General

Scheduling Module

The Scheduling module consists of the following items, which can be used to configure and manage it:

- **Rescheduling**
  Provides an overview of all reschedulings made
- **Rescheduling categories**
  Creation of organizational units (e.g. floaters, on-call duty, etc.), time models, activities, standby types, etc.
- **Rescheduling structures**
  This is where rescheduling structures (e.g. organizational units, daily schedules) are created and managed, as well as the assignment of rescheduling categories to the rescheduling structures created.
- **Import of daily schedules**

Dependencies on other Webdesk modules

There are the following **dependencies** on other **Webdesk modules**:

- **po** (core)
- **ta** (optional, to display IF6020 information)
- **gw** (optional, to display values from the groupware system)
- **wf** (to display information about rescheduled values as an entry in the task list and to query unapproved absences.

Included actions

- showRsTypes
  - List of available scheduling objects
- editRsType
  - Edit action for a single scheduling object
- showReschedulings
  - Display-only action for the individual employee, containing all currently rescheduled entries of the employee for the selected period
- doRescheduling (scheduling action) -
  - The action is configurable; a configuration should always be used (the full-system administrator cannot execute this action because they do not belong to a client

Required permissions

In addition to the actions listed above, employees who are to be able to create rescheduling entries must be granted permissions for the following actions:

- showGroups (display list of groups)
- showPersons (display list of persons)

These permissions are required to select persons in scheduling and to select groups when creating scheduling objects.

Process definition

To enable notification about reschedulings via workflow entry, the following process is required:
Umplanung.xpdl
The name of the process must be "Umplanungshinweis".

Job "Inform about Reschedulings"

Notification about reschedulings that have been made or are planned can be sent using the job "Inform about Reschedulings".
The rescheduled employee can be notified in the following ways:

- Email notification
- Via workflow entry
- Entry in the groupware system

The job is configured according to the desired notification method.

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Note on including the groupware system: To generate reminders, **GwService version 1.7** is required on the Notes side (not yet released) and **Webdesk version 3.2.2** for Exchange. The system parameter "groupsToCheck" does not apply here.

Felder

Name	Wert
Modul	Rescheduling & Planning (rs)
Artefakt-Typ	Action