

## Tip Sheet on How To Edit Your Medianet Holiday Calendars

It is important that you keep your holiday calendars current since the automated EndDay uses your center's holidays!

Access the holiday file from Subsystem by entering UP,ED (Update-Edit). When you are asked for a File or Project, enter "holiday."

You will then be at the top of your holiday file in full-screen edit mode. You may want to refer to the [Tip Sheet](#) for editing.

At the top of most of your holiday files, there are comment lines which explain the format of the entries in the file. You may gain valuable knowledge by studying these comments.

If there are preliminary comments in your holiday file, you may get to calendar 0 (zero) by using the Page Down key.

**NEVER** delete the lines that begin with an asterisk (\*) since these lines distinguish among the sections of the file and are referenced internally in Medianet by the number following the asterisk.

**NEVER** delete the line "H SA SU." That line defines Saturdays and Sundays as holidays.

All other holidays for your media center must be designated in a line that starts with "H," followed by the date of the holiday in YY/MM/DD format. Be careful since Americans are not used to entering dates with the year first. Each part of the date must contain two numbers; i.e., February must be shown as "02" not "2."

Dates must be kept in order.

You may delete dates that are older than today.

When you enter a range of dates, you must repeat the entire YY/MM/DD sequence in the second part of the date range; e.g., 01/11/22-01/11/23 or 01/12/24-02/01/02.

You may have other calendars for the school districts that you serve if you wish. These each would have a section number following an asterisk. This number is then entered at question 28 in Update-Client for a school. It is not necessary to put a holiday in another section if it is already in Calendar 0, since all the holidays for Calendar 0 apply to all other calendars as well.

Some sections of your holiday file contain calendars for your delivery modes/routes. Do not change or delete these sections without first consulting your Medianet support representative.

**IMPORTANT:** You must call your Medianet support representative every time you make changes to your holiday file, because he or she must run a setup program which checks the holiday file for errors. If there are errors, your holidays will not be in effect and there will be problems during the next EndDay run.

Below is part of a correctly formatted holiday file which illustrates some of the above points.

```
!!!=====
!!!=====
! Your media center's holidays
*0
H SA SU
H,01/09/03
H,01/10/19
```

H,01/11/22-01/11/23

H,01/12/21-02/01/02

H,02/01/21

H,02/02/18

H,02/03/29

H,02/05/27

! Monday/Thursday delivery (Route 1)

\*1

H T U W F

! Tuesday/Friday delivery (Route 2 & Groveport)

\*2

H M W T H

! Canal Winchester

\*10

H,02/02/19

H,02/03/29-02/04/05