

Attaché Contacts

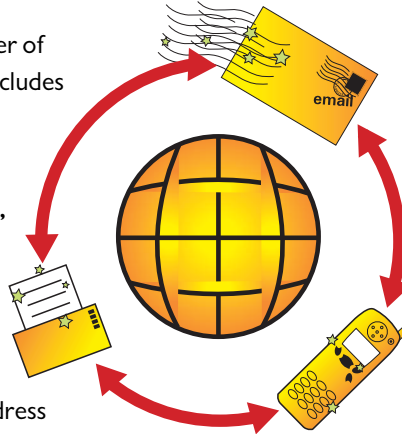
will greatly assist you to manage and communicate with your key Customers and Suppliers

With Contacts you can now store the details of an unlimited number of contacts for each of your existing Customers and Suppliers. This includes their name, position, mobile phone, direct line, email address and additional information, as displayed below.

Designed for all staff, not just those who use the accounting system, Contacts can be launched from its own desktop icon **without requiring an additional Attaché login**. For example, reception can use Contacts by being connected to the network.

You can **auto-launch email** directly from Attaché Contacts. To send an email to a business contact, simply click on their email address and your email program will auto-launch ready to send the message.

If you have an integrated voice/data network (or a laptop with a double adaptor modem) you can **auto-launch dialler** directly from Contacts. Simply click on the phone number and it will be dialled for you.



Contact Details	
Personal Details	Contact Details
First name(s): <input type="text" value="William"/>	Email address: <input type="text" value="williamj@abelsound.com.au"/>
Last name: <input type="text" value="Jones"/>	Mobile: <input type="text" value="0404 367 899"/>
Title: <input type="text" value="Mr"/> Post nominals: <input type="text"/>	Direct phone line: <input type="text" value="02 9527 9385"/> Extension: <input type="text"/>
Preferred name: <input type="text" value="Bill"/>	Fax: <input type="text" value="02 9525 2512"/>
Position: <input type="text" value="Sales Manager"/>	Extra1: <input type="text" value="Prefers to be contacted via email"/>
Team: <input type="text" value="NSW Sales"/>	Extra2: <input type="text" value="If unavailable contact Sarah Burns (Secretary)"/>
<input type="button" value="Email"/> <input type="button" value="Dial"/> <input type="button" value="Dial Mobile"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Other features include **two user definable fields** each per contact, **easy find** to search for contacts on any part of their name or phone number, and **enhanced reporting** using Attaché ODBC to include Contacts data. See over for examples of each.

Electronic Contact Details Manager

File Edit View Help

Customer Code: ABEL Abel Sound Systems Pty Ltd
P O Box 4981
CARINGBAH 2229
Phone: (02) 9527 9381
Fax: (02) 9525 2511

Active	Name	Preferred Name	Position	Email Address	Direct Phone	Mobile	Direct Fax	Extra 1
<input checked="" type="checkbox"/>	Mr William Jones	Bill	Sales Manager	williamj@abelsound.com.au	02 9527 9385	0404 357 899	02 9525 2512	Prefers to be contacted v
<input checked="" type="checkbox"/>	Miss Sarah Burns	Sarah	Secretary	sarahb@abelsound.com.au	02 9527 9383		02 9525 2512	
<input checked="" type="checkbox"/>	Mr Richard Brown	Richard	Salesperson	richardb@abelsound.com.au	02 9527 9381	0414 665 998	02 9525 2511	
<input checked="" type="checkbox"/>	Ms Margaret Evans	Margaret	Marketing Manager	margarete@abelsound.com.au	02 9527 9388	0400 654 697	02 9525 2511	
<input checked="" type="checkbox"/>	Mr George Adams	George	Salesperson	georgea@abelsound.com.au	02 9527 9389	0404 044 046	02 9525 2511	
<input checked="" type="checkbox"/>	Mrs Brenda Patersen	Brenda	Salesperson	brendap@abelsound.com.au	02 9527 9379	0400 354 778	02 9525 2511	
<input checked="" type="checkbox"/>	Mr Douglas Richards	Douglas	Training Co-ordinator	douglasa@abelsound.com.au	02 9527 9377	0404 111 222	02 9525 2511	
<input type="checkbox"/>	Mr Jason Smith	Jason	Salesperson	jasons@abelsound.com.au	02 9527 9370	0404 455 547	02 9525 2511	
<input checked="" type="checkbox"/>	Ms Louise Wright	Louise	Managing Director	louisew@abelsound.com.au	02 9527 9381	0438 456 789	02 9525 2552	Birthday: 23/12/56
<input checked="" type="checkbox"/>	Mr Mark Peter Wright	Mark	Procurement Officer	markw@abelsound.com.au	02 9527 9356	0438 456 790	02 9525 2511	Likes Scotch
<input type="checkbox"/>	Mrs Jaquie Wallace	Jaquie	Salesperson	jaquiew@abelsound.com.au	02 9527 9365	0414 658 258	02 9525 2511	
<input type="checkbox"/>	Ms Michelle Manning	Michelle	Personal Assistant	michellem@abelsound.com.au	02 9527 9300		02 9525 2511	

Ready

Easy find

The “find contact” search facility lets you instantly locate the correct contact details, even when part of a message is missing or incorrect.

You can search by first name, last name, company, phone number, etc.

For example, with a message “call Sarah on 9??7 9383 about her order”, you can search on the last 4 numbers to find the customer or search on the name “Sarah”.

Find Contact

Select Contact:

Customer	First Name	Last Name	Preferred Name	Phone No.	Mobile No.
ABEL	William	Jones	Bill	02 9527 9385	0404 357 899
ABEL	Sarah	Burns	Sarah	02 9527 9383	
ABEL	Richard	Brown	Richard	02 9527 9381	0414 665 998
ABEL	Margaret	Evans	Margaret	02 9527 9388	0400 654 697
ABEL	George	Adams	George	02 9527 9389	0404 044 046
ABEL	Brenda	Patersen	Brenda	02 9527 9379	0400 354 778
ABEL	Douglas	Richards	Douglas	02 9527 9377	0404 111 222
ABEL	Jason	Smith	Jason	02 9527 9370	0404 455 547
ABEL	Louise	Wright	Louise	02 9527 9381	0438 456 789
ABEL	Mark Peter	Wright	Mark	02 9527 9356	0438 456 790
ABEL	Jaquie	Wallace	Jaquie	02 9527 9365	0414 658 258
ABEL	Michelle	Manning	Michelle	02 9527 9300	
ABEL	Robert	Boarder	Robert	02 9527 9345	0402 357 258
ABEL	Janette	Bower	Janette	02 9527 9336	
ABEL	Glen	Gardener	Glen	02 9527 9311	0401 452 279
ABEL	02 9527 9374	0413 754 272

Contact Search:

First name Last name Preferred name Direct phone Mobile phone

Search for:

Find next

There are 4085 items listed.

OK

Enhanced reporting

With Attaché’s ODBC data access tool, you can use the information in the Contacts system along with data in your Attaché accounting system.

For example, you might create a special mail merge invitation to all managing directors from customers with sales exceeding \$10,000 in the current year.

Or create a “Customer Profile” for sales staff including details from Contacts, Masterfile records and Customer Notes.

Extra fields

The two extra fields provide a handy 100 characters each to store additional details about every contact.

Some examples might include “surname Nguyen pronounced *Win*”, “wife Jane, kids Tom and Kate”, “if unavailable talk with Sarah Burns”, “Birthday July 25”.

All details can be viewed on screen or on a printed contact report.

Last Name 50 alphanumeric	Position 50 alphanumeric	Fax 25 alphanumeric
First Name 50 alphanumeric	Email Address 50 alphanumeric	Team 20 alphanumeric
Title 15 alphanumeric	Mobile 25 alphanumeric	Extra1 100 alphanumeric
Preferred Name 30 alphanumeric	Phone 25 alphanumeric	Extra2 100 alphanumeric
Post Nominals 25 alphanumeric	Phone Extension 5 alphanumeric	Active Yes/No

Field Sizes

Easy Installation — Attaché Contacts is installed quickly and easily from CD-ROM. By following the instructions in the Attaché Contacts User Guide, you will be using Contacts in a matter of minutes.

For further information about Attaché Contacts, contact your local Attaché consultant or call Attaché Software on (02) 9929 8700 in Australia, 0800 776 473 in New Zealand and +61 2 9929 8700 for international.



Attaché Software Australia Pty. Limited