

FaktaNet live! Help

Button menu.



Click on this button to move to the FaktaNet live! Welcome page. I.e. The page that displays new/updated projects.



Click here to open the FaktaNet live! Search tool.



Click here to open the *Favourite* window. In the *Favourite* window you may select the following alternatives:

1. Show all Favourites. (I.e. Search out all projects that you have added to your Favourite list.)
2. Add current object to favourites. (I.e. add the object, which is shown to the right of the hit list, to your personal favourite list.)
3. Add selected objects to favourites. (I.e. Add all those objects that the you have selected in the hit list, to your personal favourite list)
4. Remove current object from favourites. (I.e. Remove the object, which is shown to the right of the hit list, from your personal favourite list)
5. Remove selected object from favourites. (I.e. Remove all those objects that you have selected in the hit list, from your personal favourite list selected)
6. Remove all objects from favourites. (I.e. Clear your personal favourites list)



Click on this button to open the *Print* window. In that window you may select the following alternatives:

1. Print current object. (I.e. An Acrobat Reader document is generated containing all information about the object, which is shown to the right of the hit list. From there you can either print the document or e-mail it)
2. Print selected objects. (I.e. an Acrobat Reader document is generated containing all information about the objects that the you have selected in the hit list. From there you can either print the document or e-mail it)
3. Print all objects. (I.e. an Acrobat Reader document is generated containing all information about every the object in the hit list. From there you can either print the document or e-mail it)
4. Print to comma separated file. (A comma separated text file is generated and mailed to the logged on user.)



Click on this button to open the *Delete* window. In that window you may select the following alternatives:

1. Delete current object. (I.e. delete the object that is shown to the right of the hit list.)
2. Delete selected objects. (I.e. Delete all those objects that the you have selected in the hit list)
3. Undo delete current object. (I.e. Remove the *Delete mark* on the object that is shown to the right of the hit list.)
4. Undo delete selected objects. (I.e. Remove the *Delete mark* on all those objects that you have selected in the hit list)



Click here to check if any new/updated projects have been added to the, logged on users, account. After the check is done, the welcome page is shown, where you can see how many new/updated projects you have.



Click on this button to open *My profile* window. In that window you may select the following alternatives:

1. Show subscription. (I.e. What selection the you have in your subscription, at Reed Business Information)
2. Change profile. (I.e. If you have multiple selection profiles, you can, from here, change to another of your profiles)
3. Change password. (I.e. Change password on the account that you have used to log on to FaktaNet live!)



Click on this button to change language. Following languages are present:

1. Swedish
2. Finnish
3. Danish
4. Norwegian
5. English





Click here to log out from FaktaNet live!

Welcome screen

The welcome screen is the first screen you will see after logging on. In the welcome screen you can find the following information/functions:

- Number of new/updated projects that you have received after you last logged on, or clicked on the *Refresh* button.
- Your subscription number and contact id. These can be handy if you need to contact Reed Business Information.
- Name, phone number and e-mail address of the users contact person at Reed Business Information.
- Quick link to search out all new/updated projects that you have received today.
- Quick link to search out all new/updated projects that you have received during the last 7 days.
- Quick link to search out all new/updated projects.
- Quick link to search out all new projects.(Updated projects will not be included)
- Quick link to search out all updated projects. (New projects will not be included)
- Quick link to search out all projects that the user haven't locked at.

Welcome Demo User SWE FaktaNet Live!

 **New Projects: 32**  **Updated Projects: 12**

Last update was: 2004-02-19 14:27:33

.....

Total number of projects not visited: 25

.....

Your subscription number: 1109
Your contact id: 159

Your contact person:
Sven Svensson
Phone: 0651-55 25 00
E-mail: email@reedbusiness.se

.....


Show today's project
Show last 7 days projects


Show new and updated projects
Show only new projects
Show only updated projects


Hit list

Every time you make a search, or click on one of the quick links on the welcome screen, the search result is shown in the hit list. In the *hit list* you can see which projects you have previously viewed/ or not yet been viewed. Those objects that have been viewed will be greyed out. The objects that have not been viewed are shown in black. (See example picture below)



 Symbol that shows which object is selected. I.e. which object that is shown to the right of the hit list.


 Symbol that indicates that this object is in your personal *Favourite list*.

 Symbol that indicates that this object contain notes, that you have added.

[Select] Click on this check box to *Select* an object. These check boxes are used together with the menu alternatives *Favourites*, *Print* or *Delete*. For ex. If you would like to print out multiple objects.

<< **Prev** Click here to show the previous 20 objects, in the hit list.

Next >> Click here to show the next 20 objects, in the hit list.

 Symbol showing that the object is new, I.e. it came in during last refresh.

 Symbol showing that the object is updated, I.e. it was updated during last refresh.

Project information screen

When you click (select) one project from the *Hit list*, that project is shown to the right of the *Hit list*, in the screen labelled *Project information*.

In the project information screen, you will find all information regarding the selected project. For ex. Object name, start date, end date, construction site etc. Here you will also find information about which roles, materials and tenders are linked to the selected project.

The screenshot shows a web interface titled "Project information" with a purple header. The main content is divided into several sections by dotted lines. On the left, there are project details like "Objectname: Läraren", "Municipality: Västerbotten (24)", and "Value(Mil.): 50,0 Mkr". On the right, there are sections for "Roles" and "Architect draft". The "Roles" section lists "BAB Fastigheter AB" and "Handl.Off Håkan Karlsson". The "Architect draft" section lists "Rydfjäll Byggkonsult AB". Two callout boxes with arrows point to the company names in the "Roles" section, providing instructions on how to click them for more information.

Project information

Nybyggnad av centrumhus.

Objectname: Läraren
Constr.site: Hörnefors
Municipality: Västerbotten (24)
County: Umeå (2480)
Value(Mil.): 50,0 Mkr
Startdate: Kan ej anges
Enddate:

Project ID: 90120320
Contract type: Design & Construct contr
Gr.floor area: 6000
Appartments: 25
Floor: 2

Categories:
Postal Services - New
Shops - New
Sheltered Housing - New

Project notes:
Byggstarten framflyttad.
Projektet planeras innehålla bibliotek,
post, apotek, sparbank, hälsocenter, butik,
kontor och matsal.

Roles

Promoter:
BAB Fastigheter AB
Jägarvägen 3
904 20 Umeå
Telefon: 090-772610
Fax: 090-772670

Handl.Off Håkan Karlsson

Architect draft:
Rydfjäll Byggkonsult AB
Storgatan 93
903 33 Umeå
Telefon: 090-140049
Fax: 090-140017

Click on the Company name to see all information about that company.

Click on the contact to see all information about that contact.

Company information screen

When you select (click) a company from the *Hit list*, that company is shown to the right of the *Hit list*, in the screen labelled *Company information*.

In the company information screen, you will find all information regarding the selected company.

For ex. Address, phone number, fax number and employees etc. Here you will also find information about which projects, materials and tenders are linked to the selected company.

Company information

BAB Fastigheter AB

Address: Jägarvägen 3
Postaddress: 904 20 Umeå

Phone: 090-772610
Fax: 090-772670

County: Västerbotten (24)
Municipality: Umeå (2480)

Type: Private

Contacts:
Håkan Karlsson 090-772610

Own notes:

Project

Nybyggnad av centrumhus.
Role: Promoter
Value(Mil.): 50,0 Mkr
Startdate: Kan ej anges
County: Västerbotten | Municipality: Umeå

Ombyggnad för gruppboende.
Role: Promoter
Value(Mil.): 1,0 Mkr
Startdate: Kan ej anges
County: Västerbotten | Municipality: Umeå

Ombyggnad till äldreboende.
Role: Promoter
Value(Mil.): 1,5 Mkr
Startdate: Våren 2004
County: Västerbotten | Municipality: Umeå

Click on the project name to see all information about that project.

Contact information screen

When you select (click) on a contact from the *Hit list*, that contact is shown to the right of the *Hit list*, in the screen called *Contact information*.

In the contact information screen, you will find all information regarding the selected contact. For ex. Address, phone number, fax number and Mobile number etc. Here you will find information about which projects are linked to the selected contact.

Contact information

Håkan Karlsson

Company: [BAB Fastigheter AB](#)

Address: Jägarvägen 3

Postaddress: 904 20 Umeå

Phone: 090-772610

Car phone: 070-6629055

E-mail: hakan.bab@obbit.se

County: Västerbotten (24)

Municipality: Umeå (2480)

Project

[Nybyggnad av centrumhus.](#)
Role: Promoter
Value(Mil.): 50,0 Mkr
Startdate: Kan ej anges
County: Västerbotten | Municipality: Umeå

[Ombyggnad till äldreboende.](#)
Role: Promoter
Value(Mil.): 1,5 Mkr
Startdate: Våren 2004
County: Västerbotten | Municipality: Umeå

[Ombyggnad för gruppboende.](#)
Role: Promoter
Value(Mil.): 1,0 Mkr
Startdate: Kan ej anges
County: Västerbotten | Municipality: Umeå

Own notes:

Save

Click on the company name to see all information about that company.

Click on the project name to see all information about that project.

Search

The FaktaNet live! Search tool has three main search options, Project, Company and Contact search. You can determine what you will search for (Projects, Companies or Contacts) by selecting that tab, at the top of the search screen. For ex. if you select the *Project tab*, then the program will search all projects that correspond to your selected search criteria.

The screenshot shows a web-based search interface titled "Search". At the top, there are three tabs: "Project", "Company", and "Contact". The "Project" tab is currently selected. Below the tabs, there are two columns of search criteria. The left column is titled "Select search criteria:" and lists various fields: Project ID, Projectname, Startdate, Enddate, Constr.value, Geography, Categories, Material, Dev.type, Tender, Roles, and Notes. The right column is titled "Selected search criteria:" and shows the currently selected criteria: Startdate (From: 2003-01, To: 2004-01), Constr.value (From: 10), and Geography (Norrbotte). Below the criteria lists, there are two checkboxes: "Search only in favorites" and "Search only in deleted". At the bottom of the interface, there are four buttons: "Search", "Get selection", "Save selection", and "Clear".

At the top of the search screen, you determine what you require in your search. Projects, Companies or Contacts.

Here you can view the search criteria you have selected.

Here you select which search criteria you wish to add to this search.

Click here to search only in personal favourites.

Click here to search only in *Deleted* projects.

Click on this button to perform the search.

Click on this button to add a *stored selection* to the search.

Click on this button to save a selection/search.

Click on this button to clear current search.

Mail Merge (Microsoft Word).

This is a short description of the procedure. For more information see help function, in the program that you are using.

Step by step tutorial to perform mail merge in Office 2002 (XP).

1. Open word and go to *Tools menu*. Click on *Letters and Mailings | Mail merge wizard..* The mail merge window is then shown to the right.
2. Under *Select document type*, you should select alternative *Letters*. Then click on *Next: Starting document*, at the bottom of the mail merge window.
3. Under *Select starting document*, you can either *Use current document* or *Start from a template*. After that create the layout of the document, and then click on *Next: Select recipients*.
4. Under *Select recipients*, you select *Use an existing list*. After that click on *Browse* and search out the text file that was mailed to you from FaktaNet live!. When you have found that text file, click on *Open*. Finally click on *Next: Write your letter*, to move to next step.
5. In the dialog box *Mail Merge Recipients*, you can unselect those contacts that you do not want to send to. You can also sort the result list by clicking on the column header. When you are ready, click OK and then click on *Next: Write your letter*.
6. Place your cursor where you wish to add a field from the text file, for ex. Company name. Click on *More items...* under *Write your letter*. In the dialog box *Insert Merge Field*, select *Database fields*, then select *COMP_NAME* from the list and click on *Insert*. Close the *Insert Merge field* dialog box. Move the cursor to where you would like the next field to be and then complete the same step again. (Click on *More Items.. etc*) When you have added all the fields you wish to have in your letter, click on *Next: Preview your letters*.
7. Now you see a preview of the letter. If you need to change anything, click on *previous: Write your letter*. When your done, click on *Next: Complete the merge*.
8. To print these letters, click on *Print..* in the *Mail merge window* to the right. Then you select if you want to print all letters or just some of them.