



Add	Down	Find	Locate	Rfind	Top
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### Available Line Commands: List Calendar

Command	Explanation
CO	Copy Calendar definition.
DE	Delete Calendar definition.
DI	Display Calendar definition.
MO	Modify Calendar definition.
RN	Rename Calendar definition.

### Field Descriptions: List Calendar

- **Cmd**  
In the command line preceding the Calendar you want to process, enter DI to display, MO to modify or DE to delete it. Press Enter.
- **Calendar**  
Names of defined Calendars appear in this column.
- **from**  
First year contained in the Calendar.
- **through**  
Last year contained in the Calendar.
- **Comment**  
A short description of the Calendar.

## Add a Calendar

### To ADD a Calendar

1. Press PF2 (Add) in the List Calendar screen.

The Add Calendar screen for the current half-year appears:

```

11:24:32          *** ENTIRE EVENT MANAGEMENT ***          11.07.96
                    - Add Calendar -
Calendar ... _____ 1996          from          through
> Comment .... _____
      July              August              September
Monday    1  8 15 22 29          5 12 19 26          2  9 16 23 30
Tuesday   2  9 16 23 30          6 13 20 27          3 10 17 24
Wednesday 3 10 17 24 31          7 14 21 28          4 11 18 25
Thursday  4 11 18 25          1  8 15 22 29          5 12 19 26
Friday    5 12 19 26          2  9 16 23 30          6 13 20 27
Saturday  6 13 20 27          3 10 17 24 31          7 14 21 28
Sunday    7 14 21 28          4 11 18 25          1  8 15 22 29
      October          November          December
Monday    7 14 21 28          4 11 18 25          2  9 16 23 30
Tuesday   1  8 15 22 29          5 12 19 26          3 10 17 24 31
Wednesday 2  9 16 23 30          6 13 20 27          4 11 18 25
Thursday  3 10 17 24 31          7 14 21 28          5 12 19 26
Friday    4 11 18 25          1  8 15 22 29          6 13 20 27
Saturday  5 12 19 26          2  9 16 23 30          7 14 21 28
Sunday    6 13 20 27          3 10 17 24          1  8 15 22 29
NCL0644 Please enter name to add Calendar.
Command ==> _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit Flip Do          Up    Down      Wkdy      Menu
    
```

**Available Local Commands: Add Calendar**

+Comment	Do	Down	Up
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2. To begin, enter a name in the Calendar field and press Enter.
3. Display the **previous** 6 months by pressing PF7 (Up).
4. Display the **next** 6 months by pressing PF8 (Down).

Holidays are highlighted, working days are not.

5. To set a working day to a holiday, mark the date with any character and press Enter.

The date then appears highlighted.

6. To set a holiday to a working day, mark the date with any character and press Enter.

The date then appears without highlight.

**Field Descriptions: Add Calendar**

- **Calendar**  
Enter the name of the new Calendar.  
The number next to the name is the year currently displayed.
- **from**  
The current year is the first year contained in the Calendar.
- **through**  
The number in this field is the last year contained in the Calendar. To add new years, press **PF8** (Down) until the last year to be contained in the Calendar is displayed.
- **Comment**  
Enter a short description of the Calendar in this field. Alternatively you can place the cursor on **>Comment** and press Enter to open the ZOOM Comment window in which you can enter a more detailed description.

7. When you have finished entering data, press PF5 (Do) or enter DO on the command line and press Enter.

The following message confirms creation of the new Calendar:

New Calendar (name) created.

## Copy a Calendar

### To COPY a Calendar

1. On the List Calendar screen, enter CO in the two-character command line preceding the calendar you want to copy and press Enter.

The Copy Calendar window opens.

2. Enter the target calendar name in the field provided and press Enter.

A message confirms that the calendar has been copied.

## Delete a Calendar

### To DELETE a Calendar

1. On the List Calendar screen, enter DE in the two-character command line preceding the Calendar you want to delete and press Enter. Depending on the confirmation level, you may be asked to confirm by entering **Y** (yes) or **N** (no) or by typing the Calendar name again.
2. Type the Calendar name again in the field provided and press Enter.

A message confirms that the Calendar has been deleted.

## Display a Calendar

### To DISPLAY a Calendar

- On the List Calendar screen, enter DI in the two-character command line preceding the Calendar you want to display and press Enter.

The Display Calendar screen appears.

In DISPLAY mode you can only view the object parameters. You cannot enter data because all fields are protected.

## Modify a Calendar

### To MODIFY a Calendar

- On the List Calendar screen, enter MO in the two-character command line preceding the Calendar you want to modify and press Enter.

The Modify Calendar screen appears.

Proceed as described in the section Add a Calendar.

## Rename a Calendar

### To RENAME a Calendar

1. On the List Calendar screen, enter RN in the two-character command line preceding the calendar you want to rename and press Enter.

The Rename Calendar window opens.

2. Enter the new calendar name in the field provided and press Enter.

A message confirms that the calendar has been renamed.