

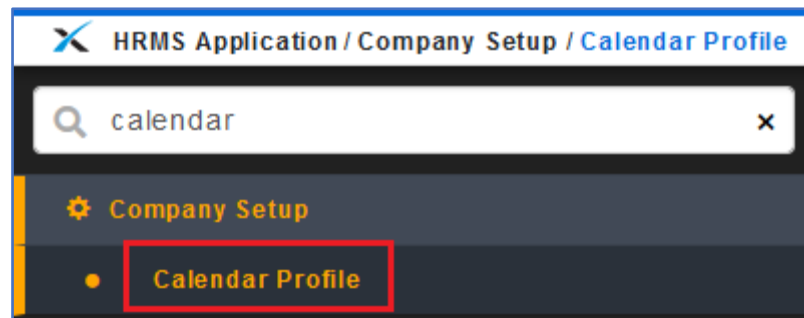
User Guide


How to update holiday for other country/state if there is wrong holiday been updated for the calendar.

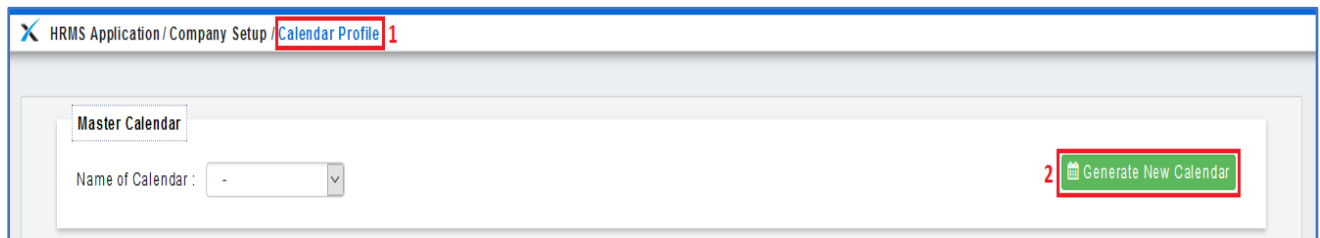


HOW TO UPDATE HOLIDAY FOR OTHER COUNTRY/STATE

1. Go to Company Setup -> Calendar Profile.




2. Click on the  Generate New Calendar button at the right.



3. Check on that calendar that is other country/state and click on the Exception date (Holiday) that you wish to check.
4. Click on the number (20/19/19/21) under the years exception that you wish to check.

Calendar								
<div> Back </div> <div> Extend Calendar End Date Import Holiday Generate New Calendar </div>								
Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2020 Exception Dates	Years 2021 Exception Dates	Years 2022 Exception Dates	Select All
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-				
Calendar Master	Kelantan	-	2021-12-31	2021-12-31	22	20		<input type="checkbox"/>
Calendar Master	Master	-	2021-12-31	2021-12-31	27	19		<input type="checkbox"/>
Calendar Shift	Master	Shift 2	2021-12-31	2021-12-31	22	19		<input type="checkbox"/>
Calendar Master	Sarawak	-	2021-12-31	2021-12-31	29	21		<input type="checkbox"/>

- If you found out the holiday is not match with the calendar, may tick on those holiday and click  **Delete** button.

Exception List


Master Calendar
(Sarawak)

2

 **Delete**

Calendar Date	Description	Day Types	Shift Hours	Select All
2021-01-01	New Year's Day	Public Holiday	-	<input type="checkbox"/>
2021-02-12	Chinese New Year	Public Holiday	-	<input type="checkbox"/>
2021-02-13	Chinese New Year Holiday	Public Holiday	-	<input type="checkbox"/>
2021-04-02	Good Friday	Public Holiday	-	<input type="checkbox"/>
2021-04-29	Nuzul Al-Quran	Public Holiday	-	<input type="checkbox"/>
2021-05-01	Labour Day	Public Holiday	-	<input type="checkbox"/>
2021-05-13	Hari Raya Aidilfitri	Public Holiday	-	<input type="checkbox"/>
2021-05-14	Hari Raya Aidilfitri Holiday	Public Holiday	-	<input type="checkbox"/>
2021-05-26	Wesak Day	Public Holiday	-	<input type="checkbox"/>

Close


- After you remove those not applicable holidays, tick on the calendar that you wish to import the holiday.
- Click  **Import Holiday** button.

****Remark:** If there is different state may import the holiday one by one, means tick one of the calendar first to import holiday then only do the same step for another calendar.

Calendar

← Back

2

 **Import Holiday**

Calendar

✔ Extend Calendar End Date
📅 Import Holiday
📅 Generate New Calendar

Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2020 Exception Dates	Years 2021 Exception Dates	Years 2022 Exception Dates	Select All
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-				<input type="checkbox"/>
Calendar Master	Kelantan	-	2021-12-31	2021-12-31	<u>22</u>	<u>20</u>		<input type="checkbox"/>
Calendar Master	Master	-	2021-12-31	2021-12-31	<u>27</u>	<u>19</u>		<input type="checkbox"/>
Calendar Shift	Master	Shift 2	2021-12-31	2021-12-31	<u>22</u>	<u>19</u>		<input type="checkbox"/>
Calendar Master	Sarawak	-	2021-12-31	2021-12-31	<u>29</u>	<u>21</u>		<input type="checkbox"/>

8. Once tick on the Import holiday button, you can select the years, Country and State to show the holiday.
9. Tick on those holiday that is applicable for the calendar.
10. Click **Import** button.

Import Holiday

1 Years : 2021

2 Country : Malaysia

3 State : Sarawak

Date	Day	Day Description	Select All
-Filter-	-Filter-	-Filter-	<input type="checkbox"/>
2021-01-01	Fri	New Year's Day	<input type="checkbox"/>
2021-02-12	Fri	Chinese New Year	<input type="checkbox"/>
2021-02-13	Sat	Chinese New Year Holiday	<input type="checkbox"/>
2021-04-02	Fri	Good Friday	<input type="checkbox"/>
2021-05-01	Sat	Labour Day	<input type="checkbox"/>
2021-05-13	Thu	Hari Raya Aidilfitri	<input type="checkbox"/>
2021-05-14	Fri	Hari Raya Aidilfitri Holiday	<input type="checkbox"/>
2021-05-26	Wed	Wesak Day	<input type="checkbox"/>

5

Import

Close

11. After done import those holidays, tick again the calendar.
12. Click on the **Generate New Calendar** button.

Calendar

[Back](#)

Extend Calendar End Date
Import Holiday
2 Generate New Calendar

Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2020 Exception Dates	Years 2021 Exception Dates	Years 2022 Exception Dates	Select All
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-				<input type="checkbox"/>
Calendar Master	Kelantan	-	2021-12-31	2021-12-31	22	20		<input type="checkbox"/>
Calendar Master	Master	-	2021-12-31	2021-12-31	27	19		<input type="checkbox"/>
Calendar Shift	Master	Shift 2	2021-12-31	2021-12-31	22	19		<input type="checkbox"/>
Calendar Master	Sarawak	-	2021-12-31	2021-12-31	29	21		<input type="checkbox"/>

13. Choose the 2nd option '**Update per Work Patterns and Exceptions and Add New Date**'.
(Remark: if there is shift calendar may tick the 2nd option as well)
14. Click **Generate Calendar** button.

Generate New Calendar

Master Calendar Options
☐ Add New Date Only
☒ Update per Work Patterns and Exceptions and Add New Date

Shift Calendar Options
☐ Add New Date Only
☒ Update per Work Patterns and Exceptions and Add New Date

Generate Calendar

Close