



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' settings form. The form has a title field set to 'Who's out'. There is a checkbox for 'Show next working day' which is checked. The 'Limit to' field is set to '10' users. There is a checkbox for 'Group day types' which is unchecked. The 'Label Style' has two options: 'Standard' (selected) and 'Modern'. The 'Day type' field is set to 'All day types'. A 'Submit' button is at the bottom. The form is overlaid on a dark background with a pink shape at the bottom left.

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