Lesson 5 – Defining Time Zones & Holidays

he *Entry-Master*[®] System needs to know when people are allowed in the facility and when they are not. In this lesson, you will learn how to define the time zones to the *Entry-Master*[®] System. You can define up to 63 time zones and use any combination of *day-of-the-week* and *time-of-day* when you define time zones. You can define the time-of-day to the minute (for example, you can define a time zone that is from 8:01 a.m. to 5:05 p.m.). You can assign up to two time zones for each card (one time zone and one alternate time zone).

Contents

You should be logged into the *Entry-Master*[®] System and the *Entry-Master*[®] Main Menu should be displayed on the screen as shown next. If you are not logged in, see Lesson 1.



Figure 2-5.1 The Entry-Master® Main Menu

You define time zones using the Utilities Menu. Click on the <u>Enter Utilities Menu</u> link to display the Utilities Menu shown in following figure.

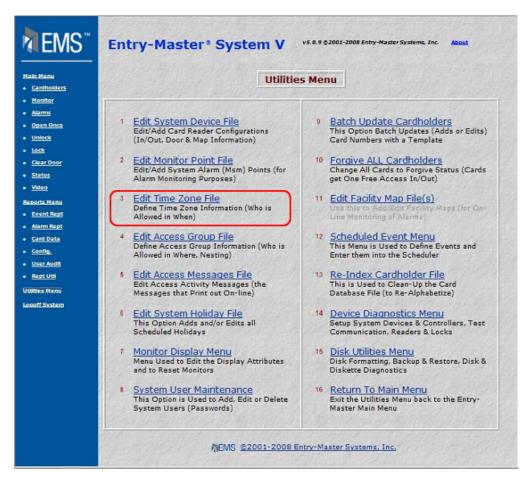


Figure 2-5.2 The Entry-Master® Utilities Menu

Defining Time Zones

There are several choices on the Utilities Menu. Select <u>Edit Time Zone File</u> link and the following screen displays:

tain Mens Cardholders		Ē	Time Zone I	Definition Scre	en	
Monitor Alarms	*> Scheduled Ti	me Zone:				2> Grace (-):
Open Once Unlock	1> Time Zone De	scription: \$	Select an Existing 1	Time Zone 🔻		3> Grace (+):
Lock	Salar Sa	Start	End	Start	End	Start End
Clear Door	Sunday:					
Status	Monday:					
Video	Tuesday:					
ports Menu	Wednesday:					
Event Rept	Thursday:					
Alarm Rept	Friday:					
Card Data	Saturday:					
Config.	Holidays:	and a start of	Marie de la	The Marson		an area and a daring
User Audit	Submit Cancel Delete					Back Print He
Rept Util						Charles and a start of the
ilities Henu						
goff System		MEN	IS @2001-2008	Entry-Master Syst	tems, Inc.	

Figure 2-5.3 Time Zone Editing Screen

On this screen, you will define the following:

- Time Zone Number
- Time Zone Description
- > Grace periods before and after the time zone defined
- > Days (including Holidays) and times this time zone is valid
- 1. The cursor is blinking in the **Scheduled Time Zone field** and the *Entry-Master*[®] System is waiting for you to specify what time zone number you want to define. The time zone *number* does not necessarily need to be a number; it can range from **0-9**, **A-Z**, and **a-z**, for a total of 63 different time codes.

For this, example we will define time zone number 7. Type 7 and click on the Submit button. The screen should now look similar to the figure below.

n Menu Cardholders	the second		Time Zone	Definition S	creen			
tonitor Marma	*> Sched	uled Time Zone	a: 7			2>	Grace	(-): 0
l <u>pen Once</u> Inlock	1> Time Z	one Description	n:			3>	Grace ((+): 0
ock	Contraction of the	Start	End	Start	End		Start	End
ear Door	Sunday:	-	- 0.54 55	-	-		-	- 6
atus deo	Monday:	-	- 524 544	-	-		-	-
rts Menu	Tuesday:	-	- 699 69	-	- 10		-	- 15
ent Rept	Wednesday:	-	- 52 50	-	- 11	32.3	-	- 11
arm Rept	Thursday:	-	- 1923 63	-	-		-	-
rd Data	Friday:		• 526 G	-			-	-
infig.	Saturday:	-	- 2256 233	-	-	1000	-	•
er Audit	Holidays:		-	-				
ipt Util ies Menu	Save Cancel D	elete] Prev	Copy Times			Next	Back	Print Help

Figure 2-5.4 Time Zone Number Entered

2. The cursor is in the **Time Zone Description** field. The time zone description should be something that tells you quickly exactly what the time zone is. The description cannot exceed **20** characters.

In this example, we will define the time zone for Weekends and Holidays. Type **Weekends & Holidays**. You can use upper and lower case letters in this field. The screen now looks like following figure.

TEMS"	Entry-Maste	r* Syste	em V •5.0.	9 ©2001-2008 Ent	ry-Master Syste	ms, Inc.	About	
Hain Menu • <u>Cardholders</u>			Time Zone	Definition So	reen			
Monitor Alarms	*> Scheduk	d Time Zone: 7				2>	Grace (-): 0
• Open Once • <u>Unlock</u>	1> Time Zon	e Description: \	Veekends & Holida	ys		3>	Grace (+): 0
Lock Clear Door	a and the second	Start	End	Start	End		Start	End
Status	Sunday:	•	- 222	•	-		-	- 1988
• <u>Video</u>	Monday:	•	- 63 64	•	•	6.263	-	-
Reports Menu	Tuesday:	•	• 1688 M	•	• 11	3120	-	- 1999
Event Rept	Wednesday:	•	-	-	•	6 200	-	-
<u>Alarm Rept</u>	Thursday:	•	- 122 33	-	•	3 232	-	-
<u>Card Data</u>	Friday:	-	- 53 (54	-	•	6 623	-	- 6.04
 <u>Config.</u> User Audit 	Saturday:	-	-	-	- 1		-	-
Rept Util	Holidays:	•	-	•	-		•	-
Utilities Menu	Save Cancel Dek	ete Prev	Copy Times			Next	Back	Print Help
<u>Logoff System</u>		'n	EMS <u>@2001-2008</u>	Entry-Master :	Systems, Inc	•		

Figure 2-5.5 Time Zone Description Entered

3. The next item you can define is the *grace period* for the time zone. A grace period is simply the amount of time before and after the defined time zone that a card is accepted. For example, if the grace period before (-) and after (+) the defined time zone is 10 minutes, then a card used 10 minutes before or 10 minutes after the defined time zone will be accepted and access will be allowed. The maximum grace period you can define is 30 minutes. The default grace period is 0 minutes, meaning a card will be accepted only during the defined time zone period.

Press the <Tab> key to move the cursor to the next to field, **Grace (-).** This is the field to define the time before the time zone that a card will be accepted. In this example, we will use 10 minutes; so type **10** and press <Tab>.

4. The cursor now moves to the **Grace** (+) field. This is the field where you define the time after the time zone that a card will be accepted. In this example, we will use 10 minutes; so type **10**. The screen should look like the following figure.

<u>a Menu</u> Cardholders			Time Zone	Definition S	Screen			
lonitor Jarma	*> Sched	led Time Zone	:7			2>	Grace (-): 10
open Once Inlock	1> Time Zo	ne Description	: Weekends & Holid	ays		3>	Grace (+): 10
ock		Start	End	Start	End	5	tart	End
<u>lear Door</u> Itatus	Sunday:	-	- 644 6	-	-	1000	-	-
ideo	Monday:		-	-	-	1	-	-
orts Henu	Tuesday:	•	- 1998 8	•	-		•	- 15
vent Rept	Wednesday:	-	- 1993	-	-		-	-
larm Rept	Thursday:	-	- 1999 (9)	-1	-		-	-
ard Data	Friday:		- 534 5	-	-		-	-
onfig.	Saturday:	-	- 236 8	-			-	
ser Audit	Holidays:	-	-	-	- //	1000	-	-
ept Util ies Menu	Save Cancel De	elete Prev	Copy Times			Next E	Back Pr	int Help

Figure 2-5.6 Time Zone Grace Periods Entered

5. Now you will define exactly when this time zone is in effect. **Start** and **End** are the time period fields. Each of the forty-eight fields is a drop-down list of times from midnight to midnight in 30-minute increments. These drop-down lists let you define exactly the **Start** and **End** times when a particular day's Time Zone is in effect.

Notice that there are three groupings of Start and End times if you need them, although one or two should be sufficient in most cases.

Additionally, you can use the Copy Times button to duplicate times for this field. This is special button allows you to save keystrokes when entering the Start and End times. For example, if the times are the same for most days, you can simply enter them for a single day then click on the Copy Times button. A dialog box appears confirm the copy. The times you entered for the single field are copied to each of the other day's fields. If necessary, you may then alter whatever fields are incorrect on an individual basis.

- 6. In this example, we will define the time zone as 12:00 p.m. (noon) to 5:00 p.m. on weekends and holidays.
 - a. Click on the **Start** drop-down list next to **Sunday**. Select **12:00 pm** from the list.

Hain Menu • Cardholders	Entry-Ma	04:30am 05:00am 05:30am 06:00am 06:30am	Stelli V			ems, Inc.	About	
Monitor <u>Alarms</u> Open Once	*> Sc	:hedu 07:00am 07:30am 08:00am 08:30am	ne: 7			2>	Grac	e (-): 10
• Unlock	1> Tim	e Zo 09:00am 09:30am	on: Weekends & Holi	days		3>	Grac	e (+): 10
Lock Clear Door Status Status Status Status Status Status Status Separta Menu Event Rept Card Data Config. User Audit Rept Util Utilities Menu Logoff System	Sunday: Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Holidays: Save Cancel	10:00am 10:00am 11:00am 11:00am 11:00am 12:00pm 01:30pm 01:30pm 02:00pm	End	Start St	End • • • • • • • • • • • • •	Next	Start	End • • • • Print Help

Figure 2-5.7 Start Time Drop-Down List

- b. You can press the <Tab> key to move to the **End** field.
- c. Press the down arrow and the list displays. Highlight **5:00 pm** and press the <Enter> key.

Henu Irdholders			Time Zone	Definition S	creen		
onitor Iarms	*> Sch	aduled Time Zon	e: 7			2> Gra	ce (-): 10
<u>sen Once</u> slock	1> Time	Zone Descriptio	n: Weekends & Holida	ys		3> Grad	ce (+): 10
<u>ek</u>	a service and the service of the	Start	End	Start	End	Start	End
tar Door atus	Sunday:	12:00pm -	05:00pm -	-	-	-	- 101
<u>arus</u> 1eo	Monday:	-	- 24	-	-	-	- 19
rts Menu	Tuesday:	-	- 1000	•	- 10	- 1969	- 15
ent Rept	Wednesday:	- 1	- 17 20 19 49	•	- 10	-	- 15
erm Rept	Thursday:	-	- 1993 638	•		- 122	-
rd Data	Friday:	-	- 522/1522	•	-	-	- 100
nfig.	Saturday:	-	- 2556 533	•		- 19.00	• 10
er Audit	Holidays:	-	- 1000	•	•	-	-
<u>es Menu</u>	Save Cancel	Delete] [Prev	Copy Times			Next Back	Print Help

Figure 2-5.8 Sunday Time Zone Defined

- d. Use the <Tab> key to move the cursor to the Saturday Start field. Select 12:00 pm from the drop-down list.
- e. Press the <Tab> key to move to the **End** field. Select **5:00 pm** from the dropdown list.

Menu ardholders	See Section		Time Zone	Definition S	creen			
mitor arms	*> Sche	duled Time Zo	ne: 7			2>	Grace (-): 10
en Once lock	1> Time	Zone Descripti	on: Weekends & Holid	ays		3>	Grace (+	+): 10
<u>ek</u>	Transferration (5)	Start	End	Start	End		Start	End
ar Door	Sunday:	12:00pm -	05:00pm -	-	- 15		-	- 03
itus leo	Monday:	-	- 630 54	-	-	6823	•	-
	Tuesday:	- 15	- 1259 51	•	-	1000	•	-
ts Menu int Rept	Wednesday:	-	- 10000	•	- 11	12 23.23	•	- 160
rm Rept	Thursday:	-	- 1993 63	•	-	IS ROOM	•	- 10
d Data	Friday:	-	- 5336 52	-	• 20			-
ıfia.	Saturday:	12:00pm -	05:00pm -	- 1	- 12	10000	•	- 12
er Audit	Holidays:	-	- 1950 80	•	- 10		•	- 20
<u>pt Util</u> es Menu		Delete Prev	Copy Times			Next	Back	rint Help

Figure 2-5.9 Saturday Time Zone Defined

f. Repeat steps d and e for Holidays.

<u>n Menu</u> Lardholders			Time Zon	e Definition S	Gereen			
tonitor Jarms	*> Sch	eduled Time Zor	ne: 7			2>	Grace	· (-): 10
<u>pen Once</u> nlack	1> Time	Zone Descriptio	on: Weekends & Holic	fays		3>	Grace	(+): 10
<u>ick</u>	1000000000000	Start	End	Start	End		Start	End
atus	Sunday:	12:00pm -	05:00pm -	- 1	-		-	-
deo	Monday:	-	-	-	-		-	-
rts Henu	Tuesday:	-	- 1998	-	-	54.26	-	- 18
ent Rept	Wednesday:	-	- 194	-	-		-	-
erm Rept	Thursday:	-	-	-	-		•	-
rd Data	Friday:	-	-	-	-			-
nfig.	Saturday:	12:00pm ×	05:00pm 💌	-				
er Audit pt Util	Holidays:	12:00pm -	05:00pm 💌	-	-		•	-
es Menu	Save Cancel	Delete] [Prev	Copy Times	10000		Next	Back	Print] [Help

Figure 2-5.10 Time Zone Definition Screen Completed

- g. Before you save the time zone record, note that because you have set the Grace (+) and Grace (-) fields to 10 in each field, the time zone which you have defined will actually allow access between the hours of 11:50 a.m. to 5:10 p.m. on Saturdays, Sundays and Holidays. Had you left these fields blank, the time zone would have allowed access from 12:00 p.m. to 5:00 p.m.
- h. Click on the Save button to save your Time Zone setup.
- i. You can exit this menu. Click on the **Utilities Menu** link to return to the Utilities Menu.

Defining Holidays

You need to define holidays on the *Entry-Master*[®] System so that the system knows which dates throughout the year the time zones defined for holidays are valid. The only places on the *Entry-Master*[®] System that Holidays are actually used are in the time zone and scheduler definitions.

Use the following procedure to define Holidays to the *Entry-Master*[®] System:

If you are already in the Utilities Menu, skip Step 1 and proceed to Step 2.

1. From the Main Menu, click on the <u>Utilities Menu</u> link. The Utilities Menu is shown next.

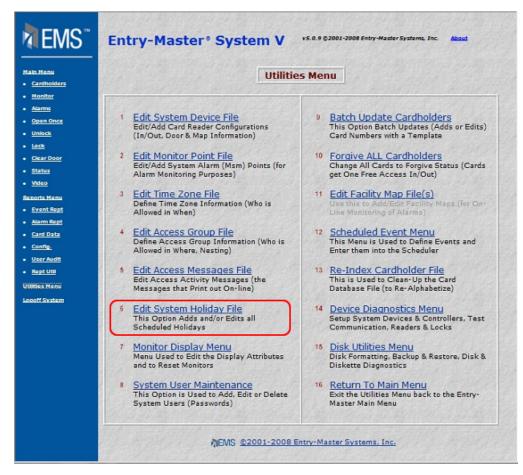


Figure 2-5.11 The Entry-Master® Utilities Menu

2. Click on the Edit System Holiday File link. The following displays on the screen:

EMS"	Entry-Master® System V v5.0.9 ©2001-2008 Entry-Master Systems, Inc. About
Hain Henu • <u>Cardholders</u> • <u>Monitor</u> • <u>Alarms</u>	Holiday Definition Screen
Open Once Unlock Lock Clear Door Status	Day of the Week:
<u>Video</u> <u>Video</u> <u>Reports Monu</u> <u>Event Rept</u> Alarm Rept	1> Holiday Name: Select an Existing Holiday Submit Cancel Delete Back Print
• <u>Card Data</u> • <u>Confie</u> , • <u>User Audit</u> • <u>Rept Uta</u>	为EMS 愈2001-2008 Entry-Master Systems, Inc.
<u>Utällies Menu</u> Louoff System	

Figure 2-5.12 Holiday Definition Screen

This screen has two fields for you to fill in; the date of the holiday and the name of the holiday.

3. In the **Holiday Date** field, enter the date of the holiday. In this example, we will define July 4, 2005.

Single-digit days **must** be preceded by a 0 (zero). For example, since 4 is a single digit day you type 04. The *Entry-Master*[®] System uses the current year if you do not specify a year in the date field.

Type **070405** and click on the Submit button.

EMS"	Entry-Master® System V v5.0.9 ©2001-2008 Entry-Master Systems, Inc. About
Main Nenu • <u>Cardholders</u> • <u>Monitor</u>	Holiday Definition Screen
Alarms Open Once	*> Holiday Date: 07/04/2005
 <u>Unlock</u> <u>Lock</u> <u>Clear Door</u> 	Day of the Week: Monday
• <u>Status</u> • <u>Video</u>	1> Holiday Name:
Reports Henu • Event Rept • Alarm Rept	Save Cancel Delete Prev Next Back Print Help
<u>Card Data</u> <u>Config.</u>	TEMS @2001-2008 Entry-Master Systems, Inc.
<u>User Audit</u> <u>Rept Util</u>	
<u>Utilities Menu</u> Logoff System	

Figure 2-5.13 Holiday Date Filled In

Notice that the *Entry-Master*[®] System automatically fills in the **Day of the Week** field.

4. Enter a description for the holiday in the **Holiday Name** field.

EMS"	Entry-Master® System V v5.0.9 ©2003-2008 Entry-Master Systems, Inc. About
Hain Menu • <u>Cardholders</u> • <u>Honitsr</u> • <u>Alarms</u> • <u>Open Once</u>	Holiday Definition Screen *> Holiday Date: 07/04/2005
• <u>Uniock</u> • <u>Lock</u> • <u>Clear Door</u> • <u>Status</u> • <u>Video</u>	Day of the Week: Monday 1> Holiday Name: Independence Day
Reports Menue Event Rept Aiarm Rept Card Data Config. User Audit Rept Util	Save Cancel Delete Prev Next Back Print Help
<u>Utilities Menu</u> Logoff System	

Figure 2-5.14 Holiday Definition Screen Completed

5. Click on the Save button to save (file) this holiday and display a blank Holiday Definition screen.

- 6. Click on the Back button to return to the **Utilities Menu**.
- 7. Click on the Back button again to return to the **Main Menu**.

You have now learned how to define time zones and holidays on the *Entry-Master*[®] System. Proceed to Lesson 6, *Defining Access Groups*.





