

# 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



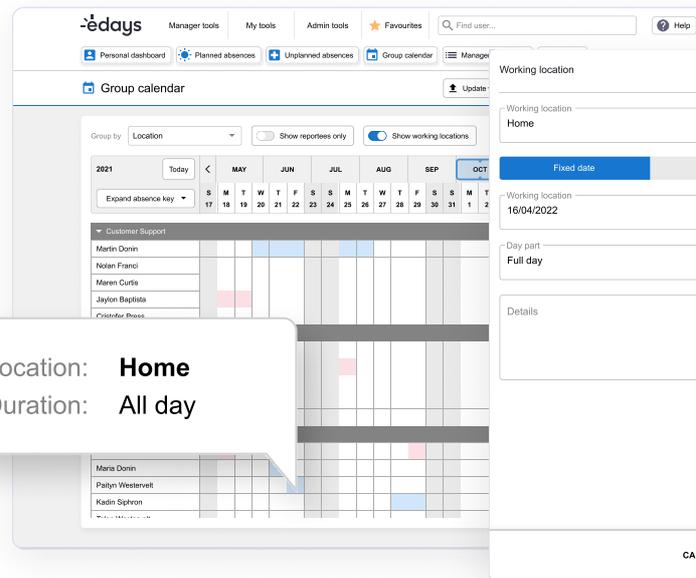
## Collaborate

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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