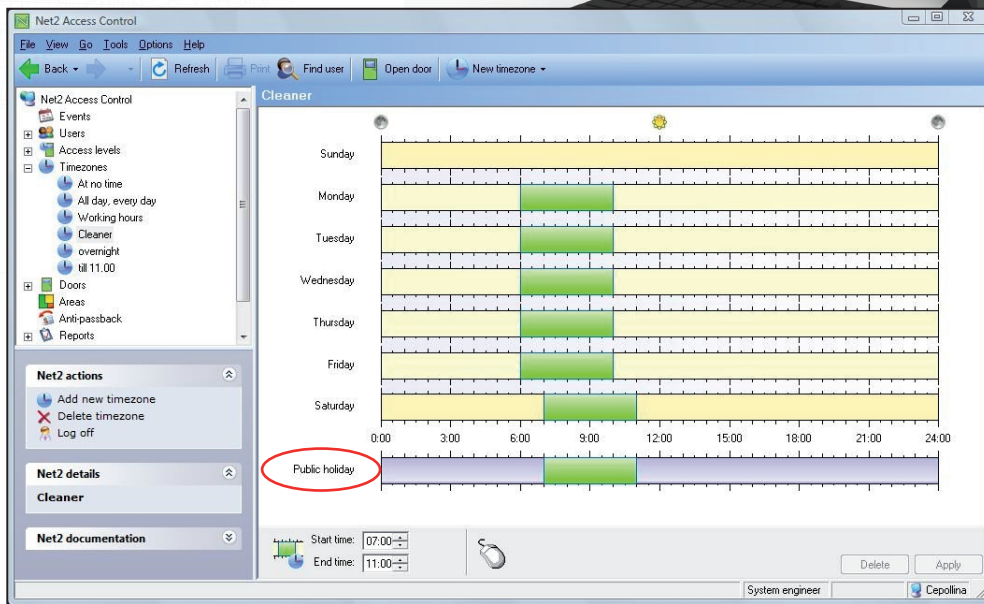


# Configuring public holidays

## Public holidays

Certain days can be nominated as public holidays. When a day is nominated as a public holiday, the validity of users will depend on the public holiday settings in Timezones.



## Adding a public holiday

Days can be added to the list of public holidays by selecting Public holidays from the Options menu.

By using the drop down calendar select the dates you wish to nominate as Public holidays and click Add. Highlighting the relevant date in the list and clicking Delete can remove dates.

Access times during public holidays are entered in the relevant Timezones.

See also: [AN1038 - Using Access Levels and Timezones. < http://paxton.info/847 >](http://paxton.info/847)

