Quick Guide - Admin Portal Modifying Lighting Schedules





Go to the **SOP** tab, click **Timetables**, then find the timetable to be edited. Click the 3 vertical dots to the right of the schedule, then click **Edit**.

L Energybox		ABC Cafe New York	🗘 🦂 Jane Doe 🛛 🗘
	General SOP Spaces Equipment	Devices More ~	
	Policies Cost Timetables		Add Timetable
	Timetable Schedules Start Time Ei	nd Time Referenced By Attached To No. of Ec	uipment Timetable Level
Equipment	> Parking Lot Lights	Scheduler Street & Parkin Lighting	ig <u>Site</u>
Devices	> Kitchen Lights	Scheduler Ambient Lighti	ng Duplicate Delete
	Dining Room Lights	Scheduler Signage	ng 1 Site i
	> Drive Through Lights	Scheduler Facade Lightin	g 1 Site :
Home	> Kitchen Thermostat	Venstar HVAC other HVAC Control	1 Site I

Click the right facing arrow to the left of the schedule to expand the Timetable, then edit the days or Start or End times.

Once changes have been made, click **Save**.

Time Table Details			
Name * Canopy/Building Lights			
✓ Default			
Mon Tue Wed Thu Fri Sat Sun	Start time *	End Time *	
	Customized time	Customized time	
	04:00 PM	09:00 AM	
Add row			
Add special row			
* Mandatory fields			



Navigate to the **Network Groups** tab. Click the **Update Config** button to the right of the Site Network Group.

