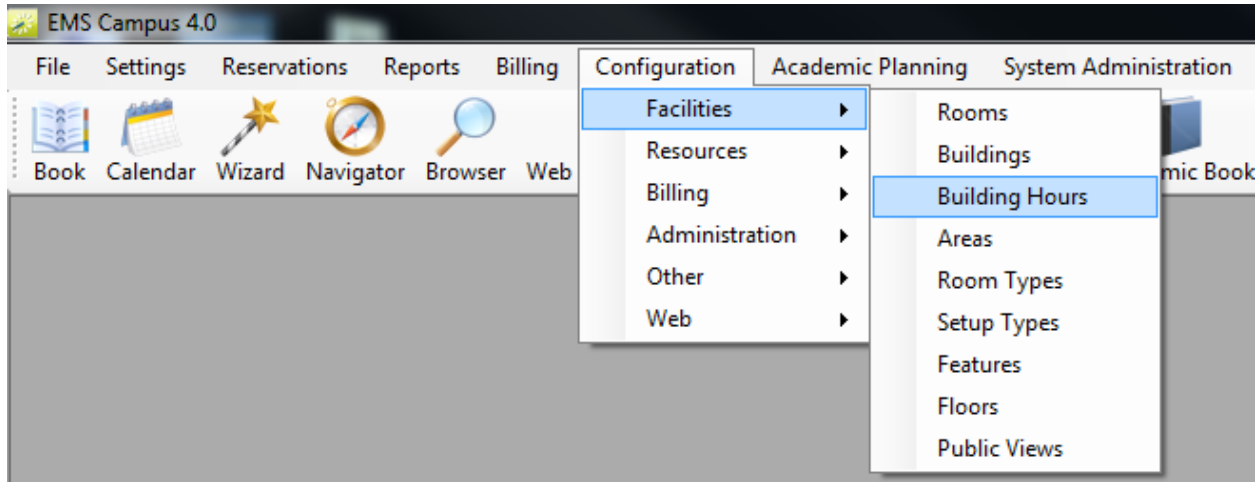
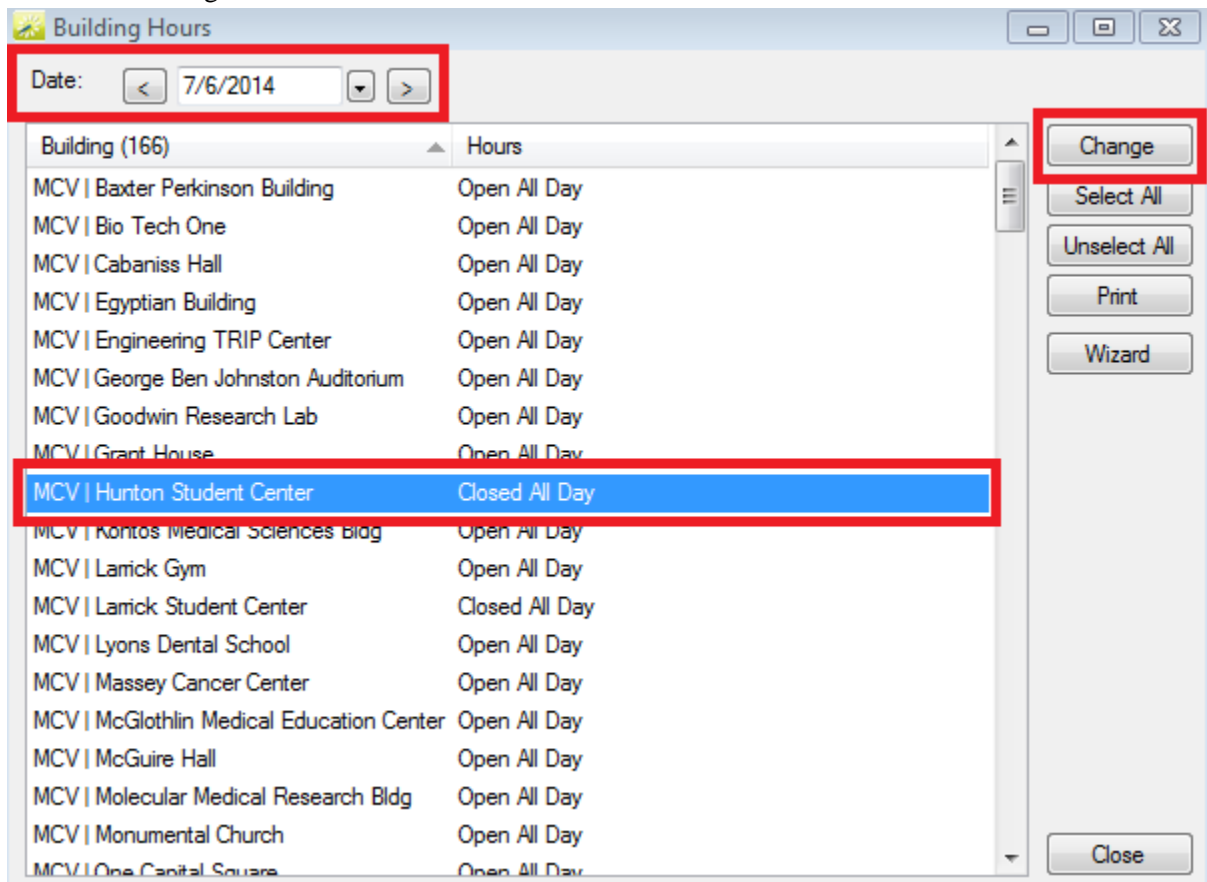


# How to Change Building Hours

1. From the main menu select Configuration > Facilities > Building Hours

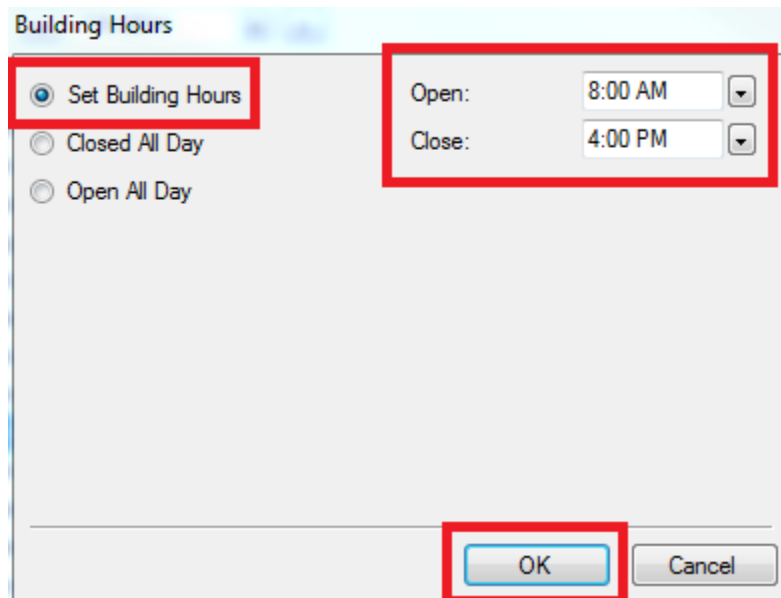


2. An information box will appear listing all of the buildings and their hours. First, select the date you would wish to change building hours of. Next, select the building you would like to change the hours of then click "Change."



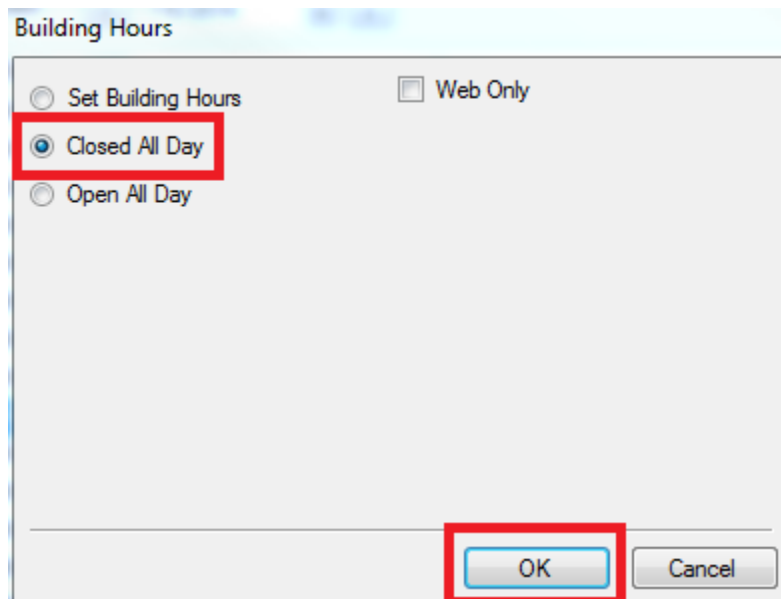
3. An information box will appear that gives you the option to set building hours, close the building all day or open the building all day.

a. To **set building hours**, select “Set Building Hours.” A time field will appear on the right where you enter the “Open” and “Close” times you wish to change. After you enter the times, click “OK.”



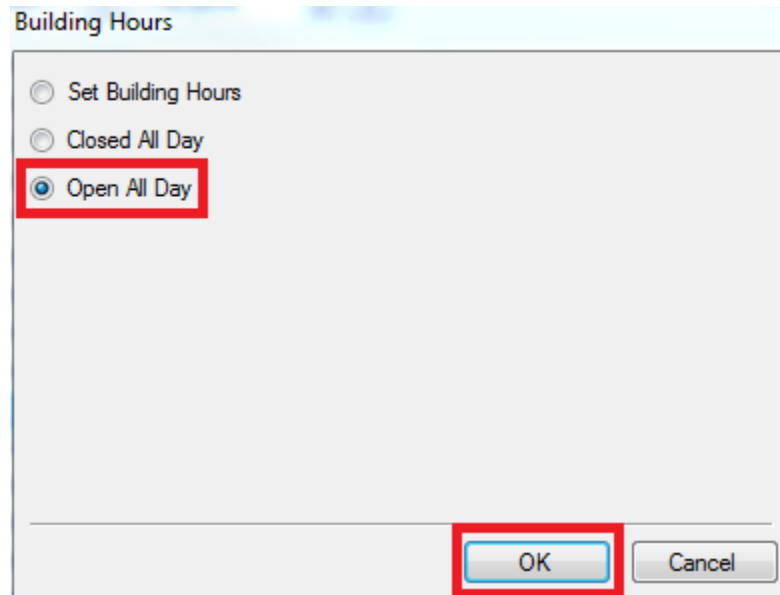
The screenshot shows a dialog box titled "Building Hours". On the left, there are three radio button options: "Set Building Hours" (which is selected and highlighted with a red box), "Closed All Day", and "Open All Day". On the right, there are two time selection fields: "Open:" with a dropdown menu showing "8:00 AM" and "Close:" with a dropdown menu showing "4:00 PM". Both time fields are also highlighted with a red box. At the bottom right, there are two buttons: "OK" (highlighted with a red box) and "Cancel".

b. To **close the building all day**, select “Closed All Day” then click “OK.”



The screenshot shows the same "Building Hours" dialog box. In this view, the "Closed All Day" radio button is selected and highlighted with a red box. The "Set Building Hours" and "Open All Day" options are unselected. A "Web Only" checkbox is visible in the top right corner of the dialog box. At the bottom right, the "OK" button is highlighted with a red box, and the "Cancel" button is also visible.

c. To **open the building all day**, select “Open Building All Day” then click “OK.”



The image shows a dialog box titled "Building Hours" with a light blue header. It contains three radio button options: "Set Building Hours", "Closed All Day", and "Open All Day". The "Open All Day" option is selected and highlighted with a red rectangular box. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is also highlighted with a red rectangular box.