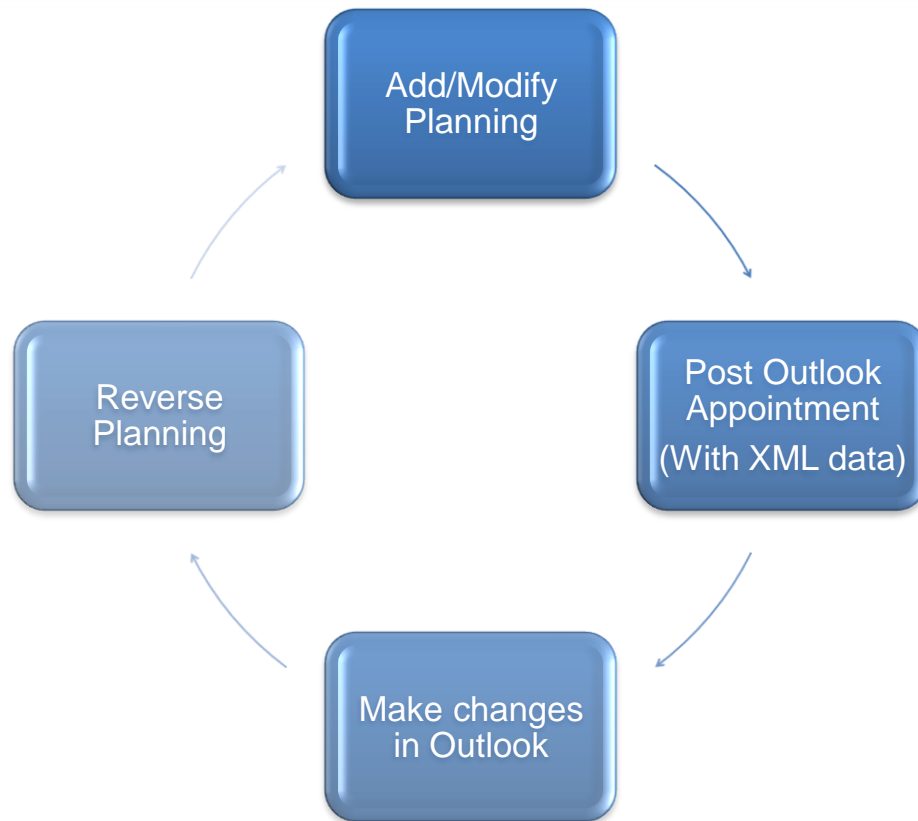




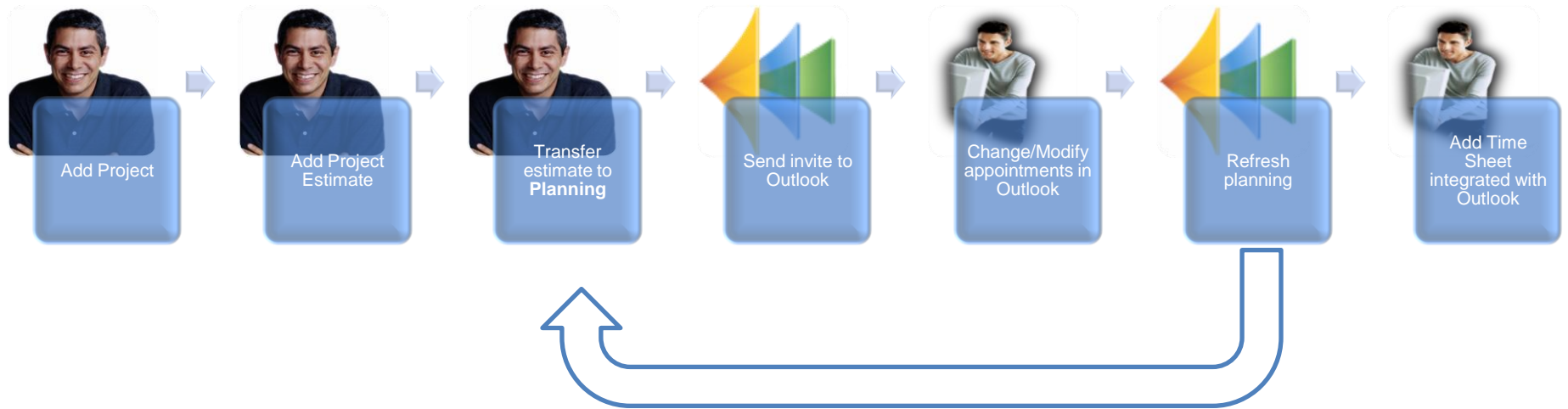
# ASSISTANCE PSO OUTLOOK PLUG-IN

Reverse Planning and Easy Time Sheet allocation

# Concept



# Flow Chart



# Add Planning

**Add planning**

Employee: Obama, Steve  
Hour type: Copywriting

**Planning details**

Total hours to plan: 40    Rate: 90.00  
First day / Last day: / /  
Period (weeks): 32 to 41, 2009  
 Repeat appointment: 0 hour(s) Every 0 week(s)

Capacity check:

**Outlook Agenda**

Subject: Strategy and Marketing Consultancy  
Location: Naarden  
Date: 8 / 5 / 2009  
Start: 9:00  
End: 13:00    Weeks: 40

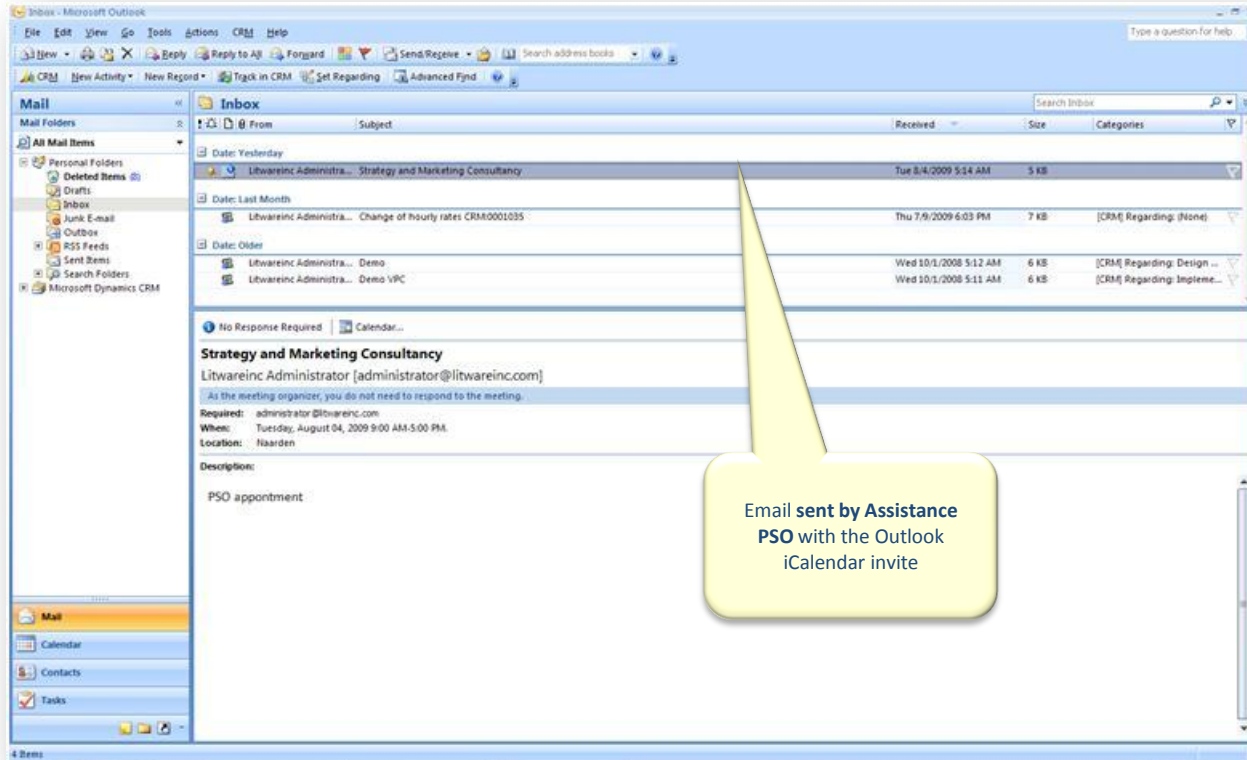
Recurring appointment

Daily     Monday     Friday  
 Weekly     Tuesday     Saturday  
 Wednesday     Sunday  
 Thursday

Period: 8 / 3 / 2009 to 10 / 11 / 2009  
Interval:

Add information for Outlook Invite

# Outlook invite



# Outlook appointment

The screenshot displays the Microsoft Outlook calendar interface. A recurring meeting appointment is highlighted in a special yellow color. A yellow callout bubble points to this appointment with the text: "Assigned project will appear as appointment in Outlook with a special PSO color".

The appointment details window is open, showing the following information:

- Title: Strategy and Marketing Consultancy - Recurring Meeting
- Location: Naarden
- Recurrence: Occurs every Tuesday effective 8/3/2009 until 10/11/2009 from 9:00 AM to 1:00 PM
- Project Selection Region (PSO appointment):
  - Project number: 2009026 Strategy and Marketing Cons...
  - Item: 100 40 Production
  - Hour type: CW Copywriting

A second yellow callout bubble points to the Project Selection Region section with the text: "All project data is all ready allocated".

# Modify/Change appointment

The screenshot displays the Microsoft Outlook Calendar interface. The main window shows a weekly calendar view for the week of March 17 to 20, 2009. A blue appointment titled "Demo - Reverse Planning" is scheduled for Tuesday, March 17, from 10:00 AM to 12:00 PM. A yellow callout bubble with a pointer to the appointment contains the text: "User can now change/modify appointment".

The interface includes a menu bar (File, Edit, View, Go, Tools, Actions, CRM, Help), a toolbar with icons for New, Today, and Search, and a CRM-specific toolbar with icons for New Activity, New Record, Track in CRM, Set Regarding, and Advanced Find. The left sidebar contains a calendar navigation pane, a "My Calendars" list, and a "Tasks" pane. The "Tasks" pane shows a list of tasks, including "Projecten - Automobile Accident" and "demo".

Day	17 Tuesday	18 Wednesday	19 Thursday	20 Friday
10:00	Demo - Reverse Planning	Meeting - Sikich		
11:00				
12:00				
1:00				
2:00				
3:00				
4:00				
5:00				
6:00				

# Reverse Planning

Automatically generated forecast in Capacity and Revenue per week !

Assistance PSO 2007 - Assistance Software - TRIAL VERSION

Files System management Help

New Edit Delete Save Print

Projects

My projects

Firm: <None>

Dept.: <None>

From: 3 / 16 / 2009

to (rev): 7 / 19 / 2009

My views

- Standard layout
- Projects by Status
- client

My tasks

- Close/Re-open projects
- P.M. approval for project commitm
- Financial approval for project comr
- Work in Progress (WIP)
- WIP - Project progression

My workplace

- Accounts
- Contacts
- Employees
- Projects
- Invoices
- Time/Hours
- Costs

Projects

Projects | Project planning | **Resource planning** | Project planning diagram

List

Drag column header(s) in this space for (sequential) grouping purposes

Employee	Job title	Departments	Capacity in hours	Planned in hours	Available in hours	2009 Wk12	2009 Wk13	2009 Wk14	2009 Wk15	2009 Wk16	2009 Wk17	2009 Wk18	2009 Wk19	2009 Wk20	2009 Wk21	2009 Wk22	2009 Wk23	2009 Wk24	2009 Wk25
Cook	Consultant	Finance	720	76	644	750	750	750	750	750	750	750	750	750	750	750	750	750	1,250
Jong			720		720														
Koopmann	Project manager	IT	720		720														
O'Neill	Project manager	Finance	720	34	686	760	760	760	950										
Rambo																			
Ublens	IT Consultant	IT	720		720														
Ublens			720	38	682	1,815	1,815	2,640											
van der Hoeden	CEO																		
Woudenberg		Finance	720		720														

Records: 14 | 1 of 9 | 11

Planned only | Planned + Spent | Planning (hours) | **Planning (amount)**

	Total	2009 Wk12	2009 Wk13	2009 Wk14	2009 Wk15	2009 Wk16	2009 Wk17	2009 Wk18	2009 Wk19	2009 Wk20	2009 Wk21	2009 Wk22	2009 Wk23	2009 Wk24	2009 Wk25
Planned	148	25	25	30	16	6	6	6	6	6	6	6	10		
Capacity	5,040	280	280	280	280	280	280	280	280	280	280	280	280	280	280
Difference	4,892	255	255	250	264	274	274	274	274	274	274	270	280	280	280

Collin O'Neil | week 12 | 16-03-2009

Planning is based on most recent information from Outlook

Forecast is also possible in expected revenue

# Easy Time Sheet registration

Appointments are already allocated! Increase or decrease the duration.

**Hours**

Bert Jansen (te boeken 40 - geboekt 0 = nog te boeken 40)

15 - 7 - 08 Week New entry Delete Read Outlook Copy week Save hours View Profile

maandag 12 mei 2008 dinsdag 13 mei 2008 woensdag 14 mei 2008 donderdag 15 mei 2008 vrijdag 16 mei 2008

11:00-15:30 ( | | ) Controle jaarrekening - adbeco

12:30-16:30 ( | | ) Training Basis BouwRecht Amsterdam

12:30-15:30 ( | | ) MT - Overleg

11:00-16:30 ( | | ) Inspectie fabriek

	maandag 12 mei 2008	dinsdag 13 mei 2008	woensdag 14 mei 2008	donderdag 15 mei 2008	vrijdag 16 mei 2008
Allocated hours	0,00	0,00	0,00	0,00	0,00
Not approved	0.00	0.00	0.00	0.00	0.00

Bert Jansen week 29 15-07-2008

Agenda - Microsoft Outlook

ma 12 di 13 wo 14 do 15 vr 16

11:00 Cont jaarrekening - adbeco

12:30 Training Basis BouwRecht Amsterdam

12:30 MT - Overleg