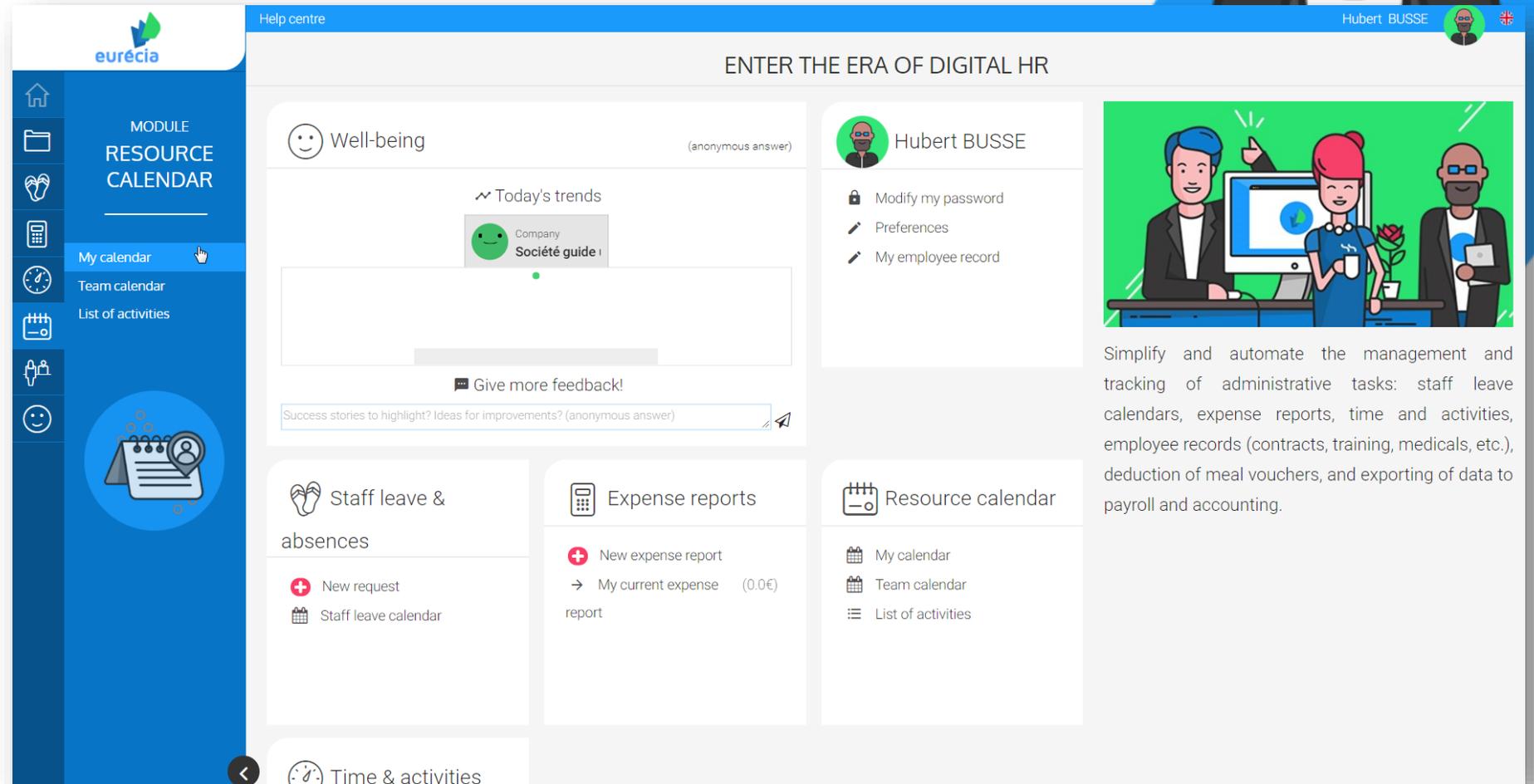


# Resource calendar



# Your calendar

In the module « Resource Calendar », click on « My calendar » to access to your personal calendar.

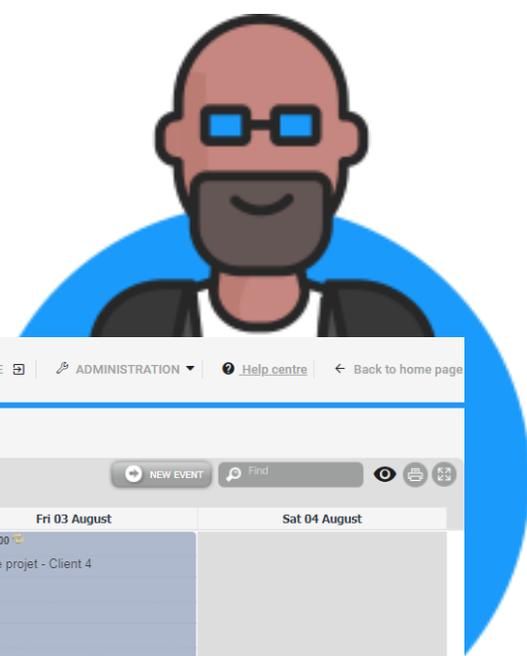


The screenshot displays the eurécia HR system interface. At the top left is the eurécia logo. The main header reads "Help centre" and "ENTER THE ERA OF DIGITAL HR". The user profile "Hubert BUSSE" is visible in the top right corner. The left sidebar contains navigation icons and the "MODULE RESOURCE CALENDAR" section, with "My calendar" highlighted. The main content area features a "Well-being" section with a "Today's trends" chart and a "Company Société guide". Below this are sections for "Staff leave & absences" (with options for "New request" and "Staff leave calendar"), "Expense reports" (with options for "New expense report" and "My current expense report (0.0€)"), and "Resource calendar" (with options for "My calendar", "Team calendar", and "List of activities"). A "Time & activities" section is partially visible at the bottom. A feedback prompt asks for "Success stories to highlight? Ideas for improvements?". An illustration of three people at a computer is shown on the right side of the interface.

Simplify and automate the management and tracking of administrative tasks: staff leave calendars, expense reports, time and activities, employee records (contracts, training, medicals, etc.), deduction of meal vouchers, and exporting of data to payroll and accounting.



# Your calendar



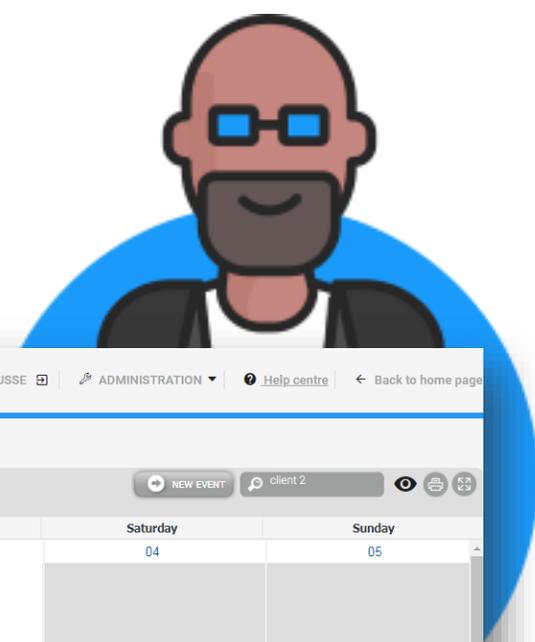
At the top of the calendar, you have the option to choose its display: by day, by week or by month.

On the left, you can also choose to show or hide your different calendars.

The screenshot displays the eurécia calendar interface. At the top, there are navigation tabs for 'MY CALENDAR' and 'TEAM CALENDAR'. Below these, there is a user profile section with the name 'Hubert BUSSE' and a dropdown menu for 'ADMINISTRATION'. A 'Help centre' link and a 'Back to home page' button are also visible. The main calendar area shows a month view for 'AUGUST 2018' and a week view for '2018-Week 31'. The week view displays events for Monday 30 July, Tuesday 31 July, Wednesday 01 August, Thursday 02 August, and Friday 03 August. A filter panel on the left allows users to display all calendars or filter by category: 1 - Administratif, 2 - Commercial, 3 - Production, and Staff leave and absences. The week view shows events such as 'Mission en régie - Client 1', 'Suivi de projet - Client 2', 'Suivi de projet - Client 3', 'Suivi de projet - Client 4', and 'Notes de frais - Rapports - Réunion interne'.



# Your calendar



The search bar at the top right of the calendar allows you to display only the events containing the searched words.

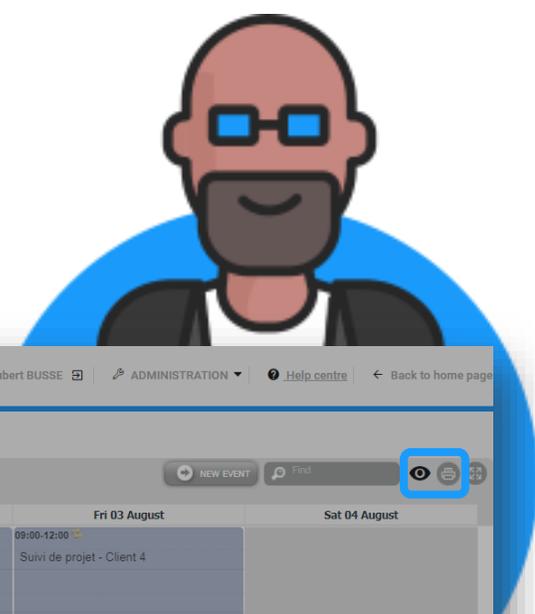


In this example, the calendar is set up on a monthly display and to show all the events linked to Client 2.

The screenshot displays the 'eurécia' calendar interface. At the top, there are tabs for 'MY CALENDAR' and 'TEAM CALENDAR'. The user 'Hubert BUSSE' is logged in, with options for 'ADMINISTRATION', 'Help centre', and 'Back to home page'. The main calendar view is for August 2018, showing a monthly grid. A search bar at the top right contains the text 'client 2'. The calendar grid shows events for 'Suivi de projet - Client 2' on Tuesdays from August 31st to September 2nd. A filter panel on the left shows 'MY CALENDARS' with 'Display all' selected and other categories like 'Administratif', '2 - Commercial', '3 - Production', and 'Staff leave and absences' also checked.



# Your calendar



At the top right of your calendar, the button  gives you access to the calendar view options.

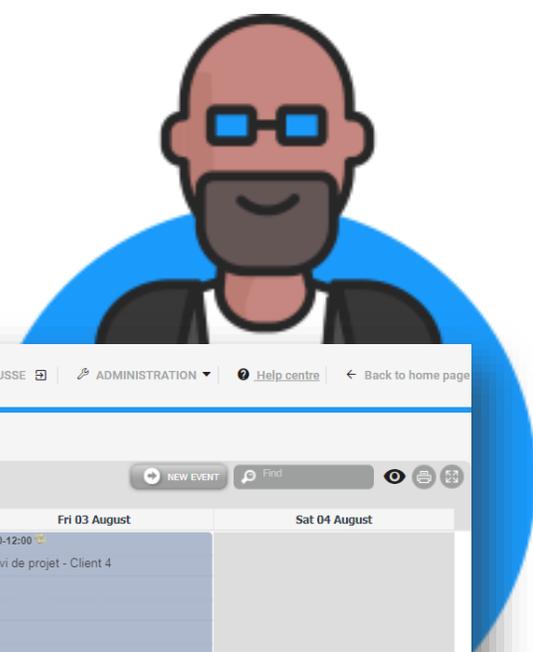
You can choose to hide some days, to display in the 24h mode or to displays the axis for analysis.

The button  at the top right of the calendar allows you to print your calendar.

The screenshot shows the eurécia calendar interface. At the top, there are tabs for 'MY CALENDAR' and 'TEAM CALENDAR'. The user is identified as 'Hubert BUSSE' with a dropdown menu for 'ADMINISTRATION' and links for 'Help centre' and 'Back to home page'. The main calendar view is for 'AUGUST 2018', showing a grid of days. A 'Display options' dialog box is open in the center, allowing users to customize the calendar display. The dialog has two columns: 'Displayed days' and 'Hidden days'. The 'Displayed days' list includes Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The 'Hidden days' list includes Sunday. There are navigation arrows between the two lists. Below the lists, there are two checkboxes: 'Display in 24-hour format' (unchecked) and 'Display report criteria' (checked). At the bottom right of the dialog are 'CANCEL' and 'SAVE' buttons. The background calendar shows a weekly view for '2018-Week 31', with events like 'Mission en régie - Client 1' and 'Suivi de projet - Client 4' visible. A 'NEW EVENT' button and a search bar are also present at the top right of the calendar area.



# Your calendar



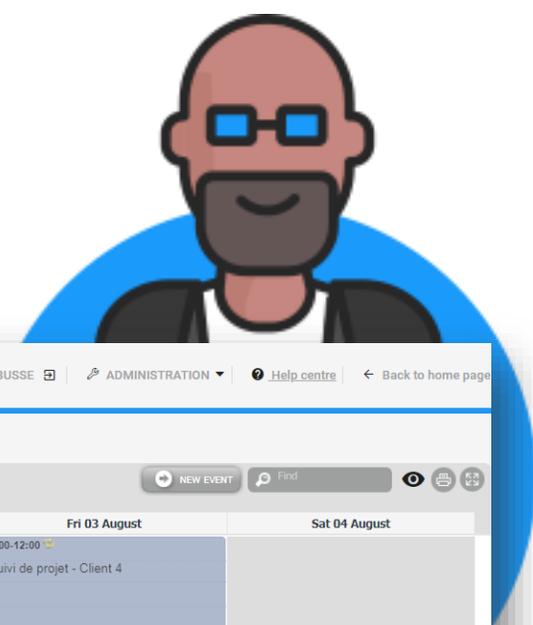
The small calendar at the top left allows you to click directly on a day to display it on the agenda. With the arrows, you can go from one month to another.

The screenshot displays the eurécia calendar interface. At the top left, there is a small calendar for August 2018, which is highlighted with a blue box. The main interface shows a detailed agenda for the week of 2018-Week 31, starting from Monday, July 30, to Saturday, August 4. The agenda is organized into columns for each day and rows for time slots from 09:00 to 16:00. Events are listed in the agenda cells, such as "Mission en régie - Client 1" on Monday and "Suivi de projet - Client 2" on Tuesday. A pink event titled "Notes de frais - Rapports - Réunion interne" is scheduled for Friday, August 3, from 14:00 to 18:00. The interface includes navigation buttons for "MY CALENDAR" and "TEAM CALENDAR", a search bar, and a filter section for "MY CALENDARS" with options for "Administratif", "Commercial", and "Production".

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# Your calendar



There are several ways to create a new event:

- By clicking on the button  located at the top right of the screen.

- By clicking directly on the calendar or click-dragging along the desired time range.

The screenshot displays the eurécia calendar interface. At the top, there are navigation tabs for 'MY CALENDAR' and 'TEAM CALENDAR', along with user information 'Hubert BUSSE' and 'ADMINISTRATION'. A 'NEW EVENT' button is visible in the top right. The main calendar area shows a weekly view for '2018-Week 31', spanning from Monday, July 30, to Saturday, August 4. The calendar is divided into columns for each day. Events are represented by colored blocks: a blue block for 'Mission en régie - Client 1' (09:00-18:00) on Monday, a blue block for 'Suivi de projet - Client 2' (09:00-18:00) on Tuesday, a teal block for 'New event' (08:15-12:00) on Wednesday, a blue block for 'Suivi de projet - Client 3' (09:00-18:00) on Thursday, a blue block for 'Suivi de projet - Client 4' (09:00-12:00) on Friday, and a pink block for 'Notes de frais - Rapports - Réunion interne' (14:00-18:00) on Friday. A sidebar on the left includes a monthly calendar for August 2018 and a 'Filters' section with checkboxes for 'Administratif', 'Commercial', 'Production', and 'Staff leave and absences'.



# Your calendar

Once you have clicked on "New event", a new window opens to register the details of the event.

In the "General" tab you can fill in:

- the subject
- the calendar
- the localisation
- the details
- the axis for analysis and reporting
- the reminder

NEW EVENT

Start date: 2018-08-01 09:15 End date: 2018-08-01 12:00

Hourly  All day  Morning  Afternoon

Subject: \* Calendar: 1 - Administratif

GENERAL PARTICIPANTS RESOURCES

Task/activity

Place : Priority :

Details : Send notification email

Private  Presence

Recurrence  Status : Confirmed

Re-invoiceable

Report criteria

Clients : Projets : Tâches :

Reminders

No reminder defined  
[Add a reminder](#)

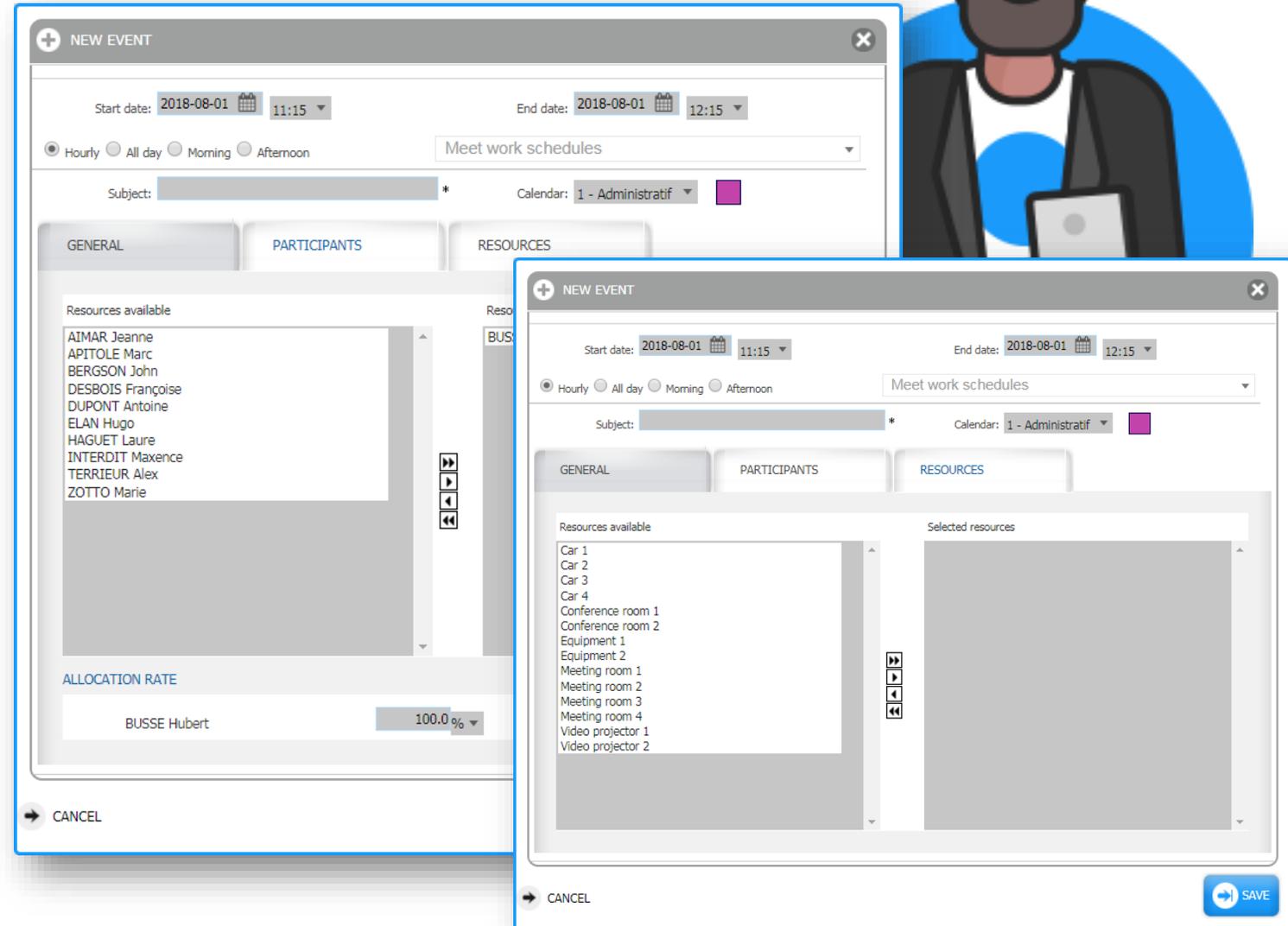
CANCEL SAVE



# Your calendar

In the "Participants" tab, you can add the participants.

The "Resources" tab allows you to assign resources to your event (making them unavailable to the others during the time of the meeting).



# Calendar of your team



Click on "Team Calendar" to access to it.

You will be able to view the calendars of your team members.

The filters, on the left of the screen, allow you to filter according to departments, structures, employees, etc.

eurécia

MY CALENDAR TEAM CALENDAR

Hubert BUSSE ADMINISTRATION Help centre Back to home page

AUGUST 2018

TODAY 2018-Week 31 DAY WEEK 2 WEEKS MONTH

NEW EVENT Find

	Mon 30 July	Tue 31 July	Wed 01 August	Thu 02 August	Fri 03 August	Sat 04 August
- Service Clientèle						
AIMAR Jeanne	Mission 1 en régie - Client 1	Mission 1 en régie - Client 1	Mission 2 en régie - Client 1	Mission 2 en régie - Client 1	Mission 1 en régie - Client 1	
BUSSE Hubert	Mission en régie - Client 1	Suivi de projet - Client 2		Suivi de projet - Client 3	Suivi de projet -	Notes de frais - Rapports
DESBOIS Françoise		Prospect - commerce		Prospect - commerce		
HAGUET Laure			Comité de direction			
INTERDIT Maxence	Mission pour Client 3					

Filters

FILTER

Department: Service Clientèle

Branch: (all)

Employee: (all)

Employees without events: Visible

Resource: (all)

Status: (all)

Presence: (all)

Priority: None

REPORT CRITERIA

Clients: [checkbox] [dropdown]

Projets: [checkbox] [dropdown]

Tâches: [checkbox] [dropdown]

