Centurion Technologies

Maintaining Client Schedules

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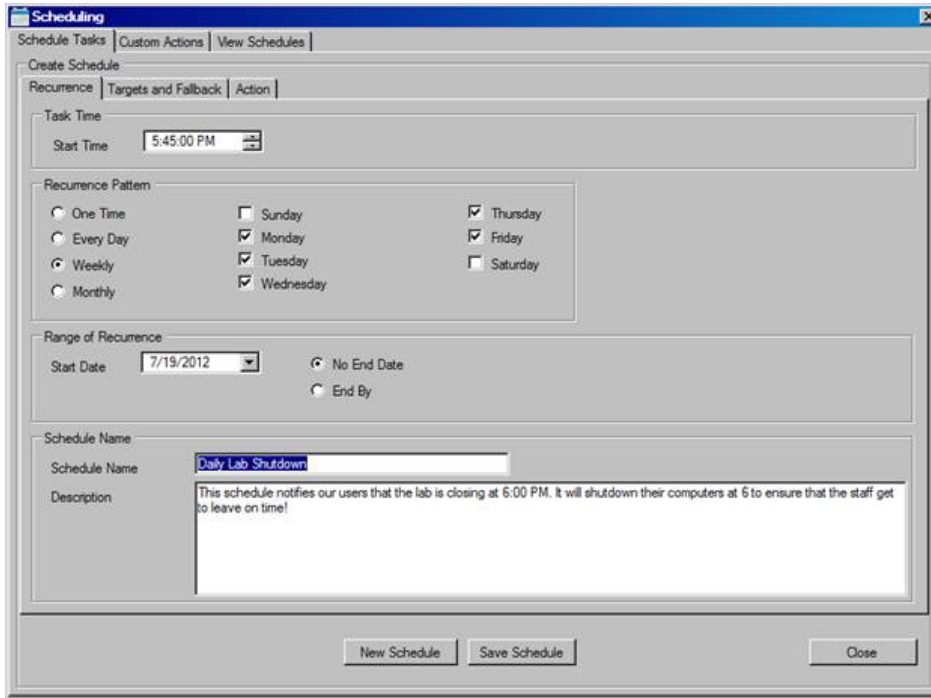
1. Select the schedule to edit and press the "Edit Schedule" button.
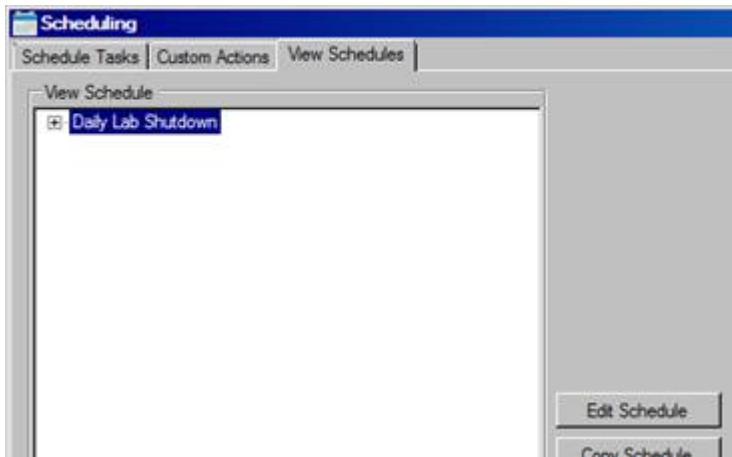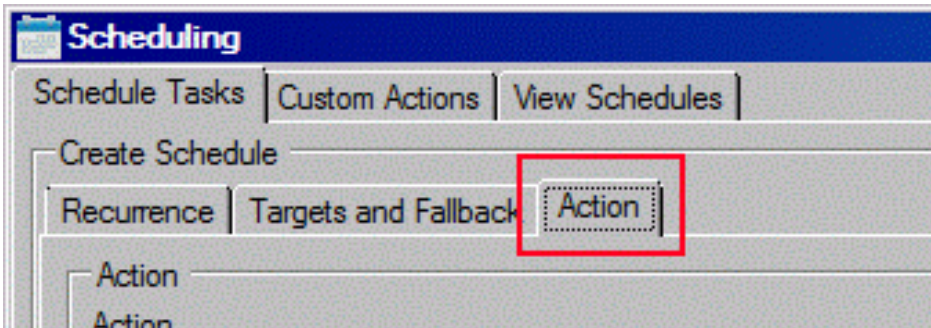

2. Change the Start Time of the schedule to run at 6:45 and modify the description of the schedule.
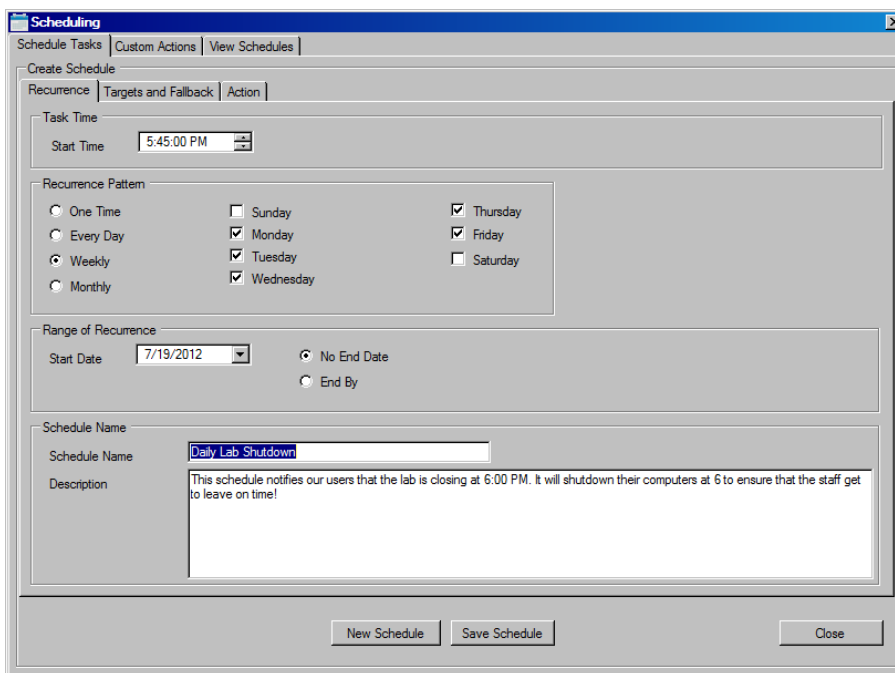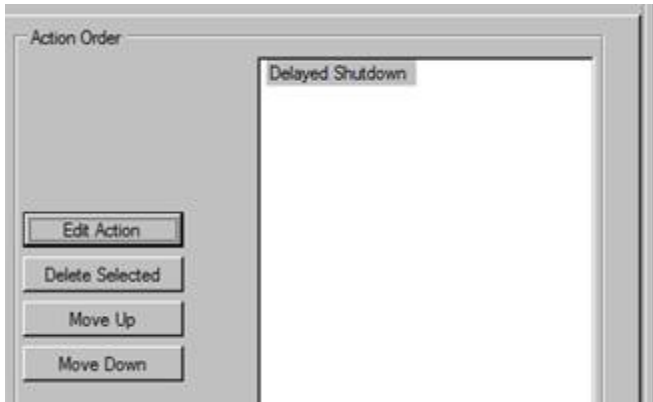
Text has been changed

3. Switch to the action tab.

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

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.

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.

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.

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