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Linking Websites and Documents to a Contact

Open the desired Contact and click on the “Linked Documents” tab on the right, select “Maintain linked documents”

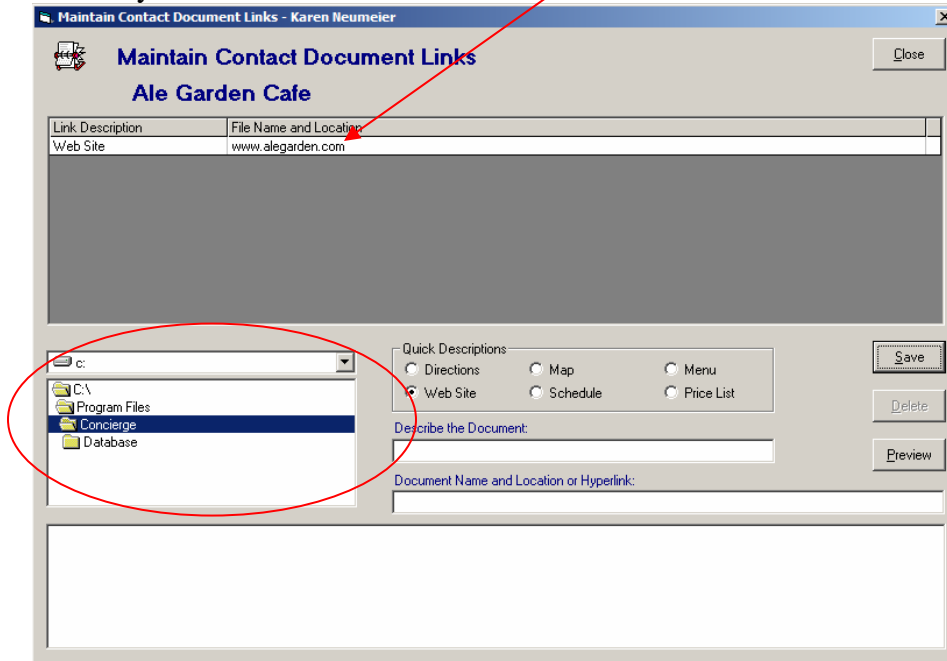
You will see the following screen. Determine whether you will be making a link to the Internet or creating a link to a document that you have in a shared folder.

To enter a website, select or type in the description of the site and then enter the Internet address you wish to access directly under the description.

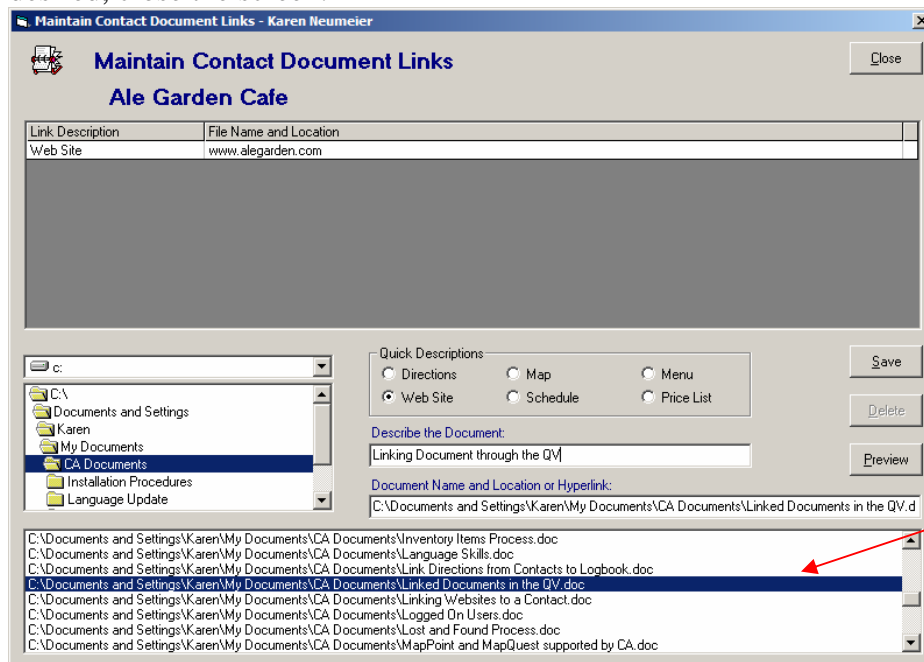
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A “Preview” button is available to check the validity of the address before saving the information. Once you are satisfied that the address is a good one, you may click on the Save button. You will see the link description on the screen. You may have as many links as you wish.



If you want to link up a document that you have in a shared folder, you will need to locate the document you wish to link to this Contact on your computer. A drop down display of what is available to you is located on the left-hand side of the screen. Highlight the document you wish to link. You may click on the “Preview” button to test the link and then Save the information. When you have completed entering all the links desired, close the screen.



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Your Contact will now have a display of the links that have been created.

The Concierge Assistant Contact Manager - Karen Neumeier - Tuesday, March 01, 2005

Concierge Contact Manager

Primary Name: **Ale Garden Cafe**

Contact Data: (415) 928-4340

Address: The Cannery Courtyard

Cross Streets:

City: San Francisco

Area:

State: CA Country: USA Postal Code: 94133

☐ Color Code this Contact on Search Display

☐ Color Code in Red to Indicate "Closed" Status

(DoubleClick for List)

Keywords: German, Italian, Restaurant

Log Type:

Proximity: 1.4 Miles

Double Click to View Linked Document:

Link Description
Linking Document through the QV Web Site

Maintain Linked Documents

Last Updated: 3/1/2005

Save Delete Clear Close

To access these linked documents simply double click on the link of your choice.

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