Link to article: https://discover.claromentis.com/knowledgebase/articles/641/holiday-planner-faqs

Holiday Planner FAQ's

How do I update all user's holiday quotas?

On the admin side of the application, you will want to click the 'User quota' tab down the left. You will see a list of users appear and at the bottom of this list the ability to amend the 'Quota for listed Users' if you type the new number here, and click 'Set' all shown users will be updated. However, this may not include all your users, to reveal up to 500 users, click the black downward arrow in the 'Name' search bar. Here, you will see next to the 'Search' button at the bottom a number drop-down, click this to set it to 500.

How do I add different 'Common Holidays' for users in different countries?

In the admin side of the application, you will first want to create 'Zones' for each different country of operation. These new zones will be reflected in the 'Common holiday' tab, a new section will appear for each new zone.

How do I add 'Common Holidays' for the next calendar year?

On the admin side of the application, you will want to click the 'Common Holidays' tab down the left. Here you will see a small calendar icon, with the current month and year. If you click here you will be able to adjust the dates to those in the future. You can then check if this is correctly reflected by checking your holiday calendar for the next calendar year.

How do I change bookings on behalf of a user?

Managers can submit new bookings on a user's behalf, or make a submission to override a previous booking.

Instruct the manager of the desired users' holiday group to make this submission from the 'manager area' and click 'create new absence'. More information here

Last modified on 30 November 2023 by Hannah Door

Created on 16 October 2019 by Mhairi Hutton
Tags: holidays, user guide, FAQ