

TM Exchange Synchronization Implementation Checklist

Please complete and send back to your CIC prior to implementation:

TM Exchange Implementation Date & Time: _____

Internal/External IT Contact information: _____

Location of Exchange synchronization installation file: _____

Outlook web URL: _____

Domain Name: _____

Administrator Server login information: Username: _____

Password: _____

SQL Server name and instance: _____

TimeMatters SQL database: _____

TimeMatters SQL username: _____

TimeMatters SQL password: _____

Records types that will be synchronized: Events: _____ ToDo's: _____ Contacts: _____

Synchronization type: Bi-Directional: _____ One way: _____

Backups performed: Time Matters database: Yes No Date _____ Time: _____

Exchange database: Yes No Date: _____ Time: _____

Please include a list of TimeMatters users that will be synchronizing, along with their TM usernames and their Windows login information. Please attach list with this document or provide this information when the installation occurs.