

Exploring Online Scheduling Applications Submitted

Managing Schedule

- If you work in a large company, you know what a hassle it is to schedule even simple meetings. Scheduling a meeting can be frustrating experience.
- One person is free on Tuesday at 9:00, but another is out of the office, and yet other attendee is already booked for that time slot. Plus, you're not even sure which meeting room is free at that time. You end up sending a flurry of emails back and forth, trying to find the one spot in everybody's schedules that is free. There has to be a better way.
- That better way is [web-based scheduling](#). Everyone places his or her schedule in the cloud, which then enables the meeting's organizer to easily see who's available when.
- The cloud-based app finds the best time for all involved and schedules the meeting. No more emails, no more phone calls; it all happens automatically, in the cloud.

Managing Schedule

- In scheduling a meeting, one has to make sure that every attendee must have a free time, look up for schedules, make sure one gets the right-sized meeting room, etc.
- Several emails, voice mails for just one meeting.
- Reports have shown that a typical business person spends more than 100 hours a year for just scheduling!

Online Scheduling Application

- This web-based app takes much of the pain out of scheduling meetings, for both large and small firms or groups.
- This app requires all users to enter their individual calendars beforehand.
- When you schedule a meeting, the app first checks attendees' schedules for the first available free time for all.
- After that, the app then generates automated email messages to inform attendees of the meeting and requests (and the designated time).
- Then finally when all attendees accept the invitation an automatic confirmation emails is sent to all .

- People or Professionals who schedule appointments with their clients like doctors, lawyers, hairdressers, and the like—face similar scheduling challenges.
- For this purpose, separate web-based appointment scheduling applications exist.
- These apps function similarly to traditional meeting schedulers, but with a focus on customer appointments.

Some applications that aid with meeting scheduling

- Jiffle
- Presdo
- Diarised
- Window live events
- Schedule book
- Acuity scheduling
- Appointment quest
- HitAppoint

Jiffle

- **Jiffle (www.jiffle.com)**, which schedules meetings, appointments, and the like for the enterprise environment. To track employees' free time, it synchronizes seamlessly with both Microsoft Outlook and Google Calendar. It also offers its own Jiffle Calendar application.
- Jiffle allows the originating user to mark available time slots on his calendar and then share them with proposed attendees via a Jiffle-generated email invitation.
- These attendees view the invitation, log in to the Jiffle website, and then select their preferred time slots from the ones proposed. Based on these responses, Jiffle picks the best time for the meeting and notifies all attendees via an automatic confirmation email.

Presdo

- Unlike Jiffle, Presdo (www.presdo.com) is a scheduling tool that isn't limited to a single company.
- Presdo lets you schedule meetings and events with anyone who has an email address. Adding an event is as simple as entering a description into a box.
- You then enter the email addresses of other participants, and Presdo emails out the appropriate invites.
- When an attendee responds, he's automatically added to the event's guest list. (And, for the convenience of all guests, it's a one-button process to add an event to a user's Microsoft Outlook, Google Calendar, Yahoo! Calendar, or Apple iCal calendar.)

Diarised

- **Diarised (www.diarised.com)** is, like Presdo, a web-based meeting maker that users across different companies can use.
- It helps you pick the best time for a meeting by sending out emails to invitees, letting them choose the best times for them, and then sending you a summary of those best dates.
- You pick the final date, Diarised notifies everyone via email, and your meeting is scheduled.

Window live events

- Event scheduling is now part of Microsoft's bag of tricks. Microsoft's Windows Live Events (home.services.spaces.live.com/events/) is a customized version of its Live Spaces offering; it lets Live Spaces users organize events and share activities between participants.
- To schedule an event, you set up a list of invitees and then send out a mass email with a link back to your Live Event site. (All the event details are also available as an RSS feed.)
- Information about the event is posted on the site itself, which also serves as a place for attendees to come back after the event and share their photos, videos, and blog posts about the event.
- With its user-friendly consumer features, Live Events isn't robust enough (or professional enough) for most business users.
- It is, however, a nice way to plan more personal and informal events.

Schedule book

- **Schedule** book (www.schedulebook.com) offers several different types of web based scheduling services. Depending on the application, you can use Schedule book to schedule employees, customers, or other interested parties.
- The company's three offerings are:
 1. Schedule book Professionals, which is a business-oriented schedule/calendar/planning application
 2. Schedule book Office, which schedules the use of any shared resource, such as company meeting rooms or even vacation homes
 3. Schedule book Aviation, which is used by the aviation industry to schedule aircraft, flight training, and similar services

Acuity Scheduling

- If you run a business that requires scheduling appointments with clients or customers, Acuity Scheduling (www.acuityscheduling.com) can help ease your scheduling operations.
- Acuity Scheduling lets you clients schedule their own appointments 24/7 via a web-based interface. You don't have to manually schedule any appointment.
- You can make the scheduling operation as simple or as complex as you like.
- For example, some businesses might include new client information forms as part of the online scheduling process. And, of course, the web-based software eliminates scheduling conflict, making for a more efficient schedule for you.

Appointment Quest

- Like Acuity Scheduling, Appointment Quest (www.appointmentquest.com) is designed to solve the scheduling problems of busy professionals.
- This application not only enables clients to make and you to accept appointments over the web, it also lets you manage personnel, schedules, and other calendar related items.

hitAppoint

- Our last scheduling application, hitAppoint (www.hitappoint.com), also enables online client booking.
- Like the previous similar application, it's ideal for any business that requires the making of customer appointments—barbershops, hair salons, doctor and dentist offices, consultants, financial advisors, car repair shops, computer technicians, and the like.

Exploring Online Planning and Task Management

Descriptors/Topics

- Defining Meta Services
- Creating the service directory
- collaborating on calendars
- Schedules and task management
- exploring online scheduling and planning
- collaborating on event management
- collaborating on contact management
- collaborating on project management
- collaborating on word processing ,spreadsheets and databases.

Exploring Online Planning and Task Management

Now let's pivot from schedules to tasks. Planning and task applications let you manage everything from simple to-do lists to complex group tasks, all over the Internet and collaboratively with other users.

- **iPrioritize (www.iprioritize.com)**
- **Bla-Bla List**
- **Remember the Milk**
- **Ta-da List**
- **Tudu List**
- **TaskTHIS**
- **TracksLife**
- **Voo2Do**
- **Zoho Planner**

iPrioritize

- **iPrioritize (www.iprioritize.com) is a good basic to-do list manager.**

Simple to-do lists that anyone can use
Make a list to organize your tasks. Drag tasks up and down as your priorities change. Mark items complete when you finish. It's that easy!
Access your lists anytime, anyplace, anywhere
Print, , subscribe via RSS, and view lists on your mobile phone!
Perfect for personal or business
At home, use it for organizing your work, homework, chores, or shopping lists. At work, use it to assign and organize your employees tasks more efficiently.

Bla-Bla List

- Bla-Bla List (is another simple to-do list manager. It's web based, of course, so you can access your lists from any location at any time. You can even publish your lists via RSS so that family and coworkers can get instant updates.

- **Bla-bla List makes it easy to ...**

Make a list of things to think about later when you're not so busy

Share your lists with others even if they don't have an account

Publish your lists with RSS so that others get instant updates

Privately share your lists with anyone and work on them together

yourself a copy of your list

TracksLife

- Trackslife (is a database-oriented task manager. Each “track” is a separate database that combines columns of money, numbers, words, paragraphs, and yes/no responses. The application sends out reminders of critical events via or RSS.

With TracksLife you can:

- Keep track of almost anything with Tracks — databases that combine columns of money, numbers, words, paragraphs and yes/no's.
- If you ever forget to update — and you will — you can have the Friendly Trackslife Remindbot send a link through or RSS politely reminding you.
- And — if you want — you can share your progress with friends, family, coworkers, bloggers — whoever!

Using Cloud Services : Explorer × TrackLife - New Track × Vtalist Support ×

www.trackslife.com/user/csecloud/new

New Track [Home](#)

Title

The title of your new Track:

☒ Make this track public

Columns

Enter the names and types of the things you'll be tracking — up to 9:

| Title: | What is it? |
|----------------------------------|------------------------------------|
| <input type="text" value="cse"/> | <input type="text" value="Money"/> |

[Add new column](#)

Reminders

How often will you update this Track?

How would you like reminders sent if you forget to update?

☐ Email? ☐ RSS?

Find CRISIL verified suppliers for your business! Post your buying

Reply

Voo2Do

- Voo2Do (moves beyond simple to-do list management into more sophisticated priority management. This web-based application lets you set up different projects, organize tasks by project, track time spent and remaining on a given task or project, publish task lists, and even add tasks via.
- Voo2Do tracks pending and completed tasks via a simple dashboard as shown in Figure. To view tasks sorted by project, click the Projects tab.

organize tasks by project track time spent and remaining

- You need voo2do
- organize tasks by project
- track time spent and remaining
- add tasks by email
- publish task lists
- as easy as paper, but on the web 24x7supports
- software guru Joel Spolsky's Painless Software Scheduling method
- fancy-shmancy “ajax” interface
- API for custom applications
- improved personal productivity

Using Cloud Services : Explorir

voo2do - Tasks

Vitalist Support

←


→

↺

voo2do.com/tasks/

☆

⚙



dashboard

tasks

projects

collaboration

notes

deadlines

history

help

your account

logout

Welcome: please [set your time zone](#) and [validate your email address](#) >

× hide this


context:

all contexts

customize

Pending Tasks

add task

 print

✓ project task notes priority, due, orig est curr est elapsed remain

0000

blog · discussion group

Add a task by email:

evch2town@voo2do.com ([details](#)).

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bugs? hugs? support@voo2do.com

Zoho Planner

- Zoho Planner (planner.zoho.com) is perhaps the most sophisticated task planner evaluated here.
- With Zoho Planner, you create a new page for each project you're working on, like the one shown in next slide Figure. To that project, you add lists with individual to-dos within each list. Each list item can include extensive notes as well as images. You can share each project page with users you designate. Each to-do item also appears on your central calendar.

Using Cloud Services : Explorer x Zoho Planner: Home Page x Zoho Planner: Home Page x Visteel Support x

https://planner.zoho.com/login.do

Planner

Create New Page

- My Pages
 - Home Page
 - ashok
- Pages shared to me
- Reminders
- To-dos overview
- Public Pages

Current Time Zone: America/Los_Angeles

[Description](#) [To-dos](#) [Appointments](#) [Notes](#) [Attachments](#) [Tags](#) [Page sharing](#)

Home Page

[To-dos](#) [Add list](#)

[Add list](#) or [Close](#)

[Appointments](#) [Add appointment](#)

Appointments

Scheduled On

1 00 am

Remind Me Repeat

on time only once

☐ Notify to shared mail ID's

[Add appointment](#) or [Close](#)

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Email contents to this page : 513883000000002001@kumar.kashok.zohoplanner.com - [Help?](#)

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Contacts (0)

Collaborating on Event Management

- Not only do you have to manage the tasks involved with putting together the event, but you also have to handle attendee registration, event marketing, ticket sales, and the like. It's a massive effort made somewhat easier by web-based event management tools.
- With web-based event management applications, the cloud hosts everything you need to schedule and market your events, as well as handle registration, payment, and other important tasks.
- These are very robust applications, capable of handling every last detail over the web. Some of the most popular of these apps include Cvent (www.cvent.com), RegOnline (www.regonline.com), and ViewCentral (www.rmkr.com/viewcentral).

collaborating on contact management

- Contact management is the act of storing information about friends, family, and business colleagues for easy retrieval later. We're talking names, street addresses, email addresses, phone numbers, and the like, stored in some sort of computer file.
- Web-based contact management applications enable you to access your contact information from any computer connected to the Internet. Instead of storing personal contacts on your home PC and work contacts on your office computer, you store all your contacts in the cloud, where they can be accessed from both home and work.

Collaborating on Project Management

- Managing a large project can be an exhaustive task. Even the smallest project has numerous pieces and parts, all of which have to be completed in a precise order and on an exacting timetable for the project to come in on time and on budget. If just one-piece slips, the whole project goes out of whack.
 - The process of managing a project gets even more complex when the participants are in different locations.
-
- **Understanding Project Management**
 - **Exploring Project Management Applications**

collaborating on word processing

- Microsoft Word is a software program that is installed on your computer's hard disk. Web-based word processors, in contrast, are hosted in the cloud, not on your hard drive—as are the documents you create with these applications.
- **Beginning users.** If you're just starting out in the word processing world, there's no better place to start than with a web-based application. The slightly limited functionality of these cloud apps actually works to the benefit of beginning users. You won't be overwhelmed by all the advanced options that clutter the Microsoft Word menus. Plus, most of these web-based word processors are extremely easy to use; everything you need is right out in the open, not hidden inside layers of menus and dialog boxes.

collaborating on word processing

- **Casual users.** A web-based word processor is also a good choice if you have modest word processing needs. If all you're doing is writing memos and letters, a web-based application gets the job done with ease.
- **Anyone who wants access to their documents from multiple locations.** If you work on the same data at work and at home (or anywhere), you know what a hassle it is to carry your data around with you from computer to computer and keep it synchronized. A web-based word processor solves this problem. Wherever you are (home, office, anywhere), you're always accessing the same version of your document, stored in the cloud. There are no synchronization issues; you work on the same file wherever you go.

Benefits

- 1) Familiar and intuitive
- 2) Save time and effort.
- 3) Flexible and powerful.
- 4) Easier to see and share
- 5) At-a-glance
- 6) Control and deliver
- 7) Evaluate possibilities
- 8) Collaborate with others
- 9) Grow capabilities
- 10) Enhance performance