

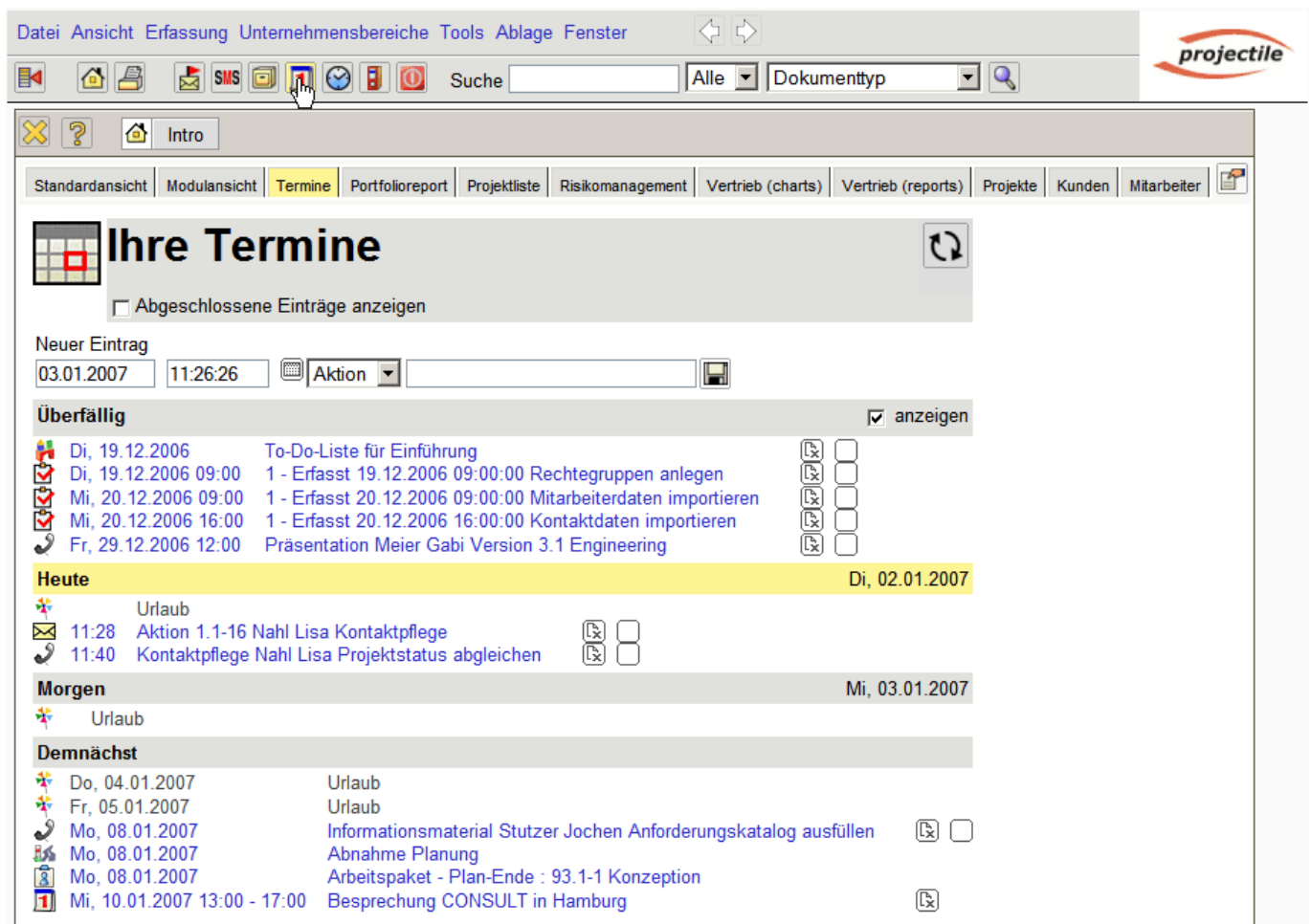
[previous](#) [Home](#) [next](#)

## 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.



The screenshot shows the 'projectile' software interface. The main window is titled 'Ihre Termine' (Your Appointments). The interface includes a menu bar with options like 'Datei', 'Ansicht', 'Erfassung', 'Unternehmensbereiche', 'Tools', 'Ablage', and 'Fenster'. A toolbar contains various icons, including a calendar icon. The main content area displays a calendar grid and a list of appointments. The appointments are organized by date, with sections for 'Überfällig' (Overdue), 'Heute' (Today), 'Morgen' (Tomorrow), and 'Demnächst' (Upcoming). Each appointment entry includes a date, time, description, and a checkbox for notification.

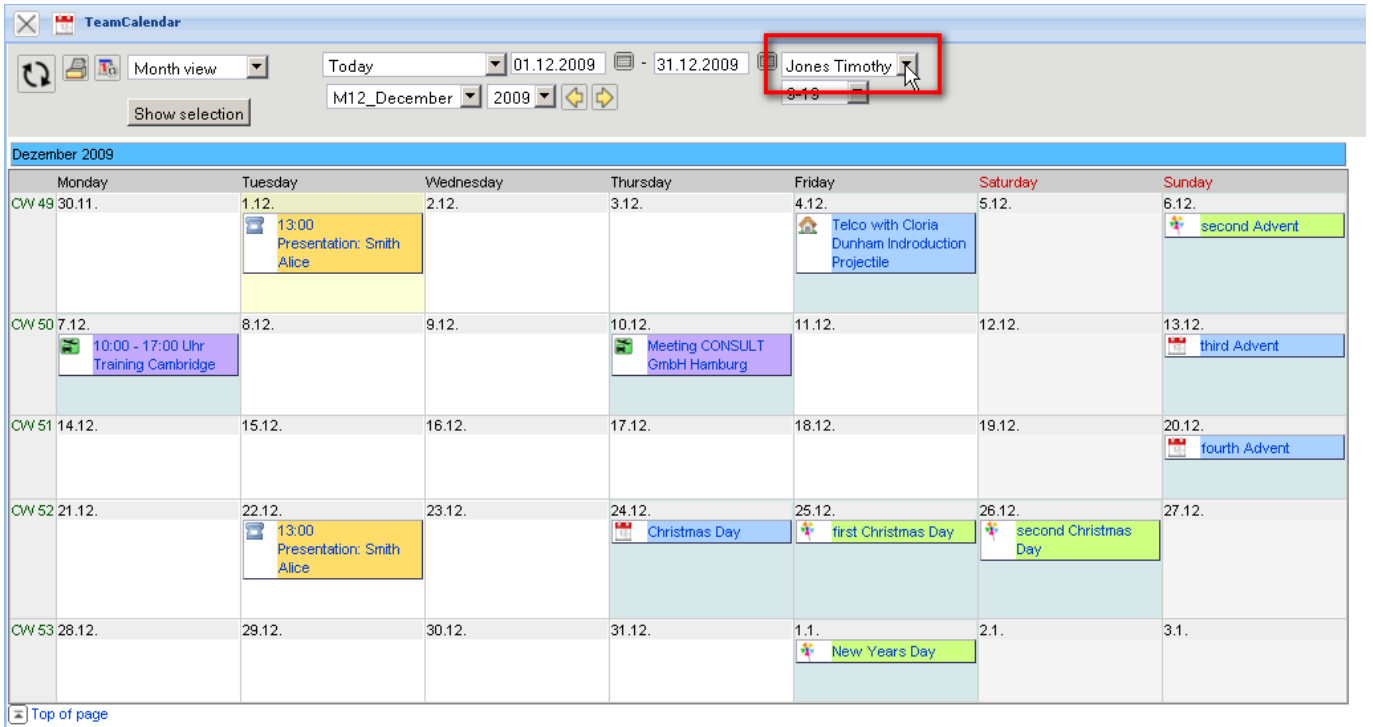
Category	Date	Time	Description	Notification
Überfällig	Di, 19.12.2006		To-Do-Liste für Einführung	<input type="checkbox"/>
Überfällig	Di, 19.12.2006	09:00	1 - Erfasst 19.12.2006 09:00:00 Rechtegruppen anlegen	<input type="checkbox"/>
Überfällig	Mi, 20.12.2006	09:00	1 - Erfasst 20.12.2006 09:00:00 Mitarbeiterdaten importieren	<input type="checkbox"/>
Überfällig	Mi, 20.12.2006	16:00	1 - Erfasst 20.12.2006 16:00:00 Kontaktdaten importieren	<input type="checkbox"/>
Überfällig	Fr, 29.12.2006	12:00	Präsentation Meier Gabi Version 3.1 Engineering	<input type="checkbox"/>
Heute	Di, 02.01.2007			
Heute			Urlaub	
Heute	11:28		Aktion 1.1-16 Nahl Lisa Kontaktpflege	<input type="checkbox"/>
Heute	11:40		Kontaktpflege Nahl Lisa Projektstatus abgleichen	<input type="checkbox"/>
Morgen	Mi, 03.01.2007			
Morgen			Urlaub	
Demnächst	Do, 04.01.2007		Urlaub	
Demnächst	Fr, 05.01.2007		Urlaub	
Demnächst	Mo, 08.01.2007		Informationsmaterial Stutzer Jochen Anforderungskatalog ausfüllen	<input type="checkbox"/>
Demnächst	Mo, 08.01.2007		Abnahme Planung	
Demnächst	Mo, 08.01.2007		Arbeitspaket - Plan-Ende : 93.1-1 Konzeption	
Demnächst	Mi, 10.01.2007	13:00 - 17:00	Besprechung CONSULT in Hamburg	<input type="checkbox"/>

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

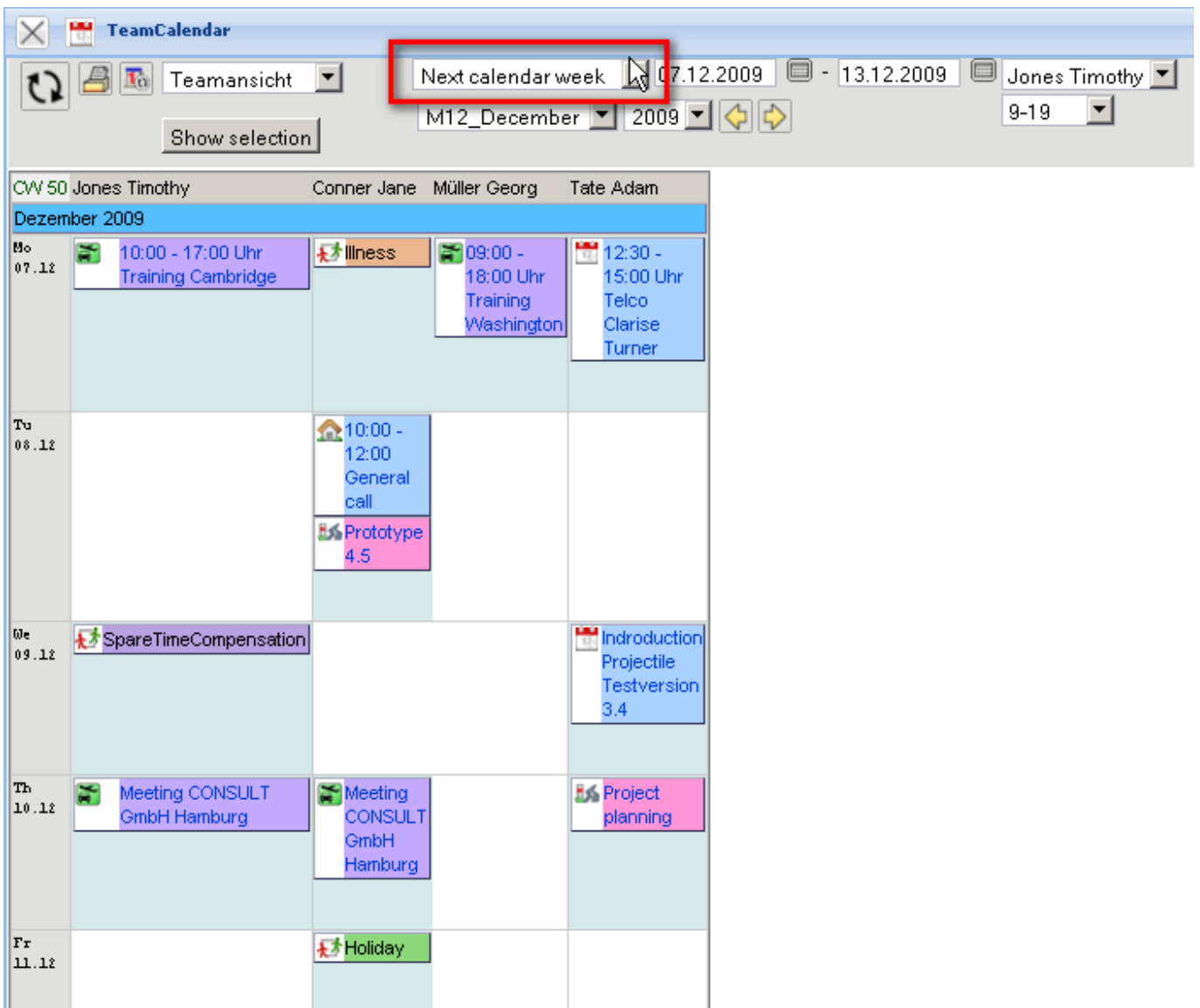
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

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.

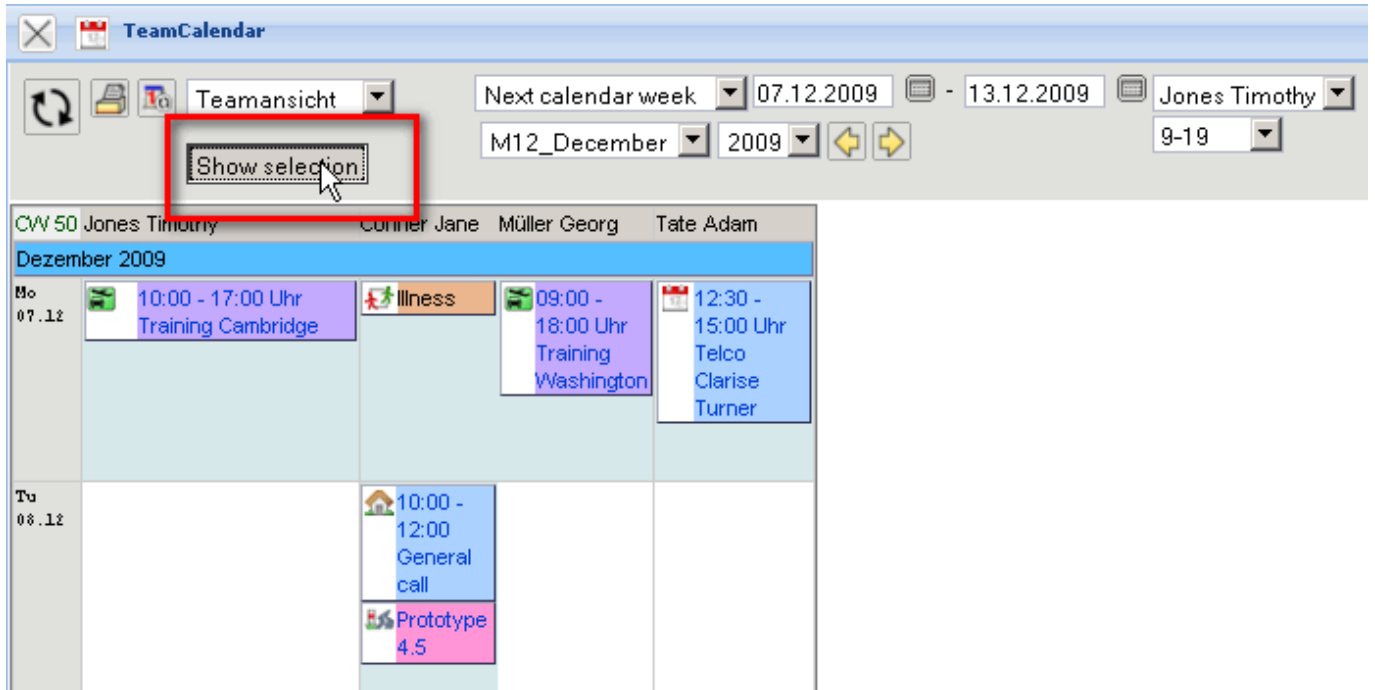


In the calendar the time interval of the display can also be changed (here in team overview).



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 are navigation controls including a refresh button, a 'Teamansicht' dropdown, and date selection fields for 'Next calendar week' (07.12.2009 - 13.12.2009) and 'Jones Timothy'. Below these are 'M12\_December' and '2009' dropdowns, navigation arrows, and a '9-19' dropdown. A 'Show selection' button is also present.

The main interface is divided into several sections:

- Further employees:** A list with a search icon and a 'Find available documents' button.
- Units:** A table with a 'Description' dropdown and a row containing '1' and 'Marketing and Sales'.
- EntryTypes:** A list of checkboxes for 'Absence', 'Action', 'Holiday', 'Milestone', 'TimeEntry', and 'ToDo', each with a corresponding icon.
- Add invited:** A checked checkbox.
- Show scheduled holiday:** An unchecked checkbox.
- Column Headers:** 'Column1' through 'Column5' and a 'Display' dropdown set to 'CHART'.
- Employee Headers:** 'CW 50 Jones Timothy', 'Conner Jane', 'Müller Georg', and 'Tate Adam'.
- Calendar Grid:** A grid for 'Dezember 2009' showing events for '07.12'. 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.

TeamCalendar

Teamansicht
Next calendar week
07.12.2009 - 13.12.2009
Jones Timothy

1 - 3 / 3

	Name	First name
1	Jane	Conner
2	Jones	Timothy
3	Tate	Adam

No entries

EntryTypes

- Abs<sup>[1]</sup> Absence
- Abs<sup>[2]</sup> Action
- Abs<sup>[3]</sup> Holiday
- Abs<sup>[4]</sup> Milestone
- Abs<sup>[5]</sup> TimeEntry
- Abs<sup>[6]</sup> ToDo

Add invited

Show scheduled holiday

Column1	Column2	Column3	Column4	Column5	Display
08:00:00	11:00:00	14:00:00	17:00:00	20:00:00	CHART

CVW 50	Jones Timothy	Conner Jane	Jane Conner	Müller Georg	Tate Adam	CVW 50
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Dezember 2009

Mo 07.12	<div style="background-color: #9933CC; color: white; padding: 2px;">10:00 - 17:00 Uhr Training Cambridge</div>		<div style="background-color: #0070C0; color: white; padding: 2px;">12:30 - 15:00 Uhr Telco Clarise Turner</div>	Mo 07.12
Tu 08.12	<div style="background-color: #FF00FF; color: white; padding: 2px;">Prototype 4.5</div>	<div style="background-color: #0070C0; color: white; padding: 2px;">Programming with Mileson James</div>		Tu 08.12
We 09.12	<div style="background-color: #9933CC; color: white; padding: 2px;">SpareTimeCompensation</div>		<div style="background-color: #0070C0; color: white; 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&lt;br/&gt;15:00 - 16:30 Schnittstellen&lt;br/&gt;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 Inventions Project	
Entry ID	30
Name	Meeting CONSULT GmbH Hamburg
Category	Extern Private <input type="checkbox"/>
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 <input type="checkbox"/> <sup>[1]</sup> Conner Jane <input type="checkbox"/> <sup>[2]</sup> Jones Timothy <input type="checkbox"/> <sup>[3]</sup> Müller Georg <input type="checkbox"/> <sup>[4]</sup> Jones Timothy <input type="checkbox"/> <sup>[5]</sup> 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]

	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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