SWS - Forms in the Maintenance Menu - Global Holidays

The Global Holidays function allows you to program the system with the dates of public holidays for the current year. Manitou then uses this information for Open/Close schedules, Keyholder lists, and other areas of the system where holiday information is required.

Adding a New Global Holiday

Perform the following steps to add a new Global Holiday to Manitou:

1. Navigate to the Maintenance menu and select "Global Holidays".

Result: The Global Holidays form displays as shown in the following screenshot:

			January							February							March		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	11	2	3	4	5	8					1	2	3					1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23
28	29	30	31				25	26	27	28				25	26	27	28	29	30
			April							May							June		
Sun	Mon	Tue	Ved	Thu	Fri	Sat	Sun	Mon	Tue	Ved	Thu	Fri	Sat	Sun	Mon	Tue	Ved	Thu	Fri
1	2	3	4	5	6	7			1	2	3	4	5						1
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8
15	16	17	18	19	20	21	13	14	15	16	17	10	19	10	11	12	13	14	15
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22
29	30						27	28	29	30	31			24	25	26	27	28	29
			July							August						9	eptemb	er	
Sun	Mon	Tue	Ved	Thu	Fri	Sat	Sun	Mon	Tue	Ved	Thu	Fri	Sat	Sun	Mon	Tue	Ved	Thu	Fri
1	2	3	4	5	6	7	1.1.1.1.1.1			1	2	3	4						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28
														30					
October						١	lovembe	H			December								
Sun	Mon	Tue	Wed	Thu	Fri	S-M	Sun	Mon	Tue	Wed	Thu	Fri	S-M	Sun	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5	6					1	2	3						
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21	22	12	24	16	17	16	19	20	21
28	29	30	31				25	26	27	28	29	30		23 30	31	25	26	27	28

- 2. If you want to see holidays for a different country, select the country from the "Country:" dropdown menu.
- 3. If you want to see a description of a holiday shown on the calendar, hover your mouse over it.

Result: The description of the holiday displays is shown in the following screenshot:

Bun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	New Yea	ars Day	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4. Click "Edit".

5. Double-click the date for which you want to add a holiday.

Result: The "New Global Holiday" window displays as shown in the following screenshot:

New Global Ho	liday		
Date:	February 14		
Description:			
		0K.	Cancel

6. Enter a description for your new holiday into the "Description:" field and click "OK".

Result: Your new holiday is now displayed in the calendar of the Global Holidays form.