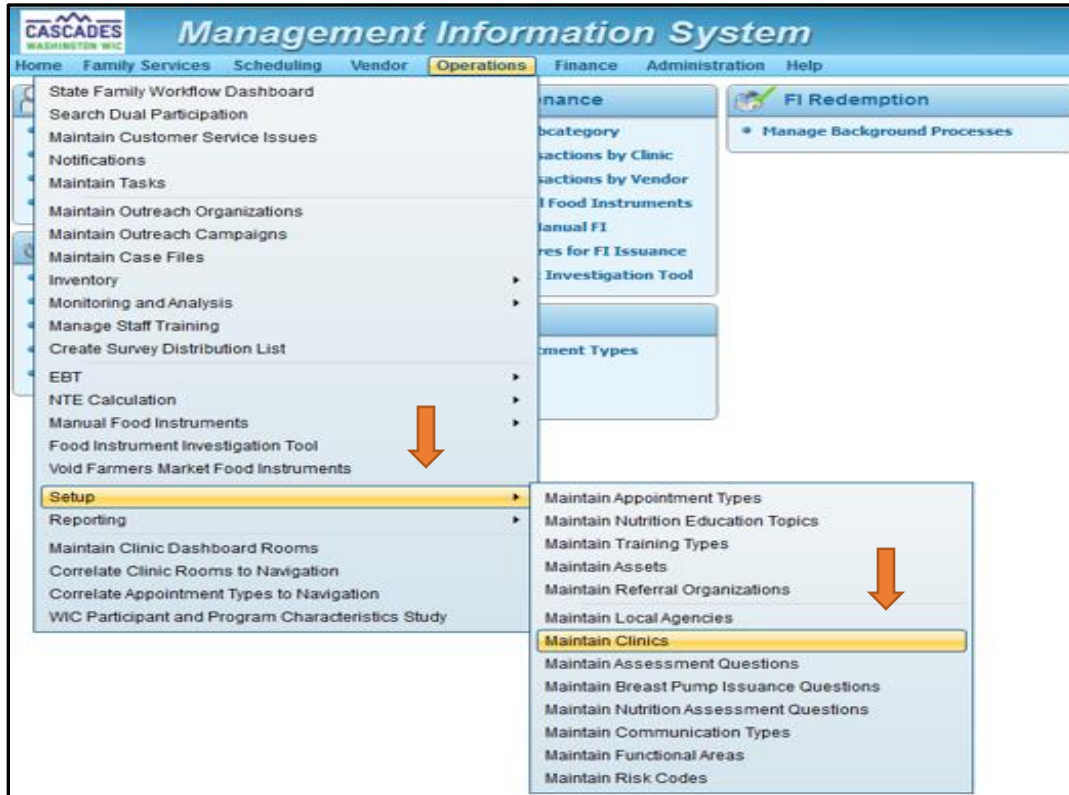


# Adding Holidays to the Master Calendar

1. Select Operations.



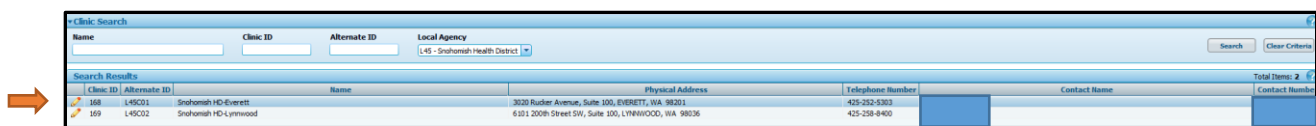
2. Select Setup.
3. Select Maintain Clinics.



4. Click and select Local Agency, then click Search.

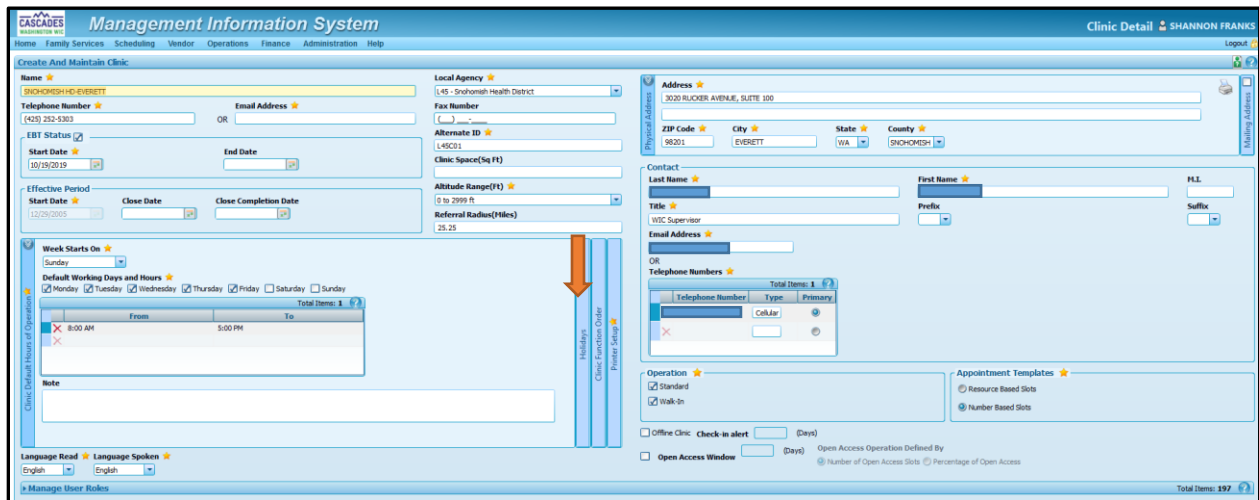


5. To open clinic, click the edit pencil.

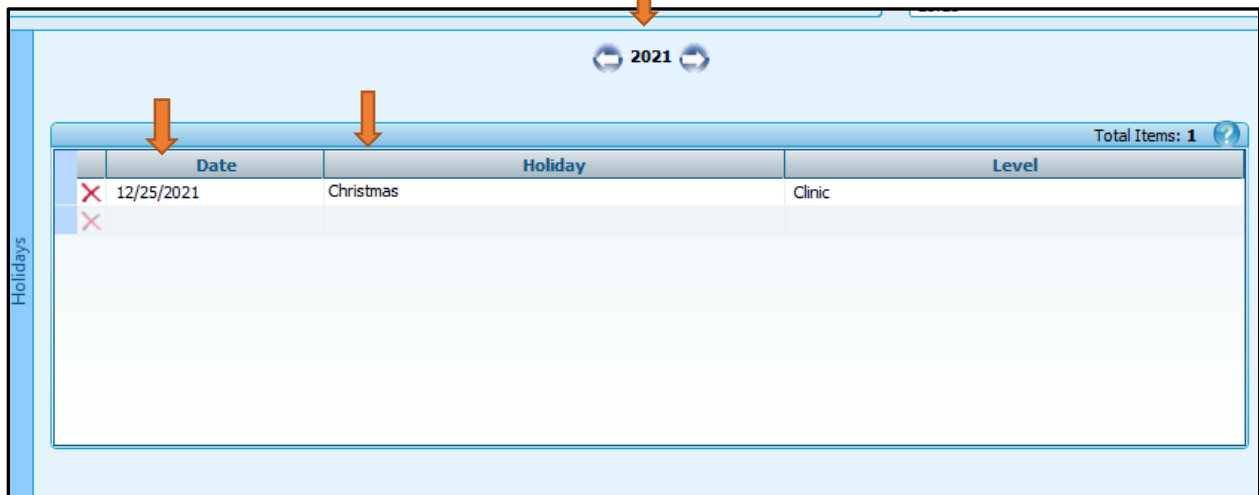


# Adding Holidays to the Master Calendar

6. Click on the Holiday tab.



7. The year the holiday is added to shows at the top. Next to the red X, click on the line to highlight the line, then type the date of the holiday and what holiday.



**Note:** You can delete or edit the holiday by clicking the red X to delete or highlight the line to edit.

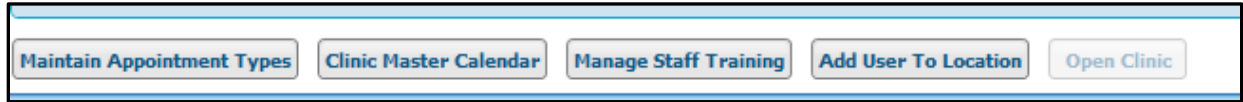
8. Click Save.



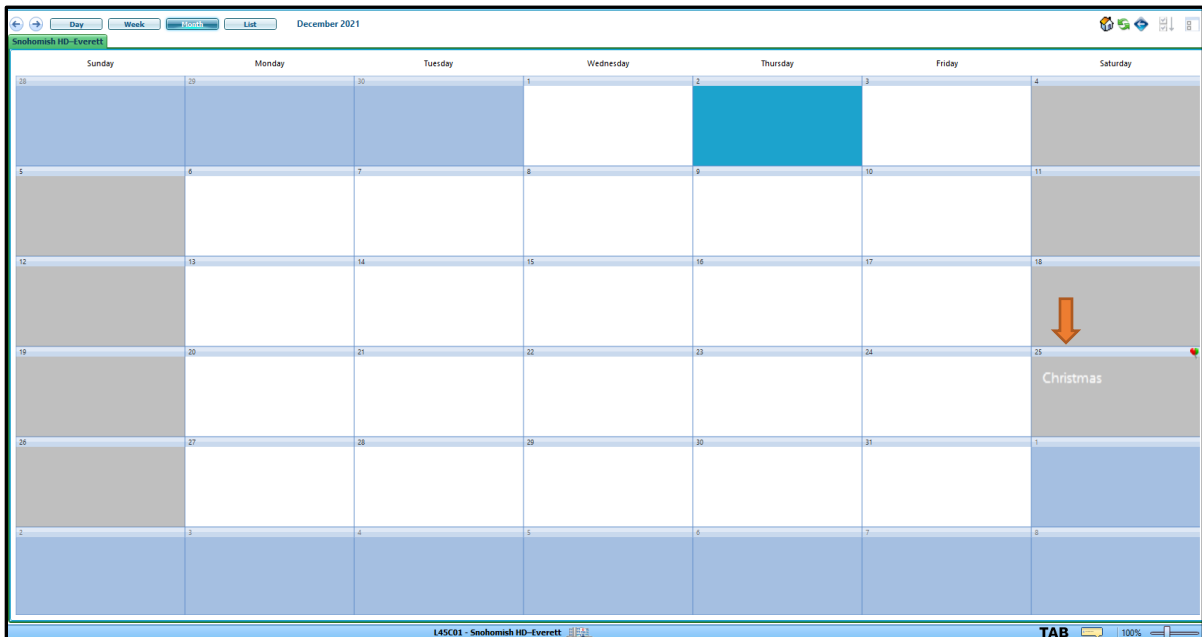
**Note:** You can add multiple holidays before clicking save. After clicking save it will direct you back to the original screen. You can follow steps again.

## Adding Holidays to the Master Calendar

9. To view the holiday, you added on the Master Calendar, click Clinic Master Calendar at the bottom of the screen. ↓



10. The holiday will appear on that day, month, and year. ↓



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