

How to configure holidays in NoMa

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Overview

Holiday definitions Indicate a period of time a contact should not receive notifications. The Holiday option is only displayed for previously defined contacts.

Holidays are applied in the *Contacts* tab.

Steps

1. Go to **Configuration > NoMa**.
2. Select the **Holidays** tab.
3. Click the **Create** button on the right side of the screen, (select the pencil icon to edit an existing holiday).
4. Enter the **holiday directives** as described below.
5. Click **Create**.

Table: Holiday directives

Directive	Description
Name	Name for holiday.
Start	Start day and time.
End	End day and time.
Timeframe	Sets time frame in which holiday is effective.
Contact	Sets defined contact associated with the holiday adding holiday to Contact's definition.

Figure: Holidays tab

The screenshot shows the GroundWork web interface. The top navigation bar includes 'Dashboards', 'Event Console', 'Status', 'Views', 'Reports', 'Auto Discovery', 'Configuration', 'Business', 'GroundWork Administration', 'Advanced', and 'Resources'. The user is logged in as 'GroundWork Administrator'. The breadcrumb trail is 'Configuration > NoMa'. The 'Holidays' tab is selected, with other tabs being 'Notifications', 'Contacts', 'Contactgroups', 'Timeframes', 'Methods', and 'Logs'. The 'Create Holidays' form is displayed with the following fields: 'Name' (text input with 'Christmas'), 'Start' (datetime input with '2017-12-25 00:00:00'), 'End' (datetime input with '2017-12-29 00:00:00'), 'Timeframe' (dropdown menu with '24x7'), and 'Contact' (dropdown menu with 'Hans Kriel'). A note states 'Fields with * are required.' At the bottom right, there are 'Cancel' and 'Create' buttons.