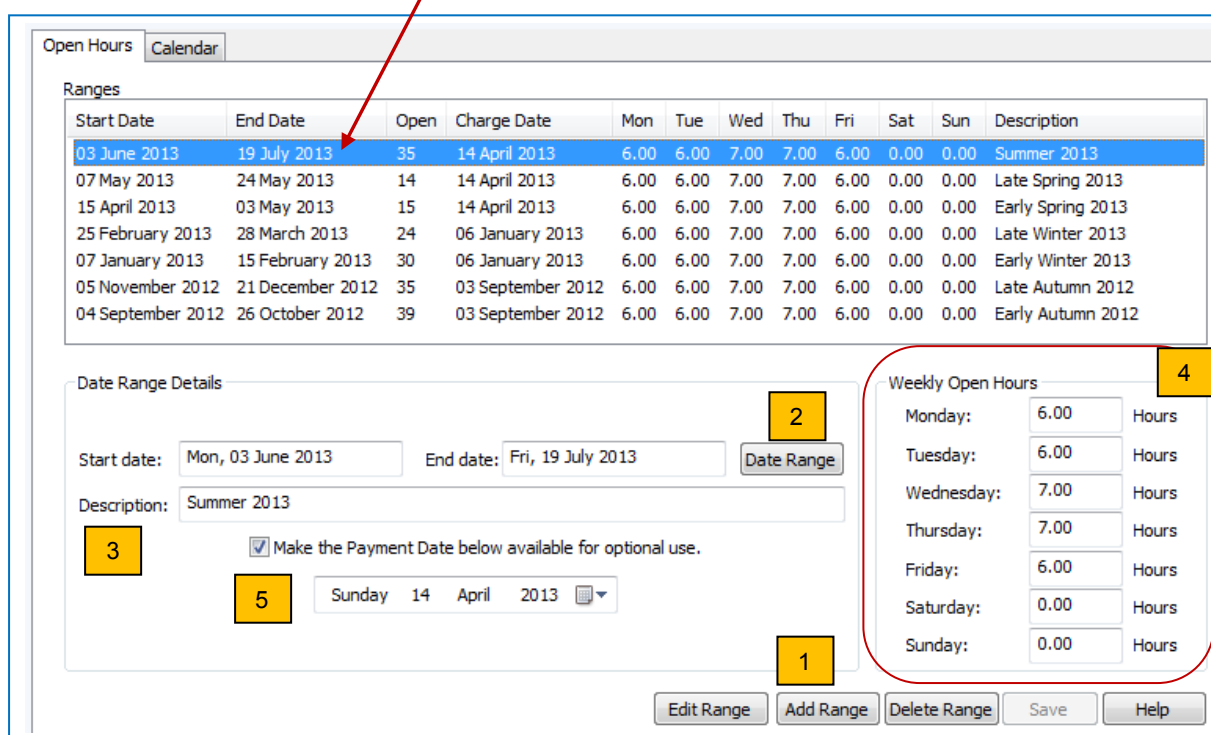


## OPENING HOURS

Before making any bookings we will need to enter the setting's open hours. You will only need to do this once a year and it doesn't take very long.

**Go > Home > Setting Details > Opening Hours >**

SuperFox stores date ranges when the setting is open. Typically these are term time dates, but just enter the date ranges that suit your setting.



Open Hours Calendar

Ranges

Start Date	End Date	Open	Charge Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Description
03 June 2013	19 July 2013	35	14 April 2013	6.00	6.00	7.00	7.00	6.00	0.00	0.00	Summer 2013
07 May 2013	24 May 2013	14	14 April 2013	6.00	6.00	7.00	7.00	6.00	0.00	0.00	Late Spring 2013
15 April 2013	03 May 2013	15	14 April 2013	6.00	6.00	7.00	7.00	6.00	0.00	0.00	Early Spring 2013
25 February 2013	28 March 2013	24	06 January 2013	6.00	6.00	7.00	7.00	6.00	0.00	0.00	Late Winter 2013
07 January 2013	15 February 2013	30	06 January 2013	6.00	6.00	7.00	7.00	6.00	0.00	0.00	Early Winter 2013
05 November 2012	21 December 2012	35	03 September 2012	6.00	6.00	7.00	7.00	6.00	0.00	0.00	Late Autumn 2012
04 September 2012	26 October 2012	39	03 September 2012	6.00	6.00	7.00	7.00	6.00	0.00	0.00	Early Autumn 2012

Date Range Details

Start date:  End date:  Date Range

Description:

Make the Payment Date below available for optional use.

Weekly Open Hours

Monday:	<input type="text" value="6.00"/>	Hours
Tuesday:	<input type="text" value="6.00"/>	Hours
Wednesday:	<input type="text" value="7.00"/>	Hours
Thursday:	<input type="text" value="7.00"/>	Hours
Friday:	<input type="text" value="6.00"/>	Hours
Saturday:	<input type="text" value="0.00"/>	Hours
Sunday:	<input type="text" value="0.00"/>	Hours

Edit Range Add Range Delete Range Save Help

To add a new date range just follows these simple steps:

1. Click on the **Add Range** button to add a new date range.
2. Click on the **Date Range** button to set the first and last dates in the date range.
3. Type in a suitable **description** for the date range.
4. Enter the number of hours that you will be open on each weekday in the date range.  
(If it is zero the setting is closed, you will not be able to make bookings for closed days.)
5. If you intend to charge termly / half termly in advance tick the **Payment Date** and enter the day before the start of the term or half term.  
(Other advance charging schemes like monthly or weekly in advance are handled automatically.)
6. Press **Save** to save the date range.

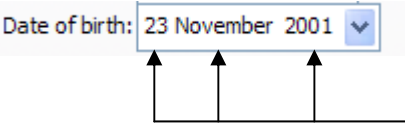
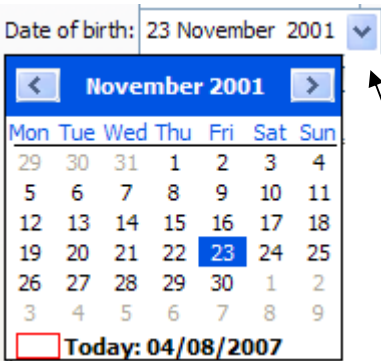
\* **IMPORTANT\*** If a date range contains a bank holiday or a other inset day when the setting closes you should set up a date range either side of the closed day to avoid booking on the closed days.

## Tip! If Your Setting Is Open All Year

You may still find it convenient to set up different date ranges for different times of year if your setting offers different services at these times. (E.g. term time and holiday club provision.)

## Tip! Using Date Controls Quickly

There are many date controls in SuperFox. They are used to book in the children, set key dates and to filter many of the printed reports. There are several different ways that you can use them:

**EASIEST**  
Set a date by clicking on the day, the month or the year and use the UP or DOWN arrows on your keyboard to make changes. You can move between day month and year using your LEFT and RIGHT arrow keys.

**FASTEST**  
Instead of using the UP or DOWN arrows you can also set the date by typing in:

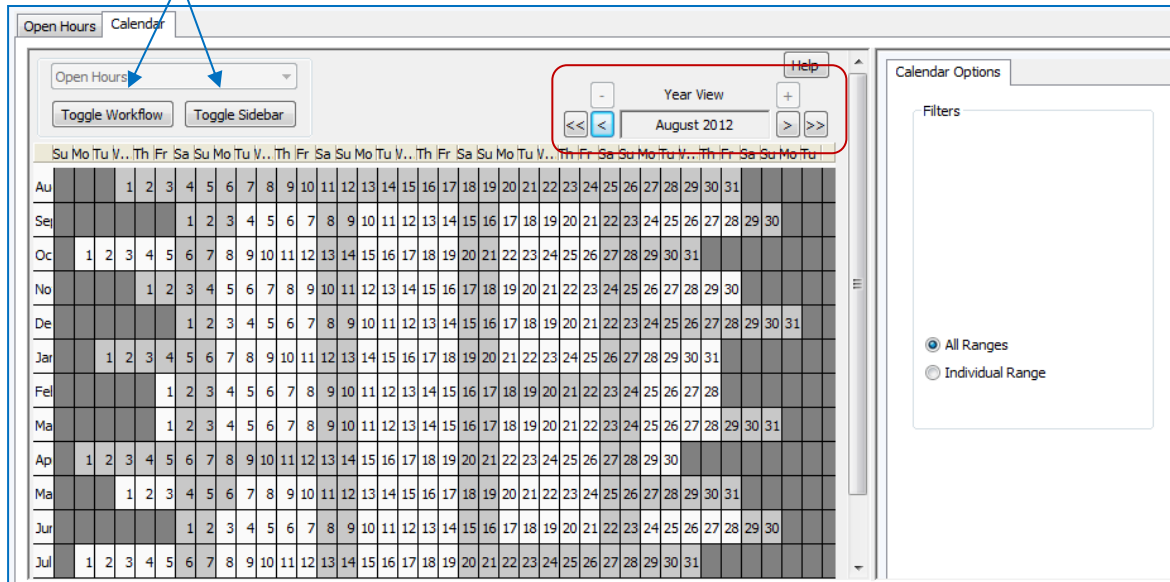
- Day number
- Month number (e.g. July would be 7)
- Year number

Alternatively, if you want to set the date using a calendar, click on the downward pointing arrow in the date box. Note that you can change the year in this date selector by clicking on the year and a control opens up beside it to scroll up or down the years.

## Checking The Opening Hours On The Calendar Tab

Click on the 'calendar' tab to show the open hours date ranges. The days where the setting is closed appear in light grey. You will see this pattern on all of the other calendars in the program.

You can select an individual date range to check by turning on the sidebar. if the calendar looks cramped you can free up some space by toggling the workflow manager off. (Toggle it back on when you have finished!)



You can move the calendar backwards and forwards using the arrow buttons at the top of the calendar or by using your mouse wheel if you have one.

**End**