

Overview

This Job Aid defines the steps to follow for creating and maintaining enterprise calendars in Sensei IQ.

There are two types of calendars. The first, Enterprise Calendar, defines the typical working days per week and the second, Resource Calendar, defines exceptions for additional non-working time for a specific resource. At a minimum, a single Enterprise Calendar is required to define organizational work time and the exceptions for company-wide non-work time such as statutory holidays. Resource Calendars will be utilized as needed to over-ride the enterprise calendar on a resource-by-resource basis. Therefore, there are two specific actions for maintaining calendars in Sensei IQ.

1. Create and maintain Enterprise Calendars
2. Create and maintain Resource Calendars

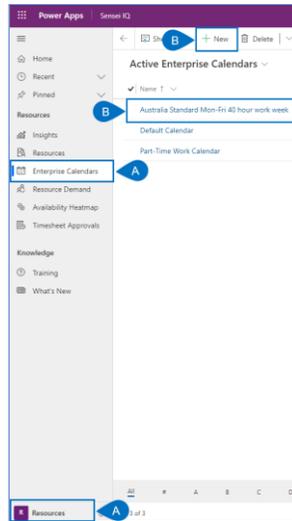
Create and maintain Enterprise Calendars

 Resource Manager

 Resources

1. CREATE AND MAINTAIN ENTERPRISE CALENDARS

- a. Ensure you are in the **Resources area**, click **Enterprise Calendars** in the **Resources** section.
- b. Click **+ New** from the command bar to create a **new enterprise calendar** or **select and edit** an existing calendar to make changes to an **existing enterprise calendar**.



- c. Ensure the **calendar's name** clearly **defines the working time** defined by the calendar.
- d. Toggle on/off the typical working days for a week.
- e. Define the number of working hours per day.

New Enterprise Calendar

Details Exceptions

C Name * ---

Monday is Work Day Yes

Tuesday is Work Day Yes

Wednesday is Work Day Yes

D Thursday is Work Day Yes

Friday is Work Day Yes

Saturday is Work Day No

Sunday is Work Day No

E Hours Per Work Day ---

f. Click **Save** to update or create the enterprise calendar

2. CREATE OR UPDATE CALENDAR EXCEPTIONS

- a. Ensure you are in the **calendar** in which you want to define **calendar exceptions**.
- b. Click the **Exceptions** tab.

Australia Standard Mon-Fri 40 hour work week - Saved **A**

Enterprise Calendar

B Exceptions Related

Today ↑ ↓ January 2022 Month ▾

Sunday	Monday	Tuesday
Dec 26	27	28
2	3 New Year's Day	4

- c. Click **+ New Calendar Exception** from the command bar to create a **new enterprise calendar exception**, or **select** an existing calendar exception and then **More details** to make changes to an **existing enterprise calendar exception**, or **Delete** to remove it.

January 2022 Month ▾

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
3 New Year's Day	<div style="border: 1px solid gray; padding: 5px;"> <p>C + New Calendar Exception</p> <p>D New Year's Day</p> <p>Monday, January 3, 2022 12:00 AM - 12:00 AM</p> <p>15 minute</p> <p>New Year's Day</p> <p>C More Details Delete</p> </div>		6	7
10		13	14	

- d. Give the **calendar exception** a meaningful name.

- e. Define the **From and To Dates** for the exception.

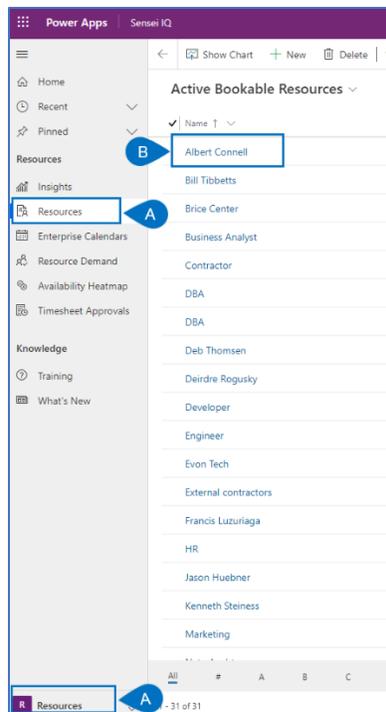
Create and maintain Resource Calendars

Resource Manager

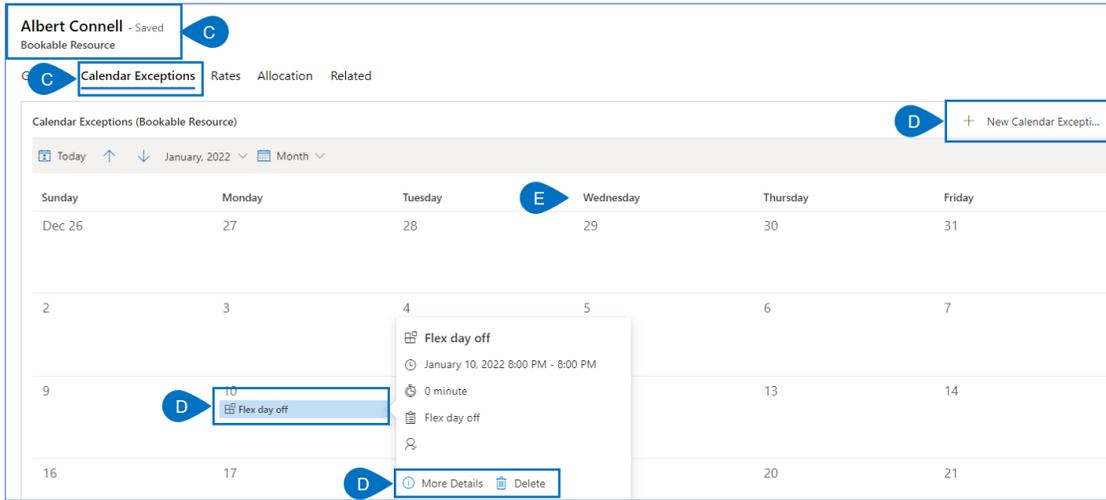
Resources

1. CREATE AND MAINTAIN RESOURCE CALENDARS

- a. Ensure you are in the **Resources** area, click **Resources** in the **Resources** section.
- b. Select and edit the **resource** for whom you wish to create a **calendar exception**.



- c. Ensure you are editing the **correct Resource** and are on the **Calendar Exceptions** tab.
- d. Click an **existing Calendar Exception** and then **More Details** to update it or **Delete** to remove it; or click **New Calendar Exception** to create a new one.



- e. Give the **calendar exception a meaningful name**.
- f. Define the **From and To Dates** for the exception.

Quick Create: Calendar Exception ✕

Details

E
Name * ---

F
From * --- 📅

To * --- 📅