



Recalculating holiday statistics

Relevant for 8+

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2. How to recalculate user statistics

1. About holiday planner user statistics

Within the holiday planner, there is a tool that allows the administrators to recalculate the holiday statistics for users of the intranet. This tool can be useful in re-jogging the system after changes to a user's holiday to ensure that their holiday statistics are correct.

Holiday statistics are found here, if the numbers seem incorrect it's a good idea to recalculate them:

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Requests history

« 2018 2019 2020 »

January 2019

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2019

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2019

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2019

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2019

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2019

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2019

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2019

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Holiday remaining

Remaining next year

Request pending

Day types

Usual work day

Global Holiday

Global work day

Sickness day

Unpaid holiday

Holiday

Work day

Test

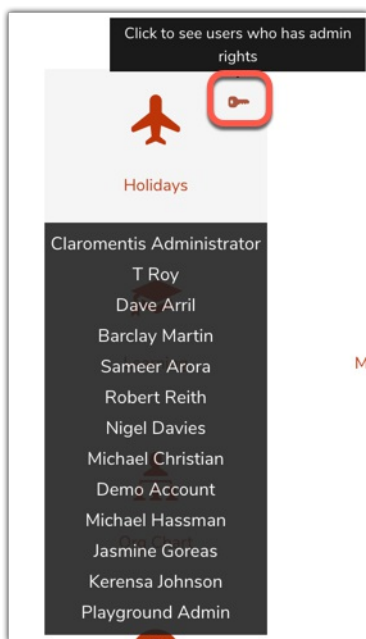
Late

2- How to recalculate user statistics

Holiday planner administrators have access to this feature.

If you do not have these permissions you can contact a user who does.

These can be found by clicking on Applications > Admin > Holiday Planner > Pressing the key in the corner:



If you have permissions you will need to navigate to Admin > Holiday planner and select 'Recalculate user statistics'

Admin / Holiday planner / Recalculate users stats

Configuration

Day Types

General configuration

Zones & Groups

Common Holidays

User Quota

Bradford Factor

Utilities

Set compulsory days

Recalculate users stats

This will recount number of holidays actually used, taking into account carried holidays and their term according to holidays zone settings. The information in user holidays statistics.

Year 2019 Year when holiday period has started

☒ Carry remaining holidays to next year

Users

It is recommended to recalculate the user statistics for each year on either side of the current year.

This ensures any annual carryover days are included in the recalculation and any holidays for the following year are correctly allocated.

You will need to enter the user's name here in the box and recalculate for the current year, previous year and next year. This should correct any miscalculations in that particular user's statistics.

For more articles on holiday planner see [here](#).

