

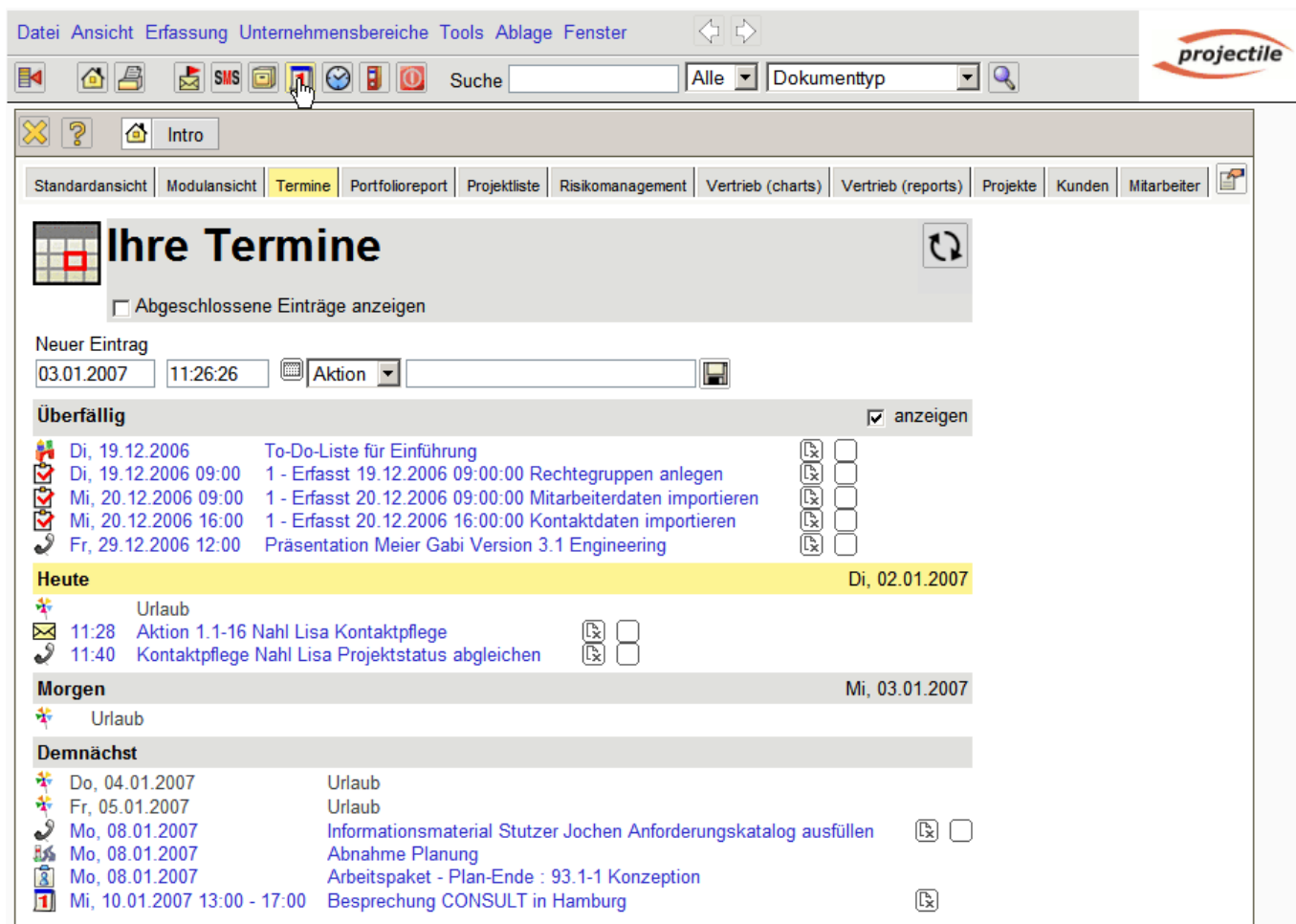
[previous](#) [Home](#) [next](#)

# 3.04.3 Group Organizer "Team-Calendar"

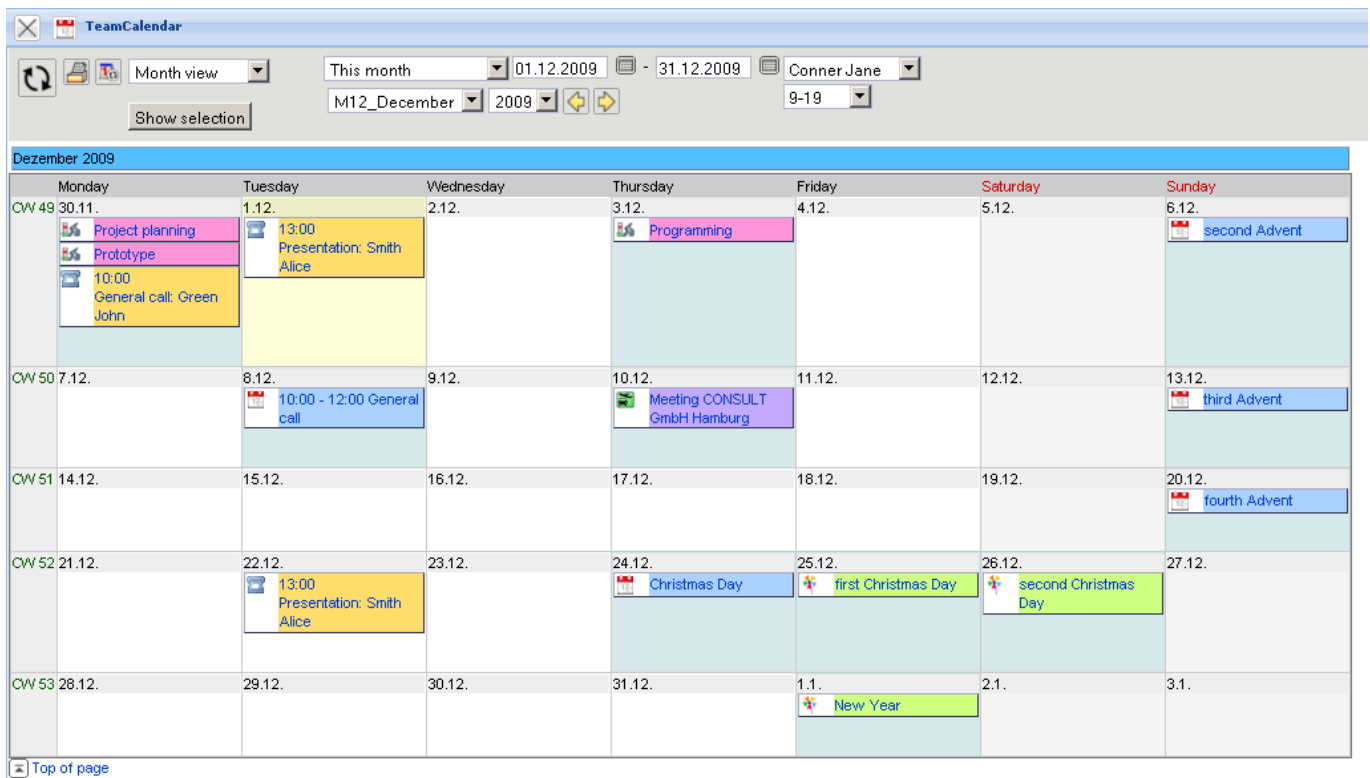
The group organizer manages project relevant appointments (milestones, external and internal appointments, project actions) and person-related events (absences, such as holidays and illness, bank holidays, general operations, ...). The calendar can be opened for the user, the group (such as unit) or 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.

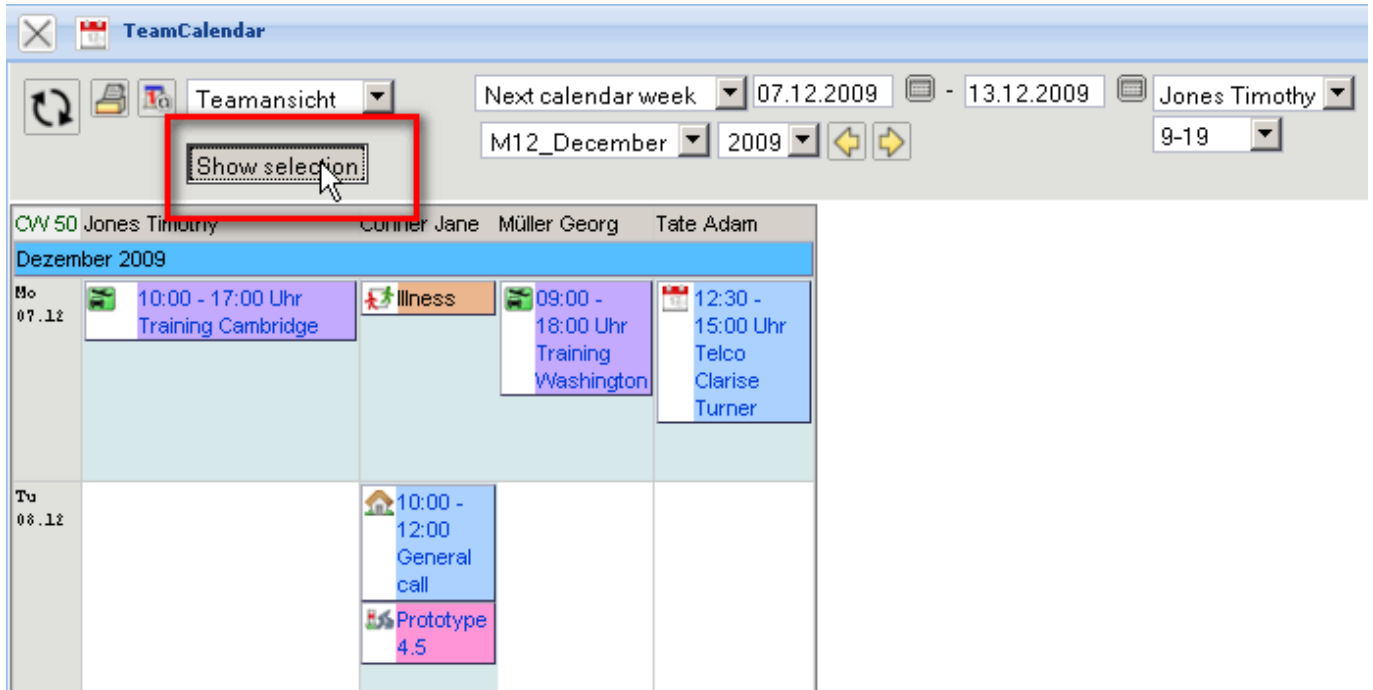
New Year	Green entries are used from the bank holiday definition (see bank holidays)
13:00 Presentation: Smith Alice	Yellow entries are from the contact administration (see actions).
10:00 - 12:00 General call	Blue entries are from internal appointments.
Meeting CONSULT GmbH Hamburg	Purple entries are 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.




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' view selector. The main interface is divided into several sections: 'Further employees' with a 'Find available documents' button; 'Units' with a table listing '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

M12\_December 2009

9-19

Further employees

	Name	First name
1	Jane	Conner
2	Jones	Timothy
3	Tate	Adam

Units

No entries

EntryTypes

- Absence
- Action
- Holiday
- Milestone
- TimeEntry
- ToDo

Add invited

Show scheduled holiday

Column1

08:00:00

Column2

11:00:00

Column3

14:00:00

Column4

17:00:00

Column5

20:00:00

Display

CHART

	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 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' with left and right arrow buttons and a '9-19' dropdown.

The main calendar area is titled 'Dezember 2009' and displays a grid of days from Monday to Sunday. The days are color-coded: Monday (light blue), Tuesday (light green), Wednesday (light blue), Thursday (light green), Friday (light blue), Saturday (light green), and Sunday (light blue). The calendar shows various events: 'Illness' on Monday 7.12., '10:00 - 12:00 General call' and 'Prototype 4.5' on Tuesday 8.12., 'Meeting CONSULT GmbH Hamburg' on Thursday 10.12. (highlighted with a red box), 'Holiday' on Friday 11.12., 'third Advent' on Sunday 13.12., 'fourth Advent' on Sunday 20.12., '13:00 Presentation: Smith Alice' on Tuesday 22.12., 'Christmas Day' on Thursday 24.12., 'first Christmas Day' on Friday 25.12., 'second Christmas Day' on Saturday 26.12., and 'New Year' on Friday 1.1. (New Year's Day).

At the bottom left, there is 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' tab is active.

The document 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 (dropdown)
- Attendees:** Employees (dropdown), Unit (dropdown), SendInvitations (dropdown), and a list of attendees: Conner Jane (checkbox), Jones Timothy (checkbox).
- Agenda:** (empty text area)

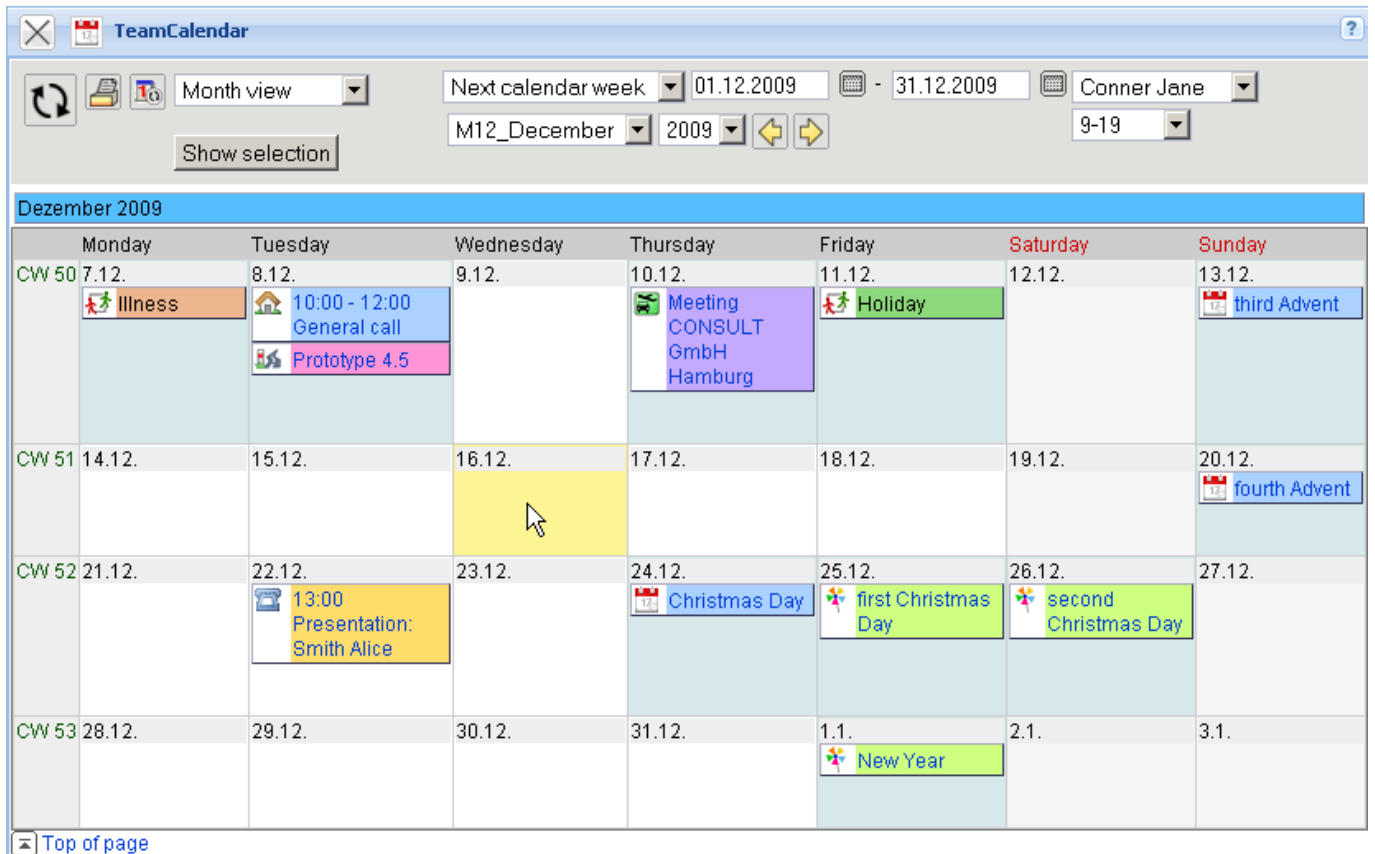
... and they can be changed (here completion of the agenda).

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:

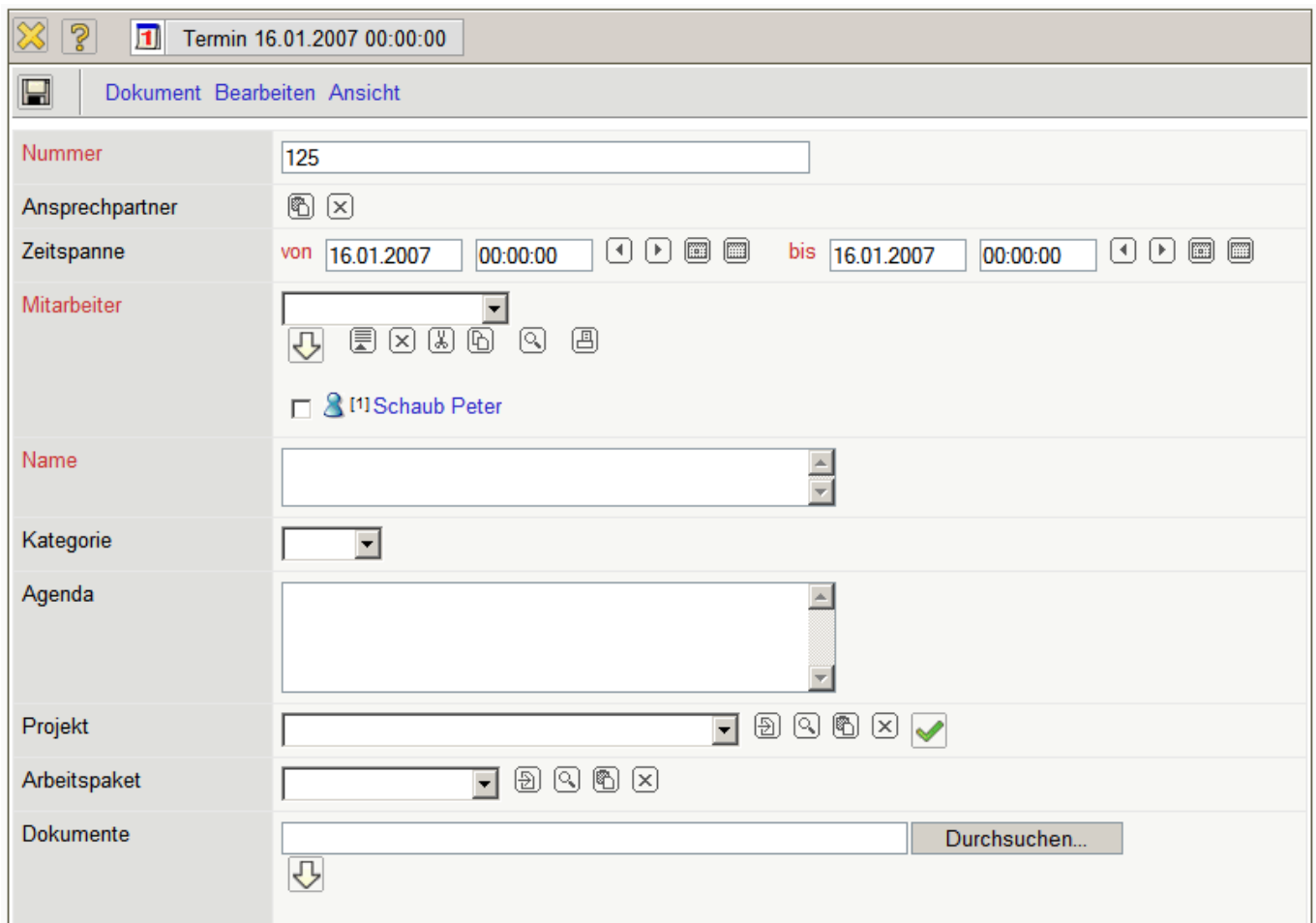
- Entry ID:** 30
- Name:** Meeting CONSULT GmbH Hamburg
- Category:** Extern (dropdown), Private (checkbox)
- Timespan:** From 10.12.2009 00:00:00 To 10.12.2009 00:00:00
- Inviter:** Jones Timothy (dropdown)
- Attendees:** Employees (dropdown), Unit: Marketing and Sales (dropdown)
- Send Invitations:** 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.





Then, a new document of the type appointment opens. Here the basic values are now defined.



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 ...

The screenshot shows a web application window titled "Termin 16.01.2007 00:00:00". The interface is divided into several sections:

- Header:** "Termin 16.01.2007 00:00:00" and "Dokument Bearbeiten Ansicht".
- Form Fields:**
  - Nummer:** Input field with value "125".
  - Ansprechpartner:** Icon and close button.
  - Zeitspanne:** "von" 16.01.2007 09:00:00 "bis" 16.01.2007 12:00:00. Includes navigation icons.
  - Mitarbeiter:** Dropdown menu, icons for actions, and checkboxes for "[1] Schaub Peter" and "[2] Batzeck Klaus".
  - Name:** Input field with value "Besprechung Vertriebsstrategie".
  - Kategorie:** Dropdown menu with value "Intern".
  - Agenda:** Text area with value "Produktstrategie, Homepage, Online-marketing, Vertriebspartner".
  - Projekt:** Dropdown menu, icons, and a green checkmark.
  - Arbeitspaket:** Dropdown menu, icons, and a close button.
  - Dokumente:** Input field, "Durchsuchen..." button, and a download icon.

... and is automatically accessible in the calendar. The assigned employees receive a message through the internal system.

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. 09:00-12:00 Besprechung Vertriebsstrategie	17.1. Präsentation: Meier Hannah	18.1.	19.1.	20.1.	21.1.

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