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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 Gruppenterminplaner](#)

TeamCalendar

Teamansicht

This week

05.10.2009

11.10.2009

Conner Jane

M10_October

2009

9-19

Show selection

CW 41	Conner Jane	Tate Adam	Timothy Jones	Williams George
Oktober 2009				
Mo 05.10	Approval Planning Meeting with ELCo in Liverpool	Meeting with ELCo in Liverpool	Approval Planning	
Tu 06.10	14:00 Information material: Robert Newman		SpareTimeCompensation 14:00 Information material: Robert Newman	
We 07.10	Presentation: Smith Alice 14:00-16:00 Update project and test planning	Presentation: Smith Alice	14:00-16:00 Update project and test planning	14:00-16:00 Update project and test planning
Th 08.10	Project planning	Project planning	Meeting: Williams George Project planning	
Fr 09.10	13:00 Meeting: Williams George	11:00-17:00 Meeting	11:00-17:00 Meeting	11:00-17:00 Meeting
Sa 10.10				

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