# Group Calendar

If required, multiple configurations of the group calendar can be created. To do this, go to the action "Group Calendar" (ta_getGroupCalendar) 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

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 group calendar is built in the browser and the data is loaded afterwards. Exports (Print, PDF, XLS) are always generated server-side.
- **Gray out days with unproductive absences**
  Yes/No (default No). Only available with render mode "Client-side".
- **Available time units**
  Month, Week, Time interval: only the selected time units are available to the user. At least one time unit must be selected.

## 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 calendar.

## Do Not Show Absence Reasons

Details can be found under **Calendar Overview**[1].

## Anonymize Absence Reasons for Certain Groups

Details can be found under **Calendar Overview**[2].

## Block Detail View for Certain Groups

Details can be found under **Calendar Overview**[3].

## Output Media

These parameters determine which output formats are made available to the user:
Print, PDF, XLS - the selection is made by clicking the check box;
**Page layout:** here the output format for PDF is selected as landscape or portrait.

### Context Menu

Via the context menu, other actions (e.g., the journal or calendar of the clicked person) can be called directly from the group calendar. The settings (Element, Action, URL Query, Order) correspond to those in the calendar.

### Query Limitation by Date

These settings allow a limitation of the period for which the calendar is to be displayed. Here you can define how many months (years) into the past should be displayed, how many into the future, or the earliest query date. It is also possible to start a query within a specific period (fixed period), e.g., only within the year 2008, 2009, etc.

- **Number of available entries in the date selection list**
  Defines the number of displayed months
- **Offset** (how many entries should lie in the past)
  Defines the number of months that should be displayed in the past
  - If, for example, 12 is defined for the number of displayed requests and 6 for the offset > entries 6 months in the past and 6 months in the future are displayed
- **Type: Fixed date**
  Query for a fixed period > setting with earliest and latest query date (e.g., 01.01.2006-01.01.2020 > shows all entries in this period, but none from the year 2005 or after the year 2020 > a system message appears stating that queries outside this period are not allowed).
- If no fixed date is defined (Type: Relative date), the query can be defined as follows:
  - earliest query year (relative to today) 0-10
  - earliest query month (relative to today) 0-12
  - latest query year (relative to today) 0-10
  - latest query month (relative to today) 0-12
  - in the group calendar, additionally the number of weeks to which navigation into the past or future should be limited

## Editing an Existing Configuration

If you want to change an existing configuration, e.g., by removing or adding absence reasons or groups, limiting the query period, changing or reassigning permissions, etc., select the desired configuration.

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

- Menu tree >> Group 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.

1. /daisy/personalwolke-admin/5563-dsy.html?language=4
2. /daisy/personalwolke-admin/5563-dsy.html?language=4
3. /daisy/personalwolke-admin/5563-dsy.html?language=4