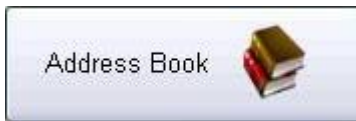


## Category 6

### 6.10 Address Book



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

First Name	Last Name	Company Name	Work Ph No	Work Fax No	Home Ph No	Mobile Ph No	E-Mail Address	Category
Pauline	Bakker		07 3710 7929	07 3710 7901			pauline.bakker@bwea.net	
Craig	Balthes		07 3403 2678	07 3403 2603		0429 982 571	acsbw@brisbane.qld.gov.au	
Phil	Barnsley	Montgomery Watson Harza	07 3721 8616	07 3721 8601			phil.barnsley@bwea.net	
Keith	Barr		07 3403 2602	07 3403 2603		0414 505 542	ppoebw@brisbane.qld.gov.au	
Garth	Bellingham		07 3510 7300	07 3510 7350		0407 750 766	garth.bellingham@mwhglobal.	
Clayton	Berlin	J P Richards	07 3271 2911	07 3271 3623		0419 703 878	c_berlin@pr.com.au	
Lance	Bichard		07 3721 8661	07 3721 8601		0412 193 643	lance.bichard@bwea.net	
Collin	Biggs	John Holland	07 3368 3144				collin.biggs@hg.com.au	Business
Ailsa	Bolton		07 3710 7900	07 3710 7901		0410 772 914	ailsa.bolton@bwea.net	
Con	Bookogianne	John Holland	07 3710 7912	07 3710 7901		0419 380 217	con.bookogianne@bwea.net	
Alice	Bosch		07 3721 8640	07 3721 8601			alice.bosch@bwea.net	
Mark	Bottrell	Montys	07 3721 8625	07 3721 8601		0400 680 769	mark.bottrell@bwea.net	
Peter	Bourms		07 3710 7915	07 3710 7901			peter.bourms@bwea.net	
Mark	Bradsworth		07 3710 7983				mark.bradsworth@bwea.net	
David	Brooker		07 3721 8639	07 3721 8601		0403 991 602	david.brooker@bwea.net	
Ian	Brumby		07 3403 3335	07 3403 0205			to4psbw@brisbane.qld.gov.au	
David	Carberry		07 3257 3375	07 3257 3372		0439 600 566	david.carberry@4siteco.com.au	
Mark	Carney	BWEA - Oxley Site	07 3710 7914	07 3710 7901		0417 597 450	mark.carney@bwea.net	
Jamie	Carter		03 9728 6688	03 9728 6677		0410 586 916	jamiec@alchimie.com.au	
John	Cave	Richard Flanagan	(07) 5564-0466	(07) 5564-0262		04 17 787 195	jcave@richardflanagan.com.au	
Richard	Commisso		073631 9405	07 3869 0055		0407 741 223	richard.commisso@bwea.net	
Tony	Cotronese		07 3710 7919	07 3710 7901			tony.cotronese@bwea.net	

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**

For comments and photos to be added.

**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.

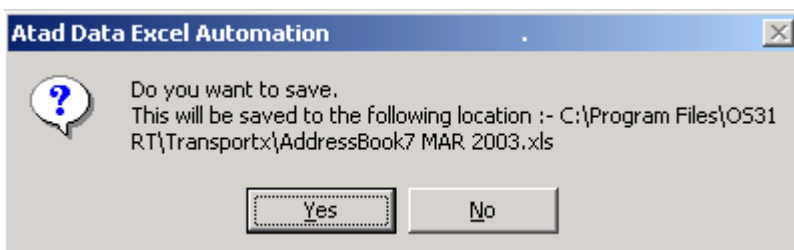


To search alphabetically on the Surname of a person click on the relevant button ie Rob Burton press the letter “B”.



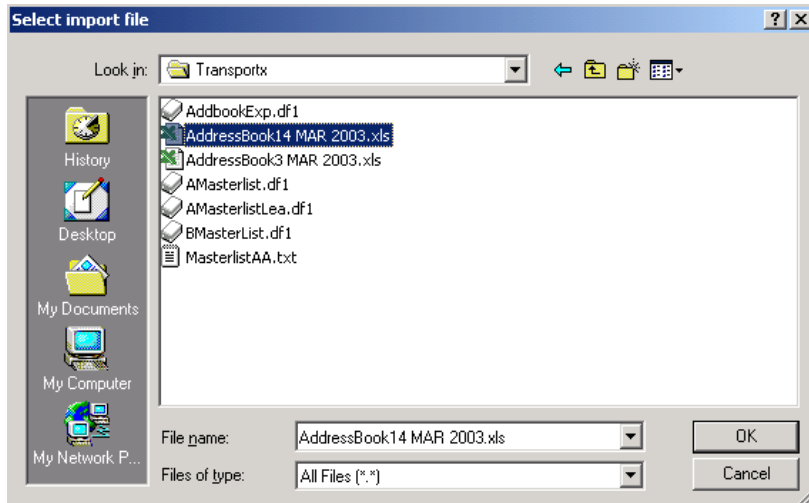
**Export Address Book**


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 Kontrol Pro style address book. The file will be created in the folder “????????” found in your Omnis folder. The file will be named AddBookExp.df1.


 Allows you to import a Kontrol Pro 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.