

## *Holidays*

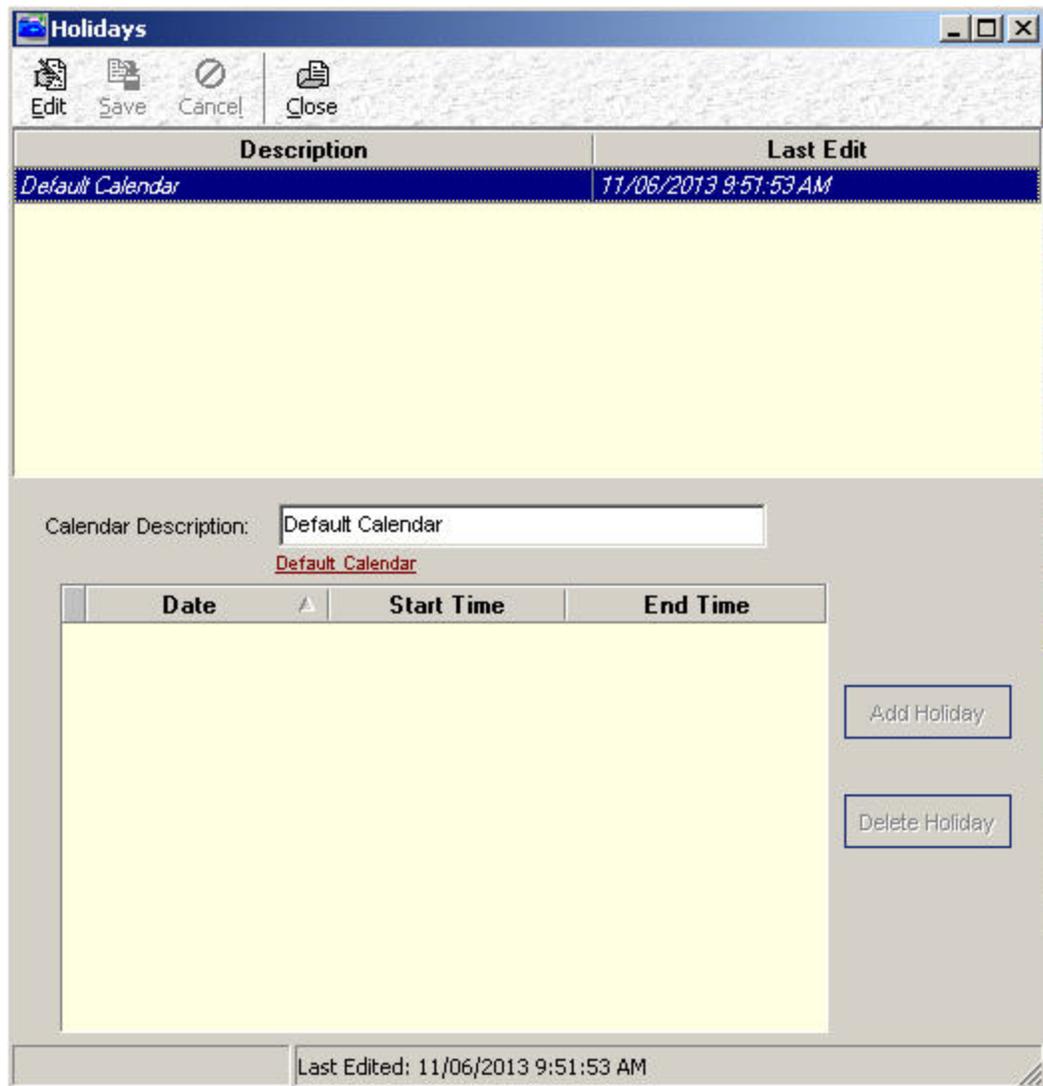
**There are no predefined holidays in CardAccess software. By default, only one holiday calendar is enabled. You must enable Holiday calendars to provide 5 separate holiday calendars. Each holiday calendar can have up to 100 holidays programmed in each.**

### *Accessing Holidays Screen*

**Follow the steps below to open Holidays screen:**

- **Click on Administration menu in CardAccess menu bar to display the menu options.**
- **Click on Holidays menu option.**

**Holidays screen will be displayed as below.**



**Fig. 39.1. The ‘Holidays’ screen without Holiday Calendars enabled.**

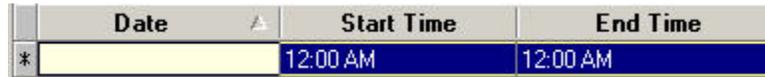
### Creating a Holiday Record

**Follow the steps below to create a new holiday:**

- 1. Open the Holidays screen by clicking Administration->Holidays in CardAccess main screen.**
- 2. Click on Edit button in the toolbar.**

**3. Click Add Holiday button to create a new Holiday.**

Upon clicking, the screen will display a default holiday record with *Date*, *Start Time* and *End Time* with the *Start* and *Stop Times* spanning 24 hours (12AM to 12AM).



	Date	Start Time	End Time
*		12:00 AM	12:00 AM

**Fig. 39.2.** Default holiday record displayed after clicking ‘Add Holiday’ button.

To define a holiday, the date and time duration of the holiday must be specified. This can be done by following the steps below.

- **Select the date for the Holiday. This can be done by clicking in the Date box. A down arrow will display.**



**Fig. 39.3.** The ‘Date’ box.

- **By clicking the down arrow in the date box, the calendar window will display.**

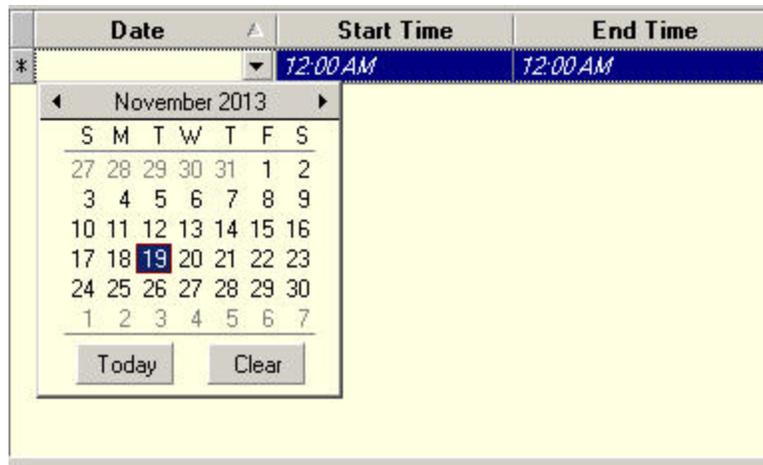


Fig. 39.4. The Calendar window.

*Note:*

- **By default, the calendar window will show the current date in highlight. Double left/right arrows and single left/right arrows are provided at the top of the calendar window to scroll backward/forward through the dates/months of a year, to aid in desired date selection.**
  - **You can create holidays for future years as well. However, only holidays for the current date + the next 365 days will be downloaded to the panel. Holidays beyond 365 days from the date of the last holiday data download are not stored at the panel.**
- 4. The default time Start and Stop Times loaded by the system span 24 hours (that is, 12 AM- 12 AM as in figure 39.2). If the default time values are acceptable, move to step 5.**

**In case the holiday has to span less than a day, click the ‘Start Time’ and ‘Stop Time’ fields and change them to the required values. Either clock notation or military time can be used.**

- 5. Click on Save button in the toolbar to save the settings.**
- 6. Click the Cancel button anytime if you do not wish to save the settings.**
- 7. Click the Close button to close the screen.**

## Editing a Holiday record

**To edit a holiday record, follow the step below:**

- **Open the Holidays screen by clicking Administration->Holidays in CardAccess main screen.**
- **Click on the holiday record you wish to edit. Upon clicking, the lower half of the screen will show the details of the selected holiday record.**
- **Make the desired changes to Date, Start Time and Stop Time controls.**
- **Click on Save button in the toolbar to save the changes.**
- **Click on Close button to close the screen.**

## Deleting a Holiday Record

- **Open the Holidays screen by clicking Administration->Holidays in CardAccess main screen.**
- **Click Edit.**
- **Click on the holiday record you wish to delete. Click Delete Holiday. Upon clicking, the following message box will be displayed.**



**Fig. 39.5. Message box displayed before deleting a holiday record.**

- **Click on Yes button in the message box to delete the selected holiday record.**
- **Click on Close button to close the screen.**

*Note:* **Deleting a holiday record in Holidays screen will automatically delete the corresponding record stored at the panel.**

### Enabling Holiday Calendars

*Note:* **Holiday Calendars are not supported on legacy panels.**

- **Click System>System Settings.**
- **Click Edit.**
- **Select Enable Holiday Calendars.**

Enable Holiday Calendars

**Fig. 39.5A. Enable Holiday Calendars.**

- **Click Save. A Warning message will display All panels will need a Full Download for this change to take effect.**

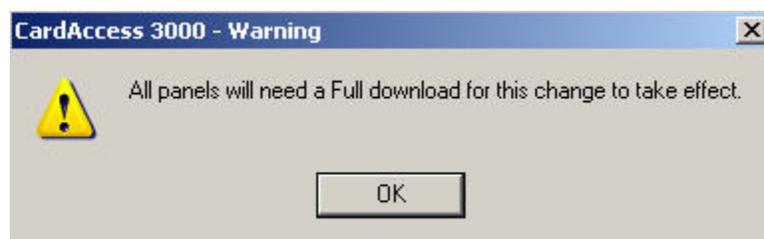


Fig. 39.5B. All Panels will need a Full download message.

- Click OK.

**Note:** After enabling Holiday Calendars, up to five holiday calendars can be created. Below is an example of two holiday calendars created (Default Calendar and Teachers Calendar).

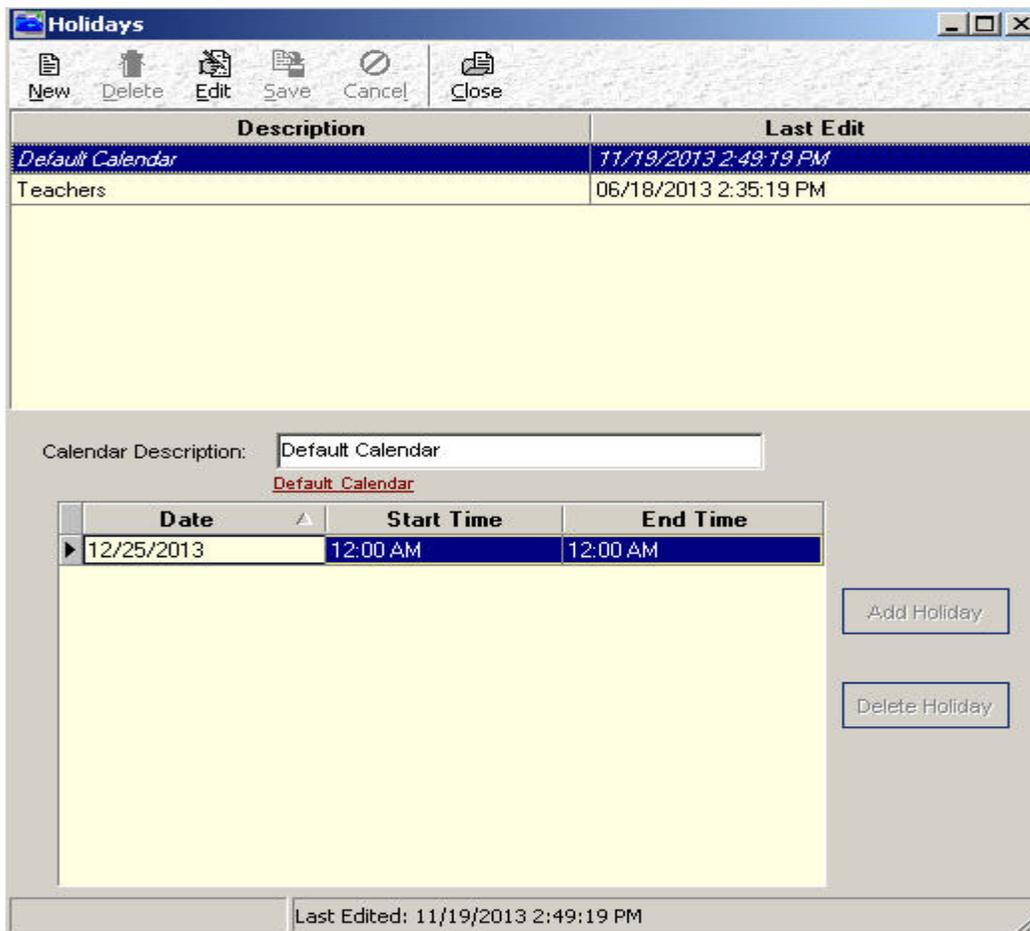
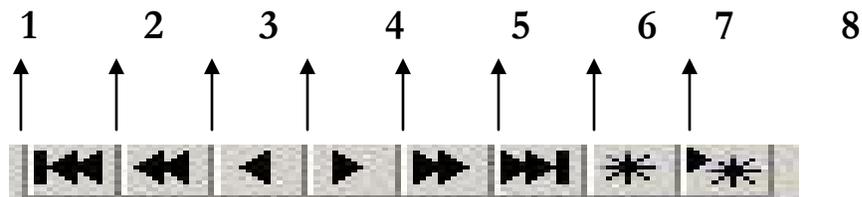


Fig. 39.5C. Holiday Calendars with two calendars created.

## 'Holidays' Screen Navigation Bar



**Fig. 39.6.** The 'Holidays' screen navigation bar.

The 'Holidays' screen navigation bar is seen at the bottom of the screen, above the status bar. The arrows of the navigation bar can be used for viewing older/newer/bookmarked Holiday records in the screen. In figure 39.6, we have numbered the arrow buttons of the bar to provide simpler explanation. The functions of the arrow buttons are as follows:

- **Arrow 1:** Placing the mouse cursor over arrow 1 will display the message *First record*. Accordingly, clicking on this arrow will highlight the very first holiday record in the screen.
- **Arrow 2:** Placing the mouse cursor over arrow 2 will display the message *Prior page*. Accordingly, clicking on this arrow will highlight the last holiday record in page previous to the current page, containing the highlighted Holiday record.
- **Arrow 3:** Placing the mouse cursor over arrow 3 will display the message *Prior record*. Accordingly, clicking on this arrow will highlight the holiday record previous to the currently highlighted holiday record.
- **Arrow 4:** Placing the mouse cursor over arrow 4 will display the message *Next record*. Accordingly, clicking on this arrow will highlight the holiday record appearing after the currently highlighted holiday record.
- **Arrow 5:** Placing the mouse cursor over arrow 5 will display the message *Next page*. Accordingly, clicking on this arrow will highlight the first

**holiday record in the page appearing after the current page, containing the highlighted holiday record.**

- ***Arrow 6:* Placing the mouse cursor over arrow 6 will display the message *Last record*. Accordingly, clicking on this arrow will highlight the last holiday record in the screen.**
  - ***Arrow 7:* Placing the mouse cursor over arrow 7 will display the message *Save Bookmark*. Clicking on this arrow will bookmark the highlighted holiday record.**
  - ***Arrow 8:* Placing the mouse cursor over arrow 8 will display the message *Goto Bookmark*. Clicking on this arrow will highlight the previously bookmarked holiday record.**
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