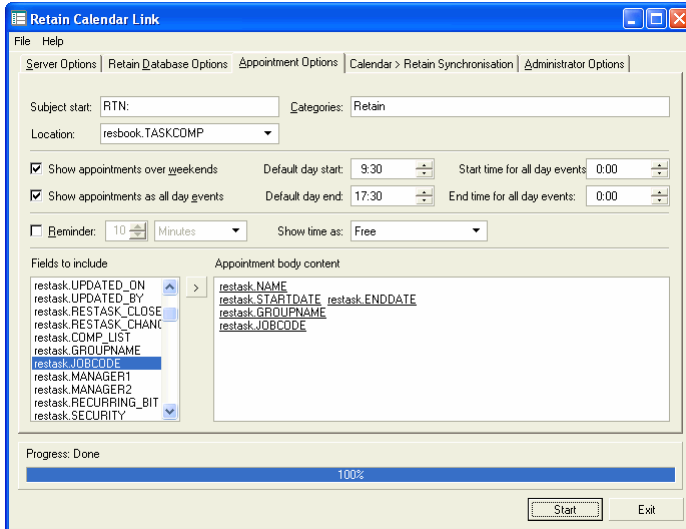


Retain Resource Planning System

Retain Exchange Link

The Retain Exchange Link allows personal calendars to be updated with jobs scheduled in the Retain Resource Planning System. Staff can view their appointments in personal calendars through Outlook.



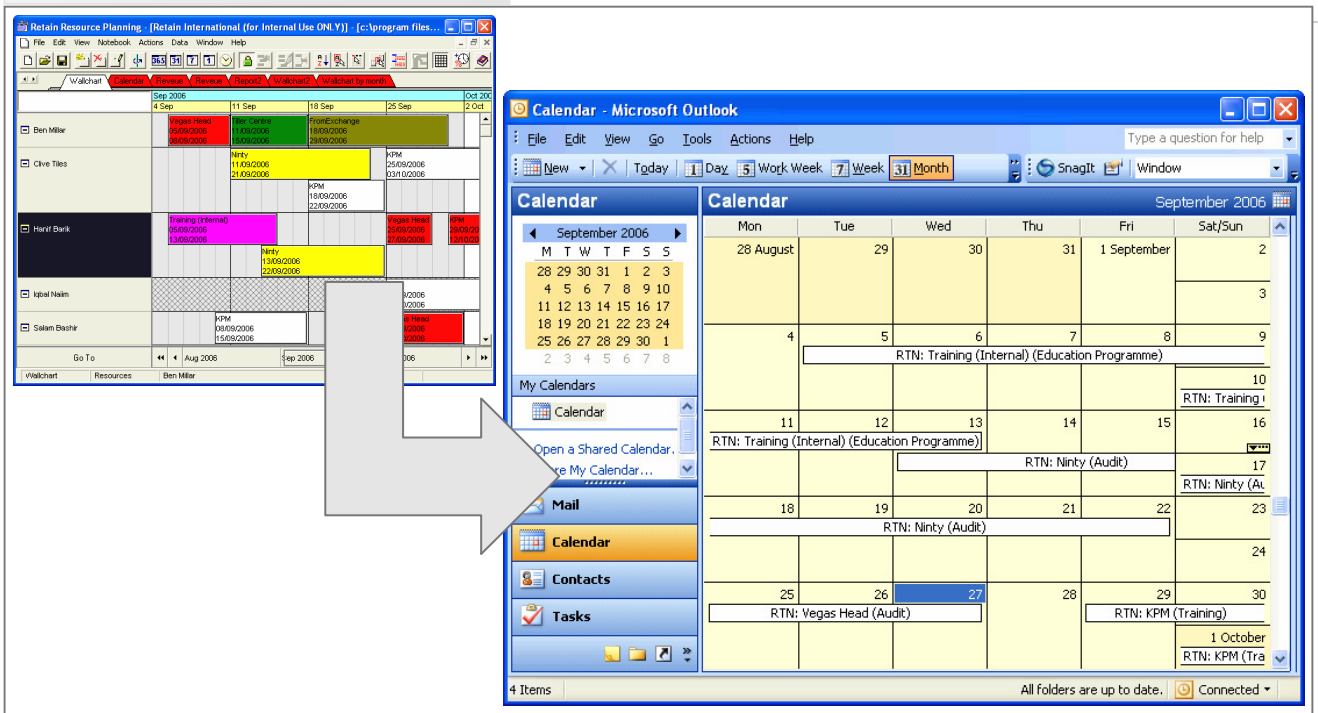
Key features of the software are:

- ◆ Ability to specify the fields in the message body of each appointment.
- ◆ Ability to restrict on date ranges, staff and jobs.
- ◆ Ability to set reminder options.
- ◆ Option for non-Retain appointments in Outlook calendar to be uploaded in to Retain.
- ◆ Appointments will be updated and deleted in calendars accordingly as bookings change in Retain.

The process can be run manually or through the Windows scheduler. Generally it would be set up on a server machine to run on a regular basis. Staff will be able to view their Retain bookings within their Outlook Calendars in the normal way.

Licensing is based on a server price, with a per resource calendar charge.

Appointments in MS Outlook



Requires connection to Microsoft Exchange Server 2007, 2003, 2000 or 5.5.

Microsoft Outlook 2007, 2003, 2002 or 2000 is required on the client machines in order to display the calendar.

retaininternational