

Contacts

Welcome to the Access database Contacts system.

The system is fairly self explanatory, but I will cover some of the main features.

NOTE

Access 2003 users should set the macro security to medium in order to use all features of this system.

Access 2007 users will have to enable content in order to use all features of this system.

When the system loads you will see the main menu



Click 'My Contacts' to enter the system

Click 'Exit' to leave the system

The main screen

The screenshot shows a web-based form titled "Contact Details". At the top right, there are buttons for "New", "Refresh", "Search", "Print", and "Close". Below the title bar, there are four tabs: "Home", "Business", "Other", and "Follow Ups". The "Home" tab is currently selected. The form contains several input fields and sections:

- Title:** A dropdown menu with "Miss" selected.
- First Name:** A text box containing "Janice".
- Surname:** A text box containing "Kennedy".
- Known As:** A text box containing "Jan".
- Date Of Birth:** A date picker showing "20/01/2009" with a help icon (?) next to it.
- Spouse:** A text box containing "none".
- Address:** A section with four stacked text boxes for "Address Line 1" containing "11 The Walk", "London Road", "Bromley", and "Kent". Below these is a "Country:" dropdown menu with "Benin" selected.
- Phone:** A text box containing "0208 767 4626".
- Mobile/CellPhone:** A text box containing "09765 456 366".
- Fax:** A text box containing "0208 721 3822".
- Home Email:** A text box containing "barnett@hotmail.com".
- Main Contact:** A checkbox that is currently unchecked.
- Notes:** A large text area containing the text "test" and "rdsfdfsdfs".

At the bottom left, there is a "Record:" label followed by navigation icons and the number "1".

To navigate the main screen click on one of the tabs



Home – general contact information

Business - contact information

Other – Instant messaging details

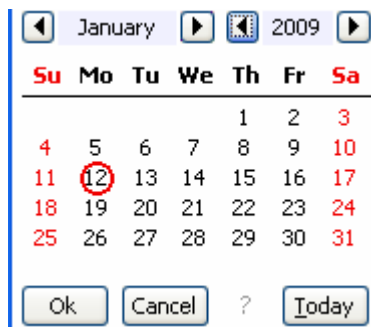
Follow Ups – a to do list - record appointments and tasks

When entering a date, click on the small button next to the date box.



20/01/2009 ?

A calendar will be shown



January 2009

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Ok Cancel ? Today

Click a date and click the 'OK' button.

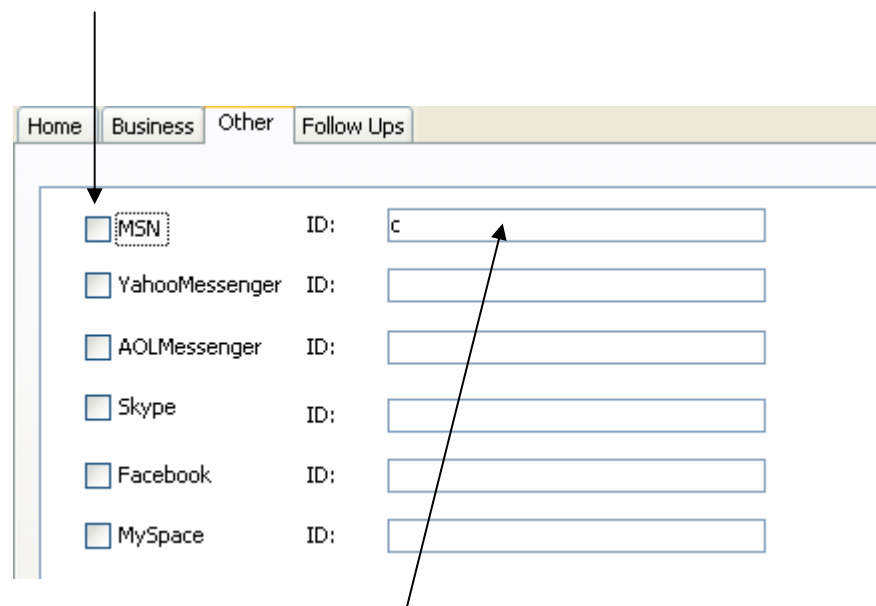
Click the 'Today' button to select the current date.

NOTE

(Access 2007 users will not see this button and will get a small calendar when the mouse is clicked in the date box. Click the calendar and select a date.)

The 'Other' tab

At the 'Other' tab select an instant messaging option by clicking the small box.

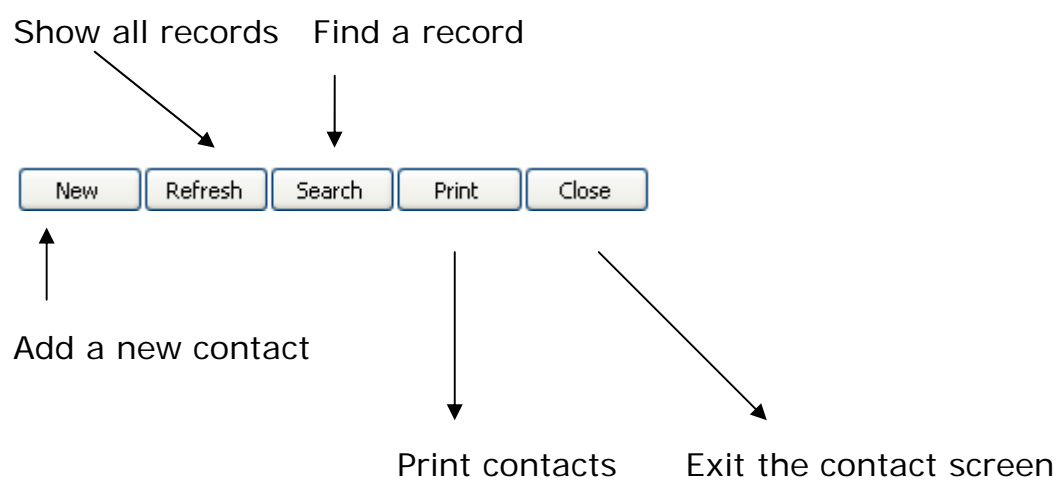


The screenshot shows a software interface with a tabbed menu at the top containing 'Home', 'Business', 'Other', and 'Follow Ups'. The 'Other' tab is selected and highlighted. Below the tabs, there is a list of instant messaging options, each with a small square checkbox and a corresponding text input field for an ID. The first option, 'MSN', has its checkbox selected and is enclosed in a dashed border. The ID field for MSN contains the letter 'c'. The other options are 'YahooMessenger', 'AOLMessenger', 'Skype', 'Facebook', and 'MySpace', all with their checkboxes unselected and their ID fields empty. An arrow points from the text above to the MSN checkbox, and another arrow points from the text below to the MSN ID field.

Instant Messaging Option	ID
<input checked="" type="checkbox"/> MSN	c
<input type="checkbox"/> YahooMessenger	
<input type="checkbox"/> AOLMessenger	
<input type="checkbox"/> Skype	
<input type="checkbox"/> Facebook	
<input type="checkbox"/> MySpace	

Then type in the ID box the messaging ID

Functions

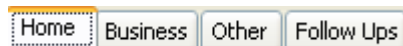


The navigation bar at the bottom will show you how many contacts are held.



Finding a contact.

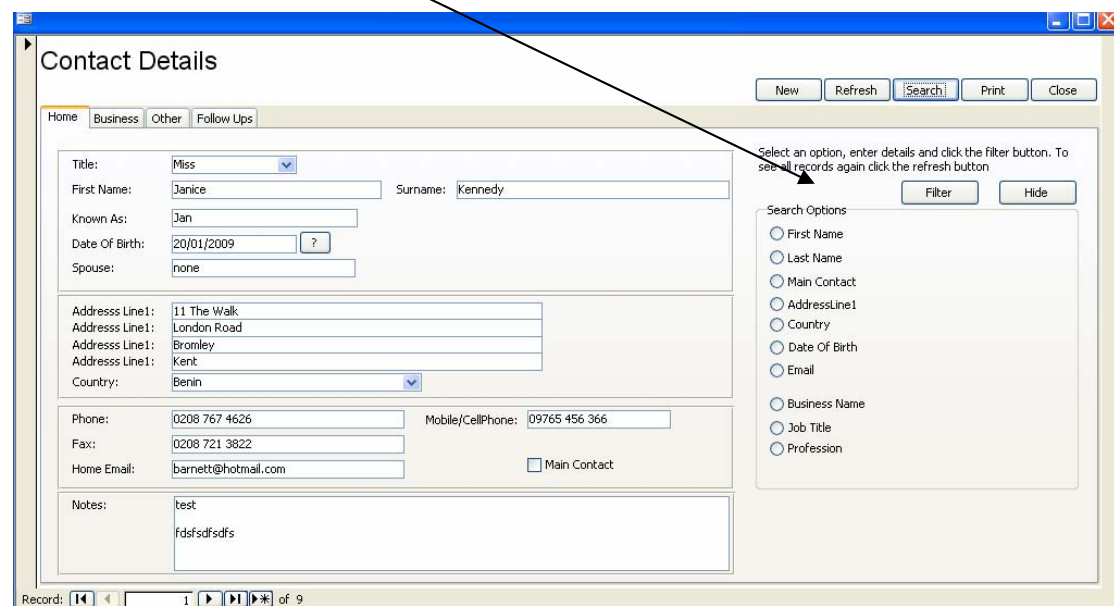
In order to search for a contact you have to be at the 'Home' tab.



Click the 'Search' button



The search panel will be displayed



Contact Details

Home Business Other Follow Ups

New Refresh **Search** Print Close

Select an option, enter details and click the filter button. To see all records again click the refresh button

Filter Hide

Search Options

- ☐ First Name
- ☐ Last Name
- ☐ Main Contact
- ☐ AddressLine1
- ☐ Country
- ☐ Date Of Birth
- ☐ Email
- ☐ Business Name
- ☐ Job Title
- ☐ Profession

Form Fields:

Title: Miss
First Name: Janice Surname: Kennedy
Known As: Jan
Date Of Birth: 20/01/2009 ?
Spouse: none

Address Line1: 11 The Walk
Address Line1: London Road
Address Line1: Bromley
Address Line1: Kent
Country: Benin

Phone: 0208 767 4626 Mobile/CellPhone: 09765 456 366
Fax: 0208 721 3822
Home Email: barnett@hotmail.com ☐ Main Contact

Notes: test
fdsfsdfsdfs

Record: 1 of 9

Select an option to search by clicking one of the small buttons 

Select an option, enter details and click the filter button. To see all records again click the refresh button

Search Options

- ☐ First Name
- ☐ Last Name
- ☐ Main Contact
- ☒ AddressLine1
- ☐ Country
- ☐ Date Of Birth
- ☐ Email
- ☐ Business Name
- ☐ Job Title
- ☐ Profession

Then enter your search criteria in the box.

For example, to search by *first name*, click the small button

☒ First Name

Now type in your *first name* criteria

☒ First Name

Click the 'Filter' button to search.

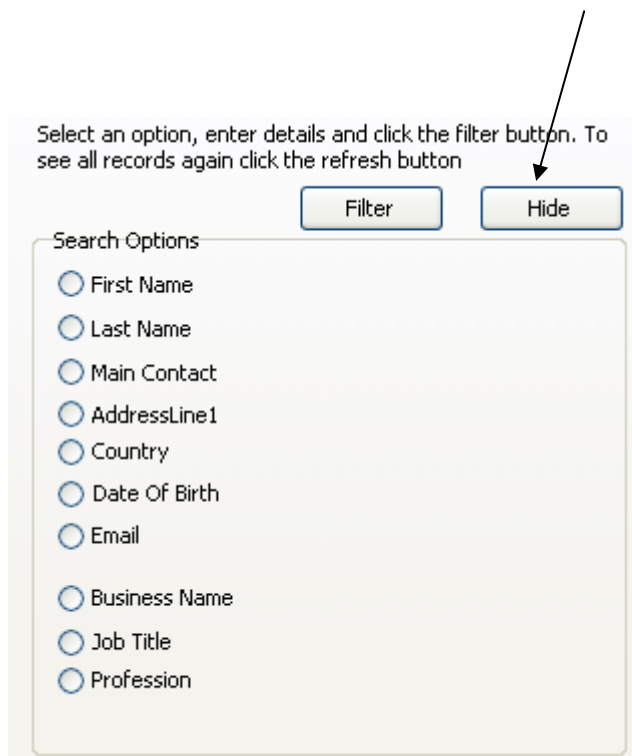
If any records have been found matching your search, the screen will switch to display them. Also the navigation bar at the bottom will show you how many records have been found.

Record:   1    of 9

To show all your records in the system click the 'Refresh' button.

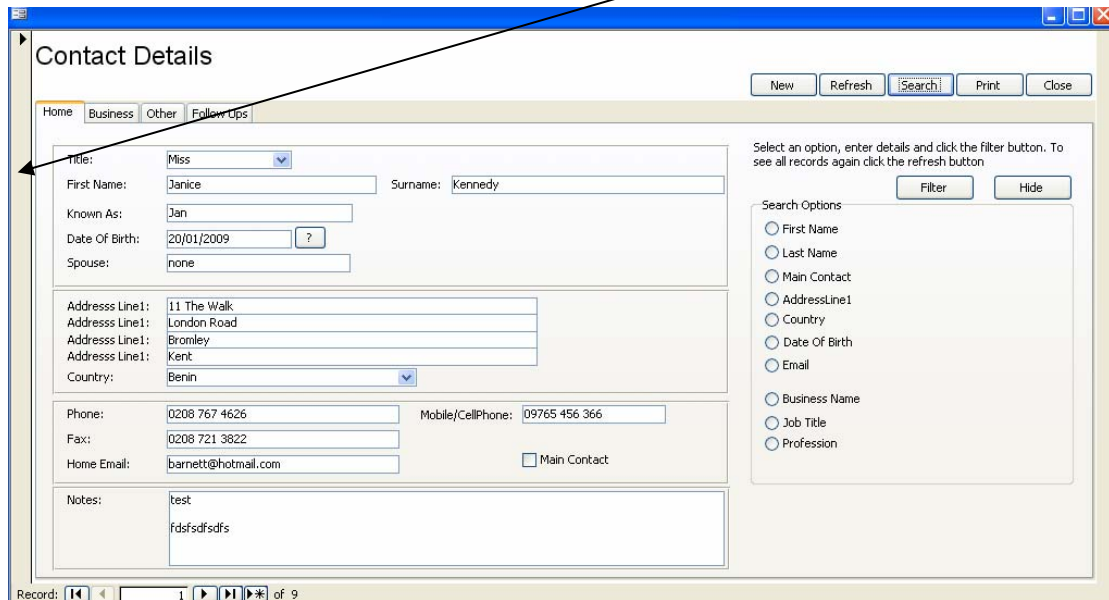


To remove the search screen click the 'Hide' button.

A screenshot of a software window. At the top, there is a title bar. Below it, a text instruction reads: 'Select an option, enter details and click the filter button. To see all records again click the refresh button'. Below the text are two buttons: 'Filter' and 'Hide'. An arrow points from the text above to the 'Hide' button. Below the buttons is a section titled 'Search Options' containing a list of search criteria, each preceded by a radio button: 'First Name', 'Last Name', 'Main Contact', 'AddressLine1', 'Country', 'Date Of Birth', 'Email', 'Business Name', 'Job Title', and 'Profession'.

Deleting a contact

To remove contacts from the system click the small bar on the left hand side.



The screenshot shows a web application window titled 'Contact Details'. It has a blue header bar with standard window controls. Below the header is a navigation bar with tabs: 'Home', 'Business', 'Other', and 'Follow Ups'. The 'Home' tab is selected. The main content area contains a form for contact details. On the left side of the form, there is a small vertical bar. An arrow points to this bar. The form fields include: Title (Miss), First Name (Janice), Surname (Kennedy), Known As (Jan), Date Of Birth (20/01/2009), Spouse (none), Address Line 1 (11 The Walk), Address Line 2 (London Road), Address Line 3 (Bromley), Address Line 4 (Kent), Country (Benin), Phone (0208 767 4626), Mobile/CellPhone (09765 456 366), Fax (0208 721 3822), Home Email (barnett@hotmail.com), and Notes (test). There are also search options on the right side of the form.

Record: 1 of 9

The bar will become highlighted

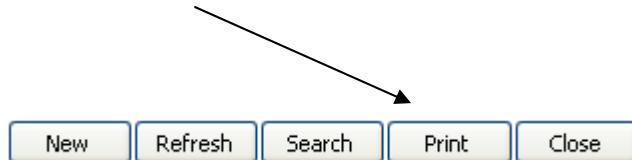


This screenshot shows the same 'Contact Details' form as the previous one, but the small vertical bar on the left side is now highlighted in black. The form fields and navigation tabs are the same as in the previous screenshot.

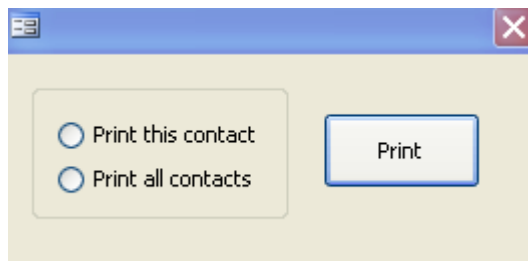
Now press the 'Delete' key on your keyboard.

Printing Contacts.

Click the 'Print' button.



You will see a small pop up screen with print options

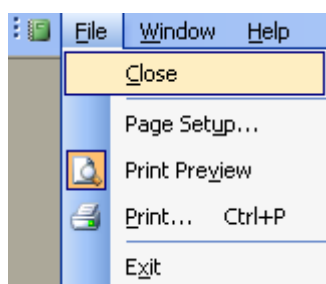


Select an option and click the 'Print' button.

At the top left of the screen click the 'File' option and select 'Print'.



To close the report - At the top left of the screen click the 'File' option and select 'Close'.



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