

A thick, solid yellow vertical bar is positioned on the left side of the slide.

# PersoExpenses

Handleiding

Maart 2023



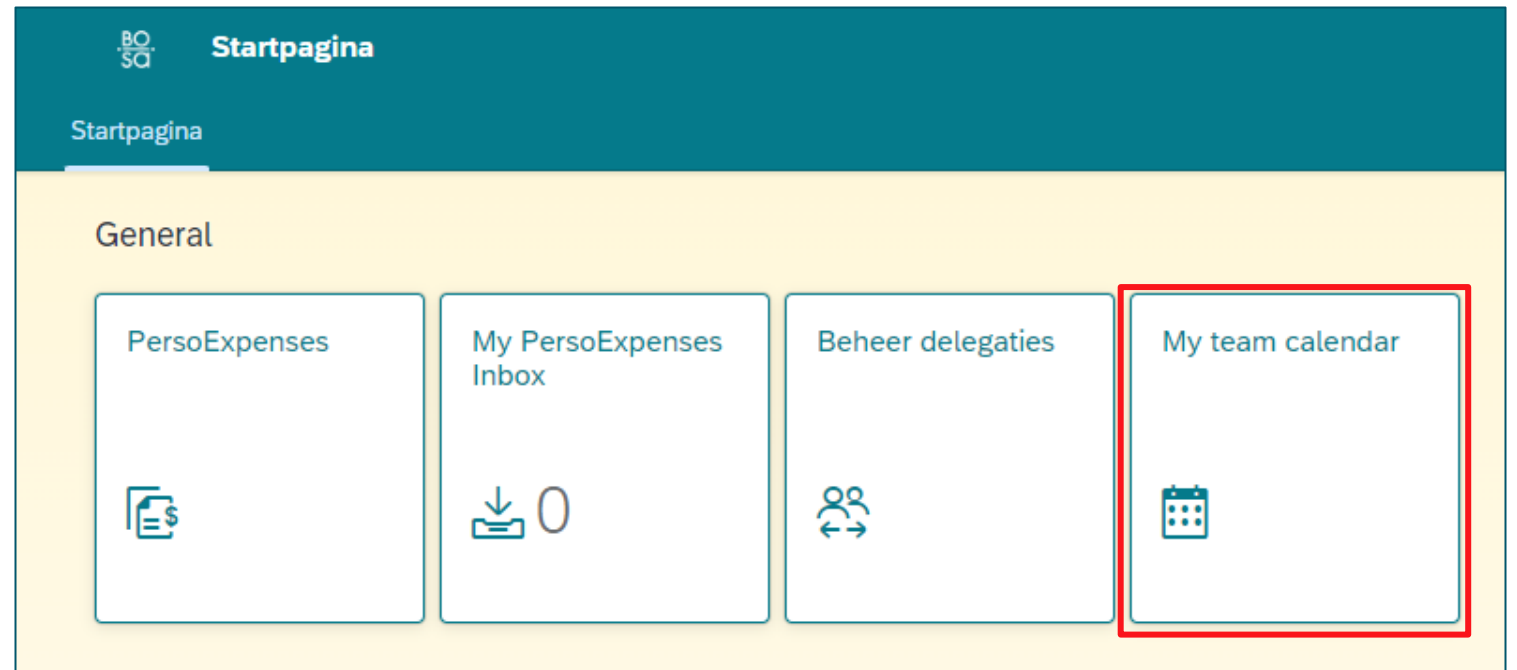


# My team calendar

# My team calendar



- Startscherm met "My team calendar" blok



# My team calendar



- Scherm dat zichtbaar is voor de werknemer

The screenshot displays a team calendar interface. At the top left, there is a button labeled "Mijn collega's". At the top right, there is a search bar with the text "Zoeken" and a search icon. Below the search bar is a dropdown menu showing "1 week". The main calendar area shows a weekly view for the week of "13 februari 2023 - 19 februari 2023". The days of the week are labeled: ma (13), di (14), wo (15), do (16), vr (17), za (18), and zo (19). The calendar grid shows tasks for several team members: Jean-Christophe, Charline, Carc, Philipp, Hubert, and Johan. Charline's calendar entry for Monday, February 13th, is highlighted with a red box.

# My team calendar



- Scherm zichtbaar voor de chef

The screenshot displays the 'Mijn teamkalender' interface. At the top, there are navigation elements including a back arrow, a home icon, and the title 'Mijn teamkalender'. Below this, there are two tabs: 'Mijn collega's' and 'Mijn team', with 'Mijn team' selected. To the right, there is a search bar labeled 'Zoeken' and a view selector set to '1 week'. The main calendar area shows the week of '13 februari 2023 - 19 februari 2023'. The days of the week are listed as 'ma', 'di', 'wo', 'do', 'vr', 'za', and 'zo'. The calendar is organized by team members, with each member's activities listed in a row. The activities are represented by icons and text, such as 'Incidenteel telewerk', 'Werfbezoeken', 'Dienstopdracht binnen de or', and 'Dienstopdracht buiten de or'. A red box highlights the 'Mijn team' tab, the search bar, and the '1 week' view selector. Another red box highlights a specific activity for Julien on Thursday, 'Dienstopdracht binnen de or', which is also highlighted by a red box.

# My team calendar

- Scherm zichtbaar voor de chef (N)
  - Tabblad 'Mijn collega's » : zichtbaarheid van medewerkers die dezelfde N+1 hebben als de manager

The screenshot displays a team calendar interface. At the top, there are two tabs: 'Mijn collega's' (highlighted with a red box) and 'Mijn team'. Below the tabs, the calendar shows the current date 'Vandaag' and a range '13 februari 2023 - 19 februari 2023'. The calendar grid shows days of the week (ma, di, wo, do, vr) and dates (13, 14, 15, 16, 17) for 'Week 7'. Three team members are listed: Julien, Charline, and Caro. Julien's schedule includes 'Incidenteel telewerk' and 'Werfbezoeken'. Charline's schedule includes 'Dienstopdracht binnen de o' and 'Werfbezoeken'. Caro's schedule includes 'Werfbezoeken'. A red box highlights a specific event for Charline on Tuesday 14.

# My team calendar

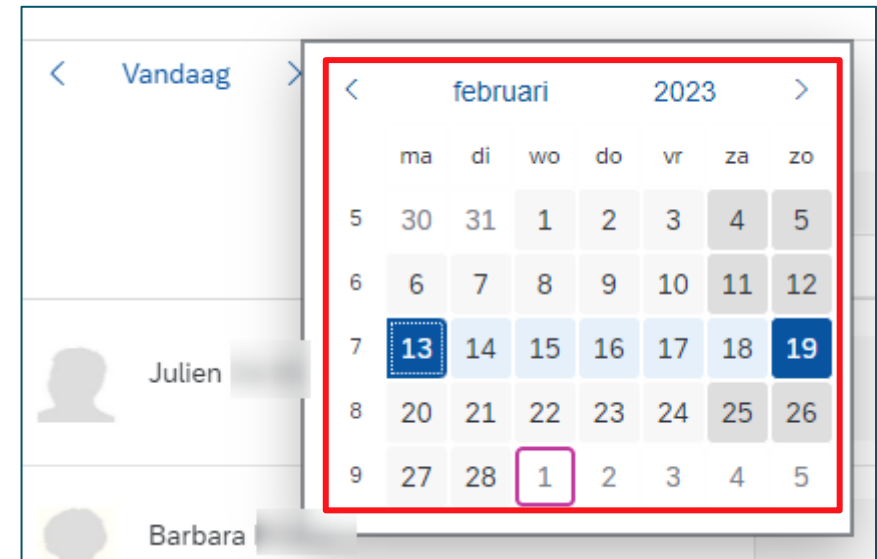
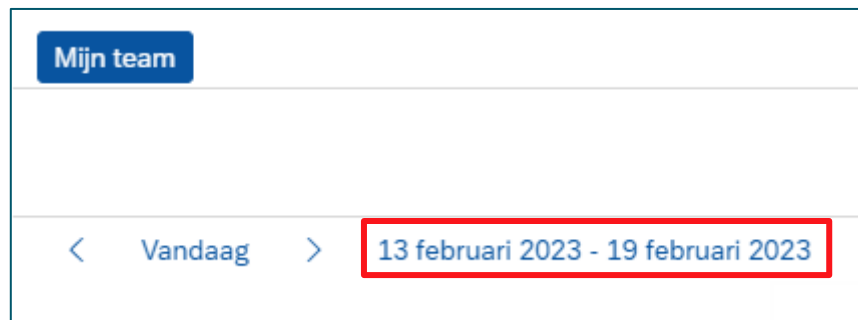
- Scherm zichtbaar voor de chef (N)
  - Tabblad « Mijn team » : zichtbaarheid van de teamleden
  - Details van diensten zijn zichtbaar ([zie dia 11](#))

The screenshot displays the 'Mijn teamkalender' interface. At the top, there is a navigation bar with a back arrow, the BO SA logo, and the title 'Mijn teamkalender'. Below this, there are two tabs: 'Mijn collega's' and 'Mijn team', with the latter being selected and highlighted by a red box. The main area shows a calendar for the week of February 13-19, 2023. The days are labeled 'ma', 'di', 'wo', 'do', and 'vr'. Below the calendar grid, there are rows for team members: Julien, Laetitia, Benoit, and Stephane. Each row shows their activities for each day. For example, Julien has 'Incidenteel telewerk' on Monday and Friday, and 'Dienstopdracht binnen de oi' on Tuesday, Wednesday, and Thursday. Laetitia has 'Werfbezoeken' on Monday, 'Incidenteel telewerk' on Tuesday and Wednesday, and 'Loopbaanonderbreking voor Ziekte / Arbeidsongeval' on Thursday and Friday. Benoit has no activities shown. Stephane has 'Incidenteel telewerk' on Monday, 'Telewerk in een satellietkant' on Tuesday, 'Incidenteel telewerk' on Wednesday, and 'Werfbezoeken' and 'Dienstopdracht binnen de oi' on Thursday. The latter two activities for Stephane are highlighted with a red box.

# My team calendar



- Kies de gewenste periode op de kalender

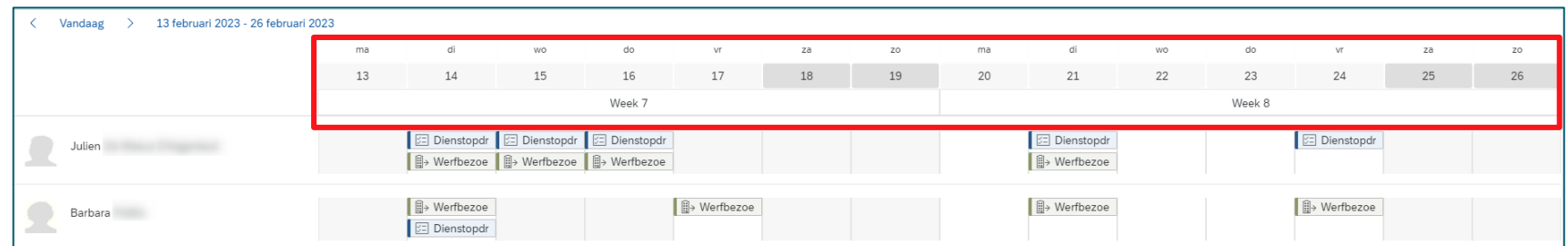
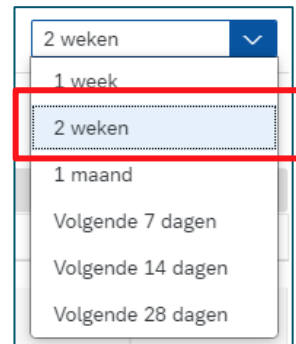
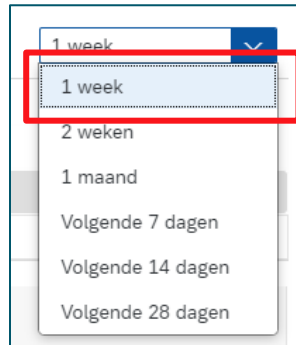




# My team calendar

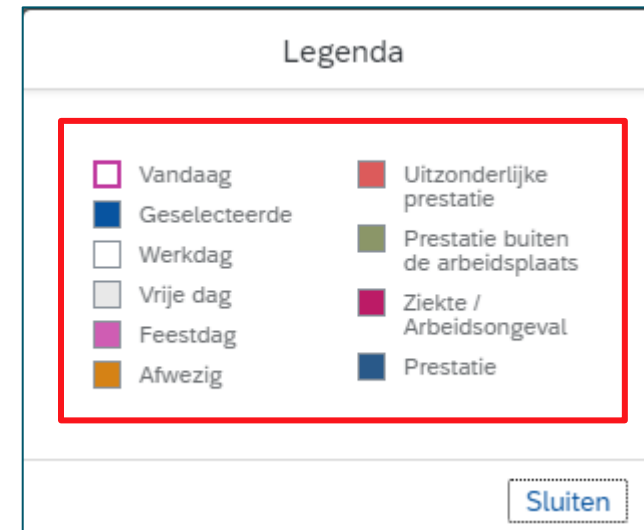
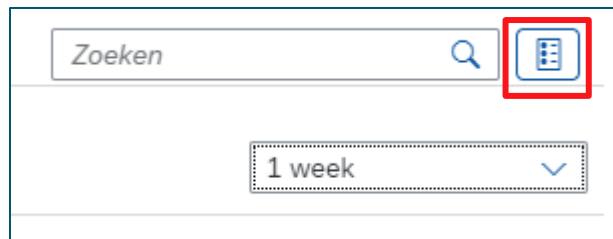


- Kies de gewenste weergave in het vervolgkeuzemenu



# My team calendar

- Kalenderlegende



# My team calendar



- Bekijk de details van de secties door op het label te klikken
- **Alleen zichtbaar voor de chef**

The screenshot shows a calendar interface for 'Week 7' from Monday, February 13, 2023, to Thursday, February 16, 2023. A red box highlights the name 'Julien' and a 'Werfbezoeken' event on each day. Three arrows point to detailed views of these elements:

- Werknemersdetails:** Shows details for Julien, including Matricule: 06, E-mail: @BOSA.FGOV.BE, and Téléphone fixe: +32 2.
- Gebeurtenisdetails (Feb 14):** Shows details for a 'Werfbezoeken' event on February 14, 2023, at 07:36, categorized as 'Prestatie buiten de arbeidsplaats'.
- Gebeurtenisdetails (Feb 16):** Shows details for a 'Werfbezoeken' event on February 16, 2023, at 07:36, categorized as 'Prestatie'.