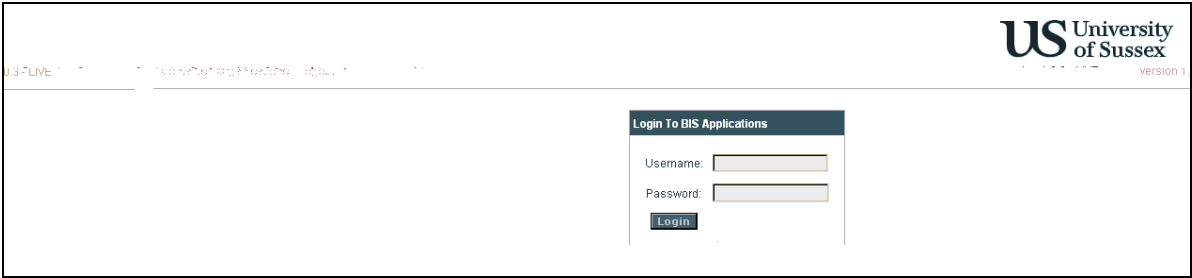




Logging on o he ξ ξ em



Searching for Con ac ξ and Organixa ionξ

## Searching for Contact and Organisations

Contacts: Organisations: Found: ...

**Contact Details**

Title: [Red Box]

Country: United Kingdom Telephone: [Red Box]

Mobile 2: [Red Box] Fax: [Red Box]

State/County/Province: [Red Box]

Mobile 1: [Red Box]

Note: [Red Box]

Michele Saliman Created Date: Jan 15, 2008 Updated By: Michele Saliman Updated Date: Jan 15, 2008 Created By: ...

**UPDATE CONTACT**

Name

**UPDATE CONTACT**

**UPDATE**

Mailing Address For: Michele Saliman

5 New Row [Red Box]

**UPDATE ADDRESS**

**UPDATE ADDRESS**

## Creating a New Contact

Create New Individual Contact

Contacts Search			
Family Name	<input type="text"/>	Country	<input type="text" value="none"/>
Town/City	<input type="text"/>	State/County/Province	<input type="text"/>

-----

## Creating a New Organisation

## Creating a New Organisation

CREATE

UPDATE

ADD NEW ADDRESS

**TIP: Make sure you have a contact already created before creating a new record**

## Adding a Contact to an Organisation

ADD EXISTING CONTACT

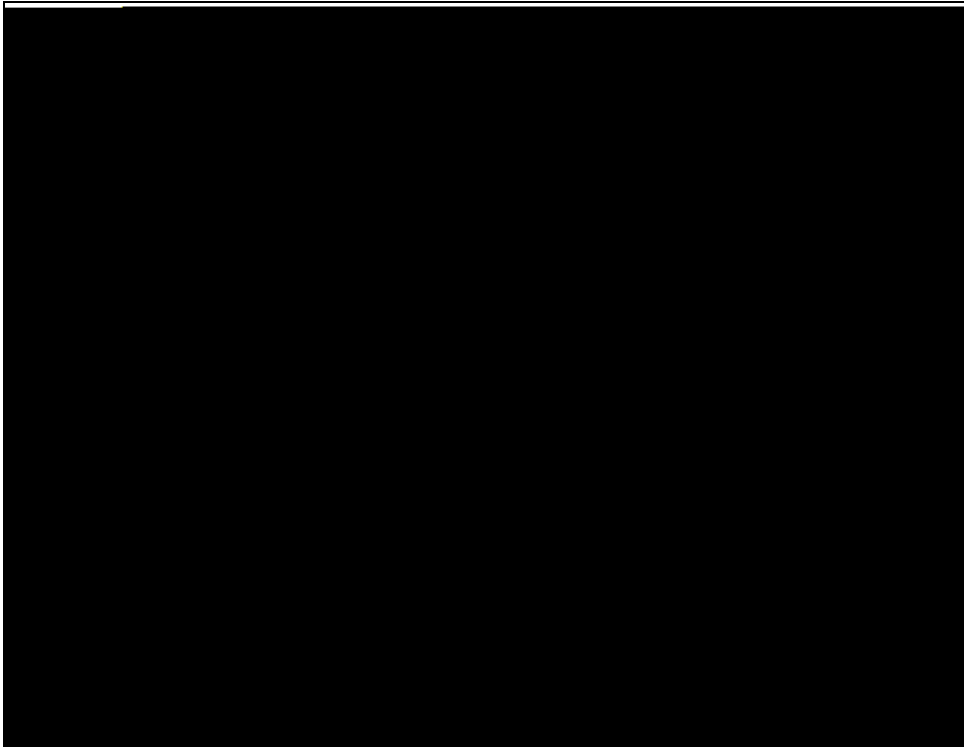
Name

Add

ADD NEW CONTACT

CREATE

## Managing Sub Organizations



Organisation Name	Sub Organisations	Manage Read/Write Accounts	Manage Read Accounts	Disable Account
Example	Disney Land Paris			Disney Land
Disney Paris				Disney Land

### Account Management : Creating an Account Manager

Account Manager(ξ)





Account Manager: Registering Page

Contact Name	Organisations
Maria, Maria	Disney Land, Orlando
	EUAM, NEW, DEAN, (WHITE, BASSWOOD)
	DECE, DEAN, (WHITE, ACORN, BASSWOOD)
	EUAM, NEW, DEAN, (OLIV, BASSWOOD)
	DECE, DEAN, (ACORN, BASSWOOD)
	DISNEY

Account Manager: Disabling Account

DISABLE