Creating a Schedule

Login to the Monitoring Portal.  
<https://portal.agmonitoring.com/stagesdealer/>   
Graphical user interface, application

Description automatically generated  
Enter the desired account number and click the binoculars to search.

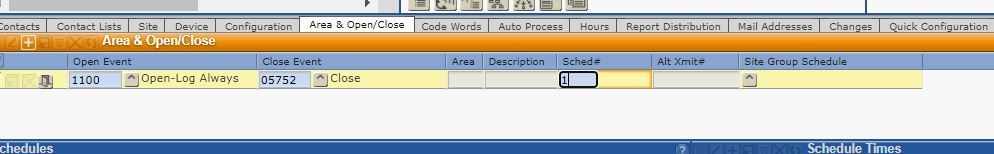
Graphical user interface

Description automatically generated  
Double click on the account number  
Graphical user interface, website

Description automatically generated  
Then go to the **Area & Open/Close** tab.  
Graphical user interface, application, Word

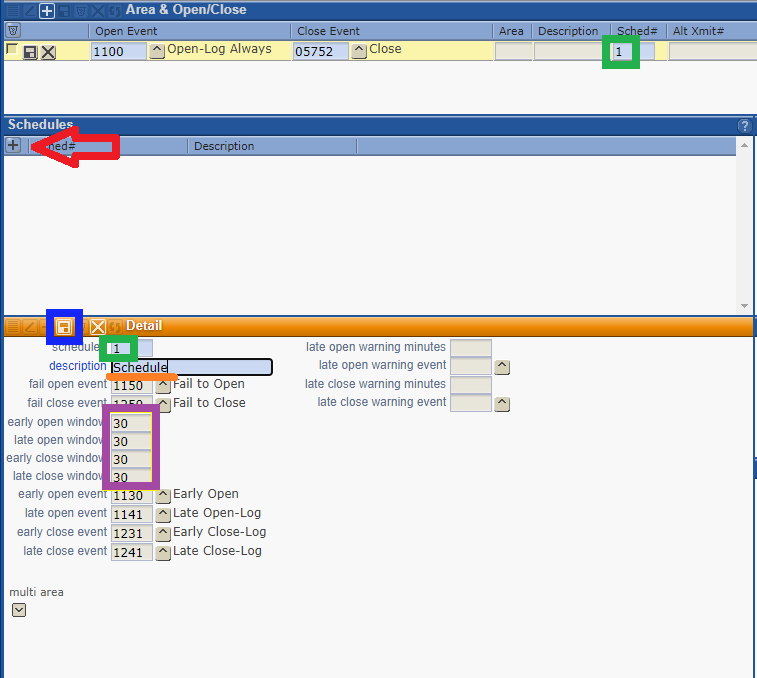
Description automatically generated

Create the Open and Close events and the schedule number that you will be creating the schedule for.  
If you do not do this step, operators will not be able to access the hours in the Operator View when acting on accounts.

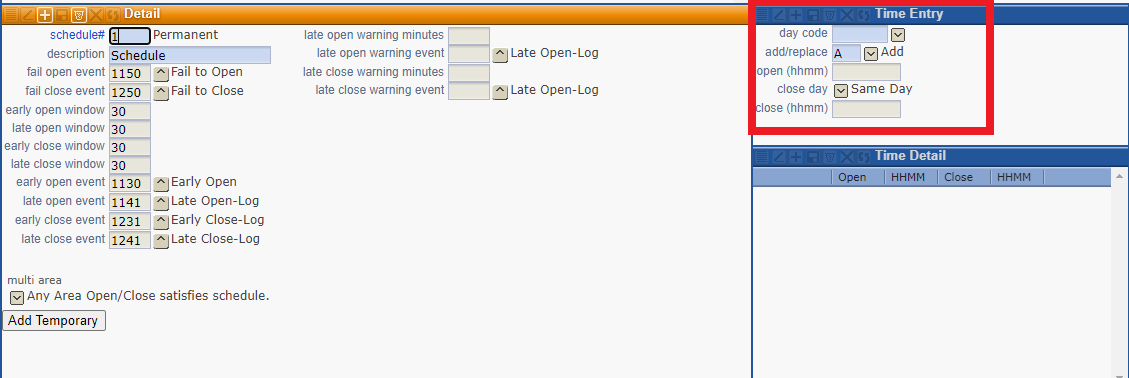


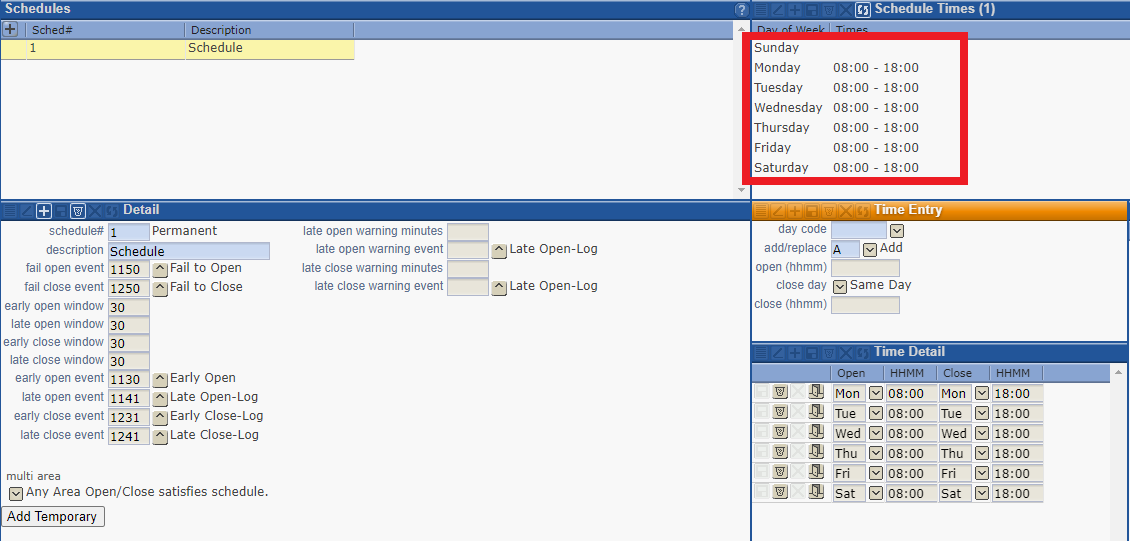
Hit the **plus button** under the Schedules section to generate the Detail tab for the setup of the schedule. Be sure to ask the dealer if they would like the signals to be called on or logged.  
Enter any needed**window times**. (Window times give the subscriber a certain amount of time in minutes to open or close before generating the event).

Be sure to match the **schedule number** to the one you created in step 3 and its description.



Once you have entered in the Details, you will need to save the Details to generate the time entry.  
Enter in the **Days** of the week and times the schedule needs to be in effect for.  
Remember to save this step.



You will see the times appear in the Schedule Time box above the Time Entry.   
  


If you need to create an exception to the schedule (ex, if they close early only on Sundays) you can click the**door icon** next to the day.   
**Save.**  
  
