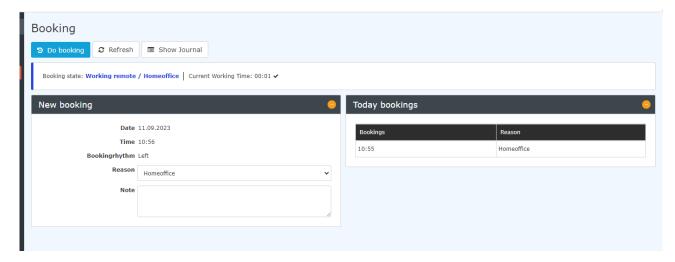
## **Booking**

The **booking mask** offers the user the possibility to create time bookings (Present (Absent), Business visit / Homeoffice, remote working).

The date and time are taken from the web server, and the correct booking rhythm (Arrived / Left) is determined by the system. In addition, absence reasons can also be booked (business trip, doctor visit, official trip).

Furthermore, a message can be entered that is visible to colleagues in the attendance list.

## Example:



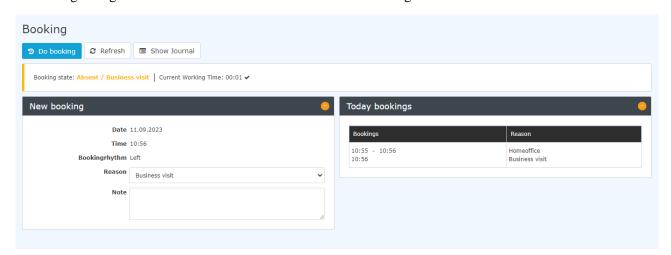
The "Show Journal" button can be used to provide an overview of the entire monthly journal.

To hide the journal again, click on the "**Hide Journal**" button. This appears automatically when you click on the "**Show Journal**" button.

By clicking on the button "Show journal" the monthly journal will be shown, a click on the then appeared button "Hide journal" hides it again.

A successful booking appears immediately in the booking mask.

A booking change is also recorded and shown in the list of bookings with the start and end times.



If you want to go straight to the booking screen, it would be helpful to place the following link https://personalwolke.at/webdesk3/ta\_doBooking.act in the browser's favourites. This way you can jump directly to the booking screen.

Booking 1

## **Felder**

Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action

 $1. \quad https://personalwolke.at/webdesk3/ta\_doBooking.act$