

MindPort

intelligence in
project coordination



Introducing MindPort: access your projects, people, documents, events, and more from anywhere, anytime.

Managing projects involving multiple parties spread over a wide area just became easier with MindPort. MindPort is web-based project coordination software that provides your staff, clients, partners, and consultants with access to critical information and keeps them abreast of the latest developments whether they are down the street or across the country.

Not only can MindPort help coordinate schedules, assist project leaders in managing tasks, and let team members collaborate on documents, it also integrates with existing data sources and a person's desktop to ensure the information is available and current.

Best of all, MindPort's intuitive interface puts people back in control of their projects. Top-level views of all projects, day planners, notifications and intelligent management features help prioritize the day's work and notify team members of new developments. The result, a more efficient person, a more effective team and a happy client.

Core features include access to documents, contacts, calendars, tasks, messaging, notes, and links

Immediate access via a web browser from anywhere, at anytime. Private and secure, MindPort is available in the office, at home, or on a WiFi-equipped laptop.

Intuitive, uncluttered interface and design puts the person in command of their projects.

Integrate data from existing firm data sources or common desktop applications

Subscriptions notify team members when new documents are added, projects are completed, news breaks, even when people are online.

Easy to setup, you can create extranets for many groups, from the very small to very large

Insightful Solutions in Technology Management





People First

A person's MindPort experience starts with an overview of each project in which that person is a member. The personal overview displays new items, edits, and revisions since the person's last session. The integrated day planner notes events and items due for the upcoming week. Now the person has the knowledge to prioritize their tasks and plan their day before diving into a project.

Overcome Distance

In a project, there is much that separates us. MindPort is web-based, so project members can communicate across vast distances, numerous time zones, and different company networks. Members can work from the office, home, or coffee shop; from around the world or two cubicles down. Project members have access to critical documents whether they are within your company, a consultant, a client, or a partner.

MindPort will coordinate projects large or small. Use MindPorts for national cases or to drill deeply into a particular matter. Coordinate across offices, departments, or businesses.

People First

Projects happen, but people complete them. You juggle multiple projects simultaneously. MindPort's project overview, integrated day planner, and email notification provides you the perspective to best prioritize tasks and plan your day. Since people usually work on more than one project, MindPort makes sharing contacts and data between projects easy.

Effortless Integration

Web sites, extranets, and intranets go unused because it is too difficult to get information from internal systems and applications to the web. MindPort's desktop and network integration features, as well as connections to popular DMS, accounting, mail, and other applications, make getting the information onto MindPort simple and easy, almost mindless!

Stay Aware

MindPort's alerts and notifications keep all project members updated on project activities. Stay abreast of new documents added or updates to events on a group calendar. Better team member awareness means less duplication of effort and increased coordination. So your email doesn't get jammed, MindPort provides a variety of notification options.

Flexibility for Every Type of Project

MindPort's flexible, folder-based file system let's you organize your data however you see fit. Save events, documents, tasks, and other items in the same folder. Move folders, copy them, or delete them just like on your desktop.

Secure and Easy

Built on standard, proven, and trusted web encryption, MindPort's security is built on industry best practices, so you will find it as familiar as it is easy. MindPort's flexible, folder-based security is easy to administer and maintain.

Look Good for Your Audience

MindPort can match the look of your web site or intranet, and each project within MindPort may be customized so your clients and customers feel special, too. MindPort is built on standard stylesheets that provide you the flexibility to customize the look of MindPort.

Administration for the Masses

MindPort's wizards allow for easy setup and administration of MindPort and projects by non-technical staff. Pre-Built reports let administrators and project managers know activity, use, and popularity of items.

And yes, the price...

Compared to our competitors, MindPort is very affordable and requires far less setup.

features

Awareness

Documents Access documents from anywhere in MindPort. Share documents with project members to collaborate on press releases, briefs, product descriptions, or planning documents.

Contacts Manage contact information for internal employees, clients, contractors, suppliers, partners, vendors, or resources. Import and export them with ease, or even across projects.

Calendar Schedule meetings or coordinate activities among the team, and download calendar items into Outlook so you can take them on your PDA.

Tasks Assign, delegate, and track the progress of tasks to team mates and those under supervision.

Announcements Stay informed of developments from those at ground level or broadcast announcements to all members.

Subscriptions Be notified via email or on MindPort when new items are added or items are revised, Subscriptions reduce duplication of effort and increase cooperation for a more effective project team.

Messaging Use MindPort to communicate with your team, have discussions, or even send instant messages. Then save the messages for later reference.

Notes Keep notes for reference, instructions, or journal entries. Format your notes with a built-in text editor.

Links Add notable links direct from your web browser to MindPort. Add notes and comments for the project team.

Intelligence

Folders for Everything Our folder-based directory is easy to understand and manage. All item types, whether they are documents, events, or links, can be stored in a folder. Set up subfolders only those in your company can see for drafts, and publish the final item to the client's folder when it's ready.

Version Control Keep documents organized with version control or integrate with your document management software.

Search and Find Search complete documents, discussions, or most anything else. Full text search capability within projects, and intelligent management options lets you zero in on the document you want.

A Look for Every Project Personalize the look of projects for each client, and make them feel like they are the center of your universe. Standard Stylesheets can provide a custom look for each project while still branding MindPort with your logos and color schemes.

Security Provide access to whomever you want, and however much you want them to see. The same encryption that secures online purchases secures your data and information at the office, home, or WiFi-equipped coffee shop.

Integration

Right from Your Desktop MindPort provides many ways to send and retrieve documents and items directly from desktop applications.

Flexible and Expandable MindPort fits your data. Add to its core set of item types to use the data you want and need. Store a variety of records including litigation support, inventories, dockets, prospects, and more.

Better Workflow Put your information on your network and MindPort will go get it. Therefore, your organization is not pulling double-duty to keep MindPort updated with the latest information.

Leverage Enterprise Applications Leverage your existing assets with MindPort. MindPort's MasterMind web-based architecture is flexible enough to either draw data from existing software or share it. Following are just some of the popular software systems that may be integrated into MindPort:

Document Management Systems

MS Exchange // Mail Applications

Index Server

SQL Server/Access databases

Active Directory // Network Storage

Citrix Metaframe

Financial Accounting Systems

RSS

Total Integration

Get documents to and from MindPort using common office applications or use our connections to move data from enterprise applications into MindPort.



www.sagesol.com/mindport/

**Backed by Integrity, Honesty, and
Outstanding Service**

SAGE has built its reputation on our knowledge and integrity. Those same values are infused into MindPort: a product ingenious in its design and in its attention to the user.

Furthermore, you will receive SAGE's outstanding service so your firm and clients use MindPort at its maximum capabilities. From training to support, to a network of MindPort users, SAGE wisdom works for you.

Know More

To learn more about MindPort, please contact Matt Daniel or Peter von Elling of Sage Solutions Group at 202.659.9390 or email mindport@sagesol.com.



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© 2004 Sage Solutions Group
www.sagesol.com

1020 19th Street NW, Suite 275
Washington, DC 20036
T 202/659-9390 F 202/659-0024