

# Maintenance

## Absence for administrative personnel.

If you want to enter absence for your administrative staff, you can do this by creating a schedule for this person, but not placing a check mark in the box for ATR

The screenshot displays the PlanManager software interface. The left sidebar contains navigation options: COMMUNICATION, HELP, WORKSHOP, JOB, PLANNING, REPORT, MAINTENANCE (highlighted), SYSTEM, RENTAL, and INVOICING. The main content area is divided into 'Personnel data' and 'Security' sections. The 'Personnel data' section includes fields for Lastname (BONN), Forename (IAN), Number (1111), Phone, Email, and various contact information. The 'Security' section includes fields for Password, Confirm Password, and a list of permissions with checkboxes for Login, Notifications, Inspection, Webservice, Courtesy Car, Reception, and Logistics. A 'Week schedule' table is shown below, indicating the user is using the '4/5 Maandag' timeschedule. The table shows a standard schedule from 08:00 to 17:00 on Monday through Friday, with a lunch break from 12:00 to 13:00.

Week 32 (08/03 - 08/09)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Standard	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 15:00	
Lunch Break		12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	

and / or Planning:

In this way, you can also enter the absences for them, without the influencing hourly report.

Unique solution ID: #2527

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Last update: 2021-11-10 16:08