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## 2.01.32 Time Entry

The **Time Entry** form administers the appointment entries of the personal calendar (see also [3.02.4 Alternative Work Areas](#)) and the group calendar. Time Entry consists of, amongst others, information about the type of appointment, the time span, the participant and the invitation status, as well as assigning the jobs.

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

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 with labels on the left and input fields on the right. The sections are: **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), **Teilnehmer** (Mitarbeiter: dropdown, Unit: 010 Nürnberg), and **Agenda** (Projektstand, Integration SAP). The form also includes a toolbar with various icons for document, print, and other actions.

The form 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 form.
- **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 "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 is expanded, showing a table of participants. The table has columns for "Name" and "Vorname". There are two entries: 1. Schaub, Peter and 2. Frenzel, Thomas. The table is on page 1 of 1.

	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 web application window, but the "Projekt" (Project) tab is active. It displays three fields: "Ansprechpartner" (Contact person) with a dropdown menu showing "Nahl Lisa", "Projekt" (Project) with a dropdown menu showing "41 Einführung Finanzbuchhaltung", and "Arbeitspaket" (Work package) with a dropdown menu showing "41.3-1 Migration Konten, Debit.". Each field has a search icon and a close icon.

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 form.
- **Project, Job:** In these fields, appointments can be linked with projects and jobs. When the project is selected, the system filters the jobs of the selected project.

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