

Keep&Share for Business:

Securely manage office schedules, files & more

Keep&Share is a **safe and secure online space** for your business. Your information is stored in the cloud, so it's available anywhere you have Internet - even your phone or tablet. Now, you can keep track of **critical business schedules, tasks, instructions, files**, and anything else a bulky, scattered email trail can accomplish - all in 1 organized, secure & searchable location.

With Keep&Share, you create, share & store: **calendars, files, photos, contacts, databases, & to do lists**. It's easy to use, and works with your existing software - Adobe, Apple, Microsoft, et al - but now it works better for you. With Keep&Share, you foster teamwork and efficient processes within your organization, even when you have remote staff or multiple locations.

- ✓ Combine multiple calendars in one view
- ✓ 20+ calendar View Modes
- ✓ Unlimited Notes in every day
- ✓ Event reminders by text/email
- ✓ Add images, lists, links, & more to calendar Day Notes
- ✓ Sync non-K&S calendars
- ✓ Online appointment booking
- ✓ Accept suggested events
- ✓ Side-by-Side calendars view
- ✓ Print calendars as PDFs
- ✓ Color code events & overlays
- ✓ Embed calendars on your website
- ✓ Upload + share big files
- ✓ Create & collaborate on docs
- ✓ Discussion-style comments among your team
- ✓ Image hosting, photo albums
- ✓ Let others view or edit your calendar, files, images, & more
- ✓ Up to 20 pages of notes for each address book Contact
- ✓ Instantly notify your entire staff of any changes
- ✓ History logs track edits & downloads
- ✓ **Email & phone support included in your free trial**

Efficient central administration.

- ✦ Create, customize & control all staff accounts with a central "Admin Console"
- ✦ Control "who can see what" at all times
- ✦ Keep your information safe & accurate by tracking all staff activity with full reports and audit trails

It's dead easy to use.

- ✦ Intuitive design saves your staff time & frustration
- ✦ Quick sharing - email a link, or update colleagues via their Dashboard
- ✦ No-code embedded calendars - paste the code once (takes just a few seconds), and when you edit it in K&S, the online version changes instantly
- ✦ Always up-to-date - modified files are automatically refreshed for everyone
- ✦ Email & phone support

Easily, securely share + collaborate within your organization - or outside it

- ✦ Never lose documents again in bulky, confusing email trails
- ✦ Your employees use their unique accounts to access & share information every day
- ✦ Info is public, completely private, or privately shared with individuals or groups
- ✦ Stop wasting time on email updates - we'll notify staff & clients for you
- ✦ Security & privacy are two of Keep&Share's top priorities, so don't worry (we do it for you)

www.keepandshare.com

15-day Free Trial, and a 30-day, no questions asked, money back guarantee
Get started in 60 seconds - Call sales: 1-800-899-9527

Keep&Share

- ✓ **Organize & update your employees' schedules in one place**
- ✓ Organize different teams of employees with their own calendar
- ✓ Let employees edit their schedules or only view them (you can reserve edit rights for just admins)
- ✓ OR, create a shared Community Calendar that everyone can see (and even edit)
- ✓ View, edit, publish, and remind people of all of your events in one place
- ✓ **It's easy to embed Keep&Share calendars on your website**
- ✓ Our embedded calendar means there's no copy & paste, no reuploading when you need to change the calendar that's on your website - just edit the calendar in Keep&Share, and your changes are instantly reflected online!
- ✓ **Let people request, book, or even pay for appointments, workshops, etc. from your online, embedded calendar**
- ✓ Let others suggest events to add to your calendar - like a community bulletin board
- ✓ Attach links to events (like a link to a performer's website inside their event on your calendar, or a link to Mapquest so guests can find your event)
- ✓ Schedule multiple meeting rooms, stages, work-sites, etc. - each with its own calendar
- ✓ Combine multiple calendars in one view (& even color-code them)
- ✓ **Side-by-Side View displays multiple schedules next to each other for easy comparison**
- ✓ You don't have to send an email update every time a change occurs - Keep&Share can send these updates for you so everyone's in the loop (never worry about forgetting to email someone about an update)
- ✓ Easily import old data from Outlook, Google Calendar, iCal, et al
- ✓ Sync daily or hourly with Outlook, Google Calendar, iCal, et al
- ✓ Open Event Notes right in the calendar, OR link to larger files and outside websites
- ✓ Easily color-code events by type, location, group, or employee
- ✓ **Send reminders to individuals or groups via email, text, or both (on any schedule you choose)**
- ✓ Create multiple reminders for the same event
- ✓ Make a calendar visible to just certain groups, specific individuals, only to the calendar's creator, or visible to the public
- ✓ Audit logs show who made what changes to a calendar
- ✓ Import contacts from Google Calendar
- ✓ Beautiful calendar printing from high-res PDFs
- ✓ Highly customizable printing layouts
- ✓ Export data from Keep&Share to MS Access, FileMaker Pro, and Excel with .csv files
- ✓ To Do lists for project management
- ✓ **Access all your materials from anywhere, at any time**
- ✓ Even access & share large files (too large for email)
- ✓ Check calendars, files, & to do lists on iPhones, Android phones, tablets, and other mobile devices
- ✓ No need to sync with your phone or tablet - just access the site from your smartphone/tablet, and you're automatically redirected to a mobile-friendly version, with the exact same info as if you were at your desktop
- ✓ A library of free tutorial videos offers you detailed walkthroughs of the software
- ✓ Team plans get 30 minutes of free coaching on initial setup during the free trial
- ✓ **Free customer support, forever! 8am-6pm Pacific Time. Start with an email, and we'll escalate to phone support if you need it.**

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