

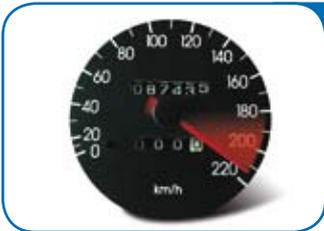
# OnTime Group Calendar

Let's find a time



OnTime Group Calendar improves efficiency by identifying staff, their availability and location across all business units, departments and sites – anytime, anywhere.

Delivering improved response times and managing relationships more effectively is central to all results-driven organisations. OnTime Group Calendar makes it easy for you to find the colleagues you need, and for your organisation to plan its resources optimally.



## SPEED & SCALABILITY

Your organisation needs to move quickly. With OnTime Group Calendar, calendar updates are pushed out to all users within seconds.

Server load is minimal and, for

larger enterprises, calendar data can be pulled from as many mail servers as required. You can administrate OnTime Group Calendar centrally or run separate instances in regional data centres.



## 4 WAYS TO BE ONTIME

Through user-friendly customisation options, you can colour-code colleagues, groups and activity types for easy reference and instant action. Click a colleague's time bar to make contact. Drag and drop into

your favourites area for a permanent view of colleague availability. Show full calendars, colleagues' busy times or just their available times; you choose who and what to see in our four client interfaces.



## MANAGING STAFF ABSENCE

Colleagues submit vacation requests to their line manager with the Time-off module. Approved absence is reflected in OnTime Group Calendar. If denied, your colleague will be asked to resubmit.

Out of Office management within Notes can be time consuming. OnTime simplifies the management of users' Out of Office settings even when they forget to mark themselves as absent.



## STICKY BOARD/ THE BOARD

Want to put events, company closure dates, public holidays, sales team reminders and other fixtures in the calendars of groups or the entire organisation? It's easy with the Sticky Board feature in OnTime

Group Calendar. Administrators select the participants and place the event in all of their group calendars in an instant. There's no need for them to accept the event, and it's there to stay until you change it!

## ERNST & YOUNG

"Finding resources suitable for our projects has always been a logistical challenge. But with OnTime Suite, we are now able to identify scheduling opportunities and act on them immediately. This is why OnTime has become one of our key project management business applications."

## 4 USER INTERFACES

### Notes Client:

The ideal substitute to standard group calendaring in Notes

### Team-At-A-Glance:

The new sidebar tool for Notes 8 users that contains calendar and Sometown presence information on your key selected colleagues.

### Discovery Client:

The uniquely scalable, independent graphical interface that reveals the big picture on your business

### Web Client:

The graphically-rich, browser-based viewer for mobile users

# Many possibilities

The image displays several screenshots of the OnTime software interface. The top-left screenshot shows a 'Discovery' view with a calendar grid for May 2008, listing various events and attendees. The top-right screenshot is a 'GROUP CALENDAR' view showing a list of appointments with columns for 'From To', 'Subject', and 'Status'. The bottom-left screenshot shows a 'Web Interface' view with a detailed calendar grid and a sidebar on the left. The bottom-right screenshot shows a 'Sidebar' view with a list of users and their respective calendar views.

Discovery

Lotus Notes

Web Interface

Sidebar

## Administration Features

- Centralized Administration
- Support for clustered environments
- No modification to standard Domino environment needed
- Adheres to Standard Notes/Domino Security
- Cross Domain Support
- Native Domino multi-threaded server tasks
- Push technology
- Broadcast calendars

OnTime 9.x

Notes R7/R8

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## User Interface Features

- Time Off Scheduling with Approval Workflow and Vacation plans
- Central Out-of-Office administration
- Configurable icons and time bar color codes
- Resource views
- Sametime Integration
- Search and filtering available
- Available in multiple languages

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