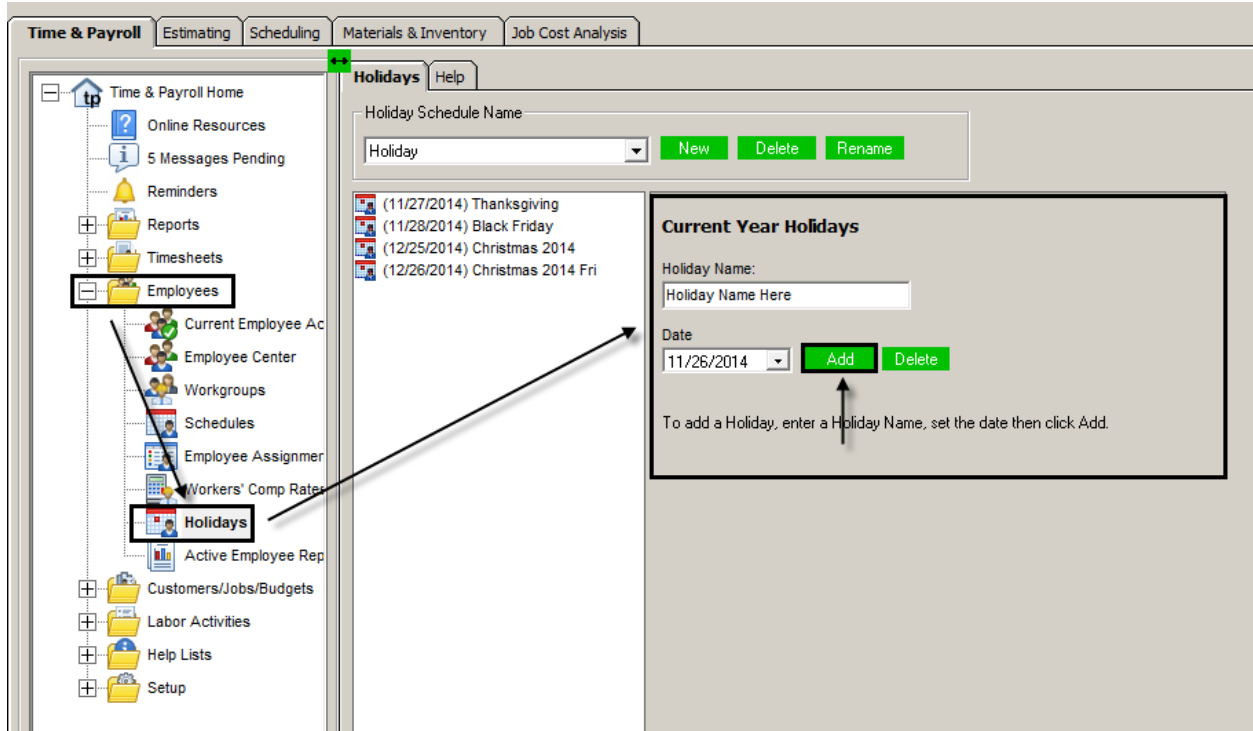


# How To Create A Holiday



1. Go to the Employees folder
2. Open Holidays
3. Type in holiday name in the "Holiday Name" box
4. Choose date of the holiday from "Date" drop down box
5. Click "Add" to add the holiday to the schedule