

Dear Team Members,

The issues faced at the last bulk printouts are discussed with Fr. Lijo and so, we put forward you three MAJOR SUGGESTIONS to be rectified for the efficient functioning of the page.

SUGGESTION 1: PRINT ALL FACILITY

Description: At present we take printouts district-wise. Now we have entered 92 districts in various addresses. It's a much time-consuming job to take printouts each one by one of 92 districts. And there is a big chance to skip any district. (It happened last time and the subscribers are contacting to the office for not receiving the new magazine).

Remedy: We need to have a **PRINT ALL OPTION**, by which we can get the whole printouts in a single click. **BUT IT MUST BE IN DISTRICT-WISE ORDER, ONE BY ONE DISTRICT.** (Because, we have to pack the magazine district-wise for postal purpose)

NB: At present, printout of the last page is in disorder. So, for 90 districts, normally 90 last pages are there. So we loose 90 pages of addresses.

If we have a **PRINT ALL** option, normally only one last page comes. So issue can be reduced.

SUGGESTION 2: REPETITION OF ADDRESSES

Description: In the last postage, I got phone call that a person got 6 copies of magazine. Name is different for ex. The Director, The bursar, The vicar, the Superior etc., but the address and the destination is same. So, we need to delete that. There are many addresses re-entered. How its possible? How can we find out that an address is re-entered?

Remedy: We need to sort **THE ADDRESS** section **ALPHABETICALLY** the **VIEW ALL COLUMN**. If we sort name section, the same problem arises that the same address is entered in different titles. So the only option is that **WE HAVE TO SORT THE ADDRESS SECTION ALPHABETICALLY**, so that we can easily identify repeated addresses in a single view or analysing the nearby addresses.

SUGGESTION 3: IDENTIFY THE ALREADY ADDED ADDRESS

Description: Suppose, Fr. Lijo P.Thomas, Kristu Jayanti College, K.Narayanapura – address is already added. And unknowingly, I re-enter the address as: Fr. Financial Administrator, Kristu Jayanti College, K.Narayanapura. How can we get noticed that the giving address is already added?

Remedy: 1. While entering address field, if it's already added, there a pop-up must be showed.

Remedy :2. While saving, a message comes, the address is already added.

Anyway, Dear Team, You've worked a lot, spent a lot of time and brilliance, So Let's make it a wonderful page for the future.

I HOPE YOU WILL CONSIDER the above given suggestions SERIOUSLY.

Thank you very much

Fr. Geo CMI
8281143259