

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.

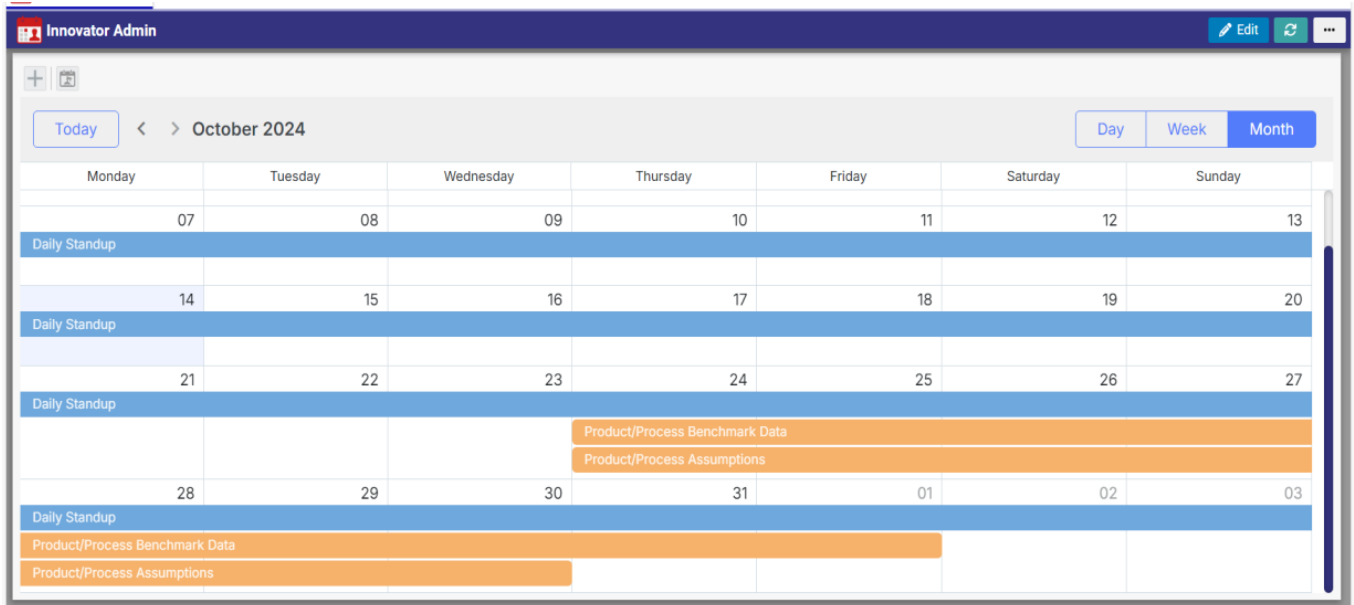
The screenshot displays the User Calendar interface. At the top right, there are icons for navigation and settings. Below these, a menu is open, listing options such as Preferences, Actions, Reports, Admin, Licenses, Activate Feature, **User Calendar** (highlighted), Help, Session, About, and Logout. The main calendar area shows a grid for the week ending 31 Dec, 2024. The columns are labeled Tue, Wed, Thu, and Fri. The rows show dates from 03-13 to 01-13, with corresponding start dates from 2025-01-01 to 2025-01-07. A green bar spans from Wednesday, 01-06 to Friday, 01-06, labeled 'Phase 1 - Plan an'. A blue bar spans from Wednesday, 01-06 to Friday, 01-06, labeled 'Market P'. The interface also includes buttons for 'Edit', 'Promote', and 'Open Item', and a 'Split View' dropdown menu.

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 application interface. At the top, the 'aras INNOVATOR' logo is visible on the left, and navigation icons (home, window, notifications, user) 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 dates '17 Mar 2025 - 23 Mar 2025'. The calendar grid has columns for 'Mon 17', 'Tue 18', 'Wed 19', and 'Thu 20', and rows for hourly slots from '00:00' to '09:00'. A blue bar labeled 'Daily Standup' is present at the top of the calendar grid. The right panel is a 'Create Event' dialog box with a 'Basic Details' section. It contains the following fields: 'Title*' (with a red asterisk), 'New Event' (text input), 'Start Date*' (with a red asterisk and a date picker icon), and 'End Date*' (with a red asterisk and a date picker icon). At the bottom right of the dialog 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

Daily Standup

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.

