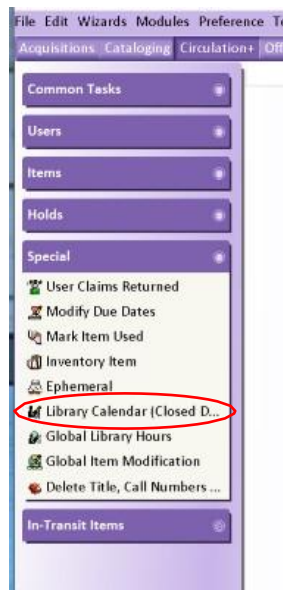




Entering Closed Dates in WorkFlows Cheat Sheet

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.

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

Closed days

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

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".

Closed from: December 2...

Until: December 2...

Closed from	Until	
04/01/2018	04/01/2018	04/01/2018
05/28/2018	05/28/2018	05/28/2018
07/04/2018	07/04/2018	07/04/2018
09/03/2018	09/03/2018	09/03/2018
11/22/2018	11/22/2018	11/22/2018
12/24/2018	12/24/2018	12/24/2018
12/31/2018	12/31/2018	12/31/2018

Add OK Current Update Remove Cancel

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.