



Attaché Contacts

Better 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.

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.

Contact Details

Personal Details		Contact Details	
First name(s):	Anthony	Email address:	anthonyg@abelsoundsystems.com
Last name:	Green	Mobile:	0438 456 782
Title:	Mr	Direct phone line:	02 9527 9385
Post nominals:		Extension:	385
Preferred name:	Tony	Fax:	+61295252511
Position:	Sales Manager	Extra1:	Birthday: 2/9/80
Team:	Sales	Extra2:	Likes Scotch

Buttons: Email, Dial, Dial Mobile, OK, Cancel

Electronic Contact Details Manager - Customers

Customer Code: ABEL Abel Sound Systems Pty Ltd
P O Box 4981
CARINGBAH 2229
Phone: (02) 9527 9381
Fax: +6129525 2511

Active	Name	Preferred Name	Position	Email Address	Direct Phone	Mobile
<input checked="" type="checkbox"/>	Ms Fredrika Giv	Fredrika	Technical Writer	fredrikag@abelsoundsystems.com.au	02 9527 9379	0413 126 843
<input checked="" type="checkbox"/>	Mr Anthony Green	Tony	Sales Manager	anthonyg@abelsoundsystems.com	02 9527 9385	0438 456 782
<input checked="" type="checkbox"/>	Mr Craig Hadden	Craig	Publicists	craig@abelsoundsystems.com	02 9527 9386	0438 456 783
<input checked="" type="checkbox"/>	Mr Mark Hudson	Mark	Logistics Manager	markh@abelsoundsystems.com	02 9527 9389	0438 456 783
<input checked="" type="checkbox"/>	Ms Alison Ledger	Alison	Customer Service Manager	alison@abelsoundsystems.com.au	02 9527 9381	0438 456 780
<input checked="" type="checkbox"/>	Ms Portia Lindsay	Portia	Receptionists	portial@abelsoundsystems.com.au	02 9527 9383	
<input checked="" type="checkbox"/>	Ms Alison McGauley	Alison	Accounts Receivable	alisonm@abelsoundsystems.com.au	02 9527 9382	0438 456 781
<input checked="" type="checkbox"/>	Ms Prue McIntyre	Prue	Graphic Designer	pruem@abelsoundsystems.com.au	02 9527 9377	0438 564 897
<input checked="" type="checkbox"/>	Mrs Karen Rich	Karen	Accounts Payable	karen@abelsoundsystems.com	02 9527 9388	
<input checked="" type="checkbox"/>	Mr David Tazelar	Dave	Marketing Manager	davel@abelsoundsystems.com	02 9527 9387	0438 456 784
<input checked="" type="checkbox"/>	Ms Louise Wright	Louise	Managing Director	louisew@abelsoundsystems.com.au	02 9527 9380	0438 456 789
<input checked="" type="checkbox"/>	Mr Mark Peter Wright	Mark	Procurement Officer	markpeterw@abelsoundsystems.com	02 9527 9384	0438 456 790

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

Customer	First Name	Last Name	Preferred Name	Phone No.	Mobile No.
ABEL	Fredrika	Giv	Fredrika	02 9527 9379	0413 126 843
ABEL	Anthony	Green	Tony	02 9527 9385	0438 456 782
ABEL	Craig	Hadden	Craig	02 9527 9386	0438 456 783
ABEL	Mark	Hudson	Mark	02 9527 9389	0438 456 783
ABEL	Alison	Ledger	Alison	02 9527 9381	0438 456 780
ABEL	Portia	Lindsay	Portia	02 9527 9383	
ABEL	Alison	McGauley	Alison	02 9527 9382	0438 456 781
ABEL	Karen	Rich	Karen	02 9527 9388	
ABEL	Dave	Tazelar	Dave	02 9527 9387	0438 456 784
ABEL	Louise	Wright	Louise	02 9527 9380	0438 456 789
ABEL	Mark Peter	Wright	Mark	02 9527 9384	0438 456 790
ADE	Michael	Owen	Mich	08 9256 7899	0409 234 002
ADE	Murray	Ray	Murray	08 9256 7899	0409 234 000
ADE	Jeff	Silberbach	Jeff	08 9256 7897	0409 234 001

Contact Search: First name Last name Preferred name Direct phone Mobile phone

Search for: Find

There are 34 items listed

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.

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.

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



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