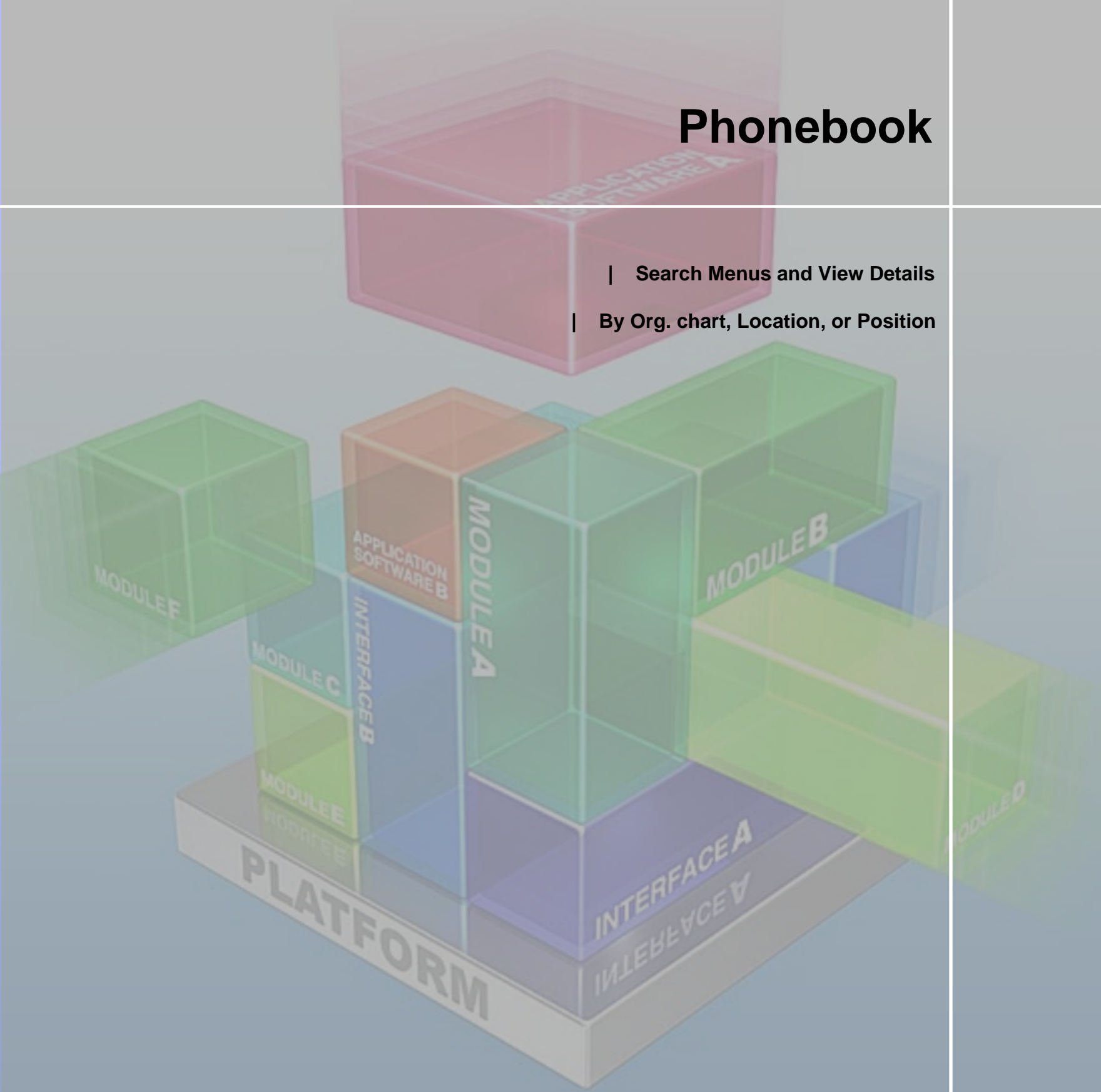


Phonebook

| Search Menus and View Details

| By Org. chart, Location, or Position



Phonebook – Search Menus and View Details

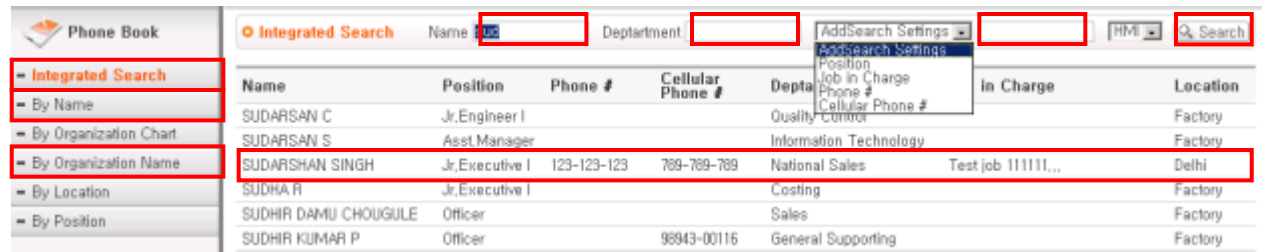
Phonebook menu

- Click [Phone Book] on top menu area.



Integrated Search

- Integrated Search menu is default menu of [Phone Book]
- Input one or more search item among [Name], [Department], or [Additional Item] and click [search] icon or key-in [Enter].
- Multiple inputs will result in [AND] search operation.



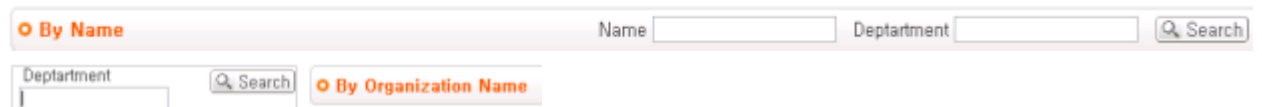
View Details



- The detailed information window will open by clicking one item row of search result.
- Click [Email] icon to send E-Mail to the searched person.
- Click [Add to Contacts] icon to add to personal contacts.


By Name/Organization

- [By Name] and [By Organization Name] menus are similar but more simple search method as [Integrated Search].



Phonebook – By Org. Chart, Location, or Position


By Org. Chart

- Click [By Organization Chart] on left side menu.
- Click  to open selected organization chart (hierarchy).
- Click Department (Organization) name to see all members of it.
- Click a person to view detailed information.



Name	Position	Phone #	Cellular Phone #	Job in Charge	Location
Lee, Y.H	General Manager	4111-50-5181	9894-3152-30	IT	Factory
N T VELMURUGAN	Jr.Executive II				Factory
BALAMURUGAN A	Jr.Executive I				Factory
HARI NARAYANAN M	Jr.Executive I				Factory
PAVAN KUMAR GOLLAPUDI	Jr.Executive I				Factory
RAGHUNATHAN J	Jr.Executive I				Factory
RAJESH ROSHAN	Jr.Executive I				Factory
DAMVINAD H	Jr.Executive I				Factory

By Location

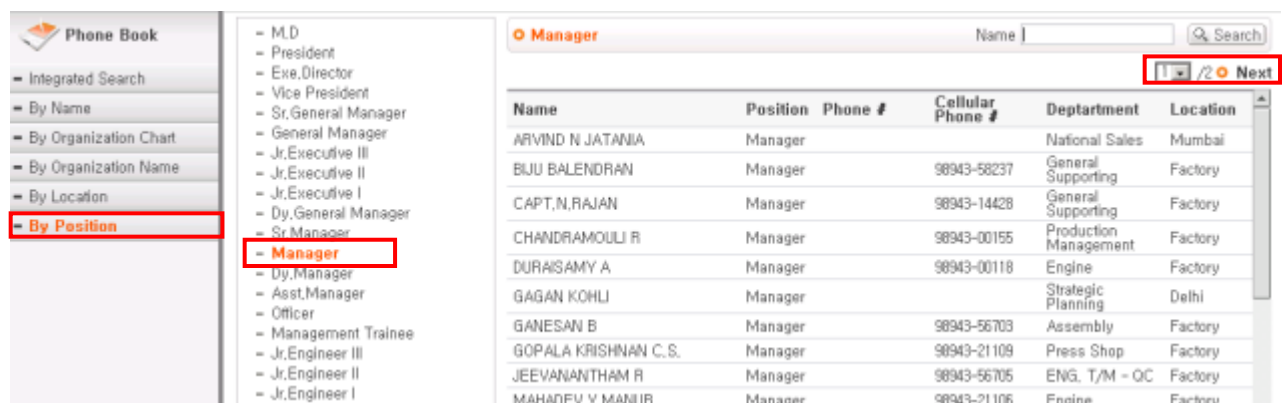
- Click [By Location] on left side menu.
- Click  to open selected location.
- Click location name to see all persons in that location.
- Click a person to view detailed information.



Name	Position	Phone #	Cellular Phone #	Job in Charge
SUBBU B V R	President			

By Position

- Click [By Position] on left side menu.
- Click position name to see all persons in that position.
- Click a person to view detailed information.
- Navigate by selecting [page number] or clicking [Next]/[Previous] button.



Name	Position	Phone #	Cellular Phone #	Department	Location
ARVIND N JATANIA	Manager			National Sales	Mumbai
BIJU BALENDRAN	Manager		98943-58237	General Supporting	Factory
CAPT.N.RAJAN	Manager		98943-14428	General Supporting	Factory
CHANDRAMOULI R	Manager		98943-00155	Production Management	Factory
DURASAMY A	Manager		98943-00118	Engine	Factory
GAGAN KOHLI	Manager			Strategic Planning	Delhi
GANESAN B	Manager		98943-56703	Assembly	Factory
GOPALA KRISHNAN C. S.	Manager		98943-21109	Press Shop	Factory
JEEVANANTHAM R	Manager		98943-56705	ENG. T/M - QC	Factory
MAHADIV Y MANIIR	Manager		98943-21106	Engine	Factory