

TeamAgenda

Import

Holiday

Files



Attention: Please be advised that depending on your operating system and configuration the images displayed in this document may vary from your own.



1) Open Personal TeamAgenda application

Double-click on the icon

2) Choose « Import from... » from the « File» menu





- 3) Choose the import document in the Open dialog box.
 - a) Select the « *iCalendar Files* » from the drop down list « **Files of type** ».



- b) Select the file « *Canada* » in the «**Open an Import file**» dialog box.
- c) Click on the Open button.



4) From the Import screen format, Select ^(iCalendar) radio button.

and



🖁 Import 🛛 🔀				
The import document contains:				
C Commitments				
Format:	TAB Delimited Text File			
Holidays	(iCalendar)			
C Contacts				
Format:	Delimited Text File			
To:	Personal Directory			
C Import/export Templates				
	Cancel OK			

5) Be patient...

A status dialog box will appear while the importing of the Holiday fields are being loaded.

13		×
	Currently Importing Holiday Fields	
	Number of entries processed:	16
		Cancel

6) You have now successfully completed the importing of the Holiday file process.



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