



Calendar - Microsoft Internet Explorer

Manage Provider Calendar

November 2005

Minute Menu

Events for the day of **November 25**

Closed for Business

Specific Meal

- Breakfast
- AM Snack
- Lunch
- PM Snack
- Dinner
- Evening Snack

If you were closed only *part of the day*, Select only the meals in which you were closed by un/checking them in the table on the right.

Remove Close

Added **Closed for Business** to November 25

Drag and drop the appropriate event (use the boxes on the left) onto the relevant date in the calendar. Double-click a date to delete any event. Click [Save] when done.

Save Close

Done Internet

If you were closed the entire day, then leave this area alone. Otherwise, follow the "yellow" area directions.

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Manage Provider Calendar

November 2005

Closed for Business

Open on Holiday

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|---------------|-------------------------|-----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 Holiday | 25 Closed for Busine | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Added **Closed for Business** to November 25

Drag and drop the appropriate event (use the boxes on the left) onto the relevant date in the calendar. Double-click a date to delete any event. Click [Save] when done.

Save Close

Done Internet

Results: All meals will be denied on the 25th.