



How to: Create a Calendar

11.2

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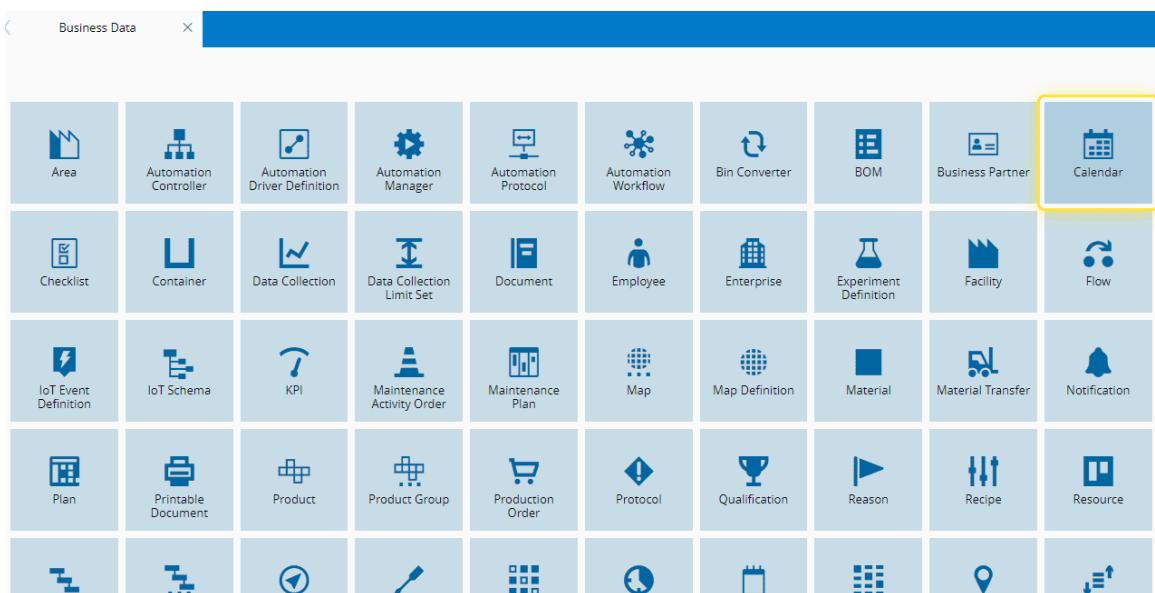
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How to: Create a Calendar

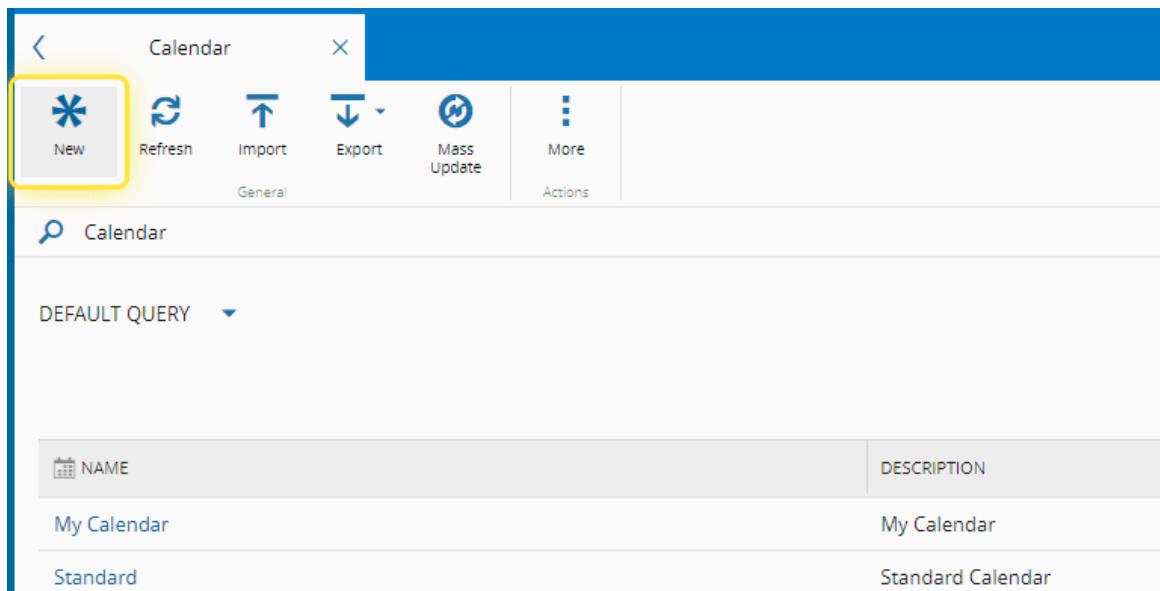
1. Go to the Business Data menu.



2. Select the Calendar entity.



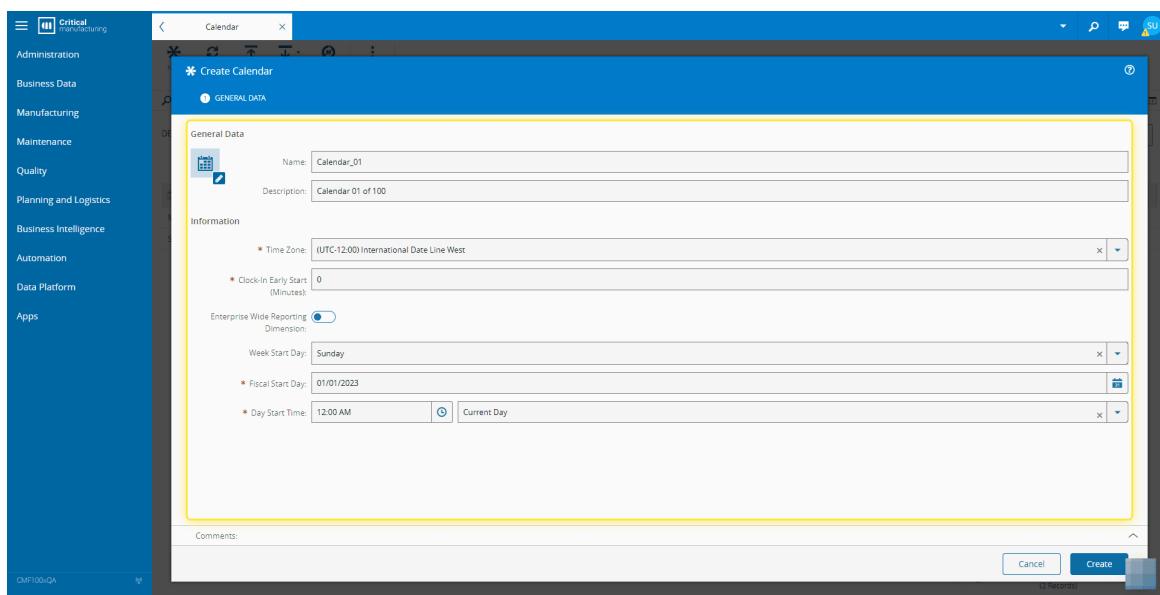
3. Select the New button.



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](#)



5. Select the Create button.



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Calendar

* Create Calendar

GENERAL DATA

General Data

Name:

Description:

Information

* Time Zone:

* Clock-in Early Start (Minutes):

Enterprise Wide Reporting

Dimension:

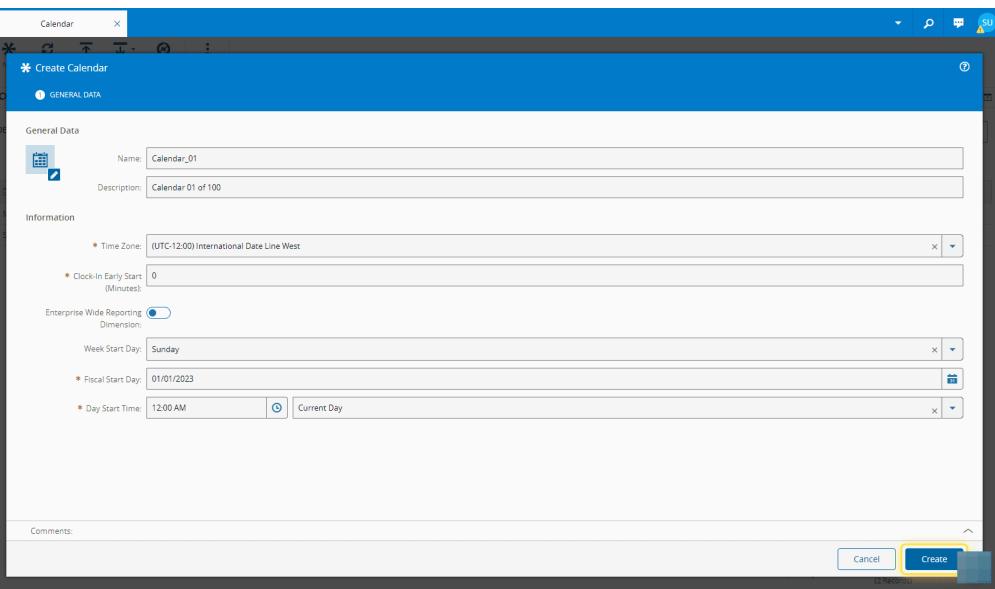
Week Start Day:

* Fiscal Start Day:

* Day Start Time:

Comments:

(2 Records)





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