

# **Corner Office**

Corner Office is Argyle's secure hub to facilitate communication and host files including calendars, assets, and other project resources.



# **Project Calendar**

A powerful shared calendar presents key dates and project milestones.

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## Notifications

Notifications inform users of key project steps.

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## **File Management**

Easy-to-navigate folders serve simultaneously as a secure FTP site and file repository for project resources.

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# Quicklinks

One-click access to Argyle project resources including:

- Content Station collaborative
  editing in InDesign
- Vsion collaborative editing in Microsoft Word
- Argyle Thought Pieces
- Argyle Benchmarks
- Argyle Disclosure Database

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#### **User Permissions**

Content permissions establish who can access projects or job-level files.

Corner Office	Setup				
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	Add User				
	User is now reactivated and can	now login to his account			×
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	Email Address	First Name	Last Name	Action	
	superadmin@dg3.com	Super	Admin		
	denzel.delacruz@dg3.com	Denzel	dela Cruz	Edit Details   Unlock   Su	spend   Delete
	ronnel.sangabriel@dg3.com	RONNEL	SAN GABRIEL	Edit Details   Unlock   Su	spend   Delete
	ddelacruz1995@gmail.com	John	Doe	Edit Details   Unlock   Su	spend   Delete
	pierre.saddi@argyleteam.com	Pierre	Saddi	Edit Details   Unlock   Su	spend   Delete
	danezekiel.devera@dg3.com	Danezekiel	de Vera	Edit Details   Unlock   Su	spend   Delete
	Kriztia.DeChavez@dg3.com	Kriztia	de Chavez	Edit Details   Unlock   Su	spend   Delete
	boogie.sg@gmail.com	Boogie	San Gabriel	Edit Details   Unlock   Su	spend   Delete
	Angelika.Bagalay@dg3.com	Angelika	Bagalay	Edit Details   Unlock   Su	spend   Delete
	ryzzel.sangabriel@gmail.com	Ryzzel	San Gabriel	Edit Details   Unlock   Su	spend   Delete

#### Security

- · https and follows industry-wide standards for encrypting passwords and data
- Exclusive to Argyle clients (no user-initiated registration) and role-based security
- Secure data center using private cloud
- · Conducts daily database backup as part of the Argyle standard database process



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# **About Argyle**

We are a creative communications firm offering end-to-end, in-house execution capabilities.

Our experienced and passionate team is composed of attorneys, designers, project managers, thinkers and web developers. We collaborate together around a process that encompasses drafting, editing, designing and publishing across all digital and print channels.

We are thrilled that communications prepared by Argyle have contributed to trustful relationships between our clients and their readers, whether investors, employees or other stakeholders.

In turn, our commitment to our clients has resulted in meaningful long-term relationships with some of the most respected public and private companies in the world.

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