

Booking

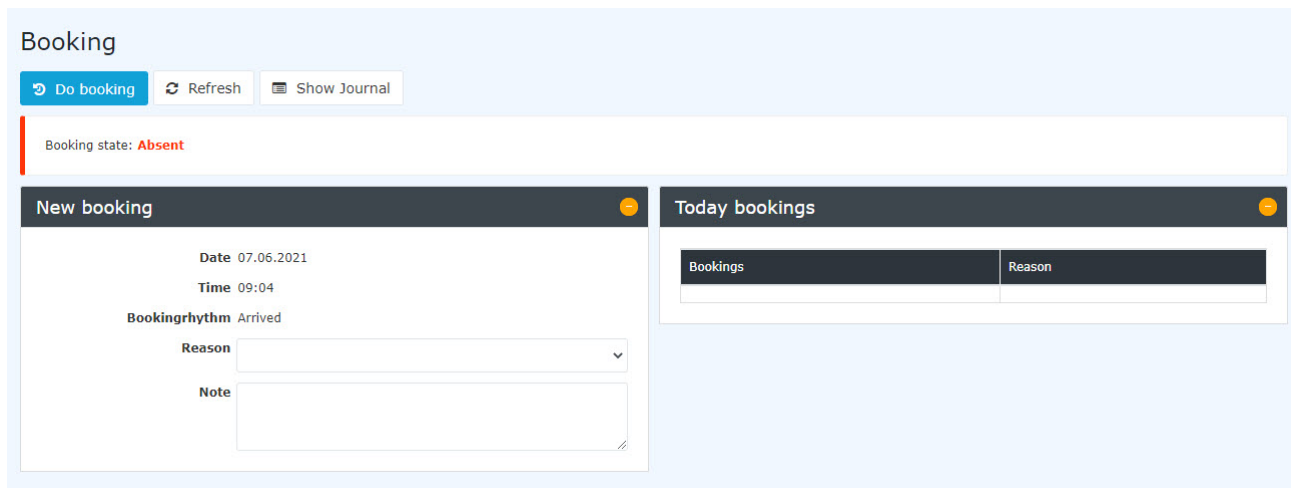
General informations

The **booking mask** offers the user the possibility to create time bookings (Present (Absent) / Business Trip / Doctor visit / Official trip).

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**.

Examples: Business trip - visit to a customer; present - in meeting / conference, etc.

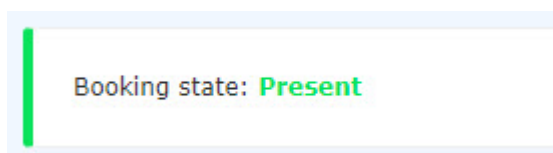


The screenshot shows a web interface for booking. At the top, there are buttons for 'Do booking', 'Refresh', and 'Show Journal'. Below these, the current booking state is shown as 'Absent'. The main area is divided into two panels: 'New booking' and 'Today bookings'. The 'New booking' panel contains fields for Date (07.06.2021), Time (09:04), Bookingrhythm (Arrived), Reason (a dropdown menu), and Note (a text area). The 'Today bookings' panel shows a table with columns for Bookings and Reason, but it is currently empty.

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.

A successful booking is acknowledged by the server with a message, if errors occur a corresponding error messages appear.



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 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