

PersoExpenses

Handleiding

Mei 2023

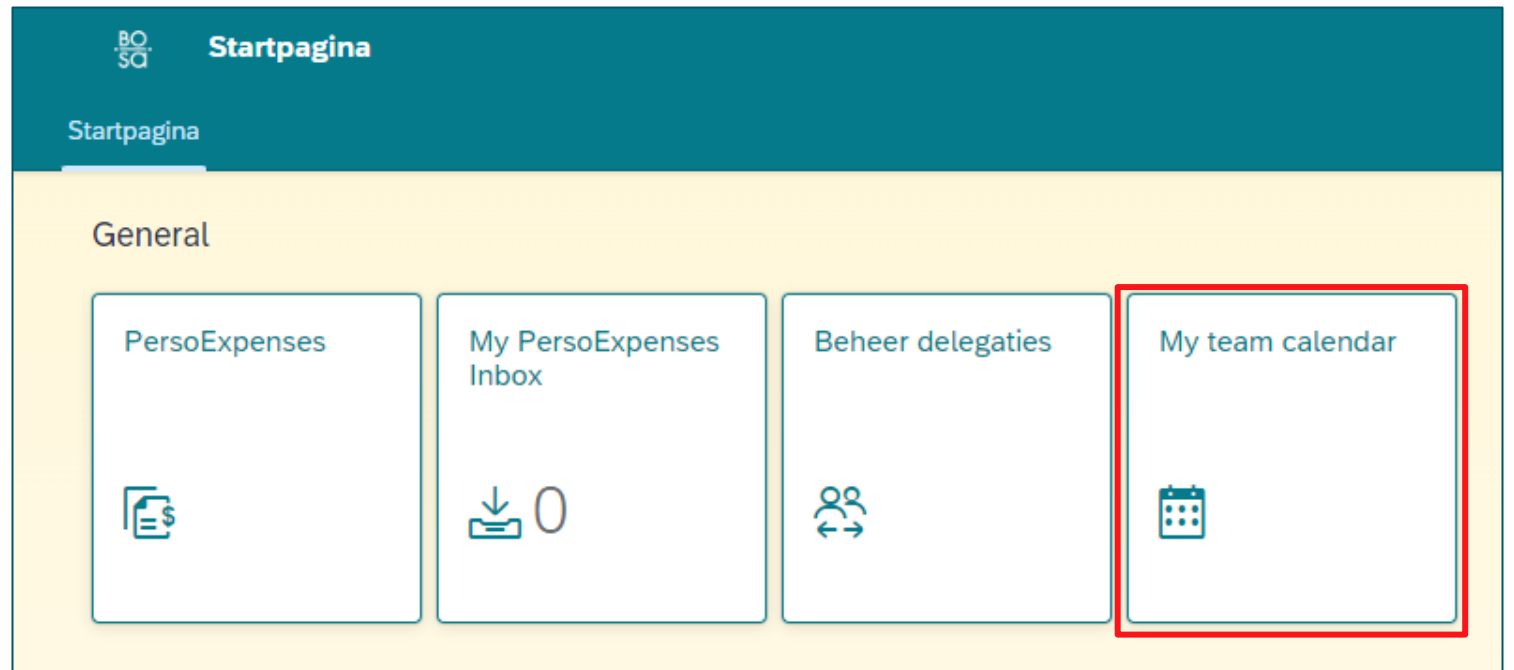




My team calendar

My team calendar

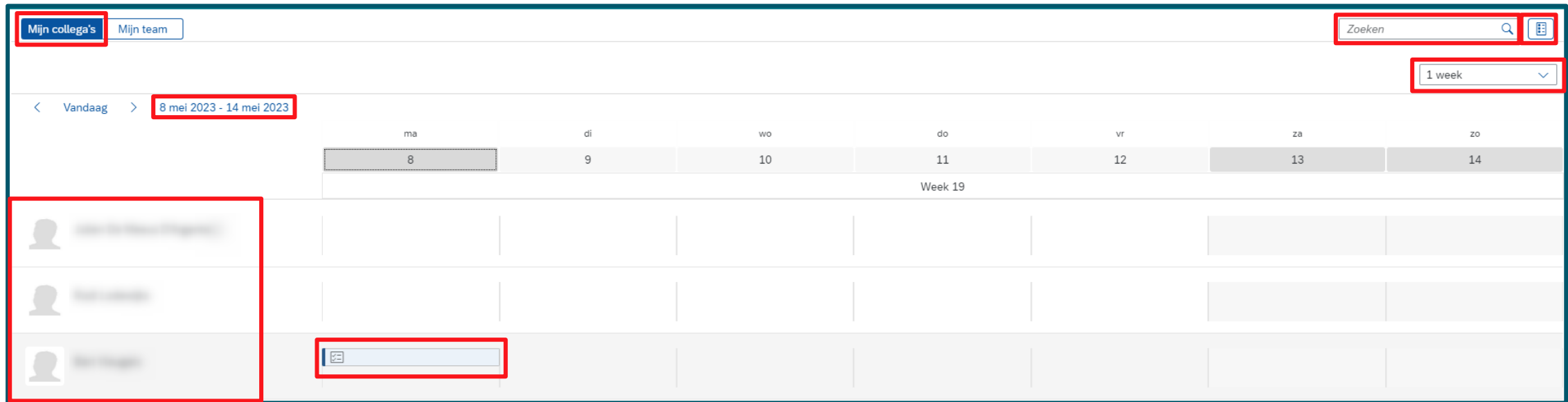
- Startscherm met "My team calendar" blok



My team calendar



- Scherm dat zichtbaar is voor de werknemer



My team calendar

- Scherm zichtbaar voor de chef

The screenshot displays a team calendar interface with the following elements:

- Navigation:** A top bar with a back arrow, a home icon, and the title "Mijn teamkalender". Below it are two tabs: "Mijn collega's" and "Mijn team".
- Search and Filter:** A search bar labeled "Zoeken" and a dropdown menu set to "1 week".
- Calendar View:** A weekly view for the period "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), zo (19). The week is identified as "Week 7".
- Team Members and Events:**
 - Julien:** Inciteel telewerk (ma), Werf bezoeken (di), Dienstopdracht binnen de or (wo), Dienstopdracht binnen de or (do), Inciteel telewerk (vr).
 - Laetitia:** Werf bezoeken (ma), Inciteel telewerk (di), Inciteel telewerk (wo), Loopbaanonderbreking voor Ziekte / Arbeidsongeval (do), Ziekte / Arbeidsongeval (vr).
 - Benoit:** No events shown.
 - Stephane:** Inciteel telewerk (ma), Telewerk in een satellietkant (di), Inciteel telewerk (wo), Werf bezoeken (do), Dienstopdracht binnen de or (vr).
 - Grégory:** Dienstopdracht buiten de or (di), Dienstopdracht buiten de or (do).
 - Catherine:** Dienstopdracht buiten de or (ma), Werf bezoeken (ma), Inciteel telewerk (di), Inciteel telewerk (wo), Werf bezoeken (do), Inciteel telewerk (vr), Dienstopdracht binnen de or (vr), Dienstopdracht buiten de or (vr).
 - Michael:** Forfaitaire recuperatie (ma), Deelname aan een examen (ma), Werf bezoeken (di), Inciteel telewerk (wo), Inciteel telewerk (do), Inciteel telewerk (vr).
 - Flore Delarue:** Inciteel telewerk (ma), Dienstopdracht buiten de or (di), Dienstopdracht buiten de or (do), Deelname aan een teambuil (do), Inciteel telewerk (vr).

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 calendar interface with two tabs: 'Mijn collega's' (highlighted with a red box) and 'Mijn team'. The calendar shows the week of 13 February 2023 to 19 February 2023. The days of the week are abbreviated as ma, di, wo, do, vr. The dates 13, 14, 15, 16, and 17 are shown below the days. The calendar is labeled 'Week 7'. Three team members are listed: Julien, Charline, and Caro. Julien's schedule includes 'Incidenteel telewerk' on Monday 13th and Friday 17th, and 'Werfbezoeken' on Tuesday 14th, Wednesday 15th, and Thursday 16th. Charline's schedule includes 'Dienstopdracht binnen de o' on Monday 13th, Tuesday 14th, Wednesday 15th, and Thursday 16th, and 'Werfbezoeken' on Tuesday 14th, Wednesday 15th, and Thursday 16th. Caro's schedule includes 'Werfbezoeken' on Monday 13th, Tuesday 14th, and Wednesday 15th, and 'Incidenteel telewerk' on Friday 17th. A red box highlights the 'Mijn collega's' tab and a specific event for Charline on Tuesday 14th.

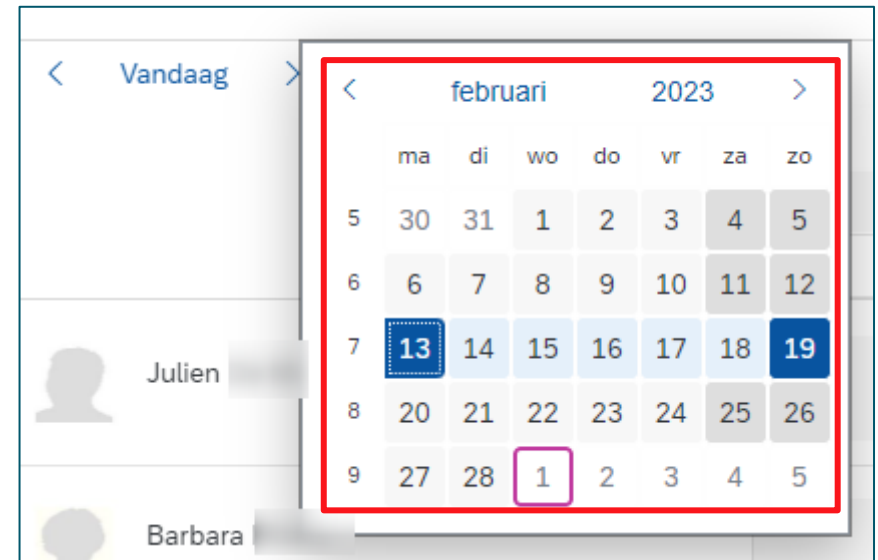
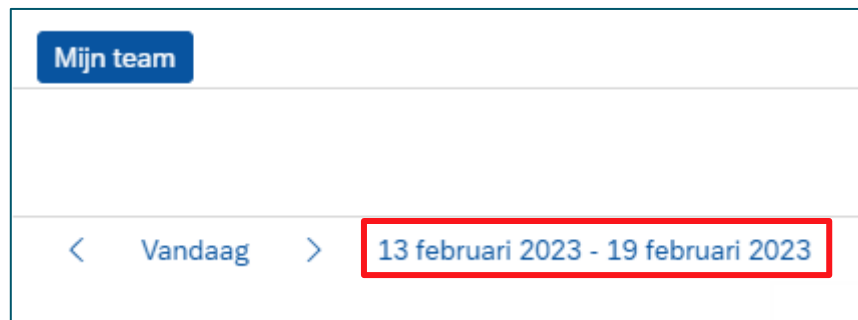
My team calendar

- 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 with a red box. The main area shows a weekly calendar for the week of February 13-19, 2023. The days are labeled 'ma' (13), 'di' (14), 'wo' (15), 'do' (16), and 'vr' (17). Below the calendar grid, the names of team members are listed: Julien, Laetitia, Benoit, and Stephane. Each name is followed by a row of colored bars representing their schedule for each day. For example, Julien has 'Incidenteel telewerk' on Monday and Friday, and 'Dienstopdracht binnen de o' on Tuesday and Wednesday. Stephane has 'Incidenteel telewerk' on Monday, Wednesday, and Thursday, and 'Werfbezoeken' and 'Dienstopdracht binnen de o' on Friday. The 'Werfbezoeken' and 'Dienstopdracht binnen de o' bars for Stephane on Friday are highlighted with a red box.

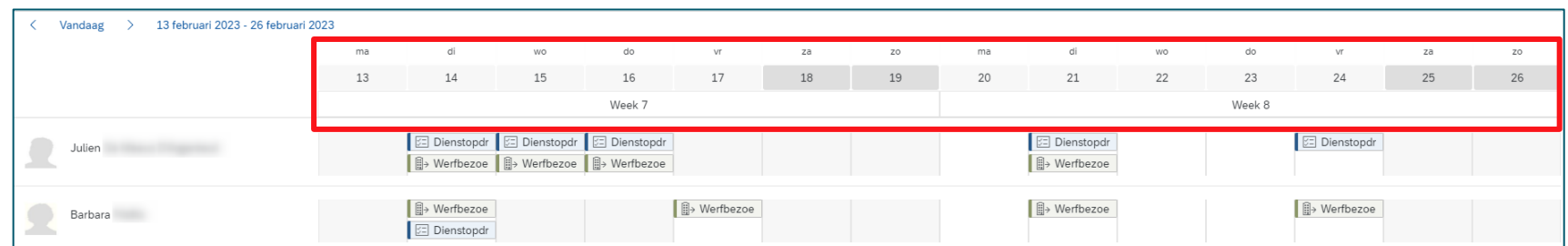
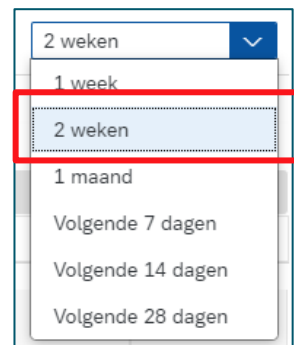
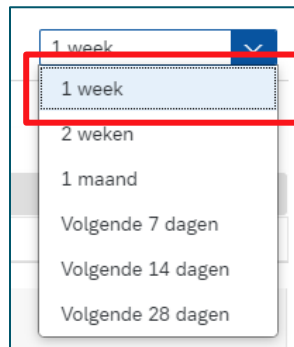
My team calendar

- Kies de gewenste periode op de kalender



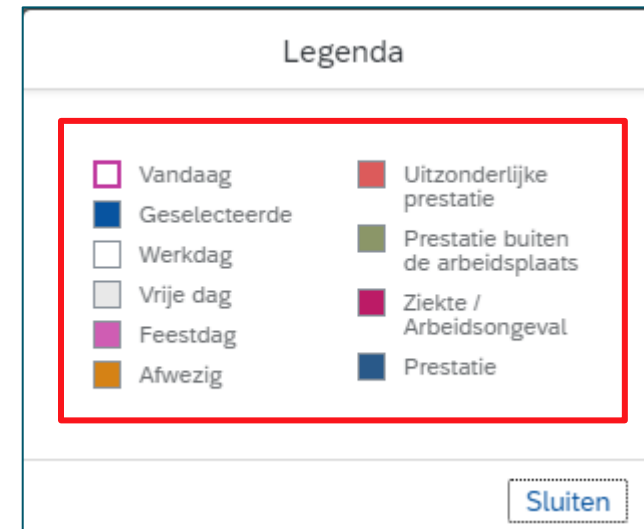
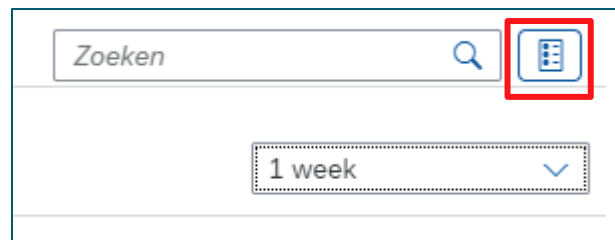
My team calendar

- 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 image illustrates the navigation from a team calendar to detailed views of employee information and events. The main calendar view shows Week 7 (February 13-16, 2023) with three 'Werfbezoeken' events for Julien. Three arrows point to detailed views:

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