

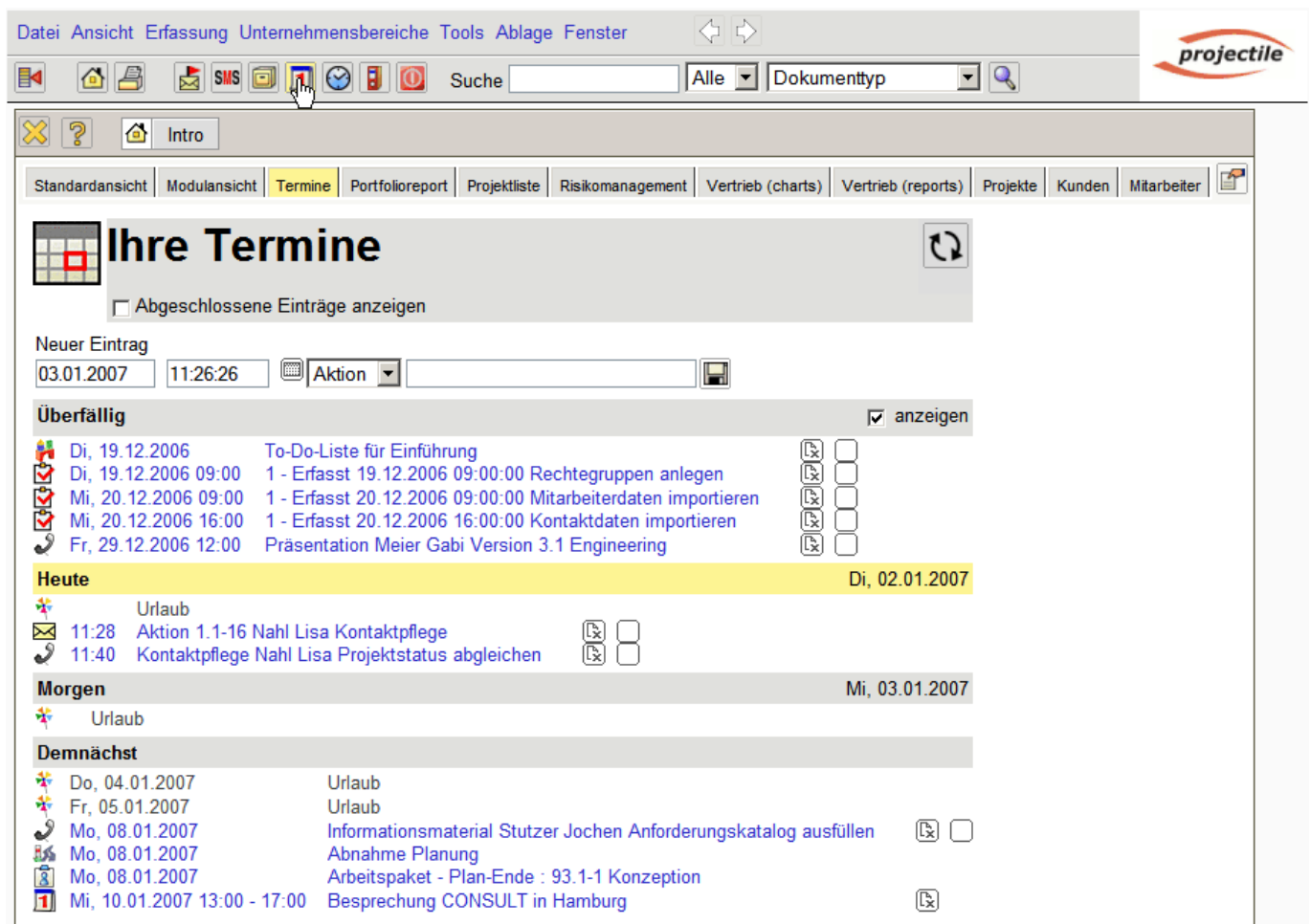
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3.04.3 Group Organizer "Team-Calendar"

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.

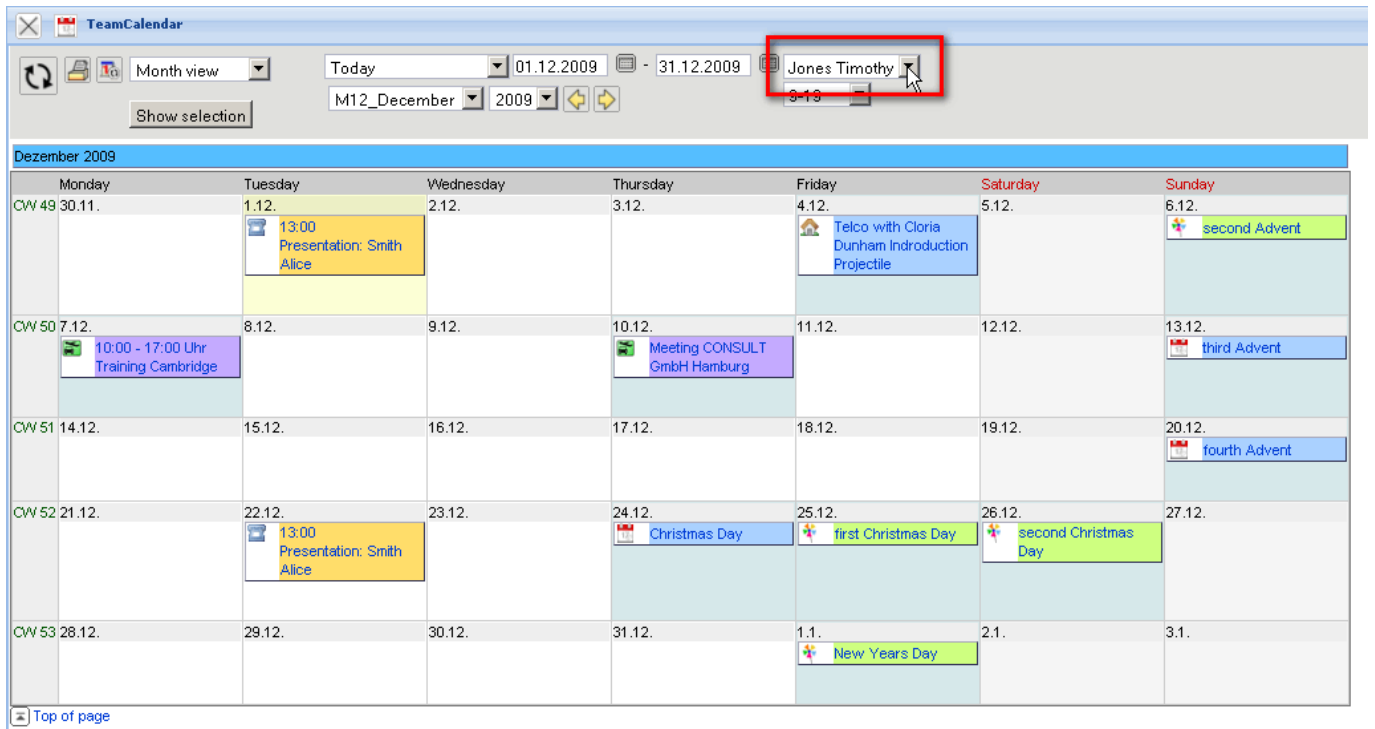


In the following example, the calendar of the user !!!!! is open for the current month.

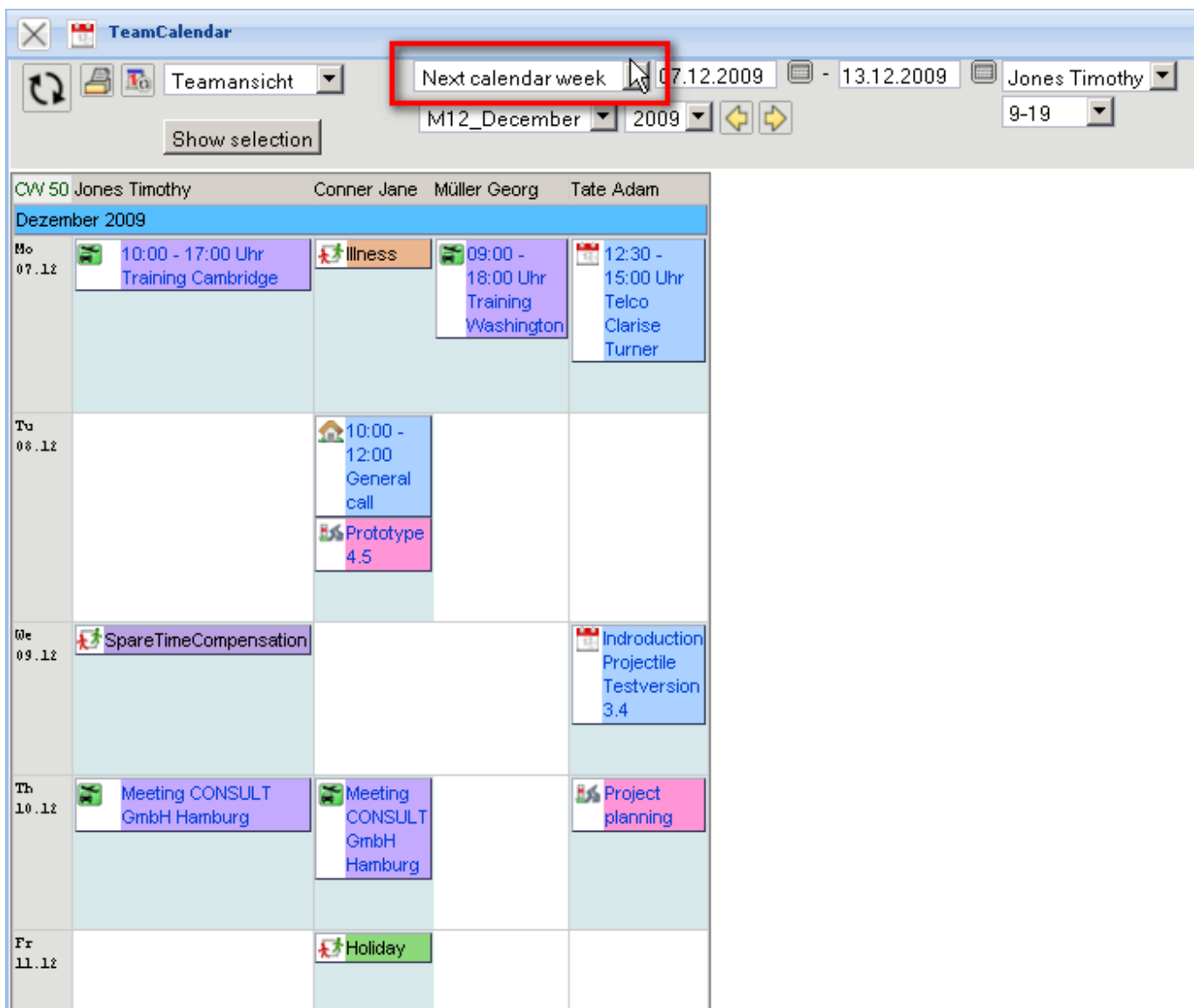
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

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.

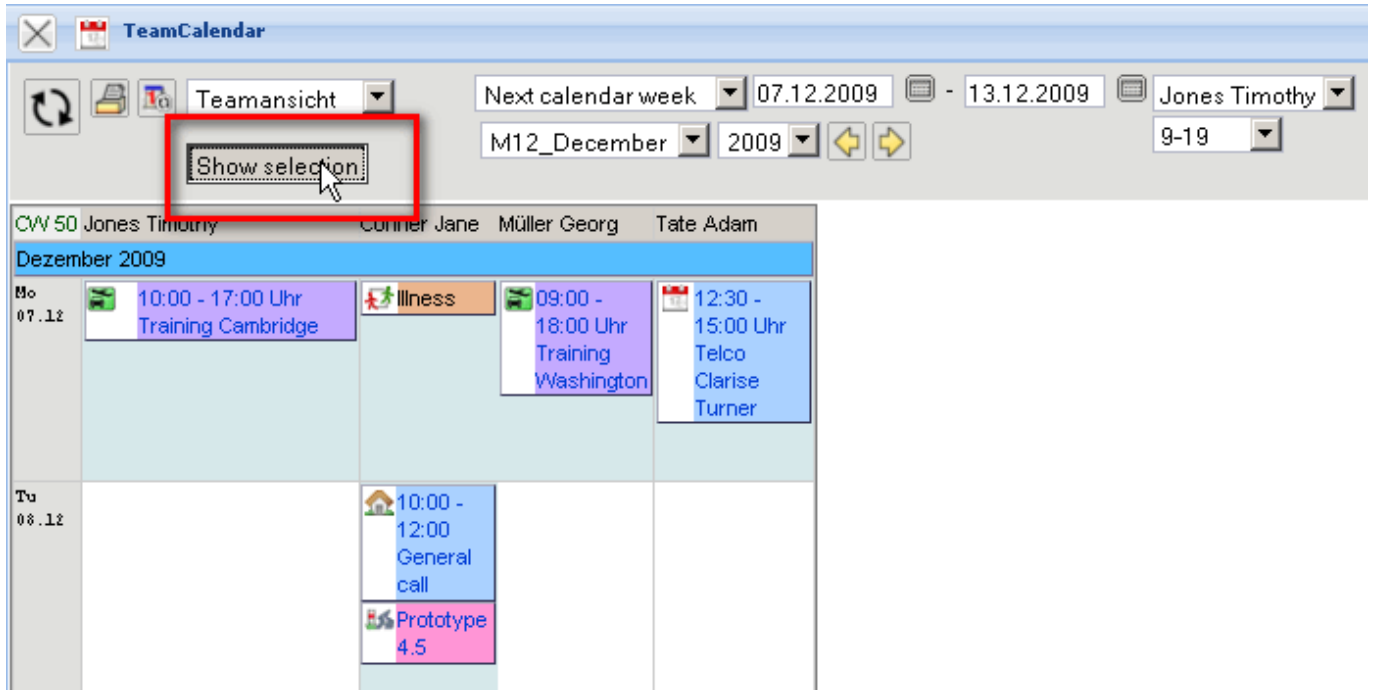


In the calendar the time interval of the display can also be changed (here in team overview).




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 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', '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 entries for 'CW 50 Jones Timothy', 'Conner Jane', 'Müller Georg', and 'Tate Adam' in December 2009, with specific events like '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

1 - 3 / 3

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

No entries

EntryTypes

- Abs^[1] Absence
- Abs^[2] Action
- Abs^[3] Holiday
- Abs^[4] Milestone
- Abs^[5] TimeEntry
- Abs^[6] 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 screenshot shows the TeamCalendar interface. At the top, there are navigation and control elements: a 'Month view' dropdown, 'Next calendar week' buttons, 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 bar for 'Dezember 2009'. The calendar grid shows days from Monday to 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 left corner has a 'Top of page' link.

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

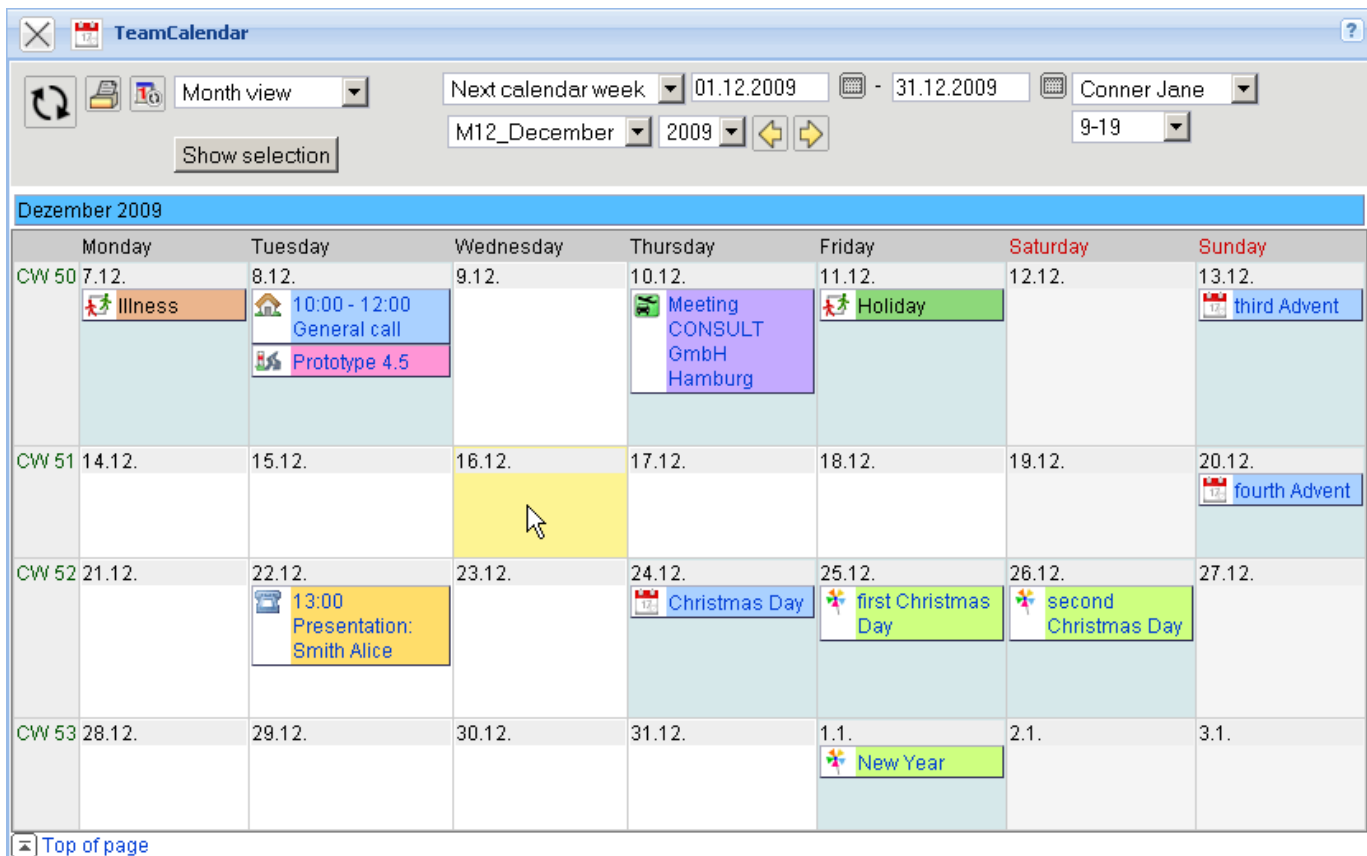
The screenshot displays the 'Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00' document. The interface includes a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. Below the menu are tabs for 'Main', 'Invitations', and 'Files'. The main content area contains several fields: 'Entry ID' (30), 'Name' (Meeting CONSULT GmbH Hamburg), 'Category' (Extern), 'Private' checkbox, 'Timespan' (From 10.12.2009 00:00:00 To 10.12.2009 00:00:00), 'Inviter' (Jones Timothy), 'Attendees' (Employees list with 'Conner Jane' and 'Jones Timothy' checked), and 'Agenda' (empty text area). There are also icons for document management and a 'SendInvitations' dropdown.

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

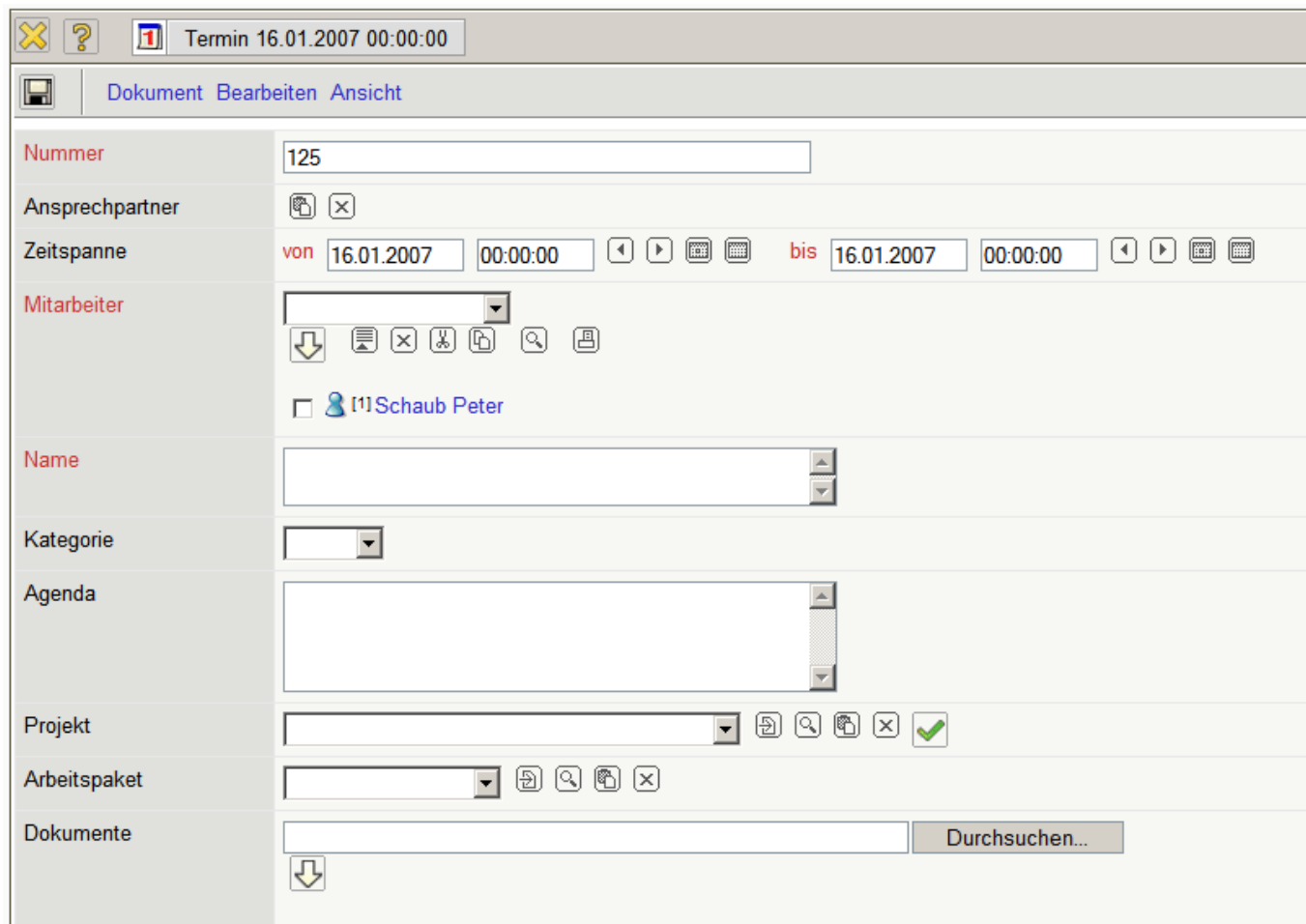
The screenshot shows a web-based form for creating a time entry. The title bar reads "Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00". The form includes the following fields and options:

- 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 employees with checkboxes: Conner Jane, Jones Timothy, Müller Georg, Jones Timothy, 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 ...

Termin 16.01.2007 00:00:00

Dokument Bearbeiten Ansicht

Nummer	125
Ansprechpartner	 
Zeitspanne	von 16.01.2007 09:00:00   bis 16.01.2007 12:00:00  
Mitarbeiter	<input type="text"/>         <input type="checkbox"/>  [1] Schaub Peter <input type="checkbox"/>  [2] Batzeck Klaus
Name	Besprechung Vertriebsstrategie  
Kategorie	Intern 
Agenda	Produktstrategie, Homepage, Online-marketing, Vertriebspartner  
Projekt	<input type="text"/>     
Arbeitspaket	<input type="text"/>    
Dokumente	<input type="text"/>  <input type="button" value="Durchsuchen..."/>

Time entry 16.12.2009 00:00:00

Document Edit View Actions

Save the document Project

Entry ID: 37

Name: conference marketing strategy

Category: Intern Private

Timespan: From 16.12.2009 09:00:00 To 16.12.2009 12:00:00

Inviter: [] [] [] [] [] []

Attendees: Employees [] Unit []

Conner Jane
 Griffith Jean

Agenda: product strategy, Homepage, Online-marketing, distribution partner

... 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

	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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