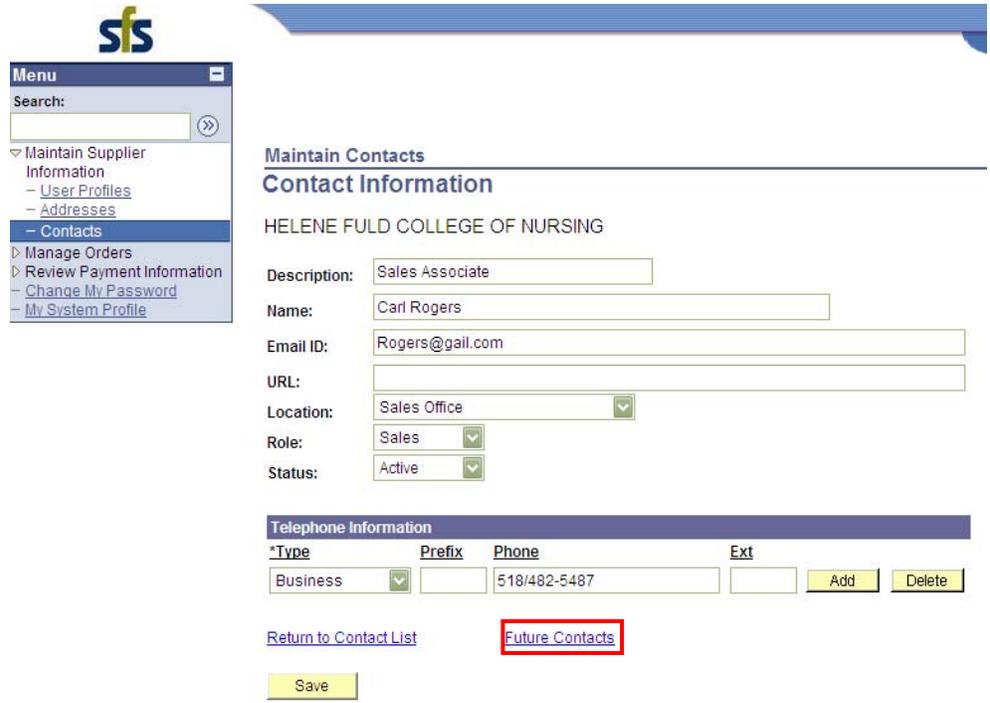
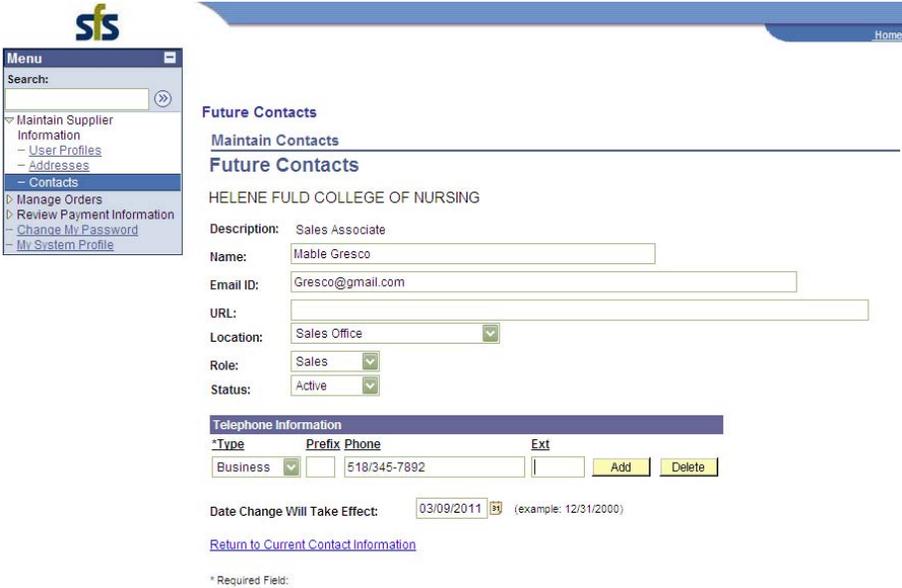
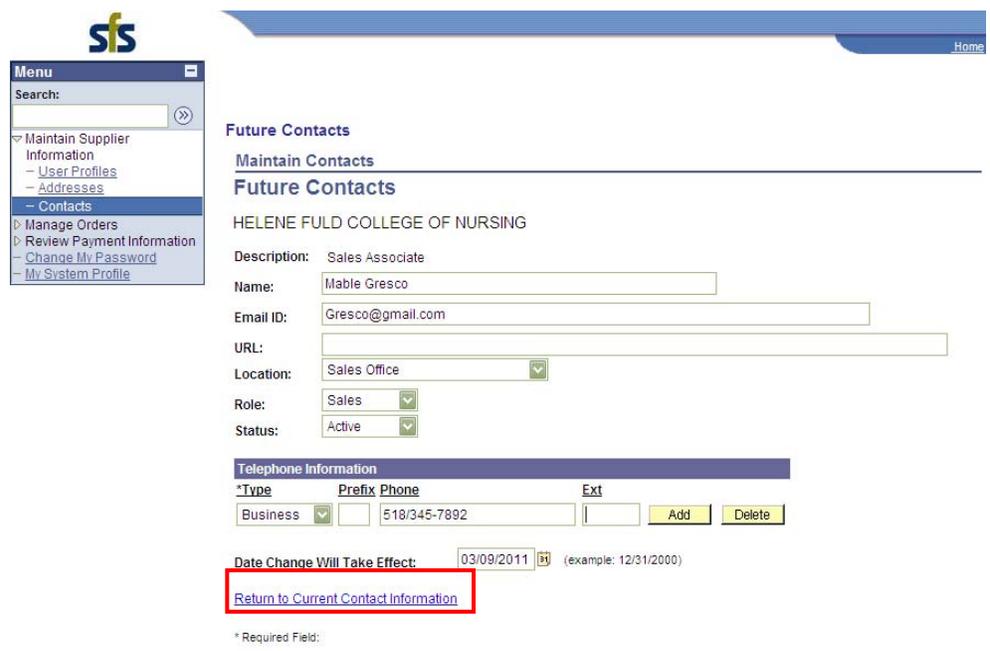


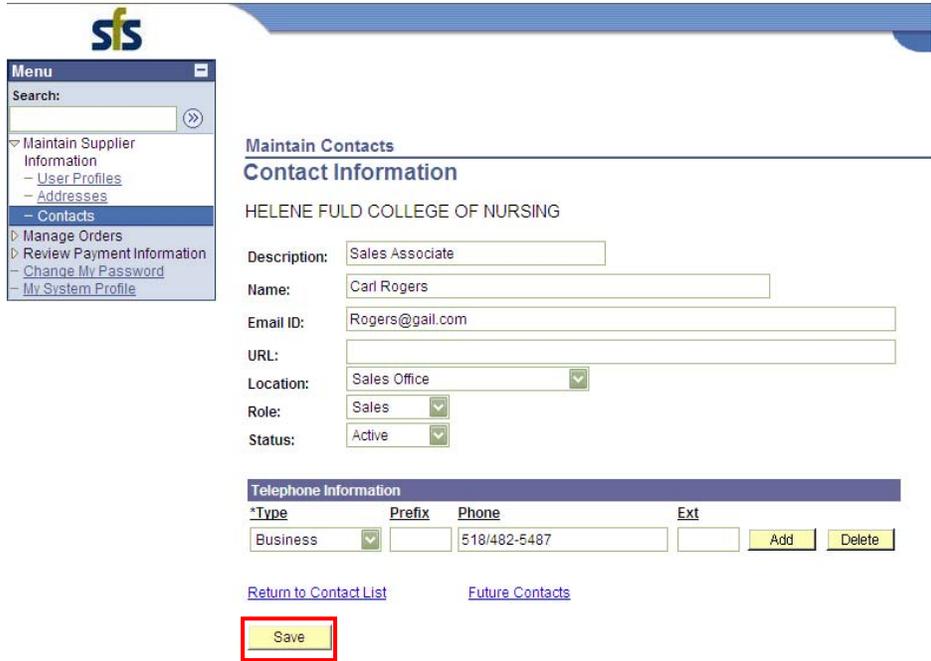
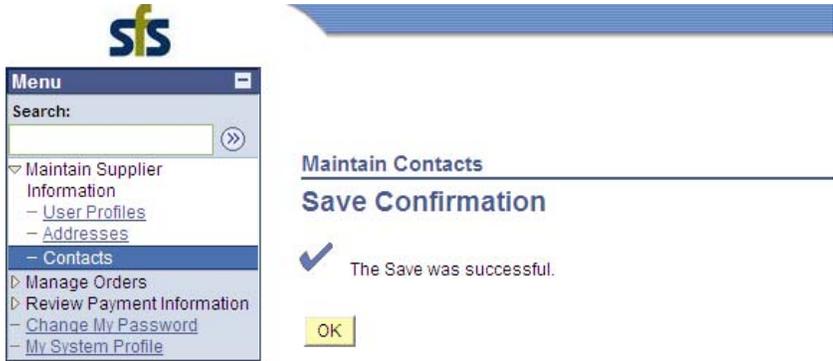
How Do I Add a Contact to Take Effect At a Future Date?

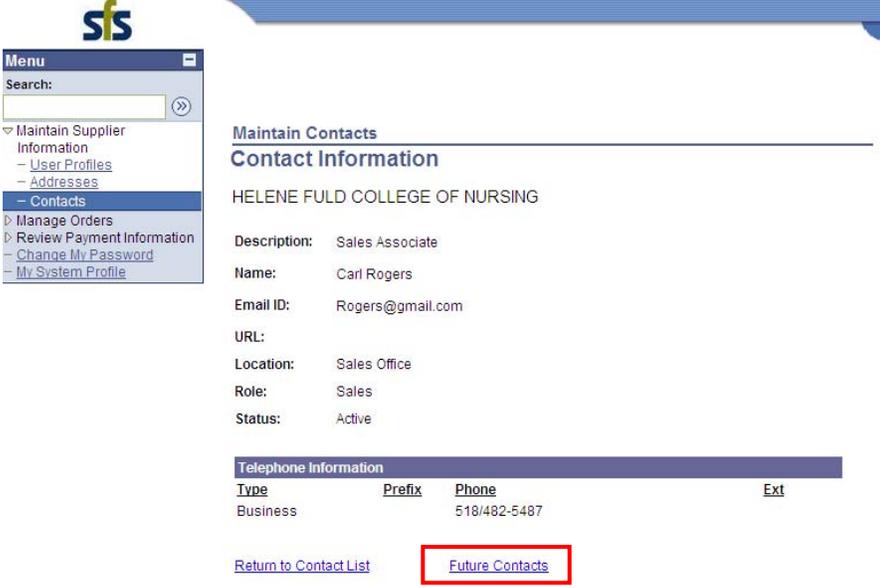
Step	Action
1.	<p>Click the <b>Maintain Supplier Information</b> link on the left-side menu.</p> 
2.	<p>Click the <b>Contacts</b> link to view, update and delete contact information.</p> <p>Note: Only an administrative user will be able to view the <b>User Profiles</b> link.</p> 
3.	<p>The following screen will appear if more than one Vendor ID is associated with the User.</p> <p>Click the vendor's link to view, update and delete address information.</p> 

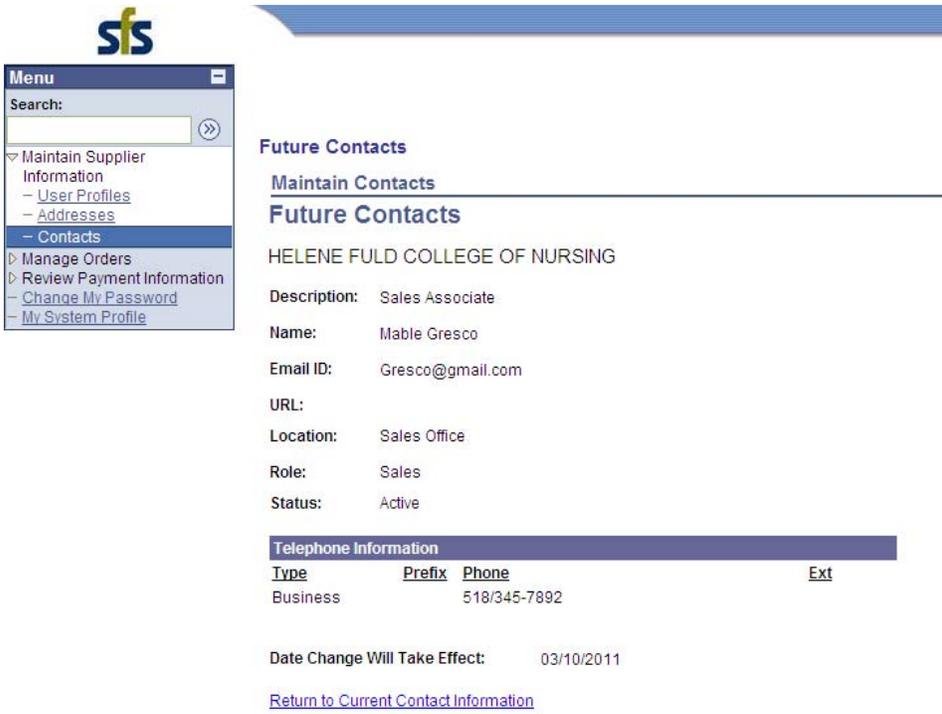
Step	Action
4.	<p>Click the <b>Edit</b> button to the right of the contact to be edited.</p>  <p>The screenshot shows the 'Maintain Contacts' interface for 'HELENE FULD COLLEGE OF NURSING'. A menu on the left lists options like 'Maintain Supplier Information', 'Manage Orders', and 'Contacts'. The main area displays a table of 'Current Contacts' with columns for 'Description', 'Name', 'Edit', and 'Delete'. The 'Edit' button for the contact 'Carl Rogers' is highlighted with a red box.</p>
5.	<p>The system navigates the user to the <b>Contact Information</b> page.</p> <p>Click the <b>Future Contact</b> link on the bottom right of the screen.</p>  <p>The screenshot shows the 'Contact Information' page for 'HELENE FULD COLLEGE OF NURSING'. It features a form with fields for 'Description', 'Name', 'Email ID', 'URL', 'Location', 'Role', and 'Status'. Below the form is a 'Telephone Information' section with fields for '*Type', 'Prefix', 'Phone', and 'Ext'. The 'Future Contacts' link at the bottom right is highlighted with a red box.</p>

Step	Action														
6.	<p>Use the new <b>Future Contacts</b> page to enter the desired information on the future address. Enter the desired contact information into the fields.</p> <table border="1" data-bbox="456 422 1377 684"> <tr> <td>Description</td> <td>Enter the description/title of the contact.</td> </tr> <tr> <td>Name</td> <td>Name of the new contact.</td> </tr> <tr> <td>Email ID</td> <td>Contact's e-mail address.</td> </tr> <tr> <td>URL</td> <td>Website of the contact if applicable. (Not Required)</td> </tr> <tr> <td>Location</td> <td>The address the contact is associated with.</td> </tr> <tr> <td>Role</td> <td>The type of contact.</td> </tr> <tr> <td>Status</td> <td>Active or Inactive</td> </tr> </table> 	Description	Enter the description/title of the contact.	Name	Name of the new contact.	Email ID	Contact's e-mail address.	URL	Website of the contact if applicable. (Not Required)	Location	The address the contact is associated with.	Role	The type of contact.	Status	Active or Inactive
Description	Enter the description/title of the contact.														
Name	Name of the new contact.														
Email ID	Contact's e-mail address.														
URL	Website of the contact if applicable. (Not Required)														
Location	The address the contact is associated with.														
Role	The type of contact.														
Status	Active or Inactive														
7.	<p>For <b>Telephone Information</b>, select the <b>Type</b> of telephone number from the drop down menu.</p> <p>For <b>Prefix</b>, enter the country code for the United States of America, <b>001</b>. Enter the area code and phone number into the <b>Phone</b> field and <b>Ext</b> if applicable.</p> <p><b>NOTE:</b> To add more telephone numbers for the address, click the <b>Add</b> button. To delete any telephone numbers, click the <b>Delete</b> button.</p> 														

Step	Action								
8.	<p>Use the <b>Date Change Will Take Effect</b> field to enter the effective date, or the date the new contact will take effect.</p> <p><b>NOTE:</b> The date entered must be at least one day in the future from the date the new contact is entered.</p> <div data-bbox="487 525 1347 798"> <p><b>Telephone Information</b></p> <table border="1"> <thead> <tr> <th>*Type</th> <th>Prefix</th> <th>Phone</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td></td> <td>518/345-7892</td> <td></td> </tr> </tbody> </table> <p><b>Date Change Will Take Effect:</b> <input type="text" value="03/09/2011"/> (example: 12/31/2000)</p> <p><a href="#">Return to Current Contact Information</a></p> <p>* Required Field:</p> </div>	*Type	Prefix	Phone	Ext	Business		518/345-7892	
*Type	Prefix	Phone	Ext						
Business		518/345-7892							
9.	<p>Click the <b>Return to Current Contact Information</b> link on the bottom of the screen.</p> <div data-bbox="422 966 1412 1617">  <p>The screenshot shows the SFS (State Financial System) interface. On the left is a navigation menu with options like 'Maintain Supplier Information', 'Manage Orders', and 'Contacts'. The main content area is titled 'Future Contacts' and shows details for 'HELENE FULD COLLEGE OF NURSING'. Fields include Description (Sales Associate), Name (Mable Gresco), Email ID (Gresco@gmail.com), Location (Sales Office), Role (Sales), and Status (Active). Below this is a 'Telephone Information' table with one entry: Business, 518/345-7892. At the bottom, the 'Date Change Will Take Effect' field is set to 03/09/2011, and the 'Return to Current Contact Information' link is highlighted with a red box.</p> </div>								

Step	Action
10.	<p>Click the <b>Save</b> button at the bottom of the page to save the added Address information.</p>  <p>The screenshot shows a web interface with a menu on the left and a main content area. The main content area is titled 'Maintain Contacts' and 'Contact Information'. It displays details for 'HELENE FULD COLLEGE OF NURSING'. Fields include Description (Sales Associate), Name (Carl Rogers), Email ID (Rogers@gail.com), URL, Location (Sales Office), Role (Sales), and Status (Active). Below this is a 'Telephone Information' table with columns for Type, Prefix, Phone, and Ext. A 'Save' button is located at the bottom of the form, highlighted with a red box.</p>
11.	<p>The <b>Save Confirmation</b> page informs the user that the save was successful.</p> <p>Click the <b>OK</b> button.</p>  <p>The screenshot shows a 'Save Confirmation' page. It features a checkmark icon and the text 'The Save was successful.' Below this is an 'OK' button.</p>
12.	<p>An email notification of the change made to the vendor’s record will be sent to the primary contact on file.</p>

Step	Action																
13.	<p>To view the edited contact, click the <b>Description Link</b> of the address you would like to view.</p>  <p>The screenshot shows the 'Maintain Contacts' interface for 'HELENE FULD COLLEGE OF NURSING'. A menu on the left is open, showing 'Contacts' selected. The main area displays a table of 'Current Contacts' with columns for 'Description', 'Name', 'Edit', and 'Delete'. The 'Sales Associate' row is highlighted with a red box.</p> <table border="1" data-bbox="722 653 1344 783"> <thead> <tr> <th>Description</th> <th>Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><a href="#">Primary Contact</a></td> <td>Carol Abetello</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td><a href="#">Sales Manager</a></td> <td>Jake Bocco</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td><a href="#">Sales Associate</a></td> <td>Carl Rogers</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table>	Description	Name	Edit	Delete	<a href="#">Primary Contact</a>	Carol Abetello	Edit	Delete	<a href="#">Sales Manager</a>	Jake Bocco	Edit	Delete	<a href="#">Sales Associate</a>	Carl Rogers	Edit	Delete
Description	Name	Edit	Delete														
<a href="#">Primary Contact</a>	Carol Abetello	Edit	Delete														
<a href="#">Sales Manager</a>	Jake Bocco	Edit	Delete														
<a href="#">Sales Associate</a>	Carl Rogers	Edit	Delete														
14.	<p>Click the <b>Future Contacts</b> link at the bottom right of the screen.</p>  <p>The screenshot shows the 'Contact Information' page for 'HELENE FULD COLLEGE OF NURSING'. The contact details for 'Sales Associate Carl Rogers' are displayed. At the bottom, there is a 'Future Contacts' link highlighted with a red box.</p> <p><b>Contact Information</b></p> <p>HELENE FULD COLLEGE OF NURSING</p> <p>Description: Sales Associate          Name: Carl Rogers          Email ID: Rogers@gmail.com          URL:          Location: Sales Office          Role: Sales          Status: Active</p> <table border="1" data-bbox="711 1530 1318 1593"> <thead> <tr> <th>Type</th> <th>Prefix</th> <th>Phone</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td></td> <td>518/482-5487</td> <td></td> </tr> </tbody> </table> <p><a href="#">Return to Contact List</a> <a href="#">Future Contacts</a></p>	Type	Prefix	Phone	Ext	Business		518/482-5487									
Type	Prefix	Phone	Ext														
Business		518/482-5487															

Step	Action
15.	<p>View the new <b>Address Information</b> and the date the new address will go into effect.</p>  <p>The screenshot shows the SFS (State Financial System) interface. On the left is a 'Menu' with a search bar and a list of options: 'Maintain Supplier Information' (with sub-options 'User Profiles' and 'Addresses'), 'Contacts' (highlighted), 'Manage Orders', 'Review Payment Information' (with sub-options 'Change My Password' and 'My System Profile'). The main content area is titled 'Future Contacts' and shows details for 'HELENE FULD COLLEGE OF NURSING'. The details include: Description: Sales Associate; Name: Mable Gresco; Email ID: Gresco@gmail.com; URL: (blank); Location: Sales Office; Role: Sales; Status: Active. Below this is a 'Telephone Information' table with columns 'Type', 'Prefix', 'Phone', and 'Ext'. A row shows 'Business' with '518/345-7892'. At the bottom, it says 'Date Change Will Take Effect: 03/10/2011' and has a link 'Return to Current Contact Information'.</p>