

Fundamental of Cloud Computing & Enterprise

Course Code IT413

Module – IV

Working from your Services to Clouds and Cloud Services

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Descriptors/Topics

Defining Meta Services

Creating the service directory

collaborating on calendars

Schedules and task management

exploring online scheduling and planning

collaborating on event management

collaborating on contact management

collaborating on project management

collaborating on word processing ,spreadsheets and databases.

Exploring Online Scheduling Applications

As anyone in a large office knows, scheduling a meeting can be a frustrating experience. Not only do you have to clear time from all the attendees' individual schedules, but you also have to make sure that the right-sized meeting room is available at the designated time. Experts claim that it takes seven emails or voice mails to arrange a single meeting; a typical businessperson can spend more than 100 hours each year just scheduling meetings.



Scheduling a meeting with Jiffle.

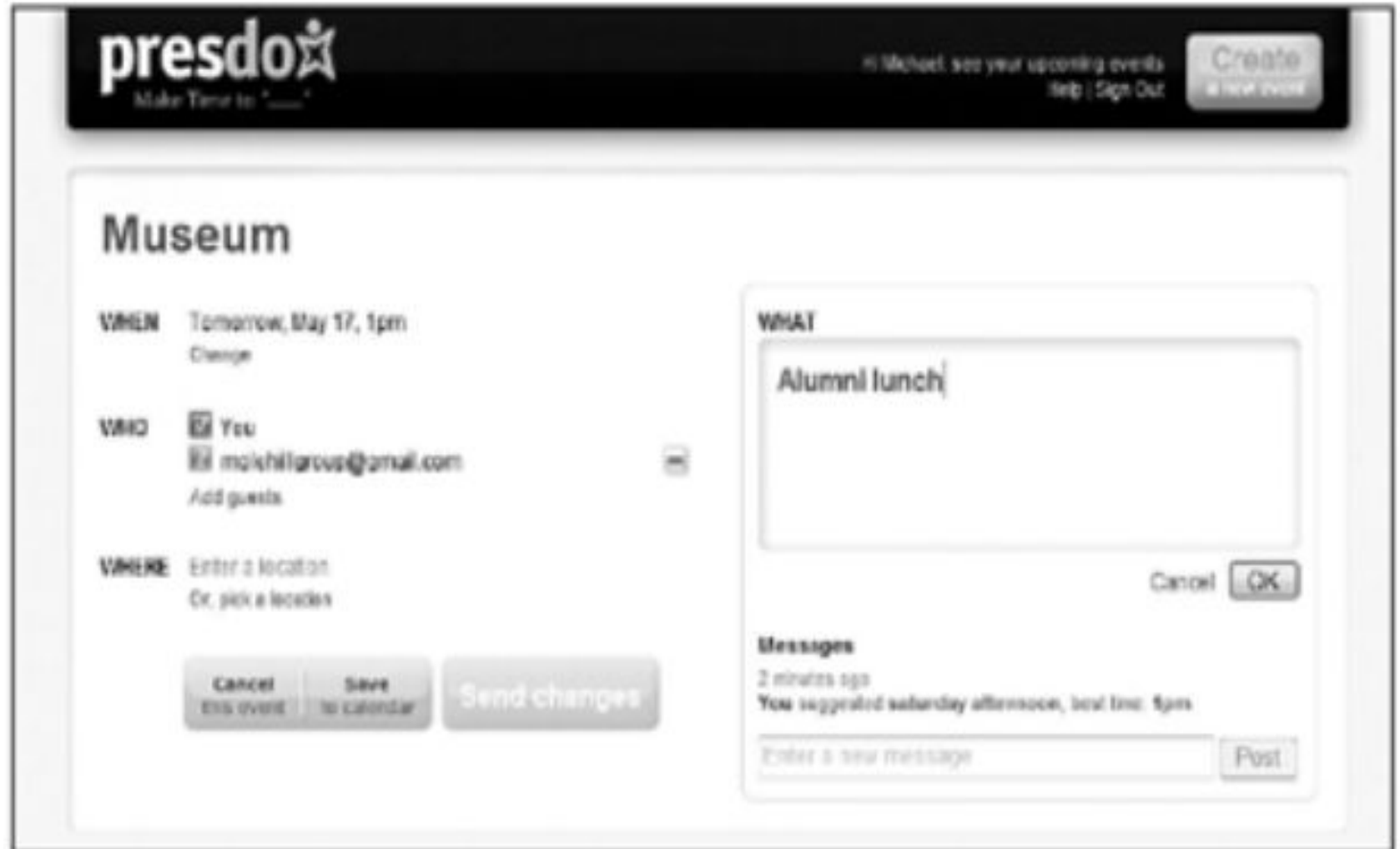
Professionals who schedule appointments with their clients—doctors, lawyers, hairdressers, and the like—face similar scheduling challenges. For this purpose, separate web-based appointment scheduling applications exist. These apps function similarly to traditional meeting schedulers, but with a focus on customer appointments.

Jiffle

Let's start by looking at web-based solutions for meeting scheduling. Our first app is Jiffle (www.jiffle.com)

The screenshot displays a web-based calendar interface for "Dan Ashton's Calendar". The main calendar grid shows dates from May 12 to May 18, 2008, with time slots from 8am to 6pm. A "Meeting Request" form is overlaid on the calendar, containing fields for "From:" (Name, Email, Phone), "To:" (Dan Ashton), "Date:" (Fri, May 16 2008), "Time:" (4:00 PM - 4:30 PM (CST)), "Duration:" (30 mins), "Subject:", and "Message:". The form includes "SEND" and "CANCEL" buttons at the bottom. The calendar grid shows a slot on May 16 at 4:00 PM marked as "Available".

- Presdo
- Unlike Jiffle, Presdo (www.presdo.com) is a scheduling tool that isn't limited to a single company. Presdo lets you schedule meetings and events with anyone who has an email address



The screenshot shows the Presdo web interface. At the top, the Presdo logo is on the left, and on the right, it says "Hi Michael, see your upcoming events" with links for "Help" and "Sign Out", and a "Create a new event" button. The main content area is titled "Museum". It has three sections: "WHEN" with "Tomorrow, May 17, 1pm" and a "Change" link; "WHO" with "You" (indicated by a person icon) and "mikhilgrouv@gmail.com" (indicated by an email icon), with an "Add guests" link; and "WHERE" with "Enter a location" and "Or, pick a location". At the bottom of this section are three buttons: "Cancel this event", "Save to calendar", and "Send changes". To the right of the "WHO" section is a "WHAT" section with a large text input field containing "Alumni lunch", a "Cancel" button, and an "OK" button. Below the "WHAT" section is a "Messages" section showing a message from "2 minutes ago" that says "You suggested Saturday afternoon, best time: 1pm". At the bottom of the messages section is a text input field with the placeholder "Enter a new message" and a "Post" button.

Windows Live Events

- Event scheduling is now part of Microsoft's bag of tricks. Microsoft's Windows Live Events (home.services.spaces.live.com/events/) is a customized version of its Live Spaces offering; it lets Live Spaces users organize events and share activities between participants.

Schedule book (www.schedulebook.com) offers several different types of web-based scheduling services.

The company's three offerings are

- Schedulebook Professionals, which is a business-oriented schedule/calendar/planning application
- Schedulebook Office, which schedules the use of any shared resource, such as company meeting rooms or even vacation homes
- Schedulebook Aviation, which is used by the aviation industry to schedule aircraft, flight training, and similar services

**Thank
You**