

## 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



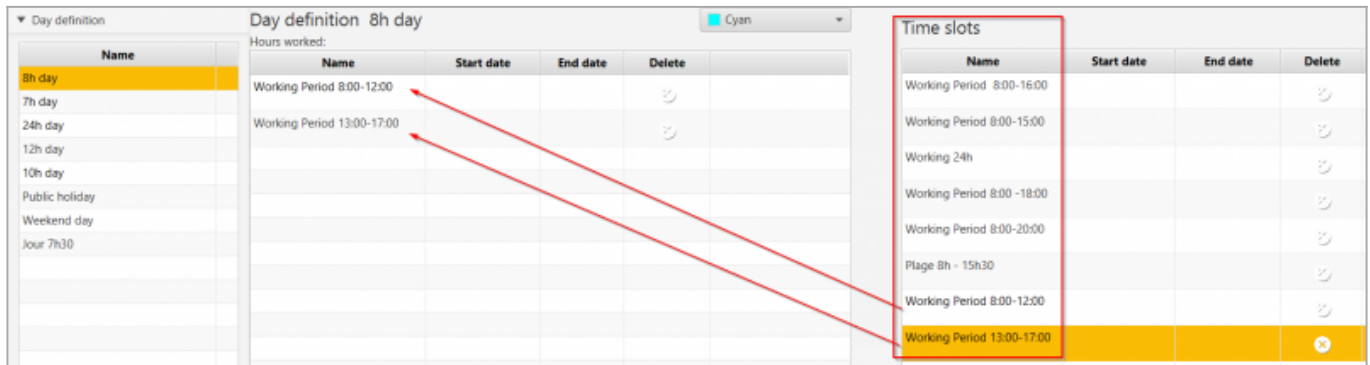
Calendars are accessible via the navigation button

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.



The screenshot shows the 'Day definition' interface. On the left, a list of day definitions includes '8h day', '7h day', '24h day', '12h day', '10h day', 'Public holiday', 'Weekend day', and 'Jour 7h30'. The '8h day' is selected. The center panel shows the 'Day definition 8h day' with a 'Cyan' color indicator. It lists 'Hours worked' with two entries: 'Working Period 8:00-12:00' and 'Working Period 13:00-17:00'. The right panel shows a list of 'Time slots' with various working periods. Red arrows point from the '8h day' definition to the corresponding time slots in the right panel.

### 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

▼ Periods

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

▼ 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"/>

Periods

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

▼ 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