



## Adding a public holiday

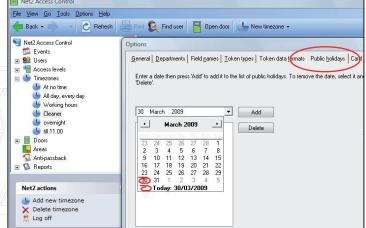
Days can be added to the list of public holidays by selecting Public holidays from the Options menu.

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. < <a href="http://paxton.info/847">http://paxton.info/847</a> >





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