

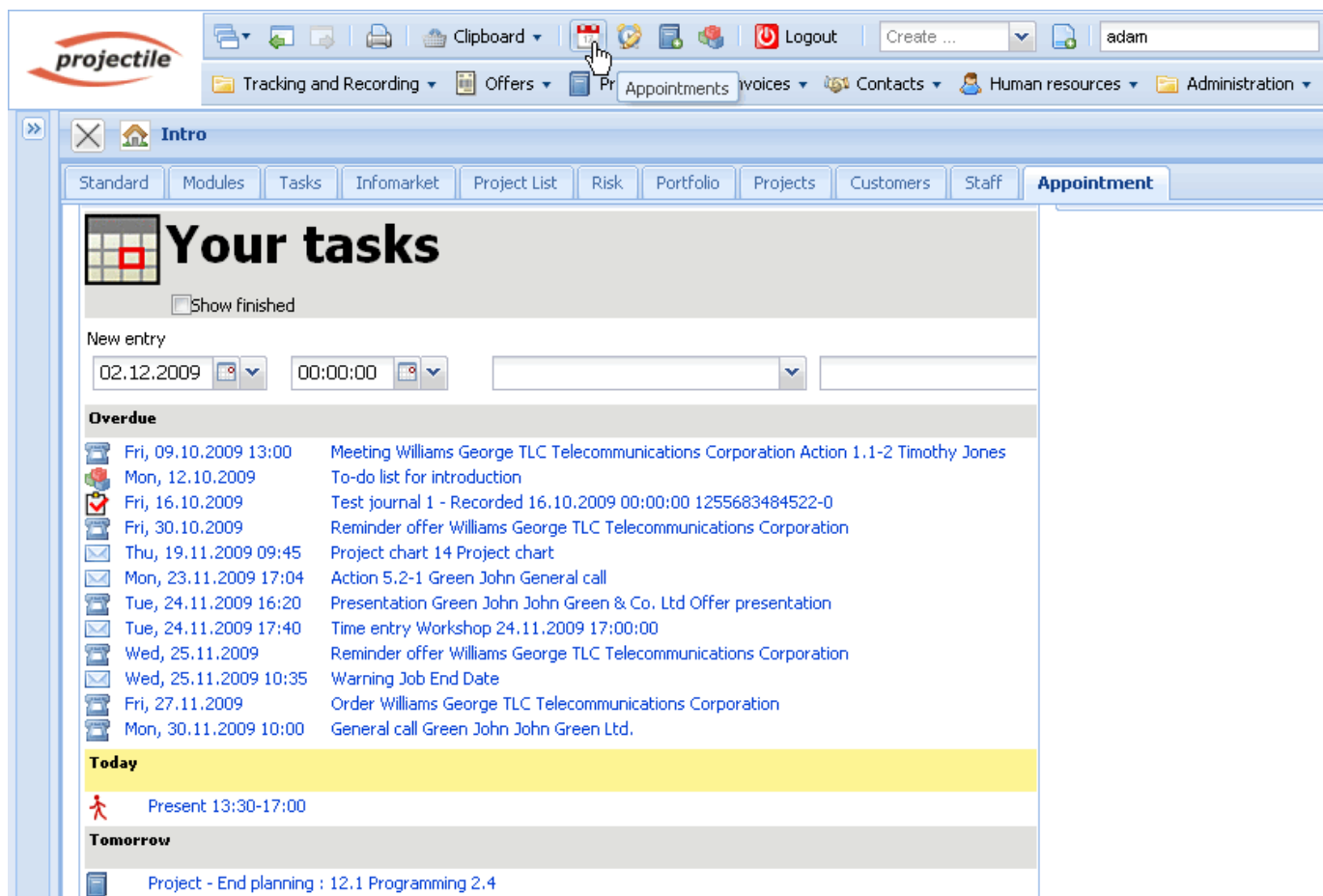
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3.04.3 Group Organizer "Team-Calendar"

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' Group Organizer interface. The top toolbar includes icons for file operations, a 'Clipboard' dropdown, a calendar icon (highlighted), a 'Logout' button, and a 'Create ...' dropdown. Below the toolbar, the 'Appointment' tab is selected in the navigation bar. The main content area is titled 'Your tasks' and displays a list of overdue tasks, today's tasks, and tomorrow's tasks.

Overdue

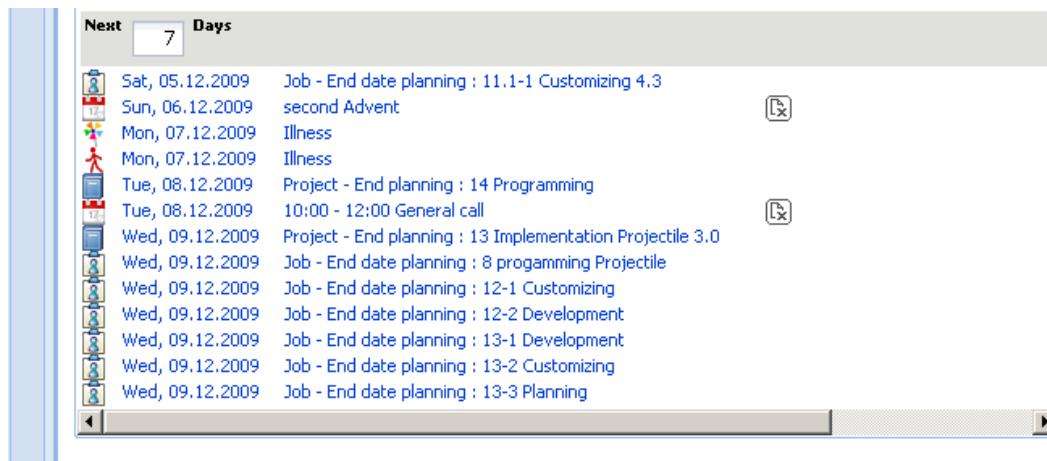
Fri, 09.10.2009 13:00	Meeting Williams George TLC Telecommunications Corporation Action 1.1-2 Timothy Jones
Mon, 12.10.2009	To-do list for introduction
Fri, 16.10.2009	Test journal 1 - Recorded 16.10.2009 00:00:00 1255683484522-0
Fri, 30.10.2009	Reminder offer Williams George TLC Telecommunications Corporation
Thu, 19.11.2009 09:45	Project chart 14 Project chart
Mon, 23.11.2009 17:04	Action 5.2-1 Green John General call
Tue, 24.11.2009 16:20	Presentation Green John John Green & Co. Ltd Offer presentation
Tue, 24.11.2009 17:40	Time entry Workshop 24.11.2009 17:00:00
Wed, 25.11.2009	Reminder offer Williams George TLC Telecommunications Corporation
Wed, 25.11.2009 10:35	Warning Job End Date
Fri, 27.11.2009	Order Williams George TLC Telecommunications Corporation
Mon, 30.11.2009 10:00	General call Green John John Green Ltd.

Today

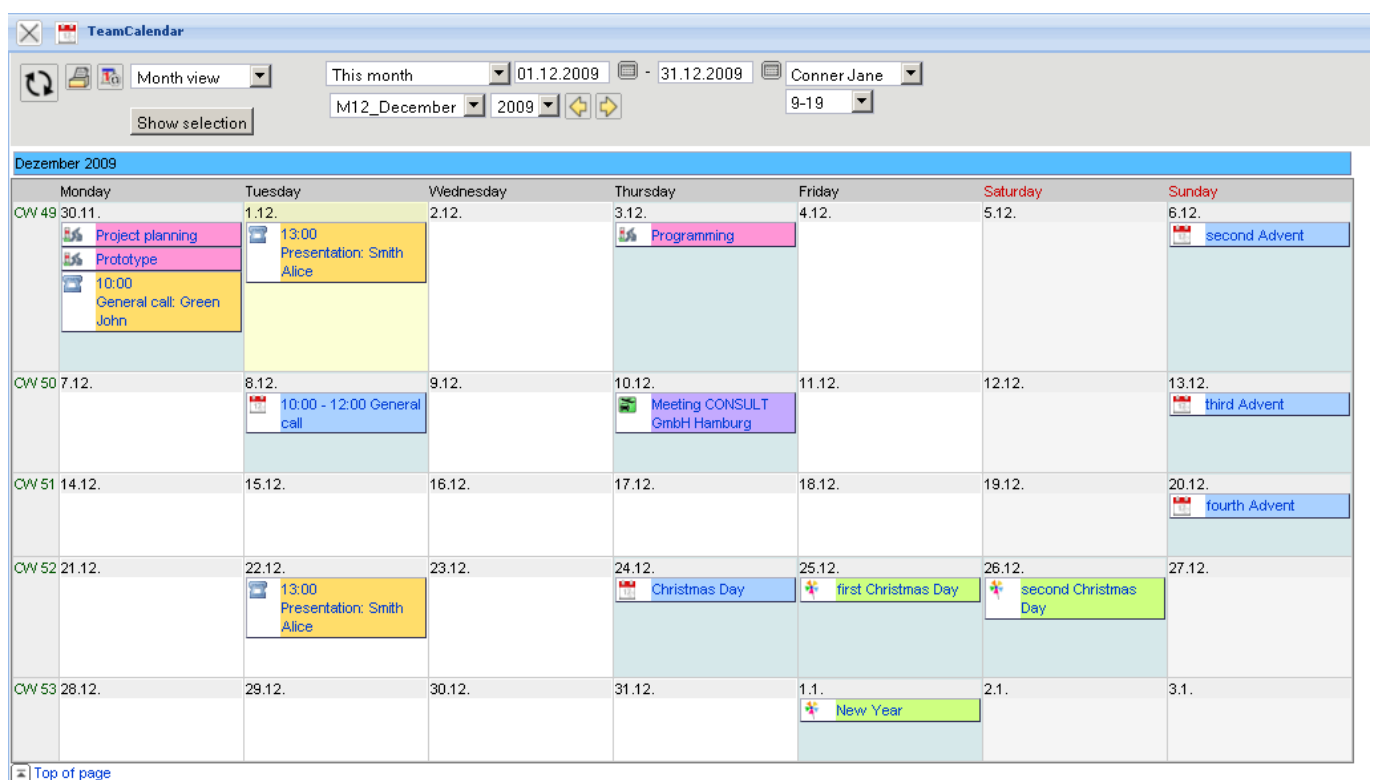
Present 13:30-17:00

Tomorrow

Project - End planning : 12.1 Programming 2.4



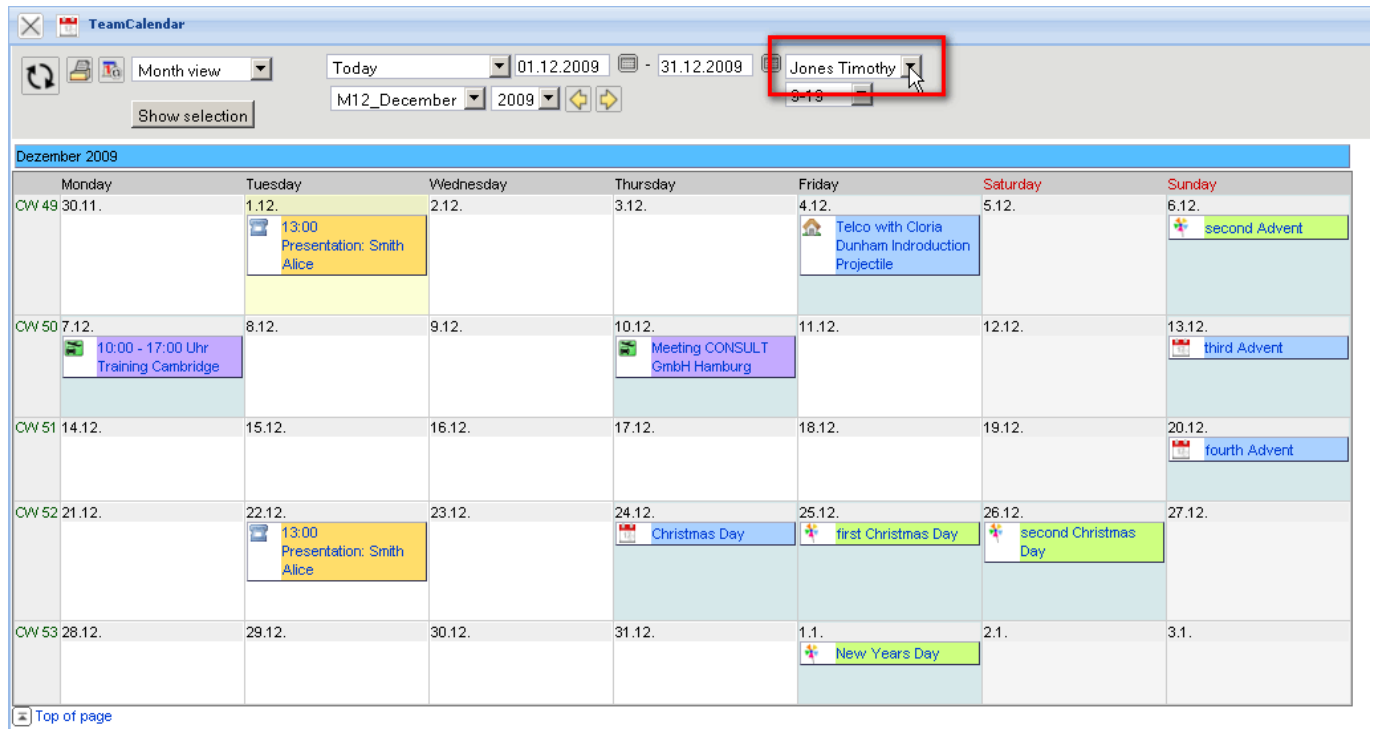
In the following example, the calender of the user !!!!! is open for the current month.



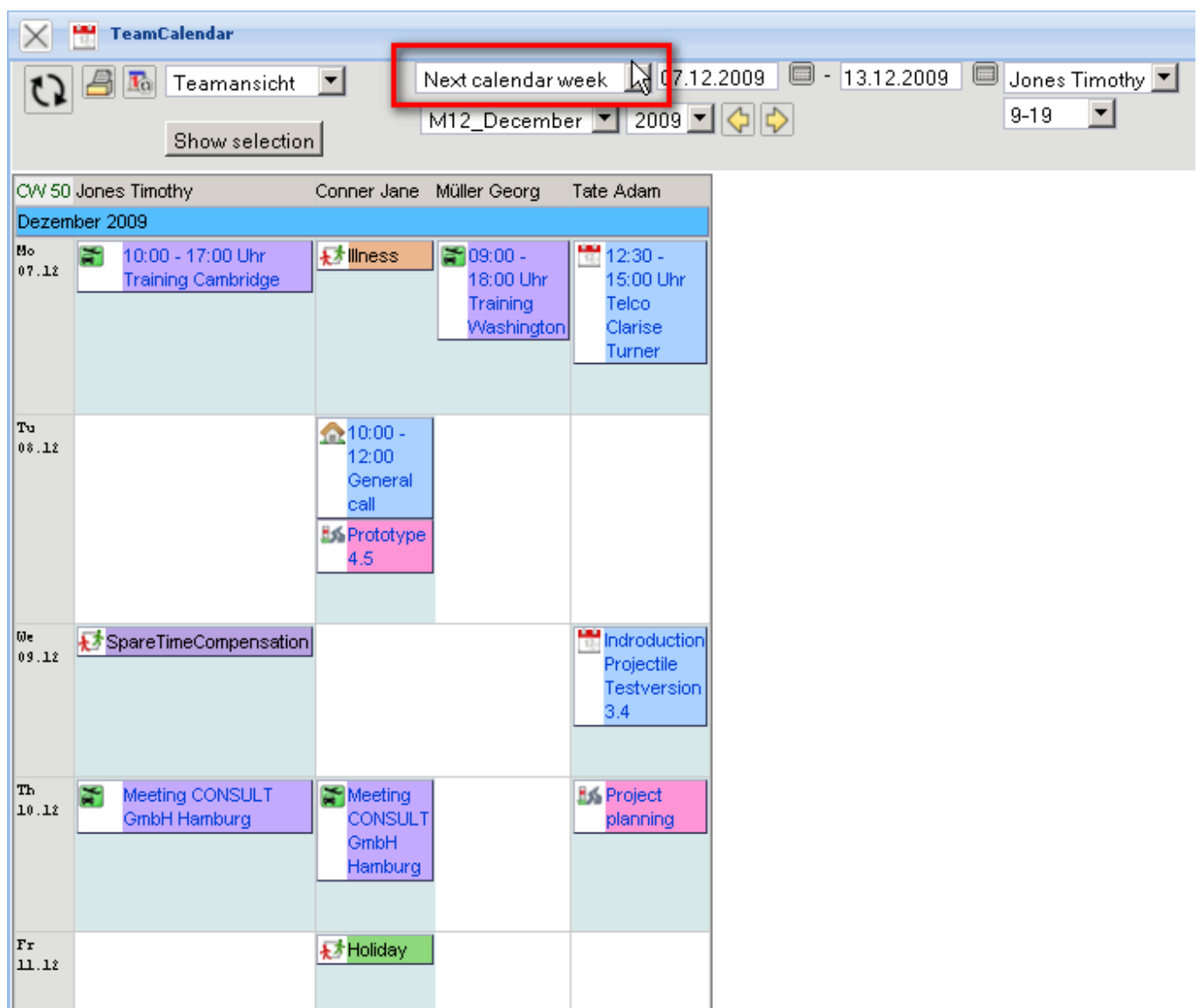
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

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

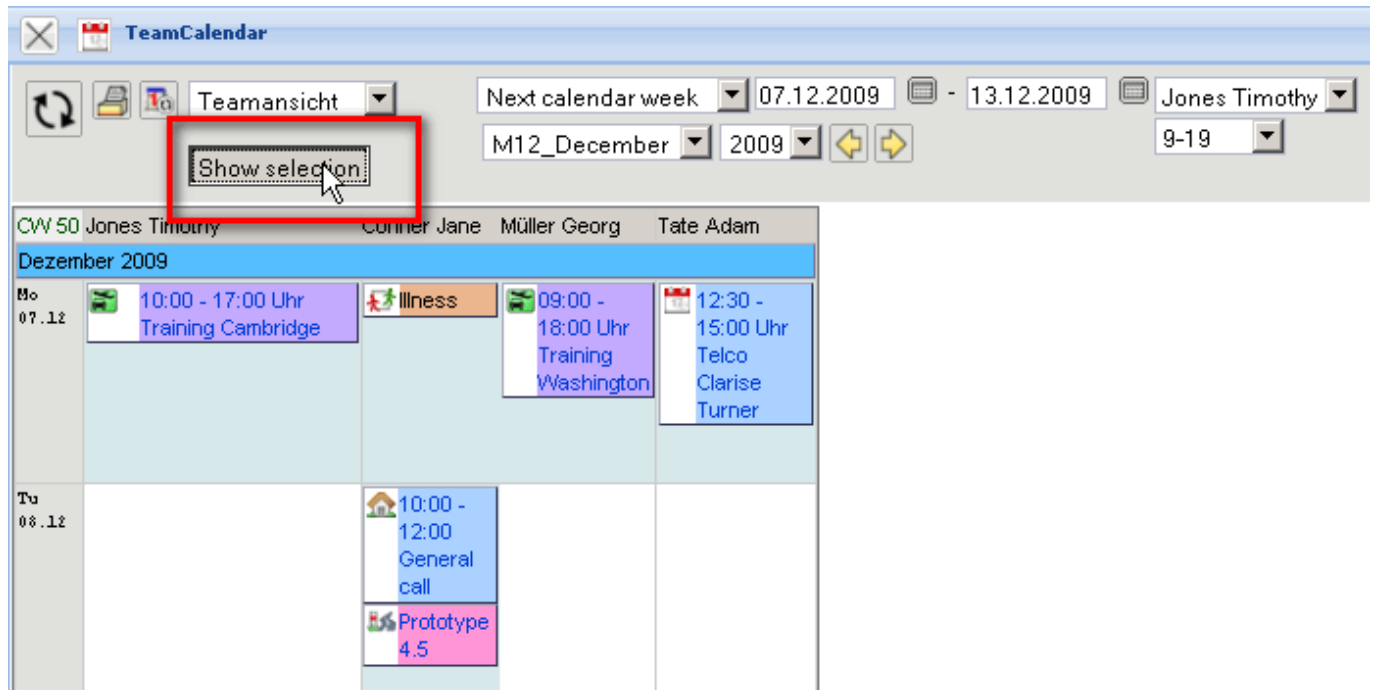


In the calendar the time interval of the display can also be changed (here in team overview).

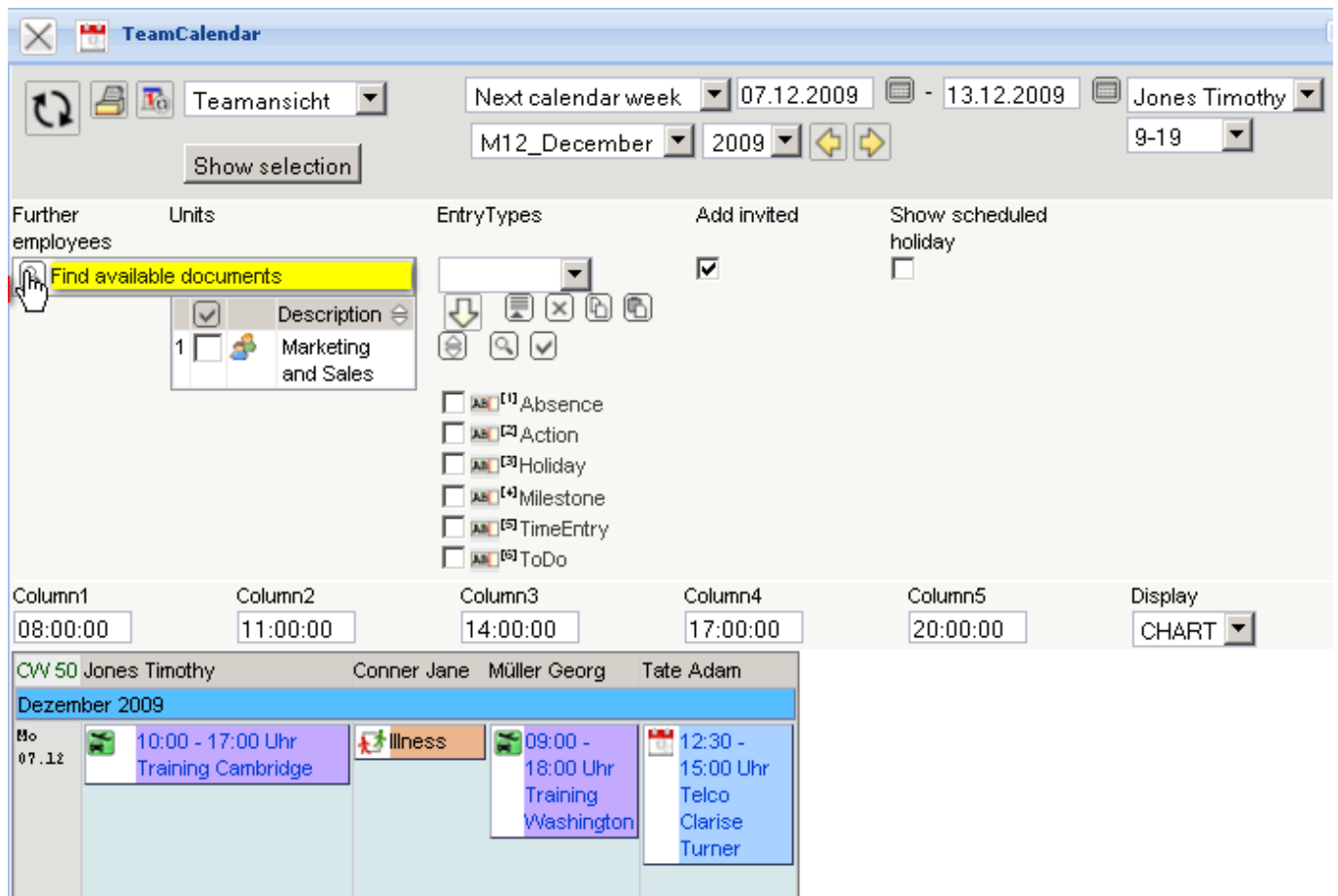


Sa 12.12			
Su 13.12	third Advent	third Advent	third Advent

By using the action “Show Selection” the settings of the calender 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 calender is refreshed.

TeamCalendar

Teamansicht
Next calendar week
07.12.2009 - 13.12.2009
Jones Timothy
M12_December 2009
Show selection
9-19

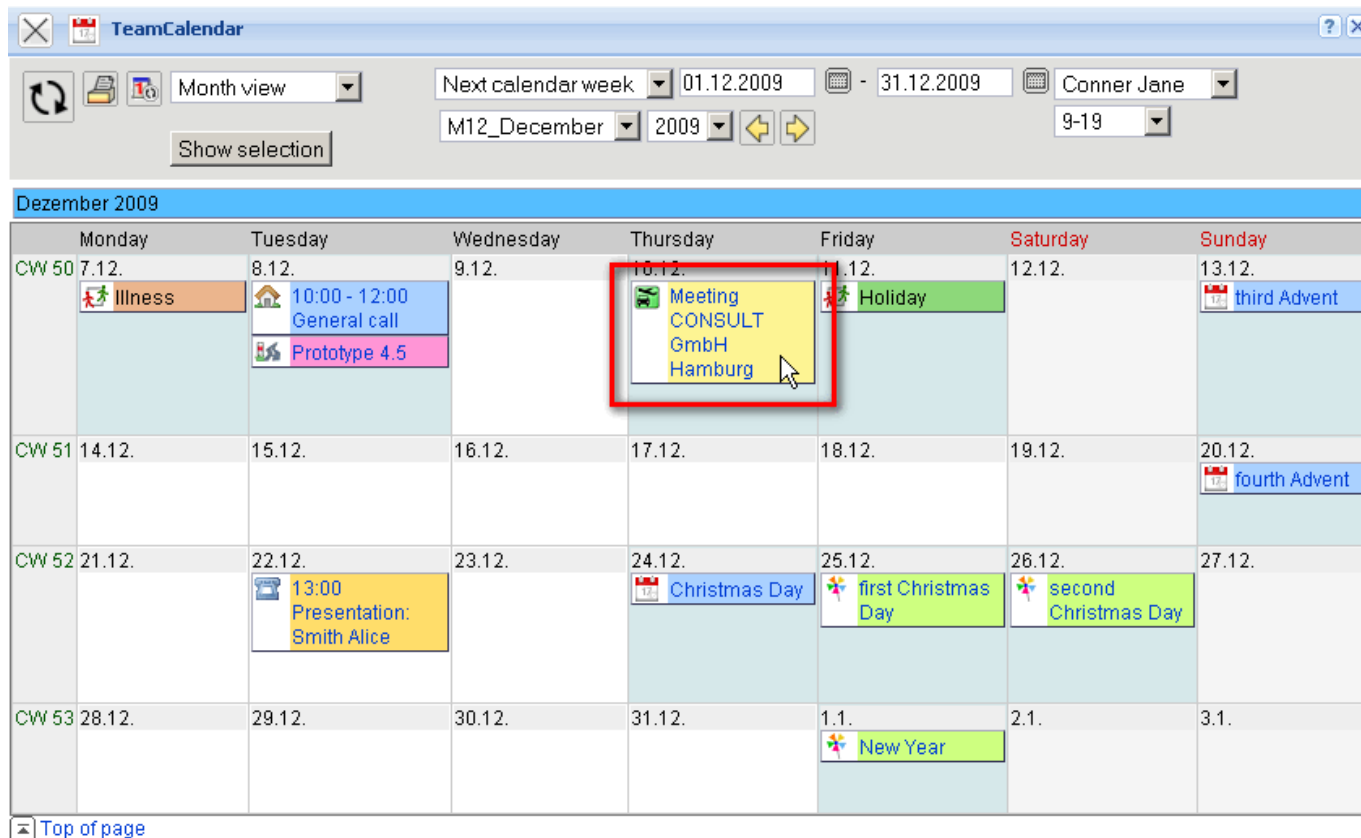
Further employees: 1 - 3 / 3
Units: No entries
EntryTypes:
☐ Absence
☐ Action
☐ Holiday
☐ Milestone
☐ TimeEntry
☐ ToDo
Add invited: ☒
Show scheduled holiday: ☐

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

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

Mo 07.12	Tu 08.12	We 09.12	Th 10.12	Fr 11.12	Sa 12.12	Su 13.12
10:00 - 17:00 Uhr Training Cambridge	Prototype 4.5 Programming with Milesen James	SpareTimeCompensation	12:30 - 15:00 Uhr Telco Clarise Turner			

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 ...

The screenshot shows the 'Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00' document. The document displays fields for Entry ID (30), Name (Meeting CONSULT GmbH Hamburg), Category (Extern), Timespan (From 10.12.2009 00:00:00 To 10.12.2009 00:00:00), Inviter (Jones Timothy), Attendees (Employees), and Agenda.

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

Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00

Document Edit View Back references Actions

Save the document Project

Entry ID 30

Name Meeting CONSULT GmbH Hamburg

Category Extern Private ☐

Timespan From 10.12.2009 00:00:00 To 10.12.2009 00:00:00

Inviter Jones Timothy

Attendees Employees Unit Marketing and Sales

SendInvitations

☐ [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.

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
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:

Category: | Private: ☐

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

Inviter: | | | | |

Attendees: Employees | Unit: | | | | |

Agenda:

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 ...

Time entry 16.12.2009 00:00:00

Document Edit View Actions

Save the document Project

Entry ID 37

Name conference marketing strategy

Category Intern Private ☐

Timespan From 16.12.2009 09:00:00 To 16.12.2009 12:00:00

Inviter

Attendees Employees Unit

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

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
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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