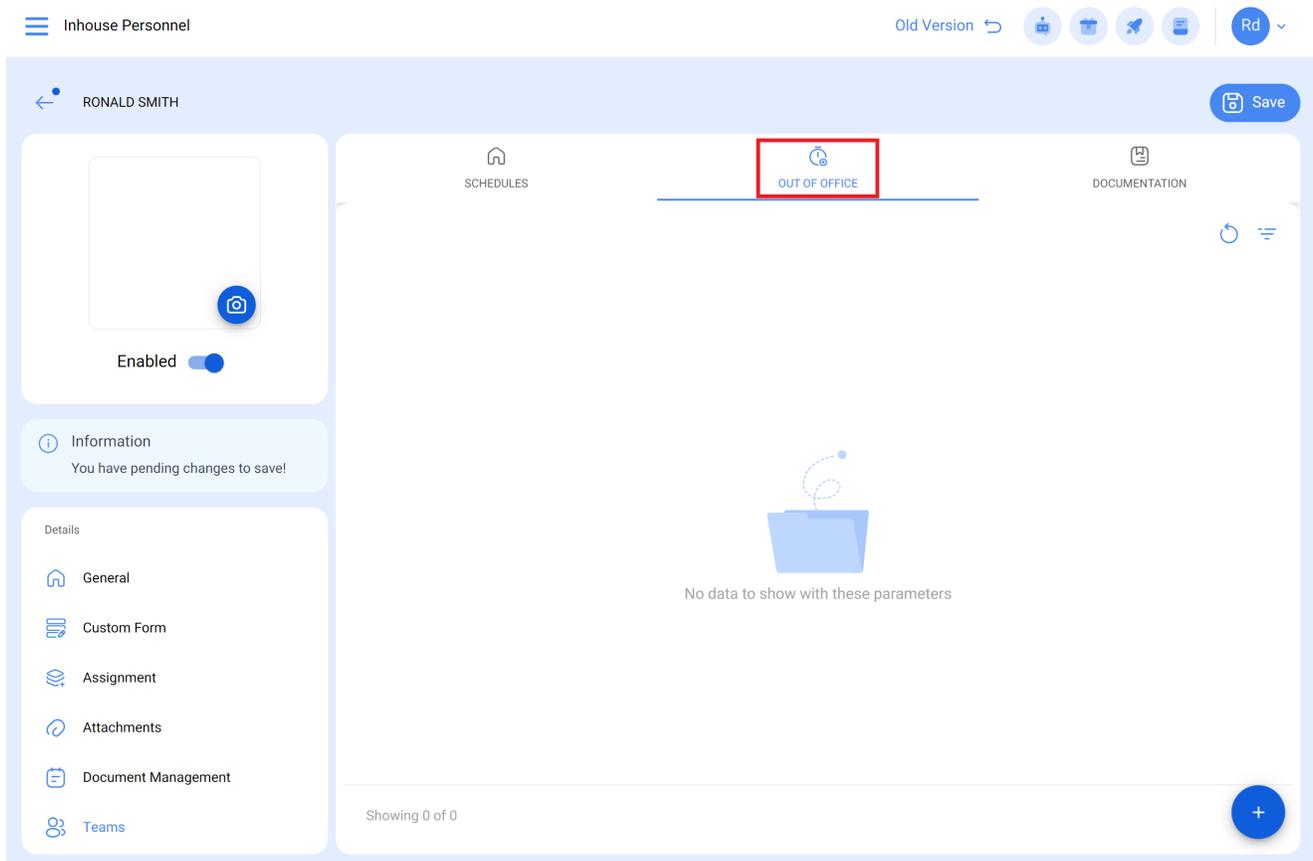


What is out of office and how to add it?

help2.fractal.com/hc/en-us/articles/25145489023373-What-is-out-of-office-and-how-to-add-it

Out of office is a space or block of time when the inhouse personnel will not be available to be assigned to a task. For example, out of office can be implemented to assign leaves of absence, vacations, doctor appointments, etc.

To add an out of office, go to the teams submodule in the profile of the inhouse personnel in question (this user profile should already be associated to a teams schedule).



Then click on the add option to open a new window where you can add the description, type and dates associated with the out of office you want to add.

Inhouse Personnel

← out of office

RONALD SMITH

Enabled

Information
You have pending changes to save!

Details

- General
- Custom Form
- Assignment
- Attachments
- Document Management
- Teams

SCHEDULES

Enabled	Description
<input type="checkbox"/>	Medical appointment

Showing 1 of 1

Enabled

Description
Medical appointment

Type
Work permit

Start Date
2024-03-22 15:30

End Date
2024-03-22 16:15

Lastly, click save to establish the out of office for the person in question.

Inhouse Personnel

Old Version

Rd

RONALD SMITH

Save

Enabled

Information
You have pending changes to save!

Details

- General
- Custom Form
- Assignment
- Attachments
- Document Management
- Teams

SCHEDULES

OUT OF OFFICE

DOCUMENTATION

Enabled	Description	Start Date	End Date	Type
<input type="checkbox"/>	Medical appointment	2024-03-22 15:30	2024-03-22 16:15	Work

Showing 1 of 1

