.

Schedule Properties ✕

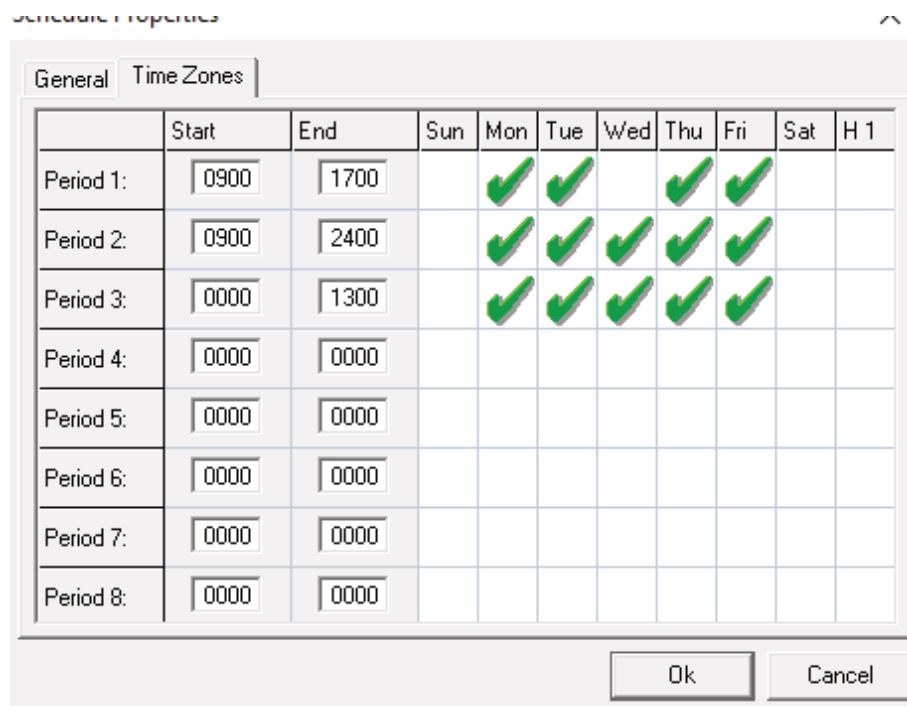
General | Time Zones

	Start	End	Sun	Mon	Tue	Wed	Thu	Fri	Sat	H 1
Period 1:	0900	1700		✓	✓		✓	✓		
Period 2:	0000	0000								
Period 3:	0000	0000								
Period 4:	0000	0000								
Period 5:	0000	0000								
Period 6:	0000	0000								
Period 7:	0000	0000								
Period 8:	0000	0000								

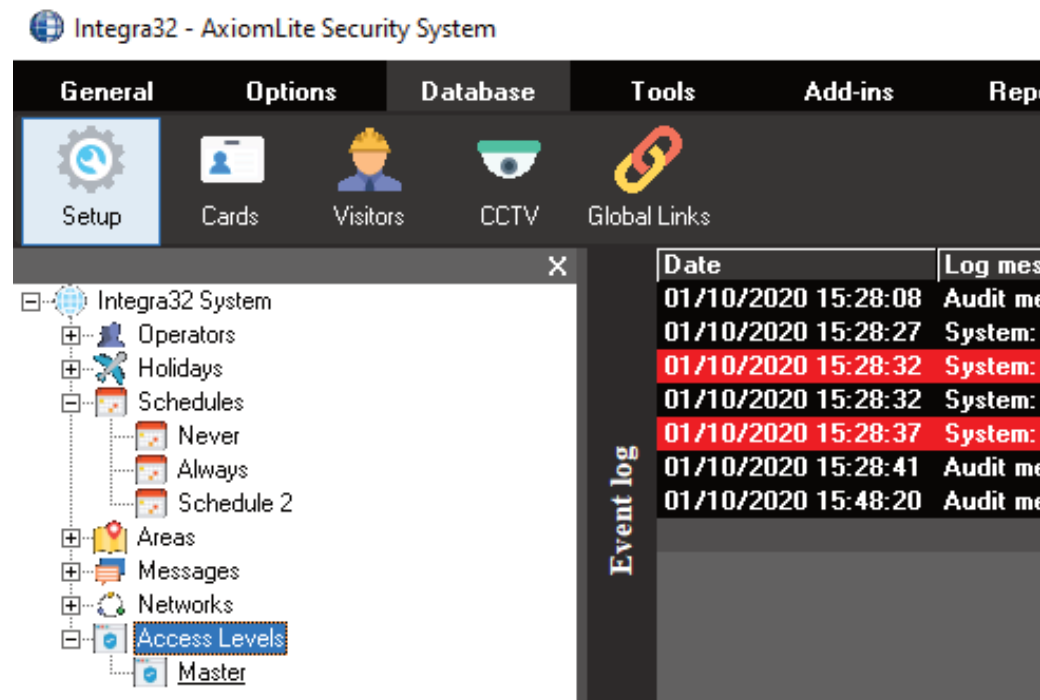
Ok Cancel

TGAL 2 – Adding/Setting up a Schedule

When you have finished, select **Ok**. Please note, schedules that cross midnight require 2 periods. See period 2 and 3 as an example, one to go up to 24:00 on the first day and a second to start at 00:00 of the next day.

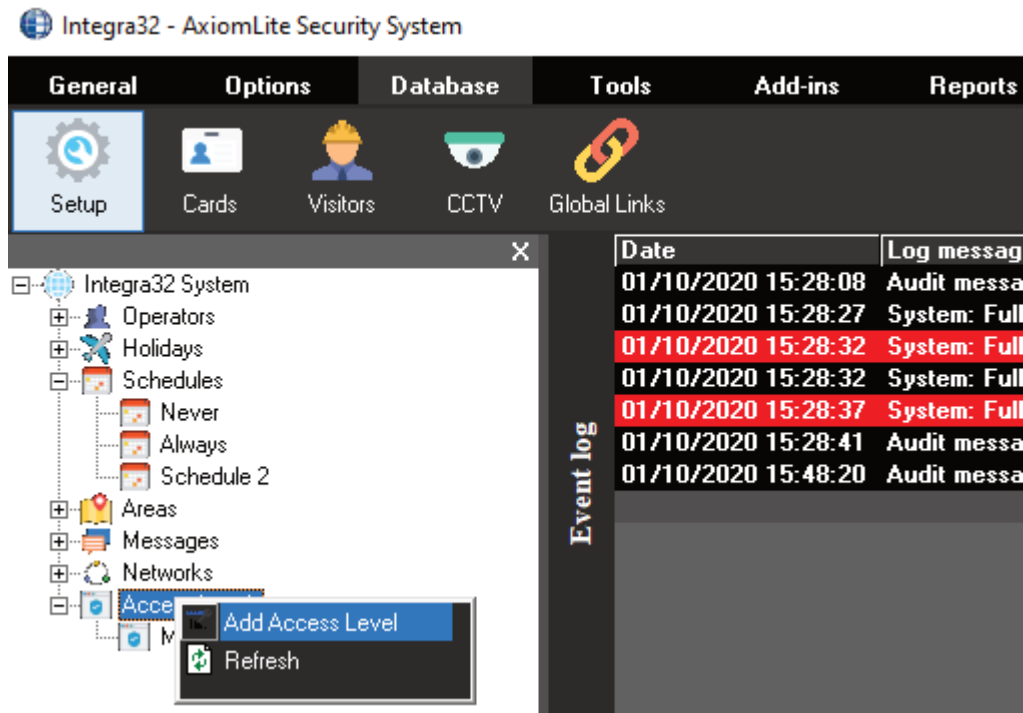


Next, right click **Access Levels** in order to create a new access level.

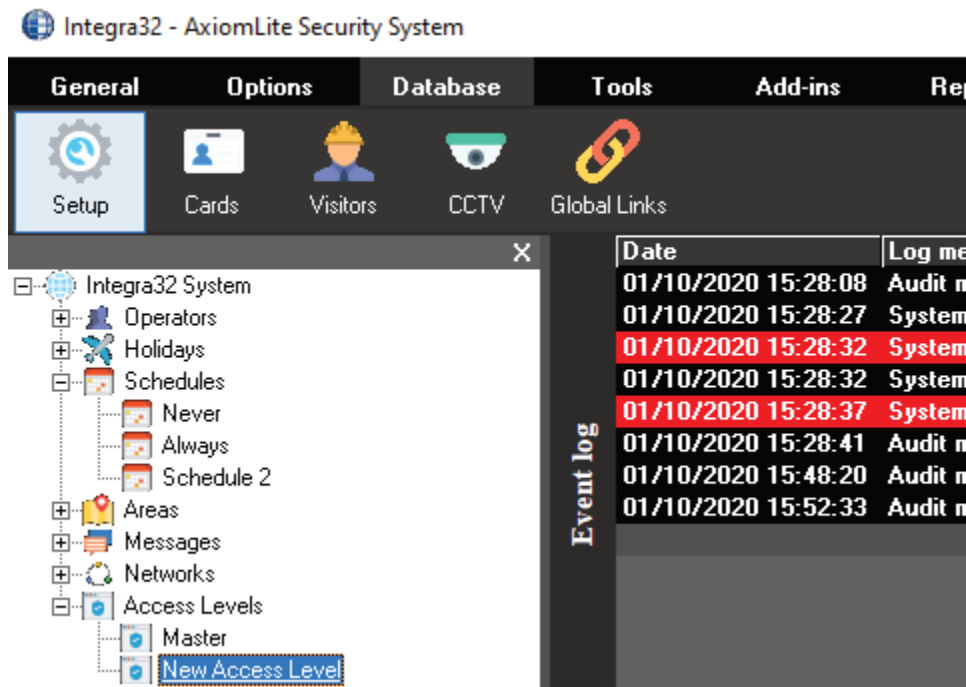


TGAL 2 – Adding/Setting up a Schedule

Right click **Access levels**, then select **Add Access Level**.

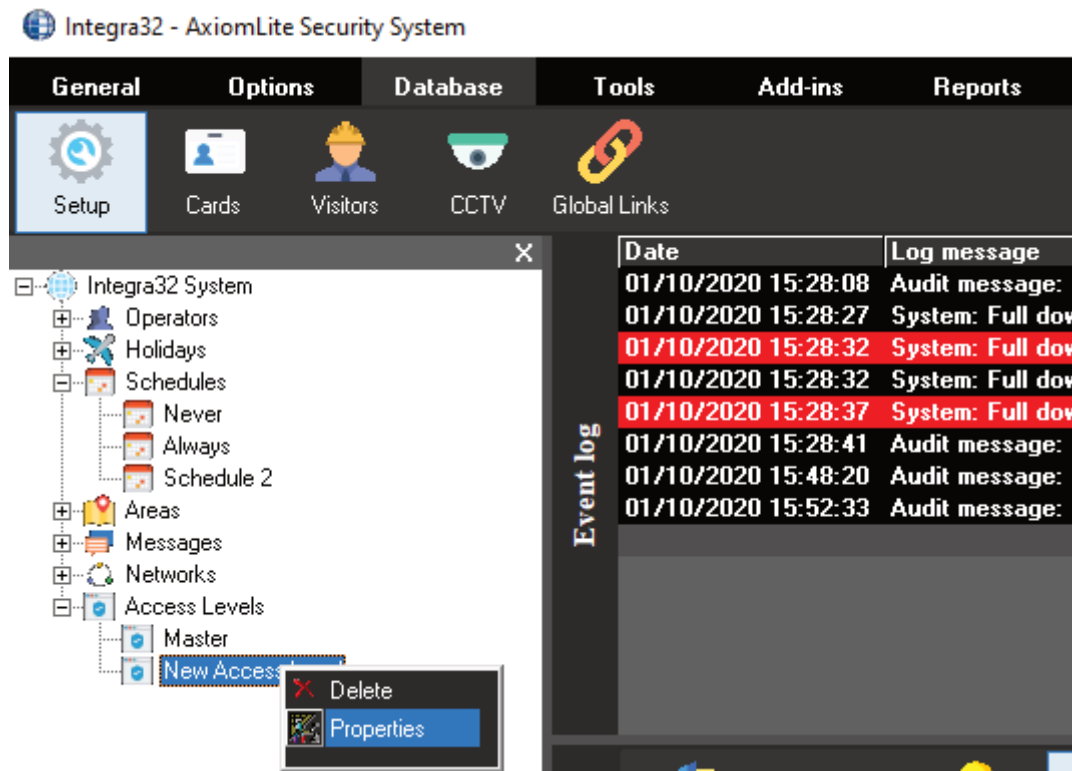


This has now created a new access level. Now, you can assign it to a schedule.

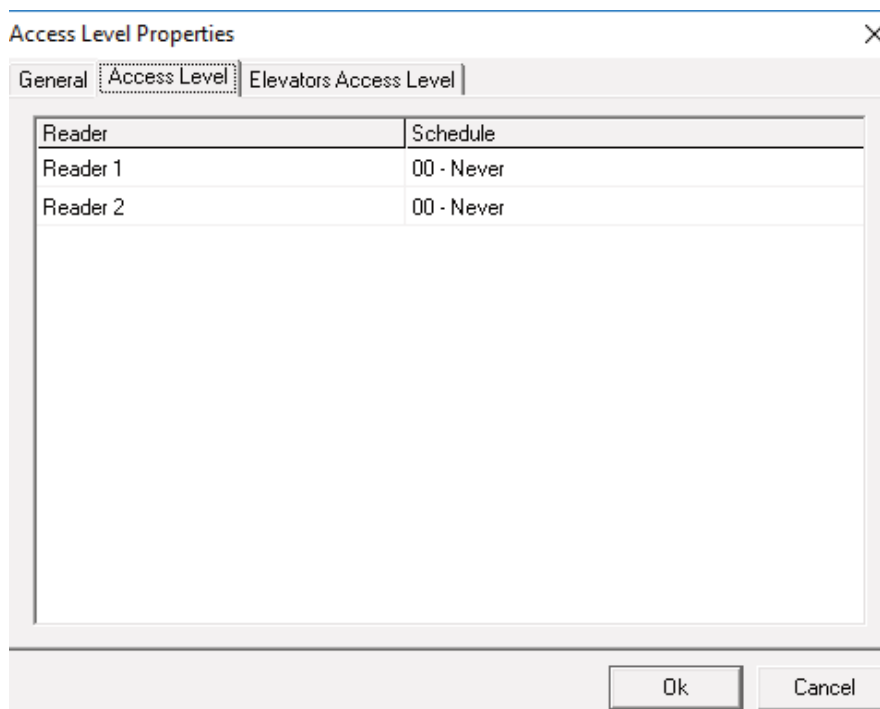


TGAL 2 – Adding/Setting up a Schedule

Right click **Properties** in order to assign the schedule to an access level.

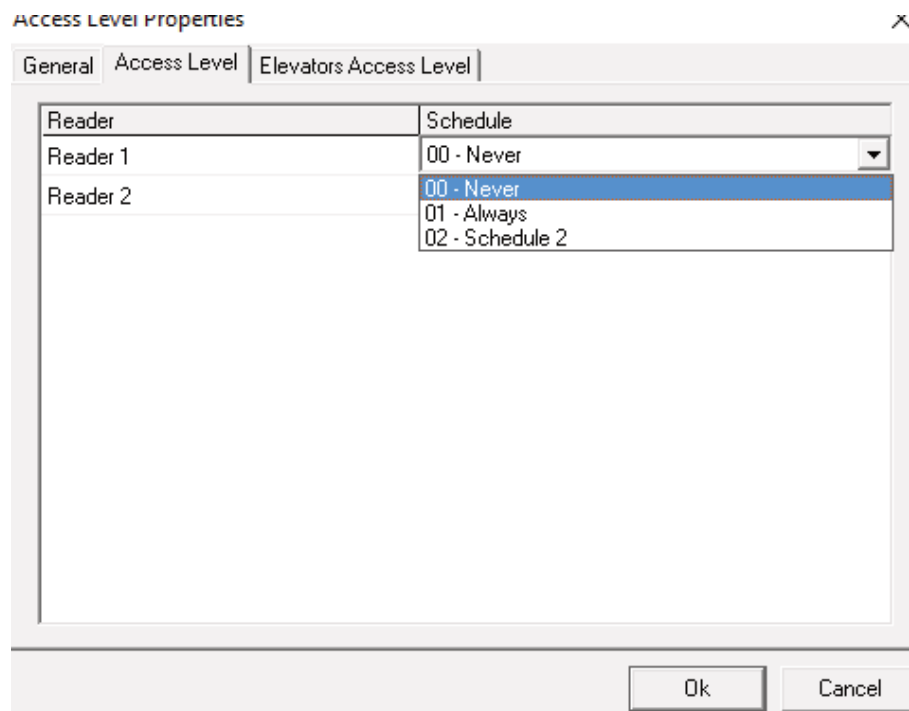


Scroll over to **Access Level**.

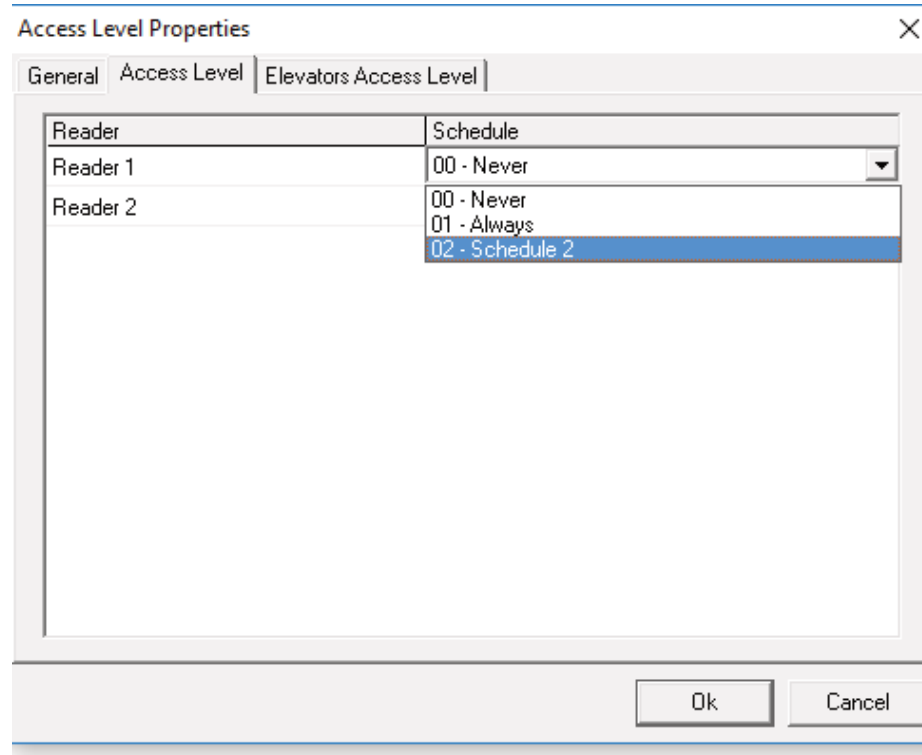


TGAL 2 – Adding/Setting up a Schedule

Under **Schedule**, you will see a dropdown box (downward arrow).

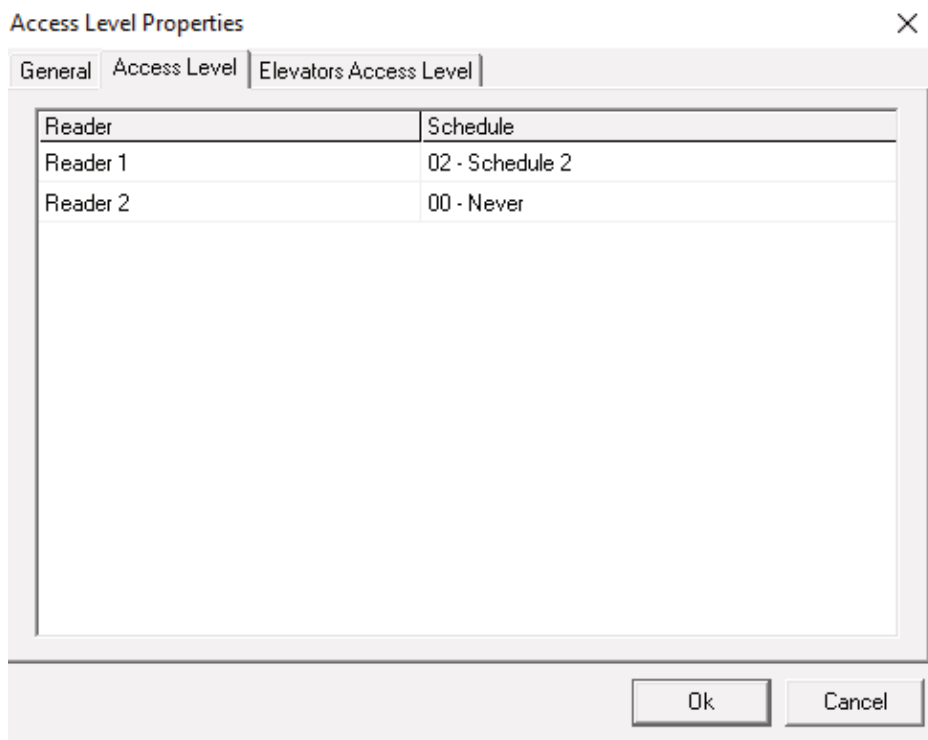


At the bottom, you will see the Schedule that you created earlier on.



TGAL 2 – Adding/Setting up a Schedule

Select your schedule, then click **Ok**.



If you want to assign more schedules, repeat the steps above.