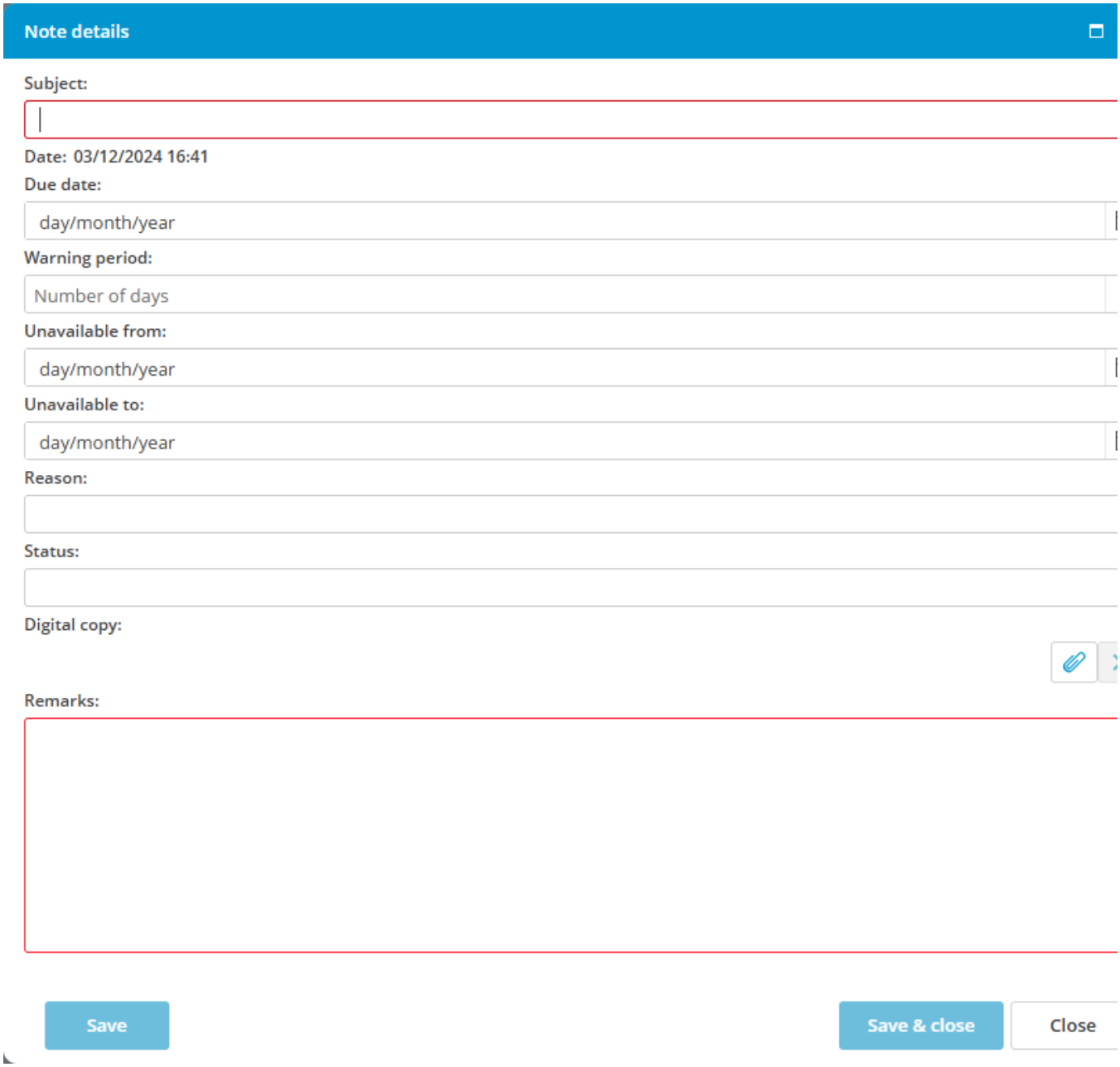
How do I register that an employee is not available?

An employee can be registered as unavailable for planning using a note.

1. Select the employee
2. Click on the tab **Activities**
3. Click on **New** and select **New note**



4. Complete all required fields
5. Enter the date from when the employee is unavailable for planning
6. Enter the date until the employee is unavailable for planning
7. Select a **reason**
8. Click on **Save & close**

Revision #2
Created 2024-12-03 15:40:51 UTC by Peter van Driel
Updated 2024-12-04 12:15:44 UTC by Peter van Driel