

Guide Template Holiday

Created on May 2, 2025 by Emilio López

WorkCells

Calendar

Departments

Vacations

Absences

Holidays

One To One

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Holidays

List of all holidays

View Template Holiday

Add used holiday

HOLIDAYS	DATE	VIEW ONE
Aniversario empresa	lunes, 12 de octubre de 2026	<div>View</div>
Navidad	jueves, 1 de octubre de 2026	<div>View</div>
Día del Padre	jueves, 1 de octubre de 2026	<div>View</div>
Aniversario empresa	jueves, 1 de octubre de 2026	<div>View</div>
Día de reyes	viernes, 28 de agosto de 2026	<div>View</div>
Día del Amor y la Amistad	viernes, 28 de agosto de 2026	<div>View</div>

Previous

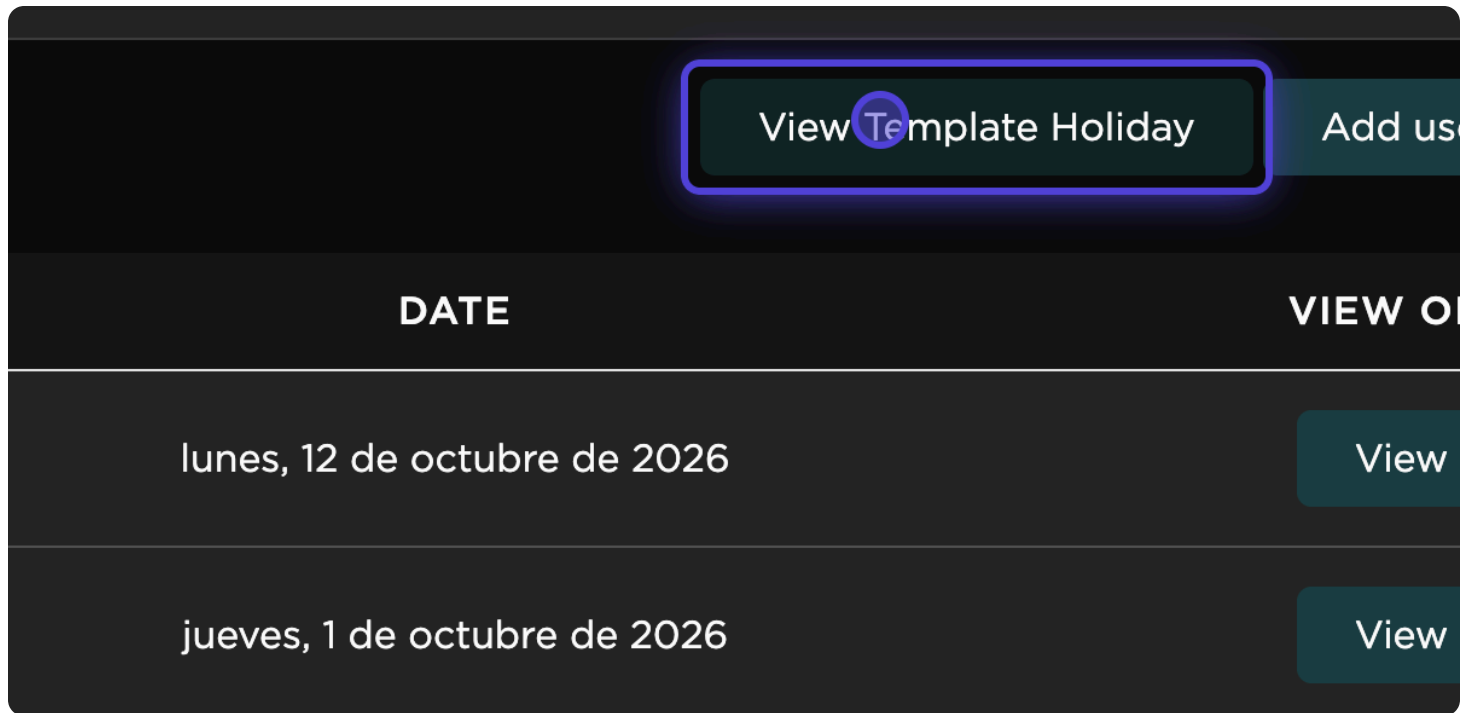
Next

WATCH RECORDING →

1 Click on View Template Holiday

[VIEW PAGE →](#)

To enter the template holiday section you have to click on the View Template Holiday button.



View Template Holiday		Add us
DATE	VIEW O	
lunes, 12 de octubre de 2026	View	
jueves, 1 de octubre de 2026	View	

2 Click on View

[VIEW PAGE →](#)

If you want to see more specific data about the holiday click on the View button to access more information.

DATE	VIEW ONE
lunes, 2 de noviembre de 2026	<div>View</div>
lunes, 12 de octubre de 2026	<div>View</div>
viernes, 28 de agosto de 2026	<div>View</div>

3 Click on Update Holiday

[VIEW PAGE →](#)

Once inside if you wish to modify the holiday's data simply click on the Update Holiday button.

Title: Día de la Raza

Date: lunes, 2 de noviembre de 2026

Update Holiday

Delete Holiday

4 Click on Update Template Holiday

[VIEW PAGE →](#)

Once you have modified the data, if you wish to apply these changes, just click on the Update Template Holiday button.

ation Date:

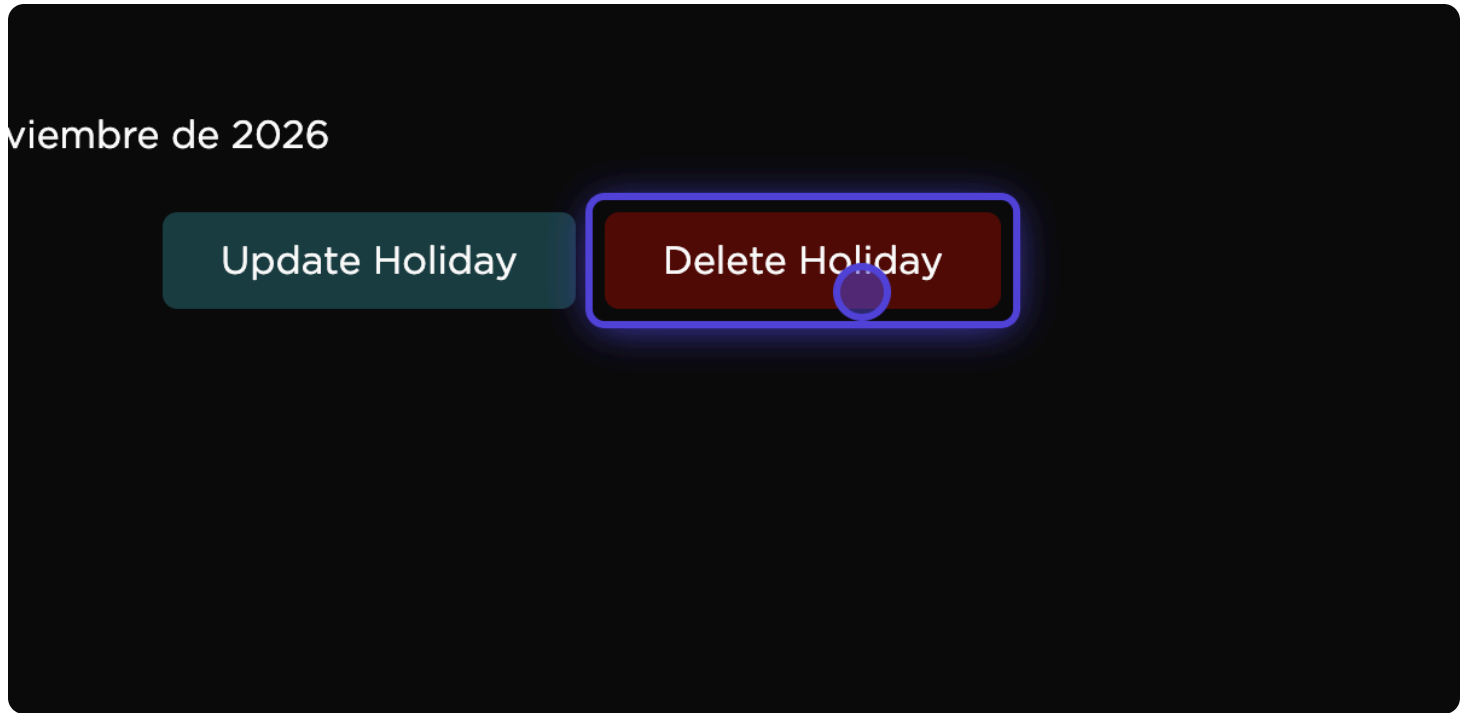
1/2026

Update Template Holiday

5 Click on Delete Holiday

[VIEW PAGE →](#)

If you wish to delete the holiday you can also do it by selecting the Delete Holiday button.



6 Click on Next

[VIEW PAGE →](#)

If you wish to see more holidays using the page you can use the Next button to advance through the list of holidays.

sábado, 22 de agosto de 2026

martes, 16 de junio de 2026

martes, 16 de junio de 2026

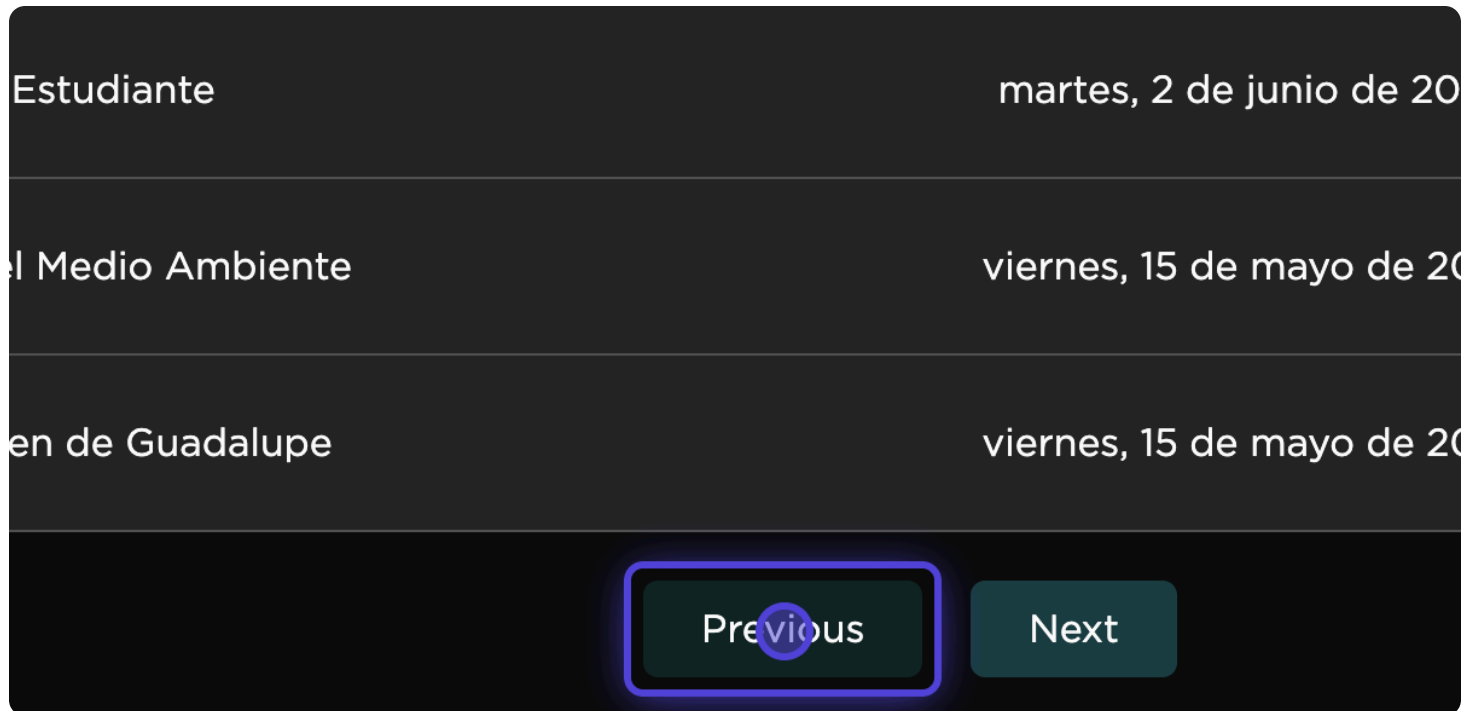
Previous

Next

7 Click on Previous

[VIEW PAGE →](#)

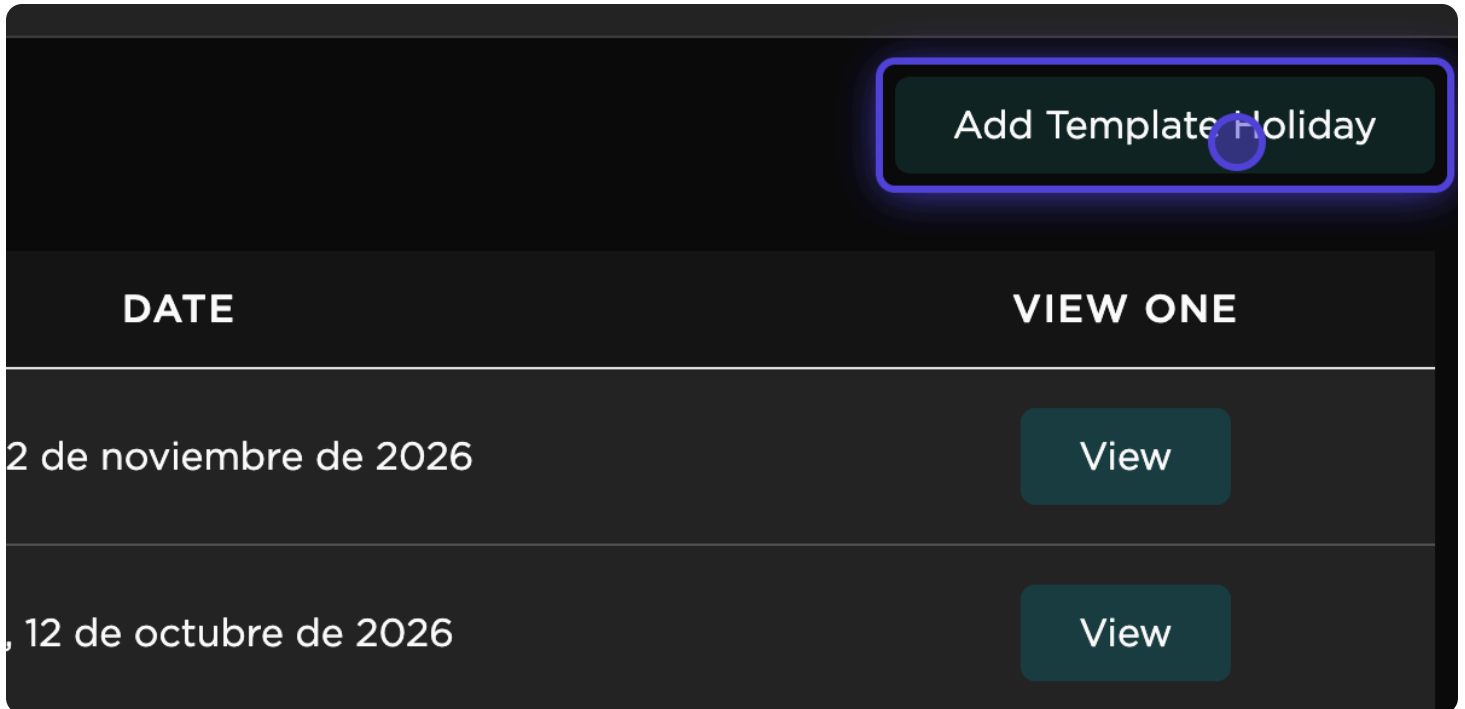
If you want to scroll back to see the holidays using the page you can use the Previous button to scroll back through the list of holidays.



8 Click on Add Template Holiday

[VIEW PAGE →](#)

If you wish to add a new Template Holiday, click on the Add Template Holiday button, located on the upper right hand side.



Add Template Holiday	
DATE	VIEW ONE
2 de noviembre de 2026	View
, 12 de octubre de 2026	View

9 Click on Add

[VIEW PAGE →](#)

Once you have entered all the data, to add the template holiday you have just registered, click on the Add button.

Celebration Date

10/08/2005

Add