

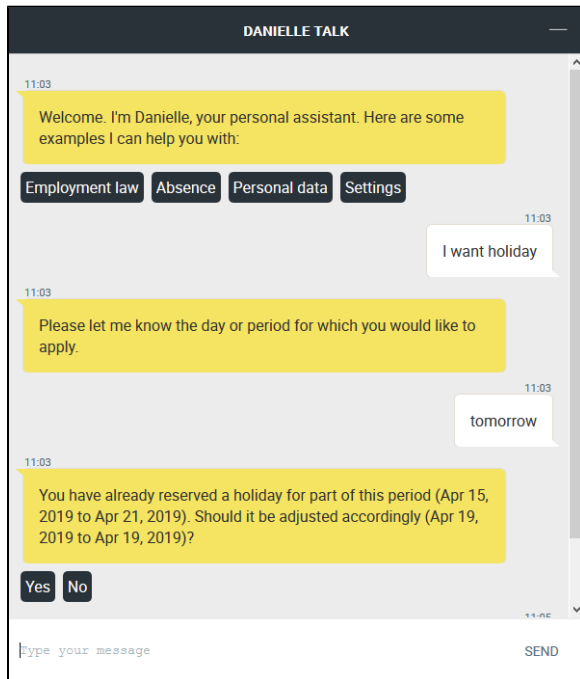
# Recording absences via the chatbot in the application

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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



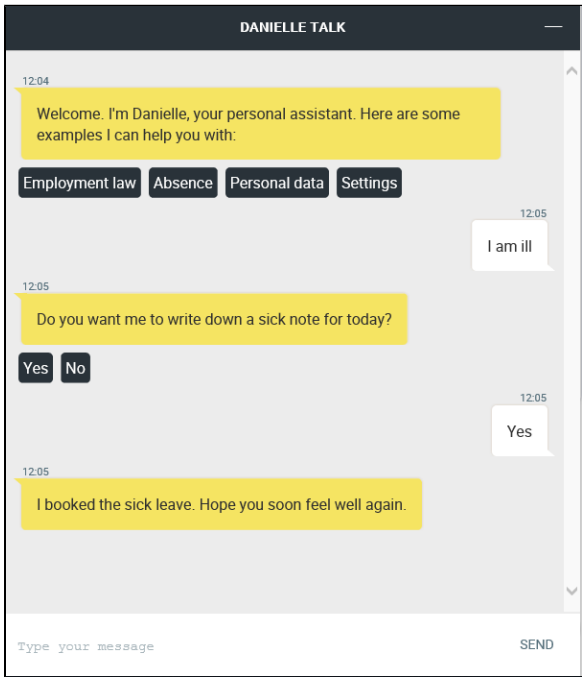
*Example of a request for leave*

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		<input checked="" type="checkbox"/> Display Cancelled		Caption absence		Notifications			
Start	End	Duration	Type	Subject	Status	Responsible	Notification	Notification	Action		
Jul 8, 2019	Jul 18, 2019	10.0	holiday	Annual leave	reported	hr@ingridcompany.com	Apr 10, 2019		M. Lindholm		
May 10, 2019	May 10, 2019	1.0	Sick	Sick		hr@ingridcompany.com	Apr 11, 2019		M. Lindholm		
May 8, 2019	May 8, 2019	1.0	holiday	Sick	approved	hr@ingridcompany.com	Apr 11, 2019		M. Lindholm		
May 10, 2019	May 10, 2019	1.0	Sick	Sick		hr@ingridcompany.com	Apr 11, 2019		M. Lindholm		

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.