Holiday Calendar

Holiday Calendar is a feature through which all the holidays in a production year can be specified including the regular weekly offs. This is used to generate the production calendar which will effectively include the days of the year excluding the ones listed as holidays. This helps the system to effectively schedule the productions for the year.

Weekly Holiday Creation:

1. Open Holiday Calendar
2. Select Holiday Type as 'Weekly'
3. Tick a day
4. Select the date range as shown in the below screenshot
5. Click on Save button

General/Public Holiday Creation:

1. Open Holiday Calendar
2. Select Holiday Type as 'General/Public'
3. Select the holiday date range
4. Click on Save button

Holiday Calendar - Christmas Day

New   Save   Search   Delete   Undo   Close

| Details | Audit Log (1) | Comments (0) |

Holiday Type: General/Public

Holiday Name: Christmas Day

Weekly Holidays

☐ Sun   ☐ Mon   ☐ Tue   ☐ Wed   ☐ Thu   ☐ Fri   ☐ Sat

Start Date: 12/26/2016   End Date: 12/26/2016

Remarks:

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NOTE:

- Holiday Type:
    - Only one Holiday Type can be selected at a time.
    - Weekly Type specifies the repetitive non-working days of the week. E.g. Saturdays and Sundays.
    - General Type specifies holidays other than the weekly off. E.g. Labor Day, Thanksgiving Day.
- Weekly Holidays: This frame is enabled only if Holiday Type is Weekly.