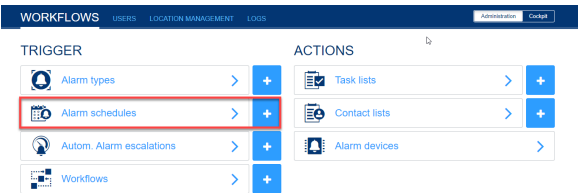


9. Setting up Alarm schedules

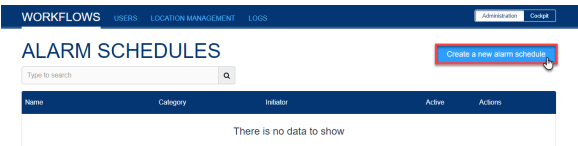
Alarm schedules allow you to schedule alarms to be triggered automatically. This is useful, for example, for regular fire or amok exercises or routines such as daily or weekly patrols.



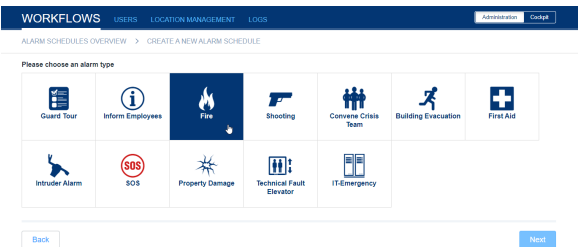
To create alarm schedules, go to "Workflows" and then to "Alarm Schedules".



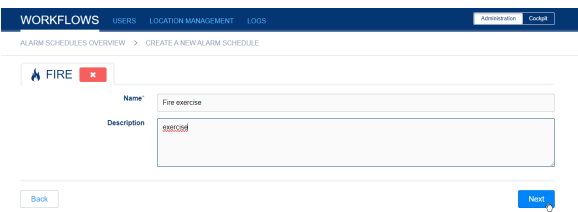
There you can create a new alarm schedule.



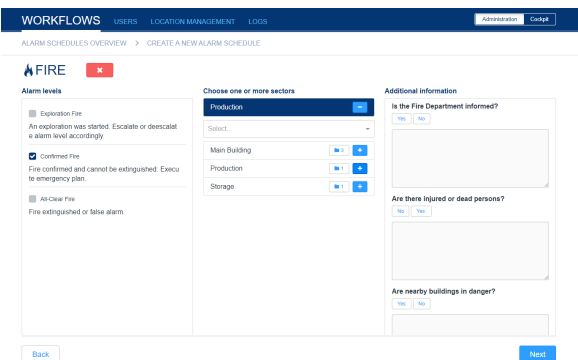
In the next step you then select the **alarm type** for which an alarm schedule is to be created.



Next, give the alarm schedule a **name** and optionally a description.



You can then select specific **alarm details** which will then be specified when the alarm is automatically created.



Finally, you set the exact schedules. You have the following options:

- once on a specific date at a specific time
- repeats minutely every X minutes in time from X to Y
- repeats daily every X days at X o'clock
- repeats weekly every X weeks on weekdays X at X o'clock
- repeats monthly every X months at X o'clock on the Xth day of the month (1-30) OR the last day of the month
- repeats yearly every X years at X o'clock in month X of the year on the Xth day of the month (1-30) OR on the last day of the month

For all schedules you can optionally define a valid from date X - to date Y.

The starting time for the first/next repetition is always the time when the alarm schedule was created or updated.

At this point you can also create multiple schedules for the previously selected alarm type in combination with the selected alarm details. You can do this simply by clicking the "Add" button.

When you have created all schedules, finally go to "Create".

In the alarm schedule overview you will then see a list of all alarm types for which an alarm schedule has been created. You can use the actions at any time to add a new alarm schedule for the alarm type, edit existing information or delete the existing schedules.

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ALARM SCHEDULES OVERVIEW

CREATE A NEW ALARM SCHEDULE

FIRE

Initiator*

Admin Groupkom

Schedules*

Once

Date*

08.09.2023 10:00

Schedules*

Repeats weekly

Every X weeks*

1

Repeat on*

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Time*

09:00

Valid

11.09.2023

31.12.2023

Schedules*

Repeats monthly

Every X months*

3

Time*

09:30

Day

Last day of month

Valid

Add

Back

Create

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ALARM SCHEDULES

Create a new alarm schedule

Type to search

Name	Alarm type / Category	Initiator	Active	Actions
Fire exercise	Fire Alarm	Admin Groupkom	☒	
Daily Patrol Round	Patrol Round Alarm	Admin Groupkom	☒	