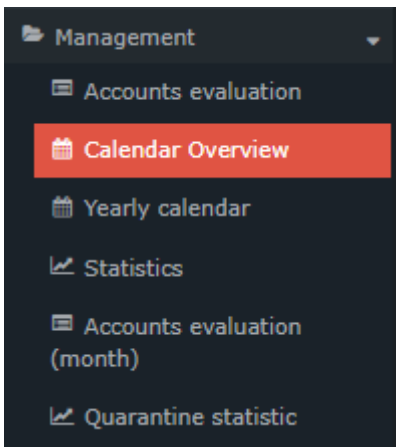


# Calendar overview

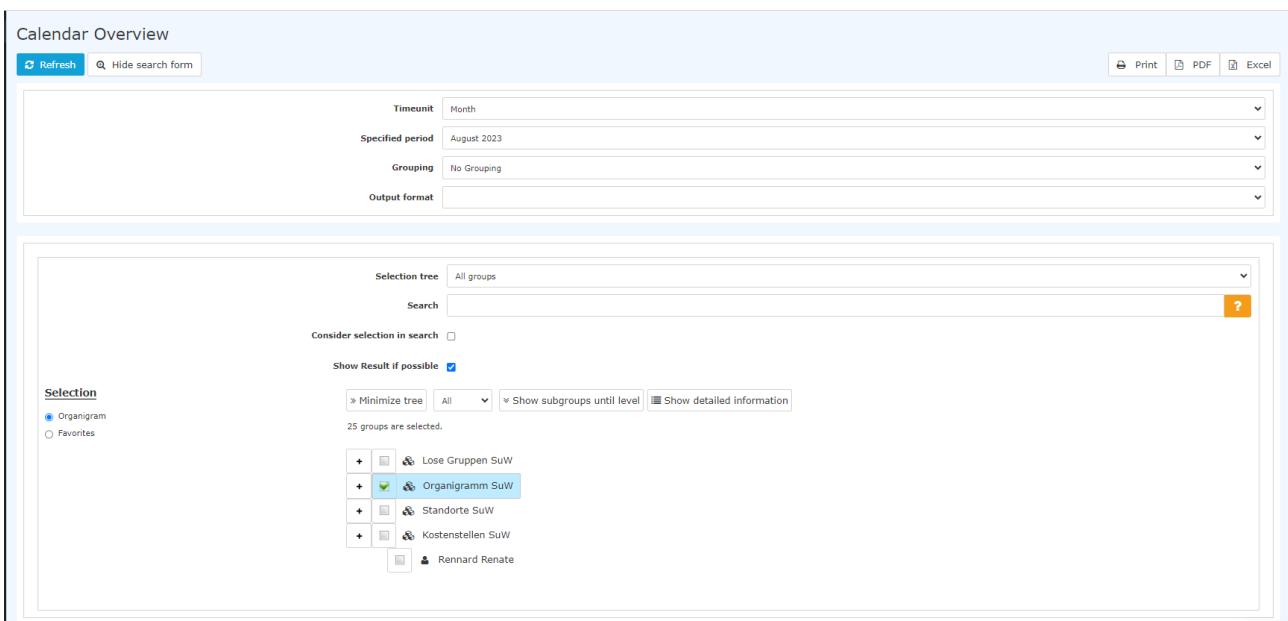
## General



This menu item provides the user with an overview of the employees' attendances and absences. In contrast to the group calendar, this calendar view can be designed or filtered according to certain criteria using the search mask.

The explanation of the display of the calendar overview can be found after the explanation of the search mask.

## Search form



The following search filters are available:

- **Timeunit**  
Month, Week, Specified period  
If "Specified period" is selected, an input option for the from/to date opens below it
- **Specified period**  
Selection of the month or calendar week from the drop-down list

- **Grouping**

This parameter allows choosing between: No grouping, level 1, level 2, level 3, level 4

- **No grouping:** all users are displayed in alphabetical order.
- **Level 1:** all selected groups and users are grouped below the 1st node and then displayed
- **Level 2:** analogous to level 1, all users below the 2nd node are displayed here
- **Level 3 and 4:** analogue to level 1 and 2

- **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.

- **Show result if possible**

Clicking on it will immediately switch to the results page and display the calendar of the selected person or group.

- **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

- **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.

The screenshot shows a 'Selection' panel with two radio buttons: 'Organigram' (unselected) and 'Favorites' (selected). Below are two sections: 'Groups' and 'Persons'. Each section has a search box with a red arrow pointing to it, and an 'Add' button below. The 'Groups' section shows 'No groups are selected' and the 'Persons' section shows 'No persons are selected'. There are also red arrows pointing to the search boxes in the original image.

- 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 calendar overview

The screenshot shows a 'Calendar overview' for June 2023. It features a 'Refresh' button and a search form. The calendar grid shows activities for several people: Adam Angelika, Berger Barbara, Charon Claudia, Dorner Daniel, Elsner Elisabeth, and Huber Heinrich. The grid is color-coded: yellow for 'CO', green for 'V', and orange for 'SL' and 'BT'. The grid shows activities from June 01 to 31.

Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Adam Angelika			CO	CO				V		CO	CO	CO	CO	CO	CO	CO	CO	CO	SL	SL	SL	SL	SL	CO	CO						
Berger Barbara					CO	CO	CO																								
Charon Claudia	V	V			V	V	V		V																						
Dorner Daniel																					BT	BT	BT								
Elsner Elisabeth			CO	CO																											
Huber Heinrich																															

Clicking on days when an entry is present opens a window with detailed information about that entry.

### Calendar overview

Refresh Show search form

June 2023

Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17
Adam Angelika												CO	CO	CO	CO	CO	
Berger Barbara					CO	CO	CO										
Charon Claudia	V	V			V	V	V		V								
Dorner Daniel																	
Elsner Elisabeth																	
Huber Heinrich																	
Rennard Renate																	
Sonne Susanne																	
Steiner Stefan																	

**Info** ✕

Daily Calendar Jun 2, 2023: Charon Claudia

**Absencereasons**

- whole Day **vacation (approved)**  
Duration: from May 30, 2023 to Jun 9, 2023