

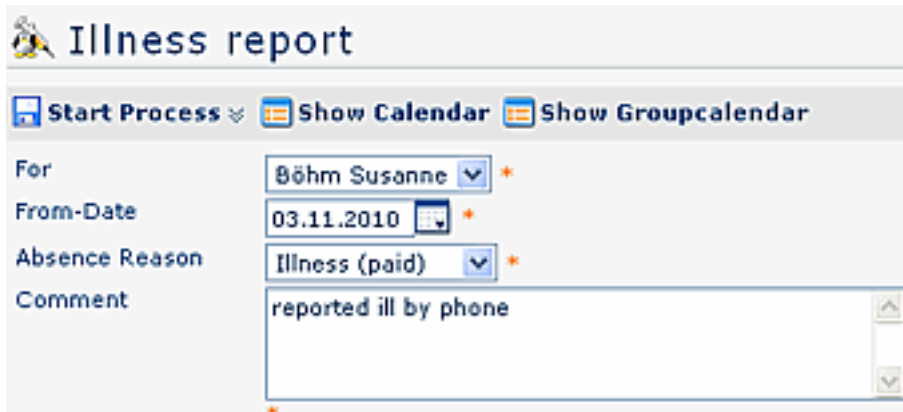
Illness Report

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 form titled "Illness report" with a small icon of a person. Below the title are three buttons: "Start Process" (with a document icon), "Show Calendar" (with a calendar icon), and "Show Groupcalendar" (with a group calendar icon). The form contains four input fields: "For" with a dropdown menu showing "Böhm Susanne" and a red asterisk; "From-Date" with a date picker showing "03.11.2010" and a red asterisk; "Absence Reason" with a dropdown menu showing "Illness (paid)" and a red asterisk; and "Comment" with a text area containing "reported ill by phone".

Links

[Konfiguration für den Administrator¹](#)

1. </daisy/webdesk-manual-admin/1002-dsy.html?language=4>