

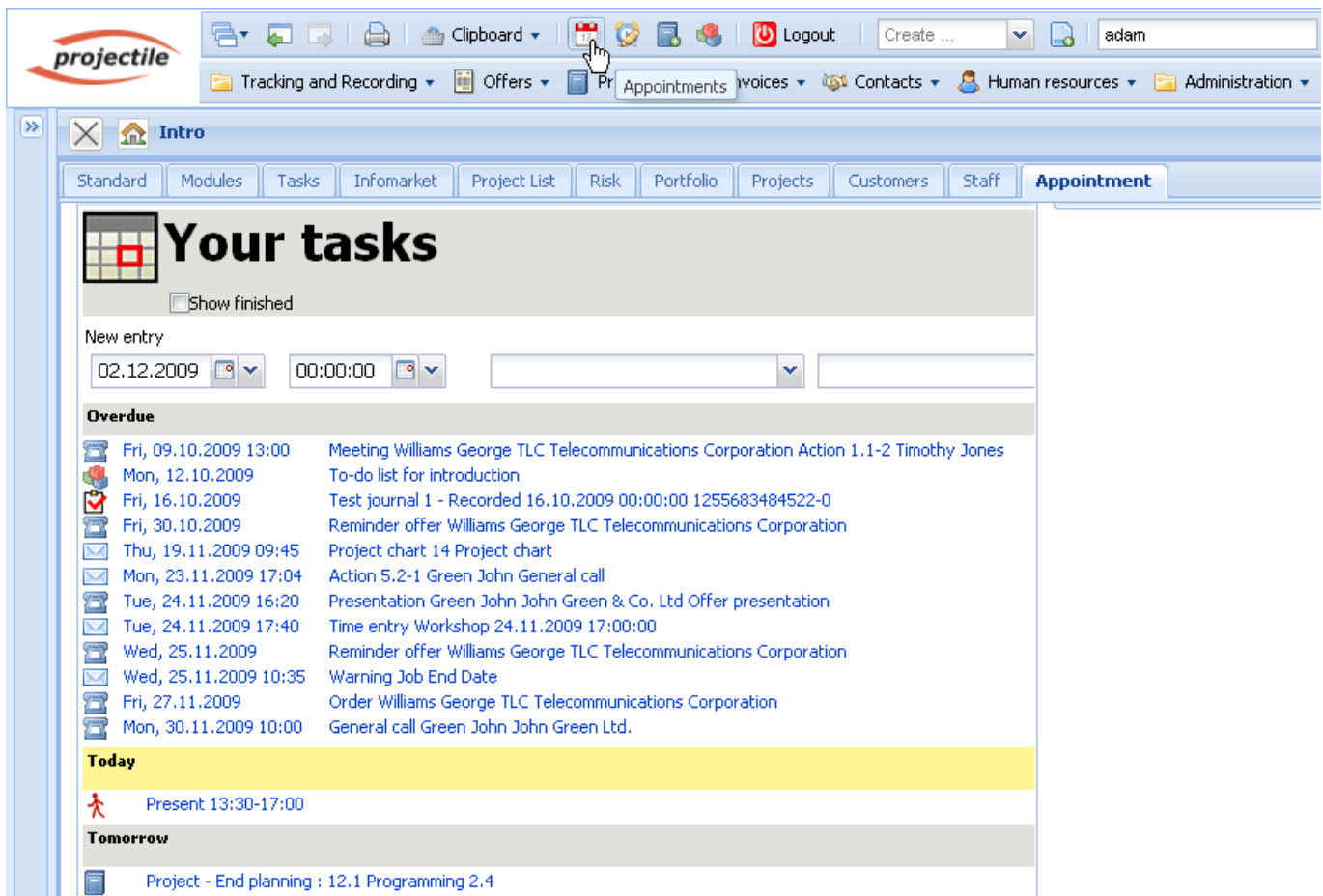
[previous](#) [Home](#) [next](#)

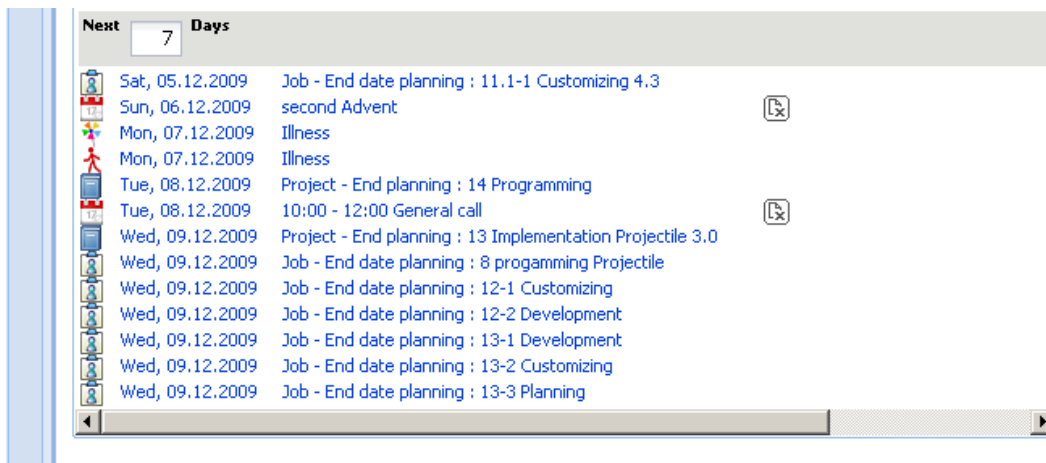
3.04.03 Group Organizer "Team-Calendar"

The group organizer manages project relevant appointments (milestones, external and internal appointments, project actions) and person-related events (absences, such as holidays and illness, bank holidays, general operations, ...). The calendar can be opened for the user, the group (such as unit) or for all the employees for any period of time. With the appropriate permissions, appointments can not only be displayed, but also be defined.

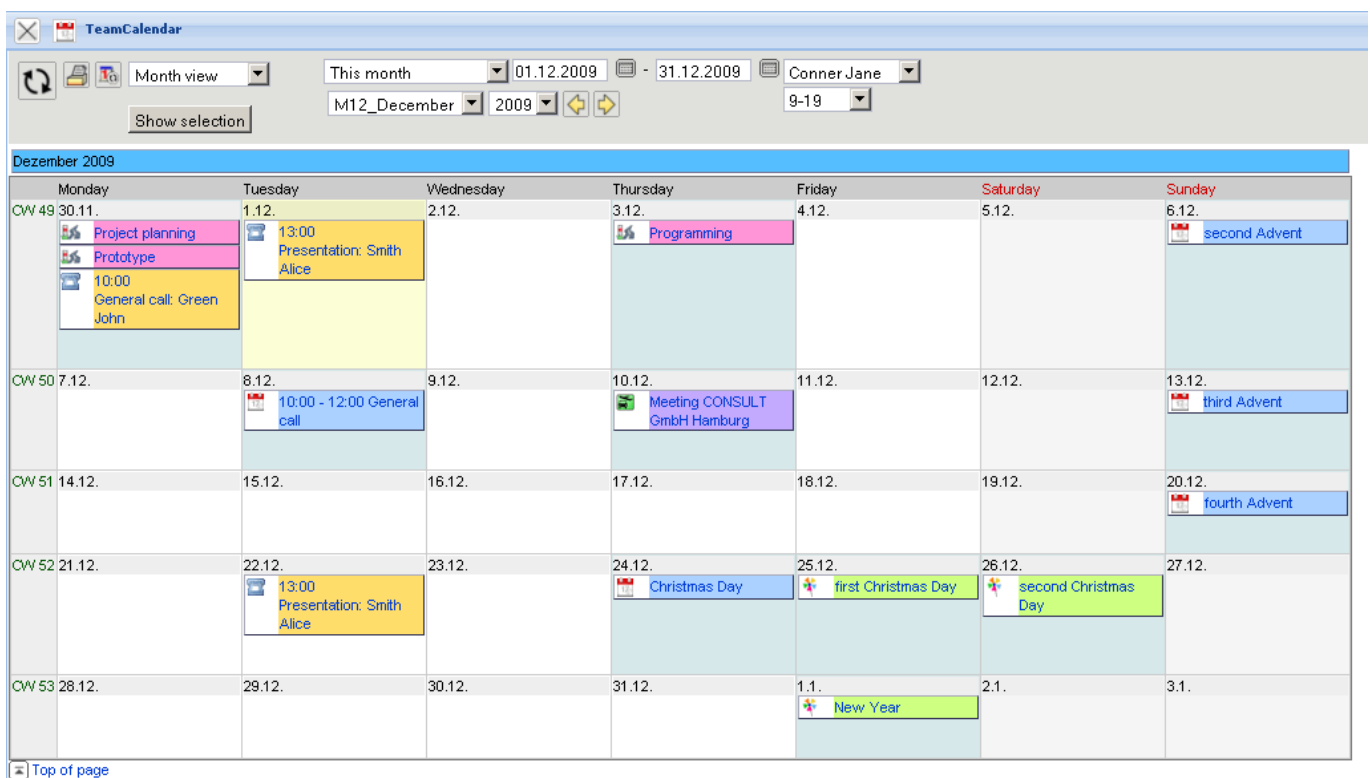
Bank holidays, absences, milestones and open actions are transferred from the appropriate record data in the system. Appointments can be freely defined (with sufficient permission). In addition, the scheduled employees to these appointments can be notified through the internal mail system Mailer.

The calendar is opened through the toolbar.





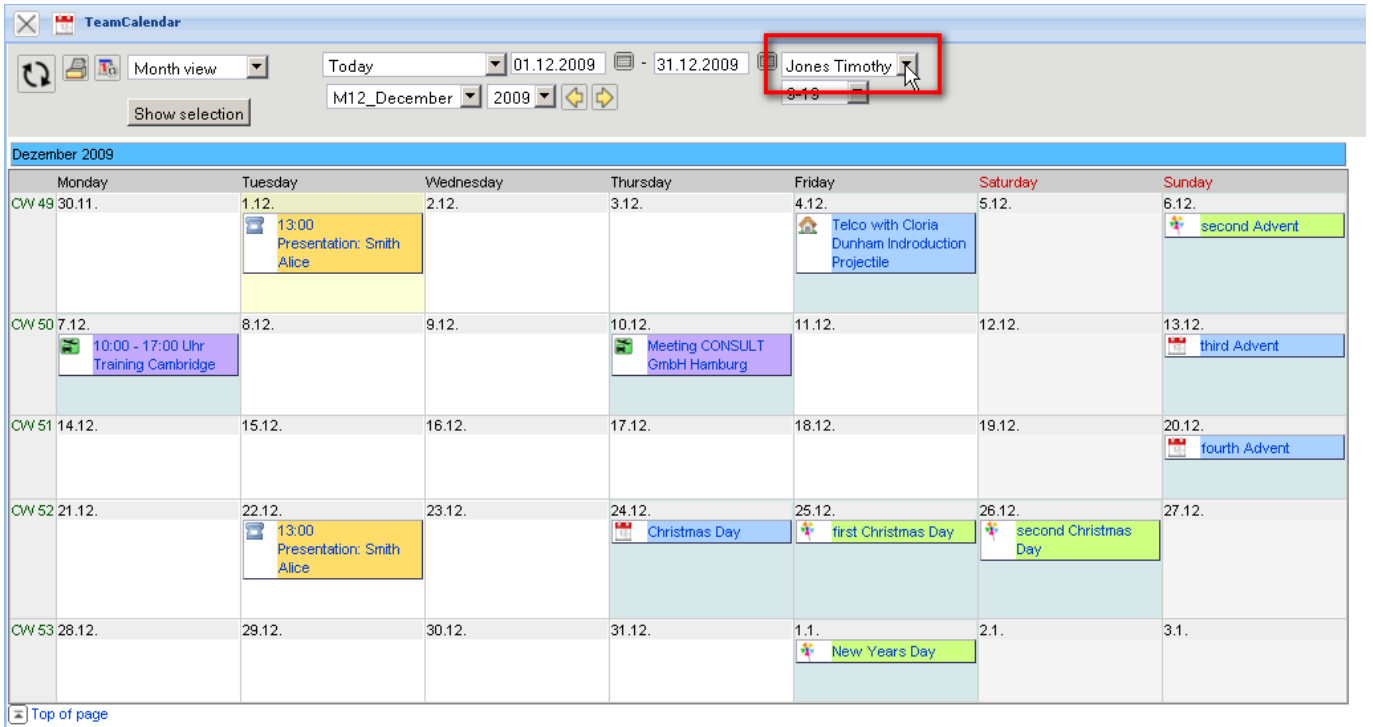
In the following example, the calendar of the user Jane Conner is open for the current month.



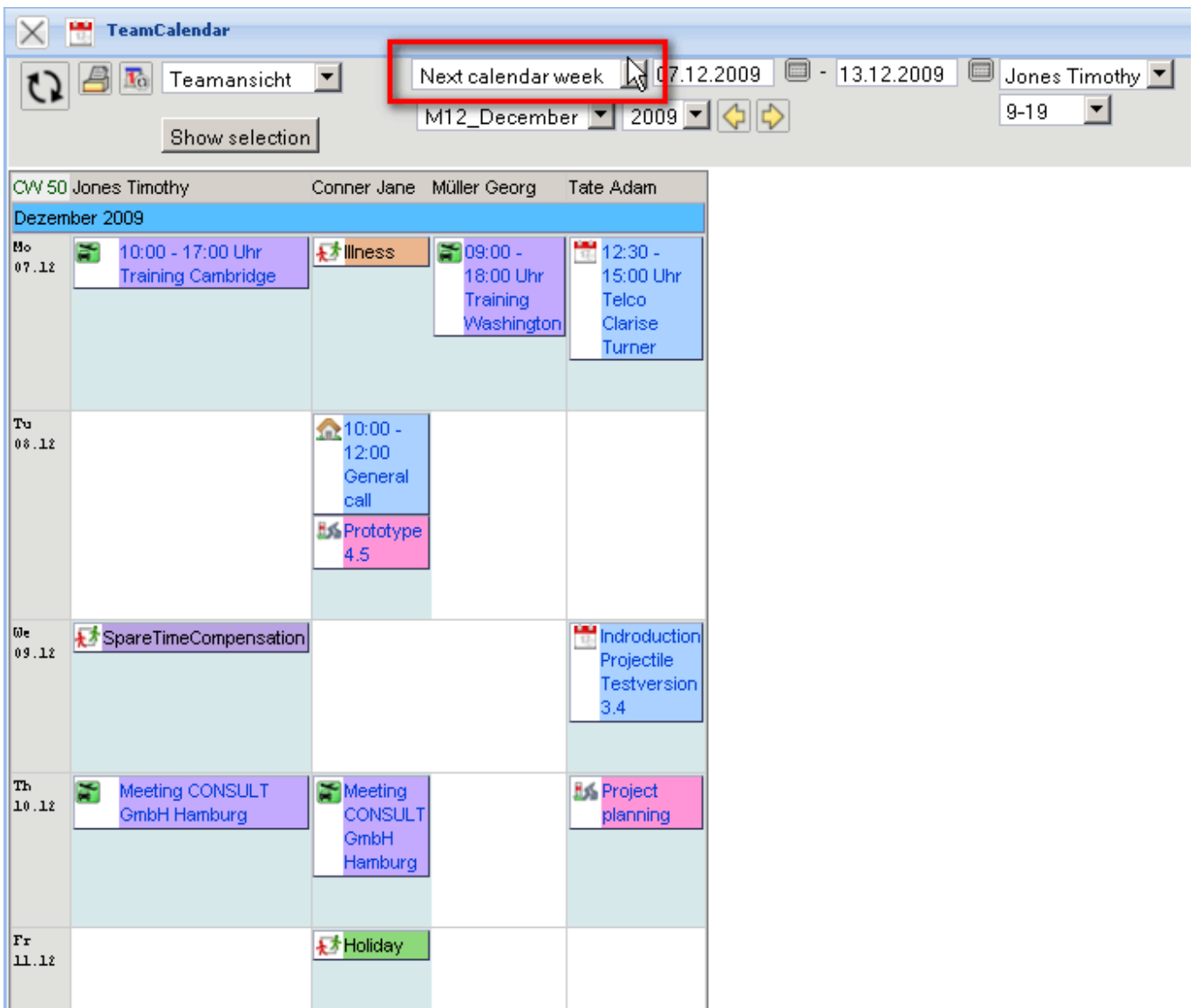
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

New Year	Green entries are used from the bank holiday definition (see bank holidays)
13:00 Presentation: Smith Alice	Yellow entries are from the contact administration (see actions).
10:00 - 12:00 General call	Blue entries are from internal appointments.
Meeting CONSULT GmbH Hamburg	Purple entries are from external appointments.
Programming	Pink entries are personal milestones of the employee (see milestones).

The calendar supports and displays (with appropriate permission) also the appointments of other employees.



In the calendar the time interval of the display can also be changed (here in team overview).




12.12				
13.12	third Advent	third Advent	third Advent	third Advent

By using the action "Show Selection" the settings of the calendar can be viewed and changed.

The screenshot shows the TeamCalendar application window. At the top, there are navigation and filter controls. A red box highlights the "Show selection" button. Below the controls, the calendar grid displays events for December 2009. The events include "Training Cambridge" on Monday, "Illness" on Monday, "Training Washington" on Monday, "Telco Clarise Turner" on Monday, "General call" on Tuesday, and "Prototype 4.5" on Tuesday. The interface also shows the names of the employees: Jones Timothy, Conner Jane, Müller Georg, and Tate Adam.

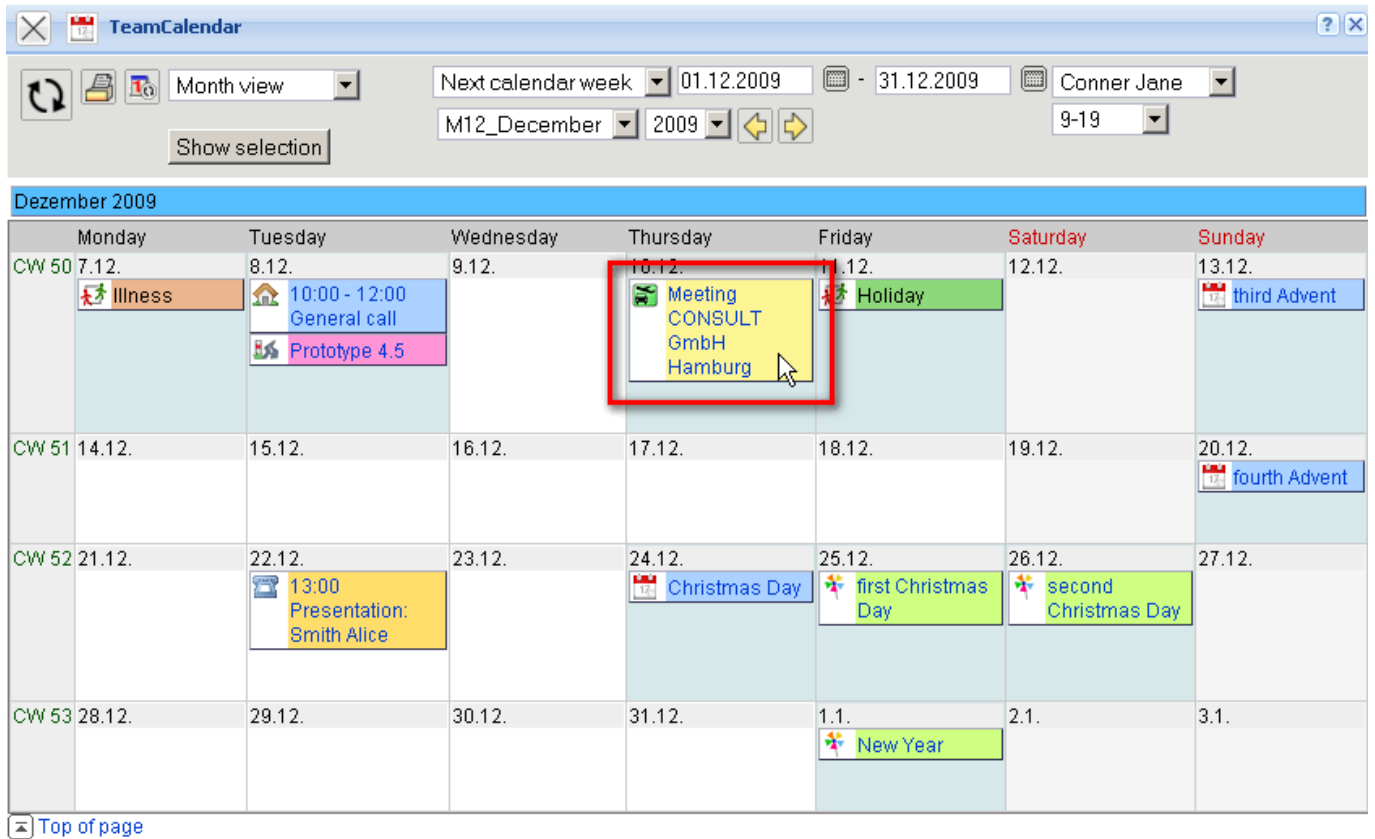
The selections "Employee" and "Units" provide filters for individual employees or units (organizational units, such as departments), and the selection "Entry" can filter the entries by the type of dates.

The screenshot shows the TeamCalendar application window. At the top, there are navigation and control elements: a refresh button, a 'Teamansicht' dropdown, a date range 'Next calendar week' from 07.12.2009 to 13.12.2009, a user selection 'Jones Timothy', and a month/year selection 'M12_December 2009'. Below this is a 'Show selection' button. The main interface is divided into several sections: 'Further employees' with a 'Find available documents' button; 'Units' with a table showing 'Marketing and Sales'; 'EntryTypes' with a list of event types like 'Absence', 'Action', 'Holiday', 'Milestone', 'TimeEntry', and 'ToDo'; 'Add invited' with a checked checkbox; and 'Show scheduled holiday' with an unchecked checkbox. At the bottom, there are time slot columns (08:00:00 to 20:00:00) and a 'Display' dropdown set to 'CHART'. The calendar grid shows entries for 'CW 50 Jones Timothy', 'Conner Jane', 'Müller Georg', and 'Tate Adam' for the month of December 2009. Specific events include 'Training Cambridge' (10:00 - 17:00 Uhr), 'Illness', 'Training Washington' (09:00 - 18:00 Uhr), and 'Telco Clarise Turner' (12:30 - 15:00 Uhr).

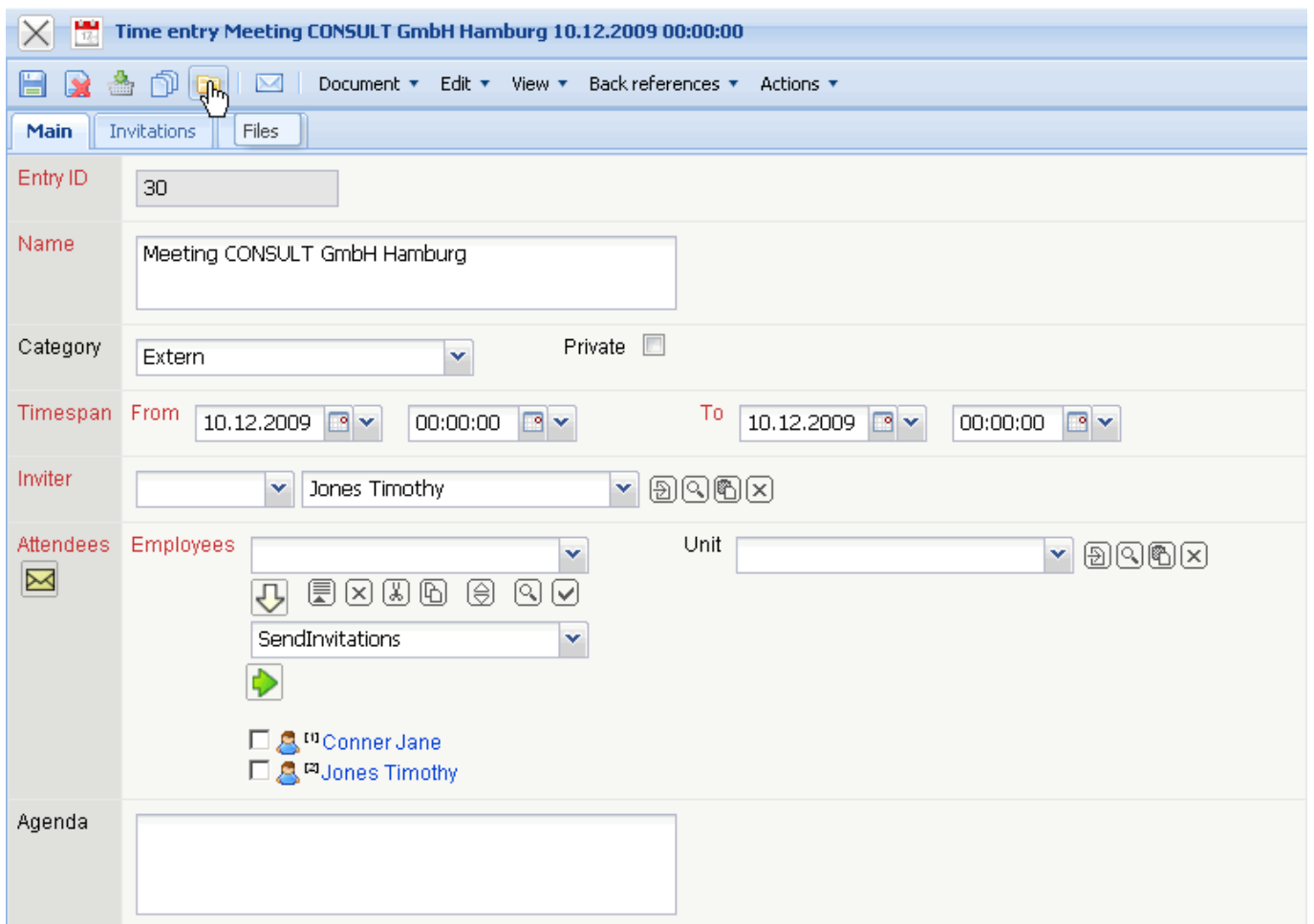
With  the display of the calendar is refreshed.

The screenshot shows the TeamCalendar application interface. At the top, there is a title bar 'TeamCalendar' and a toolbar with icons for refresh, print, and a 'To' button. Below the toolbar, there are several controls: 'Teamansicht' (Team view), 'Next calendar week' (Next calendar week), dates '07.12.2009 - 13.12.2009', a user selection dropdown 'Jones Timothy', and a 'Show selection' button. Below these are sections for 'Further employees' (a list of 3 employees: Jane Conner, Jones Timothy, Tate Adam), 'Units' (No entries), 'EntryTypes' (Absence, Action, Holiday, Milestone, TimeEntry, ToDo), 'Add invited' (checked), and 'Show scheduled holiday' (unchecked). The main calendar area has columns for time slots (08:00:00 to 20:00:00) and a 'Display' dropdown set to 'CHART'. The calendar grid shows appointments for December 2009, including 'Training Cambridge' on Monday 07.12, 'Telco Clarise Turner' on Monday 07.12, 'Prototype 4.5' and 'Programming with Mileson James' on Tuesday 08.12, 'SpareTimeCompensation' on Wednesday 09.12, and 'Indroduction Projectile' on Wednesday 09.12.

To view or change appointments, click on the appointments (here an appointment for !!! on the 10.01.2007 between 1 pm and 5 pm).



In the appointment document, the appointment, including all the information (and attached documents) can be viewed ...



... and they can be changed (here completion of the agenda).

The screenshot shows a web-based time entry form titled "Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00". The form includes the following fields and options:

- Entry ID:** 30
- Name:** Meeting CONSULT GmbH Hamburg
- Category:** Extern (dropdown menu), Private (checkbox)
- Timespan:** From 10.12.2009 00:00:00 To 10.12.2009 00:00:00
- Inviter:** Jones Timothy
- Attendees:** Employees (dropdown menu), Unit: Marketing and Sales
- Send Invitations:** (dropdown menu)
- Attendee List:**
 - Conner Jane
 - Jones Timothy
 - Müller Georg
 - Jones Timothy
 - Griffith Jean
- Agenda:**
 - 13:00 - 14:00 status and Project planning
 - 15:00 - 16:30 Interfaces
 - 16:30 - 17:00 further steps

If a new appointment has to be defined, click on the check-box in the selected day. Here a new appointment for the 16.01.2007 will be defined.

TeamCalendar

Month view | Next calendar week | 01.12.2009 - 31.12.2009 | Conner Jane

M12_December | 2009 | 9-19

Dezember 2009

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CW 50	7.12. Illness	8.12. 10:00 - 12:00 General call Prototype 4.5	9.12.	10.12. Meeting CONSULT GmbH Hamburg	11.12. Holiday	12.12.	13.12. third Advent
CW 51	14.12.	15.12.	16.12.	17.12.	18.12.	19.12.	20.12. fourth Advent
CW 52	21.12.	22.12. 13:00 Presentation: Smith Alice	23.12.	24.12. Christmas Day	25.12. first Christmas Day	26.12. second Christmas Day	27.12.
CW 53	28.12.	29.12.	30.12.	31.12.	1.1. New Year	2.1.	3.1.

Top of page

Then, a new document of the type appointment opens. Here the basic values are now defined.

Time entry 16.12.2009 00:00:00

Document | Edit | View | Actions

Main | Invitations | Project

Entry ID: 37

Name: [Empty]

Category: [Dropdown] Private

Timespan: From 16.12.2009 00:00:00 To 16.12.2009 00:00:00

Inviter: [Dropdown] [Dropdown] [Icons]

Attendees: Employees [Dropdown] Unit [Dropdown] [Icons]

[Dropdown] [Icons]

Conner Jane

Agenda: [Empty]

This includes the period of time (here, of 16.01.2007 9:00 to 12:00), the participants (with the possibility of multiple choice, (here the employees !!! and !!!!), the description/the name of the appointment, the category (internal/external), further notes and possibly external documents. The appointment will be saved ...

The screenshot shows a web-based form titled "Time entry 16.12.2009 00:00:00". The form is organized into several sections:

- Entry ID:** A text input field containing the number "37".
- Name:** A text input field containing "conference marketing strategy".
- Category:** A dropdown menu set to "Intern" and a "Private" checkbox which is unchecked.
- Timespan:** Two date and time pickers. The "From" field is set to "16.12.2009 09:00:00" and the "To" field is set to "16.12.2009 12:00:00".
- Inviter:** Two dropdown menus for selecting the inviter, with icons for search and refresh.
- Attendees:** A section with a "Unit" dropdown and a list of employees. Under "Employees", there are two checkboxes: one for "Conner Jane" and one for "Griffith Jean", both of which are unchecked. There are also icons for adding, removing, and refreshing the list.
- Agenda:** A text area containing the text "product strategy, Homepage, Online-marketing, distribution partner".

... and is automatically accessible in the calendar. The assigned employees receive a message through the internal system.

TeamCalendar

Month view | Next calendar week | 07.12.2009 - 13.12.2009 | Conner Jane

M12_December | 2009 | 9-19

Dezember 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CW 50 7.12. Illness	8.12. 10:00 - 12:00 General call Prototype 4.5	9.12.	10.12. Meeting CONSULT GmbH Hamburg	11.12. Holiday	12.12.	13.12. third Advent
CW 51 14.12.	15.12.	16.12. 09:00-12:00 conference marketing strategy	17.12.	18.12.	19.12.	20.12. fourth Advent
CW 52 21.12.	22.12. 13:00 Presentation: Smith Alice	23.12.	24.12. Christmas Day	25.12. first Christmas Day	26.12. second Christmas Day	27.12.
CW 53 28.12.	29.12.	30.12.	31.12.	1.1. New Year	2.1.	3.1.

Top of page

From: <https://infodesire.net/dokuwiki/> - **Projectile-Online-Handbuch**

Permanent link: https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel_3:3.04.3_gruppenterminkalender_team-kalender

Last update: **2019/10/25 14:11**

