


Calendars management

Each task in Phase Manager is associated with a calendar.
 By default, there are 4 of them:

- « Non-Stop calendar »
- « 5 days a week, 7 hours a day »
- « 5 days a week, 8 hours a day »
- the « milestone » calendar, non editable

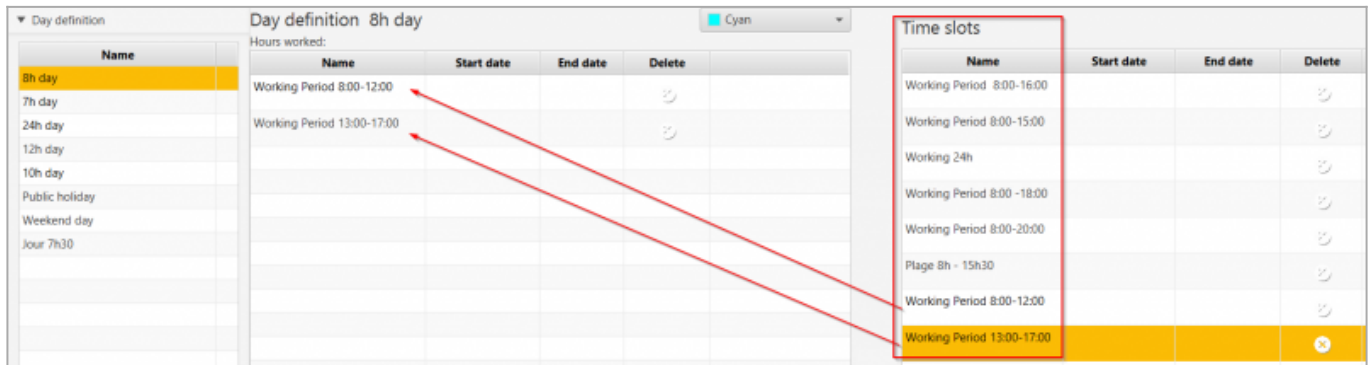
Calendars are accessible via the navigation button .

Phase Manager schedules are based primarily on **periods** (usually weeks). Each day of a period is associated with a **day definition** to determine the number of hours worked. Day definitions are composed of one or more **time slots worked**.

These different elements are defined in this interface.

Day definition :

For each kind of day (worked, bad weather, holydays ...), you will have to add a day definition and assign one or several time slots.



Day definition		Day definition 8h day				Time slots			
		Hours worked:							
Name		Name	Start date	End date	Delete	Name	Start date	End date	Delete
8h day		Working Period 8:00-12:00			🗑️	Working Period 8:00-16:00			🗑️
7h day						Working Period 8:00-15:00			🗑️
24h day		Working Period 13:00-17:00			🗑️	Working 24h			🗑️
12h day						Working Period 8:00 -18:00			🗑️
10h day						Working Period 8:00-20:00			🗑️
Public holiday						Plage 8h - 15h30			🗑️
Weekend day						Working Period 8:00-12:00			🗑️
Jour 7h30						Working Period 13:00-17:00			🗑️

Periods :

You will have to define a period composed of the days previously defined. A period is composed of 1 day at least, and 7 days max.

Choose the number of day needed and add the defined days wanted.

Day definition

Period 5dW,7h/d

Days number: 7

Name	Name	Number of Hours	Settings
5jT, 7h30/j	Day1	7h day	
NS work	Day2	7h day	
5dW,7h/d	Day3	7h day	
5dW,8h/d	Day4	7h day	
	Day5	7h day	
	Day6	Weekend day	
	Day7	Weekend day	

Calendars :

Then define your default calendar by creating it, or edit an existing calendar.
Add the periods previously created.

A period will end only if another one interrupts it.

Day definition

Periods

Exceptions

Periods

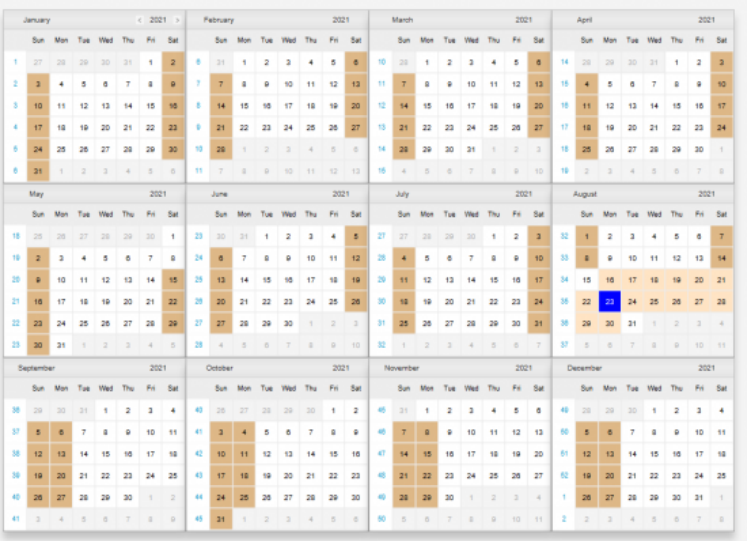
Name	Start date	Delete
5jT, 7h30/j	29/08/2011	
NS work	15/08/2021	
5jT, 7h30/j	31/08/2021	

Calendars

Name	Default
Non-stop calendar	<input type="radio"/>
5 days 8 hours calendar	<input type="radio"/>
5 days 7 hours calendar	<input type="radio"/>
Calendrier 5 jours 7h30	<input checked="" type="radio"/>

+Add Edit -Delete

Add periods



Exceptions :

You can add exceptions in your calendar by creating exceptions. You can also import a calendar with an **.ics** extension.

For that, click on **Import**.

To create an exception, you need to define it in Day Definition. Then you will be able to assign it in your calendar.

For that, click on **Add exception**.

Periods Exceptions

Exceptions

Import **Import an .ics calendar**

Name	Definition	Start date	End date	
OFF	OFF	16/01/2019	16/01/2019	↻
Lundi de Pâques	Lundi de...	05/04/2010	05/04/2010	↻
Lundi de Pâques	Lundi de...	05/04/2010	05/04/2010	↻
Lundi de Pâques	Lundi de...	25/04/2011	25/04/2011	↻
Lundi de Pâques	Lundi de...	25/04/2011	25/04/2011	↻
Lundi de Pâques	Lundi de...	09/04/2012	09/04/2012	↻
Lundi de Pâques	Lundi de...	09/04/2012	09/04/2012	↻
Lundi de Pâques	Lundi de...	01/04/2013	01/04/2013	↻
Lundi de Pâques	Lundi de...	01/04/2013	01/04/2013	↻
Lundi de Pâques	Lundi de...	21/04/2014	21/04/2014	↻
Lundi de Pâques	Lundi de...	21/04/2014	21/04/2014	↻
Lundi de Pâques	Lundi de...	06/04/2015	06/04/2015	↻
Lundi de Pâques	Lundi de...	06/04/2015	06/04/2015	↻
Lundi de Pâques	Lundi de...	28/03/2016	28/03/2016	↻
Lundi de Pâques	Lundi de...	28/03/2016	28/03/2016	↻
Lundi de Pâques	Lundi de...	17/04/2017	17/04/2017	↻
Lundi de Pâques	Lundi de...	17/04/2017	17/04/2017	↻
Lundi de Pâques	Lundi de...	02/04/2018	02/04/2018	↻
Lundi de Pâques	Lundi de...	02/04/2018	02/04/2018	↻
Lundi de Pâques	Lundi de...	22/04/2019	22/04/2019	↻
Lundi de Pâques	Lundi de...	22/04/2019	22/04/2019	↻

Add an exception Add exception