



Ultriva 7.6 and Higher

Setting Up the
Plant/Workcenter Calendar

Reference Guide

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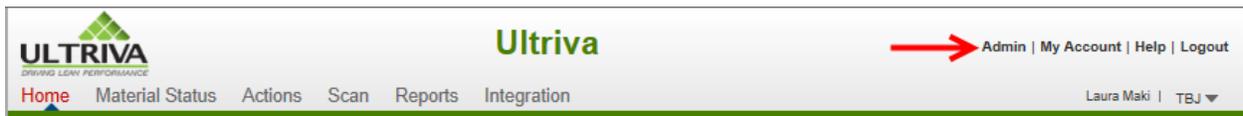
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Navigate to the Plant Calendar

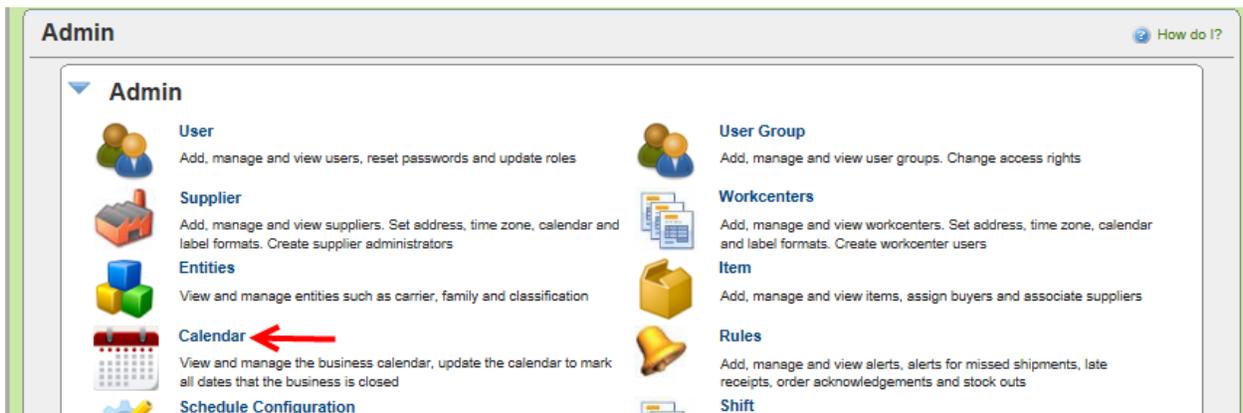


Important – The Calendar must be up to date with all Holidays as this prevents the calculated Receive Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.

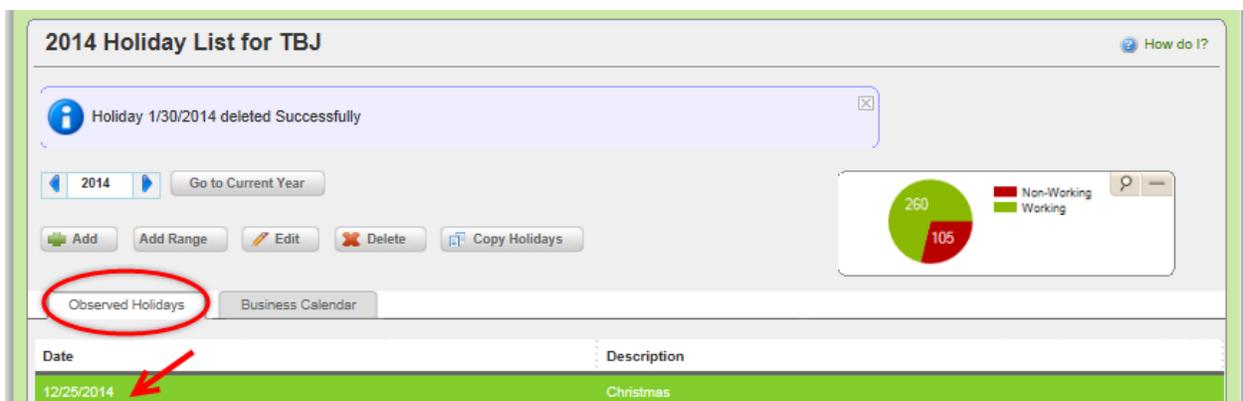
To navigate to the “**Plant Calendar**”, click on “**Admin**”.



Click on “**Calendar**”



The “**Observed Holidays**” screen appears. This will give you a **list of all holidays** that have been entered into the system for your “**Plant**” or “**Workcenter**”



If you came from another page, click on a link below to return to your previous page

[Return to Add Holiday Observed Calendar](#)

[Return to Copy Holidays](#)

[Return to the Adding a Date Range](#)

[Return to the Business Calendar Add Holiday](#)

[Return to Editing Calendar Description](#)

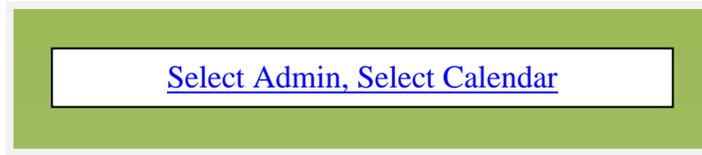
[Return to Turn a Non Work day into a Work Day](#)

[Return to Deleting a Holiday](#)

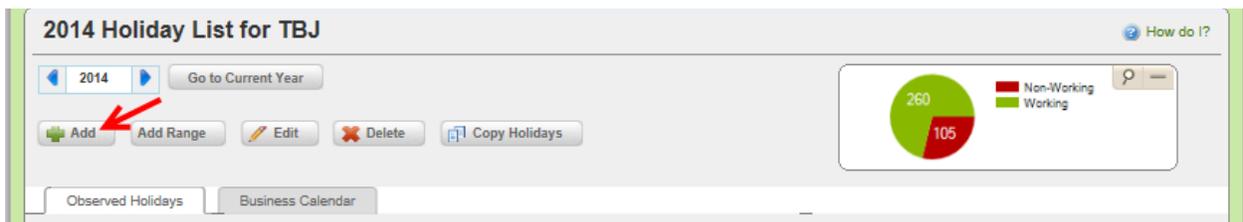
Add a Holiday – Observed Holiday List

To “**Add a Holiday**”, you must be logged into the “**Plant Calendar**”. If you have not already navigated to the “**Plant Calendar**”, Select “**Admin**”, Select “**Calendar**”.

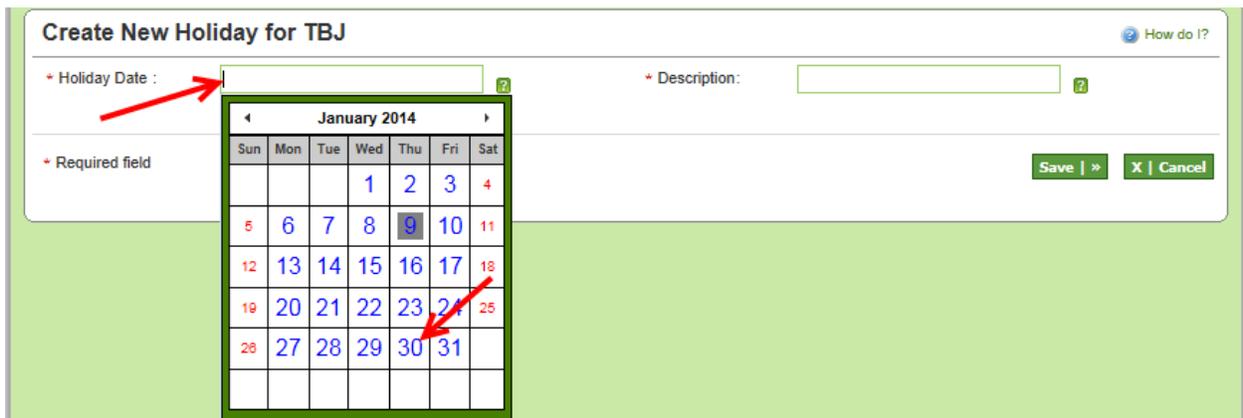
For more detailed instructions on navigating to the Plant Calendar, click on the link below.



To “**Add a Holiday**”, click on the “**Add**” button.



Click inside the “**Holiday Date**” field and a calendar will appear. Click on the “**Date**” you want for your holiday.



The **date will now appear**. Enter the “**Description**” of the holiday and **click** on the “**Save**” button.

The screenshot shows a form titled "Create New Holiday for TBJ". It has two input fields: "Holiday Date" with the value "01/30/2014" and "Description" with the value "Plant Shutdown". A "Save" button is visible at the bottom right. Red arrows point to the date field, the description field, and the save button. A "Required field" label is present on the left.

The **holiday** has now been **added successfully**.

The screenshot shows a dashboard titled "2014 Holiday List for TBJ". A blue notification box at the top says "Holiday 1/30/2014 added successfully". Below this are navigation buttons for "2014" and "Go to Current Year", and action buttons for "Add", "Add Range", "Edit", "Delete", and "Copy Holidays". A pie chart shows "259" for "Non-Working" (red) and "106" for "Working" (green). At the bottom, a table lists holidays:

Date	Description
01/30/2014	Plant Shutdown
12/25/2014	Christmas

A red arrow points to the "01/30/2014" entry in the table.

Add a Range of Dates to the Calendar

To “**Add a Range of Dates**”, you must be logged into the “**Plant Calendar**”. If you have not already navigated to the “**Plant Calendar**”, **Select “Admin”, Select “Calendar”**”.

For more detailed instructions on navigating to the Plant Calendar, click on the link below.

[Select Admin, Select Calendar](#)

To “**Add a Range of Dates**”, click on the “**Add Range**” button

2014 Holiday List for TBJ

2014 Go to Current Year

Add Add Range Edit Delete Copy Holidays

Observed Holidays Business Calendar

Date Description

01/30/2014	Plant Shutdown
12/25/2014	Christmas

259 Working 106 Non-Working

Click on a “**predefined date range**” or select your own by clicking on “**Date Range**”

Create New Holiday Range for TBJ

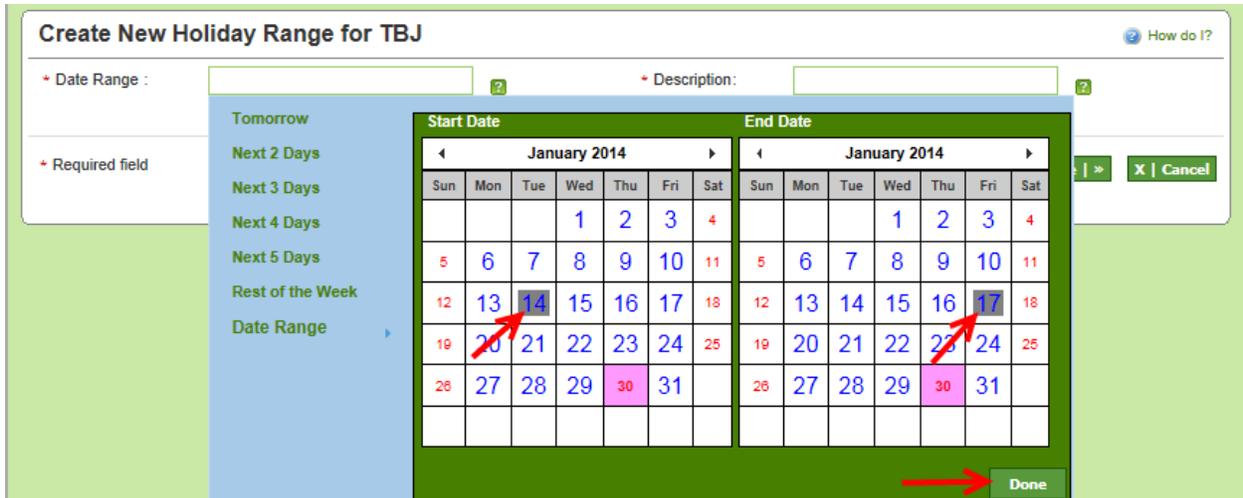
Date Range: Description:

Required field

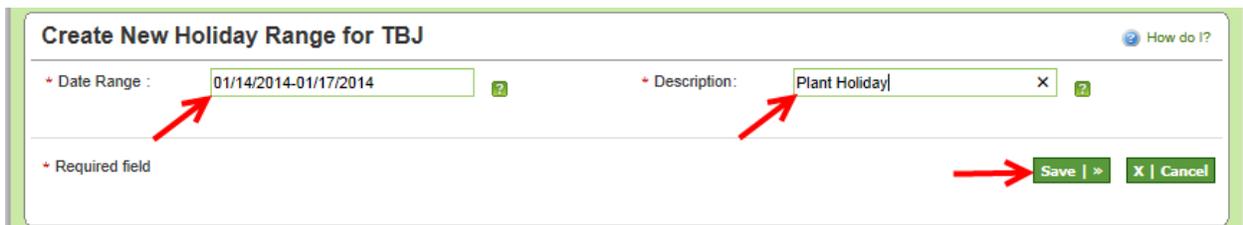
Save | X | Cancel

- Tomorrow
- Next 2 Days
- Next 3 Days
- Next 4 Days
- Next 5 Days
- Rest of the Week
- Date Range

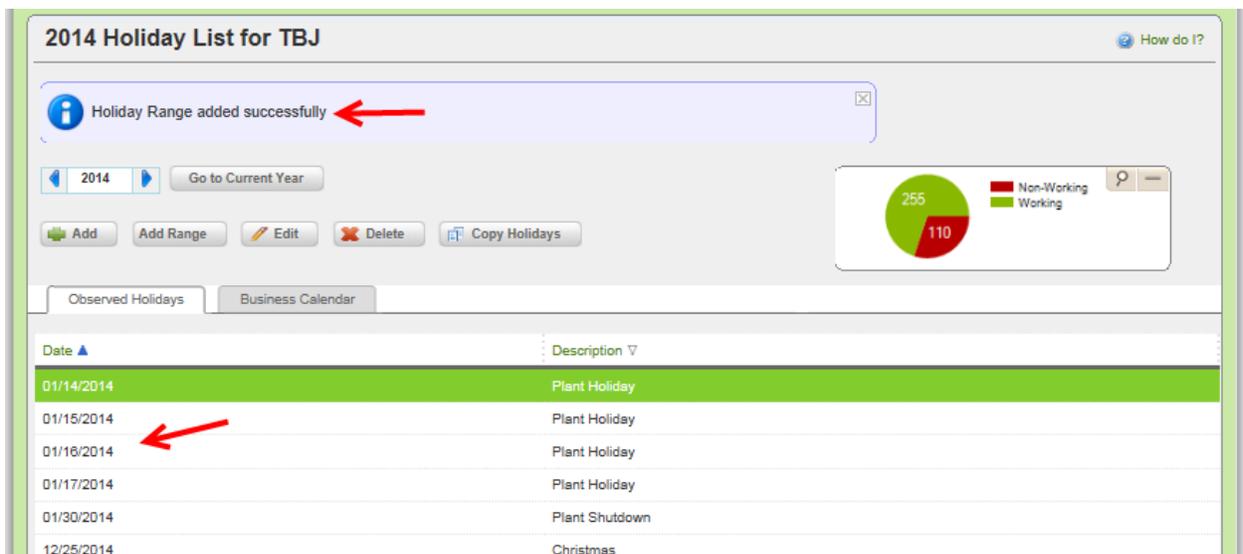
When entering a “Date Range”, click on the **start date** in the “Start Date” calendar (Left Side), then click on an **end date** in the “End Date” calendar (Right Side). Click on the “Done” button to select the range.



Add the “Description” then click on the “Save” button.



The “Holiday Range” has been added successfully.



Edit a Calendar Description

To **Edit a Calendar Description**, you must be logged into the **Plant Calendar**. If you have not already navigated to the **Plant Calendar**, **Select “Admin”, Select “Calendar”**.

For more detailed instructions on navigating to the Plant Calendar, click on the link below.

[Select Admin, Select Calendar](#)

To **Edit a Calendar Description**, **click** on the **“Date”** you want to **edit** and the line will highlight. **Click** on the **“Edit”** button.

2014 Holiday List for TBJ

Holiday Range added successfully

2014 Go to Current Year

Add Add Range Edit Delete Copy Holidays

Observed Holidays Business Calendar

Date ▲	Description ▼
01/14/2014	Plant Holiday
01/15/2014	Plant Holiday
01/16/2014	Plant Holiday
01/17/2014	Plant Holiday
01/30/2014	Plant Shutdown
12/25/2014	Christmas

255 Non-Working 110 Working

Add a new **“Description”** then **click** on the **“Save”** button.

Modify Holiday for: TBJ

* Holiday Date : 01/15/2014 * Description: Plant Inventory Day

* Required field

Save | X | Cancel

The **description** has been **modified successfully** from “**Plant Holiday**” to “**Plant Inventory Day**”.

2014 Holiday List for TBJ

2014 Go to Current Year

Add Add Range Edit Delete Copy Holidays

Observed Holidays Business Calendar

Date ▲	Description ▼
01/14/2014	Plant Holiday
01/15/2014	Plant Inventory Day
01/16/2014	Plant Holiday
01/17/2014	Plant Holiday
01/30/2014	Plant Shutdown
12/25/2014	Christmas

Delete a Holiday

To “**Delete a Holiday**”, you must be logged into the “**Plant Calendar**”. If you have not already navigated to the “**Plant Calendar**”, Select “**Admin**”, Select “**Calendar**”.

For more detailed instructions on navigating to the Plant Calendar, click on the link below

[Select Admin, Select Calendar](#)

To “**Delete a Holiday**”, select the “**Date**” that you would like to delete. Click on the “**Delete**” button.

2014 Holiday List for TBJ

How do I?

Holiday 1/15/2014 modified Successfully

2014 Go to Current Year

Add Add Range Edit Delete Copy Holidays

Observed Holidays Business Calendar

Date ▲	Description ▼
01/14/2014	Plant Holiday
01/15/2014	Plant Inventory Day
01/16/2014	Plant Holiday
01/17/2014	Plant Holiday
01/30/2014	Plant Shutdown
12/25/2014	Christmas

Click on the “**Yes**” button

Ultriva

Do you want to delete this Holiday?

Yes No

The **holiday** has been **removed** from the list and **deleted successfully**

2014 Holiday List for TBJ How do I?

Holiday 1/30/2014 deleted Successfully

2014 Go to Current Year

Add Add Range Edit Delete Copy Holidays

256 Working
109 Non-Working

Observed Holidays Business Calendar

Date ▲	Description ▼
01/14/2014	Plant Holiday
01/15/2014	Plant Inventory Day
01/16/2014	Plant Holiday
01/17/2014	Plant Holiday
12/25/2014	Christmas

Copy Holidays



Quick Tip – In order to save time, Ultriva allows the copying of the company “Holidays” from one calendar to another calendar(s). Plant and/or Workcenter

To “**Copy Holidays**” from one calendar to another, you must be logged into the “**Plant Calendar**”. If you have not already navigated to the “**Plant Calendar**”, Select “**Admin**”, Select “**Calendar**”.

For more detailed instructions on navigating to the Plant Calendar, click on the link below

[Select Admin, Select Calendar](#)

To “**Copy Holidays**” to a “**Workcenter or External Supplier**” calendars, click on the “**Copy Holidays**” button. This action can be completed from the “**Observed Holidays**” tab or the “**Business Calendar**” tab.

2014 Holiday List for TBJ

2014 Go to Current Year

Add Add Range Edit Delete Copy Holidays

Observed Holidays Business Calendar

Date	Description
01/14/2014	Plant Holiday
01/15/2014	Plant Inventory Day
01/16/2014	Plant Holiday
01/17/2014	Plant Holiday
12/25/2014	Christmas

Sorted by: Date 1 to 5 of 5

Click on the **drop down arrow** to select which business units you would like to “**Clone**” the calendar to. Click on the “**Go**” button.

Clone Holidays from TBJ

Type: Workcenter

Go

Workcenter

External Supplier

Location

Select the “Calendars to Clone” by **clicking** in the **box** next to the **description** and a **checkmark will appear** for each business unit selected. **Click** on the “**Copy Holidays**” button when complete.



Quick Tip – Click in the box at the top header next to “Name” to select all business units on the screen

If the list is longer than one page, then you will need to apply clones to each page, one page at a time.

<input type="checkbox"/>	Name ▲	Location ▾
<input checked="" type="checkbox"/>	3PL	local
<input type="checkbox"/>	Body Assembly Cell 1	Plant 1
<input checked="" type="checkbox"/>	Body Assy Cell 1 Supermarket	Plant 1
<input checked="" type="checkbox"/>	Dock	Lebanon
<input type="checkbox"/>	FG Warehouse	XYZ
<input type="checkbox"/>	Final Assembly	local
<input type="checkbox"/>	ManufacturingLine1	TBJ
<input type="checkbox"/>	Quality Assurance	Local
<input type="checkbox"/>	RMWarehouse	Local
<input type="checkbox"/>	Sub Assembly	Local

Sorted by: Name 1 to 10 of 15 Prev Page 1 Next

Copy Holidays << Back

The **Plant/Workcenter Holidays** have now been **copied successfully** to the **selected business units** selected.

Holidays copied successfully

2014 Go to Current Year

Add Add Range Edit Delete Copy Holidays

256 Working 109 Non-Working

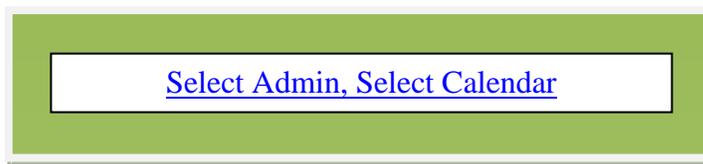
Business Calendar View



Important – The Calendar must be up to date with all Holidays as this prevents the calculated Receive Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.

To view the “**Business Calendar**”, you must be logged in to the “**Plant Calendar**”. If you have not already navigated to the “**Plant Calendar**”, Select “**Admin**”, Select “**Calendar**”.

For more detailed instructions on navigating to the Plant Calendar, click on the link below.



To view the “**Business Calendar**”, click on the “**Business Calendar**” tab.

2014 Holiday List for TBJ

2014 Go to Current Year

Add Add Range Edit Delete Copy Holidays

Observed Holidays Business Calendar

256 Non-Working 109 Working

The **calendar** screen appears. All of the “**Holidays**” dates are filled in **pink**. All “**Non-Work**” days will appear in **red** font.

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												
May							June							July							August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat

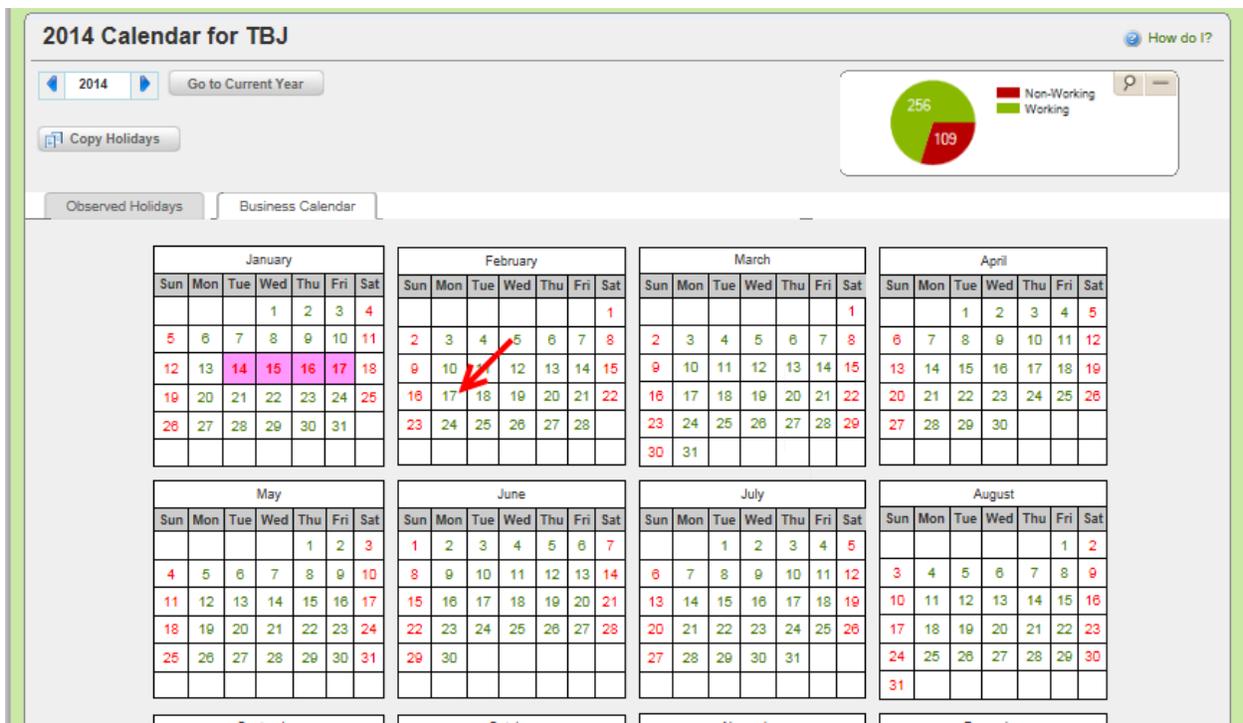
Add a Holiday from the Business Calendar

To “**Add a Holiday**” in the “**Business Calendar**”, you must be logged into the “**Plant Calendar**”. If you have not already navigated to the “**Plant Calendar**”, Select “**Admin**”, Select “**Calendar**”.

For more detailed instructions on navigating to the Plant Calendar, click on the link below.

[Select Admin, Select Calendar](#)

To “**Add a Holiday**” in the “**Business Calendar**”, click on the “**Calendar Date**” selected for the holiday.



The **date appears**. Enter the **“Description”** of the holiday. Click on the **“Save”** button

Create New Holiday for TBJ How do I?

* Holiday Date : 02/17/2014 ? * Description: Plant Holiday X ?

* Required field Save | X | Cancel

The **holidays appear** on the Calendar. All Holiday days are filled in **pink** and the date font has turned **red**.

2014 Calendar for TBJ How do I?

Holiday 2/17/2014 added successfully

2014 Go to Current Year

Copy Holidays

255 110 Non-Working Working

Observed Holidays Business Calendar

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4						1								1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												
May							June							July							August						

Change a Non-Work Day into a Work Day



*Quick Tip – All non-Working days are in **Red** font. All Saturdays and Sundays are by default, a non-working day.*

To change a “**Non-Work Day**” into a “**Work**” Day, you must be logged into the “**Plant Calendar**”. If you have not already navigated to the “**Plant Calendar**”, Select “**Admin**”, Select “**Calendar**”.

For more detailed instructions on navigating to the Plant Calendar, click on the link below.

[Select Admin, Select Calendar](#)

To change a “**Non-Work Day**” into a “**Work Day**”, click on the “**Date**” chosen for this action

2014 Calendar for TBJ How do I?

Holiday 2/17/2014 added successfully

2014 Go to Current Year

Copy Holidays

Observed Holidays Business Calendar

255 Non-Working **110** Working

January							February							March							April							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4							1							1			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				
														30	31													
May							June							July							August							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5							1	2

Click on the “Yes” button.



Quick Tip– When a non-work day becomes a work day, all new releases in Ultriva will use this day in the Lead Time calculation and will schedule the parts accordingly.

The font has now turned green and the date selected has now been converted to a work day.

The screenshot displays the "2014 Calendar for TBJ" interface. At the top, there is a notification bar that says "Weekly holiday 2/8/2014 is converted to working day!". Below this, there are navigation buttons for the year (2014) and a "Go to Current Year" button. A "Copy Holidays" button is also present. To the right, a pie chart shows the distribution of days: 256 Working days (green) and 109 Non-Working days (red). Below the navigation and chart, there are tabs for "Observed Holidays" and "Business Calendar". The main area shows a grid of monthly calendars for January through August. In the February calendar, the date 8th is highlighted in green, and a red arrow points to it from the right.

Change Standard Working/Non-Working Days

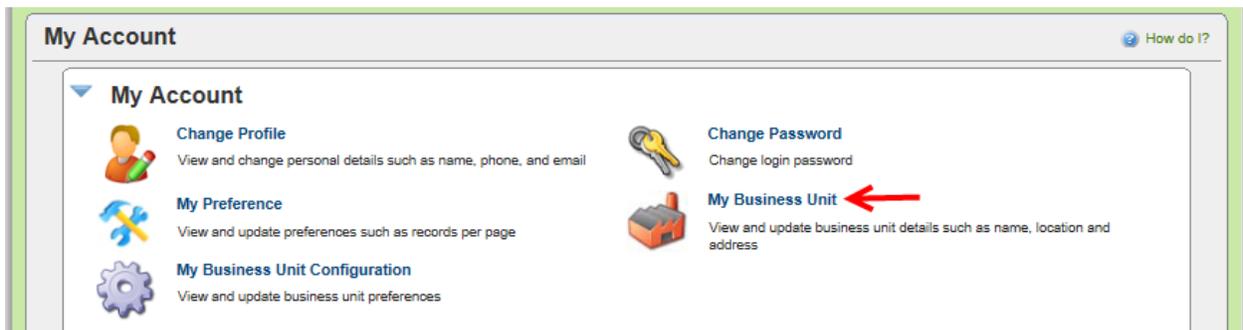


Quick Tip – If your plant works a 4 or 6-7 day week (not the typical 5 day week) yo save time in entering this information, follow the steps below to edit the standard “Working/Non-Working Days”

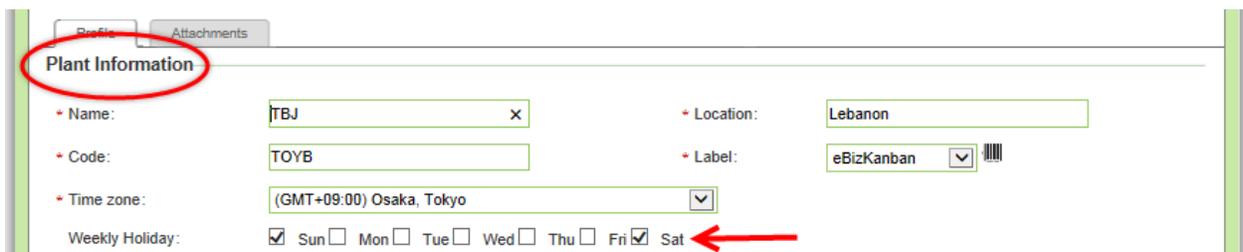
Click on “My Account”



Click on “My Business Unit”



In the “Weekly Holiday” field, you can set your standard “Work/Non-Work” days. Click the days you want as standard “Non-Working Days” (shown with checkmarks below) or Click on the checkmark to remove it if your choice is to set this day as a standard “Work” day.



Click on the “Save” button

Edit Plant TBJ Last modified on [11/26/2013] by [Super User] [How do I?](#)

Profile | Attachments

Plant Information

Name: TBJ x Location: Lebanon
Code: TOYB Label: eBizKanban [v] [barcode]
Time zone: (GMT+09:00) Osaka, Tokyo [v]
Weekly Holiday: Sun Mon Tue Wed Thu Fri Sat

License Information

License Key: EK00 K5200500 P1SZWZ X0X10F147C 002

Kanban Configuration

Auto Accept: OFF [?] [?]

Address Information

Address 1: 1900 Evergreen Parkway Address 2: []
Address 3: [] City: Lebanon
State: MO Zip: 65536
Country: USA

Security Policy Information

Password Settings: Medium [v] [?]

* Required field

Save | **X** | **Cancel**

Click on the link below to return to the “Business Calendar” to view your changes.

[Return to the Business Calendar](#)

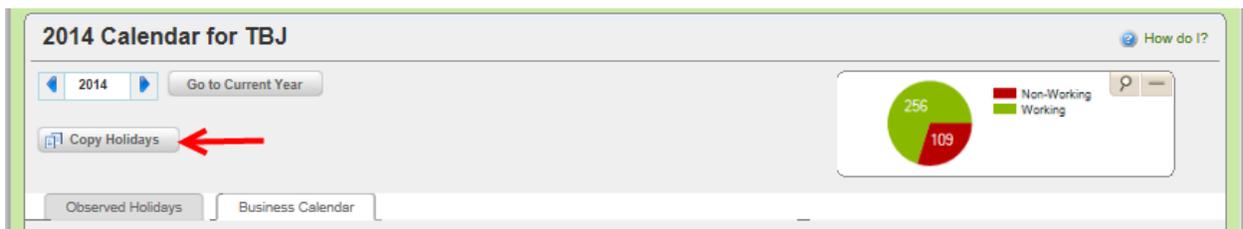
Copy Holidays from the Business Calendar

To “**Copy Holidays**” from the “**Business Calendar**”, you must be logged into the “**Plant Calendar**”. If you have not already navigated to the “**Plant Calendar**”, Select “**Admin**”, Select “**Calendar**”.

For more detailed instructions on navigating to the Plant Calendar, click on the link below.



Click on the “**Copy Holidays**” button



Click on the link below for the **detailed instructions** to “**Copy a Holiday**”.

