



## **Virtual Assistant Software designed for Virtual Assistants**

*Contemporary Web Plus' Virtual Assistant Manager is aimed at getting client tasks and requests to personal assistants instantly, without having to track them down by phone or email. Assistants can leverage the web to stay focused and productive rather than getting tied up returning messages.*

Scottsdale, AZ ([PRWEB](#)) November 28, 2007 -- A new web tool, Virtual Assistant Manager ([www.virtualassistantmanager.com](http://www.virtualassistantmanager.com)), allows virtual and personal assistants to manage their work and work requests online rather than on paper. This breakthrough allows assistants and their clients to rely on an organized and prioritized work queue instead of sticky notes, voicemail and email.

Contemporary Web Plus, the makers of Appointment-Plus online scheduling software ([www.appointment-plus.com](http://www.appointment-plus.com)), has developed a tool that allows clients to place task requests to their personal or virtual assistants 24 hours a day, 7 days a week. Assistants can maintain a single system of record for their tasks where communication history, priority, and tasks for an unlimited number of clients can be managed. Additionally it reduces frustration generated by not getting messages from clients.

Virtual Assistant Manager becomes the means for all assistant-client communication, leveraging text messages and/or email to ensure both parties are able to make requests and provide status as quickly and efficiently as possible.

Relying on immediate notification and historical records, virtual and personal assistants are assured that tasks and requests from clients won't get "lost". Customization of statuses, tasks and the setting of recurring tasks allow assistants to provide world-class service in any industry with a focus on managing "to do" lists.

Robert La Loggia, President of Contemporary Web Plus, noted, "In researching virtual assistants for our own use, we realized that the industry did not have a software system specifically designed for their needs. Most virtual assistants used various, disparate tools to do their jobs. Our goal was to build an easy-to-use system that allowed virtual and personal assistants to be more efficient and to have all their data in one place."

Virtual Assistant Manager can be used by individual virtual assistants or virtual assistant companies. The ability to set up work teams and track tasks by team makes the system particularly useful for multi-person companies.

For additional information about Virtual Assistant Manager, its details or a demo, please contact Ryan Kelly or visit [VirtualAssistantManager.com](http://VirtualAssistantManager.com).

About Contemporary Web Plus, Inc.:

Contemporary Web Plus, Inc. is a software development company based in Scottsdale, AZ. They specialize in web-based software applications that demonstrate immediate value in their ease-of-use, simplicity and price. Our popular product line also includes Appointment-Plus, and industry leading online appointment scheduler and MessageRover, an online phone message management system. Clients include Fortune 500 companies, governments, schools, small/medium sized businesses and single service providers.

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**Online Web 2.0 Version**

You can read the online version of this press release [here](#).