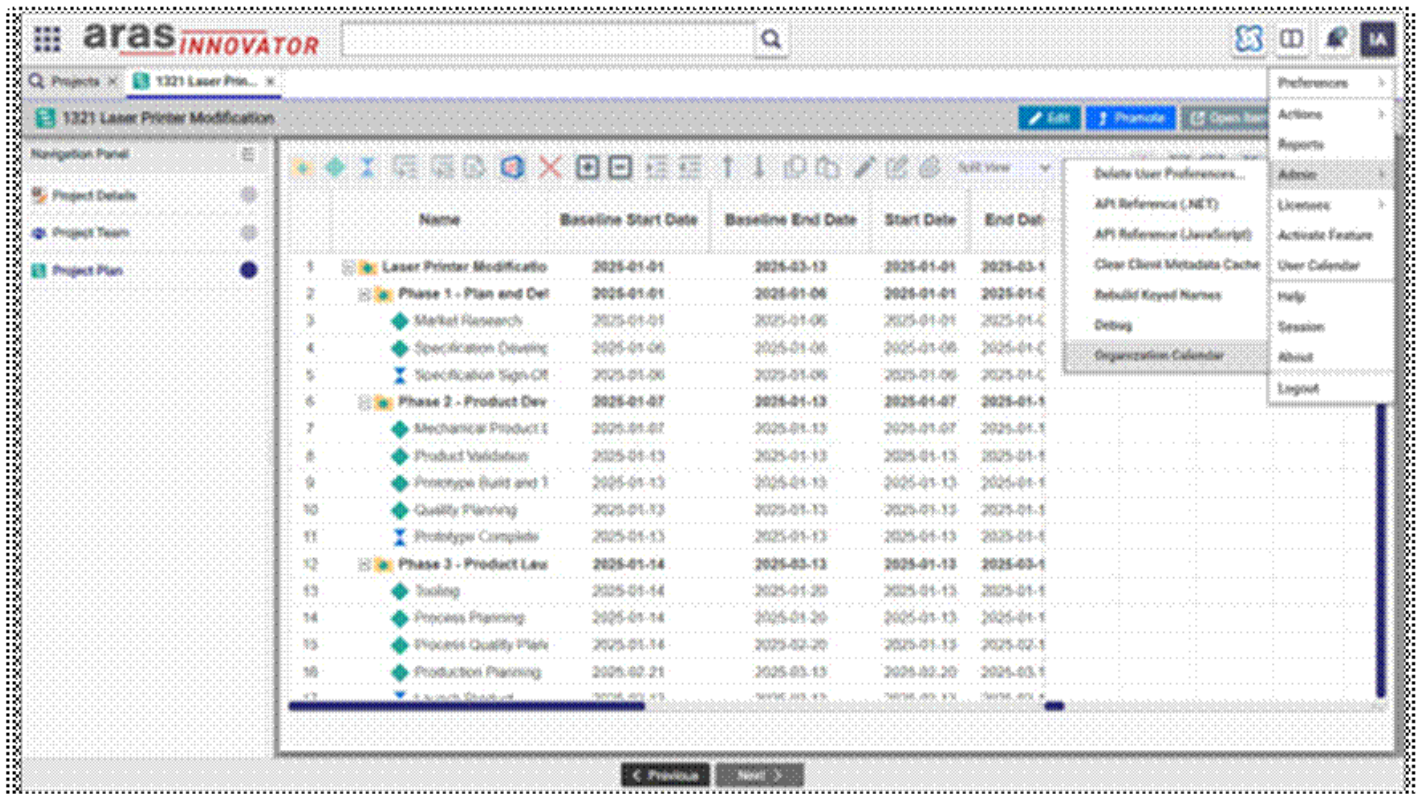


Organization Calendar

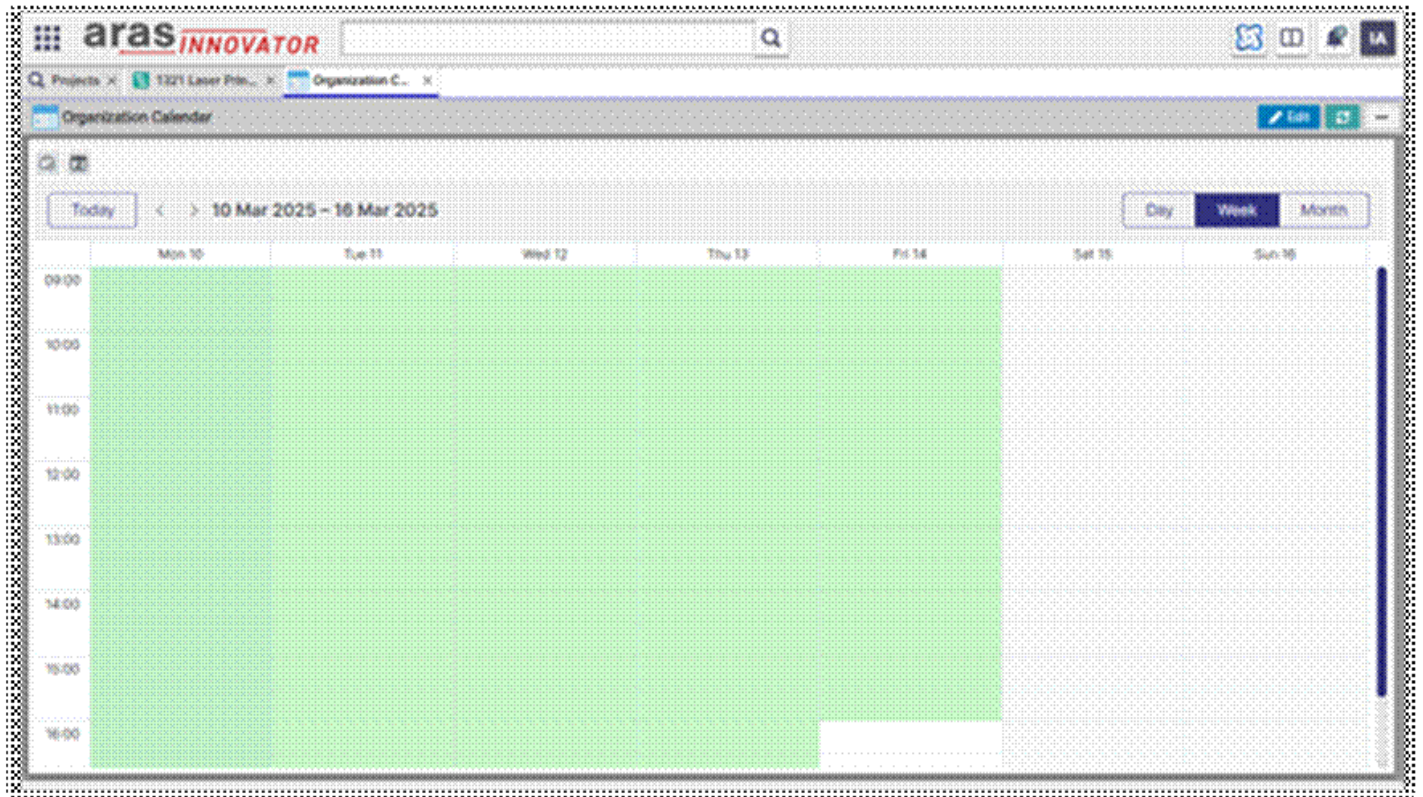
The **Organization Calendar** establishes the foundational working schedule that applies across the entire organization. It acts as the foundational reference for Project and User calendars, promoting consistency in scheduling and aligning all timelines with organizational policies and expectations.



Steps to Configure Organization Calendar

- **Define Working Days:** Define the organization's standard working days (e.g., Monday to Friday) to establish the baseline for operational planning and scheduling.
- **Set Work Hours:** Specify the organization's standard working hours (e.g., 9:00 AM to 6:00 PM with a 1-hour lunch break from 1:00 PM to 2:00 PM). Establishing consistent work hours across departments.
- **Add Holidays:** List all holidays observed at the organizational level. These may include national holidays, company-wide shutdowns, and special occasions.



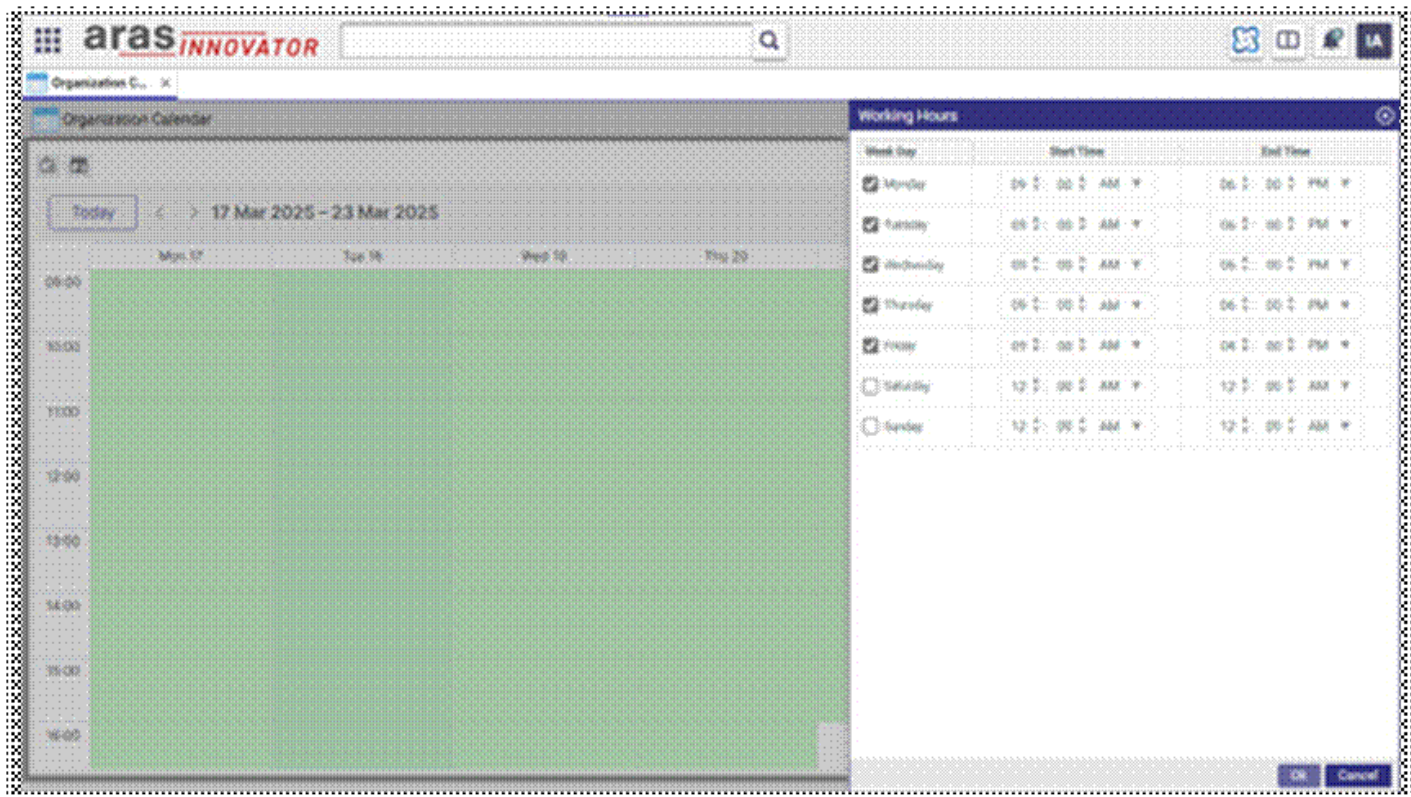


null

Toolbar Actions for Organization Calendar:

- **Manage Working Hours:** Configure the organization's standard working days and working hours for the organization. Users can adjust default schedules and apply changes across all projects.





- **Add/Edit Holidays:** Maintain a list of company-wide holidays, ensuring they are reflected in all schedules.



The screenshot displays the 'aras INNOVATOR' software interface. At the top, there is a header bar with the 'aras INNOVATOR' logo on the left, a search bar in the center, and several icons on the right. Below the header, the main window is divided into two panes. The left pane, titled 'Organization Calendar', shows a calendar view for the month of March 2025. The date range is set from '17 Mar 2025' to '23 Mar 2025'. The calendar grid shows days of the week (Mon 17, Tue 18, Wed 19, Thu 20) and time slots from 08:00 to 16:00. The right pane, titled 'Holidays', contains a table listing various holidays with their names, start dates, and end dates.

Name	Start Date	End Date
New Year's Eve	12/31/2024	12/31/2024
Olympiad	12/25/2024	12/25/2024
Thanksgiving Day	11/28/2024	11/28/2024
May Day	5/1/2025	5/1/2025
Organization's foundation day	1/31/2025	1/31/2025