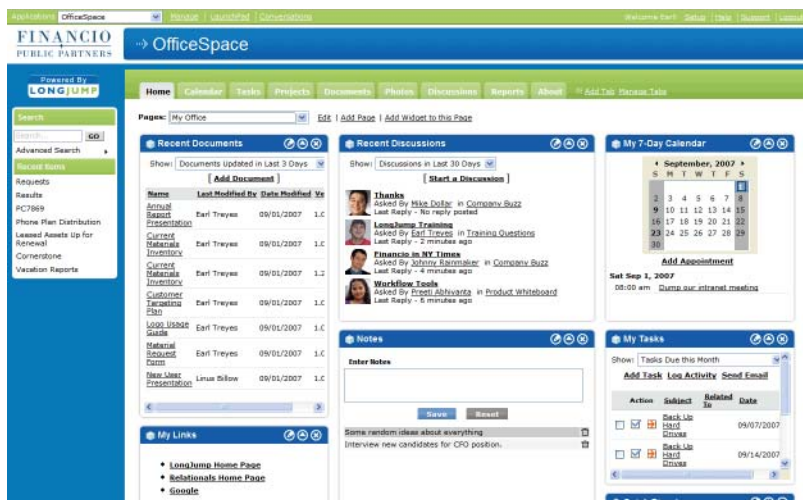




Now that we have explored the LaunchPad, lets turn to the two applications initially installed on your system. OfficeSpace and 360° Customer Manager. OfficeSpace provides a common place for you and your co-workers to communicate, collaborate and coordinate. Here you can:

- Share and combine calendars and tasks
- Track projects
- Share documents and photos
- Participate in online discussions
- View your organization's directory.

As with all LongJump applications, OfficeSpace includes a set of tool tabs.



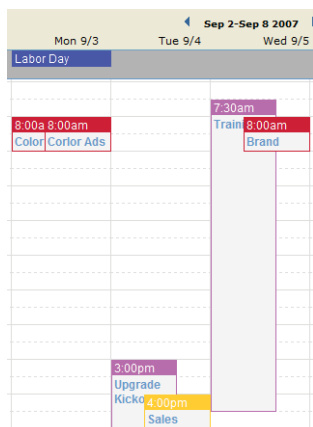
Home

The Home tab, show at the top of the page, gives you a birds-eye view of your OfficeSpace. You can quickly see the information that is important to you. You have the option of moving, adding and deleting the individual widgets within each page or view. And you can have multiple pages within this tab. You can also share any of the pages you have created with any or all members of your group or organization.

Application Tool Tabs

Calendar

Like all calendars, here you can record appointments, meetings and such. With OfficeSpace, you can also share you calendar with co-workers, combine your calendar with other shared calendars. With the CRMSync tool, you can also synchronize your calendar in Outlook with your calendar in LongJump.



Tasks

Here you list your upcoming tasks and milestones.

Projects

Under the project tab, you create projects, add contributors and show dependencies between project milestones.

Secure Invites	06/04/2007	06/22/2007	Next Task
-Explore Hotel Options	Ernie Alvarez	06/09/2007	
-Submit Customer List	Johnny Rair	06/12/2007	
-Build and Execute Marketing Campaign	Linus Bflow	06/16/2007	
-Track Registrations	Ernie Alvarez	06/21/2007	
-Finalize List	Jenny Corn	06/22/2007	

Documents and Pictures

These are centralized repositories for current and past versions of your organization's documents and pictures. Both are organized in access-controlled folders to enable view-only, view and add, and administrator-level access to the files. You can even host a documents and pictures so that they can be accessed through a direct URL.

Discussion

This is a public forum for your team to converse and maintain a record of discussions.

Reports

The Report tab, found in all applications, allows you to generate reports against any information within this application. There are pre-built forms available, and you can customize these form or create your own to display the exact information you want.

About

The about tab, found in all applications, gives you information about the application.