



What is 'My Team' in Holiday Planner

Archived

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 page. On the left, a tree view lists various departments: Claromentis, Managers, Support, Customer Support, TechOps, Marketing, Product, Designers, Developers, Testing, Service Delivery, Junior PM, Sales, and Professional Services Team. The 'Holiday Planner - All Employees' group is highlighted with a red box. On the right, the configuration form for this group is shown, including a 'Name' field with the value 'Holiday Planner - All Employees', an 'Edit weekend pattern' link, 'Set manager' and 'Set substitute' dropdown menus with 'Browse' buttons, and a 'Permission to run report' checkbox.

Created on 24 May 2020 by [Hannah Door](#). Last modified on 1 July 2026

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