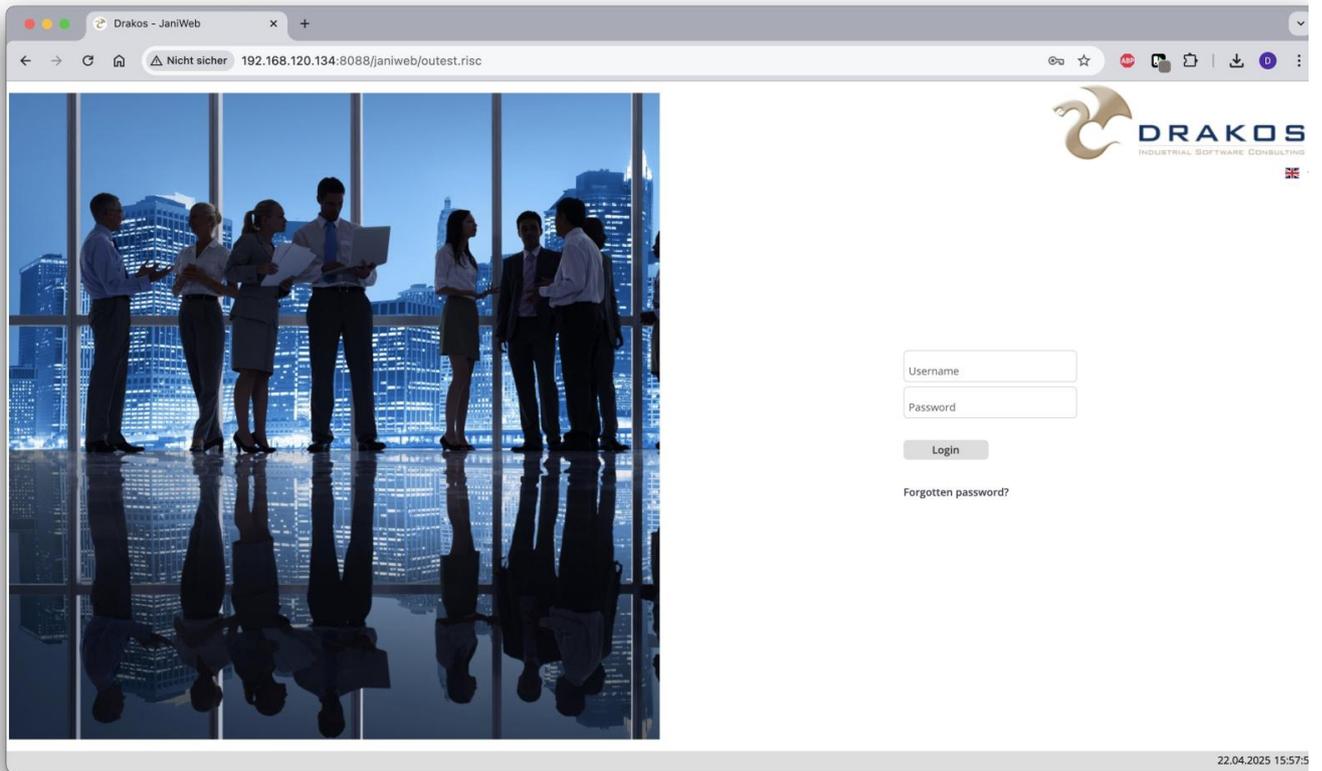


# Add bookings via the Overview Bookings

1. Log in to the application.



2. Navigate to Overview *Bookings* in the menu

Time and Attendance Overview Bookings

letzte Buchung Clock in 08:00 last\_year\_holiday sum\_of\_holiday... 14.0

< July >  Show deleted/rejected bookings

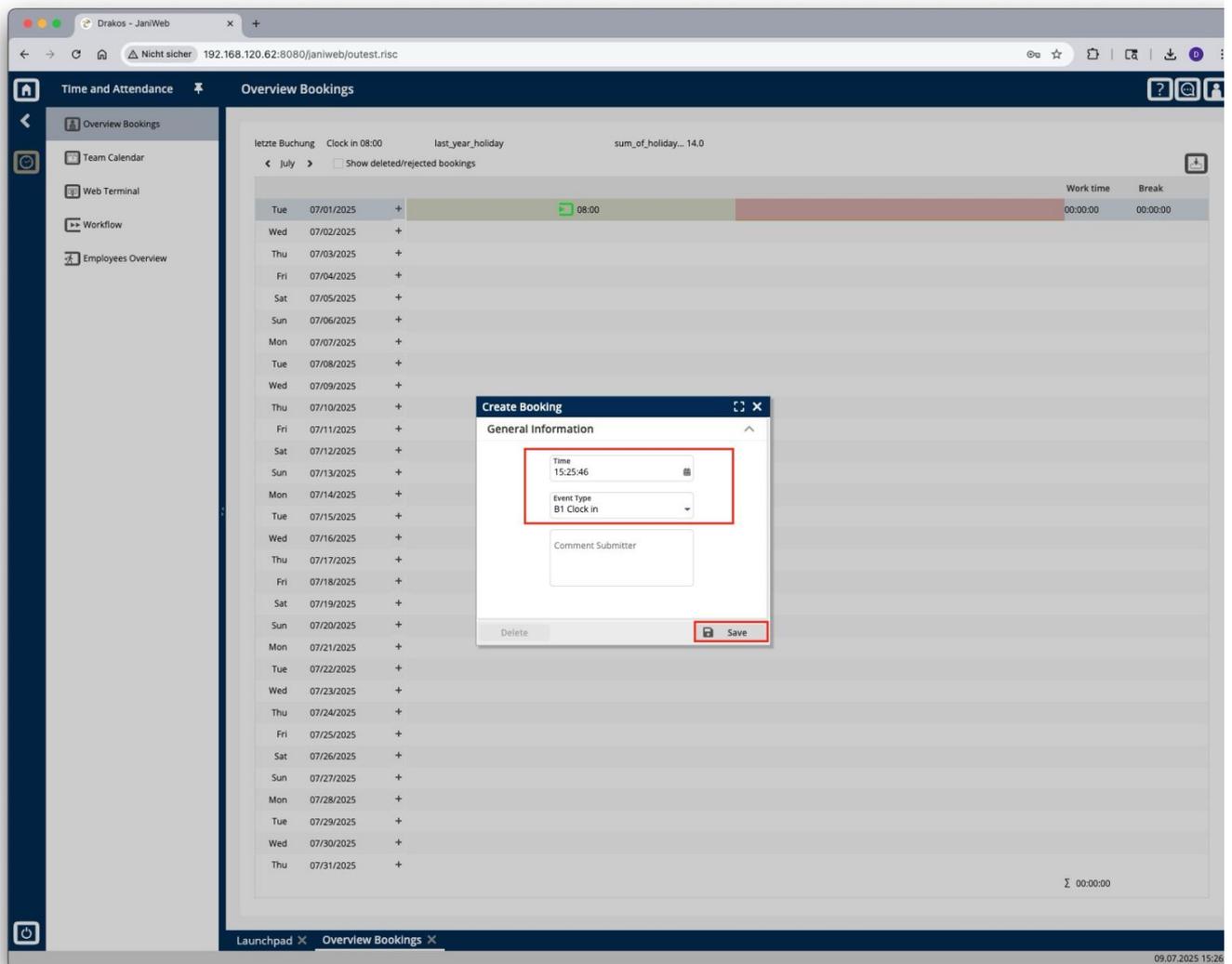
				Work time	Break
Tue	07/01/2025	+	08:00	00:00:00	00:00:00
Wed	07/02/2025	+			
Thu	07/03/2025	+			
Fri	07/04/2025	+			
Sat	07/05/2025	+			
Sun	07/06/2025	+			
Mon	07/07/2025	+			
Tue	07/08/2025	+			
Wed	07/09/2025	+			
Thu	07/10/2025	+			
Fri	07/11/2025	+			
Sat	07/12/2025	+			
Sun	07/13/2025	+			
Mon	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

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 #2

Created 9 July 2025 13:21:41 by DRAKOS

Updated 9 July 2025 13:47:19 by DRAKOS