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