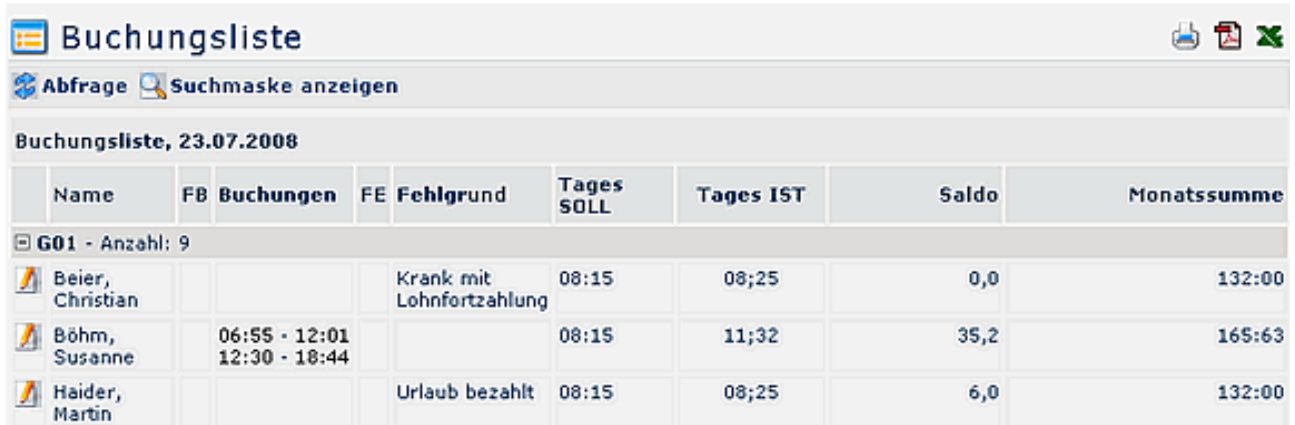





# Booking list

The booking list provides a monitoring tool for defined organisational units. It displays the booking details of defined groups/department. The system administrator defines the level of authorisation for the groups, you might be able to query.

The selection of the requested units/departments is operated either via the organigramm or the favourites-list. For detailed description of handling, please see chapter >> **Management**.

The system administrator may also assign authorisations for the access to the journals of your employees. In this case you will see the journal-icon next to the employees name. A click on the journal-symbol will get you in the actual monthly journal of the respective employee.



Name	FB	Buchungen	FE	Fehlgrund	Tages SOLL	Tages IST	Saldo	Monatssumme
G01 - Anzahl: 9								
 Beier, Christian				Krank mit Lohnfortzahlung	08:15	08;25	0,0	132:00
 Böhm, Susanne		06:55 - 12:01 12:30 - 18:44			08:15	11;32	35,2	165:63
 Haider, Martin				Urlaub bezahlt	08:15	08;25	6,0	132:00