

end date t e a enda

10/25/2018 | X

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Add Entry

8. Please enter the **start time**:

5:00 PM | X

05 : 00 PM

9. Please enter the **end time**:

8:00 AM | X

08 : 00 AM

10. Select one of the options from the dropdown "Is the office open or closed?"

Closed | X

11. Enter your special notes:

12. Review your entry and click on “Add Entry” to save your holiday instructions:

New Holiday Entry ×

Please select the account

Please enter the start date

Please enter the end date

Please enter the start time

Please enter the end time

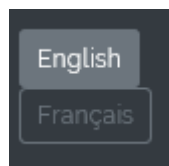
Is the office open or closed?

Please follow evening/weekend/holidays
dispatch procedures during this holiday.

- ✓ We strongly suggest you to take our online portal “Tour” to get familiar with the available prompts on the go:



- ✓ You may choose your language preference from the options available:



- ✓ If you need any further assistance, you may reach out to your i24 virtual team by email Service@i24image.com or by Phone 514-736-6767