

Competitor Comparisons

**This is what we mean by
Total Office Management**



View all the activities of the day on one page e.g. meetings, letters etc.	✓	✓			
Contacts	✓	✓	✓	✓	✓
Pictures of contacts attached to their file	✓				
Contacts linked to companies	✓		✓	✓	✓
Categories of your choice assigned to a contact	✓	✓			
Letters linked to contact and company	✓				
Send emails	✓	✓	✓	✓	✓
Sent and received emails linked to a contact	✓				
Email attached files automatically	✓	✓			
Quickly send mailshot letter to specific groups of contacts	✓				
Quickly send mass email to a specific group of contacts	✓				
Set up appointments	✓	✓	✓	✓	✓
Create Trip Itineraries complete with travel details and meetings	✓				
Link to Multimaps from postcodes	✓				
Set up reminder	✓	✓	✓	✓	✓
Update reminders not dealt with	✓				
Create Call report logs with time stamps	✓				
Track potential clients with a sales pipeline	✓			✓	✓
Invoicing, Stock Control, Bank Statement Reconciliation	✓				
Keep track of sales and analyse with Excel for Charts and Pivot Tables	✓				
Keep track of expenditure and analyse with Excel	✓				
Assign a person responsible for the contact	✓				
Attach additional files to a contact or company	✓		✓	✓	✓
Quick Initial Set up	✓	✓			
Easy to use	✓	✓			
On screen help tips	✓				
Letter Templates automatically set up	✓				
Letterhead and reports to include Company logo	✓				
Labels to a contact at home address or company address	✓				