

[previous](#) [Home](#) [next](#)

# 2.11.03 Group Appointment Calendar "Team Calendar"

The group appointment planner administers project relevant appointments ([milestones](#), external and internal appointments, project actions) and person-related appointments ([absences](#) like vacation and illness, [holidays](#), general [activities/promotion](#), ...).

The calendar can be opened for a user, a group (for example, [unit](#)) or all employees for any time period. If the appropriate access permission is assigned, the appointments can not only be viewed but also defined.

Holidays, absences, milestones and open activities/promotions are transferred from the appropriate input data in the system. Appointments can be (with adequate access permission) freely defined. Furthermore, employees included in these schedules, can be informed through the internal mail system [Mailer](#).

**Tip:** For more on this subject see chapter [3.04.3 Group Organizer "Team-Calendar"](#)

Advanced selection					
Days	Müller Hans	Carter Simon	Chavez Marc	Miles Sarah	Adoro Luca
We 02.05	<ul style="list-style-type: none"><li>10:00 AM - 1:00 PM: Approval Planning</li><li>3:00 PM - 8:00 PM: Meeting with EIcon in Liverpool</li></ul>	<ul style="list-style-type: none"><li>3:00 PM - 8:00 PM: Meeting with EIcon in Liverpool</li></ul>	<ul style="list-style-type: none"><li>10:00 AM - 1:00 PM: Approval Planning</li></ul>		
Th 03.05	<ul style="list-style-type: none"><li>8:00 AM - 5:00 PM: Informationmate Robert Newman</li></ul>		<ul style="list-style-type: none"><li>8:00 AM - 5:00 PM: Informationmate Robert Newman</li></ul>		
Fr 04.05					
Sa 05.05					
Su 06.05					
Mo 07.05	<ul style="list-style-type: none"><li>1:00 PM - 5:00 PM: Update project and test planning</li></ul>	<ul style="list-style-type: none"><li>8:00 AM: Presentation: Grand David</li><li>1:00 PM - 5:00 PM: Update project and test planning</li></ul>		<ul style="list-style-type: none"><li>8:00 AM: Spare TimeCompensa</li><li>1:00 PM - 5:00 PM: Update project and test planning</li></ul>	<ul style="list-style-type: none"><li>8:00 AM: Presentation: Grand David</li><li>1:00 PM - 5:00 PM: Update project and test planning</li></ul>
Tu 08.05			<ul style="list-style-type: none"><li>12:00 AM: 194.1-A</li></ul>		
We 09.05	<ul style="list-style-type: none"><li>12:00 AM: 194.1-A</li></ul>				
Th 10.05					
Fr 11.05					

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