

# How do I create/update/extend Production Calendar?

Production Calendar is a feature through which availability of all the Manufacturing cells and machines in a production year can be specified. This helps the system to effectively schedule the productions for the year.

## **New Production Calendar:**

1. Double click on Production Calendar option under Manufacturing
2. Production Calendar screen will be shown
3. Click on New button
4. Enter the Calendar Name
5. Select the Production Line
6. Select the Start and End Date of the Production Calendar
7. Select the shifts
8. Select the Machines
9. Select 'Show holidays' check box, if you wish to view Holidays in the Production calendar
10. Click on Build Calendar
11. Click on Save

## **Update Production Calendar:**

1. Double click on Production Calendar option under Manufacturing
2. Production Calendar screen will be shown
3. Select and open any existing calendar
4. Following attributes of a shift can be updated:
  - a. Shift timings:
    - i. Select the required Start and End Time (or)
    - ii. Enter the Shift Duration, based on the entered duration, shift end time will be automatically updated
  - b. Machines allocated for a shift:
    - i. Machines can be Allocated/Unallocated for a shift by Ticking the check box of the corresponding Machines displayed as horizontal columns
5. Click on Save

## **Extend Production Calendar:**

This feature is used to extend the already existing calendar for further more days with the same setup.

1. Double click on Production Calendar option under Manufacturing
2. Production Calendar screen will be shown
3. Select and open any existing calendar
4. Select the End Date
5. Click on Build Calendar
6. Click on Save

## **NOTE:**

- *Standard Production Calendar:*
  - *There can be Only one Standard Production calendar for Production Line.*
  - *Schedules can be created only for Standard Production Calendars*