

# What is My Team in Holiday Planner

Concept of My Team in Holiday Planner can be represented in two ways:

Admin / Holiday planner / General configuration

**Configuration**

Day Types

**General configuration**

Zones & Groups

Common Holidays

User Quota

Bradford Factor

**Utilities**

Set compulsory days

**iCal notification**  
Send holiday email notification with .ics calendar file upon holiday confirmation (Please Note: if this option is selected user won't receive in-system message).  
 Yes  No

**"My team" definition**  
Users within the same team will be able to see each others' holidays. Specify how a team is defined

Users with the same manager  
 Users within the same groups

**Allow team members to view full list of each others holidays requests**  
 Yes  No

**Display calendar days (elapsed days) along with effective days when applicable**  
 Yes  No

**Number of entries per page in reports**  
20

[Save Configuration](#)

## 1. Users with the same holiday group manager

If this option is selected, users with the same holiday planner group manager (only manager not substitute manager) will be able to see each other holidays or absence.

Holiday planner manager is set in **Zones & Group** (see below)

**Configuration**

Day Types

General configuration

**Zones & Groups**

Common Holidays

User Quota

**System groups**

- Marketing
- Admin
- Tatooine
- Staff
- Enterprise
- Unicorn World
- Mike's Family
- Legal Team
- Director

**Holidays groups**

- UK
- Marketing
- USA
- Default
- Admin
- Startrek
- Enterprise
- Star Wars

[Add a zone](#)

**Name**  
Marketing

[Edit weekend pattern](#)

**Set manager**  
Michael Christian x [Browse](#)

## 2. Users with the same holiday group

If this option is selected, only users within the same holiday group can see each other holiday