

# Reservation window

The employees that can access this module are specified in the Password management. If the employee logs in to PC CADDIE, the appointment window is automatically started. You can also access it under **Persons/Reminder window**:

Reservations (5)

Ongoing projects

current todo

Invoice

Ideas/Projects

todo in future

ongoing and in progress

Urgent

Appointments

processed last

All projects

	27.09.18	13:24	tet2	APP	Attend the training
	27.09.18	14:20		REG	Golfer reg
	27.09.18	14:20		LETT	Send circular
	26.09.18	14:36	mugu	DLINK	
	27.09.18	14:20		OPIN	<?>

Options

New

Edit

Only those tickets and projects directly related to their user or to the user group to which they belong are listed here. These settings are made in the [Password management](#). A detailed description of the entries can be found section [Ticket](#). Only the tab **Appointments** affects all users. Today's tasks are found under **Current todo**. **Ongoing and in progress** indicates all work not yet completed.

For example, if you have an open invoice, it will be visible both in the tab **Invoice** and in the tab **Ongoing and in progress**. All other tabs should be self-explanatory.

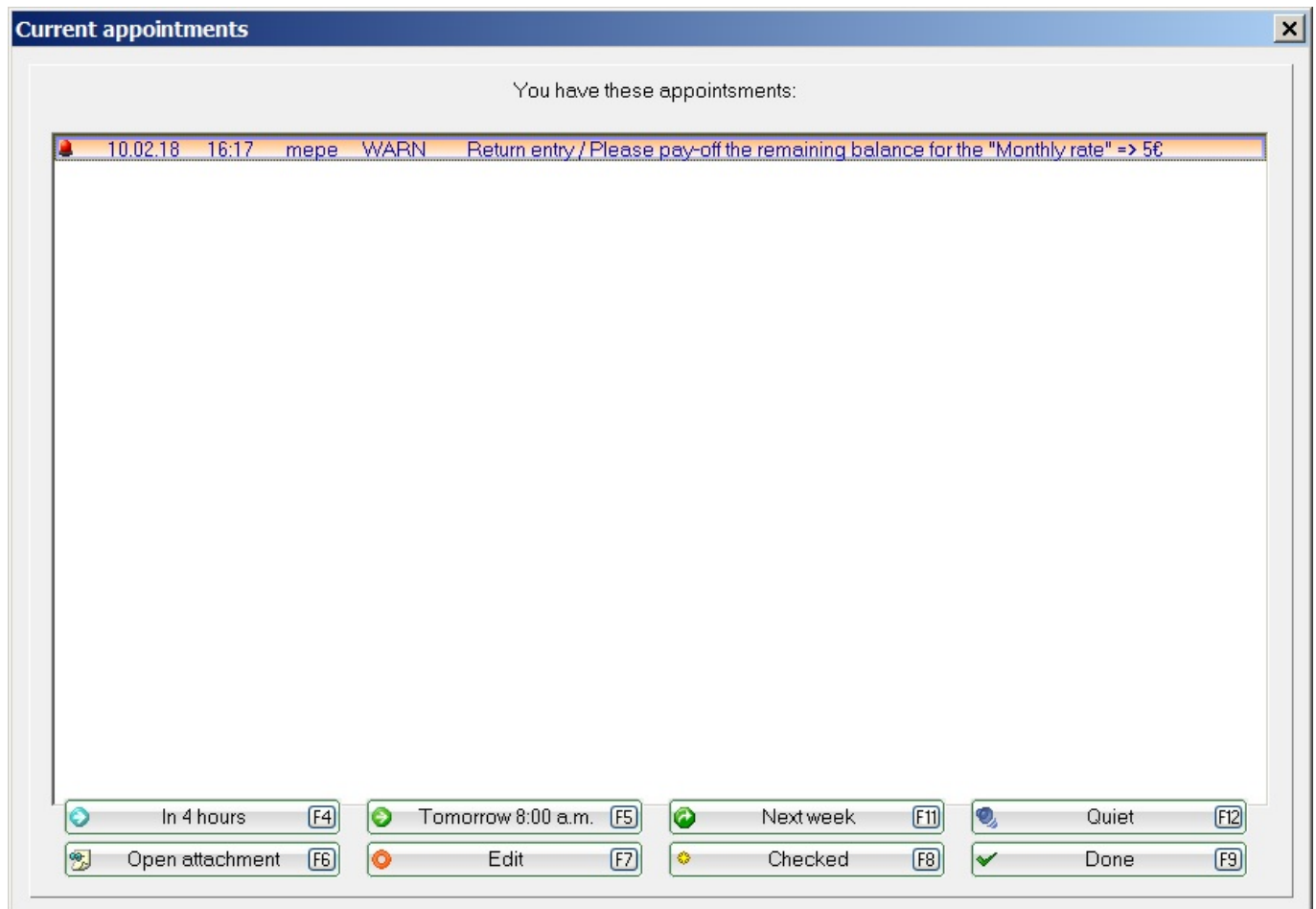
**Urgent** information with alarm (reminder) will be marked with a bell in front of the entry. A star in front of the entry stands for unread:

	27.09.18	13:24	tet2	APP	Attend the training
	27.09.18	14:20		REG	Golfer reg
	27.09.18	14:20		LETT	Send circular

After opening the entry for the first time, the star disappears.

	27.09.18	13:24	tet2	APP	Attend the training
	27.09.18	14:20		REG	Golfer reg
	27.09.18	14:20		LETT	Send circular

Entries marked with **Alarm urgent** demand very high attention. These entries are displayed on the screen every 20 minutes; an acoustic alarm also reminds you of the urgency. The logged in user is forced to edit these entries.



The easiest way to deal with the alarms is to use the reminder or direct editing options, available via the buttons from the bottom of the window. The [Alarm window](#) can also be opened manually.

HINT: The appointment window can be switched off or deactivated for cash registers. Please contact the PC CADDIE Support.

Back to the [Overview](#).