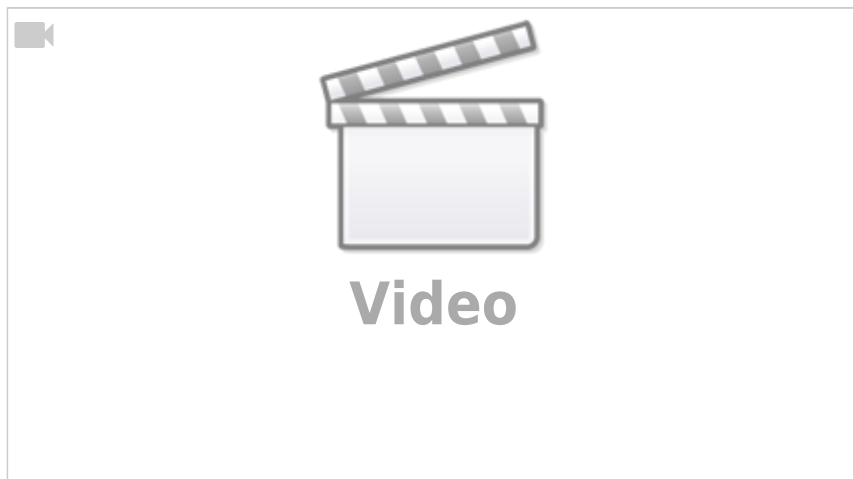


# Agenda of actions

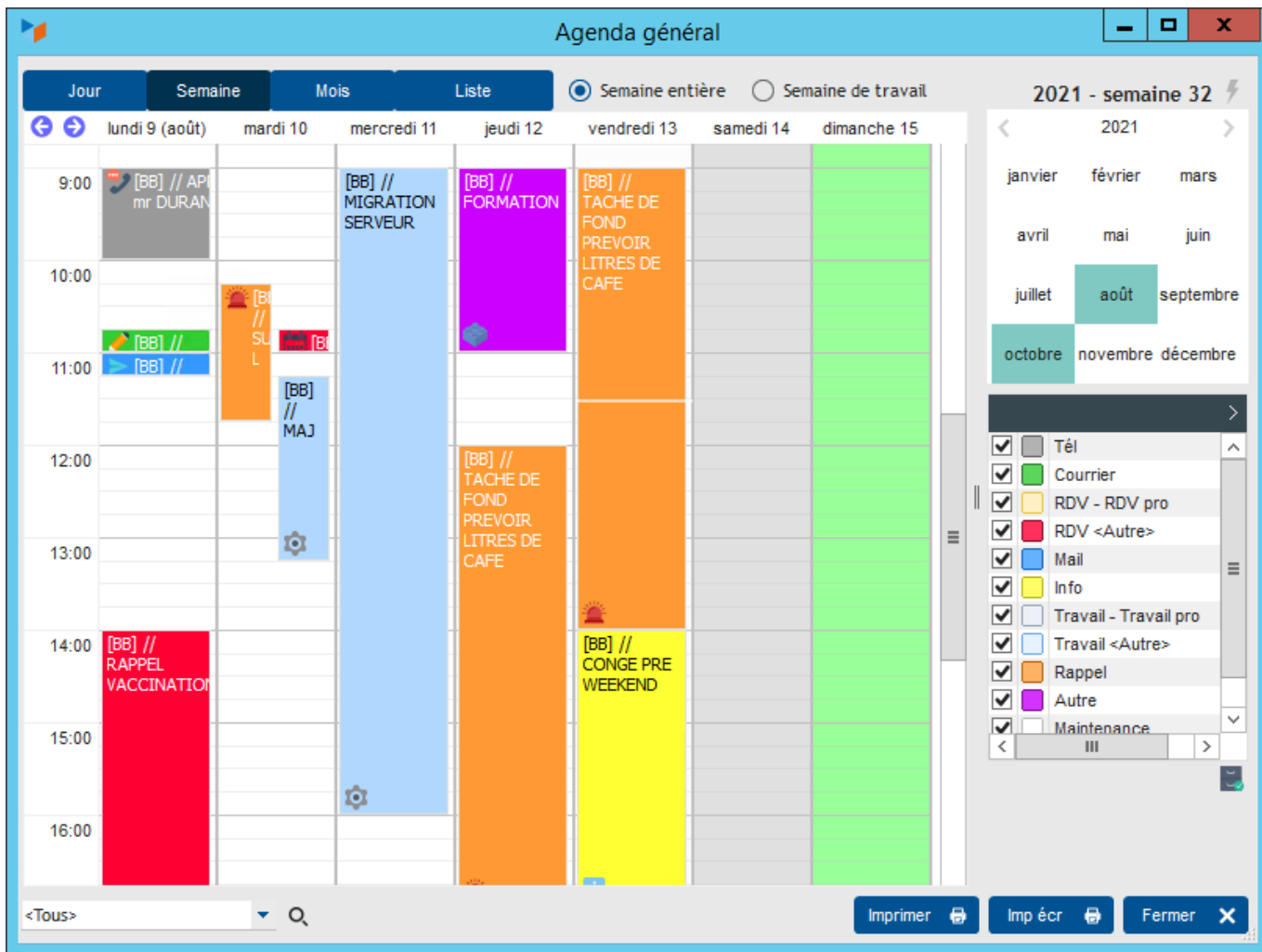


A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the [forum](#).

The calendar presents all the actions making up the internal activity (as opposed to interventions, which represent the external activity) of the company: appointments, work to be done, telephone contacts, various documents, etc.



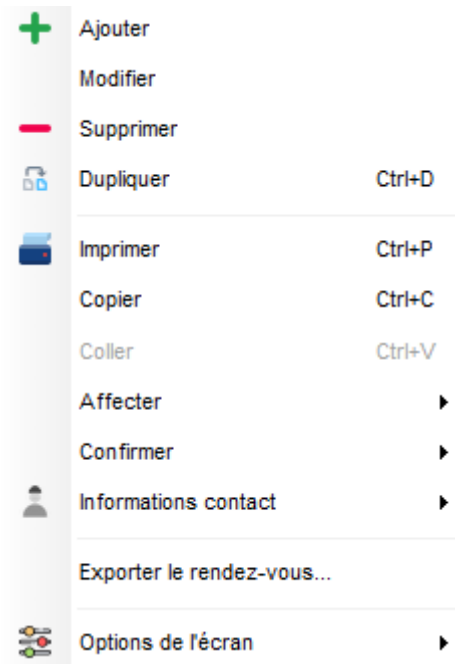
## Using the screen



The actions calendar allows them to be managed graphically: actions can be created, moved or modified with the mouse.

Only actions which represent a duration, i.e. which have a specified start date and time, as well as a specified end date and time, are displayed.

## Context menu



In the options available in the context menu:

- **Assign to all** allows you to copy the selected action and assign it to all non-archived users in the database
- **Confirm** allows you to send a confirmation email or SMS (useful for confirming a particular appointment)
- **Show on 24 hours** allows you to display the calendar in the range from 00:00 to 24:00 (otherwise, the normal hours work interval is displayed).
- **Print all addresses** is an option which allows you to print on the appointment card all the addresses of the contact in question (otherwise it is the professional address if the contact is a company, or the personal address if the contact is an individual).

## Other Activity articles

[Action planning](#)

[Actions](#)

[Agenda of actions](#)

[Ingredients](#)

[Intervention planning](#)

[Interventions](#)

[Personal service tax certificate](#)

[Planned actions](#)

[Typical process and steps](#)

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Last update: **2025/06/24 21:16**

