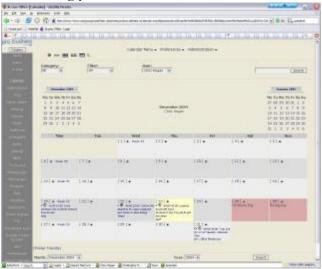# Access Office — Internet Based Groupware

AccessOffice on the Web

AccessOffice lets all of your staff work together efficiently from different locations without the need to invest in expensive software or hardware. All information you need on customers, suppliers and contacts - when you need it Customer and business knowledge is easily accessible from any location, but all stored in one, secure place.

AccessOffice is *the* comprehensive solution for integrating and accessing the information critical to running your business.

- Contact Management – address book & communications tracking
- Shared and Personal Calendars and Diaries with activities, meetings, etc.
- To-do list, private or visible to colleagues, with status and priority.
- Notes – private or public, easily sub-divided into categories.
- Web Bookmarks – noted Internet sites are visible from any PC.
- Email – no need for an email client installed on a PC, emails can now be read from any browser on any PC.

The system as a whole supports multi-language support, user preferences, permissions and security groups. The user interface is highly flexible and has a large number of visual themes, so the "look and feel" of the system can easily be customized to individual requirements. It includes modules to set-up and administer the working environment.

The "No Fuss" Answer

AccessOffice employs hosted servers and the software already installed on your PCs. It is designed for maximum flexibility and cost efficiency. Access Office is:

- Open 24 hours a day, 365 days a year from any location: office, home and via electronic PDAs.
- Available through your standard web browser.
- Run from a central server located in our data centre.
- Backed-up daily, both data and software

Extensions for all Business Requirements

Many other modules added to the basic configuration, such as:

- Document Handling
- Project Management
- Time Sheet input
- CRM
- Accounting

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