

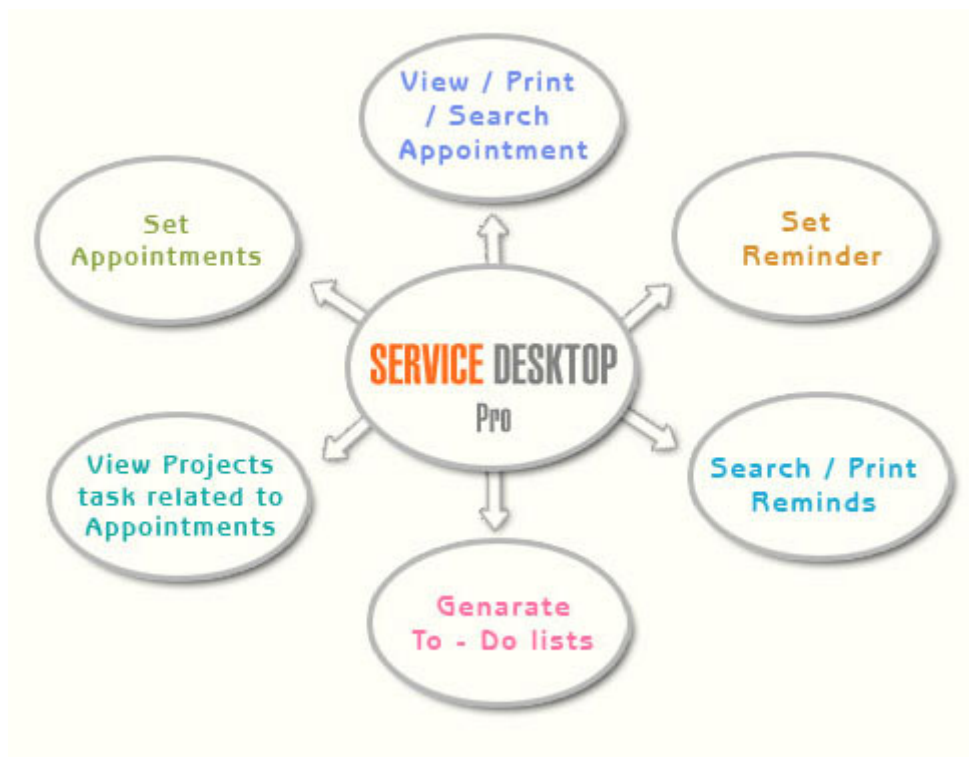


Managing Schedules With Service Desktop ^{Pro}

Schedule Your Time & Calendar !!!!

In today's fast moving world, it is very difficult to manually remember schedules and planned activities. Proposals have to be sent, appointments have to be kept, presentations have to be made and a lot more to do. An intelligent scheduling software system is highly desirable that organizes all scheduled activities and generates reminders for timely action. Also, a synopsis of the day's scheduled activities early in the day can ensure efficient utilization of time. After all, as they say – Time is Money!!!

Time Scheduling forms the backbone of efficient Time Management and keeping this in mind, SD Pro manages your Time through 2 major activities : (a) Scheduling Appointments and, (b) Setting Reminders on Events.



Scheduling Appointments:

SD Pro enables you to set Appointments on various activities like Meetings, Project Presentations and other Events. Appointments can be viewed on a Daily, Weekly and Monthly basis through a graphical and interactive Calendar so that you can schedule your time well in advance. It enables you to stay on top of your Daily, Weekly and Monthly commitments. The intelligent Calendar displays your various planned activities in a concise and simple manner.

Set Appointments for any Date / Time. The system automatically notifies you if you select a past date for your Appointment. You may add Participants or Attendees who are scheduled to attend the Appointment, as well as attach relevant Digital Documents and Notes to an Appointment. Schedules can also be associated with projects and Tasks.

So, stop scribbling schedules on pieces of paper and start planning your Time Schedules intelligently and pro-actively.

Setting Reminders & To-Do Lists:

An intelligent Reminder service reminds you of approaching events, and the actions to be taken upon them and also allows you to add your favorite audio files as the alarm signal. What more, you can set Recurring Reminders.

Reminders can be associated with Contacts, Appointments, Bugs, Bids, Invoices, Subscriptions, Projects and many other Activities. Detailed 'To-Do' lists can also be viewed and printed as required. To-Do Lists will display Scheduled Appointments, Tasks, Bugs, Change Requests and Risks allocated to Team Members.

Dynamic and interactive search features make searching for Appointments and Events extremely convenient.

SD Pro enables you to share Time Schedules with other users in your company network and efficiently reminds you well in advance on all your planned activities. In fact many of our valued customers say that it is so easy to use that they managed to master it without even once referring to the help file.