



<http://primesales.net/ALLDEX/Main.html>

AllDex-Contacts is a Windows based desk-top software program that will make you much faster and a lot more efficient in the way you do your job. You can get it directly from my website at the link above.

Hello – please allow me to introduce myself... My name is Chris, and I work for Norlift, Inc. in Spokane, Washington as a Parts Technician.

I developed AllDex-Contacts several years ago to help me in my own parts technician duties at work – and as it turns out, AllDex-Contacts has proven itself to be a valuable tool that we all use in the parts department at work every day, saving tons of time and allowing us to be much more proficient in our job tasks.

The reason it works so well for us is because we use it for all kinds of things – not just a contact manager. For example, if we come across a piece of important information that we might need in the

future, we simply type or paste it into the AllDex program so the information can be found by any one of us parts techs quickly at a later time when that information is needed again.

We use it for things like – a list of tire sizes and part numbers, propane tanks, hydraulic hose fittings, paints, oils and chemicals, math formulas, billing and coding account numbers, hard-to-find parts, service and parts bulletins, important emails, parts warranty returns policies and procedures, hazmat shipping instructions, vendors discounts and touch-tone phone shortcuts, customers and field mechanics phone numbers, technical bulletins, website log-in credentials, links to files on our company server,.. and even Rich's phone number - the guy who picks up our left-over cardboard for recycling is in our AllDex program... you get the idea. We have amassed a huge amount of data in our AllDex program because we all contribute new information to it constantly, so the shared knowledge of all these “little” things that can take time to find can now be accessed instantly, and all in one place – right in front of you on your desk-top computer.

When you use AllDex, you will be amazed at how much time it saves you - and when others on your network contribute information by typing or pasting it into AllDex, the knowledge base grows very rapidly, and you will absolutely love how quick and efficient you will become at your job.

Below is a diagram of the AllDex-Contacts user interface. It should give you a quick general idea of its main functions.

The screenshot shows the AllDex-Contacts application window. At the top, there is a menu bar (File, Database, Design, Help, About, Tell a Friend) and a title bar (AllDex-Contacts1.mdb). Below the menu bar is a search area with a 'Search Field' dropdown set to 'Company', a search icon, and a 'Highlight Text' input field. The main window is divided into three main sections: a 'Record List' on the left, a 'Record Detail' in the center, and a 'Products and Relevant Key Words' section on the right. The 'Record List' shows a list of records with a search result of 1817. The 'Record Detail' shows fields for Company (PRIMESALES.NET), Account #, Contact (CHRIS), Phone, Fax, Email (SALES@PRIMESALES.NET), and Website (WWW.PRIMESALES.NET). The 'Products and Relevant Key Words' section lists 'SOFTWARE' and 'ALLDEX-CONTACTS'. A 'Notes' field contains detailed text about the software.

**Callout Boxes:**

- Top Left:** You can select a specific field or all fields when performing your search.
- Top Center:** To find a record, type in your search here and hit enter on our keyboard. The results will display in the list.
- Top Right:** To highlight a word within the record, type in a word, and click the highlight button. All matches will be highlighted in Red.
- Left Side (Top):** Creating a record is as easy as clicking the "Add-New" button and typing in your data. Click "Update" to save the record.
- Left Side (Middle):** Grid Button - toggles between Grid and Record views.
- Left Side (Bottom):** This is the current selected record in the record list. Click on a record in this list to view the record data.
- Bottom Left:** If you click on one of the letters of the alphabet, all records that "start" with that letter will be displayed.
- Bottom Left (Lower):** The number of records found is displayed here. The number of records found will depend on the search result. Click the "Refresh" button to list ALL the records in the database.
- Right Side (Top):** It is a good idea to type in some relevant key-words associated with the record when you first create it. This will help make searching for the record much more robust.
- Right Side (Bottom):** Each field has an unlimited amount of text you can type or paste. You can also double-click on a field to pull up the field editor window, or you can simply edit the text boxes right here on the main window.
- Bottom Center:** Labels can be modified to suit your needs. Just click the Design link at the top of the window.
- Bottom Center (Lower):** Short-Cut link to a website: If a field contains a single valid web address, you can click on the associated label which functions like a hot-link to that web address.

You can download the AllDex-Contacts program for free and give it a try. You will find it on our site at: <http://primesales.net/ALLDEX/Main.html>

Please feel free to share this with anyone who you think could benefit from this program.

Thanks for your interest.