

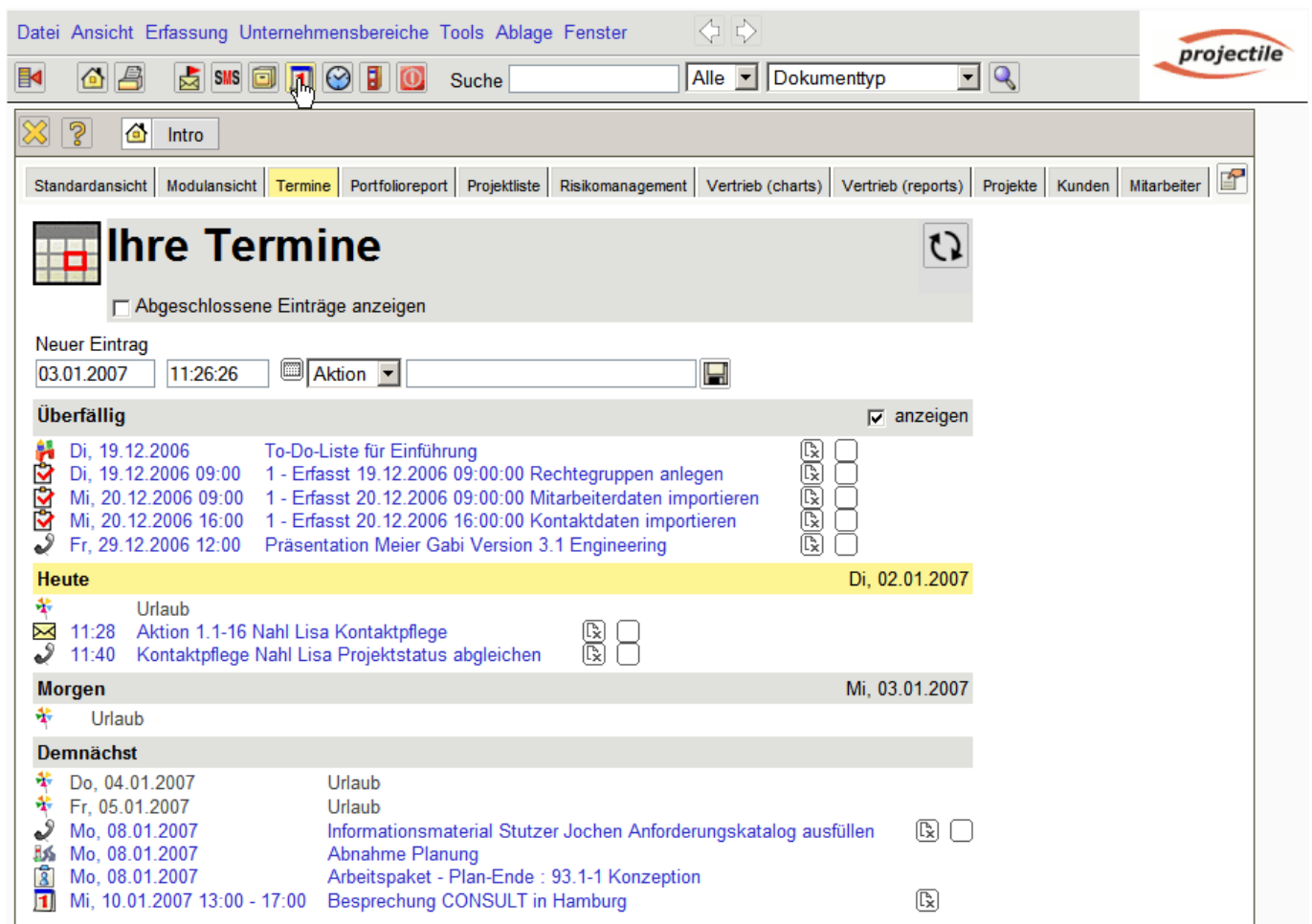
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3.04.3 Group Organizer "Team-Calendar"

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.



The screenshot shows the Projectile Group Organizer 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.

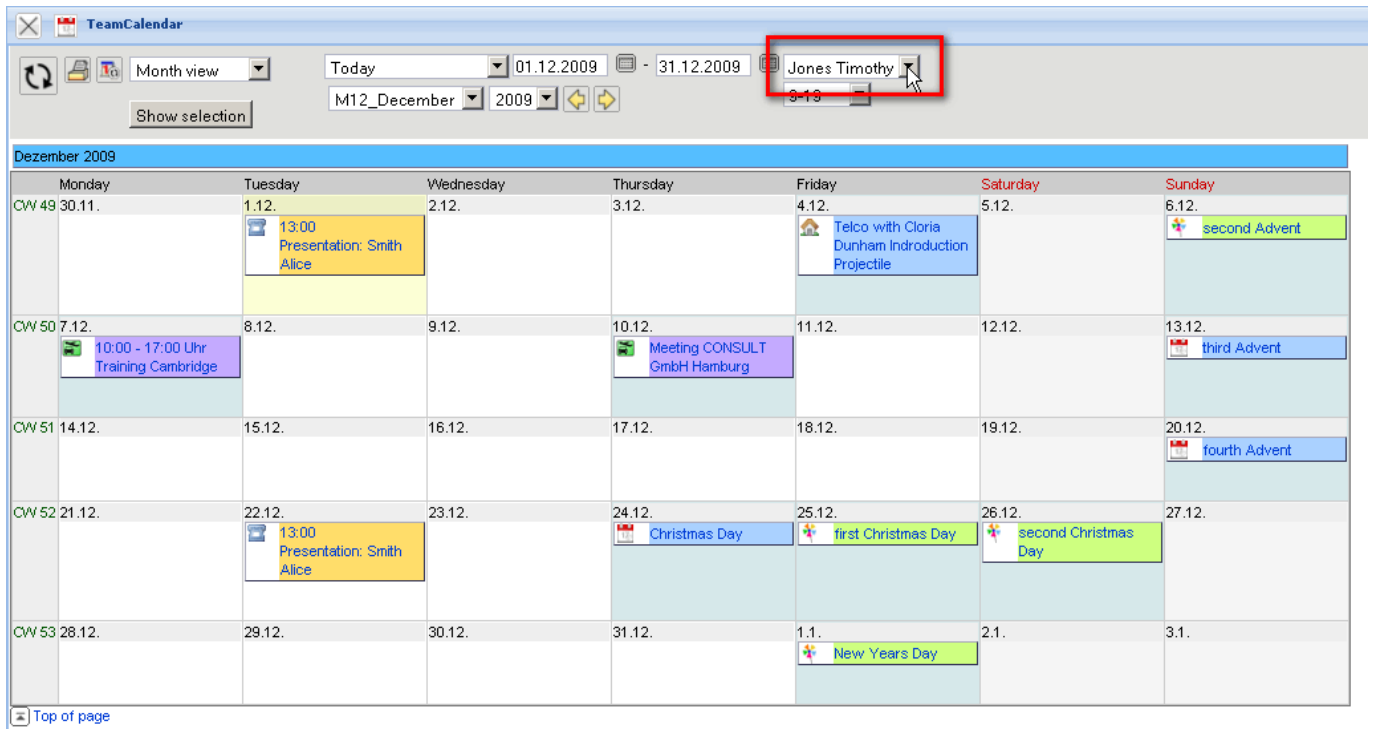
Überfällig	Heute	Morgen	Demnächst
<ul style="list-style-type: none"> Di, 19.12.2006 To-Do-Liste für Einführung Di, 19.12.2006 09:00 1 - Erfasst 19.12.2006 09:00:00 Rechtegruppen anlegen Mi, 20.12.2006 09:00 1 - Erfasst 20.12.2006 09:00:00 Mitarbeiterdaten importieren Mi, 20.12.2006 16:00 1 - Erfasst 20.12.2006 16:00:00 Kontaktdaten importieren Fr, 29.12.2006 12:00 Präsentation Meier Gabi Version 3.1 Engineering 	<p>Heute Di, 02.01.2007</p> <ul style="list-style-type: none"> Urlaub 11:28 Aktion 1.1-16 Nahl Lisa Kontaktpflege 11:40 Kontaktpflege Nahl Lisa Projektstatus abgleichen 	<p>Morgen Mi, 03.01.2007</p> <ul style="list-style-type: none"> Urlaub 	<p>Demnächst</p> <ul style="list-style-type: none"> Do, 04.01.2007 Urlaub Fr, 05.01.2007 Urlaub Mo, 08.01.2007 Informationsmaterial Stutzer Jochen Anforderungskatalog ausfüllen Mo, 08.01.2007 Abnahme Planung Mo, 08.01.2007 Arbeitspaket - Plan-Ende : 93.1-1 Konzeption Mi, 10.01.2007 13:00 - 17:00 Besprechung CONSULT in Hamburg

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

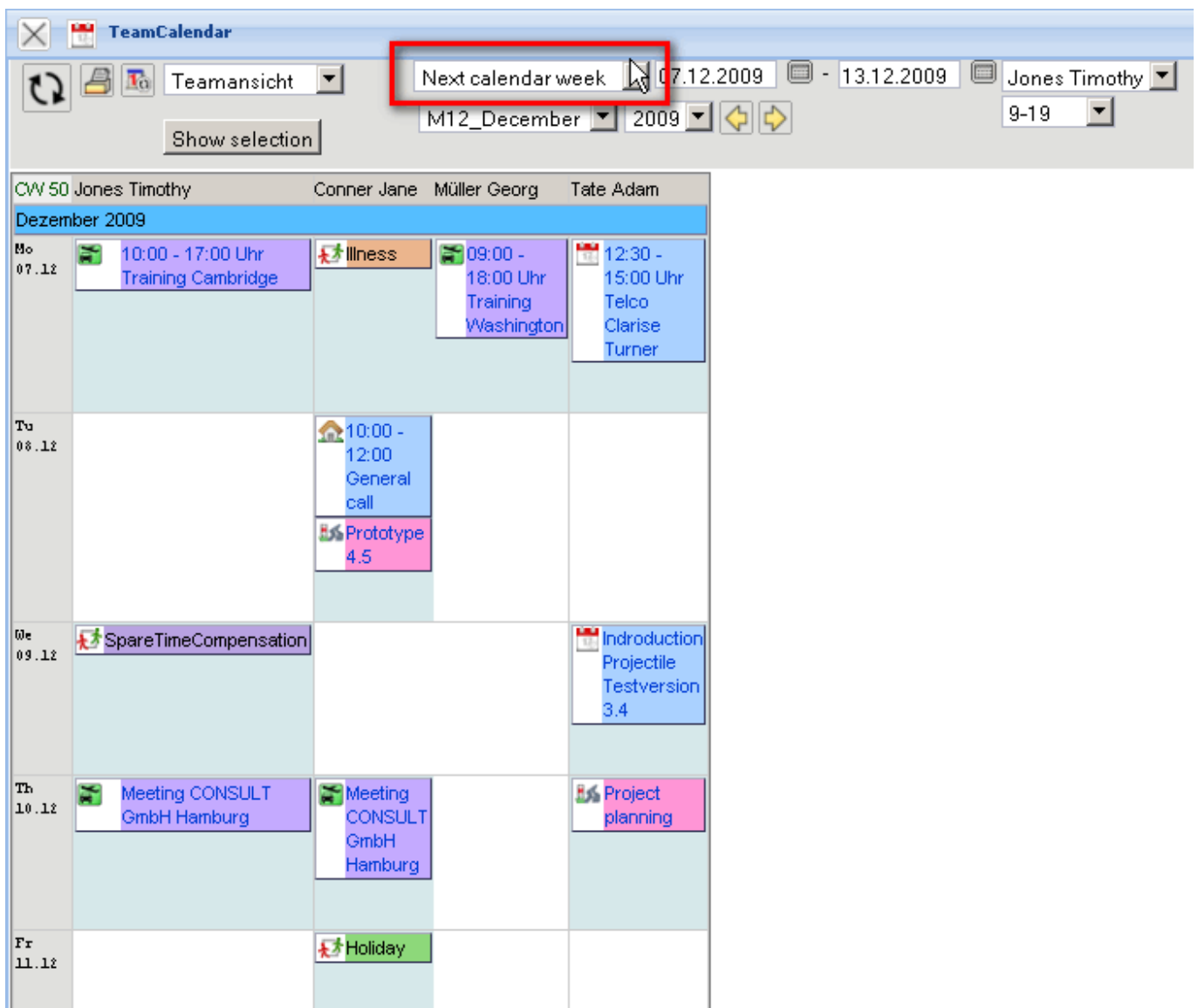
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

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.

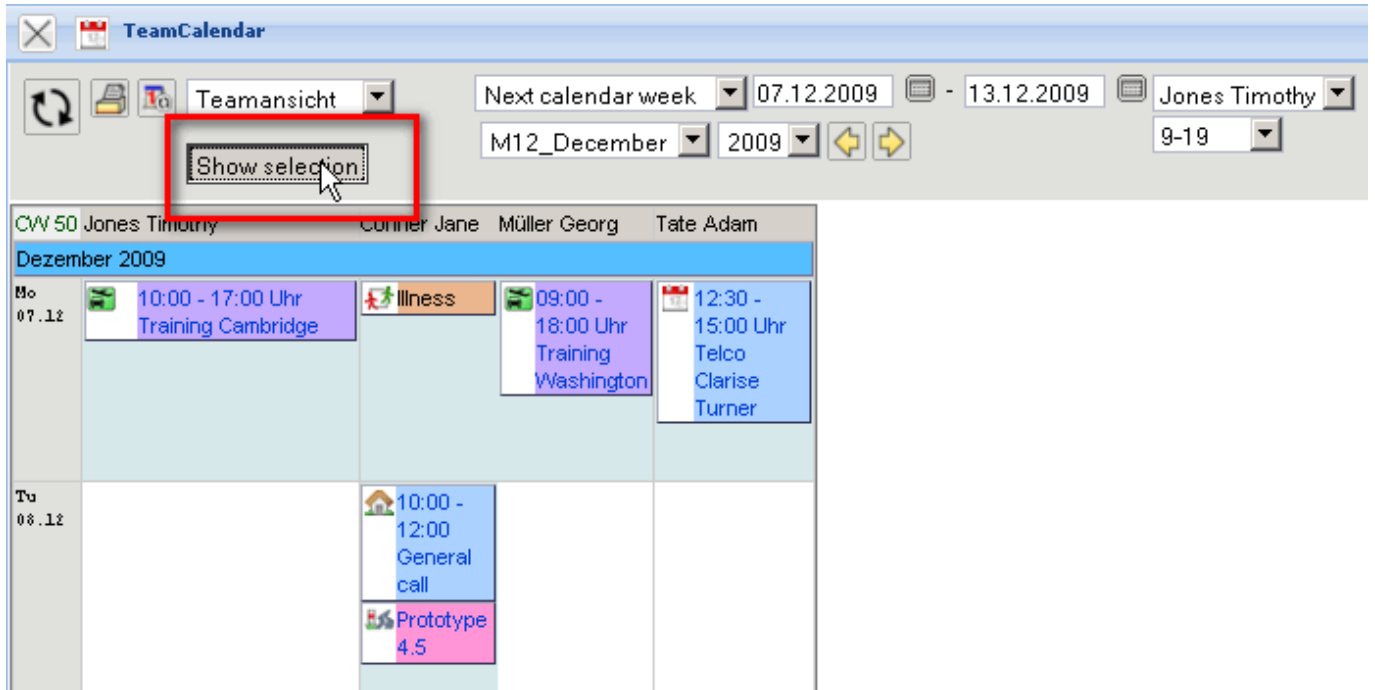


In the calendar the time interval of the display can also be changed (here in team overview).




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 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 a unit '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 events for 'CW 50 Jones Timothy', 'Conner Jane', 'Müller Georg', and 'Tate Adam' in December 2009, including '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

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	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
Dezember 2009						
Mo 07.12	<div style="background-color: #d0e0ff; padding: 2px;">10:00 - 17:00 Uhr Training Cambridge</div>					Mo 07.12
Tu 08.12	<div style="background-color: #ffccff; padding: 2px;">Prototype 4.5</div> <div style="background-color: #d0e0ff; padding: 2px; margin-left: 20px;">Programming with Mileson James</div>					Tu 08.12
We 09.12	<div style="background-color: #d0e0ff; padding: 2px;">SpareTimeCompensation</div>			<div style="background-color: #d0e0ff; 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).

The image displays two screenshots of the TeamCalendar application. The top screenshot shows the calendar for January 2007. The interface includes a title bar 'TeamCalendar', a navigation bar with 'Monatsansicht' (Month view), 'Nächste Kalenderwoche' (Next calendar week) set to 01.01.2007 - 31.01.2007, and a user selection 'Schaub Peter'. The calendar grid shows appointments for five weeks (KW 1 to KW 5). Key appointments include 'Neujahr' (New Year) on 1.1., 'Urlaub' (Vacation) on 2.1., 3.1., 4.1., and 5.1., 'Besprechung CONSULT in Hamburg' (Meeting CONSULT in Hamburg) on 10.1., and 'Abnahme Prototyp' (Prototype review) on 26.1. and 29.1.

The bottom screenshot shows the calendar for December 2009. The interface includes a title bar 'TeamCalendar', a navigation bar with 'Month view', 'Next calendar week' set to 01.12.2009 - 31.12.2009, and a user selection 'Conner Jane'. The calendar grid shows appointments for four weeks (CW 50 to CW 53). Key appointments include 'Illness' on 7.12., 'General call' (10:00 - 12:00) on 8.12., 'Prototype 4.5' on 8.12., 'Meeting CONSULT GmbH Hamburg' on 10.12. (highlighted with a red box), 'Holiday' on 11.12., 'third Advent' on 13.12., 'fourth Advent' on 20.12., 'Presentation: Smith Alice' (13:00) on 22.12., 'Christmas Day' on 24.12., 'first Christmas Day' on 25.12., 'second Christmas Day' on 26.12., and 'New Year' on 1.1.

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 122

Ansprechpartner  






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 13:00 - 14:00 Status und Projektplan
15:00 - 16:30 Schnittstellen
16:30 - 17:00 Nächste Schritte

Projekt 92 QM-Modul     

Arbeitspaket 92-1 Projektleitung    

Dokumente 

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

Document Edit View Back references Actions






Save the document 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.

	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: 125

Ansprechpartner: [Icon]

Zeitspanne: von 16.01.2007 00:00:00 bis 16.01.2007 00:00:00

Mitarbeiter: [Dropdown]
[Icons]
 [Icon] [1] Schaub Peter

Name: [Text Field]

Kategorie: [Dropdown]

Agenda: [Text Area]

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

Arbeitspaket: [Dropdown] [Icons]

Dokumente: [Text Field] [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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