Time Bookings

The booking mask allows you to perform online time-bookings.

In this process the system transfers time and date from the web server, it also provides the correct booking-rhythm (comes / leaves). Additionally you can also book various absence reasons, e.g. official absence, etc.

A mesage field allows you to post a note/message, such as "In a meeting until 12:00", "customer visit at XYZ", etc.
This message is displayed in the attendance tableau, and can be viewed ba other colleagues.

The "Show **Journal**" button can be used to provide an overview over the monthly journal.
To hide the journal, cklick on the "Hide Journal" button, which appears automatically, when clicking on the "Show Journal" button.

A successfull time-booking is quitted with a server message, in case of non-conformance an adequate error-message will appear.

Links

Configuration for the system administrator[1]

1. /daisy/webdesk-manual-en/891-dsy.html