

Import Public / Statutory Holiday List

Make sure you have completed following session(s)

- Duty Group Setup (Please refer [Duty Group Setup](#))

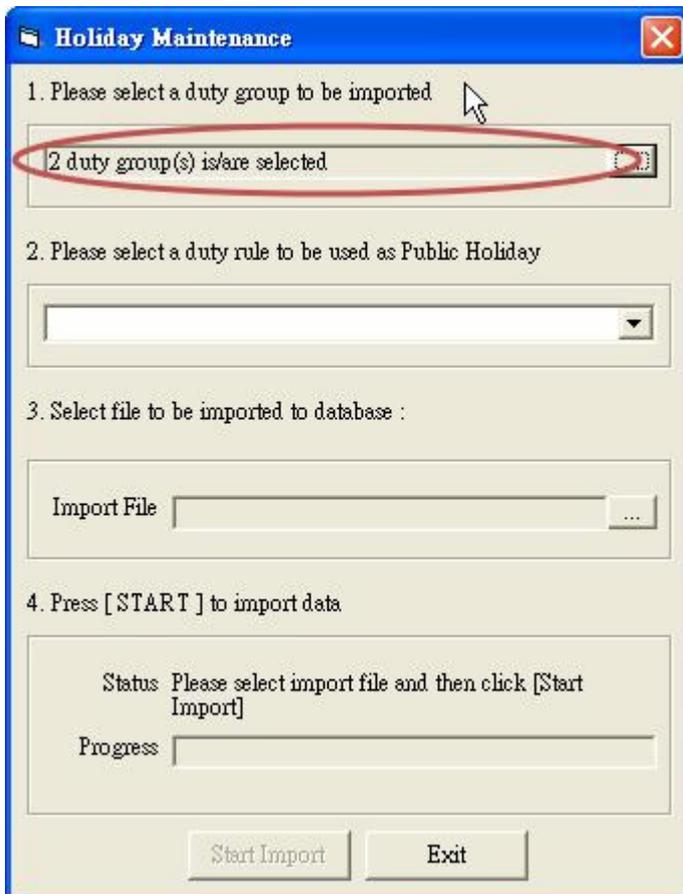
If your staff(s) will be arranged to day off on exact day of holiday, you can use this function to import holiday list to their duty group.

Steps

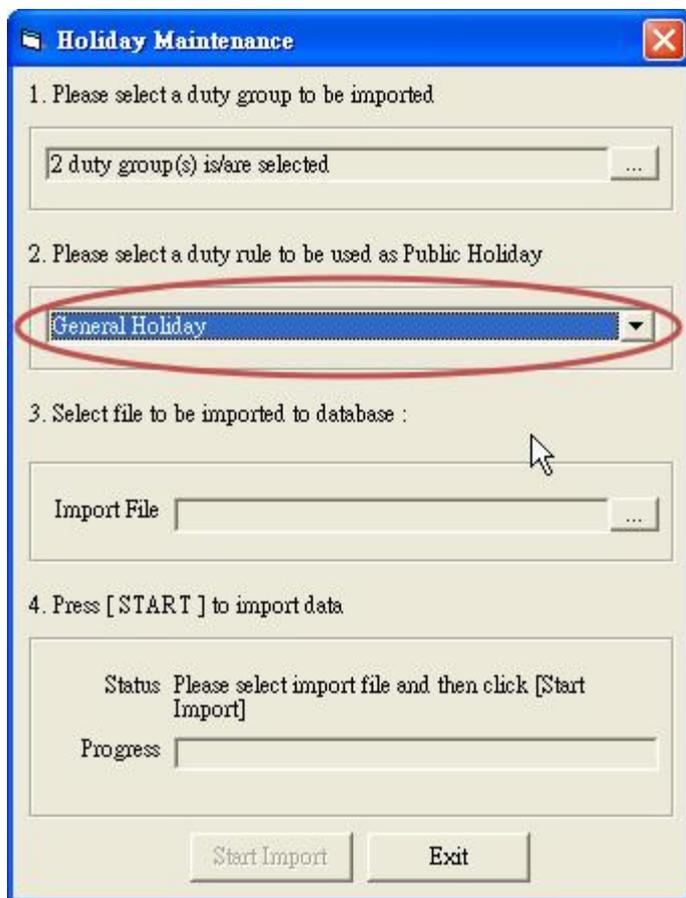
1. Go to [Main Screen] > [Setup] > [Holiday Maintenance]



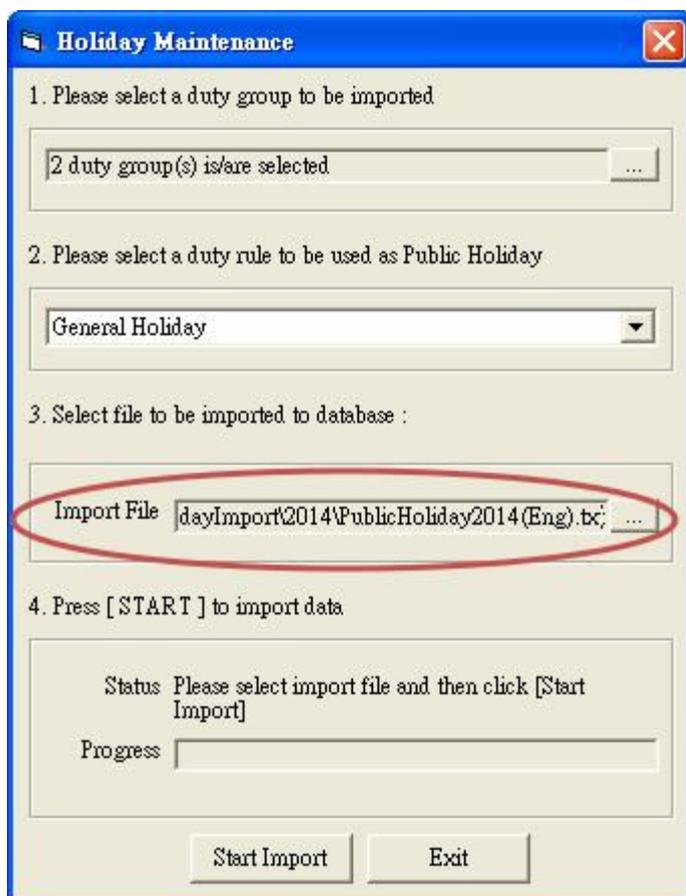
2. Select a duty group(s) to be import



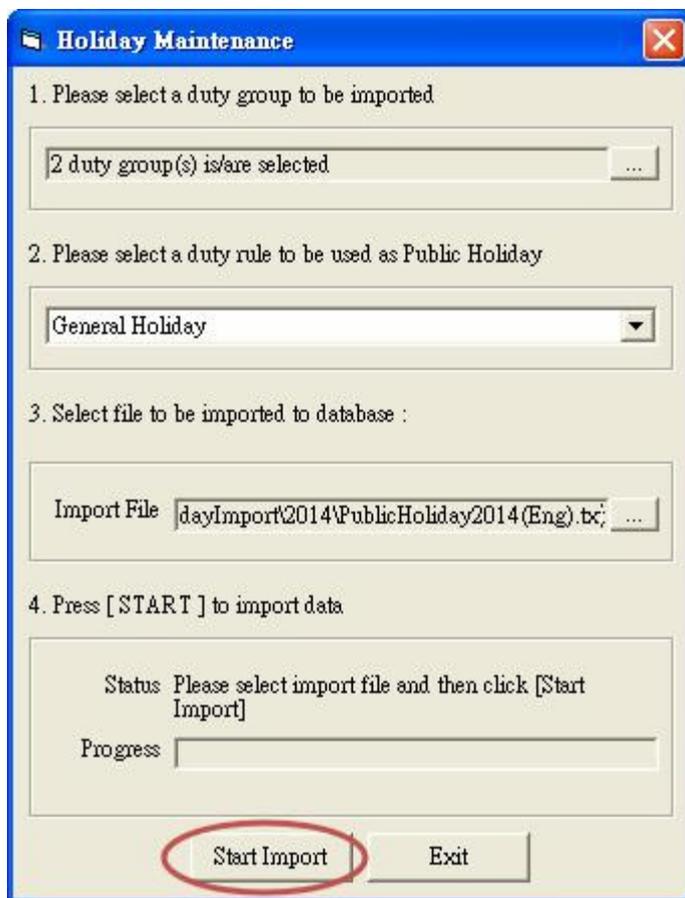
3. Select a duty rule to be used as Public Holiday



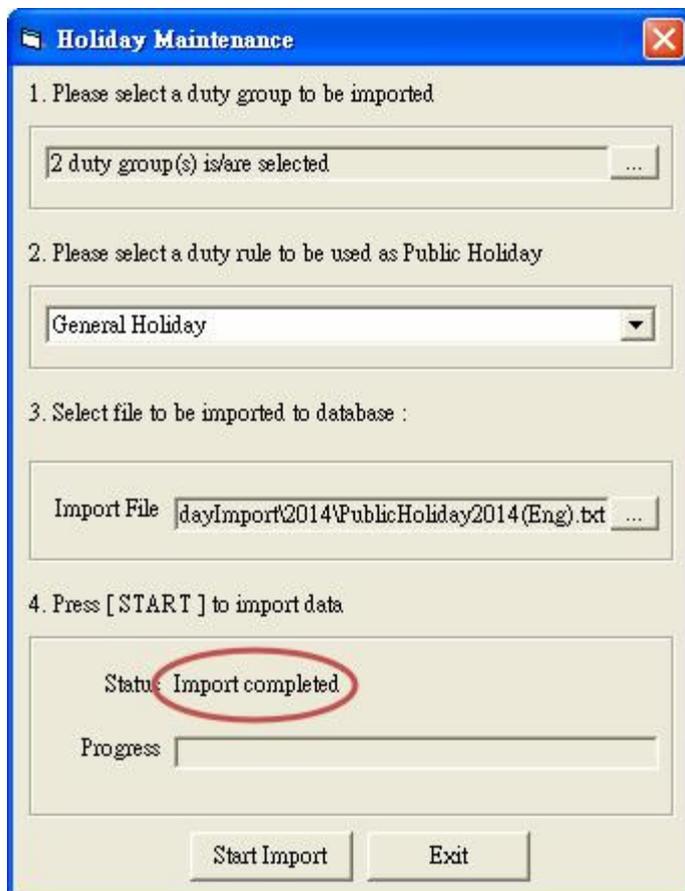
4. Select Holiday List to be import (We have 2 Holiday Lists for selection, one is Public Holiday, another is Labour Holiday)



5. Press [Start] to import holiday list



6. When the status shows [Import completed], the holiday list is already imported. You can also check the import result by [Main Screen] > Right click [Duty Group] > [Timetable Setup]



Calendar								
Duty Rule	Duty Group	Attendance	Punch Rec.	EE Filter	Group Filter	Prev. Week	Next Week	
Date Range	2009/01/25	-	2009/01/31	Column Width	750	Quick Set		
Group ID	Name	Type	SUN	MON	TUE	WED	THU	FRI
			25/1	26/1	27/1	28/1	29/1	30/1
1	Group 1	Duty Rule	H	PH	PH	PH	8-17	8-17
2	Group 2	Duty Rule	8-17	PH	PH	PH	8-17	8-17

See Also