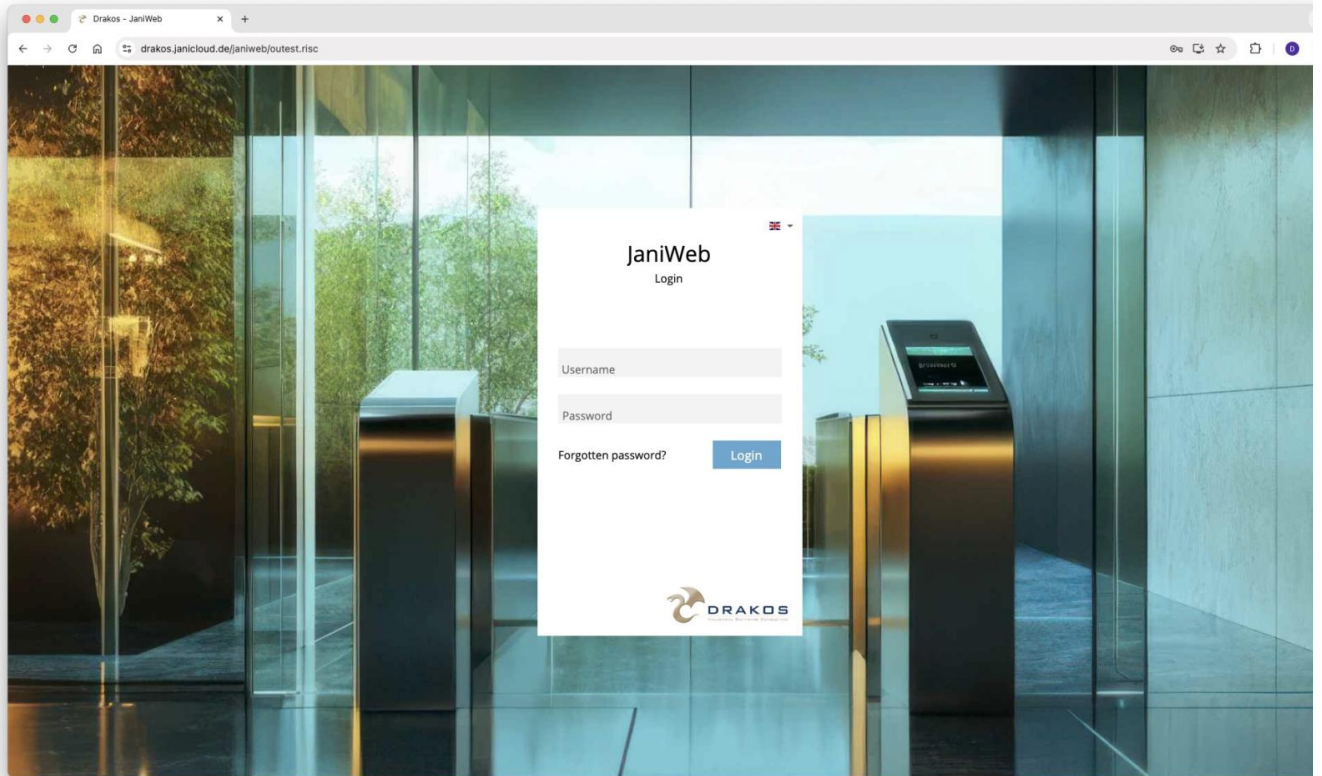
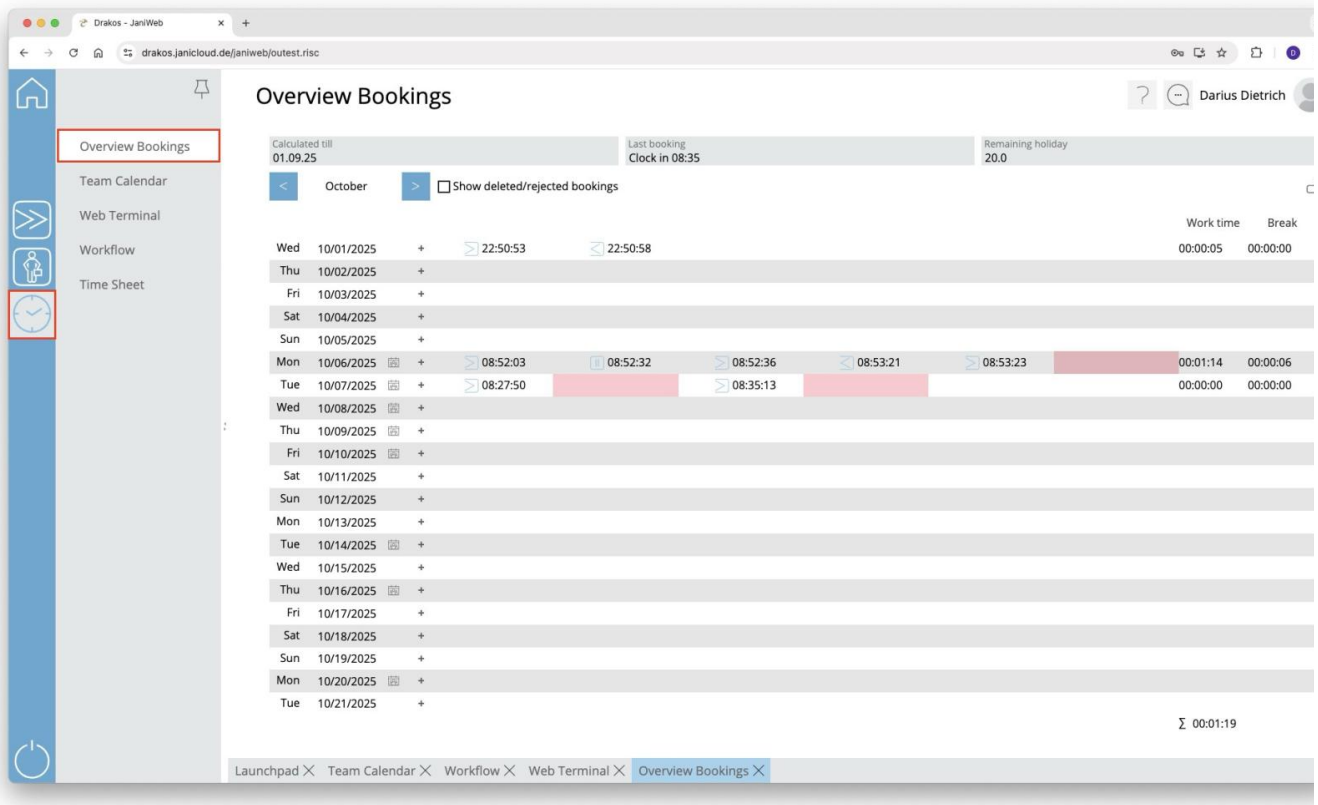


Add bookings via the Overview Bookings

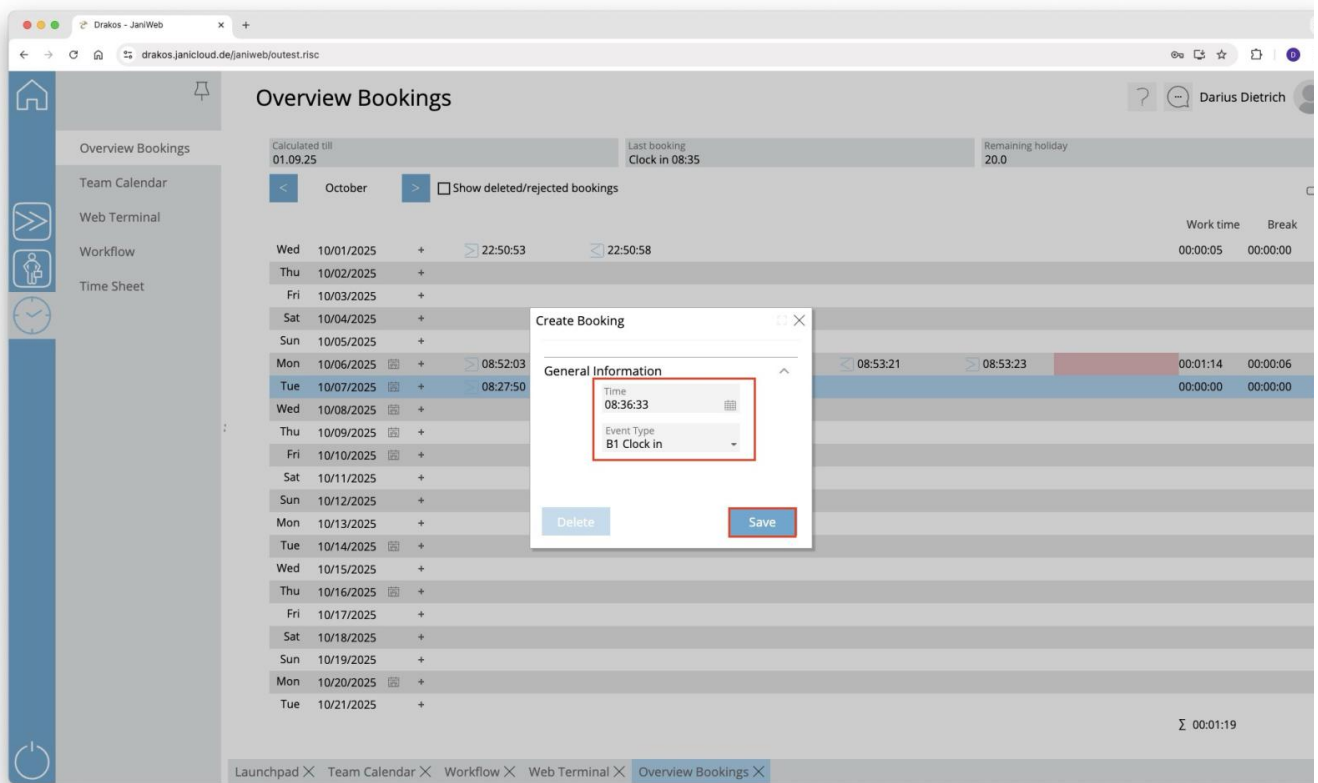
1. Log in to the application.



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

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