Holidays

What it does:

Allows you to add holidays or days that the court is closed. The daily collection report will look for these dates and skip them as business days for collection purposes. You can also use this for notes you want displayed on specific dates. The daily and monthly calendar will display those notes.

Adding the table entry

Menu | Tables | Generic Validation Tables |

- **Code** – The date of the holiday. All dates must be entered as mm/dd/yyyy.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.
- **Note Only (Y/N)** – If this is Y then this will show up on all the screens, but won't really be considered a holiday for calculations.

Click the **Update** button to save your work.

Code ▲	Short description	Long description
Add a new entry		
12/25/2019	Christmas	Christmas
12/24/2019	Christmas Eve	Eve of Christmas Eve
11/29/2019	After Thanksgiv	Day after Thanksgiving
11/28/2019	Thanksgiving	Thanksgiving Day
11/11/2019	Veterans Day	Veterans Day
10/14/2019	Columbus	Columbus Day
09/02/2019	Labor Day	Labor Day
07/05/2019	4th of July	Independence Day (Day After)
07/04/2019	4th of July	Independence Day
05/27/2019	Memorial	Memorial Day

The monthly calendar will display the holidays that are marked as notes. In this example, it is showing which judicial officer is covering the juvenile calendar on which day.

Code ▲	Short description	Long description
Add a new entry		
03/29/2019	Nidiffer	**Judge Nidiffer** Note Only(Y/N): y
03/28/2019	Lincoln	**Judge Lincoln** Note Only(Y/N): y
03/27/2019	Arnold	**Judge Arnold** Note Only(Y/N): y
03/25/2019	Lincoln	**Judge Lincoln** Note Only(Y/N): y

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Arnold AM 0 PM 0	2 AM 0 PM 0
3 AM 0 PM 0	4 Lincoln AM 10 PM 10	5 AM 0 PM 0	6 Arnold AM 10 PM 0	7 Lincoln AM 10 PM 10	8 Nidiffer AM 0 PM 0	9 AM 0 PM 0
10 AM 0 PM 0	11 Arnold AM 10 PM 10	12 AM 0 PM 0	13 Nidiffer AM 10 PM 0	14 Arnold AM 10 PM 10	15 Lincoln AM 0 PM 0	16 AM 0 PM 0
17 AM 0 PM 0	18 Nidiffer AM 9 PM 10	19 AM 0 PM 0	20 Lincoln AM 10 PM 0	21 Nidiffer AM 9 PM 10	22 Arnold AM 0 PM 0	23 AM 0 PM 0
24 AM 0 PM 0	25 Lincoln AM 10 PM 10	26 AM 0 PM 0	27 Arnold AM 10 PM 0	28 Lincoln AM 9 PM 10	29 Nidiffer AM 0 PM 0	30 AM 0 PM 0