



DICE Products & Technical Documentation

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# Add Schedules

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Revision: 3-ee27326070258250135afe884ea7af5f

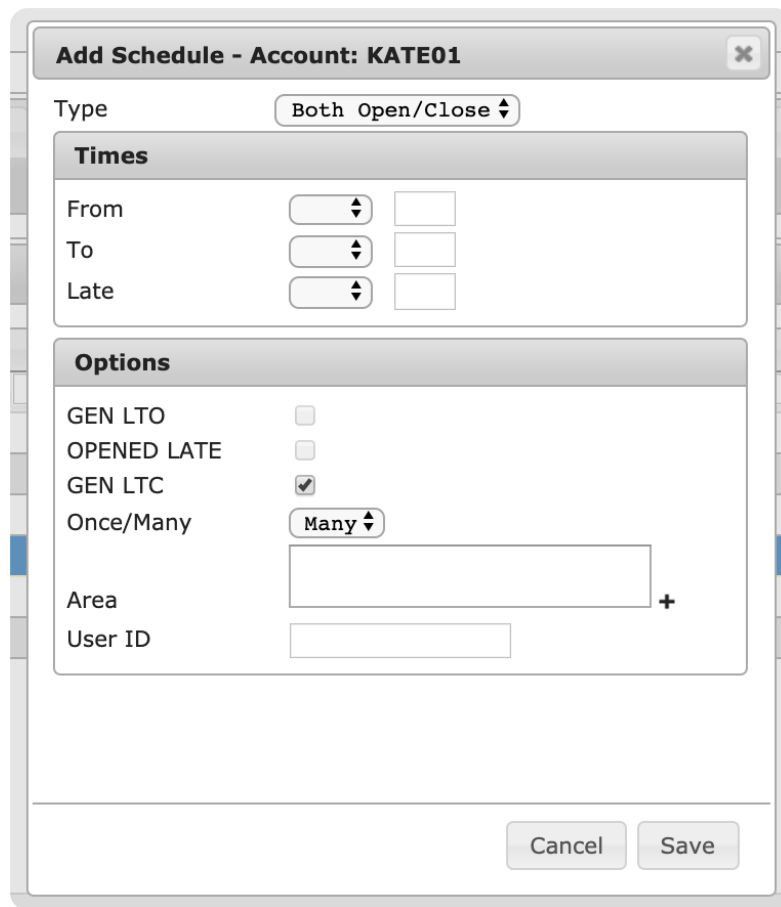
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## Add Schedules

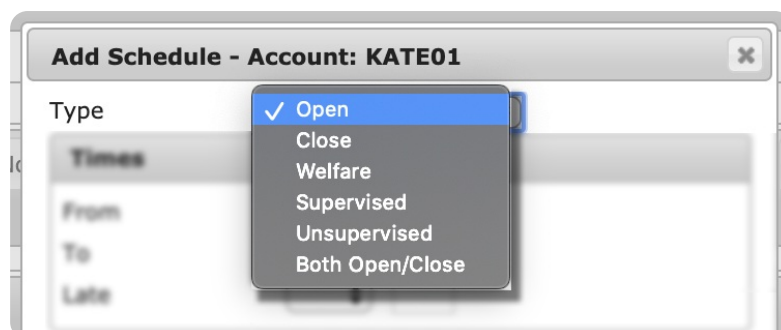
Selecting the **Add** option from the toolbar will open the **Add Schedule** dialog box (Figure 1).



The 'Add Schedule' dialog box for Account KATE01 features a 'Type' dropdown set to 'Both Open/Close'. Below this is a 'Times' section with 'From', 'To', and 'Late' time slots, each with a dropdown arrow and an empty input box. The 'Options' section includes checkboxes for 'GEN LTO', 'OPENED LATE', and 'GEN LTC' (which is checked). It also has a 'Once/Many' dropdown set to 'Many', an 'Area' input box with a '+' icon, and a 'User ID' input box. 'Cancel' and 'Save' buttons are at the bottom right.

(Figure 1)

Select the applicable category of the new schedule from the **Type** dropdown (Figure 2). Each schedule type has its own set of unique options. Instructions for creating a schedule of each type can be found below.



The 'Add Schedule' dialog box for Account KATE01 is shown with the 'Type' dropdown menu open. The menu lists six options: 'Open' (selected with a checkmark), 'Close', 'Welfare', 'Supervised', 'Unsupervised', and 'Both Open/Close'. The background fields for 'Times' and 'Options' are visible but slightly faded.

(Figure 2)

- **Open:** Generally used to monitor when locations are scheduled to *open* their site (i.e. when personnel input a code on their panel to disarm the alarm for the day). If the open code is input on the panel later than scheduled, the system can create a **Late-to-Open (LTO)** signal to notify operators the site is late in opening.
- **Close:** Generally used to monitor when locations are scheduled to *close* their site (i.e. when personnel input a code on their panel to arm their system for the night). If the close code is input on the panel later than scheduled, the system can generate a **Late-to-Close (LTC)** signal to notify

operators the site is late in closing.

- **Welfare:** Generally used to monitor an individual's wellbeing or safety. This feature is used to remind operators to contact the subscriber to check in and make sure they are well.
- **Supervised:** Generally used for a period during which *no* open or close signals are expected from the subscriber's panel(s). As a result, all open or close signals received by the panel during this schedule type are monitored and handled immediately by operators. Supervised and Unsupervised schedules are created the same way.
- **Unsupervised:** Generally used for a period during which *all* open or close signals received from the subscriber's panel(s) should be entirely system handled. As a result, any open or close signals received by the panel are handled by the system and *do not* go to operators. Supervised and Unsupervised schedules are created the same way.
- **Both Open/Close:** Generally used to create a full day's schedule for the subscriber where the schedule is completely self-contained for both open and close signals. **For example:** open and close schedules have two times between which signals can be received. A Both Open/Close schedule identifies the **From** time as when an open is expected and the **To** time as when a close is expected.

Depending on the schedule type selected, users will have access to determining when alarm events are expected to be received and how they are handled. The following documentation will describe how to create one of each of the defined schedule types.

## Open Schedules

Selecting **Open** from the **Type** dropdown will provide users access to options used to create an Open Schedule for the subscriber (Figure 3). This schedule is used to define when the system should expect to receive an *open* signal from the subscriber account and how the signal(s) should be handled.

**Add Schedule - Account: KATE01**

Type: Open

**Times**

From: [dropdown] [input box]

To: [dropdown] [input box]

Late: [dropdown] [input box]

**Options**

GEN LTO: ☐

OPENED LATE: ☐

GEN LTC: ☐

Once/Many: Many

Area: [input box] +

User ID: [input box]

Float Time: [input box]

Cancel Save

(Figure 3)

Perform the following steps to create an **Open** schedule.

1. Select a day or days of the week when the system will *begin* expecting an open signal from the **From** dropdown.
  - **Mon-Sun:** Individual days of the week.

- **Day**: Business days of the week (Mon-Fri) *only*.
- **End**: Weekending days of the week (Sat & Sun) *only*.
- **All**: All seven days of the week (Mon-Sun).
- If a multiple day option is selected, the schedule table will populate with a line for each day (Figure 4).
- If a multiple day option is selected, users *cannot* assign alternate days of the week to the **To** and **Late** parameters.

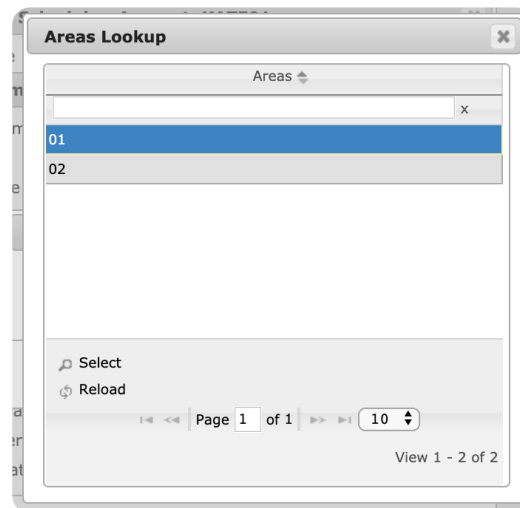
Type	From Day	From Time	To Day	To Time	Area
S	MON	0800	MON	1730	01
S	TUE	0800	TUE	1730	01
S	WED	0800	WED	1730	01
S	THU	0800	THU	1730	02
S	FRI	0800	FRI	1730	02

(Figure 4)

- Input a time, in 24-hour format, into the **From** field.
  - This is the time when the system will start expecting an open signal from the panel.
- If applicable, select a day of the week from the **To** dropdown.
- Input a time, in 24-hour format, into the **To** field.
  - This is the time when the system will stop expecting an open signal from the panel.
- If applicable, select a day of the week from the **Late** dropdown.
- Input a time, in 24-hour format, into the **Late** field.
  - This is the time when any open signals received from the panel will begin being labeled as **LTO** signals.
- If applicable, select the **GEN LTO** option.
  - If selected, the system will generate a Late to Open signal if an open signal is received on or after the **Late** date and time.
- If applicable, select the **OPENED LATE** option.
  - If selected, the LTO signal will be labeled as OPENED LATE in the account's history report.
- Select how many open signals can be generated by the panel from the **Once/Many** dropdown.
  - **Once**: Only *one* open signal is acceptable during this schedule.
  - **Many**: Multiple open signals can be received during this schedule.
- If applicable, select the plus sign (+) next to the **Area** field to open the **Add Area** dialog box (Figure 15).
  - This option allows users to restrict the schedule to a single (or multiple) area on the subscriber's account.
  - If the subscriber does not use areas, skip to step 14.

(Figure 5)

11. Select the magnifying glass icon next to the Area field to open the **Areas Lookup** table (Figure 16).



(Figure 6)

12. Select an area from the list to populate the Area field on the **Add Area** dialog box.
13. Select **Add & Close** to complete adding the area to the schedule.
  - Select **Add & Add More** to save the selected area and repeat steps 11-13 to add additional areas as necessary
14. Input any contact Opening IDs into the **User ID** field to restrict this schedule to particular contact IDs.
  - For more information on assigning Opening IDs to contacts, see the documentation available [here](#).
15. If applicable, input the number of hours during which a specified open period can occur into the **Float Time** field.
  - **For Example:** a cleaning crew can have an eight-hour window to perform a three-hour job. Upon putting the open code in the panel, the system creates a temporary schedule lasting the length of the float time. Regardless of what time they put the open code in, they are given the amount of time specified in Float Time to perform their work.
16. Select **Save** to complete adding the schedule to the table.

## Close Schedules

Selecting **Close** from the **Type** dropdown will provide users access to options used to create a Close Schedule for the subscriber (Figure 7). This schedule is used to define when the system should expect to receive a *close* signal from the subscriber account and how the signal(s) should be handled.

**Add Schedule - Account: KATE01**

Type: **Close**

**Times**

From: [ ] [ ]

To: [ ] [ ]

**Options**

GEN LTO ☐

OPENED LATE ☐

GEN LTC ☒

Once/Many: **Many**

Area: [ ] +

User ID: [ ]

Float Time: [ ]

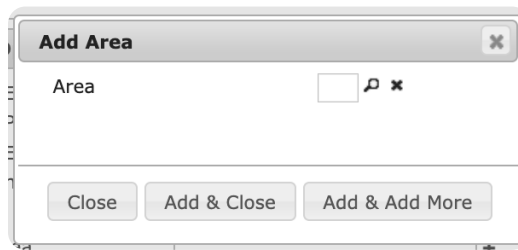
Cancel Save

(Figure 7)

Perform the following steps to create a close schedule.

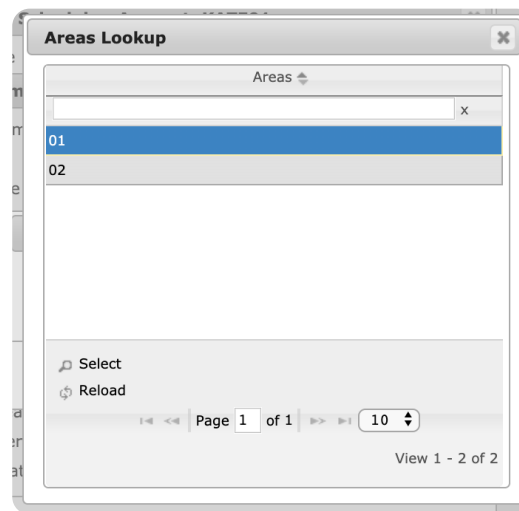
1. Select a day or days of the week when the system will *begin* expecting a close signal from the **From** dropdown.
  - **Mon-Sun**: Individual days of the week.
  - **Day**: Business days of the week (Mon-Fri) *only*.
  - **End**: Weekending days of the week (Sat & Sun) *only*.
  - **All**: All seven days of the week (Mon-Sun).
  - If a multiple day option is selected, the table will populate a line for each day.
  - If a multiple day option is selected, users *cannot* assign alternate days of the week to the **To** parameter.
2. Input a time, in 24-hour format, into the **From** field.
  - This is the time when the system will start expecting a close signal from the panel.
3. If applicable, select a day of the week from the **To** drop down.
4. Input a time, in 24-hour format, into the **To** field.
  - This is the time when the system will stop expecting a close signal from the panel.
5. If applicable, select the **GEN LTC** option.
  - If selected, the system will generate a Late to Close signal if a close signal is received after the **To** date and time.
6. Select how many close signals can be generated by the panel from the **Once/Many** dropdown.
  - **Once**: Only *one* close signal is acceptable during this schedule.
  - **Many**: Multiple close signals can be received during this schedule.
7. If applicable, select the plus sign (+) next to the **Area** field to open the **Add Area** dialog box (Figure 15).
  - If the subscriber does not use areas, skip to step 11.





(Figure 8)

8. Select the magnifying glass icon next to the Area field to open the **Areas Lookup** table (Figure 16).



(Figure 9)

9. Select an area from the list to populate the Area field on the Add Area dialog box.
10. Select **Add & Close** to complete adding the area to the schedule.
  - Select **Add & Add More** to save the selected area and repeat steps 8-10 to add additional areas as necessary.
11. Input any contact Closing IDs into the **User ID** field to restrict this schedule to particular contact IDs.
  - For more information on assigning Closing IDs to contacts, see the documentation available [here](#).
12. If applicable, input the number of hours individuals can access the store or office during the *close* schedule into the **Float Time** field.
  - **For Example:** a cleaning crew can have an eight-hour window to perform a three-hour job. Upon putting the close code in the panel, the system creates a temporary schedule lasting the length of the float time. Regardless of what time they put the code in, they are given the amount of time specified in Float Time to perform their work.
13. Select **Save** to complete adding the schedule to the table.

## Welfare Schedules

Selecting **Welfare** from the **Type** dropdown will provide users access to options used to create a Welfare Schedule for the subscriber (Figure 10). This schedule is used to define when the system should expect to receive a *welfare* signal from the subscriber account and how the signal(s) should be handled.

**Add Schedule - Account: KATE01**

Type: **Welfare**

**Times**

Late: [dropdown] [text box]

**Options**

GEN LTO ☐

OPENED LATE ☐

GEN LTC ☒

Once/Many: **Many**

Cancel Save

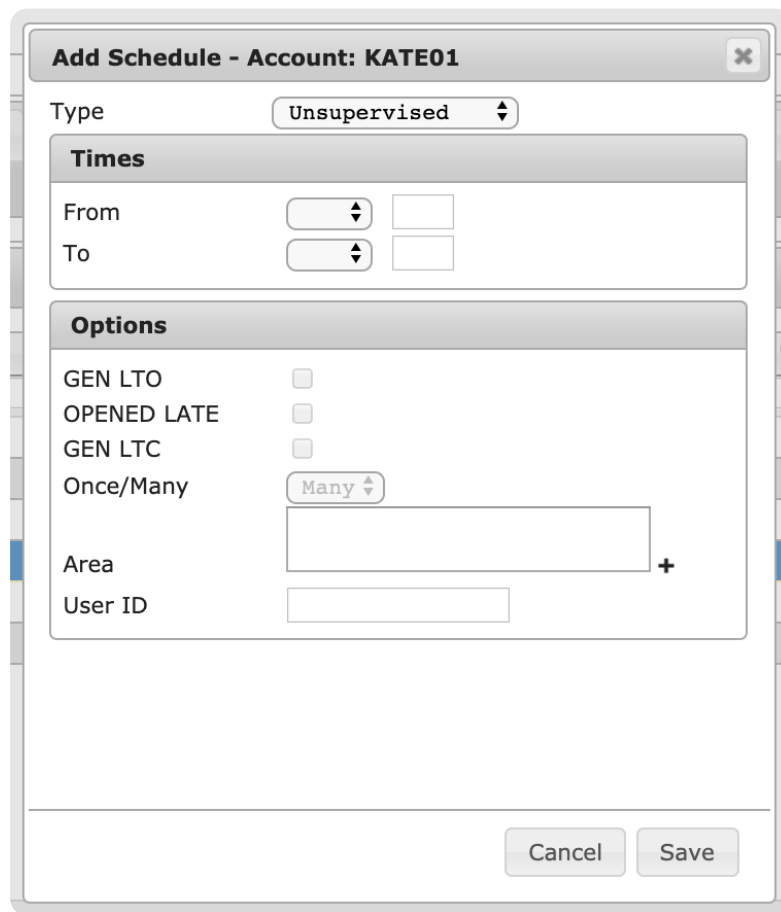
(Figure 10)

Perform the following steps to create a welfare schedule.

1. Select a day or days of the week the system will expect a welfare signal from the **Late** dropdown.
  - **Mon-Sun**: Individual days of the week.
  - **Day**: Business days of the week (Mon-Fri) *only*.
  - **End**: Weekending days of the week (Sat & Sun) *only*.
  - **All**: All seven days of the week (Mon-Sun).
  - If a multiple day option is selected, the schedule table will populate with a line for each day.
2. Input a time, in 24-hour format, into the **Late** field.
  - This is the time the system will start expecting a welfare signal.
3. If applicable, select the **GEN LTO** option.
  - If selected, the system will generate a Late to Open signal if the welfare signal is received after the **To** day and time.
4. If applicable, select the **OPENED LATE** option.
  - If selected, the LTO signal will be labeled as OPENED LATE in the account's history report.
5. Select **Save** to complete adding the schedule to the table.

## Supervised and Unsupervised Schedules

Selecting either **Supervised** or **Unsupervised** from the **Type** dropdown will provide users access to options used to create a supervised/unsupervised schedule for the subscriber (Figure 11). This schedule is used to define how the system should handle signals when they are received during a specified timeframe.



**Add Schedule - Account: KATE01**

Type: Unsupervised

**Times**

From: [dropdown] [input]

To: [dropdown] [input]

**Options**

GEN LTO ☐

OPENED LATE ☐

GEN LTC ☐

Once/Many: Many

Area: [input] +

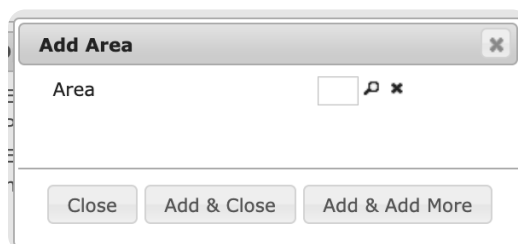
User ID: [input]

Cancel Save

(Figure 11)

Perform the following steps to create a supervised or unsupervised schedule.

1. Select a day or days of the week for the schedule *begin* taking effect (supervised signals will go to operators for handling and unsupervised signals will be system handled) on the subscriber's account from the **From** dropdown.
  - **Mon-Sun**: Individual days of the week.
  - **Day**: Business days of the week (Mon-Fri) *only*.
  - **End**: Weekending days of the week (Sat & Sun) *only*.
  - **All**: All seven days of the week (Mon-Sun).
  - If a multiple day option is selected, the schedule table will populate with a line for each day.
  - If a multiple day option is selected, users *cannot* assign alternate days of the week to the **To** parameter.
2. Input a time, in 24-hour, format into the **From** field.
  - This is the time the system will *begin* to supervise or unsupervise signals.
3. If applicable, select a day of the week from the **To** dropdown.
4. Input a time, in 24-hour format, into the **To** field.
  - This is the time the system will *stop* supervising or unsupervising signals.
5. If applicable, select the plus sign (+) next to the **Area** field to open the **Add Area** dialog box (Figure 15).
  - If the subscriber does not use areas, skip to step 9.



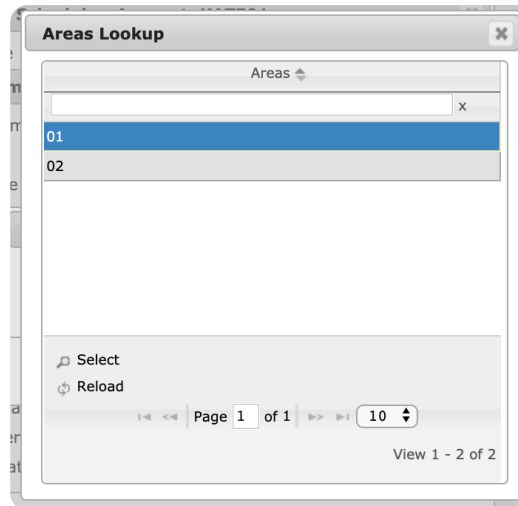
**Add Area**

Area: [input] [magnifying glass] [X]

Close Add & Close Add & Add More

(Figure 12)

6. Select the magnifying glass next to the **Area** field to open **Areas Lookup** table (Figure 16).



(Figure 13)

7. Select an area from the list to populate the Area field on the **Add Area** dialog box.
8. Select **Add & Close** to complete adding the area to the schedule.
  - Select **Add & Add More** to save the selected area and repeat steps 6-8 to add additional areas as necessary.
9. Input any contact Opening/Closing IDs into the **User ID** field to restrict this schedule to particular contact IDs.
  - For more information on assigning Opening/Closing IDs to contacts, see the documentation available [here](#).
10. Select **Save** to complete adding the schedule to the table.

## Both Open/Close Schedules

Selecting **Both Open/Close** from the **Type** dropdown will provide users access to options used to create an Open and Close Schedule for the subscriber (Figure 14). This schedule is used to define when the system should expect to receive the initial *open* signal and final *close* signal from the subscriber account.

**Add Schedule - Account: KATE01**

Type: **Both Open/Close**

**Times**

From: [dropdown] [text box]

To: [dropdown] [text box]

Late: [dropdown] [text box]

**Options**

GEN LTO ☐

OPENED LATE ☐

GEN LTC ☒

Once/Many: **Many**

Area: [text box] +

User ID: [text box]

Cancel Save

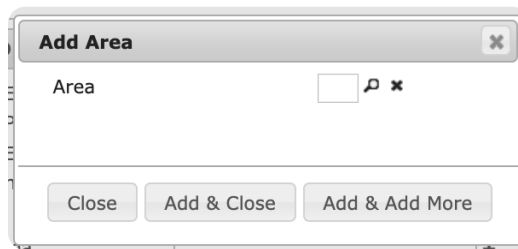
(Figure 14)

Perform the following steps to create an open/close schedule:

1. Select a day or days of the week when the system will *begin* expecting an open signal from the **From** dropdown.
  - **Mon-Sun**: Individual days of the week.
  - **Day**: Business days of the week (Mon-Fri) *only*.
  - **End**: Weekending days of the week (Sat & Sun) *only*.
  - **All**: All seven days of the week (Mon-Sun).
  - If a multiple day option is selected, the schedule table will populate with a line for each day.
  - If a multiple day option is selected, users *cannot* assign alternate days of the week to the **To** and **Late** parameters.
2. Input a time, in 24-hour format, into the **From** field.
  - This is the time the system will start expecting an open signal from the panel.
3. If applicable, select a day of the week for the system to begin expecting a close signal from the **To** drop down.
4. Input a time, in 24-hour format, into the **To** field.
  - This is the time the system will start expecting a close signal from the panel.
5. If applicable, select a day of the week from the **Late** dropdown.
6. Input a time, in 24-hour format, into the **Late** field.
  - This is the time any Open signals received from the panel will begin being labeled as **LTO** signals.
7. If applicable, select the **GEN LTO** option.
  - If selected, the system will generate a Late to Open signal if an open signal is received after the **Late** date and time.
8. If applicable, select the **OPENED LATE** option.
  - If selected, the LTO signal will be labeled as OPENED LATE in account's history report.
9. If applicable, select the **GEN LTC** option.
  - If selected, the system will generate a Late to Close signal if the close signal is received after the **To** date and time.
10. Select how many signals can be generated by the panel from the **Once/Many** dropdown.
  - **Once**: Only *one* open and *one* close signal is acceptable during this schedule.
  - **Many**: Multiple open and close signals can be received during this schedule.
11. If applicable, select the plus (+) sign next to the **Area** field to open the **Add Area** dialog box

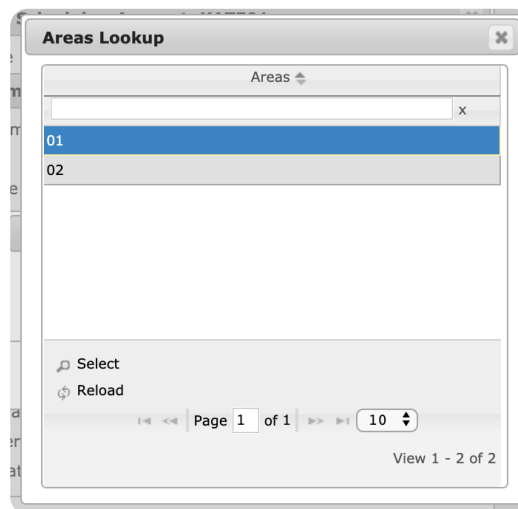
(Figure 15).

- If the subscriber does not use areas, skip to step 15.

A dialog box titled "Add Area" with a close button (X) in the top right corner. It contains a text input field labeled "Area" with a magnifying glass icon and a clear button (X) to its right. At the bottom, there are three buttons: "Close", "Add & Close", and "Add & Add More".

(Figure 15)

12. Select the magnifying glass next to the Area field to open the **Areas Lookup** table (Figure 16).

A dialog box titled "Areas Lookup" with a close button (X) in the top right corner. It features a search bar at the top labeled "Areas" with a magnifying glass icon and a clear button (X). Below the search bar is a table with two rows: "01" and "02". The "01" row is highlighted in blue. At the bottom, there are "Select" and "Reload" buttons. Below these buttons is a pagination bar showing "Page 1 of 1" and a dropdown menu set to "10". At the very bottom, it says "View 1 - 2 of 2".

(Figure 16)

13. Select an area from the list to populate the Area field on the **Add Area** dialog box.
14. Select **Add & Close** to complete adding the area to the schedule.
  - Select **Add & Add More** to save the selected area and repeat steps 12-14 to add additional areas as necessary.
15. Input any contact Opening or Closing IDs into the **User ID** field to restrict this schedule to particular contact IDs.
  - For more information on assigning Opening/Closing IDs to contacts, see the documentation available [here](#).
16. Select **Save** to complete adding the schedule to the table.