Quick Guide - Admin Portal Setting Up Lighting Schedules



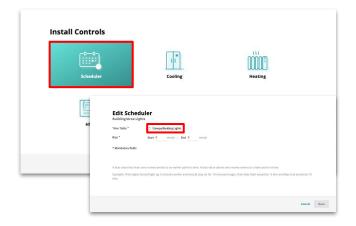


Go to the **SOP** tab, click **Timetables**, then **Add Timetable**. Name the time table Ex: Canopy Lights, Indoor Lighting, Building Lights, etc. Choose the days the schedule will take place. Enter the lighting start and end times. Click **Add**.

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 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				
		 Add special row Mandatory fields 				
						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.

