



An app to help you easily
organize the little details.



What is **VAST**?

The **VAST** application offers a suite of capabilities designed for the unique needs of executive-level administrative professionals.

VAST syncs with both Google and Outlook calendar and contact databases and is designed to manage calendars, contacts, invitations, and event/travel expenses in one central location. **VAST** helps executive assistants organize details more easily while providing their executives with the information they need in a single, simple to use, and organized interface when they need it.

What does **VAST** do?

VAST helps keep executive assistants and the executives they work for organized by connecting four components of an executive's day: invitation management, calendar management, contact management, and expense tracking for events and travel.

These components are all interdependent and before the creation of **VAST** they were managed independently. When pertinent information was added to one, or a change occurred in another, each function had to be manually updated. And, because the information that was changed or added was not necessarily a core function of each component, information had to be added in obscure notes sections without any formatting or context for easy reference.

VAST changes all of this with one environment to house all of these components so they can easily share information in an intuitive and easy to use way. Executives and their assistants will no longer have to copy and paste information from one component to another or create clunky spreadsheets or databases that are impossible for the next assistant to decipher.

VAST is an evergreen solution linked to the executive. So, if there is a new assistant hired, the system created to handle the management of these components does not disappear with the former assistant. The new assistant can easily learn to use **VAST** and continue without any interruption to workflows.



How does **VAST** work?

Invitation Management

The goal for the **VAST** invitation management workflow was to create an easy to use, paperless system tracking invitations to social or business-related events from receipt to response while focusing on the unique social and professional requirements of senior executives.

Because invitations can be received by phone, email, letter, or in person, the task of responding to and processing each in a standardized fashion can be challenging. **VAST** creates a centralized location to house all invitations regardless of their medium and standardizes the way they are processed.

Instead of post it notes, emails, or time-consuming meetings to get the executive's response to invitations, an executive opens **VAST** on either their mobile device or desktop to see all pending invitations and the pertinent information for each and simply click on a "yes" or "no" response. The executive assistant is notified of the response and can RSVP accordingly. If the response is yes, calendars are automatically updated with the event. Contact information, dress requirements, seating designations, speaking requirements, dinner choices, and more are automatically attached to the event so the executive can easily refer to it when needed.

Calendar Management

The overwhelming majority of executives use either a Google or Outlook calendar to manage their daily activities. However, both calendars have very limited functionality beyond the storing of event dates, times, and locations. **VAST** changes that and gives your executive's calendar a litany of useful customizations.

With **VAST** you can use our library of calendar templates or create custom templates based on your needs to help manage all the information necessary for different types of calendar events. If your executive is speaking at a conference the information, they may need is very different from the information needed to attend a charity ball.

With **VAST** the information needed is always presented in a way that makes sense for the event on our easy-to-use and *easy-to-read* calendar extension. In addition, **VAST** syncs with



your default calendar so, if you enter an event outside of **VAST**, it is automatically updated within the **VAST** application and vice versa.

Contact Management

Much like the calendar, the **VAST** contact management system was created to extend the functionality of the default Google or Outlook contact management systems, organizing details in a logical and easy to use manner. This information is then synced throughout the **VAST** environment updating calendar events, invitation workflows, and even expenses.

If an executive is invited to attend a charity dinner, knowing who they are sitting next to is not the only necessary information. Knowing who they work for, their spouse's name, their children's names and ages, what hobbies they enjoy, where they last interacted with them, what kinds of gifts may be appropriate, etc. There are any number of informational items that can be useful to ensure a successful event for any senior executive.

With **VAST** all this information can be easily stored and displayed when needed so an executive who needs the information while travelling in Europe can get it without calling his or her assistant at 3AM stateside. And, like **VAST** calendar management, you can use our library of contact templates or drag and drop the necessary information fields into each individual contact entry.

Expense Management

VAST expense management is a unique feature allowing executives and executive assistants to attach expenses to the corresponding social event, travel event, or meeting. No longer will you have to send an email with a receipt for logging. You can now upload an expense to the **VAST** portal and tie it directly to an event or invitation making expense reporting easy.

When will **VAST** be available?

Great question!

VAST is still in production with an expected release of version 1.0.0 in April of 2023. There is limited Beta testing taking place in January of 2023 with a more expansive Beta round starting in February 2023.

For more information about **VAST** please visit <https://vastcsuite.com> or call (703) 609-9464.

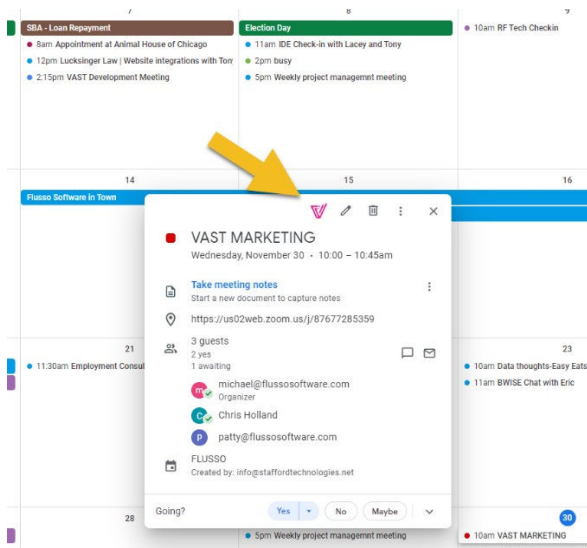


What will the VAST interface look like?

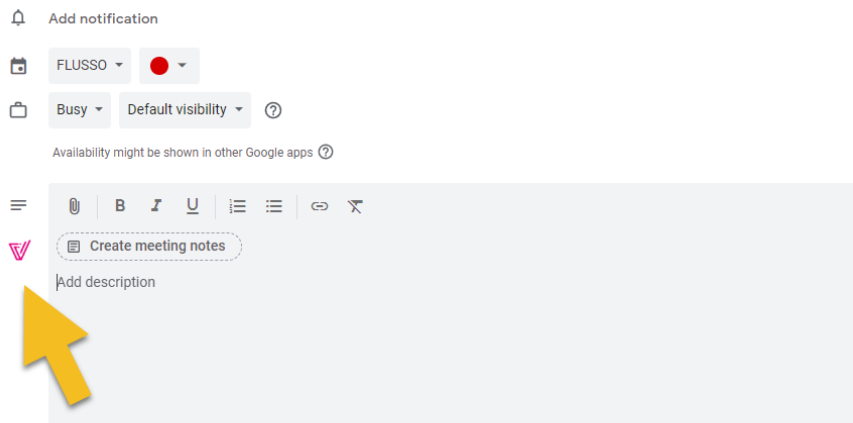
While we are still in production, and the Beta rounds may necessitate some UX/UI changes, we are confident the basic foundation of the VAST user interface is complete. Here are some examples:

To enter the VAST application, you can go directly to your VAST application or simply click on the VAST icon in your calendar:

Google Calendar view:

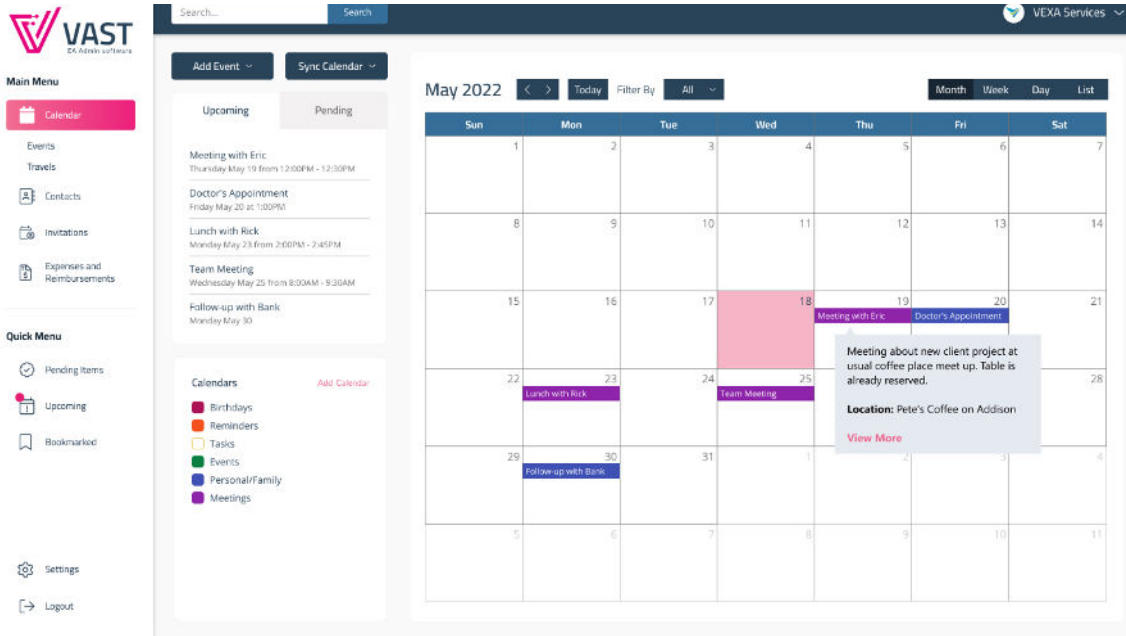


Google event detail view:

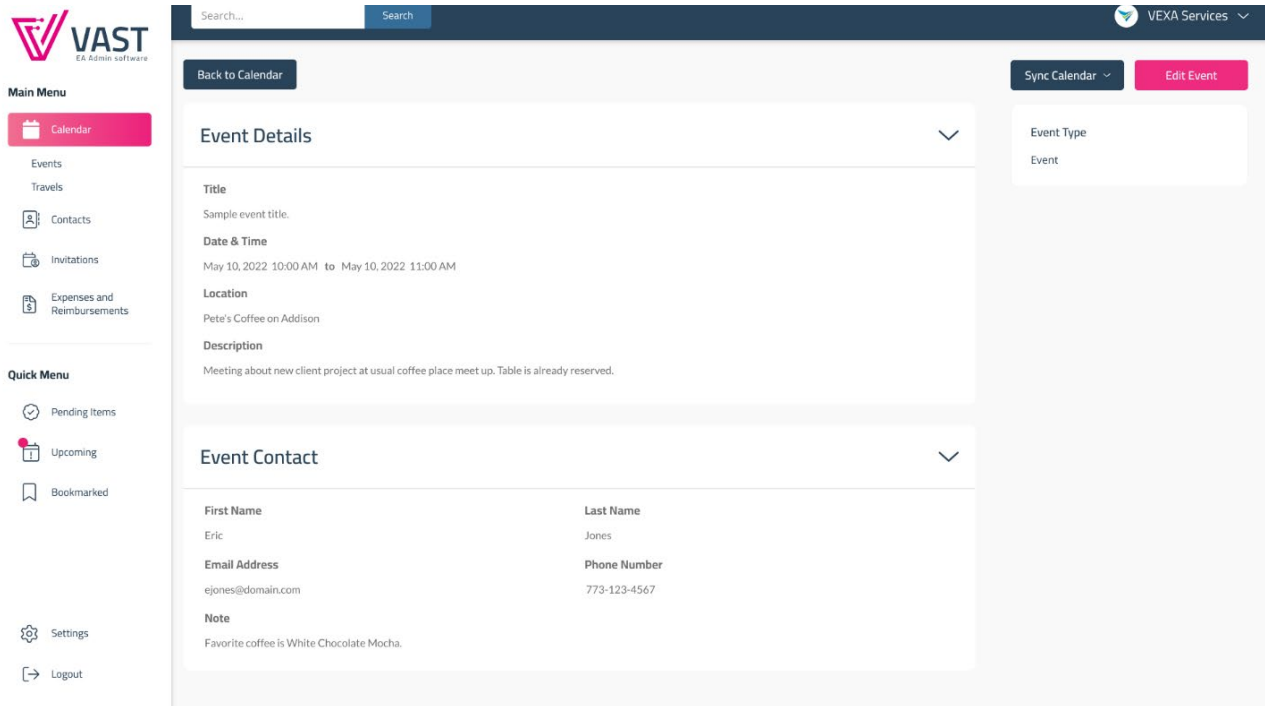




VAST calendar interface highlighting how hovering over an event will trigger a popup giving details about a calendar event.



VAST detailed event screen:



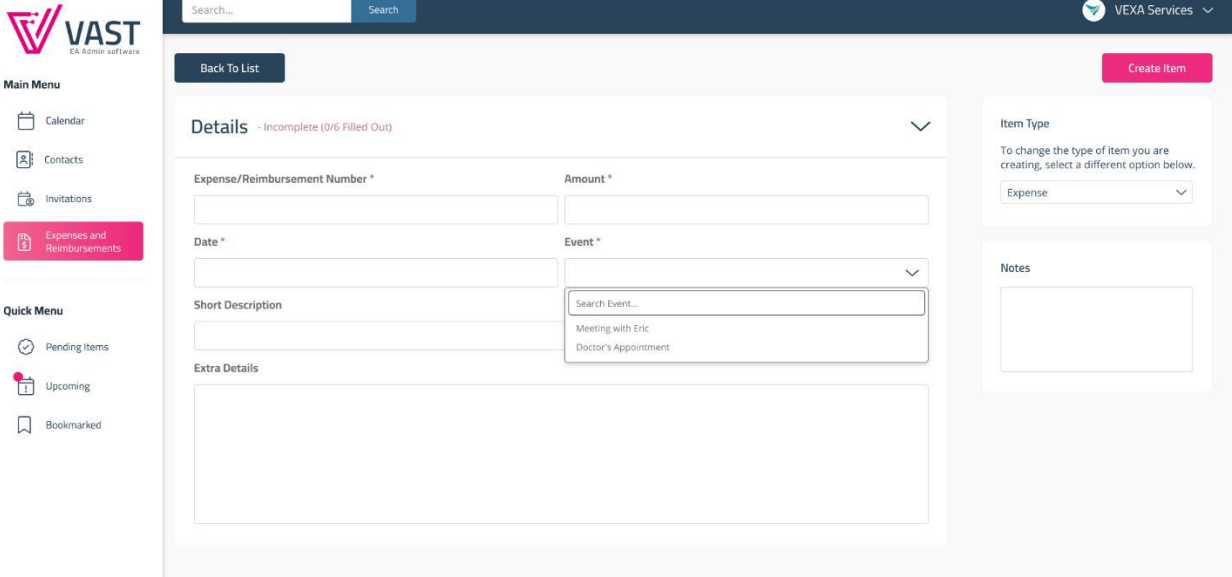


VAST contact details screen:

VAST contact management view:

Name	Email	Phone	Company	Last Updated
Brett V. Flanders	BrettVFlanders@jourrapide.com	225-545-8131	Giant	Jan. 31, 2021
Felicia H. Lopez	FeliciaHLopez@jourrapide.com	717-512-9646	Mr. D's IGA	June 1, 2022
Family and Travel				
Otto M. Martin	OttoMMartin@dayrep.com	321-757-8772	-	-
Guadalupe W. Martinez	GuadalupeWMartinez@rhyta.com	541-474-6697	Opticomp	-
Willie L. Vickers	WillieLVickers@armyspy.com	414-271-8915	White Hen Pantry	May 22, 2022

VAST expense details screen:



Search... Search VEXA Services

Back To List Create Item

Details - Incomplete (0/6 Filled Out)

Expense/Reimbursement Number * Amount *

Date * Event *

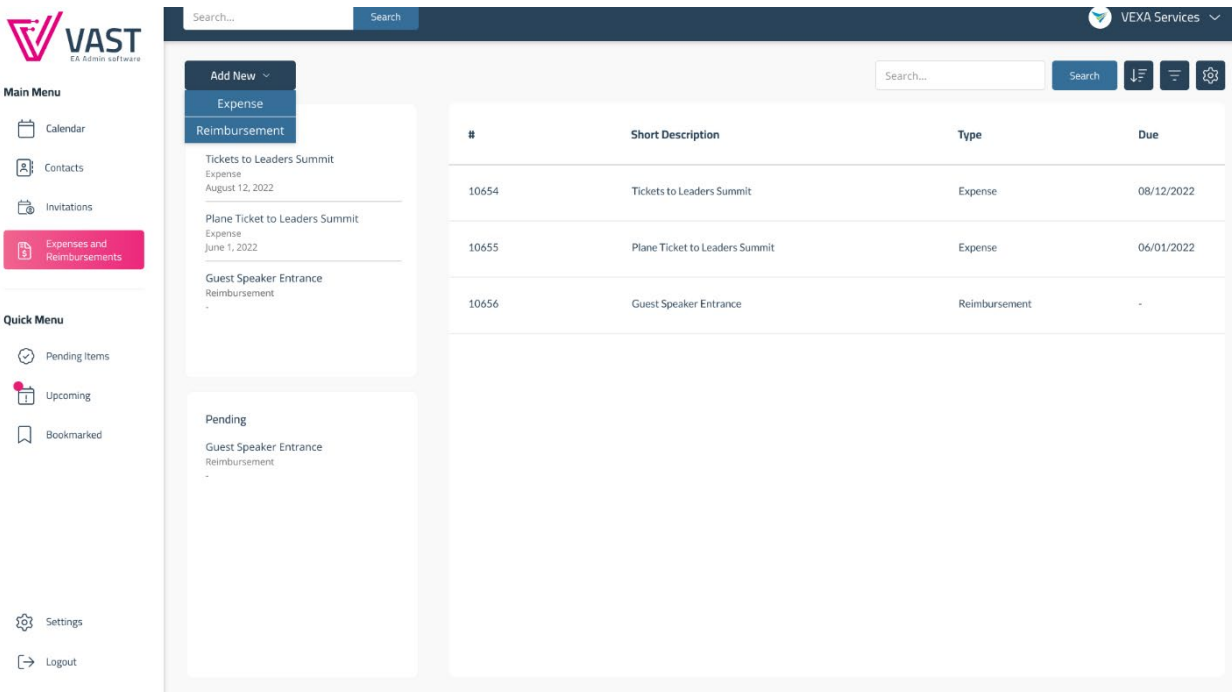
Short Description

Extra Details

Item Type
To change the type of item you are creating, select a different option below.
Expense

Notes

VAST expense management screen:



Search... Search VEXA Services

Add New Expense Reimbursement

#	Short Description	Type	Due
10654	Tickets to Leaders Summit	Expense	08/12/2022
10655	Plane Ticket to Leaders Summit	Expense	06/01/2022
10656	Guest Speaker Entrance	Reimbursement	-

Pending

Guest Speaker Entrance Reimbursement



VAST invitation details:

The screenshot shows the 'Invite Details' form in the VAST application. The form is titled 'Invite Details - Incomplete (0/12 Filled Out)'. It contains several input fields for event information: 'From *', 'Event *', 'Location *', 'Date *', 'Time *', 'Dress Code', 'Costs', 'Honorarium', 'Invoice Required', 'Guest Invited?', and 'URL/Link'. There is an 'Upload' button next to the URL/Link field. On the right side, there are sections for 'Administrative' (Received, RSVP By, Phone, Rmks), 'Conflicts', and 'Forward'. A 'Create Invite' button is located at the top right. The left sidebar shows a 'Main Menu' with 'Invitations' highlighted and a 'Quick Menu' with 'Upcoming' selected.

VAST invitation approval screen:

The screenshot shows the 'Invite Details' form in the VAST application, now in an approval state. The form is titled 'Invite Details'. It contains the following information: 'From: Leaders Summit', 'Event: Leaders Summit', 'Date: 07/08/22', 'Time: 9:00 AM', 'Dress Code: Business', 'Costs: \$150', 'Honorarium: -', 'Invoice Required: No', 'Guest Invited?: No', and 'Link: <https://leaderssummitchicago.org>'. On the right side, there are buttons for 'Print', 'Submit', and 'View in Calendar'. Below these buttons are sections for 'Attendance' (Attending? Yes/No, Guest Attending? Yes/No) and 'Comments'. A progress bar at the top indicates the current step is 'Pending Decision' (1), with 'Final Approval' (2) and 'Added To Calendar' (3) as subsequent steps. The left sidebar shows a 'Main Menu' with 'Invitations' highlighted and a 'Quick Menu' with 'Upcoming' selected.



VAST invitation management screen:

The screenshot displays the VAST invitation management interface. On the left is a sidebar with a 'Main Menu' containing 'Calendar', 'Contacts', 'Invitations' (highlighted in pink), and 'Expenses and Reimbursements'. Below it is a 'Quick Menu' with 'Pending Items', 'Upcoming', and 'Bookmarked'. The top navigation bar includes a search bar, a 'Search' button, and 'VEXA Services' with a dropdown arrow. The main content area features an 'Add Invite' button and a search bar for invites. It is divided into two sections: 'Upcoming' and 'Pending'. The 'Upcoming' section contains two event cards: 'Leaders Summit' at Chicago Congress Hotel on July 8, 2022, and 'Guest Speaker' at Riverside, CA on July 15, 2022. The 'Pending' section contains one event card: 'Policy Workshop' at DePaul University on September 1, 2022. A table on the right lists these events with columns for Event, Location, Date, and Status.

Event	Location	Date	Status
Policy Workshop	DePaul University	09/01/22	Pending
Leaders Summit	Chicago Congress Hotel	07/08/22	Upcoming
Guest Speaker	Riverside, CA	07/15/22	Upcoming