Holiday Excel Upload

Instructions to be followed:

1. Branch name should be same as mentioned in the Master setup.

2. Holiday date and Holiday columns are mandatory.

3. Holiday date accepts in the format of DD-MM-YYYY or DD/MM/YYYY.

4. Holiday name accepts alphabetics and limited special characters.

5. Holiday Type Column accepts only 'First Half', 'Second Half' and 'Full Day' values.

6. More than one space between words are not valid.

7. **Headings row in excel format should not be modified.**

8. Excel Format headings will not be saved.

9. Avoid altering and interchanging the Excel sheet headings.

10. Format the data cells before uploading.

11. For more, Follow url: http://www.excel-easy.com/basics/format-cells.html.

12. Do not refresh the browser after uploading excel sheet.

13. Data may not save properly if don't follow the excel sheet format and instructions.