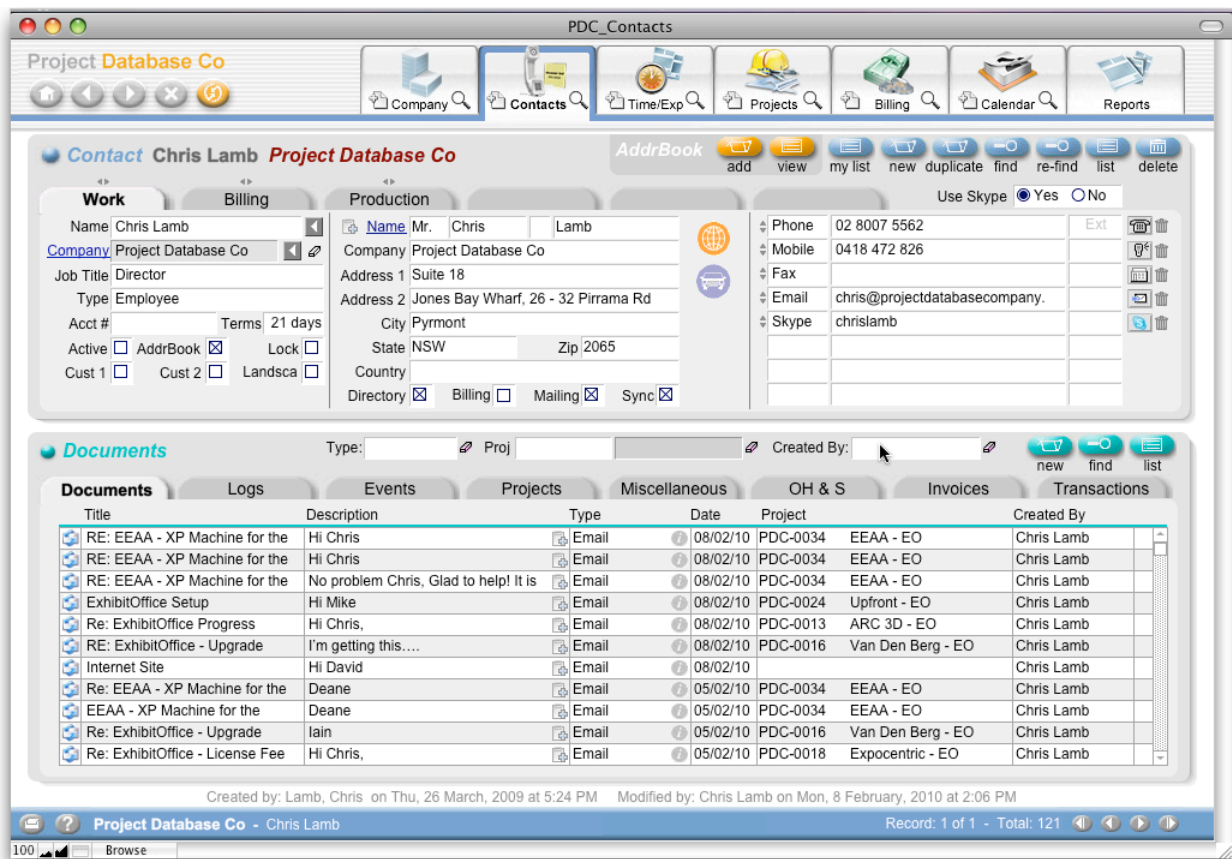


# Project Database Co

Developer of  
ExhibitOffice + ManagEvent

## Contact Documents

The Contact Documents tab is where all documents that are linked to this particular contact are linked, this applies to all type of documents such as letters, emails etc. When a document is attached to the database one of the options is to link it to a contact as well as a project.



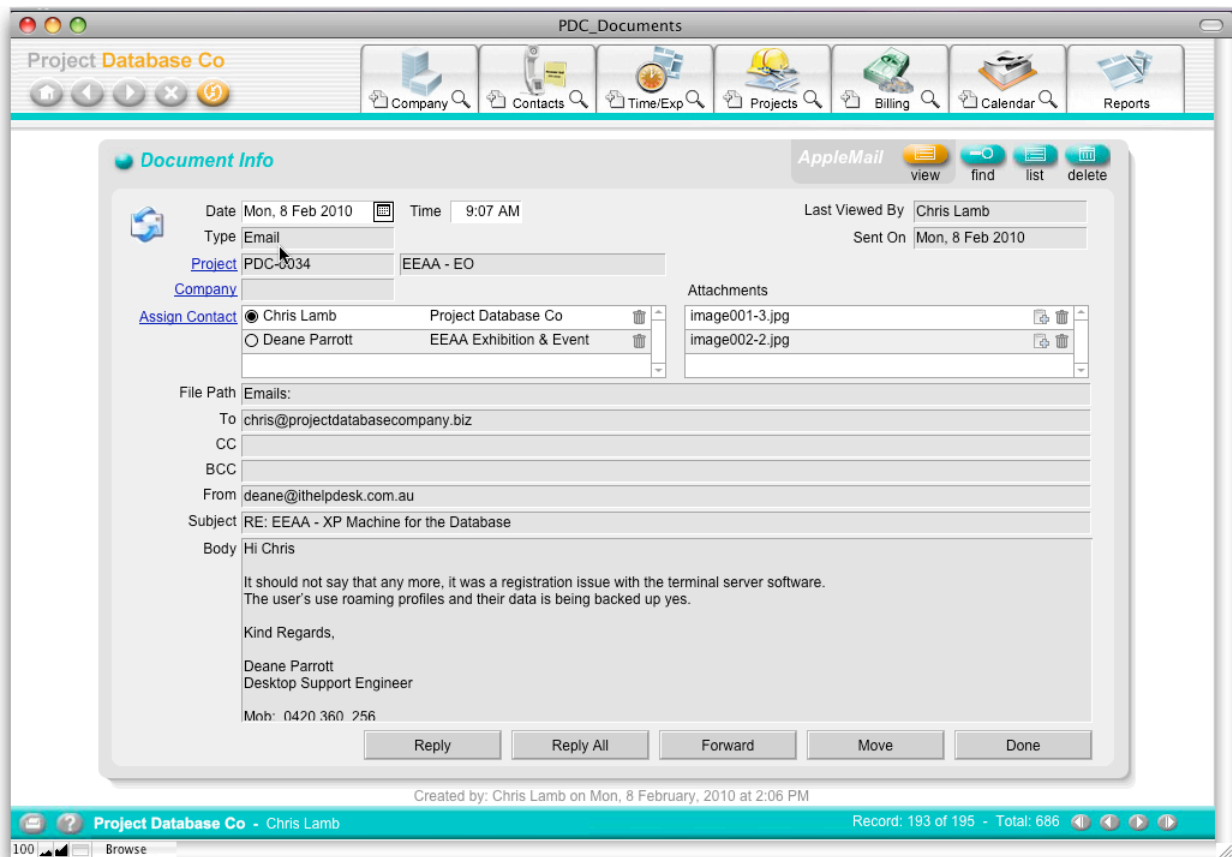
The most recent document will appear at the top.

In time there will be a lot of documents attached to some contacts so there is the ability to filter by a variety of criteria.

If you would like to go into a document then click anywhere on the line. In the case of an email you will be taken out to your email program and the relevant item will be opened. If it is a Word document or similar just click on the line anywhere and the relevant document will open,

# Project Database Co

Developer of  
ExhibitOffice + ManagEvent



In order to get more information about a document or email click on the small "I" half way along the line and the above screen will come up.

Should a document be stored in the wrong place within the entry you have the option to move it to where it should be stored.

You can Reply or Forward and email from within this screen.

If you are using a PC then if you click on the "Copy Path" button then when you open an email you can

# Project Database Co

Developer of  
ExhibitOffice + ManagEvent