

SWS - Forms in the Maintenance Menu - Schedule Window Codes

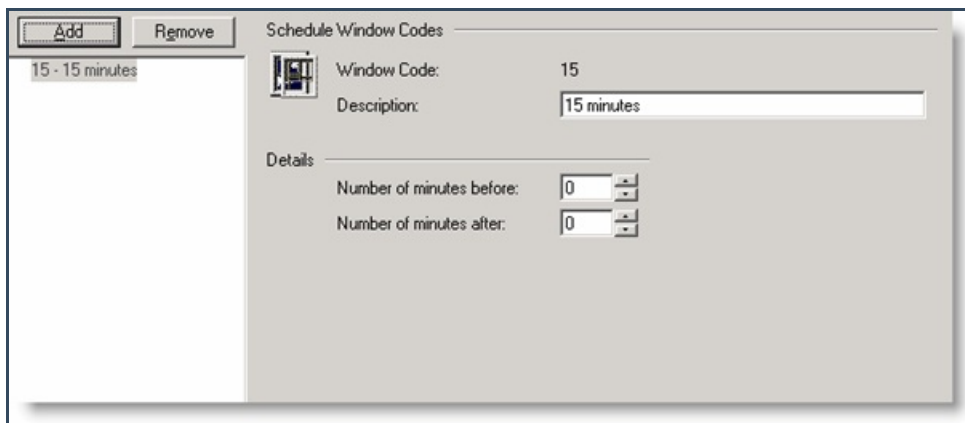
Schedule Window Codes allow you to create and apply simple deviations to OWS Schedule Windows. For example, let's say that a retail store opens at 9am and closes at 6pm. The posted business hours usually apply only to Customers who might visit the store to do business. The hours do not usually apply to an employee who has to prepare the bank deposit before the store opens at 9am, or to the janitorial staff who clean the store after the 6pm closing. In order to avoid premises entries like these triggering unintended alarms, a Supervisor can create Schedule Window Codes to approve such variances.

Adding a New Schedule Window Code

Perform the following steps to create a new Schedule Window Code in the SWS:

1. Navigate to the Maintenance menu and click "Schedule Window Codes".

Result: The "Schedule Window Codes" form displays as shown in the following screenshot:



2. Click "Edit" then click "Add".

Result: The "Add Window Code" screen displays as shown in the following screenshot:



3. Enter a code into the "Window Code:" field.
4. Enter a description into the "Description:" field and click "OK".

Result: The "Add Window Code" screen closes, and the system returns the user to the "Schedule Window Codes" form.

Note: Entries into the "Window Code:" and "Description:" fields display in the OWS "O/C Schedules" form.

5. Select the number of minutes during which a pre-opening entry may occur in the "Number of minutes before:" field.
6. Select the number of minutes during which a post-closing entry may occur in the "Number of minutes after:" field.
7. Click "Save".

Result: You can now apply your new Schedule Window Code in the OWS "O/C Schedules" form.
