Calendar overview

This overview provides a monitoring tool for planned or already consumed absences (holidays). The field **Time unit** lets you choose between a monthly and a weekly view.

Already submitted and approved absences will be shown in blue colour, submitted, but not yet approved absences in red colour. Saturdays are marked in a light yellow, sundays in dark yellow colour. Red marked days are flaged as holidays.

> NOTIZ
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> Attention: Appointments (calendar entries) from the Groupware-System (Notes or Exchange) are only available, with an activated Calendaring Module.

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**.

A click on an absence reason, opens a detailed info display. Already recorded appointments are marked with a small rectangle on the spec. date. By clicking on the rectangle you will receive information concerning the appointment.

The arrow-buttons allows you to scroll into the future or past.

Links

Konfiguration für den Administrator[1]

1. /daisy/webdesk-manual-admin/948-dsy.html?language=4