



An Introduction to Holiday Planner

The Holiday Planner application is where users can use their quota to book annual leave (and other day types) for managers to approve or reject.

Users are put into Zones and holiday groups, which determine their working pattern and who handles their requests.

The index below offers more information on how to use the application. If you run into any issues or have a product functionality question, please [submit a support ticket](#) so our team can assist.

Holiday Planner application literature index

These guides are intended for [sysadmins & application administrators](#) - those who will advise end-users on how to use the application as well as manage the whole directory.

It is recommended to start at the top and read through in order.

Must read

[What is the holiday planner?](#)

[Holiday Planner: Important considerations](#)

Initial set-up

[Creating day types that users can book](#)

[Setting user quotas](#)

[Creating Zones & Holiday groups](#)

End user actions

[Creating a new booking](#)

[Cancelling or changing bookings](#)

[Who's Out component](#)

Manager actions

[Actioning bookings](#)

[Booking on behalf of a user](#)

[Cancelling bookings](#)

Administrator actions

[Bradford factor](#)

[Reports](#)

General

[Admin side overview](#)

[Front-end overview](#)

[Drop in recording](#)

[FAQ](#)

Further Learning

We have an e-Learning course available [here](#) on Discover that covers the People application in detail and would suit new administrators or those looking for a refresher.