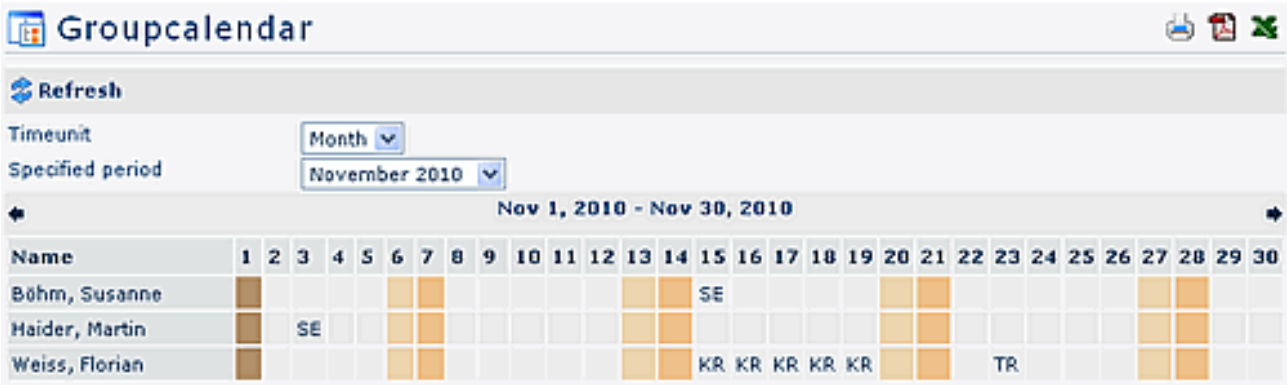
# Group Calendar

The Group-Calendar reports all planned or already consumed full- or part-time absences within a defined group of users.
This view is designed to facilitate the scheduling/planning of holidays or other absences within a defined group (own department).

Analogue to the personal calendar, 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 group calendar can be read within following time-units: month / week. The arrow-buttons allow to scroll within the time periods (next/previous month/week).

Every user gets to see the colleagues from their own department/group, or in accordance with the granted access (authorisation), colleagues from various departments/groups.




Analogue to the personal calendar, Lotus Notes calendar entries are also displayed in the group calendar.
If a Lotus Notes calendar entry exists on a given date, this date will be marked with a small blue rectangle.
Is this calendar entry marked as a private entry, it can not be retrieved by other user (except an user has the authorisation to see private calendar entries > this parametrisation is taken in the Lotus Notes calendar settings).

A click on the rectangle opens a detailed info display:

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

## Links

Konfiguration für den Administrator[1]

1. /daisy/webdesk-manual-en/937-dsy.html