

# **Library Calendar Wizards**

November 2011

**Setting your Work Flows calendar**

To set the calendar in Workflows you must

- 1) Log into Workflows with your Super Account.
- 2) Navigate to the Circulation module and access the Common Tasks group of wizards.
- 3) Here you should see the Library Calendar wizard, pictured below.



- 4) When you access the wizard, you will be presented with two sections. A list of close dates, and a closed days selection, as seen below.

The screenshot shows a window titled "Library Calendar" for "Ontario Library Service North Headquarters". It features a "Closed dates" text box containing "07/01/2011" and a small icon to its right. Below this is a "Closed days" section with checkboxes for each day of the week: Sunday (checked), Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.

- 5) To select a date that your library is closed, or a range of dates, click on the Closed dates, gadget to the right of the closed dates field. It is the shape that looks like this: 
- 6) This will open a pop up window called Gadget : Closed dates, it will look like this:

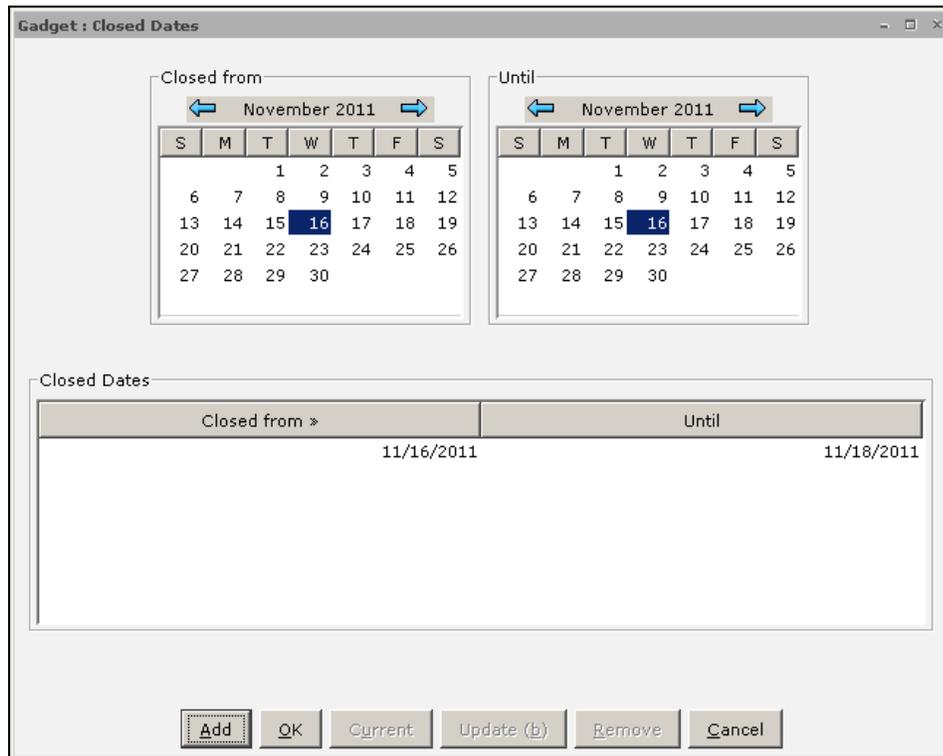
The "Gadget : Closed Dates" window displays two calendar views for "November 2011". The left calendar is labeled "Closed from" and the right is labeled "Until". Both calendars show the date "16" selected. Below the calendars is a "Closed Dates" list with two columns: "Closed from >" and "Until". At the bottom of the window are buttons for "Add", "OK", "Current", "Update (b)", "Remove", and "Cancel".

- 7) All of the dates that you wish to be closed, even if they are single days must be set as a range, for example, if you wish to be closed November 16<sup>th</sup> as in the screen shot above, you will be closed From November 16<sup>th</sup>, 2011, until November 16<sup>th</sup>, 2011. Then click Add. This will add the date into the Closed dates field on the bottom of the pop up window, as seen below:

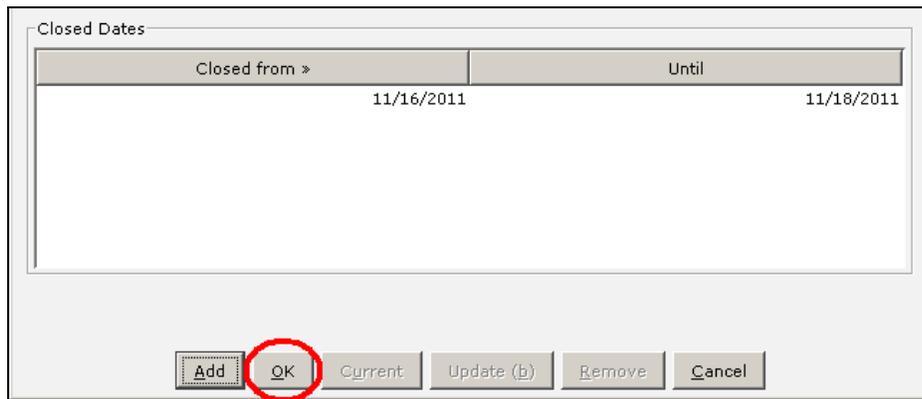
The screenshot shows a dialog box titled "Gadget : Closed Dates". It contains two calendar pickers. The first is labeled "Closed from" and the second is labeled "Until". Both pickers show the month of November 2011, with the date 16th selected. Below the pickers is a table with two columns: "Closed from »" and "Until". The table contains the date "11/16/2011" in both columns. At the bottom of the dialog box are several buttons: "Add", "OK", "Current", "Update (b)", "Remove", and "Cancel".

Closed from »	Until
11/16/2011	11/16/2011

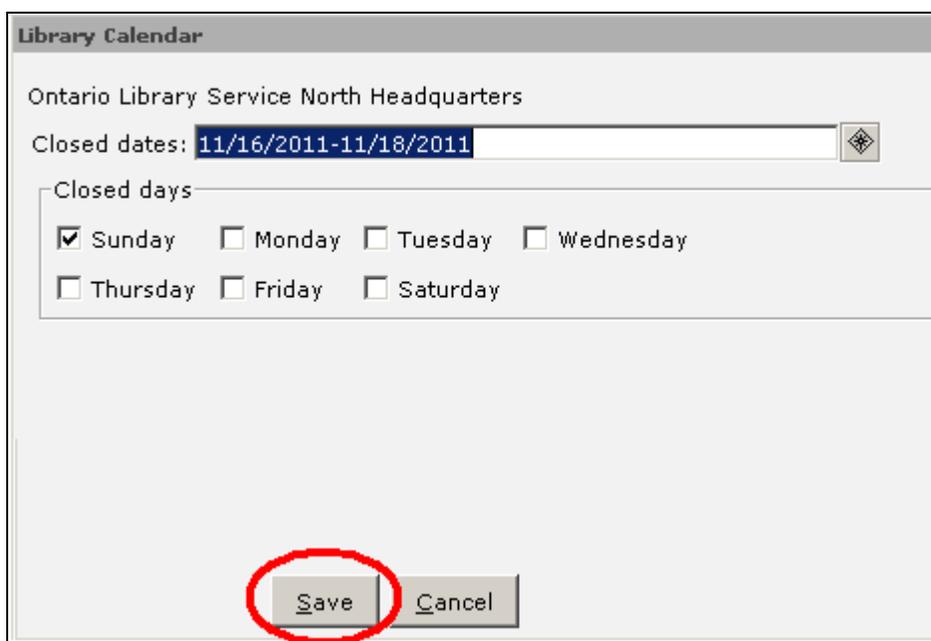
- 8) If you wish to be closed a range of dates you would select the start of the closed date in the Closed from calendar, and the end of the closed range in the Until Calendar, and then click Add, as seen below:



- 9) You may repeat these steps as many times as you need for as many closed date ranges as you require. When you have added all of the closed ranges, and you are ready to save your work, you must click OK at the bottom of the screen:



- 10) This will bring you back to the Library Calendar main screen, and you should see the date ranges that you have entered in the Closed dates field. On the bottom of the screen you must click Save:



- 11) Your dates are now entered into the configuration files, and your patron check outs will not have return dates set to the dates listed in the calendar.

There are a couple important facts that must be remembered when using the Workflows calendar.

- 1) The calendar settings are configuration setting; this means that only 1 library can make changes to the calendar at a time. If you encounter the following message:



It usually means that another library is working in the calendar and you will have to wait until they are finished and have exited the wizard. This also means that you should be aware that other libraries will to alter their calendar and not forget to exit the wizard when you are finished your task.

- 2) Calendar alterations require a halt / run to become effective. This means that the server must perform a shut down after hours to make the configuration changes you, and the other libraries have made take effect. For this reason we suggest that you alter your calendar 1 week prior to your longest loan period that would end on the date(s) you wish to be closed. For example: If you have a 3 week loan period and you will be closed between December 24<sup>th</sup> through December 28<sup>th</sup> 2011, you should alter your Calendar on November 26<sup>th</sup>, 2011. This provides enough time to make your alterations and ensure than none of your item due dates will be scheduled between December 24<sup>th</sup> and December 28<sup>th</sup>. Work flows will make any item due dates for the first date that you are open after December 28<sup>th</sup>.

As always if you have any questions please contact the JASI Service desk at 1-800-461-6348, or email us at [jasisupport@olsn.ca](mailto:jasisupport@olsn.ca).