

SWS - Forms in the Maintenance Menu - Global Holidays

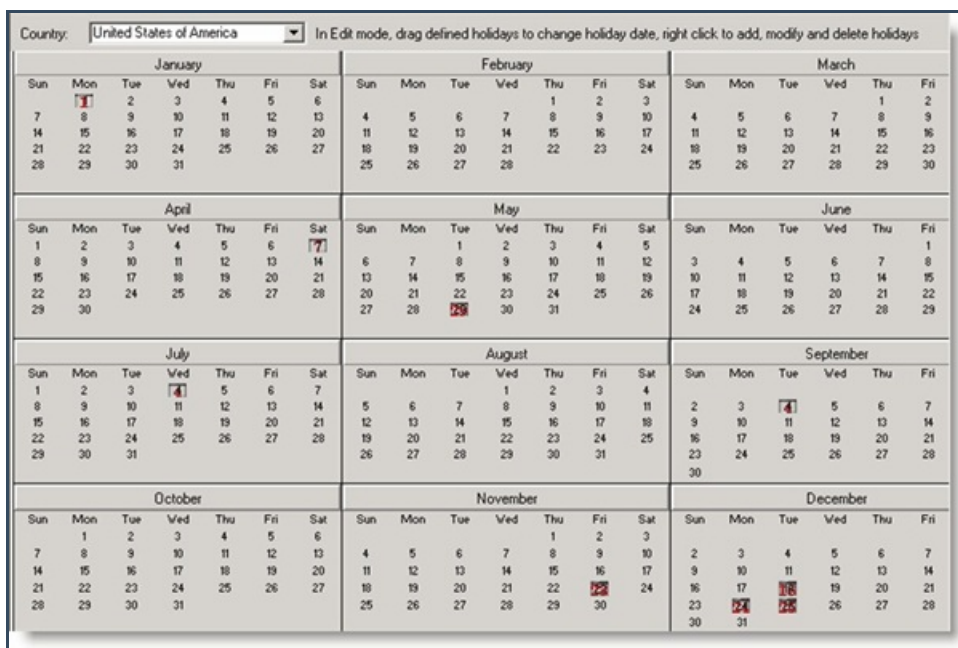
The Global Holidays function allows you to program the system with the dates of public holidays for the current year. Manitou then uses this information for Open/Close schedules, Keyholder lists, and other areas of the system where holiday information is required.

Adding a New Global Holiday

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

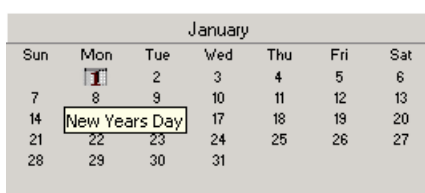
1. Navigate to the Maintenance menu and select "Global Holidays".

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



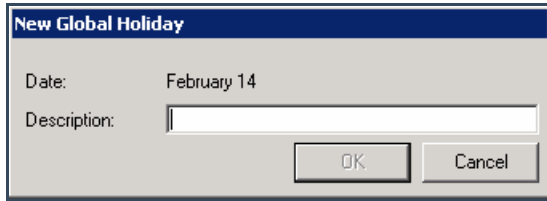
2. If you want to see holidays for a different country, select the country from the "Country:" dropdown menu.
3. If you want to see a description of a holiday shown on the calendar, hover your mouse over it.

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



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:



The screenshot shows a dialog box titled "New Global Holiday". It has a light gray background and a dark blue title bar. The "Date:" label is followed by the text "February 14". Below that, the "Description:" label is followed by an empty text input field. At the bottom right of the dialog box, there are two buttons: "OK" and "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.