3a. Lenel Job Aid: Creating or updating a timezone

1. Login to System Administration via the RDS webpage: rds-lenel-prd.stanford.edu
2. Navigate to Access Control → Timezones
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3. To create a new timezone click Add.
4. To modify, highlight the timezone you need to modify and click Modify.
5. Click OK after all programming entries have been completed.

Whether you are adding a new record or modifying an existing record, complete the data in the screen.

NAME: In the name field type the name of the new timezone. Use the naming convention: Segment-Quad-Building-Timeframe. EXAMPLE: ITS-14-140-7A-6P. All letters should be UPPERCASE.

START: Provide the start time of the timezone, in this example 06:59 (Time is military). Start times should be exact to when the time begins.

END: Provide the end time of the timezone, in this example 17:59 (Time is military). End times should be one minute prior to when the time ends. This timezone ends at 18:00.
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CHECKBOXES:

Days of the Week – Select all boxes that apply. For example, if your timezone will only apply to the work week, only select M/T/W/TH/F.

H1 through H8 – Checking these boxes will program the system to IGNORE holidays. Please consult the Application Support team before checking any of the H1–H8 boxes.

ILS Offline/ILS Wireless – If a timezone is going to be used to schedule an ILS Offline or Wireless reader this box must be checked.