Booking

The **booking screen** allows users to create time bookings (Present (Absent), business trip, home office, mobile working).

The date and time are taken from the web server, and the system determines the correct booking sequence (clock in / clock out).

You can also enter a message that is visible to colleagues in the **attendance list**.

In addition to the booking status, the current working time is displayed. It updates automatically each time the booking page is opened. While the page is open, you can use the "Refresh" button to bring it up to date.

Examples:

Clicking the "**Show journal**" button displays the monthly journal. Clicking the "Hide journal" button that then appears hides it again.

A successful booking appears immediately on the booking screen.
A booking change is also recorded and shown in the list of bookings with the start and end times.

If you want to land directly on the booking screen when you log in, it helps to save the following link https://personalwolke.at/webdesk3/ta_doBooking.act in your browser's favorites. This way you can jump directly to the booking screen.

Felder

Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action

1. https://personalwolke.at/webdesk3/ta_doBooking.act