

3.1 Contacts: Menu Bar Functions

Version V3.10.32: 23 March 2012

iProjects has three primary workspaces: **Email**, **Contacts** and **Projects**. See UserGuide Section 2 for **Email** functions and Section 4 for **Projects** functions. You will use the **Contacts** workspace for creating and managing your contacts. The **Contacts** Menu Bar is shown below, in green.



Menu bar functions are **New**, **Delete**, **Find**, **Modify Find**, **Find All**, and **Show List**. All are fairly simple functions except for **New**, which is used to create a new contact and is described in detail following the other function descriptions.

Below the Menu Bar is a set of tabs containing additional contact management functions. These functions are described in UserGuides 3.2 to 3.6.

New: See **Creating a New Contact** below.

Delete: Click this Menu button to delete the contact you are on. You will be presented with a dialog box asking if you want to delete the contact. If you click 'Yes' it will be gone, and can't be retrieved.

Find: **Find** is a very powerful and useful feature that permits you to search by any one of, or with multiple, parameters to locate the contact or group of contacts you are searching for. You will get the page shown partially below:

The image shows a 'Find' search form with two columns of input fields. The left column includes fields for 'Firm or First', 'Last', 'Sal', 'Initials', 'Nick', 'Position Title', 'Street Address' (Street 1, Street 2, City, State, Code, Country), 'Mailing Address' (Street 1, Street 2, City, State, Code, Country), 'URL', 'Phone Number', and 'Email Address'. The right column includes fields for 'ID', 'Contact type', 'Source', 'Link', 'Referred By', 'Referred Date', 'Referred By Company', 'Profession', 'Birthday', 'Practise Type', 'Rel to Our Firm', 'Size', 'Duplicate?' (with radio buttons for No, Yes, OK), 'Sample?' (with a radio button for Sample), 'Profile', and 'Note'.

You are also presented with a new sub-menu bar shown below.



You are automatically in “New Request”. To search by any field, enter the search name, or select the appropriate dropdown name, in any field; then click “Continue” upper right. This will show you the first matching search found. You can narrow your search by selecting multiple drop-down fields; for example to find a person named Bob Smith who lives in Atlanta.

Then click on “List” in the Menu Bar to see all names the search has returned. In the example above, if there were two Bob Smiths in Atlanta, you’d find both. In this example, I will type “king” into the Last Name field, and hit “Continue”. I get the following return (with my database):

Email		Contacts		Projects		Created t			
New	Delete	Find	Modify Find	Find All	Show List	Print	Import		
ID	Type	Sample?	Favourite?	Firm Name	Person Name	Address			
5879	Person	<input type="checkbox"/>	<input type="checkbox"/>	Woodhead Pty Ltd (SA)	David King-Jones	26-28 Chesser Street Adelaide Sa 5000			
10462	Person	<input type="checkbox"/>	<input type="checkbox"/>	Project Marketing Australasia Ltd	Paul King	P O Box 567 Scarborough Wa 6019			
11775	Person	<input type="checkbox"/>	<input type="checkbox"/>		Bruce King-Siem	Gpo 2476v Melbourne Vic 3001			
11847	Person	<input type="checkbox"/>	<input type="checkbox"/>		Mr Andrew Kingdom				
12017	Person	<input type="checkbox"/>	<input type="checkbox"/>	Burlington	Debby King-Rowley	17 Hortense St Glen Iris Vic 3146			
12482	Person	<input type="checkbox"/>	<input type="checkbox"/>	Cardno BSD Consultants Pty Ltd	John King	Bsd Ctr, 2 Bagot Road Subiaco Wa 6008			
13234	Person	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Investigation Services	Adrian Kingswell	Po Box 976 North Ryde Bc New 1670			
13281	Person	<input type="checkbox"/>	<input type="checkbox"/>	Kingston & Associates Pty Ltd	Tony Kingston	Suite 402b, 410 Elizabeth Street Surry Hills Nsw 2010			
13551	Person	<input type="checkbox"/>	<input type="checkbox"/>	SCP Consultants	Bryan King	Level 2, 507 Kent Street Sydney Nsw 1001			
14255	Person	<input type="checkbox"/>	<input type="checkbox"/>	Design King Co Pty Ltd	Jon King	102/21 Alberta Street Sydney Nsw 1001			
14522	Person	<input type="checkbox"/>	<input type="checkbox"/>	Mirvac Design (NSW)	Adrian King	Level 26, 60 Margaret Street Sydney Nsw 1001			
19042	Person	<input type="checkbox"/>	<input type="checkbox"/>	SKM - S2F (VIC)	Andrew Kings	Po Box 312 Flinders Lane Melbourne Vic 3000			
19661	Person	<input type="checkbox"/>	<input type="checkbox"/>	Archimedia Ltd - Hamilton	Stephen King	Po Box 4166 Hamilton East (nth Island)			
21592	Person	<input type="checkbox"/>	<input type="checkbox"/>	Sinclair Knight Merz Limited - Auckland	Duncan Kingsbury	Po Box 9806 Auckland (nth Island)			
22112	Person	<input type="checkbox"/>	<input type="checkbox"/>	Elsevier Australia	Mr Guy Kingston-Bray	Tower 1, 475 Victoria Ave Chatswood Nsw 2057			
22387	Person	<input type="checkbox"/>	<input type="checkbox"/>	Harley Ellis Devereaux	Mr Dennis King	26913 Northwestern Highway, Suite 200 Southfield MI			
25002	Person	<input type="checkbox"/>	<input type="checkbox"/>	Wood & Grieve Engineers (WA)	Stephen King	Level 3, 3 Plain Street East Perth Wa 6004			

Here we are back at the main Contacts List View, indicating that we’ve found 15 people with the last name “King”. If they had home addresses listed in their records, they would also show in the “Address” field. Note that you can sort any found set by any of the underlined blue title categories, making it easy to zero in on the person (or firm) that you want. In this example, if there had also been a Firm with the name “King” in it, it would have found that as well – but ONLY if you had entered “king” in the first field, “Firm or first”.

Also note here that there is a new tab in the Menu Bar, “Import”. This is used to import contact records from your current contact system, and is discussed under UserGuide 6.5: **Importing Existing Contact Records.**

Modify Find: Click this button to return to the Find layout shown on page 1. Your earlier find criteria will still be shown.

Find All: Click this button to find all contacts.

Show List: Click this button to show a list of all found contacts.

Navigation Arrows: At the far right of the menu bar are arrows for moving between a found set of contacts. << = “go to first contact”; < = “go to previous contact”; > = “go to next contact”; and >> = go to last contact. The grey font counter above these buttons tells you the number of contact records and which contact record you are on.

Record 1 of 169: Total 169



Creating a New Contact:

When you click on the **New** button, you are first asked if you want to create a *Person* or *Firm* record. If you are going to add a new firm, and one or more persons for that firm, it is best to create the *Firm* record first.

If you select Firm, you will be shown a blank template for a *Firm*:

Simply fill in all the information you have for the firm. You can link people to that firm once you have created new records for them. Before creating a new Firm record, we suggest that you review UserGuide 3.2: **Contacts: Details** through 3.6: **Contacts: Map, Notes & To Do List**.

If you select Person, you will be shown a blank template for a *Person*:

Created by Charles Nelson on 8/11/04
Charles

Details | Map | Projects | Email | CV & Training | Notes | To Do

First Name: Last: Middle: Initials: Nick: Special Skills: Healthcare Aged care Retail Educational Airports

Approved For...: Make Calculations Check Calculations

Insert Photo:

Profile Lists:

Assign Profile:

ID: Contact type:

Source: Link:

Referred By: Referred Date:

Referred By Company: Profession:

Birthdate:

Phone Numbers:

Phone Numbers	Creation/Mod. Info

Email Addresses:

Email Addresses	1st Email used when sending from email tab	Creation/Mod. Info

Other Addresses:

Other Addresses	Creation/Mod. Info
Street 1: <input type="text"/>	
Street 2: <input type="text"/>	
City: <input type="text"/> State: <input type="text"/>	
Code: <input type="text"/> Country: <input type="text"/>	

Sample? Duplicate? No Yes OK [View Dupes](#)

Before creating a new Person record, we suggest that you review UserGuide 3.2: **Contacts: Details** through 3.6: **Contacts: Map, Notes & To Do List**.