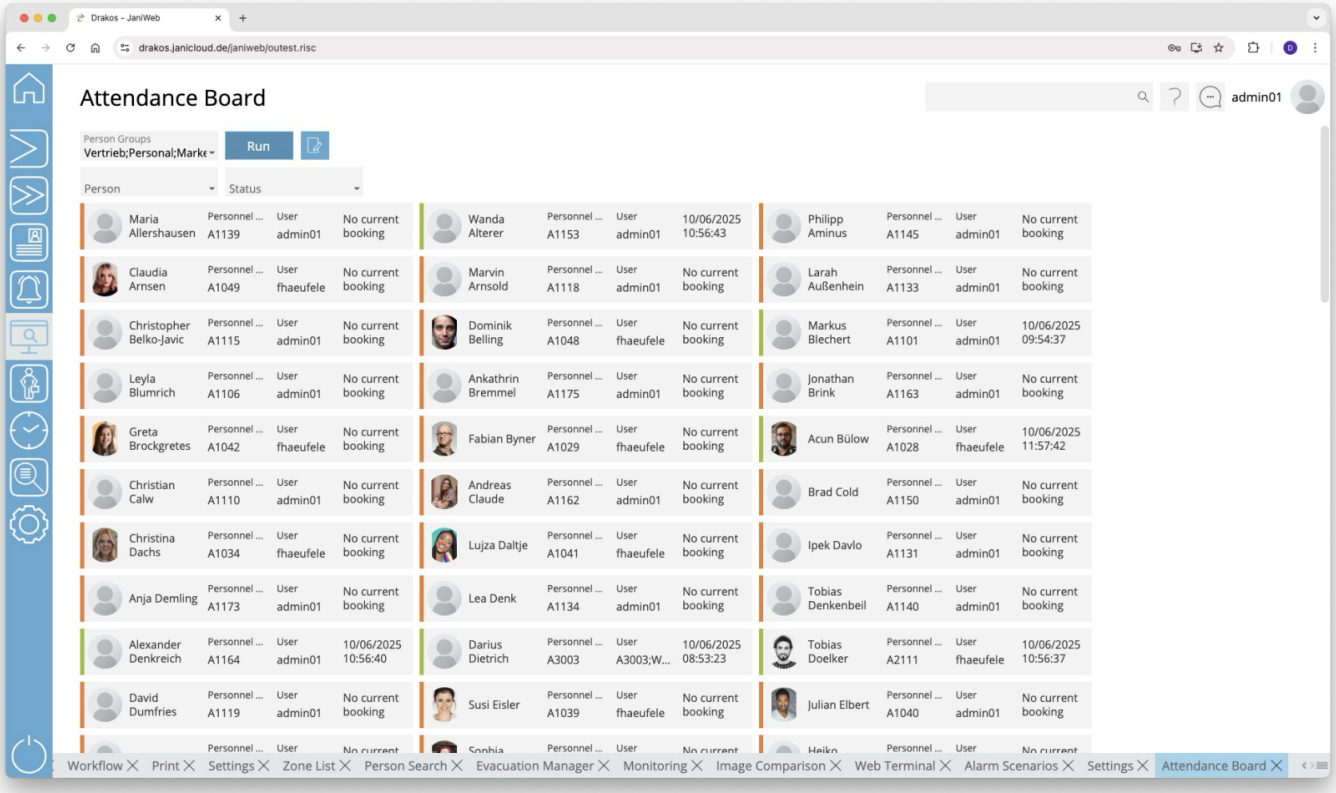
Attendance Board

- Attendance Board
- Settings

Attendance Board

The menu item *Attendance Board* provides you with an overview of the attendance status of all or selected employees.



List field *Person Groups*

Select the person group(s) for which the attendance status should appear and press *Run*.

Button *Run*

Press *Run* to update the view according to the selected criteria.

Button *Edit person group*

Press this button to view the definitions of the person groups or to add a new person group. For more information on creating person groups, see the section Person Groups.

Filter displayed persons

Use the following fields to filter the persons displayed.

- *Person:* Select the person(s) you want to display.
- *Status:* Select which presence status you want to display. You can specify which options are available here in the Settings.
- *Zone:* Select the zone(s) for which you want the presence status to be displayed.
- *Sort by:* If a field is selected here, the people displayed will be grouped according to the value of the selected field.

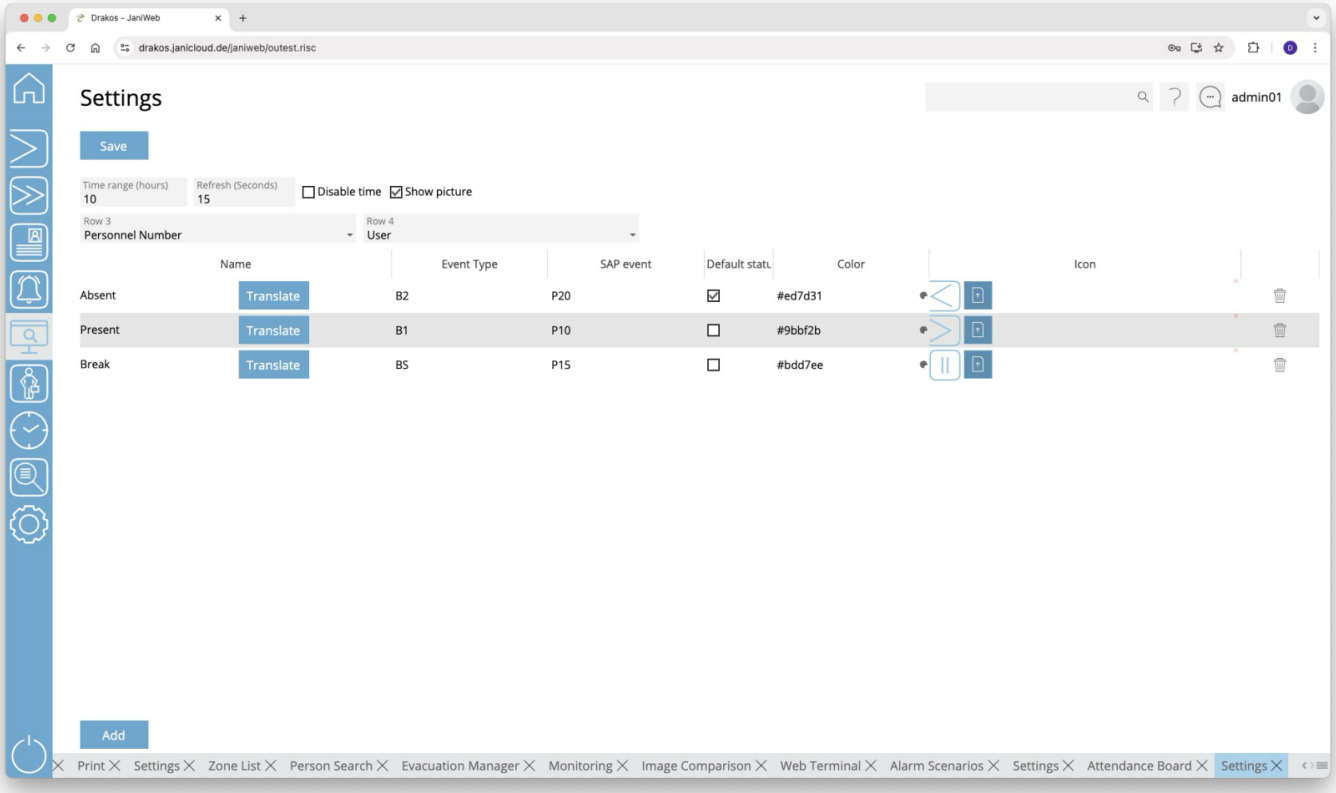
Press *Run* to refresh the view.

Option *Group by Person Groups*

If this option is selected, people are displayed grouped into sections according to their person groups.

Settings

Use this menu item to specify *Settings* for the *Attendance Board*. You can also define various attendance statuses here, which are available as filters.



Button *Save*

Press *Save* to apply your changes.

General Settings

- *Time range (hours):* Specify here after how many hours the system should search for new booking events.
- *Refresh (seconds):* Specify here the time after which the display should refresh automatically.
- *Row 3 / Row 4:* Select additional information here that should appear on the tiles of the attendance board.

> You can display the zone in which the person is currently located. To do this, select the*Zone* option in the *Row 3* or *Row 4* field.

List of presence statuses

The list contains the presence statuses that have already been created. To remove a status, press the trash icon. A confirmation dialog will appear.

Button *Add*

Press *Add* to create a new presence status. Enter the required data and press *Save*.

- Column *Name:* To specify a name, press *Translate*. Enter the names for the respective languages and press *Save.*
- Column *Event type:* Enter the abbreviation for the event (booking) type that leads to the status being displayed.
- Column *SAP event*: Enter the SAP event that causes the status to be displayed.
- Column *Default status*: Specify here whether this status should always be displayed if there is currently no booking for the person.
- Column *Color:* Specify the color in which the status appears in the attendance board. Press the color palette icon to open a color picker. Or enter the color directly as a hexadecimal color code.
- Column *Icon:* Press Upload to upload an icon for the presence status.