

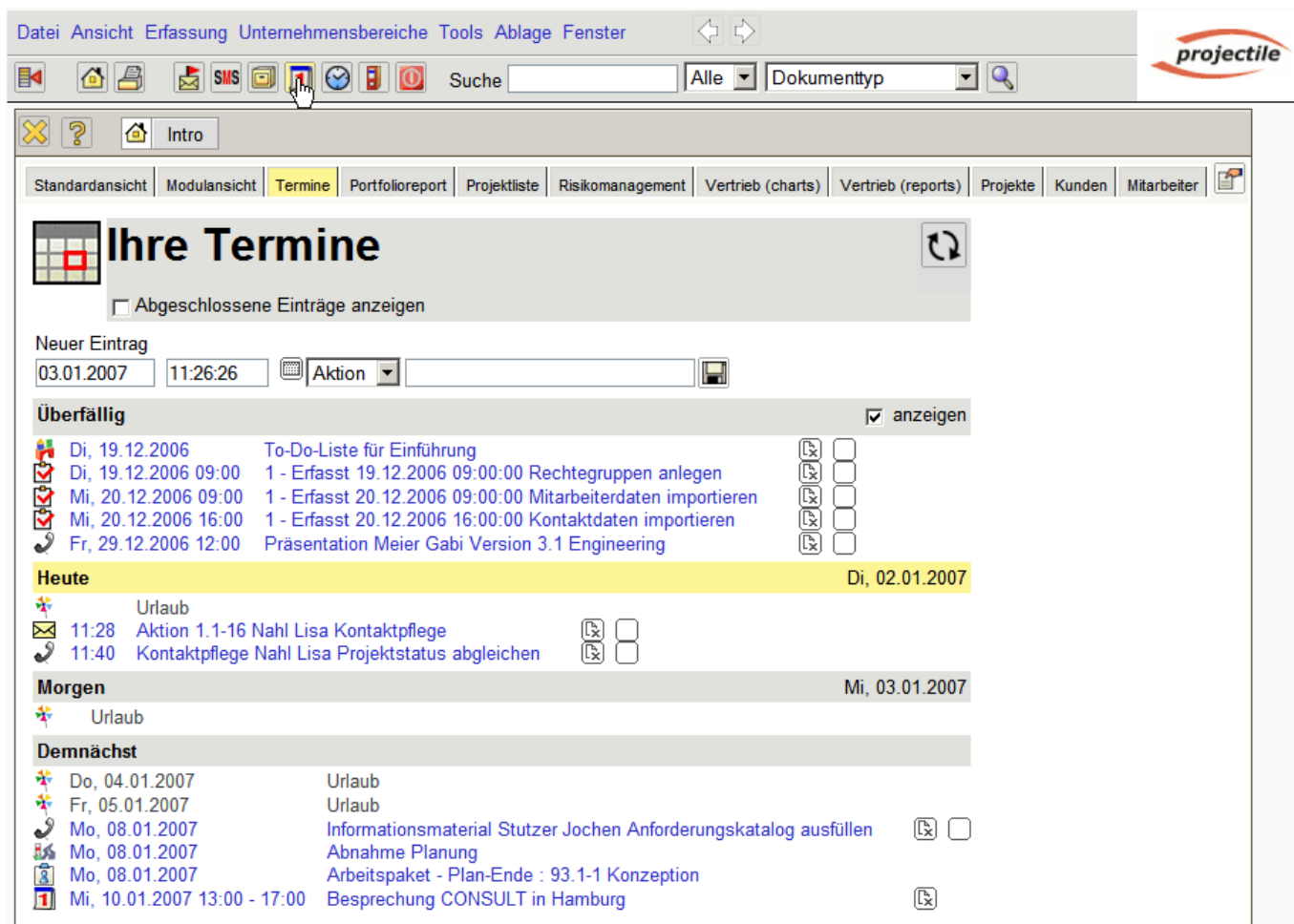
[previous](#) [Home](#) [next](#)

# 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.

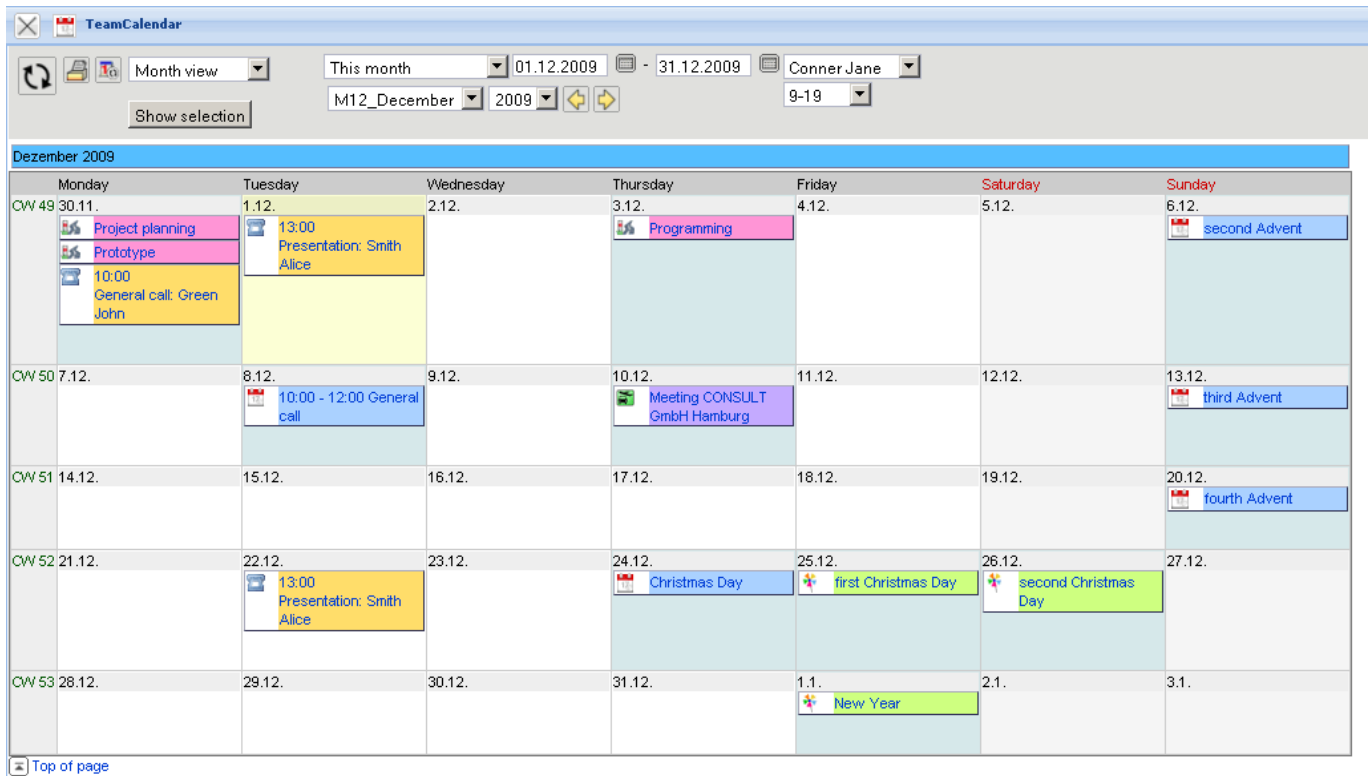
Bank holidays, absences, milestones and open actions are transferred from the appropriate record data in the system. Appointments can be freely defined (with sufficient permission). In addition, the scheduled employees to these appointments can be notified through the internal mail system Mailer.

The calendar is opened through the toolbar.



The screenshot shows a web application interface with a top navigation bar and a main content area. The top bar includes a logo for 'projectile', a 'Logout' button, and a search field containing 'adam'. Below the top bar is a secondary navigation bar with tabs for 'Standard', 'Modules', 'Tasks', 'Infomarket', 'Project List', 'Risk', 'Portfolio', 'Projects', 'Customers', 'Staff', and 'Appointment'. The main content area is titled 'Your tasks' and features a 'Show finished' checkbox. Below this is a 'New entry' form with fields for date (02.12.2009), time (00:00:00), and a dropdown menu. The task list is organized into sections: 'Overdue' (listing tasks from 09.10.2009 to 30.11.2009), 'Today' (listing 'Present 13:30-17:00'), and 'Tomorrow' (listing 'Project - End planning : 12.1 Programming 2.4'). At the bottom, there is a 'Next 7 Days' section with a scrollable list of tasks from Saturday, 05.12.2009 to Wednesday, 09.12.2009.

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).

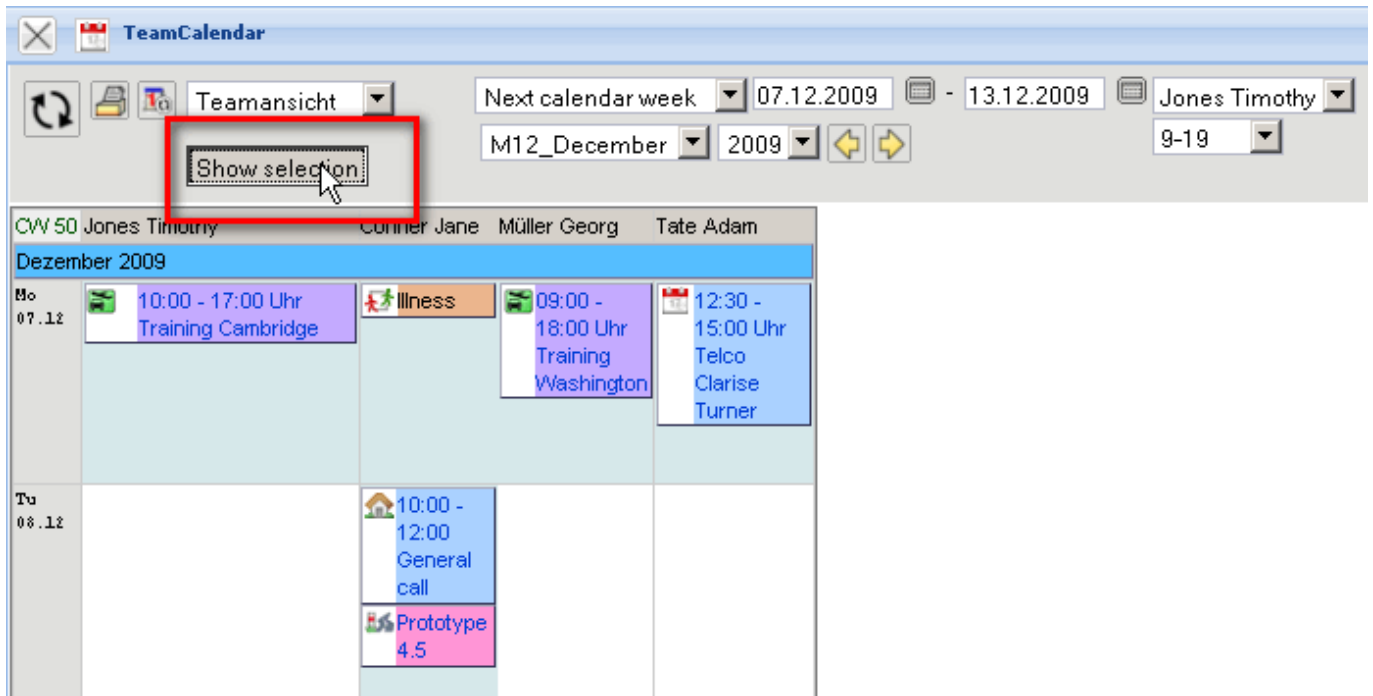
The calendar supports and displays (with appropriate permission) also the appointments of other employees.

The screenshot shows a 'TeamCalendar' window. At the top, there are navigation icons (refresh, print, etc.), a 'Month view' dropdown, and a date range selector set to 'Today' (01.12.2009) to '31.12.2009'. Below this is a 'Show selection' button and a dropdown menu currently showing 'M12\_December' for the year '2009'. A red rectangular box highlights a dropdown menu for user selection, which currently displays 'Jones Timothy'. The main area is a calendar grid for 'Dezember 2009' with columns for Monday through Sunday. The grid is organized into weekly rows (CW 49 to CW 53). Events are shown as colored blocks within the grid cells. For example, in CW 49, there is a yellow block on Tuesday (1.12.) for '13:00 Presentation: Smith Alice' and a blue block on Friday (4.12.) for 'Telco with Cloria Dunham Introduction Projectile'. In CW 50, there is a purple block on Monday (7.12.) for '10:00 - 17:00 Uhr Training Cambridge' and another purple block on Thursday (10.12.) for 'Meeting CONSULT GmbH Hamburg'. In CW 52, there is a yellow block on Tuesday (22.12.) for '13:00 Presentation: Smith Alice'. Holiday events are also present, such as 'Christmas Day' on Thursday (24.12.), 'first Christmas Day' on Friday (25.12.), 'second Christmas Day' on Saturday (26.12.), and 'New Years Day' on Friday (1.1.). The grid ends on Sunday (3.1.). At the bottom left of the calendar area, there is a 'Top of page' link.

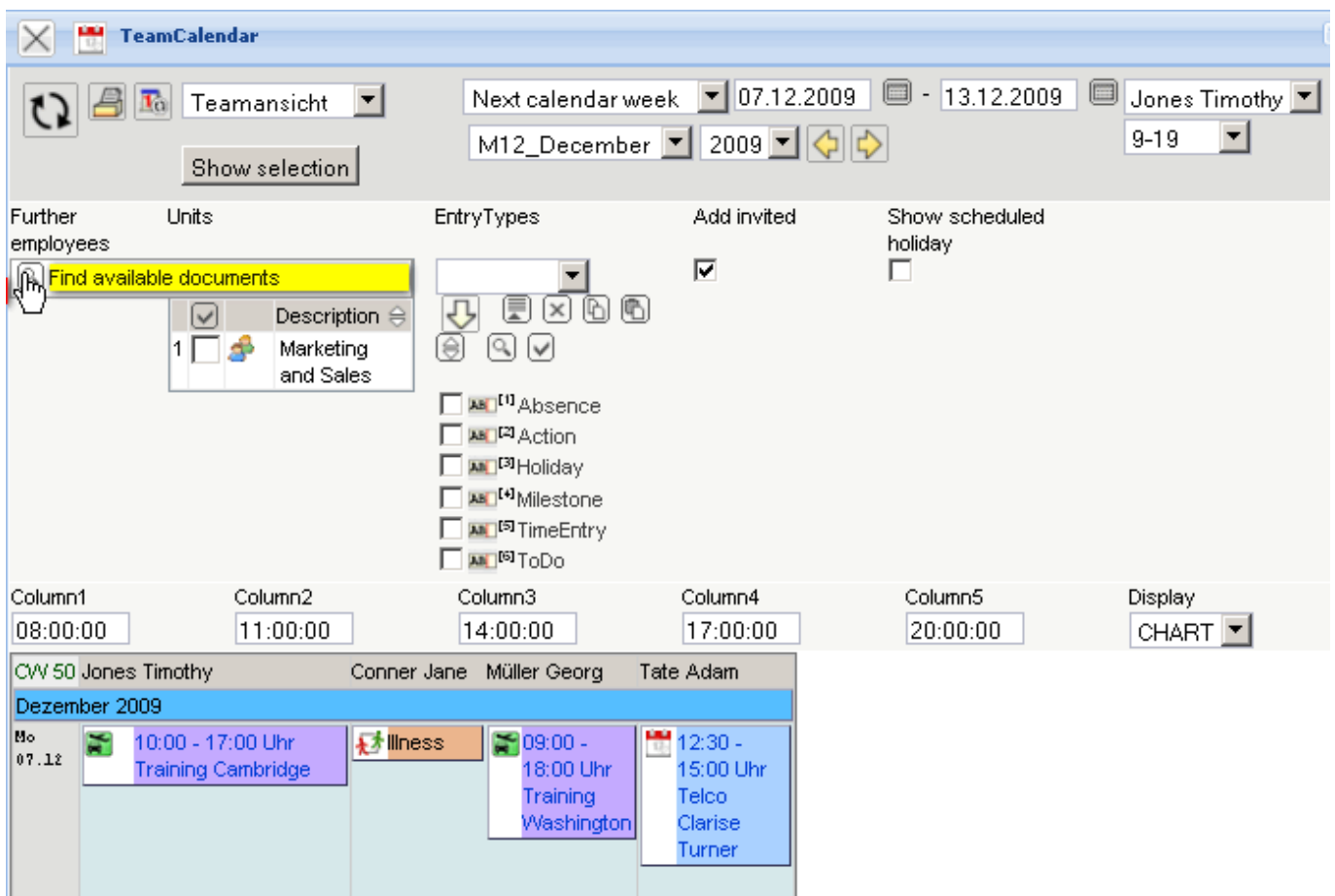
In the calendar the time interval of the display can also be changed (here in team overview).


The screenshot shows the TeamCalendar application window. At the top, there is a toolbar with icons for refresh, save, and print. A dropdown menu is set to 'Teamansicht'. A red box highlights the 'Next calendar week' button. To its right, the current date range is '07.12.2009 - 13.12.2009' and the selected person is 'Jones Timothy'. Below this, there are dropdowns for 'M12\_December' and '2009', and a 'Show selection' button. The main area is a calendar grid for 'Dezember 2009' with columns for 'Conner Jane', 'Müller Georg', and 'Tate Adam'. The grid shows events for Monday (07.12), Tuesday (08.12), Wednesday (09.12), Thursday (10.12), Friday (11.12), Saturday (12.12), and Sunday (13.12). Events include 'Training Cambridge', 'Illness', 'Training Washington', 'Telco', 'General call', 'Prototype 4.5', 'SpareTimeCompensation', 'Introduction Projectile Testversion 3.4', 'Meeting CONSULT GmbH Hamburg', and 'Holiday'. The 'third Advent' event is shown on Sunday.

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.



With  the display of the calendar is refreshed.

The screenshot shows the TeamCalendar application window. At the top, there are navigation controls including a refresh button, a print icon, and a dropdown menu set to 'Teamansicht'. The main header displays the current week: 'Next calendar week' from '07.12.2009' to '13.12.2009', with a dropdown for 'Jones Timothy'. Below this, there are filters for 'M12\_December' and '2009', along with navigation arrows and a '9-19' filter.

The interface is divided into several sections:
 

- Further employees:** A table with 3 entries:
 

	Name	First name
1	Jane	Conner
2	Jones	Timothy
3	Tate	Adam
- Units:** A dropdown menu set to 'No entries'.
- EntryTypes:** A list of event types with checkboxes: Absence, Action, Holiday, Milestone, TimeEntry, and ToDo.
- Add invited:** A checked checkbox.
- Show scheduled holiday:** An unchecked checkbox.

Below these sections is a time slot configuration area with columns for 'Column1' (08:00:00), 'Column2' (11:00:00), 'Column3' (14:00:00), 'Column4' (17:00:00), and 'Column5' (20:00:00), and a 'Display' dropdown set to 'CHART'.

The main calendar area shows a grid for 'Dezember 2009'. The columns represent employees: 'CW 50 Jones Timothy', 'Conner Jane', 'Jane Conner', 'Müller Georg', 'Tate Adam', and 'CW 50'. The rows represent days:
 

- Mo 07.12:** '10:00 - 17:00 Uhr Training Cambridge' (purple) under 'Conner Jane'; '12:30 - 15:00 Uhr Telco Clarise Turner' (blue) under 'Tate Adam'.
- Tu 08.12:** 'Prototype 4.5' (pink) under 'Conner Jane'; 'Programming with Mileson James' (blue) under 'Jane Conner'.
- We 09.12:** 'SpareTimeCompensation' (purple) under 'Conner Jane'; 'Indroduction Projectile' (blue) under 'Tate Adam'.

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' application window. The title bar reads 'TeamCalendar'. Below the title bar are navigation icons and controls: a refresh icon, a printer icon, a calendar icon, a dropdown menu set to 'Month view', a 'Next calendar week' button, a date range from '01.12.2009' to '31.12.2009', a user dropdown set to 'Conner Jane', a dropdown for 'M12\_December', a year dropdown for '2009', and a 'Show selection' button. 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 shows the 'Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00' document. The title bar reads 'Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00'. Below the title bar are icons for document operations and a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. There 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 (checkbox), Jones Timothy (checkbox)
- Agenda:** (empty text area)



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

The screenshot shows a software window titled "Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00". The window has a menu bar with "Document", "Edit", "View", "Back references", and "Actions". Below the menu bar, there are tabs for "Ma" and "Project". The main form 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: Marketing and Sales (dropdown). Below this is 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 a 'TeamCalendar' window with the following details:

- Month view: 01.12.2009 - 31.12.2009
- User: Conner Jane
- Calendar grid for December 2009:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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
14.12.	15.12.	16.12.	17.12.	18.12.	19.12.	20.12. fourth Advent
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.
28.12.	29.12.	30.12.	31.12.	1.1. New Year	2.1.	3.1.

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

The screenshot shows a 'Time entry' form with the following details:

- Document title: Time entry 16.12.2009 00:00:00
- Menu: Document, Edit, View, Actions
- Tab: Main (Invitations, Project)
- Entry ID: 37
- Name: [Empty field]
- Category: [Empty dropdown] Private:
- Timespan: From 16.12.2009 00:00:00 To 16.12.2009 00:00:00
- Inviter: [Empty dropdown]
- Attendees: Employees [Empty dropdown] Unit [Empty dropdown]
- Attendees list:  Conner Jane
- Agenda: [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 for creating a time entry. At the top, there is a title bar with a close button and a calendar icon, followed by the text "Time entry 16.12.2009 00:00:00". Below this is a menu bar with "Document", "Edit", "View", and "Actions". A toolbar contains a "Save the document" button and a "Project" button. The form fields are as follows:

- 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 titled "Attendees" with a sub-section "Employees". It features a dropdown menu, a list of icons, and a list of employees: "Conner Jane" and "Griffith Jean", each with an unchecked checkbox. A "Unit" dropdown menu is also present.
- 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.

[Top of page](#)

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