

# System Administration > Calendars

Calendars are used to define retention periods for storage and archiving in terms of working days or absolute days.

This section describes the function available for calendars:

- Listing All Calendars
  - Listing Selected Calendars
  - Creating a New Calendar
  - Modifying a Calendar
  - Displaying a Calendar
  - Deleting a Calendar
- 

## Listing All Calendars

▶ **To list all calendars:**

1. Select the System Administration > Calendars node in the object workspace.
2. Invoke the context menu and choose **List**.

A calendar list is displayed in the content pane. You can sort the list by calendar name or year.

## Listing Selected Calendars

▶ **To list selected calendars:**

1. Select the System Administration > Calendars node in the object workspace.
2. Invoke the context menu and choose **Filter**.

The **Select Calendars** window with the input fields **Name** and **Year** is displayed.

3. Enter a part of a calendar name or a year as selection criterion in the appropriate input field, and select **OK**.

Only calendars that start with the specified string or belong to the specified year are listed under the **Calendars** node.

## Creating a New Calendar

▶ **To create a new calendar:**

1. Select the **Calendar** folder in the object workspace and invoke the context menu.
2. Choose **New**.

The **New Calendar** window opens in the content pane.

3. Enter data as described in *Adding a Calendar* in the *System Administration* documentation.
4. When you have finished, choose the **OK** button to save your data.

## Modifying a Calendar

By opening a calendar, you can change your calendar settings.

### To modify a calendar:

1. Select an instance of the System Administration > Calendar in the object workspace.
2. Invoke the context menu and choose **Open**.

The calendar is displayed.

Annual holidays and weekly holidays appear highlighted in the calendar; working days appear without highlight.

3. Enter or change the holiday settings as described in *Defining Weekly Holidays, Working Days, and Annual Holidays* in the *System Administration* documentation.

You can toggle between holiday mode and work mode by selecting the respective date.

4. When you have finished making changes, choose the **OK** button to save your data.

## Displaying a Calendar

### To display a calendar:

1. Select an instance of the System Administration > Calendar node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The calendar is displayed. The settings are described under *Adding a Calendar* in the *System Administration* documentation.
4. Select **Cancel** to close the window.

## Deleting a Calendar

### To delete a calendar:

1. Select an instance of the System Administration > Calendar node in the object workspace.
2. Invoke the context menu and choose **Delete**.
3. Confirm your choice.

The calendar will be deleted system-wide.