How to Configure the Holidays List in the MSPbots App

The Holidays List is where you can add or edit holidays to ensure that these are recognized by the MSPbots app. The modifications made on this list are applied to the Bot Advanced Scheduler so that the bot will not send notifications on non-working days.

What's in this article:

- Creating the Holidays List
- Adding a Holiday Calendar from a Template

Creating the Holidays List



- 1. Open the MSPbots app and go to Settings > System.
- + Add to open the Add Holiday Calendar window. 2. On the System tab, click
- 3. When the Add Holiday Calendar window opens:

a.	Give the	holiday	calendar	а	Name and	а	Description.
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Add Holiday Cale	endar			>
Name				
July Holidays				
Description				
These are non-wor	king days in July.			G
Holidays List				+ Ad
Name	Date		Repeat Yearly	Action
		No Data		
				Cancel Save

b. Click • Add to create the Holidays List.

July Holidays			
Description			
These are non-work	king days in July.		C
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Name	Date	Repeat Yearly	Action
	No Da	ata	

c. When the Add Holiday window opens, enter a Name for the holiday and select a start and end Date for the holiday.

Inde	pendence Day			
)ate				
	2023-07-04	_	2023-07-04	

d. Click Confirm. This adds the holiday to the list.

July Holidays			
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These are non-working d	lays in July.		C
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Name	Date	Repeat Yearly	Action
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Independence Day	2023-07-04-2023-07-04		
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Independence Day	2023-01-04-2023-01-04		<u>«</u> _ —
Independence Day	2023-07-04-2023-07-04		<u>« </u>

e. Repeat Steps 3b to 3d to add more holidays to the list.
f. Click Save when done. You will see the message "Add success" and the holiday will appear on the Holidays Calendar.

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>	۵ System ×									~
8	💑 System							Holidays	Outgoing Mail	
R	Holidays Calendar									
88	Create a list of the holidays that apply to your work and company. You can use	this list to edit the settings in MSPb	oots features, like excluding holidays in	the Bot Advance	d Scheduler.				TAUXI	
	Name		Description						Action	
=	July Holidays		These are non-working days in	July.					l İ	
۴	June Holidays		Non-working days						l 🖻	
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Other configuration options in the Holidays Calendar:

- Repeat Yearly Enable the switch to repeat the holiday yearly.
- Edit Click do nodify the holiday settings.
- Delete Click 🔟 to remove the holiday from the list. You can edit or delete holidays from the existing holiday list.

Adding a Holiday Calendar from a Template

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1. Open the MSPbots app and go to Settings > System.

On the System tab, click and select **Template** to open Add Template window.
 Select from the **Regional holidays** dropdown list.

	3.	Select	from	the	Regional	holiday	ys	dro	pdown	lis
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5. This will show the holiday calendar template you created.

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The options to Edit, Delete, and enable the Repeat Yearly switch are also available for the Holiday Templates.