

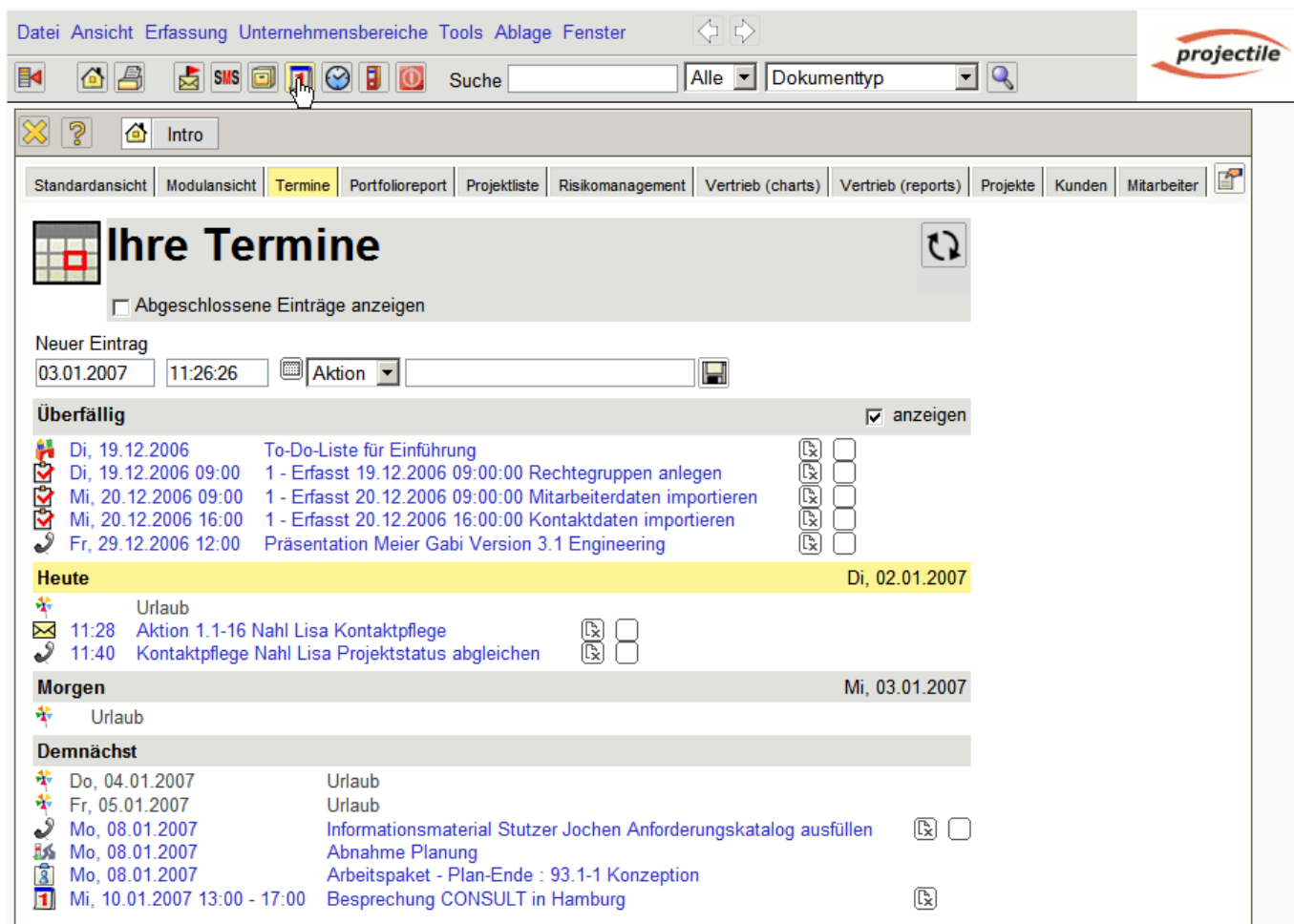
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3.04.3 Group Organizer "Team-Calendar"

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.

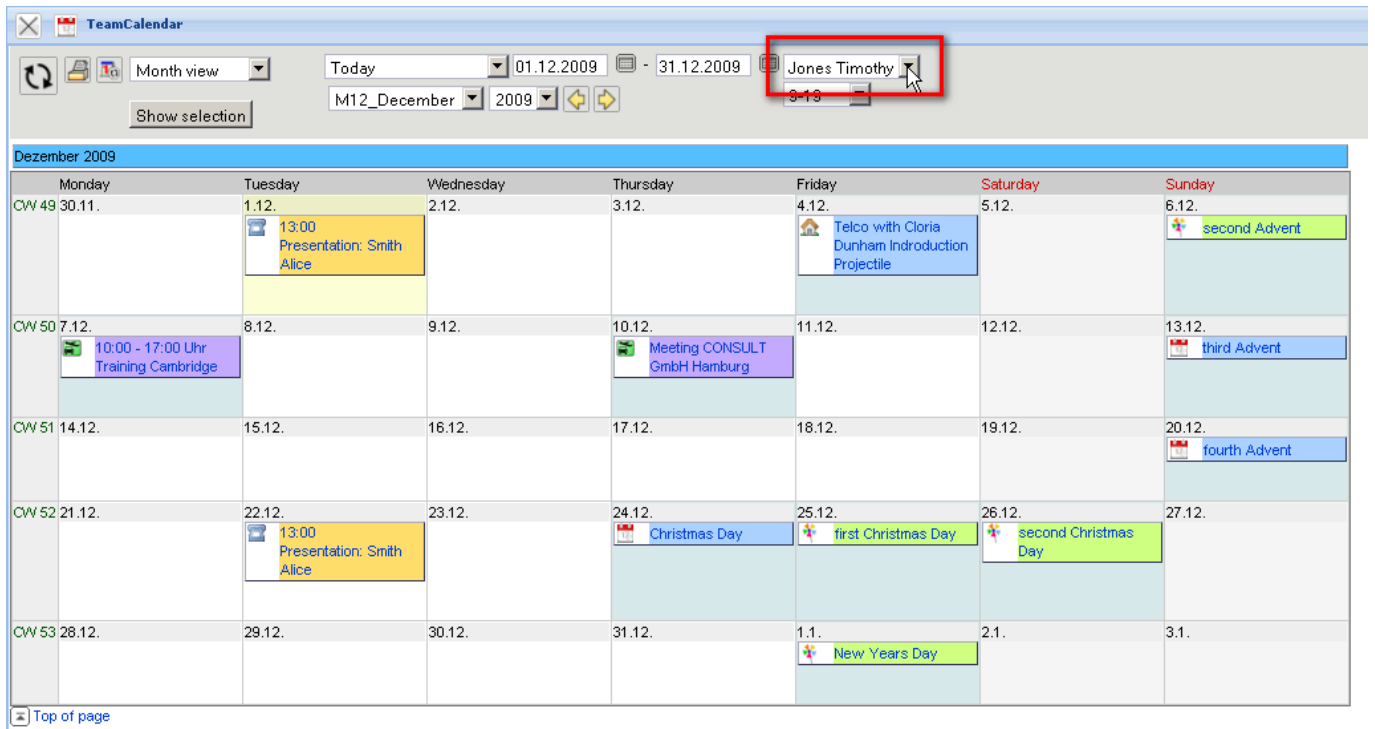


In the following example, the calendar of the user !!!!! is open for the current month.

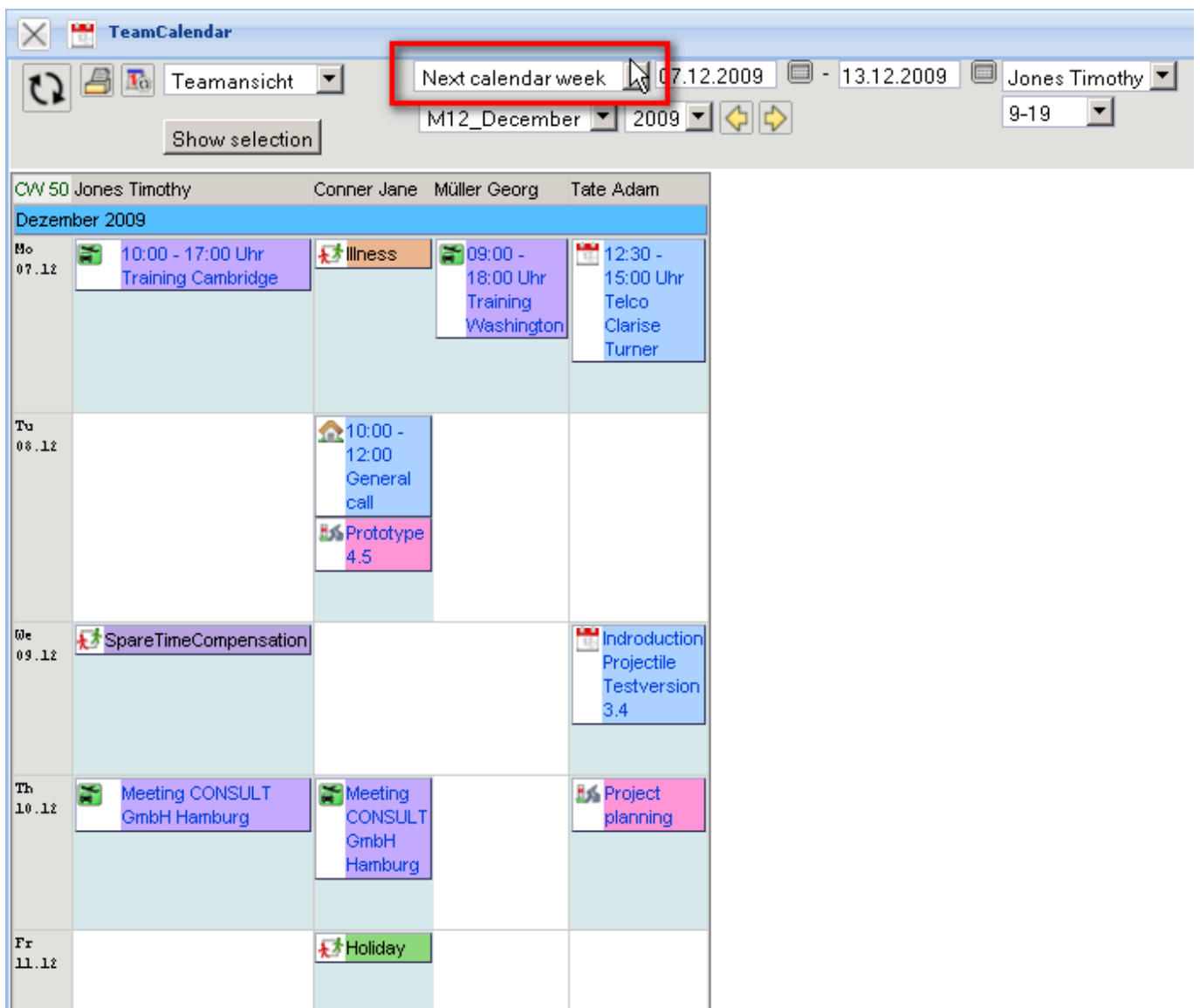
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

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

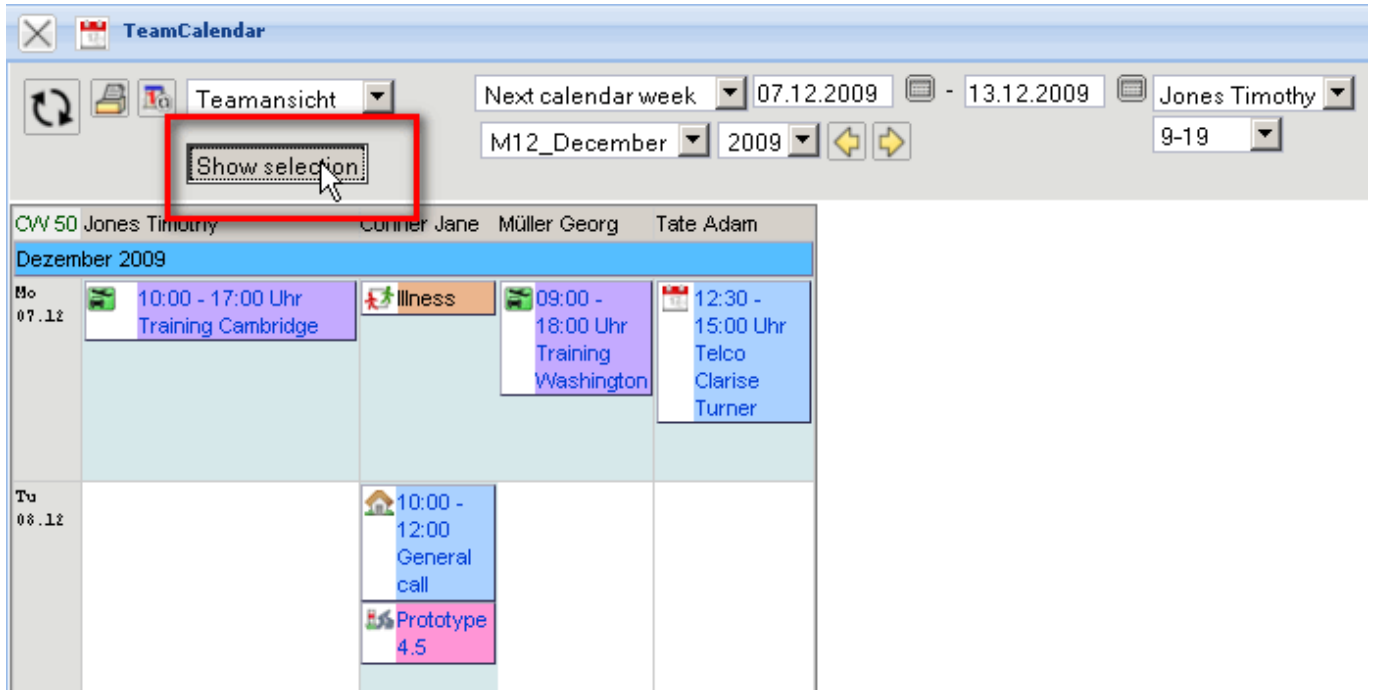


In the calendar the time interval of the display can also be changed (here in team overview).




| | | | | |
|-------------|--------------|--------------|--------------|--------------|
| 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 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 this is a 'Show selection' button and a 'M12_December 2009' dropdown with navigation arrows. 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, with specific events like 'Training Cambridge', 'Illness', 'Training Washington', and 'Telco Clarise Turner'.

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

Add invited

Show scheduled holiday

Absence
 Action
 Holiday
 Milestone
 TimeEntry
 ToDo

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

| CW 50 | Jones Timothy | Conner Jane | Jane Conner | Müller Georg | Tate Adam | CW 50 |
|---------------|---|------------------|--------------------------------------|--------------|---|-------------|
| Dezember 2009 | | | | | | |
| Mo 07.12 | 10:00 - 17:00 Uhr Training Cambridge | | | | 12:30 - 15:00 Uhr Telco Clarise Turner | Mo 07.12 |
| Tu 08.12 | | Prototype 4.5 | Programming with Mileson James | | | Tu 08.12 |
| We 09.12 | SpareTimeCompensation | | | | Indroduction Projectile | 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).

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The screenshot shows the 'TeamCalendar' interface. At the top, there are navigation and control elements: a refresh button, a dropdown for 'Monatsansicht', a date range selector for 'Nächste Kalenderwoche' (01.01.2007 - 31.01.2007), and a user selection dropdown for 'Schaub Peter'. Below this is a 'Auswahl anzeigen' button and a date selector for '01 - Januar' and '2007'. The main area is a calendar grid for 'Januar 2007' with columns for days of the week (Montag to Sonntag) and rows for weeks (KW 1 to KW 5). Events are represented by colored blocks: 'Neujahr' (green, 1.1.), 'Urlaub' (red, 2.1.-5.1.), 'Abnahme Planung' (pink, 8.1., 29.1.), 'Personalgespräche' (blue, 9.1.), 'Besprechung CONSULT in Hamburg' (green, 10.1.), 'Präsentation: Meier Hannah' (yellow, 17.1.), 'Informationsmaterial: Meier Hannah' (yellow, 11.1.), 'Konzeptabnahme' (purple, 12.1.), and 'Abnahme Prototyp' (pink, 26.1., 31.1.).

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

The screenshot shows the 'Termin 10.01.2007 13:00:00 Besprechung CONSULT in Hamburg' document view. The title bar includes a folder icon and the text 'Termin 10.01.2007 13:00:00 Besprechung CONSULT in Hamburg'. Below the title bar is a toolbar with icons for document operations and the text 'Dokument Bearbeiten Ansicht'. The main area contains a form with the following fields: 'Nummer' (122), 'Ansprechpartner' (empty), 'Zeitspanne' (von 10.01.2007 13:00:00 bis 10.01.2007 17:00:00), 'Mitarbeiter' ([1] Schaub Peter [2] Batzeck Klaus [3] Schröder Sandra), 'Name' (Besprechung CONSULT in Hamburg), 'Kategorie' (Extern), 'Agenda' (empty), 'Projekt' (empty), 'Arbeitspaket' (empty), and 'Dokumente' (empty). A 'Durchsuchen...' button is located at the bottom right of the 'Dokumente' field.

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

... 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 |  <input type="text" value=""/> |
| 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..."/>  |

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
































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. |

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 |   |
| 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"/>         <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]
 [1] Schaub Peter
 [2] Batzeck Klaus

Name: Besprechung Vertriebsstrategie

Kategorie: Intern

Agenda: Produktstrategie, Homepage, Online-marketing, Vertriebspartner

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

Arbeitspaket: [Dropdown] [Icons] [X]

Dokumente: [Input] [Durchsuchen...]

... 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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