

For Smart Factory



Operating |  
User |

# MANUAL



# MES<sup>3D</sup>

ERP + MES + SCADA

Auto & S.I

# Hướng dẫn sử dụng

## I. Calendar

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# CALENDAR



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## I. Calendar

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3. Chế độ hiển thị
4. Danh sách các thông tin được tạo
5. Chức năng tải xuống excel

	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

# CALENDAR



Giải thích

## I. Common

### Tạo cuộc họp mới

The screenshot shows the 'Create Meeting' form in Odoo. The form is titled 'Meetings (Nov 5 – 11, 2023) / Odoo 15 Meeting'. It has a 'Save' button (checked) and a 'Discard' button. The form fields are annotated with numbers 1 through 8:

- 1: Meeting Subject (Odoo 15 Meeting)
- 2: Attendees (AutonSI, Tuan X)
- 3: Notification method (EMAIL, SMS)
- 4: Meeting Details (Starting at, Ending At, Duration, All Day, Organizer, Reminders, Location, Meeting URL, Tags, Description)
- 5: Options (Recurrent, Privacy, Show as)
- 6: Recurrent (checkbox)
- 7: Privacy (Public)
- 8: Save/Cancel buttons

Các bước thực hiện:

1. Nhập thông tin cuộc họp
2. Chọn thành viên tham dự
3. Chọn phương thức Email hoặc tin nhắn
4. Điền các thông tin:

Starting at (Bắt đầu)

Ending at (Kết thúc)

Duration (Diễn ra)

All Day (Tất cả ngày)

Organizer (Người tổ chức)

Reminders (Lời nhắc)

Location (Vị trí)

Meeting URL (Link meeting)

Tags (Thẻ)

Description (Mô tả)

5. Nhấn vào tab Option (Tùy chọn)

6. Select recurrent if any (Tick chọn nếu diễn ra định kỳ)

7. Chọn Quyền riêng tư và Hiển thị dưới dạng

8. Nhấn Save để đồng ý hoặc nhấn Discard để hủy

# CALENDAR



Giải thích

## I. Common

### Modify or Delete meeting

Các bước thực hiện:

1. Nhấn vào cuộc họp
2. Nhấn vào nút Edit để chỉnh sửa thông tin cuộc họp hoặc nhấn Delete để xóa cuộc họp

The screenshot displays the Microsoft Calendar application interface. At the top, there's a navigation bar with 'Calendar' and utility icons. Below it, a search bar and navigation controls (Add, Today, Day, Week, Month, Year) are visible. The main calendar view shows a week starting from Sunday, Nov 5, to Saturday, Nov 11, 2023. A meeting titled 'Odoo 15' is scheduled for Thursday, November 9, 2023, from 07:00 to 08:00. The meeting details panel 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 circled '2'. A circled '1' points to the meeting tile. A hand icon is shown clicking the 'Edit' button.

# CALENDAR



Giải thích

## I. Common

### Modify meeting

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 Reminders

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

Duration 01:00 hours Meeting URL

All Day  Tags

Organizer Mitchell Admin

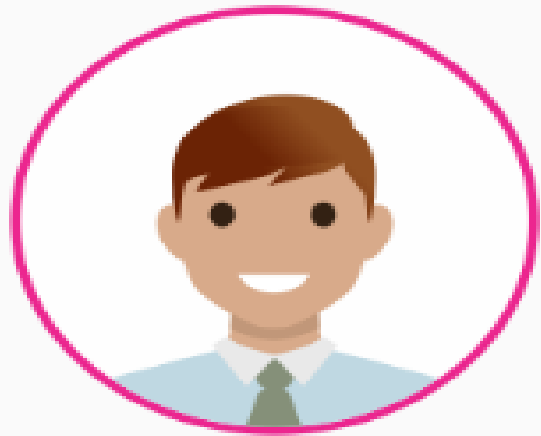
Description

2 Save Discard

Các bước thực hiện:

Sau khi nhấn Edit

1. Điền các thông tin cần chỉnh sửa
2. Nhấn vào nút Save để lưu thông tin hoặc Discard để hủy



Thank you for using  
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