- **Show search form initially**
  If the parameter is set to **Yes**, the search form is always displayed first when the menu item is opened. If the parameter is set to **No**, the overview of on-call duties is displayed initially, according to the parameters selected once. The search form can be shown at any time.
- **Rescheduling structure**
  The rescheduling structure is defined by the administrator and can relate to daily schedules or organizational units; here it is automatically prefilled with "Organization".
- **Rescheduling mode**
  Choice between group scheduling and group detail scheduling
  If **Group scheduling** is selected, an **optional detail display** additionally appears below
- **Interval**
  Scheduling in weekly or monthly intervals
- **Date format of heading**
  The date heading can be displayed in long, medium, or short format
  - long - date display with weekday, day, month, year
  - medium - date display with weekday, day of month
  - short - date display with day of month
- **Detail display**
  The detail display only appears if **Group scheduling** was selected above under rescheduling mode.
  The detail display can show optional additional details:
  - occupied time information (from GW system)
  - approved and unapproved absences from the time management system
  - approved absences from the time management system
  - requested, not yet approved absences
  - daily schedule target work time from the time management system
  - daily schedule number from the time management system
  - daily schedule name from the time management system
  - daily schedule core time from the time management system
  - day date from the time management system
- **Show title in detail display**
  If the parameter is set to YES and a field is selected in the detail display, e.g. target work time, "Target: 8.15" is shown in the respective cell; if NO, no title appears and only "8.15" is displayed.
- **Width of detail display** in pixels
- **Font size**
- **Groups to be scheduled**
  If the scheduling permission only extends to the **own person**, the employee can only select themselves and make scheduling entries only for themselves.

Repetitions / entering series

Use this if the rescheduling is not to be made for one day only but repeated on several days within a period. The entire period is entered under **Date - repeat until**; the desired days can be selected via "**Repetitions**".

If you click "**Repetitions**", the entire period entered above appears checked.
If only certain weekdays are to be scheduled, the individual checkmarks can be removed by clicking them. In this way, for example, **series** can be created only for Mondays, or Monday and Friday, or any combination. Weekends are marked in beige (Saturdays lighter, Sundays darker).

Deleting / changing scheduled organizational units

The scheduling entry for the organization can **not** be deleted under "My requests", unlike all other requests. To delete an organization scheduling request, the scheduling form must be opened.

Click the day to be changed > **Click here to edit**

If the scheduling entry is to be **deleted** completely, check the "**del.**" box in the upper field **Edit rescheduling**, then click **Apply**. This removes the scheduling entry.

If the scheduling entry is to be **changed**, the desired change can be made under **New rescheduling entry**:

- Change of period
- Change of the scheduled activity, etc.
- Entering a series / repetitions
- The change is applied with **Apply**