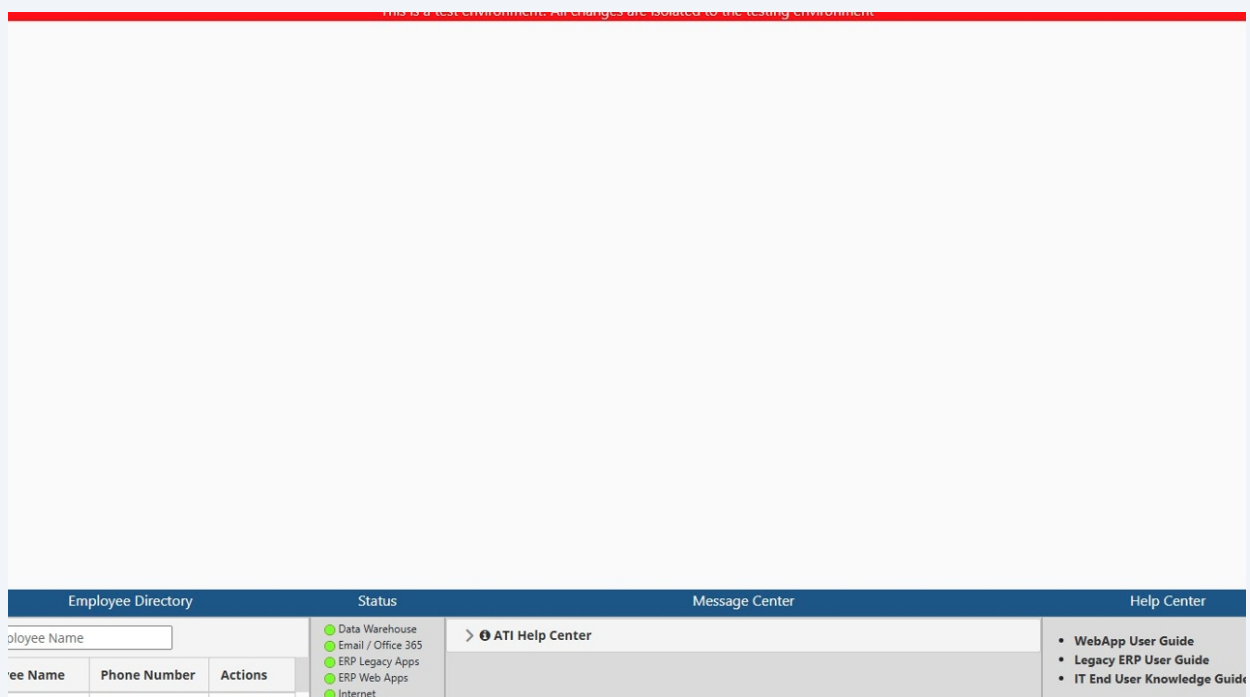# Managing Employees' Time off with Capacity
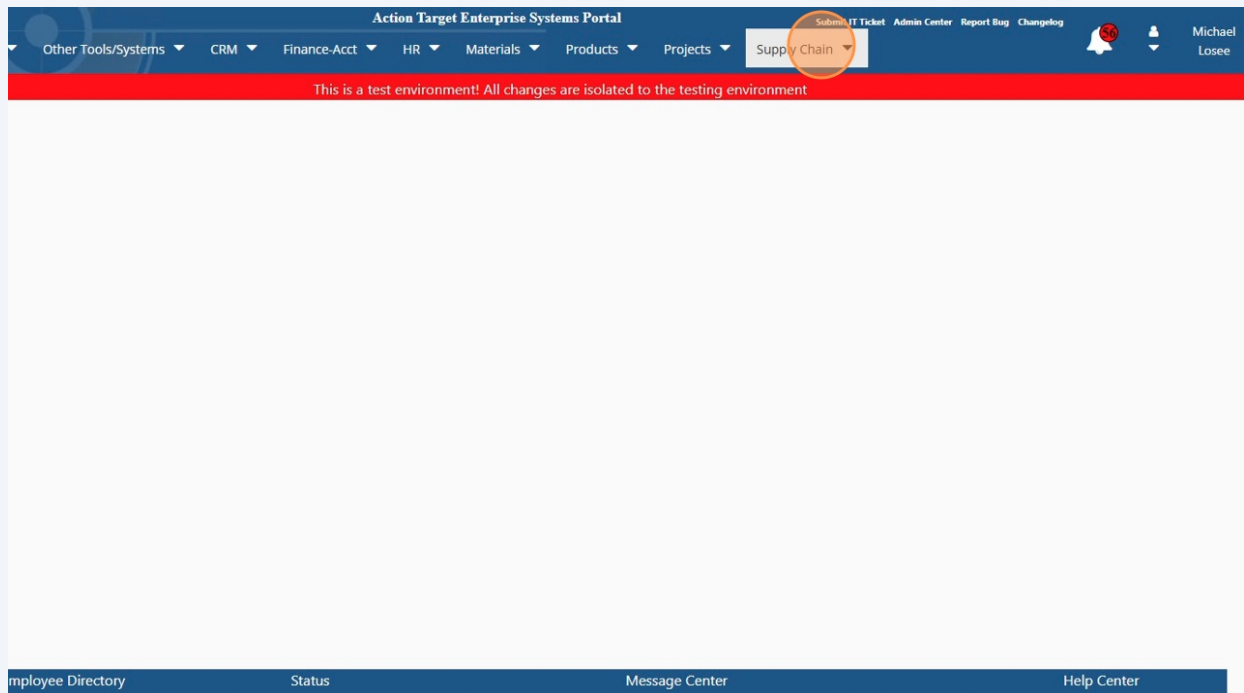
> ⓘ The below steps show how to create employees' time off to affect capacity.
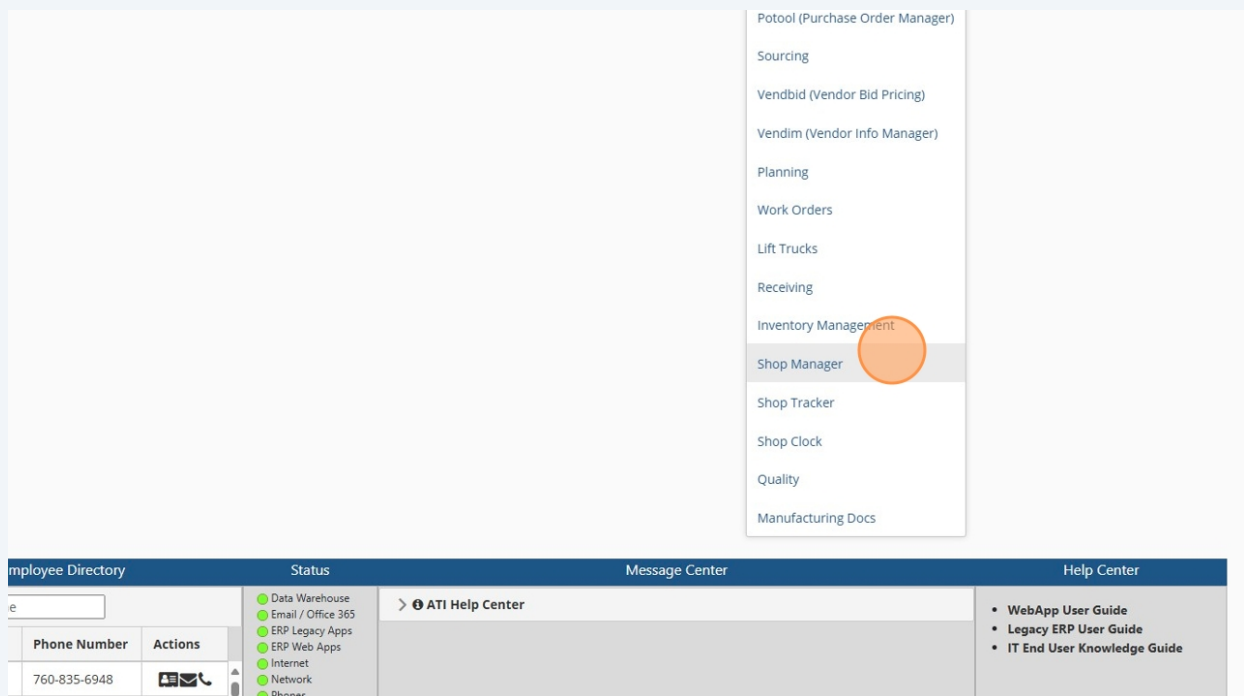
1 Navigate to the Action Target Enterprise Portal.

Employee Directory	Status	Message Center	Help Center
ployee Name	● Data Warehouse ● Email / Office 365 ● ERP Legacy Apps ● ERP Web Apps ● Internet	> ⓘ ATI Help Center	• **WebApp User Guide** • **Legacy ERP User Guide** • **IT End User Knowledge Guide**
ee Name Phone Number Actions			

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

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

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

5 Click the "Show Time Off" button located in the Capacity Managment Header.

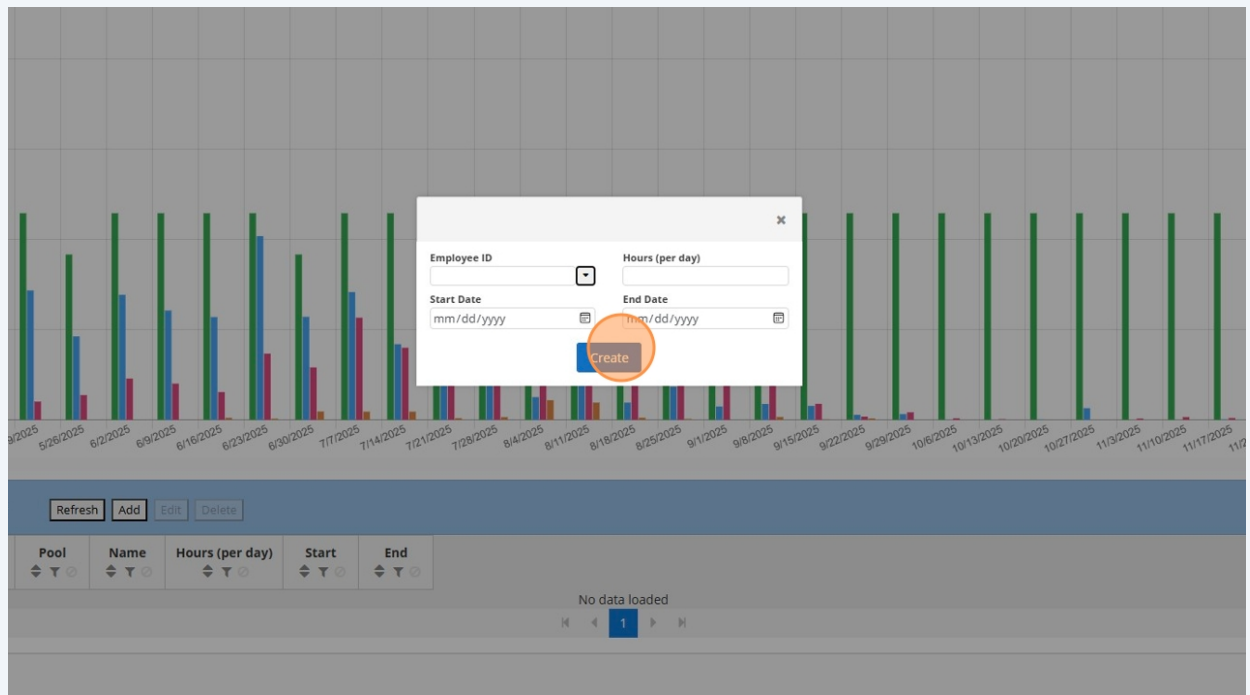**6** Scroll down below the graph to see the Time off list.

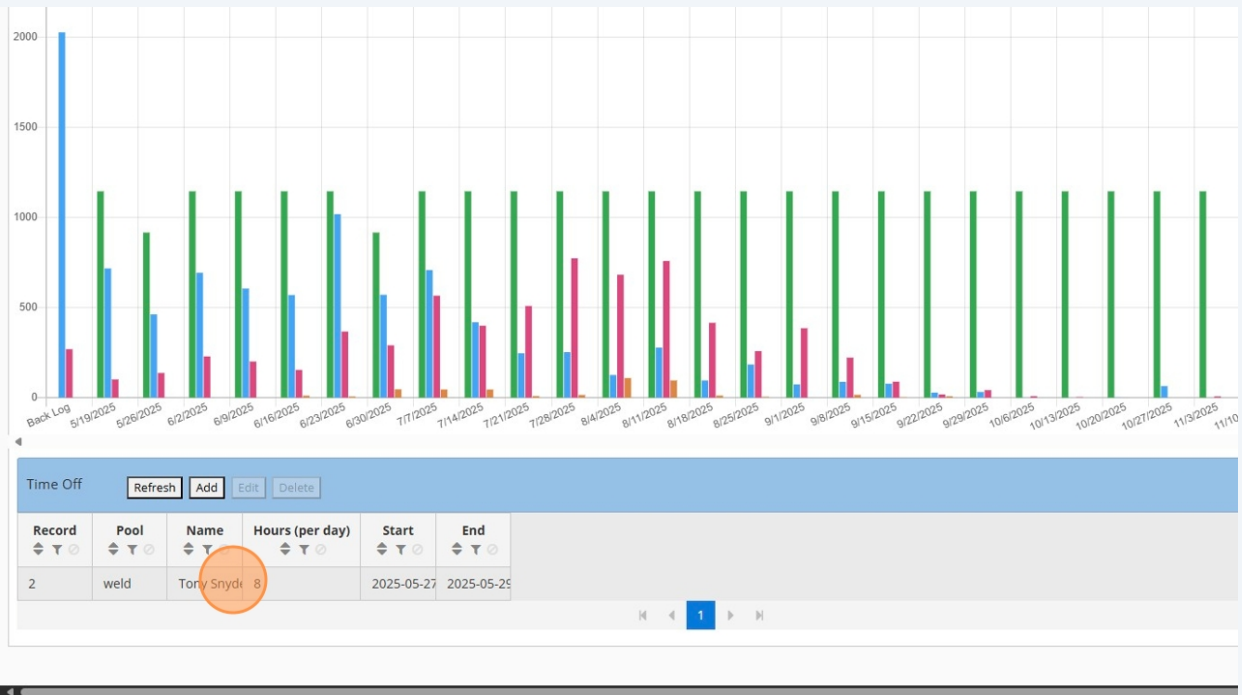**7** Click the "Add" button in the time off list header.
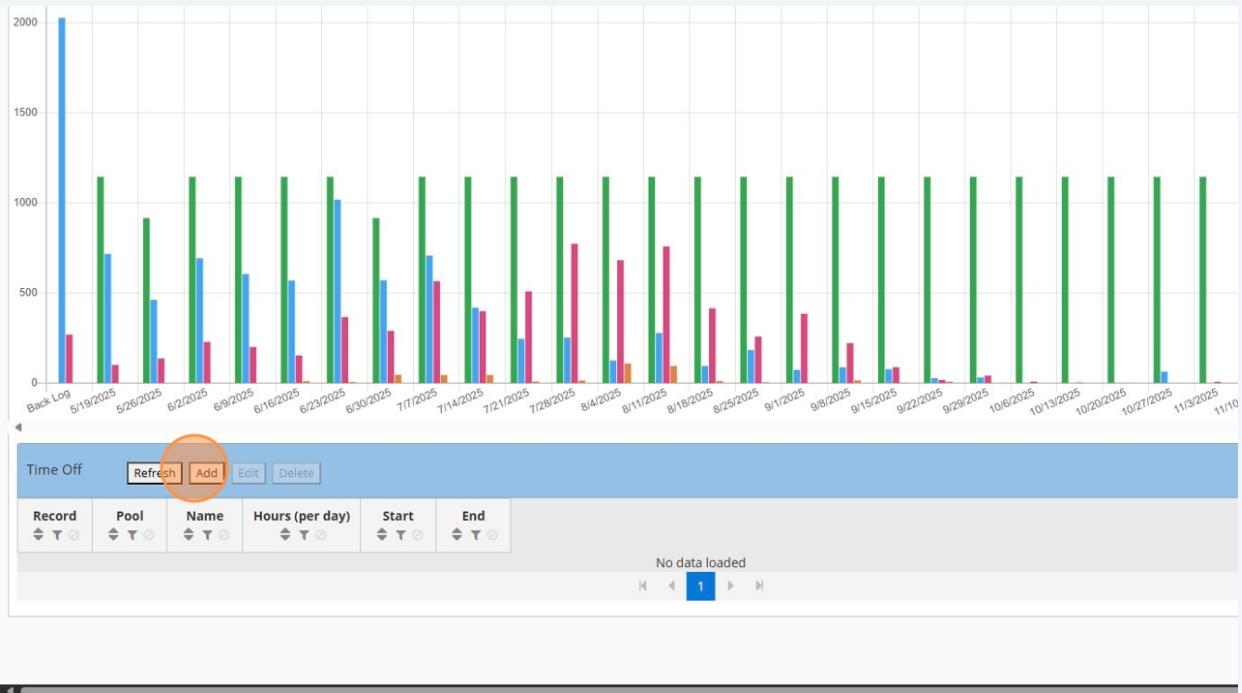
8 Add the time off settings as desired. when complete press the create button.

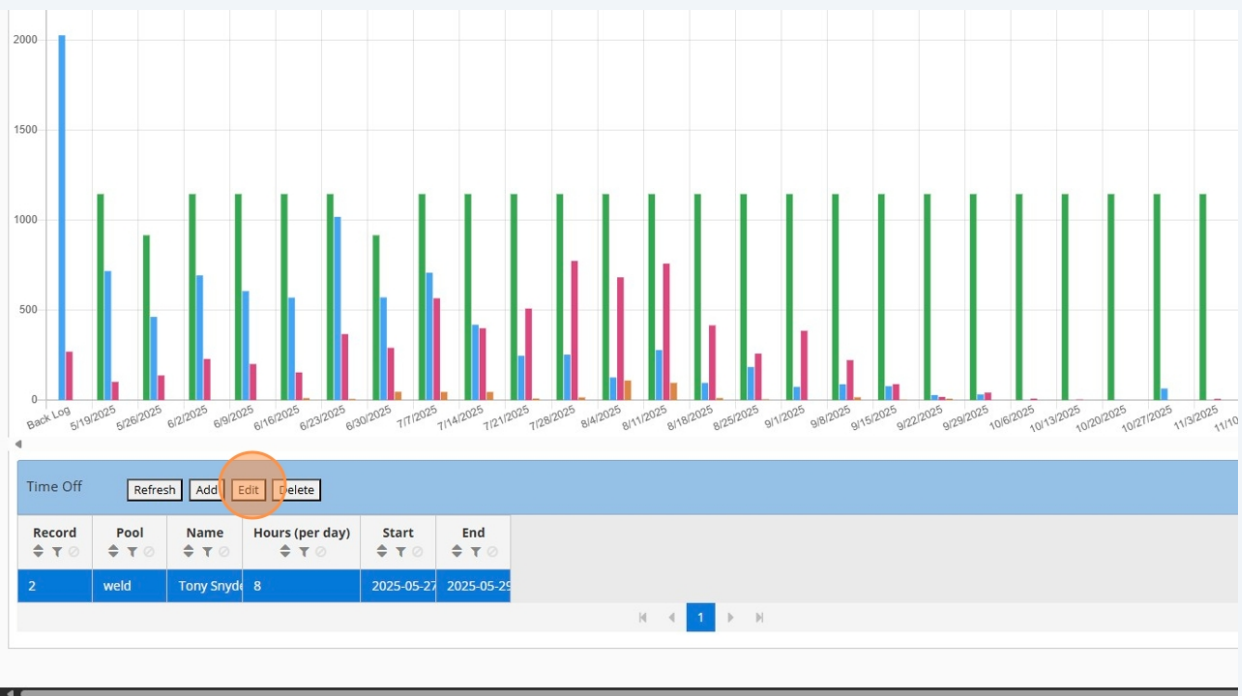(i) Below shows how to edit a Time off record for capacity.

9 Click on your desired record from the time off list.

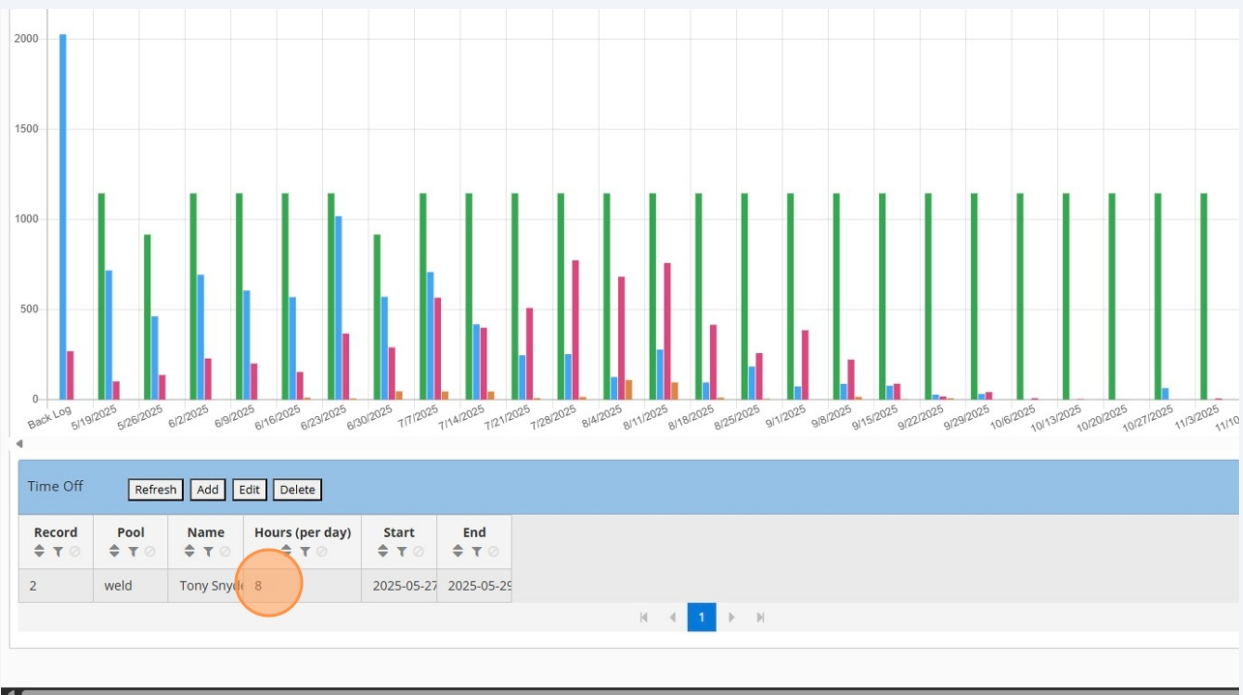**10** Click the "Edit" button located in the time off list header.

11 Edit the form as desired and click the "Update" button.

ⓘ The following shows how to delete a time off record.

12   Click on your desired time off record from the time off list.

13   Click the "Delete" button in the time off list header.

14 Confirm your deletion by clicking the "Yes" button.