

Below are examples of properly created time frames.

Hours Per Day with multiple events - This works best if you have multiple events with specific times of the date.

Example: 3-day meetings - This is an example of when you have a meeting for that specific time and dates.

This rule will apply from June 27, 2017, to June 30, 2017, at 2:00 pm to 3:00 pm

Add a Timeframe

Name	3 Day Meeting Note: Name cannot be changed
When	Always Days of the week and times Specific dates or ranges
Specific dates or ranges	06/27/2017 2:00 pm

Multiple whole day events - This works best when you set up a time frame for a holiday or a 3 day weekend.

Example: 3 day weekends.

this rule will apply from 12:00 am on July 2, 2017, to 11:59 pm of July 4th.



Add a Timeframe

Name	4th of July
When	Always Days of the week and times Specific dates or ranges
Specific dates or ranges	07/02/2017 12:00 am to 07/04/2017 11:59 pm to

If however, you wanted to set up this time frame to 8:00 am on July 5th. you need to add an extra date and ranges settings.

