

SERVICE DESKTOP PRO FEATURES

Contact Management

- » Clean, Spacious & Prominent User Interface.
- » Manage Contact Details for both Individuals and Companies.
- » Search & Print Contacts based on multiple search criteria.
- » Automatically Resize Pictures while Adding them to Contacts.
- » Add Contacts and Companies to your Team List
- » Group Search Results by Multiple Search Fields

Time & Activity Scheduling

- » Schedule Appointments.
- » Set Reminders on various Activities.
- » Generate To-Do Lists.
- » View Appointments on a Daily, Weekly & Monthly Basis.
- » Attach Your Favourite Audio Files to Reminders.
- » Set Reminders to recur at chosen Intervals.
- » Search & Print Appointments & Reminders based on multiple search criteria.

Leads Management

- » Register Leads / Bids / Quotations from Online and Offline Sources.
- » Convert Bids to Projects.
- » Search Leads / Bids based on multiple search criteria.

Project Management

- » Manage Project Types and Categories for quick access.
- » Plan and Execute Multiple Projects and Tasks.
- » Create Project Tasks.
- » Allocate Projects / Tasks to Team Members.
- » Manage Products and Deliverables.
- » Generate Gantt Charts on Projects.
- » Search Projects & Tasks on multiple search criteria.

Billing & Expenses Management

- » Record Billable and Non-Billable Expenses.
- » Raise Invoices on Projects / Clients.
- » Record Invoice Payments and Receipts.
- » Search Expenses, Invoices & Receipts on multiple search criteria

Track Subscriptions & Favourite Resources

- » Record Favourite Websites and Resources.
- » Manage both Paid and Free Website Subscriptions / Login Information / Passwords.
- » Set Reminders on Subscription Expiry.

Manage Digital Documents & Notes

- » Create / Attach Notes to various Activities.
- » Manage your Digital Documents.
- » Attach Documents to various Activities.
- » Search Notes & Documents on multiple search criteria.

Customer Service Management

- » Record Bugs / Defects associated with Projects / Tasks.
- » Record Project Installation details.
- » Manage Project Change Requirements.
- » Manage New and Additional Requirements.
- » Powerful and Interactive Search options on all Activities.

Other Features

- » Manage Database Settings.
- » Manage System Users and Access Rights.
- » Generate Extensive Reports on various Activities.
- » Backup and Restore Database.