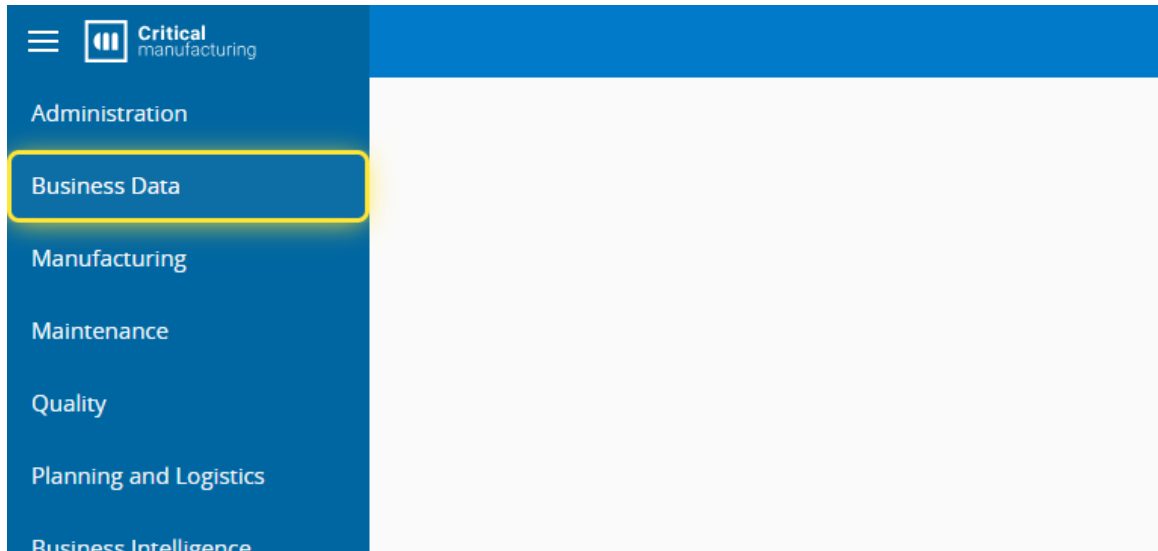
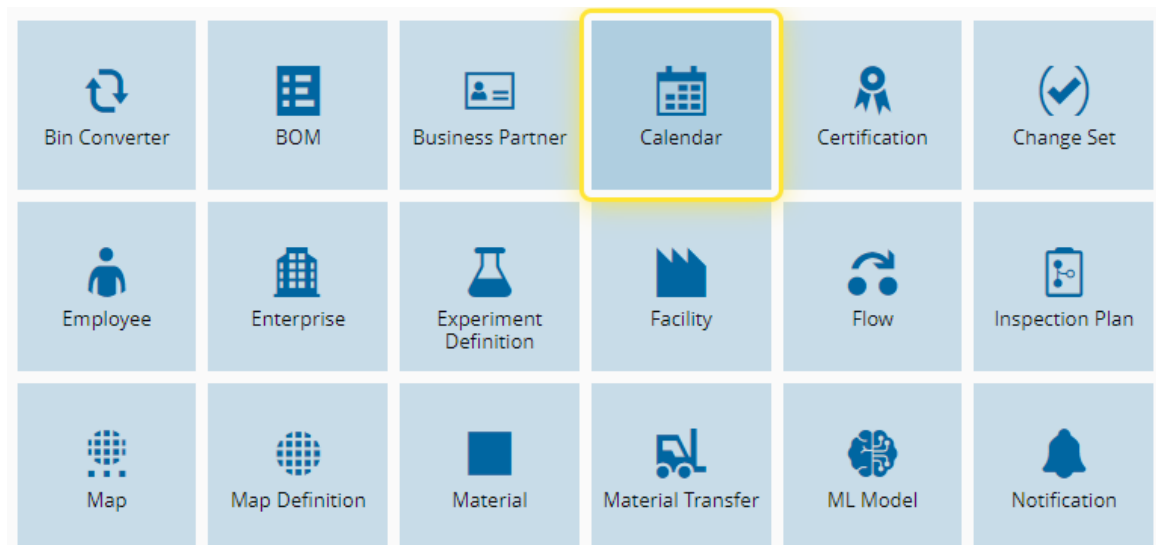


## How to: Set a Calendar Day as Non-Working Day

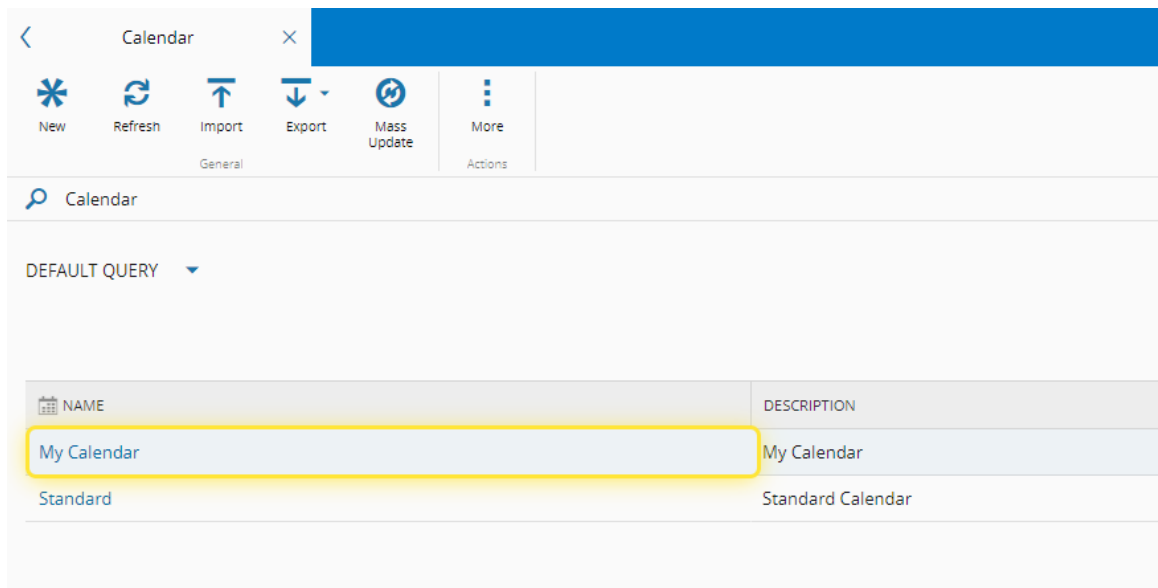
1. Go to the Business Data menu.



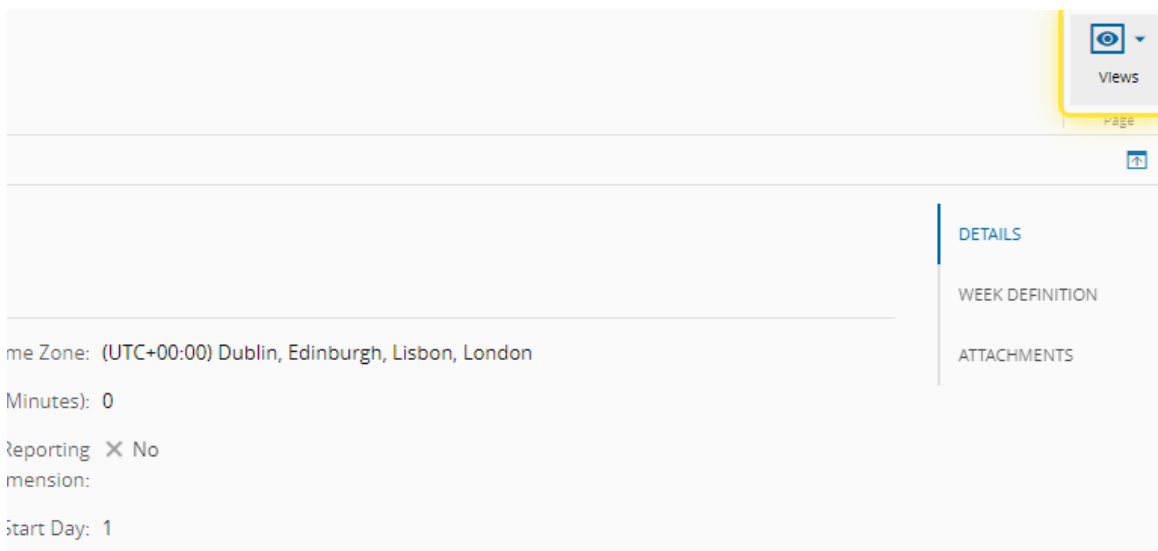
2. Select the Calendar Entity.



3. Select the desired Calendar.



4. Select the Views button.



5. Select the Calendar Days option.

Time Zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Minutes: 0

Reporting  No

Dimension:

Start Day: 1

Start Month: January

Start Day: Monday

- Details
- Calendar Days**
- References
- History

6. Select the desired day to set as a Non-Working Day.

My Calendar

Refresh More

General Actions

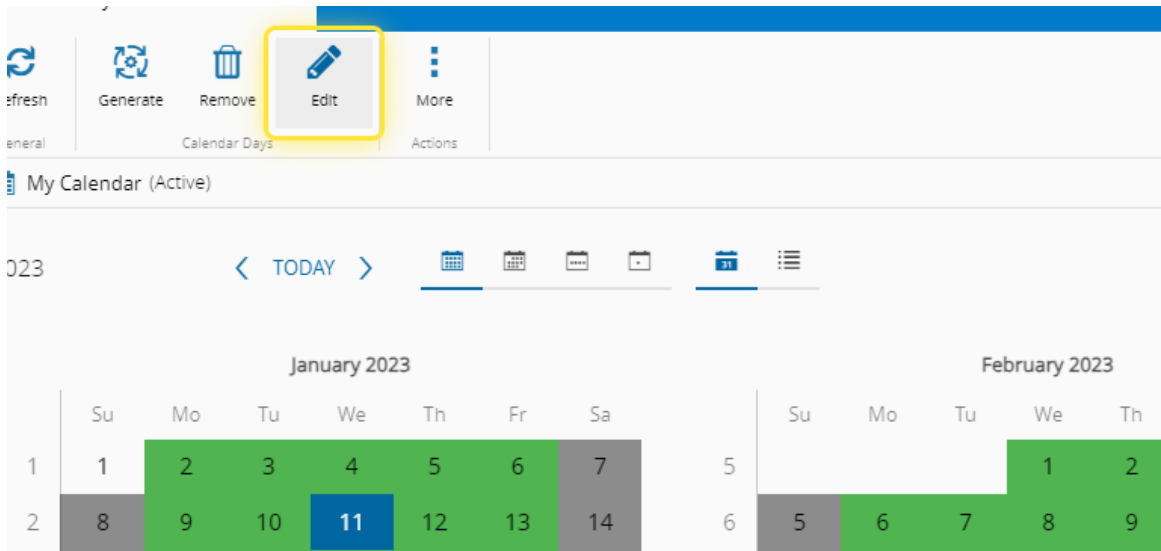
My Calendar (Active)

2023 < TODAY >

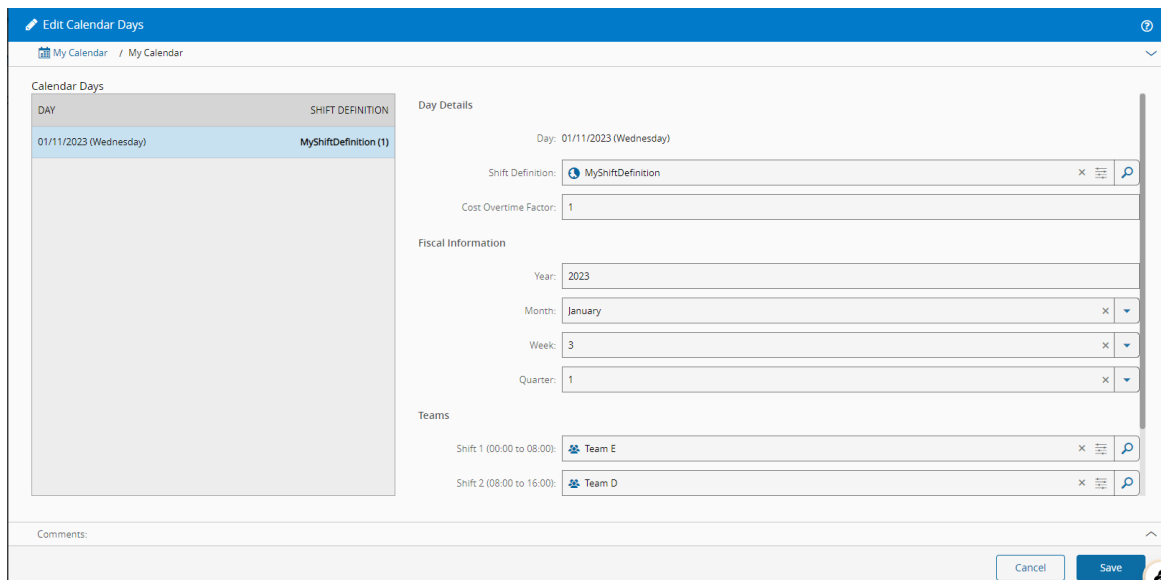
January 2023

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

7. Select the Edit button.



8. Under the Edit Calendar Day wizard you can verify the Shift Definition in place.



9. Remove the Shift Definition.



10. After removing the Shift Definition you can see the day considered as a Non-Working Day.

**Edit Calendar Days**

My Calendar / My Calendar

DAY	SHIFT DEFINITION
01/11/2023 (Wednesday)	Non-working day

Day Details

Day: 01/11/2023 (Wednesday)

Shift Definition:

Cost Overtime Factor:

Fiscal Information

Year:

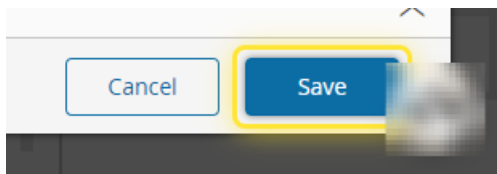
Month:

Week:

Quarter:

Comments:

11. Select the Save button.



12. Verify that the selected day is now a Non-Working Day.

