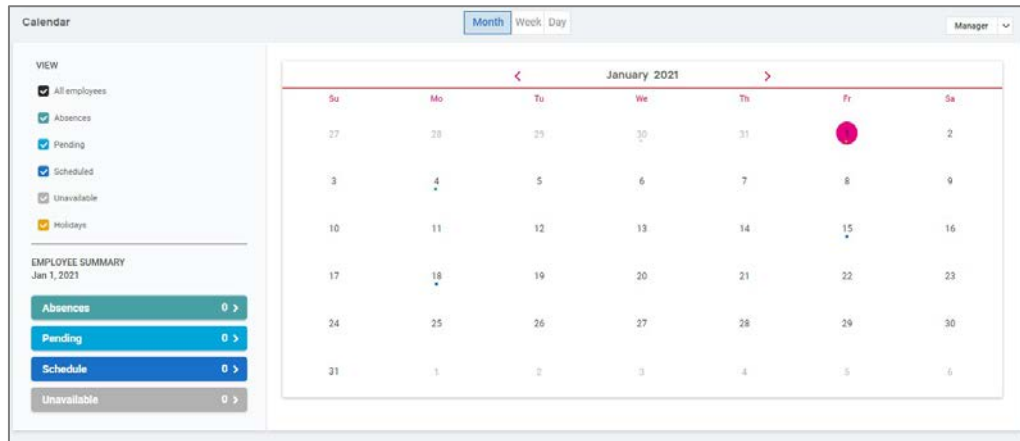![isolved logo]

Help Docs

Manage > Calendar

The Calendar allows you to view your employees' absences, scheduled hours, unavailable time, and holidays in a calendar format.

The calendar provide the ability to view items in a Monthly, Weekly, or Daily view. Simply select the words at the top of the calendar to adjust your display.

The filters on the left-hand side of the screen allow you to determine what items you want to display on the calendar. The options are as follows:

- All Employees: Displays all items listed below in the calendar view for all your employees.
- Scheduled: Displays the days and hours your employees are scheduled to work.
- Absences: Display all approved absences.
- Pending: Displays all pending (not approved or denied) absences.
- Holidays: Displays company holidays.

The Summary at the bottom totals up all the types associated to your current calendar view.