

We are now using Working Locations!

Working Locations is a new feature available in our **edays leave and absence booking system** that indicates which of our locations staff will be working at on a given day.



Quick booking

Book and update your working location in seconds



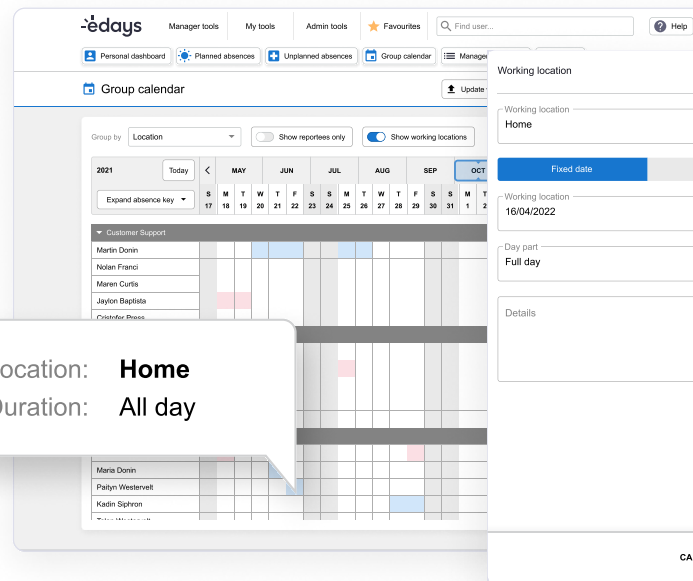
Collaborate

Plan for face-to-face collaboration with colleagues by seeing who is where and when



Productivity

Find the ideal times in your schedule quiet productive time



How do it set my working location?

- Log into edays. **Click the 'Update working location' button on your dashboard**, select your working location from the drop down, select if it is fixed or recurring date and input info, then click submit to finalise.
- To see the working locations calendar in edays, navigate to my tools > working locations > click the 'Working locations' button to toggle the calendar on and off.
- To edit your working location, click into the day on the working locations calendar to edit your location.

Write your working locations here

Set your working location as one of our following locations:

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