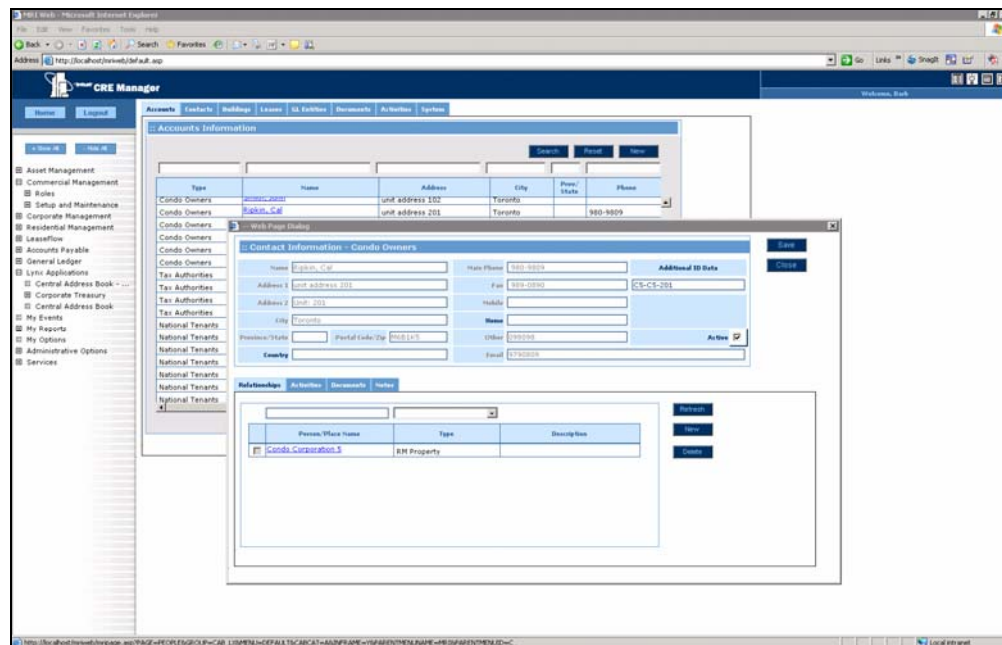


## Central Address Book

*Central Address Book (CAB)* is a central depository allowing users to effectively organize information, and instantly access an extensive amount of data, connections and interrelationships.

### Benefits

- **Enhanced Efficiency and Convenience**
  - Instantly relates pertinent data to each other
  - Identifies contacts associated with account or other contact
  - Pulls together information from a variety of sources easily and quickly
  - Permits relationships to be set automatically or manually within CAB
  - Links to MS Outlook to set up emails, use a calendar or set up activities
- **Time Savings – Fewer Omissions**
  - Reduces time required to find contacts
  - Decreases emailing time through direct access to MS Outlook
  - Increases time savings through automatic relationship set up
  - Reduces omissions and overlooked connections



Drill down to contact information from any tab on the main menu.

## Central Address Book

### Organize, Connect, Interrelate the following:

#### Accounts/Companies

National Tenants, Master Occupants, AR Accounts -Lease Flow Accounts, CM Landlords, Condo Owner Mortgage Companies, Condo Owners, Insurance Companies, Tax Authorities, Vendors

#### Contacts/People

RM Residents, Co Residents, Other Residents, Applicants, Prospects on waiting list, CM Lease Contacts, Building Managers, Property Managers, Vendor Contacts, Independent CAB Contacts, Creditors, Owner Mortgage Company Contacts, Insurance Carrier Contacts

#### Buildings

Commercial Management, Residential Management

#### Leases

Commercial Management, Residential Management

#### Activities

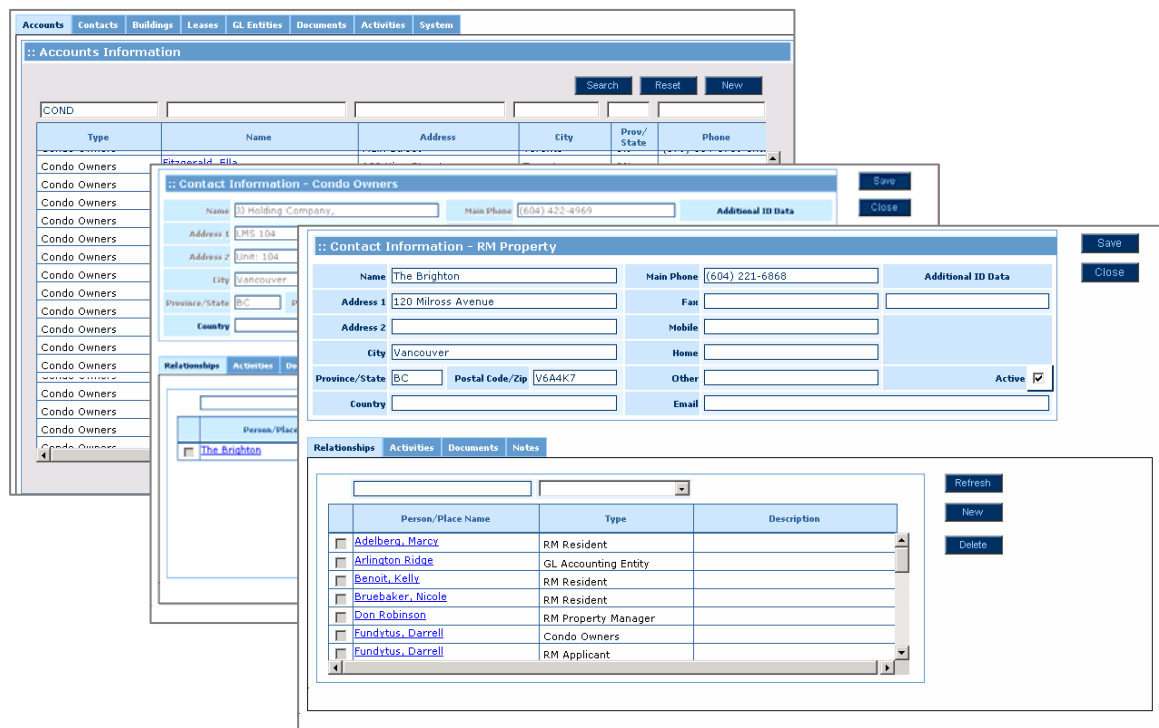
Calls, Emails, Appointments, Tasks

#### Entities

General Ledger Reporting Entities

#### Documents

Store documents based on: Date, Description, Type, Category, Sub Category, Link, and User



The screenshot displays the LYNX software interface. At the top, there is a navigation menu with tabs: Accounts, Contacts, Buildings, Leases, GL Entities, Documents, Activities, and System. The main window is titled "Accounts Information" and contains a table with columns: Type, Name, Address, City, Prov./State, and Phone. Below this, there are several overlapping windows:

- Contact Information - Condo Owners:** A form with fields for Name (Holding Company), Main Phone ((604) 422-4969), Address 1 (MS 104), Address 2 (Unit: 104), City (Vancouver), Province/State (BC), and Country.
- Contact Information - RM Property:** A form with fields for Name (The Brighton), Main Phone ((604) 221-6868), Address 1 (120 Milross Avenue), Address 2, City (Vancouver), Province/State (BC), Postal Code/Zip (V6A4K7), Country, and an Active checkbox.
- Relationships:** A table with columns: Person/Place Name, Type, and Description. It lists several contacts with their types and descriptions.

Find Contact Relationships, Activities Documents and Notes by drilling down from any of the tabs on the main view directly from the Contact list.