

Modifying a Calendar

Modifying a calendar consists of specifying or deleting holidays.

To modify a calendar

1. Type **M** in the line command input field of the selected calendar on the Calendar Maintenance screen. Press Enter.

The Calendar Definition screen appears with current holidays marked as dots (.) or **not** highlighted.

You can now modify the calendar in the same way as described in the subsection Adding a Calendar.

2. Press PF4 (Wkdy) and use the **S** command to select new weekly holidays.
3. Use the **R** command to reset existing weekly holidays to workdays.
4. Press Enter to close the weekly holiday window and mark the special holidays as described in Step 2.
5. Press PF3 (End) to return to the Calendar Maintenance screen.