



**GLOBAL  
INITIATIVE**  
AGAINST TRANSNATIONAL  
ORGANIZED CRIME

## HOW TO USE THE GI-TOC TEAMUP CALENDAR

At the GI-TOC we make use of the collaborative calendar Teamup to assist with scheduling meetings, activities and leave for all individuals and teams. This is an internal calendar and allows you to view everyone's schedules.

### *How do I get started?*

Teamup can be viewed directly online or downloaded to your mobile device.

Online <https://www.teamup.com/>

Apple <https://apps.apple.com/us/app/teamup-calendar/id1065897968>

Android [https://play.google.com/store/apps/details?id=com.teamup.teamup&hl=en\\_ZA](https://play.google.com/store/apps/details?id=com.teamup.teamup&hl=en_ZA)

You also have the option to set up a feed from your Teamup Calendar to other calendar applications through iCalendar feeds. For more information on how to do this, please visit <https://calendar.teamup.com/kb/subscribe-to-teamup-icalendar-feeds/>

### *What types of calendars are available?*

In addition to the personal calendars of each employee, a variety of others have been created to facilitate team engagement.

*Cape Town Office*

*Faces of Assassination*

*LatAm Team*

*NAS EUTF-Sahel*

*Resilience Fud Trainings / Events*

*Vienna Conference Room Wohllebengasse*

*EcoSolve*

*GI Birthday Calendar*

*Multimedia Projects*

*NAS Obs*

*UN Team*

*Vienna Office*

*ESA-Obs*

*GI internal events and meetings*

*NAS-HR Monitoring*

*Public Events / Releases*


*Vacation / Travel Calendar*

*WA-Obs Team*

There are currently over 140 active calendars and viewing them all at the same time can be quite tricky, so we recommend that you personalise your calendar to suit your needs.

The screenshot displays the Teamup 'GI-TOC Calendar' interface. At the top, it shows the current month as July 2024 and the selected date range as 1 - 7 Jul 2024. The calendar grid shows events for days 1 through 5. On the left, there is a list of 140+ active calendars, each represented by a colored bar. A 'Filter' section is visible, allowing users to search for specific calendars by name. Below the calendar grid, there are sections for 'Filter' and 'About', including a link to the 'Getting Started Guide'.

### How do I personalise my calendar?

- Begin by removing all active calendars from your view by selecting the  icon on the left-hand side of your screen.
- Choose only the calendars that are relevant to you and your team by making use of the Filter section. Type in the name of the calendar you are looking for or scroll down the list.
- Selecting a calendar activates its view. The colour is no longer transparent, and the entries are added to your calendar. You can add additional calendars as and when you need them.
- If you wish to remove a calendar, simply unselect it.

July 2024 <> Today 1 - 7 Jul 2024 Scheduler Day 3 Days Week 8 W

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

W27 1 Jul 2024 Tue 2 Wed 3 Thu 4 Fri 5

8:00 Birthdays Cards

8:00 Onboarding Workshop Follow up

9:00 Bamboo Daily Rate Extract

11:00 Recruitment Planning - Finance

12:00 Weekly meeting

14:30 HR call

15:00 Extra-ordinary Colombia Board meeting

16:00 Bamboo Approvals - MS

16:00 Oracle Entries

16:30 Austrian Maternity Leave

Global BOARD meeting

Monique in Montreux for Board meeting

Monique on leave


**Calendars**




- Filter
- Adré
- Adrian
- Alejandra Marcial
- Aleksandar
- Alex Goodwin
- Alice
- Alice Chauprade
- Ally
- Almedina
- Ana C.
- Ana Paula
- Andi
- Andrada
- Anesa
- Anna P.


Filter

About

### Am I notified of meetings?

Unfortunately Teamup does not currently send push notifications, but you can opt to receive e-mail notifications. To enable this select  and scroll to Preferences, Change Notifications

Theresa Hume   

Weeks Month Year Timeline Table Agenda List 

Sat 6

- Settings
- Time zone: Pretoria
- Print & Export PDF...
- Preferences >
- Calendar Resolution >
- Language >
- Import Invitation...
- Help

- Reminders
- Change Notifications
- Daily Agenda
- Slack Integration
- iCalendar Feeds
- RSS Feeds

### Some important notes

- With the exception of Mark Shaw, you are able to schedule meetings with all colleagues. For an appointment with Mark, please contact Karen Yap.
- When scheduling meetings, be mindful of different time zones. You can make use of a world clock if you want to check corresponding times. <https://savvytime.com/converter/>
- If you have scheduled a meeting, send a courtesy mail to the relevant parties to inform them that you have added something to their diary.
- If you are using Teamup on the web, make sure to refresh your webpage frequently as it does not do this automatically as it does with the mobile app.
- Be mindful of the time zone set in your calendar, especially if you are travelling. You can change your time zone in the dropdown menu.

