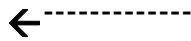
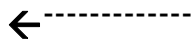


Business Contact Organiser What the program does

The information below shows what the program does. You don't have to use all the program all the time, but some parts of it might be useful to you and save you time, once you have learnt how to use it.



See Bookmarks



This Business Contact Organiser is ideal for any Company or Person, who has to mail out or communicate with both Companies and People, whether they are connected with a Company or not. The program can hold as many contacts as you want for a Company, and change seamlessly between Companies and Contacts/People on their own.

Don't forget we offer complete custom solutions on not just this program, but all of our cheap programs.

Make Telephone Calls, Email and Visit the Web from the one screen.

Search the Database by type of business and see - and be able to contact - everyone found.

Have as many Lists as you want for Mail Merge, Labels, Emails, Items and Things to Do.

Change the Background Colour of the screen to suit your personal taste.

1. Address Book

- a) Hold all your names and addresses (as many addresses as you want for both Contacts and companies).

- b) Three Ways of Selecting Names (First & Last, Last & First or Both – Set In Settings)
- c) Enter Business (see Category lists below)
- d) Telephone from the screen – You can do this throughout the program (and Export the Fax No).
- e) All Telephone calls are logged – Date, Start Time, Number, Company/Person called and any notes you want to make.
- f) Switch between Companies and Contacts and Contacts only seamlessly.
- g) Notes (Including Private Notes if networking)
- h) Connect Related Files to Company or Person
- i) Connect to Standard Files for General Use
- l) Make Telephone Notes (Timed and Dated) for Company or Contact.
- j) Email and visit the website from the screen - You can do this throughout the program
- k) Do multiple labels for the Contacts or Principal Contact at a Company (16 different regular sizes)
- l) Design and do an envelope to the Principal Contact at a Company or Contact
- m) Export the name and address of the Principal Contact at a Company or a Contact to Word or elsewhere (And open Word at the same time)
- n) Search by address (1st line and Town) or Telephone Number
- o) Show what List (s) the Company/Person is on and Delete from a particular list if required. Add to Multiple Lists.
- p) Automatically tries to enter the correct form of Address (e.g. Mr., Sir, Lord etc.)
- q) Include a Picture of a Contact

2. Search Address

- a) Search By Town, County or part of Post Code

- b) Shows both Contacts and Companies, with Business and Telephone numbers– (You can 'phone all numbers throughout the program.)
- c) Allows you to see Full address of Selected Contact or Company
- d) Allows You to do an Envelope to Contact or Company.
- e) Allows you to Export Address for Contact or Company

3. Address Book Report

- a) Print Out Contacts from Address Book
- b) Print Out Companies with contacts from Address Book.

4. List with Dates (Useful for Mailing Lists)

- a) Select List for Names
- b) Name Of List
- c) Start Date of List
- d) Start Time of List
- e) End Date of List
- f) End Time of List
- g) Notes about List
- h) Change a Contact Name on all Lists
- i) Add Names to List; Select from all Names or By Business.
- j) Show Contact, or Contact & Company (if Applicable), Business, Received Date, Sent Date, Copy (mark to copy to another List), Add All Sent Dates & Remove all Dates.
- k) Copy Names from another List to Current List
- l) Do Labels (16 Sizes)
- m) Do Mail Merge for Letters
- n) Print the List
- o) See Address of Contact or Company on the List and telephone or email them from the pop up form

5. Lists for Items

- a) Select List for Items
- b) Name of Item List
- c) Date and Time List Started (and Ended)
- d) Notes About List
- e) Select Names for adding to List
- f) Change Name on a List
- g) The List shows Name of Person, Age and any Note you want
- h) Present to (Or anything else you want to call it)
- i) Present from (Or anything else you want to call it)
- J) Delete Name from List
- k) Hide Presents to & From
- L) Delete all Presents to and From
- m) Copy name from one list to another
- n) Add Copy for everyone or Delete Copy from everyone
- o) See Address of Person On a List
- p) Print List Report

6. Lists for Emails

- a) Select List for Emails
- b) Name of Email List
- c) Date of Email List
- d) Start Time of Email List
- e) Notes
- f) Open List of Emails to Select from
- g) Details of Contact and Company Emails entered
- Use and Copy (To another List)
- h) Copy Names (from another List)
- i) Copy Names to the Email and open Email if using Outlook etc.
- j) Do a Report of the Email List, which includes addresses and telephone Numbers.
- k) See Address of Contact and/or Company on the Email List and telephone, email them or visit the Website from the pop up form

7. Select any Business for a List

Select any Business entered in Address Book and show all contacts and Companies with that business:

- i) Contact &/or Company., Telephone Numbers and Notes
- ii) Export Name & Address to another program
- iii) Do a report Of the List
- iv) See Full Address Details incl. Email Address and website for Contacts and Companies

8. Diary

Separate Diaries for Contacts and Companies

- a) Select Name of Contact and Company in Settings for Diary, but others can be selected on the diary.
- a) Calendar of the month – can change Month and Year
- b) Appointment Start Date, Start Time, End Date End Time, details and Notes
- c) Add an Appointment
- d) Delete an Appointment
- e) Print Appointments (Appointments can be kept and Printed for as many people as you want.)

Operators Appointments show on opening for a warning period before, set in the Setting Menu. They can also be seen from the top drop down menu.

9. Things to Do

- f) Select List
- g) List Name
- h) Date
- i) Notes

- j) Details of List
- k) Completed
- l) Date Completed
- m) Add New Item
- n) Delete Item
- o) New List
- p) Cancel List
- q) Print List

10. Export

- a) Address Book
- b) Contact Appointments
- c) Company Appointments
- d) Currents Date Lists
- e) All Date Lists
- f) Current Email List
- g) All Email Lists
- h) Current Things to Do
- i) Settings

To

- a) csv Delimited Format
- b) HTML
- c) Word
- d) Excel

The resultant product can be opened automatically in the new format

11. Easy Data Entry

Allows you to input the address data for either Contacts or Companies using a spreadsheet approach on one extended line.

12. Semi Automatic Data Backup

You can back up your data to another file on your computer/network. In addition you can set the

time between backups and be automatically reminded to do it, when the program opens.

13. Settings

You can set:

- a) The default Company/Contract
- b) Any Pre Dial Number
- c) The Number you are Dialing from
- d) Select the Telephone Modem Settings
- e) Number of days Warning for Appointments
- f) The Form of Single Title (Mr. Or Esq.)
- g) Initials or First Name
- h) Method of Selecting Contacts (First & Last, Last & First or Both)
- i) Your email System (Outlook Etc. or AOL Etc.)
- j) Whether to use the inbuilt proper Case Control or Not (This can also be turned on and off on the Address Book)
- k) The Source and Destination for Backing up Your Data
- l) Days between Backups
- m) Entering & Clearing Password.
- n) Open Settings Table (for use when Updating the program)

14. Compact Database

Compact your Data Files – Happens automatically, when Program is closing.

15. Telephone Log

Logs all telephone calls – Date, Time of call, Number called and Name with room for a note of call. Can be printed out and deleted.

16. Help

There is full on line help throughout the program by using the button on the screen or F1

17. Review Updates

On the opening screen there is a link to the Business Contact organiser of the website, where you can see if you need to update your program, having first backed up (Exported) your settings – You will be reminded to do this.

Development

The Program can be developed to your personal requirements (e.g. Individual passwords could be included for different parts of the Program).

The cost would be £25 an Hour or by negotiation.

Useful Hints

Look at useful Hints on the website for telephone modems, data backup and free pdf maker.