

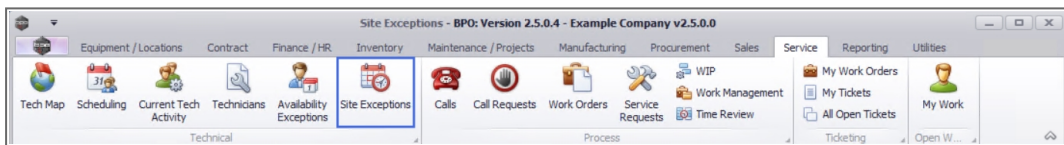
We are currently updating our site; thank you for your patience.

## SERVICE

### SITE EXCEPTIONS

**Site Exceptions** are used for setting up any changes to a site's availability which may deem the site **unavailable**, for instance, when a company or factory has a shut down period during the year, or it may be set up for public holidays.

**Ribbon Access:** Service > Site Exceptions



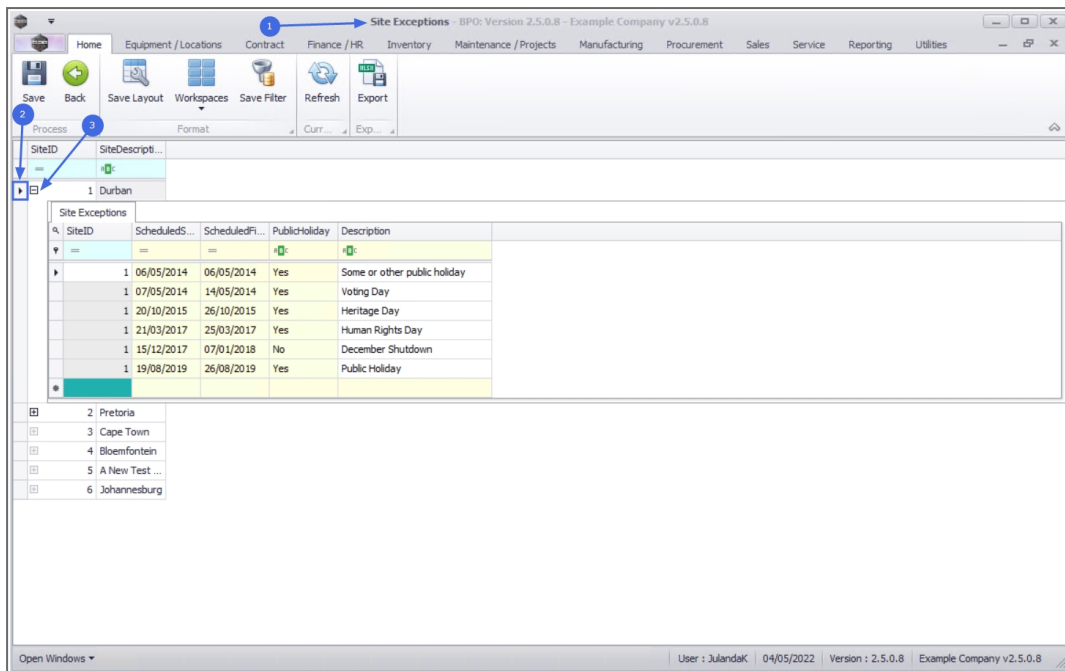
1. The **Site Exceptions** screen will be displayed.
2. Click on the **row** of the **site** you wish to add an availability exception for.

### VIEW AVAILABILITY EXCEPTIONS

3. Click on the expand icon to display the **Availability Exceptions sub grid**. A list of all the availability exceptions that have already been recorded for the site will display.

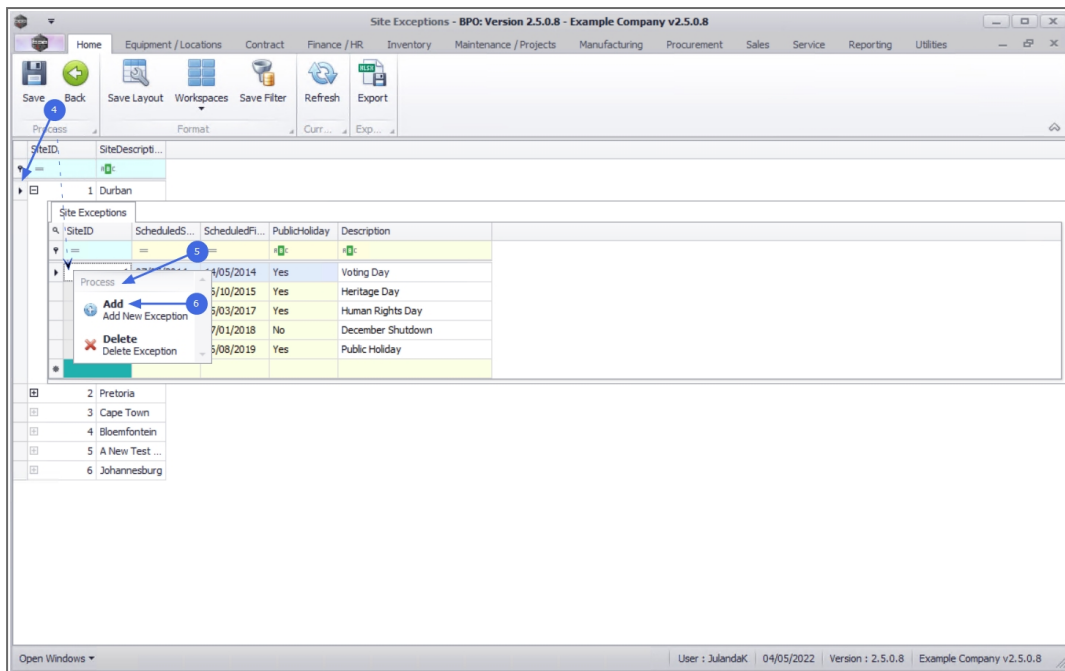


Note that when the expand icon in front of the site is **feint**, that indicates that there is no data recorded yet in the sub grid. If the expand icon is **bold**, then there is content to be viewed.



## ADD EXCEPTION

4. Right click on the **row** of the **site** if no site exceptions have been created, or
  - Right click on a **row** in the Site Exceptions sub grid.
5. The **Process** screen will be displayed.
6. Click on **Add** - Add New Exception



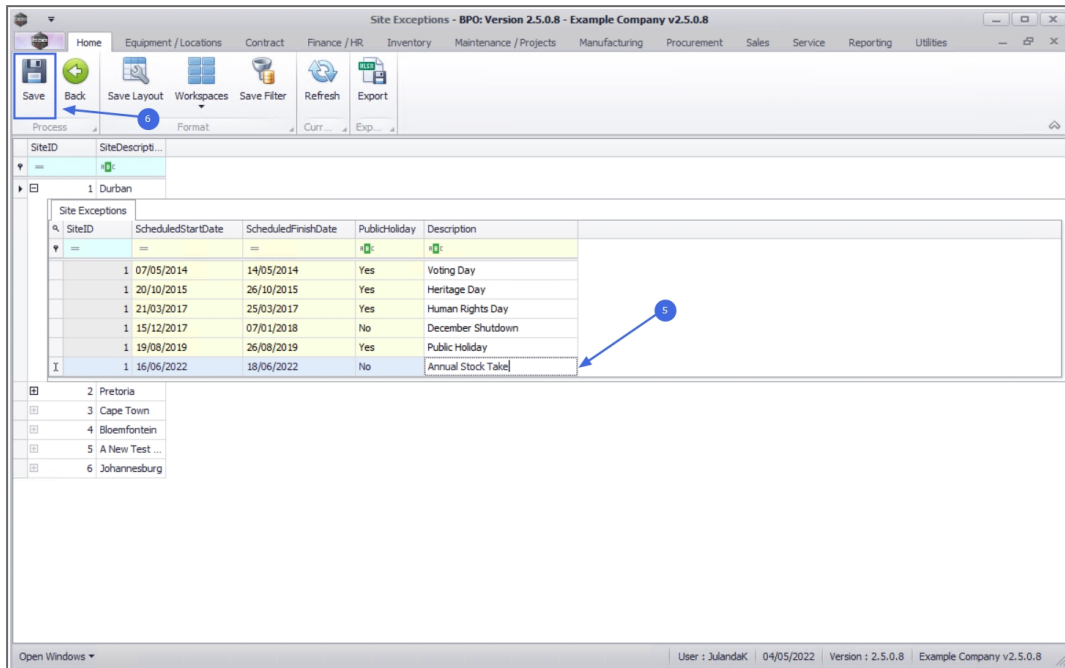
5. A new line will be added to the bottom of the exception list.

## EXCEPTION DETAILS

- **Schedule Start Date** will display today's date. To modify the date, click in the text box to type in, or click on the down **arrow** to change the start date, for the exception using the calendar function.
- **Schedule Finish Date** will display the date a week from today. To modify the date, click in the text box to type in, or click on the down **arrow** to change the last date of the exception, using the calendar function.
- **Public Holiday** will display No by default. Click on the down **arrow** to select Yes if the exception is for a public holiday, or leave as No.
- **Description** - Click in the text box to **type** in a description for which the site exception is occurring.

## SAVE EXCEPTION

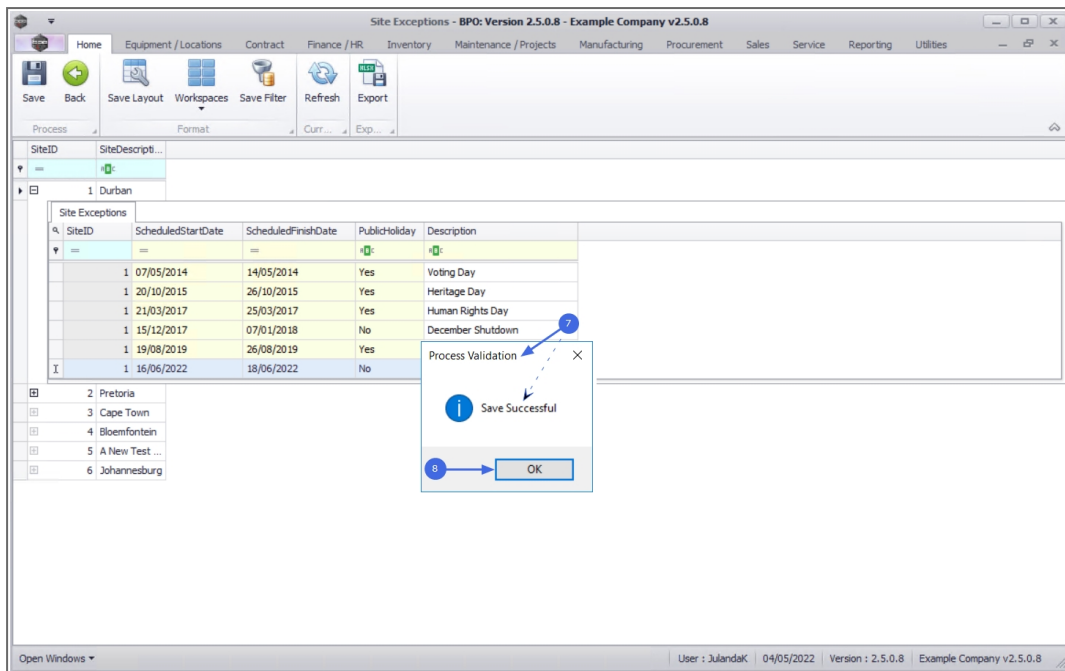
6. When you have finished adding the exception details, click on **Save**.



7. When you receive the **Process Validation** message to confirm that;

- **Save Successful**

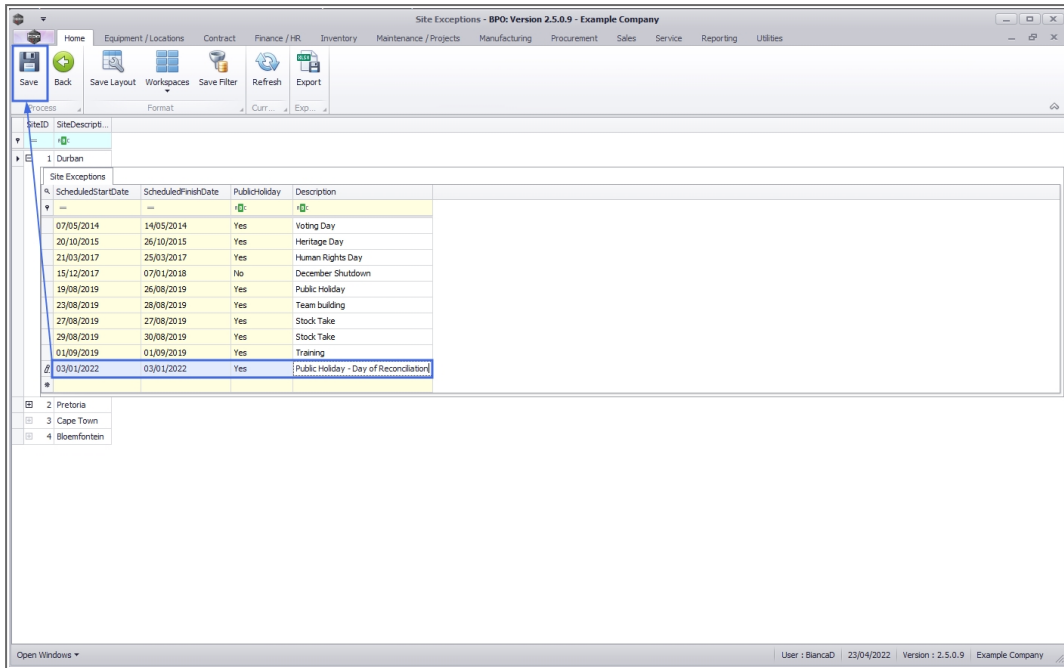
8. Click on **OK**.




9. The Site Exceptions sub grid has been updated.
10. **Close** the sub grid.
11. Click on **Back** to close the screen.

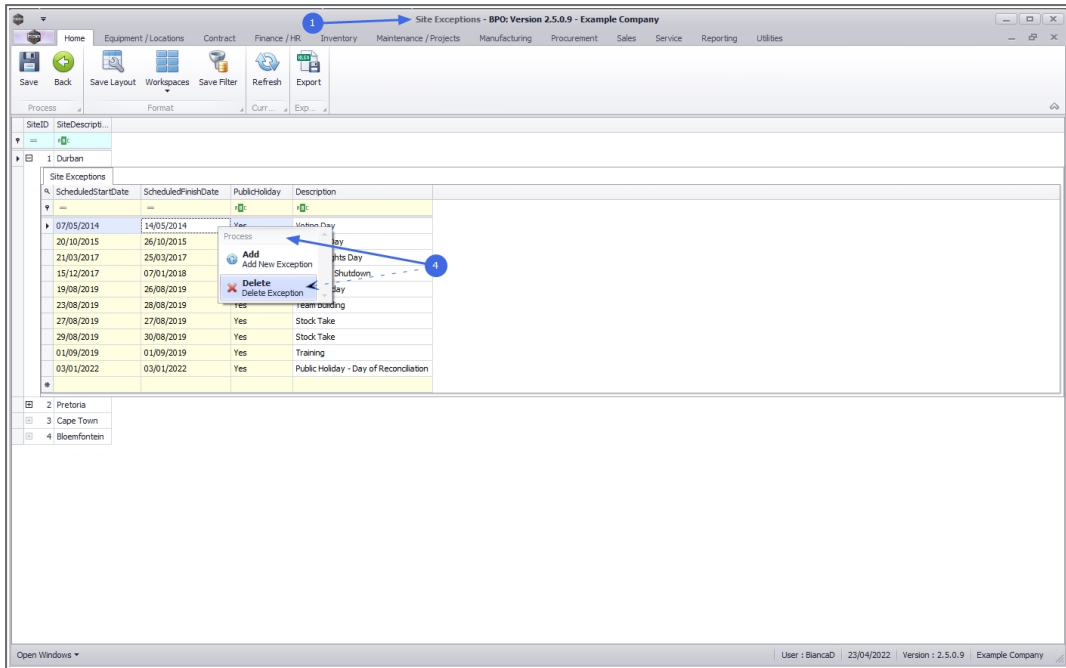
## EDIT SITE EXCEPTION

1. On the **Site Exceptions** screen,
2. Click on the **expand icon** of the **site**, to display the Site Exception sub grid.
3. Click in the **row** of the scheduled Start or Finish Date of the site exception you wish to edit.
4. Click on the down **arrow** to select an alternative Start or Finish Date for the site exception.
5. Click on the **Save** button when done.



## DELETE SITE EXCEPTION

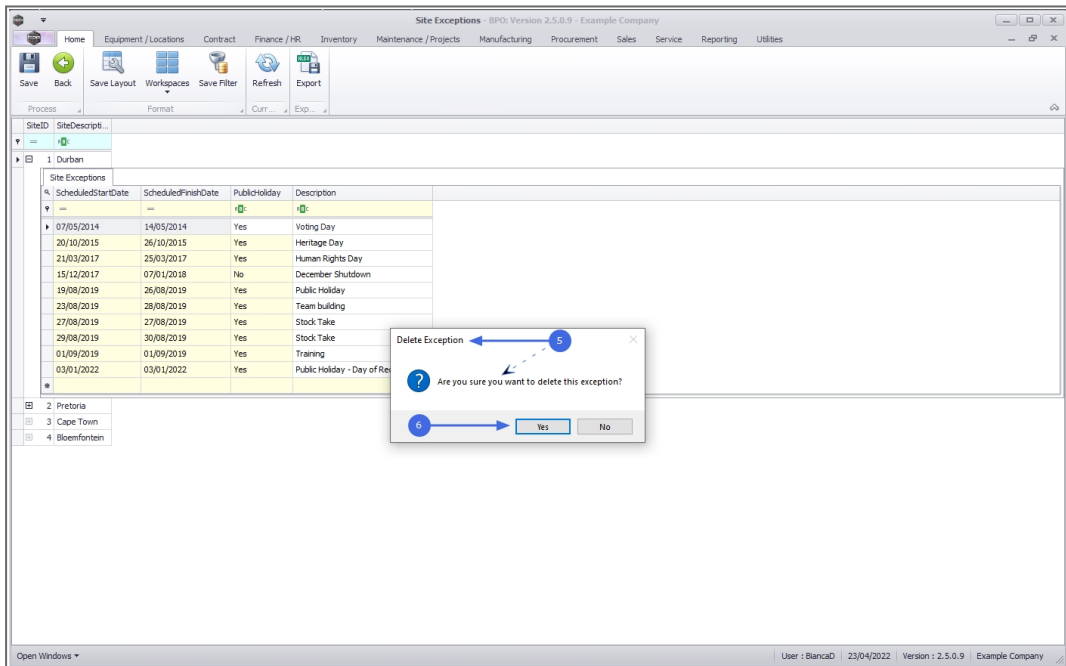
1. On the **Site Exceptions** for employees screen,
2. Click on the **expand icon** of the **site**, to display the Site Exception sub grid.
3. Click in the **row** of the exception you wish to delete.
4.  **Right click** to display the **Process** menu list. Click on **Delete**.



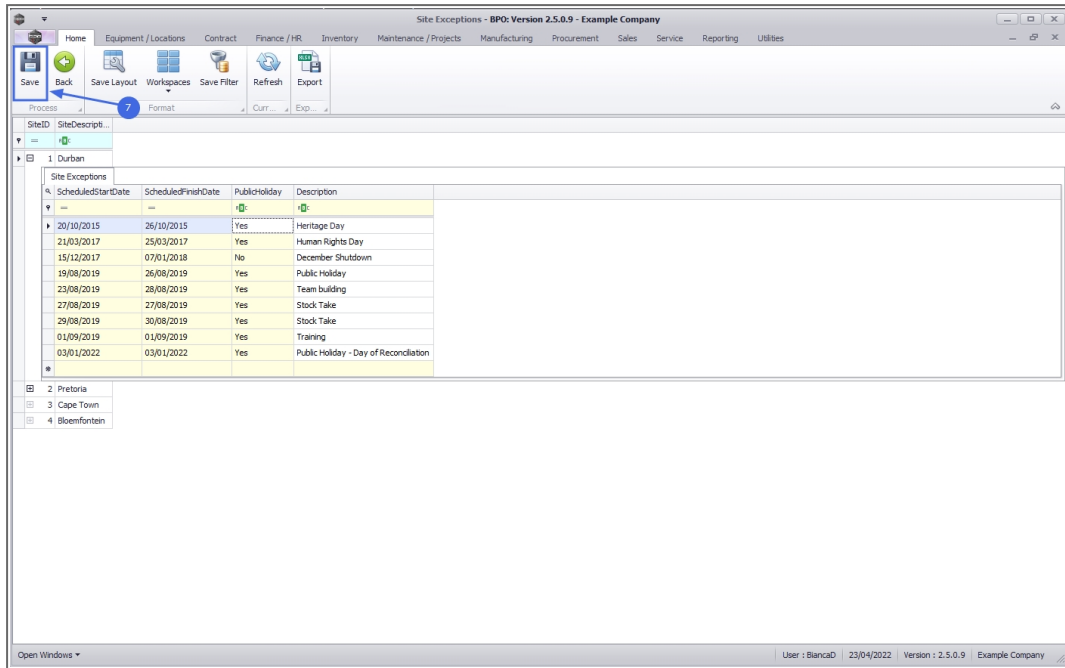
5. When you receive the Delete Exception message to confirm;

- Are you sure you want to delete the site exception?

6. Select Yes



7. Click on **Save** to save the changes.



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