



## 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.

Holidays groups

Claromentis

Managers

Support

Customer Support

TechOps

Marketing

Product

Designers

Developers

Testing

Service Delivery

Junior PM

Sales

**Holiday Planner - All Employees**

Professional Services Team

Add a zone

Name

Holiday Planner - All Employees

Edit weekend pattern

Set manager

Select userBrowse

Set substitute

Select userBrowse

Permission to run report

Last modified on 30 November 2023 by [Hannah Door](#)

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