



# Net.Events

*calendar & scheduling tools*

- *View calendars by committee, department, or even corporate-wide*
- *Set up an unlimited number of categories and calendars for your events*
- *Schedule room and facility reservation, and equipment and asset usage*
- *Maximize collaboration with coordinated schedules and calendaring*
- *Track your own schedule using Net.Events*
- *Enter contacts, and then invite them to meetings, appointments, and other events*
- *Control who can view certain calendars and events*
- *Import and export to and from other calendaring tools*
- *Search events by key word*



## Scheduling Power for Your Intranet

**N**et.Events offers powerful calendaring and scheduling capabilities to Enlighten.Net users. With Net.Events, you can track your own schedule, as well as view meetings, vacations, and events by department, committee, group, or even company-wide.

### Net.Events— Viewing Information

Would you like to view calendar information by day? Week? Month? Year? Net.Events offers you all of these options in its user-friendly viewing architecture. The Contacts, Export and Import, Options, and other screens all utilize intuitive layouts and familiar navigation tools, so you can quickly and easily be up and running with Net.Events with little to no training.

### Net.Events— Entering Events

Net.Events makes entering events on your intranet calendar easy. Its flexible “Sharing” option allows you

to indicate who should be able to view the information you’re entering. Maybe it’s a personal reminder, in which case, you can enter the event within your “personal” calendar, viewable only by you. Other calendar categories may be defined by department, committee, or even by entire organization, (a virtually unlimited number of schedules and schedule categories are available), so whether it’s a departmental meeting, a committee briefing, or the company picnic, you can enter an event in Net.Events and have it viewed by everyone necessary. And controls restricting schedule views make it easy to make sure that anyone who shouldn’t be viewing sensitive calendar information, can’t.

# Scheduling for Your Intranet

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The Net.Events Add/Edit event option provides you with all the fields you need to make calendaring collaboration a piece of cake. From basic time and date assignment, to recurrence, event types, and event notes, you can enter all of the information associated with an event, that you need.

The Add/Edit option also gives you the ability to indicate associated event url addresses. This is an extremely useful tool as part of your Enlighten.Net intranet, because straight from the event marker on the Net.Events calendar, people can click on the link item and go directly to the associated intranet page. For example, if you are posting a New Business Committee meeting to Net.Events, you can enter the New Business Committee's url address on Enlighten.Net, and members of the committee can click directly from the event marker to the committee's page on Enlighten.Net to review information on committee projects, before going to the meeting. You can even add an image to your event entry on your calendar.

Finally, the Add/Edit option allows users to e-mail invitations to other potential meeting/appointment/conference attendees. This way, you can e-mail the members of the New Business Committee, for example, to inform them of the new meeting date and time, as well as any pertinent info they might need in regard to the event.

## Net.Events—Entering Contacts

In addition to entering events, you can enter contact information in Net.Events. Net.Events allows you to add and access people's names, titles, and contact information. You can also assign contacts different categories, such as "Business" or "Personal." You can browse and insert contacts from this database when e-mailing people about an event.

## Net.Events—Importing and Exporting Information

Net.Events also offers the ability to import and export calendaring and scheduling information to and from other scheduling tools, such as Microsoft Outlook.

You can coordinate and synchronize multiple calendar resources with Net.Events in no time at all.

## Net.Events—Entering Tasks

You can also enter and track your task list. In the daily view of the Net.Events calendar, you have the option of adding and viewing tasks on your task list. Adding a task is easy, with predefined fields that allow you to indicate the task description, deadline, urgency, status, and which calendar the task belongs to (your personal calendar, a department or committee calendar, etc.).

## Net.Events—Searching Capability

We are all familiar with packed schedules—juggling appointments, meetings, and a variety of other activities. Sometimes, it's easy to forget exactly when a particular event is scheduled to take place. With Net.Events, it's easy to locate an event you're looking for. Simply go to your daily or weekly calendar view, and enter a key word or words in the "Search Events" field. Net.Events will search all of your calendars, and provide you with a list of events containing your search word(s), with a summary of the date, description, time and duration of the event, as well as the option to edit or delete that event.

## Net.Events—A Calendaring Tool to Fit Your Intranet

Net.Events provides all of the calendaring and scheduling features an intranet should. From personal calendar tracking to group schedule coordination, Net.Events helps your intranet—and your business—run smoothly from day to day, month to month.

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There is so much more to Net.Events than what is listed here, including import and export options with Outlook. For more information on Net.Events, please contact an Enlighten.Net Account Representative at 877.339.3638, or e-mail us at: [info@Enlighten.Net](mailto:info@Enlighten.Net).