



## Universal Village

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# UVC Hosted Solutions

## Email, Contact, Task and Calendar Collaboration for Your Office

The UVC Collaboration Suite is software that contains all the functionality of a Groupware solution combined with the convenience of an instant messenger. UVC brings together teams of people and allows them to work together seamlessly. UVC allows for true collaboration in real time in all of its modules.

UVC's new and unique offering provides new opportunities for SMB's (small to medium sized businesses) to collaborate on many levels; colleagues can share calendars, projects and tasks all in real time.

The UVC application consists of an Email module, Contact Manager, an Enterprise Instant Messenger, a Group/Team Calendar and a Task management system. It also includes a Media Conferencing and Broadcasting module.

UVC will help you organize your company and is ideal for workers who need reliable and easy to use software but also need enhanced functionality and tight integration between communication and collaborative components for improved information management.

### BENEFITS:

- Schedule meetings with colleagues, facilitate team productivity and check for free time availability
- Access your Address Book, Calendar and other information from your home, office or anywhere in the world with an internet connection
- Enhance group communications by managing and sharing calendars, address books, emails and tasks
- Synchronize your data with your handheld or mobile phone
- Coordinate your tasks and calendar with your office assistant
- Simplify your operations by reducing the need for installations and upgrades from costly software solutions i.e. Microsoft Exchange
- Subscription pricing allows for the flexibility for your company to grow with the service without high upfront fees
- Customize and White Label options available
- Interact with your clients through secure instant messaging
- Have group videoconferences with many participants
- Greater security and reliability

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**The Complete  
Time and  
Information  
Management  
Tool for your  
Company**

## **Calendar**

The Calendar module provides you with seamless access to your day to day appointments in three separate screens. You can view your appointments or all day events in Day, Week or Month format. You can even browse through available time slots for your co-workers who have given you access to their calendar. The module is easy to use and allows you to send appointment requests to your contacts which in turn can approve or decline all within the same application.

## **Tasks and Project Management**

The Task Module is a straight forward module that allows you to track short term and long term tasks. A full Project Management Module is also available with Gantt Charts, Links and Relationships, Resource Tracking and much more. In keeping with all of UVC's collaborative modules, this area allows you to view, edit and assign tasks to your colleagues and friends.

## **Address Book**

The UVC address book module allows you to track all your contacts/clients, personal or business, in one easy to use screen. You may also link companies and teams in a customizable tree. UVC provides an easy to use mail-merge feature as well as import/export from several other applications. You can have a public folder of common company contacts that can be shared by all users.

## **Media**

The Media Module gives you the capability of broadcasting live video and audio to multiple users and also provides you with the power to receive multiple live broadcasts simultaneously. You can automatically see the users who are broadcasting by the symbol beside their handle in the contact list. Audio Video group chats can tunnel through most common firewalls and routers.

## **Alerts**

You can use the Alerts Module to remind yourself or anyone else about specific tasks, events or appointments. This module is capable of sending notifications to your mobile phone, e-mail account or to UVC's messenger module.

## **Messenger**

The unique UVC messenger contains the greatest number of options available; it combines the use of an instant messenger, chat line and online organizer.

Chat groups can be formed with as many contacts as you like. While chatting, you'll be able to take advantage of UVC's original emotions, broadcast video and audio to multiple users and invite others to join your group. You also have the ability to reply to messages that are sent to you and to store them in different, user maintainable folders.

Instant messages are also a great way to communicate as they allow you to not only send messages to a contact that is offline but also to receive notifications of special events. For example, when someone wants to schedule a meeting or appointment with you, they can view your available time (if you allow them such access) and send you the request. You will then be notified of that event and given the option of rejecting or accepting and automatically notifying them in return.

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