Create a Business Hours Template

GoSafer Security Knowledge Base

This operational reference is organized for GoSafer Security customers and staff. Alarm.com product names are retained where required for technical accuracy.

Overview

Business hours make it easier to configure and manage commercial features like reporting, arming schedules, auto re-arming, and notifications.

Platform	Customer Website
Content type	How-to / Configuration
Source last updated	2025-06-04

Procedure

> **Step-by-step guide:** Screenshots and videos are placed with the instruction they illustrate.

Business hours make it easier to configure and manage commercial features like reporting, arming schedules, auto re-arming, and notifications. Business hours can be managed using the GoSafer Security customer portal (powered by Alarm.com).

To create a Business Hours Templates:

1. Log in to the GoSafer Security customer portal (powered by Alarm.com).
2. Verify the Enterprise name is selected, and not a location name. When the Enterprise group is selected, a *Locations* option shows in the menu instead of *Home*.
    - If a location is selected, use the dropdown menu to select the Enterprise group. Enterprise groups have **Group Property** next to the Enterprise name, whereas locations will have **Icn Enterprise Open** for commercial accounts or **Single Property** for residential accounts next to the location name.
    - If the option to select an Enterprise group is not showing, verify the login has access to the Enterprise group.
3. Click **Settings**.
4. Click **Business Hours**.
5. Click **Create New Template**.

    Note: Business hours will only be applied to the primary partition of each location that uses the template. This can be changed in the location's settings.

6. You are able to name the template, select the day of the week, define hours the location should be open, and set windows when employees should be arriving and departing.
7. By clicking on **Copy**, you can select multiple days of the week to apply these selections to. You can also define whether this template will apply to **All Locations**, or click on **Partial Locations** to select from a list of all locations included in the Enterprise.

Source and support

For GoSafer Security assistance, visit gosafersecurity.com.

Original Alarm.com reference: https://answers.alarm.com/Customer/Website_and_App/Commercial/Multi-Location_Management/Create_a_Business_Hours_Template

Always verify safety, installation, compatibility, and current UI details against the original manufacturer documentation before operational use.

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