

Centurion Technologies

Maintaining Client Schedules

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Introduction

Schedules are a powerful way to manage Smart Series clients. Their usage can lower your overall power bill, assist with third party product updates, and help close a lab with automatic shutdowns. Occasionally schedules need to have minor modifications in order to keep them up to date.

Let's review how to correctly edit a schedule to keep it up to date. This example deals with a computer lab changing its hours from 6:00 pm to 7:00 pm.

1. Select the schedule to edit and press the "Edit Schedule" button.

Scheduling	
Schedule Tasks Custom Actions View Schedules	
View Schedule	
Daily Lab Shutdown	
	Edit Schedule
	Conv Schedule

2. Change the Start Time of the schedule to run at 6:45 and modify the description of the schedule.

Scheduling	X
Schedule Tasks Custom Actions View Schedules	
Create Schedule	
Recurrence Targets and Fallback Action	
Task Time	
Start Time 5:45:00 PM	
Recurrence Pattern	
C One Time 🗖 Sunday	Thursday
C Every Day 🔽 Monday	✓ Friday
Weekly Tuesday	Saturday
C Monthly	
Range of Recurrence	
Start Date 7/19/2012 No End Date	
C End By	
Schedule Name	
Schedule Name Daily Lab Shutdown	
This schedule notifies our users that the lat	p is closing at 6:00 PM. It will shutdown their computers at 6 to ensure that the staff get
to leave on time!	······································
New Schedu	le Save Schedule Close



Text has been changed

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Task Time				
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Start Date Schedule Name Schedule Name Description	Daty La This sci to leave	No End Date C End By	e lab is closing at 6:00 PM. It will shutdown their computer	s at 6 to ensure that the staff get

3. Switch to the action tab.

Scheduling		
Schedule Tasks	Custom Actions	View Schedules
Create Schedul	e	
Recurrence T	amets and Fallbac	Action

4. We need to edit the Delayed Shutdown action under "Action Order". Select Delayed Shutdown and select the "Edit Action" button.



	Delayed Shutdown	
Edit Action		
Delete Selected		
March 11		

5. Once the action to edit is selected, the Action information needs to be modified with the new text. For this example, we changed the message text to the new time of 7:00 pm. Once the update of an Action is complete, please press the "Add/Update Task" button to save your changes.

layed Shutdown	Add/Update Tas
	New Task
Additional Action Informatio	n
elay Message	886 characters remaining
The computer lab closes at nachine will automatically r	t 7:00 PM. Please finish your work. This shutdown at 7,00 PM.
The computer lab closes at machine will automatically f 15 Minutes to Delay	t 7:00 PM. Please finish your work. This shutdown at 7,00 PM. 0 snooze times allowed
The computer lab closes at nachine will automatically to 15 Minutes to Delay	t 7:00 PM. Please finish your work. This shutdown at 700 PM. 0 snooze times allowed

6. There are two more steps to complete before the schedule change will take effect. First, re-enter the password for the schedule. This is the password for the client machines.

Password		
Confirm Password		
	Show password	



7. Press the "Save Schedule" button to complete the changes. This will provide a confirmation box for fallback, and return you to the View Schedules tab.

New Schedule	Save Schedule	Close
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To Review, saving a change to a step in a schedule requires:

- Selecting the item to edit
- Making the changes
- Add/Update Task Button
- Save Schedule