

E2 How to Read the Company Calendar

Access level: All employees

Learn: How to read the Company Calendar.

Figure 1: Company Calendar

The company calendar shows information from the Personal Holiday Calendar, from the Personal Vacation Calendar and from active projects.

Configuration

Tick off the check boxes 1 in order to view the needed information in the calendar.

Click on Show 2 to update and view the changes.

View

- The company calendar shows one month at a time.
- Default view is the current month.
- Month and year can be chosen from the drop down menu 3.
- The arrows 4 can be used to navigate to previous or next month.
- The chosen information is shown on the relevant dates.
- On 23 July 5 there was four project start ups and employee CEE was on vacation.
- Personal calendar information can be created from the link [New] 6.

Figure 2: Create New Calendar Information

- Select a date for the new calendar event by using the calendar icon 7.
- Select a start- and end time for the event 8.
- Write a directory for information next to Document Link, and a Comment as a header for the event (Web links will be shown in the calendar) 9.
- Click on Update 10 in order to add the event to the calendar.

Figure 1: Company Calendar

The screenshot shows the 'COMPANY CALENDAR' interface. At the top, there are navigation links: 'Main Menu -> Company Calendar'. A search bar contains 'ASC' and links for 'Search (F2)', 'Personal Profile', 'Help (F1)', and 'Log Out'. Below this, there are two dropdown menus: 'July' and '2007'. A 'Show' button is next to them. To the right, there are several checkboxes: 'Public Holidays' (checked), 'Vacation' (checked), 'Company Events' (checked), 'Project Start' (checked), 'Milestones' (unchecked), and 'Status Reports' (unchecked). A '[New]' link is also present. The main part of the interface is a calendar grid for 'July 2007 - Week 26 to Week 31'. The grid has columns for days of the week and rows for dates. Events are listed in the cells, such as 'Vacation: CEE' and 'Project Start: AIT - Extranet'. A callout 1 points to the top right area with the checkboxes. Callout 2 points to the 'Show' button. Callout 3 points to the month/year dropdowns. Callout 4 points to the navigation arrows. Callout 5 points to the event details on July 23rd. Callout 6 points to the '[New]' link.

Figure 2: Company Calendar -> New Company Event

The screenshot shows the 'NEW COMPANY EVENT' form. At the top, there are navigation links: 'Main Menu -> Company Calendar -> New Company Event'. A search bar contains 'ASC' and links for 'Search (F2)', 'Personal Profile', 'Help (F1)', and 'Log Out'. The form has several fields: 'Date' (09-11-2007), 'Starts' (12:00), 'Ends' (14:00), 'Document Link' (http://www.timelog.com/news/), and 'Comment' (Tips & Tricks). There is a calendar icon next to the date field. At the bottom, there is an 'Update' button. Callout 7 points to the calendar icon. Callout 8 points to the 'Starts' field. Callout 9 points to the 'Document Link' field. Callout 10 points to the 'Update' button.