



What is 'My Team' in Holiday Planner

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The concept of 'My Team' in Holiday Planner can be represented in two ways:

Admin / Holiday planner / General configuration

Configuration	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). <input type="radio"/> Yes <input checked="" type="radio"/> No
Day Types	
General configuration	"My team" definition Users within the same team will be able to see each others' holidays. Specify how a team is defined <input checked="" type="checkbox"/> Users with the same manager <input type="checkbox"/> Users within the same groups Allow team members to view full list of each others' holidays requests <input checked="" type="radio"/> Yes <input type="radio"/> No
Zones & Groups	
Common Holidays	Display calendar days (elapsed days) along with effective days when applicable <input type="radio"/> Yes <input checked="" type="radio"/> No
User Quota	
Bradford Factor	
Utilities	Number of entries per page in reports 20
Set compulsory days	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's holidays or absences.

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

Configuration

Day Types	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 (selected) <input type="button" value="Browse"/>
General configuration			
Zones & Groups			
Common Holidays			
User Quota			

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

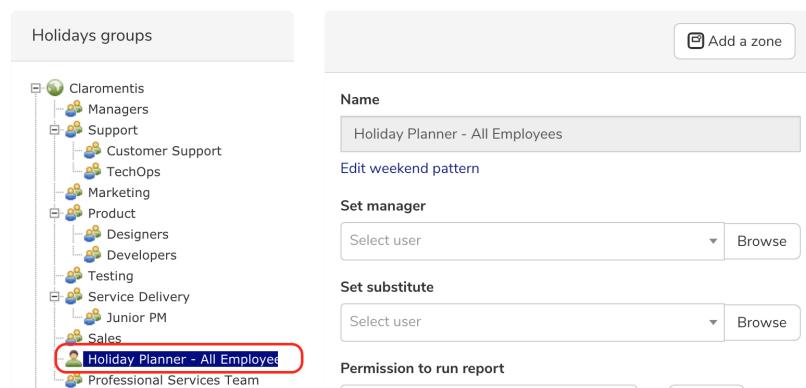
On the **Managers page**, clicking the name of the user should always to to the user's holiday details page.

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.



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

Created on 24 May 2020 by [Michael Christian](#)

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