Rescheduling

The **scheduling module** (also **RS - Rescheduling**) simplifies the scheduling of employees into the future. Among other things, the module enables:

- the **assignment** to freely definable **scheduling categories**, such as **floater duty**, workplace assignment, etc.
  The floater employees are combined in loose groups; several scheduling records per employee and day are possible.
- an alternative assignment or the **swapping of daily and weekly programs** for seasonal scheduling
- the **scheduling of on-call duty**

The **scheduling views** are configurable; the workflow process and the granting of viewing authorizations are handled as usual.
In addition, convenient **recording of series** (e.g., every Monday, ...) and a separate **rescheduling view for employees** are provided.
The **scheduling overview** shows all reschedulings made.

Information about reschedulings can be generated **by e-mail**, as well as via a **workflow request** (review) or via a **calendar entry**.

The rescheduling is displayed with a groupware **calendar entry** in the calendar or group calendar as an appointment and/or reminder.