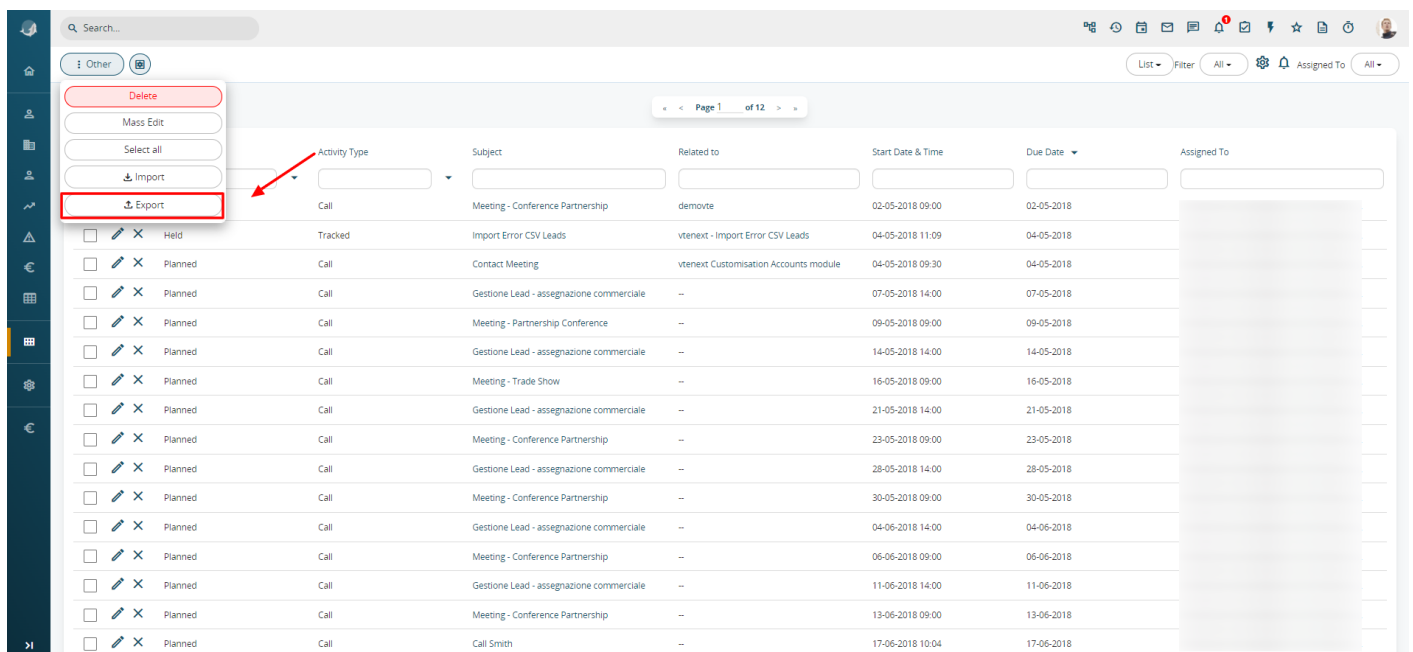


4.5 Import and export activities

To import or export Activities between vtenext and other applications, the standard iCalendar format is available (.ics extension).

To export the activities of the vtenext calendar, you must display it in list mode, select the records to be exported, press „the export button and choose the filename. Likewise, to import records from the external iCalendar file, press the import button and follow the procedure.



The screenshot shows the vtenext web interface. On the left, a sidebar contains various icons. The main area displays a list of activities. A red box highlights the 'Export' button in the top-left corner of the activity list. A red arrow points to the 'Activity Type' dropdown menu. The activity list has columns for 'Activity Type', 'Subject', 'Related to', 'Start Date & Time', 'Due Date', and 'Assigned To'. The first row shows a 'Call' activity with the subject 'Meeting - Conference Partnership' and a start date of '02-05-2018 09:00'. The second row shows a 'Tracked' activity with the subject 'Import Error CSV Leads' and a start date of '04-05-2018 11:09'. The third row shows a 'Planned' activity with the subject 'Contact Meeting' and a start date of '04-05-2018 09:30'. The fourth row shows a 'Planned' activity with the subject 'Gestione Lead - assegnazione commerciale' and a start date of '07-05-2018 14:00'. The fifth row shows a 'Planned' activity with the subject 'Meeting - Partnership Conference' and a start date of '09-05-2018 09:00'. The sixth row shows a 'Planned' activity with the subject 'Gestione Lead - assegnazione commerciale' and a start date of '14-05-2018 14:00'. The seventh row shows a 'Planned' activity with the subject 'Meeting - Trade Show' and a start date of '16-05-2018 09:00'. The eighth row shows a 'Planned' activity with the subject 'Gestione Lead - assegnazione commerciale' and a start date of '21-05-2018 14:00'. The ninth row shows a 'Planned' activity with the subject 'Meeting - Conference Partnership' and a start date of '23-05-2018 09:00'. The tenth row shows a 'Planned' activity with the subject 'Gestione Lead - assegnazione commerciale' and a start date of '28-05-2018 14:00'. The eleventh row shows a 'Planned' activity with the subject 'Meeting - Conference Partnership' and a start date of '30-05-2018 09:00'. The twelfth row shows a 'Planned' activity with the subject 'Gestione Lead - assegnazione commerciale' and a start date of '04-06-2018 14:00'. The thirteenth row shows a 'Planned' activity with the subject 'Meeting - Conference Partnership' and a start date of '06-06-2018 09:00'. The fourteenth row shows a 'Planned' activity with the subject 'Gestione Lead - assegnazione commerciale' and a start date of '11-06-2018 14:00'. The fifteenth row shows a 'Planned' activity with the subject 'Meeting - Conference Partnership' and a start date of '13-06-2018 09:00'. The sixteenth row shows a 'Planned' activity with the subject 'Call Smith' and a start date of '17-06-2018 10:04'.

As an alternative to export / import in iCalendar format, vtenext supplies a series of integrations with very common systems:

- Synchronisation via Active Sync protocol (extra module);
- Synchronisation with Exchange calendar (extra module);
- Synchronisation with GCalendar (extra module);
- Synchronisation with Zimbra (extra module);
- Synchronisation with Outlook and Thunderbird via plugin.

Revision #1

Created 23 August 2023 07:23:54 by Thomas

Updated 23 August 2023 13:28:45 by Thomas