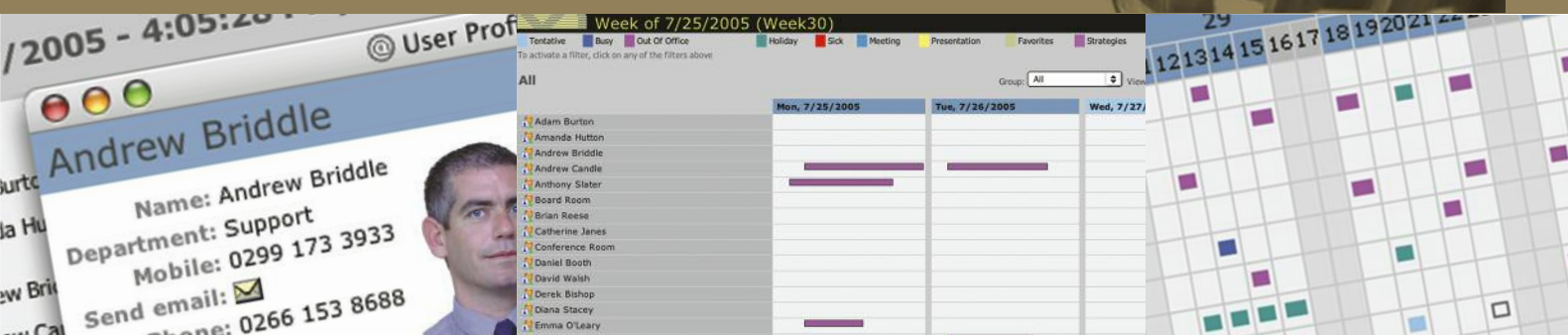


Enterprise Calendaring



Advanced Web-based Calendaring for Microsoft Exchange

Agenda/X™ leverages your investment in Microsoft Exchange calendaring by publishing a consolidated, graphical summary of Outlook Calendar information on your corporate intranet.

Ideal for large or mobile organisations, Agenda/X gives managers, group secretaries and co-workers an instant, web-based view of where people are, what they are doing, and when they are next available. Never has group scheduling been so easy!

There is no need to inspect individual's Outlook calendars to locate someone or to book a convenient meeting. You can also view the availability of Outlook resources such as meeting rooms, parking spaces and AV equipment.

The simple and elegant design of Agenda/X adds real value to many parts of the organisation.

Agenda X

Find Out 'Who is Where' Immediately

Agenda/X offers a rich set of views, including an instant 'who is where?' snapshot, as well as daily, weekly, monthly, and quarterly views for individuals or groups of users. Availability is shown using different colours or symbols (i.e. free, tentative, busy, out of office, categories). A click on a symbol opens more diary details as well as other vital information such as mobile phone number and an instant email link.



	Day Overview	Week Overview	Month
Consultancy	●	●	
Human Resources	●	●	
Marketing	●	●	
Sales	●	●	
Support	●	●	
Facilities	●	●	

Key Features

- Integrates seamlessly with Exchange using MAPI connections.
- Customisable to reflect corporate identity and business needs.
- Allows standard colour codings to represent category types.
- Complete support for all Outlook properties (Mileage, Billing etc) including user-defined Outlook fields.
- Optionally displays phone, fax, mobile, department, picture, photo etc for each user.
- Allows meetings to be requested via the web without Outlook, with the option to restrict bookings to free time only, make location a required field, etc.
- Consolidates views across Exchange servers, locations, time zones and even organisations.
- Allows staff to create their own co-worker and resource views (e.g. project team members and favourite meeting room).
- Easy-to-use administration 'homepage' simplifies configuration.
- Supports Exchange 2000, 2003, 2007 and 2010.

Ease Calendar Administration - Encourage Better Usage

Individuals can create and maintain their own 'group views' to reflect team members and co-workers on current projects - without the need for Exchange Administrator intervention. Security is fully controlled - e.g. managers may see details of appointments whereas a receptionist might just see if someone is 'in' or 'out' of the office. Appointments marked 'private' are never published. The increased visibility and usability Agenda/X gives to the contents of the Outlook calendar will encourage more active and accurate use of this facility.

Rationalise Multiple Sites and Time-zones

Organisations operating across multiple locations can use Agenda/X to give global views of personnel and resources. It can also help take account for changes in time-zone when scheduling tele-conferences or managing around the clock support resources.

Provide Value-Add Services

Agenda/X can be used to offer extranet services to clients via the web. For example course bookings and consultant availability can be published to selected clients. Agenda/X reporting can also be used by business and HR managers within your organisation to report on activities, chargeable days, sick days etc.

essential ©

+44 (0)1275 343199
info@essential.co.uk
www.essential.co.uk