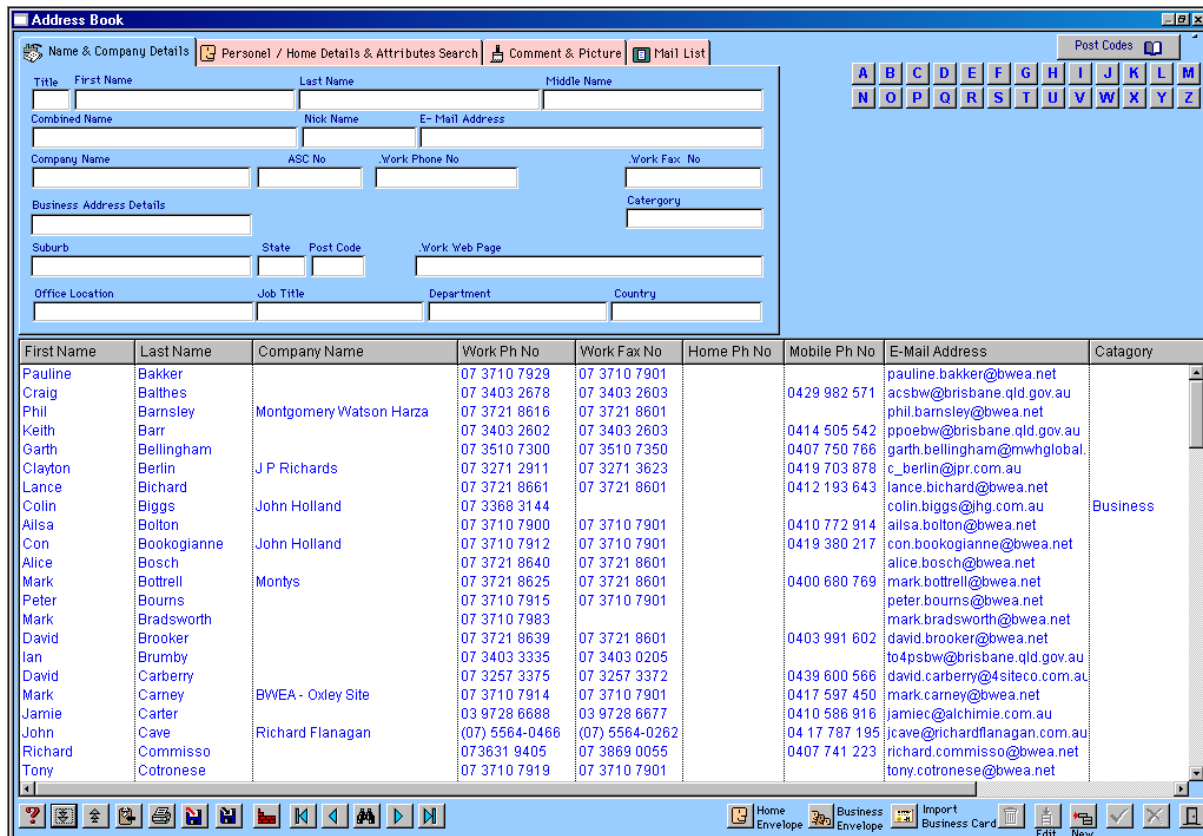


Address Book

The Address Book is used for general information and tracking of people and companies, and is also used for email addresses.

This address book is used in other applications written by Atad Data.



The address book has two functions. It acts as an Email Address Book and; can be used as an Engineering Directory for storing information of various vendor products.

For companies having multi users a common address book can be stored on a central system for all users, or each user can store an address book on their own hard drive with individual information. The address book has fields aligned with most email address books.

There are four (4) tab fields for storing relevant information – Name & Company Details, Personal / Home Details & Attributes Search, Comments & Picture, and Mail List.

Name & Company Details

For all work related information.

Personal / Home Details & Attributes Search

For all personal information and attributes to be entered.

Comment & Picture

This is for the adding of comments and photos.

Mail List



Attributes Search

By adding a key word into this field associated with the addressee you can perform a quick search by clicking the “**Attributes Search**” button and typing in the key word. This will locate all entries in the address book with the same attribute.



Build Key Words

Once a list of Key Attribute Words has been created you can display the list and select a key word to perform an Attribute search.



Post Codes

The Post Code information window gives you the ability to search for post codes within each State.

As the information is stored on the same file, when entering the address information in the main address window, the suburb name is recognized and the postcode is entered automatically into the postcode field.

The table containing the address list is a headed list allowing you to sort by each of the columns by clicking on the heading. This simplifies finding an entry.

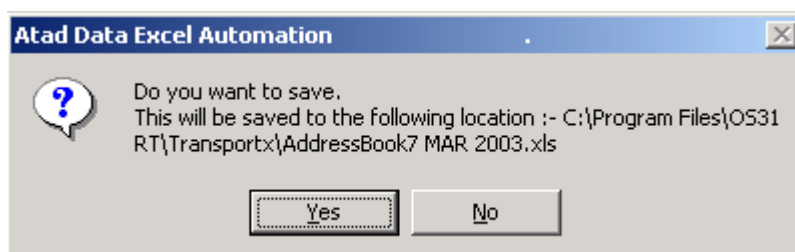


To search alphabetically on the Surname of a person click on the relevant button ie Rob Burton press the letter “B”.



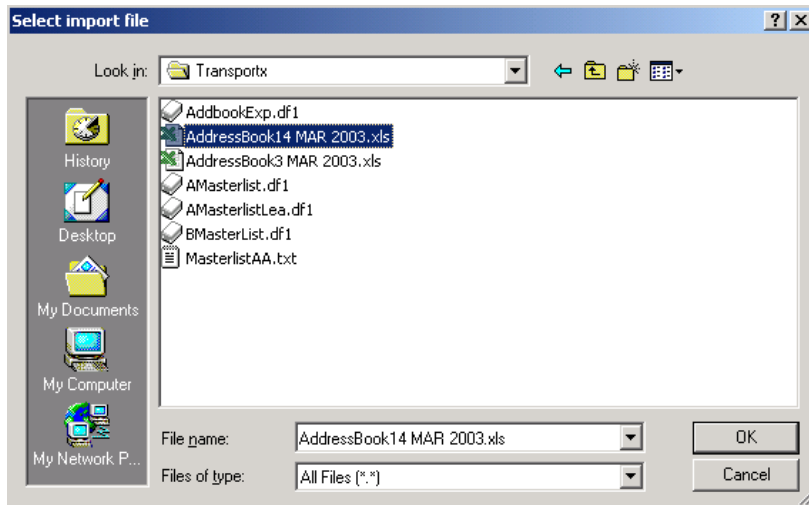
Export Address Book


By clicking on this button you will export the entire Address Book into a Microsoft Excel spreadsheet. Once exported you will have the option of closing the spreadsheet or keeping it open. If you choose not to close the spreadsheet it will remain open until you close or save it. If you choose to close the spreadsheet you will be given a message similar to the following graphic telling you the location the Excel Address Book will be saved into.





Import Address Book

By clicking this button you can import an Address Book previously exported either from the Kontrol Pro address book or from another email address book. After clicking the button you will need to locate the previously saved file and then click “OK”.





 Will copy the selected email address to the clipboard. This can be pasted into any word document or excel spreadsheet etc.


 Prints the selected information, including Name, Phone Numbers and Email Address.


 Allows you to export the Address Book into a Atad Data style address book. The file will be created in the folder “**TransportX**” found in your “Program Files” “Omnis” folder. The file will be named AddBookExp.df1.


 Allows you to import a Atad Data applications style address book.


 This will refresh the list of names in the address book after a search has been carried out.

 This takes you to the previous record in the list.

 This takes you to the next record in the list.

 This takes you to the first record in the list.

 This takes you to the last record in the list.

 Perform a search, by entering a name and clicking “OK” you will display the next record starting with that name.



Prints your envelopes with the Name and “**Home Address**” of the person selected.



Prints your envelopes with the Name and “**Business Address**” of the person selected.



Allows you to import an Electronic Business Card into the address book.



Delete - Deletes the selected record.



Edit - Allows you to edit the selected record.



New - Allows you to enter a new contact into the address book.



OK - Allows you to accept a new record, any changes made while in the edit mode and any search functions performed.



Cancel - Cancels a new record, any changes made while in the edit mode and any search functions performed.



Close - Closes out of the address book window.

Notes