



Who's Out Component

The 'Who's Out' component is a handy tool that simply displays a list of who is out from the company/team that day and the following day. It pulls its data from the Holiday Planner tool, so you must be using this to track absence in order for this component to display data.

Users will only be able to see holiday data in the component for users in the same team, this is explained above in the 'My team' definition.

To begin using the component, simply edit the page you would like it to display on (by clicking the pencil icon bottom left). You have the following configuration options:

A screenshot of the 'Who's Out' component settings form. The form is titled 'Settings' and has a 'Who's out' header with a gear icon and a trash icon. The settings include: Title: 'Who's out'; Show next working day: checked; Limit to: '10' users; Group day types: unchecked; Label Style: 'Standard' (selected) and 'Modern'; Day type: 'All day types'; and a 'Submit' button at the bottom.

When complete, the tool should look something like this:

Who's out

Dave Arril

Sickness day

Nigel Davies

Holiday

Sameer Arora

Holiday Half day (PM)

Barclay Martin

Non work day

Robert Reith

Non work day

Next working day

Barclay Martin

Non work day

Last modified on 30 November 2023 by Hannah Door

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Tags: absence, component, holiday, page