



Using Time Periods in Inception.

How to set up Time Periods / Holidays and other Schedules.

How to set up Time Periods

The first part of this document will look at setting up a basic Time Period in Inception

Select Configuration -> Scheduling -> Time Periods

Select + Add

Give the Time Period a meaningful name.

The screenshot displays the Inception software interface. On the left is a navigation menu with 'Configuration' expanded, showing 'Scheduling' and 'Time Periods'. The main area shows the 'Time Periods' setup screen. At the top, there's a toolbar with 'Back to Checklist', 'Add', 'Duplicate Item', 'Save', 'Delete', 'Cross Reference', and 'Expand All'. Below this, a message states: 'This page is used to create and edit time periods. [Read More...](#)'. The 'General' tab is selected, showing a 'Name' field with the value 'Time Period setup example' and a 'Notes' text area. Below the 'General' tab, there are two expandable sections: 'Times' and 'Calendar Preview', both with right-pointing arrows. The 'Working Hours' section is also visible, showing a clock icon, the text 'Working Hours', and a green 'Active' status button.



Next Select the Add Items for the weekly recurring times

General

Times

Weekly Recurring Times

Select

Start Time

End Time

All Day (24hr)

Day of Week

Add Items

Remove Selected Items

Then set the Start and Stop times and the days of the week

Weekly Recurring Times

Select a recurring time for this Time Period and the days that it applies to. [Read More...](#)

Start Time

End Time

09:00 AM

03:30 PM

Days

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Cancel

Confirm



You should now see the items in the list similar to this

Times

Weekly
Recurring
Times

Select	Start Time	End Time	All Day (24hr)	Day of Week
☐	09:00 AM	03:30 PM	☒	Mond ▼
☐	09:00 AM	03:30 PM	☐	Tuesd ▼
☐	09:00 AM	03:30 PM	☐	Wedn ▼
☐	09:00 AM	03:30 PM	☐	Thurs ▼
☐	09:00 AM	03:30 PM	☐	Friday ▼

Add Items

Remove Selected Items

If there is a different time for different days you can just add them. i.e. Saturday

Weekly
Recurring
Times

Select	Start Time	End Time	All Day (24hr)	Day of Week
☐	09:00 AM	03:30 PM	☐	Mond ▼
☐	09:00 AM	03:30 PM	☐	Tuesd ▼
☐	09:00 AM	03:30 PM	☐	Wedn ▼
☐	09:00 AM	03:30 PM	☐	Thurs ▼
☐	09:00 AM	03:30 PM	☐	Friday ▼
☐	09:00 AM	01:30 PM	☐	Saturc ▼

Add Items

Remove Selected Items



You can even put additional time periods on the same days

Weekly
Recurring
Times

Select	Start Time	End Time	All Day (24hr)	Day of Week
☐	09:00 AM	03:30 PM	☐	Mond ▾
☐	09:00 AM	03:30 PM	☐	Tuesd ▾
☐	09:00 AM	03:30 PM	☐	Wedn ▾
☐	09:00 AM	03:30 PM	☐	Thurs ▾
☐	09:00 AM	03:30 PM	☐	Friday ▾
☐	09:00 AM	01:30 PM	☐	Saturc ▾
☐	05:00 PM	09:30 PM	☐	Wedn ▾
☐	05:00 PM	09:30 PM	☐	Thurs ▾
☐	05:00 PM	09:30 PM	☐	Friday ▾

Add Items Remove Selected Items

Lastly, Inception doesn't care about Midnight so you can create Time Periods that cross days as well.

☐	09:00 AM	01:30 PM	☐	Saturc ▾
☐	05:00 PM	09:30 PM	☐	Wedn ▾
☐	05:00 PM	09:30 PM	☐	Thurs ▾
☐	05:00 PM	09:30 PM	☐	Friday ▾
☐	11:30 PM	04:30 AM	☐	Mond ▾
☐	11:30 PM	04:30 AM	☐	Tuesd ▾
☐	11:30 PM	04:30 AM	☐	Wedn ▾

Add Items Remove Selected Items



A useful tool when setting up time periods, is the Calendar Preview. This will allow you to see when a time period is going to be active or not.

Calendar Preview

The calendar preview below is used to check that the time period is programmed correctly. [Read More...](#)

Refresh Preview

<

>

today

Jan 2 - 8, 2022

month

week

day

	Sun 1/2	Mon 1/3	Tue 1/4	Wed 1/5	Thu 1/6	Fri 1/7	Sat 1/8	
all-day								
8am								
9am		9:00 - 3:30 Active	9:00 - 3:30 Active	9:00 - 3:30 Active	9:00 - 3:30 Active	9:00 - 3:30 Active	9:00 - 1:30 Active	
10am								
11am								
12pm								
1pm								
2pm								
3pm								
4pm								



How to set up basic Holidays

The first thing you need to do to add a Holiday to a Time Period is to create them.

Due to this programming not just specifically talking about Holidays, in Inception, they are called Calendar Dates.

Select Configuration -> Scheduling -> Calendars

Select + Add

Give the Calendar a meaningful name.

Configuration

- Users
- Hardware
- Areas
- Inputs
- Outputs
- Access Control
- Scheduling
 - Time Periods
 - Calendars
 - Scheduler
- Automation
- Scheduled Tasks
- General

This page is used to create and edit recurring calendar dates which are used as exceptions to the normal operation of time periods. [Read More...](#)

Search Sort

New Item

General

Name

Notes

Calendar >

Calendar Preview >



Then we can add Single Dates, or Date Ranges, or even Calculated Dates i.e. first Sunday of each month.

Calendar

Single Dates

Select	Date	Repeat Annually
☐	2021-12-25	☒

Add Items Remove Selected Items

Date Ranges

Select	Start Date	End Date	Repeat Annually
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Add Items Remove Selected Items

Calculated Dates

Select	Week	Day	Month
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Add Items Remove Selected Items

***NOTE When “Repeat Annually” is selected the year stamp is ignored.

Once your Calendar events have been created you can go back to the Time Period and add them as a Calendar Exception

Set a Start / End Time if you want it to be a Partial override or select the “All Day” flag for a full day.

Calendar Exceptions

Calendar	Start Time	End Time	All Day (24hr)	Time Period Active	Priority
Xmas Day			☒	☐	0

Add Items Remove Selected Items

*****NOTE***** By selecting the Time Period Active flag it will reverse the logic and the Time Period will become active based on the rest of the programming conditions.

Priority is used if there are more than one Calendar event for the same date. The lower the number the higher the priority. Higher Priority instructions override lower priority.



The other way of doing Holidays is to create them directly in the Time Period using Exceptions.

Select Add Items

Set the Start / End Time and Date

Select any extra options. Remember that Time Period Active will reverse the Exception rule.

Exceptions

Select	Start Time	End Time	Time Period Active	Repeat Annually	Priority
☐	2021-12-25 08:00 AM	2022-01-02 05:00 PM	☐	☐	0

Add Items

Remove Selected Items