



# GroupCalendar for MS CRM 4

## **Users Guide**

(How to use Group Calendar for MS CRM)

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## Welcome

Welcome to the User's Guide for Group-Calendar in MS CRM. This File contains detailed descriptions about functions and abilities of Group-Calendar for MS CRM 4.0.

If questions are kept unanswered with this document, feel free to contact us (see chapter "Contact").

## 2.1 Introduction

Group-Calendar is an Add-on for Microsoft CRM 4 which was designed to give an overview of activities from other users or a group of users.

With Group-calendar users are able to see calendars of one or more users at the same time. They are able to oversee happenings and activities of each user.

Group-Calendar gives you the ability to see these events in day-, week-, month- or top-down view. Each period itself can be displayed in List or Gantt-view.

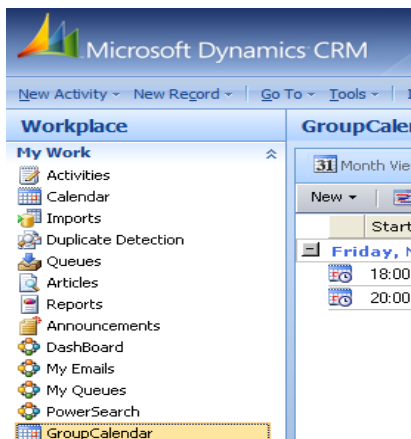
### Why should you use the Group-Calendar for CRM?

Review from one of our customers:

*„ We needed for our telemarketing department in our Microsoft CRM application an effective way to meet sales people. The original CRM calendar system was not able to give a manager a quick, comprehensive overview of all child activities, so we searched for a solution and have found the excellent group calendar. This allows our telesales department a quick overview of all sales people so they have more time for agreements with strong leaders and waste less time searching for energetic sales people.“*

## 2.2 Application

To get to Group Calendar,



Pick Group-Calendar in the workplace of the homepage of Microsoft CRM. The default view can be configured for each user.

## 2.3 Sidebar

The sidebar contains several display settings (e.g. date-picker, user-selection, activity-selection,....)

The sidebar is a vertical panel on the right side of the application, containing various controls for the group calendar. It is divided into several sections:

- Calendar Header:** Shows the selected day (Friday, 5 Nov 2010) and a calendar grid for the month of November 2010. The 5th is highlighted.
- Extended Select:** Contains buttons for 'Select Users' and 'Settings'.
- Users:** Lists the currently selected user, Alexander Weiss.
- Which activities should be shown:** A list of activity types with checkboxes: Task (checked), Fax, Phone Call, E-mail, Letter, Appointment (checked), and Service Activity (checked).
- Options:** A list of display options with checkboxes: Only attendees, Only open, and TopDown activities only.
- Print Preview:** A button at the bottom of the sidebar.

Callout boxes provide the following explanations:

- Shows the selected day.** (Points to the date header)
- Select the month and year with one click.** (Points to the month/year header)
- You can switch between days by clicking.** (Points to the calendar grid)
- With a click on a week, you automatically choose the week-view.** (Points to the week numbers on the left of the calendar)
- Click on this button to go to the day-view.** (Points to the 'Today' button)
- Shows you the currently selected user or group.** (Points to the user name)
- Click here to hide all inactive users in the TopDown-View.** (Points to the 'TopDown activities only' option)
- Displays only the activities where the current users are participants.** (Points to the 'Only attendees' option)
- Opens a window to print the page.** (Points to the 'Print Preview' button)
- Shows the types of events on the group calendar or hides from you.** (Points to the activity selection list)
- With the personal settings you can customize the group calendar on your habits.** (Points to the 'Settings' button)
- Allows you to select multiple users and view their activities.** (Points to the 'Select Users' button)

## 2.4 Personal Settings

With the Settings button each user can customize the view to fit his desires and needs.

Configuration options:

- Default view of the group calendar.
- Column sizes
- Column view
- Default user or group selection
- Predetermined filter characteristics for the view of group calendar
- ...

### *Switch and add Users*

Click on "Select User" and you will get to this dialog box (see below). In this window, you can search, add or remove users or even whole groups.

**Look Up Records**  
Type the information you are looking for in the Find box and click Go. Then, select the records you want from the Available records list and move them to the Selected records list.

Find:

Deep Search

Please note: you can either select one Advanced Find, one Team or one or more system user(s).

Available records:

- Team A
- Admin Istrator
- Christoph Kokely
- Georg Perhofer
- James Elliott
- List, Andreas
- Michael Dohr BU 1
- Thomas Elliott

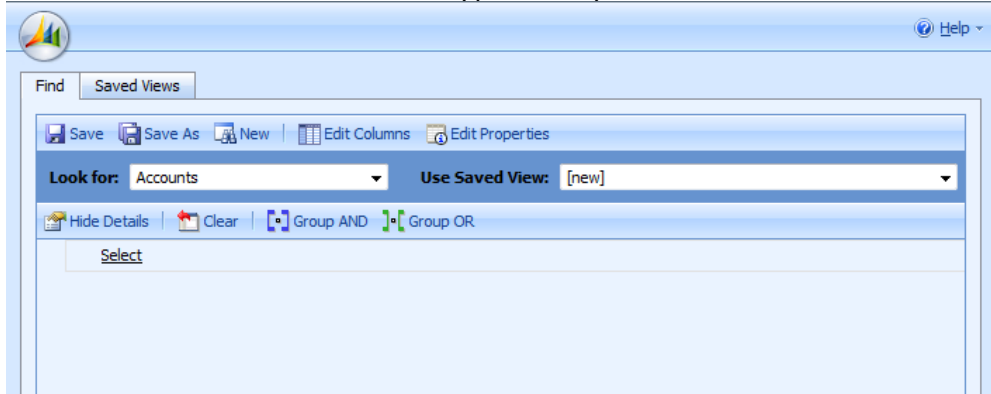
Selected records:

- Alexander Weiss
- Frank Haas
- Martin Wilhelmer BU 2
- Semir Mujkic

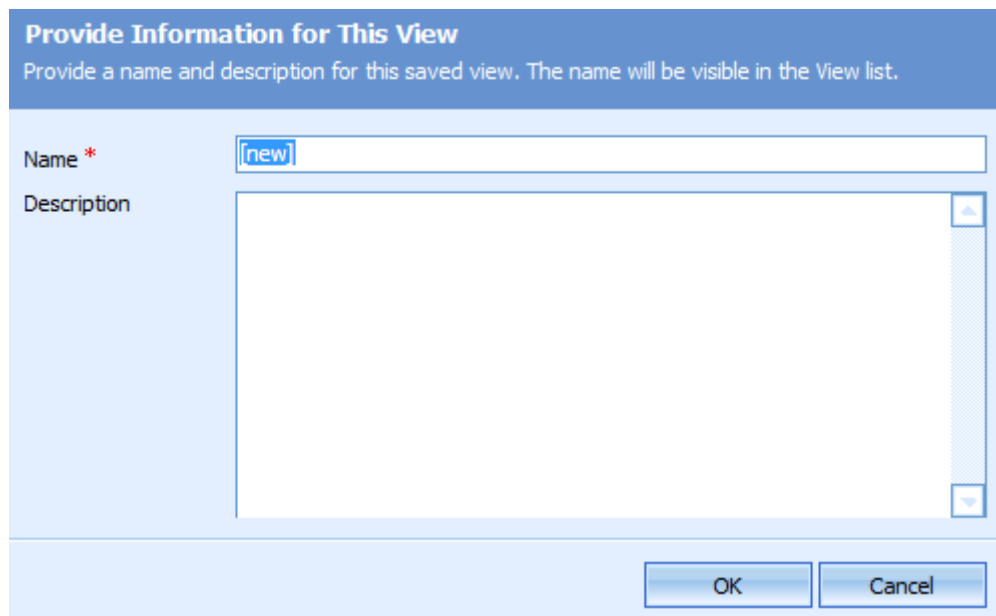
## Define groups

Usergroups can be defined via Saved-views:

1. Open advanced find in CRM:
2. Pick users at the search bar and type what you want to search for:

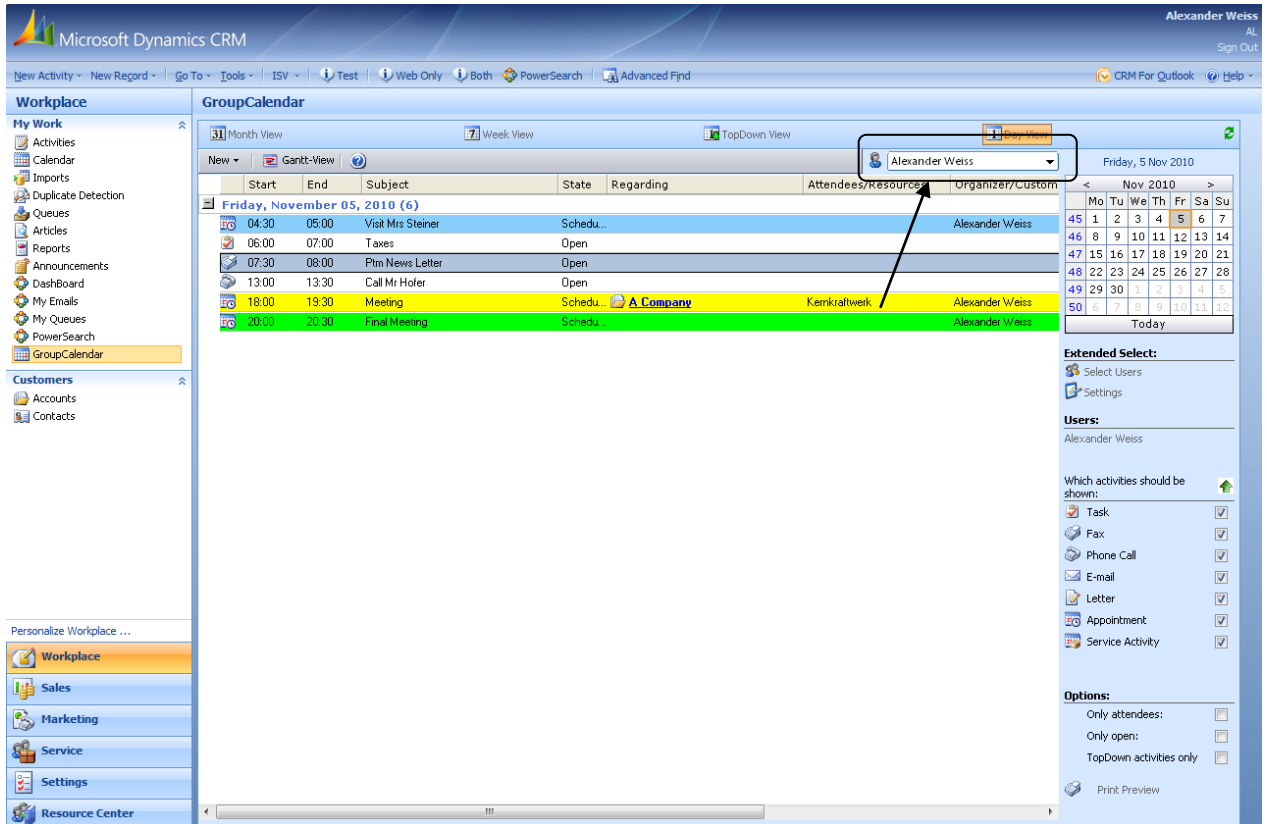


3. Click on „Save as...” and select a suitable name for the group:

A screenshot of the 'Provide Information for This View' dialog box. The title bar says 'Provide Information for This View' and the subtitle says 'Provide a name and description for this saved view. The name will be visible in the View list.' There are two input fields: 'Name \*' with the text '[new]' and 'Description' which is empty. At the bottom right, there are 'OK' and 'Cancel' buttons.

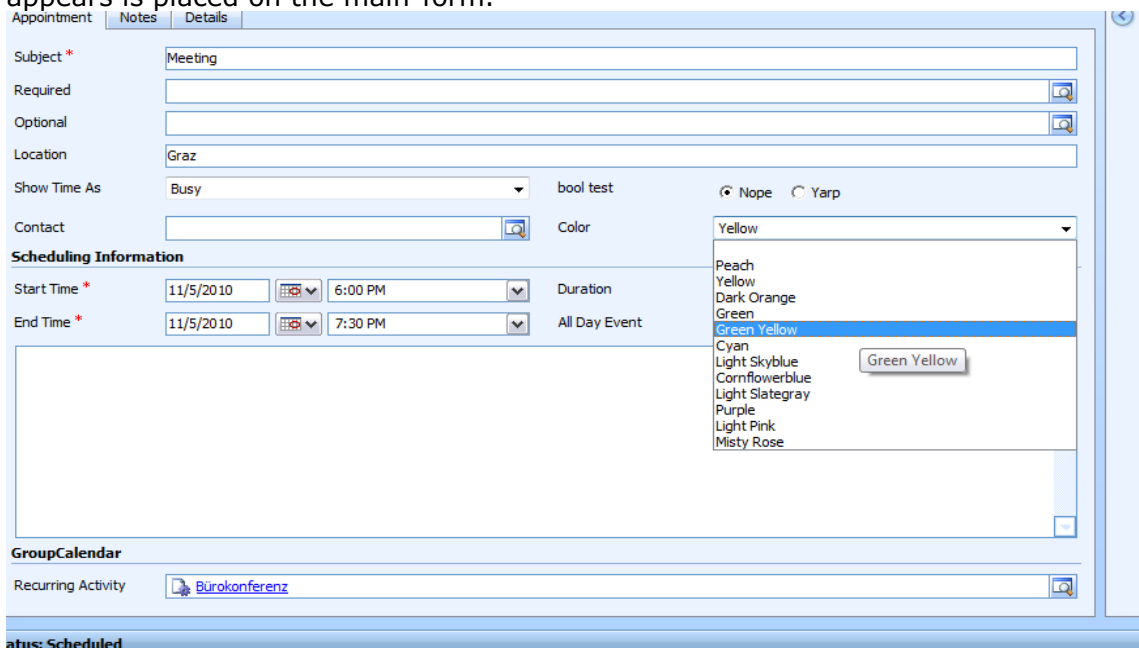
This way you can e.g. create a view that retrieves all users working in the Sales-department and therefore get an overview of all planned sales-activities.

- Back to the GC, you can select the newly created group via the Drop-down-box (see picture).  
**INFO:** You may need to refresh the user list. To do this you click on the refresh command (F5 or the refresh-icon at the top right corner of GC).



### Color-coding of service activities

Since version 4.64 a specific color can be applied to service activities. Double click on the activity to open its properties. A new picklist-value (Color) appears is placed on the main-form.



## 2.5 Additional Settings

**Settings**
Settings dialog. Press OK to save. Version 4.71.3961.15434

---

**Default-View**

Month View
  Week View
  Day View
  TopDown View
  Gantt-View as default

---

**Default Group/User**

Default User or Group

---

**Default Activities**

<input checked="" type="checkbox"/> Task	<input type="checkbox"/> Only open
<input type="checkbox"/> Fax	<input type="checkbox"/> Only attendees
<input type="checkbox"/> Phone Call	<input checked="" type="checkbox"/> Use start and due date for the search
<input type="checkbox"/> E-mail	<input checked="" type="checkbox"/> Show owner (takes more time)
<input type="checkbox"/> Letter	<input checked="" type="checkbox"/> Show Attendees/Regarding (takes more time)
<input checked="" type="checkbox"/> Appointment	<input type="checkbox"/> Do not show workflow generated activities
<input checked="" type="checkbox"/> Service Activity	<input type="checkbox"/> TopDown view shows users with activites only

---

**Column Settings (Sort and Width)**

Start	End	Subject	State	Regarding	Attendees/Resources
60px	60px	200px	50px	200px	150px

Default
OK
Cancel

In this window you can change the default settings for the group calendar:

- Default view
- Default activities
- Default users

Next to this, it is possible to adopt the main display settings of the week-/day-view:

-columns can be reordered via drag and drop. Click and hold down a row and drag the line to the desired location before releasing them again. You will see a highlight where the line can be dropped.

-The line width can be altered by pulling apart the line at the corners or by pushing it together. (Additionally you can also double-click on a line and align the line width (pixels).)



## 2.6 Day-View

This page is intended as a summary of the activities on a specific day. Once opened, the rows are arranged according to their start time. Rows can be sorted with a click on the header. When clicking a header, records are displayed in an ascending order. A further click on it will lead to a descending sort.

The screenshot shows the Microsoft Dynamics CRM GroupCalendar interface. The main window displays a calendar for Friday, November 05, 2010, with a list of activities below it. Annotations with arrows point to various parts of the interface:

- Switch between day, week and month.** Points to the view selection buttons (Month View, Week View, TopDown View).
- Shows the owner of the activity.** Points to the 'Organizer/Custom' column in the activity list, which shows 'Alexander Weiss'.
- Select the type of the activity you want to create.** Points to the 'New' button in the top left of the activity list.
- Select a user from which you want to view the activities.** Points to the user selection dropdown menu in the top right of the activity list.
- Shows the type of an activity.** Points to the 'State' column in the activity list.

The activity list contains the following data:

Start	End	Subject	State	Regarding	Attendees/Resources	Organizer/Custom
04:30	05:00	Visit Mrs Steiner	Schedu...			Alexander Weiss
06:00	07:00	Taxes	Open			
07:30	08:00	Ptm News Letter	Open			
11:00	13:30	Call Mr Hofer	Open			
18:00	19:30	Meeting	Schedu...	A Company	Kernkraftwerk	Alexander Weiss
20:00	20:30	Final Meeting	Schedu...			Alexander Weiss

On the right side, the 'Extended select' section shows a list of activity types with checkboxes:

- Task
- Fax
- Phone Call
- E-mail
- Letter
- Appointment
- Service Activity

The 'Options' section includes:

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

With a double click on an activity, the activity will be displayed in a new window. Use the checkboxes on the right to select which activity-types you want to see within the day-view.

## 2.7 TopDown-View

Microsoft Dynamics CRM

Alexander Weiss  
AL  
Sign Out

New Activity - New Record - Go To - Tools - ISV - Test - Web Only - Both - PowerSearch - Advanced Find - CRM For Outlook - Help

**Workplace**

**My Work**

- Activities
- Calendar
- Imports
- Duplicate Detection
- Queues
- Articles
- Reports
- Announcements
- Dashboard
- My Emails
- My Queues
- PowerSearch
- GroupCalendar

**Customers**

- Accounts
- Contacts

Personalize Workplace ...

- Workplace
- Sales
- Marketing
- Service
- Settings
- Resource Center

**GroupCalendar**

Month View | Week View | **TopDown View** | Day View

New - Gantt-View

Alexander Weiss

Friday, 5 Nov 2010

	Mo	Tu	We	Th	Fr	Sa	Su
45	1	2	3	4	5	6	7
46	8	9	10	11	12	13	14
47	15	16	17	18	19	20	21
48	22	23	24	25	26	27	28
49	29	30	1	2	3	4	5
50	6	7	8	9	10	11	12

Today

**Extended Select:**

- Select Users
- Settings

**Users:**

Alexander Weiss; List; Andreas; James Elliott; Frank Haas; Georg Perhofer; Semir Mujic;

**Which activities should be shown:**

- Task
- Fax
- Phone Call
- E-mail
- Letter
- Appointment
- Service Activity

**Options:**

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

Print Preview

Shows the type of an activity.

With a right click you can open the selected item, set a date or a start a new element.

You can drag the activities in a different row.

## 2.8 Week-View

Microsoft Dynamics CRM

Alexander Weiss  
AL  
Sign Out

New Activity - New Record - Go To - Tools - ISV - Search - Advanced Find CRM For Outlook Help

Workplace

My Work

- Activities
- Calendar
- Imports
- Duplicate Detection
- Queues
- Articles
- Reports
- Announcements
- Dashboard
- My Emails
- My Queues
- PowerSearch
- GroupCalendar

Customers

- Accounts
- Contacts

Personalize Workplace ...

- Workplace
- Sales
- Marketing
- Service
- Settings
- Resource Center

GroupCalendar

Month View Week View TopDown View Day View

New Gantt-View

Alexander Weiss

	Start	End	Subject	State	Regarding	Attendees/Resources	Organizer/Custom
<b>Monday, November 08, 2010 (2)</b>							
	18:00	19:30	Meeting			A Company	Alexander Weiss
	20:00	20:30	Final Meeting			A Company;Account A	Alexander Weiss
<b>Tuesday, November 09, 2010 (2)</b>							
	18:00	19:30	Meeting		Schedu...	A Company	Alexander Weiss
	20:00	20:30	Final Meeting		Schedu...	A Company;Account A	Alexander Weiss
<b>Wednesday, November 10, 2010 (2)</b>							
	18:00	19:30	Meeting		Schedu...	A Company	Alexander Weiss
	20:00	20:30	Final Meeting		Schedu...	A Company;Account A	Alexander Weiss

Monday, 8 Nov 2010

	Mo	Tu	We	Th	Fr	Sa	Su
45	1	2	3	4	5	6	7
46	8	9	10	11	12	13	14
47	15	16	17	18	19	20	21
48	22	23	24	25	26	27	28
49	29	30	1	2	3	4	5
50	6	7	8	9	10	11	12

Today

**Extended Select:**

- Select Users
- Settings

**Users:**

Alexander Weiss; List, Andreas; James Elliott; Frank Haas; Georg Perhofer; Semir Mujkic;

**Which activities should be shown:**

- Task
- Fax
- Phone Call
- E-mail
- Letter
- Appointment
- Service Activity

**Options:**

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

Print Preview

## 2.9 Month-View

The screenshot shows the Microsoft Dynamics CRM GroupCalendar interface in Month View for November 2010. The interface includes a navigation pane on the left with sections for 'My Work' and 'Customers'. The main calendar area displays a grid of days with various activities. A callout box points to a specific activity on Nov 1, providing details such as 'APPOINTMENT', 'STATE: Scheduled', 'OWNER: Georg Perhofer', 'ATTENDEES/RESOURCES: Semir Mujkic (User); Andreas List (Contact)', 'ORGANIZER/CUSTOMER: Georg Perhofer', and 'LOCATION: Graz'. Another callout points to the number '5' on the calendar grid, indicating that clicking it opens the day-view. A third callout points to the top of the calendar grid, stating that clicking it opens an activity. The right-hand side of the interface features a calendar navigation tool, an 'Extended Select' section for user selection, and a list of activity types with checkboxes.

Microsoft Dynamics CRM

Alexander Weiss  
AL  
Sign Out

New Activity | New Record | Go To | Tools | ISV | Test | Web Only | Both | PowerSearch | Advanced Find | CRM For Outlook | Help

Workplace

My Work

- Activities
- Calendar
- Imports
- Duplicate Detection
- Queues
- Articles
- Reports
- Announcements
- Dashboard
- My Emails
- My Queues
- PowerSearch
- GroupCalendar

Customers

- Accounts
- Contacts

Personalize Workplace ...

- Workplace
- Sales
- Marketing
- Service
- Settings
- Resource Center

GroupCalendar

Month View | Week View | TopDown View | Day View

New | Gantt-View | Alexander Weiss

Friday, 5 Nov 2010

Nov 2010

Mo	Tu	We	Th	Fr	Sa	Su
45	1	2	3	4	5	6
46	8	9	10	11	12	13
47	15	16	17	18	19	20
48	22	23	24	25	26	27
49	29	30	1	2	3	4
50	6	7	8	9	10	11
Today						

Extended Select:

- Select Users
- Settings

Users:

Georg Perhofer; James Elliott; Semir Mujkic; Alexander Weiss;

Which activities should be shown:

- Task
- Fax
- Phone Call
- E-mail
- Letter
- Appointment
- Service Activity

Options:

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

With one click, you open an activity.

Clicking on the number of the day will open the day-view.

Move the mouse over an activity to receive important information about:

- Activity Type
- Subject
- Members
- Organizer

## 2.10 Gantt-View

The GANTT-view often provides a better overview than the list view. Especially when many users are selected (many activities need to be displayed).

**INFO:** Another feature of the Gantt view is the ability to reschedule activities via drag and drop. E.g.: to apply the activity to another user/time, you can easily drag the activity and place it on a specific time/date/user.

### *Multi-line display of activities in the Gantt-view*

Activities can be configured to show up in multiple lines (e.g 3 lines per user). On the one hand, you can configure a display name and also the associated attribute which is displayed by the group calendar. These settings are made in the settings of the group calendar. (see Example below)

For the display name, this would be the following syntax: AddGanttAttrDesc[TYPENAME][LINENUMBER]

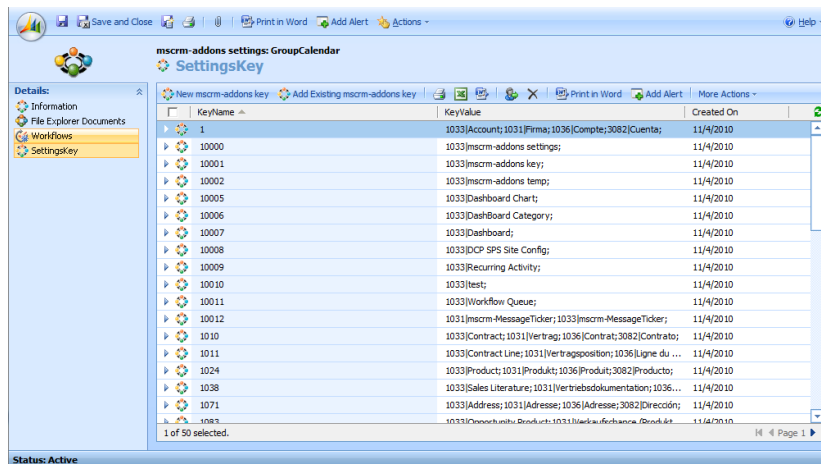
And the following for the attribute syntax: AddGanttAttr[TYPENAME][LINENUMBER]

[TYPENAME] is the entity schema name

[LINENUMBER] is the line number starting with 1. The very first line is still the subject.

**For example**, to the appointment of the entity attribute "location" with the caption "location" in the 1 Line. In the 2nd line of the attribute "requiredattendees" marked "Required" and in the 3rd line a custom attribute which is a "Look up" to the contact which is called "new\_contactid" and the label "Contact".

Furthermore, also still in the Service Activity entity "location" in the first line.

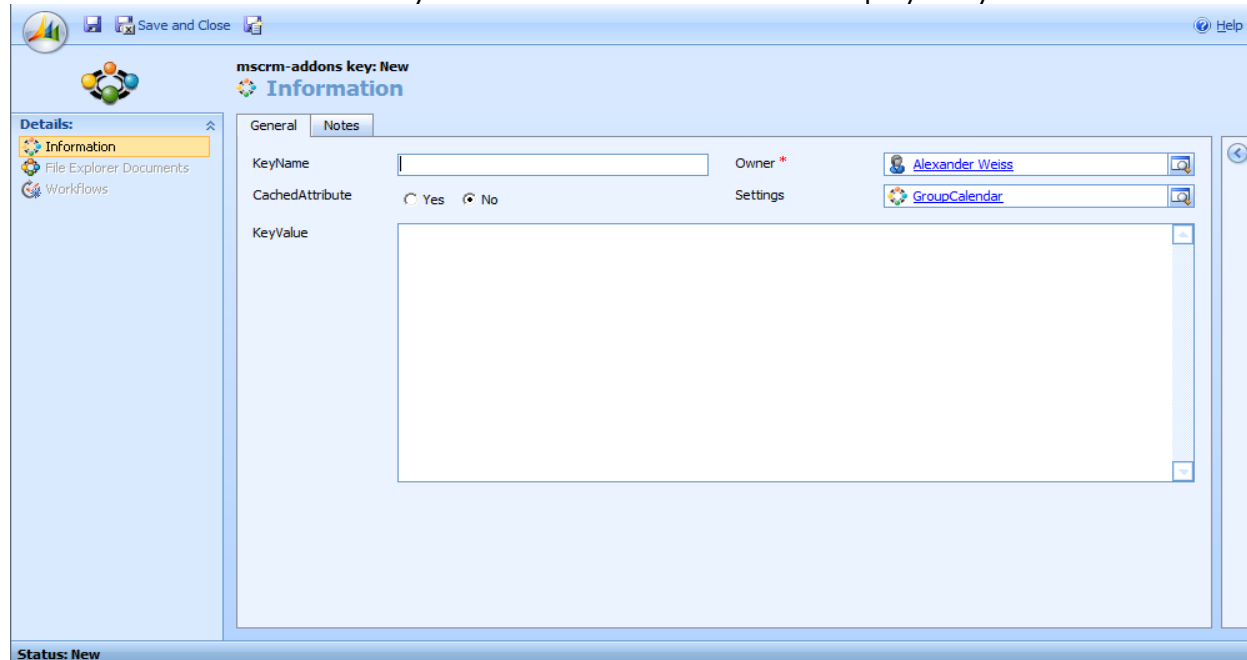


### Group-Calendar/ Settings

The following settings would be needed for this example:

Key Name	Key Value	Description
AddGanttAttrDescaccount1	Ort	Date 1.Line, Name "location"
AddGanttAttraccount1	location	Date 1.Line, Attribute "location"
AddGanttAttrDescaccount2	Required	Date 2.Line, Name "Required"
AddGanttAttraccount2	requiredattendees	Date 2.Line, Attribute "requiredattendees"
AddGanttAttrDescaccount3	Contact	Date 3 Line, Name "Contact"
AddGanttAttraccount3	new_contactid	Date 3.Line, Attribute "new_contactid"
AddGanttAttrDescserviceappointment1	Ort	Service Activity 1.Line, Name "Ort"
AddGanttAttrserviceappointment1	location	Service Activity 1.Line, Attribute "location"

We need to set in which view you want to see the multi-line display. In your case that would be just the day view.



### Create a Settings key

That would be an adjustment with the key name "GanttMultipleLineViews" and the key value "day". Possible values are "day", "week" and "month". These settings can also be combined. To see the multi-line display, for example, in the day- and week-view, the following value would be necessary "day, week".

The screenshot shows the Microsoft Dynamics CRM GroupCalendar interface. The interface includes a navigation pane on the left with sections for 'My Work' and 'Customers'. The main area displays a calendar grid for Friday, 5 Nov 2010, with activities for Alexander Weiss, Georg Perhofer, James Elliott, and Semir Mujkic. Annotations include:

- A callout box pointing to the 'List-View' button: "Switch between Line- and Gantt-View."
- A callout box pointing to a calendar activity: "Set the time and the user of the activity with drag and drop."
- A callout box pointing to an activity's details: "Move the mouse over an activity to receive important information about it: Activity Type, Subject, Members, Organizer"

The activity details shown in the callout are:

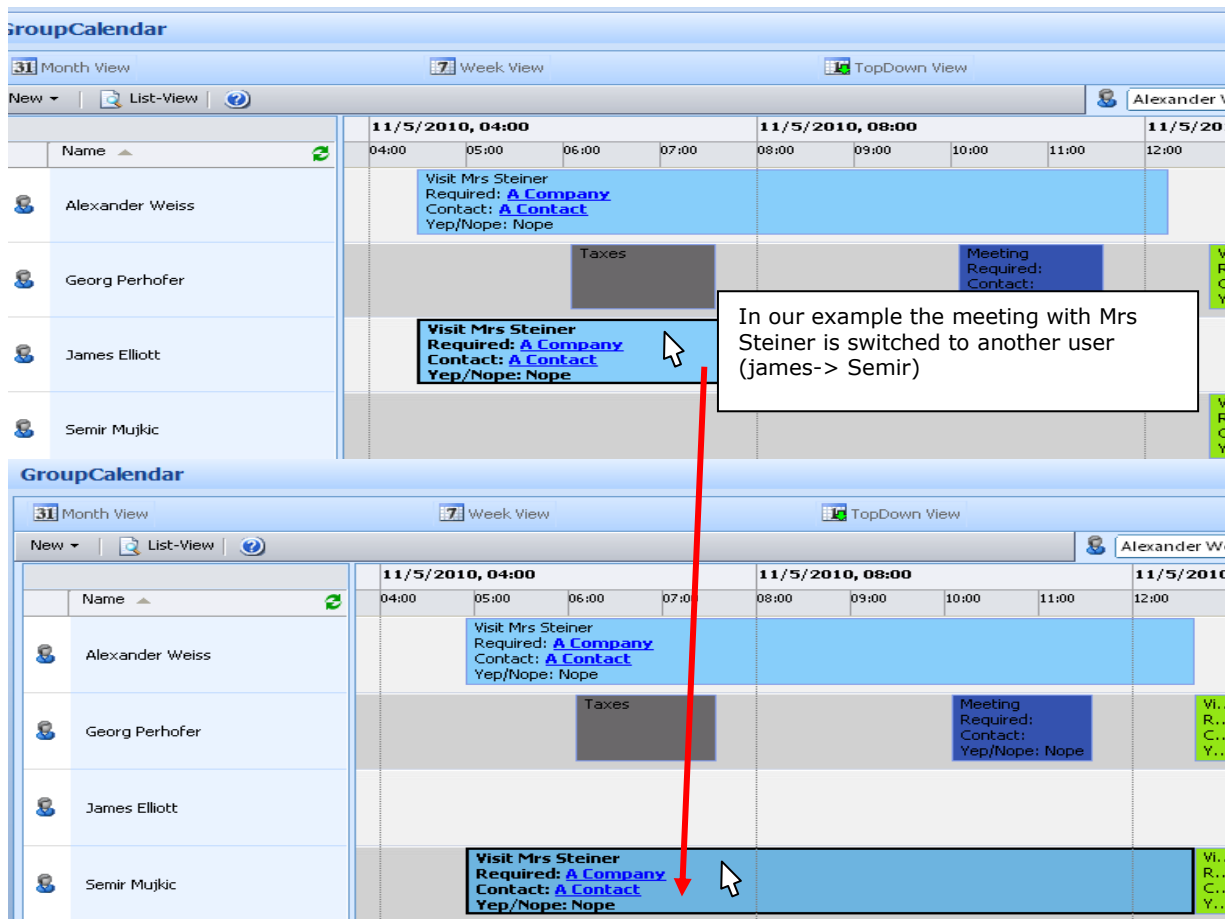
APPOINTMENT  
11/5/2010 10:10-14:40  
Talk to Mr Ecker  
STATE: Scheduled  
OWNER: James Elliott  
ORGANIZER/CUSTOMER: James Elliott  
REQUIRED:  
CONTACT:  
YEP/NOPE: Nope

The right sidebar shows 'Settings' for 'Users' and 'Options'.

## Gantt-View

### Drag and Drop

In the Gantt view, you can assign activities using drag and drop to a different time or another user. You can move the activity which you are holding with the mouse freely in the time line and the lines of different users. Release the mouse button to place the activity on the desired position.



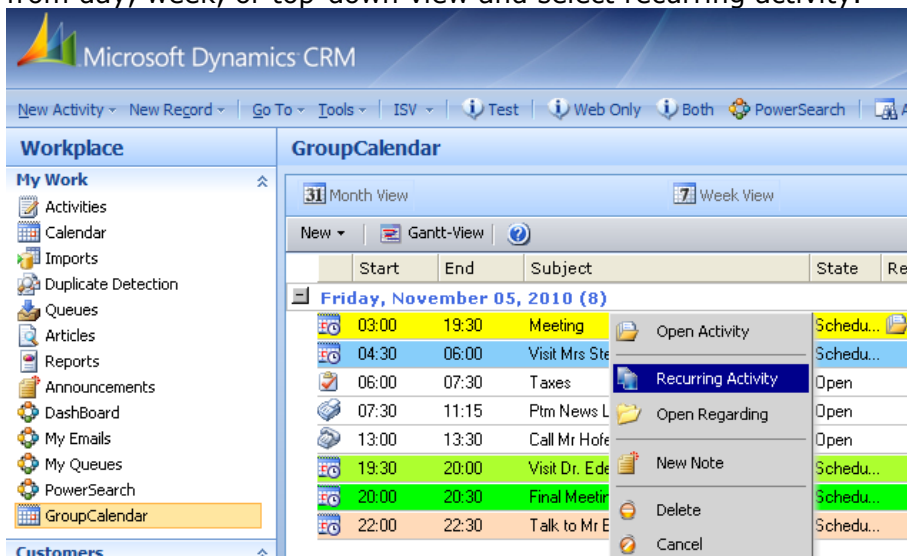


## 2.11 Recurring Activities

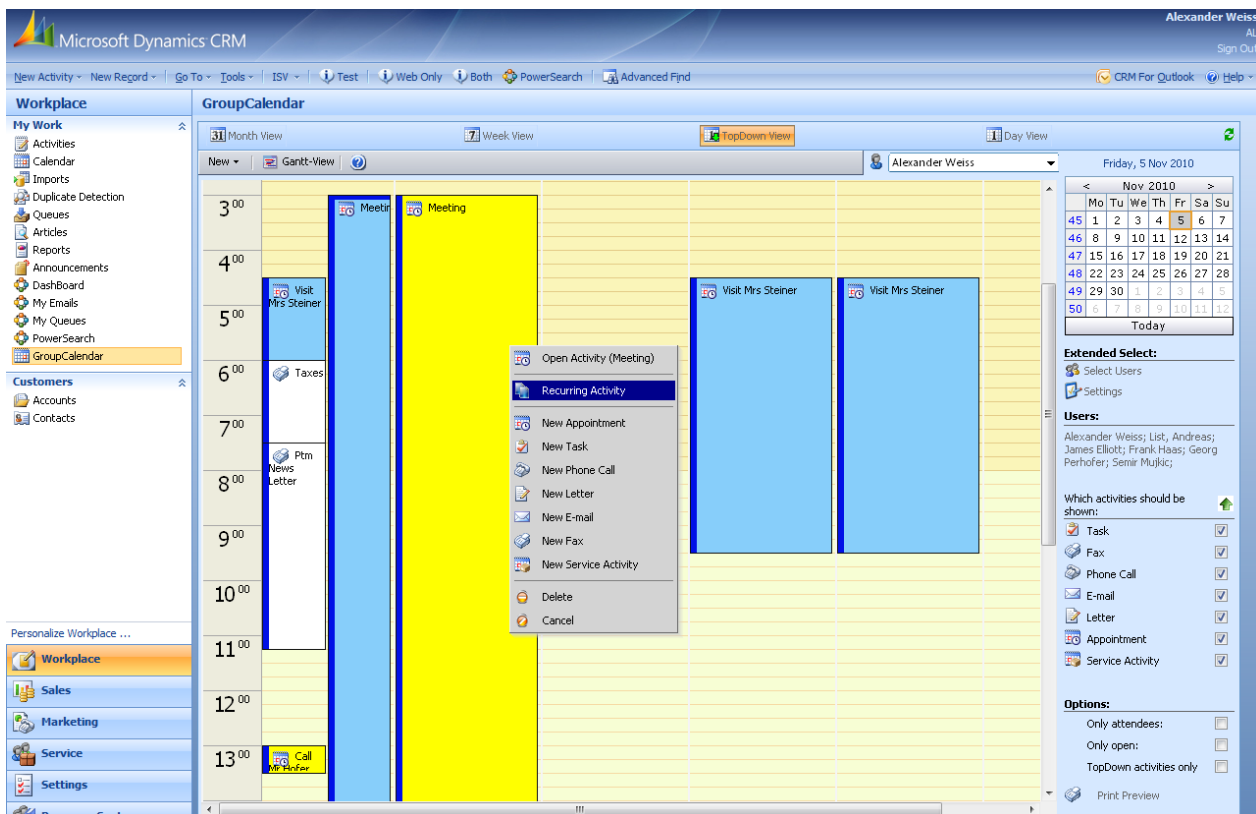
Another feature provided by the GroupCalendar is to create "recurring activities" (Repeating events) with appointments, tasks, calls and service activities. To create a new schedule the base activity must already exist.

### *Creating a recurring activity in Group-calendar (via context menu)*

To create a recurring activity in Group-calendar, right-click the activity you want to make "recurring" from day, week, or top-down view and select recurring activity.



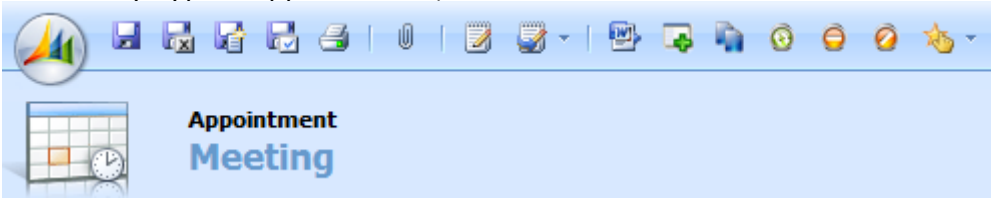
**Week-/day-view**



**TopDown-View**

**Creating a recurring activity from Microsoft CRM (via CRM toolbar)**

It is also possible to create a new series from the Microsoft CRM toolbar directly. You need to open the activity and choose "recurring activity" in the toolbar. As described above, these buttons are available for activity-types: appointments, tasks and calls.



**Recurring activity dialog**

If you followed the steps described above, you will see the following dialog. With the same steps, you can also modify existing activities (change start-, end-date, change the repeating pattern,...). It is possible to create several recurrence patterns (see picture). When creating a new recurring activity, the original start date will be adjusted to the series.

**Change recurring activity**

Choose your parameters and hit OK to save

**Recurrence pattern**

<input checked="" type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly <input type="checkbox"/> Take ownership	<input checked="" type="checkbox"/> Ignore weekend
--	--

**Recurrence range**

Range start 05.11.2010	Range end 10.11.2010
---------------------------	-------------------------

**Recurring pattern:**

- *Daily*  
The activity will be created for each day. It is possible to ignore weekends.
- *Weekly*  
You can pick the days of the week where the activity should be created. The activity will be created until the end date you have specified.

<input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly <input type="checkbox"/> Take ownership	<b>Weekday:</b> <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday
--	--

- *Monthly*  
You can pick the day when the activity should be created for each month. (e.g. every 10<sup>th</sup>). The activity will be created until the end date you have specified. Again it is possible to ignore weekends.

<input type="radio"/> Daily <input type="radio"/> Weekly <input checked="" type="radio"/> Monthly <input type="radio"/> Yearly <input type="checkbox"/> Take ownership	Day of month: <input type="text" value="14"/> <input type="checkbox"/> Ignore weekend
--	---

- *Yearly*  
You can pick the date of the year in order to create a yearly activity (e.g. Christmas-celebration on 15<sup>th</sup> December). The activity will be created until the end date you have specified. You have the possibility to ignore weekends.

<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input checked="" type="radio"/> Yearly <input checked="" type="checkbox"/> Take ownership	<input type="text" value="18.11.2010"/> <input type="checkbox"/> Ignore weekend
---	---

**Take Ownership:**

It is possible to take ownership rights on the created activities, although the base-activities owner is another user. When a user takes ownership rights, he keeps it until he resets the ownership. If you create a series, the activities are linked by a new "LookUp" property. This property shows up on the activities (appointments, tasks, calls).

### *Recurring tasks and calls*

---

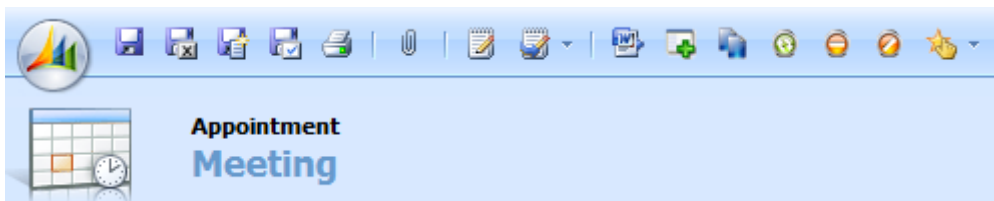
The group calendar will create tasks and calls the same way as Outlook does. The next call / task of the series is generated only if the previous task/call is completed, stopped, or deleted. If you want to create a recurring activity without a predetermined period, the group calendar will automatically create a time frame for the activity. The start time is the last quarter of an hour in the past from the foundation and the end 15 minutes after that time. The duration is set to 15 minutes.

*Example: When a recurring task is created named "Weekly Status Report" to view and set out every 7 days was leaking (Sunday) and the repetition is set to 10 instances, only one task is generated. The second Task will automatically be created when the first task is completed, canceled, or deleted. This habit is similar to Outlook's behaviors.*

### *Changing a series*

---

If you want to change a series which is already created and adopt the changes to the whole series, simply open the activity, perform the change, save the activity and press the "perform changes" button in the toolbar of the appointment of the task or the call.

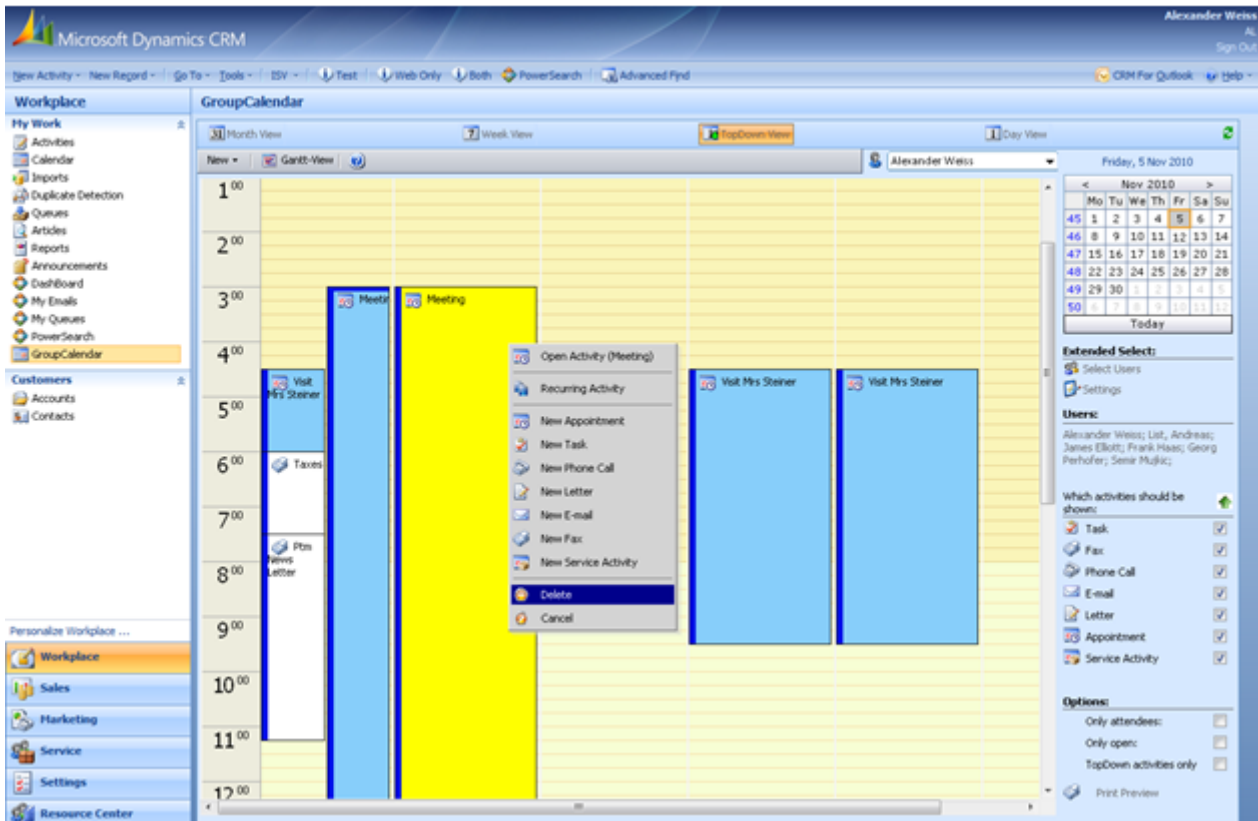


**Important: Canceled and Completed activities are not affected when you cancel a series due to time constraints.**

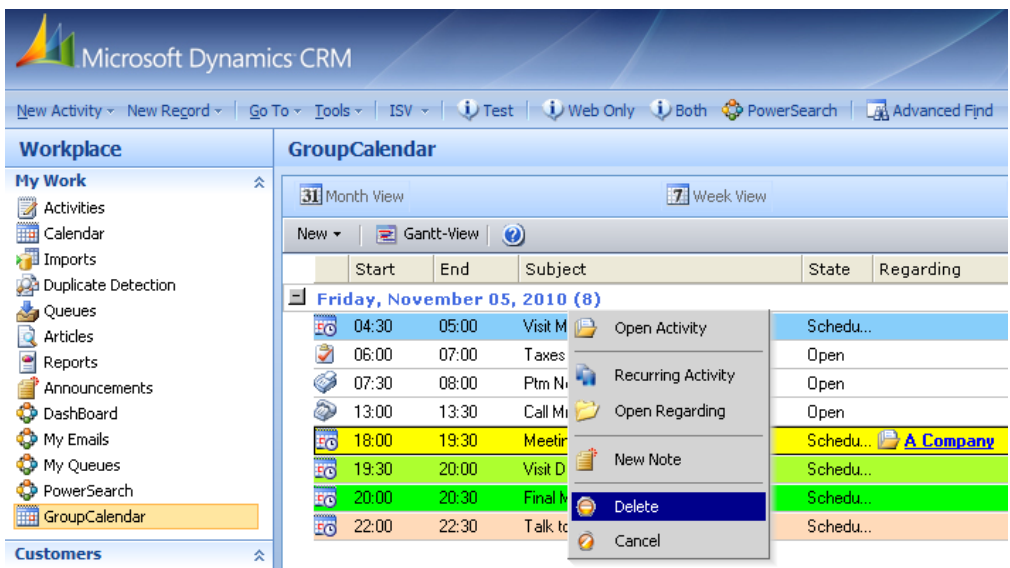
### *Deleting a Series*

---

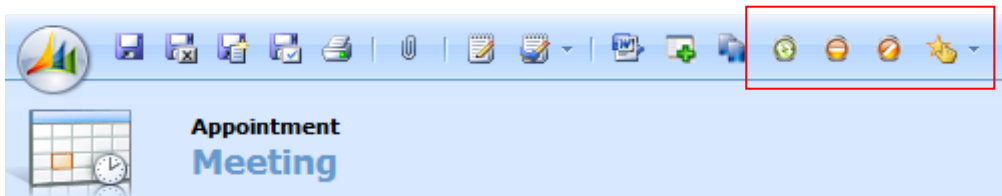
You can delete a series from the activity itself or directly from the Group Calendar in the right-click-menu of the day-/week-/TopDown-view.



**Top Down-View**

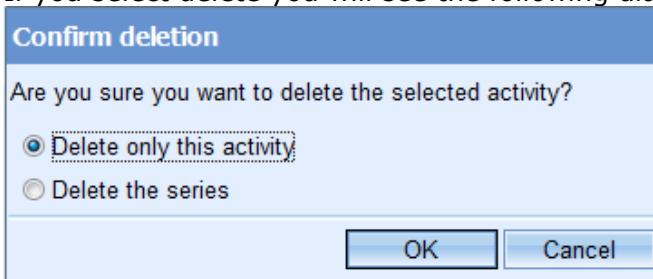


**Week-/day-view**



**Activities Toolbar**

If you select delete you will see the following dialog:

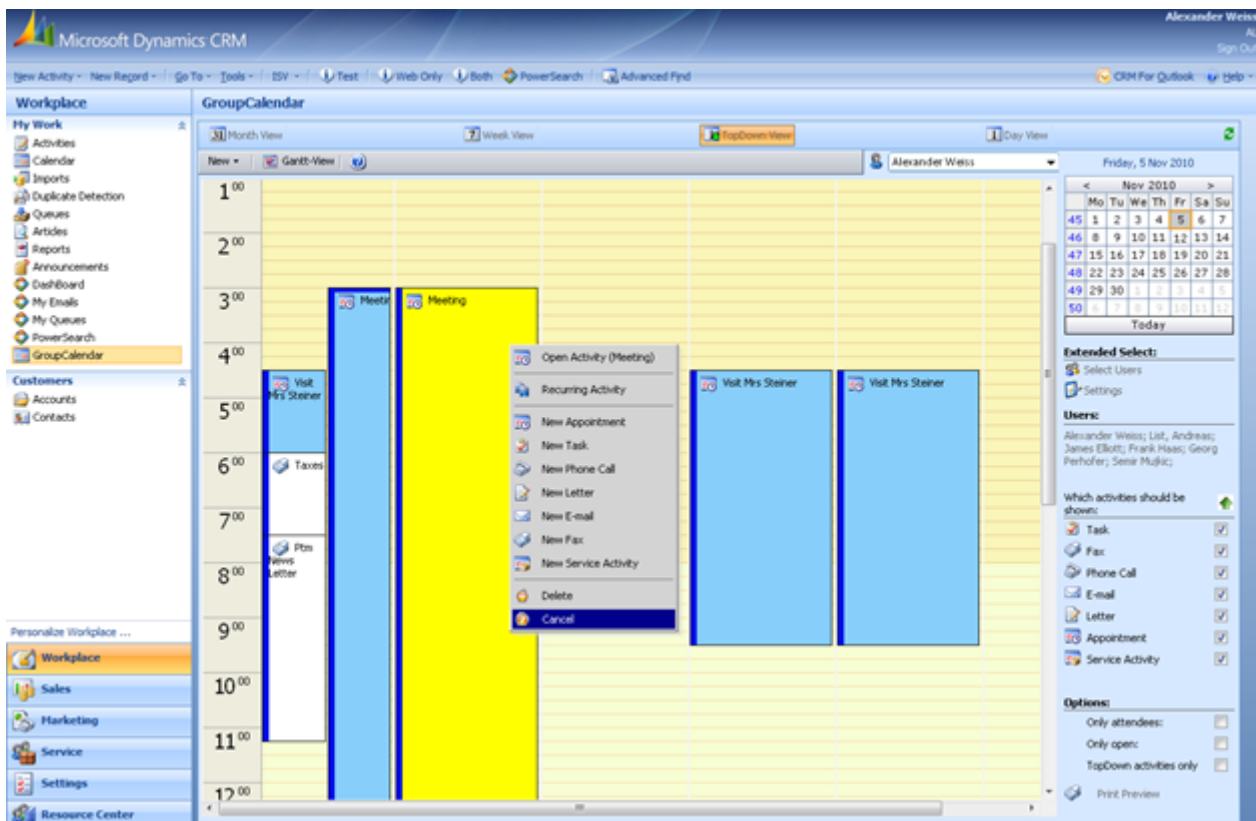


You can delete either the activity or the entire series.

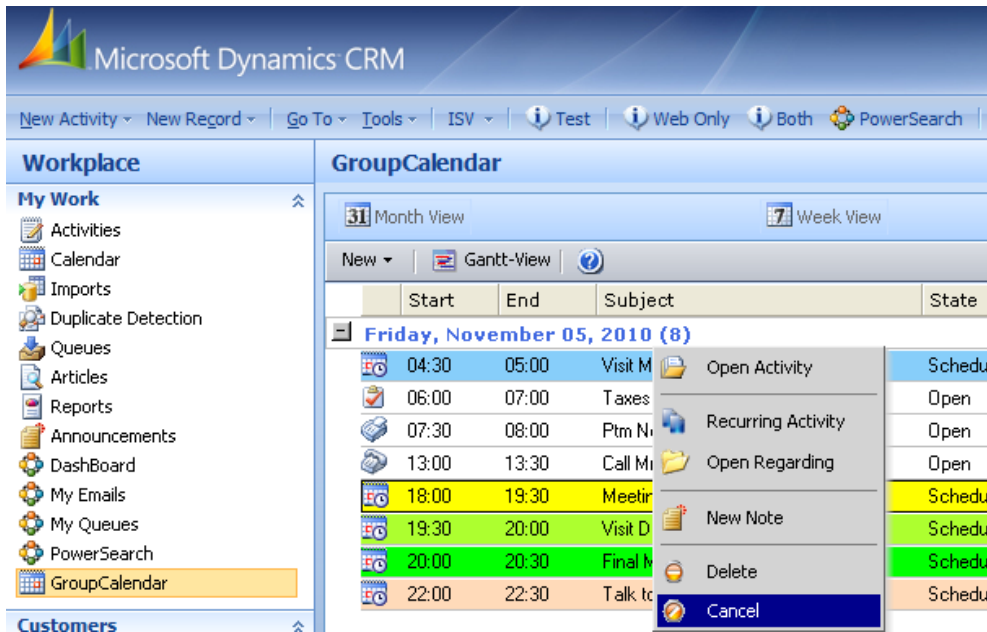
**Important: Canceled and completed activities are not affected when you cancel a series due to time constraints.**

*Cancel Series*

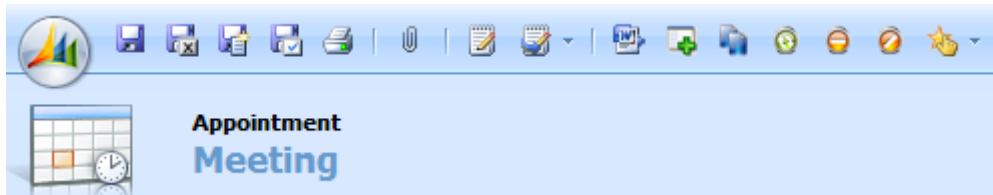
You can cancel a series from the activity itself or directly from the Group Calendar in the right-click-menu of the day-/week-/TopDown-view.



**Top Down-View**

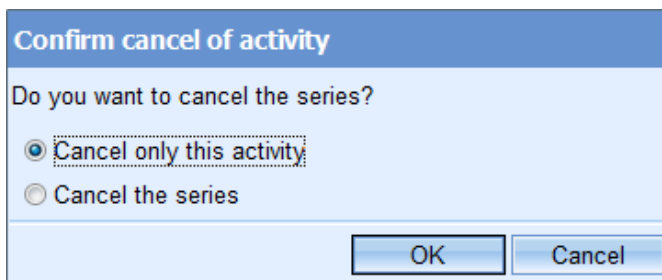


**Week-/day-view**



**Activities Toolbar**

If you select cancel you will see the following dialog:



You can either cancel the activity or the entire series.

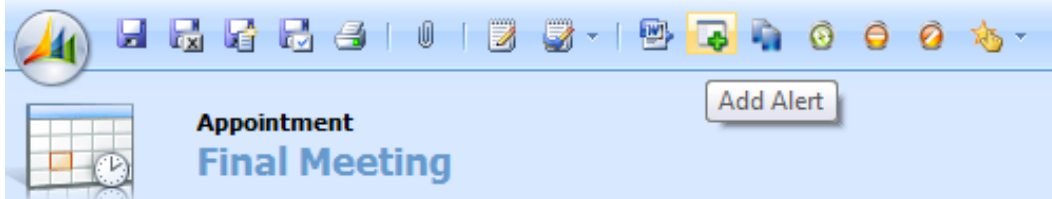
**Important: Canceled and Completed activities are not affected when you cancel a series due to time constraints.**

***Notification when a series runs out***

The owner of a Series will be notified by email when a series ends. This way owners get informed in case e.g. that the activity needs to proceed in future.

## 2.12 Add Alerts

To receive a notification in the form of an alert, open an activity and click on the "Add Alert"-button.



### Add Alert

Now you will see this window (see below). You can change the title, message, start and end date of the alarm and save the alarm. You will be notified when an activity starts or is opened. You can also set the alarm to be viewed and modified by other Users. This action is best suited to remember other users that an important activity is happening.

A screenshot of a configuration window titled "Alert Service". At the top, there are two options: "Assign User" and "Allow Edit". Below the title, there is a sub-header "Alert Service" with the text "Add a Message to this Entity". The main area contains two text input fields: "Headline" and "Message". At the bottom, there are four dropdown menus: "Alert Status" (set to "Active"), "Show on Entity Status" (set to "All"), "Start Date" (set to "Null"), and "End Date" (set to "Null"). There is also a checkbox labeled "Deep Search - Search in every data for this dataset." and two buttons at the bottom: "Save" and "Cancel".



## 2.13 Print

To go to print preview, click "Print Preview" in the sidebar. Click Print. You can select the number of copies to print and the printer you want to use.

Print									
Friday, November 05, 2010									
Start	End	Subject	State	Regarding	Attendees/Resources	Organizer/Customer	Owner	Location	
Freitag, 05. November 2010									
04:30	05:00	Visit Mrs Steiner	Scheduled		A Company;List, Andreas;James Elliott	Alexander Weiss	Alexander Weiss	graz	
06:00	07:00	Taxes	Open				Alexander Weiss		
07:30	08:00	Ptm News Letter	Open				Alexander Weiss		
13:00	13:30	Call Mr Hofer	Open				Alexander Weiss		
18:00	19:30	Meeting	Scheduled	A Company	Frank Haas;Christoph Kokely	Alexander Weiss	Alexander Weiss	Graz	
19:30	20:00	Visit Dr. Edel	Scheduled		Martin Wilhelmer BU 2;Semir Mujkic	Alexander Weiss	Alexander Weiss		
20:00	20:30	Final Meeting	Scheduled		List, Andreas;James Elliott;Georg Perhofer;Frank Haas	Alexander Weiss	Alexander Weiss	Graz	
22:00	22:30	Talk to Mr Ecker	Scheduled			Alexander Weiss	Alexander Weiss		

**Print preview**

## Contact

If you have any questions regarding our products please send an e-mail:

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