# Adding a Schedule to an Area

Once an Open/Close schedule is ready, it must be tied to an area, or group of areas to monitor the schedule against the signaling received into Manitou.

Adding a Schedule to an Area

1. Navigate to **Systems** within the Customer record.
2. **Locate the System and Area,** within Areas and Zones, for the Schedule.
3. **Click the pencil** (✏) icon.
4. Select the area then drop down and select the Open/Close schedule to use. This is why the description is important.
5. **Choose** the appropriate **monitoring service** for monitoring this schedule.
    - **Monitor** - brings schedule exceptions to alarm operator's attention.
    - **Log** - notes the exceptions within the activity log but will not bring exceptions to an operator's attention.
6. Click **Done**.
7. **Save** (⧉) the record.
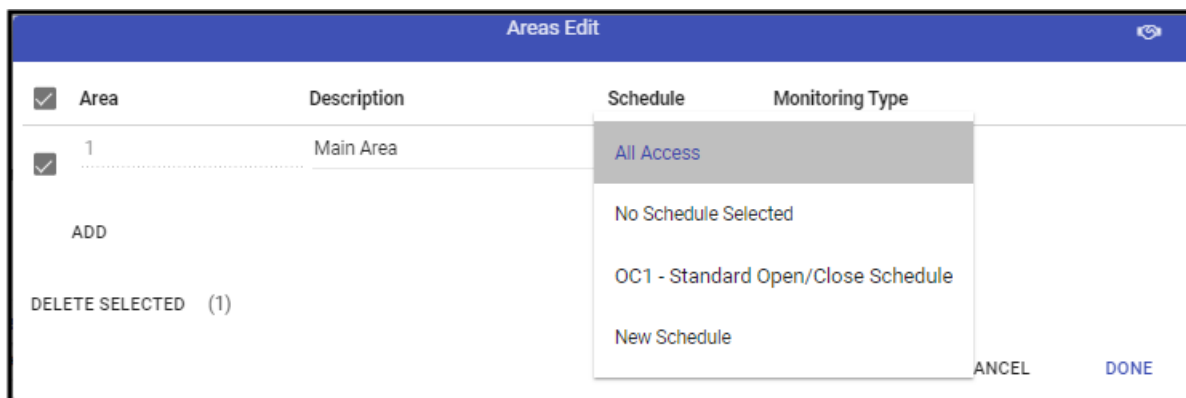
Note, it is also possible to create a new Open/Close Schedule directly from the Area. Here are the instructions for creating an Open/Close schedule within a customer record.