# Group Calendar

The group calendar shows the user all planned and consumed full-day and half-day absences of a defined group of persons.
This view is intended to ensure smooth vacation and absence planning within a defined group of persons.

Absences that have been requested but not yet approved are displayed in red. Approved absences are displayed in blue.

The user can query the group calendar using the time unit week/month or the time interval (displays the desired month). Which time units are available can be set by the administrator. The arrow buttons can be used to change the month or week.

In the group calendar, every employee sees the colleagues from his or her department and, according to the viewing authorization, also colleagues from other departments.

As with the personal calendar, calendar entries from the groupware system (e.g., Lotus Notes) can also be retrieved in the group calendar.
If a groupware appointment exists on a day, that day is marked with a blue triangle.
If an appointment is marked as private in Lotus Notes, it cannot be viewed by other users (exception: a user is explicitly authorized to see all calendar entries of the other user --> this setting is made in the Lotus Notes calendar settings).
Clicking the blue triangle displays detailed information for the entry.

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

## Links

Configuration for the administrator[1]

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