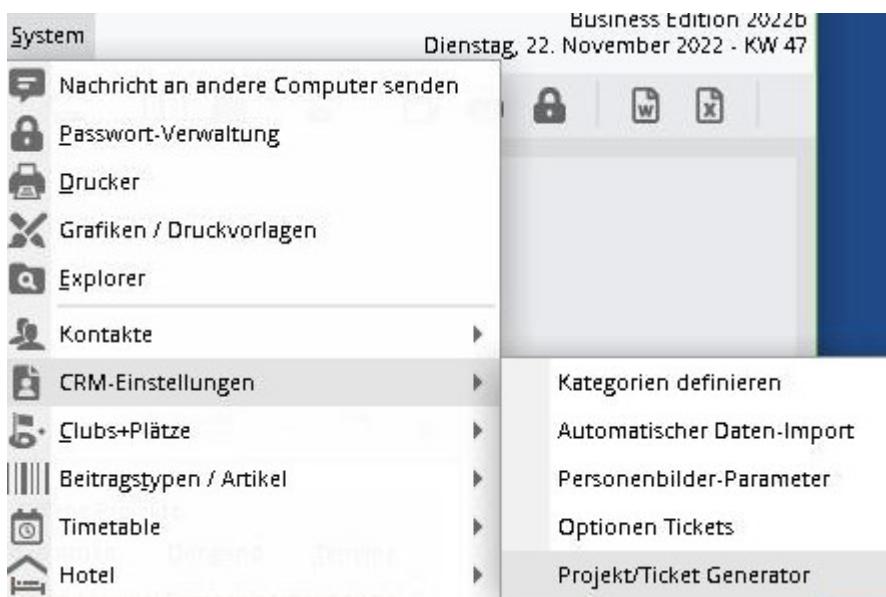


Project/Ticket Generator

The project or ticket generator can be called up under **System / CRM Settings / Project/Ticket Generator**.



Main window

Projekte								
Projekte	Ab Datum	Bis Datum	Wochentag	Uhrzeit	Alle	Im Voraus	Zuletzt generiert	
TK Technik	31.10.19	07.11.19	Donnerstag	09:00	Wochen	2	25.10.19 00:10:04	2 Generieren
	01.11.19 (F)	15.11.19	Freitag	09:00	Wochen	3	26.10.19 00:00:02	3 Zurücknehmen
	30.10.19	-	Mittwoch	15:00	Einmalig	Keine	21.10.19 11:21:29	Kopieren
	04.11.19	11.11.19	Montag	09:00	Wochen	2	29.10.19 00:01:33	

- 1. open a configuration window for a new project.
- 2. you can create the selected project manually here.
- 3. you can delete created projects from the system here.

Please note:

- (F) after the date means that this day is a public holiday.
- Under the All column you can see whether it is automatic. So either once or weeks/months
- Under the Last generated column, there is NO distinction as to whether it was created manually or automatically.

1st configuration window

Projekt 1

Adresse: tepi Telefonkonferenz, Wahl F3

Ansprechpartner:

Oberprojekt:

Kategorie: Telefonkonferenz

Titel: TK

Inhalt:

Für: Alle Bediener

Sichtbar: offen

Status: Als Neu mit Sternchen anzeigen

Anhang:

Startdatum: 25.11.19 Montag

Uhrzeit: 09:00

Zyklisch

Anzahl: 2 Projekte im voraus erstellen

Alle: 1 Wochen

Feiertagen: Überspringen

Durch Service erstellen

2

Einzeleneintrag	Kategorie Für	Datum	Zeit
<CUSTOMER> <PROJECT> //<l CALL		Gleches Datum	Projektzeit

+ Neu F9 Edit F7 Löschen F5

↑ In der Liste höher ↓ In der Liste tiefer

1. you can configure the project here. You can define the automatic mode further down.

Please note:

- The option „Show as new with asterisk“ means that if it is ticked, it will appear in the appointment window with the star icon.
- Cyclically determines the automatic. Then you can decide whether it should be done weekly or only every x weeks. With the option „Create by service“ it is automatically checked and created in the service.

2. list of all individual entries for the project. Individual entries can be added using the „New“ button.

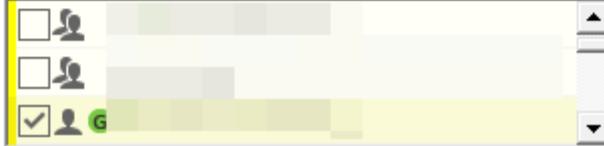
Individual entry

Einzeleinträge

Kategorie:

Titel:

Für:



Bei Gruppe einzelne Einträge mache

Sichtbar:

Status:

Als Neu mit Sternchen anzeigen

Datum:
+/- Anzahl Tage eingeben, falls sich das Datum unterscheidet sonst leer lassen

Uhrzeit: genaue Projektzeit

Dauer(Min):

Im Mitarbeiterplan anzeigen

Anhang

✓ OK ✗ Abbruch

In this window you can configure the desired individual entry/entries. Please note:

- You can either select a group under „For“ and the individual entry will be created for the group or you can also tick the box „Make individual entries for group“ and an individual entry will be created for each member of the group.
- If you tick „As new with asterisk“, the individual entry is not displayed in the appointment window until the resubmission date.

2. generate

Once you have selected a project and clicked on generate, the preview appears. It looks something like this:

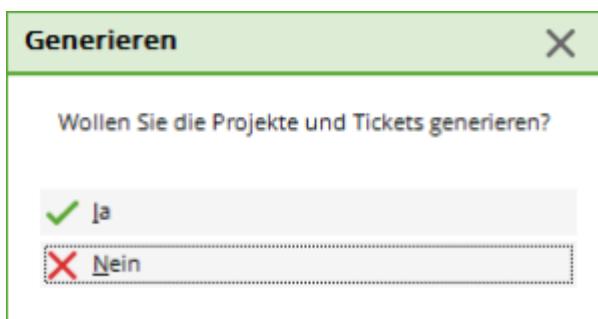
Vorschau					X
Projekt/Einträge	Datum	Zeit	Für	Timetable-Info	
<input checked="" type="checkbox"/>  TK	16.12.19	09:00	test		 Generieren
<input checked="" type="checkbox"/>  Tle	16.12.19	09:00	test		 Abbruch
<input checked="" type="checkbox"/> 	23.12.19	09:00	test		
<input checked="" type="checkbox"/> 	23.12.19	09:00	test		

The icon indicates whether it is a project (folder) or a ticket (status icon). If a project or ticket should not be created (for example, holidays), you can remove the tick on the far left and the project or ticket will not be created.

Nothing is displayed under Timetable info if everything is OK, otherwise there are 3 possible indications.

- „No TT entry is made“ („Show in employee schedule“ not ticked)
- „Collision !!!!!“ (TT entry collides with existing appointment, if confirmed anyway, it is entered as a filter)
- „No timetable area available“ (No TT entry possible, although „Show in employee schedule“ is ticked)

To continue, click on Generate. A final window appears.



Confirm with Yes and the projects / tickets are then generated. If you select No, the process is cancelled and nothing is generated.

3. cancel

Generated projects can be deleted here. All associated tickets and timetable entries are then also deleted. Select the desired project and press the Delete button.

Generierte Projekte			
Projekte	Datum	wurde generiert	
	25.11.19	12.11.19	00:02:53
	29.11.19	09.11.19	00:02:35
TK Technik	21.11.19	08.11.19	00:02:29

X Löschen
X Abbruch

The list only contains the projects that were generated in the last seven days. After that, the generated projects no longer appear in the list.