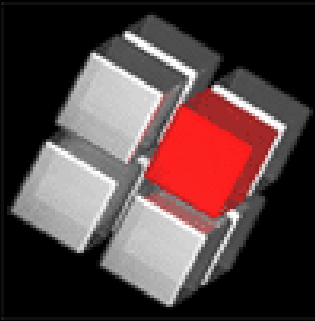


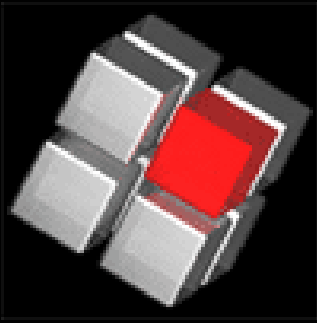
TEAMWORK.CUBES 1.2

Teamwork.Cubes is a groupware designed to facilitate the information flows in company structures. It offers the following advantages:

- *easy and optimized organization of a large volume of information with the help of modules “Addresses”, “Files”, “Notes”, “Links”, “Mail Box”*
- All contact details can be stored in different folders in the Address book; they can be filtered alphabetically and shared with other users or groups in the system;
- The Mail Box is accessible from each point connected to Internet; the messages can be arranged in folders; rules for quick filtering of the e-mails and for blocking unwelcome messages can be easily set. The system provides ability for retrieval of external POP3 accounts and SMS notification for incoming e-mail messages;
- Notes can be organized in folders and shared with other users or groups;
- Favorites can be arranged in tree-structured folders and different types as url, ftp or e-mail links are automatically recognized. Favorites or favorite folders can be shared with other users or groups;
- Refined tools (Search and Advanced Search) allow easy finding of contact, e-mail or note
 - *document management; standardization; archive and CVS*
- All files are arranged in folders;
- Each file is identified by its name or by a “Standard name” in case the company uses standard names to qualify different groups of documents;
- Operations like “Upload”, “Download”, “Rename”, “Delete”, “Copy”, “Move”; “View”, “Attach note”, “Versioning”, “Share” can be performed;



- “Add to e-mail” automatically attaches a selected file or files of a selected directory to an e-mail message;
- A note can be attached to each file or folder, and if attached by the owner of the file/folder, it is visible for all the other users with whom the file/folder has been shared;
- All files/folders can be shared with other users/groups and different access rights (“Read”, “Write”, “Moderate”) can be assigned. The access rights (read/write) to the shared files/folders can be individually assigned;
- The access rights, granted when sharing a file/folder, can be modified at any time by the owner of the file/folder and this modification can be related to an individual user/group;
- The system backs up versions of the files. The new version of a document can be saved under the same name, a new name, or can replace the old document. The version, designated as a priority one is visualized in the file structure. The priority version can be changed;
- “Copy” allows copying of a file/folder (without the versions) to a selected directory, while “Move” moves the file/folder with the corresponding versions;
- Files can be searched by their names either in the personal File Directory or among the shared files
 - ***customer relations management and integration of the information and data through various types of groups***
- Groups are created for specific purposes of the company activity - each client can be defined as “a group”;
- Several types of groups (Invisible, Private, Public, Protected) can be created and each type defines the access to the group and its “visibility”;
- All the modules in the Teamwork.Cubes structure have been empowered by a groupware functionality which allows easy sharing of information - addresses, files, notes, links, events - with each group;



- Once shared, the information is available to all members of the group;
 - *immediate access to the information related to a specific client/group via a “Bundle”, summarizing all shared resources (members, addresses, events, files, notes, favorites)*
- The information related to a group is displayed in a separate page with links to each category: e.g. “View Contacts”, “View Calendar Events”, “View Shared Files” which facilitates the access and search of requested data
 - *planning the work routine with “Calendar” and “Tasks” modules - sharing events with and assigning tasks to other users in the system, monitoring their feedback and controlling the work processes*
- Events or tasks added to the Calendar can be visualized in a Daily, Weekly or Monthly Calendar View and can be shared with other users or groups in the system. Each user’s feedback can be easily followed and is automatically stored. An advanced system for submission of recurring events saves time and effort. The user can be alerted by SMS or by e-mail for an incoming event;
- Tasks of different priorities start dates and deadlines can be assigned to other users, their progress can be monitored. Specific tasks or events can be easily and quickly found by setting filters and other parameters
 - *increased mobility of all users (employees, clients, managers) - access to the company information is available from each point connected to Internet*
- Designed as Intranet/Internet solution, the system is accessible from each point (PC) connected to Internet, WAP mobile or PDA. This allows the users to process information and data despite their location in case Internet connection is available
 - *ability to analyze and control information about various objects*
- The additional modules Clients and Suppliers store information and data about the most important

Antipodes Media

"Can there be a greater contrariety unto Christ's judgment, a more perfect antipodes to all that hath hitherto been gospel?"

-- Hammond

characteristics of each client/supplier, including his valuation, and archiving his rating history;

- The problems which arise in the course of work can be depicted and stored easily in additional module Problems. Each problem has been characterized by its number, type, object, description, date/hour and event of registering/solving. A list of all problems, their type and date/hour of registering/solving has been visualized, which gives the managers a clear and up-to-date idea about the flaws of the working scheme (process)
- Data base and Statistics present inquiries about the employees' activity on different parameters (depending on the employee's position) for a certain period of time: open, delayed, completed tasks; an aggregate inquiry about all tasks and their description (assignor, assignee, priority, term) accessible by the Operation Manager; an aggregate inquiry about the documents and their parameters (published by, name, department); an aggregate inquiry about the suppliers by their name, type of resource, rating; an aggregate inquiry about the clients and their characteristics (company name, employee in charge, contact, service, history, problems); an inquiry about the Trade Manager's activity by a number of appointments with potential clients, offers sent, types of sales, etc.
 - ***Forums and Discussion rooms stimulate the company communication and ensure fast and real-time contact with all employees, which lead to generation of diverse ideas and determination of the right solutions***



Sofia 1172, Bulgaria
Dianabad, G.M. Dimitrov Blvd.
bl.60 entr. 4, fl.4 ap. 83
Tel: +359 2 962 69 40
Fax: +359 2 962 69 41
E-Mail: info@antipodes.bg