As part of the ATS system you are able to import calendars from Microsoft Outlook, an Excel File or a Google iCalendar file.



Import from Microsoft Outlook

Choose the Outlook account & calendar name to use	Choose the date range	Choose the ca appointment ty	tegory and/or pes to exclude	Click "Search"
Outlook Appointment Import Import From Outlook File: rkeffersr@gmail.com Calendar:	Outlook Search/Filter Criteria Start Date From: 2/23/2012 • To: 4/23/2012 •	Exclude Categories: Red Category Blue Category Purple Category Green Category	Exclude Appt. Types All Day Events Private Appts Recurring Appt	Search Clear
Outlook Appointments				
Start (Outlook) End (Outlook)	Subject (Outlook) Locati	on (Outlook) Purpose	Location	Sport/Team Priv;
Record:				•
Select All Unselect All Set Purpose Locati	on Set Sport/Team		By	nport Close
T Use the buttons shown here to u information for the appoin	Click "Import" to post the records to the ATS system			



Use the buttons shown here to update and set information for the appointments.

Click "Import" to post the records to the ATS system

Import from Microsoft Excel File



information for the appointments.

records to the ATS system

Notes:

- 1. The following columns must be in the Excel/CSV file:
 - 1. Start Date
 - 2. End Date
 - 3. Subject
 - 4. Location
- 2. Once an appointment is imported there is no sync activity between ATS and any other source.