Locating a Name in a List

The search will result in displaying a list of names and/or government departments. To find a specific name, you can either use the scroll bars, or use the Locate function.
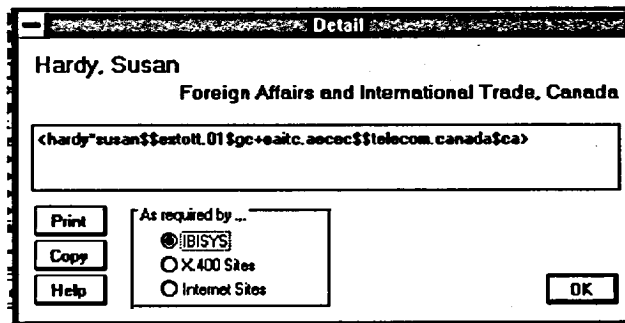
| Method |

To use the Locate text box:
1. Click inside the LOCATE text box.
2. Type the SURNAME of the person you wish to locate.
3. Press the ENTER key.

Copying and Pasting an Address

Once the address has been located in the OGD data base, you can then copy this information to the ICONDESK application via the clipboard.

| Method |

Copying an address from the Detail window:
1. Locate the name in the list, using either the Scroll Bars or the LOCATE text box.
2. Double-click the name you want to copy to the clipboard.
3. Click the COPY button.
4. Click OK to return to the main window.