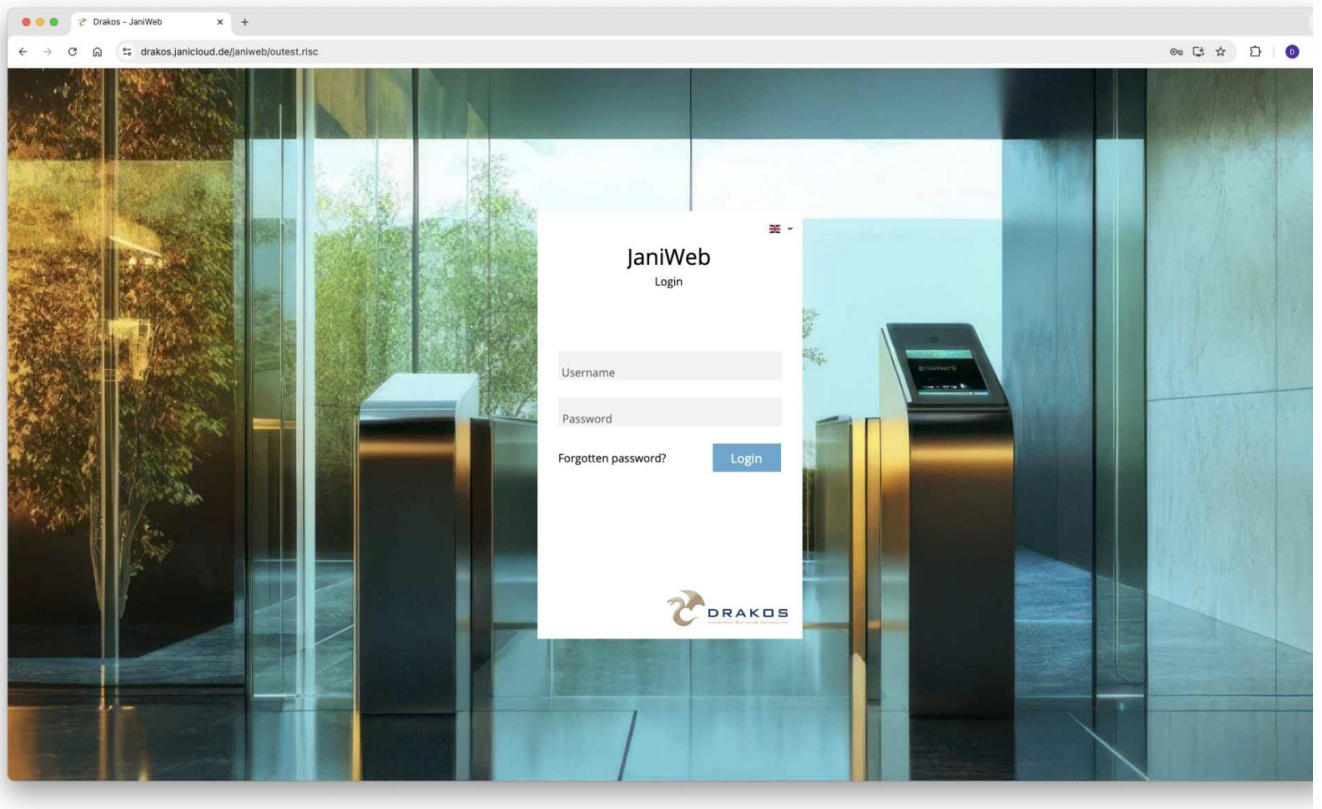
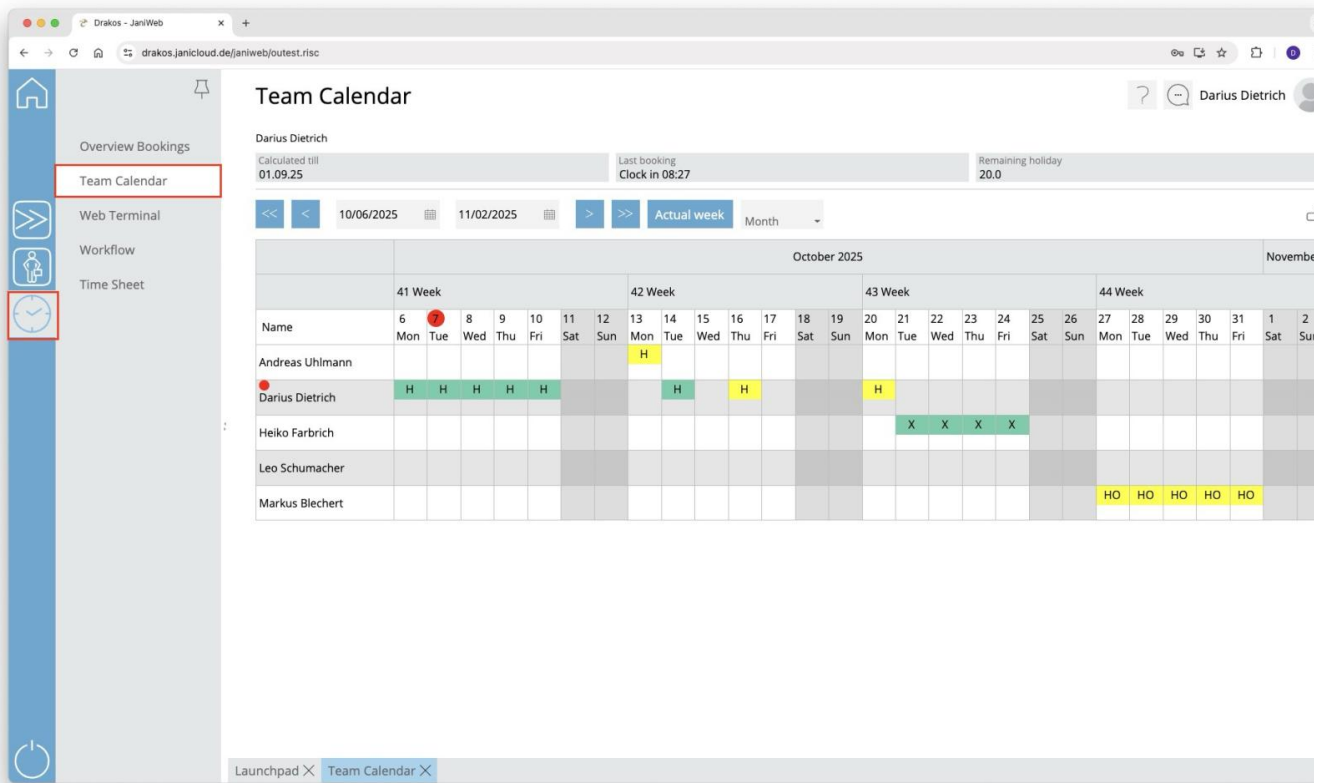


Create Absences

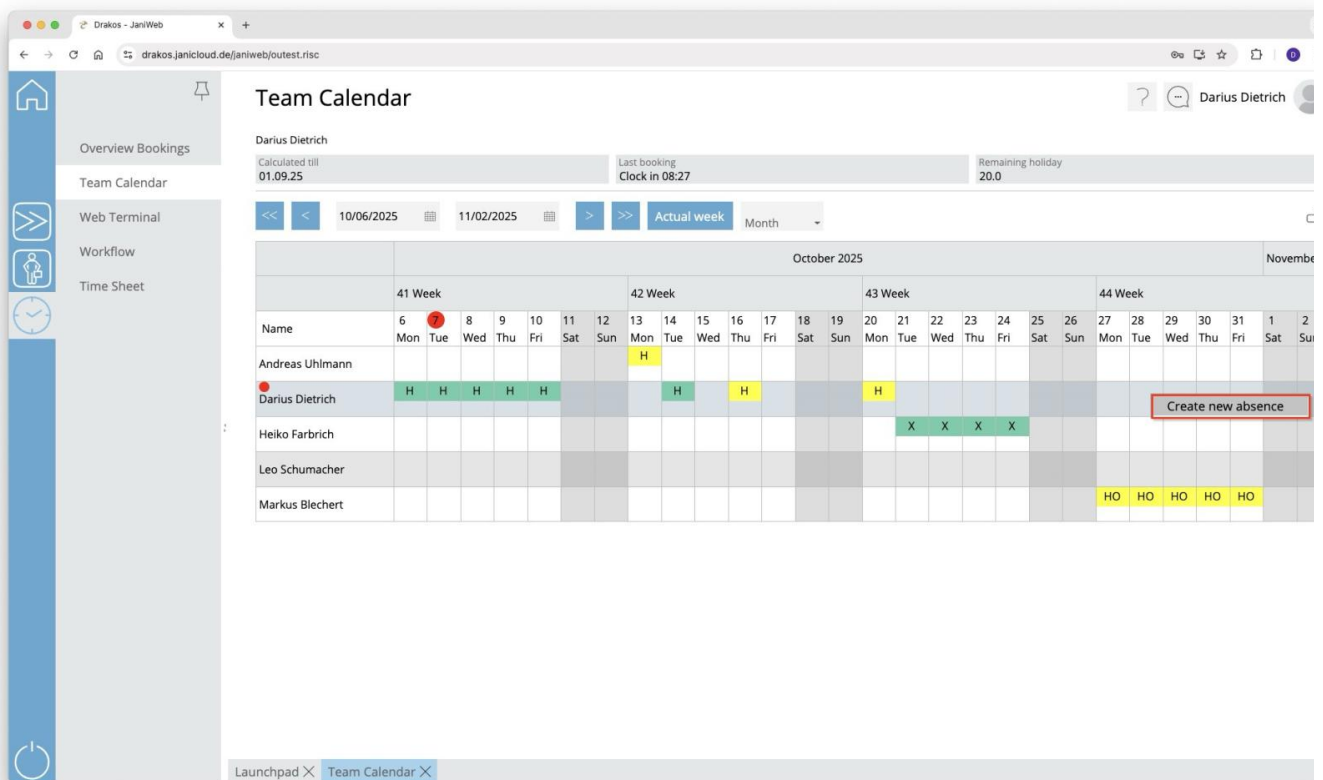
1. Log in to the application.



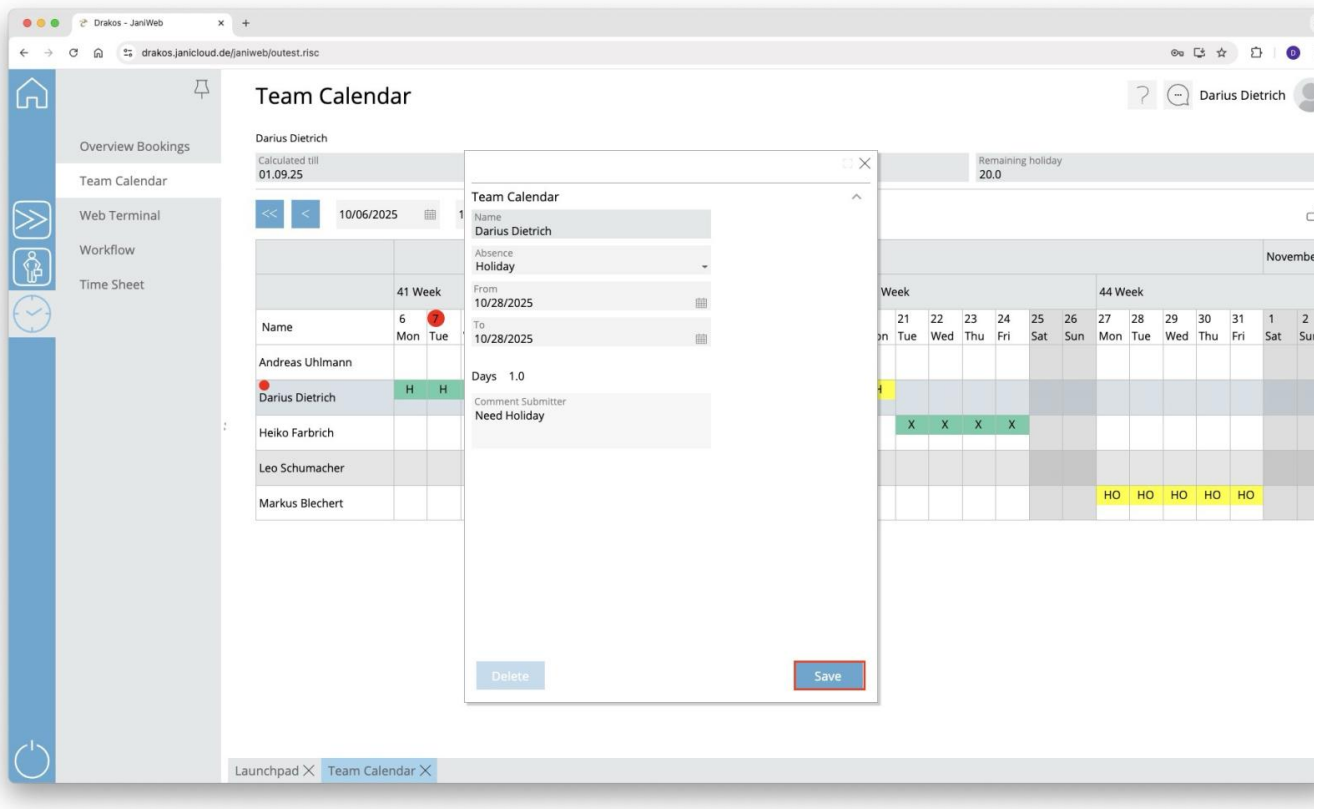
2. Navigate to the *Team Calendar* item in the menu.



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

- U **Approved Absences**
- U **Pending Approval**
- U **Rejected Absences**
- U **Deletion pending (Supervisor needs to approve deletion)**

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

Workflow

Reset Sorting

Submitter	Absence	From	To	Days	Status
Darius Diet...	Holiday	10/20/2025	10/20/2025	1.0	Pending
Darius Diet...	Holiday	10/16/2025	10/16/2025	1.0	Pending
Darius Diet...	Holiday	10/14/2025	10/14/2025	1.0	Approved
Darius Diet...	Holiday	10/06/2025	10/10/2025	5.0	Approved
Darius Diet...	Home Office	09/29/2025	09/30/2025	2.0	Approved
Darius Diet...	Holiday	09/25/2025	09/28/2025	2.0	Pending
Darius Diet...	Gleitzeitau...	11/04/2024	11/08/2024	5.0	Approved

Holiday - Pending

Submitter: Darius Dietrich
Requested: 10/07/2025 08:26:00

Valid from: 10/20/2025
Valid to: 10/20/2025

Info_field_1: 01.09.25
Info_field_2: 42.53
Info_field_3:
Info_field_4: 30

Comment Submitter: Brauche Urlaub

Comment Approver:

Approve Reject

Revision #2

Created 2025-04-22 13:52:46 UTC by DRAKOS

Updated 2025-10-07 06:34:20 UTC by DRAKOS