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 **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.

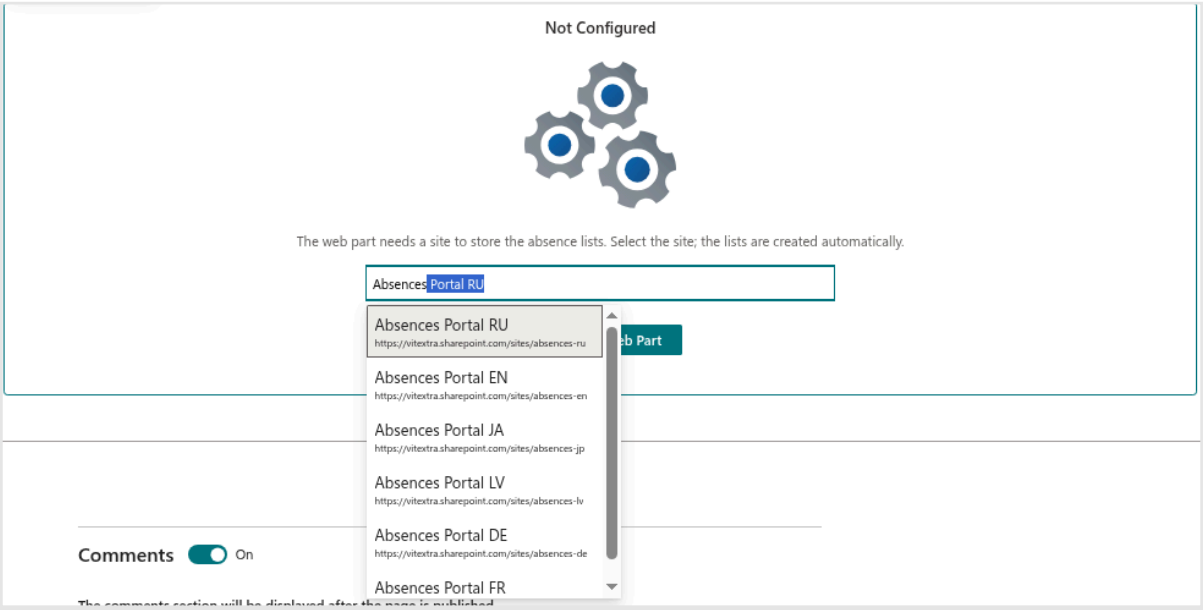
Before you start

- 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 have permission to create and manage lists (`ManageLists`) on that site, for example as a **site owner**. Without the necessary permissions, 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.



The Not Configured screen with the site picker

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

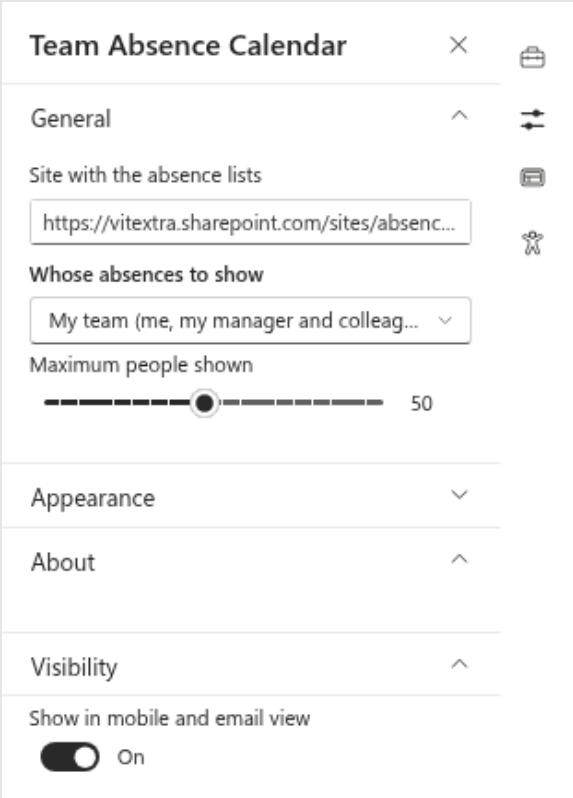
All web parts of a tenant that should show the same absences must point to the same site. A web part pointed to a different site works with the lists of that site. If the site no longer contains the lists, the web part shows a message asking you to open the page in edit mode and select the site again.

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 property pane of the Team Absence Calendar web part

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.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Team Site
A team site is a type of SharePoint site that provides a collaboration space for a team to work together on projects and share files, news, and resources. A team site connected to a Microsoft 365 group also includes a shared mailbox, calendar, and a Teams team.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web

part or changing its appearance.