



How to: Generate Calendar Days

11.2

February 2026

DOCUMENT ACCESS

Public

DISCLAIMER

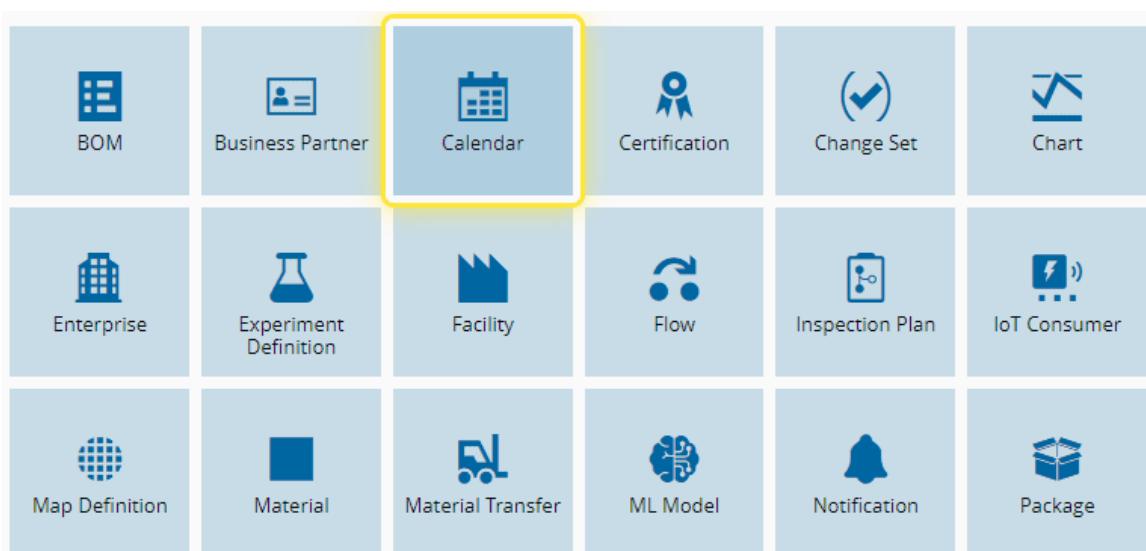
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How to: Generate Calendar Days

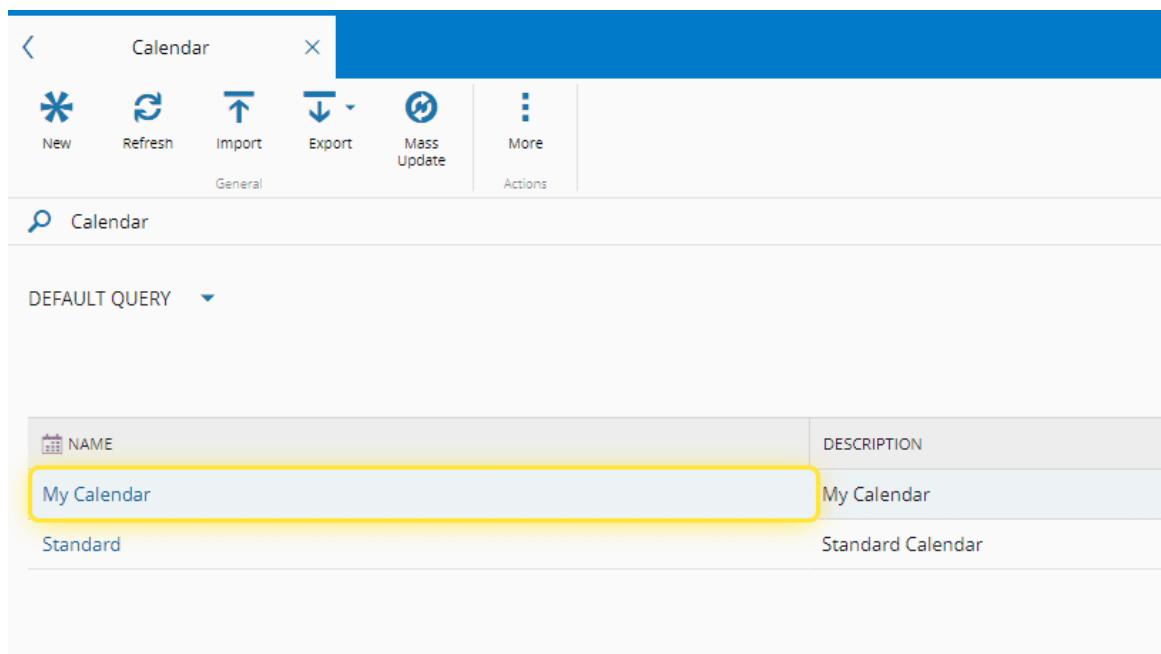
1. Go to the Business Data menu.



2. Select the Calendar entity.

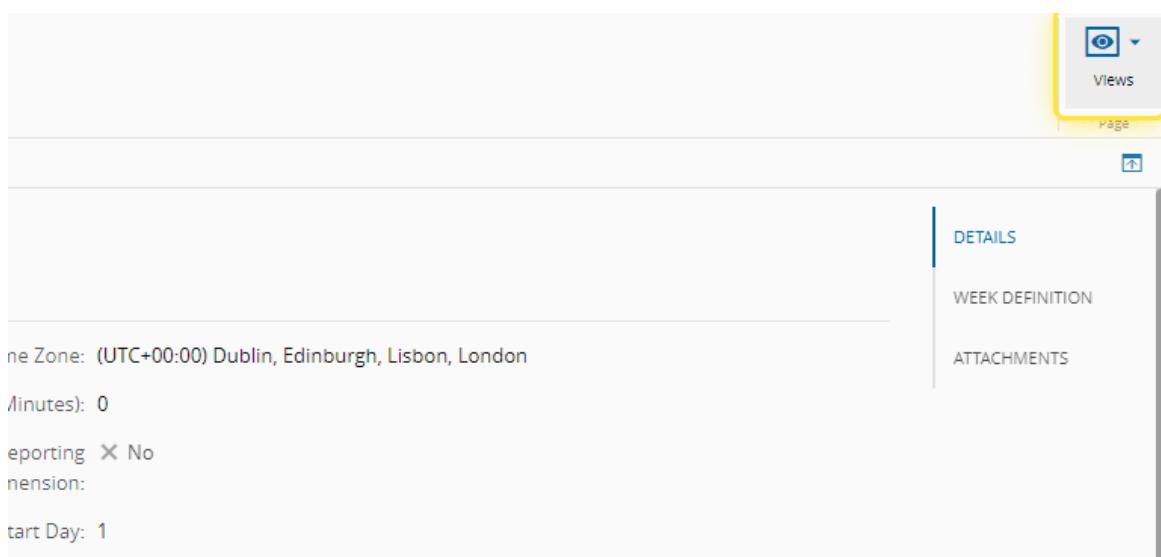


3. Select the desired Calendar.



NAME	DESCRIPTION
My Calendar	My Calendar Standard

4. Select the Views button.



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

Minutes): 0

eporting No

nension:

Start Day: 1

5. Select the Calendar Days option.

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

(Minutes): 0

Reporting No

Dimension:

Start Day: 1

Start Month: January

Start Day: Monday

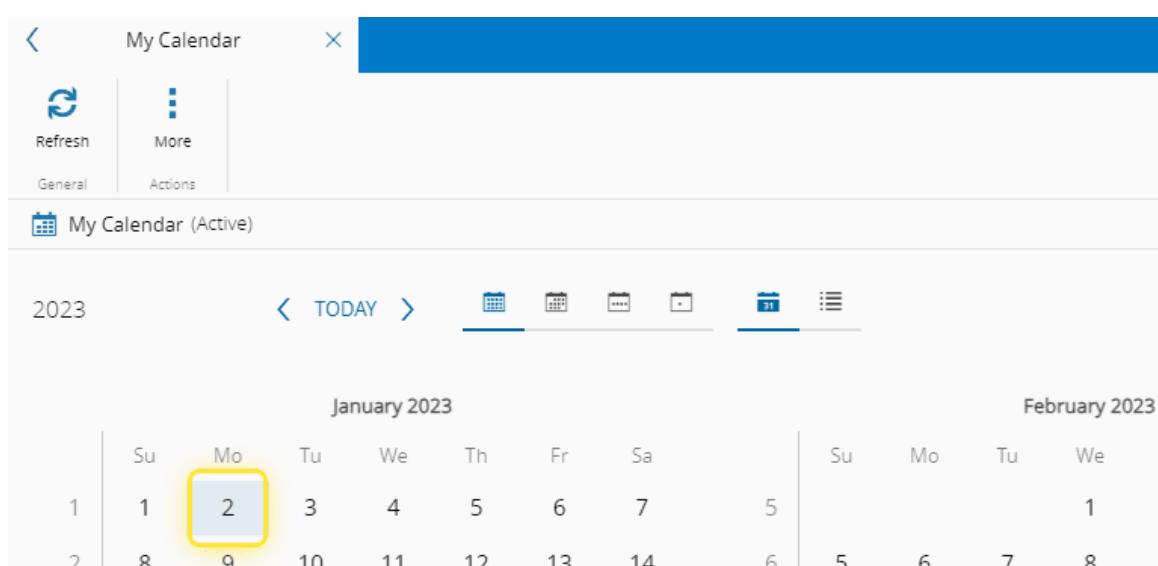
Details

Calendar Days (Selected)

References

History

6. Select one day or a desired period.



My Calendar

Refresh More

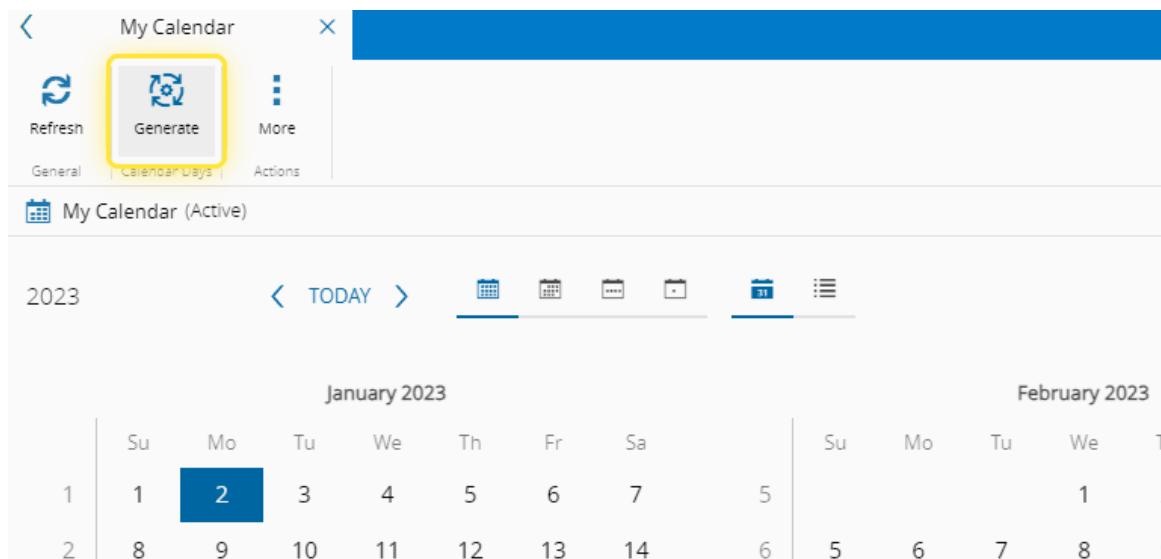
General Actions

My Calendar (Active)

2023 TODAY

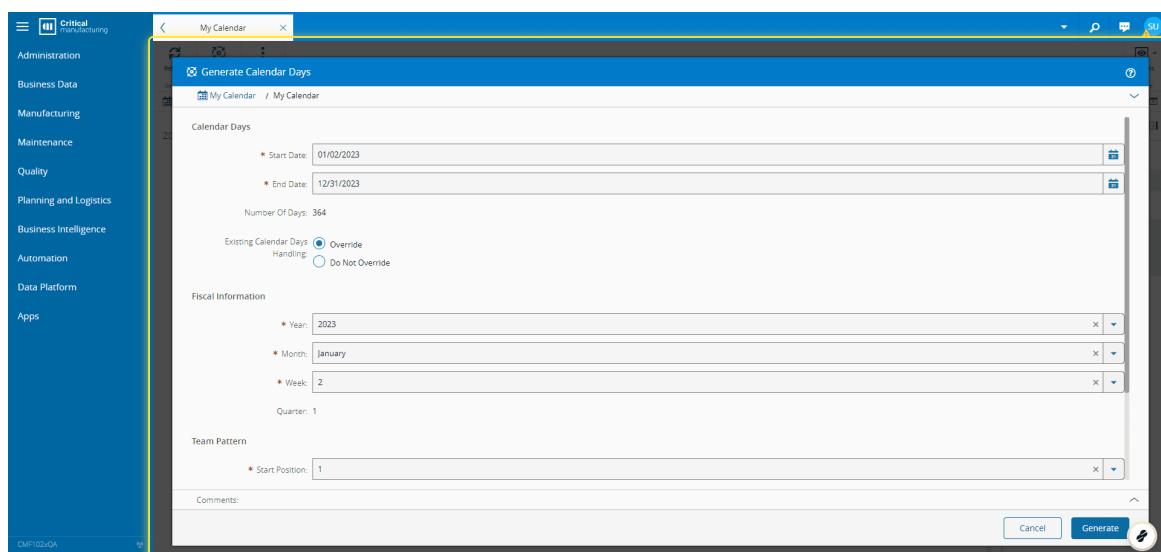
January 2023							February 2023																							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

7. Select the Generate button.

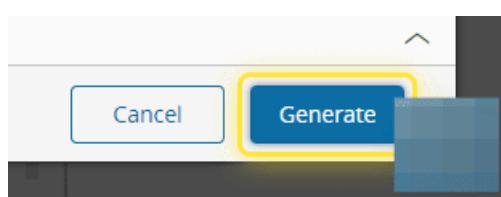


8. Under the Generate Calendar Days, complete the necessary fields.

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



9. Select the Generate button.



10. Verify the generated days.

My Calendar

2023

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
2	8	9	10	11	12	13
3	15	16	17	18	19	20
4	22	23	24	25	26	27
5	29	30	31			

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
6	12	13	14	15	16	17
7	19	20	21	22	23	24
8	26	27	28			

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
9	10	11	12	13	14	15
10	17	18	19	20	21	22
11	24	25	26	27	28	29
12	31					

April 2023

Su	Mo	Tu	We	Th	Fr	Sa
13	14	15	16	17	18	19
14	21	22	23	24	25	26
15	28	29	30	31		
16						

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
18	19	20	21	22	23	24
19	26	27	28	29	30	31
20						

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
22	23	24	25	26	27	28
23	30	31				
24						

Shift Definition: All

Week Details

INFO

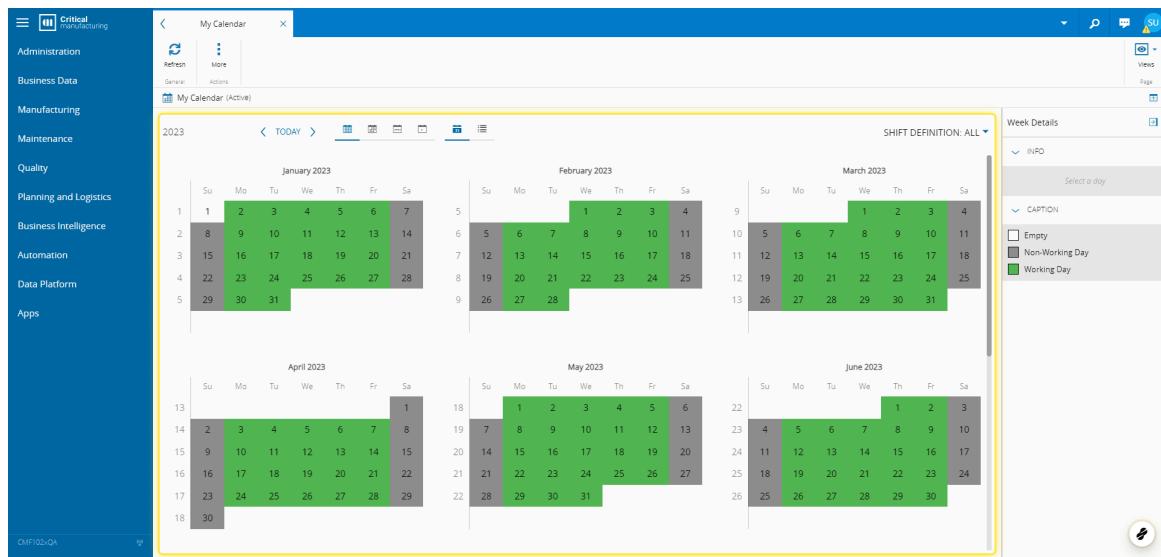
Select a day

CAPTION

Empty

Non-Working Day

Working Day





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