

# Group calendar

## General

Via the **group calendar**, the user is shown all planned and consumed full-day and half-day absences of a defined group of persons (usually his department).

This view is intended to ensure smooth leave and absence planning within a defined group of persons (department).

Unauthorized absences are displayed in red and approved absences in black.

The user can query the group calendar using the **time unit** week / month or the **specified period** (displays the desired month). The month can be changed with the arrow buttons.

In the group calendar, each staff member sees the colleagues from his or her department or, according to his or her viewing authorisation, also colleagues from other departments.

Group calendar

Timeunit: Month

Specified period: June 2021

< Jun 1, 2021-Jun 30, 2021 >

Print PDF Excel

Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Auer, Franz																														
Elisabeth, Meiermann																														
Ernst, Ludwig																														
Gruber, Josef																														
Haas, Lukas																														

By clicking on the approved (black) or unapproved (red) absences, detailed information on the respective absences can be obtained:

Info

Daily Calendar Jun 9, 2021: Gruber Josef

**Absencereasons**

- ✓ whole Day **vacation (approved)**  
Request approved by: Gruber Josef  
Duration: from Jun 3, 2021 to Jun 18, 2021  
Comment:

## Practical functions

In addition, it is also possible to make a time correction / absenteeism request for the selected day with a right-click in the corresponding cell in the calendar.

Jun 1, 2021-Jun 30, 2021							
Name	01	02	03	04	05	06	07
Auer, Franz							
Elisabeth, Meiermann							SI
Ernst, Ludwig						SI	SI

[Absences](#)

[Time corrections](#)

The calendar view can also be exported as PDF or Excel or prepared for printing. The corresponding symbols (Print, PDF, Excel) are located in the upper right corner.