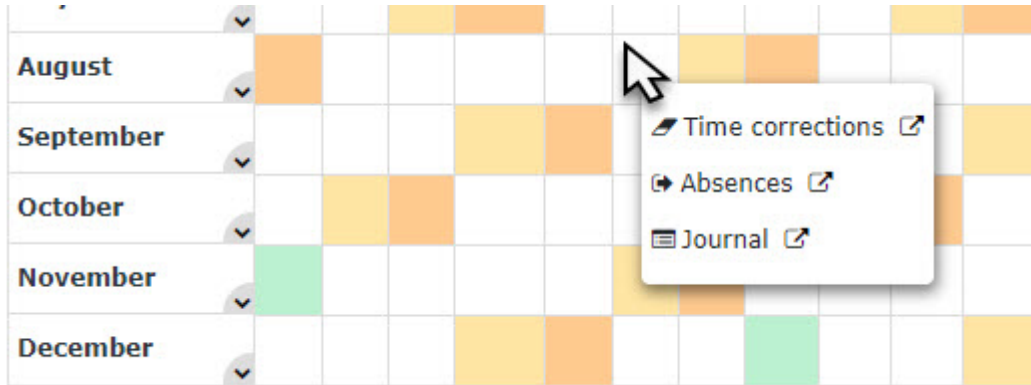


Practical functions

By clicking on the **double arrow** below / next to the date entry, a menu can be opened to directly display the journal for the relevant month.

It is also possible to **right-click** in the corresponding cell of the calendar to make a time correction/absence request for the selected day or to open the journal for the selected month.



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.