Journal

The **Journal** covers all important personal time-informations within a month. The actual month is shown up to the actual date.

According to the parametrisation through the system administrator, one line includes the booking details and the assigned accounts for the actual date.

The arrow keys allow you to scroll to previous or future months, to see all relevant data.

Beside the current date and the day of the week, following additional information is displayed as well:

- **K (Correction)**
  This column provides information, whether a time-correction has been conducted, or not. If a correction has been conducted, you can click on the info-button to get more details.
- **Bookings**
  Displays the booking intervals
- **Absence reasons**
  Displays all absence reasons, booked by the user (e.g. doctor`s visit, business visit, holidays, ...)
- **Target time**
  Displays the target time for the day
- **Actual time**
  Displays the actual working time of the day
- **...**
  Depending on the configuration, additional accounts can be displayed, e.g.
  lunch-break subtraction- in case, the user does not consume his lunch break, or it lasts less than 30 minutes, so the system automatically subtracts the break-time (or replenishes up to 30 minutes)
  Beyond Skeleton time (Außer Rahmen)- display of bookings beyond the skeleton time
  Remaining holidays - display of the remaining holidays

NOTIZ

If there is no booking, and no planned absences for a particular day, a note "unexcused absence" will be displayed in the journal.

The journal can also be exported in PDF or Excel format, or prepared for printing. Corresponding symbols are located in the right upper corner of the screen.

Links

Konfiguration für den Administrator[1]

1. /daisy/webdesk-manual-admin/944-dsy.html?language=4