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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 Group termin planer](#)

The screenshot displays the TeamCalendar application window. The title bar reads 'TeamCalendar'. The interface features a toolbar with icons for refresh, save, print, and view toggles. Below the toolbar, there are dropdown menus for 'Teamansicht', 'This week', '05.10.2009', '11.10.2009', 'M10_October', '2009', and 'Conner Jane'. A 'Show selection' button is also present. The main area shows a calendar grid for October 2009, with columns for team members: Conner Jane, Tate Adam, Timothy Jones, and Williams George. The calendar grid contains various events, including 'Approval Planning', 'Meeting with ELCo in Liverpool', 'Spare Time Compensation', 'Presentation: Smith Alice', 'Project planning', and 'Meeting: Williams George'. The events are color-coded and include icons representing their type (e.g., meeting, presentation, approval).

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