# Calendar

## Creating a New Calendar Configuration

If required, multiple configurations of the calendar can be created. To do this, go to the action "Calendar" (ta_getCalendar) and click the "New configuration" button.

The new configuration is given

- a name and
- a heading
- Save

After the first save, **general settings** can be made:

- Description
- Selection of the icon
- Assignment of permissions
- Definition of whether the calendar should always be opened in a new window
- Definition of whether execution should be prevented for switched users.

Then the **configuration details** are determined >> click the "**Edit configuration details**" button

### General Options

- **Time and attendance system**
  Selection of the time and attendance system to be used for the configuration (determines, among other things, the absence reasons available for selection).
- **Render mode**
  Server-side (default) or client-side. With "Client-side", the calendar is built in the browser and the data is loaded afterwards.
- **Gray out days with unproductive absences**
  Yes/No (default No). Only available with render mode "Client-side": days with unproductive absences are displayed grayed out.
- **Set prorated columns to 0 in the year of termination**
  If the option is activated, the prorated columns (e.g., prorated vacation entitlement) are output as 0 in the year of termination.

### Show Groupware Appointments

This item is only visible if the **Groupware Integration module** is available in Webdesk. Activating this menu entry displays appointments from the groupware system in the Webdesk calendar.

### Columns

Additional columns with values per month can be displayed in the calendar (with heading, format pattern, decimal separator, alignment, and column width). The following are available: Vacation in the month, Vacation from the start of the year to the end of the month, Sick leave in the month, Sick leave from the start of the year to the end of the month, Special leave in the month, Special leave from the start of the year to the end of the month, Prorated vacation entitlement in the month, Vacation entitlement prorated, Vacation entitlement absolute, Vacation payout in the month, Vacation payout from the start of the year to the end of the month.

### Summary

A summary can be displayed below the calendar. Possible rows: Entry date or termination date (only if in the displayed year), Remaining vacation from the previous year, Previous vacation entitlement (only for a step change in the displayed year), Vacation entitlement, Vacation, Sick leave, Special leave, Vacation compensation/vacation payout.

### Context Menu

Here, actions can be defined that allow the user to create requests directly from the calendar (e.g., time correction, vacation request, etc.)

- **Element**
  The selected action can be displayed on the whole table, on a table row, or only on a table cell. In the calendar, it makes sense to choose table cell >> so that a cell corresponds to a day
- **Action**
  Here the action is defined that should be called by the context menu (e.g., absence request, time correction...).
- **URL Query**
  Here you must specify the transfer parameters with which the action should be called. The accepted parameters are $year, $month (where 1 stands for January), and $day.
- **Order**
  The order of the rows can be changed with the arrows (move Up / Down)
- **Delete**
  If the checkbox is checked, the row is deleted after saving.

### Do Not Show the Following Absence Reasons

It is possible to hide certain absence reasons in the calendar. By adding an absence reason to the list, it is not displayed in the calendar. The absence reason abbreviation is not displayed in the calendar view, but the detailed information can be retrieved on mouse-over.

### Output Formats and Query Limitation by Date

As with the other information functions, the available output formats (Print, PDF, XLS; page layout for PDF) and the queryable period (query limitation by date: fixed or relative earliest/latest query date) can be set.

## Public Holidays

Public holidays are entered in the 6020 system (Time recording > Annual program). After saving in the 6020 system and clearing the holiday cache in the TAConnector (menu item System > Advanced functions), the public holidays appear in the calendar in a different color.

## Editing an Existing Configuration

If you want to change an existing configuration, e.g., by removing or adding actions via the context menu, changing the display of certain absence reasons, limiting the query period, changing or reassigning permissions, etc., select the desired configuration.

This can be done either via the **menu tree**:

- Menu tree >> Calendar >> right-click >> Edit action.

Or via the **action** itself:

- Menu item Actions >> Select action
- Configurations tab >> select the desired configuration.

Once you have reached the right configuration, click the "Edit configuration details" button. The configuration can now be changed as desired.

## Felder

| Name | Wert |
|---|---|
| Modul | Time & Attendance (ta) |
| Webdesk Actionname | ta_getCalendar |
| Artefakt-Typ | Action |