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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 Team Calendar](#)



The screenshot shows the 'TeamCalendar' application window. The title bar includes a close button, a help icon, and the text 'TeamCalendar'. Below the title bar is a toolbar with a refresh icon, a 'Teamansicht' dropdown menu, a green checkmark icon, and a 'Nächste Kalenderwoche' dropdown menu. The main area displays a calendar for January 2007, with columns for each day of the week (Mo, Di, Mi, Do, Fr, Sa, So) and rows for each date (08.01 to 14.01). The calendar is organized into a grid with columns for different users: Schaub Peter, Batzeck Klaus, Franke Helene, Müller Julia, and Schröder Sandra. Various appointments are visible, including 'Informationsmaterial: Stutzer Jochen', 'Abnahme Planung', '10:00-12:00 Personalgespräche', '11:40 Kontaktpflege: Nahl Lisa', '13:00-17:00 Besprechung CONSULT in Hamburg', and 'Konzeptabnahme'.

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