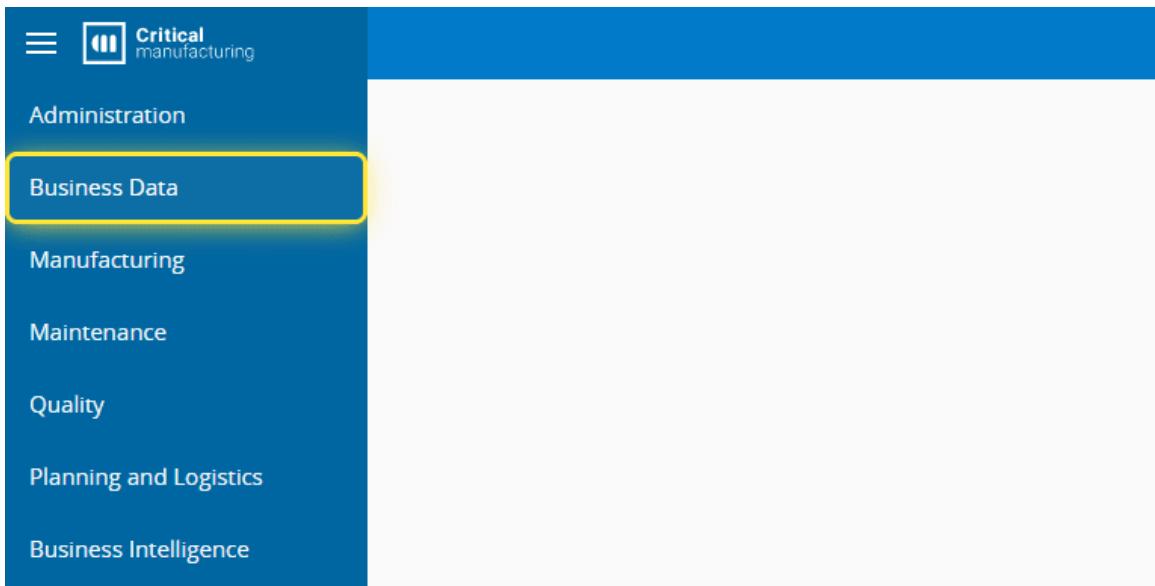
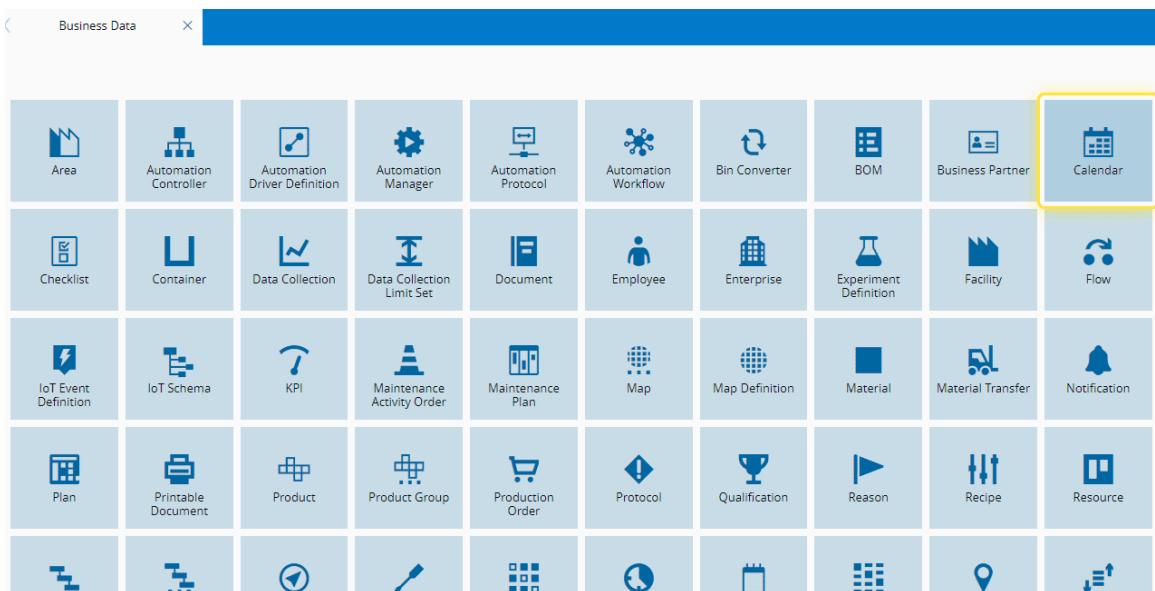


How to: Create a Calendar

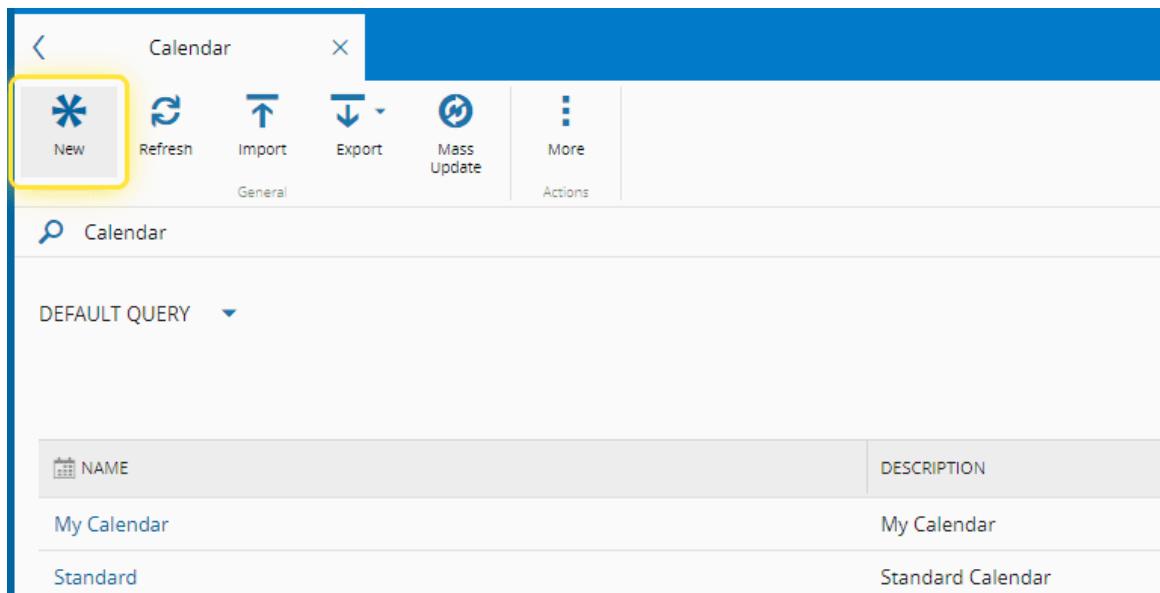
1. Go to the Business Data menu.



2. Select the Calendar entity.



3. Select the New button.

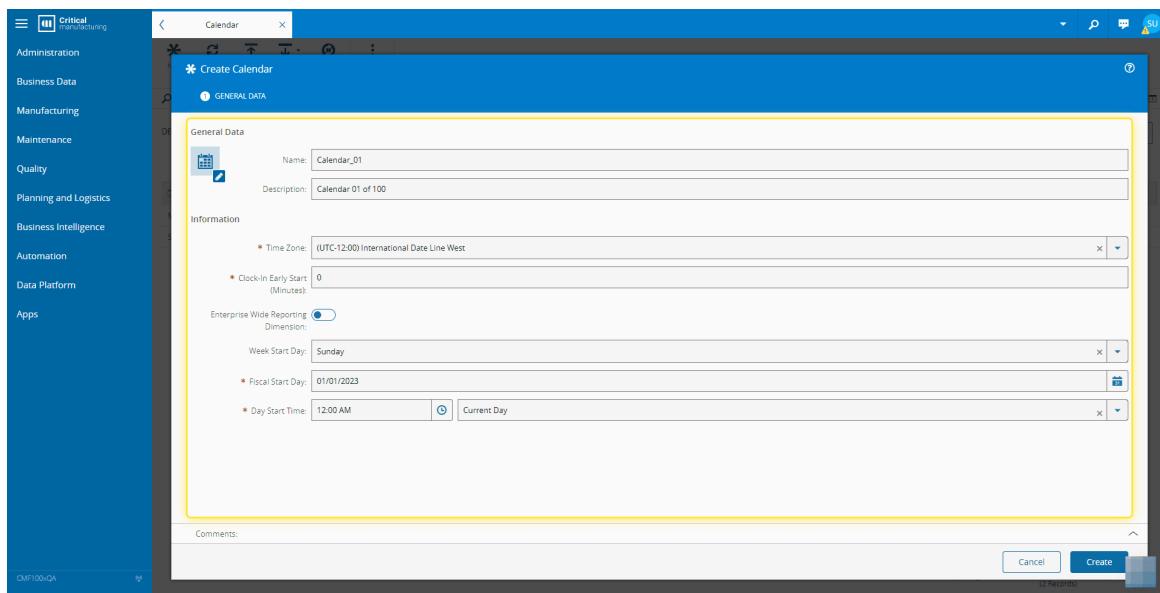


The screenshot shows the 'Calendar' screen in the Critical Manufacturing Documentation Portal. The top navigation bar includes 'New', 'Refresh', 'Import', 'Export', 'Mass Update', and 'More' buttons. Below the navigation is a search bar with the placeholder 'Calendar'. A dropdown menu labeled 'DEFAULT QUERY' is open. The main content area displays a table with two rows:

NAME	DESCRIPTION
My Calendar	My Calendar
Standard	Standard Calendar

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

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



The screenshot shows the 'Create Calendar' dialog box. The 'GENERAL DATA' tab is selected. The 'General Data' section contains the following fields:

- 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: (disabled)
- Week Start Day: Sunday
- Fiscal Start Day: 01/01/2023
- Day Start Time: 12:00 AM

At the bottom right of the dialog are 'Cancel' and 'Create' buttons, with the 'Create' button highlighted with a yellow box.

5. Select the Create button.



Critical Manufacturing

Administration

Business Data

Manufacturing

Maintenance

Quality

Planning and Logistics

Business Intelligence

Automation

Data Platform

Apps

CMP100vQA

Calendar

* Create Calendar

GENERAL DATA

General Data

Name:

Description:

Information

* Time Zone:

* Clock-in Early Start (Minutes):

Enterprise Wide Reporting

Dimension:

Week Start Day:

* Fiscal Start Day:

* Day Start Time:

Comments:

(2 Records)

