

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 shows the PlanManager software interface. The left sidebar contains navigation links: COMMUNICATION, HELP, WORKSHOP, JOB, PLANNING, REPORT, MAINTENANCE (highlighted), SYSTEM, RENTAL, and INVOICING. The main content area is divided into two sections: Personnel data and Security. 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 Visible (checked). Below these sections is a Week schedule table for Week 32 (08/03 - 08/09). The table shows a Standard schedule from 08:00 to 17:00 on Monday through Friday, and a Lunch Break from 12:00 to 13:00 on Monday through Friday. The Saturday column is empty.

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.

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