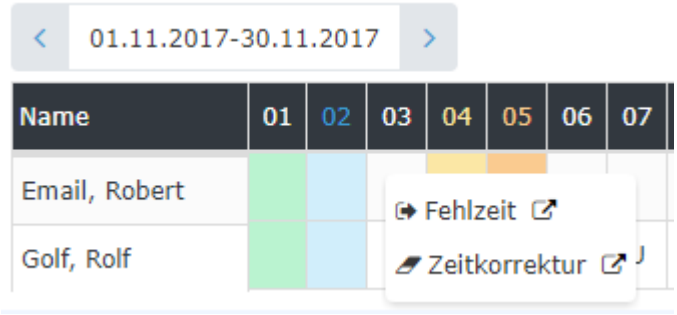
Practical functions

You can also submit a time correction / absence request for the selected day by right-clicking the corresponding cell in the calendar.



(In this example, a time correction / absence request could be submitted for 11/03)

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

A list of **absence reasons** can be found HERE.[1]

1. /daisy/webdesk-manual-admin/10775-dsy.html?language=4