

Business Calendar and how to establish and edit “working days and holidays?”

help.fracttal.com/hc/change_language/en-us

Soporte tecnico Fractal One

Settings Old Version RC

Information
You have pending changes to save!

Details

- General
- User Accounts
- Business Calendar**
- Modules
- Financial
- Auxiliary Catalogs
- Document Management
- Transactions Log
- Security
- API Connections
- Guest Portal
- Account

Working days
Monday, Tuesday, Wednesday, Thursday, Friday

Holidays

Description	Date	Working day	Recurrent
<input type="checkbox"/> Nouvel An	2024-01-01	No	

Showing 1 of 1

In this submodule you can establish which days are work days at the company so that if you have maintenance scheduled on a non-work day, the system will automatically reprogram the activity for the next work day.

How to establish working days?

To establish working days on your Fractal database, just click on the “Working Days” category. Once you have established which days are work days, click on “Save.”

Soporte tecnico Fracttal One

Save

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Save

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Details

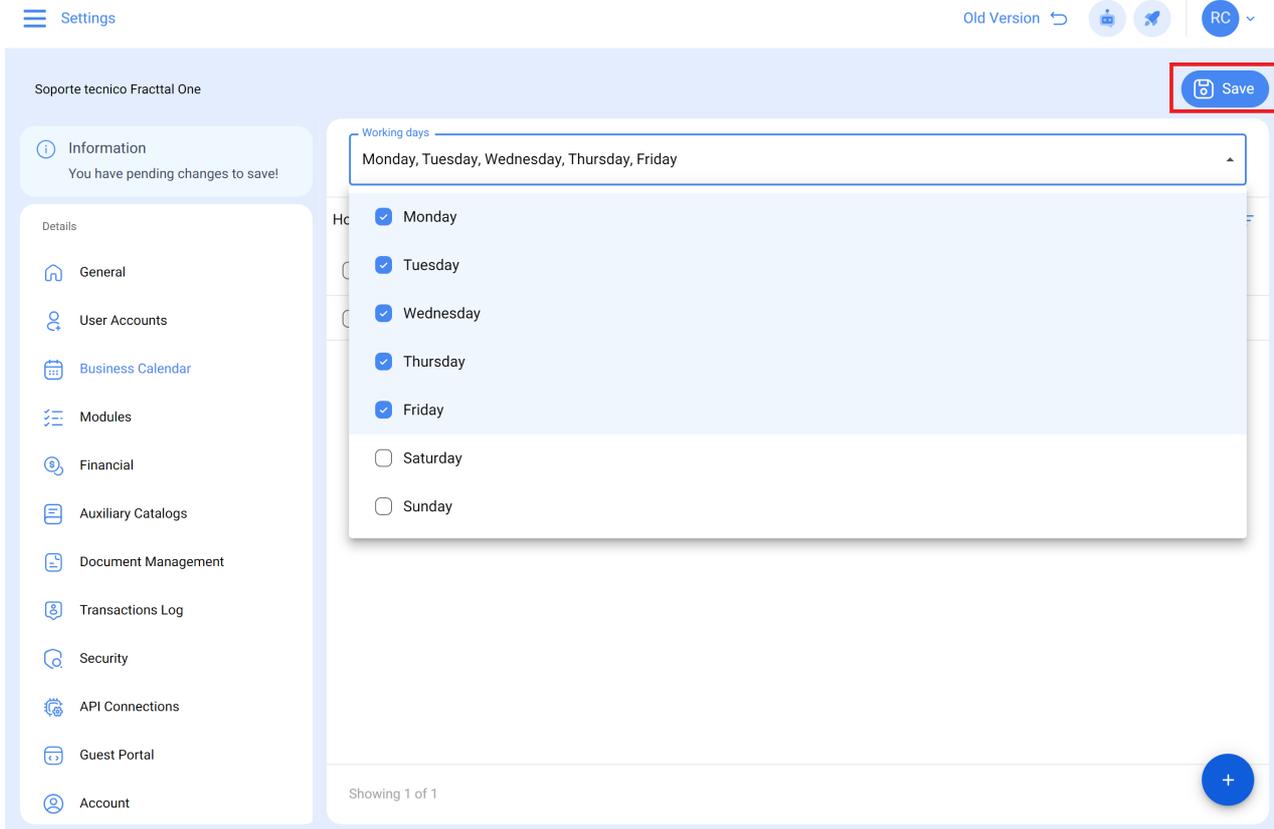
- General
- User Accounts
- Business Calendar
- Modules
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- Document Management
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- Guest Portal
- Account

Working days
Monday, Tuesday, Wednesday, Thursday, Friday

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

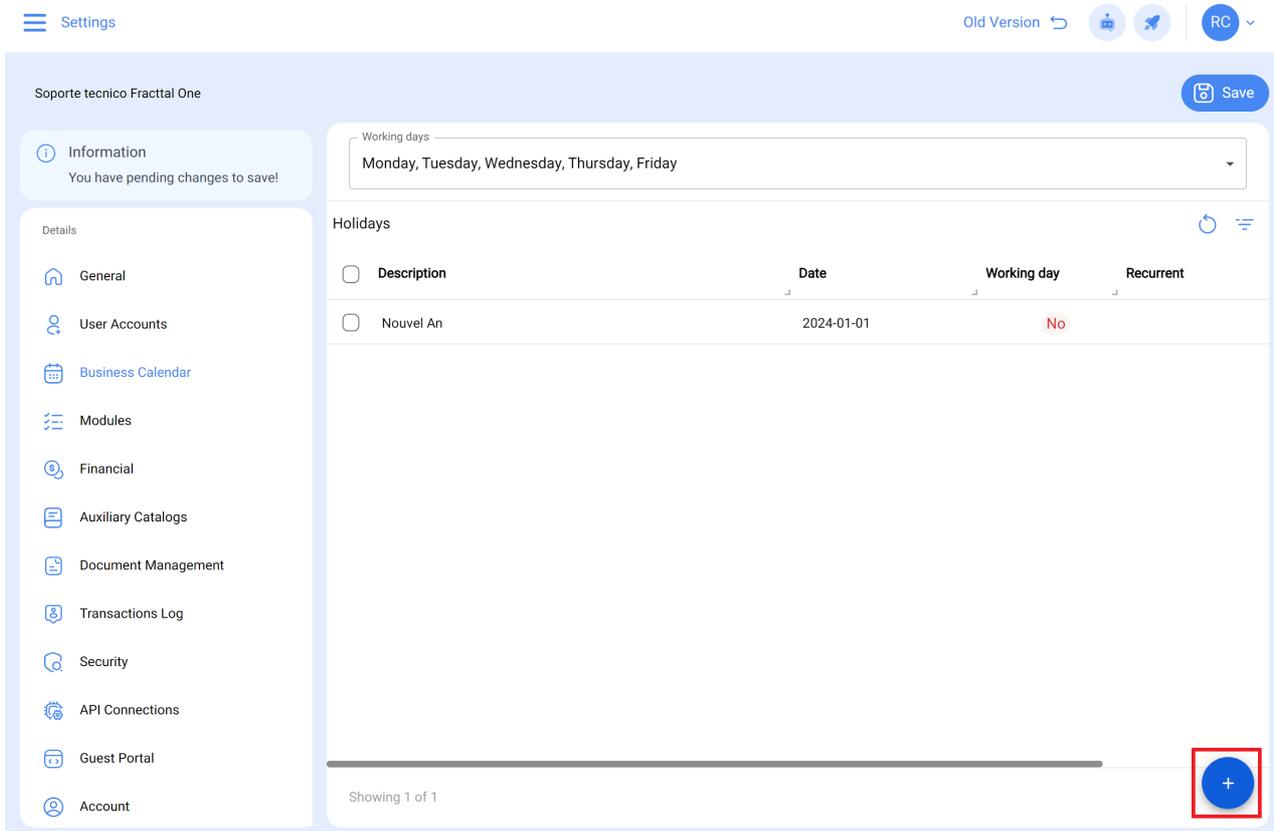
Showing 1 of 1





How to add holidays?

To add holidays, just click on the add button at the lower right of the screen.



A new window will open that allows you to fill in the description and date of the holiday you want to add. You can also indicate if the holiday is a work day and if it is recurring. Once you've added the information about the holiday, click on "Save" to finish the process on the database.

The screenshot displays the 'Settings' interface for 'Soporte tecnico Fractal One'. The left sidebar lists various settings categories: Information, Details, General, User Accounts, Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, and Account. The main content area shows 'Working days' as 'Monday, Tuesday, Wednesday, Thursday, Friday' and a 'Holidays' table with one entry: 'Description' (checkbox) and 'Nouvel An' (checkbox). A modal form is open on the right, showing a 'Date' field with '2024-03-07', a 'Description' field (highlighted in red with an error message 'Description no puede estar en blanco'), and two checkboxes: 'Working day' and 'Recurrent'.

The fields to complete are the following:

- **Description:** Name of the holiday
- **Date:** Holiday date
- **Working day:** Specify whether or not this is a work day
- **Recurrent:** Determine if the holiday is recurring. That is, if the day applies to future years. (Example: Christmas is celebrated on the same date every year.)

How to edit holidays?

To edit an already existing holiday, select the day you want to modify and the system will show the options to modify or delete it. Once the change has been made, click on the "Save" button to finalize it.

Soporte tecnico Fractal One

Working days
Monday, Tuesday, Wednesday, Thursday, Friday

(1) Selected

Description	Date	Working day	Recurrent
Nouvel An	2024-01-01	No	

Showing 1 of 1

Important: When modifying or editing the "Work Calendar" or the "UTC Time Zone" from the configuration module, all rescheduled dates for pending tasks will be reset by the system. By default, they will revert to the originally calculated date for each pending task.

Confirm

Changing the time zone will recalculate pending tasks, Do you want to continue?

No Yes