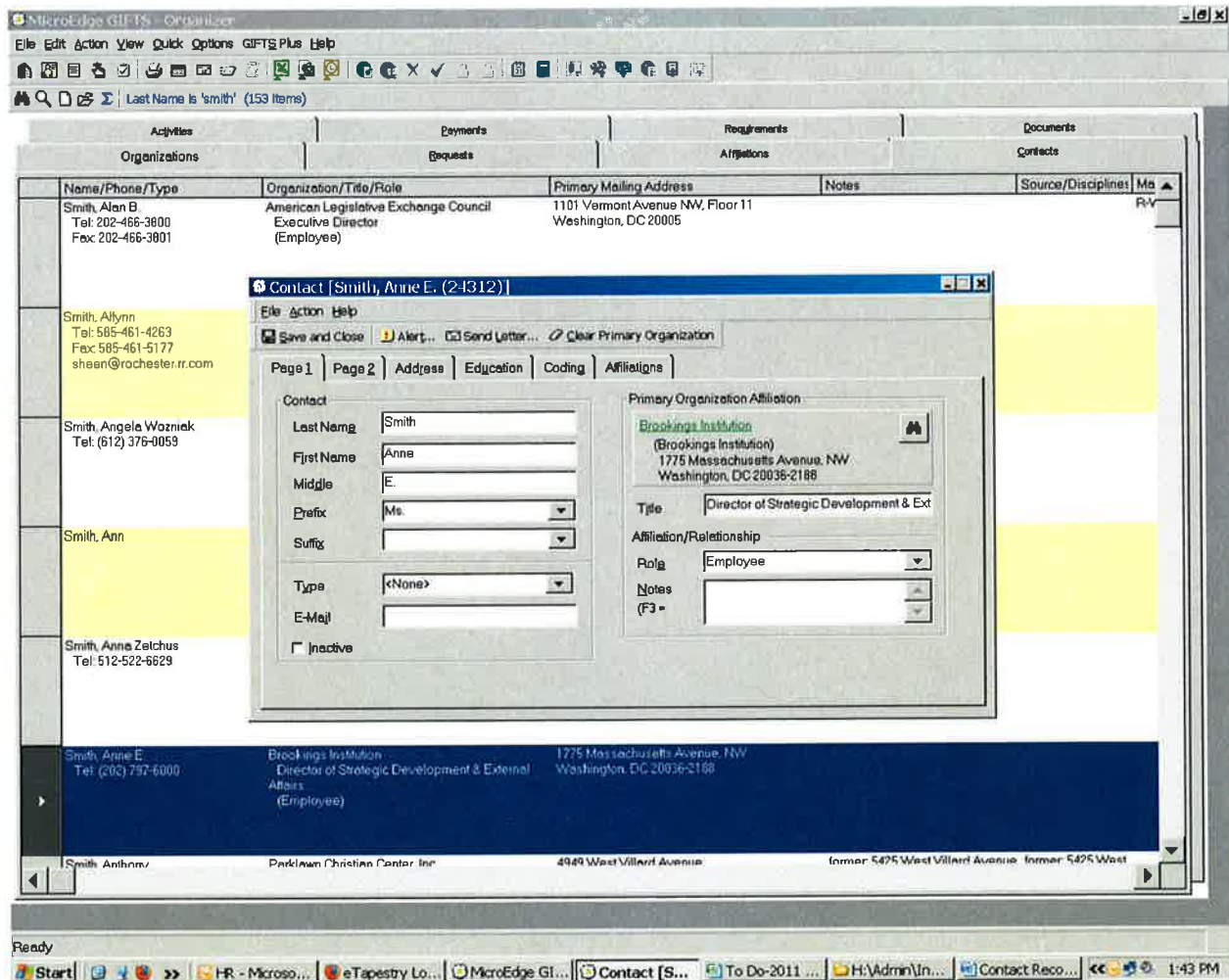
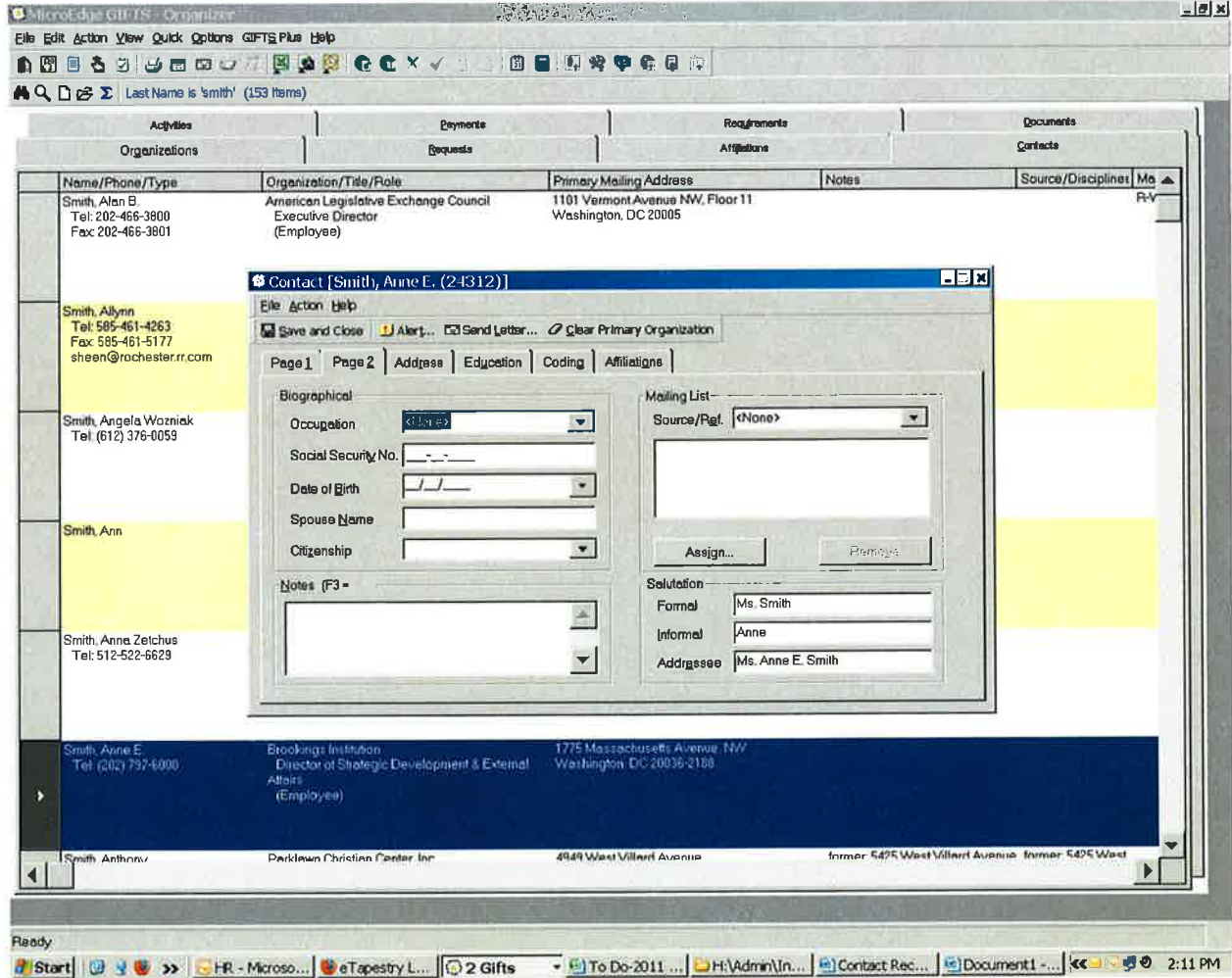
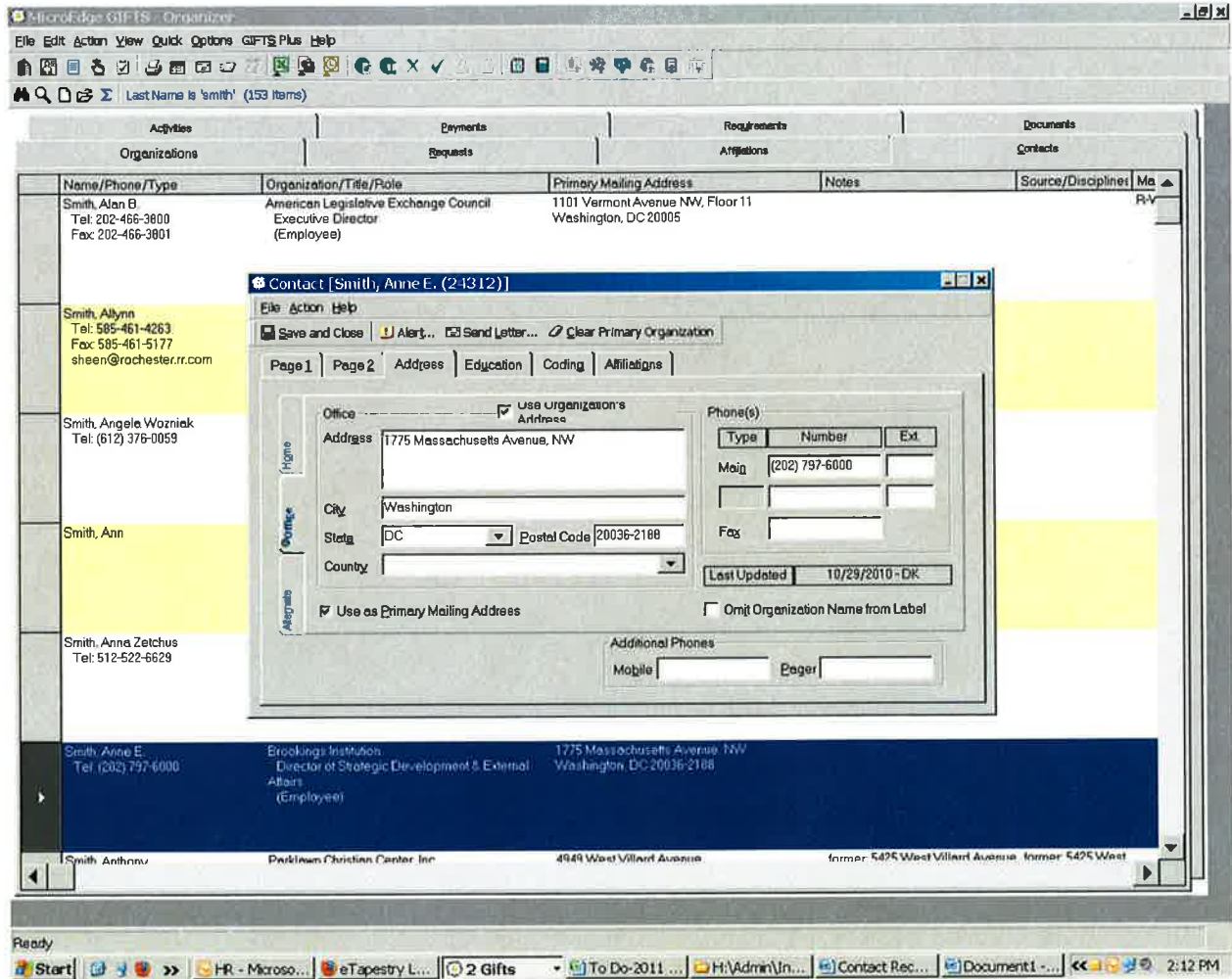
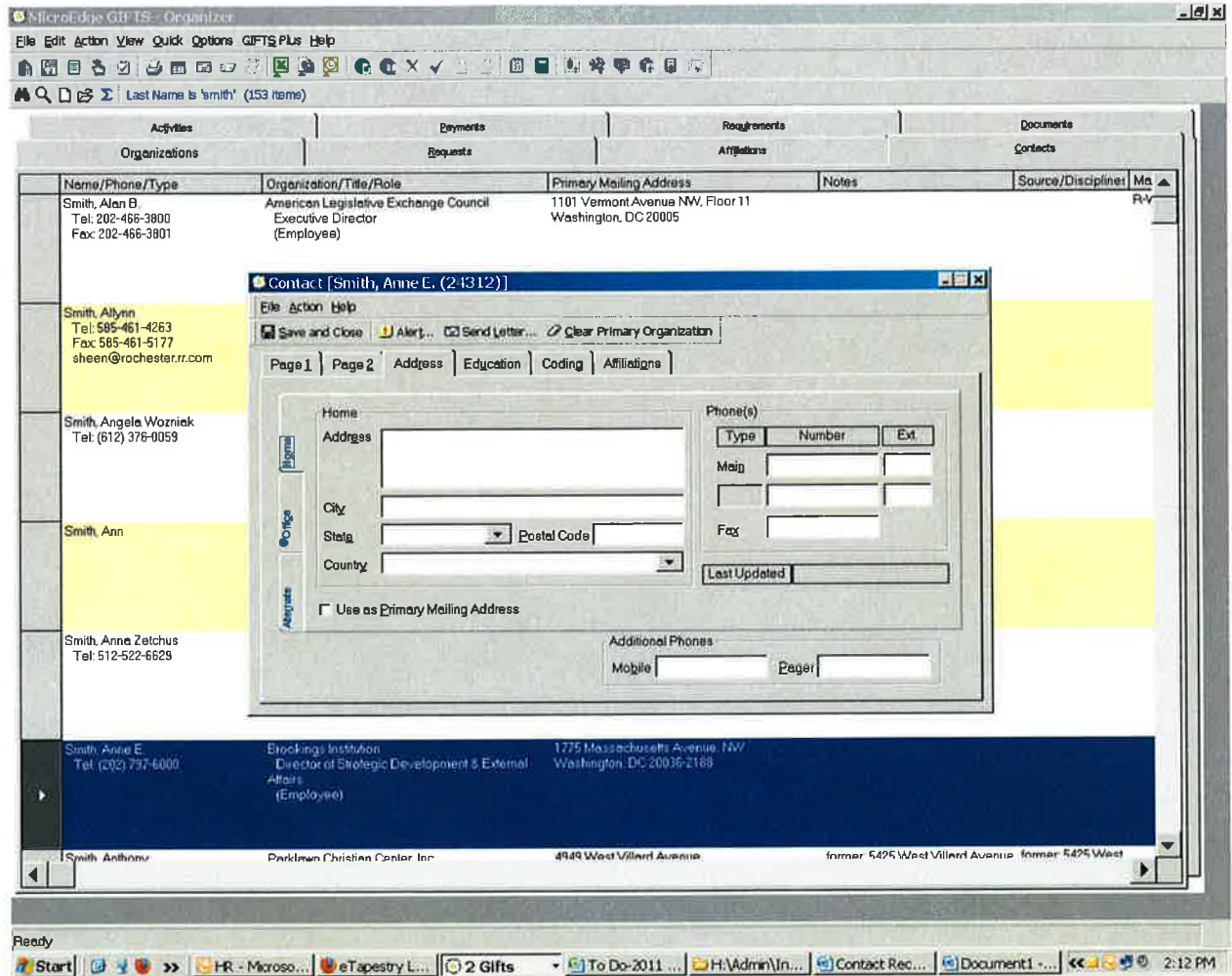
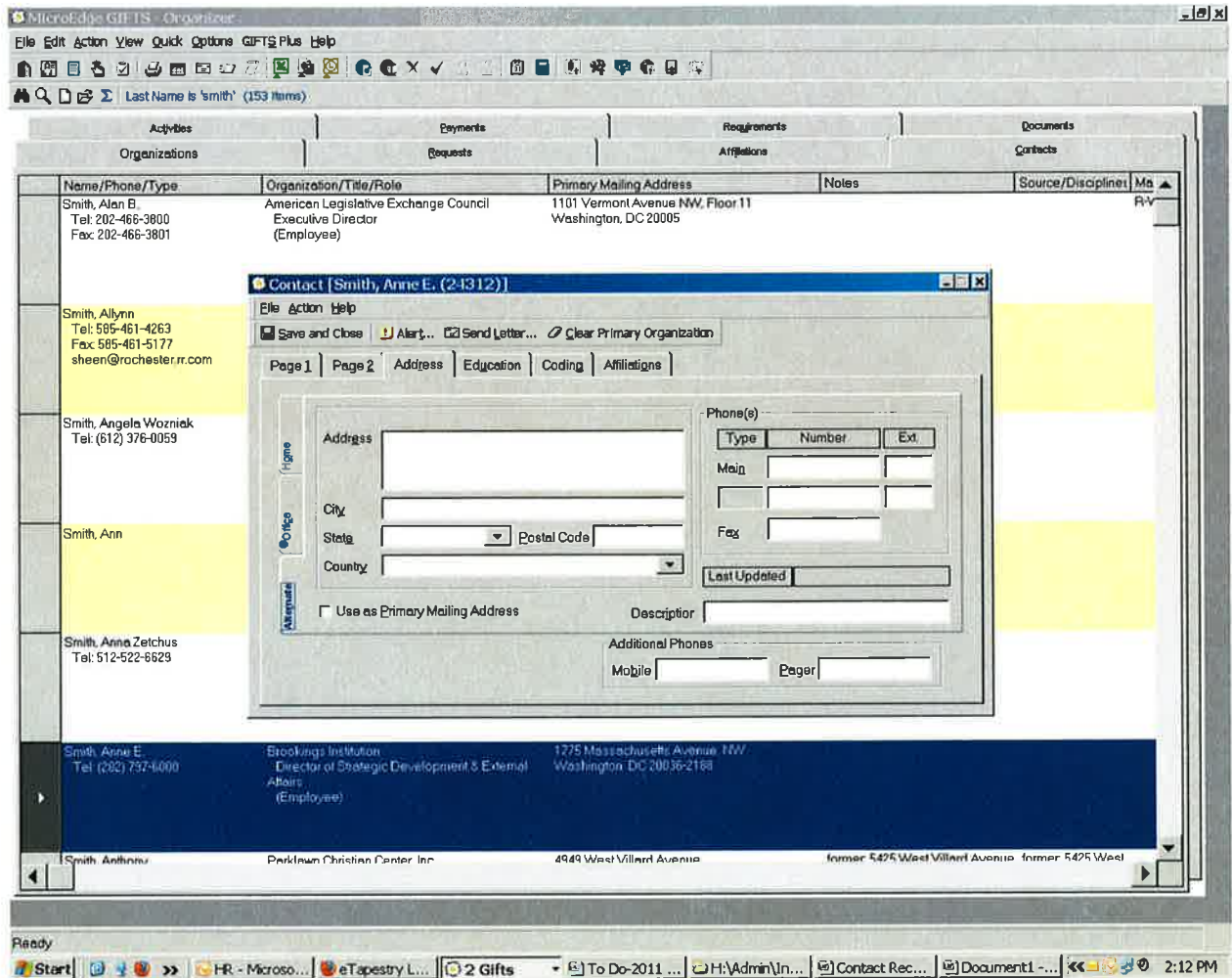


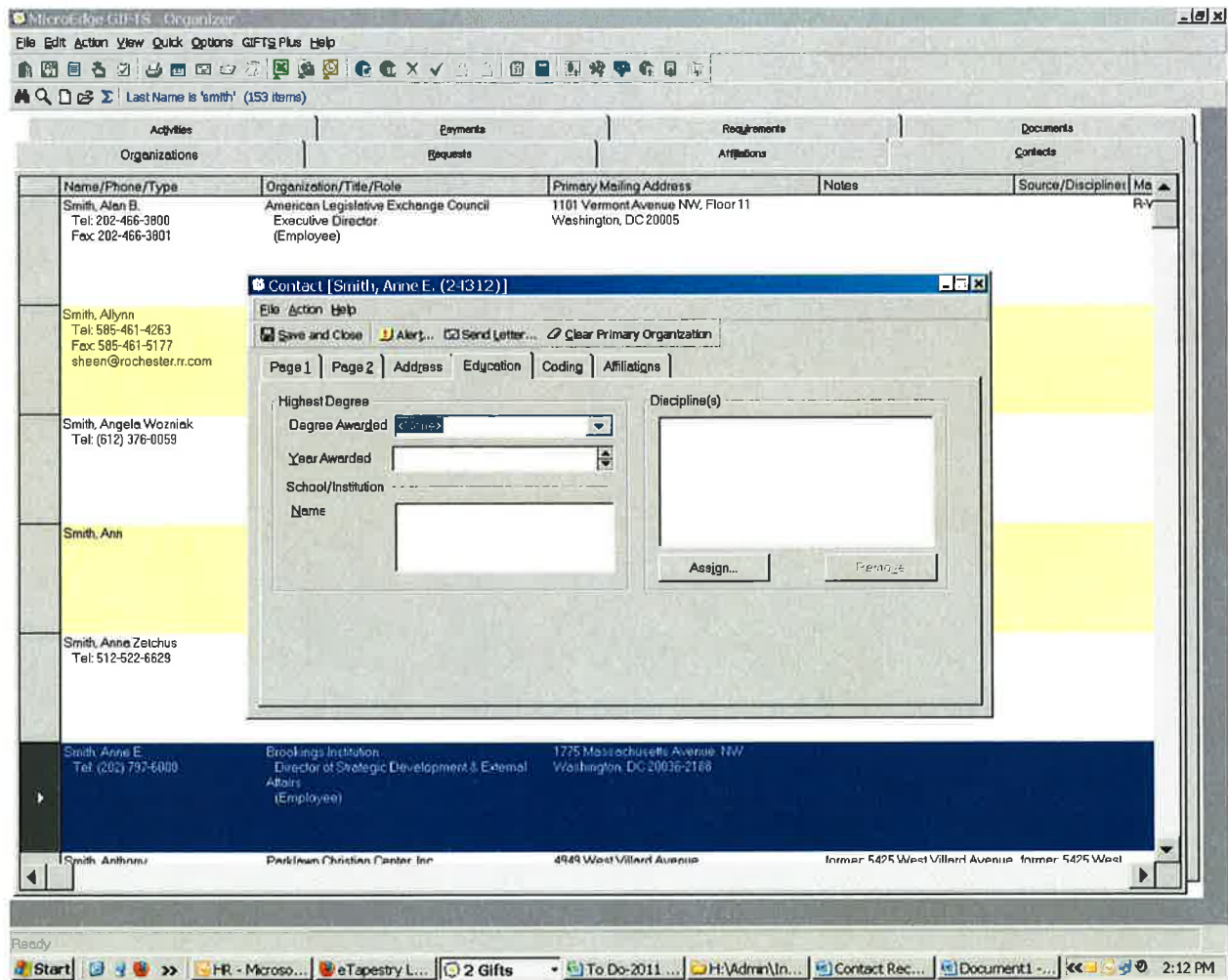


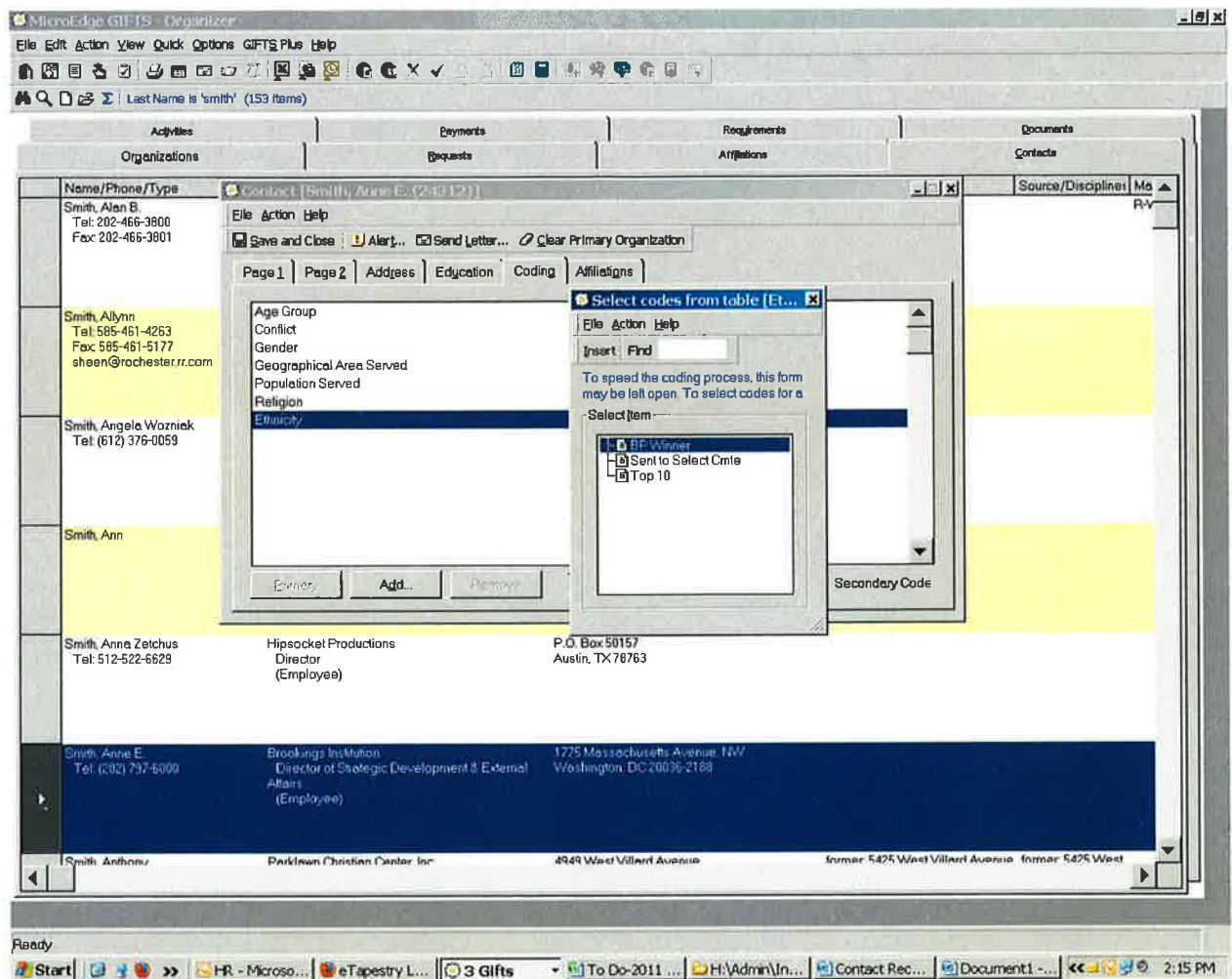












The following two paragraphs describe static commands, usable in all tabs.

Just above the seven tabs within the Organizations record are commands that will facilitate actions regarding the organization. "Save and Close" does just that. "Alert" opens another screen allowing you to call attention to anyone using the system of any important information. "Send Letter" opens the correspondence wizard; we have no letter templates set up for use with organizations at this time.

Above these three commands are three more: File, which contains the actions of Save and Close, Delete, Close; Actions, which contains options of Send Letter, Alert, Clear Contact; and Help, which is just that. Of these, Clear Contact is the one to remember. When the primary contact of the organization needs to be changed, this is the command to choose. The system will not remove the Contact record (the person remains in the system); it will not change the affiliations (relationships) of the contact, but only removes the name from this screen to allow another name to be inserted.

Anything highlighted in blue will take you to another screen. The web address will automatically open if you select [www](#); the contact's record will open if you select the underlined, blue name under Primary Contact.