

Configuring

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Using supplied no-service periods

RICOH ProcessDirector provides these predefined no-service periods: **Every Saturday**, **Every Sunday**, and **January 1**. You can change the properties of the supplied no-service periods and use them in your installation. Or, you can delete them if they are not useful.

In each service policy, you must specify whether the no-service periods apply. If they apply, RICOH ProcessDirector adjusts the planned checkpoints of jobs so that they do not occur during the no-service periods.

To use a supplied no-service period:

1. Click the **Administration** tab.
2. In the left pane, click **Objects** \Rightarrow **No-Service Periods**.
3. Select the supplied no-service period and click **Properties**, or click the no-service period name.
4. In the properties notebook, make the appropriate changes. To see information about any of the properties, click the  icon next to the property name.
Notice that the **Year** property in all supplied no-service periods is **2006**. To use the no-service period, change the **Year** property to the current year or leave the **Year** property blank if the no-service period applies to all years.
5. Click **OK**.

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