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## 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 titled "Termin Abstimmung mit CONSULT wg. Projekt 41 05.01.2009 10:00:00". The form is divided into several sections:

- Stammblatt** (Main Data): Contains fields for "Nummer" (1134), "Name" (Abstimmung mit CONSULT wg. Projekt 41), "Kategorie" (Wo: Extern, Privat: checkbox), "Zeitspanne" (von: 05.01.2009 10:00:00, bis: 05.01.2009 13:00:00), "Einladender" (Abel Klaus), and "Teilnehmer" (Mitarbeiter: list with checkboxes for Abel Klaus, Frenzel Thomas, Schaub Peter; Unit: 010 Nürnberg).
- Einladungen** (Invitations): A tab for managing invitations.
- Projekt** (Project): A tab for project-related information.
- Agenda**: A field for "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 decline the appointment. In order to use this function, workflow "TimeEntryInvitation" must be active.

- **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 interface includes a menu bar with options like "Dokument", "Bearbeiten", "Ansicht", "Rückverweise", and "Aktionen". Below the menu, there are tabs for "Stamblatt", "Einladungen", and "Projekt". The "Einladungen" tab is active, showing a list of participants. On the left, there are sections for "Ausstehend" (No entries), "Bestätigt" (Confirmed), and "Entschuldigt" (No entries). The "Bestätigt" section displays a table of participants:

|   | Name    | Vorname |
|---|---------|---------|
| 1 | Schaub  | Peter   |
| 2 | Frenzel | Thomas  |

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 with the "Projekt" tab active. It displays fields for "Ansprechpartner" (Nahl Lisa), "Projekt" (41 Einführung Finanzbuchhaltung), and "Arbeitspaket" (41.3-1 Migration Konten, Debit.). Each field has a dropdown menu and a set of icons for actions like search, print, and delete.

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.
- **Project, Work Package:** In these fields, appointments can be linked with projects and work packages. When the project is selected, the system filters the work packages of the selected project.

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