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. Depending on the configuration, a summary is displayed below the calendar.

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 groupware calendar (e.g. Lotus Notes).
Since the synchronisation runs on a schedule (e.g. once a day), it may happen, that the absence will appear in the groupware calendar later (e.g. on the next day).

Already recorded appointments are marked with a small triangle on the specified date. By clicking on the triangle you will receive information concerning the appointment.

NOTIZ

Attention: Appointments (calendar entries) from the Groupware-System (e.g. Notes, Exchange or Microsoft 365) are only available, if the Groupware Integration module is activated and the display of groupware appointments is enabled for this menu item.

Links

Konfiguration für den Administrator[1]

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