ADJUSTING HOURS
For Your Dealership and Departments

Through your website development process all the way through your continued journey post go-live, our goal is to equip you with the necessary tactics to create a pro website.

Whether you are looking to update your hours for the upcoming holiday, or just need to make a change, we'll show you how to Adjust your Dealership Hours:
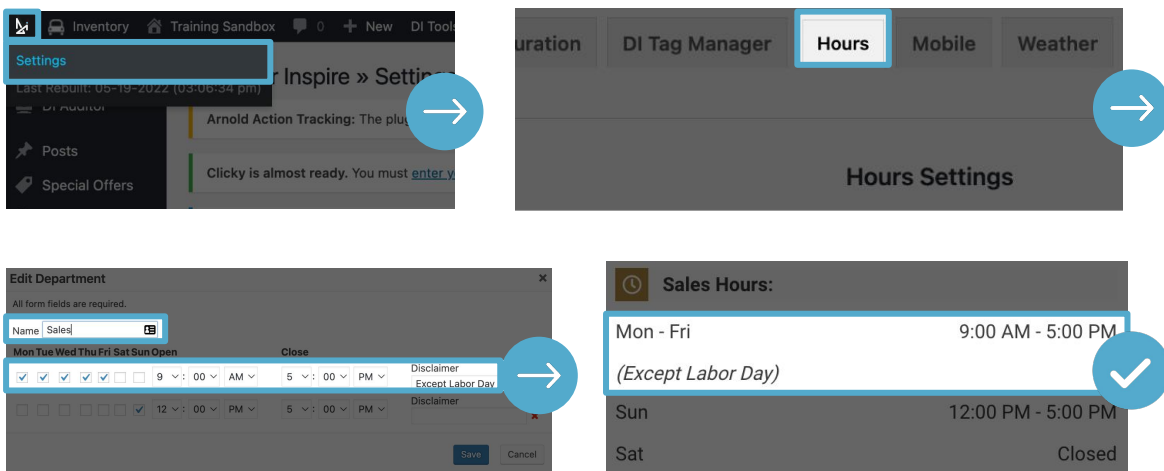
ADJUST HOURS

To start, log in to the backend of your website and click the **DI logo** in the top left corner. **Click Settings**.

On the settings page, click the **Hours tab**. Dealership hours will be displayed by department. Click **Edit** on the respective department you want to make changes to.

An edit window will appear. Here, you can check boxes for the days you are open, adjust open and close times with a time gauge, and add disclaimers like "Holiday Hours."
Note: If you need to add multiple Disclaimers click the green plus sign (+). If you need to delete a disclaimer line, click the red negative sign (x).

Don't forget to click **Save** in the editor window. Once all departments have been updated, click **Save Changes** on the main Hours page. Once changes are saved, we recommend you **Reload Cache** at the top of your webpage. Your adjusted hours will now be reflected on the rest of your website.

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Now that you know the basics to updating your store hours per department, let's take a deeper dive into Hours Settings and Specials.

SPECIALS

The Specials section on the hours tab gives you the option to differentiate Regular Hours from Special Hours. Rather than utilizing the disclaimer, you can utilize the Specials option, which will add a Special Hours label to your Hours section on the front end of the website.

Specials

Add Special Hours for individual departments.

+ Add Department

To start, click **+ Add Department**. First, select what department you'd like the Special Hours to reflect under. From here, name your Specials, like "Holiday" or "Memorial Day." Next, choose the date, the open and close times, or select closed if this department will be closed.

Sales Hours:

Mon - Fri   9:00 AM - 5:00 PM

(Except Memorial Day)   **Disclaimer**

Sales Hours:

Special Hours

Memorial Day   **Specials**   12:00 PM - 4:00 PM

You can add multiple departments or times by clicking the (**+**). When you are happy with your changes click **Add**. Then click **Save Changes** on the hours page. Reload Cache and/or refresh the frontend of your website to see your changes reflected.

HOURS SETTINGS

Hours Settings is where you can change the labels associated with listed open, closed, regular, or special hours listed on the front end of your site. There are default settings added, like "Open Today!" for the Open Text default, but this can be changed if desired.

Specials and Hours Settings are ways to add more customization features to how you present your hours on your website.

Hours Settings

Set Global Hours Settings. These settings will be overridden by any hardcoded values.

[di_display_open_hours] Shortcode Settings:

Open Text
This changes the word "Open Today!" when a department is open that day
Current Value – Default

Closed Text
This changes the word "Closed" when outside of set hours in dynamic hours
Current Value – Default

[dealer_info] Shortcode Settings:

Regular Hours Label
This is the section header in the sidebar for Regular Hours
Current Value – Default

Special Hours Label
This is the section header in the sidebar for Special Hours
Current Value – Default

More of a visual learner? Watch our **Adjusting Dealership Hours** video below:

Watch

Have questions? Reach out to support@dealerinspire.com or trainers@dealerinspire.com