

Collaboration on Calenders,Schedules and Planning & Task Mangement

Collaboration on Calenders

- ▶ Most computer user today have embaraced keeping their schedules on their PCs. Not that old fashioned wall hanging calender is dead, its just that it's a whole lot easier to track appointmentens and events electrically.
- ▶ Many users are moving to web based calenders. A web based calender service stores your calenders on the internet.
- ▶ Where they can be accessed from any computer that has internet connections. This let you check your schedules when youre on the road, even if you assisted in the office .
- ▶ And now we see about what are web based calender applications and their features.

Google Calender

- ▶ The most popular Web based Calender today,its associated with the webs most used search web engine.
- ▶ Google calender is free ,full featured,easy to use.It let create both personal and shared calender.Which makes it ideal for tracking business group, family,community schedules.
- ▶ Even you can enter your appointments (which google calls events) directly into the calender,which you can display in either Daily,Weekend,Monthly on single page.
- ▶ Like all web based calenders,all your events are stored in the cloud(cloud is creted by google own network of servers)not on your own computer.you can access anywhere in the world.Just log in to the Google calender and your calender and all your event on there.
- ▶ You can use to create not only for private for yourself,also public calender for your company or oraganzation.
- ▶ You can register and use google calender on calendar.google.com

Yahoo! Calender

- ▶ One of Google Calendar's primary competitors is Yahoo! Calendar, hosted by its search competitor Yahoo!.
- ▶ This web-based calendar looks, feels, and functions quite similarly to Google Calendar, and is also free for anyone to use.
- ▶ Yahoo! Calendar's similarity to Google Calendar and most web-based calendars have a similar visual look. One subtle difference in Yahoo! Calendar, is presence of an Add Task button. This reflects Yahoo! Calendar's offering of tasks in addition to events.
- ▶ Of course, you can share your Yahoo! calendars with other users, in a collaborative environment. Just click the Sharing link and indicate how you want to share—no sharing, view-only for friends, view-only for anyone, or view-only with special friends allowed to edit.
- ▶ You can register and use yahoo! calender on calender.yahoo.com

Windows live Calender

- ▶ Google and Yahoo! both offer web-based calendars, it's no surprise that the third-largest search site also has a competitive offering.
- ▶ Windows Live Calendar is Microsoft's web-based calendar, actually part of the Windows Live Hotmail email service.
- ▶ Windows Live Calendar looks a lot like both of its primary competitors. It offers tasks, like Yahoo! Calendar, and also lets you schedule meetings with other calendar and Hotmail users.
- ▶ Naturally, you can share your calendars with authorized users for group collaboration.
- ▶ You can register and use Windows live calender on mail.live.com/mail/calendar.aspx.

Apple MobileMe Calender

- ▶ Apple's MobileMe is a new competitor in the web-based apps market.
- ▶ It includes online mail, contacts, and calendar, as well as an online photo gallery and file storage.
- ▶ The MobileMe Calendar is a web-based calendar that can be accessed from any computer connected to the Internet, Mac or Windows. What makes it more unique and potentially more useful is that it can also be accessed from Apple's iPhone, which makes it a truly mobile calendar.
- ▶ As with competing calendars, you can display MobileMe in Daily , weekly, or monthly modes.
- ▶ You can register and use Apple MobileMe calender on www.me.com.

Collaborating on Schedules

- ▶ As anyone in a large office knows, scheduling a meeting can be a frustrating experience. Not only do you have to clear time from all the attendees' individual schedules, you also have to make sure that the right-sized meeting room is available at the designated time.
- ▶ Experts claim that it takes seven emails or voice mails to arrange a single meeting; a typical businessperson can spend more than 100 hours each year just scheduling meetings.
- ▶ When you schedule a meeting, the app checks attendees' schedules for the first available free time for all. The app then generates automated email messages to inform attendees of the meeting request (and the designated time), followed by automatic confirmation emails when attendees accept the invitation.
- ▶ And now we see about what are web based Scheduling applications and their features

Jiffle

- ▶ Let's start by looking at web-based solutions for meeting scheduling.
- ▶ Our first app is Jiffle .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.
- ▶ These attendees view the invitation, log in to the Jiffle website, and then select their preferred time slots from the ones pro- posed. Based on these responses, Jiffle picks the best time for the meeting and notifies all attendees via an automatic confirmation email.
- ▶ For smaller companies, Jiffle is free for up to 10 meeting confirmations per month. For larger companies, Jiffle Plus, Jiffle Pro, and Jiffle Corporate plans are available.
- ▶ You can register and use jiffle at www.jiffle.com.

Diarised

- ▶ Diarised 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.
- ▶ Presdo is (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.
- ▶ You can Register and use Diarised by www.diarised.com.

Planning and Task Management

- ▶ 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.
- ▶ And now we see about what are web based Planning and Task Management applications and their features.

Iprioritize

- ▶ Sharing to-do lists is important for families, community groups, and businesses. Your to-do list might be as simple as a grocery list or as complex as a list of activities for a community program or business project. Whatever the application, iPrioritize is a good basic to-do list manager.
- ▶ When you have a list, you can print it out, email it to someone else, subscribe to changes in the list via RSS, and even view lists on your mobile phone— which is a great way to consult your grocery list when at the supermarket
- ▶ You can register and use Iprioritize by www.iprioritize.com.

Hiveminder

- ▶ Hiveminder is similar to all the previously discussed to-do list managers. What's nice about Hiveminder is that you can enter list items in a kind of freeform fashion, and it will help you create and prioritize lists based on your “brain dumps.”
- ▶ You can register and use Hiveminder by www.hiveminder.com.

Ta-da List and Tudu List

- ▶ Here's another web-based to-do list manager. Ta-da List lets you make all sorts of lists, share them with friends, family, and coworkers, and then check off items as they're completed.
- ▶ You can register and use Ta-da List by using www.tadalist.com.
- ▶ Tudu List is a little different from other to-do list managers in that it also includes a web-based calendar.
- ▶ Items are added both to the appropriate todo list and to your calendar, on the date they're due.
- ▶ You can register and use Tu-du List by using www.tudulist.com.

Zoho planner

- ▶ Zoho Planner is perhaps the most sophisticated task planner evaluated here.
- ▶ This is a web based application which associated with cloud.
- ▶ You can register and use Zoho planner by planner.zoho.com.

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect. The shapes are concentrated on the left and right sides of the frame, leaving a central white area for the text.

THANK YOU