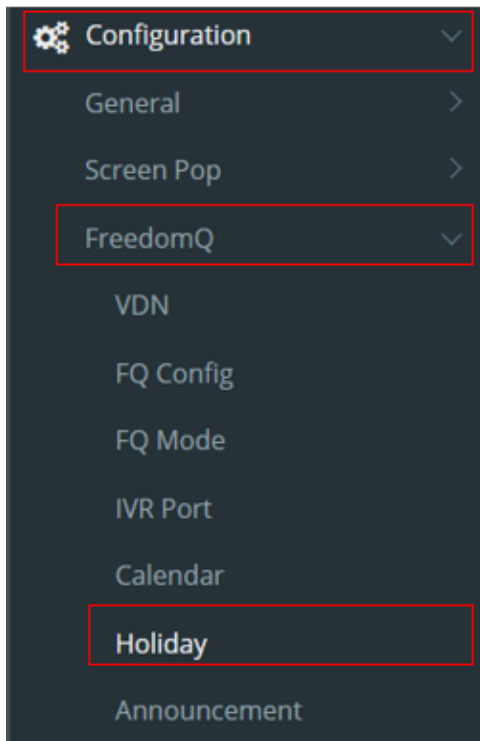


# How to manage Holiday at FreedomQ Configuration

## Step-by-step guide

- Go to Linkscope Web application and if you're not already signed in, select **Sign in**.
- From the Linkscope Web application, you click to **Configuration ? FreedomQ? Holiday** at the menu.



## ADD A NEW HOLIDAY

1. Click  button . The **Add** popup is displayed.

2. At the **Add** popup, you enter **Holiday Name** and select **Holiday Date**, **Holiday Type**, **Country Code** fields.

3. Then click  button.

Add

Holiday Date
1/1/2023

Holiday Name
New Year's

Holiday Type
National

Country Code
United States of America

Update

Cancel


If the system shows this message, you created successfully a new Holiday.

Successfully saved configurations.

## EDIT A HOLIDAY

- On the **Holiday List** table, select any row you want to edit the Holiday.

Holiday Date	Holiday Name	Holiday Type	Country Code	Date Updated
01/01/2023	New Year	National	US	11/16/2022 11:50:55
12/23/2022	Christmas	National	US	11/16/2022 13:55:26

- Click  button on that row. The **Edit** popup is displayed.

- At **Edit** popup, you modify new **Holiday Name** and select **Holiday Type**, **Country Code**. Then click the  button.

Edit

Holiday Date
1/1/2023

Holiday Name
New Year

Holiday Type
National

Country Code
United States of America

Update

Cancel


If the system shows this message, you edited successfully a Holiday.

Successfully saved configurations.

## DELETE A HOLIDAY

1. On the **Holiday List** table, select any row you want to edit the Holiday.

Holiday Date	Holiday Name	Holiday Type	Country Code	Date Updated
01/01/2023	New Year	National	US	11/16/2022 11:50:55
12/23/2022	Christmas	National	US	11/16/2022 13:55:26

2. Click  button on that row.
3. There're alert displays after you click to this button. Select **OK**.

labvn61.primas.net:8443 says  
Are you sure you want to delete this Holiday?

OK

Cancel

If the system shows this message, you deleted successfully a Holiday.

Deleted Successfully.

## SEARCH A HOLIDAY

On the **Holiday List** table. You can search for a Holiday by searching the **Holiday Date**, **Holiday Name**, **Holiday Type** and **Country Code** fields.

1. Search by the **Holiday Date** field:

Holiday Date	Holiday Name	Holiday Type	Country Code	Date Updated
1/1/2023				
01/01/2023	New Year	National	US	11/16/2022 11:50:55
1 - 1 of 1 items				

2. Search by the **Holiday Name** field:

Holiday Date	Holiday Name	Holiday Type	Country Code	Date Updated
	Christmas			
12/23/2022	Christmas	National	US	11/16/2022 13:55:26
1 - 1 of 1 items				

3. Search by the **Holiday Type** field:

Holiday Date	Holiday Name	Holiday Type	Country Code	Date Updated
		National		
01/01/2023	New Year	National	US	11/16/2022 11:50:55
12/23/2022	Christmas	National	US	11/16/2022 13:55:26
1 - 2 of 2 items				

4. Search by the **Country Code** field:

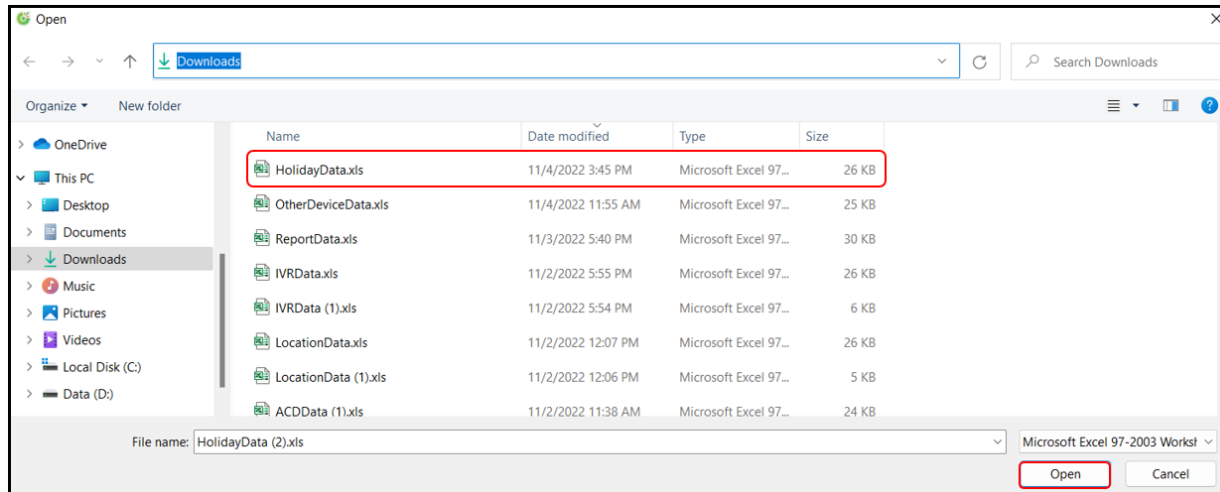
Holiday Date	Holiday Name	Holiday Type	Country Code	Date Updated
			US	
01/01/2023	New Year	National	US	11/16/2022 11:50:55
12/23/2022	Christmas	National	US	11/16/2022 13:55:26
1 - 2 of 2 items				

## IMPORT FROM AN EXCEL FILE

1. Click  button.

Select file (.xls)

2. Choose an excel file from your computer and click Open button.



3. Then click the **Import** button.



If the system shows this message, you imported successfully a new holiday.

### Result Import:

Total rows: **1**  
**1** row(s) import success.  
**0** row(s) import error.

## EXPORT AN EXCEL FILE

1. Click **Export excel** button.

Select file (.xls)

Select files...

Import Export excel

2. An excel file will be downloaded on the bottom of your website page.

