

User Guide

Mass Updates on the Master Calendar & Shift Calendar
for Extend End Date, Import Holiday into Exceptions
& Generate Calendar



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Introduction

Propose

Allows user to make mass updates to calendar at once.

Features

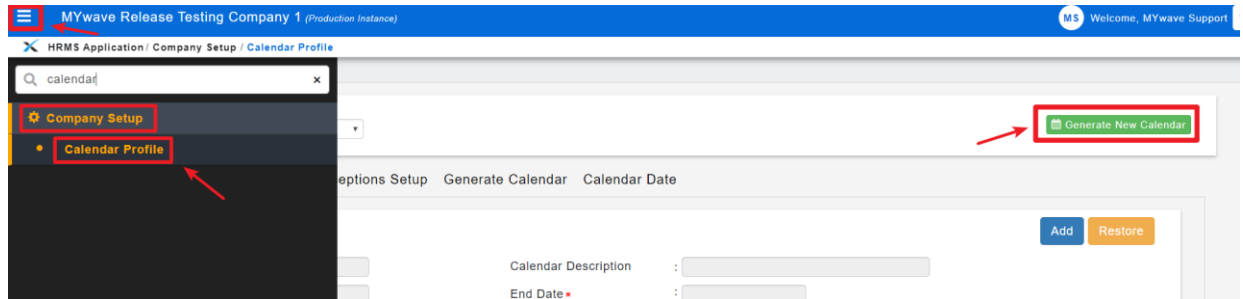
- Extend Calendar End Date (Extend all shifts from year 2018 to 2019)
- Importing Exceptions (e.g. Public Holiday)
- Generating New Calendar

Benefits

- Time saving and reduce repeated step same action on each Calendar.

Generate New Calendar

1. Select **Calendar Profile** module and click “New Calendar” button to redirect you to the new screen.



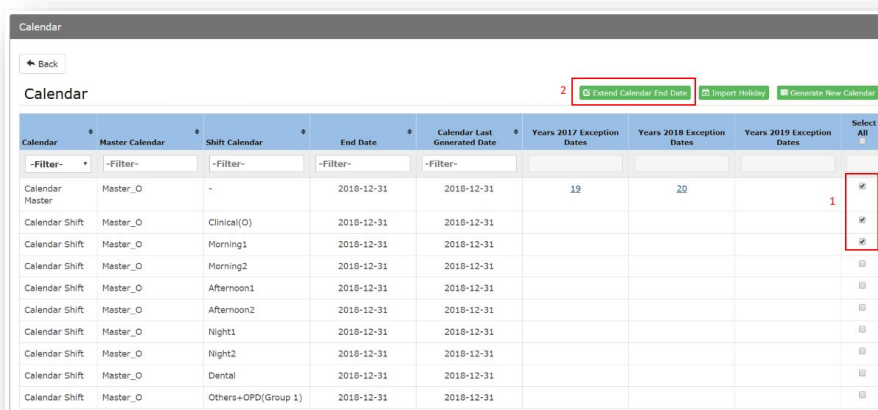
The screenshot shows the 'Calendar' screen with a table of calendar profiles. The table has columns for Calendar, Master Calendar, Shift Calendar, End Date, Calendar Last Generated Date, Years 2017 Exception Dates, Years 2018 Exception Dates, Years 2019 Exception Dates, and Select All. The table lists various calendar profiles, including Master, Shift, and Dental, with their respective end dates and exception dates.

Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2017 Exception Dates	Years 2018 Exception Dates	Years 2019 Exception Dates	Select All
Calendar Master	Master_O	-	2019-12-31	2019-12-31	19	20		<input type="checkbox"/>
Calendar Shift	Master_O	Clinical(O)	2019-12-31	2019-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Morning1	2019-12-31	2019-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Morning2	2019-12-31	2019-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon1	2019-12-31	2019-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon2	2019-12-31	2019-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night1	2019-12-31	2019-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night2	2019-12-31	2019-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Dental	2019-12-31	2019-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Others+OPD(Group 1)	2019-12-31	2019-12-31				<input type="checkbox"/>

Extend the End Date of Master / Shift Calendar

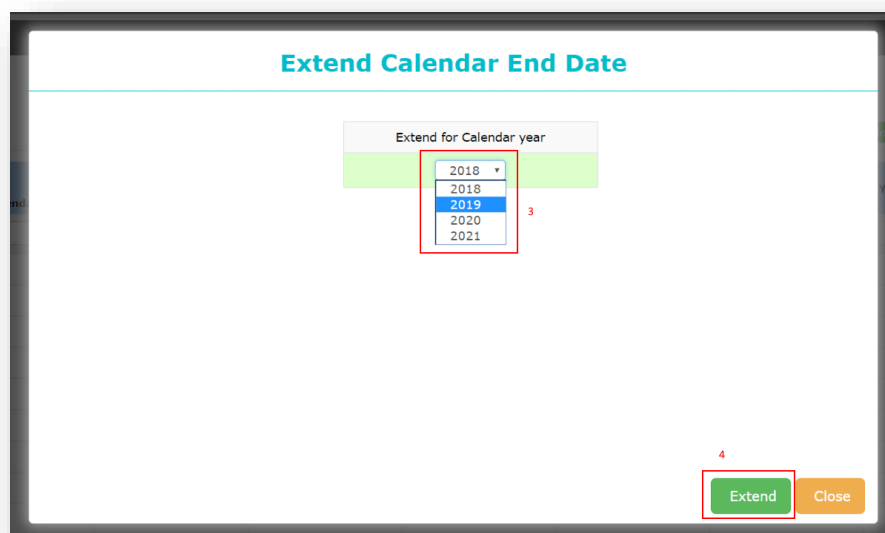
In the previous version, to insert the end date for both Master Calendar and Shift Calendar, user will need to insert each record manually via "Calendar Profile Module".

1. Select "Master Calendar" or "Shift Calendar" that you wish to extend the End Date.
2. Select 'Extend Calendar End Date' button.



Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2017 Exception Dates	Years 2018 Exception Dates	Years 2019 Exception Dates	Select All
Calendar Master	Master_O	-	2018-12-31	2018-12-31	19	20		<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Clinical(O)	2018-12-31	2018-12-31				<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning1	2018-12-31	2018-12-31				<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Dental	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Others+OPD(Group 1)	2018-12-31	2018-12-31				<input type="checkbox"/>

3. Select Calendar Year to be extend.
4. Click 'Extend' Button.



Extend Calendar End Date

Extend for Calendar year

2018
2018
2019
2020
2021

ExtendClose

5. The Master Calendar / Shift Calendar End date is now being updated.

Calendar

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Calendar Extend Calendar End Date Import Holiday Generate New Calendar

Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2017 Exception Dates	Years 2018 Exception Dates	Years 2019 Exception Dates	Select All
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-				
Calendar Master	Master_O	-	2019-12-31	2018-12-31	19	20		<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Clinical(0)	2019-12-31	2018-12-31				<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning1	2019-12-31	2018-12-31				<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Dental	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Others+OPD(Group 1)	2018-12-31	2018-12-31				<input type="checkbox"/>

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Importing Exceptions/PH

On the previous version, users will need to manually insert each type of recognized Public Holiday into system through Exceptions Setup Tab. The latest version is being enhanced to allow user to add/import Recognized Public Holiday through a newly added feature called "Import Holiday". This allows user to import their preferred Exceptions from Library at once before generating a new Calendar of the year.

1. Select either Master / Shift Calendar to import holiday from the 'Library' to 'Exceptions Setup Page'.
2. Select 'Import Holiday' button.

Calendar

Calendar

Extend Calendar End Date Import Holiday Generate New Calendar

Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2017 Exception Dates	Years 2018 Exception Dates	Years 2019 Exception Dates	Select All
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-				
Calendar Master	Master_O	-	2019-12-31	2018-12-31	19	20	1	<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Clinical(O)	2019-12-31	2018-12-31				<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning1	2019-12-31	2018-12-31				<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Dental	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Others+OPD(Group 1)	2018-12-31	2018-12-31				<input type="checkbox"/>

3. Select Year, Country, State to determine the recognized Public Holiday.

Import Holiday

Years : 2019 Country : Malaysia State : -

Please select State

-
- Johor
- Kedah
- Wilayah Persekutuan
- Kelantan
- Melaka
- Negeri Sembilan
- Pulau Pinang
- Pahang
- Perak
- Perlis
- Sabah
- Selangor
- Sarawak
- Terengganu
- Labuan

Import Close

4. Tick Holiday you wish to be imported to your calendar.
5. Click 'Import' Button.

Import Holiday

Years : 2019 Country : Malaysia State : Kelantan

Date	Day	Day Description	Select All
-Filter-	-Filter-	-Filter-	<input type="checkbox"/>
2019-02-05	Tue	Chinese New Year	<input checked="" type="checkbox"/>
2019-02-06	Wed	Chinese New Year Holiday	<input checked="" type="checkbox"/>
2019-05-01	Wed	Labour Day	<input checked="" type="checkbox"/>
2019-05-19	Sun	Wesak Day	<input checked="" type="checkbox"/>
2019-05-22	Wed	Nuzul Al-Quran	<input checked="" type="checkbox"/>
2019-06-05	Wed	Hari Raya Aidilfitri	<input checked="" type="checkbox"/>
2019-06-06	Thu	Hari Raya Aidilfitri Holiday	<input checked="" type="checkbox"/>

5 Import Close

6. All selected Holiday will import to the 'Exceptions Setup' Page.
7. Number of the selections will be shown (refer to below print screen), user may click on the number to view details.

Calendar Profile Welcome, MYwave Support

Calendar

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Calendar
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Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2017 Exception Dates	Years 2018 Exception Dates	Years 2019 Exception Dates	Select All
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-				<input type="checkbox"/>
Calendar Master	Master_O	-	2019-12-31	2018-12-31	19	20	22	<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Clinical(O)	2019-12-31	2018-12-31			22	<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning1	2019-12-31	2018-12-31			22	<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night2	2018-12-31	2018-12-31				<input type="checkbox"/>

8. Once user click on the number, a new screen will appear by showing all details.

Exception List

Master Calendar
(Kelantan)

Delete

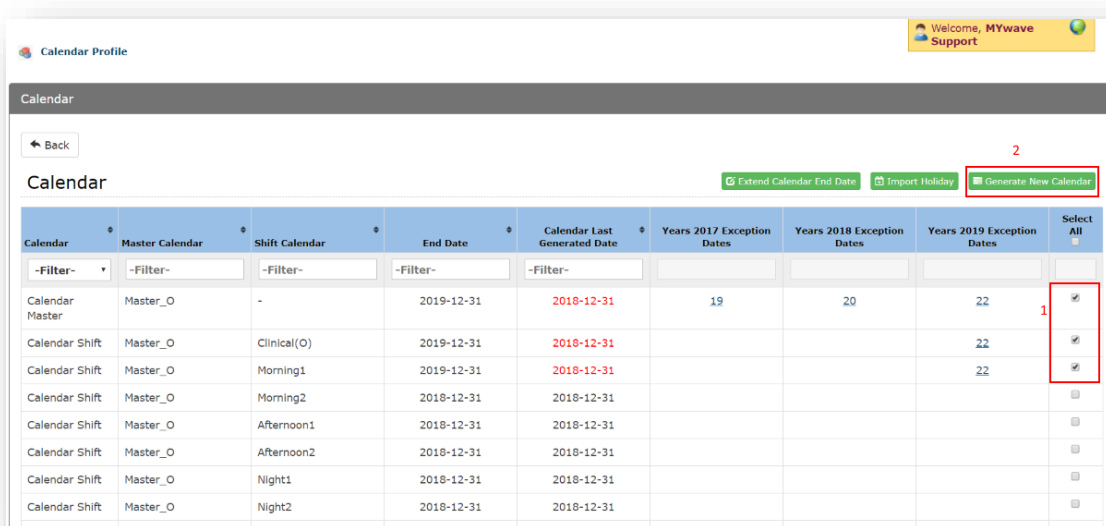
Calendar Date	Description	Day Types	Shift Hours	Select All
2019-02-05	Chinese New Year	Public Holiday	-	<input type="checkbox"/>
2019-02-06	Chinese New Year Holiday	Public Holiday	-	<input type="checkbox"/>
2019-05-01	Labour Day	Public Holiday	-	<input type="checkbox"/>
2019-05-19	Wesak Day	Public Holiday	-	<input type="checkbox"/>
2019-05-22	Nuzul Al-Quran	Public Holiday	-	<input type="checkbox"/>
2019-06-05	Hari Raya Aidilfitri	Public Holiday	-	<input type="checkbox"/>
2019-06-06	Hari Raya Aidilfitri Holiday	Public Holiday	-	<input type="checkbox"/>
2019-08-11	Hari Raya Haji	Public Holiday	-	<input type="checkbox"/>
2019-08-12	Hari Raya Haji Holiday	Public Holiday	-	<input type="checkbox"/>

Close

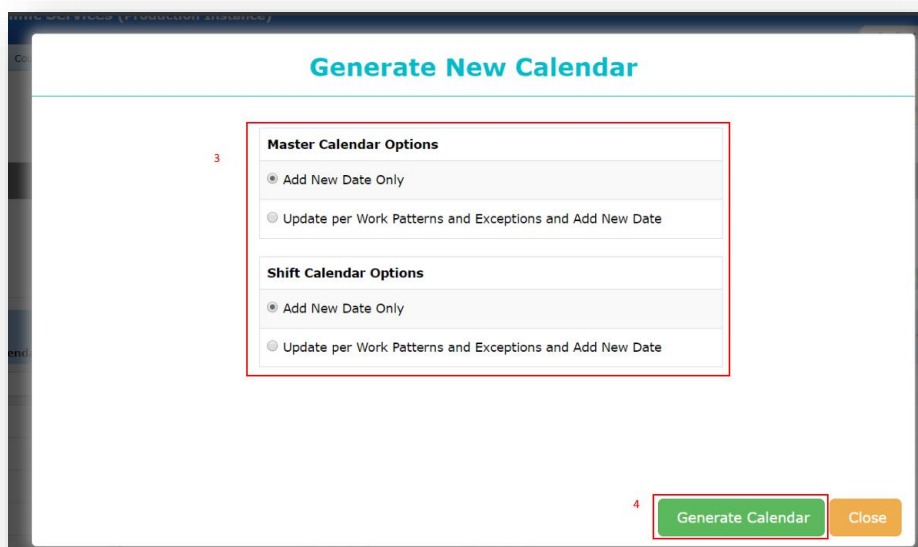
Generating New Calendar

In the last previous version, user will have to insert record by record manually in the Calendar Profile Module before generating a new calendar. The newly enhanced feature allows user to generate the specific calendar (Master Calendar or Shift Calendar) or more than ONE calendar at ONCE.

1. Select the specific calendar (either Master Calendar or Shift Calendar) that you would like to generate.
2. Select 'Generate New Calendar'.



3. Select your option, either to 'add new date only' or 'update working patterns and add new date'.
4. Then continue by clicking 'Generate'.



- The latest record of the new calendar will be kept in 'Calendar Log'. User can track the changes to calendar by viewing the date showed in 'Calendar Last Generated Date'. ('End Date' has to be the same as 'Calendar Last Generated Date'. The most common mistake made is after user amend work shift or exceptions, user did not re-generate the calendar to keep track with latest changes.

Calendar Profile

Calendar

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Extend Calendar End Date Import Holiday Generate New Calendar

Calendar	Master Calendar	Shift Calendar	End Date	Calendar Last Generated Date	Years 2017 Exception Dates	Years 2018 Exception Dates	Years 2019 Exception Dates	Select All
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-				
Calendar Master	Master_O	-	2019-12-31	2019-12-31	19	20	22	<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Clinical(O)	2019-12-31	2019-12-31			22	<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning1	2019-12-31	2019-12-31			22	<input checked="" type="checkbox"/>
Calendar Shift	Master_O	Morning2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Afternoon2	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night1	2018-12-31	2018-12-31				<input type="checkbox"/>
Calendar Shift	Master_O	Night2	2018-12-31	2018-12-31				<input type="checkbox"/>

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