

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 screenshot shows the 'Booking' interface. At the top, there are buttons for 'Do booking', 'Refresh', and 'Show Journal'. Below these, a status bar indicates 'Booking state: Working remote / Homeoffice' and 'Current Working Time: 00:01'. The main area is divided into two panels. The left panel, titled 'New booking', contains fields for 'Date' (11.09.2023), 'Time' (10:56), 'Bookingrhythm' (Left), 'Reason' (Homeoffice), and a 'Note' field. The right panel, titled 'Today bookings', displays a table with the following data:

Bookings	Reason
10:55	Homeoffice

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.

The screenshot shows the 'Booking' interface after a booking change. The status bar now indicates 'Booking state: Absent / Business visit' and 'Current Working Time: 00:01'. The 'New booking' panel shows the 'Reason' changed to 'Business visit'. The 'Today bookings' panel displays a table with the following data:

Bookings	Reason
10:55 - 10:56	Homeoffice
10:56	Business visit

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.

Felder

Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action

1. https://personalwolke.at/webdesk3/ta_doBooking.act