

TeamsOffice

Integrated Document, Contact and Action Manager

Functions and Features

TeamsOffice is a centralized store for your Workgroup's Documents, Contacts and Actions (Events, Tasks and Notes) that:

- is available wherever and whenever you are connected to the internet – 24/7/365
- allows you to specify detailed access rights to each individual record for groups and individual users (but will do it for you if you don't want to be bothered)
- allows super-fast searching of thousands of records with flexible filtering and sorting
- includes full-text indexing and searching that respects your individual access and security settings
- tracks the versions of your documents and their authors
- allows multi-dimensional linking between Documents, Contacts and Actions with one-click jumping from one to the other
- helps you manage all the responsibilities and activities of your work group, big or small

TeamsOffice is the most secure, flexible, easy-to-use, cost-effective knowledge management portal system available today.

- Documents
 - Originals (soft copies for creation, editing, production)
 - Image versions (for scanned documents, presentation, signature)
 - Up to 999 different versions for each document (for a full creation track record)
- Contacts
 - The names, numbers and addresses of the People and Organizations you deal with
 - The Projects that your Workgroup manages
- Actions
 - Tasks
 - Events
 - Notes

What you can do with Document Records in TeamsOffice

- Create a record for each document showing Title, Description, Date, Principal Project (like your physical office file), confidentiality and other status, stage of production etc.
- Assign specific access rights to groups and individual users:
 - View the record
 - Edit the record
 - Delete the record
 - Allow others to view (Share)
 - Remove sharing rights of others (Unshare)
 - Upload to the server for storage and access
 - View versions of the document
 - Upload versions
- List the documents you are allowed to see
- Search instantly for all records with up to 6 words or part words in the record
- Securely store the password for documents that you have locked or protected with a password (everyone who has access to the record can see the password. Whoever does not have access to the record can never find the password). The only safe way to add a “strong” password to a document and never forget it!
- View the Events, Tasks and Notes that relate to this Document
- One-click jump to the Author, Addressee, Party and other related entities (available soon)

TeamsOffice frees you from the strait-jacket of hierarchical folder structures

How Full-text Indexing Works

- TeamsOffice uses the Verity full-text indexing engine that is integrated with ColdFusion from Adobe.
- TeamsOffice automatically indexes the full text of all your documents (including PDFs) when you upload them to the server
- When you search for words in the actual text of your documents, TeamsOffice will display them instantly with your search words highlighted
- A single click downloads the document for you to view
- You can then refine your search to bring the number of documents down to a manageable size
- TeamsOffice will not show you any documents to which you have not been granted access rights (SuperUsers can see everything)
- Full-text indexing allows full Boolean logic in searches – you can create entire algebraic formulas to specify the inclusions, the exclusions and the precedence in your search.

Contact Management in TeamsOffice

- People (Persons), Organizations and Addresses are 3 separate, independent Entities in TeamsOffice – just as they are in real life. You don't need to enter your own address and your spouse's address. Enter the address once and simply link every Person or Organization that uses that address.
- You are not limited to one (or even 2) home addresses, one office address and so on. You can have as many home addresses and as many work addresses as you need
- And they can be of an infinite variety of types: Home, Office, Factory, Clinic Accommodation Address, Holiday home. You name it, you decide
- Then view for each Person and each Organization:
 - Communications numbers/addresses, segregated between work and personal
 - Addresses, segregated between work and personal
 - All related Events, Tasks and Notes
 - All documents of which they are Author, Addressee, etc, (*coming soon*)
- And view the Events, Tasks and Notes for each Project also
- In future versions they may be viewed by Address, Venue, Resource and Concept also

Contacts have the same record-level security as Documents in TeamsOffice

Actions in TeamsOffice are more than a PIM

- You probably know that “PIM” is an acronym for “Personal Information Manager”. And there are many excellent PIMS available from Microsoft, Apple, Google and many others
- But Workgroups need “Group Information Management”. (We don’t want to call it “GIM”). And they need it to be integrated and shared but secure so that information is only disclosed on a need-to-know basis
- Only TeamsOffice lets you create Tasks, Events and Notes with record-level access rights and link them multi-dimensionally with no quantity restrictions to:
 - Prime Entities (Persons, Organizations, Projects etc)
 - Documents,
 - Other Actions (Events, Tasks and Notes)
- You can display Actions with highly flexible filters and sorting including
 - Past/Future, Completed/Current, Only mine, only this Person’s or that Project’s and so on
 - By priority or by date etc.
- With the Note type “Message” you can even “send” a hyper-secure, confidential message to another user that never even leaves the server. The ultimate in confidentiality.

Store Once Access Randomly

- TeamsOffice is built on our Store-Once-Access- Randomly technology so as to provide the best possible combination of
 - Security
 - Flexibility
 - Accessibility
 - Ease of use
- TeamsOffice allows unlimited linking capability between Entities with one-click access to the linked data
- TeamsOffice frees you from the tyranny of hierarchical folder structures to manage security and access to information :
- TeamsOffice turns your Data and Documents into Information and Knowledge
- Nothing else matches it.

TeamsOffice

Conclusion

TeamsOffice

Integrated Contact, Document and Action Manager

The most secure, flexible, productive, easy-to-use, cost-effective

Knowledge Management Platform

available today

www.teamsoffice.com

<https://www.teamsoffice.net/demo>