Calendar

The calendar provides an useful overview for the planning of part/full-time absences (holidays, seminars, illness, ...).

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 flagged as holidays.

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

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 specified date. By clicking on the rectangle you will receive information concerning the appointment.

NOTIZ

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

Links

Konfiguration für den Administrator[1]

1. /daisy/webdesk-manual-admin/921-dsy.html?language=4