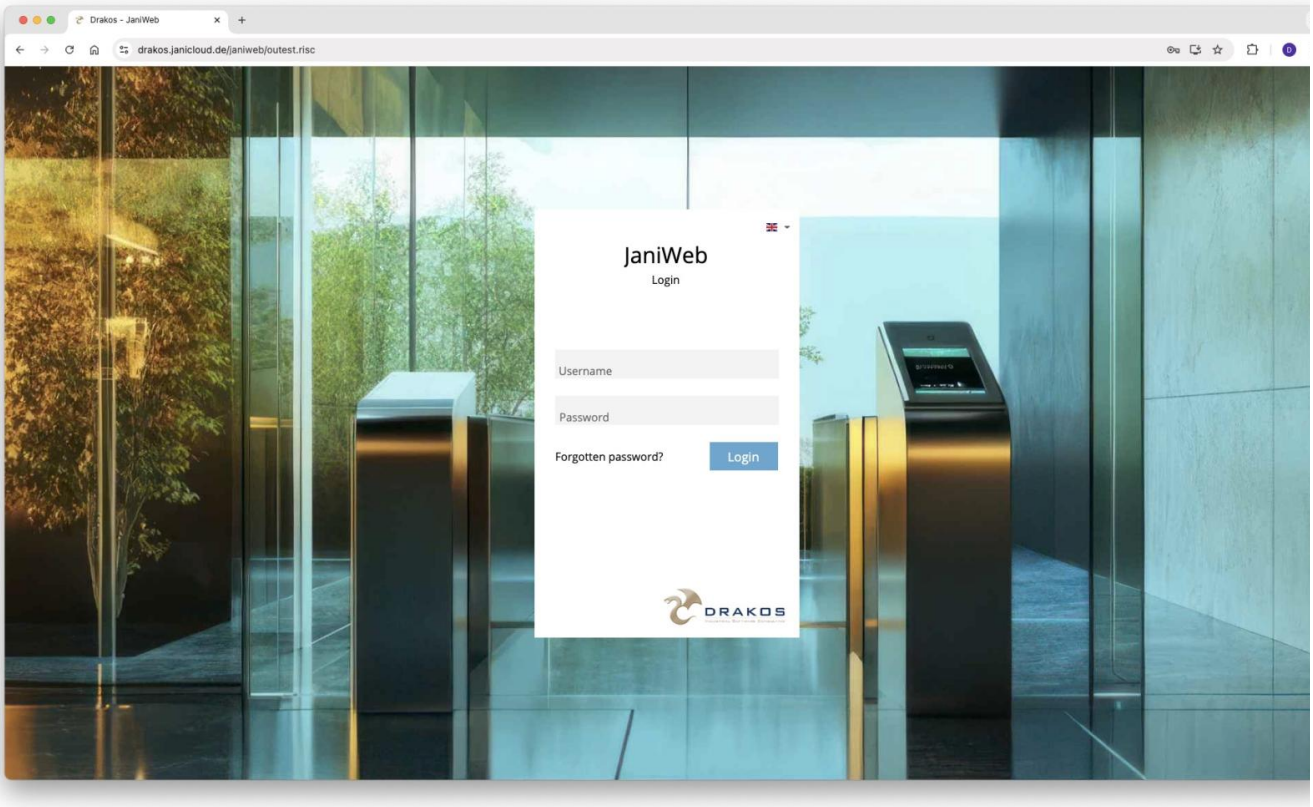
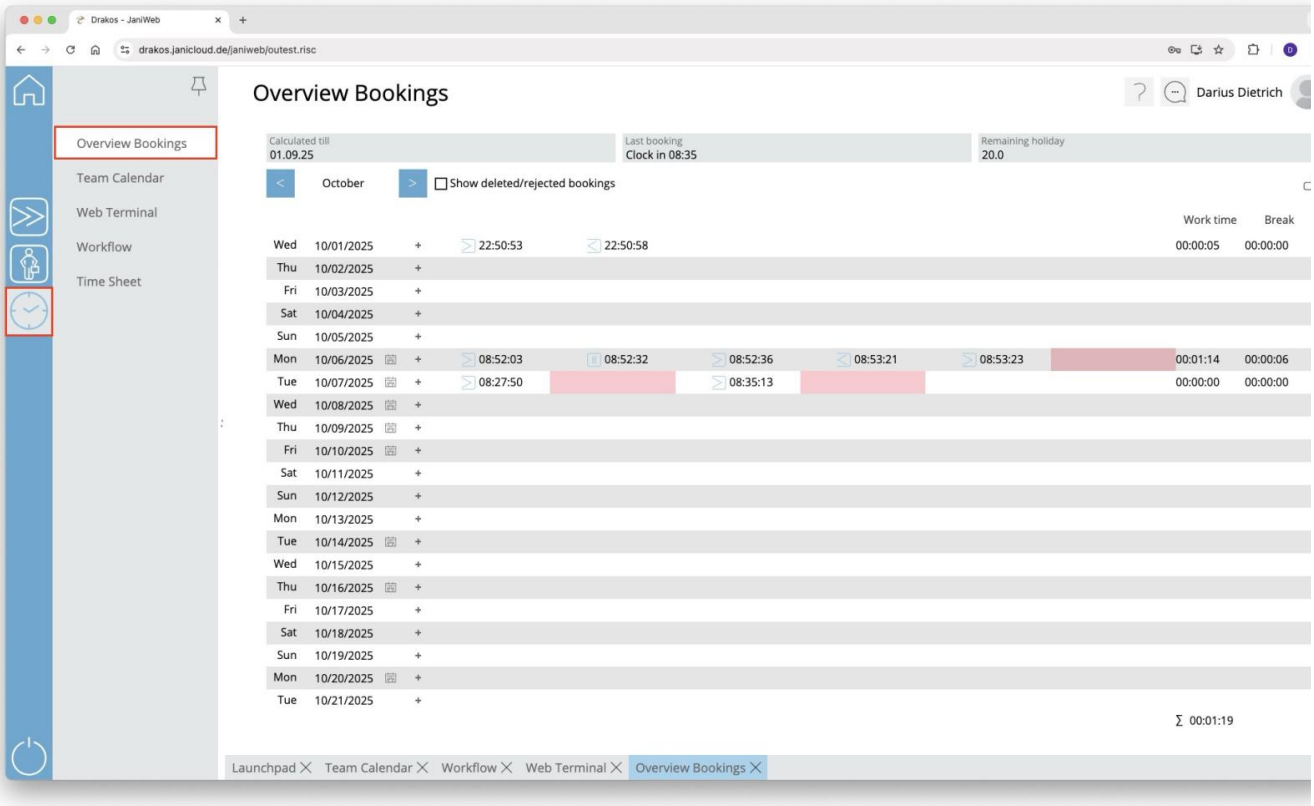
Add bookings via the Overview Bookings

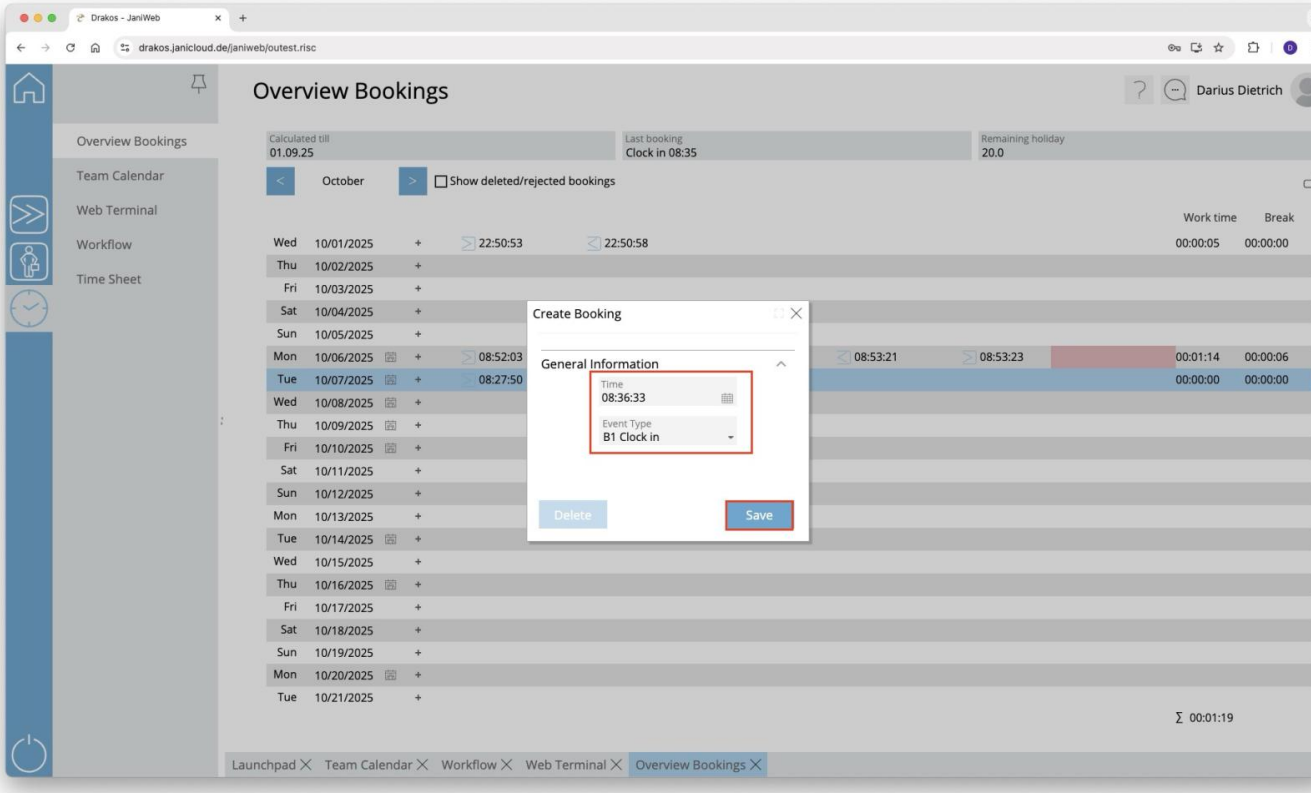
1. Log in to the application.



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

Revision #3
Created 2025-07-09 13:21:41 UTC by DRAKOS
Updated 2025-10-07 06:37:07 UTC by DRAKOS