Extending all checkouts for holiday breaks

CAD Tech Student Managers - 2025-08-20 - How-to Articles

During the holiday breaks checkouts all need to be extended so student's are not docked while the cages are closed. Here is how to do it!

> **Warning**
>
> This report will change the due date equipment that has been taken out on the day selected

Step-by-step guide

This step must be completed at the end of the day, after all checkout's have been made from both SPAS and SOFA

1. Navigate to the **Holiday Lottery** screen, which lives under **Reports**



2. Use the calendar selection menu to select the **First Date**, this is the date that all equipment was ***checked out*** that you wish to extend.

3. The **New Date** is that the date and time that equipment will be due back.



4. Select the **AREA** that you are taking care of. SPAS and SOFA can have independent due back dates

5. Click **Preview Changes** to get a full list of the changes that will be made once this report is run

6. Once you are satisfied with the proposed due dates, click the **Confirm Change** button



7. All Done! The equipment's due dates have been changed and student's will not be docked over break!