KNOWLEDGE BASE ARTICLE

Why You Should Edit Absences in the Web Parts and Not in the List View

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Overview

Vitextra Absence & Coverage keeps all data in ordinary **SharePoint** lists on the product **site**, so an administrator can open any of them and edit an item. For some lists this is exactly how the product is meant to be maintained. For the `Absences` and `Substitutions` lists it is not: these hold the requests and the cover arrangements of your employees, and the web parts write them in a way that the standard **list view** does not reproduce. This article answers the questions administrators ask most often.

Why shouldn't I change a date in the list view?

The date columns of the product lists, such as `StartDate` and `EndDate`, are **date-only** columns. When a **web part** saves a date, it writes it as **local noon** of the chosen day. Using noon reduces the risk of a day shift during time-zone conversion, but it does not guarantee the same calendar day across all time zones.

A date that you type into the list view is saved with a different time of day. For viewers in other time zones such a value may be displayed **one day off** - for example, a vacation that starts on Monday shows up in the Team Absence Calendar of a colleague abroad as starting on Sunday. As a precaution, always change dates through the web parts.

Warning

The list view is a different tool for a different job. Several values of a request are calculated by the web part when it is saved and are not recalculated when you edit a field in the list.

What else is not recalculated?

A request is more than its dates. When it is created, the web part also stores:

Value	Where it is kept	What happens if you edit the dates in the list
Number of working days	`WorkingDays`	Not recalculated; balances and the calendar still use the old number

Value	Where it is kept	What happens if you edit the dates in the list
Title of the item (person and type)	`Title`	Not updated
Name of the absence type	`TypeName`	A copy of the type title made at request time; not updated when the type is renamed
Substitutions of the request	`Substitutions` list, `AbsenceId`	Dates of the substitution remain as they were

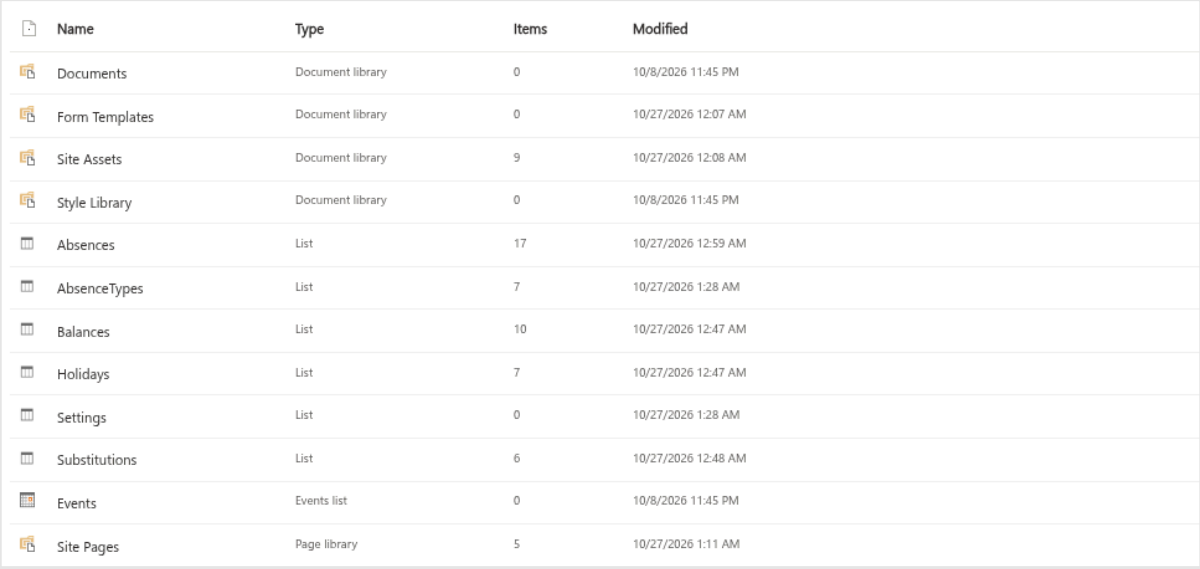
The web parts also match requests by the text column `EmployeeEmail`, not by the person column `Employee`. Changing the person in the list therefore does not move the request to another employee's list.

Which lists can I edit directly?

There is no separate administration web part in this version, so the lookup lists are edited in the list itself.

List	Edit in the list view?	Notes
`AbsenceTypes`	Yes	Add types, change colour, approval, allowance. See KB10352. How to Add and Configure Absence Types
`Balances`	Yes	One row per person, type and year. See KB10353. How to Set Yearly Entitlements and Carry-Over Days
`Holidays`	Yes	One row per day. See KB10354. How to Add Public Holidays
`Settings`	Yes	Keys `WorkDays`, `FallbackApprover`, `Al`

List	Edit in the list view?	Notes
		`lowNegativeBalance`. See KB10355. How to Set the Working Week
`Absences`	No - use the web parts	Requests, with calculated values
`Substitutions`	No - use the web parts	Cover arrangements, linked to requests by `AbsenceId`



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

What should I avoid?

- **Do not rename internal columns** or change their type. The web parts read the lists by internal name; a column that no longer has its original name cannot be read.
- **.** A deleted request leaves substitutions that still refer to it, and an item added by hand lacks the calculated values.
- **Do not set the status of a request by hand** (except as a last resort, described below). Cancelling in the web part also cancels the substitutions of the request; the same change in the list does not.
- **.** They are matched exactly, including the letter case.

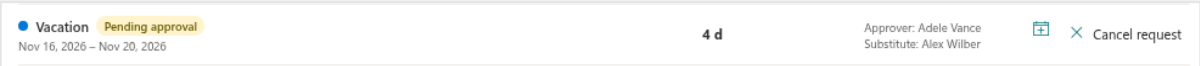
Note

After adding or changing holidays, open the Team Absence Calendar and check that each public holiday is shaded on the intended day. Holiday dates are also date-only values.

How do I correct a mistaken request?

The safe way is to **cancel the request and submit a new one**. Cancelled requests do not count in the balance and do not block the new dates.

1 Open My Absences and find the request in **My requests**.
2 Select **Cancel request**. There is no confirmation dialog: the status changes to **Cancelled** immediately, the days are released and substitutions of the request are cancelled.
3 Select **New request** and enter the correct data, including the substitute.



Cancelling a request to correct it

The **Cancel request** action is available for pending or approved requests whose end date has not passed yet. After that the web part offers no way to change the request.

What can an administrator do for a past request?

If a request that has already ended must be corrected, an administrator may change its `AbsenceStatus` to `Cancelled` in the list and the employee then enters a correct request. Change only that one column. Afterwards open the Substitutions web part and check that no cover tied to the old request remains active; the absent person can cancel a pending or accepted substitution there only if its end date has not passed (or it has no end date).

Tip

For the day-to-day work, ask employees and managers to use the web parts only, and keep edit rights to the lookup lists with the people who maintain them. More about the lists is in KB10351. Absence & Coverage Lists: What Is Stored Where.

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.

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.

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.