

Calendar Profile

Via the calendar profile the administrator can tailor the number of hours comprising a work day to their specific business. This plays a role if a schedule for a process has to be defined. Its calculation is based on the work week defined here.



Element Description	
1	Here, the hour component of the particular work day start is entered in the format of h or hh.
2	Here, the minute component of the particular work day start is entered in the format of m or mm.
3	Here, the hour component of the particular work day end is entered in the format of h or hh.
4	Here, the minute component of the particular work day end is entered in the format of m or mm.
5	This button is used to save the applied changes.

Non-work days are marked by entering a **"-1"** in the respective columns.

Add Holidays

In TIM you can also add holidays to be observed by all TIM employees. The registered holiday hours are then subtracted from the handling time of tasks. For this, you can add a new feast day by right clicking on the context menu of the calendar profile and then adapt it accordingly.



Administration

Administration Context-roles Scheduled jobs Mail queue

- [-] root
 - [-] webinar
 - CalendarProfile webinar
 - Add holiday
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