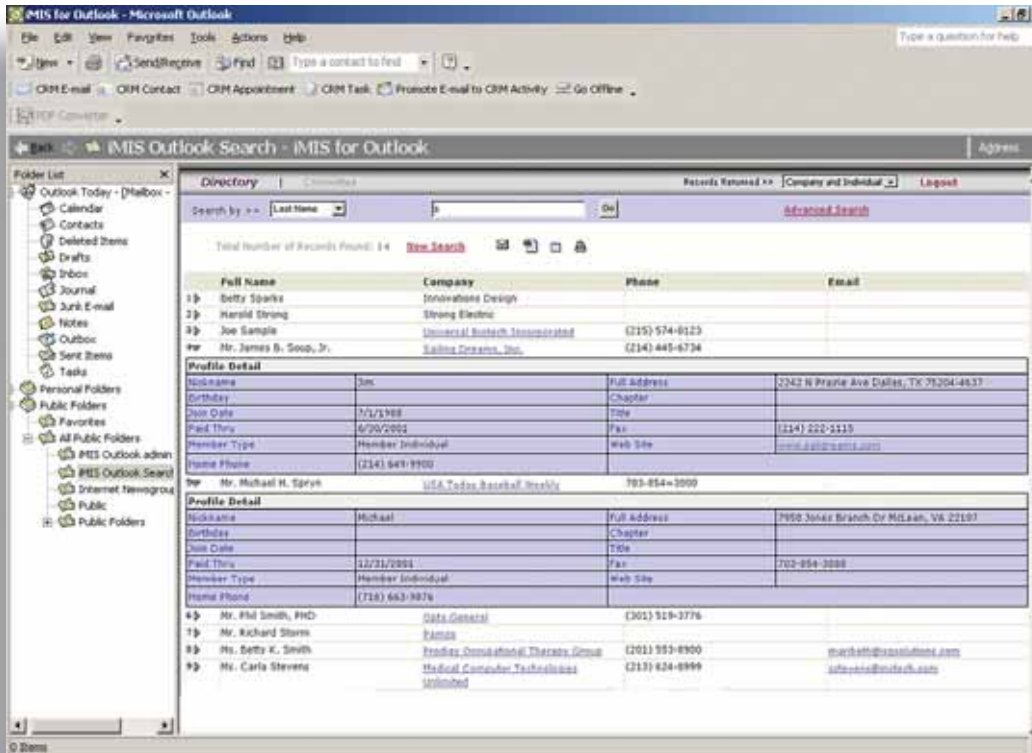


How often do you find yourself wishing that you could access *iMIS* information while you are in Microsoft Outlook?



Perform a simple member search by last name. Then easily drill down to locate a contact's e-mail address and send an e-mail immediately.

Perhaps you need to contact someone whose address has recently changed. You know the new information is in *iMIS*. Wouldn't it be great to be able to get it without leaving Outlook?

Now your entire staff can use Microsoft Outlook to access contact data from *iMIS* with Microsoft Outlook® QuickView for *iMIS*.

Outlook QuickView saves your staff time. Staff members who are not regular *iMIS* users can now use Outlook to look up a member's phone number or e-mail address quickly and easily — without ever opening the *iMIS* application!

Increase your staff's productivity with Outlook QuickView. If you are used to copying contact information from *iMIS* to Outlook, you will find this tool indispensable. You will have instant access to contact information without ever synchronizing *iMIS* with Outlook. The data you see in Outlook QuickView comes directly from your *iMIS* database in real time.

There are virtually no maintenance issues. In fact, the tool is so easy to use, your staff can begin using Outlook QuickView with no training!

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## Search Using Two Methods

Outlook QuickView gives you two different ways to search for the information you need:

### Member Search

- Search for the information you need in a variety of ways — by last or first name, company, state, member type — or any other field in the *iMIS* main contact table.
- Look for individual records, company records, or both.
- Use the built-in advanced searching capability to narrow your search.

### Committee Search

- Display all the active committee groups you have set up in *iMIS*.
- Select a committee from the drop-down menu and a roster of active committee members is returned.



## View Results

Outlook QuickView displays your search results in rows, making it easy to glance through the records. You can also expand each row to obtain more detail about the individual or company record.

- View the results of your query in an intuitive roster format.
- Easily drill down to an individual's contact information.
- Click on the company's name to see a list of all individuals associated with that company, and drill down into each of its related contact records.
- Customize the fields that are displayed in the search results.
- Navigate quickly through the screens to get right to the information you need.

## Use the Information You Find

Outlook QuickView lets you use the results of your search in several ways:

- **Print.** Once you have the records you need, simply click an icon to send a printer-friendly roster to any printer on your network.
- **E-mail.** Send an e-mail to an individual contact or to a selected group of contacts with the push of a button.
- **Export.** Select a file format and send the data to Microsoft Excel.

## Customize for the Way You Do Business

A designated administrator can choose the fields that display in search results, rearrange the order in which these fields appear, and add new search criteria. The administrator can also easily change the options available to users, such as the number of results that display per page. Password security can be enabled or disabled with the click of a button.



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