

i-Assistant

About i-Assistant

i-Assistant is a customizable Intranet package suitable for any business. To capture the style and culture of your company the entire package can be customized. i-Assistant is a combination of software and services bundled into a single product. For more information concerning i-Assistant, please contact Larry Taylor, phone 803-548-1083 or via email at larry@compact2.com.

Listed below are the key features for this product.

INTRANET FEATURES

Key Features

- Secure login to "Intranet" area
- Cover Page
- To Do List
- Calendar of Events
- Projects in Process
- Pay Bills
- Discussion Forums
- General shared files
- Contacts List
- Administration Module
- Links to other applications

Cover Page

The i-Assistant cover page has a quick look at the current Calendar of events, To Do List, and Projects in Progress. It also contains links to the other areas of the Intranet.

To Do List

This area contains To Do Tasks unique to each employee. Employees can setup tasks, assign due dates, set priorities and flag tasks as personal. To Do Tasks are shown by due date with past due items flagged. Employees can select to view by personal or company tasks by priority.

Calendar of Events

This area contains a view of all events scheduled for the current month. Employees can scroll forward or backwards month by month to view previous and upcoming events. This information is maintained by each employee and an employee can select to place an event on all employees calendars.

Projects in Process

This area contains current projects in process. Projects are entered through the administration module which is restricted by employee security level. All employees can view the project information on the Cover Page of the Intranet. Employees can record time against a project as well as review a time analysis report on the project. Employees can also update the status of a project and review the status report on the project.

Pay Bills

This area, restricted by employee security, allows company bills to be setup for payment. All pertinent information is entered including vendor, amount, due date and accounting information. When a payable is selected for payment optionally a check can be printed and the bill is moved to the paid bills area.

Discussion Forum

This area contains an unlimited number of discussion topics that the employees and management can utilize. Management can utilize this area to post information for employees. Employees can easily exchange ideas, common problems and upcoming company activities.

General shared files

This area contains a directory of common files used by the company.

Contacts List

This area contains customers, vendors and other company contact information. Information is updated through the secure administration module.

Administration Module

This area, which is restricted by security code, contains maintenance for customer and vendor information, employee and security information, project information and task information.

Links to other Important Sites

This page links to other applications or other areas of the Intranet.

INTRANET ADVANTAGES

- Inexpensive, quick deployment of information allowing employees to access information on projects, company events and customers
- Professional links to websites outside the Company
- Sharing global information
- Increased productivity
- Communicating across platform (i.e. Mac, PC)
- Updates on regulatory issues/compliance's
- Less physical meetings
- Quicker customer service response time
- Boosts employee morale due to information sharing
- Fosters high-tech image
- Increased communication
- Hardware independence
- Lowers training costs

JUSTIFYING AN INTRANET

- **Productivity:** Bridging the distance between company and employees, employees and customers and anyone else involved in the process of retooling processes to better service internal and external customers.
- **Control:** While it does take planning, an Intranet helps organize information flow. Information is exchanged and managed at any desired location.
- **Communication Flow:** Efficient, reliable communications within your standards that can be easily managed to disseminate information to any level of the organization.

INTRANET ROI

Estimates show companies can recoup Intranet investments in as little as 1.5 months. Although research studies have produced varying returns on investment, even the most conservative estimates put returns at between 35 and 40 percent.

PRICING

Pricing

i-Assistant \$12,500.00

Includes 40 hours of customization