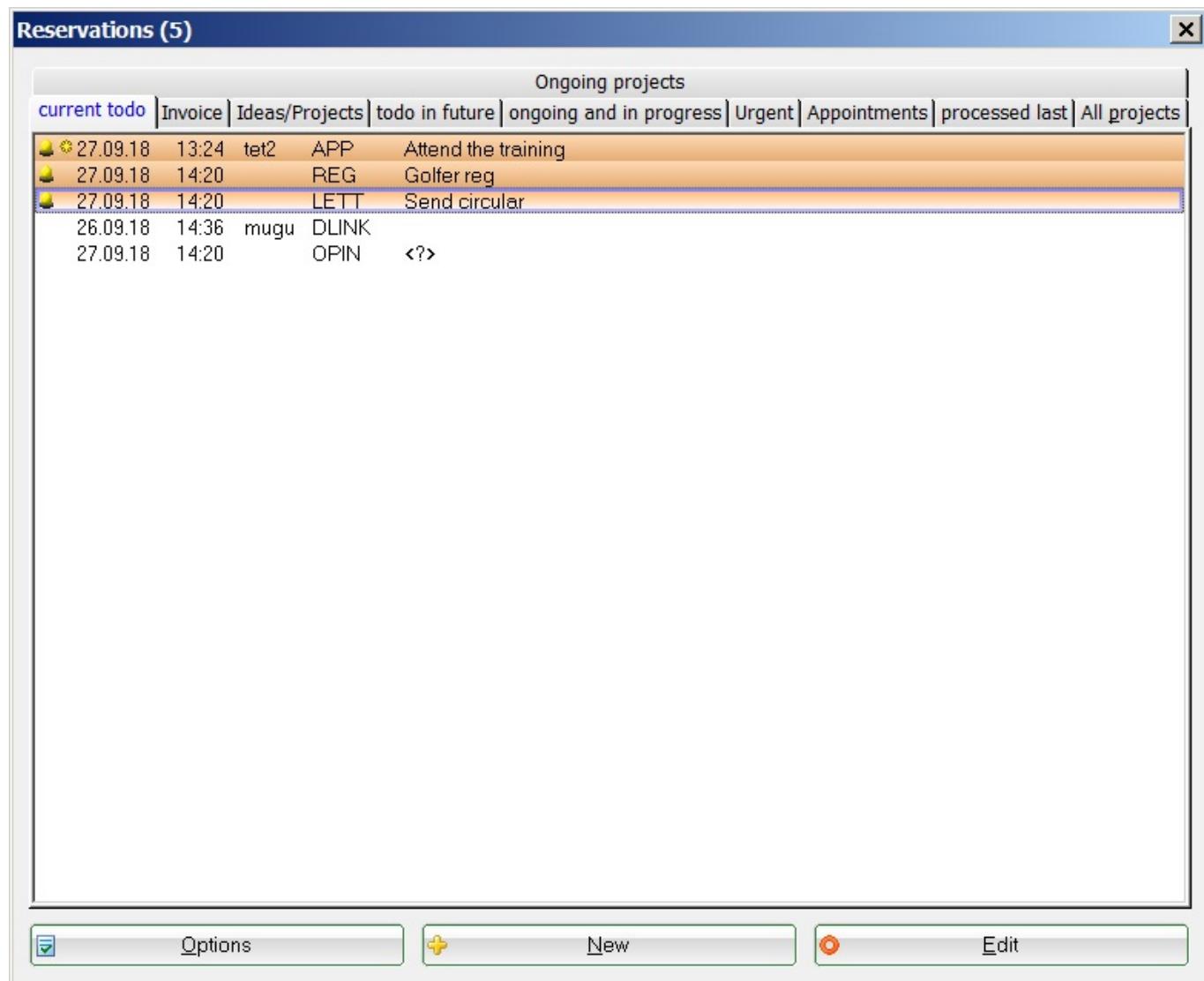


Appointment window

The password management is used to define which employees have access to this module. If the employee logs on to PC CADDIE, the appointment window is started automatically. However, you can also go to **Persons/Appointment window** to access it:



The screenshot shows a software window titled 'Reservations (5)'. At the top, there is a menu bar with tabs: 'current todo' (highlighted in blue), 'Invoice', 'Ideas/Projects', 'todo in future', 'ongoing and in progress', 'Urgent', 'Appointments', 'processed last', and 'All projects'. Below the menu, the title 'Ongoing projects' is displayed. The main area contains a list of five entries:

	Date	Time	User	Category	Description
1	27.09.18	13:24	tet2	APP	Attend the training
2	27.09.18	14:20		REG	Golfer reg
3	27.09.18	14:20		LETT	Send circular
4	26.09.18	14:36	mugu	DLINK	
5	27.09.18	14:20		OPIN	<?>

At the bottom of the window, there are three buttons: 'Options' (with a gear icon), 'New' (with a plus icon), and 'Edit' (with a circular arrow icon).

Only those tickets and projects that have been assigned directly to your user or the user group to which you belong are listed in the appointment window. These settings are regulated in the [Password management](#). A more detailed description of the entries can be found in the section [Ticket](#) section. Only the tab **Dates** tab affects all users. Under **Currently open** you will find all of today's tasks. **Open and in progress** refers to all tasks that have not yet been completed.

For example, if you have an open invoice, this is displayed in both the **Invoice** tab and in the **Open and in progress** tab. All other tabs should be self-explanatory.

Urgent Information with an alarm (reminder) is marked with a bell in front of the entry. An asterisk in front of the entry also indicates an unread entry:

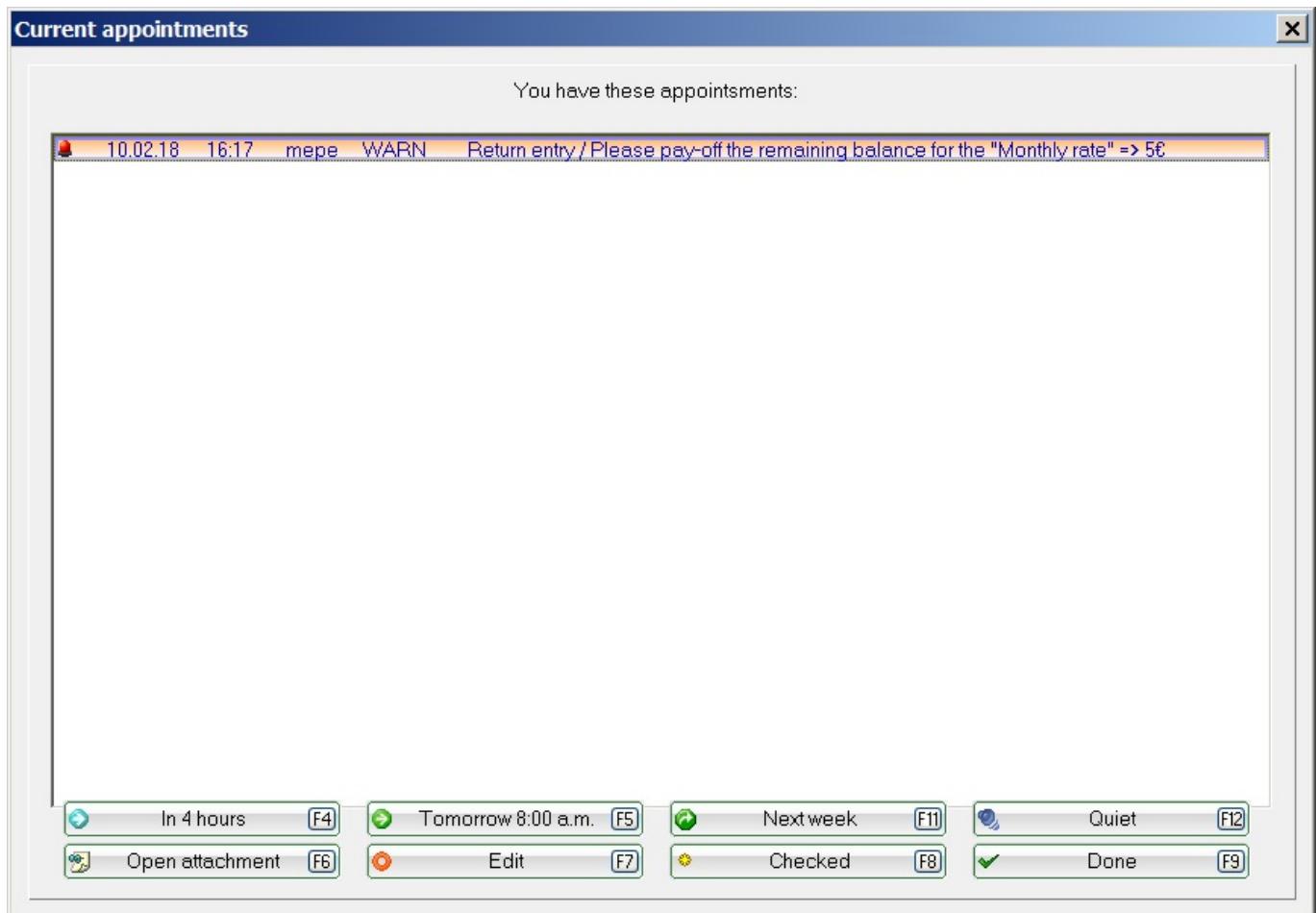


The screenshot shows the same appointment list as the previous image, but with a red arrow pointing to the bell icon of the first entry (27.09.18, 13:24, tet2, APP, Attend the training). This indicates that the entry has an alarm or reminder.

After you have opened the entry for the first time, the asterisk disappears.

27.09.18 13:24 tet2 APP	Attend the training
27.09.18 14:20 REG	Golfer reg
27.09.18 14:20 LETT	Send circular

Entries that are set to **Alarm urgent** require a very high level of attention. These entries are displayed on the screen every 20 minutes; an alarm also reminds you acoustically of their urgency. The logged-in user is forced to edit these entries.



The easiest way to do this is to use the options offered at the bottom of the window for resubmission or direct editing. The [alarm window](#) can also be opened manually.

TIP The appointment window can be switched off or deactivated for cash register stations. Please contact PC CADDIE Support for this.

Back to the [Overview](#)