Employee Calendar Activities – Set-up

Overview:
The Employee Calendar can be used to record activities like Annual and Long Service Leave, Sick Leave, Rostered Days Off, Training, etc. The USER must be logged onto ITMS as the USER: admin to be able to complete this set-up. Public Holidays and Christmas/New Year Shut Downs are displayed on the calendar but is set up in a different window. Please see Yearly Planner in the Utilities Module for setting up of Public Holidays and Shutdown events.

To Create the Activity Legend – Open either the Core Data or the Personnel module and select the ‘Employee’ or ‘Employee Information’ icon. Enter an employee number or press <F2> and select an employee from the pop-up list and then click OK. Click on the Employee Calendar button – see circled below. The Calendar Activities need only to be set up in one employee’s record but will be available in all employees’ records after the set-up is completed.

With the calendar window open, click on the ‘Set Employee Calendar Activities’ button (circled below) to open the set up window. Note: A maximum of 8 Activities can be created for this feature.

Create new activities - Click on the Background button to select the background colour from the pop-up window, and then click on OK. Click on the corresponding Font button to select the colour of the font and then click in the Calendar Activities field and enter the name for the activity and click on the OK button when complete.

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Edit Existing Calendar Activities – Click on the activity and press <F3> to edit the name of the activity. Click on the corresponding Background button to select the background colour from the pop-up window, and then click on OK. Click on the corresponding Font button to select or change the colour of the font.

Click OK when finished, the ‘Legend’ has add your new activities and made any changes.