Calendar Overview

The **Calendar Overview** menu item allows a department-based query of planned and consumed absences (monthly calendar). The **Time unit** field can be used to choose between a month view and a week view.

Weekends and holidays are shown in different colors. Absences that have been requested but not yet approved are shown in red. Approved absences are shown in blue. As with the other calendar views, appointments from the groupware system can also be queried in this view.

NOTIZ

Attention: Appointments from the groupware system (Notes or Exchange) are only displayed if the **Calendaring module** is activated.

The selection of organizational units for displaying the desired calendar overview is made via the organization chart or the favorites list (see chapter **Management**).

Links

Configuration for the administrator[1]

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