



# TOOLS

## Adding an Exception to the Calendar

### 1. Click a date

For this example, our library is open on the Fifth of May due to a Cinco de Mayo celebration. Usually we aren't open on Sundays so we need to make an exception.

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
26	27	28	29	30	31	1

Today

### 2. Fill in fields, Click 'Save'

Because this is a single exception, we leave "To date:" blank.

For this exception, we'll check "Generate an exception for this repeated holiday".

**Edit this holiday**

**Holiday repeating weekly**

Library: Iola Public Library  
From Date: Sundays, 5/5/2013  
To Date:

Title:  
Cinco De Mayo Celebration

Description:  
The library will be open to help the public celebrate Cinco De Mayo.

Generate an exception for this repeated holiday. [?]  
 Generate exceptions on a range of dates. [?]  
 Delete this holiday. [?]  
 Delete the single holidays on a range. [?]  
 Delete the repeated holidays on a range. [?]  
 Delete the exceptions on a range. [?]  
 Edit this holiday [?]

Save Cancel

### 3. The exception will show in blue



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Today

### Remember

- The calendar tells the system when you will be closed
- The calendar controls whether fines are charged or not on certain days
- There are 4 types of holidays:
  - **Unique:** Holidays that change (i.e. Thanksgiving)
  - **Weekly:** Happens every week (i.e. closed Sundays)
  - **Yearly:** Happens every year (i.e. Christmas)
  - **Exception:** Overwrites holiday (i.e. open one Sunday)