

Understanding and Managing Holidays in Your System

1. Executive Summary

This report introduces the **Holidays** feature within your system, a crucial tool designed to streamline your planning and reporting by accurately tracking official holidays. This module empowers you to easily add, update, search, and delete holiday details, ensuring that all related activities, such as trip planning and dispatching, account for non-working days. By using this feature, you gain better control over your operational schedules, reduce manual errors, and improve the accuracy of your system's data.

2. Introduction

Imagine trying to plan trips or dispatch resources without knowing which days are official holidays. It can lead to miscommunications, missed deadlines, and inaccurate reporting. The **Holidays** module addresses these challenges by providing a centralized and straightforward way to manage all company or regional holidays. Its purpose is to ensure that your operational planning, resource allocation, and reporting automatically factor in official holidays, leading to smoother workflows and more reliable data.

In plain language, this means you can tell the system exactly when holidays occur. The system then uses this information to help you:

- **Plan better:** Avoid scheduling conflicts on non-working days.
- **Report accurately:** Ensure that reports reflect actual working days.
- **Manage effectively:** Keep a clear, organized record of all holidays.

3. Main Content (User-Focused Sections)

What This Means for You

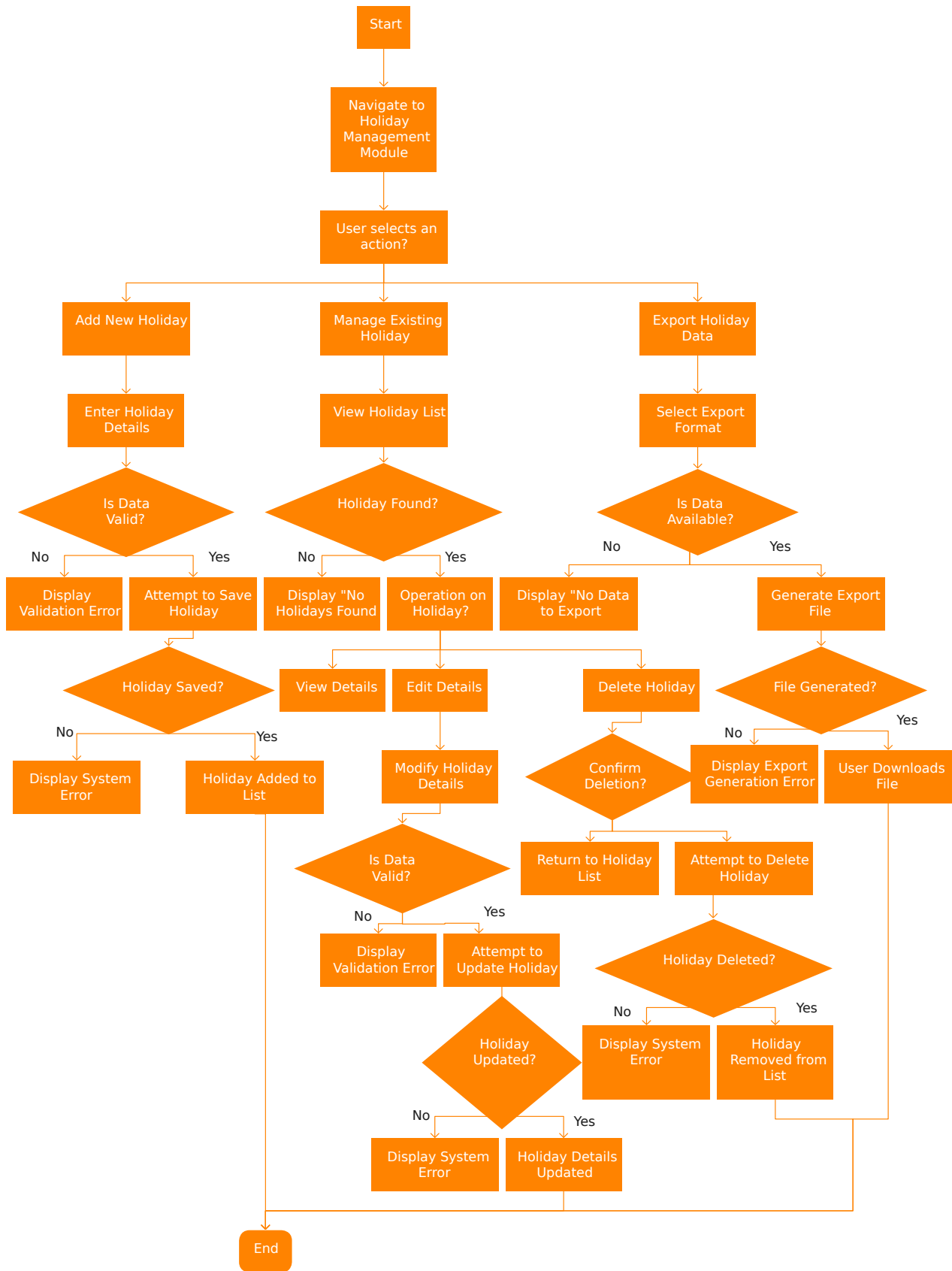
- **Seamless Planning:** Automatically factor holidays into scheduling and dispatching, preventing conflicts and improving efficiency.
- **Accurate Data:** Maintain an up-to-date and reliable record of all official holidays, enhancing data integrity.
- **Effortless Management:** Easily add, modify, or remove holiday entries with a user-friendly interface.
- **Quick Information Access:** Swiftly search for specific holidays by name or date, saving you time.
- **Streamlined Reporting:** Generate reports that correctly account for holidays, leading to more precise business insights.
- **Error Reduction:** Minimize manual scheduling errors that can arise from not tracking holidays properly.

How It Works

The Holidays module simplifies how you manage non-working days. At its core, you'll either add new holidays with their name, date, and description or modify existing ones. Once a holiday is in the system, it becomes part of your master data, influencing various operational aspects. You can also easily search through your holiday list and export the data for external use.

Here's a visual representation of the overall workflow:

Holiday Management Flowchart



Getting Started

To begin managing holidays, follow these simple steps:

1. Navigate to the Holiday Module:

- From your system's main menu, go to the "Master Data" section.
- Select the "**Holidays**" submodule.

2. Add a New Holiday:

- Look for an "Add New Holiday" or similar button.
- **Enter** the "Holiday Name" (e.g., "New Year's Day").
- **Select** the "Date" of the holiday.
- **Add** an optional "Description" (e.g., "Public holiday observed globally").
- **Click** the "**Save**" button to finalize.

3. Search for a Holiday:

- On the Holiday list page, **use the search bar** or filter options.
- **Enter** a "Holiday Name" or a specific "Date range".
- **Click** the "**Search**" button to filter the list.

4. Edit an Existing Holiday:

- In the holiday list, **locate** the holiday you wish to modify.
- **Click** the "**Edit**" button (often represented by a pencil icon) next to the holiday.
- **Modify** the "Holiday Name," "Date," or "Description" as needed.
- **Click** the "**Save**" button to update the details.

5. Delete a Holiday:

- In the holiday list, **locate** the holiday you want to remove.
- **Click** the "**Delete**" button (often a trash can icon) next to the holiday.
- **Confirm** your decision when prompted (e.g., "Are you sure you want to delete this holiday?").

Key Features You'll Use

- **Add New Holidays:** Easily create new entries with essential details like name, date, and description. You can also import multiple holidays at once using a "Bulk Import" option with Excel or CSV files.
- **Edit Existing Holidays:** Modify any detail of a saved holiday, including its name, date, or description, ensuring your data is always current. The system maintains a modification history for admins to track changes.
- **Delete Holidays:** Permanently remove holidays that are no longer relevant, keeping your list clean and accurate.
- **Search and Filter:** Quickly find specific holidays by name, date range, year, location, or category using intuitive search and filter tools.
- **View Holiday Details:** Access comprehensive information for any holiday listed.
- **Export Data:** Download your holiday list in various formats like PDF or Excel for reporting or external use.

Common Scenarios

- **Adding a Public Holiday:** You've just learned about a new regional public holiday. You navigate to the Holiday Module, click "Add New Holiday," enter the name and date, and save it. Now, your system accounts for this new non-working day.
- **Correcting a Holiday Date:** A holiday date was initially entered incorrectly. You find the holiday in the list, click "Edit," adjust the date to the correct one (e.g., "DD-MM-YYYY"), and save. All linked reports and notifications will now reflect the accurate date.

- **Searching for Next Year's Holidays:** You need to plan staffing for the next calendar year. You go to the Holiday Module, use the "Date filter" to select the next year, and instantly see all defined holidays for that period.
- **Removing an Obsolete Holiday:** A specific holiday is no longer observed by your organization. You locate it in the holiday list, click "Delete," and confirm. The holiday is then permanently removed from your system.
- **Exporting Holiday Calendar:** You need to share the official holiday calendar with another department. You navigate to the holiday module, click the "Export" button, choose "PDF" or "Excel," and a downloadable file with all holiday details is generated.

What to Expect

After successfully using the Holidays module, you can expect:

- **A Visible and Updated List:** New holidays will appear immediately in your holiday list, and any changes you make will be instantly reflected.
- **Accurate Holiday Details:** All saved details—name, date, description, and status—will be displayed correctly and consistently across the system.
- **Confirmation of Actions:** When you delete a holiday, it will be permanently removed from the list, and you'll typically receive a confirmation message.
- **Search Results:** When searching, the list will update to show only the holidays matching your criteria.
- **Downloadable Files:** If you export holiday data, a PDF or Excel file containing accurate holiday details will be generated and available for download.
- **Error Prevention:** The system will guide you to fill in all necessary information and prevent you from saving invalid data.

Business Rules & Constraints

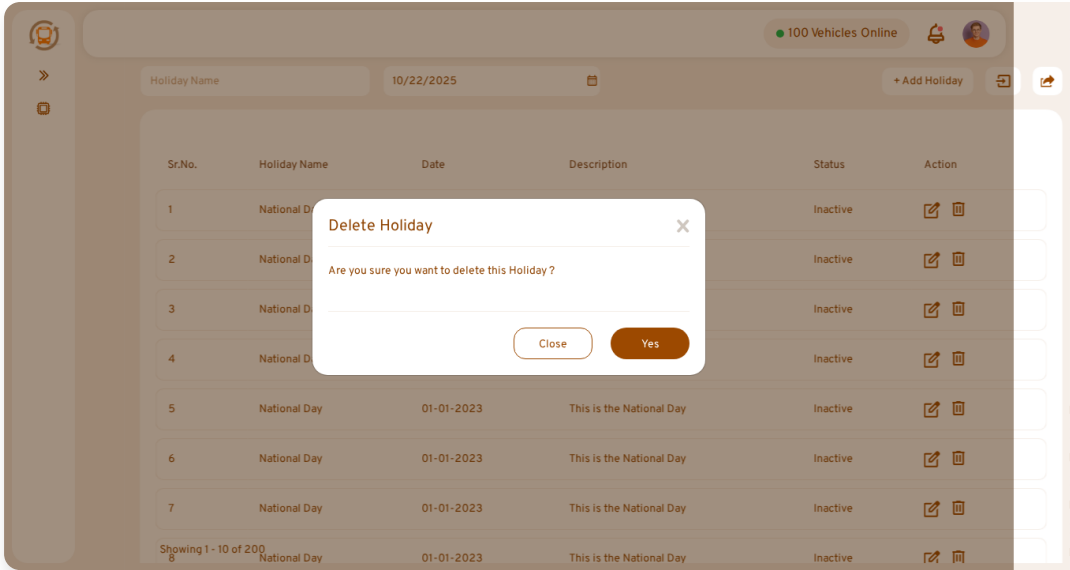
To ensure your holiday data is accurate and useful, please keep these rules in mind:

- **Mandatory Fields:** When adding or editing a holiday, the "Holiday Name" and "Date" fields are essential and *must* be filled. If you try to save without them, you'll receive a message like "Holiday Name is required."
- **Date Format:** All holiday dates must follow a specific format, typically `DD-MM-YYYY`. Entering dates in an incorrect format (e.g., "22/02/25") will result in an "Invalid date format" error message.
- **Holiday Name Restrictions:**
 - **No Special Characters:** Holiday names should only contain letters and numbers. Symbols or special characters are not allowed and will trigger an error message like "Special characters are not allowed."
 - **Length Limit:** The "Holiday Name" cannot exceed 100 characters. If you enter too many characters, you'll see a warning such as "Holiday Name cannot exceed 100 characters."
- **Description Field:** The "Description" field is optional. You can leave it blank, and the system will not display an error. You can always add or modify the description later if needed.
- **Permissions:** You must have the necessary user permissions (e.g., admin rights) to add, edit, or delete holidays. If you encounter issues, verify your permissions.
- **Modification History:** The system keeps a record of changes. This means administrators can track who made updates to a holiday, what was changed, and when the change occurred.

4. Visual Elements & Supporting Information

Deleting a Holiday

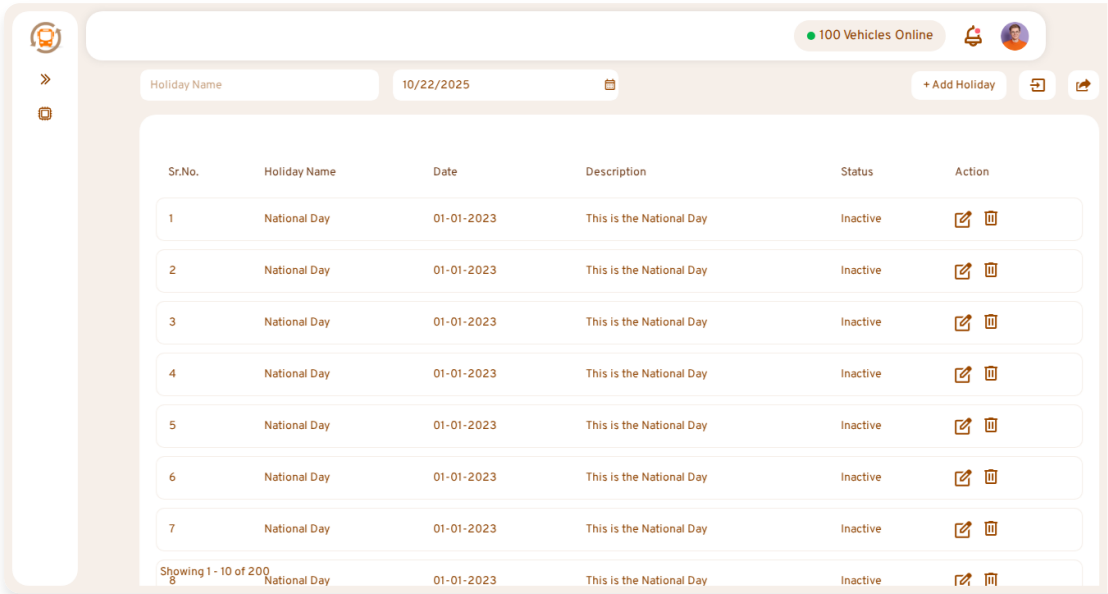
This page is where you confirm the deletion of a selected holiday.



Based on the intent and associated information, this page primarily serves as a confirmation step for deleting a holiday. It typically does not contain input forms or fields for data entry, but rather action buttons (e.g., "Confirm," "Cancel") to proceed or abort the deletion.

Search Holidays

This is your main hub for viewing, searching, and managing your list of holidays.



This page provides filters and displays a list of holidays. You can use the fields below to narrow down your search results.

Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Holiday Name (Search)	No	Text	String	N/A	Yes	Enter a name or part of a name to find holidays
Date Filter	No	Date Picker	Date	N/A	Yes	Select a date or range to filter holidays

Add New Holiday

This is where you define and add new holidays to your system.

100 Vehicles Online

Add Holiday

Holiday Name

Enter Holiday Name

Holiday Date

10/22/2025

Holiday Description

Enter Description...

Cancel

Submit

Use the form below to enter the details for a new holiday.

Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Holiday Name	Yes	Text	String	Max 100	Yes	The official name of the holiday (letters and numbers only)
Date	Yes	Date Picker	Date	DD-MM-YYYY	Yes	The specific date the holiday occurs
Description	No	Text	String	Varies (Long Text)	Yes	Optional: A brief explanation or notes about the holiday

Edit Holiday Details

This page allows you to modify the information of an existing holiday.



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100 Vehicles Online



Edit Holiday

Holiday Name

Enter Holiday Name

Holiday Date

10/22/2025

Holiday Description

Enter Description...

Cancel

Update

Update the pre-filled details for the selected holiday using the form below.

Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Holiday Name	Yes	Text	String	Max 100	Yes	The official name of the holiday (letters and numbers only)
Date	Yes	Date Picker	Date	DD-MM-YYYY	Yes	The specific date the holiday occurs
Description	No	Text	String	Varies (Long Text)	Yes	Optional: A brief explanation or notes about the holiday

5. Summary & Benefits

The **Holidays** module is an essential component for any organization aiming for precise operational planning and accurate record-keeping. By providing a clear and easy-to-use platform for managing holidays, it directly supports your goals of optimizing schedules, improving reporting reliability, and minimizing errors.

Ultimately, this feature gives you the peace of mind that your system always knows which days are holidays, allowing your teams to focus on their core tasks with confidence, knowing that all plans and reports are based on the most accurate available data. This translates into less time spent on manual adjustments, fewer scheduling conflicts, and more efficient use of your resources.

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