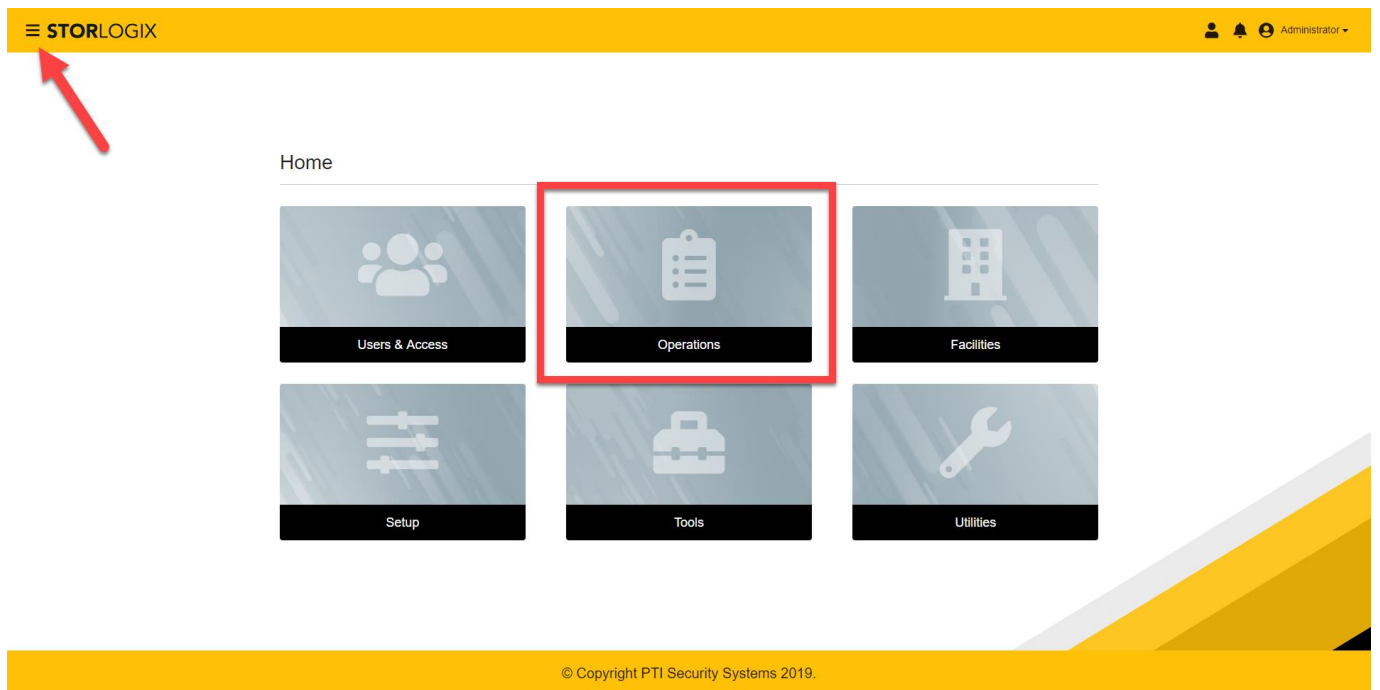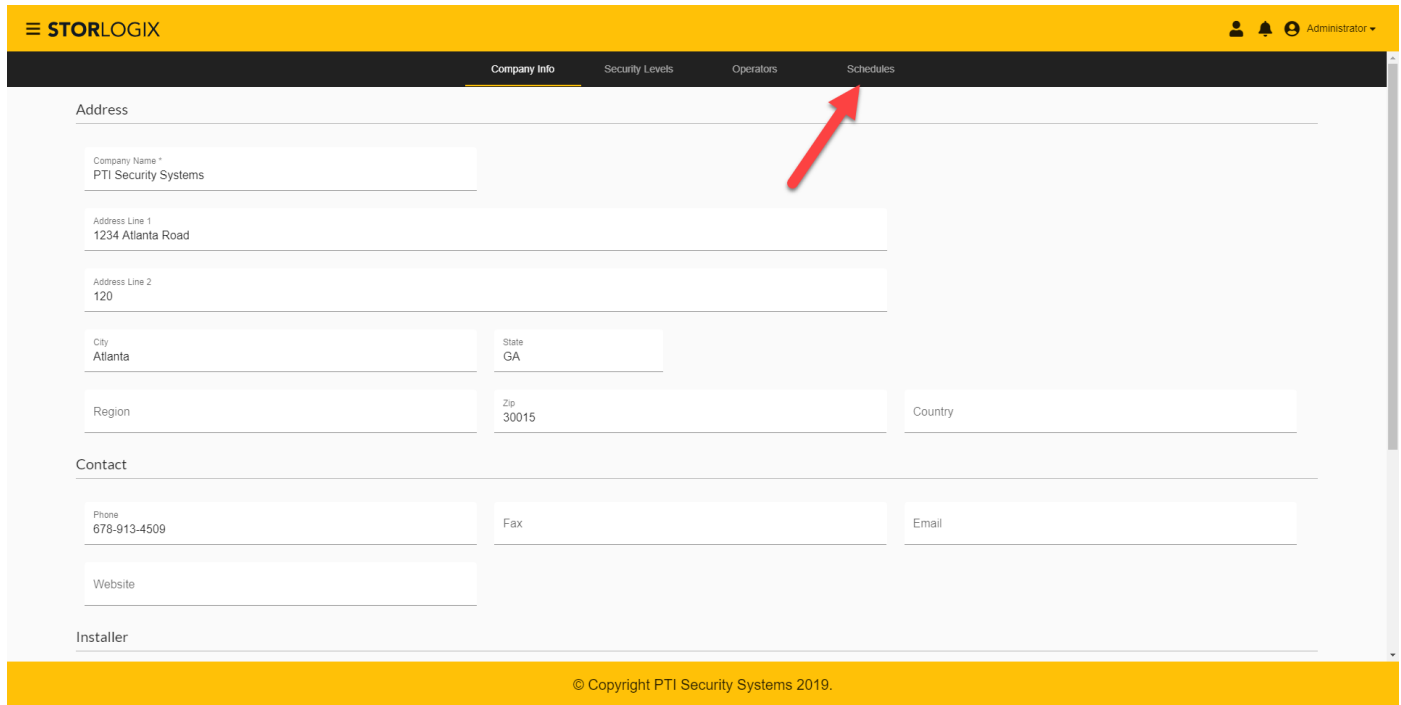# How to Add and Edit Schedules in StorLogix

Adding and Editing Schedules

To add and edit Schedules in StorLogix:

1. Click on your **Operations** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)

2. You will be directed to a page with a fill out form for your company information. On the top tab, click on **Schedules**.

3. You will be directed to another screen with a list of schedules by their names. Click on the yellow button that says **Add Schedule** on the top right.
   a. To edit a schedule, click on the schedule row and it will bring up a pop-screen like the one shown in step 4.
   b. To delete a schedule, click on the checkbox on the left-hand side and click on the black "**X**" next to the yellow button that says "Add Schedule"

4. A pop-up will appear with forms to fill out. Click on **Submit** once you are finished
   a. Enter the schedule Name, something that identifies it such as "Office Hours", "Access", etc.
   b. Range of date(s)
   c. Clicking on Start Time and End Time will bring up a clock
      i. Clicking on **Add Time** will bring up a second row for dates as well as times for alternating schedules (Example: If you want Monday, Wednesday Friday to have a different time schedule than Tuesday and Thursday)