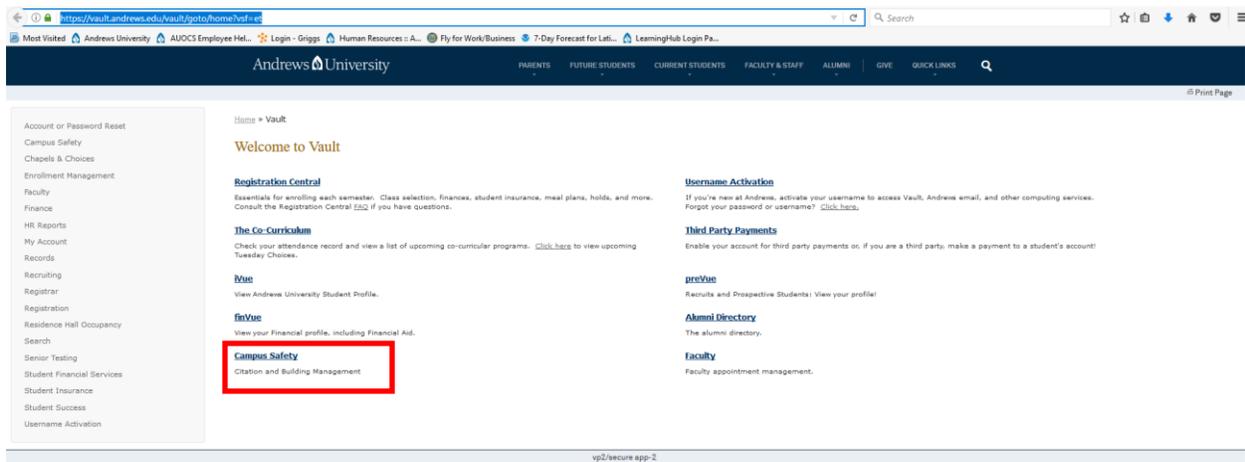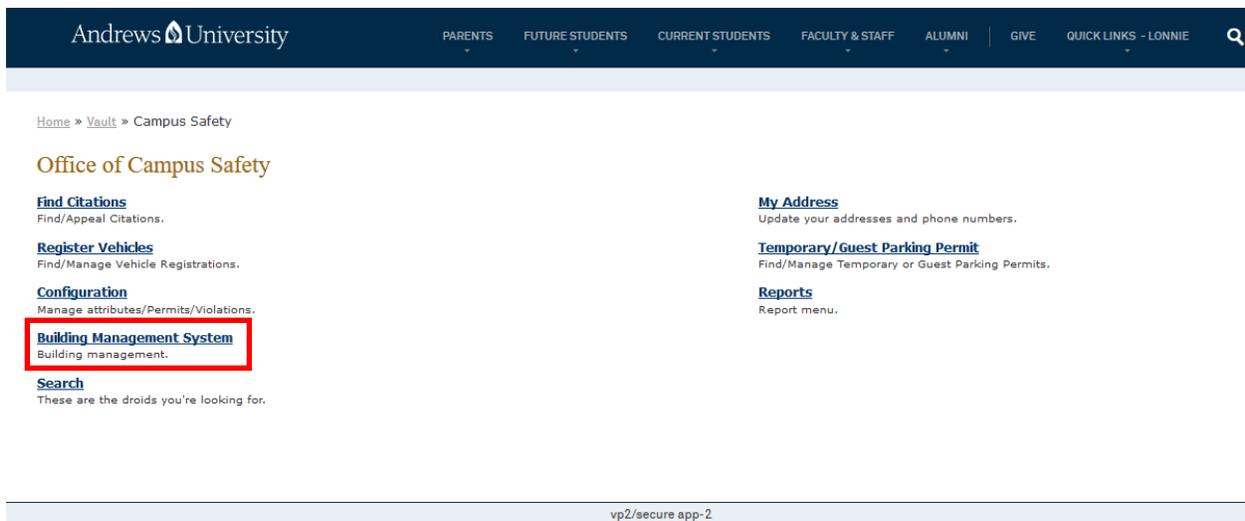# Building Management System
Building Schedule Tutorial

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:

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:

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.

Building Schedule

Spring Semester 2017	∨	Select
Nethery Hall	∨	Select
Default Term Schedules ∨	Select

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: Sunday / Monday / Tuesday / Wednesday / Thursday / Friday / Saturday
You may select more than one day.

Open or Close: Open / Close

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

Rooms (Optional): _____

Add

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: Sunday / Monday / Tuesday / Wednesday / Thursday / Friday / Saturday
You may select more than one day.

Open or Close: Open / Close

Time Of Day: 8am (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional): _____

Add

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: Sunday / Monday / Tuesday / Wednesday / Thursday / Friday / Saturday
You may select more than one day.

Open or Close: Open / Close

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

Rooms (Optional): _____

Add

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: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
You may select more than one day.

Open or Close: Open, Close

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

Rooms (Optional): _____

Add

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: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
You may select more than one day.

Open or Close: Open, Close

Time Of Day: 7am (e.g. 12pm, 10:45 am, or 5:36pm)

Rooms (Optional): _____

Add

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: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
You may select more than one day.

Open or Close: Open, Close

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

Rooms (Optional): _____

Add

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.)

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

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.