



## What is 'My Team' in Holiday Planner

### What is 'My Team'

The 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 (including substitute manager) will be able to see each other holidays or absences.

The 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
- USA
- Marketing
- Default
- Admin
- Star Trek
- 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

## Configuration Options

### Viewing my team's holiday detail

It is possible to view my team's holiday details by clicking the name of the user on the My Team Page by changing the configuration value in Admin > System > Configurations

`cfg_holiday_view_team_details`

- true: viewing the user's holiday detail page
- false: view the user's profile page

⚠ Please submit a [support ticket](#) to request this changes

On the **Managers** page, clicking the name of the user should always to to the user's holiday details page.

## FAQs

### What if I want everyone from a different group to see each other on holiday?

Create a holiday planner group and put people who wish to share their holiday visibility with others. You don't need to specify managers for this group.

Here is an example where we have a system group containing all employees and turn it into a holiday group so that all employees can see each other holiday regardless of their holiday groups.

The screenshot displays the 'Holidays groups' configuration interface. On the left, a tree view lists various groups under 'Claromentis', including Managers, Support, Customer Support, TechOps, Marketing, Product, Designers, Developers, Testing, Service Delivery, Junior PM, Sales, and 'Holiday Planner - All Employees' (highlighted with a red box). The main panel on the right is titled 'Add a zone' and contains the following configuration fields:

- Name:** Holiday Planner - All Employees
- Edit weekend pattern:** (Link)
- Set manager:** Select user (dropdown) and Browse button
- Set substitute:** Select user (dropdown) and Browse button
- Permission to run report:** (Form field)

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Tags: [holiday](#), [manager](#), [planner](#), [my team](#)