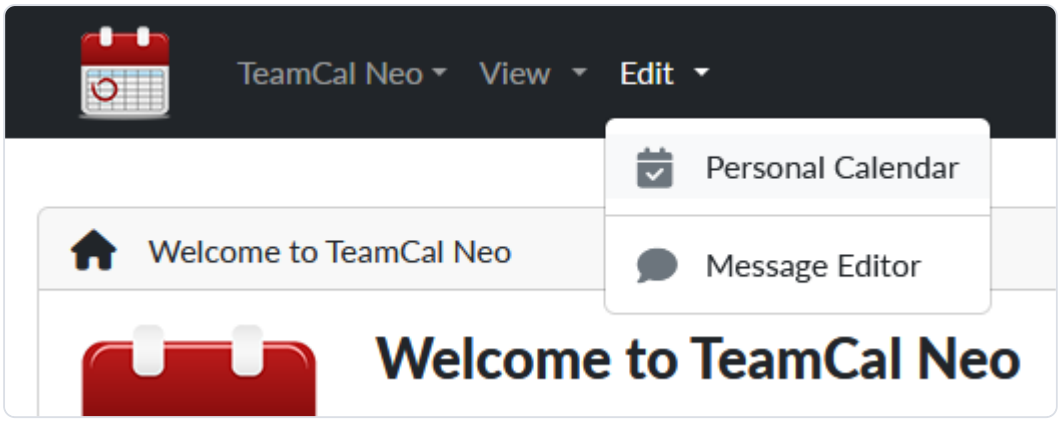
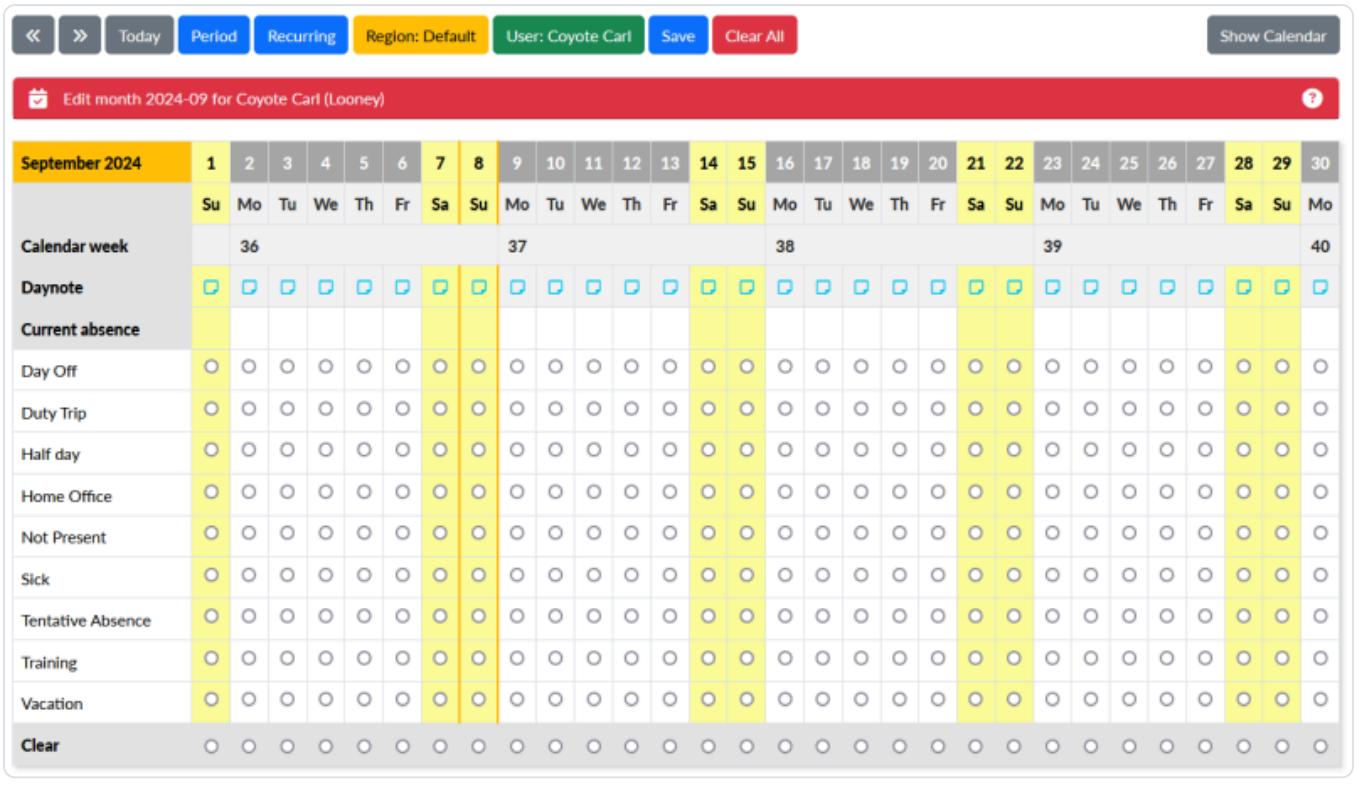
Edit Calendar (Month)

Selecting the ***Personal Calendar*** entry from the ***Edit*** menu will display the editable calendar of the current month.



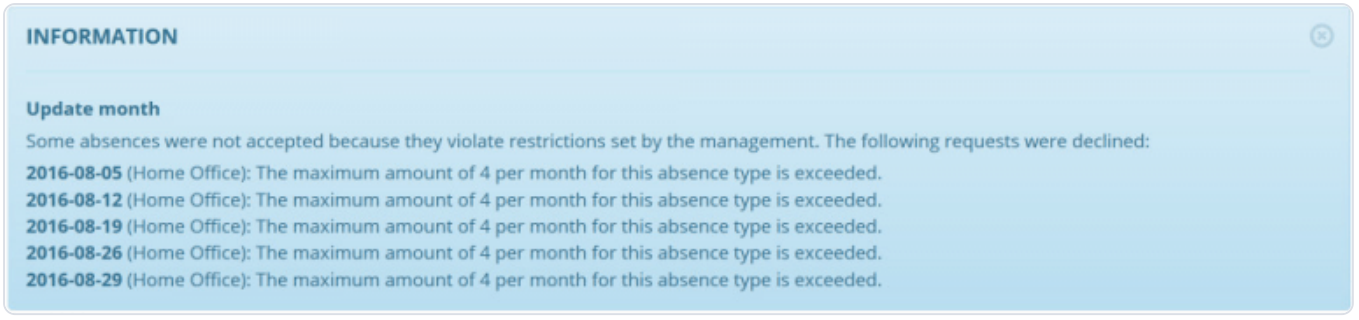
Depending on your permissions and the default settings set by the administrator you will be able to edit your own calendar and those of others.

At the top of the calendar you can use several buttons to restrict and filter the display.



The administrator might have set several restrictions for entering absences, e.g. minimum presence per group or maximum allowance of an absence type per month.

In such cases you will receive an information message similar like this one.



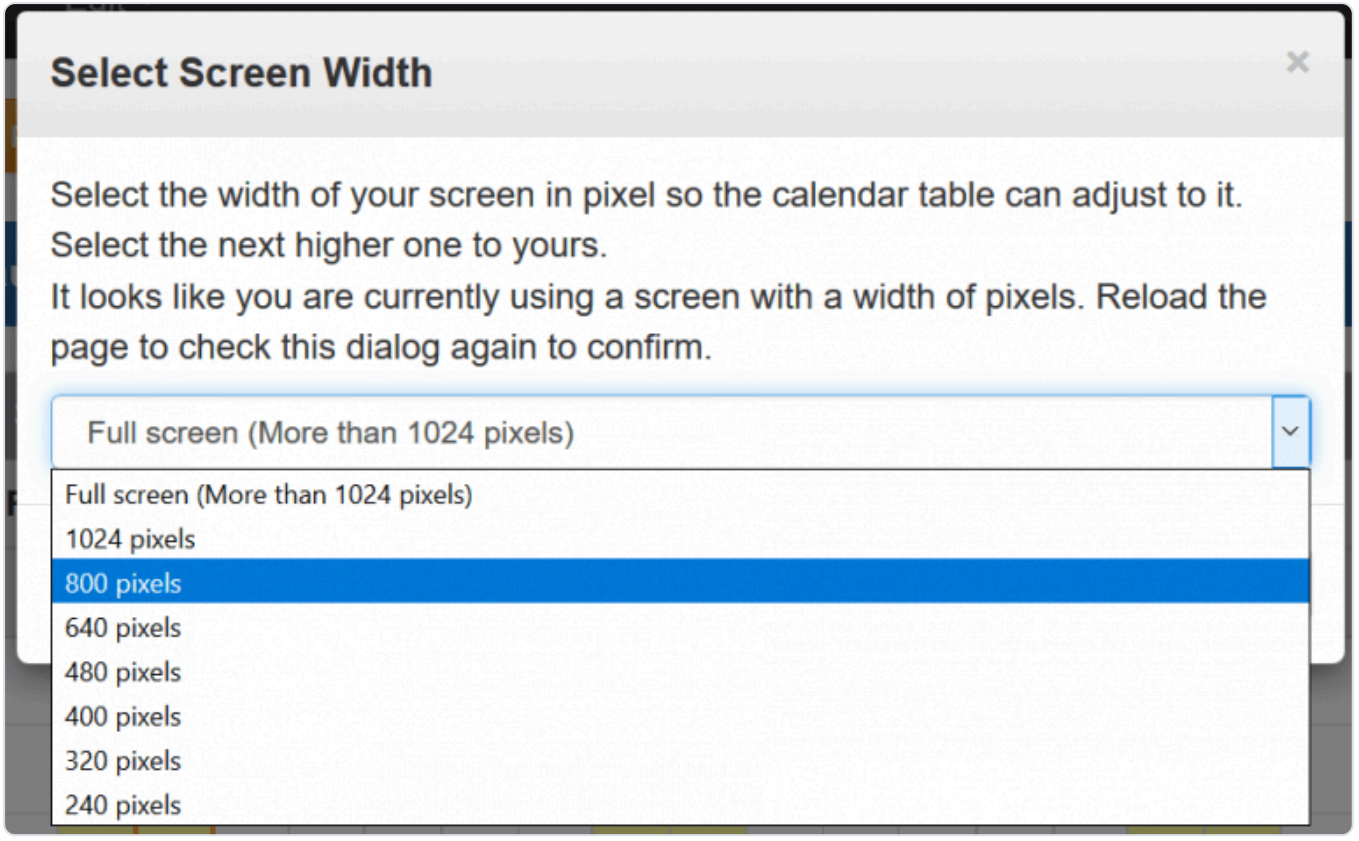
Buttons

Button	Description
<<	Go back a month
>>	Go forward a month
Today	Go to today's month
Period	Enter an absence for a period
Recurring	Enter a recurring absence
Region	Select the region for the calendar display
User	Select the user for which you want to edit the calendar
Save	Save your settings/absences
Clear All	Clear/remove all absences in the current month
Screen	Only visible when mobile support is enabled. Allows you to select your screen width.

Daynotes

You can also enter daynotes in your calendar. The Daynotes row allows you access to it. Click the icon to

Responsive Display



If the administrator has enabled mobile display support, you will be able to select your screen width via the [Screen:] button. The calendar display will then be adjusted (broken down in sections) to your device's screen size. Only as many days as fit on your screen will be shown in one horizontal section. Several horizontal sections are produced so you only have to scroll vertically to view the month.

If your exact width is not in the list, select the next higher one.

Last updated: 2024-09-08 18:25