

KNOWLEDGE BASE ARTICLE

How to Add the Absence & Coverage Web Parts to a Page and Select the Site



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Overview

After the product is installed in your tenant, each of its three web parts – **My Absences**, **Team Absence Calendar** and **Substitutions** – is added to a page like any other SharePoint web part. All three work on one **product site** that stores the absence lists. You select that site once, in the first web part you configure; the lists are created for you. The other web parts only need to point to the same site.

This article walks you through adding the first web part, selecting the site, what is created on it, how to connect the remaining web parts, and which settings each web part offers in its property pane.

Tip

The product must be installed first. For the installation steps, see [KB10035. How to Install a Vitextra Product in SharePoint Online](#).

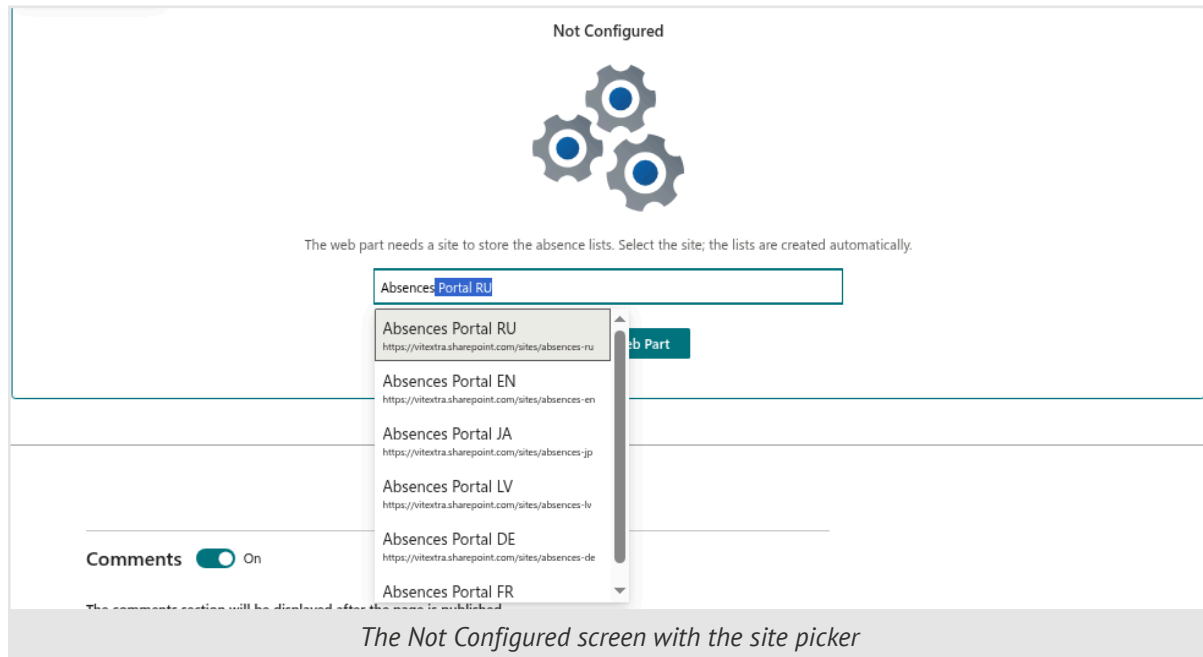
Before you start

- You can edit the page where the web part will be placed.
- You know the **site** that will hold the absence lists. Every employee who uses the web parts needs **Member (edit)** access to it. Because the lists contain absence data, a dedicated site is easier to manage than a busy team site.
- You are a **site owner** of that site. Creating the lists requires it; with lower rights the creation fails (see **Troubleshooting**).

Add the first web part and select the site

- 1 Open the page and click **Edit**.
- 2 Click **+** where the web part should appear, find **My Absences** (or **Team Absence Calendar**, or **Substitutions**) in the toolbox and add it.
- 3 The web part shows the **Not Configured** screen with the text "The web part needs a site to store the absence lists. Select the site; the lists are created automatically." and, in edit mode, a site picker with the placeholder "Type a site name or address".
- 4 Type the name or the address of the site in the field and select the site in the list of suggestions.
- 5 The web part shows **Creating the lists, please wait...** and, when it is done, switches to its normal view.
- 6 Give the web part a title if you like (the title field in edit mode shows "Web Part

Title"), then click **Publish** to make the page available to everybody.



Note

The site picker is shown in edit mode only. A visitor who opens a page whose web part is not configured sees just the message and the explanation. The **Configure Web Part** button, also shown in edit mode only, opens the property pane.

What is created on the site

When you select a site, the web part creates **six lists** there. If the lists already exist (for example, because another web part created them earlier), they are reused and nothing is overwritten.

List	Purpose
AbsenceTypes	The catalogue of absence types
Absences	Absence requests
Substitutions	Substitutions
Balances	Yearly entitlements and carry-over per person and type (optional)
Holidays	Public holidays (optional)

List	Purpose
Settings	Key/value settings: working week, fallback approver, negative balances (optional, created empty)

The **Balances**, **Holidays** and **Settings** lists are optional: if one of them is empty, the web parts use defaults and keep working. The full column reference is in [KB10351. Absence & Coverage Lists: What Is Stored Where](#).

The **AbsenceTypes** list is filled once with **seven default absence types**, named in the language of the person who sets the site up:

Type	Approval	Half days	Private	Days per year
Vacation	Yes	Yes	No	20
Sick leave	No	Yes	Yes	no limit
Personal day	Yes	Yes	No	3
Remote work	No	Yes	No	no limit
Business trip	Yes	No	No	no limit
Unpaid leave	Yes	Yes	No	no limit
Parental leave	Yes	No	Yes	no limit

You can change these types or add your own – see [KB10352. How to Add and Configure Absence Types](#).

Connect the other web parts to the same site

Add the second and third web part to the same page or to other pages. Each web part that has no site yet shows the same **Not Configured** screen. Select **the same site** again: because the lists exist, they are only reused. Alternatively, open the property pane of the web part (for example with the **Configure Web Part** button) and enter the site address in the field **Site with the absence lists**.

Warning

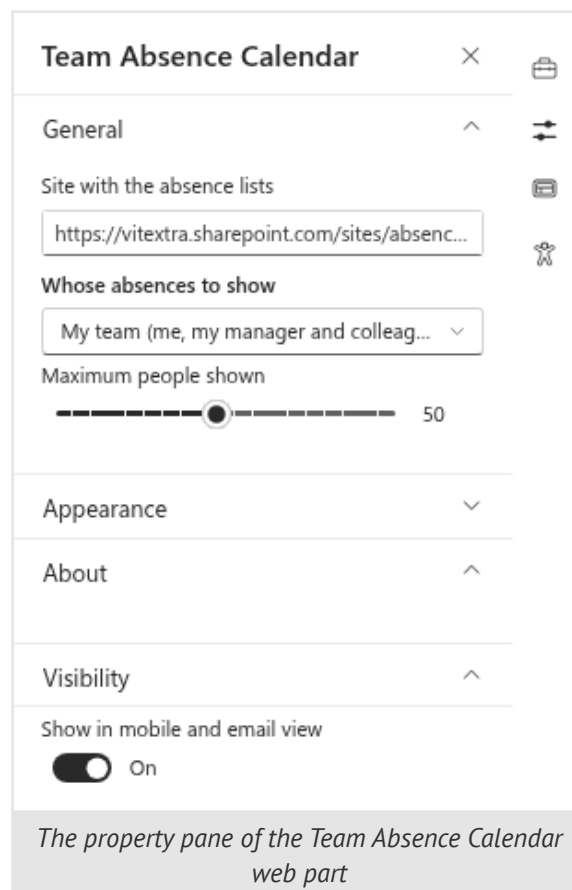
All web parts of a tenant that should show the same absences must point to the same site. A web part pointed to a different site works with the lists of that site. If the site no longer contains the lists, the web part shows a message asking you to open the page in edit mode and select the site again.

Property pane settings

The property pane has the groups **General**, **Appearance** (not in Substitutions) and **About** (license information). The groups open as an accordion. These are the settings and their default values:

Web part	Group	Setting	Default
My Absences	General	Site with the absence lists	—
My Absences	Appearance	Show balances	On
My Absences	Appearance	Show public holidays	On
Team Absence Calendar	General	Site with the absence lists	—
Team Absence Calendar	General	Whose absences to show	My team (me, my manager and colleagues)
Team Absence Calendar	General	Maximum people shown	50 (slider 5–100, step 5)
Team Absence Calendar	Appearance	Default view	Timeline
Team Absence Calendar	Appearance	Default timeline range	2 weeks
Team Absence Calendar	Appearance	Show requests pending approval	On

Web part	Group	Setting	Default
Team Absence Calendar	Appearance	Show weekends (timeline)	On
Team Absence Calendar	Appearance	Show public holidays	On
Substitutions	General	Site with the absence lists	—
Substitutions	General	Default tab	I cover
Substitutions	General	Show absences without a substitute (for managers)	On



The meaning of the calendar settings is explained in [KB10339. Team Absence Calendar: Timeline and Month Views](#).

Microsoft Teams

The same web parts run in Microsoft Teams as a personal app and as a channel tab. The site is selected in the same way. In the personal app, the configuration saved for the app is applied over the local web part properties; channel tabs use the properties of the tab itself.

Troubleshooting

Message	Cause	Solution
The lists could not be created on this site. Make sure you are a site owner and try again.	The lists could not be created on the site – most often because the person who selected it is not a site owner. The selection is reverted.	Ask a site owner of the target site to select it, or make yourself a site owner, and try again.
The absence lists were not found on the configured site. Open the page in edit mode and select the site again.	The configured site no longer contains the absence lists.	Open the page in edit mode and select the site again.
No absence types are configured. Add them to the AbsenceTypes list of the site.	The AbsenceTypes list has no active types (shown in My Absences, where the New request button is disabled).	Add or reactivate a type – see KB10352. How to Add and Configure Absence Types .