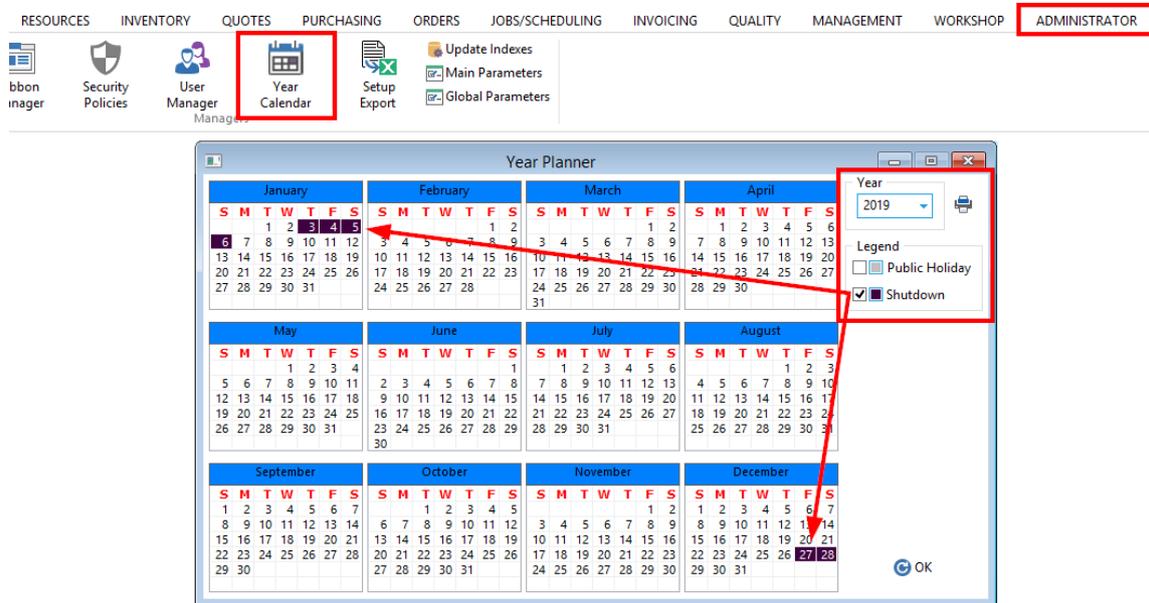


## 2013-101 – Year Calendar

### Overview

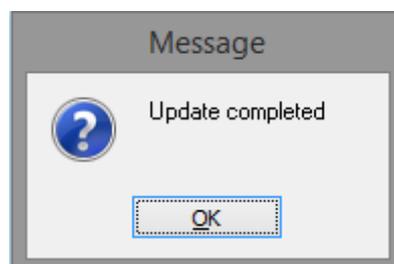
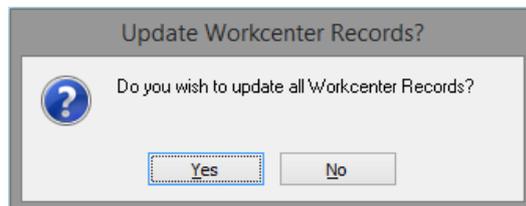
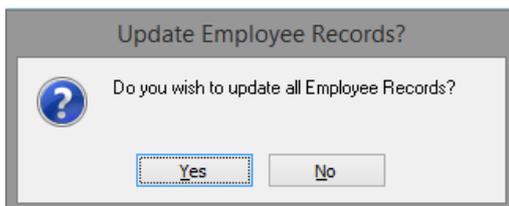
The Year Calendar feature enables the user to enter Public Holidays and Shutdown events for the year. This information is then transferred to individual employee calendars.

To access the Year Calendar, navigate to the **Administrator** tab in the Opto ribbon and **click** on the 'Year Calendar' icon. Once open, **click** on the 'Year' drop-down list to select the required year.



**Click** in the box of an event (i.e. Shutdown) to tick, and then **click** on the required dates. **Click** on the box again to un-tick the box and repeat with other events, if required. **Click** on OK when finished.

Click either **Yes** or **No** to the following pop-up messages.



The Year Calendar has now been updated.