

For Smart Factory



Operating |
User |

MANUAL



MES^{3D}

ERP + MES + SCADA

Auto & S.I

User Manual

I. Calendar

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CALENDAR



Explain

I. Calendar

Meeting 목록

The screenshot shows a calendar application interface. At the top, there is a search bar (1) and a '+ Create' button (5). Below the search bar are filters and group by options. The main area is a table of meetings with columns for Start Date, End Date, Organizer, Attendees, Tags, and Duration. A hand icon is shown clicking the 'Create' button. A hand icon is also shown clicking the 'Excel download' icon (3) in the top right corner of the table. A hand icon is shown clicking on a meeting row (4).

| Subject | Start Date | End Date | Organizer | Attendees | Tags | Duration |
|---|---------------------|---------------------|----------------|---|------------------------------------|----------|
| Ronnie Hart on Time Off : 3.00 day(s) | 11/20/2023 11:00:00 | 11/23/2023 03:00:00 | lee | | | 24:00 |
| Off | 11/11/2023 08:00:00 | 11/11/2023 08:30:00 | Mitchell Admin | YourCompany, Mitchell Admin | | 00:30 |
| off | 11/10/2023 08:00:00 | 11/10/2023 12:00:00 | Mitchell Admin | YourCompany, Mitchell Admin | | 04:00 |
| Odoo 15 | 11/07/2023 07:00:00 | 11/07/2023 08:00:00 | Mitchell Admin | AutonSI | Customer Meeting | 01:00 |
| Marc Demo on Time Off : 3.00 day(s) | 11/06/2023 08:00:00 | 11/09/2023 06:00:00 | Marc Demo | YourCompany, Marc Demo | | 70:00 |
| Sharlene Rhodes on Time Off : 3.00 day(s) | 10/30/2023 08:00:00 | 11/02/2023 06:00:00 | | | | 24:00 |
| Mitchell Admin on Time Off : 3.00 day(s) | 10/23/2023 11:00:00 | 10/26/2023 03:00:00 | Mitchell Admin | YourCompany, Mitchell Admin | | 24:00 |
| Changes in Designing | 10/22/2023 07:00:00 | 10/22/2023 07:00:00 | Mitchell Admin | Azure Interior, YourCompany, Mitchell Admin | Customer Meeting | 00:00 |
| Requirements review | 10/20/2023 15:00:00 | 10/20/2023 17:30:00 | Marc Demo | Wood Corner, YourCompany, Marc Demo | Off-site Meeting | 02:30 |
| Presentation for new Services | 10/18/2023 09:00:00 | 10/18/2023 17:30:00 | Marc Demo | Azure Interior, Ready Mat, Wood Corner | Customer Meeting, Internal Meeting | 08:30 |
| Anita Oliver on Time Off : 4.00 day(s) | 10/18/2023 07:00:00 | 10/24/2023 07:00:00 | | | | 32:00 |
| Presentation of the new Calendar | 10/16/2023 07:00:00 | 10/16/2023 07:00:00 | Marc Demo | Ready Mat | Customer Meeting, Internal Meeting | 08:30 |
| Pricing Discussion | 10/12/2023 22:55:05 | 10/13/2023 01:55:05 | Mitchell Admin | YourCompany, Mitchell Admin | Customer Meeting, Internal Meeting | 03:00 |
| Initial discussion | 10/05/2023 19:00:00 | 10/06/2023 02:00:00 | Marc Demo | Gemini Furniture, Ready Mat | Off-site Meeting | 07:00 |
| Ronnie Hart on Time Off : 4.00 day(s) | 10/04/2023 07:00:00 | 10/10/2023 07:00:00 | | | | 32:00 |
| Follow-up for Project proposal | 10/03/2023 17:20:00 | 10/03/2023 23:30:00 | Mitchell Admin | Wood Corner | Customer Meeting | 06:18 |

실행 순서 & 기능 :

1. 검색 기능.
2. "Create" 버튼을 눌러 미팅 생성.
3. 화면 양식 변경 버튼.
4. 기 생성된 meeting 정보 표시.
5. Excel 다운로드 기능

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신규 Meeting 생성

The screenshot shows the 'Calendar' application interface for creating a new meeting. The form is titled 'Meetings (Nov 5 - 11, 2023) / Odoo 15 Meeting'. It features a 'Save' button (8) and a 'Discard' button. The 'Meeting Subject' field (1) contains 'Odoo 15 Meeting'. The 'Attendees' field (2) shows 'AutonSI, Tuan' with a 'Select attendees...' dropdown. The 'Notify' section (3) has 'EMAIL' and 'SMS' options. The 'Meeting Details' section (4) includes 'Starting at' (11/08/2023 07:00:00), 'Ending At' (11/08/2023 08:00:00), 'Duration' (01:00 hours), 'All Day' (unchecked), 'Organizer' (Mitchell Admin), 'Reminders', 'Location', 'Meeting URL', and 'Tags'. The 'Options' tab (5) is selected. The 'Recurrent' section (6) has a checkbox. The 'Privacy' field (7) is set to 'Public'. The 'Show as' field is set to 'Available'.

실행 순서 & 기능 :

1. Meeting 제목을 입력한다.
2. 참석자를 선택한다.
3. 미팅 안내를 email로 통보할 수 있다.
4. 관련 정보 입력 :
 - _ Starting at 시작 시간
 - _ Ending at 종료 시간
 - _ Duration 기간
 - _ All Day 종일
 - _ Organizer 주최자
 - _ Reminders 알람 주기
 - _ Location 장소
 - _ Meeting URL 관련 인터넷 주소
 - _ Tags 꼬리표
 - _ Description 설명
5. Options 탭 선택.
6. 필요 시 반복 설정.
7. Privacy 및 Show as 체크.
8. "Save" 버튼을 눌러 저장하거나 "Discard" 버튼을 눌러 취소.

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Meeting 일정 수정 및 삭제

실행 순서 & 기능 :

1. 해당 meeting 선택.
2. "Edit" 버튼을 눌러 수정하거나 "Delete" 버튼을 눌러 삭제.

Calendar interface showing a meeting titled "Odoo 15" on Thursday, November 9, 2023, from 07:00 to 08:00. The meeting details pane is open, showing the title, date, time, organizer (YourCompany, Mitchell Admin), and privacy (Public). The "Edit" and "Delete" buttons are highlighted with a red box and a number 2. A hand icon with a number 1 points to the meeting title. A hand icon with a number 2 points to the "Edit" and "Delete" buttons. The calendar view shows "All day" and "24:00" to "11:00" time slots. The week view shows "Week 45" from "Sun 5" to "Sat 11". The month view shows "Nov 2023" with the 9th highlighted. The attendees list includes Mitchell Admin, YourCompany, Marc Demo, Wood Corner, and Everybody's calendars.

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Meeting 수정

Open: Odoo 15

Meeting Subject
Odoo 15

YourCompany, Mitchell Admin x Select attendees... EMAIL SMS

1

Meeting Details Options

Starting at 11/09/2023 07:00:00

Ending At 11/09/2023 08:00:00

Duration 01:00 hours

All Day

Organizer Mitchell Admin

Reminders

Location

Meeting URL

Tags

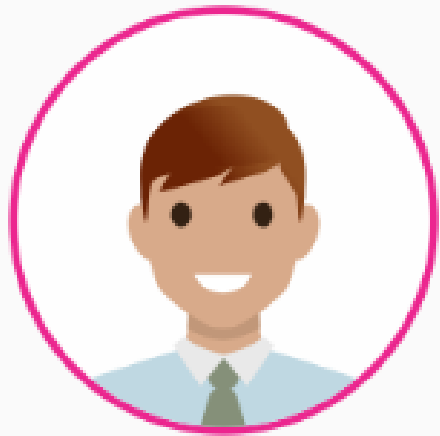
Description

2 Save Discard

실행 순서 & 기능 :

“Edit” 버튼을 눌러 수정 :

1. 수정 정보 입력.
2. “Save” 버튼을 눌러 저장하거나
“Discard” 버튼을 눌러 취소.



Thank you for using
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