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U s e r   G u i d e

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# TeamCal Pro

## User Guide

### Document

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# 1 Introduction



TeamCal Pro is a web-based application utilizing PHP and a MySQL database. Its generic purpose is the day-based absence management of project teams, more precisely of their members.

The goal was to create an optically attractive but also effective representation of a calendar display, showing the presence and absence of each team member. TeamCal Pro supports the customization of holiday types and absence types, thus its purpose can be altered to any graphical representation of timeline based processes or activities, e.g. a simple project plan or an event management.

I hope you enjoy TeamCal Pro.  
Best regards,  
George Lewe

*TeamCal Pro ist eine web-basierte Applikation beruhend auf der Scriptsprache PHP und einer MySQL Datenbank. Die wesentliche Aufgabe ist die Verwaltung von tagesbasierten An- und Abwesenheiten von Teams, genauer gesagt von dessen Mitarbeitern.*

*Ziel war es, eine optisch attraktive aber effektive Kalenderdarstellung zu finden, die schnell und übersichtlich die An- und Abwesenheiten von Teammitgliedern anzeigt. TeamCal Pro bietet viele Möglichkeiten der Anpassung, z.B. individuelle Feiertags- und Abwesenheitstypen, so dass auch ganz andere Anwendungen denkbar sind, beispielsweise ein simpler Projektplan oder ein Ereignismanagement.*

*Ein deutsches Hilfesystem kann ich aus Zeitmangel leider nicht pflegen. Hier obliegt es dem jeweiligen Administrator, eventuell eine eigene deutschsprachige Hilfe zu erstellen und in die Applikation einzubinden.*

*Ich hoffe, TeamCal Pro unterstützt Sie nach Ihren Wünschen.  
Mit freundlichen Grüßen,  
George Lewe*

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TeamCal Pro was developed by George Lewe (<http://www.lewe.com>). TeamCal Pro is free software; it may be redistributed and/or modified under the terms of the

- GNU General Public License as published by the Free Software Foundation (<http://www.gnu.org>).
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Therefore, in addition to the GPL license you agree to the following conditions if you decide to use or modify or distribute TeamCal Pro:

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  - Application information (name, version) (exception see (2))
  - Author's information (name, URL, e-mail)
  - Author's Copyright
  - "Powered by" information (must always be displayed on each page)
  - Help-About dialog
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3. If you deem TeamCal Pro valuable in your area, especially in a commercial environment, I kindly ask for a voluntary donation to my PayPal account. You can find donation links on <http://www.lewe.com>.


## 2 Installation

Installing TeamCal Pro has been made much easier with version 3.0. An installation script takes away the hassle of manually editing files to set up your individual environment. The recommended basic installation steps are:

- Unpack the TeamCal Pro archive to your local hard drive
- Copy the TeamCal Pro directories including all sub directories and files to the desired location at your web space
- Direct your browser to the location of your TeamCal Pro. The installation page will show.
- Enter all information as requested and click [Install]

That does not sound too difficult, does it?

I have done my best to keep it as straight forward and easy as possible. You techies scroll down to read more details...

 TeamCal Pro Installation

Application Settings

**Application Root Directory**  
*Specify the absolute directory of your TeamCal Pro copy relative to your server root directory, including a leading and trailing slash (e.g. /tcpro/).*

**Application URL**  
*Specify the unique resource locator (URL) of your TeamCal Pro copy (e.g. http://www.lewe.com/tcpro).*

Test

Database Settings

**Database Server**  
*Specify the URL of the database server.*

**Database Name**  
*Specify the name of the database.*

**Database User**  
*Specify the username to log in to your database.*

**Database Password**  
*Specify the password to log in to your database.*

**Database Table Prefix**  
*Specify a prefix for your TeamCal Pro database tables.*

Test

Sample Data

**Sample data**  
*Check whether you want a set of sample data loaded or not. Select "Use existing data" if your database already exists and you want to use the existing data.  
Attention! "Use existing data" only works if your existing data set is compatible with the version you are installing. Find details in Upgradeinfo.txt.*

☒ Sample data

☐ Basic data only

☐ Use existing data

License Agreement

**License Agreement**  
*TeamCal Pro is a free open source application. However, if you want to use it you must accept the license agreements.*

☐ I accept the General Pulic License

☐ I accept the TeamCal Pro License

View

View

Start Installation

Install

Help

Installation Page

The Installation shows explanations to all entries. You should be able to figure it out quickly. Here are some more hints and examples.

## Application Settings

### Application Root Directory

The URL to your TeamCal Pro application (like <http://www.lewe.com/tcpro>) does usually not represent the directory path on your web server where TeamCal Pro resides. You can compare this in the Windows world with the icon "My Documents" pointing to a directory like "C:\Documents and Settings\SomeUsername\My Documents". Your web site resides in a certain and specific directory on the web server. TeamCal Pro needs this information to work properly and to know where certain files can be found.

Let's look at an example. Let's say you have bought web space from a provider. And let's say you have registered the domain "thisismydomain.com". Your URL to your web space will then be "http://www.thisismydomain.com", but the directory on the web server in the provider's data center will be something like "/customers/homepages/12345/htdocs". There is such a directory for each customer. TeamCal Pro needs to know this information.

But don't worry, you don't need to look that up. Let's say you connected to your web space via FTP and copied your local TeamCal Pro directory that you called "tcpro" right in your home directory on the web server. Then, in our example, the fully specified application root directory of TeamCal Pro would be "/customers/homepages/12345/htdocs/tcpro", right? But all you need to enter in the installation page is just the name of the TeamCal Pro folder, followed by a slash. Easy enough? That would be in our case "/tcpro/". When the installation page starts TeamCal Pro will already display the directory name it seems that your installation resides in.

You can use the [Test] button to see if your entries make sense to TeamCal Pro.

### **Application URL**

Do I have to explain this again? I guess you know by now. When the installation page starts TeamCal Pro will already display the URL it seems that your installation is reachable at.

### **Database Settings**

Now this is a bit more tricky and requires some knowledge about MySQL databases, depending on how good your provider is. When you buy web space from a provider you usually get access to a specific web site where you can set up your web space. One option usually is to create a MySQL database. It is more or less a matter of a few clicks in your browser and your database is ready to go. You will usually get a response about the database server name, database name and the user name and password to access it. Just take that information and enter it here.

You can use the [Test] button to see if your entries make sense to TeamCal Pro.

### **Sample Data**

TeamCal Pro comes with a set of sample data. If you like to enter a few users and groups into your database upon installation just select "Sample Data" here. There are just a few, not too many to delete them after you have tested a few things with them. If you are familiar with TeamCal Pro from previous versions and don't need sample data, select "Basic Data". This will install all necessary initial settings, but now groups or users (except of 'admin').

The 'admin' user will be installed either way. His password is 'root'.

### **License Agreement**

TeamCal Pro is free open source software, probably the thing you like most about it. However, it does not mean you can do anything with it. Is it not yours. It is just licensed to you for no money. You still have to agree and accept the license agreements that come with it. Please make sure you read and accept them. It is my work, my time and my sweat that makes this application work for you and I believe the least you can do for me is to honor these agreements.

### **Start Installation**

After you have entered all information (use the [Test] buttons to verify your inputs) click the [Install] button to save your configuration and start TeamCal Pro.

### **Delete "installation.php"**

Since you can set basic configuration data and even overwrite the database with the installation script, it is highly recommended to delete "installation.php" after a successful installation. If you don't do so, each time the admin

logs in, a security warning message will pop-up, using the TeamCal Pro announcement feature.

From here on only the techies want to read...

### ***Technical Details***

The TeamCal archive contains two files, named **config.default.php** and **installation.php**. If these two files exist, and specifically no file named **config.tcpro.php** is present, the index.php will launch installation.php. After you have entered your installation info and have clicked the [Install] button, the file **config.tcpro.php** will be created and index.php will be reloaded.

Once index.php does not see config.tpro.php nor installation.php an "Installation Corrupted" error message will display. In that case recover the installation.php file from your TeamCal Pro archive and direct your browser to TeamCal Pro again. The installation page will show automatically.

You can get further support at the Forum on <http://www.lewe.com>

### 3 Main Interface

TeamCal Pro

Know who's in

Version 3.5.001 Dev

TeamCal

View

Tools

Help

Language: english

Group: All

Region: default

Today: All

Start: February 2013

Show 1 month

Apply

Reset

You are logged in as admin (Administrator).

February 2013

12345678910111213141516171819202122232425262728

Week

56789

Name

+

Fr

Sa

Su

Mo

Tu

We

Th

Fr

Sa

Su

Mo

Tu

We

Th

Fr

Sa

Su

Mo

Tu

We

Th

Fr

Sa

Su

Mo

Tu

We

Th

Carl, Coyote

Duck, Donald

Gonzales, Speedy

Head, Potatoe

Lightyear, Buzz

Mouse, Mickey

Mouse, Minnie

Spiderman

Summary: +

20 business days

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W3C HTML 4.01

W3C CSS

TeamCal Pro Main Interface

TeamCal's Main Screen shows an application header, a menu bar, a status bar, the calendar and a footer. TeamCal Pro offers the option to make viewing the calendar depending on a valid login. If this feature is switched on and you are not logged in you will see an appropriate message instead of the calendar.

#### 3.1 Menu Bar

##### Menu

TeamCal

View

Tools

Help

Language: english

Group: All

Region: default

Today: All

Start: February 2013

Show 1 month

Apply

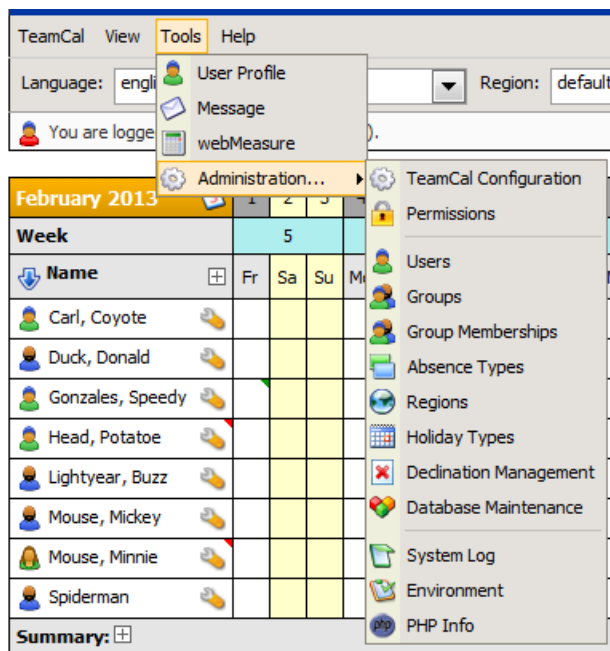
Reset

You are logged in as admin (Administrator).

TeamCal Pro Menu

Lewe.com

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TeamCal Pro Admin Menu

The following menus will be shown in the menu bar based on your privileges:

### TeamCal

**Login** (opens the login window)

**Logout** (logs you out)

**Register** (opens the register window)

### View

**Home Page** (loads the home page)

**Calendar** (loads the main Calendar page)

**Year Calendar** (loads the year calendar page)

**Announcements** (loads the Announcement page)

**Statistics...**

**Global Statistics** (opens the global statistics dialog)

**Reminder Current Year** (opens the reminder current year page)

### Tools

**User Profile** (opens the Edit Profile window for the logged in user)

**Message** (opens the Message Center window)

**webMeasure** (opens the Lewe.com's webMeasure in a window)

**Administration** ( opens the Administration sub-menu, this menu is only visible with administrator rights)

**TeamCal Configuration** (opens the main administration dialog)

**Permissions** (opens the permissions dialog)

**Users** ( opens the user management page)

**Groups** ( opens the group management page)

**Group Memberships** ( opens the group memberships page)

**Absence Types** ( opens the absence type management page)

**Regions** ( opens the region management page)

**Holidays** ( opens the holiday management page)

**Declination Management** ( opens the declination management page)

**Database Management** ( opens the database management page)

**System Log** (opens the system log)

**Environment** ( opens the TeamCal Pro Environment page)

**PHP Info** (opens the PHP Info page)

## Help


**Legend** (opens the Legend window)

**Help... - User Manual (Browser)** (opens the User Manual)

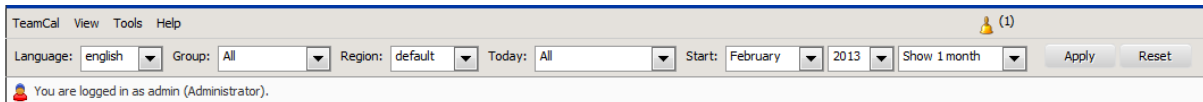
**Help... - User Manual (PDF)** (opens the User Manual PDF file)

**About TeamCal Pro** (opens the About window)

## Announcement Icon

 This announcement icon is shown if there are announcements available for the currently logged in user. Right next to it will be a number in brackets indicating how many announcements there are. A click on this icon will open the Announcement page.

## Options Bar



### Calendar Filter Settings

To the right side of the menu bar you will find the following filter options when logged in OR when not logged in and no login is required to view the calendar:

#### Language: [English | v]

Choosing a different language reloads the main page using the selected language.

The default TeamCal Pro application supports 'English' and 'German'.

(The User Manual is only provided in English.)

#### Group: [All | v]

Filters the calendar display by showing all users alphabetically, grouped by user groups, or only those team members belonging to the selected group.

#### Group: [All | v]

Filters the calendar display by showing all users alphabetically, grouped by user groups, or only those team members belonging to the selected group.

#### Region: [default | v]

Selects the base calendar to be used for the calendar display. The administrator can set up several regional base calendars in order to maintain different sets of holidays.

#### Start: [July | v] [2004 | v] [Show 3 months | v]

Selects the first month/year to display and how many months will be displayed in total (3, 6 or 12 months).

#### [Apply]

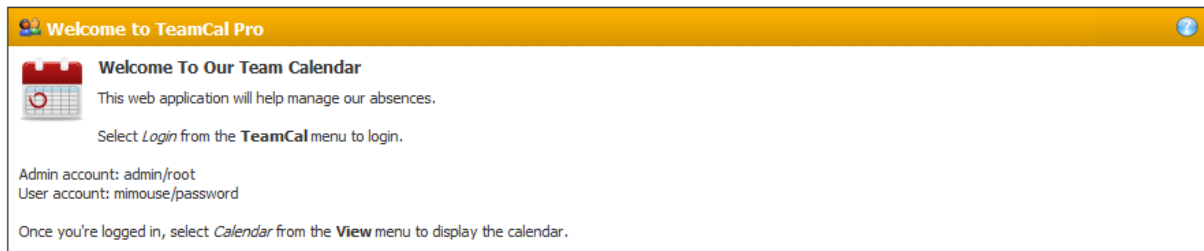
Applies the selections you made in the previous drop down lists.

#### [Reset]

Resets all settings to the default.



## 3.2 Homepage



The Homepage can be used to display a global message to the TeamCal Pro users. It will always be available, also to the public. Even if the public is not permitted to view calendars in the permission scheme they can still the Homepage.

The icon, title and text that is shown on the Homepage can be set by the administrator on the Configuration page.

## 3.3 Calendar Display

### Calendar

September 2007		Remainder		This Month		1	2	3	4	5	6	7	
Week						35		36					
Name		F	X		F		Sa	Su	Mo	Tu	We	Th	Fr
Carl, Coyote		12	10	20	0	0	0						
Duck, Donald		10	10	20	2	5	3					F	F
Gonzales, Speedy		12	8	20	0	0	0						
Head, Potatoe		12	10	20	0	0	0						
Lightyear, Buzz		12	8	30	0	0	0						
Mouse, Mickey		12	10	30	0	0	0						
Mouse, Minnie		12	10	20	0	0	0						
Spiderman		12	10	20	0	0	0						
Summary: +													

Calendar Display

The calendar display uses the same format for each month. You see the month name and year in the upper left header cell. Right next to it are the day of month fields under which the corresponding days of week are indicated. Each day is vertically colored corresponding to its day type (business day, weekend day, public holiday, etc.).

The holiday template for a month can be changed by clicking the notepad symbol on the right of the month name in the upper left cell. This button will only be displayed if you hold administrator or group manager rights. The Month Template dialog will open.

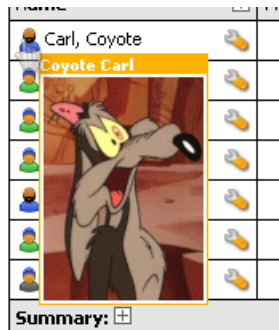
A row for each TeamCal user shows his specific absence symbols for each and every day of the given month.

You can click on a name to view the profile of the user. If you hold administrator rights you can edit the users' profile by clicking on his name. Clicking on your own name when logged in will open the edit dialog for your profile.

Right to the name of the user you can find a little wrench symbol that you can click to edit the absences of the specific user. If you are a regular user you will only see the wrench button next to your own name. If you hold group manager rights you will see the button next to your own name and all names of the members of the managed group. Administrators see all wrench buttons.

## Avatars

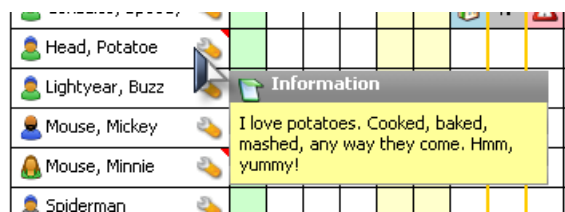
If the Avatar feature is enabled an avatar image pops up when moving the mouse over the user icon. Note: The user icon feature must be switched on as well for the avatars to function.



Avatar Display

## User Popup Info

User popup notes can be set in the user profile. If a user popup note was entered a little red corner icon is displayed in the upper right corner of the user name field in the calendar display. The popup will show when the mouse is moved over the field showing the wrench icon.



User popup note

## Day Notes, Birthdays

You can set a general day note for the day and each user can set a personal day note for a given day. If such a day note exists a little red mark will be displayed in the upper right corner of its cell (see image below). When moving the mouse over that cell the day note will pop-up like a tool tip. You can maintain the general day notes in the month template dialog and the personal day notes in the user calendar dialog. The personal day notes may be disabled for regular users by the administrator.

Birthdays are shown in a similar way, indicated by a little green mark. Whether the birthday for a user is shown in the calendar or not can be set in the user profile dialog. If you want to show the birthday but hide the age (You're welcome, Ladies!) you can also set that in the user profile.

When a day holds a personal day note and a birthday the red mark will be used. Both information can be read in the pop-up.

0	11	12	13	14	15	16
Te	Th	Fr	Sa	Su	Mo	Tu

Daynote Marker


Birthday Marker

Remainder

The **Remainder** display is an expandable section. You can display or hide the remainders by clicking the little toggle icon right next to the weekday row. It will display the remaining allowance for each absence type for each person for the current year. The figures will always show the values for the current year (January 1st - December 31st), even if you display a month of the previous or next year.

The administrator can configure which absence types will be included in this section. He can also set whether the total available at the beginning of the current year will be shown next to the remainder (a.g.: 7/12). The allowance will include the left-over of the last year which can be changed in the users profile.

September 2006		Remainder			
Week					
Name				N	
Carl, Coyote		12	0	0	20
Duck, Donald		12	-2	0	20
Head, Potatoe		12	0	0	20
Lightyear, Buzz		12	0	0	30
Mouse, Mickey		11	-1	-1	29
Mouse, Minnie		12	0	0	20
Spiderman		12	0	0	20
Summary: +					

Remainder Display

Totals Display

The remainder section can be configured to also include a totals section. This section displays the amount of instances per absence type taken for the month displayed. So if a user has been checked three home office days for the current month a '3' will be shown here. Whether an absence type is included in this totals section can be configured per each absence type.

This Month			
	F		
0	0	0	0
0	2	5	3
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
Totals Display			

Sort Order

Next to the "Name" caption you can see an arrow indicating the sort order of the user list. If the arrow points down the user list is sorted ascending by last name (A first, Z last). Click the arrow to revers the list into a descending order (Z first, A last).

April 2007	
Week	
↓ Name	
Carl, Coyote	
Duck, Donald	
Gonzales, Speedy	
Sort Arrow	

Summary

The summary display is an expandable section. You can display or hide the summary by clicking the little toggle icon right next to the "Summary" title. A couple of more rows will show the different counts of presence and absence.

The **Summary** section shows the amount of present and absent people for each day. The **Absence Summary** section shows the count of each absence type (not marked to count as 'present') per day.

- Present:** How many people are present or have taken absence types that count as 'present'
- Absent:** How many people have taken absences
- Delta:** Weight (Delta) between presence and absence. E.g. if 5 of 8 users are absence and 3 are present the delta is 5-3=2.

Summary: ☐															
Present			9	9	9	9	9			8	8	9	8	8	
Absent			0	0	0	0	0			1	1	0	1	1	
Delta			9	9	9	9	9			7	7	9	7	7	
Absence Summary:															
Day Off	0			0	0	0	0	0			0	0	0	0	0
Duty Trip	0			0	0	0	0	0			0	0	0	0	0
Not Present	0			0	0	0	0	0			0	0	0	0	0
Sick	0			0	0	0	0	0			0	0	0	0	0
Tentative Absence	0			0	0	0	0	0			0	0	0	0	0
Training	0			0	0	0	0	0			0	0	0	0	0
Vacation	4			0	0	0	0	0			1	1	0	1	1

## Summary Display

### 3.4 Year Calendar Display

New in version 3.0 is the year calendar display. It shows the absences of one user for a full calendar year (January 1st - December 31st.).

[illegible]

### Year Calendar Display

After selecting 'Year Calendar' from the 'View' menu, the display defaults to the current year for the user currently logged in. If the user 'admin' is logged in the first user (alphabetically by last name) is displayed.

Based on your user account's authorization you can select other years and users in the menu bar of the year calendar page:

Year: 2007 User: Gonzales, Speedy Apply Reset

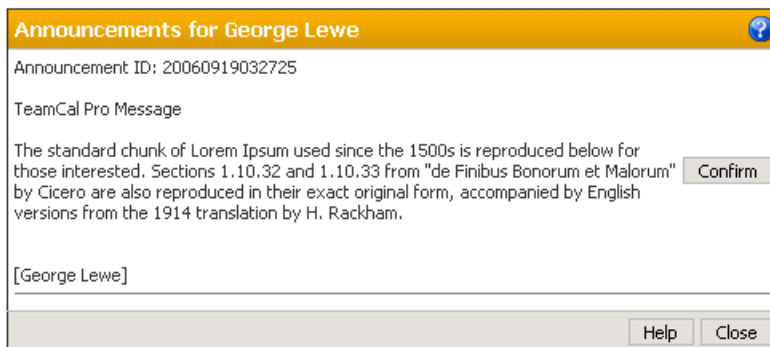
Year Calendar Page Menu Bar

The display itself offers many features you already know from the monthly view. You will find popup menus for day notes and user notes, you will find icons to edit each month's holidays and the calendar of each month for the selected user. The current day (if the current year is displayed) will be marked with the 'today border color' set in the configuration of TeamCal Pro. Also, each Monday shows the calendar week number of that week in the year at the bottom of the cell.

2007	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
February				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
March				1											1	12	13	14	15	16
April																9	10	11	12	13
May		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Year Calendar Details

### 3.5 Announcement Popup



Announcement Popup

TeamCal Pro distinguishes between **silent** and **popup** announcements. Popup announcements will pop up in a window when the user logs in (see above). Silent announcements will only be displayed on the announcement page. Whether a user has silent announcements will be indicated with an icon in the menu bar. Either a click on that icon or using the View-Announcements menu will display the announcement page. The announcement page will show both, silent and popup announcements.

#### Timing

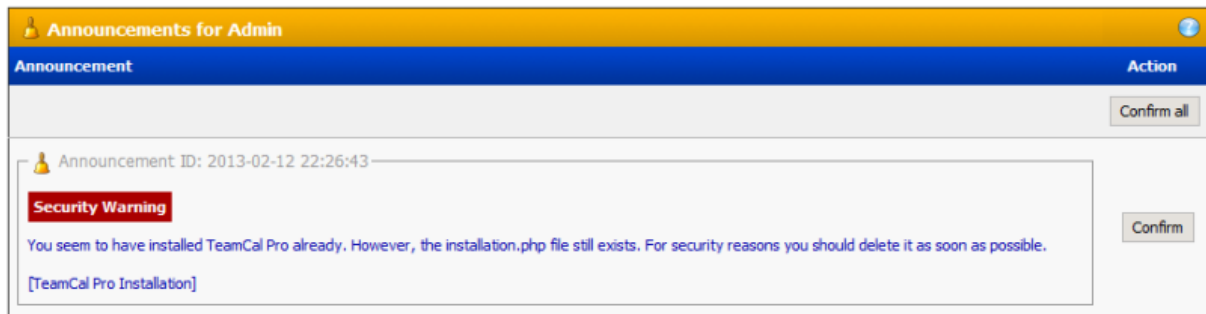
Announcement popups are checked right after the calendar is displayed. In order not display the popup each time the calendar is refreshed the popup is only displayed if the login is not longer ago than 20 seconds.

#### Buttons

- **[Confirm]**

Will remove the announcement from the users' list. This button will not delete the announcement itself. Announcements can only be deleted by the administrator using the database maintenance.

## 3.6 Announcement Page



Announcement Page

When a user is logged in he can display his announcement page. He can either do that by opening the 'View' menu and selecting 'Announcements' or, in case that there are announcements for him or her, he can click on the announcement icon that will also show in the menu bar.

On the page all announcements meant for the user, whether sent to him as a single user or as a member of a group or All will be displayed. Each announcement entry will also show a 'Confirm' button. By clicking this button the user can confirm that he read the message and remove it from his list. The button will not delete the announcement itself. It will only take it from his list. Other user that this announcement was sent to as well (e.g. a group announcement) will still see it on their announcement page.

TeamCal Pro distinguishes between **silent** and **popup** announcements. Popup announcements will pop up in a window when the user logs in. Silent announcements will only be displayed on this announcement page.

### Buttons

- **[Confirm]**

Will remove the announcement from the users' list. This button will not delete the announcement itself. Announcements can only be deleted by the administrator using the database maintenance.

## 3.7 Global Statistics Display

The statistics page offers statistical information of the current database based on a specific time period this period can be selected in the upper part of the page.

### Time Period

There are ways to select a statistic report time period. Prepared are the most common periods these statistics are usually requested.

Standard Period Selection

Current Month	All	All	Apply
---------------	-----	-----	-------

Selecting a Standard Period

- **Current Month**

This period reaches from the first day to the last day of the current month

- **Current Quarter**

This option selects the current quarter of the year (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) based on the current month. If the current month is May the second quarter will be taken, which is 01. April - 30. June.

- **Current Half**

This option selects the current half of the year (Jan-Jun, Jul-Dec) based on the current month. If the current month is May the second quarter will be taken, which is 01. January - 30. June.

- **Current Year**

This option selects the current year, which always is 01. January - 31. December.






- **Group Filter**

The second drop down box provides the option to show the selected statics for one group only.

- **Absence Filter**

With this drop down you can select an absence type filter that is applied to the first two diagrams about total absences per user and per group.

**Custom Period Selection**

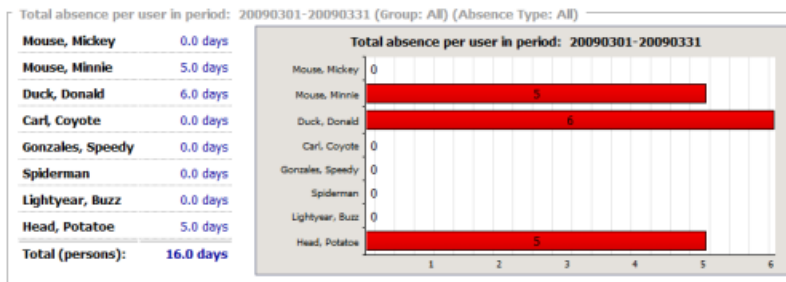
2009-01-01  2009-12-31  All  All  

Selecting a Custom Period

The custom period selection offers the option to choose an individual period, group and absence type for which the statistics will be displayed.

## Statistics

### Total Absence per User:



Total Absence per User

This statistic displays all taken absences (all absence types or as filtered) in the chosen time period accumulated for each user and also shows the total amount. Note, that those absence types that count as 'present' are not included in this count. Instead, they are counted in the presence count.

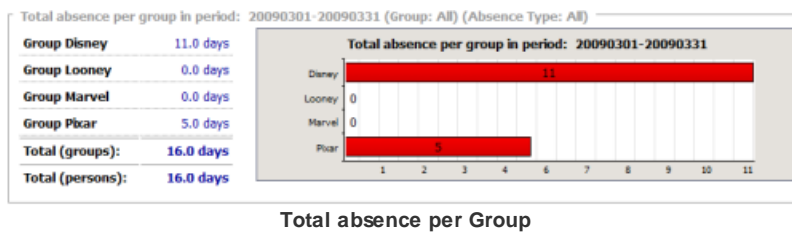
The total amount is shown as:

- **Total (persons)**

These are the accumulated absence days of all persons (netto absence).

### Total Absence per Group:





This statistic displays all taken absences (all absence types or as filtered) in the chosen time period accumulated of each user group and also shows the total amount. The total amount is shown as:

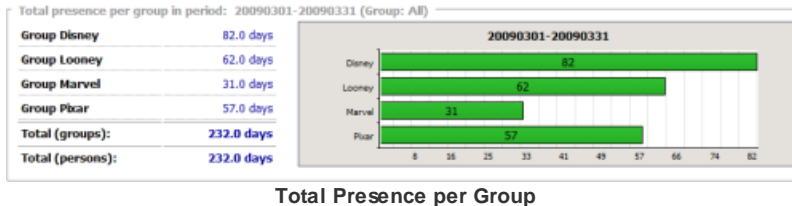
- **Total (groups)**

The absence days of all groups are accumulated. If a user is member in two or more groups a single absence day of him or her will count for each of his/her groups (brutto absence).

- **Total (persons)**

These are the accumulated absence days of all persons (netto absence).

### Total Presence per Group:



This statistic displays all presences in the chosen time period accumulated of each user group and also shows the total amount. Note, that this number also includes absence types that count as 'present'.

The total amount is shown as:

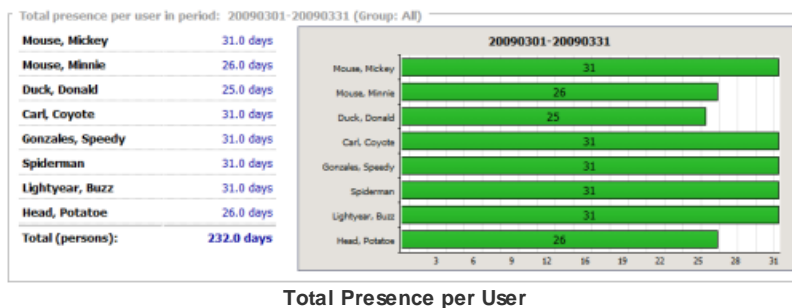
- **Total (groups)**

The presence days of all groups are accumulated. If a user is member in two or more groups each presence day of him or her will count for each of his/her groups (brutto presence).

- **Total (persons)**

These are the accumulated presences days of all persons (netto presence).

### Total Presence per User:

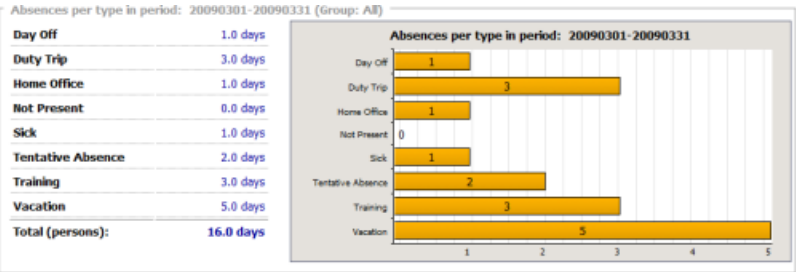


This statistic displays all presences in the chosen time period accumulated for each user and also shows the total amount. The total amount is shown as:

- **Total (persons)**

These are the accumulated presences days of all persons (netto presence).

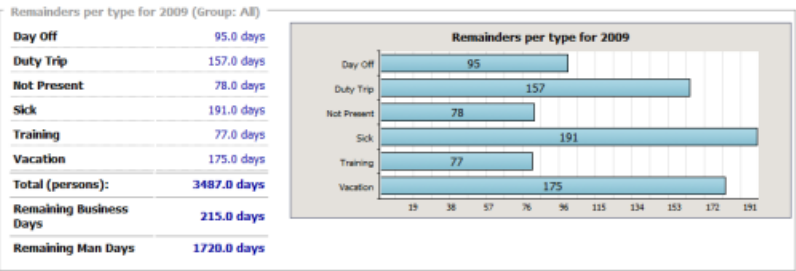
Total Absence by Type



Total Absence by Type

This report lists all taken absences accumulated for each absence type.

Total Remainders



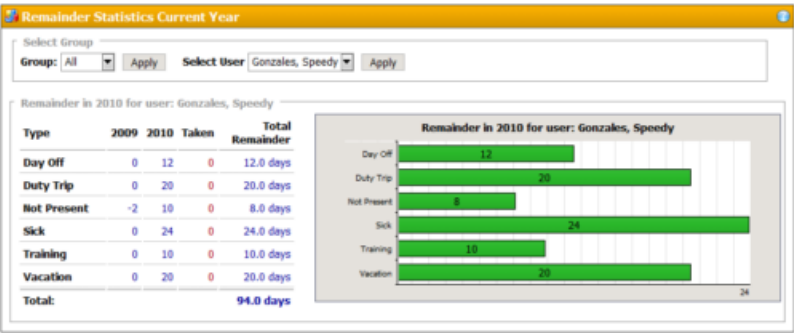
This report is always based on the time period of the current year, 1. January - 31. December, independent from any selected period. It lists all remainders of all users (except those hidden from the calendar) or the selected group based on their taken absences and their allowance (i.e. Allowance minus Taken). Only those absences are taken in consideration where the allowance and its factor is greater than zero.

Additionally the remaining business days in the current year are shown, and also the remaining man days. The latter are the remaining business days multiplied with the amount of users in the calendar.

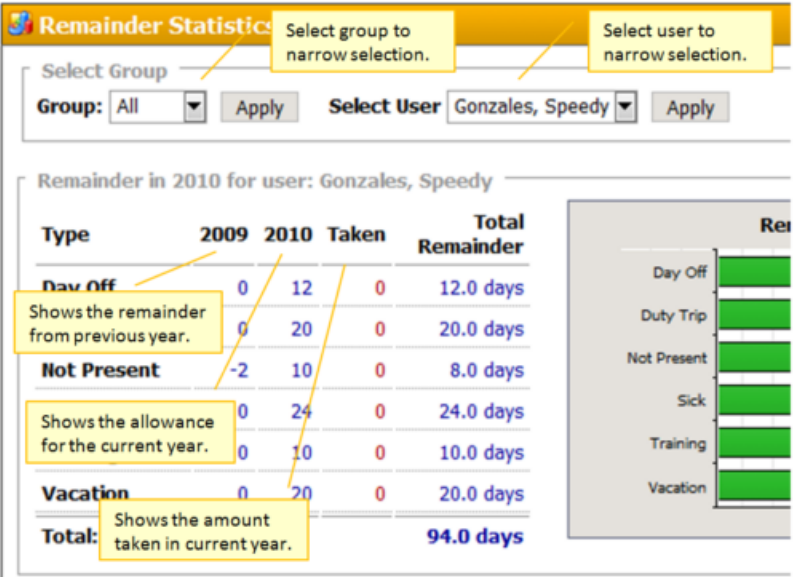
3.8 Remainder Current Year

This statistics page offers a visual representation of the remainders of each absence type for each user in the current year. Only absence types with a maximum allowance set are included (Note: If you don't see an absence type here its allowance is probably set to 0.).

TeamCal Pro will loop through each group and in each group through each user. A diagram is created for each user. You can narrow the selection by choosing a specific group or user only.



Users might have a remainder from the previous year. That value is also shown in the table. The diagram shows the total remainder from last year and the current year. You cannot select the year since the allowance is always computed against the current year plus the remainder of the last year.



## 4 Dialogs

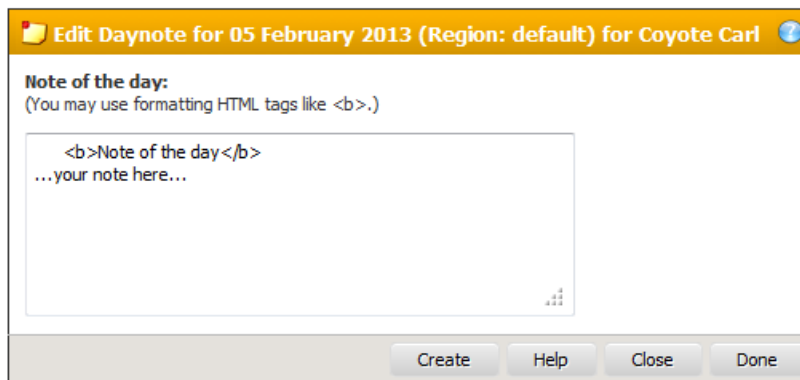
Most of the settings and options in TeamCal Pro are displayed and changed in dialog windows, which actually are small browser windows with reduced navigation features.

All changes you make in those dialog windows you must apply first using the [Apply] button before they are written to the database. You can close a dialog by clicking the [Close] button or the [Done] button. Only the [Done] button will trigger a refresh of the page that launched the dialog.

### Buttons

- **[Apply]**  
Writes the information in the dialog to the database.
- **[Clear]**  
(some dialogs) Clears the settings in the dialog, does not undo a previous Apply.
- **[Close]**  
Closes the dialog. Does NOT refresh the page the launched the dialog.
- **[Done]**  
Closes the dialog and refreshes the page that launched the dialog.

### 4.1 Daynote



Daynote Dialog

You can store a note of 80 characters for each day. A day holding a day note will be displayed with a special background color in the regular calendar display. There the day note will pop up like a tool tip.

Enter the day note in the text box and click the 'Save' button to store it. After you're done click [Close]. The dialog will close and the month template dialog will automatically be reloaded and reflect your changes.

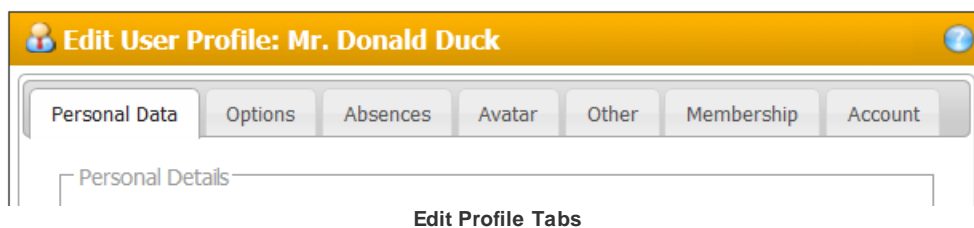
### Buttons

- **[Create]**  
This button only appears if the day holds no day note yet. Clicking this button will create it.
- **[Save]**  
This button only appears if the day holds a day note already. Clicking this button will save (update) it.

- **[Delete]**  
This button only appears if the day holds a day note already. Clicking this button will delete it.
- **[Help]**  
Open this section of this manual.
- **[Done]**  
Closes the dialog and refreshes the page that launched the dialog.

## 4.2 Add/Edit Profile

The user profile dialog uses tabs to display user specific information for viewing or editing.



### Buttons

Independently from the selected tab the following buttons are available (Note: You can make changes on all tabs switching back and forth. The Update button will apply them all.):

- **[Delete]**  
Will delete this user (only available if you hold administrator rights).
- **[Update]**  
Will update the user profile with the information in this dialog.
- **[Apply]**  
Will update the user profile with the information changed.
- **[Upload]**  
Will upload an avatar image.
- **[Help]**  
Will display this section of this manual.
- **[Done]**  
Will close this dialog and refresh the launching page.

### 4.2.1 Personal Data

**Edit User Profile: Mr. Donald Duck**

Personal Data | Options | Absences | Avatar | Other | Membership | Account

**Personal Details**

Name: **Donald Duck**

Username: **dduck**

New Password:

Verify Password:

Last Name:

First Name:

Title:

Position:

ID-Number:

Phone:

Mobile:

e-Mail:

Birthday:

Gender: ☒ Male ☐ Female

Apply Help Close Done

Personal Data Tab

Fill in the user information here.

- **Username:**  
You cannot change your username. The administrator sets the username when creating an account.
- **New Password, Verify Password:**  
If you want to change your password type it in here.
- **Last Name, First Name, Title, Position, ID-Number:**  
Change your name, title and position information here. If you are managing employees you might wanna use the ID-Number field as well to store the employee identification number.

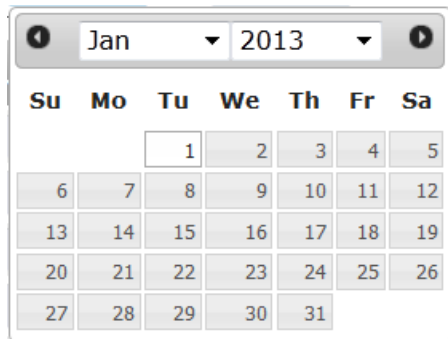
- **Phone, Mobile, e-Mail:**

Change your phone and e-Mail information here.

- **Birthday**

Fill in the birthday here. Note: On the options tab you can set a flag to display the birthday in the calendar via a day note. If you want to display the birthday but hide your age you can also set that on the Options tab.

You can use the convenient date picker to enter the date. Clicking on the desired day in the date picker will automatically fill the appropriate edit box.

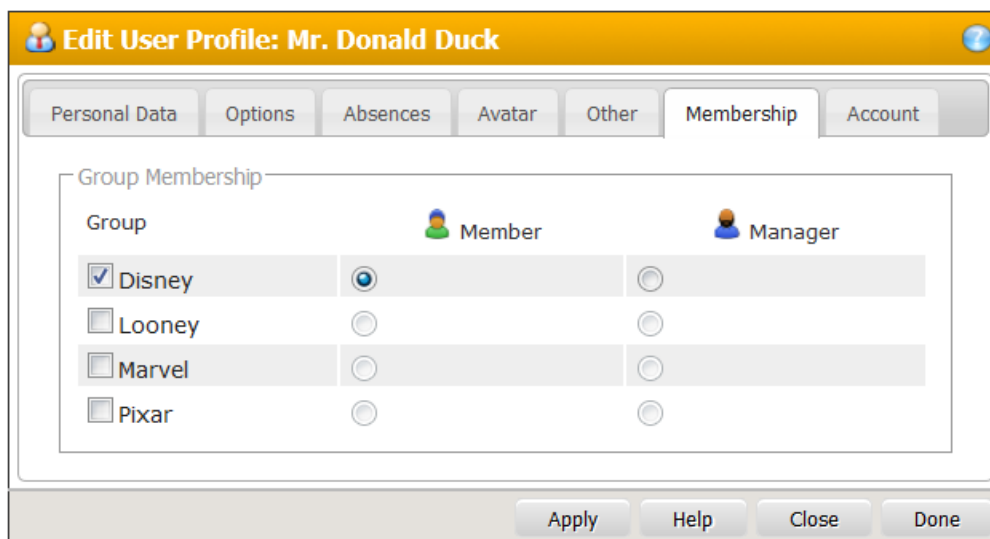


Date Picker

- **Gender:**

Select the user's gender.

## 4.2.2 Membership



Membership Tab

Users can be member of multiple groups. In this section you can check the groups this user belongs to and also select his type of membership. He can either be a regular member or a group manager of that group. You can assign more than one manager for a group. Depending on TeamCal's authorization mode (configurable by the

system administrator) a group manager may edit the data of all group members. Default setting is that only the Administrator may change group memberships.

### 4.2.3 Options

Options Tab

In the upper portion of this tab you can set:

- **Show own groups only**

With this switch on, the calendar display for this user (when logged in) will only show the user himself and all fellow group members by default. However, in the calendar display the user can still set the group filter to "All".

- **Show Birthday in Calendar**

With this switch on, the calendar display will show a day note on this users' birthday. The corresponding tool tip when hovering the mouse over this day will show the exact birthday and the age of the user.

- **Ignore Year of Birth**



Optionally you can switch of the age information for this feature so the tool tip will only show the birthday month and day. (My experience tells me that most of the ladies will appreciate this feature. :-)

- **Notify me about other birthdays**

With this switched on, the user will receive a message when another user's birthday is on the current day.

- **Default Language**

The default language for TeamCal can be set here per user.

- **Default Group Filter**

The default group filter for the calendar display can be set here per user.

- **Default Theme**

The individual default theme for this user can be selected here.

- **Default Region**

The default region (base calendar) for the calendar display can be set here per user.

- **Show in other groups**

If a user's absences are relevant for other groups (that he or she is not member of) you can select here that this user's calendar shall be shown in those groups.

TeamCal Pro offers notification e-Mails on certain events. Each user can chose here about which events he would like to be notified by e-Mail.

- **A user is added or changed**

Each time a user is added or a user profile is changed a notification e-Mail is sent to each user that has this check box activated.

- **A group is added or changed**

Each time a group is added or a group profile is changed a notification e-Mail is sent to each user that has this check box activated.

- **A month template is changed**

Each time a month template is changed (e.g. a certain day is marked as a public holiday) a notification e-Mail is sent to each user that has this check box activated.

- **An absence type is added or changed**

Each time an absence type is added or changed a notification e-Mail is sent to each user that has this check box activated.

- **A holiday type is added or changed**

Each time a holiday type is added or changed a notification e-Mail is sent to each user that has this check box activated.

- **A user calendar is changed of group ...**

Each time a user calendar is changed and the user belongs to the specified group a notification e-Mail is sent to each user that has this check box activated.

## 4.2.4 Account

Account Tab

This dialog tab is only available if you hold administrator rights.

TeamCal Pro supports several user types granting different rights in viewing and editing data. However, what rights these user types have firstly depends on the global setting "public\_mode" and "registered\_mode". If "registered\_mode" is set to "view\_own" only the Administrator or Group Manager can edit data, none of the other users can.

- **Regular User**

This user is a regular user. He can be a simple member or a manager of a group.

- **Director**

Same as a regular user but this user type can view all calendars even if "authorization\_mode" is set to disable this right. He can use the message center. It is meant to be a viewing account from a directors point of view.

- **Administrator**

This user type can view all calendars. He can use the message center. He can edit all calendars and profiles. Additionally the administrator can edit the month templates, change holiday types and absence types. He can also add and edit the groups and users.

- **Template User (Hidden user, absences are copied to all users of the same group)**

Template users offer a way to set absences for a whole group in one shot. All absences set for a template user are also applied to all other users of the same group(s) that the template user is assigned to. This can either be a regular user (real person in your group) or a dummy user that can also be hidden from display. Read more...

TeamCal Pro currently supports the following user status:

- **Account Locked**

Checking this box will lock the account. He cannot log in until it is unchecked by an administrator.

- **Login On Hold**

This user had too many bad login attempts. His login is on hold for the grace period (default 120 seconds). You can force the login on hold process by checking this box or cancel it before the grace time is over by unchecking it.

- **Hide user in calendar**

This switch enables the administrator to exclude a user from being displayed in the calendar. None of the user data is deleted or altered. He is just not displayed in the calendar view.

## 4.2.5 Absences

**Edit User Profile: Mr. Donald Duck**

Personal Data | Options | **Absences** | Avatar | Other | Membership | Account

Absence Counts

Show absence counts from  to:

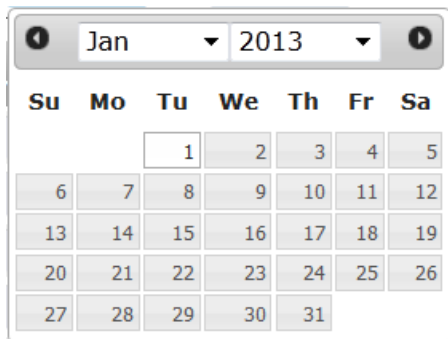
Absence	Last Year	Allowance	Taken	Factor	Remainder
Day Off (F)	<input type="text" value="0"/>	<input type="text" value="12"/>	4.5	1.5	7.5
Duty Trip (D)	<input type="text" value="0"/>	<input type="text" value="20"/>	0	1	20
Home Office (H)	<input type="text" value="0"/>	<input type="text" value="0"/>	0	1	0
Not Present (N)	<input type="text" value="0"/>	<input type="text" value="0"/>	0	1	0
Sick (S)	<input type="text" value="0"/>	<input type="text" value="24"/>	0	1	24
Tentative Absence (A)	<input type="text" value="0"/>	<input type="text" value="0"/>	0	1	0
Training (T)	<input type="text" value="0"/>	<input type="text" value="10"/>	0	1	10
Vacation (V)	<input type="text" value="0"/>	<input type="text" value="20"/>	0	1	20

Absences Tab

If you have appropriate rights the user profile dialog also shows the current absence counts at the bottom. The default period counted is the current year (January 1st until December 31st). You can change the period by entering a new start and end date in the corresponding text box. Start and end date will be included in the count. Use the format YYYYMMDD.

Example: 20130215 = February 15th, 2013.

You can use the convenient date picker to enter the date. Clicking on the desired day in the date picker will automatically fill the appropriate edit box.



Date Picker

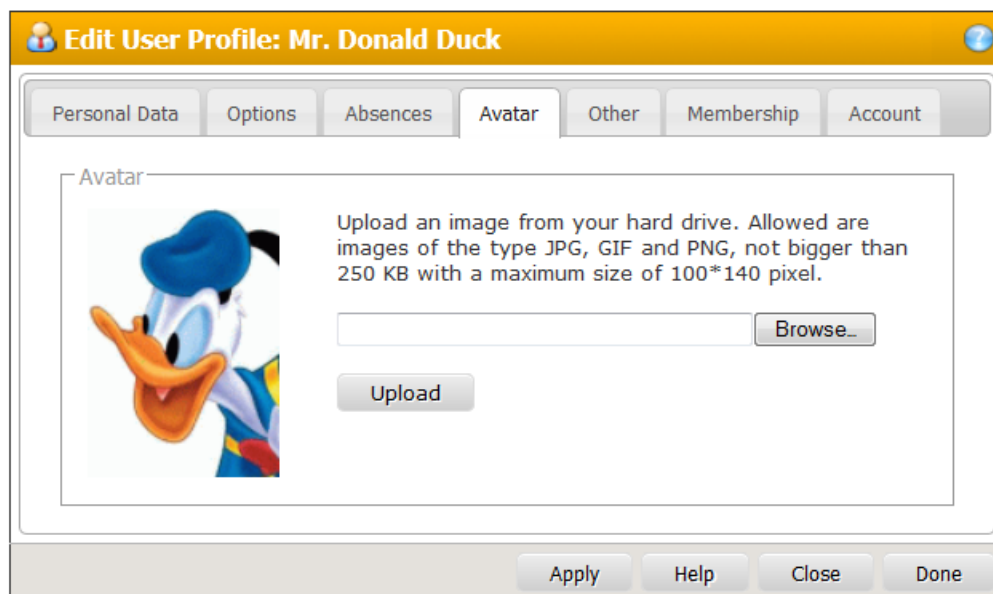
Each absence type line will show a value for the amount left from last year, the allowance for the counting period and the amount taken in the counting period. The remainder shows the amount left for the counting period.

The general allowance for an absence type is set by the administrator. The allowance here is the individual allowance for this user and will overrule the general allowance if it differs from it. The left over value from last year is an individual value.

- **Update**

Refreshes the dialog using the new start and end date for the absence count period. It will also save the Last Year and Allowance values for this user.

## 4.2.6 Avatar



Avatar Tab

Users can be assigned an avatar, a thumbnail like image. This avatar will show when moving the mouse over the name of the user in the calendar display. However, the administrator has to switch this feature on.

Use the Browse button to select an image file from your local hard drive that you want to use as your avatar. Make sure the image you upload complies to the following rules.

- image format must be GIF, JPG, JPEG or PNG
- the file size must not exceed 250 KB
- the image size should not exceed 100\*140 pixel (will be resized if bigger)

The administrator can change the limits for file and image size.

After selecting an image in the browse dialog click **Upload** to upload the image to the web server. If errors occur while the systems tries to upload your image you will be notified with an error message.

All previous avatar images for the user will be deleted even if they were in a different format than the new one.

- **Upload**

Upload the selected image to the web server

## 4.2.7 Other

**Edit User Profile: Mr. Donald Duck**

Personal Data Options Absences Avatar **Other** Membership Account

Other Information

Custom 1

Custom 2

Custom 3

Custom 4

Custom 5

Comment

Popup Info

Apply Help Close Done

Other Tab

Additional information for a user can be entered in the Other tab.

### **Custom 1 - 5**

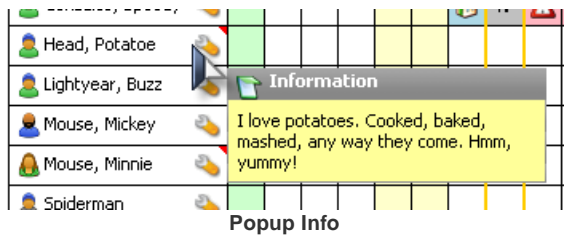
Five custom fields can be used to enter an 80 character text each. The captions "Custom 1" to "Custom 5" can be changed by the administrator in the TeamCal Pro configuration. They can be named for example "Position", "Project" or "Skype Name" or any other similar name you need.

### **Comment**

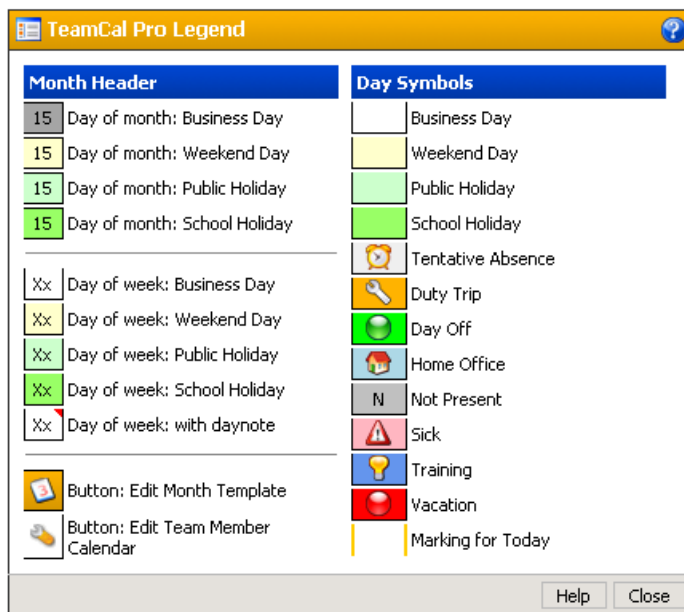
The Comment field is a free text field that can contain several lines of text. You can use it to enter any free text information for this user.

### **Popup Info**

The popup info field also holds free text of several lines. This text will be displayed in a popup window when the mouse is moved over the little wrench icon of this user in the calendar display.



## 4.3 Legend



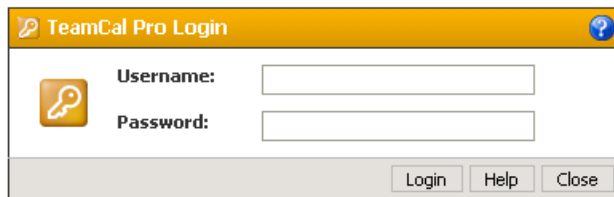
Legend Dialog

The Legend dialog explains terms, symbols and colors that are used in the calendar display. The terms for holidays and absence types are not related to the language you select. These terms come out of the database itself and can only be changed by the administrator. Changes to the symbols, names and colors that the administrator applies to the absence or holiday types will be reflected in this dialog automatically.

### Buttons

- **[Help]**  
Open this section of this manual.
- **[Close]**  
Closes the dialog.

## 4.4 Login



Login Dialog

Use the login dialog to login to TeamCal Pro. A username and a password must be supplied.

### Buttons

- **[Login]**  
will attempt the login with the given credentials. If successful, the login dialog will close automatically and reload the main page in order to now display items based on the new authorization. A login status text will be displayed in the status bar of the main page.  
  
The login is not successful in the following cases (the dialog will stay open and display an according error message):
  - No username and/or password was omitted
  - The account was locked by the administrator
  - The account is on hold due to too many bad login attempts
  - The password was incorrect
- **[Close]**  
Will close the dialog without reloading the main page.
- **[Help]**  
Will display this section of this manual.

### Bad Logins, Grace Period

TeamCal Pro can be configured to trace bad logins and to put the login of an account on hold once a certain amount of bad login attempts is reached. The account will be put on hold for a certain period of time (grace period, default is 120 seconds). If the user tries to login within his grace period an error message will be displayed also showing the remaining grace time in second.

The default amount of bad logins before the account is put on hold is 5 but may have been changed by the administrator. The error message will reveal that amount. The default grace period is 120 seconds but may have been changed by the administrator. The error message will reveal the remaining seconds.



## 4.5 Message Center

Message Center Dialog

Use the message center to send an e-Mail or an Announcement to a single user, a group or to all users.

The e-Mail function uses the SMTP functionality of the web server, so it must be set up and PHP must be configured accordingly. If you use the message center but no mails reach the recipients please contact your administrator.

If you send the message as an announcement it is saved in the TeamCal database. Each user who is supposed to get it according to your selection (User, Group, All) will see it then on his Announcement page or in a popup window upon login.

### • Message Type and Recipients

- **e-Mail** (the message will be sent as an e-Mail)
- **Announcement** (the message will be stored as an announcement)
  - *Silent Announcement* (the message can only be seen on the announcement page)
  - *Popup Announcement* (the message will pop up when the user logs in)
- **All** (all users will receive your message)

- **Group** (all users belonging to the selected group will receive your message)
- **User** (only the selected user will receive your message)

Note: The recipients that you can select in this dialog depend on the authorization mode that the administrator has set and on your own profile option "Show own groups only".

- **Subject**

This will be the subject of your message.

- **Message**

This will be the body text of your message.

## Buttons

- **[Send]**

Will send the message according to your selections.

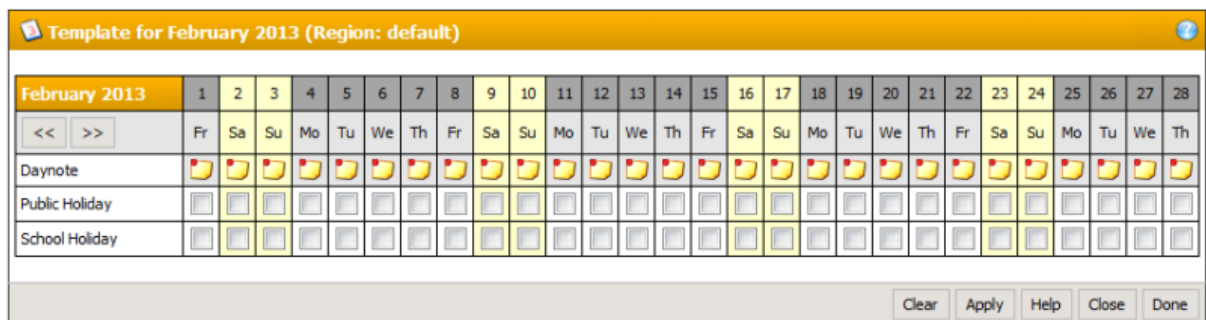
- **[Help]**

Will display this section of this manual.

- **[Close]**

Will close the dialog.

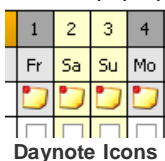
## 4.6 Month Template



The month template dialog displays a specific month of a specific region providing the option to store day notes and mark holidays. The month, year and region can be seen in the header. All users will see these notes and holidays. You need to press [Apply] to make your changes permanent. After you're done click [Close]. The dialog will close and the main page will automatically be reloaded and reflect your changes of the month template.

### Day notes

In the day note row you will see a notebook icon for each day. This feature may be disabled for regular users by the administrator. Clicking this icon will open the day note dialog. You can store a note of 80 characters for each day. A day holding a day note will be displayed with a special marker in the regular calendar display. There the day note will pop up like a tool tip when moving the mouse over the marked cell.



## Holidays

The subsequent rows in the month template dialog represent the configured holiday types and hold check boxes for each day of the month. If you want to set a holiday type for a specific day just check the box in the corresponding field. You can check several boxes before applying your changes. The appropriate days will then be colored according to your new settings.

## Buttons

- **[Clear]**  
Clears all check marks.
- **[Apply]**  
Writes the information in the dialog to the database.
- **[Help]**  
Open this section of this manual.
- **[Done]**  
Closes the dialog and refreshes the page that launched the dialog.

## 4.7 User Calendar

**Calendar of Coyote Carl (Region: Canada)**

**February 2013**

	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
	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
Daynote	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Tentative Absence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Duty Trip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Day Off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Home Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Date Range Input (within this month)**

Absence Type:  From:  To:

☒ Mark only business days

**Recurring Input (within this month)**

☐ Monday ☐ Thursday ☐ Sunday ☐ Tuesday ☐ Friday ☐ Mo-Fr ☐ Wednesday ☐ Saturday ☐ Sa-Su

Absence Type:  ☒ Mark only business days

**Comment/Reason (will be put in notification mails)**

Enter comment/reason for your request here...

Clear Apply Help Close Done

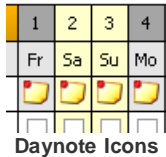
User Calendar Dialog

The user calendar dialog displays a specific month and shows a row with check boxes for each configured absence type. If you want to set a certain absence type for a specific day just check the box in the corresponding field and click [Apply]. You can check several boxes before applying your changes. The appropriate days will then be colored according to your new settings.

Clicking the [Clear] button will uncheck all markers and apply the changes to the database. So you don't need to click [Apply] after clicking [Clear].

### Personal Day notes

In the day note row you will see a notebook icon for each day. Clicking this icon will open the day note dialog. You can store a user specific note of 80 characters for each day. A day holding a day note will be displayed with a special marker in the regular calendar display. There the day note will pop up like a tool tip when moving the mouse over the marked cell.



Daynote Icons

After you're done click [Close]. The dialog will close and the main page will automatically be reloaded and reflect your changes of the users calendar.

### Date Range Input

If you want to enter a longer period of absence you can use the date range input to do so. Select the absence type in the drop down box, then enter the From- and To-date of the absence. Note that the range must be within the month you are editing. If you wanna enter a range that spans over two months you must edit both months separately.

If the "Mark only business days" box is checked, only business days will be marked with the absence. Weekend days and Holidays, if they are not configured as business days will not be marked.

**Date Range Input (within this month)**

Absence Type: Tentative Absence From:  To:

☒ Mark only business days

Date Range Input

### Recurring Input

Another way of marking absences is the recurring input. Say you have a day off every Friday. Just check the Friday checkbox in the Recurring Input frame, pick the appropriate absence type in the drop down list in the same frame and click Apply. All Fridays in the upper portion will then be marked with that absence type.

If the "Mark only business days" box is checked, only business days will be marked with the absence. Weekend days and Holidays, if they are not configured as business days will not be marked.

**Recurring Input (within this month)**

☐ Monday ☐ Thursday ☐ Sunday ☐ Tuesday ☐ Friday ☐ Mo-Fr ☐ Wednesday ☐ Saturday ☐ Sa-Su

Absence Type: Tentative Absence

☒ Mark only business days

Recurring Input

### Comment/Reason


This field offers the input of a comment for this absence request. It may be used to give a reason for the request that can be used by the manager to approve the request in case it is declined based on the declination

management settings. This comment will be put in the notification e-mails.

### Buttons

- [**<<**]  
Page one month backward
- [**>>**]  
Page one month forward
- [**Clear**]  
Clears all check marks in the calendar and applies it to the database.
- [**Apply**]  
Writes the information in the dialog to the database.
- [**Help**]  
Open this section of this manual.
- [**Done**]  
Closes the dialog and refreshes the page that launched the dialog.

## 4.8 User Registration



The image shows a 'User Registration' dialog box with a yellow title bar. It contains a 'Registration Details' section with the following fields: Lastname, Firstname, Username, e-Mail Address, Password, Repeat Password, Gender (with radio buttons for Male and Female), User Group (a dropdown menu currently showing 'Disney'), and Security Code (with a CAPTCHA image showing 'ZMBLA'). At the bottom of the dialog are three buttons: Submit, Help, and Close.

User Registration

TeamCal Pro supports user self registration. A user can submit his basic personal data so an account is created for him. The user self registration may be based on three security levels. The administrator can configure this security level in the TeamCal Configuration. A corresponding result information will be shown in the dialog after [Submit] is pressed:

**Result**

**Your registration was successful. An e-Mail has been sent to you with a confirmation link that you need to follow to verify your account. Also, the administrator needs to approve your registration.**

## Security

- **No security**

The user's data are accepted as entered, an account is created and the new user can login right away and will be shown in the calendar.

- **Account verification**

The new user account is created but will be locked and hidden. An e-Mail with a verification link will be sent to the e-Mail address provided in this dialog. The user has to follow that link in order to verify his account. After that the user can login and he will be shown in the calendar. (This level can be combined with "Administrator approval".)

- **Administrator approval**

The new user account is created but will be locked and hidden. The administrator has to approve this account manually. Then the user can login and he will be shown in the calendar. (This level can be combined with "Account verification".)

## Buttons

- **[Submit]**

Submit the registration information

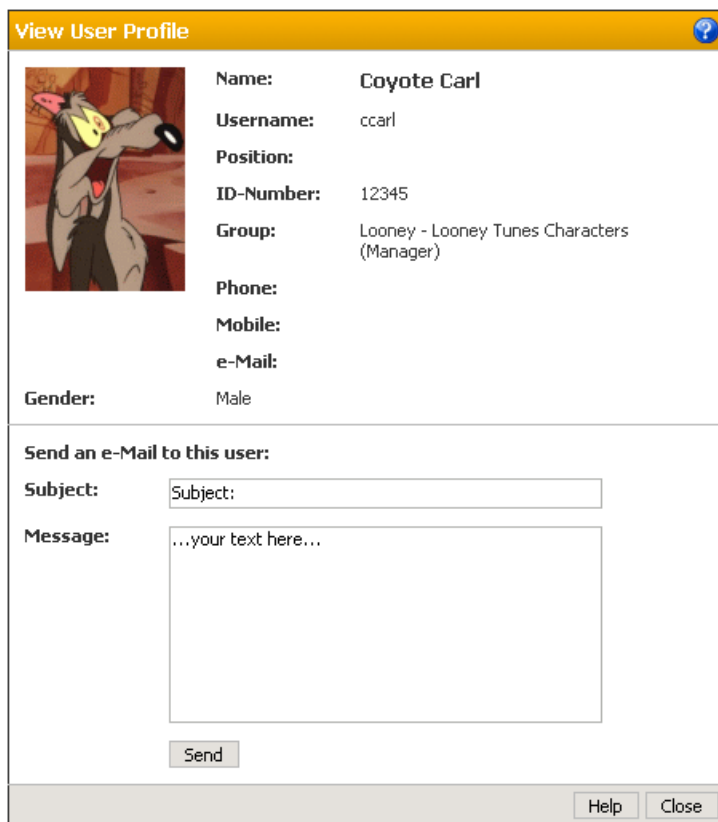
- **[Help]**

Open this section of this manual.

- **[Close]**

Closes the dialog

## 4.9 View Profile



**View User Profile**

**Name:** Coyote Carl

**Username:** ccarl

**Position:**

**ID-Number:** 12345

**Group:** Looney - Looney Tunes Characters (Manager)

**Phone:**

**Mobile:**

**e-Mail:**

**Gender:** Male

**Send an e-Mail to this user:**

**Subject:**

**Message:**

View Profile Dialog

The view user profile dialog shows all relevant user information and offers the option to send a mail to this user directly from your browser.

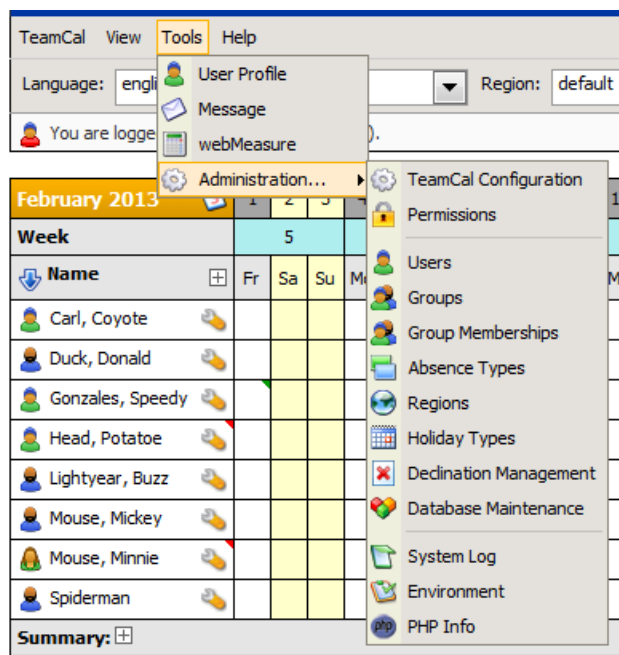
The following buttons are available:

### Buttons

- **[Send e-Mail]**  
Send the text in the Message field as an e-Mail to this user using the Subject text as subject.
- **[Help]**  
Will display this section of this manual.
- **[Close]**  
Will close the dialog.

# 5 Administration

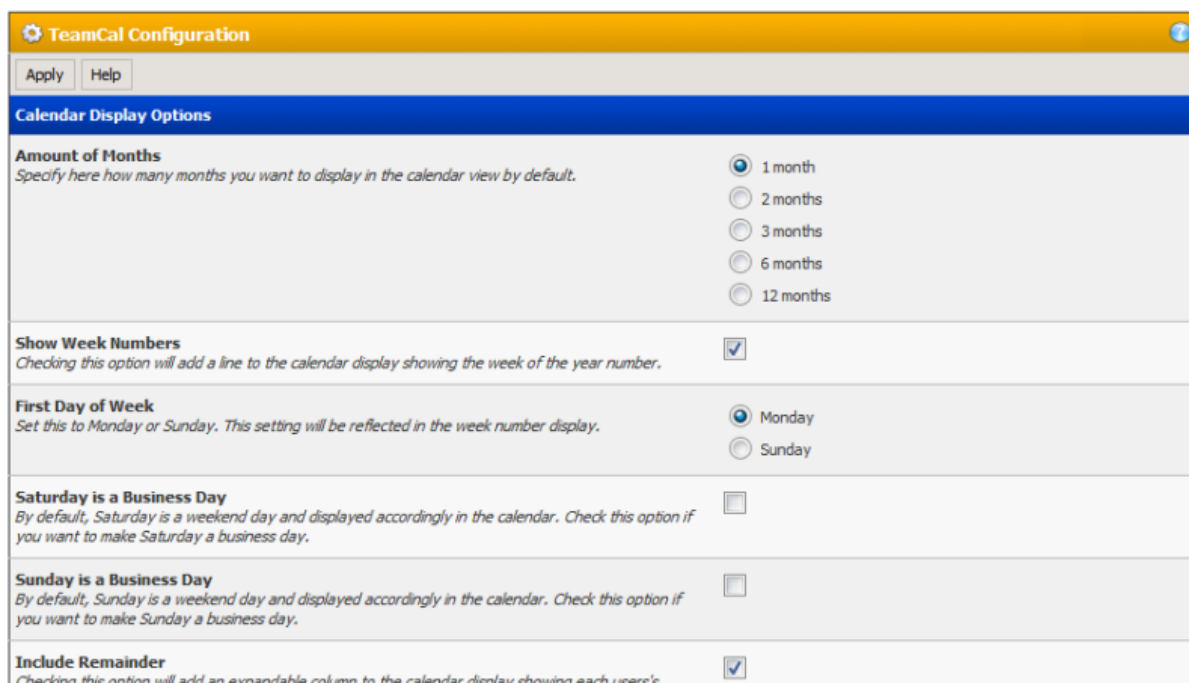
If your account holds administrator rights the Tools Menu contains the Administration menu. Selecting it will open the administration sub-menu providing the entries for all administrative activities.



Administration Submenu



## 5.1 Configuration



The screenshot shows the 'TeamCal Configuration' window with a yellow title bar. Below the title bar are 'Apply' and 'Help' buttons. The main section is titled 'Calendar Display Options' in a blue header. It contains several settings:

- Amount of Months:** A label with a description 'Specify here how many months you want to display in the calendar view by default.' followed by five radio button options: '1 month' (selected), '2 months', '3 months', '6 months', and '12 months'.
- Show Week Numbers:** A label with a description 'Checking this option will add a line to the calendar display showing the week of the year number.' followed by a checked checkbox.
- First Day of Week:** A label with a description 'Set this to Monday or Sunday. This setting will be reflected in the week number display.' followed by two radio button options: 'Monday' (selected) and 'Sunday'.
- Saturday is a Business Day:** A label with a description 'By default, Saturday is a weekend day and displayed accordingly in the calendar. Check this option if you want to make Saturday a business day.' followed by an unchecked checkbox.
- Sunday is a Business Day:** A label with a description 'By default, Sunday is a weekend day and displayed accordingly in the calendar. Check this option if you want to make Sunday a business day.' followed by an unchecked checkbox.
- Include Remainder:** A label with a description 'Checking this option will add an expandable column to the calendar display showing each user's' followed by a checked checkbox.

TeamCal Pro Configuration

Administrators have access to the TeamCal Pro Configuration via the Administration menu. The settings on this page have impact on the overall behaviour of TeamCal Pro. Each setting is explained in detail on the page itself. Some settings are dependent on others, this will also be indicated in the explanatory texts.

The button bar is repeated several times on the configuration page for your convenience so you don't have to scroll too much to access it.

## 5.2 Permissions

Select permission scheme **Default** ▼ Activate
Create permission scheme  Create

### Permission Settings for scheme: Default

Apply Reset Help

#### Administrative Permissions

Apply Reset Help

	Administrator	Director	Manager	User	Public
<b>Edit Global Calendar</b> <i>Allows to edit the global calendar for all regions, e.g. to set holidays.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Edit Global Daynotes</b> <i>Allows to edit the global daynotes from the global calendar editor.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Apply Reset Help

#### User Related Permissions

	Administrator	Director	Manager	User	Public
<b>View User Profiles</b> <i>Allows to view user profiles showing basic info like name, phone number etc. Viewing user popups is also dependent on this permission.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>View User Absence Counts</b> <i>Allows to view the absence counts of a user.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TeamCal Pro Permissions Page

With the introduction of release 3.5.000 the permission management has completely changed. There are no authorization modes anymore. "Permission schemes" have been introduced that are much more flexible and customizable.

The permissions page shows one scheme at a time. Each TeamCal Pro feature is listed on that page, described in detail, and next to it are check boxes that allows you to permit that feature to Administrators, Directors, Manager, Users or the Public. In the screenshot above for example you can see the feature "Edit Global Calendar" which is allowed to Administrators and Managers in the Default scheme. You can decide to grant this permissions to any of the other roles as well by ticking the corresponding check box. If the scheme you are editing is the currently active scheme, applying your changes will make them active right away.

There are quite a lot of features available in TeamCal. That's why they are organized in groups, identified by a blue headline when you use the standard theme. Each section can be expanded or collapsed by clicking the little icon left to the section title.

TeamCal Pro comes with one default permission scheme called "Default". This scheme cannot be deleted. There is also a button available on the page that sets the Default permission scheme back to its default values. Also, the permission "Edit Permission Scheme" can never be taken away from administrators so you cannot lock yourself out from editing it.

### Select permission scheme

At the top you find a drop down list with the currently available permission schemes. Off the shelf there will be only one, called "Default". If you created your own permissions scheme it will be listed there as well. Changing the selection will prompt you to confirm to load it into the editor. Remember to save your current changes before you do. The button [Activate] will make the permission scheme active.

## Create permissions scheme

Next to the above you can enter a name for your own permission scheme. Only alphanumeric characters are allowed, no blanks. Clicking on [Create] will add this permission scheme to the database setting all permissions to the default values. Your scheme will also be loaded into the editor where you can make your desired changes. [Apply] your changes and click [Activate] to make your scheme active.

## Buttons

- **[Activate]**  
Activates the currently selected permission scheme.
- **[Delete]**  
Deletes the currently selected custom permission scheme. This button is not available for the "Default" permission scheme. It cannot be deleted.
- **[Create]**  
Creates a new custom permission scheme named as provided in the text box next to it.
- **[Apply]**  
Applies the settings on the page to the selected permission scheme. Remember, that when you are editing a non-active scheme, the Apply button will only save your changes but not activate the scheme.
- **[Reset]**  
Will reset the currently selected scheme to the TeamCal Pro default values.
- **[Help]**  
Shows this help manual page.

## 5.3 Users

Search first- and lastnames:  Group: All ▼ Search Reset

## Manage Users

User	Attributes	Last Login	Action
<div style="display: flex; justify-content: space-between; align-items: center;"> <span> Create</span> <span>Create a new user...</span> </div>			
<div style="display: flex; justify-content: space-between; align-items: center;"> <span> Import</span> <span>Import user from CSV file...</span> </div>			
Admin (admin)		2010-11-05 08:51:51 EDT	<button>Edit</button>
Carl, Coyote (ccarl)		2009-10-06 18:32:50 EDT	<div> <div>Edit</div> <div>Delete</div> <div>Reset Password</div> </div>
Duck, Donald (dduck)		2010-04-14 13:42:50 EDT	<div> <div>Edit</div> <div>Delete</div> <div>Reset Password</div> </div>
Gonzales, Speedy (sgonzales)		2006-09-24 15:52:35 EDT	<div> <div>Edit</div> <div>Delete</div> <div>Reset Password</div> </div>
Head, Potatoe (phead)		2008-09-11 21:08:31 EDT	<div> <div>Edit</div> <div>Delete</div> <div>Reset Password</div> </div>
Lightyear, Buzz (blightyear)		2008-09-03 16:06:34 EDT	<div> <div>Edit</div> <div>Delete</div> <div>Reset Password</div> </div>
Mouse, Mickey (mmouse)		2010-04-14 13:41:55 EDT	<div> <div>Edit</div> <div>Delete</div> <div>Reset Password</div> </div>
Mouse, Minnie (mimouse)		2010-06-28 21:33:26 EDT	<div> <div>Edit</div> <div>Delete</div> <div>Reset Password</div> </div>
Spiderman (sman)		2009-09-01 17:47:54 EDT	<div> <div>Edit</div> <div>Delete</div> <div>Reset Password</div> </div>

## Userlist

## Search

You can search for user first names and last names. Type in your search string in the search box and TeamCal Pro will search for that string in all first names and last names. All users with that first name or last name will be displayed.

You can also select a group for the search. Only users in that group matching your search term will be displayed. If you leave the search text box empty all users of the selected group will be displayed.

## Sort Order





Next to the "Name" caption you can see an arrow indicating the sort order of the user list. If the arrow points down the user list is sorted ascending by last name (A first, Z last). Click the arrow to reverse the list into a descending order (Z first, A last).

### Sort Order

**Icons**





The Manage Users page will list all currently configured accounts in TeamCal Pro including the admin user. The user named "admin" will not be displayed in any calendar. The user icons in the display show the user type of the

person:

-  Regular User (male/female)
-  Group Manager (male/female)
-  Director (male/female)
-  Administrator (male/female)

## Attributes

The Attributes column symbolizes certain status of the user. Moving the mouse over the icon will give a detailed explanation:

-  The user reached the maximum amount of failed logins. His account is on hold for the grace period. Edit the profile to unhold him manually.
-  The user is locked. Edit the profile to unlock him.
-  The user is hidden and will not be displayed in the calendar. Edit the profile to unhide him.
-  The user has registered himself but not verified his account yet.





## Last Login

This column shows the time stamp of the last login of this user. It is followed by the time zone identifier (e.g. CEST = Central European Standard Time).

## Buttons

- **[Create]**  
Create a new account
- **[Import]**  
Import users from a CSV formatted file
- **[Edit]**  
Edit the profile of this user
- **[Delete]**  
Delete this user

## 5.4 Groups

Manage Groups						
Shortname	Description	Min	Max	Hide	Action	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Add	
 Disney	Disney Characters	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Update	Delete
 Looney	Looney Tunes Characters	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="checkbox"/>	Update	Delete
 Marvel	Marvel Characters	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Update	Delete
 Pixar	Pixar Characters	<input type="text" value="1"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Update	Delete

Manage Groups

The Manage Groups page will list all currently configured groups in TeamCal Pro. The box is offering editing

capabilities at the same time. You can directly change the group name and the description. You can only update or delete one group at a time.

### ***Input Fields***

- **Shortname**

Enter a shortname here. This name will be shown in selection lists.

- **Description**

Enter a long name for your group.

- **Min. Present**

Ticking the check-box enables the minimum present check when group members request absences. In the text box next to it you can specify how many group members must be present at all times for this group. If this threshold is reached further absence requests by group members will be declined. Managers can still set this absence for their group members.

- **Max. Absent**

- Ticking the check-box enables the maximum absent check when group members request absences. In the text box next to it you can specify how many group members can be absent at the same time for this group. If this threshold is reached further absence requests by group members will be declined. Managers can still set this absence for their group members.

- **Hide**

Check this box if you want to hide this group from the calendar display.

### ***Buttons***

- **[Add]**

Adds a new group as entered in the text boxes on the left of the button.

- **[Update]**

Updates a group as entered in the text boxes on the left of the button.

- **[Delete]**

Deletes the group shown left of the button.

## 5.5 Group Assignment

Search first- and lastnames:

User Assignment

User	User Type	Disney	Looney	Marvel	Pixar
Carl, Coyote (ccarl)					
Duck, Donald (dduck)					
Gonzales, Speedy (sgonzales)					
Head, Potatoe (phead)					
Lightyear, Buzz (blightyear)					
Mouse, Mickey (mmouse)					
Mouse, Minnie (mimouse)					
Spiderman (sman)					

Group Assignment

The Group Assignment page offers a different, though more convenient way to change user types and to assign or unassign users to or from groups. Depending on how much groups you have created this page might require horizontal scrolling since there will be a column added for each group.

### User Type

User Type

☒ ☐ ☐

☒ ☐ ☐

☒ ☐ ☐

☒ ☐ ☐

☒ ☐ ☐

☒ ☐ ☐

☒ ☐ ☐

☐ ☒ ☐

**User Type**  
In the User Type Column you can select whether the user functions as a director or an administrator or if he just is a regular user. Members and managers of groups are considered to be regular users. Being a director or administrator does not affect the type of group membership. Each user can only hold one user type.

### Group Assignment

Disney			
X			
			
			
			
			
			
			
			

Disney Group Assignments

Each group is represented in a column showing the type of membership for each user in his row. The first sub-column, marked by an X, indicates that the user is not member of this group. The second sub-column, marked by a green user icon, indicates that the user is a regular member of this group. The third sub-column, marked by a blue user icon, indicates that the user a manger of this group. Each user can only hold either one of those assignments per group, but there can be more than one manager for a group.

Search Users

Search first- and lastnames:


Search

Reset

Search Users

If you have created many users you might want to narrow the selection shown on this page. By typing in a filter criteria in the search box you can display only those users matching your search string in their first or last name. The [Reset] button will list all users again.

Sort Users

User
 Carl, Coyote

Sort Arrow

The blue sort arrow next to the user column caption is actually a button and allow you to toggle the alphabetical sort order ascending and descending.

Buttons

- **[Apply]**  
Updates all displayed users according to your settings
- **[Help]**  
Displays this help page.



## 5.6 Absence Types

Manage Absence Types																
[Symbol]	Name	Text	Backg.	#	*	R	T	A	P	M	H	C	Groups	Action		
														Add		
	F Day Off	000000		12	1.5	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				All		Update	Delete
	D Duty Trip	000000		20	1	<input checked="" type="checkbox"/>							All		Update	Delete
	H Home Office	000000		0	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					All		Update	Delete
	N Not Present	000000		0	1								Selection		Update	Delete
	S Sick	000000		24	1	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		All		Update	Delete
	A Tentative Absence	000000		0	1								All		Update	Delete
	T Training	000000		10	1								All		Update	Delete
	U Vacation	000000		20	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						All		Update	Delete

Manage Absences

The Manage Absence Types page will list all currently configured absence types in TeamCal Pro. The page is offering editing capabilities at the same time. You can directly change the absence symbol, name, text color and background color and other settings. You can only update or delete one absence type at a time.

Note: The absence type "Present" is not available for editing. It is the default absence type in TeamCal Pro using a blank symbol in the calendar and the browsers default text and background color.

### Input Fields

- **Symbol**

Enter an alphanumeric symbol for the absence type.

- **Name**

Enter a long name for your description. This text will be displayed in the Legend dialog.

- **Text, Backg.**

Enter color values in hex format, e.g. 000000. The first two digits represent the color Red, the second two digits represent the color Green, the last two digits represent the color Blue. Combinations will mix the colors accordingly.

Examples: 000000 = Black, FFFFFFFF = White, FF0000 = Red, 00FF00 = Green, 0000FF = Blue, 888888 = Gray.

- **Allowance [#]**

Set an allowance for this absence type per year here. This amount refers to the current calendar year. When displaying a user profile the absence count section will contain the remaining amount for this absence type for the user (A negative value will indicate that the user has used too many absence days of this type.). If allowance is set to 0 no limit is assumed.

- **Factor [\*]**

TeamCal can count the amount of days taken per absence type. You can find the results in the 'Absence' tab of the user profile dialog. The 'Factor' field here offers the option to multiply each found absence with a value of your choice. The default is 1.

Example: You create an absence type called "Half Day Training". You would want to assign it the factor 0.5 in order to get the total count of training days. An employee that has taken 10 half training days would end up with a total of 5 ( $10 * 0.5 = 5$ ).

Setting the factor to 0 will exclude the absence type from the count.

- **Remainder Display [R]**

The Calendar Display offers an expandable section to display the remaining allowance for each absence type for each user for the current year. Use this switch to decide which absence types shall be included in that display. If none of the absence types is marked for display in the remainder section then no expand/collapse button will be visible in the calendar display even though showing the remainder is generally switched on (config.inc.php). Note: It does not seem to make sense to include an absence type in the remainder display when it's Factor is set to 0. The allowance and remaining allowance will always be the same.

- **Totals Display [T]**

The remainder section can be configured to also include a totals display for the current month. This totals section shows the sums of each absence type taken for the month displayed. Use this switch to include this absence type in that section.

If none of the absence types is marked for display in the totals section then the totals section will not be shown at all.

- **Approval Required [A]**

Checking this box defines that this absence type requires approval by the group manager, director or administrator. A regular user choosing this absence type in his calendar will receive an error message telling him so. The group manager of this user will receive an e-Mail informing him that his approval is required for this request. He can then enter this absence for the user if he approves it.

- **Counts as Present [P]**

Checking this box defines that this absence type counts as 'present'. Let's say you maintain an absence type "Home Office" but since this person is working you do not want to count this as 'absent'. In that case check the [P] box and all Home Office absences count as present in the summary count section. Thus, 'Home Office' is also not listed in the absence type list in the summary count.

- **Manager Only [M]**

Checking this box defines that this absence type is only available to directors and managers. A regular member can see this absence type in his calendar but all check boxes are disabled. Only his manager or the director can check the boxes for him. This feature comes in handy if only the manager or director is supposed to manage this absence, e.g. vacation.

- **Hide in Profile [H]**

Checking this box defines that regular users cannot see this absence type on the Absences tab of their profile. Only Managers, Directors or Administrator will see it there. This feature is useful if a manager wants to use an absence type for tracking purposes only or if the remainders are of no interest to regular users.

- **Confidential [C]**

Checking this box marks this absence type a "confidential". The public and regular users cannot see this absence in the calendar, except it is the regular user's own absence. This feature is useful if you want to hide sensitive absence types from regular users.

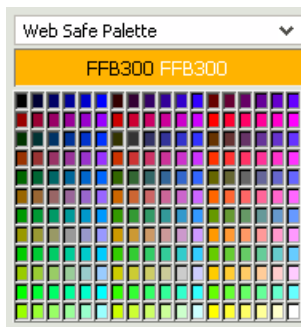
- **Groups**

Absence types can be assigned to groups. That way you can allow an absence type only to be available for certain groups. New absence types will be assigned to all groups by default. Click the group icon to open the assignment dialog to change those assignments. The indicator shows:

All -> when this absence type is assigned to all groups

Selected -> when this absence type is not assigned to all groups

- **(color picker)**

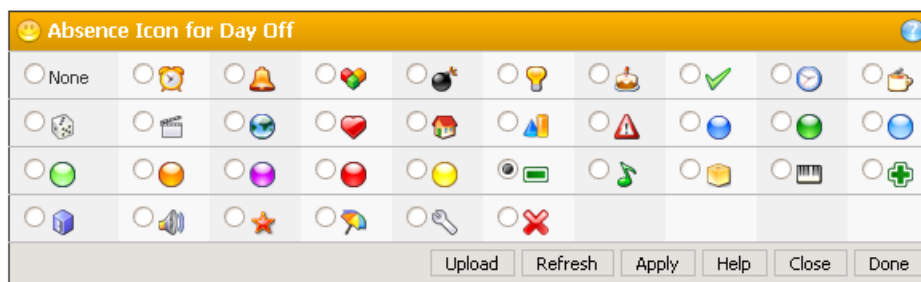


Clicking the colored icon right of each color value field will open a popup providing a convenient color picker if you are not familiar with the hexadecimal representation of color values. Just click the desired color in the popup. The popup will close automatically and insert the chosen color into the field.

## Buttons

- **[Add]**  
Adds a new absence type entered in the text boxes on the left of the button.
- **[Icon...]**  
TeamCal Pro also supports absence icons. These icons will be displayed in the calendar instead of the letter symbols. TeamCal comes with a variety of prepared icons to choose from. Click this button to open the absence icon dialog. You can select an icon from there. The absence icon dialog also offers an option to upload your own icons.
- **[Update]**  
Updates an absence type as entered in the text boxes on the left of the button.
- **[Delete]**  
Deletes the absence type shown left of the button.

## 5.7 Absence Icon



Absence Icon

TeamCal Pro also supports absence icons. These icons will be displayed in the calendar instead of the letter symbols. TeamCal Pro comes with a variety of prepared icons to choose from. This dialog displays all icons currently residing in the icon directory. Just select the radio button next to the icon you want for this absence type and click [Apply]. If you do not want an icon for this absence type select the radio button next to "None".



## Buttons

- [Upload]**  
Opens the upload dialog that you can use to upload your own icons.
- [Refresh]**  
Refreshes this icon display. You should press this button after uploading an icon, so will see it in this display.
- [Apply]**  
Assigns the selected icon to the absence type.
- [Help]**  
Shows this help page.
- [Close]**  
Closes this dialog.
- [Done]**  
Closes this dialog and refreshes the absence type page. It will then reflect the icon you chose.




## 5.8 Regions

Manage Regions


Add Regions

[Shortname]	[Description]	[Hide]	[Action]
	<input type="text"/>	<input type="checkbox"/>	Add
	<input type="text"/>	<input type="checkbox"/>	<div><div><div>Browse...</div><div>Public Holiday</div></div><div>Import iCal</div></div> <div>Select an iCal file with whole day events (e.g. school holidays) from a local drive. Then select the holiday type to be used for all events in that file. Then click on [Import iCal]</div>

Edit Regions

[Shortname]	[Description]	[Hide]	[Action]
 default	Default Region		Edit
 Canada	Canada Region	<input type="checkbox"/>	Update Delete Edit
 Germany	Germany Region	<input type="checkbox"/>	Update Delete Edit

Merge Regions

[Source region]	[Target region]	[Overwrite]	[Action]
 Canada	Canada	<input type="checkbox"/>	Merge

Manage Regions Dialog

Regions in TeamCal Pro are used to provide different base calendars. You can set up different holidays in each region. The Manage Regions page will list all currently configured regions in TeamCal Pro. You can directly change the region name and the description. You can only add, update or delete one region at a time. The 'default' region is listed on this page for editing only. It cannot be deleted or changed. At the bottom of the dialog you can also merge two regions.

### Add Regions

There are two ways to add a region. You can add an empty region by just specifying a name and a description. Or you can add a region by importing an iCal file. Since TeamCal Pro is a day-based calendar, make sure that your iCal file only contains whole day events.

The iCal import is very popular for importing school holidays. Here is a great site to get ready-to-go iCal files for school holidays: <http://www.calendarlabs.com/ical-calendar-holidays.php>.

### *Input Fields*

- **Shortname**  
Enter a short name here. This name will be shown in selection lists.
- **Description**  
Enter a long name for your region.
- **Hide**  
Check this box if you want to hide this region from being selected by users.
- **Browse**  
Click browse to select an iCal file from your local hard drive
- **Holiday selection drop down**  
Select the event type that will be used in the TeamCal Pro region for all iCal events.

### *Buttons*

- **[Add]**  
Adds a new region as entered in the text boxes on the left of the button.
- **[Import iCal]**  
Imports the selected iCal file

## *Edit Regions*

### *Input Fields*

- **Shortname**  
Enter a short name here. This name will be shown in selection lists.
- **Description**  
Enter a long name for your region.
- **Hide**  
Check this box if you want to hide this region from being selected by users.

### *Buttons*

- **[Update]**  
Updates a region as entered in the text boxes on the left of the button.
- **[Delete]**  
Deletes the region shown left of the button.
- **[Edit]**  
Opens the month template editor for this region.

Merge Regions

You can merge one region into another. What this feature does is, it takes all holidays of the source region and copies them into the target region. You can select whether a holiday in the target region is overwritten or not. All months of the region are merged.

Input Fields

- Source region**  
Select the source region for the merge.
- Target region**  
Select the target region for the merge.
- Overwrite**  
Check this box if you want existing holidays in the target region to be overwritten by the holidays in the source regions.

Buttons

- [Merge]**  
Start the merge.

5.9 Holiday Types

Manage Holiday Types

	Name	Text	Backg.	Bus.Day	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Add
15	Business Day	000000	FFFFFF	<input checked="" type="checkbox"/>	Update
15	Weekend Day	000000	FFFFCC	<input type="checkbox"/>	Update
15	Public Holiday	000000	CCFFCC	<input type="checkbox"/>	Update Delete
15	School Holiday	000000	00CC66	<input type="checkbox"/>	Update Delete

Manage Holiday Types

The Manage Holiday Types box will list all currently configured holiday types in TeamCal Pro. Holiday types are influencing the template display of each month. The box is offering editing capabilities at the same time. You can directly change the holiday name, text color and background color. You can only update or delete one holiday type at a time.

The holidays you configure here can be used for an iCal import.

The holiday types "business day" and "weekend" cannot be deleted. These are the default day types in TeamCal Pro.

Input Fields

- Name**  
Enter a long name for the holiday type. This name will be displayed in the Legend dialog.
- Text Color, Backg.**

Enter color values in hex format, e.g. 000000. The first two digits represent the color Red, the second two digits represent the color Green, the last two digits represent the color Blue. Combinations will mix the colors accordingly.

Examples: 000000 = Black, FFFFFFFF = White, FF0000 = Red, 00FF00 = Green, 0000FF = Blue, 888888 = Gray.

- **Bus.Day**

Make this day type count as a business day. That way you can make a weekend day count as a business day.

## **Buttons**

- **[Add]**

Adds a new holiday type entered in the text boxes on the left of the button.

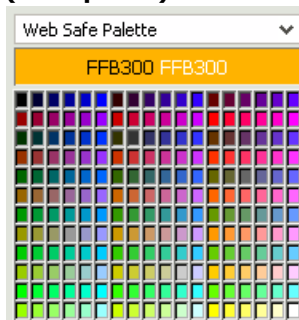
- **[Update]**

Updates an holiday type as entered in the text boxes on the left of the button.

- **[Delete]**

Deletes the holiday type shown left of the button.

- **(color picker)**



Clicking the colored icon right of each color value field will open a popup providing a convenient color picker if you are not familiar with the hexadecimal representation of color values. Just click the desired color in the popup. The popup will close automatically and insert the chosen color into the field.

## 5.10 Declination

Declination Management

Declination Options

**Threshold Declination**  
*You can setup absence requests declination when certain absences threshold are reached.*

☒ Activate  
Threshold in %:   
Based on: ☒ All ☐ Group

**Decline Before**  
*You can setup the declination of absence requests lying before a certain date. Select "Before today" to decline absence requests lying in the past.*

☐ Activate  
☐ Before today (not including)  
☐ Before date (not including)

**Declination Period**  
*You can setup a declination period in which absence requests are declined. The start and end date you pick here is included in that period.*

☐ Activate  
 Start date (included)  
 End date (included)

**Declination Notifications**  
*Select here who will be notified via eMail in case a declination occurs.*

☒ Requesting user  
☐ Group Manager  
☒ Director(s)  
☐ Administrator

Declination Management

The declination management basically offers a check how many colleagues are already marked absent for a given day before a new absence request is confirmed. The absence threshold can be set here.

Example: Let's say the absence threshold is set to 50% based on Group. The group has 10 members, 4 of them have checked vacation on July 5th. A fifth member now uses TeamCal and checks July 5th for vacation as well and clicks Apply. The absence threshold for 50% will be reached so TeamCal will decline the request (a pop-up will be displayed to the user) and send a notification mail according to the settings in the above dialog.

Also a date can be set before which all absence requests are declined.

### Options

#### Threshold Declination

Switches absence threshold checking and absence request declination on/off

- **Activate**  
Select this box to activate this declination feature
- **Threshold in %**  
Allowed percentage of absence
- **Based on All**  
Absence threshold is checked against all users



- **Based on Group**

Absence threshold is checked against all users

### Decline Before

Switches absence past checking and declination on/off

- **Activate**

Select this box to activate this declination feature

- **Before today**

Declines all absence request if they are before the day they are entered. This only applies to a change from present to absent.

- **Before date**

A calendar interface showing the month of January 2013. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The 1st is a Tuesday, 2nd is Wednesday, 3rd is Thursday, 4th is Friday, and 5th is Saturday. The 6th is Sunday, 7th is Monday, 8th is Tuesday, 9th is Wednesday, 10th is Thursday, 11th is Friday, 12th is Saturday, 13th is Sunday, 14th is Monday, 15th is Tuesday, 16th is Wednesday, 17th is Thursday, 18th is Friday, 19th is Saturday, 20th is Sunday, 21st is Monday, 22nd is Tuesday, 23rd is Wednesday, 24th is Thursday, 25th is Friday, 26th is Saturday, 27th is Sunday, 28th is Monday, 29th is Tuesday, 30th is Wednesday, and 31st is Thursday.

Enter the date here before which no absence request is accepted. Absence requests for the date it self will be accepted. This only applies to a change from present to absent.

### Decline Period

Defines a period in which no absences are allowed. Regular users will receive a declination error when requesting an absence within this period.

- **Activate**

Select this box to activate this declination feature

- **Start date**

A calendar interface showing the month of January 2013. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The 1st is a Tuesday, 2nd is Wednesday, 3rd is Thursday, 4th is Friday, and 5th is Saturday. The 6th is Sunday, 7th is Monday, 8th is Tuesday, 9th is Wednesday, 10th is Thursday, 11th is Friday, 12th is Saturday, 13th is Sunday, 14th is Monday, 15th is Tuesday, 16th is Wednesday, 17th is Thursday, 18th is Friday, 19th is Saturday, 20th is Sunday, 21st is Monday, 22nd is Tuesday, 23rd is Wednesday, 24th is Thursday, 25th is Friday, 26th is Saturday, 27th is Sunday, 28th is Monday, 29th is Tuesday, 30th is Wednesday, and 31st is Thursday.

Enter the date here that is the beginning of the declination period. The date itself is included in the period.

- **End date**

Enter the date here that is the end of the declination period. The date itself is included in the period.

### Declination Notifications

Switches absence threshold checking and absence request declination on/off

- **Requesting user**  
Send a mail about the declination to the requesting user
- **Group Manager**  
Send a mail about the declination to the appropriate group manager
- **Director(s)**  
Send a mail about the declination to all directors
- **Administrator**  
Send a mail about the declination to the administrator

### Buttons

- **[Apply]**  
Apply the settings made in this dialog

## 5.11 Database Maintenance

Manage Database

The Database Management is new in Version 2.2. It offers a clean-up feature for old user templates and also a much easier approach to clear the database.

### Clean up old templates and day notes

Once you have used TeamCal Pro for a few months you may want to delete user absence records and day notes of the past.

Enter the year and the month of the date that you want to use as the key date (data including this month and before will be deleted).

Also choose whether you want to

- **Delete user related templates and day notes**  
to delete user related records only or whether you want to:
- **Delete month templates and general day notes**  
as well.

Example: Year=2004 and Month=07 will delete all user templates older than and including July 2004. You need to confirm the deletion by typing in "CLEANUP" in the confirmation text box.

## Delete database records

**Delete database records**

☐ Delete all users, their absence templates and daynotes (except "admin")

☐ Delete all groups

☐ Delete all holidays (except "weekend" and "business day")

☐ Delete all regions and their templates (except "default")

☐ Delete all absence types

☐ Delete all general daynotes

☐ Delete all announcements

☐ Delete orphaned announcements

☐ Clear System Log

☐ Delete custom permission schemes (except "Default")

Please type in "DELETE" to confirm this action:

Delete Database Records

You will find an easy way here to erase a large amount of data from your database.

- **Delete all users, their absence templates and day notes (except "admin")**  
This option will delete all users except 'admin' including their absence templates and day notes.
- **Delete all groups**  
This option will delete all groups.
- **Delete all holidays (except "weekend" and "business day")**  
This option will delete all custom holidays. 'Weekend' and 'Business day' will not be erased since these two day types are basic to drawing a calendar (marking each Saturday and Sunday).
- **Delete all regions incl. templates and day notes (except "default")**  
This option will delete all regions, all their month templates and all their general day notes. The 'default' region will not be deleted. If you just want to clear the default region (TeamCal Pro's base calendar, use the 'Delete all holidays' and/or the 'Delete all general day note' option.
- **Delete all absence types**  
This option will delete all absence types. 'Present' is a special absence type and will stay as such in the database.
- **Delete all general day notes**  
This option will delete all general day notes, those not assigned to a specific user.

- **Delete all announcements**

This option will delete all announcements and all assignments to users of them

- **Delete all orphaned announcements**

This option will delete only those announcements that have been read and confirmed by all users the announcements were assigned to.

- **Clear System Log**

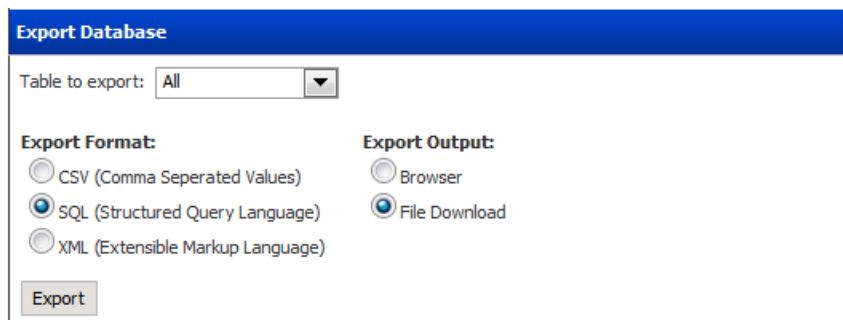
This option will clear the system log.

- **Delete custom permission schemes (except "Default")**

This option will delete all custom permission schemes that you might have created so far. The "Default" permission scheme comes with TeamCal Pro and cannot be deleted. This and the fact that administrators can always access the permission scheme editor makes sure that you cannot lock yourself out of TeamCal Pro.

You need to confirm the deletion by typing in "DELETE" in the confirmation text box.

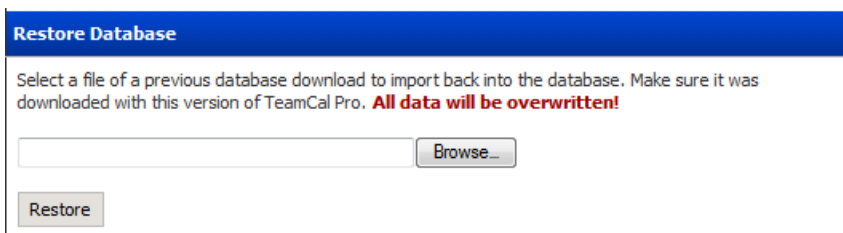
## Export Database



Export Database

You can export specific tables or the complete database from within TeamCal Pro's Database Maintenance page. In the "Table to export" drop down list select the table you want to export, or just leave the selection to "All" which will export all tables. Choose one of the formatting options that you would like the data to be presented. You can choose between 'CSV', 'SQL' and 'XML'. You can also decide where you want the output of the export to go. Select 'Browser' if you just want to see the data in your browser window. Select 'File Download' if you want to save the export to a local drive.

## Restore Database



Restore Database

With version 3.0 TeamCal Pro supports backup and restore of the database. A file downloaded via 'Download Database Dump' in the Administration menu can be used to restore the database here. Click the [Browse] button to select a file from your local hard drive. Then click [Restore] to restore your TeamCal Pro database.

**Restoring the database will overwrite all current data !!!**

### **Buttons**

- **[Delete Records]**  
Submits your deletion request
- **[Browse]**  
Click to select a database dump file to restore
- **[Export]**  
Exports the database according to your selection
- **[Restore]**  
Click to restore the database from the selected file

## **5.12 System Log Page**

The System Log page has changed as of release 3.5.000. It now combines, the System Log itself and the Log Level settings. Next to the title "Log Settings" you will find a little icon that will expand the log level settings section as shown below:

System Log

System LogLog Settings

Log Settings

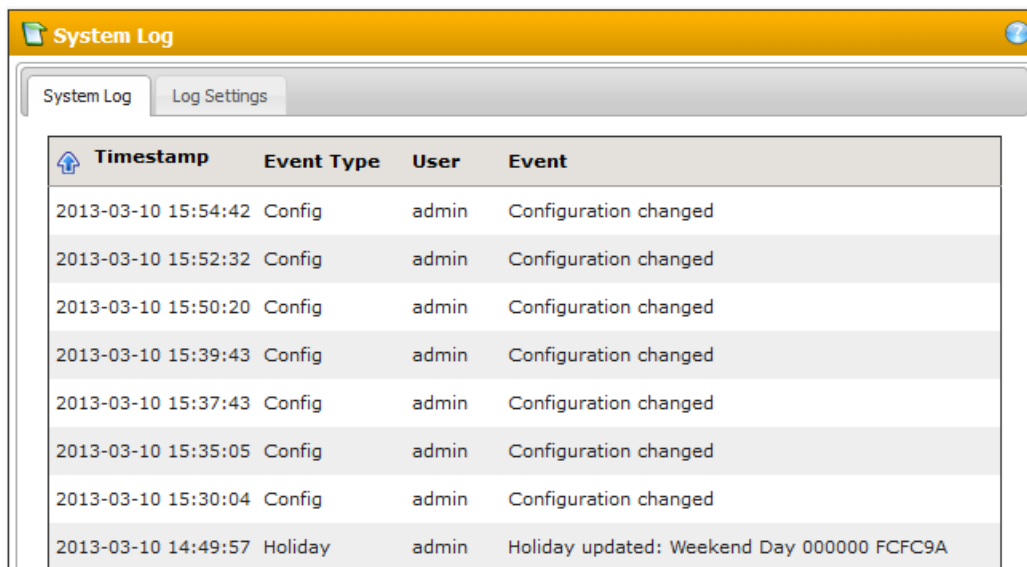
Event type	Log this event type	Show this event type in the system log
Absence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Config	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Database	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Daynote	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Login	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loglevel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Month	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Permission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Region	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

RefreshClear system log

Log Settings

For each log type you can select whether the corresponding events will be logged and whether they will be shown in the system log below the settings dialog. Note, that you cannot change the column "Log this event type" if your user role does not have that permission.

Below the settings you can see the display of the system log. Dependent on the settings above it show events that have happened in TeamCal Pro.

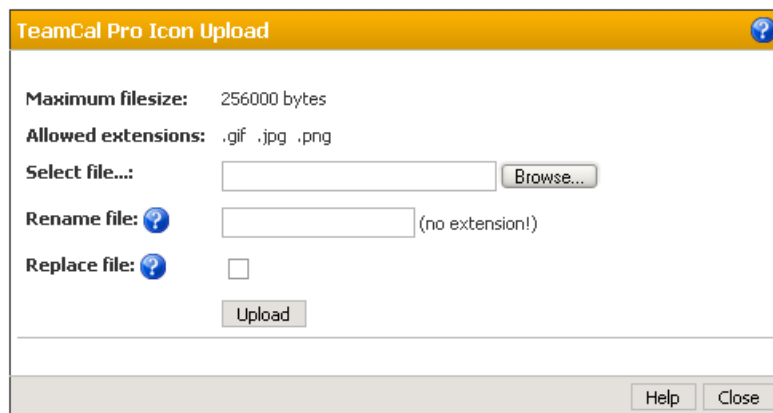


The screenshot shows a window titled "System Log" with two tabs: "System Log" and "Log Settings". The "System Log" tab is active, displaying a table with the following data:

Timestamp	Event Type	User	Event
2013-03-10 15:54:42	Config	admin	Configuration changed
2013-03-10 15:52:32	Config	admin	Configuration changed
2013-03-10 15:50:20	Config	admin	Configuration changed
2013-03-10 15:39:43	Config	admin	Configuration changed
2013-03-10 15:37:43	Config	admin	Configuration changed
2013-03-10 15:35:05	Config	admin	Configuration changed
2013-03-10 15:30:04	Config	admin	Configuration changed
2013-03-10 14:49:57	Holiday	admin	Holiday updated: Weekend Day 000000 FCFC9A

System Log

## 5.13 Icon Upload Dialog



The screenshot shows a dialog box titled "TeamCal Pro Icon Upload". It contains the following fields and controls:

- Maximum filesize:** 256000 bytes
- Allowed extensions:** .gif .jpg .png
- Select file...:** A text input field followed by a "Browse..." button.
- Rename file:** A text input field with a question mark icon and the text "(no extension!)" to its right.
- Replace file:** A text input field with a question mark icon and an unchecked checkbox.
- Upload:** A button at the bottom center.
- Help** and **Close** buttons at the bottom right.

Upload Dialog

The upload dialog provides an interface to upload image files to the TeamCal Pro web server. Dependent from where this dialog was called from only certain file types and file sizes are allowed, e.g. Absence Icons, Avatars or the Welcome Message Image.

### Options

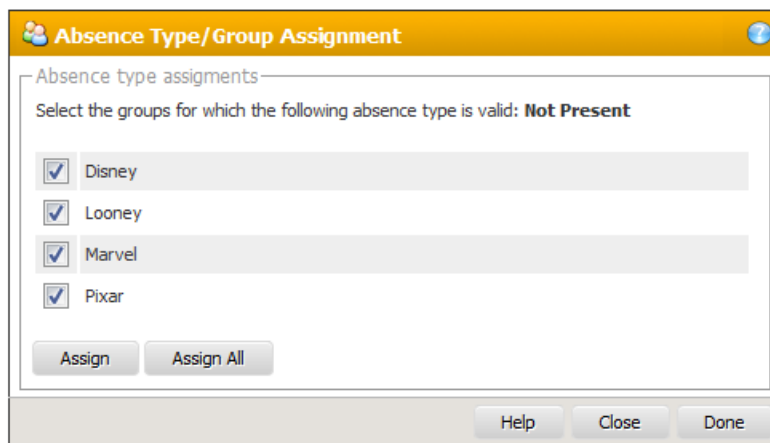
- **Select file...:**  
Type in the local file name (or use the browse button to select one)
- **Rename file**  
Each file uploaded is given a random name during upload. It will not be named like the file you are uploading. If you want the file to have a specific name specify it here. Do not type in the extension. If you are uploading a file called myicon.gif and you want to name the file myicon.gif just type in "myicon" here.
- **Replace file**

If you decided to give your file a custom name that already exists you can select to overwrite that file by checking this option.

### Buttons

- **[Browse]**  
Opens a dialog in which you can select a file from your local or network drive.
- **[Upload]**  
Uploads the file as specified
- **[Help]**  
Shows this help
- **[Close]**  
Closes the dialog

## 5.14 Absence to Group Assignment



Absence Assignment

In this dialog you can assign the absence type to certain groups only. By default absence types are assigned to all groups, meaning that all users can choose that absence type in their calendar. If you unselect a group here users of that group will not see that absence type in their calendar dialog anymore.

### Buttons

- **[Assign]**  
Applies the current selection of check marks.
- **[Assign All]**  
Assigns all groups to this absence type.
- **[Help]**  
Shows this help
- **[Done]**  
Closes this dialog and refreshes the Absence Management page.



## 5.15 User Import

TeamCal Pro User Import

TeamCal Pro User Import

Select a CSV (comma separated values) file from your local hard drive. Make sure you read the help for details of the content.

Source CSV file to import:

Browse...

Default Group:

Disney

Default Language:

english

Lock user:

☒

Hide user in calendar:

☒

Import

Help

Close

Done

User Import

Administrators may import user accounts via a CSV file. This shall speed up the process of user creation if you want to migrate or copy user from another database.

## CSV Requirements

The import feature expects a CSV file that follows these rules:

- field delimiter is a semicolon ;
- text enclose character is a double quote: "
- each record is ended by a carriage return/line feed (new line)
- no empty line at the end
- each record contains 11 fields:  
 "username";"firstname";"lastname";"title";"position";"phone";"mobile";"email";"idnumber";"birthday";"showbirth  
 day"  
 (Note: An error message will point you to the faulty record.)

**Example:**

```
"rambo";"John";"Rambo";Mr."; "Soldier";"+01/555 111 1115";"555 1000  
111";"rambo@army.com";"M345T";"1960-02-01";"yes"  
"rocky";;"Rocky";"Balboa";"Boxer";;"rocky@gym.com";;"1970-02-01";"no"  
"butch";"Butch";"Cassidy";;"Bandit";"+01/555 111  
1112";;"butch@holeinthewall.com";;"1980-02-01";"no"  
"sundance";"Sundance";"Kid";;"Bandit";"+01/555 111  
1111";;"sundance@holeinthewall.com";;  
"dances";"John";"Dunbar";;;;;;;;;  
"kyle";"Kyle";"Reese";;;;;;;;;  
"wallace";"William";"Wallace";"Mr."; "Hero";;;;;"1976-02-01";"yes"
```

## ***Import Rules***

- If a line contains more than 9 fields the import is stopped. All records after the false one will not be imported. An error message is produced.
- If the username is "admin" the record will be skipped. For security and integrity reasons this username cannot be imported via CSV.
- If a user with the imported username already exists the record will be skipped. CSV import will not overwrite

existing user records of the same username.

- The default password for all imported users will be: password
- The default user type for all imported users will be: regular user
- The default gender for all imported users will be male.
- The default notification settings will be none.
- Show own groups only will be set to No.
- Show birthday will be set to No.
- Ignore age will be set to No.
- Notify Birthday will be set to No.
- Default view of groups will be All.
- For each imported user there will be an entry in the system log.

## Options

- **Source CSV file to import**

Select a file from your local drive to import

- **Default Group**

All imported users will be assigned to this group

- **Default Language**

All imported users will be assigned this default language

- **Lock user**

All imported users will be locked. They can't login until the administrator unlocks them in their profile.

- **Hide user**

All imported users will be hidden from the calendar. They will not be listed in the calendar until the administrator unhides them in their profile.

## Buttons

- **[Import]**

Will start the import

- **[Help]**

Will show this help

- **[Close]**

Will close the dialog

- **[Done]**

Will close the dialog and refresh the user list.

## 5.16 Template User

### Overview

Template users offer a way to set absences for a whole group in one shot. All absences set for a template user are also applied to all other users of the same group(s) that the template user is assigned to. This can either be a regular user (real person in your group) or a dummy user that can also be hidden from display. If also the group he is assigned to is hidden the templates are completely invisible to regular users.

## How to use

Let's say you are managing an international software development team. You have created the groups "Programmer" and "Tester". The Tester group has team members in Canada and in Germany. Now there is training planned for the testers in Germany while your team members in Canada have to work. You want to set the absence type "Training" for all your Germany based testers in one TeamCal Pro transaction and want to be prepared if such events happen again for your Germany team. Perform the following steps (needs Administrator rights):

1. Create a group "Germany"
2. Create a user "Germany". On the Privileges tab check the "Template User..." button.
3. Assign the user "Germany" to the group "Germany"
4. Assign all your Germany based testers to the group "Germany"
5. Switch to the calendar view and open the calendar of the template user "Germany"
6. Set the dates of training and click Apply. Then click Done.
7. The Training absence has been applied to all other members of "Germany"
8. Now hide the group "Germany"
9. Also hide the template user "Germany"
10. Unhide both, group and template user the next time you want to set team wide absences

The screenshot shows the 'Add User Profile' window with the 'User Type' section expanded. The 'Template User' option is selected.

Template User Option

## Rules

Template absences are not applied without honoring certain rules, meaning they do not overwrite any other absence in any case. The following rules apply:

- If the user is currently present on the day in question the absence is applied
- If the user is not present the absence is not applied except the absence type is the same as the previous template absence

## Example

1. A template absence "Training" is created.
2. The user is currently present => the absence is applied to the user.
3. Later, one user sets himself to "Sick" on the first day of that training => the template absence is overwritten
4. The training is postponed for one day and the template absence "Training" is deleted from the first day => The user that is sick is not overwritten, all others that still hold the "Training" absence are unset again (set to present).

I recommend to play around with this feature to learn about its many and powerful capabilities.

## 5.17 Theme Support



Theme selection on the Configuration page

TeamCal Pro supports themes. A theme is a collection of styles and images that makes TeamCal Pro look like it looks.

Each theme resides in its own folder in the 'themes' directory of your installation. It contains two sub-folders:

- **css**  
Contains the style sheet of the theme
- **img**  
Contains the images of the theme

### Style Sheets

Each theme css folder contains a file named default.css. This file contains all standard styles of the application except for those that are defined by the settings of holidays and absence types. When you change the theme on the configuration page and click [Apply] or click [Rebuild style sheet], TeamCal Pro will read the default.css file, then all styles for holidays and absence types from the database. The complete style sheet is then inserted into the database and the HTML page pulls it from there inserting into the code directly. So remember, when you change the default.css file you will not see any change when you refresh your browser. You must apply the configuration page first so TeamCal Pro updates the database with your style changes. Note, that maybe a refresh of your browser's might be necessary depending on your browser's cache behavior.

### Images

Nearly all images that TeamCal Pro uses reside in the theme's img directory in the corresponding theme folder. You may change the images but don't change their file names.

### Creating an own theme

First, copy one of the theme directories - the one that comes closest to what you want to create - giving it a new name. Your new name will be listed in the drop down box on the configuration page. Let's say you call your theme "mytheme" then you would have a new directory called 'mytheme' in the themes folder. The configuration theme will list 'mytheme' in the drop down box of available themes.

In your directory you will find three style sheets:

#### default.css

This style sheet contains all basic styles of TeamCal Pro. It does not include the styles for holiday and absence types that you can change in TeamCal Pro itself. Those styles will be automatically added when you apply the configuration page. In this file here change all TeamCal Pro fonts and colors to your liking.

#### menu.css

This file contains the styles of the menu. Changes to this file will instantly apply when you refresh. The configuration page does not read this file nor does it create any styles from it. jsCookMenu is a separate applet that I want to keep separate.

### calendar.css

This file contains the styles of the calendar picker popup that is used on several pages in TeamCal Pro. Changes to this file will instantly apply when you refresh. The configuration page does not read this file nor does it create any styles from it. jsCalendar is a separate applet that I want to keep separate.

### img

After that you may want to change certain images in the mytheme/img folder. Create your own images and overwrite the ones in the img directory using the same file name. Changes to the images will instantly apply upon refresh.

### img/menu

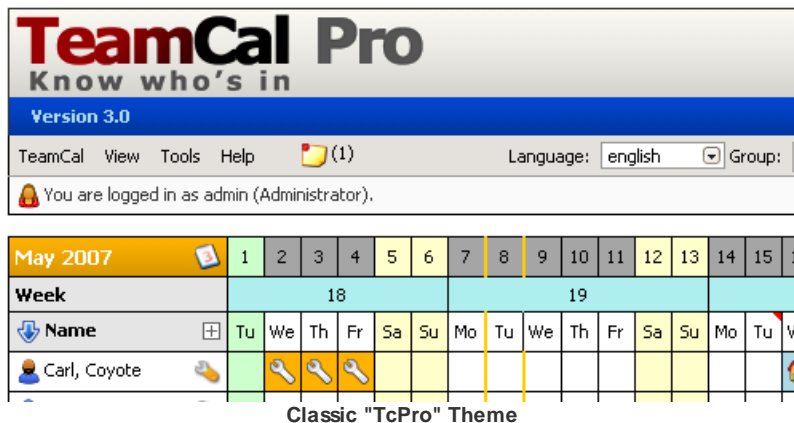
This directory contains the images used in the menu. Most of them will be same as the ones in the img folder, however, here you have the chance to change the menu icons independently from the other icons.

Now pull up the TeamCal Pro Configuration page, select your new theme and click [Apply]. Your settings will be saved to the database. Refresh your browser. You might have to do that twice or so. What you might want to do after that is to adjust the individual styles of your Holiday types and Absence types so they match the design you have created.

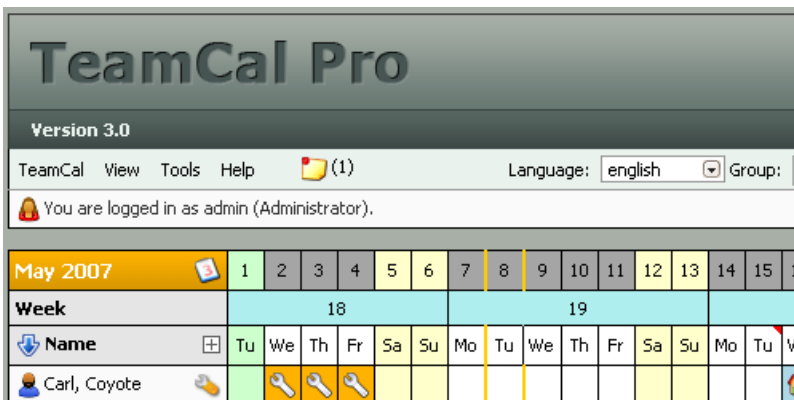
If you make more changes to your default.css you must always apply the configuration again to activate them.

## TeamCal Pro Themes

TeamCal Pro comes with two themes, "tcpro", the classic design that everybody knows, and "deviant", a new design based on some darker colors presenting a more neutral impression.



Classic "TcPro" Theme



"Deviant" Theme

TeamCal Pro

Version 3.4.003 Dev

TeamCal View Tools Help

Language: english Group: All Region: default Today: All

You are logged in as admin (Administrator).

December 2012

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Carl, Coyote

⚙

"Metro" Theme

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