



Holiday Schedule Setup

Last Modified on 04/26/2024 3:59 pm EDT

Pathway: [Setup](#) > [Operations](#) > [Holiday Schedule](#)


Utilize the Holiday Schedule tool to create, schedule, and update holiday dates. Scheduled holidays appear on all customer calendars and the customer portal. The tool consists of two sections for managing recurring holidays: the top section identifies the holidays, while the bottom section (Holiday Schedule Items) schedules them using date fields.

HOLIDAY SCHEDULE SETUP SETUP > OPERATIONS > HOLIDAY SCHEDULE

NAME	NOTE
Company Meetings	
Christmas	
St Patricks Day	
Rolloff Schedule	
Commercial Schedule	

Holiday Schedule Items



NAME	FROM DATE	TO DATE	NOTE
Christmas	12/25/23	12/25/23	
Christmas 2024	12/25/24	12/25/24	

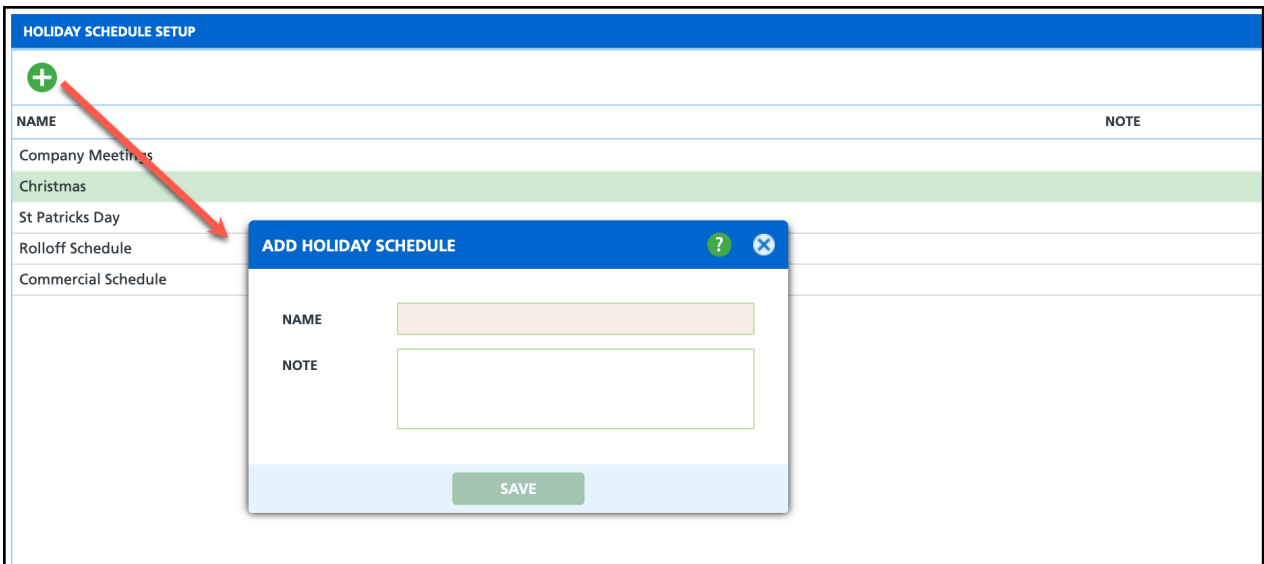
Permissions

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:

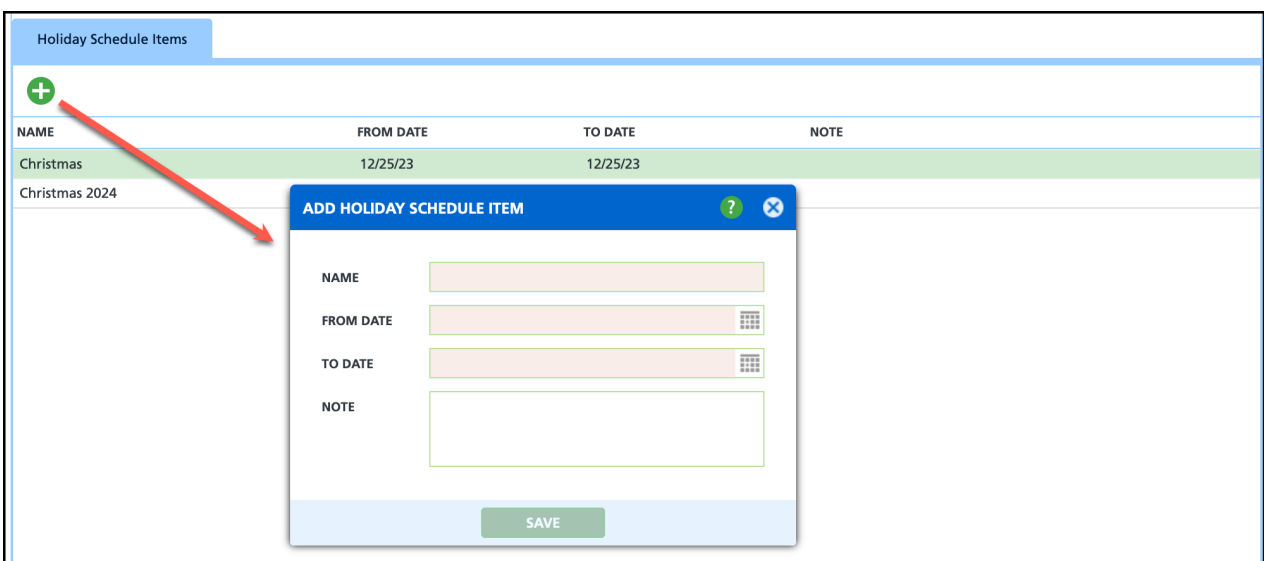
1. Select the **green '+' icon** and 'Add Holiday Schedule Item' pop up label maker will appear.
2. Enter the **Name** of the holiday to the name field.
3. Enter a **Note** (optional). Notes are internal and do not display on the Customer Calendar.
4. Click **Save** when finished.

Add Holiday Schedule Item

In the *Holiday Schedule Items* section, schedule the previously identified holidays using From Date and To Date fields. Select a holiday from the section above to begin scheduling.



IMPORTANT: Content entered in the **Name** and **Note** fields here display on the calendar for all accounts and customer portals.



Schedule a Holiday:

1. Select the **holiday** from the top section 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 displays on the 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.

Update Holiday Schedule Items

Modify the holiday name, append a note, or make date adjustments within the Holiday Schedule Items located in the lower grid.

The screenshot displays the 'HOLIDAY SCHEDULE SETUP' interface. At the top, there is a blue header with the title 'HOLIDAY SCHEDULE SETUP' and a breadcrumb trail 'SETUP > OPERATIONS > HOLIDAY SCHEDULE'. Below the header is a table with columns 'NAME' and 'NOTE'. The table lists several holiday schedule items: 'New Years Day', 'Christmas', 'St Patricks Day', 'Rolloff Schedule', and 'Commercial Schedule'. Below this table is a tab labeled 'Holiday Schedule Items'. Underneath the tab is another table with columns 'NAME', 'FROM DATE', 'TO DATE', and 'NOTE'. The first row in this table is 'New Years Day' with 'FROM DATE' and 'TO DATE' both set to '01/01/24'. A red arrow points to the 'New Years Day' entry with the text 'Double click'. A popup window titled 'UPDATE HOLIDAY SCHEDULE ITEM' is open over the 'New Years Day' entry. The popup contains four fields: 'NAME' (with 'New Years Day' entered), 'FROM DATE' (with '01/01/2024' and a calendar icon), 'TO DATE' (with '01/01/2024' and a calendar icon), and 'NOTE' (an empty text area).

1. From the upper grid, click on the holiday you would like to update and the holiday schedule items will display in the lower grid.
2. From the lower grid, double click on the holiday schedule item and the popup editor will display.
3. Update the field(s) the change applies and click away for the system to auto-save.