

## Product Description

Inward Correspondence handles all sort of correspondence coming from outside in forms of email, faxes, meetings, documents and verbal communication.

This is how you can use this interface.

For New Record press NEW button

Select Received Date Range.

Select Projects.

Select Sender.

Enter Subject.

Select To

Select From (also you can press the + button to Add New Contact)

- Select Company
- Select Location (also you can press the + button to Add New Location)
  - Select Company
  - Enter Location Name
  - Enter Address
  - Check whether address Is a Postal Address
  - Check whether address is a Primary Address
  - Check whether address is a Primary Postal Address
  - Enter Suburb location
  - Enter Post Code
  - Enter State
  - Enter Country
  - When you press SAVE button, a new location will be added to the database.
- Enter 'First Name'
- Enter 'Surname'
- Enter 'Position'
- Enter 'Phone #'
- Enter 'Fax #'
- Enter 'Mobile #'
- Enter 'Email'
- Check the 'Is Active' to make the contact active and visible in searches.
- Enter Notes.
- When you press SAVE button, a new contact will be saved to the Database.

Select Format

Select Phase

Select Discipline

Select Area

Select Package Number

When you press SAVE button. The changes will be saved in Database and an Auto generated Document no will be assigned to the email and displayed in the Document Number field.

Similarly for Updating Record First, select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

Home | Outward Correspondence

### IPS - Inwards Correspondence

Received Date: 27/10/2011 09:58:42 AM

Project: ... Select Project ...

Sender: ... Select Sender ...

Subject: [Text Box]

To: ... Select IPS Contacts ...

From: [Text Box]

Format: ... Select Format ...

Phase: ... Select Phase ...

Discipline: ... Select Discipline ...

Area Type:  Project Area Codes  IPS Area Codes

Area: [Text Box]

Package Number: [Text Box]

Document Number: [Text Box]

Save

First Previous Next Last Cancel

0 of 4 Records

Refresh: [Icon] Export: [Icon]

Project: ... Filter By Project ... Company: ... Filter by Company ... From: ... Filter By Contact ... To: ... Filter By IPS Contact ... Format: ... Filter By Format ...

Phase: ... Filter By Phase ... Discipline: ... Filter By Discipline ... Area: ... Filter BY Area ... Package: ... Filter By Package ... Sort By: ... Select Sort Order ... Record Per Page ...

Edit	ID	Document Number	Project	Company	To	From	Subject	Format	Phase	Discipline	Area	Package	Document Link	Received Date	Logged Time
[Icon]	4	2-0020-10EM00004	2001-Proj2	IPS Consulting Services	BHP DocControl	BHP DocControl	Hello	EM	0020-Correspondence - In	D002-Dicipline Short Desc	A001 -Area PArea	CPD - IMT	http://nauman:381 /CorrespondenceSystem/Test 1/2-0020-10EM00004.msg	28/10/2011 08:04:53 AM	27/10/2011 07:56:41 AM
[Icon]	3	2-0020-10EM00003	2001-Proj2	IPS Consulting Services	BHP DocControl	BHP DocControl	Test 2	EM	0020-Correspondence - In	D000-Dicipline Short Desc	A001 -Area PArea	CPD - IMT	http://nauman:381 /CorrespondenceSystem/Test 1/2-0020-10EM00003.msg	25/10/2011 02:42:53 PM	25/10/2011 02:58:52 PM
[Icon]	2	2-0020-4249AGR00002	2001-Proj2	BioAXS	Infragistics	Farhan	asdasdasdasdasd	AGR	P001-Phase Short					25/10/2011	25/10/2011

Outward Correspondence handles all sort of correspondence going out from the company in forms of email, faxes, meetings, documents and verbal communication.

This is how you can use this interface.

For New Record press NEW button

Select Sent Date Range.

Select Project.

Select Recipient.

Enter Subject.

Select From

Select To (also you can press the + button to Add New Contact)

- Select Company
- Select Location (also you can press the + button to Add New Location)
  - Select Company
  - Enter Location Name
  - Enter Address
  - Check whether address is a Postal Address
  - Check whether address is a Primary Address
  - Check whether address is a Primary Postal Address
  - Enter Suburb location
  - Enter Post Code
  - Enter State
  - Enter Country
  - When you press SAVE button, a new location will be added to the database.
- Enter 'First Name'
- Enter 'Surname'
- Enter 'Position'
- Enter 'Phone #'
- Enter 'Fax #'
- Enter 'Mobile #'
- Enter 'Email'
- Check the 'Is Active' to make the contact active and visible in searches.
- Enter Notes.
- When you press SAVE button, a new contact will be saved to the Database.

Select Format

Select Phase

Select Discipline

Select Area

Select Package Number

When you press SAVE button. The changes will be saved in Database and an Auto generated Document no will be assigned to the email and displayed in the Document Number field.

Similarly for Updating Record First, select a record, repeat above steps and Press Update button to update the records in the Database.

For Deleting Record select a record and press Delete button, after confirmation message the record will be removed from Database.

For Navigation when large no of records Use First/Previous/Next/Last buttons

Home | Inward Correspondence

### IPS - Outwards Correspondence

Sent Date: 27/10/2011 10:20:03 AM

Project: ... Select Project ...

Recipient: ... Select Recipient ...

Subject:

From: ... Select IPS Contacts ...

To: ... Select Contact ...

Format: ... Select Format ...

Phase: ... Select Phase ...

Discipline: ... Select Discipline ...

Area:

Package Number:

Document Number:

Save

First Previous Next Last Cancel

0 of 17 Records

Refresh: Export:

Project: ... Filter by Project ... Company: ... Filter by Company ... From: ... Filter By IPS Contact ... To: ... Filter By Contact ... Format: ... Filter By Format ...

Phase: ... Filter By Phase ... Discipline: ... Filter By Discipline ... Area: ... Filter BY Area ... Package: ... Filter By Package ... Sort By: ... Select Sort Order ... Record Per Page ...

Edit	ID	Document Number	Project	Company	From	To	Subject	Format	Phase	Discipline	Area	Package	Document Link	Sent Date	Logged Time
	128	5-0010-10EM00128	2002-Proj5	IPS Consulting Services	BHP Doc Control	BHP Doc Control	dafsda	EM	Correspondence - Out	Discipline Name Desc For Test Entry		CP4 - Mukunmutzi Dam	<a href="http://nauman:381/CorrespondenceSystem/Test/1/5-0010-10EM00128.msg">http://nauman:381/CorrespondenceSystem/Test/1/5-0010-10EM00128.msg</a>	27/10/2011 08:11:08 AM	27/10/2011 08:11:22 AM
	127	2-0010-4249EM00127	2001-Proj2	BioAXIS	BHP Doc Control	Haseeb Ahmed	Explanation needed on Report	EM	Correspondence - Out	Discipline Name			<a href="http://nauman:381/CorrespondenceSystem/Test/1/2-0010-4249EM00127.msg">http://nauman:381/CorrespondenceSystem/Test/1/2-0010-4249EM00127.msg</a>	12/10/2011 04:14:00	26/10/2011 09:15:07