

# E 1 Calendar Overview

Access level: All employees

TimeLog Project has three versions of the vacation calendar. All of them can be accessed from the main menu.

Figure 1: Main Menu

*Company Calendar* ❶ shows holidays, vacation, project start-ups, milestones and status reports in calendar boxes. For more information view ⇒ E2.

The view can be adjusted to the individual's need.

*The Company Vacation Calendar* ❷ shows planned vacation for all the company's employees. Vacation days are shown as coloured poles. See more in ⇒ E3.

The web page has a link to the personal calendar registration.

*Personal Vacation Calendar* ❸ shows one employee's planned holiday and can also be used to register personal vacation. See ⇒ E4.

The personal vacation calendar shows holidays and planned vacation in a chart that includes the number of hours for each vacation period.

In order to plan vacation, it is mandatory that the employee has a normal working time associated.

### Configuration

The display of the Personal Vacation Calendar and the Company Calendar is activated by the system administrator in *System Administration (F10)* below Add-on modules.

Figure 1: Main Menu

