2. Lenel Job Aid: Viewing a Holiday schedule

1. Login to System Administration via the RDS webpage: rds-lenel-prd.stanford.edu
2. Navigate to Access Control → Timezones
3. The window will open to the holiday tab.

Name: Use the following naming convention: Segment-Quad-Building-Holiday

Holiday Type: For all University holidays Type 1 is selected. Type 2-8 may be used by departments

Date: Scroll through the calendar to find the exact start date of the holiday.

Duration: Identify the duration of the holiday. (Weekend days count if applicable)

Repeat Yearly: (Optional) Check this box if you want the holiday to repeat the following year.

The holiday must fall on the SAME calendar date each year.

![Holiday Schedule Window](image)
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4. To modify an existing holiday, highlight the holiday you want to modify and click Modify. Remember this changes the holiday for EVERY building in the Segment. This should not be done for a single building only.

5. You will then be allowed to modify certain fields shown below. Click OK when done.