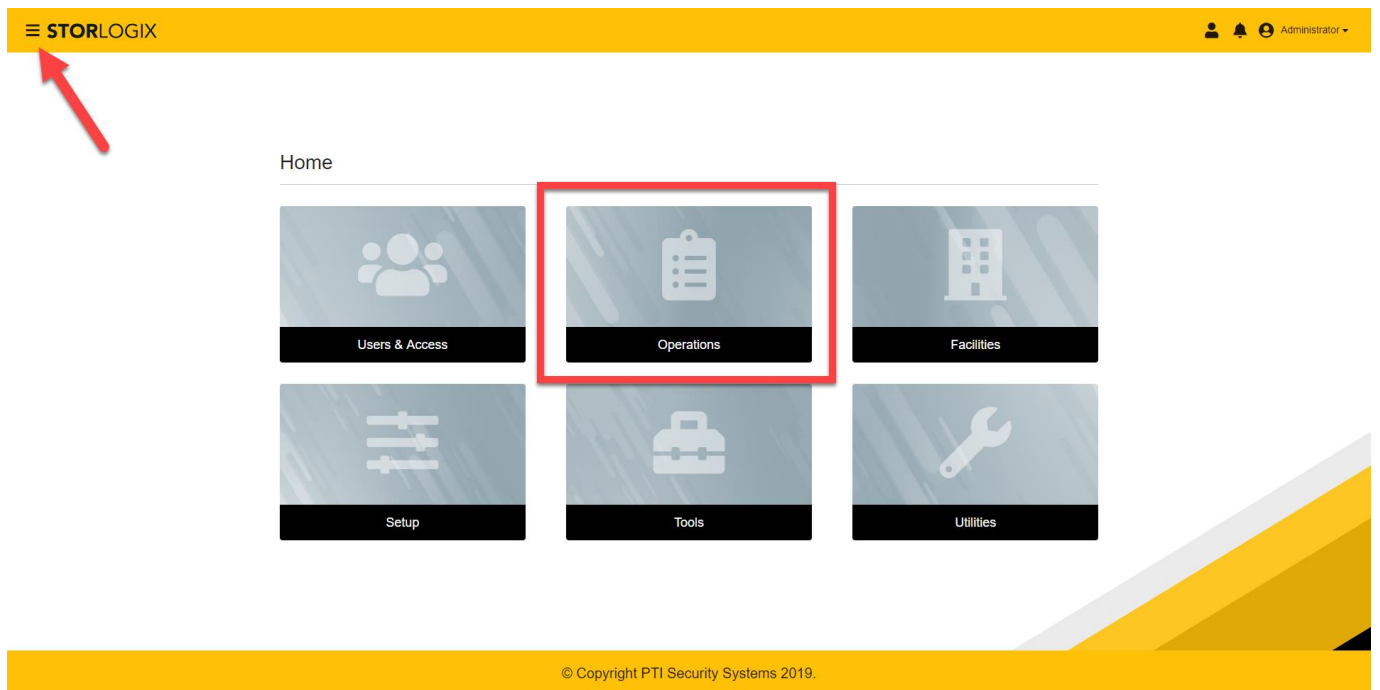


How to Add and Edit Schedules in StorLogix

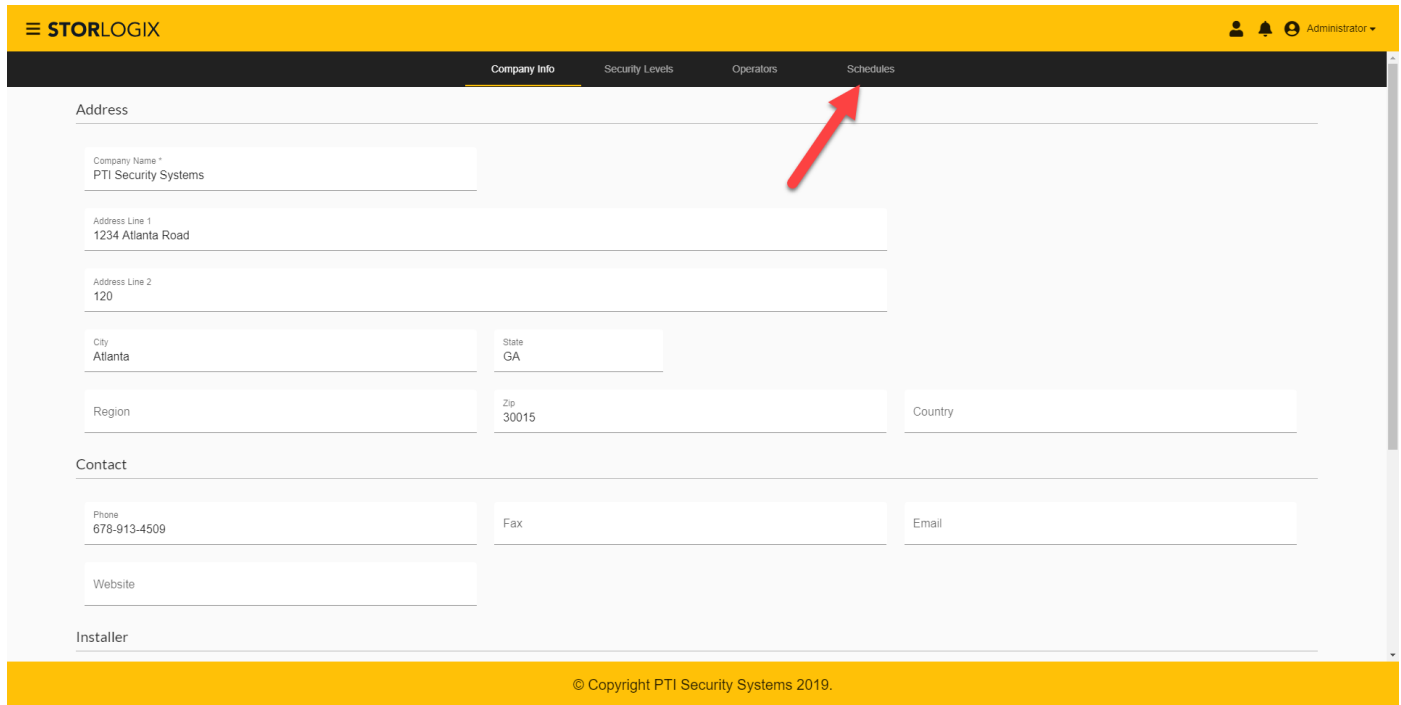
Adding and Editing Schedules

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.



The screenshot displays the PTI Security Systems web interface. At the top, there is a yellow header with the 'STORLOGIX' logo on the left and user information (Administrator) on the right. Below the header is a dark navigation bar with four tabs: 'Company Info', 'Security Levels', 'Operators', and 'Schedules'. A red arrow points to the 'Schedules' tab. The main content area is a form titled 'Address' with the following fields:

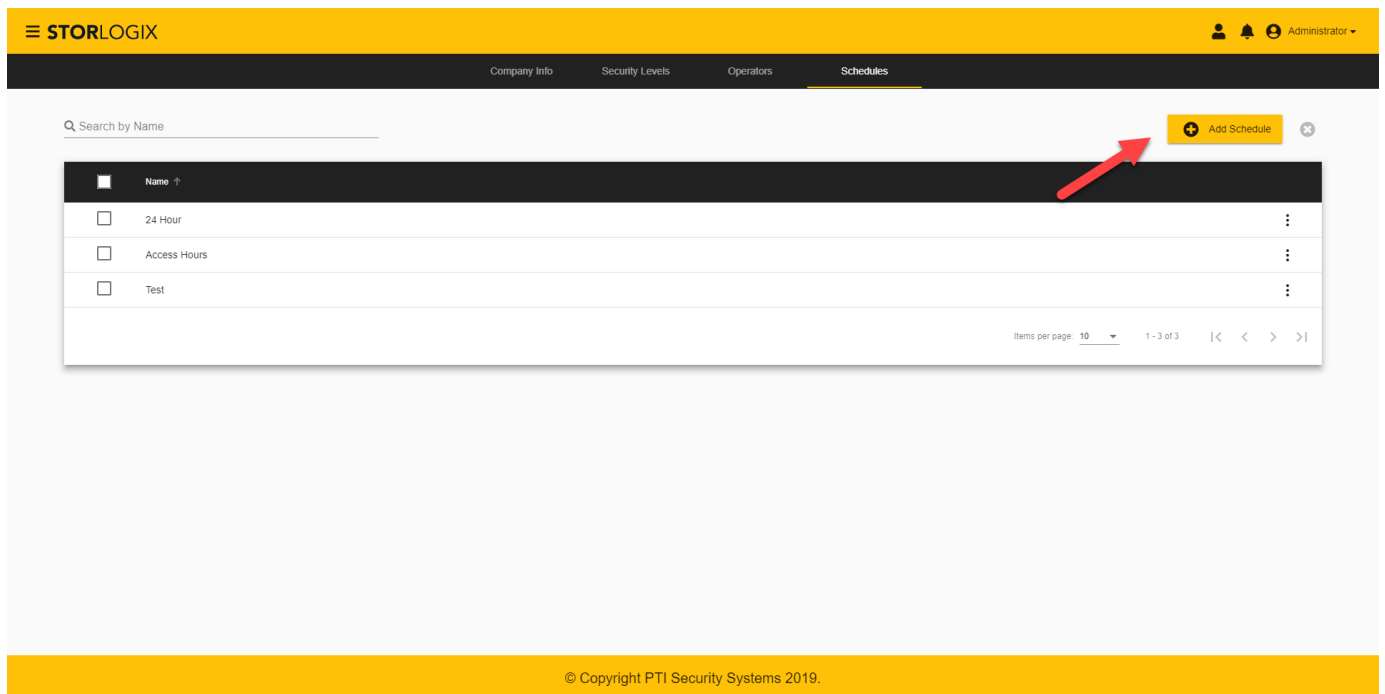
- Company Name *: PTI Security Systems
- Address Line 1: 1234 Atlanta Road
- Address Line 2: 120
- City: Atlanta
- State: GA
- Region: (empty)
- Zip: 30015
- Country: (empty)

Below the address section is a 'Contact' section with the following fields:

- Phone: 678-913-4509
- Fax: (empty)
- Email: (empty)
- Website: (empty)

At the bottom of the form is an 'Installer' section with an empty field. The footer of the page is a yellow bar with the text: © Copyright PTI Security Systems 2019.

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"



STORLOGIX Administrator

Company Info Security Levels Operators Schedules

Q Search by Name

Add Schedule

<input type="checkbox"/>	Name ↑	
<input type="checkbox"/>	24 Hour	⋮
<input type="checkbox"/>	Access Hours	⋮
<input type="checkbox"/>	Test	⋮

Items per page: 10 1 - 3 of 3 |< < > >|

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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)

