

Product News

4 January 2002

On Thursday, 10 January 2002, a few small changes to the additional contacts feature will be introduced to the online database system. Below please find the details on these enhancements.

Adding and Updating Additional Contacts

The system now provides users with expanded capabilities in the area of additional contacts attached to records in the online database, including streamlined add and edit functions and the ability to add an **unlimited** number of additional contacts to a record. Figure 1 displays the top sections of a typical record containing two additional contacts.

To add an additional contact: To add an additional contact to a record, click on the orange Add Contact button near the top of the Profile screen. In the pop-up window, enter the appropriate information for the new contact and press Submit. A first name and last name must be entered in order to add a new contact. Once submitted, the new contact will appear in the Additional Contacts area on the Profile screen. If an email address is entered for the contact, it will appear as a hyperlink; clicking on the link will launch a new message to the contact in your email program.

To update an existing additional contact: To update an additional contact associated with a record, go to the Profile screen and click on the contact name hyperlink for the contact you wish to edit. In the pop-up window, enter any addition or changes and press Submit. To return to the main record without making any changes, press the Cancel button. To delete an additional contact, in the update pop-up window for that contact, press the delete button. The system will prompt you as to whether you wish to delete this contact. If Yes, press OK.

Tips on Using Additional Contacts

- **Search:** Just as with primary contacts, there are two ways to search for an additional contact. You can click the Search button in the top right corner of any page to launch the main Search screen, enter the search

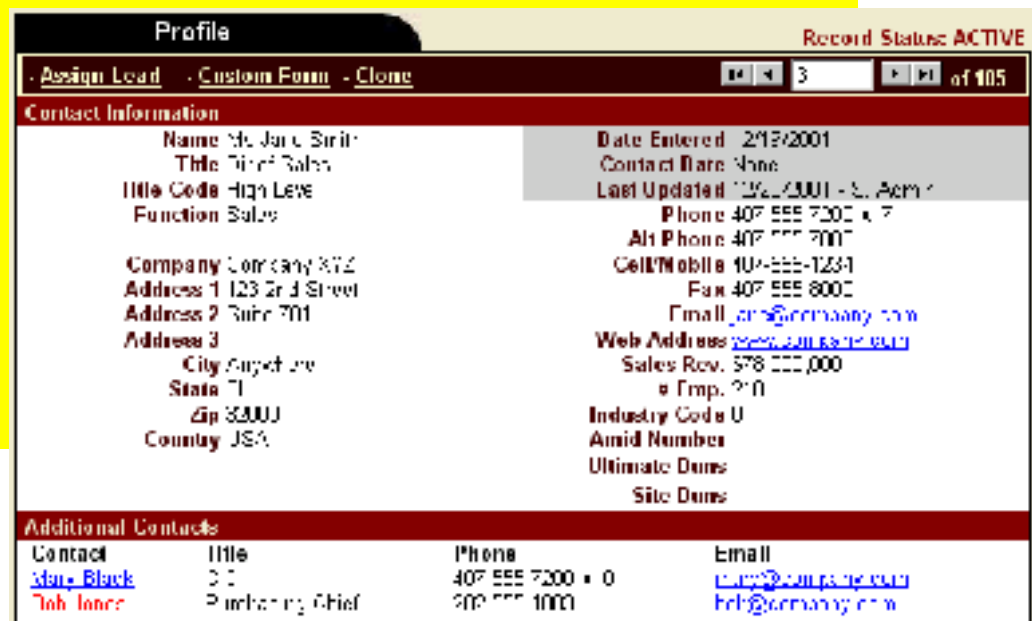


Figure 1: Record Profile With Two Additional Contacts

parameters for the contact, and press Go. Alternately, you can click on the Contacts button in the main navigation menu at the top of any page to search and view contacts by last name.

- **Download:** Additional contacts can be included in your download. When using the download function, the system will prompt you as to whether you wish to include the additional contacts associated with the selected records in the download. Choose Yes to include all additional contacts listed in the records being downloaded. Each contact will appear as a separate record. **Note on access privileges: Only those users with Download permissions can utilize this function.**