



FAQ - How Do I Use the Global Address Book?

Question

How do I use the Global address book in my projects?

Answer

QDMS allows you to use either a project-specific address book or a Global address book on a project by project basis. By default the Address Book is project-specific.

To enable use of a Global address book:

- a) When creating a new project, tick the box labelled **Use Global Address Book for this Project** in Step 2 of the QDMS Create Project Wizard.
- b) To change to a Global Address Book after project creation, select the Tools menu, click on Options and then click on the Project Details tab. Click Edit Details and tick the box labelled **Use Global Address Book**.

Note that when activating a Global Address Book after project creation, it is a good idea to first run the Transfer Address Book Wizard (*Wizards > Transfer Address Book*) to transfer any unique contacts from the project address book to the Global address book.

Using the Transfer Address Book Wizard

The Transfer Address Book Wizard allows you to transfer contacts from a project-specific address book to a Global address book, or vice versa.

To transfer contacts:

- a) From the **Wizards** menu, select **Transfer Address Book**.
- b) Choose between transferring the addresses from a Local to the Global address book, or from the Global to a Local address book.
- c) Click **OK**.
- d) A mover window opens with contacts from the source Address Book in the left hand pane and contacts from the destination address book in the right hand pane. Using the arrow buttons move one, several or all of the contacts from the left hand side to the right hand side.
- e) Click **OK** to perform the transfer.

Notes: The filter button can be used to select a specific group of contacts to transfer.

Further information on issue

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