



When Time Matters

OnTime Group Calendar

Agenda

- About Us
- Why OnTime?
- Architecture & Security
- Interfaces & Add-ons
- Live Demo

A person in a dark grey pinstripe suit is holding a large, white, three-dimensional question mark. The person's hand is visible at the bottom, holding the base of the question mark. The background is a solid blue color.

Who are We?

- OnTime® currently has more than 600,000 users worldwide
- Located in Denmark, Germany, Japan, and Ukraine
- IntraVision has partnerships with both HCL and Microsoft
- OnTime® is sold and supported both directly by IntraVision and business partners around the globe.
- Co-designing our solutions with our key stakeholders - our customers and partners in order to continuously improve OnTime

A man in a white shirt is seen from behind, looking at a chalkboard. The chalkboard is covered with chalk drawings of question marks and arrows, suggesting a state of confusion or a search for answers. A blue rounded rectangle is overlaid on the left side of the image, containing the text "Why OnTime?".

Why OnTime?



A Calendar that Drives Outcomes

OnTime Group Calendar transforms individual agendas into a synchronised force, aligning thousands of calendars into one harmonious vision.

Featuring online meetings, legend filters, polling, calendar sharing, and vacation planning tools, simplifying the coordination of both internal and external meetings.

Collaboration and diversity are key drivers in achieving successful business outcomes, and that's precisely what OnTime facilitates.

What is OnTime?

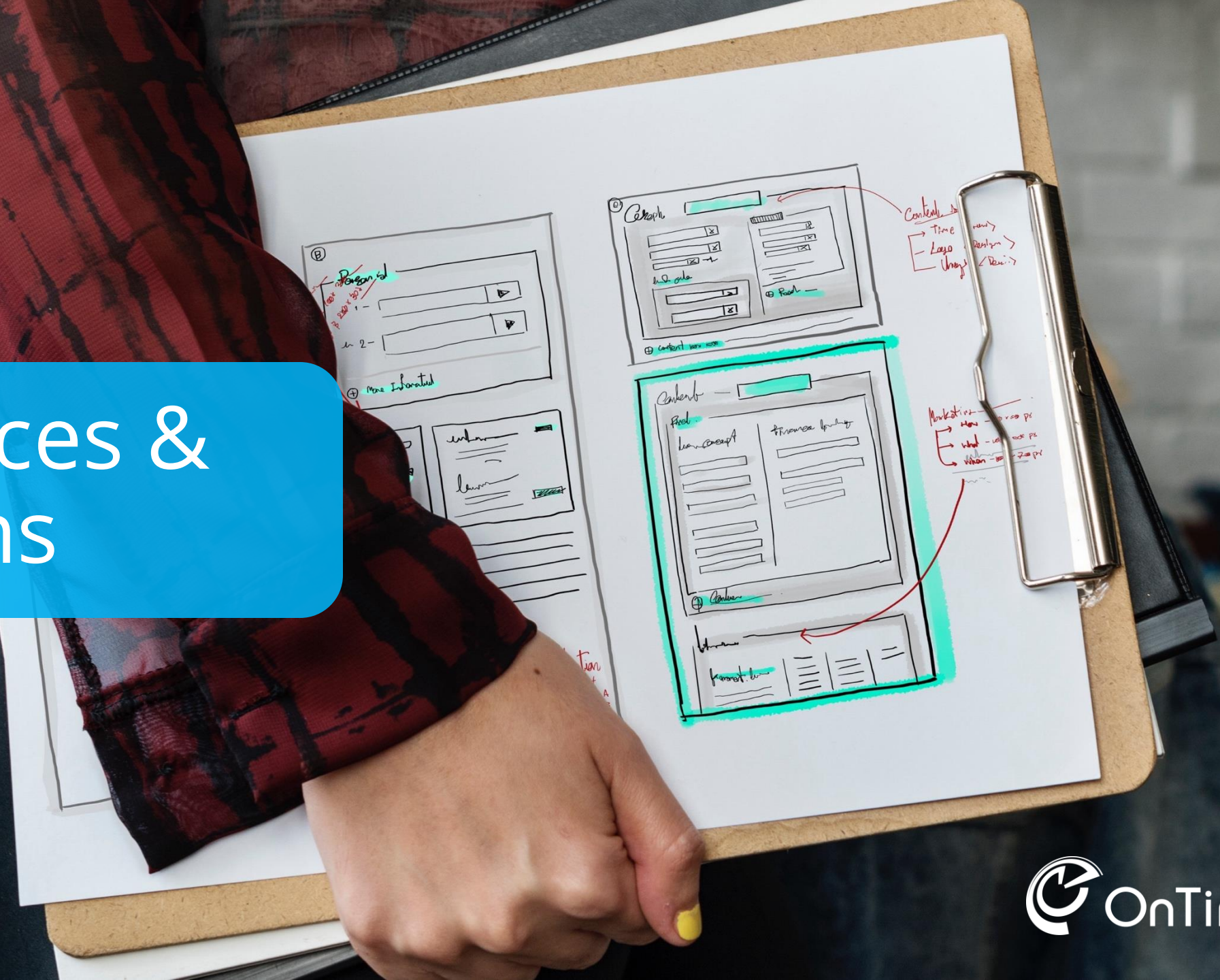


Notes & Verse “Best Friend”

- “We” focused contra “Me” focused
- Think BIG not Small - thousands of calendars in one
- Online meeting providers:
Zoom, MS Teams, Webex & Sametime
- Handle your “out of office” plans with ease
- Powerful tool to work On Behalf Of other people
(eg. personal assistants)
- Range of other add-ons – Mobility, Polling, Catering
Management, HCL Connections, Room Display,
Integrations (API)

OnTime
“Keywords”

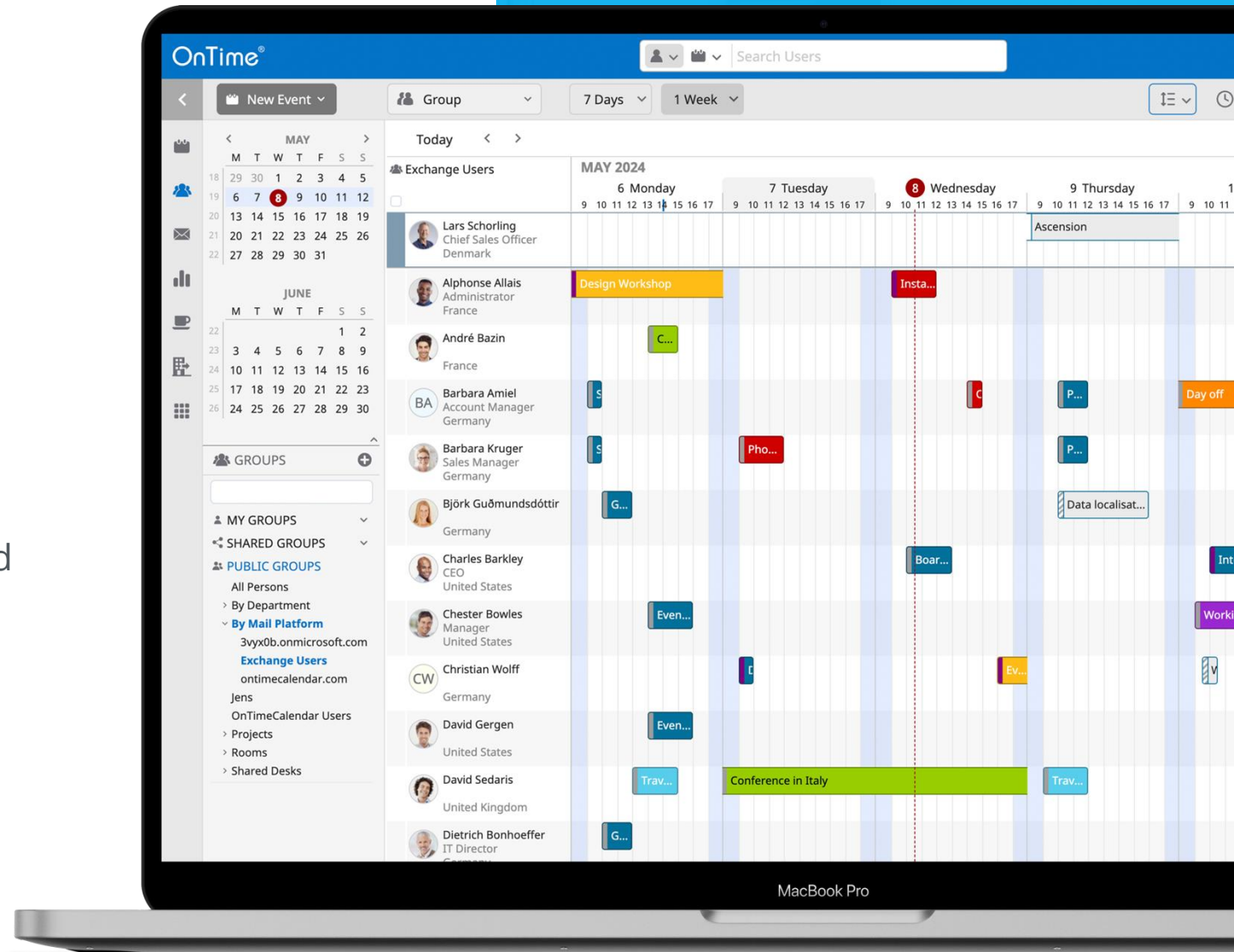
Interfaces & Add-ons



Group

Desktop Client

- Overview your entire organisations calendars, from one place
- View, Create, modify, search and filter calendar entries
- The central group viewer delivers a high speed, row-based display of multiple users' calendars
- Drag and drop actions
- Customisable via the sidebar, top navigation and action bar

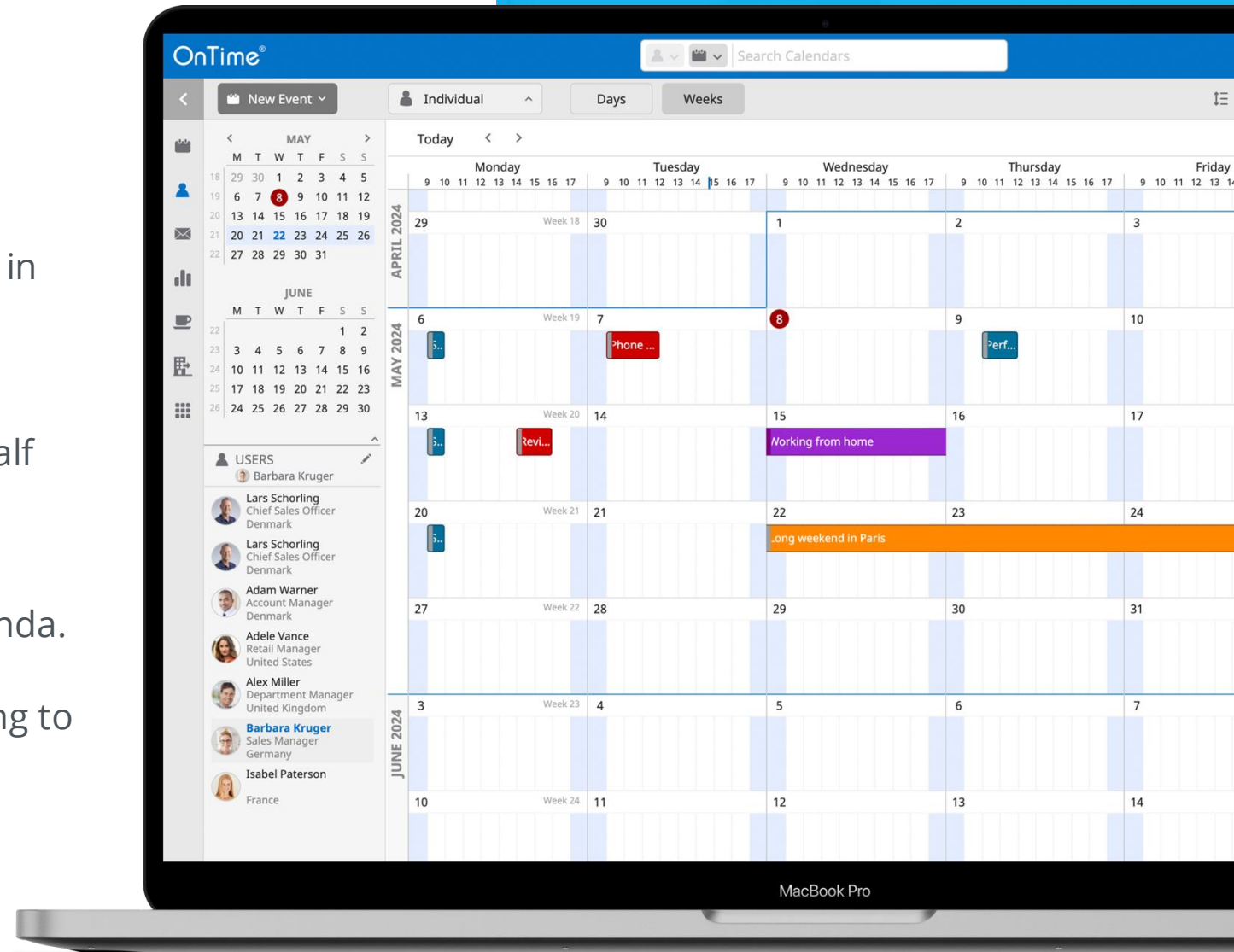


Individual

Desktop Client

- Deep dive into a selected person's calendar
- View a period of a day or even several months.
- Switch between calendars from the Users panel in 1-click
- Respond to another user's calendar invites.
- Allow to create polls and send these out on behalf of other users
- Add Catering to close the circle for the personal assistant to fully support his/her manager's agenda.

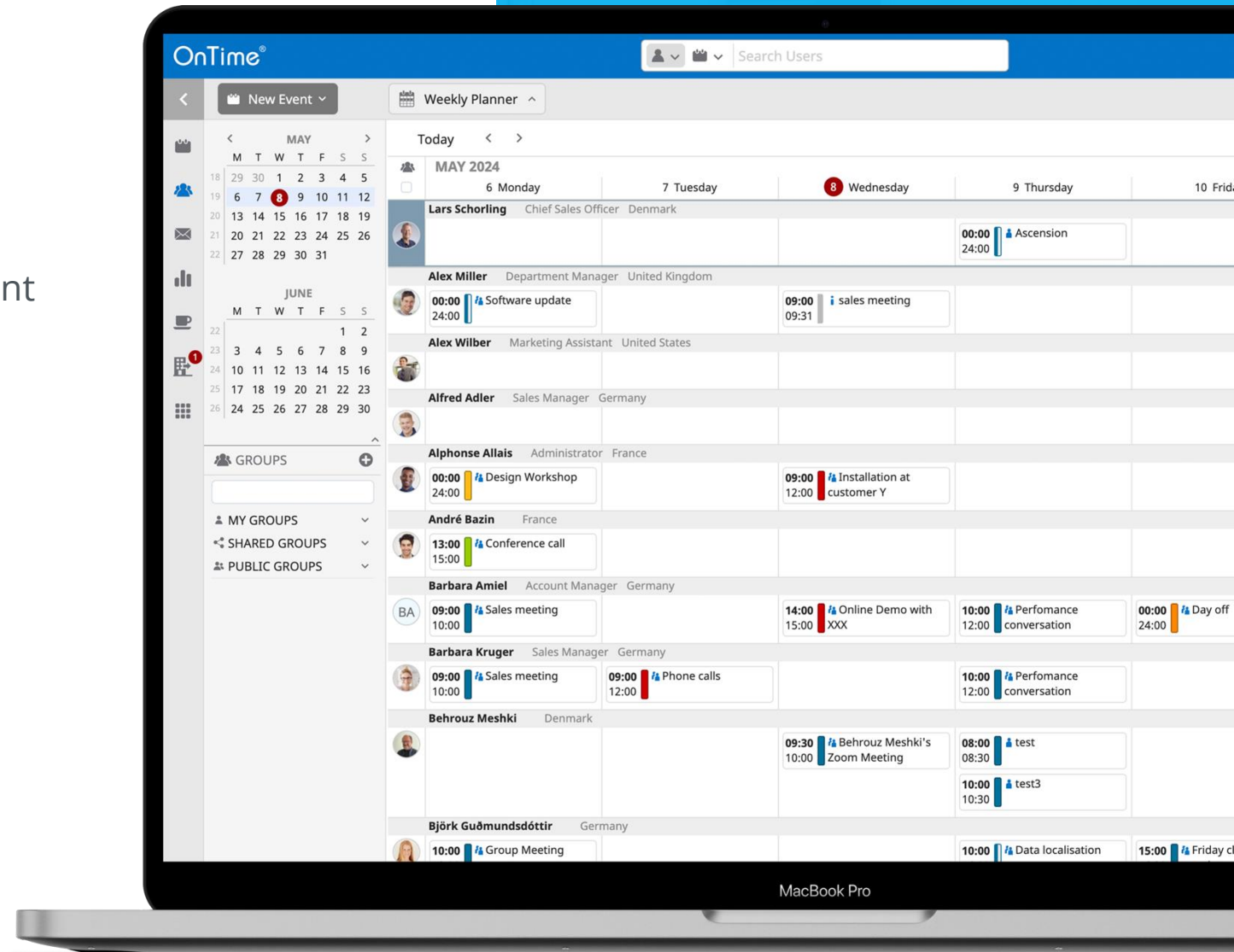
The perfect solution for the personal assistant trying to find time to meet for people with busy agendas.



Weekly Planner

Desktop Client

- Allows you to see your colleagues most important agenda detail from a new perspective
- Drag and drop entries to new times or people



Time Off

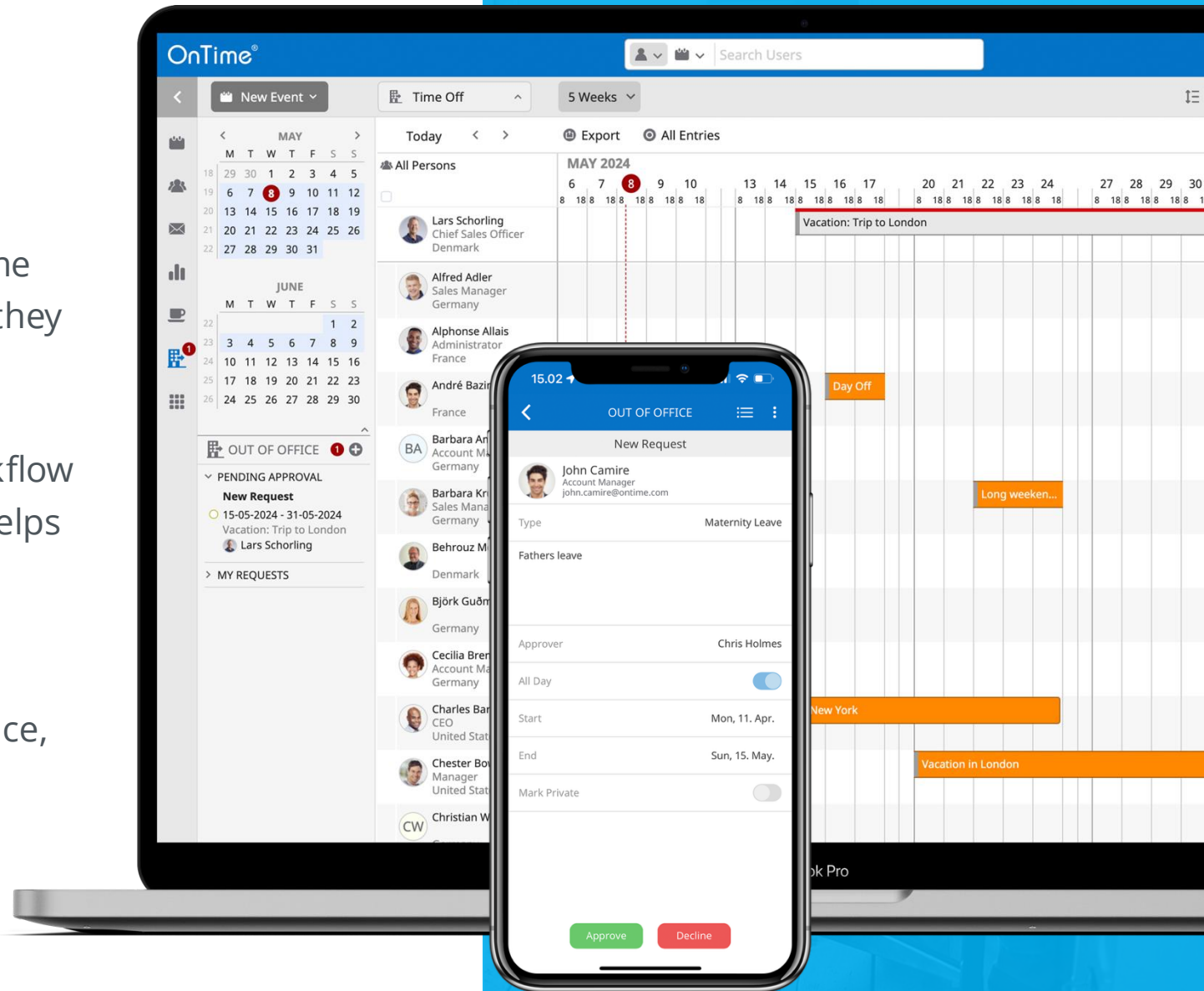
Desktop Client

Request/Approve/Book Your Vacation Plans and Other OoO Requests

With people working in Hybrid modes, it can become confusing to figure out who is where and whether they are available.

In short, the OnTime Out of Office feature is a workflow module with an integrated approval process that helps organisations keep track of the whereabouts of co-workers.

Whether working from home, attending a conference, or away on vacation OnTime help guide you.

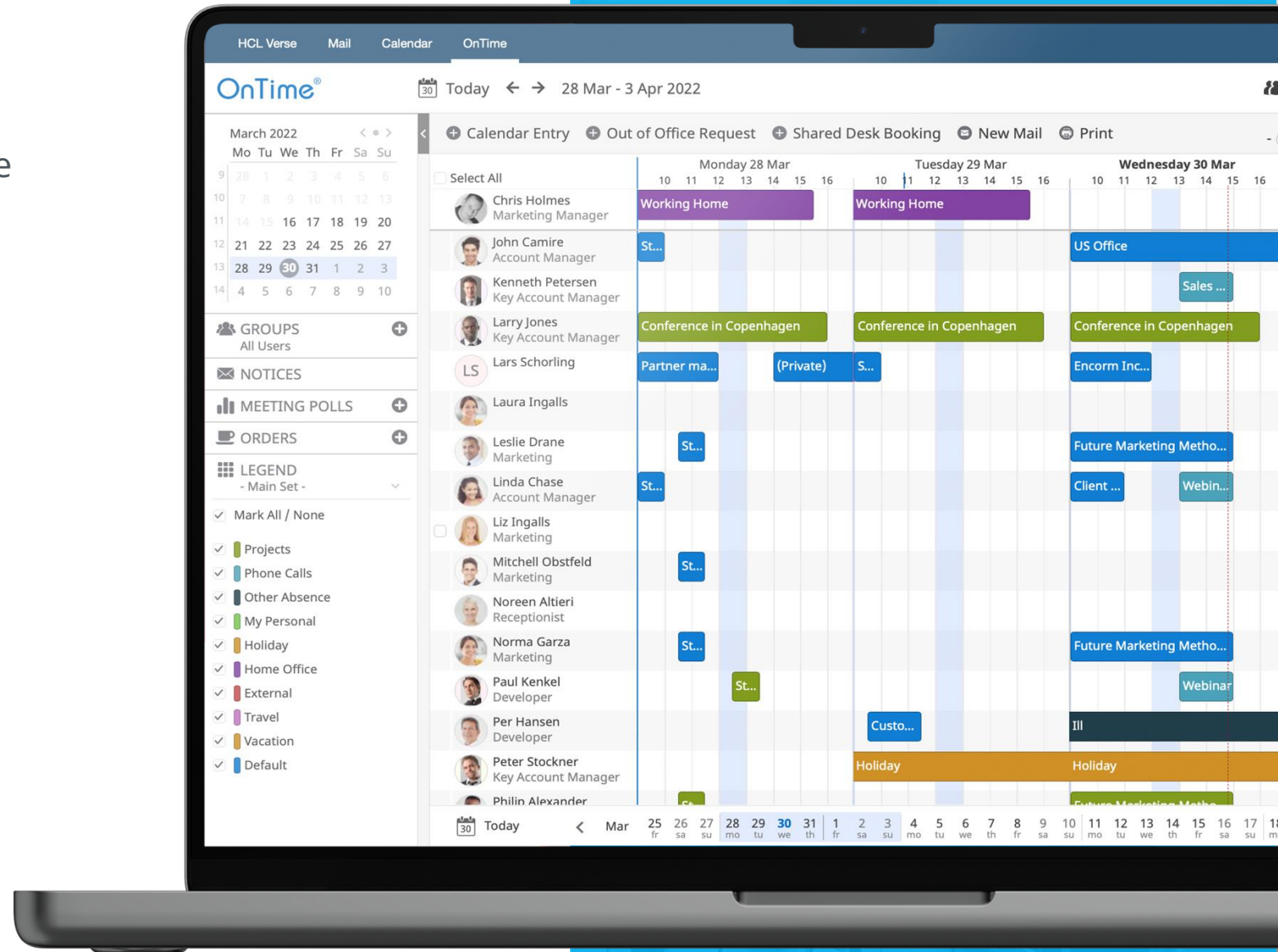


Embedded into Verse

Desktop Client

HCL Verse objectives are to help you prioritize information, people and tasks, anticipating what you need, and when you need it.

Therefore, we have made OnTime available from the Verse interface as well.



Desktop Client

The screenshot displays the OnTime Desktop Client interface. The main window has a top bar with icons for users, a calendar view set to '1 Week', and search/help settings. Below this is a 'Send | Conflicts' header. The main form includes fields for 'Meeting' (a dropdown), 'Calendar for' (a user selection), 'Subject' (text input), 'Start' and 'End' times (date and time pickers), 'Repeat' (a button), 'Required' (a list of users), 'Optional' (a text input), 'FYI' (a text input), 'Rooms' (a text input), 'Resources' (a text input), 'Location' (a text input), 'Online Meeting' (a text input with an 'Add' button), 'Category' (a text input), and 'Customer ID' (a text input). A modal dialog box titled 'OK' is open, showing options for 'Online Meetings' (Microsoft Teams meeting, Zoom meeting, Webex meeting, Sametime personal room, Zoom personal room) and 'Settings' (Meeting ID, Security, Video, Audio, Other).

Send | Conflicts

Meeting

Calendar for

Subject

Start

End

Repeat

Required

Optional

FYI

Rooms

Resources

Location

Online Meeting

Category

Customer ID

OK

Online Meetings

- ☐ Microsoft Teams meeting
- ☒ Zoom meeting
- ☐ Webex meeting
- ☐ Sametime personal room
<https://my.sametime.ls>
- ☐ Zoom personal room
<https://my.zoom.ls>

Settings

Meeting ID

- ☒ Generated Automatically
- ☐ Personal Meeting ID

Security

- ☒ Password
- ☐ Waiting Room

Video

Host ☒ On ☐ Off Participants ☒ On ☐ Off

Audio

Mute participants upon entry ☐ On ☒ Off

Other

Alternative Hosts

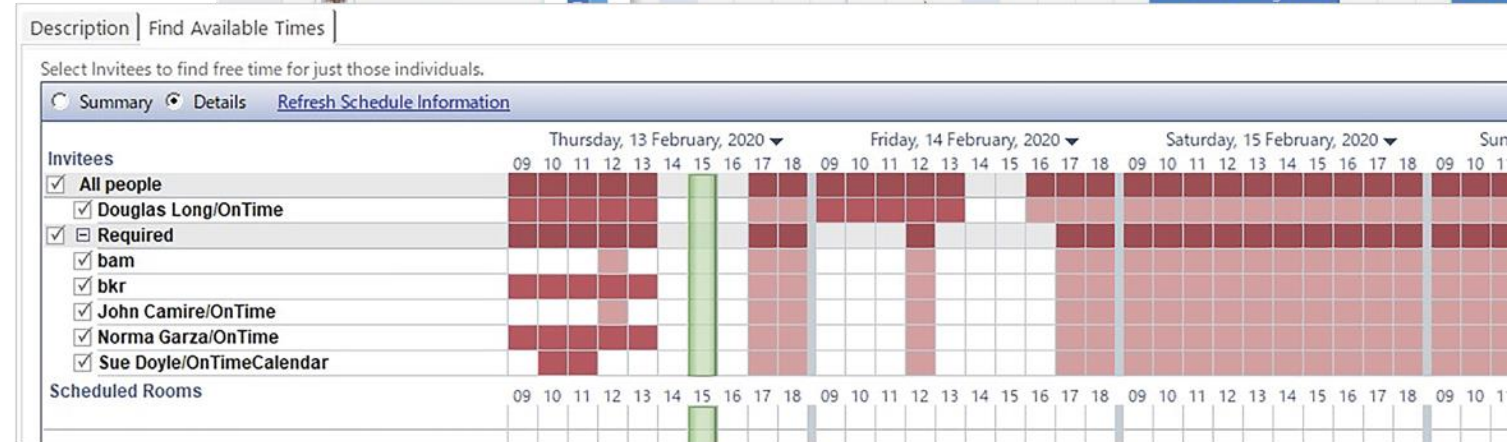
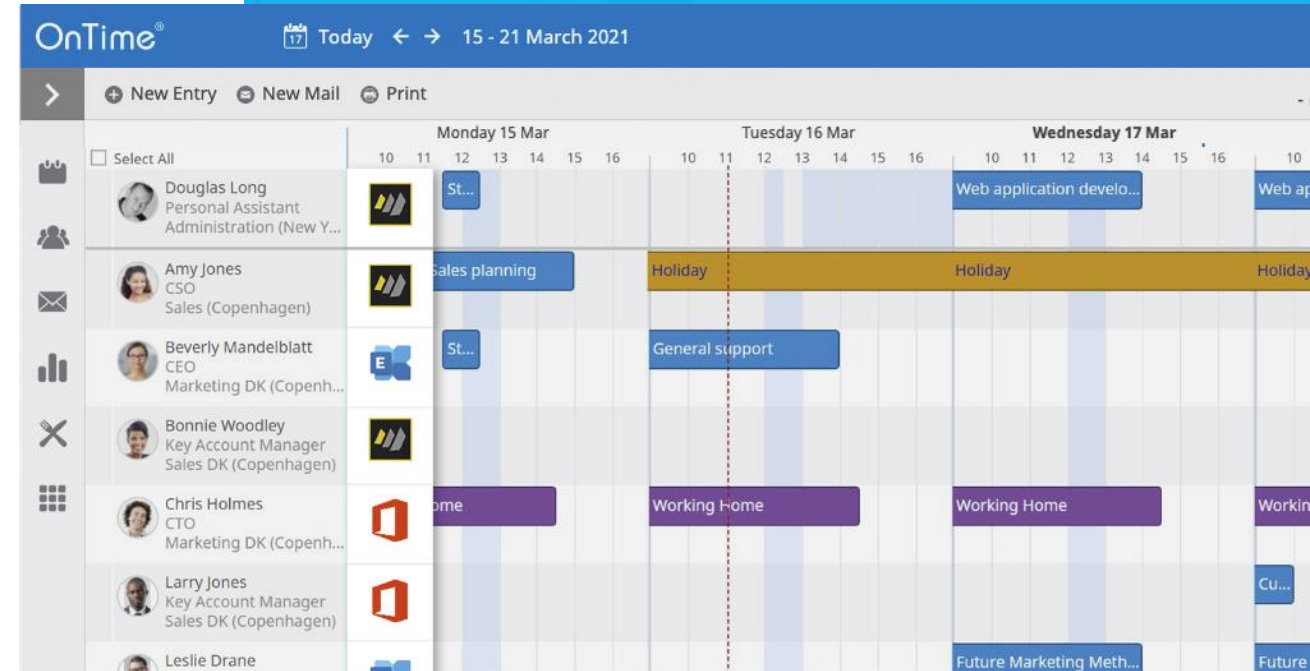
Support Your Online Meetings

Let OnTime help you in creating, maintaining, starting, and joining your favourite online meeting software.



Mixing Domino and Exchange Users

- Free Time search
- Show availability and schedule meetings in the OnTime Desktop
- Invite rooms
- Work "On Behalf Of" – The perfect tool for PA's and service centre personnel



Supporting:



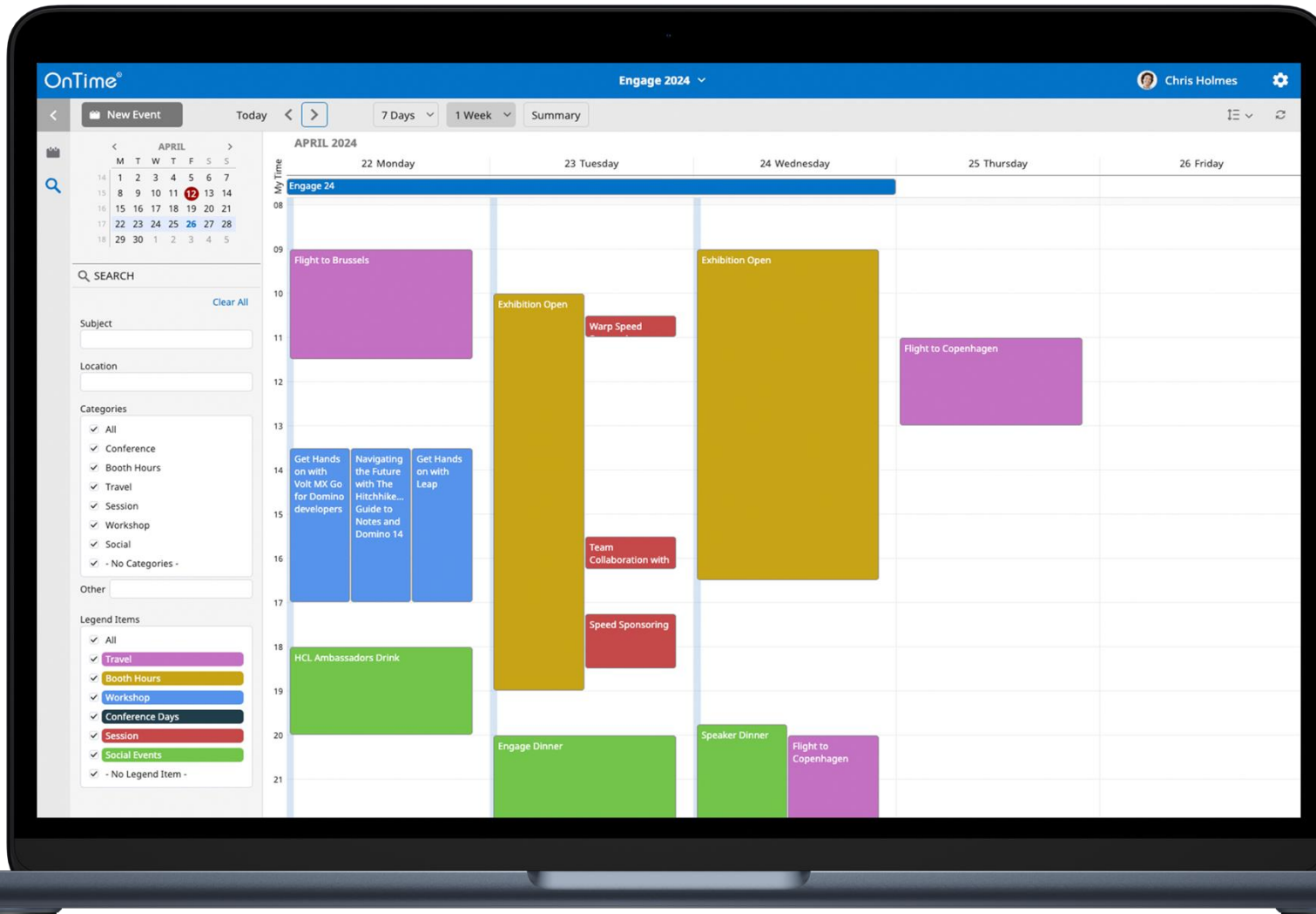
Event Planning Made Easy

Create Events before assigning members for it

Broadcast:
Synchronised with users calendars and broadcast.

Invitees:
Ad hoc members for an event. Invitees as regular participants.

Self Sign-up:
Members can sign up for an event



Branding

Customise your OnTime

your logo
HERE

Chris Holmes

Website

(UTC+01:00) Brussels, Copenhagen, Madrid, Paris

September

Mon

Tue

Wed

Thu

Fri

Sat

Sun

35

28

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18

Wed 06/09/2023 11:00 - 12:00

< Back

My Details >

Share My Time

your logo
HERE

Calendar Entry

Shared Desk Booking

New Mail

Print

Today

AUGUST 2023

Mo Tu We Th Fr Sa Su

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

SEPTEMBER 2023

Mo Tu We Th Fr Sa Su

30 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 1

GROUPS

All Users

MY GROUPS

All Users

Department by Location

My new project team

Project Website

Shared Desks

SHARED GROUPS

PUBLIC GROUPS

Select All

Chris Holmes

Marketing Manager

Marketing DK

Amanda Howard

Marketing Assistant

Marketing DK

Amanda Jones

Receptionist

Consultants

Beverly Mandelblatt

Developer

IT US

Bonnie Woodley

Key Account Manager

Sales DK

Douglas Long

Developer

IT US

Edward Winkle

Marketing

Marketing DK

Gary Morris

External Consultant

Consultants

Glenda Rhodes

External Consultant

Consultants

Hans Jensen

Developer

IT DK

Harold Spitz

External Consultant

Consultants

Ian Flemming

Marketing Director

Marketing US

Jack Ryan

Key Account Manager

Sales US

James Bond

External Consultant

Consultants

28

Monday

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Tuesday

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Wednesday

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Vacation: Milan

Working Home

Working Home

St...

General support

St...

Web application d

Installation and Maintenance at "Dextrol ...

Installation and Maintenance at "Dextrol ...

Installation and Maintenance at "Dextrol ...

Web Development

Web Development

St...

Future Marketing

Vacation - France

Vacation - France

Vacation - France

St...

Desktop Client

your logo
HERE

Sales Meeting

By: Chris Holmes

Our annual Sales meeting to discuss our sales strategy moving forward

Duration: 1 hour 0 minutes

Location: Brussels, Copenhagen, Ma...

Time zone: Brussels, Copenhagen, Ma...

Vote before: Sun 03/09/2023 10:00

Meeting slot suggestions: Please select the boxes that best represent your availability.

Converted into selected time

Tue 12/09/2023 16:00 - 17:00

Fri 15/09/2023 09:00 - 10:00

Thu 28/09/2023 11:00 - 12:00

Fri 29/09/2023 11:00 - 12:00

Tue 03/10/2023 11:00 - 12:00

John

Chris Holmes

Amanda Howard

Edward Winkle

Glenda Rhodes

Hans Jensen

Jack Ryan

Available

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Submit

No Date Suits

Pollarity



What is OnTime Freemium?

The freemium version is a completely free version of the OnTime Group Calendar for HCL Domino CCB licensed organisations, however with limited features compared to the premium product and add-ons

OnTime
Freemium

OnTime Freemium

	Level 1	Level 2
Free of charge	✓	✓
Total of users, rooms, and resources included in OnTime	25	50
OnTime desktop client with limited features	✓	✓
Share My Time add-on (limited features)		✓
Event Hub (limited features)		✓
Mobile Add on		✓
2 hours of complimentary support from OnTime/partners included	✓	✓
License key required (www.ontimesuite.com)		✓
Included in the Domino 14.x download (Domino CCB entitlement required)	✓	✓
Terms and conditions applies for each level	✓	✓

Add-ons



Mobile

A simple user interface which provides the user with a clear overview of tasks and availability of their teams and even the entire enterprise



Find Time (Pollarity)

Significantly reduces the time used to decide upon a common time slot for a meeting by polling the intended participants or sharing your calendar.



Room Display

Optimise your utilisation of your rooms. Visualise and book in no time..



Catering Manager

the organisation's one-stop shop for managing catering within the organisation, in a simple and timesaving way for everyone involved.



HCL Connections

Knowing What We as an Organisation Can Do and When to Do It



Business API

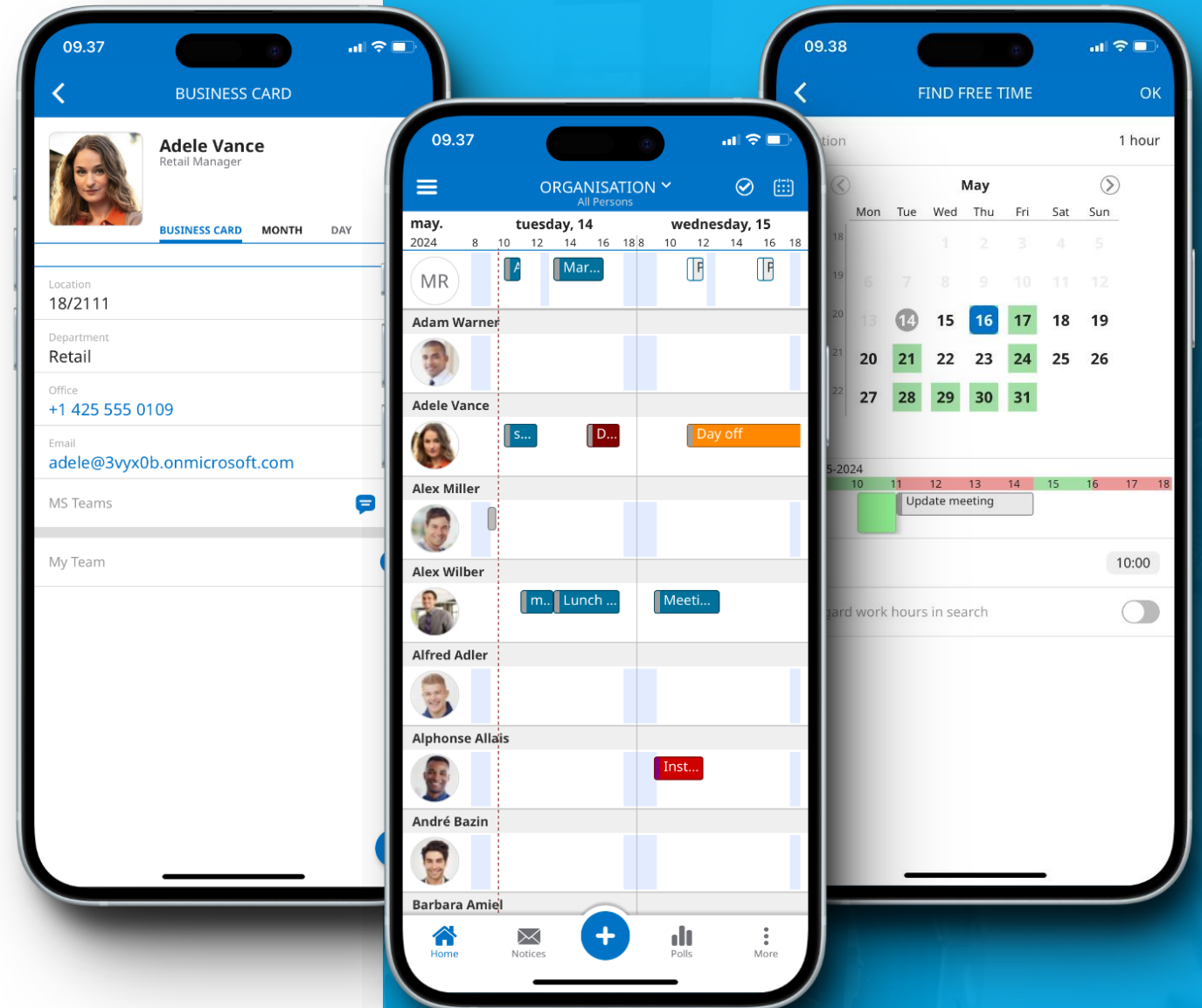
Integrating your Calendar Data with your Business Solutions

Corporate Calendar goes Mobile

OnTime Mobile

Allows you to:

- Find available time for a meeting
- Create and send out invitations
- Create new appointments for co-workers
- Find and book available rooms or shared desks
- Call, e-mail or send a text message based on information in your co-worker's business card
- and much more...



Streamline Scheduling by Polling

Find Time

Significantly reduce the time used to decide upon a common time slot for a meeting by polling the intended participants. Poll both internally or poll mixed groups which include external participants.

Increase your probability of success for each proposed time slot by enriching the poll with the current calendar information for internal OnTime users.



The "Find Time" app interface on a smartphone. At the top, a red button labeled "Find Time" is visible. Below it, the screen shows a calendar for the month of May. A red dotted line connects the "Find Time" button to the "Find Time" app. The calendar displays various time slots, with some highlighted in green and others in red. At the bottom, there are buttons for "Update meeting" and "Add".

The "Cast Vote" app interface on a smartphone. At the top, a red button labeled "Cast Vote" is visible. Below it, the screen shows a poll titled "Sales meeting" with the instruction "Please select the time that fist you best". The poll includes fields for "location", "Participants" (5 participants), "Time zone" (Brussels, Copenhagen, Madrid, Paris), and "Time Slots" (5 time slots). At the bottom, there are buttons for "Vote Before" (Sun, 19. may. 10:00), "Email Language" (English), and "Access Code".

The "Decide & Invite" app interface on a desktop. At the top, a red button labeled "Decide & Invite" is visible. Below it, the screen shows a poll titled "Sales meeting" with the instruction "Please select the time that fist you best". The poll includes fields for "Subject", "Description", "Local time", and "Participants". At the bottom, there are buttons for "Invite" and "Copy to New".

Local time	Thu 16-05-2024 09:45 - 10:45	Thu 16-05-2024 14:45 - 15:45	Tue 14-05-2024 14:00 - 15:00
Mira Rune mpr@ontimecalendar.com	✓	✓	
Adele Vance adele@3vyx0b.onmicrosoft.com	✗	✓	
Alex Wilber alex@3vyx0b.onmicrosoft.com			
Diego Siciliani diego@3vyx0b.onmicrosoft.com			
Grady Archie grady@3vyx0b.onmicrosoft.com			
Henrietta Mueller henrietta@3vyx0b.onmicrosoft.c...			
Available	Invite 1	Invite 2	

Effortless Scheduling with Calendar Sharing

Tired of wasting hours coordinating conflicting meetings and dealing with endless back-and-forth messages?

With Share My Time, You Can give external parties access to your calendar, Allowing Them to seamlessly view and book Meetings without revealing your actual schedule, but only your availability.

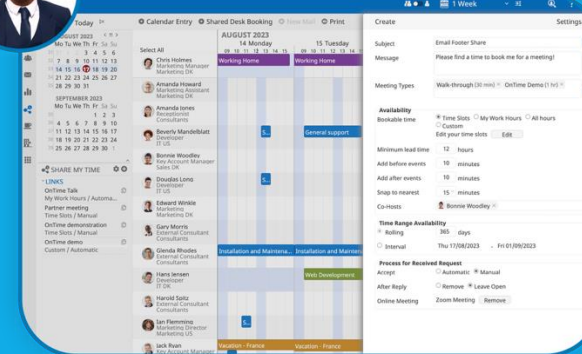
It is available for all registered OnTime users, but with different features depending on your OnTime commitment.



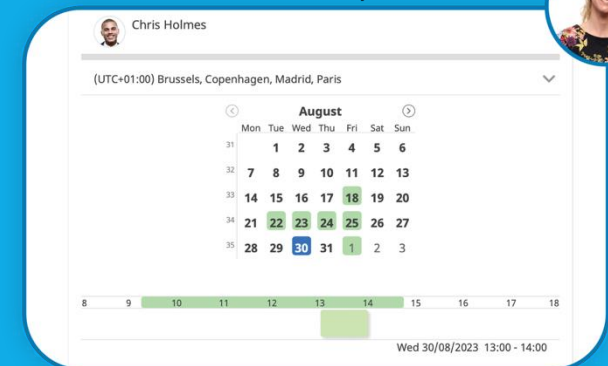
Find Time



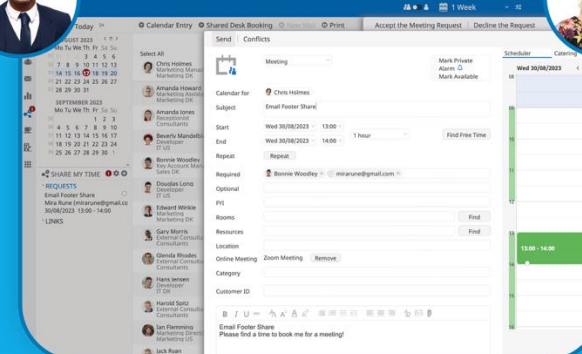
"Let's setup a meeting"



"Sure - I'll pick a time"



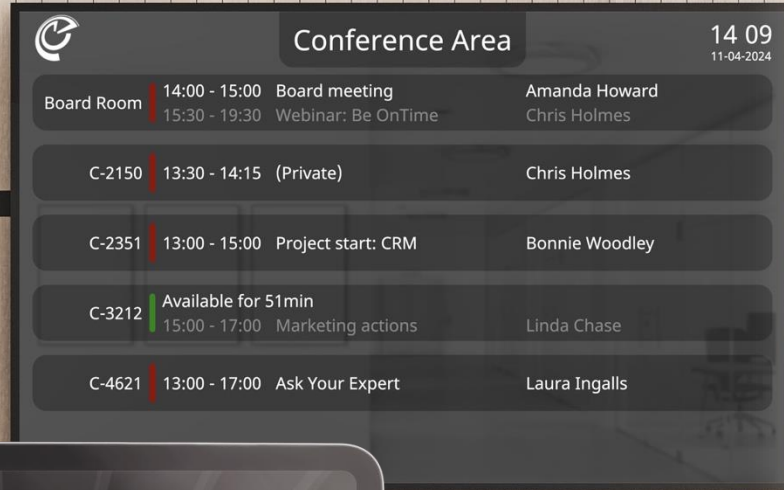
Meeting confirmed ✓



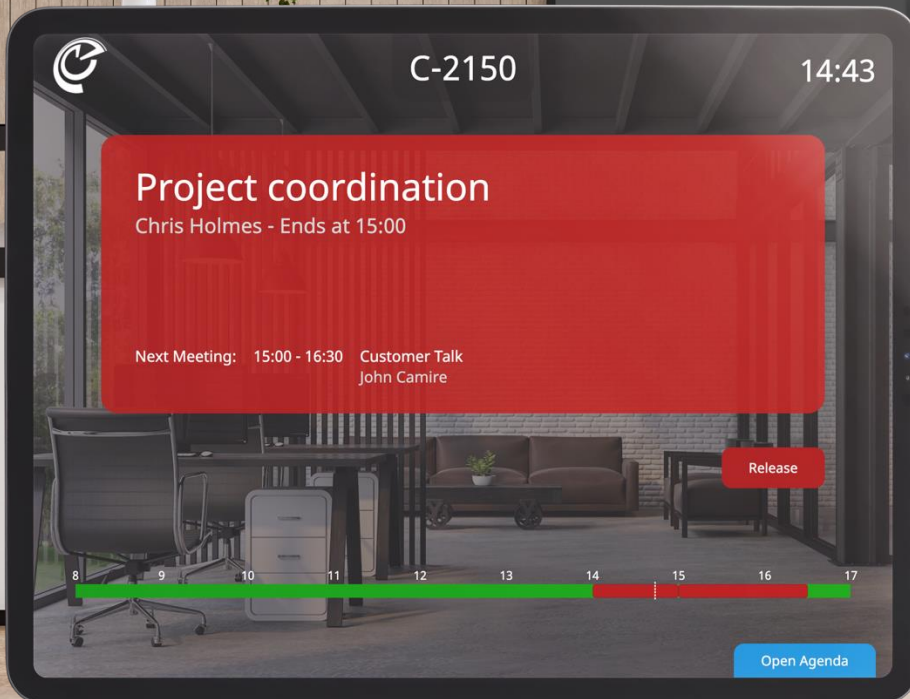
Increase Utilisation Rates of Your Rooms!

Room Display offers a convenient solution to seamlessly manage meeting rooms and conference areas.

With Room Display, you can effortlessly cross-check, book, and monitor the availability of meeting spaces, whether you're using your OnTime client or directly interacting with the display itself.



Conference Area				14 09 11-04-2024
Board Room	14:00 - 15:00	Board meeting	Amanda Howard	
	15:30 - 19:30	Webinar: Be OnTime	Chris Holmes	
C-2150	13:30 - 14:15	(Private)	Chris Holmes	
C-2351	13:00 - 15:00	Project start: CRM	Bonnie Woodley	
C-3212	Available for 51min 15:00 - 17:00	Marketing actions	Linda Chase	
C-4621	13:00 - 17:00	Ask Your Expert	Laura Ingalls	



C-2150 14:43

Project coordination
Chris Holmes - Ends at 15:00

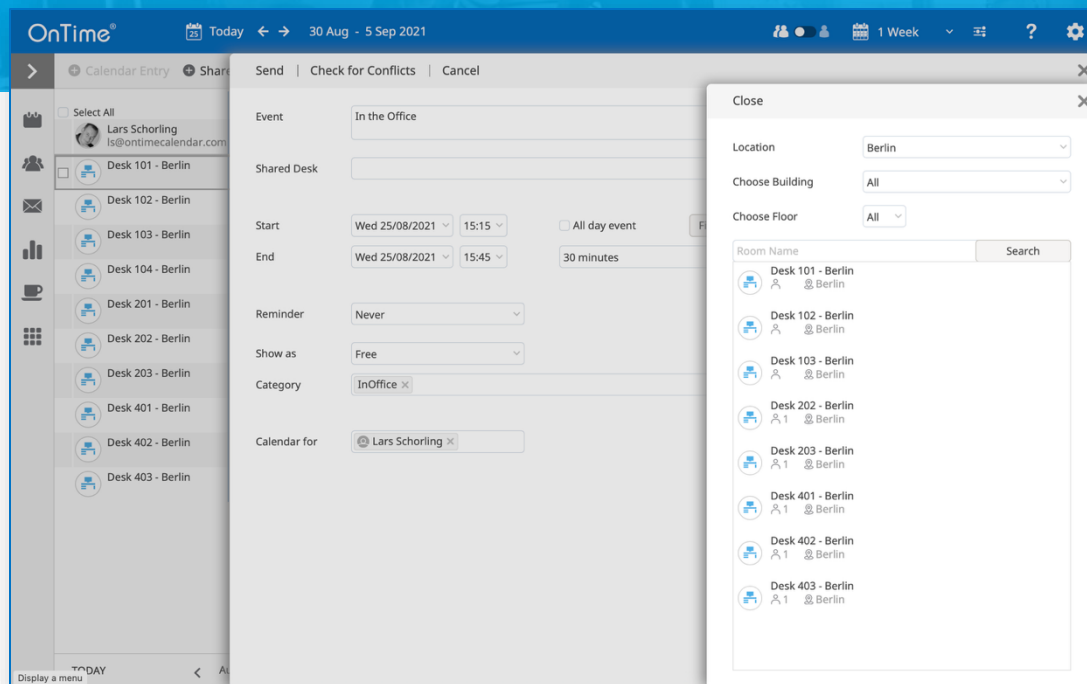
Next Meeting: 15:00 - 16:30 Customer Talk
John Camire

Release

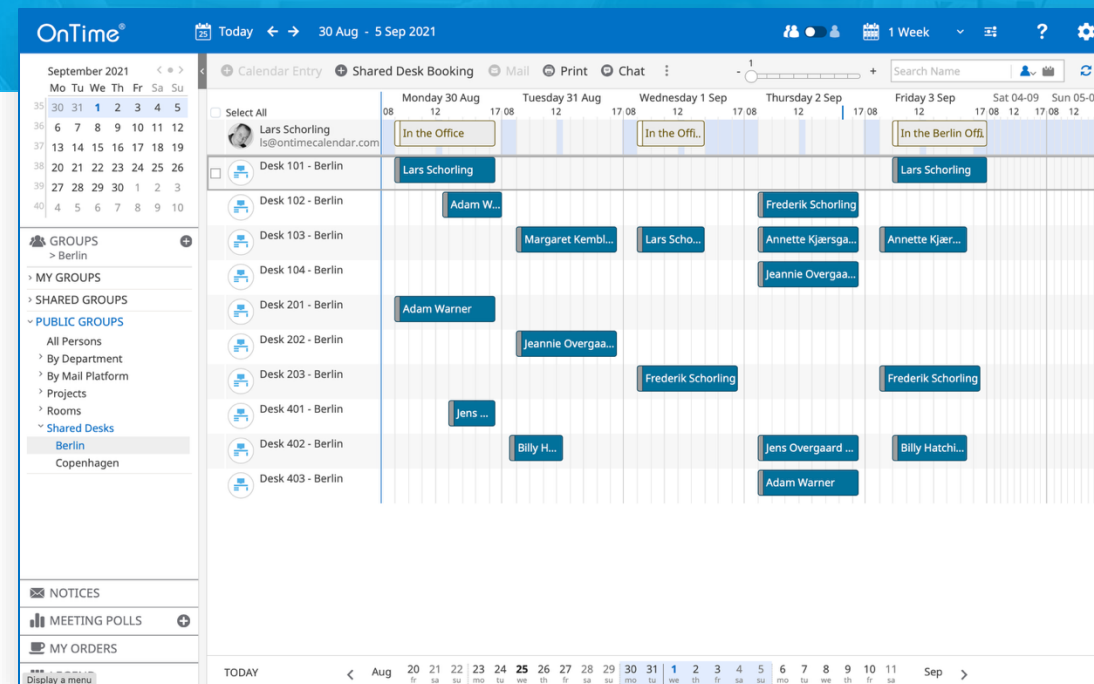
Open Agenda

Hybrid Workplace Challenges

- How can we avoid overcrowding in the office?
- How can we implement a hybrid working concept without giving ourselves too much manual work?



Find and Book Desks



View Workspace Availability



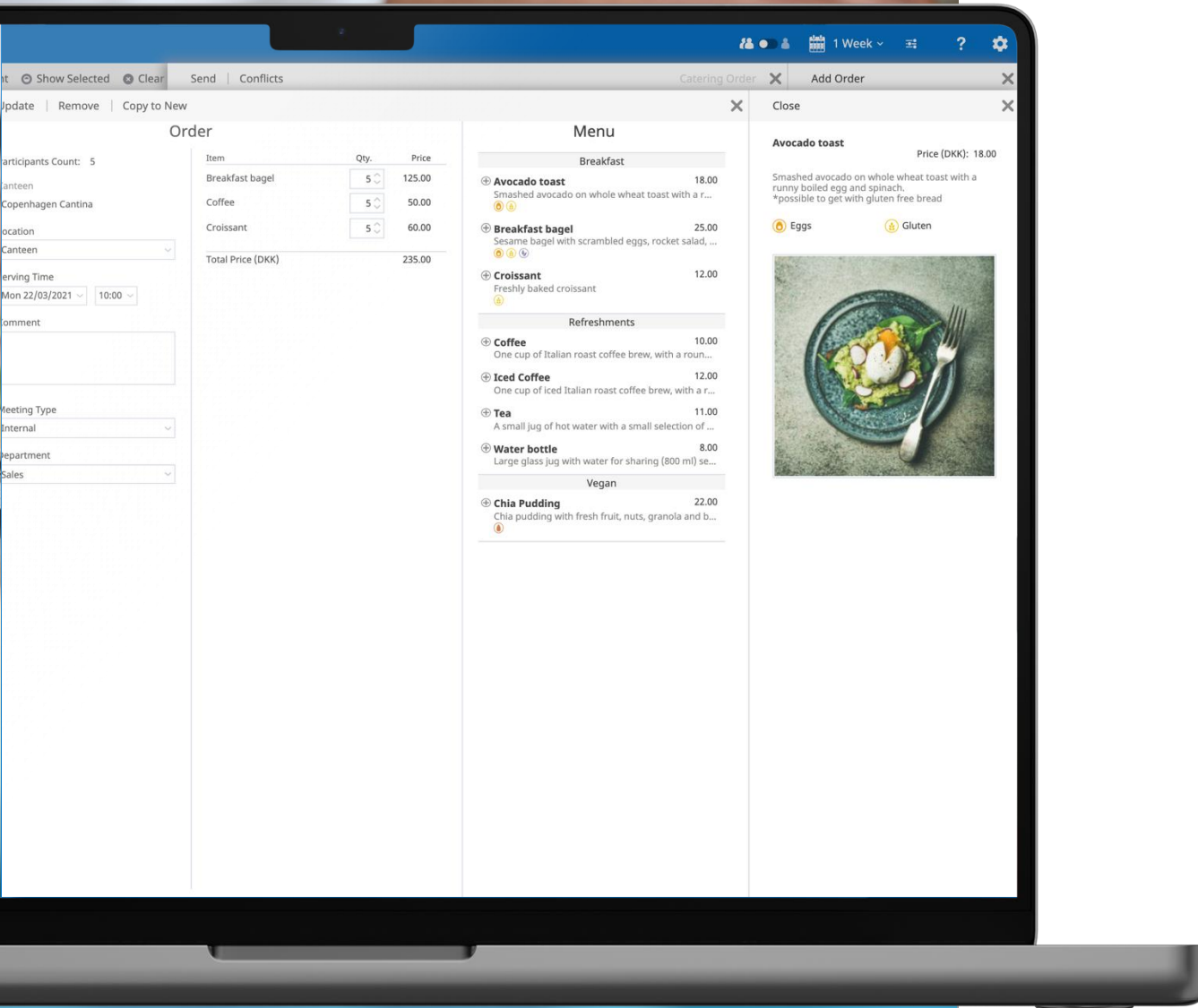
Streamline Your Catering Process



Organisation's one-stop shop for managing catering within the organisation, in a simple and timesaving way for everyone involved..

Business User

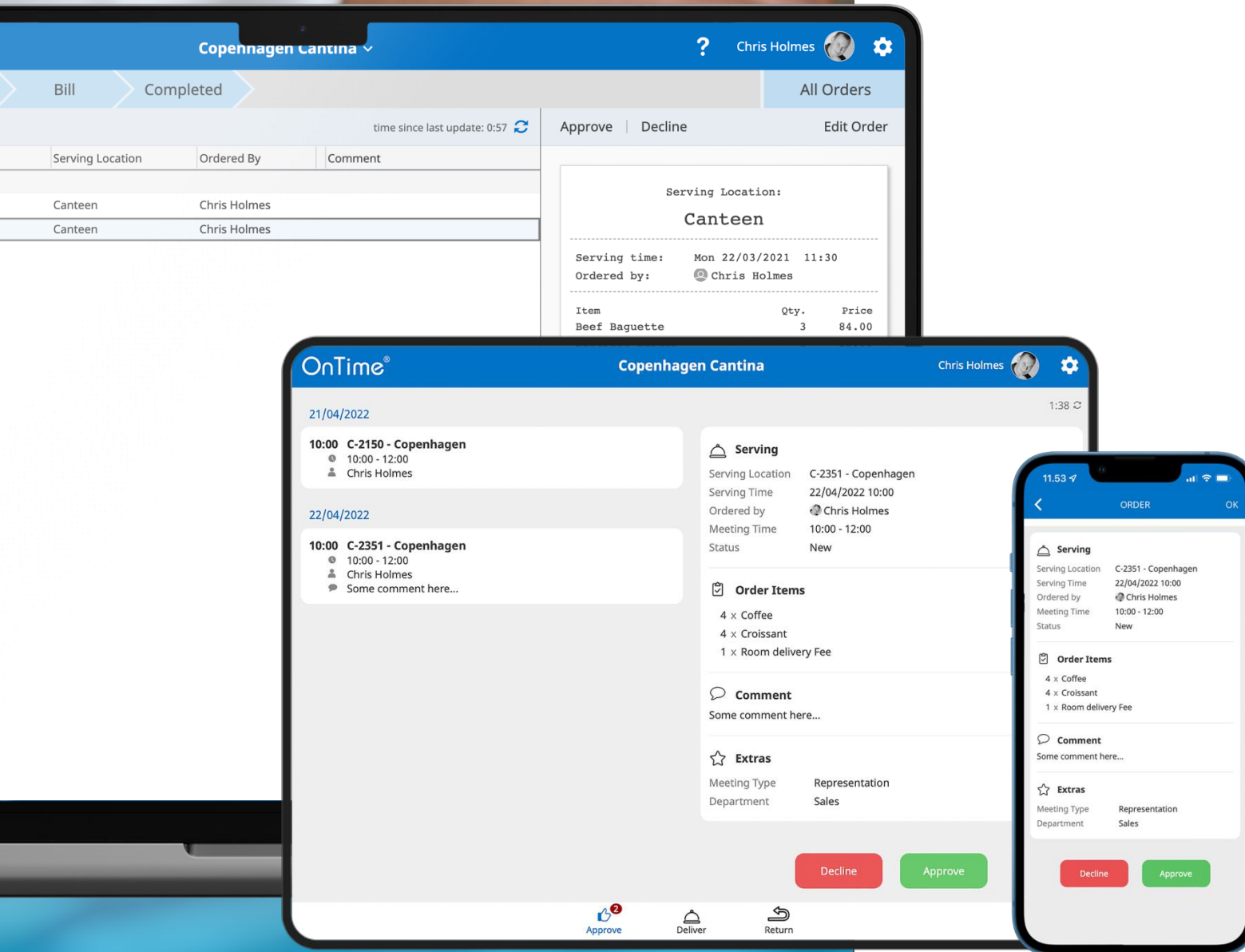
Selected Benefits



- Catering can be ordered in the same process as the meeting invitation in OnTime.
- Only items that are available at the scheduled time of the meeting are offered to the user.
- Change of schedule for a meeting automatically initiates the required changes to the catering order.

Catering Manager and Staff

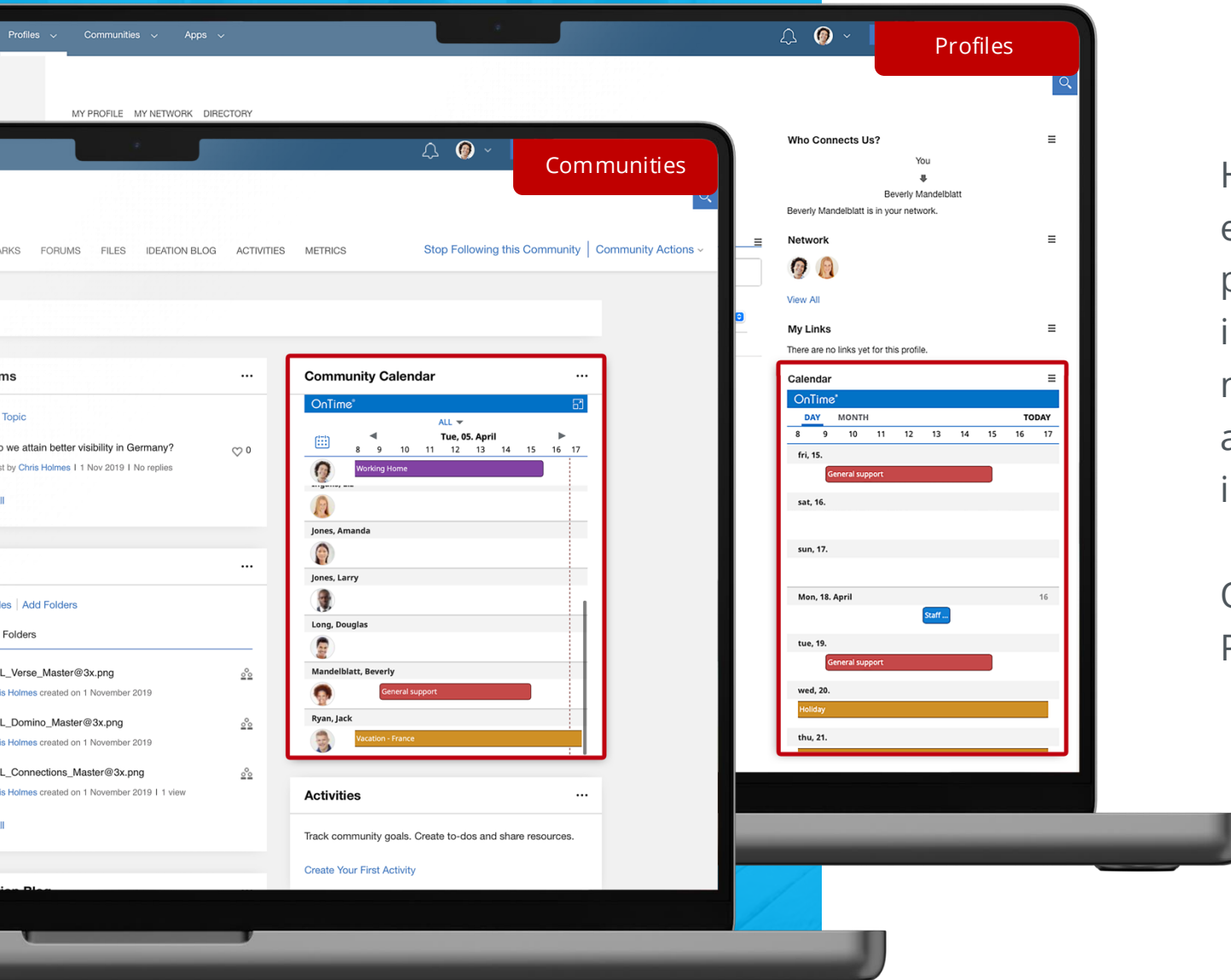
Selected Benefits



- Tracking, accepting, delivering and invoicing of orders.
- Rosters ensures that the correct order is delivered at the right time.
- Changes between ordered and actual consumption can easily be adjusted.
- Completed orders can be exported to an ERP system.
- Working with both your desktop, tablet, and mobile devices

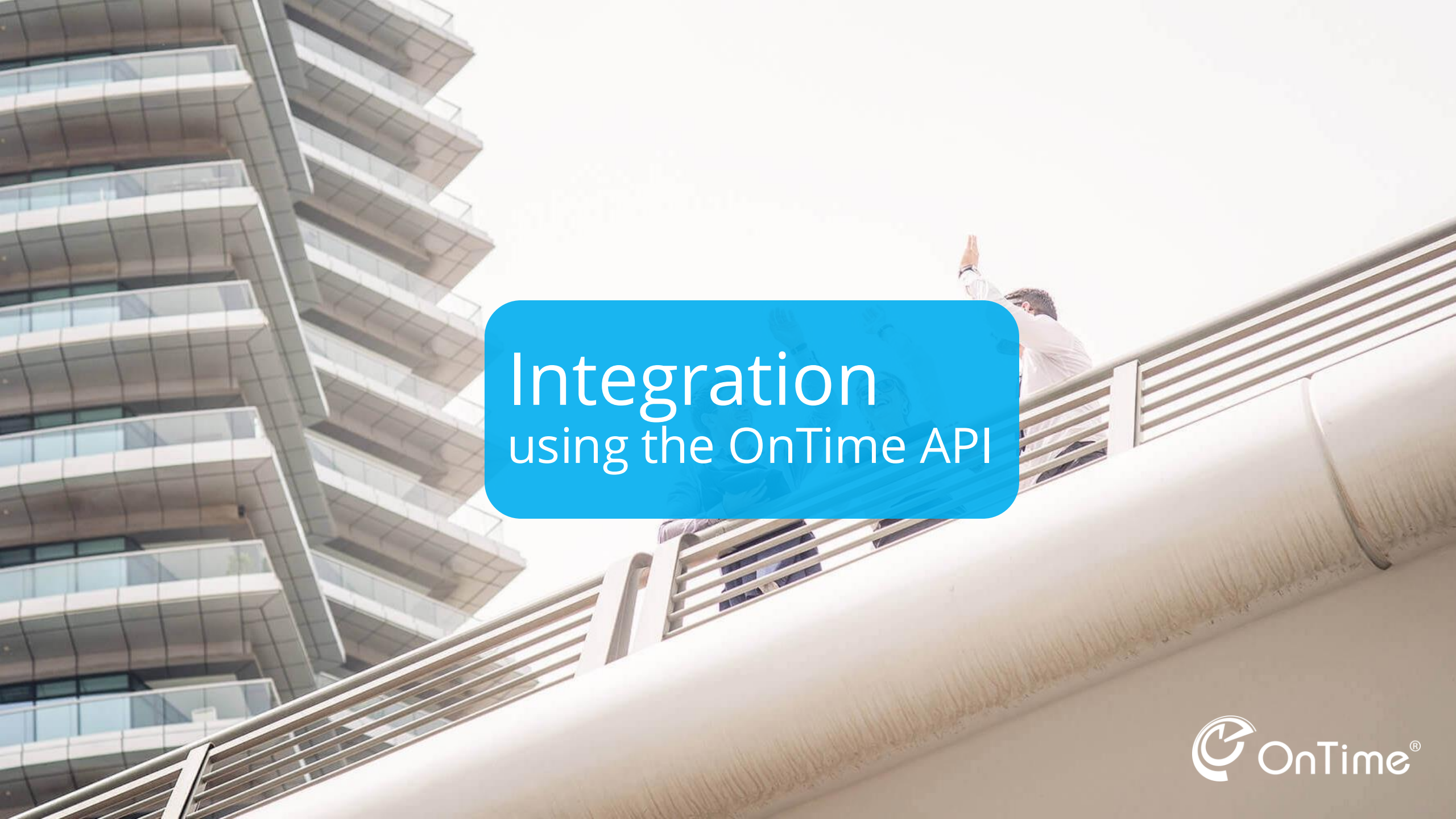
OnTime in Connections

Becoming a True Social Group Calendar



HCL Connections allow for a group calendar experience that was never possible before. The profiling of individuals and their relationships, including who the user is following, and which networks they belong to provides users with the ability to search and filter the scheduling information in entirely new ways.

OnTime integrates into both HCL Connections Profiles and Communities.

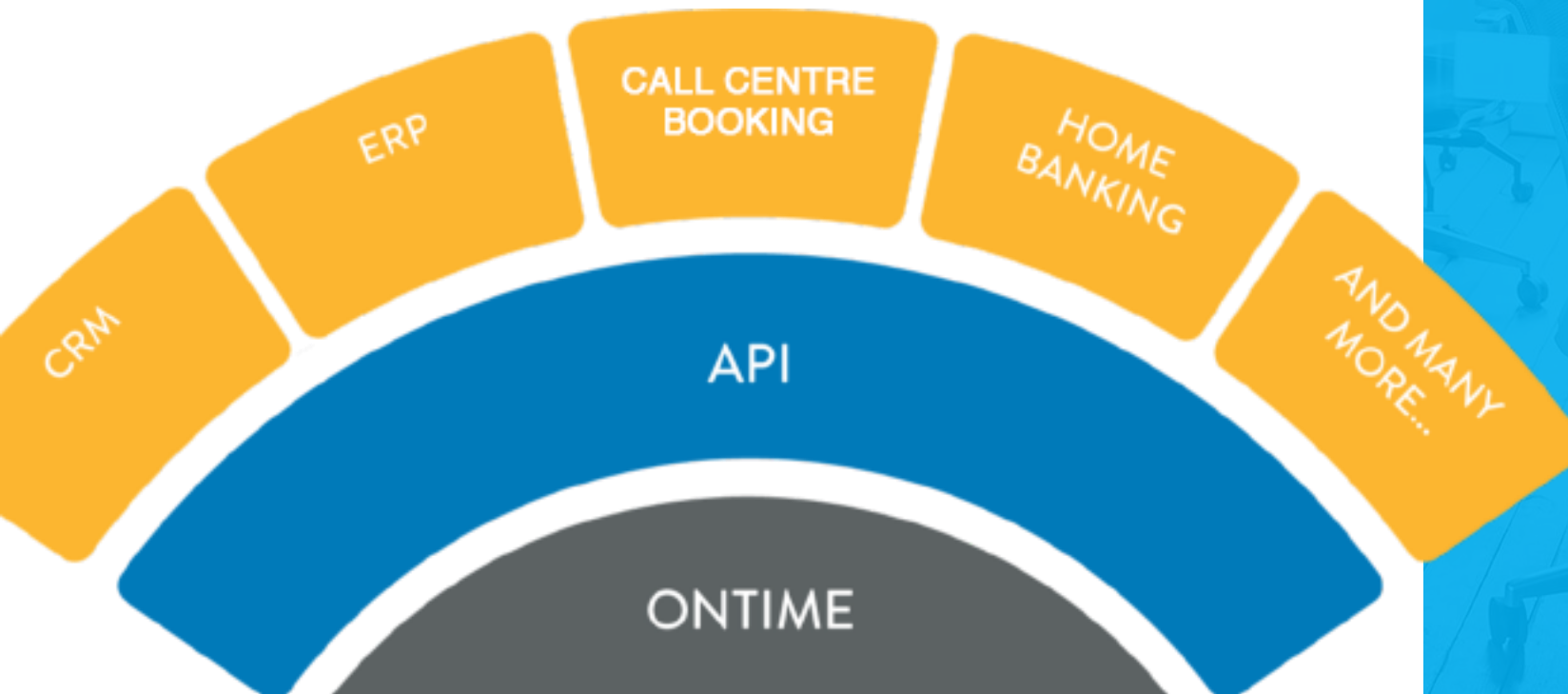


Integration using the OnTime API

The Power of Integration

With the OnTime REST API, you can easily create real-time CRUD integration of your corporate calendar data with your other business applications.

No more updating of multiple systems, no more issues with keeping scheduling data in sync.



Examples from our customers:

- **SIEBEL CRM**
- **SALESFORCE CRM**
- **HOMEBANKING**
- **SAP PTO SYSTEM** (Paid Time Off)

Architecture & Security

Platforms, Interfaces and Languages

Supported platforms	Recommended	Lowest version supported
Domino Mail Server	Domino 14 or 12 on Windows and Linux	Domino 7 on Windows and Linux
Exchange Mail Server	Windows Server 2019 and above • Online: Current version • On-premises: Exchange 2019 and above	Windows Server 2012 • Online: Current version • On-premises - Exchange 2013
OnTime Application Server	Domino 14 or 12 on Windows and Linux	Domino 9.0.1FP10 on Windows and Linux

Supported interfaces and languages:

Clients



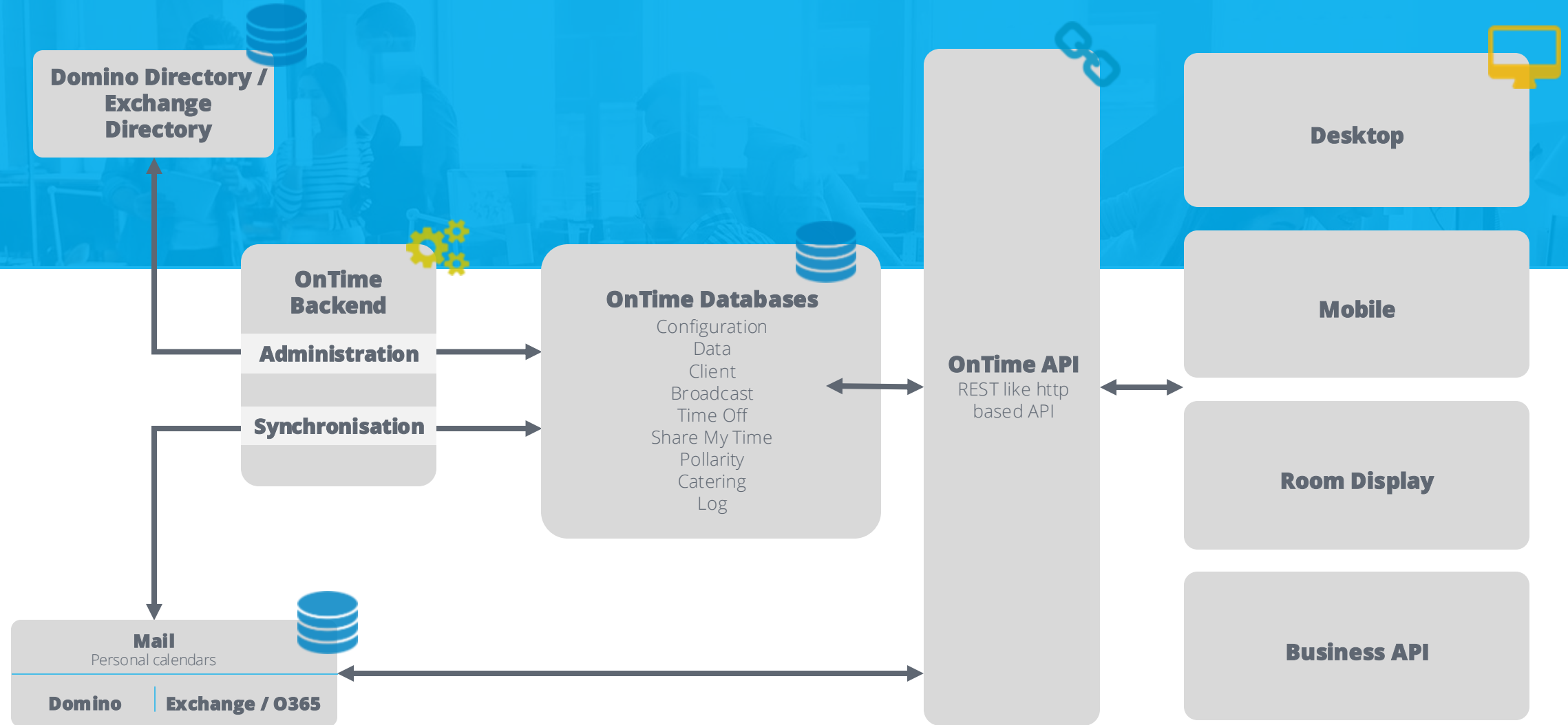
Mobile



Languages



Architecture



Roles



PRIVATE ACL



CREATE AND EDIT



OUT OF OFFICE



READ



VIEW SCHEDULE INFO



The background features a close-up, high-contrast image of interlocking metal gears. Overlaid on this are several geometric elements: a large white diamond shape on the left, a blue diamond in the top right corner, and several smaller grey and blue diamonds in the bottom right corner. A thin blue line outlines a rounded rectangle within the white diamond.

Live
Demo