

Booking

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 screenshot shows a web interface titled "Booking". At the top, there are three buttons: "Do booking" (blue), "Refresh" (grey), and "Show Journal" (grey). Below these buttons, a status bar indicates "Booking state: Absent" in red text. The main area is divided into two panels. The left panel, titled "New booking", contains a form with the following fields: "Date" (07.06.2021), "Time" (09:04), "Bookingrhythm" (Arrived), "Reason" (a dropdown menu), and "Note" (a text area). The right panel, titled "Today bookings", contains a table with two columns: "Bookings" and "Reason".

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.

The screenshot shows a confirmation message with a green vertical bar on the left and the text "Booking state: Present" in green.

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 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