



# Welcome

Quietly Working

Version:2003.01.21a+

User Name:

Password:

[Login](#)

Type your username in this field.

Type your password in this field.

Click here to enter into the QW contact database. [Go ahead and click the button to move along to the next step.](#)

Tip: Pressing the "Tab" key on your keyboard will advance your cursor to the next input field.

Tip: Pressing the "Enter" key on your keyboard will mimic clicking the active button on the screen. (For example, the "Login" button on this screen and the "Lookup Now" button on the Lookup screen.)

- Lookup
- Task List
- Calendar
- New Contact
- Groups
- Reports
- Libraries
- Query
- Log Off





# Contact Information



## New Contact Information

**Company**

**Contact**

**Title**  +

**Department**  +

**Phone**  Ext.

**Fax**

**Salutation**

**ID/Status**  +

**Ticker**  [URL](#)

**Address 1**

**City**  +

**State**  + **Zip**

**Country**  +

**Email**

**Last Results**  +

Enter your New Contact information on this screen.

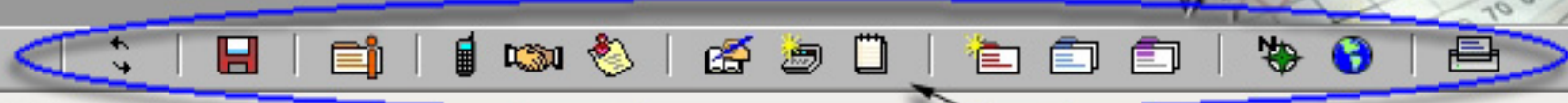
Once you begin entering new information, the red floppy disk button will flash. Click the button to save any new information you have entered.

[Click here to view this screen with a completed contact entry.](#)

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# Contact Information



Information for Jessica L. Wells has been updated.

<b>Company</b>	Webster University	<b>Address 1</b>	Irvine Metropolitan Campus
<b>Contact</b>	Jessica L. Wells		2151 Michelson Drive
<b>Title</b>	Executive Assistant		Suite 160
<b>Department</b>		<b>City</b>	Irvine
<b>Phone</b>	949-250-7855 Ext. <input type="text"/>	<b>State</b>	CA Zip 92612
<b>Fax</b>	949-250-7854	<b>Country</b>	
<b>Salutation</b>	Jessica	<b>Email</b>	jwells@webster.edu
<b>ID/Status</b>	Prospect	<b>Last Results</b>	Input Data
<b>Ticker</b>	<input type="text"/> <a href="http://www.webster.edu/c">URL www.webster.edu/c</a>		

[Click here to view the explanation of the topbar functions.](#)  
The next step in adding a new contact is to enter information in the "User Fields".

[Click here to view the User Field screen.](#)

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<b>Company</b>	<input type="text" value="Webster University"/>	<b>Address 1</b>	<input type="text" value="Irvine Metropolitan Campus"/>
<b>Contact</b>	<input type="text" value="Jessica L. Wells"/>		<input type="text" value="2151 Michelson Drive"/>
<b>Title</b>	<input type="text" value="Executive Assistant"/>		<input type="text" value="Suite 160"/>
<b>Department</b>	<input type="text"/>	<b>City</b>	<input type="text" value="Irvine"/>
<b>Phone</b>	<input type="text" value="949-250-7855"/> <b>Ext.</b> <input type="text"/>	<b>State</b>	<input type="text" value="CA"/> <b>Zip</b> <input type="text" value="92612"/>
<b>Fax</b>	<input type="text" value="949-250-7854"/>	<b>Country</b>	<input type="text"/>
<b>Salutation</b>	<input type="text" value="Jessica"/>	<b>Email</b>	<input type="text" value="jwells@webster.edu"/>
<b>ID/Status</b>	<input type="text" value="Prospect"/>	<b>Last Results</b>	<input type="text" value="Input Data"/>
<b>Ticker</b>	<input type="text"/> <b>URL</b> <input type="text" value="www.webster.edu/c"/>		

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The information for Jessica L. Wells have been updated.

<b>Receptionist</b>	<input type="text" value="Jessica"/>	<b>Territory</b>	<input type="text" value="Orange County"/>
<b>User 2</b>	<input type="text"/>	<b>Sales Rep</b>	<input type="text" value="Tim Heaslet"/>
<b>User 3</b>	<input type="text"/>	<b>Rep. Rating</b>	<input type="text" value="Good Potential"/>
<b>User 4</b>	<input type="text"/>	<b>User 9</b>	<input type="text"/>
<b>Vertical</b>	<input type="text" value="Business Services: MBA Schol"/>	<b>User 10</b>	<input type="text"/>

Vertical: Take your best guess for the vertical market the contact best fits into. This field will someday be widened so the full text can be read.

The same red floppy disk button will flash when new information is input. Click the button to save your new information.

Rep. Rating: This field is your opinion of the potential of this relationship. Below are brief descriptions of each choice.

Top 25: This contact is one of your best 25 relationships. These contacts will become the foundation of your income and should be contacted at least once per week in one form or another.

Good Potential: This contact may be small but provides consistant and pleasent business and/or referrals. This contact should be contacted at least once per month by phone or visit and electronicly bi-weekly.

Little Potential: This contact is pleasent and provides irregular business and/or referrals. This contact should be contacted once per month in one form or another.

Possible Potential: Not enough information has been gathered to make a good guess of this contact's potential. A meeting to learn more should be the next step with this contact.

Unpleasent Environment: This contact has been contacted at least three times by phone and/or in-person, and has consistantly displayed hostility and/or an unpleasent personality. This contact will never be contacted by QW and will remain in the QW contact database to save others the effort of a wasted visit.

Unknown Potential: This contact has been entered into the QW contact database without any previous contact. A cold-call or first meeting should be the next step with this contact.

N/A: Not Applicable



# Contact Information



Information for Jessica L. Wells has been updated.

**Company** Webster University

**Contact** Jessica L. Wells

**Title** Executive Assistant

**Department**

**Phone** 949-250-7855 **Ext.**

**Fax** 949-250-7854

**Salutation** Jessica

**ID/Status** Prospect

**Ticker**  **URL** www.webster.edu/c

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Print the current page.

View a map of this contact's location.

View directions from your location to this contact's location.

Duplicate this contact's primary fields.

Duplicate all of this contact's fields.

Create a new contact.

Insert a new note into this contact's history.

Create a new sales opportunity for this contact.

Record a completed activity (a completed phone call, visit, or to-do) into this contact's history.

Schedule a new To-do for this contact.

Schedule a new Meeting date for this contact.

Schedule a new Phone call for this contact.

Jump to your user information.

Save any newly input or modified information.

Refresh the current page data.