Booking list

The booking list provides a monitoring tool for defined organisational units. It displays the booking details of defined groups/department. The system adminsitrator defines the level of authorisation for the groups, you might be able to query.

The selection of the requested units/departments is operated either via the organigramm or the favourits-list. For detailed desription of handling, please see chapter >> **Management**.

The system adminsitrator may also assign authorisations for the access to the journals of your employees. In this case you will see the journal-icon next to the employees name. A click on the journal-symbol will get you in the actual monthly journal of the respective employee.