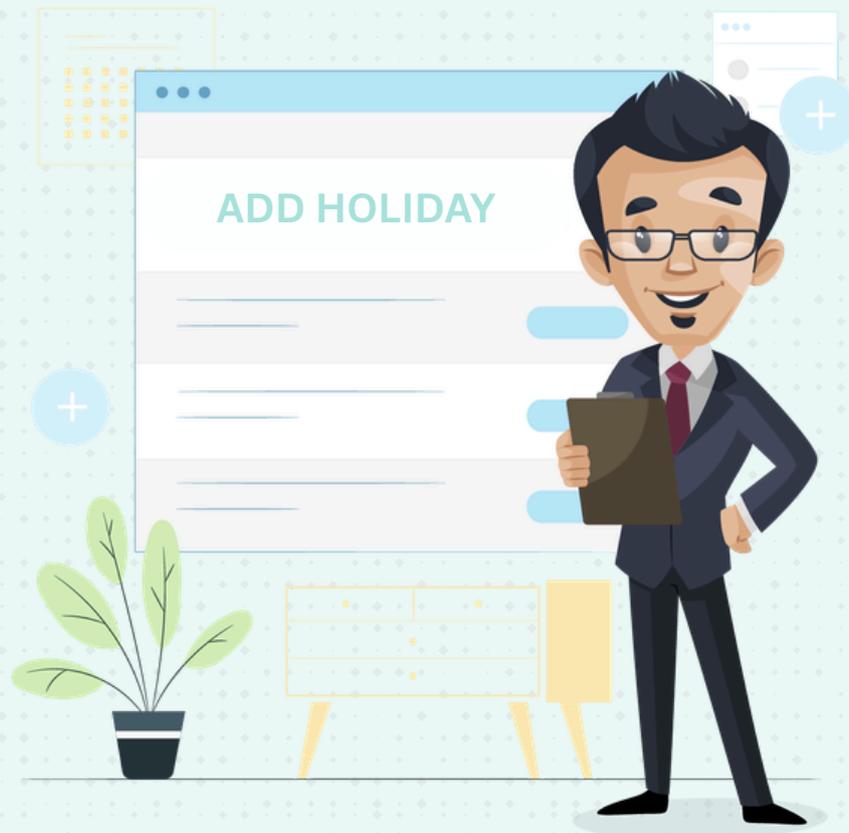




Add Holiday

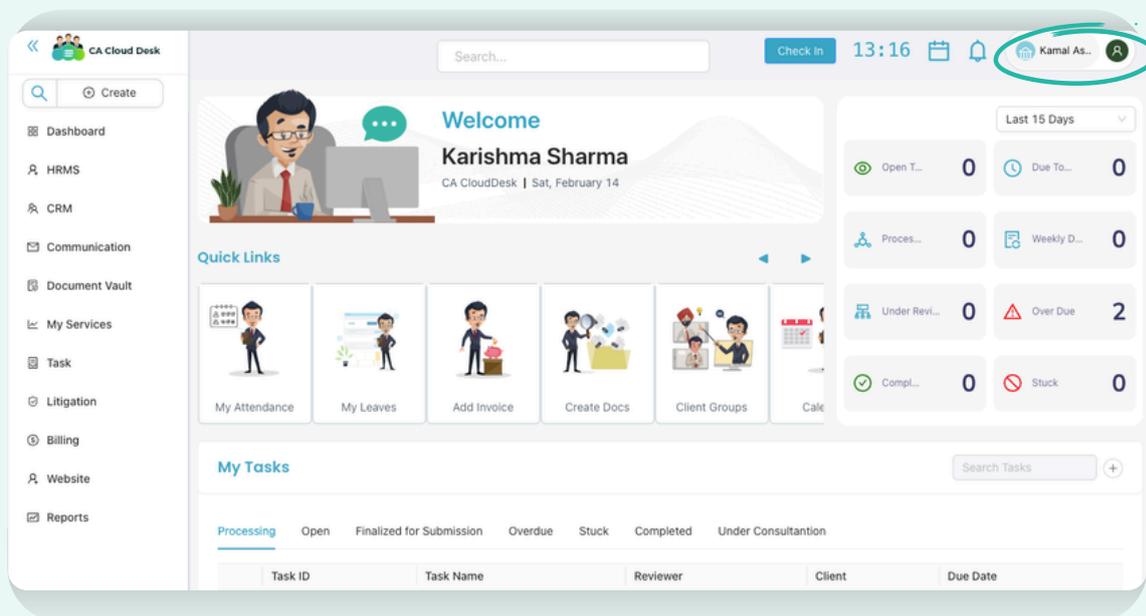
CA CloudDesk



Step 1: Go to Dashboard, then select Profile



From the main Dashboard, click your profile icon from the top-right corner of the header to open your profile area.



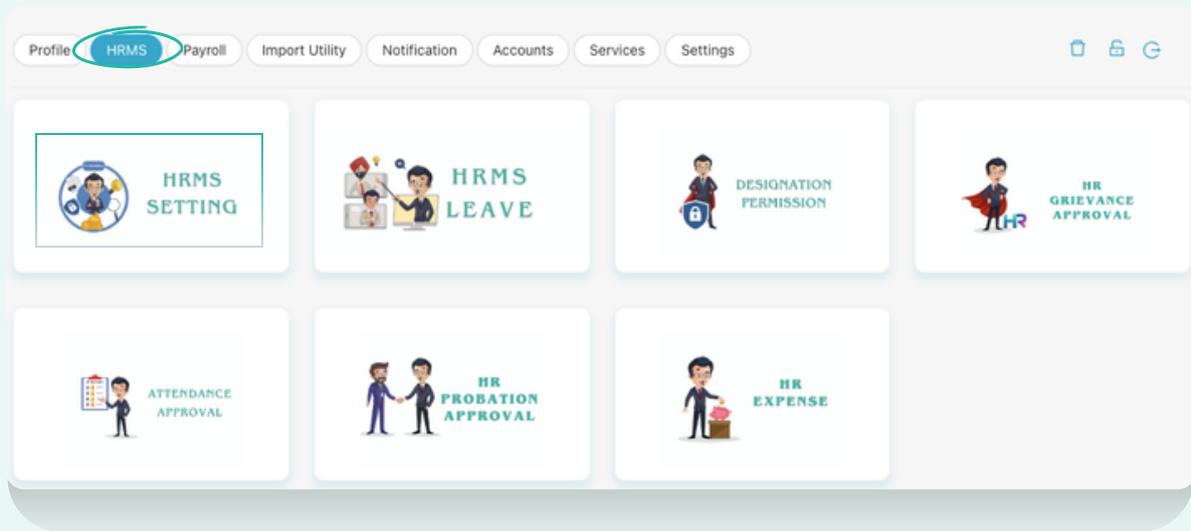
The screenshot shows the CA CloudDesk dashboard. The user is logged in as Karishma Sharma. The profile icon in the top right corner is circled in red. The dashboard includes a search bar, a 'Check In' button, the time 13:16, and a notification bell. The main content area shows a welcome message for Karishma Sharma, a 'Quick Links' section with icons for My Attendance, My Leaves, Add Invoice, Create Docs, Client Groups, and Call. Below this is a 'My Tasks' section with a search bar and a table of tasks.

Task ID	Task Name	Reviewer	Client	Due Date

Step 2: Select HRMS, then HRMS Setting

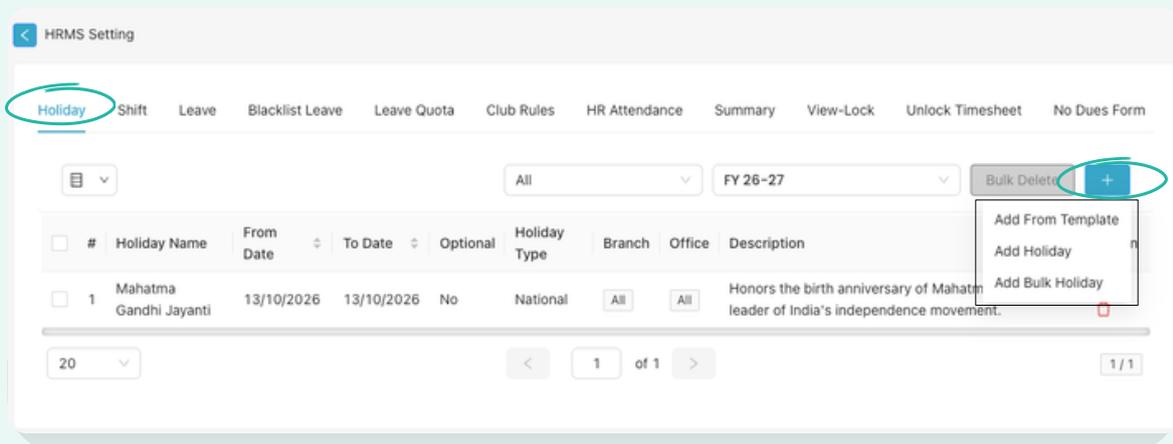
- In the left navigation sidebar, click HRMS.
- On the HRMS page, use the top tabs and select HRMS Setting .





Step 3: Select Holiday tab and use the + icon to create holiday

- Inside HRMS Setting, click the Holiday tab.
- Then click the blue + button to open the create-holiday menu.
- You will see three options: Add From Template, Add Holiday, and Add Bulk Holiday.



Step 5: Create holiday options (a. Add From Template)

- Opens template , listing predefined holidays (e.g. Republic Day, Maha Shivaratri) with name, from/to date, holiday type, and description.
- Use the action icon on each row to add that holiday to your list.

#	Holiday Name	From Date	To Date	Holiday Type	Branch	Description	Action
1	Republic Day	26/01/2026	26/01/2026	National	--	Commemorates the adoption of India's Constitution in 1950.	
2	Maha Shivaratri	15/02/2026	15/02/2026	Religious	--	A Hindu festival dedicated to Lord Shiva, observed with fasting and night vigils.	
3	Independence Day	15/08/2026	15/08/2026	National	--	Celebrates India's independence from British rule in 1947.	

b. Add Holiday

Opens the Add Holiday form to create a single holiday. Fill in:

- From Date, To Date (required) - use the date picker
- Holiday Name
- Holiday Type - select from dropdown
- Branch, Office
- Description
- Optional Holiday - Yes/No
- Sandwich - Yes/No



Click Save to add the holiday.

Add Holiday
✕

From Date ⓘ *

To Date ⓘ *

Holiday Name ⓘ

Holiday Type ⓘ

Branch

Office

Description ⓘ

Optional Holiday ⓘ Yes

Sandwich Yes

c. Add Bulk Holiday

Opens the Add Bulk Holidays form to create multiple holidays at once. You can set:

- From Date, To Date (required)
- Holiday Name, Holiday Type
- Branch, Office
- Day selection - All Saturday, Odd Saturday, Even Saturday, All Sunday, All Friday (checkboxes)
- Description

Click Save to add all matching dates in the range as holidays.



Add Bulk Holidays ✕

From Date 🕒 * 📅

To Date 🕒 * 📅

Holiday Name 🕒

Holiday Type 🕒 ▼

Branch

Office

All Saturday 🕒 **Odd Saturday** 🕒 **Even Saturday** 🕒 **All Sunday** 🕒 **All Friday** 🕒

Description 🕒