

# Booking

The **booking mask** offers the user the possibility to create time bookings (Present (Absent), Business visit / Homeoffice, remote working).

The date and time are taken from the web server, and the correct booking rhythm (Arrived / Left) is determined by the system. In addition, absence reasons can also be booked (business trip, doctor visit, official trip).

Furthermore, a message can be entered that is visible to colleagues in the **attendance list**.

Example:

The screenshot shows the 'Booking' interface. At the top, there are buttons for 'Do booking', 'Refresh', and 'Show Journal'. Below these, the booking state is 'Working remote / Homeoffice' and the current working time is '00:01'. The main area is divided into two panels: 'New booking' and 'Today bookings'. The 'New booking' panel shows a form with the following fields: Date (11.09.2023), Time (10:56), Bookingrhythm (Left), Reason (Homeoffice), and Note (empty). The 'Today bookings' panel shows a table with the following data:

Bookings	Reason
10:55	Homeoffice

The "**Show Journal**" button can be used to provide an overview of the entire monthly journal.

To hide the journal again, click on the "**Hide Journal**" button. This appears automatically when you click on the "**Show Journal**" button.

By clicking on the button "Show journal" the monthly journal will be shown, a click on the then appeared button "Hide journal" hides it again.

A successful booking appears immediately in the booking mask.

A booking change is also recorded and shown in the list of bookings with the start and end times.

The screenshot shows the 'Booking' interface after a booking change. The booking state is now 'Absent / Business visit' and the current working time is '00:01'. The 'New booking' panel shows the Reason field set to 'Business visit'. The 'Today bookings' panel shows a table with the following data:

Bookings	Reason
10:55 - 10:56	Homeoffice
10:56	Business visit

If you want to go straight to the booking screen, it would be helpful to place the following link [https://personalwolke.at/webdesk3/ta\\_doBooking.act](https://personalwolke.at/webdesk3/ta_doBooking.act) in the browser's favourites. This way you can jump directly to the booking screen.

# Felder

Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action

1. [https://personalwolke.at/webdesk3/ta\\_doBooking.act](https://personalwolke.at/webdesk3/ta_doBooking.act)