

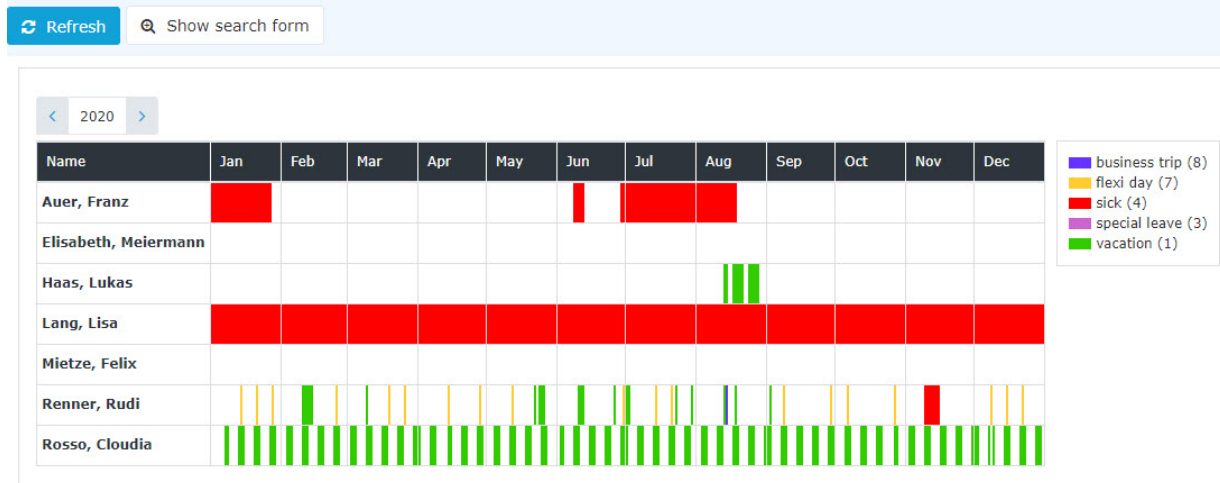
# Annual calendar

## General

This menu item enables the user to start a query and to see the selected reasons for errors for the selected groups / employees in a graphically prepared form.

The **calendar overview** shows the absence calendars of the employees grouped / restricted according to the criteria selected in the search mask.

## Yearly calendar



## The Search mask

The screenshot shows the search mask for the yearly calendar. It includes a 'Refresh' button and a search input field with 'Hide search form'. The 'Year' is set to 2020. Under 'Absence reasons to display', all options are checked: vacation (1), special leave (3), sick (4), flexi day (7), and business trip (8). The 'Output format' field is empty. The 'Selection tree' is set to 'All groups'. The 'Search' field is empty. There is a checkbox for 'Consider selection in search' which is unchecked. Below these are controls for 'Minimize tree', 'Level 1', 'Show subgroups until level', and 'Show detailed information'. A message states '3 Gruppen sind selektiert.' The selection tree shows a hierarchy: Organigramm PP (selected), PP-AUS - Austritte, PP-GF - Personalwolke GmbH (selected), PP-AGB1 - Geschäftsbereich 1 (selected), and PP-BAS - Basis Services (selected).

## Year

The calendar year for which the display is to take place.

## Absence Reasons to be displayed

This parameter can be used to determine which absent reasons are to be displayed in the query result (business trip, sick truck, special leave, vacation and time compensation).

## 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

Print, PDF, Excel

## 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.

Selection tree Only authorised groups

Search

Consider selection in search

**Selection**

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ 🗑️
Gruber	Josef	PP-GF	↑ ↓ 🗑️

Gruber Josef

Add

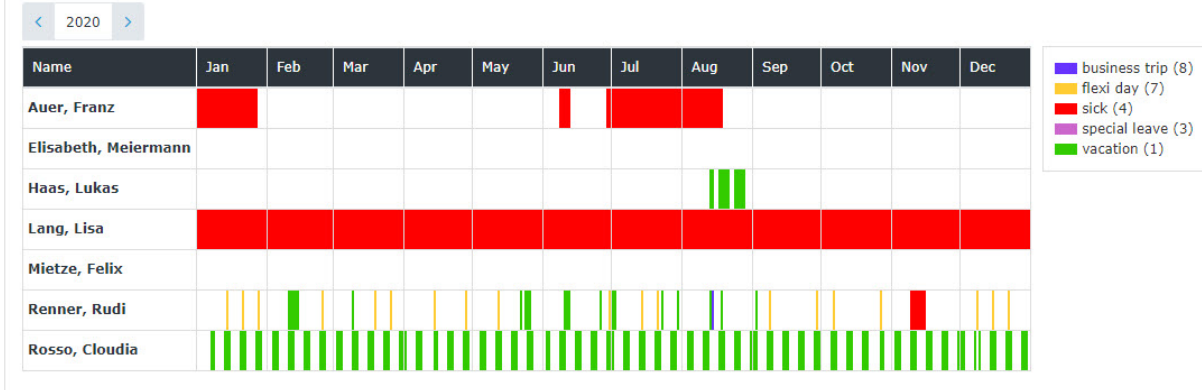
- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the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

## Yearly calendar

Refresh Show search form



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

## Practical functions

If the mouse is moved over one of the coloured rectangles in the calendar, a small info field appears in which the exact duration of the absence is displayed.

## Yearly calendar

Refresh Show search form

