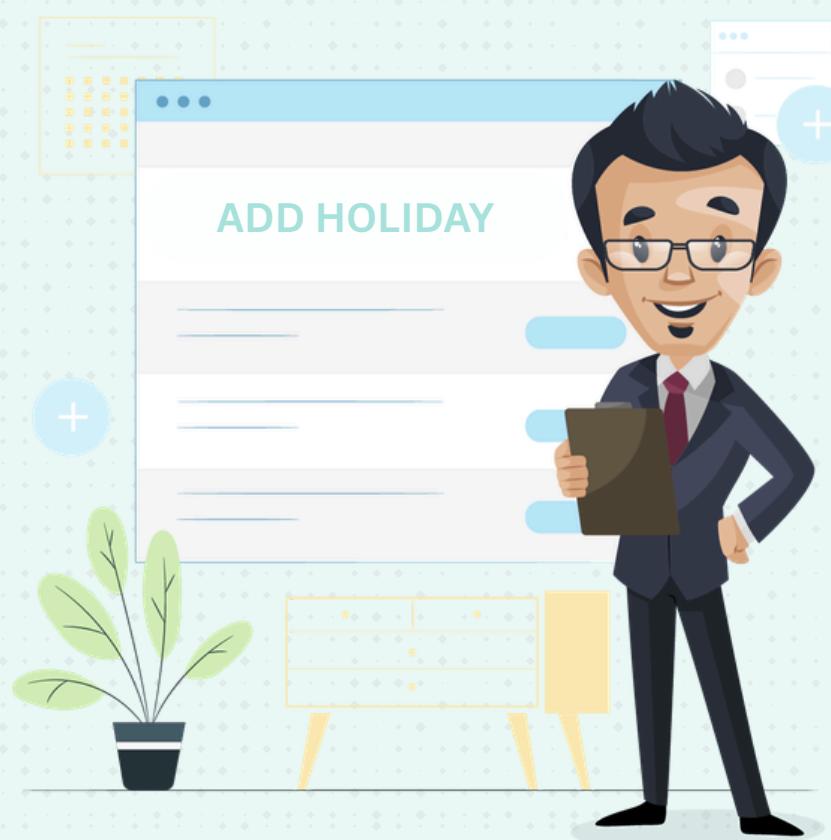




# Add Holiday

## CA CloudDesk





01



## Step 1: Go to Dashboard, then select Profile

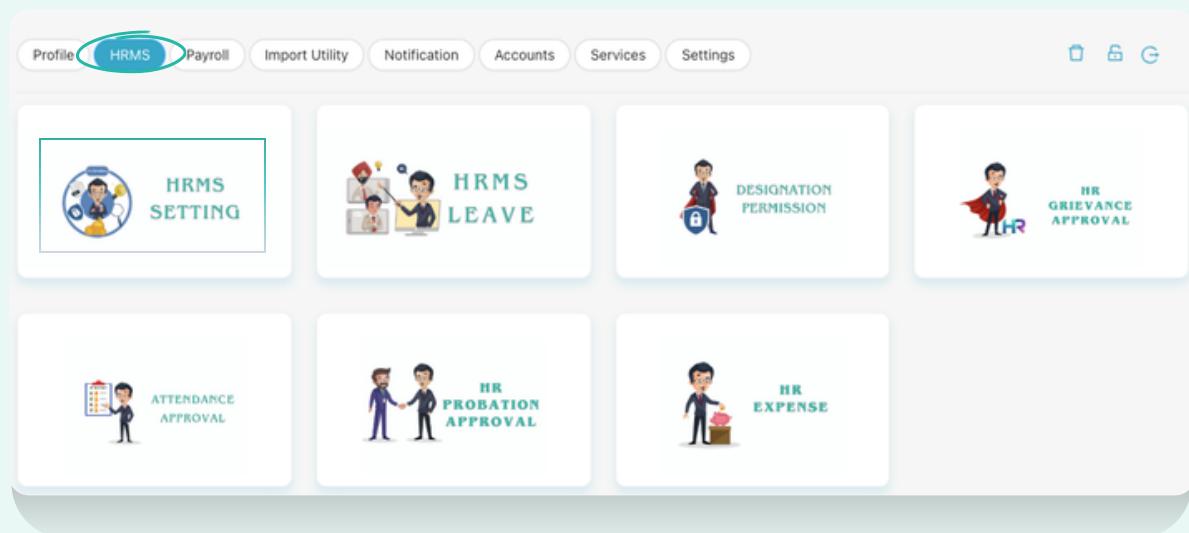
From the main Dashboard, click your profile icon from the top-right corner of the header to open your profile area.

The screenshot shows the CA CloudDesk dashboard. On the left is a sidebar with various icons and labels: Dashboard, HRMS, CRM, Communication, Document Vault, My Services, Task, Litigation, Billing, Website, and Reports. The main area features a welcome message for 'Karishma Sharma' (CA CloudDesk | Sat, February 14). It includes a 'Quick Links' section with icons for My Attendance, My Leaves, Add Invoice, Create Docs, Client Groups, and Calender. Below this is a 'My Tasks' section with tabs for Processing, Open, Finalized for Submission, Overdue, Stuck, Completed, and Under Consultation. A search bar and a '+' button are at the top of this section. The top right of the dashboard has a 'Check In' button, the time '13:16', a calendar icon, a bell icon, and a profile icon labeled 'Kamal As...' which is highlighted with a green oval. The background of the dashboard has a light blue grid pattern.

## Step 2: Select HRMS, then HRMS Setting

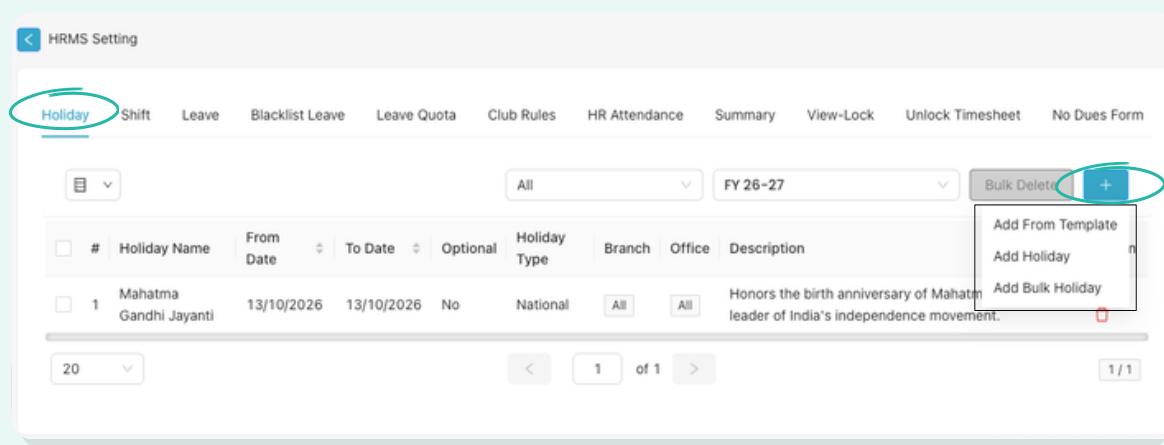
- In the left navigation sidebar, click HRMS.
- On the HRMS page, use the top tabs and select HRMS Setting .





### Step 3: Select Holiday tab and use the + icon to create holiday

- Inside HRMS Setting, click the Holiday tab.
- Then click the blue + button to open the create-holiday menu.
- You will see three options: Add From Template, Add Holiday, and Add Bulk Holiday.



The screenshot shows the 'HRMS Setting' page with the 'Holiday' tab selected. A context menu is open over a listed holiday entry for 'Mahatma Gandhi Jayanti' (13/10/2026 - 13/10/2026, National). The menu options are: 'Add From Template', 'Add Holiday', and 'Add Bulk Holiday'. The 'Add From Template' option is highlighted.

#	Holiday Name	From Date	To Date	Optional	Holiday Type	Branch	Office	Description
1	Mahatma Gandhi Jayanti	13/10/2026	13/10/2026	No	National	All	All	Honors the birth anniversary of Mahatma Gandhi, leader of India's independence movement.

### Step 5: Create holiday options (a. Add From Template)

- Opens template , listing predefined holidays (e.g. Republic Day, Maha Shivaratri) with name, from/to date, holiday type, and description.
- Use the action icon on each row to add that holiday to your list.

**Shift Template**

#	Holiday Name	From Date	To Date	Holiday Type	Branch	Description	Action
1	Republic Day	26/01/2026	26/01/2026	National	--	Commemorates the adoption of India's Constitution in 1950.	
2	Maha Shivaratri	15/02/2026	15/02/2026	Religious	--	A Hindu festival dedicated to Lord Shiva, observed with fasting and night vigils.	
3	Independence Day	15/08/2026	15/08/2026	National	--	Celebrates India's independence from British rule in 1947.	

## b. Add Holiday

Opens the Add Holiday form to create a single holiday. Fill in:

- From Date, To Date (required) – use the date picker
- Holiday Name
- Holiday Type – select from dropdown
- Branch, Office
- Description
- Optional Holiday – Yes/No
- Sandwich – Yes/No



Click Save to add the holiday.

**Add Holiday**

From Date <span style="color: red;">*</span>	To Date <span style="color: red;">*</span>
<input type="text" value="Select date"/> 	<input type="text" value="Select date"/> 
Holiday Name <span style="color: red;">*</span>	Holiday Type <span style="color: red;">*</span>
<input type="text" value="Holiday Name"/>	<input type="text" value="Select Holiday Type"/> 
Branch	Office
<input type="text" value="Branch"/>	<input type="text" value="Office"/>
Description <span style="color: red;">*</span>	
<input type="text" value="Description"/>	
Optional Holiday <span style="color: red;">*</span> <input type="checkbox"/> Yes	
Sandwich <input type="checkbox"/> Yes	
<b>Save</b>	

### c. Add Bulk Holiday

Opens the Add Bulk Holidays form to create multiple holidays at once. You can set:

- From Date, To Date (required)
- Holiday Name, Holiday Type
- Branch, Office
- Day selection – All Saturday, Odd Saturday, Even Saturday, All Sunday, All Friday (checkboxes)
- Description

Click Save to add all matching dates in the range as holidays.

Add Bulk Holidays

From Date \*      To Date \*

Select date

Holiday Name \*      Holiday Type \*

Holiday Name  Select Holiday Type

Branch      Office

Branch  Office

All Saturday  Odd Saturday  Even Saturday  All Sunday  All Friday

Description \*

Description

