



## Millennium Xtra

### Technical Bulletin

#### Title: Setting up Schedules in Millennium Xtra

#### Contents:

#### To set up Schedule for Controller Download:

1. Go to Event Monitoring -> Controller Download -> Schedule Controller Download

The screenshot shows the Millennium Xtra web interface. The top navigation bar includes links for System Administration, Cardholder Data, Event Monitoring (highlighted), Hardware Configuration, System Configuration, Reports, Historical Log, Maps, and External Systems. The left sidebar shows the 'Controller Download' menu expanded, with options for Manual Controller Download, Schedule Controller Download (highlighted), Schedule Command Download, and Schedule Hot Command. The main content area is titled 'Schedule Controller Download' and contains the following sections:

- SELECTED DEVICE:** A dropdown menu showing 'Site-1 Communication'.
- DOWNLOAD TYPE:** Radio buttons for 'Site' (selected) and 'Controller', and radio buttons for 'Incremental (I)' (selected) and 'Full (F)'.
- SELECT HARDWARE CONFIGURATION DATA TO INCLUDE:** Checkboxes for Controller, Reader / Doors, Elevators, and Inputs, all of which are checked.
- SELECT CARDHOLDER DATA TO INCLUDE:** Checkboxes for Cardholder Data, Access Levels & Policies, Time Periods, and Holidays, all of which are checked. There is also a checkbox for 'Date / Time' which is checked.
- SCHEDULER SETTINGS:** Radio buttons for 'One Time' (selected) and 'Periodic', and a checked checkbox for 'Task Enabled'. Below this are input fields for 'On date' and 'At time', and a checkbox for 'Delete on successfully finished'.
- Buttons:** 'Clear / New', 'Add / Update', 'Delete Selected', and 'Help'.
- Table:** A table with columns for Start Date, End Date, Time, and a row of checkboxes for days of the week (U, F, S, M, T, W, T, F, S, Day, P/O, Enabled).

At the bottom of the page, there is a copyright notice: '©2000–2014 Millennium Group, Inc.' and a link to 'Event Monitor Mobile - Change Password - Company Info - Privacy Policy - Open in Separate Window'.

2. Select device type you want to download – Site or Controller. Select particular device.

#### SELECTED DEVICE

Controller-1

☐ Site / ☒ Controller

3. Select download type – Incremental or Full. Incremental download will download only changes made since last download.

**Note** that Full Cardholders download will delete all cardholder data from hardware and download it again. Doors might be inaccessible during Full Cardholders download.

#### DOWNLOAD TYPE

☐ Incremental (I) ☒ Full (F)

4. Select data you want to download

#### SELECT HARDWARE CONFIGURATION DATA TO INCLUDE

☒ Controller Outputs ☒ Reader / Doors ☒ Elevators ☒ Inputs ☒

#### SELECT CARDHOLDER DATA TO INCLUDE

☒ Cardholder Data ☒ Access Levels & Policies ☒ Time Periods ☒ Holidays  
☒ Date / Time

5. Set up schedule settings.

Select scheduler type – One Time or Periodic.

For One Time schedule you need to specify Date and Time when action should occur. Also you can check option 'Delete on successfully finished'.

#### SCHEDULER SETTINGS

Scheduler Type: ☒ One Time ☐ Periodic ☒ Task Enabled

On date:  At time:  ☒ Delete on successfully finished

For Periodic schedule you need to specify following options:

Start Date – schedule beginning date

No end date – if it is checked the schedule repeats endlessly. If not checked – you need to specify end date.

Run on a day – select days of week when action should occur. Or select day of month.

Occurs – select 'Once At:' and enter time or select 'Every:' and set periodicity (in hours or minutes) and start and end time.

## SCHEDULER SETTINGS

Scheduler Type: ☐ One Time ☒ Periodic ☒ Task Enabled

Start Date: 5/15/2014 ☒ No End Date

### RUN ON DAY

☐ Sunday ☒ Wednesday ☐ Saturday  
☒ Monday ☒ Thursday ☐ Day of Month  
☒ Tuesday ☒ Friday

### OCCURS

Every:  Hour(s) Starting at: 10:00:00 AM  
 Ending at: 05:00:00 PM

- Click **Add / Update** button to add schedule to a list of schedules and save changes

**Controller Download**  
 Manual Controller Download  
 Schedule Controller Download  
 Schedule Command Download  
 Schedule Hot Command

**Schedule Controller Download**  
 SELECTED DEVICE: Controller-1  
 DOWNLOAD TYPE: ☐ Site / ☒ Controller  
☐ Incremental (I) ☒ Full (F)

SELECT HARDWARE CONFIGURATION DATA TO INCLUDE:  
☒ Controller ☒ Reader / Doors ☒ Elevators ☒ Inputs ☒ Outputs

SELECT CARDHOLDER DATA TO INCLUDE:  
☒ Cardholder Data ☒ Access Levels & Policies ☒ Time Periods ☒ Holidays  
☒ Date / Time

**SCHEDULER SETTINGS**  
 Scheduler Type: ☐ One Time ☒ Periodic ☒ Task Enabled  
 Start Date: 5/15/2014 ☒ No End Date

**RUN ON DAY**  
☐ Sunday ☒ Wednesday ☐ Saturday  
☒ Monday ☒ Thursday ☐ Day of Month  
☒ Tuesday ☒ Friday

**OCCURS**  
 Once At: 01:00:00 AM

Clear / New Add / Update Delete Selected Help

Device	Start Date	End Date	Time	I	F	S	M	T	W	T	F	S	Day	P/O	Enabled
Controller-1	5/15/2014	-	1:00:00 AM	F									-	P	

- To create a new schedule click **Clear / New** button.

**To set up a schedule for Command download:**

1. Go to Event Monitoring -> Controller Download -> Schedule Command download

[illegible]

2. Select device type to which you want to send command. Select command to send and point.

### 3. Set up schedule settings.

Select scheduler type – One Time or Periodic.

For One Time schedule you need to specify Date and Time when action should occur. Also you can check option 'Delete on successfully finished'.

#### SCHEDULER SETTINGS

Scheduler Type: ☒ One Time ☐ Periodic ☒ Task Enabled

On date: 5/15/2014 At time: 10:00:00 AM ☒ Delete on successfully finished

For Periodic schedule you need to specify following options:

Start Date – schedule beginning date

No end date – if it is checked the schedule repeats endlessly. If not checked – you need to specify end date.

Run on a day – select days of week when action should occur. Or select day of month.

Occurs – select 'Once At:' and enter time or select 'Every:' and set periodicity (in hours or minutes) and start and end time.

## SCHEDULER SETTINGS

Scheduler Type: ☐ One Time ☒ Periodic ☒ Task Enabled

Start Date: 5/15/2014 ☒ No End Date

### RUN ON DAY

☐ Sunday ☒ Wednesday ☐ Saturday  
☒ Monday ☒ Thursday ☐ Day of Month  
☒ Tuesday ☒ Friday

### OCCURS

Every:  Hour(s) Starting at: 10:00:00 AM  
 Ending at: 05:00:00 PM

- Click **Add / Update** button to add schedule to a list of schedules and save changes

The screenshot shows the Millennium Xtra software interface. The top navigation bar includes tabs for System Administration, Cardholder Data, Event Monitoring (selected), Hardware Configuration, System Configuration, Reports, Historical Log, Maps, and External Systems. The left sidebar shows a tree view with 'Controller Download' expanded, containing 'Manual Controller Download', 'Schedule Controller Download', 'Schedule Command Download' (selected), and 'Schedule Hot Command'. The main window is titled 'Schedule Command Download' and contains the following sections:

- COMMAND**: Radio buttons for Normal, Lock (selected), Unlock, Momentary, Forgive APB, Lockdown, Conditional Lockdown, UnLockdown, and Get Door Status.
- POINTS**: A list box containing 'Controller-1-Door-1', 'Controller-1-Door-2' (selected), and 'Controller-2-Door-1'.
- SCHEDULER SETTINGS**:
  - Scheduler Type: ☐ One Time ☒ Periodic ☒ Task Enabled
  - Start Date: 5/15/2014 ☒ No End Date
  - RUN ON DAY**: ☐ Sunday ☒ Wednesday ☐ Saturday, ☒ Monday ☒ Thursday, ☐ Day of Month, ☒ Tuesday ☒ Friday,
  - OCCURS**: Every:  Hour(s) Starting at: 10:00:00 AM, Ending at: 05:00:00 PM
- Buttons: Clear / New, Add / Update (highlighted with a blue arrow), Delete Selected, Help.
- Table**:
 

Device	Command	Point	Start Date	End Date	Time	S	M	T	W	T	F	S	Day	P/O	Enabled
Doors	Lock	Controller-1-Door-2	5/15/2014		Every 1 Hour(s) between 10:00:00 AM and 5:00:00 PM									P	

- To create a new schedule click **Clear / New** button.

## To Set up Schedule for Hot Commands:

Setting up schedule for Hot Command download very similar to Controller and Command download.

Select Hot Command you want to execute and set up Schedule Settings like in previous examples.

