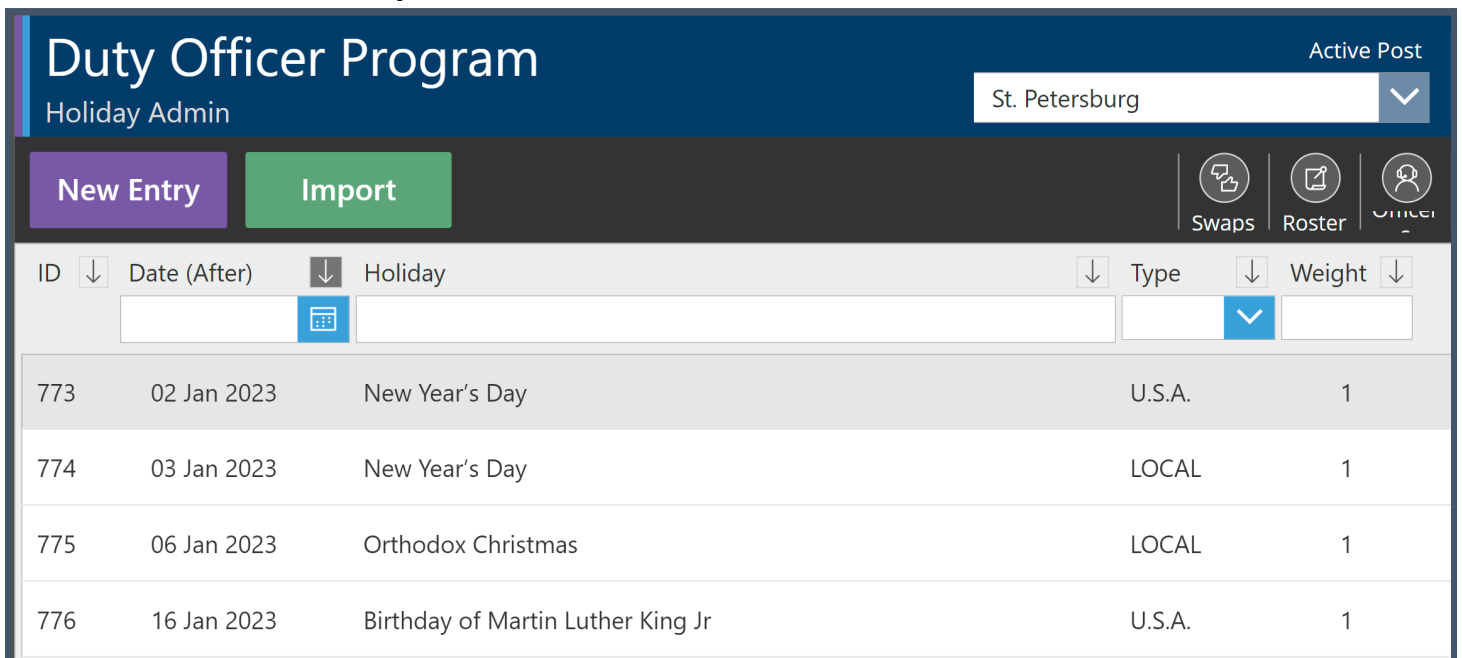The Post Admin has the permission levels to manage holidays in the **Duty Officer Program**.

Accessing the **Holiday Admin** screen:
1. In the toolbar menu in the upper right-hand corner, click on the **Admin** menu option.
2. The **Admin** tool appears beneath.  Click on the **Holiday** menu option.
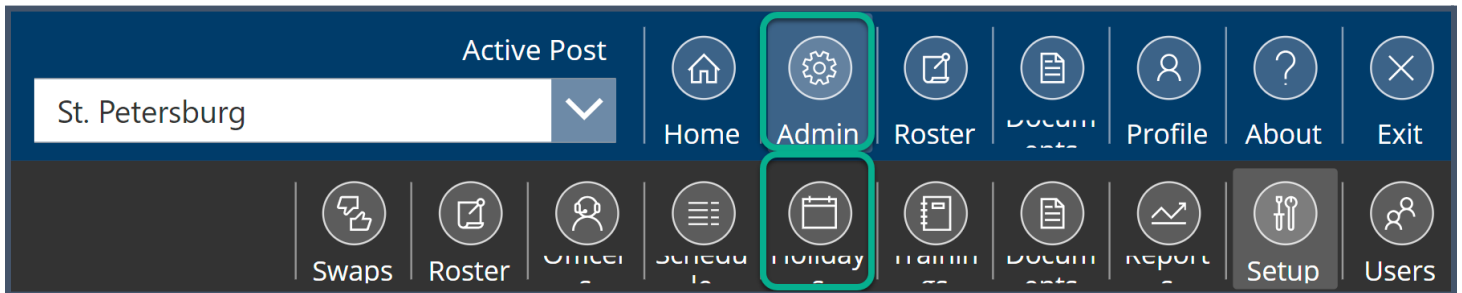


You are now at the **Holiday Admin** screen.



**Creating a New Entry for a Holiday**
1. In the upper left-hand corner, click on the purple *New Entry* button.
2. A *New Holiday* window appears.  Note the **Post** field defaults to the post you manage.
3. Click in the *Holiday Date* field and a calendar tool appears.  Choose the date of the holiday and click the **Ok** link at the bottom of the calendar tool window.
4. In the *Holiday Title* textbox, type the name of the holiday.
5. Under the *Holiday Type* drop-down list, select the type.  There are three options: *LOCAL*, *U.S.A.*, and *BOTH*.

6. In the ***Holiday Weight*** text field, type the holiday weight.  Note this field is for numbers only.
7. When you finish entering the information for this holiday, click on the ***New Holiday*** button at the bottom of the ***New Holiday*** window.  Your new holiday is now saved in the **Duty Officer Program**.

**New Holiday**

Post

St. Petersburg

Holiday Date

11/20/2023

Holiday Title

NAME OF THE HOLIDAY

Holiday Type

U.S.A.

Holiday Weight

3

New Holiday

You will be navigated back to the **Holiday Admin** screen.  You can use the descending/ascending buttons to reorganize the holidays – see figure below.

| ID ↓ | Date (After) ↓ | Holiday | ↓ | Type ↓ | Weight ↓ |
|---|---|---|---|---|---|
| | | | | | |

### Editing a Holiday

The Post Admin can update holidays, as needed.

1. When a holiday needs updating, click on the pencil icon in the far right column – see figure below.

| | | | | |
|---|---|---|---|---|
| Birthday of Martin Luther King Jr | U.S.A. | 1 | ✏️ | 🗑️ |

2. The **Edit Holiday** window appears.  Update as needed.

3. Click on the *Update Holiday* button at the bottom of this window – see figure below. The changes you've made are now saved.

**Edit Holiday**

Post

St. Petersburg

Holiday Date

1/16/2023

Holiday Title

Birthday of Martin Luther King Jr

Holiday Type

U.S.A.

Holiday Weight

1

Holiday already exist, do you want to update it?

**Update Holiday**

To delete a holiday, simply click on the red trash can icon.  **QUESTION for Zoran**:  I deleted a holiday and the system does **not** ask me to confirm – it is just deleted.  Is this how the system is supposed to behave?

**Importing Holidays**
ADG has a template for posts to import holidays in one batch.  To import holidays in one batch, follow the steps below.
1. On the **Holiday Admin** screen, click on the **green** *Import* button in the upper left-hand side of this screen.
2. The *Import Holidays from Excel* window appears.
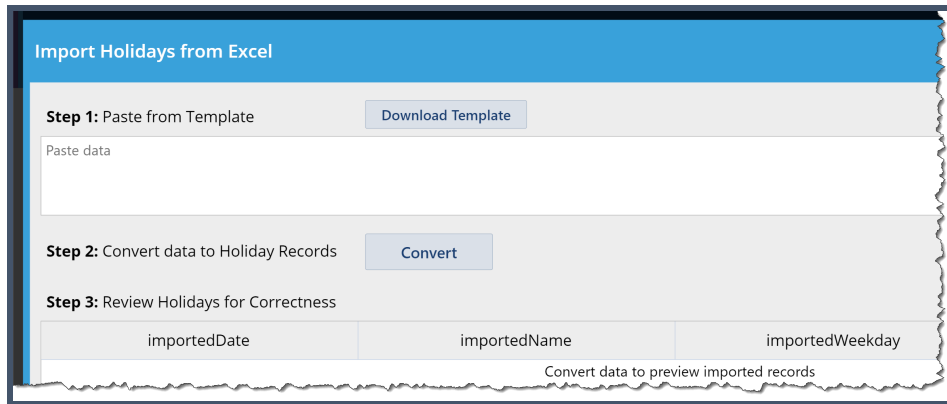
3. Next, click on the ***Download Template*** button in the **Step 1** area.  A new browser tab will open with the Excel spreadsheet template.
4. On the *Template* worksheet, there are four headings:
    ● *Date* – Type the date of the holiday.
    ● *Weekday* – Type the weekday on which the holiday falls.
    ● *Name* – Type the name of the holiday.
    ● Type – Type in whether this holiday is a *LOCAL*, *U.S.A.*, or *BOTH*.
    Note:  The second worksheet, *Example Data*, gives you an example of the data to be entered into the *Template* worksheet.
5. Once you've finished entering all the holidays, click on and select the holidays to be imported.  Do not select the column headings – see figure below.
6. Press **CTLR+C** on your keyboard and return to the **Import Holidays from Excel** screen.
7. Under the **Step 1** area, paste the selection into the pane.
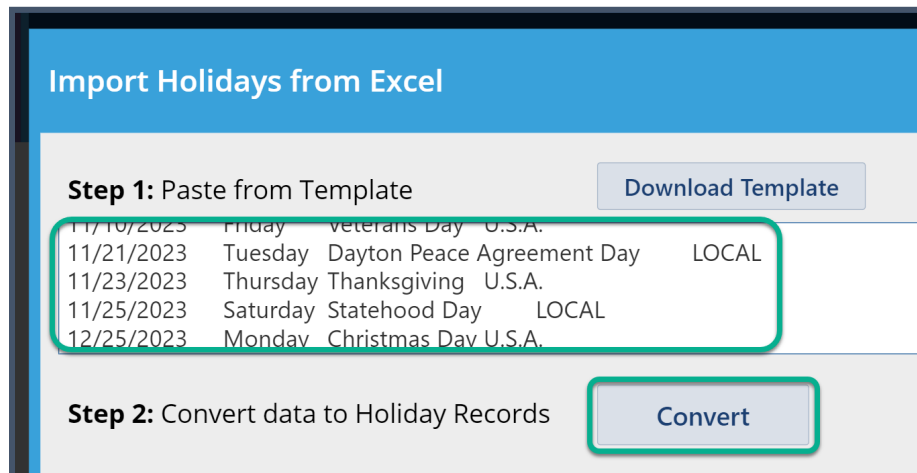


8. In **Step 2** area, click on the ***Convert*** button.  The **Duty Officer Program** application will convert the data you copied and pasted from the template.  You will have a chance to review the imported holidays.

| Step 3: Review Holidays for Correctness | | | |
| --- | --- | --- | --- |
| importedDate | importedName | importedWeekday | importedType |
| 17 April, 2023 | Orthodox Easter Monday | Monday | LOCAL |
| 01 May, 2023 | Labor Day | Monday | LOCAL |
| 02 May, 2023 | Labor Day | Tuesday | LOCAL |
| 21 April, 2023 | Ramadan Bajram | Friday | LOCAL |
| 09 May, 2023 | Victory over Fascism | Tuesday | LOCAL |
| 29 May, 2023 | Memorial Day | Monday | U.S.A. |
| 19 June, 2023 | Juneteenth | Monday | U.S.A. |
| 28 June, 2023 | Kurban Bajram | Wednesday | LOCAL |

9. When you have finished reviewing the holiday import, click on the **purple** *Import* button. The holidays you've imported will appear on the **Holiday Admin** screen.