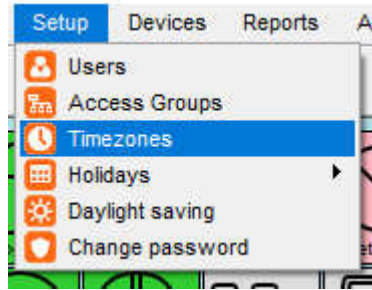


Setting up Timezones in AccessPlus

Step 1: Login into AccessPlus, then click the Setup menu and select Timezones. You can also click the Timezones Quick Access button on the home menu.



Step 2: Click the Add button next to the Standard Time Zones box. We'll go over Combined Time Zones later.

Step 3: Fill in the desired time settings using 24 hour military-style time. You can also select which days of the week this time zone is active for as well as whether or not it is active on Holidays.

Edit standard timezone

Timezone Details

Number: Name:

Start: End:

Timezone applies to:

Days the Timezone Will Function: M T W T F S S

Days:

Holidays that do not affect the timezone: H1

OK Cancel



Note: The Number is assigned automatically by AccessPlus, you should not need to set this manually.

Optional Setup: You can create a Combined Time Zone by clicking the Add button next to the box. This will bring up a settings window where you can add multiple Standard Time Zones together for more granular control of access hours during the year (holidays, weekends and special cases such as restrictions due to payment history)

Edit extended timezone

Number: Name:

Standard timezones:

No	Name	Start	End	Days
2	Restricted hours	08:00	16:30	MTWTF--
4	Weekend/Holiday hrs	10:00	14:00	----SSH

Add Delete

OK Cancel

Note: Timezones can be created at any time during setup but must be in place before access groups can be created and assigned to users in the accounting software.