

Setting Up Alternate Opening Hours in AutoPublish

1. Log in to AutoPublish under OAC_Admin at www.tco.asn.au/admin
2. Click on the Open Hours menu option.
3. In the field labelled Group, type in "Reduced Hours (Dec 24 - Jan 15)" or whatever the appropriate date range is ... this will be the title for your new set of open hours.
4. Select the text you just entered and copy it into the Windows clip-board (to speed up adding subsequent entries).
5. Select the "day" and the "from" and "to" hours for the first day of the week you want to enter (eg. Monday).
6. Click on "Submit".
7. Click on "[add new entry?]" to add a new day (eg. Tuesday, etc.)...
8. Remember to paste the text "Reduced Hours (Dec 24 - Jan 15)" or whatever is the case in your OAC from the Windows clip-board into the Group field for each new entry you add.
9. Click on <<continue>> when you've finished adding all the days.

Open up your website and make sure the display is correct.

When the reduced hours period is over just delete these entries (you will have to check carefully which are which because in the OAC_Admin display they will be mixed in with your regular opening hours entries).