



**Critical**  
manufacturing  
an ASM PT company

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

## 11.3

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### DOCUMENT ACCESS

Public

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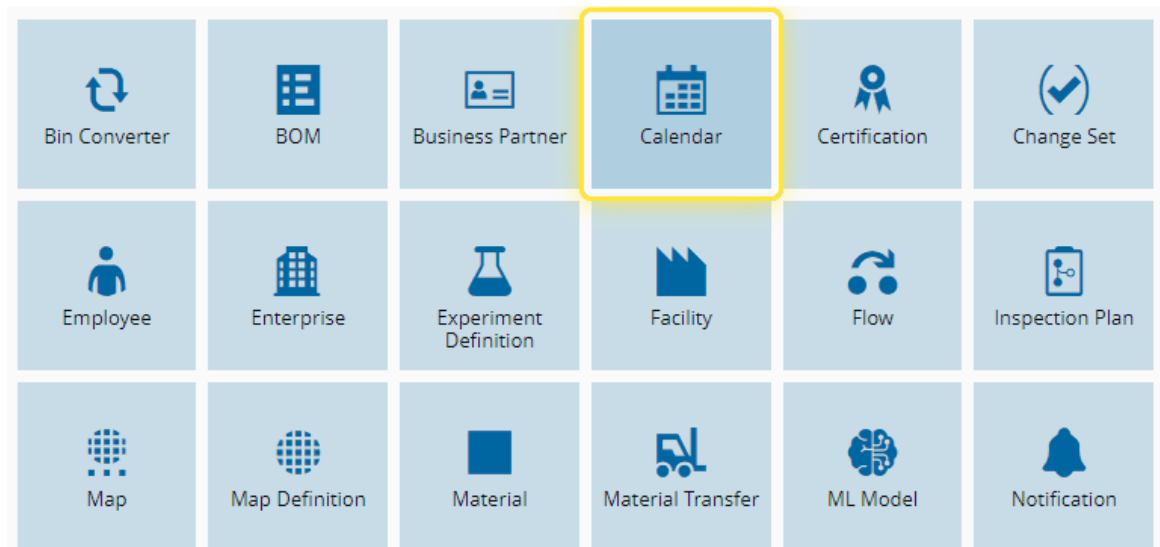
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## How to: Set a Calendar Day as Non-Working Day

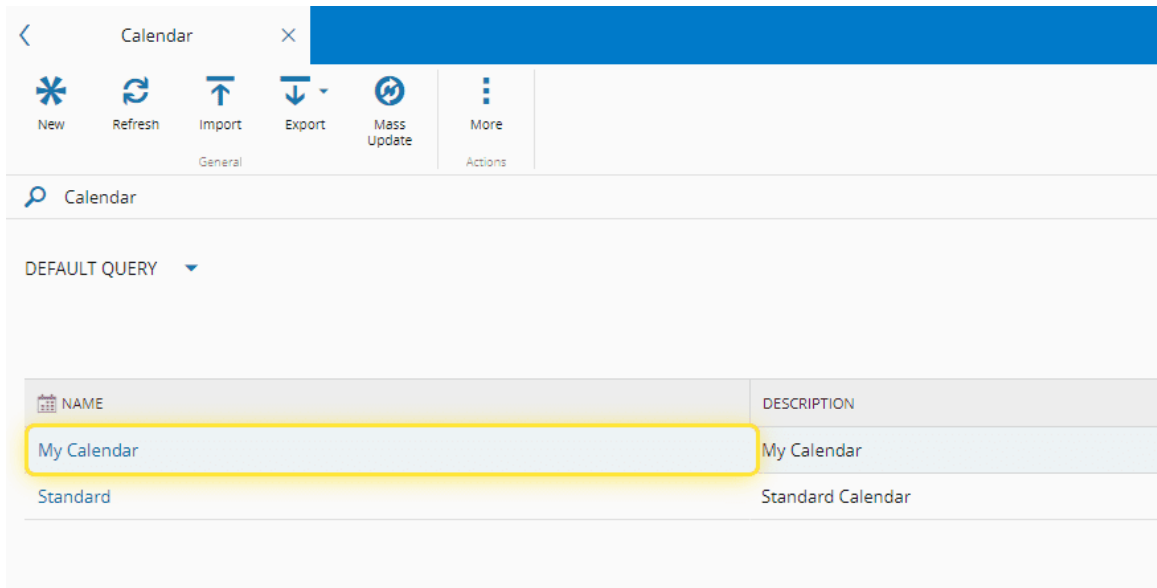
1. Go to the Business Data menu.



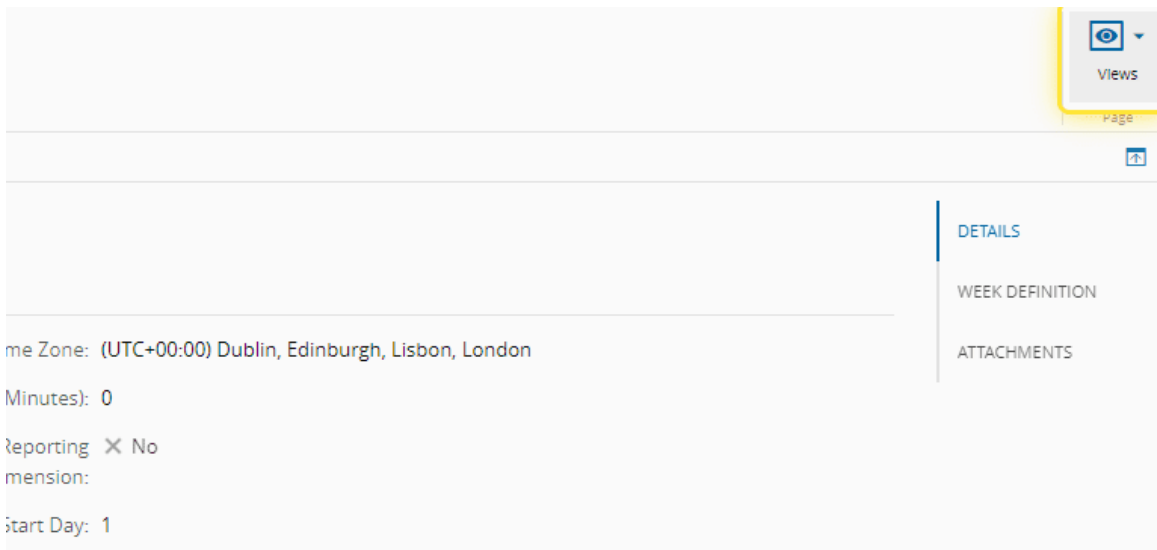
2. Select the Calendar Entity.



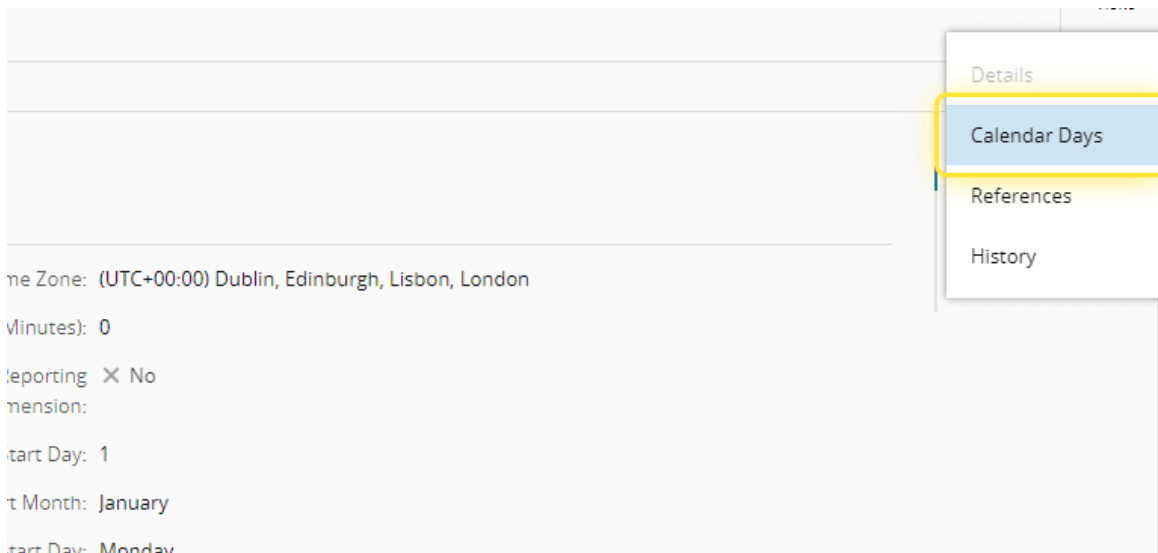
3. Select the desired Calendar.



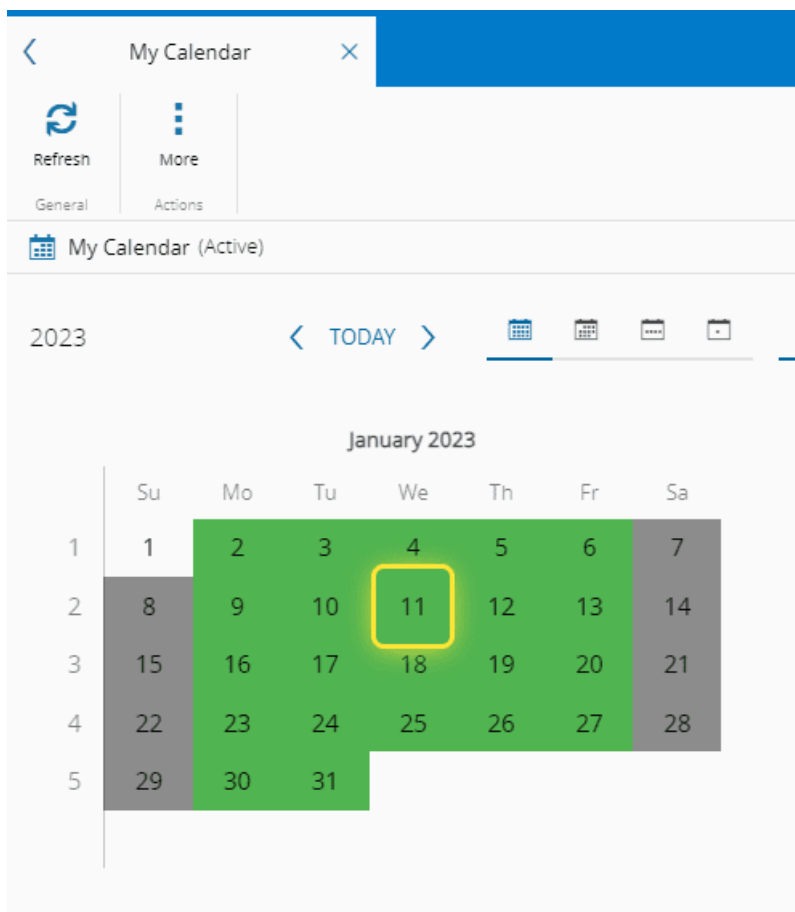
4. Select the Views button.



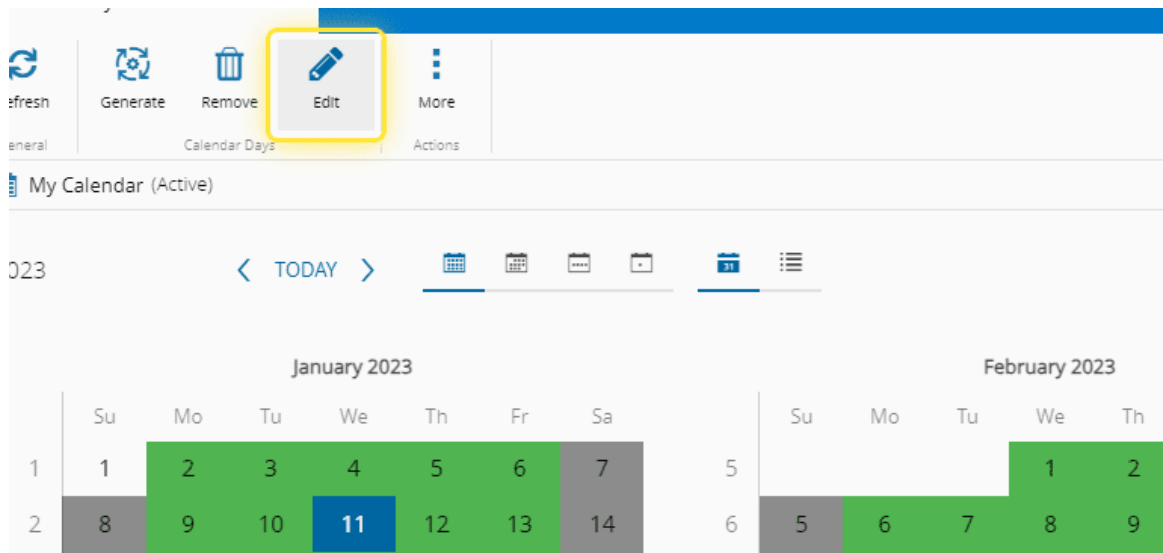
5. Select the Calendar Days option.



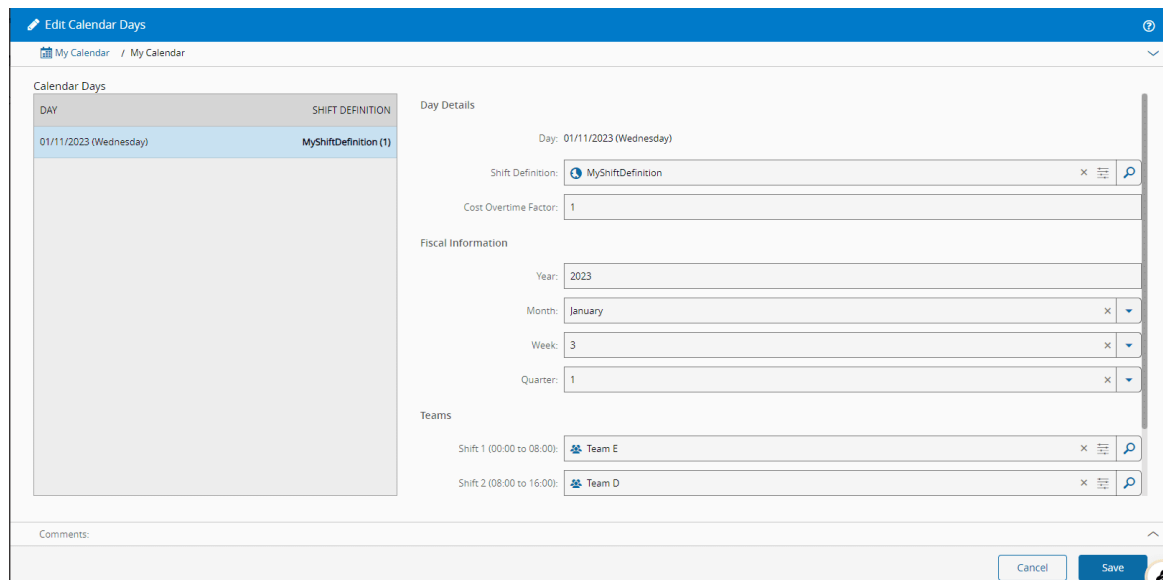
6. Select the desired day to set as a Non-Working Day.



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)	<b>Non-working day</b>

Day Details

Day: 01/11/2023 (Wednesday)

Shift Definition:

Cost Overtime Factor:

Fiscal Information

Year:

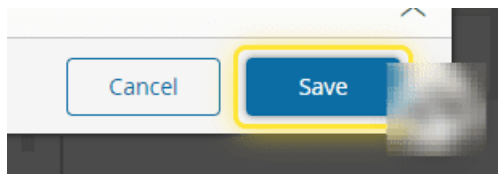
Month:

Week:

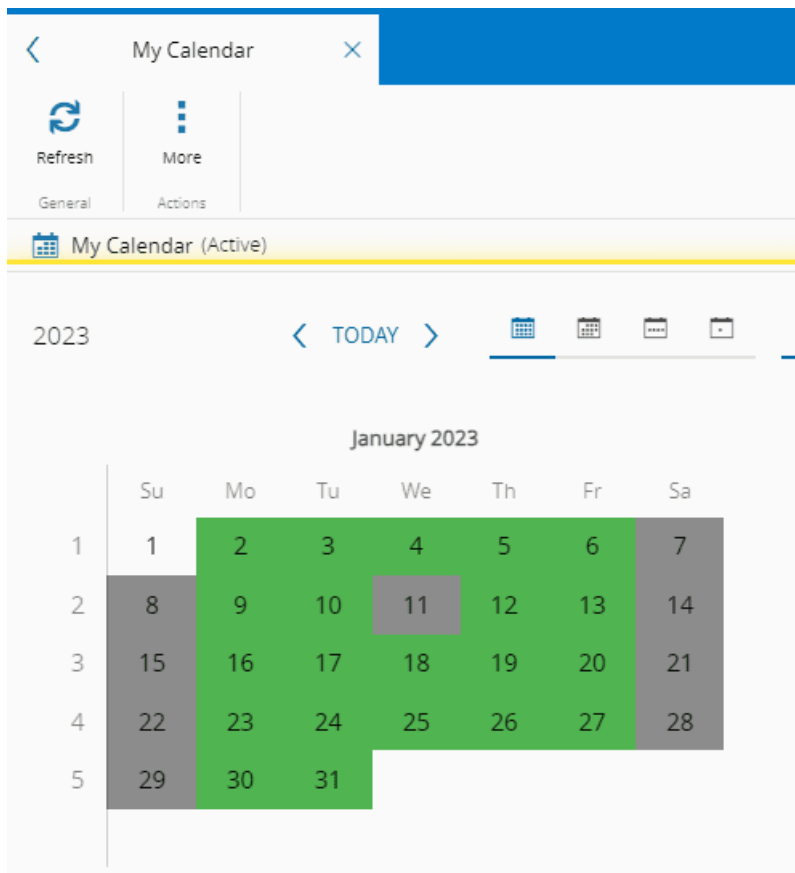
Quarter:

Comments:

11. Select the Save button.



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







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