

Special Hours Widget

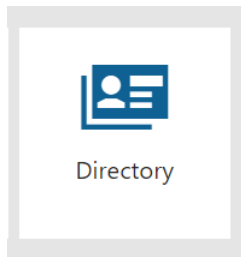
What is the Special Hours Widget?

During certain times of the year, departments or locations may have special extended or reduced hours. For example, in the fall a retailer may extend the hours at their grain receiving locations to handle all the grain coming in.

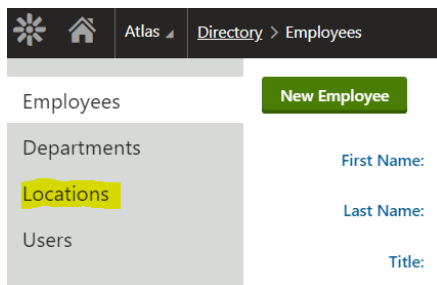
We have created a way to display these special hours and keep website visitors up to date with the latest information. The widget allows you to set special hours for certain locations, while maintaining regular hours for the rest of the locations on your location pages.

Setting Up the Hours







1: Setting the special hours for each location is handled in the Directory. Navigate to the Directory Application in the backend of Kentico.



2: Click on “Locations” in the side bar



3: Using the green pencil, open the Location Information for the location you would like to have special hours.

| Actions | Default Location | Name |
|---|------------------|----------------|
|   ... | False | Bad Habit Bre |
|   ... | False | Bent Brewstill |
|   ... | False | Childhood Br |

4: Scroll to the bottom of the information and find the section call “Specialty Hours”. Check the box to denote this location has special hours:

The screenshot shows a mobile application interface for managing a location. At the top, there is a navigation bar with a home icon, the text 'Atlas', and a breadcrumb trail 'Directory > Bad Habit Brewing Company (RP Locations)'. Below the navigation bar is a 'Save' button. The main content area is divided into sections: 'Location' (with a photo), 'Image1' (Title, Description, Alt Text), 'Image2' (Title, Description, Alt Text, Order), 'Unsorted' (E-Commerce Location, ERP ID), and 'Hours'. The 'Specialty Hours' checkbox is highlighted in yellow.

5: After checking the box, fields will appear to allow you to input the appropriate hours for each day of the week for that location. The default setting is for each location to be closed. Uncheck the “Closed” box to add your hours:

The image shows two side-by-side screenshots of the 'Hours' section. The left screenshot shows the 'Specialty Hours' checkbox checked, and all days from Monday to Sunday are listed with a checked 'Closed' checkbox. The right screenshot shows the 'Specialty Hours' checkbox checked, and the 'Monday Hours' section is expanded. The 'Closed' checkbox is highlighted in yellow, and time selection fields are visible for Monday (12:00 AM and 12:00 PM). The other days (Tuesday through Sunday) are also listed with checked 'Closed' checkboxes.

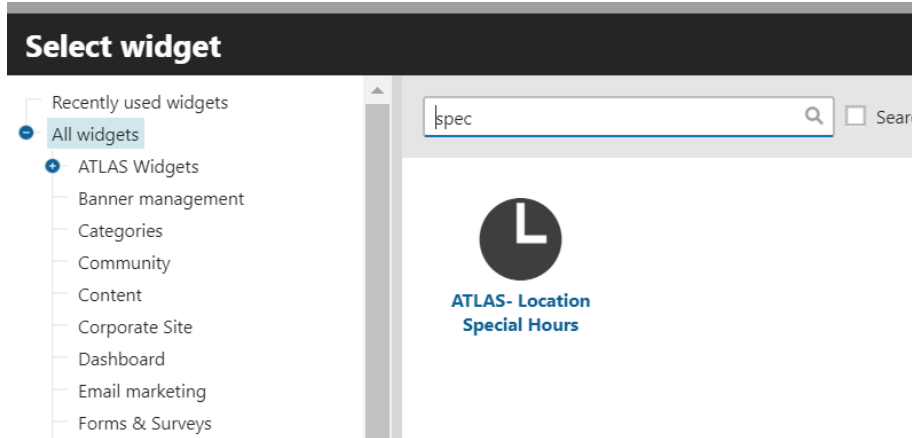
6: After selecting all the appropriate hours, for this location. Save at the top of the page and repeat the steps for each location that has special hours.

This is a partial screenshot of the location management interface, showing the navigation bar with the home icon, 'Atlas', and 'Directory > Bad Habit Brewing Company'. Below the navigation bar is a 'Save' button. The 'Location' and 'Location Employees' sections are partially visible.

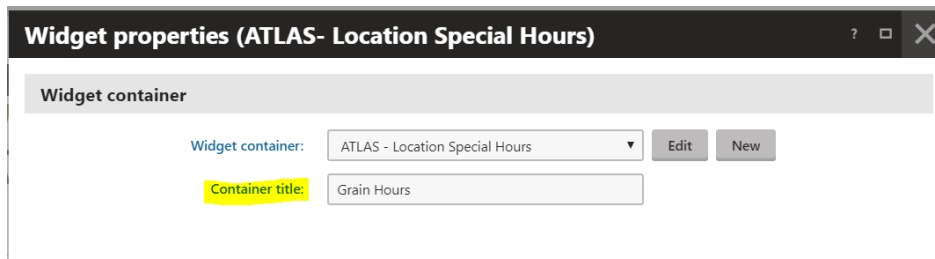
Adding the Special Hours Widget to a Page

7: Once you have the hours set up in the directory (**Steps 1-6**), you can now add the Special Hours Widget to a page (*we recommend a special page designated for this information for easy accessibility*).

Simply use the hamburger button to add a new widget and look for the “ATLAS-Location Special Hours” widget. Select the widget to add to the page



8: Once it is added to a page, the configuration window will appear. The only thing you need to do here is decide if you want a container title or not. This title will appear over the list of locations. Examples of appropriate titles include “Harvest Hours”, “Holiday Hours”, “Planting Hours”, “Summer Hours”



9: After hitting save & close on the configuration window, the page will refresh, and you will see just the locations you have denoted as having specialty hours in the Directory (**steps 1-6**).

Grain Hours



This widget pulls in the locations in an accordion style with the hour information and phone number accessible after clicking on the location. We recommend putting text on the page such as “*please click on a location below to view the update hours*” to make it easier for less tech-savvy users.

For an example of this widget in action, please see:

<https://www.midiowacoop.com/Grain/Harvest-Hours>