



Outlook  
Tracking

# *proRM* *Outlook* *Tracking*

## Content

<i>WHAT IS proRM OUTLOOK TRACKING?...</i>	<i>03</i>
proRM Outlook Tracking Overview.....	03
<i>THE ADVANTAGES</i>	
<i>OF proRM OUTLOOK TRACKING.....</i>	<i>05</i>
General Concept.....	05
Easy Installation Process.....	05
Booking Creation .....	05
Essential Synchronization.....	05
The Usability of proRM Outlook Tracking.....	05

# What is proRM Outlook Tracking?

## proRM Outlook Tracking Overview

When it comes to changing the usual workflow in business processes, it is always a matter of additional costs. Even if you realize that it is necessary to increase management efficiency, there is always something to worry about. But that does not mean that there is no way out of this situation. If your company used to exploit MS Outlook for observing employee activity in the calendar, the optimization of tracking possibilities can be done without changing this process. The solution to this problem is proRM Outlook Tracking.

The only prerequisite for using the application is have the MS Dynamics Outlook Client installed.

After the easy installation process you get the potential to continue using usual Outlook functions, but together with essential tracking opportunities from proRM Outlook Tracking. This allows making necessary bookings within MS Outlook as it was convenient for you and your employees before, while all entries are managed by proRM Outlook Tracking. You are able to synchronize all information between the two systems anytime you need to and without any inconvenience. Thus, the Project Manager gets a chance to track employee activities entered in MS Outlook within the proRM Outlook Tracking. Moreover, all bookings, which are made in the application by

**proRM Outlook Tracking:  
a simple and quick booking  
creation.**

The screenshot shows the Microsoft Outlook interface with a 'Create a Booking' dialog box open. The dialog box has two tabs: 'Project Treeview' and 'Task list view'. The 'Task list view' tab is active, displaying a table with the following data:

Name	Estimated Effort	ETC	Total Effort	Time Unit	Completion	Att
test-qa	200	102	8	Hours	4 %	
Development	0	0	46,16	Hours	100 %	
Subproject 26020	0	0	24	Hours	100 %	

The 'Create a Booking' dialog box also includes fields for 'Subject\*' (Database performance testing), 'Start' (2/14/2014 9:00 AM), 'End' (2/14/2014 6:00 PM), 'Work Break' (1.00), 'Duration' (8.00), 'ETC' (12.00), 'Travel Type' (Time & Mater...), 'Booking Type' (Billable), 'State' (Booked), and 'Description' (We have to update SQL server). Buttons for 'Bookings', 'Ok', and 'Cancel' are visible at the bottom.

employees or by Project Manager, can be reflected through MS Outlook Calendar.

Like in other proRM applications, there is the possibility to choose and change Time Units. It allows managing in hours, days, or any other - appropriate and suitable for your business processes. Moreover, all public holidays and weekends are handled within proRM Outlook Tracking. Project Managers and employees are able to take into consideration whether these days are marked as working or non-working days, depending on your unique business requirements.

## *The Advantages of proRM Outlook Tracking*

### *General Concept*

proRM Outlook Tracking was especially developed for those companies, who used to exploit MS Outlook in their usual business activity and do not want to miss out on functions they deem necessary. The application allows refining the managerial process by making it possible to synchronize all operations between the two systems and gives Project Managers more options.

### *Easy Installation Process*

If you have MS Dynamics Outlook Client, it is very easy to install proRM Outlook Tracking. The system is ready to use after a short and simple installation.

### *Booking Creation*

The full functionality of the proRM Tracking is available in the proRM Outlook Tracking. It allows you to create normal and planned bookings, to edit or even delete them simply in the application. Additionally you have a special option for creating multiple types of expenses.

The special feature of proRM Outlook Tracking is the possibility to close a period that is available within the proRM Tracking. It means, that the locking disables making any changes in previously made entries.

### *Essential Synchronization*

Every time you believe it is necessary, you are able to synchronize between MS Outlook and proRM Outlook Tracking using just one button. Thus, you can transfer all entries and changes made in MS Outlook directly to the application. This way all data becomes available for analysis and use in other proRM applications.

### *The Usability of proRM Outlook Tracking*

proRM Outlook Tracking is really simple for users of MS Outlook. Its familiar interface makes the work faster and more convenient. Due to the seamless integration of proRM Outlook Tracking and MS Outlook, you get the feeling of working in one single multifunctional system.