

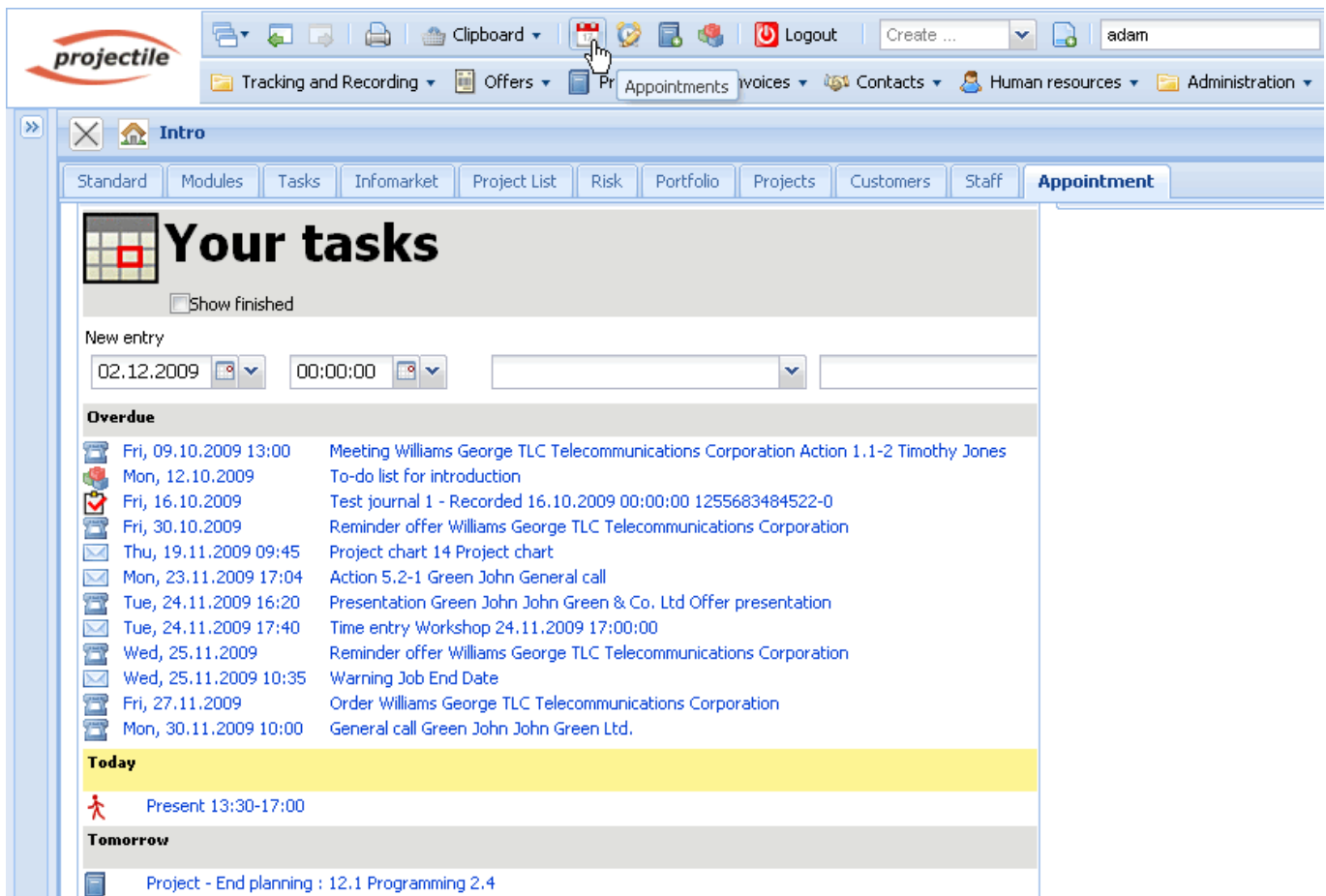
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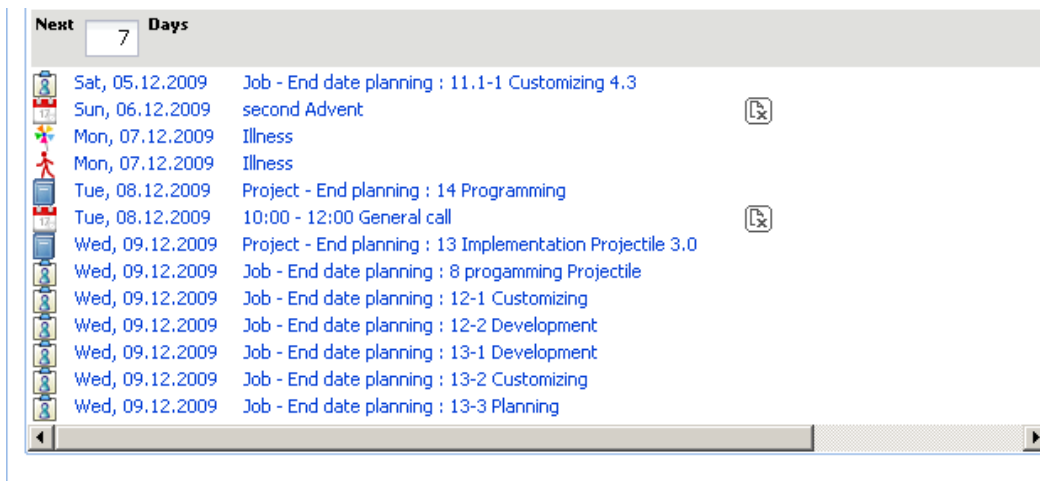
# 3.04.3 Group Organizer "Team-Calendar"

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.

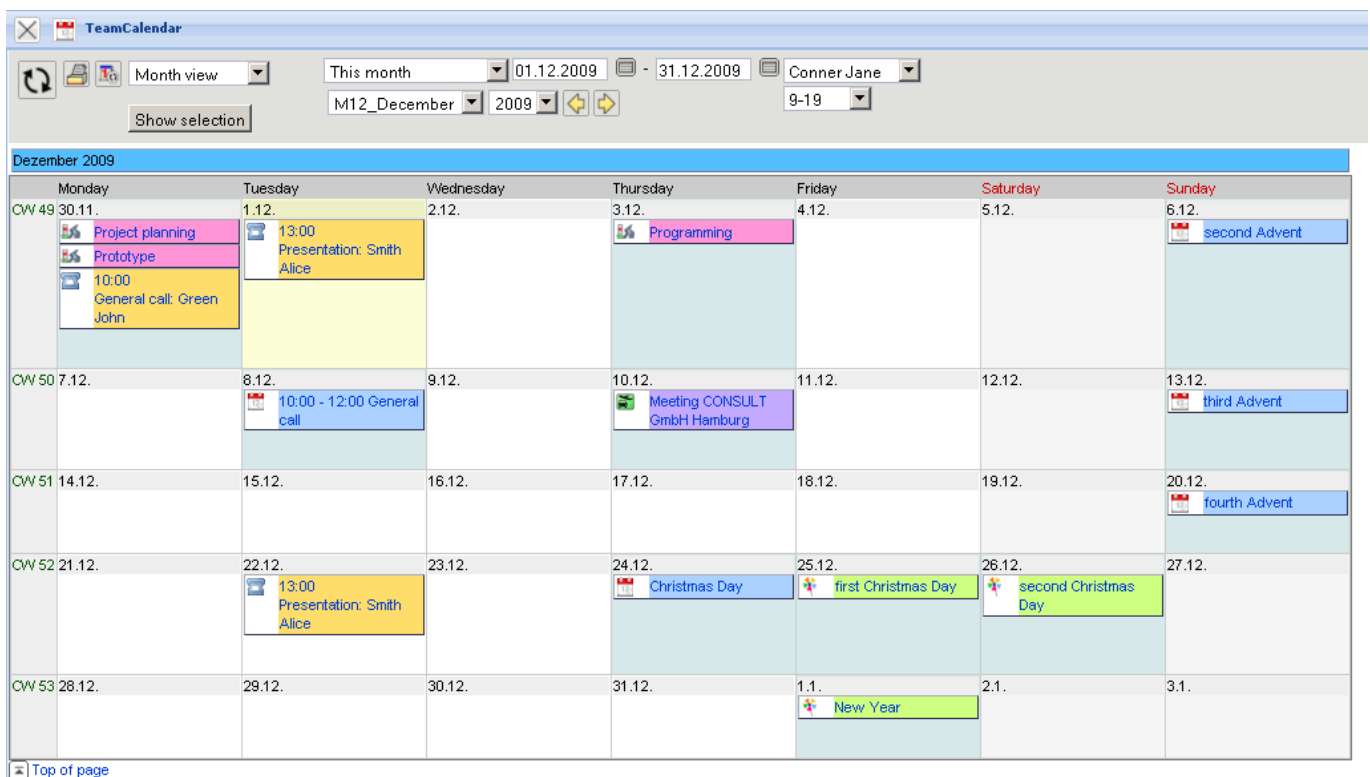
Bank holidays, absences, milestones and open actions are transferred from the appropriate record data in the system. Appointments can be freely defined (with sufficient permission). In addition, the scheduled employees to these appointments can be notified through the internal mail system Mailer.

The calendar is opened through the toolbar.





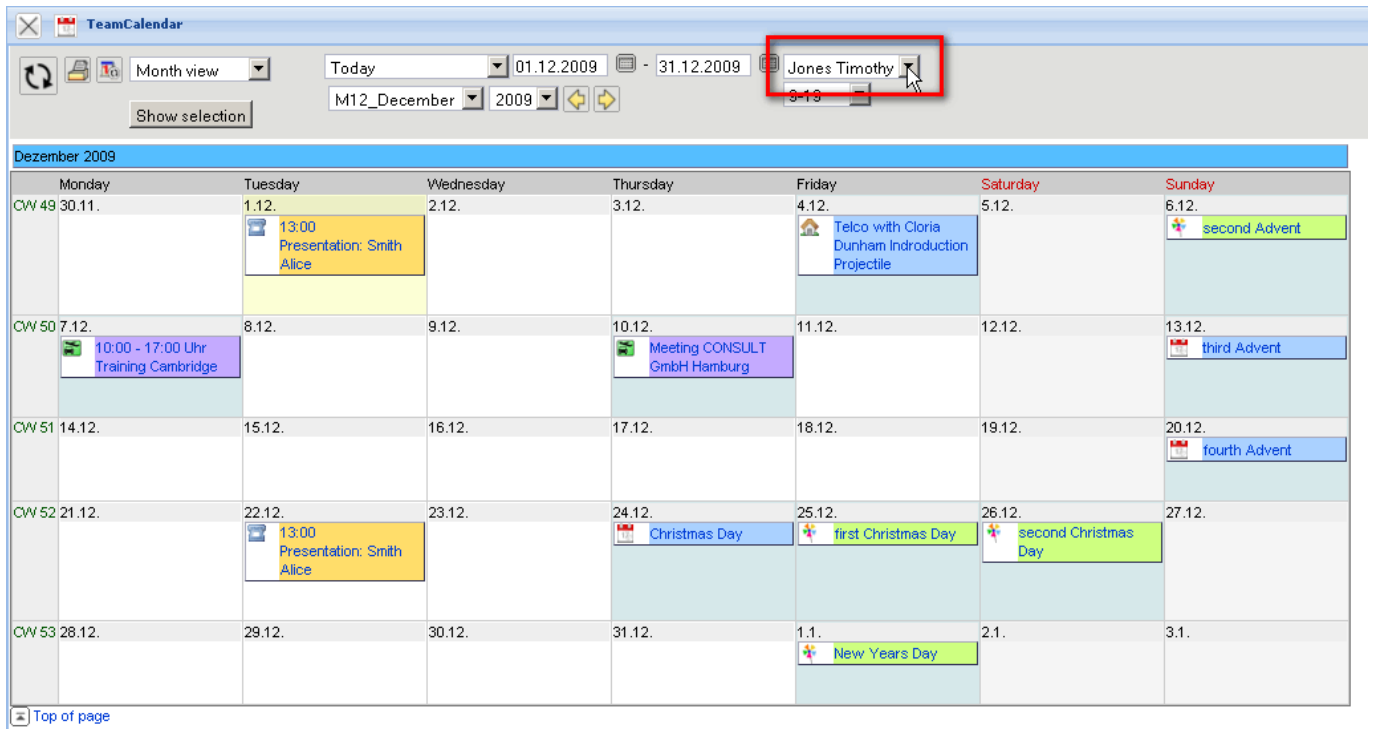
In the following example, the calendar of the user !!!!! is open for the current month.



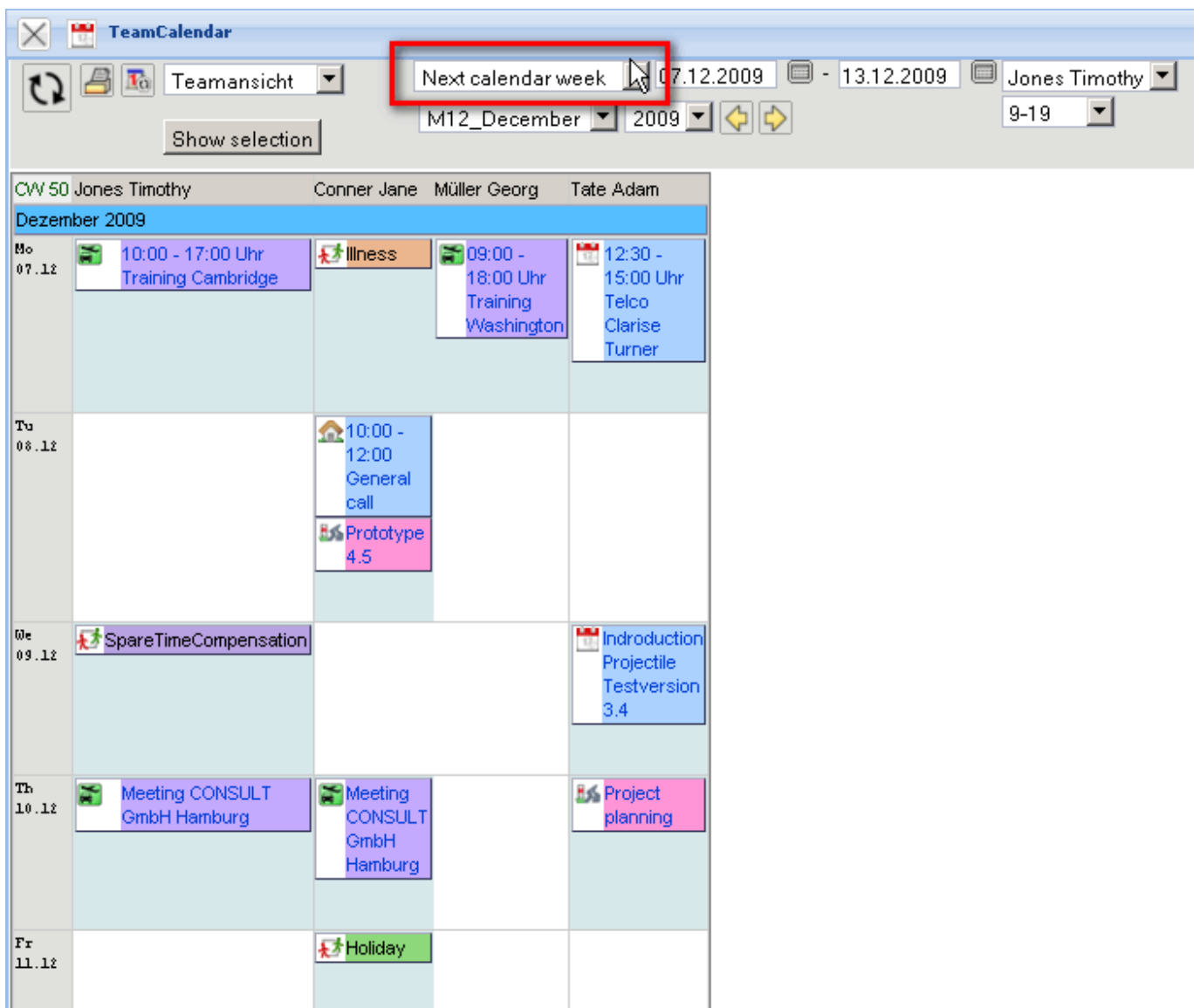
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

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.

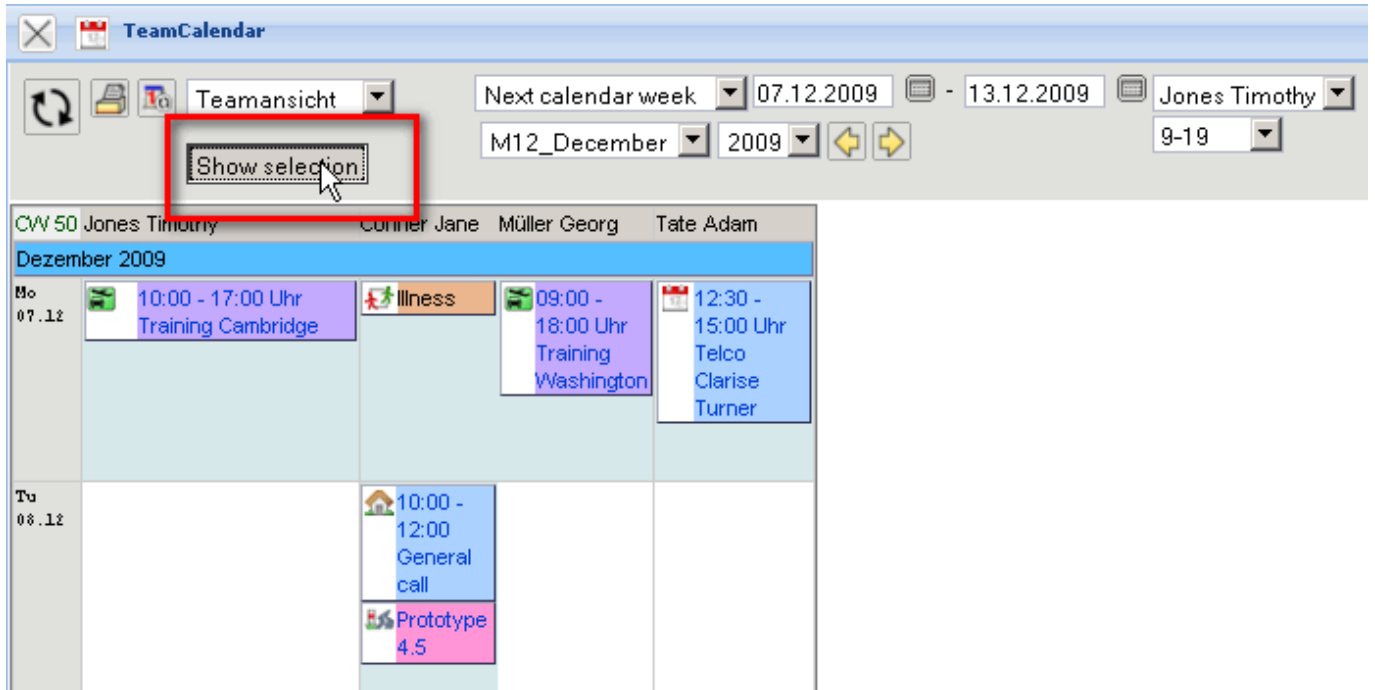


In the calendar the time interval of the display can also be changed (here in team overview).




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' 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', '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

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<sup>[1]</sup> Absence
- Abs<sup>[2]</sup> Action
- Abs<sup>[3]</sup> Holiday
- Abs<sup>[4]</sup> Milestone
- Abs<sup>[5]</sup> TimeEntry
- Abs<sup>[6]</sup> ToDo

Add invited

Show scheduled holiday

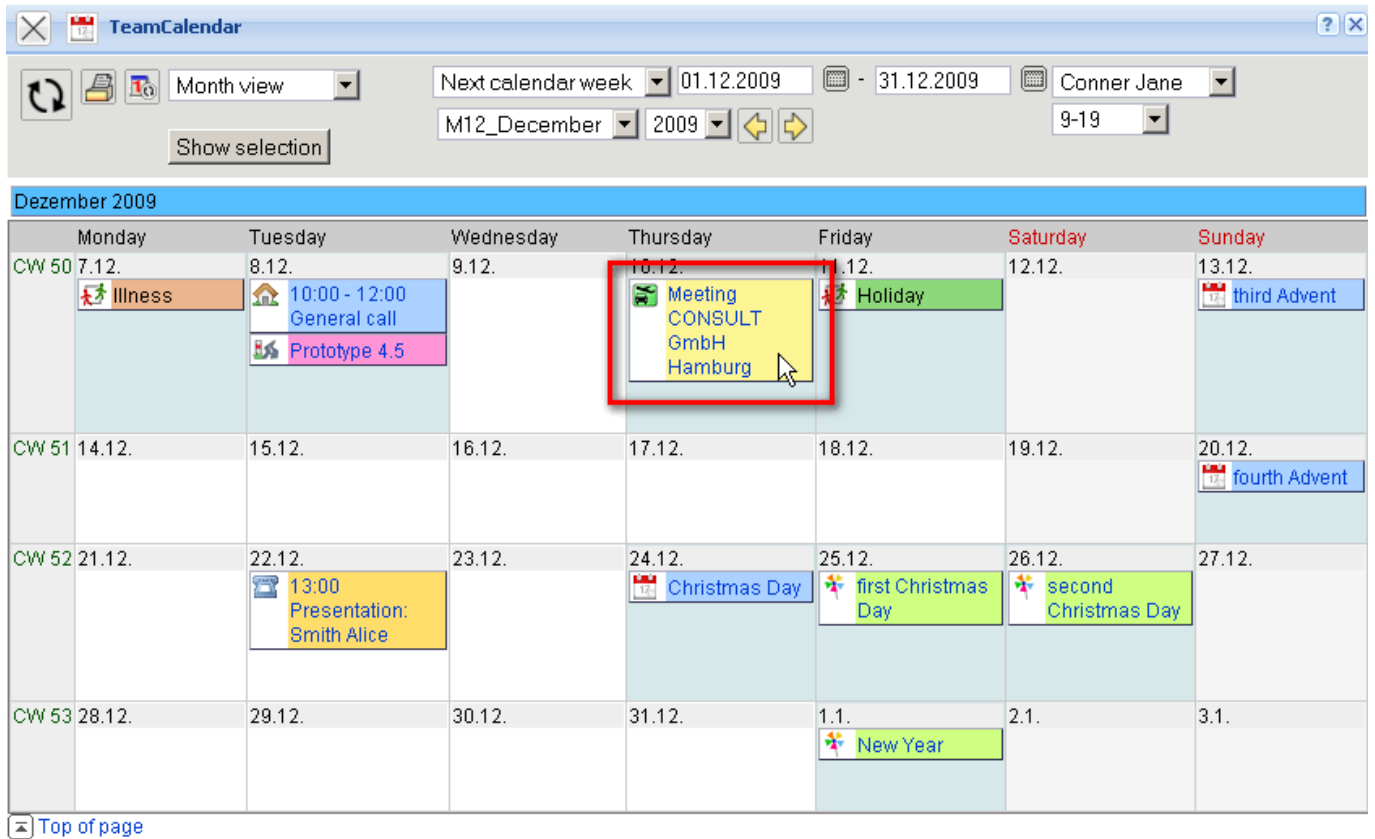
Column1	Column2	Column3	Column4	Column5	Display
08:00:00	11:00:00	14:00:00	17:00:00	20:00:00	CHART

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 Clarse 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

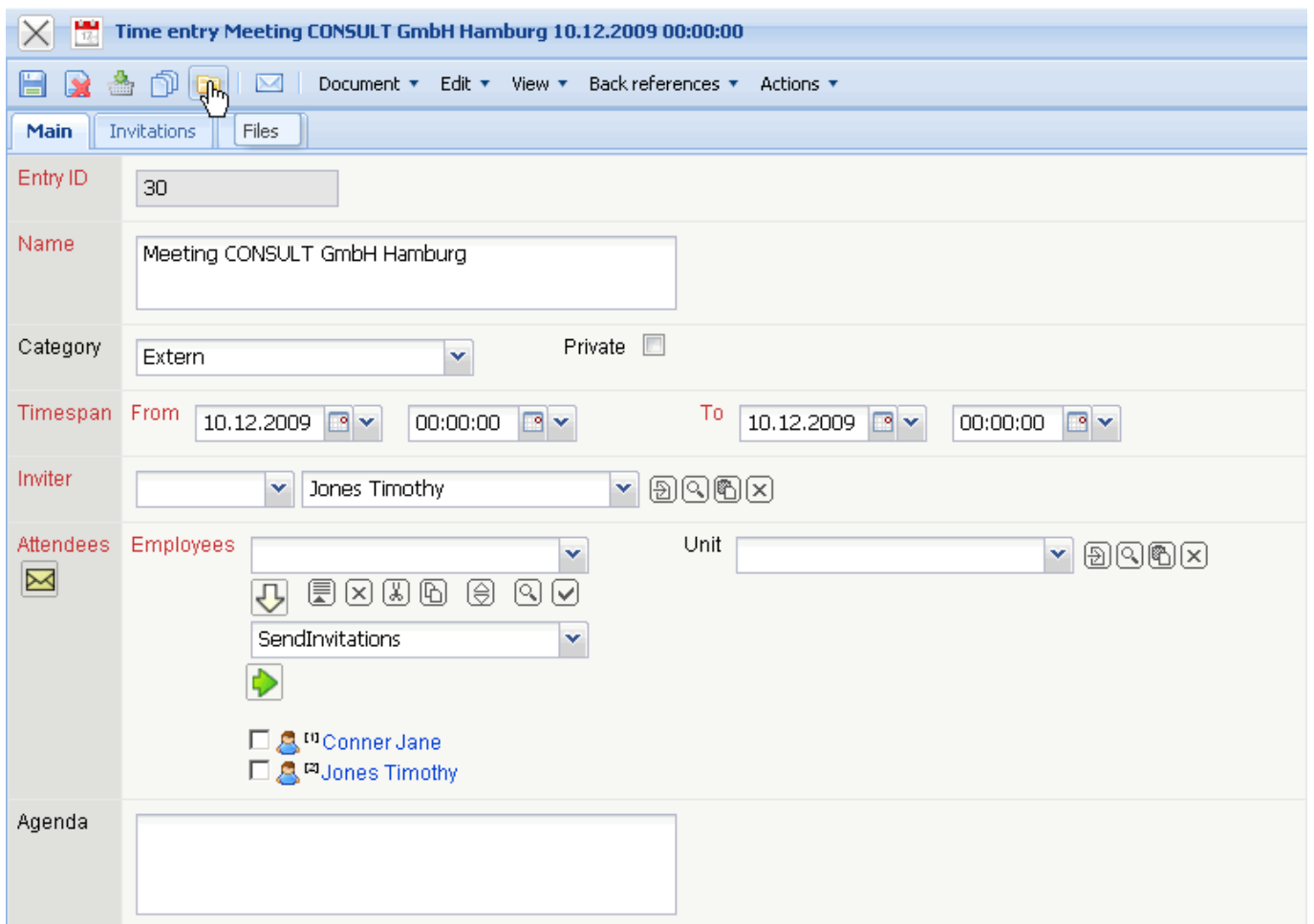
To view or change appointments, click on the appointments (here an appointment for !!! on the 10.01.2007 between 1 pm and 5 pm).

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



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

The screenshot shows a web interface for creating a time entry. The title bar reads "Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00". The interface includes a menu bar with options like "Document", "Edit", "View", "Back references", and "Actions". Below the menu, there are tabs for "Ma" and "Project". The form fields are as follows:

- 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, 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.



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.

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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: [Empty] Private:

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

Inviter: [Empty]

Attendees: Employees [Empty] Unit [Empty]

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 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 and 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 dropdown menus for selecting the inviter, with search and clear icons.
- Attendees:** A section titled "Employees" with a dropdown menu, a list of checkboxes for "Conner Jane" and "Griffith Jean", and a "Unit" dropdown menu. There are also several action icons (add, remove, search, etc.) and a green arrow icon.
- 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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