

## Back date the "Start Date" of a Voyager Circulation Calendar

- **Product:** Voyager
  - **Product Version:** 8
  - **Relevant for Installation Type:** Multi-Tenant Direct, Dedicated-Direct, Local, TotalCare
- 

### Question

I have a task where I need to temporarily back date the "Start Date" of our current Voyager Circulation Calendar. How can I do that?

### Answer

There are two methods:

1. You can go into the current Voyager Calendar, note the current Start Date, edit the Start Date to the desired date, and then Save the Calendar. When you are done with your task you can reset the Start Date to what it was previously.
2. You can go to the relevant Policy Definition and select an Available Calendar that includes the date your task requires, and move that Calendar to the Selected area in the Policy Definition. Note that to have multiple Calendars selected, each Calendar must have a begin and end date and no begin or end dates can overlap with another Calendar's begin or end date. Make sure you when make this change that you use the *single* arrow and not the double arrow to move the Calendar. When you have completed your task you can move the newly selected Calendar back to the Available area.

- 
- **Article last edited:** 20-Aug-2019