Booking

Creating a Booking Configuration

If required, multiple configurations of the booking form can be created, e.g., if selected departments need different booking reasons or if these should be displayed as buttons. To do this, go to the action "**ta_doBooking**" and click the "New configuration" button.

The new configuration is given

- a name and
- a heading
- Save

After the first save, **general settings** can be made:

- Description
- Selection of the icon
- Assignment of permissions

Then the **configuration details** are determined >> click the "Edit configuration details" button.

- **Use universal time configuration Yes/No**
  Determines whether the booking reasons are selected from the universal (system-independent) time configuration or from the old (IF6020) specific configuration (absence reasons). Depending on the setting, the matching list of booking reasons is offered below (default: No).
- **Show message Yes/No**
  If the parameter is set to Yes, a message can be entered with a time booking. This message is then displayed in the attendance list (example: In the building, conference, etc.)
- **Weekly journal Yes/No**
  If the parameter is set to Yes, the last 7 days are displayed when clicking "Show journal".
- **Show absence reasons as buttons**
  If this parameter is activated (Yes), the absence reasons are displayed as buttons rather than as a context menu (selectable from a drop-down list). In this case, the "Book" button for the normal attendance booking is only displayed if the attendance reason is also contained in the list of booking reasons.
- **Hide booking rhythm Yes/No**
  If the parameter is set to Yes, the booking rhythm (In/Out) is not displayed in the booking form.
- **Show current working time Yes/No**
  If the parameter is set to Yes, the current working time of the day is displayed next to the booking status.
- **Use estimated working time Yes/No**
  Only active if "Show current working time" is set to Yes. If Yes, the current working time is estimated instead of calculated exactly.
- **Content of the right table**
  Determines what is displayed next to the new booking: "Not displayed", "Last booking" (default), "Today's bookings", or "Today's bookings with location" (see Geolocation).
- **Journal to display**
  If multiple journal configurations exist, the desired configuration can be selected here

> NOTIZ
> The former setting "External booking" (ta_doBooking.act_doalternatebooking, external booking procedure) was removed from the product in 2023 and is no longer available.

Time correction

- **Maximum number of minutes that can be subtracted from the time**
- **Maximum number of minutes that can be added to the time**

If at least one of the two values is greater than 0, the user can correct the time within these limits when booking: for an IN booking, the time can be set back by at most the specified minutes; for an OUT booking, it can be set forward by at most the specified minutes. If both values are 0 (or empty), the current time is booked without the option to correct it.

Booking reasons

The **Value** parameter is used to select the absence reasons (e.g., present, business errand, seminar, working from home, ...). The number of displayed absence reasons can be configured individually.
To add another booking reason, click the "Add" button and select the desired absence reason.
If required, the **order** of the absence reasons can be set/changed. Use the "up/down" arrow keys for this.

To remove an absence reason from the list, click the **Delete** button in the relevant row. After saving, the absence reason is removed from the list.

> NOTIZ
> After 15 minutes of inactivity, the user is automatically redirected to the welcome screen

Geolocation

When booking from a mobile device with GPS turned on, the position at the start and end of the booking can be saved and displayed. The prerequisite is that the option "Record location data of users" is set to Yes for the client (default: No); the positions are displayed if "Today's bookings with location" is selected as the "Content of the right table". If such an entry is available, this icon appears next to the booking

. Clicking this icon opens the map.