KNOWLEDGE BASE ARTICLE

Absence & Coverage Lists: What Is Stored Where

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Overview

The three web parts of Vitextra **Absence & Coverage** - My Absences, Team Absence Calendar and Substitutions - keep all of their data in six standard **SharePoint** lists on one **site**, the *product site*. The site belongs to your own **Microsoft 365 tenant**, so absence requests, balances and substitutions never leave it; no external service stores them. The only call to an outside service is the license check.

This article is a reference for administrators, HR staff and site owners: which lists exist, what each of them holds, what the important columns mean, who is expected to edit which **list**, and which rules keep the data intact.

The six lists at a glance

The lists are created automatically when a site is selected for the first time (see KB10324. How to Add the Absence & Coverage Web Parts to a Page and Select the Site). They are ordinary custom lists that are not shown in the site navigation, so open them from **Site contents**.

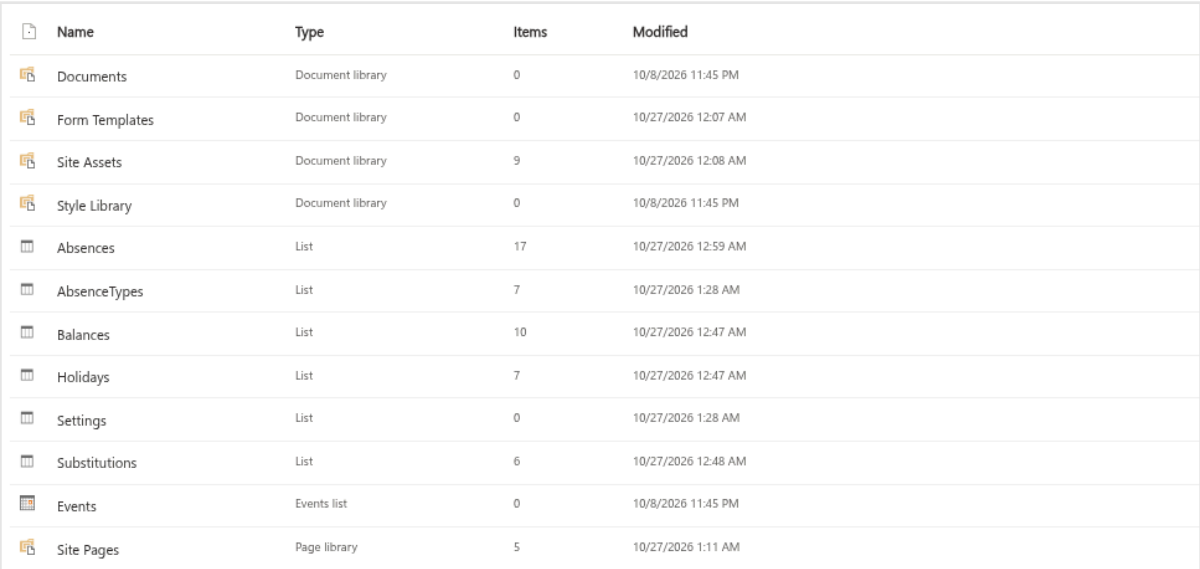
List	What it stores	Needed by the web parts	Edited by
`AbsenceTypes`	The catalogue of absence types: name, color, approval, privacy, half days, yearly allowance	Yes	HR or the site owner, directly in the list
`Absences`	One row per absence request, with its status, approver and number of working days	Yes	Employees and approvers, through the web parts
`Substitutions`	One row per substitution, temporary or handover of duties	Yes	Employees and managers, through the web parts
`Balances`	Yearly entitlement	Optional	HR, directly in the

List	What it stores	Needed by the web parts	Edited by
	and carry-over days per person and absence type		list
`Holidays`	Public and company holidays that are not counted as working days	Optional	HR, directly in the list
`Settings`	Product settings as key and value pairs	Optional	The site owner, directly in the list

If `Balances`, `Holidays` or `Settings` is missing or empty, the web parts use defaults and keep working. If one of the three required lists is missing, the web parts cannot load their data.

Note

If a list with the same name already exists on the site, the product reuses it and does not overwrite or repair it. Columns are added only when the list is created, so a list that was created by hand with missing columns stays incomplete.



Name	Type	Items	Modified
Documents	Document library	0	10/8/2026 11:45 PM
Form Templates	Document library	0	10/27/2026 12:07 AM
Site Assets	Document library	9	10/27/2026 12:08 AM
Style Library	Document library	0	10/8/2026 11:45 PM
Absences	List	17	10/27/2026 12:59 AM
AbsenceTypes	List	7	10/27/2026 1:28 AM
Balances	List	10	10/27/2026 12:47 AM
Holidays	List	7	10/27/2026 12:47 AM
Settings	List	0	10/27/2026 1:28 AM
Substitutions	List	6	10/27/2026 12:48 AM
Events	Events list	0	10/8/2026 11:45 PM
Site Pages	Page library	5	10/27/2026 1:11 AM

The six lists of the product site on the Site contents page

The Absences list

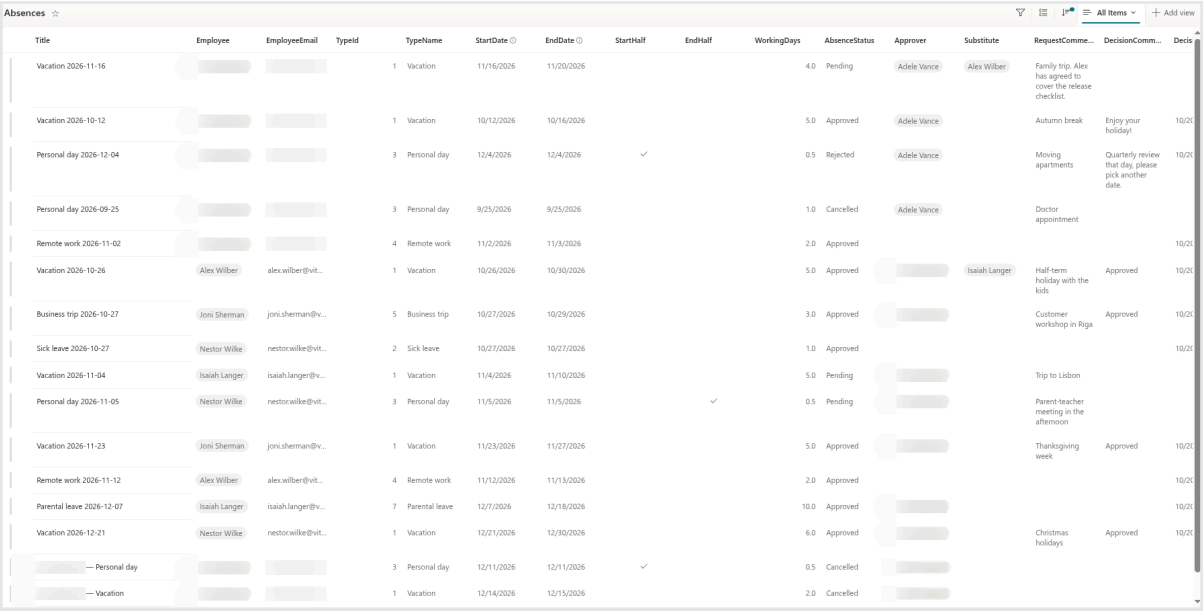
Every request created in My Absences becomes one row. Employees change it only through the web parts.

Column	Contains
`Title`	A readable label made of the employee name and the absence type
`Employee`	The employee (Person). My Absences does not use this column to find "my requests"
`EmployeeEmail`	The employee's e-mail address as text. This column is what the web parts match against, so it must stay filled
`TypeId`	The item ID of the absence type in the `AbsenceTypes` list
`TypeName`	A copy of the type name made when the request was submitted
`StartDate`, `EndDate`	The first and the last day (date only)
`StartHalf`, `EndHalf`	Yes/No: the first or the last day counts as half a day
`WorkingDays`	The number of working days counted when the request was submitted
`AbsenceStatus`	`Pending`, `Approved`, `Rejected` or `Cancelled`
`Approver`	The person who decides on the request
`Substitute`	The substitute named in the request, if any
`RequestComment`	The employee's comment
`DecisionComment`, `DecisionDate`	The approver's reply and the date of the decision

The Substitutions list

Column	Contains
`Title`	A readable label "absent person → substitute"
`AbsentUser`, `Substitute`	The person who is away and the person who covers
`StartDate`, `EndDate`	The period; the end date may stay empty for a handover of duties
`Kind`	`Temporary` or `Handover`
`SubstitutionStatus`	`Pending`, `Accepted`, `Declined` or `Cancelled`
`Scope`	The responsibilities text (shown as "Responsibilities" in the **web part**)
`AbsenceId`	The ID of the related request; `0` for a substitution that is not tied to any request

The columns of the three lookup lists are described in the articles that show how to maintain them: `AbsenceTypes` in KB10352. How to Add and Configure Absence Types, `Balances` in KB10353. How to Set Yearly Entitlements and Carry-Over Days, `Holidays` in KB10354. How to Add Public Holidays, and the `Settings` keys in KB10355. How to Set the Working Week, KB10356. How to Set the Fallback Approver and KB10357. How to Allow Negative Balances.



The Absences list with several requests

Who edits what

- The `Absences` and `Substitutions` lists are written by the web parts with the rights of the signed-in user. Create, approve, reject, cancel, accept and decline - all of this is done in My Absences and Substitutions. Do not edit these rows in the list **view**; see KB10358. Why You Should Edit Absences in the Web Parts and Not in the List View.
- `AbsenceTypes`, `Balances`, `Holidays` and `Settings` are reference data. This version has no administration web part, so HR or the site owner edits them directly in the lists.

Permissions and data location

Every employee who uses the web parts needs Member (edit) access to the product site, because the web parts read and write the lists with the signed-in user's own rights. The **Microsoft Graph** permission `User.Read.All`, which a Global Administrator approves once, is used only for people data such as profile, manager, direct reports and photos - not for the lists.

Warning

Everyone with edit access to the site can open the lists and read the rows, including absence types marked as private. The privacy rule of the calendar hides details in the web parts only; item-level permissions are not part of this version. If strict confidentiality matters, limit who has access to the product site. See KB10345. Private Absence Types: What Colleagues See in the Calendar.

Keep the internal names

The web parts read and write the columns by their internal names, which are the names used in the tables above. Therefore:

- do not rename, delete or change the type of these columns, and do not rename the lists;
- you may add columns of your own - they are ignored by the web parts - but do not make them required, because the web parts create rows without them and SharePoint would reject such rows;
- you may extend the choices of your own columns, but not the choices of `Category`, `AbsenceStatus`, `Kind` and `SubstitutionStatus`, which the product interprets.

Tip

Before you change anything in a list, export it or make a copy of the site. For a first look at how the lists work together, read KB10350. How Absence Requests and Substitutions Work Together.

Read limits

The web parts load only a limited number of rows per query. For normal use the limits are far above what a company needs, but they are useful to know for large installations.

Data	Limit
Absence types	200
Balance rows of one person for one year	200
Holidays in the requested period	500

Data	Limit
Settings rows	100
Own requests in My Absences	500
Requests in the calendar window	2000
Requests waiting for approval	200

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 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Microsoft Graph
Microsoft Graph is a REST API secured with Microsoft Entra ID (formerly Azure Active Directory) and OAuth 2.0. It provides a single endpoint for accessing data and services in Microsoft 365, such as SharePoint, Outlook, OneDrive, Teams, and others.

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.

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.

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

Terms

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.