



How to: Manage Week Definition

11.2

February 2026

DOCUMENT ACCESS

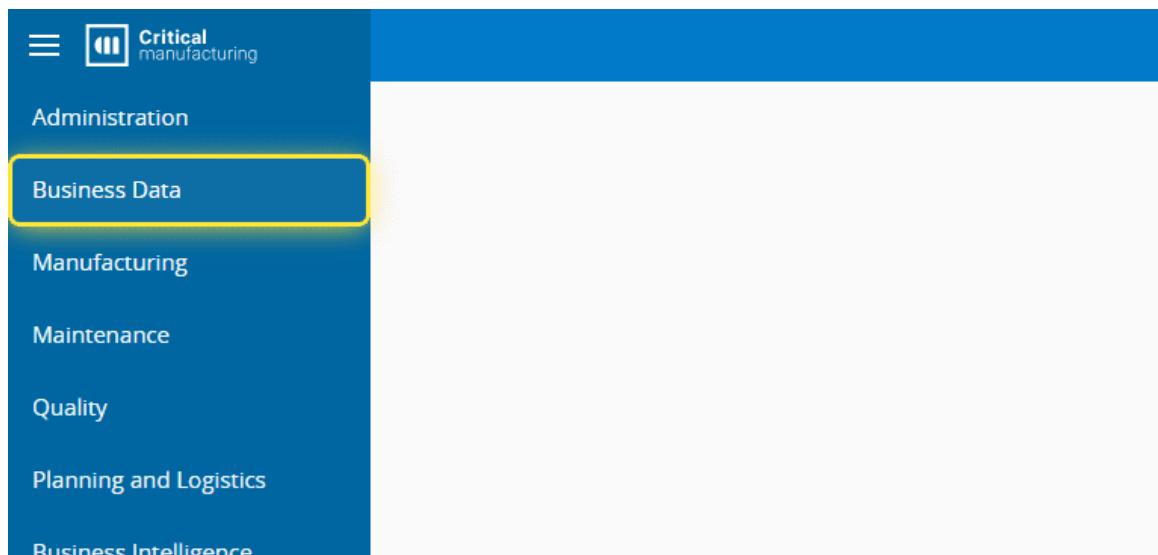
Public

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How to: Manage Week Definition

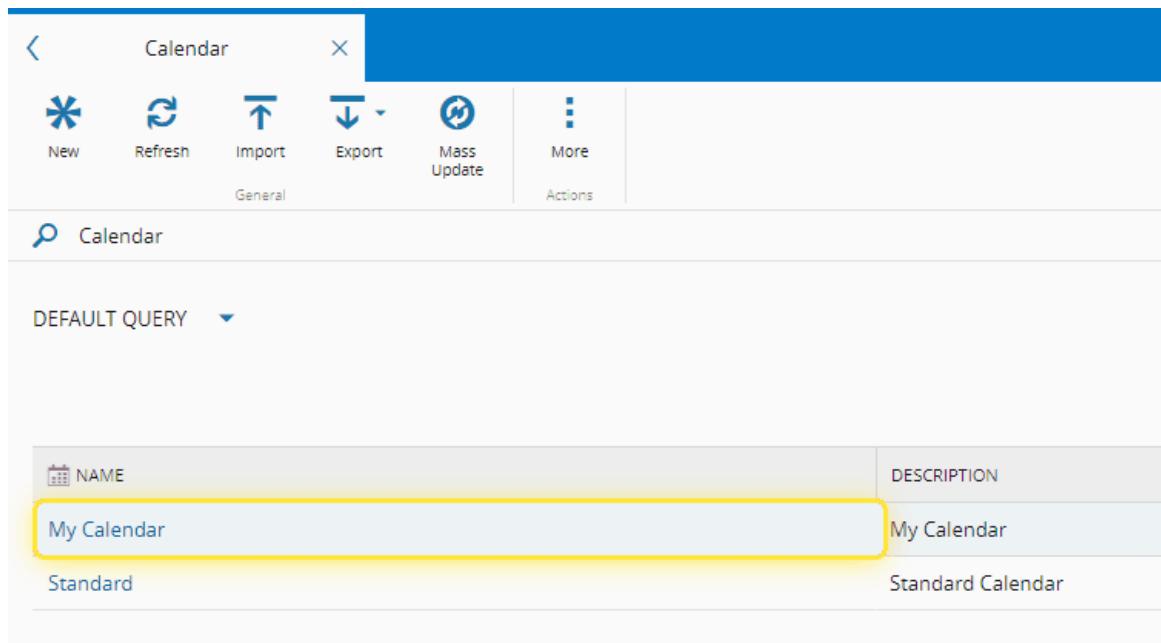
1. Go to the Business Data menu.



2. Select the Calendar entity.

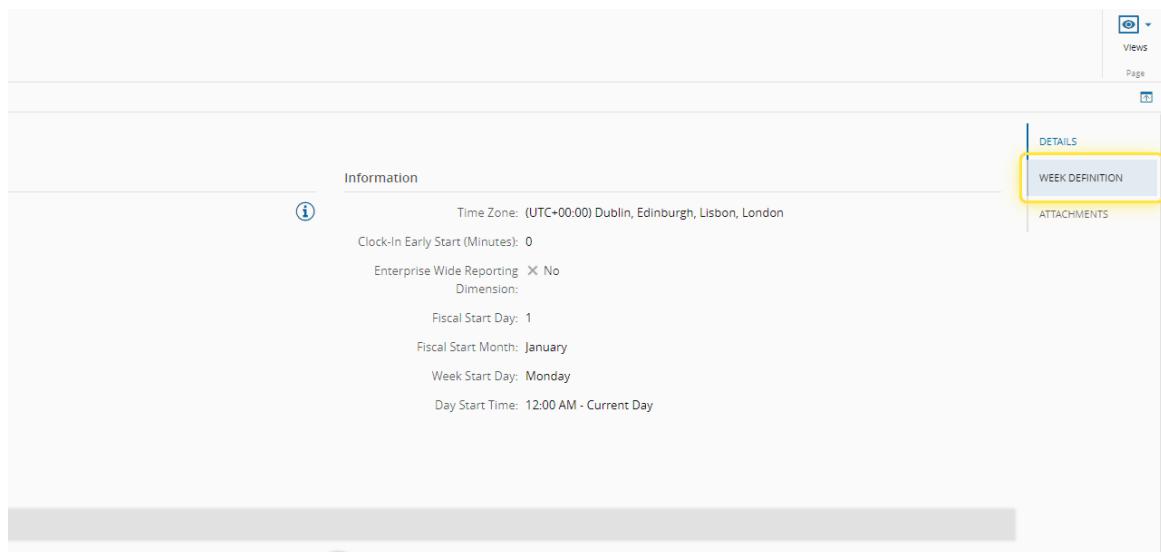


3. Select the desired Calendar.



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

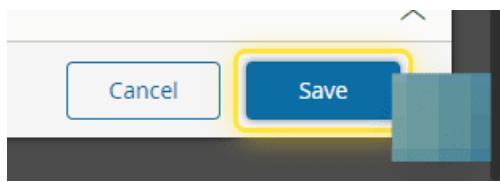
* Cost Overtime Factor: 1

Copy to All Days

Comments:

Cancel Save

7. Select the Save button to apply.





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