

Step into ...

Total1

Innovative Solutions for Business Growth



Total1's vOffice ...

"virtually" grows and manages your business!

Do you need to quickly increase your efficiency and boost productivity ... but lack the high tech skills and a huge budget to do it?

vOffice is your solution! Your own virtual office provides integrated scheduling, document sharing, and "real time" collaboration ... all easily accessible over the internet in your own secure, password-protected space.

Share Documents

Never waste time trying to find a document again! Store and index all your files – even audio and video – in a central location. Share internally with associates or externally with clients ... it's your choice.

Calendar

Manage your schedule, keep track of appointments and prioritize tasks. You can even merge calendars to stay in synch with associates!

Contacts

Everyone stays current when you store and update contact information from a central location. Customizable fields let you organize and keep in touch with ease ... and you can "sync" your PDA to your online contacts list!

Project Management & Time Tracking

Project management and time tracking features give you instant access to critical data, and let you work interactively with your clients and associates.

Headlines, Meeting Rooms & Instant Messaging

Keep business on track with "real time" company updates, instant conversations, and online meetings that everyone can attend – even when they're on the road!

Web Mail

Quit struggling to remember email addresses with your online address book. Access all of your email addresses from any computer!

Bookmarks

Save favorite links and access them from any computer. You can also effortlessly share important bookmarks with associates.

vOffice virtually gives you peace of mind!

Access your virtual office via the internet with ANY browser ... from ANY computer! Stay updated and in touch with clients and associates no matter where you are. And never again worry that you won't have that key document for an important client meeting, whether traveling across country or across town!

Save time. Save money.

vOffice is the most cost-effective way to:

- ⇒ Easily and securely share documents
- ⇒ Efficiently schedule meetings & share calendars
- ⇒ Keep business humming with online messaging and meetings.
- ⇒ Send and receive your email from any computer
- ⇒ Organize and share contact lists and keep in touch with clients and associates.



vOffice is simple to use, yet fully customizable. Your virtual office is personalized to convey your business image!