

# User Guide

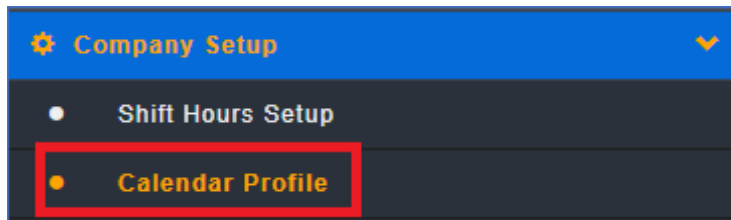
## Calendar


How to add Public Holiday V2

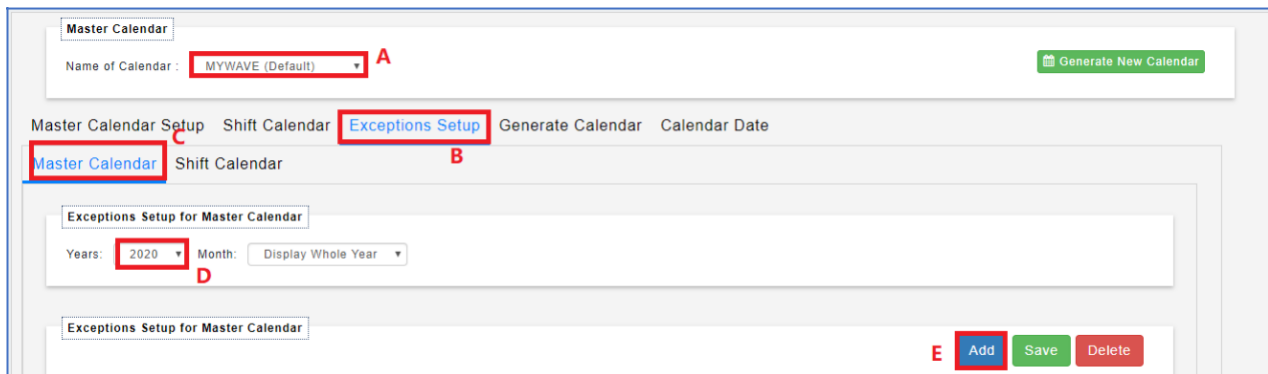



## HOW TO ADD PUBLIC HOLIDAY 2

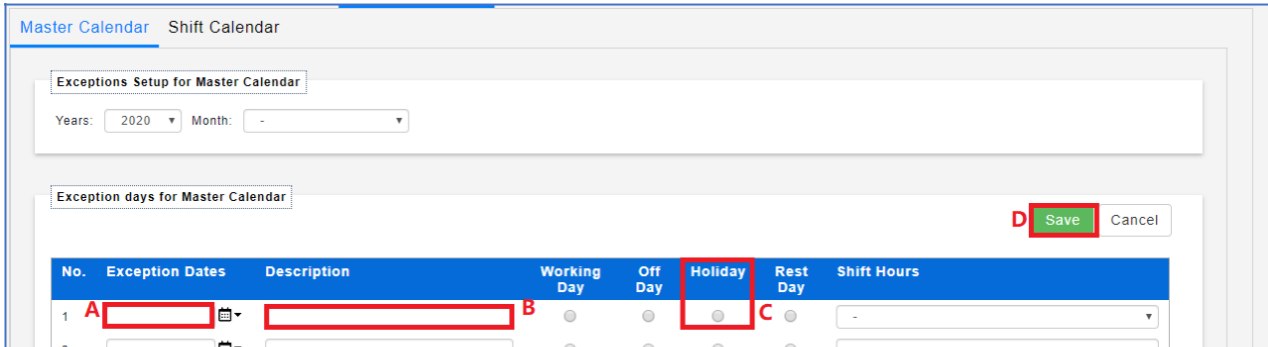
1. Go to Company Setup -> **Calendar Profile**.



2. Select the Master calendar under (A) Name of Calendar.
3. After select, go to (B) 3<sup>rd</sup> tab Exceptions Setup.
4. Go to 1<sup>st</sup> tab (C) Master Calendar.
5. Select (D) Years '2020'.
6. Click on (E) .



7. Click on (A) to select the date of the holiday.
8. Click on (B) to insert the holiday name.
9. Select (C) 'Holiday'.
10. Click on (D) .
11. *NOTE: Please be informed that the Exception date only able to add 10 records at one time hence after saving you need to click add again for another 10 records.*





Master Calendar Shift Calendar


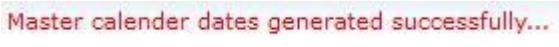
Exceptions Setup for Master Calendar

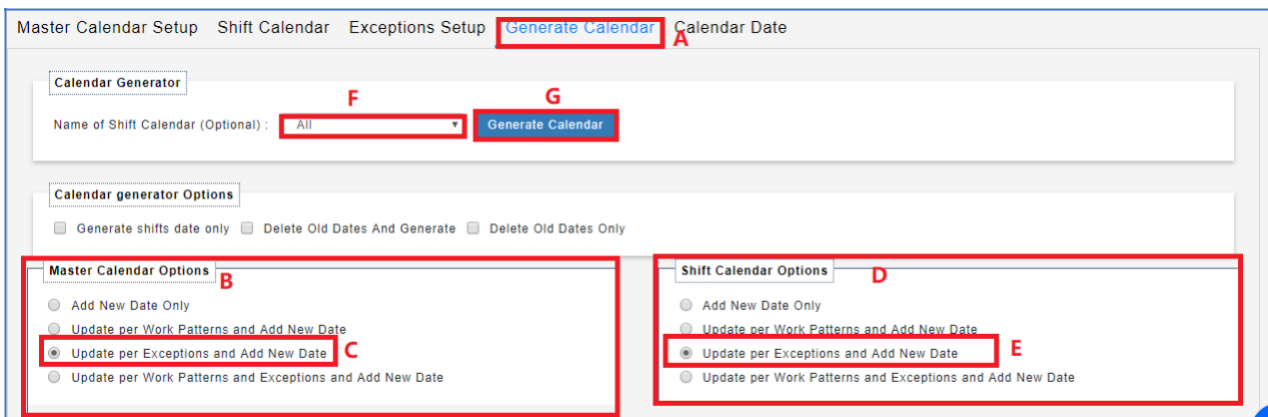
Years: 2020 Month: -

Exception days for Master Calendar

**D**  


No.	Exception Dates	Description	Working Day	Off Day	Holiday	Rest Day	Shift Hours
1	<b>A</b> <input type="text"/>	<b>B</b> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<b>C</b> <input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>

12. After save, go to (A) 4<sup>th</sup> tab Generate Calendar.
13. Under (B) Master Calendar Options, select 3<sup>rd</sup> option (C) Update per Exception and Add New Date.
14. If you wish the Shift calendar include the holiday, may select the 3<sup>rd</sup> option (E) Update per Exception and Add New Date under (D) Shift Calendar Options.
15. Select (F) 'All'.
16. Click on (G) .
17. Once successfully will prompt a message .



Master Calendar Setup Shift Calendar Exceptions Setup **A** **Generate Calendar** Calendar Date

Calendar Generator

Name of Shift Calendar (Optional): **F**  **G** 

Calendar generator Options

☐ Generate shifts date only ☐ Delete Old Dates And Generate ☐ Delete Old Dates Only

**Master Calendar Options** **B**

☐ Add New Date Only

☐ Update per Work Patterns and Add New Date

**C** ☒ Update per Exceptions and Add New Date

☐ Update per Work Patterns and Exceptions and Add New Date

**Shift Calendar Options** **D**

☐ Add New Date Only

☐ Update per Work Patterns and Add New Date

**E** ☒ Update per Exceptions and Add New Date

☐ Update per Work Patterns and Exceptions and Add New Date

18. After generating, go to (A) 5<sup>th</sup> tab Calendar Date.
19. Go to 1<sup>st</sup> tab (B) Master Calendar.
20. Click on (C) to select the Year.
21. Click on (D) to select the Month.
22. Click on (E) Retrieve.
23. (F) was the holiday that has generate.
24. (G) was the holiday description.
25. (H) was mention the color [PINK] is holiday.

Master Calendar Setup Shift Calendar Exceptions Setup Generate Calendar Calendar Date A

Master Calendar Shift Calendar

B Master Calendar Options

C

Years : 2020

D

Month : 1

E

Retrieve

Export to Excel Print Preview

Save Clear All

Day Types : Working Day Shift Hours : -

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 OFM-M	2 OFM-M	3 OFM-M	4
5	6 OFM-M	7 OFM-M	8 OFM-M	9 OFM-M	10 OFM-M	11
12	13 OFM-M	14 OFM-M	15 OFM-M	16 OFM-M	17 OFM-M	18
19	20 OFM-M	21 OFM-M	22 OFM-M	23 OFM-M	24 OFM-M	25
26	27 OFM-M	28 OFM-M	29 OFM-M	30 OFM-M	31 OFM-M	

G

01 Jan (Wed) - New Year's Day  
 28 Jan (Sun) - Chinese New Year Holiday  
 27 Jan (Mon) - Chinese New Year Holiday

H

☐ Working Day

☐ Off Day

☐ Holiday

☐ Rest Day