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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 Projectile software interface. At the top, there is a toolbar with various icons, including a calendar icon which is highlighted by a mouse cursor. Below the toolbar, the 'Appointment' module is selected in the navigation menu. The main content area displays 'Your tasks' with a 'Show finished' checkbox. Below this, there is a 'New entry' form with fields for date (02.12.2009), time (00:00:00), and a dropdown menu. The 'Overdue' section lists several appointments with their dates and descriptions. The 'Today' section shows a 'Present' appointment from 13:30 to 17:00. The 'Tomorrow' section shows a 'Project - End planning' appointment for 12.1 Programming 2.4.

Overdue	Today	Tomorrow
Fri, 09.10.2009 13:00		
Mon, 12.10.2009		
Fri, 16.10.2009		
Fri, 30.10.2009		
Thu, 19.11.2009 09:45		
Mon, 23.11.2009 17:04		
Tue, 24.11.2009 16:20		
Tue, 24.11.2009 17:40		
Wed, 25.11.2009		
Wed, 25.11.2009 10:35		
Fri, 27.11.2009		
Mon, 30.11.2009 10:00		
	Present 13:30-17:00	
		Project - End planning : 12.1 Programming 2.4

Next 7 Days

- Sat, 05.12.2009 Job - End date planning : 11.1-1 Customizing 4.3
- Sun, 06.12.2009 second Advent
- Mon, 07.12.2009 Illness
- Mon, 07.12.2009 Illness
- Tue, 08.12.2009 Project - End planning : 14 Programming
- Tue, 08.12.2009 10:00 - 12:00 General call
- Wed, 09.12.2009 Project - End planning : 13 Implementation Projectile 3.0
- Wed, 09.12.2009 Job - End date planning : 8 programming Projectile
- Wed, 09.12.2009 Job - End date planning : 12-1 Customizing
- Wed, 09.12.2009 Job - End date planning : 12-2 Development
- Wed, 09.12.2009 Job - End date planning : 13-1 Development
- Wed, 09.12.2009 Job - End date planning : 13-2 Customizing
- Wed, 09.12.2009 Job - End date planning : 13-3 Planning

Next 7 Days

- Sat, 05.12.2009 Job - End date planning : 11.1-1 Customizing 4.3
- Sun, 06.12.2009 second Advent
- Mon, 07.12.2009 Illness
- Mon, 07.12.2009 Illness
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- Wed, 09.12.2009 Job - End date planning : 8 programming Projectile
- Wed, 09.12.2009 Job - End date planning : 12-1 Customizing
- Wed, 09.12.2009 Job - End date planning : 12-2 Development
- Wed, 09.12.2009 Job - End date planning : 13-1 Development
- Wed, 09.12.2009 Job - End date planning : 13-2 Customizing
- Wed, 09.12.2009 Job - End date planning : 13-3 Planning

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

TeamCalendar

Month view | This month | 01.12.2009 - 31.12.2009 | Conner Jane

M12\_December | 2009 | 9-19

Dezember 2009

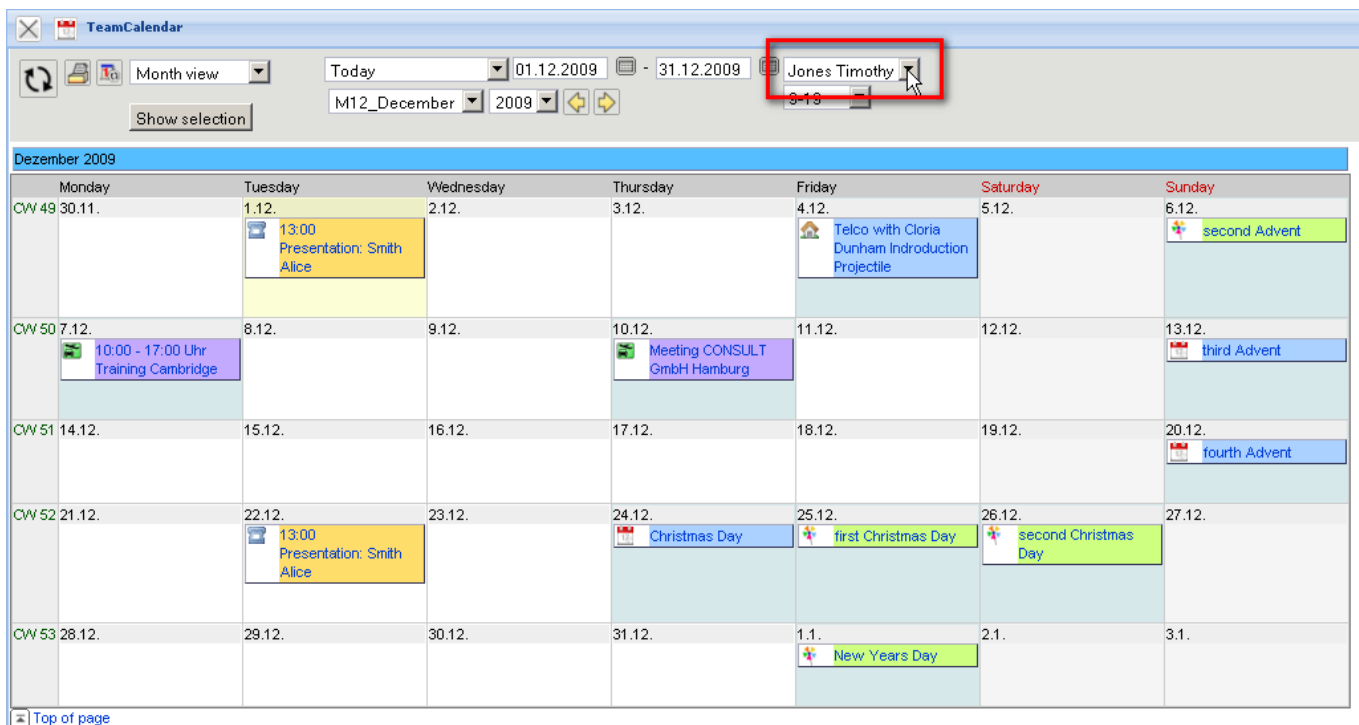
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
CW 49 30.11. Project planning Prototype 10:00 General call: Green John	1.12. 13:00 Presentation: Smith Alice	2.12.	3.12. Programming	4.12.	5.12.	6.12. second Advent
CW 50 7.12.	8.12. 10:00 - 12:00 General call	9.12.	10.12. Meeting CONSULT GmbH 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 Year	2.1.	3.1.

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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).

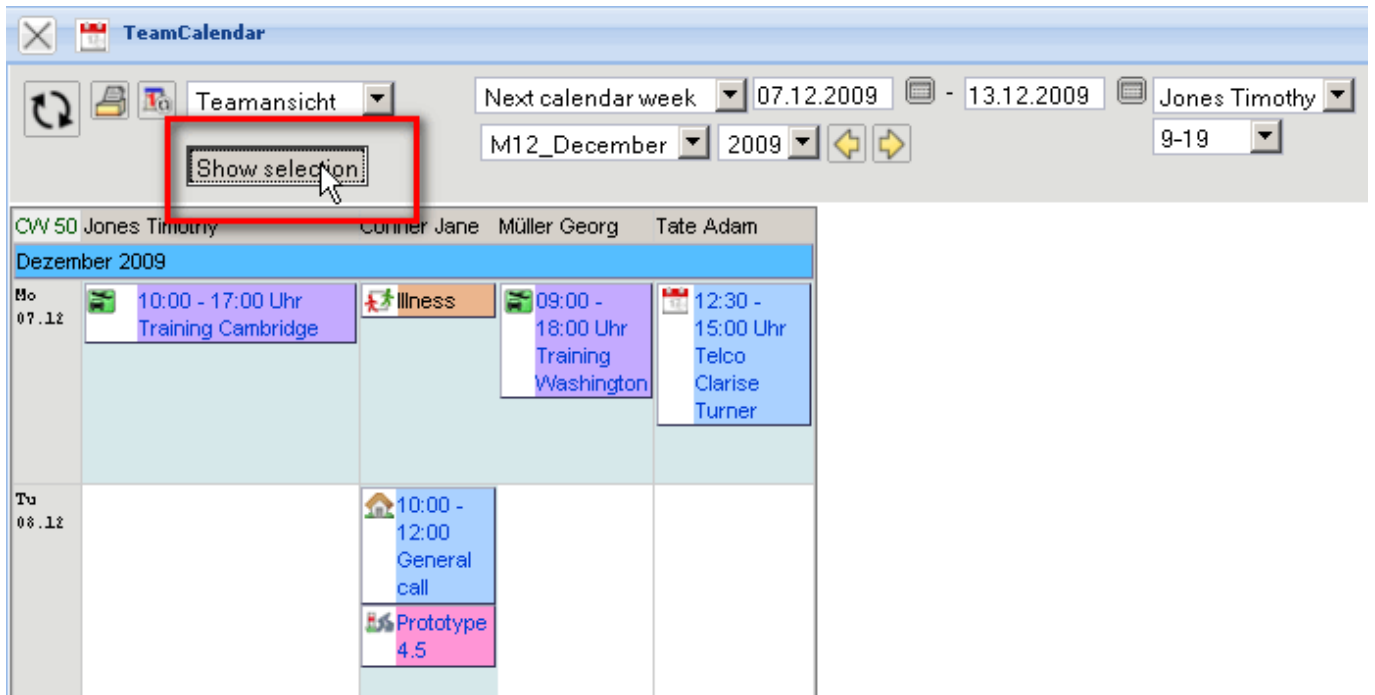
The calendar supports and displays (with appropriate permission) also the appointments of other employees.



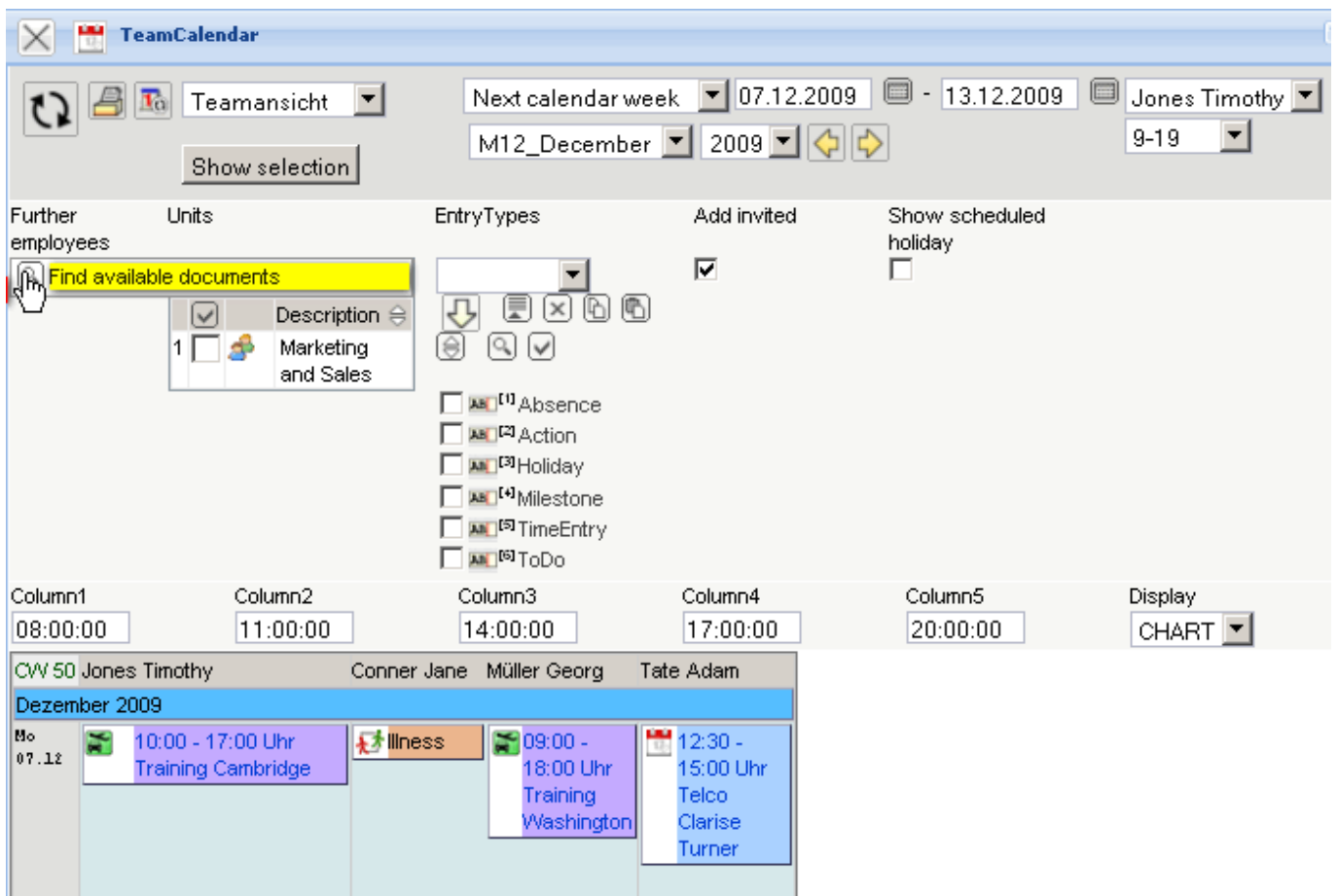
In the calendar the time interval of the display can also be changed (here in team overview).


The screenshot shows the TeamCalendar application interface. At the top, there is a navigation bar with a 'Teamansicht' dropdown menu, a 'Next calendar week' button (highlighted with a red box), and date selection fields for '07.12.2009' and '13.12.2009'. Below this, there are dropdown menus for 'M12\_December' and '2009', and a 'Show selection' button. The main calendar area displays a grid for December 2009, with columns for 'Jones Timothy', 'Conner Jane', 'Müller Georg', and 'Tate Adam'. The calendar shows various events such as 'Training Cambridge', 'Illness', 'Training Washington', 'Telco Clarise Turner', 'General call', 'Prototype 4.5', 'SpareTimeCompensation', 'Introduction Projectile Testversion 3.4', 'Meeting CONSULT GmbH Hamburg', and 'Holiday'. The bottom of the calendar shows 'third Advent' events for the last two days of the month.

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

1 - 3 / 3

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

No entries

Absence
  Action
  Holiday
  Milestone
  TimeEntry
  ToDo

Column1: 08:00:00

Column2: 11:00:00

Column3: 14:00:00

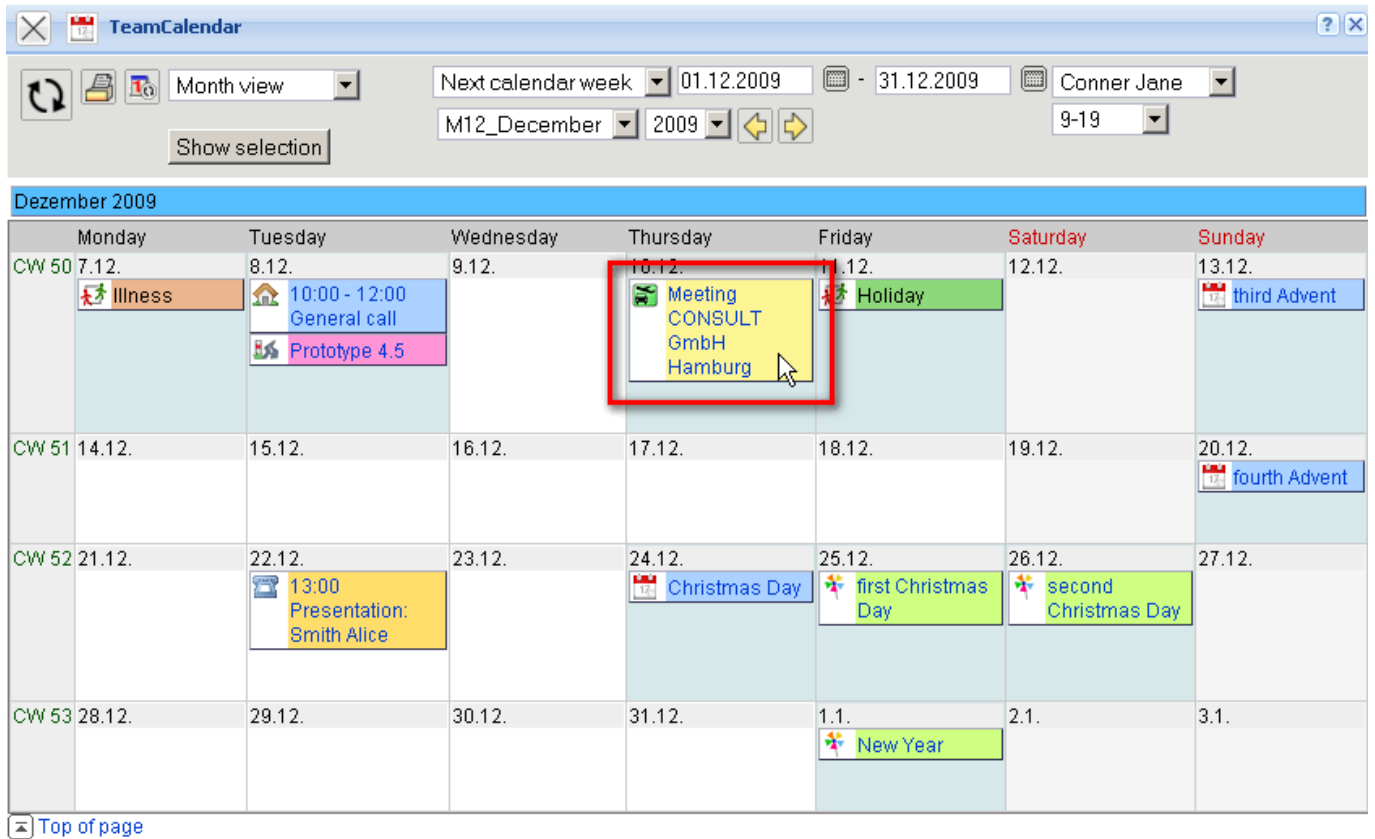
Column4: 17:00:00

Column5: 20:00:00

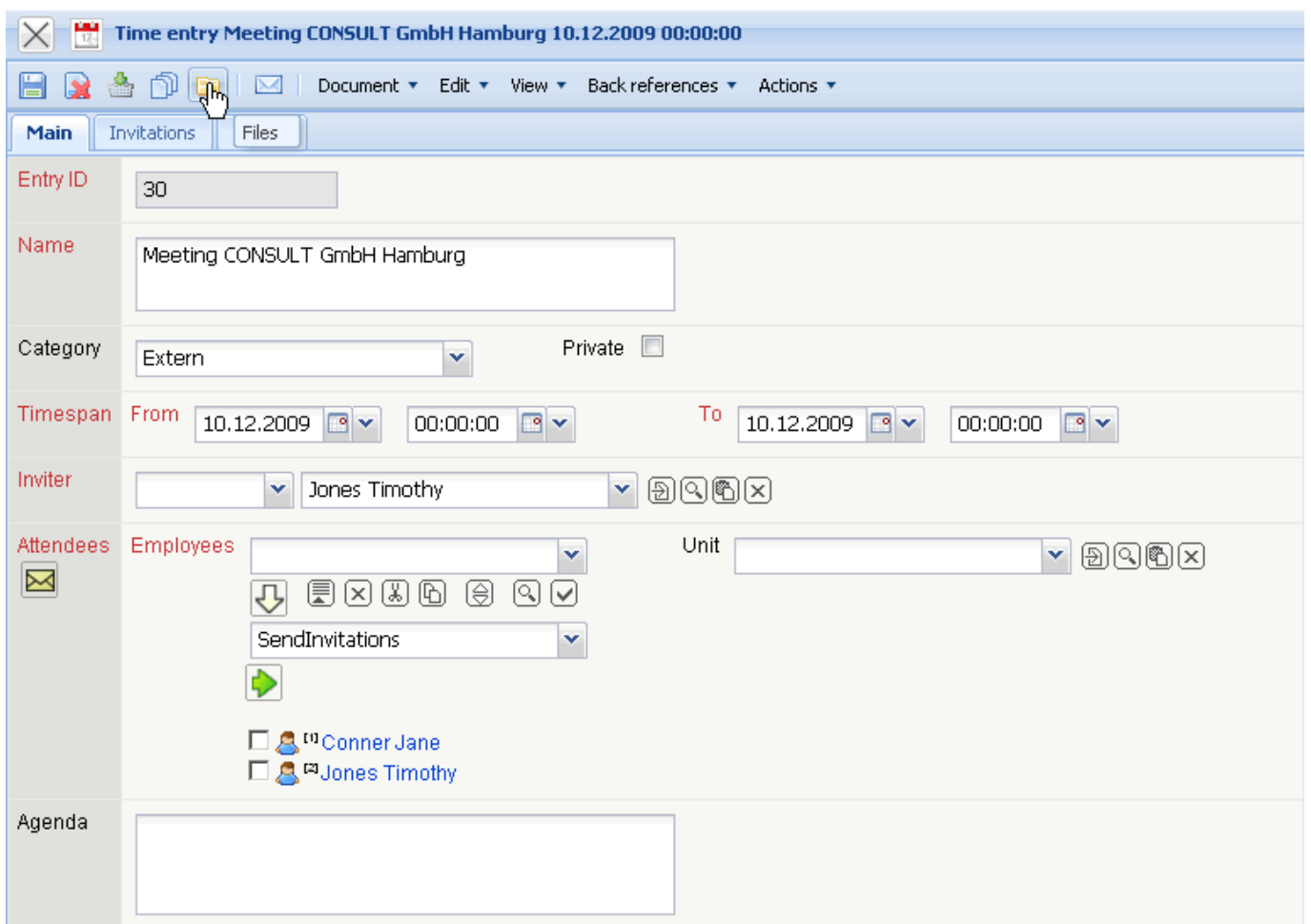
Display: CHART

CW 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).



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 main form fields are:

- 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: Marketing and Sales
- Send Invitations:** (dropdown)
- Attendee List:**  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.



TeamCalendar

Month view | Next calendar week | 01.12.2009 - 31.12.2009 | Conner Jane

M12\_December | 2009 | 9-19

Show selection

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
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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 empty dropdown menus and a set of icons for document management.
- Attendees:** A section with a "Unit" dropdown menu. Under "Employees", there are two empty dropdown menus, a set of icons, and a green arrow icon. Below this, there are two checkboxes with employee names: "Conner Jane" and "Griffith Jean", both of which are unchecked.
- 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

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