2.01.31 Time Entry

The **Time Entry** mask manages the appointment entries of the personal calendar and the group calendar. The appointment contains information about the type of appointment, the period, the participants, the invitation status and the assignment to work packages.

The mask consists of the following elements:

General Data

- **Basic Information:**
  - **Name:** This field indicates the appointment (short name)..
  - **Time Span (from and to):** The From field defines the expected start of the appointment and the To field defines the expected end of the appointment. An entry for these fields is mandatory.
  - **Category:** This selection identifies the appointment as an internal or external appointment.
  - **Private:** This indicator marks the appointment as a private appointment.
  - **Agenda:** Here you can enter remarks about the appointment.

- **Attendees:**
  - **Inviter:**This field is prefilled by the system and indicates the employee who initiated the appointment. The inviter is also automatically entered in the participant list. The employees are defined in the mask employees.
  - **Participant (Employee):** Here you can select (in addition to the inviting party) further internal participants of the appointment. With the help of the action "Send invitations" voting can be sent to the other participants, who then accept (confirm) or reject the appointment. In order to use this function the workflow "TimeEntryInvitation" must be active.

Invitation

- **Outstanding:** If the invitation workflow "TimeEntryInvitation" is used, the employees who have not yet accepted or declined are listed here.
- **Confirmed:** If the invitation workflow "TimeEntryInvitation" is used, the employees who have accepted are listed here.
- **Excused:** If the invitation workflow "TimeEntryInvitation" is used, the employees who have declined are listed here.

Misc

- **Technical Setting & Details:**
  - **InternalKey:** This alphanumeric field uniquely identifies the appointment in the system.

- **Assignment:**
- **Project, Job:** This field allows you to link dates to projects and work packages. If the project is selected first, the system filters the work packages of the selected project.
- **Unit:** When you select a unit, all the employees in the unit are entered in the participant list.
- **Contact Person:** The Contact person field identifies the contact person and is automatically preassigned by the system if the appointment is created via the contact person (Appointment field). The contact persons are managed in the contact person mask.

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