



# TIME ZONE & HOLIDAY CLONING

## OVERVIEW

DSX Cloning increases operator efficiency by enabling the Adding/Editing of Time Zones or Holidays to all Locations within a Location Group. Additions, changes, and deletions are made at the Base Location and these updates are automatically downloaded to all Locations within the Group.

Complex Systems benefit from the ability to make one change and have it applied over multiple Locations. Multiple Time Zones can be cloned making it easy to make changes for different populations of Card Holders (Administrators, Employees, Students, Maintenance, Contractors, etc.). By creating Cloned Time Zones, the operator can change when card holders have access, when doors lock, when alarm points arm across multiple if not all Locations.

## MANAGING TIME ZONES AND HOLIDAYS

The directions are the same for Time Zones and Holidays.

## TIME ZONE AND HOLIDAY CONFIGURATION

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

1. Add a Time Zone, define the schedule and select the Cloning Option and Click OK to Save.
2. The Time Zone is now in all Locations in the Location Group.
3. The Time Zone must now be edited or deleted from the Base Location (location group number)

### 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)