Calendar overview

This overview provides a monitoring tool for planned or already consumed absences (holidays).

Already submitted and approved absences will be shown in blue colour, submitted, but not yet approved absences in red colour. Saturdays are marked in a light yellow, sundays in dark yellow colour. Red marked days are flaged as holidays.

> NOTIZ
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> Attention: Appointments (calendar entries) from the Groupware-System (Notes or Exchange) are only available, with an activated Calendaring Module.

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

A click on an absence reason, opens a detailed info display. Already recorded appointments are marked with a small rectangle on the spec. date. By clicking on the rectangle you will receive information concerning the appointment.

The arrow-buttons allows you to scroll into the future or past.

Links

Konfiguration für den Administrator[1]

1. /daisy/webdesk-manual-en/948-dsy.html