

Overview of absent employees in Outlook/iCalendar

In order to be able to make clear and long-term plans, e.g. for projects, it is essential to have an overview of absenteeism (vacation, illness).


Please go to the tile **Who is Who**.



Who is Who

Then select the employee whose overview you want to see or the overview of absenteeism for the department or company to which he/she is assigned.

As an example, an overview of the Office Management department is required here. To this end, the employee Michèle Young who belongs to this department is selected (any employee of the Office Management department can be selected in the same way).

Ms Michèle Young (MY)

Business Information
Specialised in: Bürokauffrau
Profile: Assistentin der Geschäftsleitung
Position:
Business Card:
Company: DSSHQ
Department: Office Management
Cost Centre: 1000
Country: Germany
Phone: 06831/730-04
Mobile: 0175 98563583
E-Mail: Michèle.Young@company.com
Skype: [Michèle_Young](#)
Date of birth: 24. April

Languages
English: Native
French: Very Good
German: Very Good

Absence calendar for integration, e.g. in Outlook (iCal format)
Employee:
<https://demo.personnel-department.cloud/hr/rest/public/calendar/employee/Michèle.Young@company.com/EN-8C344C1685CB9A552D43101089B087E>
Department:
https://demo.personnel-department.cloud/hr/rest/public/calendar/department/DSSHQ/Office_Management/EN-8FD9D581136F1688B7D0373D1718677E
Company:
<https://demo.personnel-department.cloud/hr/rest/public/calendar/company/DSSHQ/EN-877426BA2BED02C4E5317A770BCB5F38>

To obtain an overview of absenteeism in a department, please proceed as follows:

1. click or copy the link, depending on your browser
2. Open Outlook and go to My **Calendars** in your calendar overview
3. Press the right mouse button there
4. **Add Calendar**
5. **Add Calendar from Internet**
6. A window opens in which you can paste the link previously copied
7. Under the function **Advanced**, you can assign an individual name to the calendar, e.g. **Office Management**
8. Confirm with **Yes**

The overview of absenteeism for the Office Management department is now visible in Outlook.