



Instructions

Testing

Testing on SUNRISE Contacts 2017 comprises of a check for unnecessary extra spaces and carriage return characters in your fields and removes them. Whereas other fields may automatically remove all carriage returns where appropriate (such as the name fields, email addresses etc). If you need more, additional text cleaning options for large text fields such as notes, email messages and calendar items are available. Go to the Preferences section to select the options you want.

In addition to this, SUNRISE Contacts 2017 can also assist you in auto-entering missing individual email addresses if you have entered a web address for the organization and the individual's name and you have specified the email address pattern in the Preferences section.

See the options and features as a way to increase the accuracy of your data entry work.

Auto enter individual email addresses on a record-by-record basis

1. In the Preferences section, look for the *Auto Enter* button in the Email tab. Click the button until it says *On*.
2. While you are in the Emails tab, choose an email address structure.
3. Navigate to one of the Data Entry layouts. One of the Address Book layouts should be fine, or choose one that displays the email addresses so that you can see what happens. Enter data as usual.

NOTE: Auto-entering an individual email address occurs when you save the record, or move from one field to the next. Information will be displayed in the Email Address field if you have entered something in the web address for the organization and a name for the individual.