

# Update existing attendance event type

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

Updating an attendance event type should be done carefully, as changing the settings of an event type can lead to confusion, when an event of a given type gets created.

The screenshot shows a web interface for creating a new attendance event type. The page title is 'New type'. The form is organized into a grid of fields under the heading 'Basic information'. The fields and their values are:

- NAME:** New type (marked with a red asterisk)
- ICON:** [Icon] (marked with a red asterisk)
- ATTENDANCE EVENT TYPE CATEGORY:** Nadure (marked with a red asterisk)
- REQUIRE END EVENT:** NO (toggle)
- IS TIMESTAMP:** NO (toggle)
- COUNT IN SALDO:** NO (toggle)
- AVAILABLE MULTIPLE DAYS:** NO (toggle)
- HAS DATA:** NO (toggle)
- IS PARTIAL EVENT:** YES (toggle)
- VISIBLE TO EMPLOYEE:** NO (toggle)
- VISIBLE TO APPROVER:** NO (toggle)
- HAS WORK LOCATION CHOICE:** NO (toggle)
- TIME BEFORE EVENT:** Days before request for event (dropdown)
- IS DESCRIPTION REQUIRED:** YES (toggle)
- EXTERNAL APPROVAL:** YES (toggle)
- NOTIFY ON CREATE:** NO (toggle)
- NOTIFY LEAD ON REQUEST:** NO (toggle)
- CAN SKIP WEEKENDS:** NO (toggle)

A 'Save' button is located at the bottom right of the form.

## Basic information

- **Name**
  - The name of the attendance event type
  - The name should be unique, for easier use.
- **Icon**
  - The icon of the event type.
  - This icon will represent events of this type in the workflow dashboard.
  - Icon should be a text character (emoji, wingdings, symbols...)
- **Attendance event type category**
  - The category of the event type
  - This category is used to group event types of similar use.
- **Require end event**
  - If this switch is enabled, the event will require

- Is timestamp
  - -
- Count in saldo
  - -
- **Available multiple days**
  - Set if the events of this can last more than a day.
  - If this switch is enabled, the attendance request form will show a "**From**" and "**To**" inputs instead of "**Date**".
- Has data
  - -
- Is partial event
  - -
- **Visible to employee**
  - Set if this attendance event type should be visible to the employees on user profile page.
  - If this switch is enabled, the event type can be selected by employees, when submitting a new attendance request.
- **Visible to approver**
  - Set if this attendance event type should be visible to the approver on workflow approvals page.
  - If this switch is enabled, the event type can be selected by approvers, when submitting a new attendance request for an employee.
- **Has work location choice**
  - Set if events of this type require a work location select.
  - When this switch is enabled, the attendance request form for a new event of this type will display a dropdown for selecting a work location.
  - If enabled, this event type will also require employees to have more than one possible work location.
- Time before event
  - -
- **Is description required**
  - Set if events of this type require a description.
  - When this switch is enabled, the attendance request form for a new event of this type will require a description.
- External approval
  - -

- **Notify on create**

- Set if the employee should be notified via email, when an event of this type is created.

- **Notify lead on request**

- Set if the employee's lead should be notified via email, when employee creates an attendance request for an event of this type.

- **Can skip weekends**

- Set if the an attendance request for events of this type can span across weekends.
- When this switch is enabled, the attendance request form for a new event of this type will show a "Skip weekends" checkbox.

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