Lewe Labs

TeamCal Neo

TeamCal Neo is is a web-based calendar application for the purpose of a day-based absence management of project teams.

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TeamCal Neo



TeamCal Neo is the successor of the popular TeamCal Pro. It is a web-based calendar application written in PHP and MariaDB/MySQL. It's purpose is the day-based absence management of project teams.

TeamCal Neo's goal was to keep the successful concept of a day-based calendar while modernizing the code-base and improving the UX with a responsive design. You can view it on any mobile device due to its responsive web design, however, its best viewed on a desktop.

TeamCal Neo supports the customization of holiday types and absence types, thus, its purpose can be altered to any graphical representation of timeline based processes or activities, e.g. a simple project plan or an event management. I have seen many great ideas of how to use TeamCal Pro that can also be done in TeamCal Neo.

The application comes in two flavors:

1. TeamCal Neo Basic (free)
2. TeamCal Neo (subscription)

Check out the feature comparison.

> **What's new in 6.0.0:** TeamCal Neo 6 uses a restructured database (MariaDB 10.4+ or MySQL 8.0+). Upgrading requires an import from 5.3.7. See Upgrading.

Feature Comparison

TeamCal Neo comes in two flavors, the free TeamCal Neo Basic and the full TeamCal Neo with addl. features that is available for a yearly license fee. See what you get:

Feature	TeamCal Neo Basic	TeamCal Neo
Core features	✅	✅
Users	20	Unlimited
Absence Types	10	Unlimited
Year Calendar View		✅
Statistics		✅
Messaging		✅
Attachments		✅
2FA and LDAP Auth		✅
Sidebar Menu		✅
Dark Mode		✅
Wide Screen Mode		✅
Priority Support		✅
License Fee	Free!	€ 159 / Year *(as of 2024-10-01)*

TeamCal Neo License

TeamCal Neo Basic and Pro is based on the **GNU Public License v3.0** (http://www.gnu.org/licenses/gpl-3.0.en.html) license.

In addition to the GPL license you agree to the following conditions if you decide to use or modify TeamCal Neo:

1. You may NOT alter or disable code, comments, references, statements and displays related to the:
    1. Application information (name, version) (exception see under 3.)
    2. Author's information (name, URL, e-mail)
    3. Author's copyright
    4. "Powered by" information in the footer
    5. Help-About page (exception see under 3.)
    6. Licensing or license restrictions
2. You may alter the footer copyright name.
3. If you develop identifiable sections of code that are not derived from the original application and can be reasonably considered as independent and separate work in themselves, like an integration module for a CMS, you may identify your new sections by appropriate references to you as the modifying author. In such a case you may also alter the version number of the Application based on the original version number in order to reflect the independent additions to the Application (e.g. 3.5.002 => 3.5.002m). You may also add information about your mod to the About page.
4. Creation of modifications does not change the license agreements and usage classification. All conditions still apply.
5. Usage of modifications under different license conditions than the original are not allowed and still require the same support fee.
6. Distribution of modifications are not allowed.

Support

Personal support issues (like license requests) can be submitted here: Lewe Desk (https://desk.lewe.com)

You are also invited to participate in the public issues platform on GitHub (https://github.com/glewe/teamcal-neo/issues) for bug reports, feature and improvement requests.

Installation

Requirements

You can run TeamCal Neo on your own web server if it supports:

- PHP 8.2+ (with the PDO and PDO_MySQL extensions enabled)
- MariaDB 10.4+ or MySQL 8.0+ (InnoDB storage engine)

You also need access to your web server in order to copy files there, and you need to be able to create a database that your web server can access. The database user needs full rights on that database.

> ⚠ TeamCal Neo 6 needs MariaDB 10.4 / MySQL 8.0 or newer. Older servers (for example MySQL 5.x) are no longer supported. Ask your hosting provider if you are not sure which version you have.

Creating the database

Login to your web hosting front end and create a MariaDB/MySQL database. Use the character set `utf8mb4` and the collation `utf8mb4_unicode_ci`. The installer creates its tables with them, so the database default is not critical, but setting it avoids surprises. You might want to give it a speaking name like “TCNeo”. Write down the

- Database server URL
- Your database name
- Your database username
- Your database password

> ⚠ Do not use an existing TeamCal Pro or TeamCal Neo Basic database. TeamCal Neo is not compatible with those.
>
> Do not install TeamCal Neo 6.0.0 into the database of an existing 5.x installation, unless you use a different table prefix.

Download and copy the TeamCal Neo files

You can download the latest release from the GitHub repositories:

- TeamCal Neo (https://github.com/glewe/teamcal-neo/releases)
- TeamCal Neo Basic (https://github.com/glewe/teamcal-neo-basic/releases)
- TeamCal Neo (Legacy) (https://github.com/glewe/teamcal-neo-legacy/releases)

You can run TeamCal Neo either from

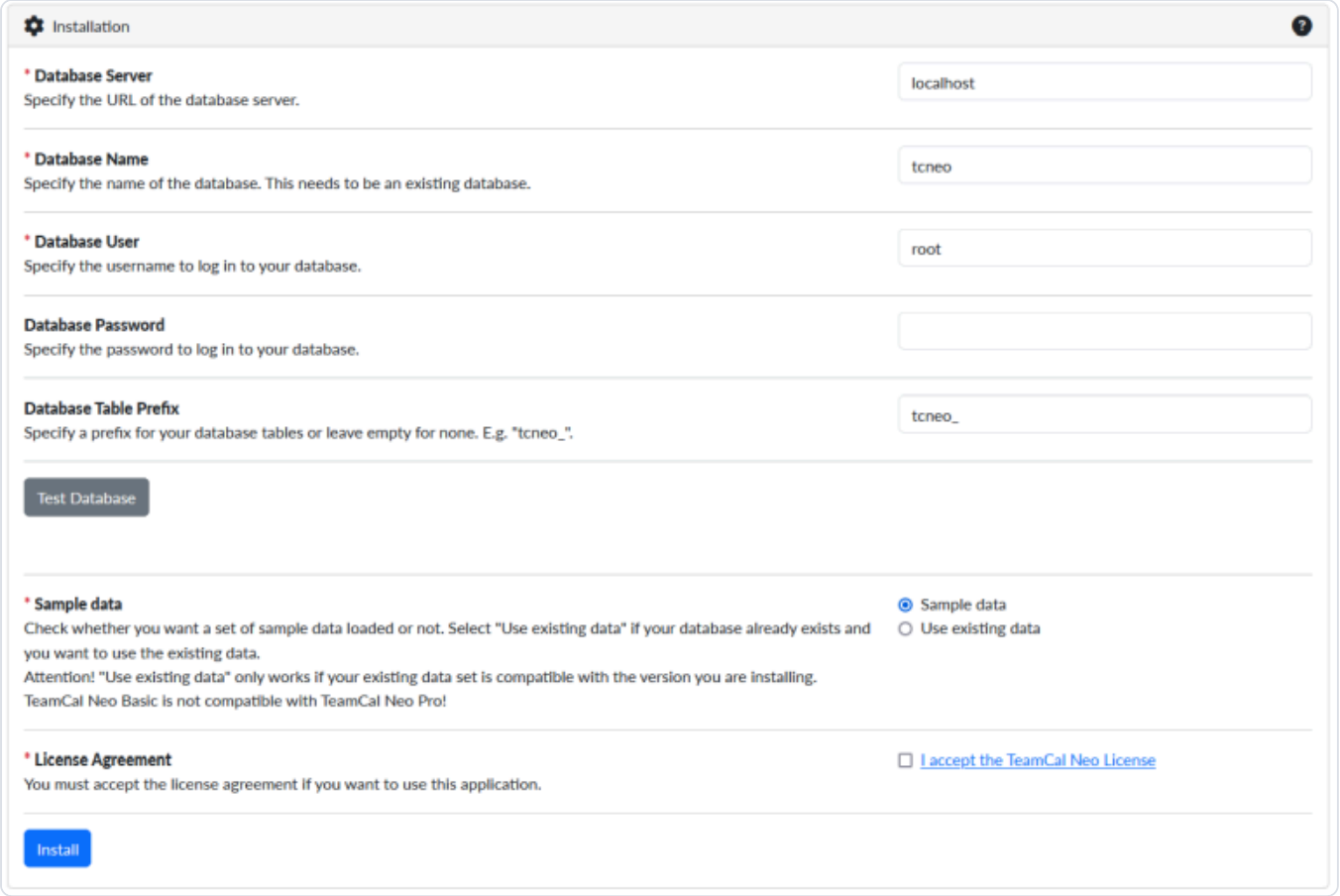
- the root directory of your domain (Example: http://www.mydomain.com (http://www.mydomain.com))
- a subdirectory of your domain root (Example: http://www.mydomain.com/tcneo (http://www.mydomain.com/tcneo))
- a subdomain root directory (Example: http://tcneo.mydomain.com (http://tcneo.mydomain.com))

Copy all files into the directory of your liking. You can either unzip the archive locally first and copy all files via FTP to your web server, or you can copy the ZIP file to your web server and unzip it with a Shell access.

TeamCal Neo Installation

After you have created your database and copied the files, direct your browser to the URL you chose for TeamCal Neo.

TeamCal Neo will automatically display the installation page:



Enter the database information you have written down, select the data set you want to use and confirm the license agreements.

Then click [Install].

TeamCal Neo will do the rest for you.

> Even though the installation script is kept as generic as possible, there are environments in which you might encounter problems with it. In that case, refer to the Manual Installation chapter below.

After the installation

After the installation is complete, TeamCal Neo will reload. You will see the following error message:



TeamCal Neo will not start if the installation script “installation.php” still exists in the TeamCal Neo directory. This is a security measure.

Rename the file to “installation.php.org” for now.

Reload TeamCal Neo and check its basic functionality.

If all is ok, you can delete the installation script file.

Running the installation again

There might be situations when you want to run the installation again. In such a case, edit the file “config/config.app.php” and set the app_installed parameter to 0:

```
//============================================================================
/**
 * APP INSTALLED
 *
 * A flag indicating whether the installation script has been executed.
 * 0 = Not run yet
 * 1 = Was run
 * Set this to 0 if you want to run the installation.php script again.
 * If not, it is recommended that you delete the installation.php file.
 */
define('APP_INSTALLED', "0");
```

Copy the original “installation.php” from the ZIP file back to your TeamCal Neo directory on the server.

Direct your browser to the TeamCal Neo URL. The installation script will start again.

> If you only want to reset TeamCal Neo to the sample data, that can also be done more conveniently under ***Administration*** → ***Database Management*** → ***Database reset***

Manual Installation

In case you are experiencing problems with the installation script, you can use the following manual steps to install TeamCal Neo.

1. Create the database you want to use
2. Import the database file. Use `sql/basic.sql` for an empty installation (administrator account only) or `sql/sample.sql` for the demo data set
3. Edit `.env` and enter the details for your database
4. Edit `config/config.app.php` and set

```
define('APP_INSTALLED', "1");
```

5. Rename or remove the `installation.php` file
6. Navigate your browser to the `index.php` file

> Import the SQL file as a whole with a tool that runs the complete file (for example phpMyAdmin or `mysql < file.sql`). The file creates InnoDB tables with foreign keys and sets its own SQL mode.

> The SQL files use the table prefix `tcneo_` and the installation script does not run in the manual installation, so no other prefix is applied for you. If you want a different prefix, replace `tcneo_` with your prefix in the SQL file before you import it, and enter the same prefix as `DB_PREFIX` in your `.env` file.

Upgrading

Upgrading to 6.0.0

> TeamCal Neo 6.0.0 is a major release with a restructured database. It is **not compatible with a 5.x database**, and it cannot be upgraded by copying files and running an SQL script as in earlier releases. Your data is carried over by an import instead.
>
> You must be on **5.3.7** first. If you run an older version, upgrade to 5.3.7 and then to 6.0.0.

> Always make a backup of your files and your database first, and try the upgrade on a copy if you can.

You need MariaDB 10.4+ or MySQL 8.0+ for the new database (see Installation).

There are two ways to upgrade:

- **Method A: Import (recommended).** No command line needed. You install 6.0.0 next to your old installation and import the old data.
- **Method B: In place via command line.** For admins with shell access (`php` on the server).

Method A: Import

You install 6.0.0 **next to** your old installation, in its own folder and with its own database (or its own table prefix), and then import the data of the old installation from within the new one. The old installation and its database are only read, never changed, so you can go back to it at any time.

1. **Backup your current files and database.** In phpMyAdmin: select your database, click *Export*, choose *Custom* and save the `.sql` file.

2. Download the new release and unzip all files into a **new folder** next to the old one (for example `tcneo6` next to `tcneo5`).
3. Create a **new, empty database** for it, or use another table prefix in the same database.
4. Open the new folder in your browser. The installation script starts. Enter the connection settings of the **new** database and select the **Basic** data set. See Installation.
5. Log in to the new installation as `admin` and open ***Administration*** → ***Database***.
6. Open the tab ***Import from 5.3.7***.
    - Enter the folder of your old installation, either the full path or relative to the new installation (for example `../tcneo5`). The database connection is read from the old `.env` file. If the old installation has no `.env` file, open *Database connection of the old installation* and fill in the old database settings.
    - Click [Check old installation]. It reports whether the old database can be imported and shows what it contains. If it finds a problem, it tells you how to fix it in the old installation. Then check again.
    - Type `IMPORT` and click [Start import]. Keep the page open until it is finished. Large calendars can take a few minutes.
7. When it is finished, check your calendar, users, groups and reports. The report shows how many rows were carried over and lists anything that could not be, because it referenced data that no longer exists.
8. Delete `installation.php` from the root directory of the new installation.
9. Copy the settings that live in the `.env` file (LDAP, OIDC, `APP_SECRET`, `APPLICATION_URL`) from the old `.env` file, if you use them. They are not part of the database. Point your users to the new address, or swap the folders.
10. When you are satisfied, you can remove the old installation and its database.

What the import carries over

- All data: users, groups, absences, calendar, patterns, permissions, announcements, the log and the archive.
- **Avatars and attachments**, copied from `public/upload/avatars` and `public/upload/files` of the old folder. Files that already exist in the new installation are not overwritten, and script files (for example `.php`) are not copied. If the server does not allow the new installation to read the old folder,

leave the folder field empty, import the database only, and copy the contents of those two folders yourself (for example with FTP).
- **Settings** (Framework Configuration, Calendar Options and so on) wherever they still exist in 6.0.0. Settings that no longer exist are listed in the report.

What it does not carry over

- The settings in the `.env` file: LDAP, OIDC, `APP_SECRET` and `APPLICATION_URL`. Copy them yourself (step 9).
- The *Application URL* and *Under maintenance* settings. They belong to the installation itself.

The administrator password of the new installation becomes the one from your old installation. Other passwords and all user options are carried over as they are.

> If the import fails, the new installation is set back to its fresh state automatically and you can start again. You can also cancel an interrupted import on the same tab.

> The new installation has to be fresh (installed with the **Basic** data set, nothing added yet). The import replaces all data of the installation. If you already added data, use the *Reset database* tab with the basic data set first.

Method B: In place via command line

If you have command line access, you can also migrate the old database in place. The old tables are kept as `<prefix>v537_*` until you remove them.

1. **Backup your current files and database.** Do not skip this. The script keeps your old tables, but a full backup is the only complete safety net.
2. Make sure nobody is using TeamCal Neo while you upgrade.
3. Keep a copy of your `.env` file.

4. Delete all files and folders from your TeamCal Neo installation directory, **except the `.env` file**.
5. Download the new release and unzip all files into the same directory.
6. Check whether your database can be migrated. This changes nothing:

   ```
   php sql/migrate_5.3.7_to_6.0.0.php --dry-run
   ```

   If it reports problems, fix them as described and run it again.
7. Migrate the database:

   ```
   php sql/migrate_5.3.7_to_6.0.0.php --confirm-backup
   ```

   The flag confirms that you made the backup from step 1. The script renames your old tables to `<prefix>v537_*`, creates the new ones and copies your data across. If anything goes wrong it undoes its changes and leaves your database as it was. It ends with a table of row counts and a list of any rows that could not be carried over because they referenced data that no longer exists.
8. Log in and check your calendar, users, groups and reports.
9. When you are satisfied, remove the old tables:

   ```
   php sql/migrate_5.3.7_to_6.0.0.php --drop-backup --confirm-drop
   ```

10. Delete `installation.php` from the root directory.

What changed for you

- **Direct database access.** Anything that reads the database directly (reports, exports, other tools) must be updated. Tables were renamed and restructured, and tables that referenced users by `username` now use `user_id`.
- **Group calendar edit** no longer pre-fills the form with the last applied pattern.
- **"Business Day" overrides** on calendar days are now the default state and are no longer stored.

- The system account (`admin`) and the built-in holiday types are now flagged in the database (`is_system`) instead of being recognised by name or id.

▶ Main table changes (for direct database access)

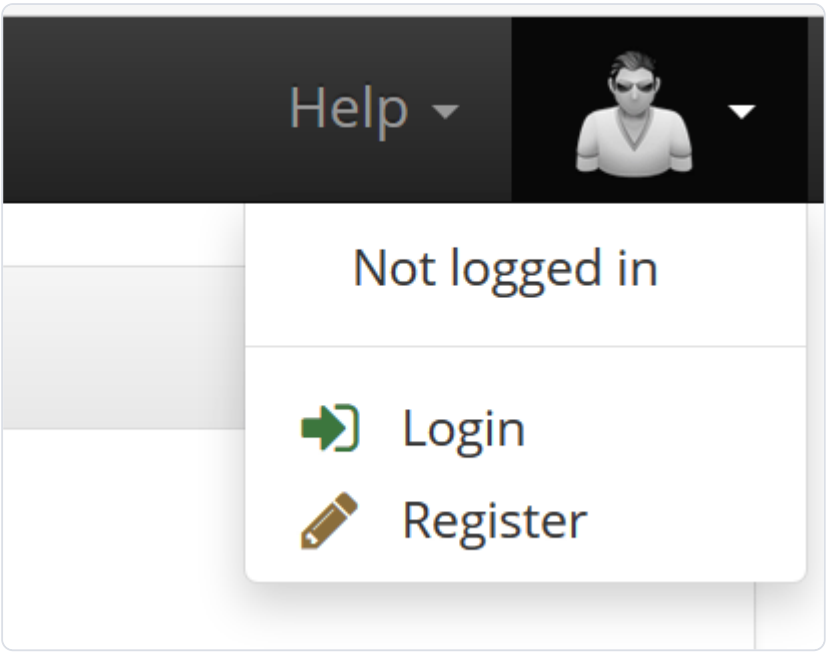
Quick Start Guide

Introduction

Ok, you're here. Probably because someone installed TeamCal Neo and told you to use it. Don't worry. It is not that difficult and quite intuitive. This Quick Start Guide will help you to find your way around it.

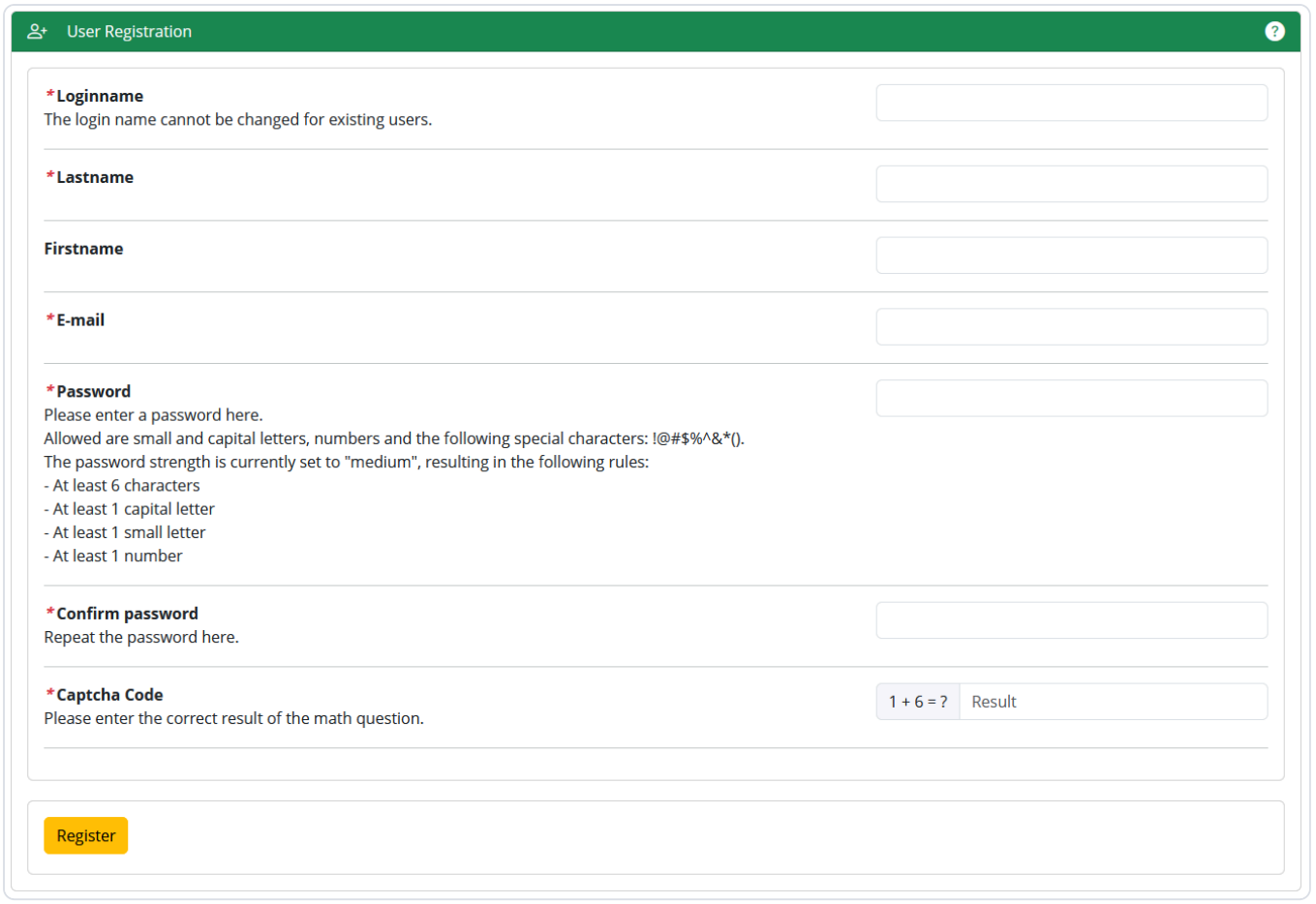
Registration and Login

Whether you have been given a login or not, you start in the upper right corner of the menu and click on the user icon.



Registration

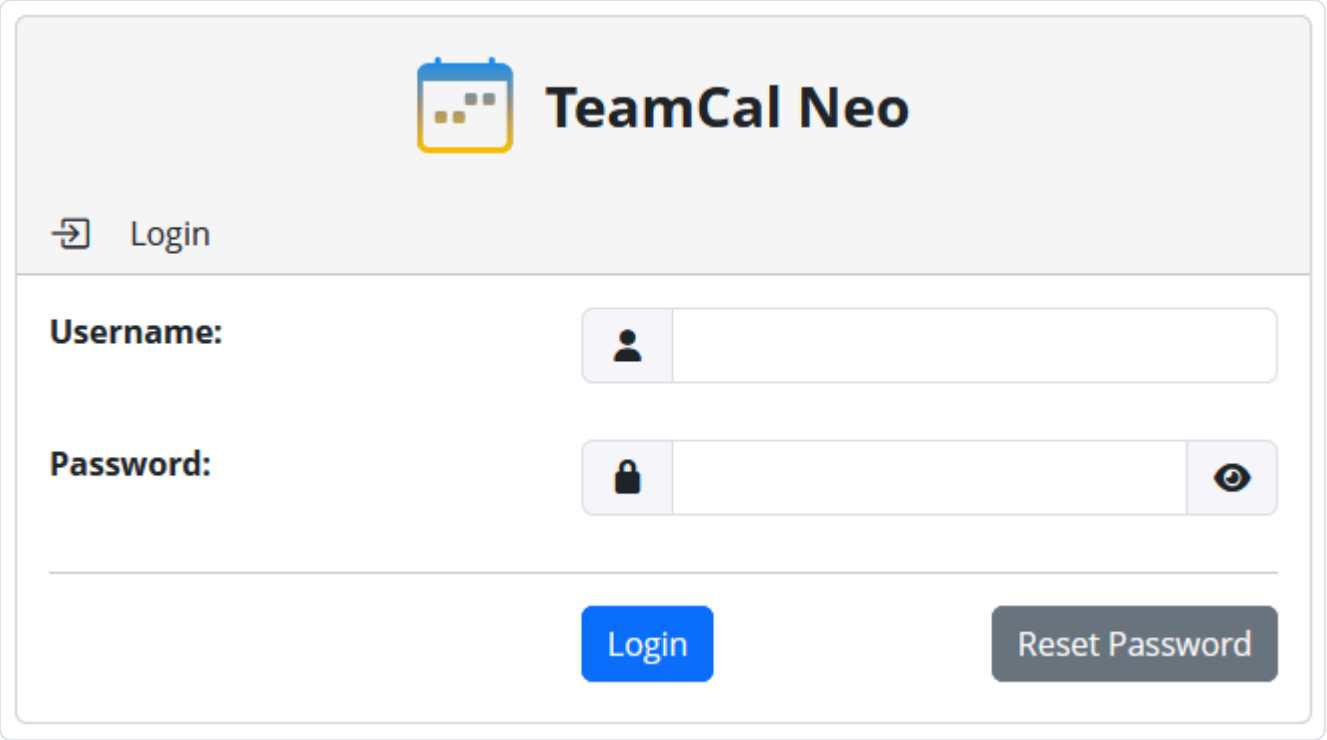
If you don't have a login yet, click on "Register". In the following dialog, enter all your information.



Your user account will be created and, based on the settings, activated right away or the administrator does that manually later. A message will tell you which one it is.

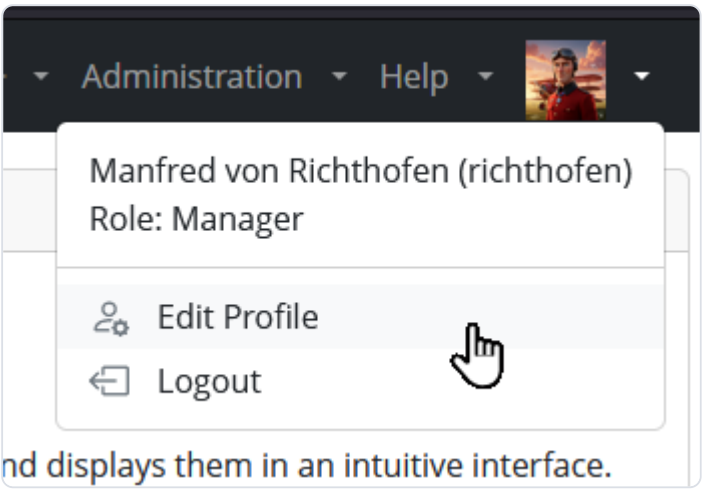
Login

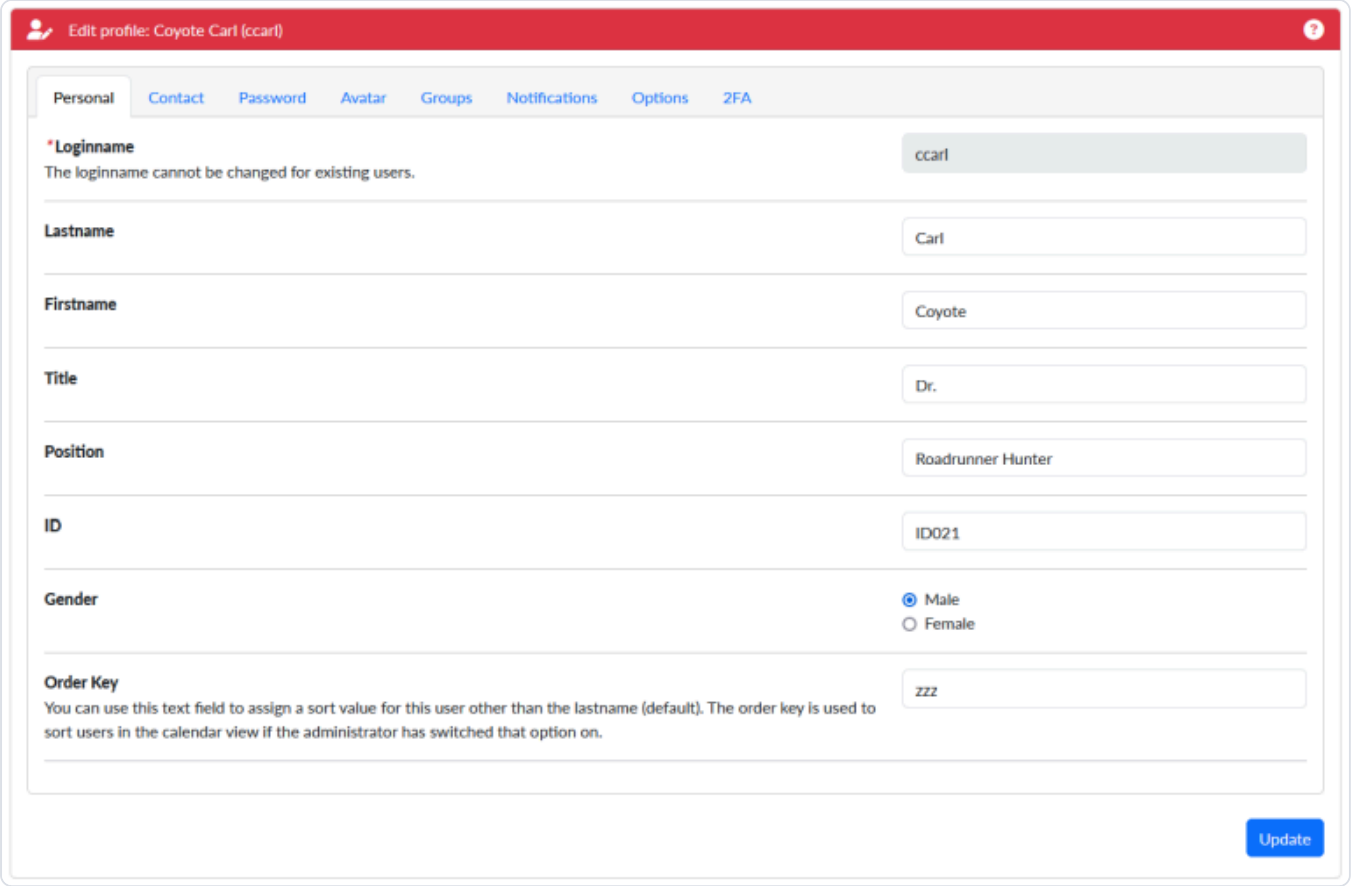
Well, you have done that before. Enter your login credentials and off you go.



Edit your Profile

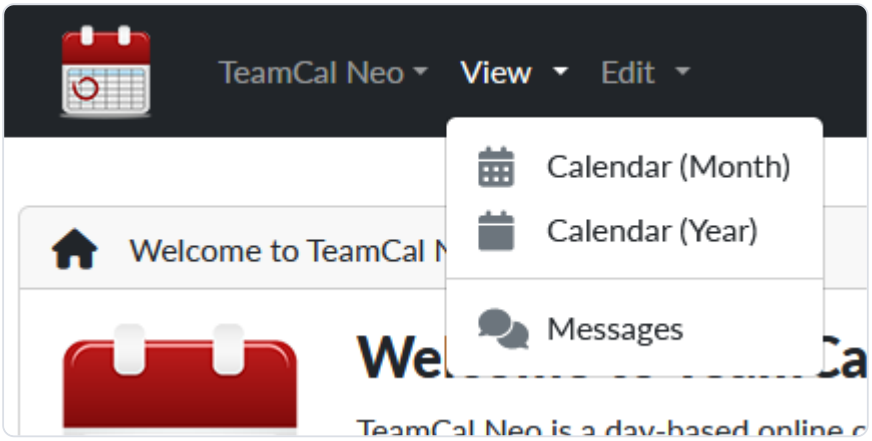
Once logged in, you can edit your profile and set several options there including the selection or upload of an avatar. In order to do so, select “Edit Profile” from the user menu in the upper right.





Viewing the Calendar

Once you are logged in, you might want to look at the calendar first. Select “Calendar (Month)” from the View menu.

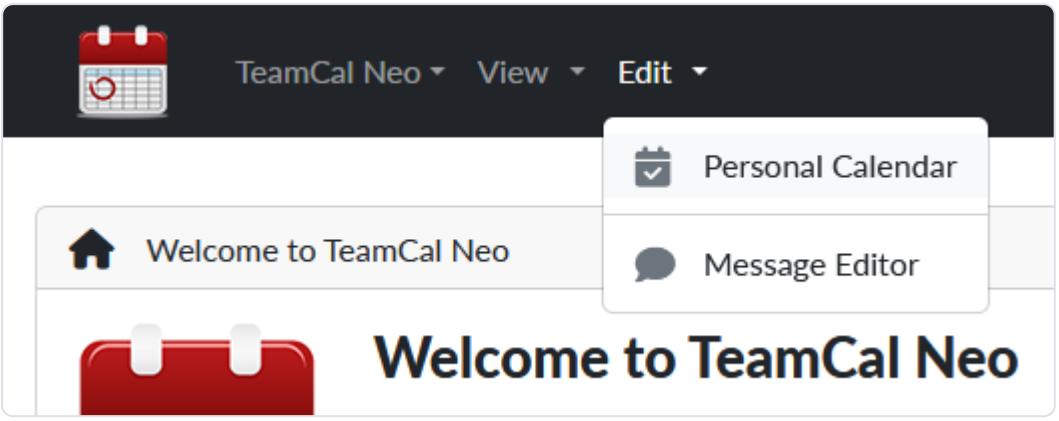


Based on your permissions and the configuration you will see all or a subset of users and their absences.

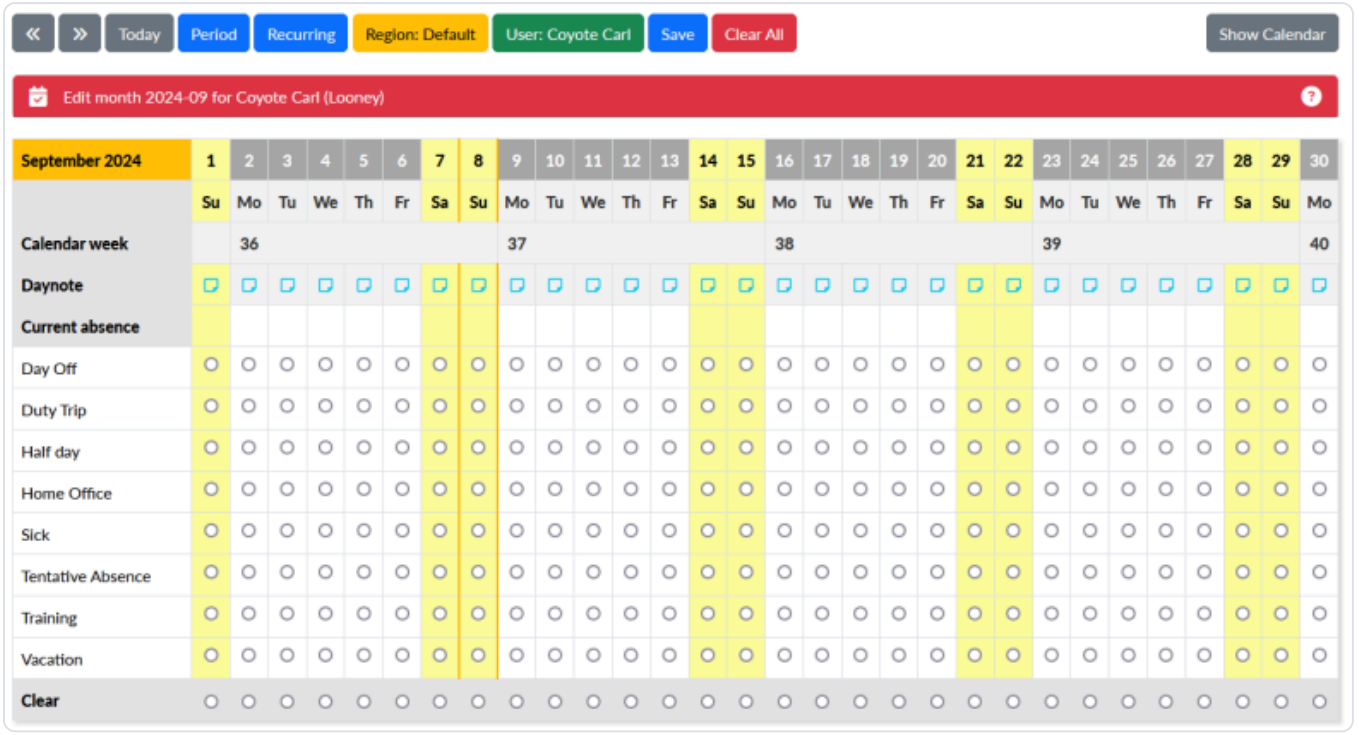
Editing your Calendar

If you want to add absence for yourself, select “Personal Calendar” from the Edit menu.

In the following dialog, you can check the absences you want to set for yourself in the current month.



Based on the configuration, your absence requests will be saved right away or your manager will be informed about them. He can then approve/set them.



Outroduction

Well, that’s basically it. All the other neat stuff you can do with TeamCal Neo can be found elsewhere in this manual. Select the topic you want to learn about from the navigation bar on the left.

I hope TeamCal Neo fits your needs.

Administration

TeamCal Neo is based on an Application Framework that provides all global features like General, E-mail, Homepage, Login, Registration settings and such – features that any application needs.

Thus, you will find the ***Framework Configuration*** being a separate entry in the ***Administration*** menu.

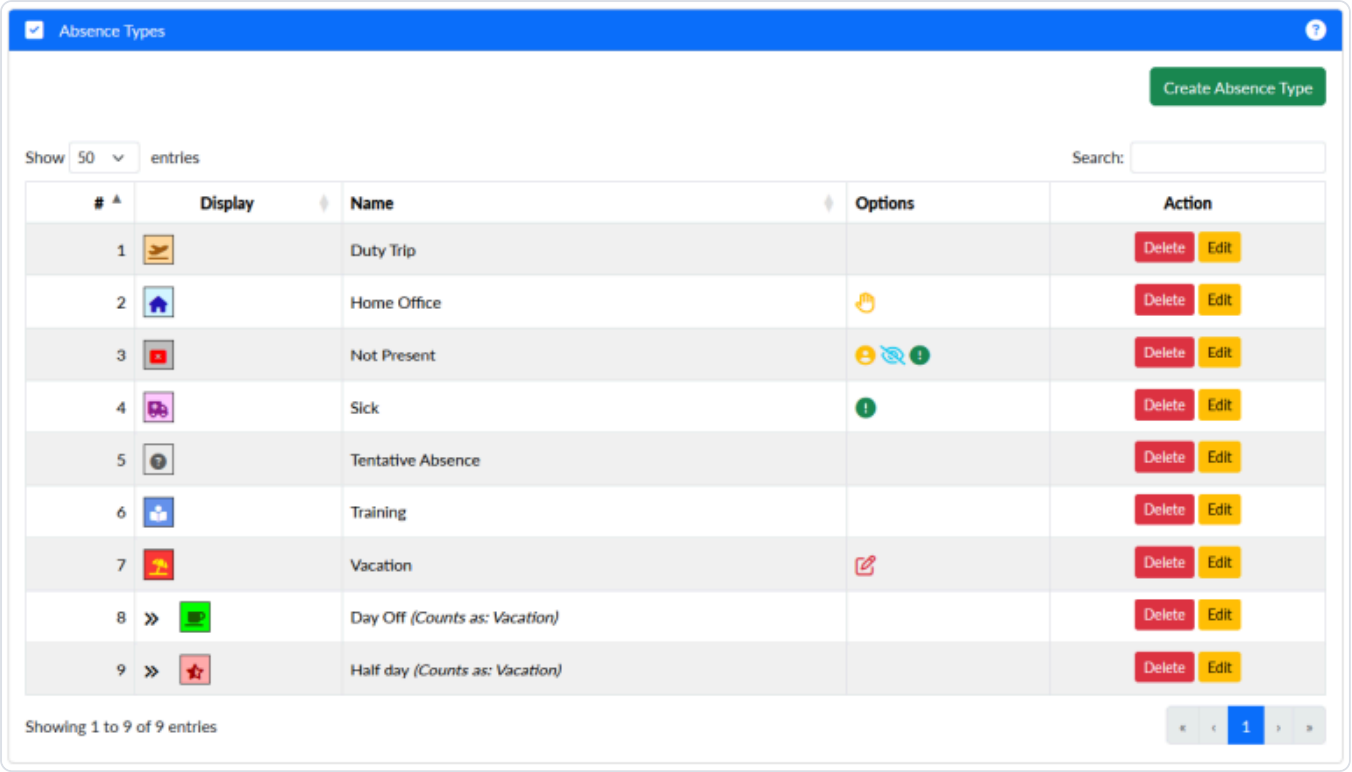
Specific TeamCal Neo settings can be configured under ***Administration*** → ***Calendar Options***.

Other configuration pages are also available, some belong to the application framework, others are specific to TeamCal Neo and some relate to both.

Absence Types

Absence types can be selected per user per day.

This page shows all absence types you have configured.



Buttons

Button	Description
Create Absence Type	Opens a dialog to add a new absence type
Edit	Opens the edit page for the corresponding absence type
Delete	Deletes the corresponding absence type (confirmation request will be shown first)

Allowance

Please review the following page to learn about how allowances work:

Absence Allowance

Absence Allowance

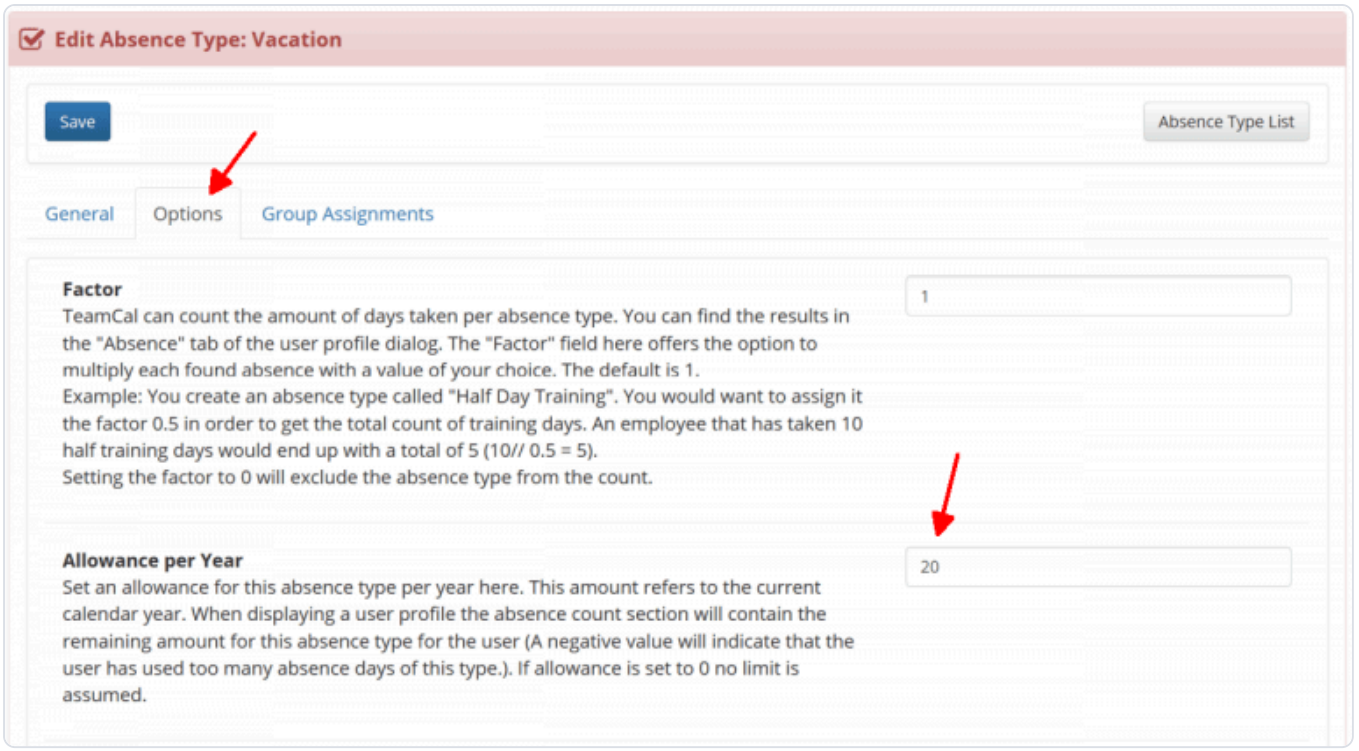
How Allowances work

There are two types of allowances.

Type	Where to set	Description
Global allowance	Absence Type Edit => Options	This is the global allowance for all users as long as they don't have a personal allowance record. If the Global Allowance is 0, an unlimited allowance is assumed.
Personal allowance	User Profile Edit (https://support.lewe.com/docs/teamcal-neo-manual/administration/users/user-edit/) => Absences	This is the personal allowance record for a single user. If it exists and the personal allowance is 0, it means 0 (no allowance).

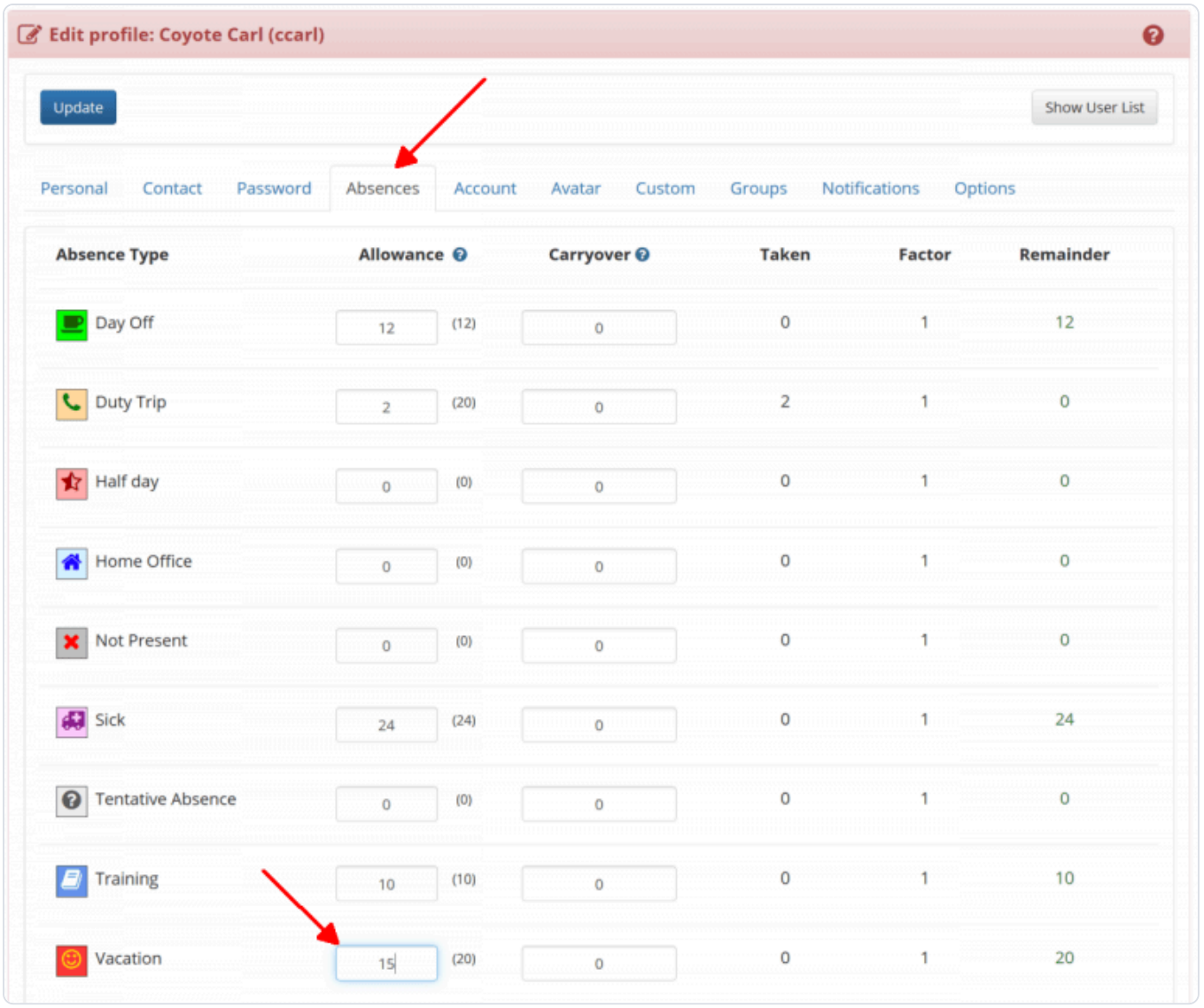
Setting Global Allowance

The Global Allowance value for an absence type can be set on the Absence Type Edit page, Options tag:



Setting Personal Allowance

The Personal Allowance value for an absence type can be set in the User Profile Edit, Absences tab:



Allowance Check

When a user enters an absence in his calendar, the following allowance checks are made:

1. If no personal allowance record exists
    1. If a positive global allowance is set, check against that allowance
    2. If global allowance is 0 (unlimited): Allow the absence
2. else (a personal allowance record exists)
    1. Check against the personal allowance (here, 0 means 0 => not allowed)

Personal Allowance Record

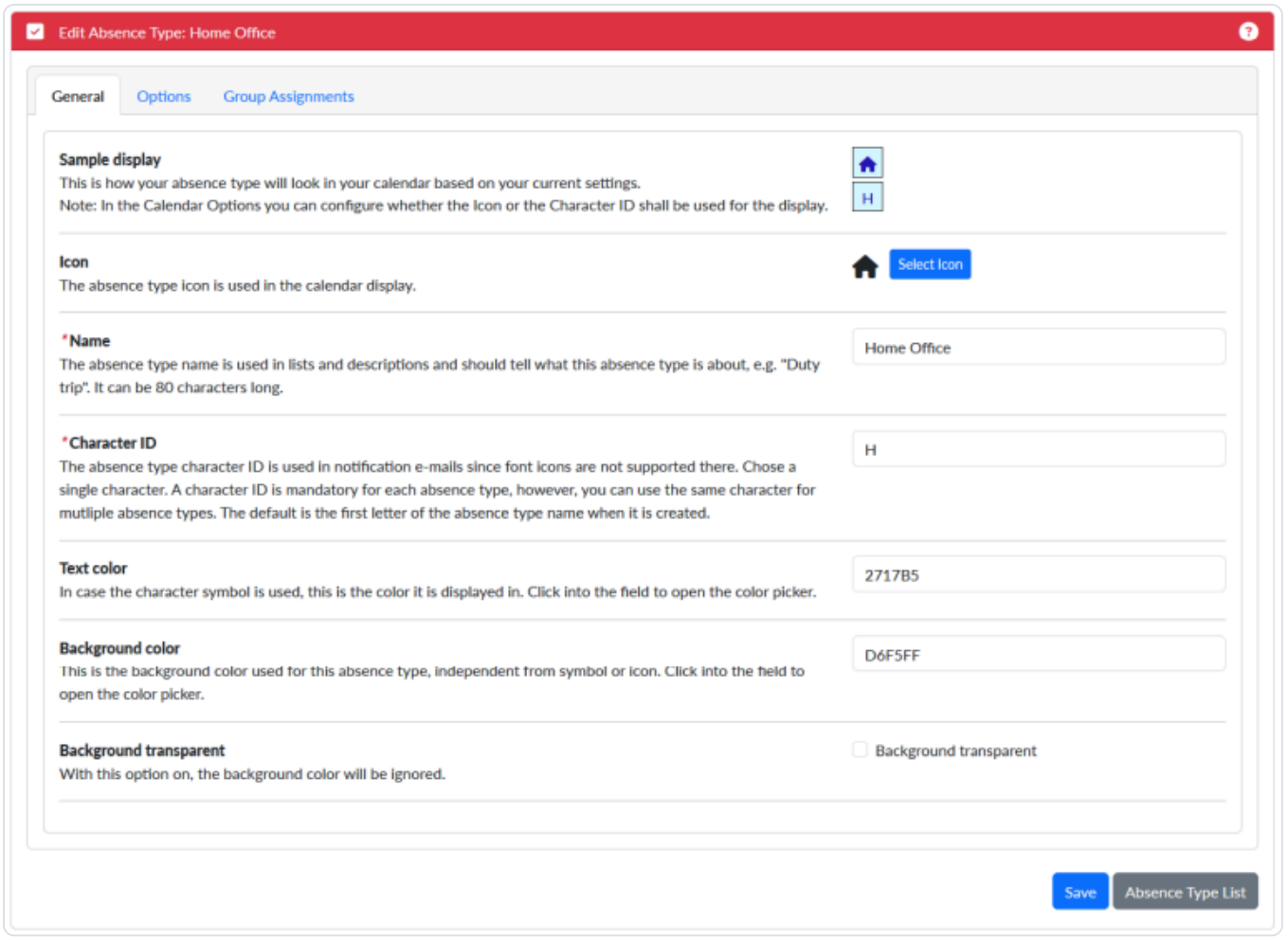
A personal allowance record does not exist per default. It is created the first time the User Profile Edit is loaded by the following rules:

1. If the Global Allowance is 0 (unlimited)
    1. The Personal Allowance is set to 365 (which is “unlimited” considering that the value is counted per year)

2. If the Global Allowance is not zero
    1. The Personal Allowance is set to the value of the Global Allowance

Absence Type Edit

Each absence type has several settings you can customize. Each setting is describe on the page.



Buttons

Button	Description
Save	Saves your current settings of the absence type
Absence Type List	Goes back to the absence type list
Select Icon	Opens another page to select and absence type icon

Allowance

Please review the following page to learn about how allowances work:

Absence Allowance

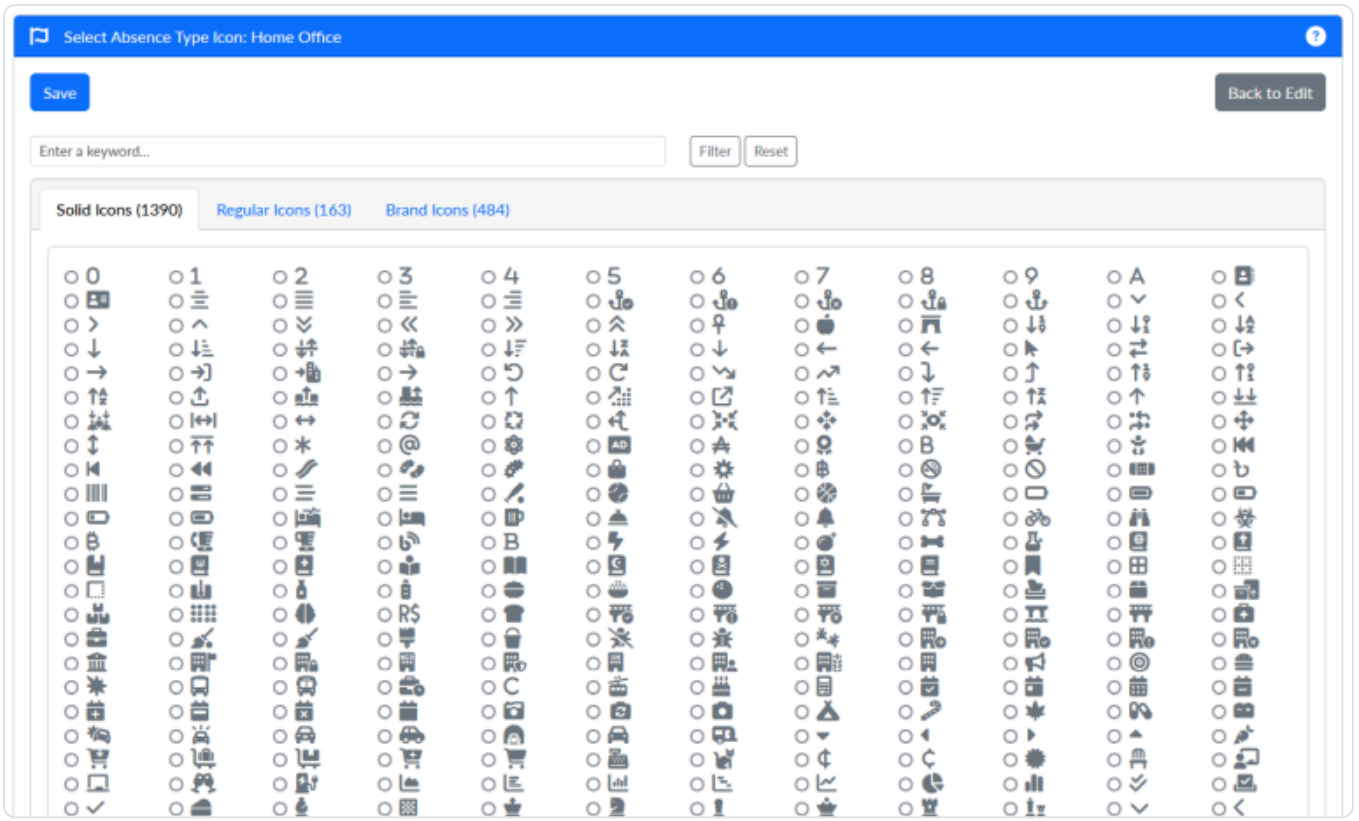
Absence Type Icon

> TeamCal New does not support custom icon files anymore for absence types. This change was made due to security and bandwidth considerations.

Each absence type can be represented by an icon. TeamCal Neo includes the free set of 1480 Font Awesome icons (version 5.3.6).

Font Awesome offers Solid, Regular and Brand icons. They are separated here by tabs.

The currently saved icon for the absence type edited is marked by a red rectangle.

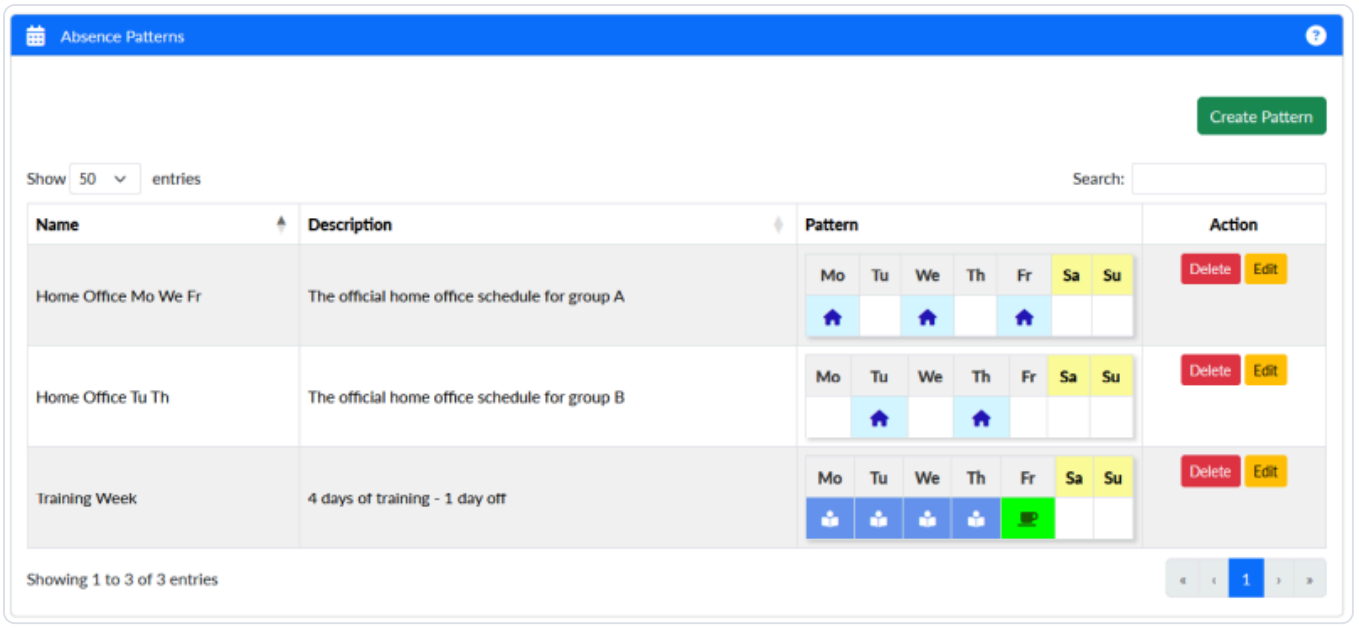


Buttons

Button	Description
Save	Save your current selection of the absence type icon
Back to Edit	Goes back to the absence type edit page

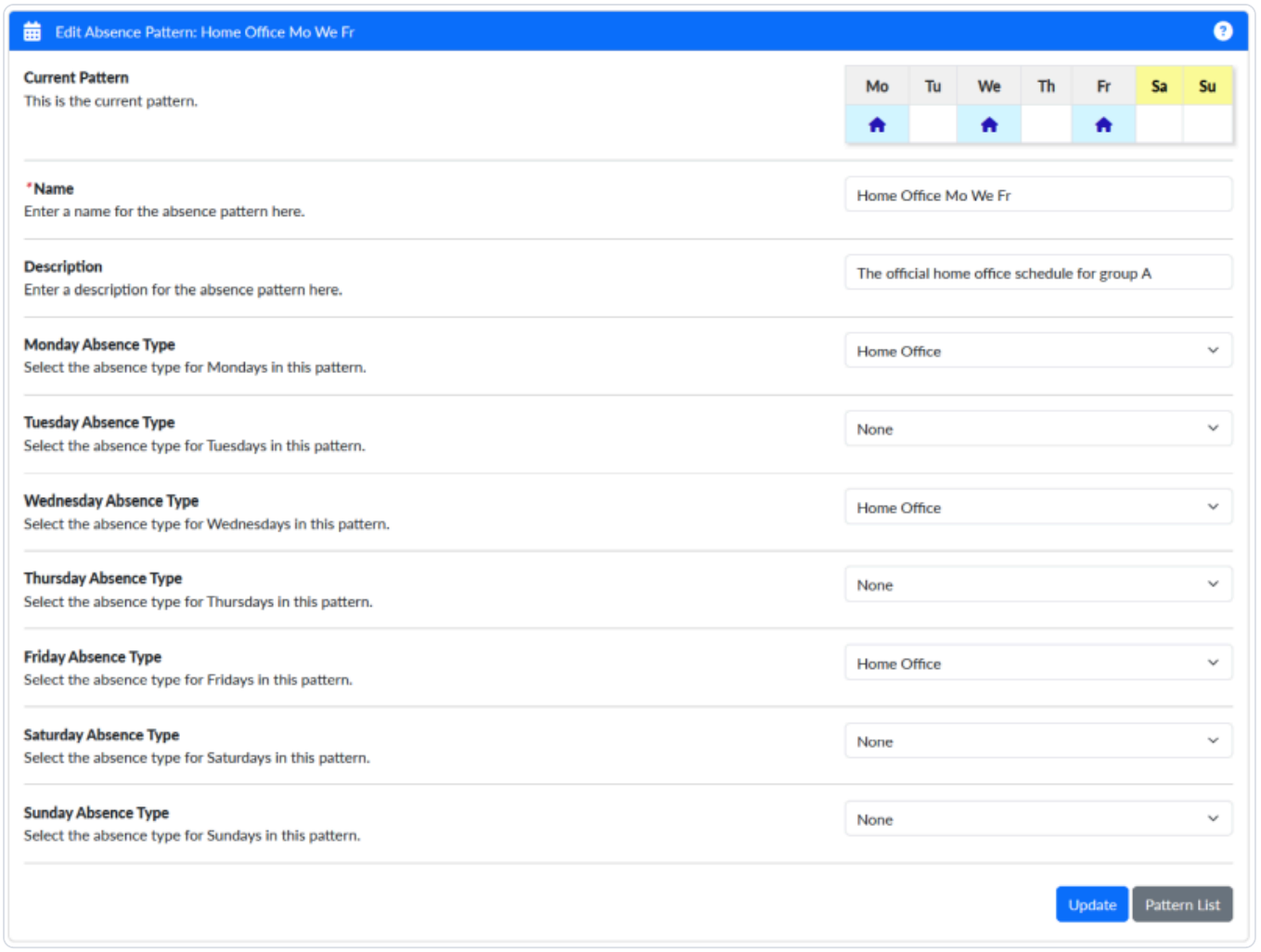
Absence Patterns

Absence patterns were introduced in version 4 of TeamCal Neo. They come in handy when you want to apply a recurring weekly absence sequence to the month you are editing.



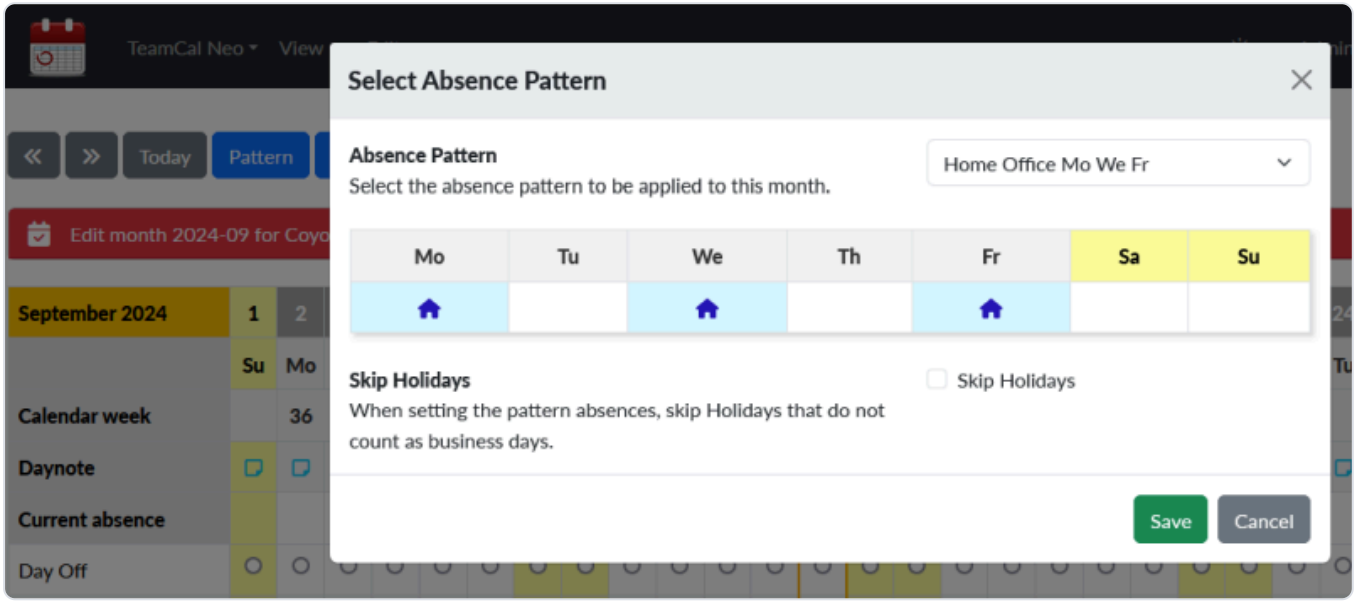
Creating and editing an absence pattern

An absence pattern requires a name and an optional description. You can then chose one of the existing absence types for each day of the week.



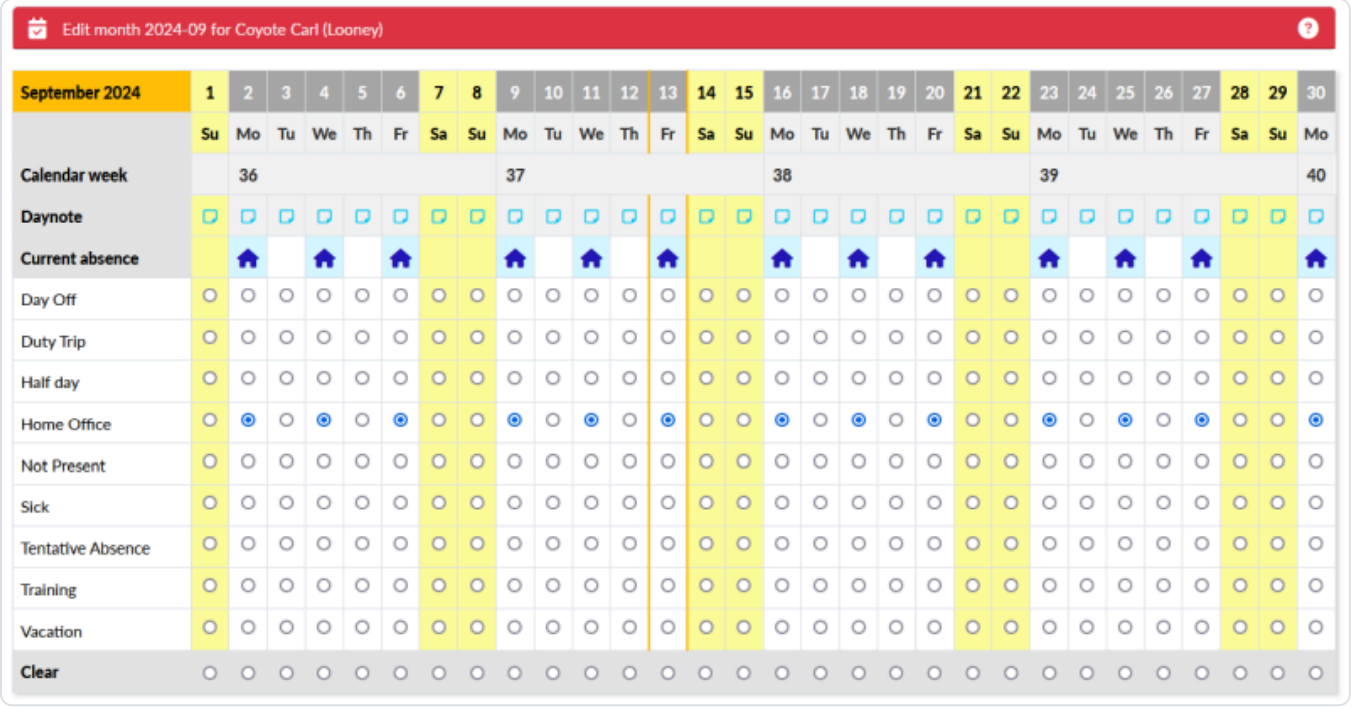
Applying an absence pattern

When editing your absences for a month (user calendar or group calendar), you can select an absence pattern by clicking the `Pattern` button.



If there are holidays in the edited month that do not count as business days, you can select to have the pattern skip those days. For example, in the above case, if there is such a Holiday on a Monday, the absence "Day Off" will not be entered for that day.

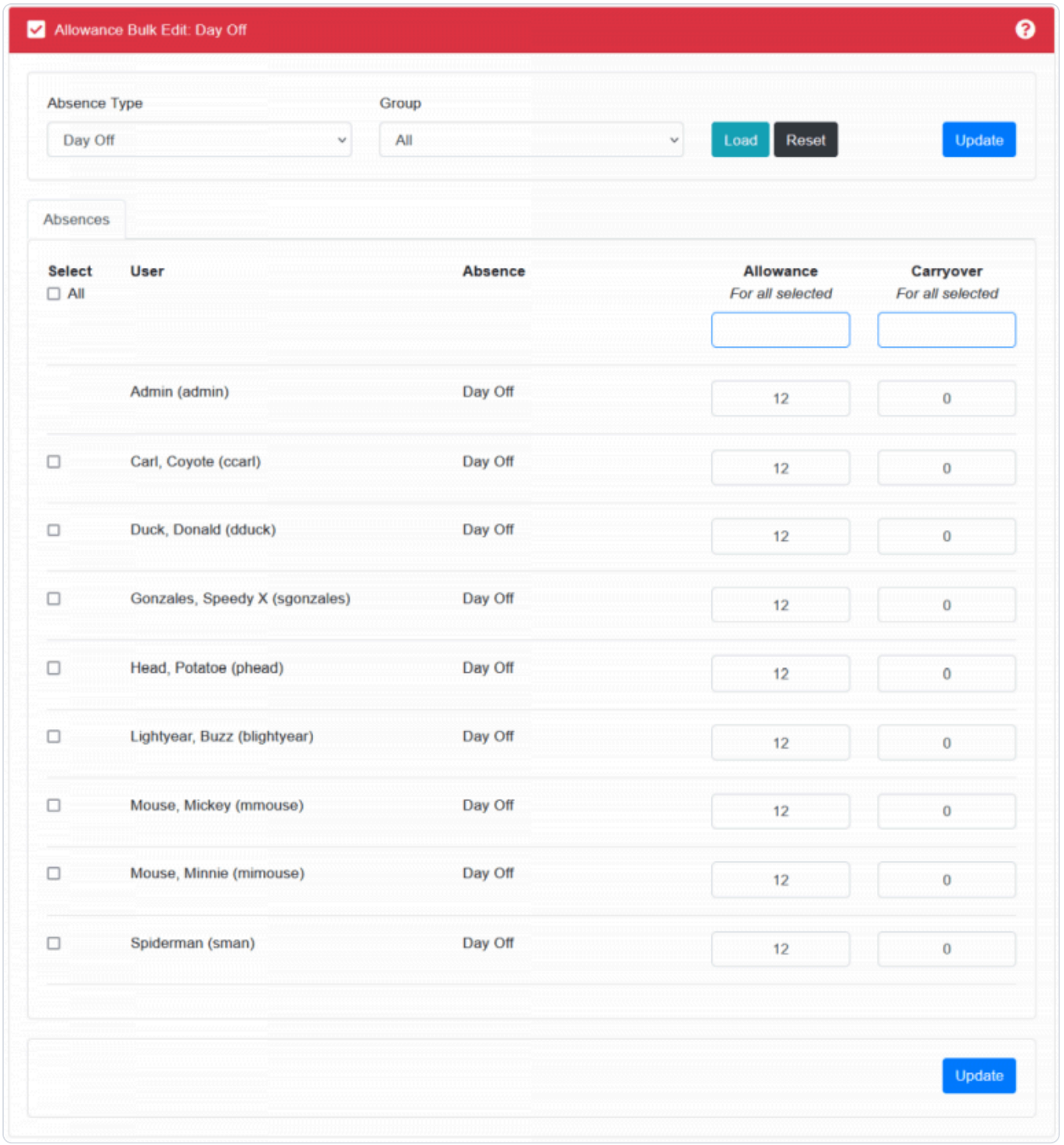
After saving your selected pattern, the absences will be saved to the month you are editing.



Allowance Bulk Edit

The Allowance Bulk Edit page was added based on a useful user suggestion. The use case was that allowances and/or carryovers changed due to new laws or regulations plus that the latter apply to certain employees or groups only.

This page saves you the work of editing every user profile separately. You can select all users, a number of individual users or only certain groups and then change the allowance and carryover in one shot.



How to work with this page

1. Select the absence type and user group you want to work on. Click [Load]
2. Select the users you want to change (or click the “All” checkbox at the top to select all users on the page)
3. Change the values for each user or, if all selected users shall get the same values, enter them in the blue boxes at the top that are labeled “For all selected”
4. Click [Update]

Buttons

Button	Description
Update	Save your current values on the page
Load	Loads the desired absence type and user group
Reset	Reloads the page without saving

Allowance

Please review the following page to learn about how allowances work:

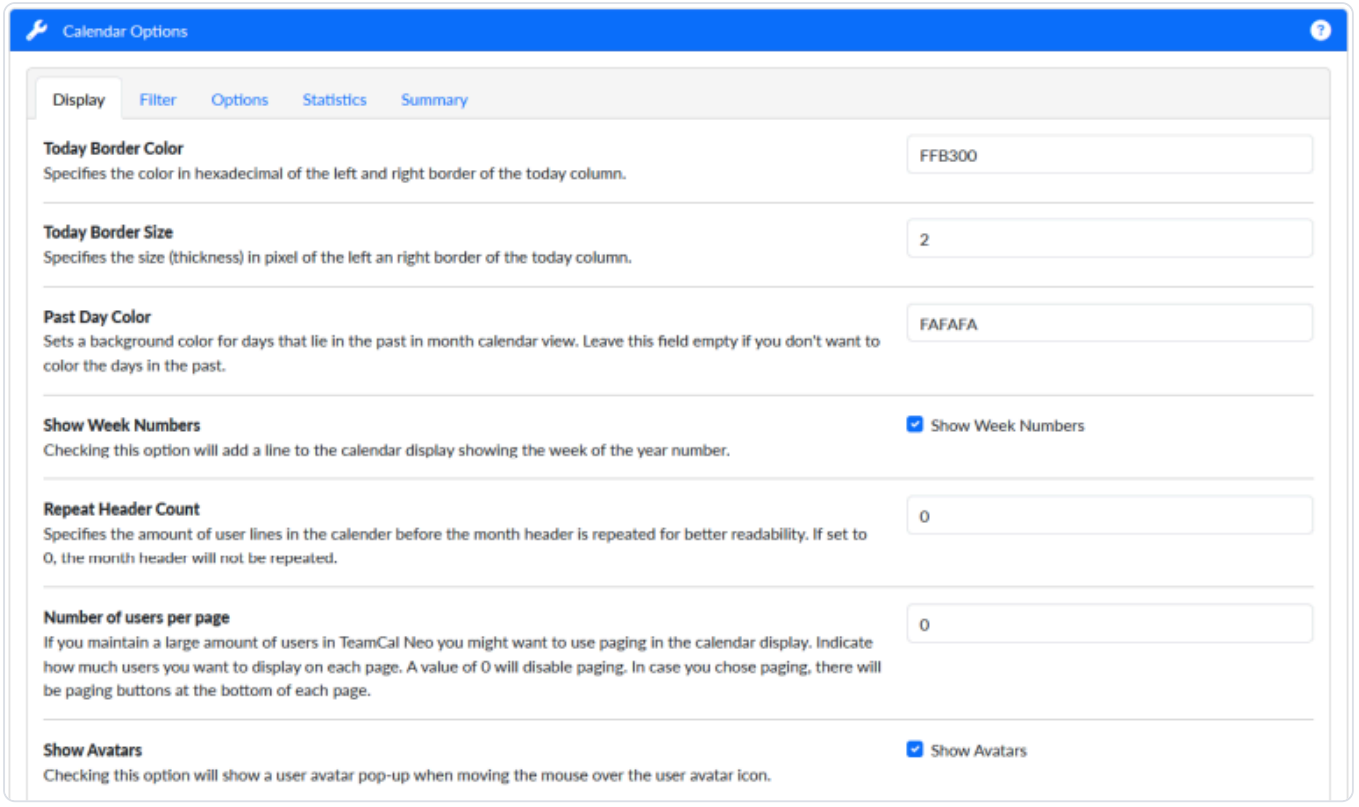
Absence Allowance

Calendar Options

This configuration page is organized in tabs. Each tab addresses a certain area and contains several settings you can configure. The labels and descriptions of each setting are on the page itself and should be sufficient for you to understand what each setting does.

This manual here will only address specifics that are useful to know and not covered by the on-page comments.

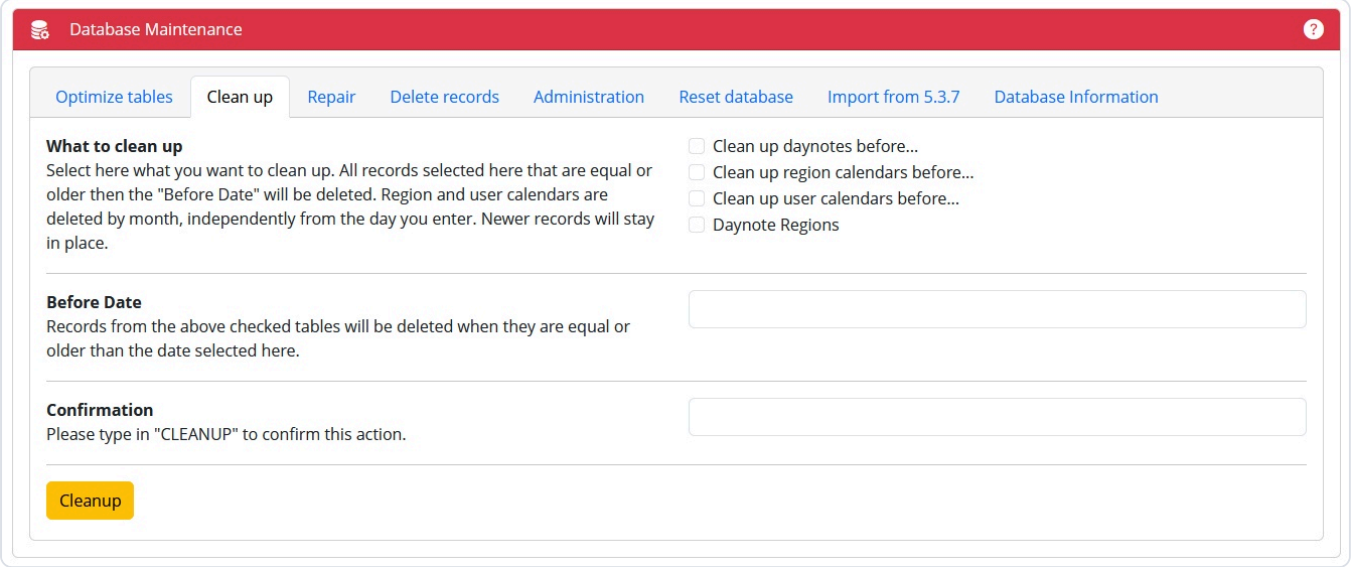
There is currently no additional information available.



Buttons

Button	Function
Apply	Saves the settings

Database Management



Optimize Tables

Button	Description
Optimize Tables	Initiates a MySQL table optimization

> TeamCal Neo 6 uses InnoDB tables. On InnoDB, optimizing rebuilds the tables, which can take a while on large databases.

Clean Up

The clean up feature allows to delete obsolete records from the past. You select what to clean up (daynotes, holidays, region calendars, user calendars), enter a "Before Date" and type `CLEANUP` to confirm. Records equal to or older than that date are deleted. Region and user calendars are deleted by month, independent of the day you enter. Newer records stay in place.

Button	Description
Clean Up	Cleans up the selected tables

Repair

The repair feature allows you to check your current database structure against the one distributed with the release you have installed. It compares tables, columns, indexes, **foreign keys, check constraints and the storage engine** (InnoDB), and it also looks for missing configuration entries. A dialog lists what it found and lets you confirm the fixes. Make a database backup first. Run Repair until it reports no issues.

Button	Description
Repair	Check database structure

Delete Records

The delete feature lets you remove all records of the selected kind: users (except "admin"), groups, custom permission schemes (except "Default"), messages, orphaned messages, system log entries and archived records. Type `DELETE` to confirm. Patterns and regions cannot be deleted here.

Button	Description
Delete Records	Deletes the selected records

Administration

TeamCal Neo does not offer an own export/import feature anymore. Why create the wheel twice when there are more capable and secure free applications out there to manage databases, e.g. phpMyAdmin. What you can do here is enter the URL to your favorite database management tool, save it and launch it then by clicking/tapping on [Database Administration].

Button	Description
Save	Saves the link to your database administration tool
Database Administration	Launches the link given in the URL field. If no link is saved, the button will not show.

Reset Database

Button	Description
Reset Database	Will replace all your information with the installation sample database.

Import from 5.3.7

This tab imports the data of a TeamCal Neo 5.3.7 installation into this one. It **replaces all data** of this installation and is meant for a fresh installation only. You have to type `IMPORT` to confirm. See Upgrading for the full procedure.

Button	Description
Check old installation	Checks whether the old installation can be imported
Start import	Imports the data of the old installation

TeamCal Pro Import

TeamCal Neo is not compatible with TeamCal Pro anymore. However, you can import core data from TeamCal Pro, like user accounts, if you have used TeamCal Pro before and want to migrate to TeamCal Neo. I recommend to try this with a test database first.

Button	Description
Import	Will launch the TeamCal Pro import page.

Database Information

The Database Information tab shows some basic information about your database connection and server, like the server and client version.

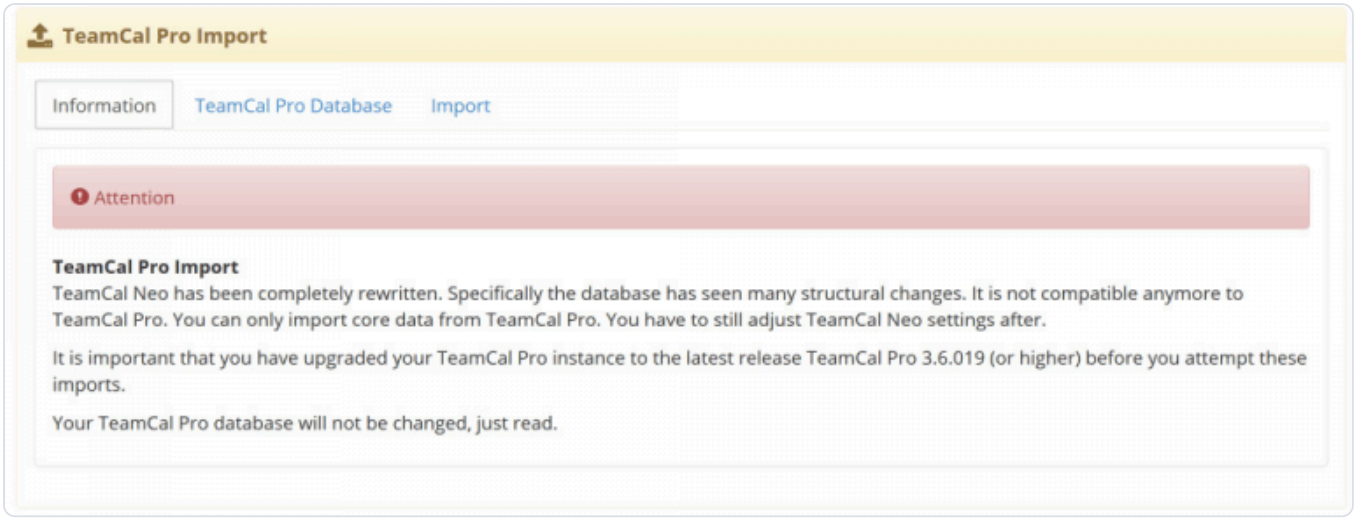
TeamCal Pro Import

Information

TeamCal Neo has been completely rewritten. Specifically the database has seen many structural changes. It is not compatible anymore to TeamCal Pro. You can only import core data from TeamCal Pro. You have to still adjust TeamCal Neo settings after.

It is important that you have upgraded your TeamCal Pro instance to the latest release TeamCal Pro 3.6.019 (or higher) before you attempt these imports.

Your TeamCal Pro database will not be changed, just read.

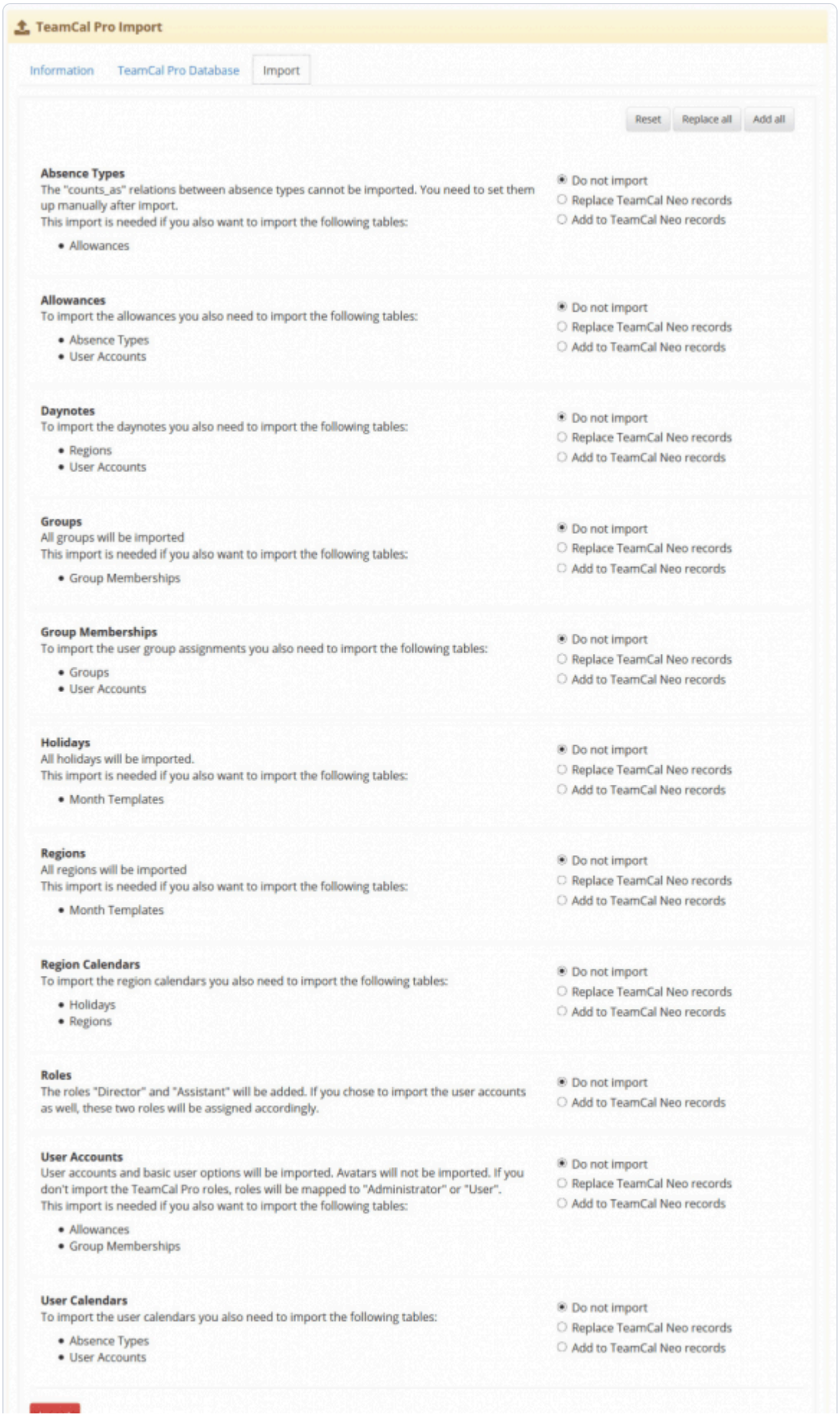


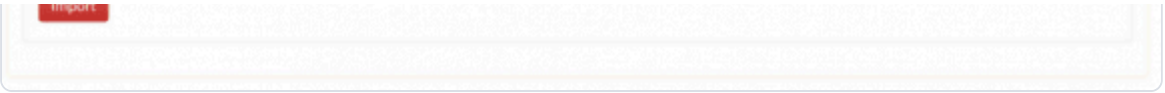
TeamCal Pro Database

Specify the location and credentials of you TeamCal Pro database. The TeamCal Pro database will not be changed, just read.

Import

You can select the data that you want to import from TeamCal Pro here. Read the descriptions because some tables requires others so that the import makes sense.


TeamCal Pro Import
Information
TeamCal Pro Database
Import
Reset
Replace all
Add all
Absence Types
The "counts_as" relations between absence types cannot be imported. You need to set them up manually after import.
This import is needed if you also want to import the following tables:
• Allowances
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
Allowances
To import the allowances you also need to import the following tables:
• Absence Types
• User Accounts
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
Daynotes
To import the daynotes you also need to import the following tables:
• Regions
• User Accounts
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
Groups
All groups will be imported
This import is needed if you also want to import the following tables:
• Group Memberships
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
Group Memberships
To import the user group assignments you also need to import the following tables:
• Groups
• User Accounts
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
Holidays
All holidays will be imported.
This import is needed if you also want to import the following tables:
• Month Templates
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
Regions
All regions will be imported
This import is needed if you also want to import the following tables:
• Month Templates
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
Region Calendars
To import the region calendars you also need to import the following tables:
• Holidays
• Regions
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
Roles
The roles "Director" and "Assistant" will be added. If you chose to import the user accounts as well, these two roles will be assigned accordingly.
Do not import
Add to TeamCal Neo records
User Accounts
User accounts and basic user options will be imported. Avatars will not be imported. If you don't import the TeamCal Pro roles, roles will be mapped to "Administrator" or "User".
This import is needed if you also want to import the following tables:
• Allowances
• Group Memberships
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records
User Calendars
To import the user calendars you also need to import the following tables:
• Absence Types
• User Accounts
Do not import
Replace TeamCal Neo records
Add to TeamCal Neo records



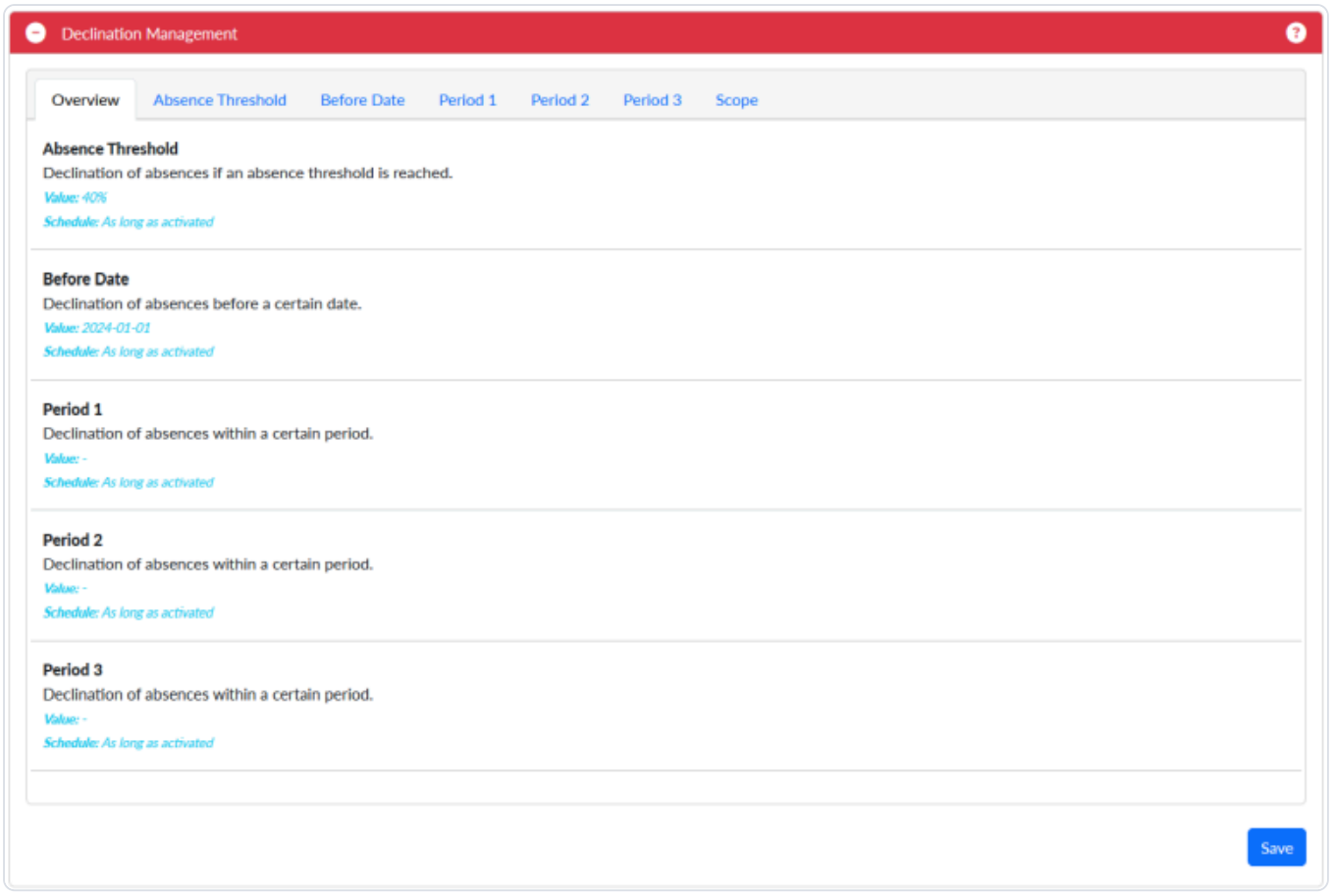
Buttons

Button	Description
Test Database	Tries to connect to the database with the credentials you provided.
Reset	Unchecks all options. Nothing will be imported.
Replace All	Checks all tables and to replace the information in TeamCal Neo
Add All	Checks all tables and to add the information to what is in TeamCal Neo
Import	Starts the import

Declination Management

You might want to set up certain rules that are checked when a user enters an absence. Such rules may lead to a declination of the requested absence.

The first tab “Overview” shows you a summary of the current status of all rules.



Screenshot Description

Little icons next to the tab title show whether this rule is activated or not. This marker does **not** take any scheduling into consideration.

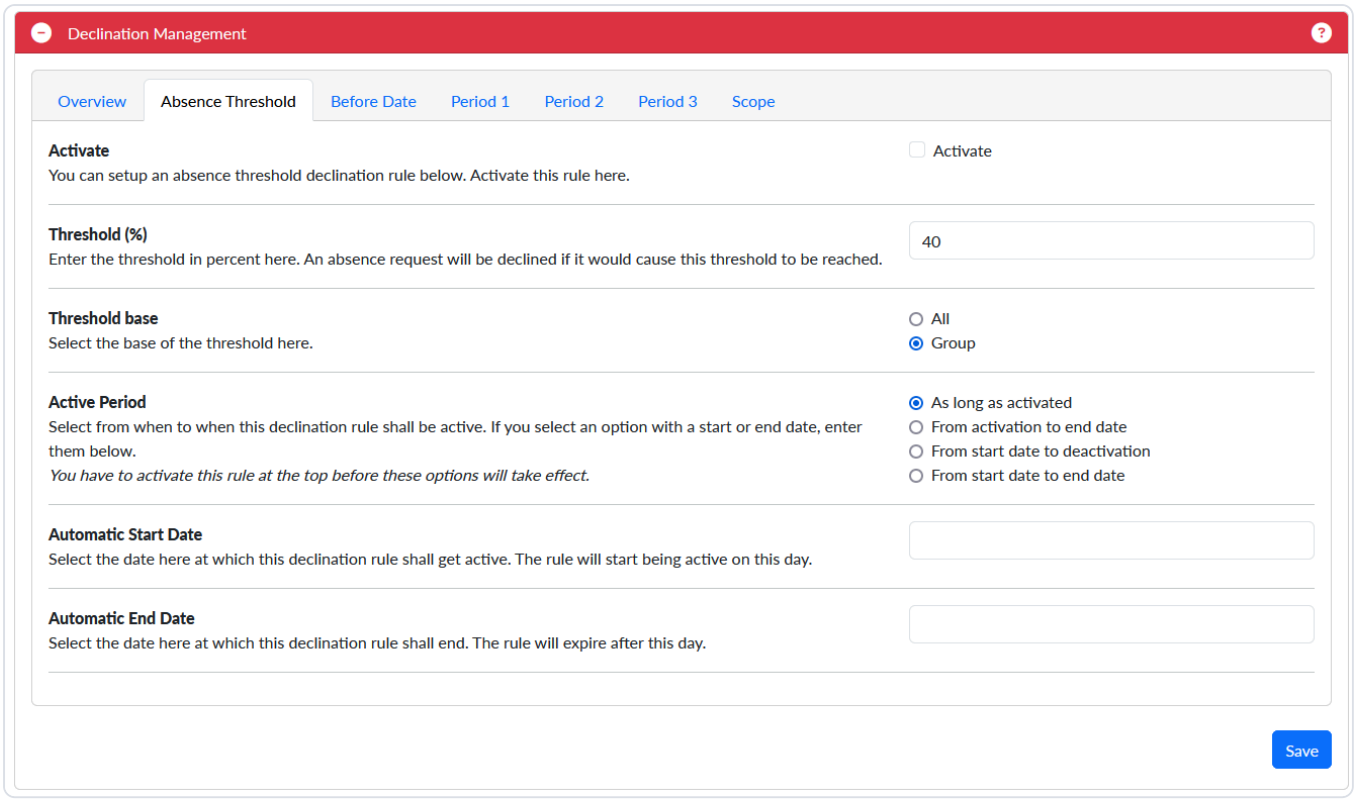
The overview shows each rule, its title, description, value and schedule.

Buttons

Button	Description
Save	Saves your declination settings

Absence Threshold

Use this tab to set up a declination rule that applies if a certain absence threshold would be reached by an absence request, e.g. not more than half of a group may be absent on a given day.

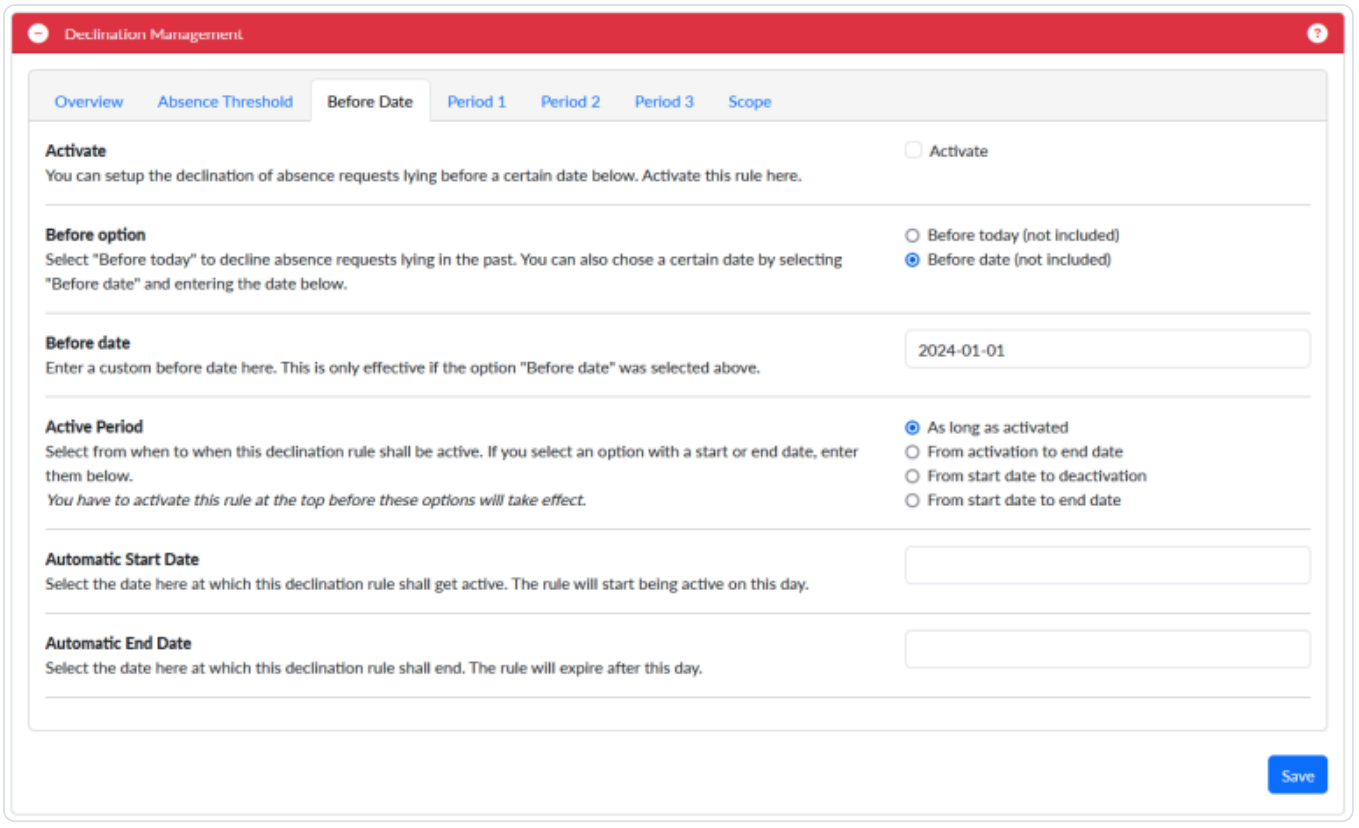


Buttons

Button	Description
Save	Saves your declination settings

Before Date

Use this tab to set up a declination rule that applies if an absence is requested before a certain date.

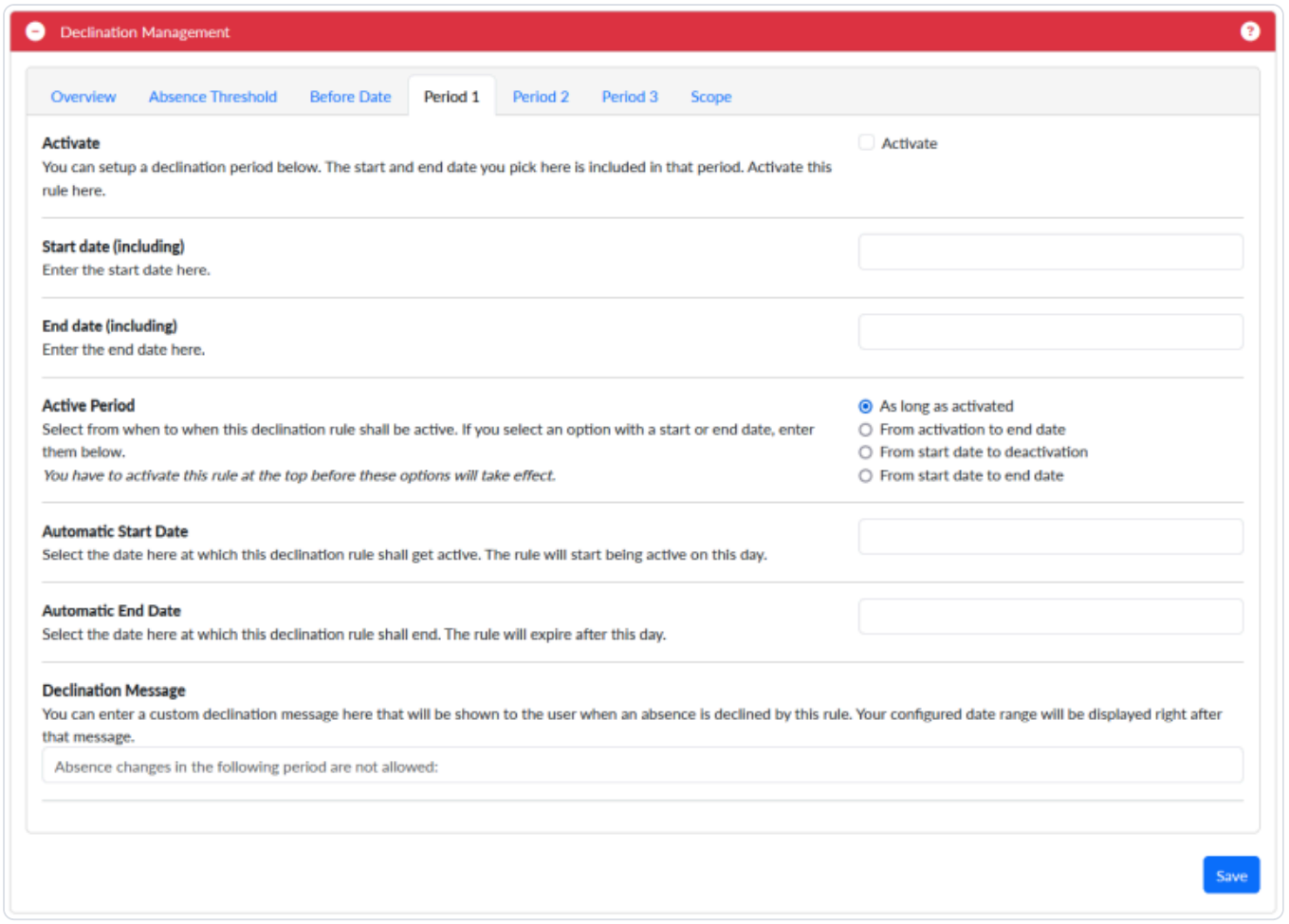


Buttons

Button	Description
Save	Saves your declination settings

Period 1-3

Use this tab to set up a declination rule that applies if an absence is requested within a certain period.



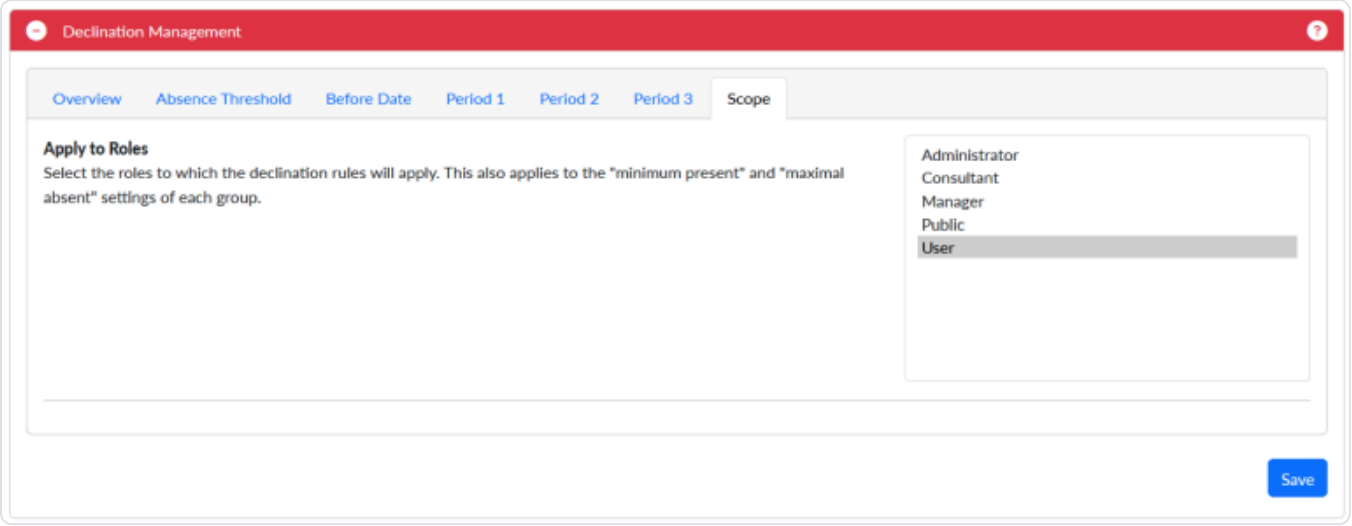
Since that can have various reason in your environment, the Period rules allow to specify a custom declination message that is shown to a user if such a rule applies to his/her request.

Buttons

Button	Description
Save	Saves your declination settings

Scope

Use this tab to set up the scope (roles) to which your rules apply. This applies to all rules.



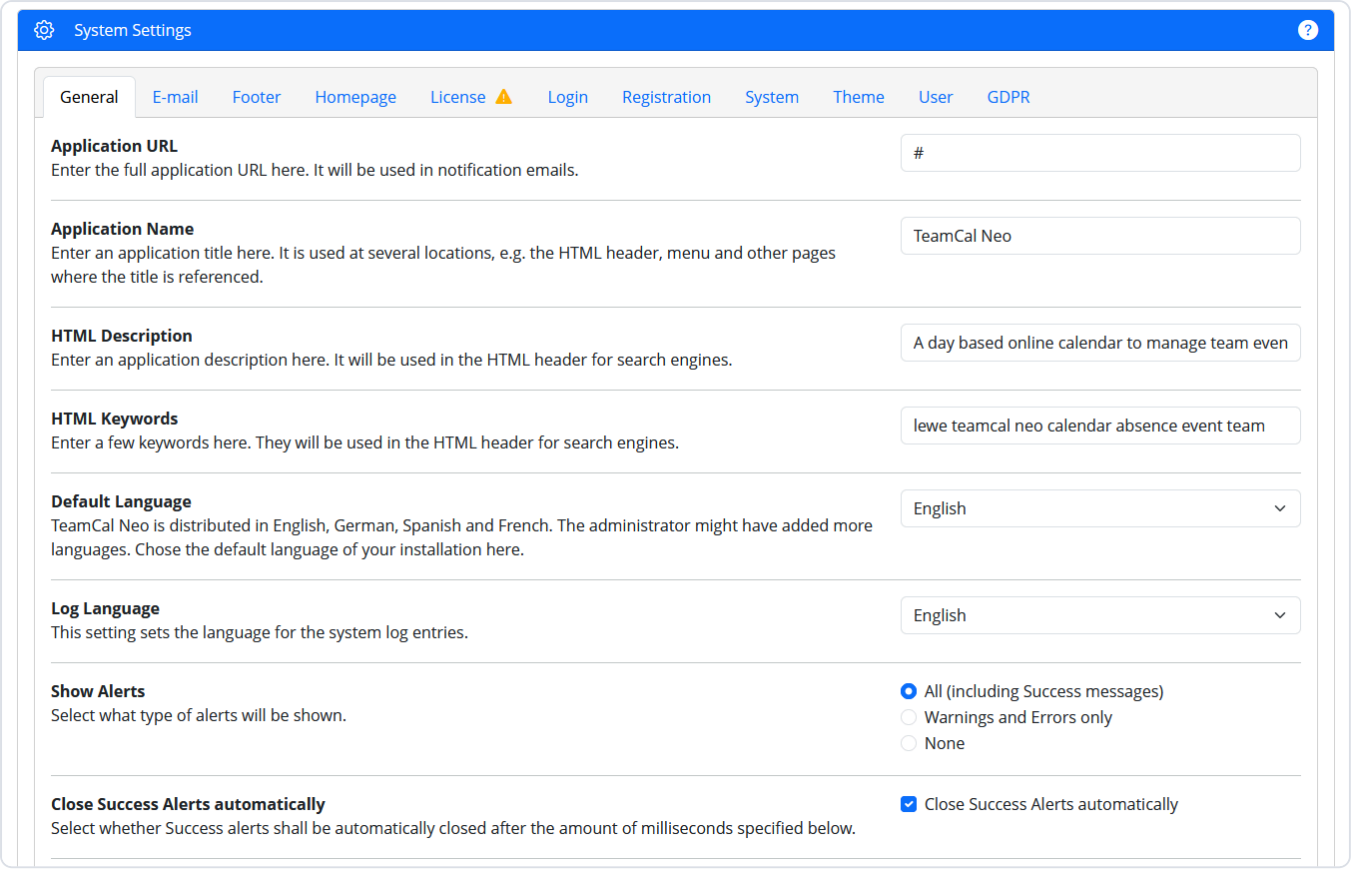
Buttons

Button	Description
Save	Saves your declination settings

System Settings

The System Settings page (previously known as "Framework Configuration") is organized in tabs. Each tab addresses a certain area and contains several settings you can configure. The labels and descriptions of each setting are on the page itself and should be sufficient for you to understand what each setting does.

This manual here will only address specifics that are useful to know and not covered by the on-page comments.



Buttons

Button	Function
Apply	Saves the settings

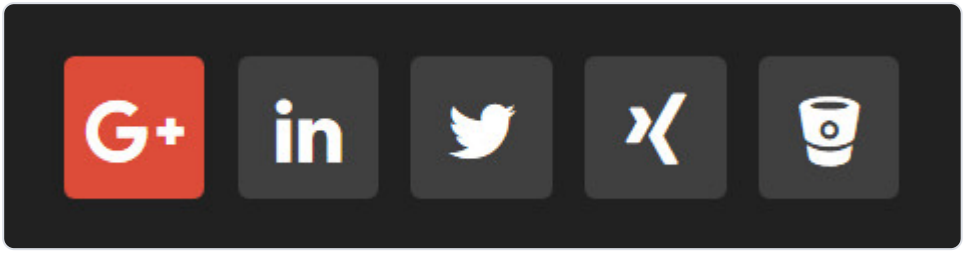
Tab: Footer

Social Links



TeamCal Neo handles links to social networks intelligently. All you need to provide is one or more links to the desired pages, separated by a semicolon. TeamCal Neo will identify them and place the corresponding icons in the footer. Cool, isn't it?

A mouse-over effect will change the background color of the icon to the brand color of the social network.



The following networks are currently identified by TeamCal Neo:

1. Amazon
2. Behance
3. Bitbucket
4. Deviantart.com
5. Dribble
6. Facebook
7. Flickr
8. Foursquare
9. GitHub
10. Instagram
11. LinkeIn
12. Mail (enter a mailto: link)
13. PayPal
14. Pinterest

15. RSS Feeds (enter a link to a .rss file or a /feed folder)
16. Skype
17. Tumblr
18. X (Twitter)
19. Vimeo
20. Xing
21. YouTube

If you need another network added, please submit a Feature request here (https://desk.lewe.com).

License

TeamCal Neo requires a proper license to work. A free version of TeamCal Neo, TeamCal Neo Basic, is also available. Read more about it here.

Requesting a License

You can request a license via several channels:

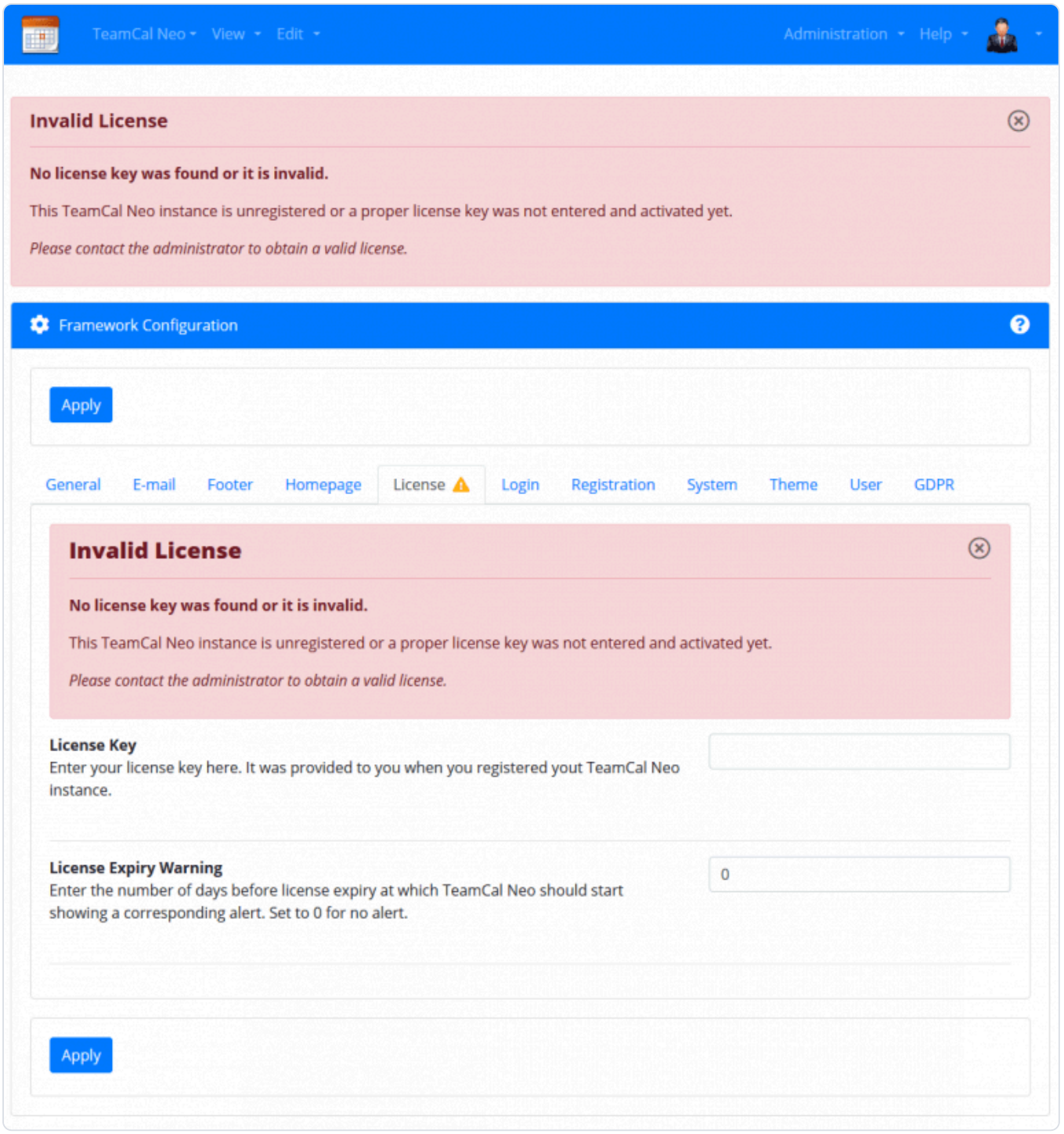
- Lewe.com contact form (https://www.lewe.com/contact/)
- Lewe.com Support site ticket (https://desk.lewe.com)
- E-mail to support @ lewe.com

Please submit your full name, postal address, a valid email address and your company name if applicable.

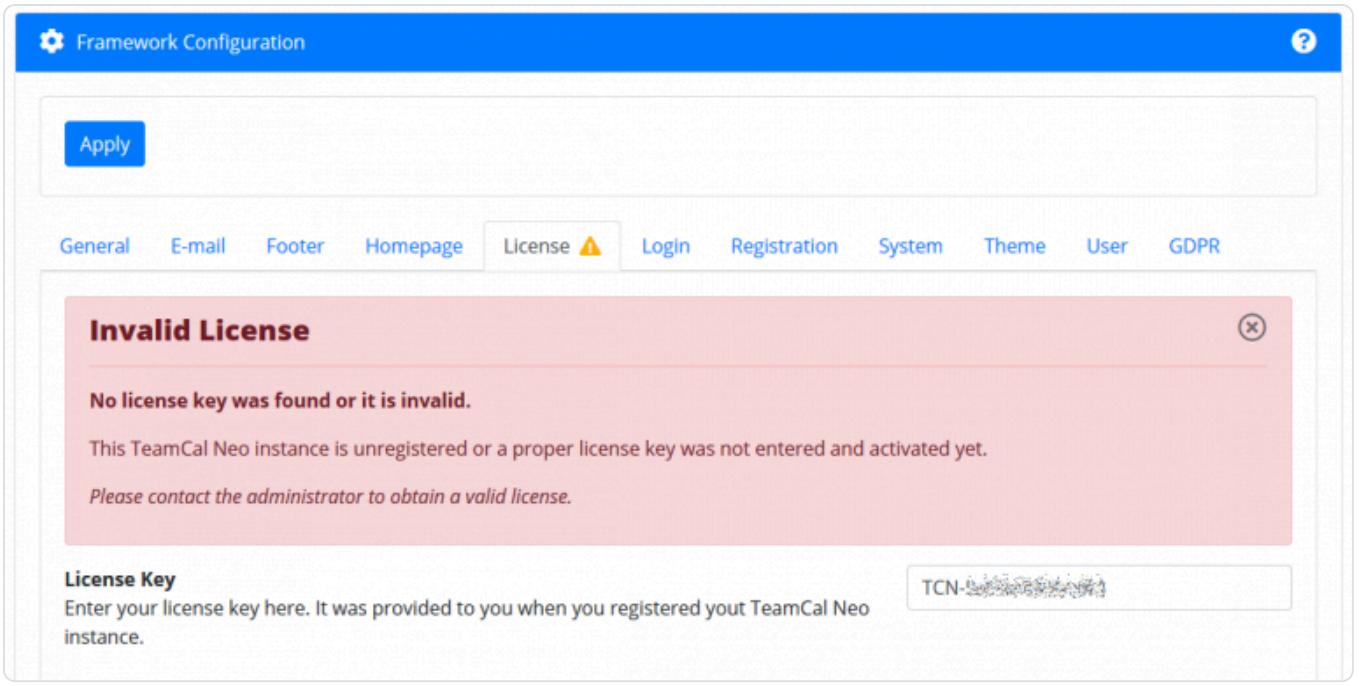
Your request will be processed and a proper invoice sent to you. After the payment of the license fee has been received, a license key will be generated for you and sent to you. This license key has to be entered and activated in TeamCal Neo. Please install TeamCal Neo for that purpose first.

Activating your License

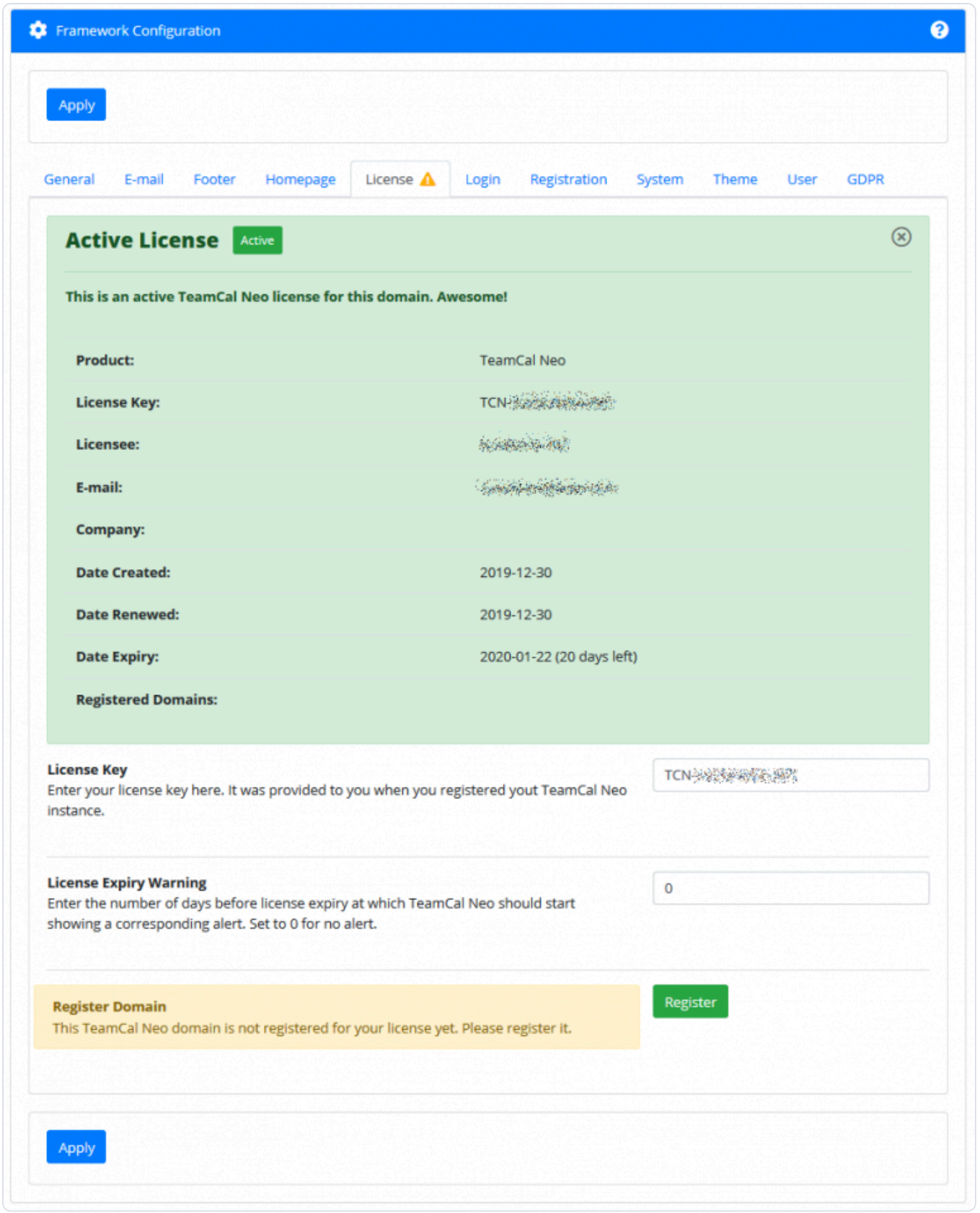
After installing TeamCal Neo, go to Administration -> Framework Configuration -> License Tab. The tab will show a warning indicator and two alert boxes will be displayed. Don't worry about those now because after the activation they will disappear.



Enter the license key provided to you in the License Key text box:



After clicking ‘Apply’, go back to the License tab. It will look something like this:

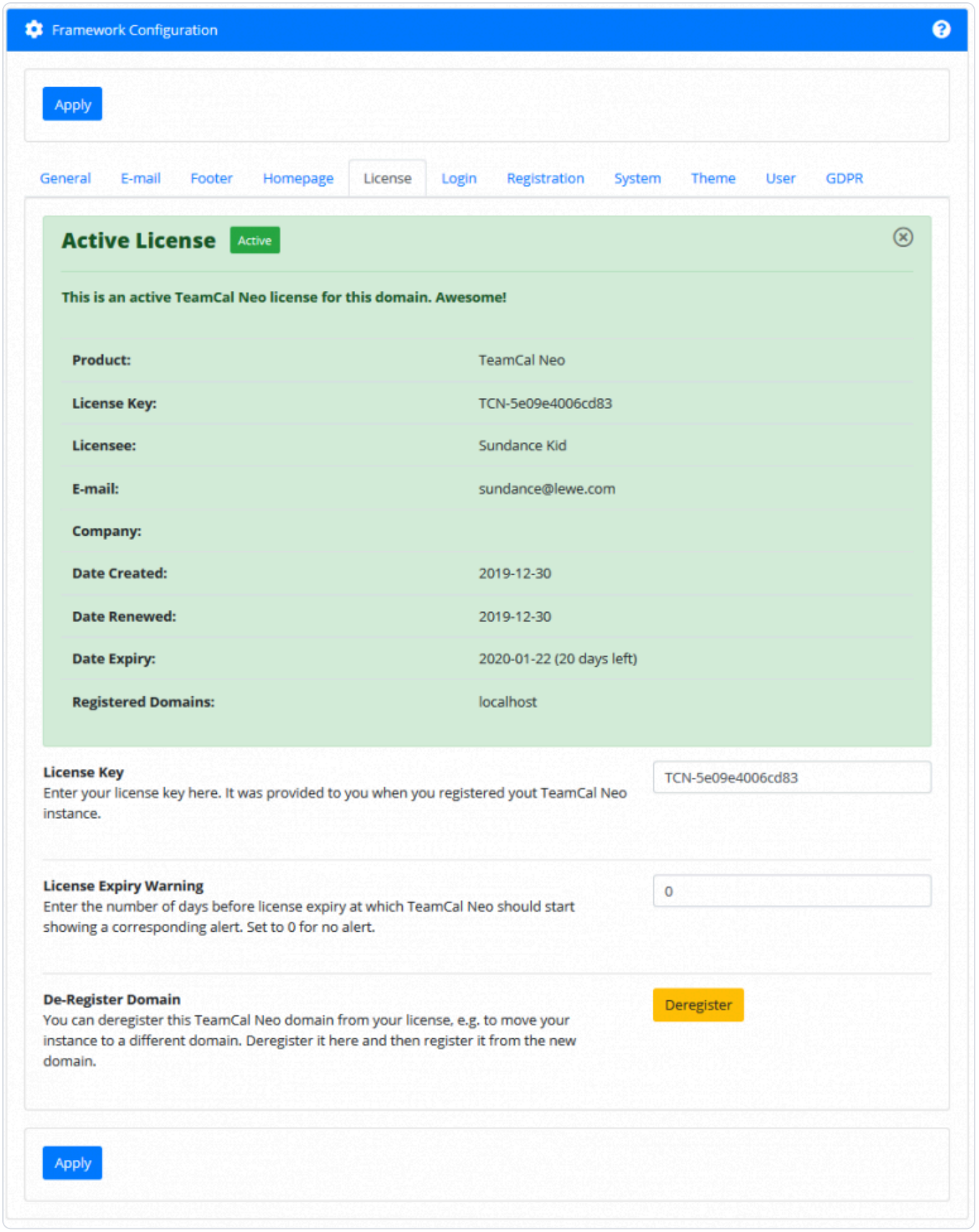


Registering your License

Your license is now active but you need to register it for the domain you are using it on.

Click the Register button.

After that, your license is properly installed and you can use TeamCal Neo in all its beauty. Looking that the License tab again, it will look something like this:



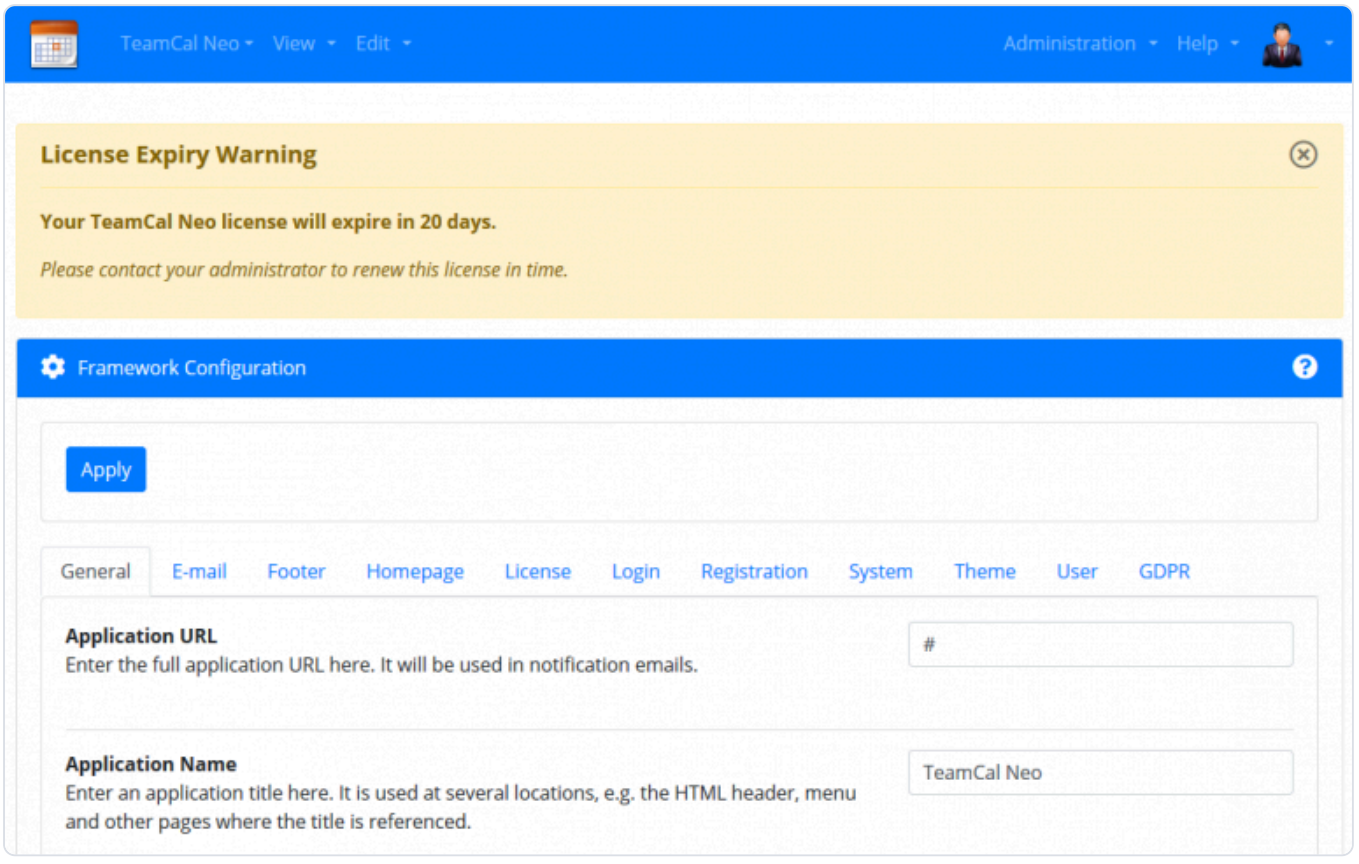
Deregistering your License

You can de-register your license from the current domain in order to move the license to a different one. Perform these steps.

1. Install TeamCal Neo on the new domain.
2. Click the Deregister button on the current domain.
3. Activate and register the license on the new domain.
4. Uninstall TeamCal Neo from the current domain.

License Expiry Warning

TeamCal Neo licenses are valid for a year and need to be renewed then. As a convenience for you to not forget about it, TeamCal Neo can notify you about an upcoming expiry with a warning message. See this screenshot:



How do I renew a license?

A license is valid for one year. Based on the product and the settings you chose in it you will be informed about an upcoming or already expired license. If you want to renew your license, use the same process as applying for a license. Submit a License Request and add your current license key to the description.

The license will be extended after the renewal payment has been received.

How do I unblock a license?

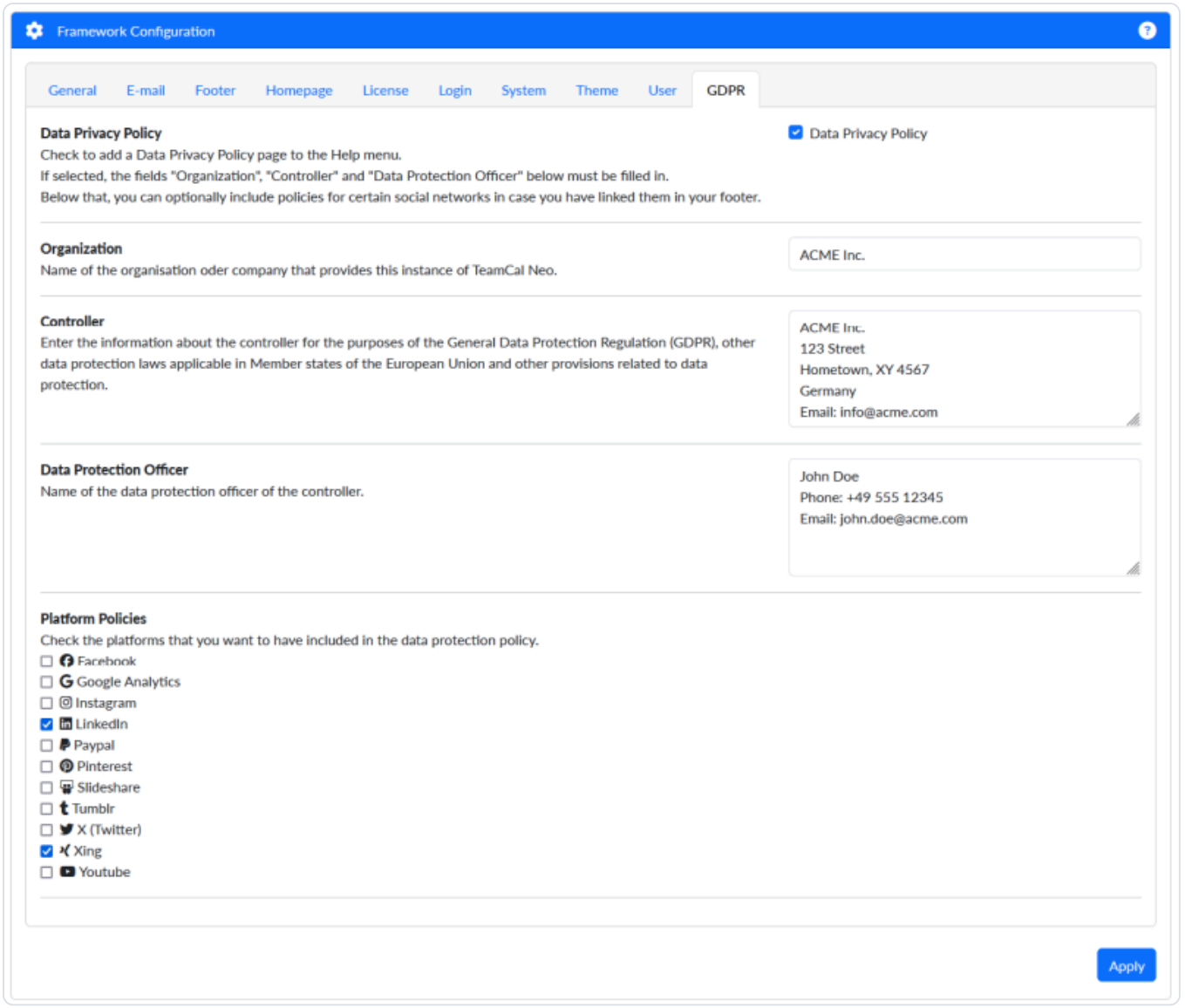
There are reasons that can lead to a blocked license, e.g. an overdue payment, failure to renew or fraud. In such a case submit a License Request issue to have your license unblocked or renewed. Please add your current license key to the description.

GDPR

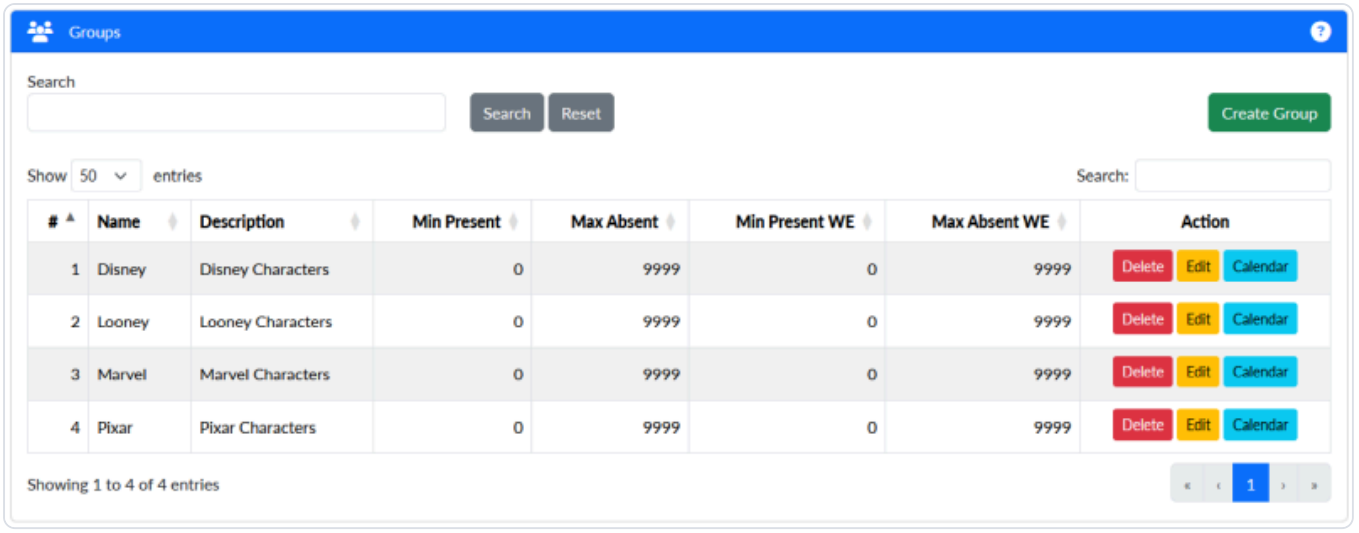
Since 25. May 2018 the new General Data Protection Regulation (GDPR) is in place in Europe. Should you use TeamCal Neo with users in Europe, these regulations apply.

One of the regulations is a proper data privacy and protection declaration to be shown on the website.

You can enable and tailor that declaration on the GDPR tab of the Framework Configuration page.



Groups



Filters

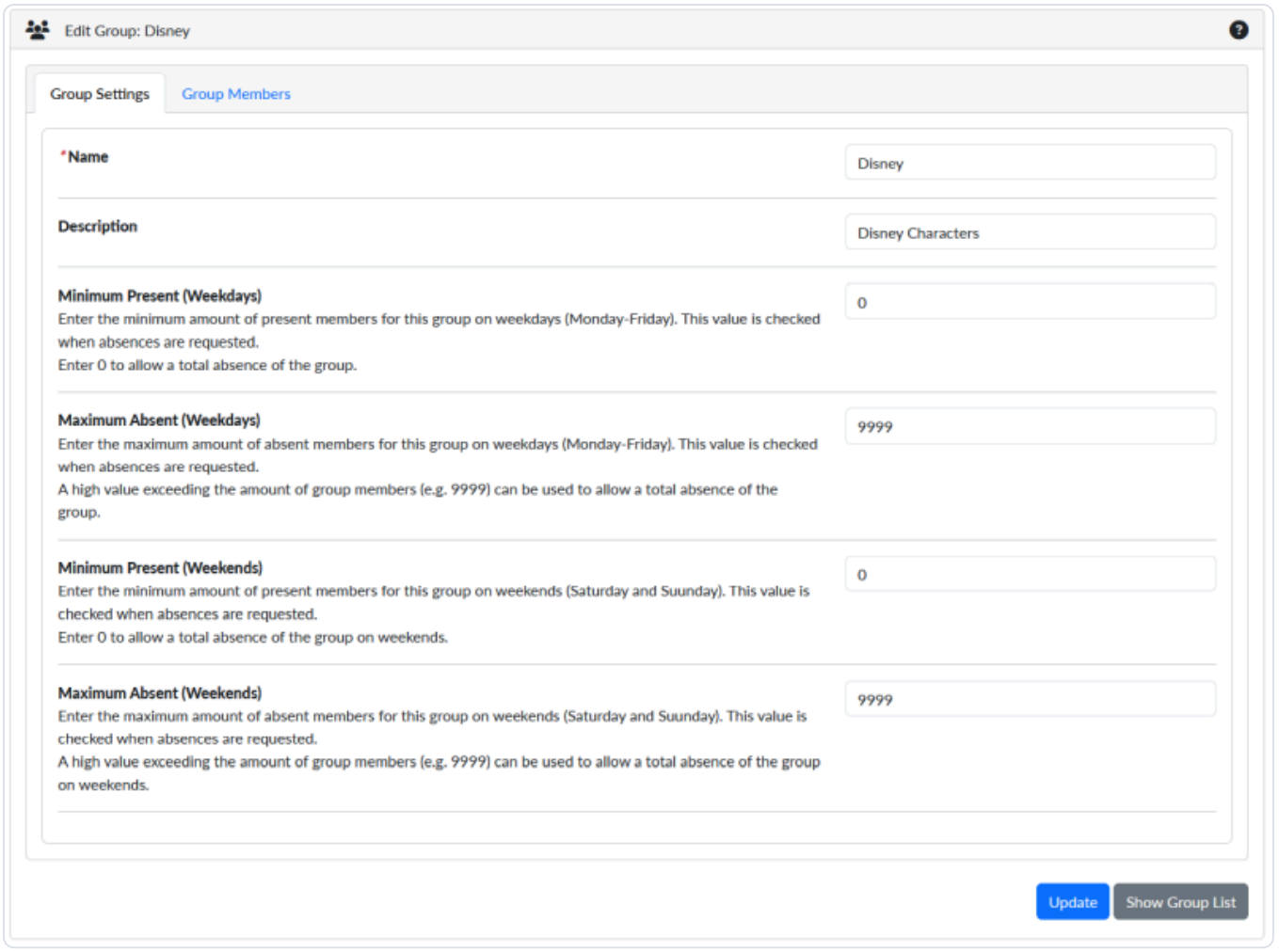
Filter	Function
Search	Text field to enter a search term

Buttons

Button	Function
Search	Searches the group names for the search term
Reset	Resets the list to all groups (unfiltered)
Create Group	Opens a dialog to create a new group
Delete	Deletes the corresponding group
Edit	Opens the Edit page for the corresponding group

Group Edit

Besides setting a name and description, the Group Edit page also allows you to set thresholds for the “minimum presence” and “maximum absence” for their members. Since version 3.2.1 those values can be specified for weekdays (Monday-Friday) and weekends (Saturday and Sunday).



Group Members Tab — Manager/Member Listbox Behaviour

The **Managers** and **Members** listboxes are mutually exclusive: a user can appear in only one at a time. The following rules are enforced automatically via JavaScript as the user makes selections, before the form is saved.

Managers listbox

Action	Effect on Members listbox
User **added** to Managers	User is **deselected** from Members
User **removed** from Managers	User is **auto-selected** in Members

The second rule ensures that a former manager retains group membership and is not accidentally removed from the group entirely.

Members listbox

Action	Effect on Managers listbox
User **added** to Members (who is currently a Manager)	User is **deselected** from Managers

---

Notes

- All changes take effect immediately in the UI on selection, before the **Update** button is clicked.
- A user who is neither selected as a member nor as a manager will have no group affiliation once the form is saved.
- The admin user's role assignments follow the same rules in the UI, but server-side access controls apply independently of group membership.

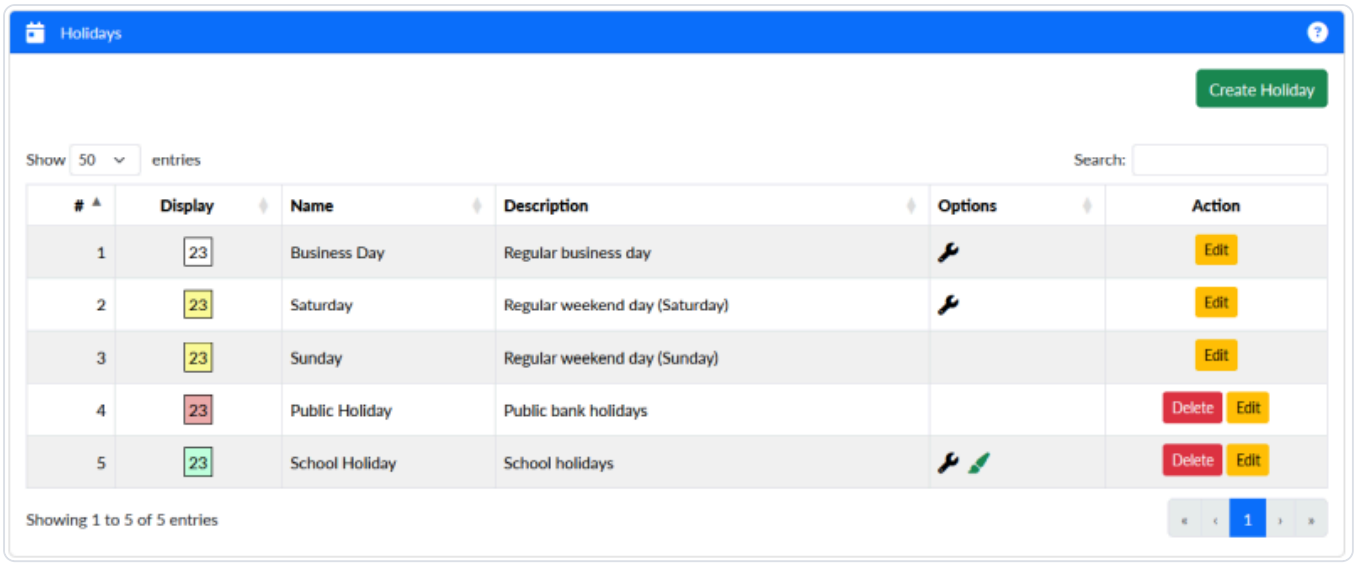
Buttons

Button	Description
Update	Save your current settings of the group
Show Group List	Goes back to the group list

Holidays

Holidays are used to mark certain day types in your calendar per region. They do not count as absences.

This page shows all holidays you have configured.

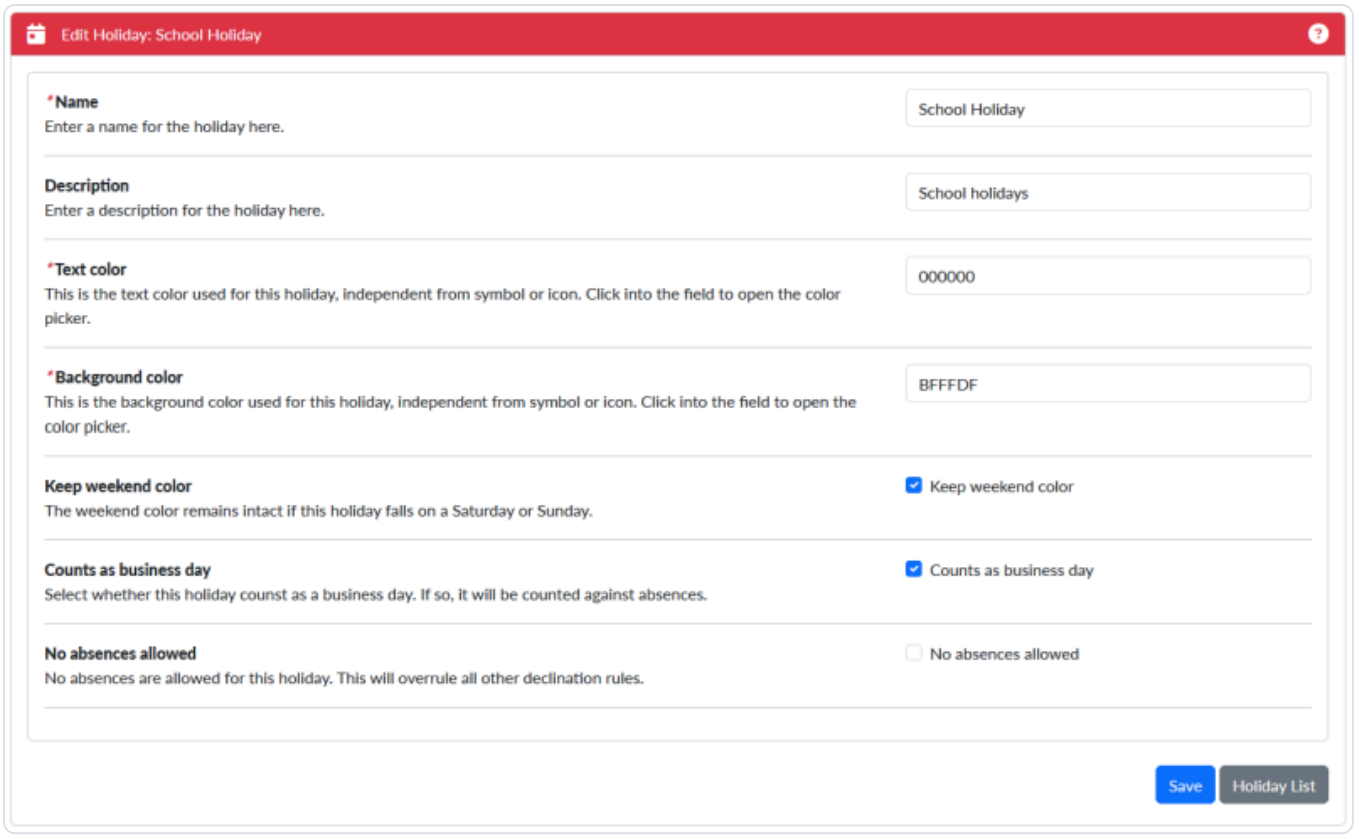


Button	Description
Create Holiday	Opens a dialog to add a new holiday
Edit	Opens the edit page for the corresponding holiday
Delete	Deletes the corresponding holiday

"Business Day", "Saturday" and "Sunday" are mandatory holiday types that can not be deleted.

Holiday Edit

Each holiday has several settings you can customize. Each setting is described on the page.



Buttons

Button	Description
Save	Save your current settings of the holiday
Holiday List	Goes back to the holiday list

Languages (classic concept)

Classic Structure

TeamCal Neo comes with two languages, English and German. In the classic structure, the language terms are saved in four files per language in the `languages` folder:

File	Content
[language].php	Strings related to the application framework
[language].app.php	Strings related to the calendar application
[language].gdpr.php	Strings related to the GDPR page
[language].log.php	Strings related to the system log

If you want to create your custom language, copy those four files and replace the [language] part with your language name. TeamCal Neo will automatically scan them and allow to switch to them. Of course, you need to translate all the srtings in those files too.

Languages (new concept)

Overview

> ⚠️ The new language concept will be released with version 4.3+

TeamCal Neo 4.3+ has modernized its language system from 4 large files to a more efficient controller-specific structure. This guide helps you migrate your custom language files to the new system while maintaining full compatibility.

🚀 Quick Start

Good News: Your existing language files still work! The new system automatically falls back to your current files if the new structure isn't available.

Migration is Optional: You can continue using your current 4-file structure indefinitely. The new system only activates when you set `USE_SPLIT_LANGUAGE_FILES` to true in config.app.php.

What's Changed

Old System (Still Supported)

```
languages/
├── english.php          # Framework strings (~1,026 keys)
├── english.app.php      # Application strings (~730 keys)
├── english.gdpr.php     # GDPR strings (~13 keys)
└── english.log.php      # Logging strings (~103 keys)
```

New System (Optional Performance Upgrade)

```
languages/
└── english/              # Language folder
    ├── core.php          # Essential strings (~26 keys)
    ├── about.php         # About page strings (~8 keys)
    ├── absence.php       # Absence management (~94 keys)
    ├── calendar.php      # Calendar features (~89 keys)
    ├── user.php          # User management (~45 keys)
    └── ...               # 35 total controller files
```

Benefits of Migration

Performance Improvements

- **80-99% Memory Reduction**: Load only 26-355 keys instead of 1,872 keys per page
- **Faster Loading**: 2-4 small files instead of 4 large files per request
- **Better Organization**: Find language keys by feature/controller

Developer Experience

- **Familiar Structure**: Same PHP `$LANG` array syntax you already know
- **Logical Organization**: Strings grouped by functionality (users, calendar, etc.)
- **Easier Maintenance**: One file per feature makes updates intuitive

Migration Process

Step 1: Create Language Directory

Create a folder for your language in `src/languages/`:

```
src/languages/your_language/
```

Step 2: Create Split Language Files

Start with the most important controllers for your site. Here's the key mapping:

Essential Files (Start Here)

- **core.php** - Global strings used everywhere
- **login.php** - Login/authentication strings
- **home.php** - Homepage strings
- **users.php** - User management strings
- **calendar.php** - Calendar features

Complete Language File List

Controller File	Purpose	Typical Keys	Used By Controllers
core.php	Global strings	alert_, btn_, general	All controllers (auto-loaded)
about.php	About page	about_	about.php
absence.php	Absence management	abs_, absum_	absenceedit.php, absenceicon.php, absences.php, absum.php, remainder.php, statsabsence.php, statsabstype.php
alert.php	System alerts	alert_	alert.php (auto-loaded)
attachment.php	File attachments	attach_	attachments.php
bulkedit.php	Bulk editing	bulkedit_	bulkedit.php
calendar.php	Calendar features	cal_, caledit_	absenceedit.php, absum.php, bulkedit.php, calendaredit.php, calendarview.php, groupcalendaredit.php, month.php, remainder.php, year.php
calendaroptions.php	Calendar options	calopt_	calendaredit.php, calendaroptions.php, calendarview.php
config.php	Configuration	config_	config.php
database.php	Database management	db_	database.php
daynote.php	Daily notes	daynote_	daynote.php

Controller File	Purpose	Typical Keys	Used By Controllers
declination.php	Declinations	decl_	declination.php
email.php	Email system	email_	Various email functions
gdpr.php	Data privacy	gdpr_	dataprivacy.php, gdpr.php
group.php	Group management	group_	groupedit.php, groups.php
holiday.php	Holiday management	holiday_	holidayedit.php, holidays.php
import.php	Data import	import_	userimport.php
imprint.php	Legal imprint	imprint_	imprint.php
log.php	System logging	log_	log.php
login.php	Authentication	login_, password_	login.php, login2fa.php, logout.php, passwordreset.php, setup2fa.php, verify.php
maintenance.php	System maintenance	maint_	maintenance.php
message.php	User messaging	msg_	messageedit.php, messages.php
month.php	Monthly view	month_	month.php, monthedit.php
password.php	Password management	pwd_	passwordrequest.php, passwordreset.php, register.php, useradd.php, useredit.php

Controller File	Purpose	Typical Keys	Used By Controllers
pattern.php	Recurring patterns	pattern_	patternadd.php, patternedit.php, patterns.php
permission.php	User permissions	perm_	permissions.php
profile.php	User profiles	profile_	bulkedit.php, profile.php, useradd.php, useredit.php, viewprofile.php
region.php	Regional settings	region_	regionedit.php, regions.php
register.php	User registration	register_	register.php
remainder.php	Remainder tracking	remainder_	remainder.php, statsremainder.php
role.php	User roles	role_	roleedit.php, roles.php
statistics.php	Reports/analytics	stats_	statistics.php, statsabsence.php, statsabstype.php, statspresence.php, statsremainder.php
upload.php	File uploads	upload_	upload functions (auto-loaded)
user.php	User management	user_	useradd.php, useredit.php, userimport.php, users.php
year.php	Yearly view	year_	year.php

Step 3: Copy Keys from Legacy Files

1. Open your existing `english.app.php`

2. Find keys that start with the controller prefix (e.g., `abs_` for absence.php)
3. Copy them to the new controller file
4. Do this for all four legacy language files

Example for `absence.php`:

```php
<?php
/**
 * Absence Management Language File
 *
 * Contains all language strings for absence-related functionality
 * including absence types, editing, and reporting.
 */

// Absence list and management
$LANG['abs_list_title'] = 'Absence Types';
$LANG['abs_name'] = 'Name';
$LANG['abs_symbol'] = 'Symbol';
$LANG['abs_color'] = 'Color';

// Absence editing
$LANG['abs_edit_title'] = 'Edit Absence Type';
$LANG['abs_allowance'] = 'Allowance';
$LANG['abs_factor'] = 'Factor';

// Add all your custom abs_ keys here...
?>
```

Step 4: Test Your Migration

In `src/config/config.app.php`, set:

```php
define('USE_SPLIT_LANGUAGE_FILES', TRUE);
```

1. Visit different pages on your site
2. Look for missing strings or errors
3. Add missing keys to the appropriate controller files

Support and Resources

Getting Help

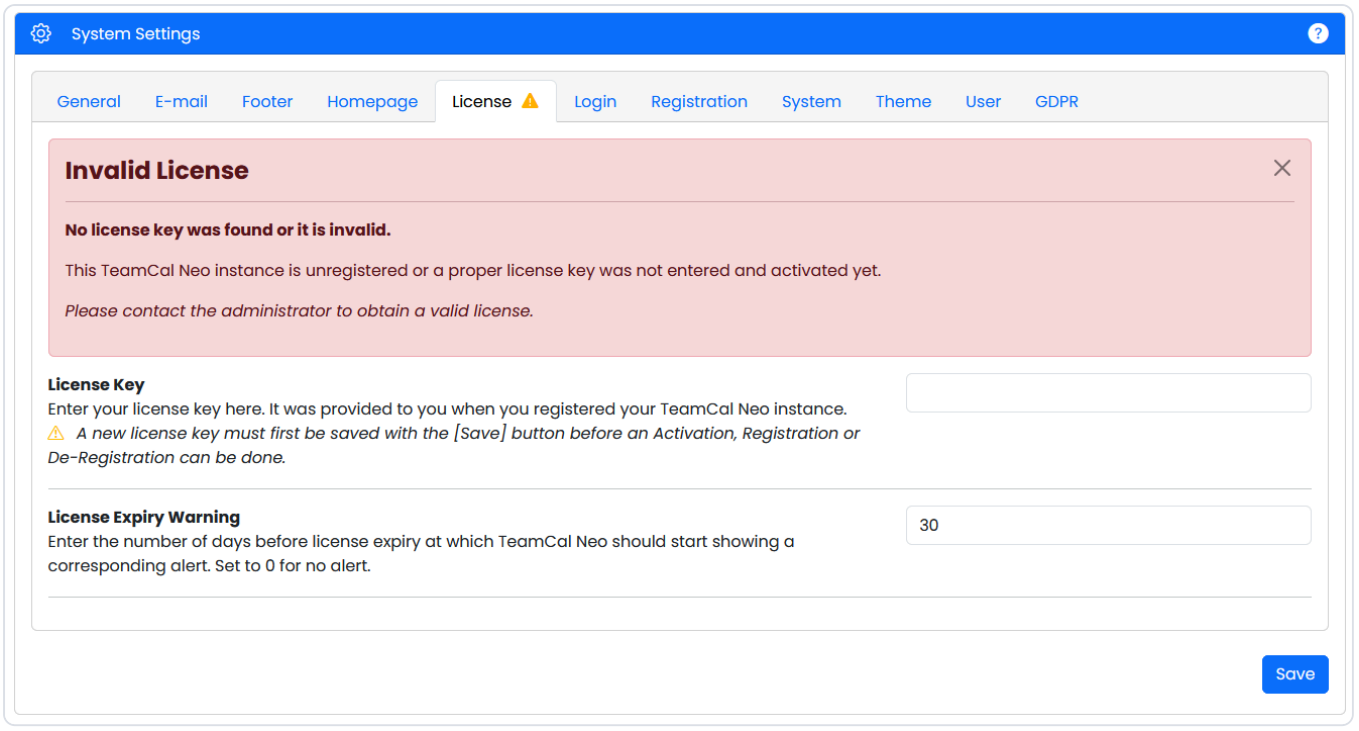
- **Check logs**: Look for PHP errors in your error logs
- **Test incrementally**: Migrate one controller at a time
- **Use fallback**: Keep old system active during migration
- **Ask for help**: Contact support if you encounter issues

Remember: Migration is optional and gradual. Your existing files continue to work, and you can migrate at your own pace while immediately benefiting from improved performance on migrated controllers.

License

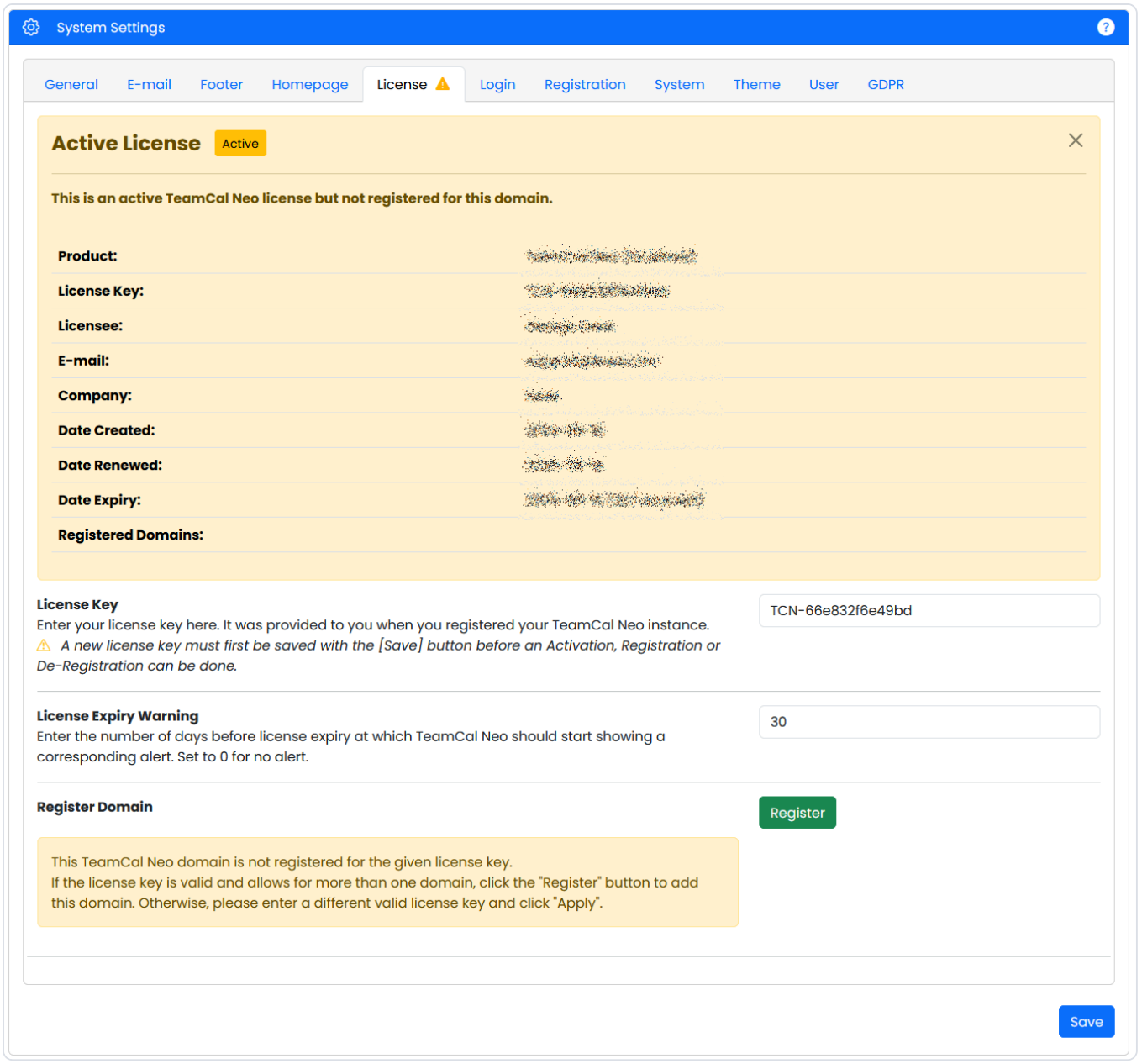
Installing the license

Go to System Settings and select the License tab. You will see the following screen:



Enter your license into the corresponding field and click `Save`.

Select the License tab again. If you entered your license key correctly, you will then see:

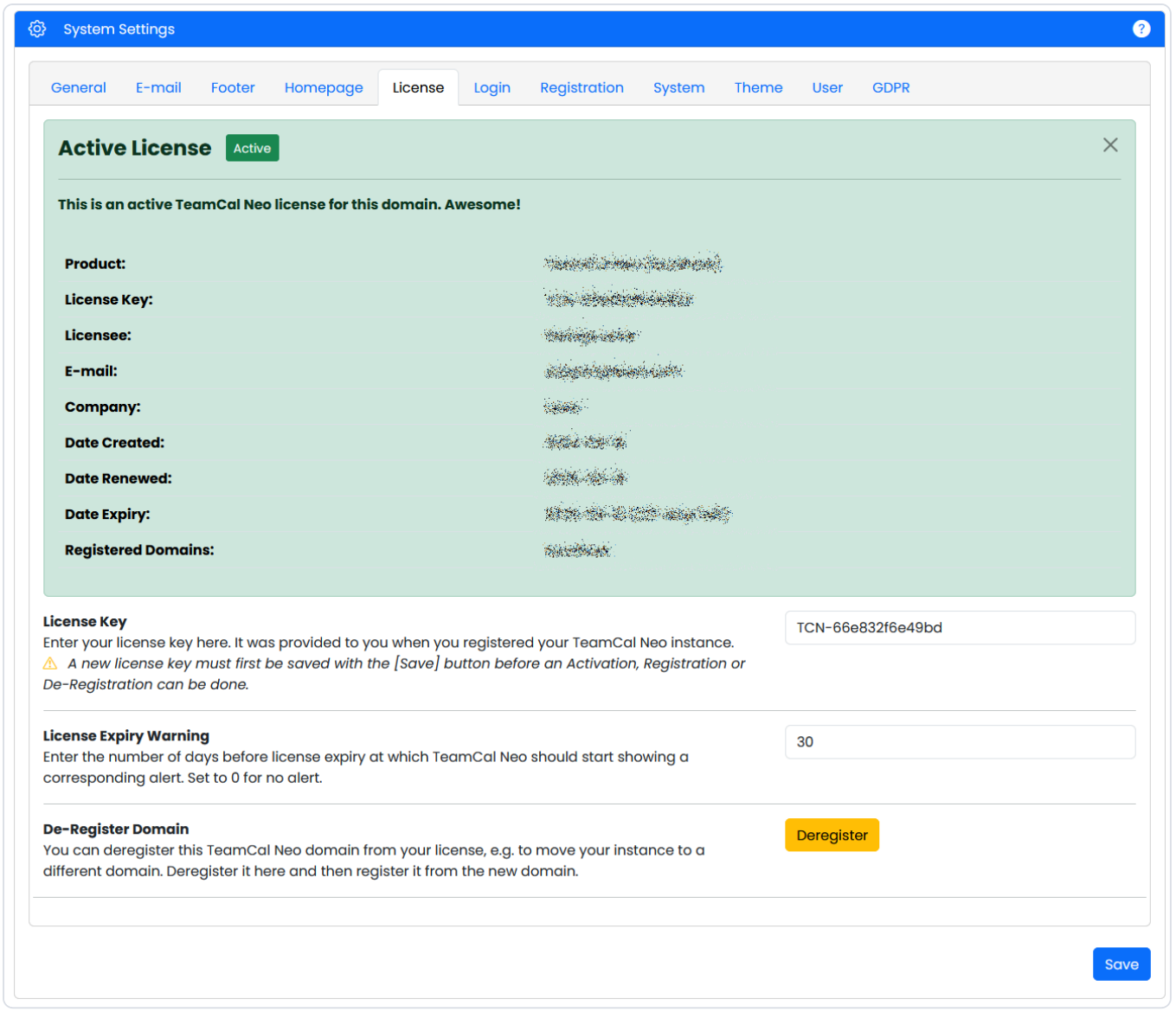


Register your domain for your license key

The domain on which you will be running your team calendar needs to be connected to your license key.

If your installation is the final location of your TeamCal Neo, click `Register` to register the domain you are running. That's it!

The License tab will then show:



Deregister and Reregister

If you want to move your installation to a different domain, you first need to deregister it from your current one. Click the `Deregister` button to do so.

Then, delete the license key from the License Key field and click `Save`. This installation is now unlicensed, and you can uninstall TeamCal from your old location.

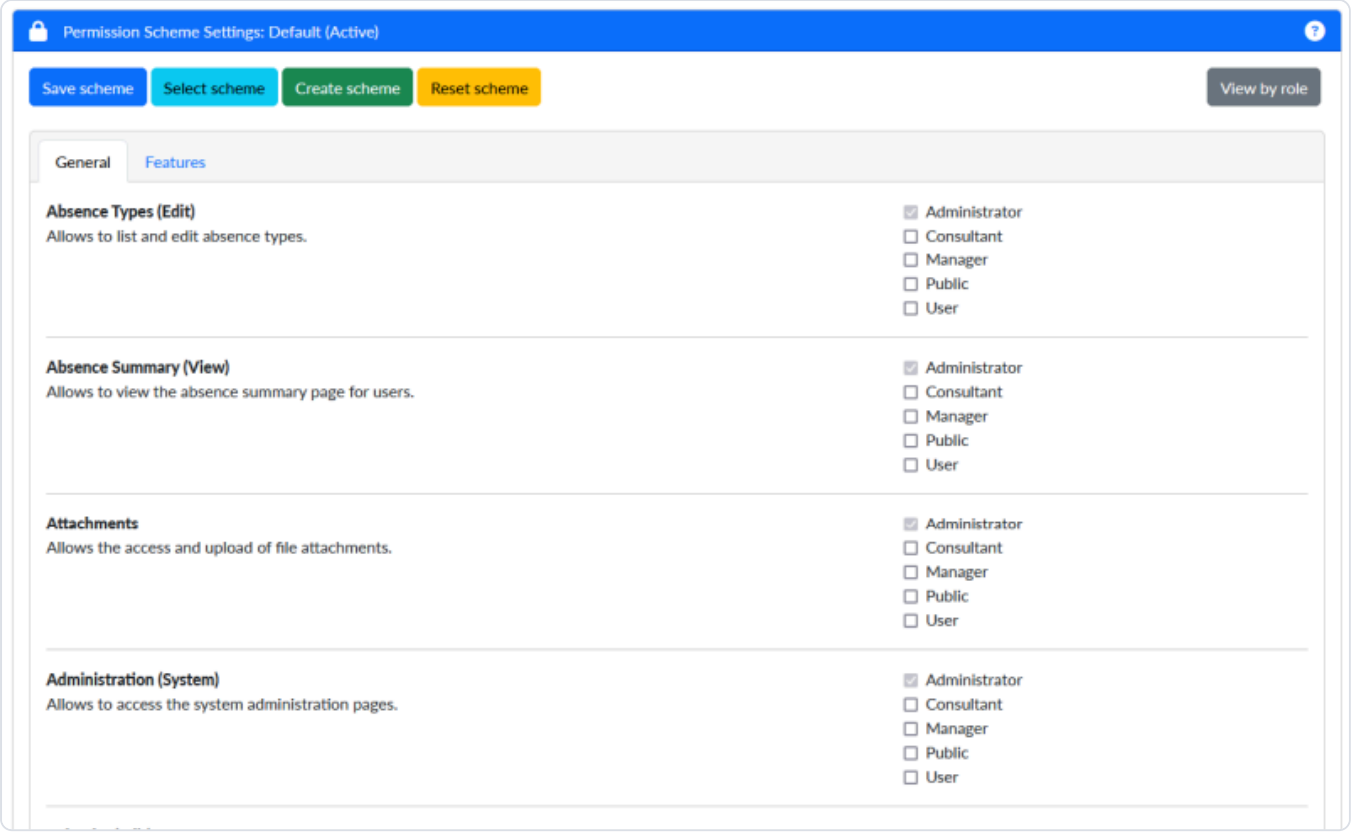
After installing TeamCal Neo on your new location/domain, follow the Installing your license instructions from above.

Multiple Domains

A license key can support multiple domains if you ordered it so. Let's say you ordered a license key for 2 domains. In that case you can save and register the same license key in both installations.

Permissions

There are a lot of permissions available in TeamCal Neo. You can grant or deny them to any role. You can save a combination of permissions as a ***Permission Scheme***. You can switch between schemes easily.



General Tab

This tab lists controller permissions. Think of a controller as a page. Each permission on this page refers to a page, e.g. “Manage Groups” allows to load Groups page from the Administration menu.

Features Tab

This tab lists permissions that are sub-features of pages.

Buttons

Button	Function
Save Scheme	Saves the current settings to the currently selected permission scheme
Select Scheme	Opens a dialog to select a different scheme to work on
Create Scheme	Opens a dialog to create a new permission scheme
Reset Scheme	Opens a dialog to reset the currently selected scheme to default values
View By Role	This button switches the display so that each tab is representing a role instead of a permission category. For some use cases, this is a more useful display.

Group Manager Permission

I received several inquiries about the difference between the position “Group Manager” and the role “Manager”. Ok, here is the run-down.

The position and the role are two different things and, yes, in the sample data I shouldn’t have named them the same.

The Group Manager Position

You can make a user member or manager of a group. Let’s call that the “position” a user has in a group.

Making someone a manager of a group has an effect on the notifications that user gets for events in the calendars of that group. Most of all, that relates to the approval requests for absence types that are marked with “Approval required”.

The group manager can also edit his groups and assign/remove members from them.

The group manager/s of a group will receive an absence approval request email for those absence types when regular member submit them. The group manager is then supposed to edit the calendar of the requesting user and when he saves that calendar again, the absence type is approved. But in order to be able to edit the calendar of that user, the group manager also needs to have the permission to do so.

But how? Just being the group manager does not grant the permission to edit other user’s calendars. That is what a role in TCN is for, granting permission to do things.

The Manager Role

In TCN’s sample data there is a role called “Manager”. Again, apologies to have named it that way because it adds to the confusion with the position of a group manager. So, for the sake of this documentation let’s assume the role is called “Boss”.

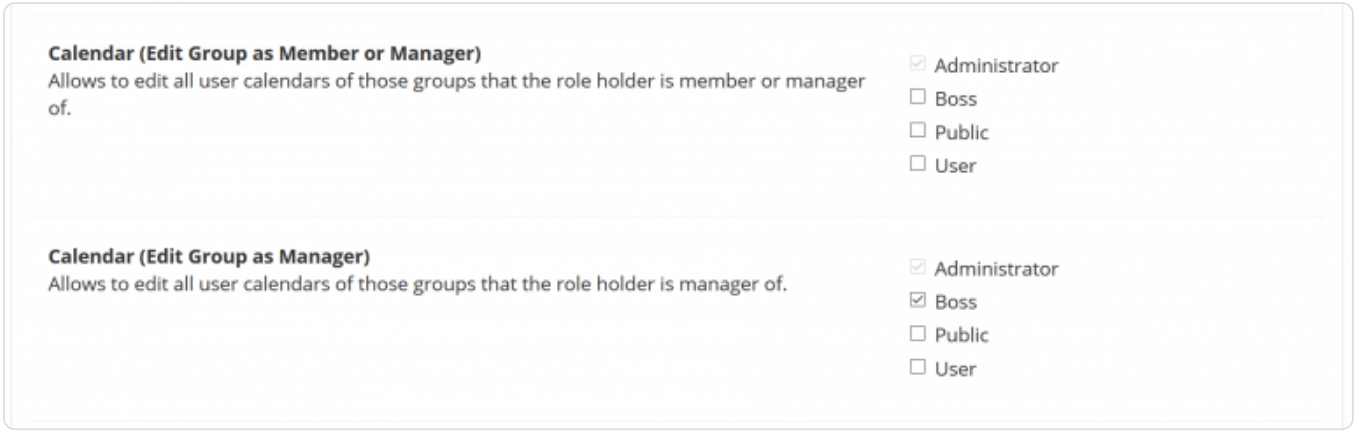
Let’s say Mickey Mouse is group manager of the group Disney. He gets an absence approval request from Donald Duck but he notices that he cannot edit his calendar. Why? Because Mickey Mouse is not in a role that allows him to edit calendars of other users in his group.

There are two permissions that would allow him to do so:

- Calendar (Edit Group as Member or Manager)
- Calendar (Edit Group as Manager)

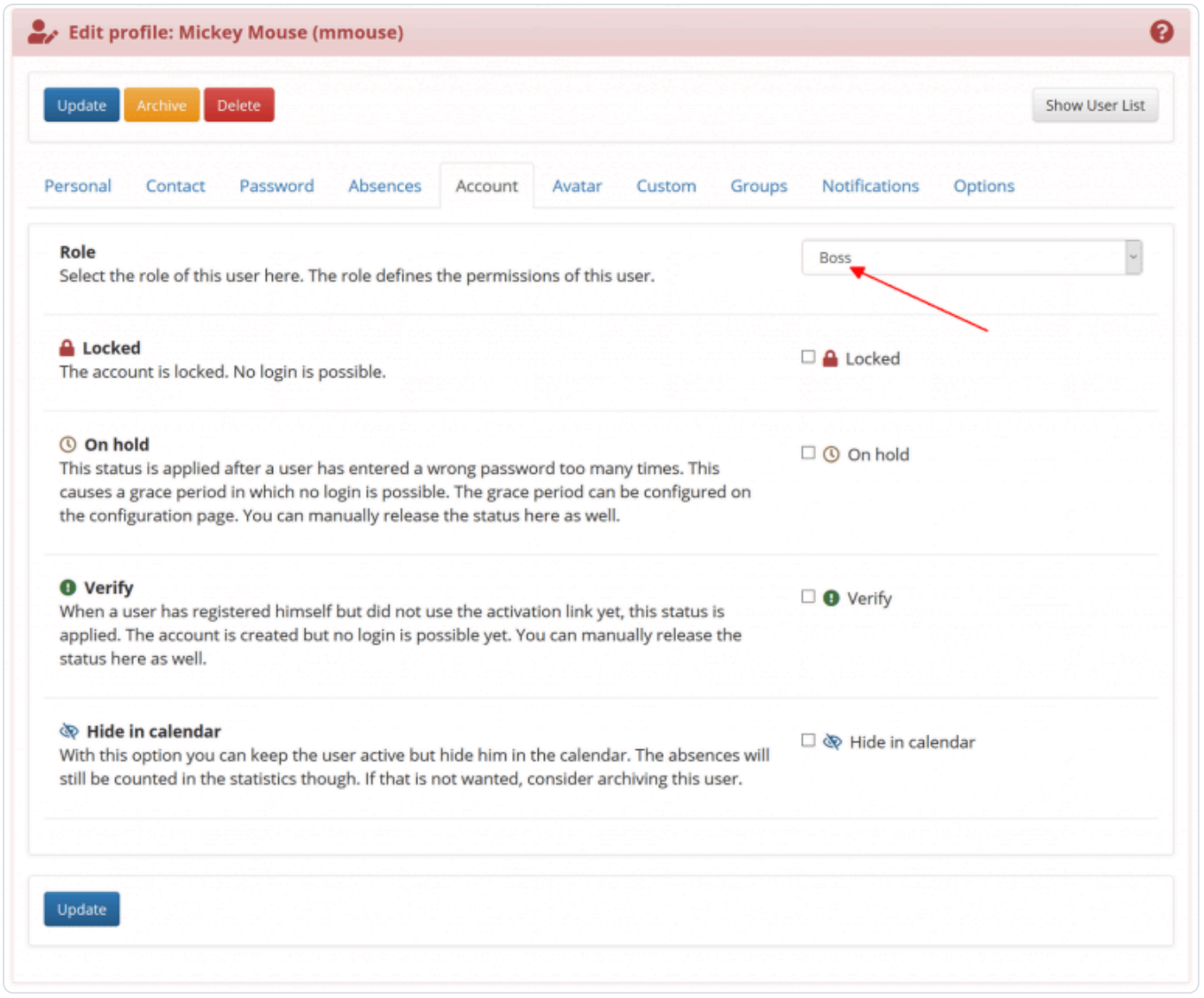
Mickey Mouse is not in any role that has either of those permission. Let’s do that.

The currently selected Permission Scheme shows this:



OK, so the role “Boss” is allowed to edit calendars of users that the role holder is group manager of. Let’s assign that role to Mickey Mouse.

On the Account tab of Mickey’s user profile, select the role “Boss”.



That will check the following when Mickey Mouse tries to edit Donald Duck's calendar:

1. Is Mickey Mouse in the same group as Donald Duck? => Yes
    1. Does Mickey Mouse have the permission "Calendar (Edit Group as Member or Manager)" => No
    OR
    2. Does Mickey Mouse have the permission "Calendar (Edit Group as Manager)" => Yes

If (1) is true and (a) or (b) is true, allow edit of the calendar.

Why so complicated?

Why not granting a group manager to edit other group users' calendars right away?

Good question.

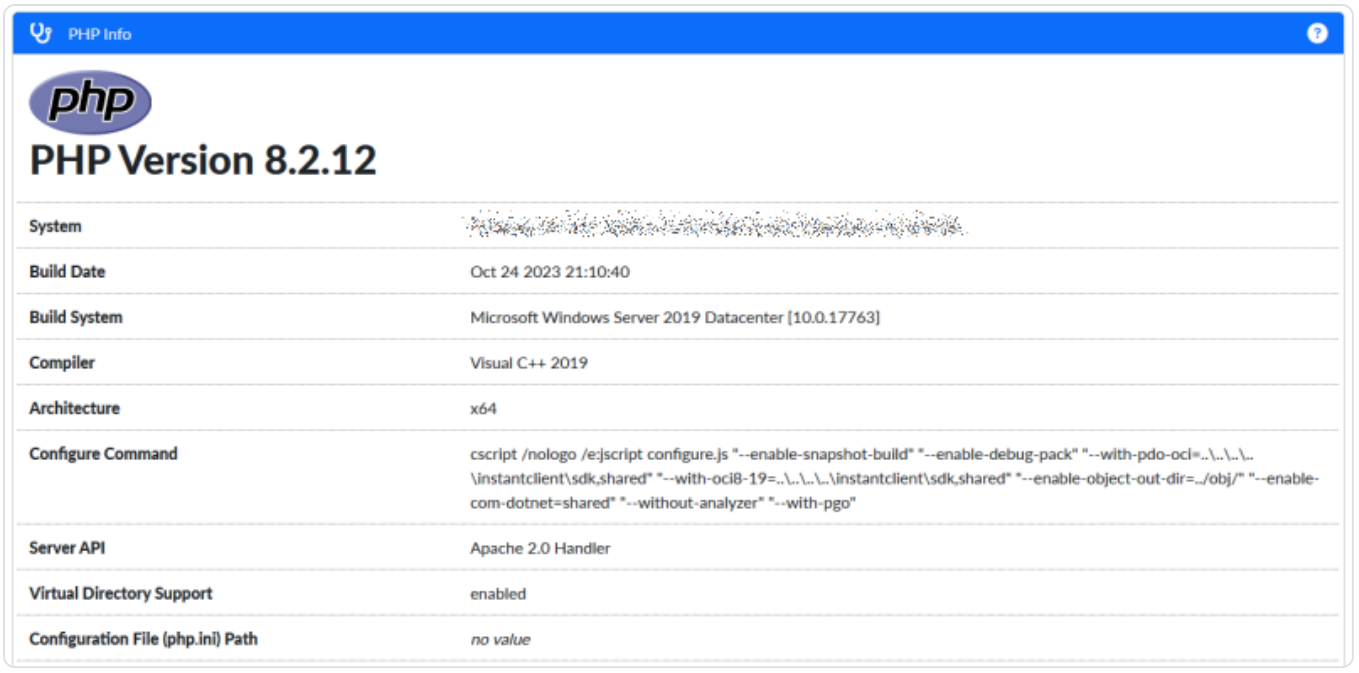
Keeping position and role separate allows any combination of the two instead of forcing a role permission to a group position.

While the above described use case is the most common one, I also had users describe other situations that made the separation a useful feature.

TCN’s goal is to serve all use cases as best as possible and that is why you can set up positions and roles so it serves your situation best.

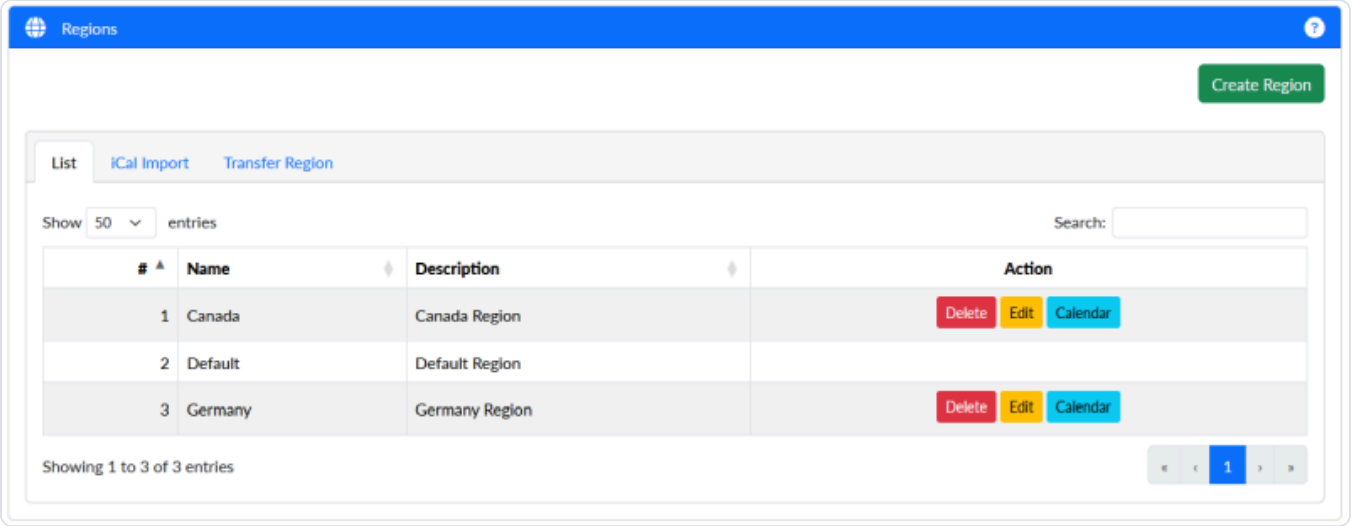
PHP Info

This page shows the PHP info of your web server.



Regions

Regions allow you to maintain several calendars with different holidays. Bank holidays and school vacations my differ for example between regions. This is very useful if you are managing an internationally distributed team. You can select a region in the calendar display.



List

Button	Description
Create Region	Opens a dialog to create a new region
Calendar	Opens the calendar page for the corresponding region. You can then set the region's holidays there.
Edit	Opens the edit page for the corresponding region
Delete	Deletes the corresponding region

iCal Import

You can import an iCal file to set a certain holiday in a specific region. This is useful for example if you want to import school holidays.

Button	Description
Browse	Browse for the iCal file on your local drive
Upload	Uploads and imports the iCal file into the selected region

Transfer Region

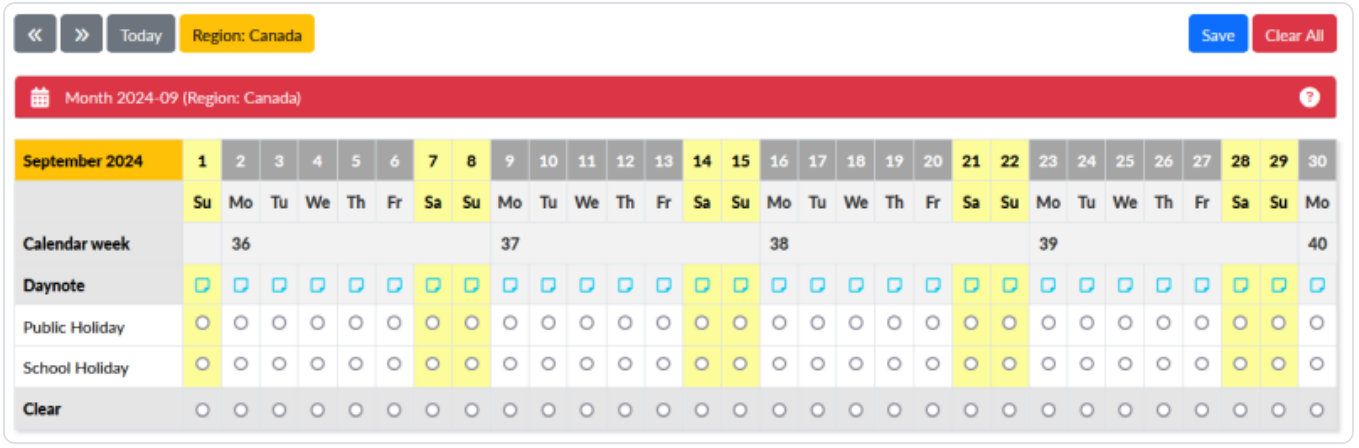
If you want to transfer or merge regions you can use the settings on this tab.

Button	Description
Transfer	Transfers the region into another

Region Calendar

You can edit each month for each region, e.g. to set public holidays for that region. You can also set daynotes for all to see.

"Business Day" is the default state of a day. It cannot be saved as an override, so a day without a holiday type is simply a business day.



Buttons

Button	Description
<<	Go back one month
>>	Go forward one month
Region	Select region
Save	Save your settings
Clear All	Clear all settings

Responsive Display

It has become a mobile world with mobile devices all over. There is an understandable motto "mobile first" in application design, however, that does not mean that desktop applications are not the better choice for certain use cases.

> TeamCal Neo targets desktop use in the first place. Desktop screens are the best way to view a day-based calendar. Yet, TCN can also be viewed on smaller screens.

How it works

In general, TeamCal Neo adjusts to any screen size automatically. However, the calendar display is a special case. Since it is a table showing one month as a whole horizontally, adjusting it to smaller screens is tricky. TeamCal Neo will read the screen width of the user and split the table in smaller tables, ordered vertically.

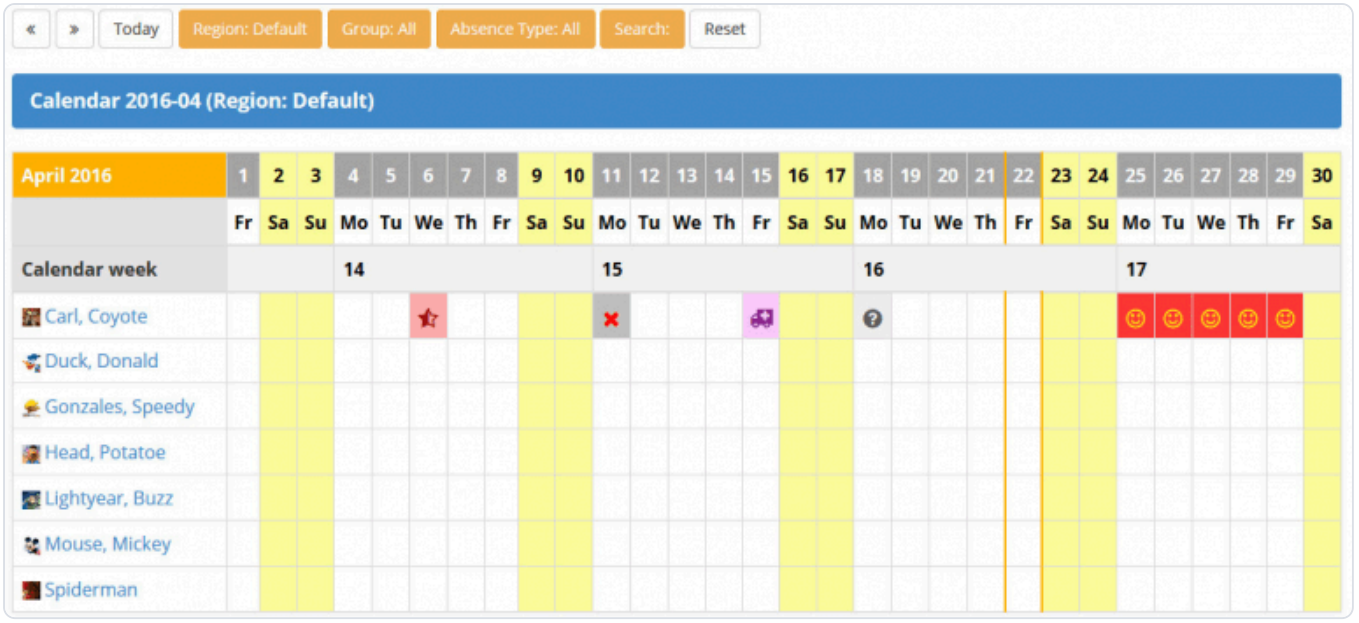
> This feature was introduced in version 5.0.8.

Exception

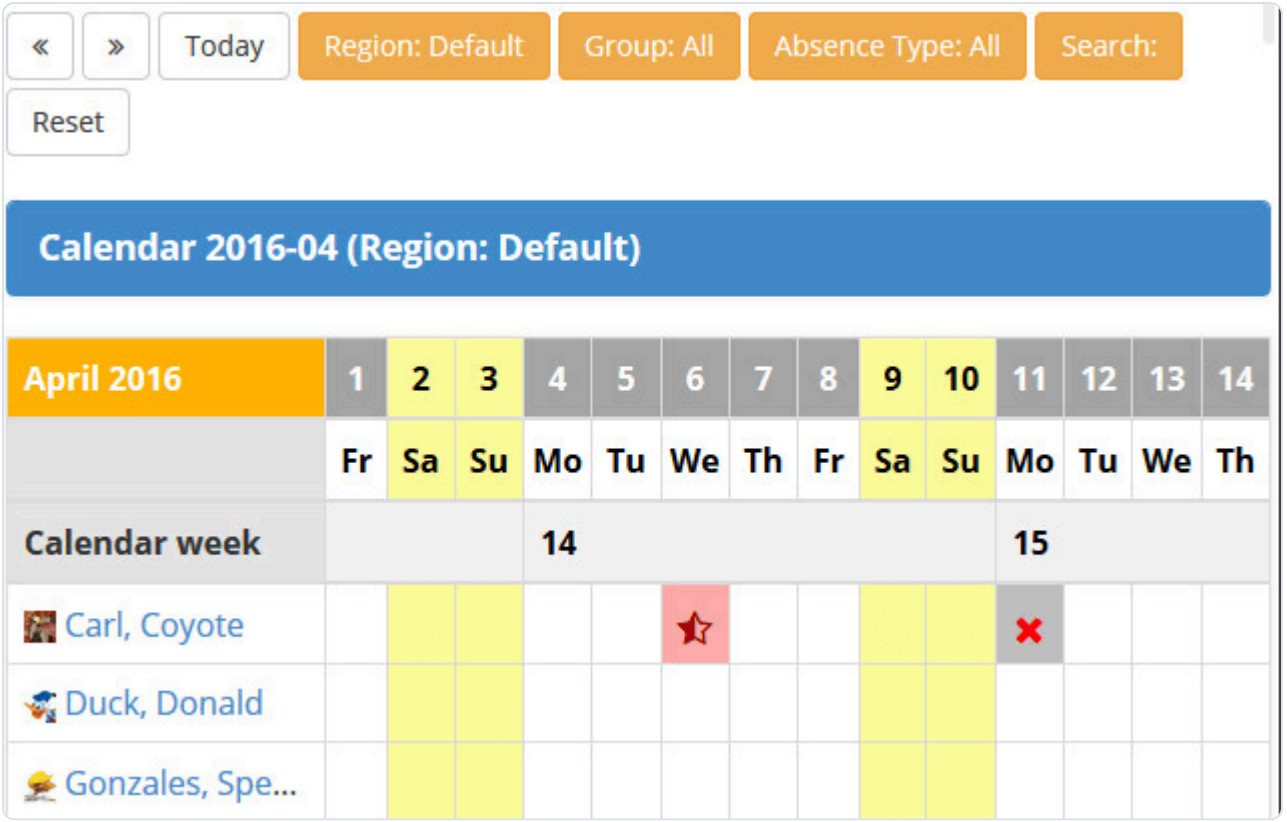
The year calendar page does not adjust to the screen width. There is no useful way of splitting up that table.

Sample Displays

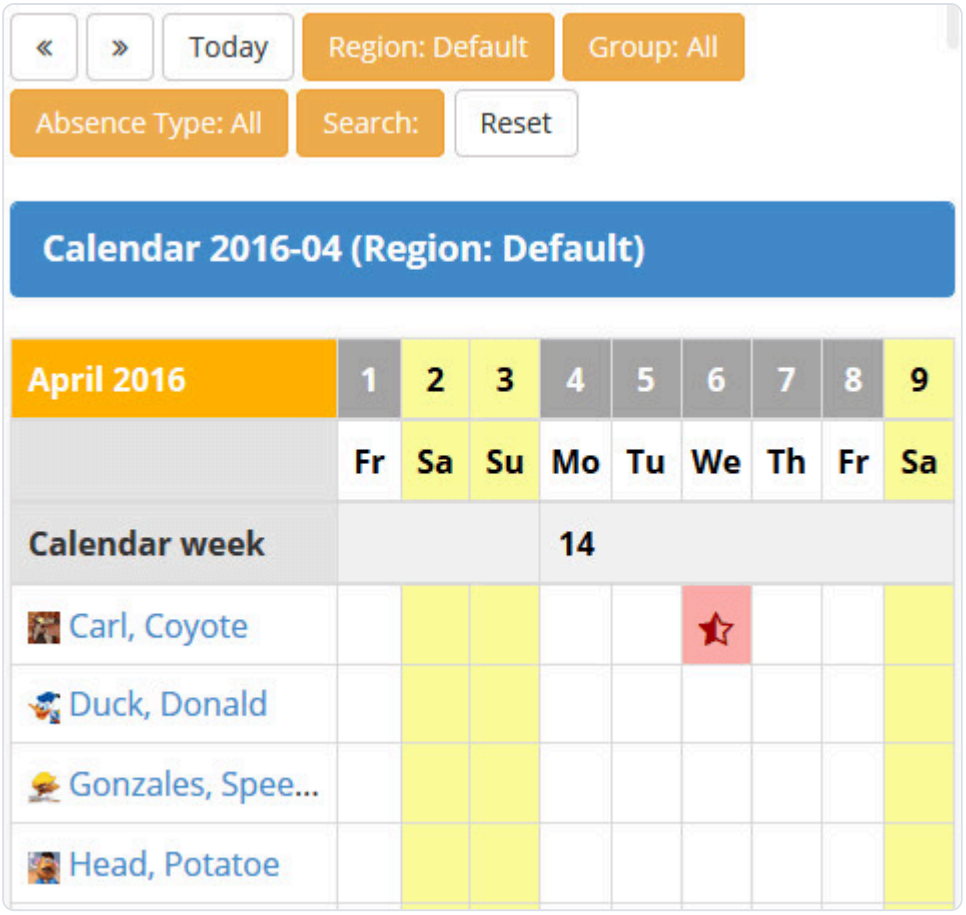
Full Screen Display



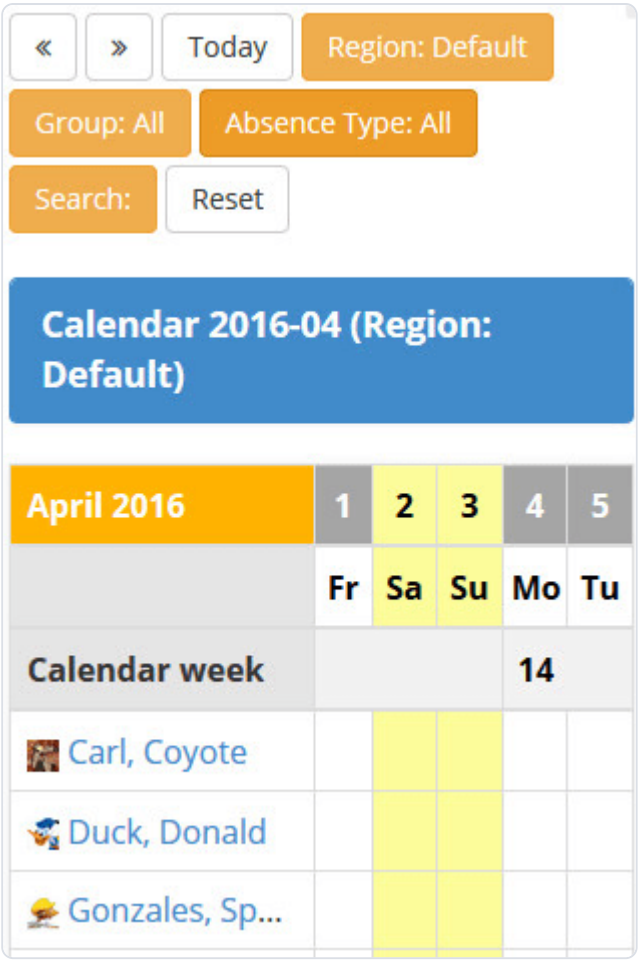
640*480 Display



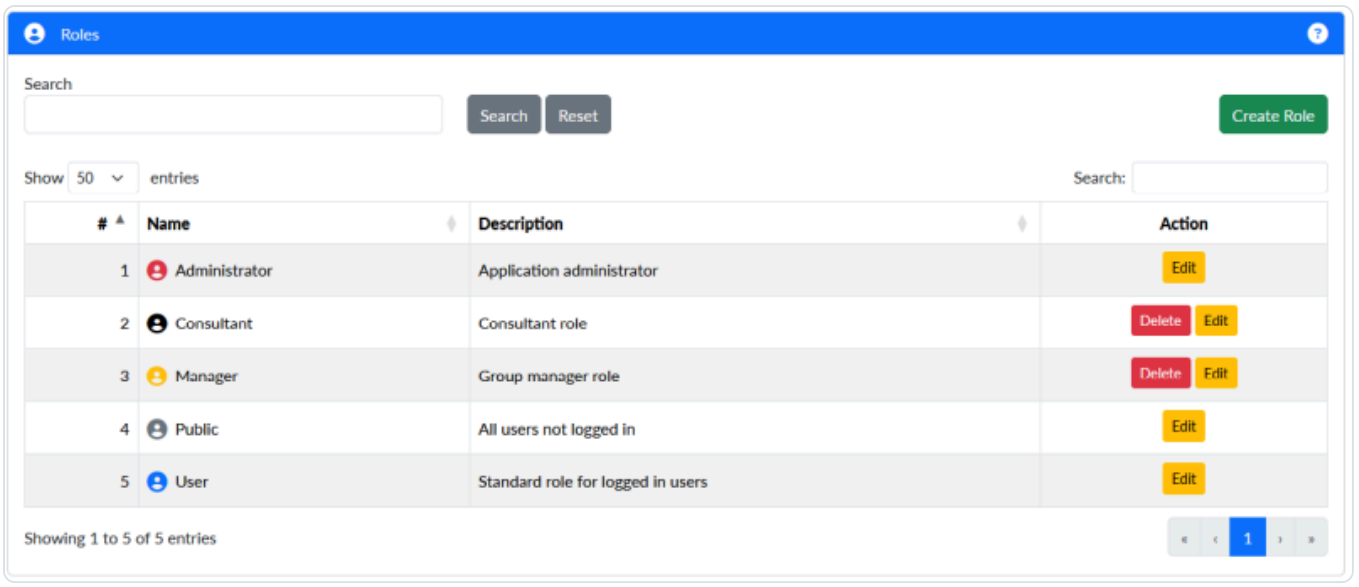
480 * 524 Display



320 * 480 Display



Roles



Filters

Filter	Function
Search	Text field to enter a search term

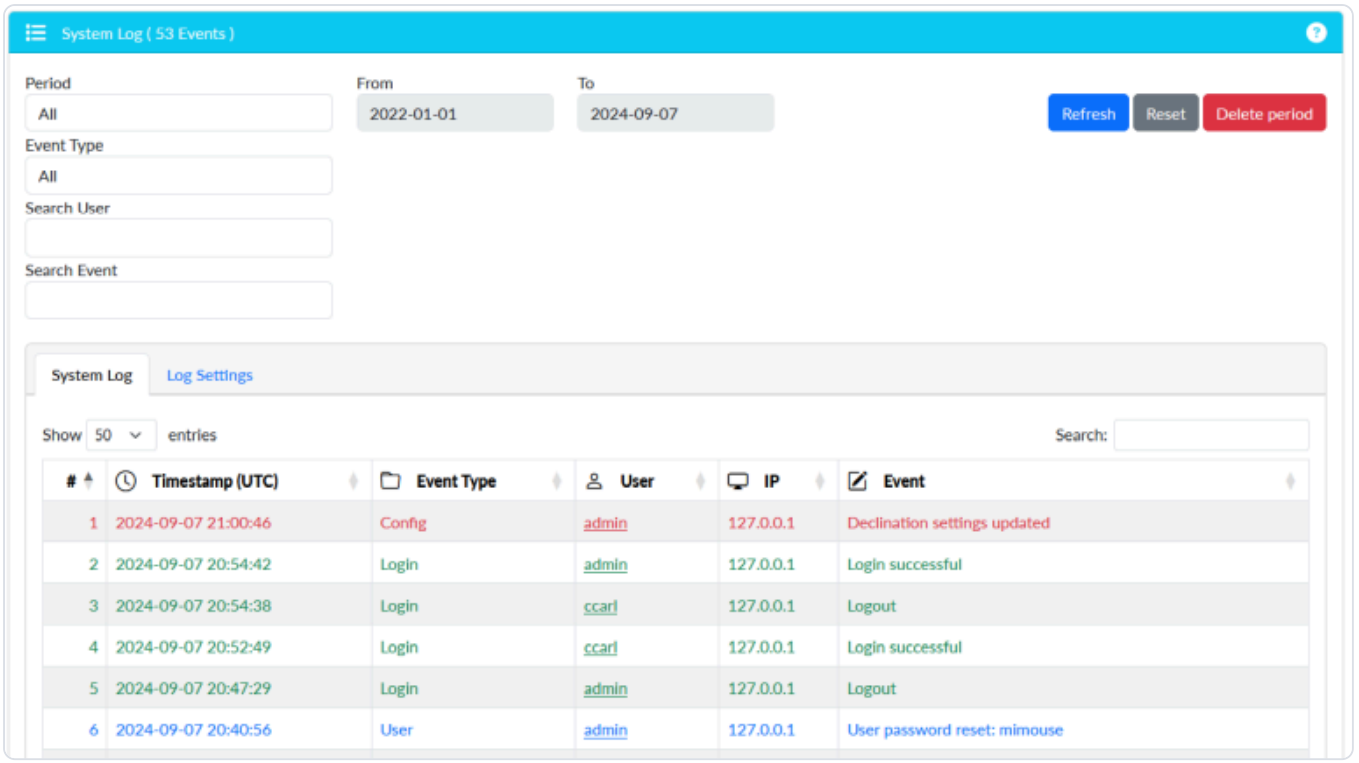
Buttons

Button	Function
Search	Searches the roles for the search term
Reset	Resets the list to all roles (unfiltered)
Create Role	Opens a dialog to create a new role
Delete	Deletes the corresponding role (Note: Default roles cannot be deleted, thus, the button will not be displayed for those.)
Edit	Opens the Edit page for the corresponding role

"Administrator", "Public" and "User" are mandatory roles that cannot be deleted.

System Log

The System Log shows you all events that occurred in TeamCal Neo and who performed them. You can customize what is logged and what not.



Filter

Input	Description
Period	Select the period of event you want to view
Event Type	Select the event type to filter by
Search User	Enter the username or partial username to filter by
Search Event	Enter a string to filter the event by
From/To	These fields will be enabled if you you select “Custom” in the Period list box. They allow you to specify a custom period to view.

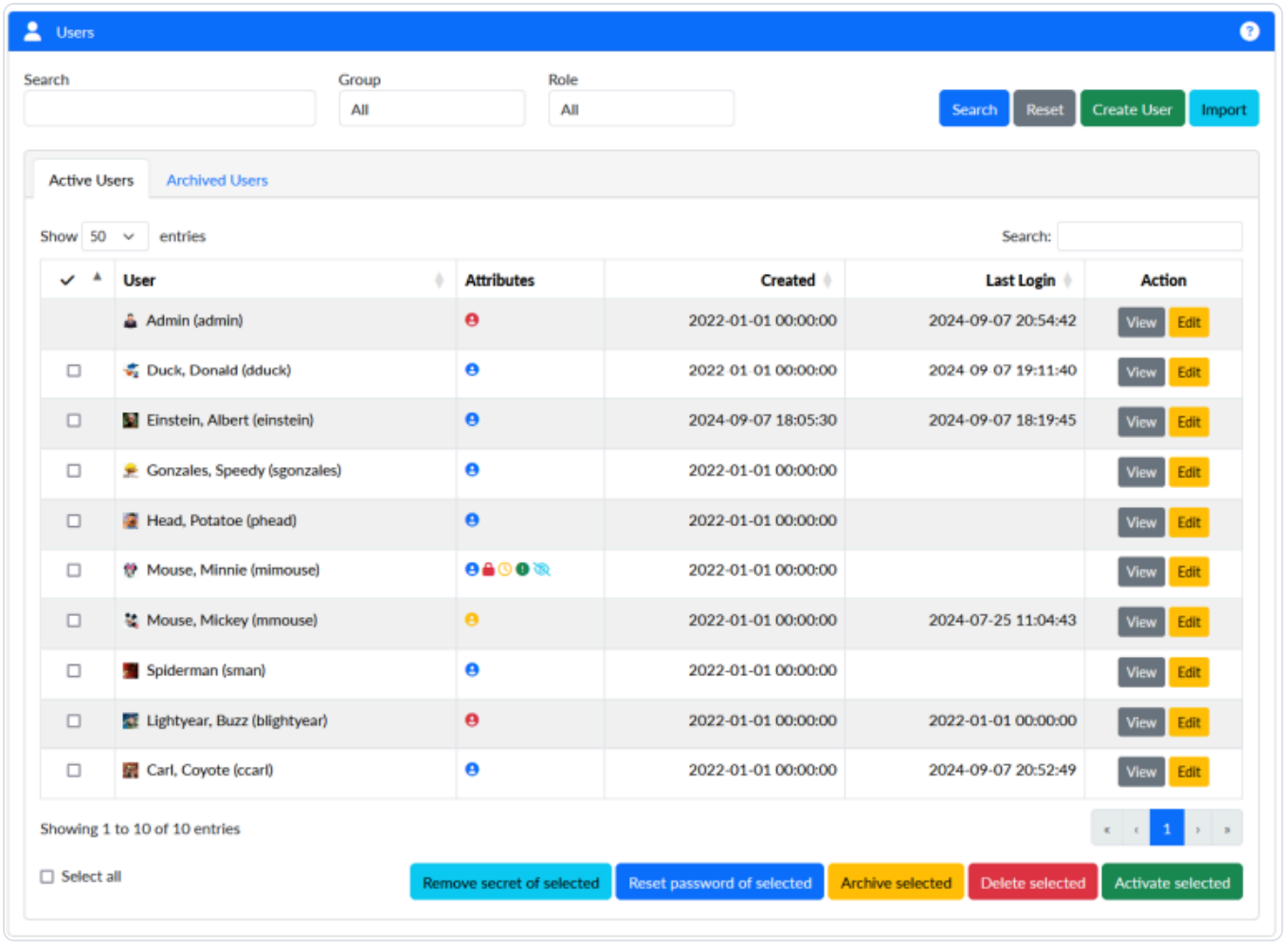
Buttons

Button	Description
Refresh	Refreshes the display
Reset	Resets the display to the default
Delete Period	Deletes all events from the selected period
(table header sort arrows)	Toggles ascending/descending sort order of the respective column

Log Settings

This tab lets you select what events you want to log, what events you want to show in the log and what color each event types shall have.

Users



Active Users

This tab lists all currently active users.

Archived Users

This tab lists all archived users. Archived users are stored in a separate table in the database. Archiving a user offers the option to put a user “on hold” for a while, e.g. during a maternity leave. The user will not be shown in the calendar until you activate it again.

Filters

Filter	Function
Search	Search the user list by text (any appearance in first or last name will be found)
Group	Filter by group
Role	Filter by role

Top Menu Buttons

Button	Function
Search	Submits the search term in the Search field
Reset	Resets the list to all users (unfiltered)
Create User	Opens a dialog to create a new user account
Import	Opens the User Import page

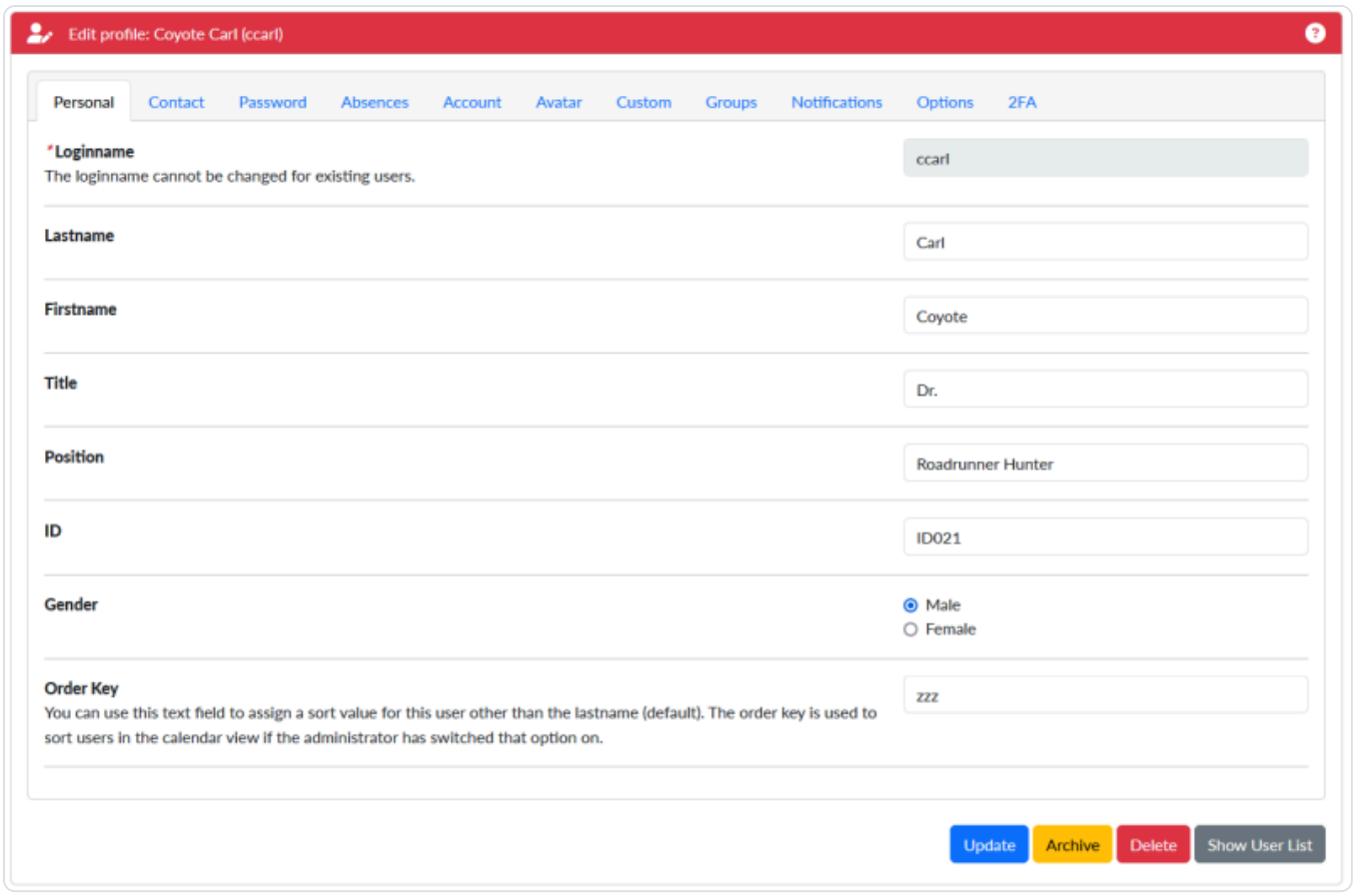
List Entry Buttons

Button	Function
View	View user information
Edit	Edit user profile

Bottom Menu Buttons

Button	Function
Reset Password of Selected	Opens a dialog to reset the password for all selected users
Archive Selected	Archives all selected users
Delete Selected	Deletes all selected users
Activate Selected	Activates all selected users

User Edit



Tabs

Note: Certain tabs might be disabled by the administrator.

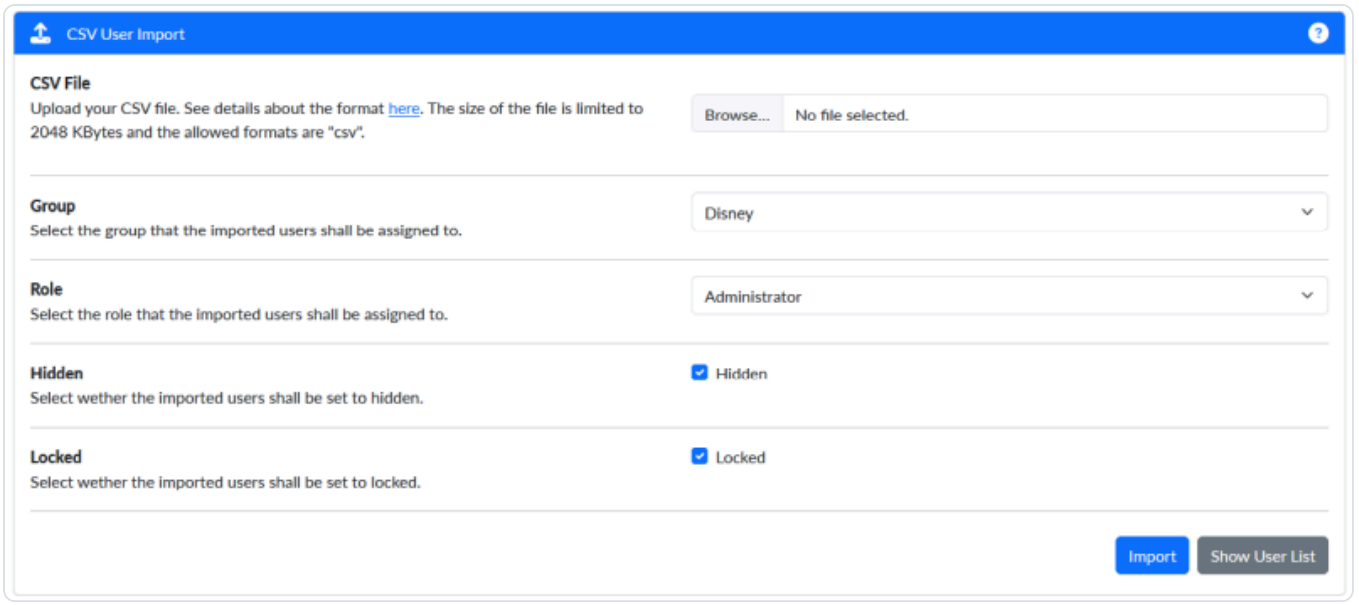
Tab	Description	Availability
Personal	Personal information	Always
Contact	Contact information	Always
Password	Password settings	Always
Absences	Absence type summary (If the permission of the logged in user allows, the allowance per absence type can be edited here.) Please review the following page to learn about how allowances work: Absence Allowance (https://book.lewe.com/teamcalneo/administration/users/absence-types/absence-allowance.md)	Based on permission
Account	Account settings	Based on permission
Avatar	Avatar settings	Based on permission
Custom	Custom field values	Based on permission
Groups	Group memberships and managerships	Based on permission
Notifications	Notification settings	Based on permission
Options	General options	Based on permission

Buttons

Button	Description
Update	Saves the user profile
Archive	Archives the user profile
Delete	Deletes the user profile
Show User List	Shows the user list

User Import

Via the button “Import” on the User List page you can get to this User Import page.



CSV File

TeamCal Neo allows a bulk user import via a CSV file (CSV = comma separated values). A CSV file is a plain text file, containing one line of text for each user to import. The file extension must be “.csv”.

Each line must contain five values in the following sequence:

1. Username
2. Firstname
3. Lastname
4. E-mail address
5. Gender (male or female)

Each value must be separated by a semicolon “;”.

Each value must be in quotes.

```
"butch";"Butch";"Cassidy";"butch@holeinthewall.com";"male"
"sundance";"Sundance";"Kid";"sundance@holeinthewall.com";"male"
"jdunbar";"John";"Dunbar";"john.dunbar@wolves.com";"male"
"sconnor";"Sarah";"Connor";"sconnor@resistance.com";"female"
"jtkirk";"James T.";"Kirk";"jtkirk@enterprise.com";"male"
"dtargaryen";"Daenerys";"Targaryen";"dtargaryen@got.com";"female"
```

You can find a sample CSV file in the sql folder of the installation directory.

Import Process

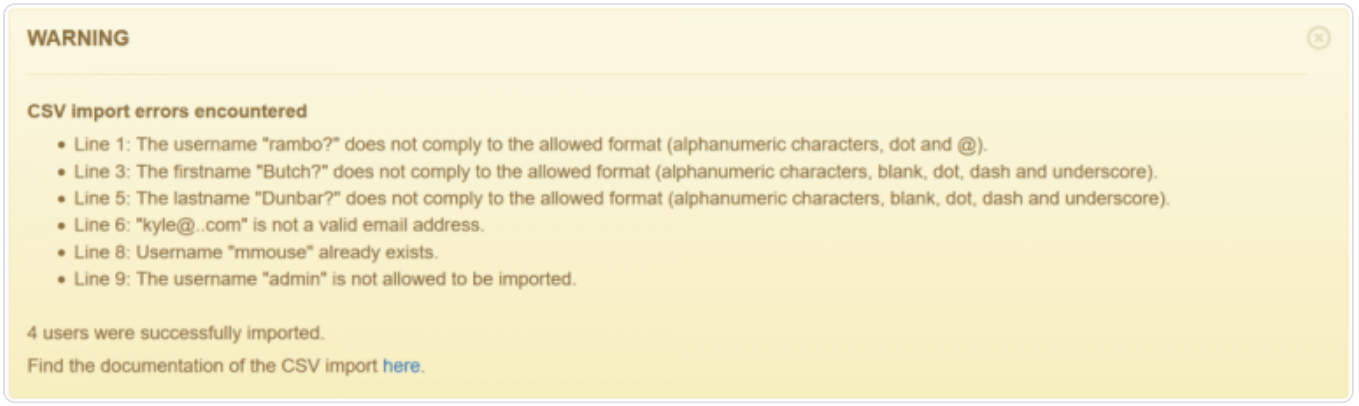
TeamCal Neo will go through each line and check each value. The following errors will be caught:

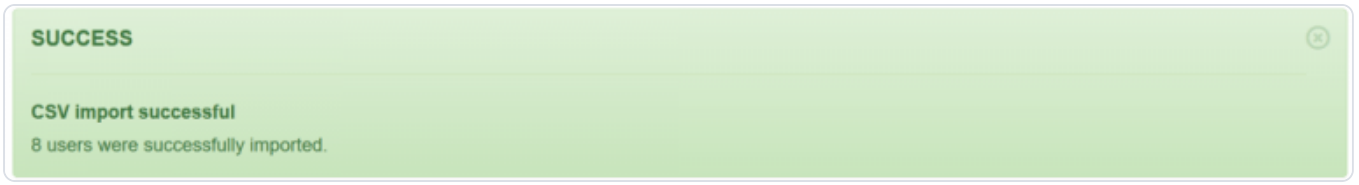
- Less or more than 5 columns
- Incorrect formats of username, lastname, firstname or E-Mail address
- Incorrect gender
- Username already exists
- Username = “admin” (not allowed for import)

Each line where one of these errors exist will be skipped.

Each line that is OK will be imported.

A detailed message at the end of the import will show the result. Here are two examples:





Options

Filter	Function
Group	Select the group that all imported users will be assigned to.
Role	Select the role that all imported users will be assigned to. Default is “User”.
Hidden	With this option selected, all imported users will be set to “hidden”.
Locked	With this option selected, all imported users will be set to “locked”.

Buttons

Button	Function
Import	Will start the import
Show User List	Will go back to the User List page

LDAP Authentication

Edit the `config/config.app.php` file and scroll down to the LDAP section (around line 115).

There you will find all settings that you need to adjust in order to reflect the LDAP server that you want to use. For example:

```
define('LDAP_YES', 1);                                          // Use LDAP
authentication
define('LDAP_ADS', 0);                                          // Set to 1 when
authenticating against an Active Directory
define('LDAP_HOST', "ldap.forumsys.com");                       // LDAP host name
define('LDAP_PORT', "389");                                     // LDAP port
define('LDAP_PASS', "password");                                // SA associated
password
define('LDAP_DIT', "cn=read-only-admin,dc=example,dc=com");  // Directory Information
Tree (Relative Distinguished Name)
define('LDAP_SBASE', "dc=example,dc=com");                      // Search base, location
in the LDAP directory to search
define('LDAP_TLS', 0);                                          // To avoid "Undefined
index: LDAP_TLS" error message for LDAP bind to Active Directory
define('LDAP_CHECK_ANONYMOUS_BIND', 0);                         // Set to 1 to check the
LDAP server's 'anonymous bind' setting. Connection will be refused if not allowed.
```

The TeamCal Neo distribution comes with a sample configuration for a free online LDAP server at forumsys. Several users exist there that you can test with.

The sample database that comes with TeamCal Neo contains a user with username 'einstein'. In the TeamCal Neo database this user has the password 'Qwer!1234'.

This user also exists in the forumsys LDAP server with password 'password'. Once you set LDAP_YES to 1 with the sample configuration, you can login with einstein/password.

> Note, that the 'admin' user will always authenticate against the TeamCal Neo database.

OIDC Authentication

With release 5.3.0, TeamCal Neo supports Single Sign-On (SSO) login using **OpenID Connect (OIDC)**. This allows users to authenticate through an external Identity Provider (IdP) such as Keycloak, Microsoft Entra (Azure AD), Okta, or any other OIDC-certified service — without entering a TeamCal Neo password.

How it works

TeamCal Neo uses the **Authorization Code Flow**. When a user clicks "Login with SSO":

1. TeamCal Neo redirects the browser to the IdP's login page.
2. The user authenticates at the IdP (the password is never sent to TeamCal Neo).
3. The IdP redirects back to TeamCal Neo with a short-lived code.
4. TeamCal Neo exchanges the code for an **ID Token** (server-to-server).
5. The ID Token contains claims — in particular `sub` (a permanent unique ID) and `preferred_username` (the human-readable login name).
6. TeamCal Neo looks up the local user account by `sub`, then by `preferred_username` as a fallback.
7. On first match via `preferred_username`, the `sub` is stored for future lookups so IdP username renames do not break the link.
8. If no matching local account is found, login is rejected.
9. On success, a standard session cookie is set — the rest of the application is unchanged.

Prerequisites

- A running OIDC-compatible Identity Provider (Keycloak, Entra, Okta, Google, etc.)
- A **Client** registered on the IdP for TeamCal Neo (see below)
- PHP Composer package `jumbojett/openid-connect-php` (included in the 5.3.0 distribution)

Configuration

OIDC is configured via the `.env` file. Add the following entries (see `.env.example` for reference):

```
OIDC_YES=1
OIDC_PROVIDER_URL=https://keycloak.example.com/realms/teamcalneo
OIDC_CLIENT_ID=teamcal-neo
OIDC_CLIENT_SECRET=your-client-secret-here
OIDC_REDIRECT_URI=https://your-teamcal-server.com/index.php?action=oidccallback
```

Variable	Description
`OIDC_YES`	`1` to enable OIDC, `0` to disable
`OIDC_PROVIDER_URL`	Base URL of the IdP realm. The library fetches `/.well-known/openid-configuration` from it automatically.
`OIDC_CLIENT_ID`	The client ID registered at the IdP
`OIDC_CLIENT_SECRET`	The client secret from the IdP
`OIDC_REDIRECT_URI`	The callback URL back to TeamCal Neo — must match the redirect URI configured at the IdP

When `OIDC_YES=1`:

- **LDAP authentication is automatically disabled**, even if `LDAP_YES=1` is also set.
- The login page shows a "Login with SSO" button and hides the standard username/password form for regular users.
- The `admin` account always authenticates locally, regardless of the OIDC setting.
- The application's built-in two-factor authentication (TOTP) is bypassed for OIDC-authenticated users. MFA is the responsibility of the IdP.

User management

OIDC authentication does **not** auto-provision new user accounts. A local TeamCal Neo account must exist before a user can log in via OIDC. This is by design — local accounts are where group memberships, roles, and absence permissions are managed.

> ⚠ **Username matching is critical.** When OIDC is active, the **Username** field of a local TeamCal Neo account must exactly match the `preferred_username` claim the IdP sends in the ID Token. If the names do not match, the user will be rejected with "No local account found" even though the IdP authentication succeeded.

The user add and user edit screens display a reminder when OIDC is active.

After the first successful OIDC login, TeamCal Neo stores the IdP's permanent `sub` identifier against the local account. Subsequent logins look up the account by `sub` first, so IdP username renames do not orphan the account.

Behaviour overview

Scenario	Result
OIDC active, known user clicks "Login with SSO"	Login succeeds; session cookie set
OIDC active, unknown user (no local account)	Rejected: "No local account found"
OIDC active, user tries to log in via the local form	Rejected: "Local login is disabled while SSO is active"
OIDC active, `admin` logs in via the local form	Allowed — `admin` is always local-only
OIDC active, locked or unverified account authenticates at IdP	Rejected with the corresponding account status message
OIDC active, user logs out	Local session cookie cleared; IdP session remains active (no Single Logout)
OIDC active, `LDAP_YES=1` also set in `.env`	LDAP is ignored; OIDC takes precedence

---

Keycloak setup for testing

Keycloak (https://www.keycloak.org) is a free, open-source IdP that runs in Docker. It is the recommended option for testing OIDC before connecting to a production IdP such as Entra or Okta.

Step 1 — Start Keycloak in Docker

```
docker run -d \
  --name keycloak \
  -p 8180:8080 \
  -e KEYCLOAK_ADMIN=admin \
  -e KEYCLOAK_ADMIN_PASSWORD=admin \
  quay.io/keycloak/keycloak:latest \
  start-dev
```

After about a minute, the Keycloak admin console is available at `http://<host>:8180`.

Step 2 — Create a Realm

1. Log in to the Keycloak admin console.
2. Open the realm dropdown (top-left) → **Create Realm**.
3. Name it `teamcalneo` → **Create**.

All following steps are done inside the `teamcalneo` realm.

Step 3 — Create the TeamCal Neo client

1. Go to **Clients** → **Create client**.
2. **Client ID**: `teamcal-neo`, **Client type**: `OpenID Connect` → **Next**.
3. Enable **Client authentication** → **Next**.
4. **Valid redirect URIs**: `http://<teamcal-server>/index.php?action=oidccallback` → **Save**.
5. Open the **Credentials** tab and copy the **Client secret**.

Step 4 — Create a test user

1. Go to **Users** → **Create new user**.
2. Set **Username** to a value that exactly matches a username in the TeamCal Neo database.
3. Open the **Credentials** tab → **Set password** (disable "Temporary").

Step 5 — Verify the discovery document

Open the following URL in a browser to confirm Keycloak is reachable and OIDC-ready:

```
http://<keycloak-host>:8180/realms/teamcalneo/.well-known/openid-configuration
```

If a JSON document is returned, Keycloak is working correctly.

Step 6 — Configure TeamCal Neo

```
OIDC_YES=1
OIDC_PROVIDER_URL=http://<keycloak-host>:8180/realms/teamcalneo
OIDC_CLIENT_ID=teamcal-neo
OIDC_CLIENT_SECRET=<secret from Step 3>
OIDC_REDIRECT_URI=http://<teamcal-server>/index.php?action=oidccallback
```

Connecting to production Identity Providers

Once the feature works against Keycloak, switching to a production IdP only requires updating the `.env` file. No code changes are needed.

Identity Provider	`OIDC_PROVIDER_URL` value
Microsoft Entra (Azure AD)	`https://login.microsoftonline.com/<tenant-id>/v2.0`
Okta	`https://<your-domain>.okta.com`
Google	`https://accounts.google.com`
Keycloak	`https://<host>/realms/<realm-name>`

The OIDC library fetches the discovery document from `<OIDC_PROVIDER_URL>/.well-known/openid-configuration` at runtime and adapts to the IdP automatically.

Troubleshooting

Symptom	Likely cause
"No local account found" after IdP login	The `preferred_username` in the IdP does not match any TeamCal Neo username
"OIDC: Provider connection error" on the login page	`OIDC_PROVIDER_URL` is unreachable or incorrect
Redirect loop or state mismatch error	The session cookie `SameSite` attribute must be `Lax` (not `Strict`) — already set correctly in 5.3.0
LDAP login still works when OIDC is enabled	Check that `OIDC_YES=1` is set and not overridden by a cached `.env`
User is rejected despite a matching username	Check whether the account is locked or unverified in TeamCal Neo user management

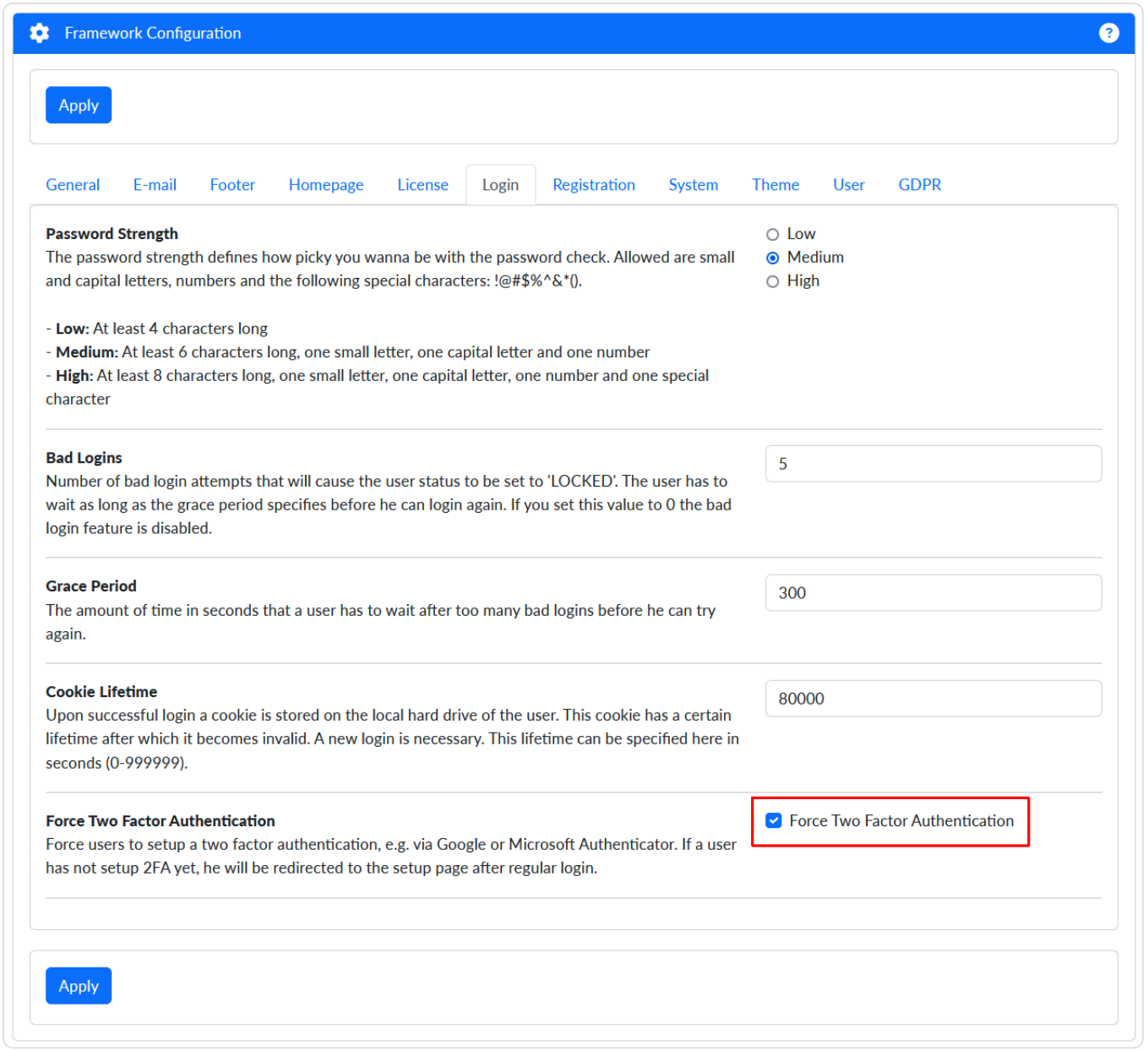
For detailed login event logs, check the TeamCal Neo **System Log** (`Administration → System Log`). Keycloak also records all authentication events under **Realm settings** → **Events**.

Two Factor Authentication

With release 3.7.0, TeamCal Neo introduces the feature of a two factor authentication. It can either be set as mandatory or left optional.

When left optional, users can set up 2FA via the 2FA tab of their profile.

In order to make 2FA mandatory, navigate to the Login tab of the framework configuration and check the `Force Two Factor Authentication` checkbox.



If this setting is on, users will be automatically redirected to the Setup 2FA page the next time they login. The page will provide a barcode and secret code for the

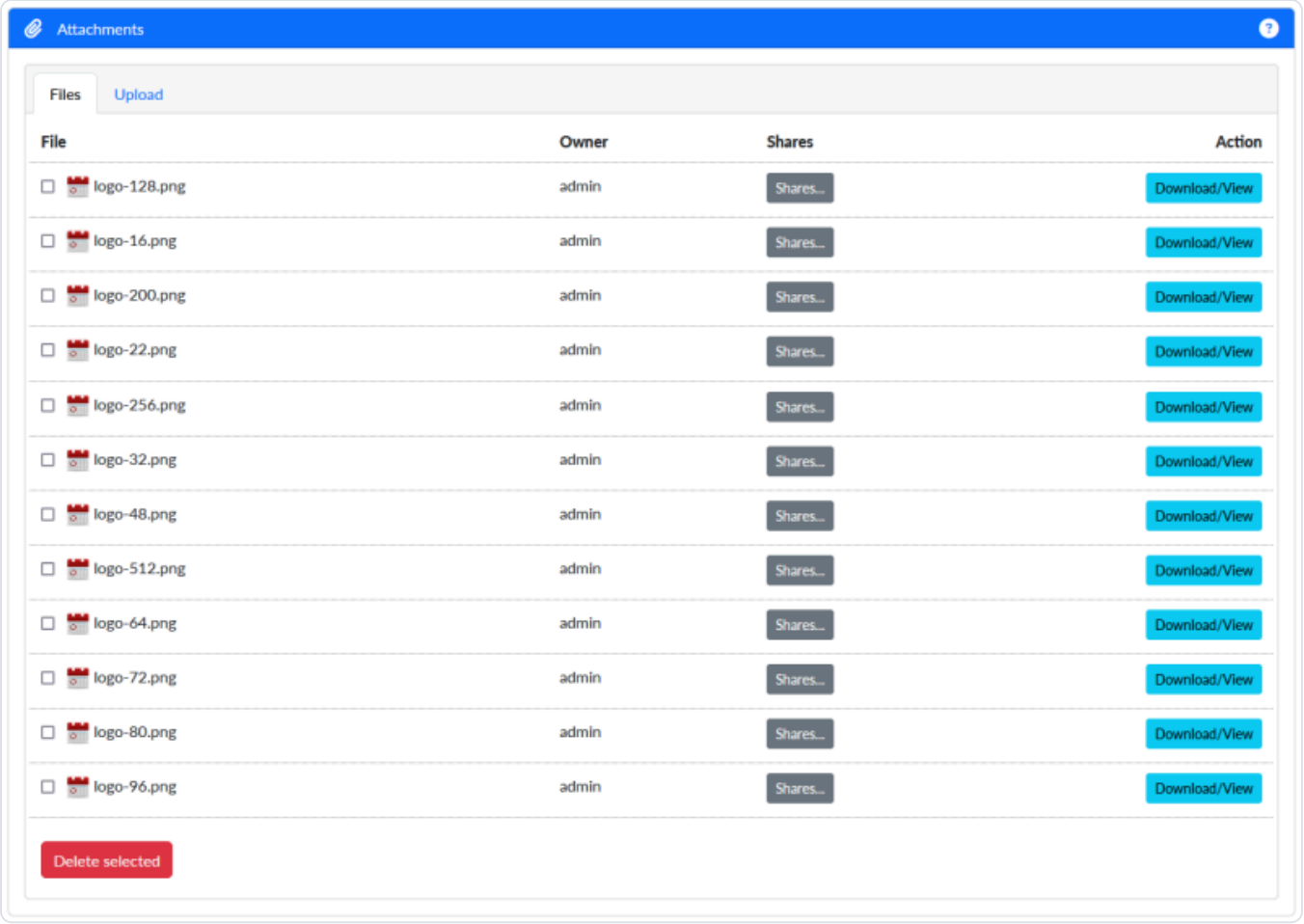
onboarding process with an authenticator app. While the secret code is always displayed, the barcode display requires and Internet connection for TeamCal Neo.

> ⚠️ Note, that in order to make the TOTP based 2FA work, the server on which TeamCal Neo is hosted needs to be NTP synced. If that is not the case, it might lead to constant code mismatches.

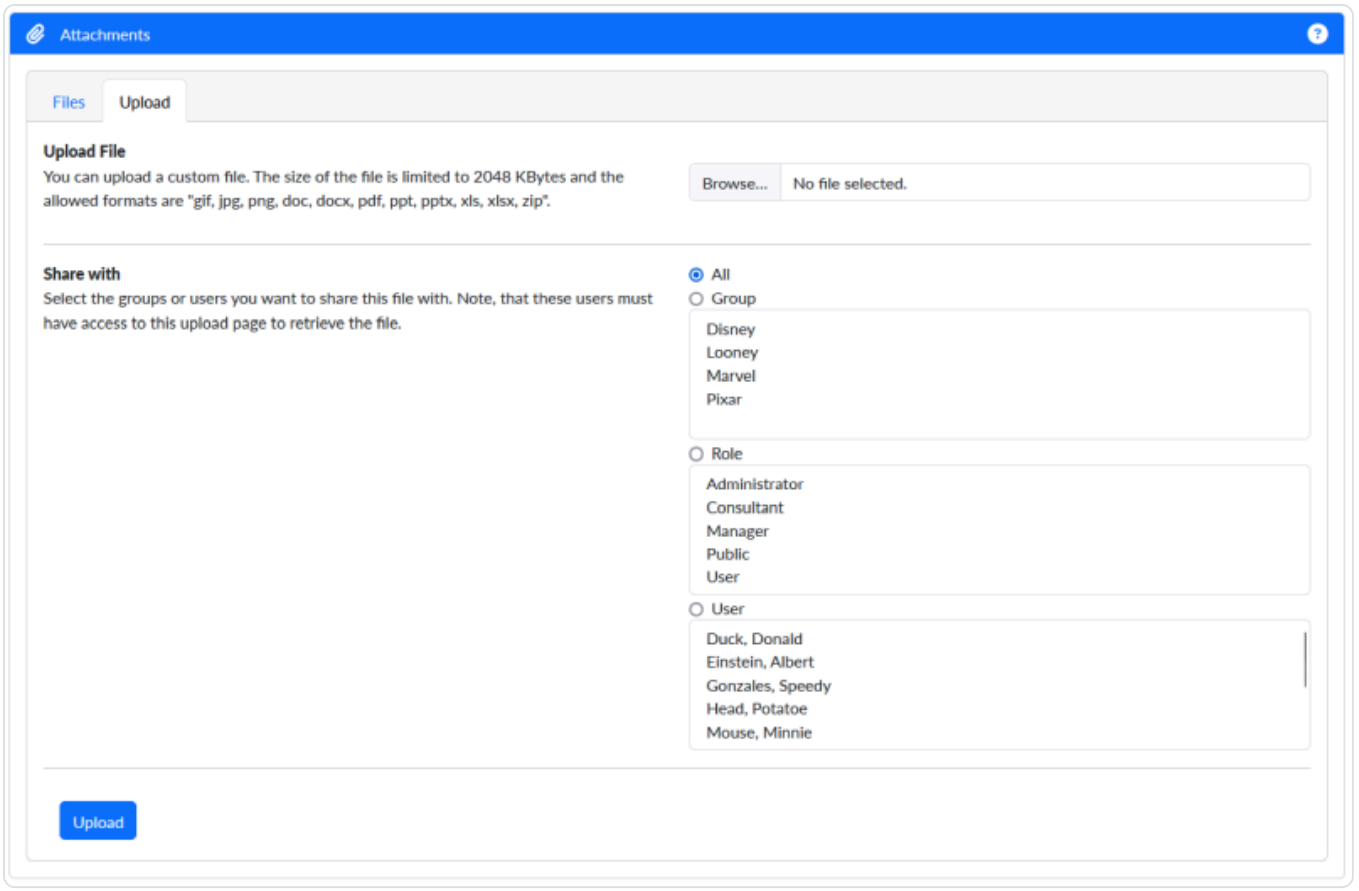
User Guide

Attachments

The attachments page offers the option to upload files and share them with users or groups.



Use the Upload tab to add new attachments. You can select with whom you want to share the file.



Buttons

Files Tab

Button	Function
Shares...	Expands/collapses the shares listbox. *Note: Unselecting the owner/uploader of an attachment will have no effect. The owner/uploader will always have access to his files.*
Download/View	Downloads/views the attachment file. Right-clight to use your browser's download feature.
Update	Updates the shares as selected. Available to the attachment owner and admin only.
Clear	Deletes all shares. Available to the attachment owner and admin only.

Upload Tab

Button	Function
Browse	Browse for local files to upload
Upload	Press/click to upload the selected file
Delete Selected	Deletes the selected file/s from the server. Available to the attachment owner and admin only.

Calendar (Month)

Layout

The primary calendar layout in TeamCal Neo is a month. You view and edit calendars per month. The only exception is the year calendar. It is provided for overview purposes only though and cannot be edited.

TeamCal Neo is Day-Based

As TeamCal Pro, TeamCal Neo is also a day-based calendar. This concept is one of the main success factors of the application. A day is the smallest unit you can plan in TeamCal Neo. It is not a meeting calendar in which you can schedule absences from 9 to 10 in the morning or something like that. There are several good calendar applications out there that you can use for that.

In TeamCal Neo you mark days. Nothing more, nothing less. I am emphasizing on this because I have received several change requests to offer smaller units of a day. I have always denied that because I believe in the value of a simple day-based calendar. And I think the popularity of TeamCal Pro confirms that.

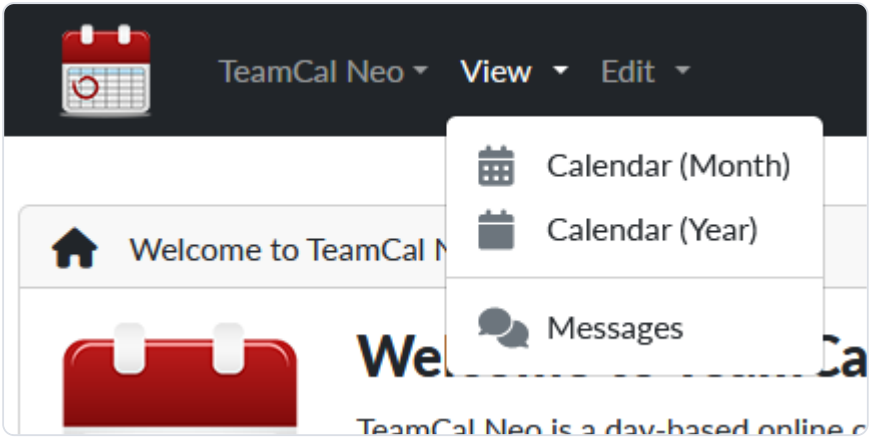
Absence Factor

Of course you can create absence types like “Half-day Vacation”. In order to get your counts right, just set the factor of that absence type to 0.5.

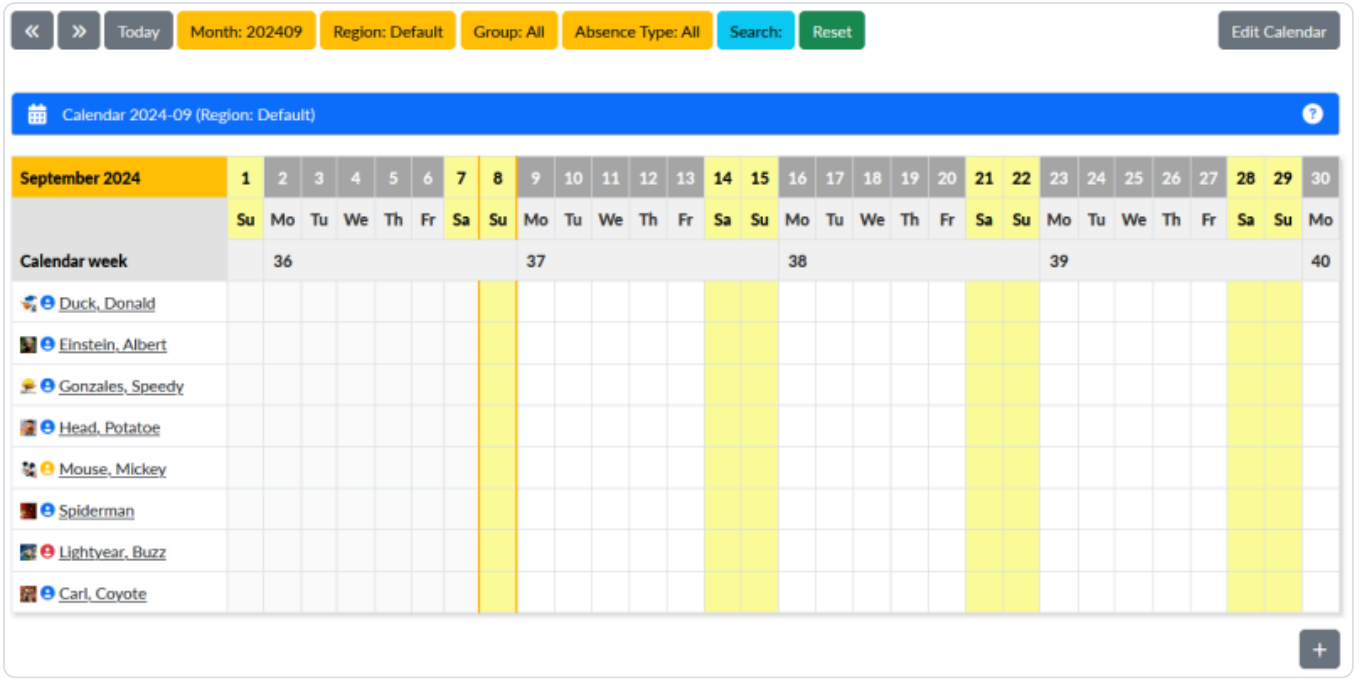
View Calendar (Month)

Selecting the ***Calendar (Month)*** entry from the ***View*** menu will display the calendar of the current month.

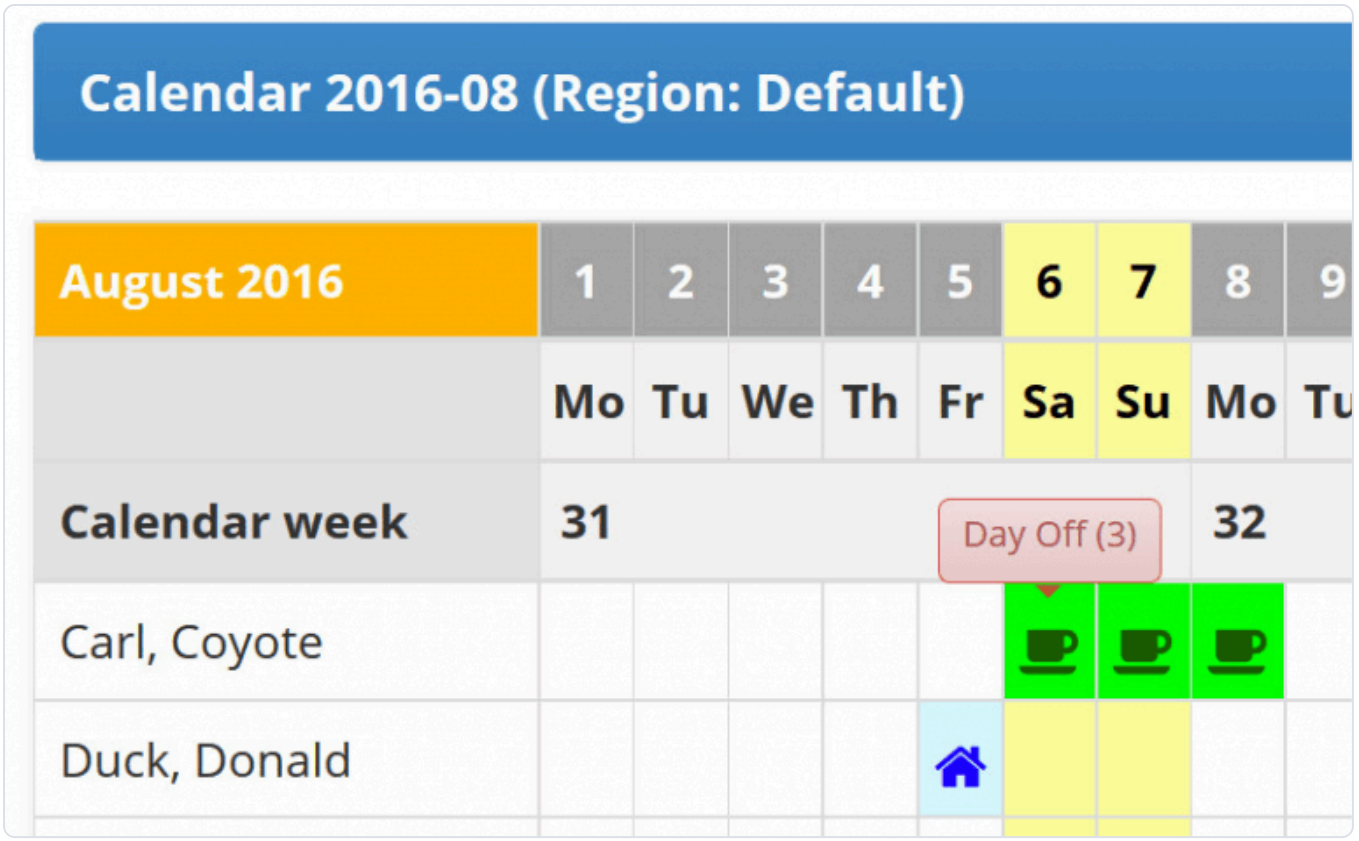
Depending on your permissions and the default settings set by the administrator you will see users and absences of the current month.



At the top of the calendar you can use several buttons to restrict and filter the display.



A mouse-over tool tip displays the name of the absence and it's amount taken for this user and month.

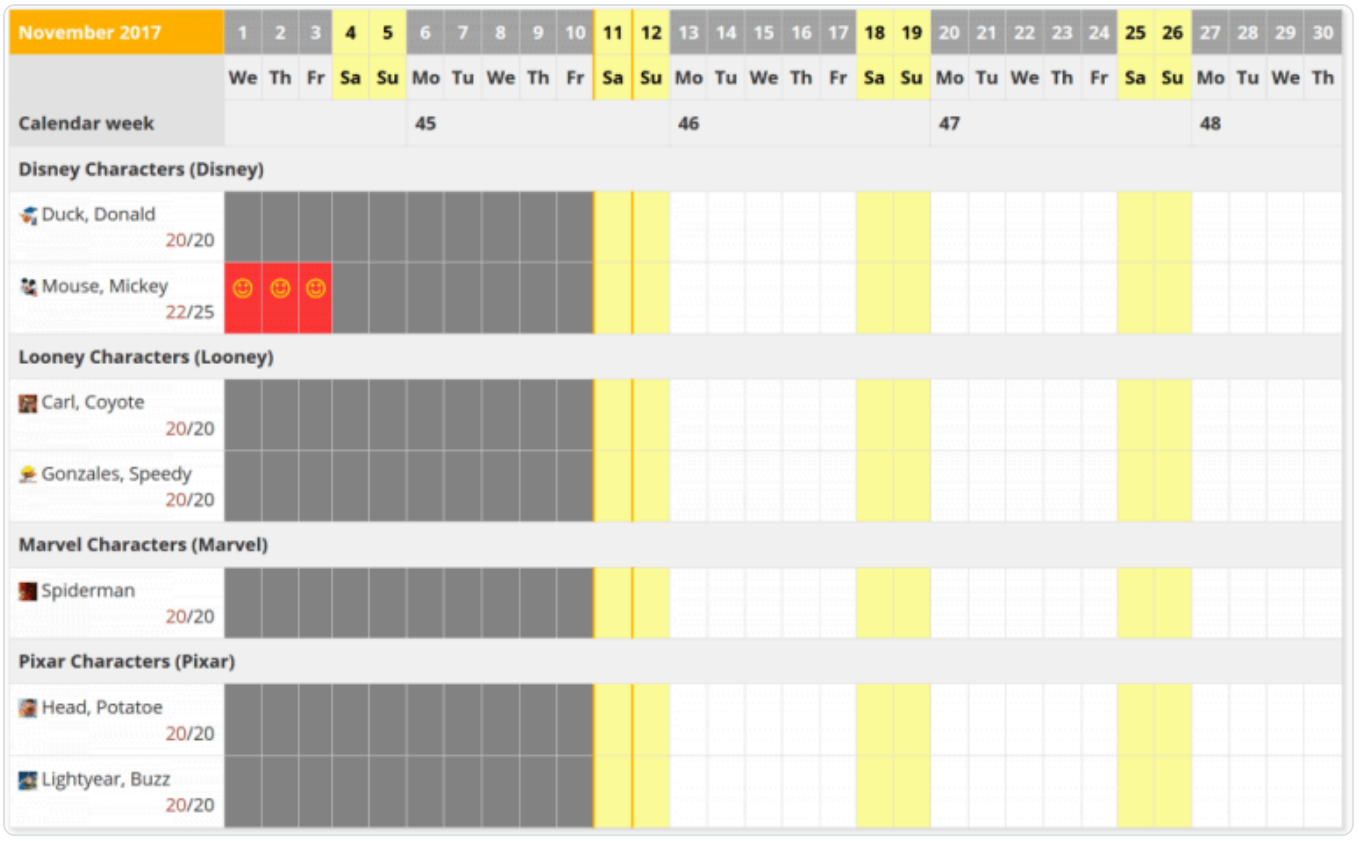

Calendar 2016-08 (Region: Default)
August 2016
1 2 3 4 5 6 7 8 9
Mo Tu We Th Fr Sa Su Mo Tu
Calendar week
31
32
Day Off (3)
Carl, Coyote
Duck, Donald

Buttons

Button	Description
<<	Go back a month
>>	Go forward a month
Today	Goes back to today's month
Region	Select the region you want
Group	Select the group you want
Absence Type	Filter by absence type
Search	Search for any string in a user's first or last name
Reset	Reset the display to its default and removes all your filters
Screen	Only visible when mobile support is enabled. Allows you to select your screen width.
Edit Calendar	This button will show if you are allowed to edit your own calendar. It will open the Edit page with the currently selected month and region. *Note: You can also load the edit page by clicking anywhere in your row of the calendar view (see "Quick Edit" below).*
+	Show one more month
-	Show one month less

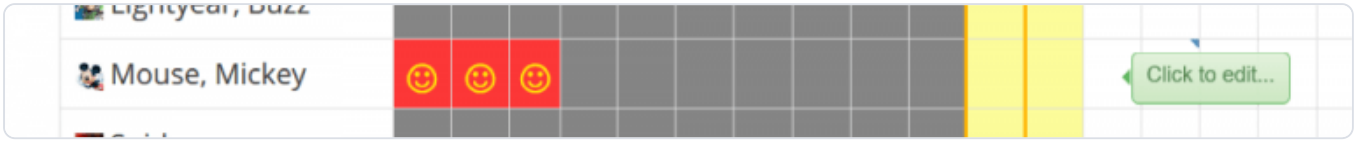
Display Options

Administrators have several options to alter the display of the calendar a bit. Here is an example where the users are grouped by group plus an absence count is added to each user's name field. Also, the days in the past a colored gray.



Quick Edit

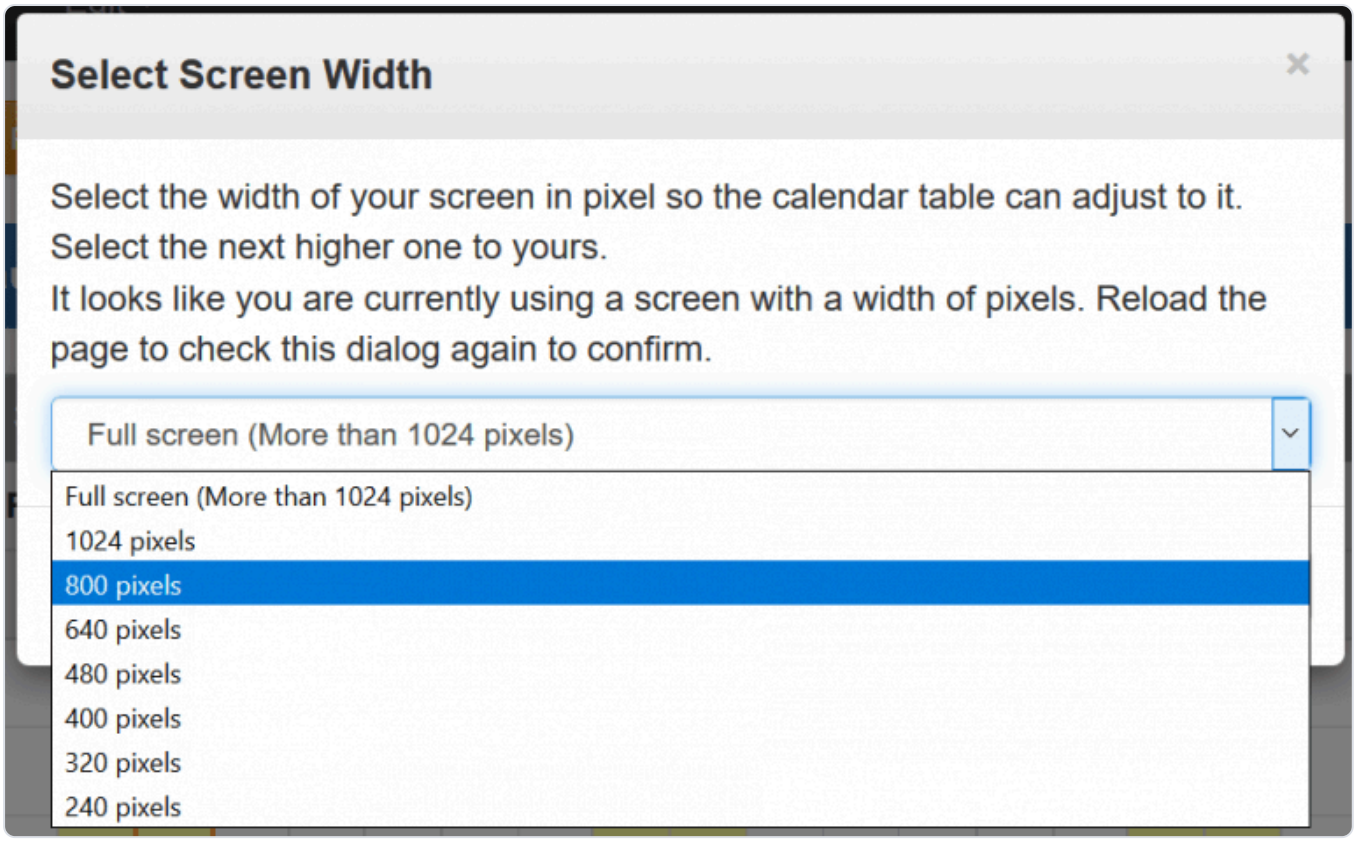
If you are allowed to edit a user's calendar, just click anywhere in the row of that user. A tooltip also tells you about this option.



Filters

The buttons on top of the Calendar display provides options to filter the display, narrow down the list of users you see. Any of you filter settings, when saved, will be stored in your profile and applied again when you look at the calendar again. The "Reset" button removes your filter settings from your profile.

Responsive Display

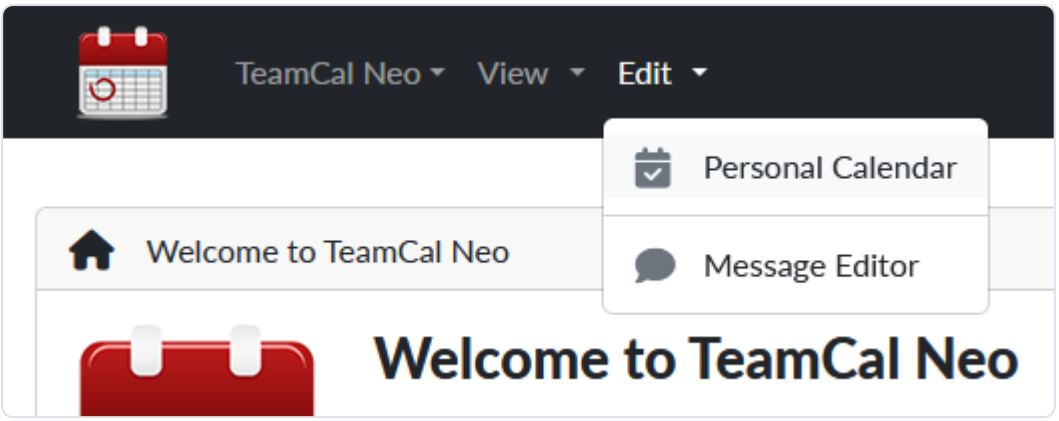


If the administrator has enabled mobile display support, you will be able to select your screen width via the [Screen:] button. The calendar display will then be adjusted (broken down in sections) to your device's screen size. Only as many days as fit on your screen will be shown in one horizontal section. Several horizontal sections are produced so you only have to scroll vertically to view the month.

If your exact width is not in the list, select the next higher one.

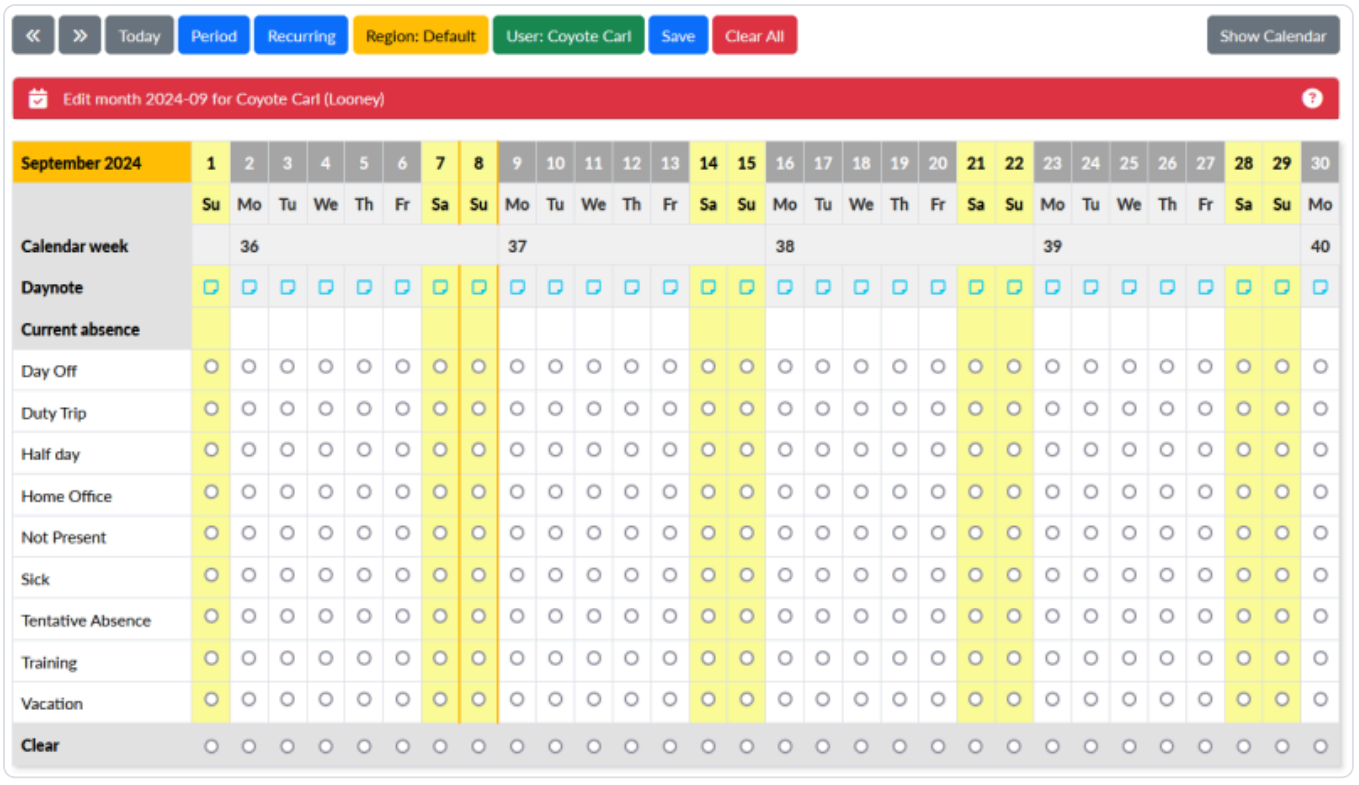
Edit Calendar (Month)

Selecting the ***Personal Calendar*** entry from the ***Edit*** menu will display the editable calendar of the current month.



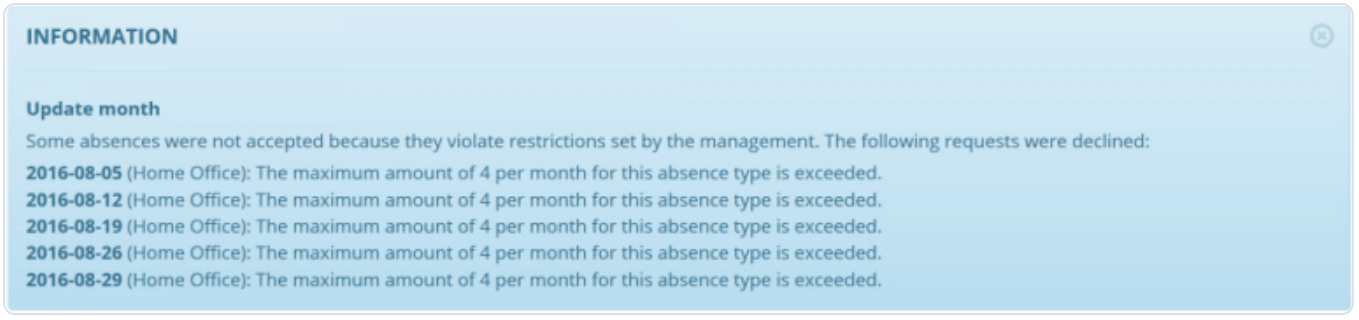
Depending on your permissions and the default settings set by the administrator you will be able to edit your own calendar and those of others.

At the top of the calendar you can use several buttons to restrict and filter the display.



The administrator might have set several restrictions for entering absences, e.g. minimum presence per group or maximum allowance of an absence type per month.

In such cases you will receive an information message similar like this one.



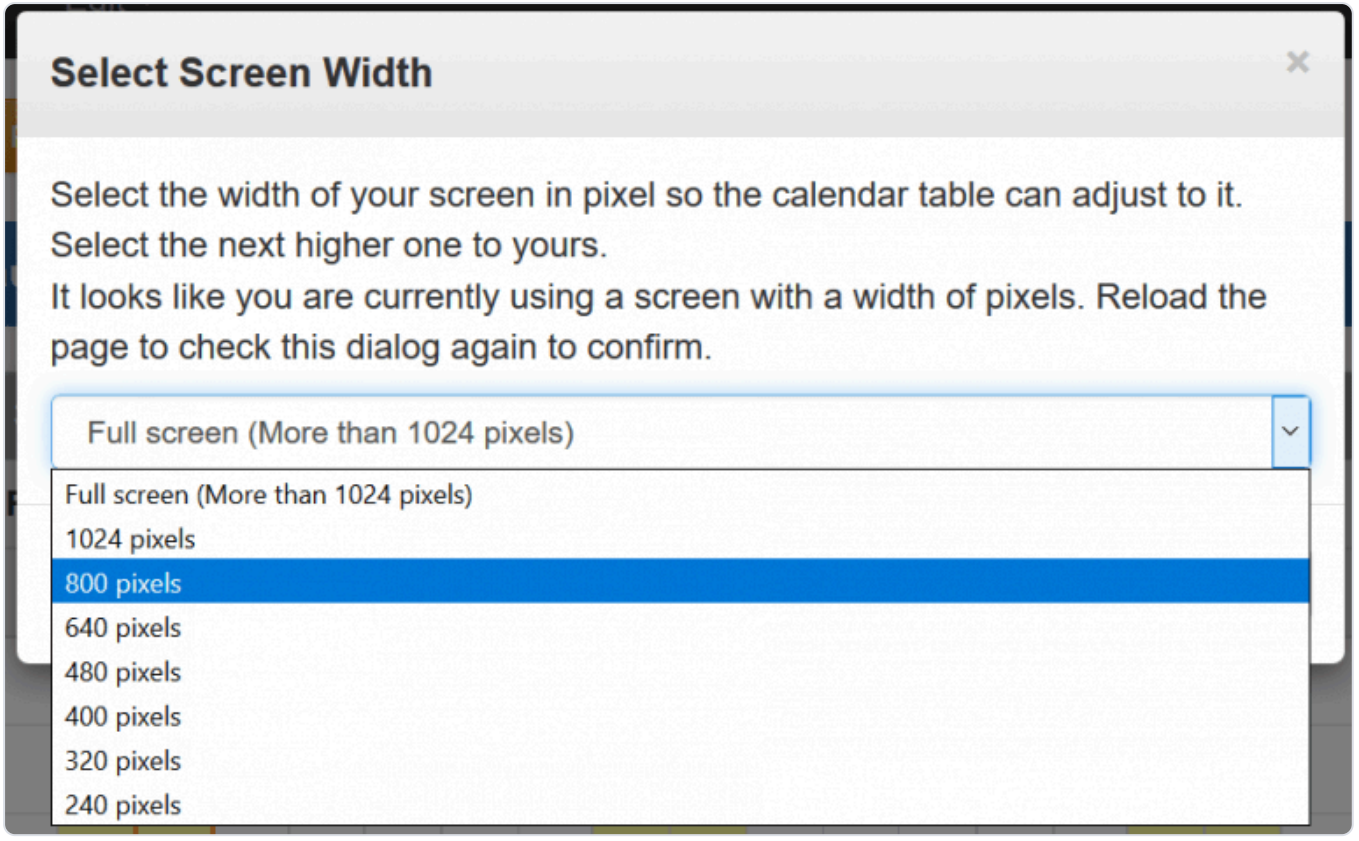
Buttons

Button	Description
<<	Go back a month
>>	Go forward a month
Today	Go to today's month
Period	Enter an absence for a period
Recurring	Enter a recurring absence
Region	Select the region for the calendar display
User	Select the user for which you want to edit the calendar
Save	Save your settings/absences
Clear All	Clear/remove all absences in the current month
Screen	Only visible when mobile support is enabled. Allows you to select your screen width.

Daynotes

You can also enter daynotes in your calendar. The Daynotes row allows you access to it. Click the icon to

Responsive Display



If the administrator has enabled mobile display support, you will be able to select your screen width via the [Screen:] button. The calendar display will then be adjusted (broken down in sections) to your device's screen size. Only as many days as fit on your screen will be shown in one horizontal section. Several horizontal sections are produced so you only have to scroll vertically to view the month.

If your exact width is not in the list, select the next higher one.

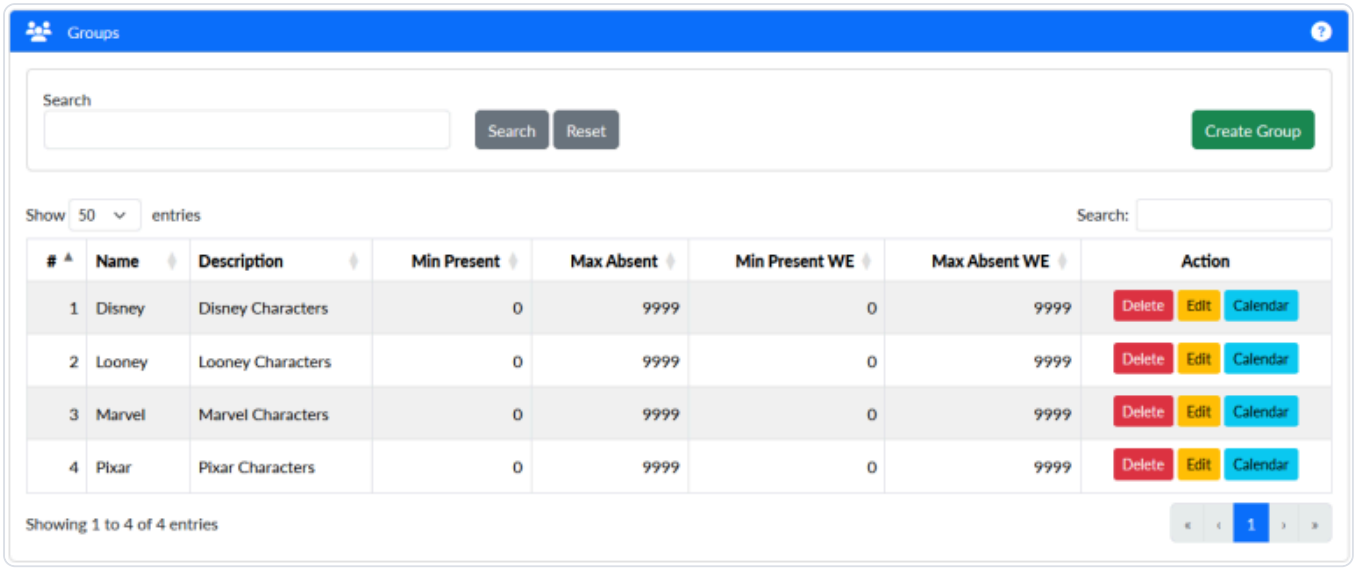
Edit Group Calendar (Month)

Accessing the Group Calendar Page

TeamCal Neo offers the option to set absences for a whole group in one shot. The following permissions are necessary to do so:

- General: Group Calendar (Edit)
- Feature: Either “Calendar (Edit Group)” or “Calendar (Edit All)”
- Group managers can always access the page for their own groups

The group calendar can be accessed via the groups page. In the far right column, select the “Calendar” button to access it.



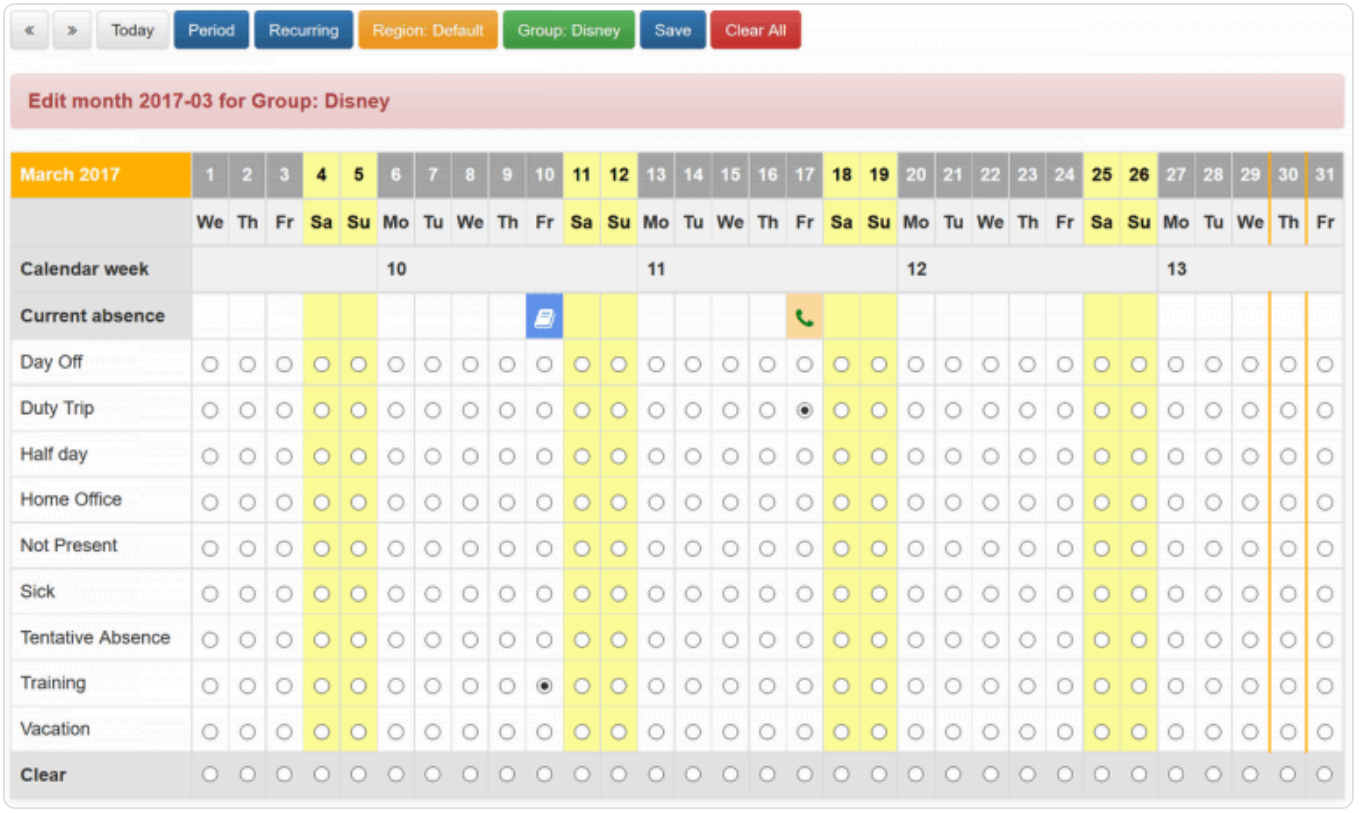
Editing Group Calendars

The group calendar page is very similar to the user calendar edit page.

The User button is replaced by a Group button that allows you to select the group you want to edit. Note, that you might not be permitted to edit all groups based on your permissions.

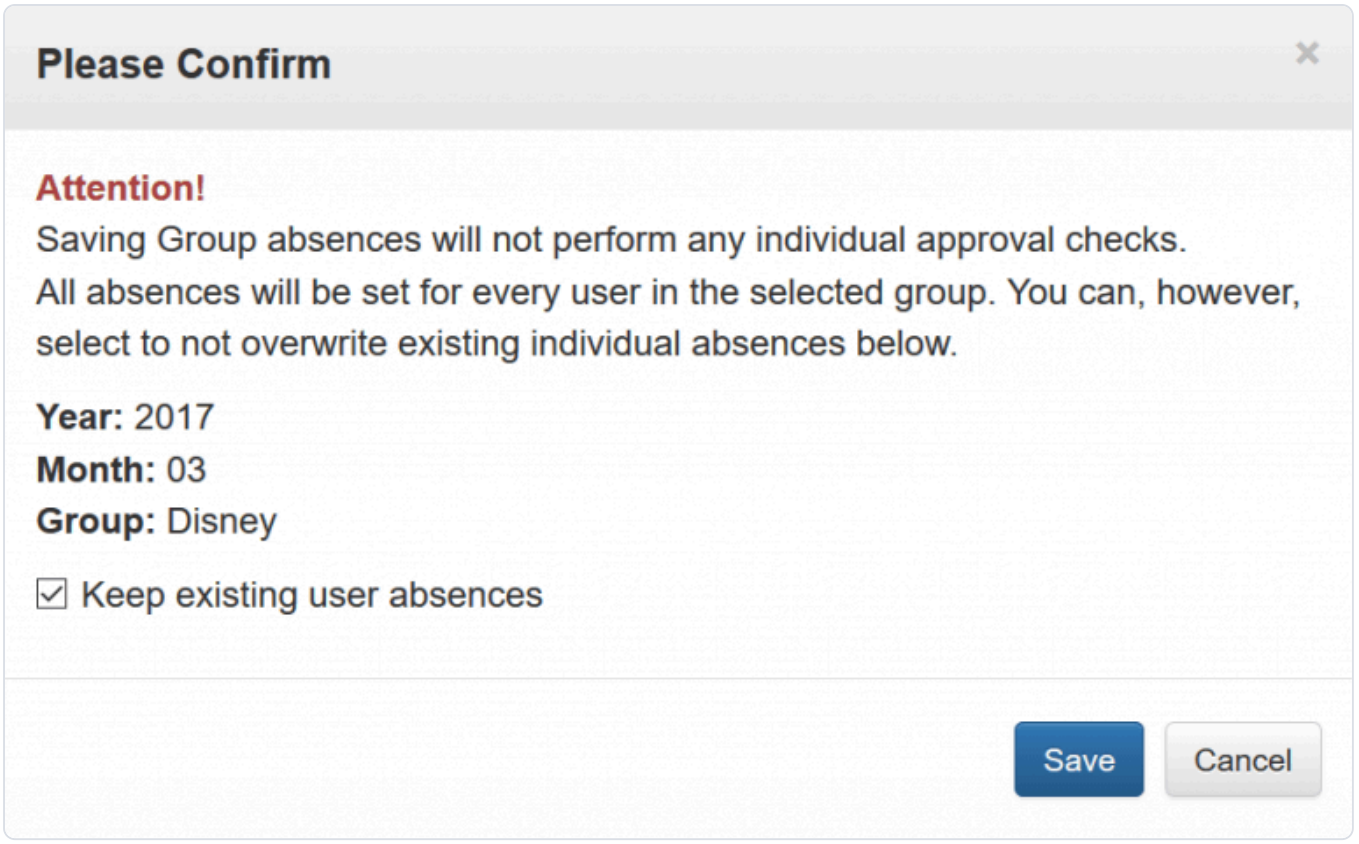
The second difference is that there are not daynotes for groups. That row in the calendar table does not exist.

The group calendar always opens with an empty form. It does not pre-fill the absences you applied last time.



Attention! No Approval Check

The group calendar feature does not perform any individual approval checks. All absences you select on this page will be set to all users of the selected group. You can, however, select to not overwrite existing absences that those users might have already.

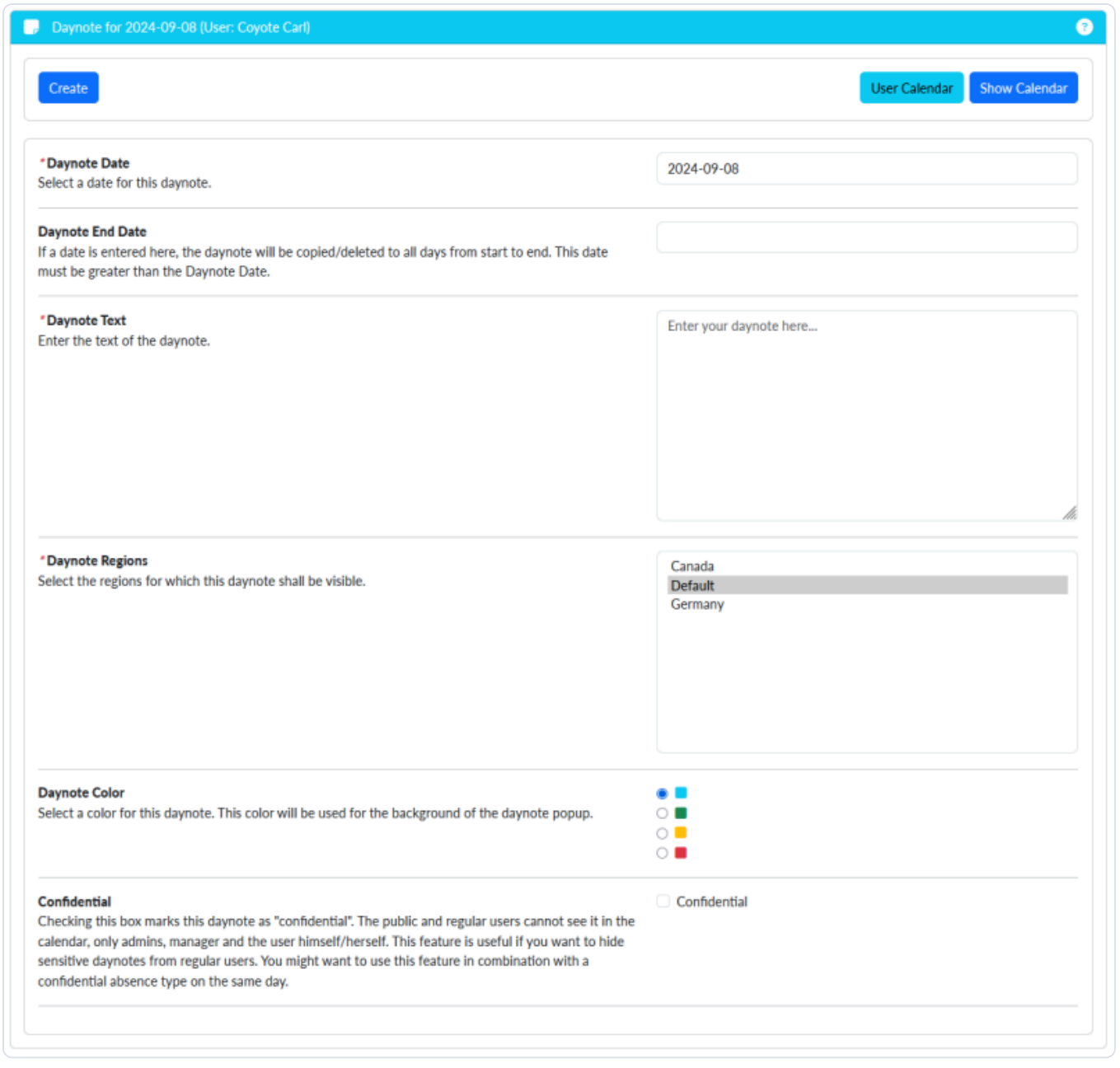

Please Confirm
Attention!
Saving Group absences will not perform any individual approval checks.
All absences will be set for every user in the selected group. You can, however, select to not overwrite existing individual absences below.
Year: 2017
Month: 03
Group: Disney
Keep existing user absences
Save
Cancel

Buttons

Button	Description
<<	Go back a month
>>	Go forward a month
Today	Go to today's month
Period	Enter an absence for a period
Recurring	Enter a recurring absence
Region	Select the region for the calendar display
Group	Select the group for which you want to edit the calendar
Save	Save your settings/absences
Clear All	Clear/remove all absences in the current month
Screen	Only visible when mobile support is enabled. Allows you to select your screen width.

Edit Daynotes

A daynote pops up when a user moves the mouse over a day in the calendar. It offers the option to add information about your absence.



In the daynote dialog you can select the

- Daynote Day
- Daynote End Date (if you want the daynote to recur over several days)
- Daynote Text
- Daynote Regions (for which region/s shall this Daynote be visible)

- Daynote Color
- Confidential (only **trusted roles** and yourself can see the daynote)

> *i* Trusted roles are defined by the administrator. For example, if the role “Manager” is a trusted role they can see confidential daynotes.

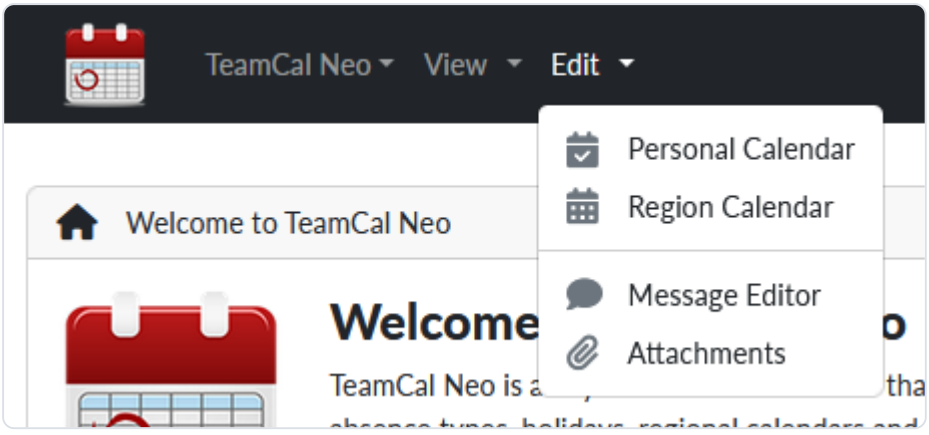
Button	Description
Create	Creates a new daynote
Update	Updates a daynote
Delete	Deletes a daynote
Region Calendar	Only shown when editing a month daynote. Will go back to the month edit of the currently selected region.
User Calendar	Only shown when editing a user daynote. Will go back to the calendar edit of the currently selected user and month.
Show Calendar	Will go back to the calendar view

Calendar (Region)

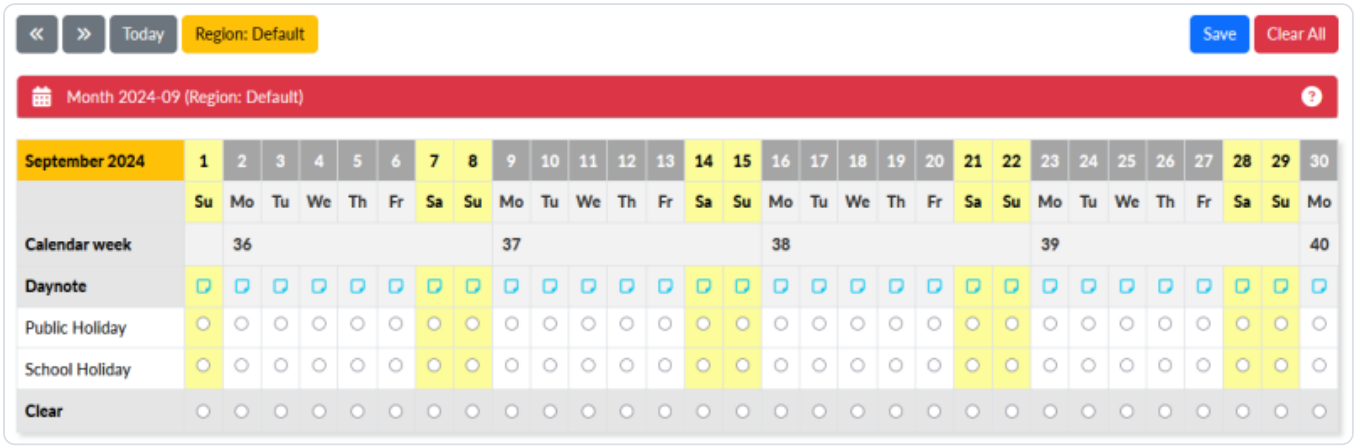
A region calendar serves display purposes. It colors the calendar display according to holidays set up for the region. If you have the appropriate permission, you can edit region calendars.

Regions can be added by the administrator.

You can edit region calendar by selecting ***Region Calendar*** from the ***Edit*** menu.



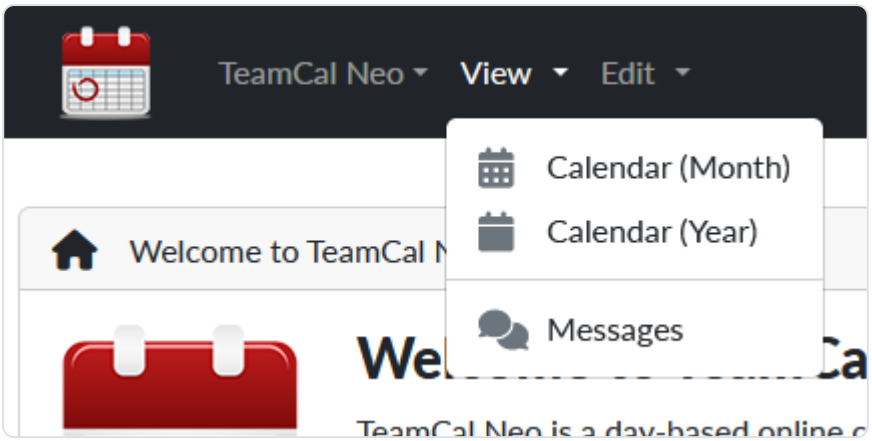
The region calendar edit page shows all Holidays that the administrator has configured in TeamCal Neo. For the region and month selected, you can set any of those Holidays for any of the days in the month. The appropriate coloring will be shown in any view of that month and region.



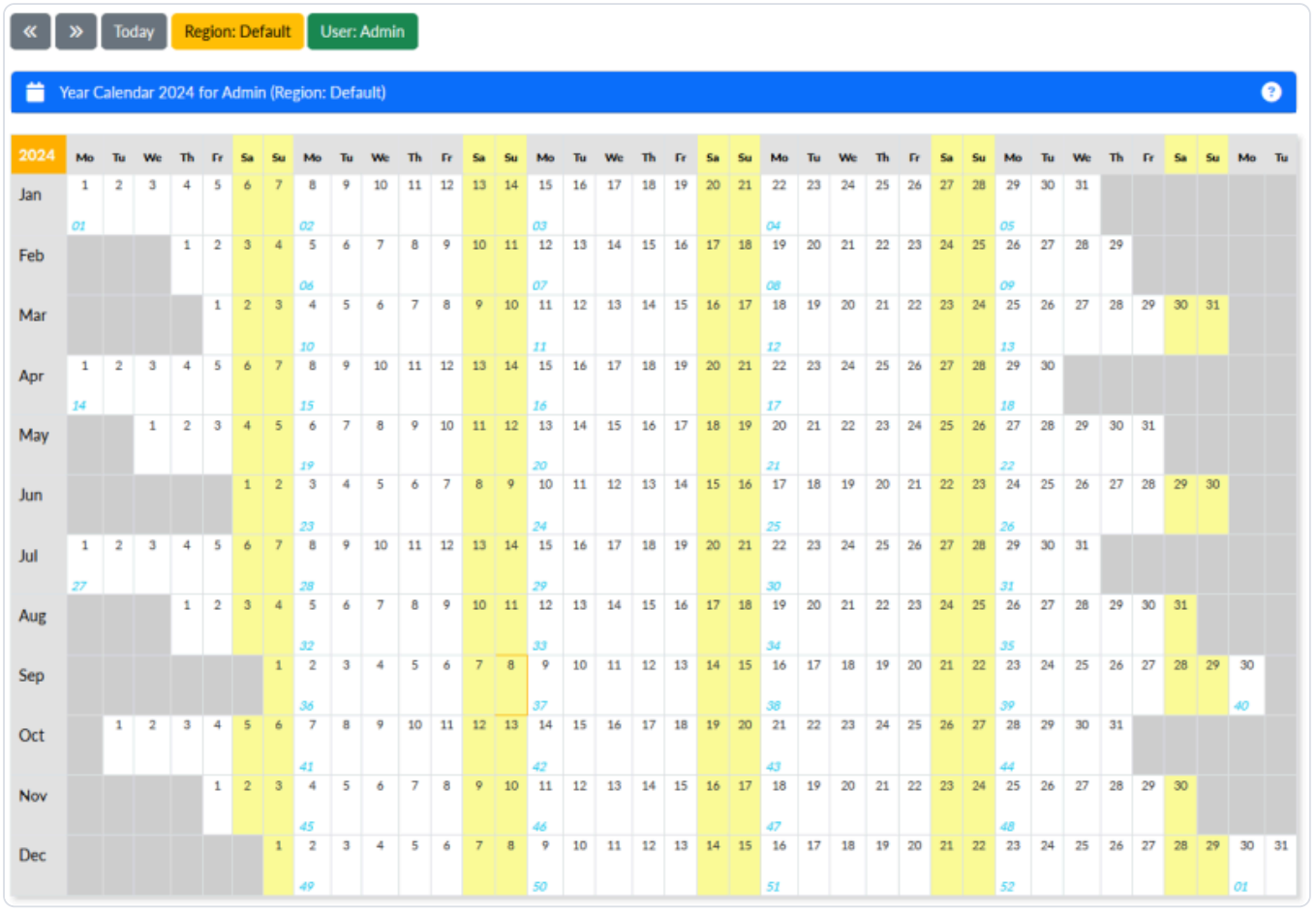
Button	Description
<<	Go back one month
>>	Go forward one month
Today	Go to today’s month
Region	Select the region you want to edit
Save	Save your settings
Clear All	Clear/remove all holidays from the selected region/month

Calendar (Year)

Selecting the ***Calendar (Year)*** entry from the ***View*** menu will display the calendar of the current year.



Depending on your permissions and the default settings set by the administrator you will see your own absences in the current year.



At the top of the calendar you can use several buttons to restrict and filter the display.

Button	Description
<<	Go back a month
>>	Go forward a month
Today	Goes back to today's month
Region	Select the region you want
User	Select the user you want

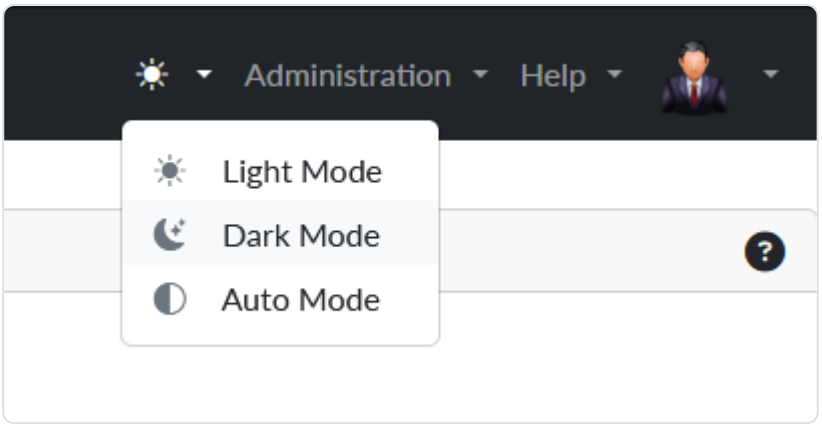
Responsive Display

There is no suitable way to display the year calendar on smaller mobile devices. The year calendar serves overview purposes that cannot be achieved breaking it into bits and pieces for smaller screens. That is why, if the administrator has enabled mobile device display, the year calendar page is exempt from it. On smaller mobile devices you will be asked to accept horizontal scrolling when accessing the year calendar page.

Dark Mode

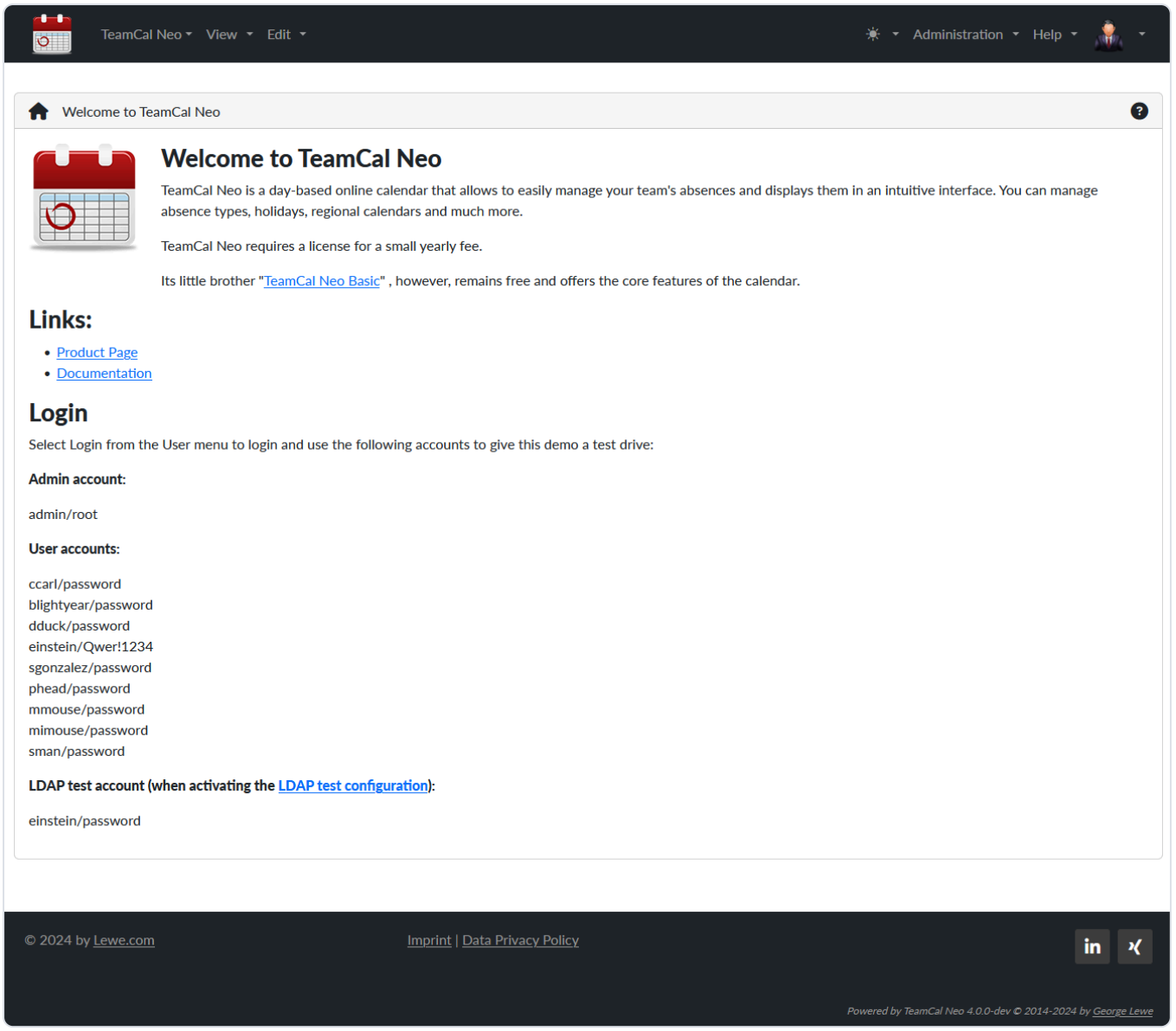
A much requested dark and light mode was introduced in TeamCal Neo in version 4.0.0. Actually, there was a dark theme available before but no easy instant switch between the modes.

In the top menu you can now find the Theme switch menu:



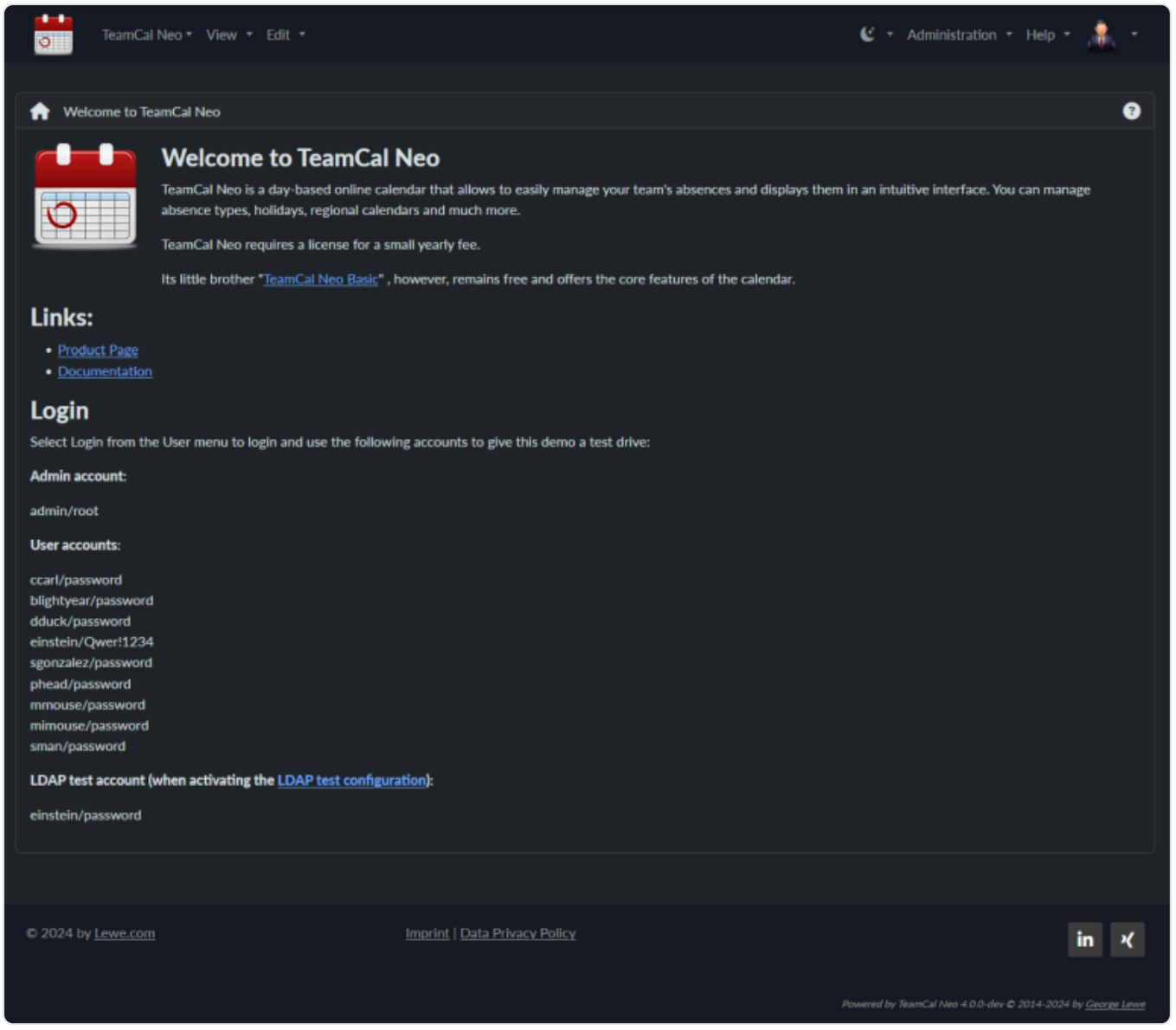
Light Mode

Light Mode switches to a light background with dark font colors:



Dark Mode

Dark Mode switches to a dark background with light text colors.



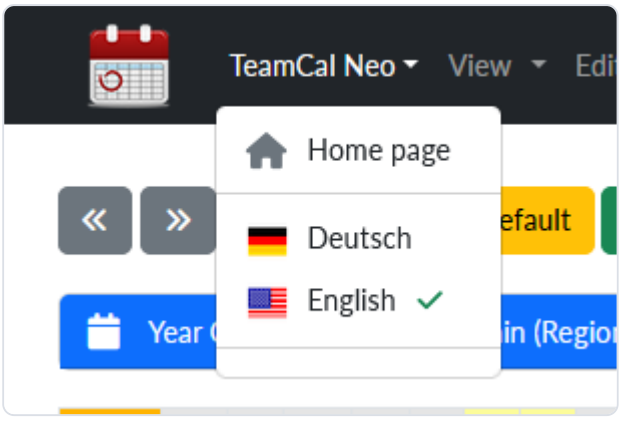
Auto Mode

Auto Mode will try to find out whether you have a dark or light mode environment on your computer and then adjust the mode accordingly.

Language

Session Language

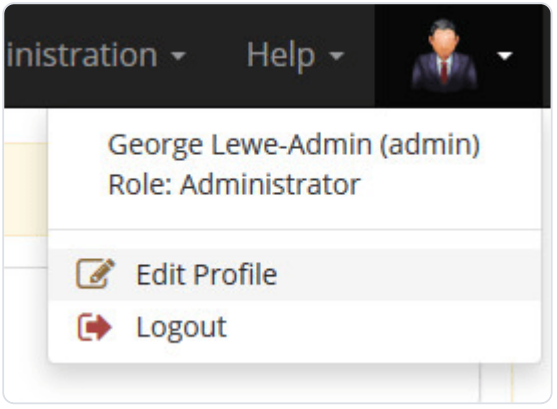
The TeamCal Neo menu offers the option to change the display language for the current session. It will be reset to the default language the next time you log in.



User Language

If you want to use a different language than the default every time you log in, you can configure it in your profile settings.

Select ***Edit Profile*** from the user menu and select the ***Options*** tab. You can select your own default language there.



Default Language

As an administrator you can select the default language in the ***Framework Configuration*** on the ***General*** tab.

Languages

TeamCal Neo comes with two languages, English and German. Creating a new language is fairly easy by translating the English language files into the language of your desire. Ask your administrator about it.

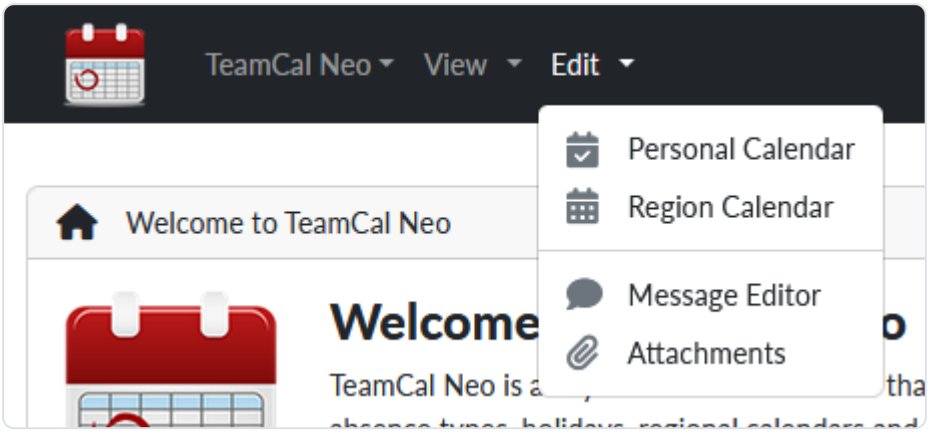
Messages

TeamCal Neo supports to send messages to registered users. Three types of messages can be sent:

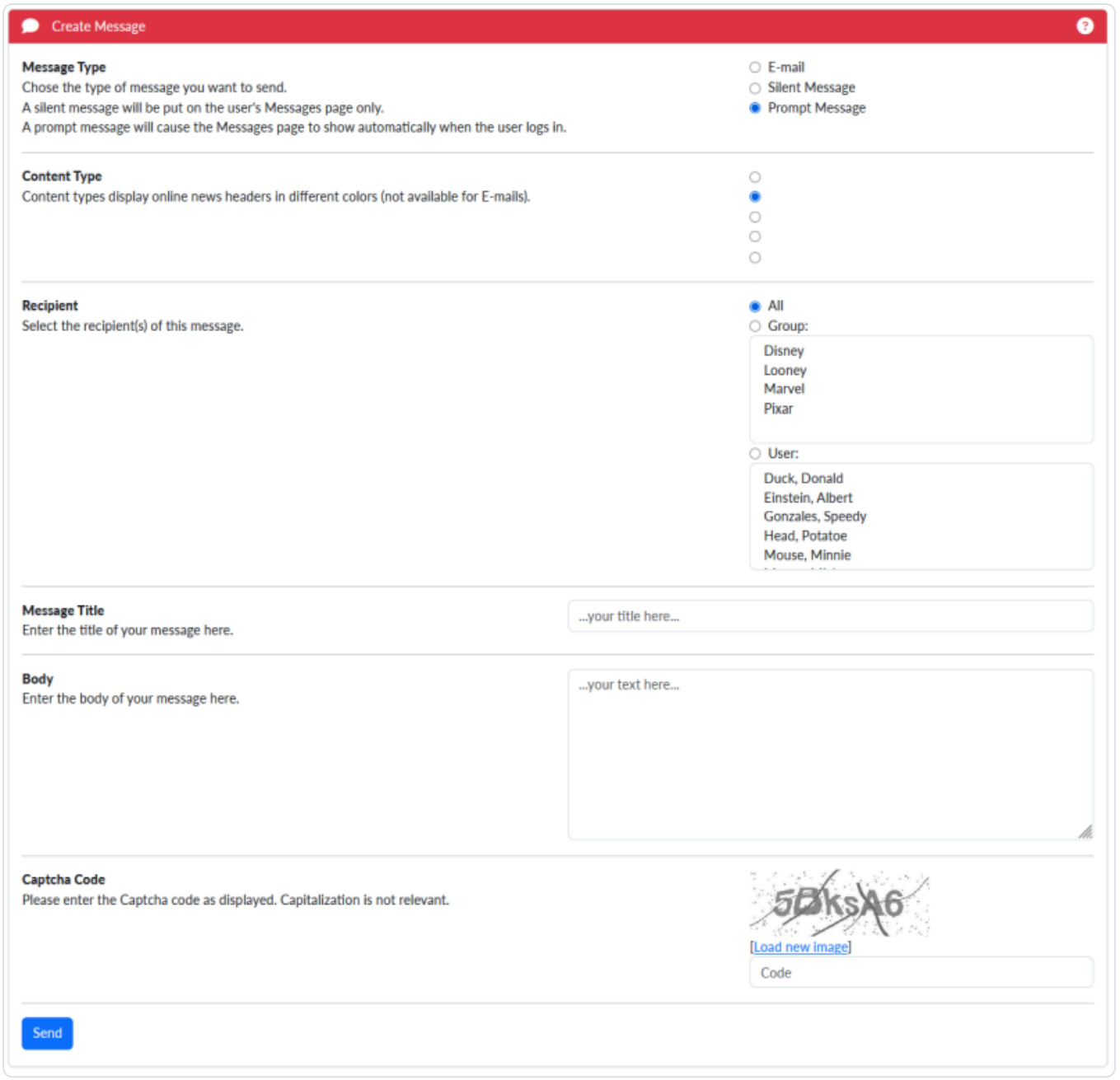
- **E-mail** : The message will be sent as an email to the address/es configured in the user profiles.
- **Silent Message** : A silent message is put on the recipients message page. It will not popup when he/she logs in.
- **Popup Message** : A popup message will pop up when the recipient logs in.

Creating a Message

You can create messages selecting ***Message Editor*** from the ***Edit*** menu.



Select the message type,recipients and other options and type in your message. Then click [Send] to send it after you entered the security code.

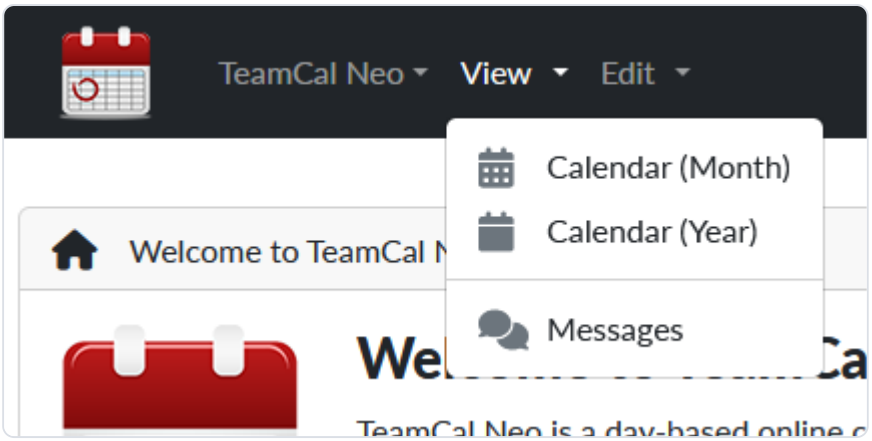


Buttons

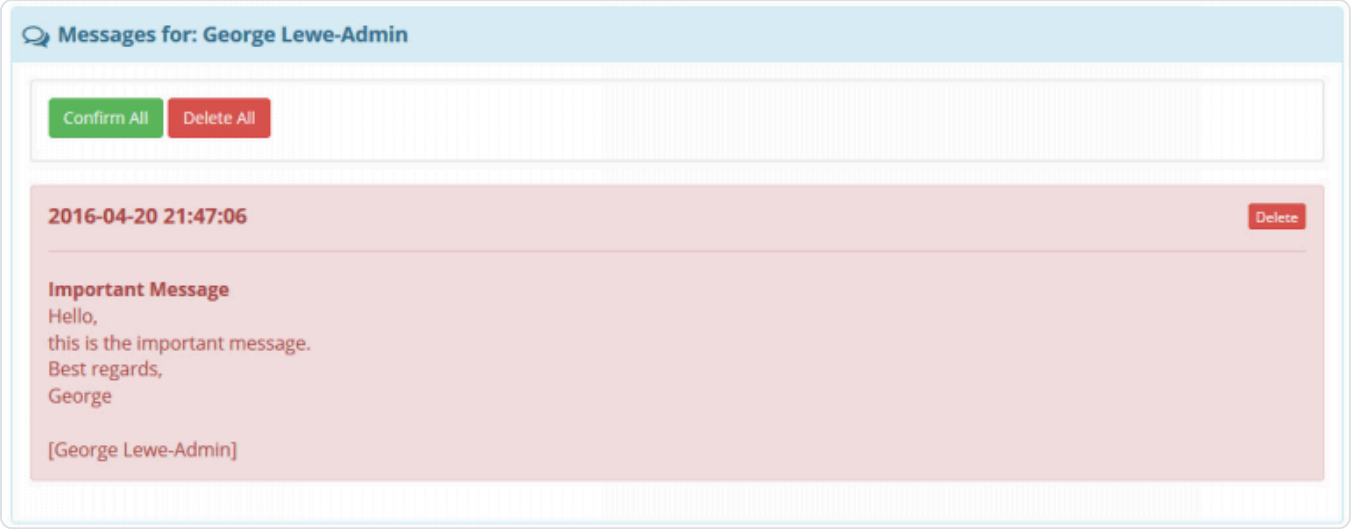
Button	Description
Send	Send your message

Viewing your Messages

TeamCal Neo support sending messages to users. You can display the messages sent to you by selecting ***Messages*** from the ***View*** menu.



All your messages are displayed on the page. Depending on their type they are colored differently. You can confirm or delete them.

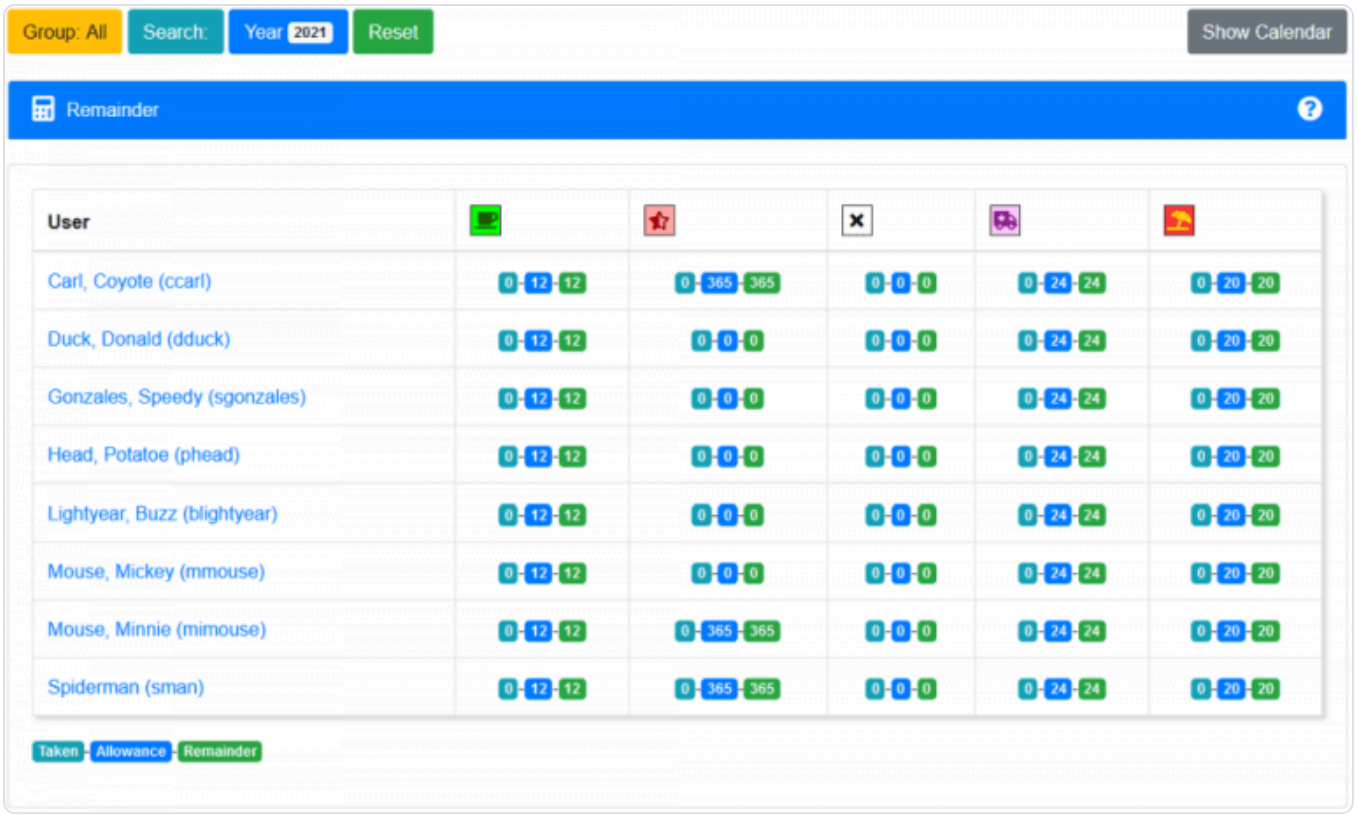


Buttons

Button	Description
Confirm All	Switches all your popup messages to silent ones
Delete All	Deletes all your messages
Delete	Deletes a single message

Remainder Page

The Remainder page lists users and shows their “taken”, “allowance” and “remainder” values for each absence type.



Only those users are shown that the current user is allowed to see. Regular users can only see their own. Group Managers can also see those of their group members.

Only those absence types are included on this page that have been marked as “Show in Remainder” on the page.

Buttons

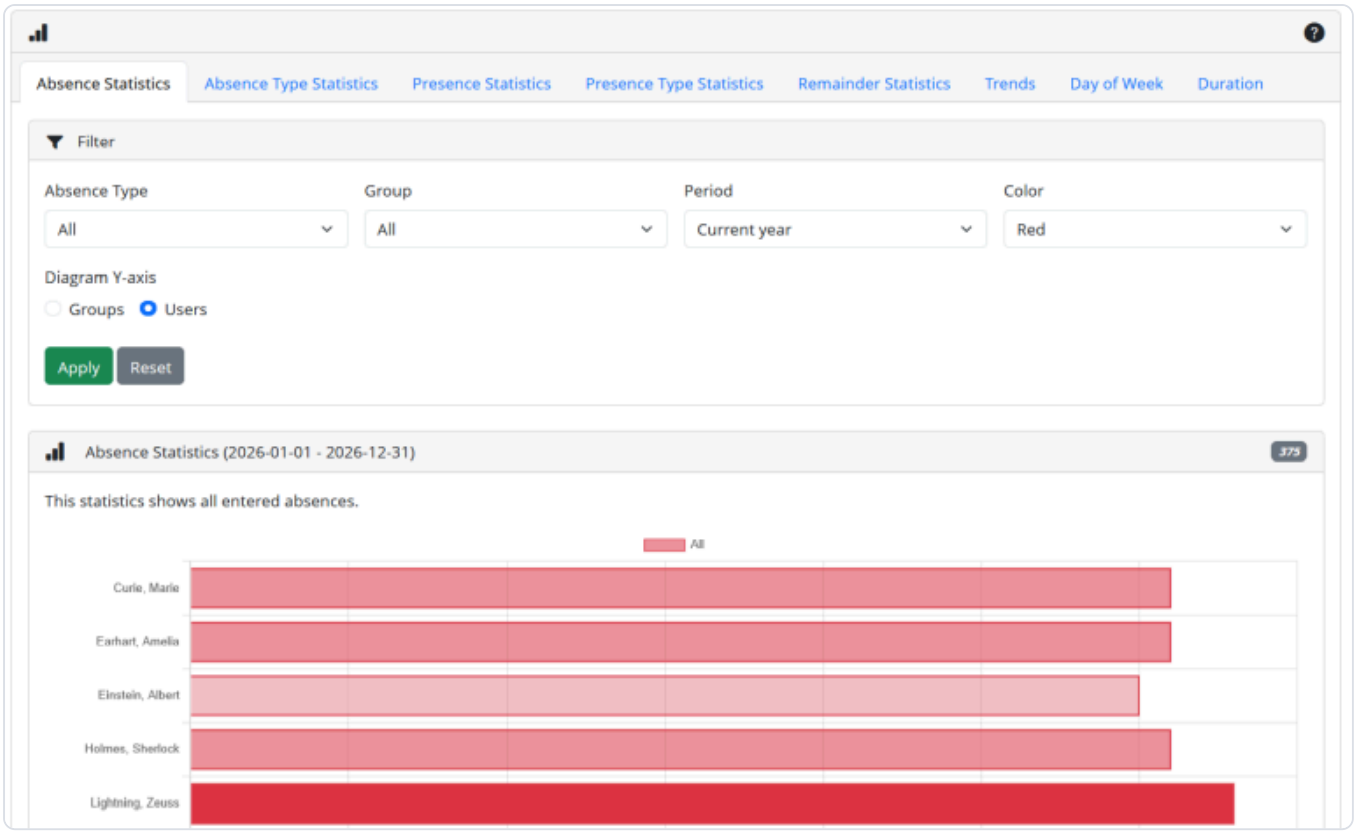
Button	Description
Groups	Allows to filter by group
Search	Allows to search for a user
Year	Allows to select the year to show
Reset	Resets Groups and Search filters

Statistics

TeamCal Neo offers a statistics page with different statistical diagrams.

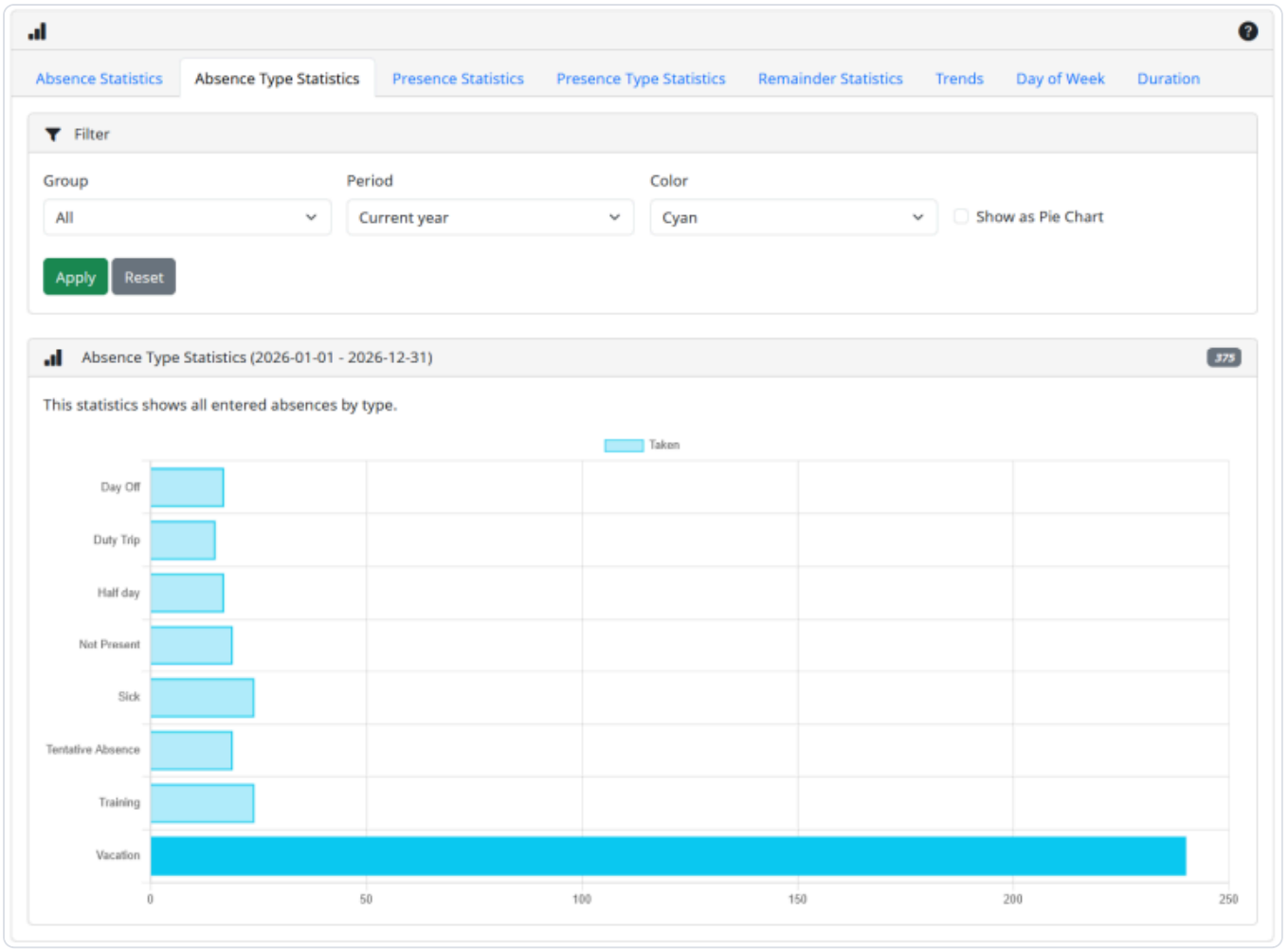
Absence Statistics

The Absence Statistics page displays all entered absences in a bar chart. You can select several filters at the top.



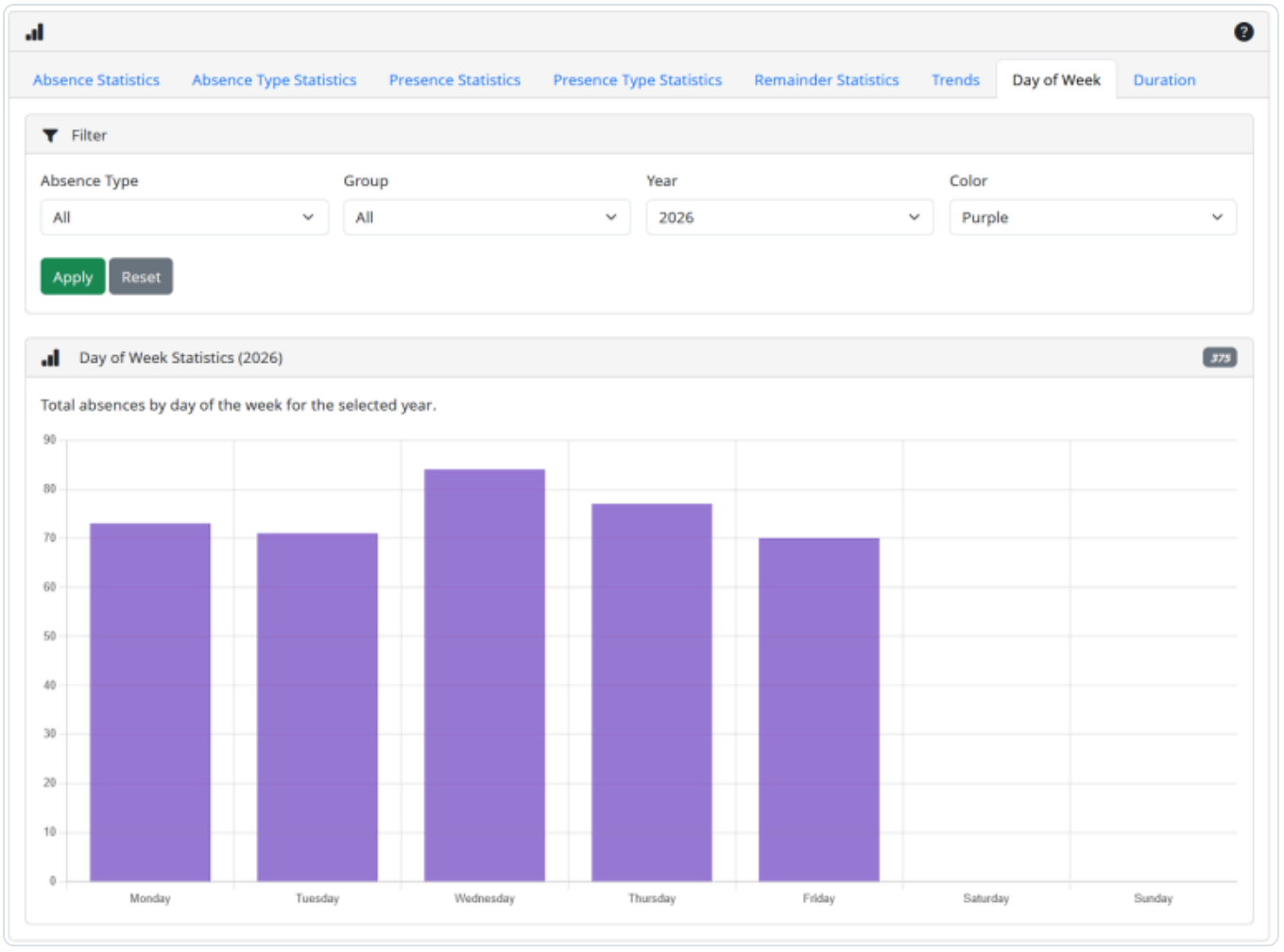
Absence Type Statistics

The Absence Type Statistics page displays all absences by absence type in a bar chart. You can select filters at the top.



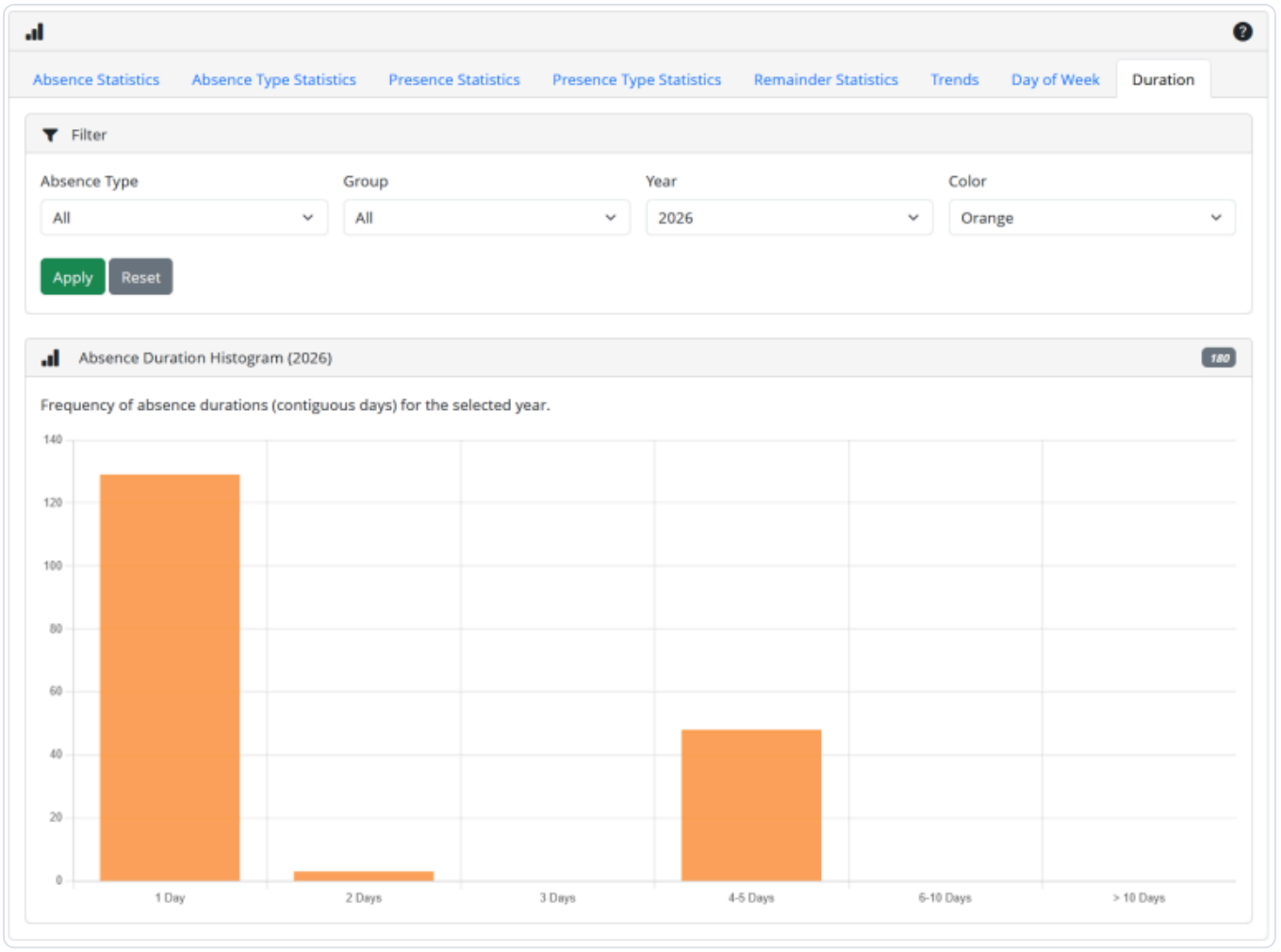
Day of Week Statistics

This statistics shows the total absences by day of the week for the selected year. You can select filters at the top.



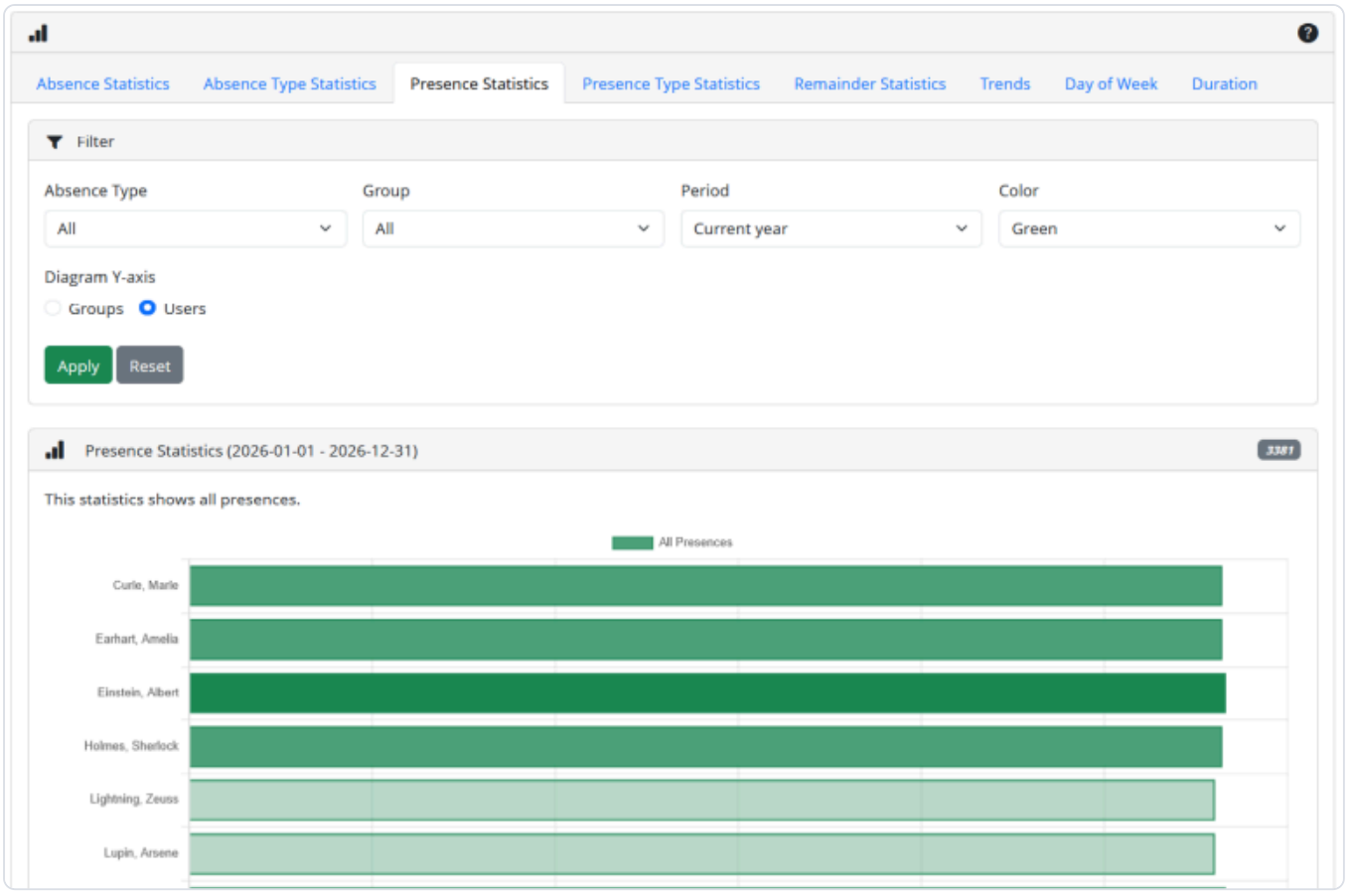
Duration Statistics

This statistics shows the frequency of absence durations (contiguous days) for the selected year. You can select filters at the top.



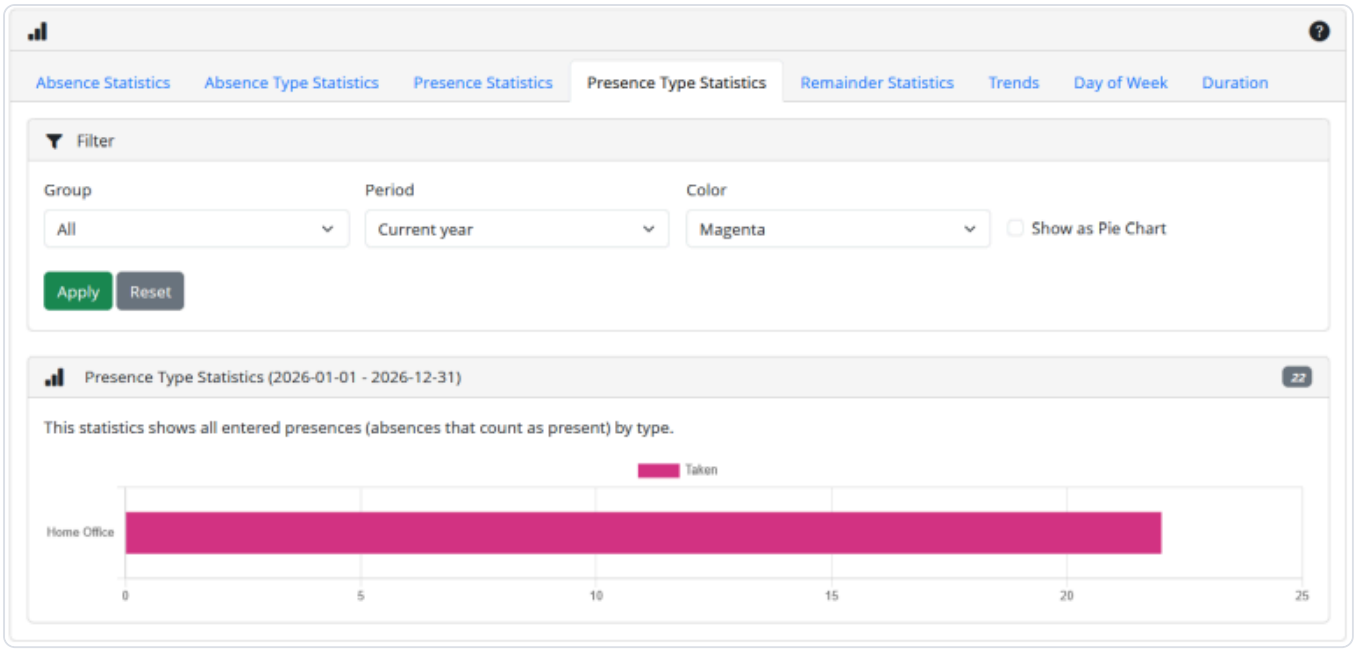
Presence Statistics

The Presence Statistics page displays all presences. You can select filters ate the top.



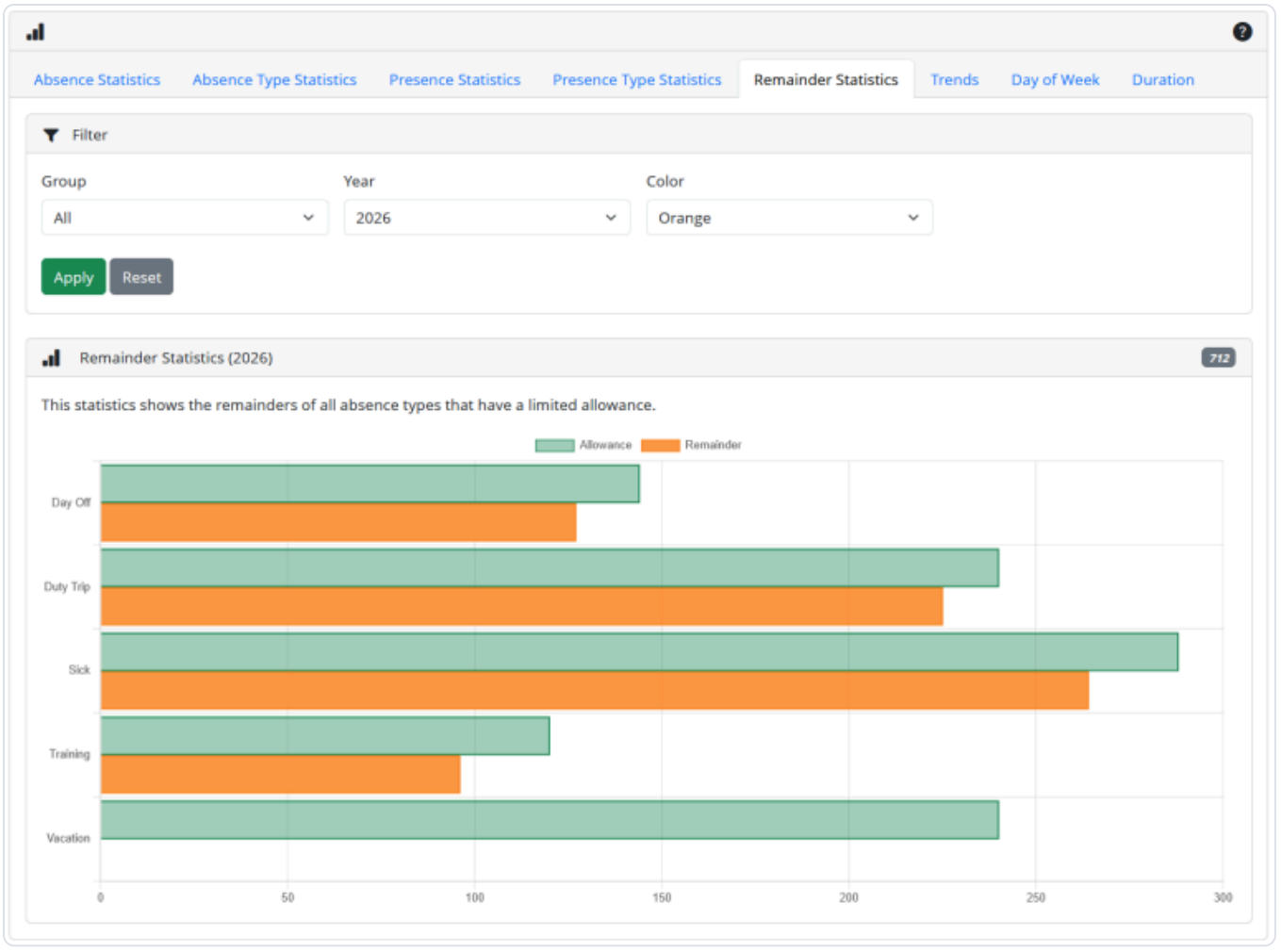
Absence Type Statistics

The Presence Type Statistics page displays all absence types that count as present, e.g. Home Office. You can select filters at the top.



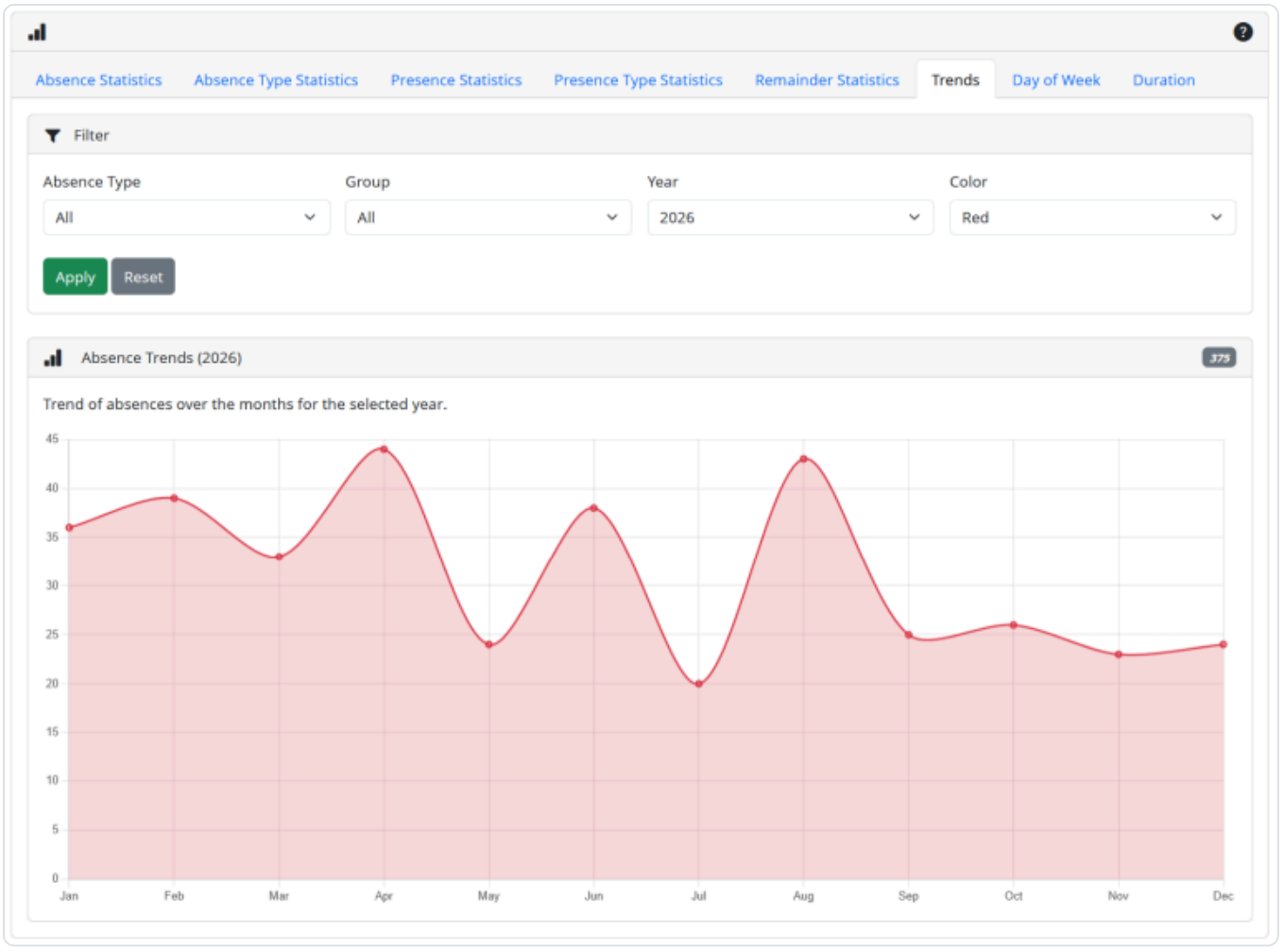
Remainder Statistics

This statistics shows the remainders of all absence types that have a limited allowance. You can select filters at the top.



Trends Statistics

This statistics shows the trend of absences over the months for the selected year. You can select filters at the top.

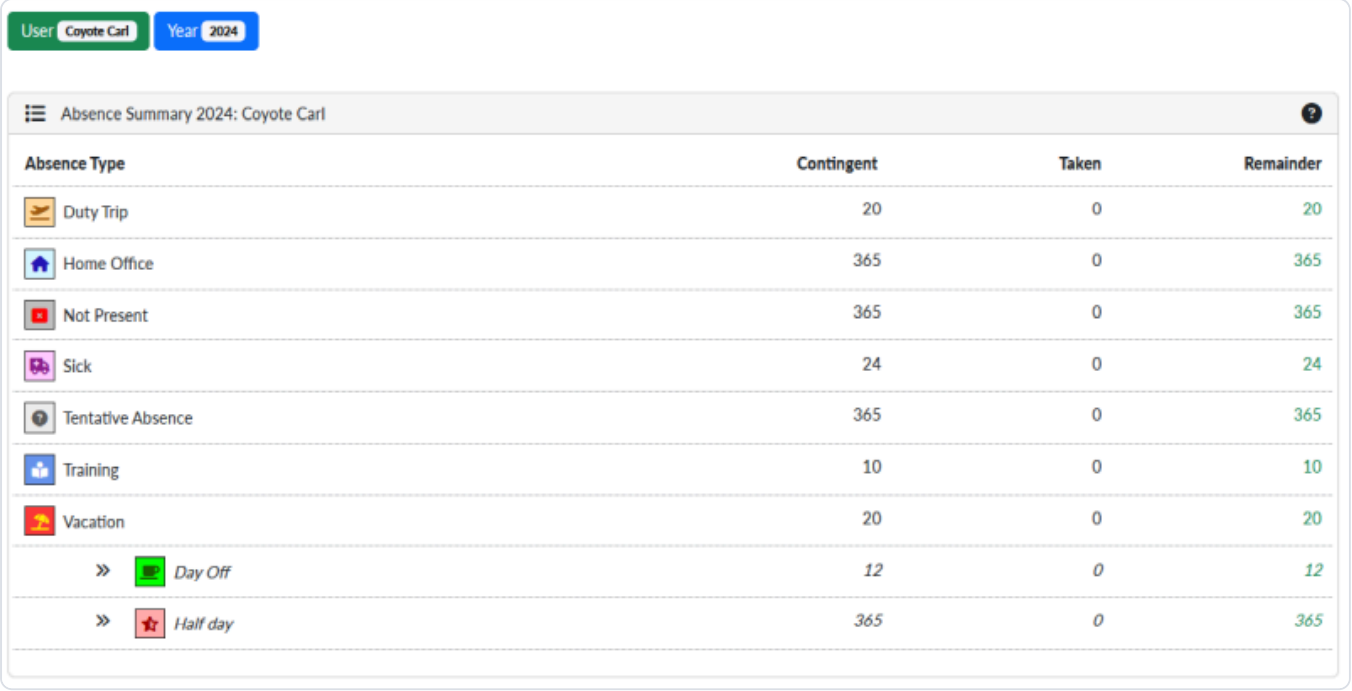


User Absence Summary

This statistics shows the contingent, taken and remaining absences for a single user for the current year. You can select and filter with the buttons on top.

The Contingent is the result of the Allowance for the current year plus the Carryover from last year. The Carryover value can also be negative and can be set by the administrator in the user profile.

“Taken” shows the sum of all taken absences of the corresponding type in the current year. For absence types that have sub absence types (counts as), this value will be the sum of the absence type itself and all sub absences.

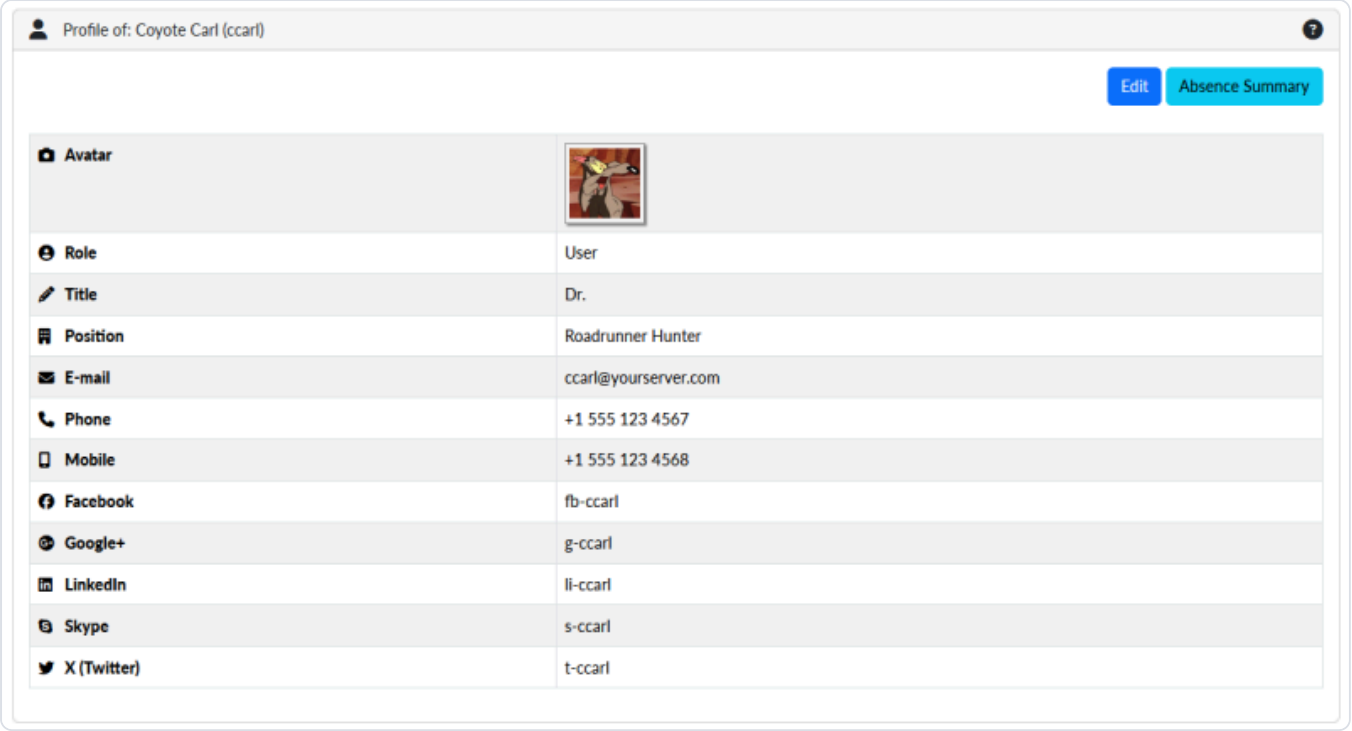


Buttons

Button	Description
User	Select the user you want to show
Year	Select the year you want to show

View Profile

The profile view page displays contact information about a user.



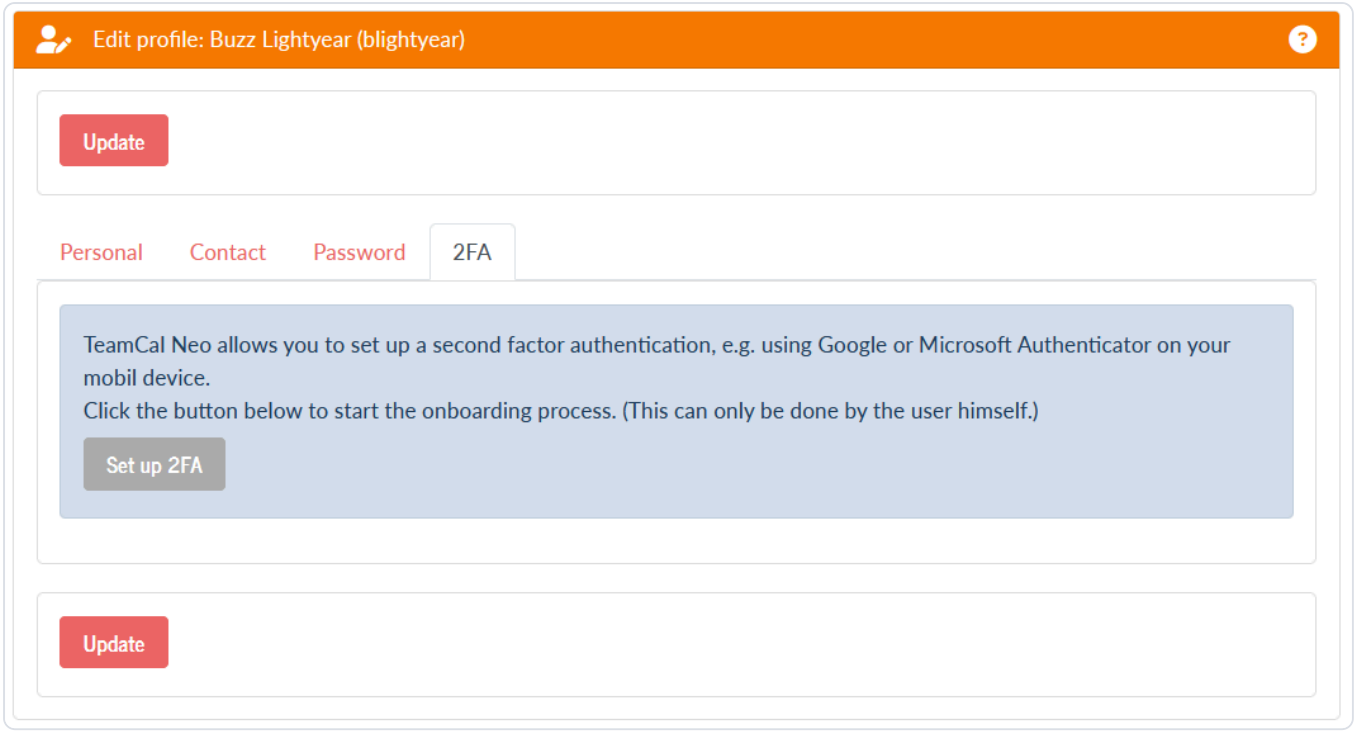
Buttons

Button	Description
Edit	If permission allows, the Edit button is shown to edit the profile.
Absence Summary	If permission allows, the Absence Summary button is shown to view the absence summary of the user.

Two Factor Authentication

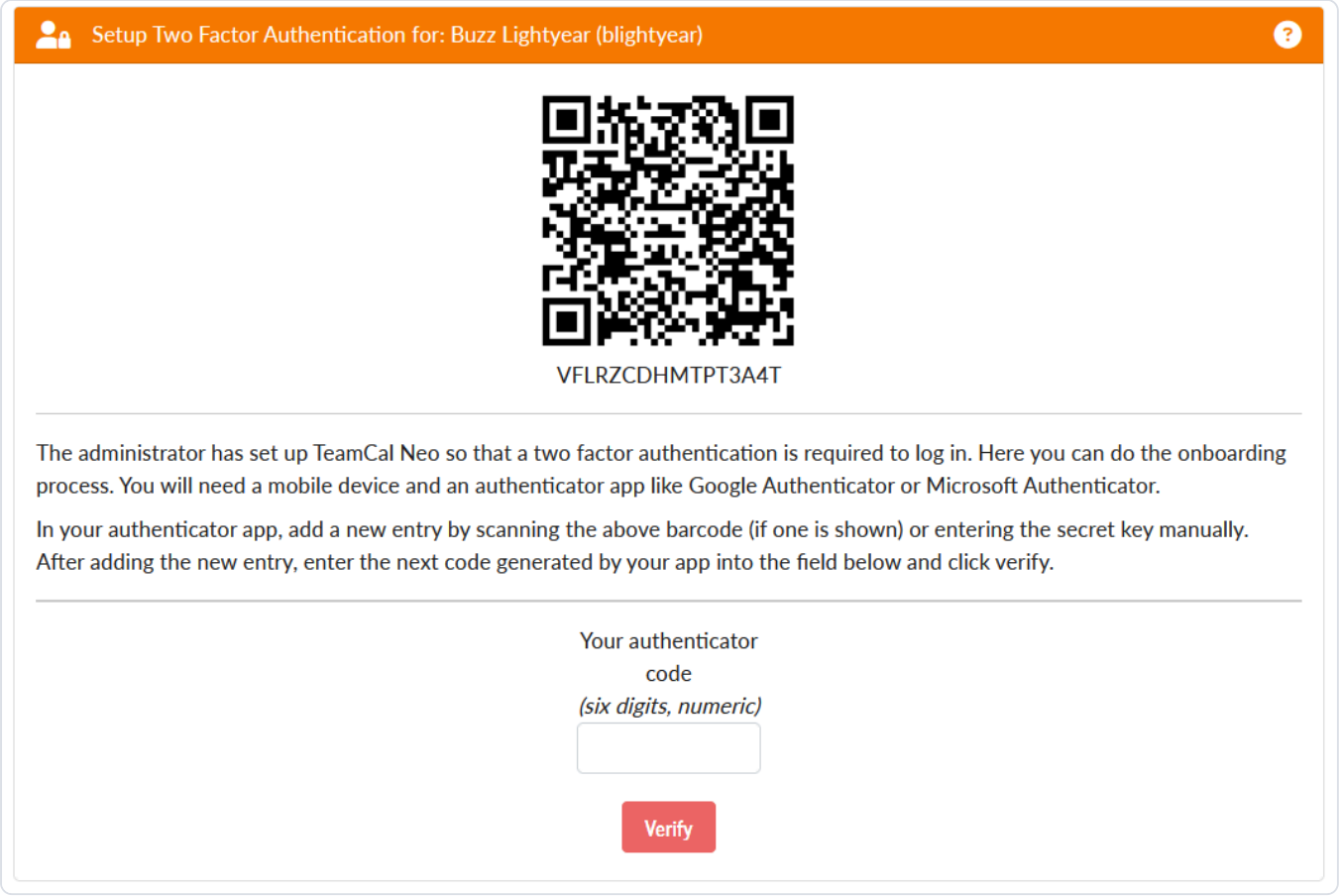
As a user, you have the possibility to set up a two factor authentication to make your login more secure. The administrator might have configured TeamCal Neo to make such a second factor even mandatory.

On the "2FA" tab of your profile you will find the link to set up your second factor, if you are not redirected to it automatically after login.



The the Setup 2FA page will present a barcode and a secret code (text below the barcode) to you that you need to use to add a new entry to the authenticator app of your choice on your mobile device.

Quite popular choices for such an app are Google Authenticator and Microsoft Authenticator.



Once you have added the entry to your app it will display an authenticator code that will change every 60 seconds. Enter the code that is shown in your app into the text box of the TeamCal Neo screen, then click `Verify`. That will store your authenticator link in TeamCal Neo.

After verifying your code, you need to login to TeamCal Neo again with your username and password plus the current code from your authenticator app.

OIDC / SSO Login

If your administrator has enabled Single Sign-On (SSO), you can log in to TeamCal Neo using your organisation's Identity Provider (IdP) — for example Microsoft Entra, Okta, or Keycloak — instead of a TeamCal Neo password.

Logging in with SSO

1. Open the TeamCal Neo login page.
2. Click the **Login with SSO** button.

   You will be redirected to your organisation's login page. TeamCal Neo never sees your password — authentication happens entirely at your IdP.
3. Enter your credentials at the IdP. If your organisation requires multi-factor authentication (MFA), you will be prompted there.
4. After successful authentication you will be redirected back to TeamCal Neo and logged in automatically.

> Your TeamCal Neo username must match the username your organisation's Identity Provider sends. If you are unsure what that is, contact your administrator.

What if login fails?

Message shown	What it means
No local account found. Contact your administrator.	You authenticated at the IdP successfully, but no TeamCal Neo account exists for your username. Ask your administrator to create one.
Account disabled	Your TeamCal Neo account has been locked by an administrator.
Account not verified	Your TeamCal Neo account is pending verification.
OIDC: Provider connection error	TeamCal Neo could not reach the Identity Provider. Contact your administrator.

Two-factor authentication

When SSO is active, TeamCal Neo's built-in two-factor authentication (TOTP) is **not used**. Any second factor (MFA) is handled by your organisation's Identity Provider during the IdP login step. You do not need to set up or enter a TOTP code in TeamCal Neo.

> The 2FA setup page in your profile will display a notice that two-factor authentication is managed by the Identity Provider when SSO is active.

Logging out

Clicking **Logout** in TeamCal Neo clears your TeamCal Neo session. Your session at the Identity Provider remains active. This means:

- You will need to click "Login with SSO" again to return to TeamCal Neo.
- If your IdP session is still valid, you may be logged back in immediately without being prompted for credentials again.

To end your IdP session as well, log out from your organisation's IdP portal separately.