



Take Control of your Business with Internet Office

Now you can operate your business more effectively, remotely and securely with the Internet Office Suite of Products. Our Integrated, totally Online End-to-End Business Software is specifically designed to grow with the Small to Mid-sized Business.

WHO WE ARE

Internet Office (IO) is a suite of powerful web-based software programs that extend tremendous functionality to your business. Multi-user programs are seamlessly integrated - connecting your staff to your office from any computer connected to the Internet!

Internet Office streamlines an enormous variety of business processes, is simple to deploy, easy to use, secure, provides automatic data backups and can scale to hundreds of users. This software provides easy access to centralized data and services your employees or members need to be productive and collaborative.

INTRANET EDITION ADVANTAGES

Internet Office allows you to collaborate with your team, your clients and your vendors with ease whether or not you have a website and regardless of whether you and your staff are in the office, at home, on the road, or across the pond! Internet Office allows you to see your entire office program in a secure environment without risk, without a VPN or Network, and most importantly without paying a Tech Staff. No laptop, No problem. With your Mobile Phone, you can search your company Contacts, see your Schedule, Tasks and your Emails!

WEB CONTENT MANAGER EDITION ADVANTAGES

Internet Office Web Content Manager is an advanced tool that allows administrators and members of your site to "self-publish" changing or maintaining their News, Events, FAQs, Awards, Photos, Products, Sponsors & more. IO Web Content Manager includes full Word-Like editor, spell checker and offers unlimited document size. Allows you to attach images, MP3's, MPEG, Flash, MS Office documents and more!

IO ECOMMERCE/POS EDITION ADVANTAGES

Internet Office, eCommerce & POS Suite is the ultimate combination of back-office systems, front-end content management, and consumer purchasing capabilities. This suite has an integrated Order Manager to process consumer purchases from both your website and retail location. Inventory and Shipping Managers are built-in for quick and seamless checkout. Internet Office streamlines an enormous variety of business processes, is simple to deploy, and provides fast, secure access to data and processes for employees and clients.

Key Solution Benefits

- Easy to use & secure
- Full Help System included
- Program Permission Levels Per User
- Access via Internet or Mobile Device
- Available 24x7x365
- Measures & Reports Staff Usage/ program
- Turnkey Software; deploys in 2 days
- Cost Effective
- Increase Productivity
- Multi-User, Collaborative
- Does not require a website
- Integrates easily with website

For more information or to request a demo, call (239)430-2896 or email info@internetoffice.biz

www.internetoffice.biz



IO INTRANET EDITION OFFERS:

- Contact Database - The hub of the system. Populate through your Contact Us page, Data Entry, or Automated Import. Handles Customer, Accounts, Account Information, Credit Card information, HR, Projects, CRM, Letters, Profiles, Signature and assign to Groups
- CRM Manager - Activities you need to track for each contact integrated by contact name.
- Project Tracker - Tracks Projects. Includes Email, Letters, Notes and Files
- Shared Calendar - Private or Shared Appointments, Task Lists, Invite Participants, Attach Documents, Schedules Rooms
- File Manager - Upload all your important documents to one place. Enjoy shared or private access.
- Doc/Template Center - Manage Letter, Email and Sales Campaigns with your tools
- Wireless Device Access - Look up Contacts, Email, Calendar and Tasks
- Build Reports on any Activity throughout the system

IO WEB CONTENT MANAGER EDITION OFFERS INTRANET EDITION PLUS:

- Product Manager - Create and Manage all Products/Product Photos/Prices. Integrated with your Web Site to Publish live the second you hit ADD
- Services Manager - Create and Manage all Services/Photos/Prices
- Content Manager - Publish content to your own website! Maintain News, Events, FAQs, Links, Employment listings, Forms and more! All listings compiled in one place for fast and easy edits!
- Ad Manager - Managing the ads on your website has never been so easy. Upload is a snap.
- Proposal Manager - Automatically create your proposals in seconds

IO ECOMMERCE/POS EDITION OFFERS INTRANET + WEB CONTENT PLUS:

- Inventory Manager - Comprehensive Inventory Manager integrated with the eCommerce and POS system for online and on site purchases. Products automatically debited from inventory.
- Order Manager - Process website or retail orders with our ecommerce engine. Track all client purchases and information, including multiple shipping and billing addresses, payment methods and payment information. Generates detailed invoices, reports and handles tax and shipping modes. Includes tracking for order fulfillment.
- Shipping Manager - Manage the various modes of shipping through the Shipping Manager. Integrated with the Product Manager and Order Manager, it automatically calculates the correct shipping based on the web or retail order to be processed.
- Accounting Manager - Manage your AR/AP entirely through the system, Auto Bill services or jobs, keep track of online and store sales all in the same place!
- Reports - Integrated with your Order Manager and Accounting System, you can generate detailed reports of your online and store sales

