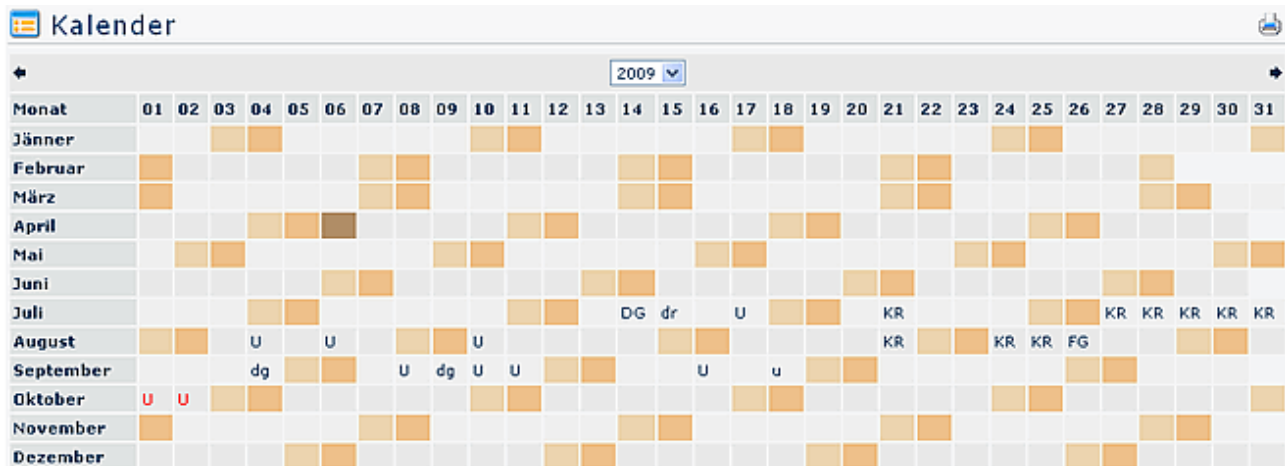


Calendar

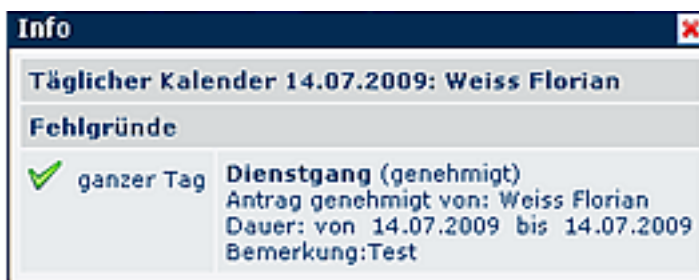
The calendar provides an usefull overview for the planning of part/fulltime absences (holidays, seminars, illness, ...).

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

The arrow-button allows you to scroll into the future or past.Mit den Pfeil-Buttons kann ein Jahr vor- und zurückgeblättert werden.



A click on an absence reason, opens a detailed info display:



When a request, e.g. for holidays has been approved, the system automatically inserts the absence (as a whole day absence) into the Lotus Notes calendar.

Since the synchronisation runs only once a day, it may happen, that the absence will appear in the Lotus Notes calender on the next day..

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:



Achtung: Die Termine aus dem Groupware-System (Notes oder Exchange) werden nur angezeigt, wenn das **Modul Calendaring** aktiviert ist.

Links

[Konfiguration für den Administrator](#)¹

1. [/daisy/webdesk-manual-admin/921-dsy.html?language=4](#)