



PROJECT COLLABORATION

Lotus Notes Solutions

Open Licenses—Simply Better

SPECIAL POINTS OF INTEREST:

- > Create, manage and share all critical project information
- > Integrated scheduling writes to group and personal calendars
- > Create and manage Tasks which integrate with the shared calendar
- > One customizable Lotus Notes database
- > Mailing Labels
- > Transfer e-mails from your mail file automatically



OPTIONS :
Project Number Workflow
Business Partners
Shared Library
Timesheets
Quote Management
On-the-fly Excel Reporting

Projects/Teams/Scheduling/Activities

Imagine using one database to create, manage, and share all project information, tasks and activities. Imagine securely using that information on your laptop to work anytime and anywhere, regardless of whether you are connected to a server. Imagine if your team and management could collaborate with you inside the same database.

SGA's Project Collaboration provides all of these features and functions and much more. With our single-entry technology, you can handle multiple tasks at once. For example, when you schedule a meeting a calendar entry is automatically created on the inte-

grated shared calendar and written to your personal calendar. If you have a PDA the information will be written to calendar next time you sync (or automatically with devices such as a Blackberry).

You and your team build up the project activity history together. All project information is at your fingertips, including all activities in reverse-chronological order. Store all relevant files (Word, Excel, PowerPoint) within the database for complete document management. Since the database is Lotus Notes based, you'll have automatic replication to other servers and the ability to replicate lo-

cally so you can take it with you.

Single-entry extends to contact management. When you create an Activity for a contact that contact will automatically be written to your personal address book, which will sync with your PDA.

Create mailing labels on the fly for the contacts you select. The mailing labels are created in Word so you can customize them as you wish.

Invite others to a discussion or simply respond to any information with our integrated discussion and response hierarchy

