

# Booking

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## General informations

The **booking mask** offers the user the possibility to create time bookings (Present (Absent) / Business Trip / Doctor visit / Official trip).

The date and time are taken from the web server, and the correct booking rhythm (Arrived / Left) is determined by the system. In addition, absence reasons can also be booked (business trip, doctor visit, official trip).

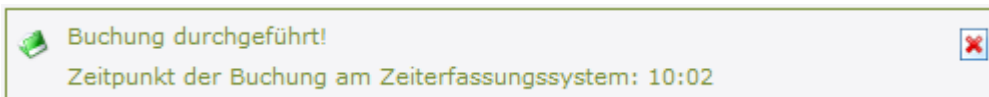
Furthermore, a message can be entered that is visible to colleagues in the **attendance list**.

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

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 a corresponding error messages appear.



If you want to go straight to the booking screen, it would be helpful to place the following link [https://personalwolke.at/webdesk3/ta\\_doBooking.act](https://personalwolke.at/webdesk3/ta_doBooking.act) in the browser's favourites. This way you can jump directly to the booking screen.

## Felder

Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action

1. [https://personalwolke.at/webdesk3/ta\\_doBooking.act](https://personalwolke.at/webdesk3/ta_doBooking.act)