

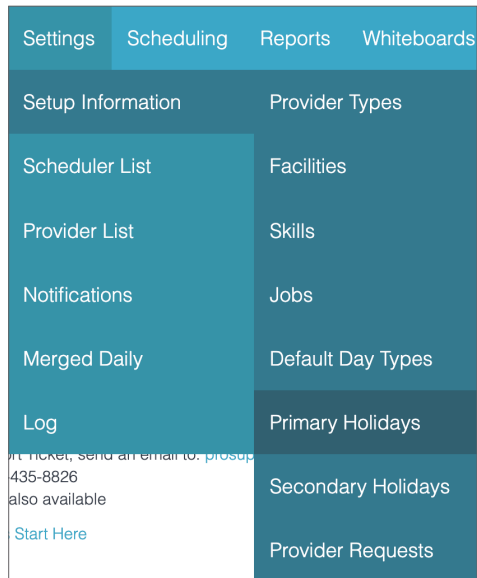
# TigerConnect Physician Scheduling

## Holiday Setup

To add or edit a Holiday, go to:

Settings > Setup Information > Primary Holidays

To select Holidays, scroll down on the page and mark the boxes as checked for the dates your organization will be observing. Click **Save** when you are finished.



Settings | Scheduling | Reports | Whiteboards

- Setup Information
  - Provider Types
  - Facilities
  - Skills
  - Jobs
  - Default Day Types
  - Primary Holidays**
  - Secondary Holidays
  - Provider Requests
- Scheduler List
- Provider List
- Notifications
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- Log

Start Here



**Pediatric Specialists - Primary Holidays**

Custom Primary Holidays Add Delete

Name	Abbrev	Date	
Memorial Day Friday	MDay	05/22/2020	<span>Edit</span>
Memorial Day Saturday	MSat	05/23/2020	<span>Edit</span>
Memorial Day Sunday	MSun	05/24/2020	<span>Edit</span>
Labor Day Friday	LFri	09/04/2020	<span>Edit</span>
Labor Day Saturday	LSat	09/05/2020	<span>Edit</span>
Labor Day Sunday	LSun	09/06/2020	<span>Edit</span>
Thanksgiving Saturday	TSat	11/28/2020	<span>Edit</span>
Thanksgiving Sunday	TSun	11/29/2020	<span>Edit</span>

Default Primary Holidays

Name	Abbrev	Date	
<input checked="" type="checkbox"/> New Year's Day	NYD	01/01/2020	



### Adding a Custom Primary Holiday

To add or edit a Custom Primary Holiday such as an extended holiday weekend or regional holiday, click on the **Add** button at the upper right corner of the screen. From here, give a name to your Custom Primary Holiday, an abbreviation, and a duration. You can also create a **Date Formula** to create a pattern annually for this day to occur.

Add a Custom Primary Holiday

Properties

\* **Name:**

\* **Abbreviation:**

**Duration:**

Date Formula

**Same Date Every Year:**  January  Every Year

**Create Week Formula:**  First  of

**Date by Equation:**  NYD

\* Indicates the field is required

Cancel Save

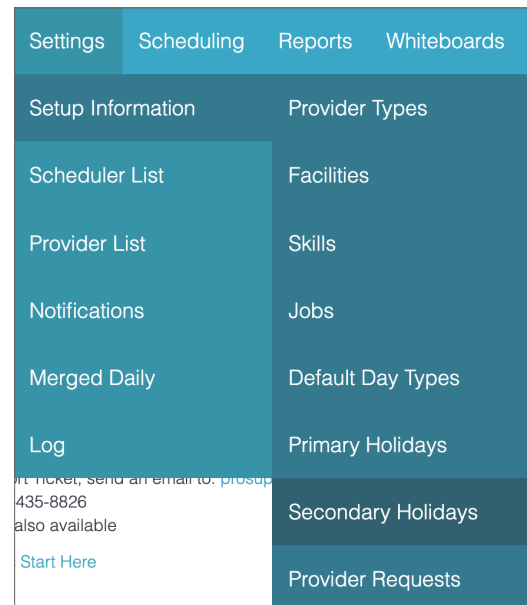
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## Holiday Setup

### Adding a Secondary Holiday

To add a secondary holiday (e.g. company event or celebration) go to:

Settings > Setup Information > Secondary Holidays

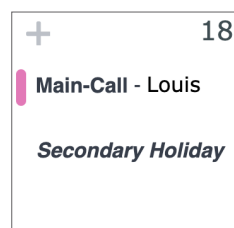


Click on the date that you want this Secondary Holiday to occur. Once clicked, the date number will turn green. Note that any Primary Holidays will be highlighted in red.

When using the Manual Scheduler, you will notice Secondary Holidays listed within a date-square. To specify what that is for, we recommend adding a note to that date (*plus sign top left corner*), and writing a description of what Secondary Holiday is for.



March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



**Add a Note** ✕

View: Day | Notes (0)

**Date:** Thursday March 18, 2021

**Name:** Erwin Tuazon

**On:**

**Calendar:**

Secondary Holiday - Company founding anniversary celebration