

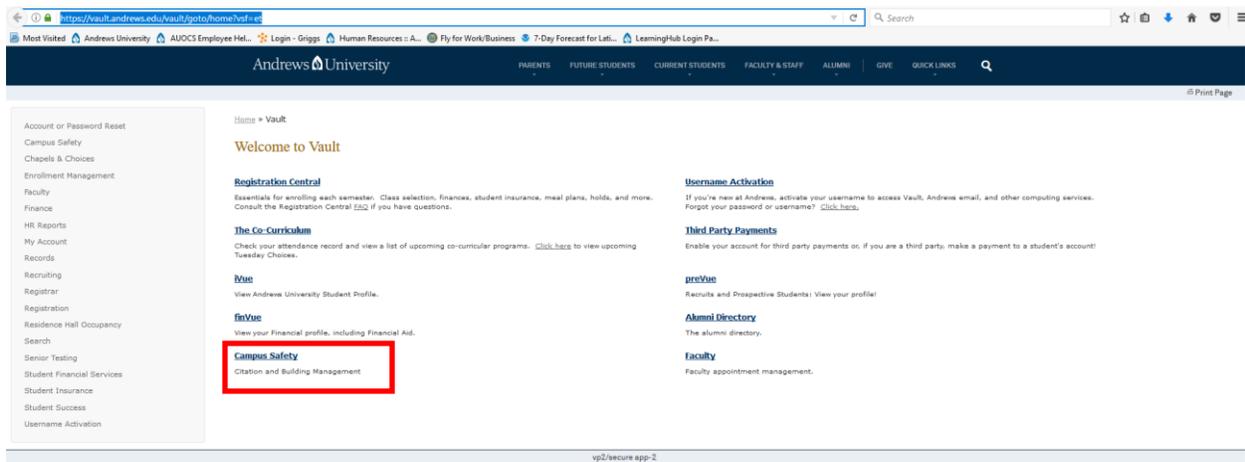
Building Management System

Building Schedule Tutorial

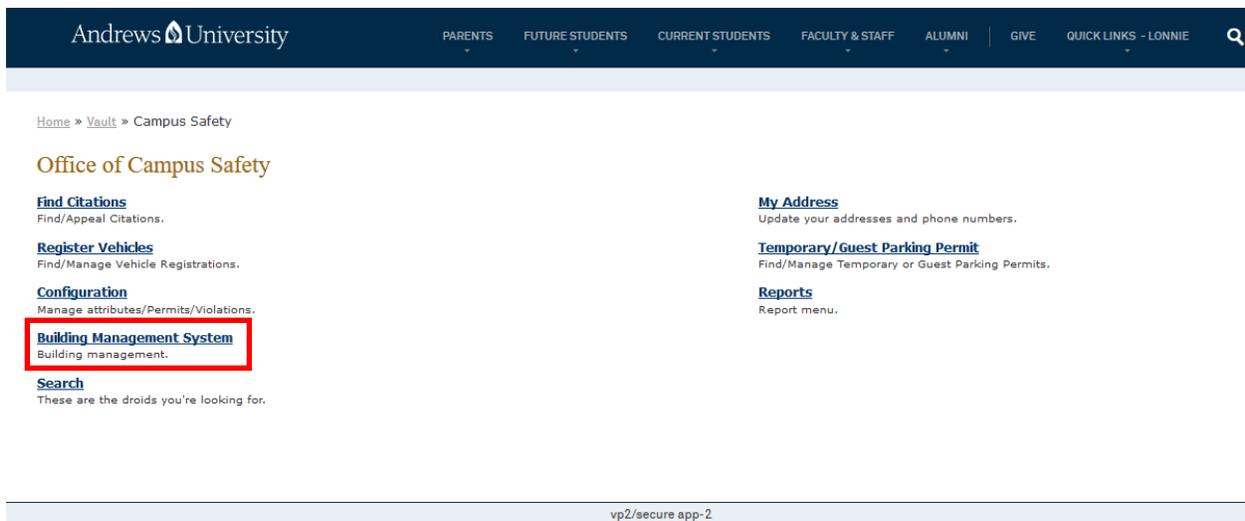
Building schedules for buildings not locked using the S2 system are edited using an online system that can be found in Vault. This tutorial will describe the 3 scheduling options and how to use them.

Vault can be found here: <https://vault.andrews.edu/vault/goto/home?vsf=et>

This link will take you to this page:



Click on the Campus Safety link and login using your Andrews University username and password. This page will come up:



Click on the link for the Building Management System link to get to the Building Management Home Page:

Andrews University

PARENTS FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI GIVE QUICK LINKS - LONNIE

Home » Vault » Building Management System

Building Management Home

The *Building Management System* allows Campus Safety and building managers to manage the daily locking/unlocking schedule of buildings and rooms in those buildings by Campus Safety officers. There are several functions you may perform within this system:

Schedule Functions

- **Building Schedule** - Manage the schedule for individual buildings.
- **View Schedule** - View and print schedules for buildings.

Administration Functions

- **Building Manager Setup** - Configure the managers authorized to make changes to building schedules.
- **Holidays Setup** - Configure date ranges that require special holiday schedules.
- **Buildings Setup** - Configure buildings.
- **Notify Managers** - Send e-mail messages to all building managers.
- **View/Manage Building Access** - View/Manage building access.

vp2/secure app-2

Click on the link for Building Schedule. This will lead to a page that will allow you to begin editing. There are several dropdown menus to choose from:

Andrews University

PARENTS

Home » Vault » Building Management System » Buildings Schedule

Building Schedule

Please select a semester... Select

Please select a building... Select

Default Term Schedules Select

Default Term Schedule

Default Term Schedule will be the regular schedule followed during the selected term.

To begin, you must select the semester and building. In the example below, we have selected the Spring Semester 2017, Nethery Hall, and the Default Term Schedule. In the example below,

Nethery Hall is scheduled to open at 8:00am and close at 10:00pm on Sunday. Each day of the week is represented by one line in the table.

[Home](#) » [Vault](#) » [Building Management System](#) » [Buildings Schedule](#)

Building Schedule

Spring Semester 2017

Nethery Hall

Default Term Schedules

Default Term Schedule

This schedule is the default schedule for all days within a term. Holiday and special schedules have priority over this schedule.

Day	Open	Close	Rooms	
Sunday	08:00 AM			Del
		10:00 PM		Del
Monday	07:00 AM			Del
		10:00 PM		Del
Tuesday	07:00 AM			Del
		10:00 PM		Del
Wednesday	07:00 AM			Del
		10:00 PM		Del
Thursday	07:00 AM			Del
		10:00 PM		Del
Friday	07:00 AM			Del
		11:00 PM		Del
Saturday	08:00 AM			Del
		11:00 PM		Del

Add New Schedule Entry

Days Of Week:
You may select more than one day.

Open or Close:

Time Of Day: (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional):

To add a new schedule entry, select the day and Open or Close. Then, type in the time you want the building opened. In the figure below, we have selected to **open** the building on **Sunday** at **8am**. Then, click on the “Add” button.

Default Term Schedule

This schedule is the default schedule for all days within a term. Holiday and special schedules have priority over this schedule.

Day	Open	Close	Rooms
Sunday		Closed	
Monday		Closed	
Tuesday		Closed	
Wednesday		Closed	
Thursday		Closed	
Friday		Closed	
Saturday		Closed	

Add New Schedule Entry

Days Of Week:
You may select more than one day.

Open or Close:

Time Of Day: (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional):

In the figure below, we can see that the open time of 8 am is displayed in the table to the left. In the table to the right, we have entered a close time of 5pm on Sunday.

Default Term Schedule

This schedule is the default schedule for all days within a term. Holiday and special schedules have priority over this schedule.

Day	Open	Close	Rooms
Sunday	08:00 AM		Del
Monday		Closed	
Tuesday		Closed	
Wednesday		Closed	
Thursday		Closed	
Friday		Closed	
Saturday		Closed	

Add New Schedule Entry

Days Of Week:
You may select more than one day.

Open or Close:

Time Of Day: (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional):

After clicking on the “Add” button, the left table will display:

Default Term Schedule

This schedule is the default schedule for all days within a term. Holiday and special schedules have priority over this schedule.

Day	Open	Close	Rooms	
Sunday	08:00 AM			Del
		05:00 PM		Del
Monday		Closed		
Tuesday		Closed		
Wednesday		Closed		
Thursday		Closed		
Friday		Closed		
Saturday		Closed		

Add New Schedule Entry

Days Of Week:

You may select more than one day.

Open or Close:

Time Of Day: (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional):

Multiple days can be selected for editing at one time. For example, if the building schedule is the same Monday thru Friday, we can select all 5 days to enter open and close times.

Default Term Schedule

This schedule is the default schedule for all days within a term. Holiday and special schedules have priority over this schedule.

Day	Open	Close	Rooms	
Sunday	08:00 AM			Del
		05:00 PM		Del
Monday		Closed		
Tuesday		Closed		
Wednesday		Closed		
Thursday		Closed		
Friday		Closed		
Saturday		Closed		

Add New Schedule Entry

Days Of Week:

You may select more than one day.

Open or Close:

Time Of Day: (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional):

After clicking on the “Add” button and then repeating by entering a close time, the page displays as in the figure below:

Default Term Schedule

This schedule is the default schedule for all days within a term. Holiday and special schedules have priority over this schedule.

Day	Open	Close	Rooms	
Sunday	08:00 AM			Del
		05:00 PM		Del
Monday	07:00 AM			Del
		06:00 PM		Del
Tuesday	07:00 AM			Del
		06:00 PM		Del
Wednesday	07:00 AM			Del
		06:00 PM		Del
Thursday	07:00 AM			Del
		06:00 PM		Del
Friday	07:00 AM			Del
		06:00 PM		Del
Saturday		Closed		

Add New Schedule Entry

Days Of Week:

You may select more than one day.

Open or Close:

Time Of Day: (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional):

When no Open or Close times are selected, like on Saturday in the figure above, the building will remain closed.

If you want to remove an open or close time, click the “Delete” button in the far right column in the left-hand table for the open or close time you want to delete.

Special Schedules

Special Schedules can be used as a temporary change from the Default Term Schedule. For example, Special Schedules would be used if an event were taking place in your building.

To add a special building schedule entry, select “Special Schedules” (1. In the figure below). Then enter the New Date (06/16/2017 below), Open or Close, and the Time of Day (4am in the figure below.)

[Home](#) » [Vault](#) » [Building Management System](#) » Buildings Schedule

Building Schedule

Spring Semester 2017

Safety

Special Schedules ← 1.

Special Schedules

Note: you may use this page to override the default schedule for non-holidays. Note that once you have specified a special schedule for a day, the default schedules from this page.

[Day](#)[Open](#)[Close](#)[Rooms](#)

Add New Schedule Entry

Dates:
 You may select more than one day.

Or New Date:

Open or Close:

Time Of Day: (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional):

Once you have added the new open and the new close time, the page will display:

Special Schedules

Note: you may use this page to override the default schedule for non-holidays. Note that once you have specified a special schedule for a day, the default schedules from this page.

Day	Open	Close	Rooms
Jun 16, 2017 (Fri)	04:00 AM		<input type="button" value="Del"/>
		09:00 PM	<input type="button" value="Del"/>

Add New Schedule Entry

Dates:
 You may select more than one day.

Or New Date:

Open or Close:

Time Of Day:
 (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional):

The new open and close time will be reflected in the daily building schedule.

Holiday Schedules

Holiday Schedules are dates during regular Andrews University Holidays. If your building follows a Holiday/Break schedule that is different than the predefined dates, you may edit the schedule using the Special Schedule function.

Holiday Schedules work similarly to the previous options. Multiple dates may be selected so that your building is scheduled to be opened for certain dates during a break, or the building may be left closed for the duration of the holiday.

Building Schedule

Fall Semester 2013

Safety

Holiday Schedules

Holiday Schedules

Note: the schedules specified on this page override the default schedules for the term. If you fail to specify a holiday schedule, the building will remain closed.

Labor Day (September 02, 2013 - September 02, 2013)

Day	Open	Close	Rooms
Sep 02, 2013 (Mon)			Closed

Fall Break (October 14, 2013 - October 15, 2013)

Day	Open	Close	Rooms
Oct 14, 2013 (Mon)			Closed
Oct 15, 2013 (Tue)			Closed

Thanksgiving Break (November 27, 2013 - December 01, 2013)

Day	Open	Close	Rooms
Nov 27, 2013 (Wed)			Closed
Nov 28, 2013 (Thu)			Closed
Nov 29, 2013 (Fri)			Closed
Nov 30, 2013 (Sat)			Closed
Dec 01, 2013 (Sun)			Closed

Winter Break (December 13, 2013 - January 05, 2014)

Day	Open	Close	Rooms
Dec 13, 2013 (Fri)			Closed
Dec 14, 2013 (Sat)			Closed
Dec 15, 2013 (Sun)			Closed
Dec 16, 2013 (Mon)			Closed
Dec 17, 2013 (Tue)			Closed
Dec 18, 2013 (Wed)			Closed
Dec 19, 2013 (Thu)			Closed
Dec 20, 2013 (Fri)			Closed
Dec 21, 2013 (Sat)			Closed
Dec 22, 2013 (Sun)			Closed
Dec 23, 2013 (Mon)			Closed
Dec 24, 2013 (Tue)			Closed
Dec 25, 2013 (Wed)			Closed
Dec 26, 2013 (Thu)			Closed
Dec 27, 2013 (Fri)			Closed
Dec 28, 2013 (Sat)			Closed
Dec 29, 2013 (Sun)			Closed
Dec 30, 2013 (Mon)			Closed
Dec 31, 2013 (Tue)			Closed
Jan 01, 2014 (Wed)			Closed
Jan 02, 2014 (Thu)			Closed
Jan 03, 2014 (Fri)			Closed
Jan 04, 2014 (Sat)			Closed
Jan 05, 2014 (Sun)			Closed

Add New Schedule Entry

Dates: You may select more than one day.

-- Labor Day --

Sep 02, 2013 (Mon)

-- Fall Break --

Oct 14, 2013 (Mon)

Oct 15, 2013 (Tue)

-- Thanksgiving Break --

Nov 27, 2013 (Wed)

Nov 28, 2013 (Thu)

Nov 29, 2013 (Fri)

Nov 30, 2013 (Sat)

Dec 01, 2013 (Sun)

-- Winter Break --

Dec 13, 2013 (Fri)

Dec 14, 2013 (Sat)

Dec 15, 2013 (Sun)

Dec 16, 2013 (Mon)

Dec 17, 2013 (Tue)

Dec 18, 2013 (Wed)

Dec 19, 2013 (Thu)

Dec 20, 2013 (Fri)

Dec 21, 2013 (Sat)

Dec 22, 2013 (Sun)

Dec 23, 2013 (Mon)

Dec 24, 2013 (Tue)

Dec 25, 2013 (Wed)

Dec 26, 2013 (Thu)

Dec 27, 2013 (Fri)

Dec 28, 2013 (Sat)

Dec 29, 2013 (Sun)

Dec 30, 2013 (Mon)

Dec 31, 2013 (Tue)

Jan 01, 2014 (Wed)

Jan 02, 2014 (Thu)

Jan 03, 2014 (Fri)

Jan 04, 2014 (Sat)

Jan 05, 2014 (Sun)

Open or Close:

Time Of Day: (e.g. 12pm, 10:45 am, or 5:36pm)