

Schedule window — calendar and work schedule

My Team

Start typing here



CREATE REPORT

REQUEST NEW USER



NAME/NICK

E-mail

Activity

Status

Today

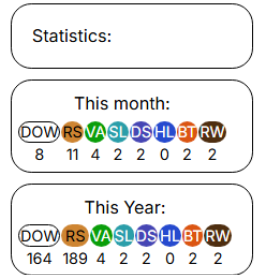
Schedule

Actions

<input type="checkbox"/>			CHECKED IN	ACTIVE	REMOTE	09:00:00-19:00:00	
<input type="checkbox"/>			CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-18:00:00	
<input type="checkbox"/>			CHECKED OUT	ACTIVE	COMPENSATION	16:55:00-18:00:00	
<input type="checkbox"/>			CHECKED OUT	ACTIVE	REGULAR SHIFT	02:00:00-03:00:00	
<input type="checkbox"/>			CHECKED OUT	ACTIVE	REGULAR SHIFT	01:00:00-19:00:00	
<input type="checkbox"/>	Yurii Test QA		CHECKED OUT	ACTIVE	REGULAR SHIFT	15:00:00-01:00:00	
<input type="checkbox"/>	Yurii QA QA		CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-19:00:00	
<input type="checkbox"/>	test native name2	test@example.com	CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-19:00:00	
<input type="checkbox"/>	test native name2	test@mail.com	CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-19:00:00	
<input type="checkbox"/>	test2@mail.com	test2@mail.com	CHECKED OUT	ACTIVE	REGULAR SHIFT	09:00:00-19:00:00	

This window displays a calendar with the selected user's working schedule marked. The color of each cell fill corresponds to an event. The supervisor can edit the work schedule calendar for the selected user.

← Schedule- Yurii QA test



List of events in the calendar:



- DOW - DayOff/Weekend - absence, unpaid
- RS - Regular Shift - paid
- VA - Vacation - absence, paid
- SL - Sick Leave - absence, paid
- DS - Duty Shift - paid
- HL - Holiday - absence, paid
- BT - Business Trip - paid
- RW - Remote Work - paid, mark the day of work from home

This menu shows statistics for the selected month and for the calendar year

Statistics:

This month:

DOW	RS	CO	SL	DS	HL	BT	RW
8	11	4	2	2	0	2	2

This Year:

DOW	RS	CO	SL	DS	HL	BT	RW
164	189	4	2	2	0	2	2

Detailed editing of a user's work schedule is described in the "My team Schedule" section.

Revision #10

Created 1 February 2024 08:53:48

Updated 11 September 2025 15:01:29 by ATMan