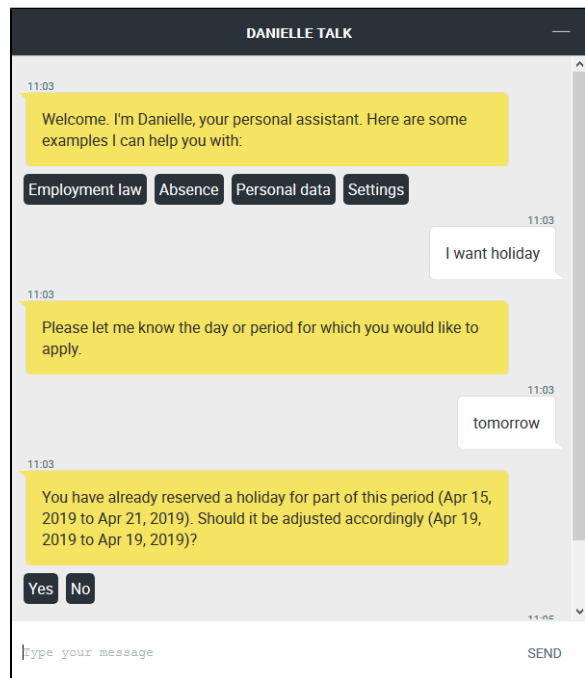


Recording absences via the chatbot in the application

The chat window **Danielle Talk** opens directly after the user logs in.

Please enter the period for your leave or the dates for sick days. All entries are stored in your personnel file and both HR and your supervisor are automatically informed. In addition, these entries are saved in the chat history.

Request for leave



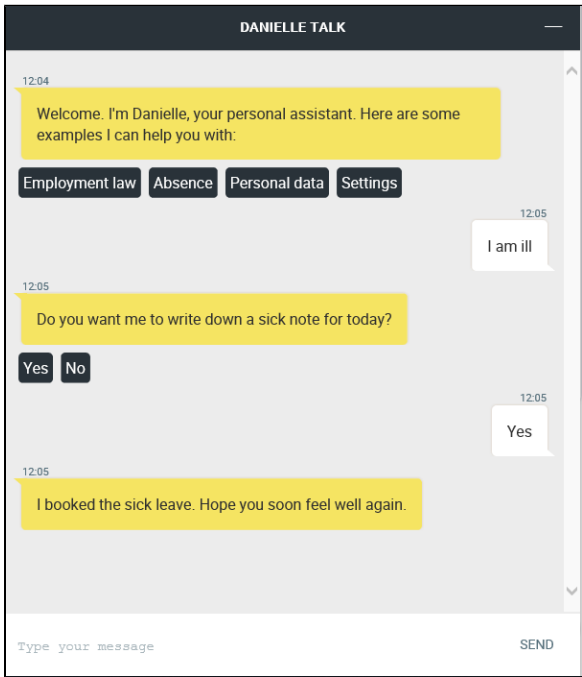
Example of a request for leave

Leave was requested for 12/04/2019

Leave was captured for 12/04/2019 for Ingrid Lindholm and marked in her personnel file as 'requested', awaiting approval.

Reporting illness

Recording absences via the chatbot in the application



An example of notification of illness for the present day

Absence - Special/Remaining leave											
Start: 1/1/19		End: 12/31/19		☒ Display Cancelled		Caption absence		Notifications			
Start	End	Duration	Type	Subject	Status	Responsible	Modified by	Modified on	Actions		
Jul 8, 2019	Jul 18, 2019	10.0	holiday	Acronautical leave	reported		ingrid.lindholm@company.com	Apr 10, 2019	✕ ✕ ✕		
May 10, 2019	May 10, 2019	1.0	sick	sick			ingrid.lindholm@company.com	Apr 11, 2019	✕ ✕ ✕		
May 8, 2019	May 8, 2019	1.0	holiday	Unpaid	approved		ingrid.lindholm@company.com	Apr 11, 2019	✕ ✕ ✕		
May 15, 2019	May 15, 2019	1.0	sick	sick			ingrid.lindholm@company.com	Apr 10, 2019	✕ ✕ ✕		

The notification of illness was entered for Ingrid Lindholm in her personnel file and notification by e-mail was sent automatically to HR and the superior.