

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 a several time slots.

 Day definition 	Day definition 8h day Hours worked:			Cyan	Time slots]		
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				2				2
24h day	Working Period 13:00-17:00			8	Working Period 8:00-15:00			8
12h day					Working 24h			
10h day								0
Public holiday					Working Period 8:00 -18:00			2
Weekend day					Working Period 8:00-20:00			
Jour 7h30					Howing Ferring 0.00 Low			2
					Plage 8h - 15h30			2
					Working Period 8:00-12:00			ø
					Working Period 13:00-17:00			8

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.

Periods		Periods																											
Calendars		Name	Start date	Delete																									
Name	Default	5jT, 7h30/j	29/08/2011	8																									
on-stop calendar				9		January				2021 >		ebruary				2021	-	March				202	-		pril				202
days 8 hours calendar		NS work	15/08/2021	2		Sun	Mon T	ue Wed		Fri Sat		Sun	Mon Tu			Fri Sat			Non T			Fil	_		Sun M	ton Tue		Thu I	
days 7 hours calendar		5jT, 7h30/j	31/08/2021	2		-	28 2		21	1 2		21	1 2	2		5 6		_	1	2 3		-	-	÷.	28 2		21	1	
lendrier 5 jours 7h30	0			0	2			5 6	7	8 9 15 95	Ľ	7	8 6			12 13			8	9 10		-	_	15	-	5 6	7		9
						_	11 1	12 13 19 20					15 9			19 20 26 27	-		15 1	16 17					-	12 13		15 1	23
						_	25 2			22 23		21	22 2	3 24		5 5				10 21		20			-	19 20	21		20
						21		2 2				7				12 13		-								2 4			
					-	May				2021		June	-			2021		July				202	_	-	oust.			_	20
						Sun	Mon T	ue Wed	The	Fri Sat		Sun 1	Mon Ty	a Wed	The	Fri Sat			Non T	ve We	t Thu		-		Sun M	Ion Tue	Wed	The P	
					18	25	28 2	27 28	29	20 1	23		21 1	2	3	4 5	27			39 20	1	2	3	32	1	2 3	4	5	
						2		4 5		7 8	24	_	7 6		10	11 12	-	-	5	6 7			_	33		9 10		12 1	
					20		10 1	11 12	13	14 15	25	13	14 1	5 10	17	18 19	29	11	12 1	13 14	15	10	17	34	15 1	10 17	18	19 3	20
					21	10	17 1	18 19	20	21 22	29	20	21 2	2 23	24	25 28	30	18	19 2	20 21	22	23	24	35	22 2	23 24	25	28 2	27
					22	23	24 2	25 28	27	28 29	27	27	28 2	9 30		2 3	31	25	26 2	27 28	29	20	21	38	29 3	20 21		2	1
					23	30	31	1 2	3	4 5	28	4	5 0			e 10	32	4		2 4	5	0	7	37	5 (6 7			
					54	sptembe				2021		October				2021	N	overnber				202	1	Dep	ember				200
						Sun	Mon T	ue Wed	Thu	Fri Sat		Sun	Mon Tu	w Wed	Thu	Fri Sat		Sun 1	Non T	ve We	t Thu	Fil	Set		Sun M	ton Tue	Wed	Thu I	Fri
					30	29	30 3	1	2	3 4	40	28	27 2	1 29	30	1 2	-6	21	1	2 3	4	5	٥	4	28 2	39 30		2	3
					37	5	6	7 8	9	10 11	41	3	4	6	7	0 9		7	8	9 10	11	12	13	60	5 (6 7		9 1	10
					38	12	13	14 15	10	17 18	42	10	11 1	2 13	14	15 10	a	- 14	15	10 17	18	19	20	61	12 1	13 14	15	10 1	17
					39	19	20 2	21 22	23	24 25	43	17	18 1	9 20	21	22 23	4	21	22 2	23 24	25	28	27	62	19 2	20 21	22	23 3	24
					40	28	27 2	29 29	30		**	24	25 2	8 27	28	29 30		28	29 3	10 1	2	3	4	1	28 2	27 28	29	30 3	21
					41	3	4	5 0		0 0	45	21		2	4	5 6	50	5	0	7 0	9	10	11	2		3 4	5	0	

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 xceptions	Exce	ptions								
Import		Import an .ics calendar								
Name	Definition	Start date	End date							
DFF	OFF	16/01/2019	16/01/2019	Ð						
undi de Páques	Lundi de	05/04/2010	05/04/2010	2						
undi de Páques	Lundi de	05/04/2010	05/04/2010	8						
undi de Páques	Lundi de	25/04/2011	25/04/2011							
undi de Páques	Lundi de	25/04/2011	25/04/2011	2						
undi de Pâques	Lundi de	09/04/2012	09/04/2012	2						
undi de Páques	Lundi de	09/04/2012	09/04/2012	Ð						
undi de Pâques	Lundi de	01/04/2013	01/04/2013	2						
undi de Páques	Lundi de	01/04/2013	01/04/2013	8						
undi de Pâques	Lundi de	21/04/2014	21/04/2014	3						
undi de Pâques	Lundi de	21/04/2014	21/04/2014	8						
undi de Pâques	Lundi de	06/04/2015	06/04/2015	2						
undi de Pâques	Lundi de	06/04/2015	06/04/2015	Ð						
undi de Pâques	Lundi de	28/03/2016	28/03/2016	2						
undi de Pâques	Lundi de	28/03/2016	28/03/2016	Ð						
undi de Pâques	Lundi de	17/04/2017	17/04/2017	Ð						
undi de Pâques	Lundi de	17/04/2017	17/04/2017	8						
undi de Pâques	Lundi de	02/04/2018	02/04/2018							
undi de Pâques	Lundi de	02/04/2018	02/04/2018	Ð						
undi de Pâques	Lundi de	22/04/2019	22/04/2019	2						
undi de Pâques	Lundi de	22/04/2019	22/04/2019	Ð						
Add an ex	ception		Add exc	eption						