

Linear/IEI: Creating Time Zones 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

- 1. 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.
- 2. 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.
- 3. Time Zones** - Time Zones are used for 2 purposes.
 1. To specify the days & times a users access credentials are valid
 2. to specify the auto-unlock schedules of the door controllers The auto-unlock settings are established in the door settings for each door controller.
- 4. 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.

Hub Manager Professional v8.0 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

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Your Company
Installers Name
555-555-5555

System Setup: Task List

Hub Manager Professional™

System Setup Tasklist (cont.)

5. **Create Access Levels** - Defines where and when a users' credential is valid within the entire access control system.
6. **Create Users** - The Users option lets you add new users to the system and specify the access credentials for each user.
7. **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.
8. **Export Data to Controllers** - Sends completed programming to door controllers

Hub Manager Professional v8.0 System 1 :
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Video Tutorials

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 Time Zones

Creating Time Zones Hub Manager Professional™

1. Select **“Create Time Zones”** from the Tasklist.

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

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". The "Database" menu is highlighted with a red box. Below the menu bar is a toolbar with various icons. A red arrow points from the "Database" menu to the "Create Time Zones" task in the tasklist.

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:
Company Name
Company Contact
555-555-5555

System Setup: Creating Time Zones

Hub Manager Professional™

Creating Time Zones

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

Name	Type	Start	Stop	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
24 Hour	Single Day	12:00:00 AM	11:59:00 PM	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
Shift 1 Mon-Fri	Single Day	9:00:00 AM	5:00:00 PM		Mon	Tue	Wed	Thu	Fri		
Shift 1 Sat-Sun	Single Day	9:00:00 AM	5:00:00 PM	Sun						Sat	
Shift 2 Mon-Fri	Single Day	3:00:00 PM	11:00:00 PM		Mon	Tue	Wed	Thu	Fri		
Shift 2 Sat-Sun	Single Day	3:00:00 PM	11:00:00 PM	Sun						Sat	
Shift 3 Mon-Fri	Midnight-Crossing	11:00:00 PM	7:00:00 AM		Mon	Tue	Wed	Thu	Fri		
Shift 3 Sat-Sun	Midnight-Crossing	11:00:00 PM	7:00:00 AM	Sun						Sat	

Sort By: Name

Search: Go

System Setup: Creating Time Zones

Creating Time Zones **Hub Manager Professional™**

1. Select “**Create Time Zones**” from the **Tasklist**.
2. Click “**Add**”.
3. Enter a “**Name**” for your **Time Zone**.

Name	Type	Start	Stop	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
24 Hour	Single Day	12:00:00 AM	11:59:00 PM	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
Shift 1 Mon-Fri	Single Day	9:00:00 AM	6:00:00 PM		Mon	Tue	Wed	Thu	Fri		
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Shift 2 Sat-Sun	Single Day	3:00:00 PM	11:00:00 PM	Sun						Sat	
Shift 3 Mon-Fri	Midnight-Crossing	11:00:00 PM	7:00:00 AM		Mon	Tue	Wed	Thu	Fri		
Shift 3 Sat-Sun	Midnight-Crossing	11:00:00 PM	7:00:00 AM	Sun						Sat	

Time zone dialog box fields:

- Name:
- Start: 12:00 AM
- Stop: 12:00 AM
- Type: Single Day
- Days of Week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Holiday
- Buttons: Save, Cancel

Main window controls: + Add, Edit, Delete, Done, Sort By: Name, Search: Go

System Setup: Creating Time Zones

Hub Manager Professional™

Creating Time Zones

1. Select “**Create Time Zones**” from the **Tasklist**.
2. Click “**Add**”.
3. Enter a “**Name**” for your **Time Zone**.
4. Enter a “**Start**” and “**Stop**” time.

Name	Type	Start	Stop	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
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Shift 3 Sat-Sun	Midnight-Crossing	11:00:00 PM	7:00:00 AM	Sun						Sat	

Time zone

Name: Front Door Unlock

Start: 12:00 AM

Stop: 12:00 AM

Type: Single Day

Days of Week:
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Holiday

Save Cancel

Sort By: Name

Search: [] Go

+ Add Edit Delete Done

System Setup: Creating Time Zones

Hub Manager Professional™

Creating Time Zones

1. Select “**Create Time Zones**” from the **Tasklist**.
2. Click “**Add**”.
3. Enter a “**Name**” for your **Time Zone**.
4. Enter a “**Start**” and “**Stop**” time.
5. Check off the “**Days**” for which the **Time Zone** will apply.

Name	Type	Start	Stop	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
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Shift 3 Sat-Sun	Midnight-Crossing	11:00:00 PM	7:00:00 AM	Sun						Sat	

Time zone

Name: Front Door Unlock

Start: 6:00 AM

Stop: 8:00 PM

Type: Single Day

Days of Week:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Holiday

Save Cancel

Sort By: Name

Search: [] Go

+ Add Edit Delete Done

System Setup: Creating Time Zones

Hub Manager Professional™

Creating Time Zones

1. Select “**Create Time Zones**” from the **Tasklist**.
2. Click “**Add**”.
3. Enter a “**Name**” for your **Time Zone**.
4. Enter a “**Start**” and “**Stop**” time.
5. Check off the “**Days**” for which the **Time Zone** will apply.
6. Select the “**Type**” of **Time Zone**.

Name	Type	Start	Stop	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
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Shift 3 Sat-Sun	Midnight-Crossing	11:00:00 PM	7:00:00 AM	Sun						Sat	

Time zone

Name: Front Door Unlock

Start: 6:00 AM

Stop: 6:00 PM

Type: Single Day

Days of Week:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Holiday

Save Cancel

Sort By: Name

Search: [] Go

+ Add Edit Delete Done

System Setup: Creating Time Zones

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Creating Time Zones

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Time zone

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Sort By: Name

Search: Go

+ Add Edit Delete Done

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Creating Time Zones

1. Select **“Create Time Zones”** from the **Tasklist**.
2. Click **“Add”**.
3. Enter a **“Name”** for your **Time Zone**.
4. Enter a **“Start”** and **“Stop”** time.
5. Check off the **“Days”** for which the **Time Zone** will apply.
6. Select the **“Type”** of **Time Zone**.
7. Click **“Save”**.
8. Continue adding more **Time Zones** or edit existing **Time Zones** as needed.

Name	Type	Start	Stop	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
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7. Click **“Save”**.
8. Continue adding more **Time Zones** or edit existing **Time Zones** as needed.
9. Click **“Done”**.

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+ Add Edit Delete Done

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

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