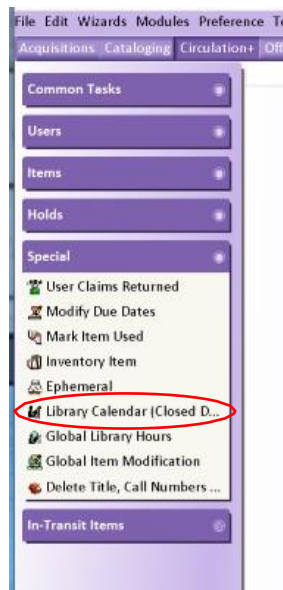


Entering Closed Dates in Workflows Cheat Sheet

Last updated: August 19, 2024

1. Login as SUPER user.
2. Circulation+>Special Group > Library Calendar Wizard



3. Verify that the correct Closed Days are checked if the library is closed that day for the entire year. Example: If closed every Sunday check the box. If closed only some Saturdays during the year, do not select the Saturday box, enter the specific closed dates.

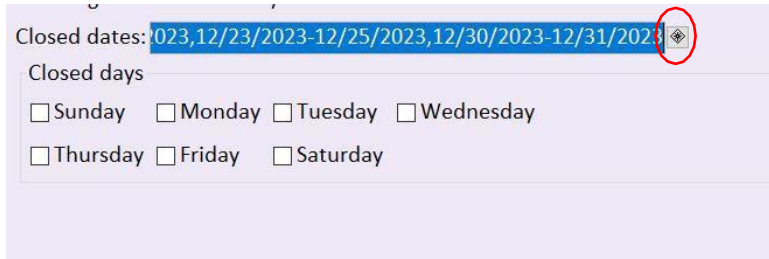
Closed dates: 023,12/23/2023-12/25/2023,12/30/2023-12/31/2023

Closed days

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

4. Choose the gadget date selector.

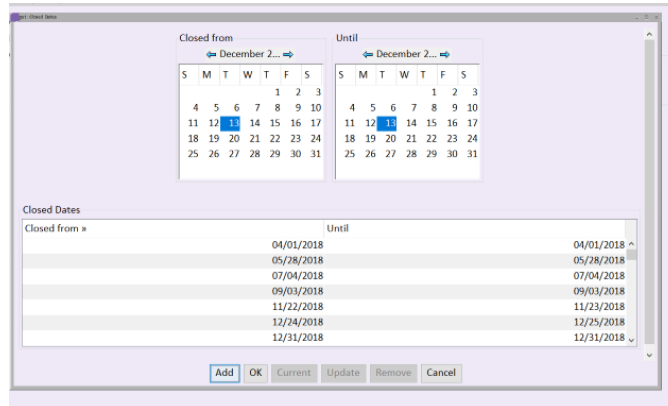


5. Choose dates.

You will need to enter each date or date range individually. Once entered, the calendar will revert to today's date, and you can enter the next date.

To enter a single closed date, choose the same date for "Closed from" and "Until". To select a date range, select the first date in "Closed from" and select the last date in "Until". You can use the right arrow to select a date in the next month.

Select "Add".



6. When all dates are entered, choose OK.

7. Select SAVE.

8. To remove old closed dates, click on the row to highlight it and select REMOVE. Keep about the last 2 years of closed dates. (Workflows only lets you enter about 64 closed dates.)

9. When you are done removing closed dates select SAVE and OK.

10. Exit Workflows.

11. If you have branch libraries, you will need to log in as SUPER user for each branch and enter the dates separately for each branch.
12. Closed dates will be reflected the next day in Workflows.
13. Please notify RAILS Delivery directly with your closed dates.