Updating Your Office Hours

1. Login here.
2. If everything is working properly, you should immediately see your Dashboard.
3. Under "Your Organizations," click "location details."
4. Update your hours in the new format.
5. Record any special considerations such as lunch break, open certain weekends, etc in the "Service Hour Notes" section.
6. Click Save.
7. Repeat the process until all the locations have been updated.

Dashboard - Julie Stepp

❶ Security Warning The CiviCRM debug log should not be downloadable.
Read more about this warning
View details and manage alerts

Your Organization(s)

Organization	Address	Phone	Email	
Heartbeat VIPs	5000 Arlington Centre Blvd Columbus, OH 43220 United States	6148857577	dlunsford@heartbeatinternational.org	edit | remove location details

▶ Employee(s)

Add New Affiliate Branch

Test Heartbeat Location	5001 Arlington Centre Blvd Columbus, OH 43220 United States	614-885-7577	jstepp@heartbeatinternational.org	edit | remove location details

▶ Employee(s)

Add New Affiliate Branch

Sunday: Open	Closed
Sunday: Closed	Closed
Monday: Open	9:00 AM
Monday: Closed	5:00 PM
Tuesday: Open	8:30 AM
Tuesday: Closed	5:00 PM
Wednesday: Open	- select Wednesday: Op...
Wednesday: Closed	- select Wednesday: Clo...
Thursday: Open	- select Thursday: Open -
Thursday: Closed	- select Thursday: Closed -
Friday: Open	- select Friday: Open -
Friday: Closed	- select Friday: Closed -
Saturday: Open	- select Saturday: Open -
Saturday: Closed	- select Saturday: Closed -

Friday: Open	- select Friday: Open -
Friday: Closed	- select Friday: Closed -
Saturday: Open	- select Saturday: Open -
Saturday: Closed	- select Saturday: Closed -
Service Hour Notes	
County (Primary)	Franklin

✔ Save   ✖ CANCEL