Department Information Portal

Similar to the personal information portal, information about colleagues / employees is displayed here.

Attendance Board

The attendance board is used to query which employees are present or absent.
Depending on the permission level, either only selected groups, the entire organizational chart, or selected parts of it are displayed.
The attendance list shows (according to the configuration) the selected group, the names of the persons assigned to the group, the status (green check mark for present, red cross for absent), information about the last booking, the terminal number, and, for absences, also an absence reason and the duration of the absence (e.g., business errand, vacation, ...).

The **favorites function** allows individual employees to be queried. The user can create their own favorites list, which contains both individual **persons** and **groups** that are queried most frequently.
Either a single person, or several persons from, for example, different departments (according to the viewing permission) AND / OR one or more groups can be called up.

The **search function** enables a targeted search for a name (last name, first name) or for an initial letter. The result then contains all matching last names as well as first names.

With the help of the **filters**, you can search specifically by the following criteria: present only, absent only, or absence reasons only.

The optional **summary** again contains the information about the number of displayed employees, the number of selected groups, and the name of the group.

Group Calendar

This information function provides an **overview** of all planned and consumed **full-day and half-day absences** of a defined **group of persons**. This is intended to ensure smooth vacation and absence planning within a defined group of persons.
Optionally, through the **Groupware add-on module** integration, **appointments** from the user's personal groupware calendar can be integrated into the Time & Attendance calendar for display.

Requested absences that have not yet been approved are displayed in red; approved absences are displayed in blue. Half-day absence reasons are displayed in lowercase letters, full-day absence reasons in uppercase letters.

The displayed **time units** (month, week, or time interval) can be selected by the user when querying; which time units are available is defined in the configuration ("Available time units"). The arrow keys allow paging through past or future months/weeks.

According to the viewing permission, each employee sees in the group calendar the colleagues from their department and also other (e.g., subordinate) departments, or individual colleagues from different departments.
Here, too, an individual favorites list can be created.

As with the group calendar, certain **absence reasons can be anonymized** or not displayed here. Certain absence reasons can, for example, be anonymized or suppressed only for certain groups, as can the display of the **detail view** (appears when clicking the absence reason).

The **absence reasons** used in the information portal and for the information functions are created in Time & Attendance (e.g., IF6020) and are created in Webdesk as text modules via the job "Get Absence Text Modules".

Felder

Name	Wert
Webdesk Actionname	GetAbsenceTextModules
Artefakt-Typ	Job