

# contactLINK newsletter October 2009

## Contents in brief

### Version 4.72 – new release

Release date Nov/Dec 2009 - if you'd like to be one of the first to get it ... **contact us**

#### Get your work done faster ...

Action tab/screen speeded up / Save your common selections / New fast data entry screen



#### New features ...

Check for Duplicates when adding / improvements to Mailings and Events / send Text messages / record Products sold / Postcode/Region lookup

[read more below ...](#)

### SAVE TIME with keyboard shortcuts

Selecting text / Zooming in and out fast / Changing font size with keyboard

[read more below ...](#)

### Half a year's FREE support !

We are offering half a year of free support if you either recommend contactLINK to another organisation or recommend an organisation to us, and they subsequently purchase a copy of contactLINK

[read more below ...](#)

### Our News

New team now in place including two new developers – Andy and Alan

[read more below ...](#)

# What's new in contactLINK 4.72

Release date Nov/Dec 2009 - if you'd like to be one of the first to get it ...  
**contact us**



**Lookup WORKERS details** - a new pop up screen that shows you at-a-glance all a worker's details

**ACTIONS speeded up** - faster actions tab and actions screen

**Save your favourite SELECTIONS** - you can now save any selection as a personal or shared selection to use again (and again!)

## **ADDING organisations and individuals**

Check for duplicates when adding a new contact

New data entry screen to make it easier and faster to add contacts

Ability to add new contacts to the database from the events screen (used to have to go to contacts, add, go back to events and finally add attendee). Also available from actions, outputs, etc.

## **MAILINGS**

Can now export email addresses to a file.

TEXT mailings: you can now store mobile numbers (and contactLINK will export the numbers into a file which you can then send to an online texting service with your message)

Ability to send to all workers in a selection of organisations

Use worker/category specific mailing addresses on any selection (previously limited to sending to all organisations/individuals in a single category)

Link a postal address and/or an email address and/or a text number to any category (previously could only choose postal or email)

**PRODUCTS** - record 'products' sold to contacts (such as publications, action packs, consultancy, etc)

## **EVENTS**

Ability to enter a unique code as well as a unique name for each event

Ability to add new contacts to the database from the events screen when adding attendees (used to have to go to contacts, add, go back to events and finally add attendee)

Identify whether a venue has been booked for an event and by whom

Add extra instructions for attendees (e.g. directions, which room to go to etc)

Add instructions for the venue (e.g. room set up, etc)

Where an event has more than one session (e.g. am and pm, or over two or more days) allow attendees to choose which sessions they'll attend

**Region lookup** - if you're recording regions contacts are in, contactLINK can lookup a region based on the postcode

**Bugs/errors fixed** - many errors from last version fixed

## **And we're still working on:**

Membership invoicing

General reporting (especially for actions)

And more





## Half a year's FREE support

We are offering half a year of free support if you either recommend contactLINK to another organisation or recommend an organisation to us and they subsequently purchase a copy.

Tell two and you get a year for free!

We do get sales from word of mouth, and lots of you tell us how easy and good contactLINK is. But few people tend to chat about "the new database we've got" when they meet with colleagues in other voluntary organisations. Which is why we are offering this incentive.

So if, and only if, you feel that contactLINK is a good product, benefits your organisation and might make a difference to another, give them or us a call and you could cut your support costs in half.

We provide step-through video demos on our web site, a live copy downloadable on request and demos at organisations' offices.



## Our News

### Our new staff team



**Alan Lewis - System Development**



**Andy Keen - System Development**



**Margot Lunnon - Trainer (South)**



**Anne Frazer - Trainer (Midlands)**



**Dominic Frazer - System Documentation**

**Emma Lazarus** (Administration and Sales) has unfortunately left us for Kenya (we just couldn't compete for sunshine!)

See our web site for more details [www.itsorted.org.uk/about\\_us\\_staff.htm](http://www.itsorted.org.uk/about_us_staff.htm)



## **New clients since the last newsletter**

|   |   |
|---|---|
| <b>Young People in Focus</b>                          | using events and products as well as links with Sage and their web site   |
| <b>Garryowen Rugby Club</b>                           | our first non UK client!  |
| <b>Networking Action with Voluntary Organisations</b> | 7 to 10 staff using contactLINK   |
| <b>REalliance</b>                                     | using events management for a large conference  |
| <b>Richmond Upon Thames LINK</b>                      | “monitoring, evaluating and positively influencing the way that health and social care services are provided for local residents” |

