











**PLATFORM DEEP DIVE / Plugins /  Custom Plugins /  Task management /  
using-out-of-office-records**

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## PLATFORM DEEP DIVE / Plugins / Custom Plugins / Task management / Using out of office records

The Out-of-office feature allows you to register users availability to perform a task. It can be allocated manually or automatically.

Out of office		Search by user		Add out-of-office	
User	Start Date	End Date	Edited at	Edited by	
Jane Smith (jane.sm...	03 Aug 2022	07 Aug 2022	03 Aug 2022, 3:24 PM	John Doe	 
Bess Twishes (bess....	03 Aug 2022	31 Dec 2046	03 Aug 2022, 3:16 PM	John Doe	 
Gene Eva (gene.eva...	08 Aug 2022	27 Aug 2022	03 Aug 2022, 9:25 AM	John Doe	 



Users with out-of-office status are excluded from the candidates for automatic task allocation list during the out-of-office period. More information about allocation rules, [here](#).

## Accessing out-of-office records

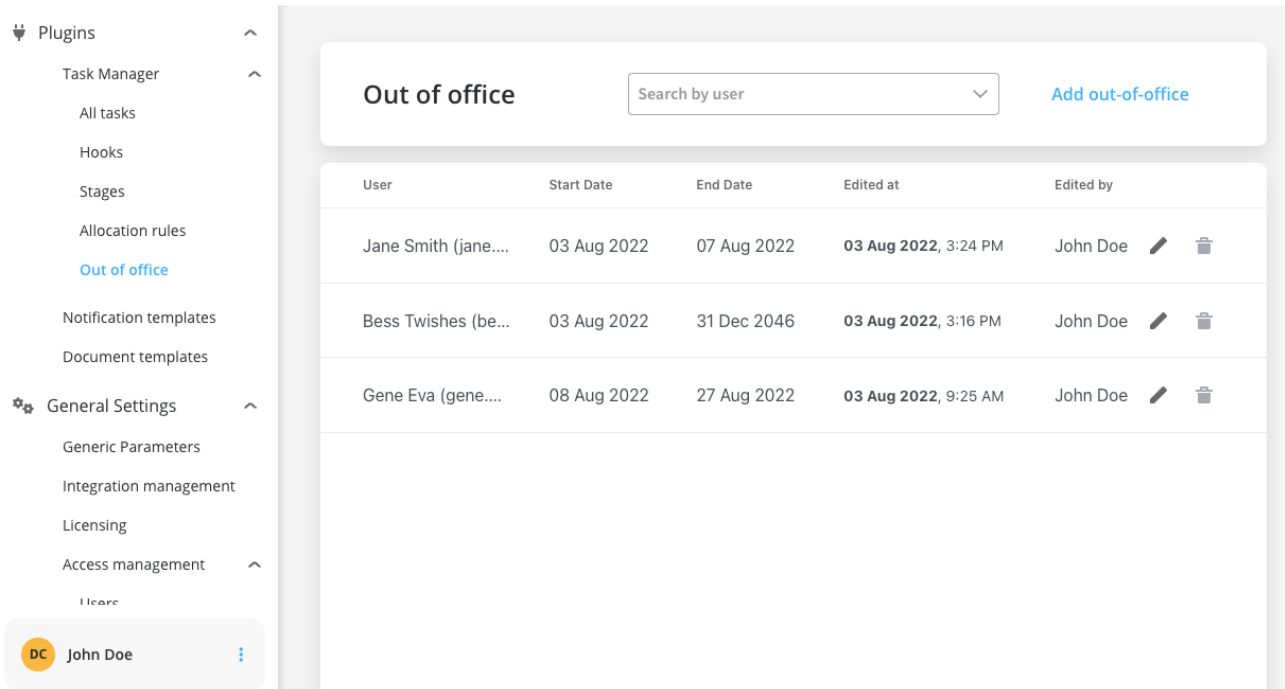
To add out-of-office records, follow the next steps:

1. Open

The fallback content to display on prerendering

.

2. From the side menu, under **Task Management**, select the **Out office entry**.

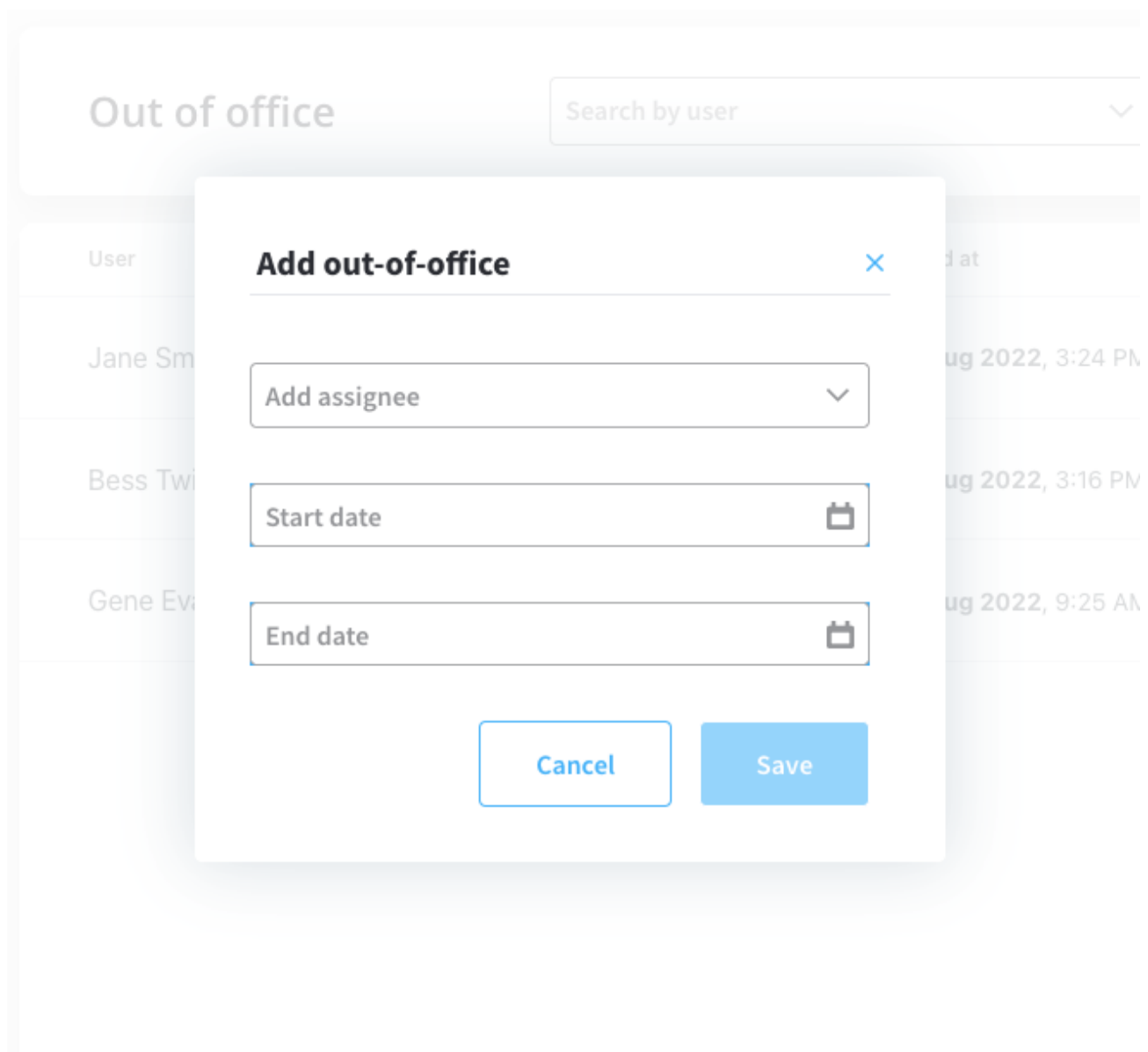


User	Start Date	End Date	Edited at	Edited by
Jane Smith (jane....	03 Aug 2022	07 Aug 2022	03 Aug 2022, 3:24 PM	John Doe
Bess Twishes (be...	03 Aug 2022	31 Dec 2046	03 Aug 2022, 3:16 PM	John Doe
Gene Eva (gene....	08 Aug 2022	27 Aug 2022	03 Aug 2022, 9:25 AM	John Doe

## Adding out-of-office records

To add out-of-office records, follow the next steps:

1. Click **Add out-of-office** button, in the top-right corner.
2. Fill in the following mandatory details:
  - Assignee - user single select
  - Start Date ( ! cannot be earlier than tomorrow)
  - End Date ( ! cannot be earlier than tomorrow)



Out of office

Search by user

User

Jane Smith

Bess Twiss

Gene Evans

Start date

End date

Aug 2022, 3:24 PM

Aug 2022, 3:16 PM

Aug 2022, 9:25 AM

**Add out-of-office**

Add assignee

Start date

End date

Cancel

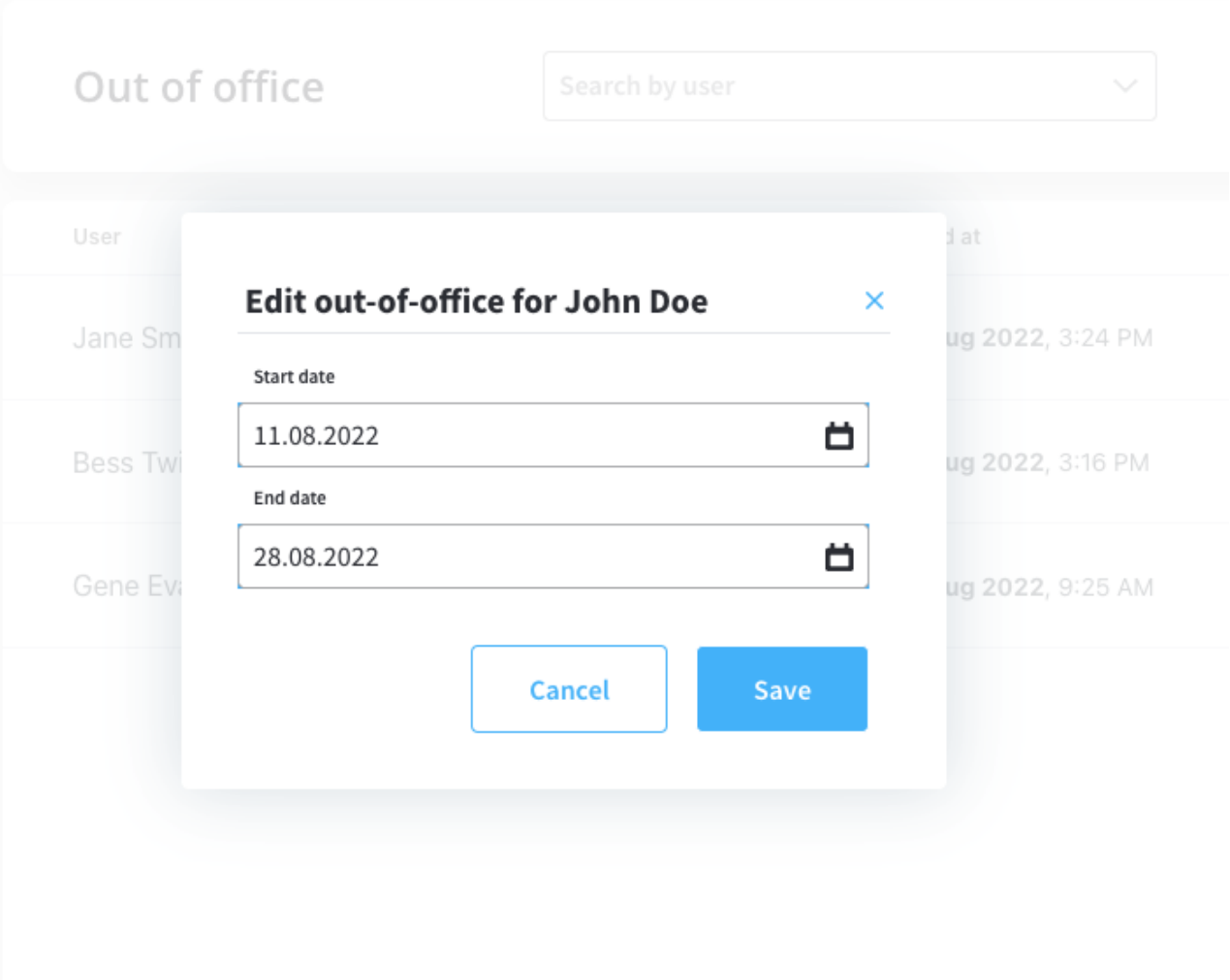
Save

3. Click **Save**.

## Editing out-of-office records

To edit out-of-office records, follow the next steps:

1. Click **Edit** button.
2. Modify the dates ( **!** cannot be earlier than tomorrow).
3. Click **Save**.

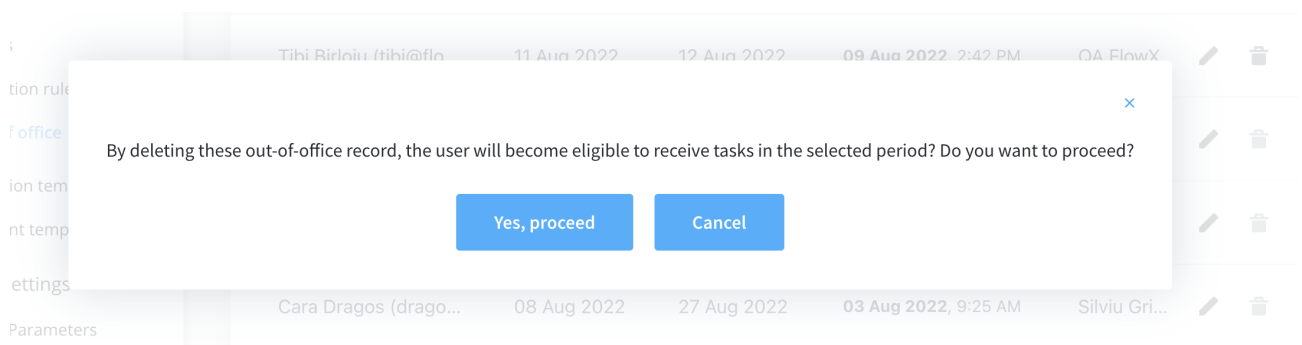


The screenshot shows a web interface for managing out-of-office records. At the top, there is a section titled 'Out of office' with a search bar labeled 'Search by user'. Below this is a table with columns 'User' and 'Out of office'. The table contains three rows: 'Jane Smith' with 'Aug 2022, 3:24 PM', 'Bess Twiss' with 'Aug 2022, 3:16 PM', and 'Gene Evans' with 'Aug 2022, 9:25 AM'. A modal dialog is open over the table, titled 'Edit out-of-office for John Doe'. The modal has a close button (X) in the top right corner. It contains two date input fields: 'Start date' with the value '11.08.2022' and 'End date' with the value '28.08.2022'. Each date field has a calendar icon to its right. At the bottom of the modal are two buttons: 'Cancel' and 'Save'.

## Deleting out-of-office records

To delete out-of-office records, follow the next steps:

1. From the **out-of-office list**, select a **record**.
2. Click **Delete** button. A pop-up message will be displayed: *"By deleting this out-of-office record, the user will become eligible to receive tasks in the selected period. Do you want to proceed?"*



### DANGER

If you choose to delete an out-of-office record, the user is eligible to receive tasks allocation during the mentioned period. More information about automatic task allocation, [here](#).

3. Click **Yes, proceed** if you want to delete the record, click **Cancel** if you want to abort the deletion.

### CAUTION

If the out-of-office period contains days selected in the past, the user cannot delete the record, the following message is displayed: *"You can't delete this record because it already affected allocations in the past. Try to shorten the period, if it didn't end."*

Out of office

Search by user

Add out-of-office

User	Start Date	End Date	Edited at	Edited by	
Jane Smith (jane.s...	03 Aug 2022	07 Aug 2022	03 Aug 2022, 3:24		<div>You can't delete this record because it already affected allocations in the past.</div> <div></div>
Bess Twishes (bes...	03 Aug 2022	31 Dec 2046	03 Aug 2022, 3:16 PM	John Doe	<div></div> <div></div>
Gene Eva (gene.ev...	08 Aug 2022	27 Aug 2022	03 Aug 2022, 9:25 AM	John Doe	<div></div> <div></div>

## Viewing out-of-office records

The out-of-office records list contains the following elements:

1. **User** - firstName, lastName, userName
2. **Start Date** - the date when the out-of-office period will be effective
3. **End Date** - the date when the out-of-office period will end
4. **Edited at** - the last time when an out-of-office record was edited
5. **Edited by** - the user who edited/created the out-of-office record

Out of office

Search by user

Add out-of-office

1	User	2	Start Date	3	End Date	4	Edited at	5	Edited by
	Jane Smith (jane....		03 Aug 2022		07 Aug 2022		03 Aug 2022, 3:24 PM		John Doe
	Bess Twishes (be...		03 Aug 2022		31 Dec 2046		03 Aug 2022, 3:16 PM		John Doe
	Gene Eva (gene.e...		08 Aug 2022		27 Aug 2022		03 Aug 2022, 9:25 AM		John Doe

! INFO

The list is sorted in reverse chronological order by “edited at” `dateTime` (newest added on top).

Was this page helpful?