

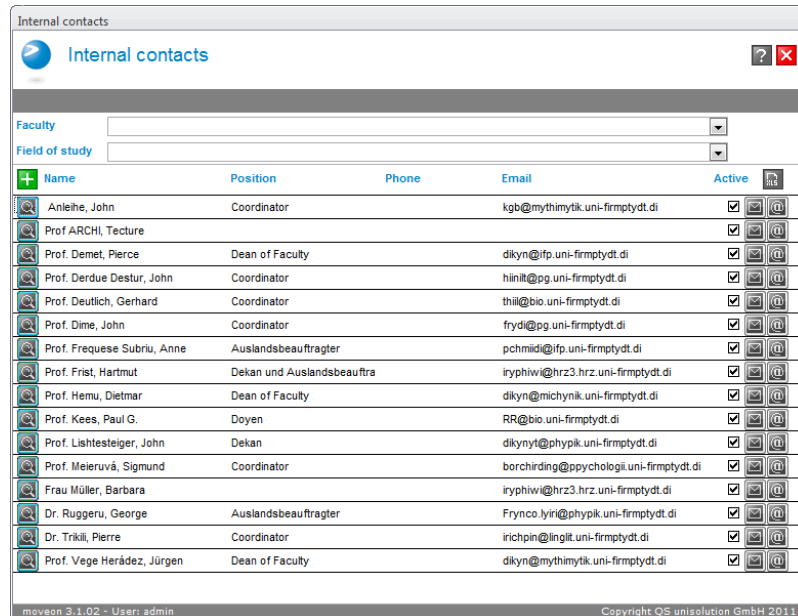
## 5.3 - Managing internal contacts

This section describes how to manage internal contacts, i.e. contacts associated with your institution.

### 1- "Internal contacts" form

The "Internal contacts" form is used for managing internal contacts.

To open the "Internal contacts" form, click on "Internal contacts" in the main menu and then on "Internal contact data".



The screenshot shows a web application window titled "Internal contacts". At the top, there is a search bar and a "Field of study" dropdown menu. Below this is a table with columns for Name, Position, Phone, Email, and Active. The table contains 15 rows of contact data. At the bottom of the window, there is a footer with the text "moveon 3.1.02 - User: admin" and "Copyright QS unisolution GmbH 2011".

Name	Position	Phone	Email	Active
Anleibe, John	Coordinator		kbg@mythimythik.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof ARCHI, Tecture				<input checked="" type="checkbox"/>
Prof. Demet, Pierce	Dean of Faculty		dkyn@ifp.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Derdue Destur, John	Coordinator		hilit@pg.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Deulich, Gerhard	Coordinator		thiil@bio.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Dime, John	Coordinator		frydi@pg.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Frequese Subriu, Anne	Auslandsbeauftragter		pchmid@ifp.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Frist, Hartmut	Dekan und Auslandsbeauftra		iryphiw@hrz3.hrz.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Hemu, Dietmar	Dean of Faculty		dkyn@michynik.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Kees, Paul G.	Doyen		RR@bio.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Lishtesteiger, John	Dekan		dkynyt@phypik.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Meieruvá, Sigmund	Coordinator		borchirding@ppychologi.uni-firmptydt.di	<input checked="" type="checkbox"/>
Frau Müller, Barbara			iryphiw@hrz3.hrz.uni-firmptydt.di	<input checked="" type="checkbox"/>
Dr. Ruggeru, George	Auslandsbeauftragter		Frync0.lyri@phypik.uni-firmptydt.di	<input checked="" type="checkbox"/>
Dr. Trküll, Pierre	Coordinator		irichpin@linglit.uni-firmptydt.di	<input checked="" type="checkbox"/>
Prof. Vege Herádez, Jürgen	Dean of Faculty		dkyn@mythimythik.uni-firmptydt.di	<input checked="" type="checkbox"/>

Fig. 1: "Internal contacts" form

#### Upper part of form

The upper part of the form includes a selection bar with two drop-down lists. These lists can be used to filter internal contacts by faculty and by field of study.

#### Lower part of form

The lower part of the form shows a list of internal contacts associated with the selected faculty and the field of study if applicable. If no faculty is selected, all internal contacts are displayed.

The Add and Details buttons can be used to add a new contact and to view details of an existing contact respectively. The "Contacts" form is used for detailed management of contacts.

### 2- Adding a contact

To add an internal contact, click on the Add button at the top left of the "Internal contacts" form.

**Fig. 2: Add contact window**

For each contact you can specify the following basic data (fields marked with an asterisk are mandatory):

- Title (e.g. Prof, Ms, Mr, etc.)
- Last name (\*)
- First name (\*)
- Gender (\*) (select from a drop-down list)
- Contact status (active or non-active)
- Faculty
- Field of study

### 3- "Contacts" form

The "Contacts" form allows you to manage the detailed data for contacts: identity, address details and free fields.

**Fig. 3: "Contacts" form**

#### Upper part of form

The upper part of the form shows the contact's key data (title, last name, first name, faculty, field of study, function).

## Tabs

Various tabs give access to data relating to the selected contact in the form of lists or forms. These tabs are described in detail in part 5 of this section.

### 4- Editing basic data, deleting a contact

The "Tools" tab in the "Contacts" form allows you to edit basic data and delete a contact.

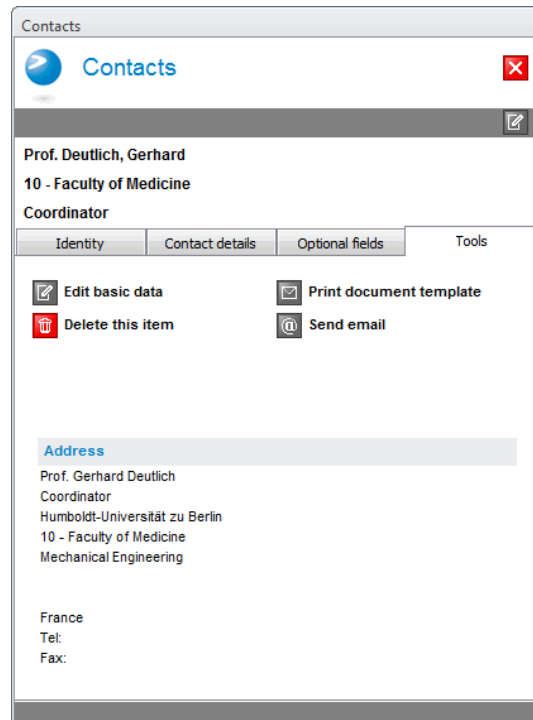


Fig. 4: "Contacts" form, "tools" tab

To edit basic contact data (last name, first name, gender), click the Edit basic data button in the "Tools" tab. This button opens a window identical to the Add contact window (see above), in which you can edit basic contact data.

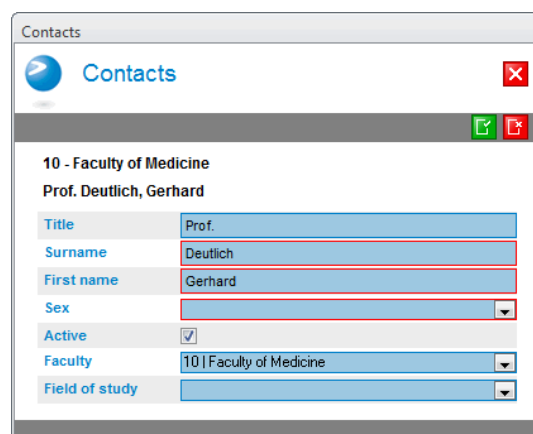


Fig. 5: Edit basic contact data window

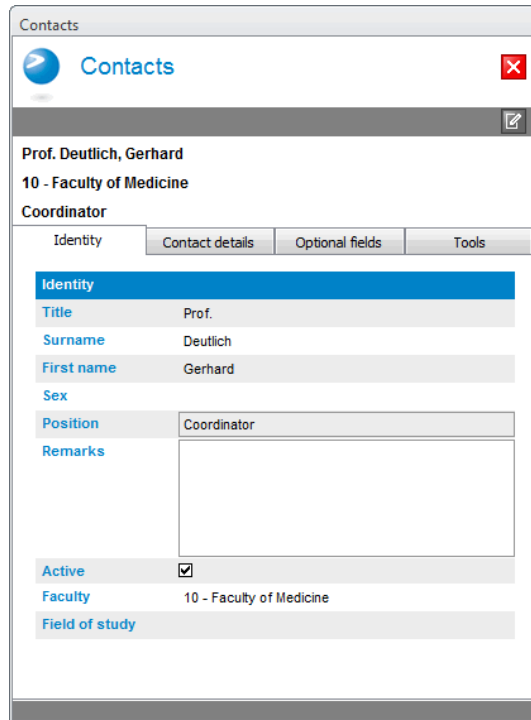
To delete a contact, click the Delete button in the "Tools" tab.

### 5- Tabs in the "Contacts" form

## "Identity" tab

This tab contains the following details relating to the contact's identity:

- Basic data (title, last name, first name, gender), which cannot be edited directly in this tab
- Function
- Comments
- Contact status (active or non-active)
- Faculty, field of study



The screenshot shows a web application window titled "Contacts". The main content area displays the following information:

**Prof. Deutlich, Gerhard**  
10 - Faculty of Medicine  
Coordinator

Below this is a tabbed interface with four tabs: "Identity" (selected), "Contact details", "Optional fields", and "Tools".

The "Identity" tab contains the following fields:

<b>Identity</b>	
Title	Prof.
Surname	Deutlich
First name	Gerhard
Sex	
Position	Coordinator
Remarks	
Active	<input checked="" type="checkbox"/>
Faculty	10 - Faculty of Medicine
Field of study	

Fig. 6: "Contacts" form, "Identity" tab

## "Address" tab

This tab contains the contact's address details:

- Department
- Address
- Email, phone, mobile, fax
- Form of address (e.g. Dear Sir, Madam President, etc.)

Contacts

Prof. Deutlich, Gerhard  
10 - Faculty of Medicine  
Coordinator

Identity | Contact details | Optional fields | Tools

**Contact details**

Office	Mechanical Engineering
Street	
Postcode	
City	
Country	France
Email	thill@bio.uni-firmptydt.di
Phone	
Mobile phone	
Fax	
Salut. address	

**Fig. 7: "Contacts" form, "Address" tab**

#### "Free fields" tab

This tab contains the free fields configured specifically for your institution (maximum of 12). They can be used to define certain responsibilities (e.g. Faculty director, Erasmus coordinator, Area manager) or for sending out bulk information (e.g. greetings card, international committee), for example. These fields are not visible initially. They can be activated in the "Free fields" form (see section 4.4 Free fields).

Contacts

Prof. Deutlich, Gerhard  
10 - Faculty of Medicine  
Coordinator

Identity | Contact details | Optional fields | Tools

**Optional fields**

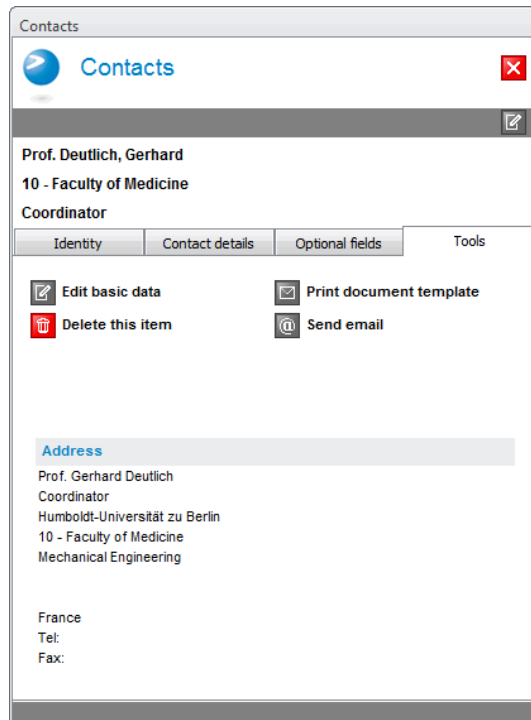
**Fig. 8: "Contacts" form, "Free fields" tab**

#### "Tools" tab

This tab contains a number of different buttons, which can be used to:

- Generate a document template for the selected contact (see section 8.3)
- Send an email to the selected contact (see section 8.2)
- Edit basic data (see above)
- Delete the item (see above)

The Address frame in this tab also shows the contact's full address details. You can use the copy/paste function to copy this information to a document or email.



**Fig. 9: "Contacts" form, "Tools" tab**

## 6- Processing contact data

The "Selection of internal contacts" selection form can be used for processing data relating to internal contacts (correspondence, lists, statistics).

This form can be accessed from the main menu in the "Internal contacts" menu. The way in which selection forms work is described in detail in section 8.1.