Procedures for creating an absence in Easy Connect
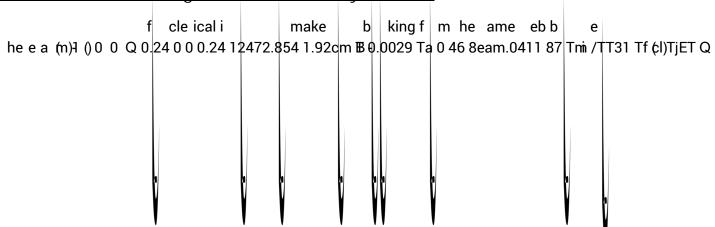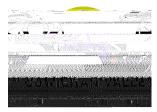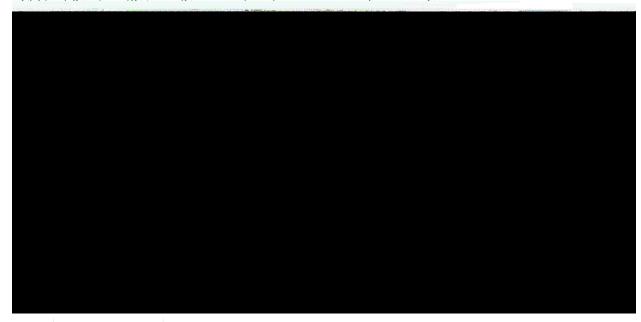
4. Selec he Ea C nnec men > C ea e Ab ence

5. C nfi m   Em l ee G   and Re lacemen Ye   a e e c   ec l
6. Ch   e   da e f ab ence in he calenda and e   hif   a   and end ime
7. Selec   a ignmen f m he d   d   n
8. Se   ea   n c de
9. Click OK
10. Re e he ed e   f   acc   ac

11. Sa e f final   bmi i n