

Adding a Calendar

This section covers the following topics:

- Calendar Definition Window
- Field Description
- Calendar Display-Modes
- Defining Workdays and Holidays

Calendar Definition Window

 **To add a calendar definition**

1. Press PF2 (Add) from the Calendar Maintenance screen.

The Calendar Definition window opens:

```

25.09.01          *** Entire Operations 4.1.1 ***          12:36:12
Owner EXAMPLE          Calendar Maintenance
-----
Cmd  Owner          Calendar      Year  Description
   _  EXAMPLE          EXAMPLECAL  1998
   _  EXAMPLE          EXAMPLECAL  1999
   _  EXAMPLE          EXAMPLECAL  2000
   _  EXAMPLE          EXAMPLECAL  2001
   _  EXAMPLE          E +-----+
   _  EXAMPLE          E !
   _  EXAMPLE          E !          Calendar Definition
   _  EXAMPLE          E !
   _  EXAMPLE          E !          Owner ==> EXAMPLE
   _  EXAMPLE          E !          Calendar ==> _____
***** !          Year ==> 2001          ! *****
C Copy  D Delete  !
! PF3 End          ! used
!
+-----+
Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   End       Save       Up       Down          Menu
    
```

In this window you can define the new calendar by name and year.
It contains the current Owner name and current Year as default values.

A Calendar is identified uniquely by its owner name and year.

Field Description

Meaning of the input fields:

Defining a new calendar consists of defining workdays and holidays (non-workdays). This is done in two steps:

1. The first step is to define the **weekly holidays**.
These are the non-workdays in every week, such as weekends.
2. The second step is to define **special holidays** or personal vacations.

These steps are explained in the following subsections.

Step 1: Defining Weekly Holidays

▶ To define weekly holidays (non-workdays)

1. Press PF4 (Wkdy) from the Calendar Definition screen.

A window opens with a list of weekdays:

```

25.09.01          *** Entire Operations 4.1.1 ***          13:09:24
Owner EXAMPLE          Calendar EXAMPLEGHH Year 2001
+-----+
          January          F !          !
Monday          1  8 15 22 29          5 !  Calendar EXAMPLEGHH ! 26
Tuesday         2  9 16 23 30          6 !          Year 2001 ! 27
Wednesday       3 10 17 24 31          7 !          ! 28
Thursday        4 11 18 25          1  8 !  Please mark weekly ! 29
Friday          5 12 19 26          2  9 !  holidays: ! 30
Saturday        6 13 20 27          3 10 !          ! 31
Sunday          7 14 21 28          4 11 !  _ Monday !
          !  _ Tuesday !
          April          M !  _ Wednesday !
Monday          2  9 16 23 30          7 !  _ Thursday ! 25
Tuesday         3 10 17 24          1  8 !  _ Friday ! 26
Wednesday       4 11 18 25          2  9 !  _ Saturday ! 27
Thursday        5 12 19 26          3 10 !  _ Sunday ! 28
Friday          6 13 20 27          4 11 !          ! 29
Saturday        7 14 21 28          5 12 !  S Set R Reset ! 30
Sunday          1  8 15 22 29          6 13 !  PF3 End !
+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help          End  Wkdy          Up    Down
    
```

2. Mark the weekly holidays with an **S**. (To reset a marked weekly holiday to a workday, mark it with **R**.)
Press Enter.

The window closes and the selected holidays appear as dots (.) or are **not** highlighted.

The following figure shows the result of marking Saturday and Sunday as weekly holidays:

```

25.09.01          *** Entire Operations 4.1.1 ***          13:19:55
Owner EXAMPLE          Calendar EXAMPLEGHH Year 2001

      July              August              September
Monday      2  9 16 23 30          6 13 20 27          3 10 17 24
Tuesday     3 10 17 24 31          7 14 21 28          4 11 18 25
Wednesday   4 11 18 25          1  8 15 22 29          5 12 19 26
Thursday    5 12 19 26          2  9 16 23 30          6 13 20 27
Friday      6 13 20 27          3 10 17 24 31          7 14 21 28
Saturday    .  .  .  .          .  .  .  .          .  .  .  .
Sunday     .  .  .  .          .  .  .  .          .  .  .  .

      October           November           December
Monday      1  8 15 22 29          5 12 19 26          3 10 17 24 31
Tuesday     2  9 16 23 30          6 13 20 27          4 11 18 25
Wednesday   3 10 17 24 31          7 14 21 28          5 12 19 26
Thursday    4 11 18 25          1  8 15 22 29          6 13 20 27
Friday      5 12 19 26          2  9 16 23 30          7 14 21 28
Saturday    .  .  .  .          .  .  .  .          .  .  .  .
Sunday     .  .  .  .          .  .  .  .          .  .  .  .

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      End   Wkdy          Up   Down
    
```

Step 2: Defining Special Holidays

The second step is to mark special holidays or personal vacations:

1. Simply type over the date(s) with any character and press Enter. Multiple selection in one input operation is possible.

The marked holidays appear as dots (.) or are **not** highlighted.

2. To display the second six months of the year, press PF8 (Down)
3. Mark the date(s) as described above.

Selection and deselection of specific holidays is done in 'toggle' fashion: overtyping a workday makes it a holiday, and overtyping a holiday with any character makes it a workday.

4. Press PF3 (End) to return to the Calendar Maintenance screen.

The newly defined calendar appears in the list.

Note:

A network schedule can override workdays marked on a calendar, because a network runs on a day specified in a calendar, only if this day is also specified in the schedule.