

How to create and setup a Holiday?

Every country has different holidays schedule by individual, a government, or a religious group. BioStar's Time and Attendance features allow you to create a maximum of 64 holiday schedules. Also, BioStar enables to assign 16 holiday schedules per each user.

Instruction: Create a Holiday Schedule

- 1. Click 'Access Control' in the left shortcut pane
- 2. Click 'New Holiday' in the task pane
- 3. Type a name of the holiday and description (Optional)
- Select the date. If this holiday recurs every year, check the 'Every year' Set the duration of the holiday and click 'Add'
- 5. Click 'Apply' to save a Holiday schedule

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Access Control	Holiday		
 → Access Group → Full Access → No access → Timezone → Always → No Time → Holiday → CHRISTMAS 	Basic Information Name Description Details Date Every Year Term		
Task New Access Group New Timezone New Holiday Transfer to Device	2010-12-25 Every Year 1 Days long Delete Delete		
Details Total: 1 Selected : CHRISTMAS User	4 Add 2010년 12월 25일 토요일 ✓ Every year 1 ◯ Days Long		
Visual Map			
Access Control Monitoring			
Device	5		
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Instruction: Add Holiday Rules to Time and Attendance

- 1. Click 'Time and Attendance' in the left shortcut pane
- 2. Click 'Holiday Management' to open 'Holiday Rules' window
- 3. Click 'New Holiday Rule' and type a name of Holiday Rule
- 4. Click 'Add' to open the T&A Tree and select a Holiday then press OK.
- 5. There are three options and click **'Apply'** to save Holiday Rule

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Time and Attendance	🔁 Holiday Rules			
Covertime Regular Work Time Regular Work Time Daily Schedule Daily Schedule(Sample) Shift December Shift(Sample) Task Add Time Category Add Daily Schedule Add Shift Holiday Management Do Board	Holiday Rules Name CHRISTMAS Name Description T & A Tree CHRISTMAS	4 Add Delete Delete All		
Report Details Total: 1 Selected : December Shift(Sample)		24		
Doors	Total : 1			
Access Control	5			
Monitoring	Lete Holiday Rule Apply			
Device	1			
	Add Delete	Apply		
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- **Regard as in a non working day:** Not work day in record and does not appear on T&A reports
- Regard as in a normal shift: Regular work day in record and calculate the work time as in normal shift.
- > Apply a new daily schedule: You can select the 'Daily Schedule' click by button.