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## Mitrefinch TMS for MS Outlook

### Simplified roll-out across multiple sites

The Mitrefinch TMS for Outlook widget is a plug-in that allows you to seamlessly interact with certain Mitrefinch TMS features whilst using your Outlook email. This intuitive add-on saves you significant time by reducing the amount of applications you need to use. The features available depend on whether a user is logged in as an Employee, a Supervisor, or both.

### Employee functionality

When an employee logs into Outlook, the Employee tab will appear in the Mitrefinch TMS task pane. This displays flex balance and current project (if applicable) and a list of recent clockings.

Employees can clock in and out of work and assign their time to specific job codes or cost centres directly via this task pane. They also have the ability to request leave.

Absence synchronization copies all absences and requests from TMS direct to the Outlook calendar.

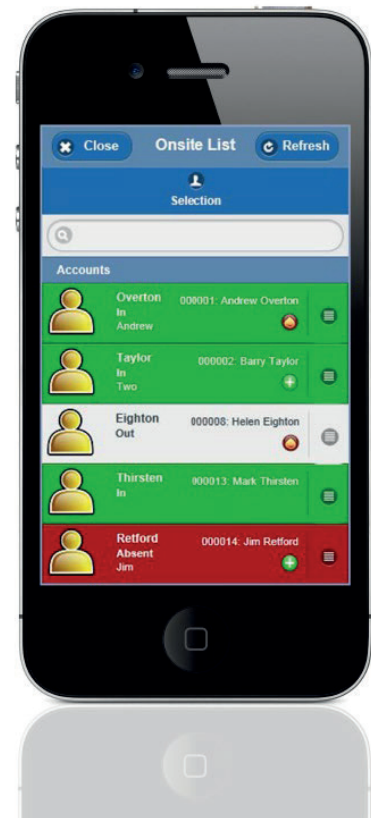
### Supervisor functionality

In Supervisor mode the Mitrefinch TMS task pane displays a list of users, their onsite status and pending requests.

Customized skill icons can be highlighted on the Onsite List for quick viewing e.g. First Aider.

The last time a user clocked in or out is also displayed.

The Request List shows all outstanding requests from your team for your consideration.



## Technical Specifications

### Licensing

A employee can use Mitrefinch TMS for Outlook if they have an MS Outlook licence and either a Silverlight or ASPX licence. Mitrefinch Web Services are also required.

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### Minimum System Requirements

Mitrefinch TMS for Outlook requires:

- Microsoft Office Outlook 2007 or above installed
  - Mitrefinch TMS Server Version 7 installed. Minimum version 7.8
  - .Net Framework 4
  - SSL (http) secured - optional but recommended
  - Disk space 3,5MB
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