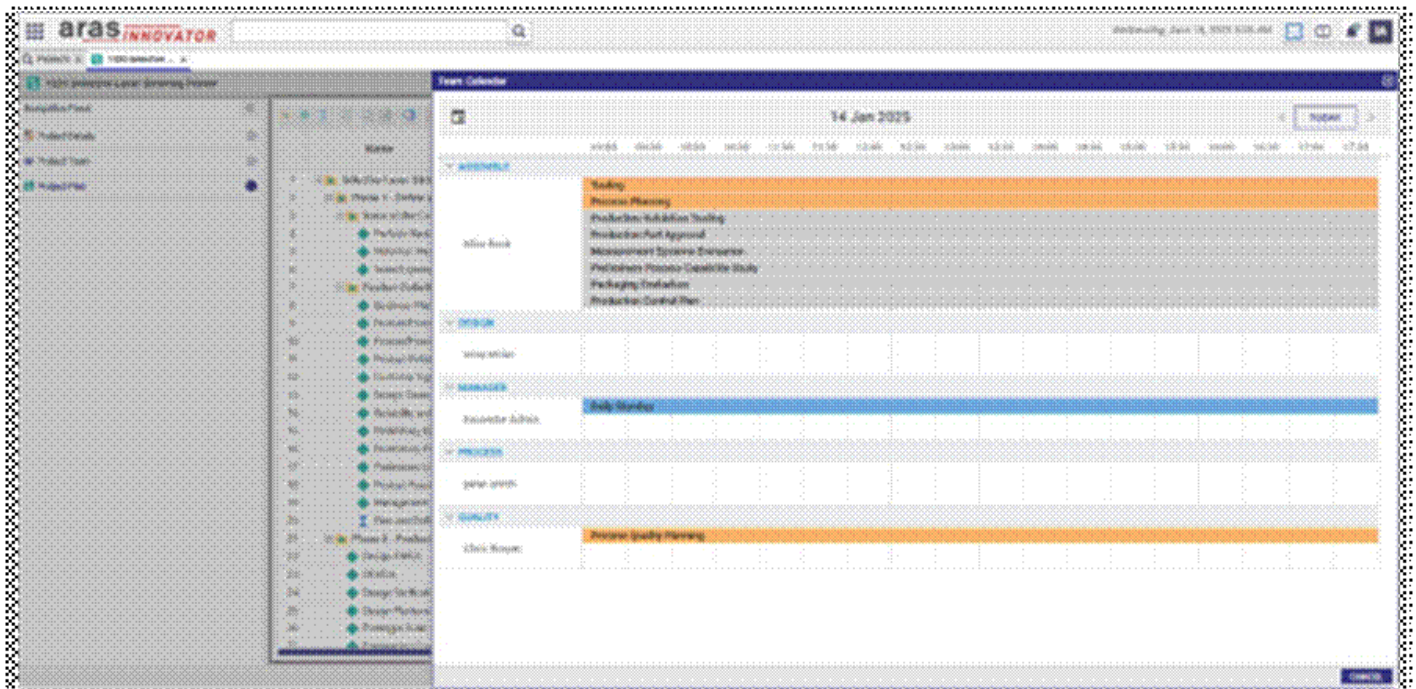


Team Calendar

The **Team Calendar** offers a consolidated, real-time view of all team members' schedules within a project. It aggregates data from individual User Calendars and project assignments, enabling project managers to monitor workloads, assess team progress, and proactively identify scheduling conflicts. Serving as a centralized coordination hub, the Team Calendar enhances visibility, improves collaboration, and supports effective resource allocation across the project team.



Steps to Configure Team Calendar

- **View Team Member Availability:** Project managers gain real-time visibility into each team member's availability including standard working hours, scheduled vacations, and personal events through the Team Calendar.
- **Monitor Task Progress:** The Team Calendar displays the real-time status of tasks assigned to each team member such as In Progress, Completed, or Pending. This consolidated view offers project managers a clear snapshot of the team's workload, task distribution, and overall project progress.
- **Identify Resource Conflicts:** The system proactively identifies and highlights cases where team members are over-allocated or have conflicting schedules within the Team Calendar allowing project managers to reallocate tasks and resolve issues proactively.
- **Facilitate Collaboration:** - By providing clear visibility into each team member's schedule, the Team Calendar fosters stronger coordination and more effective communication. This shared awareness of colleagues' availability and commitments helps reduce miscommunication, streamline collaboration.

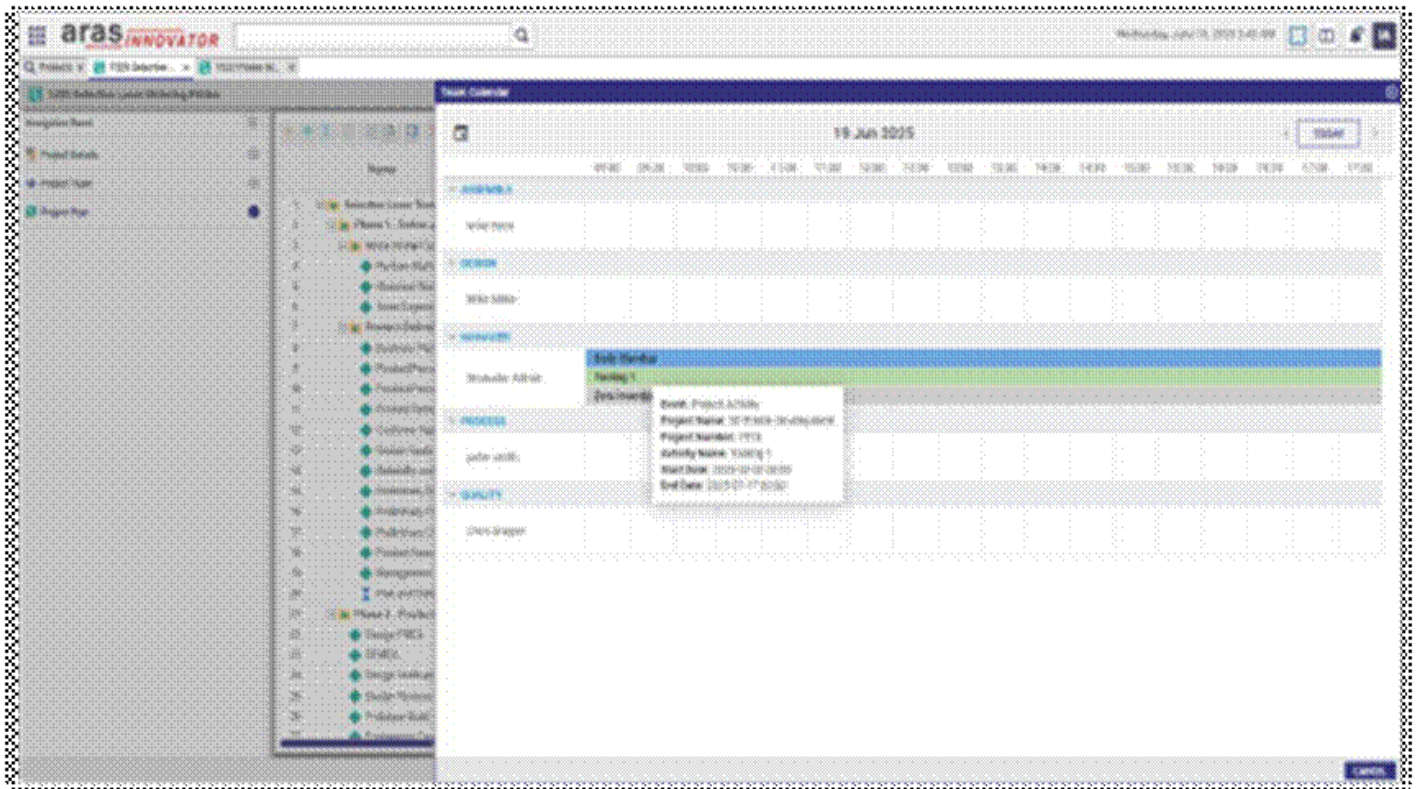
Navigation in Team Calendar



The Team Calendar is presented exclusively in a day view and provides multiple navigation tools for streamlined browsing:

- **Next Button:** Click the "Next" button to advance the calendar to the following day. This allows for a quick progression through daily schedules.
- **Back Button:** Click the "Back" button to move the calendar to the previous day. This is useful for reviewing past events and tasks.
- **Today Button:** Click the "Today" button to quickly return to the current date's view. This ensures you can always snap back to the present schedule.
- **Mini Calendar:** A mini calendar is located at the top-left corner of the interface, the mini calendar acts as a date picker. Users can click any specific date to quickly jump to that day's schedule, making it easy to view non-sequential dates on demand.

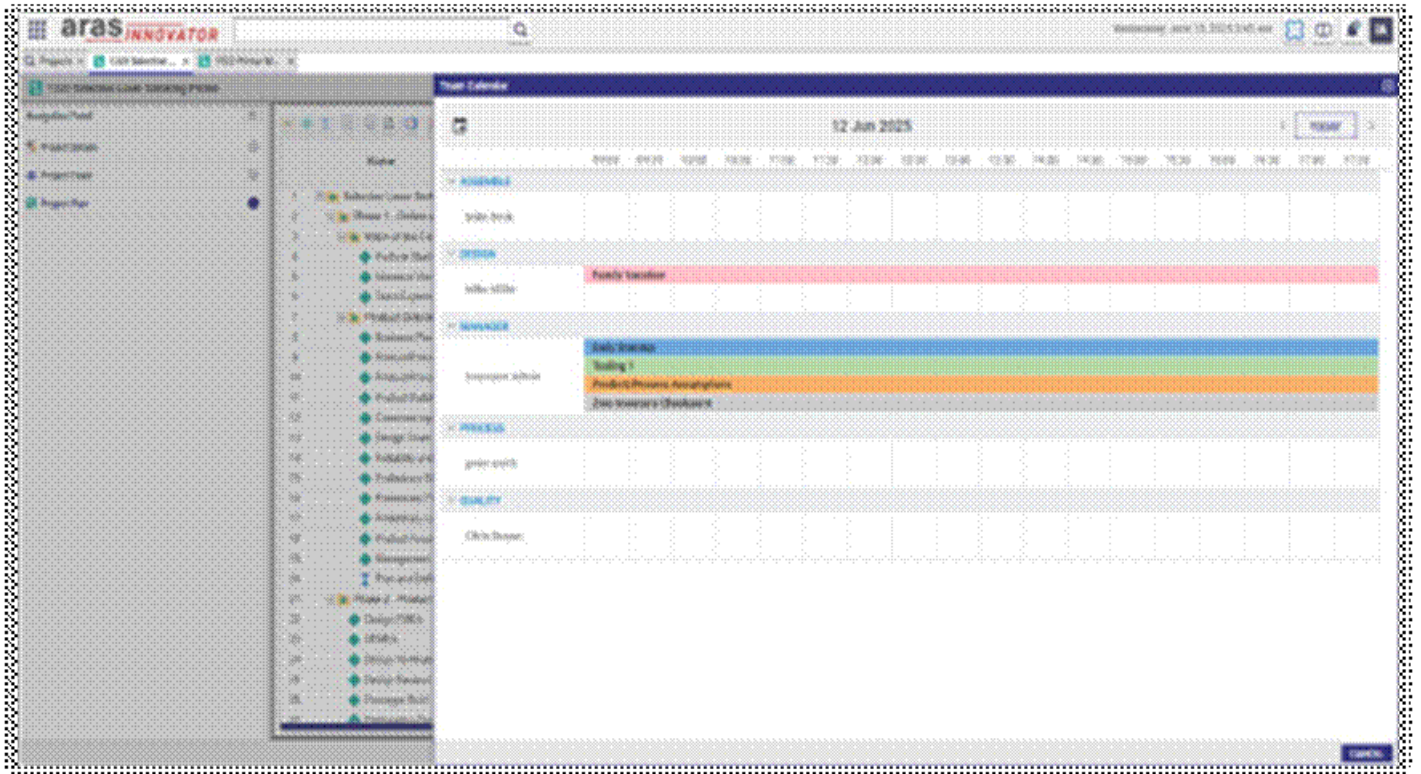
Tooltips for Events and Activities



When users hover the mouse cursor over any event, activity, task, or vacation entry within the Team Calendar, a tooltip automatically appears. This tooltip reveals key information such as task name, assigned user, status, or time details providing quick, contextual insight without requiring clicks or additional navigation.

Color Coding for Events, Activities, and Vacations for team





To improve clarity and organization within the Team Calendar, a consistent set of color codes is applied—aligned with those used in the User Calendar where applicable. These visual cues allow users to quickly interpret the status of team activities and personal schedules at a glance.

- **Orange:** Project tasks currently in progress, helping users monitor ongoing work.
- **Grey:** Project tasks that are not in an active state, helping users track pending work.
- **Blue:** Custom created events or meetings, allowing easy identification of manually scheduled activities.
- **Green:** Completed project tasks, making it easy to identify successfully finished activities.
- **Pink:** Vacation or personal leave entries, helping teams account for individual availability.

