

Creating General Schedules

Creating a General Schedule

1. Select the **General Schedules** on the Record, then click the **Plus sign** (⊕) to the right of the word **General Schedules**.
2. **Choose the General Schedule Type** - This is very important to do first to reduce mistakes.
3. **Create a General Schedule ID** - This is limited to 4 characters. Some examples may be KH01, CL01, K001, L001, and the like. Check with your organization for your specific ID conventions.
4. **Enter the General Schedule Description** - Be specific and clear to help others understand the purpose.
5. **Set the days of the week and the times of the day for each option.**
 - Please note that no single line may cross the midnight line, therefore, if you have a schedule that crosses midnight you will need to manage for that.
 - General Schedules are an OPT-IN period. That means the schedule periods are for when the element IS available.
6. When all data is entered as expected, click **Done**.
7. Remember to click the **Save** icon (⊕) to commit the data to the database.

General Schedule Add

<small>Schedule ID</small> OT00	<small>Description</small> Out of Service Availability
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Schedule Type

Keyholder Availability
 Call List Availability
 Action Pattern
 On Test

MON	TUE	WED	THU	FRI	SAT	SUN	START1	END1	START2	END2	FROM	TO	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06:00	20:00					✕
ADD													

CANCEL
DONE

General Schedule Add

<small>Schedule ID</small> AP01	<small>Description</small> Action Pattern General Schedule
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Schedule Type

Keyholder Availability
 Call List Availability
 Action Pattern
 On Test

MON	TUE	WED	THU	FRI	SAT	SUN	START1	END1	START2	END2	FROM	TO	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00:00	08:00	22:00	23:59			✕
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00:00	08:00					✕
ADD													

CANCEL
DONE

Overnight General Schedule

Description Type	Evening Call Group						Call List Availability				
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start 1	End 1	Start 2	End 2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00:00	07:59	19:00	23:59	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	00:00	08:00	20:00	23:59	

