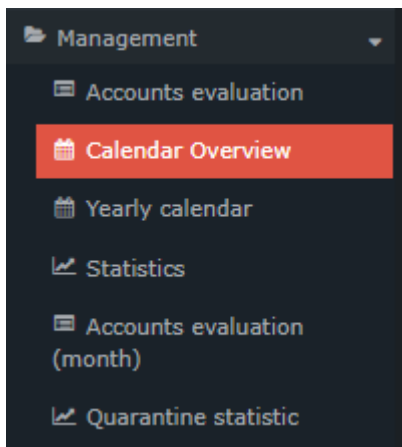


Yearly calendar

General

General



This menu item provides the user with an overview of employee absences for an entire year, in compact form and with color coding

The explanation of the [display of the yearly calendar](#)¹ can be found after the explanation of the search mask.e.

Search form

A screenshot of the 'Yearly calendar' search form. The form has a light blue header with 'Yearly calendar' and buttons for 'Refresh' and 'Hide search form'. The main content area is divided into two sections. The top section contains a 'Year' dropdown set to '2023', an 'Absence reasons to display' section with checkboxes for 'business trip (8)', 'sick (4)', 'special leave (3)', 'vacation (1)', and 'flexi day (7)', and an 'Output format' dropdown. The bottom section contains a 'Selection tree' dropdown set to 'Only authorised groups', a 'Search' input field with a search icon, and a 'Consider selection in search' checkbox. Below these are buttons for 'Minimize tree', 'Level 1', 'Show subgroups until level', and 'Show detailed information'. A 'Selection' section on the left shows 'Organigram' selected and 'Favorites' as an option. A list of groups is shown: 'Lose Gruppen SuW', 'Organigramm SuW' (highlighted), 'Standorte SuW', and 'Kostenstellen SuW'. A message states 'One Group is selected.'

The following search filters are available:

- **Year**
Select a year out of the dropdown list or write it in the field
- **Absence reason to display**
business trip, sick, special leave, vacation, flexi day
One or more failure reasons can be selected.

The number in parentheses is the error reason number, as it is also given, for example, in the correction client.

- **Output format**

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

- **Selection tree**

This parameter provides the following choices: "Only authorized groups" and "All groups".

All groups: displays all groups of the company, even if the user is not authorized to view all of them.

Groups with viewing permission: displays all groups that the user is authorized to view.

- **Search**

If a search term is entered, a search is made in all groups for which there is an authorization to view. It is possible to search for a complete name (family name and or first name) or for a part of the name. The result then contains all possible family names as well as first names and is highlighted in color.

- **Consider selection in search**

Basically, all groups for which an access authorization exists are searched when an entry is made in the Search field.

If you check this option, only the groups selected under "Selection" will be searched.

- **Selection**

In this parameter, the user has a choice between Organigram and Favorites, which can be created by the user.

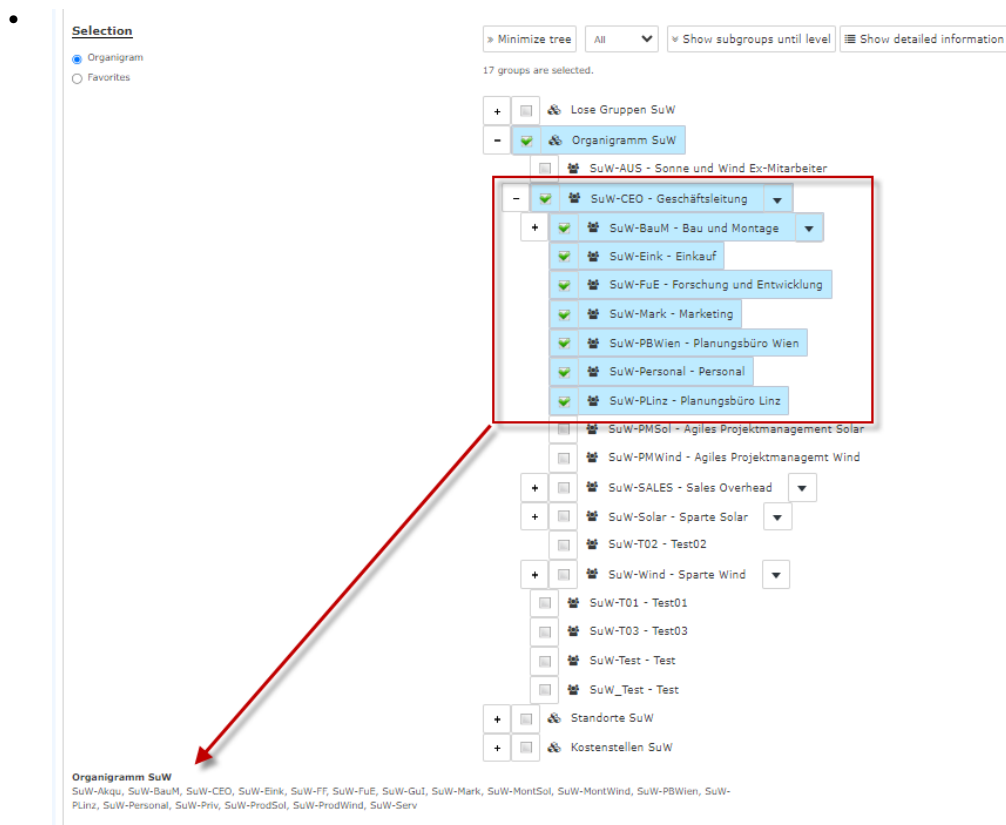
- **Organigram**

By the selection criteria (Level, Show subgroups until level, Show detailed information) and by selecting certain loose groups, organigram groups, locations and cost centres you have the possibility to make the display more precise

The selection made is displayed in the lower left area of the search mask.



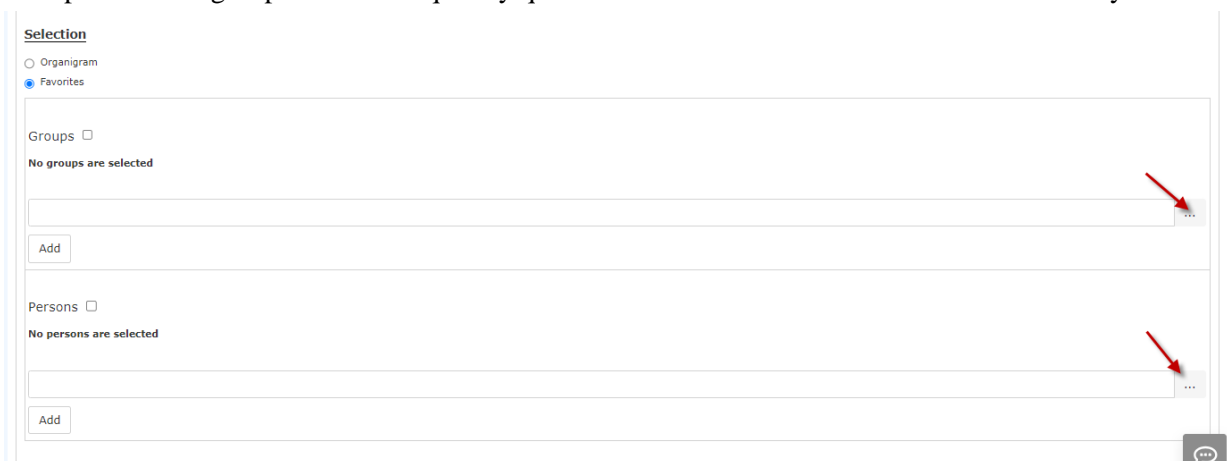
- All folders marked with a plus (+) symbol can be expanded even further to show the subunits...
- By clicking, the respective unit is checked. By double-clicking, all subunits are automatically checked as well.
- By clicking the arrow next to the organizational unit, it is possible to select/deselect the subgroups
- The selected organizational units or groups are highlighted in blue
- The buttons "Minimize tree", "All", "Show subgroups to depth" and "Show details" also offer display options of the organizational chart or the selection from the organizational chart
- Clicking the minus (-) symbol minimizes the tree > only the parent groups are displayed
- The selected groups are displayed in a block under the organization chart.



• Favorites

Here, you can define which specific groups or persons are used for the display, regardless of the organizational structure. This can be relevant, for example, for a cross-group project or for frequent contact with certain other employees.

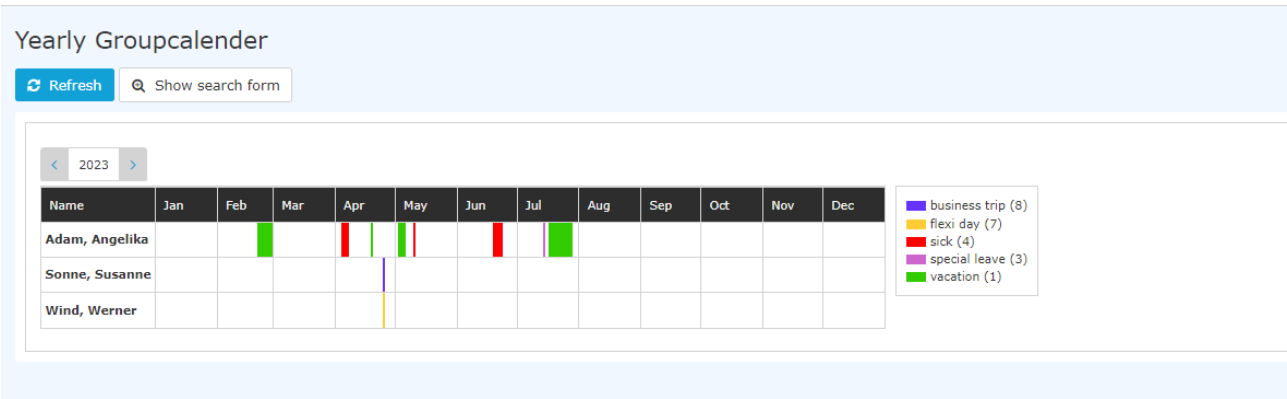
With the help of this parameter, each user can create his or her own favorites list, which can contain both persons and groups that are frequently queried. The favorites list can be customized at any time.



- To add a person or group to the favorites list, please click on the selection box, select groups or persons from the window that opens and click "Add".
- The order of the people on the favorites 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 is to be done with groups

The search is started by clicking the "Refresh"- button.

Display of the yearly calendar



If the mouse is moved over one of the colored fields, a window appears with the exact duration of the absence:

