

# Maintaining week programs

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The action "weekly programs" is used to create weekly programs.

## SCREENSHOT

In the column "**Client**" you can see to which client this week program is assigned. If the column is empty, then this is a standard week program from Personalwolke, which is available to all but cannot be edited. Every week program is assigned an **ID** by the system. This ID cannot be changed.

With "week program(s)" you can see how many week cycles this week program contains. For example, if there is a 2, this means that this week program has 2 week cycles. The weekly hours of the respective weekly program are shown in the column "**with these hours per week**". If a week program has multiple week cycles, then you will see the respective week hours of the week separated by a comma.

### NOTIZ

**Basic info:** A weekly program consists of several daily programs. There must be one day program for each day of the week, i.e. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday. In addition, holidays such as Christmas, New Year's Eve and public holidays must be taken into consideration.

## Create a new weekly program

If you click on the button "**new weekly program**", an editor will open where you can create a new weekly program.

## SCREENSHOT

- Select a template  
The daily programs are also deposited in the template here. Change these as desired. In fact, that the holidays are already deposited in the template, you save a lot of time.
- Enter a "short name" and a "long name" for your weekly program.
- The hours per week are calculated automatically by the system based on the day programs that are deposited in the week program.

First select a **day target time**. The system will show you in the column "daily programs" all daily programs which contains this day target time.

**Example:** A day target time "7:42" has been selected. Now you can see in the column "daily programs", that Personalwolke suggests all daily programs that would fulfill this target time.