

Holiday a POS (Point of Sale) or Account

1. Click/Tap the **three line menu button** located on the top left of your screen
2. Click/Tap the **Schedule** page
 - a. Click/Tap the **Edit Ranges** button
 - i. If you wish to holiday an account, tap/click the red **Account** button - choose **POS** for a machine
 - ii. From here you will choose the desired account or POS and click/tap **Next**
 - iii. Click/Tap the **empty circle** next to the account/POS
 - iv. Click/Tap **Edit POS Ranges** located at the top right of the screen
 - v. In the Edit Ranges window click/tap **+ Add Range**
 - vi. Choose the start/end date
 - vii. Click/Tap next to **Kind** to choose **Holiday** then select **Done**

Note: The software will only allow you to create a range when selecting more than one POS, you are not able to edit a range when selecting more than one POS.

Ex: I can apply a holiday adjustment for both POS 50 and POS 60 in one action. However, I realize that I needed to only apply the holiday to POS 60. To apply these changes, I will need to edit the range individually for each POS. If I select both POS 50 and POS 60 to edit the range, I will not see the original applied holiday date range.

[Video: Holiday a Machine or Account]