



# Collaborate with WebAides

Connect your users with our WebAides collaboration suite. WebAides make it easy to share the information that your users need to know. Now you can make sure that everyone is on the same page with WebAides.

## What are WebAides?

WebAides are information management tools that enable your users to store, organize, and share their data. There are multiple types of WebAides:



- **Address Books** – Store all your contacts in our Address Books. Fully compatible with Outlook, Mozilla, Netscape, and other standard email clients, Address Books can also be used with LDAP for remote directory access.
- **Calendars** – Keep track of events and meetings with emailed reminders, user assignment, and other popular features.
- **Tasks** – Manage and track tasks with emailed reminders, user assignment, and other helpful tools.
- **Blogs** – Use blogs as newsletters, discussion groups, bulletin boards, blogs, wikis, FAQs, etc.
- **Documents** – Create an audited central document repository.
- **Notes** – A simple and easy way to keep and view notes.
- **Secure Password Manager** – Securely store usernames, passwords and other details for all of your Internet accounts and logins.
- **Links** – Manage lists of links to Internet web sites.
- **User Groups** – Create groups of users for managing access control.

## WebAide Features

- **Access Control** – Specify exactly who has what level of access to each WebAide. Share information or keep it private.
- **Security** – Encrypt your content using centrally managed PGP keys. Turn off audit logs for complete privacy.
- **Attachments** – Include files and documents as attachments.
- **Import and Export Compatibility** – Import and export your data in standard formats including ZIP, XML, CSV, iCal, and vCard.
- **Privacy** – Our technical support staff will never access your WebAide data without your explicit consent.
- **Auditing** – Track exactly who created, viewed, and edited each entry, and when they performed these actions.
- **Outlook Synchronization** – LuxSci offers a special Outlook plug-in for quick and easy synchronization of WebAide data with Outlook.
- **Tagging** – WebAides can be easily organized using a tagging system, where administrators set global and domain tags, and users set personal tags.

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