

Modifying the main Contact Screen in WorkCenter

Open WorkCenter and you will notice your contacts listed down the left side of the screen. If by chance you do not see these contacts, click on the Contacts button at the bottom left of the screen.

WorkCenter is programmed initially to show the “FileAs” column for your contact. You can show additional columns by clicking on the “View visible fields” icon found in the top left of the contact screen. This icon is the one that has 5 lines stacked on top of each other.

Step #1: Once you have clicked on this icon, you will see a drop down menu appear. In the recent versions of WorkCenter, we have limited the number of fields to be displayed in order to enhance the speed of larger databases.

Step #2: Select the columns to be displayed by clicking into the appropriate boxes. For this example, we will show “FileAs”, “Full Name” and “Email Address1”. Once you have selected your columns, click out of the drop down menu box.

Step #3: You can also sort your columns in alphabetical order by clicking on the heading name. For this example we will sort the contacts using the “FileAs” column. Once we get the desired order, you may wish to save this view.

**Step #4: Saving your contact screen view: You have two options to save this view.
Option #1: right click your mouse on any contact record and select “Save View”.**

Option #2: You can click on VIEW and then select “SAVE VIEW”.

The next time you open WorkCenter, the saved view will appear. You can change and save a new view at any time by following the same process.