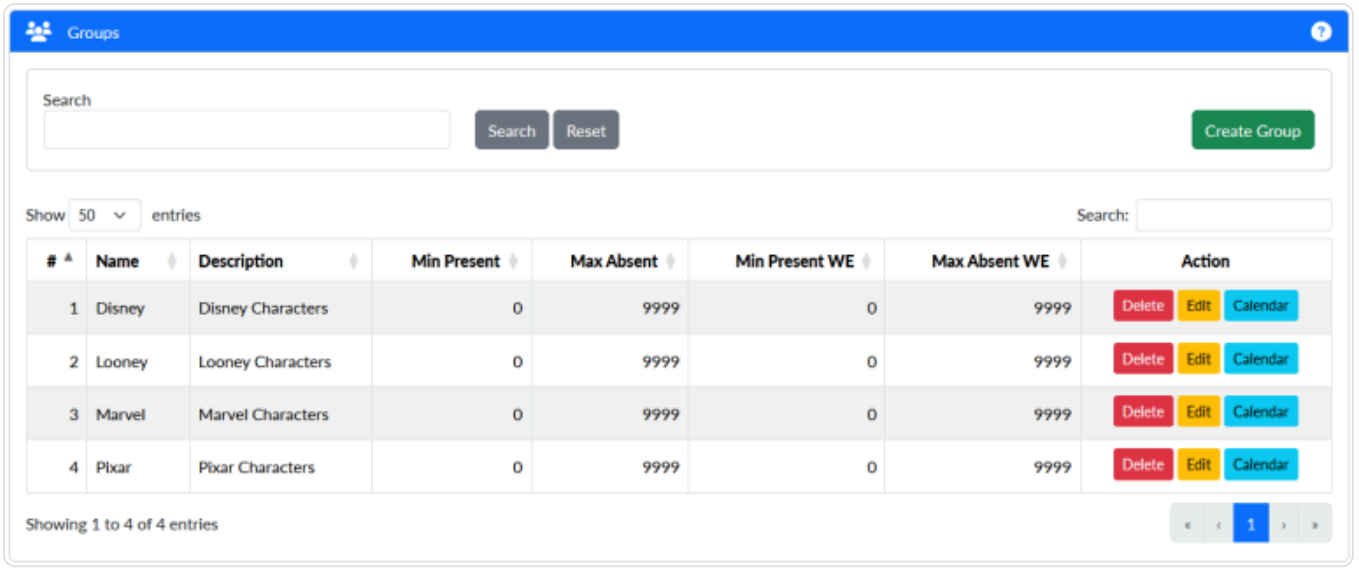
Edit Group Calendar (Month)

Accessing the Group Calendar Page

TeamCal Neo offers the option to set absences for a whole group in one shot. The following permissions are necessary to do so:

- General: Group Calendar (Edit)
- Feature: Either “Calendar (Edit Group)” or “Calendar (Edit All)”
- Group managers can always access the page for their own groups

The group calendar can be accessed via the groups page. In the far right column, select the “Calendar” button to access it.



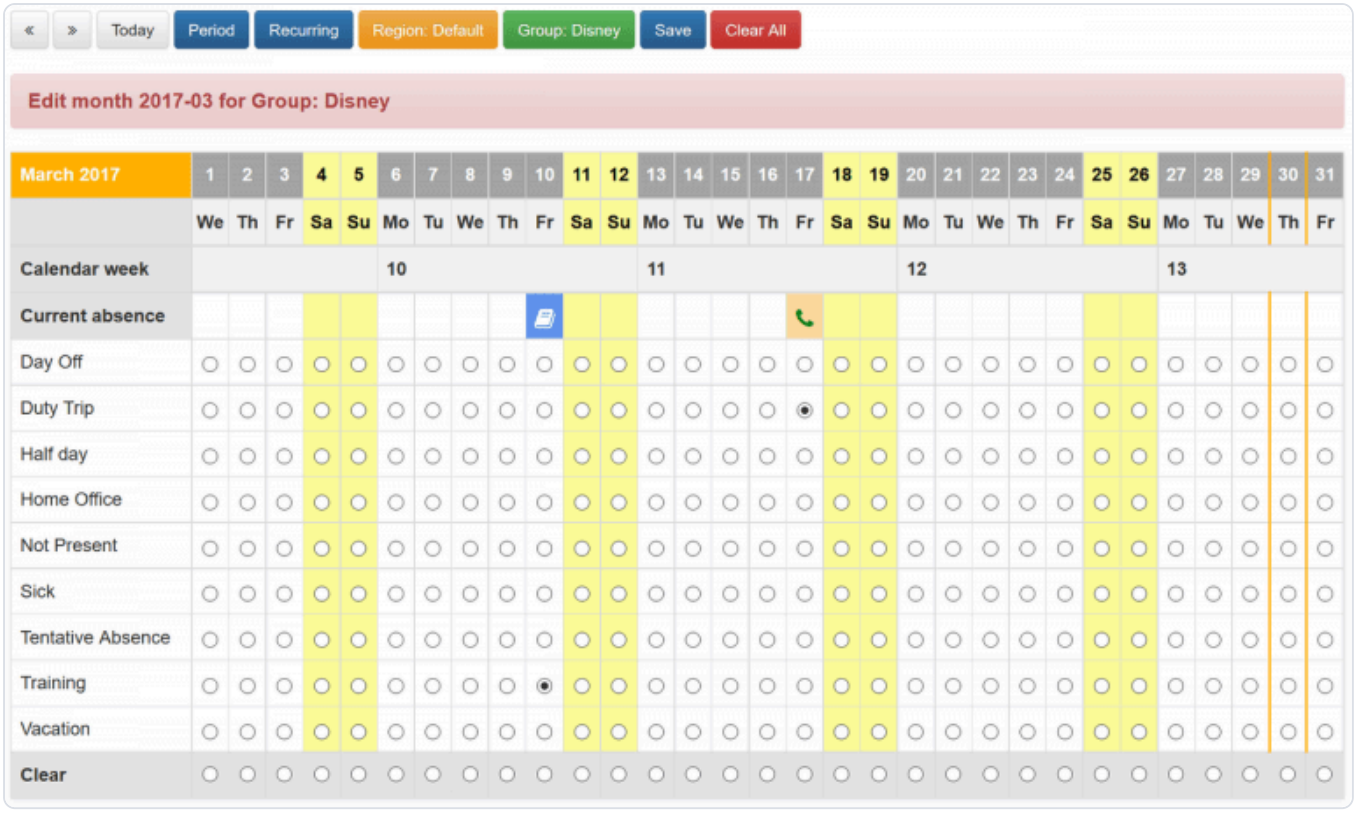
Editing Group Calendars

The group calendar page is very similar to the user calendar edit page.

The User button is replaced by a Group button that allows you to select the group you want to edit. Note, that you might not be permitted to edit all groups based on your permissions.

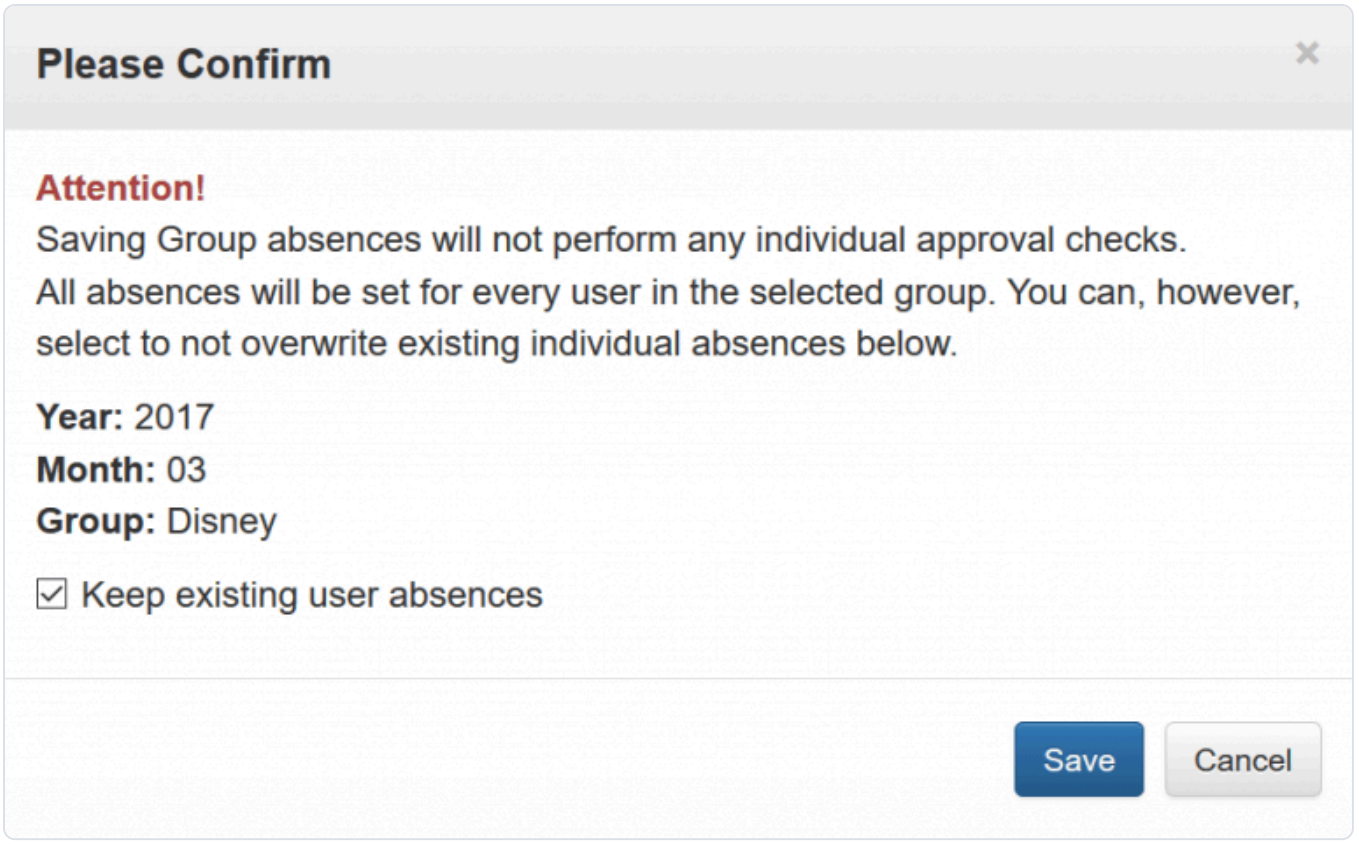
The second difference is that there are not daynotes for groups. That row in the calendar table does not exist.

The group calendar always opens with an empty form. It does not pre-fill the absences you applied last time.



Attention! No Approval Check

The group calendar feature does not perform any individual approval checks. All absences you select on this page will be set to all users of the selected group. You can, however, select to not overwrite existing absences that those users might have already.


Please Confirm
Attention!
Saving Group absences will not perform any individual approval checks.
All absences will be set for every user in the selected group. You can, however, select to not overwrite existing individual absences below.
Year: 2017
Month: 03
Group: Disney
Keep existing user absences
Save
Cancel

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
Group	Select the group 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.

Last updated: 2026-10-01 17:50