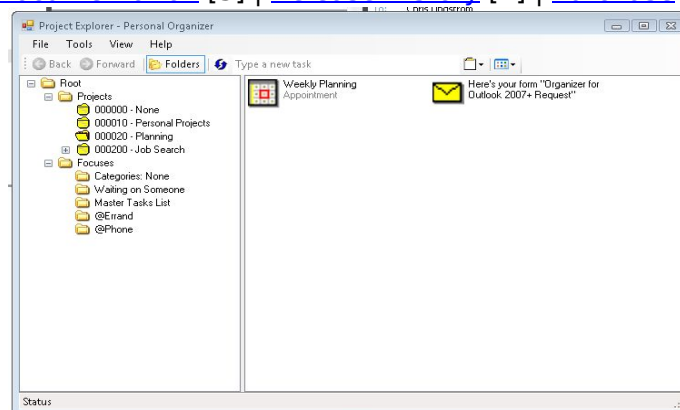


# Organizer Screenshots

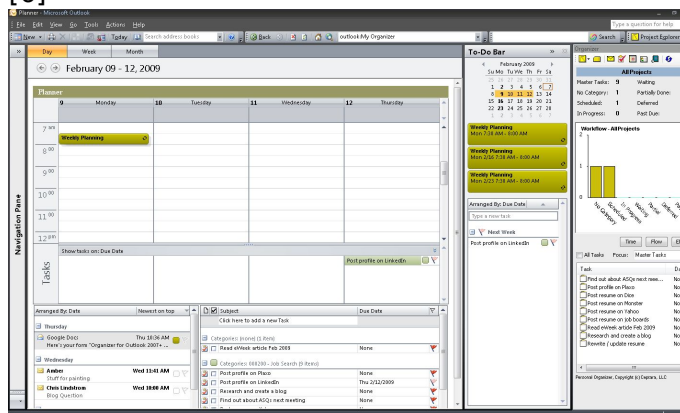
[Overview](#) [1] | [Screenshots](#) | [Download](#) [2] | [Documentation](#) [3] | [Release History](#) [4] | [Purchase](#) [5]

**Project Explorer** A pop-out window used to manage projects, focuses and associated project documents. Shows the Outlook artifacts (mail, appointments, contacts, tasks, journal items, notes, posts) associated with a project.



[6]

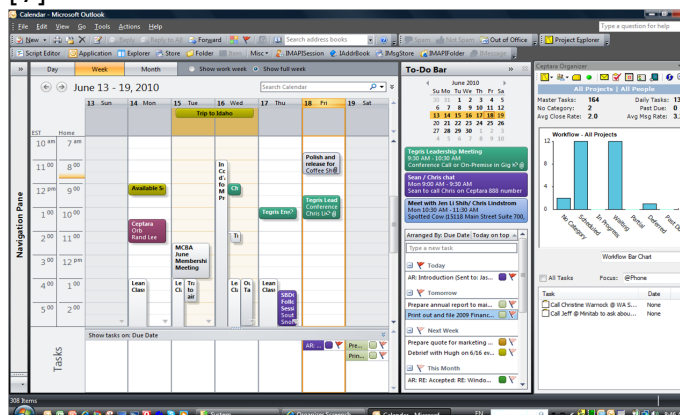
**My Organizer** An added folder view that combines the default inbox, task view and calendar views into one window. Shows the Organizer Custom Task Pane on the right.



[7]

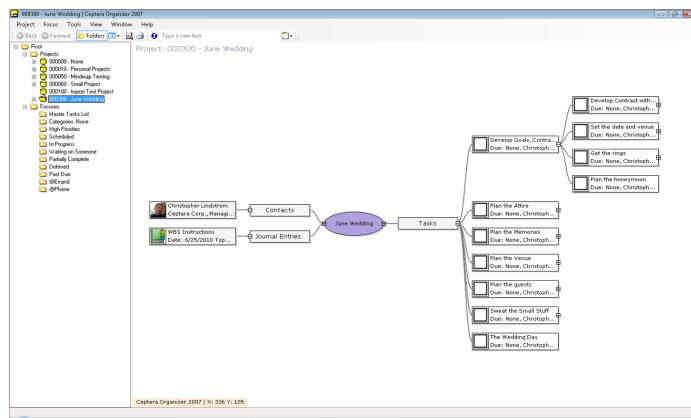
## Calendar View

My favorite view, leaving this view up while working reduces e-mail distractions. And focuses on task lists, e.g. tasks today in the To-Do bar and filtered lists in the Organizer Pane.



[8]

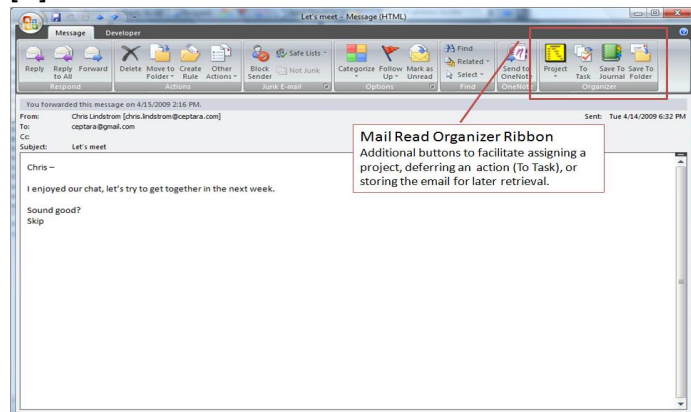
**Manage by Mindmap.** See your project graphically, quickly create sub-tasks, drag and drop tasks to a new parent, focus on sub-task trees, see what people are working on, act on overdue tasks, view associated project documents and much more.



[9]

## Reading an email - Ribbon Menu

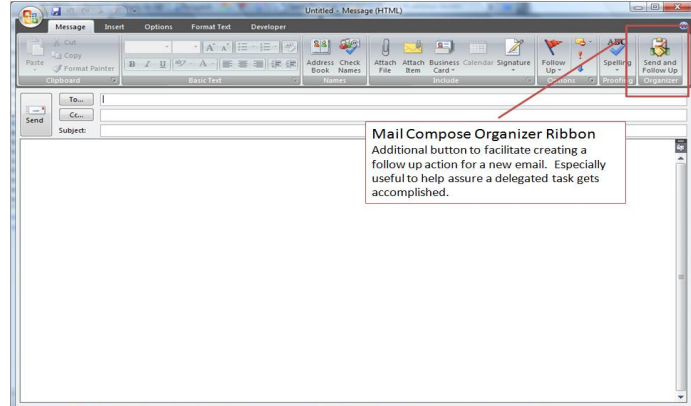
**Buttons** Added buttons for the email object to facilitate assigning a project, creating a task to execute later, and/or saving for a future need in the journal or folder system.



[10]

## Composing an email - Ribbon Menu

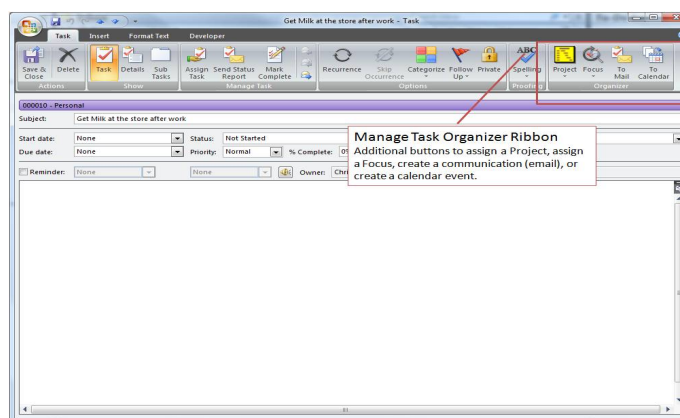
**Buttons** Added button for composing a new email to facilitate the creation of a task used to follow up on a delegated action.



[11]

## Managing a Task - Ribbon Menu

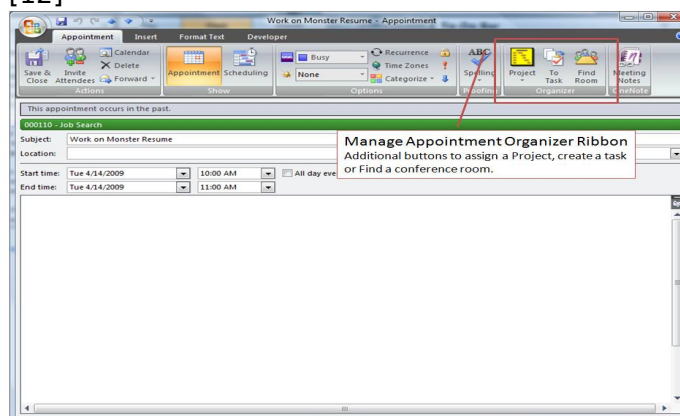
**Buttons** Added buttons for assigning a Project or Focus, creating an email or calendar event for the associated task.



[12]

## Calendar Item - Ribbon Menu Buttons

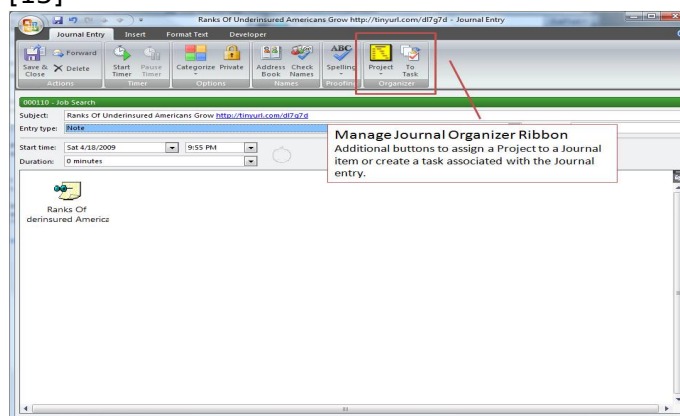
Added buttons for assigning a Project, creating an action/task, or finding an open conference room



[13]

## Journal Item - Ribbon Menu Buttons

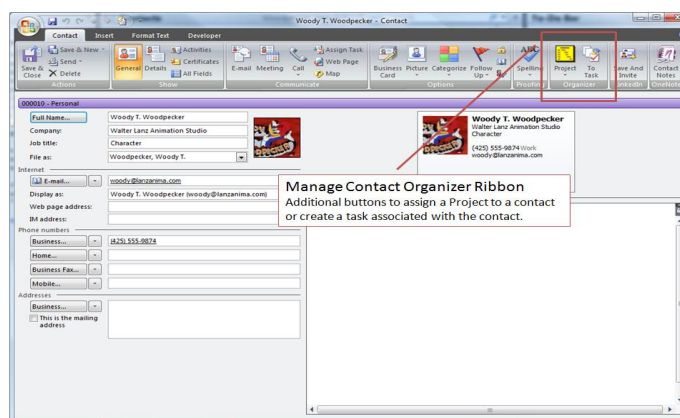
Added buttons for assigning a Project or creating a task associated with a journal entry.



[14]

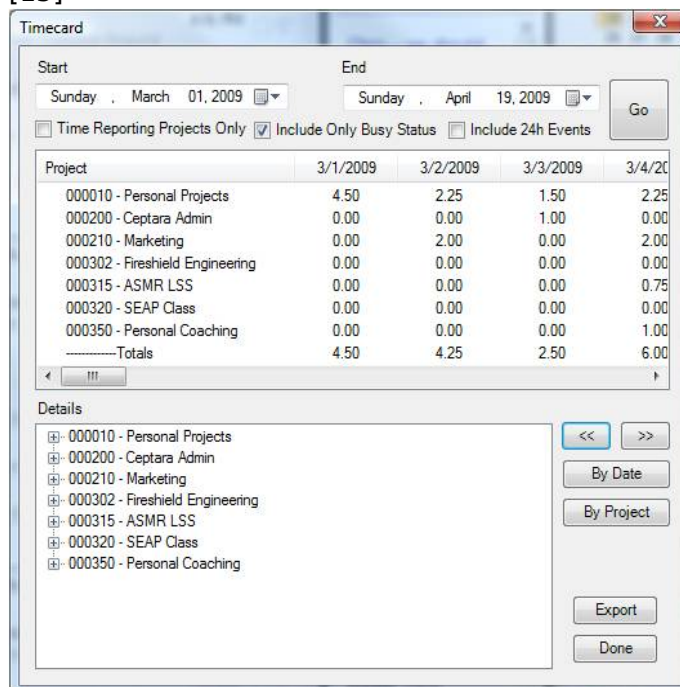
## Contact Item - Ribbon Menu Buttons

Added buttons for assigning a contact to a Project or creating a task associated with a contact.



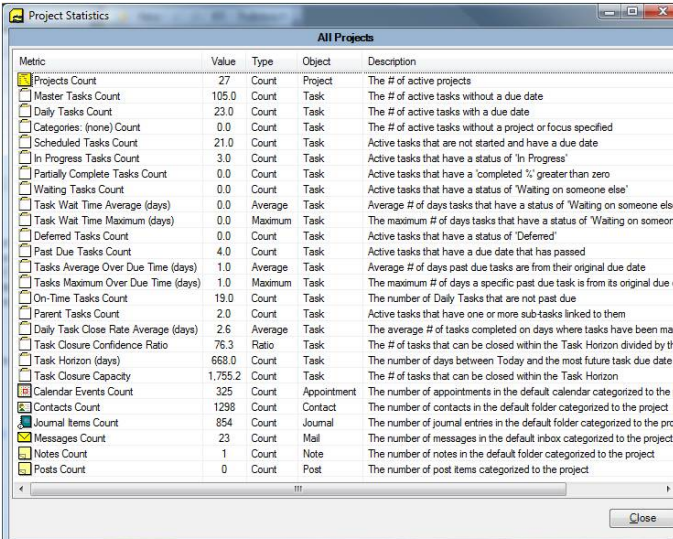
[15]

**Timecard** Timecard analysis function based on categorized/project assignments for appointments



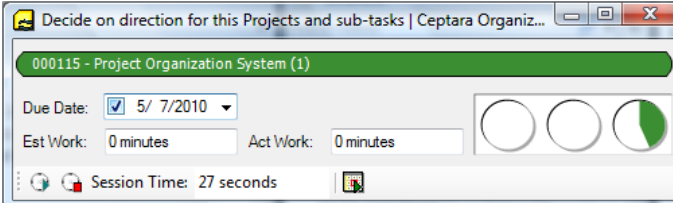
[16]

**Project Statistics**  
Quickly view important statistics about a project or all projects



Metric	Value	Type	Object	Description
Projects Count	27	Count	Project	The # of active projects
Master Tasks Count	105.0	Count	Task	The # of active tasks without a due date
Daily Tasks Count	23.0	Count	Task	The # of active tasks with a due date
Categories: (none) Count	0.0	Count	Task	The # of active tasks without a project or focus specified
Scheduled Tasks Count	21.0	Count	Task	Active tasks that are not started and have a due date
In Progress Tasks Count	3.0	Count	Task	Active tasks that have a status of 'In Progress'
Partially Complete Tasks Count	0.0	Count	Task	Active tasks that have a 'completed %' greater than zero
Waiting Tasks Count	0.0	Count	Task	Active tasks that have a status of 'Waiting on someone else'
Task Wait Time Average (days)	0.0	Average	Task	Average # of days tasks that have a status of 'Waiting on someone else'
Task Wait Time Maximum (days)	0.0	Maximum	Task	The maximum # of days tasks that have a status of 'Waiting on someone else'
Deferred Tasks Count	0.0	Count	Task	Active tasks that have a status of 'Deferred'
Past Due Tasks Count	4.0	Count	Task	Active tasks that have a due date that has passed
Tasks Average Over Due Time (days)	1.0	Average	Task	Average # of days past due tasks are from their original due date
Tasks Maximum Over Due Time (days)	1.0	Maximum	Task	The maximum # of days a specific past due task is from its original due date
On-Time Tasks Count	19.0	Count	Task	The number of Daily Tasks that are not past due
Parent Tasks Count	2.0	Count	Task	Active tasks that have one or more sub-tasks linked to them
Daily Task Close Rate Average (days)	2.6	Average	Task	The average # of tasks completed on days where tasks have been marked as completed
Task Closure Confidence Ratio	75.3	Ratio	Task	The # of tasks that can be closed within the Task Horizon divided by the total number of tasks
Task Horizon (days)	668.0	Count	Task	The number of days between Today and the most future task due date
Task Closure Capacity	1,755.2	Count	Task	The # of tasks that can be closed within the Task Horizon
Calendar Events Count	325	Count	Appointment	The number of appointments in the default calendar categorized to the project
Contacts Count	1298	Count	Contact	The number of contacts in the default folder categorized to the project
Journal Items Count	854	Count	Journal	The number of journal entries in the default folder categorized to the project
Messages Count	23	Count	Mail	The number of messages in the default inbox categorized to the project
Notes Count	1	Count	Note	The number of notes in the default folder categorized to the project
Posts Count	0	Count	Post	The number of post items categorized to the project

[17]



Decide on direction for this Projects and sub-tasks | Ceptara Organiz...

000115 - Project Organization System (1)

Due Date: ☒ 5/ 7/2010

Est Work: 0 minutes Act Work: 0 minutes

Session Time: 27 seconds

[18]

## Mini-Task

A small, non-obtrusive time tracking window as you work on tasks. Started via a right-click on a task item.

## ToodleDo Integration

Tasks can be sync'd with the ToodleDo service. Updates in Outlook or via the ToodleDo website and/or supported tools will be updated for each connected client. For example, add a task via the supported iPhone application & it will show up in Outlook with the Project and Focus assigned.



[19]

**Source URL:** <http://cms.ceptara.com/products/organizer/screenshots>**Links:**

- [1] <http://cms.ceptara.com/products/organizer>
- [2] <http://cms.ceptara.com/products/organizer/download?channel=website&rdnid=96>
- [3] <http://cms.ceptara.com/products/organizer/documentation>
- [4] <http://cms.ceptara.com/products/organizer/releasehistory>
- [5] <http://cms.ceptara.com/products/organizer/purchase>
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- [7] <http://cms.ceptara.com/sites/default/files/images/planner.JPG>
- [8] <http://cms.ceptara.com/sites/default/files/images/20100618CalendarScreenshot.png>
- [9] <http://cms.ceptara.com/sites/default/files/images/ExampleMindMap.png>
- [10] <http://cms.ceptara.com/sites/default/files/images/mailreadribbon.jpg>
- [11] <http://cms.ceptara.com/sites/default/files/images/mailcomposerribbon.jpg>
- [12] <http://cms.ceptara.com/sites/default/files/images/taskribbon.jpg>
- [13] <http://cms.ceptara.com/sites/default/files/images/apptribbon.jpg>
- [14] <http://cms.ceptara.com/sites/default/files/images/journalribbon.jpg>
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- [16] <http://cms.ceptara.com/sites/default/files/images/timecard.jpg>
- [17] <http://cms.ceptara.com/sites/default/files/images/ProjectStatistics.jpg>
- [18] <http://cms.ceptara.com/sites/default/files/images/OrganizerScreenShot11.png>
- [19] <http://cms.ceptara.com/sites/default/files/images/ToodledoScreenshot.png>