

Journal

The **Journal** covers all important personal time-informations within a month. The actual month is shown up to the actual date.

According to the parametrisation through the system administrator, one line includes the booking details and the assigned accounts for the actual date.

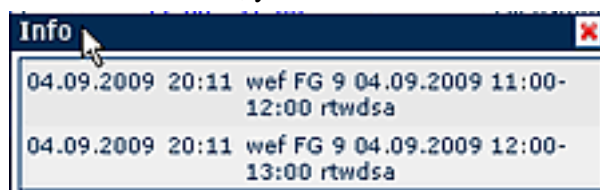
The arrow keys allow you to scroll to previous or future months, to see all relevant data.

Monatsjournal											
September 2009											
Datum	Wochentag	K	FB	Buchungen	FE	Fehlgrund	Soll	Ist	Summe	Saldo	Resturlaub
01.09.2009	Di	13	-	11:00 - 12:00	-		8,25	1,00	1,00	-55,34	157,00
02.09.2009	Mi	4	-	06:55 - 12:01 12:30 - 18:44	-		8,25	11,32	13,13	-52,30	157,00
03.09.2009	Do	5	-	09:00 - 11:00	-	Dienstgang	8,25	2,00	15,13	-58,45	157,00
04.09.2009	Fr	2	-	11:00 - 12:00 12:00 - 13:00	-	Dienstgang Dienstgang	5,50	2,00	17,13	-62,15	157,00
05.09.2009	Sa						0,00	0,00	17,13	-62,15	157,00
06.09.2009	So						0,00	0,00	17,13	-62,15	157,00
07.09.2009	Mo		-	07:05 - 17:44	-		8,25	0,00	17,13	-70,30	157,00
08.09.2009	Di	2	-	ganztags	-	Urlaub bezahlt	8,25	8,25	25,38	-70,30	156,00
09.09.2009	Mi	6	-	11:30 - 12:00 12:00 - 13:00	-	Dienstgang Dienstgang	8,25	3,50	28,88	-75,15	156,00

Beside the current date and the day of the week, following additional information is displayed as well:

- **K (Correction)**

This column provides information, whether a time-correction has been conducted, or not. If a correction has been conducted, you can click on the info-button to get more details:



- **Bookings**

Displays the booking intervals

- **Absence reasons**

Displays all absence reasons, booked by the user (e.g. doctor`s visit, business visit, holidays, ...)

- **Target time**

Displays the target time for the day

- **Actual time**

Displays the actual working time of the day

- ...

Depending on the configuration, additional accounts can be displayed, e.g.

lunchbreak subtraction- in case, the user does not consume his lunch break, or it lasts less than 30 Mminutes, so the system automatically subtracts the break-time (or replenishes up to 30 minutes)

Beyond Skelton time (Außer Rahmen)- display of bookings beyond the skeleton time

Remaining holidays - display of the remaining holidays

NOTIZ

If there is no booking, and no planned absences for a particular day, a note "unexcused absence" will be displayed in the journal.

The journal can also be exported ind PDF or Excel format, or prepared for printing. Corresponding symbols are located in the right upper corner of the screen.

Links

[Konfiguration für den Administrator](#)¹

1. [/daisy/webdesk-manual-en/944-dsy.html](#)