Lesson 5 – Defining Time Zones & Holidays

The *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).

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.
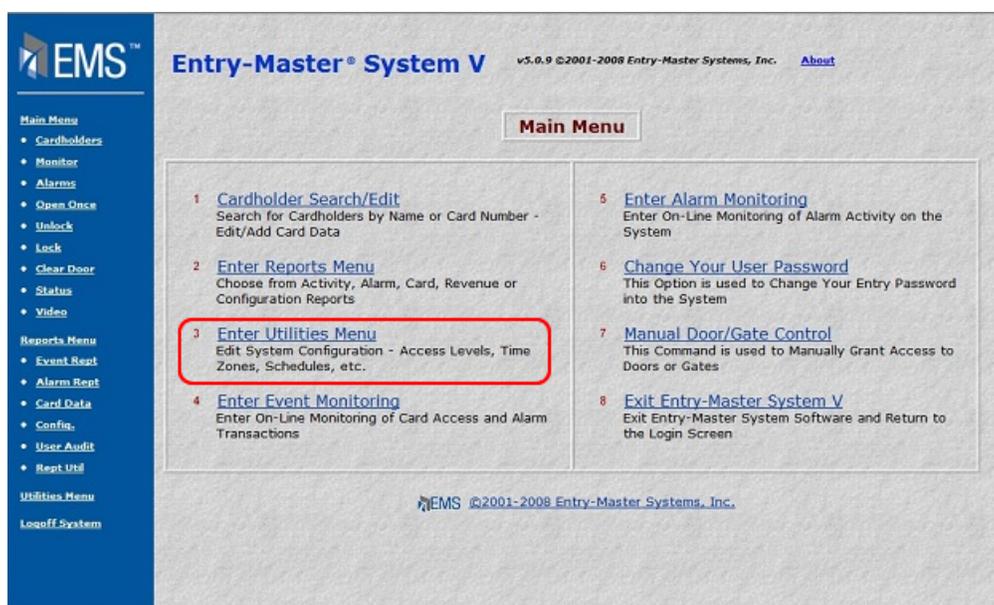
Figure 2-5.1 The *Entry-Master*® Main Menu

You define time zones using the Utilities Menu. Click on the **Enter Utilities Menu** link to display the Utilities Menu shown in following figure.
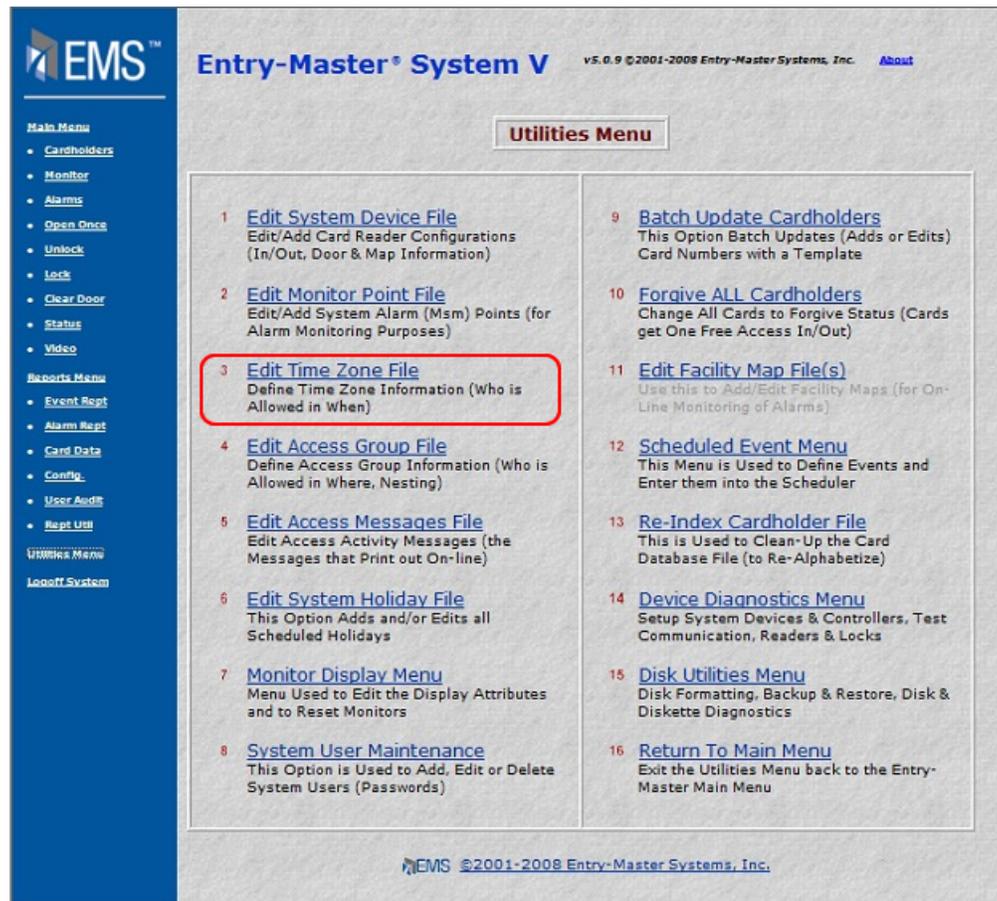
Figure 2-5.2 The *Entry-Master*® Utilities Menu

Defining Time Zones

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

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.
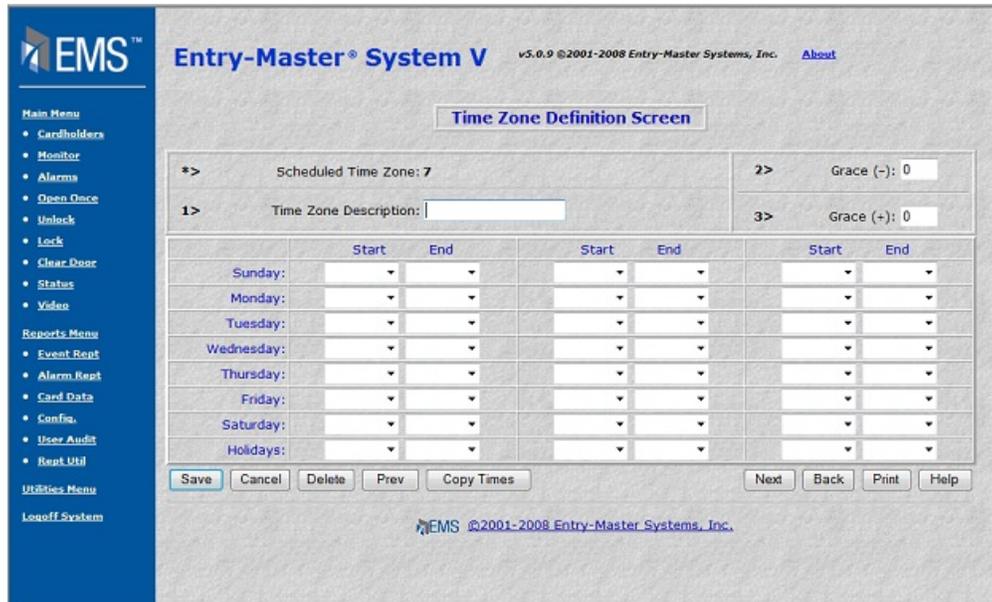
Figure 2-5.4 Time Zone Number Entered

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.
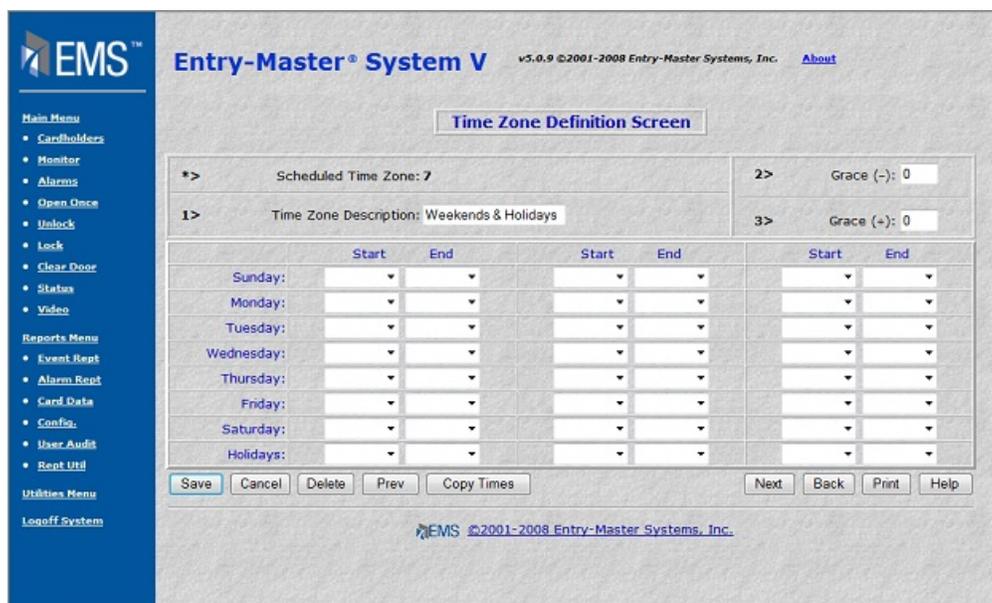
Figure 2-5.5 Time Zone Description Entered

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.

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.
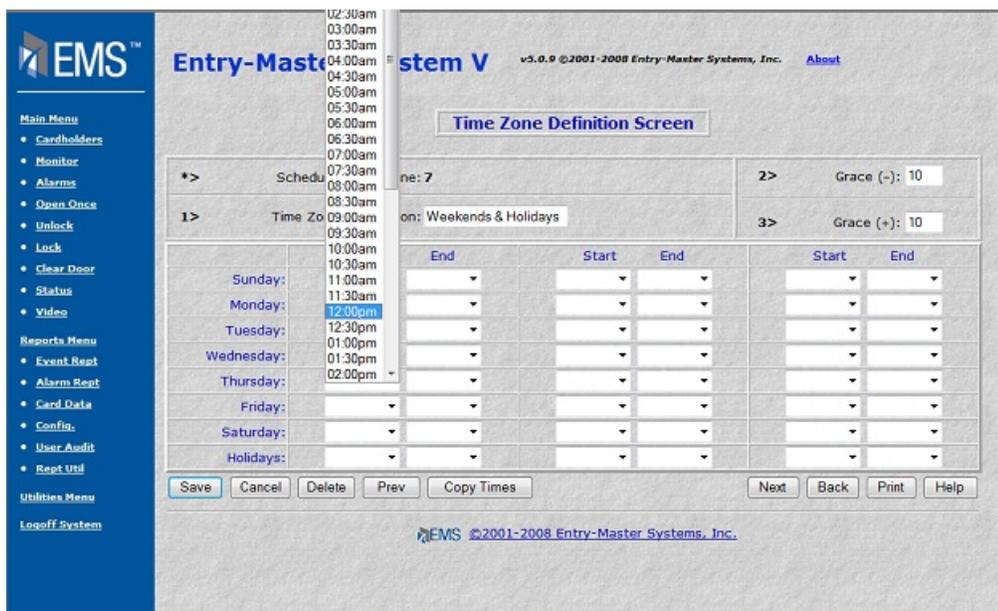
Figure 2-5.7 Start Time Drop-Down List

    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.
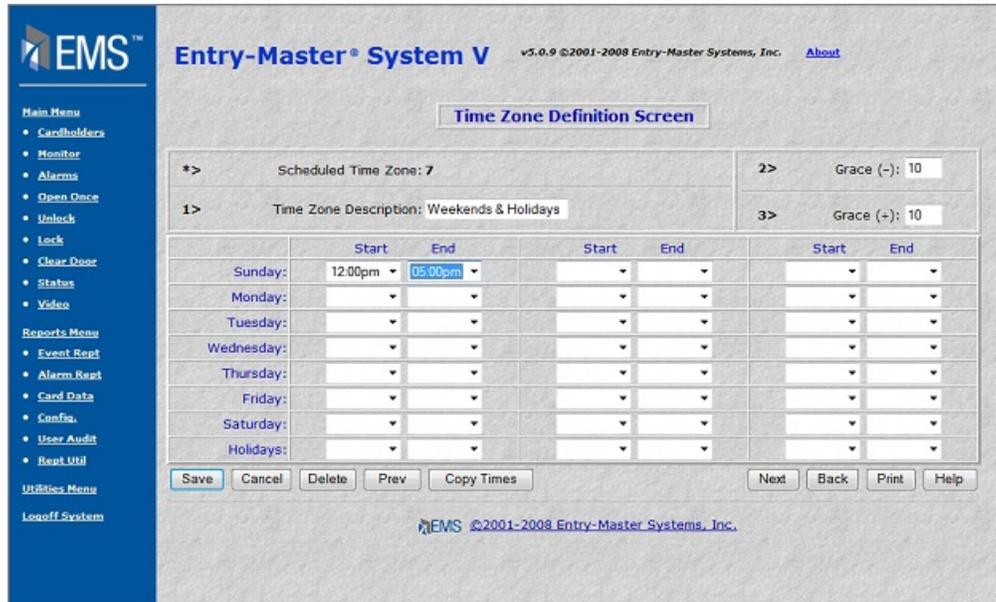
Figure 2-5.8 Sunday Time Zone Defined

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 drop-
     down list.
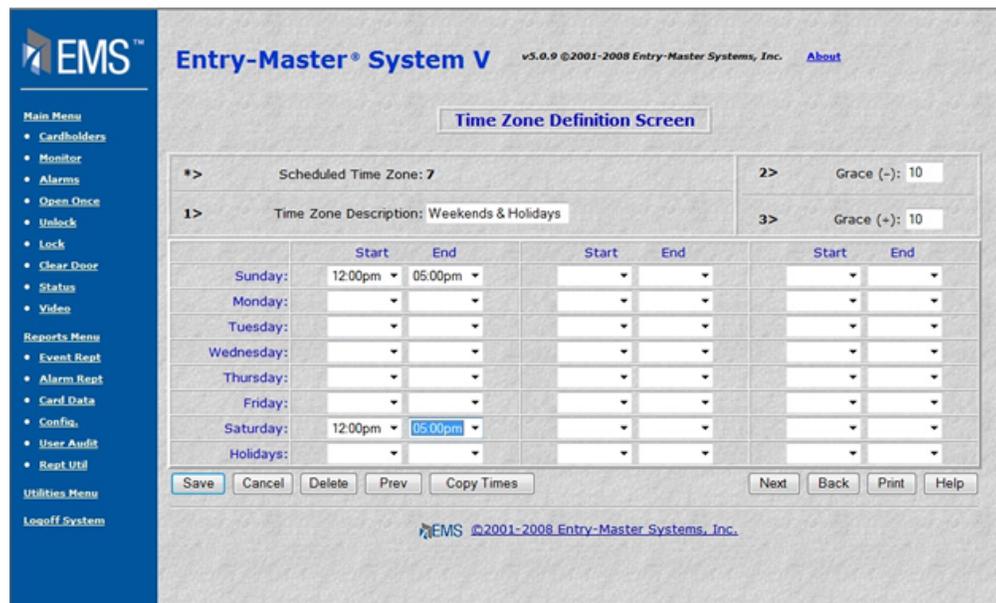
Figure 2-5.9 Saturday Time Zone Defined

f.   Repeat steps d and e for Holidays.

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 **Utilities Menu** link. The Utilities Menu is shown next.
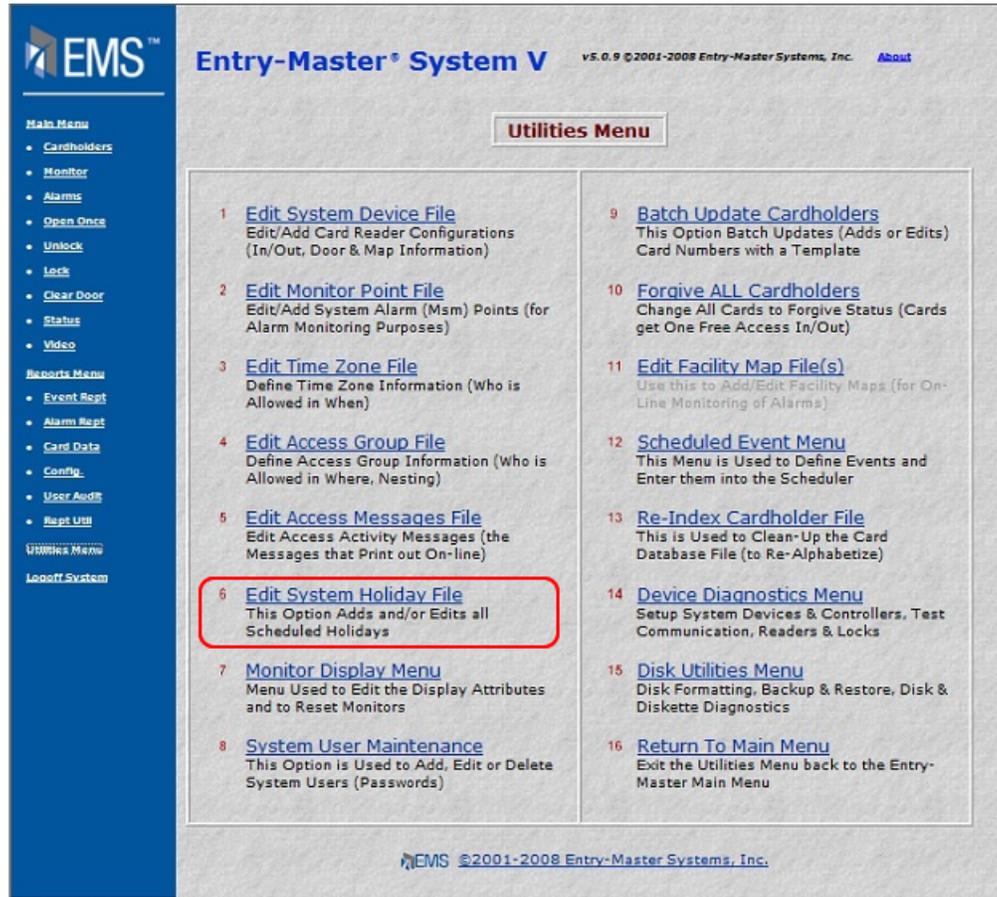
Figure 2-5.11 The *Entry-Master*® Utilities Menu

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

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.

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.

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*.