

## HOW TO FIX MESSAGE PROMPT IN DTR UPON CHANGING WOPRKED TYPE TO HOLIDAY

## **Problem Scenario:**

In DTR, when changing a day's Day Type (e.g. from Worked to Holiday), below message will prompt:

Period	Time IN	Time OUT	Lates	UT	ОТ	Day Type	Work Place	
Date: 01/29/	2017 Sunday					·		
1st						Restday		
2nd						Restday		
Date: 01/30/	2017 Monday							
1st	09:00	12:00	<b>V</b>	<b>V</b>	<b>V</b>	Worked		
2nd	13:00	18:00	<b>V</b>			Worked	+	
🗖 Date: 01/31/2017 Tuesday						dtr Type Id dtr	Туре	-
1st	09:00	12:00	<b>V</b>	<b>V</b>	$\checkmark$	4 Eme	rgency Leave	
2nd	13:00	18:00	<b>V</b>	<b>V</b>	<b>V</b>	5 Oth	er Leave tdav	
Date: 02/01/2017 Wednesday						7 Holio	day	
1st	09:00	12:00	<b>V</b>	<b>V</b>	<b>V</b>	8 011	Business	
2nd	13:00	18:00	<b>V</b>	<b>V</b>	<b>V</b>	9 Sust 11 Res	tday and Holiday	-

Figure 1. Shows Daily Time Record upon Edit



Figure 2. Shows Error message upon changing Day Type in Daily Time Record

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## **Resolution:**

To resolve this kind of error, go to **QNE Logo > Holidays** 



After clicking the Holidays > Holidays will show, click **New** to add new holiday

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Image: Second state Image: Second state<									
List Details Attachm	ents								
Drag a column header he	ere to group by that co	lumn							
Description	Holiday Date	Recurring	Is Regular	Locations					
All Saint's Day	11/1/2009	<b>V</b>							
All Soul's Day	11/2/2009	V							
Bonifacio Day	11/30/2009	V	<b>V</b>						
Christmas	12/25/2009	<b>V</b>	<b>V</b>						
Day of Valor	4/9/2009	<b>V</b>	<b>V</b>						
Eidul Adha	11/7/2009								
Eidul Fitr	8/30/2009	$\checkmark$							
Independence Day	6/12/2009	<b>V</b>	<b>V</b>						
Labor Day	5/1/2009	<b>V</b>	<b>V</b>						
National Heroes' Day	8/29/2009	<b>V</b>							
New Year's Day	1/1/2009	<b>V</b>	<b>V</b>						
New Year's Eve	12/31/2009	<b>V</b>							
Ninoy Aquino's Day	8/21/2009	<b>V</b>							
People Power Day	2/25/2009	<b>V</b>							
Pre-Christmas Day	12/24/2009	V							
Rizal Day	12/30/2009	<b>V</b>	<b>V</b>						

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Upon clicking New > This window will open then you can now add new holiday setup. Just tick if it's Recurring and Is Regular > Then **Save** it

🔡 Holidays	_ = ×								
New Edit Delete Cance Save Print ) Clear Filter Refresh	Close								
6 6	6								
List Details Attachments									
Description Christmas									
Holiday Date 12/25/2019 -									
Recurring 📝 Recurring	ring 🔽 Recurring								
Is Regular 📝 Is Regular									
Locations	*								



After doing the following steps, go back to DTR and Load Defaults to reflect the changes. Also, if you want to Edit or Delete an existing holiday. Just click Edit or Delete then Save. If problem still occurs, please contact support to assist you or create ticket thru this link <u>https://qnesupportph.freshdesk.com</u>