

3.5 Contacts: Staff

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Functionality

The **Contacts > Staff** function displays all of the people who are linked to a Firm record – in the example below for the Perth firm of Christou Architects.

If you have listed a Position Title in the person’s record, it will be displayed in the left column. If you click the star in the left column, to toggle it to yellow, that person will be listed on your Home page as a Key Contact. This feature facilitates the multiple listing of key contacts when a new project is set up.

Clicking the red arrow beside the person’s name will take you to their Details record.

The screenshot shows the 'Contacts' menu bar with options: New, Delete, Find, Modify Find, Find All, Show List. Below it is a 'Details' view of a staff list with columns: Position Title, Name, and Address.

Position Title	Name	Address
☆ Managing Director	▶ James Christou	12 Guger Street CLAREMONT WA 6010
☆ Associate Director	▶ John Main	12 Guger Street CLAREMONT WA 6010
☆ Director	▶ Murray Johns	12 Guger Street CLAREMONT WA 6010
☆ Associate	▶ Melinda Whelan	12 Guger Street CLAREMONT WA 6010
☆ Secretary	▶ Lana Troncone	12 Guger Street CLAREMONT WA 6010
☆	▶ Michael Luck	12 Guger Street CLAREMONT WA 6010
☆ Administration Manager	▶ Merlyn Than-Myint	12 Guger Street CLAREMONT WA 6010
☆ Project Leader	▶ Steven Smyth	12 Guger Street CLAREMONT WA 6010
☆	▶ Olivia McFarlane	12 Guger Street CLAREMONT WA 6010
☆ Interior Designer	▶ Kirsty Griffiths	12 Guger Street CLAREMONT WA 6010
☆ Graduate Architect	▶ Matteo Bellingeri	12 Guger Street CLAREMONT WA 6010
☆ Director	▶ Linda Christou	12 Guger Street CLAREMONT WA 6010
☆	▶ Chris Weir	12 Guger Street CLAREMONT WA 6010
☆ Design Manager	▶ Neil Evans	12 Guger Street CLAREMONT WA 6010

Related UserGuides

For help with:

- ❖ Displaying your key contacts on the Home page, see UserGuide [1.2: My Contacts.](#)
- ❖ Creating new contacts: See UserGuide [3.1: Contacts: Menu Bar Functions.](#)
- ❖ Managing the **Contacts** database: See UseGuide [3.2: Contacts: Details.](#)
- ❖ Assigning persons and firms to projects: See UserGuide [3.3: Contacts: Projects.](#)
- ❖ Linking Contacts and Email: See UserGuide [3.4: Contacts: Email.](#)
- ❖ Using the Map, Notes and To Do functions: See UserGuide [3.6: Contacts: Map, Notes & To Do List.](#)