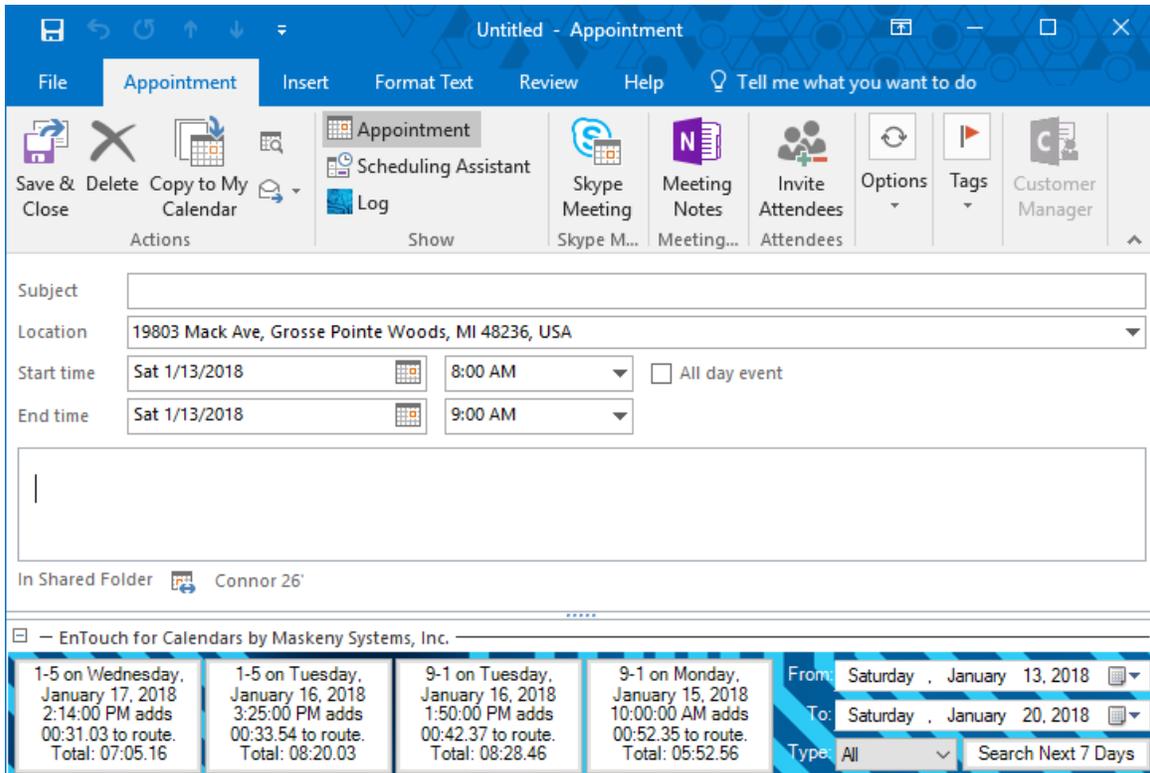


EnTouch for Calendars

New Feature in version 1.0.12

“Find Best Appointment” – This feature finds the next best available appointment by calculating the route for each day with an address and then returns the day least affected in total time.

It’s simple; Start a new appointment, enter the location, click the search button and select an appointment from the results.



1. Start a “New Appointment” in the folder you wish to search.
2. Leave the “Subject” field blank.
3. Enter an address in the “Location” field.
 - a. Let the system validate the address and route if needed.
4. Set the duration of the appointment by changing the “End” time field.
 - a. Optional, using the default 30 minutes is fine. However, for better results, set correct duration prior to running this.
5. Click the “Search Next 7 Days” button at the very bottom-right.
 - a. The progress bar will appear and;
 - b. Available appointments will line up from left to right in order of least affected route.
6. Click one of these available appointments to set your new appointment.
 - a. The “Start” date and time fields are set.
 - b. The “Subject” field is set.

Note. Daily routes are not included if they are over their maximum daily hours including the “New Appointment” details. To adjust the “Max. Hours” setting, use the “Adjust Settings” button on the EnTouch tab from the Outlook Calendar Explorer view.

Note. You can’t select a past dates and you must search more than 1 day. The default is 7 days. As you change the “From” date, the “To” date will change to the “From” date plus 7 days. If you change the “To” date, changing your span from 7 days, and search, the system will remember this span.