# Library Calendar Wizard

Days Closed Instructions

SWAN Libraries now have the option to manage their own Library Calendar, also referred to as Days Closed. If you would still prefer SWAN to manage your library calendar for you, please email your dates to help@swanlibraries.net . Be sure to indicate you would like SWAN to manage these dates for you.

If you choose to manage your own Library Calendar, you do not need to send SWAN your scheduled closings. But, for emergency closings - after adding dates to your calendar, please notify SWAN so we can modify existing due dates as a convenience for your patrons, and notify the membership on your behalf.

To ensure that everyone gets to use this feature, please make sure to **close** out of the Library Calendar Wizard when you are finished entering your dates. This wizard allows only **one** person at a time to be logged in. You may receive an error stating "The records are currently in use. Please try again later." If you receive this error, we recommend that you try to open the wizard later or the following day.

1. **Login to WorkFlows using your CIRCSR credentials.**

2. **Under the Circulation Tab, locate the *Library Calendar Wizard* in the *Special Wizards group.***
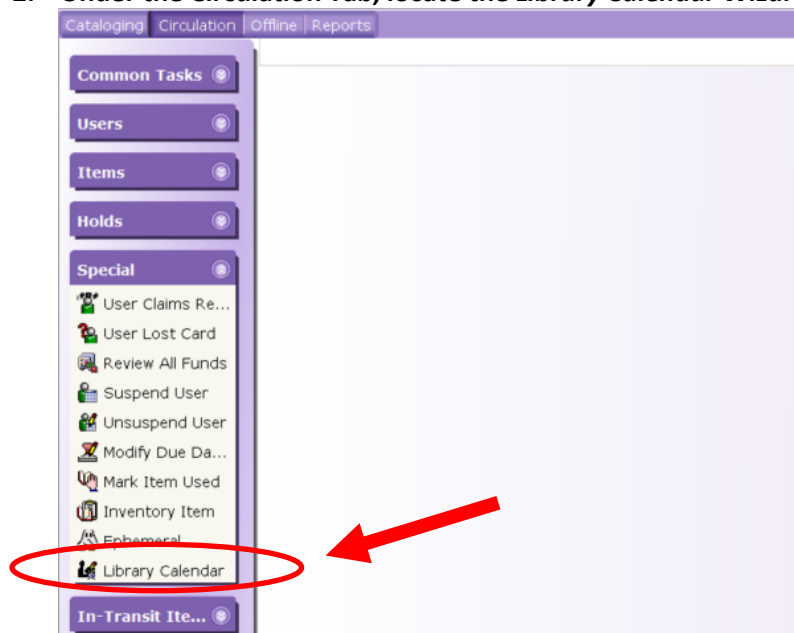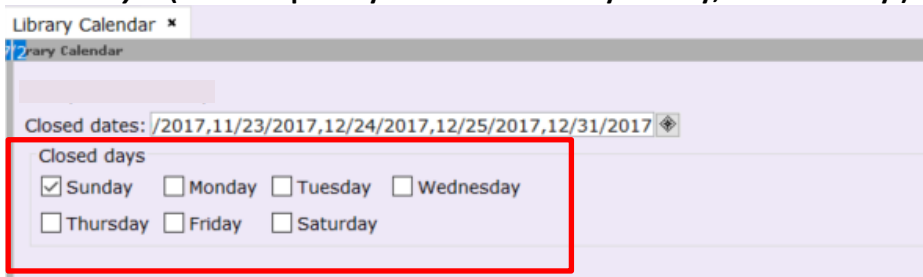
3. **Enter your override credentials. Click OK.**
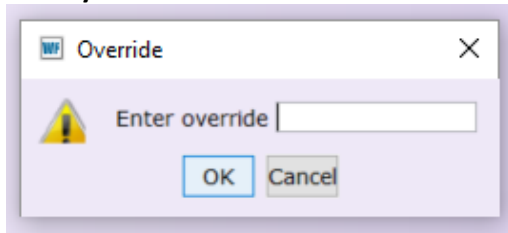
## Method 1 - Add Recurring, Individual & Consecutive Dates

1. **If your library is closed on recurring days during the week, check the appropriate box(s) under**
   ***Closed days.* (For example- if you are closed every Sunday, check Sunday.)**

   Please note, dates affected by this checkbox will not appear in your list of dates even though
   they are counted as closed.

   If you are closed on days during a certain time of year, such as every Sunday <u>only</u> during the
   summer, we recommend entering those dates individually. This ensures they will appear in your
   list of dates.

2. **To add a date - Click your curser within the *Closed dates* box and find the appropriate place**
   using your keyboard arrow keys. Dates must be entered in chronological order.
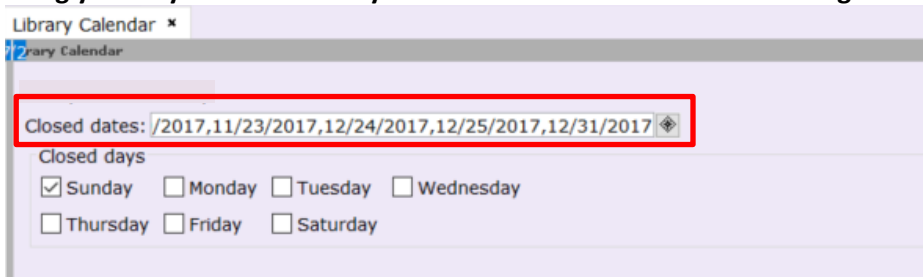
3. **Use the <u>mm/dd/yyyy</u> format. Add a comma between dates without spaces.**
4. **To add consecutive dates - Use the following format by adding a dash between dates:**
   mm/dd/yyyy-mm/dd/yyyy,
5. **Click *Save* at the bottom of the screen when done.**

Please note - when adding consecutive dates, if one of the consecutive dates was previously added to the calendar, you will receive an "*overlap error*."
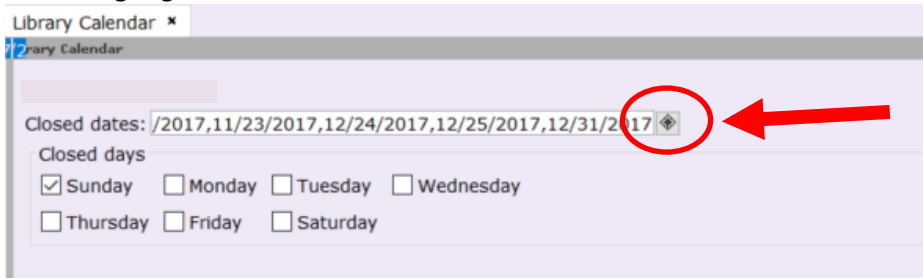
> For example - If you enter a date range between 5/20/2018-5/30/2018, but 5/27/2018 already exists in the calendar, you will receive an overlap error when you enter the consecutive date range. To resolve this error, you will need to delete 5/27/2018 as an individual date before adding your consecutive date range.

Also note – WorkFlows is limited to 64 dates per library calendar. (See notes under the *Delete Dates* section to resolve this issue.)
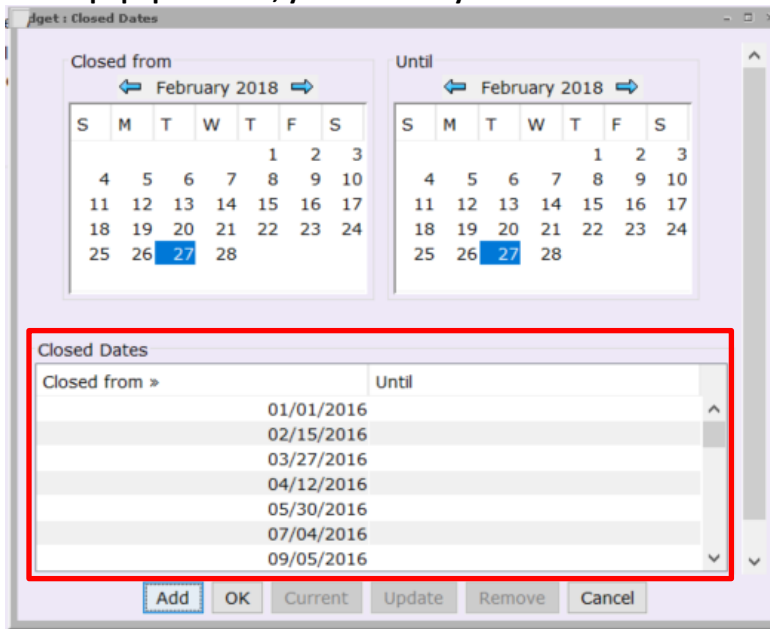
See instructions on how to delete dates in the *Delete Dates* section on page 6.

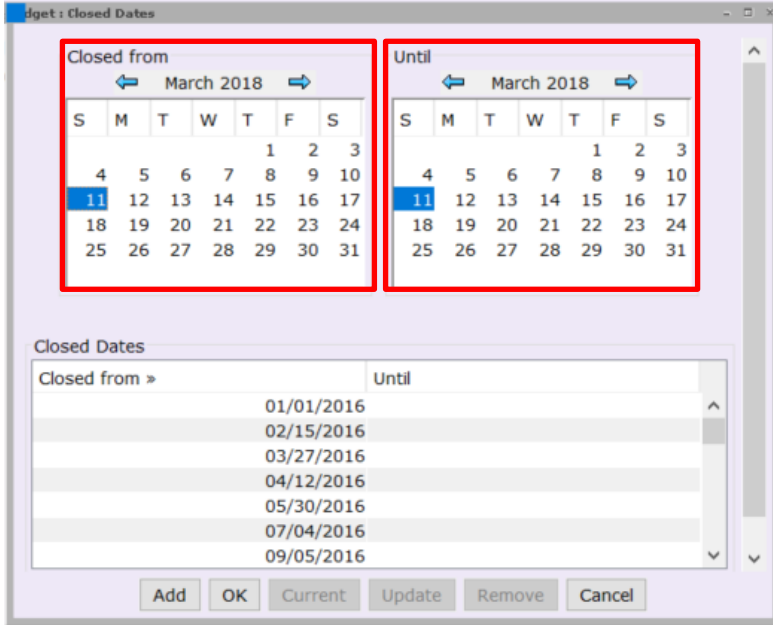## Method 2 – Add Individual & Consecutive Dates
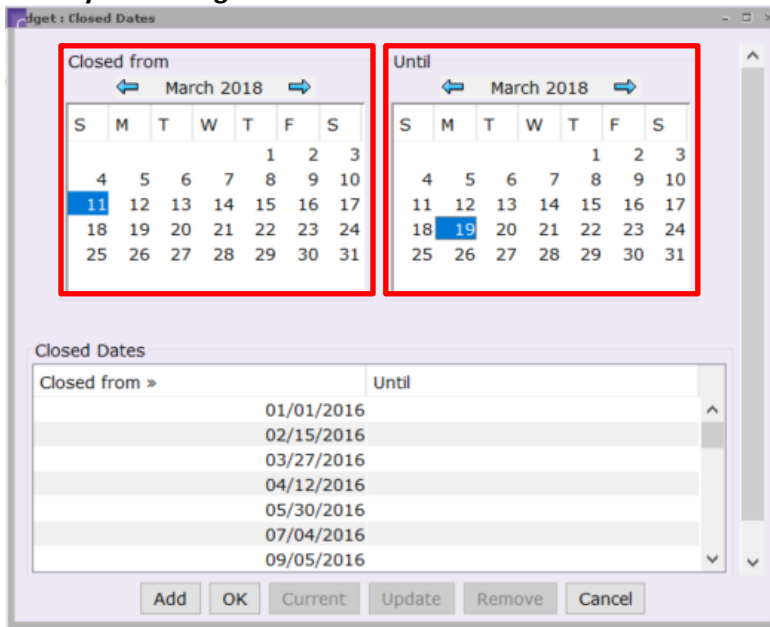
1. Click the *gadget button* next to *Closed dates.*

2. In the popup window, you can view your list of current dates under *Closed Dates.*

3. **To add an individual date** – In the *Closed from* box select your date. In the *Until* box be sure the same date is selected.

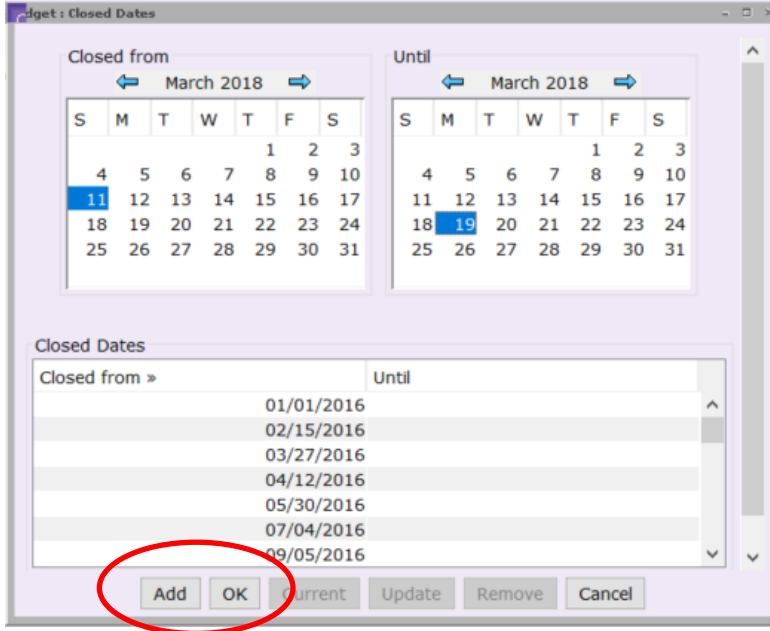4. **To add consecutive dates** – In the *Closed from* box select your starting date. In the *Until* box select your ending date.

5. Click *Add.*
   You will see your date(s) listed under *Closed Dates.* Click OK when done.

Please note - when adding consecutive dates, if one of the consecutive dates was previously added to the calendar, you will receive an "*overlap error.*"

For example - If you enter a date range between 5/20/2018-5/30/2018, but 5/27/2018 already exists in the calendar, you will receive an overlap error when you enter the consecutive date range. To resolve this error, you will need to delete 5/27/2018 as an individual date before adding your consecutive date range.

Also note– WorkFlows is limited to 64 dates per library calendar. (See notes under the *Delete Dates* section to resolve this issue.)
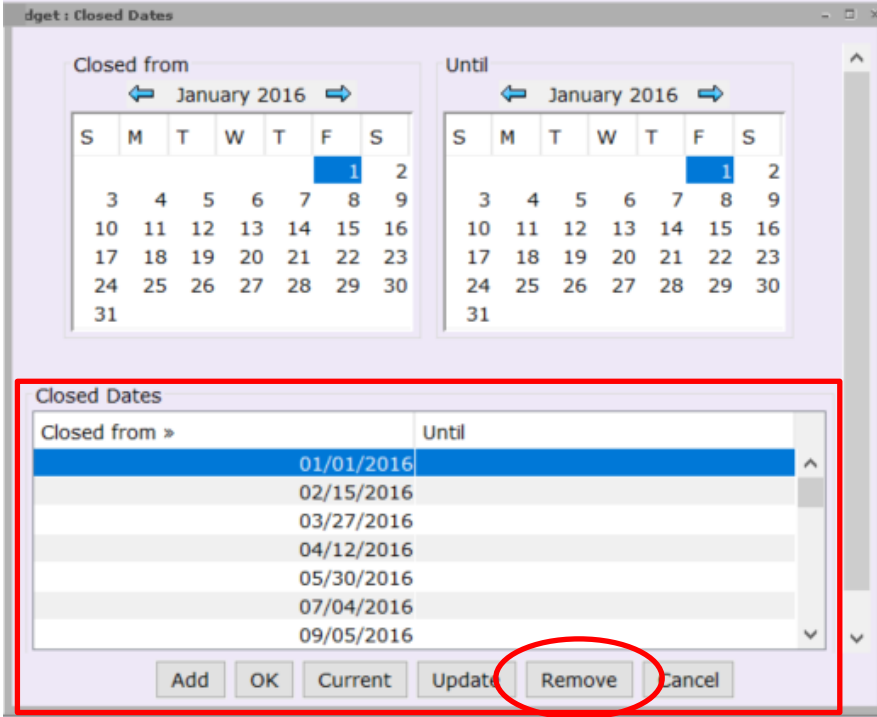
Delete Dates

1. In the *Closed dates* box, find the desired date(s) using your curser and keyboard arrow keys. Highlight and/or backspace to delete.
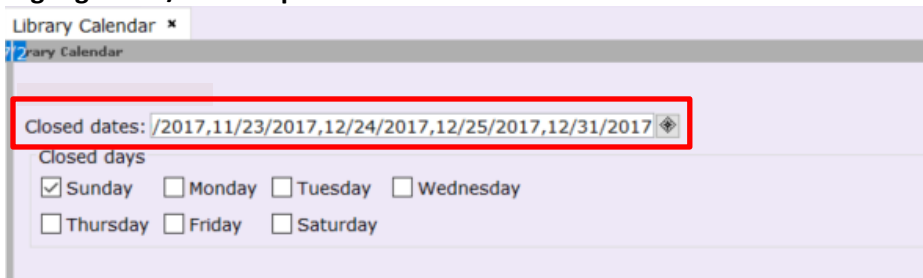
Or, alternatively…

2. **Select the date in the gadget popup window under *Closed Dates.***
3. **Click *Remove.***
4. **Click *OK* when done.**

Please note – **WorkFlows is limited to 64 dates per library calendar. If you exceed 64 dates an error message will occur.**

- **If you receive an error stating you are over 64 dates, you can review past dates and delete appropriately. We advise deleting your oldest dates until you are under the threshold.**

- **You may have to wait until a later time to add additional dates depending on the number of current dates in your calendar.**

If you require assistance, or, would like SWAN to review your calendar, please contact SWAN -

Helpdesk: https://support.swanlibraries.net/otrs/customer.pl
Email: help@swanlibraries.net
Phone: 1-844-792-6542