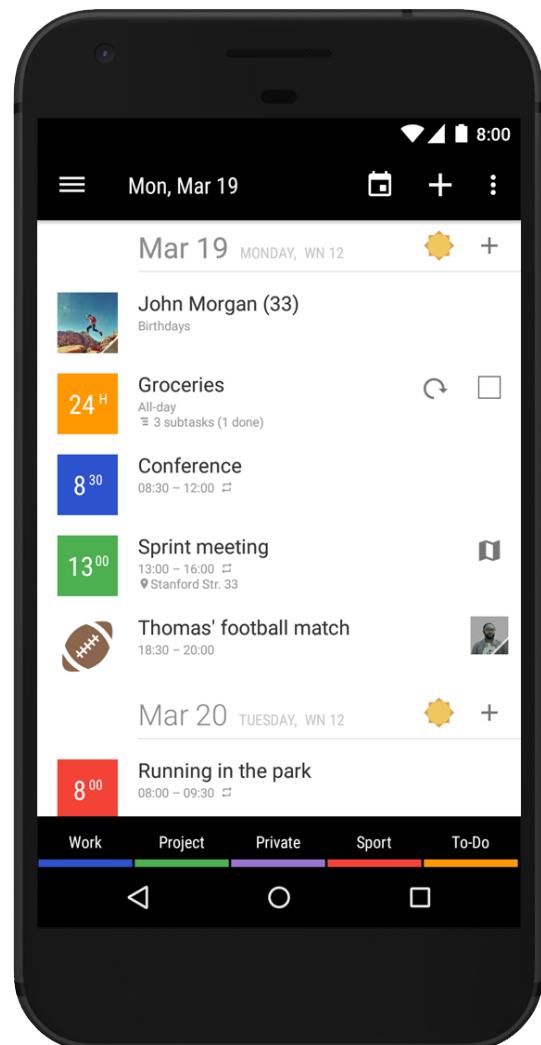# Introduction to Business Calendar 2

Business Calendar 2 was developed to provide our users with the best calendar experience on mobile devices. The app is characterized not only by an easy and intuitive handling, but also by a variety of powerful features.

The core of the app lies within its 6 clearly designed main views (month, week, day, agenda, year and tasks) and 7 different widgets, which can be customized down to last detail in accordance with individual preferences. Various tools additionally increase the productivity: the innovative solutions allow the user not only a quick creation of events and tasks, but also provide instruments for the edition of multiple calendar entries afterwards.
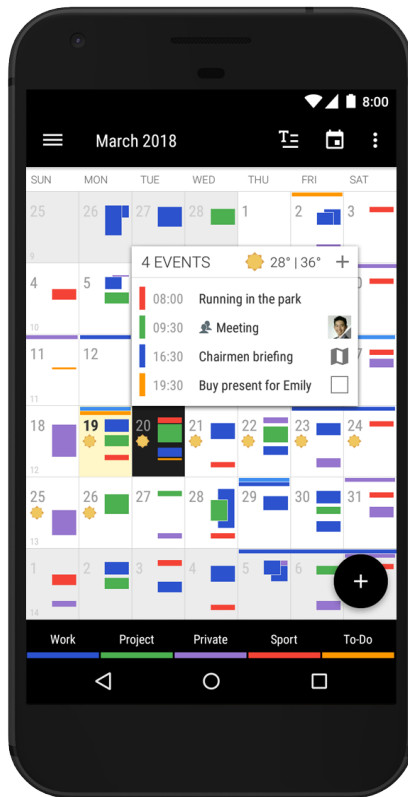
The invite view, in which meeting invites can be quickly viewed, filtered and answered, as well as our own birthday view complete the offer. Public holidays, including federal states / regions, can also be integrated directly from within the app.

We know from our experience, that our users appreciate the numerous possibilities of customizing Business Calendar 2 according to their own needs. They go far beyond the selection of 22 carefully designed app themes.

Already in the free version, Business Calendar 2 offers a complete calendar with a great number of unique features. All additional pro features can be unlocked by one-time in-app purchase. By the end of this document you will find a table with an overview over free and pro functions.

Short Description of Selected Features

Favorite Bar

You can enable and disable calendars and task lists with just one click. This makes it possible to only view the events, which are currently relevant. Additionally, the use can define groups of calendars and lists and, for example, disable all private or work calendars with one click.

Month View

In the month view it is possible to choose between text and bar display. The latter allows the graphical representation of the daily schedule. The handy popup gives a quick overview of the event details. You can also start a direct action from within the popup, such as an opening of the maps or a call with the linked contact.
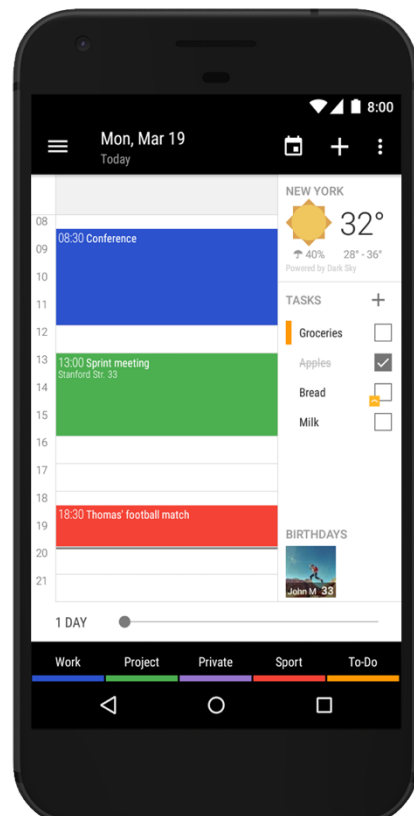
A simple swipe over the days opens precisely those days in the week view. The month view gives also a possibility to scroll by month or by week.

Week View / Multi-Day View

The week view is actually a flexible multi-day view: you can effortlessly swipe from 2 to 14 days with the days' slider at the bottom. The drag&drop function allows you not only to quickly move, but also copy and delete events.
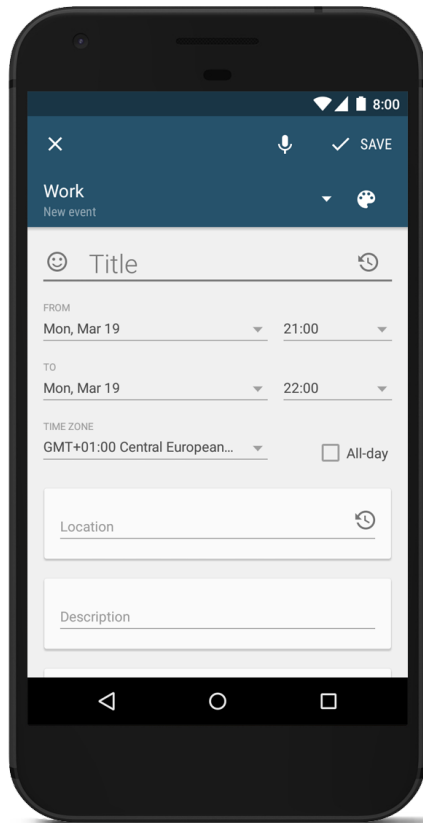
Day View

The day view gives you a quick overview of all Information relevant to that particular day. Next to the events, you can also view your tasks, the birthdays and the current weather.

Task Management

In Business Calendar 2 you can move an unfinished task to the next day with one click. Already the free version allows to sort the lists according to the preferred order, sync them with Google and back them up with the provided import/export function. The additional pro features such as priorities, subtasks and repetitions make the task feature a proper power tool.

Event Creation

Every aspect of the event creation in Business Calendar 2 was optimized with the goal to make it an easy and stress-free process. For example, it is possible to recognize free slots in the calendar already in the date selection. The practical side bar in the event creation view furthermore allows to coordinate the events of the day and avoid unwanted overlapping.

The title, location and attendee auto-complete functions eliminate unnecessary typing. The voice input makes it even possible to create entries without any keyboard (more details can be found in the next section).

Naturally it is also possible to add events, attendees and very flexible repetition rules to an event. The additional features allow to link a contact privately to an event. Contrary to event invitations, which allow the sharing of the event information with the participants, the private contact function is meant to provide quick access to all contacts data directly from the app.

Templates

Business Calendar 2 makes it also easy to create templates from existing events and tasks. These can be quickly assigned to new events / tasks or you can choose one to be a standard template for all new entries.

Voice Input

You can speak up your appointments and tasks without any typing. With the function you will not only be able to add basic information such as title or start and end time, but you can also speak further details such as location, description, reminders and the repetition rules.

The grammar of each supported language was extensively analyzed and is mapped to provide a completely new experience when it comes to the transformation of spoken words into calendar events. The voice input is available in English, German, French and Japanese.

Event Management

Next to the customary edit functions for events and tasks, agenda and task view make it also possible to execute various actions for multiple events/tasks at once. This way, for example, users can move or copy all selected calendar entries to another day. Furthermore, they can also move all selected events by a fixed time. On top of that all calendar entries can be deleted or assigned to another calendar at once.

If a large number of appointments needs to be edited, it is not even necessary to select them manually, one by one. If required, you can instead specify a time period, in which all appointments are automatically marked for further editing.
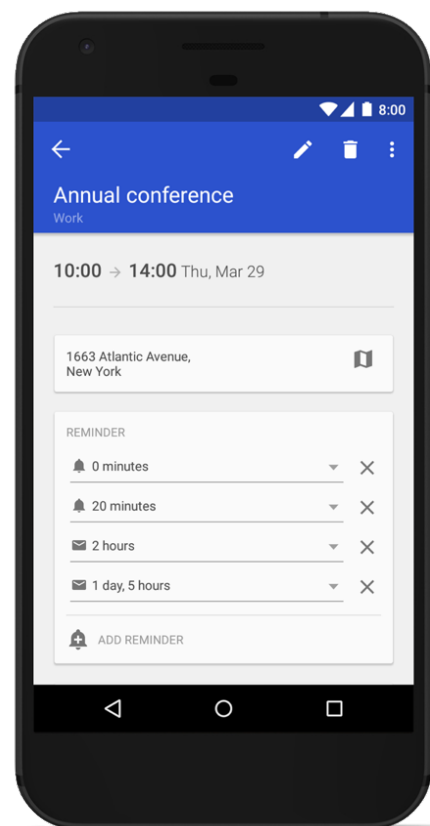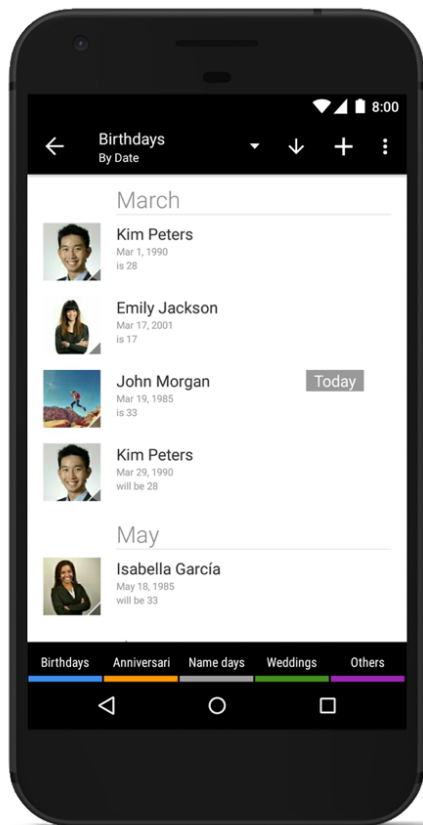
Reminder

The extensive reminder function not only allows you to add next to up to 5 sound or email reminders pro event, but also gives you further advanced options such as individual snooze times, own sound files, repetitive reminder and the mute function for selected calendar.

From within the activated reminder you can also execute various practical actions, as for example snooze, view event location in the maps or email the attendees of the event.

Search

In addition to the real-time search for appointments and tasks, each view can also be filtered by a specific phrase thanks to the search in view function.

Birthdays

The separate birthday view makes it possible to sort the birthdays and anniversaries by name, age or date. Of course, the user can also see the birthday information integrated in all other calendar views. The birthdays can (calendars likewise) be added to the favorite bar and quickly toggled.

In the birthday view it is additionally possible to manually choose the birthdays and anniversaries to be shown.

Emoticons

To personalize appointments and tasks even more, Business Calendar 2 offers a selection of over 600 emoticons.

Customization

In order to customize both the app display and the features of widgets, events, tasks and reminders, various functions were integrated. Some of the changes can be seen directly in the live preview, which makes the setup process even more user friendly.
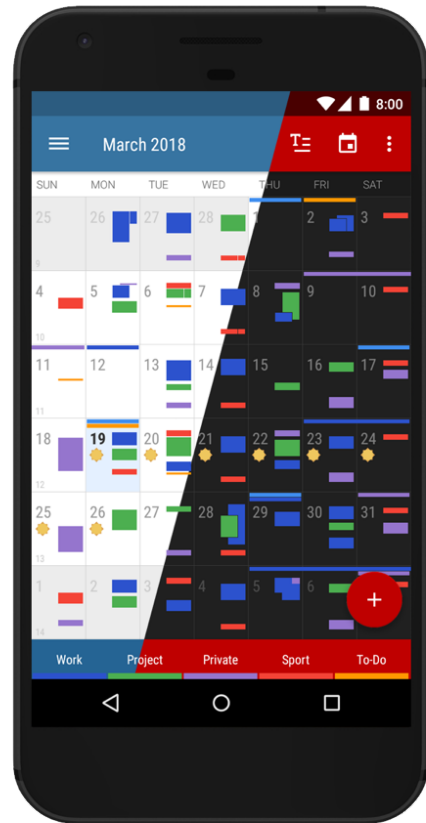
Separate calendar and event colors furthermore contribute to the better general overview. Also, each view can be customized down to the last detail in accordance with users' personal needs.

Colors and Themes

In addition to the selection of the 22 carefully designed app themes, it is also possible to set completely individualized colors to various app elements.

Import/Export

Beneath app and widget settings, task lists, templates and birthdays, Business Calendar 2 can also import and export calendar files in the popular iCalendar format (.ics, .ical).

Built-in Help

If our users have any questions regarding the functioning, features or synchronization, they can access Business Calendar's built-in extensive knowledge base with keyword search.

Additionally, our technical support, which knows the features better than some of the developers, offers competent help with questions and problems.

Feature List

Feature	Free	Pro
Month view (text and bars)	√	√
Week view (2-14 days)	√	√
Day view	√	√
Agenda view	√	√
Year view	√	√
Task view	√	√
Birthdays	√	√
Favorite bar	√	√
Search	√	√
Sync calendar with Google, Exchange etc. via Android calendar database	√	√
Sync tasks with Google Tasks	√	√
Local calendar and tasks	√	√
Holidays calendar	√	√
Flexible repetitions for events	√	√
Invite attendees to events	√	√
Customizable calendar and event colors	√	√
Emoticons	√	√
Voice input (English, German, French, Japanese)	√	√
Weather report	X	√
Privately link contacts to events	X	√
Auto-complete and history for title, location and attendees	X	√
Manage multiple events at once	X	√
Invites view	X	√
Set font sizes	X	√
Group calendar and task lists	√	√
Reminder	√	√
Repeating reminder	X	√

Individual ringtones for calendars	x	√
Ongoing notification	√	√
Repeating tasks	x	√
Subtasks	x	√
Priorities for tasks	x	√
Templates	x	√
22 customizable themes	x	√
Drag&drop	x	√
Import / export calendars (.ics, .ical)	x	√
Agenda widget	√	√
Month widget	√	√
Week widget	√	√
Day List widget	√	√
Task widget	√	√
Icon widget	√	√
Day Pro widget	x	√
14 customizable widget themes	x	√
Share events & tasks	√	√
Home time zone	√	√
Backup settings	√	√
Built-in help	√	√