

V6 Calendar Maintenance

SHIPPING SCHEDULES – CALENDAR FILE MAINTENANCE

The CALENDAR File Maintenance enables you to establish and maintain the CALENDAR (SC) File. This file is used to hold the delivery / pickup schedules and calendars for each of your library's delivery routes. It is often referred to as the Route File. The primary purpose of the file is to define the shipping schedules that will be used when scheduling materials. Included in the schedules are the holidays and no-booking days associated with each route. Also, the library's operating calendar must be entered into this file as 0 ROUTE. This route will also be referred to as the WALKIN route. Begin shipping schedules / calendars by enter "0" ROUTE first.

All other route numbers must be even numbers (i.e. 2, 4, 6). The routes are referred to their assigned route number. This route number that is inputted into each building record (MAINT BLDG) to indicate which route the building is on.

To begin CALENDAR maintenance, press the assigned Function Key for CALENDAR / ROUTE MAINTENANCE from the MAINT screen. The screen shown in *Figure 81 – CALENDAR / ROUTE FILE Maintenance* will be displayed.

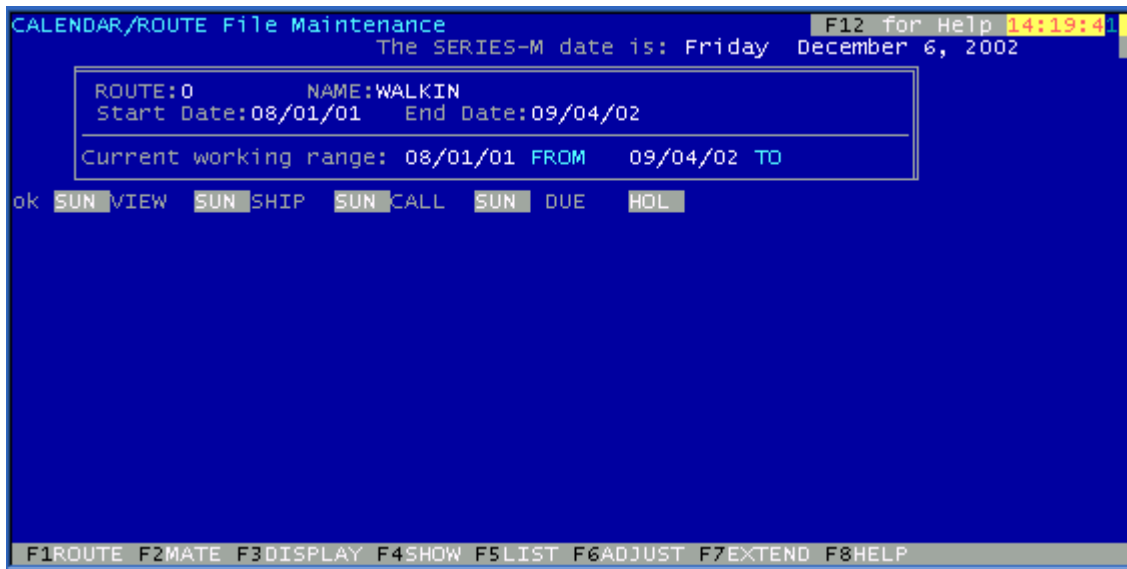


Figure 1 – CALENDAR / ROUTE File Maintenance

The remainder of this section will provide an explanation of how the calendars are used for scheduling and a list of function / keys commands that are available for entering and maintaining the schedules.

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SCHEDULE / CALENDAR RECORDS

Each one of your shipping schedules / calendars will occupy a record within the Calendar File. Included within each record will be the route number, route name, calendar start date and 400 calendar days. The last day of the calendar will be 400 days from the start date. When the calendar is first initialized with the **NEW** command, *each* of the 400 days is a potential **VIEW**, **SHIP**, **CALL**, or **DUE** day. The shipping route calendars must be entered prior to making the bookings.

CALENDAR RECORD FIELDS

Name	Usage	Field Type	Max Value of # of Characters
Route	Route Number Field	numeric	10
Name	Route Name Field	bytes	8
NEW	Calendar Starting Date	numeric	--
VIEW	Potential calendar View dates (400 days from start of date)	bytes	--

SCHEDULING

The **ORDERS** program and **Web/Max** will be using the route / shipping calendars that are being entered into the system to schedule bookings.

Scheduling occurs automatically after the requested **VIEW** date is entered. The system determines the following information for each booking:

- Selects the correct route calendar to use based on the building to which the material will be shipped.
- Then the assigned **SHIP** date for the requested **VIEW** date is looked up in the appropriate calendar.
- Next, the number of days specified by the period is added to the requested **VIEW** date and the last **VIEW** date is then the first non-holiday after this date.
- The period is obtained from the building or title record and is added to the requested **VIEW** date (holidays are not counted).
- Once the last **VIEW** date is determined, the System checks the appropriate calendar for the assigned **CALL** and **DUE** dates. The **VIEW**, **SHIP**, **CALL**, and **DUE** dates will then be displayed on the booking screen.

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OUT OF CIRC

This constant specifies the number of days to reserve between bookings. This number is setup at installation time using the UTILITY SETUP OPTIONS program. Use this command if your library needs extra time for inspection or re-shelving of return materials. If no extra time is needed, then OUT OF CIRC should be set to 0, which means that material can be scheduled for shipment the day after the DUE date.

With OUT OF CIRC set to 1, material cannot be scheduled for shipment until 2 days after the DUE date. When the OUT OF CIRC time is added to the number of days between bookings, it must be non-holiday time. Holidays are not counted as OUT OF CIRC time and route 0 is checked to determine when the holidays occur. This explanation of OUT OF CIRC days assumes that the answer to the UTILITY SET OPTIONS – SHIP ON DUE is set to 0. The section on SHIP ON DUE that follows explains the effects of setting SHIP ON DUE.

SHIP ON DUE

This option is used to specify if it is OK to schedule a shipment on a DUE date. It is set in the UTILITY SETUP OPTIONS program. If the SHIP ON DUE option is 0, then SERIES-M will be able to schedule material for shipment on the day that it is received. With this option is 1, material will not be schedule for shipment until the number of days specified in SHIP ON DUE is added to the due date. This explanation of SHIP ON DUE assumes that OUT OF CIRC is set equal to 0. Refer to the following chart for a complete description of the effect that SHIP ON DUE and OUT OF CIRC have on scheduling.

OUT OF CIRC CHART

SHIP ON DUE EQUALS	OUT OF CIRC EQUALS	THEN THE EARLIEST SHIP DATE AFTER DUE DATE IS:
1	0	the day after the DUE date
1	1	2 days after the DUE date
1	n	(n+1) days after the DUE date
0	0	back out on DUE date
0	1	the day after the DUE date
0	n	n days after the DUE date

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MAINT CALENDAR FUNCTIONS / COMMANDS

The following section provides an explanation of each of the calendar maintenance functions / commands.

ROUTE

Press the assigned Function Key for **ROUTE** or enter this command. (See *Figure 82 - SELECT AND DISPLAY A CALENDAR / ROUTE*.) Typically an even number refers to shipping route or calendar. The route numbers are specified when the building are entered into the Building File. Each building record contains a field for the assigned route number.

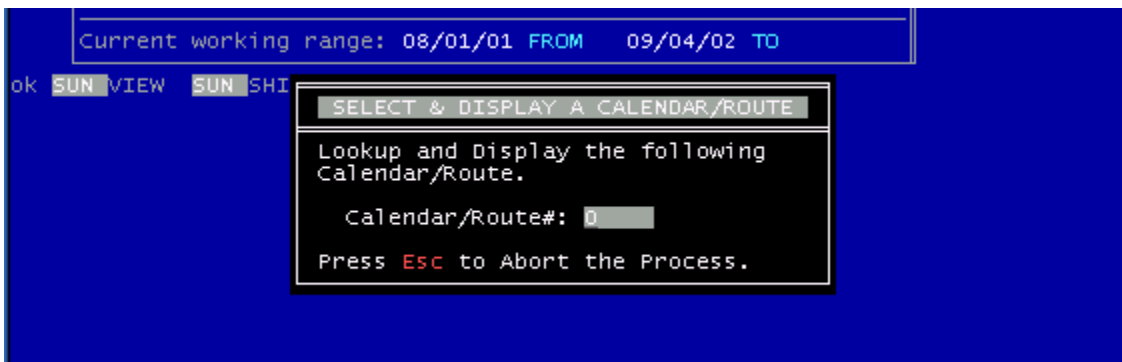


Figure 2 – SELECT AND DISPLAY A CALENDAR / ROUTE

After the route number is selected, the route information will be displayed. (See *Figure 83 – CALENDAR / ROUTE File Maintenance*.)

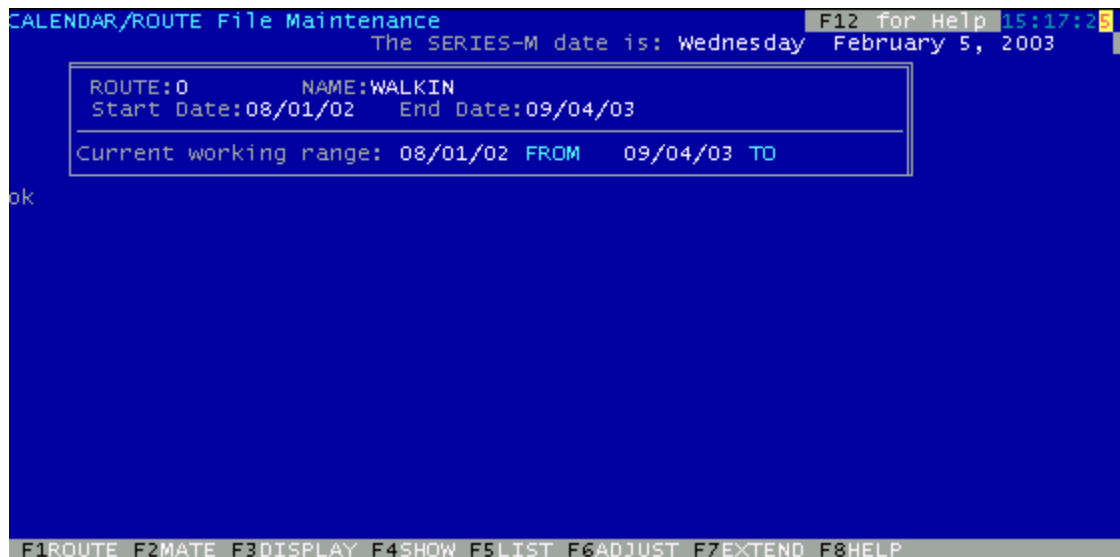


Figure 3 - CALENDAR / ROUTE File Maintenance

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NAME

This is the name of the individual route. To avoid confusion, a different name should be used for each route. This name is printed on the shipping documents along with the route number to identify the route. If possible, the name that is normally used for route identification should be entered.

EXAMPLES: TRUCK B (Names the selected route – TRUCK B.)
 MON AM (Names the selected route – MON AM.)
 UPS (Names the selected route – UPS.)

NEW

This enters the starting date and erases the schedule and calendar for the selected route. The starting date is the *FIRST* date of the calendar and each calendar has a fixed length of 400 days. This command should be used when the calendar is first entered and whenever you have to reenter the calendar (i.e. for a new year). This will erase the schedule and holidays for this route, and creates the new calendar. (See *Figure 84 – N E W – Initialize the Calendar.*)

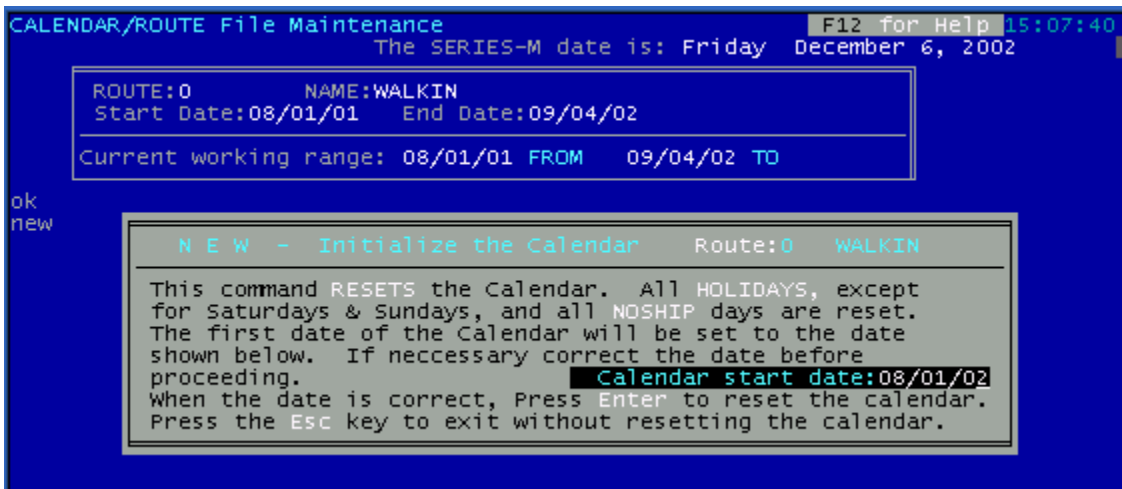


Figure 4 – N E W – Initialize the Calendar

The system will display the starting date of the calendar with today's date. If a different date should be the start date of the calendar, enter in the date in the mm/dd/yy format. After you press enter, the date will be displayed for the "current working range FROM date" and the TO date will be calculated 400 days from the start date. (See *Figure 85 – New Current Working Range.*)

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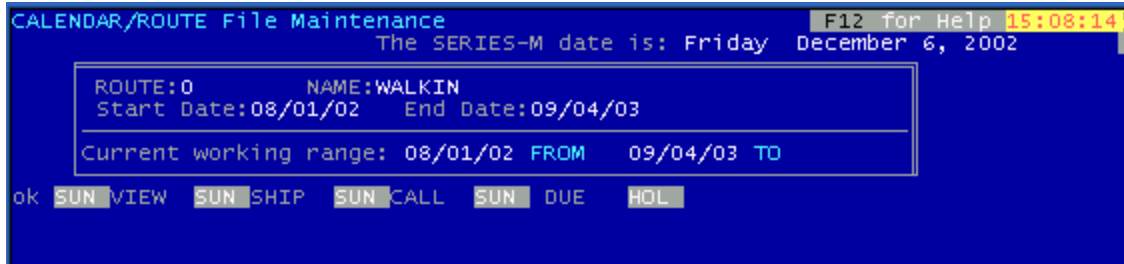


Figure 5 - New Current Working Range

FROM & TO

Sets the range of dates that are to be modified or listed. The range that is entered will be displayed for the “Current Working Range.” Dates entered with these commands must be future dates. SERIES-M automatically sets the “Current Working Range” FROM start date plus 400 days, if you do not enter a date range with the FROM and TO commands.

mm/dd FROM mm/dd TO

Sets the calendar range to the dates that were entered.

09/01 FROM 06/30 TO

Sets the calendar range of dates From the 1st of September to the 30th of June.

HOL

Sets the specified days or date as a holiday.

- Holidays are not counted as part of the booking period.
- When the calendar is displayed in ORDERS, holidays are dimmed.
- Holidays are used as an argument for the **ADJUST** command.

dd mmm HOL

dd mmm = date to be set as a holiday.

www HOL

www = day of the week to be set as a holiday. All days within the FROM and TO range will be affected.

2 SEP HOL

Sets the 2nd of September as a holiday.

SAT HOL

Sets all Saturdays within the FROM and TO range as holidays.

12/19 12/30 HOLS

Set the dates specified in the range as holidays.

-HOL

Resets the specified day, or date, as *not* a holiday. This command reverses the effect of **HOL** command.

dd mmm -HOL

dd mmm = Date to be reset as *not* a holiday

www -HOL

www = Day of week to be reset as *not* a holiday.

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2 SEP –HOL
SAT –HOL

Resets the 3rd of September as *not* a holiday
Resets Saturdays within the FROM and TO range as *not* holidays.

12/19 12/30 –HOLS

Resets the dates specified in the range as *not* a holiday.

NOSHIP

Sets the specified date as a NOSHIP day. Materials can be received on NOSHIP days, but they cannot be shipped. The effect of setting a SHIP date as a NOSHIP date is that when an attempt is made to book a film for any VIEW date whose assigned ship date is now a NOSHIP date, the following message will be displayed: “Can’t ship these dates.”

dd mmm NOSHIP
28 JUN NOSHIP
-NOSHIP

dd mmm = Date to be set as **NOSHIP** date.
Set 28th of June as a **NOSHIP** date.
Resets the specified date as a SHIP date.
This command reverses the effect of the **NOSHIP** command.

dd mmm –NOSHIP
28 JUNE –NOSHIP

dd mmm = Date be set to a SHIP date.
Resets 28th of June to a SHIP date.

LIKE

This command copies a previously entered schedule / calendar to the selected route. The entire schedule is copied except for the route name. After copying the schedule, changes can be made to the selected route’s new schedule if necessary. In order to copy a schedule the route to be copied to needs to be displayed on the screen.

n LIKE
2 LIKE

n = route schedule to be copied.
Copies route 2 to the currently selected route.

ADJUST

This command *adjusts* the schedule of the selected route based on the previous entries of **HOL**idays, **TRANSIT** days, and **BUFFER** days. Only the dates specified within the FROM and TO range are adjusted. All SHIP dates that are assigned as holidays are pushed to the preceding SHIP date, while all CALL and DUE dates are stretched to the next CALL and DUE dates. When reassigning SHIP and DUE dates, the 0 route calendar is also checked for holidays. This is because the 0 route calendar reflects the library’s operation schedule and materials cannot be shipped or received if the library is closed.

When adjusting for **TRANSIT** days, only non-holidays are counted. The DUE date that results from adjusting **BUFFER** days will always be a non-holiday in 0 route.

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ADJUST

Adjusts the schedule of the selected route.

The following screen *Figure 86 – ADJUST / EXTEND PARAMETERS* Screen will be displayed when the **ADJUST** command is entered.

```
CALENDAR/ROUTE File Maintenance          F12 for Help 15:10:57
The SERIES-M date is: Friday December 6, 2002

ROUTE:0      NAME:WALKIN
Start Date:08/01/02  End Date:09/04/03
Current working range: 08/01/02 FROM 09/04/03 TO

ADJUST / EXTEND PARAMETERS
Route:0      Name:WALKIN

Shipping route:0      # of Transit days:0
Calling route:0      # of Buffer days:0
Due route:0          # of View days:0

ADJUST Options
Adjust - Adjust the Calendar
Change - Change the displayed Parameters
Exit - Exit the Adjust Operation
Highlight selection then press Enter.
```

Figure 6 – ADJUST / EXTEND PARAMETERS

TRANSIT

Sets the number of required shipping days. The number that is entered is used with the **ADJUST** command and specifies the number of working days to allow for shipping time TO and FROM the user. If the command is not used, a value of zero is assumed.

BUFFER

Sets the number of extra days allowed for the return of material. The number that is entered is used as an argument for the **ADJUST** command. The number of **BUFFER** days plus the number of **TRANSIT** days plus the included weekends must be less than 15 days. If the **BUFFER** command is not used, a value of zero is assumed.

VIEW

Sets the number of extra days allowed for the viewing of the material. The number that is entered is used with the **ADJUST** command and specifies the number of working days to allow for viewing time. If the command is not used, a value of zero is assumed.

EXAMPLE:

**1 SEP FROM 30 JUNE TO
SAT HOL
SUN HOL**

This example will set the calendar range FROM 1st of September TO 30th of June. Setting all Saturday's and Sunday's within

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5 SEP HOL ADJUST CHANGE TRANSIT 5

the range as holidays, and the 5th of September as a holiday. The last step is to ADJUST the previously input parameters with TRANSIT of 5 days.

MATE

Not all systems have been programmed for this feature. The MATE command associates your current calendar to another calendar.

EXAMPLES:

Route 0 is **MATED** to Route 100
Route 2 is **MATED** to Route 102

At the end of the school year, next year's calendar can be created starting with Route 100 and the latter copied into Route 0. In order to copy all routes type "*SHIFT-ALL*" and press enter.

SHOW

This function lists to the screen the selected route calendar. By paging up (↑) or paging down (↓), the calendar will move forward or backward by one calendar month. To leave this screen press *ESC*.

LIST

This function lists to the screen the selected route and includes all dates within the FROM and TO range. If this command is preceded by the **PRINT** command, the calendar will be printed rather than displayed.

Advanced Commands / Manual Adjust of calendars

NOTE!!!! Doing an "ADJUST" after using these commands on the calendar will **UNDO** them!! These should be used after "ADJUST" to manually set SHIP, CALL, and DUE dates.

VIEW

There is one entry in each calendar for every day of the year beginning with the starting date (up to 400 days). Each entry in the calendar represents a possible viewing date. Then for each viewing date in the year, a SHIP, CALL, and DUE date must be specified. Prior to assigning SHIP, CALL, or DUE dates, the respective VIEW date first must be specified using the **VIEW** command.

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dd mmm VIEW

dd mmm = VIEW date for which the schedule will be changed.

www VIEW

www = VIEW day of the week for which the schedule will be changed. Every occurrence of this day within the FROM and TO range will be affected.

6 NOV VIEW

This command will set 6th of November as the VIEW date. If the ROUTE is a weekly route, it will make 30th of October a SHIP date, and 13th of November as the CALL and DUE dates.

**WED VIEW
MON SHIP
MON CALL
MON DUE**

The first command specifies the View date to be every Wednesday within the FROM and TO range. The next three commands sets the SHIP, CALL, and DUE back to be every Monday within the FROM and TO range. SERIES-M knows that a SHIP day of Monday is the Monday preceding the VIEW Wednesday, and a Monday CALL and DUE back as the first Monday (non-holiday) following the VIEW Wednesday.

SHIP

Specifies the SHIP date for the previously specified VIEW date. The SHIP date is the day that the material will be shipped for the specified VIEW date.

dd mmm SHIP

dd mmm = SHIP date for the previously specified VIEW date.

www SHIP

www = SHIP day of the week for previously mentioned VIEW day.

5 NOV VIEW

Sets the 5th of November as the VIEW date for the 4th of November SHIP date.

**TUE VIEW
MON SHIP
MONMON**

Indicates that all Tuesday VIEW dates within the FROM and TO range.

Makes all Monday's within the FROM and TO range a SHIP date with the following Monday as the CALL and DUE dates.

MONWED

Makes Monday's within the FROM and TO range a SHIP date with the following Wednesday as the CALL and DUE dates. Also makes Wednesday's a SHIP date with the following Monday as the CALL and DUE dates.

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CALL

Specifies the CALL date for the previously specified VIEW date. The CALL date is the day that the material will be shipped back or picked up from the user.

dd mmm CALL

dd mmm = CALL date for previously specified VIEW date.

www CALL

www = CALL day of the week for previously specified VIEW date.

5 NOV VIEW

Sets the 4th of November as the VIEW date for 11th of November CALL Date.

11 NOV CALL

TUE VIEW

Indicates that all Tuesday's VIEW dates within the FROM and TO range will have Monday CALL dates. SERIES-M knows that the CALL day will be the first Monday (non -holiday) after the Tuesday VIEW day.

MON CALL

DUE

Specifies the DUE date for the previously specified VIEW date. The DUE date is the day that the material will be re-shelved.

dd mmm DUE

dd mmm = DUE date for previously specified VIEW date.

www DUE

www = DUE day of the week for previously specified VIEW date.

5 NOV VIEW

In a ROUTE that its weekly, this command sets the 5th of November for VIEW day for a 11th of November DUE date.

TUE VIEW

Indicates that all Tuesday's VIEW dates within the FROM and TO range will have Monday DUE dates. SERIES-M knows that the DUE day will be the first Monday (non-holiday) after the Tuesday VIEW day.

MON DUE

+WEEK & -WEEK

Sets a flag that indicates that for the previously specified VIEW day, the SHIP day will be at least 6 days before and the CALL and DUE days will be at least 6 days after.

+WEEK

Tells the system to look ahead one week for CALL or DUE days that are entered or back one week for SHIP days.

-WEEK

Resets the flag set by +WEEK.

MON VIEW

Indicates that for all Monday's VIEW dates

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+WEEK

within the FROM and TO range, the CALL and DUE day will not be the Tuesday immediately following the Monday, but rather the second Tuesday.

NOW FOR SOME...

CALENDAR EXAMPLES

This section provides 5 examples of typical route calendar schedules. The commands that are necessary to enter the calendars are explained and illustrated. The most important part of the examples is the sequence in which the commands are entered. Each example provides the proper command sequencing. The section that describes in detail each of the calendar / schedule commands should be read prior to reviewing these examples.

The following route calendar schedule examples are provided:

1. 0 ROUTE – Walk-in Schedule
2. Once a Week Delivery Route Schedule
3. Twice a Week Delivery Route Schedule
4. Special Route Schedule – twice a week delivery during the school year once a week during the summer
5. US Mail Route Schedule

ROUTE / WALKIN SCHEDULE

A WALKIN schedule is any schedule where the material can be shipped any day of the week and the CALL and DUE materials can be shipped back any day of the week and the SHIP and CALL dates also can be VIEWing dates. 0 ROUTE must always be setup as a WALKIN route with your library's shipping calendar. When you begin to enter your shipping schedules, you must enter 0 ROUTE first. The following procedure describes how to enter a 0 ROUTE shipping schedule. For convenience, only a few holidays are entered. You must enter all of your library's holidays at the appropriate time.

Press the assigned Function Key for **Route** At the Route number prompt enter 0. This selects route 0 so that it can be updated.

NEW ↵

Initialize the calendar and set all Saturdays and Sundays as holidays. **Note:** the default is to have the start date as today.

Next you will need to enter all of your holidays for the year. Remember, the dates shown here are examples, the actual dates that are used will have to change each year.

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Examples:

Labor Day	9/2 HOL ↵	Make September 2nd a holiday
Thanksgiving	11/28 11/29 HOLS ↵	Make November 28th & 29th holidays
Christmas/New Year	12/01 01/02 HOLS ↵	Make 12/23 through 1/2 holidays
Spring Break	3/10 3/14 HOLS ↵	Make 3/10 through 3/14 holidays
Easter	4/18 4/21 HOLS ↵	Make 4/18 through 4/21 holidays
Memorial Day	5/26 HOL ↵	Make May 26th a holiday
Independence Day	7/4 ↵	Make July 4th a holiday

9/2

For the selected route, the 2nd of September is set as a holiday.

12/24 12/25 HOLS ↵

For the selected route, the 24th and 25th of December is set as holidays.

Press the assigned Function Key for **ADJUST**

This command automatically adjusts the calendar to allow for the holidays that were entered. All of the SHIP dates that are holidays are pushed to the preceding SHIP date while all the CALL and DUE dates are stretched to the next CALL and DUE dates. Before doing the **ADJUST** command, make sure all holidays are entered correctly.

ONCE A WEEK ROUTE / CALENDAR

This route / calendar example is for a shipment and pickup schedule of one time each week. The shipment and pickup day will be the same day each week, and due back the following week. For this example, MONDAY will be used. The PERIOD field for every building record on this route must contain a 1. This will schedule material due back one week after shipment. The following procedure describes how to setup this calendar.

Press the assigned Function Key for **Route** At the Route number prompt enter 2. This selects route 2 so that it can be updated.

NEW ↵

Initialize the calendar and set all Saturdays and Sundays as holidays. **Note:** the default is to have the start date as today. This calendar should have the same start date as the Route 0 calendar.

Next you will need to enter all of your holidays for the year. Remember, the dates shown here are examples, the actual dates that are used will have to change each year.

Examples:

Labor Day	9/2 HOL ↵	Make September 2nd a holiday
-----------	-----------	------------------------------

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Thanksgiving	11/28 11/29 HOLS ↵	Make November 28th & 29th holidays
Christmas/New Year	12/01 01/02 HOLS ↵	Make 12/23 through 1/2 holidays
Spring Break	3/10 3/14 HOLS ↵	Make 3/10 through 3/14 holidays
Easter	4/18 4/21 HOLS ↵	Make 4/18 through 4/21 holidays
Memorial Day	5/26 HOL ↵	Make May 26th a holiday
Independence Day	7/4 ↵	Make July 4th a holiday

9/2 For the selected route, the 2nd of September is set as a holiday.

The effect of entering the 2nd of September as a holiday is that when the calendar gets adjusted, the schedule materials that would normally ship on the 2nd of September will be shipped on the 26th of August. The CALL and DUE dates will remain as 9th of September.

MONMON ↵ This command adjusts the route for a Monday-to-Monday ship dates. You need to change the adjust command accordingly to TUETUE, WEDWED, THUTHU, or FRIFRI when adjusting the individual calendars.

TWICE A WEEK ROUTE / CALENDAR

In this example, a twice weekly route will be entered with the shipping and pickup days for each week being Monday and Thursday. On this route, buildings with a PERIOD equal to 1 will have material scheduled to them from Monday to Thursday or from Thursday to Monday, depending on the requested VIEW date. Buildings with a period equal to 2 will have material scheduled to them from Monday to Monday or Thursday to Thursday, depending on the requested VIEW date. The following procedure describes how to setup a twice a week shipping schedule.

Press the assigned Function Key for **Route** At the Route number prompt enter 4. This selects route 4 so that it can be updated.

NEW ↵ Initialize the calendar and set all Saturdays and Sundays as holidays. **Note:** the default is to have the start date as today. This calendar should have the same start date as the Route 0 calendar.

Next you will need to enter all of your holidays for the year. Remember, the dates shown here are examples, the actual dates that are used will have to change each year.

Examples:

Labor Day	9/2 HOL ↵	Make September 2nd a holiday
Thanksgiving	11/28 11/29 HOLS ↵	Make November 28th & 29th holidays
Christmas/New Year	12/01 01/02 HOLS ↵	Make 12/23 through 1/2 holidays
Spring Break	3/10 3/14 HOLS ↵	Make 3/10 through 3/14 holidays

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Easter	4/18 4/21 HOLS ↵	Make 4/18 through 4/21 holidays
Memorial Day	5/26 HOL ↵	Make May 26th a holiday
Independence Day	7/4 ↵	Make July 4th a holiday

9/2 For the selected route, the 2nd of September is set as a holiday.

The effect of entering the 2nd of September as a holiday is that when the calendar gets adjusted, the schedule materials that would normally ship on the 2nd of September will be shipped on the 29th of August. The CALL and DUE dates will remain as 5th of September.

MONTHU ↵ This command adjusts the route for a Monday to Thursday ship dates. You need to change the adjust command accordingly to MONWED, TUETHU, or TUEFRI when adjusting the individual calendars.

SPECIAL CALENDAR EXAMPLE

In this example, the route will be setup so that materials are delivered twice weekly during the school year and only once weekly during the summer. The procedures used here will be basically the same as used before but the calendar will be setup in two sections.

Press the assigned Function Key for **Route** At the Route number prompt enter 6. This selects route 6 so that it can be updated.

NEW ↵ Initialize the calendar and set all Saturdays and Sundays as holidays. **Note:** the default is to have the start date as today. This calendar should have the same start date as the Route 0 calendar.

Next you will need to enter all of your holidays for the year. Remember, the dates shown here are examples, the actual dates that are used will have to change each year.

Examples:

Veterans Day	11/11 HOL ↵	Make November 11th a holiday
Thanksgiving	11/27 HOL ↵	Make November 27th a holiday
Christmas/New Year	1/3 HOL ↵	Make January 3rd a holiday
MLK/Civil right	1/20 HOL ↵	Make January 20th a holiday
Spring Break	3/10 3/14 HOLS ↵	Make 3/10 through 3/14 holidays
Easter	4/18 4/21 HOLS ↵	Make 4/18 through 4/21 holidays
Memorial Day	5/26 HOL ↵	Make May 26th a holiday
Independence Day	7/4 ↵	Make July 4th a holiday

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Remember, the dates shown here is examples the actual dates that are used will have to change each year, and for each route.

9/2 ↵ For the selected route, the 2nd of September as a holiday.

07/01 FROM 08/10 TO ↵ Sets up the working range from the calendar start date to beginning of school as a SUMMER schedule.

WEDWED ↵ Sets the days within the range as Wednesday-to-Wednesday shipping route.

08/11 FROM 06/02/03 TO ↵ Sets up the working range for the school schedule.

MONTHU ↵ This command adjusts the route during the school to Monday and Thursday ship dates. You need to change the adjust command accordingly to MONWED, TUETHU, or TUEFRI when adjusting the individual calendars

06/01/03 FROM 07/31/03 TO ↵ Sets up the working range for SUMMER schedule.

WEDWED ↵ Adjusts summer to ship WEDNESDAY to WEDNESDAY.

MAIL ROUTE / CALENDAR

This example explains how to enter a typical U.S. Mail delivery schedule. This is very similar to any common carrier daily delivery system. Since you will be shipping every day, it also will be quite similar to a WALKIN schedule. The only difference is that after the schedule has been established, as before, you then adjust the SHIP and DUE dates by the transit time.

Press the assigned Function Key for **Route** At the Route number prompt enter 8. This selects route 8 so that it can be updated.

NEW ↵ Initialize the calendar and set all Saturdays and Sundays as holidays. **Note:** the default is to have the start date as today. This calendar should have the same start date as the Route 0 calendar.

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Next you will need to enter all of your holidays for the year. Remember, the dates shown here are examples, the actual dates that are used will have to change each year.

Examples:

Veterans Day	11/11 HOL ↵	Make November 11th a holiday
Thanksgiving	11/27 HOL ↵	Make November 27th a holiday
Christmas/New Year	1/3 HOL ↵	Make January 3rd a holiday
MLK/Civil right	1/20 HOL ↵	Make January 20th a holiday
Spring Break	3/10 3/14 HOLS ↵	Make 3/10 through 3/14 holidays
Easter	4/18 4/21 HOLS ↵	Make 4/18 through 4/21 holidays
Memorial Day	5/26 HOL ↵	Make May 26th a holiday
Independence Day	7/4 ↵	Make July 4th a holiday

9/2 For the selected route, the 2nd of September is set as a holiday.

Press the assigned Function Key for **ADJUST** This command automatically adjusts the calendar for the holidays that were entered.

Down Arrow (↓) to change ↵ The program will prompt for changes to the Adjust parameters, set them as follows:

ADJUST / EXTEND PARAMETERS	
Route: 8	Name: BRIGHTON
Shipping route: 0	# of Transit days: 5
Calling route: 0	# of Buffers days: 1
Due route: 8	# of View days: 0

When the parameters have been changed, the Adjust prompt is displayed verify that the Shipping route, Number of transit days, and the number of buffers days have been set according to the chart shown above. Then press the Enter key to run the **ADJUST** command.

By entering a **5** for **TRANSIT** you are specifying the number of working days to allow for shipping time to and from the user. The maximum number that can be used is 10. When entering # **BUFFER** tells the system to allow extra time for return of the materials. Where # equals the number of extra days, **1 BUFFER** would allow 1 extra day.

Press the assigned Function Key for **SHOW** **SHOW** will display the calendar on the screen.

V6 Calendar Maintenance

WEB/MAX Maximum and Absolute Maximum Due Dates

There are four option setup values that should be reviewed and changed if necessary each year after the SERIES-M calendars have been updated.

Earliest Shipping Date (typically this setting does not change each year)

Maximum Due Date

Absolute Max Due Date

Cutoff Time for Online Booking (typically this setting does not change each year)

The Earliest Shipping date must not be earlier than the number of days ahead that the copies are assigned by the DAILY ASSIGNS program. For example, if copies are assigned 2 days ahead then the earliest shipping date should be set to 2 days from today.

Materials can be scheduled for shipment on-line for the earliest shipping date up to but not after the cutoff time today. After the cutoff time today, the earliest a booking could be scheduled for would be the day after the Earliest Shipping Date.

To open up booking for next year the Maximum and Absolute Maximum Due date option settings must be changed. The reason for having a Maximum and an Absolute Maximum Due option is to handle situations where libraries only allow on-line booking for a set number of days in advance, not the entire year. For example, to allow on-line booking for only 3 months in advance set the options as follows. At the beginning of the new year (July 1), set the Maximum Due Date to October 1 and the Absolute Max Due Date to June 15 (end of school year). Each day SERIES-M will advance the maximum due date and user can always book on-line for up to 3 months from today. Because the absolute max due date is set to June 15, they can never schedule bookings with a due date after June 15. To allow bookings for the entire year at the beginning of the year set both the Maximum and Absolute Max due dates to June 15 (end of school year).

To set the On-Line Booking Dates:

1. Press **Home** to display the main menu
2. Press **F10** for **OPTIONS**
3. Press **F2** for **D/MAX**
4. Press **F5** for **SETUP**
5. Press the **Down Arrow** key to highlight a Date option
6. Press the + (plus) key to increase the date and the – (minus) key to decrease the date
7. Press the **Down Arrow** key to highlight Absolute Maximum Due Date option
8. Press the + (plus) key to increase the date and the – (minus) key to decrease the date
9. Press **F2** for **DONE**

V6 Calendar Maintenance

And Finally...

You might want to investigate the “NEW Items date” field option while you are in the D/Max setup options as well. When titles are displayed by Web/Max, “NEW” titles are identified with a special “NEW” Icon. A “NEW” title is any title that has a date added (TMDATE) after the date specified in this option.

Should you need any additional help please contact the Tek Data Support staff (800-634-6057) and we will be happy to help as always. Best Wishes and success with your new school year!