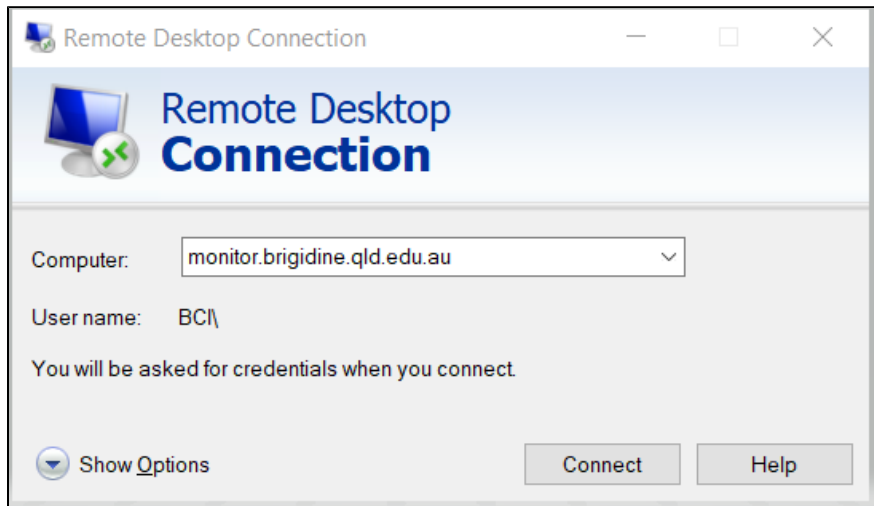


Setting Public Holidays/Specific Dates to "Can't Order" in MyMonitor

STEP ONE:

Open "Remote Desktop Computer"

Insert monitor.brigidine.qld.edu.au into the computer section



STEP TWO:

Open MyMonitor Administrator found on the desktop of the computer

[blocked URL](#)

STEP THREE:

Navigate to "Tools" and Select "Calendar"

[blocked URL](#)

STEP FOUR:

Navigate to "Days that orders can't be make" and Select Edit

[blocked URL](#)

STEP FIVE:

Select the Dates you wish to mark as non-order days. Once all dates are input, select save and exit out of the application.

[blocked URL](#)

STEP SIX:

Ensure you sign out of the "Remote Desktop" to exit the computer.

This is done by going to windows, clicking your account (found in the top right corner) and selecting "Sign Out"