AppCal Support
Appointment management

Actions to an appointment request

- To **accept** a request, click on the request cell in your own calendar and choose "Accept"

- To **decline** a request, click on the request cell in your own calendar and choose "Decline". If you choose to decline you should give a reason. The request disappears immediately from your calendar but will be visible in the requester's calendar until the decline has been acknowledged

- You can change the **time or duration** of an appointment by clicking on the appointment and choose "Suggest change" in the popup menu. If you only want to change the duration you change the number of cells, write a note and press ok. If you also want to change the time of the appointment you press "Suggest new time"

- If you receive a request which should be handled by **another participant** from your company, you can click on the request and choose "Forward" followed by choosing the recipient

Print and export a calendar

- To print a calendar, go to the **Calendar** page you want to print and click "Print calendar" at the bottom of the page. AppCal will create a pdf document that is ready to print

- You can export calendar information to Excel by clicking "Export to Excel" located at the bottom of every **Calendar** page

Coordinator: Insert confirmed appointment

Although it is not a recommended practice, it may happen that an appointment is agreed to outside of the Appointment Calendar. **Coordinators** may insert such an appointment as accepted in their calendar and the other participants calendar.

- Select the participants' calendar

- Click on the correct time cell and choose "Insert confirmed appointment"

- Add a note if needed

- The appointment will show as "Accepted" on both calendars

Writing messages

There are several ways to start writing a message to another participant

- From the **Participants** page. There is only one message box per company, so all messages will go to that company box no matter which participant from the company you choose

- From the **Calendar** header. Click on the person you want to send the message to. Note that there is the option to send a message (to the **Messagebox**) or send an email (to an external email)

- By clicking the "Write a message" button on the **Messagebox** page