

Create a Calendar

Last Modified on 09/15/2020 5:35 am EDT

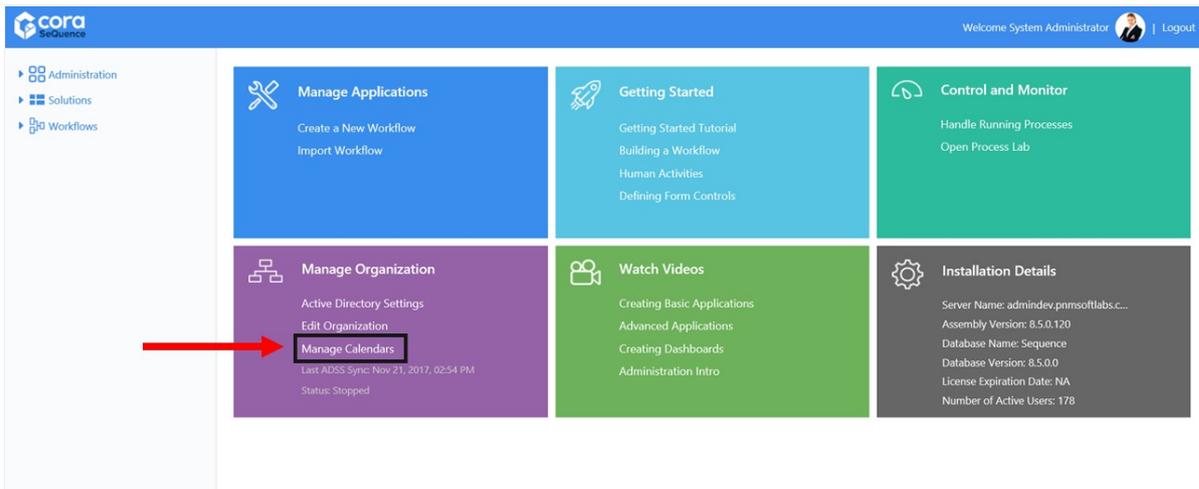
Overview

Use calendars as part of time-dependent tasks, or to define time-dependent business rules.

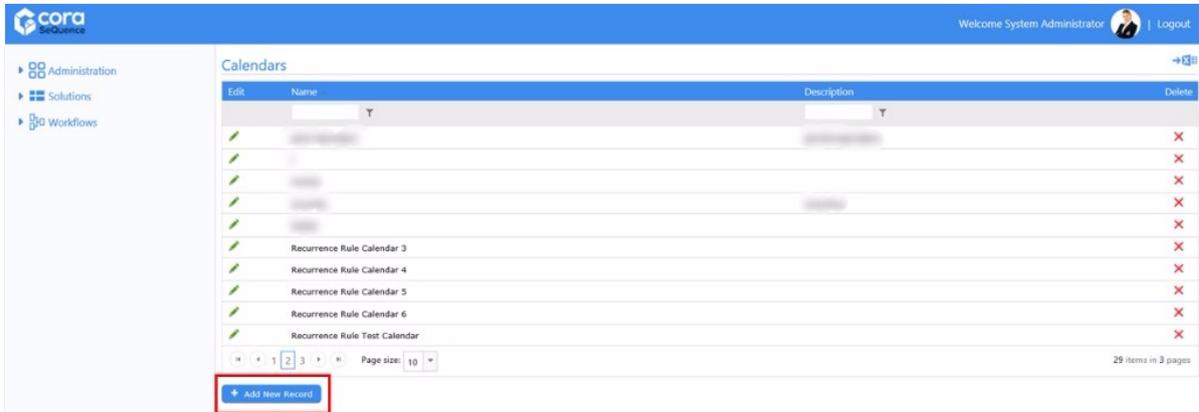
Calendars are related to Human tasks. Each calendar must have a unique name. After you define a calendar, you can associate the calendar with a specific group or individual.

Procedure

1. In the Administration site, click **Manage Calendars**.



2. Click the **Add New Record** button.



3. Complete the calendar wizard and click **Add**.

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Add Record to: Calendars

Calendar Name *

Description

First day of the week

Working times

Monday	<input checked="" type="checkbox"/>	Start	<input type="text" value="09"/>	:	<input type="text" value="00"/>	End	<input type="text" value="18"/>	:	<input type="text" value="00"/>
Tuesday	<input checked="" type="checkbox"/>	Start	<input type="text" value="09"/>	:	<input type="text" value="00"/>	End	<input type="text" value="18"/>	:	<input type="text" value="00"/>
Wednesday	<input checked="" type="checkbox"/>	Start	<input type="text" value="09"/>	:	<input type="text" value="00"/>	End	<input type="text" value="18"/>	:	<input type="text" value="00"/>
Thursday	<input checked="" type="checkbox"/>	Start	<input type="text" value="09"/>	:	<input type="text" value="00"/>	End	<input type="text" value="18"/>	:	<input type="text" value="00"/>
Friday	<input checked="" type="checkbox"/>	Start	<input type="text" value="09"/>	:	<input type="text" value="00"/>	End	<input type="text" value="18"/>	:	<input type="text" value="00"/>
Saturday	<input type="checkbox"/>	Start	<input type="text" value="09"/>	:	<input type="text" value="00"/>	End	<input type="text" value="18"/>	:	<input type="text" value="00"/>
Sunday	<input type="checkbox"/>	Start	<input type="text" value="09"/>	:	<input type="text" value="00"/>	End	<input type="text" value="18"/>	:	<input type="text" value="00"/>

Exception Rules

Name	Start	Finish	Edit	Delete
No Exception Rules				

[+ Add Exception Rule](#)

[Add](#)

[Cancel](#)