Calendar Overview

General

This menu item gives the user an overview of employees' attendance and absences. Unlike the group calendar, this calendar view can be configured or filtered according to certain criteria using the search form.

The explanation of the display of the calendar overview[1] can be found after the explanation of the search form.

Search form

The following search filters are available:

- Time unit

  Month, Week, Time interval

  If "Time interval" is selected, an input option for the from/to date opens below it
- Time interval

  Selection of the month or calendar week from the dropdown list
- Grouping

  This parameter allows you to choose between: No grouping, level 1, level 2, level 3 and level 4
  - **No grouping**: all users are displayed in alphabetical order.
  - **Level 1**: all selected groups and users below the 1st node are grouped and then displayed Paragraphs and lists
  - **Level 2**: analogous to level 1, all users below the 2nd node are displayed here
  - **Level 3 and 4**: analogous to level 1 and 2
- Output format

  If this parameter is set to **Print version**, you get a print-friendly output of the list**.**
- Selection tree

  This parameter offers the following options: Groups with viewing permission and All groups.
  - **All groups**: shows all groups of the company, even if the user is not authorized to query all of them
  - **Groups with viewing permission**: shows all groups that the user is authorized to view.
- Search

  If a search term is entered, the search covers all groups for which a viewing permission exists. You can search for a complete name (last name, first name) or for part of a name. The result then contains all matching last names as well as first names and is highlighted in color.
- Consider selection in search

  In general, when you enter something in the **Search** field, all groups for which a viewing permission exists are searched.

  If you check this option, only the groups selected under **Selection** are searched.
- Show result immediately

  Clicking it switches immediately to the results page and displays the calendar of the selected person or group.

- Selection

  With this parameter, the user can choose between Organigram and Favorites, which the user can create himself or herself.

- **Organigram**
  Using the selection criteria (depth, show subgroups to depth, show details) and by selecting specific loose groups, organigram groups, locations and cost centers, you can refine the display
  The selection made is displayed in the lower left area of the search form.

  - All folders marked with a plus (+) symbol can be expanded further and show the subunits.
  - Clicking checks the respective unit. **Double-clicking** automatically checks all subunits as well
  - Clicking the arrow next to the organizational unit lets you select/deselect the subgroups
  - The selected organizational units or groups are highlighted in blue
  - Next to the organigram, a list of the selected groups appears
  - The buttons "Minimize tree", "All", "Show subgroups to depth" and "Show details" also offer display options for the organigram or the selection from the organigram
  - Clicking the minus (-) symbol **minimizes the tree** > only the parent groups are shown
  - The search is started by clicking the **Query** button.

- Favorites

  Here you can define, independently of the organizational structure, which specific groups or persons are used for the display. This can be relevant, for example, for a cross-group project or for frequent contact with certain other employees.
  Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The favorites list can be adjusted at any time.

  - To **add a person or group to the favorites list,** click the selection field, select groups or persons from the window that opens, and click "Add".
  - The order of the persons on the favorites list can be changed at any time using the arrow keys
  - If you want to remove a person from the favorites list, click the red delete icon to the right of the name.
  - Proceed in the same way with **groups**.

Display of the calendar overview

Clicking days on which an entry exists opens a window with detailed information about that entry.