

OUTLOOK TIMES USER MANUAL

1 GENERAL

This document is a user manual for Outlook Times Addin from Wang Sweden AB (Wang.se).

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2 WHAT IS OUTLOOK TIMES

Outlook Times is an Outlook Addin. It adds new features to your Microsoft Outlook installation. Specifically, Outlook Times help you manage time and project reporting.

3 WHO CAN USE OUTLOOK TIMES

Outlook Times is designed for single users as well as members of small to large organizations. The main feature let you manage your Outlook calendar appointments, tag them with project or customer info and export them to Microsoft Excel for printout or further consolidation.

4 REQUIREMENTS

Outlook Times Addin is tested on Microsoft Outlook 2000 SP4, Outlook XP, Outlook 2003 and Outlook 2007 and Microsoft Excel 2000 SP4, Excel XP, Excel 2003 and Excel 2007. No specific requirements on OS other than that the Outlook and Excel installations are configured and working correctly. Outlook Times Addin does not require Exchange Server and will work with or without it.

5 INSTALLATION

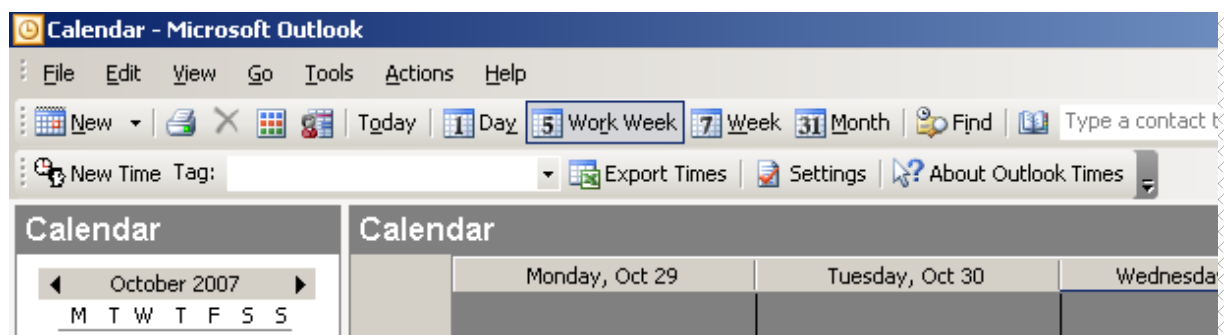
Installation is quite straight forward. Simply run the setup application on the client computer where your Outlook and Excel are installed. Depending on your IT-environment, the logged in user may need to have administrative permissions on the client computer.

The setup application is called OutlookTimesSetup.exe.

To uninstall, an entry is found in the usual “Add or Remove Programs” on the Control Panel in Windows.

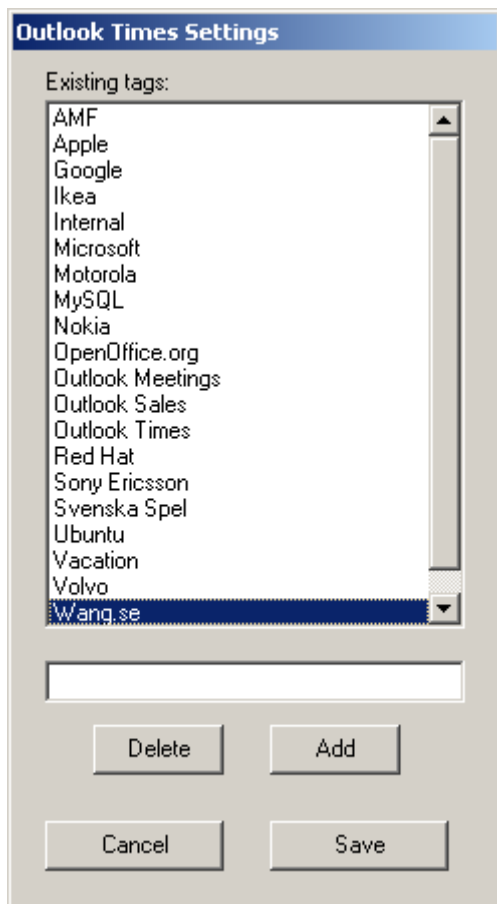
6 SETTINGS

After successful installation, start Outlook and change to Calendar and a new toolbar can be found:



First, you need to setup Outlook Times by entering the tags you want to use. Tags can be customer or project names, or any sort of reference you want to use for your time reports. Press “Settings” on the command bar.

This opens the Outlook Times Settings form:

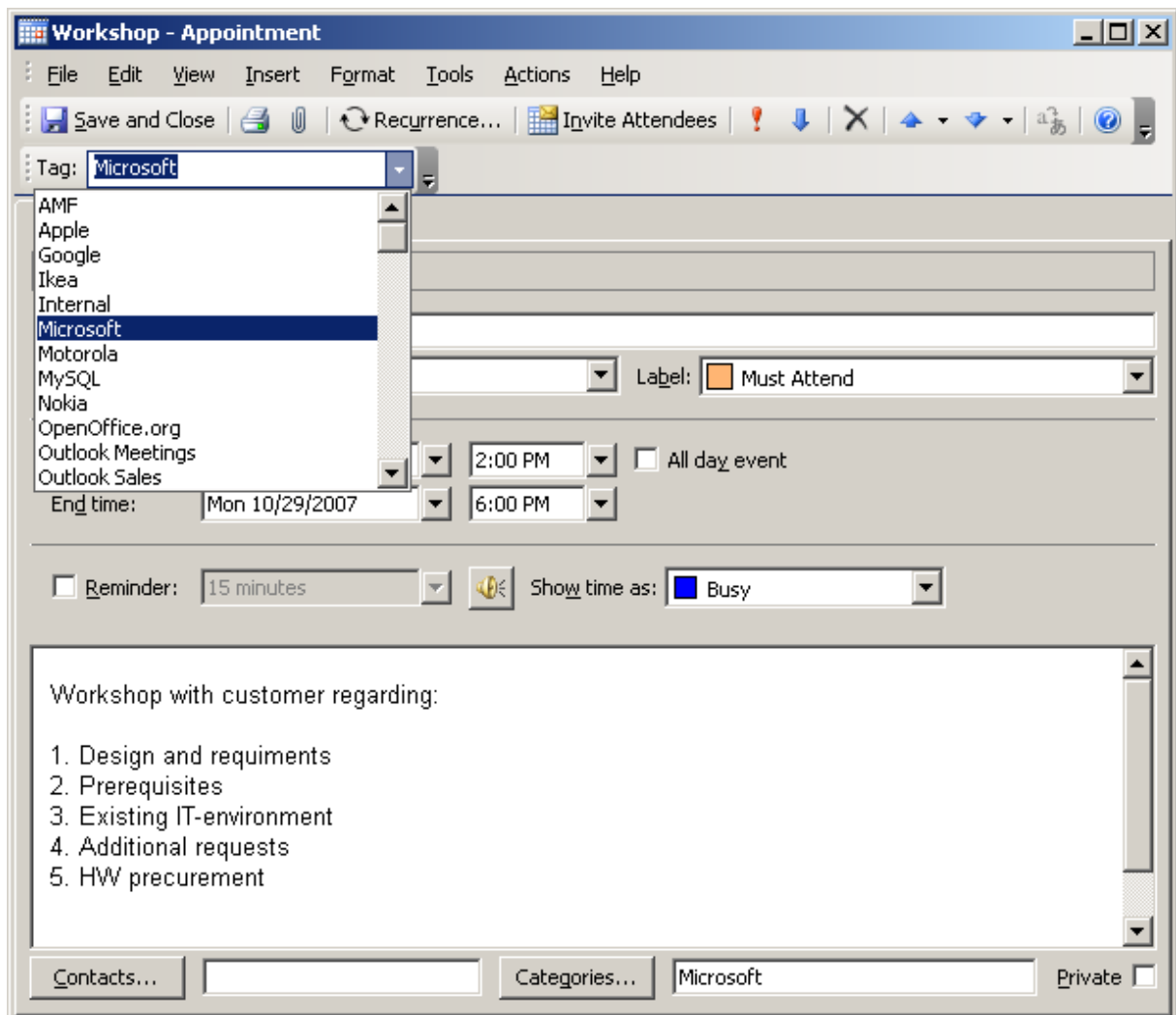


To add a new tag, enter it in the text field and then press Enter (or press Add button). It will then be added to the list. To remove a tag from the list, select it and then press Delete.

Press Save when you are done.

7 USING OUTLOOK TIMES

With Outlook Times Setup, you can make an appointment with the button “New Time” in the Outlook toolbar, or double-click in your calendar, or any other way to create a new appointment. A new toolbar is added to appointment items in Outlook – the Tag combo box:

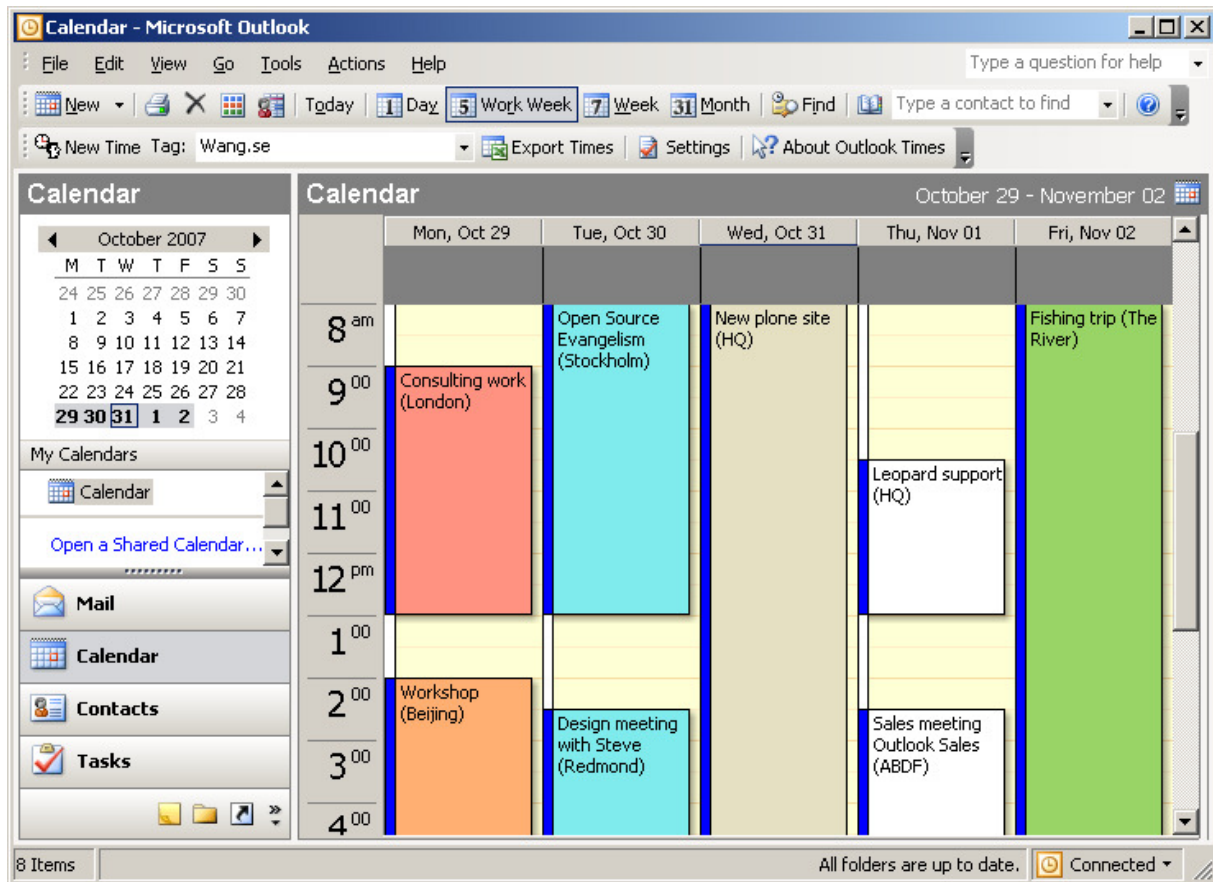


With the Tag combo box in the Appointment form, you can select a tag from the list of tags in your settings. When you save the appointment (or send it as a meeting request) the tag will be saved along with the rest of the information on the form.

You now have a time post containing start date, subject (=description), duration and tag (= customer or project). This is usually all that is required for a time report.

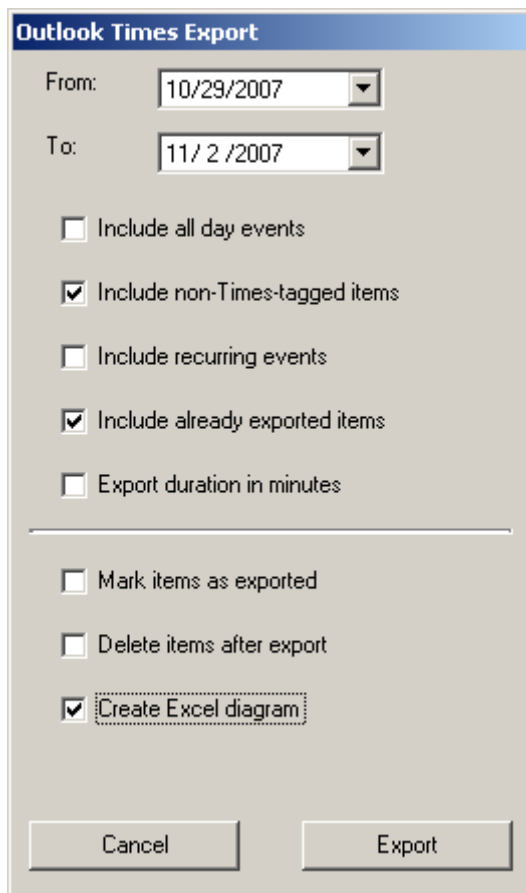
8 MORE WAYS TO TAG

From your main Outlook Calendar view (the Outlook Explorer) you can easily view, tag and re-tag existing appointments. Simply select (click on) an appointment item, and the Tag combo box in the toolbar will display that items tag, if any. Click on the combo box and select (another) tag so re-tag the selected appointment. You can also select several items (Ctrl-click) and tag them this way.



9 EXPORT TO EXCEL

When you now have tagged appointments, it is time to export them to Excel. Press “Export Times” on the toolbar in main Outlook. This opens the export dialog:



This dialog let you choose the time period for your export and several export and processing options, as explained here:

From

- from what date appointments will be exported. It will start from 00:00 on this date.

To

- to what date appointments will be exported. It will end to 11:59 PM on this date.

Include all day events

- this will also export “All day events”

Include non-Times-tagged items

- normally only appointments tagged with one of your tags in settings will be included in export. This option will also include other appointments – tagged or non-tagged.

Include recurring items

- this will also export recurring items within the time period.

Include already exported items

- this will also export items already marked as ‘exported’ (see below)

Export duration in minutes

- this will export duration time in minutes instead of hours.

Include description (Body) * new in 1.1

- this will add new column Description in Excel report and export the items body text

Mark items as exported

- this will mark the exported items as ‘exported’ (saved with the item)

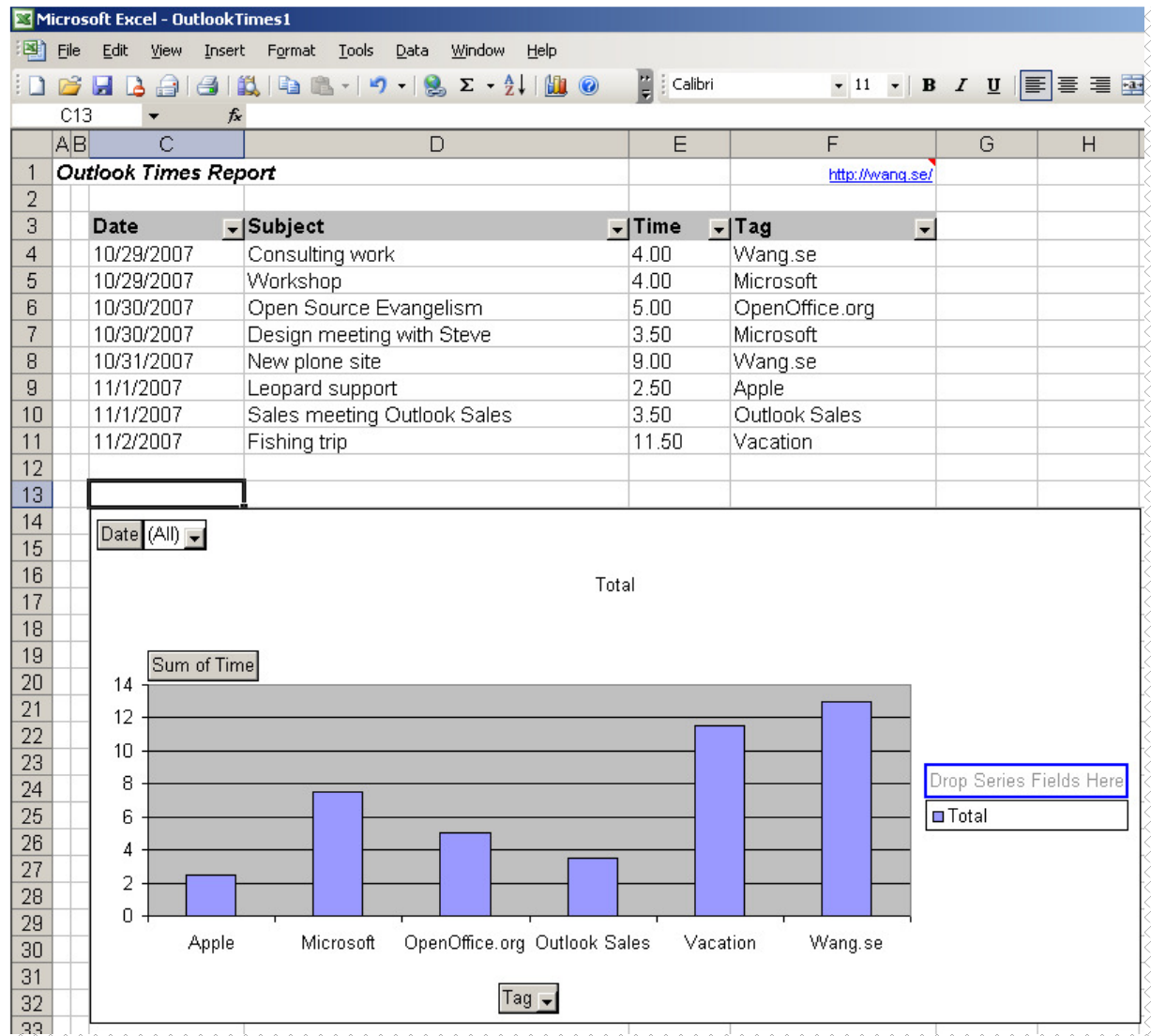
Delete items after export

- this will delete the exported items from Outlook Calendar after export. (Moved to Trash)

Create Excel diagram

- this will create pivot table and diagram tabs in Excel with the report

Press Export to start the Export. Depending on the number of appointments within the time period, this process could take a few seconds. Excel should start or open a new window with the exported times.



10 MORE INFO AND CONTACT

For more information on Outlook Times and other products and solutions, please contact us:

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