KNOWLEDGE BASE ARTICLE

Team Absence Calendar: Timeline and Month Views



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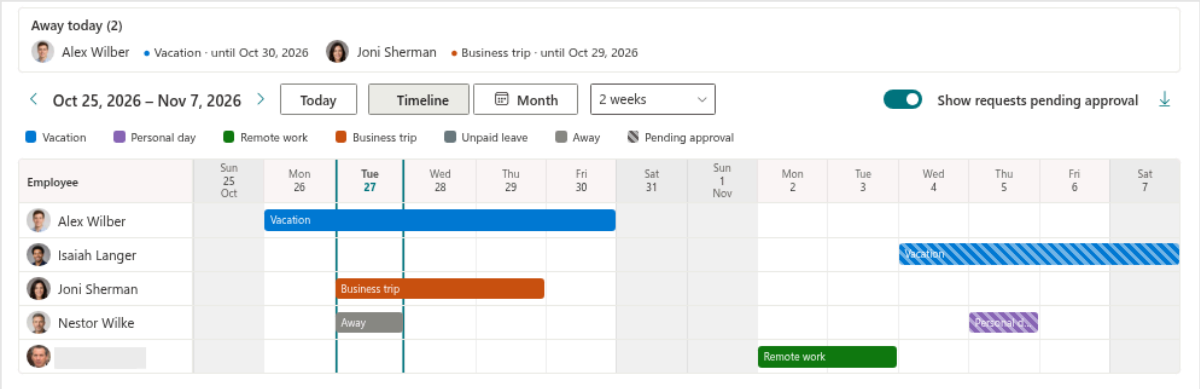
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Overview

The **Team Absence Calendar** is one of the three web parts of Vitextra Absence & Coverage. It answers a single question for everyone who looks at the page: *who is away, and when?* It reads the approved and pending absence requests that employees submit in **My Absences** and shows them for your team, your direct reports, your department or the whole organization, as a **Timeline** (people in rows, days in columns) or as a classic **Month** grid.

This article describes every element of the **web part** and how to read the two views. For the meaning of colors, hatching and marks, see KB10341. How to Read the Team Absence Calendar: Colors, Hatching and Marks.



The Team Absence Calendar in the Timeline view

What is on the web part

From top to bottom the web part consists of four areas.

Area	What it shows
Away today	The people who are away today, with the absence type, the end date and the substitute. See KB10342. How to See Who Is Away Today and Who Covers Them.
Toolbar	Period navigation, the **Today** button, the **view** switch, the range **list**, the pending-requests toggle and the CSV export.
Legend	One button for every absence type; a click hides or shows that type. See

Area	What it shows
	KB10343. How to Filter the Calendar by Absence Type and Show or Hide Pending Requests.
Calendar	The **Timeline** or the **Month** view.

The toolbar

Control	What it does
Previous period / Next period arrows	Move the calendar back or forward. The step is one week, two weeks or one month, depending on the range; in the Month view it is always one month.
Period label	Shows the visible period: a date range in the Timeline view, or the month and year when the Month view or the **Month** range is active.
Today	Returns to the period that contains today.
Timeline / **Month**	Switches the view. The web part opens in the view chosen by the page editor.
Range list	Visible only in the Timeline view: **Week**, **2 weeks** or **Month**.
Show requests pending approval	Shows or hides requests that are still waiting for a decision.
Export to CSV (download icon)	Saves the visible absences as a file. See KB10344. How to Export the Team Absence Calendar to CSV.

Timeline view

The Timeline shows **people in rows and days in columns**. The first column, **Employee**,

holds each person's photo and name. Every day has a header with the weekday, the day number and, at the start of the period and on the first of every month, the month name.

An absence is drawn as a **colored bar** across the days it covers, labeled with the absence type. If the period has to be cut because some days are hidden, the bar spans only the visible columns. Non-working days, public holidays and the current day are marked in the background, and the bars of requests that are not yet approved are hatched (see KB10341).

The **Range** list sets how many days are visible:

Range	Visible days
Week	Seven days, starting on the first day of the week of your regional settings
2 weeks	Fourteen days, starting the same way (the default)
Month	The whole calendar month

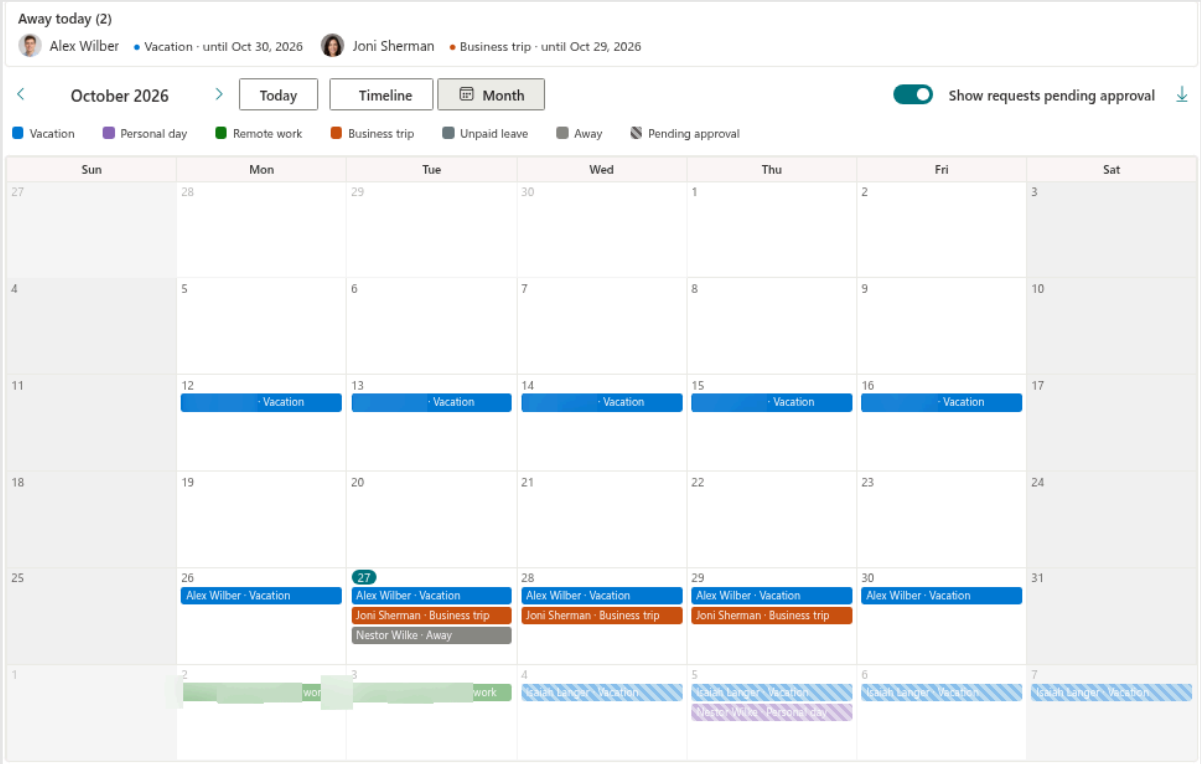
These ranges include non-working days; fewer day columns appear when those days are hidden in the Timeline settings.

Hover over a bar to see a tooltip with the employee, the absence type, the period, the number of days, the approval state and the substitute.

Month view

The Month view is a classic grid of **six weeks**, starting on the first day of the week of your regional settings. It always shows the month you navigate to, plus the days of the neighboring months, which are dimmed.

Inside each day cell the web part lists the people who are away as small chips, in the form *Name · absence type*, sorted by name. A cell shows up to **three** chips; any further people are summarized as **+N more**, and a tooltip on that line lists them. Non-working days, public holidays and today are marked, and the name of a public holiday is written in the cell.



The Team Absence Calendar in the Month view

Note

The Month view shows every day of the week and does not use the **Show weekends (timeline)** setting. That setting, as the name says, affects the Timeline only.

What the calendar includes

- Only absences with the status **Pending approval** or **Approved** are loaded. Rejected and cancelled requests never appear.
- **The scope decides the people.** For the scopes *My team*, *My direct reports* and *My department* every listed person gets a row, even if nobody is absent; you are always first. For *Everyone with absences* the rows are the people who have absences in the visible period. See KB10340. How to Choose Whose Absences the Team Absence Calendar Shows.
- **Private absence types** of other people appear as a grey **Away**, without the type and the number of days. See KB10345. Private Absence Types: What Colleagues See in the Calendar. This masking does not apply when you are the approver recorded on the request.
- **Non-working days and holidays** come from the working week and the holiday list of the product **site** (KB10355. How to Set the Working Week, KB10354. How to Add

Public Holidays).
- If nothing can be shown for the visible period, the Timeline displays the message **There is nobody to show for the selected period.**

Warning

The calendar is read-only. To correct an absence, the employee cancels the request in **My Absences** and submits a replacement; cancellation is available only while the request end date has not passed. Your filters (the legend and the pending-requests toggle) are not saved: they are reset when the page is reloaded.

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.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

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.