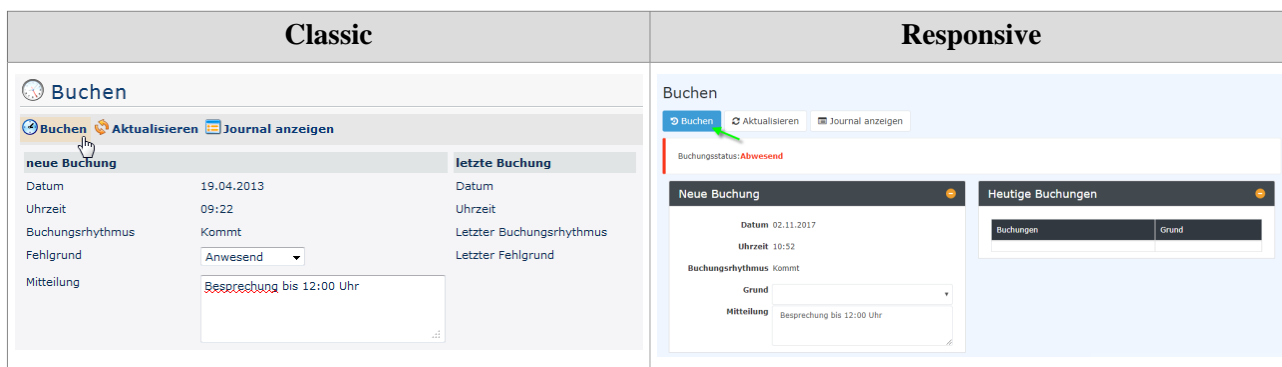# Booking

General information

The **booking mask** offers the user the possibility to create time bookings (Present (Absent) / Off-site work / Doctor / Official channels).

The date and time are transferred from the web server, and the system determines the correct booking rhythm (clock-in / clock-out). In addition, incorrect reasons can also be booked (off-site work, doctor, official channels).

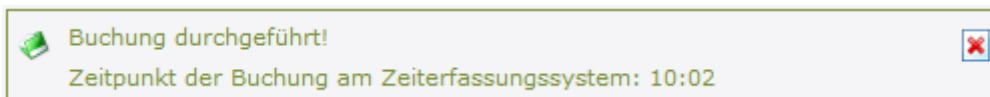Furthermore, a message can be entered that is visible to colleagues in the **attendance list**.

Examples: Business trip - visit to the customer; present - in meeting / conference, etc.

Classic	Responsive

The "**Show Journal**" button can be used to provide an overview of the entire monthly journal.

To hide the journal again, click on the "**Hide Journal**" button. This appears automatically when you click on the "**Show Journal**" button.

A successful booking is acknowledged by the server with a message, if errors occur corresponding error messages appear.

Felder

Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action