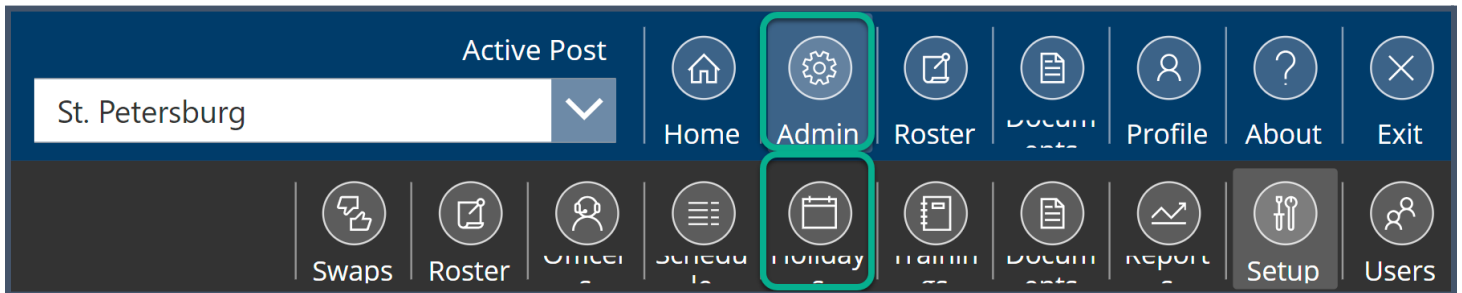


Duty Officer Program | Adding and Importing Holidays

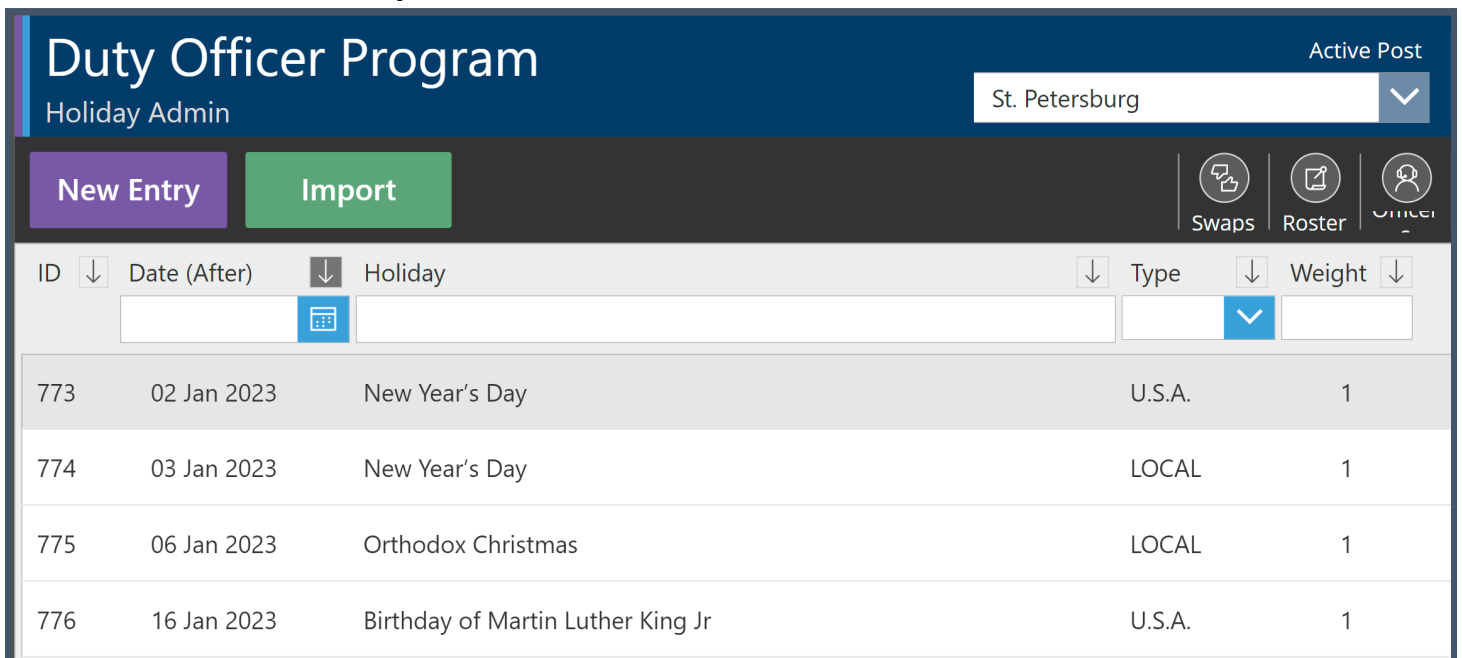
The Post Admin has the permission levels to manage holidays in the **Duty Officer Program**.

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.

A screenshot of the 'Duty Officer Program - Holiday Admin' screen. The header shows 'Duty Officer Program' and 'Holiday Admin' on the left, and 'Active Post' with a dropdown menu showing 'St. Petersburg' on the right. Below the header are two buttons: 'New Entry' (purple) and 'Import' (green). To the right of these buttons are icons for Swaps, Roster, and Shifts. The main area contains a table with columns: ID, Date (After), Holiday, Type, and Weight. The table lists four holidays: New Year's Day (02 Jan 2023, U.S.A., weight 1), New Year's Day (03 Jan 2023, LOCAL, weight 1), Orthodox Christmas (06 Jan 2023, LOCAL, weight 1), and Birthday of Martin Luther King Jr (16 Jan 2023, U.S.A., weight 1).

ID	Date (After)	Holiday	Type	Weight
773	02 Jan 2023	New Year's Day	U.S.A.	1
774	03 Jan 2023	New Year's Day	LOCAL	1
775	06 Jan 2023	Orthodox Christmas	LOCAL	1
776	16 Jan 2023	Birthday of Martin Luther King Jr	U.S.A.	1

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*.

- In the **Holiday Weight** text field, type the holiday weight. Note this field is for numbers only.
- 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.

- 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	✎ 🗑
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- 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.

The screenshot shows a window titled "Edit Holiday" with a close button (X) in the top right corner. The window contains the following fields:

- Post:** St. Petersburg
- Holiday Date:** 1/16/2023 (with a calendar icon)
- Holiday Title:** Birthday of Martin Luther King Jr
- Holiday Type:** U.S.A. (with a dropdown arrow)
- Holiday Weight:** 1

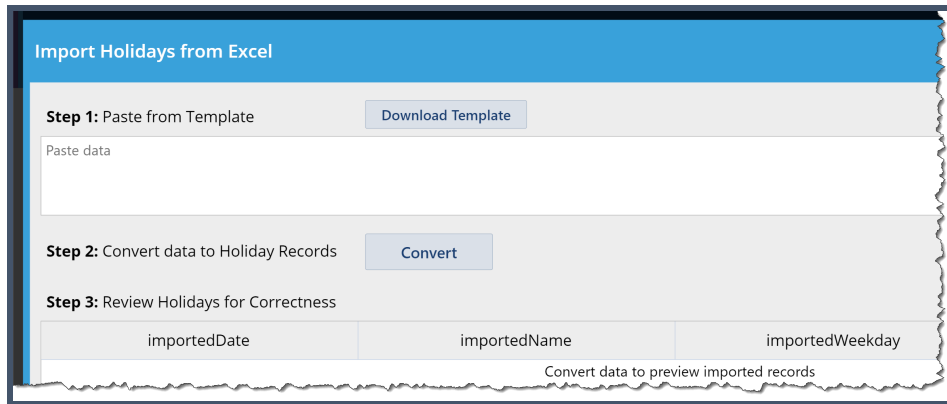
At the bottom of the window, there is a yellow warning message: "Holiday already exist, do you want to update it?". Below the message is a blue button labeled "Update Holiday".

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

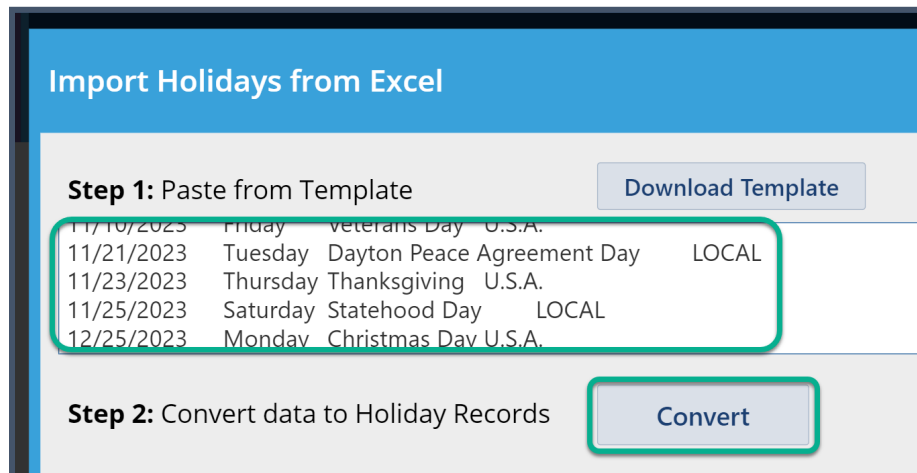
ADG has a template for posts to import holidays in one batch. To import holidays in one batch, follow the steps below.

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 **CTRL+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.