Rescheduling - Daily Programs

- **Show search mask initially**
  If the parameter is set to **"Yes"**, the search mask is always displayed first when the menu item is opened. If the parameter is set to **"No"**, the overview of the reschedulings is initially displayed, according to the parameters selected once. The search mask can be shown at any time.
- **Rescheduling structure**
  The rescheduling structure is defined by the administrator and can concern daily programs or organizational units (prefilled here automatically with "Daily programs").
- **Rescheduling mode**
  Choice between "Group scheduling" and "Group detail scheduling"
  If **Group scheduling** is selected, an **optional detail view** additionally appears below.
- **Interval**
  Scheduling in a weekly or monthly interval; the "Week" setting is recommended, since the query performs better and is displayed more clearly.
- **Date format of heading**
  The date heading can be displayed in either long, medium or short format
  - long - date display with weekday, day, month, year
  - medium - date display with weekday, day of the month
  - short - date display with day of the month
- **Detail view**
  The detail view only appears if "**Group scheduling"** was selected as the rescheduling mode.
  The detail view can be used to display **additional details**:
  - occupied time information (from the GW system)
  - approved and unapproved absences from the Time & Attendance system
  - approved absences from the Time & Attendance system
  - requested absences that have not yet been approved
  - Daily program target working time from the Time & Attendance system
  - Daily program number from the Time & Attendance system
  - Daily program name from the Time & Attendance system
  - Daily program core hours from the Time & Attendance system
  - Date of the day from the Time & Attendance system
- **Show title in detail view**
  If the parameter is set to "Yes" and a field is selected in the detail view, e.g., target working time, "Target: 8.15" is displayed in the respective cell. With "No", no title appears; only "8.15" is displayed.
- **Width of detail view** in pixels
- **Font size**
- **Groups to be scheduled**
  With this parameter, the department information can be queried either via the **organization chart** or via the **favorites .** The rescheduling is made with a **new rescheduling entry** :
- **Employee**
  Selection of the employee whose daily program is to be rescheduled
- **Scheduled for**
  Selection of the daily program
- **Date**
  Entry of the date on which the rescheduling is to take place
- **Repeat until** / **Repetitions**

If the rescheduling is not to be made for just one day but repeated on several days, the period is determined here (see below).

- **From** / **To** or **all day**
  Specification of the time of the rescheduling or marking it as an all-day rescheduling (not applicable if the rescheduling structure only permits all-day reschedulings)
- **Remarks**
  Specification of any remarks
- **Apply**
  Clicking the Apply button carries out the rescheduling.

The scheduling of the daily programs appears in the calendar immediately after applying. Further scheduling can be done right afterwards.

Repetitions/Recording of Series

If the rescheduling is not to be made for just one day but repeated on several days, the period is determined via "Repetitions".

The entire period is entered under **Date - repeat until**.

If you click "**Show repetitions**", the entire period entered above appears checked. If "**Include days on weekends**" is not checked, Saturdays and Sundays are not scheduled.
If only certain weekdays are to be scheduled, the individual check marks can be removed by clicking them. Via "**Refine selection**", for example, all Mondays can be selected or deselected at once. In this way, series can be created, for example, only for Mondays, Monday and Friday, or any combination.
The weekends are marked in beige (Saturdays lighter, Sundays darker).

Deleting/Changing Scheduled Daily Programs

The scheduling entry for the daily programs **cannot** be deleted under "Open Requests" like all other requests. To delete a scheduling entry, the scheduling mask must be opened.

Click the day to be changed --> "Click here to edit"

If the scheduling entry is to be **deleted** completely, click the "**Remove"** button in the "**Edit rescheduling entry"** area. This removes the scheduling entry.

If the scheduling entry is to be **changed**, the desired change can be made directly in the "**Edit rescheduling entry"** area:

- Change of period
- Change of the daily program, etc.
- Recording of a series/repetition
- with **"Apply"** the change is applied

Scheduling entries that lie before the editing period set by the administrator can no longer be changed or deleted.