Calendar Overview

The **Calendar Overview** menu item enables a department-related query of planned and consumed absences (monthly calendar). The calendar overview can be queried for the whole month, for a calendar week, or for a freely selectable time interval (field "Time unit": Month, Week, Time interval).

Configuring the Calendar Overview

The configuration for the calendar overview is derived from the action "ta_getOrgCalendar".

- **Show groupware appointments**
  If the parameter is set to Yes, the appointments from the Calendaring module are displayed.
- **Render mode**
  Server-side (default) or client-side. When called with an export format (e.g., PDF/XLS via job or URL), rendering is always server-side.
- **Gray out days with unproductive absences**
  Only visible with render mode "Client-side". If the parameter is set to Yes, days with an unproductive absence reason are shaded gray in the calendar view (default: No).
- **Show result immediately**
  If the parameter is set to Yes, the checkbox "Show result immediately" is activated in this list. If a selection is now made and this checkbox is then activated, the next time this list is called, this selection is queried immediately without first displaying the selection organization chart.
- **Show summary**
  If the parameter is set to Yes, a summary with, for example, the number of employees and the number and names of the selected groups is displayed at the bottom of the calendar overview form.
- **Show groups**
  If Yes is set here, the queried groups are displayed in the summary. If No, only the number of queried users is output.
- **Show history**
  If the parameter is set to **Yes**, historically stored employee group memberships are taken into account and displayed in the query. If the parameter is set to **No**, only the current employees are displayed in the calendar overview.

Columns / Summary
In addition to the calendar days, further columns per employee (with heading and format pattern) as well as total rows in the summary can be configured. The options include, for example, 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 or from the start of the year to the end of the month, Prorated vacation entitlement in the month, Vacation entitlement prorated, Vacation entitlement absolute, and Vacation payout in the month or from the start of the year to the end of the month.

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 > Save. The absence reason abbreviation is not displayed in the calendar view, but the detailed information can be retrieved on mouse-over.

Anonymize absence reasons for certain groups
In some cases, it makes sense not to display the actual absence reason in calendar views (e.g., care leave for a child, sick, spa treatment...). For this reason, absence reasons can be anonymized in the Webdesk calendar views. The following prerequisites must be met:

- the anonymized absence reason must be created in the 6020
- then the job getAbsenceTextModules must be started
- if the absence reason should also be available in other languages, the translations must also be created for it

- **Anonymized absence reason =** storing a neutral absence reason (defined absence reason numbers from Time & Attendance)

Per row ("Anonymize absence reasons for the following combinations of groups and absences"), the following are defined:

- **Absence reasons -** the absence reasons to be anonymized (multiple selection)
- **Persons of these groups / All persons -** whether the anonymization applies only to employees of certain groups or to all persons
- **Groups** and **Include subgroups -** the groups concerned (only for "Persons of these groups")
- **Anonymized absence reason -** the neutral absence reason displayed instead
- **Hide comment/details from request -** additionally hides the comment and details of the associated request

If an absence reason is contained in several rows, the first matching row is used; the order can be changed with the arrows.

Block detail view for certain groups
This parameter can be used to define groups for which no detail view should be possible. If, for example, the group Management is specified here, it is not possible in the attendance board to open the appointment detail view by clicking the Free/Busy bar.

If the parameter is stored in a calendar view, clicking an absence reason or a Free/Busy symbol does not provide a detail view of the appointment or absence reason.