Manual Schedule1

After download of Schedule1 open the sheet with Excel (2007 or later)

Remove of an Absence.

Select worksheet Absent
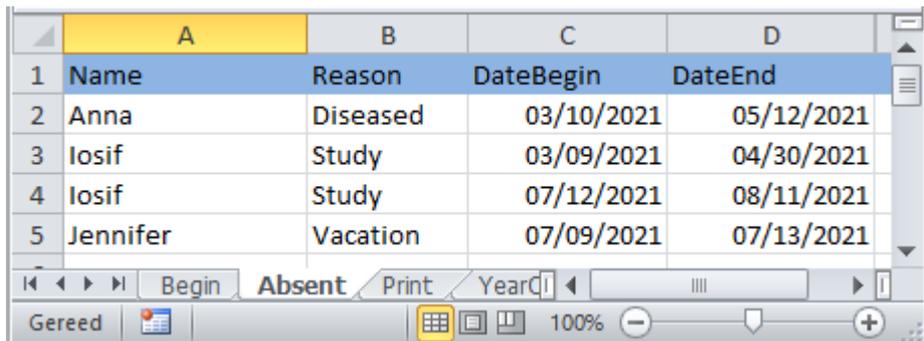
	A	B	C	D
1	Name	Reason	DateBegin	DateEnd
2	Anna	Diseased	03/10/2021	05/12/2021
3	Iosif	Study	03/09/2021	04/30/2021
4	Iosif	Study	07/12/2021	08/11/2021
5	Jennifer	Vacation	07/09/2021	07/13/2021

Begin **Absent** Print YearQ

Gereed   100%

Write down the name you want to remove from list and DateBegin and reason.
Example : Iosif , Study , 03/09/2021

Now goto "Begin" and activate "Absence Person Update" by pressing the button.
Pressing means by bringing the mousepointer above the button and a left click.

And Fill in the data. And press the find button.

Now Press Delete and the absence is removed.

Update Absence   ✕

Name :   *   Anna
                         Iosif   * = Input Mandatory
                         Jennifer
                         Margaret
                         Steve

Reason Absence   *   Study   ▾   Find

Date Begin :   *   3/9/2021   (mm/dd/yyyy)

Date End :   04/30/2021   (mm/dd/yyyy)

        Update   Cancel   Delete

Microsoft Excel   ✕

Absence of : Iosif from 3/9/2021 up to and including 04/30/2021
Deleted.

                                                    OK
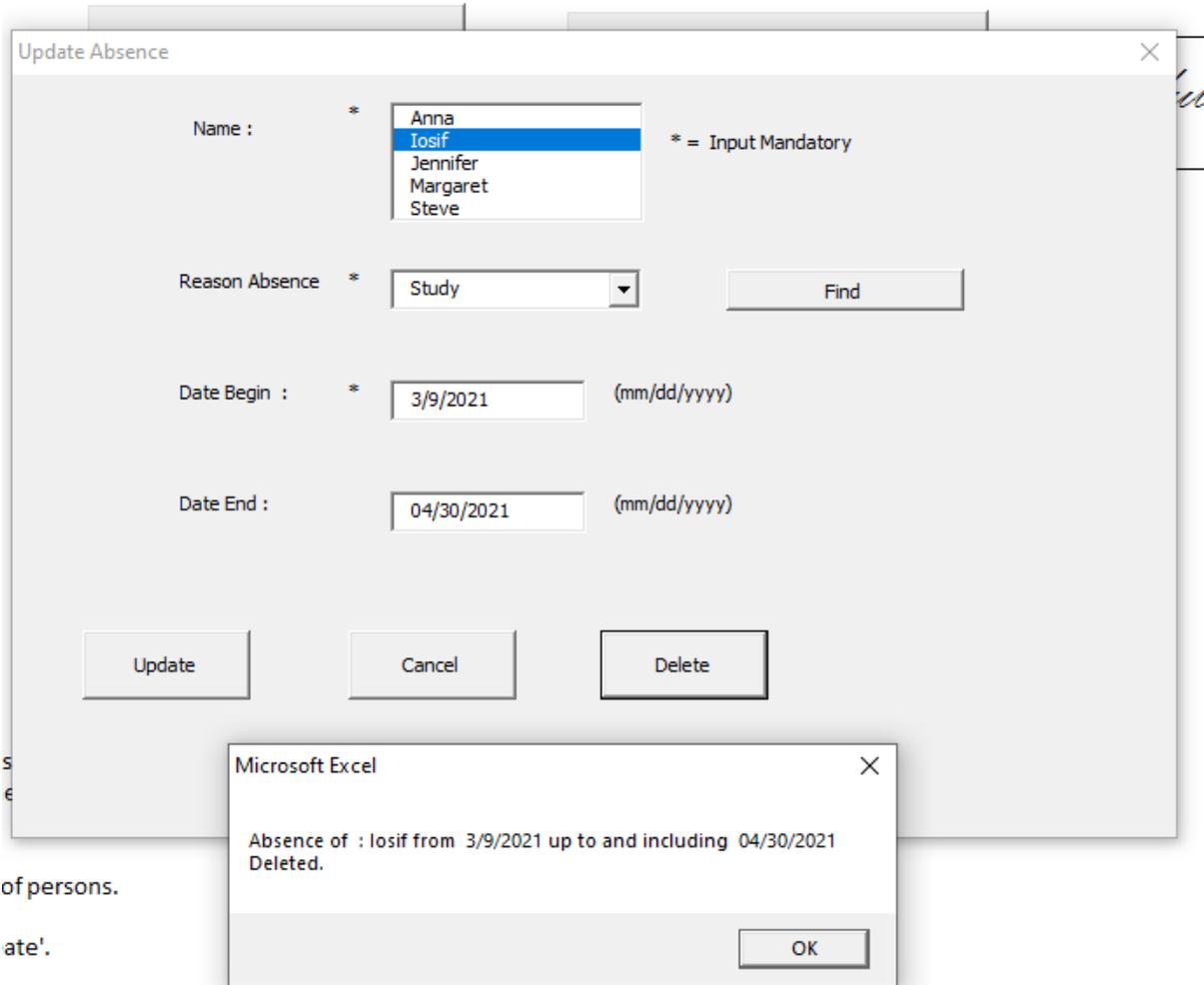
The same way you can remove a "Name" or a "Reason".
You write down the data and in this case you start "Maintenance Reason Absence"
"Maintenance Name Persons".

Creating an absence Example : Steve on vacation May 23rd ending 29th 2021.
Start "Absence Person Create". Just fill in the data press "SAVE"
and it will show up in "Absent".

Input Person Absence

Name :   * | Anna
                     | Iosif
                     | Jennifer
                     | Margaret
                     | Steve

* = mandatory

No Names ? Use
Maintenance Names Perons

Absence   :   * | Vacation   ▼ |

No reasons , use maintenance reason

Date Begin :   * | 05/23/2021 | (mm/dd/yyyy)

Date End :   * | 05/29/2021 | (mm/dd/yyyy)

| SAVE | | CANCEL |

Microsoft Excel   ✕

Absence : Steve entered.

| OK |