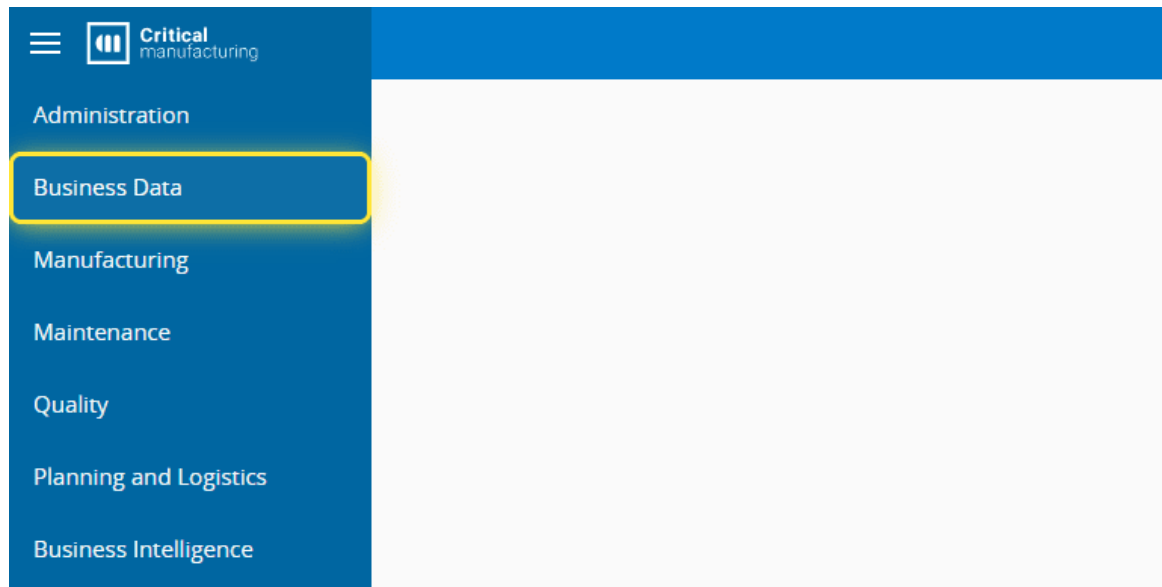
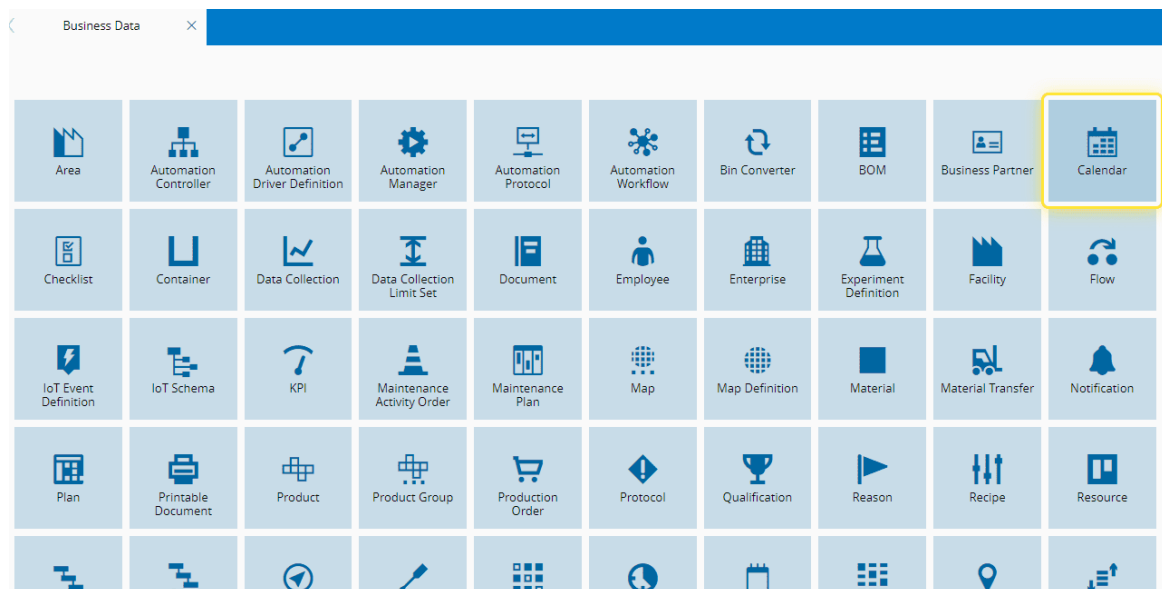


How to: Create a Calendar

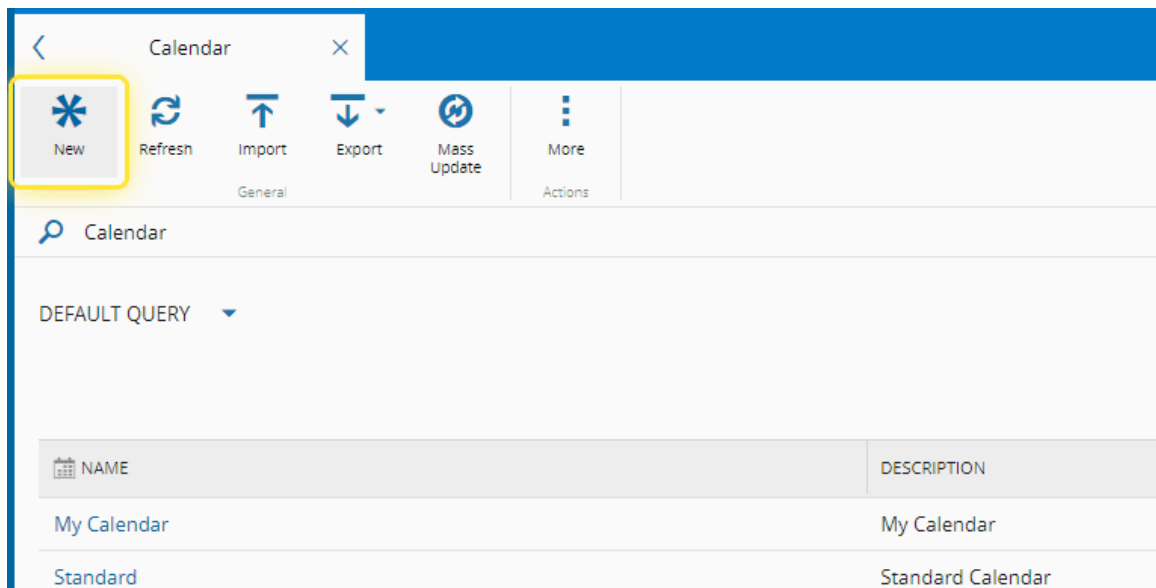
1. Go to the Business Data menu.



2. Select the Calendar entity.

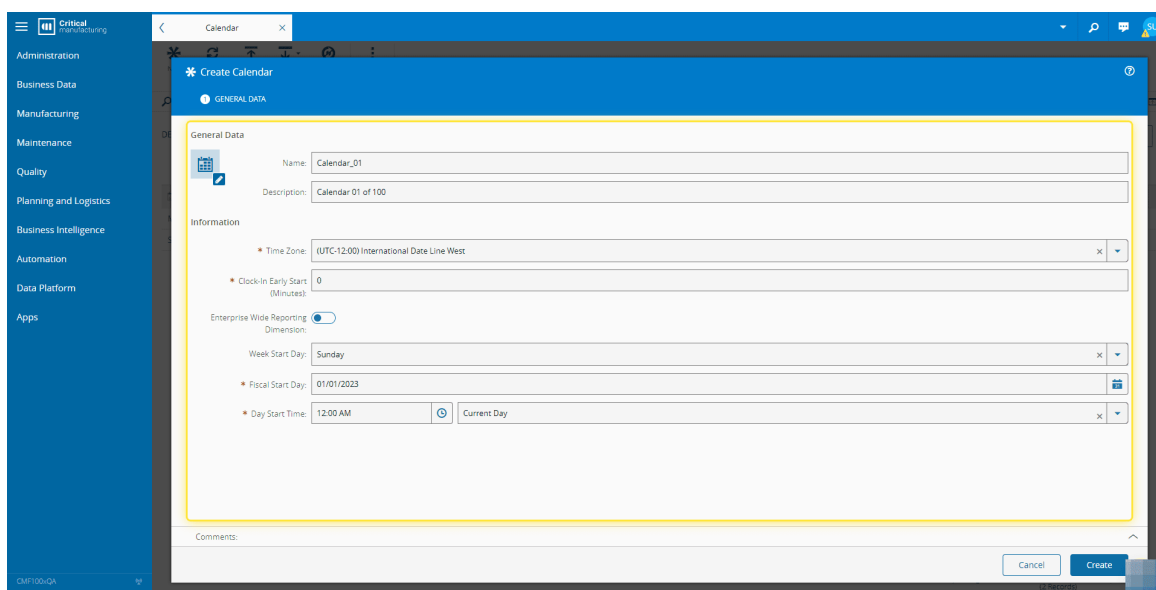


3. Select the New button.



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: ☒ Dimension:

Week Start Day: Sunday

Fiscal Start Day: 01/01/2023

Day Start Time: 12:00 AM Current Day

Comments: