

Procedure: Update the Faculty Due Date

The following procedure assumes that the "End of Term WRLC Faculty" date is configured at and inherited from the Institution's Calendar. All Libraries under the IZ that have this date on their calendar will be updated by the procedure below.

If you do not have this date configured on the Institution Calendar, you will need to select the individual Libraries that have this date and update them individually following the same basic procedure except at the Library level.

Go To: Alma --> Configuration --> General --> Libraries --> Add a Library or Edit Library Information

Select the Calendar Management tab. Click on the ellipsis to Edit the "End of Term WRLC Faculty" date. Select Edit.

The screenshot shows the Alma Configuration interface. The top navigation bar includes the Washington Research Library Consortium logo, a dropdown for 'Configuring: Shared Collections Facility', and user icons. The left sidebar lists various modules: Alma Production, Acquisitions, Resources, Discovery, Fulfillment, User Management, and General. The main content area is titled 'Calendar Management' and includes a 'Shared Collections Facility' header. Below this are tabs for 'Summary', 'Libraries', 'Contact Information', and 'Calendar Management' (which is selected and highlighted with a red border). The 'Calendar Management' tab contains a table with columns: Inherited, Record type, Description, Valid from, From hour, To hour, Recurrence, Recurrence Type, Day Of Week, and Status. A single record is shown with ID 1, Record type 'Event', Description 'End of Term WRLC Faculty', Valid from '01/31/2024', and Status 'Open'. To the right of the table are buttons for 'Full Calendar', 'Apply Changes', 'Import', 'Add Record', and a settings icon. A blue arrow points to the 'Edit' button in the actions menu for the first record.

Inherited	Record type	Description	Valid from	From hour	To hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Event	End of Term WRLC Faculty	01/31/2024	-	-	No	-	-	Open

Click on the calendar button on the right. Select the new "End of Term WRLC Faculty" date. Then Save.

Configuring: Shared Collections Facility

Alma Production

Acquisitions

Resources

Discovery

Fulfillment

User Management

General

Analytics

Calendar Management

Cancel

Save

Shared Collections Facility

Add Record

Record type *

Event

Recurrence

☐

Fixed date description *

End of Term WRLC Faculty

Date *

01/31/2024

Select Month

January

2024

Su

Mo

Tu

We

Th

Fr

Sa

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

9

10

Hour (HH:mm)

ExLibris

© Ex Libris, Part of Clarivate 2023

After saving, make sure that you "Apply Changes"!

Alma Production

Acquisitions

Resources

Discovery

Fulfillment

User Management

General

Analytics

Calendar Management

Cancel

Save

Shared Collections Facility

Summary

Libraries

Contact Information

Calendar Management

Full Calendar

Apply Changes

Import

Inherited	Record type	Description	Valid from	From hour	To hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Event	End of Term WRLC Faculty	01/31/2024	-	-	-	No	-	Open

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

You will be notified once you submitted the job to apply the changes.

Alma Production

Acquisitions

Resources

Discovery

Fulfillment

User Management

General

Analytics

Calendar Management

Cancel

Save

Shared Collections Facility

Summary

Libraries

Contact Information

Calendar Management

Full Calendar

Apply Changes

Import

Inherited	Record type	Description	Valid from	From hour	To hour	Recurrence	Recurrence Type	Day Of Week	Status
1	Event	End of Term WRLC Faculty	01/31/2024	-	-	-	No	-	Open

Your request to apply calendar changes has been submitted. Job ID 9542023700004617

The "End of Term WRLC Faculty" date is now updated.

Revision #1

Created 9 September 2024 15:46:59 by Kathy Kilduff

Updated 9 September 2024 15:46:59 by Kathy Kilduff