



APOGEE
design systems

Apogee Design Support Center

User Manual: *How to update Business Hours*

How to Update Business Hours

1. To Update your Store 'Hours' visit the Settings > **Business Hours** tab, located on the left side of you site dashboard
2. You may then enter your Store 'Hours' into the table present, to set a day for '**Closed**', leave the fields blank.
3. You may also enter **Exceptions** in the table below, which allows for single or repeating occurrences to be entered ie: holidays, birthdays, etc.
4. Once you are finished editing your store hours on the site click '**Save**'.

Business Hours

Business hours for each day of the week

Leave the fields empty for the days your business is closed.

Day	Open	Close
Monday	<input type="text" value="10:00"/>	<input type="text" value="19:00"/>
Tuesday	<input type="text" value="11:00"/>	<input type="text" value="20:00"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text" value="10:00"/>	<input type="text" value="18:00"/>
Friday	<input type="text" value="11:00"/>	<input type="text" value="22:00"/>
Saturday	<input type="text" value="09:00"/>	<input type="text" value="10:00"/>
Sunday	<input type="text"/>	<input type="text"/>

Exceptions

Exceptions allow you to set different business hours for specific days (ie: Holidays, Vacations, etc).

Instructions:

- 1) Click on "Add Exception".
- 2) Select a day, month and / or year (i.e. To add an exception for every March 1st select day 1, month March and leave the year empty).
- 3) Type the open and close hours for this exception. Leave empty if your business remains closed during this exception.
- 4) If you want to add more exceptions, click the 'Add Exceptions' button and repeat this process in the new added row.
- 5) Need help setting exceptions? [Open a ticket in GitHub](#)

Day:	Month:	Year:	Open:	Close:	
<input type="text" value="27"/>	<input type="text" value="November"/>	<input type="text" value="Every year"/>	<input type="text" value="12:00"/>	<input type="text" value="16:00"/>	<input type="button" value="Remove"/>
Day:	Month:	Year:	Open:	Close:	
<input type="text" value="Every day"/>	<input type="text" value="March"/>	<input type="text" value="2013"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>