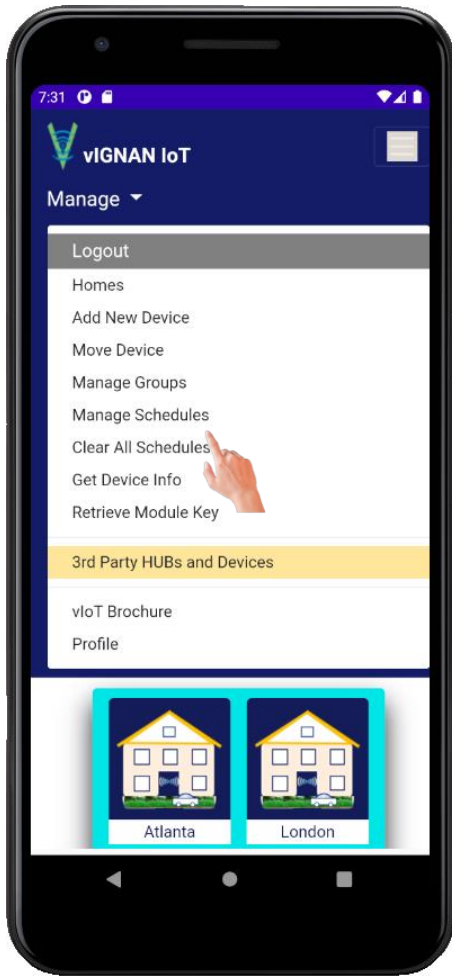# Edit Schedule

User Guide

Edit Schedule

NOTE:. *Before editing a schedule, confirm the devices listed in the schedule are active/operational via "vHUB Device Manager" app.*
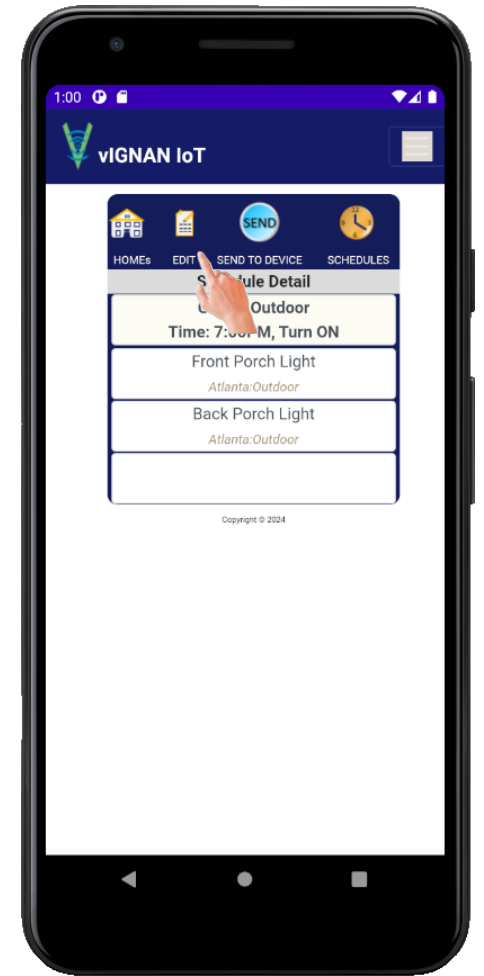

Click on the accordion drop-down menu → "Manage" → "Manage Schedules"
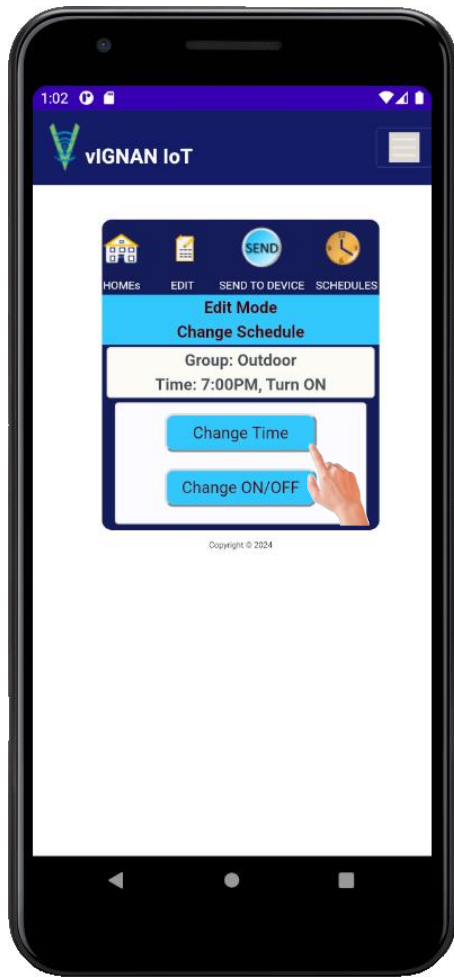
Click on "List Schedules"

Click on the schedule you wish to edit
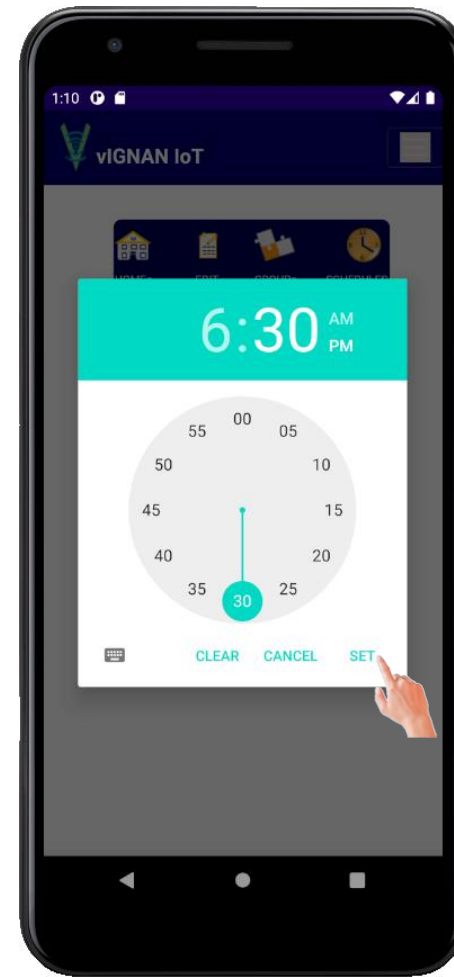
Click on "Edit"

Edit Schedule *(Change Time)*

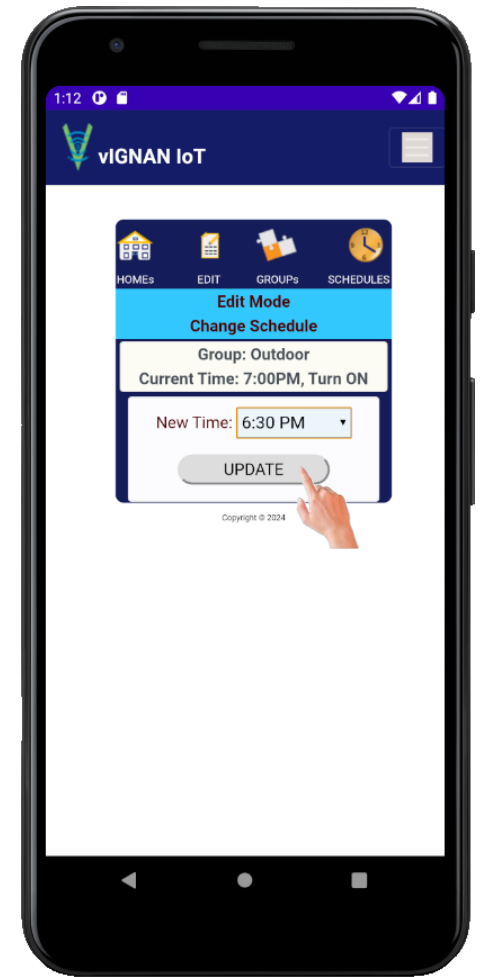**NOTE:**. *You can perform 2 changes to a schedule, time and turn ON/OFF action*

Click on "Change Time"

Click on the drop-down arrow to change time.
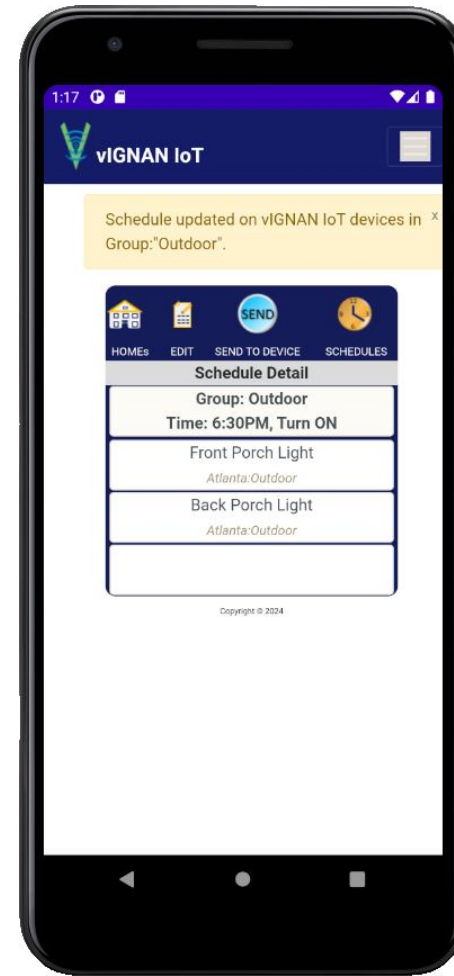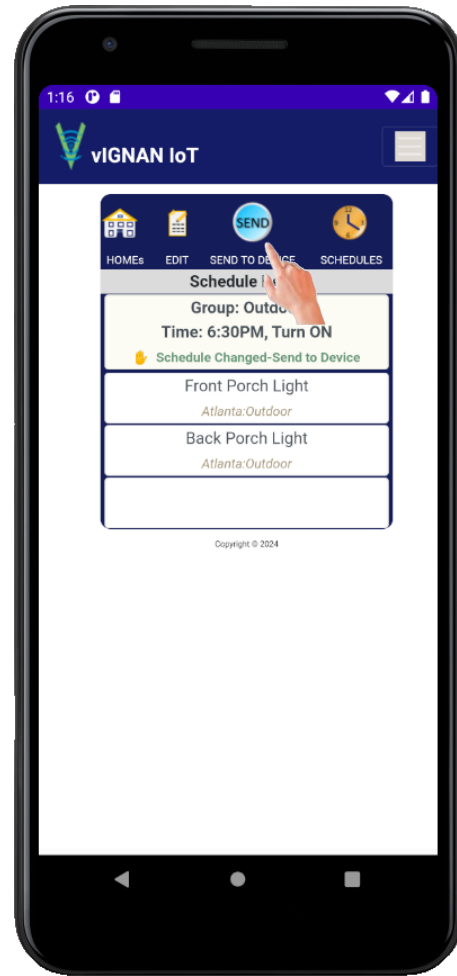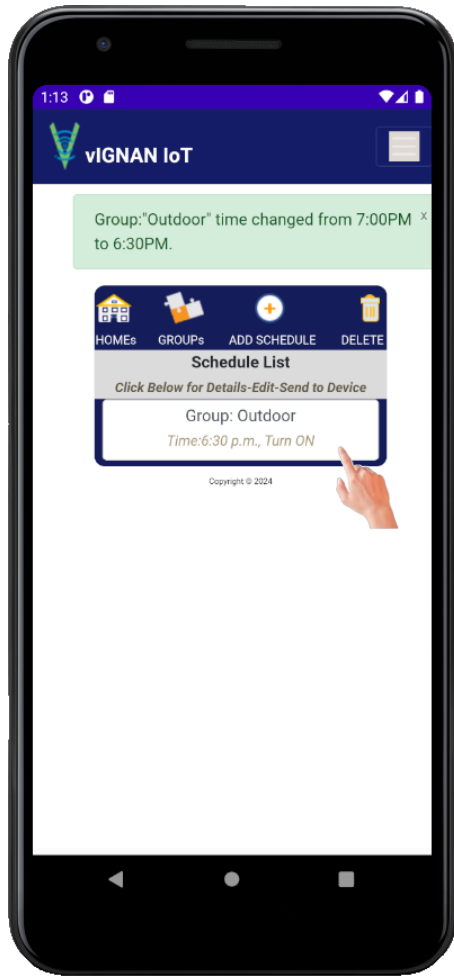*Note: Original schedule time and turn On/Off state are listed in the yellow header above*

Change the time and click on "Set"
In example: Time changed from 7:00PM to 6:30PM

Click on "Update"

Edit Schedule *(Change Time)*

NOTE:. *You can perform 2 changes to a schedule, time and turn ON/OFF action*
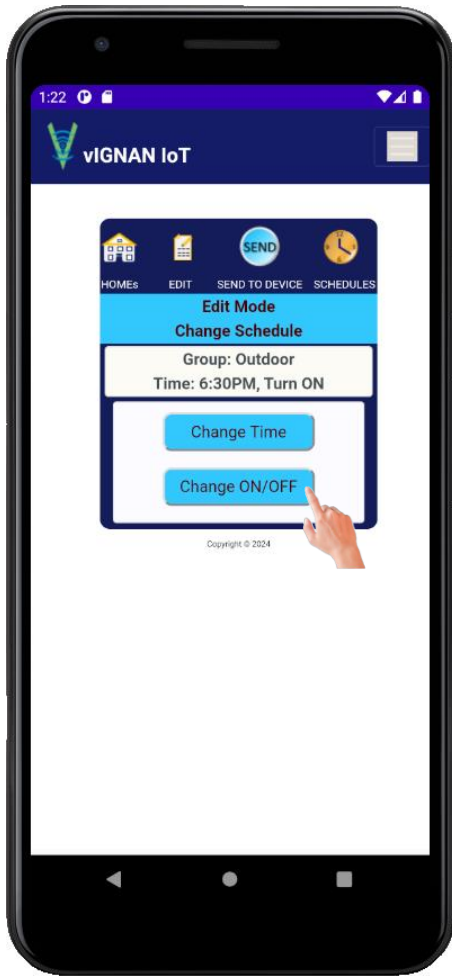

*Time change completed
Next, click on the schedule and
follow the steps to push the
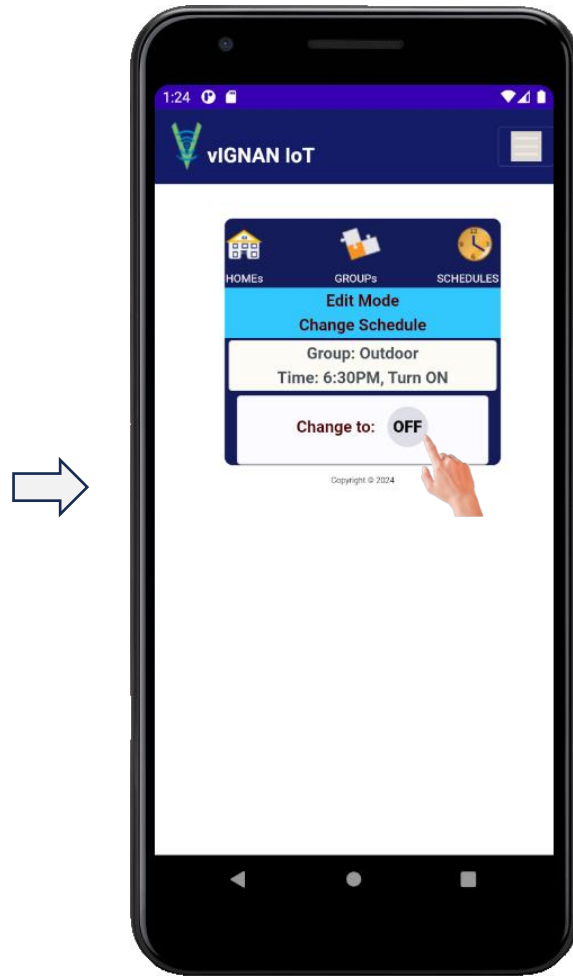changed schedule to the device*

Click on the "Send to Device"

*Schedule successfully sent to
the device (see yellow
highlighted message)*
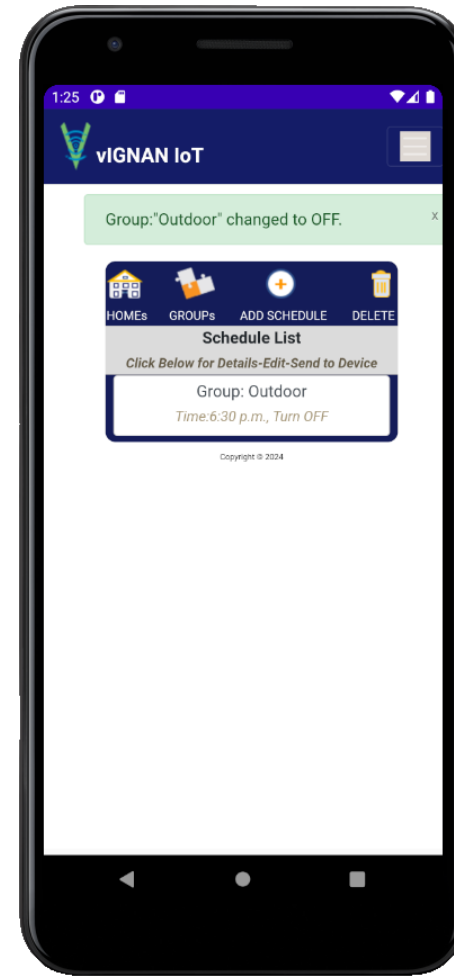
Edit Schedule *(Change Turn ON/OFF)*

NOTE:. *You can perform 2 changes to a schedule, time and turn ON/OFF action*

Click on "Change Turn On/Off"

Click on the "OFF".
Note: Original schedule time and turn On/Off state are listed in the yellow header above
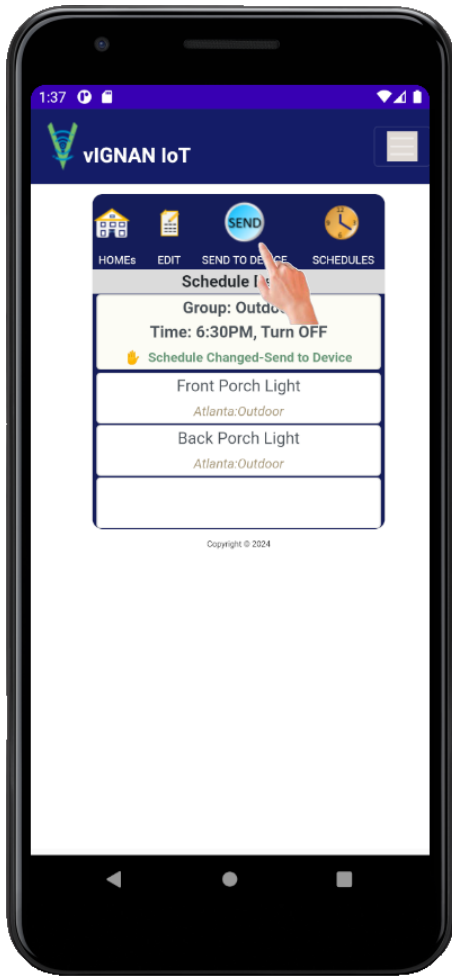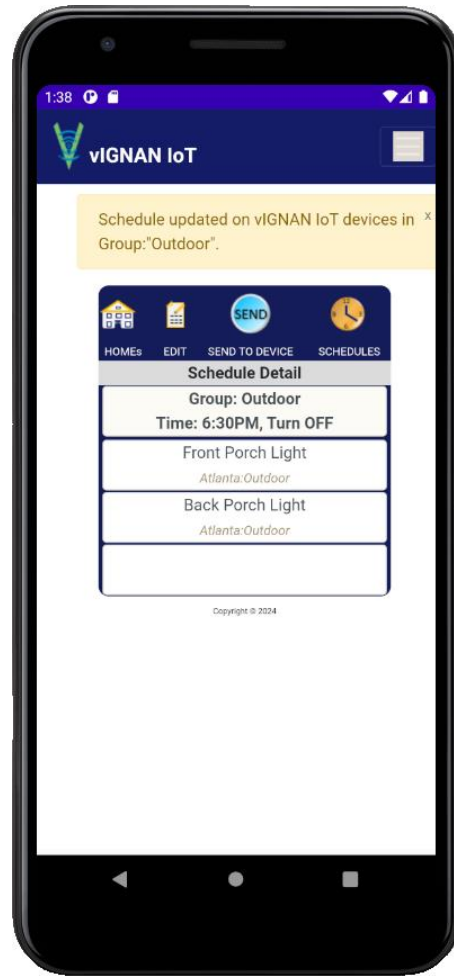
Turn On/Off action changed from On to Off

Next, click on the schedule and follow the steps to push the changed schedule to the device

Edit Schedule *(Change Turn ON/OFF)*

NOTE:. *You can perform 2 changes to a schedule, time and turn ON/OFF action*

Click on the "Send to Device"

Schedule successfully sent to the device (see yellow highlighted message)

Congratulations!

You successfully edited both time and turn on/off action for a "Schedule"

Congratulations!

This concludes the "Edit Schedule" user guide