PORTFOLIO SAMPLE / NOLEJA DOCUMENTATION SOLUTIONS

Create a weekly occupancy schedule

Demo Building Console | Prepare, publish and verify a zone schedule

Original portfolio demonstration. Product names, controls, values and behaviour are fictional. This document is not an instruction for real equipment or a live building system.

Use this tutorial to schedule occupied hours for a training zone and add a one-day closure. It is written for a building operator with permission to edit schedules.

Before you begin

Open the fictional **Training building** workspace and sign in with the **Schedule editor** role. The zone **Meeting room 1** must be available. This tutorial uses the workspace clock and time zone, shown beside the schedule preview; verify them before entering dates.

The result you will create

Setting	Example value
Schedule name	Meeting room weekday hours
Assigned zone	Meeting room 1
Occupied period	Monday-Friday, 08:00-18:00
Outside that period	Unoccupied, including Saturday and Sunday
One-day exception	24 December 2026: Unoccupied all day

In this demonstration, an occupancy schedule selects Occupied or Unoccupied mode. Temperature targets are configured separately. Do not infer equipment start times or temperature settings from the occupancy label.

Open a draft

1. Select **Schedules** in the navigation, then select **New schedule**.

2. Enter **Meeting room weekday hours** in **Name**.

3. Select **Meeting room 1** in **Zone**. Leave **Default mode** set to **Unoccupied**.

4. Select **Save draft**. Verify that the status is **Draft**. A draft does not control the zone.

Define occupied hours and a closure

Add the weekly period

1. In the draft, open **Weekly pattern** and select **Add period**.

2. Select **Monday** through **Friday**. Leave Saturday and Sunday unselected.

3. Set **Start** to **08:00**, **End** to **18:00** and **Mode** to **Occupied**.

4. Select **Add**, then **Save draft**. Verify that the weekly preview shows one occupied block on each weekday.

A period includes its start time and excludes its end time: Occupied begins at 08:00; Unoccupied resumes at 18:00. Overlapping periods on the same day are rejected in this demonstration.

Add the one-day exception

1. Open **Exceptions** and select **Add exception**.

2. Select **24 December 2026**. Choose **All day**, then set **Mode** to **Unoccupied**.

3. Enter **Office closed** in **Description**, then select **Add** and **Save draft**.

The dated exception overrides the weekly pattern for that date only. The weekly pattern resumes on the following day.

Preview before publishing

Open **Preview** and select each date and time below. The preview evaluates the draft and does not change the live zone.

Date and local time	Expected mode
Monday 21 December 2026, 09:00	Occupied
Monday 21 December 2026, 18:00	Unoccupied
Thursday 24 December 2026, 09:00	Unoccupied - Office closed

Publish and verify the active schedule

Publish the reviewed draft

1. Select **Review and publish**. Verify the zone, weekly period, exception and workspace time zone in the summary.

2. Select **Publish**. In the confirmation dialog, verify **Meeting room 1**, then select **Confirm publish**.

3. Wait for **Published**. The console applies the new schedule immediately. If an error appears, the previous published schedule remains active.

Verify the zone

1. Open **Zones > Meeting room 1 > Schedule**.

2. Verify that **Meeting room weekday hours** is assigned. Compare its published revision with the revision shown under Schedules.

3. Verify **Effective mode** against the current workspace date and time. It may be Unoccupied if you publish outside the occupied period.

If the result is unexpected

Symptom	Resolution
Publish is unavailable	Verify your Schedule editor role and resolve any validation messages. Ask the workspace administrator if your role is incorrect.
A period cannot be added	Verify that its end time is later than its start time and that it does not overlap another period on the selected days.
The preview shows Unoccupied on a weekday	Verify the time, selected weekdays and dated exceptions. An exception takes precedence over the weekly pattern.
The zone shows Override instead of Schedule	An authorised operator has applied a manual override. Verify its owner and expiry. Do not clear it without confirming why it was applied.

Revise the schedule

Select the published schedule and choose **Edit**. Changes create a new draft; the published revision continues to run. Repeat the preview and publishing steps to apply your revision.

Original fictional demonstration of software procedures, draft/publish states and exception handling. No client material or live-system configuration is reproduced.