

Update “End of Term WRLC Faculty”

Alma → Configuration → General → Libraries → Add a Library or Edit Library Information (You can do this at the IZ level.)

Select Calendar Management Tab:

Howard University

Organization Unit Type Code: 01WRLC_HOW

Path Description: 01WRLC.01WRLC_HOW Howard University

1 Summary 2 Libraries 3 Contact Information 4 **Calendar Management**

Full Calendar Apply Changes Import Add Record

Inherited	Recon type	Description	Valid from	Valid to	From hour	To hour	Recurrer	Recurrer Type	Day Of Week	Status
...	Event	Day Before Exam Period	04/22...	-	23:00	-	No	-	-	Open
...	Event	End of Term - Spring 2019	05/09...	-	-	-	No	-	-	Open
...	Event	End of Summer 2019	08/16...	-	-	-	No	-	-	Open
...	Event	End of Term WRLC Faculty	09/30...	-	-	-	No	-	-	Open

Edit Remove

Edit, Select new date, then save:

Howard University

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Add Record

Record type * Event

Recurrence

Fixed date description * End of Term WRLC Faculty

Date * 09/30/2019

Hour (HH:mm)

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

After you have saved, don't forget to "Apply Changes" to push the new date to Alma:

Calendar Management Cancel Save

Howard University

Organization Unit Type Code: 01WRLC_HOW
Institution: 01WRLC_HOW
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Full Calendar **Apply Changes** Import + Add Record

Inherited	Recon type	Description	Valid from	Valid to	From hour	To hour	Recurrer	Recurrere Type	Day Of Week	Status
1	Event	End of Year	05/30...	-	-	-	No	-	-	Open

Please note that the changes have not been applied yet. To apply calendar changes press Apply Changes.

"Apply Changes":

Calendar Management Cancel Save

Howard University

Organization Unit Type Code: 01WRLC_HOW
Institution: 01WRLC_HOW
Path Description: 01WRLC.01WRLC_HOW Howard University

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Full Calendar **Apply Changes** Import + Add Record

Inherited	Recon type	Description	Valid from	Valid to	From hour	To hour	Recurrer	Recurrere Type	Day Of Week	Status
1	Event	End of Year	05/30...	-	-	-	No	-	-	Open
2	Event	End of Term - Fall 2018	12/14...	-	-	-	No	-	-	Open