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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 reads "TeamCalendar". Below the title bar is a toolbar with icons for undo, redo, and a "Teamansicht" dropdown menu. To the right of the toolbar are input fields for "Nächste Kalenderwoche" (Next Calendar Week) with a date range from 08.01.2007 to 14.01.2007, and a user selection dropdown showing "Schaub Peter". Below these are fields for "Auswahl anzeigen" (Show Selection) with a date range from 01 - Januar to 2007.

The main area displays a calendar grid for January 2007. The columns represent different users: Schaub Peter, Batzeck Klaus, Franke Helene, Müller Julia, and Schröder Sandra. The rows represent the days of the week from Monday (08.01) to Sunday (14.01). The calendar shows various appointments, 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".

KW 2	Schaub Peter	Batzeck Klaus	Franke Helene	Müller Julia	Schröder Sandra	KW 2
Mo 08.01	Informationsmaterial: Stutzer Jochen Abnahme Planung	Abnahme Planung				Mo 08.01
Di 09.01	10:00-12:00 Personalgespräche	10:00-12:00 Personalgespräche	11:40 Kontaktpflege: Nahl Lisa	10:00-12:00 Personalgespräche		Di 09.01
Mi 10.01	13:00-17:00 Besprechung CONSULT in Hamburg	13:00-17:00 Besprechung CONSULT in Hamburg			13:00-17:00 Besprechung CONSULT in Hamburg	Mi 10.01
Do 11.01	Informationsmaterial: Meier Gabi					Do 11.01
Fr 12.01	Konzeptabnahme		Konzeptabnahme			Fr 12.01
Sa 13.01						Sa 13.01
So 14.01						So 14.01

The screenshot displays the TeamCalendar application window. The title bar reads 'TeamCalendar'. The interface features a toolbar with icons for undo, redo, and other functions. A dropdown menu labeled 'Teamansicht' is visible. The date range is set to 'This week' from '05.10.2009' to '11.10.2009'. The calendar grid shows events for four team members: Conner Jane, Tate Adam, Timothy Jones, and Williams George. Events include 'Approval Planning', 'Meeting with ELCo in Liverpool', 'SpareTimeCompensation', 'Presentation: Smith Alice', 'Project planning', and 'Meeting: Williams George'.

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