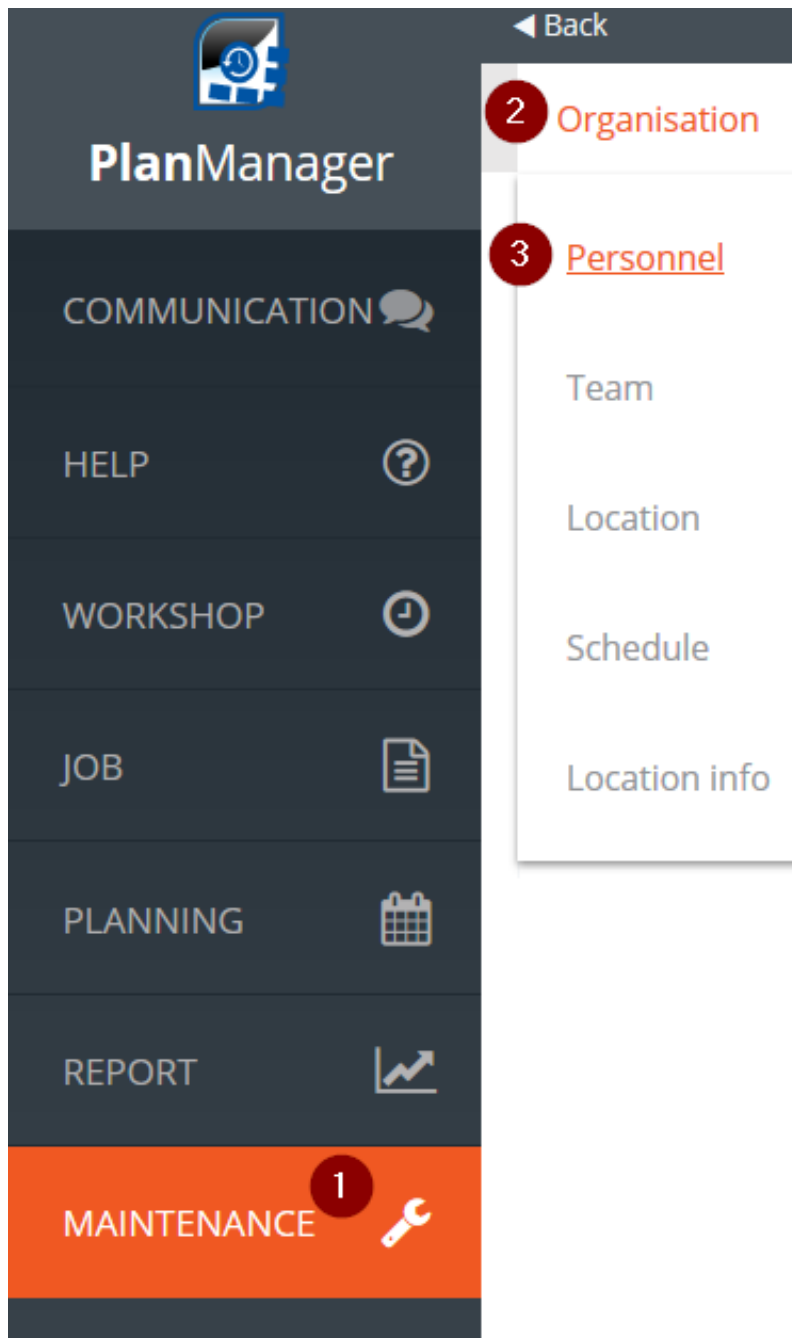# General
How to enter absences in PlanManager.

PlanManager offers you the possibility to schedule absences (if this is known in advance) or to enter (eg someone who has become ill)

Go to Maintenance -> Organisation -> Personnel

You will come to a new screen with the overview of your employees. Here you choose the staff member for whom you wish to schedule an absence:

🔧	BRIGITTE	BARDOT
🔧	BRONSON	CHARLES
🔧	CAPTAIN	KIRK
🔧	D ARC	JEANNE

Then the window opens with the details of this staff member:

Personnel data

Lastname	BENNY
Forename	HILL
Number	6

Click here to change the address.

If you scroll down you will see the following:

Absences

Exception Editor

Type

holiday ⌄

Start

📅

End

📅

Save **Delete**

Save For All Personnel
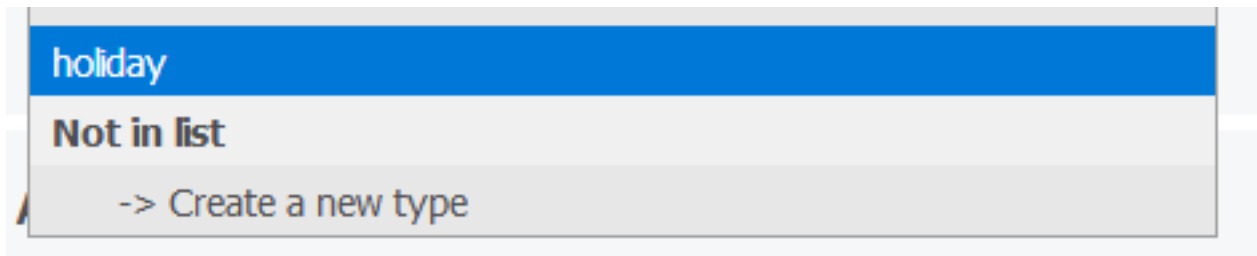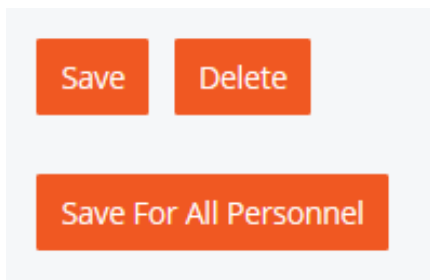
In the dropdown menu you will find the possible absences. There you choose the absence that fits.

You can specify the start and the end dates. Choose Save.

If it concerns a collective leave (a public holiday for example) then click on "Save for all personnel"

If there is a type of absence that you need and is not listed then choose "Create a new type" in that dropdown menu. The fields are empty and you can create a new type. Then choose save. The newly created type is listed in the dropdown and ready to be chosen.

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