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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 'Termine' (appointments) view in the Projectile Group Organizer. The interface includes a menu bar, a toolbar with a calendar icon, and a main content area. The main content area displays a list of appointments categorized by day. The 'Überfällig' (overdue) section lists appointments from December 19, 2006. The 'Heute' (today) section shows appointments for January 2, 2007. The 'Morgen' (tomorrow) section shows an appointment for January 3, 2007. The 'Demnächst' (upcoming) section lists appointments from January 4 to 10, 2007. Each appointment entry includes a date, time, description, and notification options.

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"/>

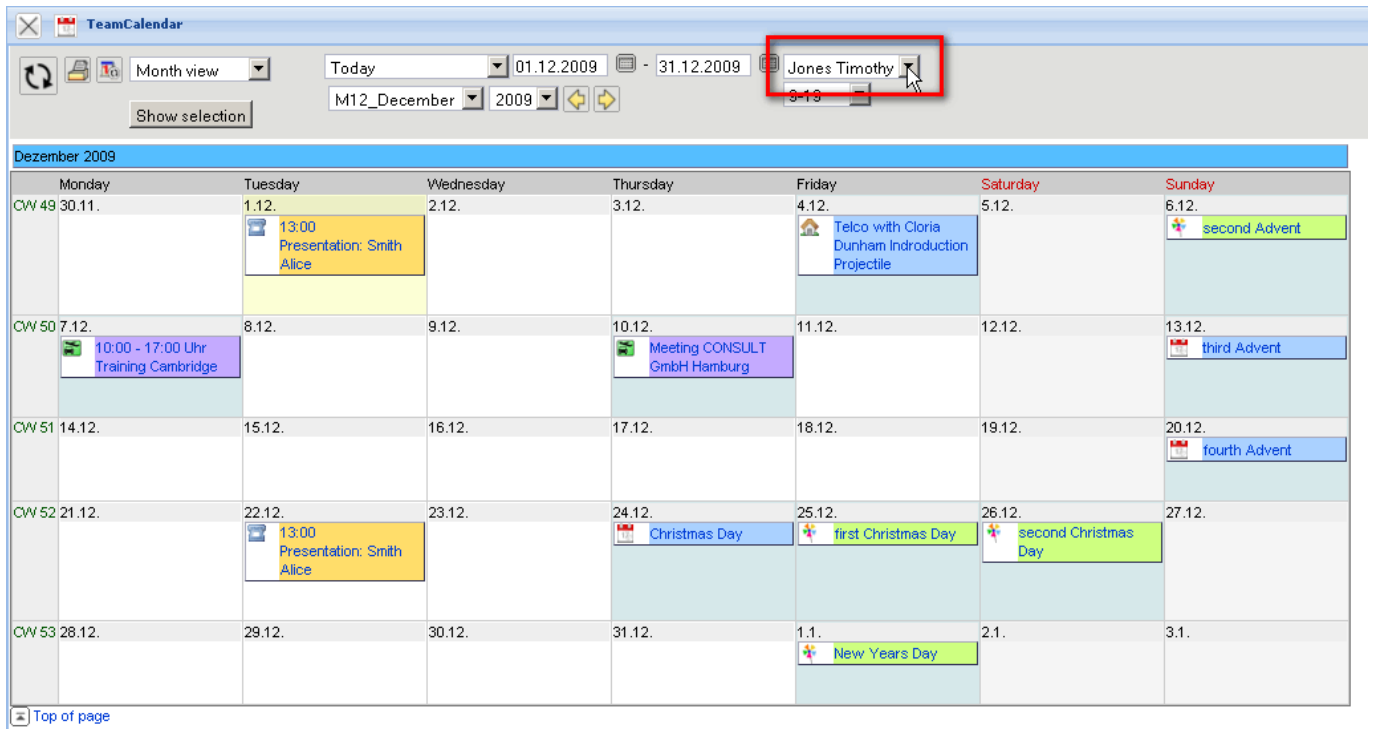
In the following example, the calendar of the user !!!!! is open for the current month.

The screenshot shows the TeamCalendar application interface. At the top, there is a navigation bar with a 'Month view' dropdown, date selection (01.12.2009 - 31.12.2009), and user selection (Conner Jane). Below the navigation bar, the calendar grid for December 2009 is displayed. The grid shows various appointments color-coded by type: pink (personal milestones), yellow (contact administration), blue (internal appointments), purple (external appointments), and green (bank holidays). The appointments include 'Project planning', 'Prototype', 'General call: Green John', '13:00 Presentation: Smith Alice', 'Programming', '10:00 - 12:00 General call', 'Meeting CONSULT GmbH Hamburg', 'Christmas Day', 'first Christmas Day', 'second Christmas Day', and 'New Year'.

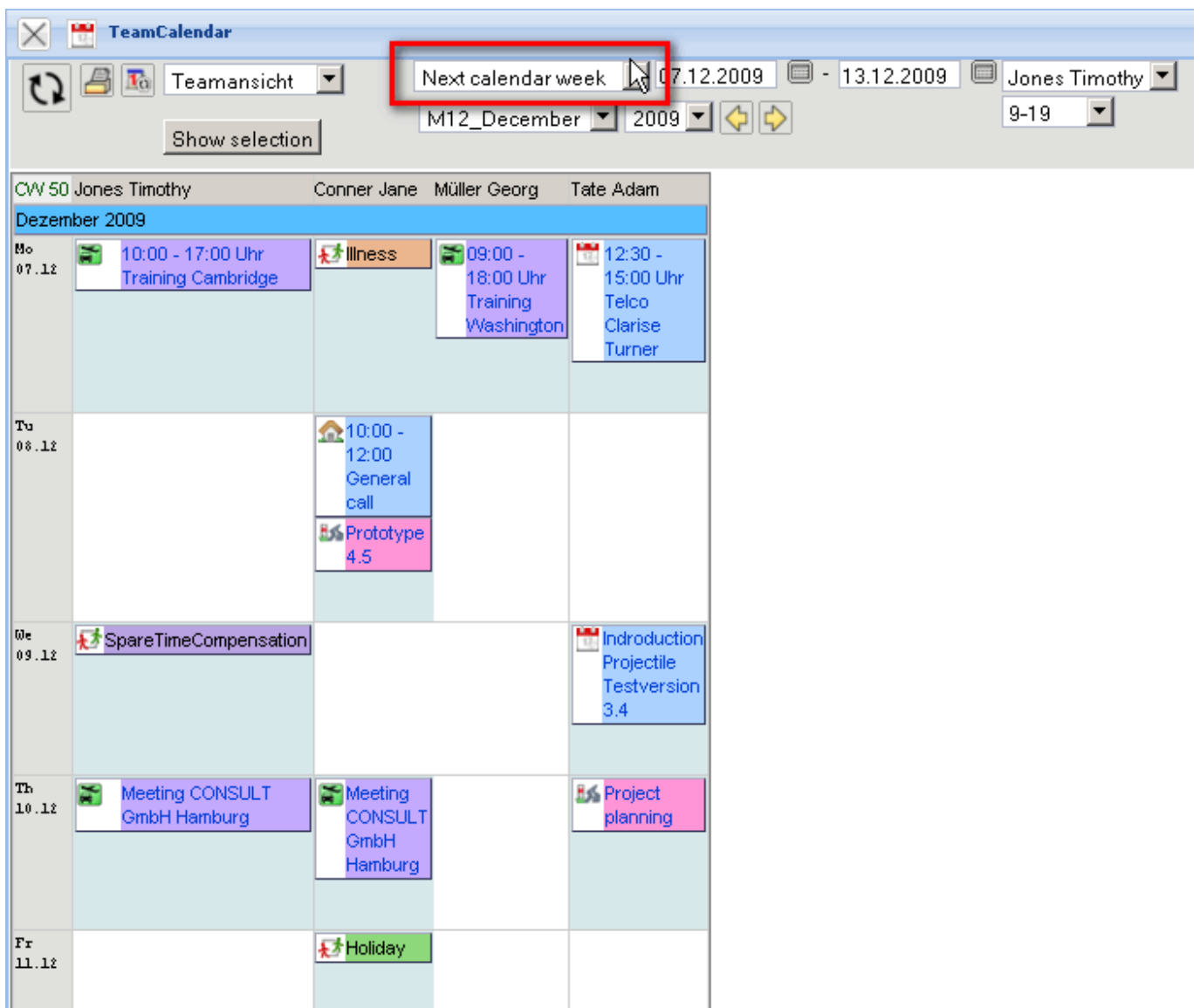
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

	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.

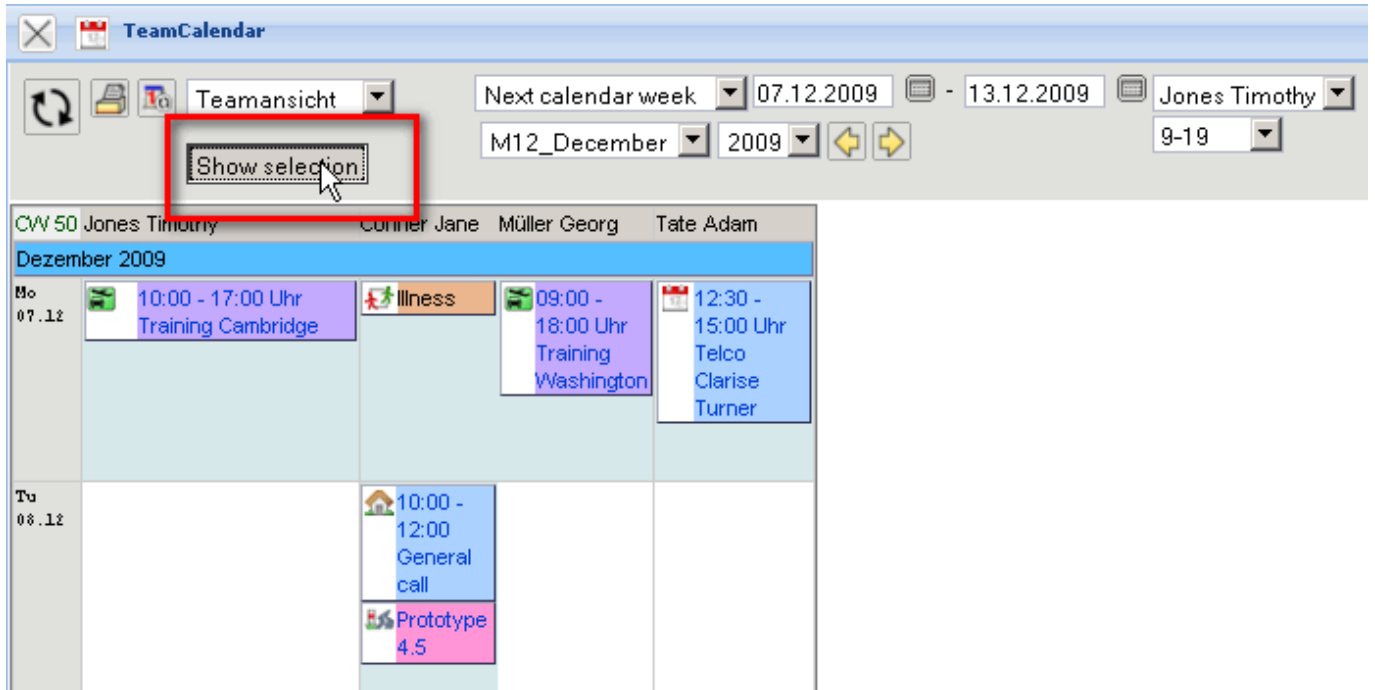


In the calendar the time interval of the display can also be changed (here in team overview).




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 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', 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

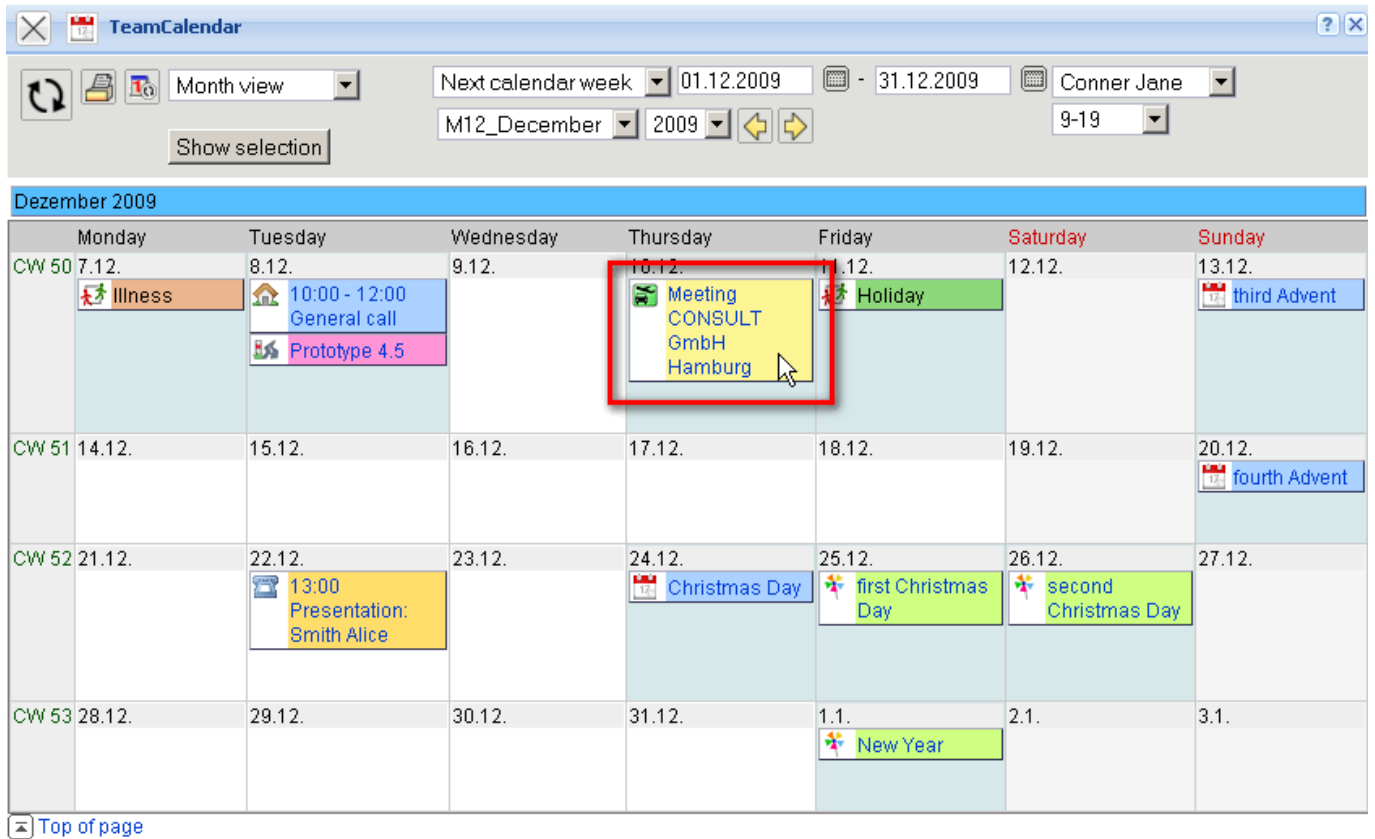
Add invited

Show scheduled holiday

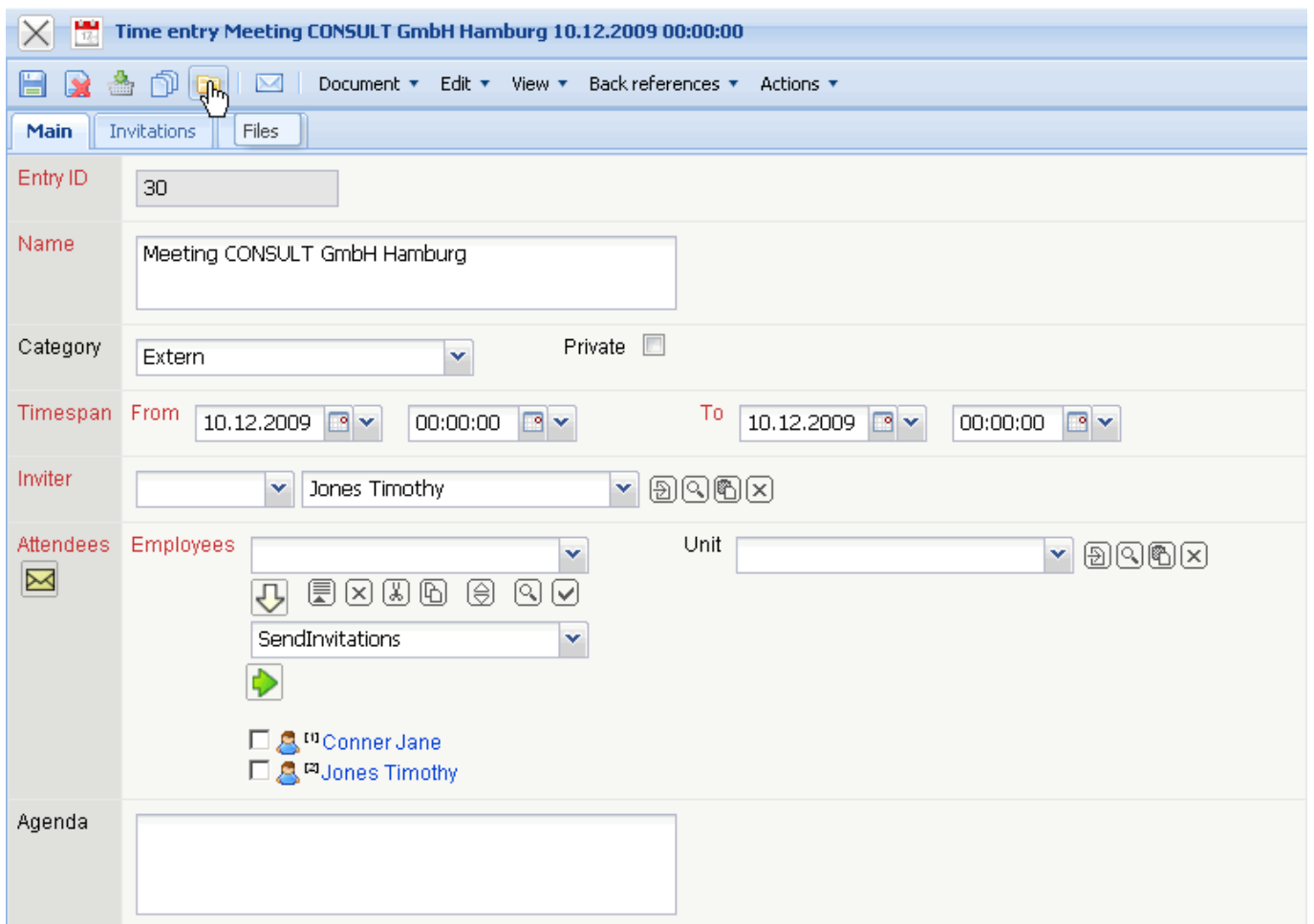
Column1	Column2	Column3	Column4	Column5	Display
08:00:00	11:00:00	14:00:00	17:00:00	20:00:00	CHART

CVW 50	Jones Timothy	Conner Jane	Jane Conner	Müller Georg	Tate Adam	CVW 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).



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



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

The screenshot shows a web interface for creating a time entry. The title bar reads "Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00". The interface includes a menu bar with options like "Document", "Edit", "View", "Back references", and "Actions". Below the menu, there are tabs for "Ma" and "Project". The form fields are as follows:





























- Entry ID:** 30
- Name:** Meeting CONSULT GmbH Hamburg
- Category:** Extern (dropdown), Private (checkbox)
- Timespan:** From 10.12.2009 00:00:00 To 10.12.2009 00:00:00
- Inviter:** Jones Timothy (dropdown)
- Attendees:** Employees (dropdown), Unit: Marketing and Sales (dropdown)
- Send Invitations:** SendInvitations (dropdown)
- Attendee List:** A list of employees with checkboxes: Conner Jane, Jones Timothy, Müller Georg, Jones Timothy, and 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: [Text] [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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