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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 with 'Datei', 'Ansicht', 'Erfassung', 'Unternehmensbereiche', 'Tools', 'Ablage', and 'Fenster'. The toolbar contains icons for home, print, mail, SMS, calendar, and search. The main menu has 'Termine' selected. The calendar view displays 'Ihre Termine' for '03.01.2007'. It lists upcoming tasks and events, including 'To-Do-Liste für Einführung', '1 - Erfasst 19.12.2006 09:00:00 Rechtegruppen anlegen', '1 - Erfasst 20.12.2006 09:00:00 Mitarbeiterdaten importieren', and 'Präsentation Meier Gabi Version 3.1 Engineering'. The current date is 'Di, 02.01.2007' and the next day is 'Mi, 03.01.2007'.

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

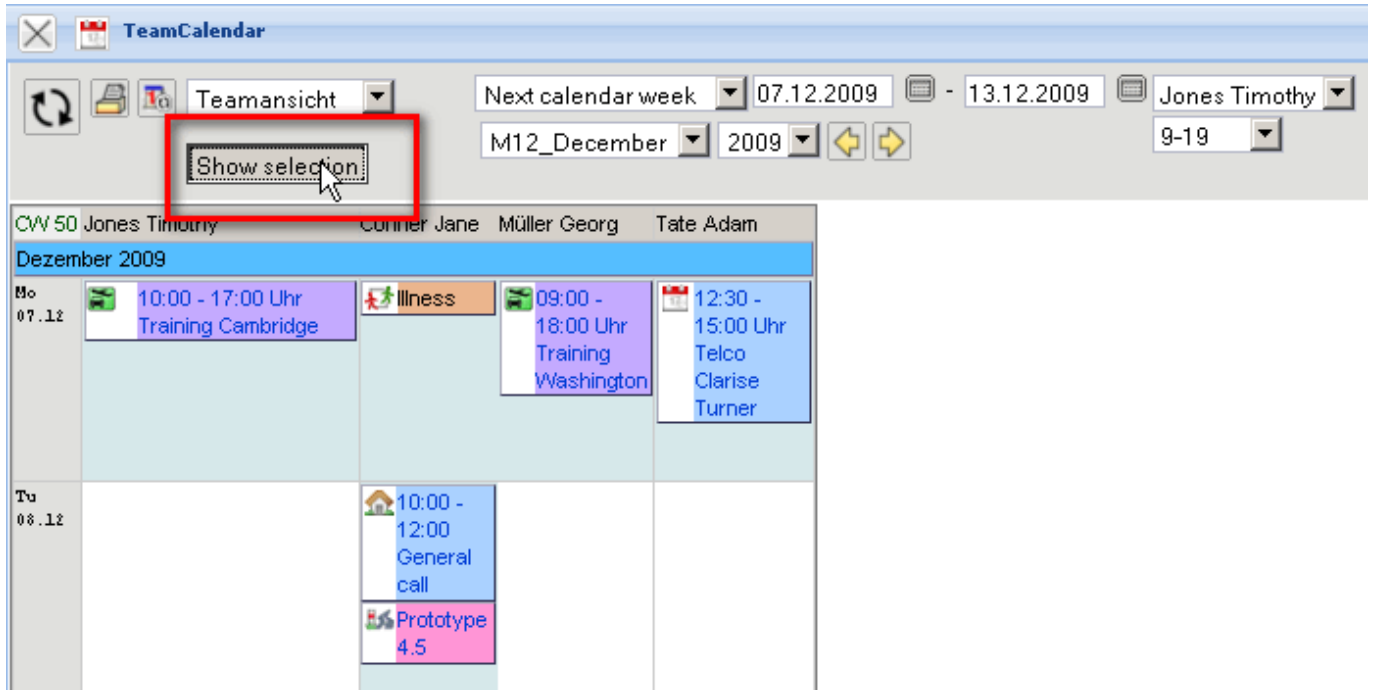
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

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.

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 highlighted entry 'Find available documents'.
- Units:** A table with a 'Description' dropdown and one entry: '1 Marketing and Sales'.
- EntryTypes:** A list of checkboxes for 'Absence', 'Action', 'Holiday', 'Milestone', 'TimeEntry', and 'ToDo'.
- 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 '10:00 - 17:00 Uhr Training Cambridge' (purple), 'Illness' (orange), '09:00 - 18:00 Uhr Training Washington' (purple), and '12:30 - 15:00 Uhr Telco Clarise Turner' (blue).

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 Clarse 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 interface. At the top, there are navigation and control elements: a 'Month view' dropdown, a 'Next calendar week' button, a date range from '01.12.2009' to '31.12.2009', and a user selection dropdown for 'Conner Jane'. Below this is a 'Show selection' button and a calendar navigation section for 'M12_December' 2009. The main calendar area displays a grid for December 2009, with columns for Monday through Sunday. A meeting titled 'Meeting CONSULT GmbH Hamburg' is scheduled for Thursday, 10.12.2009, and is highlighted with a red rectangular box. Other events include 'Illness' on Monday, '10:00 - 12:00 General call' and 'Prototype 4.5' on Tuesday, 'Holiday' on Friday, and 'third Advent' on Sunday. The bottom of the calendar view includes a 'Top of page' link.

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

The screenshot shows the 'Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00' document. The interface includes a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. Below the menu are tabs for 'Main', 'Invitations', and 'Files'. The main content area contains the following fields:

- 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
- Attendees:** Employees (dropdown), Unit (dropdown), SendInvitations (dropdown), and a list of attendees: Conner Jane and Jones Timothy (both with checkboxes).
- Agenda:** An empty text area.

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

The screenshot shows a web-based time entry form for a meeting. The title bar reads "Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00". The form includes the following fields and options:

- 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 attendees 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.

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.

TeamCalendar

Month view Next calendar week 01.12.2009 - 31.12.2009 Conner Jane
























Show selection M12_December 2009 9-19

Dezember 2009

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CW 50	7.12. Illness	8.12. 10:00 - 12:00 General call Prototype 4.5	9.12.	10.12. Meeting CONSULT GmbH Hamburg	11.12. Holiday	12.12.	13.12. third Advent
CW 51	14.12.	15.12.	16.12.	17.12.	18.12.	19.12.	20.12. fourth Advent
CW 52	21.12.	22.12. 13:00 Presentation: Smith Alice	23.12.	24.12. Christmas Day	25.12. first Christmas Day	26.12. second Christmas Day	27.12.
CW 53	28.12.	29.12.	30.12.	31.12.	1.1. New Year	2.1.	3.1.

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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] [X] [Green Check]

Arbeitspaket: [Dropdown] [Icons] [X]

Dokumente: [Text Field] [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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