Configuring

Creating no-service periods

You can create a no-service period for each time when your installation does not provide services (for example, a holiday).

The service policy specifies whether all the no-service periods apply to the service policy. If they apply, RICOH ProcessDirector adjusts the planned checkpoints of jobs so that they do not occur during the no-service periods.
All the no-service periods work together as one unit. A service policy can specify whether all the no-service periods apply to the policy. However, a service policy cannot specify which no-service periods apply.

If a no-service period applies to every day of a month or year, you can select **All** in the **Day** property. However, if a no-service period applies to every day of a week, you must create one no-service period for each day. For example, if no service is provided:

- From 16:00 to 23:59 every day of the year, create 1 no-service period object and select **All** in the **Day** property.
- For one week in a year, create 7 no-service period objects: one for each date.

To create a no-service period:

1. Click the **Administration** tab.
2. In the left pane, click **Objects ⟹ No-Service Periods**.
3. Click **Add**.
4. Fill in the required and optional properties. To see information about any of the properties, click the ? icon next to the property name.
5. Click **OK**.

> ⬇ **Note:**
> ○ No-service periods are not considered for deadlines set with the **SetDeadline** step in a workflow or the **Change Deadline** action on the job.

Parent topic: Setting up no-service periods