

The Group-Calendar reports all planned or already consumed full- or part-time absences within a defined group of users.

Analogue to the personal calendar, 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 flaged as holidays.

Every user gets to see the colleagues from their own department/group, or in accordance with the granted access (authorisation), colleagues from various departments/groups.

Analogue to the personal calendar, Lotus Notes calendar entries are also displayed in the group calendar. If a Lotus Notes calendar entry exists on a given date, this date will be marked with a small blue rectangle. Is this calendar entry marked as a private entry, it can not be retrieved by other user (except an user has the authorisation to see private calendar entries > this parametrisation is taken in the Lotus Notes calendar settings).

01.01.2007 - 31.01.2007

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
				DG																										

Info

Tageskalender 10.01.2007: Czech, Eva-Maria

11:00 - 15:00 Besprechung mit Team

Links

1. </daisy/webdesk-manual-admin/937-dsy.html?language=4>