If Present

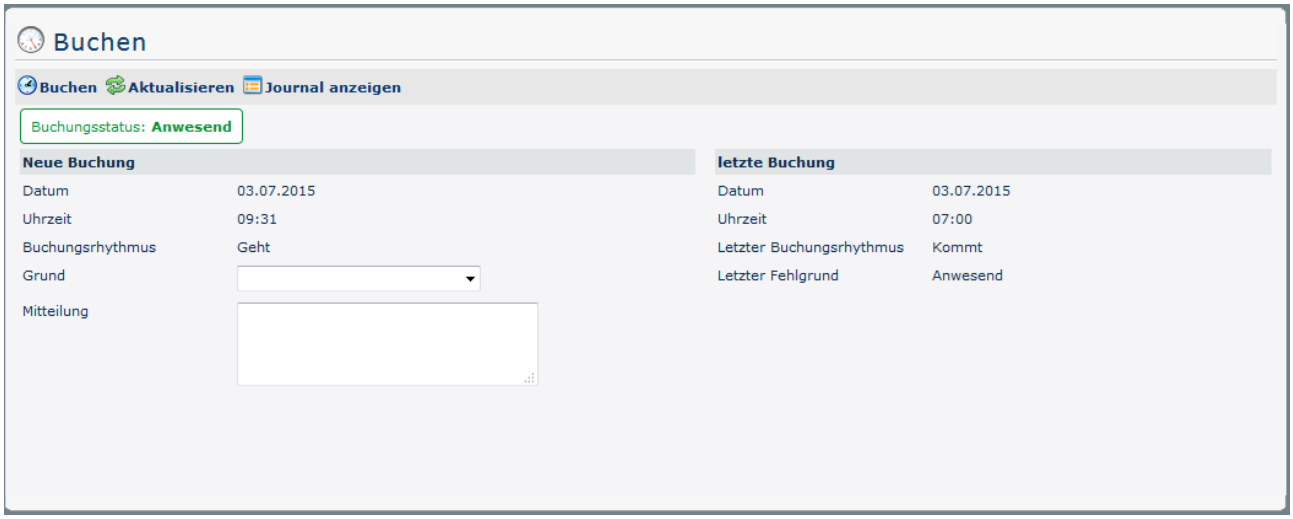
General information

The following explains the effect of a **time booking** when the **booking status** is previously **Present**. The **booking status Present** indicates that the employee has already *logged in* - that is, entered his or her start of work with a booking in the time system.

Case 1: Outgoing booking - Reason empty

The employee interrupts / finishes his or her work (for example, at lunch break / at the end of the working day) and therefore *books out*.

Booking status before booking



The **booking status** (green) is **Present** at the beginning, because on this day (03/07/2015) it has already been booked once. This can be seen in the overview under **last booking** - here the **date** (03.07.2015), **time** (07:00) and **reason for absence** (Present) of the last **come-booking** are shown. In addition, the **booking rhythm** is *Leave*.

Journal before booking

Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		-	07:00	-	

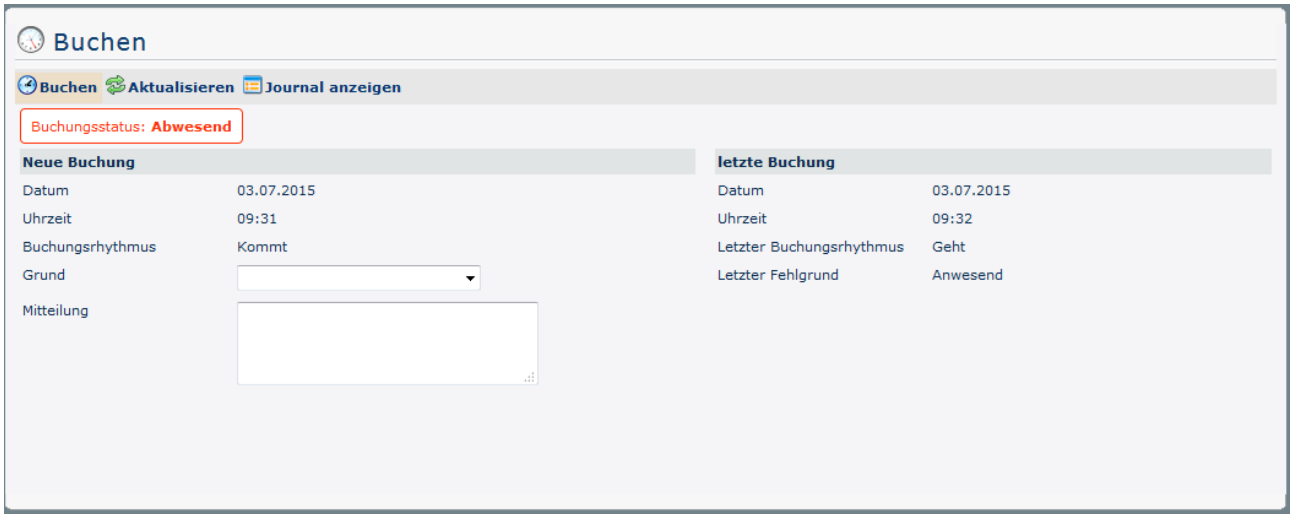
Click on Show Journal (in the booking screen) to display the employee's monthly journal. The corresponding line (current date) shows that a posting has been done (07:00).

Booking status after booking

If a (*Leave*) **booking** is made by clicking on

Buchen

, where the field **Reason** is left empty, the **booking status** changes as follows:



The fact that the **booking status** (red) now indicates **Absent** confirms the success of the booking. As a result, the **booking rhythm** is now set to *Come* - this means that time recording is resumed with the next **booking**. Under **Last booking**, you can now find an overview of the outgoing booking you have just made. This can also be checked in the **journal**:

Journal after booking

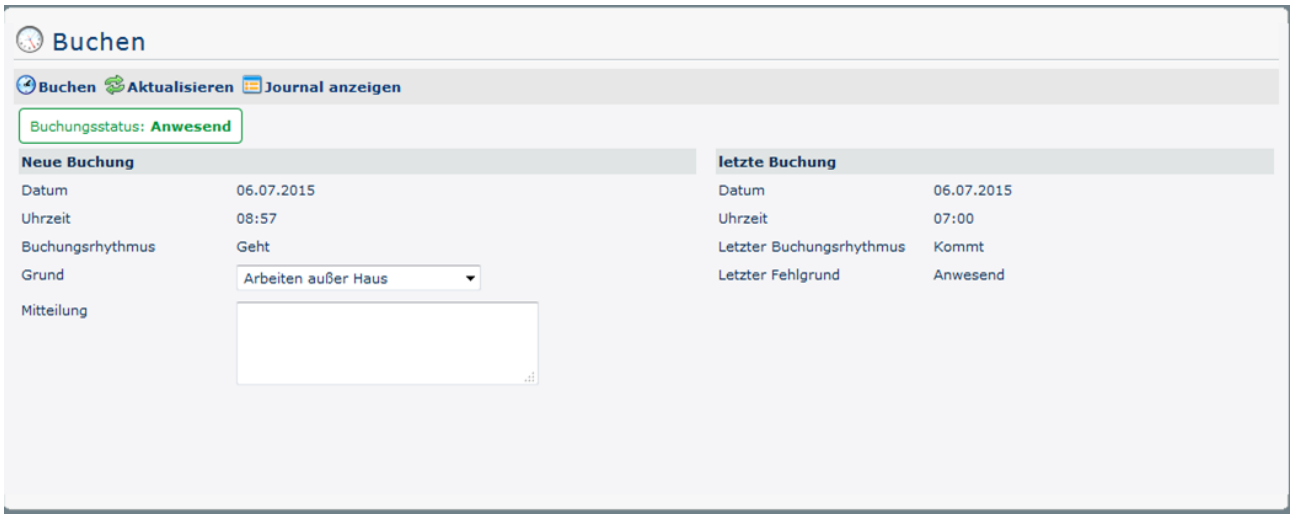
Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		-	07:00 - 09:32	-	

In contrast to before the booking, the following change is now visible in the **Bookings** column: next to the (From) time *07:00* (Time of the Come Booking) there is now a second (To) time *09:32*, which marks the time of the outgoing booking. The period in between is therefore considered closed and is included in the **balance** as of the following day. The employee is now fully booked out again!

Case 2: Outgoing booking with productive absence reason

A **productive absence reason** is understood to mean that the employee does his or her job, but this does not take place at the normal workplace. This includes, for example, business trips, work that can be done from home, customer visits, etc. A booking such as the following is necessary, for example, if the employee leaves his or her workplace to make an appointment with a customer.

Booking status before booking



The **booking status** (green) is **Present** at the beginning, because on this day (06/07/2015) it has already been booked once. This can be seen in the overview under **last booking** - here the **date** (06.07.2015), **time** (07:00) and **reason for absence** (Present) of the last **come-booking** are shown. In addition, the **booking rhythm** is *Leave*.

In the reason for absence field the employee can now select a corresponding productive reason (Teleworking).

Journal before booking

Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		-	07:00	-	

Click on Show Journal (in the booking screen) to display the employee's monthly journal. The corresponding line (current date) shows that a posting has been done (07:00).

Booking status after booking

If a (*Leave*) **booking** is made by clicking on



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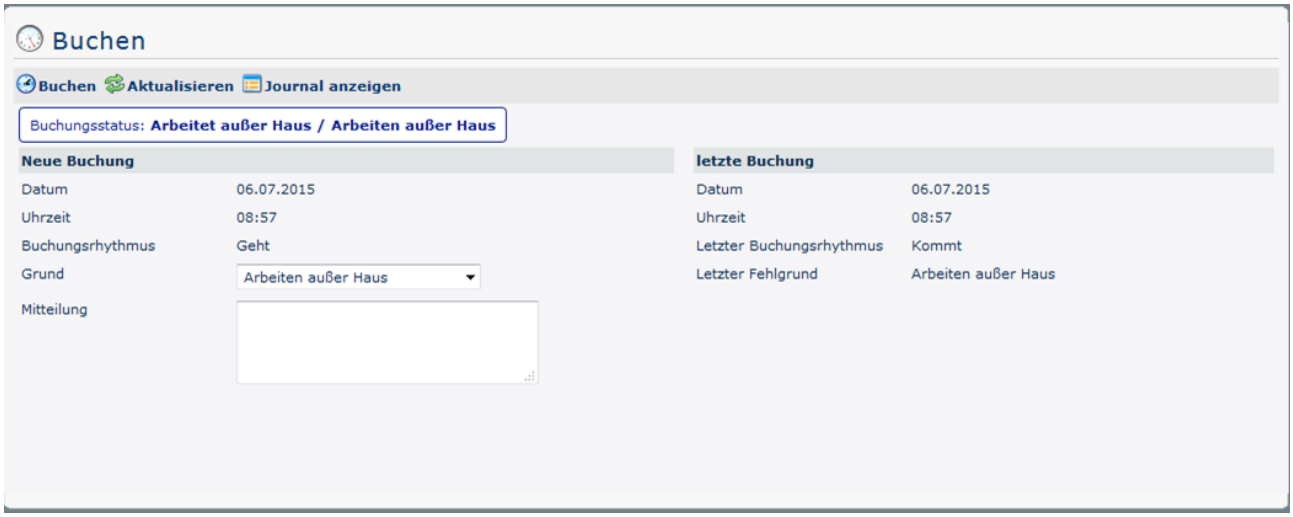
the **booking status** changes as follows, if a **productive absence reason** (here: *work outside the company*) is selected in the Reason field:



The fact that the **booking status** (blue) now shows the corresponding **productive absence reason** confirms the success of the booking. As a result, the **booking rhythm** is now set to *Leave* - this means that time recording is ended / interrupted with the next **booking**. Under **Last booking**, you can now find an overview of the incoming booking you just made. This can also be checked in the **journal**:

Journal after booking

Datum	Tag	K	FB	Buchungen	FE	Fehlgründe	S
06.07.2015	Mo		- -	07:00 - 08:57 08:57	 -	 Arbeiten außer Haus	

In the first line in the booking column there is now a period of presence (productive absence reason). The period in between is therefore considered closed and is included in the balance as of the following day. In the second line there is a new booking with a new absence reason "teleworking".

Case 3: Outbound booking with unproductive absence reason

An **unproductive absence reason** exists if the employee is completely prevented from working for any reason (e.g. visits to the doctor, passive travel times,...).

Booking status before booking



The **booking status** (green) is **Present** at the beginning, because on this day (03/07/2015) it has already been booked once. This can be seen in the overview under last booking - here the **date** (03.07.2015), **time**

(07:00) and **absence reason** (Present) of the last **come-booking** are shown. In addition, the **booking rhythm** is *Leave*.

In the Reason field, the employee can now select a corresponding **unproductive absence reason** from the preconfigured list (here: doctor).

Journal before booking

Datum	Tag	FB	Buchungen	FE	Fehlgründe
27.07.2015	Mo	-	09:26	-	

Click on **Show Journal** (in the booking screen) to display the employee's monthly journal. In the corresponding line (current date) in the column **Bookings** you can also see that a booking has already been made (here at 09:32). With this Come booking the employee has started the time recording on (via the booking mask, via check-in card at the workplace or the WD-Time application from the mobile phone).

Booking status after booking

If a **booking** with an **unproductive absence reason** (here: doctor) selected in the Reason field is made by clicking

Buchen

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the **booking status** changes as follows:



The fact that the **booking status** (brown) now shows the corresponding **unproductive absence reason** confirms the success of the booking. The **booking rhythm** is *Come* and from the overview under **Last booking** it can now be seen that the employee was booked out at 09:36 am to go to the doctor.

Journal after booking

Datum	Tag	FB	Buchungen	FE	Fehlgründe
27.07.2015	Mo	- -	09:26 - 09:36 09:36	 -	 Arzt

In the **Bookings** column, in contrast to before booking, you can now see the following change: next to the (From) time *09:26* (Time of the Come booking) there is now a second (To) time *09:36*, which marks the time of the **booking with an unproductive absence reason**. The period in between is therefore considered closed and is included in the **balance** for the next day.

In the line below, a new interval is started with the latest time: this is the time in which the employee is not present due to the specified absence reason. The corresponding unproductive absence reason is also displayed in the **Absence Reasons** column. When the employee logs in again when he or she returns, this interval, which does not affect the balance (!), is also completed and a normal *attendance* interval is started.