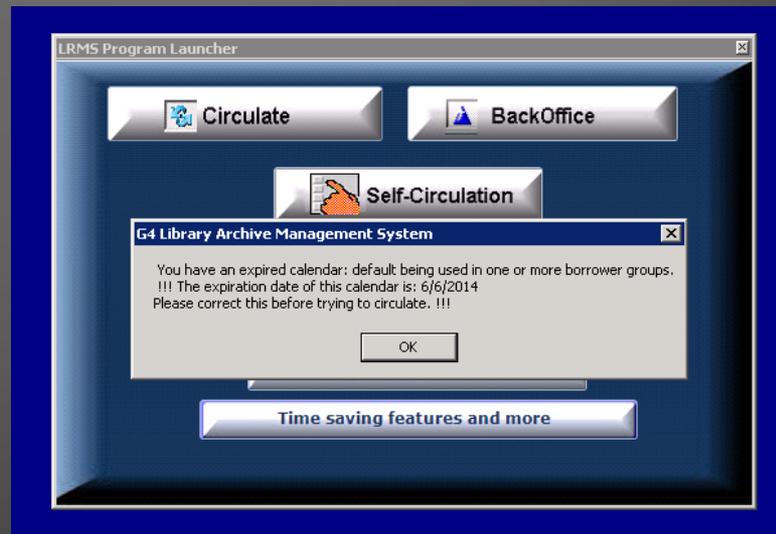


Define Circulation Calendar

Instruction and Audio/Video page 5

G4 reported the Library Circulation Calendar is Expired!

- The following slide provides instruction for modifying and resetting the library Circulation Calendar All Borrowers.
- The accompanying video will demonstrate how to manage the library calendar.
 - This video will play for 06:40 minutes, there is audio.



Create, modify or reset the library calendar

Define Circulation Calendars



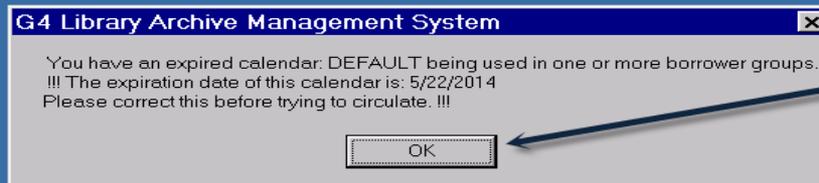
My Program Launcher menu opened and this Warning appeared?

Each new Calendar year or years require the eventual reset to include the week day and weekend days to be marked for when the Library is closed.

When any named out-of-date calendar is associated with a Borrower Group this "Warning Message" will appear..

Solution:

- o If the calendar name is valid but out of date - Simply update the library calendar.
- o If the Group is not valid and Void of Borrowers - Delete it.
- o If the Group is no longer valid and it has borrowers within it, determine if this Group and all associated circulation can be Purged or Deleted.



Click OK and proceed to Borrower Management - Search/Edit/Promote Groups

The Calendar Last Day is now aged.

Out of Date Calendar

File Action Help Previous Menu Main Menu

Video Help Available at LRMS.com website
View G3/G4 Program Help Manual - Borrower Management - G4 Promoting Borrower. Display Active Statistics (will slow display)

Group	Circ Calendar	Calendar Last Day	Circ Limit	Circ Display Rows	Promote Group To	Promote Order	Transfer from DB Name	Borrowers	First Circ Trans	Last Circ Trans	Circ Count	Active First	Active Last	Active Count	Dupls
01	DEFAULT	05/22/2014	1	3		02	6	57	08/17/2005	05/19/2014	7370	N/A	N/A	N/A	
02	DEFAULT	05/22/2014	1	3		03	5	59	08/16/2005	05/20/2014	9459	N/A	N/A	N/A	
03	DEFAULT	05/22/2014	1	3		04	4	85	08/18/2005	05/20/2014	7452	N/A	N/A	N/A	
04	DEFAULT	05/22/2014	1	3		05	3	67	08/17/2006	05/20/2014	4214	N/A	N/A	N/A	
05	DEFAULT	05/22/2014	1	3		06	2	79	08/31/2007	05/28/2014	1962	N/A	N/A	N/A	
06	DEFAULT	05/22/2014	1	3		07	1	84	09/02/2008	04/30/2014	701	N/A	N/A	N/A	
07	DEFAULT	05/22/2014	0	3				0			0	N/A	N/A	N/A	
FC	DEFAULT	05/22/2014	15	3				42	08/11/2005	05/01/2014	405	N/A	N/A	N/A	
K	DEFAULT	05/22/2014	1	3		01	7	53	08/16/2005	05/16/2014	6579	N/A	N/A	N/A	
PK	DEFAULT	05/22/2014	1	3	K		8	22			0	N/A	N/A	N/A	
Remove	DEFAULT	05/22/2014	0	3				413			0	N/A	N/A	N/A	

The Warning Message appeared because each Group has an outdated Calendar.
Solution:
o Update the library Calendar within the Circulation Management - Define Circulation Calendar

What do I name my Calendar?

Default

Unless you require multiple calendars to suit your special needs, we recommend to keep it simple and have a single Calendar named “Default”.

This approach will simplify and eliminate the need to enter a calendar name within other areas of the library program.

- ✓ Borrower Management - Search Edit/Promote Groups will require the addition of the calendar name “Default”. Each Borrower Group should be associated to the Default calendar.
- ✓ Use the Action Menu to Set the Group Calendar

