Time Bookings

The booking mask allows you to perform on-line time-bookings.

In this process the system transfers time and date from the web server, it also provides the correct booking-rhythm (comes / leaves). Additionally you can also book various absence reasons, e.g. official absence, etc.

Depending on the configuration, the transferred time can be adjusted within defined limits (maximum number of minutes earlier or later).

A message field allows you to post a note/message, such as "In a meeting until 12:00", "customer visit at XYZ", etc.
This message is displayed in the attendance tableau, and can be viewed by other colleagues.

The upper area of the mask shows the current **booking state** and, optionally, the **current working time**. The area "**New booking**" offers date, time, booking rhythm and the absence reasons; depending on the configuration, the absence reasons are shown as a drop-down list or as separate buttons. Next to it, either the "**Last booking**" or a table of "**Today bookings**" (optionally with place) can be displayed. The "**Refresh**" button reloads the mask.

If location tracking is enabled, the GPS coordinates of the device are transmitted together with the booking.

If the current day is before the start or after the end of the employee's time recording, booking is not possible: the buttons are disabled and a corresponding message is shown.

The "Show **Journal**" button can be used to provide an overview over the monthly journal.
To hide the journal, click on the "Hide Journal" button, which appears automatically after clicking on the "Show Journal" button.

A successful time-booking is quitted with a server message, in case of non-conformance an adequate error-message will appear.

In addition, the dashboard offers the "**Time Booking**" widget. It shows the current state and the current working time and allows booking directly via buttons for the individual booking reasons.

Links

Configuration for the system administrator[1]

1. /daisy/webdesk-manual-admin/891-dsy.html?language=4