Calendar

The **absence calendar** is used for planning and for an overview of full-day and half-day absence reasons (vacation, training, illness, ...).

The calendar shows one year at a time. The year can be changed with the arrow buttons or the year selection. Absences that have been requested but not yet approved are highlighted in red. Depending on the configuration, a summary is displayed below the calendar.

Clicking an absence reason opens the absence reason detail view.

If, for example, vacation is requested and approved in Webdesk EWP, the system automatically enters it in the groupware calendar (e.g., Lotus Notes) as an all-day appointment. Because the synchronization run is time-controlled (e.g., once a day), an approved vacation may only appear later (e.g., the next day) in the groupware calendar.

Entered appointments are shown with a triangle on the respective day. Clicking the triangle displays the appointment with details in a pop-up.

Attention: Appointments from the groupware system (e.g., Notes, Exchange or Microsoft 365) are only displayed if the **Groupware Integration module** is activated and the display of groupware appointments is enabled for this menu item.

Links

Configuration for the administrator[1]

1. /daisy/webdesk-manual-en/921-dsy.html