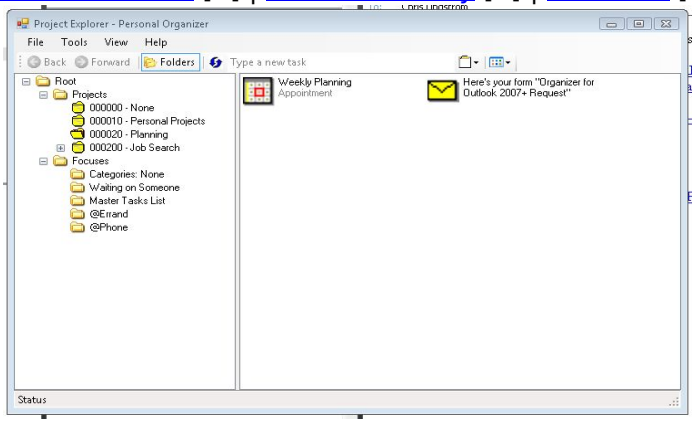
Organizer Screenshots

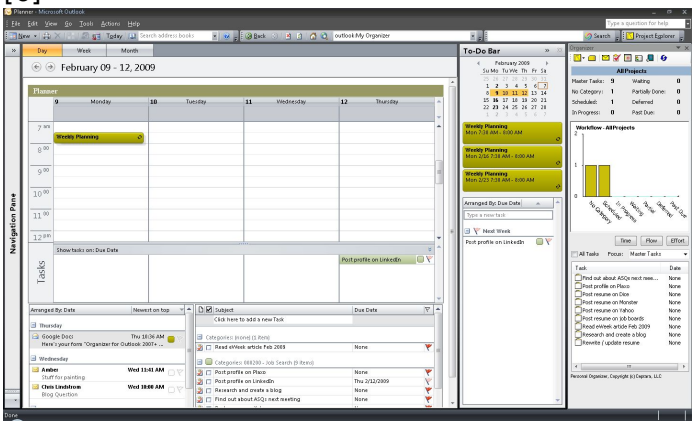
Overview [1] | Screenshots | Download [2] | Documentation [3] | Release History [4] | Purchase [5]

Project Explorer A pop-out window used to manage projects, focuses and associated project documents. Shows the Outlook artifacts (mail, appointments, contacts, tasks, journal items, notes, posts) associated with a project.



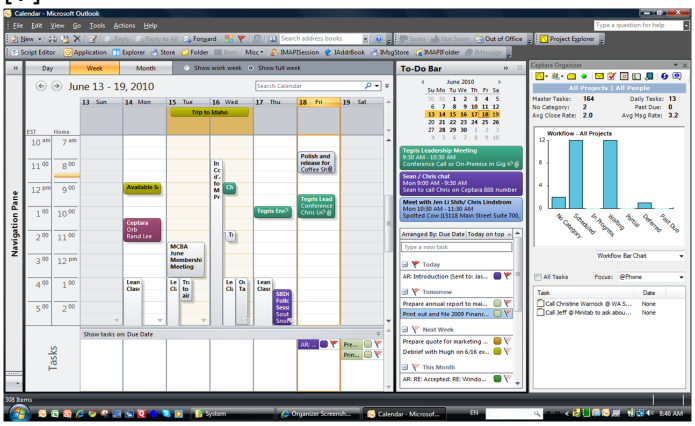
[6]

My Organizer An added folder view that combines the default inbox, task view and calendar views into one window. Shows the Organizer Custom Task Pane on the right.



[7]

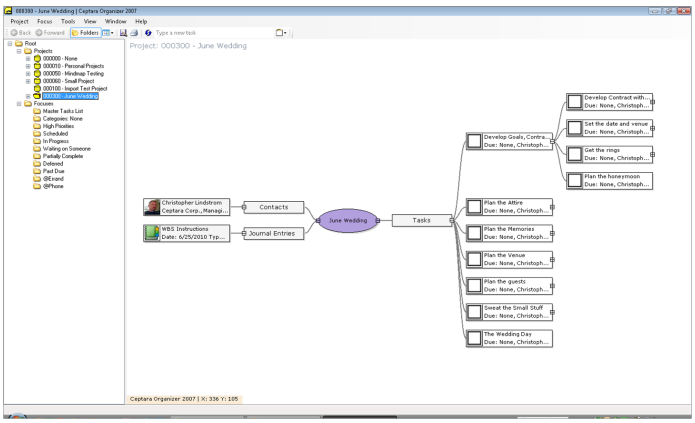
Calendar View
My favorite view, leaving this view up while working reduces e-mail distractions. And focuses on task lists, e.g. tasks today in the To-Do bar and filtered lists in the Organizer Pane.



[8]

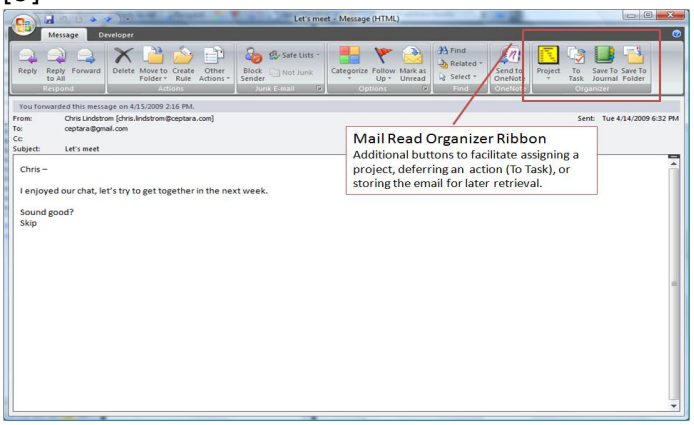
Manage by Mindmap. See your project graphically, quickly create sub-tasks, drag and drop tasks to a new parent, focus on sub-task trees, see what people are working on, act on overdue tasks, view associated project documents and much more.

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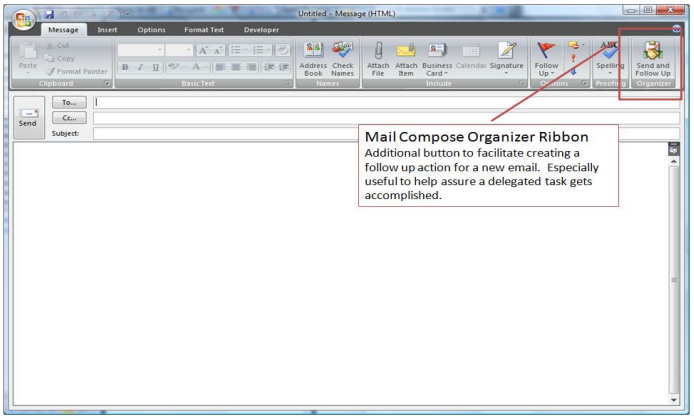
[9]

Reading an email - Ribbon Menu Buttons Added buttons for the email object to facilitate assigning a project, creating a task to execute later, and/or saving for a future need in the journal or folder system.



[10]

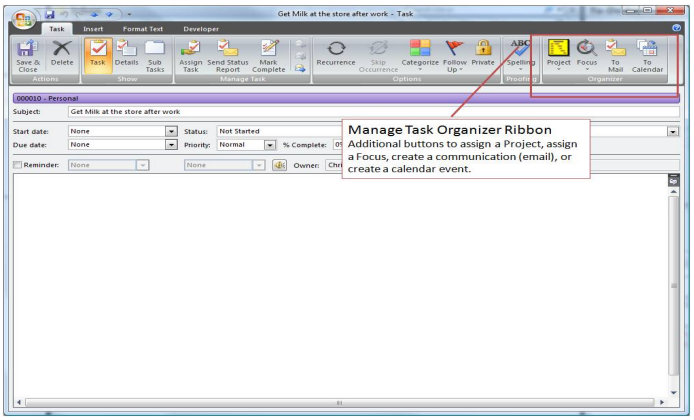
Composing an email - Ribbon Menu Buttons Added button for composing a new email to faciliate the creation of a task used to follow up on a delegated action.



[11]

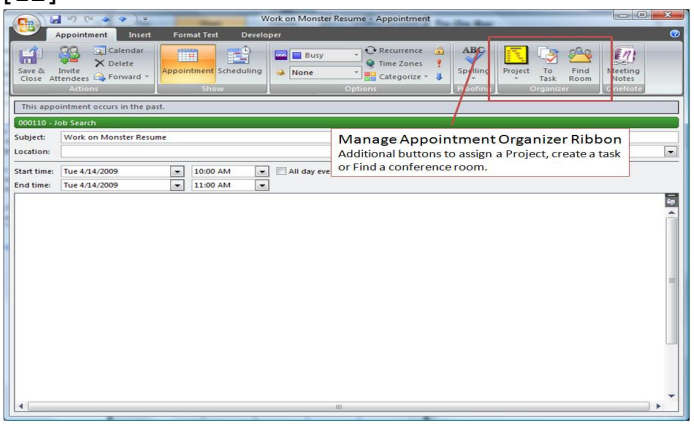
Managing a Task - Ribbon Menu Buttons Added buttons for assigning a Project or Focus, creating an email or calendar event for the associated task.

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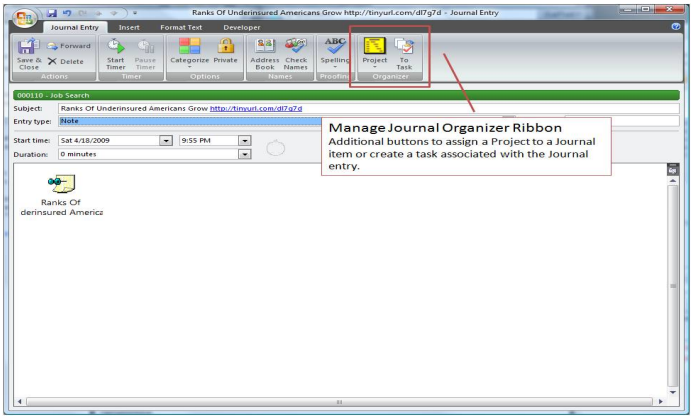
[12]

Calendar Item - Ribbon Menu Buttons
Added buttons for assigning a Project, creating an action/task, or finding an open conference room



[13]

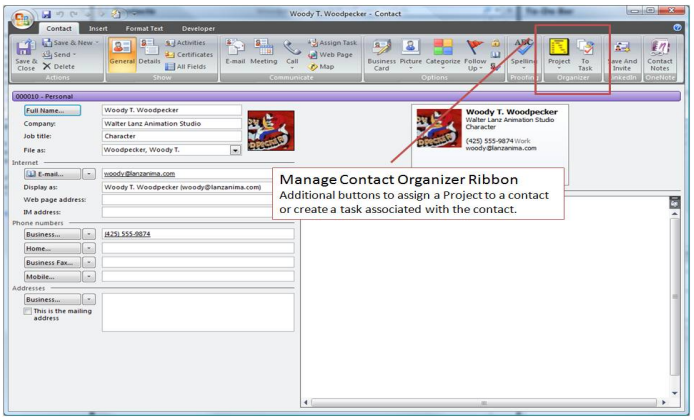
Journal Item - Ribbon Menu Buttons
Added buttons for assigning a Project or creating a task associated with a journal entry.



[14]

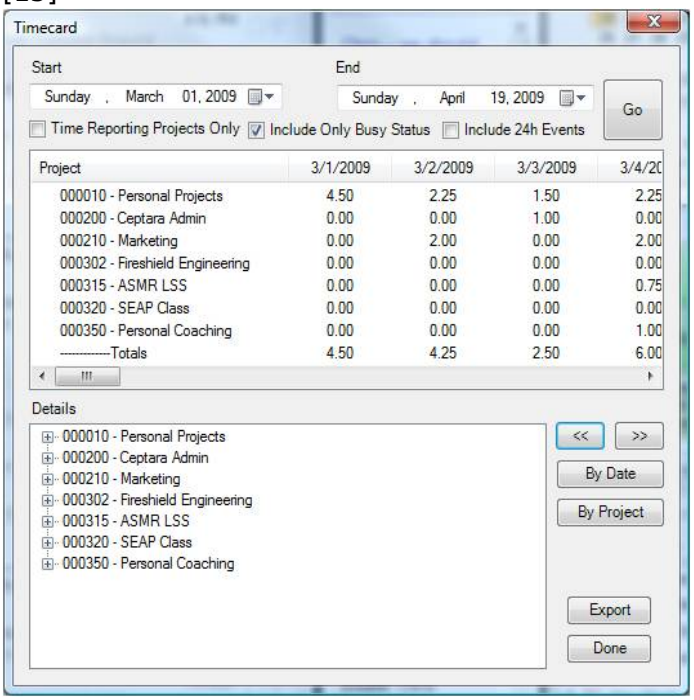
Contact Item - Ribbon Menu Buttons
Added buttons for assigning a contact to a Project or creating a task associated with a contact.

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[15]

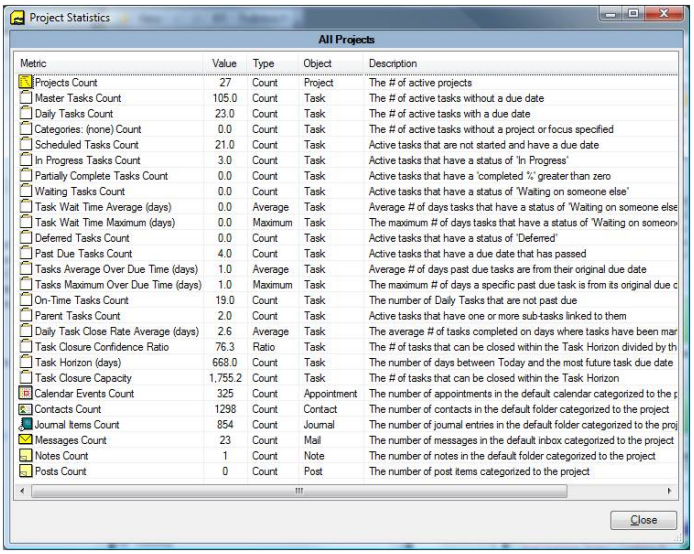
Timecard Timecard analysis function based on categorized/project assignments for appointments



[16]

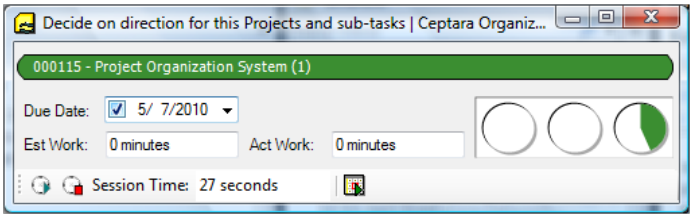
Project Statistics
Quickly view important statistics about a project or all projects

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[17]

Mini-Task
A small, non-obtrusive time tracking window as you work on tasks. Started via a right-click on a task item.



[18]

ToodleDo Integration
Tasks can be sync'd with the ToodleDo service. Updates in Outlook or via the ToodleDo website and/or supported tools will be updated for each connected client. For example, add a task via the supported iPhone application & it will show up in Outlook with the Project and Focus assigned.

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[19]

Source URL: http://www.ceptara.com/products/organizer/screenshots

Links:
[1] http://www.ceptara.com/products/organizer
[2] http://www.ceptara.com/products/organizer/download?channel=website&rdnid=96
[3] http://www.ceptara.com/products/organizer/documentation
[4] http://www.ceptara.com/products/organizer/releasehistory
[5] http://www.ceptara.com/products/organizer/purchase
[6] http://www.ceptara.com/sites/default/files/images/pe.JPG
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