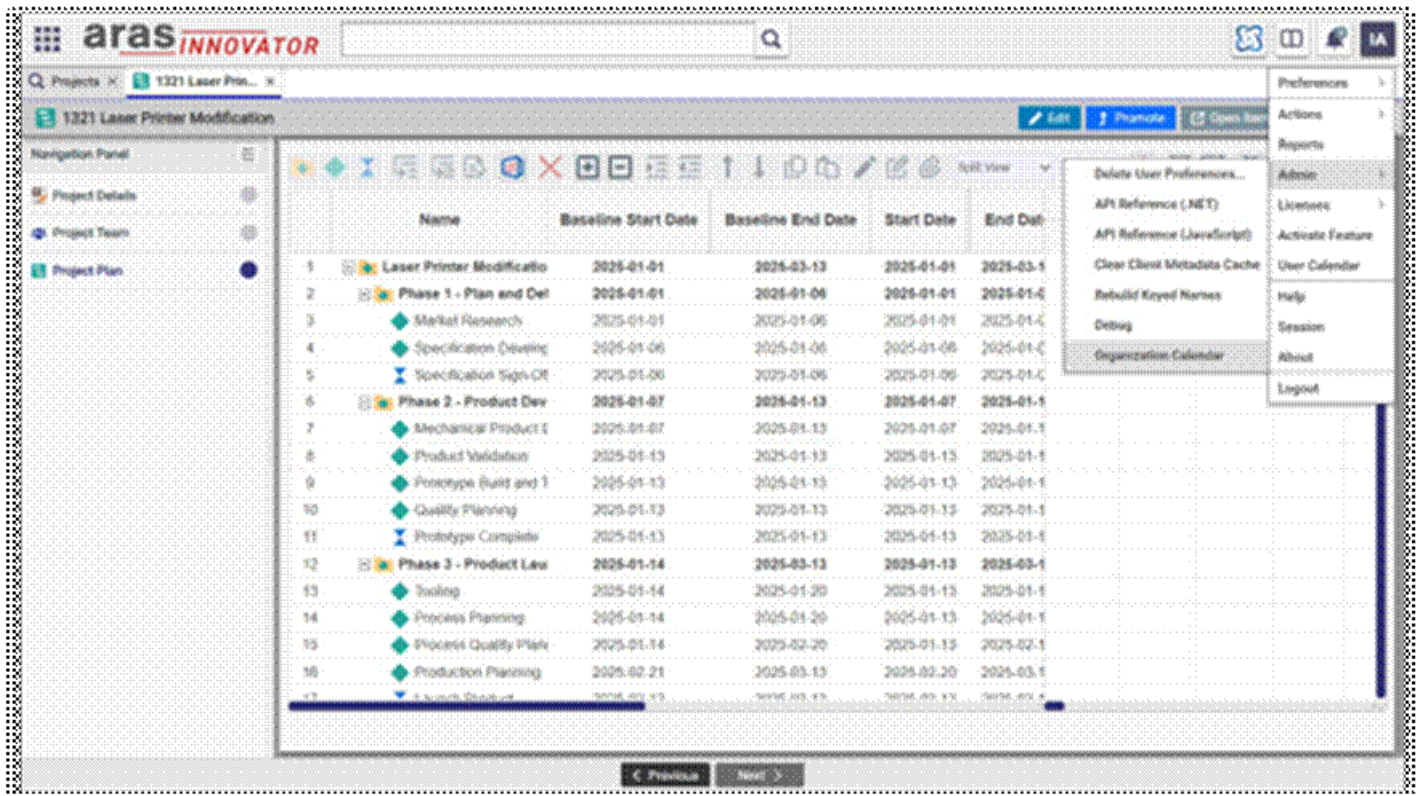


# Organization Calendar

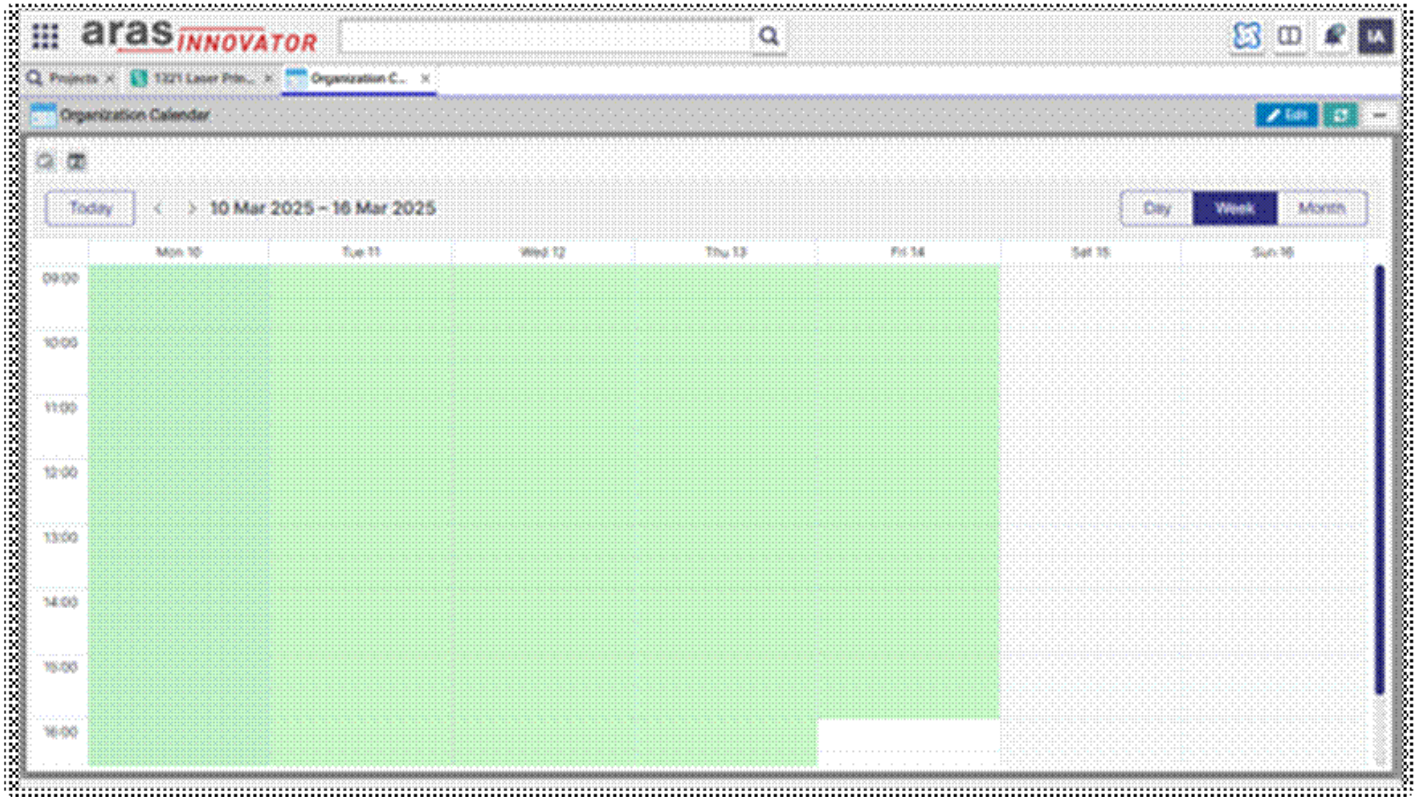
The **Organization Calendar** establishes the foundational working schedule that applies across the entire organization. It acts as the foundational reference for Project and User calendars, promoting consistency in scheduling and aligning all timelines with organizational policies and expectations.



## 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.



The screenshot displays the Aras Innovator software interface. At the top left, the logo 'aras INNOVATOR' is visible. Below it, there is a search bar and a navigation menu with 'Organization C...' and 'Organizational Calendar'. The main area is split into two panels. The left panel, titled 'Organizational Calendar', shows a calendar view for the period '17 Mar 2025 - 23 Mar 2025'. The days are labeled 'Mon 17', 'Tue 18', 'Wed 19', and 'Thu 20'. The time slots on the left range from 09:00 to 16:00. The right panel, titled 'Working Hours', contains a table with the following data:

Week Day	Start Time	End Time
<input checked="" type="checkbox"/> Monday	09:00:00 AM	06:00:00 PM
<input checked="" type="checkbox"/> Tuesday	09:00:00 AM	06:00:00 PM
<input checked="" type="checkbox"/> Wednesday	09:00:00 AM	06:00:00 PM
<input checked="" type="checkbox"/> Thursday	09:00:00 AM	06:00:00 PM
<input checked="" type="checkbox"/> Friday	09:00:00 AM	06:00:00 PM
<input type="checkbox"/> Saturday	12:00:00 AM	12:00:00 AM
<input type="checkbox"/> Sunday	12:00:00 AM	12:00:00 AM

At the bottom right of the 'Working Hours' panel, there are 'OK' and 'Cancel' buttons.

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



**aras INNOVATOR**  🔍

Organization C. ✕

Organization Calendar

Today < > 17 Mar 2025 - 23 Mar 2025

Mon 17 Tue 18 Wed 19 Thu 20

09:00  
10:00  
11:00  
12:00  
13:00  
14:00  
15:00  
16:00

**Holidays**

Name	Start Date	End Date
New Year's Eve	12/31/2024	12/31/2024
Christmas	12/25/2024	12/25/2024
Thanksgiving Day	11/28/2024	11/28/2024
May Day	5/1/2025	5/1/2025
Organization's Anniversary Day	1/26/2025	1/26/2025

OK Cancel

