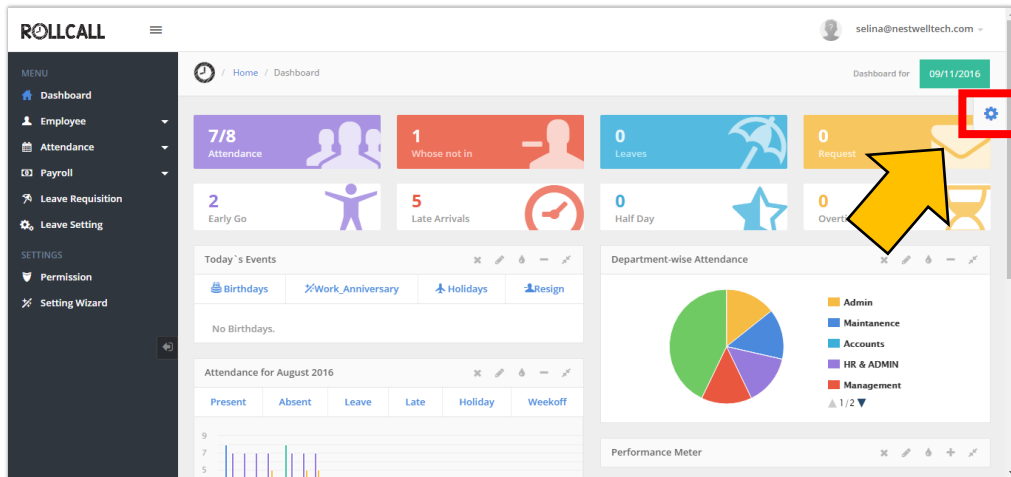


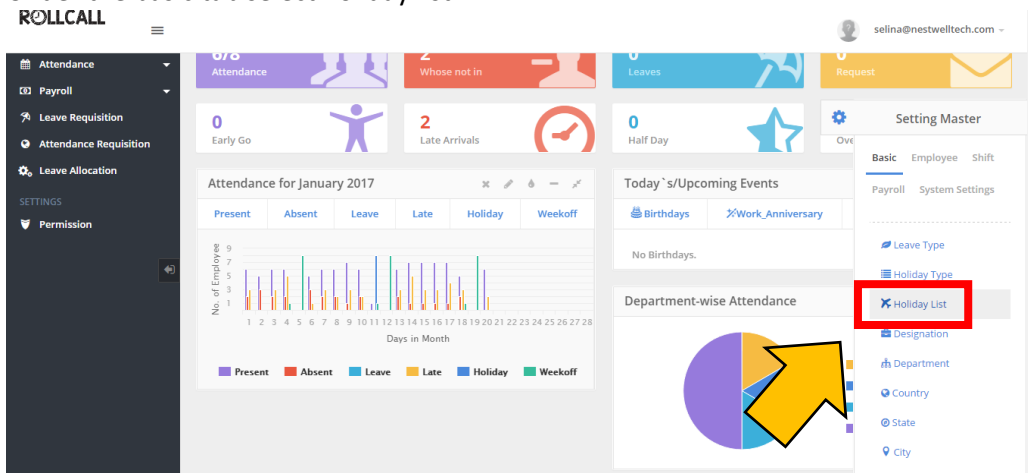
Adding holidays for the year

You can select from the usual holidays that are applicable worldwide for a particular year by going to the masters (the gear on the right side of your screen) and click on basic.



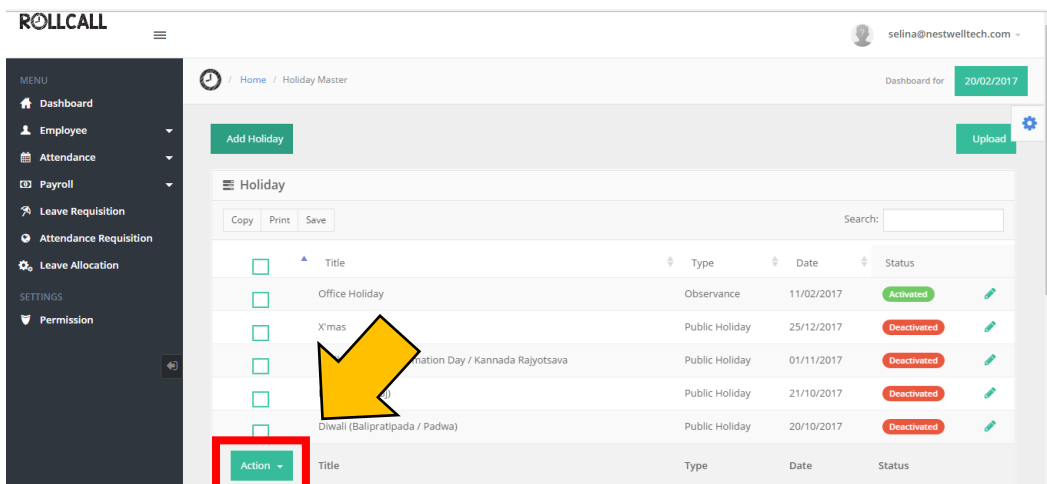
The screenshot shows the ROLLCALL dashboard for the user selina@nestwelltech.com. The dashboard includes various metrics such as Attendance (7/8), Whose not in (1), Leaves (0), Request (0), Early Go (2), Late Arrivals (5), Half Day (0), and Over (0). A settings gear icon is highlighted with a red box and a yellow arrow pointing to it.

Under the basic tab select holiday list.



The screenshot shows the ROLLCALL dashboard with the 'Setting Master' menu open. The 'Holiday List' option is highlighted with a red box and a yellow arrow. The menu also includes options for Basic, Employee, Shift, Payroll, and System Settings.

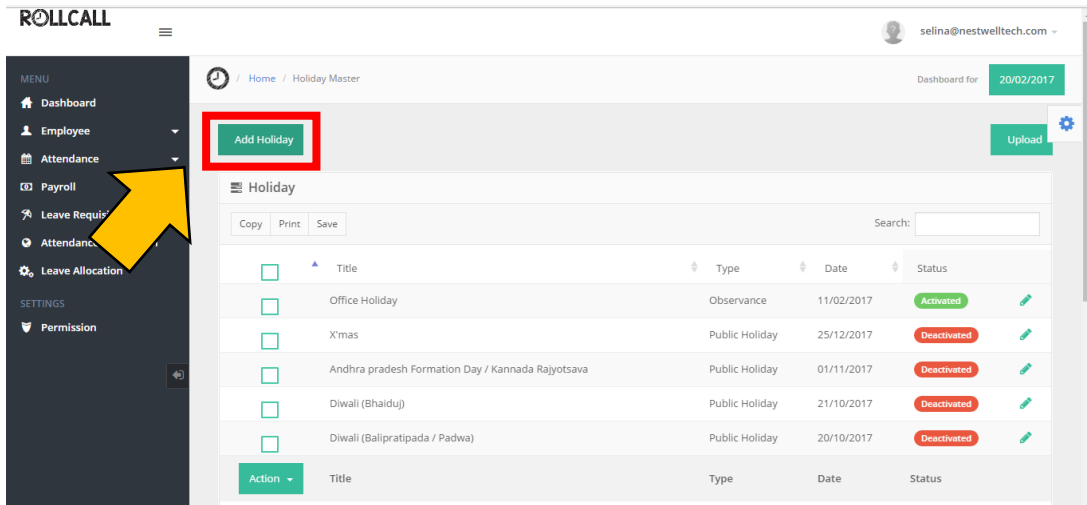
You can activate which holidays are applicable to your organisation. You can activate by selecting the check boxes for the holidays required and click on activate under the action button.



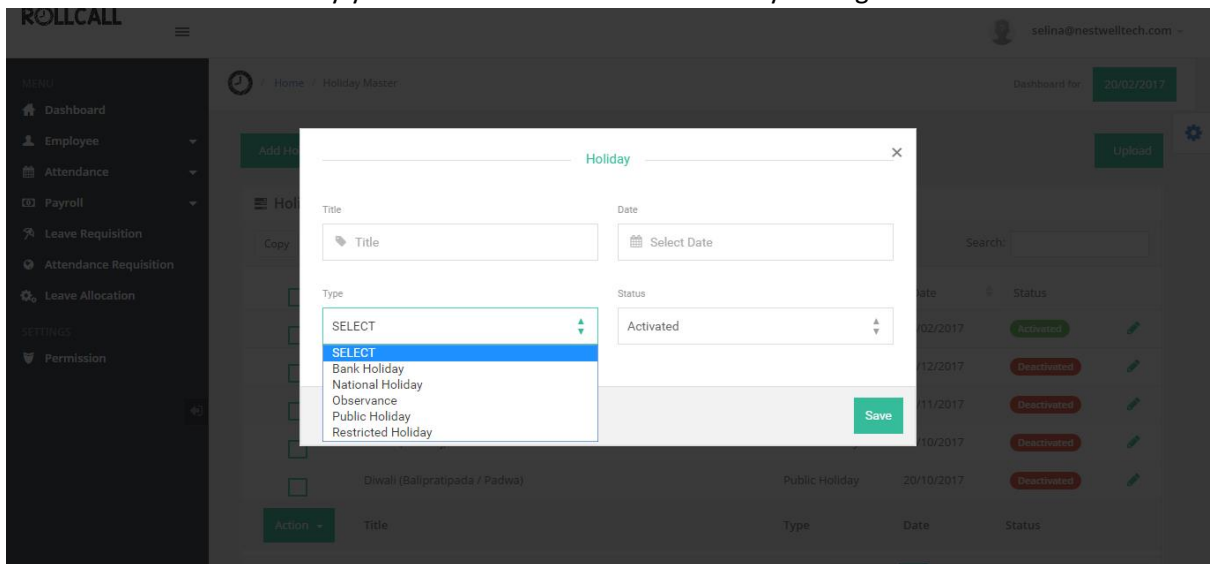
The screenshot shows the ROLLCALL 'Holiday Master' page for the user selina@nestwelltech.com. The page includes an 'Add Holiday' button and a table of holidays. The 'Action' button is highlighted with a red box and a yellow arrow. The table lists holidays with checkboxes for activation and an 'Action' button for each row.

<input type="checkbox"/>	Title	Type	Date	Status	<input type="checkbox"/>
<input type="checkbox"/>	Office Holiday	Observance	11/02/2017	Activated	<input type="checkbox"/>
<input type="checkbox"/>	X'mas	Public Holiday	25/12/2017	Deactivated	<input type="checkbox"/>
<input type="checkbox"/>	...ation Day / Kannada Rajyotsava	Public Holiday	01/11/2017	Deactivated	<input type="checkbox"/>
<input type="checkbox"/>	...	Public Holiday	21/10/2017	Deactivated	<input type="checkbox"/>
<input type="checkbox"/>	Diwali (Balipratipada / Padwa)	Public Holiday	20/10/2017	Deactivated	<input type="checkbox"/>

If the holiday you are looking for is not on the list, you can easily add a holiday by clicking on the “Add holiday master”.



Fill the details of the holiday you want to add and activate it for your organisation.



For further queries you can contact us on +91 730-347-9777 or chat with us and tell us how we can help you