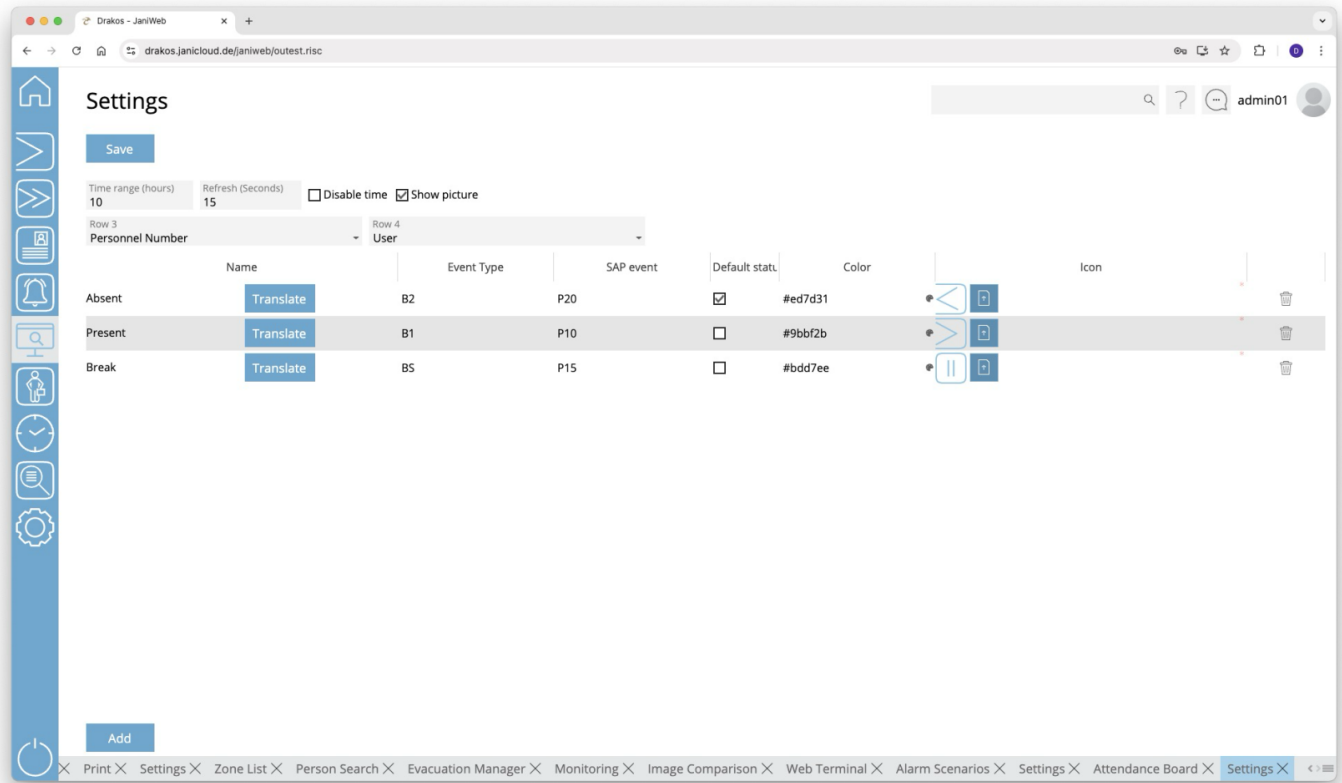


Settings

Use this menu item to specify **Settings** for the **Attendance Board**. You can also define various attendance statuses here, which are available as filters.



Button *Save*

Press *Save* to apply your changes.

General Settings

- *Time range (hours)*: Specify here after how many hours the system should search for new booking events.
- *Refresh (seconds)*: Specify here the time after which the display should refresh automatically.
- *Row 3 / Row 4*: Select additional information here that should appear on the tiles of the attendance board.

You can display the zone in which the person is currently located. To do this, select the *Zone* option in the *Row 3* or *Row 4* field.

List of presence statuses

The list contains the presence statuses that have already been created. To remove a status, press the trash icon. A confirmation dialog will appear.

Button *Add*

Press *Add* to create a new presence status. Enter the required data and press *Save*.

- **Column *Name*:** To specify a name, press *Translate*. Enter the names for the respective languages and press *Save*.
- **Column *Event type*:** Enter the abbreviation for the event (booking) type that leads to the status being displayed.
- **Column *SAP event*:** Enter the SAP event that causes the status to be displayed.
- **Column *Default status*:** Specify here whether this status should always be displayed if there is currently no booking for the person.
- **Column *Color*:** Specify the color in which the status appears in the attendance board. Press the color palette icon to open a color picker. Or enter the color directly as a [hexadecimal color code](#).
- **Column *Icon*:** Press *Upload* to upload an icon for the presence status.

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