



notate

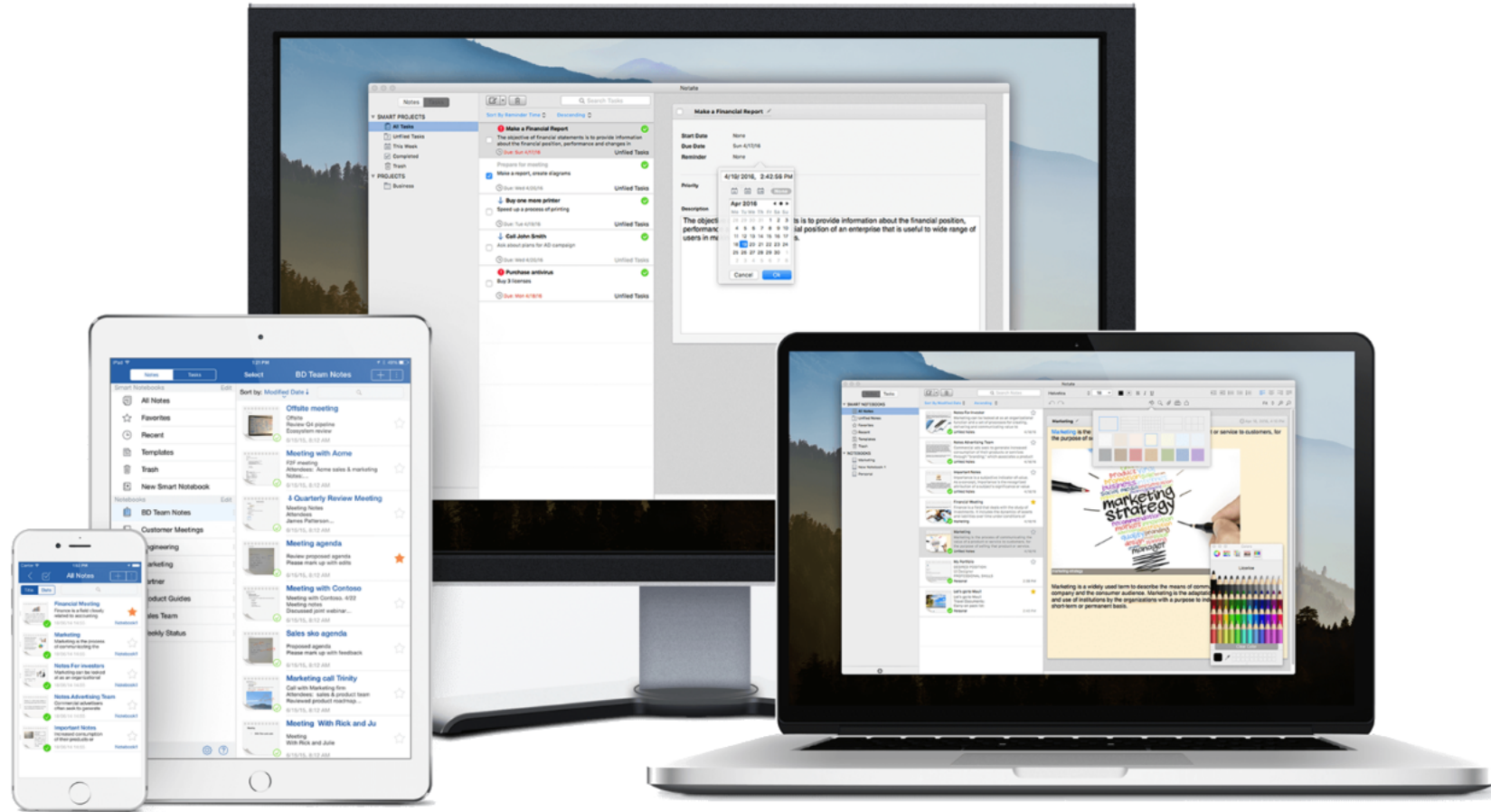
Organize. Collaborate. Be Productive.



Notate helps you get organized and stay productive.

Go paperless and improve collaboration

- ✓ **Notes** Capture everything important
- ✓ **Tasks** Make your work manageable
- ✓ **Calendar** Collaborate in meetings
- ✓ **Contacts** Scan business cards to Outlook
- ✓ **Files** Find and edit attachments with ease
- ✓ **PDF** Fill out forms & sign documents

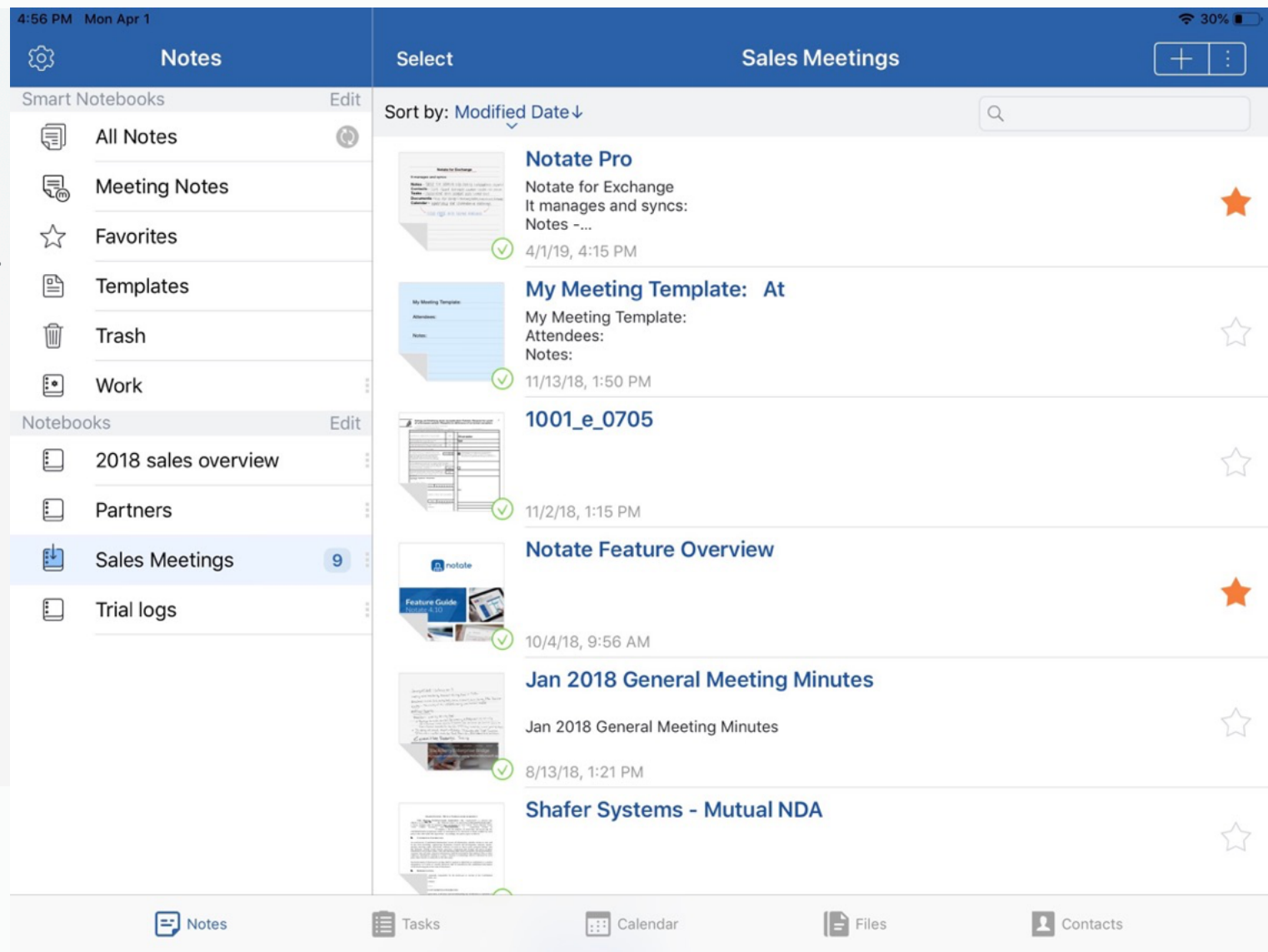


Notes

Save Everything

With Notate you can collect everything that matters knowing that you'll always be able to find it back easily.

- ✓ **Handwritten** meeting notes
- ✓ **Audio** recordings
- ✓ **Action Items, Tasks** and **Reminders**
- ✓ **Annotated** web clippings
- ✓ **Business cards** and **Barcodes**
- ✓ **Photos** and **more...**



Tasks

Make your life manageable again

Synchronizes with Exchange/O365

- Keep your work organized
- Plan for anything
- Never worry about forgetting things again
- Shared team folders for tasks

The screenshot displays the Microsoft To Do application interface. The top status bar shows 'Work 4:06 PM Wed Mar 6' and battery status at 100%. The left sidebar contains a 'Tasks' section with 'Smart Projects' (All Tasks, This Week, Trash, Bob's Tasks) and a 'Projects' section (Now, Tomorrow, Top Issues). The main area is titled 'Bob's Tasks' and shows a list of tasks sorted by priority. The tasks are: '@Bob, Follow up with David Kwaske' (due Wed 3/13/19) and '@Bob, Please provide pricing for 2x licensing to Phil Stephenson' (due Sat 4/6/19). The bottom navigation bar includes icons for Notes, Tasks, Contacts, and Files.

Work 4:06 PM Wed Mar 6

Tasks

Smart Projects Edit

- All Tasks
- This Week
- Trash
- Bob's Tasks

Projects Edit

- Now
- Tomorrow 1
- Top Issues

Select Bob's Tasks

Sort by: Priority↓

- ☐ @Bob, Follow up with David Kwaske
David needs updated marketing material for the show on Thursday
Due: Wed 3/13/19 Notate for Ford (4/24/18) 21
- ☐ @Bob, Please provide pricing for 2x licensing to Phil Stephenson
Acme needs pricing for Notate
Due: Sat 4/6/19 ACME Shafer Systems Discussion (3/22/18) 74

Notes Tasks Contacts Files

Calendar

Make your meetings productive

Works seamlessly with Outlook

A shared virtual meeting space for every meeting keeps all the team's information in one place, easy for everyone to access.

- ✓ **Navigate Outlook** meeting schedule by agenda view.
- ✓ **Take meeting notes.** Near real time sharing.
- ✓ Take action items and **assign** them to attendees.
- ✓ Action items and notes are **synced** with Outlook.
- ✓ **Integrated** with Notate, so users can manage and complete their assigned action item.

The screenshot displays the Notate mobile application interface. The top navigation bar is blue with a settings gear, a refresh icon, and the text 'Calendar' and 'Today'. The status bar at the very top shows '5:04 PM Thu Mar 28' and battery level '67%'. The main content area is split into two panels. The left panel shows a calendar agenda view with dates from Monday, March 4 to Thursday, March 28. The entry for Thursday, March 28, at 12:00 PM, titled 'March JFIG Meeting' (via Skype), is selected. The right panel displays details for this meeting, titled 'Notate Roadmap with Acme Corp'. It includes an 'Attendees' list with Joel Shafer (Organizer), Johnny Test, and Hannah Shafer. Below is an 'Action Items' section with three items: 'Add Action Item' (with a plus icon), 'Bill should be contacted' (assigned to Joel Shafer, marked with an unchecked checkbox), and 'Alena to confirm release dates' (assigned to Alena Lavrinenko, marked with a checked checkbox). A third item, 'Get marketing proposal to David' (assigned to Johnny Test, unchecked), is partially visible. At the bottom of the details panel is a 'My Note' section containing progress updates: 'Progress updates since last session: Ask Bob to follow up with Phil from Acme', 'Financial review needs to be completed', and 'High level marketing strategy completed...'. A 'See more' link is at the bottom of the notes. The bottom of the app features a navigation bar with icons and labels for 'Notes', 'Tasks', 'Calendar' (which is active), 'Files', and 'Contacts'.

Date	Time	Meeting Title	Platform
Mon, Mar 4			
9:30 AM		Notate 6.5 Meeting	skype
10:30 AM			
Wed, Mar 6			
4:00 PM		Notate Roadmap with...	WebEx
5:00 PM			
Mon, Mar 18			
1:30 PM		Notate Roadmap with...	WebEx Online
2:30 PM			
Thu, Mar 28			
12:00 PM		March JFIG Meeting	Skype
12:30 PM			

Attendees

- Joel Shafer (Organizer)
- Johnny Test
- Hannah Shafer

Action Items

- ☐ Add Action Item
- ☐ Bill should be contacted (Joel Shafer)
- ☒ Alena to confirm release dates (Alena Lavrinenko)
- ☐ Get marketing proposal to David (Johnny Test)

My Note

Progress updates since last session:
Ask Bob to follow up with Phil from Acme
Financial review needs to be completed
High level marketing strategy completed...

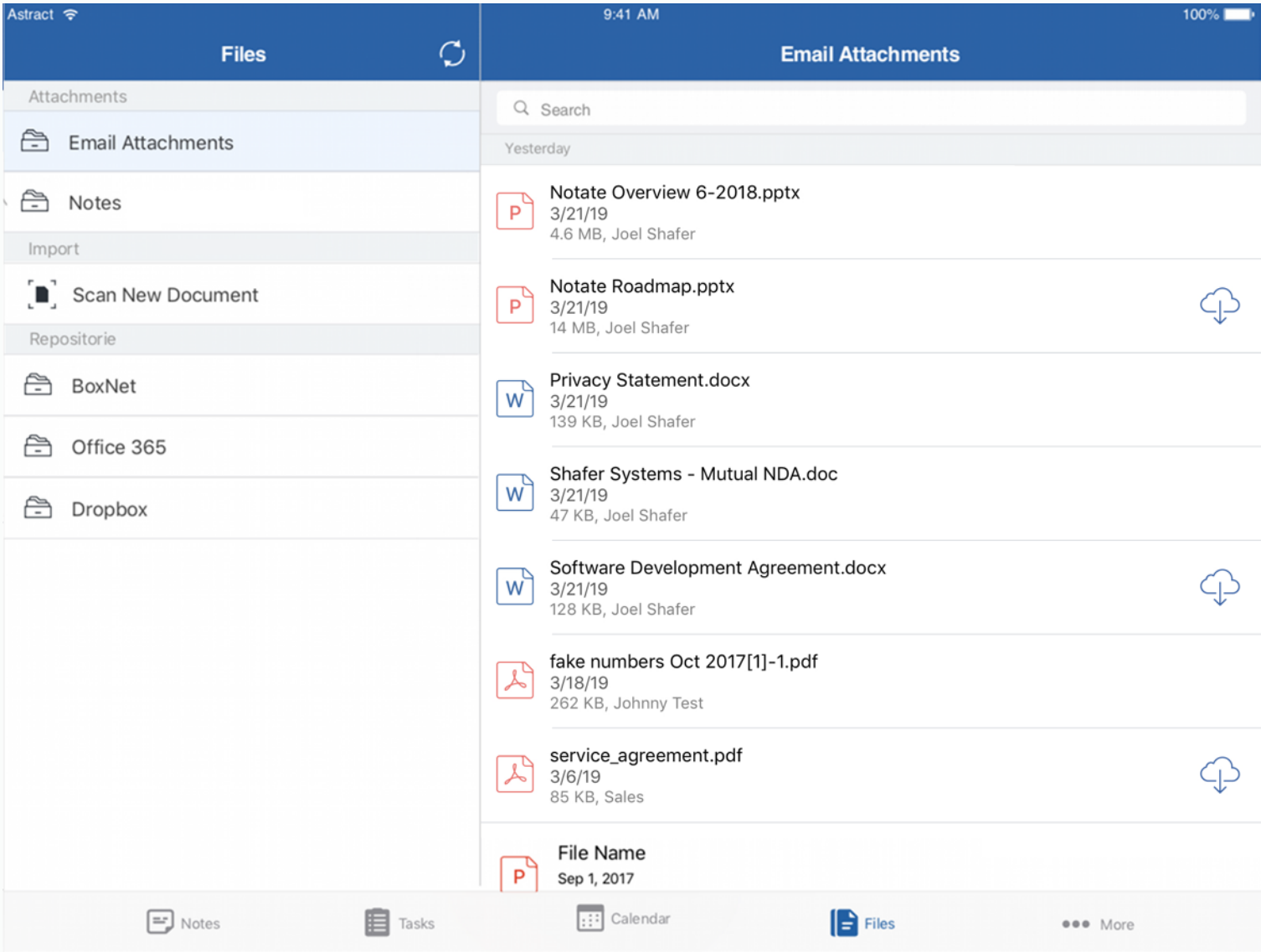
[See more](#)

Files

Stay Productive while Mobile

No more searching through the inbox for an attachment

- Find, Read, and **Edit email attachments**
- PDF editing and annotation
- Convert Office documents to PDF
- Scan paper documents



Contacts

Convert business cards into Outlook contacts

Cards takes the chaos out of business cards. Never fumble through a stack of business cards again.

- ✓ **Scan and recognizes** business cards automatically
- ✓ Automatically **detects language**
- ✓ **Creates a contact** automatically in Outlook
- ✓ **Syncs** with Outlook and Exchange

Work 4:02 PM Wed Mar 6

Contacts Retake Add Contact Save

DAVID M. KWASKE
5960 W. Parker Rd.
Suite 278 #270
Plano, Texas 75093
972 • 306 • 5236
Cell 972 • 989 • 7676
Fax 972 • 306 • 6233

CSSI
COOL SUPPORT SYSTEMS, INC.
COMMERCIAL • INDUSTRIAL • RESIDENTIAL
AIR CONDITIONING • HEATING • REFRIGERATION

TACLA 3782C
OK 99824

First Name DAVID M .

Last Name KWASKE

Company COOL SUPPORT SYSTEMS , INC .

Cell 9729897676

Work 9723065236

Work Fax 97213066233

Street 5960 W. Parker Rd. Suite 278#270

City Plano

State Texas

Country USA

Scan a business card. The contents will be recognized and a new contact will be created and saved into Outlook.

Camera icon

Navigation icons: back, forward, close

PDF Editor

Desktop Quality PDF Editing

- Read large PDFs with ease
- **Annotate** and comment on documents
- Reply or **approve** others comments
- Fill out PDF **Forms** easily
- **Sign and return** documents

