Scheduling Holiday Closings in SignUp, Spaces, and DIBS

Article Number: 707 | Rating: Unrated | Last Updated: Mon, Jun 1, 2020 at 5:01 PM

Please note:Â This article is no longer valid with the latest versions of SignUp, Spaces, and D!bs due to the new functionality forÂ System-Wide Hours & Holiday/Emergency Closings (Released on 03/04/2020).Â See the kb articles for [system wide hours]Â and [holiday/emergency closings] for more information.Â Â Â Â SignUp We recommend you instruct your staff to consult the library's closings schedule prior to creating an event asÂ SignUp does not currently offer a complete solution to closing the system. SignUp does not respect the hours configured in *Location Setup,*Â and thus there is no high-level way to close all spaces at once. To prevent staff from creating events on days which your library is closed, you would need to create an all-day event in each space which is closed. Note you cannot just create an all-day event in the location and have it cascade down to the individual spaces within that location; a unique event must be created per space. If you have many spaces, this may not be a feasible workflow. An alternative workflow would be to create a single all-day event in that location with "No Space" selected as the space and train staff to look for such a closing event prior to creating new events. Â **Spaces and D!BS** Closing your locations and spaces in Spaces and D!BS can be accomplished using alternate hours which you can configure inÂ *Settings > Location Setup.*Â We recommend creating a new alternate hours listing with the date range set to the specific date of your closing. For instance, if you were closed on January 1, 2018, you would add a new alternate hours listing, set the Start Date and End Date both to 01/01/2018, and leave the hours to say "Closed." Please review our [article on configuring hours and alternate hours] if you are unfamiliar with the process.

 Custom Fields Applicable To: Admin Users**Attachments:** No**Summary:** The proper protocol for closing the system for holidays/other closings.

Online URL: https://kb.demcosoftware.com/article.php?id=707