

IM-WorkSpace Functionality Specs

The IM-WorkSpace application is a data management tool specifically designed for internet marketers. It provides a customized experience for simplifying and managing all details of doing business on the internet. The intuitive interface is built to provide quick and simple access to the information you need, when you need it.

Project-based functionality

This powerful but easy-to-use application takes a project based approach, which simplifies management of all information about all your work – one project at a time, or multiple activities in tandem.

A single easy-to-use interface provides immediate access to the information you're seeking. View at a glance
all related accounts, domains, email addresses, bookmarks, tools and to-do's.

Manage your activities with To-Do lists and Action Item appointments.

Dashboard ~

Powerful Dashboard overview for quick and easy comprehension.

Instantly answer the two important questions:

- ✓ How am I doing so far?
- ✓ What do I need to do next?

Projects ~

Puts at your fingertips general data about your projects, including:

- ✓ Primary and Administrative url addresses.
- ✓ Admin site login and password.

Email Accounts ~

- ✓ Manages email accounts.
- ✓ Stores passwords.
- ✓ Logs webmail urls.

Domains ~

- ✓ Catalogs and manages all your domains.
- ✓ Lists registration dates and next renewal dates.
- ✓ Tracks registrars and hosts.
- ✓ Manages domains by status.

Accounts ~

- ✓ Provides clean, simple management of all of your vendor accounts.
- ✓ Allows for multiple logins and passwords generation.
- ✓ Lists email addresses for multiple accounts, websites, and addresses for easy retrieval.
- ✓ Records reps name and phone number.
- ✓ Mark an account to show up on the dashboard for simple access to important accounts.

Bookmark URLs ~

- ✓ Saves URLs for easy reference.
- ✓ Allows you to “type” your bookmarks.
- ✓ Tags each bookmark URL to a project.
- ✓ Lists location of resources, related content, and all relevant information.
- ✓ Saves keywords related to bookmark URLs and all related notes.

Template-Based To-Do List

- ✓ Checklist manager helps you keep your focus.
- ✓ To-Do templates, for step-by-step path to IM success.

Other Data-Management Tools

Software and Tools ~

- ✓ Tracks all of software and service purchases.
- ✓ Records registration keys, logins and passwords.
- ✓ Logs purchase dates.
- ✓ Tracks vendor websites, tech support information, and downloads.

Date-Based Action Item appointments ~

Provides a date-based tickler to remind you of specific dates.

General System Utilities

Password Management ~

- ✓ Generates passwords based on user preference.
- ✓ Securely stores all passwords for easy access.
- ✓ Record registration keys, logins and passwords.

User Preferences ~

- ✓ Allows users to save their preferences. For example, specific formats for passwords.

Browser and clipboard functions ~

- ✓ Provides internal browsers for easy access to saved administrative and market-oriented websites.
- ✓ Browser tool bar button provides easy retrieval of stored passwords for simple copy-and-paste login.