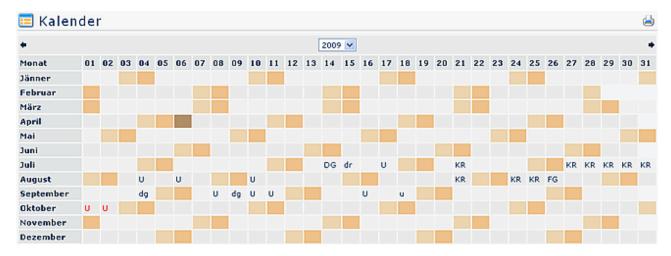
Calendar

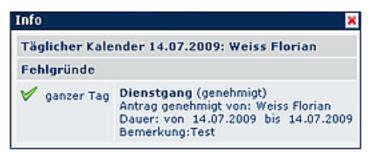
The calendar provides an usefull overview for the planning of part/fulltime absences (holidays, seminars, illness, ...).

Already submitted and approved absences will be shown in blue colour, submitted, but not yet approved absences in red colour. Saturdays are marked in a light yellow, sundays in dark yellow colour. Red marked days are flaged as holidays.

The arrow-button allows you to scroll into the future or past.Mit den Pfeil-Buttons kann ein Jahr vor- und zurückgeblättert werden.



A click on an absence reason, opens a detailed info display:



When a request, e.g. for holidays has been approved, the system automatically inserts the absence (as a whole day absence) into the Lotus Notes calendar.

Since the synchronisation runs only once a day, it may happen, that the absence will appear in the Lotus Notes calender on the next day...

Already recorded appointments are marked with a small rectangle on the spec. date. By clicking on the rectangle you will receive information concerning the appointment:



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Attention: Appointments (calendar entries) from the Groupware-System (Notes or Exchange) are only available, with an activated Calendaring Module.

Links

Konfiguration für den Administrator¹

1. /daisy/personalwolke-admin/921-dsy.html?language=4

Calendar 2