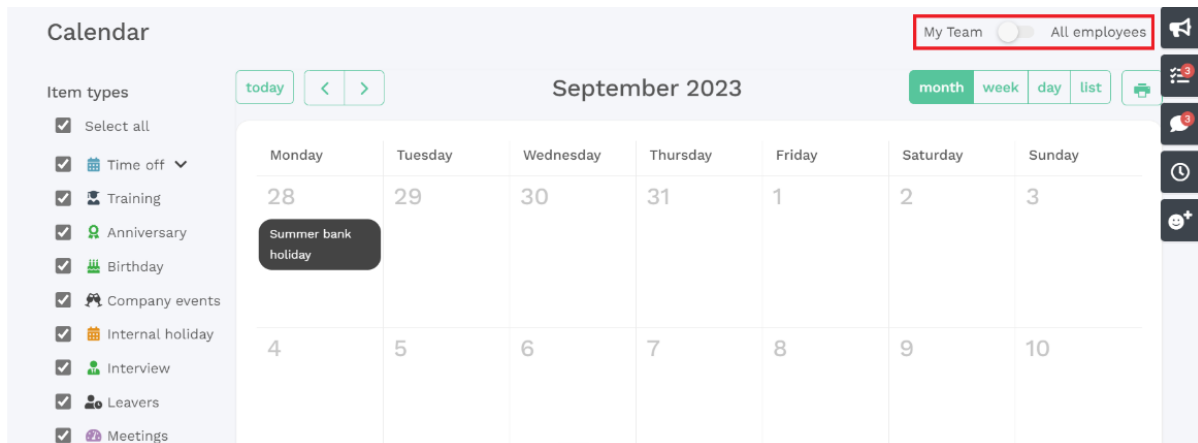# Managers Calendar Configuration Guide

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New Feature Introduction

Until recently managers have only been able to see their direct reports within the Homepage Calendar.

A new setting has been added to enable an amended calendar view specifically for Managers.

Once enabled, Managers will be able to toggle between 'My Team' and 'All Employees'.

Pre-Requisites

What they view when changing to the All employees option will be dictated by the below configuration rules.

A new setting can be found within:

- **Admin -> Company -> Settings -> Display Settings**

- **Under the Manager views section = Enable manager calendar toggle**

 'Enable manager calendar toggle' will only display if the Calendar status is set to **Public.**

'Enable manager calendar toggle' will default to **Yes.**

This is a **global setting** so will apply to **all Managers.**

Manager toggle disabled:

'Enable manager calendar toggle' = No:

- The 'My Team / All employees' toggle will not be visible to Manager users on the homepage calendar.

- Manager will only see their team when viewing the calendar.

Manager toggle enabled:
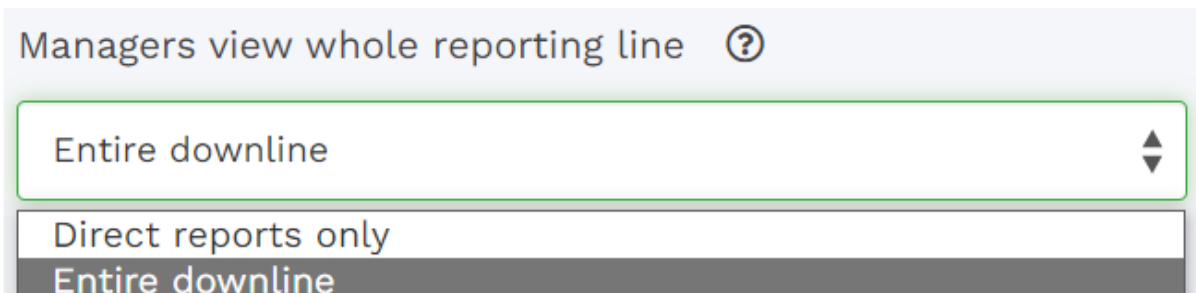
'Enable manager calendar toggle' = Yes:

- The 'My Team / All employees' toggle will be visible to Manager users on the homepage Calendar.

- The toggle will default to 'My team'.

- Managers can then alternate between 'My team' and 'All employees' to see different views on the calendar.

When 'My team' is selected:

- Only calendar entries relating to the logged in user's team will display.

'My team' is determined by the '**Managers view whole reporting line'** field
(see Admin -> Company -> Display Settings -> Manager views)

- If this is set to **Direct reports only**, the manager will only see their direct reports when selecting 'My Team' on the toggle.

- If this is set to **Whole organisation**, the manager will see their entire reporting line when selecting 'My Team' on the toggle.

Note: The following fields will also impact what is actually displayed:

Display settings

- **Managers view whole reporting line.**

  (Direct reports only / Entire downline)

Localisation settings

- **Organisational Depth**

(My direct reports only / My entire downline)

- **Workflow and calendar depth**

(My direct reports only / My entire downline)

Organisational depth ⊙

| My entire downline | ⬍ |

Workflow and calendar depth ⊙

| My direct reports only | ⬍ |

When 'All employees' is selected:

- The public calendar is displayed.

Note: The following fields will also impact what is actually displayed:

- **Display Settings**

  - **Public calendar permissions override**
    (Department, Site, Manager, User can choose)

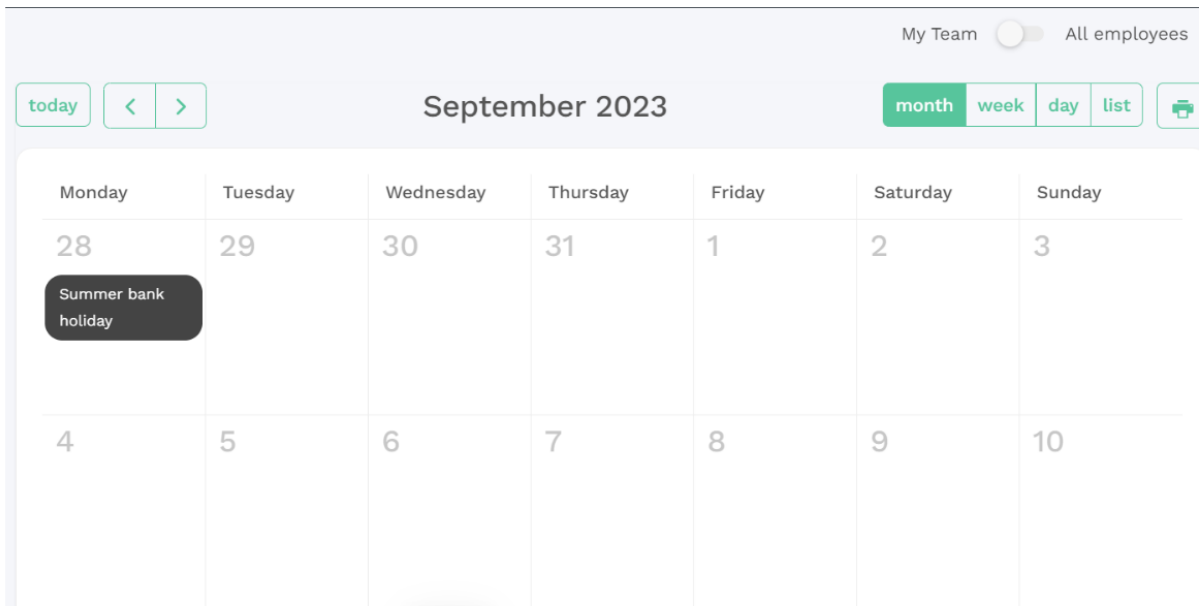 - **Public calendars include Manager on Manager view.**

Public calendar permissions override ⊙

◉ User can choose   ○ Department   ○ Site   ○ Manager

Public calendar include manager on Manager view option ⊙

| Yes | ⬍ |

- What they view **Localisation settings**

  - **Public Calendar Display**
    (Department, Site, Manager, No selection)

  - **Organisational Depth**
    (My direct reports only / My entire downline)

  - **Workflow and calendar depth**
    (My direct reports only / My entire downline)

When viewing All Employees: