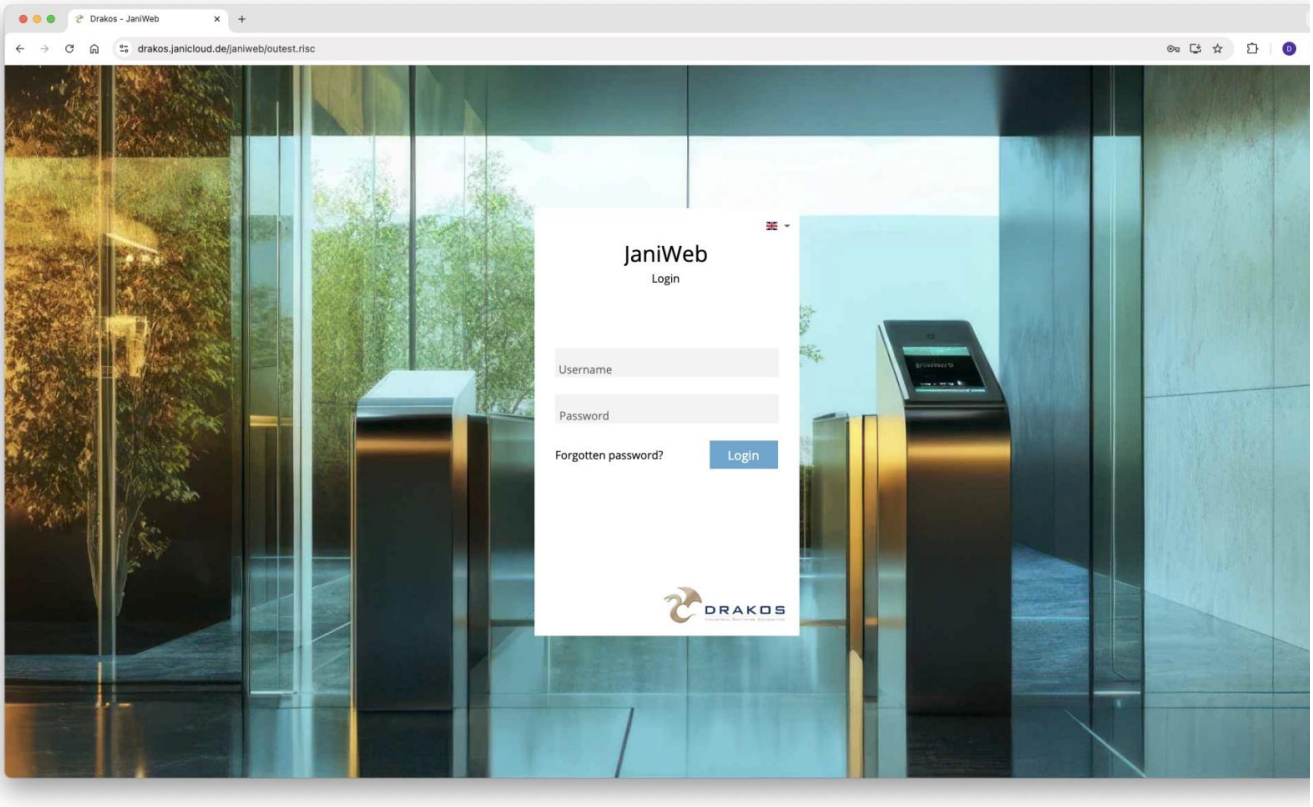
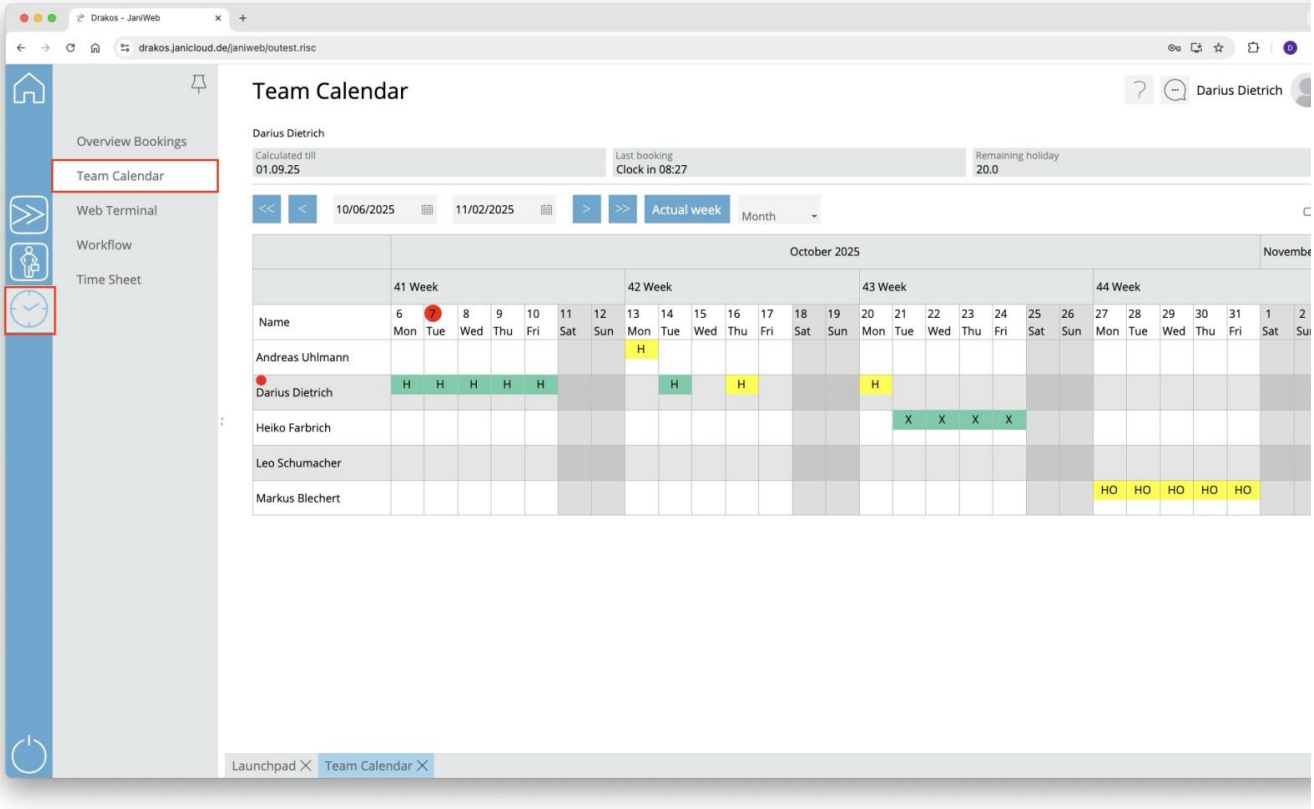
Create Absences

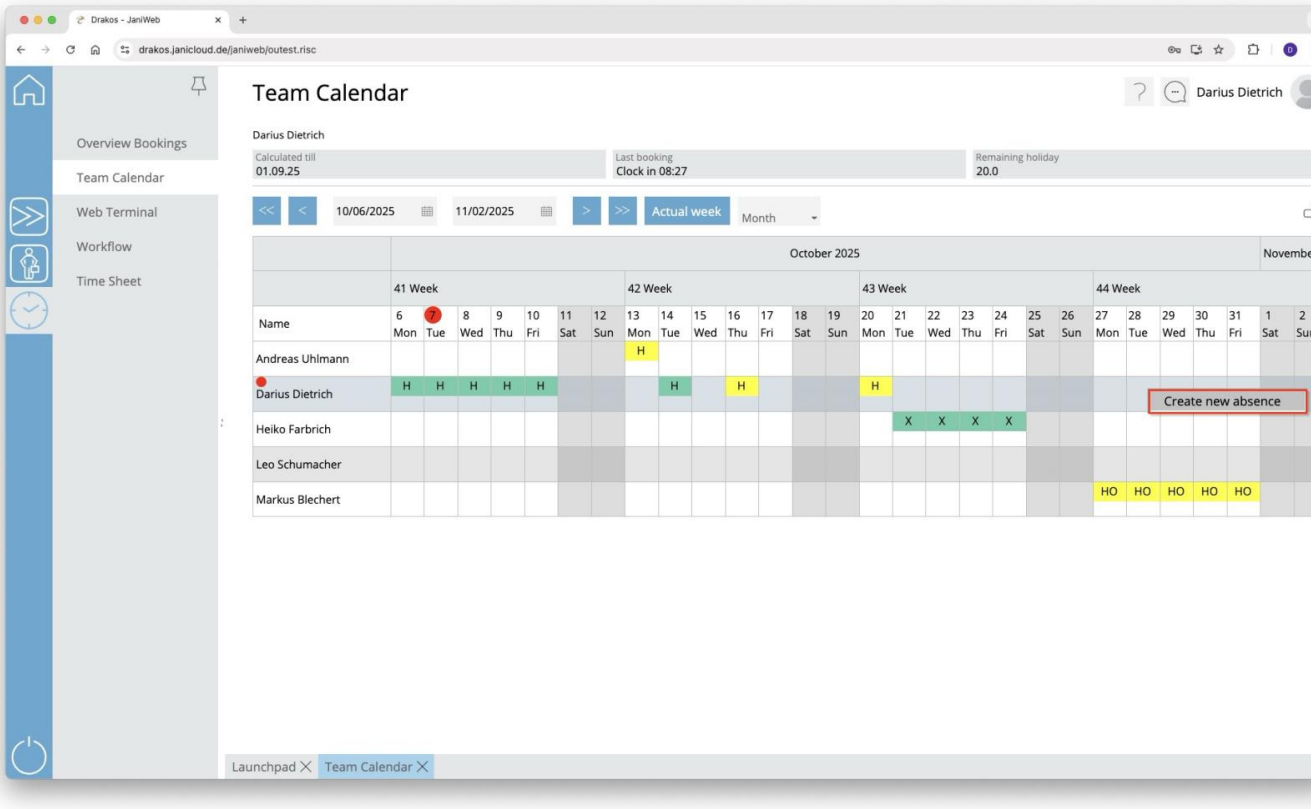
1. Log in to the application.



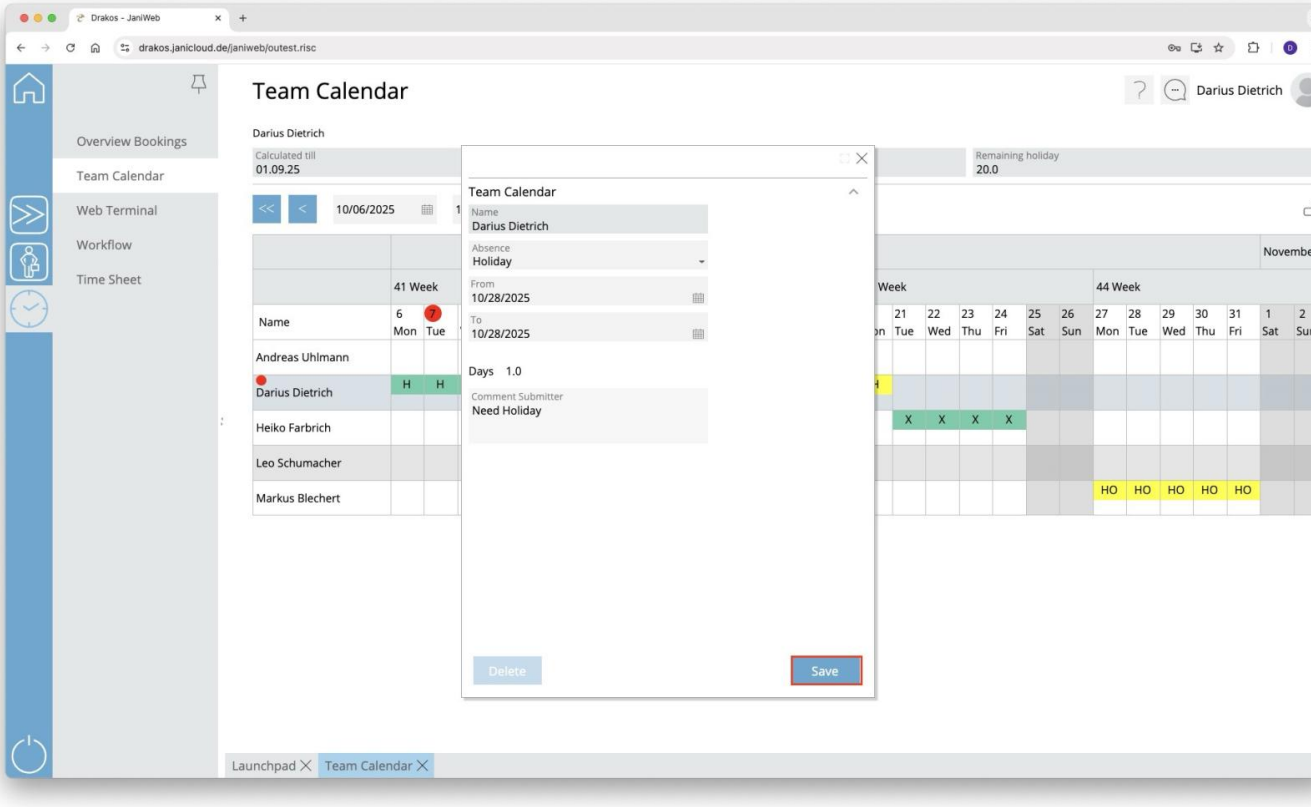
2. Navigate to the *Team Calendar* item in the menu.



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



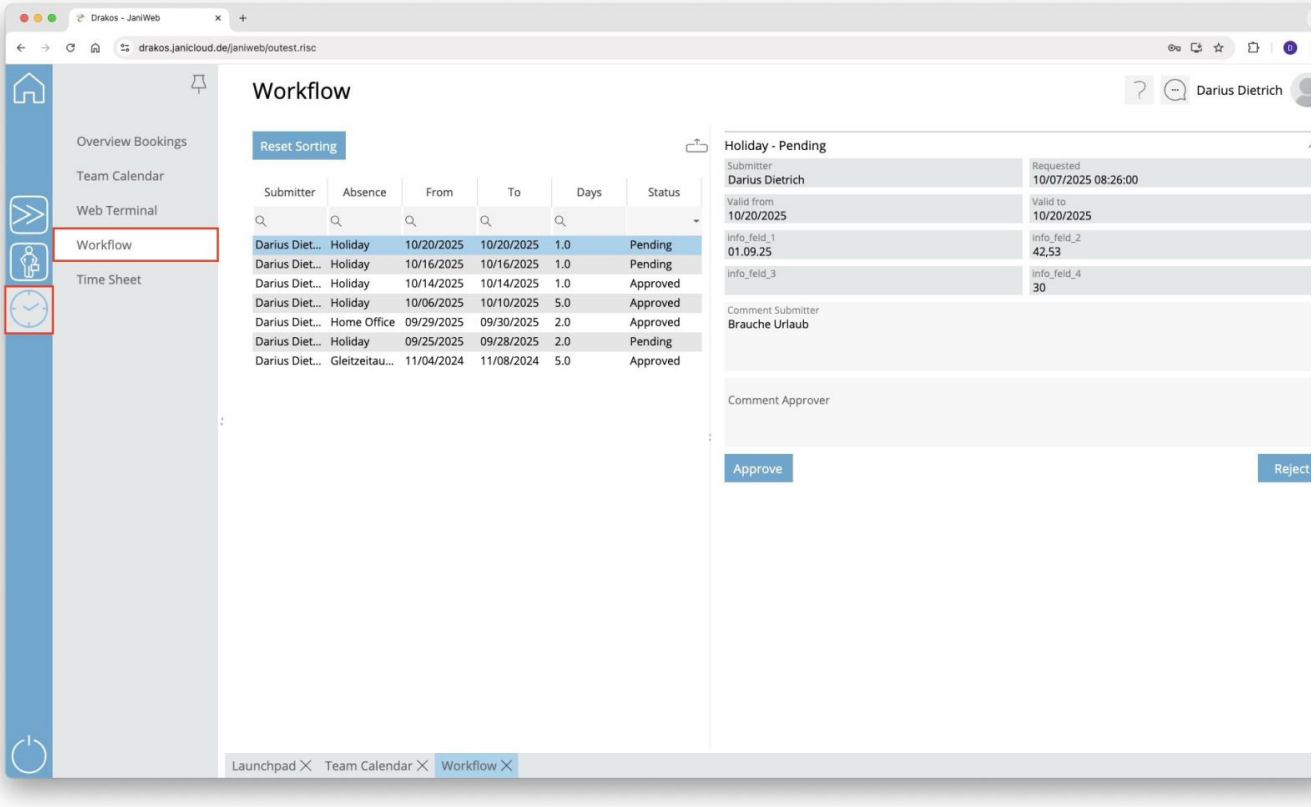
4. Enter dates for *From* and *To*. Set comment for supervisor if necessary. Confirm with *Save*.



5. Legend colored representation of absences



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



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