

Linear/IEI: Creating Holidays with Hub Manager Professional Software Version 8.1

System Setup: Task List

System Setup Task List

The System Setup Task list is a step-by-step guide to programming the Hub Manager Professional software.

The task list also provides video tutorials for each step needed to complete the setup of the software.

The following will describe what each step of the task list is used for.

System Setup: Task List

Hub Manager Professional™

System Setup Tasklist

- Create Operators** - The Operators option lets you assign to unlimited operators the ability to create, view, and manipulate data in the Hub Manager Professional databases.
- Create Sites** - A site is a part of the access control system (group of controllers) connected via the same "Connection Type." Sites must be defined with unique names. You may create as many Sites of a certain connection type as you like.
- Time Zones** - Time Zones are used for 2 purposes.
 - To specify the days & times a users access credentials are valid
 - to specify the auto-unlock schedules of the door controllers The auto-unlock settings are established in the door settings for each door controller.
- Create Doors** - A door is defined as any entry point (doors with electrical or magnetic lock, turnstile, rising barrier, or motorized gate) controlled by a supported Controller.

Video Tutorials

For support please contact:
Support Company
Support Contact
Support Phone

System Setup: Task List

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System Setup Tasklist (cont.)

- Create Access Levels** - Defines where and when a users' credential is valid within the entire access control system.
- Create Users** - The Users option lets you add new users to the system and specify the access credentials for each user.
- Create Holidays** - Holidays are used in Time Zone definitions, by specifying whether or not a Time Zone definition should apply on a holiday. A holiday is defined by specifying the month and day of the holiday, but not the year. This makes the holiday definitions year-independent, always applying to the current year. Floating holidays must be edited on a yearly basis, such as Thanksgiving, which falls on a different date (Thursday) each year. Up to (16) Single Date holidays and (16) Block Holidays can be defined.
- Export Data to Controllers** - Sends completed programming to door controllers

Hub Manager Professional v8.1 System 1

System Database Communications Tools Reports Help

Video Tutorials

SYSTEM SETUP TASKLIST	
1. Create Operators	
2. Create Sites	
3. Create Time Zones	
4. Create Doors	
5. Create Access Levels	
6. Create Users	
7. Create Holidays	
8. Export Data to Controllers	
NOTE:	Click on any task to perform that action

For support please contact:
Support Company
Support Contact
Support Phone

System Setup: Task List

The next section is an overview of the software set up of the system.

Note: If you used the preconfigured database then many of these options will already indicate completed but it is recommended you review each section for individual customization.

System Setup: Creating Holidays

Creating Holidays

1. Select **“Create Holidays”** from the Tasklist.

Note: You can also select **“Holidays”** from the Database Menu.

Hub Manager Professional™

The screenshot shows the Hub Manager Professional v8.1 software interface. The title bar reads "Hub Manager Professional v8.1 System 1 : Building One". The menu bar includes "System", "Database", "Communications", "Tools", "Reports", and "Help". Below the menu bar is a toolbar with various icons. A red box highlights the "Database" menu item, and a red arrow points from it to the "Create Holidays" task in the tasklist. The tasklist is titled "SYSTEM SETUP TASKLIST" and contains the following items:

Task	Icon
1. Create Operators	👤
2. Create Sites	📍
3. Create Time Zones	🕒
4. Create Doors	🚪
5. Create Access Levels	🔑
6. Create Users	👤
7. Create Holidays	📅
8. Export Data to Controllers	📤

Each task in the list has a checkmark in the left margin. The "Create Holidays" task is highlighted with a red box. Below the tasklist is a "NOTE: Click on any task to perform that action". In the bottom right corner, there is a support contact box:

For support please contact:
Company Name
Company Contact
555-555-5555

System Setup: Creating Holidays

Creating Holidays

1. Select **“Create Holidays”** from the Tasklist.
2. Click **“Add”**.

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Name	Type	Start Date	End Date	Floating
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Sort By: Name

Search: Go

System Setup: Creating Holidays

Creating Holidays

1. Select “**Create Holidays**” from the Tasklist.
2. Click “Add”.
3. Create “Name” for Holiday.

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The screenshot displays the 'Holidays' window in Hub Manager Professional. The window contains a table with the following columns: Name, Type, Start Date, End Date, and Floating. Below the table is a 'Holiday' dialog box. The dialog box has the following fields and controls:

- Name:** A text input field containing 'Thanksgiving', highlighted with a red box and pointed to by a red arrow.
- Type:** A dropdown menu set to 'Single Date'.
- First Day:** A text input field.
- Month:** A dropdown menu.
- Floating Holiday:** An unchecked checkbox.
- Buttons:** 'Save' (with a green checkmark) and 'Cancel' (with a red X).

At the bottom of the 'Holidays' window, there are buttons for '+ Add', 'Edit', 'Delete', and 'Done'. On the right side, there is a 'Sort By' dropdown set to 'Name' and a 'Search' input field with a 'Go' button.

System Setup: Creating Holidays

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Creating Holidays

1. Select **“Create Holidays”** from the Tasklist.
2. Click **“Add”**.
3. Create **“Name”** for Holiday.
4. Select **“Type”** of Holiday;
 - **Single Date**
 - **Block Dates**

The screenshot shows the 'Holidays' window in Hub Manager Professional. The window contains a table with columns: Name, Type, Start Date, End Date, and Floating. Below the table is a 'Holiday' dialog box. The dialog box has the following fields: Name (Thanksgiving), Type (Single Date), First Day (), Month (), and a checkbox for Floating Holiday (unchecked). At the bottom of the dialog box are 'Save' and 'Cancel' buttons. A red box highlights the 'Type' dropdown menu, and a red arrow points from step 4 of the instructions to it.

Name	Type	Start Date	End Date	Floating
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Sort By: Name
Search: Go

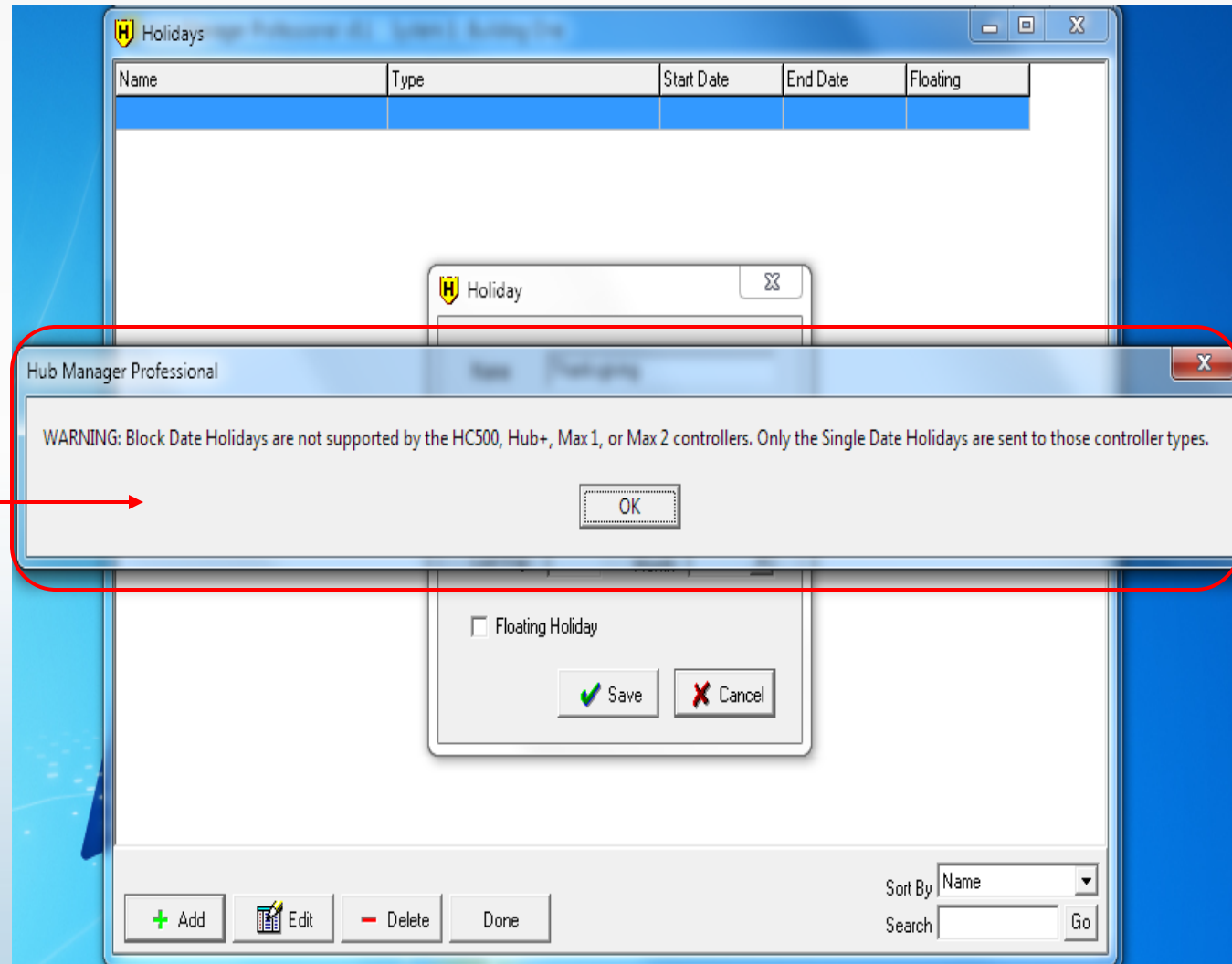
System Setup: Creating Holidays

Hub Manager Professional™

Creating Holidays

1. Select “**Create Holidays**” from the Tasklist.
2. Click “Add”.
3. Create “Name” for Holiday.
4. Select “Type” of Holiday;
 - Single Date
 - Block Dates

Note: If you choose “Block Dates”, the following warning will display.



System Setup: Creating Holidays

Creating Holidays

1. Select “**Create Holidays**” from the Tasklist.
2. Click “Add”.
3. Create “Name” for Holiday.
4. Select “Type” of Holiday;
 - Single Date
 - Block Dates
5. Enter the “date or dates” depending on the type of holiday being created.

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The screenshot displays the 'Holidays' window in Hub Manager Professional. The window contains a table with the following columns: Name, Type, Start Date, End Date, and Floating. Below the table is a 'Holiday' dialog box. The dialog box has the following fields: Name (Thanksgiving), Type (Block), First Day (23), Month (Nov), Last Day (24), and Month (Nov). The 'Floating Holiday' checkbox is checked. The dialog box has 'Save' and 'Cancel' buttons. A red arrow points from step 5 of the instructions to the date fields in the dialog box.

Name	Type	Start Date	End Date	Floating
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Holiday

Name: Thanksgiving

Type: Block

First Day: 23 Month: Nov

Last Day: 24 Month: Nov

Floating Holiday

Save Cancel

Sort By: Name

Search: Go

+ Add Edit - Delete Done

System Setup: Creating Holidays

Creating Holidays

1. Select **“Create Holidays”** from the Tasklist.
2. Click **“Add”**.
3. Create **“Name”** for Holiday.
4. Select **“Type”** of Holiday;
 - **Single Date**
 - **Block Dates**
5. Enter the **“date or dates”** depending on the type of holiday being created.

Note: If **“Single Holiday”** is chosen, only the **“First Day”** of holiday option is displayed.

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The screenshot displays the 'Holidays' window in Hub Manager Professional. The window contains a table with the following columns: Name, Type, Start Date, End Date, and Floating. Below the table is a toolbar with buttons for '+ Add', 'Edit', 'Delete', and 'Done'. A 'Sort By' dropdown menu is set to 'Name', and a search field is present.

A 'Holiday' dialog box is open, showing the following fields and options:

- Name: Thanksgiving
- Type: Block
- First Day: 23, Month: Nov
- Last Day: 24, Month: Nov
- Floating Holiday
- Buttons: Save, Cancel

A red arrow points from the 'Note' text to the 'First Day' field in the dialog box.

System Setup: Creating Holidays

Creating Holidays

1. Select “**Create Holidays**” from the Tasklist.
2. Click “Add”.
3. Create “Name” for Holiday.
4. Select “Type” of Holiday;
 - Single Date
 - Block Dates
5. Enter the “date or dates” depending on the type of holiday being created.
6. Selecting “Floating” if it is a holiday that changes dates from year to year.

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The screenshot displays the 'Holidays' window in Hub Manager Professional. The window contains a table with the following columns: Name, Type, Start Date, End Date, and Floating. Below the table is a 'Holiday' dialog box. The dialog box has the following fields: Name (Thanksgiving), Type (Block), First Day (23), Month (Nov), Last Day (24), and Month (Nov). The 'Floating Holiday' checkbox is checked and highlighted with a red box. A red arrow points from step 6 of the instructions to this checkbox. At the bottom of the dialog box are 'Save' and 'Cancel' buttons. The main window has a toolbar at the bottom with '+ Add', 'Edit', '- Delete', and 'Done' buttons, and a 'Sort By' dropdown set to 'Name' and a 'Search' field.

Name	Type	Start Date	End Date	Floating
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Holiday

Name: Thanksgiving

Type: Block

First Day: 23 Month: Nov

Last Day: 24 Month: Nov

Floating Holiday

Save Cancel

+ Add Edit - Delete Done

Sort By: Name Search: Go

System Setup: Creating Holidays

Creating Holidays

1. Select **“Create Holidays”** from the Tasklist.
2. Click **“Add”**.
3. Create **“Name”** for Holiday.
4. Select **“Type”** of Holiday;
 - **Single Date**
 - **Block Dates**
5. Enter the **“date or dates”** depending on the type of holiday being created.
6. Selecting **“Floating”** if it is a holiday that changes dates from year to year.
7. Click **“Save”**.

Hub Manager Professional™

The screenshot displays the 'Holidays' window in Hub Manager Professional. The window contains a table with the following columns: Name, Type, Start Date, End Date, and Floating. Below the table is a toolbar with buttons for '+ Add', 'Edit', 'Delete', and 'Done'. A 'Sort By' dropdown menu is set to 'Name', and a search field is present.

A 'Holiday' dialog box is open, showing the following fields and options:

- Name: Thanksgiving
- Type: Block
- First Day: 23, Month: Nov
- Last Day: 24, Month: Nov
- Floating Holiday
- Buttons: Save (with a green checkmark icon), Cancel (with a red X icon)

A red arrow points from the 'Save' button in the dialog box to the 'Save' button in the main window's toolbar.

System Setup: Creating Holidays

Creating Holidays

1. Select **“Create Holidays”** from the Tasklist.
2. Click **“Add”**.
3. Create **“Name”** for Holiday.
4. Select **“Type”** of Holiday;
 - Single Date
 - Block Dates
5. Enter the **“date or dates”** depending on the type of holiday being created.
6. Selecting **“Floating”** if it is a holiday that changes dates from year to year.
7. Click **“Save”**.
8. Continue adding **Holidays** as needed. Click **“Done”** when finished.

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Name	Type	Start Date	End Date	Floating
Thanksgiving	Block	Nov. 23	Nov. 24	YES

Sort By: Name

Search: Go

This completes: Linear/IEI Secured Series: Creating Holidays with Hub Manager Professional Software Version 8.1

For other Related Product Webinars and Presentations (*HubManager 8.1 Tutorials, Linear/IEI Keypad and IP Base Access Control and eMerge Programming*) or, for a list of *all* pre-recorded webinars and other training opportunities visit us at www.LearnLinear.com.

For more information on sales of Linear Electronic Systems or products, please visit us at http://www.linearcorp.com/iei_access_sales.php or for information on all Linear products and services, please visit our home page at www.linearcorp.com.

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