# **Non-Working Days**

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### **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.

#### 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**

People	Non-Working Days	~
A Users	Year ~	Name Y
<sup>ନ</sup> X <sup>A</sup> Dynamics Teams		
Accounts	2024	July 4th
8 Contacts	2024	Christmas Day
Other	2025	New Years Day
🐝 Microsoft Teams		
<u> </u> Locations		
Global Settings		
🖾 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.

🛍 Excel Templates 🛛 🗸	:			
🖽 Edit columns 🛛 🍸	$\leftarrow$ Back			
Finish Date ~	🕅 Read Only Grid			
1/12/2024	🛱 Power Apps grid control			
.,	😭 Calendar			
2/5/2024	Calandar			
3/17/2024	Calendar			

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

Nam	Set Personal Options Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates.									
Wind	General Synchron	ization Activ	vities Formats	Email Templates	Email Signatures	Email	Privacy	Languages		
	Default view									
Wind	Default Calendar	Month			~					
Danis										