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

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	**i**

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:

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".