# Address book for fax screen

## What it does:

You can add frequently used email addresses to an address book so when you are viewing a document and wish to email it to someone that is not assigned to the case, such as the jail, child support, or G&W, the user can quickly email the document to the person listed in the address book.

## Adding the table entry

Menu | Tables | Generic Validation Tables | Defaults



You will give a label and a number to each person for whom you wish to add an email address.  Each set gets the next sequential number.  You can not skip sequential numbers.

The user clicks on the Address book link and the list of names appear.

They click the name they want and their email address is put into the box.

The fact that this document was emailed to someone is documented in the Document Detail Notes.

**Fax/email/Quest message to the following additional people:**
Place only 1 name/number, email, or user id on each line. For fax, separat
For example:
John Smith: 1-888-555-1212

jsr **Bill Gottlieb**
jol **Karlene Thompson**
Address Book    Edit Address Book

kt.gkmsi@gmail.com

**Optional message to include in the fax/email:**

**Notes**
10/18/2018 6:13:04 AM - Karlene Thompson (Lake County Juvenile Court)
Document emailed to kt.gkmsi@gmail.com

You must have authority to tables to add entries into the Address Book.