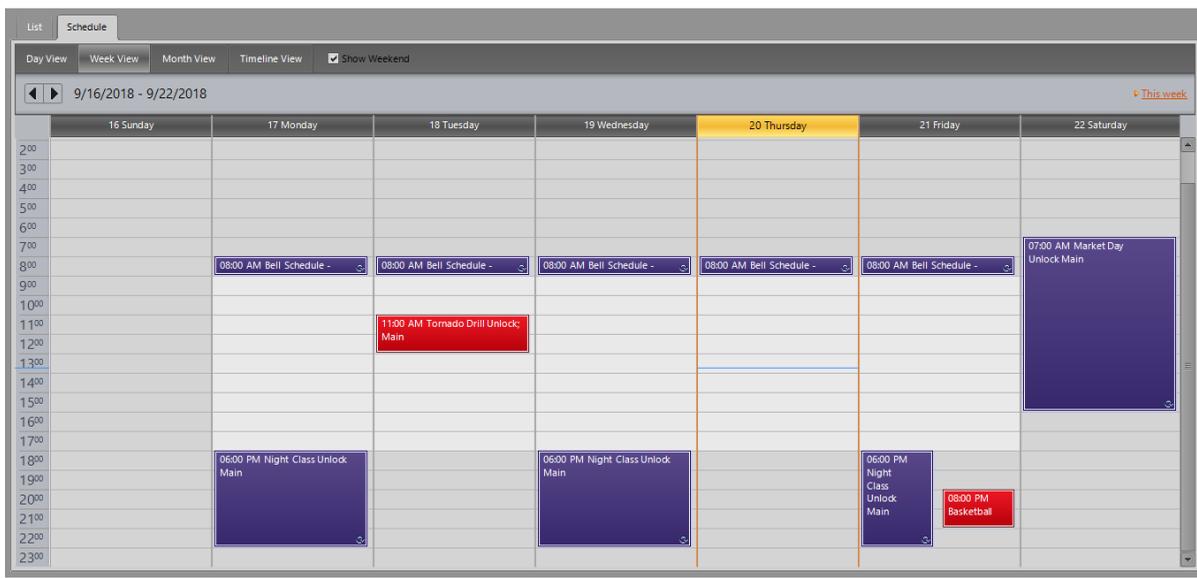


## Calendar Scheduling

### Calendar Feature Overview

Version 6.1 of Access It Universal.NET introduced our calendar feature for macro scheduling. Macros are a powerful tool for scheduling automation within the Access It! Universal.NET software. Macros can be used in a variety of manners including running reports, sending e-mail notifications for events, executing tasks stored on the Mercury SCP controller panels, and controlling door modes. The macros can be scheduled to run by the minute, hour, day, week, or just at a single time. A new enhancement to macros is the ability to automate door control. Users can now create macros that can be scheduled to unlock a door or group of doors at a certain date or time. This is ideal for special events, holidays, or any occasion where a door needs to follow a schedule other than its normal assigned schedule. Once the macro is created the user will easily be able to transition between daily, weekly, monthly, and timeline views to see the scheduled unlock events. The system also allows for simple importing and exporting of events using the iCalendar .ics file format which is compatible with most calendar programs.

### Scheduled Macros



The new calendar interface creates a visual display of scheduled macros in a simple to understand manner. The intuitive calendar UI allows users to create and monitor scheduled events quicker than ever. The new updated “New Macro” wizard is simple to use when creating macros. The macro wizard allows the user to easily select a schedule for a macro and then add macro steps quickly using an easy-to-use menu system.

### Calendar Features

- Import/Export ICS Calendar files
- Color-coded event types
- Recurring scheduled macros
- Powerful “New Macro” wizard

- Visual display of door and system events
- Macros can be added via the Web API
- Simplified system automation
- Schedule custom door schedules

