

Findit

A Teams App by CTELO

Increases Microsoft Teams usability with easy access to calendar and contact information!





Findit



The Findit app from CTELO addresses several use cases enhancing the user experience in Teams. You can 'Pop-out' Findit in a separate window with the square-arrow icon top right when opening it in Teams and have all your co-workers free time and contact info at hand. Calendar details is only shown for users that have granted you access. Otherwise, it is shown as Busy. There are no prerequisites other than being a Teams user to have use of the app but enabling Teams Phone adds more usability.



Findit Use Cases

Calendar

- Quickly check the availability in a colleague's calendar
- You want to see the week availability of a person
- You want to know when your team are available for a meeting
- You want to check for a free spot in the calendar including several people
- You want to make a calendar entry with the people in your search list
- You want to check for meeting room availability(Q2-roadmap)

Employees

- See picture with presence
- Find any employee
- Search for groups to find employees in different departments
- Initiate email from hover window
- Initiate chat from hover window
- Initiate Video Call from hover window
- Initiate phone call from hover window (requires Teams Phone)

Telephony (requires Teams Phone)

- A phone call comes in and the person you want to transfer to is busy. The caller wants to know when the person is available for trying again later.
- A call comes in and the person you want to transfer to is busy. The caller just wants to talk to someone in that team (any team member). Find an available person in the group.

My Contacts (Q2-roadmap)

- Syncs with 'My Contacts' in your personal Outlook
- Add external people to the search list for initiating a calendar entry
- Initiate e-mail, chat and phone call
- For obvious reasons, no calendar access view is available for external people



Find people info

Hover over or click on the name in the list and the personal information is shown. You can start an e-mail, chat or call from this window.

The screenshot displays the Findit application interface. At the top, there is a search bar with the text "Start typing name of employee or group...". To the right of the search bar, there are navigation controls including "Today", left and right arrows, a date selector set to "Fri Jan 21 2022", and view options for "Day" (selected) and "Week".

Below the search bar is a table with columns for "NAME/TIME" and time slots from 07:00 to 12:00. A row for "Nortel testuser" (email: nortel@routeams.com) is visible, with a small 'x' icon next to the name.

A detailed profile card for "Nortel testuser" is shown, featuring a circular profile picture with the initials "NT". The card includes the following information:

- Contact:** nortel@routeams.com, +4796923592
- Skills & Experience:** Languages: Norwegian, Bokmål (Norway)
- Work Experience:** 1 — 1

The left sidebar contains navigation icons for Activity, Find, Chat, Calls, Calendar, Teams, Contact Ce..., monday.com, and Files.



Find and create a Teams calendar entry

NAME/TIME	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
Jan Andre Solvang jan@ctelo.com			Sync				Last details for						
Jon Sjølie jon@ctelo.com			Sync	Ctelo Business									
Nortel testuser nortel@routeams.com													

Doubleclick in the first half of a calendar timeslot to create a new meeting at the whole hour with the people in the list. Doubleclick in the last half of a calendar timeslot of a user to create a new meeting at the half hour with the people in the list.

The screenshot shows the 'New meeting' dialog in Microsoft Teams. The title bar includes 'New meeting', 'Details', and 'Scheduling Assistant'. There are 'Send' and 'Close' buttons. The 'Category' is set to 'None'. The meeting title is 'Meeting'. Participants listed are Jan Andre Solvang (Free), Jon Sjølie (Free), and Nortel testuser (Free). The date is 21/01/2022 and the time is 15:00. There is a '30m' duration and an 'All day' toggle. A suggested time slot of 16:30-17:00 is shown. The recurrence is set to 'Does not repeat'. There are fields for 'Add channel' and 'Add location'.



Findit User Guide

Start typing name of employee or group...



Today



Fri Jan 21 2022



Day



Week



Refresh



Clear all

Findit as a Pop-out App

Using Findit in a separate Teams window can be effective since searches then are visible even though you change windows in Teams. Click on the square with an arrow top right in the Findit window to achieve this.

Search window

Start typing the name of a person or a group and results of the search are shown in the list. After the first search the typing focus will always be in the search field so you can start typing at any time to add more people to the search result.

Search result dropdown

When choosing a person or a group in the dropdown they are added to the search result window.

Today button

Pressing the Today button brings the calendar(s) in the search result window to show today's busy/free time.

Arrows

Moves the date back or forth 1 day at a time

Date window

Shows the date for the calendar results. Clicking the date opens monthly view to choose specific dates.

Day button

When this is active only the calendar result for the actual day is shown.

Week button

Shows the week calendar(s) for the people in the list.

Refresh button

Refreshes the calendars of the people in the list. Used if some time has passed since the search was done.

Clear all button

Is used to clear all results in the list to do a new search.

Profile information

Hover over or click user icon in the list for more details, start an e-mail, chat, or phone call

X-button

Clicking the x behind a person's name will remove the user from the list.

Create a calendar entry with the people in the list

DoubleClick the first half of the wanted time slot in a listed person's calendar. This creates a meeting at the whole hour. DoubleClick the last half of the wanted time slot in a calendar starts the meeting at half an hour. Adjustments should be done in the calendar popup.

