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2.05.05 Contact Chart

The contact chart generates contact lists and action lists based on the data of the contact system. For example, all actions of an employee, actions for a customer or all open actions can be listed here.

Tip: For more on this subject see chapter [3.12.05 Contact Chart](#).

The form consists of the following elements:

1. Name

1. Name: If you would like to save a chart please enter a description

Description: 1 Contact chart

Chart: Contact chart

Report Selection:

- **Name:** In this field the name of the chart is defined, if this should be saved (for example, for time services or for administrating the chart results).
- **Description:** In this field the description of the chart is defined, if this should be saved.
- **Chart:** The evaluation block contains the contact chart.

2. Input Data

2. Input data: Stellen Sie die Dokumente zusammen, für welche die Auswertung erzeugt werden soll. Benutzen Sie dazu (ggf. mehrfach) diese Suchmaschine. Achtung: Alle Dokumente, die in der Eingabebox aufgeführt sind, werden ausgewertet. Zum Entfernen Dokumente markieren und Option "entfernen" auswählen. Auch nicht markierte Dokumente werden berücksichtigt!

Search

AlIClosedActions

Search word Category

Input data

⚙️ ⏪ ⏩ page 1 of 2 ⏪ ⏩ ↺ 1 - 100 / 145 show 100 entries

☐			
☐	1		3.1-1 Simms Sally R...
☐	2		3.1-2 Simms Sally R...
☐	3		4.1-1 Fernandez M...
☐	4		4.1-2 Fernandez M...
☐	5		6.1-1 Heintz Sandra...
☐	6		6.1-2 Heintz Sandra...
☐	7		7.1-1 Smith Jane R...
☐	8		7.1-2 Smith Jane R...
☐	9		8.1-1 Schmidt Hilde ...
☐	10		1.1-4 Nahl Lisa Re...
☐	11		1.1-3 Nahl Lisa Re...
☐	12		9.1-1 Gold Manfred ...
☐	13		9.1-2 Gold Manfred ...
☐	14		10.1-1 Klein Karin R...
☐	15		10.1-2 Klein Karin R...
☐	16		1.1-7 Nahl Lisa Re...
☐	17		11.1-1 Fleur Lilli Re...

- **Search:** It is possible to search for data for the chart with this selection box. This search entry must relate to the supported catagories.
- **Search Machine: Search Word and Category:** This element is used to filter the selected data from the categories. Only the document type contact person, contact, employee and project is available for selection. How to operate the search machine is described in chapter 3.2.2.3 and can be performed, if necessary, a multiple amount of times.
- **Input Data:** Under this field, the selected selection criteria for the chart are listed. This input data can derive from the „professional search“(Profisuche), the standard search machine or the personal clipboard.

3. Main Parameters

3. Main parameters: *Please select parameters:*

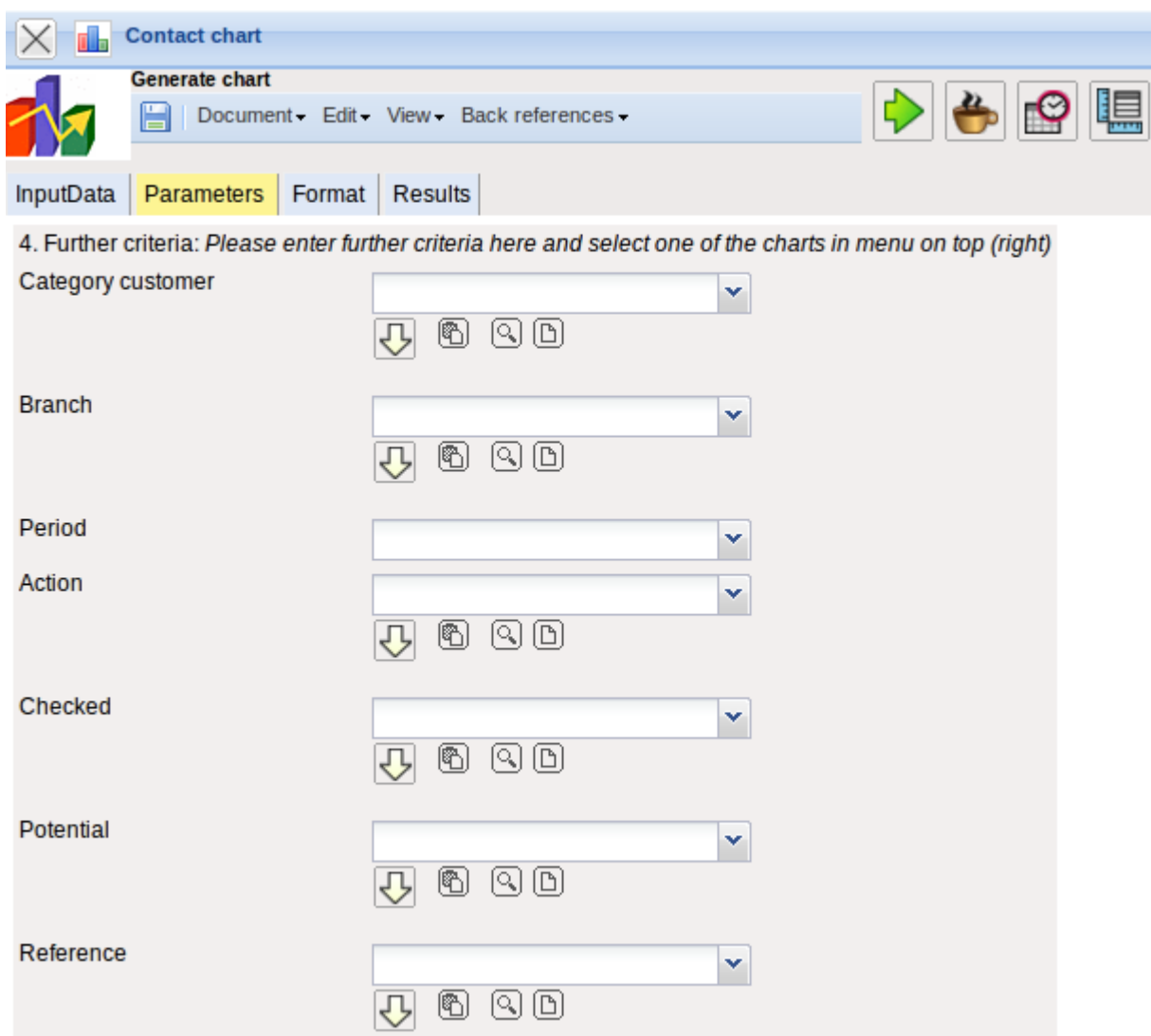
Chart period  

Start  

End  

- **Chart Period:** This drop-down box refers to the chart's time span (elements start and end) and allows a parameterised definition of the time span for the time services. This selection (current week, current month, ..., next week, last week, ...) can be also used to simplify the manual definition of start and end.
- **Start and End:** In this field a time interval can be entered as selection criteria to limit the given period for the chart.

4. Further Criteria



4. Further criteria: *Please enter further criteria here and select one of the charts in menu on top (right)*

Category customer 
   

Branch 
   

Period 

Action 
   

Checked 
   

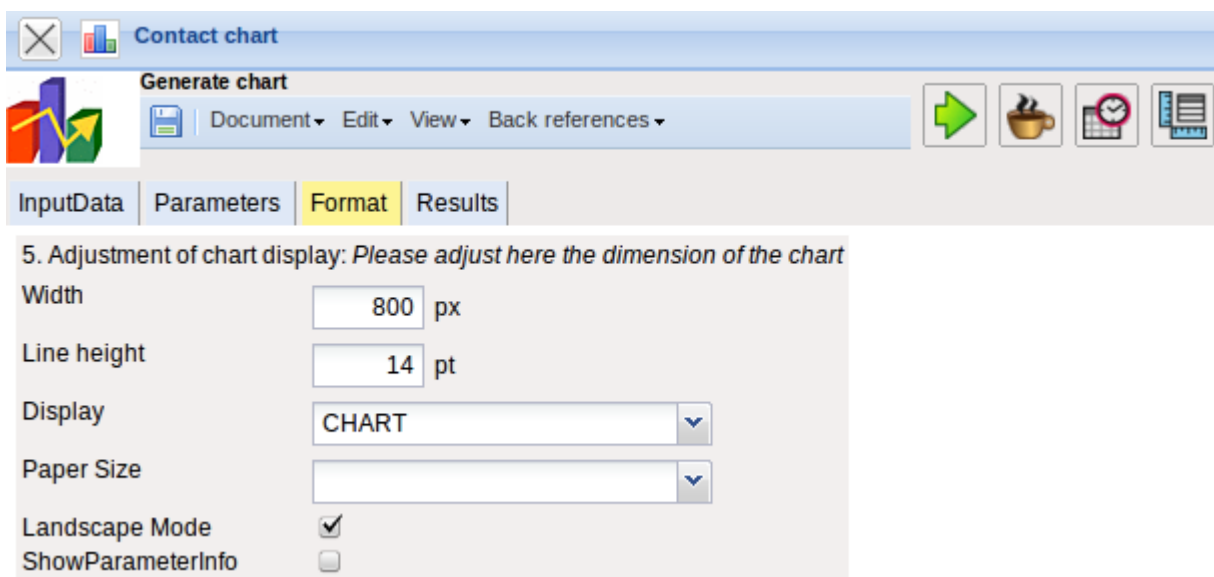
Potential 
   

Reference 
   

- **Category customer :** Categories can be selected as selection criteria with this selection list. These categories refer to the category of the contact (customer, prospective customer, ...) and limit the selection.
- **Branch:** Branches can be selected as selection criteria with this selection list. These categories refer to the branches of the contact and limit the selection.

- **Action:** Actions can be selected as selection criteria with this selection list.
- **Checked:** Checked can be selected as selection criteria with this selection list through the document type action. For example, all not completed tasks can be searched for.
- **Potential:** Potential can be selected as selection criteria with this selection list. These categories refer to the potential of the contact (for example A-, B- or C-Contact) and limit the selection.
- **Reference:** References can be selected as selection criteria with this selection list. These categories refer to the category of the contact and limit the selection.

5. Adjustment of Chart Display

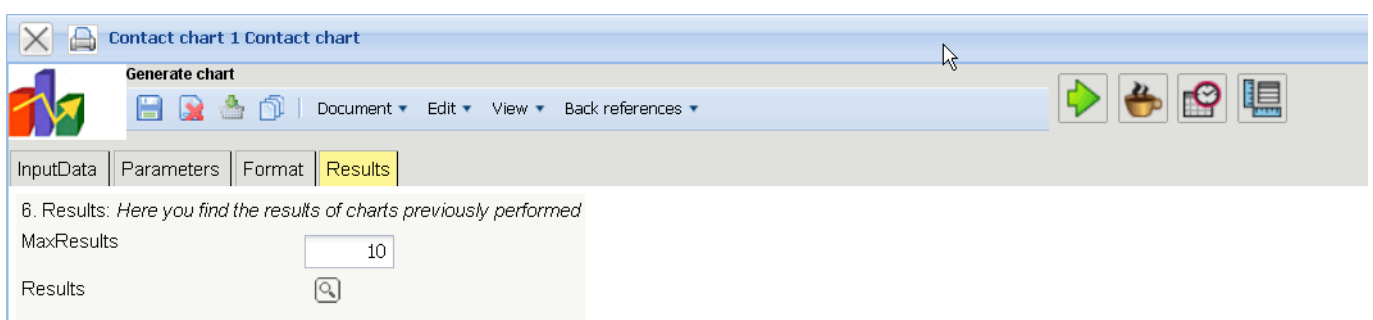


The screenshot shows the 'Contact chart' window with the 'Format' tab selected. The window has a title bar with a close button and a 'Generate chart' button. Below the title bar is a menu bar with 'Document', 'Edit', 'View', and 'Back references'. To the right of the menu bar are four icons: a green arrow, a coffee cup, a clock, and a document. The 'Format' tab is highlighted in yellow. Below the tab bar, the text '5. Adjustment of chart display: Please adjust here the dimension of the chart' is displayed. The settings are as follows:

Width	800 px
Line height	14 pt
Display	CHART
Paper Size	
Landscape Mode	☒
ShowParameterInfo	☐

- **Width:** The width in pixel (px) is determined for the graphical chart in this field.
- **Line Height:** The size of the font in points (pt) is determined for the graphical chart in this field.
- **Display:** The generated chart can be generated in various formats with this selection. HTML (standard setting), CSV, XLS (MS Excel), PDF, RTF (text processing) are supported.

6. Results



The screenshot shows the 'Contact chart 1 Contact chart' window with the 'Results' tab selected. The window has a title bar with a close button and a 'Generate chart' button. Below the title bar is a menu bar with 'Document', 'Edit', 'View', and 'Back references'. To the right of the menu bar are four icons: a green arrow, a coffee cup, a clock, and a document. The 'Results' tab is highlighted in yellow. Below the tab bar, the text '6. Results: Here you find the results of charts previously performed' is displayed. The settings are as follows:

MaxResults	10
Results	

The results of the already processed chart are found in this tab.

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