

BeetBook User Guide



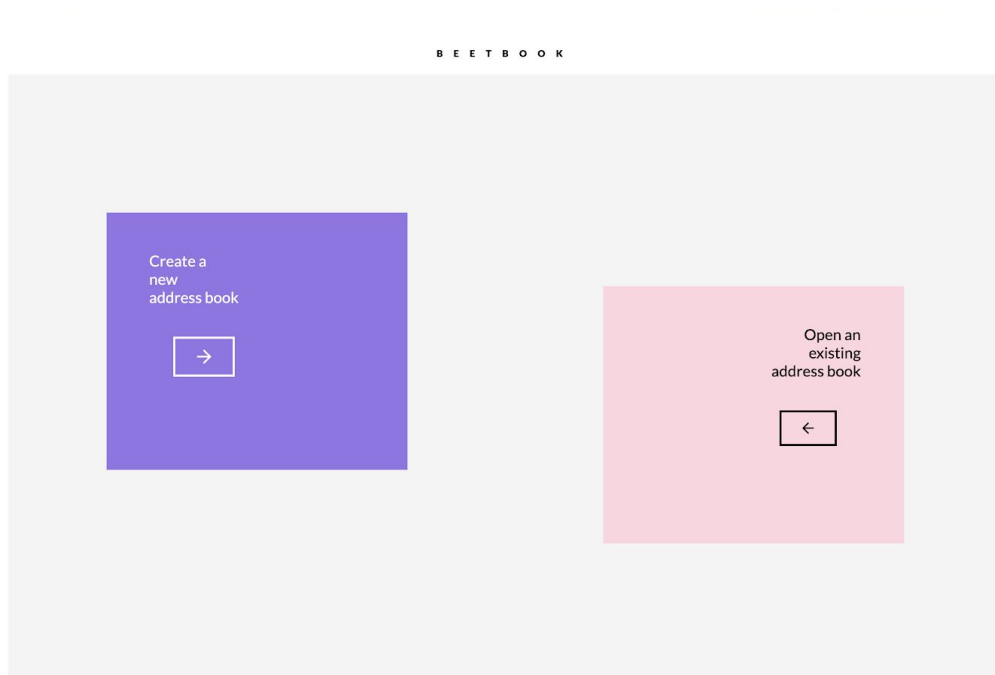
Welcome to BeetBook, the premium desktop application for keeping track of contacts! Below you will find a brief walkthrough of all of the ways you can interact with and use BeetBook

Starting up BeetBook

Note: Please see installation guide for help installing and starting up BeetBook.

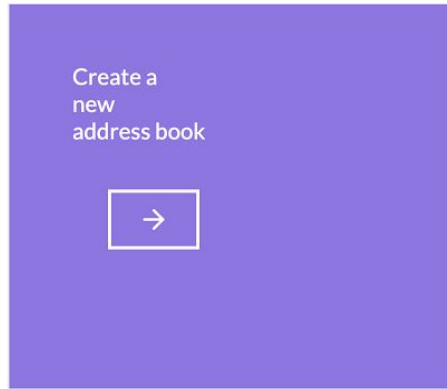
Home Page

Congratulations, if you see the home page below, you have successfully started up BeetBook.



Create Address Book

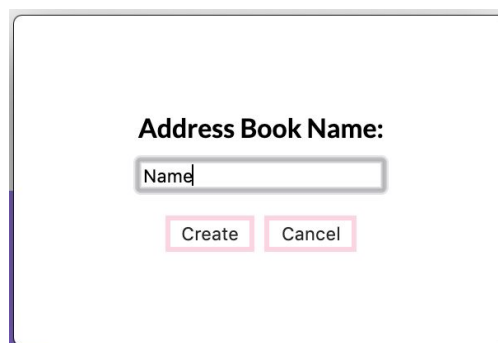
In the purple box, click in the **white arrow** button to create your new address book.



A window will open and prompt you to name your address book:

A white rectangular dialog box with a thin gray border and rounded corners. At the top, the text "Address Book Name:" is centered in bold. Below it is a single-line text input field. At the bottom, there are two buttons: "Create" and "Cancel", both with pink borders.

Enter the name of your new address book and click the **Create** button. **Note:** Clicking cancel will take you back to the home page and will not create an address book.

A white rectangular dialog box with a thin gray border and rounded corners. At the top, the text "Address Book Name:" is centered in bold. Below it is a single-line text input field containing the word "Name". At the bottom, there are two buttons: "Create" and "Cancel", both with pink borders.

Add Contact

After selecting a name, your new address book will be created in a new window. Click the “+” icon (on the left, just under the purple header) to create a new contact.

The image shows a purple rectangular header with the word "Name" in white. Below it, in smaller white text, is "Address Book - 0 People". Underneath the purple box is a white horizontal line. To the left of this line is a small "+" icon, and to the right is the text "Ascending" followed by a small downward arrow icon. At the bottom center of the image is the copyright notice "© 2019 Schrote Farms LLC".

A new window will open up:

The image shows a window titled "Contact" with a close button "X" in the top right corner. The form contains the following fields: "First Name:" with an empty text box, "Last Name:" with an empty text box, "Address 1:" with an empty text box, "Address 2:" with an empty text box, "City:" with an empty text box, "State:" with an empty text box, "Zip:" with an empty text box, "Phone:" with an empty text box, and "Email:" with an empty text box. At the bottom of the form are two buttons: "Submit" and "Cancel".

Fill in the proper contact information and click the **Submit** button. **Note:** Clicking cancel will take you back to the address book home page and will not create a contact.

The image shows the same "Contact" form window as before, but with example data entered into the fields. The fields and their values are: "First Name:" Bob, "Last Name:" Smith, "Address 1:" 123 Table ave., "Address 2:" Apt. A, "City:" Eugene, "State:" Oregon, "Zip:" 97403, "Phone:" 1234567890, and "Email:" BobSmith@fake.com. The "Submit" and "Cancel" buttons are still at the bottom.

Your new contact will appear on the address book page:

Name

Address Book - 1 People

+

Ascending

Bob Smith

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Add another contact by repeating the process above: 1. Click the “+” icon. 2. fill in the new contact information. 3. Click the **Submit** button.

Name

Address Book - 2 People

+

Ascending

Jane Doe

Bob Smith

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Edit Contact

Hover over the name of the contact you would like to edit and click the **edit icon** that will appear to the right of the contact's name.

Jane Doe



A window will open up and display your contact's saved information. Click the **Edit** button to verify that you want to change the contact's information.

Contact

X

First Name: Jane Last Name: Doe
Address 1: 123 Any Street
Address 2:
City: Hometown State: Hometown
Zip: 12345
Phone: 0987654321
Email: JaneDoe@nowhere.com

Edit

Change the fields of your contact, and then hit the **Submit** button. **Note:** Clicking cancel will take you back to the address book home page and will not edit your contact. See section “Delete Contact” for more information about the delete button.

Contact

X

First Name: Jane Last Name: Doe
Address 1: 567 Welcome Way
Address 2:
City: Hometown State: Hometown
Zip: 12345
Phone: 0987654321
Email: JaneDoe@nowhere.com


Submit

Cancel

Delete

Delete Contact

Hover over the contact you want to delete. Click on the **edit icon** that shows up.

+		Ascending ▾
Jane Doe		
Bob Smith		

A window will open up and display your contact's saved information. Click the **Edit** button to verify that you want to delete the contact's information.

Contact

X

First Name: Jane Last Name: Doe
Address 1: 567 Welcome Way
Address 2:
City: Hometown State: OR
Zip: 12345
Phone: 0987654321
Email: JaneDoe@nowhere.com

Edit

A **Delete** button will now display:

Contact

X

First Name: Jane Last Name: Doe
Address 1: 567 Welcome Way
Address 2:
City: Hometown State: OR
Zip: 12345
Phone: 0987654321
Email: JaneDoe@nowhere.com

Submit

Cancel

Delete

The contact window will close and take you back to your address book screen. The contact will no longer be in your address book:

Address Book - 1 People

+

Ascending ↕

Bob Smith

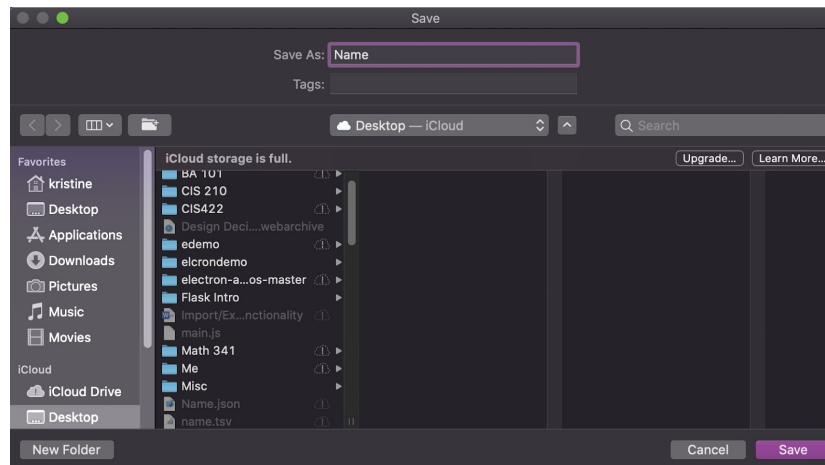
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Export Address Book

Move your mouse to the top left corner to activate the Menu. Hover over **File** and then scroll down and click **Export**.



1. Type in the name you want to give your address book (we suggest using the same name you chose when you created your address book for the sake of clarity).
2. Navigate to the folder on your computer that you want to save your .tsv file..
3. Click the **Save** button. **Note:** The file will automatically be saved in tab separated value format (.tsv) for you, so no need to type in the extension.



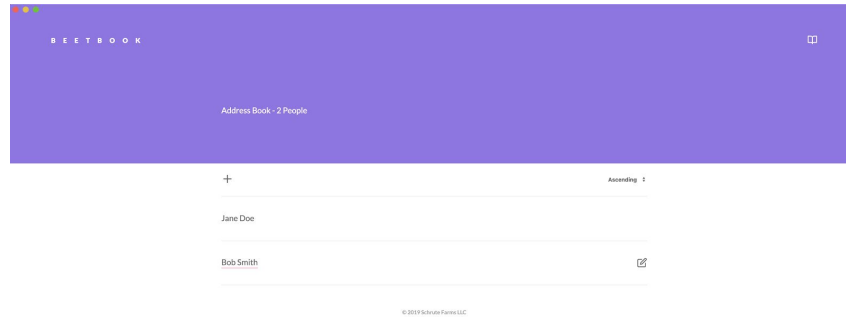
Save Address Book

Move your mouse to the top left corner to activate the Menu. Hover over **File** and then scroll down and click **Save**.

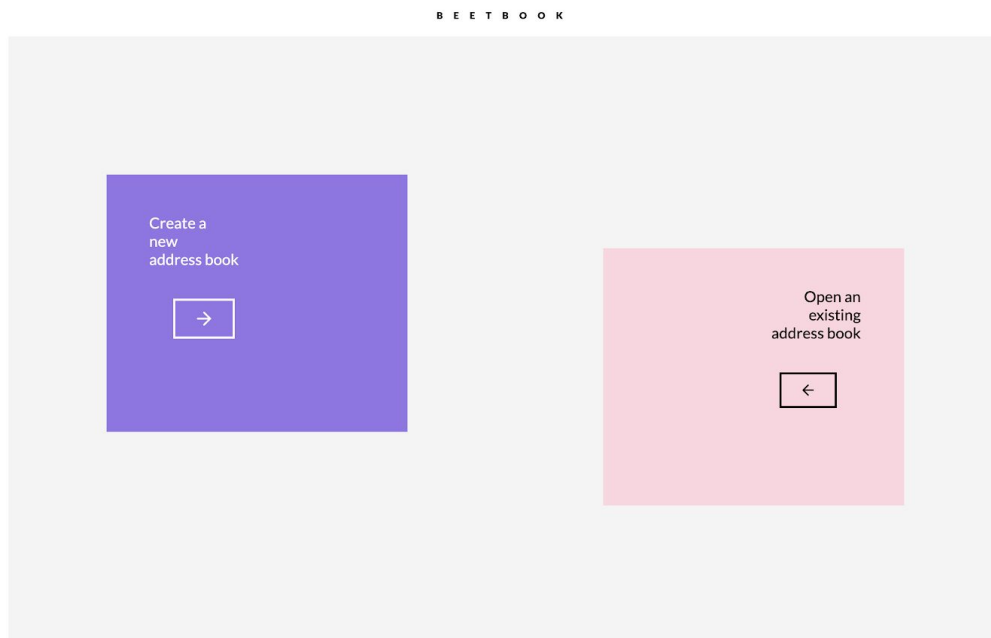


Close Address Book

Move your mouse to the top corner and click the X to close the file.

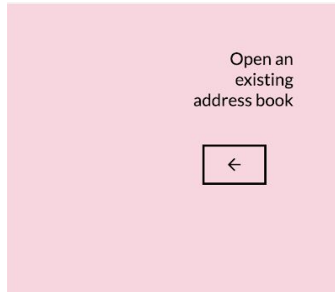


The address book will close and bring you back to the Home Page:

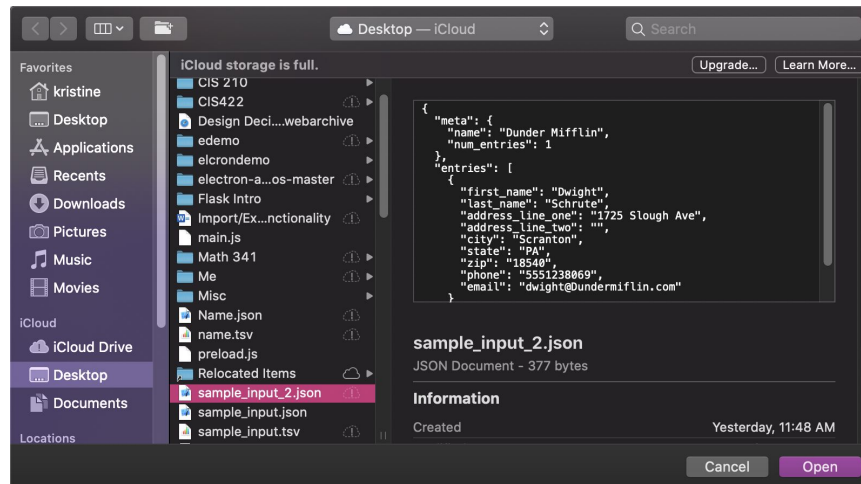


Open Address Book

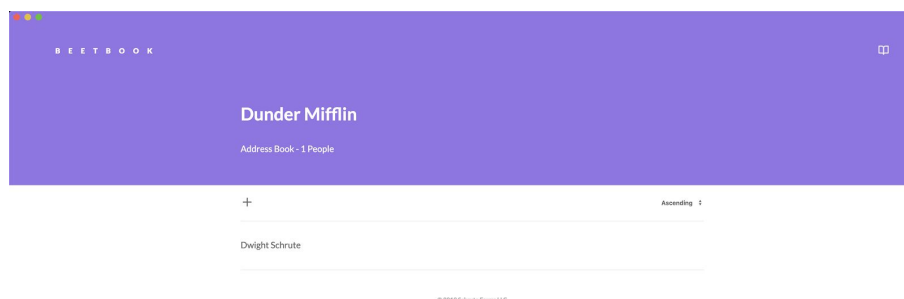
In the pink box, click in the **black arrow** button to create your new address book:



This will open a file dialog. Choose the file named “sample_input_2.json” that is included with your BeetBook package:

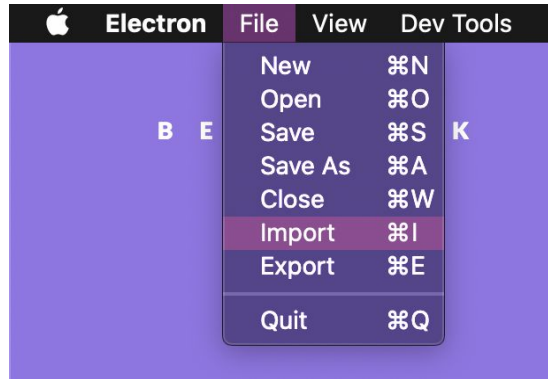


The address book will now be open:

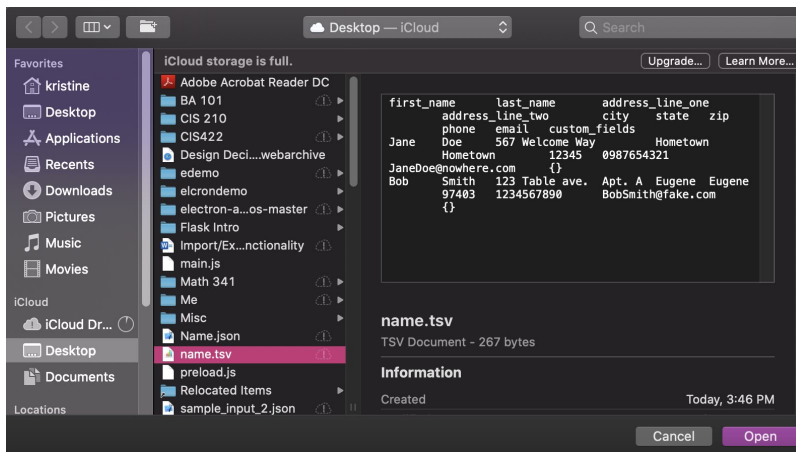


Import Address Book

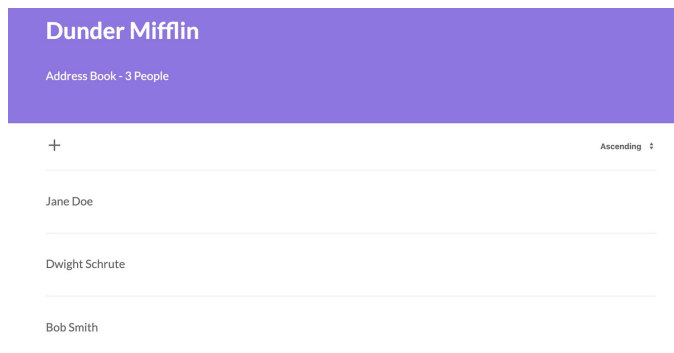
Move your mouse to the top left corner to activate the Menu. Hover over **File** and then scroll down and click **Import**.



Navigate to the .tsv file you exported earlier and click **Open**:

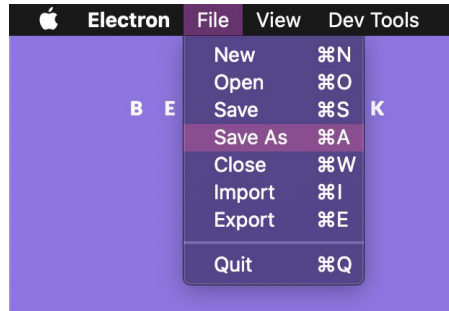


The two address books will now be merged into one:

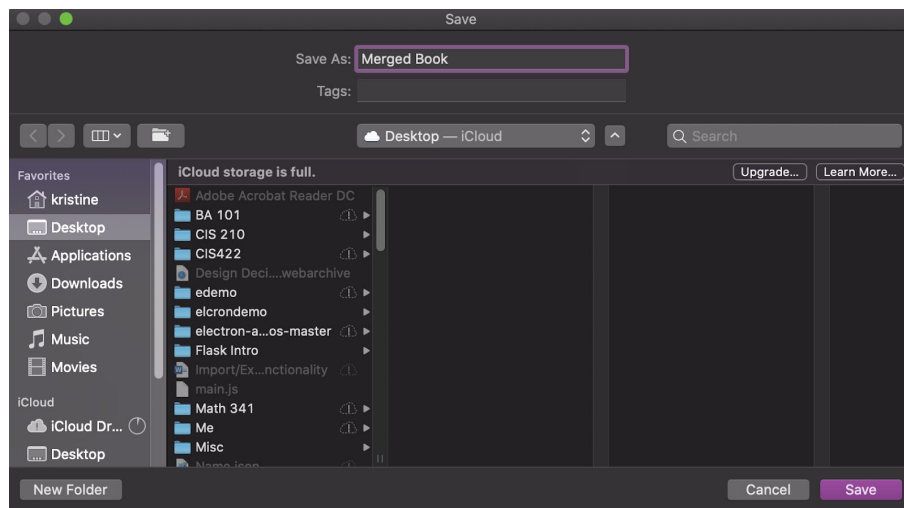


Save As

Move your mouse to the top left corner to activate the Menu. Hover over **File** and then scroll down and click **Save As**:



1. Type in the name you want to give your address book (we suggest using the same name you chose when you created your address book for the sake of clarity but you are free to choose whatever name you want).
2. Navigate to the folder on your computer that you want to save your address book.
3. Click the **Save** button. **Note:** The file will automatically be saved in “JavaScript Object Notation” format (.json) for you, so no need to type in the extension.

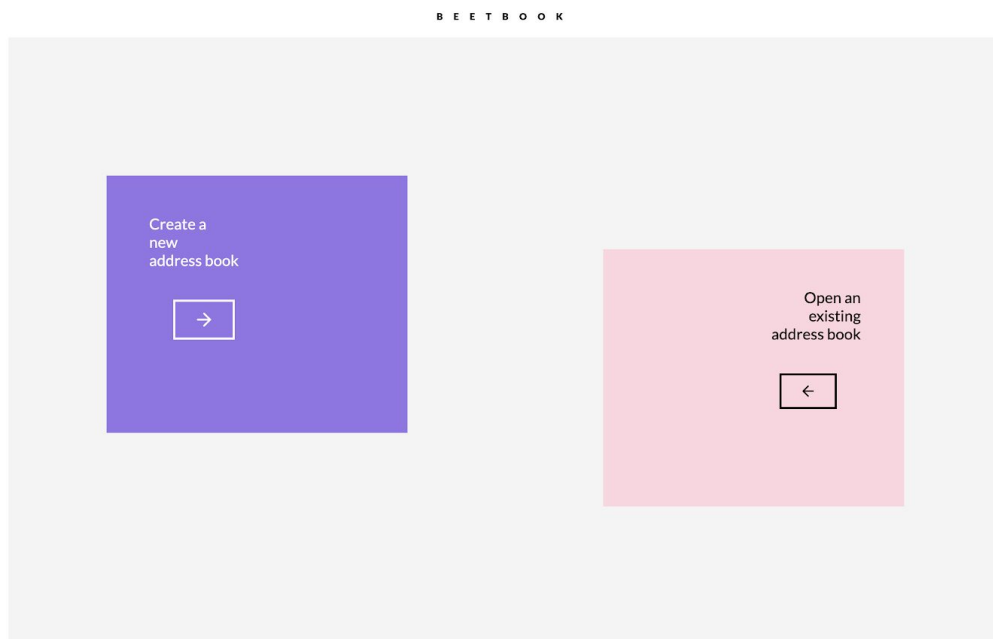


Close Address Book

Move your mouse to the top left corner to activate the Menu. Hover over **File** and then scroll down and click **Close**.



The address book will close and bring you back to the Home Page:



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