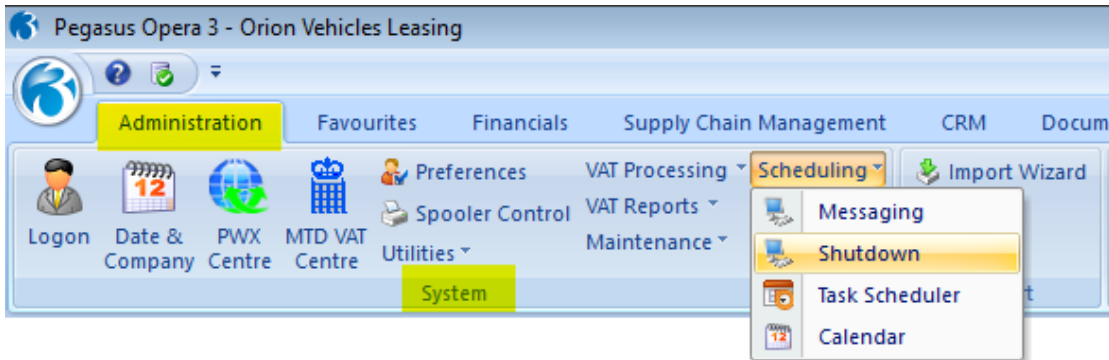



## Scheduler – Shutdown and Lockout

### Shutdown and lockout

From the Administration > System menu select Shutdown.



Select CTRL + N or the New Icon  from the Menu bar.

Enter the Title required.

Ensure the Type Shutdown is selected.

Enter in required date and time.

Ensure Active is selected.

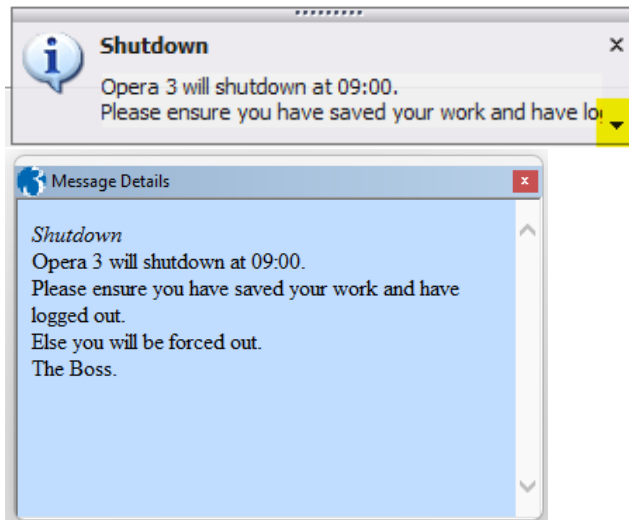
Select the required frequency.

Enter in the required Lockout this is to stop Users from logging in and only ADMIN can log in after two minutes of a lock out.

Enter the required Show for this is how long a message is displayed when users log in.

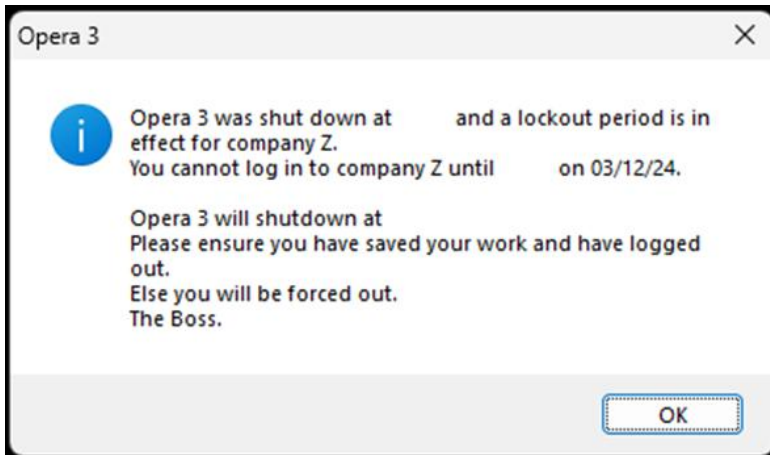
You can select Preview to see the message displayed to users.


Select the down arrow to see the full message.

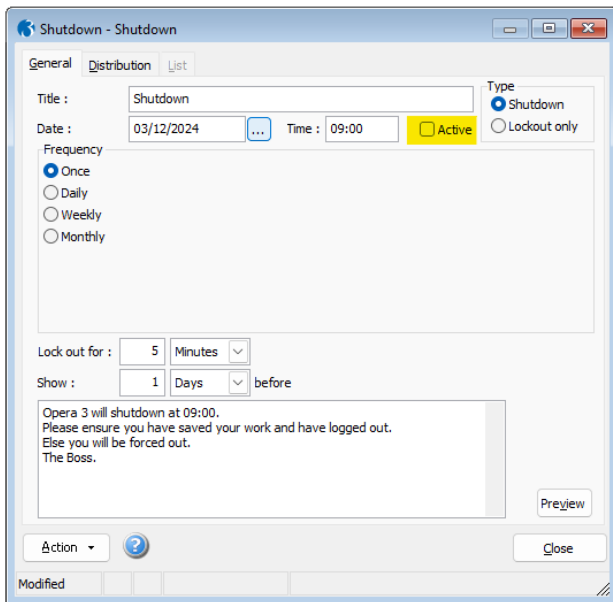


Select CTRL + S or the Save Icon  from the menu bar.

Opera 3 will then log everyone out and shutdown at the time specified.  
If users try to log in a message will be displayed informing them when the lockout will finish.



To disable the lockout, log in as the ADMIN user (After two minutes) and open the shutdown previously created Un-tick the Active box and Select CTRL + S or the Save Icon  from the menu bar.



## Lockout only

To enforce a lockout only you can follow the above steps but instead of shutdown select "Lockout only".

