

TeamAgenda Lite

A sophisticated cross-platform human resource and facilities scheduler. Plan your projects. Schedule your staff. Schedule your facilities. Get up and running immediately on your Windows or Mac environments. TeamAgenda can scale from the smallest to the largest organizations.

Integrated tools for total time management and team coordination instantly make your employees more efficient, both in the office and on the road.

Real-Time Group Scheduling The Key to Effective Time Management

Achieve the goals of your organization by using effective scheduling software.

TeamAgenda allows you to effortlessly schedule your staff, and other resources, freeing up valuable time and increasing employee productivity.

- Project managers, supervisors and administrators will like how they can see all the activities of their project teams all at once on their screen
- Administrative assistants, work dispatchers and others can quickly schedule professionals for activities immediately, and quickly generate utilization reports
- See changes happen in real-time
- View and manage TeamAgenda items in one or several categories, for individual or multiple members.
- Display multiple users side-by-side in a single window to easily create group activities visually, or simply query the database for member free time
- Use public calendars to track vacations, sick days, courses etc.

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Real-time effortless resource management

With TeamAgenda, managers can easily determine, at a glance, how the employees, or project members are spending their time.

In real-time, they can see what activities, what projects, they are working on, all without waiting for out-of-date and misleading weekly or monthly time sheets.

By simply updating their TeamAgenda they are instantly providing project status, information for billing, time tracking, as well as providing instant updates to project managers and administrators.

- Produce up-to-date time sheets automatically at any time without any extra overhead
- Easily provide daily, weekly or monthly reports

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Task Management and To-Do Lists Keep Employees on Top of Their Assignments

Getting more done in the day is a question of prioritizing, scheduling, and delegating tasks. Using TeamAgenda's Task Management and To-Do windows, employees are better equiped to tackle their workload and manage their day

- Enter to-do items and organize them by priority
- Schedule and unscheduled items in the to-do and calendar windows, using a simple drag and drop
- Delegate tasks, providing you have the correct access privileges
- Display TeamAgenda items in one or several categories, for one or more team members
- Search your calendar by date, due date, item type, title, comments or color
- Sort commitments by category, title, schedule date, or due date

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Last Name	First Name	Company	Work Phone
Kelly	Catherine	Callahan Creek Inc.	785-838-4774
Kemp	Jonathan	Capella Technologies	
Kerby	Tim	Corbett Healthconnect	312-475-2593
Kerkvliet	Bernie	KVC	
Kerkvliet	Stephen	KVC	x10
Khaloust	Gregg	Kannon Communication	
Kiesler	Mike	Widen Enterprises	x.219
King	Sheldon	Stratisoft, Inc.	408-986-7878
Kinoshita	Jaime	Pas de compagnie spécifiée	
Koblenz	Barry	School of Visual Arts	
Lapointe	Michel	Voodoo Art Inc.	866-3669
Larochelle	Mark	Productive Computing	
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Address Books

TeamAgenda's company-wide and personal address books let you manage TeamAgenda users, resources and outside contacts.

- Easily search for and display individual users and contacts
- Create public and private sub-groups to display multiple schedules easily
- Import and export data in delimited text or vCard standard formats

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All of TeamAgenda renewed group scheduling power, except for reports, worksets, templates, web access.

System Requirements

Client: Mac OS/X, or Windows XP Server: Mac OS/X, Windows XP/NT/2000, Linux Databases: SQLite database included, also supports, MySQL, PostgreSQL Hand held devices: extensive, check at Teamsoft web site: http://www.teamsoft.com TeamAgenda Web client: MS Explorer, Firefox, Safari, Mozilla, Kongueror