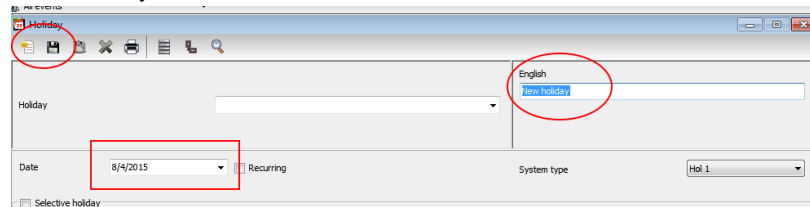# KANTECH
A Tyco International Company

APPLICATION NOTES

How to Set up Holidays in EntraPass

This application note explains how to set up holidays in EntraPass.

### System wide holiday
1- Go to **Definition** tab and select **Holiday** menu
2- Click the **NEW** icon
3- Name the holiday accordingly
4- Select a date in the **calendar** view
5- Save the holiday

Applying holidays to specific sites:

1- Go to **Definition** tab and select the **Holiday** menu
2- Click **NEW**
3- Name the holiday accordingly
4- Select a date in the **calendar** view
5- Check the **Selective holiday** checkbox
6- In the left Pane, select the site that will observe the holiday
7- Drag the selected site into the **HOL 1** group pane
8- Save the holiday
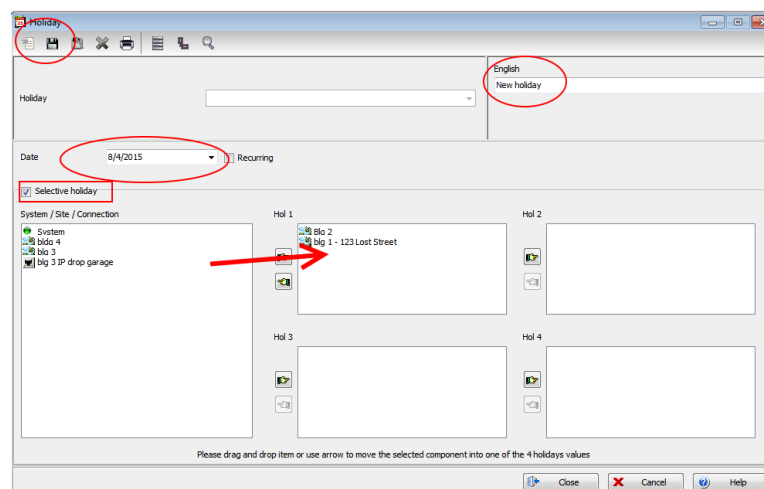
There are different types of holiday groups. These holiday groups can be adjusted to the customer's needs. Most holidays will reside under Hol1 group. Here are some suggestions:

- HOL1 for all holidays that apply to the entire day:
  - ○ Christmas, New Year, Canada Day, July 4th, Labor day, etc.
- HOL2 for holidays where a business would close early:
  - ○ Christmas Eve, New Year's Eve, or when open only from 9:00 to 12:00
- HOL3 for holidays that open late.
  - ○ Boxing Day, or when open only from 12:00 to 17:00
- HOL4 for days with special requests
  - ○ Inventory day on Saturday, 3rd Sunday of the Month

9- Under the **Definition** tab, click on Schedule.
10- Choose an appropriate schedule from the drop down menu
   a. **Checking** rows from the HOL1 column will **activate** the schedule assigned to HOL1.
   b. If the door is supposed to lock on a holiday do **NOT** check Hol1.
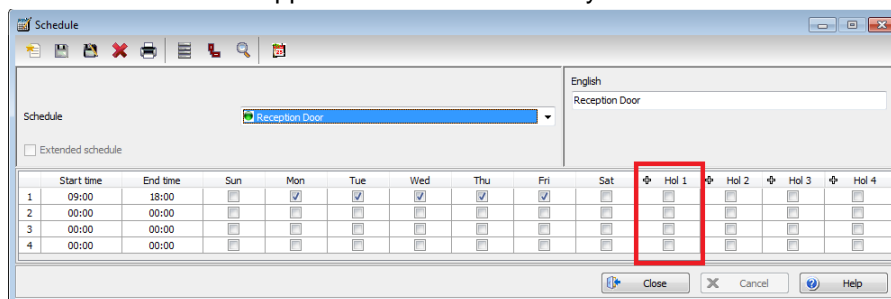
In the above example checking HOL1 will result in the door/card unlocking/working from 9:00 to 18:00

11- **Half days or specific days with access**:
   a. Under the **Definition** tab, click on **Schedule**
   b. Choose an appropriate schedule
   c. In **Row 2** enter the **start time** and **end time**
   d. In the same row, **check** the **HOL2**
   e. Save the schedule.
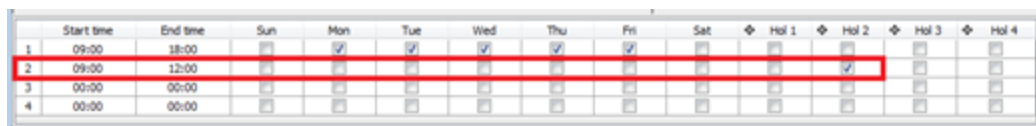
In this example checking HOL2 will result in the door/card unlocking/working

At the bottom left of the Workstation, there will be an indication that today is a holiday.
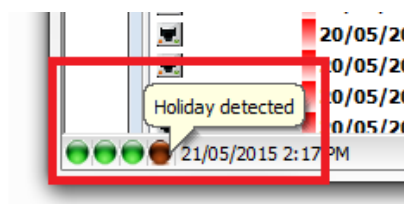
⚠ **Note: Holidays always supersede regular days (Sunday to Saturday).**