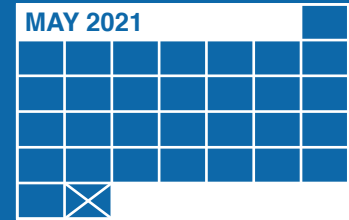


MEMORIAL DAY DATE CHANGE

Because the 2021/2022 Memorial Holiday falls on the 5th Monday of May, your Rome Holiday must be changed to correct your calendar. Below are instructions for changing the settings as to not disrupt scheduling and forecasting for May.



Shop Holidays

Event Date	Holiday Name			
Date	Description	Work Load	Frequency	Notes
05/01/2021	SATURDAY	0	Every Week	Saturday
05/02/2021	SUNDAY	0	Every Week	Sunday
05/24/2021	MEMORIAL DAY	0	Every Year	On Monday, 4th Week of May
07/04/2021	JULY 4TH	0	Every Year	On 07/04
09/06/2021	LABOR DAY	0	Every Year	On Monday, 1st Week of September
11/25/2021	THANKSGIVING DAY	0	Every Year	On Thursday, 4th Week of November
12/25/2021	CHRISTMAS DAY	0	Every Year	On 12/25
01/01/2022	NEW YEARS DAY	0	Every Year	On 01/01

Insert Change Delete

Close Help

Go to the Setup menu > Holidays. This will bring up the Holidays window. Highlight Memorial Day and hit the Change button.

In the next window you just need to change the Week Number dropdown field from Fourth to Fifth and your done.

Holiday

Description:

Work Load %:

Shop Open Time:

Shop Close Time:

Frequency

☐ One Time ☐ Every Month

☐ Every Week ☒ Every Year

Date Type

☐ Specific Date/Day

☒ Variable Date

Week Number:

Day of Week:

Event Month:

First and Last Dates

Start Date:

End Date:

OK Cancel