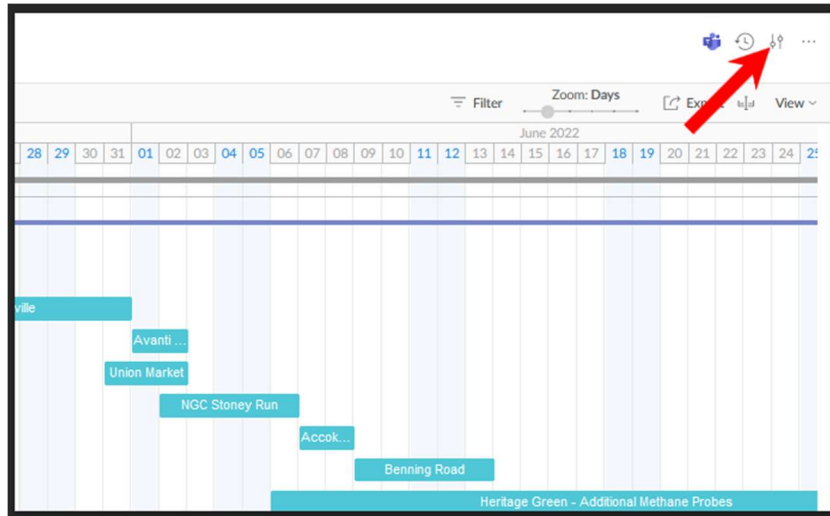
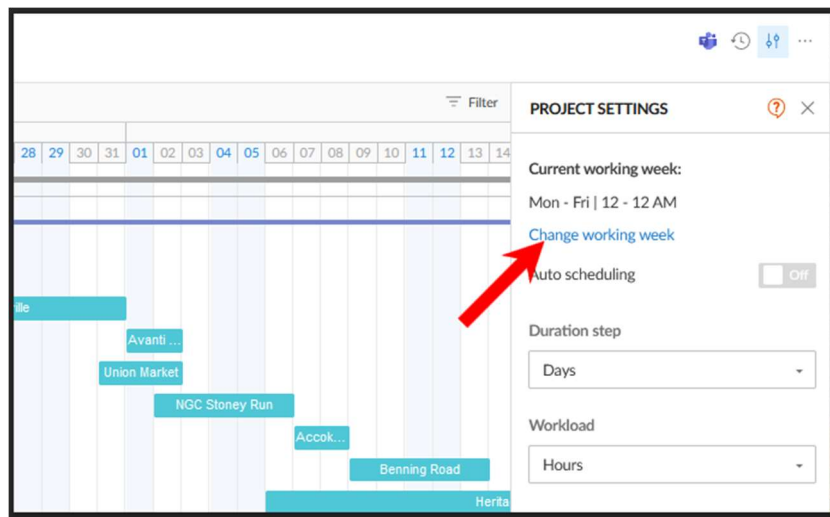


## How To Add a Holiday to the GTA Drilling Schedule:

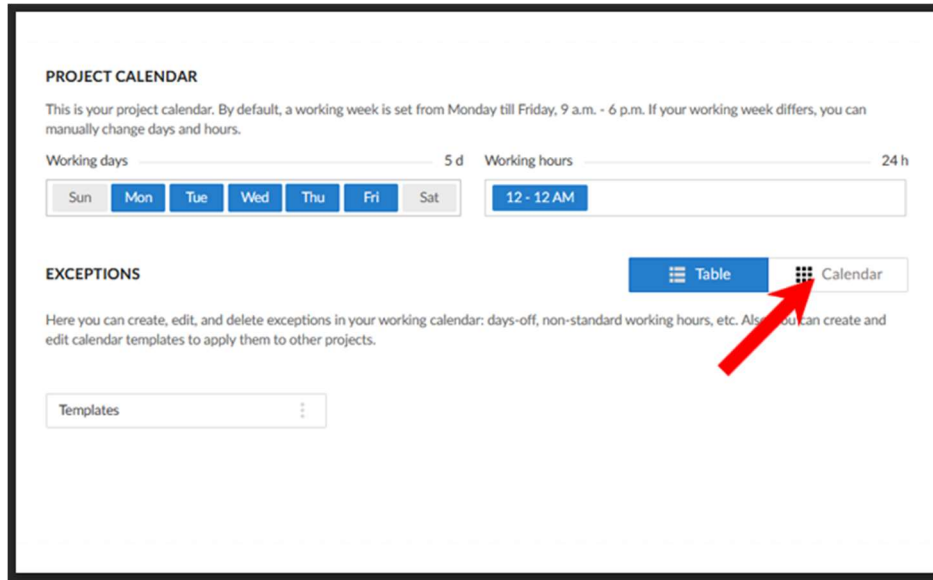
1. Log into the ADMIN Section of the GTA Drill Schedule.
2. Click the SETTINGS button located on the Top Right-Hand side of the page.



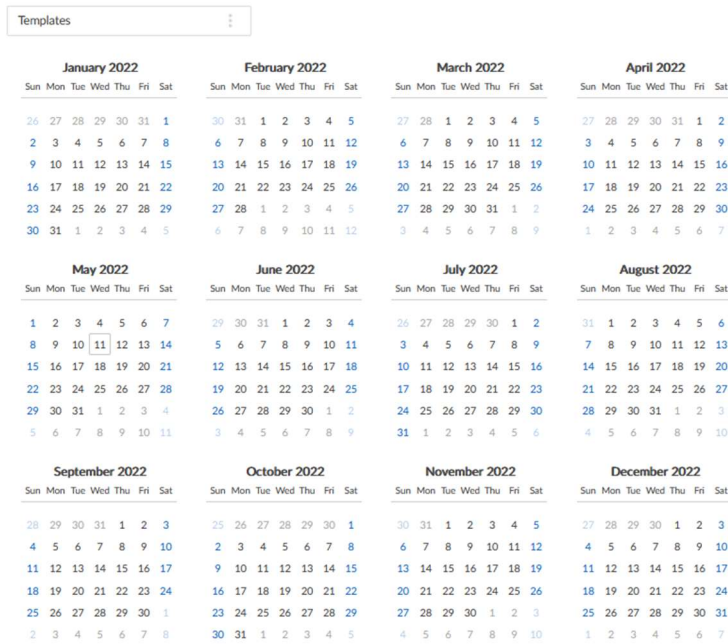
3. A new menu will Slide into view. Click on the CHANGE WORKING WEEK text.



- The PROJECT CALENDAR page will now open. Click the CALENDAR button to open the calendar view.



- The Calendar will now be displayed.



- Click on the date you want to make a holiday; In this example, we are using January 7<sup>th</sup>. A new window will appear. Give the Holiday a name in the TITLE box.

The screenshot shows a form for creating a holiday. The title field contains 'Sylvies Birthday'. The date field shows '01/07/2022'. Below the date, there are two radio buttons: 'Day off' (selected) and 'Custom day'. A 'Repeat' section has a dropdown menu set to 'Off'. An 'Apply' button is at the bottom right. To the right of the form are two calendar grids for March 2022 and July 2022.

If this is a ONE TIME Holiday, you can click APPLY and skip to step 7. If this is a Holiday that repeats on the same date every year, such as Christmas and New Years, click the REPEAT button to gain more options.

This screenshot shows the same form as above, but with the 'Repeat' dropdown menu open. The 'Repeat forever' checkbox is checked. The 'Repeat every' dropdown menu is open, showing options for 'Week', 'Month', and 'Year'. The 'Year' option is highlighted. The 'Apply' button is now disabled. The calendar grids for March and July 2022 are visible on the right.

Here you can change the REPEAT EVERY option to Year, make sure the REPEAT FOREVER box IS CHECKED and then click the APPLY button. You will now see the date highlighted.

January 2022							February 2022					
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
26	27	28	29	30	31	1	30	31	1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11
9	10	11	12	13	14	15	13	14	15	16	17	18
16	17	18	19	20	21	22	20	21	22	23	24	25
23	24	25	26	27	28	29	27	28	1	2	3	4
30	31	1	2	3	4	5	6	7	8	9	10	11

