

Product: Electronic Assistant Professional 2004
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Price: US\$50.00 (per copy)

Electronic Assistant Professional 4.1 is organized in modules. Each module has a specific function thereby simplifying the interface and making the software more intuitive. The following are the modules available in Electronic Assistant Professional 4.1.

1. Today - Provides summary information from the other modules
2. Organizer - A contact manager or Address Book
3. Journal - An electronic Journal
4. ToDo - A ToDo list manager
5. Collection::CD - A CD management system (database)
6. Collections::CD-R/RW - A CD-R/RW management system (database)
7. Collections::Tapes - A Tape management system (database)
8. Collections::Books - A Book management system (database)
9. Schedule - An electronic alarm
10. Agenda - An electronic day planner
11. Database - Customizable databases
12. ScheduleViewer::Timer - An electronic timer
13. Mail Center - Email software

Each module had numerous features. Some features for each module are summarized below preceded by a short description of the module:

Today Module

Displays summary information for the ToDo, Schedule, Agenda and Collections modules*

View daily, weekly, monthly, yearly or a customized period's summary information

Review alarms expired while Electronic Assistant was not running (Overdue alarms)

Organizer Module

The Organizer is the contact management module of Electronic Assistant. It allow you to store information about friends, relatives, colleagues, etc.

1. Full search capabilities
2. Filtering option to reduce data
3. One click website access
4. One click phone dialing
5. Customizable fields
6. Customizable printing
7. Label printing
8. Envelope printing

Journal Module

The Journal is the module designed for the storage of daily personal information and comments.

1. Full search capabilities
2. Automatic date stamping with date and time
3. Two separate memos for each entry
4. One click calendar access
5. Access to contacts in Organizer module
6. Search all fields

Collections Module

The Collections Module allows the user to store information and keep track of CDs, CD-R/RWs, Tapes, and Books.

1. This include databases for CDs, CD-R/RWs, Books and Tapes
2. Thirty title list for each CD and Tape
3. Notes section for each Book and CD-R/RW
4. Full search capabilities
5. Filtering option to reduce data
6. Tracking of borrowed and over-due/late Books, CDs, Tapes and CD-R/RW

Schedule Module

This module allow the user to set alarms and reminders that will be activated at a designated time.

1. Full search capabilities
2. Filtering option to reduce data
3. One click calendar access
4. Reschedule/Recurring schedule or alarm option
5. Daily reminder of alarms due (via ScheduleViewer)
6. Sleep (postpone) option for alarms
7. Display pending alarms
8. Display expired alarms
9. Disable alarm
10. Play audio wave file on alarm
11. Color code alarm status
12. Detailed recurring alarm control

ToDo Module

This module allows the user to maintain a Todo list.

1. Full search capabilities
2. Filtering option to reduce data
3. One click calendar access
4. Ranking by priority or date due
5. Access to contacts in Organizer module
6. Tracking of task progress
7. Reminder of due items (via ScheduleViewer)
8. Highlight task completion based on status

Agenda Module

The Agenda module is a planner for your daily activities.

1. A half-hour itinerary planner
2. Monthly, daily or the ability to view all itineraries
3. Reminder of pending items (via ScheduleViewer)
4. Automatic reminders (via Schedule)
5. Alarm scheduling function
6. Visual alarm display
7. Delete multiple records

Database Module

This module is designed to allow the user to create a personalized module for any purpose.

1. Unlimited number of databases
2. User customizable printing
3. Full search capabilities
4. Filtering option to reduce data

Mail Center

The Mail Center module is used to send and receive electronic mail (email).

1. Send and receive email via the Internet
2. EMail lists
3. Sort mail according to date, sender, etc.
4. Add attachment to emails
5. Access to contact email addresses in Organizer module
6. Maintain an email address book
7. Sending EMail to Groups/Categories designated in Organizer module
8. Display HTML EMail
9. Add a signature

General Features

1. Main interface customization
2. Automatic backups on shutdown
3. Automatic scheduled backups
4. Browser support
5. Import of Netscape Address Book and Microsoft Outlook data
6. Import of generic comma separated data
7. Import of generic tab separated data
8. Export of comma, tab, or user selected character(s) text data
9. Password protection
10. Tools for manipulating data (e.g. finding and deleting duplicating data)
11. Statistics on all data and pending or due data.
12. Timer
13. 1-way Palm Sync support with the Palm Desktop
14. Customizing the display of records in each module based on status or other criteria