

SUMMARY

To create a Corporate Apps account:

1. Restore **CORPORATE APPS** by double-clicking on the group icon.
2. Double-click on the **ACCOUNT** icon.
3. Verify the Username which is displayed in the **ACCOUNT** text box. (If it is not your username, enter the correct name in this field)
4. Press the **TAB** key and enter a **PASSWORD**.
5. Press the **TAB** key and re-enter your password in the **VERIFICATION** text box.
6. Click on the **QUIT** command button to close the Account window.

To perform a search:

1. Restore **CORPORATE APPS** by double-clicking on the group icon.
2. Double-click on the **OGD/AMF** application icon.
3. Click the **CLEAR** button on the tool bar to remove any names or departments which have resulted from a previous search.
4. Click on the **SEARCH** button on the tool bar.
5. Once again it may be necessary to click on the **CLEAR** command button to clear the results of a previous search.
6. In the Search dialogue box, select the **LIST OPTIONS**:
Choose **Replace** in order to overwrite the current list with the results of this search.
or

Choose **APPEND** to add the results of this search to the list already displayed in the main window.

7. Select the **NAME SEARCH OPTIONS**:

Choose **LITERAL** to search names which match the exact spelling of the name you type in the **NAME** text box.

or

Choose **PHONETIC** to search names that sound like the name you specify in the Name text box.

Choose **SURNAME** to search by last names.

or

Choose **FIRST NAME** to search by first names.

8. Enter the search criteria in the **NAME** or **DEPARTMENT** text boxes.

or

Click the button to the right of the text boxes to use the **Personnel** or **Department** windows.

9. Click the **OK** button to execute the search.

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 an address from the **Detail** window:

1. Locate the name in the list, using either the scroll bars or the **LOCATE** text box.