

Booking


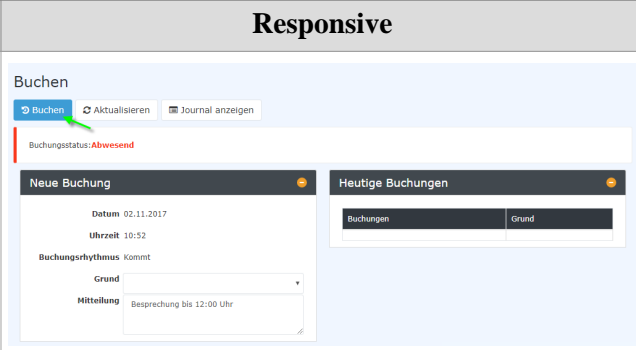
General information

The **booking mask** offers the user the possibility to create time bookings (Present (Absent) / Off-site work / Doctor / Official channels).

The date and time are transferred from the web server, and the system determines the correct booking rhythm (clock-in / clock-out). In addition, incorrect reasons can also be booked (off-site work, doctor, official channels).

Furthermore, a message can be entered that is visible to colleagues in the **attendance list**.

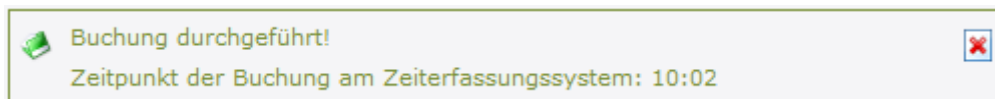
Examples: Business trip - visit to the customer; present - in meeting / conference, etc.

Classic	Responsive
 <p>The classic booking mask features a top bar with 'Buchen', 'Aktualisieren', and 'Journal anzeigen' buttons. Below is a form for 'neue Buchung' with fields for 'Datum' (19.04.2013), 'Uhrzeit' (09:22), 'Buchungsrhythmus' (Kommt), 'Fehlgrund' (Anwesend), and 'Mitteilung' (Besprechung bis 12:00 Uhr). A 'letzte Buchung' section is also present.</p>	 <p>The responsive booking mask has a top bar with 'Buchen', 'Aktualisieren', and 'Journal anzeigen' buttons. It includes a 'Buchungstatus: Abwesend' indicator. The main form is divided into 'Neue Buchung' and 'Heutige Buchungen' sections. The 'Neue Buchung' section contains fields for 'Datum' (02.11.2017), 'Uhrzeit' (10:52), 'Buchungsrhythmus' (Kommt), 'Grund' (Anwesend), and 'Mitteilung' (Besprechung bis 12:00 Uhr). The 'Heutige Buchungen' section shows a table with 'Buchungen' and 'Grund' columns.</p>

The "**Show Journal**" button can be used to provide an overview of the entire monthly journal.

To hide the journal again, click on the "**Hide Journal**" button. This appears automatically when you click on the "**Show Journal**" button.

A successful booking is acknowledged by the server with a message, if errors occur corresponding error messages appear.



Felder

Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action