

Deleting a Custom Date

- You will need to check existing SDM/ID/RPPR schedules when custom dates or opening days are amended.
- 1 You cannot delete default public holidays.
- 1. From the Edit Custom Dates, highlight the custom date you want to delete and press [F2 Edit].
- 2. The Edit Custom Date window displays.

Edit Custom Date	– – ×			
Custom Day				
Date	30/10/2016			
Details	Diwali			
Open				
Opening Time	08 : 00			
Closing Time	17 : 00			
Added on 22/11/2016 at 15:05 by Victoria Smith				
Deleted	✓ F10 - Save X Cancel			

- 3. Select the **Deleted** tick box.
- 4. Press [F10 Save].

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 May 2022		Joanne Hibbert-Gorst

Contact us

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For more information contact: **Telephone: 0344 209 2601**