



Session 16

Tool Time Tuesday

Office 365 Planner





Hello!



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EndNote Basics Online Class

July 16; 10:00am

Register here:

<https://mdanderson.libcal.com/calendar/education/endnotex9>





Discount Software

- MD Anderson does not provide software for personal computers.
- **Staff and students can purchase discounted software for personal computers here: <https://hied.com/utmd/>**



Office 365 Planner



Office 365 Planner





What is Office 365 Planner?

- Planner is a task management tool
- Planner allows you to create a plan for yourself or a team. Arrange tasks visually and assign tasks to team members.
- Kanban: visual process management system
- Use Planner to:
 - Plan an event
 - Plan a publications
 - Support your customers
 - Manage projects



Create a Plan

- Go to office.com. Login.
- Select **New plan** in the left pane.
- In the **New plan** window:
 - Type a name for the plan.
 - Add group members
- Arrange tasks into buckets
- Drag and drop tasks to move them up and down the lists, or to another bucket.



Build Your Plan

The screenshot displays the Microsoft Planner interface for a plan named "RML Collections Tasks". The interface includes a left-hand navigation pane with options like "New plan", "Planner hub", "My tasks", "Favorites", and "Recent plans". The main area shows a task board with two columns: "Alma Issues" and "Today". Each column has an "Add task" button. A dropdown menu is open under the "Alma Issues" column, showing options like "FRBR Updates", "Set due date", and "Assign", with a green "Add Task" button at the bottom. Annotations with red arrows point to these elements: "Add a new task here" points to the "Add task" button in the "Alma Issues" column; "Assign to a team member and set a due date" points to the "Assign" option in the dropdown; "Add new bucket" points to the "Add task" button in the "Today" column; and "Add a new bucket or list here" points to the "Add task" button in the "Today" column. The top navigation bar shows "Planner" and various utility icons.



Add more detail to your task

The screenshot shows the Microsoft Planner interface with a task titled "EndNote Open URL" selected. The task details are displayed in a central pane, and the left sidebar shows the task list. Red arrows point to specific fields with text annotations:

- Set priority:** Points to the "Priority" dropdown menu, which is currently set to "Medium".
- Create a checklist:** Points to the "Checklist 0 / 2" section, which contains three items: "Contact Exl & Clarivate", "Communicate with 3rd Iron RE: LibKey Link", and "Add an item".
- Add an a file or attachment.:** Points to the "Attachments" section, which has an "Add attachment" button.
- Set progress:** Points to the "Progress" dropdown menu, which is currently set to "In progress".

The task details pane includes the following fields:

- Title:** EndNote Open URL
- Last changed:** Last changed yesterday by Moore,Lesli M
- Assignee:** Moore,Lesli M
- Bucket:** Alma Issues
- Progress:** In progress
- Priority:** Medium
- Start date:** 01/01/2020
- Due date:** Due anytime
- Notes:** Type a description or add notes here
- Checklist 0 / 2:** Contact Exl & Clarivate, Communicate with 3rd Iron RE: LibKey Link, Add an item
- Attachments:** Add attachment
- Comments:** Type your message here



Label your tasks

TD RML Collections Tasks ☆
To-Do's

- Alma Issues
- + Add task
- EndNote Open URL
- CDI Updates

- Primo Issues
- + Add task
- FRBR Updates

Label

- Assign
- Copy task
- Copy link to task
- Move task
- Delete

- Primo Issue
- Alma Issue
- Access Issue
- Springshare Issue
- Website Issue
- Cataloging Issue

Label/color code your tasks

CDI Updates
Last changed moments ago by you

Assign

Bucket
Alma Issues

Priority
Medium

Progress
Not started

Start date
Start anytime

Add new bucket

Click on any task to rename your labels

Primo Issue

Alma Issue

Access Issue

Springshare Issu

Website Issue

Cataloging Issue



Share Documents



TD RML Collections Tasks ☆
To-Do's

Alma Issues

+ Add task

EndNote Open URL

CDI Updates

Board Charts Schedule ... Members ▾ Fil

- Conversation
- Members
- Files
- Notebook
- Sites
- Add to favorites
- Copy plan
- Export plan to Excel
- Copy link to plan
- Plan settings
- Add plan to Outlook calendar

Share documents through SharePoint. This includes files and notebooks.

There's also a place to share a team site.



Charts: View your progress

RML Collections Tasks ☆

Board **Charts** Schedule ...

Members ▾ Filter (0) ▾ Group by Bucket ▾

To-Do's

1

0

Urgent Important Medium

Members

0 1 2

Unassigned

Gann,Laurissa B

Hensler,Kelsey C

Moore,Lesli M

Tasks

+ Add task

Alma Issues

EndNote Open URL

Moore,Lesli M

CDI Updates

08/31

HC Hensler,Kelsey C

Charts gives you an overview of all of your tasks and assignments

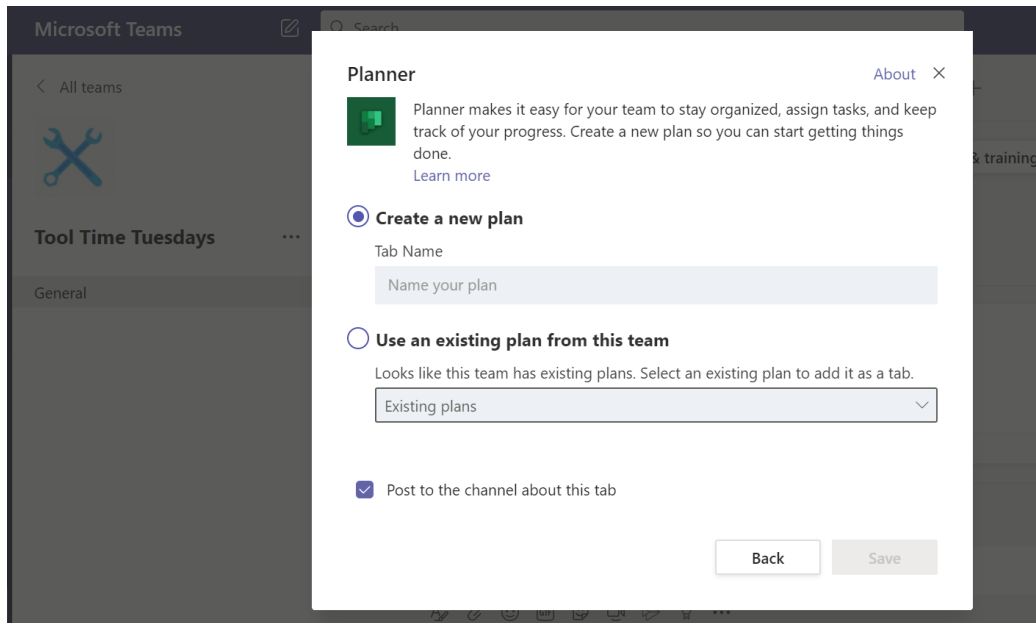
Group by bucket, assigned to, etc

View how many tasks are in progress and who can take on another task



Add Planner to a Team

- Go to your Team, click on the “+” and choose Planner.



A photograph of numerous stacks of books of various colors and thicknesses, arranged in rows on a wooden floor. The books are the background for the text.

Search, Find, Cite





Search the Library

- “Search the Library” is at www.mdanderson.org/library
- Searches all of our eBook and journal subscriptions.



Search the Library



Search for articles, books, & more ...



Search the Library

- Limit your search results by date, format, language, etc.
- Include or exclude formats by hovering over checklists

Refine your results 0 selected PAGE 1 717 Results

Sort by Relevance

Limit To

- Available online
- Peer-reviewed Journals
- Open Access

Publication Date

Format

Journal Title

Language

Author

Subject

Limit by date, format, language and more

Publication Date

Format

- Articles (367)
- Book Chapters (149) **Exclude Book Chapters**
- Newspaper Articles (65)
- Reviews (37)
- Books (36)
- Reference Entries (3)
- Journals (13)
- Text Resources (12)
- Dissertations (3)
- Conference Proceedings
- Patents (1)
- Reports (1)

Journal Title

CLEAR APPLY FILTERS

Check the box to limit to these formats

Click on the crossed out box to exclude a format

Active filters 0 selected PAGE 1 516

Articles X Book Chapters X

Remember all filters

Reset filters

Refine your results

Sort by Relevance

Limit To

- Available online
- Peer-reviewed Journals
- Open Access

Reset filters to remove them. Remember all filters will keep them in place for multiple searches.



Access the book or article

- “Available online” should take you to the resource.
- “Download PDF” should link you directly to a full-text article.

The screenshot shows a search results interface. On the left is a sidebar for refining results, including options for 'Sort by Relevance', 'Limit To' (with sub-options for 'Available online', 'Peer-reviewed Journals', and 'Open Access'), 'Publication Date', 'Format', 'Journal Title', 'Language', 'Author', and 'Subject'. The main results area shows two entries. The first entry, 'Eutrophication Creating 'Zombies' from the Marsh', has a red arrow pointing to its 'Available Online >' link. The second entry, 'Critical geosophies: A psychotopological reading of Rice's vampires and Romero's zombies', has a red arrow pointing to its 'Download PDF' link. The interface also includes a top bar with '0 selected', 'PAGE 2', '717 Results', and a 'Personalize' toggle.



Order through Document Delivery

- “Request Item via Document Delivery” allows you to login and order the article for free.

Refine your results

0 selected PAGE 2 717 Results Personalize

Sort by Relevance ▾

Limit To ▲

- Available online
- Peer-reviewed Journals
- Open Access

Publication Date ▾

Format ▾

Journal Title ▾

Language ▾

11 BOOK
Real-Life Zombies
Torres, John A
2019
“ Zombies have invaded mainstream society in weekly television shows, blockbuster movies, comic books, and novels... ”
[Request Item via Document Delivery >](#)

12 NEWSPAPER ARTICLE
Animals have their own languages, author says; parasites turn hosts into zombies (Posted 2013-01-01 00:55:18): Also: How nature's zombies hijack their hosts
The Washington post, 2013-01-01
“ According to a new book, they certainly do -- though not necessarily in the “one bark means yes, two barks mean no” way that animal lovers may dream of. ”
[Available Online >](#)



Cite from “Search the Library”

Refine your results

0 selected PAGE 1 2,125 Results Personalize

Sort by Relevance ▾

Limit To ^

- Available online
- Peer-reviewed Journals
- Open Access

Publication Date ▾

Format ▾

Journal Title ▾

Language ▾

Subject ▾

ARTICLE

“When you die, you will live”: Dystopia , Posthumanism and Zombies in the Mall Rats Series by Lily Herne

Erasmus, Margeaux Bernadette
Mousaion, 2018, Vol.35 (2), p.79
“ ... International portrayals of zombies raise concerns about a lack of self-control; by contrast, this paper argues that Lily...”

PEER REVIEWED OPEN ACCESS

Available Online >

1 click the citation button

ENDNOTE RIS ENDNOTE WEB REWORKS PRINT CITATION PERMALINK EMAIL

AMA (11th edition)
APA (7th edition)
MLA (8th edition)

2 choose your style

Erasmus, Margeaux Bernadette. “When You Die, You Will Live’: Dystopia , Posthumanism and Zombies in the Mall Rats Series by Lily Herne.” *Mousaion* 35.2 (2018): 79-. Web.

3 COPY CITATION TO CLIPBOARD

Remember to check citations for accuracy before including them in your work

copy citation to clipboard

PEER REVIEWED



Save to EndNote

Research
Access. Ans

KANBAN CHANGE LEADERSHIP
Creating a culture of continuous improvement

BOOK
Kanban change leadership : creating a culture of continuous improvement
Leopold, Klaus, author.; Kaltenecker, Siegfried, author.
2015

Available Online >
Book reviews (1) >

TOP
VIEW ONLINE View Online
SEND TO Full text availability
DETAILS Ebook Central Perpetual, DDA and Subscription Titles
LINKS

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Click to save to desktop EndNote

Click to save to EndNote Online

Report a Problem

See something that doesn't look right?



Thanks!

*Any **questions** ?*

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays:
<https://mdanderson.libcal.com/event/6632717>