Non-Working Days

> Video has been removed from this PDF. Visit the BrightWork 365 knowledge base to view.

Project Management Context

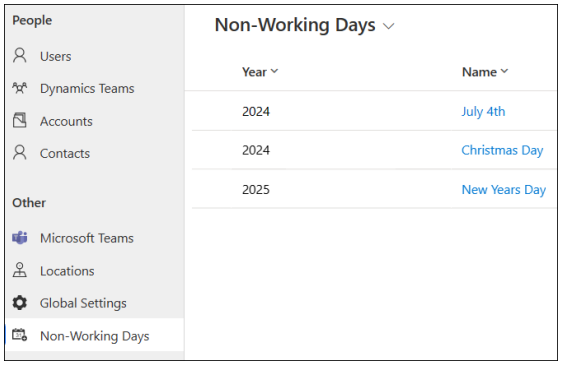
To enable project schedules to accurately reflect an organization's work practices, and to provide additional flexible scheduling options, users with the BrightWork PMO Manager security role or System Administrator security role have the ability to set and update solution-wide Non-Working Days (e.g., holidays) using the Admin Area > Non-Working Days link. These settings will adjust project schedules and work-related reports accordingly.

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> **Tip**
> - Non-Working Days can be imported using the Excel Online feature.
> - Non-Working Days will format differently in the Gantt chart for easy identification.

> **Caution**
> - Solution-wide Non-Working Days affects all projects. This includes open projects, closed projects, future projects, as well as completed tasks within projects. We strongly recommend not adding older historical Non-Working Days because of the impact on all projects and tasks.

Configure Non-Working Days

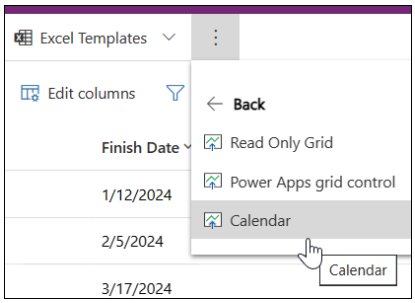


1. Navigate to the **Admin Area**.
2. Click **Non-Working Days** in the main nav.
3. Click **+ New** to create a new Non-Working Day; the new record form will open.
4. Input a Name, Start Date and Finish Date.
5. Click **Save** or **Save & Close** from the toolbar menu.

Note Only Gantt tasks take non-working days into account; other work items such as Actions, Issues, Risks, etc., do not take non-working days into account.

Calendar View

Non-Working Days can be displayed in a calendar view.



Users can set the Month display default in their Personal Options (BrightWork 365 app settings gear > Personalization Settings > Activities > Default view > Default Calendar).

