

Create new attendance event type

This action requires the "**Create attendance event types**" permission.

To create a new attendance event type, click the "+" button, this will redirect you to the "[Create new attendance event type](#)" form.

ID	NAME	ICON	TIME BEFORE EVENT	ATTENDANCE EVENT TYPE CATEGORY	COMMENT...	ACTIONS
1	Bolniška			Bolniška	0	
2	Redni letni dopust			Dopust	0	
3	Dovoljenje za nadure			Nadure	0	
5	Registracija			Registracija	0	
7	Delo od doma			Delo izven sedeža družbe	0	
8	Korekcija salda				0	
9	Službena pot - potni nalog			Delo izven sedeža družbe	0	
11	Neregistrirana prisotnost			Registracija	0	
16	Delo lokacija			Delo izven sedeža družbe	0	
19	Preklican dan			Registracija	0	
30	Malica				0	
100	Neznan dogodek				0	

Showing 1 to 50 of 12 entries | Show 5 10 25 50 100 per page

To create a new attendance event type, add at least the new type's **name**, **icon** and **category**.

Home / Add attendance event type

Basic information

NAME New type *	ICON 	ATTENDANCE EVENT TYPE CATEGORY Nadure *
REQUIRE END EVENT <input type="radio"/> NO	IS TIMESTAMP <input type="radio"/> NO	COUNT IN SALDO <input type="radio"/> NO
AVAILABLE MULTIPLE DAYS <input type="radio"/> NO	HAS DATA <input type="radio"/> NO	IS PARTIAL EVENT <input checked="" type="radio"/> YES
VISIBLE TO EMPLOYEE <input type="radio"/> NO	VISIBLE TO APPROVER <input type="radio"/> NO	HAS WORK LOCATION CHOICE <input type="radio"/> NO
TIME BEFORE EVENT Days before request for event	IS DESCRIPTION REQUIRED <input checked="" type="radio"/> YES	EXTERNAL APPROVAL <input checked="" type="radio"/> YES
NOTIFY ON CREATE <input type="radio"/> NO	NOTIFY LEAD ON REQUEST <input type="radio"/> NO	CAN SKIP WEEKENDS <input type="radio"/> NO

After save, create another

The switches are used to determine some of behaviour for events of the new type (if the event can skip weekends, is visible to employees for attendance request submitting...).

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