

How to: Manage Week Definition

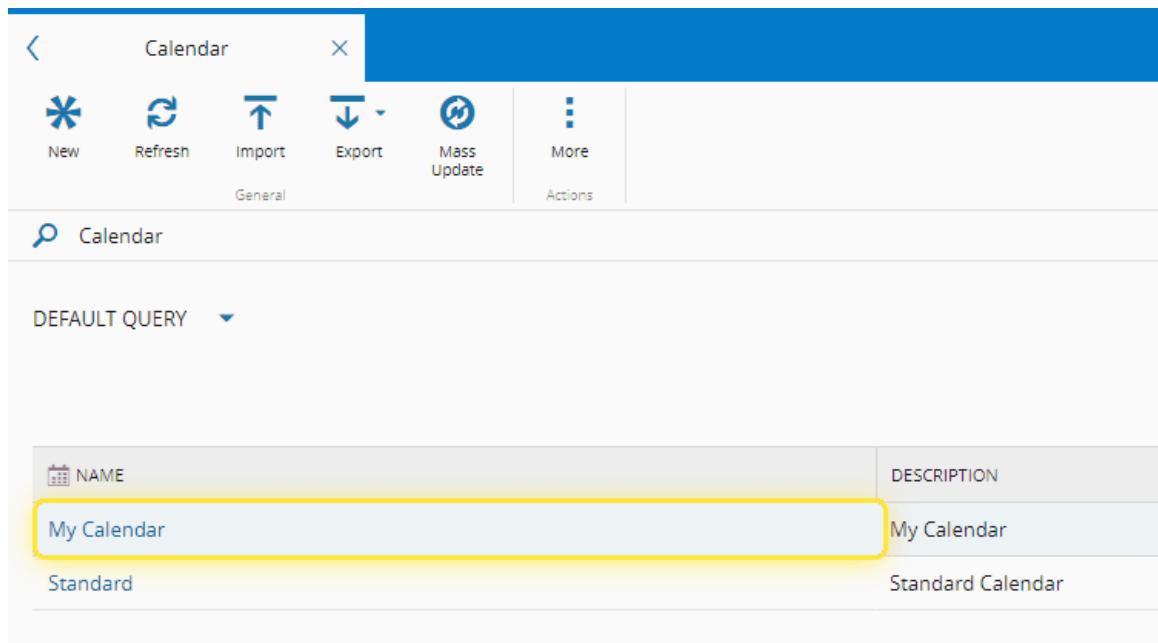
1. Go to the Business Data menu.



2. Select the Calendar entity.

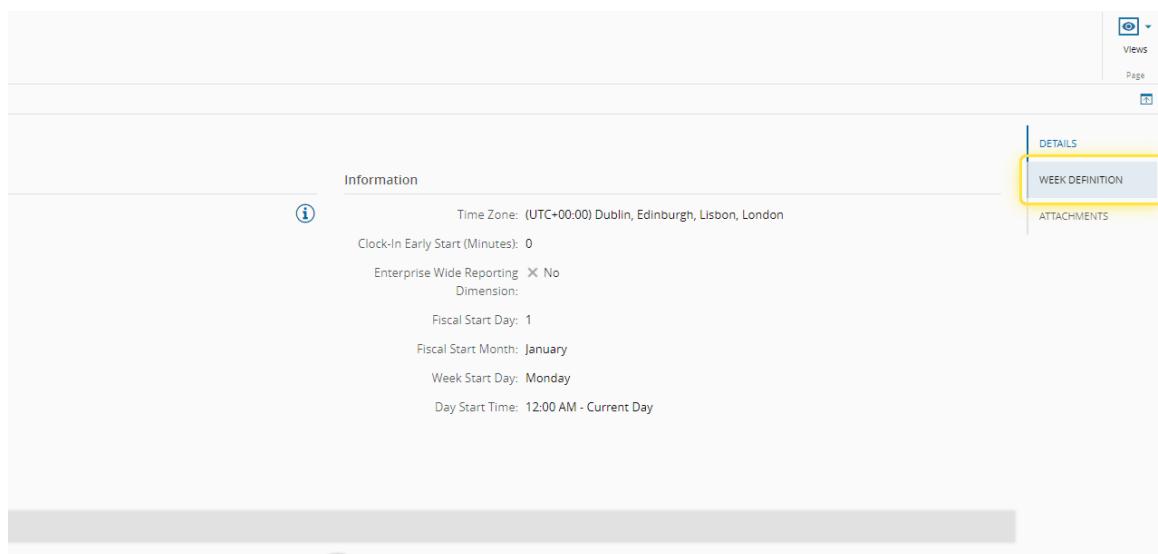


3. Select the desired Calendar.



| NAME | DESCRIPTION |
|-------------|-------------------------|
| My Calendar | My Calendar Standard |

4. Select the Week Definition section.



Information

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

Clock-in Early Start (Minutes): 0

Enterprise Wide Reporting: No

Dimension:

Fiscal Start Day: 1

Fiscal Start Month: January

Week Start Day: Monday

Day Start Time: 12:00 AM - Current Day

5. Select the Manage button.

My Calendar

Refresh Edit More

General Actions

My Calendar (Active)

▼ WEEK DEFINITION

Manage

Week Days (7)

| DAY | SHIFT DEFINITION |
|-----------|-------------------|
| Monday | MyShiftDefinition |
| Tuesday | MyShiftDefinition |
| Wednesday | MyShiftDefinition |
| Thursday | MyShiftDefinition |
| Friday | MyShiftDefinition |
| Saturday | Non-Working Day |
| Sunday | Non-Working Day |

6. Under the Manage Week Definition wizard make the desired changes.

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

Manage Week Definition

My Calendar / My Calendar

Week Days

| DAY | SHIFT DEFINITION |
|-----------|-----------------------|
| Monday | MyShiftDefinition (1) |
| Tuesday | MyShiftDefinition (1) |
| Wednesday | MyShiftDefinition (1) |
| Thursday | MyShiftDefinition (1) |
| Friday | MyShiftDefinition (1) |
| Saturday | Non-Working Day |
| Sunday | Non-Working Day |

Week Day Details

Day: Monday

Shift Definition: MyShiftDefinition

* Cost Overtime Factor: 1

Copy to All Days

Comments:

Cancel Save

7. Select the Save button to apply.

