

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.

Configuring: Shared Collections Facility

Alma Production

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General

< Calendar Management

Cancel Save

Shared Collections Facility

Summary Libraries Contact Information **Calendar Management**

Full Calendar Apply Changes Import + Add 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

Edit

Remove

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

Configuring: Shared Collections Facility

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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

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23

24

25

26

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30

31

1

2

3

4

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6

7

8

9

10

Hour (HH:mm)

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

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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.

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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 #3

Created 12 October 2023 13:10:40 by Kathy Kilduff

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