

# How to Use 'Holidays' Node

- Create

- Open

- Edit

- Delete

# Create Holiday

**Navigation Area**

- Lending Application
  - Loan Products
  - Customers
  - Loan Applications
  - Loan Accounts
  - Loan Restructure
  - Additional Loan
  - Loan Disbursement Voucher
  - Disbursements
  - Billing
  - Receipts
  - Cheques
  - Cheque Editor
  - Payment
  - Settings**
  - Employees
  - Contacts
  - Banks
  - User Accounts
  - Holidays**

**Holidays** tab: Delete | Open | **Add**

**2. Click the 'Add' button in the 'Holidays' tab**

**3. Fill the Required Fields. Also, date specified must be a date from the future**

**4. Click the Save button**

**Holiday Details**

**Add Holiday**

**Save** **Cancel**

**\*Date:** 11/01/2011

**\*Name:** All Saints Day

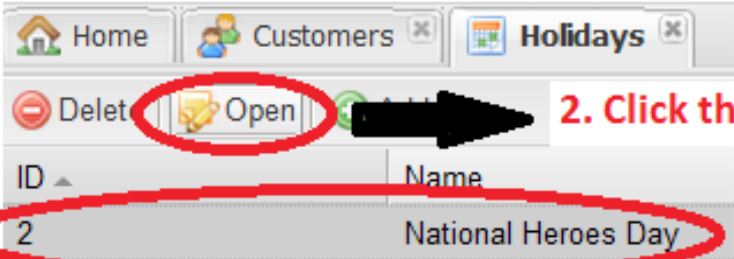
Description:

Notes:

**1. Click the 'Holidays' node under the 'Settings' node in the 'Navigation Area'.**

**Note: REQUIRED fields are those with \* before the label name**

# Open Holiday

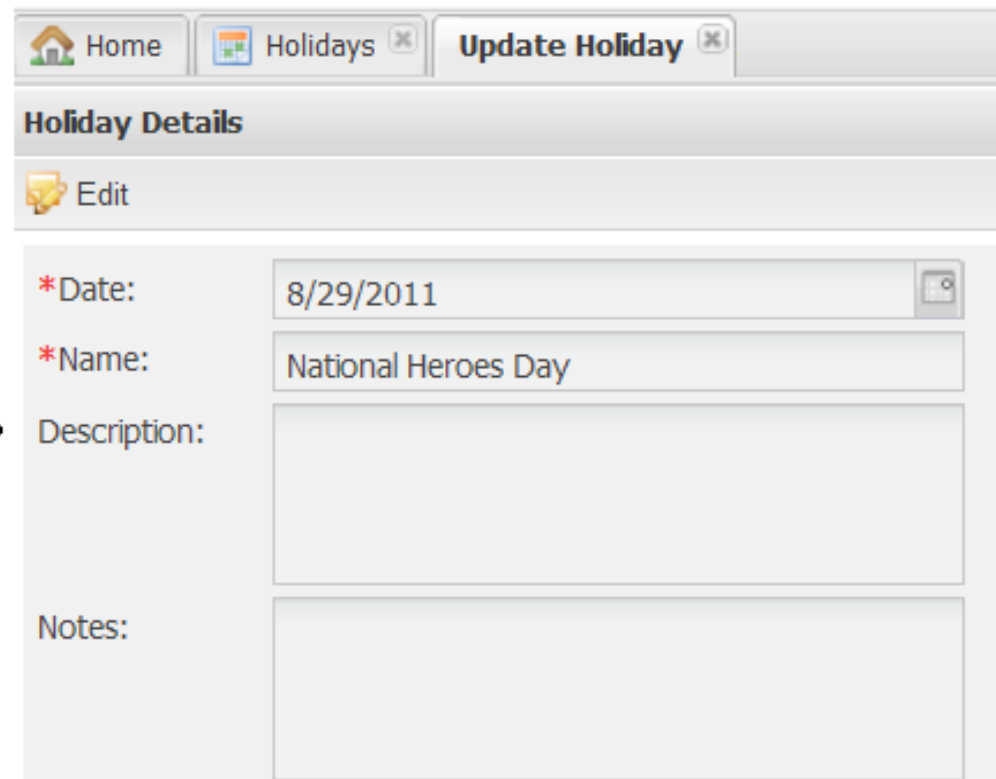


The screenshot shows the top navigation bar with 'Home', 'Customers', and 'Holidays' tabs. Below the navigation bar is a toolbar with 'Delete' and 'Open' buttons. The 'Open' button is circled in red. A black arrow points from the 'Open' button to the right. Below the toolbar is a table with two columns: 'ID' and 'Name'. The first row of the table is circled in red and contains the values '2' and 'National Heroes Day'. A black arrow points from the circled row down to the text '1. Select Holiday you want to view.'

2. Click the 'Open' button

1. Select Holiday you want to view.

3. After clicking 'Open', this will be displayed



The screenshot shows the 'Update Holiday' form. The top navigation bar has 'Home', 'Holidays', and 'Update Holiday' tabs. Below the navigation bar is a section titled 'Holiday Details' with an 'Edit' button. The form contains the following fields:

- \*Date: 8/29/2011
- \*Name: National Heroes Day
- Description: (empty text area)
- Notes: (empty text area)

# Edit Holiday

**1. Select Holiday you want to edit.**

**2. Click the 'Open' button**

**3. After clicking 'Open', this will be displayed**

**4. Click the 'Edit' button to enable editing of Holiday Details**

The interface shows a 'Holidays' tab with a table containing the following data:

ID	Name
2	National Heroes Day

The 'Holiday Details' form displays the following information:

- \*Date: 8/29/2011
- \*Name: National Heroes Day
- Description: (empty text area)
- Notes: (empty text area)

**Holiday Details**

 Open  Save  Cancel

\*Date: 8/30/2011

\*Name: National Heroes Day

Description:

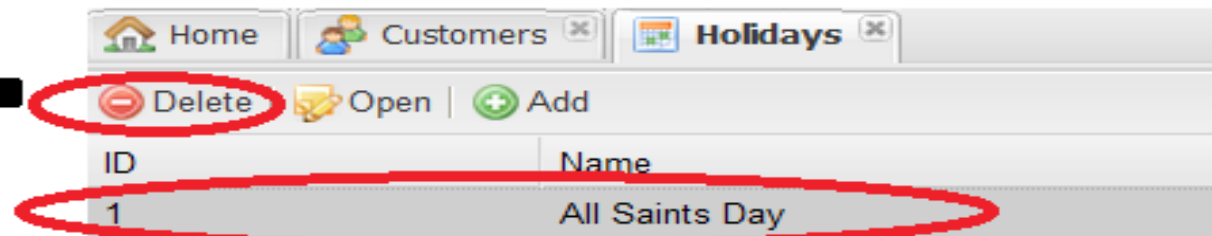
Notes:

**6. Click the 'Save' button.**

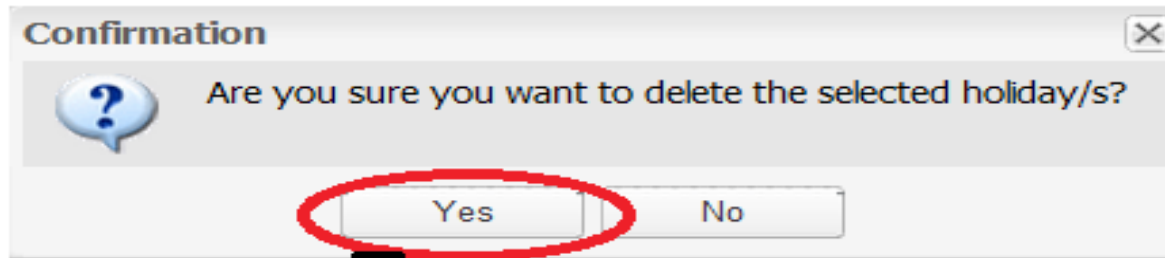
**5. Update the Holiday Details**

# Delete Holiday

2. Click the 'Delete' button



1. Select holiday to be deleted



3. Click 'Yes' to delete the selected holiday.

4. Note: Holidays that has already passed cannot be deleted.

