CREATING AND MANAGING A CONTACTS DATABASE

The following are a few optional third-party iPad apps that offer different features and functionality for creating and managing a contacts database on your tablet or syncing that data with your primary contact management software.

FOLLOWUP

Because many salespeople and mobile professionals often need to access their Contacts and Calendars data simultaneously, the FollowUp app ($4.99 USD) offers a simple way to do this. This app (see Figure 1) is a productivity and organization tool designed for managing appointments, projects, and to-do lists. However, with it you can link new Calendar information directly with a contact entry stored in your Contacts database.

For example, you can select an entry from your Contacts database and then, using the FollowUp app, add a call reminder, to-do item, appointment listing, or other relevant information in regard to an action that needs to be taken that's related to that contact.
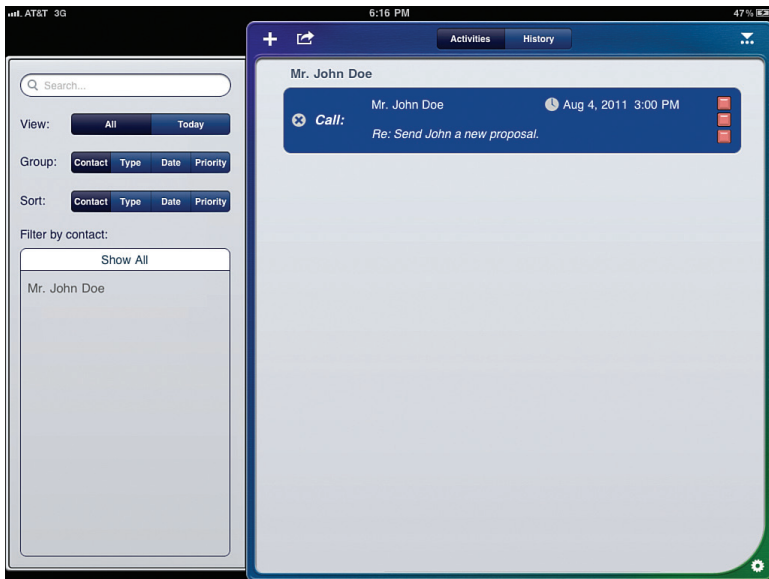

FIGURE 1

The FollowUp app enables you to combine the functionality of the iPad's Contacts and Calendar apps to link appointments, follow-ups, alerts, and reminders directly to contact entries.

FollowUp was designed for sales professionals, project managers, doctors, law-yers, contractors, and consultants who are in constant contact with people in their Contacts database and who need to associate follow-up actions, reminders, appointments, or alerts (that are time- and date-based) with those people.

ADDRESS BOOK PLUS

The Address Book Plus app ($.99 USD) takes the existing Contacts app and gives it additional functionality, such as the ability to place multiple contact entries into a group.

As shown in Figure 2, the Address Book Plus app enables you to create as many groups as you need so you can keep contact entries for friends, co-workers, clients, suppliers, and so on separate, but still have them in the same master database for easy accessibility.

FIGURE 2

One feature the Contacts app doesn't have is the ability to group or link contacts together within your database. The Address Book Plus app, however, enables you to do this and more.

iADDRESSBOOK

The iAddressBook app ($.99 USD) is another simple app that offers additional fea-tures to the Contacts app for viewing and managing individual contact entries. Using this app, you can view the entries in a basic list format, using a font, back-ground, and color scheme that you select.

GROUPEMAIL

Use the GroupEmail app ($.99 USD) to group contact entries from your Contacts database and then send an email to that group with a few taps on the screen. This is a simple tool for sending the same email to predefined groups of people from your contacts database.

LOCALBOOK

This free app from InformationPages.com, Inc. enables the iPad 2 to access the Web and serve as an interactive Yellow Pages phone book. You can quickly search for telephone or address listings for businesses anywhere within the United States and then add those listing(s) as new contact entries within Contacts. You can also map a business' location using the Maps app.

Like the printed Yellow Pages, the LocalBook app (see Figure 3) enables you to search for a business by name or by business category.
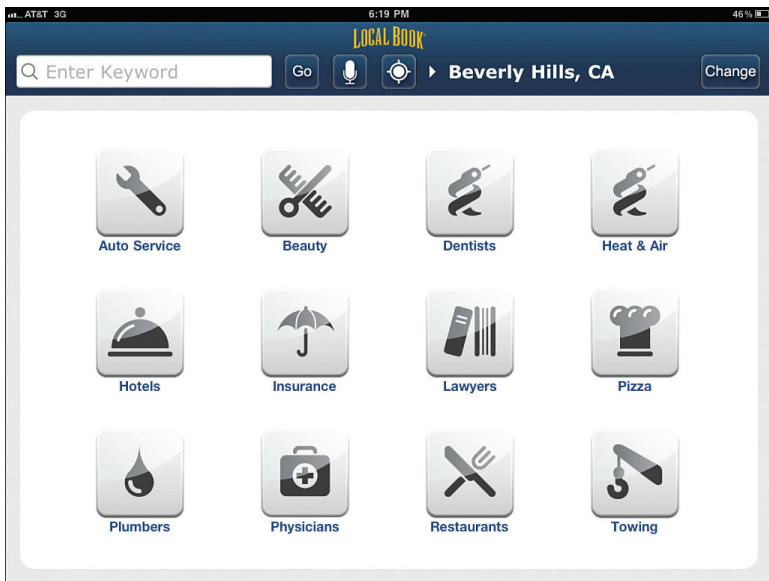

FIGURE 3

Use the LocalBook app to find business listings anywhere in the U.S. and then add those listings to your Contacts database with a single tap.

CONTACT IMPORTER

If you're an active Facebook user, this app automatically taps into your online Facebook account and pulls information about your friends from their individual profile pages. It then incorporates that data into the Contacts app. Contact Importer is priced at $1.99 USD.

> **NOTE**   Sage Software's bestselling Act! contact management software is one of the most popular applications in this software category, with almost 3 million active users worldwide. This is a Windows- or network-based software application used by salespeople and other professionals working in a wide range of fields.
>
> In mid-to-late 2011, an Act! app should be available for the iPad, enabling Act! contact databases to easily be synced with and accessed while on the go. For details about the Act! software and the Act! app, visit www.act.com.