

# Adding Open/Close Schedules

Creating Open Close Schedules are quick and easy in Manitou. For details related to the [Types of Schedules](#) and their use in Manitou, please review the linked articles.

## Using the Wizard to Create a Schedule

This video walks through the steps for creating an Open/Close schedule. [AddOCSched.mp4](#) The following steps detail using the Wizard to create a New Open/Close Schedule.

1. **Load the Customer** and navigate to the O/C Schedules form on the left-hand navigation.
  2. **Click the Plus sign** (+).
  3. **Select the Type.** In most Customer cases this will be None. If accessing a linked schedule on the Dealer select linked and choose the schedule from there.
  4. Enter a **Schedule ID**.
  5. Enter a **Schedule Description**.
  6. **Click Use Wizard.**
    1. Set the **check boxes of what schedule items** for the open/close schedule.
    2. **Set the times** for each parameter. [This article details the terms and use of each parameter.](#)
    3. **Select the days of the week** to include. We recommend adding the entire week of days that may have any values. They may be updated after the Wizard.
    4. **Click Done.**
  7. Make any **Edits** to the Schedule.
  8. **Click Done.**
  9. If not yet ready to assign the schedule to an area, select No.
  10. If ready to assign to an area, click Yes, and Manitou navigates to the Systems form. [Here are the instructions for adding a schedule to an Area.](#)
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