

# How Do I Set Holidays in the Web Portal?

23 Thu, Jan 28, 2021 Schedules

## Question

How Do I Set Holidays in the Web Portal?

## Answer

Setting a holiday to enabled allows your service to work as if it were after hours. There is a list of holidays entered in the system already that are updated each year to enable or disable. If you need a custom one, it can be added as well.

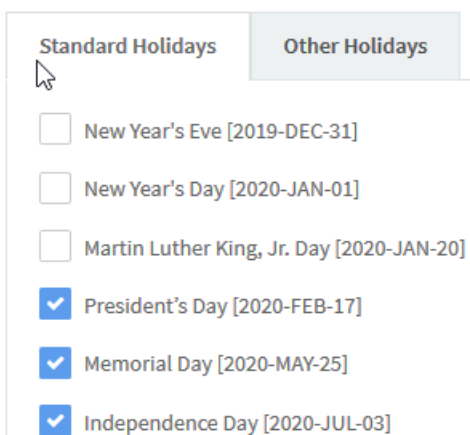
### Enable a Standard Holiday

On the left taskbar, click on **Groups**

Select the group you'll be setting a holiday for

Now on the **Group Details** page, navigate to the **Holidays** tab

Under **Standard Holidays**, check the radio box to the left of the holiday to enable this service



Standard Holidays	Other Holidays
<input type="checkbox"/> New Year's Eve [2019-DEC-31]	
<input type="checkbox"/> New Year's Day [2020-JAN-01]	
<input type="checkbox"/> Martin Luther King, Jr. Day [2020-JAN-20]	
<input checked="" type="checkbox"/> President's Day [2020-FEB-17]	
<input checked="" type="checkbox"/> Memorial Day [2020-MAY-25]	
<input checked="" type="checkbox"/> Independence Day [2020-JUL-03]	

### Enable Other Holidays

On the left taskbar, click on **Groups**

Select the group you'll be setting a holiday for

Now on the **Group Details** page, navigate to the **Holidays** tab

Click the **Other Holidays** tab

Once the tab is selected, press the button to add a new holiday



The **Create New Holiday** page will open. Update the following information, and press *Create* to create the needed holiday:

**Label** - Can be the name of the holiday or reason for closure

**Start Day** - The numerical value of the date the hours will be closed

**End Day** - The numerical value of the date the hours will be closed

**End Month** - The month in which the holiday resides in

## Applies To

MAXvoice

Call Flow

Online URL: <https://help.maxcore.io/article-23.html>