

Calendar

The calendar provides an useful overview for the planning of part/full-time absences (holidays, seminars, illness, ...).

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 flagged as holidays.

The arrow-button allows you to scroll into the future or past. Depending on the configuration, a summary is displayed below the calendar.

A click on an absence reason, opens a detailed info display.

When a request, e.g. for holidays has been approved, the system automatically inserts the absence (as a whole day absence) into the groupware calendar (e.g. Lotus Notes).

Since the synchronisation runs on a schedule (e.g. once a day), it may happen, that the absence will appear in the groupware calendar later (e.g. on the next day).

Already recorded appointments are marked with a small triangle on the specified date. By clicking on the triangle you will receive information concerning the appointment.

NOTIZ

Attention: Appointments (calendar entries) from the Groupware-System (e.g. Notes, Exchange or Microsoft 365) are only available, if the Groupware Integration module is activated and the display of groupware appointments is enabled for this menu item.

Links

[Konfiguration für den Administrator¹](#)

1. </daisy/webdesk-manual-en/921-dsy.html>