

## Centralized Contact Management

The contact management software feature makes offices more productive by

- Eliminating the re-entering and typing of contact information. Enter a contact once, and never enter it again.
- Centralizing the data so everyone has the latest information with no duplication of effort
- Allowing fast lookup of the information for everyone.
- Integrating contact information into all correspondence so it never has to be re-typed.
- Integrating contact information with project information to make it easier to correspond with project team members.

The **OfficeGT** Contacts feature enables your entire office to instantly retrieve contact information such as; **addresses, telephone numbers, fax numbers, e-mail addresses** and more from a single, centralized database. Below are a few of the features found in **OfficeGT** Contacts:

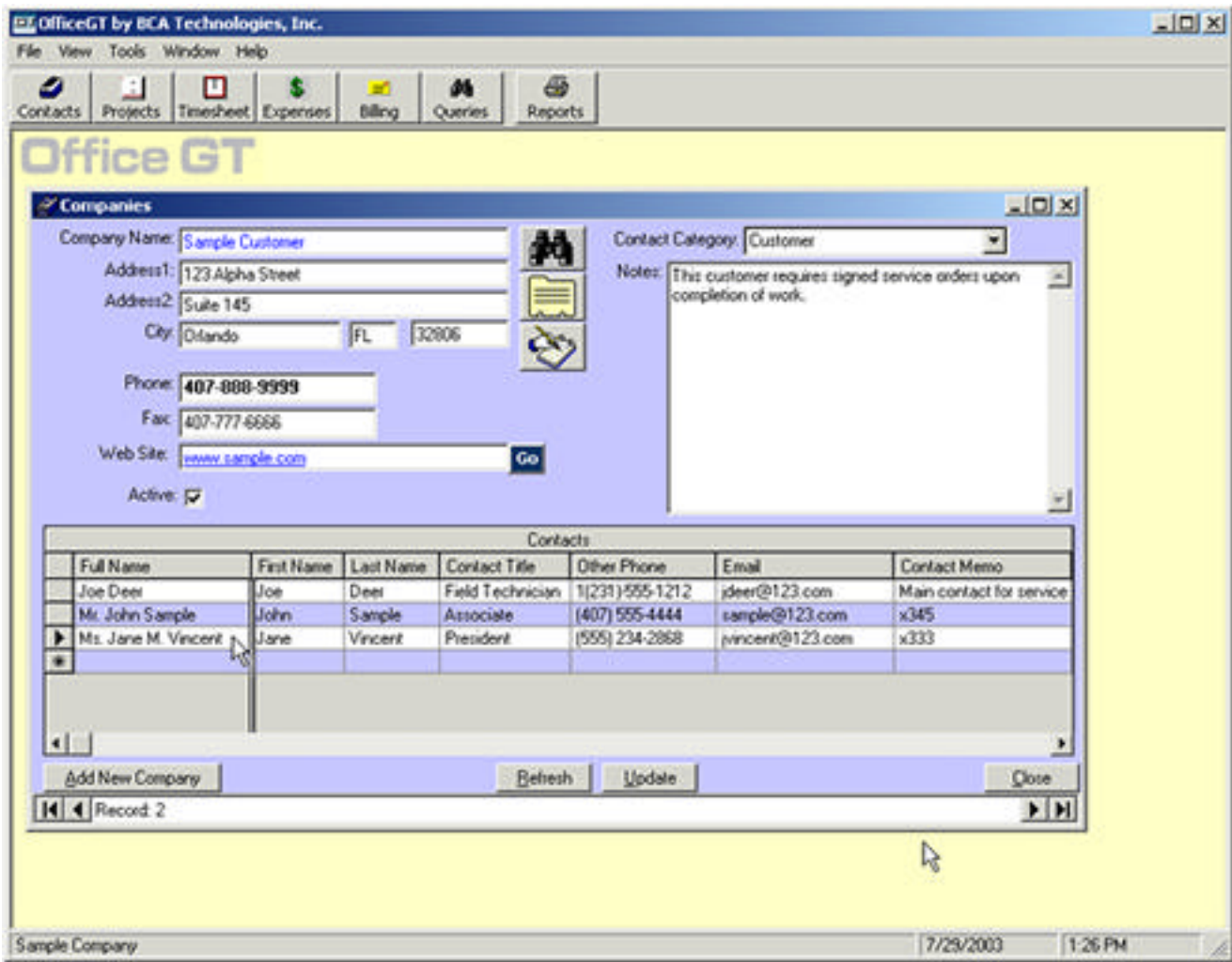
- Single click search to find contacts by company name, contact category, phone number etc.

Seamlessly maintain an unlimited amount of individual contacts for a company.

Easily create correspondence with the contact and project number information already filled out using Microsoft® Word® Templates.

Design your own queries to do mail merges, holiday greeting card lists, and marketing lists.

- Quickly import the OfficeGT contact list to Microsoft® Outlook® on your PC or laptop.



Office GT™ Screen Shot