



**Leverage Group Calendar for  
Microsoft Exchange / Office 365 with AgendaX**

**DROLLINGER  
TECHNOLOGIES<sub>LLC</sub>**

## Team building can be that easy!

### Get to the heart of team scheduling - also in larger and geographically dispersed organizations.

AgendaX gives you a perfect overview of Outlook calendar data, so that you always have a quick answer to the question: Who is where?

#### Never before has group scheduling been that easy!

Whether your company is small or already belongs to a large organization, located in one or multiple locations, AgendaX gives you a clear and precise overview of where people are and what they are doing. Team building can be this easy! AgendaX displays all calendar information in your Corporate Intranet.

Create Outlook Groups to your wishes – Team planning for projects and meetings is thus carried out in no time. You will quickly realize how the easy to use grouping and meeting booking functionalities of AgendaX complement Outlook.

No matter what your role in the company, you'll immediately benefit from the increased efficiency throughout the business:

- Promote efficiency with group overviews and improve Customer service by seeing at a glance which employees and resources are available or are due to become available.
- The rich set of views, including an instant 'who is where' snapshot, as well as daily, weekly and monthly views for individuals or groups of users give you the information you need at a glance. You'll never need to open other people's calendars or check their availability to schedule a meeting.
- With just a few mouse clicks you can send meeting invitations to required attendees.

- Dynamic assignments of users to groups (departments / teams) relieve Exchange Administrators to a great extent. You can, for example, use Exchange distribution lists to form AgendaX groups.
- AgendaX is very flexible, supports many languages (German, English, French, Italian, Danish, Norwegian, Swedish, Dutch, and Polish), and rationalizes multiple organizations, sites, and time zones.
- AgendaX keeps private calendar entries private.
- AgendaX has a large variety of functions and filters, yet keeps the interface simple. User-specific views (e.g. vacations, courses, sick leaves) and statistics can be created easily.

#### How does AgendaX work?

The AgendaX Update Service extracts calendar data of the desired mailboxes in configurable intervals from Microsoft Exchange and writes it into a central AgendaX database. Microsoft Internet Information Server publishes this data as dynamic HTML pages in graphical overviews on your Intranet or Extranet. Optionally, only free/busy information is displayed.

#### Integration into your existing Intranet

AgendaX can be easily integrated into your existing Intranet by changing colors and styles. AgendaX supports IFrames and can be run in a sub frame.

#### Security

AgendaX offers three different Security levels:

1. No Security: Everyone sees all calendars.
2. Minimal Security: details such as the subject and location of meetings are not published for certain users (e.g. Executives / HR staff).
3. Full Security: Only calendars are visible whose owner has given you access to their Outlook calendar folder.

If you want to further secure AgendaX, you can setup multiple installations and virtual directories to limit user access to certain groups.

Details of private calendar entries are never published by AgendaX.

#### Configuration

AgendaX views are easily tailored to reflect corporate identity and business needs. The 'out-of-the-box' icons and colors used to represent different activities can be changed as desired.

The [AgendaX Administration Page](#) is used to configure the most common settings of AgendaX. It can only be accessed by a closed user group of Administrators. The page is divided into the following sections:

- Global Settings are settings that affect all views (such as time format, language, etc.)
- Display Settings affect how views are displayed (which colors to use, how many days to display, etc.)
- Feature Settings lets you enable / disable various AgendaX features.
- View Settings lets you define which views are enabled and lets you configure various aspects of these views.
- Categories lets you define which Outlook Categories are color coded in the overviews.
- Additional Settings lets you configure other not so common AgendaX settings.



## AgendaX Overviews

The rich set of views, including an instant 'who is where' snapshot, as well as daily, weekly, monthly and yearly views for individuals or groups of users give you the information you need at a glance. You'll never need to open other people's calendars or check their availability to schedule a meeting. AgendaX allows users to create and maintain their own views to reflect team members and co-workers on current projects - without the need for Exchange Administrator intervention.

### Snapshot view (Who is where?)

The Snapshot view, ideal for receptionists and telephone operators, shows the present availability and is automatically refreshed in regular intervals. Only meetings taking place at the moment are shown, no past or future meetings. Current availability is shown using meeting status (free, tentative, busy, out of office, working elsewhere), and / or Category colors. Clicking on a meeting opens the detailed Weekly Overview of the corresponding user. You can navigate your mouse over a meeting to display details about an appointment.

### Daily view

The Day Overview displays all appointments of a group of employees for a day. Clicking on an entry navigates to the detailed weekly view of the corresponding user. Clicking on a status filter (tentative, busy, out of office, working elsewhere) or on a category filter limits the view to entries of the selected status / category. There are several different day views to choose from, displaying occupancy with graphical bars or detailed textual information.

Details such as subject, location, organizer, attendees are displayed by hovering over the bars.

## Weekly-, Monthly-, Quarterly- and Yearly views

These views show availability of a group of co-workers for the selected interval. Details are shown with tooltips. Clicking on a meeting shows the detailed weekly view of the corresponding user. Data from the Active Directory like Department and phone numbers can be accessed by clicking on the username.

### User-defined group views

Save time of Exchange Administrators by allocating users to groups (departments / teams) by using existing Exchange distribution lists that are dynamically updated as people come and go. Moreover, AgendaX allows each user to manage his/her own personal groups - a great value for project groups and ad-hoc teams, as Exchange Administrators do not need to get involved. Private entries are of course kept private and will not show any details.

### Useful statistical functions

Appointments with the same subject can be statistically analyzed. The utilization of employees is automatically calculated.

## What our customers say about AgendaX:

### Peterson Air Force base, CO

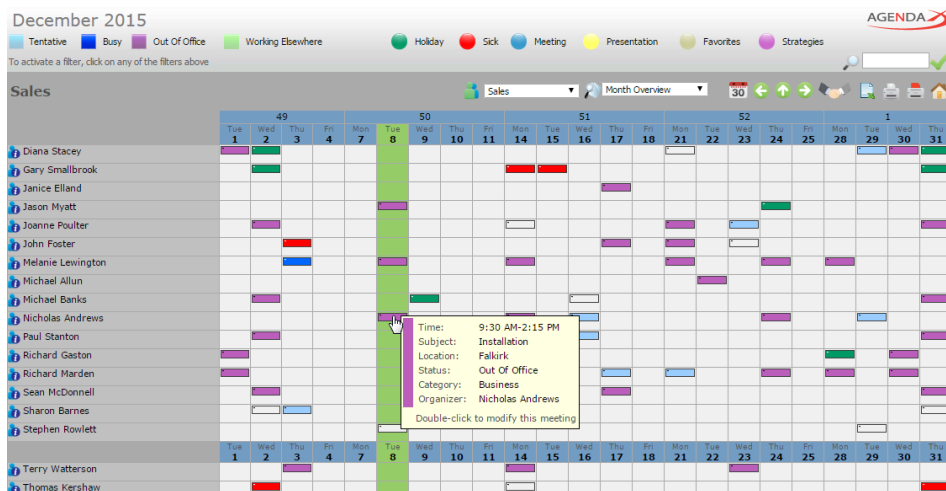
„We tried multiple solutions to share calendar information between many users. Due to our requirement for a calendar to be accessible across multiple domains we were unable to find an adequate solution until we evaluated AgendaX. We required secure access to multiple calendars with a flexible user interface. AgendaX proved to be very flexible, customizable and the most secure solution for our needs.“

Brandon E. Lloyd,  
Web Administrator / Developer (bdSystems)

### Institute for Safe Medication Practices, Huntingdon Valley, PA

„We are very happy with AgendaX. It is working very well for us and we use it as a normal part of company scheduling. It is very easy to use and setup, though I am having issues with it now after beginning a migration Exchange mailboxes to a new mailstore on another Exchange server. However, I'm sure I'll get the kinks out. We are indeed very pleased with the product and as the network admin I must say that I am also very pleased with how easy it is to manage it.“

William R. Cunningham,  
Systems Administrator





## The popular web-based group calendaring solution for Microsoft Exchange / Office 365

### AgendaX Key benefits

AgendaX saves time and improves efficiency by publishing a consolidated, graphical summary of Outlook Calendar information.

#### Never again open Calendar after Calendar

The rich set of views, including an instant 'who is where' snapshot, as well as daily, weekly and monthly views for individuals or groups of users give you the information you need at a glance. You'll never need to open other people's calendars or check their availability to schedule a meeting. With just a few mouse clicks you can send meeting invitations to required attendees.

#### Eases management in every IT environment

Save time of Exchange Administrators by allocating users to groups (departments / teams) by using existing Exchange distribution lists that are dynamically updated as people come and go. Moreover, AgendaX allows each user to manage his/her own personal groups – a great value for project groups and ad-hoc teams, as Exchange Administrators do not need to get involved. Private entries are of course kept private and will not show any details.

#### Improved Customer Service

Promote efficiency with group overviews and improve Customer service by seeing at a glance which employees and resources are available or are due to become available.

#### Scope for Value-added Services

AgendaX can be used to offer extra-net services to clients via the web. For example course bookings and account manager availability can be published to selected clients.

#### Increases Visibility of Resource Bookings

As well as showing the availability of people, AgendaX can be used to depict the availability of corporate resources such as conference rooms and presentation equipment.

#### Rationalizes Multiple Site and Time zone views

AgendaX is very flexible, supports many languages (German, English, French, Italian, Danish, Norwegian, Swedish, Dutch, and Polish), and rationalizes multiple organizations, sites, and time zones. Organisations operating across multiple locations can use AgendaX to give global views of personnel and resources. It can also help take account for changes in time-zone when scheduling teleconferences or managing around the clock support resources.

#### Analysis and statistics

AgendaX has a large variety of functions. You can, for example, combine a filter function with the print or CSV export function, and create any kind of lists with no time at all. Be creative and create statistics easily, such as simple assignment or utilization lists or complex categorized classifications according to area of responsibility for each organizational unit. All views can be exported or printed with ease.

#### Designed for Microsoft Exchange Server

AgendaX was designed specifically to meet the requirements of Microsoft Exchange environments and is compatible with all Exchange Server versions: 5.5, 2000, 2003, 2007, 2010, 2013, 2016, Office 365.

AgendaX is installed on your IIS server and does not need any components installed on your Exchange Server. Thanks to the web-based user interface, no client installation is required.

### Contact us for additional information about AgendaX:

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#### Demo Version

Test an Online version of AgendaX:  
<http://www.agendax.net/demo>

#### Trial Version

Trial AgendaX for 30 days without obligation in your own environment:  
<http://www.agendax.net/downloads>

