

# Products

Rapid E-Manage allows you to enter any manufacturer and unlimited products that a manufacturer carries. Manage a single, master list of all your company's products. Increase efficiency, accuracy, and consistency.

The contractor answers the questions in the supplies and pricing sections.

## Products:

- Ability to add many different products and different types
- Set custom prices for each aspect of a product (starter, square, etc)
- Ability to add multiple manufacturers for your company
- Add extra services that you offer to clients

# Marketing

**Communicating with your prospective customers is extremely important.**

Advertising letters and templates bring in qualified leads inexpensively and quickly.

Each letter can be modified by the contractor to meet the needs of a specific client or just send them as they are. It is that simple.

# Bids

- Edit existing bids for customers.
- Easily look up older bids for reference later. Many prospects buy up to two years after they receive a bid.

## Computer Repair Services

- Onsite or in the Shop Diagnostic Repair
- Virus Removal
- Data Recovery
- System Upgrade
- Computer and Network Security

[www.rapidresponsecs.com](http://www.rapidresponsecs.com)

## I.T. Support Services

- Network Design
- Network Installation and Service
- Network, Wireless or Hardwired
- Web Design
- Graphic Design
- Email Setup and Configuration
- Server Installation and Service

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**Rapid**  
**eManage**  
easy management tool

- Project Planning & Tracking
- Contract Management & Billing
- Improve Workflow
- Product Estimator
- User Friendly Interface
- Time & Expense Reports

# Contact Management

- Track complete customer information: prospect details, notes and history, appointments, to-do items, documents, and new opportunities.
- Populate pre-defined fields including name, company, phone, address, web site, e-mail, and automatically insert predefined customer numbers.
- Access virtually unlimited stamped notes as well as history of your company's prospects and customers. View a list of notes and see the entire contents of a note.
- Attach company rep/salesman to each prospect. Track each sales decision as the prospect is converted from prospect to customer.
- All point of contacts listed for jobs.
- Customized templates building e-mails and letters for customers.
- Job accounting and payment tracking applications.

# Improve Your Sales

Contracting company owners can be confident their teams are producing at their Best. Improve your sales now.

## Sales Representative

Coordinating customer-facing activities and events are a critical part of closing business and managing customer relationships. The sales activity management capabilities available in Rapid E-Manage helps identify potential missed opportunities.

## Activity Reports

A key to sales activity management is the ability to see what your sales organization is doing at any given time. Generate sales activity reports to get a bird's-eye view of your organizational sales activities for better performance management. Reports for a view of the sales metrics that matter the most to your company.

## Activity Scheduling

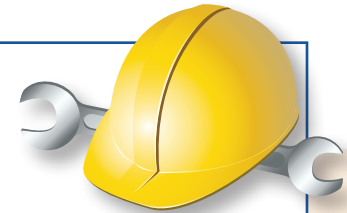
Schedule and set reminders for appointments and other activities.

## Team Roles

Identify a role for each team member (staff, manager admin). Define a different security level for each member to provide access to the appropriate information.

## Activity History

Maintain a historical record of all activities (complete and pending) related to an account, contact, or opportunity. Company sales reps need solutions that make their jobs easier, not more complicated. Rapid E-Manage gives them fast access to data.



# Calendar / Scheduling

The calendar allows you to set your default view to a day, week, or month view at a glance. The calendar has a built-in, one-touch tab for viewing each of the views. Calls, meetings, and to-do items can be filtered by priority, date range or user, even displaying totals for each type of activity. You can move from the past to the future with ease. Color coding allows quick recognition of each type of event.

Each of the calendar views allows you to schedule any item, whether personal or business. Each area of the contractors' bid system allows them to schedule a measurement or sales appointment by opening a link to schedule on the fly.

The on the fly calendar links the scheduled events with the contractor's customer. This results in the ability to start with a customer and schedule anything. Activity alarms will help you be more productive.

## Scheduling:

- Schedule calls, meetings, and to-dos quickly and easily.
- Use color coding to quickly see type of event on the calendar.
- Employees can quickly see today's and future activities.
- Add personal events - Alert employees about important tasks and calendar changes with e-mail or text messaging.

- Set up group meetings quickly. Sends alerts to all participants.
- Set reminders and to-dos for both personal and business events.
- Access detailed note history for each appointment.
- Follow direct link to customer information.
- Access maps and driving directions for appointments from the calendar.
- Quickly determine time and distance between appointments.
- Access different calendar views: month, week, and day for all users.