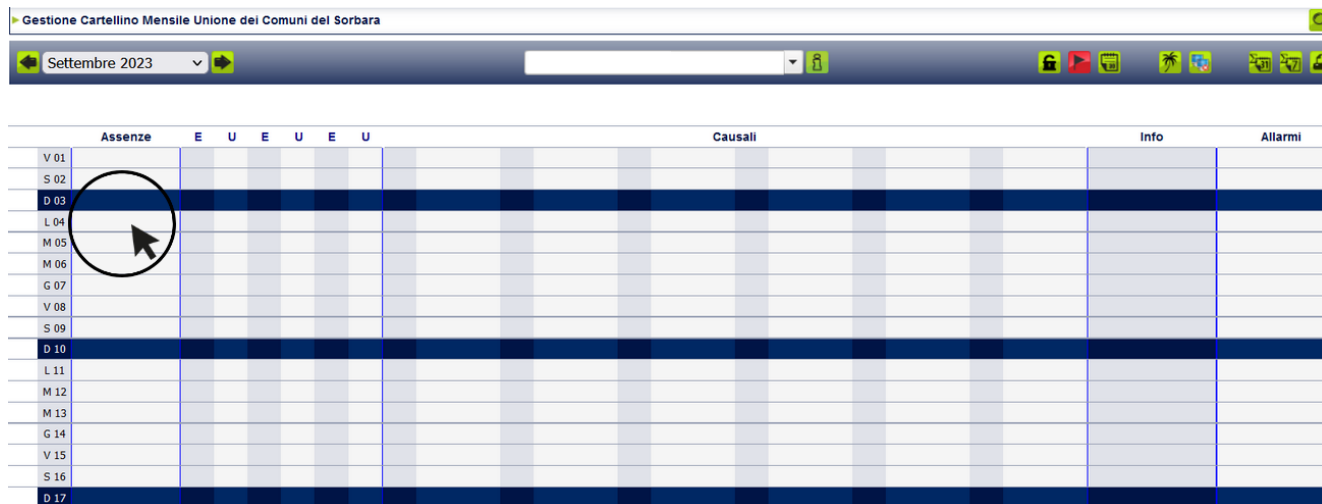


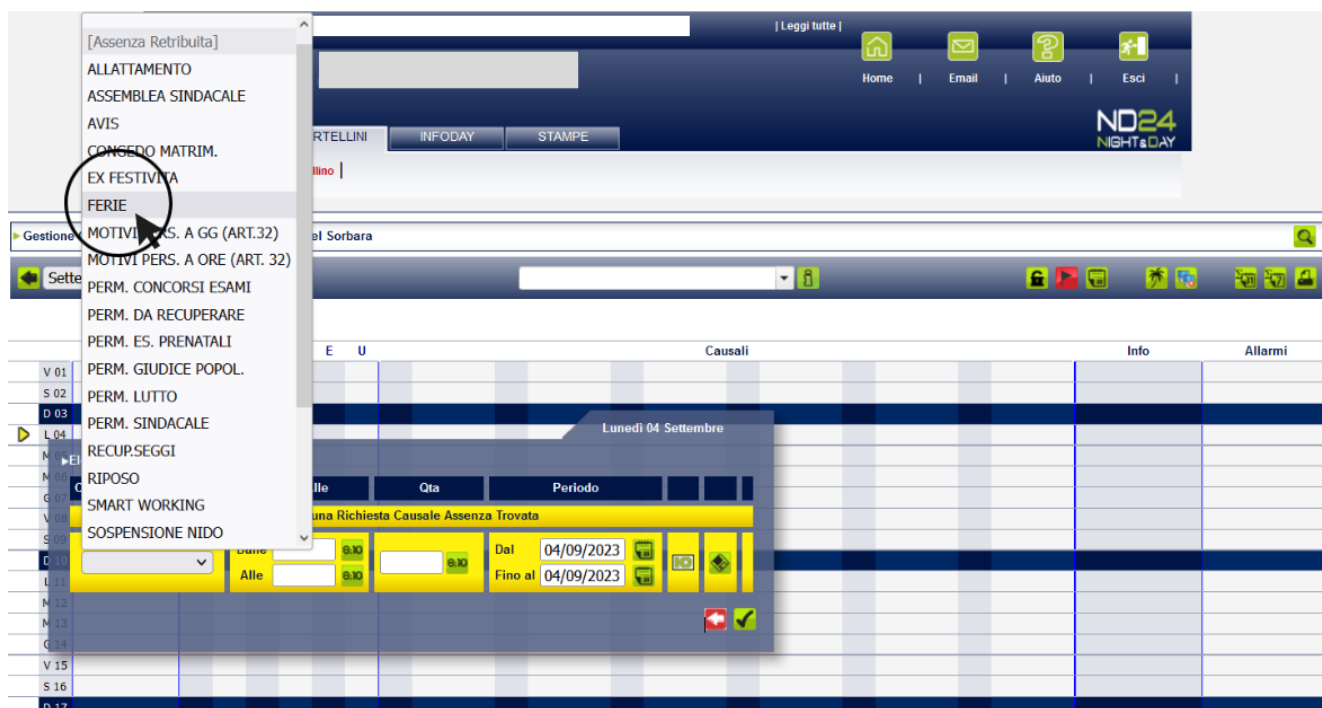
COME INSERIRE UNA RICHIESTA DI ASSENZA – FERIE SU ND24:

Per fare la richiesta di assenza in una determinata giornata, oppure in un determinato periodo, è necessario:

1. Posizionarsi nella colonna assenze e cliccare sulla giornata:



2. Procedere alla compilazione della scheda , inserendo i dati richiesti:



NB: se la richiesta è per un giorno, inserisco il giorno (es. dal 04/09/2023 al 04/09/2023)

The screenshot shows the 'Gestione Cartellino Mensile' interface for September 2023. A modal window titled 'Lunedì 04 Settembre' is open, displaying the 'Elenco Richieste' (Request List) for the date '04/09/2023'. The 'Causale' (Cause) is set to 'FERIE' (Vacation). The 'Dalle/Alle' (From/To) fields are empty, and the 'Qta' (Quantity) is 1. The 'Periodo' (Period) is set to '04/09/2023'. A black circle highlights the date field, and a mouse cursor points to it. The background shows a calendar grid with columns for 'Assenze' (Absences), 'Causali' (Causes), 'Info', and 'Allarmi' (Alarms).

Se è per un periodo, inserisco il periodo (es. dal 04/09/2023 al 09/09/2023):

The screenshot shows the 'Gestione Cartellino Mensile' interface for September 2023. A modal window titled 'Lunedì 04 Settembre' is open, displaying the 'Elenco Richieste' (Request List) for the period '04/09/2023' to '09/09/2023'. The 'Causale' (Cause) is set to 'FERIE' (Vacation). The 'Dalle/Alle' (From/To) fields are empty, and the 'Qta' (Quantity) is 6. The 'Periodo' (Period) is set to '04/09/2023' to '09/09/2023'. A black circle highlights the date range, and a mouse cursor points to it. The background shows a calendar grid with columns for 'Assenze' (Absences), 'Causali' (Causes), 'Info', and 'Allarmi' (Alarms).

3. Procedere poi al salvataggio della scheda, come segue:

The screenshot shows the 'Gestione Cartellino Mensile' interface for September 2023. A modal window titled 'Lunedì 04 Settembre' is open, displaying the 'Elenco Richieste' (Request List) for the period '04/09/2023' to '09/09/2023'. The 'Causale' (Cause) is set to 'FERIE' (Vacation). The 'Dalle/Alle' (From/To) fields are empty, and the 'Qta' (Quantity) is 6. The 'Periodo' (Period) is set to '04/09/2023' to '09/09/2023'. A black circle highlights the save button (a green checkmark icon), and a mouse cursor points to it. The background shows a calendar grid with columns for 'Assenze' (Absences), 'Causali' (Causes), 'Info', and 'Allarmi' (Alarms).



FERIE

[illegible]