User Documentation Booking & Absence Corrections

Bookings

The **booking and absence corrections** are used to record **time bookings or absences in hours**, as well as to **correct** existing bookings.
Recording can be done in a **monthly** or **daily view** .

Monthly View

The desired employee can be selected from a list.

The monthly view shows the current month. With the arrow keys, you can conveniently jump between employees, months, and years.
If a specific day is to be edited, this can be done either via the **edit** icon in the **Action column** or by clicking the **date** in the **Date column**.

By clicking the edit icon, the following actions can be performed in the row in question:

- Enter or correct times
- Select the absence reason from the drop-down list
- Set the half-day (HD) marker
- Set the marker for permission

24:00 can also be entered as the end time (end at midnight). If the end time is earlier than the start time, it applies to the following day (booking past midnight).

With **Save**, the entries are accepted; clicking the **delete icon** deletes an existing time entry.
Clicking the **new icon** allows another **entry** to be made for the day.

At the end of a closed month, a monthly account summary can be displayed. The accounts displayed here are stored individually by the Webdesk administrator.

Daily View

Clicking the date in the **Date column** takes you to the **daily view.** Here, as in the monthly view, changes can also be made to the daily entries by clicking the edit icon. Clicking the **delete icon** deletes an existing time entry, and clicking the **new icon** allows another **entry** to be made for the day.

Swapping Daily Programs

In the **daily view**, in addition to the time entries and corrections, **daily programs** can also be swapped. To do this, click the edit icon next to the daily program.

After selecting the desired daily program, clicking the save icon accepts the new daily program. Clicking the delete icon cancels the change, and the original daily program appears again.

Setting Permissions

In the **daily view**, certain **permissions** can also be set or withdrawn again for the selected day.
The displayed permissions are stored by the Webdesk administrator. Permissions can be set by checking them; if they are already set for the day, they can be withdrawn again by clicking them again.

In the **monthly view**, the permission can likewise be set by checking the parameter, or existing permissions can be withdrawn again by clicking them.

Account Corrections (Absolute + Relative)

With the appropriate permission (configuration by the Webdesk administrator), **account corrections** for defined **account values** can be made in the **daily view** (or in the monthly view).

If a value is entered without a sign (or with "="), the account is changed to the entered value (absolute correction). With a preceding "+" or "-", the entered value is added to or subtracted from the account value (relative correction).

Absences

With the **booking and absence corrections**, **half-day absences** can also be entered.