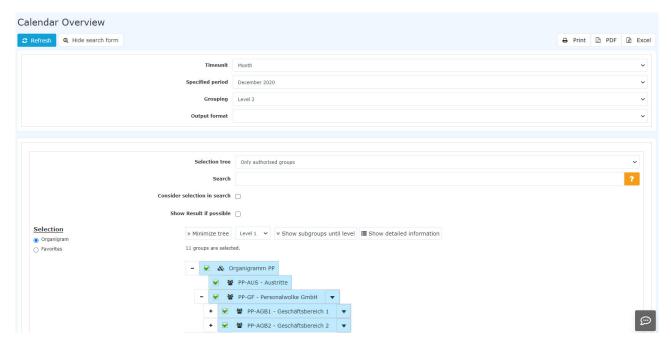# Calendar overview

General

This menu item provides the user with an overview of the absence calendars of all employees (vacation, time compensation, seminars, etc.) with approved and currently unapproved requests.

The **calendar overview** displays the employees' absence calendars grouped / restricted according to the selected criteria.

The Search mask

Time Unit

- Month - The calendar for the selected month is displayed in the result of the query.
- Week - The calendar for the selected week is displayed in the result of the query.

Time Period

Based on the **time unit** setting, either the month or the week to be displayed in the result of the query is selected here.

Grouping

This parameter allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
  - Example:
    - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

If this parameter is set to **print version**, you get a print-friendly output of the list.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Include selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.
If this option is checked, only the groups selected under **Selection** will be searched.
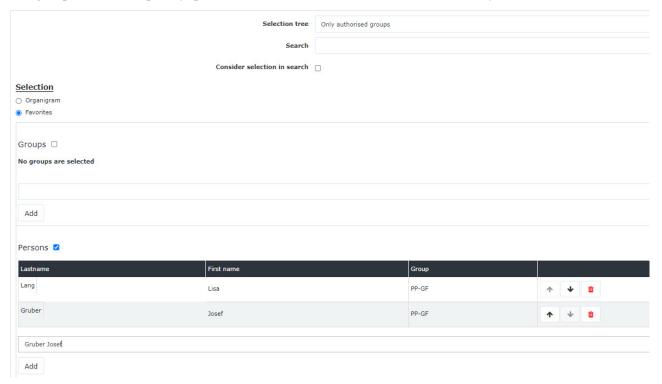
Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
  - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
  - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
  - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
  - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
  - **Show details** > By clicking on the
    symbol
    the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
  - Clicking the **query** button starts the search.

- **Favorites**
  Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The **calendar overview** displays the absence calendars of the employees grouped / restricted according to the selected criteria.

(In this screenshot, the value "No grouping" was selected for the grouping, which displays an alphabetical list of employees).

(In this screenshot, the value "Level 2" was selected for the grouping, whereby the employees are also displayed in their respective groups in addition to the alphabetical sorting - up to level 2).

Calendar Overview

🔄 Refresh 🔍 Show search form   🖨 Print 📄 PDF 📄 Excel

‹ Dec 1, 2020 - Dec 31, 2020 ›

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	31
› PP-AGB1 / Geschäftsbereich 1 - Quantity: 12																															
⌄ PP-AGB2 / Geschäftsbereich 2 - Quantity: 7																															
Gruber, Josef	SI	SI	SI	SI	SI	SI		SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI
Koch, Rudi		SI	SI	SI	SI	SI		SI	SI	SI	SI	SI	SI										ER								
Müller, Hans																												V	V	V	V
Müller, Udo																															
Stein, Silvia																					V	V	V	V				V	V	V	V
Tester, Urlaub																															
Thien, Emil																															
⌄ PP-AUS / Austritte - Quantity: 1																															
Ludminger, Inge																															

Entry 1-23 of 23

To get detailed information about a absence reason, just click on it and the pop-up will appear:

Info ✕

Daily Calendar Dec 16, 2020: Renner Rudi

Absencereasons

✓ half Day   **Doctor´s visit** (approved)
Duration: from Dec 16, 2020 to Dec 16, 2020