Spotlight - Multi-user Calendar

Preparation

Preparation if using demo data attached:

1. Import Demo Data
2. Login with
   Standard ID: sample@hansaworld.com
   Passworld: Sample99l

Script

Standard ERPs Digital Office allows you to view and manage employee calendars and plan ahead.

> **ACTION:** Open SERP and click on Calendar. Make sure you have at least one month full with different color-coded activities to show (in provided sample data its May 2020)

User-defined Color-coding of activity types makes calendars easier to read and understand.

> **ACTION:** Switch calendar view by selecting paste special view on persons and choosing AM

Instantly check availability and create new activities and events across multiple calendars.

> **ACTION:** Open day planner by double-clicking on the 19th of May 2020. Select paste special view on persons and choose SJ, AM, KS. Point at 15.00 hours as a suitable time. Press New Activity, add a subject Meeting, choose type meeting, add starting date 15:00, end date 16:00 and Save

It is easy to choose a suitable time for all parties and book a meeting with the multi-user calendar feature in Standard ERP.

> **ACTION:** Open a calendar activity that was created in a previous action and go to tab Alarms and set Notification pop up for 10mins before the event

To ensure participation of all attendees, you can set internal system notifications, email or even SMS reminders for them.
Unlike other products you can have detailed reports based on pre-defined calendar activity types e.g sales calls, admin work and vacation time spent.

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ACTION: Run the Activities, persons report from CRM reports/personal desktop - select display group SALES and activity type EXPO and run - point at the Salesperson name as the narrator is speaking

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From this report, we can see how many salespeople attended sales exhibitions this month and add the relevant overhead costs to the final budget.

These reports can be run across one or more calendars within a department, company or multiple companies giving you complete visibility across your organisation.

Multi-User Calendar is just one of the tools you could start using by subscribing to Standard ERP's Digital Office.

Make your employees even more productive by combining your current Standard ERP functionality with a Digital Office toolset.