


MARKETING CALENDAR OFFICE NEW FEATURE UPDATES 7/10/14

1. Auto-generate Job #s. If you want assigned job #s on any Editor Window, MCO can automatically generate and assign the numbers for you. This feature has to be activated from our Account Manager program. If you would like this feature activated, please contact us at info@marketingcalendaroffice.com, fanderson@marketingcalendaroffice.com or call 859-523-2262.

Project Name	<input type="text" value="On line Ads for Face Book & AMA Resource Dir"/>
Account #	<input type="text"/>
Job #	<input type="text" value="0000016"/>

2. Print Icon and capabilities has been added to the Campaign Editor Window allowing you to print all the information directly from the Window. It is the same feature that is on the Project and Task Editor Windows. The printer icon is located in the upper right corner of the window.

Campaign Name: <input type="text" value="FIT is IMAGINATIVE"/>	Work Status: 25% 
Vendor (2) (BC: <input type="checkbox"/>) (Glance: <input type="checkbox"/>) (HN: <input type="checkbox"/>)	Attach File <input type="button" value="Choose File"/> no file selected upload multiple files
Assianed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Add Embedded Video

3. Printing from an Editor Window, such as Campaign, Project and Task, the printout will now automatically print all the data/information that is in the Comment Section, you do not have to scroll it down to include all the information.

Description: <input type="text" value="FYE Brochure Orientation and Transition"/>	
Comments: edit comments	<div style="border: 1px solid gray; padding: 5px;"><p>FYE Brochure Orientation and Transition, should be used for mailing, at sites and downloadable from web site. 4 color.</p><p>You're about to start an intellectual journey, full of adventures and discoveries you can only imagine. As you navigate all Indiana University has to offer, FYE will be by your side. We help you</p></div>

4. Pull down menus for Custom Fields. Previously, there were two options, when adding custom fields. You could use check boxes or a text field. Now a 3rd option has been added, a pull-down menu. This can be added by clicking on the Manage Fields button on the appropriate Manager Screens, by the Account Administrator. If you want a pull-down menu, just click in the circle by "Dropdown List, then add your list in the text field below, separating the options with comma.

SELECT FIELDS TO USE
(1.) Account No OR Custom Field
Title:
Type:
 Checklist or Basic Text or Dropdown List
Checklist/Dropdown options (separated by comma):

Campaign Name:

Vendor (2) (BC:) (Glance:) (HN:)

Assigned Person (Fran:) (Pam:) (Lesley:) (Carrie:)

Type










Campaign Type (Recruitment:) (Internal:)

Ad Status VIP
Active
Non-active

Category:
[delete this category](#)

5. Mark Tasks 100% complete on the Task Manager Screen. In the first column a green check mark has been added in between the Edit Icon and Delete Icon (previously was a trash can). By clicking on the check mark, it will check off that Task as 100% complete. So you do not have to open each Task to mark it complete. It will automatically be moved to the "100% Complete" screen.

Manage My Office		
Home		
Calendar		
Campaigns		
Projects		
Events		
Tasks		
Press Releases		
Approvals		



Actions	Task	Assigned To
  	BioTech Brochure Graphic Design	Fran Anderson
  	Biotech Copy for Brochure	Fran Anderson
  	Delivery of job	Fran Anderson

View

My Tasks
 All Tasks
 Filter By User
 100%
 Add Task
 Load Template
Tasks for July 2014










Sort By default

Work Status

Actions	Task	Assigned To	Appr	Campaign/Event	Content	Job #	Task Type	Print Vendor	Invoice	Start Date	Due Date	Work Status
 	BioTech Brochure Graphic Design Brochure	Fran Anderson	0/0	Campaign: LI-COR Experience Excellence Project: LI-COR Bio-technology Product Brochure		280		FWA		07/10/14	08/08/14	<div style="width: 100%; background-color: green; text-align: center;">100%</div>

6. The Trash Can, used to “Delete” a Campaign, Project, Task, etc., in the first column on any Manager Screen, previously next to the Edit Icon, has been changed to a red delete icon. This separates it further from the Edit Icon and makes it stand out more as to what it is for, eliminating the mistake of clicking on it, when a user meant to click on the Edit Icon.

Manage My Office			
Home			
Calendar			
Campaigns			
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Events			
Tasks			
Press Releases			
Approvals			

Actions	Task	Assigned To
  	BioTech Brochure Graphic Design	Fran Anderson
  	Biotech Copy for Brochure	Fran Anderson
  	Delivery of job	Fran Anderson

7. An “Updated” column has been added at the end of the data fields on the Project and Task Manager screens. This “Updated” information is the same that can be viewed on each Editor Window, which indicates the last date something was changed for that particular item. You can now view it from the Manager Screen and do not have to open each Project or Task to see when the last change or information was entered.

Start Date	Due Date ▼	Work Status	Updated
10/28/13	09/29/14	50%	07/10/14
12/06/13	09/18/14	75%	07/10/14

8. "Assigned To" column has been added to the Project Manager Screen. When you click on a Campaign, then click to see the Projects associated with that Campaign, it now shows the name of the Project Manager for each Project.

Campaign: Locknet We're All About Doors and Locks [Projects / Events / Press Releases](#)

Campaign Description	Start Date	Due Date	Location	Budget
LockNet offers a wide array of products	11/01/13	06/30/2014	USA- National	25000.00

Actions	Type	Name	Description	Acct #	Job #	Project Type	In House	ON HOLD	Assigned To
	Event	ICOM ATLANTA 2	Conference is Nov 17th-20th						
	Press Release	PR Technology Management							
	Project	SUR-Lock Brochure	SUR-Lock Brochure	111-11	2012.06.01	Advertising	Yes		Fran Anderson
	Project	Test Project for email notification -2	Test Project for email notification		0000053				Marie Callendar
	Project	Test Project for email notification -3	Test Project for email notification -3		0000056				Sarah Lee
	Project	Test Project for email notification -4 Send mail	Test Project for email notification -4 send mail		0000057				Marie Callendar

9. The Category text field has been enlarged, allowing one to see a budget category that might be rather long.

Category [delete this category](#)

Category [delete this category](#)

10. An Event, when 100% complete, meaning the Task(s) are marked 100% complete, now move to a 100% complete screen and will not be on the active screen.

Events

Today

July 2014

<						>
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Manage My Office

- Home
- Calendar
- Campaigns
- Projects
- Events

100%

Actions	Event	Campaign	Acct #	Job #	Event Type	Media Type	Start Date	Due Date	Work Status
	ICOM ATLANTA			0000013	Indoor	Conference	06/15/14	06/15/14	100%
	Fran's Event			0000100		Conference	07/11/14	07/11/14	100%