

[zurück Home weiter](#)

## 2.01.32 Appointment

The appointment menu administers the appointment entries of the personal calendar (see also [3.02.4 Alternative Arbeitsbereiche](#)) and the group calendar. Appointment consists of, amongst others, information about the type of appointment, the time span, the participant and the invitation status, as well as assigning the work packages.

**Tip:** For more on this subject see chapter 3.04.3 Group Appointment Calendar Team-Calendar [3.04.3 Gruppenterminkalender Team-Kalender](#).

The screenshot shows a web-based form for creating an appointment. The title bar reads 'Termin Abstimmung mit CONSULT wg. Projekt 41 05.01.2009 10:00:00'. The form has three tabs: 'Stammblatt' (selected), 'Einladungen', and 'Projekt'. The 'Stammblatt' tab contains the following fields:

- Nummer:** A text field containing '1134'.
- Name:** A text field containing 'Abstimmung mit CONSULT wg. Projekt 41'.
- Kategorie:** A dropdown menu set to 'Wo' with 'Extern' selected. A 'Privat' checkbox is also present.
- Zeitspanne:** Two date-time pickers. 'von' is set to '05.01.2009 10:00:00' and 'bis' is set to '05.01.2009 13:00:00'.
- Einladender:** A dropdown menu set to 'Abel Klaus'.
- Teilnehmer:** A section with a 'Mitarbeiter' dropdown, a 'Unit' dropdown set to '010 Nürnberg', and a list of participants: 'Abel Klaus', 'Frenzel Thomas', and 'Schaub Peter', each with a checkbox.
- Agenda:** A text field containing 'Projektstand, Integration SAP'.

The menu consists of the following elements:

On the “Master Data” tab:

- **Number:** This alphanumeric field specifies the appointment distinctly in the system.
- **Name:** This field specifies the appointment (short name).
- **Category:** This selection specifies the appointment as internal or external.
- **Private:** This flag specifies the appointment as a private appointment.
- **Time Span (from and to):** The field from defines the probable appointment start and the field to defines the probable appointment end. An entry for these fields are mandatory.
- **Inviter:** These fields are preallocated from the system and specify the employee, who initiated the appointment. The inviter is also automatically entered in the participant list. The employee is defined in the employee menu.
- **Participants (Employees):** Further internal participant of the appointment (besides the inviter) can be selected. With the help of the action “send invitation”, !!!ballots can be sent to

further participants, who then accept or reject the appointment. In order to use this function, workflow "TimeEntryInvitation" must be active.

Mit Hilfe der Aktion "Einladungen verschicken" können Abstimmung an die weiteren Teilnehmer versendet werden, die dann den Termin annehmen (bestätigen) oder ablehnen.

- **Unit:** When a unit is selected, all personnel of the unit are entered in the participant list.
- **Agenda:** Comments concerning the appointment can be entered here.

The screenshot shows a web application window titled "Termin Abstimmung mit CONSULT wg. Projekt 41 05.01.2009 10:00:00". The "Einladungen" (Invitations) tab is active. On the left, there are three sections: "Ausstehend" (Outstanding), "Bestätigt" (Confirmed), and "Entschuldigt" (Excused). Each section has a "Keine Einträge" (No entries) button. The "Bestätigt" section displays a table with two columns: "Name" and "Vorname". The table contains two entries: 1. Name: Schaub, Vorname: Peter; 2. Name: Frenzel, Vorname: Thomas. The table has a scrollbar and a pagination bar at the bottom showing "Seite 1 von 1" and "1 - 2 / 2".

On the "Invitation" tab:

- **Outstanding/Pending:** If the invitation workflow "TimeEntryInvitation" is used, the participants who have not confirmed or declined are listed here.
- **Confirmed:** If the invitation workflow "TimeEntryInvitation" is used, the participants who have confirmed are listed here.
- **Excused:** If the invitation workflow "TimeEntryInvitation" is used, the participants who have declined are listed here.

The screenshot shows the same window, but the "Projekt" (Project) tab is active. It displays three fields: "Ansprechpartner" (Contact person) with the value "Nahl Lisa", "Projekt" (Project) with the value "41 Einführung Finanzbuchhaltung", and "Arbeitspaket" (Work package) with the value "41.3-1 Migration Konten, Debit.". Each field has a dropdown arrow and a set of icons (copy, search, print, delete) to its right.

On the "Misc" tab:

- **Contact Person:** The field contact person specifies the contact person and is automatically preallocated from the system, if the appointment has been created through the contact person (field appointment). The contact persons are administered in the contact person menu.

!!!!!! Das Feld Ansprechpartner kennzeichnet den Ansprechpartner und wird vom System automatisch vorbelegt, wenn der Termin über den Ansprechpartner (Feld Termin) angelegt wird. Die Ansprechpartner werden in der Maske Ansprechpartner verwaltet.

- **Project, Work Package:** In this field, appointments can be linked with projects and work packages. Dieses Feld erlaubt die Verknüpfung von Terminen mit Projekten und Arbeitspaketen. Wenn zunächst das Projekt ausgewählt wird, filtert das System die Arbeitspakete des ausgewählten Projektes.

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