



Business Management

The Business Of Managing Time

(NAPSA)—Have you ever tried to schedule a meeting with ten people? How about reserving a conference room that is available at the same time as the attendees? Try adding an overhead projector or catered snacks to the mix and you are in for a real challenge!

Sometimes, organizing the meeting can take just as long as the meeting itself—a major problem for many businesses today.

Scheduling people's time is as much an art as it is a science. Either way, it is vital to a company's success. According to International Data Corporation, an industry research firm, calendaring has emerged as a mission-critical application second only to e-mail in its importance as a business collaboration tool.

But scheduling doesn't have to be a full-time job. Fortunately, many company intranets can serve as valuable communication tools. The systems often have central cyber-location features that let employees obtain updated and accurate scheduling information daily. In addition, workers can use company intranets to manage personal calendars as well as share information on corporate events with people inside and outside of the company.

One software package even lets workers centralize their scheduling information and access it from anywhere in the world.

Called WebEvent, the software is used by more than 100,000 people at educational institutions, Fortune 500 companies and government agencies.

"We use WebEvent primarily for scheduling training across the country, and around the world," said E.J. Hunyadi, training program manager at Compaq. "WebEvent's customer support

Scheduling software can help:

- **Reduce phone tag.** Software such as WebEvent has group calendaring capability that can eliminate the hassles of scheduling meetings and managing project deadlines. Users can access their calendars from anywhere at any time via a Web browser.
- **Increase event attendance.** Installed on an Internet or intranet Web server, the software's event publishing capability can inform an external and/or internal audience of upcoming performances, training sessions, product release dates, and employee vacations.
- **Eliminate messy pen-and-paper sign-up sheets.** The software's resource reservation capability can help avoid conflict. Assign a calendar to each resource and manage conference rooms, A/V equipment, and other shared resources with ease.



team has supported us far beyond our expectations, providing their assistance to really customize the calendar to meet our needs 100 percent. The product is head and shoulders above other software applications out there. It is simple to use and a snap to integrate with our existing systems. I am pleased with how many people in our organization use WebEvent regularly."

The software is designed to easily integrate with an existing Web site or company intranet and is virtually maintenance free. The product provides excellent customer support and can run on a number of operating systems including Windows, Unix and Mac servers.

For more information, visit www.WebEvent.com.