# Site Supervisor Scheduling and Events

## Adding New Schedule

The Time Schedule application schedules lighting or occupancy state activities.

#### Time Schedule Types:

- Master (Parent)
- Slave (Child)

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#### Logging In

- 1. Launch a preferred web browser.
- 2. Enter the IP address of the device.
- 3. The default IP Address is **192.168.0.250.**
- 4. Enter user for **Username** and pass for **Password** and click the **Login** button.



#### Setting Up Schedules

- 1. Click the Schedules and Events icon.
- 2. Click Add a Schedule.

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#### Schedules - General Tab

- 1. Enter a name for the new schedule.
- 2. Select **Others** from the **Category** drop-down list to specify the subsystems that the Time Schedule is providing service to.
- 3. If a Master (Parent) schedule has already been defined and the new schedule is to be a Slave (Child), select the Master (Parent) schedule from the **Association** drop-down list.

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## Schedules - Inputs Tab

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#### Schedules - Outputs Tab

- 1. Associate the output to a application/device point. To add other additional association, click the + button.
- 2. To override any output command, toggle the **ON/OFF** button and change the override parameters.
- 3. Click the **Submit** button to override the command.
- 4. Once completed, click Save.



#### **Adding Events**

1. To start adding events, click the **Events** tab.

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2. Click the Add an Event text.

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- 3. Enter the name for the event in the Name field.
- 4. Select the day(s) of the week that the event will occur.

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- 5. Use the up and down buttons to set and increase and decrease the **Start** and **End Time** values.
- 6. If this is a Slave (Child) event the times selected are relative offsets to the Master (parent) schedule and the available time ranges are from -11:55 to +11:55 (HH:MM)
- 7. Once completed, click Save.



8. Upon finishing the schedule setup, the newly created event will display as shown.



#### Absolute Time and Slave Events

Addition of Absolute Time options





# Legend

- Master time Schedule for the master event
- Overlap time Time of the slave event that is shared with the master schedule
- **Reduced time** Shown with the slave event is scheduled to end before the master schedule event (may be based on relative or absolute time)
- Slave time Event starts prior to master event and/or ends after master event schedule (based on relative time only)
- Absolute time Time shown in blue occurs before or after the master event start and end times (based on absolute time only)

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Day Selection for Slave Events