



Scheduling & Collaboration

The difference between a widely successful business and one that is struggling to survive is often quite small. Successful businesses have employees that know what to do, when. Struggling businesses are often scenes of chaos, with employees unaware of the status of their assignments or even their role in a particular project. The key to co-ordinating employee efforts is groupware or collaboration software, and the scheduling calendar is the cornerstone of great groupware.

PME-Calendar, an easy-to-use scheduling calendar, is now an integral part of our PostMaster Enterprise suite. With no software to download, update or backup, your employees can access the scheduling calendar from any computer within your network.

PME-Calendar enables an organization to provide its users with a calendaring / scheduling mechanism. PME-Calendar allows users to define tasks, events and conferences.

Email / QuickMsg based alerts will act as reminders to the users' task, events and conferences. Reminder alerts will be generated prior to the events as per the specified time. If the alert time is missed (because of system being down or stopped), alerts will still be generated (on the next start-up).

The PME-Calendar enables users to access their calendar from anywhere on the network by simply accessing the PostMaster Enterprise computer using a web browser like Internet Explorer or Netscape Navigator.

PME-Calendar provides a centralized storage of the users' calendars and also enables sharing of users' calendars as per their preferences.

Centralized maintenance even means that Admin can post daily notices which are displayed to all users who login and view their calendar. Configurable weekly and annual holidays and configurable categories for activities provide unsurpassed flexibility.

In short, you will wonder how you exercised time management, before PME-Calendar!

PostMaster Enterprise Calendar Features

The features provided within PME-Cal include:

Calendar Viewing

PME-Cal provides an easy and user-friendly way to view your activities. PME-Cal provides a monthly, weekly as well a daily view. Navigation from one day to other or changing of the view is a simple one click operation. In addition to this search and filter facilities provided makes it easy to locate an activity.

User Specific Activity

[Task / Date-Reminders / Events] PME-Cal allows users to set activities like Tasks - a ToDo, Date-Reminder - a repetitive ToDo (Weekly, Monthly, Annual), Events - an activity on a specific date & time (or for a time range).

Collaborative Activity

[Conferences / Invitations] PME-Cal allows users to set activities like conferences. Conference is a "common / share event for multiple users". A user (Initiator) wanting to set up a conference

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first identifies the other users who are to be part of the conference. The user sends an "Invitation" to all the identified users (invitees). Invitees will receive an alert via email or quick-msg. The Invitees, on receiving the invitation, can respond by "Accepting" or "Rejecting" the Invitation.

Outlook Connectivity

PME-Cal provides a seamless integration with Microsoft Outlook. If you have a network of Outlook Users, all of them can view other users "free / busy-time". Outlook Users can send invitations to other Outlook users who can accept or reject the same. Calendar for both these Outlook users is automatically updated. Seamless integration is also possible for a user not using Outlook to collaborate with an Outlook User and vice versa.

Collaborative Calendar Viewing

PME-Cal allows you to view the calendars of other WebCal users or even Outlook users. This enables the users check the "free / busy-time" of other users before initiating a collaborative activity.



QuantumLink Communications Pvt Ltd

AN ISO 9001-2000 COMPANY



Registered Office: 208, Shreepal Complex, Suren Road, Andheri (E), Mumbai 400 093, Tel: +91-22-4095-7700 Fax: +91-22-4095-7799, Email: sales.mumbai@qlc.in
Ahmedabad: 215, Sunrise Complex, Near Swaminarayan Mandir, Vastrapur Ahmedabad – 380015, Phone: +91-79-32408465, E-mail: sales.ahmedabad@qlc.in
Bangalore: No 7,1st Floor, Cambridge Cross, Cambridge Layout, Bangalore – 560 008, Phone: +91-80-41152792, E-mail: sales.south@qlc.in
Chennai: New No. 108, (Old No. 55& 56) Akshaya Plaza, 3rd Floor Harris Road Pudupet, Chennai – 600002, Phone: +91-44-42146882, E-mail: sales.chennai@qlc.in
Delhi: E-13, 3rd Floor, East of Kailash, New Delhi -110065, Phone: +91-11-46546401-11, E-mail: sales.north@qlc.in
Hyderabad: No. 3-5-1097, 2nd Floor, Opposite Blood Bank, Narayanaguda, Hyderabad – 500020, Phone: +91-40-32459900, E-mail: sales.hyderabad@qlc.in
Pune: Sammohini, 720/4, 1st Floor, Near Hotel Ashwini, Off L.B.S. Road Pune – 411 030, Phone: +91-20-32518513, E-mail: sales.west@qlc.in

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