



Feature Description Document

Understanding Holiday Schedules



Purpose

This document describes the functional specifications of the holiday schedules feature.

Applies to

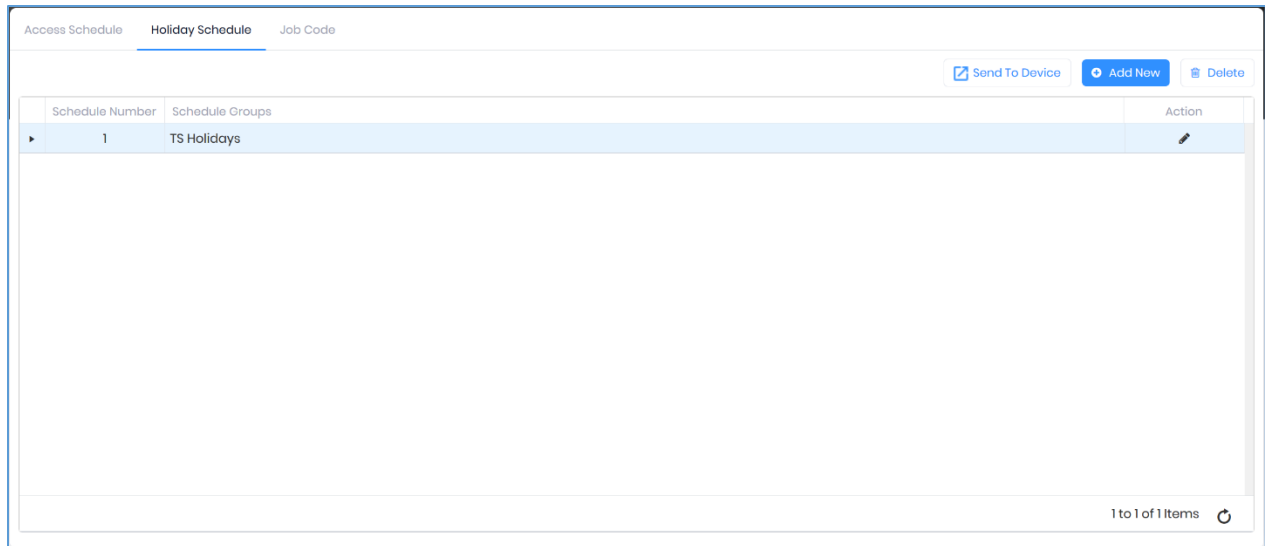
TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

Description

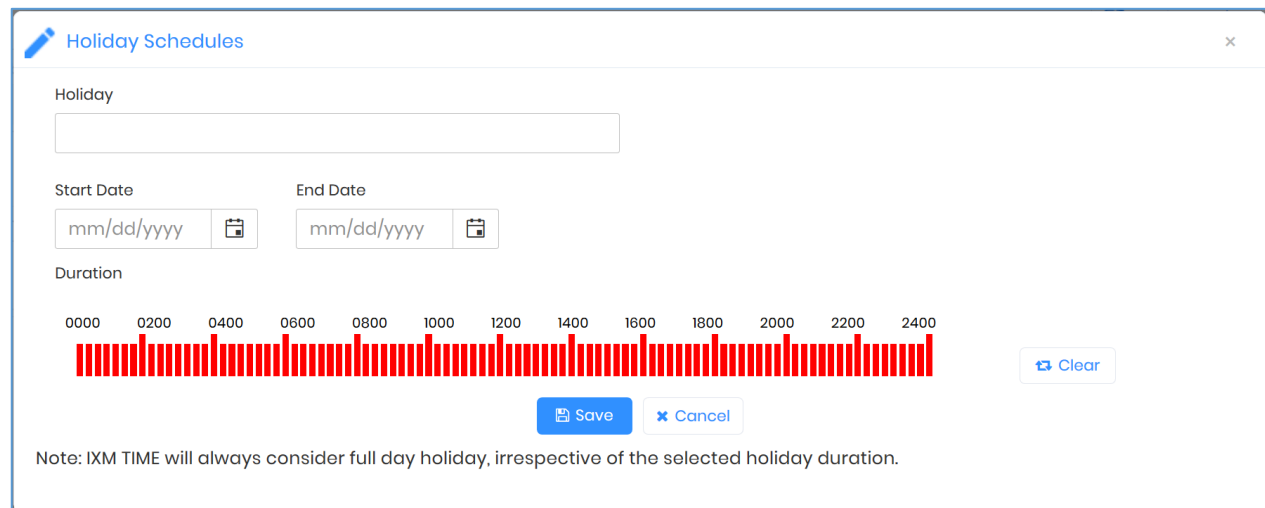
Holiday schedules can be configured to restrict user access during holidays. Each premise has a holiday list for the year depending on the country. Administrators can restrict user access to the premises on these holidays. Holidays may be set for half-day, one day, or more than a day. Unless the access schedule is applied to the device, holiday schedules will not be in effect during holidays.

Configure Holiday Schedule

1. From Home >> Expand the Left Side Pane >> Navigate to **Company Schedule** >> Click **Holiday Schedule** to see settings for the Holiday Schedule window. You can add holiday schedule groups on this page.



2. Expand the created group and click **Create** to create a new holiday for that group. The application will redirect to the Create Holiday Schedule Window.





3. Enter the “Holiday” Name, “Start Date”, “End Date” and “Duration”.

4. Click **Save**. The application will redirect to the Holiday Schedule page and show the new holiday as part of the group.

Schedule Number	Schedule Groups	Action
1	TS Holidays	Create Delete

Schedule Number	Holiday	Start Date	End Date	Start Time	End Time	Edit
0	Boxing Day	02/01/2020	02/01/2020	12:00 AM	11:59 PM	Edit

5. Click **Send to Device** to send the holiday group to the respective devices.



FAQ

1. Who can configure holiday schedules on a device?

All IXM WEB users who have access to the Company Schedule tab can configure Holiday Schedules on IXM Devices from IXM WEB.

2. Can I create more than one holiday schedule?

Yes, IXM WEB allows users to create up to 63 Holiday Schedules.

3. Can I create more than one holiday in one holiday schedule?

Yes, IXM WEB allows users to create up to 50 holidays in one holiday schedule.

4. Can I delete or modify the “No Holiday” schedule?

No, “No Holiday” is the default holiday schedule provided by IXM WEB and it cannot be deleted or modified.



Support

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

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