

## Import vacation or holiday allocations

The holiday allocation is imported in date format.

In the example below, there is just the Date and the Hours that are allocated to that date.

**This should be in .CSV format.**

The screenshot shows a Microsoft Excel spreadsheet titled 'USFM Holiday Import v1'. The spreadsheet has two columns: 'Date' in column A and 'Holiday Hours' in column B. The data is as follows:

Date	Holiday Hours
01/01/2012	0
02/01/2012	133
03/01/2012	133
04/01/2012	133
05/01/2012	133
06/01/2012	133
07/01/2012	56
08/01/2012	0
09/01/2012	133
10/01/2012	133
11/01/2012	133
12/01/2012	133
13/01/2012	133
14/01/2012	56
15/01/2012	0
16/01/2012	133
17/01/2012	133
18/01/2012	133
19/01/2012	133
20/01/2012	133
21/01/2012	56

- Click the 'System' cog in the top right, then 'Campaign & Sites' in sub menu.
- Select Campaign Settings from the left hand menu
- Click the Edit button at the side of the Campaign name you wish to Edit
- Click **View Vacation Allocation Calendar**
- Manually enter the number of hours allocation for each day by clicking the specific day
- Alternatively click the File Import Button at the top of the screen and select your import file
- The file should simply have the date and hours available for each day
- You can download a file sample [here](#)