

## FACTSHEET

Subject : **MOS Virtual secretariat**  
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### MOS Virtual

To facilitate collaboration between people in groups Motivation Office Support bv offers a virtual secretariat under the name of MOS Virtual. Supported by this very user-friendly application, you can work in a group on a project or document together and keep the agenda, the distribution of duties, the contact details and the documents together in a well-organised manner.

On the internet a separate web environment is created, for example for an association, a project organisation, a working group or committee. When members of the relevant group have logged in on the web address <http://name.mosvirtueel.nl>, they find themselves in a private web environment that is entirely focused on collaborating on a project or assignment.



### Service

MOS Virtual offers you your own secretarial environment with logo in which you:

- can read incoming and outgoing documents;
- can classify jointly managed documents into subcategories (library) together;
- can assign duties to each other through the noticeboard;
- manage a diary;
- circulate notifications to all participants when something is added or amended in any category;
- manage a list of contact details of participants and manager.

### Scope

Because each organisation is unique, MOS adjusts its package of services to your requirements. Additional modules enable you to organise and extend MOS Virtual as you desire in a manner that suits your organisation best. For example:

- discussion forum (with history);
- joint directory of business relations;
- (extensive) planning of duties;
- joint e-mail box;
- circulating mailings/newsletters;
- chat/private messaging;
- treasurer module, an online solution for obtaining the payment authorisations required quickly.

### Interested?

Please contact us for further information and/or a proposal free of engagement.

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