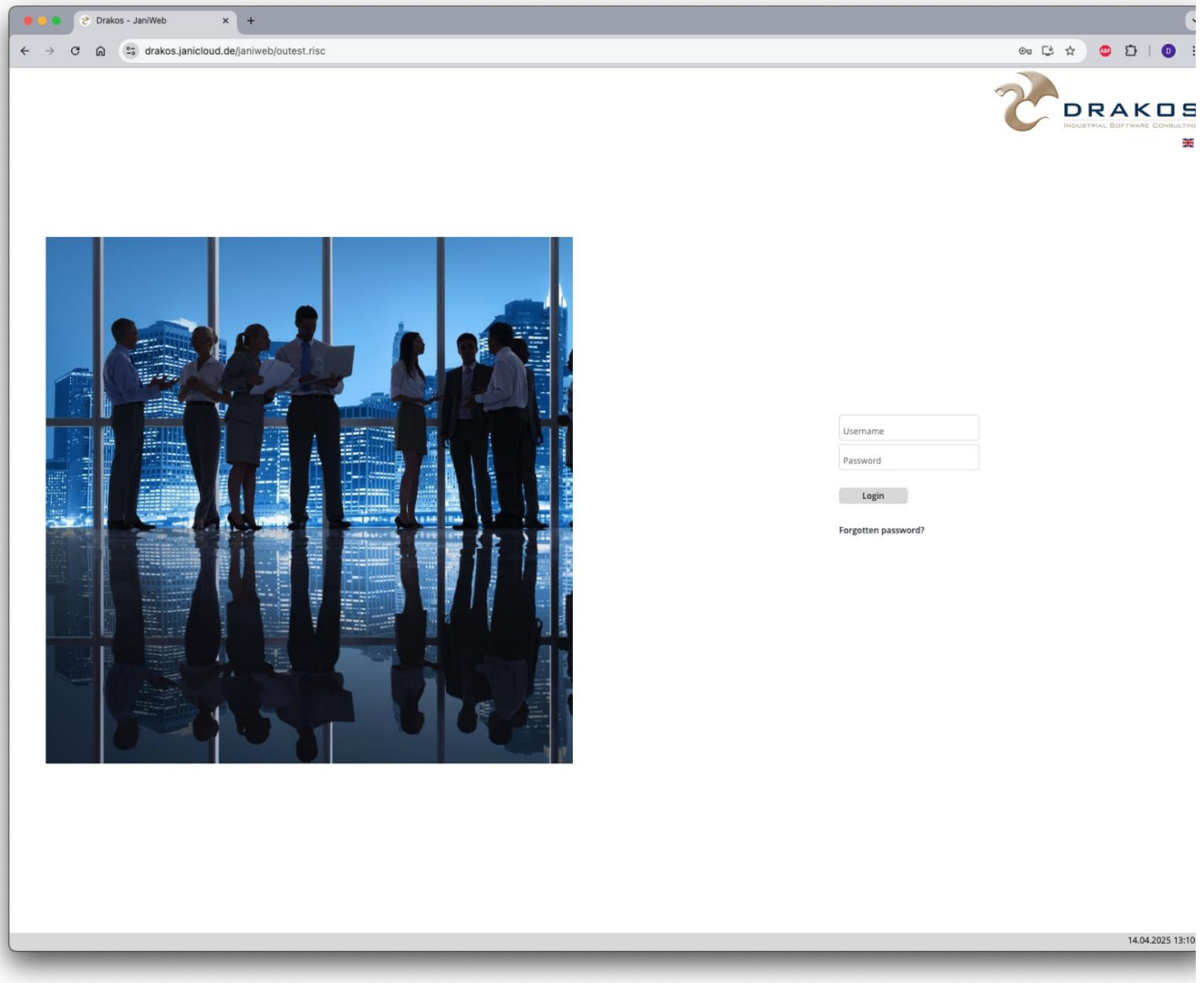


Instructions

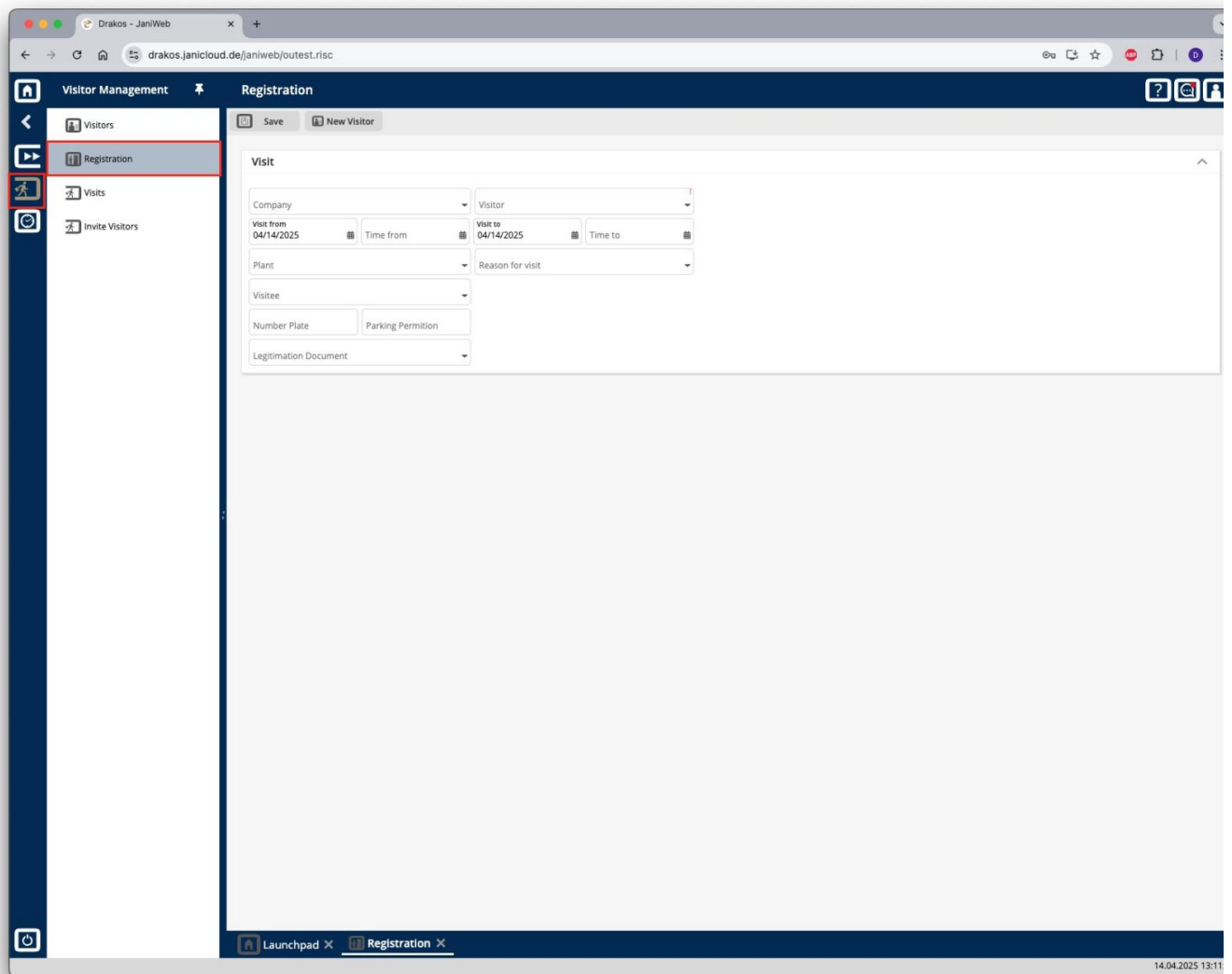
- [Create Visits](#)
- [Create Absences](#)
- [Create bookings via Web Terminal](#)
- [Add bookings via the Overview Bookings](#)

Create Visits

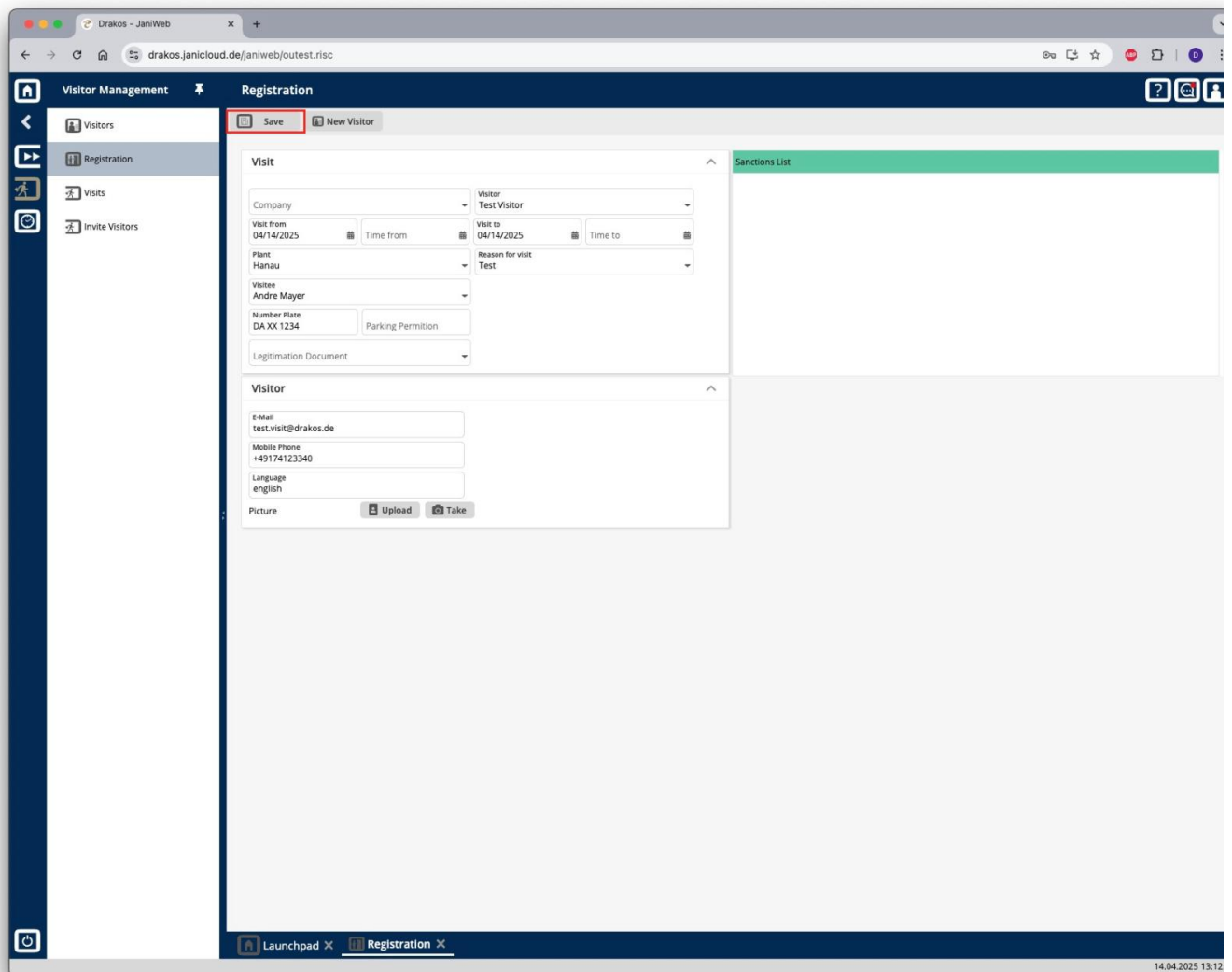
1. Log in to the application



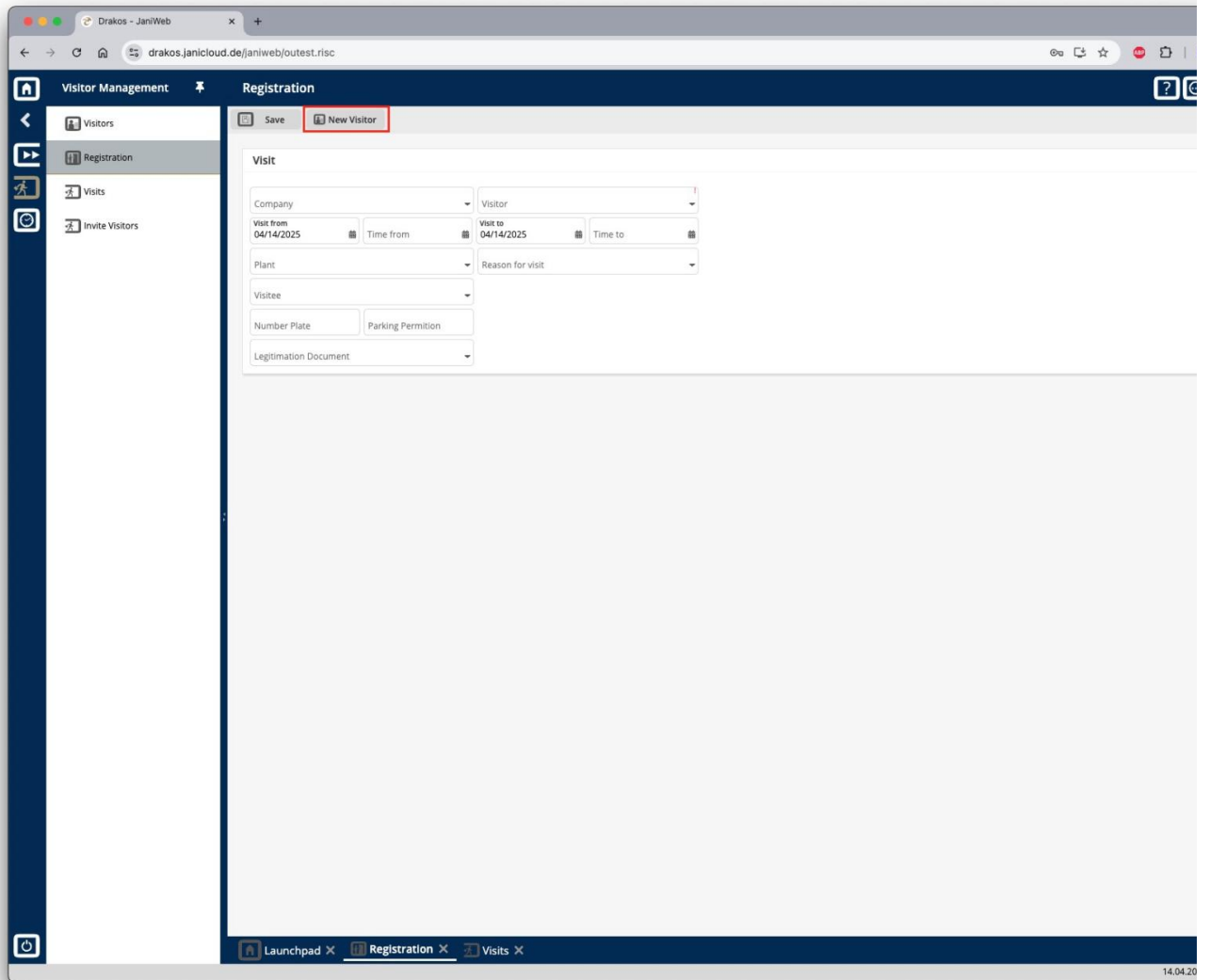
2. Navigate to *Registration* in the menu



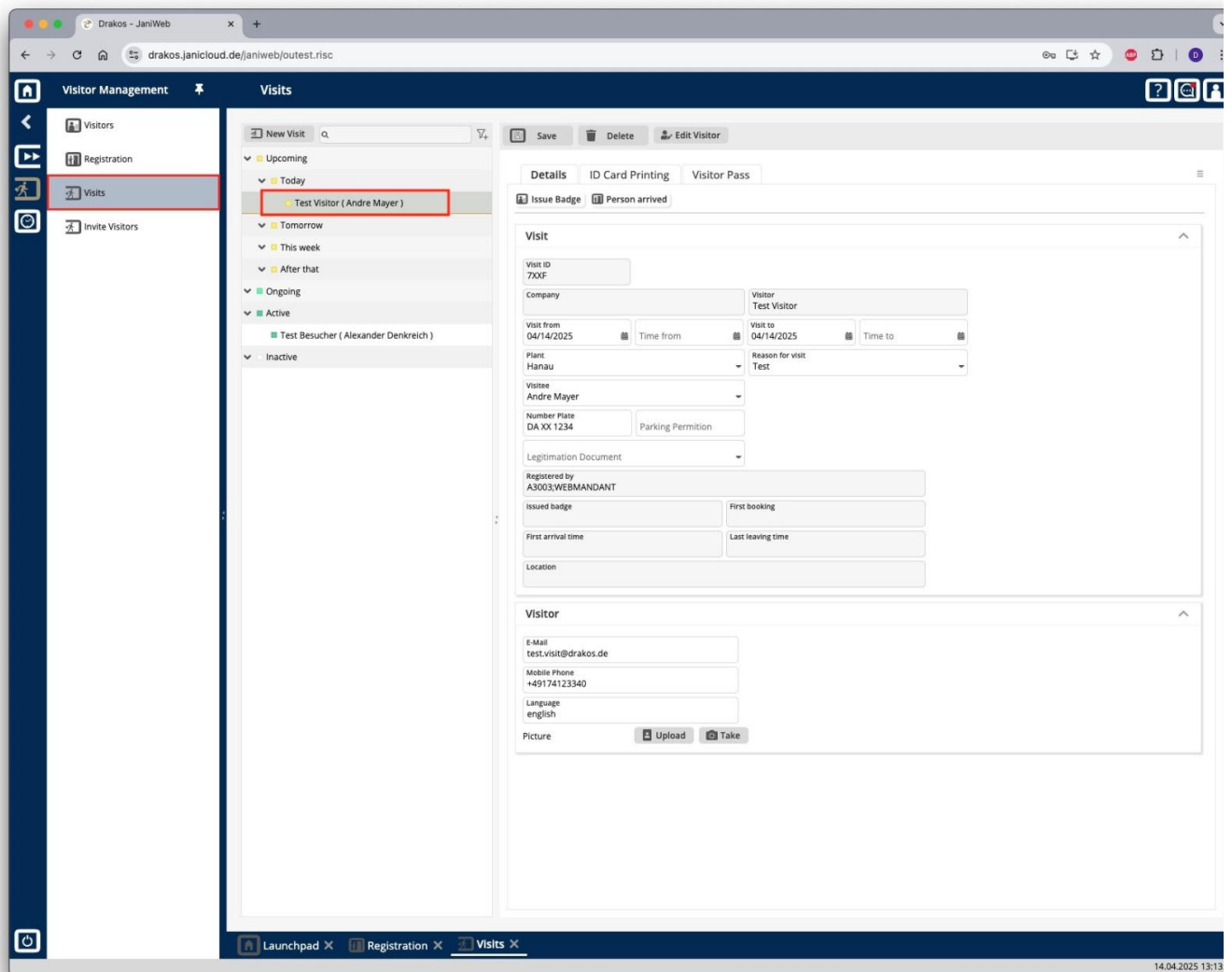
3. Fill in the fields and confirm with Save



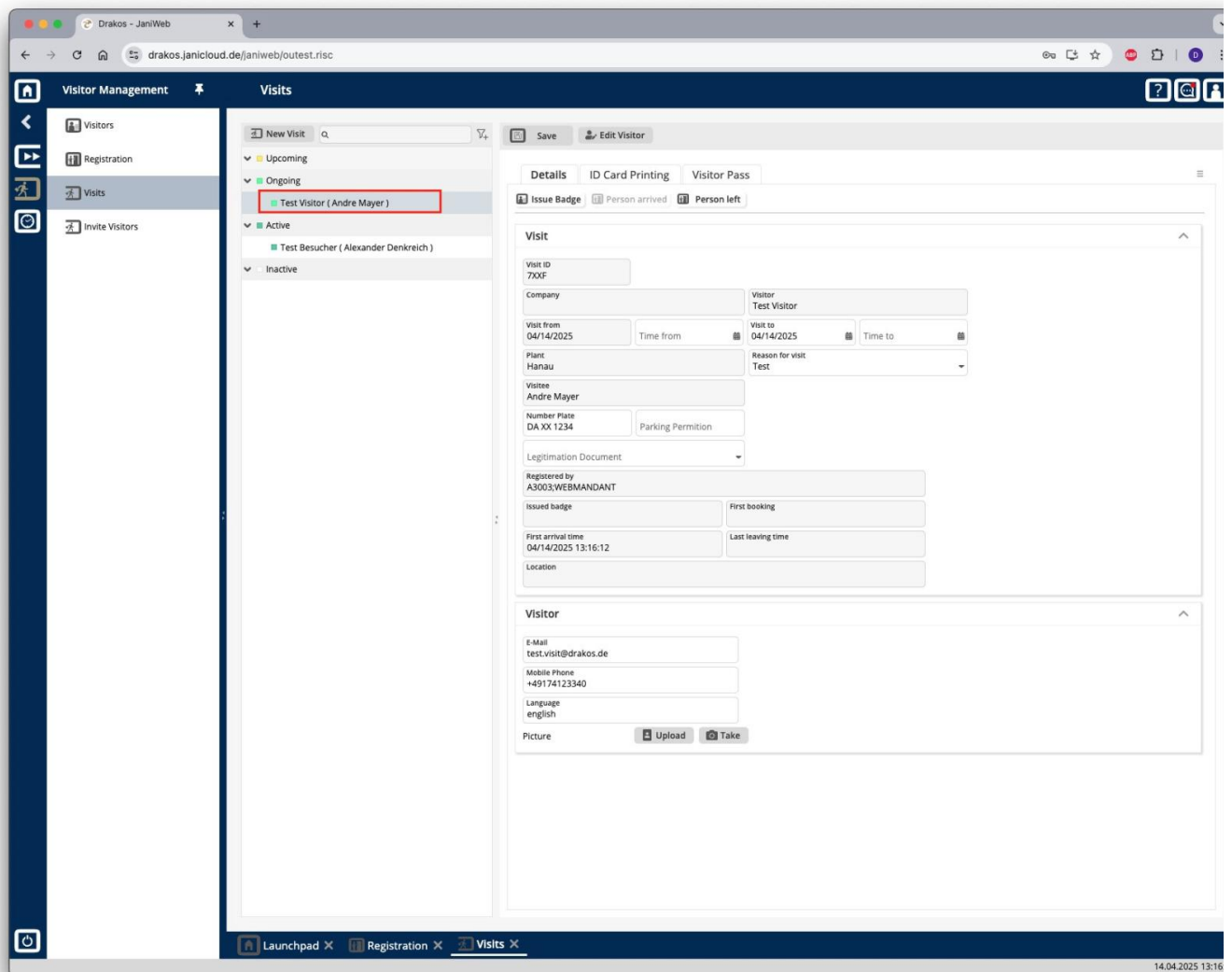
1. If the visitor does not yet exist in the system, they can be created using the *New Visitor* button



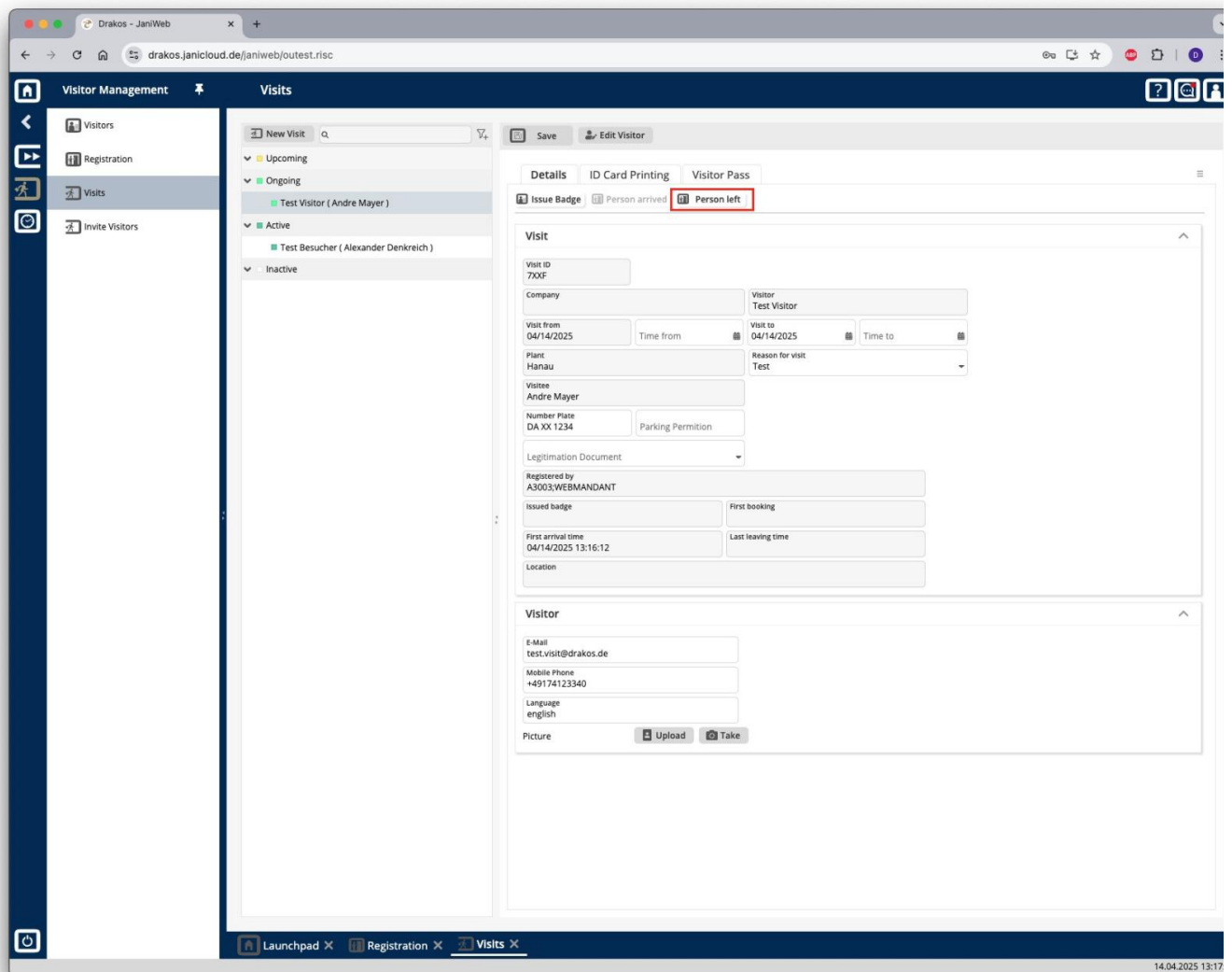
4. The visit now appears under the menu item *Visits* below the *Upcoming* section



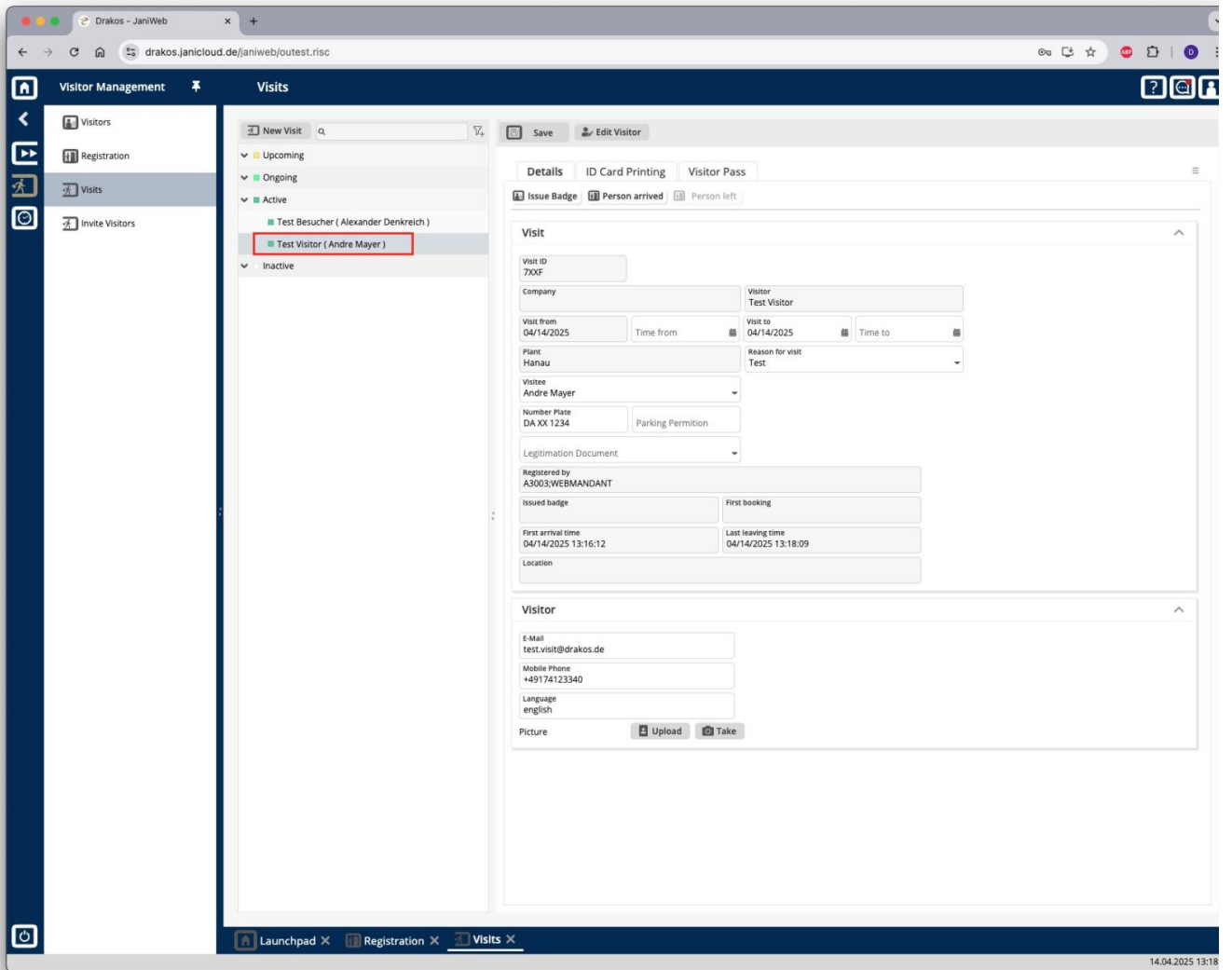
1. A badge can now be issued here via the *Issue Badge* button
2. or the visit can be marked as present via the *Person arrived* button
5. The visit now appears in the *Ongoing* section



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

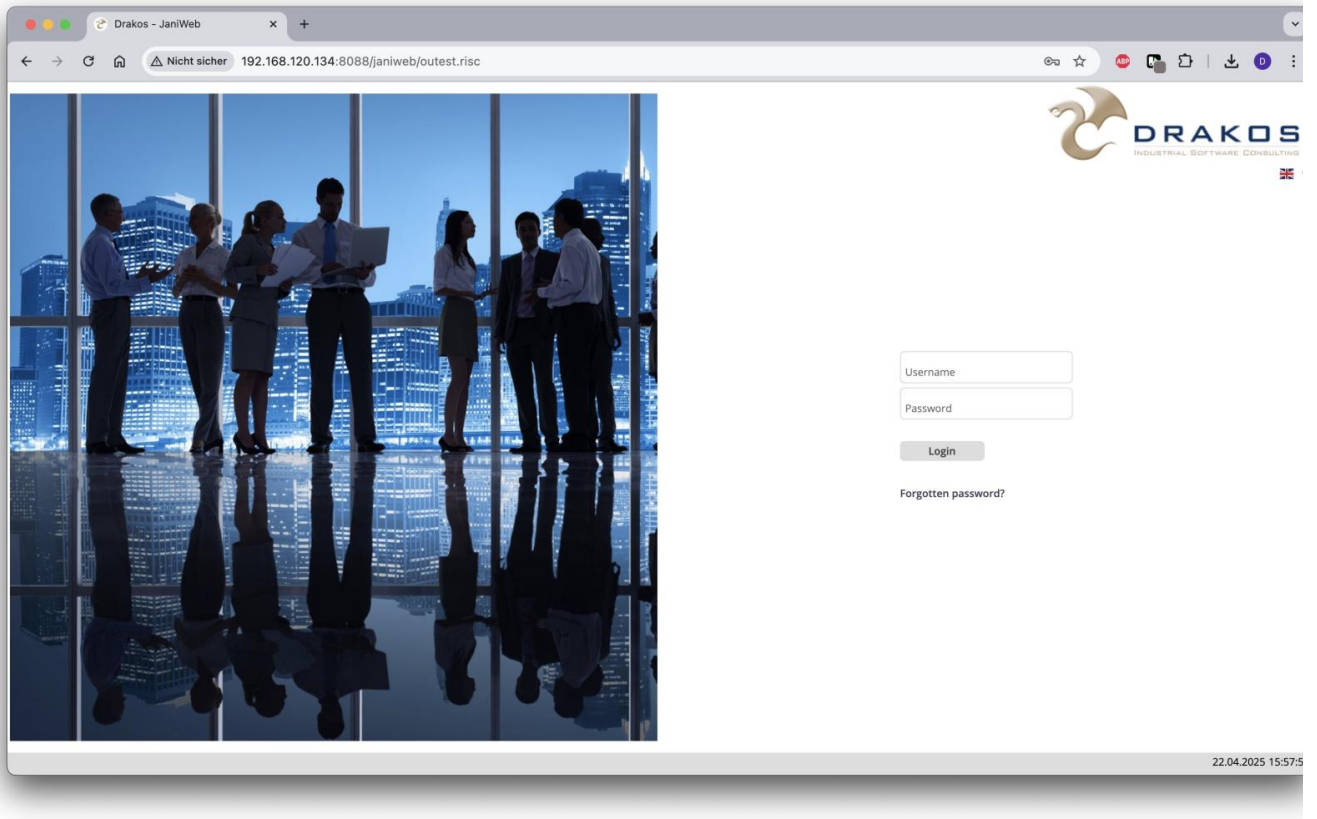


7. As long as the visit period has not yet expired, the visit appears below the *Active* section

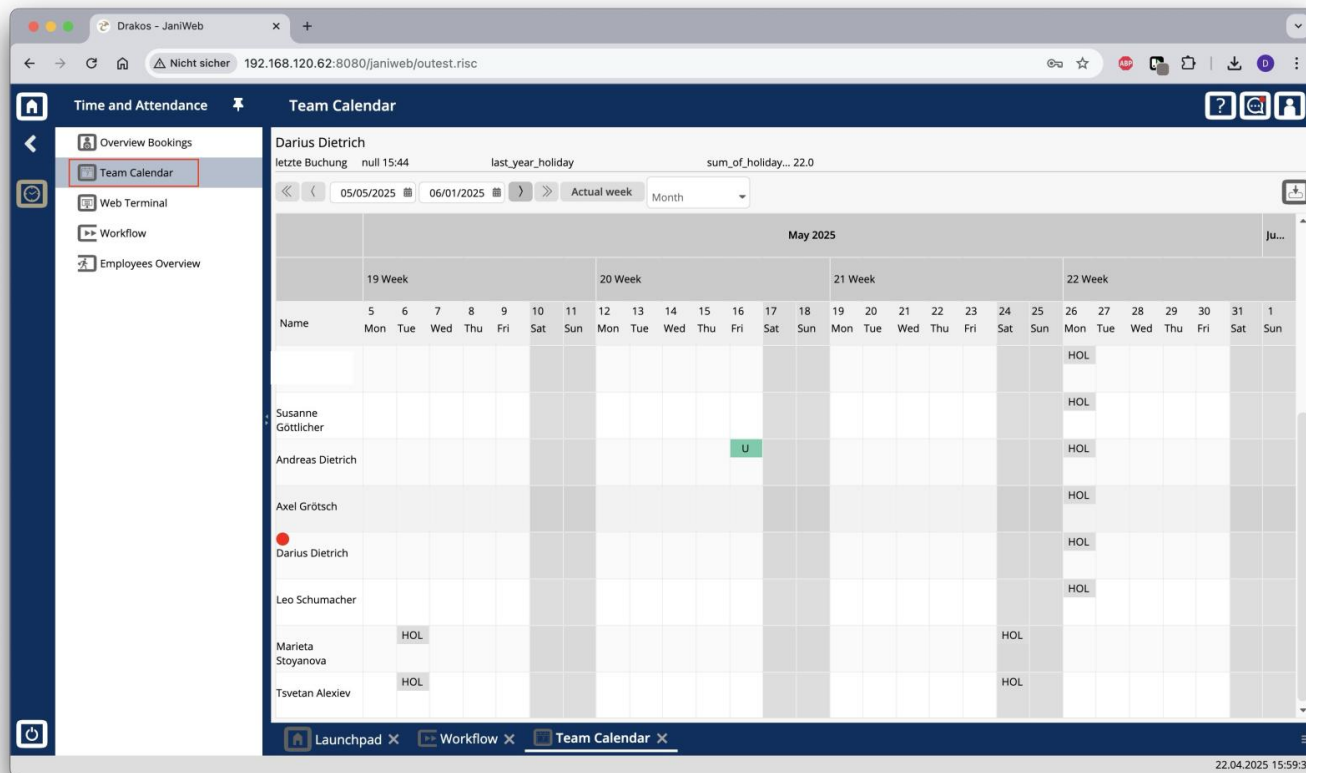


Create Absences

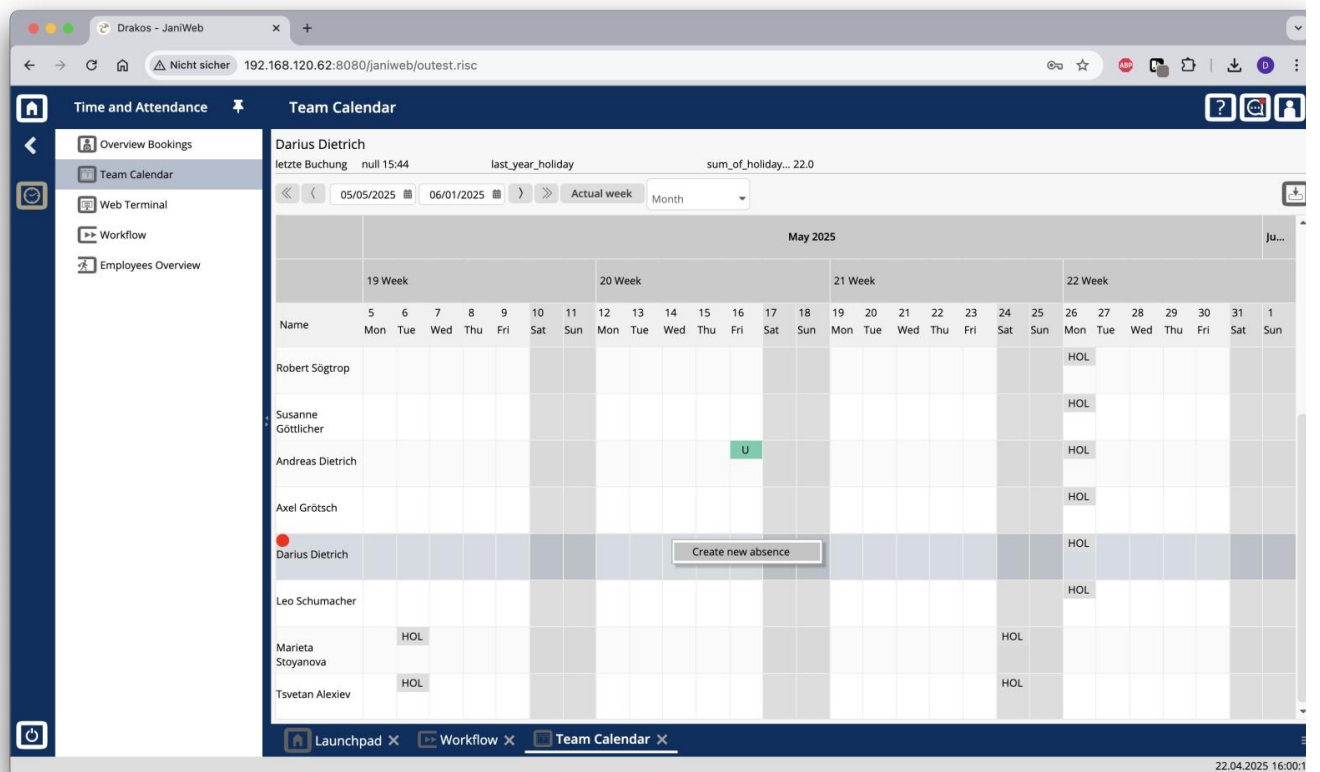
1. Log in to the application.



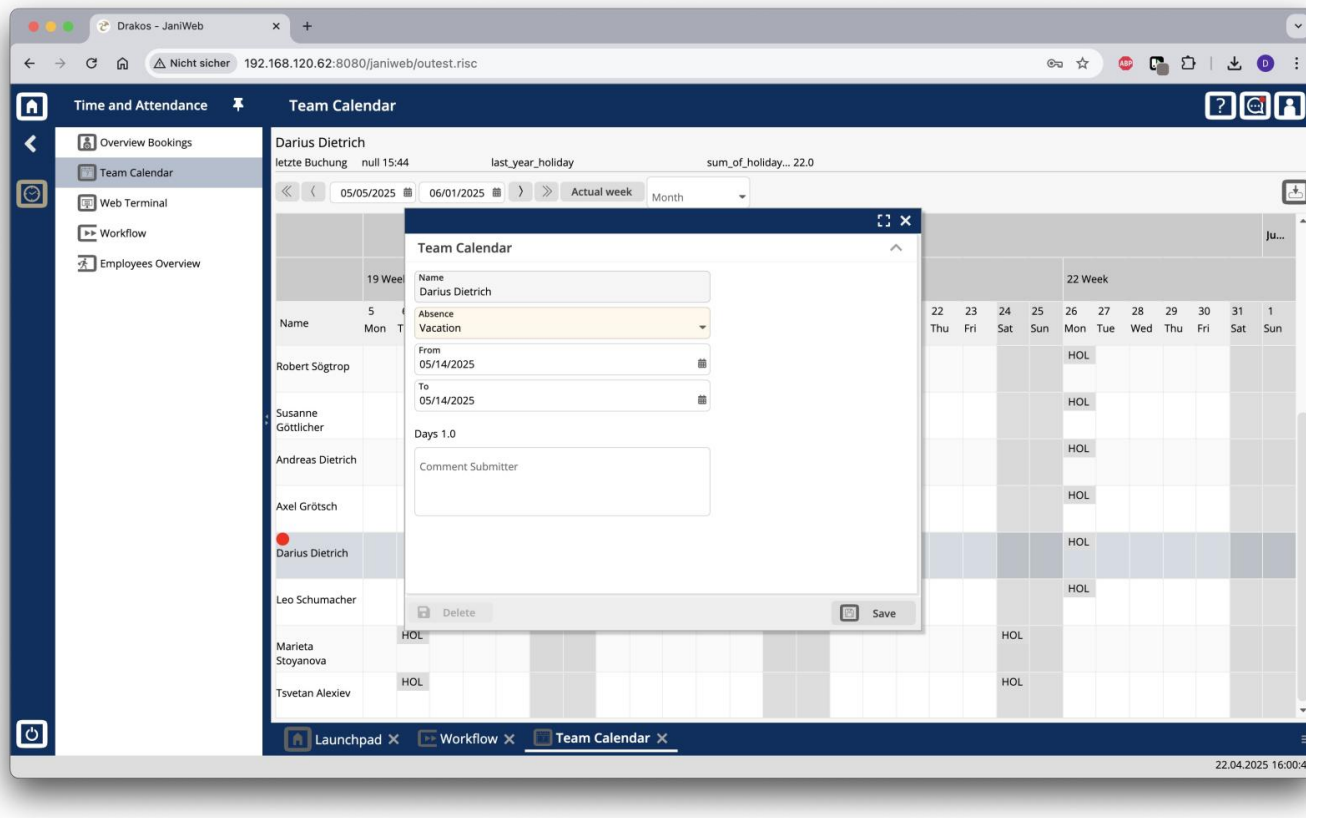
2. Navigate to the *Team Calendar* item in the menu.



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



Approved Absences

Pending Approval

Rejected Absences

Deletion pending (Supervisor needs to approve deletion)

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

Drakos - JaniWeb

Nicht sicher 192.168.120.62:8080/janiweb/outest.risc

Time and Attendance

Workflow

Overview Bookings

Team Calendar

Web Terminal

Workflow

Employees Overview

Reset Sorting

Submitter	Absence	From	To	Days	Status
Marieta Sto...	Vacation	07/04/2025	07/11/2025	6.0	Approved
Darius Diet...	Business Trip	06/24/2025...	06/27/2025...	4.0	Approved
Marieta Sto...	Business Trip	06/24/2025...	06/27/2025...	4.0	Approved
Darius Diet...	Vacation	06/12/2025	06/12/2025	1.0	Pending
Darius Diet...	Vacation	05/02/2025	05/02/2025	1.0	Approved
Darius Diet...	Vacation	01/10/2025	01/17/2025	6.0	Approved

Vacation - Pending

Reminder

Submitter	Darius Dietrich	Requested	04/22/2025 15:34:33
Valid from	06/12/2025	Valid to	06/12/2025
kdeigen1	30	kdeigen3	

Test

Comment Submitter

Comment Approver

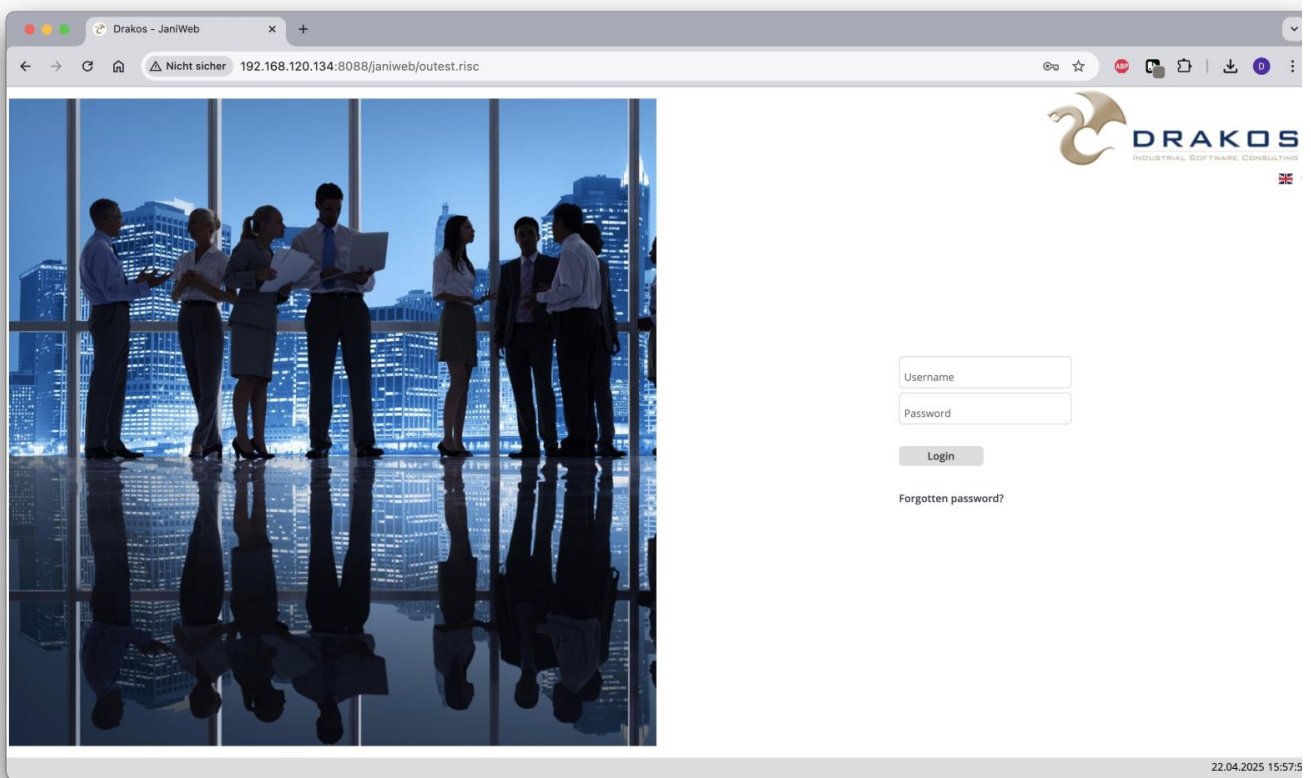
Launchpad

Workflow

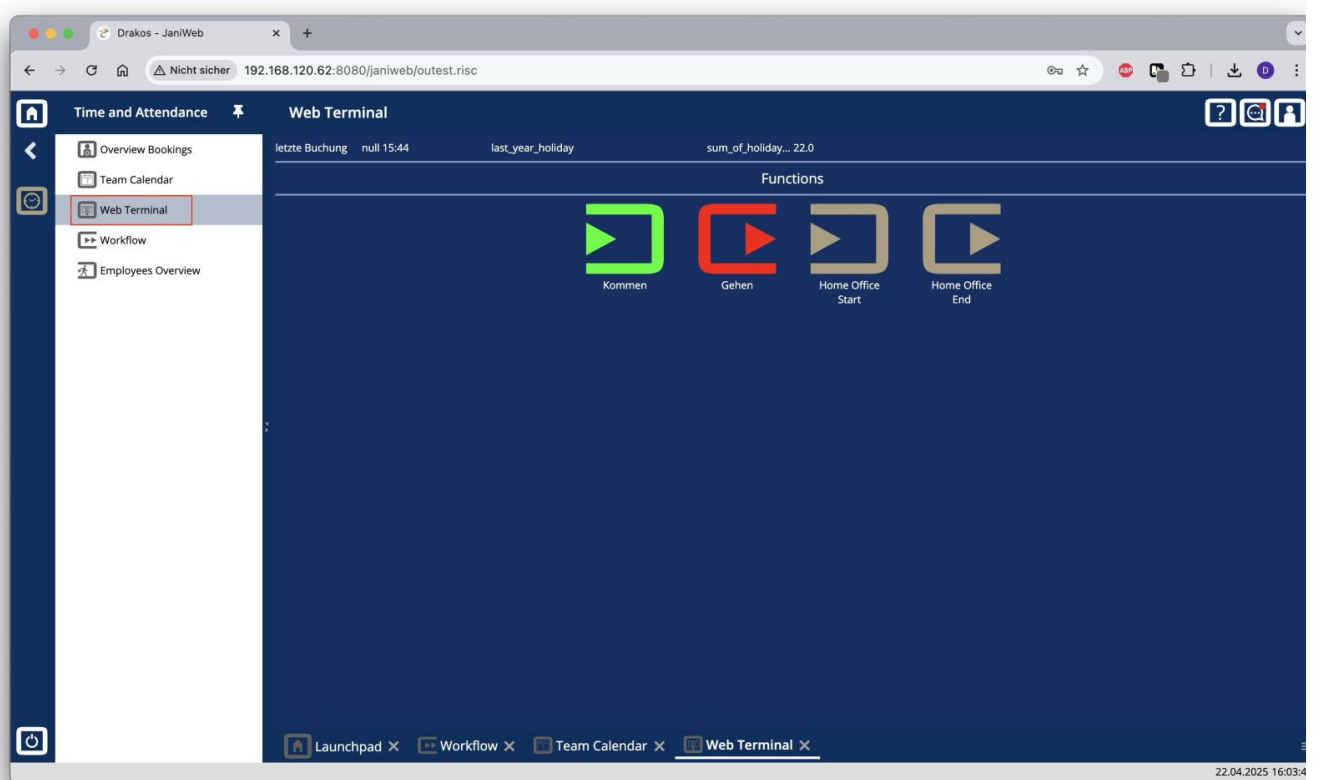
22.04.2025 15:58:3

Create bookings via Web Terminal

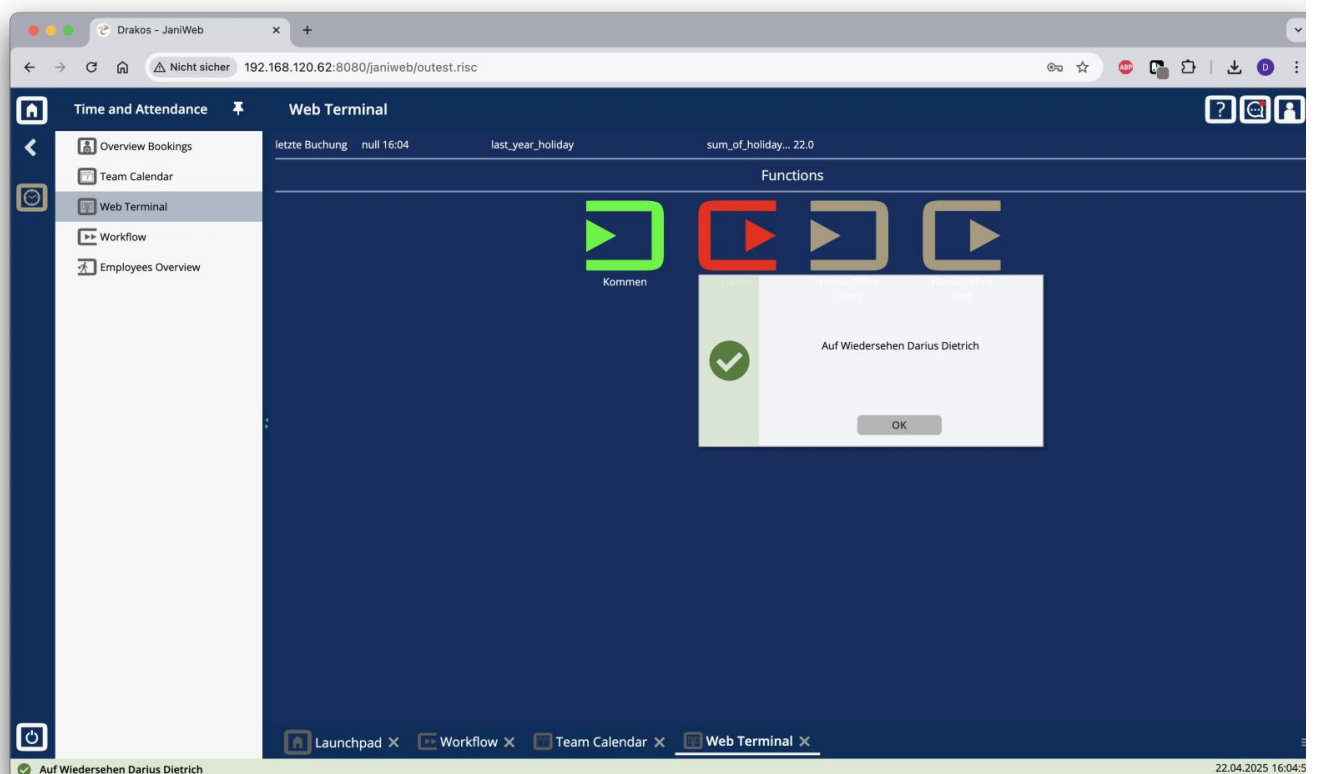
1. Log in to the application.



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

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Time and

Overview Bookings

Overview Bookings

Persons

Team Calendar

Web Terminal

Workflow

Time Sheet

Settings

First Name

Last Name

Personell No.

letzte Buchung

Gehen 16:10

last_year_holiday

sum_of_holiday... 25.0

< April >

Show deleted/rejected bookings

							Work time	Break
Tue	04/01/2025	+	07:17	13:42	14:15	16:45	08:55:00	00:33:00
Wed	04/02/2025	+						
Thu	04/03/2025	+	07:24	14:59	15:05	16:15	08:44:34	00:06:26
Fri	04/04/2025	+	07:17	12:35	12:57	16:12	08:33:00	00:22:00
Sat	04/05/2025	+						
Sun	04/06/2025	+						
Mon	04/07/2025	+	07:22	13:05	13:24	15:01	07:20:18	00:18:42
Tue	04/08/2025	+	07:28	14:00	14:15	16:05	08:22:00	00:15:00
Wed	04/09/2025	+						
Thu	04/10/2025	+	07:26	12:58	13:13	15:49	08:08:00	00:15:00
Fri	04/11/2025	+						
Sat	04/12/2025	+						
Sun	04/13/2025	+						
Mon	04/14/2025	+	07:17	13:02	13:20	15:55	08:20:00	00:18:00
Tue	04/15/2025	+	07:25	12:29			05:04:00	00:00:00
							Σ 71:39:42	

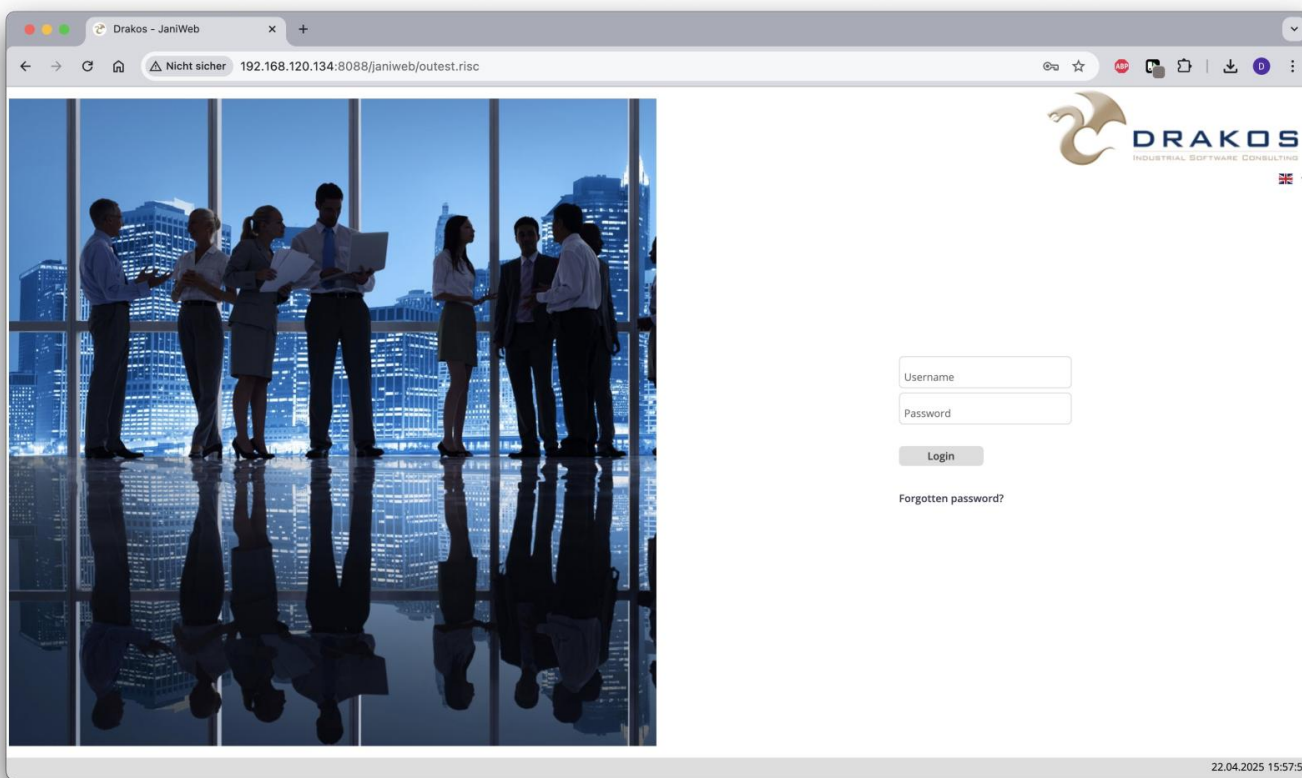
Launchpad

Overview Bookings

22.04.2025 16:06:1

Add bookings via the Overview Bookings

1. Log in to the application.



2. Navigate to Overview *Bookings* in the menu

Drakos - JaniWeb

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Time and Attendance Overview Bookings

letzte Buchung Clock in 08:00 last_year_holiday sum_of_holiday... 14.0

< July > ☐ Show deleted/rejected bookings

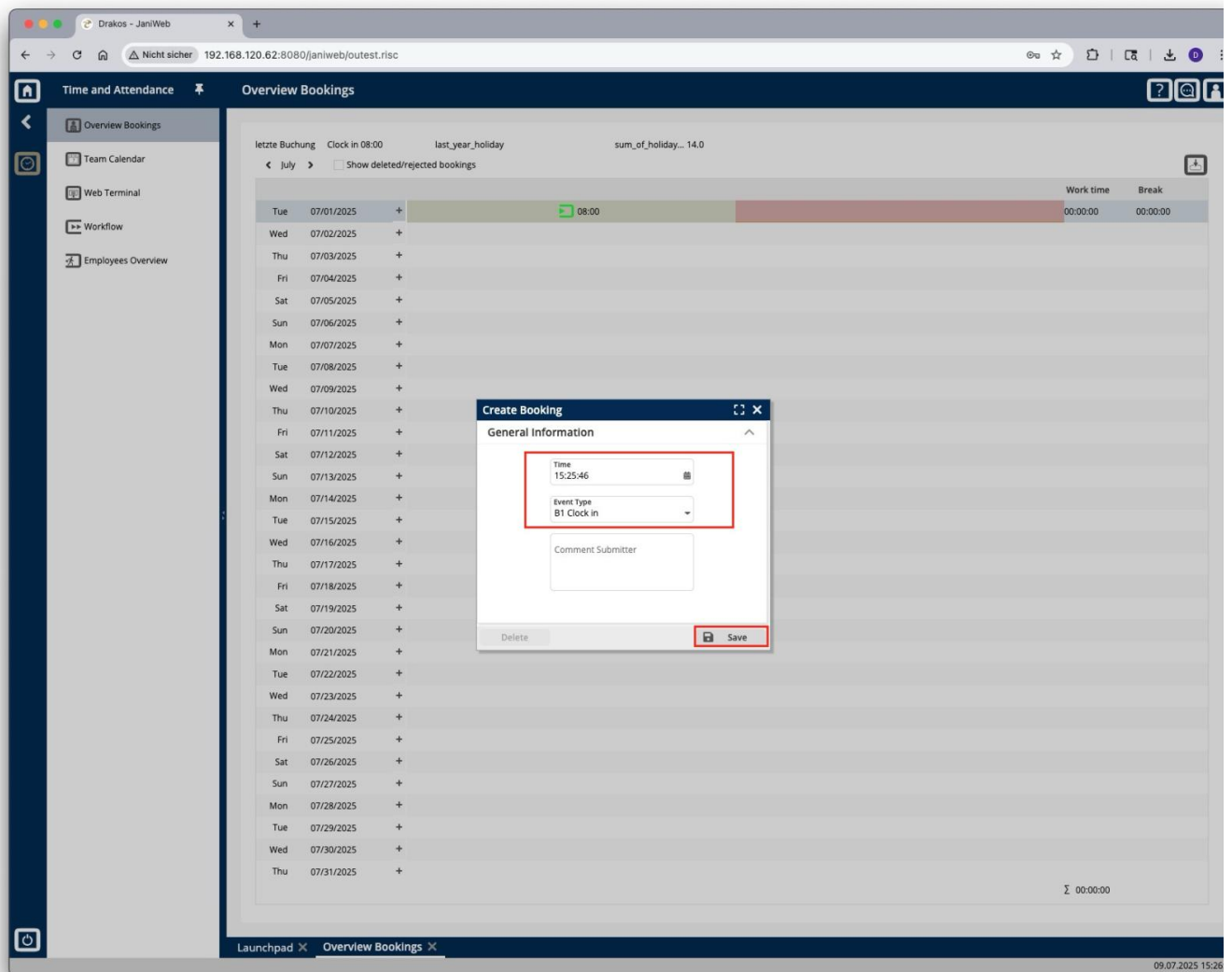
				Work time	Break
Tue	07/01/2025	+	08:00	00:00:00	00:00:00
Wed	07/02/2025	+			
Thu	07/03/2025	+			
Fri	07/04/2025	+			
Sat	07/05/2025	+			
Sun	07/06/2025	+			
Mon	07/07/2025	+			
Tue	07/08/2025	+			
Wed	07/09/2025	+			
Thu	07/10/2025	+			
Fri	07/11/2025	+			
Sat	07/12/2025	+			
Sun	07/13/2025	+			
Mon	07/14/2025	+			
Tue	07/15/2025	+			
Wed	07/16/2025	+			
Thu	07/17/2025	+			
Fri	07/18/2025	+			
Sat	07/19/2025	+			
Sun	07/20/2025	+			
Mon	07/21/2025	+			
Tue	07/22/2025	+			
Wed	07/23/2025	+			
Thu	07/24/2025	+			
Fri	07/25/2025	+			
Sat	07/26/2025	+			
Sun	07/27/2025	+			
Mon	07/28/2025	+			
Tue	07/29/2025	+			
Wed	07/30/2025	+			
Thu	07/31/2025	+			

Σ 00:00:00

Launchpad Overview Bookings

09.07.2025 15:24

- Double-click on the line of the day for which the booking is to be added
- 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