

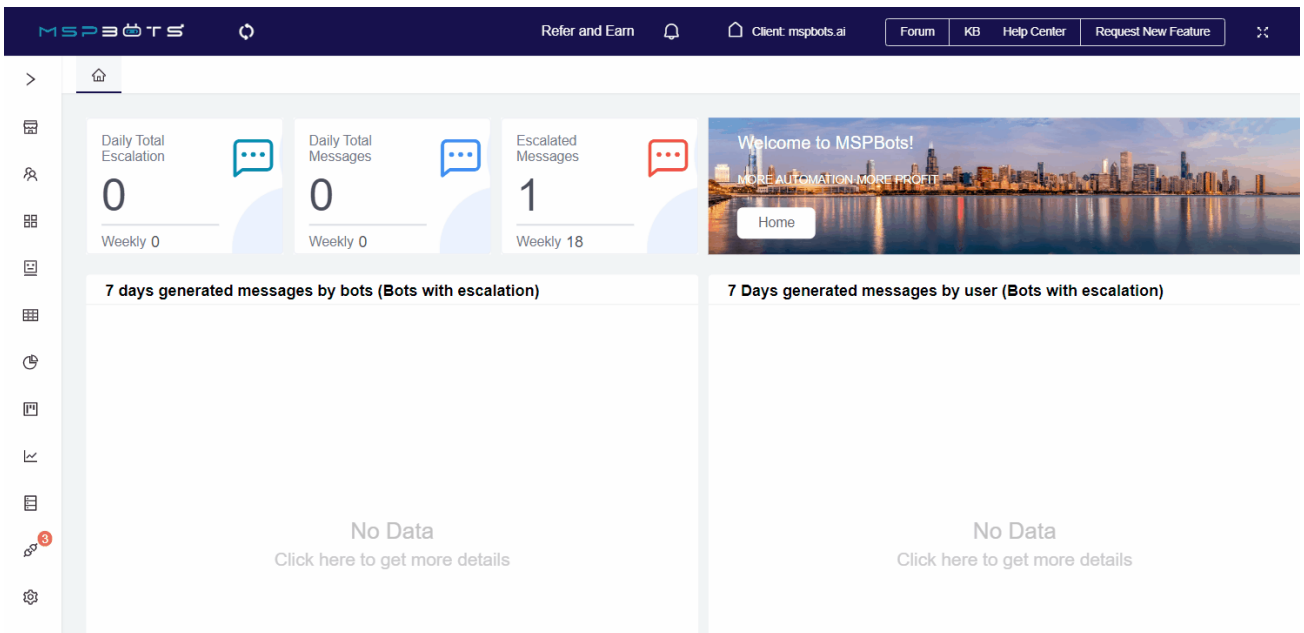
How to Configure the Holidays List in the MSPbots App

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**.
2. On the System tab, click [+ Add](#) to open the Add Holiday Calendar window.
3. When the Add Holiday Calendar window opens:

a. Give the holiday calendar a **Name** and a **Description**.

Add Holiday Calendar

Name

July Holidays

Description

These are non-working days in July.

Holidays List

No Data

Cancel

Save

-



- ×

Cancel

Confirm

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

Add Holiday Calendar

Name

July Holidays

Description

These are non-working days in July.

Holidays List

Name

Date

Repeat Yearly

Action

Independence Day

2023-07-04-2023-07-04

Cancel

Save

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.

Forum | KB | Help Center | Request New Feature

< >

System x

Add success

System ?

Holidays Outgoing Mail



Holidays Calendar

Create a list of the holidays that apply to your work and company. You can use this list to edit the settings in MSPots features, like excluding holidays in the Bot Advanced Scheduler.

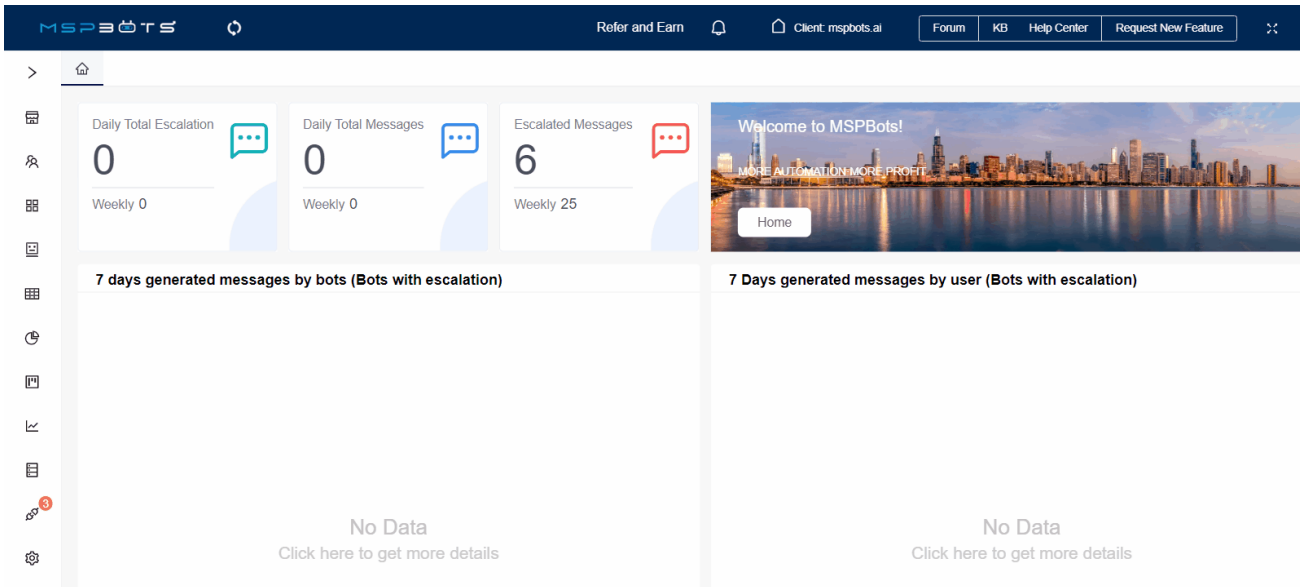
+ Add


Name	Description	Action
July Holidays	These are non-working days in July.	
June Holidays	Non-working days	

Other configuration options in the Holidays Calendar:

- **Repeat Yearly** - Enable the switch to repeat the holiday yearly.
- **Edit** - Click  to modify 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



1. Open the [MSPbots app](#) and go to **Settings > System**.
2. On the System tab, click  and select **Template** to open Add Template window.
3. Select from the **Regional holidays** dropdown list.

The screenshot shows the 'Add Template' window. It has a title bar with a close button. Below the title bar, there's a label 'Regional holidays:' followed by a dropdown menu. The dropdown menu is open, showing a list of US states: 'United States of America', 'Alaska', 'Alabama', 'Arkansas', 'Arizona', 'California', 'Los Angeles', and 'Colorado'. To the right of the dropdown menu, there are 'Cancel' and 'Save' buttons.

4. Click **Save**.

The screenshot shows the 'Add Template' window. It has a title bar with a close button. Below the title bar, there's a label 'Regional holidays:' followed by a dropdown menu. The dropdown menu is closed, and 'United States of America' is selected. To the right of the dropdown menu, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangle.


















5. This will show the holiday calendar template you created.

System

Holidays Calendar

Create a list of the holidays that apply to your work and company. You can use this list to edit the settings in MSPbots features, like excluding holidays in the Bot Advanced Scheduler.

+ Add

Name	Description	Action
		 
Holidays in United States of America		 
Holidays in China		 
Holidays test		 
		 
Test Holidays Edit		 
Holidays in Idaho		 

Total 7

10/page

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