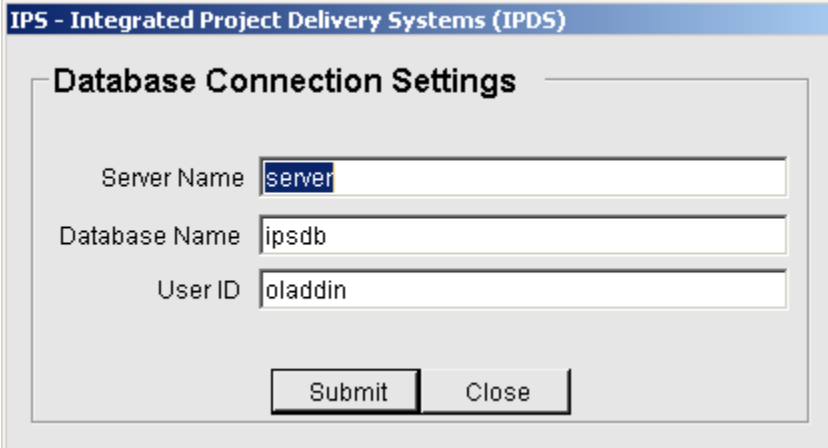


Product Description

When we first time run Outlook or if we access through Menu Add-Ins->Database Connection Settings

There comes a screen where you can configure and connect the application with the database in order to save the emails. This is how you can use this interface

- Enter Server Name
- Enter Database Name
- Enter User ID
- Press submit button. Application will save and connect through the given Database.



The screenshot shows a dialog box titled "IPS - Integrated Project Delivery Systems (IPDS)". Inside the dialog, there is a section titled "Database Connection Settings". This section contains three text input fields: "Server Name" with the value "server", "Database Name" with the value "ipsdb", and "User ID" with the value "oladdin". At the bottom of the dialog, there are two buttons: "Submit" and "Close".

From the Menu choose New BioAXS Email. This new email screen is in fact Outlook New Email screen but difference is before sending email you'll be prompted to save the same in your database.

Select Any Email and then from the menu choose Reply BioAXS Email, Same screen will appear as above.

This is how you can use this interface

Write Email Address.

Write Subject (if applicable)

Write Email body

Press Send button. You'll be shown Outward Correspondence Screen.

Select Project

Select Company. You can Press the + button to add a company

- Enter Company Name
- Check whether company is a client, individual also check the Active variable if you want the company to be appear in searches throughout the system.
- Enter ABN
- Enter ACN
- Enter Phone (Head Office)
- Enter Fax (Head Office)
- Enter Web Address
- Enter Notes
- Press Submit button. New company will be added to the database.

IPS - Integrated Project Delivery Systems (IPDS)

Add Company Information

Company Name

Client Active Individual

ABN ACN

Phone (Head Office) Fax (Head Office)

Web Address

Notes

Enter Subject

Select From

Select To

If you press + in From/To same below screen will appear

- Select Company. Or Press + to add a new company. For adding new company see above.
- Select Location. Or Press + to add a new location.
 - Select Company
 - Enter Location Name
 - Enter Address
 - Check whether address is postal, primary or both.
 - Enter suburb
 - Enter Post Code
 - Enter State
 - Enter Country
 - Press submit button. A new location will be saved into the database.

IPS - Integrated Project Delivery Systems (IPDS)

Add Location Information

Company	Location Name
IPS Consulting Services 10	
Address	<input checked="" type="checkbox"/> Is Postal Address ?
	<input checked="" type="checkbox"/> Is Primary Postal Address ?
	<input checked="" type="checkbox"/> Is Primary Address ?
Suburb	Post Code
State	Country

- Enter 'First Name'
- Enter 'Surname'
- Enter 'Position'
- Enter 'Phone #'
- Enter 'Fax #'
- Enter 'Mobile #'
- Enter 'Email'
- Enter 'Notes'

Press submit button. A new contact will be added to the database

Select Document Format

Select Phase

Select Discipline

Select Area

Select Package #

Press submit button. A New outward correspondence will be saved, a Document # will be generated and show in the Document # field.

Outwards Correspondence

Sent 31/10/2011 09:31:45

Project

Company

Subject Receipt attachment

From

To

Document Format

Phase

Discipline

Area

Package # wer

Document #

Submit

Close

All incoming emails come to Outlook, but they aren't automatically saved into our system. However, they could be, as the reason for not saving is not every email may have to be saved. We can set it to auto-save as per client request, but for now you have to select emails you want to save in our database, so, for this select an email and from the Menu Choose BioAXS Email Details.

This is how you can use this interface

Select Project

Select Company. You can Press the + button to add a company

- Enter Company Name
- Check whether company is a client, individual also check the Active variable if you want the company to be appear in searches throughout the system.
- Enter ABN
- Enter ACN
- Enter Phone (Head Office)
- Enter Fax (Head Office)
- Enter Web Address
- Enter Notes
- Press Submit button. New company will be added to the database.

The screenshot shows a window titled "IPS - Integrated Project Delivery Systems (IPDS)". Inside the window is a form titled "Add Company Information". The form contains the following elements:

- Company Name:** A text input field.
- ABN:** A text input field.
- ACN:** A text input field.
- Phone (Head Office):** A text input field.
- Fax (Head Office):** A text input field.
- Web Address:** A text input field.
- Notes:** A large text area with a vertical scrollbar.
- Checkboxes:** Three checkboxes are located to the right of the Company Name field: "Client" (checked), "Active" (checked), and "Individual" (checked).
- Buttons:** Two buttons are at the bottom: "Submit" and "Close".

Enter Subject

Select From

Select To

If you press + in From/To same below screen will appear

- Select Company. Or Press + to add a new company. For adding new company see above.
- Select Location. Or Press + to add a new location.
 - Select Company
 - Enter Location Name
 - Enter Address
 - Check whether address is postal, primary or both.
 - Enter suburb
 - Enter Post Code
 - Enter State
 - Enter Country
 - Press submit button. A new location will be saved into the database.

IPS - Integrated Project Delivery Systems (IPDS)

Add Location Information

Company: IPS Consulting Services | 10

Location Name: [Text Field]

Address: [Text Field]

Is Postal Address ?
 Is Primary Postal Address ?
 Is Primary Address ?

Suburb: [Text Field]

Post Code: [Text Field]

State: [Text Field]

Country: [Text Field]

Submit Close

- Enter 'First Name'
- Enter 'Surname'
- Enter 'Position'
- Enter 'Phone #'
- Enter 'Fax #'
- Enter 'Mobile #'

- Enter 'Email'
- Enter 'Notes'
- Press submit button. A new contact will be added to the database.

Select Document Format

Select Phase

Select Discipline

Select Area

Select Package #

Press submit button. A New outward correspondence will be saved, a Document # will be generated and show in the Document # field.

The screenshot shows a software window titled "IPDS - Integrated Project Delivery Systems (IPDS)". Inside the window is a form titled "Inwards Correspondence". The form contains several fields, most of which are dropdown menus:

- Received Date: 12/10/2011 04:17:16
- Project: --- Select Project ---
- Company: IPS Consulting Services | 10
- Subject: Explanation needed on Report
- From: BHP DocControl
- To: --- Select IPS Contacts ---
- Document Format: E-mail (.EM)
- Phase: 0020 | Correspondence - In
- Discipline: --- Select Discipline ---
- Area: (empty dropdown)
- Package #: (empty dropdown)
- Document #: (empty text field)

At the bottom of the form are two buttons: "Submit" and "Close".