

Project Database Co

Developer of
ExhibitOffice + ManagEvent

Contact Events

The Event tab has a list of every Event that involves the persons entry being looked at.

It shows:

- All calendar entries both in the future and the past.
- All Follow Ups that have been allocated to that person
- All Tasks that have been allocated to that person if applicable
- All Milestones that relate to that person appear here

The screenshot shows the 'PDC_Contacts' window for 'Chris Lamb' at 'Project Database Co'. The contact details include name, company, job title (Director), address, phone, mobile, fax, email, and skype. Below the contact details is an 'Events' tab with a table of events. A 'New Filter' button is highlighted with an arrow.

Date	Start Time	Hours	Event Title	Project	Miscellaneous	Assigned To	Invoices	Transactions
03/12/2010	12:00 AM	72.0	EDPA Access 2010 Conference Florida			Chris Lamb	Appointment	
01/09/2010			Invoice Upgrade Costs	PDC-0024	Upfront - EO	Chris Lamb	To Do	Pending
09/07/2010			Invoice Upgrade Costs	PDC-0016	Van Den Berg - EO	Chris Lamb	To Do	Pending
17/03/2010	7:00 PM	1.0	Exhibitor Dinner with Strangers			Chris Lamb	Appointment	
17/03/2010	9:00 AM	9.0	Exhibitor Conference Vegas			Chris Lamb	Appointment	
16/03/2010	7:00 PM	1.0	Exhibitor Dinner with Strangers			Chris Lamb	Appointment	
16/03/2010	9:00 AM	9.0	Exhibitor Conference Vegas			Chris Lamb	Appointment	
15/03/2010	6:30 PM	1.5	Exhibitor Welcome Reception & Dinner			Chris Lamb	Appointment	
15/03/2010	9:00 AM	9.0	Exhibitor Conference Vegas			Chris Lamb	Appointment	
14/03/2010	5:45 PM	1.0	Exhibitor Dinner with Strangers			Chris Lamb	Appointment	

As there is so much data that can be linked to this entry there is a filter (as shown) where along this line a variety of criteria can be chosen to make it simpler to find what you are looking for.

There are a variety of ways of adding Events, the event could be a Milestone, a Meeting, a Task or a Follow Up

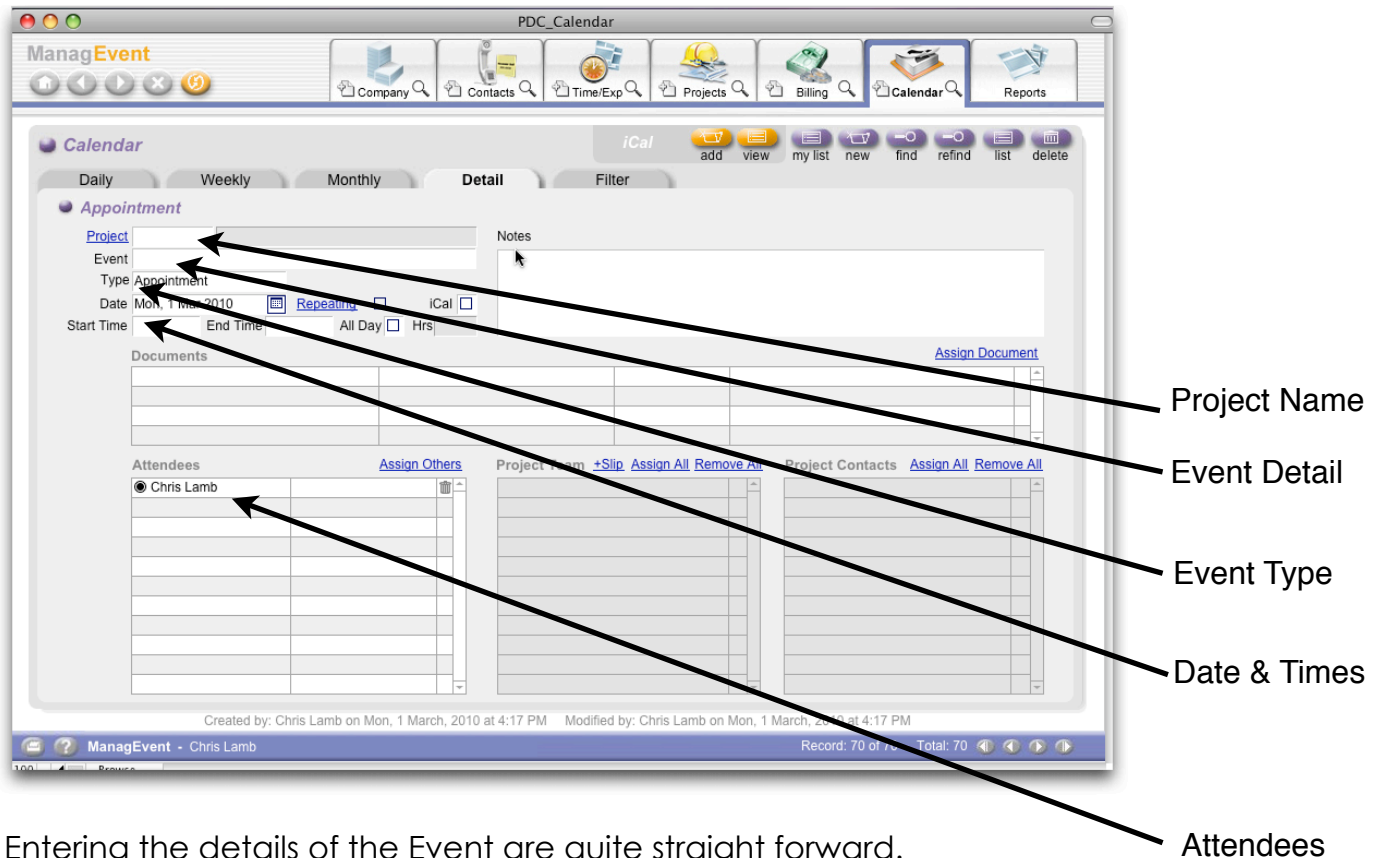
Regardless of where the Event is being added the method is similar

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Initially click on the New button and you will be taken to this screen.



Entering the details of the Event are quite straight forward.

If it is to related to a project then click on the box and a drop down list of all the projects will appear

Type - It could be a Milestone, Meeting, To Do.

Enter Date & Times or if it is an all day meeting click that box.

If it is to be linked to Outlook (This is from an Apple computer so shows iCal) then click the box next to that.

If you need to add other attendees to it then either search for them or in the cost of Project Team or Project Contacts (Clients) highlight the box to the right of their name and they will be added.

If there is a conflict then an asterisk will appear next to their name you can then track the conflict and determine which meeting the person will be attending.

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Once set, the meeting will appear in each persons Database Calendar and when they Sync it will then appear in their Outlook and or iPhone or Blackberry

Clients will need to be notified separately as they are not usually clients of the database.

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