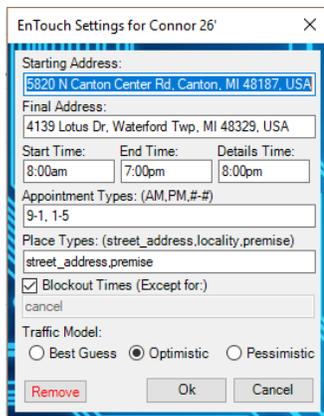
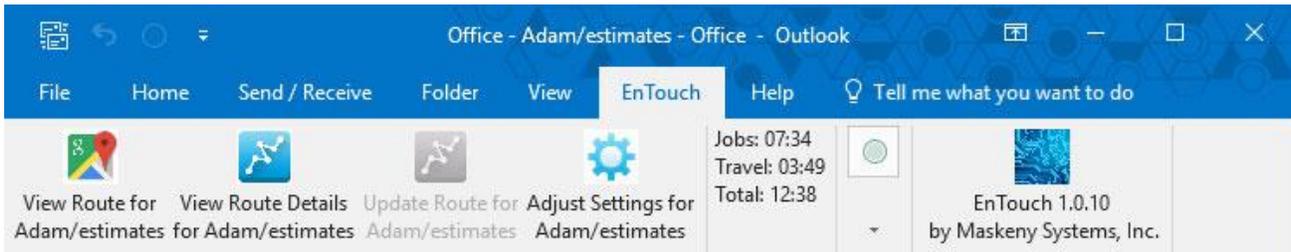


EnTouch Routing & Address Verification

EnTouch verifies the location addresses of Microsoft Outlook’s appointment items and calculates the quickest route, then automatically orders the appointments of the day according to this quickest route with travel duration space in between the appointments.

The EnTouch tab is visible in Outlook’s calendar folders. From the EnTouch tab you can setup folders to use EnTouch to verify the addresses and create routes. Each calendar folder has settings, without those settings EnTouch will not check addresses or create routes. Click the “Setup [Calendar Folder Name]” button on the EnTouch tab to add settings to a calendar folder.



EnTouch Calendar Folder Settings

Set the driver’s starting and final addresses and their start and end times. Use the ‘Details Time’ field to specify where the ‘Details’ appointment is inserted each day. An appointment type is entered at the beginning of appointment subjects. Appointments are grouped and ordered by these ‘Appointment Types’. Addresses are organized by ‘Place Types’. For a complete list visit, https://developers.google.com/places/web-service/supported_types EnTouch will schedule appointments around other appointments that do not have an ‘Appointment Type’ at the beginning of its subject unless a ‘Blockout Times’ keyword is found in the subject. ‘Traffic Model’ will increase or decrease the length of travel durations.

Once the calendar folder is setup, you may begin creating routes by adding appointments. From the EnTouch tab, you can view the route in map format by clicking the ‘View Route’ button or view the route details by clicking the ‘Route Details’ button.

“Auto Update” option is enabled by default; As you create new appointments, EnTouch will add it to the day’s route. As you drag and drop events from folder to folder or move events and adjust events in a folder, EnTouch will automatically update the route and, if needed, reorder the appointments accordingly. When ‘Auto Update’ does not update a route that has changed, the ‘Update Route’ button is available on the EnTouch tab. “Auto Update” does not run on past events. “Auto Update” does not run until 1 event is created.

“Delete Moved” option is enabled by default; The option will automatically delete the moved appointment from the folder it was dragged from. The same as when holding the ‘shift’ key down and dragging appointments in Outlook. To prevent EnTouch from deleting the appointment, hold the ‘ctrl’ key down while dragging appointments or uncheck the ‘Delete Moved’ checkbox.

A “Weekly Summary” & “Monthly Summary” detail is added to Sundays and the last day of the month.