

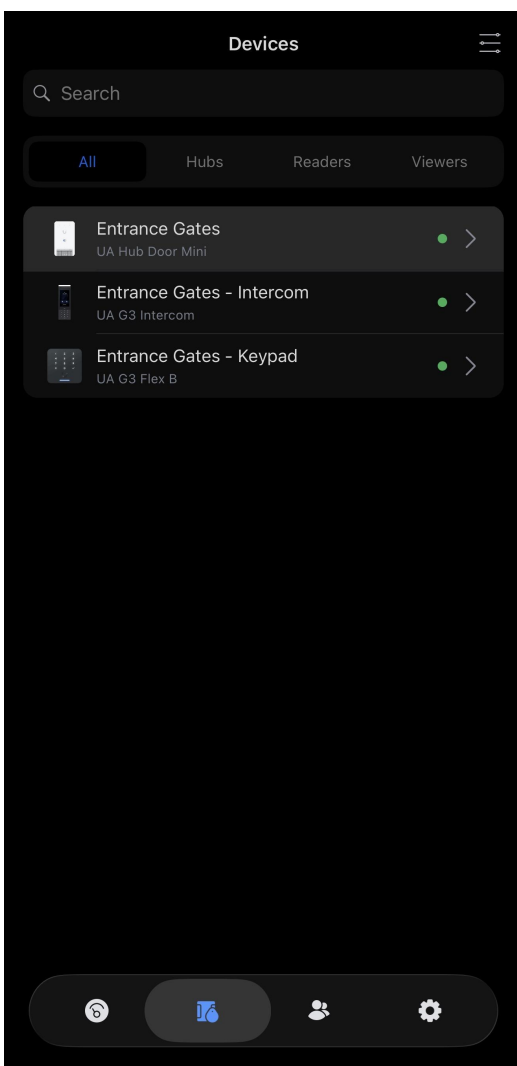
Scheduling

- [Scheduling a Door to Auto Open](#)

Scheduling a Door to Auto Open

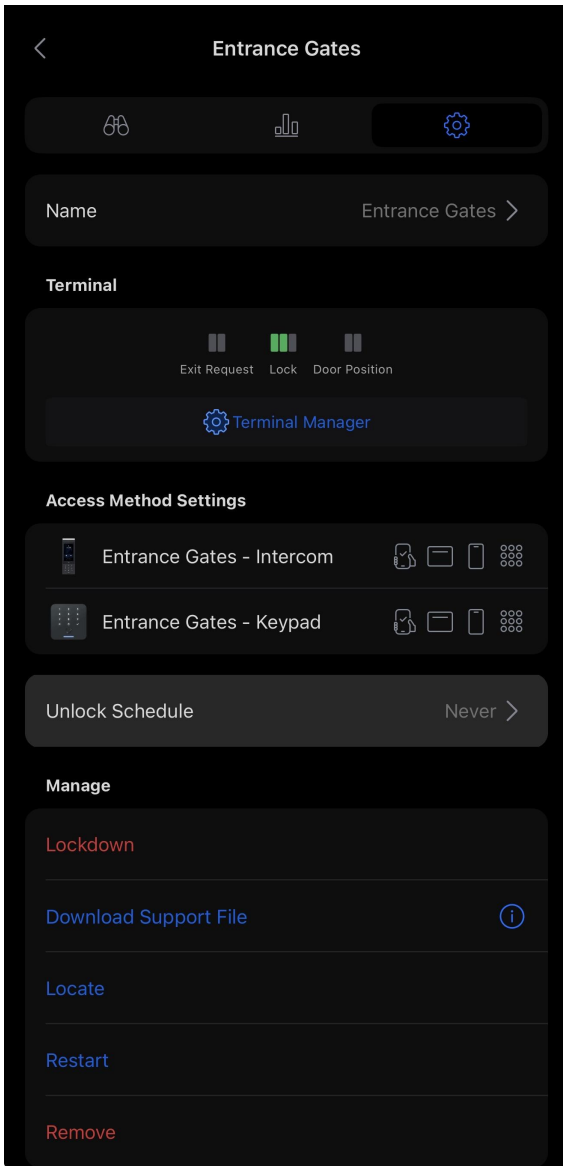
In some circumstances you may want the **gates to open and close automatically in the morning or evening**, for example during **events or scheduled access times**. This can be achieved using the built-in **Scheduler/Policies**.

If you go to the **Devices tab** at the bottom of the page (second from the left).

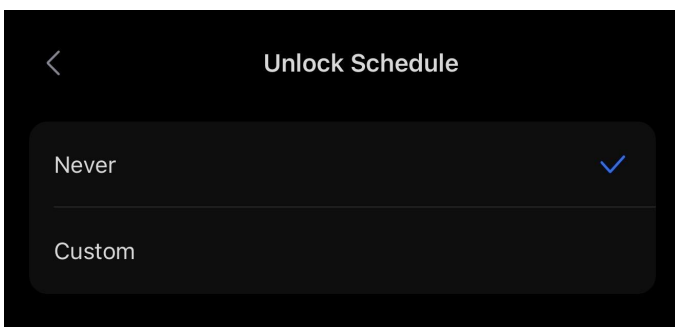


Then select the **Door/Gate Hub** that is responsible for the gate or door you want to control.

If you then proceed to the **cog icon in the top-right corner**, you will be presented with a **more technical configuration view** of the system. From here, we are only interested in the **“Unlock Schedule”** option. Select this.



You will then want to select **“Custom”** to allow you to view and edit the **scheduler**.



You will see a **grid-based schedule** that is fully editable. By clicking on empty sections of the timeline you can **add periods of unlock**, or if you wish to remove a section you can click on it and select **Delete**.

(**Green** indicates unlocked, **Grey** indicates locked/closed.)

Cancel **Unlock Schedule** Apply

Never

Custom ✓

Use a Predefined Schedule

	0	4	8	12	16	20
Sun	+					
Mon	+			09:00 - 17:00		
Tue	+			09:00 - 17:00		
Wed	+			09:00 - 17:00		
Thu	+			09:00 - 17:00		
Fri	+			09:00 - 17:00		
Sat	+					

Local Time: 19:16 UTC+0

Holiday Exceptions

Off On

First-Person-In Requirement ⓘ

Towards the bottom there is a **Holiday Exception** option for extended scheduling during holidays, as well as a **First Person-In Requirement** option. This means the gate will **not start its scheduled unlock period until the first person has opened it**. For example, if the schedule is set from **9:00 AM to 9:00 PM** and a delivery driver arrives at **10:04 AM**, once the gate is opened for the driver it will **remain unlocked until the end of the schedule**, in this case **9:00 PM**.

Finalize the schedule by clicking **Apply**.

The schedule is now active. This same process can be used again in the future to **edit the schedule if required**.