



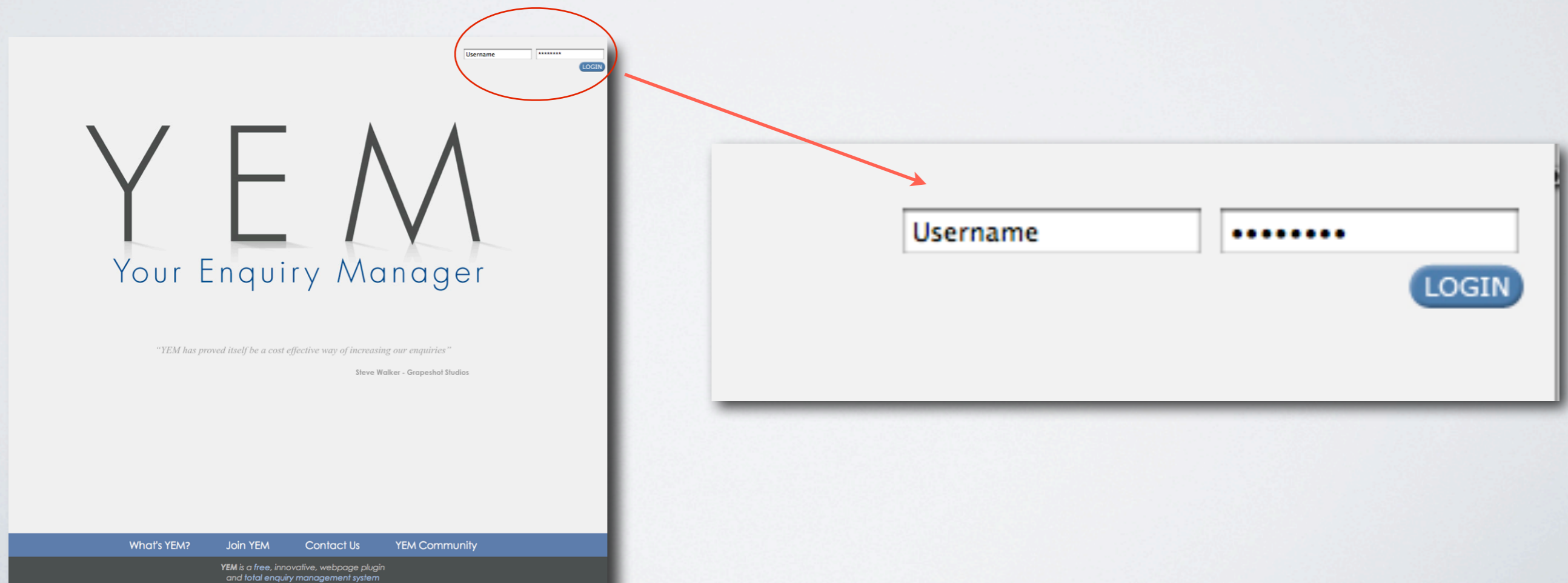
Starting with YEM's [VPA](#)
Your "Virtual Personal Assistant"

Your Enquiry Manager

"CONNECTING PEOPLE"

LETS HAVE A QUICK LOOK AT
VPA - VIRTUAL PERSONAL ASSISTANT

- Firstly log in to your YEM dashboard
- Log in with the user name and password YEM has sent you
- Log in from anywhere you can get a web browser
- Simply www.yourenquirymanager.com.au and logon



LOG IN TAKES YOU TO THE DASH BOARD OF YEM

The screenshot shows the YEM dashboard interface. At the top, the browser address bar displays <http://testapp.studiowebonline.com.au/Client/Default.aspx>. Below the browser, a navigation bar contains several icons: Home, Calendar, Clients, Reports, Enquiries, and Setup. These icons are circled in red and labeled "Icon Bar". To the right of the navigation bar, there are links for Support, Logout, and the YEM logo with the text "Your Enquiry Manager".

On the left side, a "Common Tasks" sidebar is visible, containing a "Main menu" with the following items: Events, New enquiry, Search, Search clients, Search venues, Calendar, View calendar, View team calendar, and Add general task. This sidebar is also circled in red.

The main content area is titled "Home" and is divided into four quadrants:

- Upcoming Appointments:** A table with columns for Appointment and Time.
- Pending Enquiries:** A table with columns for Host, Date entered, Event type, and Client. It contains several rows of data, each with a checkmark and a red X icon.
- Upcoming Tasks:** A table with a single column for Task.
- Overdue Tasks:** A table with a single column for Task.

Red arrows point from the text "Schedule and Enquiry quadrants" to the "Upcoming Appointments" and "Pending Enquiries" tables.

Host	Date entered	Event type	Client		
	06-Mar-2011	Wedding	Vernell Hill	✓	✗
	06-Mar-2011	Wedding	Jane Cheung	✓	✗
	06-Mar-2011	Wedding	Danielle Thomas	✓	✗
	06-Mar-2011	Wedding	Rennie Sofos	✓	✗
	06-Mar-2011	Wedding	Catherine Wills	✓	✗
	06-Mar-2011	Wedding	Lee-anne Cutler	✓	✗
	06-Mar-2011	Wedding	Michael Savage	✓	✗

FROM THE ICON BAR

Your personal calendar

Customise reports
Review reports

Community of associate businesses that your business partners or hosts

Return to dashboard

Search for a client

Account set up
Administration



Home



Calendar



Clients



Reports



Enquiries



Setup

Your E

Common Tasks

Events

New enquiry

Search

Search clients

Search venues

Calendar

Home

Upcoming Appointments

Appointment

UPCOMING APPOINTMENTS QUADRANT SHOWS APPOINTMENTS SCHEDULED IN YOUR PERSONAL CALENDAR FOR THE NEXT 3 DAYS

Common Tasks

- Events
- [New enquiry](#)
- Search
- [Search clients](#)
- [Search venues](#)
- Calendar
- [View calendar](#)
- [View team calendar](#)
- [Add general task](#)

Home

Upcoming Appointments

Appointment	Time
-------------	------

Pending Enquiries

Host	Date entered	Event type	Client		
	06-Mar-2011	Wedding	Vernell Hill	✓	✗
	06-Mar-2011	Wedding	Jane Cheung	✓	✗
	06-Mar-2011	Wedding	Danielle Thomas	✓	✗
	06-Mar-2011	Wedding	Rennie Sofos	✓	✗
	06-Mar-2011	Wedding	Catherine Wills	✓	✗
	06-Mar-2011	Wedding	Lee-anne Cutler	✓	✗
	06-Mar-2011	Wedding	Michael Savage	✓	✗

Upcoming Tasks

Task

Overdue Tasks

Task

An *Appointment* is a timed diary listed appointment. It may be general or scheduled and logged with a specific client.

UPCOMING TASKS QUADRANT SHOWS TASKS SCHEDULED IN YOUR PERSONAL CALENDAR FOR THE NEXT 3 DAYS

Your Enquiry Manager

http://testapp.studiowebonline.com.au/Client/Default.aspx

Home Calendar Clients Reports Enquiries Setup

Your Enquiry Manager

Support Logout YEM Your Enquiry Manager

Common Tasks

Events
New enquiry
Search
Search clients
Search venues
Calendar
View calendar
View team calendar
Add general task

Home

Upcoming Appointments

Appointment	Time
-------------	------

Pending Enquiries

Host	Date entered	Event type	Client		
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	06-Mar-2011	Wedding	Danielle Thomas	✓	✗
	06-Mar-2011	Wedding	Rennie Sofos	✓	✗
	06-Mar-2011	Wedding	Catherine Wills	✓	✗
	06-Mar-2011	Wedding	Lee-anne Cutler	✓	✗
	06-Mar-2011	Wedding	Michael Savage	✓	✗

Upcoming Tasks

Task

Overdue Tasks

Task

A *Task* is a job to do. It may be linked to a client or general, e.g. Prepare for staff meeting or get more A4 paper

OVERDUE TASKS QUADRANT SHOWS TASKS FROM YOUR PERSONAL CALENDAR NOT MARKED AS COMPLETED

Your Enquiry Manager

http://testapp.studiowebonline.com.au/Client/Default.aspx

Your Enquiry Manager Westpac Onl...g - Westpac St George Banking Commonweal...ank Group StudioWebOnline SWO Sales Apple Yahoo! Google Maps YouTube Wikipedia

Home Calendar Clients Reports Enquiries Setup Support Logout YEM Your Enquiry Manager

Common Tasks

- Events
 - [New enquiry](#)
- Search
 - [Search clients](#)
 - [Search venues](#)
- Calendar
 - [View calendar](#)
 - [View team calendar](#)
 - [Add general task](#)

Home

Upcoming Appointments

Appointment	Time

Pending Enquiries

Host	Date entered	Event type	Client		
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	06-Mar-2011	Wedding	Catherine Wills	✓	✗
	06-Mar-2011	Wedding	Lee-anne Cutler	✓	✗
	06-Mar-2011	Wedding	Michael Savage	✓	✗

Upcoming Tasks

Task

Overdue Tasks

Task

PENDING ENQUIRIES QUADRANT HOLDS
NEW ENQUIRIES - THEY NEED TO BE MARKED
“FOLLOW UP” “NO FOLLOW UP” OR “DELETE”

Your Enquiry Manager

http://testapp.studiowebonline.com.au/Client/Default.aspx

Your Enquiry Manager Westpac Onl...g - Westpac St George Banking Commonweal...ank Group StudioWebOnline SWO Sales Apple Yahoo! Google Maps YouTube Wikipedia

Home Calendar Clients Reports Enquiries Setup Support Logout YEM Your Enquiry Manager

Common Tasks

- Events
 - [New enquiry](#)
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Home

Upcoming Appointments

Appointment	Time

Pending Enquiries

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Upcoming Tasks

Task

Overdue Tasks

Task

ORANGE HIGHLIGHT IN A QUADRANT INDICATES OVERDUE APPOINTMENTS OR ENQUIRIES - CLICK FOR DETAILS

Home

Upcoming Appointments

You have, 1, overdue appointments.

Appointment	Time

Pending Enquiries

Host	Date entered	Event type	Client		

Upcoming Tasks

Task		

Overdue Tasks

Task		



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Your Enquiry Manager

"CONNECTING PEOPLE"

