



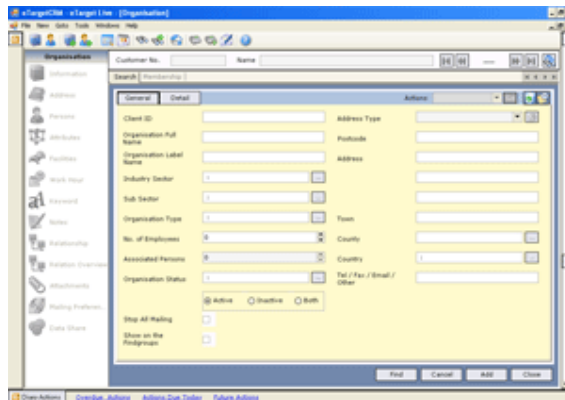
Screen layout

This page describes the key areas of the screen layout.



The button bar at the top of the screen has the following buttons: (left to right)

- Organisation – find and edit and organisation
- Person – Find and edit a person
- Add organisation – add an organisation to the database
- Add Person – add a person to the database and assign them to an organisation
- Selection – select data from the database for mail merge etc
- Diary Action – set a diary action reminder to do later
- Search – search the database
- Advanced search – additional search options
- Home – returns to the home page
- Communications log – record a communication
- Add a communication log
- Mailshot – runs a previously defined mailshot
- Help – not active at time of writing



The opening screen is the *search organisation page* .

At the top of the screen is the title bar, then the menu bar and the tool bar.

The window is then split into panels. These panels will change according to where you are in the system.

The left hand panel shows additional areas of information, The right hand larger panel shows the data area, where data can be entered/edited. If the options in the left panel are not accessible then this means that no data is selected in the edit panel.

Illuminating Information

- If you rest your cursor on a button then a description of the buttons function will appear
- Notice the use of tabs in the left hand pane – once you have viewed information then an additional tab will be added.
- To Log Off go to the File Menu and choose LOG OFF