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.”

   ![Building Hours Setting](image1)

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

   ![Building Hours Closing](image2)
c. To **open the building all day**, select “Open Building All Day” then click “OK.”