



Absence Manager V8.00 NEW FEATURES / Bug fix LIST – 8th May 2007

NOTE – to implement the new features the following steps are necessary after upgrading your application:

- A. Open the global settings Administration \ Global settings – and click OK to update.*
- B. Select ALL users in the Show Me \ Users view and select Actions \ Refresh Fields*
- C. Select all leave requests in the Show Me \ All requests view and select Actions \ Refresh Fields*

1) Shared Calendar

The shared calendar can now be filtered to display different groups depending on access rights:

By default normal users can view all approved leave requests for members of their own group

Users who are approvers can view the Approvers shared calendar, this lists all approved requests they approve

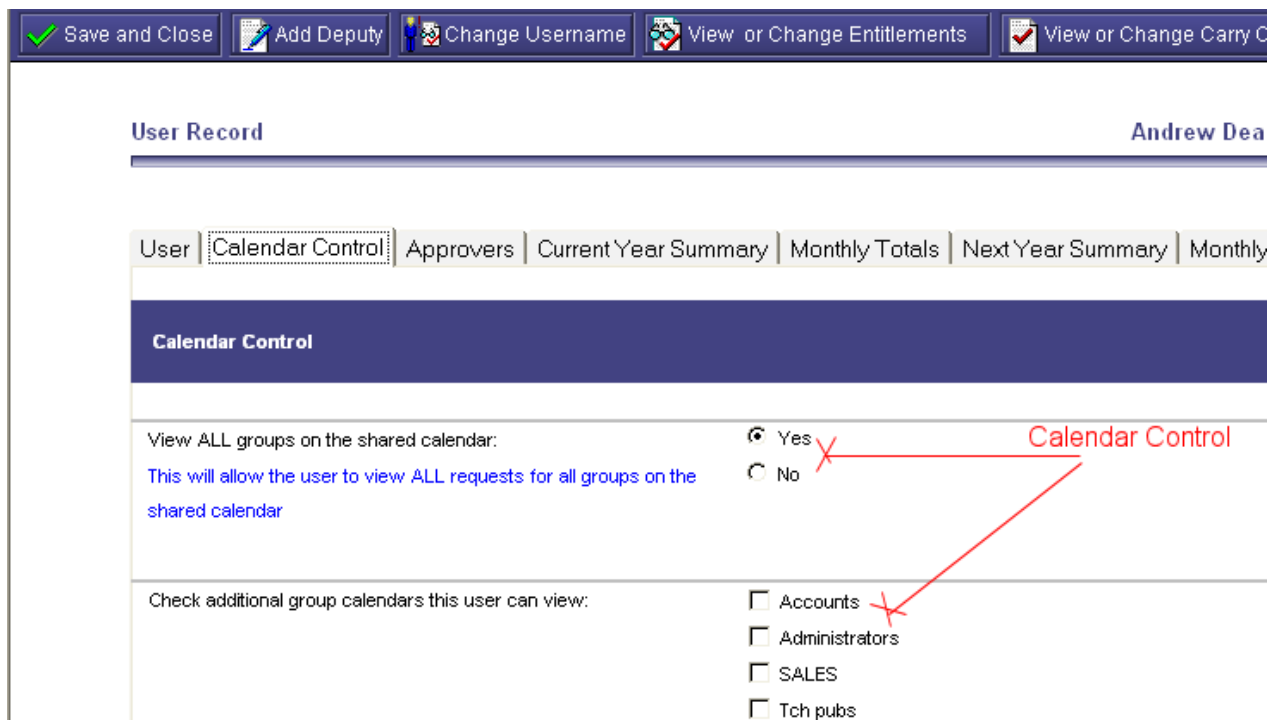
Users who are classed as Administrators on their user record can view all user groups and records.

Additionally any user can be given additional access rights to view any group calendars of interest; this is achieved by editing their user record as follows:

Select Show Me \ All Users

Put the user record in edit mode (double click anywhere on the record) then select the second tab "Calendar Control" this is where specific calendar access is set; you can either give the user access to specific groups by checking those groups and then saving their record or give the user access to ALL groups by setting the first option (view all groups) to Yes.

See the screen shot below:



2) Restrict the people approvers can create requests for

To access this option select Administration \ Global Settings and select the Settings 3 tab.

See screen shot below (option **B**) – with this option set to yes when approvers create a request on behalf of another user the available user list is restricted to only the users that person approves.

Administrators can still create requests on behalf of any user.

The screenshot shows the 'Database Configuration' interface with three tabs: 'Settings 1', 'Settings 2', and 'Setting 3'. The 'Setting 3' tab is active. It contains three configuration rows:

Setting Name	Option 1	Option 2
Integrate with personal calendars when requests do not require approval?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Users who define their own approvers can select from	<input type="radio"/> All Users	<input checked="" type="radio"/> Existing Approvers
Approvers can create requests on behalf of	<input type="radio"/> All Users	<input checked="" type="radio"/> Just users they approve

Red annotations: A red arrow labeled 'A' points to the 'Yes' radio button in the first row. A red arrow labeled 'B' points to the 'Just users they approve' radio button in the third row. A red 'X' is drawn over the 'All Users' radio button in the third row.

3) Personal Calendar integration when the request does NOT require approval.

To access this option select Administration \ Global Settings and select the Settings 3 tab.

See option **A** in the screen shot above – if this is turned on users will still receive personal calendar integration emails even if the leave type being requested does Not require approval.

4) **Print issue** – an issue has been resolved which had prevented printing for some Absence Manager users.

5) Additional Question fields on leave type:

There is an option on leave type records to enable an additional question to be asked when the user creates a leave request.

To turn this option on for a leave type – open the leave type record to modify Show Me \ Leave Types - Put the record in edit mode (double click anywhere on the record) and then set options A,B and C as in the screen shot below:

The screenshot shows a software interface for configuring leave types. At the top is a dark blue toolbar with four buttons: 'Close' (with a red X icon), 'Save and Close' (with a green checkmark icon), 'Copy DOCUNID to clipboard' (with a document icon), and 'Attach File(s)' (with a folder icon). Below the toolbar is a form with several rows, each containing a question and two radio button options ('Yes' and 'No'). The 'No' option is selected for all questions. The questions are:

- Should this leave type be included in the Bradford Factor Calculation?: Yes No
- Should this leave type be displayed on the shared calendar?: Yes No
- Does this leave type accrue additional Days each month?: Yes No
- Is this leave type an appointment? An appointment leave type example would be a Doctor's appointment - appointment types consist of hours and are always less than a full working day: Yes No
- Can users book leave of this type by the hour?: Yes No
- Can users book half days?: Yes No
- Can users book quarter days?: Yes No
- Does this leave type have a quota?: Yes No
- Use additional question: Yes No
- Radio button question text: Does this involve travel to a Vessel
- Additional field label: Enter Vessel number

Red arrows labeled A, B, and C point to the 'Yes' radio button in the 'Use additional question' row, the 'Does this involve travel to a Vessel' text in the 'Radio button question text' row, and the 'Enter Vessel number' text in the 'Additional field label' row, respectively.

If this option is turned on for a leave type the user will receive the additional question as specified in **B** when requesting this leave type, the field label where they enter the response if they answer yes to the additional question is specified in **C**