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 <u>must</u> 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.

New/Edit	Employee Management Show Employee Times Print Clock Times Job Batch	s Job Bate	h
Employee	Add Employee Times	Hour	-
	Employees		131

Set Employee Calendar Activities

Click on the 'Background' button to select the background colour from the pop-up window, and then **click** on <u>OK</u>. **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.

Set	t Employee Calendar Activ	vities	[- • ×	
	Calendar Activities	Wc	Set Col	ours	
1	Annual Leave		Background	Font	
24	Sick Leave		Background	Font	
3	Workcover		Background	Font	
4	Training		Background	Font	
5	Long Service		Background	Font	
6	School Holidays		Background	Font	
7	Unpaid Leave		Background	Font	
8			Background	Font	
G Update					



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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 <u>OK</u>. **Click** on the corresponding 'Font' button to select or change the colour of the font.

Color X	Set Employee Calendar Activ	ities		- 0 X
Basic colors:	Calendar Activities 1 Annual Leave 2 Sick Leave 3 Workcover 4 Training 5 Long Service 6 School Holidays 7 Unpaid Leave 8	Wc	Set Col Background Background Background Background Background Background Background	ours Font Font Font Font Font Font Font
Custom colors:		ΟU	odate	
Define Custom Colors >> OK Cancel				

Click <u>OK</u> when finished, the 'Legend' has add your new activities and made any changes.

	×
Year	
2012 🔻	4
Legend	
Public Holic	lay
Shutdown	
🔲 🗖 Annual Lea	ave
Sick Leave	6
Workcover	
🔲 📕 Training	
🔲 🗖 Long Servi	се



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