

Delete / Edit Hours of Operation

Last Modified on 08/07/2019 4:16 pm EDT

Hours of Operation ensures students will only be scheduled in classes while you are open. At some point in time, you may need to adjust or completely remove the Hours of Operation for a particular location due to various reasons.

Delete Hours of Operation

1. From the *Tools* menu > *Edit Settings*, select *Hours of Operation* from the left menu.
2. Locate the set of hours that need to be removed.
3. Click the **Delete** link.
4. Proceed with deleting the Hours of Operation by clicking **Delete**.

Hours of Operation

2 Business Hours + ADD NEW

HOURS FOR OAK

MONDAYS 7:00 AM - 6:00 PM	TUESDAYS 7:00 AM - 6:00 PM	WEDNESDAYS 7:00 AM - 6:00 PM	THURSDAYS 7:00 AM - 6:00 PM	FRIDAYS 7:00 AM - 6:00 PM	SATURDAYS closed	SUNDAYS closed
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Modified 8/7/2019 3:47:00 PM by asmithcare EDIT **DELETE**

HOURS FOR SPRING

MONDAYS 6:30 AM - 6:00 PM	TUESDAYS 6:30 AM - 6:00 PM	WEDNESDAYS 6:30 AM - 6:00 PM	THURSDAYS 6:30 AM - 6:00 PM	FRIDAYS 6:30 AM - 6:00 PM	SATURDAYS closed	SUNDAYS closed
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Edit Hours of Operation

1. From the *Tools* menu > *Edit Settings*, select *Hours of Operation* from the left menu.
2. Locate the set of hours that need to be adjusted.
3. Click the **Edit** link.

4. Adjust the open and or close time as needed for each day.

5. Click the **Update** button to save.

Hours of Operation

2 Business Hours

[+ ADD NEW](#)

HOURS FOR

OAK

MONDAYS

7:00 AM - 6:00 PM

TUESDAYS

7:00 AM - 6:00 PM

WEDNESDAYS

7:00 AM - 6:00 PM

THURSDAYS

7:00 AM - 6:00 PM

FRIDAYS

7:00 AM - 6:00 PM

SATURDAYS

closed

SUNDAYS

closed

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[EDIT](#)

[DELETE](#)

HOURS FOR

SPRING

MONDAYS

6:30 AM - 6:00 PM

TUESDAYS

6:30 AM - 6:00 PM

WEDNESDAYS

6:30 AM - 6:00 PM

THURSDAYS

6:30 AM - 6:00 PM

FRIDAYS

6:30 AM - 6:00 PM

SATURDAYS

closed

SUNDAYS

closed

Modified 8/7/2019 3:49:16 PM by asmithcare

[EDIT](#)

[DELETE](#)



To remove hours for a particular day, click on the day to deactivate the time drop-down.