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.



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.



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.



Exceptions :

You can add exceptions in your calendar by creating exceptions. You can also import a calendar with an **.ics** extension.

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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**.



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