



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	Post nominals: 	Direct phone line: 02 9527 9385	Extension: 385		
Preferred name: Tony		Fax: +61295252511			
Position: Sales Manager		Extra1: Birthday: 2/9/80			
Team: Sales		Extra2: Likes Scotch			
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

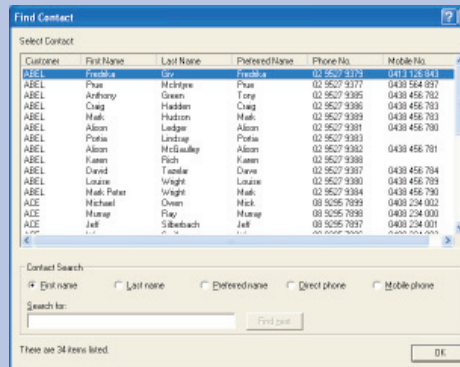
Active	Name	Preferred Name	Position	Email Address	Direct Phone	Mobile
<input checked="" type="checkbox"/>	Ms Fredrika Giv	Fredrika	Technical Writer	fredrikag@abelsoundsystems.com.au	02 9527 9379	0413 126 843
<input checked="" type="checkbox"/>	Mr Anthony Green	Tony	Sales Manager	anthonyg@abelsoundsystems.com	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”.



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.

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.

Last Name 50 alphanumeric	Position 50 alphanumeric	Fax 25 alphanumeric	Field Sizes
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	



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