Defining Calendars

Calendars are used to define Retention Periods for storage and Archiving in terms of working days or absolute days.

This section covers the following topics:

- Calendar Maintenance

- Adding a Calendar

- Defining Weekly Holidays, Working Days, and Annual Holidays

- Deleting a Calendar

- Displaying a Calendar

- Modifying a Calendar

Calendar Maintenance

▶ **To invoke Calendar Maintenance:**

1. Enter 4 in the command line of the System Administration Menu.

   The Calendar Maintenance screen appears:

```
  13:18:33              **** Entire Output Management ****        29/02/2008
 User ID XYZ                  - Calendar Maintenance -

 Cmd  Calendar   Year
 ___  _____   ____
  __   A-CALEND   2008
  __   DEMO-CAL   2008
  __   MYDATES    2008
  __
  __
  __
  __
  __
  __
  __
  __
  __
  __
  __
 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip              -     +                        Menu
```

This screen lists in alphabetical order all Calendars which were defined by an authorized user.

Special PF Keys

Key	Name	Function
PF2	Add	Add a Calendar.

Line Commands

Command	Function
DE	Delete a Calendar.
DI	Display a Calendar.
MO	Modify a Calendar.

Adding a Calendar

▶ **To add a new Calendar:**

1. Press PF2 on the Calendar Maintenance screen.

   The Add Calendar window is displayed.

2. In this window, you specify the following:

Field	Explanation
Name	Enter the name of the Calendar to be added.
Year	Enter the year to which the Calendar is to apply.
Default	Enter the name of a Calendar to initialize the Calendar to be added.

3. When you haven entered the name and the year, the Calendar Definition screen is displayed, showing the first half of the year:

```
  13:22:20                **** Entire Output Management ****             29/02/2008
                          - Calendar NEW-CAL     Year 2005 -

                   January                February                 March
  Monday             4 11 18 25         1  8 15 22          1  8 15 22 29
  Tuesday            5 12 19 26         2  9 16 23          2  9 16 23 30
  Wednesday          6 13 20 27         3 10 17 24          3 10 17 24 31
  Thursday           7 14 21 28         4 11 18 25          4 11 18 25
  Friday        1    8 15 22 29         5 12 19 26          5 12 19 26
  Saturday      2    9 16 23 30         6 13 20 27          6 13 20 27
  Sunday        3 10 17 24 31           7 14 21 28          7 14 21 28


                   April                  May                    June
  Monday             5 12 19 26         3 10 17 24 31          7 14 21 28
  Tuesday            6 13 20 27         4 11 18 25          1  8 15 22 29
  Wednesday          7 14 21 28         5 12 19 26          2  9 16 23 30
  Thursday      1    8 15 22 29         6 13 20 27          3 10 17 24
  Friday        2    9 16 23 30         7 14 21 28          4 11 18 25
  Saturday      3 10 17 24           1  8 15 22 29          5 12 19 26
  Sunday        4 11 18 25           2  9 16 23 30          6 13 20 27

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help        Exit  Wkdy                  -     +     -      +
```

Special PF Keys

Key	Name	Function
PF4	Wkdy	Define working days and holidays.
PF7	-	Display the first half of the year (months January to June).
PF8	+	Display the second half of the year (months July to December).

Defining Weekly Holidays, Working Days, and Annual Holidays

Annual holidays and weekly holidays appear *highlighted* on the Calendar Definition screen. Working days appear *without highlighting*.

- Weekly Holidays

- Working Days

- Changing a Working Day to an Annual Holiday

- Changing an Annual Holiday to a Working Day

Weekly Holidays

A *weekly holiday* is a non-working day that recurs every week. Saturday and Sunday are usually weekly holidays.

▶ **To define weekly holidays:**

1. Press PF4 (Wkdy) on the Calendar Definition screen.

   A window with the days of the week is displayed:

```
+----------------------------------+
!                                  !
!   - Calendar MYCAL     Year 2008 - !
!                                  !
!                                  !
!      Please mark weekly holidays   !
!                                  !
!          _   Monday              !
!          _   Tuesday             !
!          _   Wednesday           !
!          _   Thursday            !
!          _   Friday              !
!          S   Saturday            !
!          S   Sunday              !
!                                  !
!          S Set    R Reset        !
!                                  !
!   PF3 End                        !
!                                  !
+----------------------------------+
```

2. Mark with "S" the days which are to be weekly holidays.

   All weekly holidays will appear *highlighted* on the Calendar Definition screen.

Working Days

▶ **To change a weekly holiday to a weekly working day:**

1. Press PF4 (Wkdy) on the Calendar Definition screen.

   A window with the days of the week is displayed.

2. Mark with "R" the days which are to be working days.

   All working days will appear on the Calendar Definition screen without highlighting.

Changing a Working Day to an Annual Holiday

▶ **To change one working day to an annual holiday:**

● On the Calendar Definition screen, place the cursor on the date to be changed, and overwrite the date with any character.

   The date selected appears *highlighted* on the Calendar Definition screen.

Changing an Annual Holiday to a Working Day

▶ **To change an annual holiday or one weekly holiday to a working day:**

● On the Calendar Definition screen, place the cursor on the date to be changed, and overwrite the date with any character.

   The date selected appears without highlighting on the Calendar Definition screen.

Deleting a Calendar

▶ **To delete a calendar:**

1. On the Calendar Maintenance screen, enter DE in the command line preceding the Calendar you want to delete.

   If CONFIRM is set to ON, a window opens which asks you to confirm deletion by typing the name of the Calendar again.

2. Type the Calendar name in the input field provided.

   A message confirms the deletion.

Displaying a Calendar

▶ **To display a calendar:**

● On the Calendar Maintenance screen, enter DI in the command line preceding the Calendar you want to display.

   The Calendar selected is displayed.

Modifying a Calendar

▶ **To modify a calendar:**

1. On the Calendar Maintenance screen, enter MO in the command line preceding the Calendar you want to modify.

   The Calendar Definition screen appears for the Calendar you have selected. You can modify the Calendar as described under *Defining Weekly Holidays, Working Days and Annual Holidays*.

2. When you have finished modifying the Calendar, press ENTER to save your modifications.

   A message confirms the modification.