Feature Description Document

Understanding Access Schedules

Purpose

This document outlines the Access Schedules feature provided in IXM WEB.

Applies to

TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

Description

The users configured on the device have the right to access the facility. However, the administrators can control the access of any enrolled user to the facility for a specific duration. Administrators can restrict enrolled users based on weekends, holidays, day time, night time, etc. The Access Schedule feature has been provided for creating these access windows for different users.

Access schedules are created to provide users access for a specific period. The administrator can define an access schedule in the company schedule and transfer those schedules to a particular device. Each Device can have a maximum of 64 Access Schedules.

IXM devices are provided with 2 default access schedules which will automatically appear in the list while enrolling users.

- No Access
- Full Access

The feature involves three steps.

1. Creating Access Schedules
2. Transferring Access Schedules to Devices
3. Enabling Access on the Devices

Creating Access Schedules

1. From Home >> Expand the **Left Navigation pane** >> Navigate to **Company Schedule** >> Click **Access Schedule** Tab. By default, 2 access schedules are provided (No Access and Full Access)

	Schedule Numb...	Name	Holiday	Action
▶	0	No Access	No Holiday	
▶	63	Full Access	No Holiday	

Access Schedule Holiday Schedule Job Code

Send To Device ▼   Add New   Delete

1 to 2 of 2 Items

2. Click **Add New**, enter the "Name" and select the **"Holiday Schedule"** for this new Access Schedule from the dropdown. Click and drag the cursor to select the "Schedule Time" for each day as per requirement. Click **Save** to save the schedule.
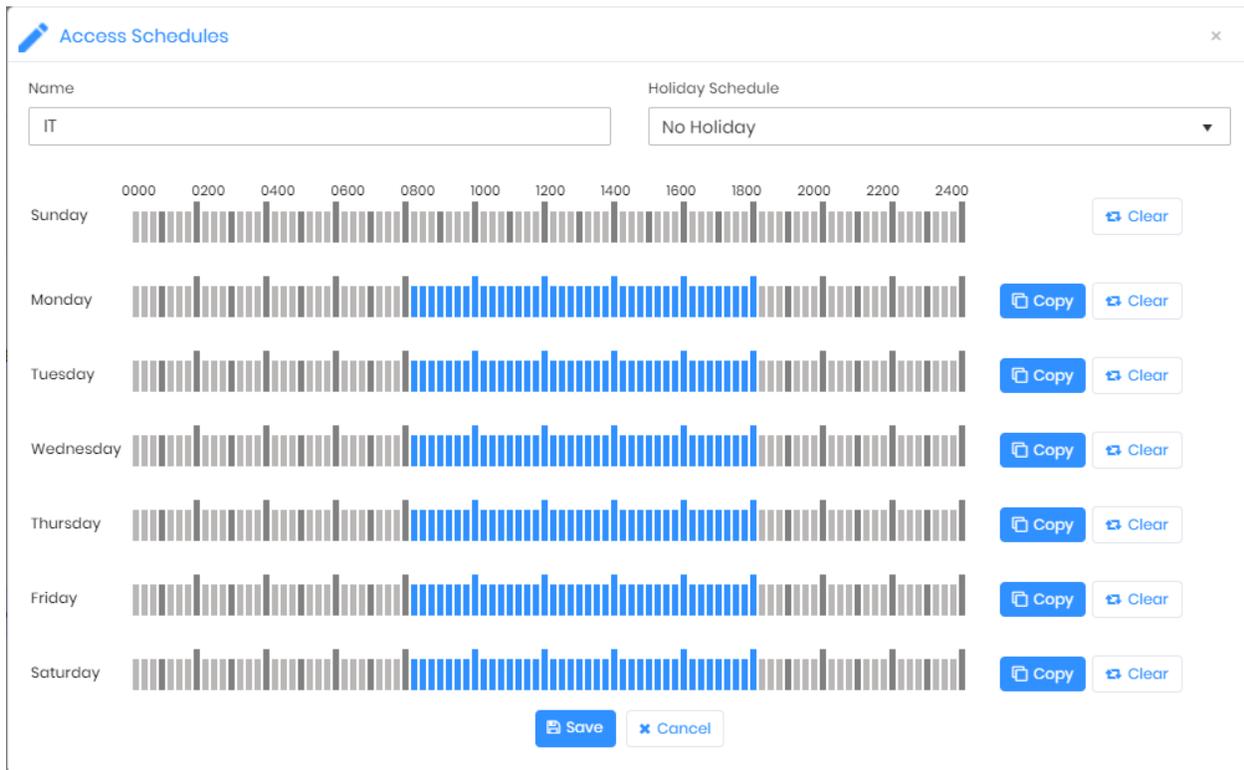
3. Newly saved Access Schedules will be available in the **Access Schedule** drop-down menu while enrolling or creating a new user. Select the required Access Schedule when registering a user to assign that Access Schedule to the said user.

4. To delete Access Schedules, click **Delete** and then click **Ok** to delete the schedule from the device and IXM WEB.
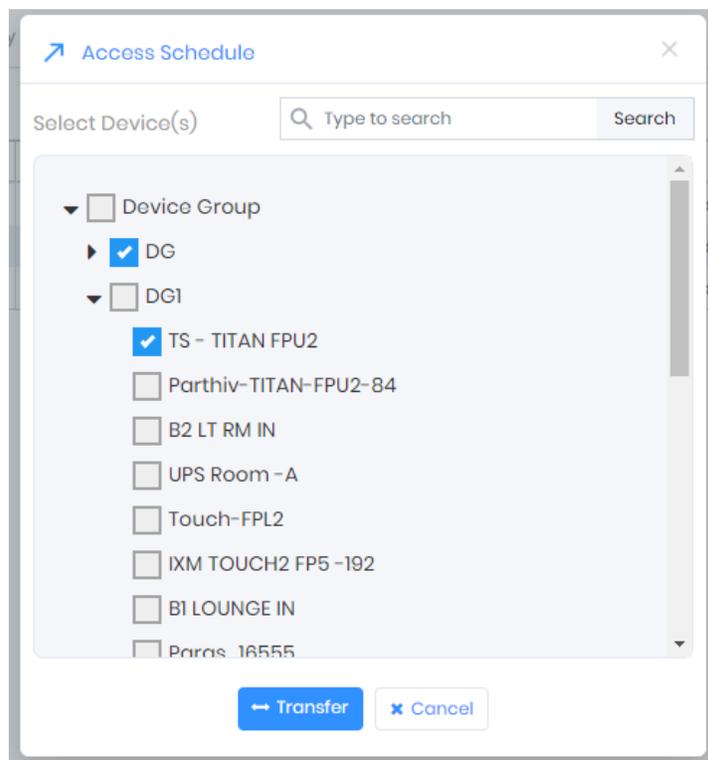
Transferring Access Schedules to a device

1. Select the schedule to be transferred and click **Send to Device**. Click on **Selected** or **All** based on the requirement, to transfer schedule to devices.
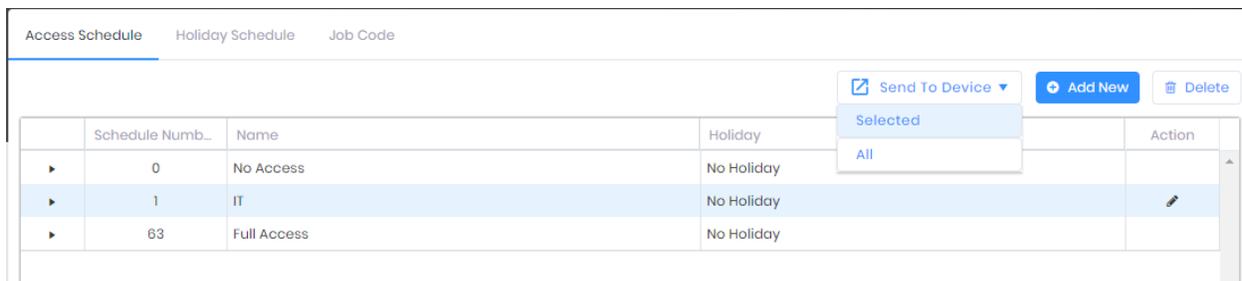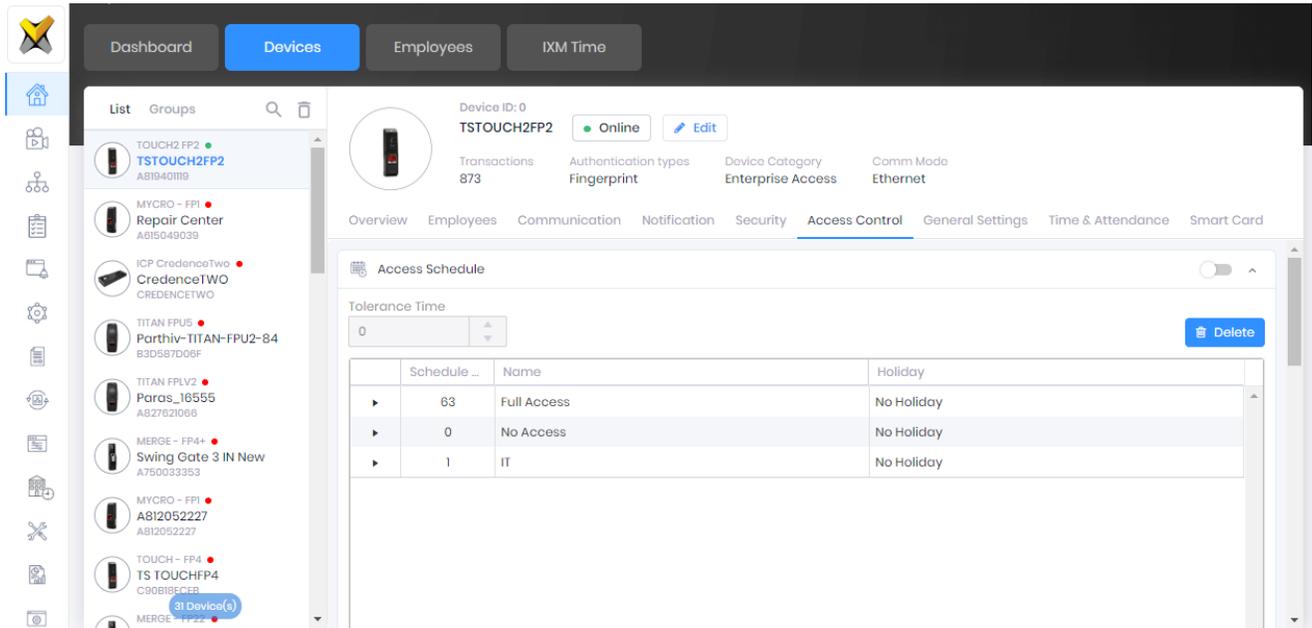
	Schedule Numb...	Name		Holiday			Action
▶	0	No Access		No Holiday			
▶	1	IT		No Holiday			✏
▶	63	Full Access		No Holiday			

(Access Schedule | Holiday Schedule | Job Code tabs shown; Send To Device ▼ dropdown with Selected / All; Add New; Delete)

2. Select the device or device group to which Access Schedule needs to be transferred and click **Transfer.**

(Access Schedule dialog — Select Device(s), Type to search, Search; Device Group, ☑ DG, DG1, ☑ TS - TITAN FPU2, Parthiv-TITAN-FPU2-84, B2 LT RM IN, UPS Room –A, Touch-FPL2, IXM TOUCH2 FP5 –192, B1 LOUNGE IN, Paras_16555; Transfer / Cancel)

Enabling Access Schedules on a device

1. From Home >> Click the **Devices** tab on the top >> Select the required **Device >>** Navigate to the **Access Control** tab >> Click **Access Schedule**.

2. Enable Access Schedule by toggling the switch to ON and click **Apply** to enable the access schedules on the device.

FAQs

1. **What if the Access Schedule is turned OFF in a device?**
   If the Access Schedule setting is turned OFF for the device, the user will be allowed to access the facility based on his authentication and the device won't give access to the user.

2. **What if the Access Schedule is turned ON but the same Access schedule is not transferred to a device?**
   If the Access Schedule setting is turned on and the device does not have the Access schedule that the user has, the user will not be allowed to access the facility. The authentication will fail for that event and the device won't give access to the user.

3. **What happens if the Holiday Schedule is selected while creating a new access schedule?**
   The administrator can define Holiday Schedules to restrict user access to the facility on specified holidays.

Support

For more information relating to this Feature Description document, please contact us at support@invixium.com

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