

User Calendar

The **User Calendar** is tailored to each individual within the organization, the User Calendar provides a personalized view of the user's working schedule, task assignments, vacations, and other events. It integrates seamlessly with project calendars, allowing individuals to manage their availability while contributing to team and organizational schedules. This synchronization ensures that personal workload, time off, and task visibility are accurately reflected across planning tools, helping optimize resource allocation and minimize conflicts.

The screenshot shows the User Calendar interface. At the top right, there are icons for navigation and settings. Below these is a toolbar with buttons for 'Edit', 'Promote', and 'Open Item'. A secondary toolbar contains icons for communication and view settings, including 'Split View' and 'Week'. The main calendar grid displays dates from 2025-01-03 to 2025-01-13. A task bar at the bottom of the grid shows a green bar for 'Phase 1 - Plan an' and a blue bar for 'Market P'. A dropdown menu is open on the right side, listing various options: Preferences, Actions, Reports, Admin, Licenses, Activate Feature, User Calendar (highlighted), Help, Session, About, and Logout.

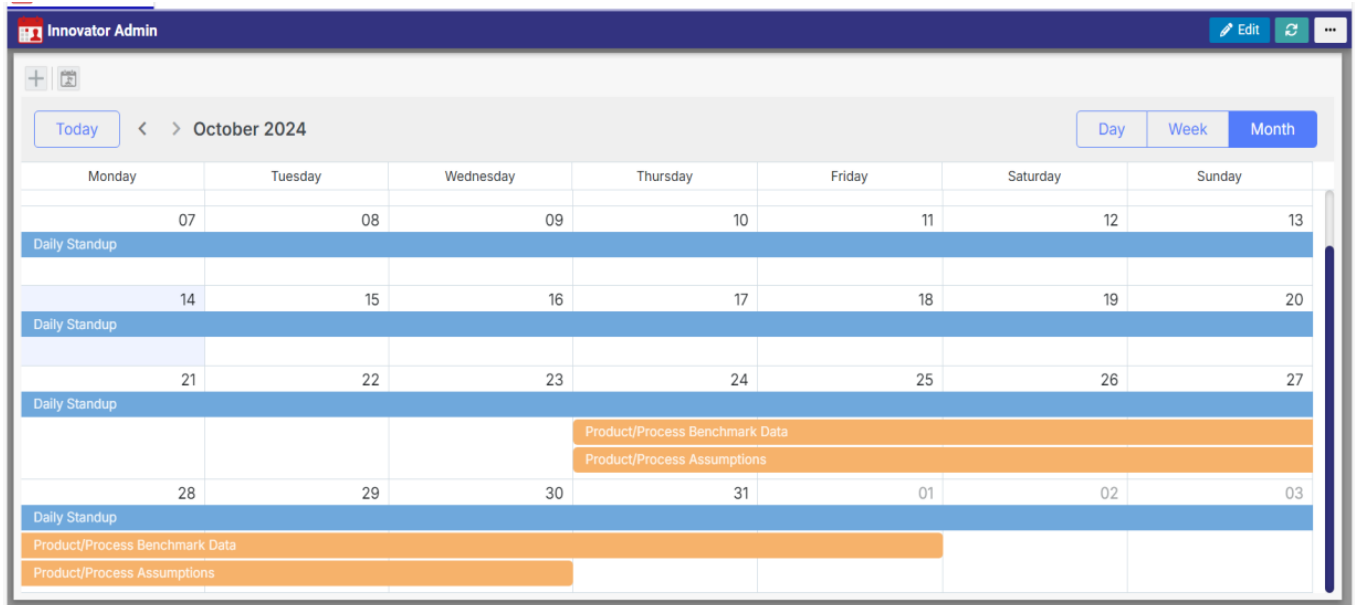
End Date	Start Date	31 Dec , 2024			
		Tue	Wed	Thu	Fri
03-13	2025-01-01				
01-06	2025-01-01		Phase 1 - Plan an		
01-06	2025-01-01		Market P		
01-06	2025-01-06				
01-06	2025-01-06				
01-13	2025-01-07				

Steps to Configure User Calendar

- **View Assigned Tasks:** Allows users to directly access their assigned project tasks from within the calendar interface, supporting better time management and task prioritization.



- **Create Events and Vacations:** Enables users to schedule personal events, meetings, training sessions, and vacations, ensuring accurate reflection of availability across project planning tools.
- **Check Project Task Completion:** - Users can seamlessly update the status of their project tasks marking them as Completed, In Progress, or Delayed without leaving the calendar view.



- **Detect Assignment Conflicts:** The system automatically detects scheduling conflicts between user availability and assigned tasks, providing real-time alerts to enable quick resolution.

Toolbar Actions for User Calendar:

null



The screenshot displays the Aras Innovator web application interface. At the top, the 'aras INNOVATOR' logo is visible on the left, and navigation icons (home, window, notifications, user profile) are on the right. Below the header, there are two browser tabs labeled 'Innovator Admin'. The main content area is split into two panels. The left panel shows a calendar view for the week of March 17 to 23, 2025. A 'Daily Standup' event is highlighted in blue on Monday, March 17, from 00:00 to 09:00. The right panel is a 'Create Event' dialog box with the following fields:

- Basic Details** (Section Header)
- Title *** (Text input field)
- New Event** (Text input field)
- Start Date *** (Date picker with 'Select a date' text and a calendar icon)
- End Date *** (Date picker with 'Select a date' text and a calendar icon)

At the bottom right of the dialog box, there are 'Ok' and 'Cancel' buttons.

- **Manage Events:** - Users can add or edit personal events such as meetings, training sessions, or reminders within the User Calendar. This ensures individual schedules are accurately reflected and remain in sync with broader company operations and project timelines.
- **Schedule Vacations:** Users can input their vacation days directly within the User Calendar. These entries are automatically reflected in project scheduling tools, ensuring tasks are not assigned during periods of unavailability.



aras INNOVATOR

Innovator Admin x

Innovator Admin

Vacations

Today < > 17 Mar 2025 – 23 Mar 2025

	Mon 17	Tue 18	Wed 19	Thu 20
00:00				
01:00				
02:00				
03:00				
04:00				
05:00				
06:00				
07:00				
08:00				
09:00				

Name	Start Date	End Date
Family Vacation	10/23/2024	10/23/2024
New year	1/1/2025	1/1/2025
Republic Day	1/26/2025	1/26/2025

Ok Cancel

- Update Task Status:** Users can update the status of their assigned tasks directly within the User Calendar by marking them as Completed, In Progress, or Delayed. These real-time updates are immediately visible to project managers, ensuring accurate progress tracking and enabling timely adjustments to workloads or schedules as needed.

