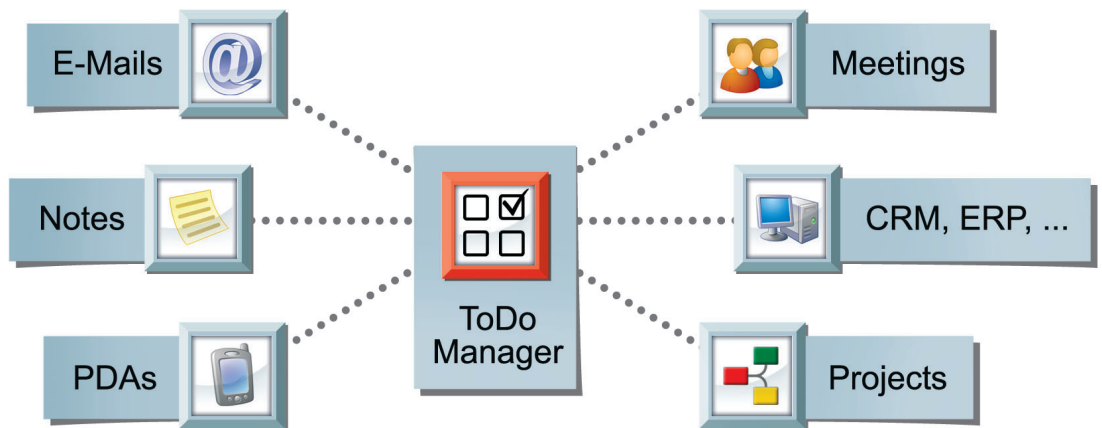


Weilgut ToDo Manager

Free
personal
edition!

Handling the flood of daily e-mails and tasks is now very easy for Lotus Notes users: With Weilgut ToDo Manager you can store, delegate and organize e-mails in your personal date and task scheduling at the touch of a button. Weilgut MindPlan or Weilgut DMS (document management) also enables team and company-wide project, document, and to-do management. Sorting views with filtering function will keep you on top of all tasks that result from meetings, projects or your personal to-dos.



ToDo Management for Lotus Notes

Tasks from e-mails, projects, meetings or on paper can seldom be put into a uniform system. You can do this now with ToDo Manager because the application is fully integrated in Lotus Notes. If you have a task ahead of you, it will let you store e-mails more easily and allow you to integrate them into your personal date and to-do planning or delegate them. Simply scan your notes on paper and copy your activities from the project management tool Weilgut MindPlan at the same time.

No matter where a task comes from, the wizard that is integrated into Lotus Notes will let you determine quickly what is important and when you want to handle which part of the task. Instead of just defining fixed dates and nerve-wracking reminders, you will simply assign attributes like current, soon, sometime or done to your to-dos. Of course, you can also combine to-dos in subjects. For that, you first assign a category in the usual manner and can then assign optional projects or processes to the ToDo.

Keep an eye on personal and team tasks

In the future, you will always be able to focus on the most important tasks in a window with your e-mails. A monitoring window will help you sort and filter them according to handling time, projects, subjects and much more. If you want to address specific subjects in the next regular communication, for instance, just send them to ToDo Manager and use a list that you print out shortly before the meeting.

To-do management will be easier for groups in the future: Just manage all your tasks in a joint Lotus Notes database. Access rights allowing, you can see the processing status of your team members and will be able to react more quickly this way. This gives you a personal task list in a single to-do management – regardless of whether you have created the task yourself or whether it came from different meetings, processes or projects. The synchronization of the ToDo Manager with central activities from Weilgut project or document management will make it possible!

Interfaces allow data synchronization with individual applications and provide the option to expand ToDo Manager.

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www.weilgut.com

Weilgut ToDo Manager

Weilgut ToDo Manager

Professional

Personal

To-dos	Professional	Personal
Create, edit and remove	■	■
Schedule	■	■
Categorize	■	■
Prioritize	■	■
Delegate	■	
Create with reminder	■	■
Maintenance by third persons (office function)	■	
Print to-do lists	■	
Maintenance of e-mails in to-dos and dates		
Wizard for simple generation of to-dos and dates from e-mails	■	■
Store e-mails in processing lists	■	■
Remove e-mails from the inbox automatically	■	■
Store e-mails in personal folders	■	■
Simultaneous display and maintenance of ToDos and e-mails	■	■
To-dos from Notes documents and meetings		
Assign to-dos via Meeting Management in Weilgut MindPlan	■	
Create new to-dos from Lotus Notes documents via copy & paste	■	
Paper documents or notes		
Create manually and attach files	■	■
Scan and create in ToDo Manager via e-mail entries	■	
Import, export, e-mail and PDA		
Generate to-dos via e-mail to ToDo Manager	■	
Import or export to-dos	■	
Align with PDAs (*1)	■	
Joint team, project and document management (*2)		
Store e-mails in joint document, operation or project management	■	
Synchronise personal tasks with joint operations and projects	■	
Monitor to-dos, projects and operation	■	
Delegate projects and operations	■	
Reminder functions for delegated to-dos	■	

(*1) You can find a comprehensive description of the individual points incl. screenshots as well as the currently supported PDAs on the Internet at www.weilgut.com in the description of the ToDo Manager.

(*2) For more details refer to the flyers Weilgut DMS and Weilgut MindPlan. Please note that depending on the desired functions, additional licensing of the respective product may be required.



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