

groups



Otto Ebenbichler recommends:

„Combine single contacts into groups allows you to assemble project teams, departments or customer groups. The use of groups in the contact search window guarantees a massive reduction in working hours because you can assign entire groups with one single mouse click for example to a meeting.”

user manual

impress

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menue icons

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

command bar

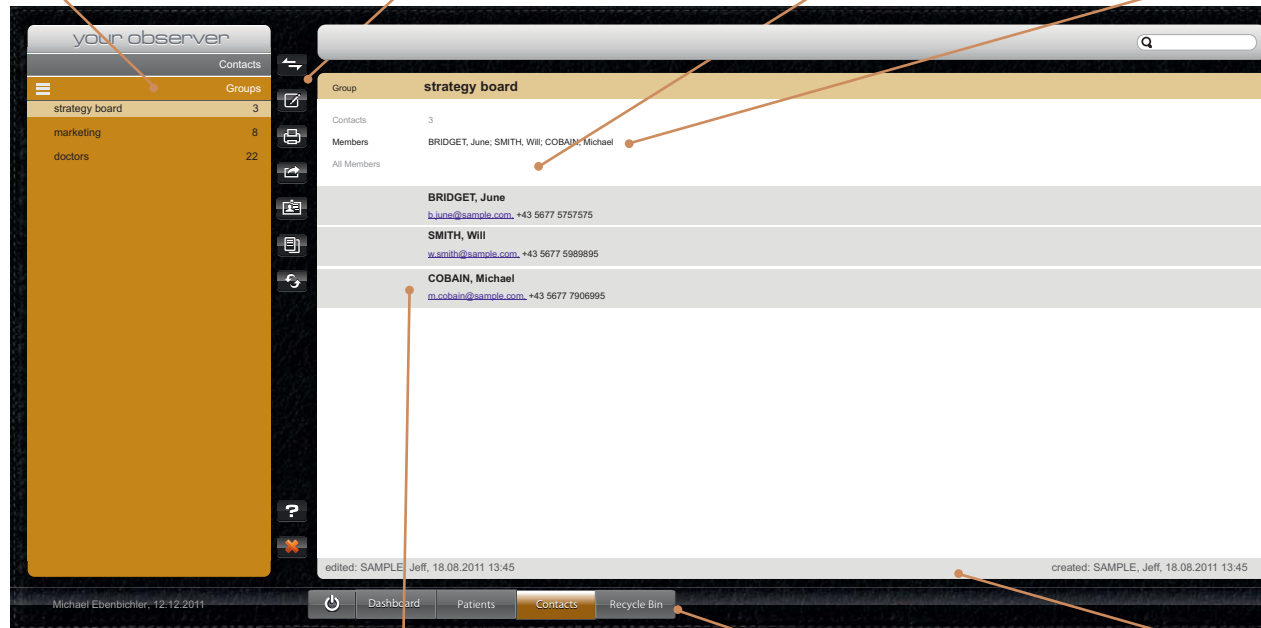
- create a new group
- print content
- send content as an email
- send a vcf-business card
- duplicate the group entry
- refresh platform
- download manual
- delete group

add a group member

You can add a new group member by clicking on the title "Members". A contact search window opens. Now you are able to import another single contact (tab "Contact"), an already existing group (tab "Group") or you can write a name (tab "Note").

delete a group member

You can delete single group members by clicking on the respective name. A dark gray information window opens. Click on "Delete". The contact will be automatically deleted from the list.



all members

Once you have created a member of a group it also appears in this overview. There you get first informations concerning the contact details of the member (email address or telephone number). The light-grey field is a link which leads you to the respective contact by a single mouse click.

moduls

This gray bar shows the modules you are allowed to work with. With a single mouse click on a module title you switch to the desired module. The position at which you leave the module remains stored, that means by going back you will get to the same place where you have left the module.

status

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