

# Connect work teams with projects, conversations and files.

## Samepage is a cloud-based service that makes work teams more productive:

- 1. Create online pages for projects, tasks, events and business processes
- 2. Post text, files, images, tasks, calendars, and videos & more
- 3. Share with your work team and access updates via the web or mobile



## On the Same Page

#### The key to simplifying teamwork...

This is what makes Samepage so powerful. Having your shared files, calendars, tasks, and other collaboration tools on the same page as your team and its conversations is exactly what keeps everything and everyone synchronized.



### **Process for Business**

#### Do Everything. Better.

Whatever you do in your daily work – sales forecasting, event planning, expense reports, engineering specs, HR policies, meeting agendas, marketing campaigns – Samepage makes it easier. Create pages for your team, keep everyone informed and keep processes running smoothly.



## File Sharing

#### Beyond the Box.

Samepage features powerful file synchronization, storage and sharing capabilities that also allows you to surround files with clarifying context. Preserve file history, share files via URLs, auto synch file changes to your desktop and more.



#### **Content plus context**

#### Share the whole story with your team

Sharing files online becomes a lot more useful when you can surround them with the entire context and conversation for the project. Put files together with team comments, images, tasks, text, calendar and videos – all on one page the entire team can share.



#### Stay connected on your smartphone or tablet

#### Samepage is mobile

Use Samepage to stay connected with your work teams while on the go. View pages, access files, and share feedback on the go with your laptop, tablet, or smartphone via web or iOS app.

Download today >>



### **Features and Benefits**

Feature	Feature description	Benefit
	Content plus context     Because a list of files rarely paints the whole picture	<ul> <li>Sharing files online becomes a lot more useful when you can surround them with goals, calendars, task lists, and the entire conversation.</li> </ul>
	Share content securely     Invite others to view or contribute	<ul> <li>Samepage pages are designed for both sharing and protecting your content. Easily set permissions for invited users and groups to view, edit, or control content on your pages.</li> </ul>
On the Same Page The key to simplifying teamwork	<ul> <li>Organize your work teams         Create folders for departments and projects     </li> </ul>	<ul> <li>Customize a structure that works for your organization. Easily keep your content organized, searchable, and shared with the right people</li> </ul>
	Bring your own device  If it's got a web browser, you're all good	<ul> <li>View pages, access files, and share feedback on the go with your laptop, tablet, or smartphone.</li> </ul>
Social for Business Communication. Optimized.	<ul> <li>Comment on anything         Everything gives you the chance to be heard     </li> </ul>	<ul> <li>Quickly share ideas and feedback on files, calendars, tasks, multimedia, and more. Reply to comments made by others, or spark a conversation of your own with a click.</li> </ul>
	<ul> <li>Preserve the discussion         Review the conversation history anytime, anywhere     </li> </ul>	<ul> <li>Adding a new member to a project or department? Invite them to read the team's conversations history, and they'll be up to speed in no time. The team Conversations sit right next to the content they're talking about.</li> </ul>
	Back up and drill down     Go from the big picture to the little details	<ul> <li>Get an eagle-eye perspective of everything being discussed within a department or project. Click on any comment to go deeper into the discussion</li> </ul>
	<ul> <li>Samepage Newsfeed         The ultimate overview of all that's important to you     </li> </ul>	<ul> <li>Your Newsfeed displays comments made across all of your followed folders and pages, giving you a customized view of recent conversations and updates across multiple projects or departments that are important to you.</li> </ul>
	Connect your inbox     Receive important updates automatically	<ul> <li>Anytime a conversation you're involved in gets a new comment, or when an update shows up in your newsfeed, opt to have it automatically sent to your inbox with a link to the page included.</li> </ul>
File Sharing Online access from any device	Show me some background  Share files on a page designed to tell the whole story	<ul> <li>Dropping your files online and sharing them with the team is easy, but putting them on Samepage does more. Each page gives you the chance to surround your shared files with a clarifying context so your team knows exactly what's going on around them.</li> </ul>
	Send a link     Say goodbye to email attachments	<ul> <li>Share files with anyone simply by sending them a link. No matter how many changes you make to a file, the link stays the same</li> </ul>
	Edit files online     Share your changes instantly	<ul> <li>Preview files in your browser, or make changes using your own applications. Instantly share your changes online just by clicking "Save".</li> </ul>
	Sync to your desktop     Send and receive updates automatically	<ul> <li>Get the whole team to synchronize a file library to their computers. When a change is made on one computer, it automatically updates the others.</li> </ul>
	Preserve file history  Like a document time machine	<ul> <li>When you're sharing your files with the team, access to a previous version can be useful for looking at the evolution of a file. It's also a lifesaver when you need a "do over".</li> </ul>
	Post comments     Keep the feedback with the files	<ul> <li>Your inbox just can't compete with a page's ability to organize and display an entire conversation about a particular set of files.</li> </ul>

