

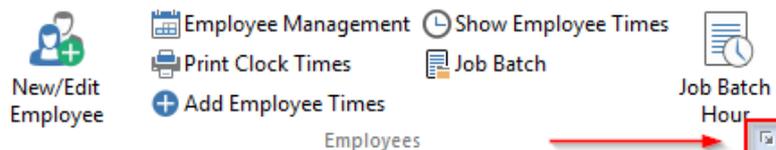
Employee Calendar Activities – Set-up

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 OPTO 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 are not editable in this window.

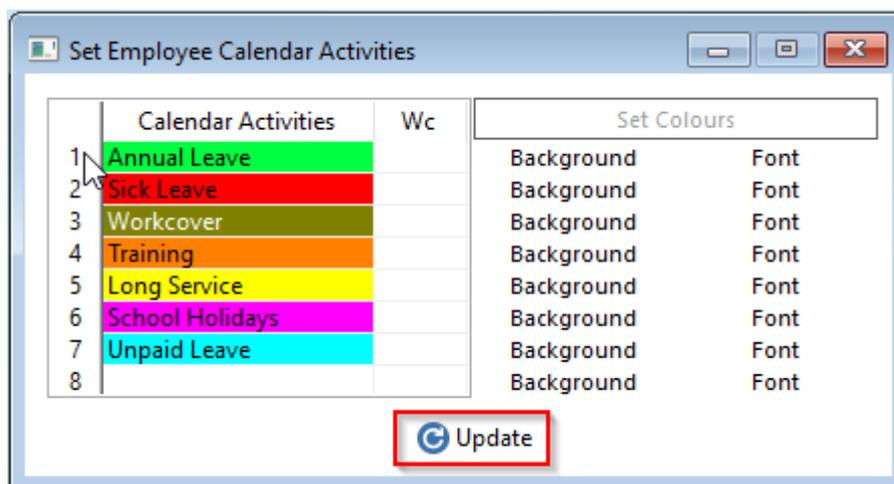
To Create the Activity Legend

From the OPTO ribbon, select the 'Resources' tab then **click** on the drop menu (circled below). The Calendar Activities need only to be set up in one employee's record but will be available in all employee records after the set-up is completed.



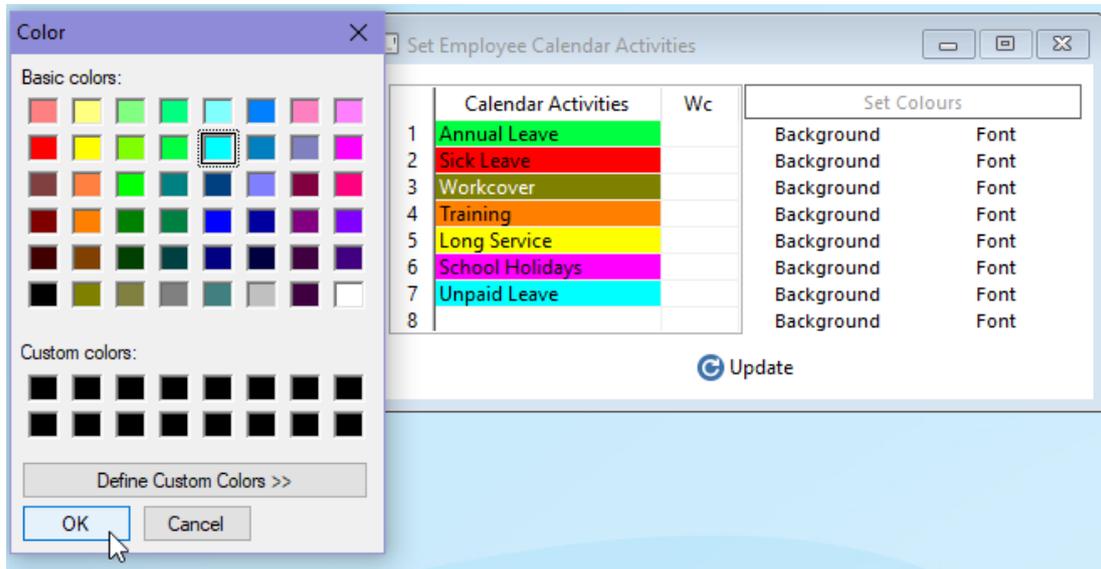
Set Employee Calendar Activities

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 'Update' button when complete.



Edit Existing Calendar Activities

Click on the activity and begin typing 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.

