

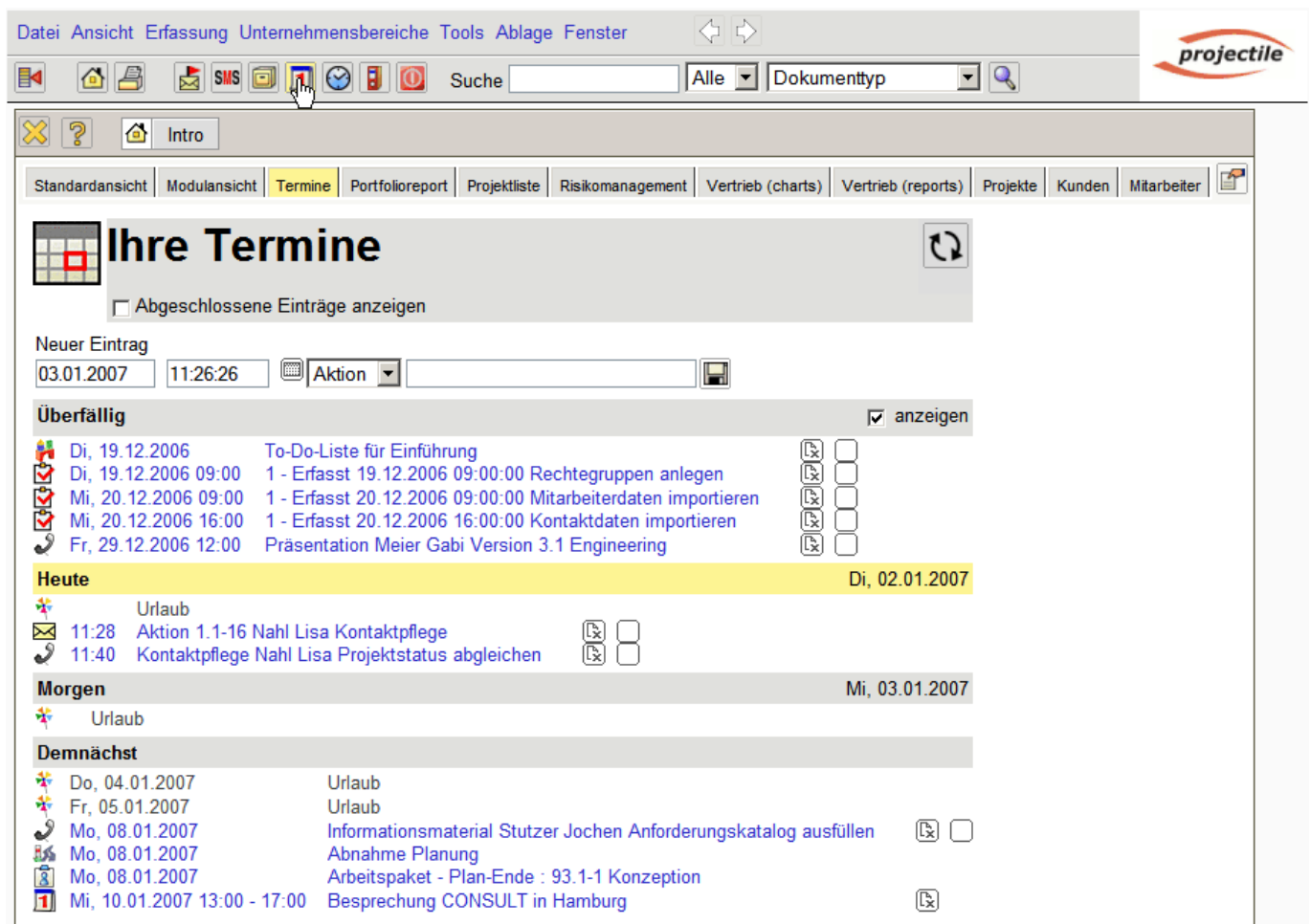
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3.04.3 Group Organizer "Team-Calendar"

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.

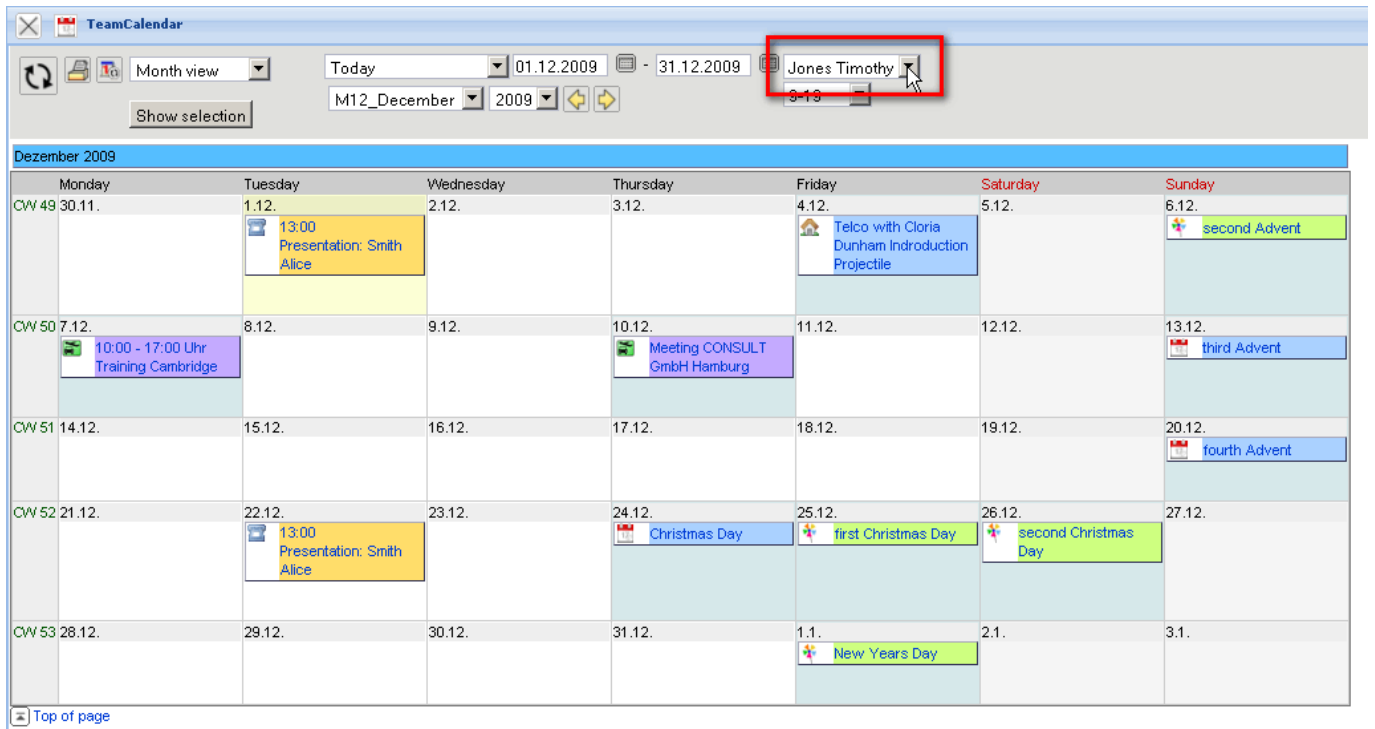


In the following example, the calendar of the user !!!!! is open for the current month.

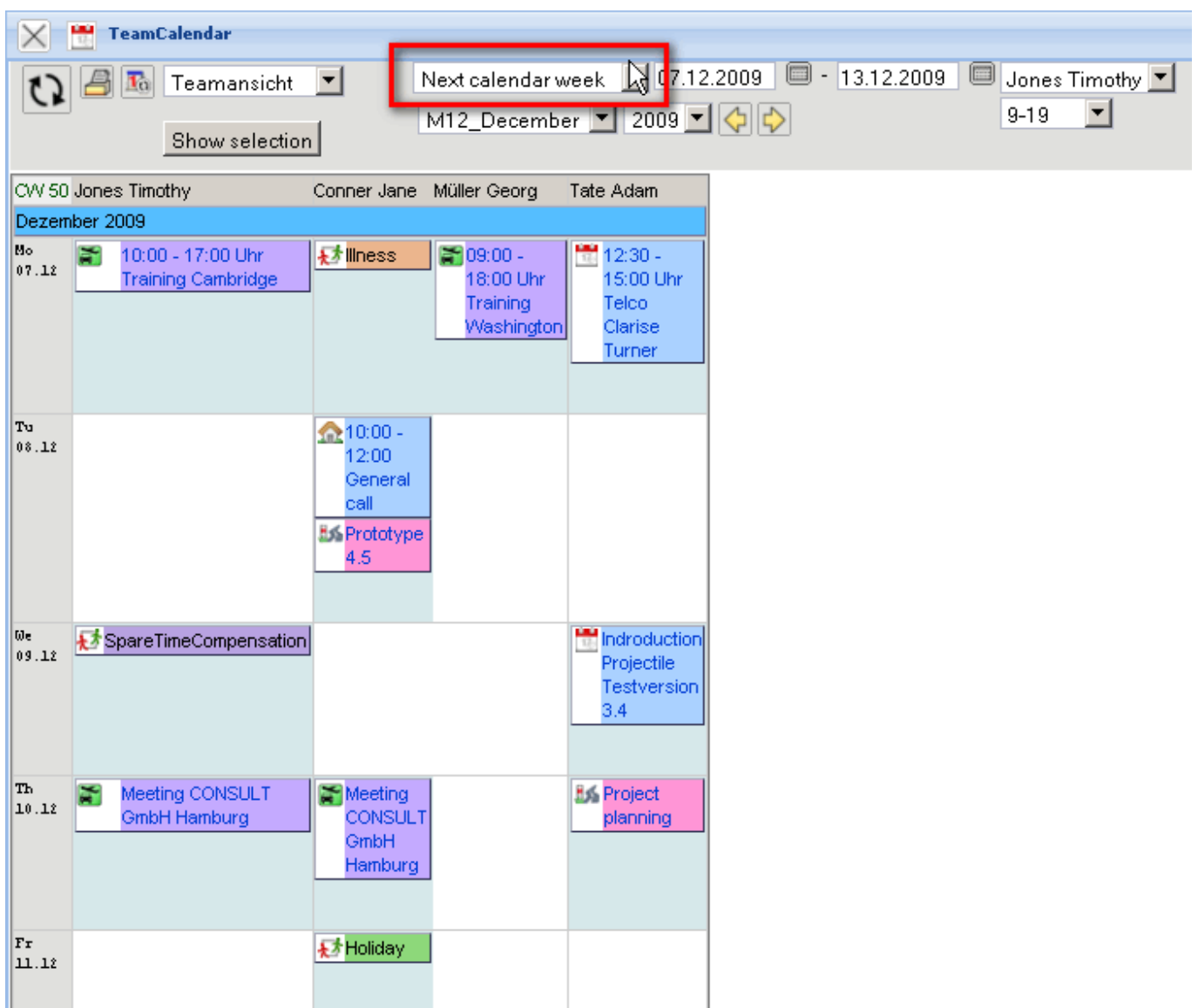
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

| | |
|---------------------------------------|---|
| 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.

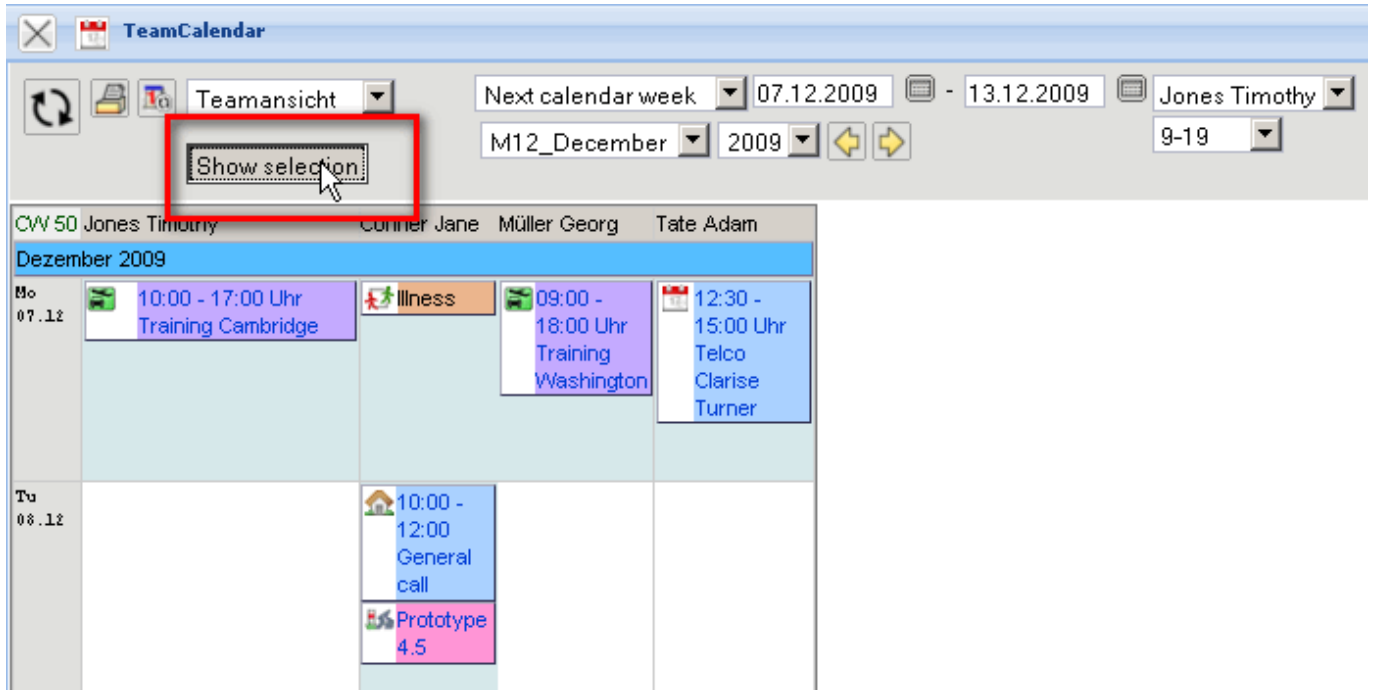


In the calendar the time interval of the display can also be changed (here in team overview).




| | | | | |
|-------------|--------------|--------------|--------------|--------------|
| Sa 12.12 | | | | |
| Su 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 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's a toolbar with a refresh button (circular arrow) and other icons. Below the toolbar, there are several dropdown menus and input fields: 'Teamansicht', 'Next calendar week' (07.12.2009 - 13.12.2009), 'Jones Timothy', 'M12_December', '2009', and '9-19'. A 'Show selection' button is also present. Below these are sections for 'Further employees' (with a 'Find available documents' button), 'Units' (with a 'Description' dropdown showing 'Marketing and Sales'), 'EntryTypes' (with a list of event types like Absence, Action, Holiday, Milestone, TimeEntry, and ToDo), 'Add invited' (checked), and 'Show scheduled holiday' (unchecked). At the bottom, there's a 'Display' dropdown set to 'CHART' and a calendar grid for 'CW 50 Jones Timothy' showing events for December 2009.

With  the display of the calendar is refreshed.

The screenshot shows the TeamCalendar application window for a different user. The toolbar includes a refresh button. The 'Next calendar week' section shows 'Nächste Kalenderwoche' (08.01.2007 - 14.01.2007) and 'Schaub Peter'. Below are sections for 'Weitere Mitarbeiter' (listing Batzeck Klaus, Schmidt Lisa, Schröder Sandra), 'Units' (set to 'Keine Einträge'), 'Einträge' (with a list of event types like Termin, Feiertag, Abwesenheit, Aktion, Meilenstein), and 'Meeting-Teilnehmer zuladen' (unchecked). At the bottom, there's a 'Display' dropdown set to 'CHART' and a calendar grid for 'KW 2 Schaub Peter' showing events for January 2007.

TeamCalendar

Teamansicht
Next calendar week 07.12.2009 - 13.12.2009
Jones Timothy

M12_December 2009

9-19

Further employees

| 1 - 3 / 3 | | |
|--------------------------|-------|------------|
| <input type="checkbox"/> | Name | First name |
| <input type="checkbox"/> | Jane | Conner |
| <input type="checkbox"/> | Jones | Timothy |
| <input type="checkbox"/> | Tate | Adam |

Units

No entries

EntryTypes

- Absence
- Action
- Holiday
- Milestone
- TimeEntry
- ToDo

Add invited

Show scheduled holiday

Column1

08:00:00

Column2

11:00:00

Column3

14:00:00

Column4

17:00:00

Column5

20:00:00

Display

CHART

| | | | | | | |
|---------------|--|-------------|-------------|--|-----------|-------------|
| CWV 50 | Jones Timothy | Conner Jane | Jane Conner | Müller Georg | Tate Adam | CWV 50 |
| Dezember 2009 | | | | | | |
| Mo 07.12 | <div style="background-color: #ccccff; padding: 2px;">10:00 - 17:00 Uhr Training Cambridge</div> | | | | | Mo 07.12 |
| Tu 08.12 | | | | <div style="background-color: #ffcccc; padding: 2px;">Prototype 4.5</div> <div style="background-color: #ccccff; padding: 2px;">Programming with Mileson James</div> | | Tu 08.12 |
| We 09.12 | <div style="background-color: #ccccff; padding: 2px;">SpareTimeCompensation</div> | | | <div style="background-color: #ccccff; padding: 2px;">Indroduction Projectile</div> | | We 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).

TeamCalendar

Monatsansicht Nächste Kalenderwoche 01.01.2007 - 31.01.2007 Schaub Peter

Auswahl anzeigen 01 - Januar 2007

Januar 2007

| | Montag | Dienstag | Mittwoch | Donnerstag | Freitag | Samstag | Sonntag |
|------|--|--|--|--|------------------------------|---------|---------|
| KW 1 | 1.1. Neujahr | 2.1. Urlaub | 3.1. Urlaub | 4.1. Urlaub | 5.1. Urlaub | 6.1. | 7.1. |
| KW 2 | 8.1. Informationsmaterial: Stutzer Jochen Abnahme Planung | 9.1. 10:00-12:00 Personalgespräche | 10.1. 13:00-17:00 Besprechung CONSULT in Hamburg | 11.1. Informationsmaterial: Meier Hannah | 12.1. Konzeptabnahme | 13.1. | 14.1. |
| KW 3 | 15.1. | 16.1. | 17.1. Präsentation: Meier Hannah | 18.1. | 19.1. | 20.1. | 21.1. |
| KW 4 | 22.1. | 23.1. | 24.1. | 25.1. | 26.1. Abnahme Prototyp | 27.1. | 28.1. |
| KW 5 | 29.1. Abnahme Planung | 30.1. | 31.1. Prototyp | 1.2. | 2.2. | 3.2. | 4.2. |

Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00

Document Edit View Back references Actions

Main Inventions Files

Entry ID: 30

Name: Meeting CONSULT GmbH Hamburg

Category: Extern Private

Timespan From: 10.12.2009 00:00:00 To: 10.12.2009 00:00:00

Inviter: Jones Timothy

Attendees: Employees Unit

SendInvitations

Conner Jane
 Jones Timothy

Agenda

In the appointment document, the appointment, including all the information (and attached

documents) can be viewed ...

Termin 10.01.2007 13:00:00 Besprechung CONSULT in Hamburg

Dokument Bearbeiten Ansicht

Nummer: 122

Ansprechpartner: [Person Icon] [X]

Zeitspanne: von 10.01.2007 13:00:00 bis 10.01.2007 17:00:00

Mitarbeiter: [Dropdown] [Icons] [1] Schaub Peter [2] Batzeck Klaus [3] Schröder Sandra

Name: Besprechung CONSULT in Hamburg

Kategorie: Extern

Agenda: [Text Area]

Projekt: [Dropdown] [Icons] [Green Checkmark]

Arbeitspaket: [Dropdown] [Icons]

Dokumente: [Text Area] [Durchsuchen...]

Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00

Document Edit View Back references Actions

Main Inventions Files

Entry ID: 30

Name: Meeting CONSULT GmbH Hamburg

Category: Extern Private

Timespan: From 10.12.2009 00:00:00 To 10.12.2009 00:00:00

Inviter: [Dropdown] Jones Timothy [Icons]

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



































SendInvitations: [Dropdown]

[Green Arrow]

Conner Jane
 Jones Timothy

Agenda: [Text Area]

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

| | |
|---|---|
|   Termin 10.01.2007 13:00:00 Besprechung CONSULT in Hamburg | |
|      Dokument Bearbeiten Ansicht | |
| Nummer | <input type="text" value="122"/> |
| Ansprechpartner |   |
| Zeitspanne | von <input type="text" value="10.01.2007"/> <input type="text" value="13:00:00"/>     bis <input type="text" value="10.01.2007"/> <input type="text" value="17:00:00"/>     |
| Mitarbeiter | <input type="text" value=""/>        [1] Schaub Peter [2] Batzeck Klaus [3] Schröder Sandra |
| Name | <input type="text" value="Besprechung CONSULT in Hamburg"/> |
| Kategorie | <input type="text" value="Extern"/> |
| Agenda | <input type="text" value="13:00 - 14:00 Status und Projektplan 15:00 - 16:30 Schnittstellen 16:30 - 17:00 Nächste Schritte"/> |
| Projekt | <input type="text" value="92 QM-Modul"/>      |
| Arbeitspaket | <input type="text" value="92-1 Projektleitung"/>     |
| Dokumente | <input type="text" value=""/> <input type="button" value="Durchsuchen..."/>  |

Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00

Document Edit View Back references Actions

Main Invitations Project

Entry ID: 30

Name: Meeting CONSULT GmbH Hamburg

Category: Extern Private

Timespan: From 10.12.2009 00:00:00 To 10.12.2009 00:00:00

Inviter: Jones Timothy

Attendees: Employees Unit: Marketing and Sales

SendInvitations

- ^[1] Conner Jane
- ^[2] Jones Timothy
- ^[3] Müller Georg
- ^[4] Jones Timothy
- ^[5] 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.

The screenshot shows the 'TeamCalendar' application window. The title bar reads 'TeamCalendar'. The toolbar contains a refresh icon, a calendar icon, a dropdown menu set to 'Monatsansicht', a 'Nächste Kalenderwoche' dropdown, date fields for '01.01.2007' and '31.01.2007', a user dropdown set to 'Schaub Peter', and a 'Auswahl anzeigen' button. Below the toolbar, the calendar is set to '01 - Januar' for the year '2007'. The calendar grid shows the following appointments:

| | Montag | Dienstag | Mittwoch | Donnerstag | Freitag | Samstag | Sonntag |
|------|--|------------------------------------|--|--|------------------------|---------|---------|
| KW 1 | 1.1. Neujahr | 2.1. Urlaub | 3.1. Urlaub | 4.1. Urlaub | 5.1. Urlaub | 6.1. | 7.1. |
| KW 2 | 8.1. Informationsmaterial: Stutzer Jochen Abnahme Planung | 9.1. 10:00-12:00 Personalgespräche | 10.1. 13:00-17:00 Besprechung CONSULT in Hamburg | 11.1. Informationsmaterial: Meier Hannah | 12.1. Konzeptabnahme | 13.1. | 14.1. |
| KW 3 | 15.1. | 16.1. | 17.1. Präsentation: Meier Hannah | 18.1. | 19.1. | 20.1. | 21.1. |
| KW 4 | 22.1. | 23.1. | 24.1. | 25.1. | 26.1. Abnahme Prototyp | 27.1. | 28.1. |
| KW 5 | 29.1. Abnahme Planung | 30.1. | 31.1. Prototyp | 1.2. | 2.2. | 3.2. | 4.2. |

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

| Termin 16.01.2007 00:00:00 | |
|-----------------------------|--|
| Dokument Bearbeiten Ansicht | |
| Nummer | <input type="text" value="125"/> |
| Ansprechpartner | <input type="text" value=""/>   |
| Zeitspanne | von <input type="text" value="16.01.2007"/> <input type="text" value="00:00:00"/>   bis <input type="text" value="16.01.2007"/> <input type="text" value="00:00:00"/>   |
| Mitarbeiter | <input type="text" value=""/>       <input type="checkbox"/>  [1] Schaub Peter |
| Name | <input type="text"/> |
| Kategorie | <input type="text"/> |
| Agenda | <input type="text"/> |
| Projekt | <input type="text"/>      |
| Arbeitspaket | <input type="text"/>     |
| Dokumente | <input type="text"/>  <input type="button" value="Durchsuchen..."/> |

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 ...

Termin 16.01.2007 00:00:00

Dokument Bearbeiten Ansicht

Nummer: 125

Ansprechpartner: [Icon] [X]

Zeitspanne: von 16.01.2007 09:00:00 bis 16.01.2007 12:00:00

Mitarbeiter: [Dropdown]
[Icons]
 [1] Schaub Peter
 [2] Batzeck Klaus

Name: Besprechung Vertriebsstrategie

Kategorie: Intern

Agenda: Produktstrategie, Homepage, Online-marketing, Vertriebspartner

Projekt: [Dropdown] [Icons] [Green Check]

Arbeitspaket: [Dropdown] [Icons]

Dokumente: [Input] [Durchsuchen...]
[Icon]

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

TeamCalendar

Monatsansicht [Green Check] Nächste Kalenderwoche [Green Check] 01.01.2007 - 31.01.2007 Schaub Peter [Green Check]

Auswahl anzeigen 01 - Januar [Green Check] 2007 [Green Check] [Left Arrow] [Right Arrow]

Januar 2007

| | Montag | Dienstag | Mittwoch | Donnerstag | Freitag | Samstag | Sonntag |
|------|--|--|--|--|----------------------|---------|---------|
| KW 1 | 1.1. Neujahr | 2.1. Urlaub | 3.1. Urlaub | 4.1. Urlaub | 5.1. Urlaub | 6.1. | 7.1. |
| KW 2 | 8.1. Informationsmaterial: Stutzer Jochen Abnahme Planung | 9.1. 10:00-12:00 Personalgespräche | 10.1. 13:00-17:00 Besprechung CONSULT in Hamburg | 11.1. Informationsmaterial: Meier Hannah | 12.1. Konzeptabnahme | 13.1. | 14.1. |
| KW 3 | 15.1. | 16.1. 09:00-12:00 Besprechung Vertriebsstrategie | 17.1. Präsentation: Meier Hannah | 18.1. | 19.1. | 20.1. | 21.1. |

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