

# Group calendar

## General

Via the **group calendar**, the user is shown all planned and consumed full-day and half-day absences of a defined group of persons (usually his department).

This view is intended to ensure smooth leave and absence planning within a defined group of persons (department).

Unauthorized absences are displayed in red and approved absences in black.

The user can query the group calendar using the **time unit** week / month or the **specified period** (displays the desired month). The month can be changed with the arrow buttons.

In the group calendar, each staff member sees the colleagues from his or her department or, according to his or her viewing authorisation, also colleagues from other departments.

The screenshot shows a 'Group calendar' interface. At the top, there are two dropdown menus: 'Timeunit' set to 'Month' and 'Specified period' set to 'June 2021'. Below these are navigation arrows and a date range 'Jun 1, 2021-Jun 30, 2021'. On the right, there are buttons for 'Print', 'PDF', and 'Excel'. The main part of the interface is a calendar grid with columns for days 01 to 30 and rows for staff members: Auer, Franz; Elisabeth, Meiermann; Ernst, Ludwig; Gruber, Josef; and Haas, Lukas. The grid contains various colored cells representing absences: green for vacation (V), orange for sick leave (SI), and blue for other types. For example, Auer, Franz has a green cell on 03, orange cells on 05, 06, 12, 13, 19, 20, 26, 27, and a blue cell on 07. Elisabeth, Meiermann has orange cells on 05, 06, 12, 13, 14, 15, 19, 20, 26, 27 and 'SI' cells on 07, 08, 09, 10, 11, 12, 13, 14, 15. Ernst, Ludwig has 'SI' cells on 02, 03, 04, 05, 06, 07. Gruber, Josef has a green cell on 03, orange cells on 05, 06, 12, 13, 19, 20, 26, 27, and 'V' cells on 09, 12, 15, 18. Haas, Lukas has orange cells on 05, 06, 12, 13, 19, 20, 26, 27.

By clicking on the approved (black) or unapproved (red) absences, detailed information on the respective absences can be obtained:

The screenshot shows an 'Info' dialog box with a close button (X) in the top right corner. The title bar reads 'Daily Calendar Jun 9, 2021: Gruber Josef'. Below the title bar, the section 'Absencereasons' is displayed. It shows a checked checkbox for 'whole Day' and the reason 'vacation (approved)'. Below this, it states 'Request approved by: Gruber Josef', 'Duration: from Jun 3, 2021 to Jun 18, 2021', and a 'Comment:' field which is currently empty.

## Practical functions

In addition, it is also possible to make a time correction / absenteeism request for the selected day with a right-click in the corresponding cell in the calendar.

Jun 1, 2021-Jun 30, 2021							
Name	01	02	03	04	05	06	07
Auer, Franz							
Elisabeth, Meiermann							SI
Ernst, Ludwig						SI	SI

[Absences](#)

[Time corrections](#)

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.