

Global Holiday Web Part


The Global Holiday web part displays relevant upcoming holidays for Global Offices, with a country flag presented to help indicate which employees are affected



Figure 1

To Add or Edit a Holiday in Calendar

To add or edit an item in the Global Holiday web part, you will need to perform the following actions

1. From the  in the ribbon, navigate to Site Contents.

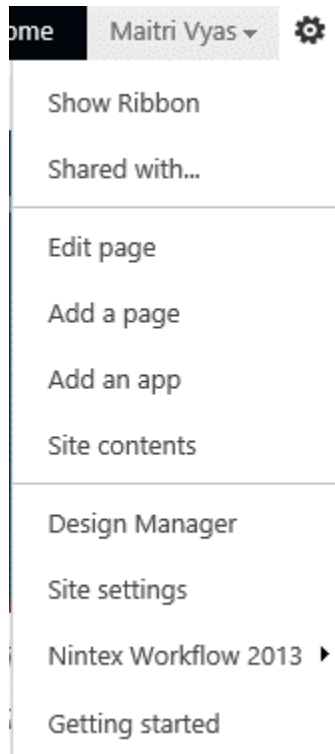


Figure 2

2. From the Site Contents screen, select the Global Holidays list.

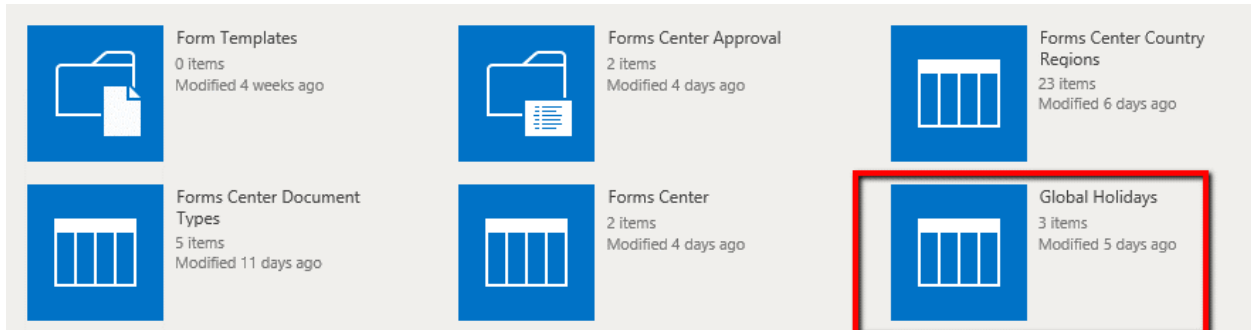


Figure 3

3. The Global Holidays list contains the fields to configure each article:

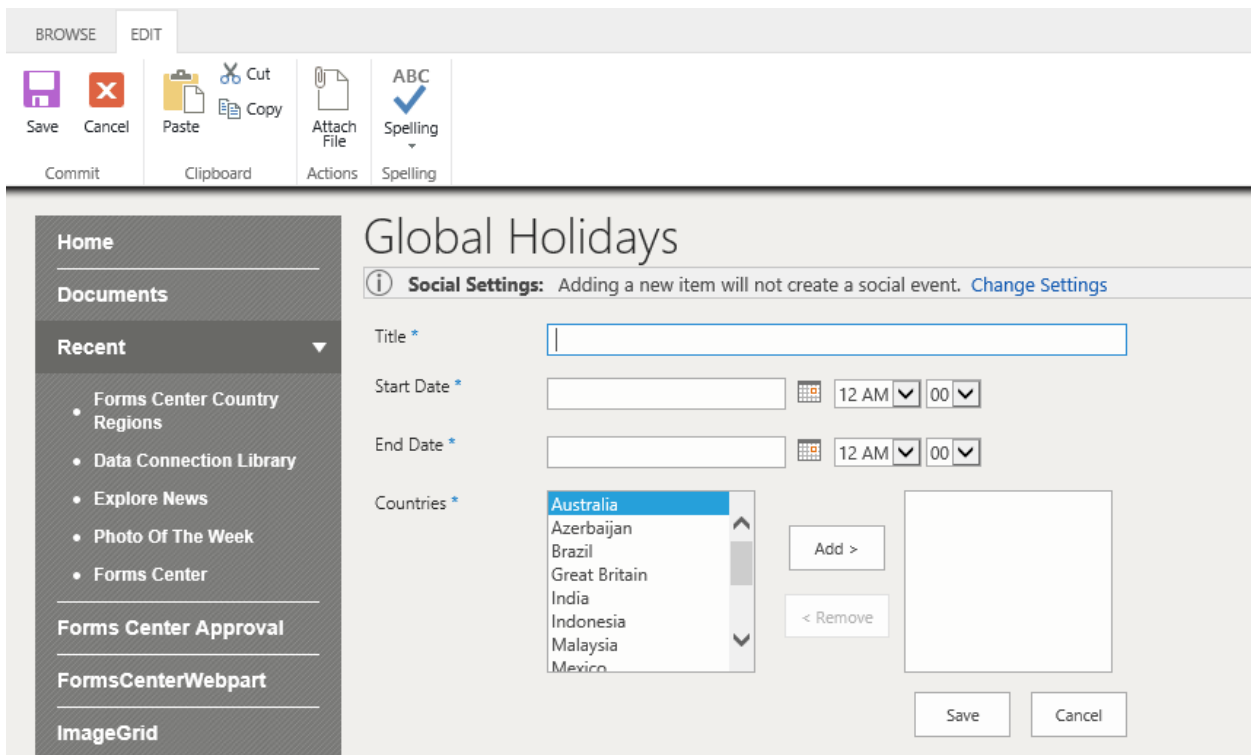


Figure 4




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These fields are described in more detail below:

- **Title:** This mandatory field should contain the title text for the holiday which will display within the web part.
- **Start Date:** This mandatory field contains the start date which will display within the web part.
- **End Date:** This mandatory field contains the end date which will display within the web part.
- **Countries:** This mandatory field will display which countries are observing the holiday.

To Delete an Item

1. From the  in the ribbon, navigate to Site Contents.

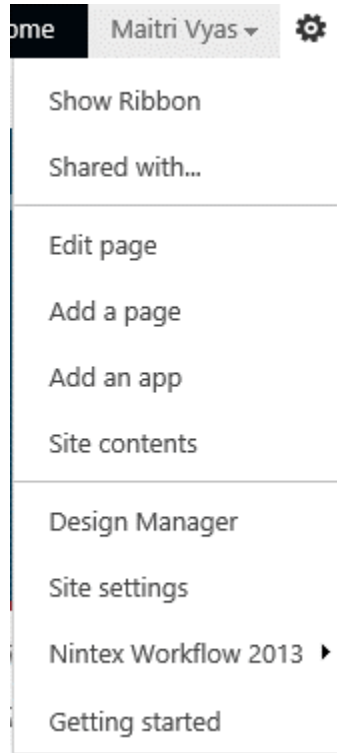


Figure 5

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2. From the Site Contents screen, select the Global Holidays list.

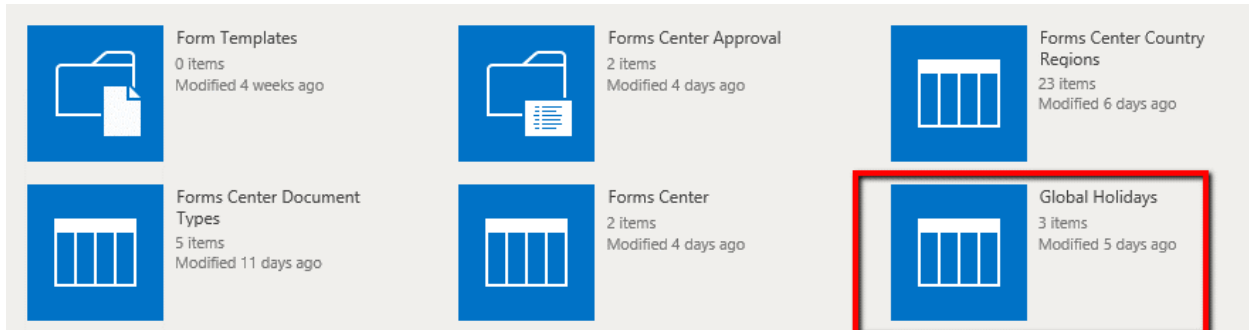


Figure 6

3. From the list, select the item(s) you want to delete and then click on Delete Item button from within the ITEMS ribbon.

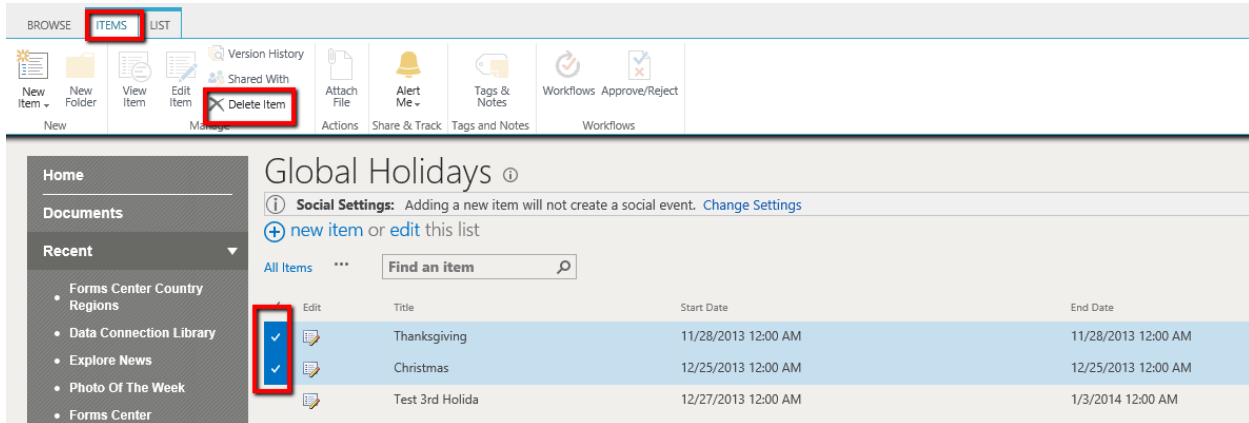
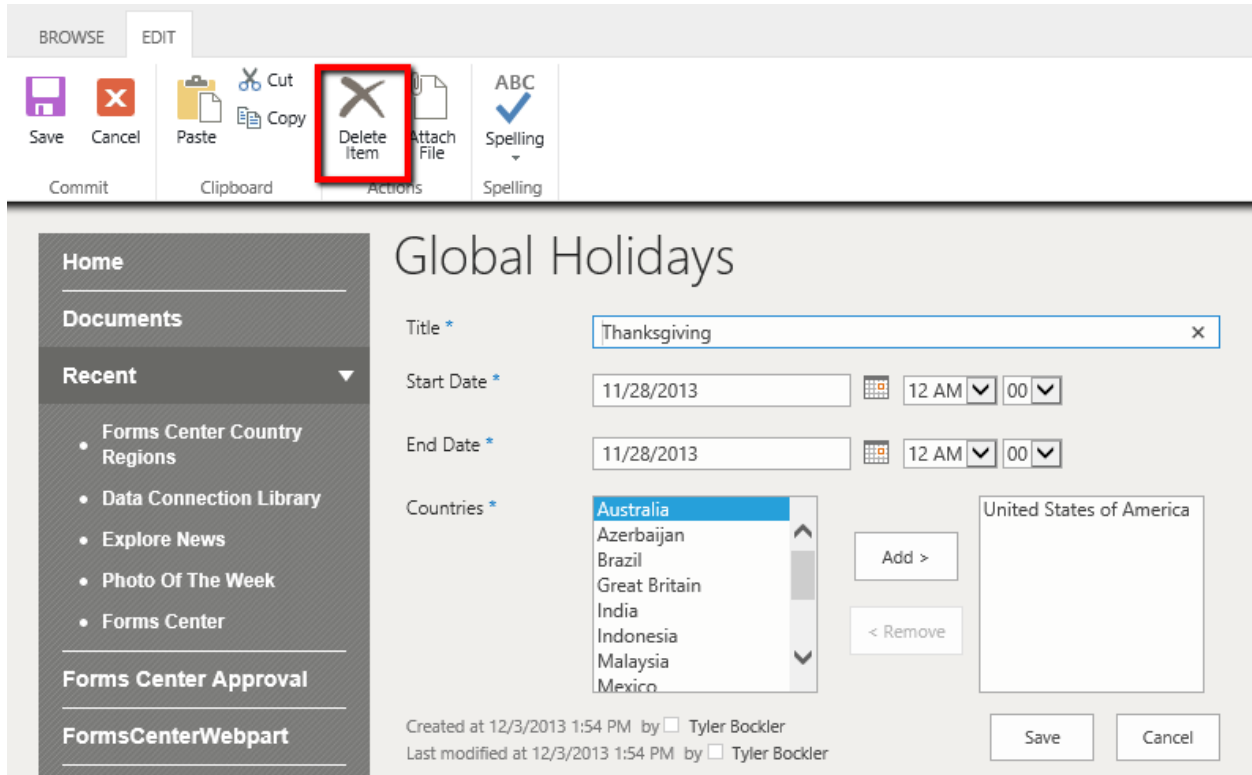


Figure 7

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- Alternatively, you can click select the item from the list and click on “Edit Item” from the ITEMS tab and then click on “Delete Item” button from within the Item Properties screen.



The screenshot displays the 'Global Holidays' web part interface. At the top, there is a ribbon with two tabs: 'BROWSE' and 'EDIT'. The 'EDIT' tab is active, showing a ribbon with several groups of icons: 'Commit' (Save, Cancel), 'Clipboard' (Paste, Copy), 'Actions' (Delete Item, Attach File), and 'Spelling' (ABC, Spelling). The 'Delete Item' icon, which is a trash can with a red 'X' over it, is highlighted with a red rectangular box. Below the ribbon, the main content area is titled 'Global Holidays'. On the left, there is a navigation pane with sections: 'Home', 'Documents', 'Recent' (with a dropdown arrow), 'Forms Center Approval', and 'FormsCenterWebpart'. The 'Recent' section is expanded, showing a list of items: 'Forms Center Country Regions', 'Data Connection Library', 'Explore News', 'Photo Of The Week', and 'Forms Center'. The main content area contains a form for editing a holiday item. The form fields are: 'Title *' (Thanksgiving), 'Start Date *' (11/28/2013), 'End Date *' (11/28/2013), and 'Countries *' (Australia, Azerbaijan, Brazil, Great Britain, India, Indonesia, Malaysia, Mexico). There are 'Add >' and '< Remove' buttons next to the countries list. The 'United States of America' is listed in a separate box on the right. At the bottom of the form, there are 'Save' and 'Cancel' buttons. Metadata at the bottom of the form indicates: 'Created at 12/3/2013 1:54 PM by Tyler Bockler' and 'Last modified at 12/3/2013 1:54 PM by Tyler Bockler'.

Figure 8