# Holiday Schedule Setup

Last Modified on 12/18/2025 1:18 pm PST

**Pathway:** *Setup > Operations > Holiday Schedule*

The **Holiday Schedule Setup** tool is used to create, schedule, and update holiday dates. Scheduled holidays display in red on the customer service calendar to help users identify holidays and avoid creating work orders on those dates; however, the system does not prevent a work order from being created. This screen includes two grids for managing holidays: the top section defines the holidays, and the bottom section (**Holiday Schedule Items**) schedules them using date fields.



## Permissions

The following permission is required to view, add and edit the Holiday Schedule Setup screen:

| Permission ID | Permission Name |
|---|---|
| 24 | Setup \ Operations |

## Add Holiday Schedule

The *Add Holiday Schedule* tool creates holiday labels for holiday dates to be scheduled into.

### Add a Holiday

1. Select the **green '+' icon** and *'Add Holiday Schedule Item'* pop up label maker will appear.
2. Enter the **Name** of the holiday to the name field.
3. Enter a **Note** (optional).
4. Click **Save** when finished.

# Add and Edit Holiday Schedule Items

In the **Holiday Schedule Items** section, schedule the previously identified holidays using the **From Date** and **To Date** fields. If maintaining a history of holidays is not necessary, existing holiday dates can be edited to reflect current or future schedules.



### Add Holiday Schedule Item

1. Select the **holiday** from the upper grid you would like to create a holiday schedule for.
2. Select the **green '+' icon** and the *'Add Holiday Schedule Item'* popup editor will display.
3. Enter a **Name** for the holiday. This will display on the Customer Service Calendar for all accounts.
4. Enter a **From Date** in MM/DD/YY format. This is the date the holiday begins.
5. Enter a **To Date** in MM/DD/YY format. This is the date the holiday ends.
6. Enter a **Note** (optional). This displays on the Calendar for all accounts by hovering over the holiday

name.

7. Click **Save** when finished.

### Edit a Holiday Schedule Item

1. Select the holiday from the upper grid to open to display its associated Holiday Schedule Items tab in the lower grid.
2. Double click on the holiday schedule line item you would like to edit to open the Update Holiday Schedule Item popup editor.
3. Make your necessary edits and click away for the system to auto-save the change.