

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

Contact Details

New Refresh Search Print Close

Home Business Other Follow Ups

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 1: London Road
Address Line 1: Bromley
Address Line 1: 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: [Navigation Icons]

To navigate the main screen click on one of the tabs



Home – general contact information

Business - contact information

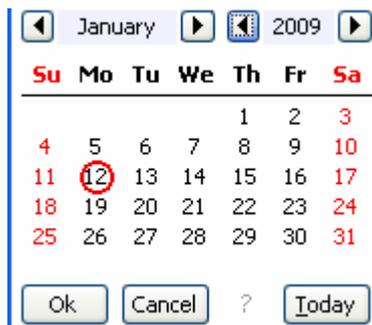
Other – Instant messaging details

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

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

A calendar will be shown



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

Click a date and click the 'OK' button.

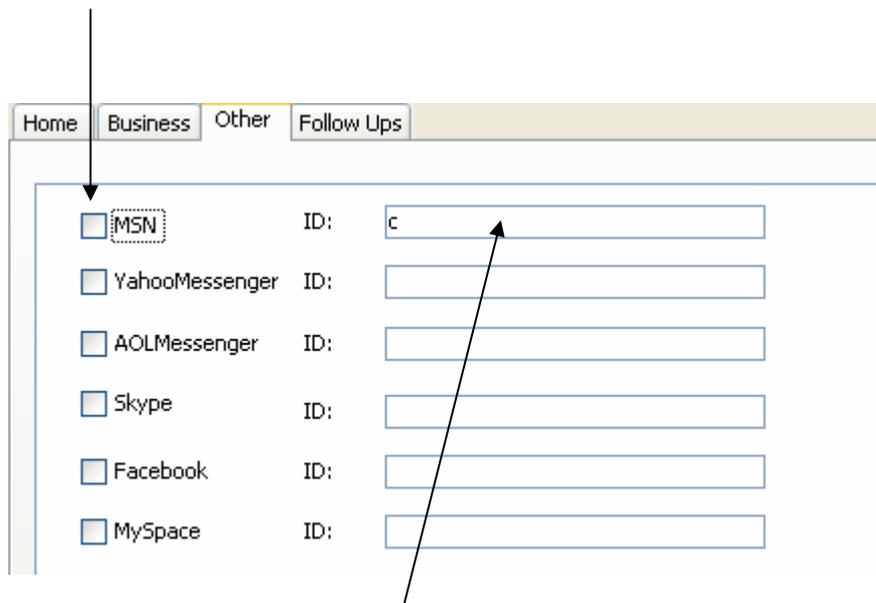
Click the 'Today' button to select the current date.

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.

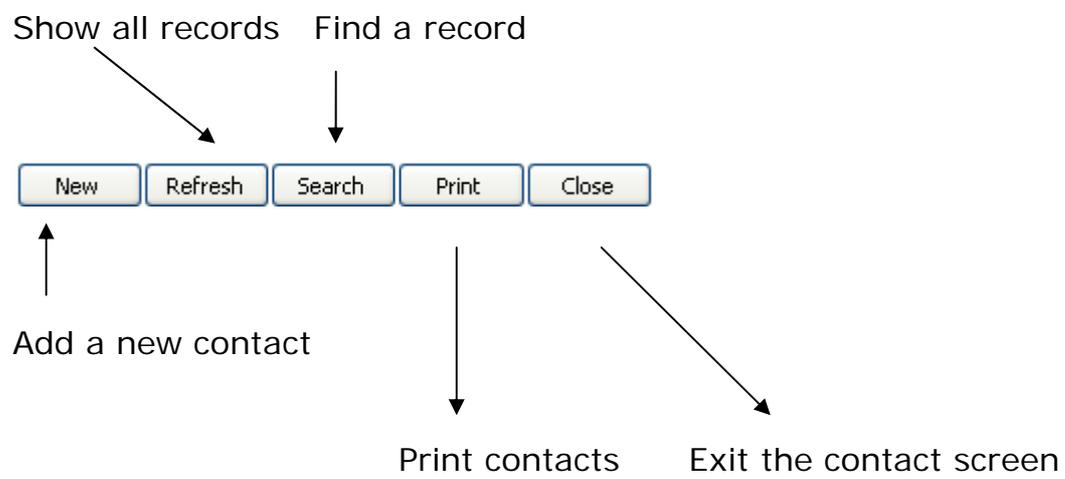


The screenshot shows a software interface with four tabs: 'Home', 'Business', 'Other', and 'Follow Ups'. The 'Other' tab is selected and highlighted. Below the tabs is a list of instant messaging options, each with a small square selection box and an 'ID:' label followed by a text input field. The 'MSN' option is selected, and its ID field contains the letter 'c'. An arrow points from the 'Other' tab to the 'MSN' selection box, and another arrow points from the 'MSN' ID field to the 'c' character.

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

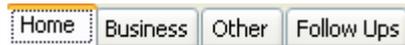


The navigation bar at the bottom will show you how many contacts are held.



Finding a contact.

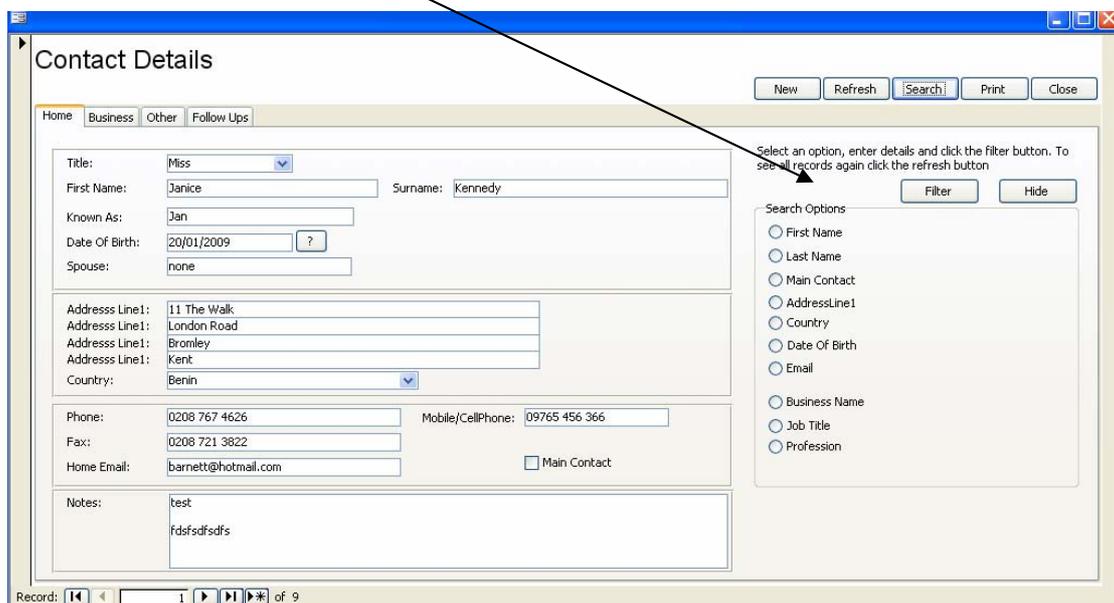
In order to search for a contact you have to be at the 'Home' tab.



Click the 'Search' button



The search panel will be displayed



Contact Details

New Refresh Search Print Close

Home Business Other Follow Ups

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

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

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.

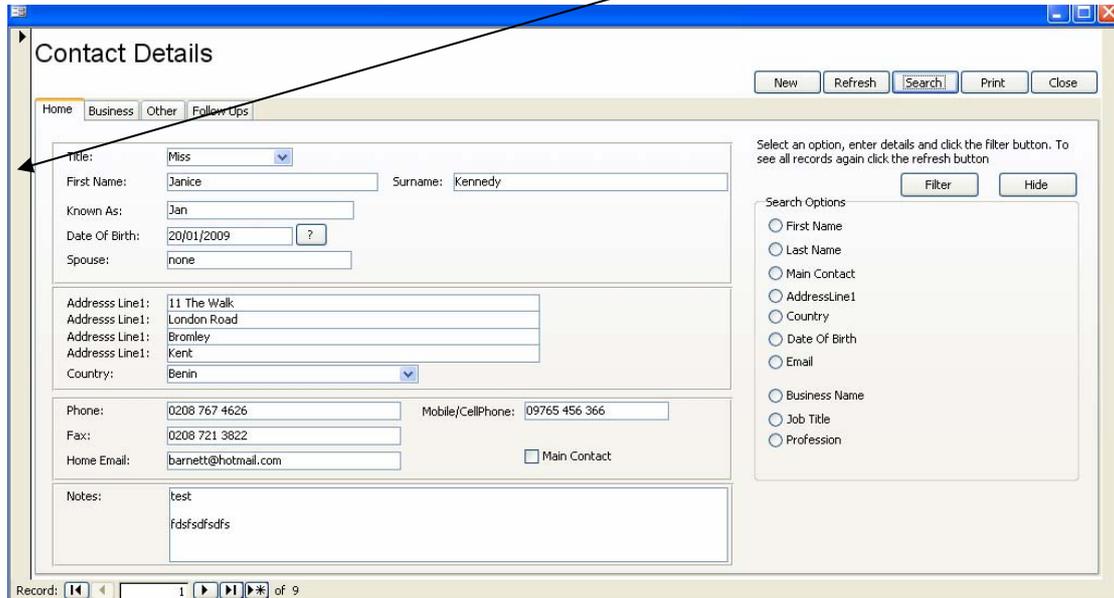


To remove the search screen click the 'Hide' button.



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". At the top, there are buttons for "New", "Refresh", "Search", "Print", and "Close". Below these are tabs for "Home", "Business", "Other", and "Follow Ups". The main form contains several input fields: "Title" (Miss), "First Name" (Janice), "Surname" (Kennedy), "Known As" (Jan), "Date Of Birth" (20/01/2009), "Spouse" (none), "Address Line 1" (11 The Walk, London Road, Bromley, Kent), "Country" (Benin), "Phone" (0208 767 4626), "Mobile/CellPhone" (09765 456 366), "Fax" (0208 721 3822), "Home Email" (barnett@hotmail.com), and "Notes" (test, fdsfsdfsdfs). On the right side, there is a "Search Options" section with radio buttons for "First Name", "Last Name", "Main Contact", "AddressLine1", "Country", "Date Of Birth", "Email", "Business Name", "Job Title", and "Profession". A "Filter" button is located above these options. At the bottom left, there is a "Record:" indicator showing "1 of 9". A small vertical bar on the left side of the form is highlighted by a black arrow pointing from the text above.

The bar will become highlighted

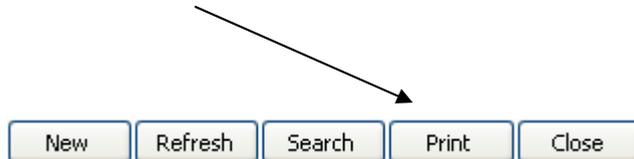


This screenshot shows the same "Contact Details" form as above, but with a thick black vertical bar on the left side, highlighting the area where the delete action is performed. The form content is identical to the previous screenshot.

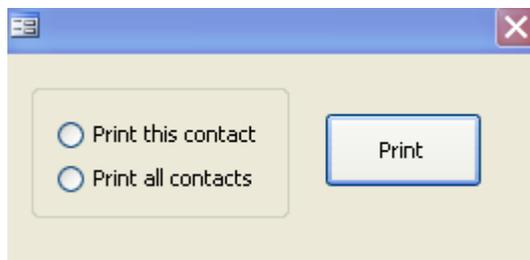
Now press the 'Delete' key on your keyboard.

Printing Contacts.

Click the 'Print' button.



You will see a small pop up screen with print options

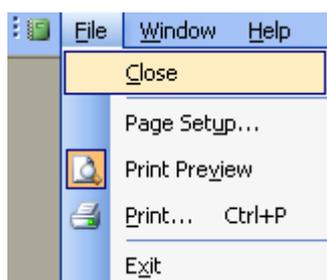


Select an option and click the 'Print' button.

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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