

Gruppenkalender

General

Via the **group calendar**, the user is shown all planned and consumed full-day and half-day absences of a defined group of persons (usually his department).

This view is intended to ensure smooth leave and absence planning within a defined group of persons (department).

Unauthorized absences are displayed in red and approved absences in black.

The user can query the group calendar using the **time unit** week / month or the **specified period** (displays the desired month). The month can be changed with the arrow buttons.

In the group calendar, each staff member sees the colleagues from his or her department or, according to his or her viewing authorisation, also colleagues from other departments.

The screenshot shows the 'Group calendar' interface. At the top, there are two dropdown menus: 'Timeunit' set to 'Month' and 'Specified period' set to 'June 2021'. Below these are navigation arrows and a date range 'Jun 1, 2021-Jun 30, 2021'. On the right, there are buttons for 'Print', 'PDF', and 'Excel'. The main part of the interface is a grid with columns for days 01 to 30 and rows for staff members: Auer, Franz; Elisabeth, Meiermann; Ernst, Ludwig; Gruber, Josef; and Haas, Lukas. The grid cells are color-coded: green for approved absences (e.g., Auer on 03, 05, 06, 07; Elisabeth on 05, 06, 07; Ernst on 02, 03, 04, 05, 06, 07; Gruber on 03, 05, 06, 07), orange for unauthorized absences (e.g., Auer on 12, 13, 14, 15, 19, 20, 26, 27, 28, 29; Elisabeth on 12, 13, 14, 15, 19, 20, 26, 27, 28, 29; Ernst on 12, 13, 14, 15, 19, 20, 26, 27, 28, 29; Gruber on 12, 13, 14, 15, 19, 20, 26, 27, 28, 29; Haas on 12, 13, 14, 15, 19, 20, 26, 27, 28, 29), and blue for other absences (e.g., Auer on 08, 09, 10, 11, 16, 17, 18, 21, 22, 23, 24, 25, 30; Elisabeth on 08, 09, 10, 11, 16, 17, 18, 21, 22, 23, 24, 25, 30; Ernst on 08, 09, 10, 11, 16, 17, 18, 21, 22, 23, 24, 25, 30; Gruber on 08, 09, 10, 11, 16, 17, 18, 21, 22, 23, 24, 25, 30; Haas on 08, 09, 10, 11, 16, 17, 18, 21, 22, 23, 24, 25, 30).

By clicking on the approved (black) or unapproved (red) absences, detailed information on the respective absences can be obtained:

The screenshot shows an 'Info' dialog box with a close button (X) in the top right corner. The title bar reads 'Daily Calendar Jun 9, 2021: Gruber Josef'. Below the title bar, the section 'Absencereasons' is displayed. A list item shows a checked box next to 'whole Day' and the reason 'vacation (approved)'. Below this, it states 'Request approved by: Gruber Josef', 'Duration: from Jun 3, 2021 to Jun 18, 2021', and a 'Comment:' field.

Practical functions

In addition, it is also possible to make a time correction / absenteeism request for the selected day with a right-click in the corresponding cell in the calendar.

| Jun 1, 2021-Jun 30, 2021 | | | | | | | |
|--------------------------|----|----|----|----|----|----|----|
| Name | 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| Auer, Franz | | | | | | | |
| Elisabeth, Meiermann | | | | | | | SI |
| Ernst, Ludwig | | | | | | SI | SI |

➔ Absences ↗

✍ Time corrections ↗

The calendar view can also be exported as PDF or Excel or prepared for printing. The corresponding symbols (Print, PDF, Excel) are located in the upper right corner.