



Time Zones & Holiday Cloning

Time Zone and Holiday Cloning

DSX Cloning increases operator efficiency by enabling the Adding/Editing of Holidays or Time Zones to multiple Locations within a Location Group while maintaining their management in one place. Additions, changes, and deletions are made only at the Base Location and these updates are automatically modified in each Location. Organization and ease of use are both improved by this time saving operation.

Multiple Time Zones can be created to address the needs of different populations requiring access. Employees may need different access levels and times than contractors or students. Complex systems benefit from the simplification of data entry for Time Zones or Holidays at all Locations within the Location Group. By creating Cloned Time Zones, the operator can change when card holders have access, when doors lock, when alarm point arm across multiple if not all Locations.

Managing Time Zones or Holidays:

The directions are the same for Time Zones and Holidays.

To Clone Existing Time Zones to be managed from the Base Location:

1. Verify that all Time Zones in all Locations have the same name. (For example: TZ A)
2. Select the Cloning Option in the Time Zone (TZ A) in the Base Location of the Group.
3. Save
4. Once the Cloning Option is selected, TZ A in all Locations will be clones of the Base Location. TZ A can no longer be edited or deleted except from the Base Location.

To Clone Time Zones to be managed separately:

1. Add a Time Zone and select the Clone Option. (All Locations now have this Time Zone)
2. Save
3. Edit the Time Zone and De-select the Clone Option. (Time Zones are now individual and managed separately – Save.

To Clone a Time Zone in some Locations, but not all:

1. Add a Time Zone and select the Clone Option.
2. Save
3. Edit the Time Zone and De-select the Clone Option – Save.
5. Edit each Location that does not require the Time Zone and Delete the Time Zone
6. Return to the Base Location and edit the Time Zone to again select the Clone Option.
7. Save (Time Zone is now Cloned only to the Locations required)