

# Illness Report

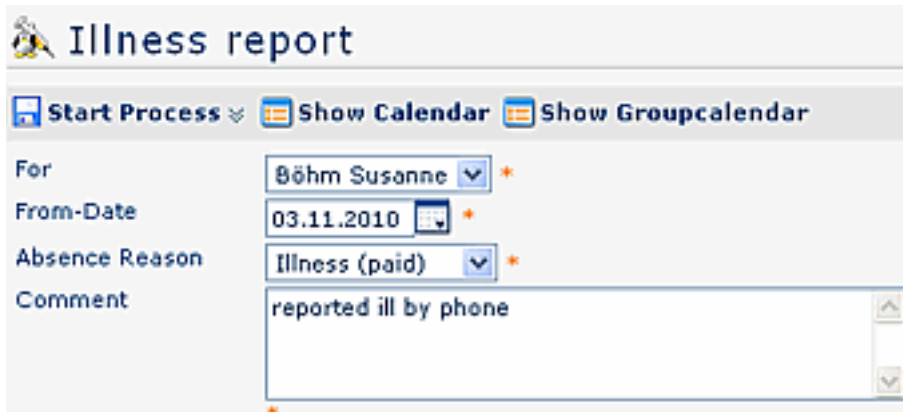
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This form allows you to deliver an illness report for a colleague.

Select the name of the respective colleague from the list (For), enter the from date, write a comment and click on the Start process button.

After starting the process, the absence reason is inserted immediately into the time-system. The period of sickness will be terminated by his/her next time booking.

Depending on the parametrization of the work-flow, various persons (e.g. the HR-department, supervisor, ...) can receive an information note about the sickness.



The screenshot shows a web interface titled "Illness report". At the top, there are three buttons: "Start Process" (with a dropdown arrow), "Show Calendar", and "Show Groupcalendar". Below these buttons, the form contains the following fields:

- For:** A dropdown menu with "Böhm Susanne" selected and a red asterisk to its right.
- From-Date:** A date input field with "03.11.2010" and a calendar icon, with a red asterisk to its right.
- Absence Reason:** A dropdown menu with "Illness (paid)" selected and a red asterisk to its right.
- Comment:** A text input field containing "reported ill by phone".

## Links

[Konfiguration für den Administrator<sup>1</sup>](#)

1. [/daisy/webdesk-manual-admin/1002-dsy.html?language=4](#)