

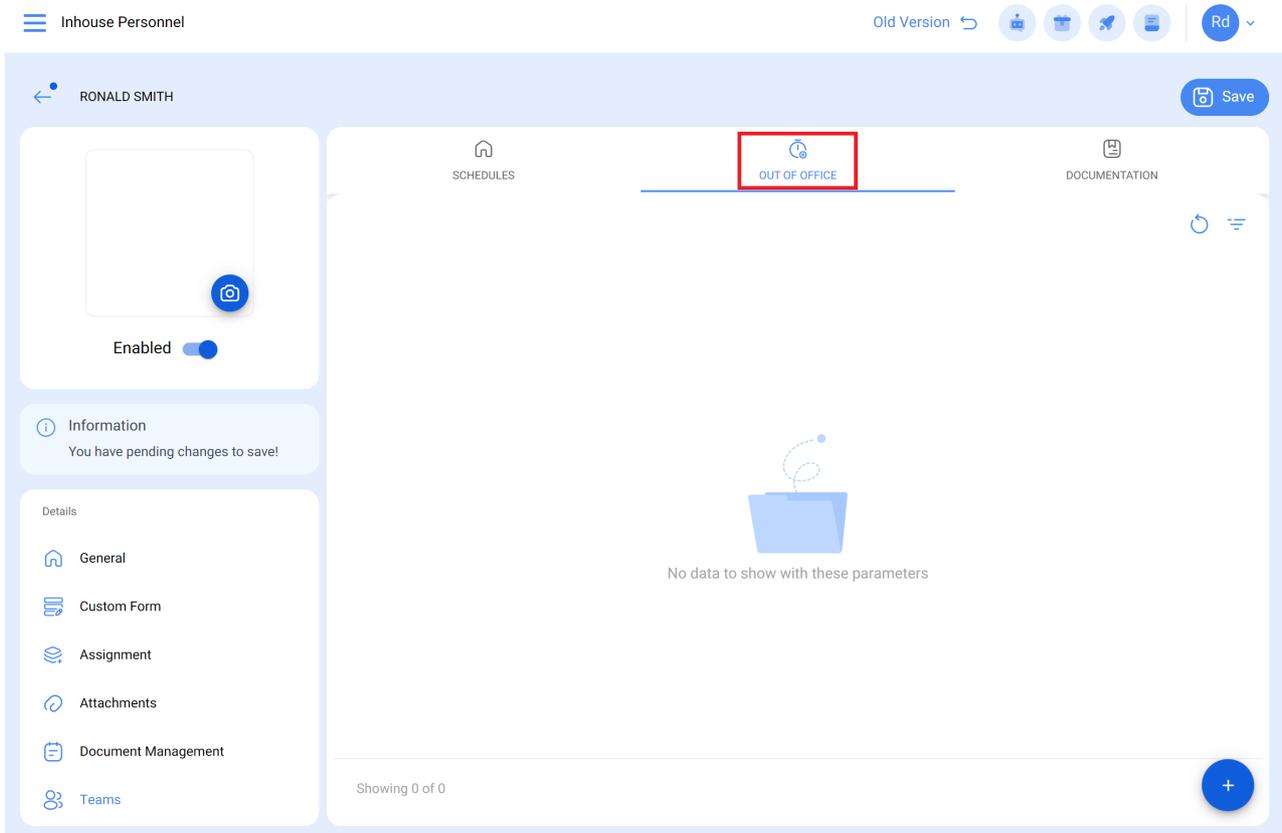
What is 'out of office' and how to add it?

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

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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).



The screenshot shows the user profile page for Ronald Smith. The page is divided into several sections. On the left, there is a profile card with a photo placeholder and an 'Enabled' toggle switch. Below this is an 'Information' section with a message: 'You have pending changes to save!'. Underneath is a 'Details' section with a list of menu items: General, Custom Form, Assignment, Attachments, Document Management, and Teams. The main content area is titled 'SCHEDULES' and contains a red-bordered button labeled 'OUT OF OFFICE'. To the right of this button is a 'DOCUMENTATION' section. Below the 'OUT OF OFFICE' button, there is a folder icon and the text 'No data to show with these parameters'. At the bottom of the main content area, it says 'Showing 0 of 0'. In the top right corner of the page, there are several utility icons and a user dropdown menu showing 'Rd'. A blue 'Save' button is located in the top right corner of the profile card area. A blue '+' button is located in the bottom right corner of the main content area.

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

OUT OF OFFICE

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

Showing 1 of 1

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