

## Configuring

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### Setting up no-service periods

No-service periods define the periods of time when your installation does not provide services (for example, holidays and weekends). Each service policy specifies whether all the no-service periods apply to the service policy.

⬇ **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.

RICOH ProcessDirector provides sample no-service periods that you can use. You can also create your own no-service periods. Each no-service period describes one period of time (for example, one holiday). 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.

To set up no-service periods:

1. Create one or more no-service periods, one for each time period.
2. In each service policy, specify whether to adjust planned checkpoints for the no-service periods.

#### In this section:

[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.

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

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