De Best Contact

Manager

User Manual

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Introduction

This is the user manual to one of the best-selling contact manager/ personal directory programs. There are several features that make it the best program to manage your contacts. Firstly, you can efficiently manipulate and manage all your contacts with ease in a user-friendly environment that guides you along the way. Secondly, you are presented with a wide range of several different options (including various sorts) which offer you so many possibilities on how to view, search, contact, manipulate, and overall manage your contacts. With this program, you really can take your contact management to the next level.

Overview

This user manual will take you through all the different options (menu options) that this program has to offer, and all the different features of the program. It will tell you what the different screen formats are for the different options (if it changes), it will provide you with a description about each of the options and what you would be able to do/ achieve in those options, it will tell you how to successfully be able to navigate/ use that specific option, and it will provide you with a brief description of what all the different pieces of text on the screen mean/represent for that specific option.

Other Helpful Information

Beware that this program uses pipes "|" to split the information about a specific individual when writing the contact information to the database/file (just something to keep in mind if you choose to import a data file which already has data about your contacts). In addition, this program automatically creates a file by the name of "gmi-de-best-contacts.csv" (so do not worry if such file doesn't exist, you will not have to create it), and that is the file in which all your data is stored about your contacts. Also, please note that this program can only hold up to a max of 100 contacts and a max of 50 contacts in trash.

SCREEN LAYOUT

Most of the menu options in the program will follow a similar screen layout (see mage below):

As seen in the image above, menu options will have their title displayed at the top, followed by (maybe) a short description. It will then display the information required (if any – for example, menu of sorts in this case), and it will then allow you to enter your input.

THE BEGINNING

When you run the program, at the start you will be presented with a screen that looks like this (see image below):

As you can see, a title will be displayed followed by a few instructions. Simply read those instructions, and then press enter to continue to the main menu (as the program instructs). After you have pressed enter, you will be presented with the menu (see image on next page):

```
MAIN MENU:

1 - Search Your Contacts
2 - Add a New Contact
3 - Edit a Contact
4 - Delete a Contact
5 - View All Starred Contacts
6 - View All Your Contacts (With Different Sorts)
7 - View All Contacts in Trash
8 - Save and Exit Directory

Enter your menu option choice: 9
Please enter a valid choice between 1 and 8.

Enter your menu option choice: 2
```

Simply enter your choice for whichever menu option you would like (note that it gives an error message if the value entered is not valid – not between 1 and 8).

OPTION 1 - SEARCHING THROUGH YOUR CONTACTS

This menu option enables you to search for a specific individual in your contacts. When you select this option, you will be asked to enter your search (enter what/whoever you would like to search for).

It will then ask you if you would like to search by a specific category or not. If you want to search by a specific category, it will display a menu of all the categories and will ask you which category you want to search by (you simply have to enter the corresponding letter to choose your category).

After that, it will display all contacts which contain or match your search for that specific category. For example, if you searched *“Jim”,* and you wanted to search by *“first name”,* it will display all contacts who have **ONLY** the first name *“Jim”.* If you choose not to search by a category, and you searched "Jim", it will display all the contacts which contain "Jim" in **ANY** of their *fields* (if a contact has "Jim" in first name or if a contact has "Jim" in an email address, both contacts will be displayed). After the matching contacts are displayed, you will be able to enter the number of the contact you wish to expand and view all its information, or you can simply enter 0 to exit and return to menu.

(Please see image on next page labelled *“Searching For an Individual”*)

NOTE: when searching, the program ignores the case ("JIM" is the same as "jim" or even "JiM"). Also, if you enter "smi" for your search, all contacts which **contain** "smi" (regardless of case) will be taken into consideration.

TRICK: you can also enter searches like "true" when prompted to search, and you can choose the category to search by to be "starred". So, all

contacts that are starred will be displayed (however there is a menu option that does that automatically for you)!


```
Search Your Contacts
====================

Enter your search: Bo

Would you like to search by a specific category (y or n)? y

Which category do you want to search by:

a - First Name
b - Last Name
c - Work Phone
d - Cell Number
e - Street Address
f - City
g - Province
h - Country
i - email
j - Company
k - Job Title
l - Year of Birth
m - Starred
n - Notes

Enter your choice (enter the letter corresponding to the category): a

  #. Name (first last)                      Cell Number              Email
--------------------------------------------------------------------------------
  1. Bobby Jill                             3543254                  bobby@gmail.com

Enter the number of the contact you wish to expand (0 to exit):
```

Searching For an Individual

OPTION 2 – ADD A NEW CONTACT

If you want to add a new contact to your contacts list, simply choose this menu option. After you have entered this option, it will display the amount of space you have available in your main directory (this represents the number of contacts you can add before you run out of space). After this, you can either make a "quick" entry which requires just the first/last name and the work/cell number of the contact, and it asks you if you wan to star this contact or not. Simply enter the information asked for and your **"quick"** contact will be created. If you would like to enter ALL the information for a contact, simply enter 'm' when asked if you would like to enter all the information. Enter the information asked, and your **"full"** contact would be created.

(Please see image labelled *"adding a new contact"* on the next page)

NOTE: Year of birth and email addresses must be valid. Year of birth is set to 0 by default, and if you choose to change it, it must be between 1900 and 2021. Email addresses must have an '@' sign and a dot after the '@' sign.

TRICK: If you would like to leave a field blank, simply press [Enter]! If you make a mistake, you can simply edit later!

```
Add Contact
===========
NOTE: you can make 95 more new contacts.

Do you have at least the minimum information (last/ first name + work/ cell number) to create a quick contact (y or n)? y

Do you want to star the contact you are currently creating (y or n): n
Enter contact's first name: Sam
Enter contact's last name: Doe
Enter contact's work phone number: 2268789900
Enter contact's cell number: 5199887788

Do you only have these 4 pieces of information (o), or would you like to enter ALL the information (m) (o or m)? m

Enter contact's street address:
```

Adding a new contact

OPTION 3 – EDIT A CONTACT

When you enter this option, it will ask you "how do you wish to edit a contact?". You can choose one of the three possible options – by searching, by viewing all contacts, or by viewing all starred contacts.

If you choose to edit by searching, simply enter your search and all contacts which match your search will be displayed, if you want to edit by viewing all the contacts, all your contacts will get displayed, and if you choose to edit by viewing all starred contacts, all the starred contacts will get displayed. When you have selected your way of editing, and a list of contacts appears, simply enter the number of the contact you wish to edit. After you make your selection, it will display (in expanded form) the contact you select and will make sure if you would like to edit that contact (see image below):

```
Edit Contact
============

How do you wish to edit a contact? (s - by searching, d - by viewing all contacts, t - by viewing all starred contacts): d

 #. Name (first last)                      Cell Number                    Email
--------------------------------------------------------------------------------------------
 1. Tom Nottington                         2233445566
 2. Joey Skywalker                         2235569900
 3. Bobby Jill                             3543254                        bobby@gmail.com
 4. Crystal Poppin                         2234456677                     threenicemice@gmail.com
 5. Mary Hilborn                           1112223333                     dcfds@sdfc.com

Enter the number of the contact you wish to edit (0 to exit): 5

The contact you are editing is:

    First name: Mary
     Last name: Hilborn
    Work phone: 22
   Cell number: 1112223333
Street address: dsavf
          City: dsvc
      Province: dfvadsc
       Country: dsdav
         Email: dcfds@sdfc.com
       Company: wef
     Job title: werfc
 Year of Birth: 2001
       Starred: true
         Notes: qerwcf qrewfc rewfc rwef rewfc rewf wef

Are you sure you want to edit this contact (y or n)? y
```

If you are sure you want to, it will display the list of the different categories and will ask you to choose the category you wish to edit (at anytime you are done editing and it displays the category menu, simply enter 'x' to exit – see image below):

```
Which category do you want to edit:

a - First Name
b - Last Name
c - Work Phone
d - Cell Number
e - Street Address
f - City
g - Province
h - Country
i - email
j - Company
k - Job Title
l - Year of Birth
m - Starred
n - Notes

Enter your choice (enter the letter corresponding to the category) (enter x to exit):
```

After you have selected your category, it will ask you to input the new value for that category (see image below):

```
Enter your choice (enter the letter corresponding to the category) (enter x to exit): k

Enter changed job title: Engineer
```

You keep on repeating the process if you want to edit multiple categories. Remember, year of birth and email addresses must be valid.

OPTION 4 – DELETE A CONTACT

(Please use the image labelled "Deleting Contacts" on next page as a reference)

In this option, at the beginning (similar to editing a contact), you will be asked how you want to delete a contact (searching, viewing all contacts, viewing all starred contacts). Simply enter what you would like. It will then display all the appropriate contacts, and you would have to enter the number of the contact to select that specific contact (or enter 0 to exit) to delete it. Once you make your selection, it will make sure if you want to delete the contact, and if you do, the contact will be moved to trash.

```
Delete Contact
==============

How do you wish to delete? (s - by searching, d - by viewing all contacts, t - by viewing all starred contacts): d

 #. Name (first last)                               Cell Number                      Email
---------------------------------------------------------------------------------------------------------------------
 1. Tom Nottington                                  2233445566
 2. Joey Skywalker                                  2235569900
 3. Bobby Jill                                      3543254                          bobby@gmail.com
 4. Crystal Poppin                                  2234456677                       threenicemice@gmail.com
 5. Mary Hilborn                                    1112223333                       dcfds@sdfc.com

Enter the number of the contact you wish to delete (0 to exit): 3

The contact you are deleting is:

    First name: Bobby
     Last name: Jill
    Work phone: 34324
   Cell number: 3543254
Street address:
          City:
      Province:
       Country:
         Email: bobby@gmail.com
       Company:
     Job title:
 Year of Birth: 0
       Starred: false
         Notes: He is a very good boy. sample text.sample text.sample text.sample text.sample text.sample text.sample
                text.sample text.sample text.sample text.sample text.sample text.sample text.

Are you sure you want to delete this contact (y or n)? y

You can now add 96 new contacts.
Space in trash: 49 contacts.

Please press enter to continue (contact moved to trash)...
```

Deleting Contacts

If trash is already full, it will ask you if you would rather permanently delete that contact instead of moving it to trash. Simply enter y or n, and the contact will either not be deleted or permanently be deleted according to your choice (see image below):


```
The contact you are deleting is:

    First name: Tom
     Last name: Nottington
    Work phone: 5199990099
   Cell number: 2233445566
Street address:
          City:
      Province:
       Country:
         Email:
       Company:
     Job title:
 Year of Birth: 0
       Starred: false
         Notes: Hello there!

Are you sure you want to delete this contact (y or n)? y

Sorry, you have run out of space in trash (50 contacts), would you like to permanently delete this contact instead (y or n)?
```

Once you have deleted a contact, make sure to read at the end about how much space there still is in trash and in your main contacts directory (this keeps you informed).

OPTION 5 – VIEW ALL STARRED CONTACTS

This option allows you to view all the contacts you have starred. Starring methods is just a good way of distinguishing between certain

contacts from the rest of the contacts. All your starred contacts will appear here. You can simply enter the number of the contact you wish to expand and view, or simply enter 0 to exit.

OPTION 6 – VIEW ALL CONTACTS (WITH DIFFERENT SORTS)

This option gives you the ability to view all your contacts sorted in one of the six possible ways. It will display the menu of all the possible sorts you can perform, and you simply have to enter the letter that matches the sort you want to view your contacts in (see image labelled *"Sort Menu"* on next page).

Once you make your selection, it will display the total amount of contacts you have, and it will display all your contacts sorted in the order you chose them to be in.

Once all the contacts are displayed, you can simply enter the number of the contact you wish to expand and view in "full" or you can simply enter 0 to exit.

```
View Contacts With Different Sorts
==================================
Here you can choose from several different sorts to view your all your contacts in.

Choose the type of sort you would like to view your contacts in:
a - Sort oldest to newest contacts
b - Sort newest to oldest contacts
c - Sort from A to Z (alphabetically)
d - Sort from Z to A (reverse alphabetically)
e - Sort from youngest to oldest (age) contacts
f - Sort from oldest to youngest (age) contacts

Choose your sort:
```

Sort Menu

NOTE: The sort that deals with ages (youngest to oldest or vice versa) is based on the year of birth of the contacts. Also, if a contact was moved to trash, it will be considered "recent" or "old" depending on when you **recovered** it, not when you **created** it.

OPTION 7 - VIEW TRASH

This option displays all your deleted contacts, it displays all the contacts in trash (shows a count at the top of table which tells you how many contacts are in trash). From trash, you can choose a contact (enter the number of the contact) to expand and view it, or you can recover the

contact (take it out from trash and back into your main directory), or you can delete the selected contact forever from trash. If you recover it, then the program will display the updated space in your trash and main directory, if you delete it forever, the program will display the updated space in your trash. (see image on next page labelled *"Trash"*)

NOTE: Contacts in **trash** are *not* taken into *consideration* during searches or when contacts are being displayed (ex. if a contact in trash is starred, it will not be displayed with the rest of the starred "un-trashed" contacts). If you would like to edit a contact in trash or if you would like it to be treated the same way as other contacts, you **MUST** recover that contact.

```
View Contacts in Trash
======================
In trash, you can only view/expand your deleted contacts, or you can restore them (if enough space in main
directory), or you can delete them forever. To be able to edit these contacts, you must restore them.

Trash (2)

  #. Name (first last)                      Cell Number                        Email
--------------------------------------------------------------------------------------------------------------
  1. Joey Skywalker                         2235569900
  2. Tom Nottington                         2233445566

Enter the number of the contact you wish to expand/ recover/ delete forever, (0 to exit): 1

    First name: Joey
     Last name: Skywalker
    Work phone: 2299008899
   Cell number: 2235569900
Street address:
          City:
      Province:
       Country:
         Email:
       Company:
     Job title:
 Year of Birth: 0
       Starred: false
         Notes:

Do you want to recover this contact (y or n)? n

Do you want to permanently delete this contact (y or n)?
```

Trash

OPTION 8 – SAVE AND EXIT DIRECTORY

```
MAIN MENU:

1 - Search Your Contacts
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7 - View All Contacts in Trash
8 - Save and Exit Directory

Enter your menu option choice: 8


You have made some change(s) to your directory. Would you like to save those changes (y or n)?
```

If you choose 8 as your menu option, this means you have completed all your objectives and are wanting to exit. If you have made changes to your contacts, the program will ask you if you want to save them

or not (see image above). If you didn't make any changes, the program will simply exit.

OTHER FEATURES

All contacts which are displayed in minimized form will be displayed as shown below (only last name, first name, cell number, and email):

```
#. Name (first last)                 Cell Number                 Email
----------------------------------------------------------------------------------
1. Tom Nottington                    2233445566
2. Bobby Jill                        3543254                     bobby@gmail.com
3. Crystal Poppin                    2234456677                  threenicemice@gmail.com
4. Mary Hilborn                      1112223333                  dcfds@sdfc.com
```

Whenever you are prompted to enter a contact number, you can simply enter 0 to exit:

```
Enter the number of the contact you wish to delete (0 to exit):
```

Since notes can be long, we have added word wrapping so your information in "notes" can be displayed nicely:

```
   First name: Bobby
    Last name: Jill
   Work phone: 34324
 Cell number: 3543254
Street address:
         City:
     Province:
      Country:
        Email: bobby@gmail.com
      Company:
    Job title:
Year of Birth: 0
      Starred: false
        Notes: He is a very good boy. sample text.sample text.sample text.sample text.sample text.sample text.sample
               text.sample text.sample text.sample text.sample text.sample text.sample text.sample text.sample
               text.sample text.sample text.sample textsample text.sample text.sample text.sample textsample text.sample
               text.sample text.sample textsample text.sample text.sample text.sample text
```