

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**

Note details □

Subject:

Date: 03/12/2024 16:41

Due date:


Warning period:

Unavailable from:

Unavailable to:

Reason:

Status:

Digital copy: 

Remarks:

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