Frequently Asked Questions about licensing TIMEFLEX

Do I have to license all of the entries in my Global Address List?

> No. You can license just those users who are more dependent on schedules than others. You can always add more users as the benefits of TIMEFLEX get established.

If only some of my Global Address List (GAL) based users are licensed for TIMEFLEX, can I invite Outlook calendar based users to a meeting through TIMEFLEX.

> Yes – you can invite non-TIMEFLEX licensed people by selecting their name from the GAL just as you would a TIMEFLEX licensed user. They would see the meeting invite in their Outlook or any other email client that they use. However, they would not be displayed on the TIMEFLEX calendar view.

Can I invite people outside my company to a meeting?

> Yes - currently you would enter their email address in the Required To attend or the Optional list in the TIMEFLEX meeting details screen. If your server is set up to allow smtp address delivery then they would receive an invite just like your GAL based users.

Can I schedule meetings with my Federated contacts?

> If you have arranged Trust Certificates and entered those contacts in your GAL, then meetings with them can be scheduled as with any other GAL user.

What kind of confirmation email do the invitees receive?

> Invitees will receive the same confirmation email that a normal Outlook user would receive. They can accept, reject, comment, etc. as usual.

 How is TIMEFLEX licensed?

> Any 'resource' whether users, rooms, automobiles, airplanes, etc. that will be scheduled and displayed on the TIMEFLEX calendar view screen needs to be reflected in the total license count. There is a perpetual license fee based on the number of 'resources' and an annual upgrade and support fee. There are also add-on modules; currently a Mobile Module for tablets and mobile phone access and a soon to be released Catering module.

Some of my users are on OS 365 and some on on-premise Exchange Servers. Can I license all of these and will they be combined into the same calendar view.

> Yes. TIMEFLEX will retrieve Exchange calendars from both and combine them into a single calendar view for licensed users.

I still have some Lotus Notes users. Will TIMEFLEX work with those?

> Yes. TIMEFLEX for Notes has been available on Lotus Notes for 8 years. However, Notes users and Exchange users cannot be combined into a single calendar view since they are separate databases. However, If your Notes users are also using Outlook then they can be combined with TIMEFLEX for Exchange.

Some of my key people depend on Apple iPads. Can they see their calendars?

Yes – and they can create and edit entries using an iPad or mobile phone.

How are non-people based 'resource' requirements handled?

Each meeting request contains a field to identify any defined resource requirements. Various resource types have their own requirements. Room characteristics such as capacity, layout options, security provisions, etc. are defined. The Catering module allows menu selection and quantity ordering. AV equipment can be listed and selected for each meeting. The Resource file allows customized entries and definitions. A modification is being added to allow links to external processes to handle workflow requirements for each resource.

For additional questions, please contact sales@omnemail.com.

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