



 **HEDSAM X**

The new-generation
access control system

Hedsam X

User manual, KV 6

Holidays





Oy Hedengren Security Ab | Lauttasaarentie 50 | 00200 Helsinki
www.hedengrensecurity.fi

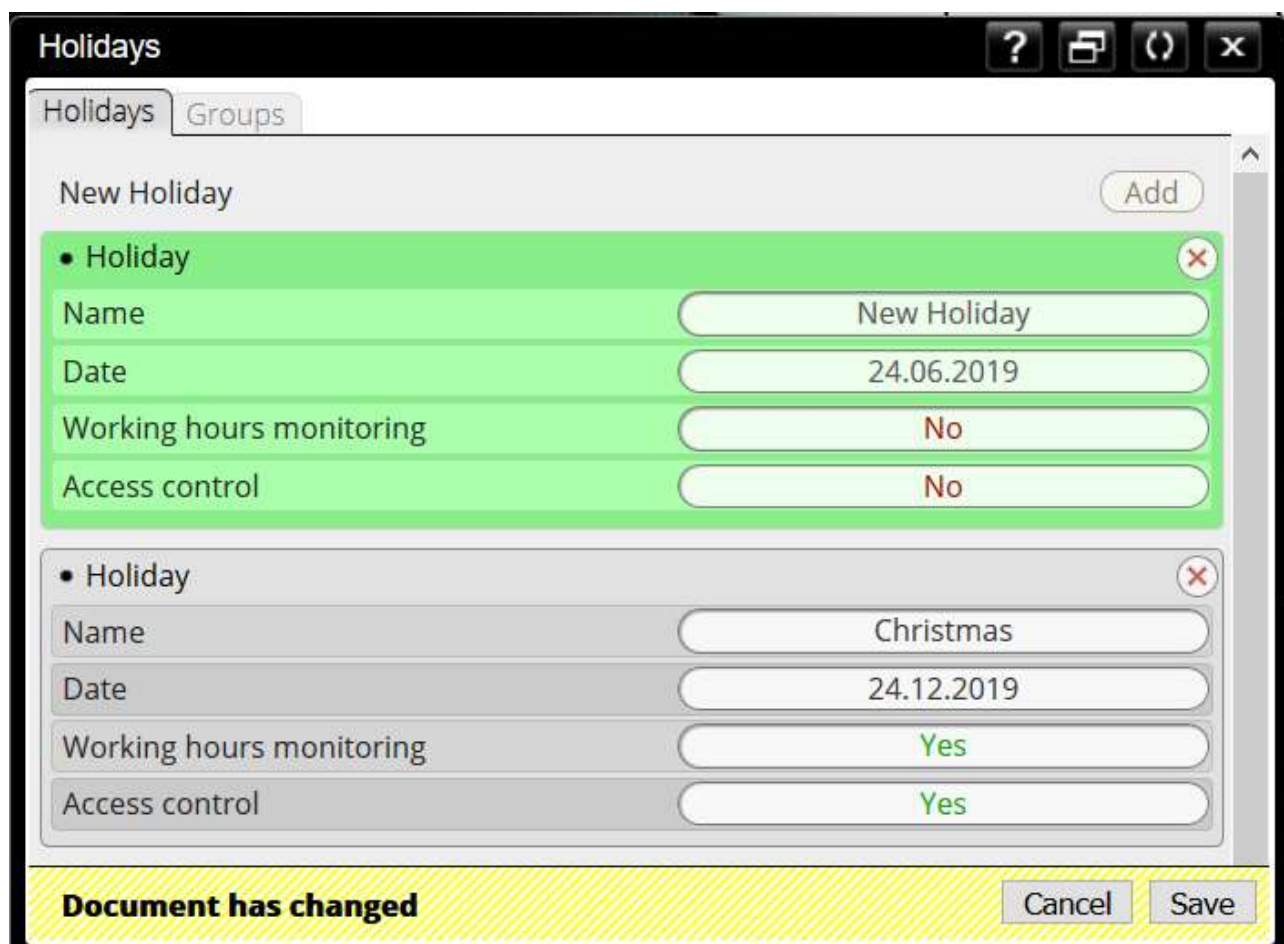
KV06_HEDSAM X-WEB MANUAL_v1.2_FI.

Holidays

Holidays are always to be specified manually. Holidays are NOT preprogrammed.

Click on the main menu Icon. Click "Settings".		Settings
In the window that opens select "Import external data".		 Holidays

The window "Holidays" opens. Click "Add" on New Holiday. Enter a name and date. Select what is affected by it "Working hours" and/or "Access control" click Save.



Holidays

Holidays Groups

New Holiday Add

- Holiday ×

Name

Date

Working hours monitoring

Access control
- Holiday ×

Name


Date

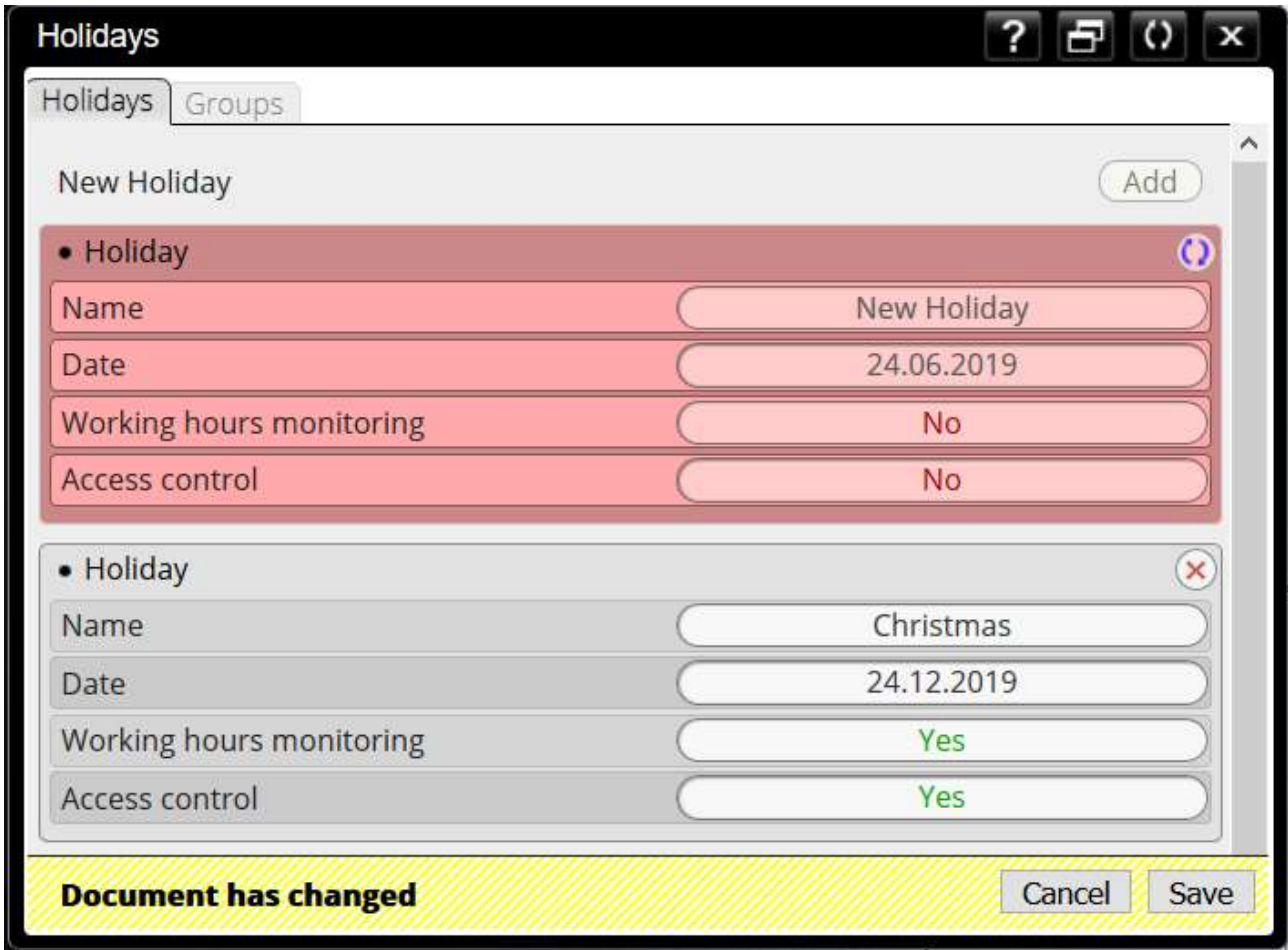
Working hours monitoring

Access control

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Removing a holiday

A holiday can be removed by clicking on the "Remove cross" on the right . The selected holidays becomes red. Remove by clicking "Save".




New Holiday	
Name	New Holiday
Date	24.06.2019
Working hours monitoring	No
Access control	No

Holiday	
Name	Christmas
Date	24.12.2019
Working hours monitoring	Yes
Access control	Yes

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Groups

Select the page "Groups". There is a holiday group called Holidays 2019. To add f.g Christmas to the group, click on the arrow  and on the holiday "Christmas", select "Yes" then click "Save".

Holidays

Holidays Groups

New Holiday group Add

- Holidays 2019

Name Holidays 2019

Christmas Yes

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Creating a holiday group

Click "Add" on "Holiday group". Enter a name. Now you can create and then add "Holidays" to this group. "Holidays" dot not become automatically added to a new group as in this example "Christmas" in on "No". Click "Save".

Holidays

Holidays Groups

New Holiday group Add

- New Group

Name New Group

Christmas No

- Holidays 2019

Name Holidays 2019

Christmas Yes

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