## Quick Guide - Admin Portal Setting Up Lighting Schedules





Go to the **SOP** tab, click **Timetables**, then **Add Timetable**. Name the time table Ex: Canopy Lights, Indoor Lighting, Building Lights, etc. Choose the days the schedule will take place. Enter the lighting start and end times. Click **Add**.

| L_renergybox  |   |   |                            | ABC Cafe New York          | 🗘 斗 jane D                    |              |
|---------------|---|---|----------------------------|----------------------------|-------------------------------|--------------|
|               | ABC Cafe New York     123 Main Street, New York, NY 101 | 10  |                            |                            |                               | Delete Site  |
|               | General SOP S   | paces Equipment   | Devices More v             |                            |                               |              |
|               | Policies Cost Ti  | netables  |                            |                            |                               | dd Timetable |
|               | 7 Timetables  |   |                            |                            |                               |              |
| B             | Timetable Name  | Schedules   | Start Time End Time Refere | nced By Attached To No     | o. of Equipment Timetable Lev | el           |
| Q             | > Parking Lot Lig                                       | nts   |                            | Scheduler Street & Parking | 1 Site                        | i.           |
|               | > Kitchen Li  | New Time Tab  | le<br>Im Table Name        |                            |                               |              |
| Notifications | > Exterior B  | V Default   |                            |                            |                               |              |
| Ţ             | > Dining Ro   | Men Tue W   | ed Thu Fri Sat Sun         | Start time *               | End Time *                    |              |
|               | > Drive Thr   |   |                            | Customized time            | Customized time               |              |
| _             |   | Add row   |                            |                            |                               |              |
|               |   | <ul> <li>Add special row</li> <li>Mandatory fields</li> </ul> |                            |                            |                               |              |
|               |   |   |                            |                            |                               | Carcel       |



Find/select the piece of equipment that needs the Timetable applied. Click **Add Controls**. Click **Scheduler**. Select the desired timetable in the Timetable drop down. Click **Add** in the bottom right.





Go back to the Sites menu and select the site you were working on. Click on the **Network Groups** tab and click the **Update Config** button to the right of the Site Network Group.

