

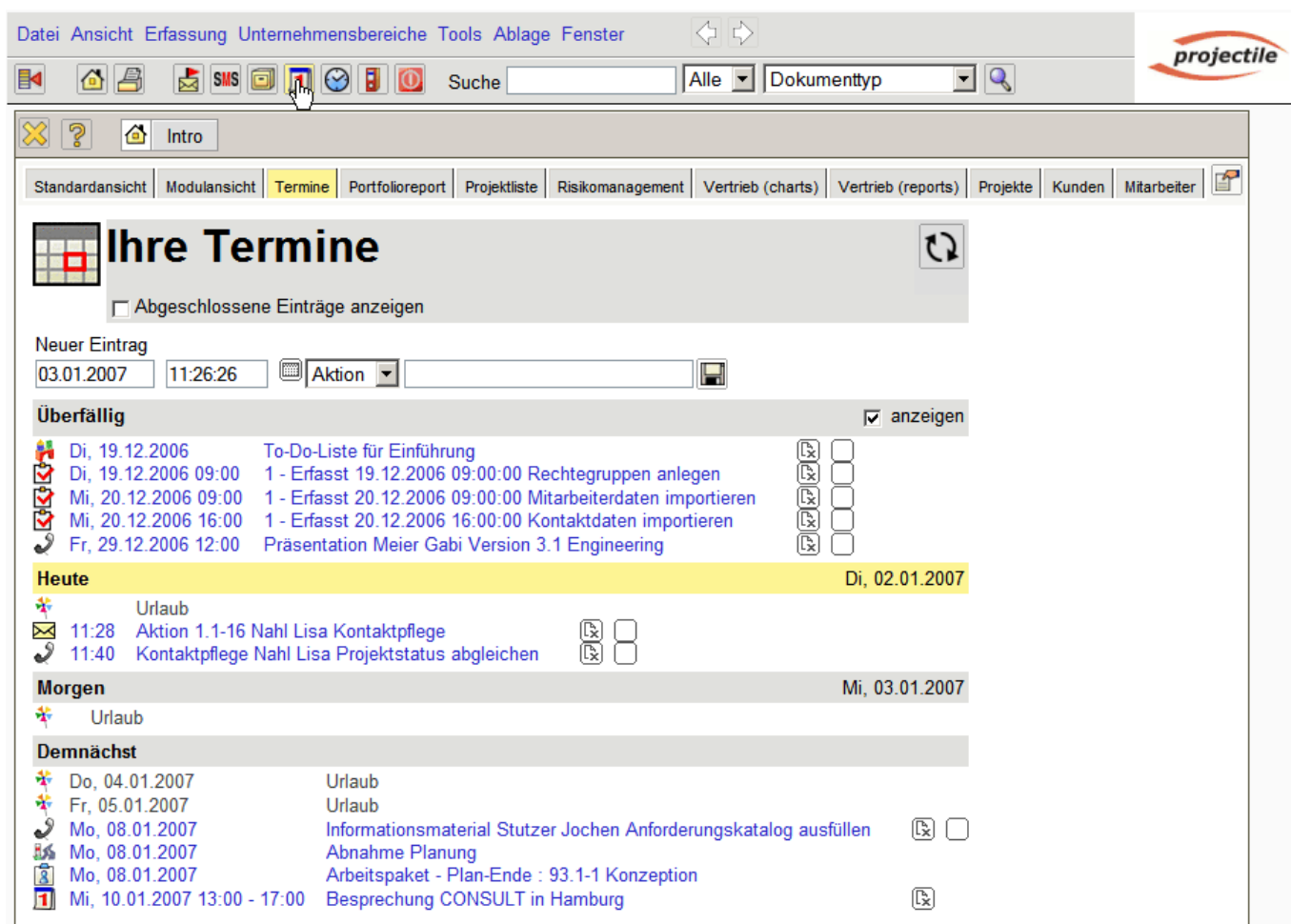
[previous](#) [Home](#) [next](#)

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.

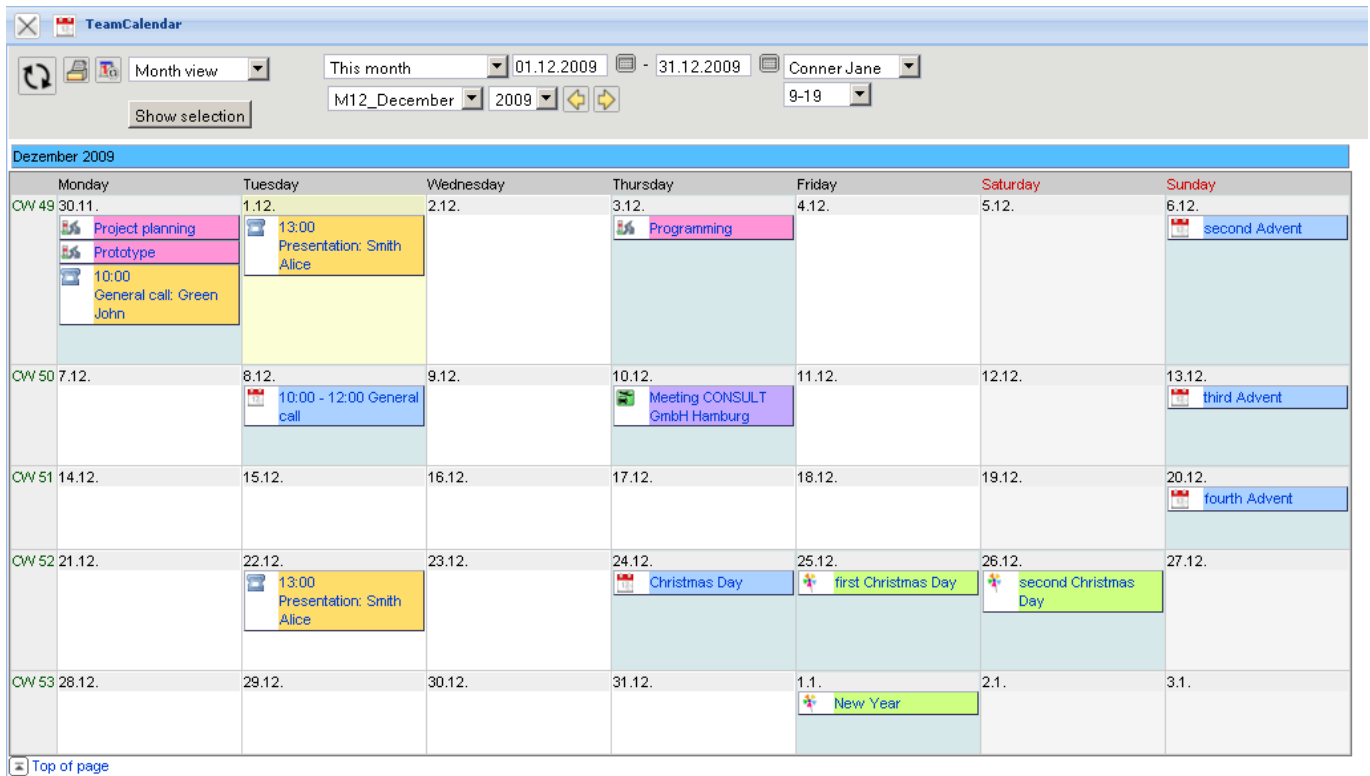
Bank holidays, absences, milestones and open actions are transferred from the appropriate record data in the system. Appointments can be freely defined (with sufficient permission). In addition, the scheduled employees to these appointments can be notified through the internal mail system Mailer.

The calendar is opened through the toolbar.



The screenshot shows a web application interface for 'projectile'. At the top, there is a navigation bar with the 'projectile' logo on the left and a menu on the right containing 'Tracking and Recording', 'Offers', 'Appointments', 'Invoices', 'Contacts', 'Human resources', and 'Administration'. Below the navigation bar is a breadcrumb trail: 'Intro' > 'Standard' > 'Modules' > 'Tasks' > 'Infomarket' > 'Project List' > 'Risk' > 'Portfolio' > 'Projects' > 'Customers' > 'Staff' > 'Appointment'. The main content area is titled 'Your tasks' and includes 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 showing a calendar view for the week of 05.12.2009 to 09.12.2009, with various tasks listed for each day.

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.

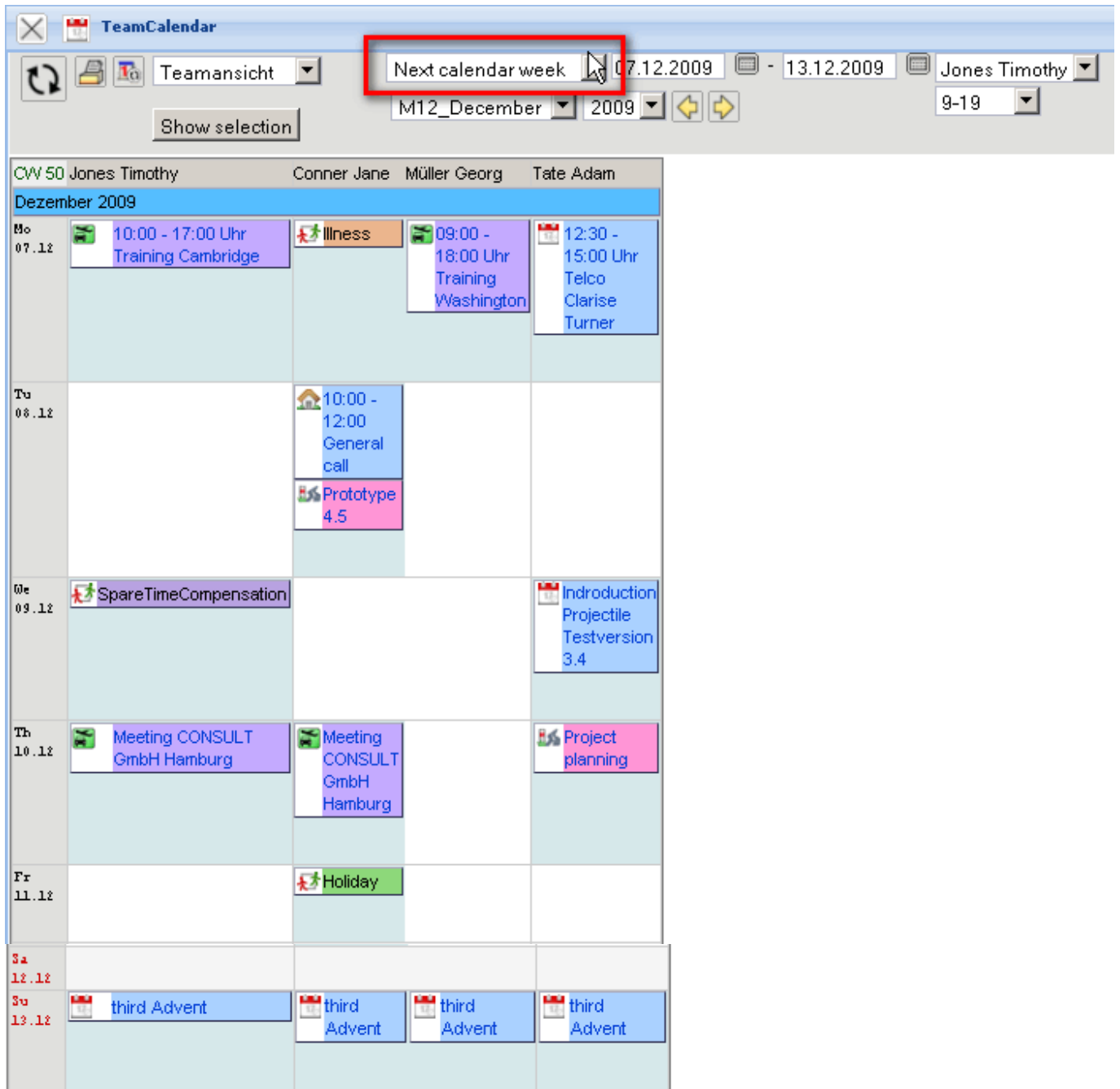
	Green entries are used from the bank holiday definition (see bank holidays)
	Yellow entries are from the contact administration (see actions).
	Blue entries are from internal appointments.
	Purple entries are from external appointments.
	Pink entries are personal milestones of the employee (see milestones).

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

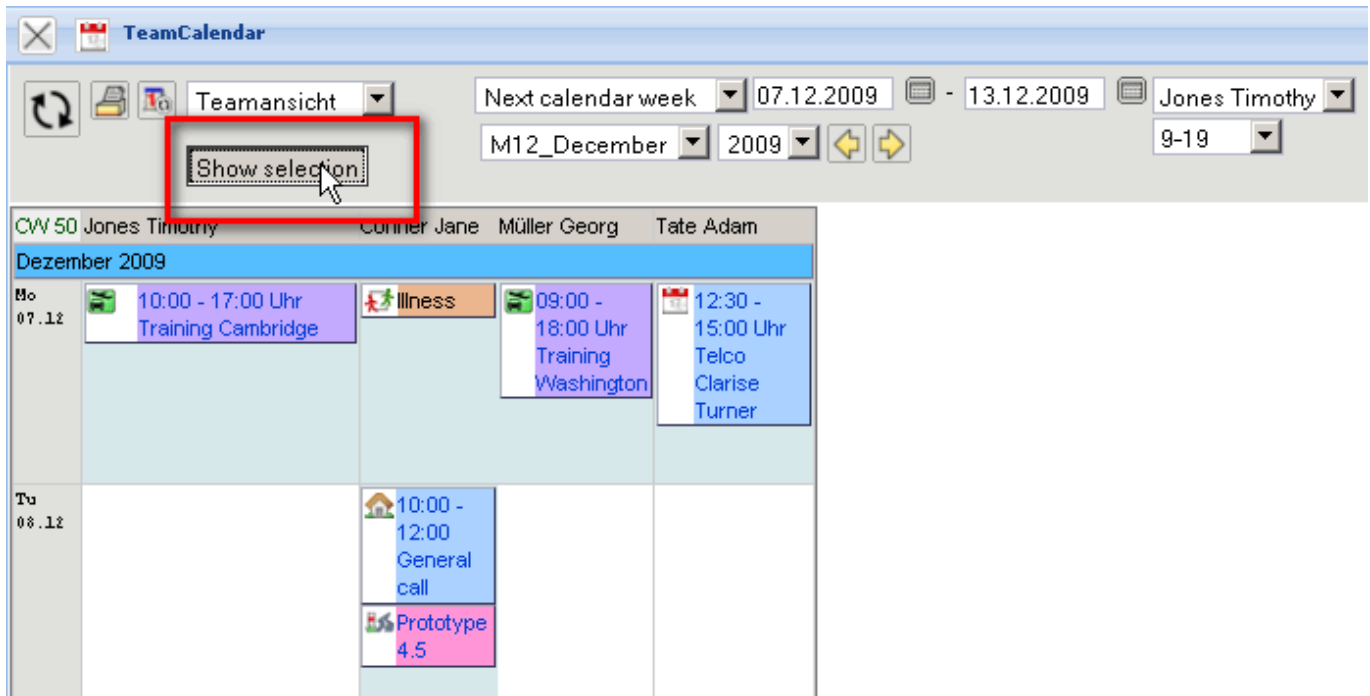
The screenshot shows a 'TeamCalendar' window with a monthly view for December 2009. The calendar is filtered for the user 'Jones Timothy'. The interface includes a navigation bar with 'Month view', date selection (Today, 01.12.2009 - 31.12.2009), and a 'Show selection' button. The calendar grid shows events for each day of the week. A red box highlights the name 'Jones Timothy' in the top right corner.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CW 49 30.11.	1.12. 13:00 Presentation: Smith Alice	2.12.	3.12.	4.12. Telco with Cloria Dunham Introduction Projectile	5.12.	6.12. second Advent
CW 50 7.12. 10:00 - 17:00 Uhr Training Cambridge	8.12.	9.12.	10.12. Meeting CONSULT GmbH Hamburg	11.12.	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 Years Day	2.1.	3.1.

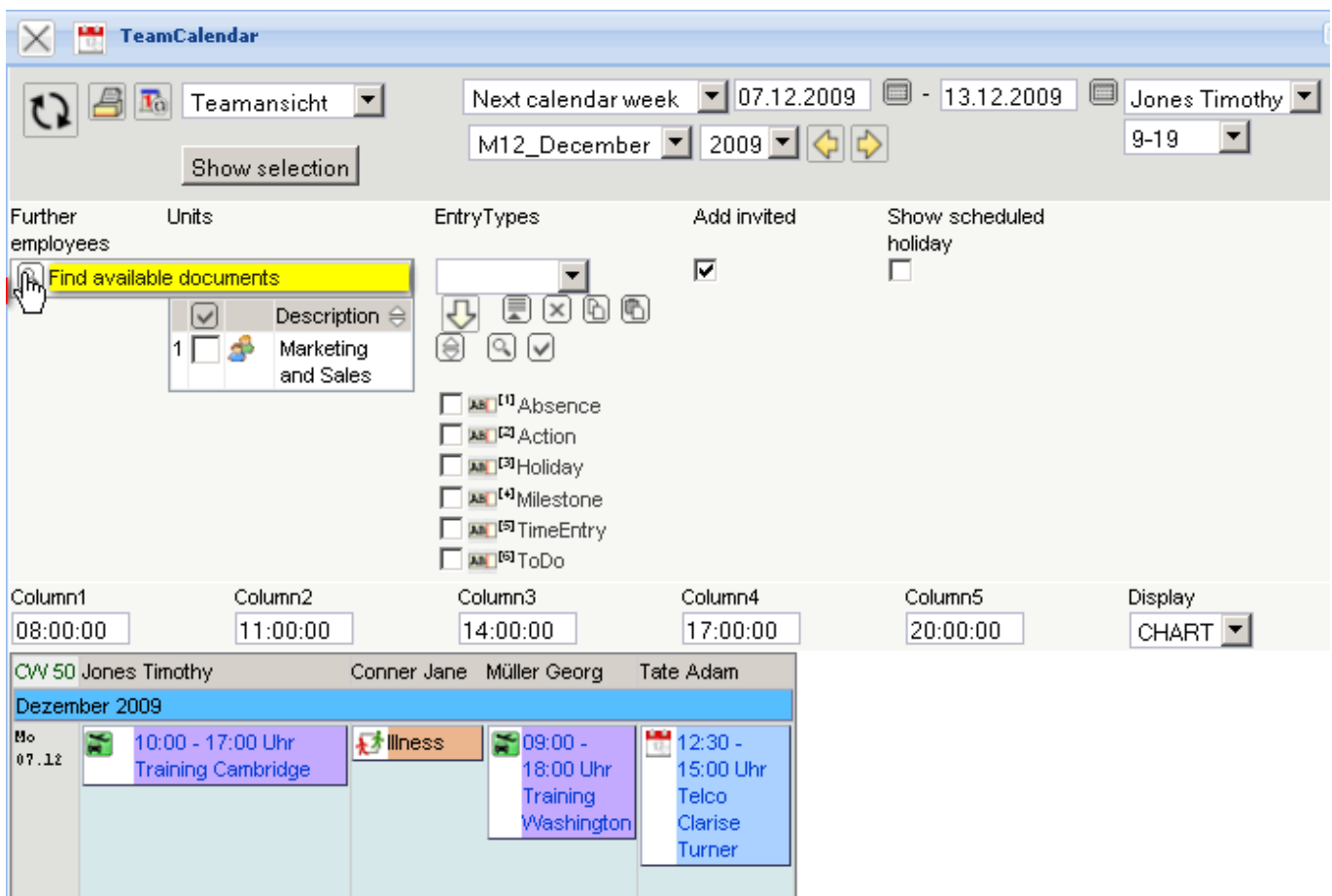
In the calendar the time interval of the display can also be changed (here in team overview).




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.

TeamCalendar

Teamansicht | Next calendar week | 07.12.2009 - 13.12.2009 | Jones Timothy

M12_December | 2009 | 9-19

Show selection

Further employees | Units | EntryTypes | Add invited | Show scheduled holiday

1 - 3 / 3 | No entries

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

- 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

CVW 50	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' application window. At the top, there are navigation and control elements: a 'Month view' dropdown, 'Next calendar week' button, date range '01.12.2009 - 31.12.2009', and a user selection dropdown 'Conner Jane'. Below these are 'M12_December' and '2009' dropdowns, navigation arrows, and a '9-19' dropdown. The main area is a calendar grid for 'Dezember 2009'. A red box highlights a yellow event on Thursday, 10.12.2009, titled 'Meeting CONSULT GmbH Hamburg'. 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 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 interface includes a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. Below the menu are tabs for 'Main', 'Invitations', and 'Files'. The 'Files' tab is active. The form contains the following 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' selected), and 'Unit' field. There are also icons for document management and a 'SendInvitations' button.

... 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 area contains several input fields and controls:

- Entry ID:** A text box containing the number "30".
- Name:** A text box containing "Meeting CONSULT GmbH Hamburg".
- Category:** A dropdown menu set to "Extern" and a "Private" checkbox.
- Timespan:** Two date and time pickers. The "From" field is set to "10.12.2009 00:00:00" and the "To" field is set to "10.12.2009 00:00:00".
- Inviter:** A dropdown menu set to "Jones Timothy" and a search icon.
- Attendees:** A section with a "SendInvitations" dropdown and a list of attendees with checkboxes:
 - [1] Conner Jane
 - [2] Jones Timothy
 - [3] Müller Georg
 - [4] Jones Timothy
 - [5] Griffith Jean
- Unit:** A dropdown menu set to "Marketing and Sales".
- Agenda:** A text box containing:
 - 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

Month view | Next calendar week | 01.12.2009 - 31.12.2009 | 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.	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](#)

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

Time entry 16.12.2009 00:00:00

Document | Edit | View | Actions

Main | Invitations | Project

Entry ID: 37

Name: [Empty]

Category: [Dropdown] Private:

Timespan: From 16.12.2009 00:00:00 To 16.12.2009 00:00:00

Inviter: [Dropdown]

Attendees: Employees [Dropdown] Unit [Dropdown]

Conner Jane

Agenda: [Empty]

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 is divided into several sections: "Entry ID" with a text box containing "37"; "Name" with a text box containing "conference marketing strategy"; "Category" with a dropdown menu set to "Intern" and a "Private" checkbox; "Timespan" with "From" and "To" date and time pickers; "Inviter" with two dropdown menus and icons; "Attendees" with a list of employees, checkboxes, and a "Unit" dropdown; and "Agenda" with a text box containing "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 Show selection 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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