

# Managing Holiday Capacity

 The following steps show how to create a holiday capacity rule.

**1** Navigate to the Action Target Enterprise Portal.

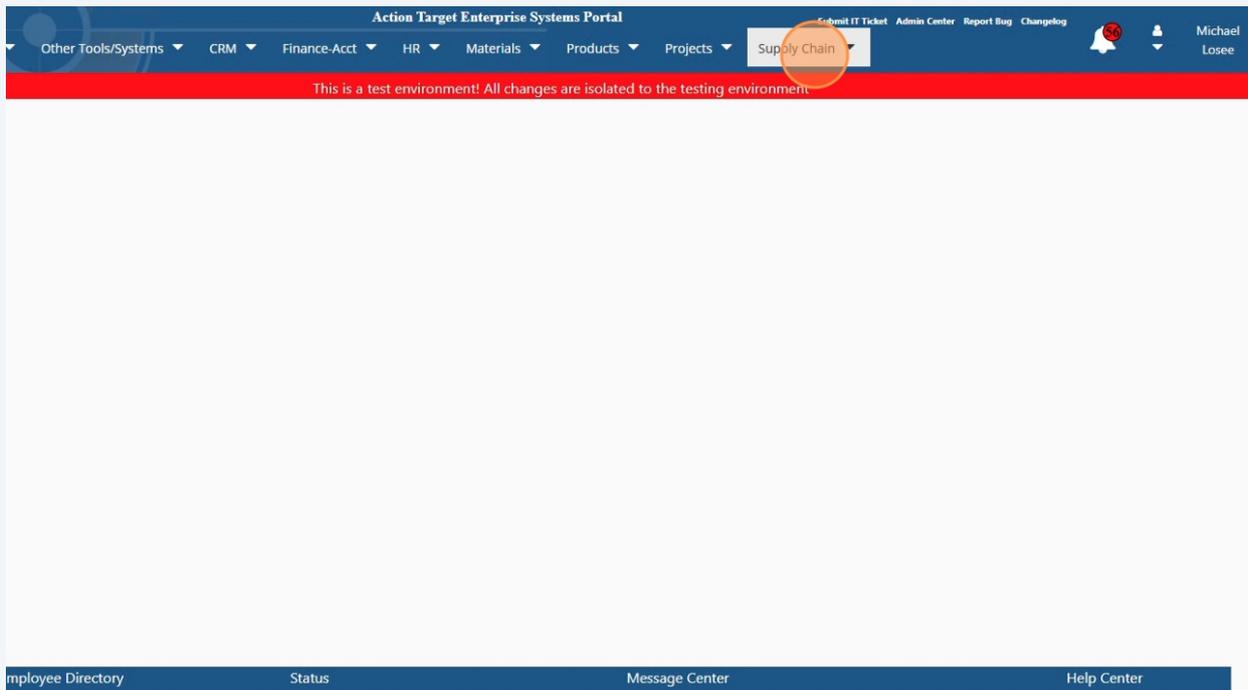
This is a test environment. All changes are isolated to the testing environment.

---

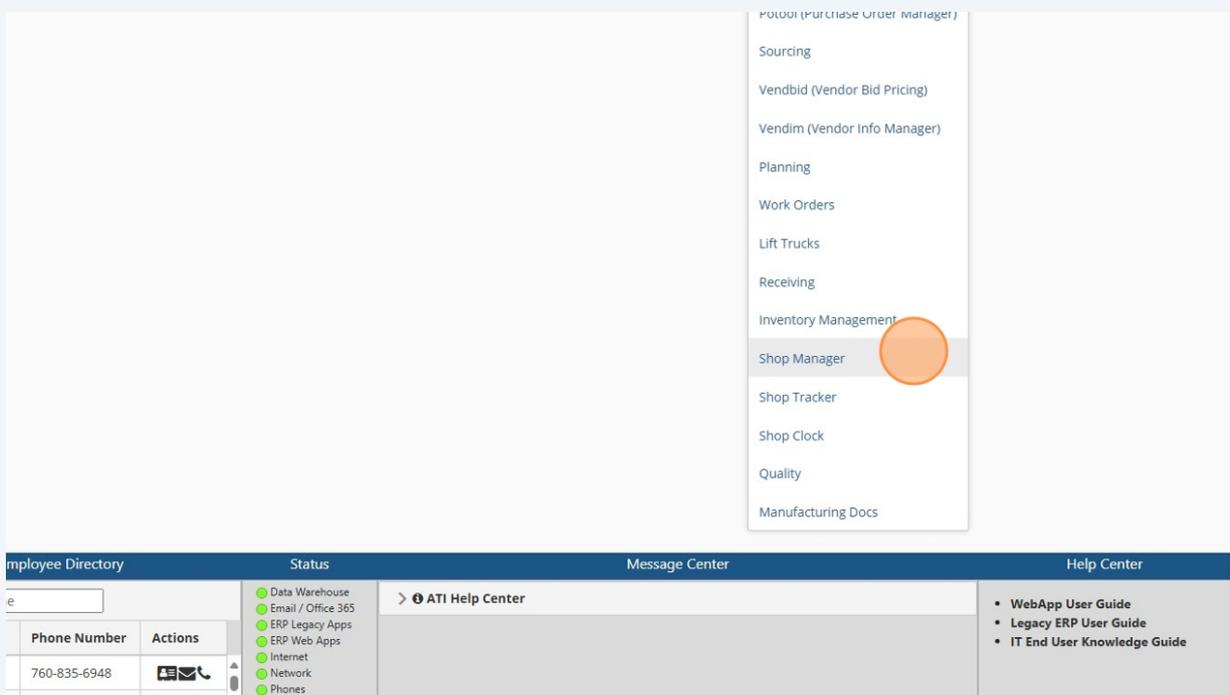


The screenshot shows the Action Target Enterprise Portal interface. At the top, there are four navigation tabs: "Employee Directory", "Status", "Message Center", and "Help Center". Below the "Employee Directory" tab, there is a search box labeled "Employee Name" and a table with columns "Employee Name", "Phone Number", and "Actions". The "Status" tab is active, showing a list of system statuses with green circular indicators: "Data Warehouse", "Email / Office 365", "ERP Legacy Apps", "ERP Web Apps", and "Internet". The "Message Center" tab shows a link to "ATI Help Center". The "Help Center" tab contains a list of guides: "WebApp User Guide", "Legacy ERP User Guide", and "IT End User Knowledge Guide".

2 Click on the "Supply Chain" menu located at the top of the portal.



3 Click on the "Shop Manager" tool from the drop down menu.



4 Click the "Capacity" tab located near the top of the tool.

The screenshot shows the 'Shop Manager' interface in the 'Action Target Enterprise Systems Portal'. The 'Capacity' tab is highlighted with an orange circle. Below the tabs, there are buttons for 'Show Master', 'Hide Schedule', 'Show Hours', 'Show Op Time', and 'Show Logs'. The main area displays a 'Shop Schedule' table with columns for Priority, WO ID, MTR, op\_seq, Req Qnt, Part Number, Description, Operation, Next Op Name, WO Descr, Start, and St.

Priority	WO ID	MTR	op_seq	Req Qnt	Part Number	Description	Operation	Next Op Name	WO Descr	Start	St
6	56932	mo-167326-1	1	26	8425	Desktop Clear	assembly-pa		Desktop Clearing Trap Asse	2025-03-07	sta
6	57493	mo-168225-1	1	5	23614	PT Gong Kit, M	assembly-pa		PT Gong Kit, Multi-Star, W/	2025-04-01	in-p
6	57071	mo-167603-1	1	5	23614	PT Gong Kit, M	assembly-pa		PT Gong Kit, Multi-Star, W/	2025-04-18	que
6	58695	mo-170270-3	1	16	33993	Autotargets, C	elec-assembly		AutoTargets Lift Unit Versio	2025-04-24	sta
6	58640	mo-170198-1	1	36	17861	TCT 5 CAM Kit	assembly-pa		TCT 5 CAM Kit, Left End	2025-04-28	in-p
6	58641	mo-170200-1	1	36	17863	TCT 5 CAM Kit	assembly-pa		TCT 5 CAM Kit, Right End	2025-04-28	in-p
6	58074	mo-169332-1	1	10	7621	-REDLINE- TCM	elec-assembly		-REDLINE- TCM bank	2025-04-29	sta
6	58093	mo-169360-1	1	1	46546	DRM-Pro Cont	elec-assembly		DRM-Pro Control Panel - Dc	2025-04-30	que
6	58048	mo-169290-1	1	2	46547	DRM-Pro Cont	elec-assembly		DRM-Pro Control Panel - Dc	2025-05-02	in-p

5 Click on the "Show Holidays" button in the Capacity Management Header.

The screenshot shows the 'Capacity Management' interface in the 'Action Target Enterprise Systems Portal'. The 'Show Holidays' button is highlighted with an orange circle. Below the buttons, there is a summary section with the following data:

- Scheduled: 9352.93
- Planned: 7341.31
- BackLog: 2298.33
- Pending: 425.64
- Quote: 0

Below the summary, there is a legend for the Capacity Management chart:

- Capacity (Green)
- Scheduled (Blue)
- Planned (Pink)
- Pending (Orange)
- Quote (Yellow)

6 Scroll down to see the Holidays List.

7 Click the "Add" button in the holidays list header.

The screenshot displays a software interface with a bar chart at the top and a 'Holidays' table below. The bar chart shows data points for various dates from May to November 2025, with values ranging from 0 to 1500. The 'Holidays' table has three columns: 'Description', 'Formula', and 'Next Observed'. The 'Add' button in the table header is circled in orange.

Description	Formula	Next Observed
Memorial Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Presidents' Day	Third Monday of February	2026-02-16

8

Fill out the form as desired and click the "Create" button.

The screenshot displays a holiday management interface. At the top, a calendar view shows dates from 2025 to 11/24. A modal form is open for adding a holiday. The form contains the following fields and options:

- Description:** Text input field containing "Thanksgiving".
- Month:** Dropdown menu set to "November".
- Day:** Text input field.
- Week:** Dropdown menu set to "Fourth".
- From Last:** A checkbox that is currently unchecked.
- Weekday:** Dropdown menu set to "Thursday".

Below the form is a table of existing holidays:

Description	Formula	Next Observed
Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Day	Third Monday of February	2026-02-16

The "Create" button in the form is highlighted with an orange circle.



Below shows how to edit a holiday for capacity.

9 Click on your desired holiday record from the holidays list.

The screenshot displays a software interface with a bar chart at the top and a table below. The bar chart shows data points for various dates from 5/19/2025 to 11/10/2025. The table, titled 'Holidays', has columns for 'Description', 'Formula', and 'Next Observed'. The 'Thanksgiving' row is highlighted with an orange circle.

Description	Formula	Next Observed
Memorial Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Thanksgiving	Fourth Thursday of November	2025-11-27
Presidents' Day	Third Monday of February	2026-02-16

10 Click the "Edit" button in the holidays list header.

This screenshot is identical to the one above, but with an orange circle highlighting the 'Edit' button in the 'Holidays' table header.

Description	Formula	Next Observed
Memorial Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Thanksgiving	Fourth Thursday of November	2025-11-27
Presidents' Day	Third Monday of February	2026-02-16

11

Make your desired changes to the record. When complete press the "Update" button.

For fixed-date holidays, enter a month and day. Otherwise, enter a month, week, weekday, and whether to count from the last week.  
Note: Fixed-date holidays that fall on Sunday will be observed the Monday after, and dates on Saturday will be observed the Friday before.

Description  
Thanksgiving

Month  
November

Day

Week  
Fourth

From Last

Weekday  
Thursday

Refresh Add Edit Update

Description	Formula	Next Observed
Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Thanksgiving	Fourth Thursday of November	2025-11-27
Day	Third Monday of February	2026-02-16



the following steps show how to delete a holiday record.

12 Click on your desired holiday record from the holidays list.

The screenshot shows a software interface with a bar chart at the top and a table below. The bar chart displays data points for various dates from May 19, 2025, to November 10, 2025. The table, titled 'Holidays', has columns for 'Description', 'Formula', and 'Next Observed'. The 'Thanksgiving' row is highlighted with an orange circle.

Description	Formula	Next Observed
Memorial Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Thanksgiving	Fourth Thursday of November	2025-11-27
Presidents' Day	Third Monday of February	2026-02-16

13 Click the "Delete" button located in the holidays list header.

This screenshot is identical to the one in step 12, but with an orange circle highlighting the 'Delete' button in the 'Holidays' table header.

Description	Formula	Next Observed
Memorial Day	Last Monday of May	2025-05-26
Independence Day	July 4	2025-07-04
Thanksgiving	Fourth Thursday of November	2025-11-27
Presidents' Day	Third Monday of February	2026-02-16

14 To confirm your deletion, click the "Yes" button.

The screenshot shows a calendar interface with a bar chart at the top. A modal dialog box titled "Confirm" is centered on the screen, asking "Delete holiday?". The dialog has two buttons: "Yes" (highlighted with an orange circle) and "Cancel". Below the dialog, there is a table with columns "Formula" and "Next Observed". The table contains the following data:

Formula	Next Observed
Last Monday of May	2025-05-26
July 4	2025-07-04
Fourth Thursday of November	2025-11-27
Third Monday of February	2026-02-16

Below the table, there are navigation buttons: "Refresh", "Add", "Edit", and "Delete". The "Delete" button is highlighted. At the bottom of the screen, there are navigation arrows and a page number "1".