

## Agency Days and Hours Setup

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### **Purpose of this document**

This document explains step-by-step procedures on how to record the days and hours of operations of the various Agencies in Ceres.

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## Agency Days and Hours Setup

### Purpose

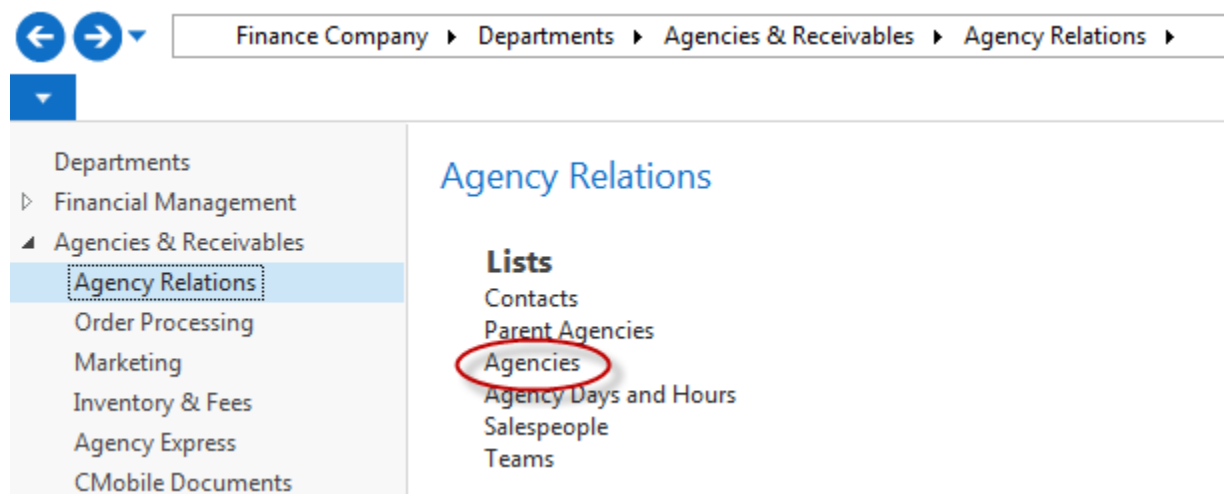
The Agency Days and Hours functionality provides Ceres users with the ability to record the days and hours of operations of the various Agencies.

This is required reporting information for some grants such as the State of NY HPNAP, but is also useful information for all food banks in making determinations of Agency Capacity.

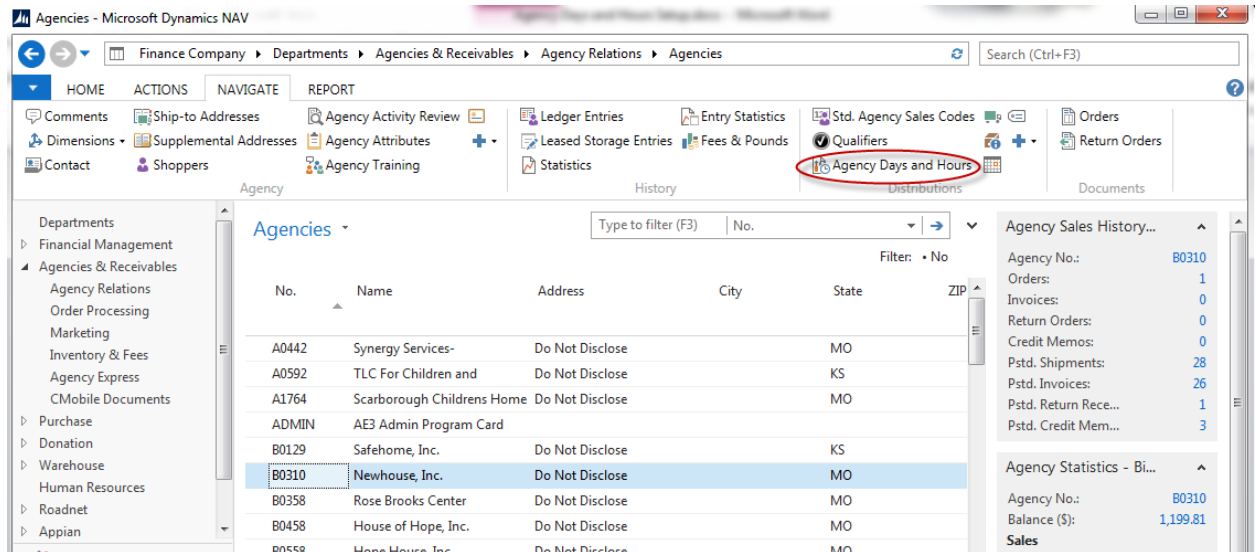
*Ceres Object release 4.01.75 is required for the functionality described in this document.*

### Accessing Agency Days and Hours

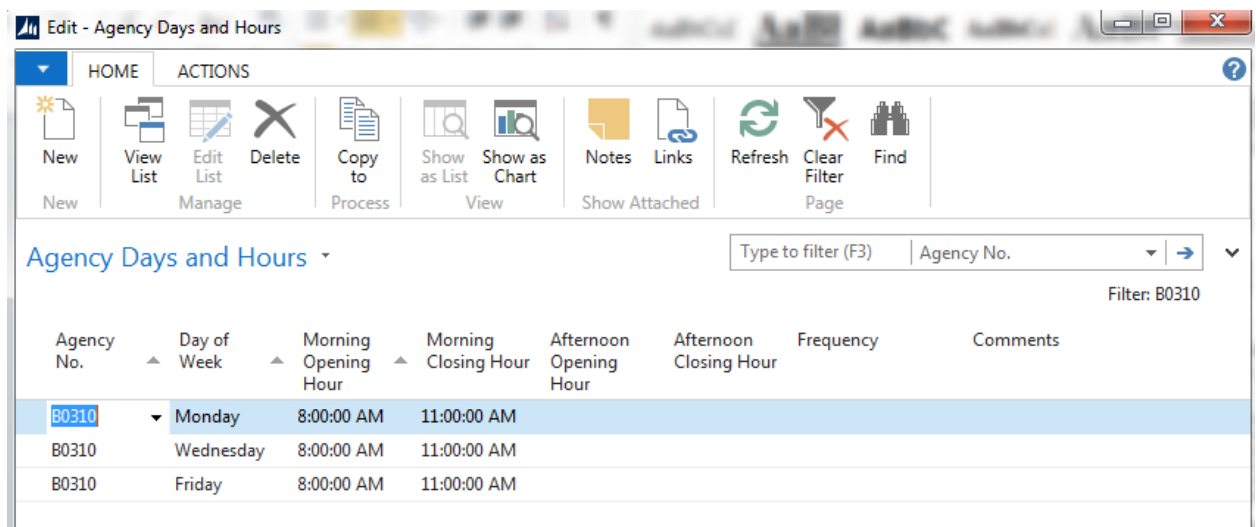
1. Agency Days and Hours may be accessed from either the Agency List or the Agency Card. In either case it is accessed from the Navigation ribbon available on the Agency Card or Agency List. Go to Departments → Agencies & Receivables → Agency Relations → Agencies. You will see the list of Agencies.



2. Select **Navigate** → **Distributions** → **Agency Days and Hours**.



3. To enter a new record click on New from the Home Ribbon. To edit an existing record click on the line you wish to change.



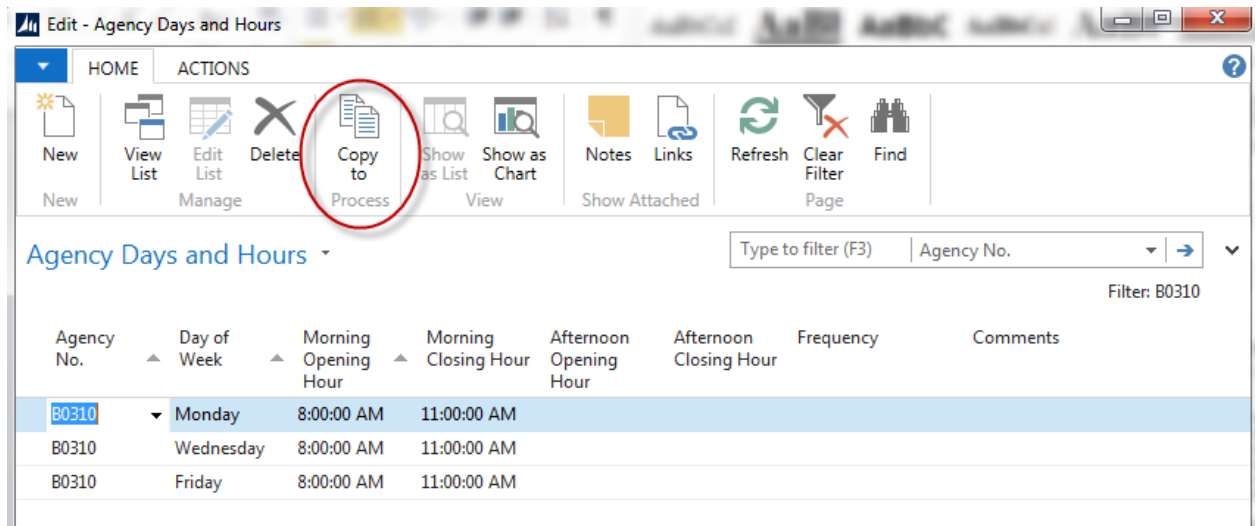
4. Enter the day of week or use the AssistButton to select the day of week.
5. Enter the hours of operation by filling in the Morning Opening Hour, Morning Closing Hour, Afternoon Opening Hour, Afternoon Closing Hour.

6. The Frequency code can be selected from a drop down list of valid frequency codes that are user defined.
7. Enter any Comments and Meal Types served related to that day.
8. Check the 24/7 field if appropriate.

**Note:** The key to the Agency Days and Hour table includes the Agency No., Day of the Week and the Morning Opening Hour. If you change any of these on an existing line the system will ask you to confirm that you are renaming the record.

## Copy to Functionality:

1. If you have several Agencies with similar hours you may use the copy function to update other agencies. To use this function select the Home → Copy to function.



2. From the Copy Agency Days and Hours FastTab you can filter the copy from records. By default the current Agency, and all days will be used. You may change the filters to only copy a particular day. Please note that if you copy records to another Agency and the record already exists, the existing records will not be overwritten.
3. In the Copy to Agency FastTab filter the Agencies you want to copy to. In the example below, Ceres will copy all days of the week for Agency A-001-1 to Agency A-001-2. Press OK to copy the records.

Edit - Copy Agency Days and Hours

**ACTIONS**

Clear Filter  
Page

**Agency Days and Hours**

**Show results:**

✗ Where Agency No. ▼ is B0310

✗ And Day of Week ▼ is Select a value ▼

+ Add Filter

**Copy to Agency**

**Show results:**

✗ Where No. ▼ is B0558

+ Add Filter

**Limit totals to:**

+ Add Filter

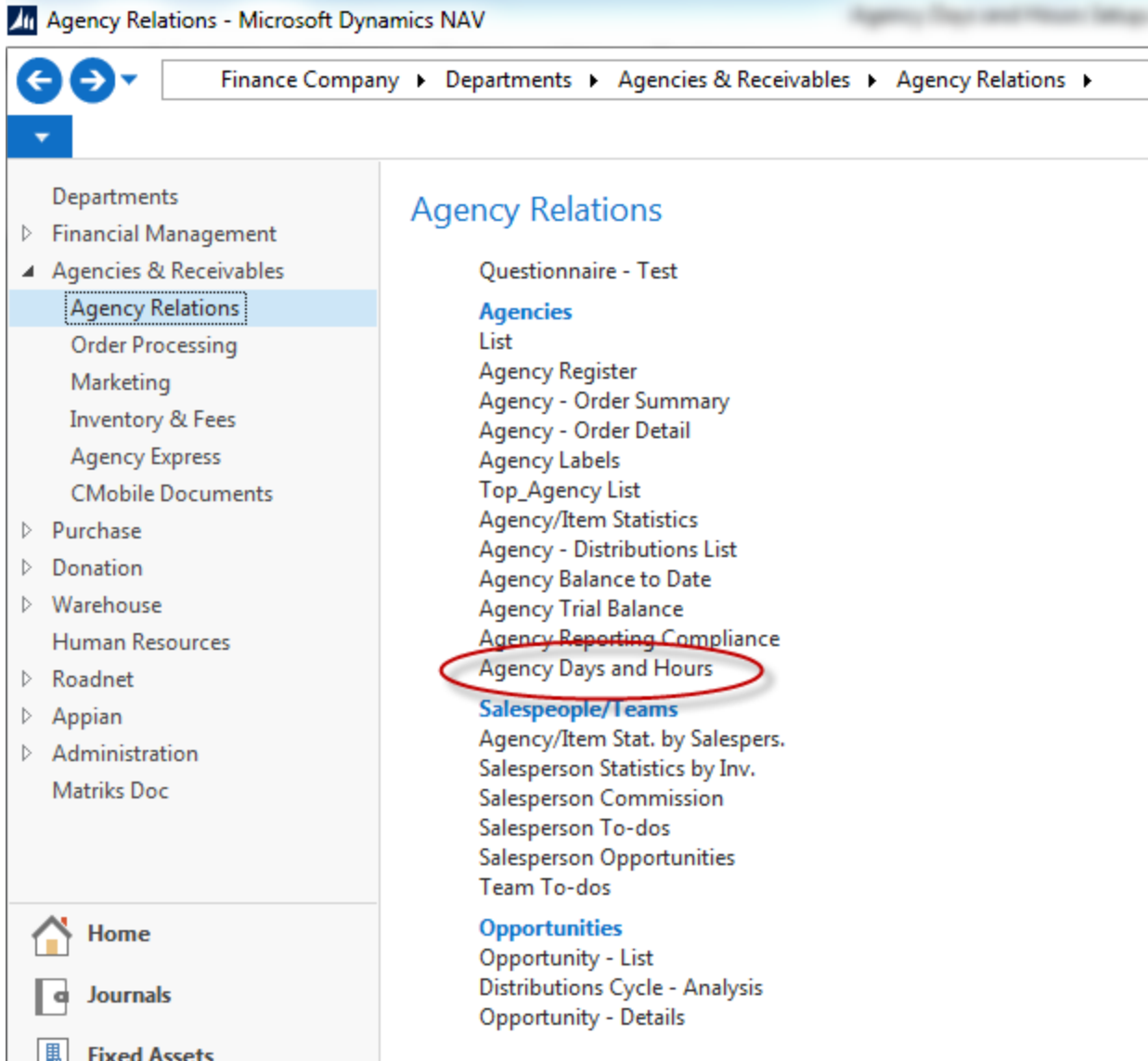
OK Cancel

## Agency Days and Hours Report

An Agency Days and Hours Report can be printed that is based on the setup outlined above. To print the report, go to Departments → Agencies & Receivables → Agency Relations → Reports and Analysis → Reports → Agencies. → Agency Days and Hours.

You can also export the Days and Hours Page to Excel using base Ceres functionality.

The Ceres report can be accessed as defined below, and the report data can also be exported to Excel using base Ceres capabilities.



1. On the Options FastTab, place a checkmark in the Print Details field if you would like the Agency Name, Address and other contact information to print.
2. On the Agency Days and Hours FastTab you can set filters for Agency No, City, Zip Code, etc. to limit what prints on the report.

Edit - Agency Days and Hours

ACTIONS

Clear Filter

Page

Options

Print Detail: ☒

Agency Days and Hours

Show results:

Where Agency No. ▼ is B0129|B0310

+ Add Filter

Print... ▼ Preview Cancel

3. Select Print to print a hard copy of the report, or Preview to preview the report before printing.



## Agency Days and Hours

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Agency No.	Day of Week	Morning Opening Hour	Morning Closing Hour	Afternoon Opening Hour	Afternoon Closing Hour	Frequency	24/7	Meal Types	Agency HPNAP ID	Last Modified Date
B0129	Safehome, Inc. Necole Foreman Do Not Disclose KS					Contact Name: Necole Foreman Contact Phone No.: Contact E-Mail: FBC Agency Category: BATTERED				
B0129	Tuesday	9:00 AM	11:00 AM	1:00 PM	3:00 PM		No			12/6/2012
B0129	Thursday	9:00 AM	11:00 AM	1:00 PM	3:00 PM		No			12/6/2012
B0310	Newhouse, Inc. Bea Lynn Tucker Do Not Disclose MO					Contact Name: Bea Lynn Tucker Contact Phone No.: Contact E-Mail: FBC Agency Category: BATTERED				
B0310	Monday	8:00 AM	11:00 AM				No			12/6/2012
B0310	Wednesday	8:00 AM	11:00 AM				No			12/6/2012
B0310	Friday	8:00 AM	11:00 AM				No			12/6/2012

## Related Topics:

1. Agency Overview
2. Parent Agency Overview