



Calendar Software presentation



Calendar Solution (activities, staff leave, absences)

This tool facilitates the management of projects and teams by scheduling activities and resources on a shared calendar that is superimposed onto the staff leave and absences calendar.

It is quick and easy to add entries to the calendar, which can be viewed by day, week or month. You can also configure email and SMS alerts.

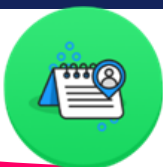
Calendar Index card software



TODAY	2018-Week 23						
	Mon 04 June	Tue 05 June	Wed 06 June	Thu 07 June	Fri 08 June	Sat 09 June	Sun 10 June
ATTENDANCE/ABSENCES	8/2	8/2	7/0	8/2	7/3		
BARREAU Renaud							
GARNIER Sylvain					Time in lieu		
- Direction Générale & Admin							
BERGSON John				Réun			
VISCONTI Carla	Réunion planification						
- Production							
CORNEC René	Réunion						
LEBLANC Hélène	Réunion Réunion planification						
LESAUR Florent	Réunion						
- Marketing & Commercial							
GUEFFIER Arthur	Réunion planification			Réun			
LE TENNIER Flavia	Paid leave						
- Services Clients							
AUGER Morgane	Maternity leave						

**400 customers (40 000 users)
extract:**

Audicer Conseil
Cabinet
Philippe Chabagno & Cie
Caisse de Prévoyance Sociale
Clicmobile
Comuto (BlaBlaCar)
Dimension Data
Fédération Nationale
de l'Habillement
FFMAS
Gras Savoye (Suisse)
Interlogement 93
Malabar Design
Novao
Rheso
STP
(Santé au Travail Provence)
Travel Technology Interactive
...



Summary

Management of project, team and resource calendars online

Provisional workload by team and employee

Ability to superimpose onto staff leave and absences calendar

Allocation of activities by employee, customer, project and task

Simplified entry of events via the calendar

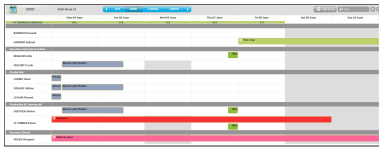
Management of public holidays, non-working days and time slots

Advanced search functions, enabling searches by customer, project, resource, priority, etc.

Automatic notification of events by email.

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Calendar Features



Projects, Team calendar, Calendars, Bookings, Events, Bookings calendar, Meetings

Scheduling of activities by customer, project and resource

Management of employee task calendar

One single, unified overview of all departments and companies, and visibility over which employees are present and which are absent, and their respective work shift calendars

Management of physical resources (meeting rooms, parking spaces, etc.)

Attractive design: Choice of colours per calendar and resource type, ability to drag and drop events

Ability to enter events (appointments, meetings, bookings, etc.) using calendar

Ability to display events in calendar view (daily, weekly, monthly or yearly)

Management of recurring events

List of meetings/bookings by company, date and resource

Advanced sort and search functions that allow you search by event, type, resource, priority level, etc.

Ability to add detailed information to each event (additional information, event type, importance, attachment, etc.)

Management of internal and external attendees and participants

Automatic notification and approval of meetings/bookings by email

Option to send reminder emails prior to meetings or events

Option to have meetings or bookings approved by a third party

Management of workload plans

Visibility over utilization rate of physical resources

A range of summaries, reports and dashboards

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Automatic interface with all external IT systems or software (can export to Excel, CSV, PDF and XML formats), eliminating the need for data re-entry as well as the associated risks

Exporting and notification of events in ICAL and ICS format

Two-way synchronization with Google Calendar and Microsoft Exchange

Ability to share access to calendars externally (customers, suppliers, sub-contractors, etc.)

Management of public holidays and non-working days

Multilingual (French, English, Spanish, German, Italian), and multi-company interface.

