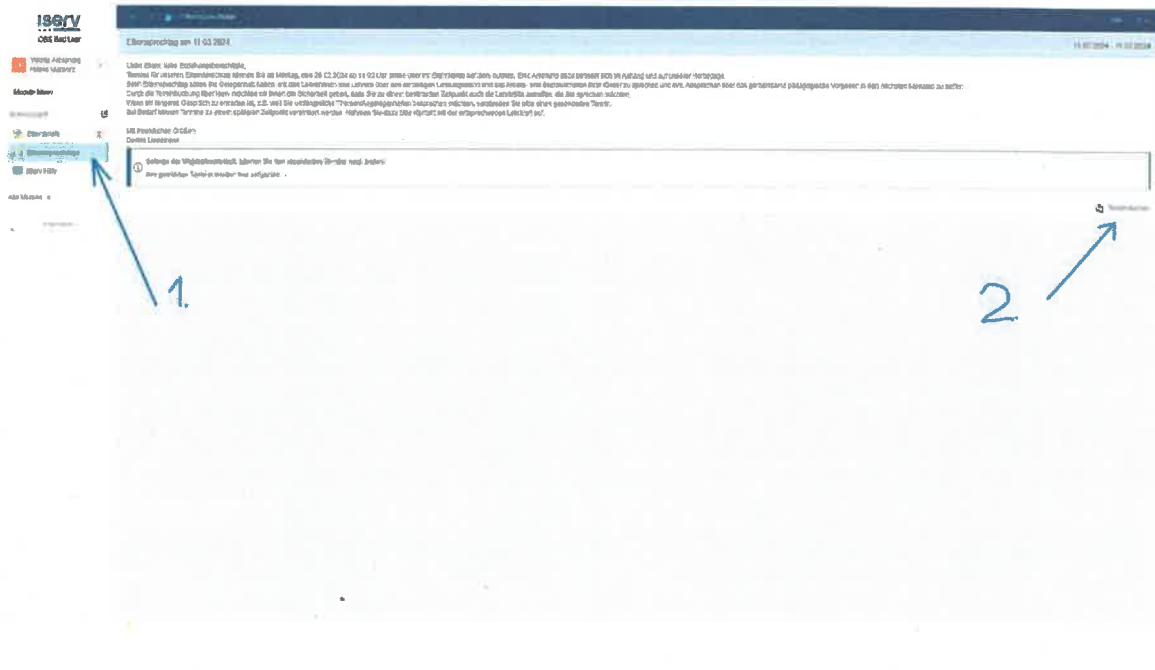


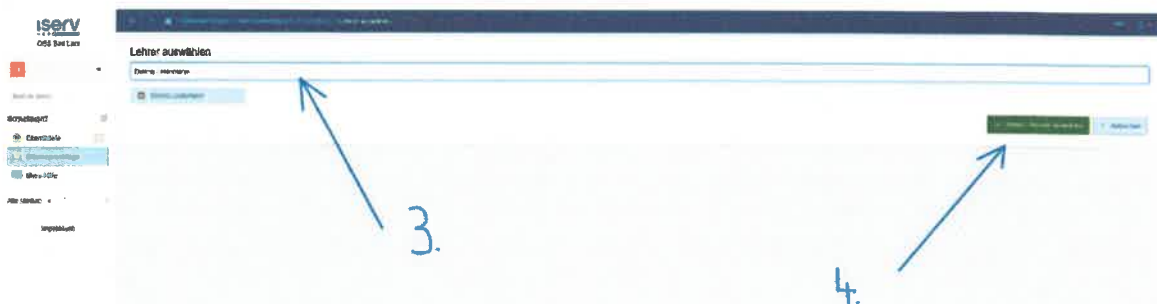
# Anleitung: Wie buche ich einen Termin zum Elternsprechtag?

Einloggen im Iserv-Konto, dann ...

1. ... Elternsprechtag auswählen
2. ... Termin buchen



3. ... Lehrkraft auswählen
4. ... Uhrzeit festlegen



## 5. ... Uhrzeit und Termin bestätigen

The screenshot shows the 'Termin auswählen' (Select Appointment) screen in the iserv software. The date is set to Monday, 11.03.2024. A vertical list of time slots is displayed, with the 14:30 slot highlighted in green. A blue arrow labeled '5.' points to this slot. Another blue arrow labeled '5.' points to the 'Termin bestätigen' (Confirm Appointment) button located at the bottom right of the interface.

## 6. ... Zusammenfassung

## 7. ... Termine überarbeiten

The screenshot shows the 'Terminübersicht' (Appointment Overview) screen in the iserv software. It displays a summary table for Monday, 11.03.2024. The table has three columns: 'Vorgesetzter', 'Name', and 'Kunde'. The 'Vorgesetzter' column contains the name 'Daniela Lindemann'. A blue arrow labeled '6.' points to this column. Another blue arrow labeled '7.' points to the 'Termin überarbeiten' (Edit Appointment) button located at the bottom right of the interface.

Vorgesetzter	Name	Kunde
14:30 Daniela Lindemann		JANINE HERR
14:30		