Booking Functionality

With the **booking function** in Webdesk EWP, you get a "real-time" time tracking booking option, similar to a terminal (time clock). This function can act as the "start screen" in Webdesk to achieve immediate booking. Alternatively, when using single sign-on, the booking form can also be embedded in an existing website, so that "Book" can be clicked in the company intranet. In addition, the "**Booking**" widget is available on the dashboard, which allows you to book directly from the dashboard.

In addition to the classic "IN" and "OUT", the booking form also supports starting an absence away from the workplace or "returning" from it. Examples would be a business errand, a doctor's appointment, or a visit to a government office during working hours. Mixed operation with existing terminals is equally possible, since the booking function in Webdesk behaves like an additional time tracking terminal.

In addition, a **message field** can be configured in which the employee can enter message texts. Example: business errand - visit to the customer, present - in a meeting/conference, etc. This message is then visible in the attendance list and can thus be seen by colleagues.

External Booking Procedure

NOTIZ

The external booking procedure (writing the booking via an external command, e.g., to a file that is read by the time and attendance system) was removed from the product in 2023 and is no longer available.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	ta_doBooking
Artefakt-Typ	Action