Address Book

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1 - Introduction

This Address Book Documentation is a sample; at our knowledge, it does not picture an existing software entirely, although the basic functions of it are taken into account.

An interesting feature of the model we provide here, is that it allows to grasp the difference between:
- a model thought of as a source for a User-manual (this one) and
- a model engineered to serve as Functional Specifications of a software to be developped.

This difference clearly appears in the way contact and group selection is handled.

Whereas in Functional Secifications there would probably be a description of how contacts and goups are selected once and for all (regardless of what can be done with the selected items, such as send mail, delete, move, etc.), in User-documentation this kind of selection does not appear as a bundle because selecting contacts or groups is not a goal in itself (it is just a step to reach some goal, such as sending messages or deleting).

Therefore contact and group selections are subtasks in a User-oriented model and first-level tasks in a Functional Specification's oriented model.

2 - Installing / Uninstalling

Section Overview
The following section contains instructions to install the software and to remove it from the system.

Prior Knowledge Required
This section concerns the System Administrator.

2.1 - Installing the Software

- Double-click on the Installation icon.
  The license acceptance window displays.

- Click on "OK" in the license acceptance window.
  The installation dialog box dispalys.

- Select "Standard Install".
- Click on "OK".

2.2 - Uninstalling the Software

- Right-click on the Installation icon.
  A local menu displays.

- Select "Uninstall".
  The Uninstall confirm message displays.

- Click on "OK".
  After Uninstalling is completed, a successfull uninstalling message displays.

- Click on "OK".

After completion:
The software's installation icon will no longer display.

3 - Basic functions

Section Overview
This section contains information about:
- adding and deleting contacts,
- creating and deleting groups of contacts,
- including and removing contacts from a group.

Prior Knowledge Required
This section concerns all types of users.

3.1 - Contact management

3.1.1 - Adding a contact

After completion:
The name of the added contact will appear in the contact list.

Choix 1 : Adding a contact from the Adress Book's interface

- Click on the "+" icon below the contact column.
  * *A flashing cursor displays in the "Noun" field of an empty record.*

- Complete the desired fields of the displayed record.

Tip:
None of the fields is mandatory.

- Click outside the displayed record.

Choix 2 : Adding a contact from a mail client's interface

⚠ ***A mail containing either the telephone number or the email address of the contact must be displayed.***

- Right-click on the telephone number or the email address of the contact in the email's body.
  * *A local menu displays.*

- Select "Add contact".
- Complete the desired fields of the displayed record.

Tip:
None of the fields is mandatory.

- Click on "Add to the Address Book".

3.1.2 - Deleting a contact

Reverting to initial state
Undo impossible.

Keyboard shortcuts
Use system shortcuts to perform the deletion operation.

- Click on the name of the contact to delete.

Tip:
To delete more than one contiguous contacts, press the "Shift" key and click on the name of the furthermost contact to delete.

- Click on "Edit" > "Delete" or press the "Delete" key.
- ※ *A contact deletion confirmation message displays.*

- Click on"Delete Contact".

After completion:
The target contact will no longer show in the contact list.

3.1.3 - Changing the information of one or more contacts

Activating the Edit mode

- Click on "Update".

After completion:
The "Update" button will be highlighted.

Modifying a contact's information

⚠️ *Repeat until the information of all the target contacts is updated.*

Selecting a contact

- Click on the name of the target contact.

Updating the content of the fields in the contact's record

- Update the desired fields of the displayed record.

Tip:
None of the fields is mandatory.

Quitting the Edit mode

- Click on "Update".

After completion:
The "Update" button will no longer be highlighted.

3.1.4 - Displaying the contact's information

- Enter the telephone number of the target contact into the search field.

Tip:
After typing one or more digits of the contact's telephone number, the numerically best candidate will be selected

Alternative Procedure:

- Enter the name of the target contact into the search field.

Tip:
After typing one or more letters of the contact's name, the alphabetically best candidate will be selected.

Alternative Procedure:

- Enter the email address of the target contact into the search field.

Tip:
After typing one or more letters of the contact's email address, the alphabetically best candidate will be selected.

3.2 - Group management

3.2.1 - Adding a group

- Click on the "+" icon under the group column.

A group icon displays in the group list, a flashing cursor displays in the group's name field.

- Enter the name of the group.

After completion:
The name of the added group will appear in the group list.

3.2.2 - Adding contacts to a group

- Drag and drop the target contact onto the target group.

Tip:
It is possible to select more than one contiguous contacts to drag them onto the target group.

After completion:
The name of the target contact will appear in the target group-related contact list.

3.2.3 - Deleting contacts from a group

Reverting to initial state

To include the deleted contact in the group again, perform the "Adding a contact to a group" task.

Do not use system shortcuts to perform the deletion operation.

- Click on the target group.
- Select the target contact.

Tip:
Different contiguous contacts may be selected simultaneously by pressing the "Shift" key

- Click on "Edit" > "Delete" or press the "Delete" key.
- ✳ *A deletion confirmation message displays.*

- Click on "Delete Contact from Group".

After completion:
The name of the target contact will no longer appear in the active group-related contact list.

3.2.4 - Deleting a group

- Click on the target group.

Tip:
Different contiguous groups may be selected simultaneously by pressing the "Shift" key

- Click on "Edit" > "Delete" or press the "Delete" key.
- ✳ *A deletion confirmation message displays.*

- Click on "Delete Group".

After completion:
The target group will no longer display in the group list.

4 - Advanced functions

Section Overview
This section contains information about:
- generating a file with the existing groups and contacts,
- importing contacts from a file,
- sending messages.

Prior Knowledge Required
This section concerns advanced users.

4.1 - Exporting contacts

• Click on "File" > "Export Contacts".
❋ *The file explorer opens in a dialog box.*

• Select the location of the file to export.
• To change the default name of the file to export, enter a name in the "Filename" field.
• Click on "OK".

4.2 - Importing contacts

⚠ ***Only if a VCard file is available.***
• Click on "File" > "Import Contacts".
❋ *The file explorer opens in a dialog box.*

• Select the VCard file to be imported.
• Click on "OK".

After completion:
The names of the contacts included in the imported VCard file will display in the contact list.

4.3 - Sending a message

4.3.1 - Selecting the recipient(s)

After completion:
The selected recipients will be highlighted in the group or the contact list.

Choix 1 : Selecting a contact

• Click on the name of the target contact.

Choix 2 : Selecting more than one contact

- Click on a target contact.
- Press the "Shift" key and select one or more contiguous target contacts.

Choix 3 : Selecting a group of contacts

- Click on the target contact group.

Choix 4 : Selecting more than one group of contacts

- Click on a target contact group.
- Press the "Shift" key and select one or more contiguous target contact groups.

4.3.2 - Displaying an email form with the chosen recipients in the address field

- Right-click on the selected recipient(s).
- ✳ *A local menu displays.*

- Select "Send Email".

4.3.3 - Sending an SMS

- Right-click on the selected recipient(s).
- ✳ *A local menu displays.*

- Select "Send SMS".
- ✳ *A field to enter the SMS's content displays.*

- Enter the SMS text content.
- Click on "Send".
- ✳ *A confirm message displays.*

- Click on "OK".