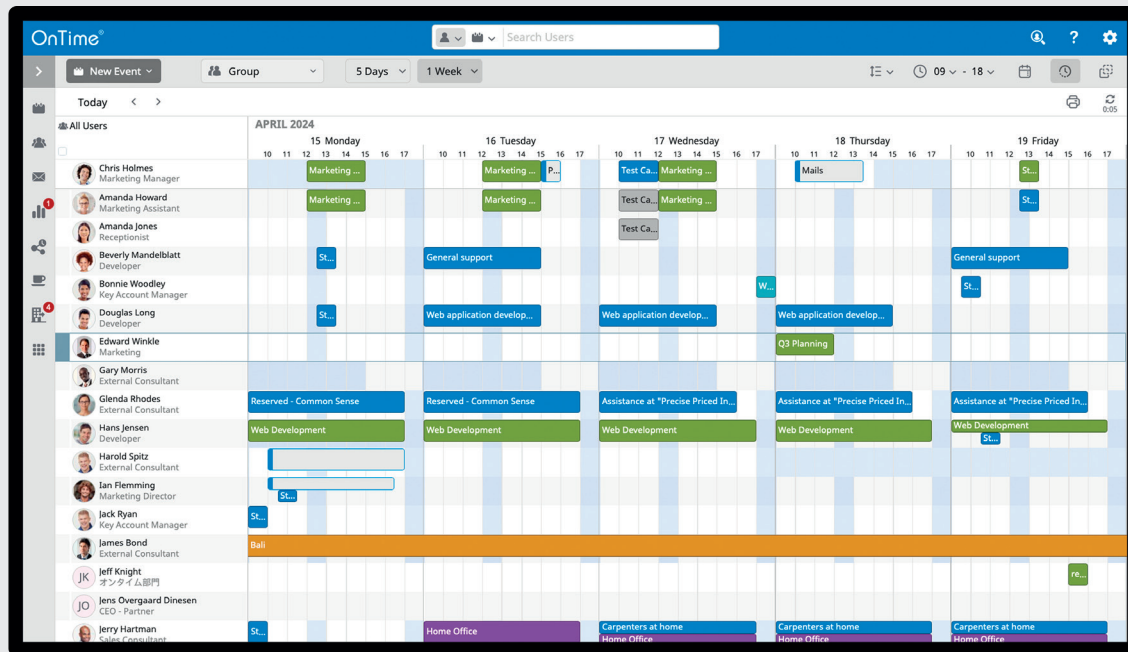


OnTime® for Microsoft

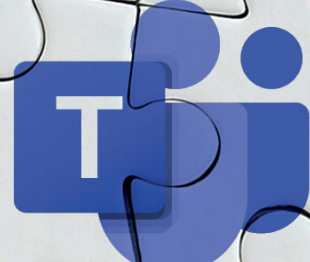
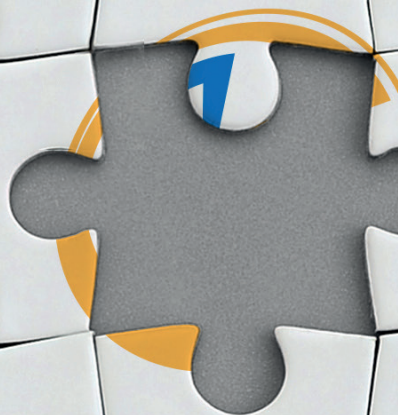
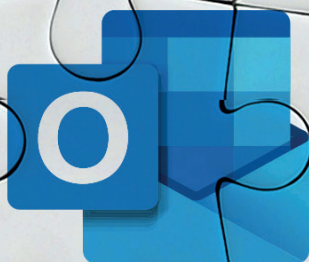
Group Scheduling for Business

MS Outlook & Teams





Together We Can Do So Much





A Word from Our CEO

Creating Exceptional Business Outcomes Together

Innovating group calendars has been our heartbeat at OnTime since 1998. With teams in Denmark, Germany, Japan, and Ukraine, we're committed to developing the most powerful yet user-friendly scheduling tool out there. We take pride in a modern design and intuitive user experience that's unmatched in the market.

Our progress is a testament to collaboration. We co-design our solutions with those who matter most – our customers and partners. Their insights are invaluable, sparking continuous innovation in OnTime. This synergy of diverse cultural inputs and our expertise births extraordinary solutions we couldn't achieve alone.

What you hold is a snapshot of where we stand today, yet the horizon is bright with ideas ready to evolve into features that create exceptional business outcomes. Join a community of over 600,000 users who are steering their enterprises to success with OnTime.

On behalf of the OnTime Group Calendar Team

Jens Overgaard Dinesen

CEO and Founder

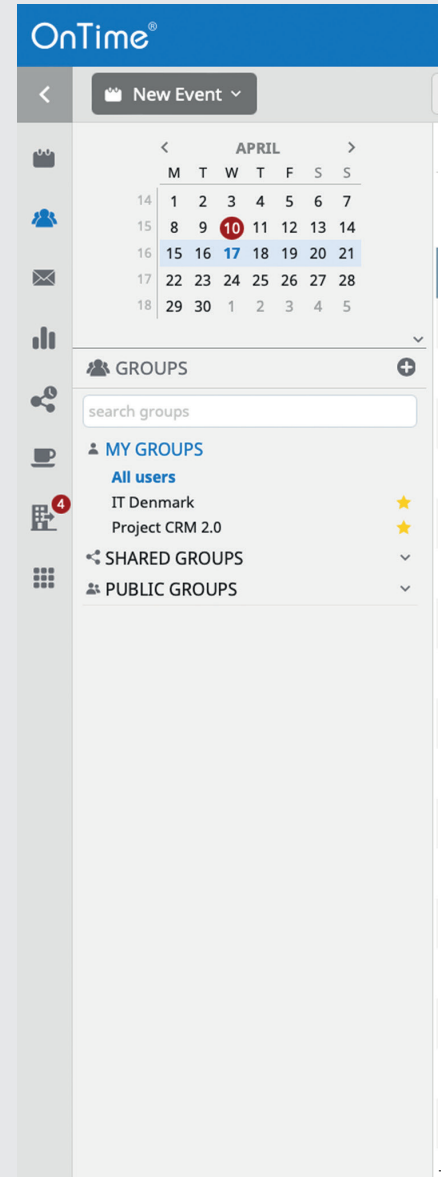


Group Perspective

Streamline Team Scheduling

The OnTime Interface is designed to provide a comprehensive suite of calendar management tools, offering functionalities such as viewing, creating, modifying, searching, and filtering calendar entries.

Central to this interface is the Group Viewer. The Group Viewer delivers a scalable, high-speed, row-based display of multiple users' calendars, allowing for the selection and manipulation of calendar data through intuitive drag-and-drop actions. This central feature of OnTime is customizable via the Sidebar, Top Navigation, and Action Bar, providing a versatile platform for diverse calendar management needs.



Search Users

Group

1 Day

1 Week

09 - 18

09 - 18

Today

0:17

All users

APRIL 2024



















15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

 Chris Holmes Marketing Manager					Marketin...															Test ...	Marketin...																S...
 Amanda Howard Marketing Assistant					Marketin...															Test ...	Marketin...																S...
 Amanda Jones Receptionist																				Test ...																	
 Beverly Mandelblatt Developer					S...							General support																								General support	
 Bonnie Woodley Key Account Manager																																					S...
 Douglas Long Developer					S...							Web application dev...																									
 Edward Winkle Marketing																																					Q3 Plann...
 Gary Morris External Consultant																																					
 Glenda Rhodes External Consultant																																					
 Hans Jensen Developer																																					
 Harold Spitz External Consultant																																					
 Ian Flemming Marketing Director																																					
 Jack Ryan Key Account Manager																																					
 James Bond External Consultant																																					
 Jerry Hartman Sales Consultant																																					
 Jimmy Johnson Project Manager																																					
 Jiro Tokyo																																					
 John Camire Account Manager																																					
Kenneth Petersen Key Account Manager																																					

Individual Perspective

Manage Individual Calendars

The OnTime Interface provides dual functionality for calendar management. The Group perspective aggregates multiple users' calendars, allowing for a broad overview. Conversely, the Individual perspective offers detailed management of a user's own calendar.

With appropriate permissions, a user can also access and administer the calendars of colleagues. This includes sending invitations, replying to meeting requests, and creating polls in the name of another user and even sharing the availability of that user through the Share My Time feature. This functionality is particularly beneficial for administrative staff tasked with coordinating schedules for individuals with demanding agendas.

The screenshot displays the OnTime interface in the Individual Perspective. The top bar is blue with the "OnTime®" logo. Below it, a navigation bar includes a back arrow, a "New Event" button with a dropdown arrow, and a user profile icon. The main content area is divided into two sections. The top section shows a calendar for April 2024, with days of the week (M, T, W, T, F, S, S) and dates (1-30). The date 11 is highlighted in red. The bottom section is titled "USERS" and lists several users with their names, roles, and departments. The sidebar on the left contains various icons for navigation, including a calendar, a person, an envelope, a bar chart, a group of people, a coffee cup, a building, and a grid. The right sidebar shows the months "APRIL 2024", "MAY 2024", and "JUNE 2024".

OnTime®

< New Event ▾

APRIL

M T W T F S S

14 1 2 3 4 5 6 7

15 8 9 10 11 12 13 14

16 15 16 17 18 19 20 21

17 22 23 24 25 26 27 28

18 29 30 1 2 3 4 5

USERS

- Bonnie Woodley
- Chris Holmes
Marketing Manager
Marketing DK
- Chris Holmes
Marketing Manager
Marketing DK
- Amanda Howard
Marketing Assistant
Marketing DK
- Amanda Jones
Receptionist
Consultants
- Beverly Mandelblatt
Developer
IT US
- Bonnie Woodley
Key Account Manager
Sales DK
- Glenda Rhodes
External Consultant
Consultants
- Hans Jensen
Developer
IT DK





 Search Events

Individual

Days

Weeks



Today < >

[illegible]

Time Off

Present or Absent?

OnTime streamlines the process of managing time away from work, making separate leave planning or time off tools unnecessary.

The Time Off Management feature offers a transparent view, enabling seamless tracking of team members' attendance - regardless if they are telecommuting, participating in events, on leave, or on vacation. It incorporates a robust approval mechanism, facilitating efficient coordination and authorization of time off requests.

The OnTime application interface displays a calendar for April 2024. The calendar shows days 1 through 30, with the 10th and 11th highlighted in red. Below the calendar, the 'TIME OFF' section is visible, showing a list of requests. The requests are categorized by year (2024 and 2023) and include details such as the date range, type of absence, and location.

Year	Date Range	Type	Location
2024	12/04/2024 - 06/05/2024	Vacation	Bali
	11/04/2024 - 17/04/2024	Vacation	Bali
	11/04/2024 - 28/04/2024	Vacation	bali
	18/03/2024 - 21/03/2024	Other Absence	Off days
	15/02/2024 - 16/02/2024	Vacation	Trip
2023	25/12/2023 - 06/01/2024	Vacation	Milan trip
	15/12/2023 - 12/01/2024	Vacation	Italy
	13/10/2023 - 05/11/2023	Vacation	Paris
	05/10/2023 - 05/11/2023	Vacation	Milan
	12/09/2023 - 19/09/2023	Vacation	Italy
	29/08/2023 - 07/09/2023	Vacation	Paris
	15/08/2023 - 29/08/2023	Vacation	Milan
01/07/2023 - 23/07/2023	Vacation	On holiday	
22/06/2023 - 24/06/2023	Home Office		

Search Users

Time Off

6 Weeks

08 - 17

Today

Export

All Entries

All Users

APRIL 2024

MAY 2024

8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 1 2 3 6 7 8 9 10 13 14 15 16 17

Chris Holmes
Marketing Manager

Bali

Amanda Howard
Marketing Assistant

Amanda Jones
Receptionist

Beverly Mandelblatt
Developer

Va...

D...

Bonnie Woodley
Key Account Manager

Vacation: Trip

Douglas Long
Developer

Edward Winkle
Marketing

DAY OFF

Gary Morris
External Consultant

Glenda Rhodes
External Consultant

D...

D... D...

Hans Jensen
Developer

H... H...

Harold Spitz
External Consultant

Ian Flemming
Marketing Director

Jack Ryan
Key Account Manager

Va... Va... Va... Va... Va...

James Bond
External Consultant

JK Jeff Knight
オンタイム部門

Vacation: Italy

JO Jens Overgaard Dinesen
CEO - Partner

Jerry Hartman
Sales Consultant

JJ Jimmy Johnson
Project Manager

JT Jiro Tokyo

20.45

TIME OFF

New Request

Bonnie Woodley
Key Account Manager
Sales DK

Type

Vacation

Trip to Paris

Approver

Chris Holmes

All Day

☒

Start

Mon, 6. May.

End

Sun, 19. May.

Time zone

Brussels, Copenhagen, Madrid, Paris

Mark Private

☐

Message for Requester

Approve

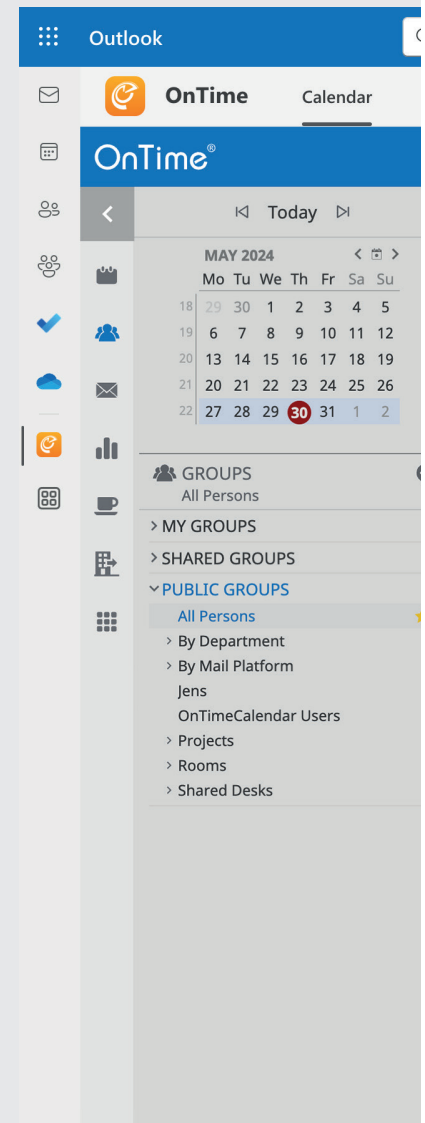
Decline

OnTime in Outlook

The Perfect Companion for your Outlook experience

The standard Outlook client includes basic group calendar-ing functionality out of the box. Whereas this group calendar works well for small teams of 5-10 people it lacks ease of use, scalability and speed.

OnTime Group Calendar embedded in the Outlook client adds a scalable, feature rich and fully integrated group calendar experience. There is no practical limit to the number of users you can show in OnTime within Outlook and the experience is really fast as all calendar information is pre-fetched (aggregated).



+ Calendar

5 of 5 prior

Deselect All

Lars Schorling
Chief Sales Officer
Denmark

Adam Accou
Account Manager
Denmark

Adele Vance
Retailer
United Kingdom

Alex M.
Department Head
United Kingdom

Alex V.
Marketing Specialist
United Kingdom

Alfred
Sales Representative
Germany

Alphonse Allais
Administrator
France

André
Finance Director
France

Barbara Kruger
BA
Accountant
Germany

Barbara
Sales Representative
Germany

Send | Check for Conflicts | Cancel

EventProject start-up

LocationB-2323

Required

- Adam Warner
- Adele Vance
- Alphonse Allais
- Barbara Kruger
- B-2323

Optional

StartThu 30/05/2024 13:00All day eventMS Teams Meeting

EndThu 30/05/2024 14:001 hourFind Free time

Repeat

Reminder10 minutes

Show asBusyMark as private

CategoryProjects

Calendar forLars Schorling

Description

AGENDA:

- Introduction
- End goal & Timeline
- Responsible

SchedulerCatering Order

Thu 30/05/2024

08

09

10

11

12

1313:00 - 14:00

14

15

16

17

☐ Ignore Workhours

Mobile

The Corporate Calendar Goes Mobile

Stay Scheduled with OnTime Mobile. In today's fast-paced world, mobile access to email and calendars is essential. OnTime Mobile makes it simple to manage your schedule and coordinate with colleagues wherever you are - whether you're traveling or meeting with clients.

Here's some of what OnTime Mobile Calendar empowers you to do

- Locate free slots for new meetings.
- Send meeting invites using Domino, OnTime, Pollarity, or from your personal contact list.
- Reserve rooms or shared desks.
- Organize and partake in polls to find the best meeting times (Pollarity add-on required).
- Vote in internal polls and check your own calendar simultaneously.
- Manage calendars for co-workers.
- Handle Time Off requests effectively.

OnTime Mobile turns your smartphone into a powerful scheduling tool, ensuring you stay connected and productive.

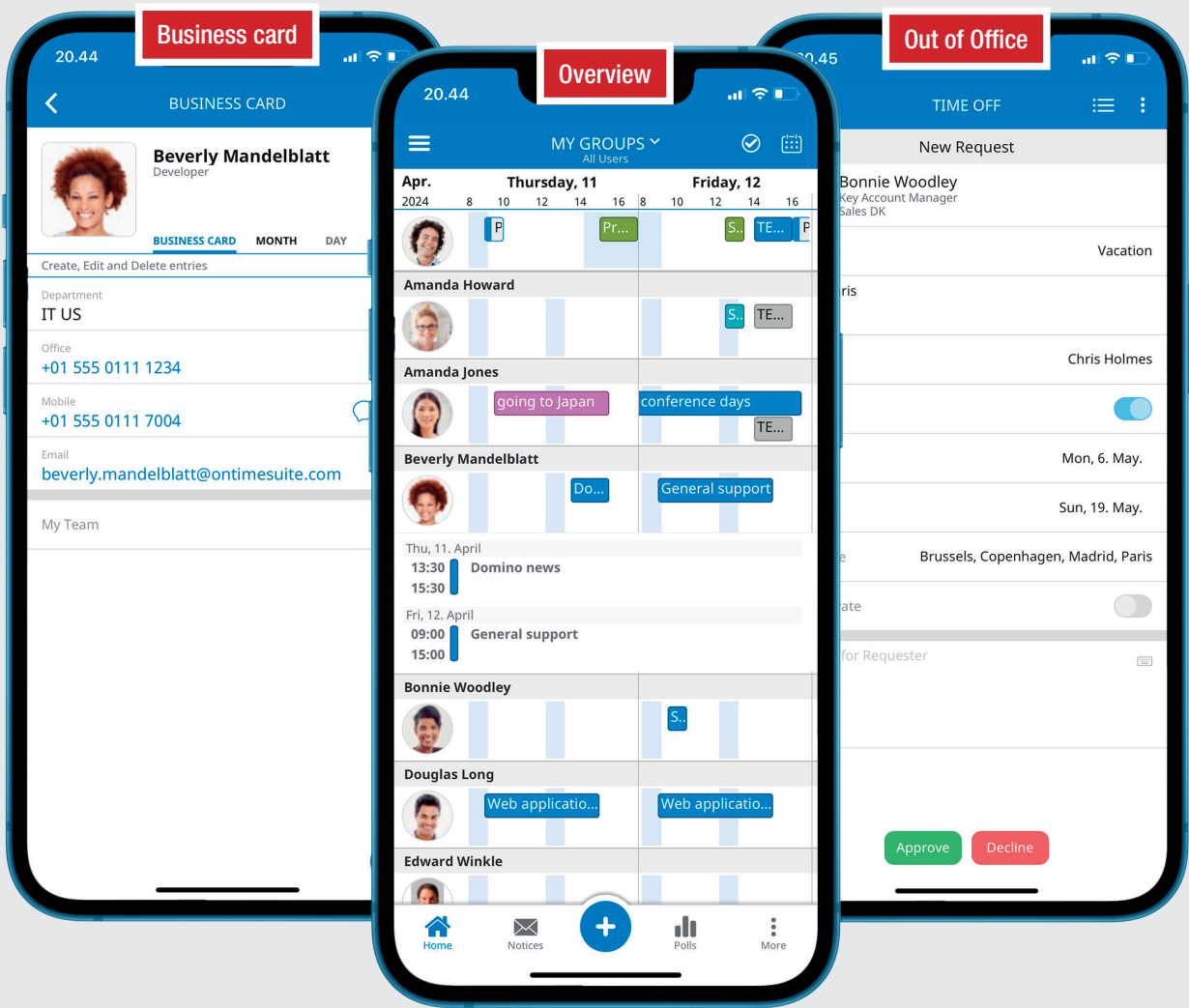
Compatible with:



Android



Apple iOS



Online Polling

Needle in a Haystack

Finding a common time to meet among busy schedules is like searching for a needle in a haystack. Just as the needle is small and easily overlooked amidst the vast amount of hay, the perfect meeting time is elusive among the countless commitments and appointments in everyone's calendars.

Polling for participants' availability streamlines the process of finding a common meeting time. This method is efficient whether polling is conducted within your organization or includes external participants. By integrating the poll with the current calendar data for internal users, you enhance the chance of success of each time slot suggestion.

20.47 **Find Time**

< TIME SLOTS OK

Duration 1 hour >

May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Tue 07/05/2024 Local time

8 9 10 11 12 13 14 15 16 17

Department ...

Start 11:00 Add

Disregard work hours in search

Apr 26
Friday
15:00 - 16:00

May 7
Tuesday
10:45 - 11:45

May 15
Wednesday
11:00 - 12:00

May 28
Tuesday
13:15 - 14:15



20.53

Cast Vote

<

MEETING POLLS

Project startup - Web 2.0

Important meeting with ACME

Copenhagen office

Participants

5 participants >

Vote Before

Mon, 15. Apr. 10:00

Email Language

English >

Fri 26/04/2024

15:00 - 16:00

1 / 6 >

8

9

10

11

12

13

14

15

16

17

Staf...

Tue 07/05/2024

09:00 - 10:00

1 / 6 >

8

9

10

11

12

13

14

15

16

17

P...

Departme...

Wed 15/05/2024

09:00 - 10:00

1 / 6 >

8

9

10

11

12

13

14

15

16

17

P...

Tue 28/05/2024

09:00 - 10:00

1 / 6 >

8

9

10

11

12

13

14

15

16

17

P...

Invite

Edit

Decide & Invite



Day ▾

3 Days ▾

Week ▾

Edit | Notify Non-Responders | Cancel

Subject Project startup - Web 2.0

Duration

Description








Agenda:

Location

1. Introduction
2. Tasks
3. Responsibilities
4. Time frame
5. Closure

Vote Be

Email L

	Fri 26/04/2024 13:30 - 15:30	Tue 07/05/2024 15:00 - 17:00	Wed 15/05/2024 10:00 - 12:00
 Chris Holmes chris.holmes@ontime.com	✓	✓	✓
 Amanda Jones amanda.jones@ontime.com			
 Beverly Mandelblatt beverly.mandelblatt@ontime.com	✓	✗	✓
 Douglas Long douglas.long@ontime.com	✓	✗	✓
 Gary Morris gary.morris@ontime.com	✗	✗	✗
 Ian Flemming ian.flemming@ontime.com			
 John Consultant john@acme.com	✗	✓	✓
Available	Invite 3	Invite 2	Invite 4

Share My Time

The Solution to Help You End the Calendar Ping Pong

Put an end to the cumbersome exchange of emails to schedule meetings with 'Share My Time'. This solution allows external contacts to view your availability and book appointments directly, maintaining the privacy of your actual schedule. Welcome to effortless scheduling with just a few clicks.

Save | Delete | Copy to New

Settings

Name

OnTime sales talk

Invitation

Subject

OnTime sales talk

Message

Please find the best time

Meeting Types

Walk-through (45 min) × OnTime Demo (1 hr) ×

Availability

Bookable time

☒ My Work Hours ☐ All hours ☐ Time Slots ☐ Custom

Prevent events less than

12 hours away

Buffer before events

10 minutes


Buffer after events

10 minutes

Snap to nearest

15 minutes

Co-Hosts

 Hans Jensen ×

Time Range Availability

☒ Rolling ☐ Interval

365 days

Mon 11/03/2024 - Tue 26/03/2024

Process for Received Request

Accept

☐ Automatically ☒ Manually


Use

☐ One Time ☒ Endlessly

Online Meeting

Sametime personal room

Remove



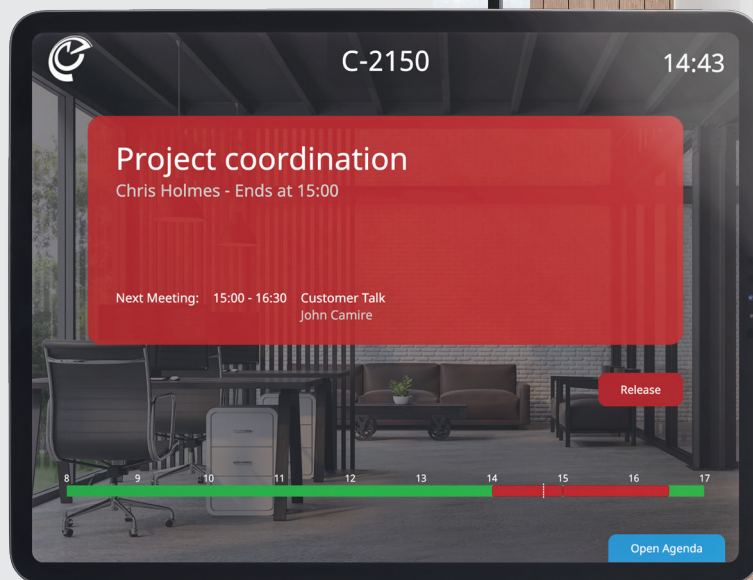
"Let's setup a meeting"

Room Display

Increase Utilisation Rates of Your Meeting Rooms!

Room Display offers a convenient solution to seamlessly manage meeting rooms and conference areas. With Room Display, you can effortlessly cross-check, book, and monitor the availability of meeting spaces, whether you're using your OnTime client or directly interacting with the display itself.

The straightforward and intuitive nature of the OnTime Room Display inevitably leads to a noticeable increase in meeting room utilization.





Conference Area

14 09
11-04-2024

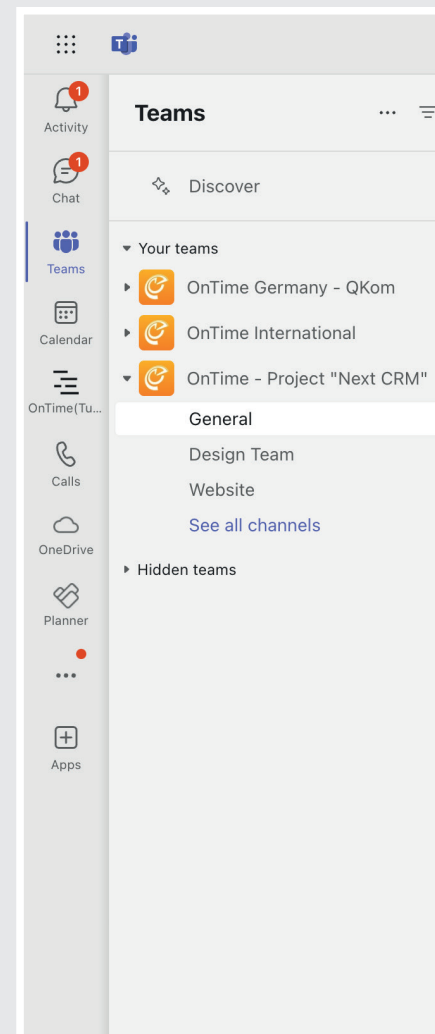
Board Room	14:00 - 15:00	Board meeting	Amanda Howard
	15:30 - 19:30	Webinar: Be OnTime	Chris Holmes
C-2150	13:30 - 14:15	(Private)	Chris Holmes
C-2351	13:00 - 15:00	Project start: CRM	Bonnie Woodley
C-3212	Available for 51min		
	15:00 - 17:00	Marketing actions	Linda Chase
C-4621	13:00 - 17:00	Ask Your Expert	Laura Ingalls

Microsoft Teams

OnTime in the Flow of Microsoft Teams

Microsoft Teams has rapidly become the number one communication tool for many organisations. With Teams as key communication tool, requests from many organisations have made it evident that a fully-fledged embedded group calendar is needed for Teams.

OnTime builds on top of the industry leading functionality of Outlook / Exchange and Teams. Combining these strong platforms for calendar and scheduling with the market leading group calendar features of OnTime provides a highly flexible and scalable tool which helps users to cope with the everyday calendar overload and lack of a unified calendar overview between multiple interfaces.



Search



General

Posts

Files

OnTime



OnTime[®]



Search Users



New Event

Group

3 Days

1 Week



8

16



Today

Project "Next CRM"

JUNE 2024

3 Monday

4 Tuesday



Lars Schorling
Chief Sales Officer
Denmark



Adele Vance
Retail Manager
United States



Alex Wilber
Marketing Assistant
United States



Alfred Adler
Sales Manager
Germany



Alphonse Allais
Administrator
France



Barbara Kruger
Sales Manager
Germany



Björk Guðmundsdóttir
Germany



Chester Bowles
Manager
United States

Sale...

Sale...

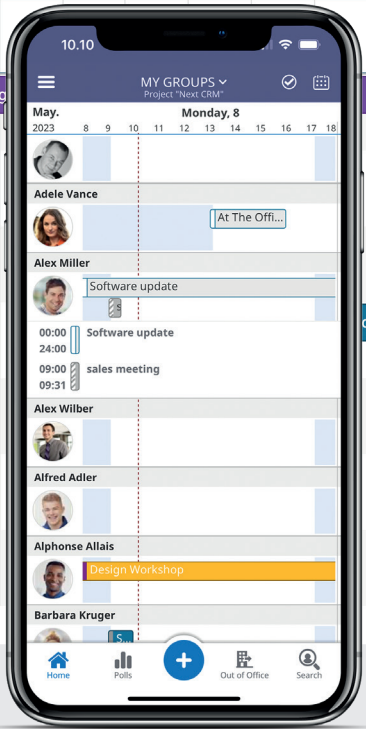
Sale...

Social media workshop

Working

Review new o...

Review new o...

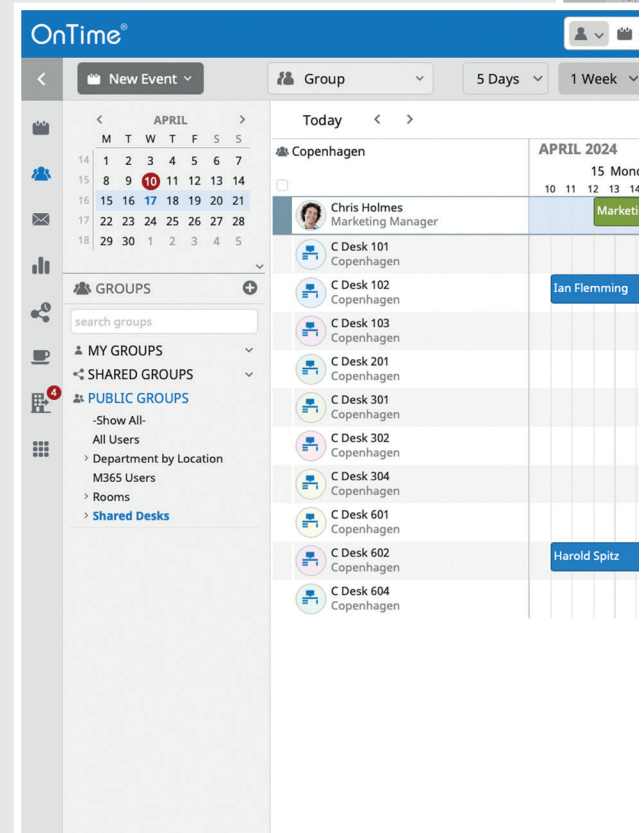


Shared Desks

Adapting to Hybrid Work with Shared Desks

As the workforce shifts towards a hybrid model, companies are downsizing their offices and seeking solutions to manage this new dynamic. Shared desks, like those offered by OnTime Shared Desks, enable employees to reserve office space in advance, ensuring they can work near teammates and have the necessary IT equipment.

This system not only promotes collaboration but also helps optimize office space in a more flexible and efficient manner, aligning with the evolving preferences for flexible work arrangements.



Time®

Search Users

New Event

Group

5 Days

1 Week

Send

Conflicts

<

APRIL

>

M

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W

T

F

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14

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13

14

16

15

16

17

18

19

20

21

Today

<

>

Copenhagen

APRIL 2024

15

10

11

12

1

Calendar for

Chris Holmes

Shared Desk Booking

Search Users

09

-

18

0:10

Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

Marketin...

Marketin...

Test ...

Marketin...

Mails

S...

ing

Edward Winkle

Beverly Mandelblatt

Amanda Howard

Chris Holm...

tz

Close

LocationCopenhagen

BuildingAll

FloorAll

Search

C Desk 101Copenhagen

C Desk 102Copenhagen

C Desk 103Copenhagen

C Desk 301Copenhagen

C Desk 304Copenhagen

C Desk 601Copenhagen

C Desk 604Copenhagen

Catering



Search Users

Canteen Order



5 Days

Send

Conflicts



Order

Item	Qty.	Price
Coca Cola	5	70.00
Fresh Green Salad	7	245.00
Sprite	5	70.00
Vegetarian Baguette	4	100.00
Total Price (DKK)		485.00

Menu

Lunch

⊕ **Fresh Green Salad** 35.00
Salad with green salad mix, avocado and tomato...

⊕ **Vegetarian Baguette** 25.00
Freshly baked baguette with pesto, lettuce, grille...
👤 🍴

Refreshments

⊕ **Coca Cola** 14.00
One cold 500 ml coca cola, served with a glass an...

⊕ **Coca Cola Light** 14.00
One cold 500 ml coca cola Light, served with a gla...

⊕ **Coffee** 10.00
One cup of Italian roast coffee brew, with a round...

⊕ **Sprite** 14.00
One cold 500 ml Sprite, served with a glass and ice.

⊕ **Tea** 11.00
A small jug of hot water with a small selection of ...

⊕ **Water bottle** 8.00
Large glass jug with water for sharing (800 ml) se...

Close



Fresh Green Salad

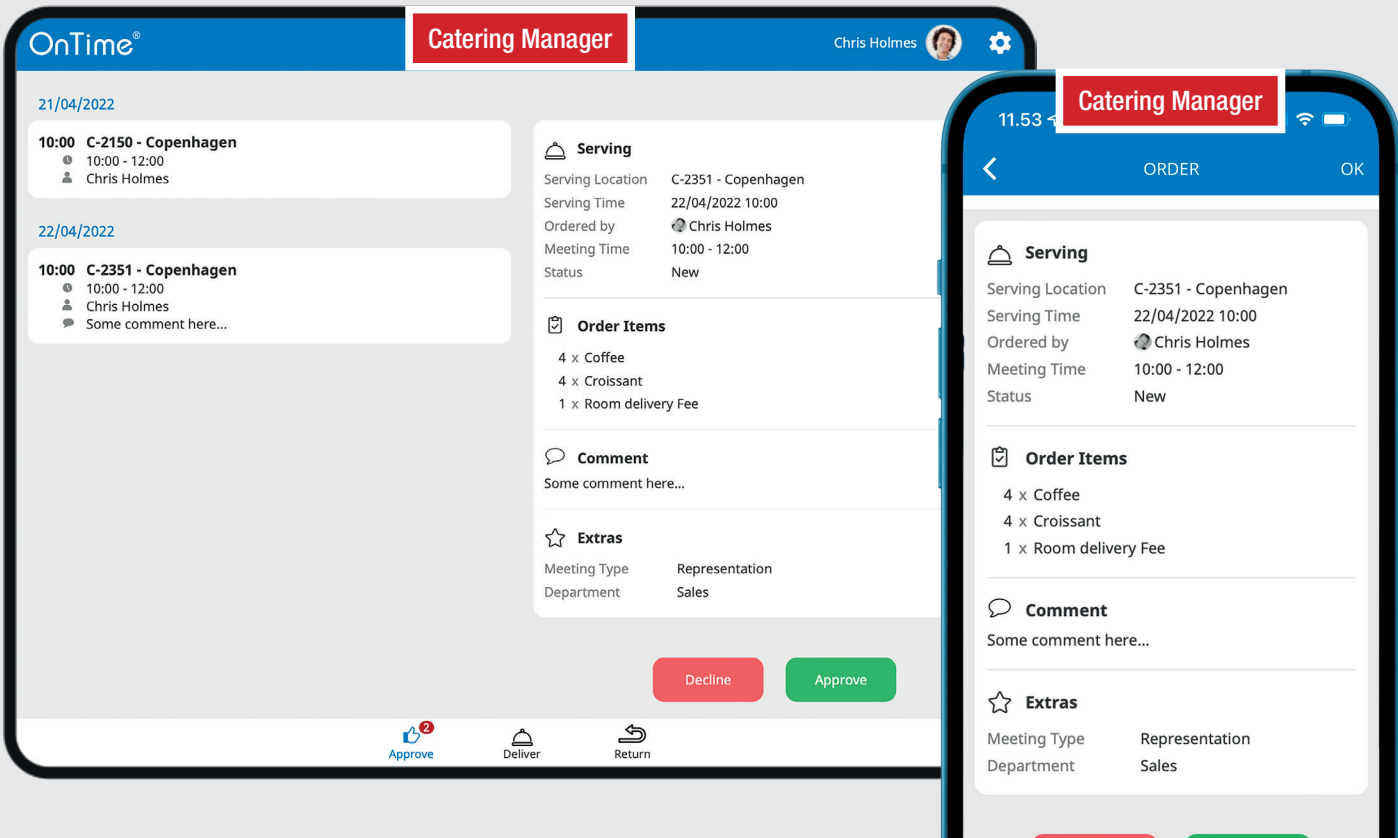
Price (DKK): 35.00

Salad with green salad mix, avocado and tomatoes, served in a lights summer dressing, with a hint of lime.

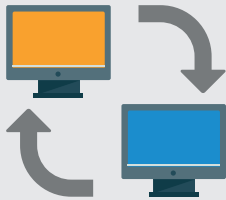


Request, Approve, Enjoy and Invoice

OnTime Catering, where your daily planning becomes effortlessly smoother. Enjoy punctual, hassle-free catering services at every order, assured that from the moment you request to the final invoice, we've got you covered - every time, on time.

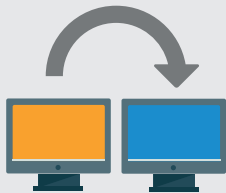


Multiple Tenants



Coexistence of Email - Exchange / Microsoft 365

Large corporations often find that as they acquire new entities, they end up with a mix of multiple Exchange environments both on-premises and in the cloud. If migrating all of these environments into one unified environment is not an option, OnTime Group Calendar provides a rock solid, fast and scalable scheduling bridge.



Migrating between Exchange on-premises and Microsoft 365

OnTime is perfectly suited for helping companies with smooth migration from on-premises Exchange to Exchange Online in Microsoft 365. During the entire migration process, teams are able to see detailed overviews and schedule across these different environments. When a user is migrated, private settings such as private groups and language continues to be available.

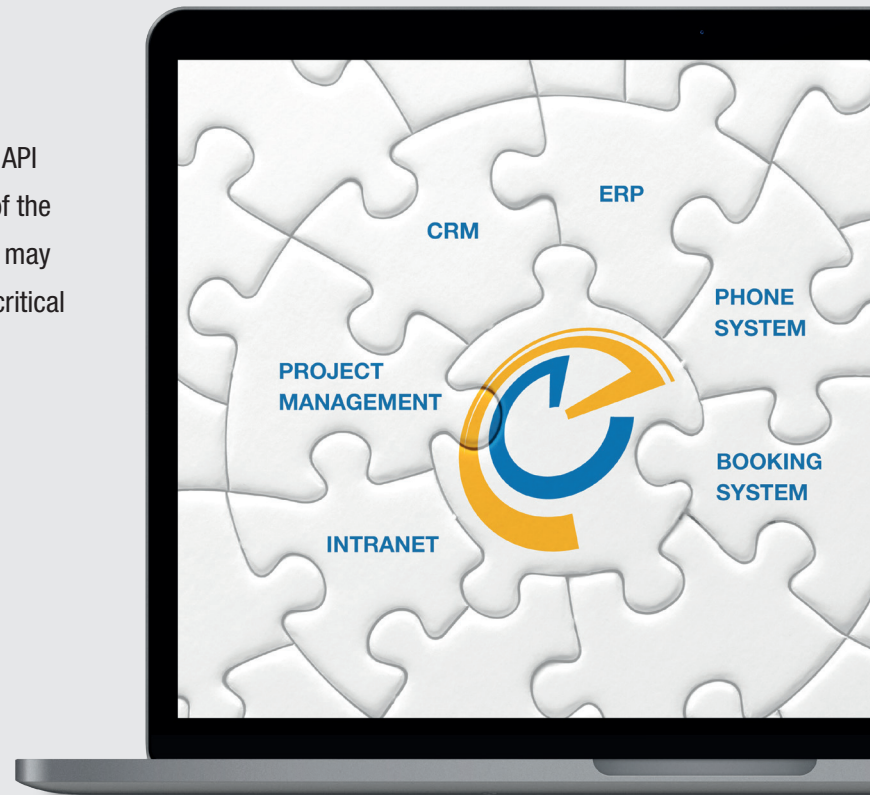


API / Integration



OnTime® Developer API

OnTime® Group Calendar offers an open HTTP based API which can be used to build custom solutions on top of the OnTime® Group Calendar backend. Using the API you may extend your Intranet, CRM system or other business critical applications with real time calendar data.



Visit us at



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demo.ontimesuite.com



[/ontimegroupcalendar](https://linkedin.com/company/ontimegroupcalendar)



[/ontimesuite](https://youtube.com/ontimesuite)



[@ontimesuite](https://twitter.com/ontimesuite)

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info@intravision.dk | Phone: +45 70 23 23 40

OnTime is a registered community trademark (#004918124).

The trademark is registered with the Trade Marks and Designs Registration Office of the European Union.

OnTime is a registered Japanese trademark (#5569584).

The trademark is registered with the Japan Patent Office.



2024/05