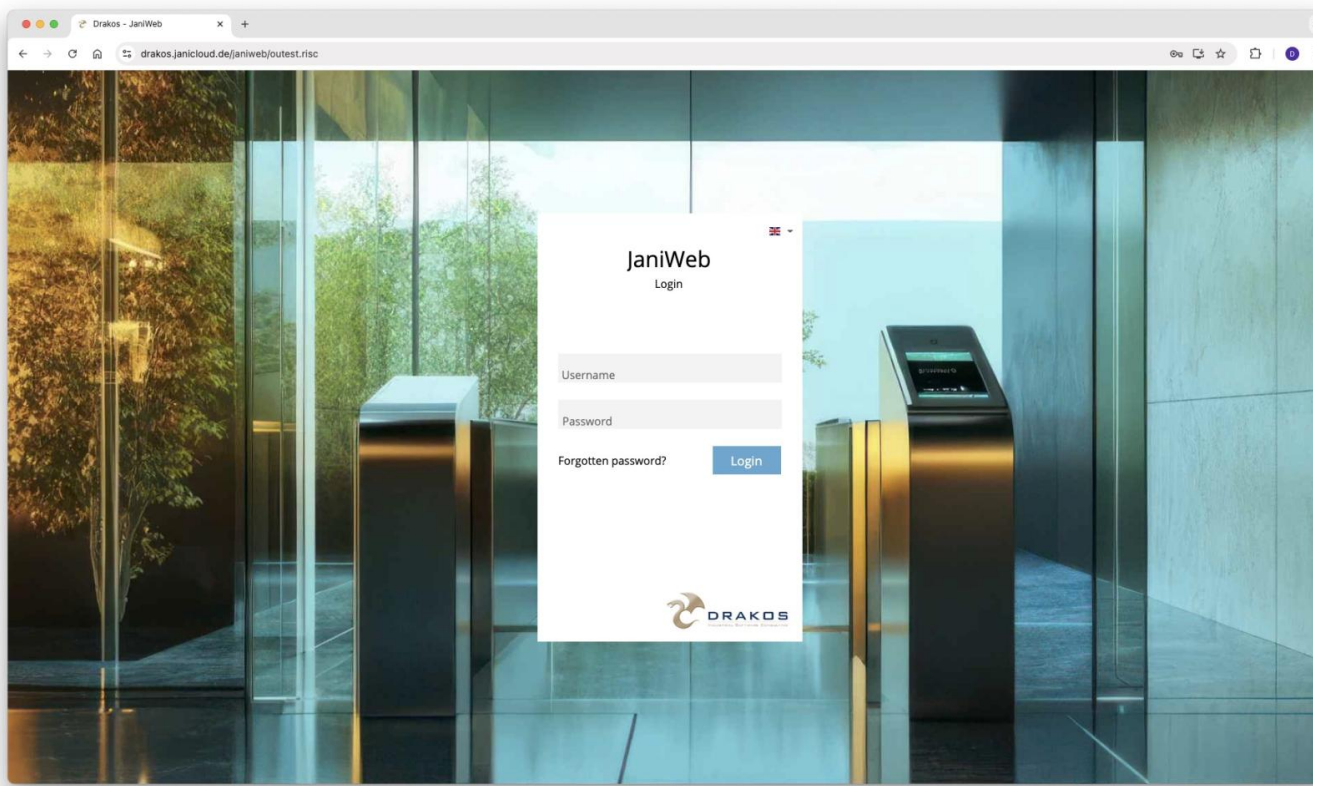


Instructions

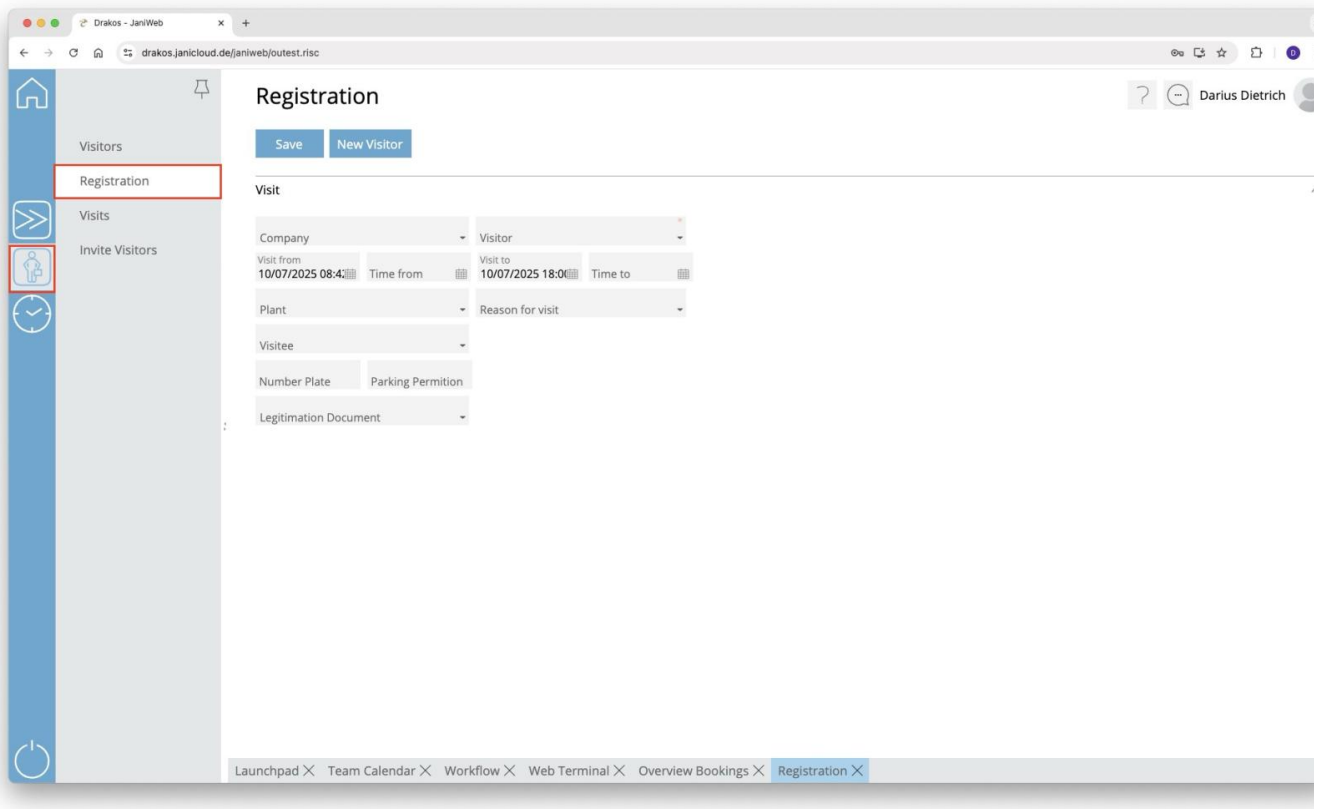
- [Create Visits](#)
- [Create Absences](#)
- [Create bookings via Web Terminal](#)
- [Add bookings via the Overview Bookings](#)

Create Visits

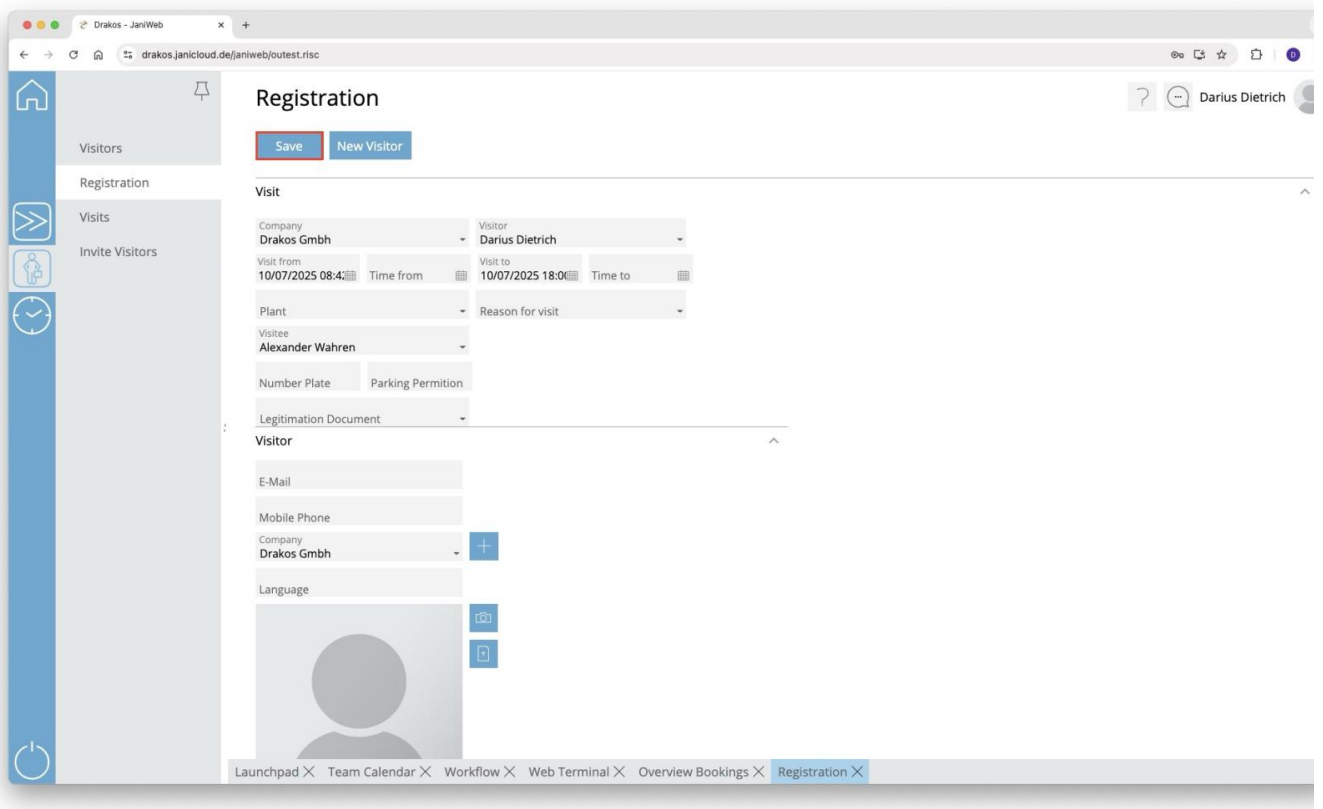
1. Log in to the application



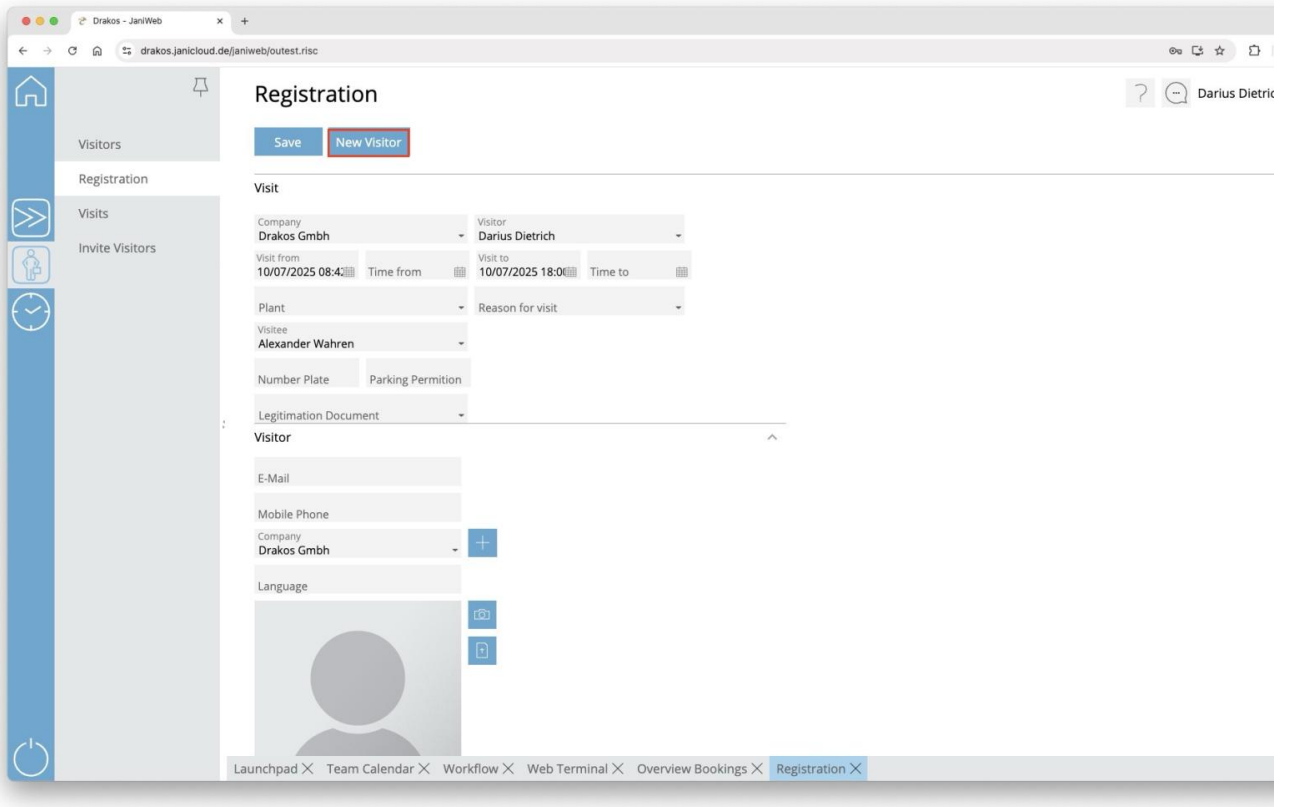
2. Navigate to *Registration* in the menu



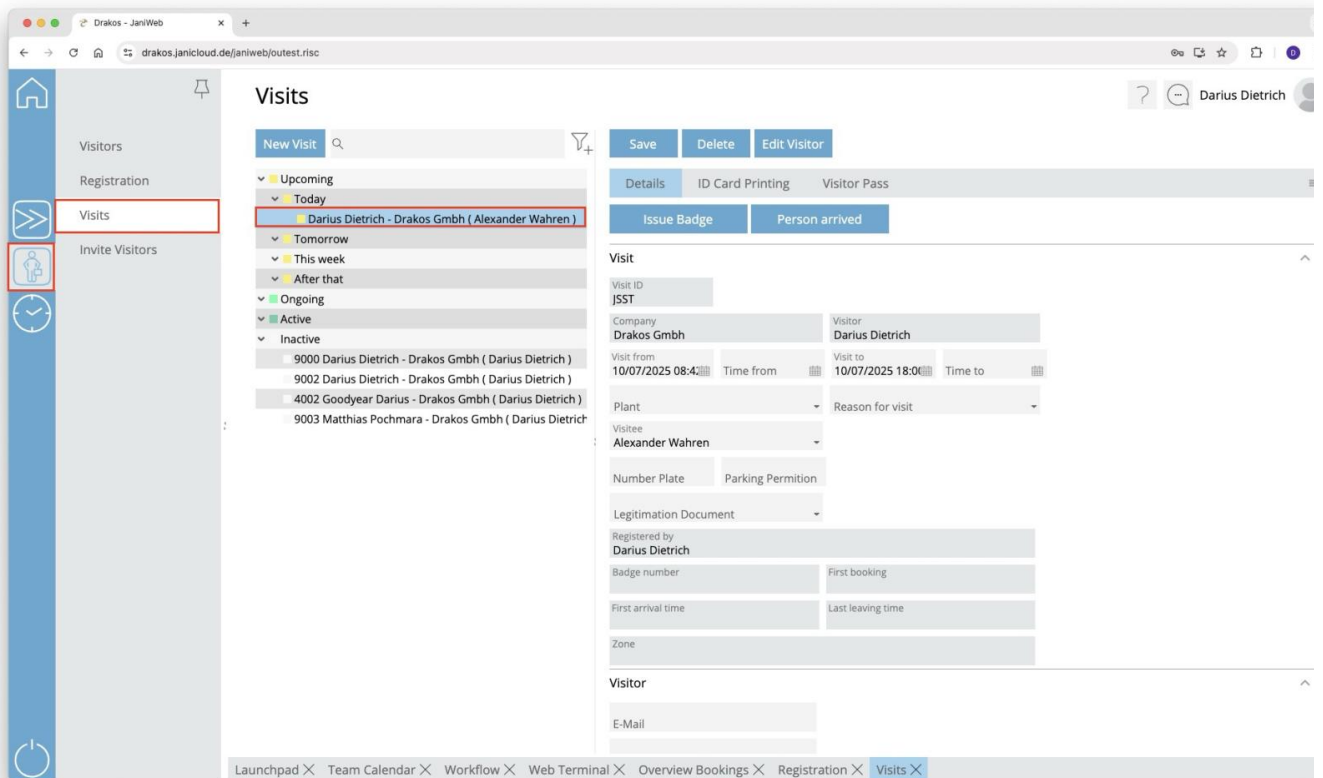
3. Fill in the fields and confirm with Save



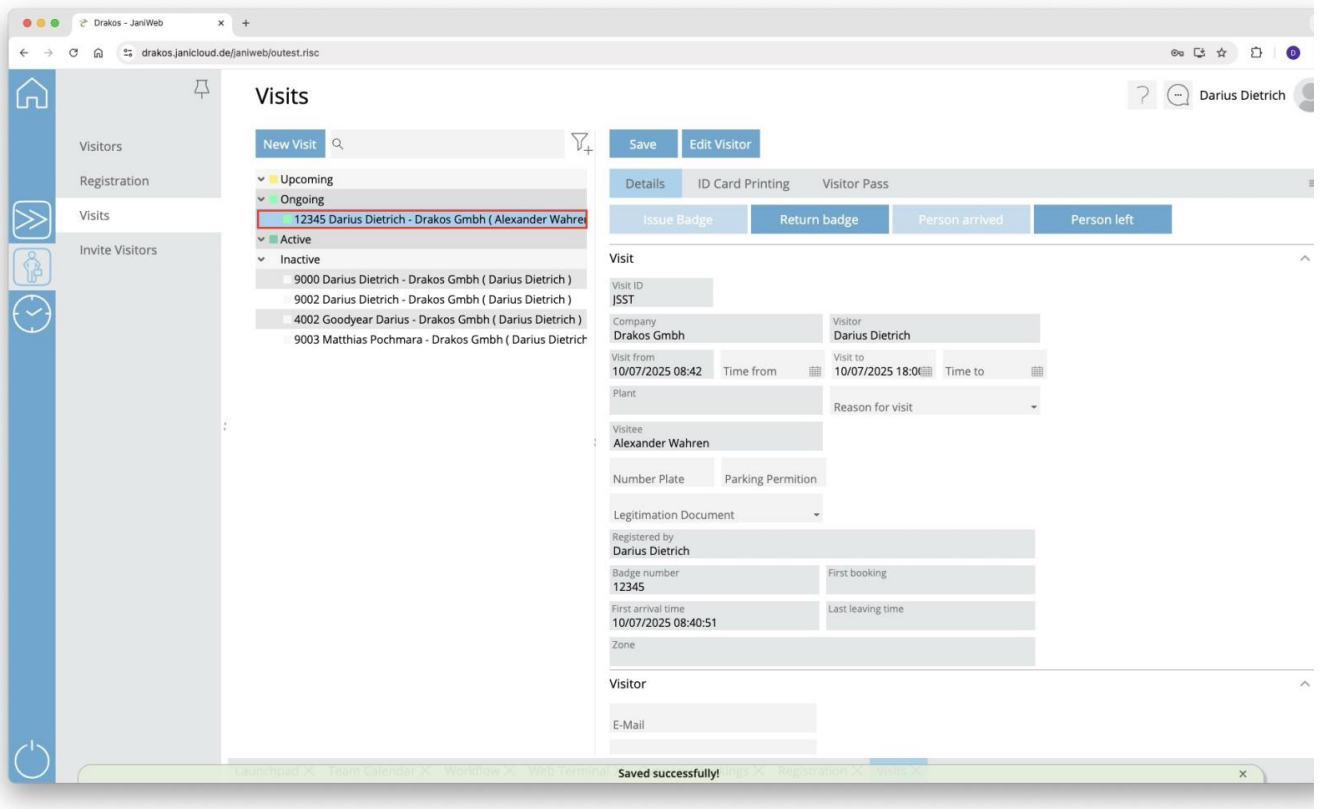
1. If the visitor does not yet exist in the system, they can be created using the *New Visitor* button



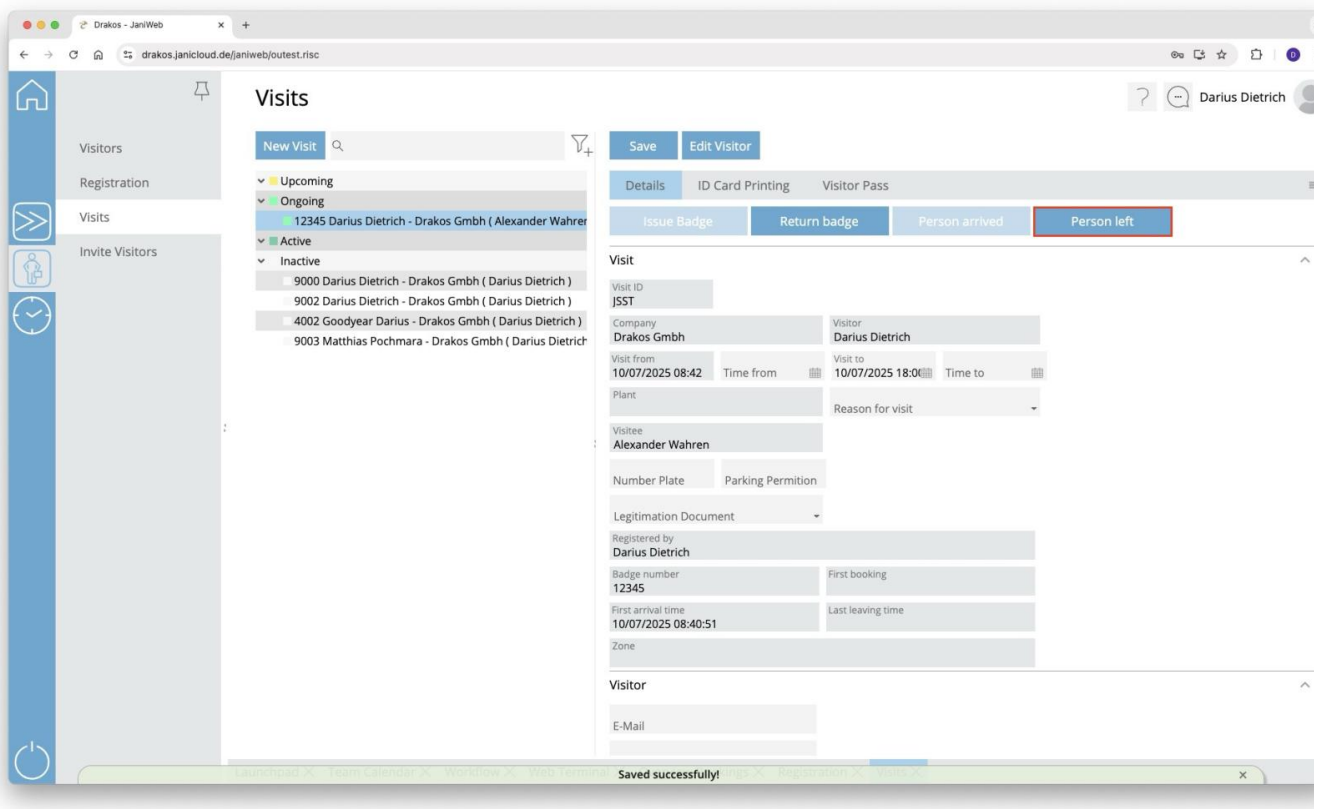
4. The visit now appears under the menu item *Visits* below the *Upcoming* section



1. A badge can now be issued here via the *Issue Badge* button
2. or the visit can be marked as present via the *Person arrived* button
5. The visit now appears in the *Ongoing* section



6. The visitor can be logged out via the *Person left* button



7. As long as the visit period has not yet expired, the visit appears below the *Active* section

Drakos - JaniWeb

drakos.janicloud.de/janiweb/outest.risc

Darius Dietrich

Visits

New Visit

- Upcoming
- Ongoing
- Active
 - 12345 Darius Dietrich - Drakos Gmbh (Alexander Wahren)**
- Inactive
 - 9002 Darius Dietrich - Drakos Gmbh (Darius Dietrich)
 - 9000 Darius Dietrich - Drakos Gmbh (Darius Dietrich)
 - 4002 Goodyear Darius - Drakos Gmbh (Darius Dietrich)
 - 9003 Matthias Pochmara - Drakos Gmbh (Darius Dietrich)

Save Edit Visitor

Details ID Card Printing Visitor Pass

Issue Badge Return badge Person arrived Person left

Visit

Visit ID JSST

Company Drakos Gmbh Visitor Darius Dietrich

Visit from 10/07/2025 08:42 Time from Visit to 10/07/2025 18:00 Time to

Plant Reason for visit

Visitee Alexander Wahren

Number Plate Parking Permission

Legitimation Document

Registered by Darius Dietrich

Badge number 12345 First booking

First arrival time 10/07/2025 08:40:51 Last leaving time 10/07/2025 08:41:49

Zone

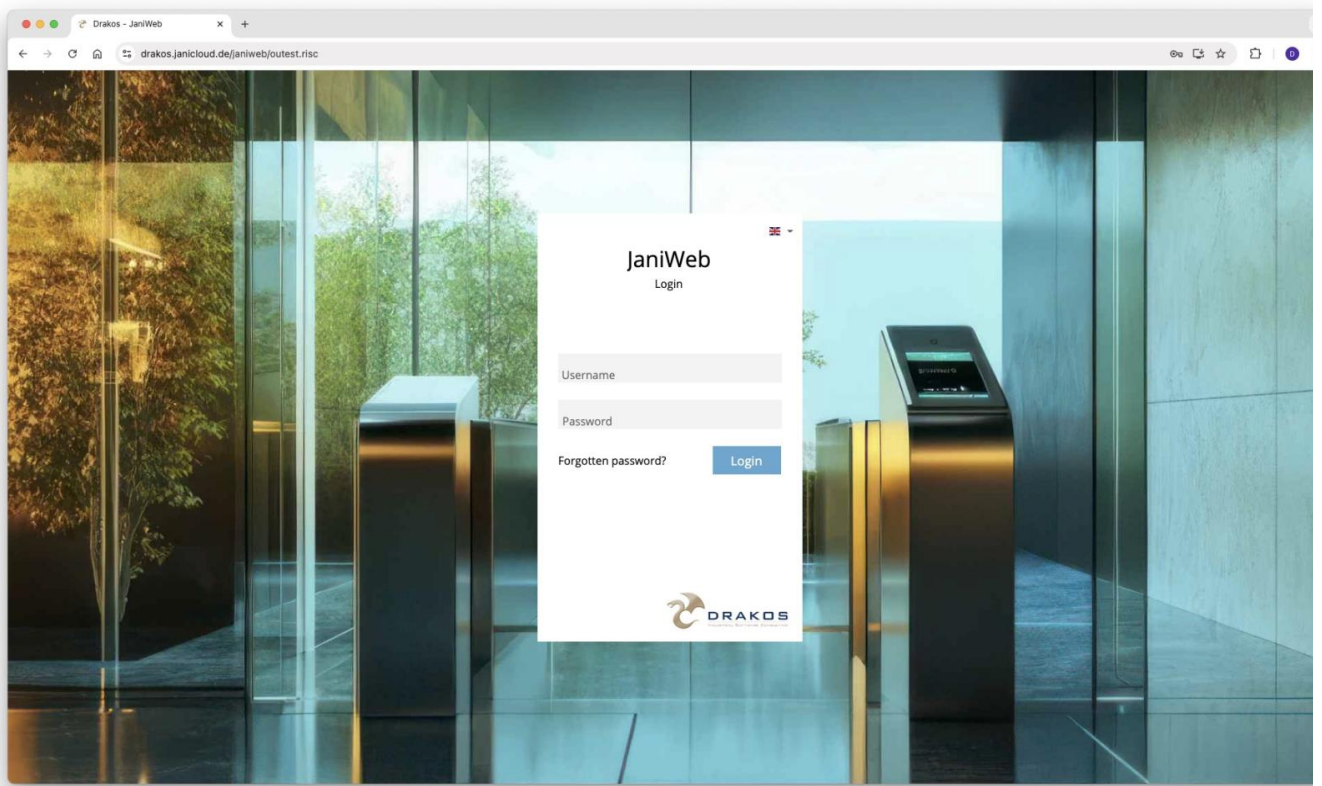
Visitor

E-Mail

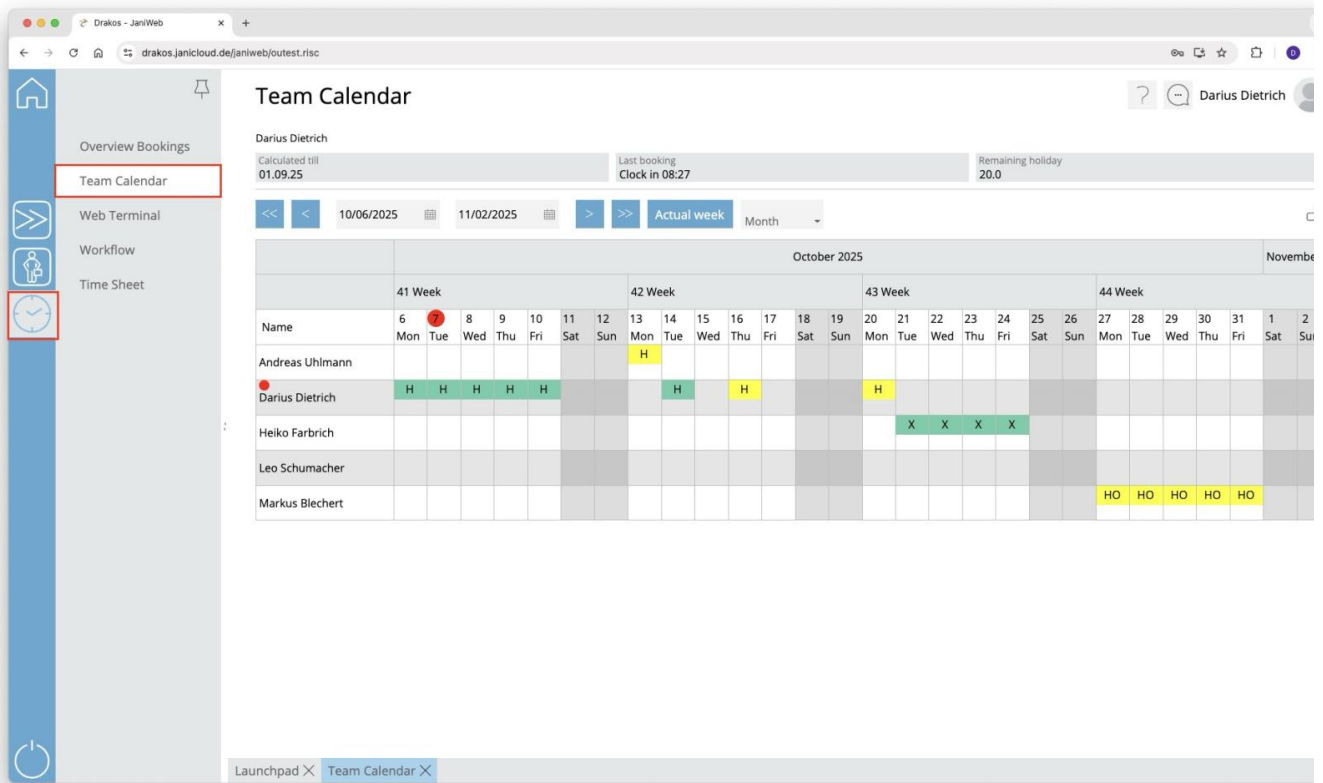
Saved successfully!

Create Absences

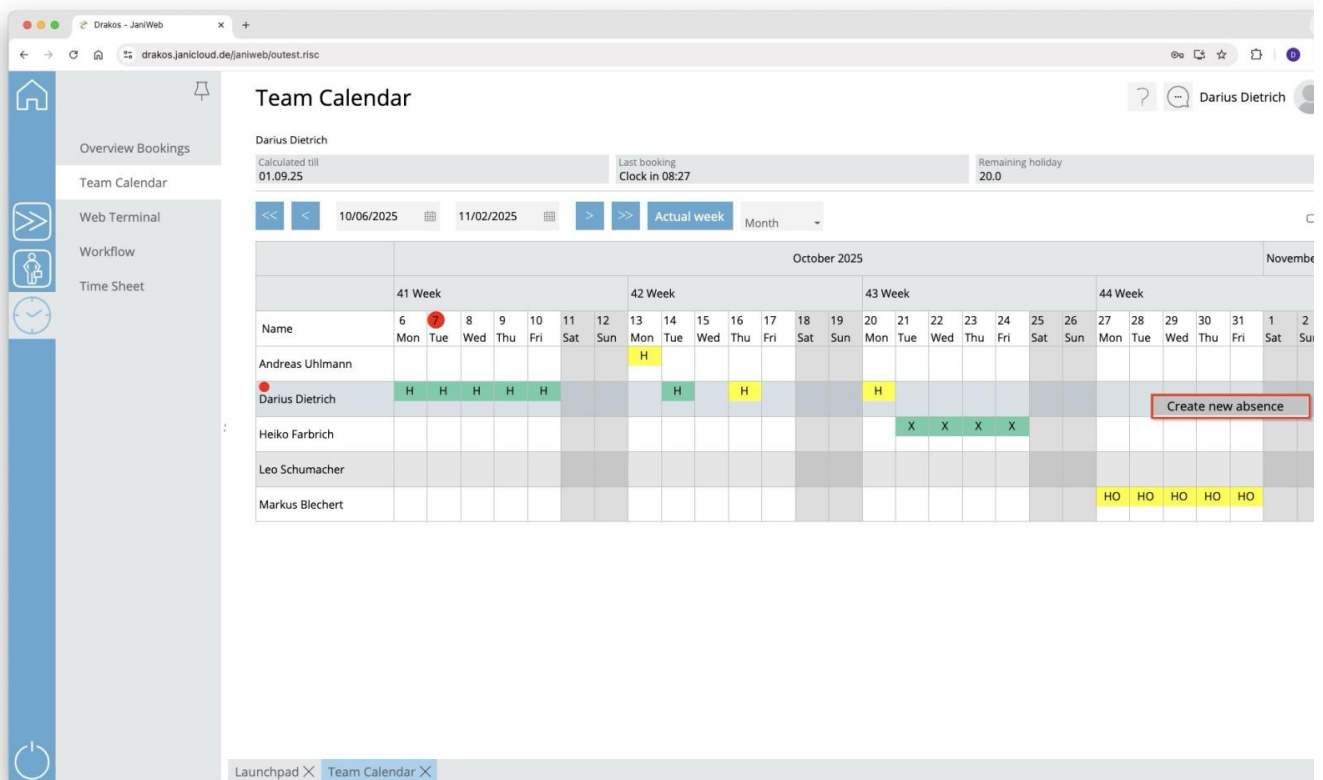
1. Log in to the application.



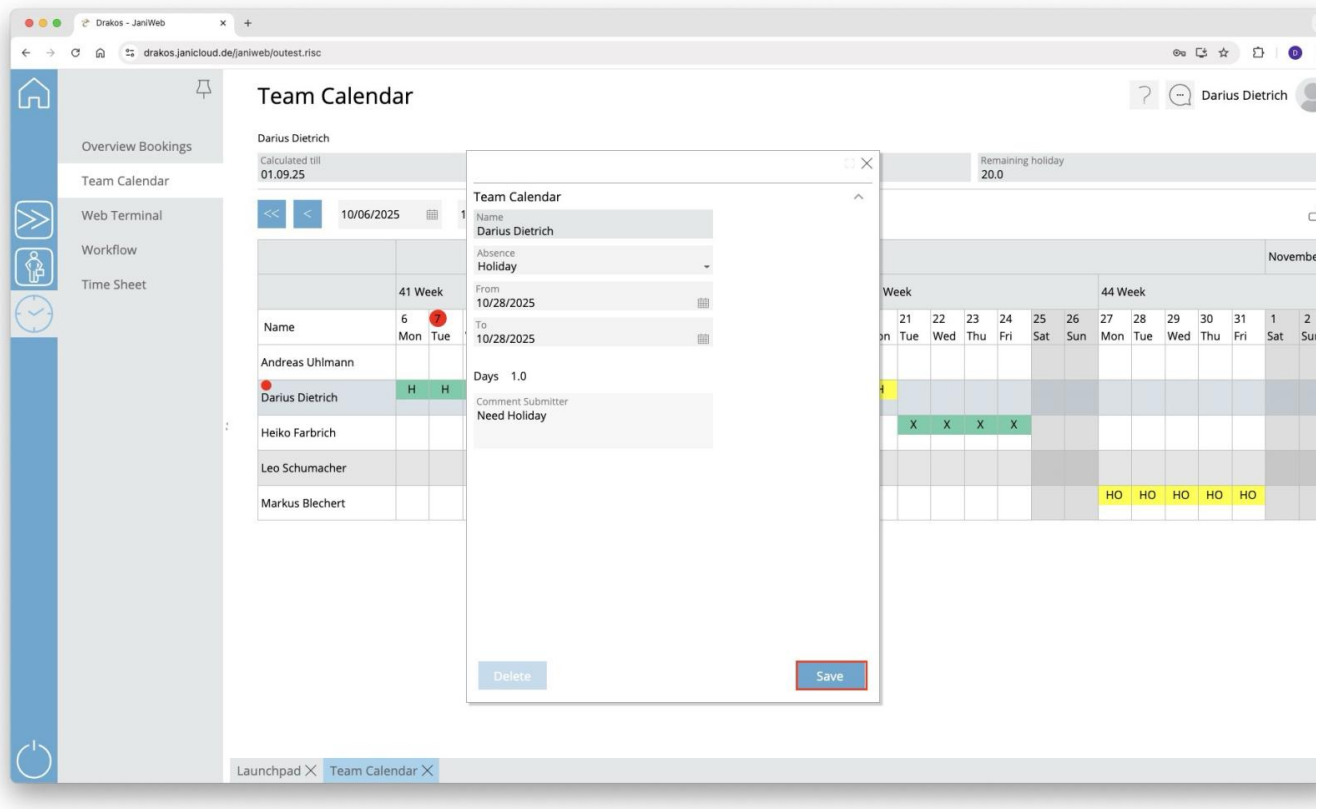
2. Navigate to the *Team Calendar* item in the menu.



3. Right-click in the field for the desired date of absence > Select *Create new absence*



4. Enter dates for *From* and *To*. Set comment for supervisor if necessary. Confirm with *Save*.



5. Legend colored representation of absences

- U **Approved Absences**
- U **Pending Approval**
- U **Rejected Absences**
- U **Deletion pending (Supervisor needs to approve deletion)**

6. In the *Workflow* menu, you will find past absence requests and their status.

Drakos - JaniWeb

drakos.janicloud.de/janiweb/outest.risc

Darius Dietrich

Workflow

Reset Sorting

Submitter	Absence	From	To	Days	Status
Darius Diet...	Holiday	10/20/2025	10/20/2025	1.0	Pending
Darius Diet...	Holiday	10/16/2025	10/16/2025	1.0	Pending
Darius Diet...	Holiday	10/14/2025	10/14/2025	1.0	Approved
Darius Diet...	Holiday	10/06/2025	10/10/2025	5.0	Approved
Darius Diet...	Home Office	09/29/2025	09/30/2025	2.0	Approved
Darius Diet...	Holiday	09/25/2025	09/28/2025	2.0	Pending
Darius Diet...	Gleitzeitau...	11/04/2024	11/08/2024	5.0	Approved

Holiday - Pending

Submitter: Darius Dietrich
Requested: 10/07/2025 08:26:00

Valid from: 10/20/2025
Valid to: 10/20/2025

Info_field_1: 01.09.25
Info_field_2: 42.53
Info_field_3: info_field_3
Info_field_4: 30

Comment Submitter: Brauche Urlaub

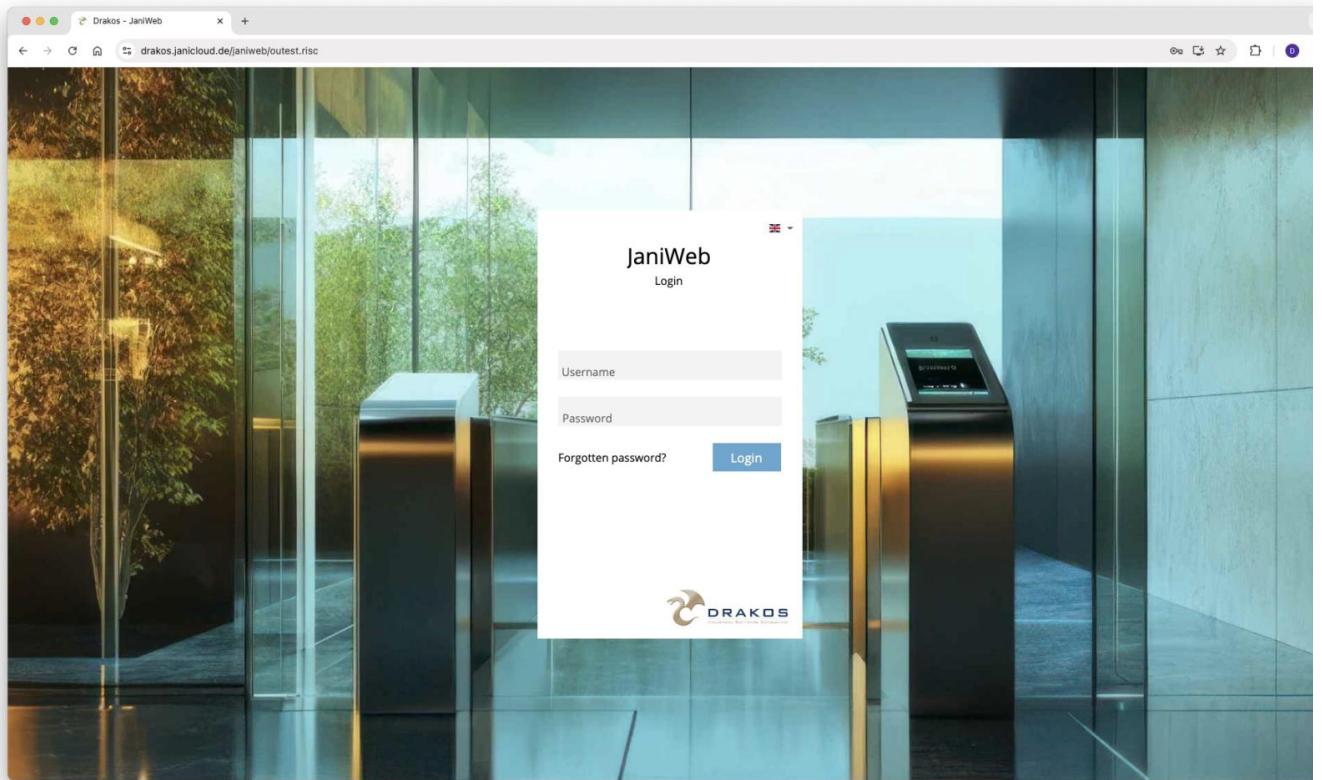
Comment Approver:

Approve Reject

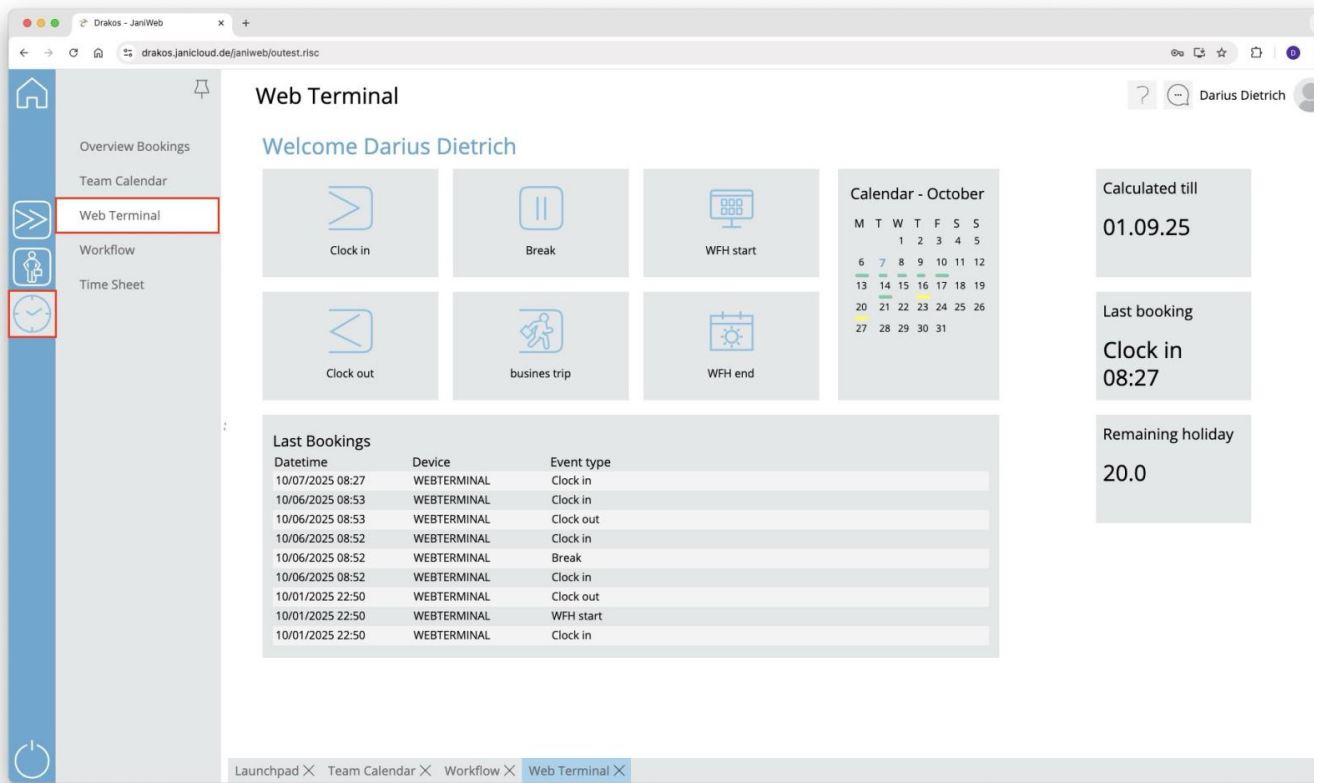
Launchpad X Team Calendar X Workflow X

Create bookings via Web Terminal

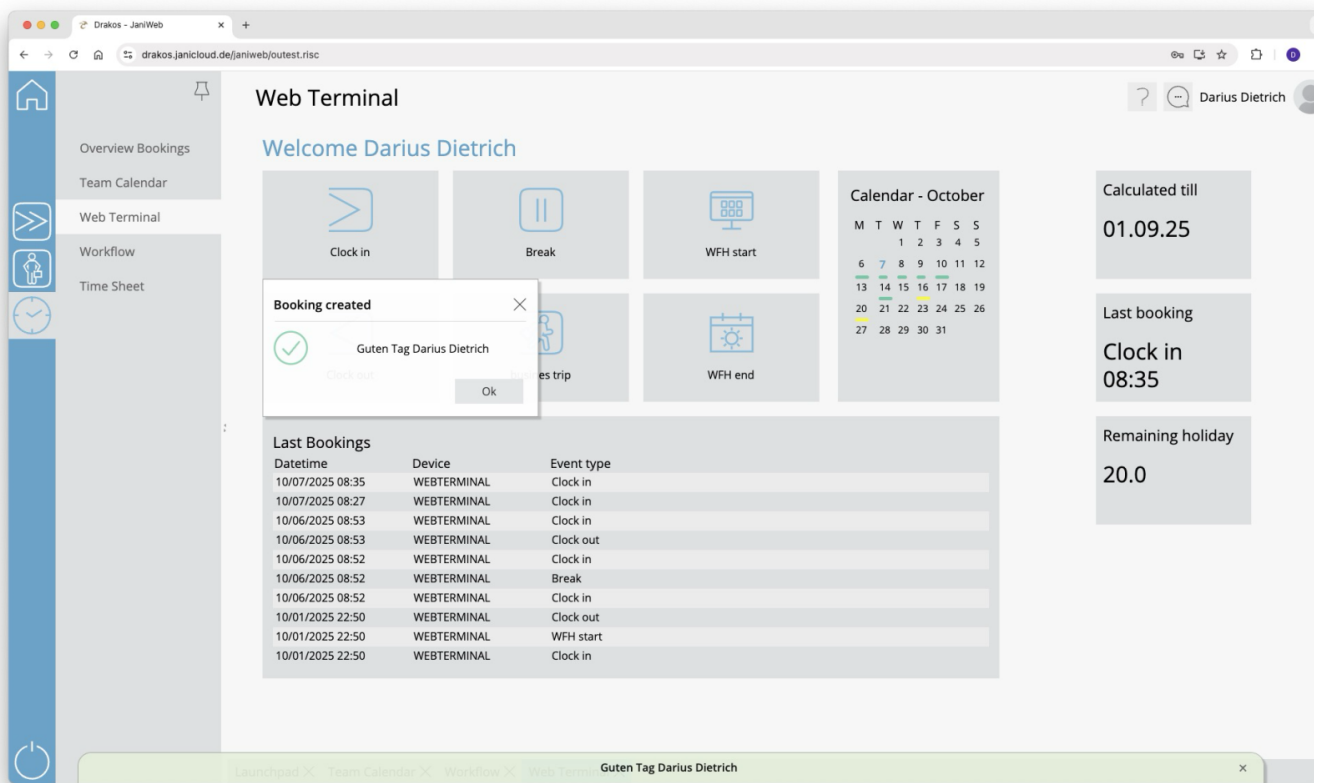
1. Log in to the application.



2. Navigate to *Web Terminal* in the menu



3. Submit the desired booking by pressing the corresponding button



4. Bookings can be viewed via the *Overview Bookings* menu

Drakos - JaniWeb

drakos.janicloud.de/janiweb/outest.risc

Overview Bookings

Calculated till: 01.09.25 | Last booking: Clock in 08:35 | Remaining holiday: 20.0

October Show deleted/rejected bookings

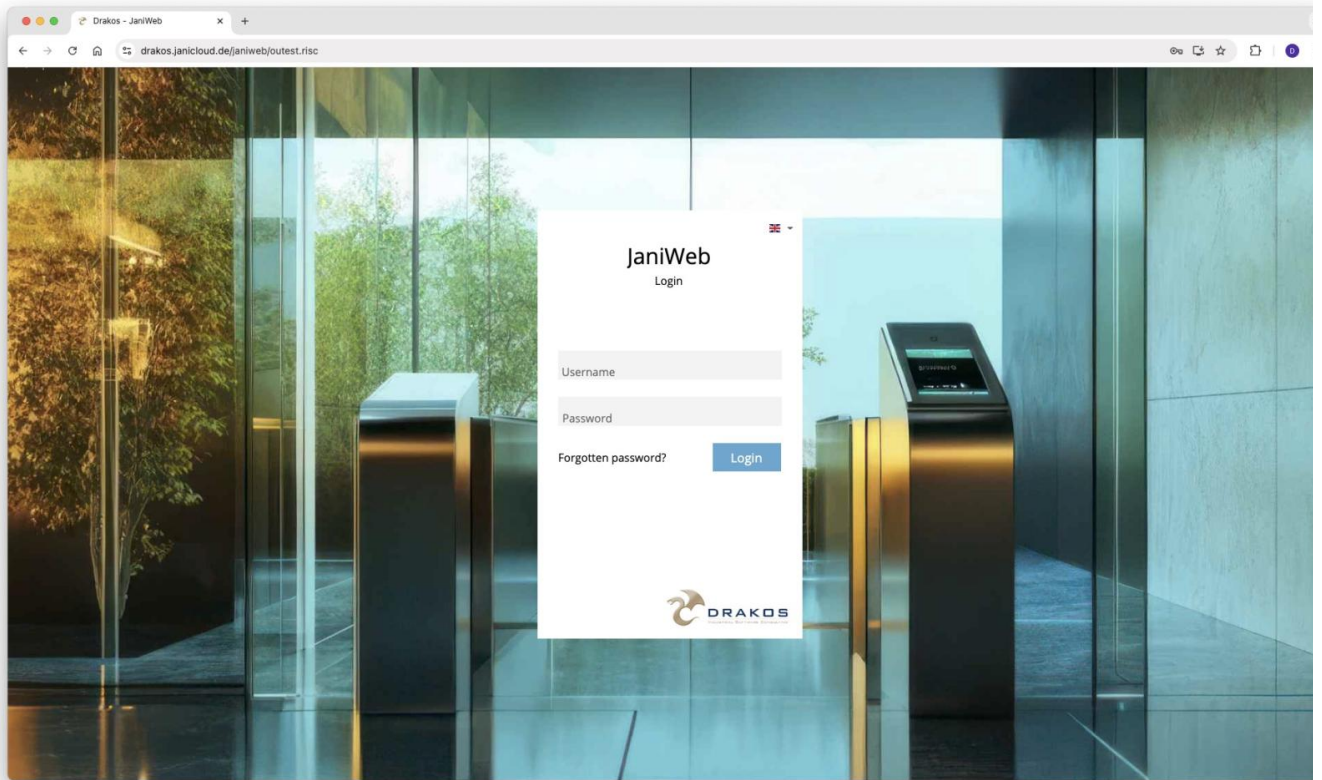
							Work time	Break
Wed	10/01/2025	+	> 22:50:53	< 22:50:58			00:00:05	00:00:00
Thu	10/02/2025	+						
Fri	10/03/2025	+						
Sat	10/04/2025	+						
Sun	10/05/2025	+						
Mon	10/06/2025	+	> 08:52:03	08:52:32	> 08:52:36	< 08:53:21	> 08:53:23	00:01:14 00:00:06
Tue	10/07/2025	+	> 08:27:50		> 08:35:13		00:00:00	00:00:00
Wed	10/08/2025	+						
Thu	10/09/2025	+						
Fri	10/10/2025	+						
Sat	10/11/2025	+						
Sun	10/12/2025	+						
Mon	10/13/2025	+						
Tue	10/14/2025	+						
Wed	10/15/2025	+						
Thu	10/16/2025	+						
Fri	10/17/2025	+						
Sat	10/18/2025	+						
Sun	10/19/2025	+						
Mon	10/20/2025	+						
Tue	10/21/2025	+						

Σ 00:01:19

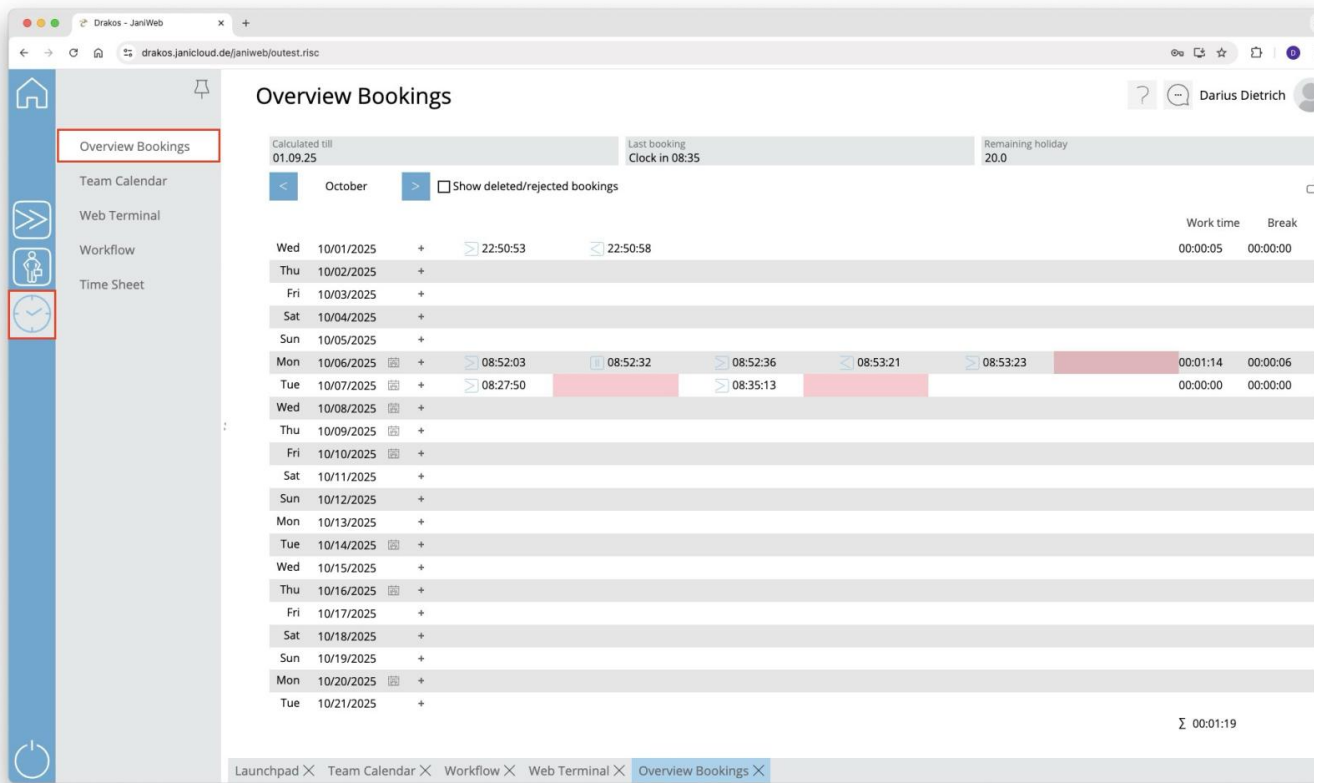
Launchpad × Team Calendar × Workflow × Web Terminal × Overview Bookings ×

Add bookings via the Overview Bookings

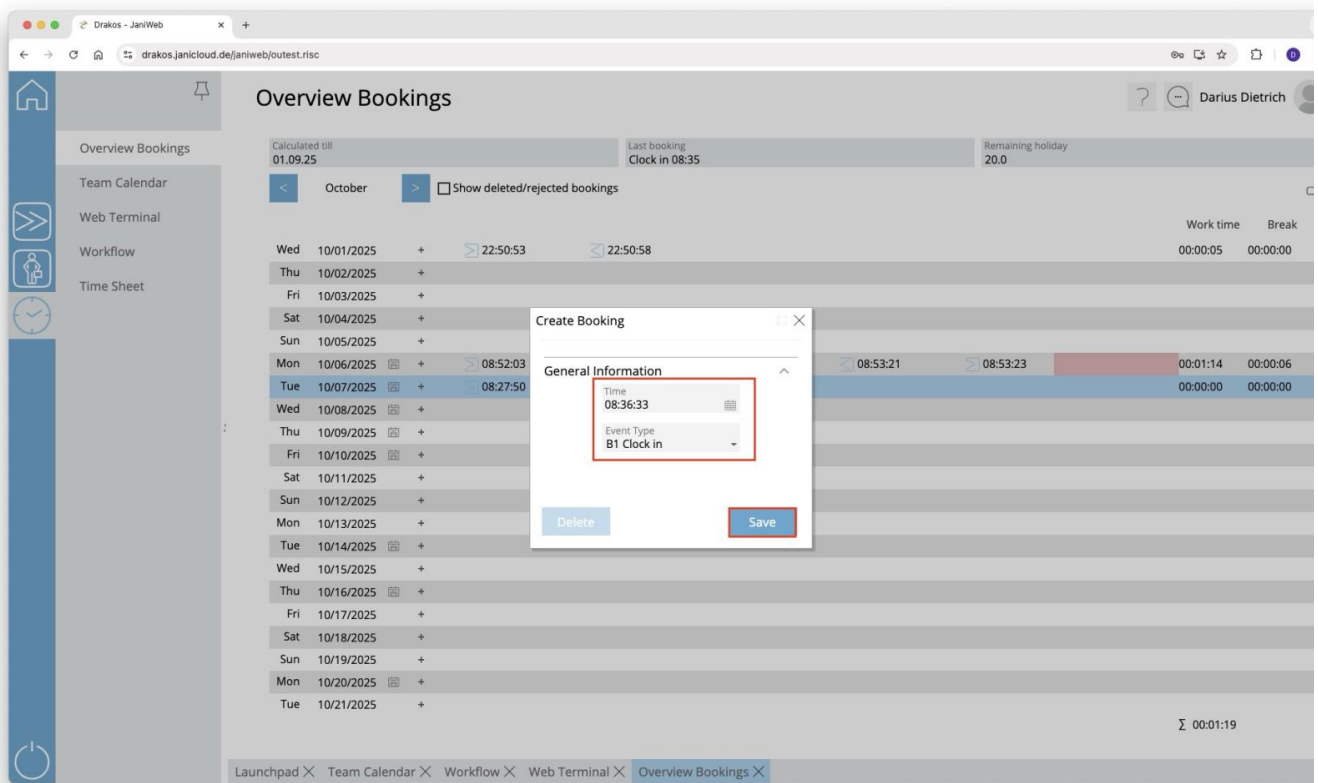
1. Log in to the application.



2. Navigate to Overview *Bookings* in the menu



3. Double-click on the line of the day for which the booking is to be added
4. Now select the desired time in the *Time* field and the desired booking type in the *Event Type* field (e.g. Clock in or Clock out) and confirm with the *Save* button



5. If a workflow has been set up for adding bookings, the supervisor must confirm the request