

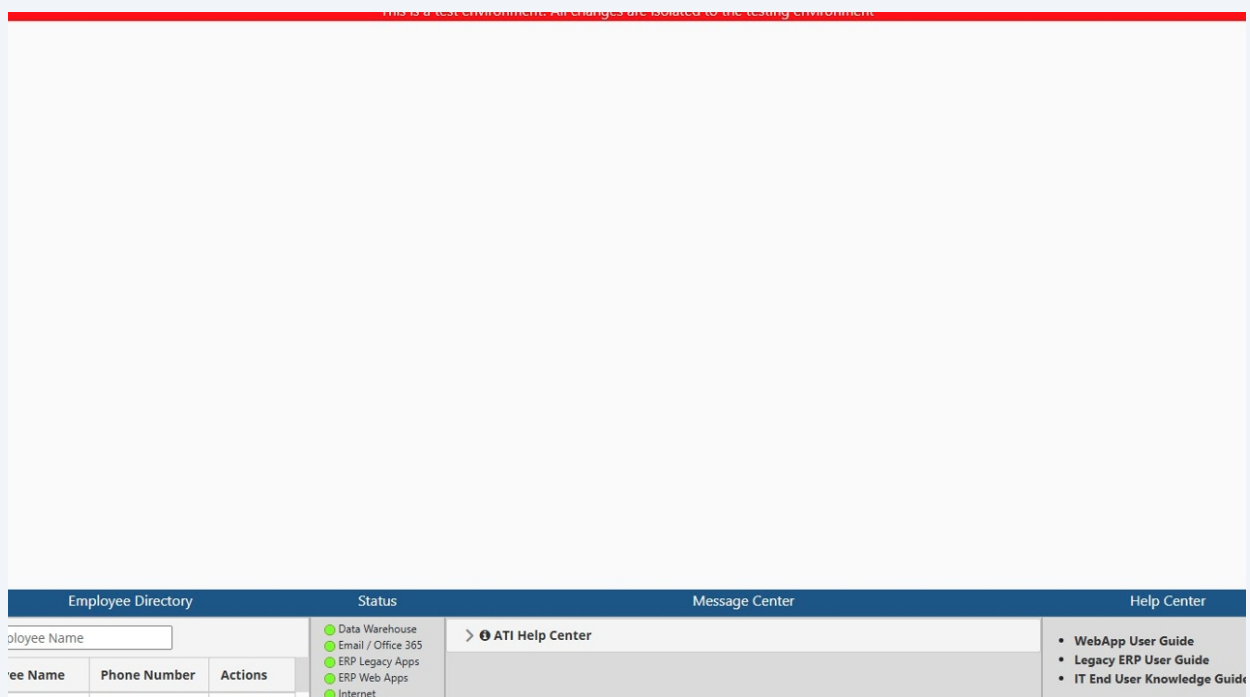
Managing Holiday Capacity



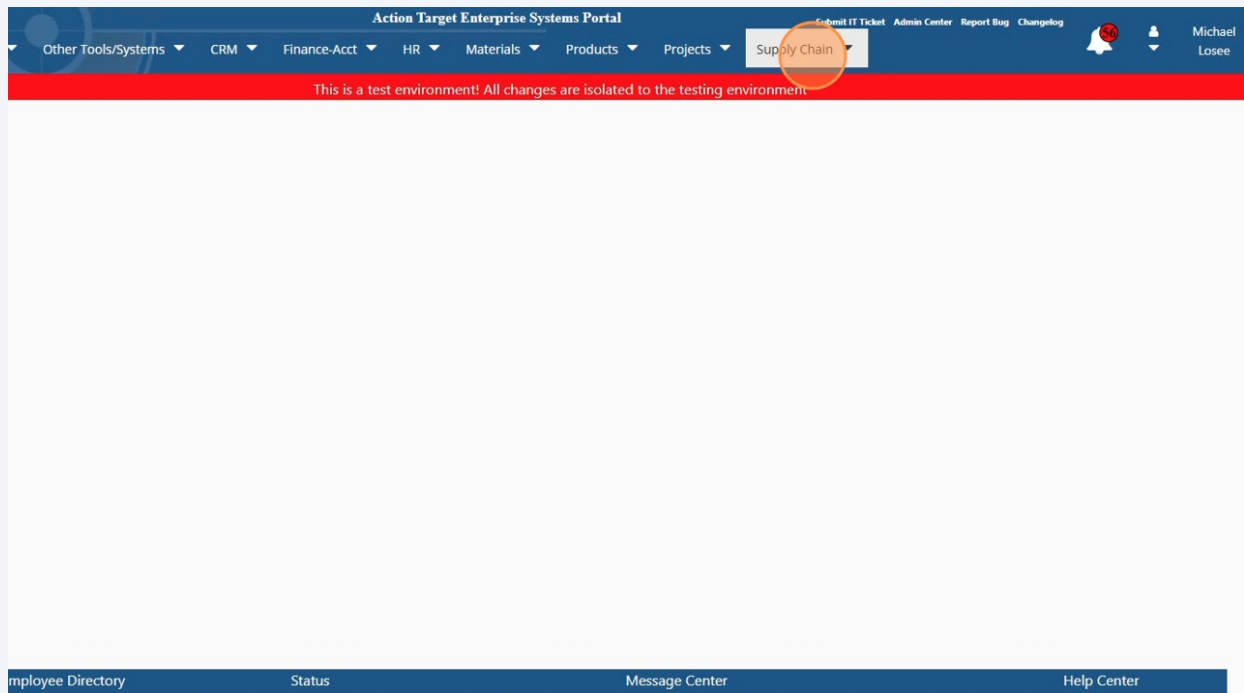
The following steps show how to create a holiday capacity rule.

1

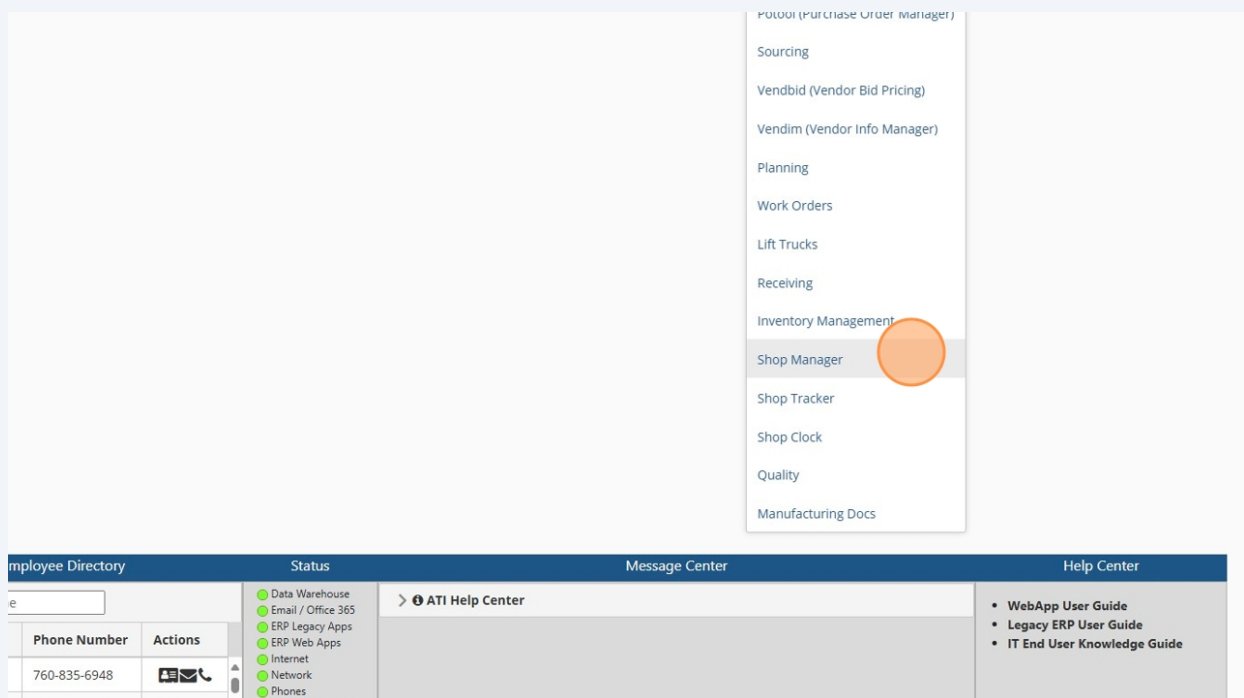
Navigate to the Action Target Enterprise Portal.



2 Click on the "Supply Chain" menu located at the top of the portal.



3 Click on the "Shop Manager" tool from the drop down menu.



4

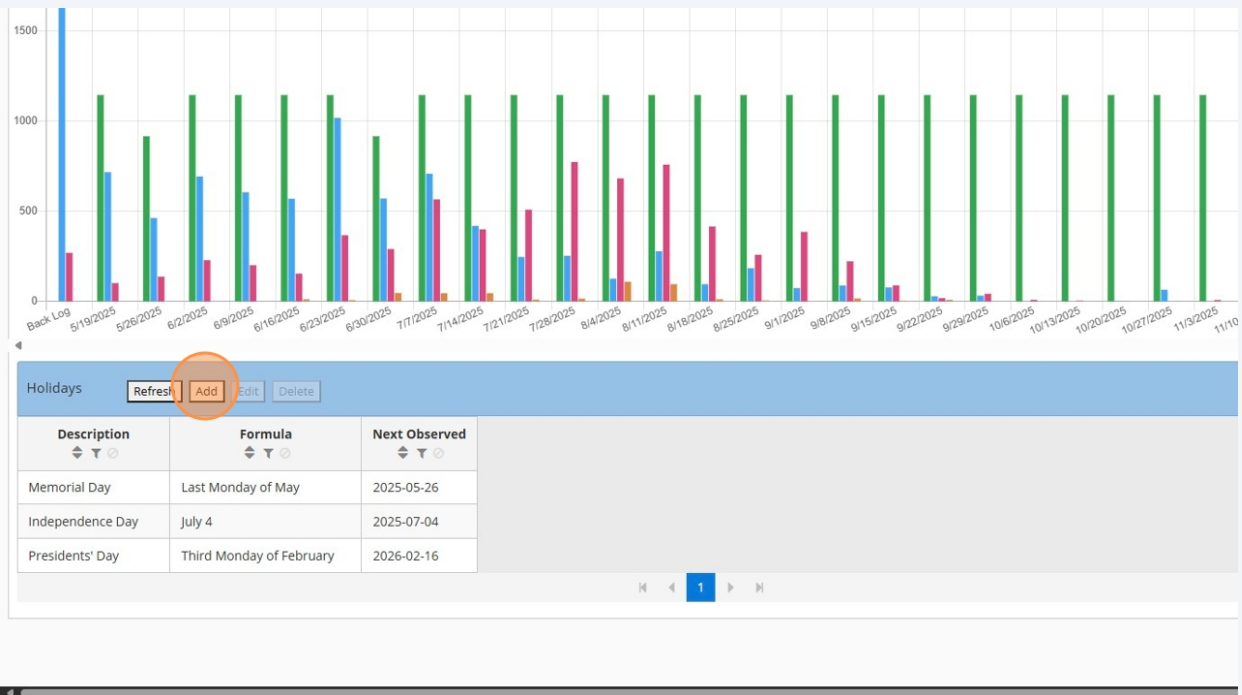
Capacit

5

Public Holidays

6 Scroll down to see the Holidays List.

7 Click the "Add" button in the holidays list header.



8

Fill out the form as desired and click the "Create" button.

The screenshot shows a modal form for creating a new holiday. The form is titled "For fixed-date holidays, enter a month and day. Otherwise, enter a month, week, weekday, and whether to count from the last week." and includes a note: "Note: Fixed-date holidays that fall on Sunday will be observed the Monday after, and dates on Saturday will be observed the Friday before." The form fields are: Description (text input), Month (dropdown menu), Day (text input), Week (dropdown menu), From Last (checkbox), Weekday (dropdown menu), and a Create button (highlighted with an orange circle). The background shows a calendar grid with green bars representing holidays.

For fixed-date holidays, enter a month and day. Otherwise, enter a month, week, weekday, and whether to count from the last week.

Note: Fixed-date holidays that fall on Sunday will be observed the Monday after, and dates on Saturday will be observed the Friday before.

Description
Thanksgiving

Month
November

Day

Week
Fourth

☐ From Last

Weekday
Thursday

Refresh Add Edit Create

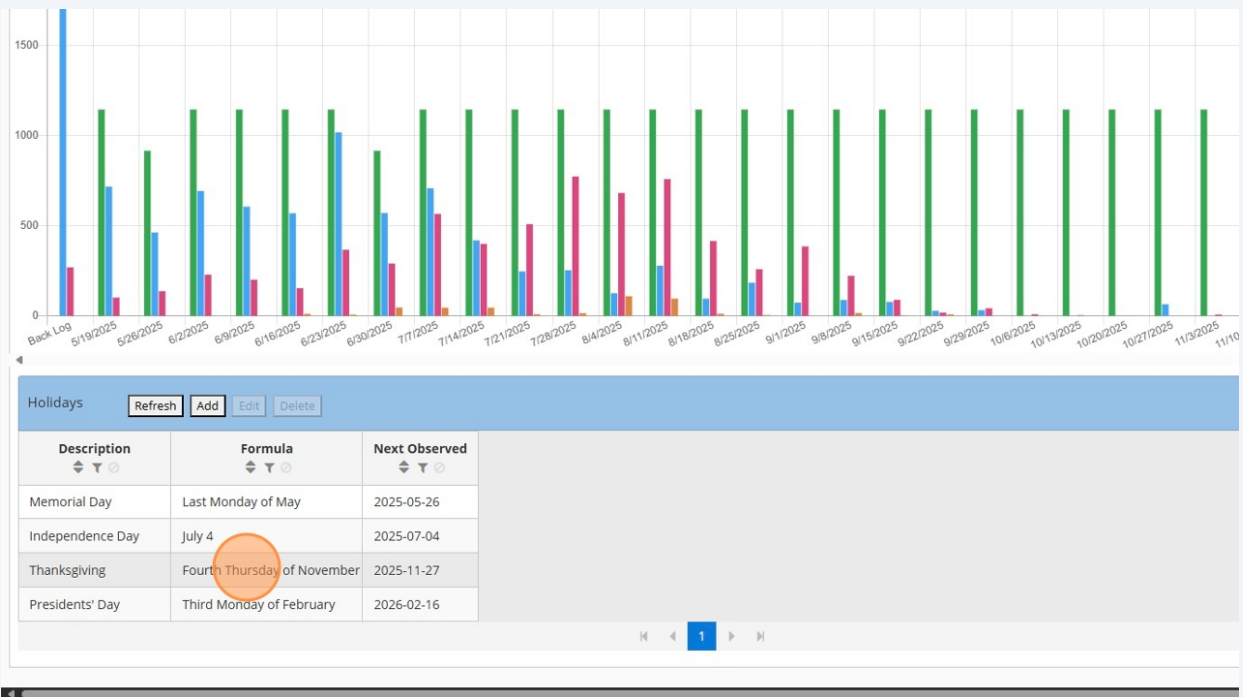
Description	Formula	Next Observed
Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Day	Third Monday of February	2026-02-16



Below shows how to edit a holiday for capacity.

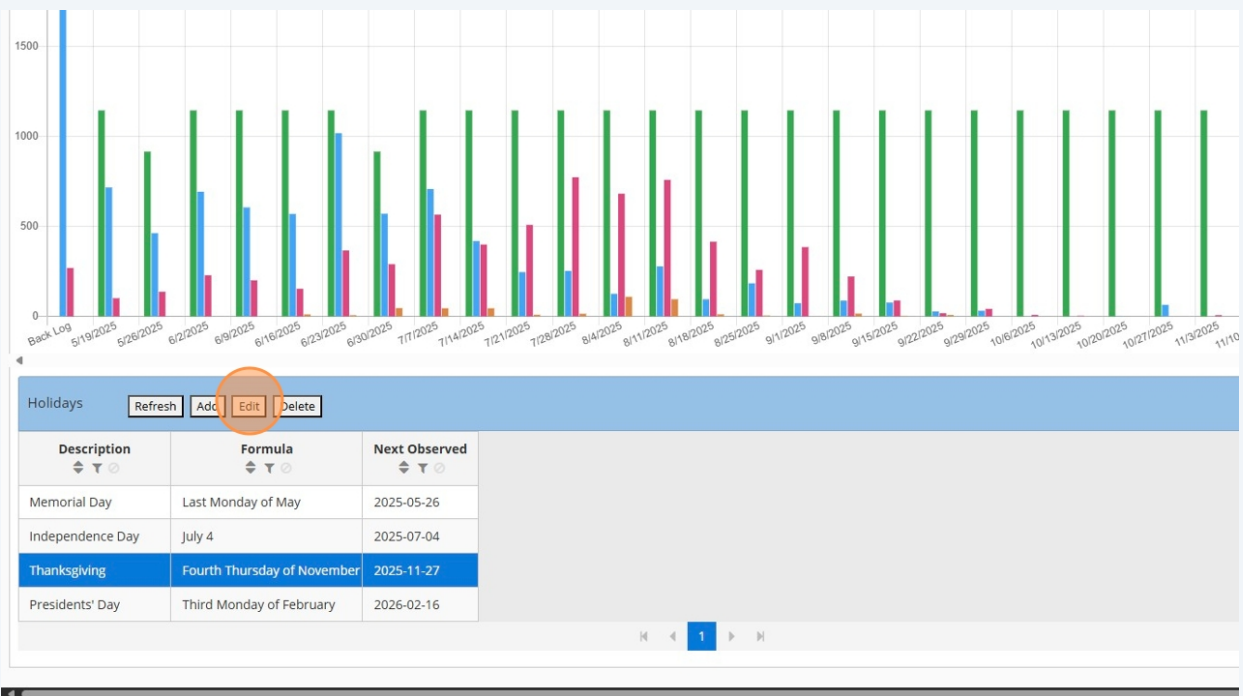
9

Click on your desired holiday record from the holidays list.



10

Click the "Edit" button in the holidays list header.



11

Make your desired changes to the record. When complete press the "Update" button.

For fixed-date holidays, enter a month and day. Otherwise, enter a month, week, weekday, and whether to count from the last week.

Note: Fixed-date holidays that fall on Sunday will be observed the Monday after, and dates on Saturday will be observed the Friday before.

Description
Thanksgiving

Month
November

Day

Week
Fourth

☐ From Last

Weekday
Thursday

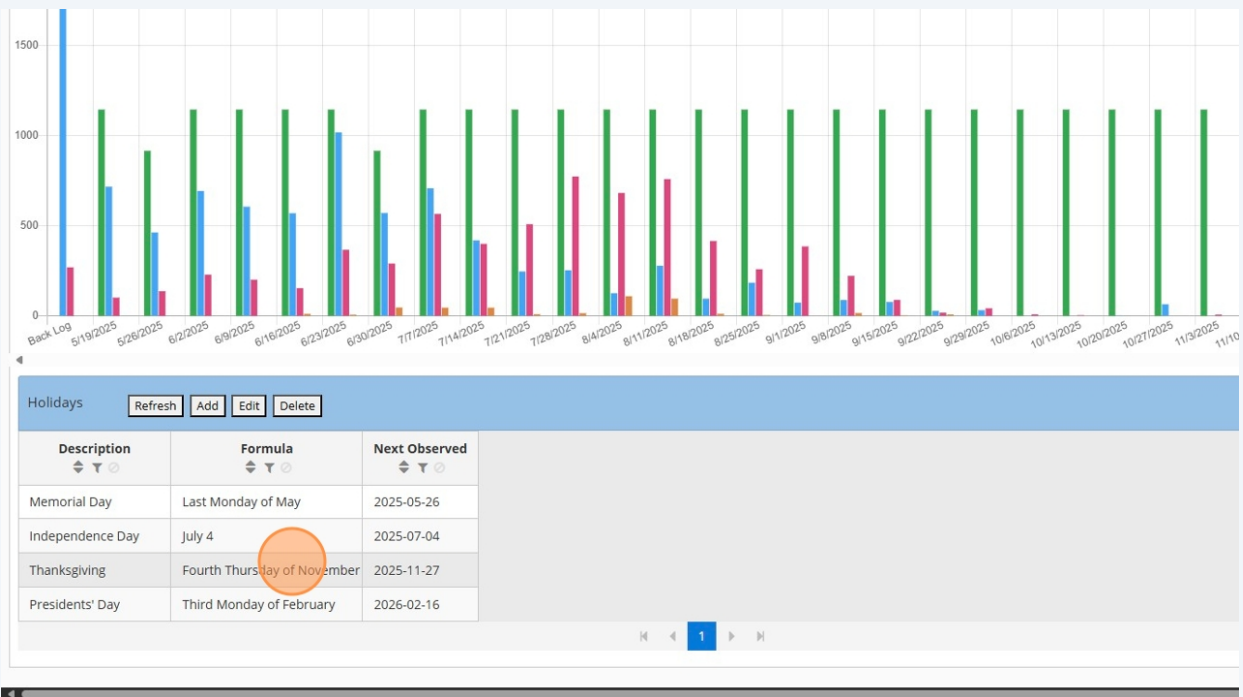
Refresh Add Edit Update

Description	Formula	Next Observed
Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Thanksgiving	Fourth Thursday of November	2025-11-27
Winter Day	Third Monday of February	2026-02-16

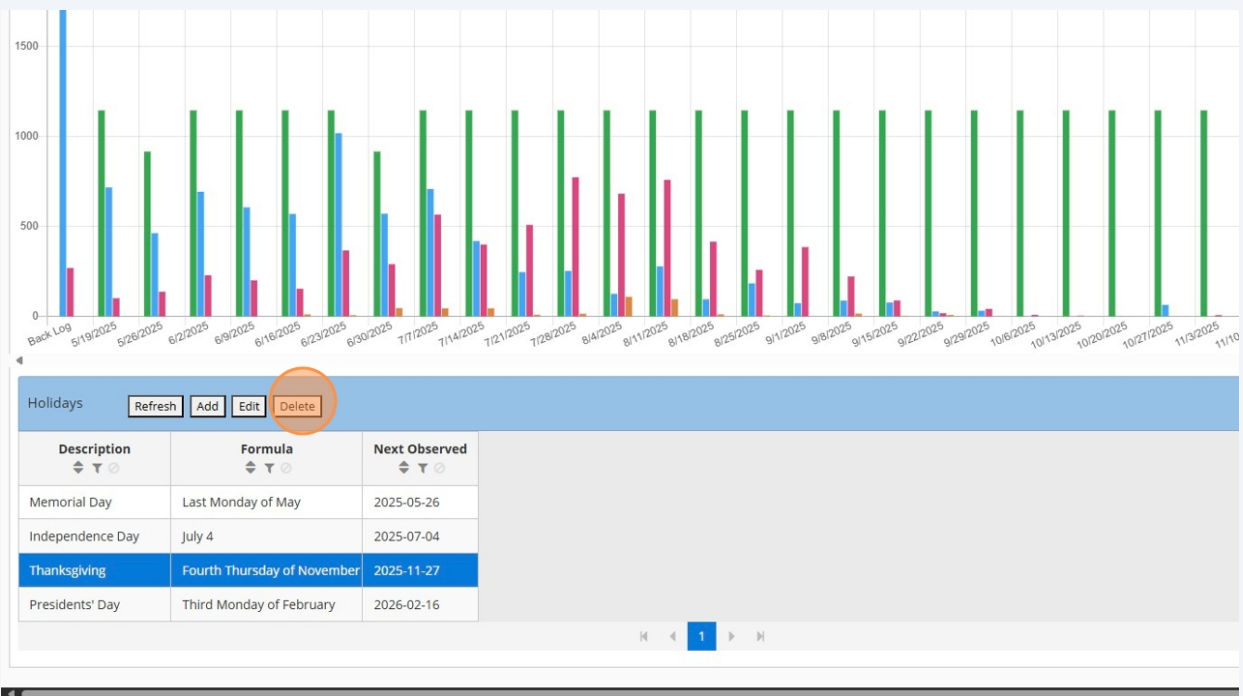


the following steps show how to delete a holiday record.

12 Click on your desired holiday record from the holidays list.



13 Click the "Delete" button located in the holidays list header.



14 To confirm your deletion, click the "Yes" button.

