

AFO 622 – Calendars

622.1 Introduction

Calendars may be defined for the system as a whole. These represent lists of dates and times on the system which may then be associated with specific parameters. Initially calendars will be used for the reservations messaging processing, but specifications for other areas of functionality (e.g. for fines calculation) also reference the use of such 'calendars'.

Since it is expected that calendars are to be used for functions other than reservations messaging in the future, calendars are defined for the system as a whole, rather than linking these to a specific circulation meta-institution or whatever. That is they represent a system wide 'resource' that can be applied in the appropriate context.

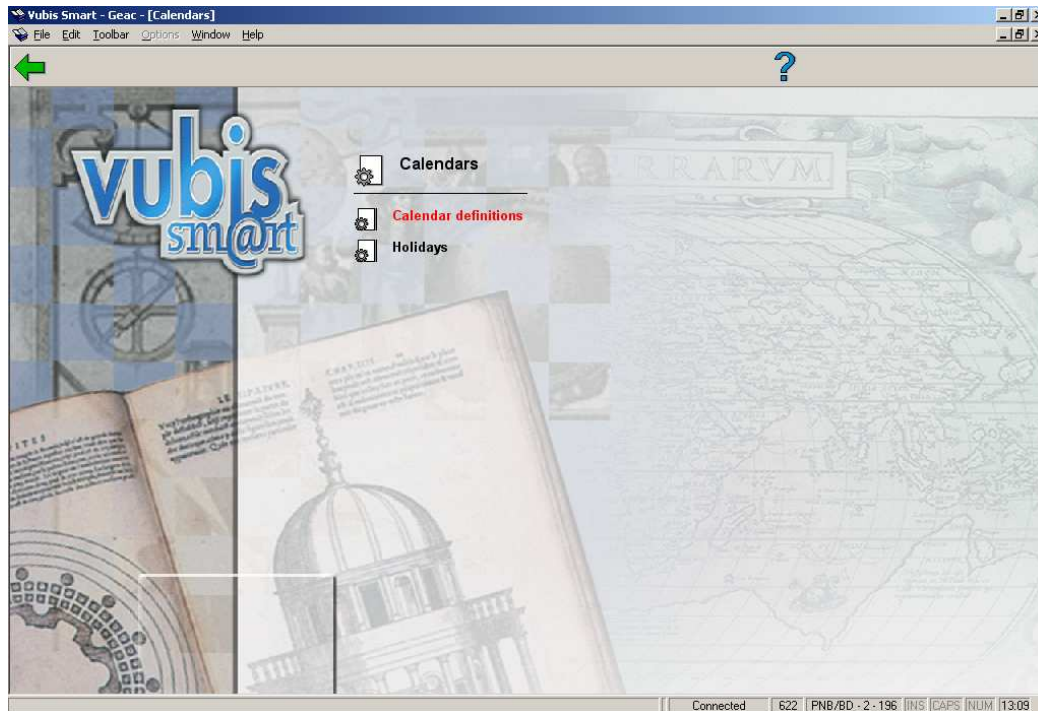
Calendars allow you to tell the system on which days the library is "open" for the relevant function. In addition to the fact that the library is closed, up to three sets of opening and closing times may be defined. For example, you may specify that on a certain date the library is open from 9.00-12.00 and from 14.00 to 18.00.

The main part of the calendar allows you to specify these times for each day of the week. In addition you may define specific exceptional dates – for example, when a branch may be closed for staff training – with different opening / closing times.

Now opening and closing times will change over the course of a year – the most obvious example being in an academic environment, where availability varies between term and vacation. You may therefore specify ranges of dates between which the associated opening times are applicable.

Finally, it is possible to link a calendar to a list of specific holiday dates. Since many holidays (e.g. Christmas) will be holidays for almost all libraries, you can share such a list between many calendars – saving time on entering and maintaining this information in many places.

After choosing this option a menu will be displayed:



Note

You use the **Calendar definitions** option to set up and maintain required calendars on the system; the **Holidays** menu option allows you to define specific holiday periods separately from the main calendars, but which can be tied in with the calendars later on.

Note

When you leave AFO622, the system draws together or “compiles” the information entered to generate a list of opening times for each covered by the calendars. Two things should be noted – firstly, there may be some delay on exiting the function and secondly, that any changes will NOT be recognised by the system until you DO exit the function (and the data is compiled).

622.2 Calendar definitions

After choosing this option an overview screen will be displayed with codes already defined:

No.	Code	Description	In use
1	WP	WP calander	1
2	canada	Canada Calendar	1
3	fil	filialen	1
4	main	Main Library Calendar	1

You are shown a list of all the calendar definitions currently defined from which you may add, amend or delete the calendars.

The displays list a code, a description and a flag set to 0 or 1 to indicate whether this calendar is available for selection for use in reservations messaging or elsewhere.

Options on the screen

New calendar: Choose this option to define a new calendar. See section 622.2.1 for further details.

View/modify calendar: Select a code and choose this option to modify the calendar. See section 622.2.2 for more details.

Delete calendar: Select a code and choose this option to delete the calendar.

622.2.1 New calendar

New calendar: Choose this option to define a new calendar. After choosing this option the following form will be displayed:

The 'New calendar' dialog box contains the following elements:

- Code:** A text input field.
- Save settings:** A checkbox.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons.

Enter a code and click **OK** a new form will be displayed:

The 'Calendar details' dialog box contains the following elements:

- Code:** Text input field containing 'br'.
- Description:** Text input field containing 'branches'.
- Notes:** A large empty text area.
- Holidays code:** A dropdown menu with 'school' selected.
- In use:** A checked checkbox.
- Save settings:** A checkbox.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons.

Fields on the screen

Description: enter a brief description.

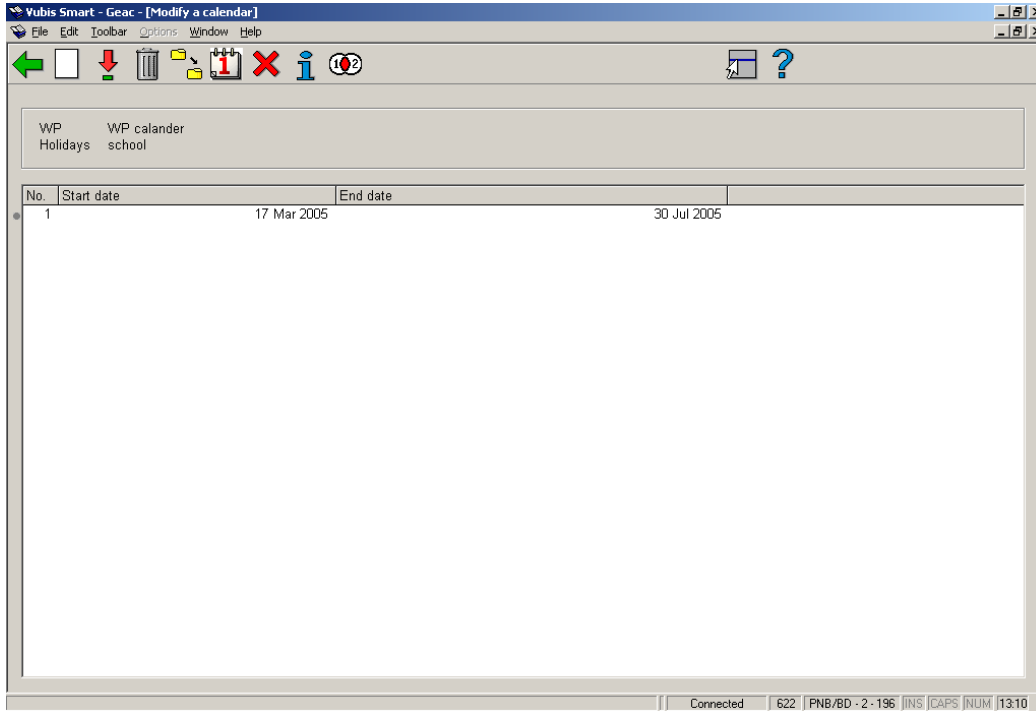
Notes: optionally add some more notes.

Holidays code: select a code from the dropdown list.

In use: check this box when the calendar may be used.

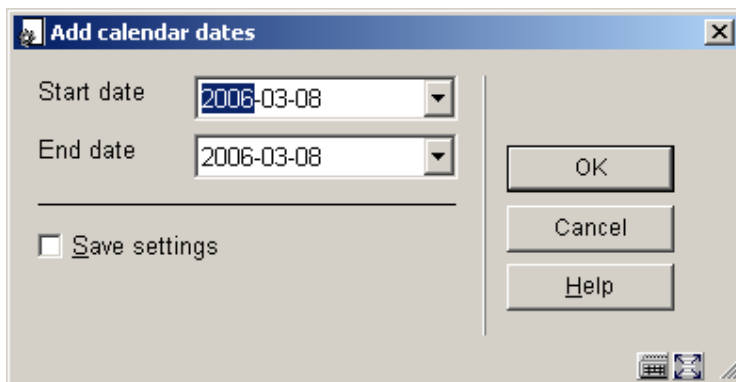
622.2.2 View/modify calendar

View/modify calendar: Select a code and choose this option to modify the calendar. After choosing this option an overview screen will be displayed with dates already defined for this calendar:

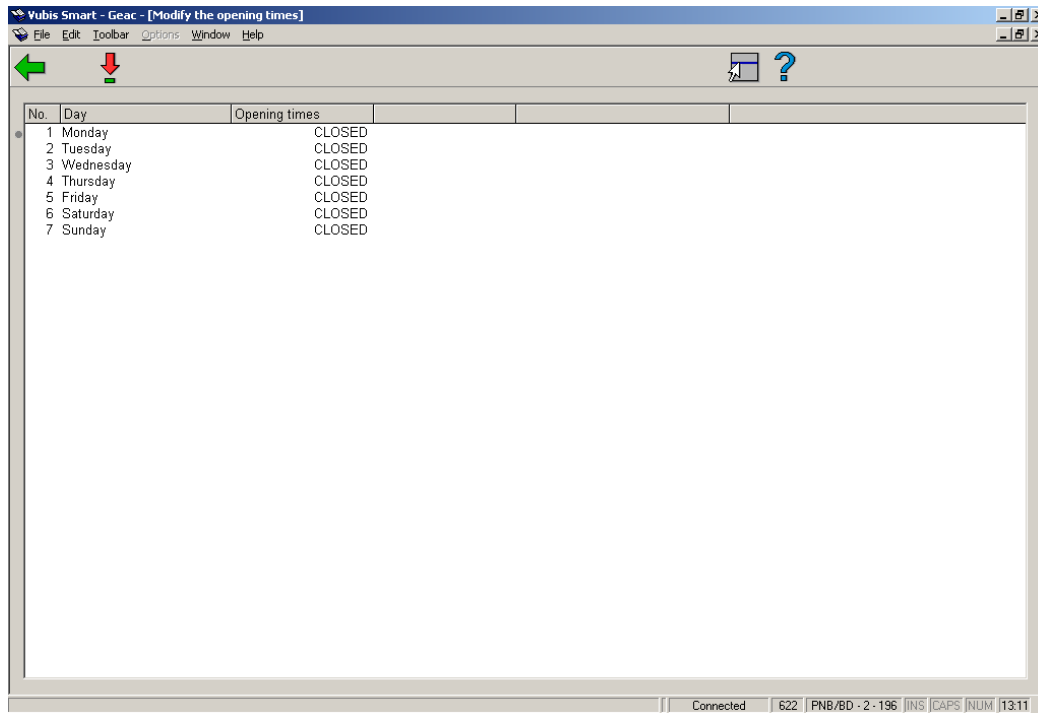


Options on the screen

New calendar dates: Select a code and choose this option to modify the calendar. After choosing this option the following form will be displayed:



After choosing the dates you will be presented with an overview screen listing the days of the week:



As can be seen, by default the system treats each day as closed and you may enter specific opening times by selecting a line to enter opening times on the following form.

The screenshot shows a dialog box titled "Modify the opening times". It contains six pairs of input fields for "Opening time" and "Closing time". At the bottom left, there is a checkbox labeled "Save settings". On the right side, there are three buttons: "OK", "Cancel", and "Help".

Times should be entered in the form hh:mm (hours and minutes) using a 24 hour clock format.

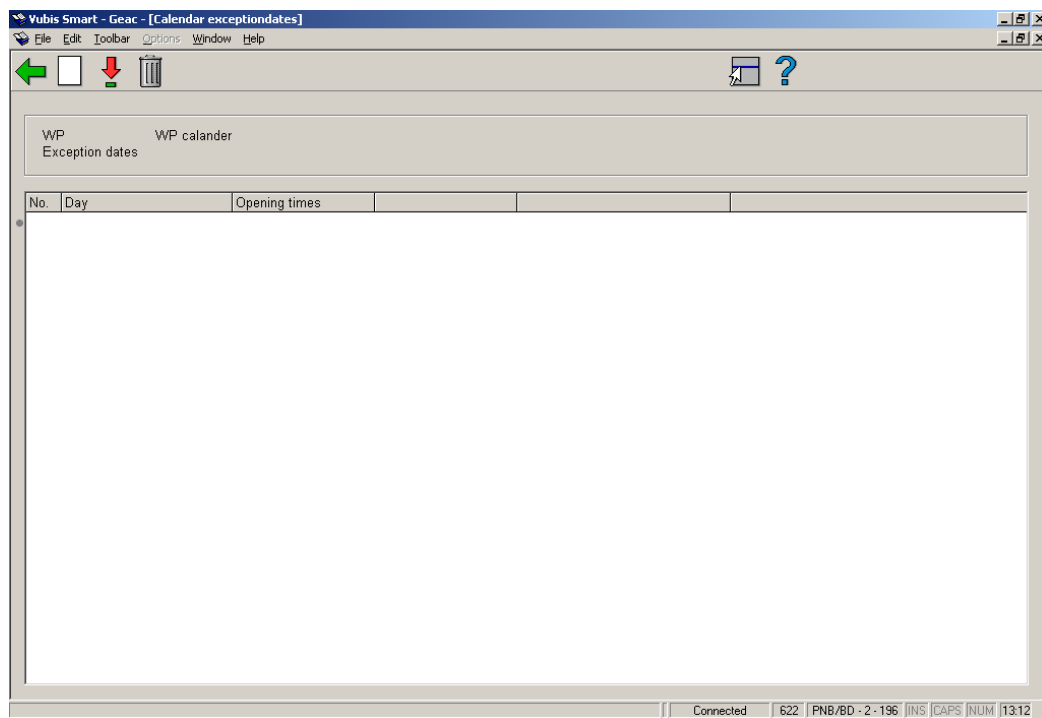
View/modify calendar dates: Select a code and choose this option to change the period.

Delete calendar dates: Select a code and choose this option to delete the dates.

Copy calendar: Select a code and choose this option to create a new calendar based on the details of the selected code.

Opening times: Select a period and choose this option to modify the opening hours for each day of the week.

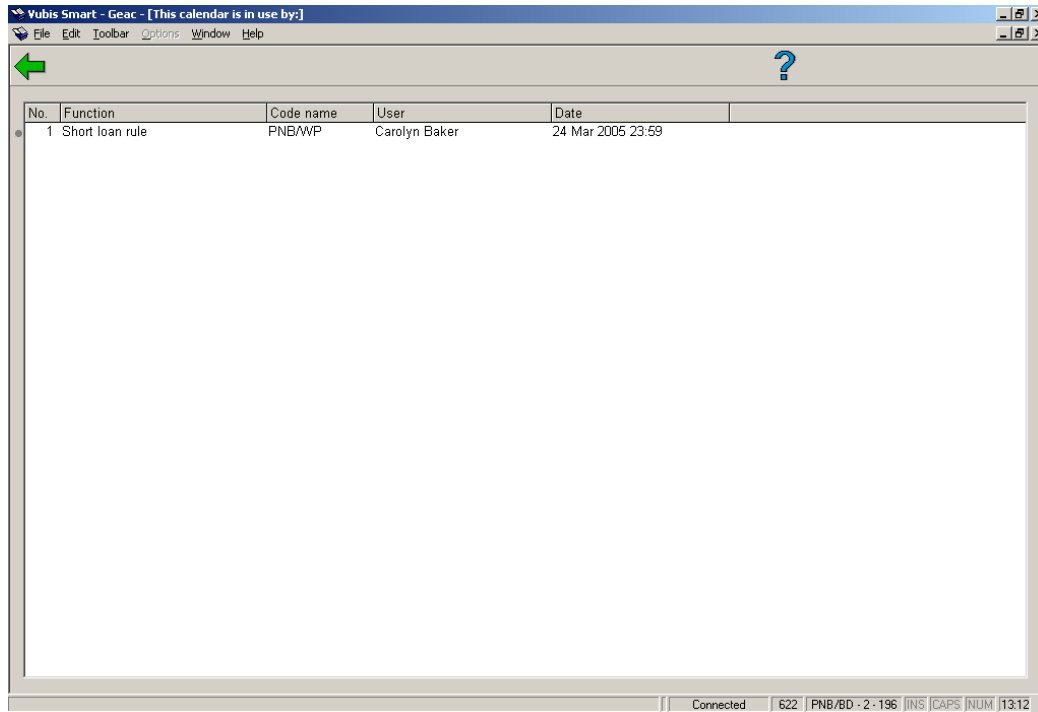
Exception dates: Choose this option to define exception days for the whole calendar. These are the days outside the normal opening days and times. On the overview screen you have the option to **add new day**, **view/modify day** and **delete day**.



Overall details: With this option you can modify **description**, **notes**, **holidays code** and **in use**.

Used by: This option displays the parameters for which the selected calendar has been used. The specifics of the display here depend on the function (e.g. Reservations Messaging)

which sets up the relevant information, but typically you would expect to see a description of the function, some code (relevant to the function) and a user name and date on which the calendar was selected.



The screenshot shows a window titled "Yubis Smart - Geac - [This calendar is in use by:]". The window has a menu bar with "File", "Edit", "Toolbar", "Options", "Window", and "Help". Below the menu bar is a toolbar with a green left-pointing arrow and a blue question mark. The main area contains a table with the following data:

No.	Function	Code name	User	Date
1	Short loan rule	PNB/WP	Carolyn Baker	24 Mar 2005 23:59

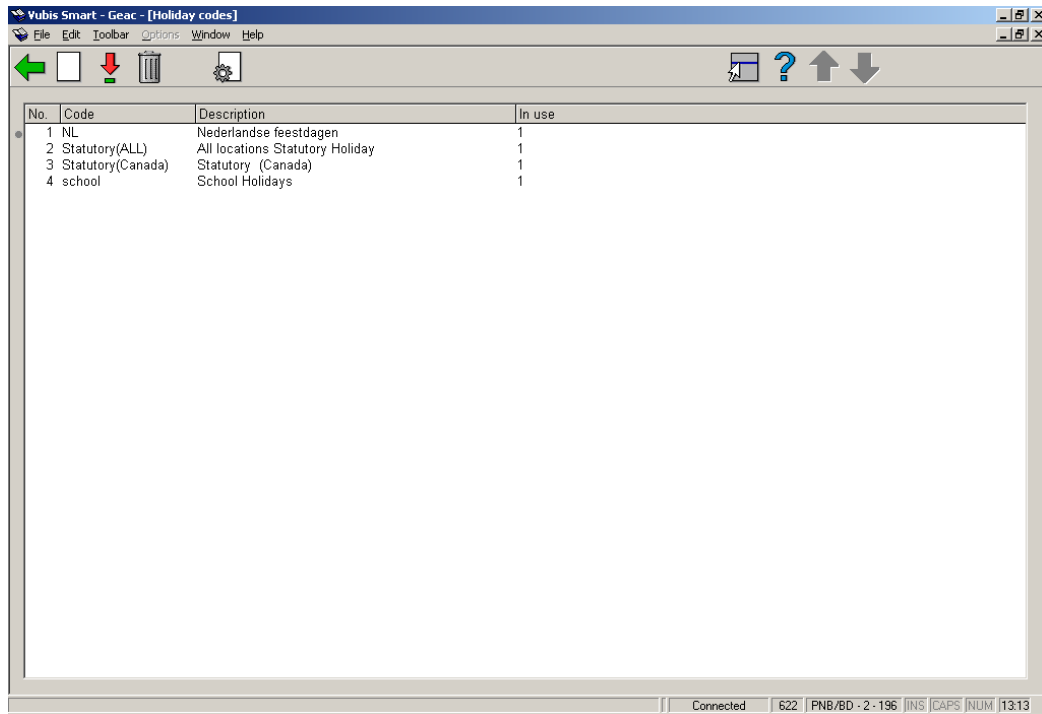
At the bottom of the window, there is a status bar with the text "Connected" and "622 | PNB/BD - 2 - 196 | JNS | CAPS | NUM | 13:12".

622.3 Holidays

Unlike exception dates (which may be closed, of course), holidays are deemed to be closed.

There may be more than one independent list of holidays, so the initial screen shows a summary of the various holiday codes used. Typically you would probably only have one, but in the example shown, Scotland has significantly different holidays so a separate list has been drawn up. Of course, the differences could have been handled as exceptions.

After choosing this option an overview screen will be displayed with codes already defined:



Options on the screen

New holiday code: Choose this option to define a new code. See section 622.3.1 for further details.

Dates: Select a code and choose this option to add or delete a holiday date. See section 622.3.1 for further details.

Delete holiday code: Select a code and choose this option to delete the code.

View/modify holiday code: Select a code and choose this option to modify the general details of the holiday code (**code**, **description** and **in use**).

622.3.1 New holiday code

New holiday code: Choose this option to define a new holiday code. After choosing this option the following form will be displayed:

Holiday code

Code

Description

In use

Save settings

OK

Cancel

Help

Fields on the screen

Code: enter the new code.

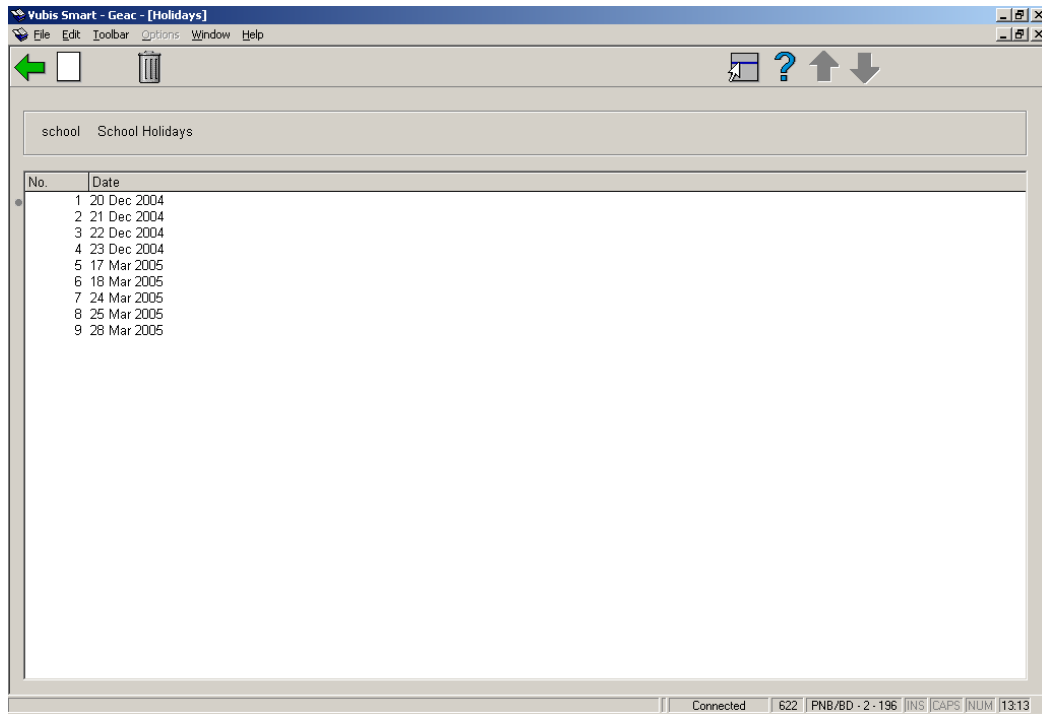
Description: enter a brief description.

In use: check this box when the calendar may be used.

After adding the code you have to select it again on the overview screen to add the dates.
See section 622.3.2.

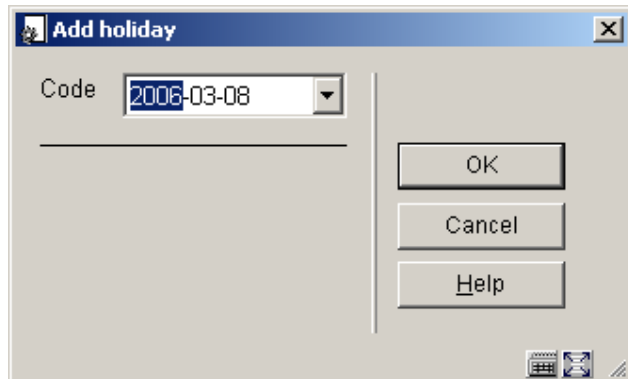
622.3.2 Dates

Dates: Select a code and choose this option to add or delete a holiday date. After choosing this option the following form will be displayed:



Options on the screen

New holiday: Select this option to add a new date. You can choose a date from the calendar on screen:



Delete holiday: Select a date and choose this option to delete the date. The system will ask for confirmation.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	November 2006	changed incorrect terminology (delivered as part of release 2.4.2 build 1 updates)	