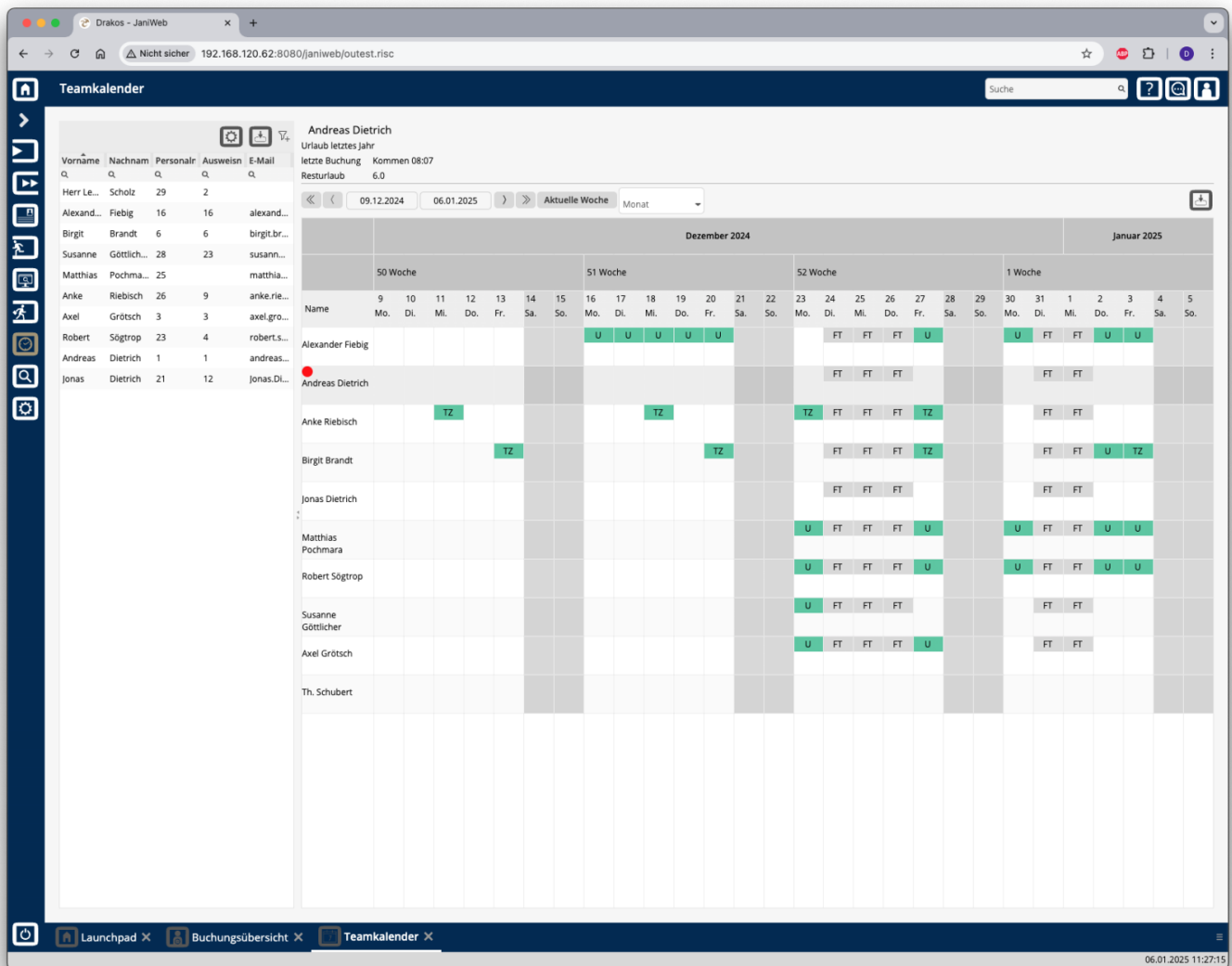


# Team Calendar

The menu item *Team calendar* provides an overview of absences in your team and the option to edit them.



## List of persons

The list contains the persons that have already been created. Select a person to view details.

The list offers the following options:

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons.

Press *Apply* to adopt the changes.

- **Filter by client and status:** Press the filter icon. Select the clients and the status (*Active*, *Active in future*, *Inactive*) for which persons should be displayed. Changes are visible immediately.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.  
Tip: Search for substrings. You can find “Spencer-Churchill” with “spe”, “chur” or “hill”. The search is not case sensitive.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.

The list of persons is only visible when you log in as an administrator. When you log in as an employee, only your own team calendar is visible.

# Calendar view

Use the arrow icons and selection fields to select a period. Within the calendar, you have the following options:

## Create new absence

1. Right-click in the field of the desired day and select *Create new absence*.
2. Select a type under *Absence*.
3. Enter the desired period using the *From* and *To* fields.
4. Press *Save*.

The absence appears in the team calendar together with an abbreviation for the type (e.g. “FLT” for flextime).

## Remove an absence

- Double-click on the absence. The details are displayed.
- Press *Delete*. A confirmation dialog appears.

Absences are marked by a colored background as follows:

- **Green:** absence approved
- **Yellow:** approval pending
- **Red:** absence rejected
- **Blue:** approval to delete pending

You can manage requests for absences in the menu item [Workflow](#).

# Exporting the team calendar

You can export the team calendar. To do so, press the *Download icon* above the team calendar and select the desired export format (Excel or PDF).

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