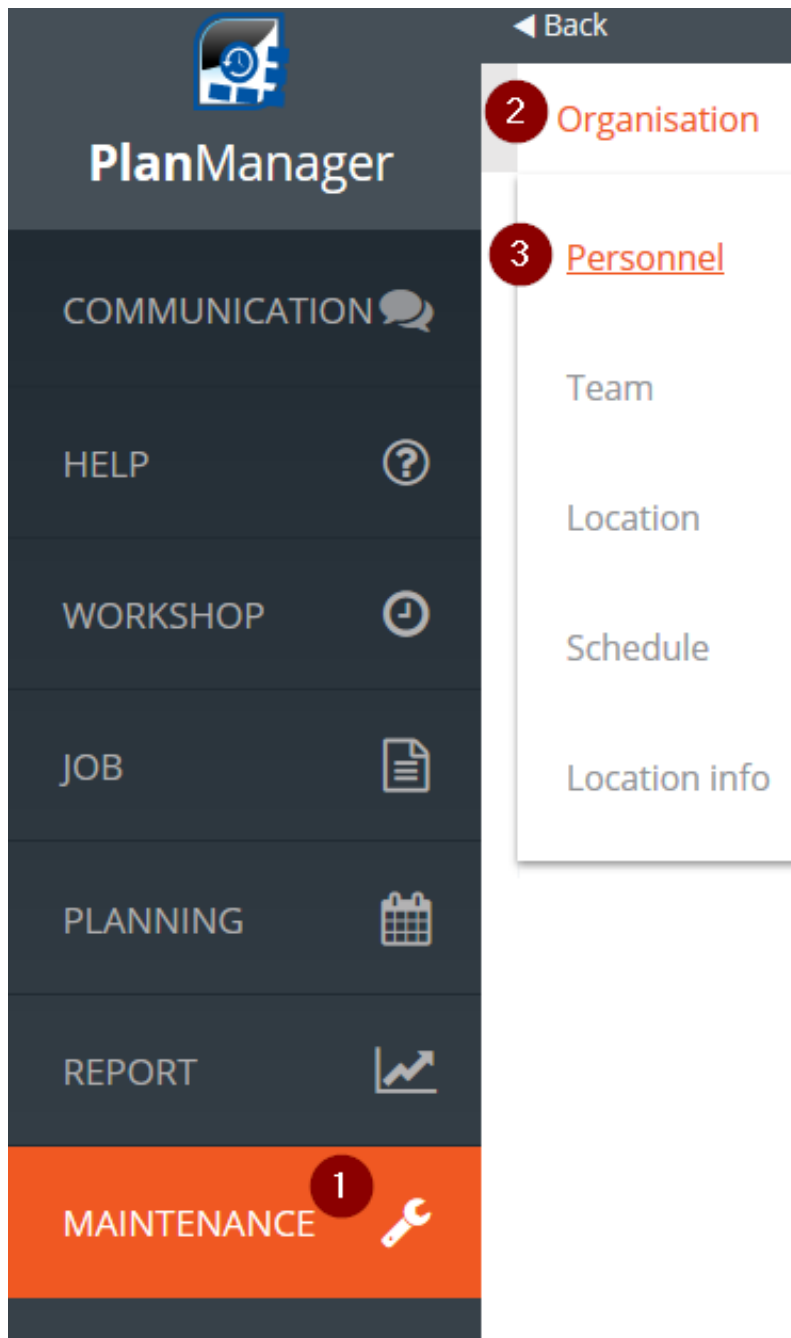


General

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:

General

	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



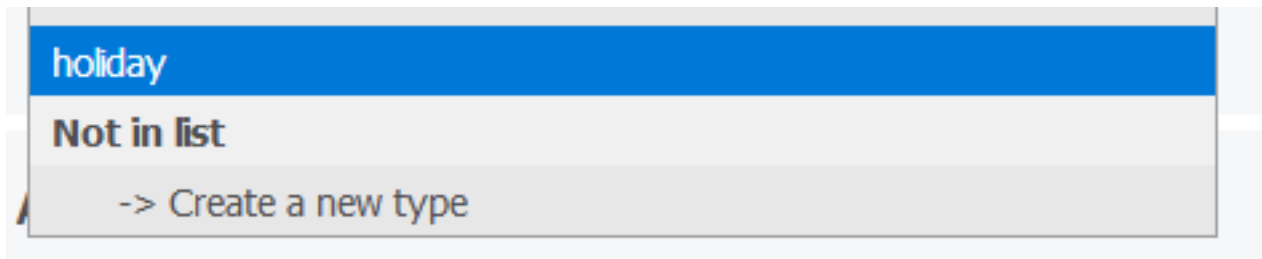
Save

Delete

Save For All Personnel

In the dropdown menu you will find the possible absences. There you choose the absence that fits.

General

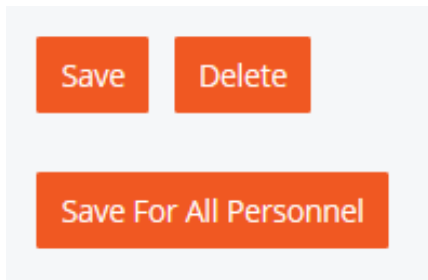


holiday

Not in list

-> Create a new type

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



Save Delete

Save For All Personnel

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.

Unique solution ID: #1899

Author: Jean Claude

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