

Holiday Profiles by Marcel Rottmann <marcel.rottmann@kronos.com>

To use the Holiday Profiles Editor follow these steps:

- 1. Download one or more Holiday Profiles from Workforce Dimensions via Setup Data Manager.
- 2. Save the downloaded file and choose the .zip file in the UI.

Enter .Zip File Name Here

Choose File export08-...20849.zip

- 4. Click the Refresh Data from File button

Refresh data

Refresh

- 5. Make any changes you would like to make sure that all the columns are filled out in the manner they should be. You can leave cells empty to pass no rule.

- You can add lines, if you do so, make sure if you are copying a line, that you give it a new effective date.
- You can remove lines, essentially removing an effective dated rule.

- 6. Make any changes you need to make, when you want to save the changes, click save changes.

- When you save, you are storing a copy of your changes locally, these changes will be lost when you exit the UI.
- **Pro Tip:** When making a lot of changes, you can also make any changes in Excel and then copy the changes back into the tool, this is best practice as any saved changes cannot be undone via Ctrl-Z.

Save Changes

Save

- 7. Once you have made all your changes click the Export Zip File button and save the generated file when prompted.

Export Zip

Export

- 8. Import your .zip file into Dimensions 😊

Additional Features Guide:

- 1. Search

- When you start typing into the search bar, you will see a selection highlighted.

Search for

SE