

Overview

This Job Aid defines the steps to follow for creating and maintaining enterprise calendars in Sensei IQ.

There are two types of calendars. The first, Enterprise Calendar, defines the typical working days per week and the second, Resource Calendar, defines exceptions for additional non-working time for a specific resource. At a minimum, a single Enterprise Calendar is required to define organizational work time and the exceptions for company-wide non-work time such as statutory holidays. Resource Calendars will be utilized as needed to over-ride the enterprise calendar on a resource-by-resource basis. Therefore, there are two specific actions for maintaining calendars in Sensei IQ.

1. Create and maintain Enterprise Calendars
2. Create and maintain Resource Calendars

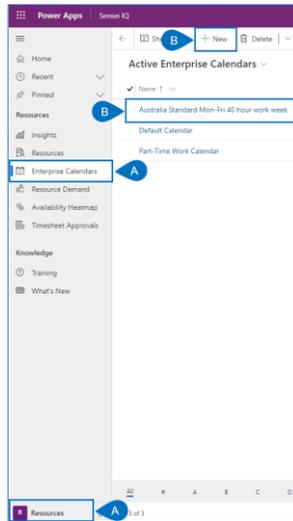
# Create and maintain Enterprise Calendars

 Resource Manager

 Resources

## 1. CREATE AND MAINTAIN ENTERPRISE CALENDARS

- a. Ensure you are in the **Resources area**, click **Enterprise Calendars** in the **Resources** section.
- b. Click **+ New** from the command bar to create a **new enterprise calendar** or **select and edit** an existing calendar to make changes to an **existing enterprise calendar**.



- c. Ensure the **calendar's name** clearly **defines the working time** defined by the calendar.
- d. Toggle on/off the typical working days for a week.
- e. Define the number of working hours per day.

**New Enterprise Calendar**

Details Exceptions

**C** Name \* ---

Monday is Work Day  Yes

Tuesday is Work Day  Yes

Wednesday is Work Day  Yes

**D** Thursday is Work Day  Yes

Friday is Work Day  Yes

Saturday is Work Day  No

Sunday is Work Day  No

**E** Hours Per Work Day ---

f. Click **Save** to update or create the enterprise calendar.

## 2. CREATE OR UPDATE CALENDAR EXCEPTIONS

- a. Ensure you are in the **calendar** in which you want to define **calendar exceptions**.
- b. Click the **Exceptions tab**.

Austrian Standard Mon-Fri 40 hour work week - Saved **A**

Enterprise Calendar

Details **Exceptions** Related ▾

+ New Calendar Excepti... Refresh Flow ▾

<input type="checkbox"/>	Name ↑ ▾	From ▾	To ▾
<b>B</b>	New Years Day 2024	1/1/2024	1/1/2024

Click + **New Calendar Exception** to create a new enterprise calendar exception.

Details **Exceptions** Related ▾

+ New Calendar Excepti... **C**

<input type="checkbox"/>	Name ↑ ▾	From ▾	To ▾
<input type="checkbox"/>	New Years Day 2024	1/1/2024	1/1/2024

- d. Give the **calendar exception a meaningful name**.
- e. Define the **From and To Dates** for the exception.

- f. **Select** an existing calendar exception and then **Edit** to make changes to an **existing enterprise calendar exception**, or **Delete** to remove it.

## Create and maintain Resource Calendars

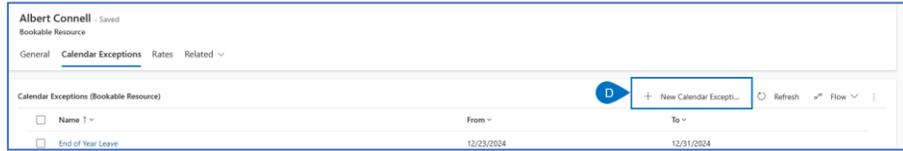
Resource Manager

Resources

### 1. CREATE AND MAINTAIN RESOURCE CALENDARS

- a. Ensure you are in the **Resources area**, click **Resources** in the **Resources** section.
- b. Select and edit the **resource** for whom you wish to create a **calendar exception**.

- c. Ensure you are editing the **correct Resource** and are on the **Calendar Exceptions tab**.
- d. Click **+ New Calendar Exception** to create a new resource calendar exception.



- e. Give the **calendar exception a meaningful name**.
- f. Define the **From and To Dates** for the exception.

**Quick Create: Calendar Exception** ✕

**Details**

E

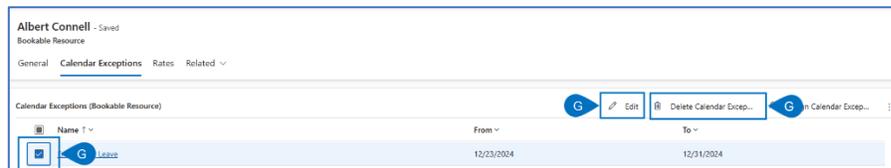
Name \*

F

From \*  📅

To \*  📅

- g. **Select** an existing calendar exception and then **Edit** to make changes to an **existing resource calendar exception**, or **Delete** to remove it.



## Approve Resource Calendar Exceptions

### 1. APPROVE RESOURCE CALENDAR EXCEPTIONS

- a. Ensure you are in the **Resources area**, click **Resources** in the **Resources** section.
- b. Search for and **select the Resource** from that has an **unapproved calendar exception**.
- c. Identify the unapproved calendar exception(s) with the status of Inactive.

Name	From	To	Status
<input type="checkbox"/> Daughter's Wedding	7/28/2025	8/11/2025	Active
<input type="checkbox"/> Steve Ski Trip	2/21/2025	3/2/2025	Inactive
<input type="checkbox"/> Birthday	8/23/2024	8/23/2024	Active

- d. Select and open the calendar exception, and approve it by selecting Activate from the ribbon.

← | 📄 | 📧 | + New | 🗑️ Del. 6 | **🔍 Activate**

**Steve Skl Trip** - Saved  
Calendar Exception

General | Related ▾

Name	*	Steve Skl Trip
From	*	2/21/2025
To	*	3/2/2025