Schedule

- *People*
- *Conference Rooms*
- *Equipment*
- *Meetings*
- *Vacations*
- *Appointments*
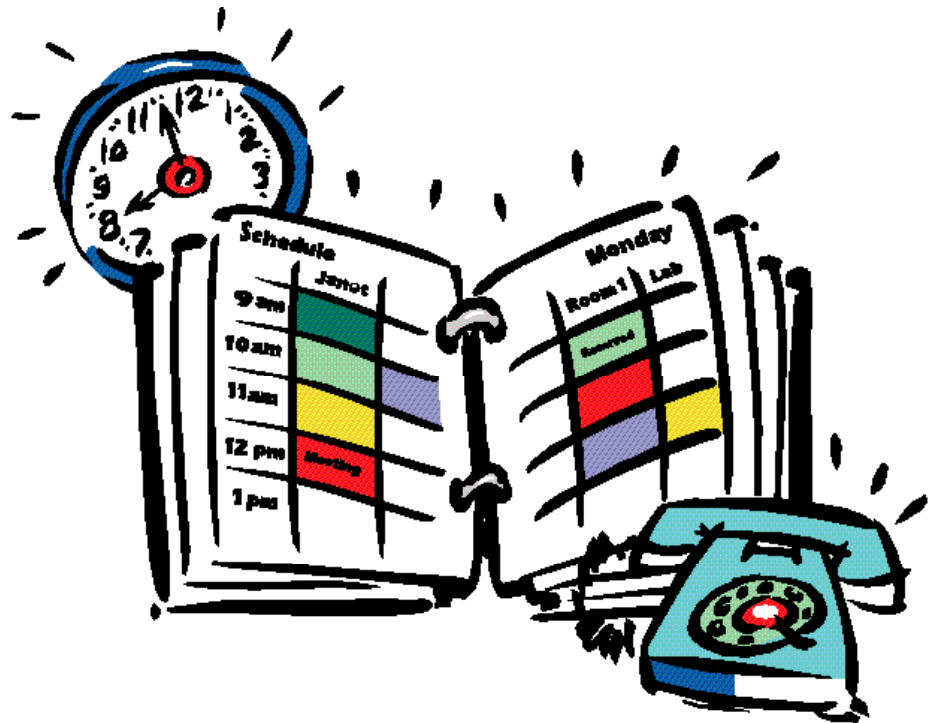- *Projects*

Scheduling Everything Just Got Easy!

8:00 am

8:30 am

9:00 am

9:30 am

"With Office Tracker distributed throughout the office, any one of us can see where the technicians are located and who's available to handle a call, all at once, all on one screen. We're very pleased that we can now provide on-site technical support for our clients quicker than ever."

— *Doug Hafford,*
Legasys Legal Systems, Inc.

Office Tracker™ Scheduler

Office Tracker is the fastest, easiest, most effective group scheduler.
Office Tracker thinks and works the way you do. It's like having your paper schedule book right on your screen, only better. Side-by-side group views show at a glance who or what is available. You can schedule and re-schedule appointments and reservations instantly. Everyone can share schedules for rooms, people and resources.

- Schedule people, conference rooms, equipment, vehicles, meetings & more
- Find open times automatically
- Create recurring appointments automatically for daily/weekly/monthly/yearly

- Print Daily, Weekly, Monthly and Reports
- Powerful search features fo find fast
- Set sharing permissions to restrict/allow specific schedule access
- Custom color labels and keywords
- Share schedules over the web
- Download schedules to your Palm

No more phone tag about important meetings and events.
With Office Tracker, it's a breeze to plan meetings, to see availability of conference rooms and resources, and to schedule events, appointments and reservations. Whether one or two people handle most of the scheduling, or everyone schedules for

themselves, Office Tracker gives you the power you want. No matter what type of office you have - sales, medical, legal, educational, financial, administrative, service or other - you'll be on top of your schedules.

Schedule Across Multiple Platforms
Office Tracker supports Windows 95, 98, NT, Me, 2000, XP and Macintosh. You can also view schedules via your web browser from anywhere in the world and download your schedule to your Palm pilot.

The bottom line — Office Tracker is the ultimate scheduling solution. Everyone will save time and hassle every day. You're entire organization will love it.

tcp/ip support

W Windows®
98/2000/NT/Me/XP

M Macintosh®
Mac OS9, Mac OS X

P Palm Support®
Palm, Visor, SONY

EZ to use

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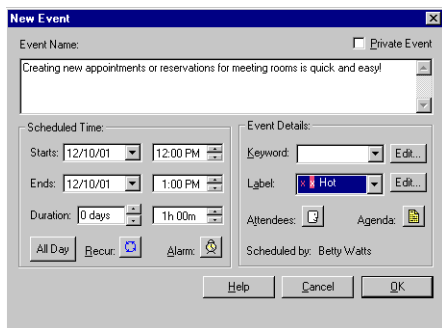**Get free demos online: www.milum.com**
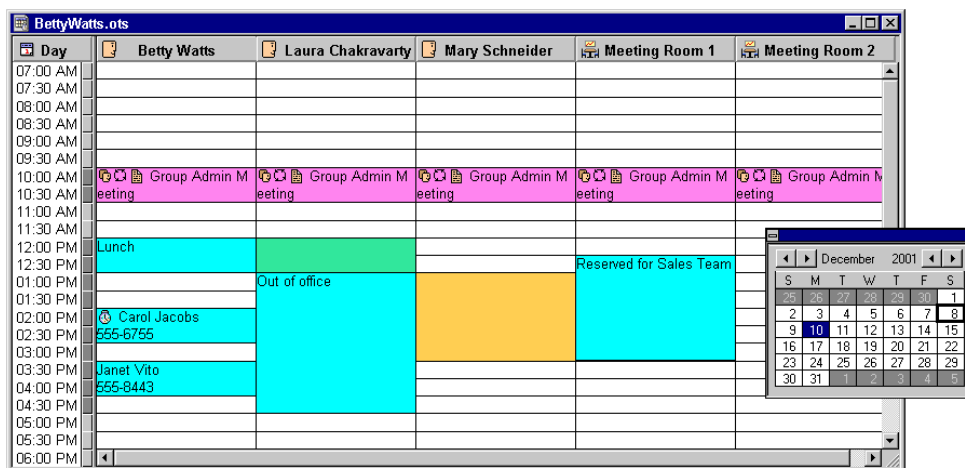
Great Group Views

Create as many schedule views as you like, with multiple names in each view. You can see rooms and people side-by-side. Scheduling a time for an appointment or room reservation is a simple click on the start time.

Creat Daily, Weekly Monthly Views and Reports

In addition to the great side-by-side daily view you can view schedules in Weekly or Monthly formats and print a wide variety of reports including a detailed columnar report.

Benefits and Features:

- Makes scheduling easy and efficient
- Saves you valuable time every day
- Gives instant access to information
- An affordable solution that pays for itself immediately
- So easy to use, you get up and running with no formal training
- Gives you control over conference rooms, meetings, facilities scheduling and equipment scheduling
- Displays schedules side-by-side
- Auto-finds available times
- Auto-finds scheduling conflicts
- Auto-schedules recurring appointments
- Auto-confirmations of meetings and group events
- Prints reports in Daily, Weekly, Monthly formats
- Creates alarm reminders for events
- Adds agendas/notes to any event
- Allows llimited access so only certain users have scheduling /editing rights.
- Downloads schedules to your Palm
- Lets you view and share schedules over the web

Detailed schedules are a breeze.

Create event details like custom colored labels and keywords, alarm reminders, agendas/notes and more. Office Tracker lets you adjust event information at any time. You can change the start/end time, adjust the label or keyword, change which "attendees" are involved. etc.
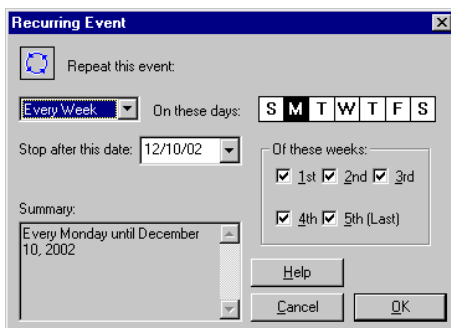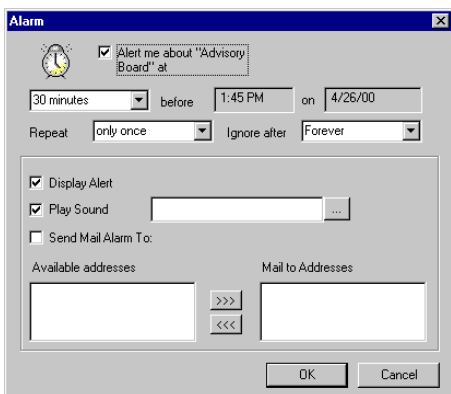

Create Recurring Events

Have a regular weekly meeting? Want to schedule your holidays or recurring work schedules? Office Tracker lets you create events that recur on a Daily, Weekly, Monthly or Yearly basis - you enter the event information once and the rest is done!
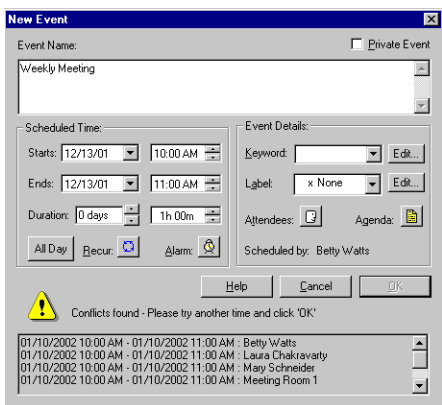
Automatic Conflict Checking

Office Tracker will alert you about schedule conflicts and lets you see which names and dates the conflict affects. You can check into the future when creating recurring events and as an option, you can choose to "allow conflicts."

Alarm Reminders

Don't worry about missing important meetings or deadlines - Office Tracker's Alarmer will remind you days, hours or minutes ahead of time. You can even choose to send e-mail as an alarm.

Office Tracker
Scheduler

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