InLoox 9 for Outlook Product Presentation

The Project Management Software for Microsoft Outlook

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Project management software for Outlook

InLoox for Outlook is...

- ...directly integrated in Microsoft Outlook
- ...reliable and customizable
- ...the solution for professional project management

easy-to-use

+ 50,000 users

= a solution that works

InLoox for Outlook includes...

Project planning

Task management

Budgets

Time tracking

Document management

InLoox erweitert Microsoft Outlook

InLoox is directly accessible in Microsoft Outlook with just one click.

Create **visual project dashboards** comprised of various diagram options and data sources.

The **project list** gives you an overview of all projects in InLoox. Use custom rules to highlight certain projects.
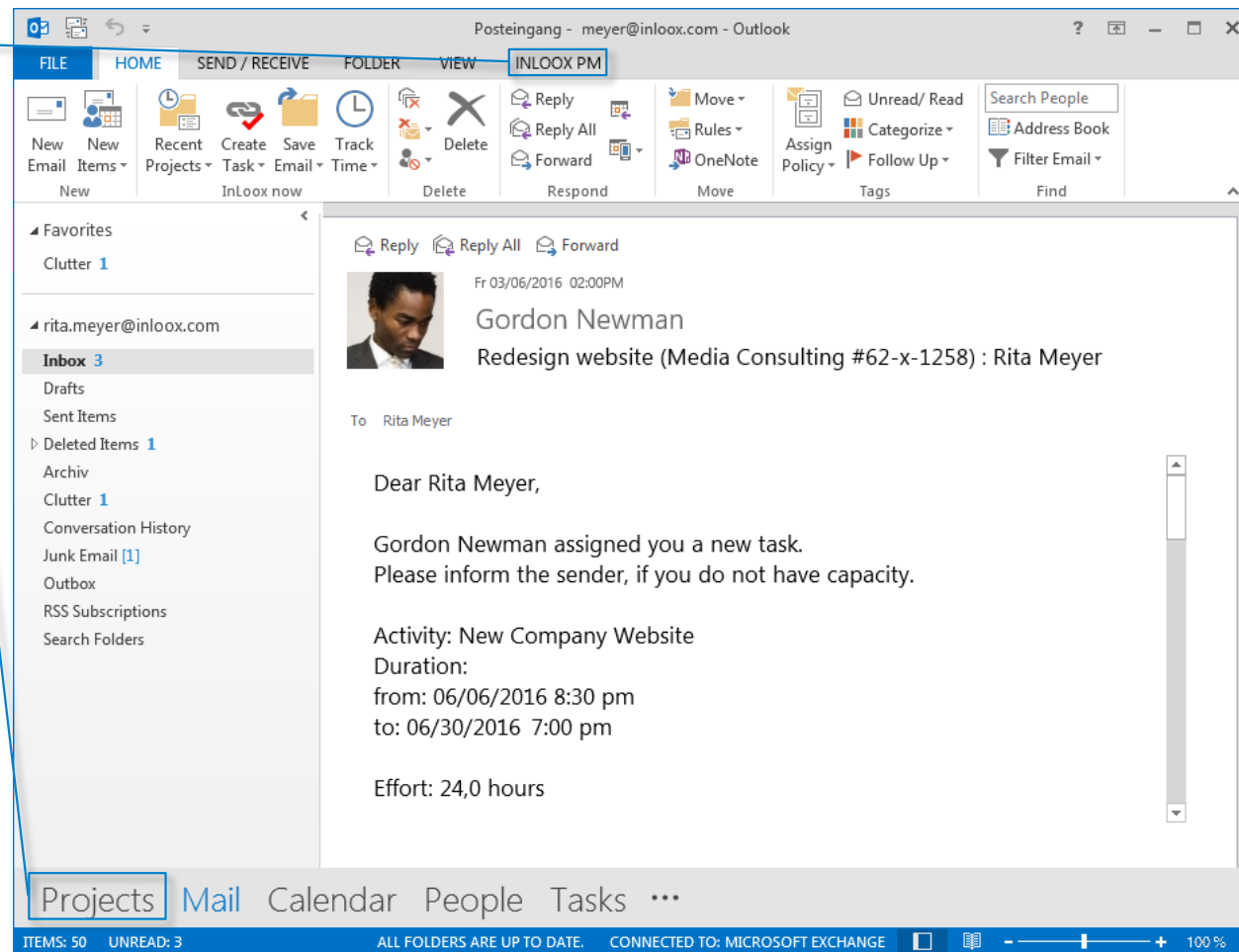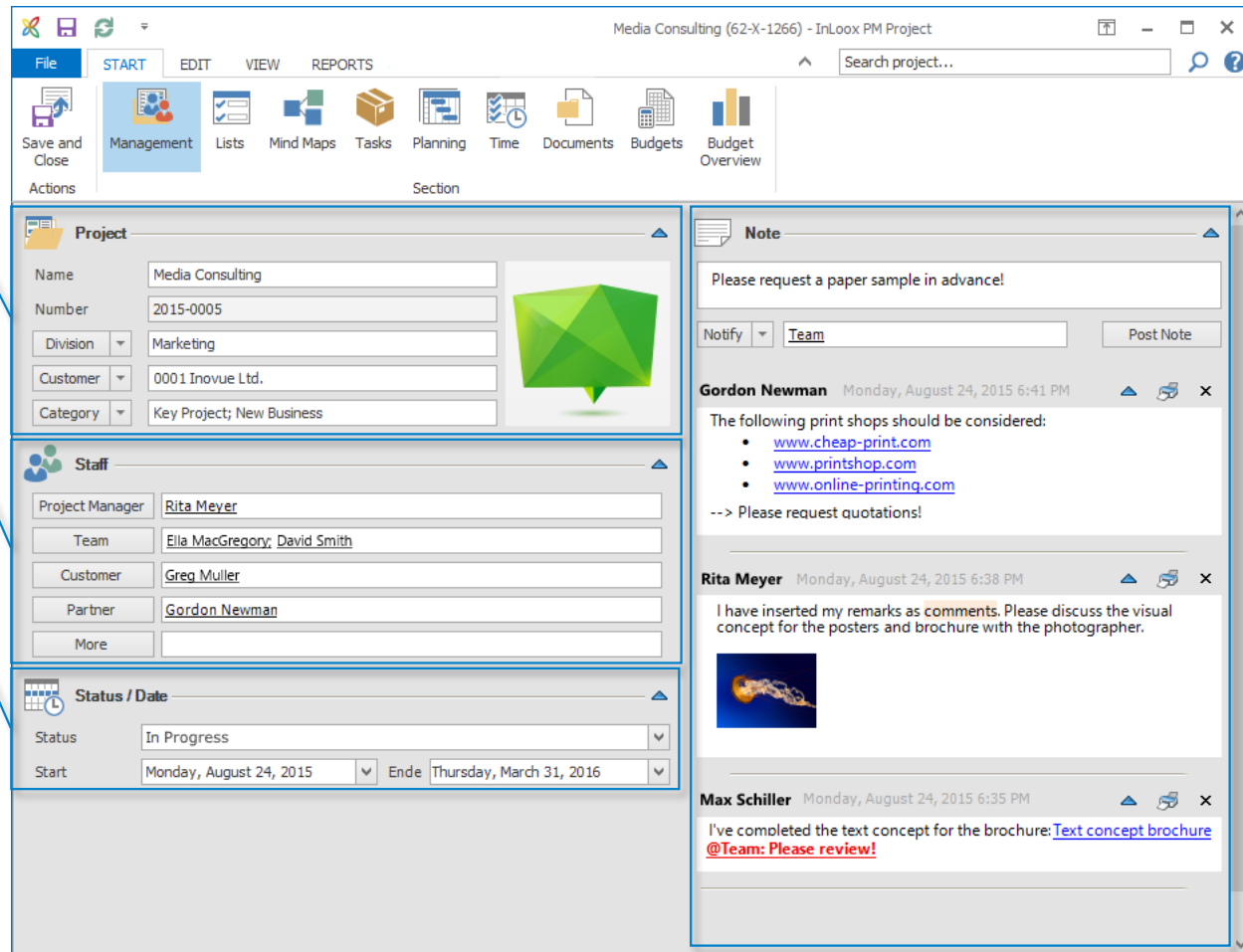
A project in detail

Clearly structure your project information with InLoox for Outlook.

InLoox uses your Outlook contacts as resources for projects. **Project responsiblities** are clearly defined.

Use **custom fields** to enhance your InLoox as you need it.

Use **project notes to** communicate with your project team. You can format the comments as needed.

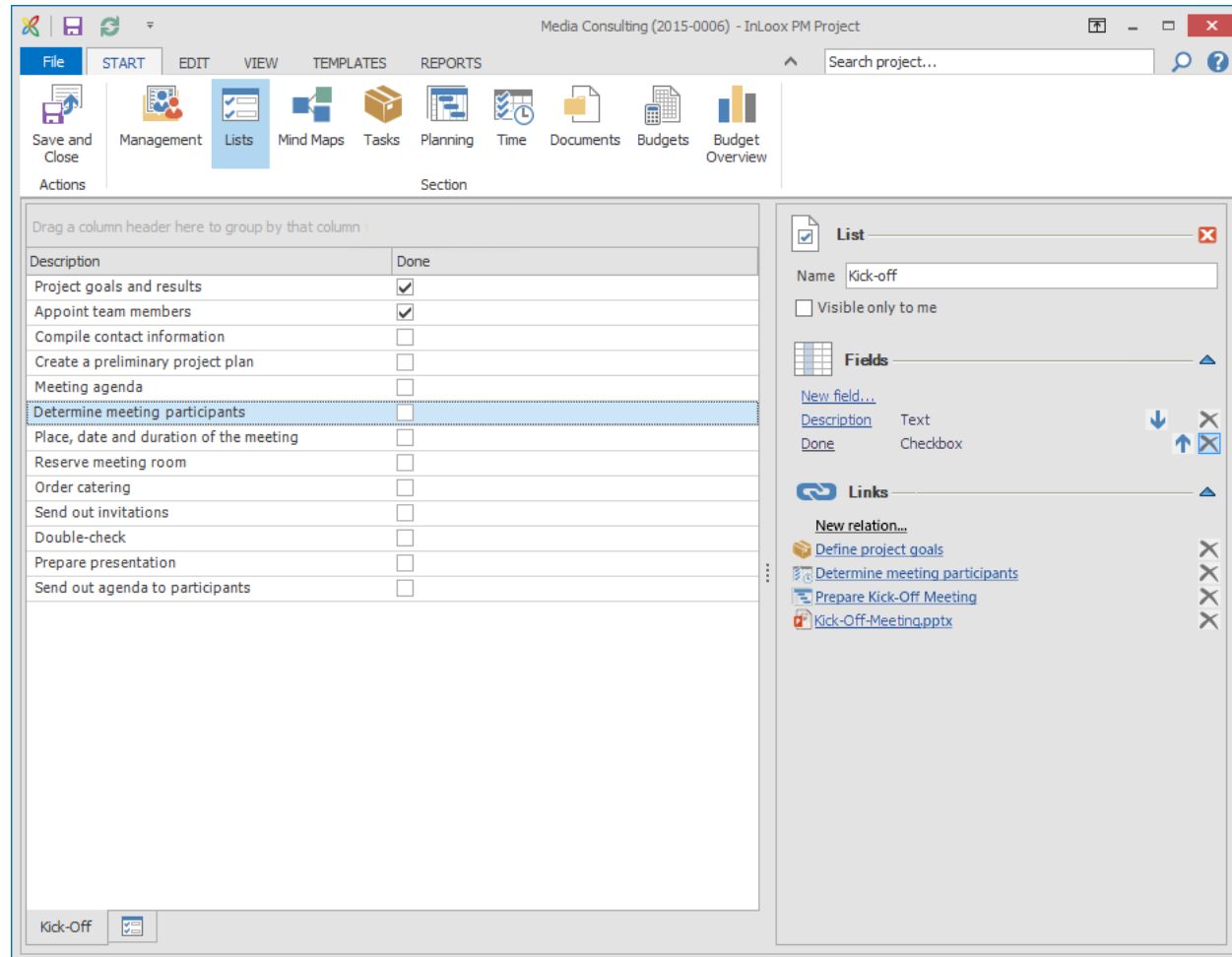Team members can file **project requests** and management can approve or reject them.

Lists

Lists

Create **checklists** for your projects and view them in the **list or card view**.

Customize your lists according to your own needs.

Link lists to **project elements** such as tasks ofr documents.

Collect, structure and brainstorm ideas

Mind maps

Collect and organize your ideas and project information directly in InLoox for Outlook.

Use **icons** to visualize ideas and attach project documents directly to your mind map nodes.

Define the **progress** of each node and **assign resources** to a node.

Copy mind maps into your **project plan** and turn your mind map nodes into **tasks**.
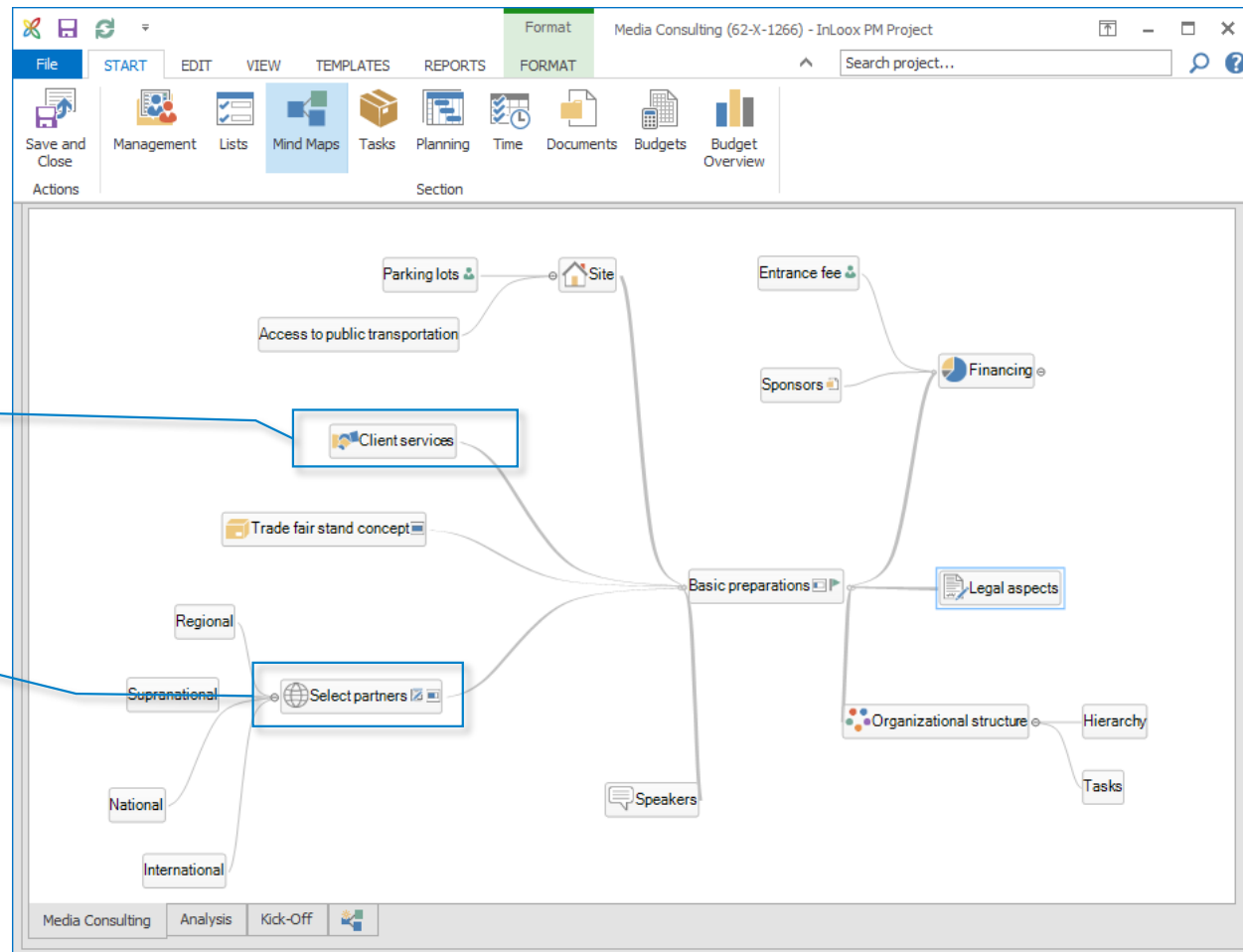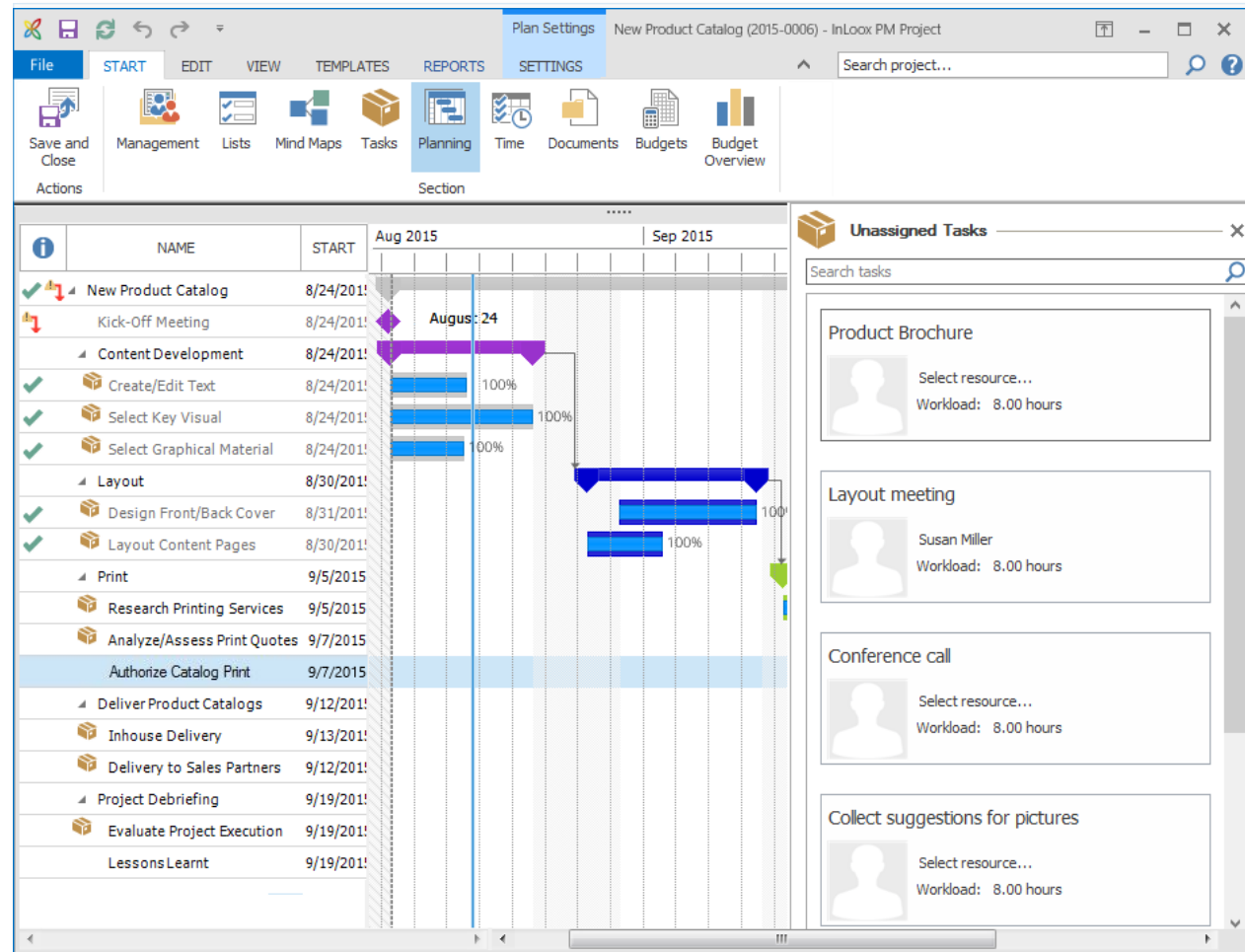
Task management

Tasks

Create, assign and organize your tasks in a virtual Kanban board – independently from your project schedule.

Leave a comment on a task and automatically notify team members about any changes.

Drag and drop tasks into your project plan to **assign them to an activity**. The **project's progress** will **update automatically** as soon as a task is marked as "Done".

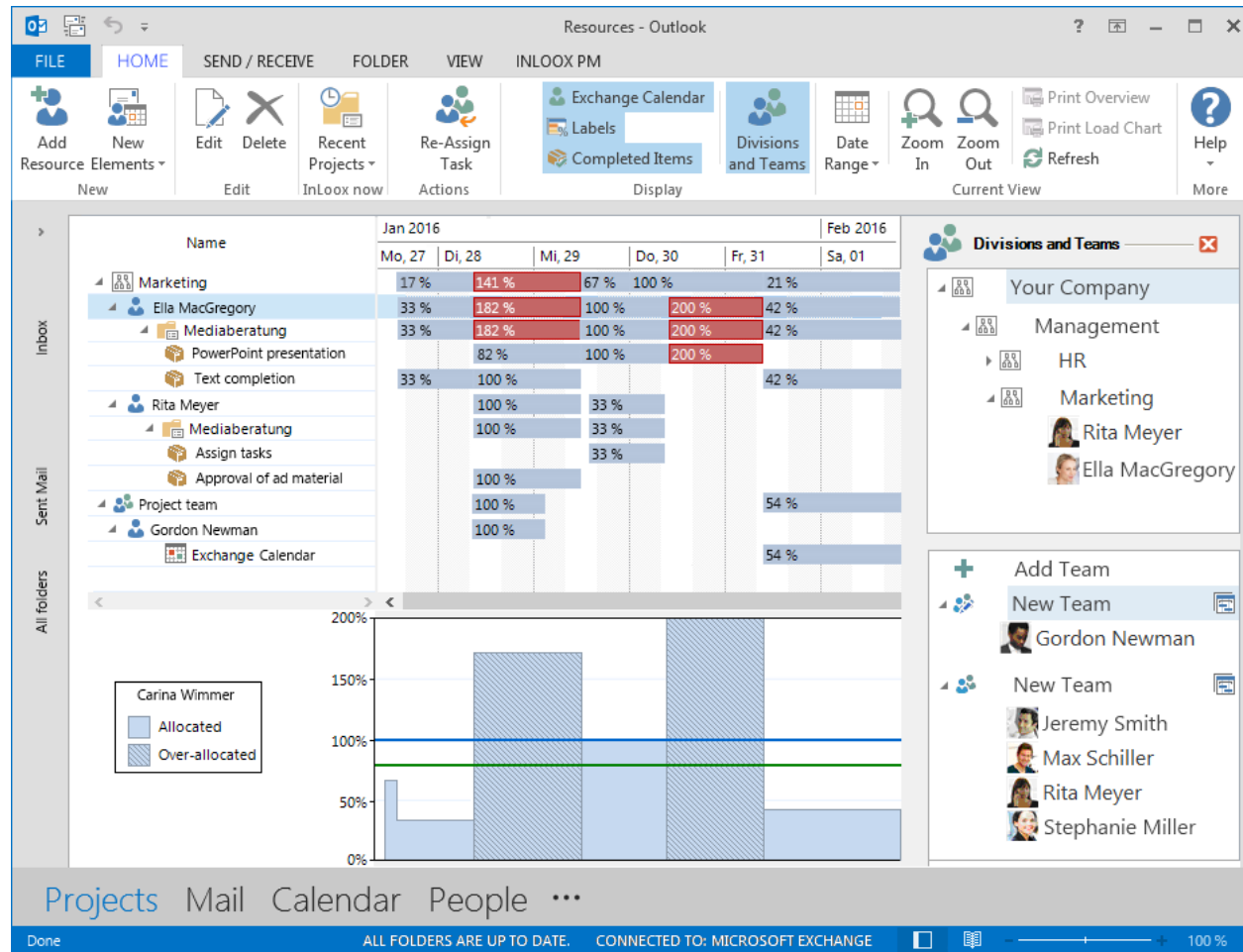# Visualize staff workload

Ressource & workload management

Keep an eye on your team's workload with InLoox for Outlook.

Get a comprehensive overview of your **team's workload** and the **utilization of equipment**.

InLoox for Outlook also takes information from your **Exchange calendar** into account.

Display the workload of specific **teams or departments.**

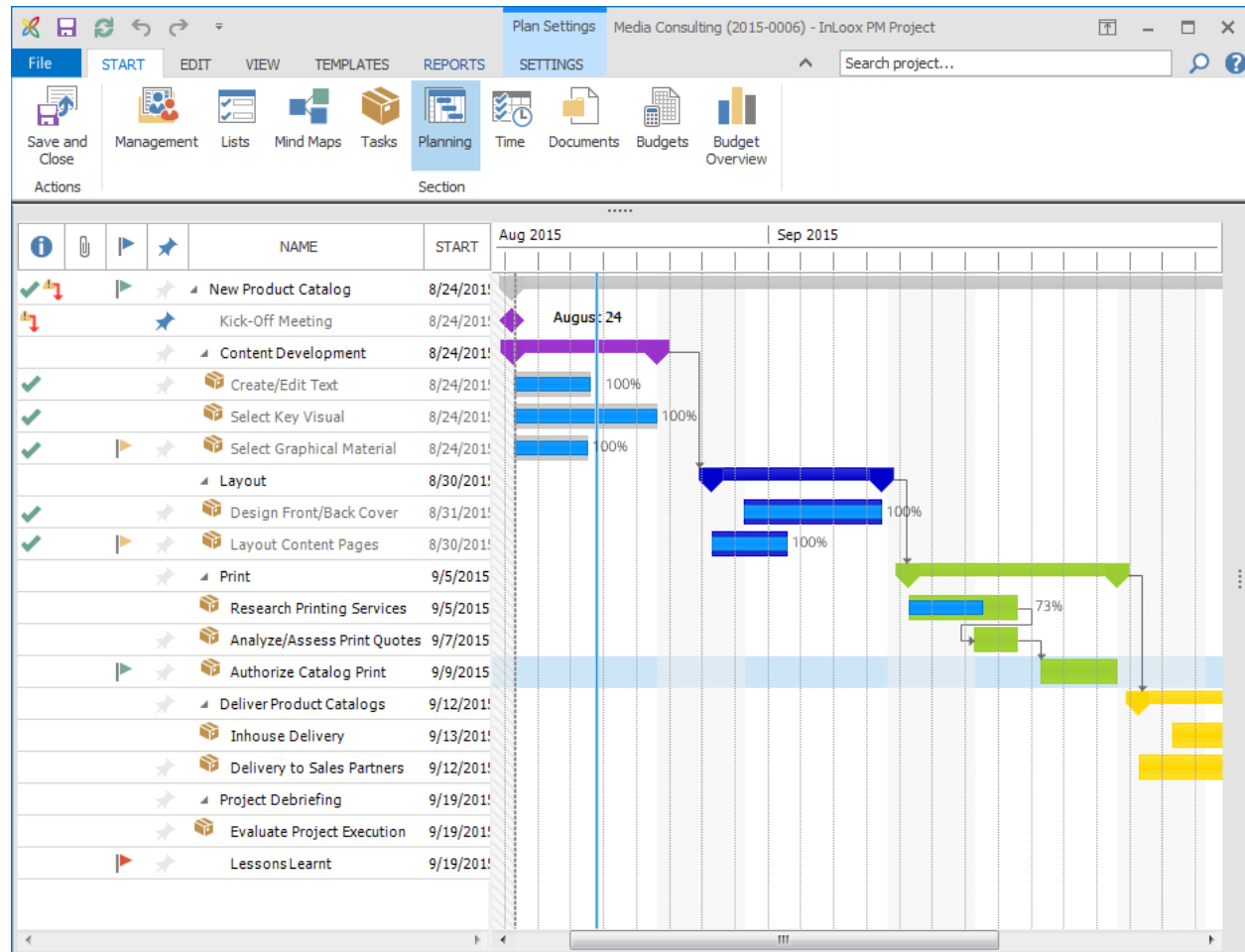# Keep your project schedule under control

Project scheduling

Plan simple or complex projects with InLoox for Outlook.

Critical path

Critical planning elements are highlighted in red.

Synchronization

Synchronize planning elements such as activities and milestones with Outlook Tasks or the Outlook Calendar.

Professional project planning
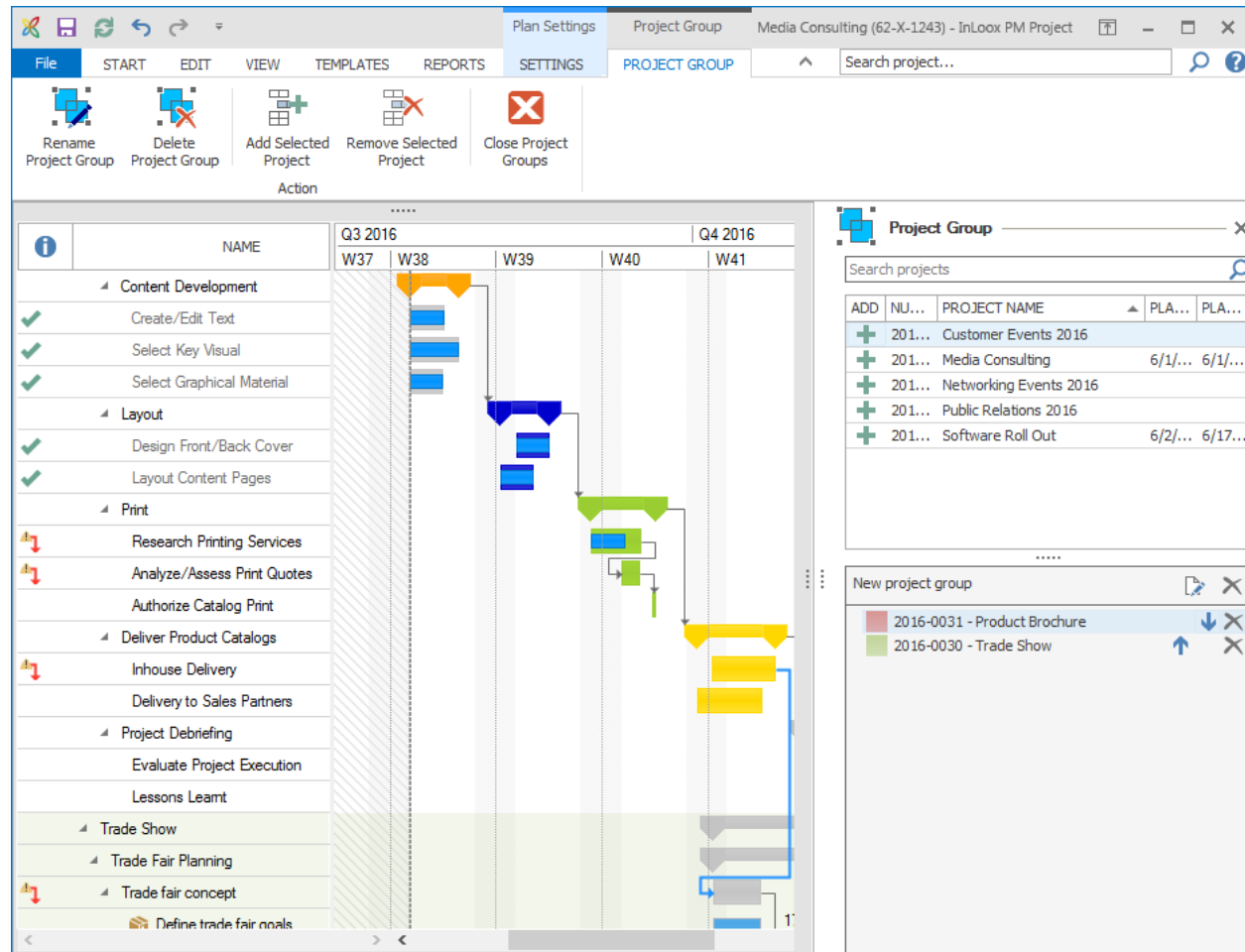
Efficient scheduling

Display constraints, dependencies and the work calendar in InLoox for Outlook.

Project groups

Connect project plans of interdependent projects to get an overview of multiple projects at once.

Calendar view

The global calendar shows activities and milestones of each of your projects in one calendar view.
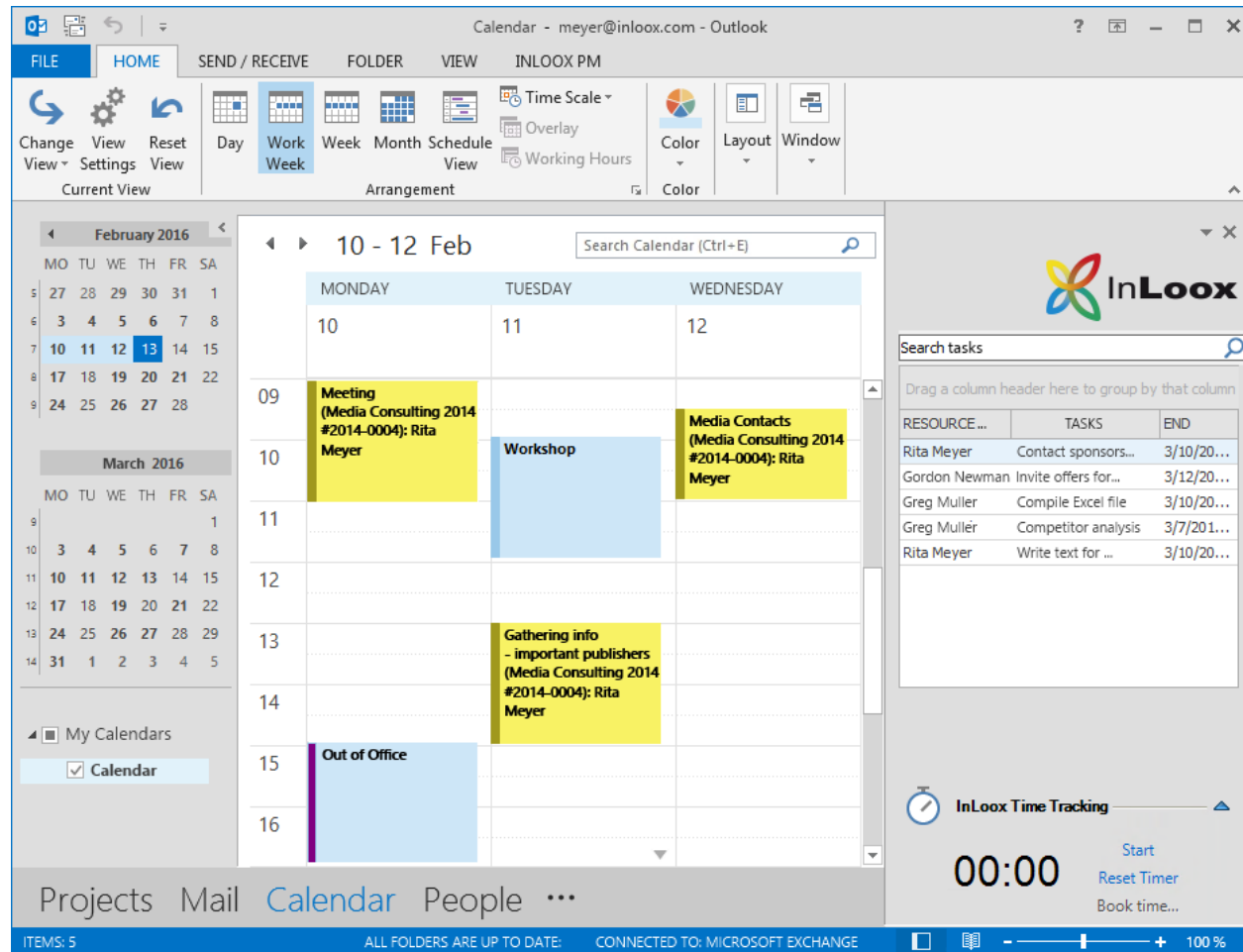
Rückmeldungen zum Projektfortschritt

InLoox for Outlook notifies project team members of new or overdue tasks.

The Outlook calendar and InLoox project plan are always synchronized and up-to-date.

Your open tasks are always in sight ín the tasks side panel.

Display task details with just one click.

Mark a completed task as "Done" and the project plan will update itself.
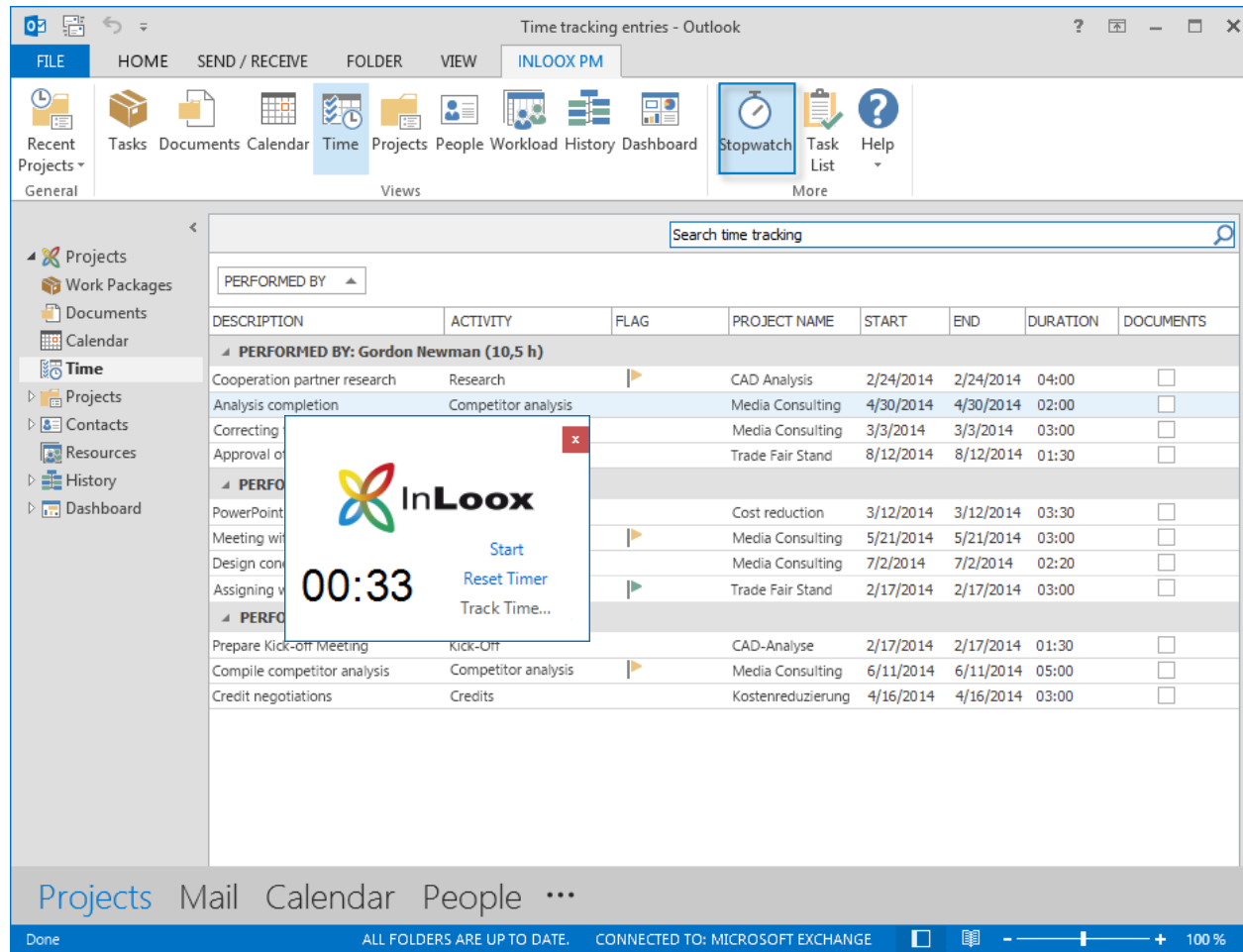
Project time tracking

Time tracking

InLoox for Outlook makes it easy to track time and record the effort needed to complete tasks.

InLoox for Outlook can also take Outlook data (e.g. the sent date of emails) into account to create time tracking entries.

Time tracking with the stop watch

Time how long you need to complete a task and assign it directly to a specific project.

Smart document management

Consistent structure

Organize project documents according to your own filing structure.

InLoox for Outlook supports:

- Local drives
- Networks
- Internet links
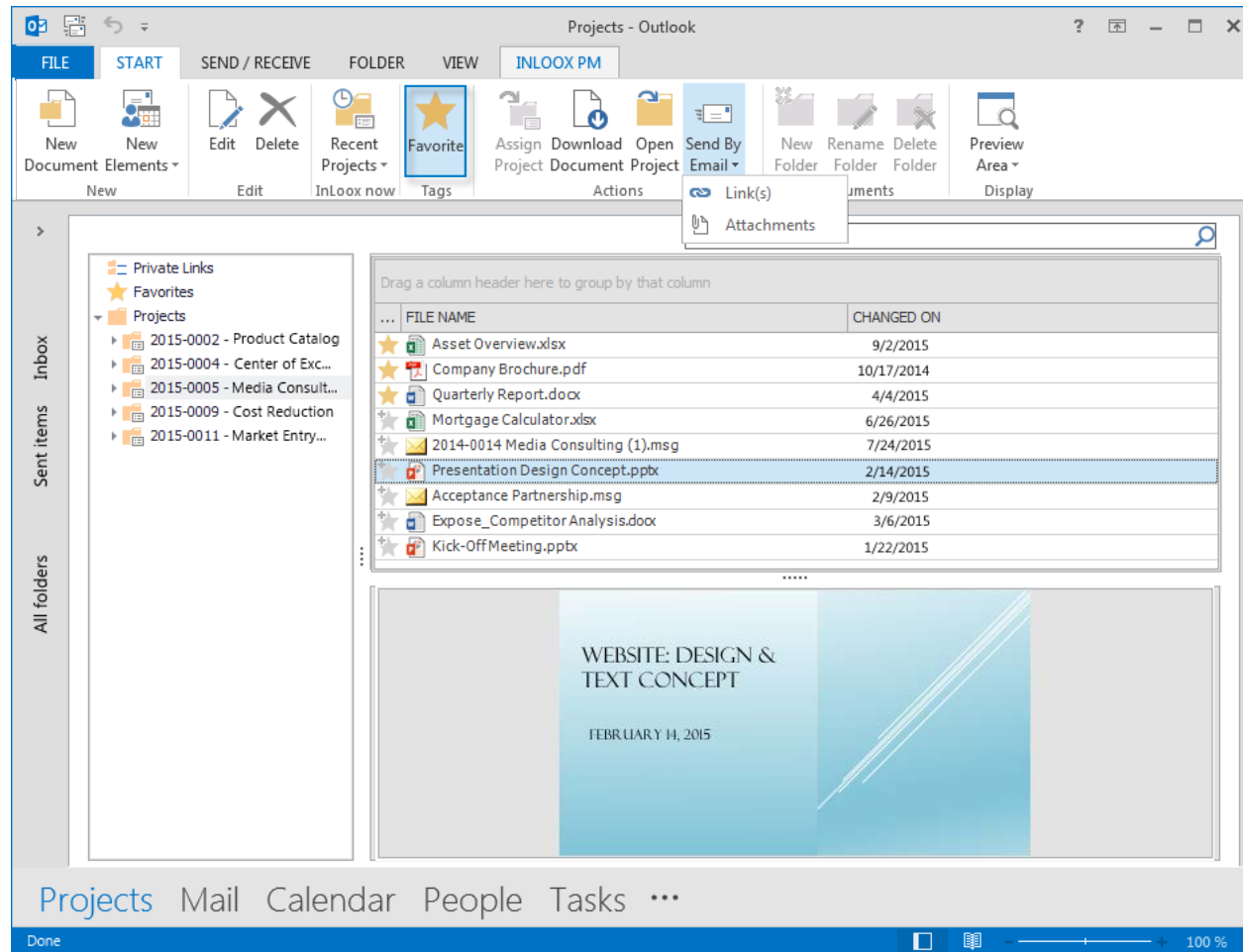- Microsoft SharePoint sites

Document preview

Preview your documents directly in InLoox for Outlook.

Send as email

Send project documents via email directly in InLoox.
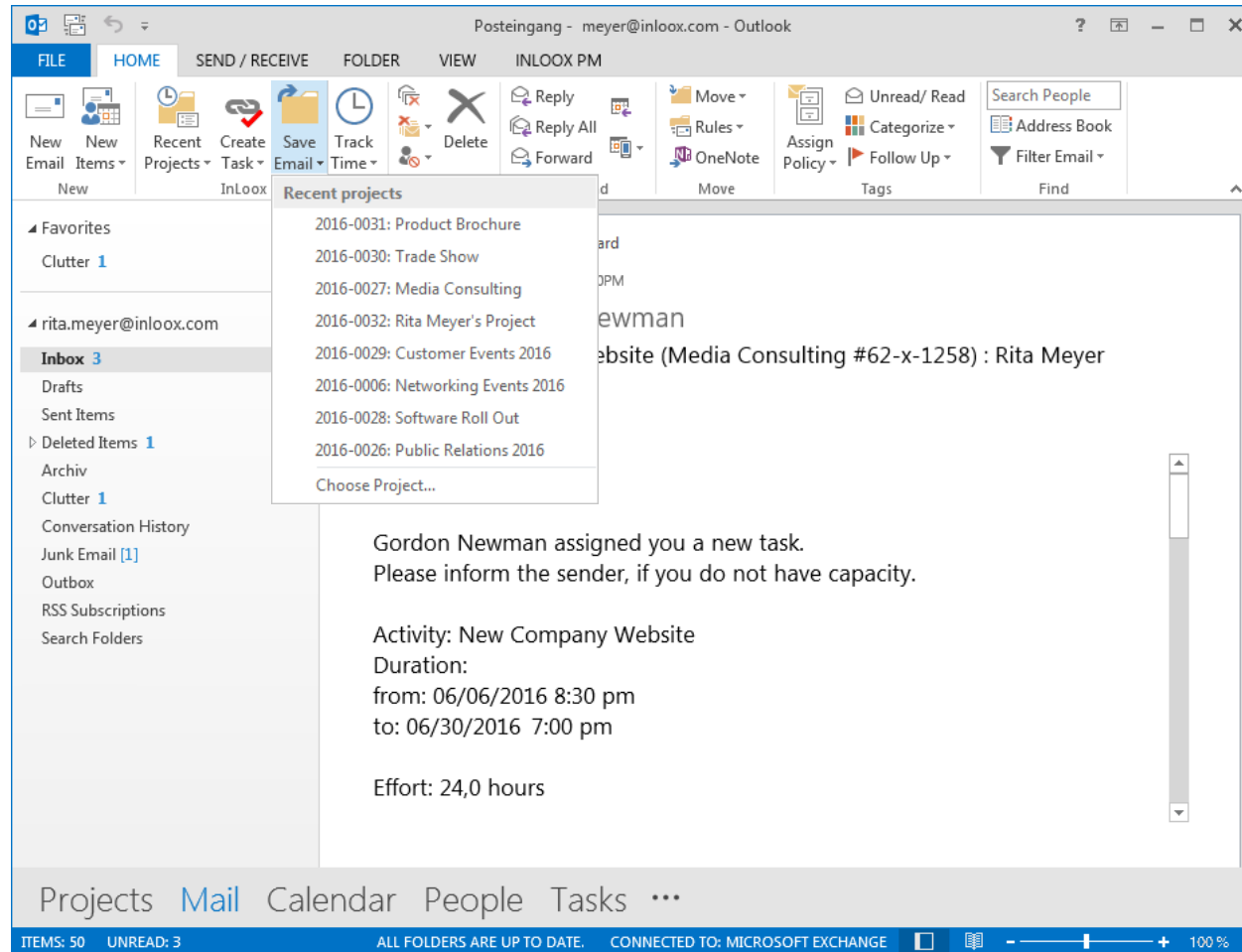
Favorites

Favorite important documents to find them more quickly.

Attach emails with just one click

Assign emails, including attachments, directly to a project

InLoox is always accessible in the Outlook ribbon. This enables you to quickly add emails as a document to a project with just one click.

Project budgets made easy

Defining a project budget is easy with InLoox for Outlook: Compare **planned and actual expenses and revenues** and keep your budget spending under control.

InLoox uses **planning positions**, time **tracking entries** and **third-party-costs** to calculate the project budget.

You can also bill **continuous project costs.**

InLoox automatically accesses prices, quantity and units from a **company-wide budget positions index**.

Budget overview

A **comparison of planned and actual expenses** is visualized in graphs and diagrams.

InLoox is your early warning system – **budget overruns are highlighted** to alert you to possible financial risks.

Select different **types of cost items** to be displayed.

Automatically generate **monthly cost projections** to help you track project costs.
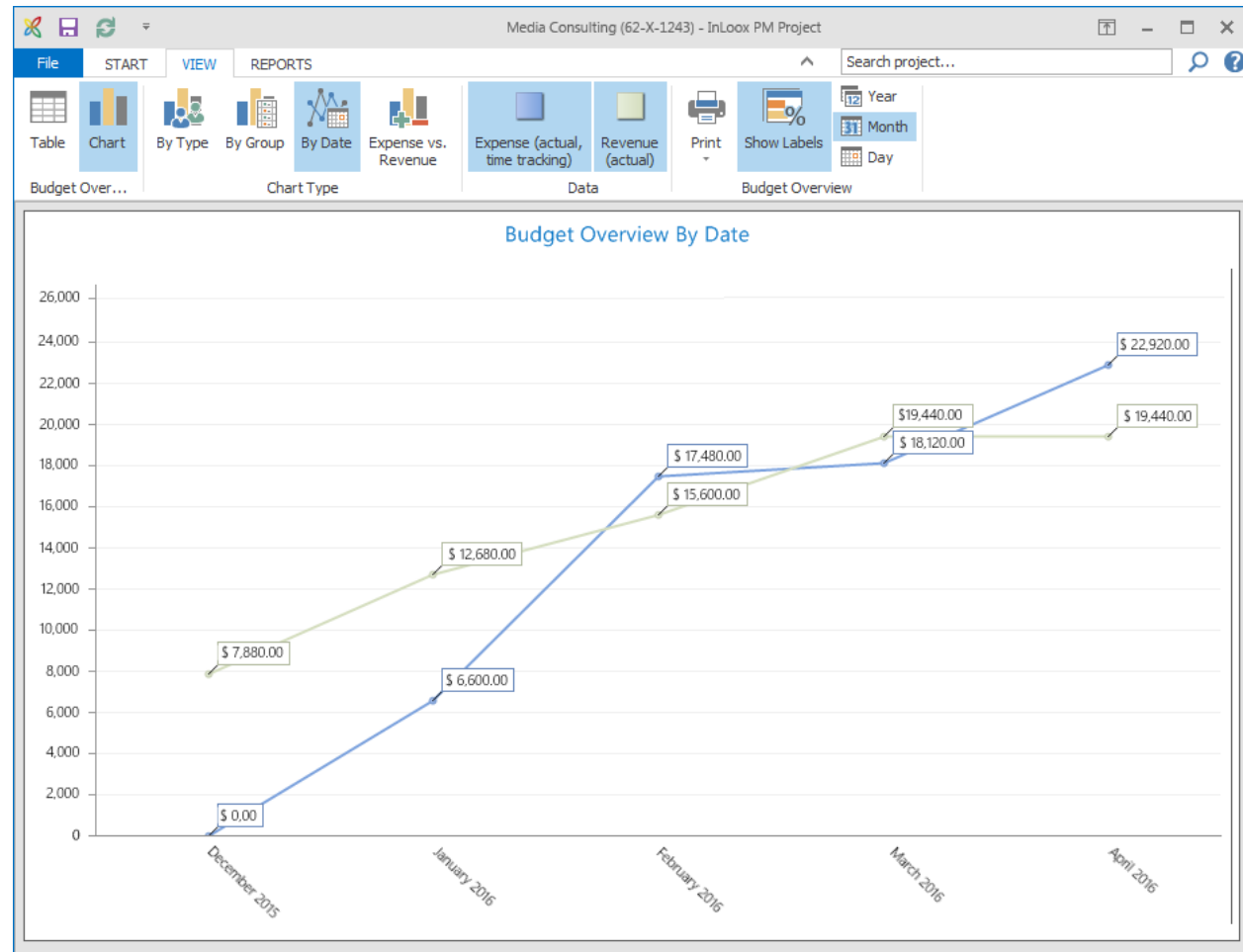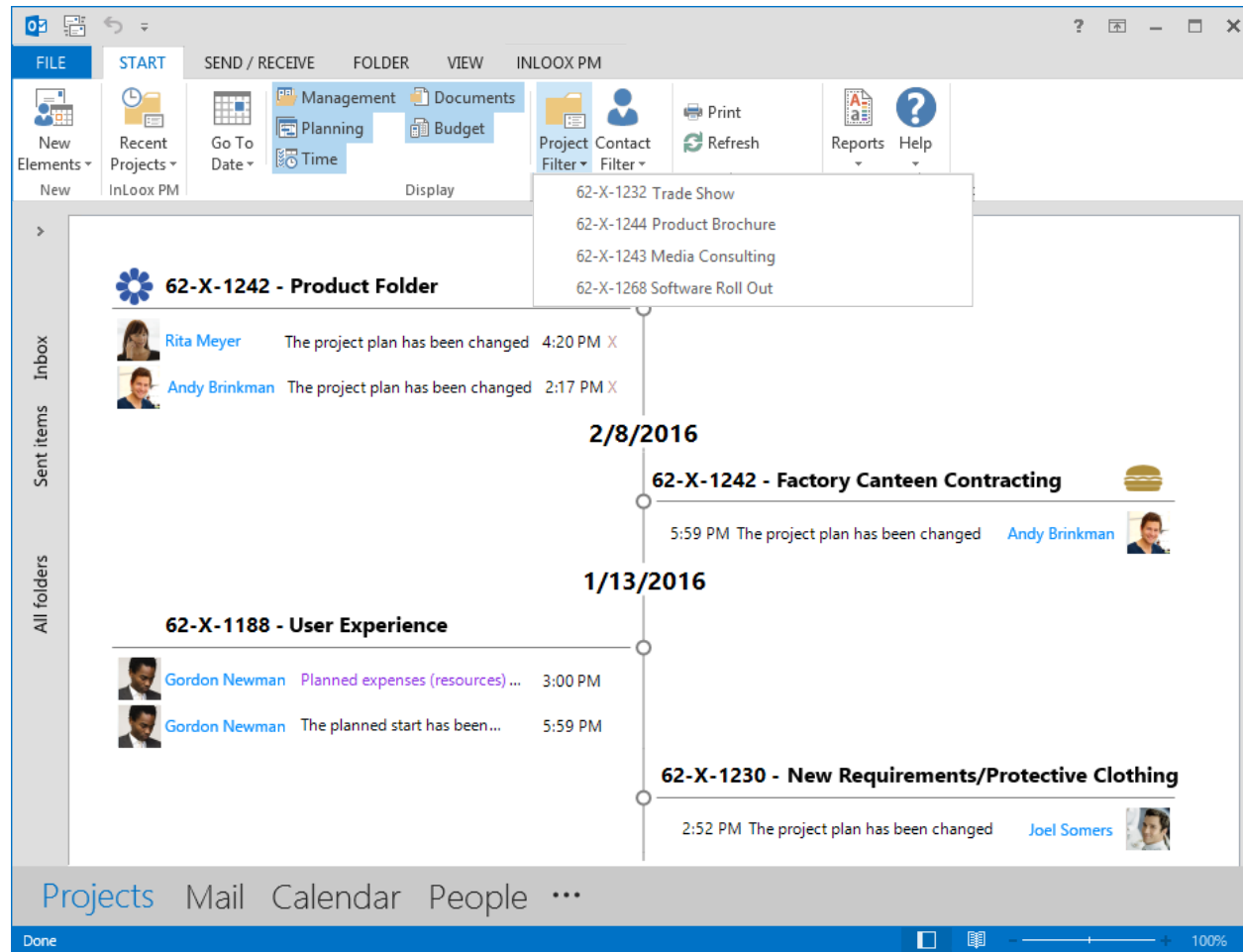
Project timeline

Project history

The **project timeline** displays important changes in all your projects chronologically.

Click on a project or project element to **directly access** it.

Use filters to only see **your own projects** or to only see **changes made on a specific date**.

Create comprehensive reports

Create a project report with just one click and make them available in various formats

Supported formats are: Microsoft Word, Excel, RTF, PDF, HTML etc.

Customize report templates with the **InLoox Report Designer** (standard feature).
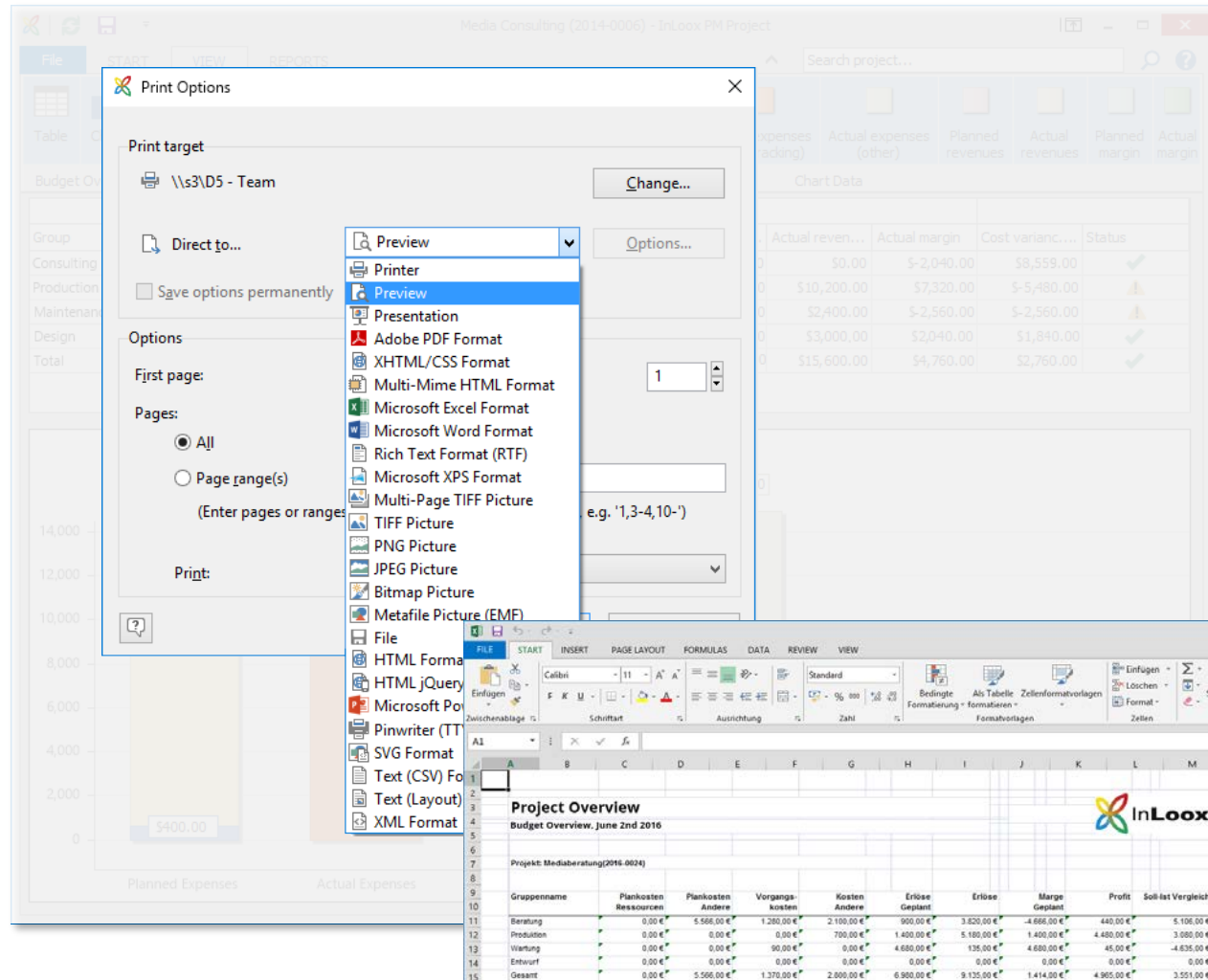
In combination with InLoox 9 Web App

Use InLoox for Outlook in combination with InLoox Web App

Work on one project data base, keeping all your project data up-to-date – whether you access it via InLoox for Outlook or Web App.

InLoox Web App makes it easy to collaborate with external project partners, geographically dispersed project team members, and anybody who is not using Outlook.
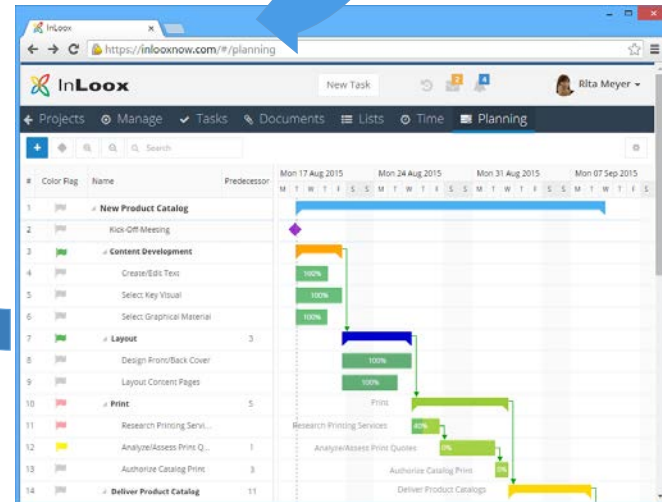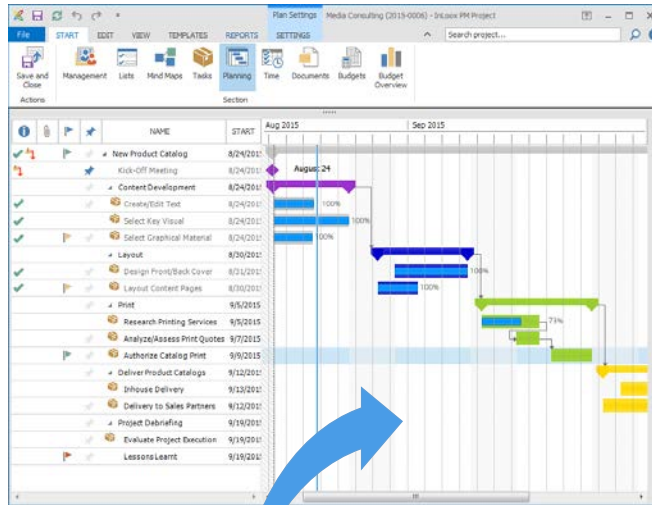
In your local network or as a service

InLoox for Outlook in your network

Recommended for

✓ Enterprises and globally operating businesses

✓ SMBs with their own IT department

✓ Everyone who wants to host their project data on their own servers

InLoox for Outlook as SaaS

Recommended for

✓ Departments without IT support

✓ Freelancers

✓ Small businesses

General information

- InLoox has been a standard software since 2003

- Over 50,000 users worldwide

- Available in 5 languages

- Customers in 50 countries, on 5 continents

Read how InLoox helped companies across all industries become more efficient, productive and competitive: http://www.inloox.com

Thank you for your attention!

InLoox for Outlook and InLoox Web App are software distributed by:

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