

QUICK REFERENCE GUIDE

PHONE BOOK SEARCH

The Phone Book search is accessed from the Home menu. It comprises of two sections – Favourites and Search. It will open by default showing the Favourites.

The Favourites section will display any contacts that have been added as favourites. Favourites can be added by clicking onto the star icon next to any contact from the search screen.

The search facility will search for all contacts based on the contact name. By default, the search results include Staff, People, Organisations, and Clients. This can be restricted by clicking onto the contact type

Each line of the results set can be expanded/ collapsed by clicking onto the contact name. This will display/ hide the contact information for the person/ organisation.