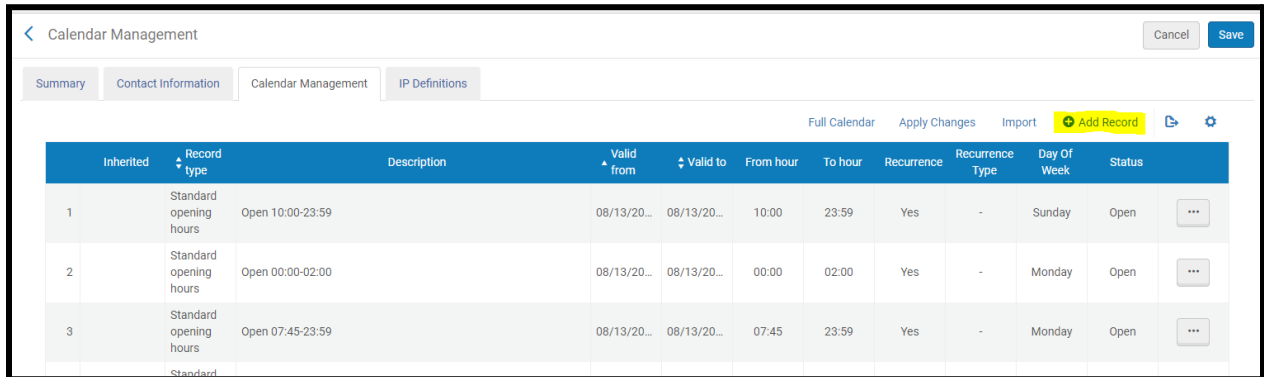


Unexpected Weather Closure

You can create an exception to the calendar to push out item due dates if you have an unexpected weather closure. This will only work if the [Closed Due Date Management](#) setting is configured in your TOUs.

Click the **+ Add Record** button toward the top right of the screen.



The screenshot shows the 'Calendar Management' interface. At the top, there are tabs for 'Summary', 'Contact Information', 'Calendar Management' (selected), and 'IP Definitions'. On the right, there are buttons for 'Cancel' and 'Save'. Below the tabs, there are links for 'Full Calendar', 'Apply Changes', 'Import', and a yellow '+ Add Record' button. The main area contains a table with the following columns: Inherited, Record type, Description, Valid from, Valid to, From hour, To hour, Recurrence, Recurrence Type, Day Of Week, and Status. The table lists three records:

Inherited	Record type	Description	Valid from	Valid to	From hour	To hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Standard opening hours	Open 10:00-23:59	08/13/20...	08/13/20...	10:00	23:59	Yes	-	Sunday	Open
2	Standard opening hours	Open 00:00-02:00	08/13/20...	08/13/20...	00:00	02:00	Yes	-	Monday	Open
3	Standard opening hours	Open 07:45-23:59	08/13/20...	08/13/20...	07:45	23:59	Yes	-	Monday	Open

Exceptions

Let's say you find out that you will be closing for the day because of inclement weather. You'll be closed the entire day, so you won't need to fill in the hours. Once you save the exception, Alma will fill in the time to be from 00:00 to 23:59. Which also means if you are closing for only part of the day, you have to make sure to note the hours or Alma will assume it is for the full day.

If you're only putting in one exception, click **Add and Close**. If you have another to enter, click **Add** and another **Exception** template will open up for you automatically.

Add Record

Record type * **Exception**

Status * **Closed**

Day of week **Monday**

Description **Inclement Weather**

Valid from * **01/25/2021**

Valid to * **01/25/2021**

From hour (HH:mm)

To hour (HH:mm)

Add **Close** **Add and Close**

You must click on the “apply changes” link to run the job that changes the calendar.

Configuring: CWU-Des Moines Library

Calendar Management

Summary | Contact Information | **Calendar Management** | IP Definitions

Full Calendar | **Apply Changes** | Import | + Add Record | [Share] [Settings]

Inherited	Recor	Description	Valid from	Valid to	From hour	To hour	Recurren	Recurren	Day Of	Status
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Click on “Full Calendar” to see if your exception worked

Configuring: CWU-Des Moines Library

Calendar Management

Summary | Contact Information | **Calendar Management** | IP Definitions

Full Calendar | Apply Changes | Import | + Add Record | [Share] [Settings]

Inherited	Recor	Description	Valid from	Valid to	From hour	To hour	Recurren	Recurren	Day Of	Status
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