

contacts



Otto Ebenbichler recommends:

„We recommend to keep all contacts up to date and to ensure that all persons are documented extensively .

The contact data allows you to integrate project managers, patients or meeting attendees by just one single mouse click!”

user manual

impress

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menue icons

- descending order
- ascending order
- individual order
- close/open menue

command bar

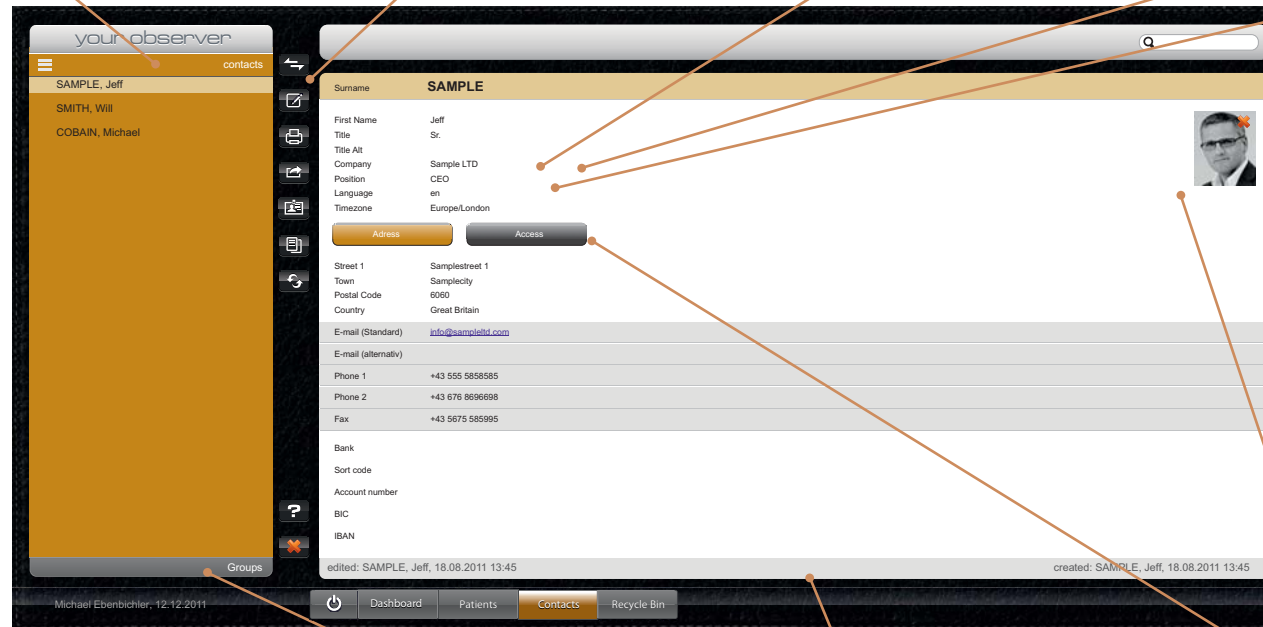
- open new contact template
- print content
- send content as an email
- send a vcf-business card
- duplicate the contact entry
- refresh platform
- download manual
- delete contact

create data

You can write individual data by clicking on the title ("Surname", "First Name", etc.) or on the area right next to the title. Leave the text box by a single mouse click outside of the text box.

delete data

You can delete or override entries by clicking on the title ("Surname", "First Name", etc.) or on the area right next to the title. Leave the text box by a single mouse click outside of the text box.



languages, time zones

You can assign a separate platform language to every single contact. This opens up the platform for the respective user in English or German ("en", "de"). All „times“ of the platform refer to the selected time zone per user. You can choose between Central European or Western European time zone ("Europe/Vienna" and "Europe/London").

app „Groups“

When a first contact has been created an app named "Group" appears at the bottom. By a single mouse click on the grey box you get into this app. There you are allowed to combine single contacts into groups.

status

Here you can see by whom and when the entry has been edited (left entry) and who created this contact (entry on the right).

access information

Here you get an overview of the actual access rights per contact. You grant access by clicking "Access codes" (data is being sent by email). In the same way you remove already allocated access codes. As a System Manager you can also share System Manager privileges.

attach a photo

If you want to attach a photo click on the image icon on the right. An upload window opens (or drag and drop). The photo automatically will be reduced to 80 x 120 pixels. You delete an image by either importing a new recording or by clicking on the small ✖ icon right above in the image .