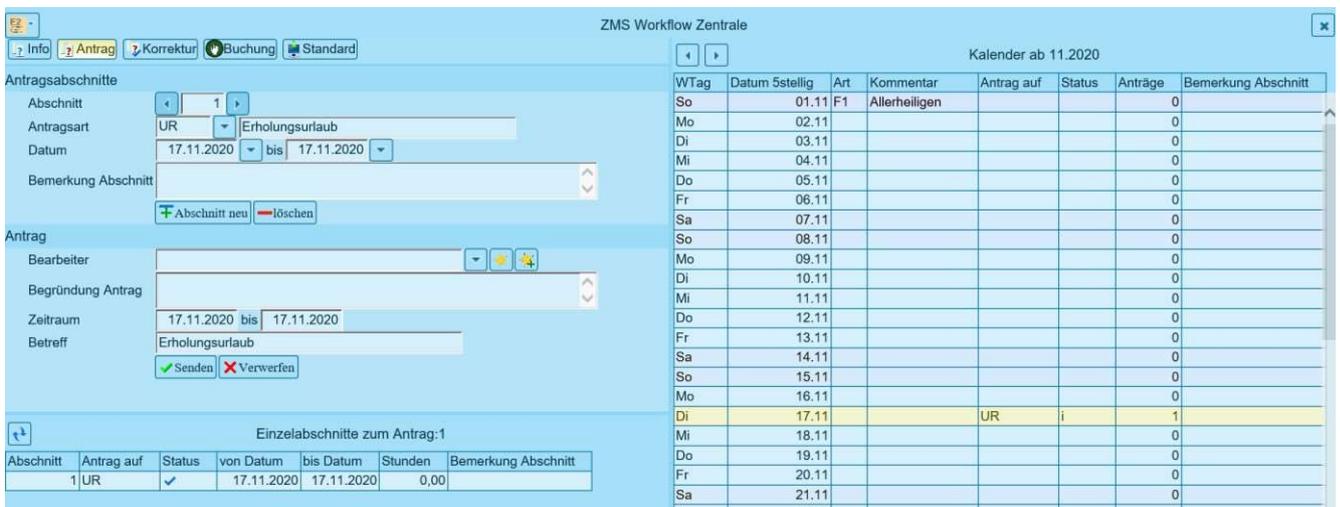


1 Submit an application

After logging in, call up the menu item „ZMS Buchungen am Bildschirm“



Then click on the „Antrag“ button to go to the screen where you can request full-day (e.g. holiday) and hourly time types



The screenshot shows the 'ZMS Workflow Zentrale' interface. On the left, there are input fields for 'Antragsabschnitte' (Abschnitt: 1, Antragsart: UR, Datum: 17.11.2020 bis 17.11.2020, Bemerkung Abschnitte) and 'Antrag' (Bearbeiter, Begründung Antrag, Zeitraum: 17.11.2020 bis 17.11.2020, Betreff: Erholungsurlaub). Below these are buttons for 'Abschnitt neu' and 'löschen', and 'Senden'/'Verwerfen'. A table 'Einzelabschnitte zum Antrag:1' is shown below. On the right, a calendar 'Kalender ab 11.2020' displays a grid of dates from 01.11 to 21.11. The date 17.11 is highlighted in yellow, with 'UR' and '1' in the corresponding cells.

WTag	Datum 5stellig	Art	Kommentar	Antrag auf	Status	Anträge	Bemerkung Abschnitt
So	01.11	F1	Allerheiligen			0	
Mo	02.11					0	
Di	03.11					0	
Mi	04.11					0	
Do	05.11					0	
Fr	06.11					0	
Sa	07.11					0	
So	08.11					0	
Mo	09.11					0	
Di	10.11					0	
Mi	11.11					0	
Do	12.11					0	
Fr	13.11					0	
Sa	14.11					0	
So	15.11					0	
Mo	16.11					0	
Di	17.11			UR	i	1	
Mi	18.11					0	
Do	19.11					0	
Fr	20.11					0	
Sa	21.11					0	

A calendar with the current month and the next two months appears on the right-hand side of the screen. There are two arrow symbols above the month columns. You can use these to change the months in the calendar:



■ one month back in the calendar



■ one month forward in the calendar



■ closes the entire browser window or browser tab

If no calendar is displayed on the right-hand side, you can display it again by clicking on the "Standard" button. Please note that the applications currently being processed will be discarded



Three areas are displayed on the left-hand side.

Request sections

In the request sections, you can select, request and delete different time types as well as different time periods.

The following actions are possible regardless of the selected time type:

You can use the arrow symbols next to "Abschnitt" to move forward and backward through the individual application sections.

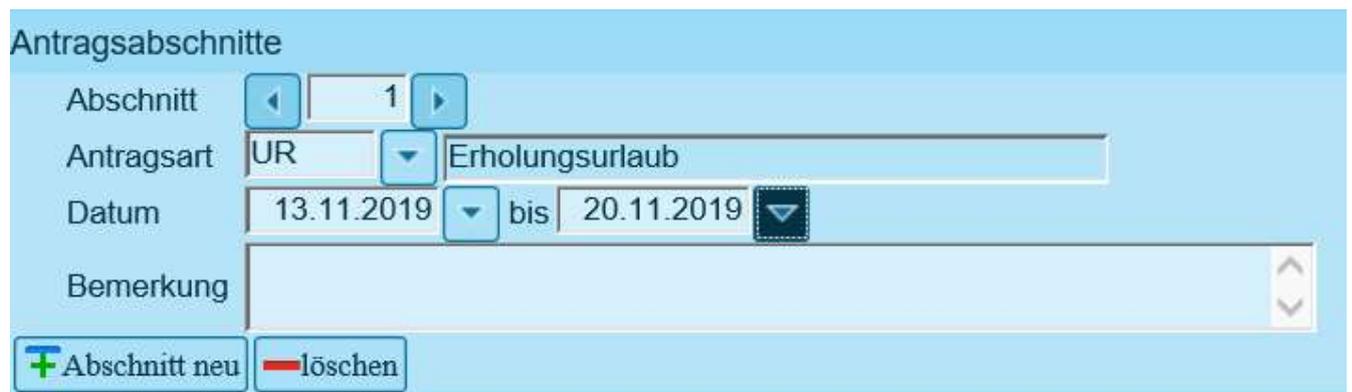
You can use the „löschen“ button to delete the currently selected application section.

With „Abschnitt neu“ you can insert another period with a time type (booking section) and add it to the request.

In the „Antragsart“ field, select the desired time type:

For your holiday applications use “UR” as “Antragsart”

This area is displayed differently depending on the time type selected. For all-day time types, the section is displayed as follows:



The screenshot shows a light blue form titled "Antragsabschnitte". It contains the following fields and controls:

- Abschnitt:** A numeric input field containing "1" with left and right arrow buttons.
- Antragsart:** A dropdown menu with "UR" selected and a text input field containing "Erholungsurlaub".
- Datum:** Two date input fields. The first contains "13.11.2019" and the second contains "20.11.2019". They are separated by the word "bis". A calendar icon is visible on the right of the second date field.
- Bemerkung:** A large text area with a vertical scrollbar on the right.
- Buttons:** At the bottom left, there are two buttons: a green button with a plus sign labeled "Abschnitt neu" and a red button with a minus sign labeled "löschen".

In the „Datum“ field, you can either enter the period directly or via the calendar displayed on the right. In the „Bemerkung“ (comment) field, you can add an explanation to the respective application section.

Left-click in the calendar to select a single day. If you hold down the left mouse button and drag across several days in the calendar, these are selected as a continuous period. These are given the status "I".