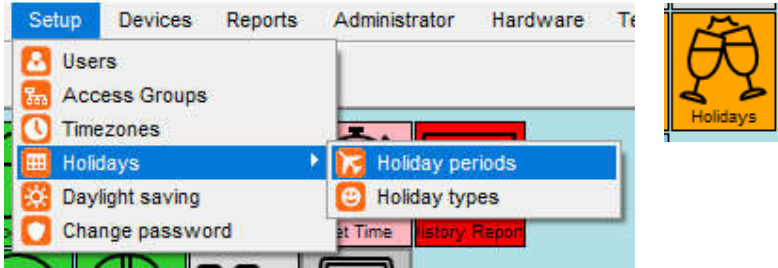


Creating Holidays

Step 1: Open the Holidays setup page. You can do this by clicking the Holidays Quick Access button or by selecting Holidays-Holiday Periods from the Setup menu.

Note: You can also create special Holiday types using the Holidays-Holiday Types menu. The Public Holidays type is already created but you can create your own type if you need to.



Step 2: Add the holiday using the button next to the list box and enter the dates and times as needed.

