

APPLICATION NOTES

DN2149-1015

How to Set up Holidays in EntraPass

This application note explains how to set up holidays in EntraPass.

System wide holiday

- 1- Go to Definition tab and select Holiday menu
- 2- Click the NEW icon
- 3- Name the holiday accordingly
- 4- Select a date in the calendar view
- 5- Save the holiday

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	Holiday	∞ _ = = =	0		
2		A B E F	56		
				English	
	Holiday			New holiday	
	,				
	Date	8/4/2015	▼ ■ Recurring	Sustan tuna	Hal 1
				System type	
	Selective hold	ay			

Applying holidays to specific sites:

- 1- Go to Definition tab and select the Holiday menu
- 2- Click NEW
- 3- Name the holiday accordingly
- 4- Select a date in the calendar view
- 5- Check the Selective holiday checkbox
- 6- In the left Pane, select the site that will observe the holiday
- 7- Drag the selected site into the HOL 1 group pane
- 8- Save the holiday

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Holiday		- • •
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Holiday	v J	ich v holday
Date 8/4/2015	Recurring	
System / Site / Connection	Hol 1	Hol 2
● Svstem 2018 bido 4 2018 bido 3 2019 big 3 IP drop garage	19 812 1 - 123 Lost Street	
	Hol 3	Hol 4
	9	
Ple	ease drag and drop item or use arrow to move the selected component into one of	the 4 holidays values
		Close X Cancel 🕐 Help



APPLICATION NOTES

There are different types of holiday groups. These holiday groups can be adjusted to the customer's needs. Most holidays will reside under Hol1 group. Here are some suggestions:

- HOL1 for all holidays that apply to the entire day:
 - Christmas, New Year, Canada Day, July 4th, Labor day, etc.
 - HOL2 for holidays where a business would close early:
 - o Christmas Eve, New Year's Eve, or when open only from 9:00 to 12:00
- HOL3 for holidays that open late.
 - Boxing Day, or when open only from 12:00 to 17:00
 - HOL4 for days with special requests
 - o Inventory day on Saturday, 3rd Sunday of the Month
- 9- Under the **Definition** tab, click on Schedule.
- 10- Choose an appropriate schedule from the drop down menu
 - a. **Checking** rows from the HOL1 column will **activate** the schedule assigned to HOL1.
 - b. If the door is supposed to lock on a holiday do **NOT** check Hol1.

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		Reception Doc	Reception Door													
Sche	Schedule Reception Door															
	Start time	End time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol 1	4 Hol 2	4 Hol 3	Hol 4			
1	09:00	18:00		V	V	V	V	V		m	m					
2	00:00	00:00									F					
3	00:00	00:00														
4	00:00	00:00								m						
									0	Close	X Can	el 🛛 🥥	Help			

In the above example checking HOL1 will result in the door/card unlocking/working from 9:00 to 18:00

11- Half days or specific days with access:

- a. Under the **Definition** tab, click on **Schedule**
- b. Choose an appropriate schedule
- c. In Row 2 enter the start time and end time
- d. In the same row, check the HOL2
- e. Save the schedule.

	Start time	End time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	A Hol 1	Hol 2	Hol 3	A Hol 4
1	09:00	18:00	13	V	2	V	V	12 I	13	83	11	10	
2	09:00	12:00							10		N N		
3	00:00	00:00							13				1
4	00:00	00:00											

In this example checking HOL2 will result in the door/card unlocking/working

At the bottom left of the Workstation, there will be an indication that today is a holiday.





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Note: Holidays always supersede regular days (Sunday to Saturday).

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