

How to: Create a Calendar

11.1

January 2026

DOCUMENT ACCESS

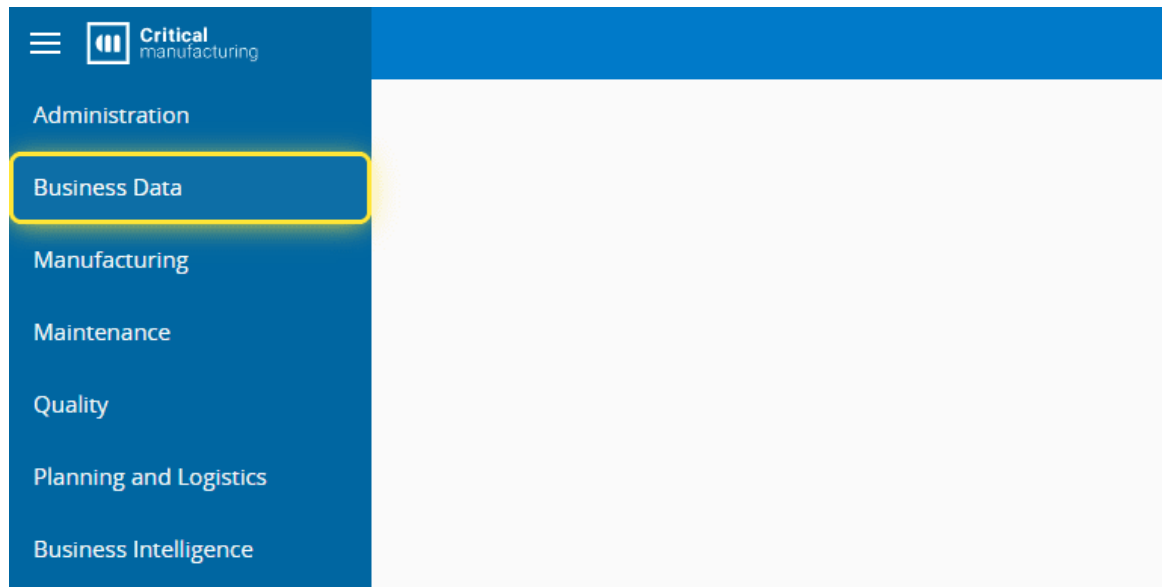
Public

DISCLAIMER

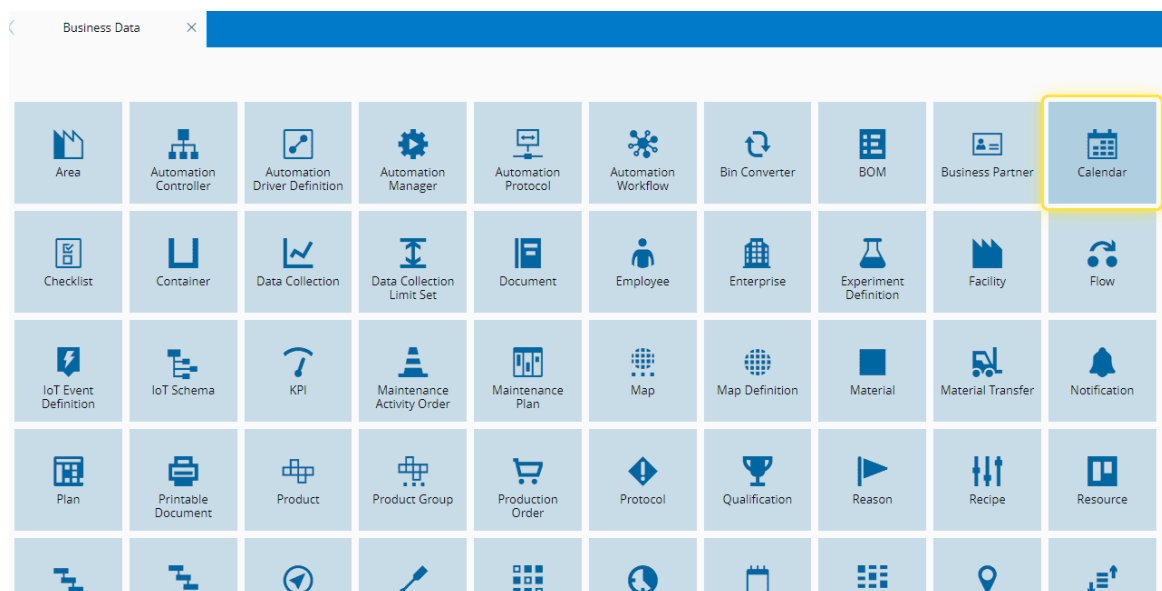
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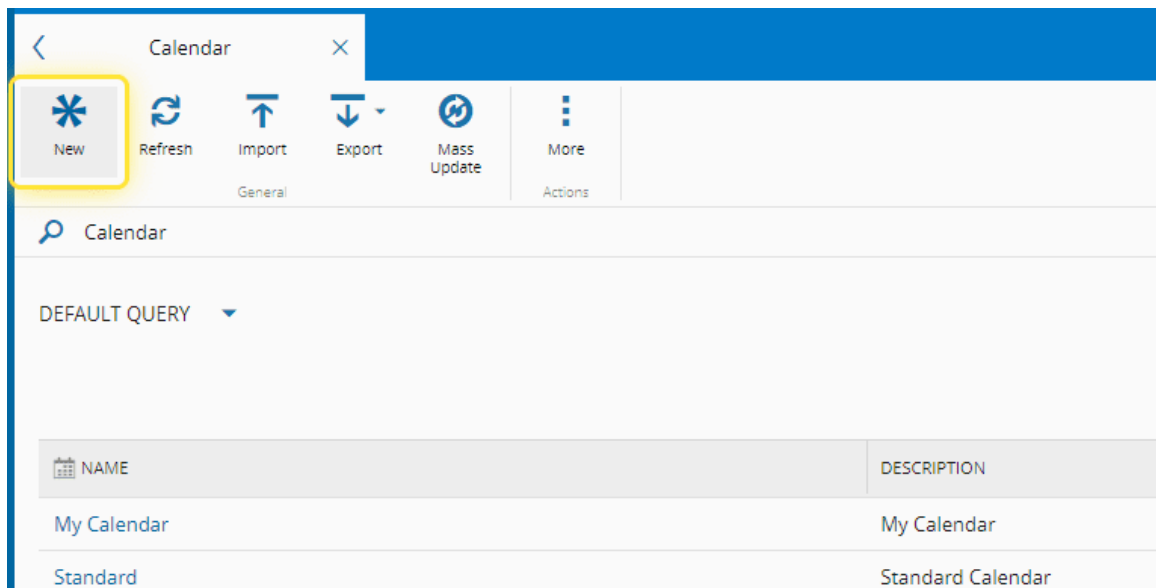
1. Go to the Business Data menu.



2. Select the Calendar entity.

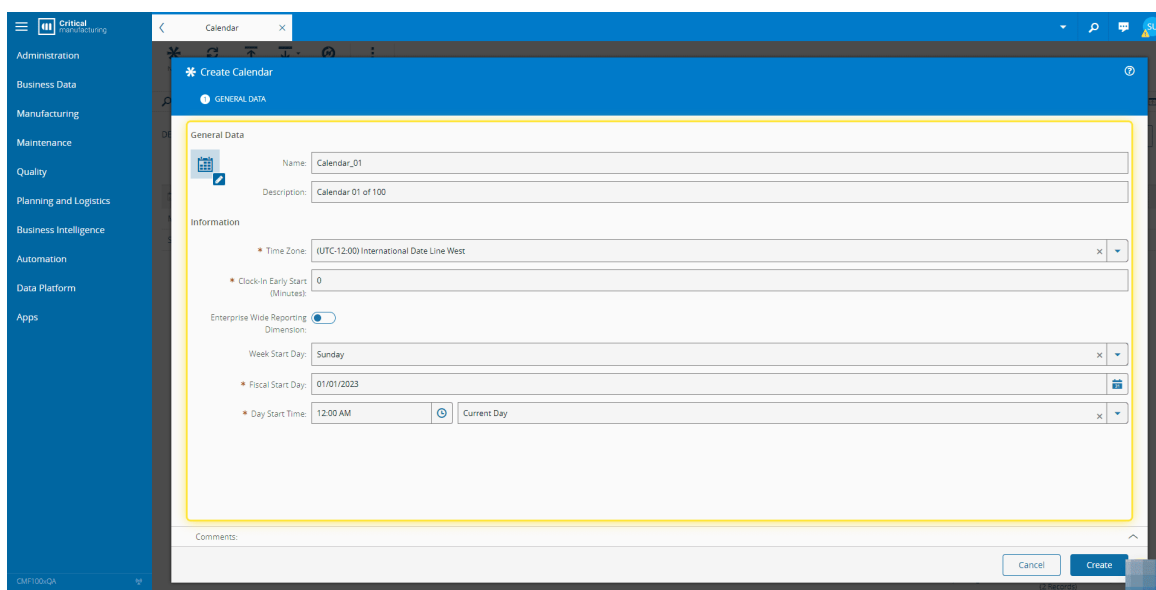


3. Select the New button.



4. Under the General Data tab, complete the necessary fields.

For more information, see [Create Calendar - Critical Manufacturing Documentation Portal](#)



5. Select the Create button.

Calendar

Create Calendar

GENERAL DATA

General Data

Name: Calendar_01

Description: Calendar 01 of 100

Information

Time Zone: (UTC-12:00) International Date Line West

Clock-In Early Start (Minutes): 0

Enterprise Wide Reporting: ☒ On

Week Start Day: Sunday

Fiscal Start Day: 01/01/2023

Day Start Time: 12:00 AM

Current Day

Comments:

Cancel Create



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