



ZeroTime™ collector for Outlook Calendar

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Introduction

The ZeroTime™ collector for Outlook Calendar captures information from calendar entries; employees can use this data to help populate their timesheets via the ZeroTime platform.

ZeroTime utilizes machine learning to predict employee's work patterns, making timesheet population easier and more accurate over time.

The collector can gather such data as meeting title, date and time, attendees and duration.

You can find more information about ZeroTime in the [Replicon help](#). If you need help installing or using the collector, please contact [Replicon Support](#).

Collector types

For Outlook Calendar, you can [install](#) one or both of the following types of collectors:

- **Company-level collector**
The company-level Outlook Calendar collector is installed once for your whole organization or set of selected organization units. It can only be installed by an [authorized person](#).
- **User-level collector**
The user-level collector can be used by administrators to test the collector's functionality ahead of installing the company-level version. End users should not be installing the user-level collector for their personal use.

Field mappings

Once a collector is installed for the company or user, a note is created in ZeroTime™ for each calendar event within 30 minutes of the event ending.

The event's start time, end time, and meeting title appear in the note. Additional data is also transferred, and saved under the **More** link.

Outlook Calendar event field	... maps to this field in a ZeroTime note	Example
Start Time	Start Date and Start Time	<i>Jan 16, 2022 3:30 PM</i>
End time	Start Date and End Time	<i>Jan 16, 2022 3:43 AM</i>
Meeting title	Your note	<i>Story Time - SWAT Team</i>
Meeting creation time	More > Created	<i>Jan 16, 2022 3:53 AM</i>
Last modification time of the event	More > Updated	<i>Jan 16, 2022 3:53 AM</i>
The organizer of the event	More > Organizer	
Calendar event link	More > Link	

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Installing the collector

Administrators with the [required permissions](#) can install the user-level collector to test the app, or the company-level collector once they're ready to make the collector available to end users.

Installation prerequisites

To install the company-level collector, you must:

- Be either a Global Administrator or a Privileged role administrator in Outlook
- Have ZeroTime Administrator permission

To install the user-level collector, you must:

- Have a valid Outlook email with your company
- Have ZeroTime User permission

End user requirements

To use the collector:

- The user must have a valid Outlook email account with your organization
- The user's Outlook email address must be configured in their [Replicon user profile](#)

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Installing and authorizing a collector

Administrators with the required permissions can install the user-level or company-level collector.

Once installed, you'll need to authorize the collector to access the Outlook and ZeroTime™ accounts – if you're installing the company-level collector, this grants the apps permission to access end-user accounts.

Typically, you'd install the collector from the [ZeroTime login page](#). However, you can install the app from the Microsoft AppSource Marketplace ([user-level](#) | [company-level](#)), if desired.

To install a collector:

1. Go to the [ZeroTime login page](#).
2. Log in to ZeroTime using your User credentials.
3. Once you've signed in to ZeroTime, go to the **Collectors** tab and select either the **User Collectors** or **Company Collectors** tab, depending on the type of collector you're installing.
4. Click the **Install** button for Microsoft Outlook Calendar.

You will be redirected to the **ZeroTime for Outlook Calendar** page in the Microsoft AppSource Marketplace ([user-level](#) | [company-level](#)).

5. Click **Get it now**. If prompted, sign in with your Outlook account credentials. Use your Admin credentials if installing the company-level collector.

Once you've signed in, you'll see a message prompting you to allow ZeroTime access to your Outlook calendar.

6. Click **Yes**.

Once the connector is installed, you'll be redirected to a **Success** page.

Uninstalling the collector

If you'd like to stop using a collector completely, you can uninstall it. To do this:

1. Go to the [ZeroTime login page](#).
2. Log in to ZeroTime™.
Be sure to use your *Administrator* credentials, if you're uninstalling a company-level collector.
3. Once you've signed in, go to the **Collectors** tab and select either the **User Collectors** or **Company Collectors** tab, depending on the type of collector you're uninstalling.
4. Click the **Settings** button for the Microsoft Outlook Calendar entry.
5. Click the **Uninstall** button to uninstall the collector.

You'll be notified via a new browser tab once the uninstallation is successful. Once uninstalled, ZeroTime will no longer collect event information from your Outlook calendar.