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2.01.31 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 for creating a time entry. The title bar indicates the entry is for a meeting on 10.06.2009 at 11:00:00. The form is organized into sections: Entry ID, Name, Category, Timespan, Inviter, Attendees, and Agenda. The 'Attendees' section includes a list of employees with checkboxes for selection. The 'Agenda' section has a text area for notes.

The form consists of the following elements:

On the “Main” 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.

Time entry Meeting 10.06.2009 11:00:00

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Main **Invitations** Project

Outstanding

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	Name	First name
1	Conner	Jane
2	Williams	George

Confirmed No entries

Excused No entries

On the "Invitations" 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.

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Main Invitations **Project**

Contact Williams George

Project

Job

On the "Project" 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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