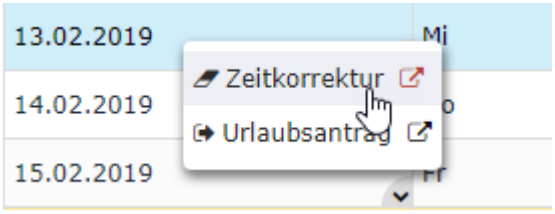
Kontextmenü

The **context menu** is a small menu that can be called from various **actions** as well as in the course of a **workflow process.** It provides a **shortcut connection** to various other frequently used actions.



The **content** of the context menu is different for each action, so it adapts "to the context" of the current activity. The context menu on the right, for example, shows a link from the monthly journal to time correction and vacation request.

Usually, the availability of the menu is indicated by **small, grey arrows** - by clicking on these arrows or right-clicking on a specific element, the menu is called up.

The following page describes how to **configure and customize** the context menu, if available. The menu is **configured individually** for each action. The configuration only distinguishes between the context menu in an **action** and the context menu in a **workflow process:**

Context Menu in an action

If a **context menu** is available in a particular action/configuration, it can be personalized in the **editing mode** of the action/configuration. This is done via the button **"Edit configuration details"** under the item **"Context menu".**

Mit dem Button **"Hinzufügen"** kann ein **neuer Menüpunkt** zum Kontextmenü hinzugefügt werden. Dabei können **folgende Einstellungen** vorgenommen werden:

Via the button **"Add"**, a **new menu item** can be added to the context menu. The **following settings** can be made:

- **Element**
  Here you select the **element in the action** to which the content of the context menu should **refer**. If, for example, you want the result of the context menu to be tailored to a day when clicking on a day in the calendar, select "Table cell" (the day is a cell). If, however, e.g. the monthly journal for the month of the clicked day is to be displayed from the calendar via the context menu, select "Table row" since the entire row represents the month.
- **Action**
  Under the item "Action" the **desired configuration/action to which the context menu item should link** can be selected in the dropdown element. This can be, for example, the monthly journal (ta_getJournal.cact) for the presence overview or the project time entry mask (editProjectTime.cact) for the editing of project times.
- **Context Parameters**
  These settings affect the **behaviour of the respective action**, which is started via the context menu. The context parameters available for selection always refer to the selected action and are based on the element selected in the "Element" menu item. If an action is selected for the menu item, the input assistant is launched by clicking on the ... **selection field**. If there are already pre-set settings for the corresponding action, one or more pre-set view variants can be selected under **"URL Pattern"**.
  If no view variants are preset, you must first select under "Parameters" which fields should be tailored and automatically filled in the target action accessed via the context menu.

- *If, for example, the time correction is an item in the context menu, the parameter "from_date" can be used to specify that the action should start with an automatically inserted date (e.g. date on which the cursor was when calling the context menu) for the time correction when the menu item is clicked.*
- Finally, under **"Value"** the actual values to be taken from the initial action and to use as parameters can be defined.

In practice, **the context menu in an action** can look like this for (e.g. for action "Monthly Journal"):

Element	Action	Parameter	Value	RESULT
Tablerow	Zeitkorrektur.proc	from_date	$day.$month.$year	**Right-clicking** on a certain line in your monthly journal now opens the **context menu** with a shortcut to the workflow process **"Time correction"**. The **date** for the time correction **(= from_date)** is now automatically the day (line in the monthly journal = element) on which the **cursor is located** when the context menu is called. The value follows the defined formatting day.month.year ($day.$month. $year).

Context Menu in a workflow process

If a context menu is available in a **workflow process** (e.g. to jump from a vacation request to the monthly journal), it can be adjusted directly in the **editing view of the process definition** under the tab **"Context menu"**.

The configuration here is the same as for the context menu in an action, the only difference is that the option "Element" is omitted. So here, you only have to select the **desired actions** and their **context parameters** which should appear in the menu.