



# Time Off

The details of [time off](#) can be accessed from the **Time Off** menu under the **Workforce** tab. You can create time off for other users. The ones created from the [mobile app](#) will also be listed here.



Available in Editions: **Standard, Professional**

## Create Time Off

**i** - Permission Required: [Time Off](#)

To create a time off:

1. Select **Time Off** from the **Workforce** menu and click **Create**.
2. Perform the following actions, then click **Create**:
  - a. Select the **Service Resource** for whom you want to add the time off details.
  - b. Select the **Time Off Type** as Date or DateTime.  
If you select Date, you can apply time off in days and if you select DateTime, you can apply time off in hours.
  - c. A **Start Date** for the time off
  - d. An **End Date** for the time off  
The duration of the time off will be displayed at the bottom of this field.
  - e. A **Reason** for the time off  
You can add custom values to this dropdown from the [Module Builder](#).
  - f. Any **Comments** for the time off

### Create Time Off

**Time Off Information**

Service Resource: Edward Cormoran

Time Off Type: Date

Start Date: Dec 21, 2022

End Date: Dec 21, 2022  
1 Day(S)

Reason: Leave

Comments: Unwell

Cancel Save

## Manage Time Off

You can edit, and delete the time off entries.

FSM Customers Work Order Management Dispatch Console Services And Parts Assets Workforce Standard Trial Upgrade

Filter Time Off All Time Offs Create

TimeOff Name	Service Resource	Time Off Type	Start Date Time	End Date Time	Reason	Comments	
AB-7	Edward Cormoran	Date	Dec 21, 2022 12:00 AM	Dec 21, 2022 11:59 PM	Leave	Unwell	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
AB-2	Michael James	Date	Dec 15, 2022 12:00 AM	Dec 16, 2022 11:59 PM	Leave		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
AB-1	Michael James	DateTime	Dec 14, 2022 01:00 AM	Dec 14, 2022 02:30 AM	Other work		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Switch to Advanced Filter >>

While creating, or editing a time off of a service resource, if its hours is in conflict with existing time offs of the same service resource, an error message will be displayed, as shown in the below screenshot. Click on the time off mentioned in the message and resolve the conflicts.

The screenshot shows the 'Create Time Off' form in the FSM application. A modal dialog titled 'Conflict found' is displayed in the center. The dialog contains the following text: 'Conflicting Time Off records found for provided Start and End date time'. Below this text is a table with the following data:

Name	Start Time	End Time	Reason
AB-1	Feb 17, 2023 02:00 PM	Feb 17, 2023 04:00 PM	Other work

A green 'Close' button is located at the bottom right of the modal dialog. The background form is dimmed and shows fields for 'Time Off Name', 'Time Off Type', 'Service Resource', 'Start Date Time', 'End Date Time', 'Reason', and 'Comments'. The 'End Date Time' field is set to 'Feb 17, 2023' and '04:00 PM', and the 'Reason' field is set to 'Leave'.