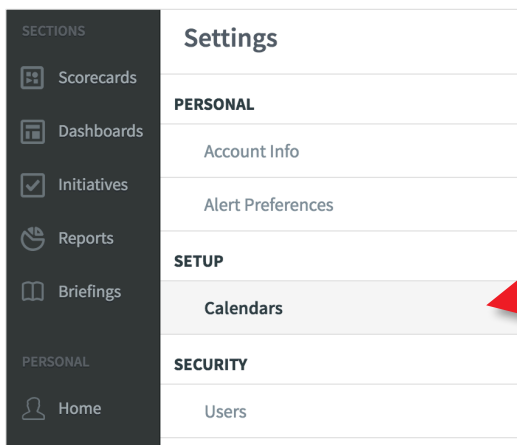


# Calendars - 1

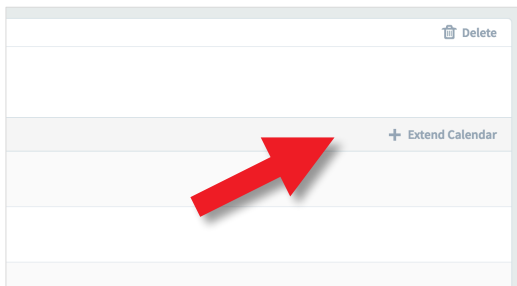
Scoreboard has four standard Calendars - Yearly, Quarterly, Monthly and Weekly. The first three are enabled automatically. You can add as many 'custom' calendars as you need.

Note: when adding custom calendars each calendar period has to be defined to the system. For standard calendars only the last calendar date needs to be provided, Scoreboard will calculate the other standard calendar periods.



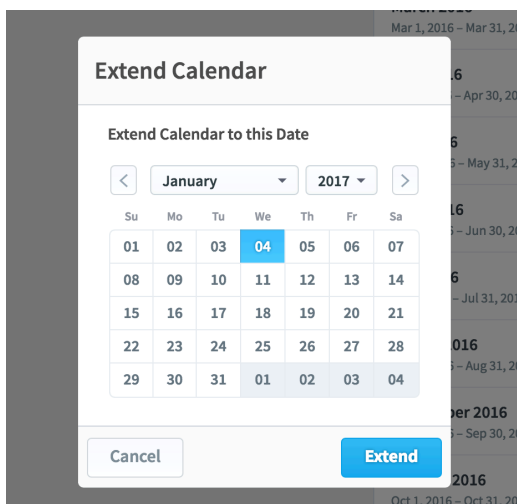
**To Extend a Standard Calendar:**

Go to Administration and click on Calendars under Setup



The defined calendars will appear in the middle of the screen. Click on Monthly.

Click on the + **Extend Calendar** button on the far-right of the screen.

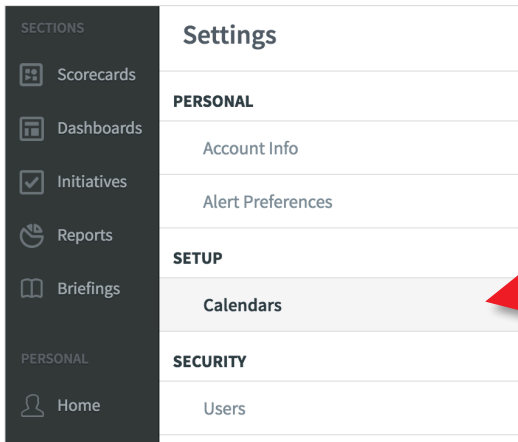


The extend calendar dialogue will appear. Select the end-date (or previous date) you want to extend the calendar to and click on the blue **Extend** button.

The calendar will be extended to that point.

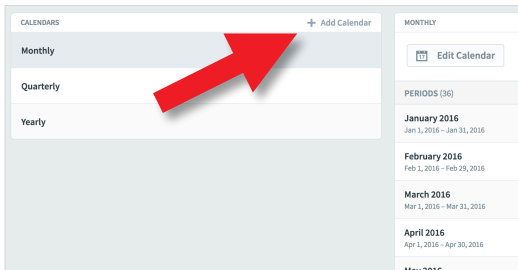


# Calendars - 2

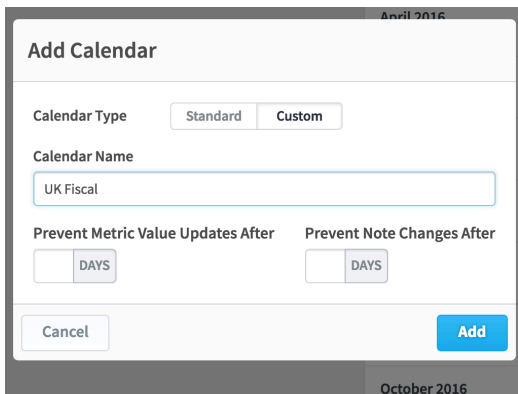


To Add a Custom Calendar:

Go to Administration and click on Calendars under Setup



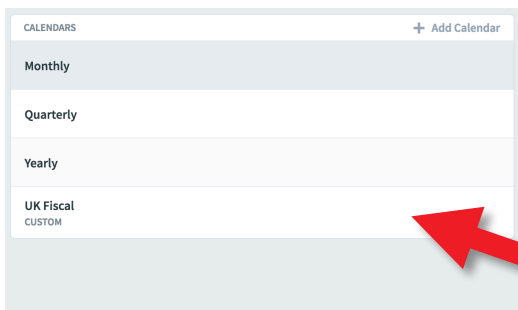
Click on the + Add Calendar button.



The add calendar dialogue will appear.

Click on **Custom** and give the calendar a name. In this example we will create a UK Fiscal Year calendar

Click on the blue **Add** button



The new Calendar will appear in the calendar list.

At this point it has no periods defined



# Calendars - 3

Click on the new Calendar name and then click on **+ Add Period** in the far-right hand panel. The Add Period dialogue box will appear:

The screenshot shows the 'Add Period' dialog box with the following details:

- Period Title:** UK Fiscal 2016-2017 (highlighted with a red circle 1)
- Start Date:** April 2016. The calendar shows the 1st of April is selected (highlighted with a red circle 2).
- End Date:** March 2017. The calendar shows the 4th of March is selected (highlighted with a red circle 3).
- Buttons:** 'Cancel' and 'Add Period' (highlighted with a red circle 4).

The following steps have to be repeated for each **calendar period** you want to add to your customer calendar:

1. Give the calendar period a name - this must be a unique descriptive name e.g. UK Fiscal 2016-2017. For monthly and weekly calendars this can get a bit tedious!
2. Select the start date of the calendar period
3. Select the end date of the calendar period
4. Click on the blue **Add Period** button

The calendar period will appear in the Periods list to the right of the screen.

Repeat the process until all of the periods you require are visible.