

Booking

The **booking screen** allows users to create time bookings (Present (Absent), business trip, home office, mobile working).

The date and time are taken from the web server, and the system determines the correct booking sequence (clock in / clock out).

You can also enter a message that is visible to colleagues in the **attendance list**.

In addition to the booking status, the current working time is displayed. It updates automatically each time the booking page is opened. While the page is open, you can use the "Refresh" button to bring it up to date.

Examples:

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 'New booking' form on the left has fields for 'Date' (11.09.2023), 'Time' (10:56), 'Bookingrhythm' (Left), 'Reason' (Homeoffice), and a 'Note' field. The 'Today bookings' table on the right shows a single entry for '10:55' with the reason 'Homeoffice'.

Bookings	Reason
10:55	Homeoffice

Clicking the "Show journal" button displays the monthly journal. Clicking the "Hide journal" button that then appears hides it again.

A successful booking appears immediately on the booking screen.

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'. The 'New booking' form on the left has 'Reason' set to 'Business visit'. The 'Today bookings' table on the right now shows two entries: '10:55 - 10:56' with reason 'Homeoffice' and '10:56' with reason 'Business visit'.

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

If you want to land directly on the booking screen when you log in, it helps to save the following link https://personalwolke.at/webdesk3/ta_doBooking.act in your browser's favorites. This way you can jump directly to the booking screen.

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Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action

1. https://personalwolke.at/webdesk3/ta_doBooking.act