

Follow-ups

There are deadlines in the sections, Employees, Absences and Time recording, for which a follow-up is created.

You can access the follow-up by using:

1. the menu bar



2. or via the subject area in question on the product overview page (apps)

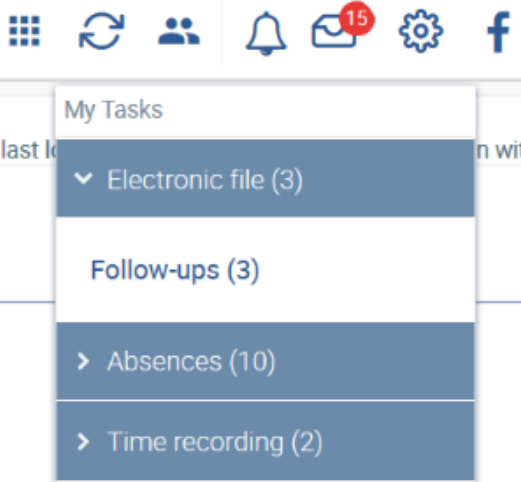


Absences



Follow-ups

You can also select the subject area required in the menu bar e.g. Electronic file **Follow-ups**.



Note

Once you have selected the follow-ups, you can quickly switch from one area to the other using the filter.

● Employee ○ Time recording ○

If the follow-up date is reached, the line is highlighted in red.