



mscrm-addons.com
GroupCalendar for MS CRM 2013

GroupCalendar for MS CRM 2013

Version 6.12, August 2014

User Guide

(How to use GroupCalendar for MS CRM 2013)

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Table of Contents

1	USER GUIDE	3
1.1	Why you should use GroupCalendar	3
2	INTRODUCTION	3
2.1	GroupCalendar Views.....	4
2.2	GroupCalendar Overview.....	5
3	HOW TO USE GROUPECALENDAR	6
3.1	Resource Management Functionality	6
3.2	Define Groups	7
3.3	Default Settings	9
4	SIDE BAR	12
5	MONTH VIEW (OVERVIEW).....	13
6	WEEK VIEW (LIST).....	14
7	DAY VIEW (LIST)	15
8	TOPDOWN VIEW (DAY VIEW)	16
8.1	TopDown View (Week View)	17
9	GANTT VIEW	18
9.1	Gantt-View Zoom Functionality	19
10	TIMELINE VIEW	21
11	AGENDA VIEW.....	22
12	CONTACT	24

1 User Guide

This guide gives detailed explanations of all functionalities provided by **GroupCalendar for MS CRM 2013**.

If you need to reach us, see the Contact page.

1.1 Why you should use GroupCalendar

GroupCalendar testimonial from one of our customers:

We had a need with our Microsoft CRM implementation to allow efficient scheduling of appointments for our salespeople by our telesales department. Native CRM calendaring did not give the functionality for one manager to see a quick, complete view of a subordinate's activities, so we searched for a solution - and found the excellent GroupCalendar. It allows our telesales department to quickly view scheduled activities of all salespeople so they spend more time creating appointments with revenue generating leads and less time trying to discover when a salesperson is available.

2 Introduction

GroupCalendar (GC) is an enhancement for Microsoft CRM 2013 that is designed to provide a comprehensive view of all activities associated with:

- a user
- a group of users
- resources
- and resource groups

With the GroupCalendar users now can view the calendars of one or several associated participants mentioned above, at the same time. So they can check for scheduling conflicts and also can check the activities for a team scheduling.

GroupCalendar for MS CRM 2013 gives you the ability to view these activities in a *day-, week- or month-view*. Within these views you can change between *Overview-, Gantt-, or Timeline-, TopDown-, or Agenda-View*.

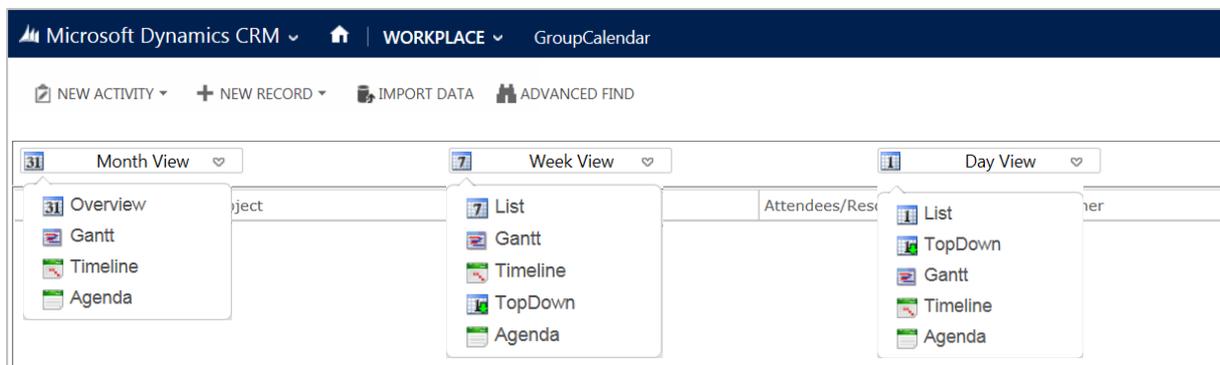
2.1 GroupCalendar Views

GroupCalendar for MS CRM 2013 provides different views:

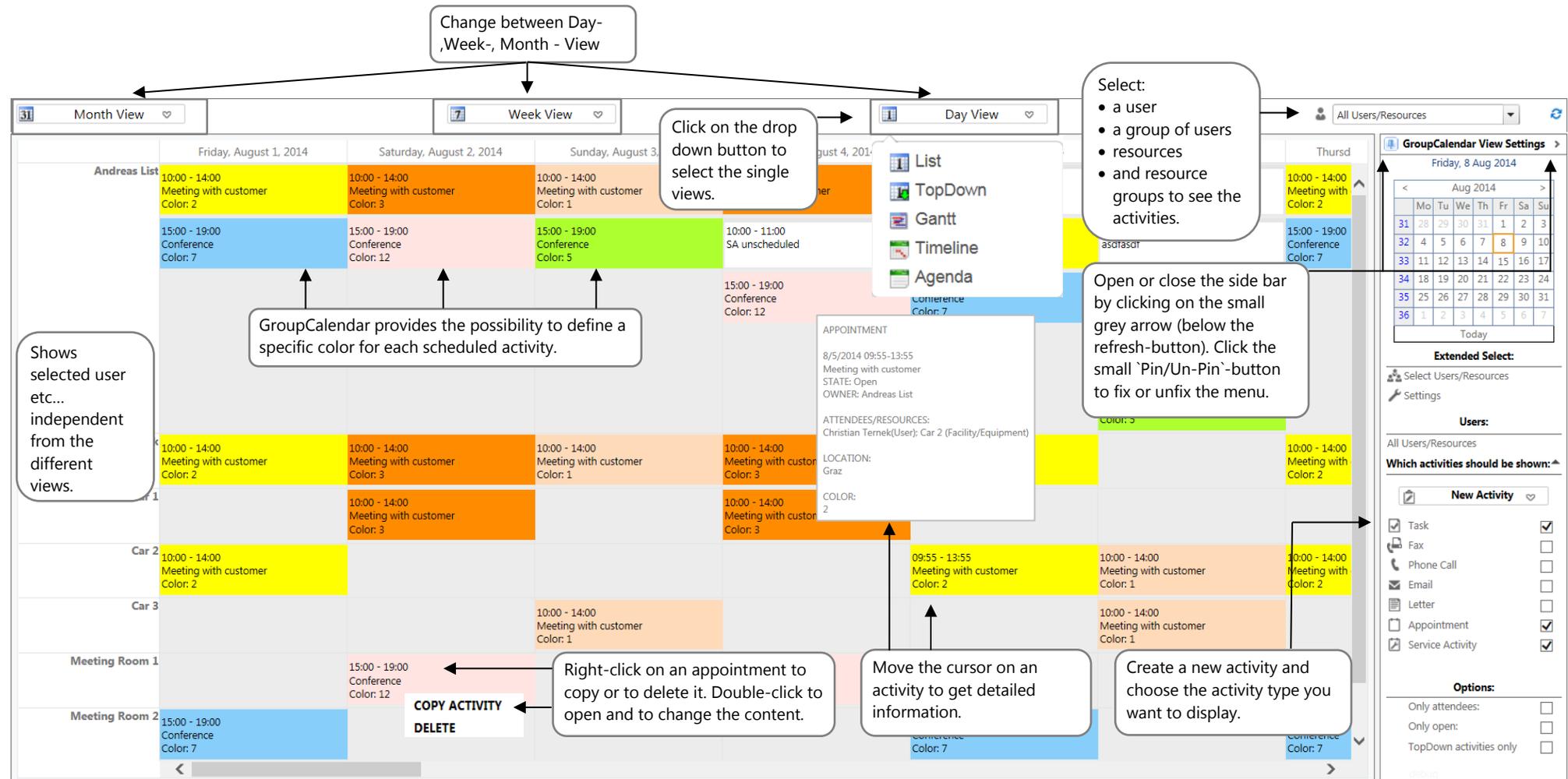
- **Day View**
- **Week View**
- **Month View**

These views show all activities and appointments within the specific time. Activities and appointments can simply be opened with a double-click.

- **List View**
The List View shows all users' appointments and activities, listed chronologically and vertical at a glance, even when two appointments are scheduled at the same time.
- **Gantt View**
The Gantt-view offers Drag & Drop functionalities for activities, even between different users. This is especially helpful if users want to show the activities of many users.
- **Timeline View**
In Timeline-View, you can see all users' appointments and activities, listed chronologically and vertical at a glance, even when two appointments are scheduled at the same time.
- **TopDown View**
In this view the activities are separated per user to get a plain view of the activities.
- **Agenda View**
This view provides a plain overview where users can decide either to have all appointments and activities grouped by date or resources.



2.2 GroupCalendar Overview



Change between Day-, Week-, Month - View

Click on the drop down button to select the single views.

Select:

- a user
- a group of users
- resources
- and resource groups to see the activities.

Shows selected user etc... independent from the different views.

GroupCalendar provides the possibility to define a specific color for each scheduled activity.

Right-click on an appointment to copy or to delete it. Double-click to open and to change the content.

Move the cursor on an activity to get detailed information.

Create a new activity and choose the activity type you want to display.

APPOINTMENT
8/5/2014 09:55-13:55
Meeting with customer
STATE: Open
OWNER: Andreas List
ATTENDEES/RESOURCES:
Christian Ternek(User); Car 2 (Facility/Equipment)
LOCATION:
Graz
COLOR:
2

GroupCalendar View Settings

Friday, 8 Aug 2014

Mo Tu We Th Fr Sa Su

<	31	28	29	30	31	1	2	3
32	4	5	6	7	8	9	10	
33	11	12	13	14	15	16	17	
34	18	19	20	21	22	23	24	
35	25	26	27	28	29	30	31	
36	1	2	3	4	5	6	7	

Extended Select:

Select Users/Resources

Settings

Users:

All Users/Resources

Which activities should be shown:

New Activity

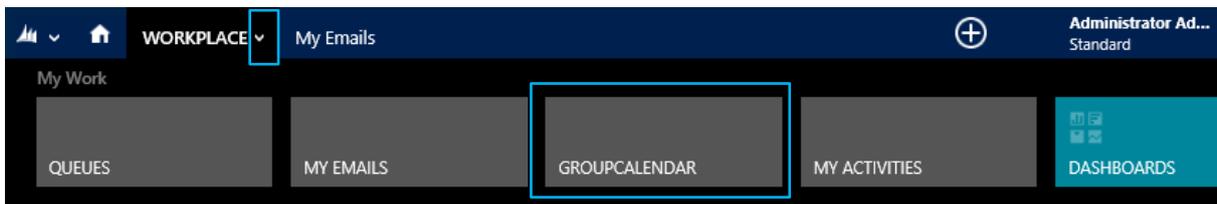
- Task
- Fax
- Phone Call
- Email
- Letter
- Appointment
- Service Activity

Options:

- Only attendees:
- Only open:
- TopDown activities only

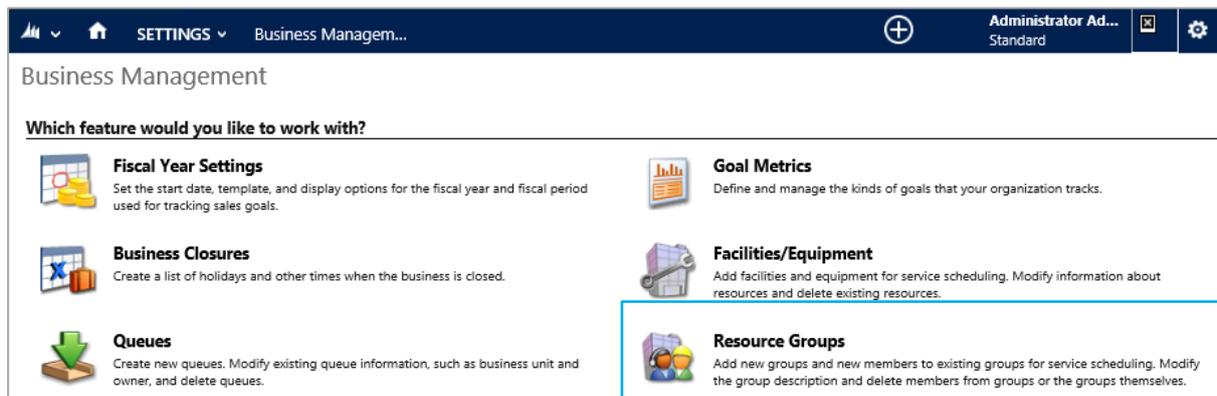
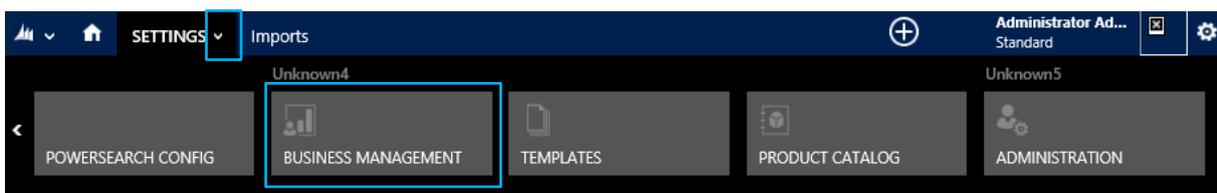
3 How To Use GroupCalendar

To access the GroupCalendar, select "Workplace" on the ribbon and open die GroupCalendar for MS CRM 2013. The first time you will see the activities from today.

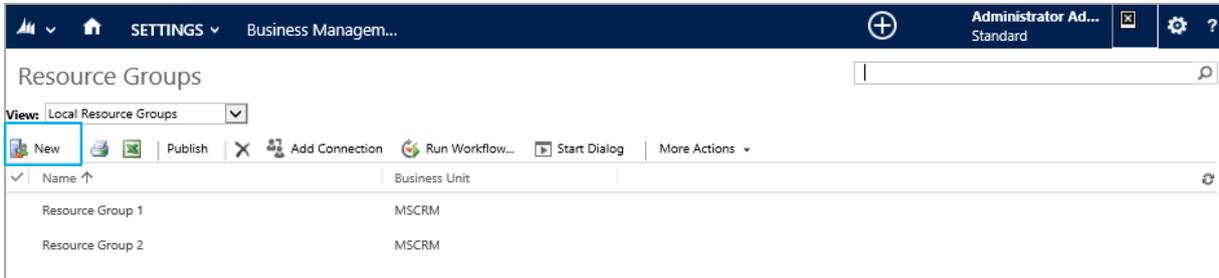


3.1 Resource Management Functionality

Start in the Settings area of CRM Systems and go to Business Management and choose Facilities/Equipment or Resource Groups to get an overview. (See screenshots below)



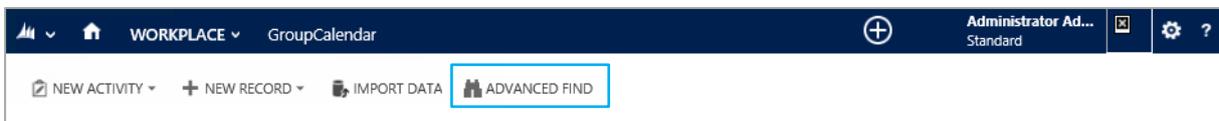
For more details, click on one of the listed Facilities/Equipment or Resource Groups. A new Facility/Equipment or Resource Group can be defined by clicking the new button. If you click save and close and go back to the Group Calendar, you have an overview of all created appointments and activities.



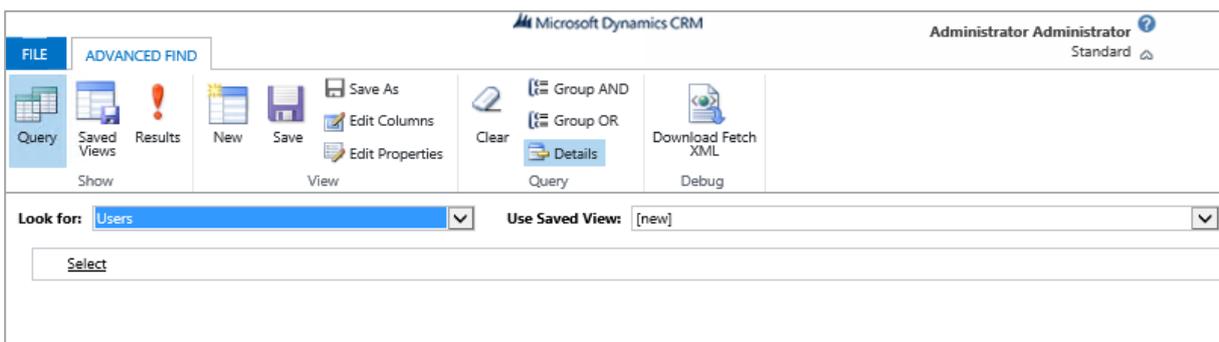
For more information please watch our YouTube video "Resource management with GroupCalendar for MS CRM 2011": <http://www.youtube.com/watch?v=afIrYUX7HEE>

3.2 Define Groups

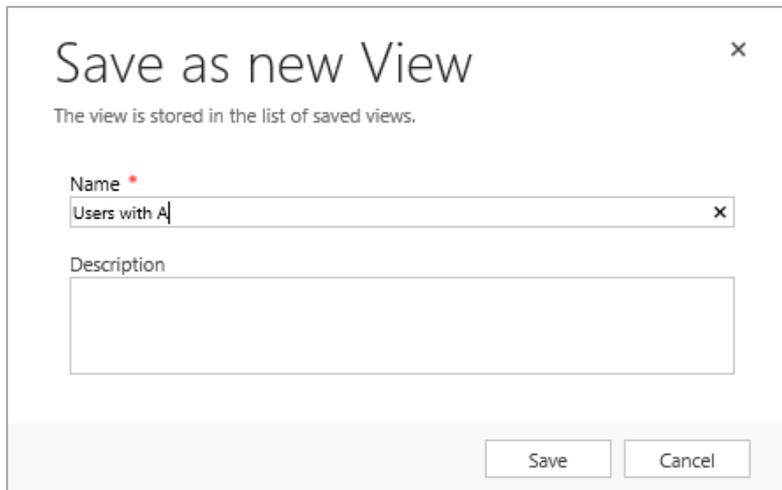
1. Open Advanced Find in MS CRM



2. Change in the "Look For" Drop-Down-Listbox the type to "Users" and select the criteria's for the group of users you want to define.



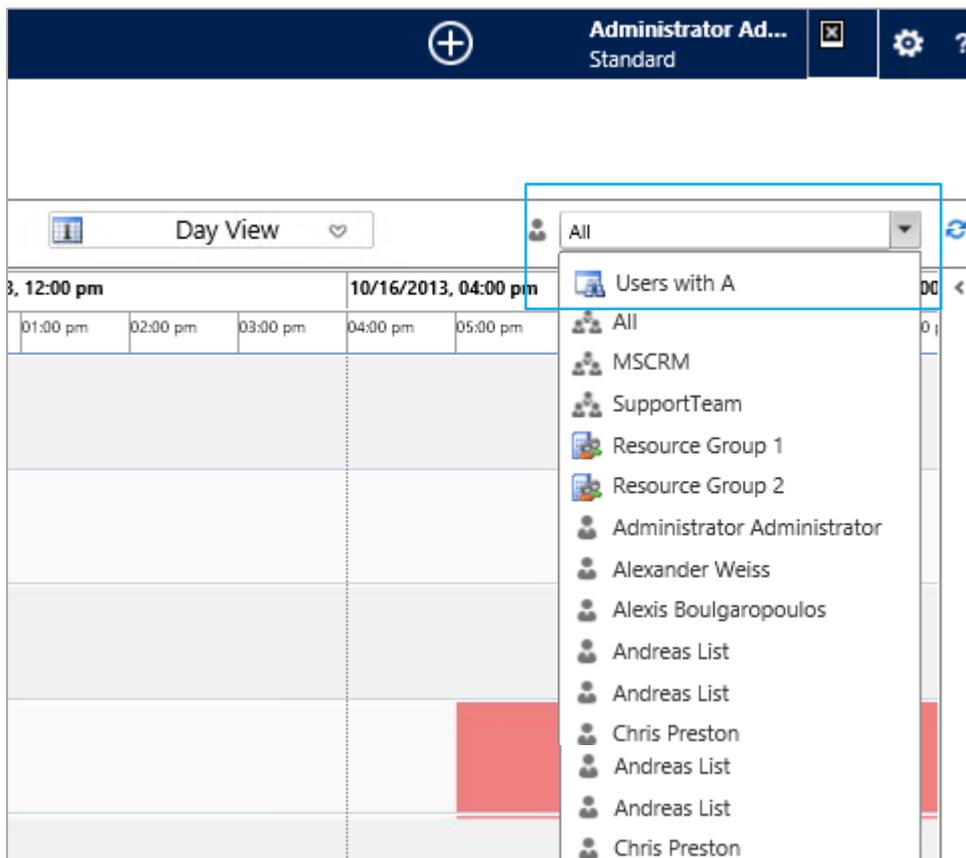
3. Click on "Save as" and give the group a name.



The dialog box titled "Save as new View" contains the following elements:

- Header: "Save as new View" with a close button (X).
- Text: "The view is stored in the list of saved views."
- Form: "Name" field with a red asterisk, containing the text "Users with A".
- Form: "Description" field, currently empty.
- Buttons: "Save" and "Cancel" buttons at the bottom.

4. Go back to the GroupCalendar and open the drop-down list box "Select Users". You will see now the new created group "Users with A". As a matter of performance you maybe have to refresh the user list. To do this, close the browser and start it again.



3.3 Default Settings

With clicking the "Settings"-Button in the Side Bar, each user can configure the look and feel of the GroupCalendar as he wants.

GroupCalendar View Settings >

Monday, 11 Aug 2014

<	Aug 2014						>
	Mo	Tu	We	Th	Fr	Sa	Su
31	28	29	30	31	1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31
36	1	2	3	4	5	6	7
Today							

Extended Select:

Select Users/Resources

⚙️ Settings

Users:

All Users/Resources

Which activities should be shown: ▲

New Activity

<input checked="" type="checkbox"/> Task	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Fax	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Phone Call	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Letter	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Appointment	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Service Activity	<input checked="" type="checkbox"/>

Options:

Only attendees:

Only open:

TopDown activities only

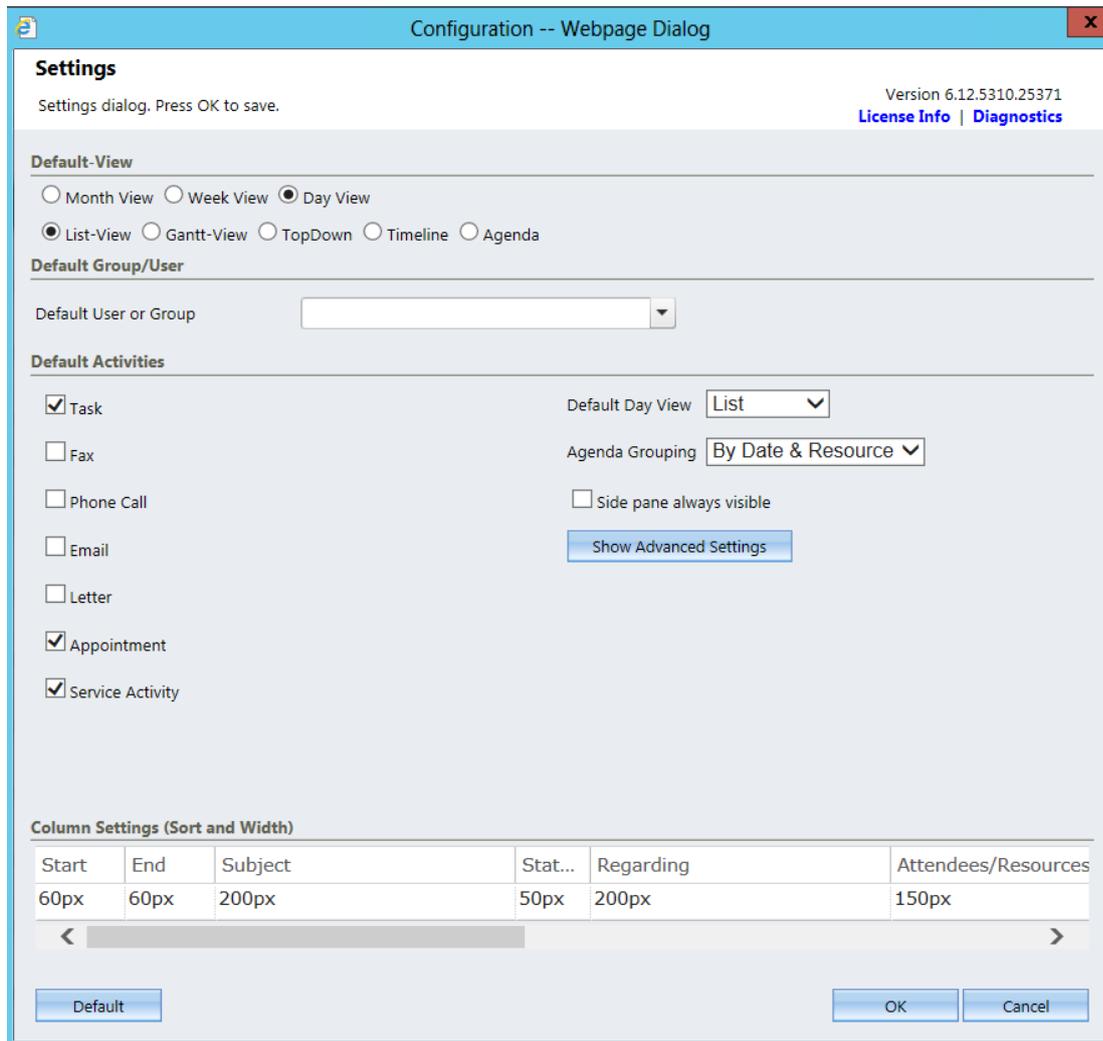
Print Preview

What can be defined in the settings:

- Default view when opening the GroupCalendar
- Column width
- Column order
- Default user/group selection when opening the GroupCalendar
- Default filter criteria of the Side Bar ...

GroupCalendar for MS CRM 2013

Page 9



Default-View, Default Group/User

Here it is possible to define the default view when opening the GroupCalendar. It is also possible to define the default Group/User and filter criteria.

Default Activities

Define which activities should be displayed as default. Users can also set the Default Day View to be displayed (List, TopDown, Gantt, Timeline, Agenda) when switching from the Month View. Besides that, the Agenda View can be set to show the Date or the Resource first.

Column Settings (Sort and Width)

To change the position of the columns you have to modify the Sort-Column. This is done via drag and drop. Grab a column and drop it at the desired position. The slot where a column can be dropped will be highlighted on drag over.

Column width can be changed by dragging the edges of the column headers to either side to enlarge or shrink column.

You could also double-click a column and enter the specific width for the column in pixel.

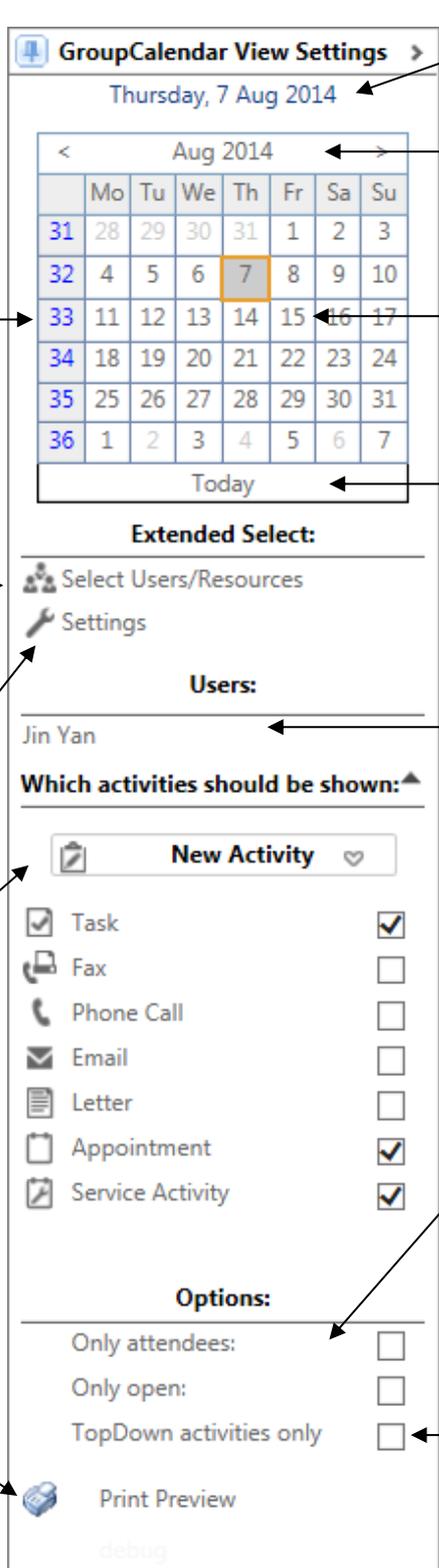
If you click on the grid header you can set the alphabetic sorting. With shift-click at the same time multiple assorting can be configured.

[Show Advanced Settings]: With a click on this button, following settings can be defined:

- TopDown view shows users with activites only
- Only open
- Show Attendees/Regarding (takes more time)
- Do not show workflow generated activities
- Show month end in gantt/timeline

4 Side Bar

The Side Bar is the same in every view. Day-, week-, and month view.



GroupCalendar View Settings

Thursday, 7 Aug 2014

<	Aug 2014							>
	Mo	Tu	We	Th	Fr	Sa	Su	
31	28	29	30	31	1	2	3	
32	4	5	6	7	8	9	10	
33	11	12	13	14	15	16	17	
34	18	19	20	21	22	23	24	
35	25	26	27	28	29	30	31	
36	1	2	3	4	5	6	7	

Today

Extended Select:

Select Users/Resources

Settings

Users:

Jin Yan

Which activities should be shown:

New Activity

- Task
- Fax
- Phone Call
- Email
- Letter
- Appointment
- Service Activity

Options:

- Only attendees:
- Only open:
- TopDown activities only:

Print Preview

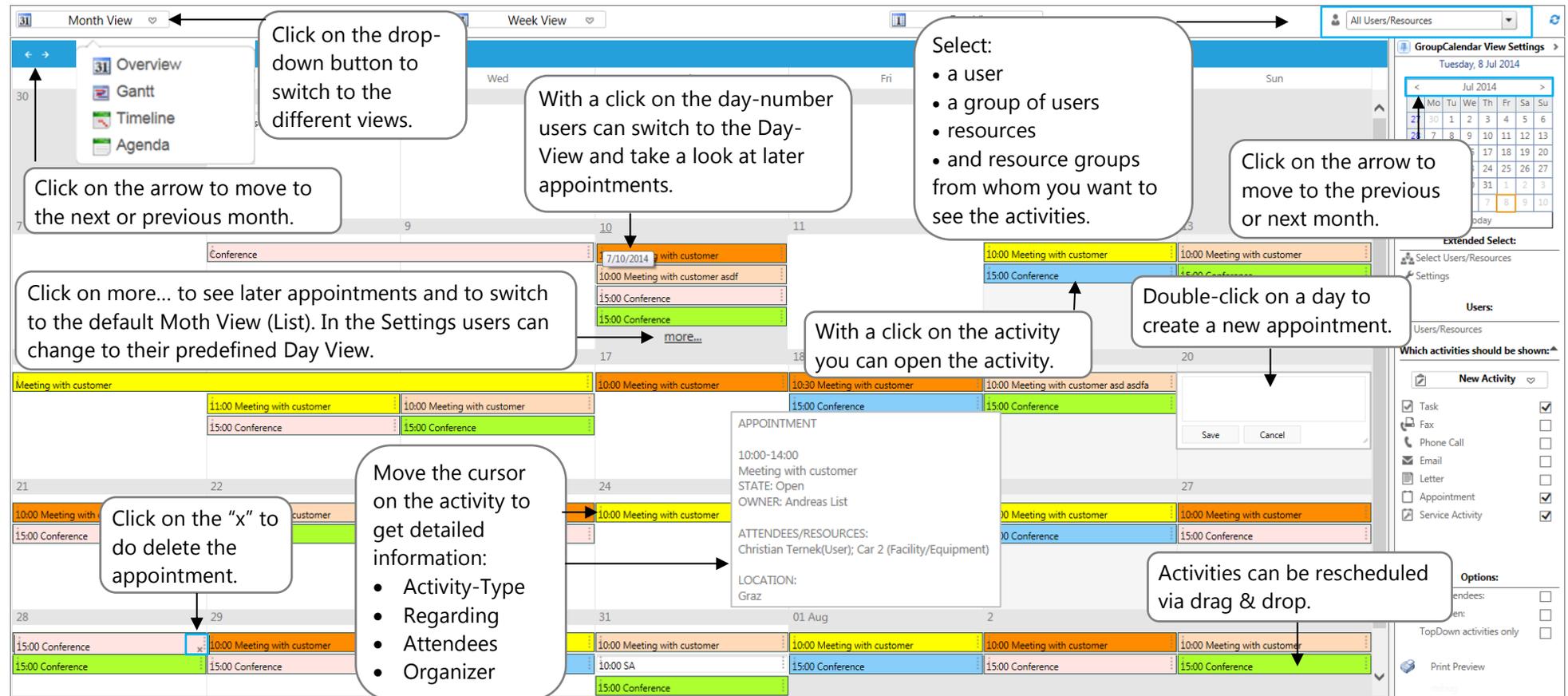
debug

Callout Boxes:

- Open or close the side bar by clicking on the small grey arrow. Click the small 'Pin/Un-Pin'-button to fix or unfix the menu.
- Shows the selected day.
- Select month and year with a click on an arrow.
- With a click on the day you can switch to another day.
- Click on this button to switch to the day-view of today.
- Shows you the actual selected:
 - a user
 - a group of users
 - resources
 - and resource groups
- With the "Settings" button each user can define his own personal settings of the **GroupCalendar**. (Visibility of columns, width of columns..)
- Click this button to define new activities and a date for your activity.
- The checkboxes allows the user to select activity-type should be visible in the GroupCalendar.
- Filter to show only the open activities where the chosen users are only attendees.
- Opens a Print Preview Window. The Print Preview is not available in Gantt View.
- Tell the TopDown View to hide all users, which have no activities on the selected date.
- With a click on the week number you change automatic into the week view of that week.
- Click this button to select more than one user. This is helpful to see the activities of many users at the same time.

5 Month View (Overview)

GroupCalendar provides the possibility to define a specific color for each scheduled activity. For more information, please click [here](#) to read our blog "color-coding-functionalities for activities."



Click on the drop-down button to switch to the different views.

Click on the arrow to move to the next or previous month.

With a click on the day-number users can switch to the Day-View and take a look at later appointments.

Select:

- a user
- a group of users
- resources
- and resource groups from whom you want to see the activities.

Click on the arrow to move to the previous or next month.

Click on more... to see later appointments and to switch to the default Moth View (List). In the Settings users can change to their predefined Day View.

With a click on the activity you can open the activity.

Double-click on a day to create a new appointment.

Click on the "x" to do delete the appointment.

Move the cursor on the activity to get detailed information:

- Activity-Type
- Regarding
- Attendees
- Organizer

Activities can be rescheduled via drag & drop.

APPOINTMENT
10:00-14:00
Meeting with customer
STATE: Open
OWNER: Andreas List
ATTENDEES/RESOURCES:
Christian Ternek(User); Car 2 (Facility/Equipment)
LOCATION:
Graz

GroupCalendar View Settings
Tuesday, 8 Jul 2014

Extended Select:
Select Users/Resources
Settings

Users:
Users/Resources

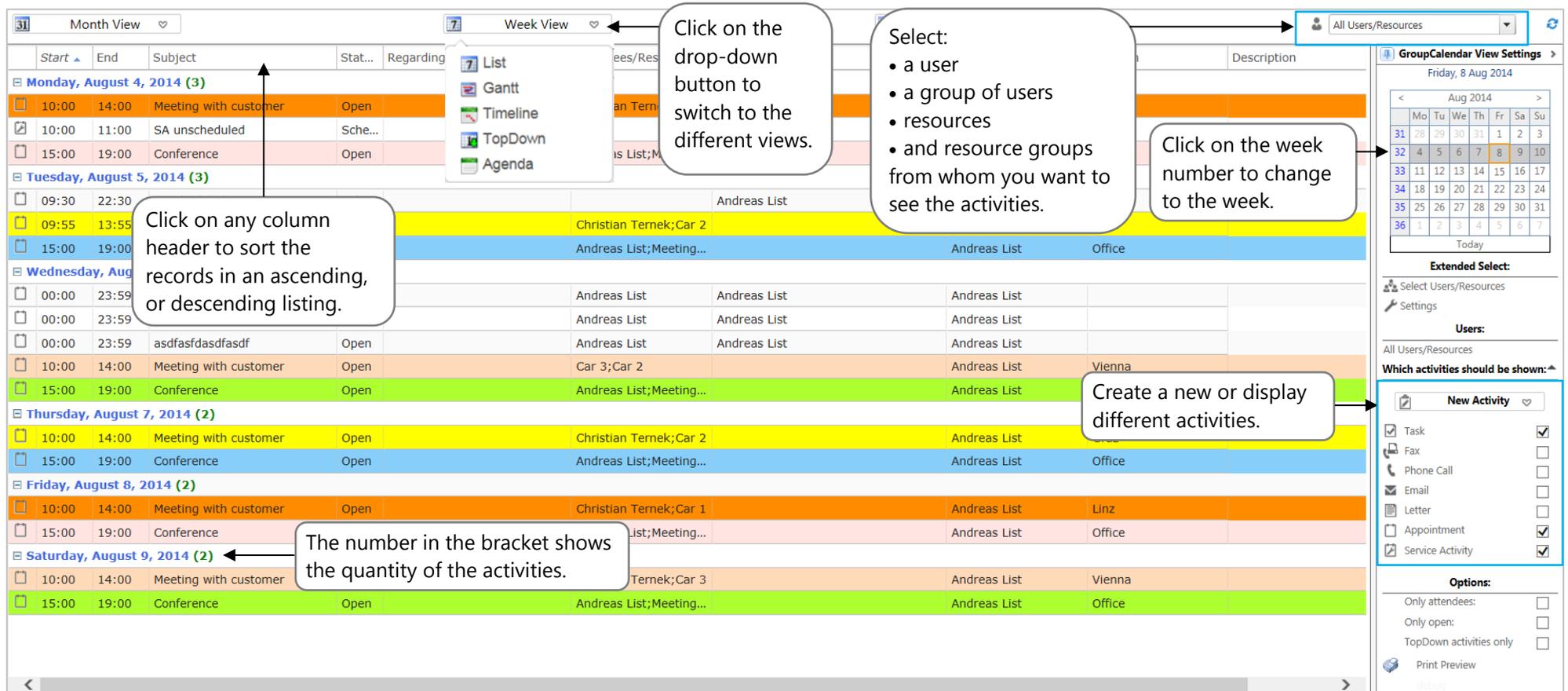
Which activities should be shown:
New Activity

Task
Fax
Phone Call
Email
Letter
Appointment
Service Activity

Options:
Attendees:
Attendees:
TopDown activities only
Print Preview

6 Week View (List)

The Week-View shows all users' appointments and activities, listed chronologically and vertical at a glance, even when two appointments are scheduled at the same time. All the descriptions are also valid for Day View (List).



Month View | Week View

Click on the drop-down button to switch to the different views.

Select:

- a user
- a group of users
- resources
- and resource groups from whom you want to see the activities.

Click on the week number to change to the week.

Click on any column header to sort the records in an ascending, or descending listing.

The number in the bracket shows the quantity of the activities.

Create a new or display different activities.

Start	End	Subject	Stat...	Regarding	ees/Res	Description
Monday, August 4, 2014 (3)						
10:00	14:00	Meeting with customer	Open			
10:00	11:00	SA unscheduled	Sche...			
15:00	19:00	Conference	Open			
Tuesday, August 5, 2014 (3)						
09:30	22:30				Andreas List	
09:55	13:55				Christian Ternek; Car 2	
15:00	19:00				Andreas List; Meeting...	Andreas List Office
Wednesday, August 6, 2014 (3)						
00:00	23:59				Andreas List	Andreas List
00:00	23:59				Andreas List	Andreas List
00:00	23:59	asdfsdfasdfsdf	Open		Andreas List	Andreas List
10:00	14:00	Meeting with customer	Open		Car 3; Car 2	Andreas List Vienna
15:00	19:00	Conference	Open		Andreas List; Meeting...	Andreas List
Thursday, August 7, 2014 (2)						
10:00	14:00	Meeting with customer	Open		Christian Ternek; Car 2	Andreas List
15:00	19:00	Conference	Open		Andreas List; Meeting...	Andreas List Office
Friday, August 8, 2014 (2)						
10:00	14:00	Meeting with customer	Open		Christian Ternek; Car 1	Andreas List Linz
15:00	19:00	Conference			Andreas List; Meeting...	Andreas List Office
Saturday, August 9, 2014 (2)						
10:00	14:00	Meeting with customer			Christian Ternek; Car 3	Andreas List Vienna
15:00	19:00	Conference	Open		Andreas List; Meeting...	Andreas List Office

GroupCalendar View Settings

Friday, 8 Aug 2014

Aug 2014

31	28	29	30	31	1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31
36	1	2	3	4	5	6	7

Today

Extended Select:

Select Users/Resources

Settings

Users:

All Users/Resources

Which activities should be shown:

New Activity

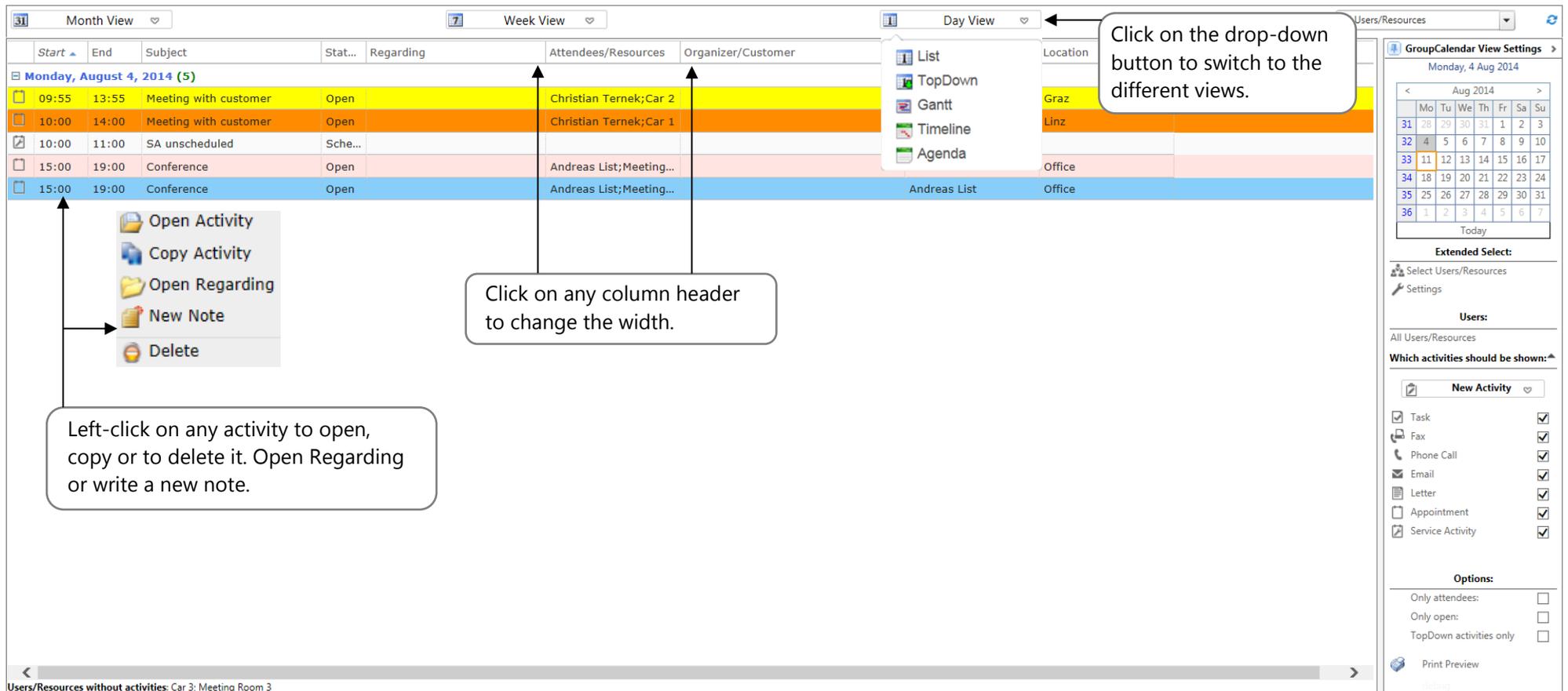
- Task
- Fax
- Phone Call
- Email
- Letter
- Appointment
- Service Activity

Options:

- Only attendees:
- Only open:
- TopDown activities only:
- Print Preview:

7 Day View (List)

The Day-View show all activities and appointments within the specific time. Activities and appointments can simply be opened with a double-click. All the descriptions are also valid for Week View (List)



Start	End	Subject	Stat...	Regarding	Attendees/Resources	Organizer/Customer	Location
Monday, August 4, 2014 (5)							
09:55	13:55	Meeting with customer	Open		Christian Ternek;Car 2		Graz
10:00	14:00	Meeting with customer	Open		Christian Ternek;Car 1		Linz
10:00	11:00	SA unscheduled	Sche...				
15:00	19:00	Conference	Open		Andreas List;Meeting...		Office
15:00	19:00	Conference	Open		Andreas List;Meeting...	Andreas List	Office

GroupCalendar View Settings
Monday, 4 Aug 2014

Aug 2014

<	Mo	Tu	We	Th	Fr	Sa	Su	>
31	28	29	30	31	1	2	3	
32	4	5	6	7	8	9	10	
33	11	12	13	14	15	16	17	
34	18	19	20	21	22	23	24	
35	25	26	27	28	29	30	31	
36	1	2	3	4	5	6	7	

Today

Extended Select:

- Select Users/Resources
- Settings

Users:

All Users/Resources

Which activities should be shown:

New Activity

- Task
- Fax
- Phone Call
- Email
- Letter
- Appointment
- Service Activity

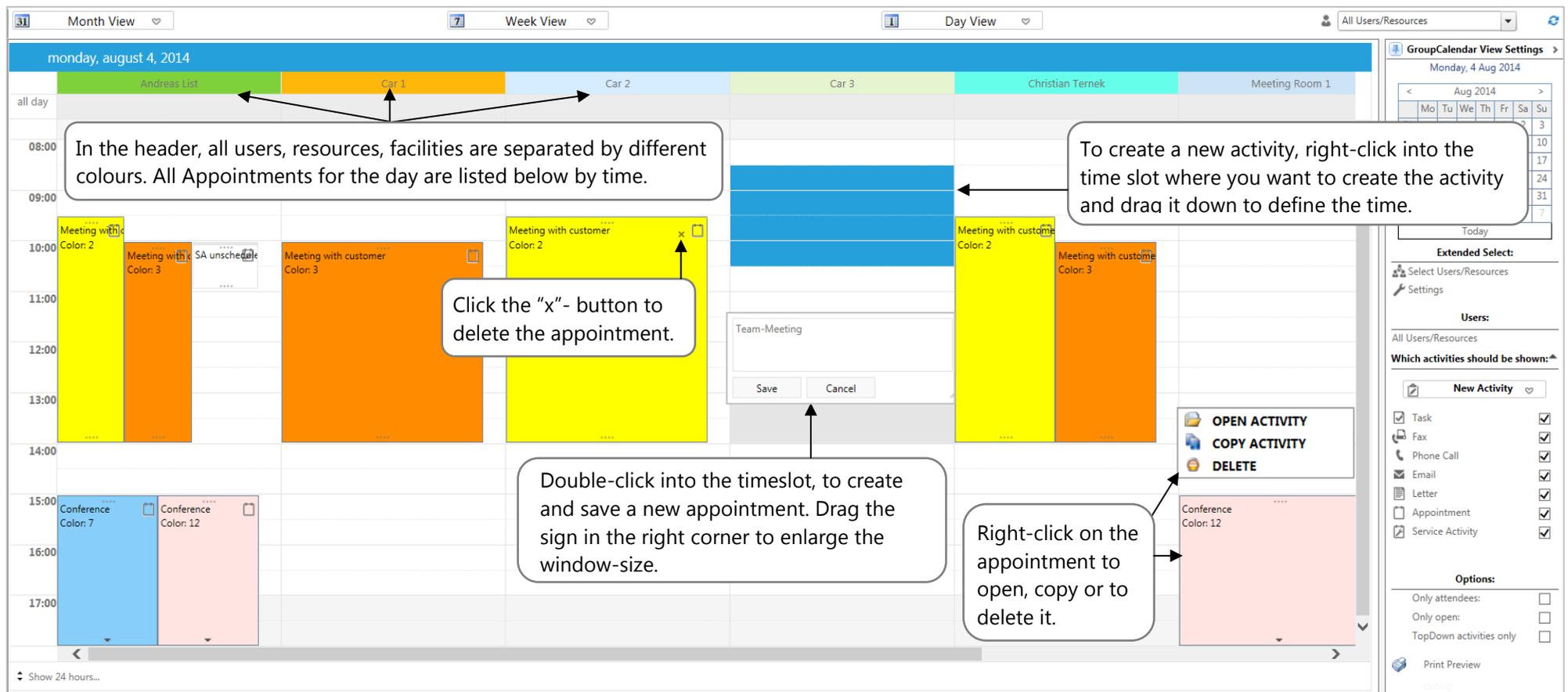
Options:

- Only attendees:
- Only open:
- TopDown activities only:

Print Preview

8 TopDown View (Day View)

In TopDown View the activities are separated per user and resources/facilities to get a plain view of the activities. Users, resources and/or facilities are displayed in different colours. You are able to change your activities by drag and drop. Just select your activity, and then you are able to drag it away and drop it down to a new chosen time and user. Change the user for your activities, by drag and drop.



The screenshot shows the GroupCalendar interface in Day View for Monday, August 4, 2014. The header is divided into colored segments representing different users and resources: Andreas List (green), Car 1 (orange), Car 2 (light blue), Car 3 (light green), Christian Ternek (cyan), and Meeting Room 1 (grey). The main calendar area shows a grid of time slots from 08:00 to 17:00. Various appointments are displayed as colored blocks, such as 'Meeting with customer' (yellow and orange) and 'Conference' (blue and pink). A 'Team-Meeting' dialog box is open in the center, and a context menu is visible over a pink 'Conference' appointment. On the right, the 'GroupCalendar View Settings' panel is open, showing options for 'Extended Select', 'Users', and 'Which activities should be shown'.

Callout 1: In the header, all users, resources, facilities are separated by different colours. All Appointments for the day are listed below by time.

Callout 2: To create a new activity, right-click into the time slot where you want to create the activity and drag it down to define the time.

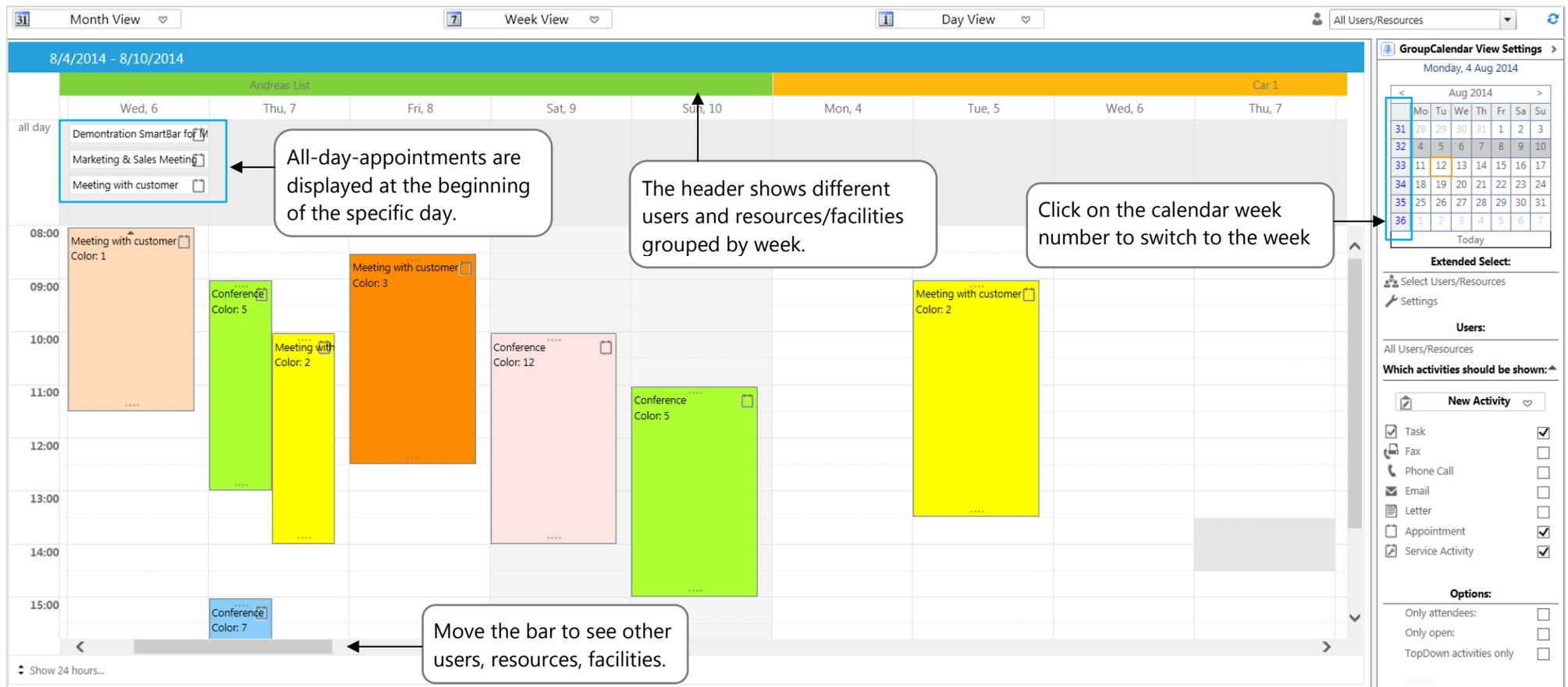
Callout 3: Click the "x"- button to delete the appointment.

Callout 4: Double-click into the timeslot, to create and save a new appointment. Drag the sign in the right corner to enlarge the window-size.

Callout 5: Right-click on the appointment to open, copy or to delete it.

8.1 TopDown View (Week View)

The TopDown View displays all users, facilities and resources in the header. Users, facilities and resources are shown in different colors to provide a clear overview. Below users can see the according appointments, also displayed in different colours due to our color-coding-functionality.



Month View | Week View | Day View | All Users/Resources

8/4/2014 - 8/10/2014

Andreas List | Car 1

Wed, 6 | Thu, 7 | Fri, 8 | Sat, 9 | Sun, 10 | Mon, 4 | Tue, 5 | Wed, 6 | Thu, 7

all day

Demonstration SmartBar for...
Marketing & Sales Meeting
Meeting with customer

Meeting with customer Color: 1
Conference Color: 5
Meeting with customer Color: 3
Meeting with customer Color: 2
Conference Color: 12
Conference Color: 5
Meeting with customer Color: 2
Conference Color: 7

All-day-appointments are displayed at the beginning of the specific day.

The header shows different users and resources/facilities grouped by week.

Click on the calendar week number to switch to the week

Move the bar to see other users, resources, facilities.

GroupCalendar View Settings

Monday, 4 Aug 2014

Aug 2014

	Mo	Tu	We	Th	Fr	Sa	Su
31	28	29	30	31	1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31
36	1	2	3	4	5	6	7

Today

Extended Select:

Select Users/Resources

Settings

Users:

All Users/Resources

Which activities should be shown:

New Activity

Task

Fax

Phone Call

Email

Letter

Appointment

Service Activity

Options:

Only attendees:

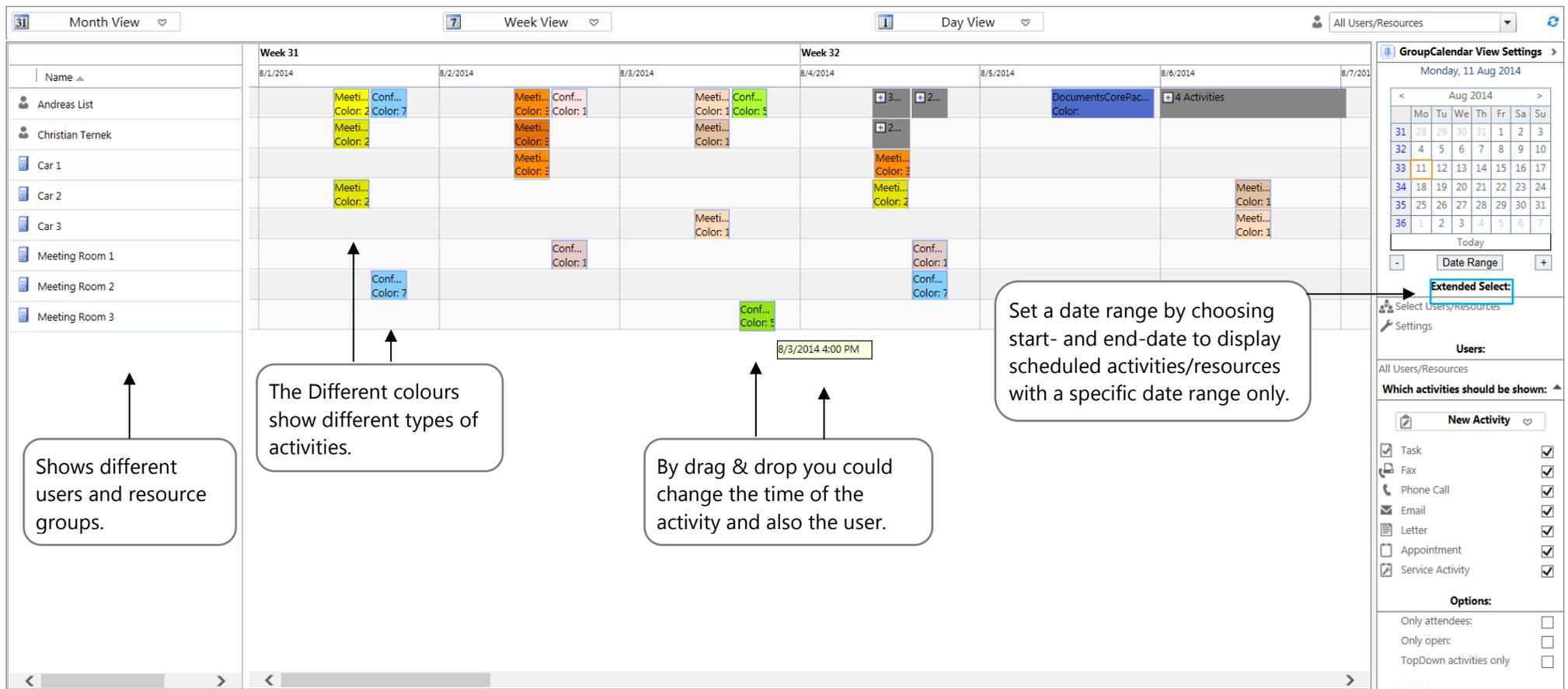
Only open:

TopDown activities only

Show 24 hours...

9 Gantt View

In the Gantt View, you have to click the plus-sign to see all appointments with the same date and time. All appointments and activities are displayed independent of their duration, meaning that longer appointments, activities are displayed with a longer bar and shorter with shorter ones. GroupCalendars Gantt View also provides the possibility to set a date range and a zoom functionality. You can switch within Month-, Week, and Day View to Gantt View.

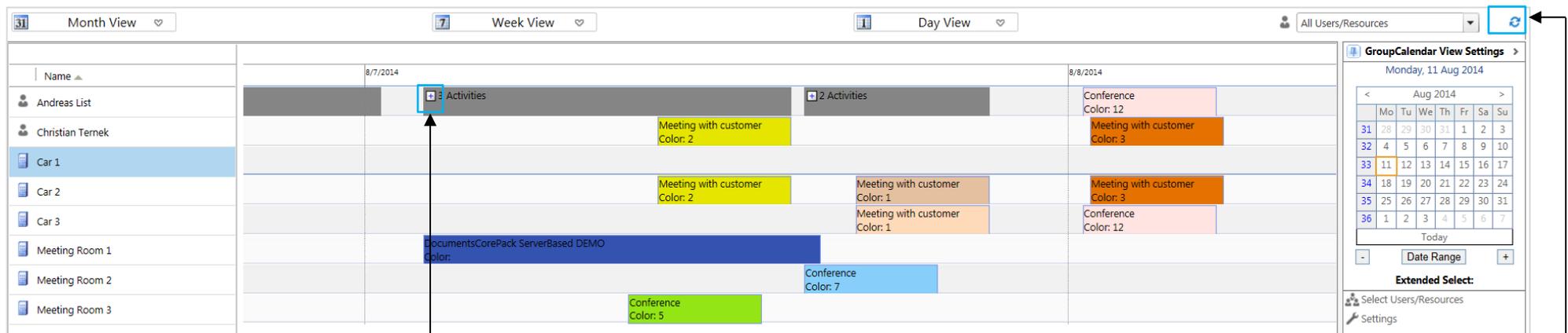


The screenshot shows the GroupCalendar Gantt View interface. At the top, there are view toggles for Month View, Week View, and Day View. Below these are tabs for Week 31 and Week 32, with dates from 8/1/2014 to 8/7/2014. A list on the left shows users and resources: Andreas List, Christian Ternek, Car 1, Car 2, Car 3, Meeting Room 1, Meeting Room 2, and Meeting Room 3. The main area displays colored bars representing activities for each user/resource. A callout box points to the list: "Shows different users and resource groups." Another callout points to the colored bars: "The Different colours show different types of activities." A third callout points to a specific activity bar: "By drag & drop you could change the time of the activity and also the user." A fourth callout points to the "Date Range" field in the right sidebar: "Set a date range by choosing start- and end-date to display scheduled activities/resources with a specific date range only." The right sidebar includes a calendar for August 2014, a "Date Range" field, and a "GroupCalendar View Settings" panel with options for activity types and options.

9.1 Gantt-View Zoom Functionality

This functionality enables users to zoom in and out the GroupCalendar's Gantt Views. This is very helpful if a user would like to see displayed activities/resources in more detail and more specifically.

Gantt-View Zoom Out:

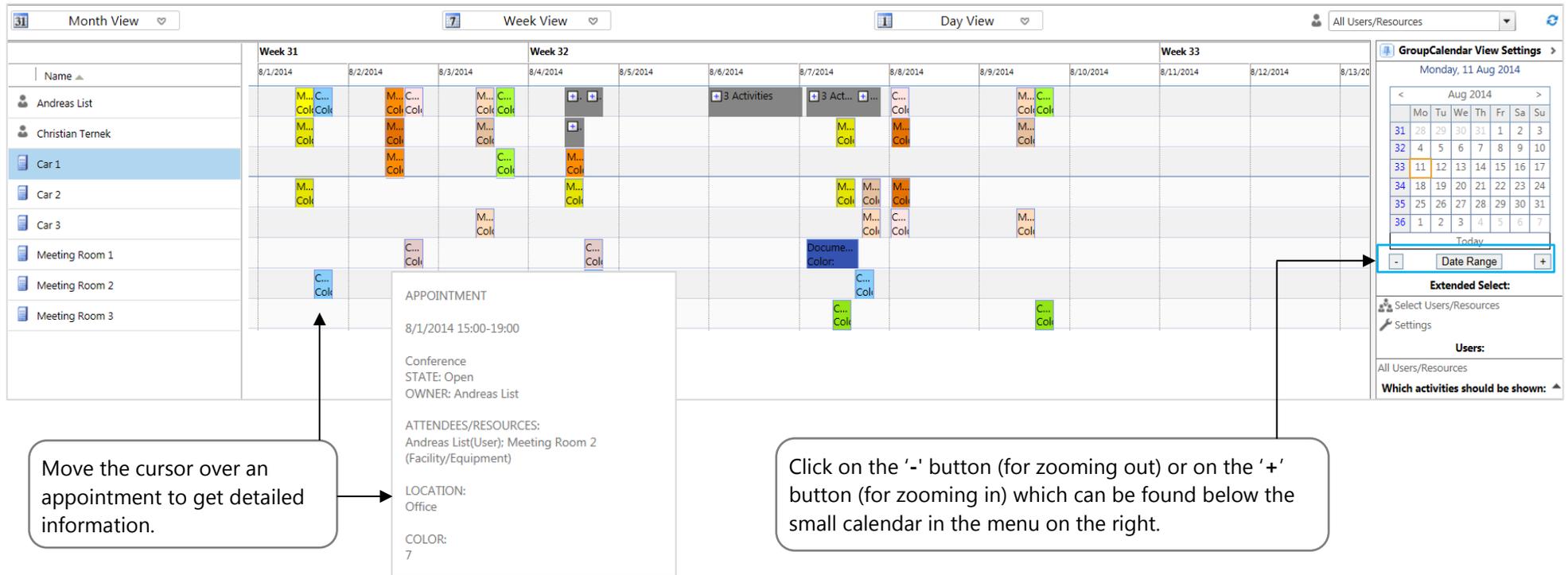


Click the plus-sign on the left corner, to see all appointments with the same date and time.

NOTE: In case you defined a zoom level and/or a date range, this level/date range will not be maintained when changing the users/resources/date/time range/activities to be shown, changing the view-options (show only attendees, show only open activities, etc.) or when switching between several Gantt-views (e.g. between the Gantt-week-view and the Gantt-month-view).

Additionally, the zoom level will not be maintained when refreshing views via the 'refresh'-button on the right corner of the window.

Gantt View Zoom In:



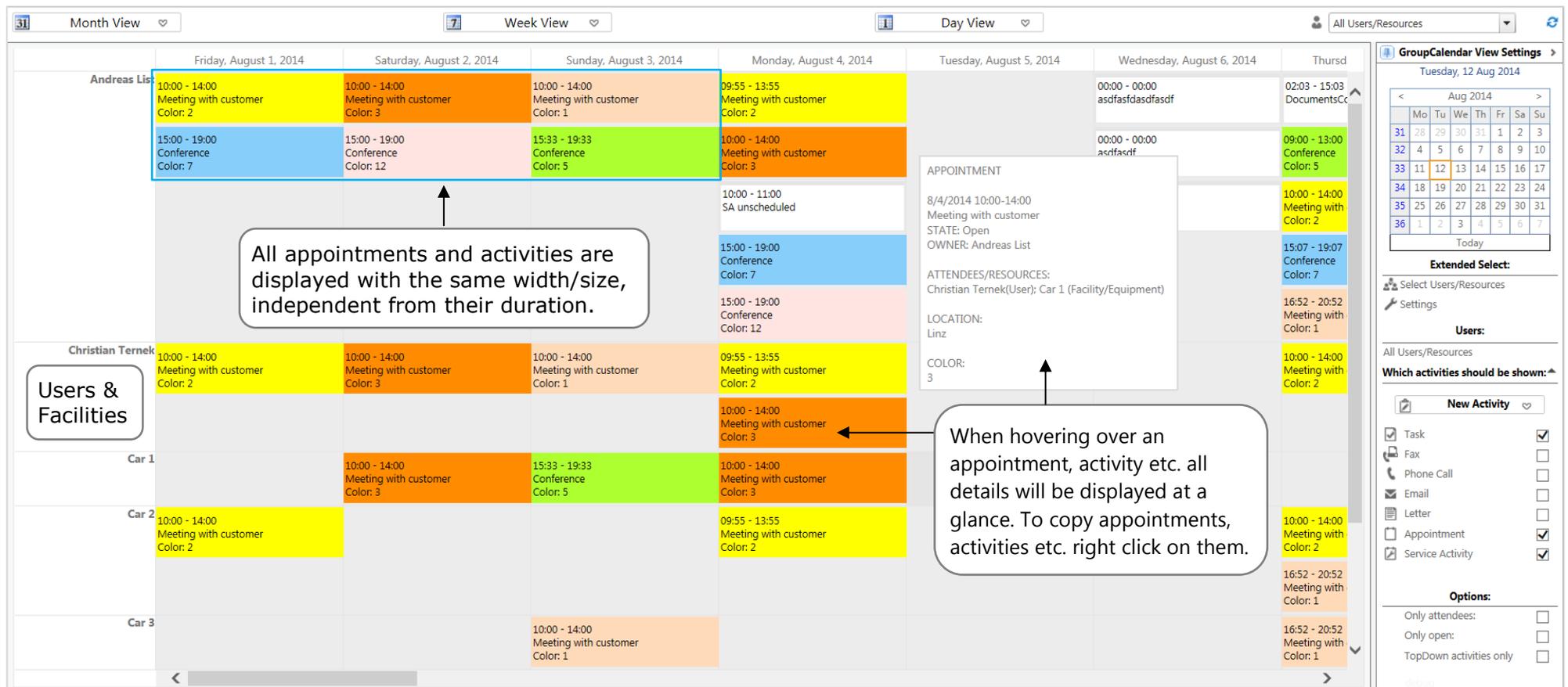
The screenshot displays the GroupCalendar interface in Gantt view. The main area shows a calendar grid for August 2014, with columns for Week 31, Week 32, and Week 33. A resource list on the left includes 'Andreas List', 'Christian Ternek', and three cars. A callout box for an appointment on 8/1/2014 provides details: 'APPOINTMENT', '8/1/2014 15:00-19:00', 'Conference', 'STATE: Open', 'OWNER: Andreas List', 'ATTENDEES/RESOURCES: Andreas List(User); Meeting Room 2 (Facility/Equipment)', 'LOCATION: Office', and 'COLOR: 7'. On the right, the 'GroupCalendar View Settings' menu is open, showing a small calendar for August 2014 and zoom controls ('-' and '+') under the 'Date Range' section.

Move the cursor over an appointment to get detailed information.

Click on the '-' button (for zooming out) or on the '+' button (for zooming in) which can be found below the small calendar in the menu on the right.

10 Timeline View

The Timeline-View gives you a detailed overview of all your appointments. In Timeline-View, you can see all users' appointments and activities, listed chronologically and vertical at a glance, even when two appointments are scheduled at the same time. All the descriptions are also valid for the other Timeline Views.



The screenshot displays the GroupCalendar Timeline View for the week of August 1-6, 2014. The interface includes view toggles (Month, Week, Day), a user/resource selector, and a settings panel on the right. The main area shows a grid of appointments for users like Andreas List, Christian Ternek, and facilities like Car 1, Car 2, and Car 3. Annotations highlight that all appointment blocks have the same width and size, and that hovering over a block reveals a detailed popup with appointment information.

Users & Facilities

All appointments and activities are displayed with the same width/size, independent from their duration.

When hovering over an appointment, activity etc. all details will be displayed at a glance. To copy appointments, activities etc. right click on them.

GroupCalendar View Settings

Tuesday, 12 Aug 2014

<	Mo	Tu	We	Th	Fr	Sa	Su
31	28	29	30	31	1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31
36	1	2	3	4	5	6	7

Today

Extended Select:

- Select Users/Resources
- Settings

Users:

All Users/Resources

Which activities should be shown:

- New Activity
- Task
- Fax
- Phone Call
- Email
- Letter
- Appointment
- Service Activity

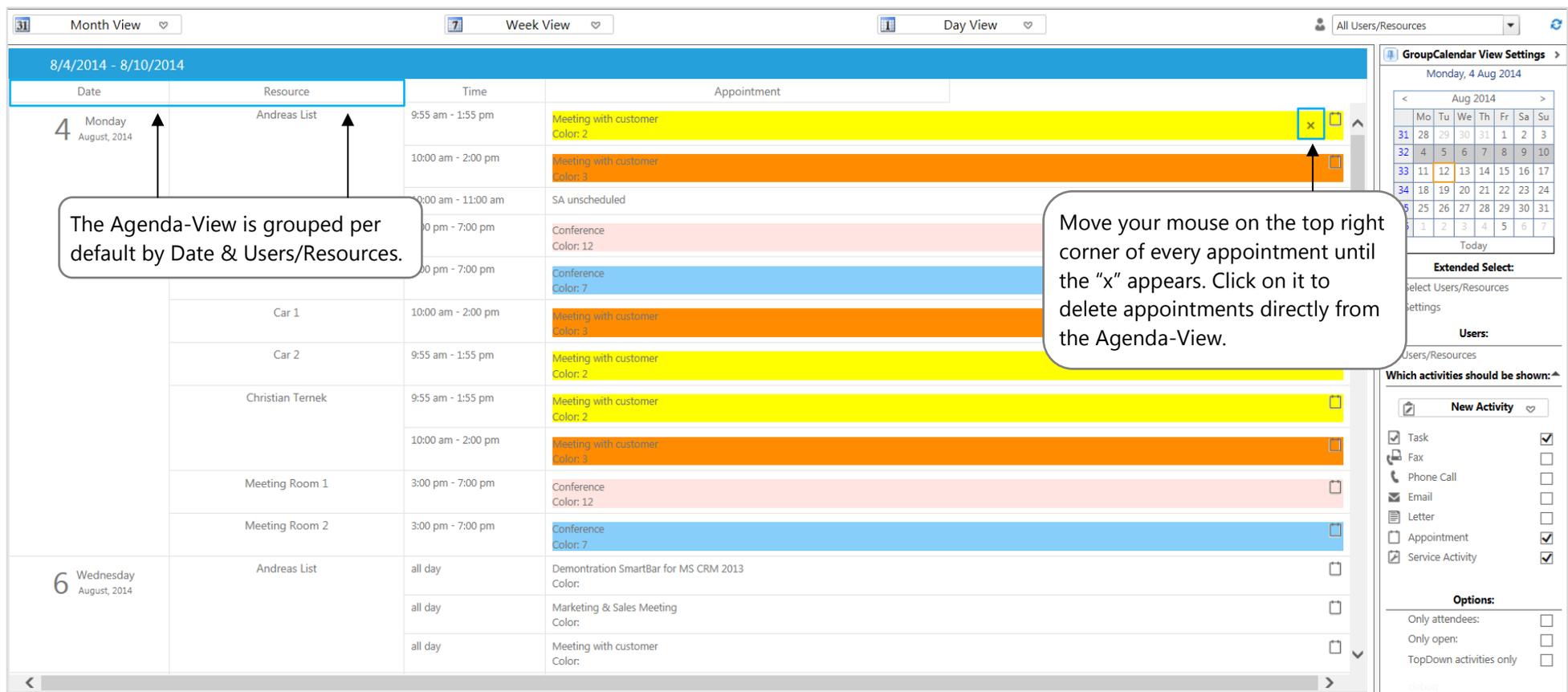
Options:

- Only attendees:
- Only open:
- TopDown activities only:

11 Agenda View

The Agenda View gives users an overview of every GroupCalendar view (Month-, Week-, Day-View). With a double-click activities and appointments can be opened. With a click on the "x" activities and appointments can be deleted. Within the GroupCalendar settings, the default view grouped by Date & Resources or grouped by Resources and Date can be set.

Agenda View grouped by Date

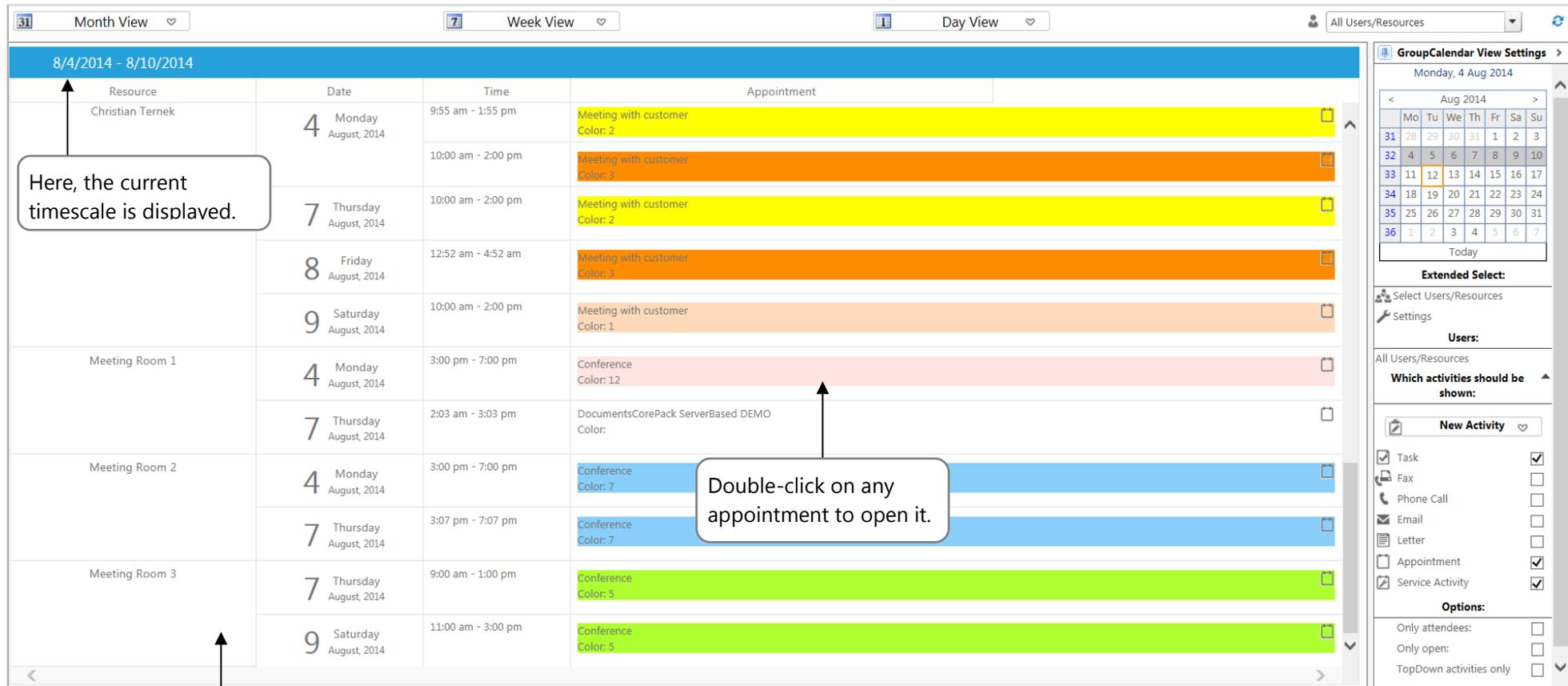


The Agenda-View is grouped per default by Date & Users/Resources.

Move your mouse on the top right corner of every appointment until the "x" appears. Click on it to delete appointments directly from the Agenda-View.

Date	Resource	Time	Appointment	
4 Monday August, 2014	Andreas List	9:55 am - 1:55 pm	Meeting with customer Color: 2	
		10:00 am - 2:00 pm	Meeting with customer Color: 3	
		10:00 am - 11:00 am	SA unscheduled	
		10:00 pm - 7:00 pm	Conference Color: 12	
		10:00 pm - 7:00 pm	Conference Color: 7	
	Car 1	Car 2	10:00 am - 2:00 pm	Meeting with customer Color: 3
			9:55 am - 1:55 pm	Meeting with customer Color: 2
		Christian Ternek	9:55 am - 1:55 pm	Meeting with customer Color: 2
		10:00 am - 2:00 pm	Meeting with customer Color: 3	
		Meeting Room 1	3:00 pm - 7:00 pm	Conference Color: 12
Meeting Room 2	3:00 pm - 7:00 pm	Conference Color: 7		
6 Wednesday August, 2014	Andreas List	all day	Demonstration SmartBar for MS CRM 2013 Color:	
		all day	Marketing & Sales Meeting Color:	
		all day	Meeting with customer Color:	

Agenda View grouped by Resource



Month View | Week View | Day View | All Users/Resources

8/4/2014 - 8/10/2014

Resource	Date	Time	Appointment
Christian Ternek	4 Monday August, 2014	9:55 am - 1:55 pm	Meeting with customer Color: 2
		10:00 am - 2:00 pm	Meeting with customer Color: 3
	7 Thursday August, 2014	10:00 am - 2:00 pm	Meeting with customer Color: 2
	8 Friday August, 2014	12:52 am - 4:52 am	Meeting with customer Color: 3
Meeting Room 1	4 Monday August, 2014	3:00 pm - 7:00 pm	Conference Color: 12
	7 Thursday August, 2014	2:03 am - 3:03 pm	DocumentsCorePack ServerBased DEMO Color:
Meeting Room 2	4 Monday August, 2014	3:00 pm - 7:00 pm	Conference Color: 7
	7 Thursday August, 2014	3:07 pm - 7:07 pm	Conference Color: 7
Meeting Room 3	7 Thursday August, 2014	9:00 am - 1:00 pm	Conference Color: 5
	9 Saturday August, 2014	11:00 am - 3:00 pm	Conference Color: 5

GroupCalendar View Settings
Monday, 4 Aug 2014

Aug 2014

<	Mo	Tu	We	Th	Fr	Sa	Su	>
31	28	29	30	31	1	2	3	
32	4	5	6	7	8	9	10	
33	11	12	13	14	15	16	17	
34	18	19	20	21	22	23	24	
35	25	26	27	28	29	30	31	
36	1	2	3	4	5	6	7	

Today

Extended Select:

Select Users/Resources

Settings

Users:

All Users/Resources

Which activities should be shown:

New Activity

- Task
- Fax
- Phone Call
- Email
- Letter
- Appointment
- Service Activity

Options:

- Only attendees:
- Only open:
- TopDown activities only:

Here, the current timescale is displayed.

Double-click on any appointment to open it.

Depending on your settings the Agenda View can be displayed to show the Resource first followed by Date, Time and Appointment information.

12 Contact

If you have questions to the product send an Email to

support@mscrm-addons.com

or visit our blog

<http://blogs.mscrm-addons.com>

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