

Group Calendar

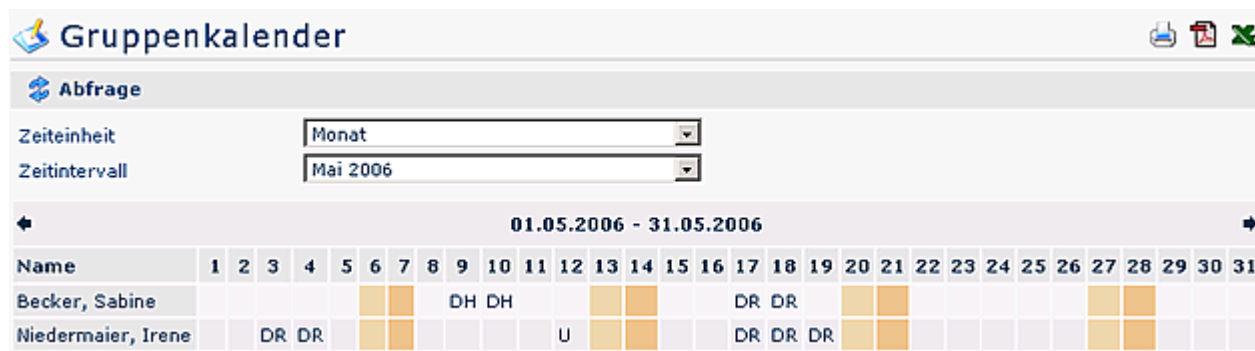
The Group-Calendar reports all planned or already consumed full- or part-time absences within a defined group of users.

This view is designed to facilitate the scheduling/planning of holidays or other absences within a defined group (own department).

Analogue to the personal calendar, already submitted and approved absences will be shown in blue colour, submitted, but not yet approved absences in red colour. Saturdays are marked in a light yellow, sundays in dark yellow colour. Red marked days are flagged as holidays.

The group calendar can be read within following time-units: month / week. The arrow-buttons allow to scroll within the time periods (next/previous month/week).

Every user gets to see the colleagues from their own department/group, or in accordance with the granted access (authorisation), colleagues from various departments/groups.



The screenshot shows the 'Gruppenkalender' window. It has a title bar with a search icon and the text 'Abfrage'. Below the title bar, there are two dropdown menus: 'Zeiteinheit' set to 'Monat' and 'Zeitintervall' set to 'Mai 2006'. The main area displays a calendar for the period '01.05.2006 - 31.05.2006'. The calendar has columns for days 1 through 31. Two rows of data are visible: 'Becker, Sabine' and 'Niedermaier, Irene'. The cells contain various codes like 'DH', 'U', 'DR', and 'DG' in different colors (blue, red, orange, yellow).

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Becker, Sabine									DH	DH							DR	DR													
Niedermaier, Irene			DR	DR								U					DR	DR	DR												

Analogue to the personal calendar, Lotus Notes calendar entries are also displayed in the group calendar. If a Lotus Notes calendar entry exists on a given date, this date will be marked with a small blue rectangle. Is this calendar entry marked as a private entry, it can not be retrieved by other user (except an user has the authorisation to see private calendar entries > this parametrisation is taken in the Lotus Notes calendar settings).

A click on the rectangle opens a detailed info display:



The screenshot shows the 'Gruppenkalender' window for the period '01.01.2007 - 31.01.2007'. The calendar has columns for days 1 through 31. A popup window titled 'Info' is open over the date 10.01.2007. The popup contains the text 'Tageskalender 10.01.2007: Czech, Eva-Maria' and '11:00 - 15:00 Besprechung mit Team'.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
				DG																										

Attention: Appointments (calendar entries) from the Groupware-System (Notes or Exchange) are only available, with an activated Calendaring Module.

Links

[Konfiguration für den Administrator¹](#)

1. [/daisy/webdesk-manual-en/937-dsy.html](#)