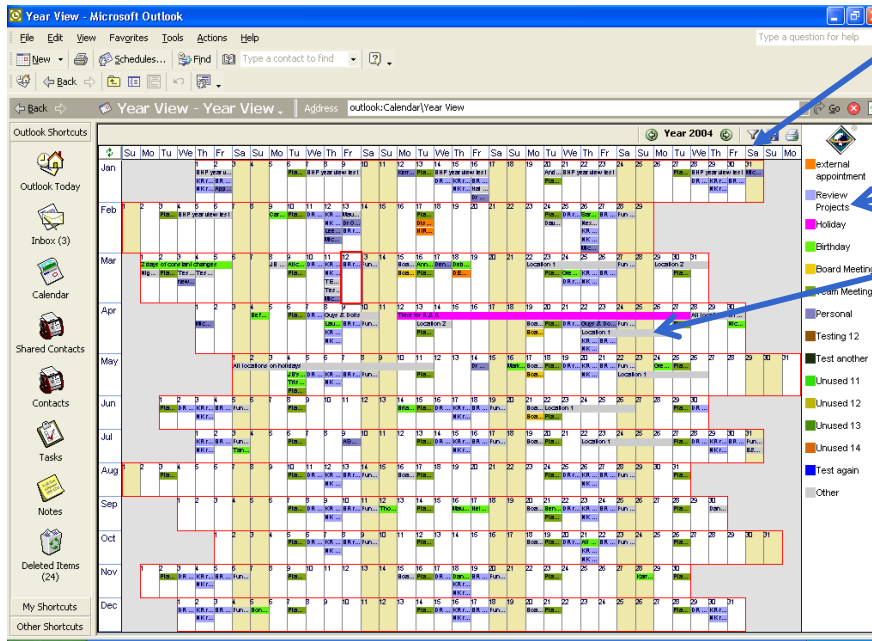


# Year View- the program

The Year Planner gives a full-year visual presentation of Microsoft Outlook Calendar. The control can be configured to display all appointments/events or only all day events.



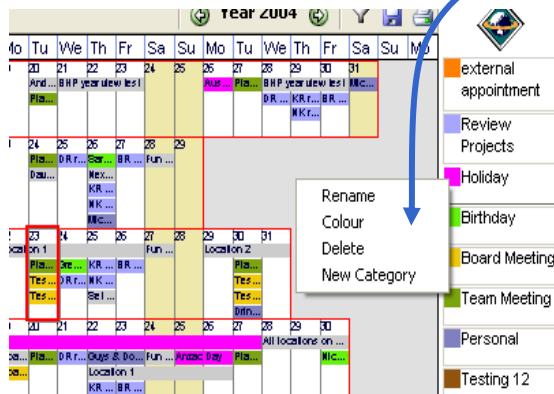
filter for specific categories

select a category and drag across dates to create an event/appointment

right mouse click offers the options to Rename Colour change Delete or add a New Category

## OPTIONS

- Display subject text in an event band. Available for both on screen and print out.
- Print selected months or full year
- Install multiple Year Views on a calendar



Attach the Year Planner to a personal calendar or a public folder calendar.

The Outlook Calendar and Year Planner are updated concurrently as an event/appointment is recorded.

Colour-coded categories of events make this a useful planning tool.

# Year View

## Year View Web

- ◆ Integrates with Outlook Web Access
- ◆ Provides view of live data from any Exchange Calendar
- ◆ Use Connected or Work Offline

<http://www.planetsoftware.com.au/products/yearviewwebaccess.aspx>

## Technology

- ◆ Outlook 2000 plus
- ◆ Exchange 5.5 plus
- ◆ Windows 98/NT/ME/2000/XP/2003 Server

## Installation

- ◆ YearView comes with an easy to use installer
- ◆ A new sub folder is created under the calendar folder specified, and is displayed on the Outlook folder list and can be added to the Outlook shortcut bar

## Where to purchase

<http://www.planetsoftware.com.au/products/yearview.aspx>