

# 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?

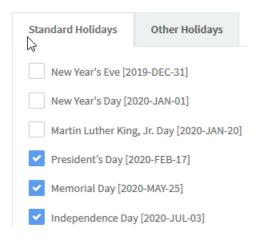
#### **Answer**

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



## **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