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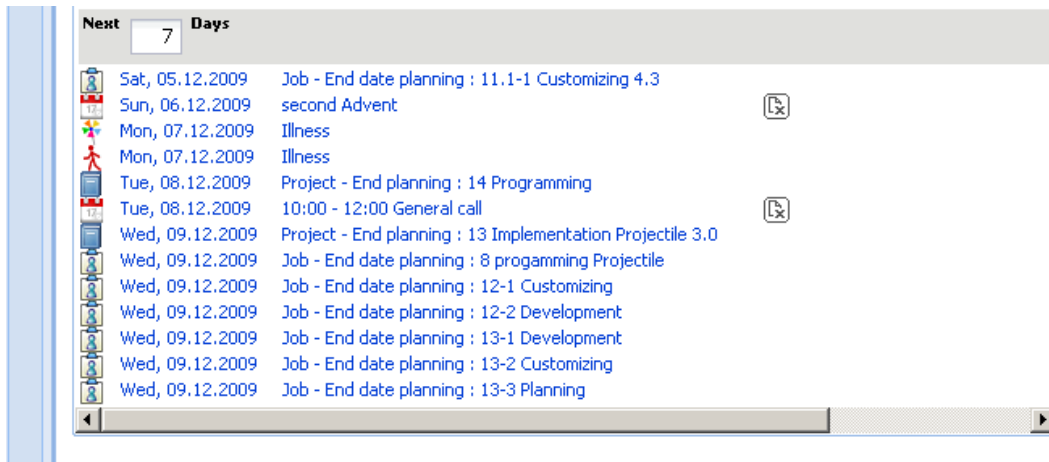
3.04.3 Group Organizer "Team-Calendar"

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.

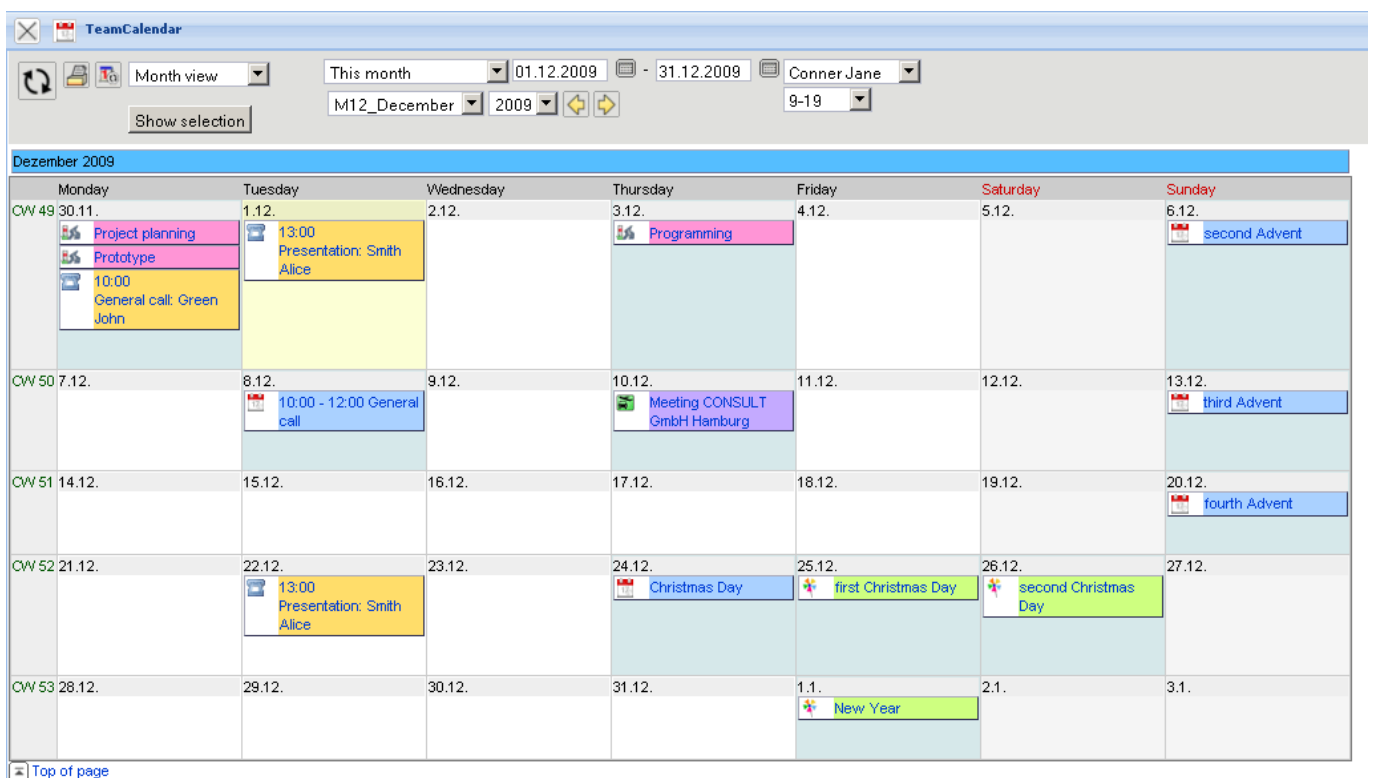
Bank holidays, absences, milestones and open actions are transferred from the appropriate record data in the system. Appointments can be freely defined (with sufficient permission). In addition, the scheduled employees to these appointments can be notified through the internal mail system Mailer.

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 task list is divided into sections: 'Overdue' (listing tasks from 09.10.2009 to 30.11.2009), 'Today' (listing a 'Present' task from 13:30-17:00), and 'Tomorrow' (listing a 'Project - End planning' task for 12.1.2010).



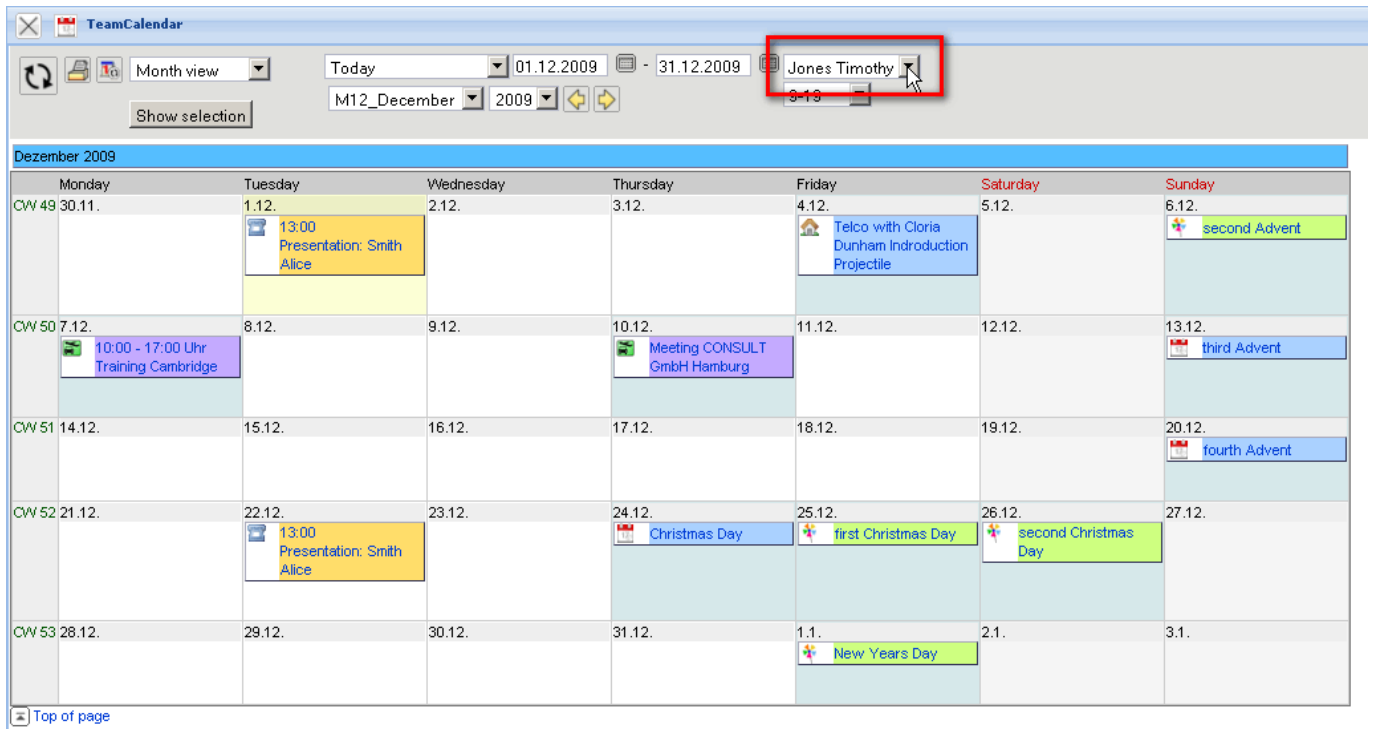
In the following example, the calendar of the user Jane Conner is open for the current month.



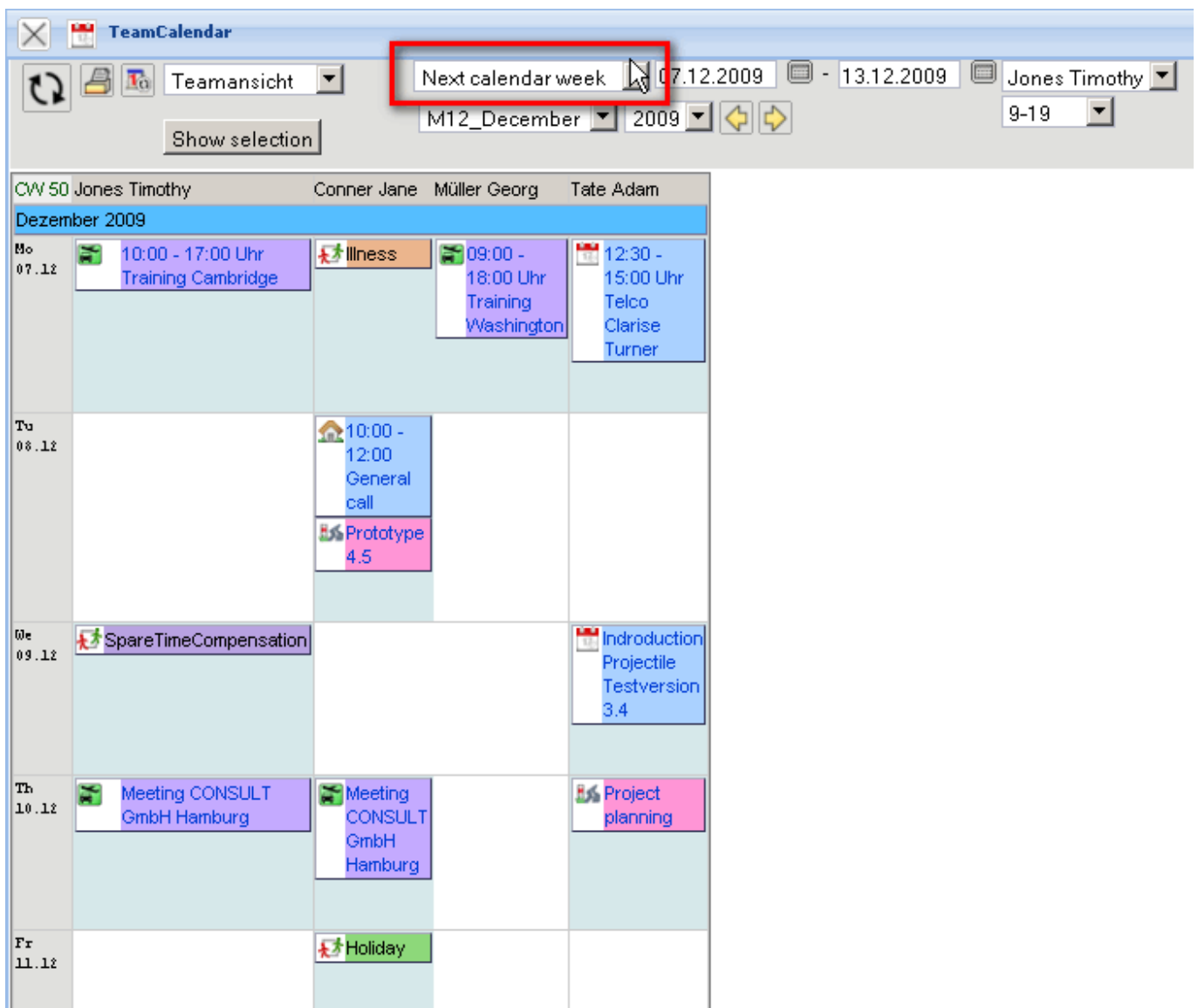
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

	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.

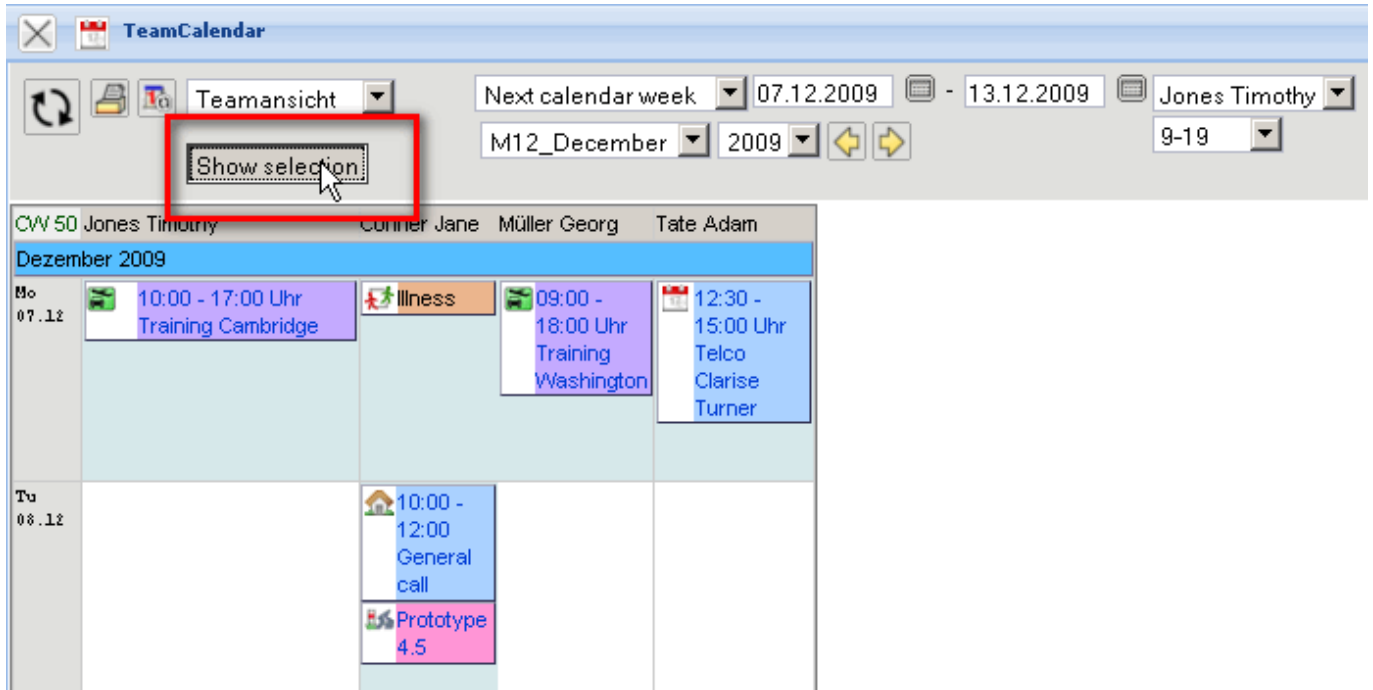


In the calendar the time interval of the display can also be changed (here in team overview).




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' dropdown with navigation arrows. 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

1 - 3 / 3

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

No entries

EntryTypes

- Absence
- Action
- Holiday
- Milestone
- TimeEntry
- 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

CVW 50 Jones Timothy	Conner Jane	Jane Conner	Müller Georg	Tate Adam	CVW 50
Dezember 2009					
Mo 07.12	<div style="background-color: #e0e0ff; padding: 2px; border: 1px solid #ccc;"> 10:00 - 17:00 Uhr Training Cambridge </div>			<div style="background-color: #e0e0ff; padding: 2px; border: 1px solid #ccc;"> 12:30 - 15:00 Uhr Telco Clarise Turner </div>	
Tu 08.12	<div style="background-color: #ffe0ff; padding: 2px; border: 1px solid #ccc;"> Prototype 4.5 </div>		<div style="background-color: #e0e0ff; padding: 2px; border: 1px solid #ccc;"> Programming with Mileson James </div>		Tu 08.12
We 09.12	<div style="background-color: #e0e0ff; padding: 2px; border: 1px solid #ccc;"> SpareTimeCompensation </div>		<div style="background-color: #e0e0ff; padding: 2px; border: 1px solid #ccc;"> Indroduction Projectile </div>		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 controls including a 'Month view' dropdown, a 'Next calendar week' button, and date selection fields for '01.12.2009' to '31.12.2009'. Below this 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 of the calendar view has a 'Top of page' link.

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

The screenshot displays 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 main content area contains several fields: 'Entry ID' with the value '30', 'Name' with 'Meeting CONSULT GmbH Hamburg', 'Category' set to 'Extern' and 'Private' checked, 'Timespan' with 'From' and 'To' both set to '10.12.2009 00:00:00', 'Inviter' set to 'Jones Timothy', and 'Attendees' with 'Employees' and 'Unit' dropdowns. There are also checkboxes for 'Conner Jane' and 'Jones Timothy'. At the bottom, there is an 'Agenda' field.

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

The screenshot shows a web-based time entry form for a meeting. The title bar reads "Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00". The form includes the following fields and options:

- Entry ID:** 30
- Name:** Meeting CONSULT GmbH Hamburg
- Category:** Extern (dropdown menu), Private (checkbox)
- Timespan:** From 10.12.2009 00:00:00 To 10.12.2009 00:00:00
- Inviter:** Jones Timothy (dropdown menu)
- Attendees:** Employees (dropdown menu), Unit: Marketing and Sales (dropdown menu)
- Send Invitations:** SendInvitations (dropdown menu)
- Attendee List:** A list of attendees with checkboxes:
 - 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.

The screenshot shows the 'TeamCalendar' application window. At the top, there are navigation and control elements: a 'Month view' dropdown, a 'Next calendar week' button, and date pickers for '01.12.2009' to '31.12.2009'. Below this, there are more date pickers for 'M12_December', '2009', and '9-19'. The main area is a calendar grid for 'Dezember 2009'. The grid has columns for days of the week and rows for weeks (CW 50 to CW 53). Events are shown as colored blocks: 'Illness' (orange), '10:00 - 12:00 General call' (blue), 'Prototype 4.5' (pink), 'Meeting CONSULT GmbH Hamburg' (purple), 'Holiday' (green), 'Christmas Day' (blue), 'first Christmas Day' (green), 'second Christmas Day' (green), and 'New Year' (green). There are also 'third Advent' and 'fourth Advent' events. A mouse cursor is visible over the date 16.12. At the bottom left, there is a 'Top of page' link.

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

The screenshot shows the 'Time entry 16.12.2009 00:00:00' form. The form has a menu bar with 'Document', 'Edit', 'View', and 'Actions'. Below the menu bar are tabs for 'Main', 'Invitations', and 'Project'. The form fields are: 'Entry ID' (text box with '37'), 'Name' (empty text box), 'Category' (dropdown menu), 'Private' (checkbox), 'Timespan' (From: 16.12.2009 00:00:00, To: 16.12.2009 00:00:00), 'Inviter' (dropdown menu), 'Attendees' (Employees: dropdown menu, Unit: dropdown menu), and 'Agenda' (empty text box). There are also several icons for actions like 'Add', 'Remove', 'Copy', 'Paste', and 'Search'.

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". At the top, there is a menu bar with "Document", "Edit", "View", and "Actions". Below the menu, there are tabs for "Ma Save the document" and "Project". The form fields are as follows:

- Entry ID:** 37
- Name:** conference marketing strategy
- Category:** Intern (dropdown menu), Private (checkbox)
- Timespan:** From 16.12.2009 09:00:00 To 16.12.2009 12:00:00
- Inviter:** (empty dropdown)
- Attendees:** Employees (dropdown menu), Unit (dropdown menu). Below this, there are icons for adding, deleting, and searching attendees. A list of attendees is shown: Conner Jane and Griffith Jean.
- Agenda:** 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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