

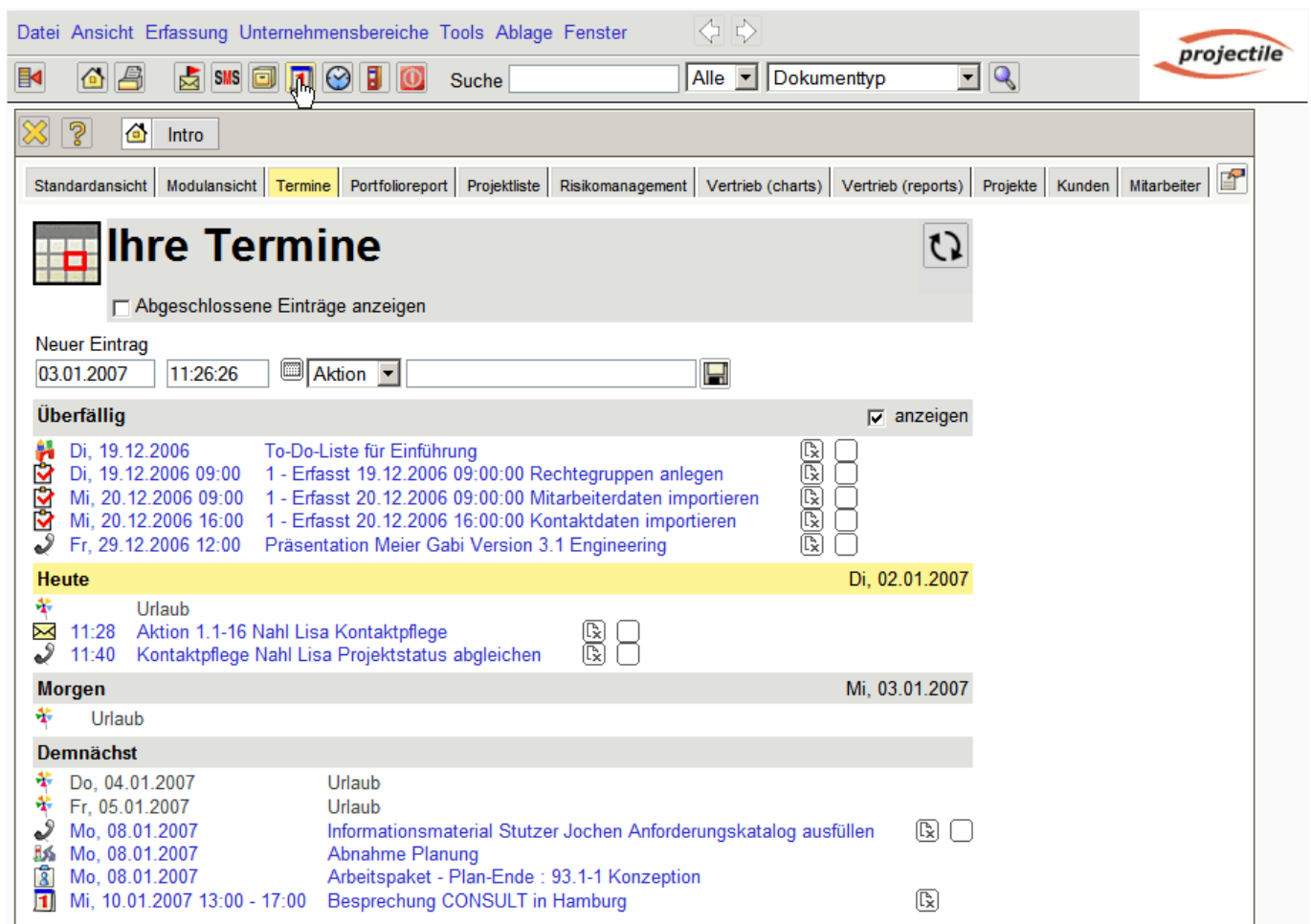
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3.04.3 Group Organizer "Team-Calendar"

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 'Ihre Termine' (Your Appointments) section of the Projectile Group Organizer. 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.

Ihre Termine

Abgeschlossene Einträge anzeigen

Neuer Eintrag
03.01.2007 11:26:26 Aktion

Überfällig anzeigen

Di, 19.12.2006	To-Do-Liste für Einführung	<input type="checkbox"/>
Di, 19.12.2006 09:00	1 - Erfasst 19.12.2006 09:00:00 Rechtegruppen anlegen	<input type="checkbox"/>
Mi, 20.12.2006 09:00	1 - Erfasst 20.12.2006 09:00:00 Mitarbeiterdaten importieren	<input type="checkbox"/>
Mi, 20.12.2006 16:00	1 - Erfasst 20.12.2006 16:00:00 Kontaktdaten importieren	<input type="checkbox"/>
Fr, 29.12.2006 12:00	Präsentation Meier Gabi Version 3.1 Engineering	<input type="checkbox"/>

Heute Di, 02.01.2007

11:28	Aktion 1.1-16 Nahl Lisa Kontaktpflege	<input type="checkbox"/>
11:40	Kontaktpflege Nahl Lisa Projektstatus abgleichen	<input type="checkbox"/>

Morgen Mi, 03.01.2007

Urlaub

Demnächst

Do, 04.01.2007	Urlaub	
Fr, 05.01.2007	Urlaub	
Mo, 08.01.2007	Informationsmaterial Stutzer Jochen Anforderungskatalog ausfüllen	<input type="checkbox"/>
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	<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, a date range selector set to 'This month' (01.12.2009 - 31.12.2009), and a user selector for 'Conner Jane'. Below this is a 'Show selection' button and a calendar control for 'M12_December' in '2009'. The main area is a calendar grid for 'Dezember 2009' with columns for Monday through Sunday. The grid shows several appointments:

- Monday, 30.11.:** Project planning (pink), Prototype (pink), 10:00 General call: Green John (blue).
- Tuesday, 1.12.:** 13:00 Presentation: Smith Alice (yellow), 10:00 - 12:00 General call (blue).
- Thursday, 3.12.:** Programming (pink), Meeting CONSULT GmbH Hamburg (purple).
- Friday, 4.12.:** Christmas Day (green).
- Saturday, 5.12.:** first Christmas Day (green).
- Sunday, 6.12.:** second Advent (blue).
- Sunday, 13.12.:** third Advent (blue).
- Sunday, 20.12.:** fourth Advent (blue).
- Sunday, 27.12.:** second Christmas Day (green).
- Monday, 28.12.:** New Year (green).

 A 'Top of page' link is visible at the bottom left of the calendar grid.

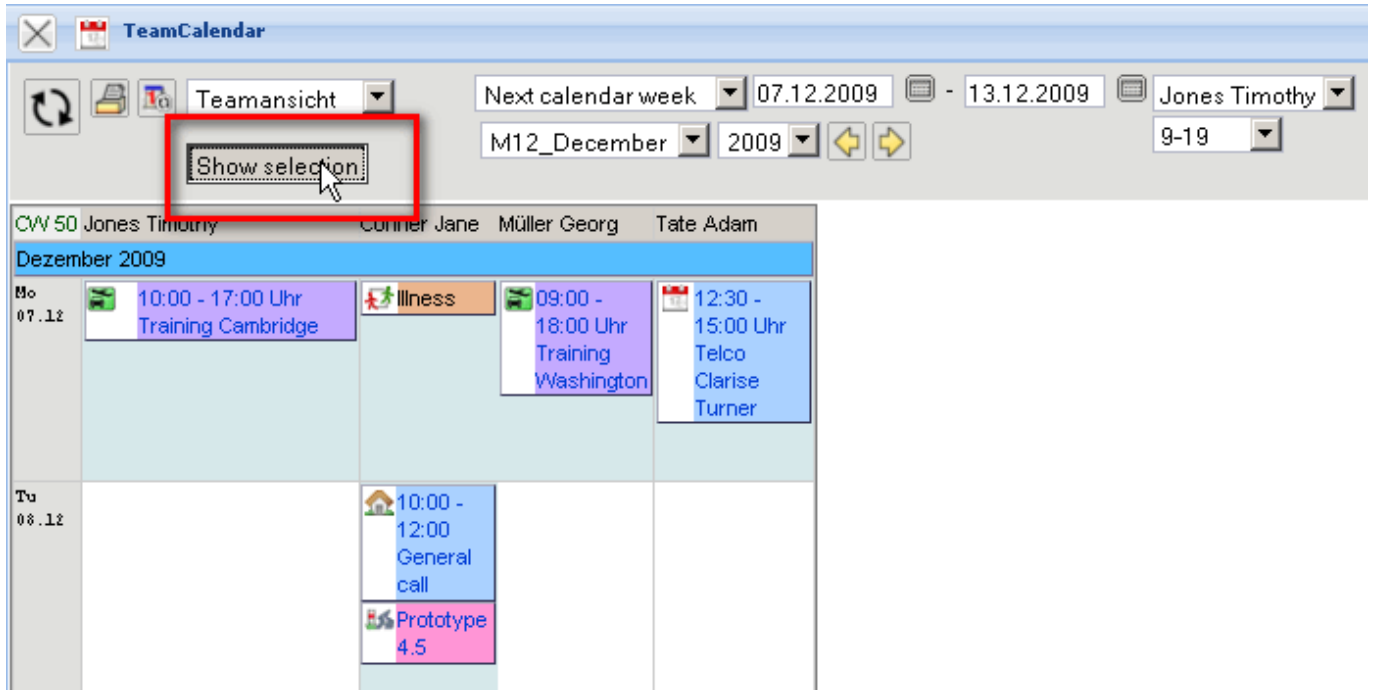
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

	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.


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 '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

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

- Abs^[1] Absence
- Abs^[2] Action
- Abs^[3] Holiday
- Abs^[4] Milestone
- Abs^[5] TimeEntry
- Abs^[6] 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

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

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The screenshot shows the TeamCalendar application window. 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 filter dropdown set to 'M12_December' for the year '2009'. The main area is a calendar grid for 'Dezember 2009'. The 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 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). Below this are icons for adding/removing attendees and a 'SendInvitations' dropdown.
- Agenda:** An empty text area.

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

The screenshot shows a web-based time entry form titled "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 menu), Private (checkbox)
- Timespan:** From 10.12.2009 00:00:00 To 10.12.2009 00:00:00
- Inviter:** Jones Timothy (dropdown menu)
- Attendees:** Employees (dropdown menu), Unit: Marketing and Sales (dropdown menu)
- SendInvitations:** (dropdown menu)
- Attendee List:** A list of attendees with checkboxes:
 - [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.

The screenshot shows the 'TeamCalendar' application window. At the top, there are navigation controls including a 'Month view' dropdown, a 'Next calendar week' button, and date pickers for '01.12.2009' to '31.12.2009'. Below this, a 'Show selection' button and a '9-19' dropdown are visible. The main area is a calendar grid for 'Dezember 2009'. The grid shows days from Monday to Sunday. Events are represented by colored blocks: an orange 'Illness' block on Monday 7.12., a blue '10:00 - 12:00 General call' and pink 'Prototype 4.5' block on Tuesday 8.12., a purple 'Meeting CONSULT GmbH Hamburg' block on Thursday 10.12., a green 'Holiday' block on Friday 11.12., a blue 'Christmas Day' block on Thursday 24.12., and green 'first Christmas Day' and 'second Christmas Day' blocks on Friday 25.12. and Saturday 26.12. respectively. A yellow highlight is on Wednesday 16.12. The calendar also shows 'third Advent' and 'fourth Advent' on the last days of the month. A 'Top of page' link is at the bottom left.

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

The screenshot shows a 'Time entry' form titled 'Time entry 16.12.2009 00:00:00'. The form has a menu bar with 'Document', 'Edit', 'View', and 'Actions'. Below the menu are tabs for 'Main', 'Invitations', and 'Project'. The form fields are: 'Entry ID' with the value '37'; 'Name' with an empty text box; 'Category' with a dropdown menu and a 'Private' checkbox; 'Timespan' with 'From' and 'To' date and time pickers, both set to '16.12.2009 00:00:00'; 'Inviter' with a dropdown menu and search icons; 'Attendees' with a dropdown menu for 'Employees', a 'Unit' dropdown, and a list of attendees including 'Conner Jane' with a checkbox; and 'Agenda' with a large empty text area.

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-based form titled "Time entry 16.12.2009 00:00:00". The form is organized into several sections:

- Entry ID:** A text input field containing the number "37".
- Name:** A text input field containing "conference marketing strategy".
- Category:** A dropdown menu set to "Intern" and a "Private" checkbox which is unchecked.
- Timespan:** Two date-time pickers. The "From" field is set to "16.12.2009 09:00:00" and the "To" field is set to "16.12.2009 12:00:00".
- Inviter:** Two empty dropdown menus and a set of icons for document management.
- Attendees:** A section with a "Employees" dropdown menu, a "Unit" dropdown menu, and a list of employee names: "Conner Jane" and "Griffith Jean", each with an unchecked checkbox.
- Agenda:** A text area containing the text "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

Month view | Next calendar week | 07.12.2009 - 13.12.2009 | Conner Jane

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. 09:00-12:00 conference marketing strategy	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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Last update: 2019/10/25 14:09

