

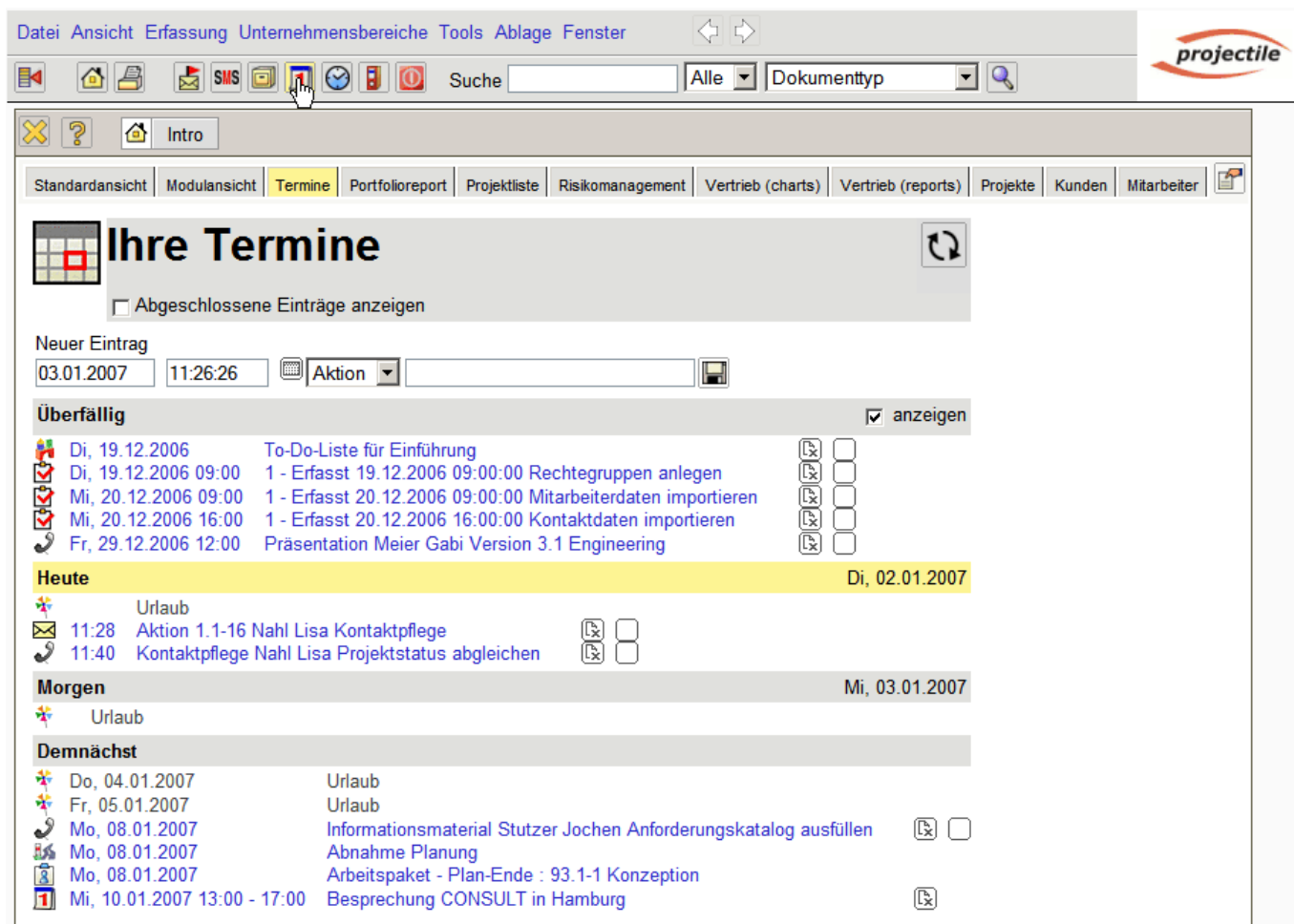
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3.04.3 Group Organizer "Team-Calendar"

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.



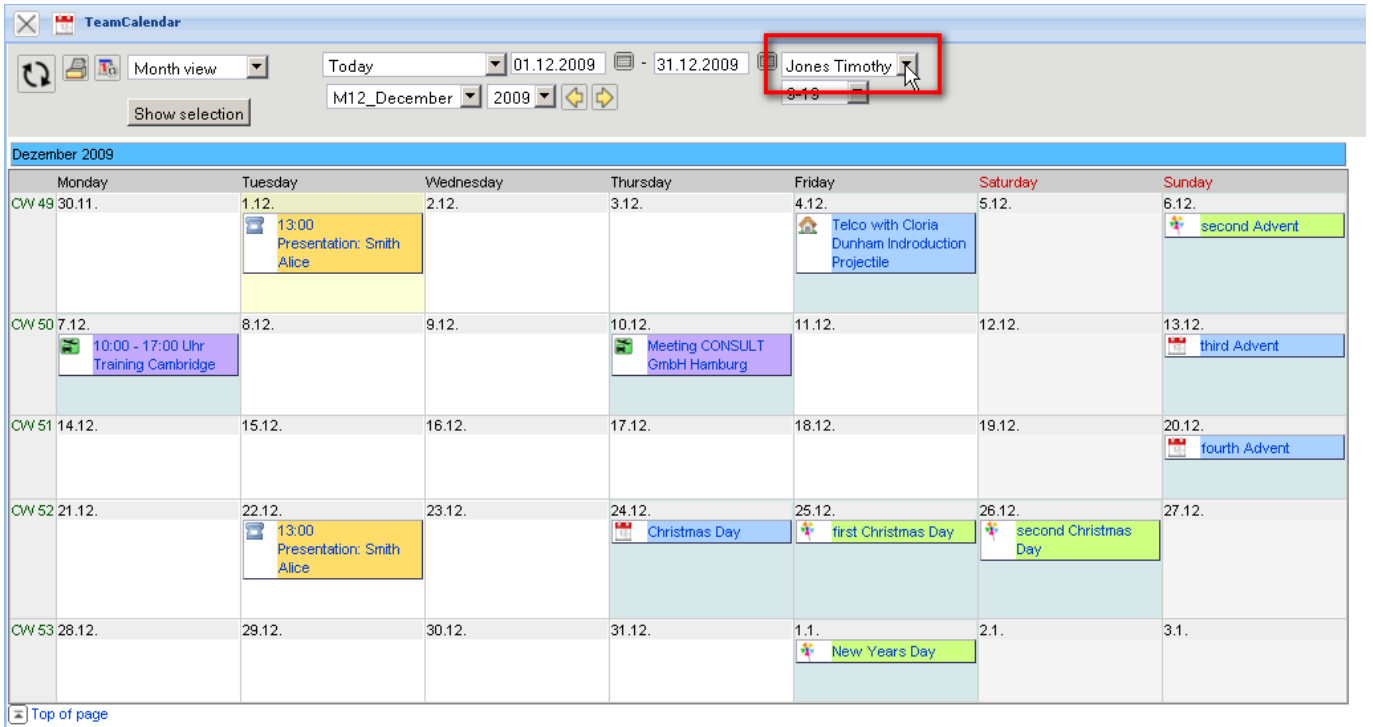
In the following example, the calendar of the user !!!!! is open for the current month.

The screenshot shows the TeamCalendar interface for December 2009. The calendar is displayed in a monthly view for the user 'Conner Jane'. The interface includes a navigation bar with 'Month view', date range '01.12.2009 - 31.12.2009', and user 'Conner Jane'. The calendar grid shows various appointments color-coded by type: pink (personal milestones), yellow (contact administration), blue (internal appointments), purple (external appointments), and green (bank holidays).

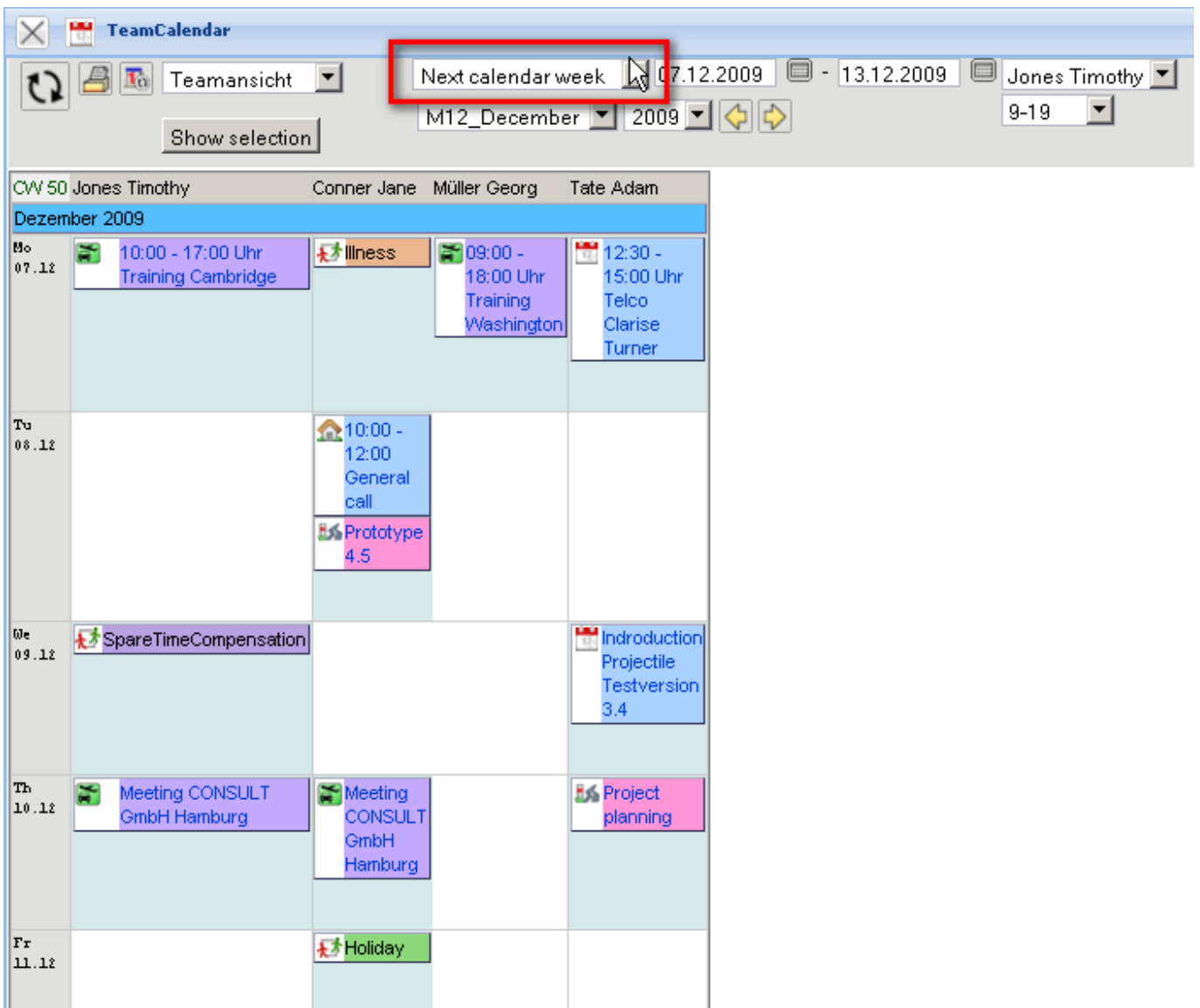
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

	Green entries are used from the bank holiday definition (see bank holidays)
	Yellow entries are from the contact administration (see actions).
	Blue entries are from internal appointments.
	Purple entries are from external appointments.
	Pink entries are personal milestones of the employee (see milestones).

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

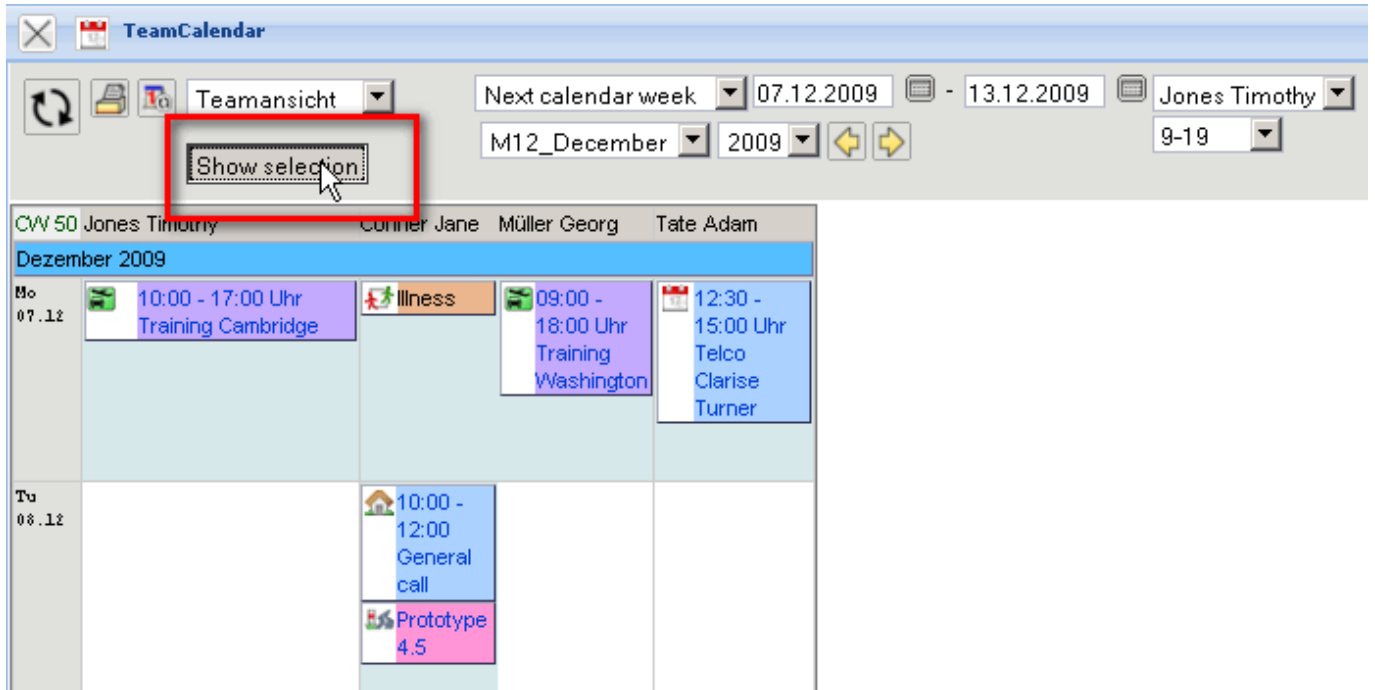


In the calendar the time interval of the display can also be changed (here in team overview).




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 and display controls: 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', etc.; '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' and 'Illness' visible.

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

- Absence
- Action
- Holiday
- Milestone
- TimeEntry
- 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

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).

The screenshot shows the TeamCalendar application interface. At the top, there are navigation and control elements: a close button, a help icon, the title 'TeamCalendar', a refresh button, a view selector set to 'Monatsansicht', a date range selector for 'Nächste Kalenderwoche' from '01.01.2007' to '31.01.2007', and a user selector for 'Schaub Peter'. Below these are buttons for 'Auswahl anzeigen', a month/year selector for '01 - Januar 2007', and navigation arrows.

The main calendar area is titled 'Januar 2007' and displays a grid with columns for days of the week (Montag to Sonntag) and rows for weeks (KW 1 to KW 5). The dates are listed in the top row of each week. Various appointments are shown as colored blocks:

- KW 1:** 1.1. (Monday) 'Neujahr' (green); 2.1. (Tuesday) 'Urlaub' (red); 3.1. (Wednesday) 'Urlaub' (red); 4.1. (Thursday) 'Urlaub' (red); 5.1. (Friday) 'Urlaub' (red).
- KW 2:** 8.1. (Monday) 'Informationsmaterial: Stutzer Jochen' (yellow) and 'Abnahme Planung' (pink); 9.1. (Tuesday) '10:00-12:00 Personalgespräche' (blue); 10.1. (Wednesday) '13:00-17:00 Besprechung CONSULT in Hamburg' (green); 11.1. (Thursday) 'Informationsmaterial: Meier Hannah' (yellow); 12.1. (Friday) 'Konzeptabnahme' (purple).
- KW 3:** 17.1. (Wednesday) 'Präsentation: Meier Hannah' (yellow).
- KW 4:** 26.1. (Friday) 'Abnahme Prototyp' (pink).
- KW 5:** 29.1. (Monday) 'Abnahme Planung' (pink); 31.1. (Wednesday) 'Prototyp' (pink).

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

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="x"/>
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"/> <input type="text" value="15:00 - 16:30 Schnittstellen"/> <input type="text" value="16:30 - 17:00 Nächste Schritte"/>
Projekt	<input type="text" value="92 QM-Modul"/>    <input type="text" value="x"/> 
Arbeitspaket	<input type="text" value="92-1 Projektleitung"/>    <input type="text" value="x"/>
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] [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 [X] Nächste Kalenderwoche [X] 01.01.2007 - 31.01.2007 Schaub Peter [X]
 Auswahl anzeigen 01 - Januar [X] 2007 [X]

	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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