

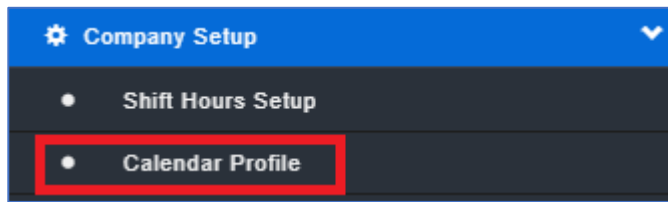
User Guide

How to Change Public Holiday in Calendar



HOW TO CHANGE PUBLIC HOLIDAY IN CALENDAR

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



2. Select the Master calendar under (A) Name of Calendar.
3. After save, go to (B) 3rd tab Exceptions Setup.
4. Go to 1st tab (C) Master Calendar.
5. Select (D) Years 'Eg: 2020' and Month 'Eg:6'.
6. Tick (E) on the wrongly created public holiday.
7. Click (F) "Delete" button to delete the PH.

A screenshot of the 'Master Calendar' setup page. The page has a header 'Master Calendar' and a dropdown menu for 'Name of Calendar' with 'MYWAVE (Default)' selected, labeled with a red 'A'. There is a 'Generate New Calendar' button. Below the header are tabs: 'Master Calendar Setup', 'Shift Calendar', 'Exceptions Setup' (labeled with a red 'B'), 'Generate Calendar', and 'Calendar Date'. The 'Master Calendar' tab is selected and labeled with a red 'C'. Below the tabs is a section 'Exceptions Setup for Master Calendar' with 'Years' set to '2020' and 'Month' set to '6', labeled with a red 'D'. Below this is another 'Exceptions Setup for Master Calendar' section with 'Add', 'Save', and 'Delete' buttons, labeled with a red 'F'. At the bottom is a table with columns: 'Exception Dates', 'Description', 'Day Types', 'Work Day', 'Off Day', 'Holiday', 'Rest Day', and 'Shift Hours'. The first row has '2020-06-06' in the 'Exception Dates' column, 'Agong's Birthday Holiday' in the 'Description' column, 'Holiday' in the 'Day Types' column, and is marked with a red 'E' in the first column.

8. To add in the correct PH, click "Add"

A screenshot of the 'Master Calendar' setup page, similar to the previous one, but with the 'Add' button in the 'Exceptions Setup for Master Calendar' section highlighted with a red rectangular box.

9. Click on (A) to select the date of the holiday.
10. Click on (B) to insert the holiday name.
11. Select (C) 'Holiday'.
12. Click on (D) **Save**.
13. *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

Name of Calendar : MYWAVE (Default) Generate New Calendar

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

Master Calendar Shift Calendar

Exceptions Setup for Master Calendar

Years: 2020 Month: -

Exception days for Master Calendar D Save Cancel

No.	Exception Dates	Description	Working Day	Off Day	Holiday	Rest Day	Shift Hours
1	A 2020-06-08	B Agong's Birthday Holiday			C		-

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

Master calendar dates generated successfully...

Master Calendar

Name of Calendar : MYWAVE (Default) Generate New Calendar

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

Calendar Generator

Name of Shift Calendar (Optional) : F All Generate Calendar 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

20. After generated the calendar, may verify through (A) 5th tab **Calendar Date**.
21. Go to 1st tab (B) Master Calendar/ Shift Calendar.
22. Click on (C) to select the Year.
23. Click on (D) to select the Month.
24. Click on (E) "**Retrieve**" to retrieve the generated calendar.
25. (F) was the holiday that has generate.
26. (G) is the holiday description.
27. (H) is the legend stated that the color [PINK] is represent "Holiday".

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

Master Calendar Shift Calendar

B Master Calendar Options

Years : 2020 C Month : 8 D **Retrieve** E Export to Excel Print Preview

Day Types : Working Day Shift Hours : -

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

Legend G

08 Jun (Mon) - Agong's Birthday Holiday H

☐ Working Day ☐ Off Day ☒ Holiday ☐ Rest Day