

Extending all checkouts for holiday breaks

CAD Tech Student Managers - 2023-11-21 - 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!