Assign a Calendar to a Group

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When you assign a calendar to a group, Cora SeQuence uses the defined calendar for time-dependent tasks, not the default calendar.

Assigning a calendar to group does not change the calendar definitions for individual employees of that group. An individual can maintain a personal calendar to define personal exceptions, such as medical appointments.

Procedure

1. In the Administration console, click **Edit Organization**.

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	品 →	Manage Organization Active Directory Settings Edit Organization Manage Calendars Last ADSS Sync. Nov 21, 2017, 02:54 PM Status: Stopped	ජි	Watch Videos Creating Basic Applications Advanced Applications Creating Dashboards Administration Intro	¢	Installation Details Server Name: admindex.pnmsottlabs.c Assembly Version: 8.5.0.120 Database Version: 8.5.0.0 License Expiration Date: NA Number of Active Users: 178

2. Right-click the group that you want to assign a calendar to, and click Group Properties.



3. From the **Calendar** drop-down menu, select a calendar and click **Save**.

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