

AFO 622 – Calendars

622.1 Introduction

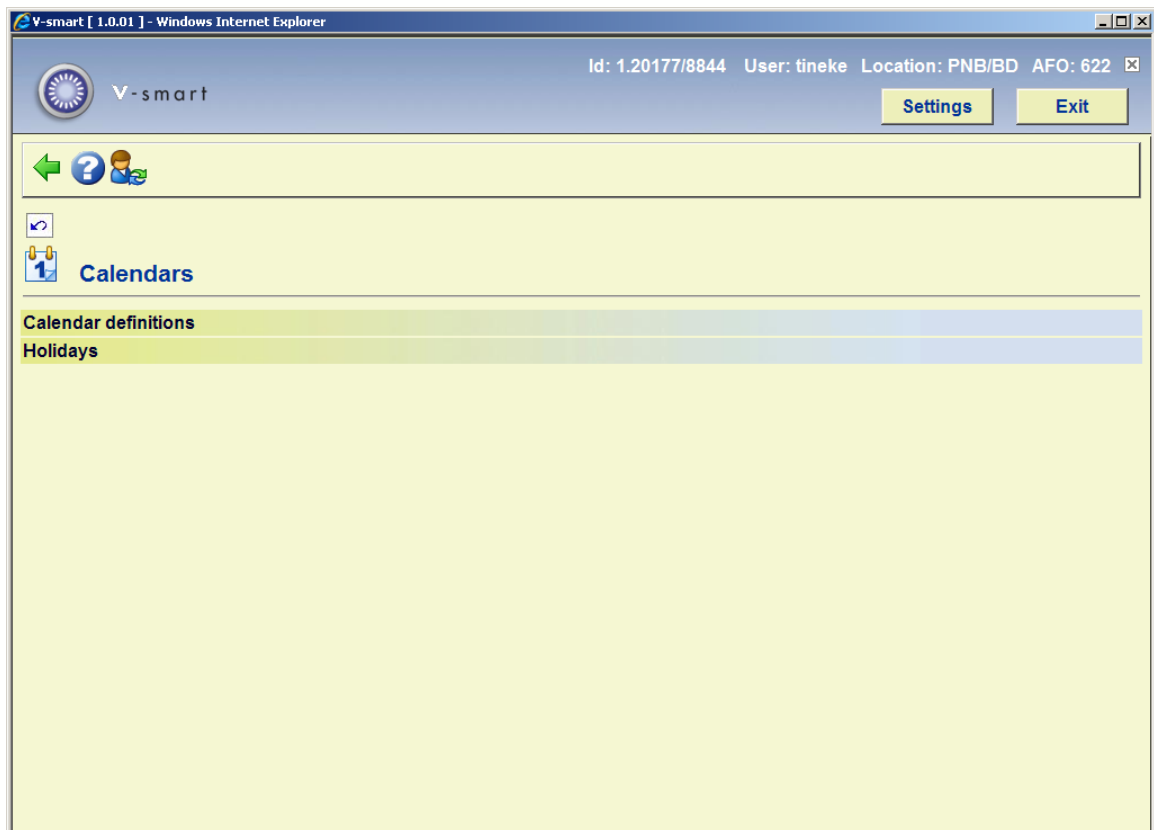
Calendars are defined for the system and may be shared in various functions (i.e. reservations messaging, fine calculations, short term loans). These represent lists of dates and times on the system which may then be associated with specific parameters allowing the system to define which days the library is “open” for the relevant function.

The main part of the calendar allows you to specify up to 3 sets of opening/closing times for each day of the week. In addition you may define specific exceptional dates with different opening / closing times.

Opening and closing times may change over the course of a year. You may therefore specify ranges of dates between which the associated opening times are applicable.

Holiday codes may be maintained (as separate lists) where the days listed are deemed closed. These holiday lists may be connected to calendars (one or many) providing a single entry point for holidays such as Christmas.

After choosing this option a menu will be displayed:



Notes

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.

When you leave AFO622, the system “compiles” the information entered to generate a list of opening times for each location 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:



The screenshot shows a web browser window titled "v-smart [1.0.01] - Windows Internet Explorer". The page header includes "v-smart" and user information: "Id: 1.20177/8844 User: tineke Location: PNB/BD AFO: 622". There are "Settings" and "Exit" buttons. Below the header is a navigation bar with icons for back, forward, home, search, and refresh. The main content area is titled "Calendar overview" and contains a table with the following data:

No.	Code	Description	In use
<input type="checkbox"/> 1	WP	WP calander	1
<input type="checkbox"/> 2	canada	Canada Calendar	1
<input type="checkbox"/> 3	main	Main Library Calendar	1

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

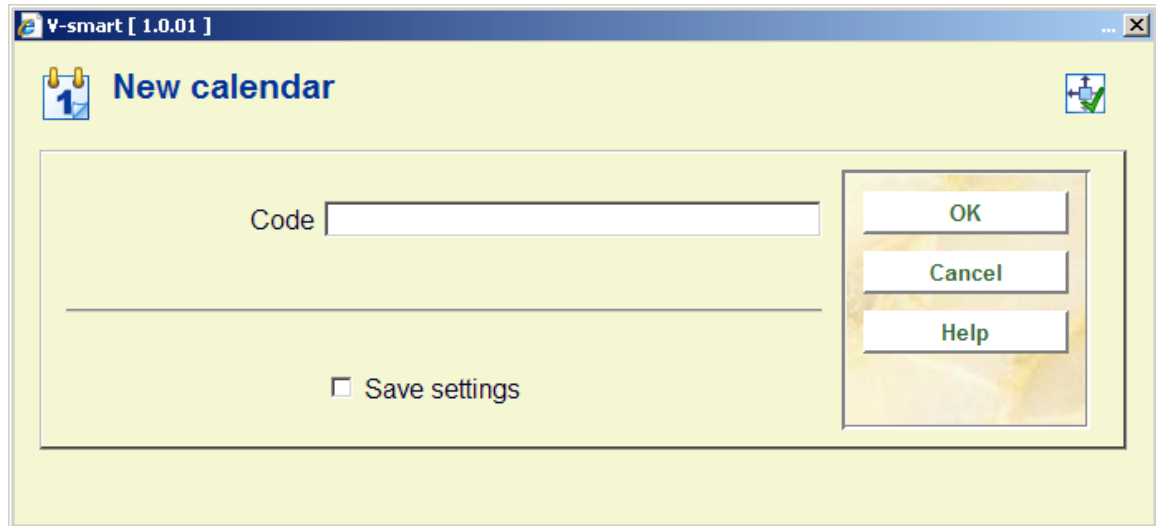
New calendar: Choose this option to define a new calendar. See section 622.2.1 for further details.

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 screenshot shows a dialog box titled "New calendar" from the application "v-smart [1.0.01]". The dialog contains a text input field labeled "Code", a horizontal line, and a checkbox labeled "Save settings". On the right side, there are three buttons: "OK", "Cancel", and "Help".

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

Note

The code may not contain a slash (/).

The screenshot shows a web browser window titled "V-smart [2.0] -- Webpage Dialog". The main content area is titled "Calendar details" and contains the following form elements:

- Code:** A text input field containing the value "summer".
- Description:** An empty text input field.
- Notes:** A large, empty text area for additional notes.
- Holidays code:** A dropdown menu.
- In use:** A checked checkbox.
- Number of weeks calendar:** A text input field containing the value "1", with a small green information icon to its right.
- Save settings:** An unchecked checkbox at the bottom left.
- Buttons:** A vertical stack of three buttons on the right: "OK", "Cancel", and "Help".

The browser's address bar at the bottom shows the URL: `http://nlbawqavubis/sm200qa/ClientBody.csp?ClientId=1.23011` and the text "Local intranet".

Fields on the screen

Description: enter a brief description.

Notes: optionally add some more notes.

Holidays code: select a code from the dropdown list.

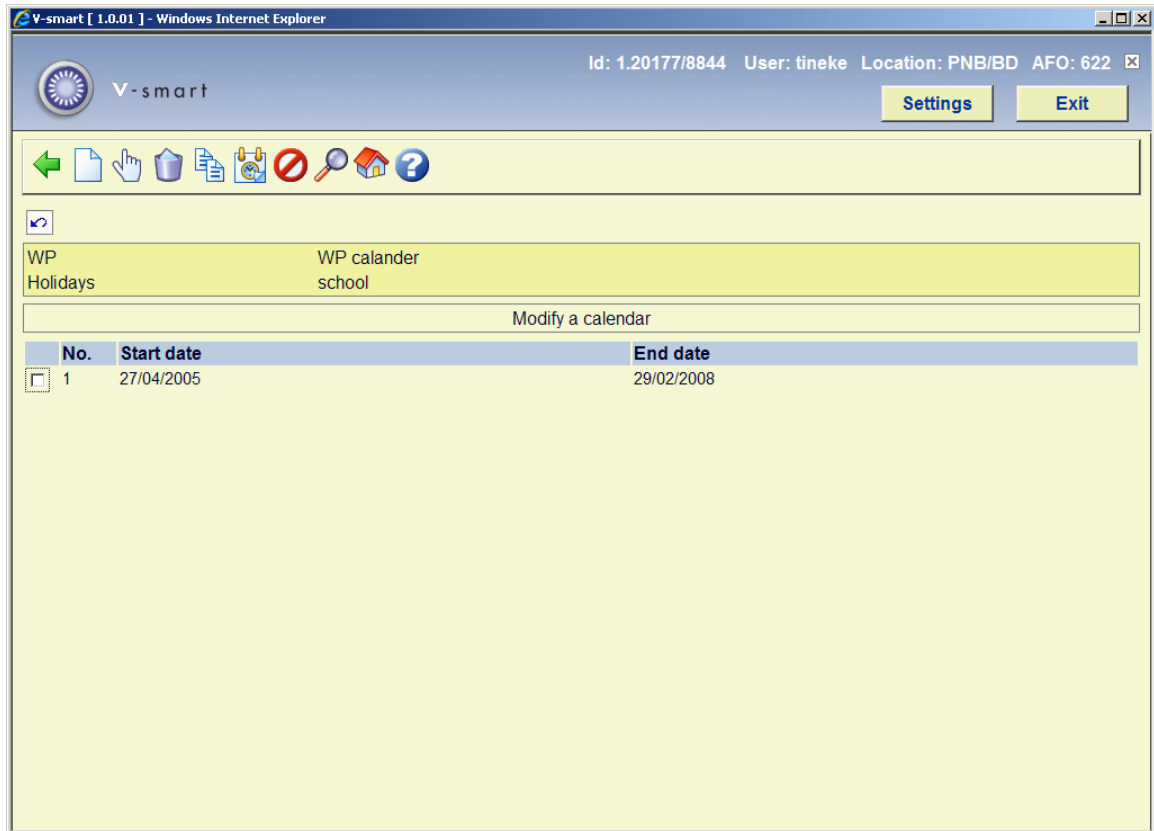
In use: check this box when the calendar may be used.

Number of weeks in a calendar: This allows you to specify the number of weeks to be defined by this calendar (1-12).

For example, 2 week calendar where every second Monday is closed or extended hours every second Thursday.

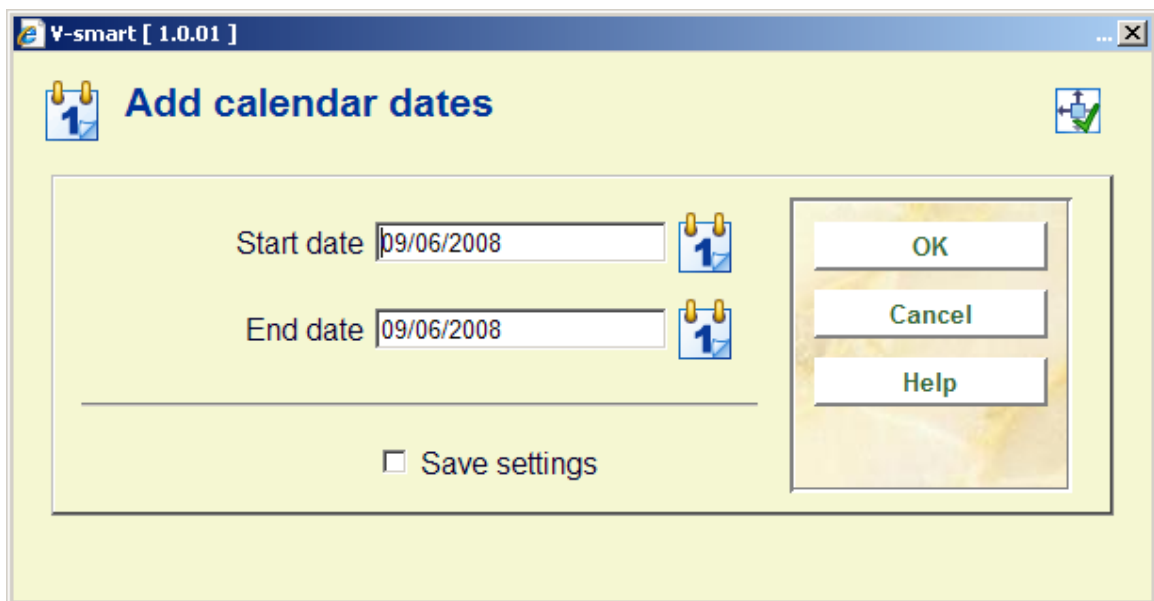
622.2.2 View/modify calendar

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:

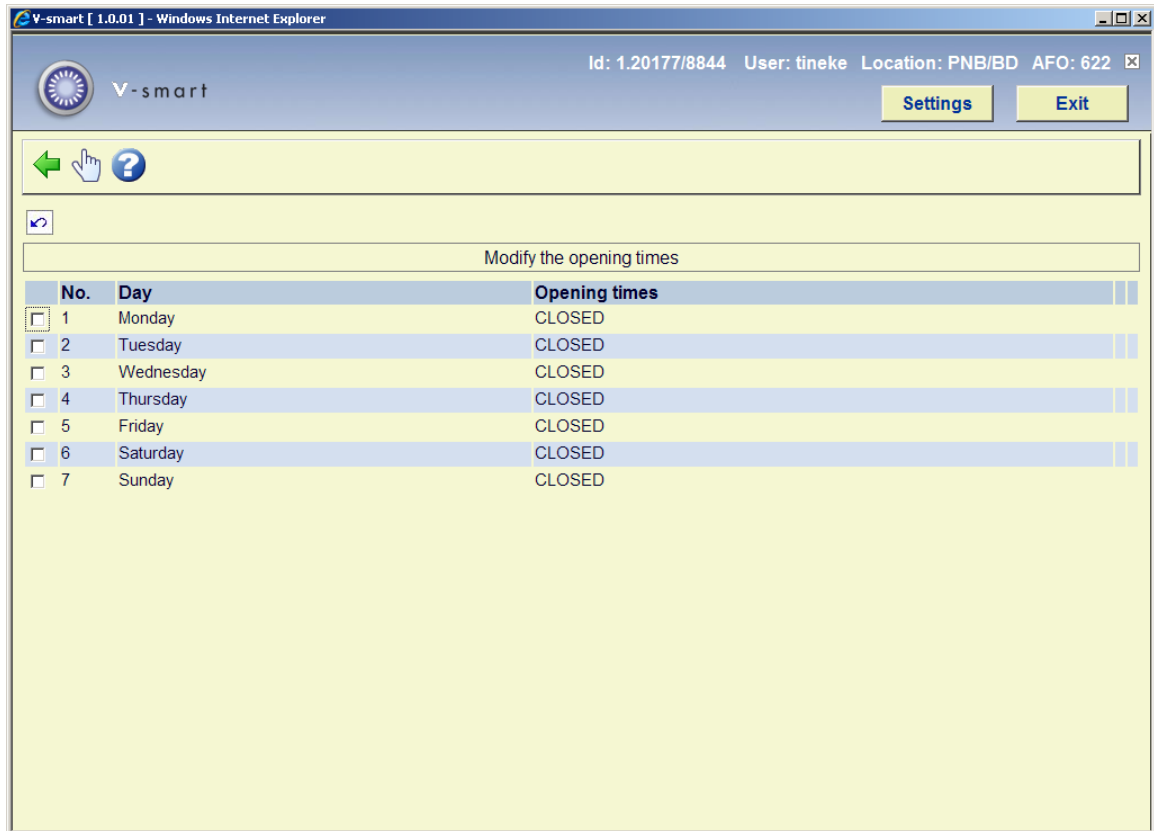


Options on the screen

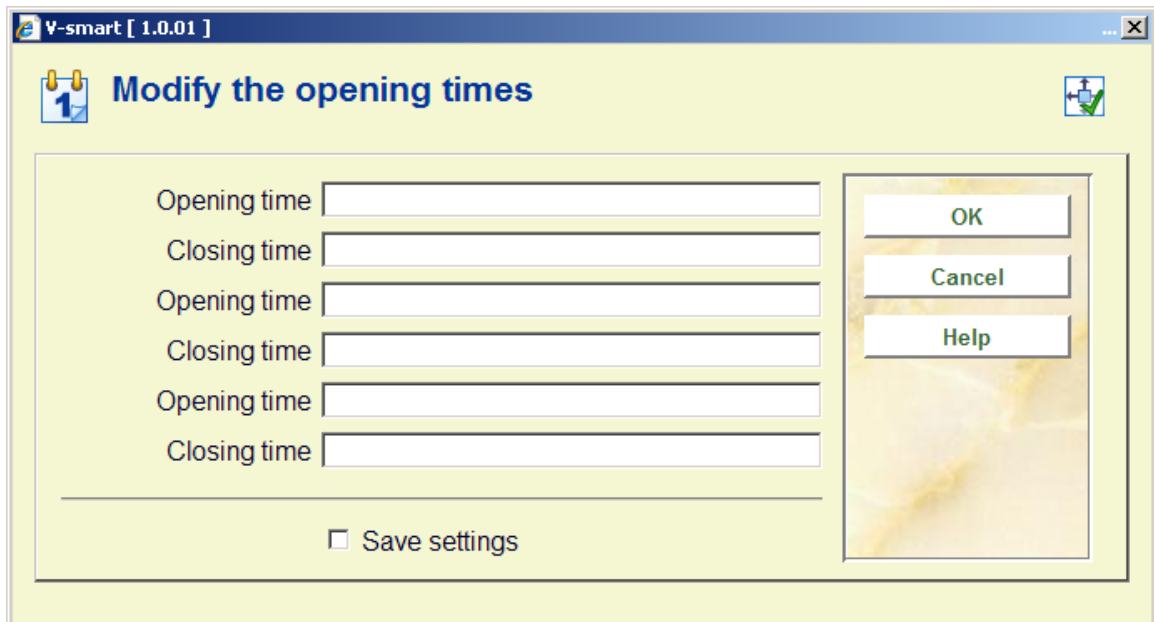
New calendar dates: Select a code and choose this option to modify the calendar. After choosing this option the following form will be displayed:



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.



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

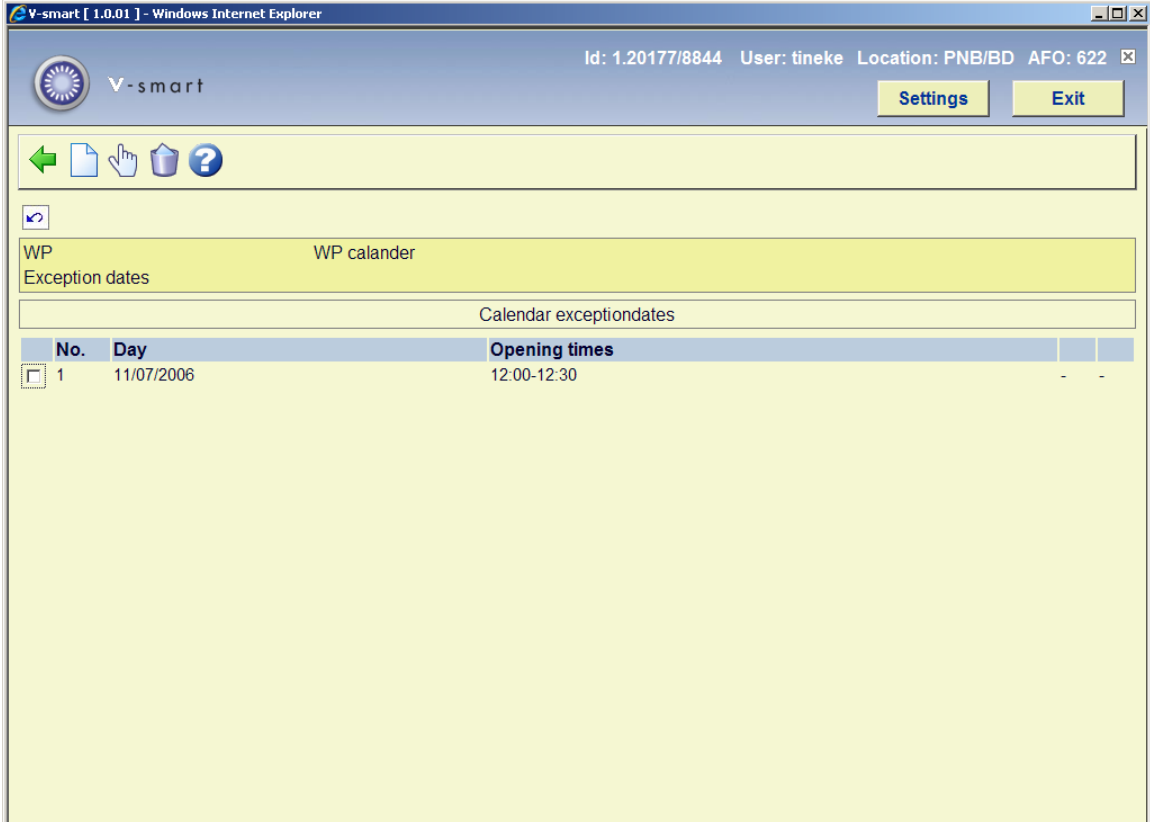
View/modify calendar dates: Select a code and choose this option to change the period.

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**.



The screenshot shows a web browser window titled 'V-smart [1.0.01] - Windows Internet Explorer'. The application header includes a logo, the name 'V-smart', and user information: 'Id: 1.20177/8844 User: tineke Location: PNB/BD AFO: 622'. There are 'Settings' and 'Exit' buttons. Below the header is a navigation bar with icons for back, forward, home, and help. The main content area is titled 'WP calander' and 'Exception dates'. It contains a table with the following data:

No.	Day	Opening times		
<input type="checkbox"/>	1	11/07/2006	12:00-12:30	- -

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.

Id: 1.20177/8844 User: tineke Location: PNB/BD AFO: 622

Settings Exit

← ?

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This calendar is in use by:

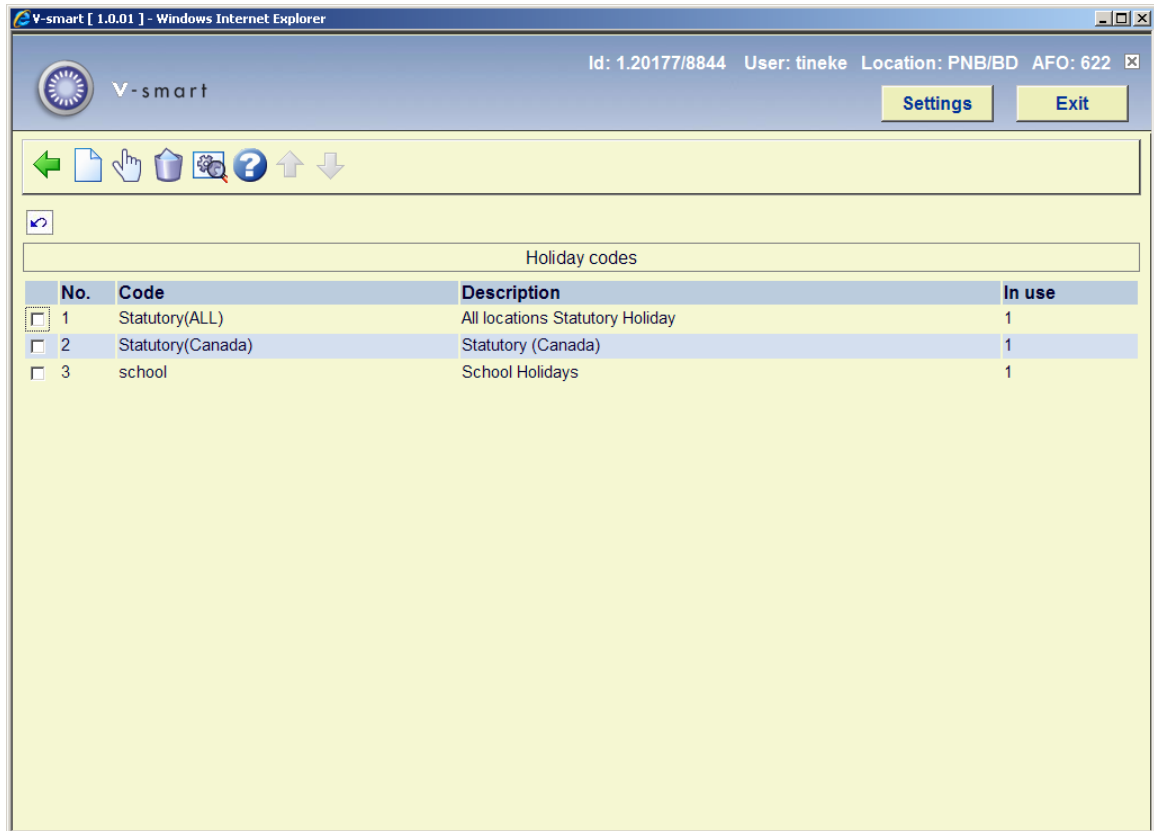
No.	Function	Code name	User	Date
<input type="checkbox"/> 1	Reservation Messaging	DebsDesk	Super User	22/05/2008 10:56
<input type="checkbox"/> 2	Short loan rule	PNB/WP	Debbie MacLéoder	31/01/2007 14:14
<input type="checkbox"/> 3	Reservation Messaging	BDServPoint	Super User	22/05/2008 11:24
<input type="checkbox"/> 4	Reservation Messaging	BRAServPoint	Super User	22/05/2008 11:25
<input type="checkbox"/> 5	Short loan rule	PNB/BD	Christine	30/05/2008 11:18

622.3 Holidays

Unlike exception dates (generally used to modify standard opening and close times), holidays are deemed to be closed for the entire day.

There may be more than one independent list of holidays.

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:

V-smart [1.0.01]

Holiday code

Code

Description

In use

Save settings

OK

Cancel

Help

Fields on the screen

Code: enter the new code.

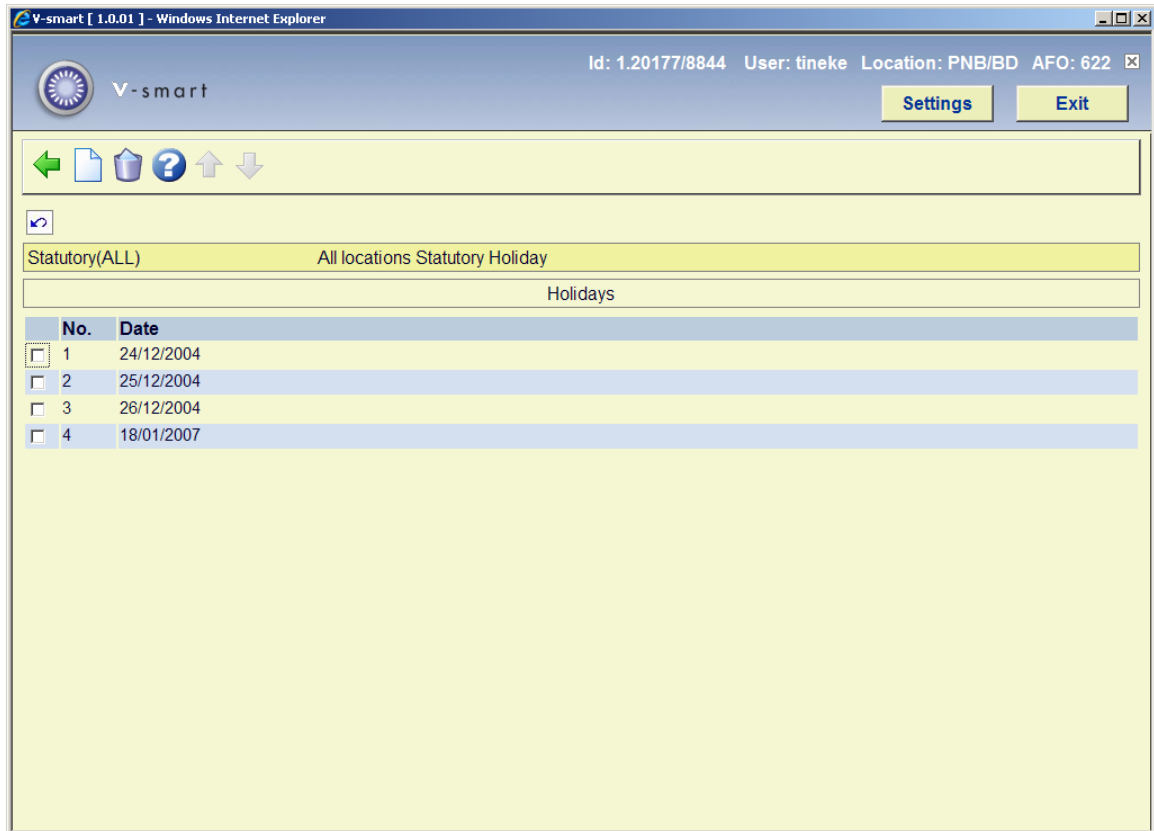
Description: enter a brief description.

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.

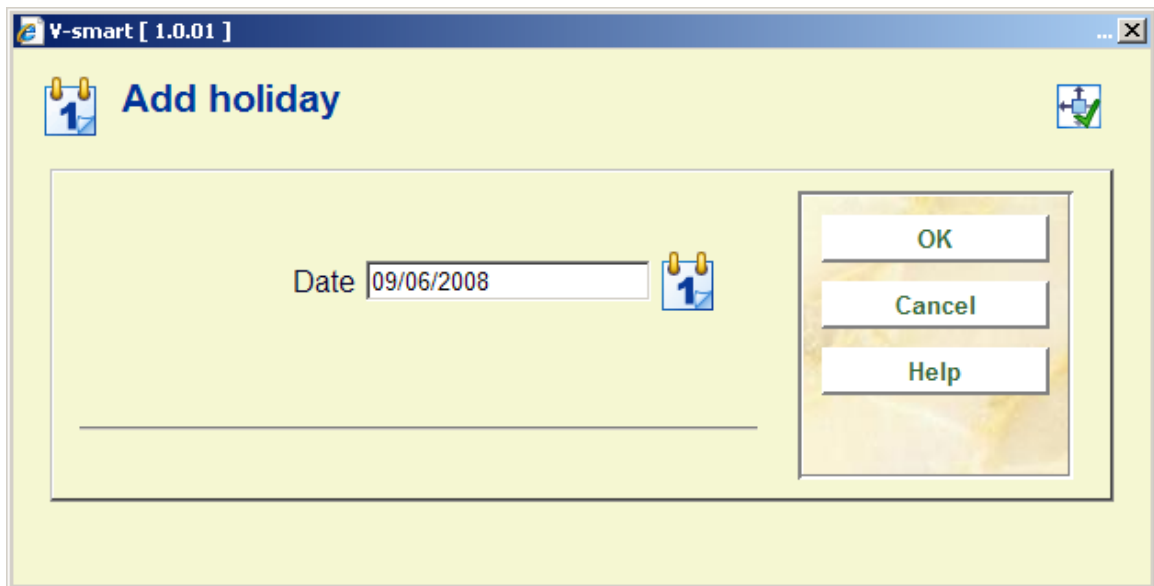
622.3.2 Dates

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	June 2008	creation	
2.0	November 2009	general overhaul part of 2.0 updates	
3.0	May 2010	Some rephrasing, additional field on input form part of 2.0.06 updates	