

SuperOffice CRM is packed full of great personal productivity tools in addition to storing significant amounts of customer information. It also stores information about individuals within our own organisation. InfoCentre.net presents a lot of this information in one central location.

### A broader view on associates activities

InfoCentre.net has a weekly view where the activities of all or groups of associates can be viewed a week at a time. The daily view shows who is in the office, who is out, absent, on holiday, in meetings etc.—one day at a time.

### Resource management

Company resource diaries can be viewed week—by—week, making it simple to check when several different resources are available at the same time. These activities, and those of associates in weekly view can be edited directly from the **InfoCentre.net** web panel.

### Manage holidays

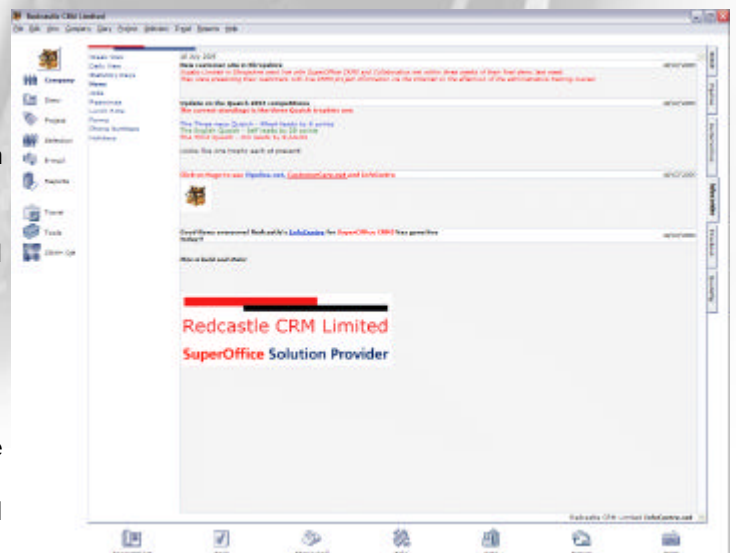
Holidays can be managed easily in **InfoCentre.net**. Each SuperOffice user can see their current holiday entitlement, request new holidays—have them approved by their manager—the holiday being automatically populated into the SuperOffice diary. Of course statutory holidays and weekends are taken care of. Also, holidays spanning the year end/new holiday year are handled properly. Even holidays for non-CRM users can be managed in **InfoCentre.net** by nominated managers.

### Distribution of Company News, Documents and Job Vacancies

Keeping associates up to date with news on company sales, performance, business and social activities etc. is straightforward using **InfoCentre.net**. So is storing non-CRM documents and internal job vacancies, making it possible for all CRM users to located regularly used information in one central location, minimising search time.

For a more detailed introduction to Redcastle CRMPlus **InfoCentre.net**, and other components of the CRMPlus family, please email [sales@redcastle.co.uk](mailto:sales@redcastle.co.uk).

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- Resource management
- Manage holidays
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