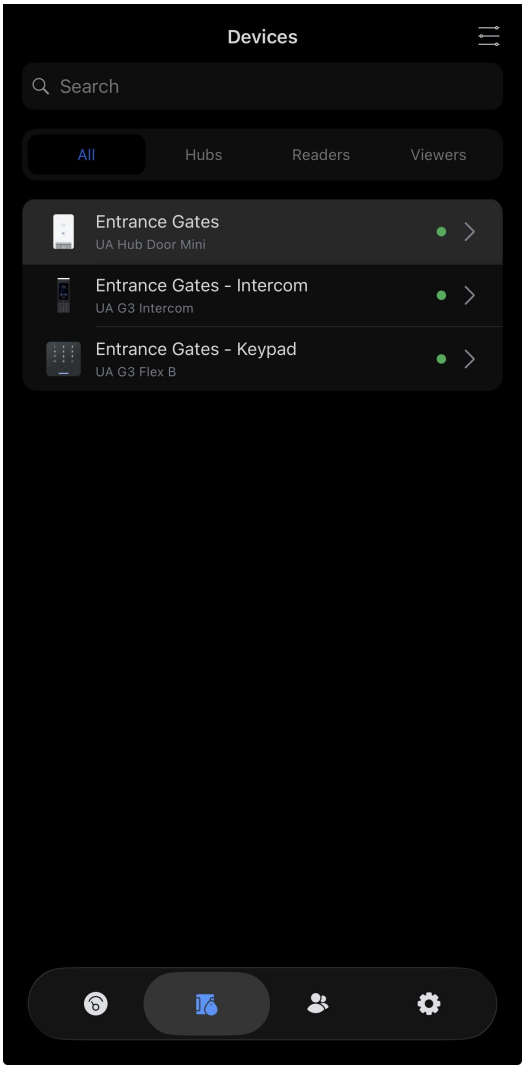
# Scheduling a Door to Auto Open

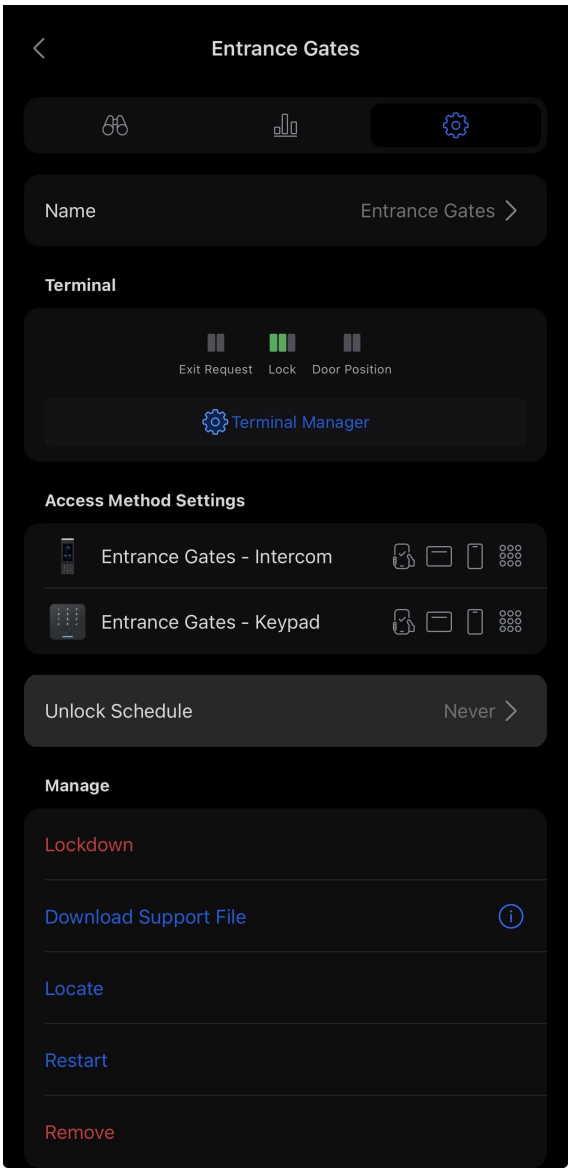
In some circumstances you may want the **gates to open and close automatically in the morning or evening**, for example during **events or scheduled access times**. This can be achieved using the built-in **Scheduler/Policies**.

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

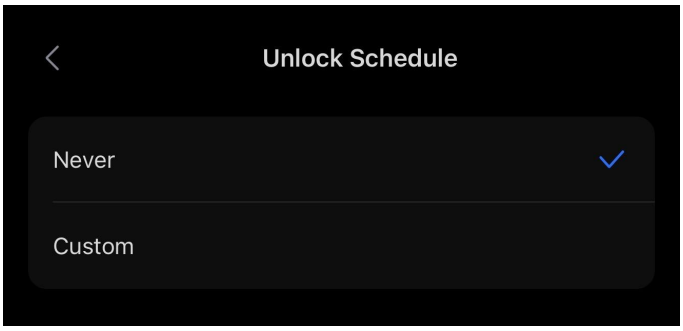



Then select the **Door/Gate Hub** that is responsible for the gate or door you want to control.

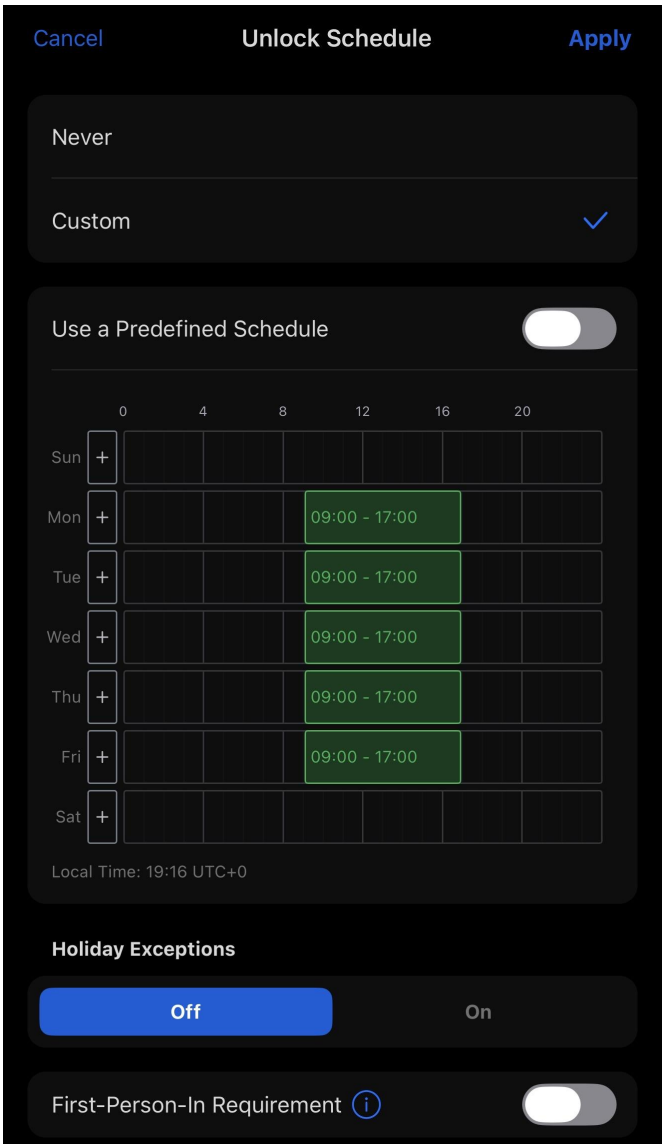
If you then proceed to the **cog icon in the top-right corner**, you will be presented with a **more technical configuration view** of the system. From here, we are only interested in the **“Unlock Schedule”** option. Select this.




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.)




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**.

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